



MAMMOTH COMMUNITY WATER DISTRICT

Post Office Box 597

Mammoth Lakes, California 93546-0597

813th Regular Meeting of the
Mammoth Community Water District
Board of Directors

Thursday, January 23, 2025

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

*For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following information to join the Zoom Videoconference Meeting:
<https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR
Join via teleconference by dialing 1-669-444-9171, 760-934-2596#*

5:30 P.M.

Roll Call

Directors Cage, Domaille, Hylton, Smith, and Thompson

Public Forum

Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda, and presentation should be limited to three (3) minutes. No formal action by the Board will be taken on these items.

Consent Agenda A

All matters listed are considered to be routine by the Board and may be enacted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

A-1 Approve the November and December 2024 Check Disbursements

A-2 Approve the Minutes from the Regular Board Meeting held November 21, 2024

A-3 Approve the Minutes from the Special Board Workshop held December 5, 2024

A-4 Approve the Minutes from the Special Board Meeting held January 7, 2025

Consent Agenda B — Department Reports

All matters listed are considered to be routine by the Board and may be acted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

B-1 Operations Department Report

B-2 Maintenance Department Report

B-3 Finance Department Report

B-4 Engineering Department Report

B-5 Information Services Report

B-6 Personnel Services Report

B-7 Regulatory Support Services Report

B-8 General Manager's Report

Current Business

C-1 Elect the Board President, Vice President, and Assign Committee Members for 2025

C-2 Discuss and Consider Adopting Resolution No. 01-23-25-01 Appointing a Member of the Board of Directors as Trustee to the Mammoth Community Water District's Money Purchase Pension Plan for 2025

C-3 Discuss and Possibly Adopt the Mammoth Community Water District 2025 Water and Wastewater Capacity Fee Study Report

C-4 Review the Draft Temporary Raw Water Service Agreement Between the District and Snowcreek Investment Company, LLC, and Provide Direction to Staff and Legal Counsel Regarding Final Changes to that Agreement and its Presentation to Snowcreek

C-5 Discuss and Possibly Adopt the MCWD Fiscal Year 2026 Strategic Plan

C-6 Discuss and Possibly Adopt the Revised MCWD Personnel Policy Manual (PL-HR-001)

C-7 Receive Engineering Presentation on the Seismic and Snow Load Structural Assessment Report on MCWD Facilities

C-8 Water Supply Update

Board Member's Committee Reports

Committee Meetings Held:

Ad-Hoc Recycled Water Committee – *January 6, 2025*

Employee Housing Committee – *January 21, 2025*

Investment Committee – *January 21, 2025*

Finance Committee – *January 21, 2025*

Technical Services Committee – *January 22, 2025*

Directors Comments, Requests, and Reports

Attorney's Report

Closed Session

D-1 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: Mono County APN – 037-240-009-000

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby and Garrett Higerd

Property Owner Negotiator: Villar Family Trust 5-24-23

D-2 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: Mono County APN – 037-210-064-000

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby and Garrett Higerd

Property Owner Negotiator: The Trails Homeowners Association

Adjournment

NOTE: Items listed on the agenda may be reviewed or acted upon by the Board in any order or sequence. The items are listed for identification purposes only.

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, January 17, 2025

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

In compliance with the Americans with Disabilities Act, if you need a disability related modification or accommodation to participate in this meeting, please call Stephanie Hake at (760) 934-2596 at least one full day before the meeting.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF AN EMPLOYEE HOUSING COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Employee Housing Committee of the Board of Directors of the Mammoth Community Water District will hold an **EMPLOYEE HOUSING COMMITTEE MEETING** on **TUESDAY, JANUARY 21, 2025** at **9:00 A.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

The agenda items are:

1. Review and Discuss the Current Status of MCWD Programs
 - a. Employee Housing Purchase Assistance
 - b. MCWD Rental Housing
2. Provide Direction to the General Manager Regarding the Inventory of Housing Units to be used for the MCWD Rental Housing Program
3. Review the Monthly Rental Rate Charged for the District-Owned Rental Housing Units and Provide Direction to the General Manager to Make any Necessary Adjustments
4. Discuss the MCWD Rental Housing Policy and Possible Direction to General Manager Regarding Possible Amendments to the Policy and Associated Agreement
5. Discuss the MCWD Home Purchase Assistance Program and Possible Direction to General Manager Regarding Possible Amendments to Program Policies and Associated Agreements
6. General Discussion

The Meeting will be held in the Conference Room at the District facility located at 1315 Meridian Boulevard, just off Highway 203, Mammoth Lakes, California

A handwritten signature in blue ink, appearing to read "Mark Busby".

MARK BUSBY
General Manager

Date of Issuance: Friday, January 17, 2025

Posted: MCWD Office

MCWD Website: www.mcwd.dst.ca.us

cc: Members, Board of Directors

Town of Mammoth Lakes

KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this committee meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Ms. Hake at: shake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



MAMMOTH COMMUNITY WATER DISTRICT
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NOTICE OF AN INVESTMENT COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Investment Committee of the Board of Directors of the Mammoth Community Water District will hold an **INVESTMENT COMMITTEE MEETING** on **TUESDAY, JANUARY 21, 2025** at **11:30 A.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

The agenda items are:

1. Review Management of Investment Accounts with Advisors from Chandler Asset Management, Inc. (CAM)
2. Provide Direction to General Manager to Maintain or Change Current Allocation of Investments, Maintain or Change Specific Investments, or Make a Combination of Changes to Allocations or Investments to Meet Cash Flow Objectives

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.

A handwritten signature in blue ink, appearing to read "Mark Busby".

MARK BUSBY
General Manager

Date of Issuance: Friday, January 17, 2025

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Mrs. Hake at: shake@mcwd.dst.ca.us.

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MAMMOTH COMMUNITY WATER DISTRICT
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Mammoth Lakes, California 93546-0597

NOTICE OF A FINANCE COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Finance Committee of the Board of Directors of the Mammoth Community Water District will hold a **FINANCE COMMITTEE MEETING** on **TUESDAY, JANUARY 21, 2025** at **1:00 P.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

The agenda items are:

1. Review and Approve the Board of Director Payment Requests for November and December 2024
2. Review and Approve the Accounts Payable Payment Vouchers for November and December 2024
3. Discuss and Review the November and December 2024 Check Registers (A-1)
4. Discuss the Finance Department Report (B-3)
5. Discuss Asset Replacement Costs Related to Reserve Fund Targets
6. Discuss the MCWD Draft Capacity Fee Study Report (C-3)
7. Discussion / Questions Regarding Other Department Reports
 - B-1 Operations Department Report
 - B-2 Maintenance Department Report
 - B-4 Engineering Department Report
 - B-5 Information Services Report
 - B-6 Personnel Services Report
 - B-7 Regulatory Services Report
 - B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, January 17, 2025

Posted: MCWD Office

MCWD Website: www.mcwd.dst.ca.us

cc: Members, Board of Directors

Town of Mammoth Lakes

KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Mrs. Hake at: shake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



MAMMOTH COMMUNITY WATER DISTRICT
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Mammoth Lakes, California 93546-0597

NOTICE OF A TECHNICAL SERVICES COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Technical Services Committee of the Board of Directors of the Mammoth Community Water District will hold a **TECHNICAL SERVICES COMMITTEE MEETING** to be held **WEDNESDAY, JANUARY 22, 2025** at **8:00 A.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

The agenda items are:

1. Review of the Operations Department Report (B-1)
2. Discuss the Water Supply Update (C-8)
3. Review of the Maintenance Department Report (B-2)
4. Review of the Engineering Department Report (B-4)
5. Review of the Information Services Report (B-5)
6. Review of the Regulatory Services Report (B-7)
7. Discussion / Questions Regarding Other Department Reports

B-3 Finance Department Report

B-6 Personnel Services Report

B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.

A handwritten signature in blue ink, appearing to read "Mark Busby".

MARK BUSBY
General Manager

Date of Issuance: Friday, January 17, 2025

01/22/2025

MCWD Technical Services Committee Meeting

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Mrs. Hake at: SHake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



Board Check Register

By Vendor Name

Payment Dates 11/1/2024 - 11/30/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00295 - A Better Fireplace					
11/13/2024	5414	Pellet Stove Repair - MV1	96-000-6115		536.61
Vendor 00295 - A Better Fireplace Total:					536.61
Vendor: 00016 - ACWA / JPIA (HBA)					
11/08/2024	11143	Dental	10-000-2150		540.61
11/08/2024	11143	Life Insurance	10-000-2150		38.94
11/08/2024	11143	Medical Insurance	10-000-2150		8,489.97
11/08/2024	11143	Vision Insurance	10-000-2150		122.00
11/08/2024	11143	Dental	10-000-2150		2,203.28
11/08/2024	11143	Dental	20-000-2150		1,265.17
11/08/2024	11143	Dental	30-000-2150		1,334.86
11/08/2024	11143	EAP Admin. Fee	10-000-2150		42.16
11/08/2024	11143	EAP Admin. Fee	20-000-2150		18.66
11/08/2024	11143	EAP Admin. Fee	30-000-2150		21.02
11/08/2024	11143	Life Ins Dependent	10-000-2150		4.96
11/08/2024	11143	Life Ins Dependent	20-000-2150		2.78
11/08/2024	11143	Life Ins Dependent	30-000-2150		2.49
11/08/2024	11143	Life Insurance	10-000-2150		612.00
11/08/2024	11143	Life Insurance	20-000-2150		160.06
11/08/2024	11143	Life Insurance	30-000-2150		197.94
11/08/2024	11143	Life Insurance	10-000-2150		173.86
11/08/2024	11143	Life Insurance	20-000-2150		140.10
11/08/2024	11143	Life Insurance	30-000-2150		138.99
11/08/2024	11143	Life Ins Supplemental	20-000-2150		15.01
11/08/2024	11143	Life Ins Supplemental	30-000-2150		14.99
11/08/2024	11143	Medical Insurance	10-000-2150		31,901.70
11/08/2024	11143	Medical Insurance	20-000-2150		18,136.02
11/08/2024	11143	Medical Insurance	30-000-2150		18,653.87
11/08/2024	11143	Vision Insurance	10-000-2150		488.00
11/08/2024	11143	Vision Insurance	20-000-2150		280.73
11/08/2024	11143	Vision Insurance	30-000-2150		280.47
11/08/2024	11143	Premium Adjustment	10-000-6020		916.19
Vendor 00016 - ACWA / JPIA (HBA) Total:					86,196.83
Vendor: 00025 - AFLAC					
11/30/2024	DFT0001114	AFLAC Pre Tax	10-000-2170		25.48
11/30/2024	DFT0001114	AFLAC After Tax	20-000-2170		6.05
11/30/2024	DFT0001114	AFLAC Pre Tax	20-000-2170		51.57
11/30/2024	DFT0001114	AFLAC After Tax	30-000-2170		3.65
11/30/2024	DFT0001114	AFLAC Pre Tax	30-000-2170		27.57
11/30/2024	DFT0001128	AFLAC Pre Tax	10-000-2170		25.48
11/30/2024	DFT0001128	AFLAC After Tax	20-000-2170		6.06
11/30/2024	DFT0001128	AFLAC Pre Tax	20-000-2170		51.57
11/30/2024	DFT0001128	AFLAC After Tax	30-000-2170		3.64
11/30/2024	DFT0001128	AFLAC Pre Tax	30-000-2170		27.57
Vendor 00025 - AFLAC Total:					228.64
Vendor: 00039 - Alex Printing					
11/21/2024	5429	Envelopes	10-000-6180		875.98
Vendor 00039 - Alex Printing Total:					875.98
Vendor: 02508 - Alpine Landscape					
11/07/2024	5398	Landscaping and Winterization	10-000-6150		2,670.00
11/21/2024	5450	Repair of Irrigation and Topsoil - 277 Manzanita	33-000-1301	21WW06CS	12,808.00
Vendor 02508 - Alpine Landscape Total:					15,478.00

Board Check Register

Payment Dates: 11/1/2024 - 11/30/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00063 - American Business Machines Co.					
11/08/2024	11144	Finance Charge for Late Payment	10-000-6180		9.50
11/13/2024	11152	Canon Plotter	21-000-1305		9,737.79
11/14/2024	11153	Printer/Copier Agreement	10-000-6180		82.88
11/22/2024	11158	Ops Printer/Copier Agreement	10-000-6180		61.40
Vendor 00063 - American Business Machines Co. Total:					9,891.57
Vendor: 00069 - Amerigas (WWTP/Lab)					
11/13/2024	5415	Propane - WWTP/Lab	30-240-6231		286.52
11/13/2024	5415	Propane - WWTP/Lab	30-240-6231		287.67
11/21/2024	5430	Propane - WWTP/Lab	30-240-6231		603.07
11/21/2024	5430	Propane - WWTP/Lab	30-240-6231		273.38
Vendor 00069 - Amerigas (WWTP/Lab) Total:					1,450.64
Vendor: 00072 - Amerigas (GWTP 1)					
11/21/2024	5431	Propane - GWTP 1	20-220-6231		574.47
Vendor 00072 - Amerigas (GWTP 1) Total:					574.47
Vendor: 00068 - Amerigas (Offices)					
11/13/2024	5416	Propane - District Offices	10-000-6231		1,178.61
Vendor 00068 - Amerigas (Offices) Total:					1,178.61
Vendor: 00111 - AT&T					
11/13/2024	5417	FirstNet	10-130-6105		889.86
Vendor 00111 - AT&T Total:					889.86
Vendor: 02598 - Avineon, Inc.					
11/14/2024	11154	Utility Network Progress Payment	21-000-1301	24A01MS	23,310.00
Vendor 02598 - Avineon, Inc. Total:					23,310.00
Vendor: 00123 - Babcock Laboratories, Inc.					
11/21/2024	5432	Lab Services	30-210-6111		105.27
11/21/2024	5432	Lab Services	20-210-6111		534.87
11/21/2024	5432	Lab Services	30-210-6111		500.25
Vendor 00123 - Babcock Laboratories, Inc. Total:					1,140.39
Vendor: 02639 - Beau Carli					
11/26/2024	5455	Resolution of Claim 24-003	10-000-6130		19,071.44
Vendor 02639 - Beau Carli Total:					19,071.44
Vendor: 00207 - CA Dept. of Tax and Fee Administration					
11/21/2024	5433	Water Rights Fees	20-200-6205		1,452.26
Vendor 00207 - CA Dept. of Tax and Fee Administration Total:					1,452.26
Vendor: 00201 - CA Tax Payment ACH					
11/06/2024	DFT0001116	State Withholding	10-000-2210		4,780.90
11/06/2024	DFT0001116	CA State Disability	10-000-2210		1,097.71
11/06/2024	DFT0001116	CA State Disability	20-000-2210		531.83
11/06/2024	DFT0001116	State Withholding	20-000-2210		1,811.90
11/06/2024	DFT0001116	CA State Disability	22-000-2210		71.39
11/06/2024	DFT0001116	State Withholding	22-000-2210		155.93
11/06/2024	DFT0001116	State Withholding	30-000-2210		1,715.92
11/06/2024	DFT0001116	CA State Disability	30-000-2210		503.57
11/20/2024	DFT0001130	State Withholding	10-000-2210		4,721.84
11/20/2024	DFT0001130	CA State Disability	10-000-2210		1,090.54
11/20/2024	DFT0001130	CA State Disability	20-000-2210		516.95
11/20/2024	DFT0001130	State Withholding	20-000-2210		1,747.65
11/20/2024	DFT0001130	CA State Disability	22-000-2210		58.61
11/20/2024	DFT0001130	State Withholding	22-000-2210		100.11
11/20/2024	DFT0001130	State Withholding	30-000-2210		2,104.69
11/20/2024	DFT0001130	CA State Disability	30-000-2210		550.29
11/21/2024	DFT0001118	State Withholding	10-000-2210		50.00
Vendor 00201 - CA Tax Payment ACH Total:					21,609.83

Board Check Register

Payment Dates: 11/1/2024 - 11/30/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00205 - California Broadband Cooperative					
11/21/2024	5451	Internet Service	10-130-6105		1,277.95
Vendor 00205 - California Broadband Cooperative Total:					1,277.95
Vendor: 02436 - California Franchise Tax Board					
11/07/2024	5399	Acct. No. JK-104-5434	20-000-2170		150.95
11/07/2024	5399	Acct. No. JK-104-5434	30-000-2170		150.94
11/21/2024	5434	Acct. No. JK-104-5434	20-000-2170		150.95
11/21/2024	5434	Acct. No. JK-104-5434	30-000-2170		150.94
Vendor 02436 - California Franchise Tax Board Total:					603.78
Vendor: 02179 - California State Disbursement Unit					
11/06/2024	DFT0001109	Ca. Child Support	20-000-2170		46.17
11/06/2024	DFT0001109	Ca. Child Support	30-000-2170		46.13
11/20/2024	DFT0001123	Ca. Child Support	20-000-2170		46.16
11/20/2024	DFT0001123	Ca. Child Support	30-000-2170		46.14
Vendor 02179 - California State Disbursement Unit Total:					184.60
Vendor: 00220 - Carmichael Business Technology					
11/13/2024	5418	Blackpoint Cyber Security Monthly Subscription	10-130-6105		345.00
11/21/2024	5435	Spam Filtering	10-130-6105		1,540.00
11/21/2024	5435	VOIP	10-000-6210		650.10
11/21/2024	5435	IT Agreement	10-130-6106		3,356.66
Vendor 00220 - Carmichael Business Technology Total:					5,891.76
Vendor: 00236 - CASA					
11/07/2024	5400	Annual Membership Renewal	10-100-6160		2,810.00
Vendor 00236 - CASA Total:					2,810.00
Vendor: 00281 - Chuck Villar Construction					
11/07/2024	5401	Equipment Rental and Hauling	33-000-1301	21WW06CS	3,511.26
11/07/2024	5401	Sludge Hauling	30-240-6100		7,394.80
Vendor 00281 - Chuck Villar Construction Total:					10,906.06
Vendor: 01957 - City of Fallon					
11/21/2024	5436	Sludge Disposal	30-240-6102		3,844.73
Vendor 01957 - City of Fallon Total:					3,844.73
Vendor: 00439 - Dewey Pest Control					
11/21/2024	5437	Pest Control	10-000-6150		206.00
Vendor 00439 - Dewey Pest Control Total:					206.00
Vendor: 00452 - DIY Home Center					
11/08/2024	11145	Acetone	30-310-6145		106.66
11/08/2024	11145	Trash Bags	10-310-6180		40.71
11/08/2024	11145	Misc. HW	30-320-6145		1.15
11/08/2024	11145	Misc. Supplies	10-330-6180		32.67
11/08/2024	11145	Space Heater for Desk	30-240-6120		58.17
11/08/2024	11145	Coffee Maker, Log Bin - SM55	96-000-6115		121.20
11/14/2024	11155	Misc. HW, Tape	10-330-6180		19.92
11/14/2024	11155	Backflow Preventer	20-220-6145		8.23
11/14/2024	11155	Misc. Parts and Materials	33-000-1301	21WW06CM	167.64
11/14/2024	11155	Hole Saw, Mandrel Set, Clamp	23-000-1301	24WW03CM	56.70
11/14/2024	11155	Lamp Holder	23-000-1301	24WW03CM	17.41
11/14/2024	11155	Window Insulation - MM11	96-000-6115		24.23
11/14/2024	11155	Saw Blades, PVC Pipe	20-320-6145		54.25
11/14/2024	11155	Misc. Supplies	20-220-6180		15.11
11/22/2024	11159	Electrical Supplies	30-330-6150		38.76
11/22/2024	11159	Tarp, Tape, Glue	30-240-6180		30.71
11/22/2024	11167	Misc. HW	10-320-6145		5.76
11/22/2024	11159	Snow Broom	30-240-6120		25.20
11/22/2024	11167	Hex Keys	10-320-6120		27.13
11/22/2024	11167	Buckets	10-320-6180		14.52

Board Check Register

Payment Dates: 11/1/2024 - 11/30/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
11/22/2024	11167	District Paving Supplies	21-000-1301	24A02CM	22.28
Vendor 00452 - DIY Home Center Total:					888.41
Vendor: 00569 - Federal Tax Payment ACH					
11/06/2024	DFT0001115	Federal Withholding	10-000-2200		12,048.02
11/06/2024	DFT0001115	Medicare	10-000-2200		3,004.49
11/06/2024	DFT0001115	Federal Withholding	20-000-2200		5,187.18
11/06/2024	DFT0001115	Medicare	20-000-2200		1,409.98
11/06/2024	DFT0001115	Medicare	22-000-2200		188.22
11/06/2024	DFT0001115	Social Security	22-000-2200		804.76
11/06/2024	DFT0001115	Federal Withholding	22-000-2200		359.14
11/06/2024	DFT0001115	Medicare	30-000-2200		1,339.24
11/06/2024	DFT0001115	Federal Withholding	30-000-2200		4,986.44
11/20/2024	DFT0001129	Federal Withholding	10-000-2200		11,889.48
11/20/2024	DFT0001129	Medicare	10-000-2200		2,985.55
11/20/2024	DFT0001129	Federal Withholding	20-000-2200		4,940.56
11/20/2024	DFT0001129	Medicare	20-000-2200		1,371.12
11/20/2024	DFT0001129	Social Security	22-000-2200		660.68
11/20/2024	DFT0001129	Federal Withholding	22-000-2200		234.81
11/20/2024	DFT0001129	Medicare	22-000-2200		154.52
11/20/2024	DFT0001129	Medicare	30-000-2200		1,462.80
11/20/2024	DFT0001129	Federal Withholding	30-000-2200		5,913.53
11/21/2024	DFT0001117	Medicare	10-000-2200		72.92
11/21/2024	DFT0001117	Federal Withholding	10-000-2200		200.00
11/21/2024	DFT0001117	Social Security	10-000-2200		311.88
Vendor 00569 - Federal Tax Payment ACH Total:					59,525.32
Vendor: 02631 - Gail Orens					
11/07/2024	5402	HET Rebate (2)	10-105-6237		400.00
Vendor 02631 - Gail Orens Total:					400.00
Vendor: 00662 - Grainger, Inc.					
11/08/2024	11146	Vacuum Belts	10-000-6145		8.66
11/22/2024	11160	Respirator Cartridges	30-240-6200		103.25
11/22/2024	11160	Chemical Resistant Gloves	10-320-6200		73.10
11/22/2024	11160	Rope and Straps	10-320-6180		461.19
11/22/2024	11160	Boot Traction Devices	10-320-6200		87.54
Vendor 00662 - Grainger, Inc. Total:					733.74
Vendor: 00685 - Hach Company					
11/07/2024	5403	Lab Supplies	30-210-6180		1,354.91
11/21/2024	5438	Lab Supplies	30-210-6180		287.97
11/21/2024	5438	Testing Supplies	20-230-6180		279.14
Vendor 00685 - Hach Company Total:					1,922.02
Vendor: 00687 - Hardy Diagnostics					
11/22/2024	11161	Lab Supplies	30-210-6180		251.96
11/22/2024	11161	Lab Supplies	20-210-6180		407.67
11/22/2024	11161	Lab Supplies	30-210-6180		101.92
Vendor 00687 - Hardy Diagnostics Total:					761.55
Vendor: 02388 - Health Equity, Inc.					
11/06/2024	DFT0001112	HSA	10-000-2151		387.24
11/20/2024	DFT0001126	HSA	10-000-2151		387.24
Vendor 02388 - Health Equity, Inc. Total:					774.48
Vendor: 00705 - High Country Lumber, Inc.					
11/13/2024	5419	Screws, Trash Bags	21-000-1301	24A02CM	24.76
11/13/2024	5419	Pipe Tape	23-000-1301	24WW01CM	96.91
11/13/2024	5419	Driveway Crack Repair	21-000-1301	24A02CM	19.98
Vendor 00705 - High Country Lumber, Inc. Total:					141.65
Vendor: 02603 - Holmes US					
11/22/2024	11162	Seismic & Structural Services	22-000-1301	24W06CS	38,536.25
Vendor 02603 - Holmes US Total:					38,536.25

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Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00723 - Idexx Distribution, Inc.					
11/21/2024	5439	Lab Supplies	30-210-6180		205.23
Vendor 00723 - Idexx Distribution, Inc. Total:					205.23
Vendor: 00725 - Infosend, Inc.					
11/22/2024	11163	UB Statement Processing	10-120-6100		1,934.16
Vendor 00725 - Infosend, Inc. Total:					1,934.16
Vendor: 00728 - International Union of Operating Engineers					
11/07/2024	5404	Union Dues	10-000-2170		154.00
11/07/2024	5404	Union Dues	20-000-2170		154.08
11/07/2024	5404	Union Dues	30-000-2170		153.92
Vendor 00728 - International Union of Operating Engineers Total:					462.00
Vendor: 02630 - Jon Blake					
11/07/2024	5405	HET Rebate (2)	10-105-6237		400.00
Vendor 02630 - Jon Blake Total:					400.00
Vendor: 00907 - Julie Burkhart					
11/08/2024	11147	Travel Expens...	10-130-6220		32.62
Vendor 00907 - Julie Burkhart Total:					32.62
Vendor: 02632 - Julie Pondella					
11/13/2024	5420	50% Fall Landscaping - 229 Manzanita	96-000-6115		290.00
Vendor 02632 - Julie Pondella Total:					290.00
Vendor: 02628 - Keith Williams					
11/07/2024	5406	HEDW Rebate	10-105-6237		200.00
Vendor 02628 - Keith Williams Total:					200.00
Vendor: 01003 - KMMT-FM					
11/07/2024	5407	Advertising	10-105-6190		500.00
Vendor 01003 - KMMT-FM Total:					500.00
Vendor: 01018 - L'Abri H.O.A.					
11/21/2024	5452	Dues Increase - January - March	96-000-6115		36.00
Vendor 01018 - L'Abri H.O.A. Total:					36.00
Vendor: 01099 - Mammoth Disposal					
11/07/2024	5408	Trash Service	10-000-6100		1,929.74
11/07/2024	5408	Recycling	10-000-6100		147.00
11/07/2024	5408	Recycling	10-000-6100		136.50
Vendor 01099 - Mammoth Disposal Total:					2,213.24
Vendor: 02456 - McGinley and Associates, Inc.					
11/14/2024	11156	GMRP Monitoring	20-000-1106		28,105.66
11/22/2024	11168	GMRP Monitoring - 9/1/24 - 10/31/24	20-000-1106		42,481.64
Vendor 02456 - McGinley and Associates, Inc. Total:					70,587.30
Vendor: 01183 - McMaster-Carr Supply Co.					
11/21/2024	5441	Quick-Disconnect Bushing	30-330-6145		72.99
Vendor 01183 - McMaster-Carr Supply Co. Total:					72.99
Vendor: 01257 - Mono County Tax Collector					
11/21/2024	5443	Property Tax - Lesiak	96-000-2000		4,597.20
11/21/2024	5444	Property Tax - Gregory	96-000-2000		808.41
11/21/2024	5442	Property Tax - Block	96-000-2000		13,239.36
Vendor 01257 - Mono County Tax Collector Total:					18,644.97
Vendor: 02627 - Nu Line Technologies, LLC					
11/07/2024	5409	Sewer Cleaning and Inspections	23-000-1301	24WW01CS	19,627.00
11/21/2024	5445	Sewer Slip Lining	23-000-1301	24WW01CS	293,759.00
Vendor 02627 - Nu Line Technologies, LLC Total:					313,386.00

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Vendor: 02634 - Oliver Tang					
11/13/2024	5421	HET Rebate (2)	10-105-6237		400.00
Vendor 02634 - Oliver Tang Total:					400.00
Vendor: 00609 - Orion					
11/06/2024	DFT0001105	457B Roth Deferred Comp (Flat Amount)	10-000-2161		100.00
11/06/2024	DFT0001106	Deferred Comp 457B Roth (%%)	10-000-2161		369.94
11/06/2024	DFT0001106	Deferred Comp 457B Roth (%%)	20-000-2161		753.27
11/06/2024	DFT0001106	Deferred Comp 457B Roth (%%)	30-000-2161		753.19
11/06/2024	DFT0001107	457B Deferred Comp (Flat Amount)	10-000-2161		9,202.23
11/06/2024	DFT0001107	457B Deferred Comp (Flat Amount)	20-000-2161		1,950.03
11/06/2024	DFT0001107	457B Deferred Comp (Flat Amount)	30-000-2161		1,799.97
11/06/2024	DFT0001108	Deferred Comp 457B (%%)	10-000-2161		2,595.40
11/06/2024	DFT0001108	Deferred Comp 457B (%%)	20-000-2161		1,561.85
11/06/2024	DFT0001108	Deferred Comp 457B (%%)	30-000-2161		1,862.97
11/06/2024	DFT0001113	457 ER Match	10-000-2160		1,829.56
11/06/2024	DFT0001113	457 ER ROTH Match	10-000-2160		126.95
11/06/2024	DFT0001113	401A Pension	10-000-2160		19,958.08
11/06/2024	DFT0001113	401A Pension	20-000-2160		9,666.73
11/06/2024	DFT0001113	457 ER Match	20-000-2160		865.71
11/06/2024	DFT0001113	457 ER ROTH Match	20-000-2160		24.50
11/06/2024	DFT0001113	457 ER ROTH Match	30-000-2160		24.49
11/06/2024	DFT0001113	401A Pension	30-000-2160		9,158.92
11/06/2024	DFT0001113	457 ER Match	30-000-2160		814.74
11/20/2024	DFT0001119	457B Roth Deferred Comp (Flat Amount)	10-000-2161		50.00
11/20/2024	DFT0001120	Deferred Comp 457B Roth (%%)	10-000-2161		345.38
11/20/2024	DFT0001120	Deferred Comp 457B Roth (%%)	20-000-2161		786.51
11/20/2024	DFT0001120	Deferred Comp 457B Roth (%%)	30-000-2161		786.38
11/20/2024	DFT0001121	457B Deferred Comp (Flat Amount)	10-000-2161		9,202.23
11/20/2024	DFT0001121	457B Deferred Comp (Flat Amount)	20-000-2161		1,950.03
11/20/2024	DFT0001121	457B Deferred Comp (Flat Amount)	30-000-2161		1,799.97
11/20/2024	DFT0001122	Deferred Comp 457B (%%)	10-000-2161		2,558.55
11/20/2024	DFT0001122	Deferred Comp 457B (%%)	20-000-2161		1,403.14
11/20/2024	DFT0001122	Deferred Comp 457B (%%)	30-000-2161		1,875.46
11/20/2024	DFT0001127	457 ER Match	10-000-2160		1,817.28
11/20/2024	DFT0001127	457 ER ROTH Match	10-000-2160		101.95
11/20/2024	DFT0001127	401A Pension	10-000-2160		19,827.52
11/20/2024	DFT0001127	457 ER ROTH Match	20-000-2160		25.88
11/20/2024	DFT0001127	401A Pension	20-000-2160		9,396.05
11/20/2024	DFT0001127	457 ER Match	20-000-2160		834.45
11/20/2024	DFT0001127	401A Pension	30-000-2160		10,008.44
11/20/2024	DFT0001127	457 ER Match	30-000-2160		895.46
11/20/2024	DFT0001127	457 ER ROTH Match	30-000-2160		25.87
Vendor 00609 - Orion Total:					127,109.08
Vendor: 01785 - Pilot Thomas Logistics (Wholesale)					
11/08/2024	11148	Diesel for Lake Mary Generator	20-230-6126		1,024.30
Vendor 01785 - Pilot Thomas Logistics (Wholesale) Total:					1,024.30

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Vendor: 01394 - Pitney Bowes Global						
11/13/2024	5422	Postage Meter Quarterly Lease	10-000-6185		195.25	
					Vendor 01394 - Pitney Bowes Global Total:	195.25
Vendor: 02635 - Renee Bishop						
11/13/2024	5423	HET Rebate (2)	10-105-6237		400.00	
					Vendor 02635 - Renee Bishop Total:	400.00
Vendor: 02629 - Rob Kolanz						
11/07/2024	5410	HET Rebate (3)	10-105-6237		500.00	
					Vendor 02629 - Rob Kolanz Total:	500.00
Vendor: 02597 - Robert D. Niehaus, Inc.						
11/14/2024	11157	Connection Fee Study Progress Payment	10-120-6110		700.00	
					Vendor 02597 - Robert D. Niehaus, Inc. Total:	700.00
Vendor: 02636 - Sabrina Glasser						
11/13/2024	5424	HET Rebate	10-105-6237		200.00	
					Vendor 02636 - Sabrina Glasser Total:	200.00
Vendor: 02633 - Sara Borzcik						
11/13/2024	5425	Turf Replacement Rebate	10-105-6237		2,764.00	
					Vendor 02633 - Sara Borzcik Total:	2,764.00
Vendor: 01611 - Sierra Carpet Cleaning						
11/21/2024	5446	Clean Spill in Board Room	10-000-6150		50.00	
					Vendor 01611 - Sierra Carpet Cleaning Total:	50.00
Vendor: 01639 - Snowcreek Athletic Club						
11/21/2024	5447	Snowcreek Dues	10-000-2170		368.00	
11/21/2024	5447	Snowcreek Dues	20-000-2170		518.54	
11/21/2024	5447	Snowcreek Dues	30-000-2170		258.46	
					Vendor 01639 - Snowcreek Athletic Club Total:	1,145.00
Vendor: 01100 - Southern Mono Healthcare District						
11/21/2024	5440	DMV Physicals	10-310-6100		254.80	
					Vendor 01100 - Southern Mono Healthcare District Total:	254.80
Vendor: 01652 - Spiess Construction Co., Inc.						
11/13/2024	5426	District Paving Progress Payment	21-000-1301	24A02CS	230,992.50	
11/21/2024	5453	District Paving Progress Payment	21-000-1301	24A02CS	1,060,566.51	
					Vendor 01652 - Spiess Construction Co., Inc. Total:	1,291,559.01
Vendor: 01662 - Standard Insurance Company						
11/01/2024	DFT0001103	Premium Adjustment	10-000-6020		17.34	
11/30/2024	DFT0001110	Long Term	10-000-2150		511.91	
11/30/2024	DFT0001110	Long Term	20-000-2150		248.16	
11/30/2024	DFT0001110	Long Term	30-000-2150		234.73	
11/30/2024	DFT0001111	Short Term	10-000-2150		79.84	
11/30/2024	DFT0001111	Short Term	20-000-2150		38.84	
11/30/2024	DFT0001111	Short Term	30-000-2150		36.45	
11/30/2024	DFT0001124	Long Term	10-000-2150		508.57	
11/30/2024	DFT0001124	Long Term	20-000-2150		241.22	
11/30/2024	DFT0001124	Long Term	30-000-2150		256.52	
11/30/2024	DFT0001125	Short Term	10-000-2150		79.32	
11/30/2024	DFT0001125	Short Term	20-000-2150		37.77	
11/30/2024	DFT0001125	Short Term	30-000-2150		39.85	
					Vendor 01662 - Standard Insurance Company Total:	2,330.52
Vendor: 01701 - Steve's Auto & Truck Parts						
11/13/2024	5427	Battery	23-000-1301	24WW03CM	154.72	
11/21/2024	5448	Brake Kleen	10-000-1200		65.75	
					Vendor 01701 - Steve's Auto & Truck Parts Total:	220.47
Vendor: 01770 - The Sheet, Inc.						
11/13/2024	5428	Advertising	10-105-6190		468.00	

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Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
11/13/2024	5428	Job Ads	10-110-6190		32.00
Vendor 01770 - The Sheet, Inc. Total:					500.00
Vendor: 01828 - Tyler Technologies, Inc.					
11/07/2024	5411	Credit Card Readers	10-120-6120		1,500.00
Vendor 01828 - Tyler Technologies, Inc. Total:					1,500.00
Vendor: 01833 - United Rentals, Inc.					
11/07/2024	5412	Shoring Rental	33-000-1301	21WW06CS	1,965.28
11/25/2024	5454	Shoring Rental	33-000-1301	21WW06CS	2,533.88
11/25/2024	5454	Shoring Rental	33-000-1301	21WW06CS	6,342.18
Vendor 01833 - United Rentals, Inc. Total:					10,841.34
Vendor: 01840 - USA Blue Book					
11/08/2024	11149	Steel Probe	10-320-6120		110.93
11/22/2024	11164	Sledgehammer/Pick	22-340-6120		298.52
Vendor 01840 - USA Blue Book Total:					409.45
Vendor: 01856 - Verizon Wireless - Data Collectors					
11/22/2024	11165	Data Plan for Meter Data Collectors	20-320-6210		122.08
Vendor 01856 - Verizon Wireless - Data Collectors Total:					122.08
Vendor: 01854 - Verizon Wireless					
11/08/2024	11150	Cell Phone Plan	10-130-6105		322.32
Vendor 01854 - Verizon Wireless Total:					322.32
Vendor: 01877 - VWR International					
11/21/2024	5449	Lab Supplies	30-210-6180		203.67
11/21/2024	5449	Lab Supplies	30-210-6180		229.34
11/21/2024	5449	Lab Supplies	30-210-6180		108.64
Vendor 01877 - VWR International Total:					541.65
Vendor: 02591 - waterTALENT, LLC					
11/07/2024	5413	WWTP Chief Operator - Week Ending 10/27/24	30-240-6110		1,500.00
Vendor 02591 - waterTALENT, LLC Total:					1,500.00
Vendor: 01890 - Wells Fargo VISA					
11/15/2024	DFT0001132	Restaurant	10-130-6220		45.24
11/15/2024	DFT0001132	Electrical Parts for East Twin	23-000-1301	24WW03CM	1,083.97
11/15/2024	DFT0001132	East Twin Motor Control Enclosure.	23-000-1301	24WW03CM	747.79
11/15/2024	DFT0001132	C2	10-320-6215		229.99
11/15/2024	DFT0001132	Backflow Cert Renewal	10-105-6160		125.00
11/15/2024	DFT0001132	Uniform	30-240-6124		301.65
11/15/2024	DFT0001132	hotel 2 nights for OCT class	20-220-6220		218.22
11/15/2024	DFT0001132	MCWD Bitwarden account	10-130-6105		180.00
11/15/2024	DFT0001132	Work Boots	20-220-6124		173.99
11/15/2024	DFT0001132	Dinner - CSDA Conference	10-100-6220		43.71
11/15/2024	DFT0001132	hoodies for Bobby and Robert	10-310-6124		129.28
11/15/2024	DFT0001132	Local agency/business lunch meeting	10-100-6215		40.00
11/15/2024	DFT0001132	Ops Dept Head lunch meeting	10-100-6215		60.14
11/15/2024	DFT0001132	lunch with construction crew	10-300-6123		114.54
11/15/2024	DFT0001132	Banner for Staff	10-100-6123		6.65
11/15/2024	DFT0001132	Banner for Staff	10-100-6123		49.06
11/15/2024	DFT0001132	card stock	10-000-6180		72.84
11/15/2024	DFT0001132	lunch	10-330-6220		19.08
11/15/2024	DFT0001132	Office Supplies and Calendars	10-000-6180		44.38
11/15/2024	DFT0001132	Office Supplies - Calendar Order	10-000-6180		73.23
11/15/2024	DFT0001132	Design Platform Subscription	10-110-6105		15.00
11/15/2024	DFT0001132	Canva	10-130-6105		149.90
11/15/2024	DFT0001132	work sweatshirt	20-220-6124		30.16
11/15/2024	DFT0001132	Carwash for vehicle 88	10-200-6155		14.00

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11/15/2024	DFT0001132	Restaurant	10-130-6220		45.24
11/15/2024	DFT0001132	Pipets	30-210-6180		142.75
11/15/2024	DFT0001132	Kitchen Supplies and Meeting Snacks	10-000-6180		141.23
11/15/2024	DFT0001132	Certification	10-320-6160		224.00
11/15/2024	DFT0001132	Document Editing (SH) - Monthly	10-100-6105		19.99
11/15/2024	DFT0001132	Adobe pro	10-100-6105		19.99
11/15/2024	DFT0001132	Adobe	10-120-6105		19.99
11/15/2024	DFT0001132	Monthly Adobe Acrobat License	10-200-6105		19.99
11/15/2024	DFT0001132	Monthly Adobe subscription	20-220-6105		19.99
11/15/2024	DFT0001132	monthly Subscription	30-240-6105		12.99
11/15/2024	DFT0001132	JPIA Leadership Training Meals	10-110-6220		58.76
11/15/2024	DFT0001132	DirectTV	10-000-6123		160.99
11/15/2024	DFT0001132	Batteries	10-000-6180		30.68
11/15/2024	DFT0001132	Electrical wall plug splitter	10-210-6120		6.99
11/15/2024	DFT0001132	breakfast	10-330-6220		3.85
11/15/2024	DFT0001132	Breakfast	10-330-6220		3.45
11/15/2024	DFT0001132	replacement trafic loops for gates	21-000-1301	24A02CM	701.11
11/15/2024	DFT0001132	Chainsaw Choke	10-310-6145		38.81
11/15/2024	DFT0001132	Imgis conference	10-400-6215		950.00
11/15/2024	DFT0001132	Office Supplies - Calendars	10-000-6180		46.33
11/15/2024	DFT0001132	JPIA Leadership Training - FasTrak Tolls	10-110-6220		25.10
11/15/2024	DFT0001132	gas on the way to Sacramento	20-220-6220		14.99
11/15/2024	DFT0001132	Filters for kitchen faucet in WW office.	10-330-6150		263.94
11/15/2024	DFT0001132	Lunch meeting with GM	10-100-6123		49.34
11/15/2024	DFT0001132	Battery Back-ups	10-130-6180		696.71
11/15/2024	DFT0001132	New monitors	10-130-6181		478.76
11/15/2024	DFT0001132	New monitors	10-130-6181		478.76
11/15/2024	DFT0001132	New monitors	10-130-6181		478.75
11/15/2024	DFT0001132	SuperQ & Meeting Supplies	10-000-6123		32.42
11/15/2024	DFT0001132	Dinner - CSDA Conference	10-100-6220		21.42
11/15/2024	DFT0001132	lunch on 10/24 for OCT class	20-220-6220		25.22
11/15/2024	DFT0001132	LCW Conference Hotel Deposit	10-110-6220		359.63
11/15/2024	DFT0001132	Snacks for all staff meeting	10-000-6123		41.50
11/15/2024	DFT0001132	Strut Channel and nuts	23-000-1301	24WW03CM	275.62
11/15/2024	DFT0001132	Band saw blades	10-330-6180		18.57
11/15/2024	DFT0001132	LB for District Paving Floor heat system.	21-000-1301	24A02CM	35.47
11/15/2024	DFT0001132	Pipe clamps for fiber run	21-000-1301	24A02CM	74.10
11/15/2024	DFT0001132	Breaker panel for East twin	23-000-1301	24WW03CM	186.31
11/15/2024	DFT0001132	Pipe clamps	23-000-1301	24WW03CM	70.47
11/15/2024	DFT0001132	Strut nuts	23-000-1301	24WW03CM	21.27
11/15/2024	DFT0001132	Window Blinds - SM55	96-000-6115		159.43
11/15/2024	DFT0001132	Chainsaw Bar and Chain	10-310-6145		159.44
11/15/2024	DFT0001132	Sweet Chili Sauce for Super-Q	10-000-6123		34.00
11/15/2024	DFT0001132	Tire Plug Repair Tool Parts	10-000-6155		6.39
11/15/2024	DFT0001132	Calendars	10-000-6180		41.07
11/15/2024	DFT0001132	Office Supplies	10-000-6180		31.18
11/15/2024	DFT0001132	Binder	10-000-6180		11.60
11/15/2024	DFT0001132	Calendar	10-000-6180		13.98
11/15/2024	DFT0001132	Book Binding Tape	10-000-6180		16.11
11/15/2024	DFT0001132	Calendar	10-000-6180		16.15
11/15/2024	DFT0001132	Calendar	10-000-6180		9.69
11/15/2024	DFT0001132	K-Cups	10-000-6180		50.64
11/15/2024	DFT0001132	Phone Charging Cords	10-100-6120		10.76
11/15/2024	DFT0001132	Phone Shoulder Rest	10-120-6120		10.88

Board Check Register

Payment Dates: 11/1/2024 - 11/30/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
11/15/2024	DFT0001132	Locking File Cabinet	10-120-6120		75.00
11/15/2024	DFT0001132	Smart Lock for Cash Drawer	10-120-6120		34.07
11/15/2024	DFT0001132	Drill and Screwdriver Bit Set	10-130-6120		64.65
11/15/2024	DFT0001132	Monitor Arms - Larson	10-130-6182		73.34
11/15/2024	DFT0001132	Hammering Flare Tools	10-320-6120		161.37
11/15/2024	DFT0001132	Work Boots - Simpkins	10-330-6124		177.73
11/15/2024	DFT0001132	Distribution Operator Practice Exams	20-330-6215		30.94
11/15/2024	DFT0001132	Battery Charger	23-000-1301	23WW02CM	95.90
11/15/2024	DFT0001132	Lab Supplies	30-210-6180		2.69
11/15/2024	DFT0001132	ESRI IMGIS Conference	10-130-6220		789.84
11/15/2024	DFT0001132	Educational webinar	10-105-6215		49.00
11/15/2024	DFT0001132	Trucked recycle water decals.	30-240-6180		800.00
11/15/2024	DFT0001132	coffee pods for office	10-000-6180		18.48
11/15/2024	DFT0001132	Standardizing Sodium Thiosulfate	30-210-6180		73.15
11/15/2024	DFT0001132	Coffee for Engineering Building	10-000-6180		16.95
11/15/2024	DFT0001132	coffee for office	10-000-6180		28.50
11/15/2024	DFT0001132	Dinner - CSDA Conference	10-100-6220		48.70
11/15/2024	DFT0001132	CSDA Conference - Hotel	10-100-6220		691.69
11/15/2024	DFT0001132	Wire for Floor Heating project.	21-000-1301	24A02CM	1,468.65
11/15/2024	DFT0001132	Restaurant	10-130-6220		10.00
11/15/2024	DFT0001132	PPE gloves for wastewater	30-240-6180		344.75
11/15/2024	DFT0001132	dinner on 10/23 class at OCT	20-220-6220		31.23
11/15/2024	DFT0001132	2025 CA Labor Law Posters	10-110-6180		72.24
11/15/2024	DFT0001132	R&E 24-006	10-110-6190		46.16
11/15/2024	DFT0001132	LCW Annual Conference Registration	10-110-6215		645.00
11/15/2024	DFT0001132	Accidental pizza purchase.	10-330-6180		14.17
11/15/2024	DFT0001132	lunch on 10/23 class at OCT	20-220-6220		23.13
11/15/2024	DFT0001132	JPIA Leadership Training Lodging	10-110-6220		442.56
11/15/2024	DFT0001132	Board Director Lunch meeting	10-100-6215		58.18
11/15/2024	DFT0001132	lunch with maintenance division	10-300-6123		92.64
11/15/2024	DFT0001132	Lunch with Mech. Maint. Team	10-300-6123		132.16
11/15/2024	DFT0001132	Rolls for SuperQ	10-000-6123		70.56
11/15/2024	DFT0001132	CSDA Conference - Lunch	10-100-6220		24.65
11/15/2024	DFT0001132	Drinks	10-000-6123		18.69
11/15/2024	DFT0001132	Office Supplies	10-000-6180		147.90
11/15/2024	DFT0001132	Office Supplies	10-000-6180		6.89
11/15/2024	DFT0001132	Office Supplies and Calendars	10-000-6180		215.11
11/15/2024	DFT0001132	Breakfast - CSDA Conference	10-100-6220		12.50
11/15/2024	DFT0001132	Coffee - CSDA Conference	10-100-6220		6.25
11/15/2024	DFT0001132	CSDA Conference - Coffee	10-100-6220		5.25
11/15/2024	DFT0001132	restaurant	10-130-6220		14.95
11/15/2024	DFT0001132	Cell phone data storage	10-100-6210		0.99
11/15/2024	DFT0001132	Starlink	10-130-6105		120.00
11/15/2024	DFT0001132	Investment Committee Lunch	10-100-6215		97.54
11/15/2024	DFT0001132	dinner on 10/22 travel to Sacramento	20-220-6220		6.82
11/15/2024	DFT0001132	JPIA Leadership Training Meals	10-110-6220		23.79
11/15/2024	DFT0001132	Calendar	10-000-6180		23.37
11/15/2024	DFT0001132	Winter Gloves	10-310-6124		96.93
11/15/2024	DFT0001132	Dinner	10-330-6220		54.98
11/15/2024	DFT0001132	dinner	10-330-6220		25.09
11/15/2024	DFT0001132	Tax Forms	10-120-6180		208.98
11/15/2024	DFT0001132	Service Fee and Shipping Charges	10-000-6185		16.90
11/15/2024	DFT0001132	Service Fee/Shipping Charges	10-000-6185		16.90
11/15/2024	DFT0001132	Service Fee/Shipping Charges	10-000-6185		16.90

Board Check Register

Payment Dates: 11/1/2024 - 11/30/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
11/15/2024	DFT0001132	Service Fee and Shipping Charges	10-000-6185		16.90
11/15/2024	DFT0001132	Service Fee/Shipping Charges	10-000-6185		16.90
11/15/2024	DFT0001132	Service Fee/Shipping Charges	10-210-6185		91.35
11/15/2024	DFT0001132	Service Fee/Shipping Charges	10-210-6185		96.09
11/15/2024	DFT0001132	Service Fee/Shipping Charges	10-210-6185		101.22
11/15/2024	DFT0001132	Service Fee and Shipping Charges	10-210-6185		113.49
11/15/2024	DFT0001132	Service Fee and Shipping Charges	10-210-6185		155.68
11/15/2024	DFT0001132	Service Fee and Shipping Charges	20-230-6185		54.33
11/15/2024	DFT0001132	Staff Meeting Snacks	10-000-6123		78.17
11/15/2024	DFT0001132	SuperQ	10-000-6123		45.80
11/15/2024	DFT0001132	Coffee and candy supplies	10-000-6180		53.02
11/15/2024	DFT0001132	Safety Slogan Prize	10-110-6200		60.00
11/15/2024	DFT0001132	Fuel	10-130-6220		44.87
11/15/2024	DFT0001132	Meeting with Board ad-hoc committee	10-100-6215		85.28
11/15/2024	DFT0001132	Board Director Lunch meeting	10-100-6215		48.55
11/15/2024	DFT0001132	R&E 24-006	10-110-6190		200.00
11/15/2024	DFT0001132	Refund for wqi	10-310-6215		-600.00
11/15/2024	DFT0001132	Annual Recognition SWAG	10-000-6123		1,074.27
11/15/2024	DFT0001132	Annual Recognition SWAG	10-000-6123		129.30
11/15/2024	DFT0001132	Recordings for Virtua...	10-000-6215		40.00
11/15/2024	DFT0001132	Pants	20-220-6124		53.82
11/15/2024	DFT0001132	Pants	20-220-6124		53.82
				Vendor 01890 - Wells Fargo VISA Total:	20,712.29
Vendor: 01904 - Wienhoff Drug Testing					
11/08/2024	11151	Drug Testing	10-110-6100		460.00
11/22/2024	11166	Annual Consortium Membership	10-110-6100		1,020.00
				Vendor 01904 - Wienhoff Drug Testing Total:	1,480.00
				Grand Total:	2,189,039.50

Report Summary

Fund Summary

Fund	Payment Amount
10 - Administration	222,713.70
20 - Water Operations	144,298.28
21 - Admin Capital Replacement	1,326,953.15
22 - Water Capital Replacement	41,622.94
23 - Wastewater Capital Replacement	316,193.07
30 - Wastewater Operations	90,117.68
33 - Wastewater Capital Expansion	27,328.24
96 - New Enterprise	19,812.44
Grand Total:	2,189,039.50

Account Summary

Account Number	Account Name	Payment Amount
10-000-1200	Inventory - Warehouse	65.75
10-000-2150	Ee Insurance Benefits Pa...	45,797.12
10-000-2151	Health Saving Acct. Paya...	774.48
10-000-2160	Pension Contribution Pa...	43,661.34
10-000-2161	Ee Deferred Comp Contr...	24,423.73
10-000-2170	Employee Deductions - ...	572.96
10-000-2200	Payroll Taxes - Federal	30,512.34
10-000-2210	Payroll Taxes - State	11,740.99
10-000-6020	Employee Benefits - Gro...	933.53
10-000-6100	Outside Services	2,213.24
10-000-6123	Employee Engagement	1,685.70
10-000-6130	Insurance	19,071.44
10-000-6145	M & R - Line Repair/Equi...	8.66
10-000-6150	M & R - Buildings	2,926.00
10-000-6155	M & R - Vehicles	6.39
10-000-6180	Operating Supplies	2,139.09
10-000-6185	Postage/Freight	279.75
10-000-6210	Telephone	650.10
10-000-6215	Training & Meetings	40.00
10-000-6231	Utilities - Propane	1,178.61
10-100-6105	Software Licenses/Agre...	39.98
10-100-6120	Operating Tools/Equipm...	10.76
10-100-6123	Employee Engagement	105.05
10-100-6160	Memberships/Certificati...	2,810.00
10-100-6210	Telephone	0.99
10-100-6215	Training & Meetings	389.69
10-100-6220	Travel Expenses	854.17
10-105-6160	Memberships/Certificati...	125.00
10-105-6190	Advertising Publications...	968.00
10-105-6215	Training & Meetings	49.00
10-105-6237	Water Conservation	5,264.00
10-110-6100	Outside Services	1,480.00
10-110-6105	Software Licenses/Agre...	15.00
10-110-6180	Operating Supplies	72.24
10-110-6190	Advertising Publications...	278.16
10-110-6200	Safety	60.00
10-110-6215	Training & Meetings	645.00
10-110-6220	Travel Expenses	909.84
10-120-6100	Outside Services	1,934.16
10-120-6105	Software Licenses/Agre...	19.99
10-120-6110	Professional Services	700.00
10-120-6120	Operating Tools/Equipm...	1,619.95
10-120-6180	Operating Supplies	208.98
10-130-6105	Software Licenses/Agre...	4,825.03
10-130-6106	IT Services	3,356.66

Account Summary

Account Number	Account Name	Payment Amount
10-130-6120	Operating Tools/Equipm...	64.65
10-130-6180	Operating Supplies	696.71
10-130-6181	Computer Systems/Equi...	1,436.27
10-130-6182	Peripherals	73.34
10-130-6220	Travel Expenses	982.76
10-200-6105	Software Licenses/Agre...	19.99
10-200-6155	M & R - Vehicles	14.00
10-210-6120	Operating Tools/Equipm...	6.99
10-210-6185	Postage/Freight	557.83
10-300-6123	Employee Engagement	339.34
10-310-6100	Outside Services	254.80
10-310-6124	Employee Uniform	226.21
10-310-6145	M & R - Line Repair/Equi...	198.25
10-310-6180	Operating Supplies	40.71
10-310-6215	Training & Meetings	-600.00
10-320-6120	Operating Tools/Equipm...	299.43
10-320-6145	M & R - Line Repair/Equi...	5.76
10-320-6160	Memberships/Certificati...	224.00
10-320-6180	Operating Supplies	475.71
10-320-6200	Safety	160.64
10-320-6215	Training & Meetings	229.99
10-330-6124	Employee Uniform	177.73
10-330-6150	M & R - Buildings	263.94
10-330-6180	Operating Supplies	85.33
10-330-6220	Travel Expenses	106.45
10-400-6215	Training & Meetings	950.00
20-000-1106	A/R - Other	70,587.30
20-000-2150	Ee Insurance Benefits Pa...	20,584.52
20-000-2160	Pension Contribution Pa...	20,813.32
20-000-2161	Ee Deferred Comp Contr...	8,404.83
20-000-2170	Employee Deductions - ...	1,182.10
20-000-2200	Payroll Taxes - Federal	12,908.84
20-000-2210	Payroll Taxes - State	4,608.33
20-200-6205	Permits & Licensing	1,452.26
20-210-6111	Outside Lab Services	534.87
20-210-6180	Operating Supplies	407.67
20-220-6105	Software Licenses/Agre...	19.99
20-220-6124	Employee Uniform	311.79
20-220-6145	M & R - Line Repair/Equi...	8.23
20-220-6180	Operating Supplies	15.11
20-220-6220	Travel Expenses	319.61
20-220-6231	Utilities - Propane	574.47
20-230-6126	Diesel Fuel	1,024.30
20-230-6180	Operating Supplies	279.14
20-230-6185	Postage/Freight	54.33
20-320-6145	M & R - Line Repair/Equi...	54.25
20-320-6210	Telephone	122.08
20-330-6215	Training & Meetings	30.94
21-000-1301	Construction in Progress	1,317,215.36
21-000-1305	Computer Systems	9,737.79
22-000-1301	Construction in Progress	38,536.25
22-000-2200	Payroll Taxes - Federal	2,402.13
22-000-2210	Payroll Taxes - State	386.04
22-340-6120	Operating Tools/Equipm...	298.52
23-000-1301	Construction in Progress	316,193.07
30-000-2150	Ee Insurance Benefits Pa...	21,212.18
30-000-2160	Pension Contribution Pa...	20,927.92
30-000-2161	Ee Deferred Comp Contr...	8,877.94

Account Summary

Account Number	Account Name	Payment Amount
30-000-2170	Employee Deductions - ...	868.96
30-000-2200	Payroll Taxes - Federal	13,702.01
30-000-2210	Payroll Taxes - State	4,874.47
30-210-6111	Outside Lab Services	605.52
30-210-6180	Operating Supplies	2,962.23
30-240-6100	Outside Services	7,394.80
30-240-6102	Sludge Disposal	3,844.73
30-240-6105	Software Licenses/Agre...	12.99
30-240-6110	Professional Services	1,500.00
30-240-6120	Operating Tools/Equipm...	83.37
30-240-6124	Employee Uniform	301.65
30-240-6180	Operating Supplies	1,175.46
30-240-6200	Safety	103.25
30-240-6231	Utilities - Propane	1,450.64
30-310-6145	M & R - Line Repair/Equi...	106.66
30-320-6145	M & R - Line Repair/Equi...	1.15
30-330-6145	M & R - Line Repair/Equi...	72.99
30-330-6150	M & R - Buildings	38.76
33-000-1301	Construction in Progress	27,328.24
96-000-2000	Payable	18,644.97
96-000-6115	Employee Housing Expe...	1,167.47
	Grand Total:	2,189,039.50

Project Account Summary

Project Account Key	Payment Amount
None	489,766.58
21WW06CM	167.64
21WW06CS	27,160.60
23WW02CM	95.90
24A01MS	23,310.00
24A02CM	2,346.35
24A02CS	1,291,559.01
24W06CS	38,536.25
24WW01CM	96.91
24WW01CS	313,386.00
24WW03CM	2,614.26
	Grand Total:
	2,189,039.50

<u>Merchant Name</u>	<u>Fund GL Account</u>	<u>Cardholder</u>	<u>Amount</u>	<u>Description</u>
1501 Gastropub	10-130-6220	J. Burkhart	45.24	Restaurant
1501 Gastropub Total			45.24	
24banners	10-100-6123	S. Hake	6.65	Banner for Staff
24banners	10-100-6123	S. Hake	49.06	Banner for Staff
24banners Total			55.71	
Adobe	10-200-6105	C. Murray	19.99	Monthly Adobe Acrobat License
Adobe	20-220-6105	E. Solomon	19.99	Monthly Adobe subscription
Adobe	10-100-6105	M. Busby	19.99	Adobe pro
Adobe	10-120-6105	M. Bretz	19.99	Adobe
Adobe	10-100-6105	S. Hake	19.99	Document Editing (SH) - Monthly
Adobe	30-240-6105	S. Sornoso	12.99	monthly Subscription
Adobe Total			112.94	
Allfilters.Com	10-330-6150	C. Murray	263.94	Filters for kitchen faucet in WW office
Allfilters.Com Total			263.94	
Amazon	23-000-1301	M. Vendors	95.90	Battery Charger
Amazon	10-000-6180	M. Vendors	11.60	Binder
Amazon	10-000-6180	M. Vendors	16.11	Book Binding Tape
Amazon	10-000-6180	M. Vendors	9.69	Calendar
Amazon	10-000-6180	M. Vendors	16.15	Calendar
Amazon	10-000-6180	M. Vendors	13.98	Calendar
Amazon	10-000-6180	M. Vendors	41.07	Calendars
Amazon	20-330-6215	M. Vendors	30.94	Distribution Operator Practice Exams
Amazon	10-130-6120	M. Vendors	64.65	Drill and Screwdriver Bit Set
Amazon	10-320-6120	M. Vendors	161.37	Hammering Flare Tools
Amazon	10-000-6180	M. Vendors	50.64	K-Cups
Amazon	30-210-6180	M. Vendors	2.69	Lab Supplies
Amazon	10-120-6120	M. Vendors	75.00	Locking File Cabinet
Amazon	10-130-6182	M. Vendors	73.34	Monitor Arms - Larson
Amazon	10-000-6180	M. Vendors	31.18	Office Supplies
Amazon	10-100-6120	M. Vendors	10.76	Phone Charging Cords
Amazon	10-120-6120	M. Vendors	10.88	Phone Shoulder Rest
Amazon	10-120-6120	M. Vendors	34.07	Smart Lock for Cash Drawer
Amazon	10-000-6123	M. Vendors	34.00	Sweet Chili Sauce for Super-Q
Amazon	10-000-6155	M. Vendors	6.39	Tire Plug Repair Tool Parts
Amazon	10-330-6124	M. Vendors	177.73	Work Boots - Simpkins
Amazon Total			968.14	
Ansell	30-240-6180	K. Burnett	344.75	PPE gloves for wastewater
Ansell Total			344.75	
Apple.Com	10-100-6210	M. Busby	0.99	Cell phone data storage
Apple.Com Total			0.99	
Arco	10-130-6220	J. Burkhart	44.87	Fuel
Arco Total			44.87	
Ariat	20-220-6124	D. Schneider	53.82	Pants
Ariat	20-220-6124	D. Schneider	53.82	Pants
Ariat Total			107.64	
Automationdirect	23-000-1301	D. Pijuan	747.79	East Twin Motor Control Enclosure.
Automationdirect	23-000-1301	M. Vendors	1,083.97	Electrical Parts for East Twin
Automationdirect Total			1,831.76	
AWC	10-320-6215	M. Lesiak	229.99	C2
AWC Total			229.99	

AWWA	10-105-6160	C. Bundesen	125.00	Backflow Cert Renewal
AWWA Total			125.00	
Bass Pro	30-240-6124	S. Sornoso	301.65	Uniform
Bass Pro Total			301.65	
Best Western	20-220-6220	D. Schneider	218.22	hotel 2 nights for OCT class
Best Western Total			218.22	
Bitwarden	10-130-6105	P. Gregory	180.00	MCWD Bitwarden account
Bitwarden Total			180.00	
Boot Barn	20-220-6124	D. Schneider	173.99	Work Boots
Boot Barn Total			173.99	
Brigantine	10-100-6220	L. Block	43.71	Dinner - CSDA Conference
Brigantine Total			43.71	
Brunt Workwear	10-310-6124	R. Larson	129.28	hoodies for Bobby and Robert
Brunt Workwear Total			129.28	
Burgers	10-100-6215	M. Busby	40.00	Local agency/business lunch meeting
Burgers	10-100-6215	M. Busby	60.14	Ops Dept Head lunch meeting
Burgers	10-300-6123	R. Motley	114.54	lunch with construction crew
Burgers Total			214.68	
Bus. Essentials	10-000-6180	R. Larson	72.84	card stock
Bus. Essentials Total			72.84	
CA Burrito	10-330-6220	H. Lewis	19.08	lunch
CA Burrito Total			19.08	
Calendars.Com	10-000-6180	L. Block	73.23	Office Supplies - Calendar Order
Calendars.Com	10-000-6180	L. Block	44.38	Office Supplies and Calendars
Calendars.Com Total			117.61	
Canva	10-130-6105	J. Burkhart	149.90	Canva
Canva	10-110-6105	M. Reeves	15.00	Design Platform Subscription
Canva Total			164.90	
Carhartt	20-220-6124	D. Schneider	30.16	work sweatshirt
Carhartt Total			30.16	
Chevron	10-200-6155	C. Murray	14.00	Carwash for vehicle 88
Chevron Total			14.00	
Clandestino	10-130-6220	J. Burkhart	45.24	Restaurant
Clandestino Total			45.24	
Cole Parmer	30-210-6180	S. Minich	142.75	Pipets
Cole Parmer Total			142.75	
Costco	10-000-6180	S. Hake	141.23	Kitchen Supplies and Meeting Snacks
Costco Total			141.23	
CWEA	10-320-6160	M. Lesiak	224.00	Certification
CWEA Total			224.00	
Din Tai Fung	10-110-6220	M. Reeves	58.76	JPIA Leadership Training Meals
Din Tai Fung Total			58.76	
DirecTV	10-000-6123	M. Vendors	160.99	DirecTV
DirecTV Total			160.99	
DIY	10-000-6180	M. Busby	30.68	Batteries
DIY	10-210-6120	R. Medhurst	6.99	Electrical wall plug splitter
DIY Total			37.67	
Dutch Bros	10-330-6220	H. Lewis	3.85	breakfast
Dutch Bros	10-330-6220	H. Lewis	3.45	Breakfast
Dutch Bros Total			7.30	
Elite Gates	21-000-1301	R. Motley	701.11	replacement traffic loops for gates
Elite Gates Total			701.11	

Ereplacementparts	10-310-6145	M. Vendors	38.81	Chainsaw Choke
Ereplacementparts Total			38.81	
ESRI	10-400-6215	D. Carlson	950.00	Imgis conference
ESRI Total			950.00	
Etsy	10-000-6180	L. Block	46.33	Office Supplies - Calendars
Etsy Total			46.33	
Fastrak Csc	10-110-6220	M. Reeves	25.10	JPIA Leadership Training - FasTrak Tolls
Fastrak Csc Total			25.10	
Golden Gate	20-220-6220	D. Schneider	14.99	gas on the way to Sacramento
Golden Gate Total			14.99	
Good Life	10-100-6123	C. Murray	49.34	Lunch meeting with GM
Good Life Total			49.34	
Govconnection	10-130-6180	J. Burkhart	696.71	Battery Back-ups
Govconnection	10-130-6181	J. Mulbay	478.76	New monitors
Govconnection	10-130-6181	J. Mulbay	478.76	New monitors
Govconnection	10-130-6181	J. Mulbay	478.75	New monitors
Govconnection Total			2,132.98	
Grocery Outlet	10-000-6123	S. Hake	32.42	SuperQ & Meeting Supplies
Grocery Outlet Total			32.42	
Habit	10-100-6220	L. Block	21.42	Dinner - CSDA Conference
Habit Total			21.42	
Hawaiian Bbq	20-220-6220	D. Schneider	25.22	lunch on 10/24 for OCT class
Hawaiian Bbq Total			25.22	
Hilton Hotel	10-110-6220	M. Reeves	359.63	LCW Conference Hotel Deposit
Hilton Hotel Total			359.63	
Hing's Donuts	10-000-6123	R. Motley	41.50	Snacks for all staff meeting
Hing's Donuts Total			41.50	
Home Depot	23-000-1301	D. Pijuan	275.62	Strut Channel and nuts
Home Depot Total			275.62	
Homedepot.Com	23-000-1301	D. Pijuan	186.31	Breaker panel for East twin
Homedepot.Com	10-330-6180	D. Pijuan	18.57	Band saw blades
Homedepot.Com	21-000-1301	D. Pijuan	35.47	LB for District Paving Floor heat system.
Homedepot.Com	23-000-1301	D. Pijuan	70.47	Pipe clamps
Homedepot.Com	21-000-1301	D. Pijuan	74.10	Pipe clamps for fiber run
Homedepot.Com	23-000-1301	D. Pijuan	21.27	Strut nuts
Homedepot.Com	96-000-6115	M. Vendors	159.43	Window Blinds - SM55
Homedepot.Com Total			565.62	
Husqvarna	10-310-6145	T. Brooks	159.44	Chainsaw Bar and Chain
Husqvarna Total			159.44	
Hyatt	10-130-6220	J. Burkhart	789.84	ESRI IMGIS Conference
Hyatt Total			789.84	
lapmo	10-105-6215	M. Draper	49.00	Educational webinar
lapmo Total			49.00	
IMS	30-240-6180	K. Burnett	800.00	Trucked recycle water decals.
IMS Total			800.00	
Keurig	10-000-6180	R. Motley	18.48	coffee pods for office
Keurig Total			18.48	
Lab-Pro	30-210-6180	S. Minich	73.15	Standardizing Sodium Thiosulfate
Lab-Pro Total			73.15	
Looney Bean	10-000-6180	R. Motley	16.95	Coffee for Engineering Building
Looney Bean	10-000-6180	R. Motley	28.50	coffee for office
Looney Bean Total			45.45	

Luccas Pizza	10-100-6220	L. Block	48.70	Dinner - CSDA Conference
Luccas Pizza Total			48.70	
Marriott	10-100-6220	L. Block	691.69	CSDA Conference - Hotel
Marriott Total			691.69	
Monroe Titan	21-000-1301	D. Pijuan	1,468.65	Wire for Floor Heating project.
Monroe Titan Total			1,468.65	
NYPD	10-130-6220	J. Burkhart	10.00	Restaurant
NYPD Total			10.00	
Olive Garden	20-220-6220	D. Schneider	31.23	dinner on 10/23 class at OCT
Olive Garden Total			31.23	
Paypal	10-330-6180	D. Pijuan	14.17	Accidental pizza purchase.
Paypal	10-110-6180	M. Reeves	72.24	2025 CA Labor Law Posters
Paypal	10-110-6215	M. Reeves	645.00	LCW Annual Conference Registration
Paypal	10-110-6190	M. Reeves	46.16	R&E 24-006
Paypal Total			777.57	
Philly Cheesesteak	20-220-6220	D. Schneider	23.13	lunch on 10/23 class at OCT
Philly Cheesesteak Total			23.13	
Portfolio Hotel	10-110-6220	M. Reeves	442.56	JPIA Leadership Training Lodging
Portfolio Hotel Total			442.56	
Robertos	10-100-6215	M. Busby	58.18	Board Director Lunch meeting
Robertos	10-300-6123	R. Motley	92.64	lunch with maintenance division
Robertos	10-300-6123	R. Motley	132.16	Lunch with Mech. Maint. Team
Robertos Total			282.98	
Schats Bakery	10-000-6123	S. Hake	70.56	Rolls for SuperQ
Schats Bakery Total			70.56	
Shore Rider	10-100-6220	L. Block	24.65	CSDA Conference - Lunch
Shore Rider Total			24.65	
Smart And Final	10-000-6123	S. Hake	18.69	Drinks
Smart And Final Total			18.69	
Staples	10-000-6180	L. Block	215.11	Office Supplies and Calendars
Staples	10-000-6180	M. Vendors	147.90	Office Supplies
Staples	10-000-6180	M. Vendors	6.89	Office Supplies
Staples Total			369.90	
Starbucks	10-130-6220	J. Burkhart	14.95	restaurant
Starbucks	10-100-6220	L. Block	12.50	Breakfast - CSDA Conference
Starbucks	10-100-6220	L. Block	6.25	Coffee - CSDA Conference
Starbucks	10-100-6220	L. Block	5.25	CSDA Conference - Coffee
Starbucks Total			38.95	
Starlink Internet	10-130-6105	M. Vendors	120.00	Starlink
Starlink Internet Total			120.00	
Subway	10-100-6215	L. Block	97.54	Investment Committee Lunch
Subway Total			97.54	
Taco Bell	20-220-6220	D. Schneider	6.82	dinner on 10/22 travel to Sacramento
Taco Bell Total			6.82	
Tender Greens	10-110-6220	M. Reeves	23.79	JPIA Leadership Training Meals
Tender Greens Total			23.79	
Thrift Books	10-000-6180	M. Vendors	23.37	Calendar
Thrift Books Total			23.37	
Truwerk	10-310-6124	T. Brooks	96.93	Winter Gloves
Truwerk Total			96.93	
TX Roadhouse	10-330-6220	H. Lewis	25.09	dinner
TX Roadhouse	10-330-6220	H. Lewis	54.98	Dinner

TX Roadhouse Total			80.07	
Tyler Forms	10-120-6180	M. Vendors	208.98	Tax Forms
Tyler Forms Total			208.98	
UPS	10-000-6185	M. Vendors	16.90	Service Fee and Shipping Charges
UPS	20-230-6185	M. Vendors	54.33	Service Fee and Shipping Charges
UPS	10-210-6185	M. Vendors	155.68	Service Fee and Shipping Charges
UPS	10-000-6185	M. Vendors	16.90	Service Fee and Shipping Charges
UPS	10-210-6185	M. Vendors	113.49	Service Fee and Shipping Charges
UPS	10-000-6185	M. Vendors	16.90	Service Fee/Shipping Charges
UPS	10-210-6185	M. Vendors	101.22	Service Fee/Shipping Charges
UPS	10-000-6185	M. Vendors	16.90	Service Fee/Shipping Charges
UPS	10-210-6185	M. Vendors	96.09	Service Fee/Shipping Charges
UPS	10-000-6185	M. Vendors	16.90	Service Fee/Shipping Charges
UPS	10-210-6185	M. Vendors	91.35	Service Fee/Shipping Charges
UPS Total			696.66	
Vons	10-110-6200	C. Weibert	60.00	Safety Slogan Prize
Vons	10-000-6180	J. Beatty	53.02	Coffee and candy supplies
Vons	10-000-6123	S. Hake	78.17	Staff Meeting Snacks
Vons	10-000-6123	S. Hake	45.80	SuperQ
Vons Total			236.99	
Warming Hut	10-100-6215	M. Busby	48.55	Board Director Lunch meeting
Warming Hut	10-100-6215	M. Busby	85.28	Meeting with Board ad-hoc committee
Warming Hut Total			133.83	
Water Jobs	10-110-6190	M. Reeves	200.00	R&E 24-006
Water Jobs Total			200.00	
WQI	10-310-6215	T. Brooks	(600.00)	Refund for wqi
WQI Total			(600.00)	
Yeti	10-000-6123	S. Hake	1,074.27	Annual Recognition SWAG
Yeti	10-000-6123	S. Hake	129.30	Annual Recognition SWAG
Yeti Total			1,203.57	
Zoom	10-000-6215	S. Hake	40.00	Recordings for Virtual Meetings
Zoom Total			40.00	
October Visa Transaction Total			20,712.29	



Board Check Register

By Vendor Name

Payment Dates 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02648 - Abraham Kislevitz					
12/12/2024	5479	Rebate - (2) HET	10-105-6237		400.00
Vendor 02648 - Abraham Kislevitz Total:					400.00
Vendor: 00016 - ACWA / JPIA (HBA)					
12/13/2024	11179	Dental	10-000-2150		540.61
12/13/2024	11179	Life Insurance	10-000-2150		38.94
12/13/2024	11179	Medical Insurance	10-000-2150		8,489.97
12/13/2024	11179	Vision Insurance	10-000-2150		122.00
12/13/2024	11179	Dental	10-000-2150		2,203.28
12/13/2024	11179	Dental	20-000-2150		1,218.17
12/13/2024	11179	Dental	30-000-2150		1,287.75
12/13/2024	11179	EAP Admin. Fee	10-000-2150		42.16
12/13/2024	11179	EAP Admin. Fee	20-000-2150		18.78
12/13/2024	11179	EAP Admin. Fee	30-000-2150		20.90
12/13/2024	11179	Life Ins Dependent	10-000-2150		4.96
12/13/2024	11179	Life Ins Dependent	20-000-2150		2.64
12/13/2024	11179	Life Ins Dependent	30-000-2150		2.32
12/13/2024	11179	Life Insurance	10-000-2150		626.00
12/13/2024	11179	Life Insurance	20-000-2150		160.06
12/13/2024	11179	Life Insurance	30-000-2150		197.94
12/13/2024	11179	Life Insurance	10-000-2150		173.86
12/13/2024	11179	Life Insurance	20-000-2150		135.16
12/13/2024	11179	Life Insurance	30-000-2150		133.86
12/13/2024	11179	Life Ins Supplemental	20-000-2150		15.00
12/13/2024	11179	Life Ins Supplemental	30-000-2150		15.00
12/13/2024	11179	Medical Insurance	10-000-2150		35,091.96
12/13/2024	11179	Medical Insurance	20-000-2150		19,072.82
12/13/2024	11179	Medical Insurance	30-000-2150		19,642.37
12/13/2024	11179	Vision Insurance	10-000-2150		488.00
12/13/2024	11179	Vision Insurance	20-000-2150		268.69
12/13/2024	11179	Vision Insurance	30-000-2150		268.11
12/13/2024	11179	Premium Catch Up ...	30-240-6020		4,751.78
12/13/2024	11179	Premium Adjustment	10-000-6020		6,483.59
Vendor 00016 - ACWA / JPIA (HBA) Total:					101,516.68
Vendor: 00025 - AFLAC					
12/31/2024	DFT0001142	AFLAC Pre Tax	10-000-2170		25.48
12/31/2024	DFT0001142	AFLAC After Tax	20-000-2170		6.07
12/31/2024	DFT0001142	AFLAC Pre Tax	20-000-2170		51.58
12/31/2024	DFT0001142	AFLAC After Tax	30-000-2170		3.63
12/31/2024	DFT0001142	AFLAC Pre Tax	30-000-2170		27.56
12/31/2024	DFT0001155	AFLAC Pre Tax	10-000-2170		25.48
12/31/2024	DFT0001155	AFLAC After Tax	20-000-2170		6.06
12/31/2024	DFT0001155	AFLAC Pre Tax	20-000-2170		51.58
12/31/2024	DFT0001155	AFLAC After Tax	30-000-2170		3.64
12/31/2024	DFT0001155	AFLAC Pre Tax	30-000-2170		27.56
Vendor 00025 - AFLAC Total:					228.64
Vendor: 00063 - American Business Machines Co.					
12/13/2024	11180	Toner Shipping	10-000-6180		15.00
12/13/2024	11180	Printer/Copier Agreement	10-000-6180		82.88
12/19/2024	11189	OPS Printer/Copier Agreement	10-000-6180		61.40
Vendor 00063 - American Business Machines Co. Total:					159.28
Vendor: 00069 - Amerigas (WWTP/Lab)					
12/12/2024	5480	Propane - WWTP/Lab	30-240-6231		434.28

Board Check Register

Payment Dates: 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
12/18/2024	5502	Propane - WWTP/Lab	30-240-6231		1,223.19
Vendor 00069 - Amerigas (WWTP/Lab) Total:					1,657.47
Vendor: 00072 - Amerigas (GWTP 1)					
12/12/2024	5481	Propane - GWTP 1	20-220-6231		729.86
Vendor 00072 - Amerigas (GWTP 1) Total:					729.86
Vendor: 00068 - Amerigas (Offices)					
12/12/2024	5482	Propane - District Offices	10-000-6231		448.11
12/12/2024	5482	Propane - District Offices	10-000-6231		1,251.75
Vendor 00068 - Amerigas (Offices) Total:					1,699.86
Vendor: 00306 - Ana Conriquez Espita					
12/04/2024	5460	Janatorial Services	10-000-6150		2,781.33
Vendor 00306 - Ana Conriquez Espita Total:					2,781.33
Vendor: 00111 - AT&T					
12/18/2024	5503	FirstNet	10-130-6105		991.47
12/18/2024	5503	20 iPads	10-130-6181		1,960.48
Vendor 00111 - AT&T Total:					2,951.95
Vendor: 02598 - Avineon, Inc.					
12/13/2024	11181	Utility Network Progress Payment	21-000-1301	24A01MS	18,152.00
Vendor 02598 - Avineon, Inc. Total:					18,152.00
Vendor: 00119 - AWWA					
12/24/2024	5547	2025 Annual Dues	10-100-6160		525.00
Vendor 00119 - AWWA Total:					525.00
Vendor: 00123 - Babcock Laboratories, Inc.					
12/12/2024	5483	Lab Services	30-210-6111		434.73
12/12/2024	5483	Lab Services	20-210-6111		260.13
12/12/2024	5483	Lab Services	10-210-6111		59.45
12/12/2024	5483	Lab Services	30-210-6111		2,372.54
12/12/2024	5483	Lab Services	30-210-6111		2,372.54
12/12/2024	5483	Lab Services	30-210-6111		289.82
12/12/2024	5483	Lab Services	20-210-6111		59.43
12/12/2024	5483	Lab Services	20-210-6111		653.73
Vendor 00123 - Babcock Laboratories, Inc. Total:					6,502.37
Vendor: 00131 - BKS Law Firm, PC					
12/05/2024	11169	Legal Services	10-100-6140		1,980.00
12/13/2024	11182	Legal Services	10-100-6140		9,000.00
Vendor 00131 - BKS Law Firm, PC Total:					10,980.00
Vendor: 02512 - Bluebeam, Inc.					
12/24/2024	11199	Bluebeam Annual Software renewal	10-130-6105		1,695.00
Vendor 02512 - Bluebeam, Inc. Total:					1,695.00
Vendor: 00189 - Britt's Diesel & Automotive					
12/18/2024	5504	#108 - Tires & Mudflap	30-240-6155		5,600.70
12/24/2024	5548	Cabin Air Filter #1	30-240-6155		112.79
12/24/2024	5548	BIT Inspection Repairs #51	22-340-6155		305.83
Vendor 00189 - Britt's Diesel & Automotive Total:					6,019.32
Vendor: 00201 - CA Tax Payment ACH					
12/04/2024	DFT0001144	CA State Disability	10-000-2210		1,090.54
12/04/2024	DFT0001144	State Withholding	10-000-2210		4,374.45
12/04/2024	DFT0001144	CA State Disability	20-000-2210		526.59
12/04/2024	DFT0001144	State Withholding	20-000-2210		1,822.13
12/04/2024	DFT0001144	State Withholding	22-000-2210		95.48
12/04/2024	DFT0001144	CA State Disability	22-000-2210		58.01
12/04/2024	DFT0001144	CA State Disability	30-000-2210		561.72
12/04/2024	DFT0001144	State Withholding	30-000-2210		2,155.54
12/18/2024	DFT0001157	State Withholding	10-000-2210		4,766.95
12/18/2024	DFT0001157	CA State Disability	10-000-2210		1,188.88

Board Check Register

Payment Dates: 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
12/18/2024	DFT0001157	CA State Disability	20-000-2210		557.82
12/18/2024	DFT0001157	State Withholding	20-000-2210		1,968.24
12/18/2024	DFT0001157	State Withholding	30-000-2210		2,225.31
12/18/2024	DFT0001157	CA State Disability	30-000-2210		580.83
12/19/2024	DFT0001159	State Withholding	10-000-2210		50.00
Vendor 00201 - CA Tax Payment ACH Total:					22,022.49
Vendor: 00205 - California Broadband Cooperative					
12/24/2024	5549	Internet Service	10-130-6105		1,277.95
Vendor 00205 - California Broadband Cooperative Total:					1,277.95
Vendor: 02559 - California Fair Plan Association					
12/24/2024	5550	Property Insurance - Block	96-000-2000		3,914.00
Vendor 02559 - California Fair Plan Association Total:					3,914.00
Vendor: 02436 - California Franchise Tax Board					
12/04/2024	5456	Acct. No. JK-104-5434	20-000-2170		150.95
12/04/2024	5456	Acct. No. JK-104-5434	30-000-2170		150.94
Vendor 02436 - California Franchise Tax Board Total:					301.89
Vendor: 02179 - California State Disbursement Unit					
12/04/2024	DFT0001137	Ca. Child Support	20-000-2170		46.16
12/04/2024	DFT0001137	Ca. Child Support	30-000-2170		46.14
12/18/2024	DFT0001150	Ca. Child Support	20-000-2170		46.17
12/18/2024	DFT0001150	Ca. Child Support	30-000-2170		46.13
Vendor 02179 - California State Disbursement Unit Total:					184.60
Vendor: 00211 - California Surveying & Drafting Supply, Inc.					
12/04/2024	5457	Laser Repair	20-400-6145		155.16
12/04/2024	5457	Laser Repair	30-400-6145		155.16
12/04/2024	5457	Laser Repair	20-400-6145		384.67
12/04/2024	5457	Laser Repair	30-400-6145		384.67
Vendor 00211 - California Surveying & Drafting Supply, Inc. Total:					1,079.66
Vendor: 00220 - Carmichael Business Technology					
12/04/2024	5458	GIS Server Memory	21-000-1301	24A01MS	1,010.71
12/12/2024	5484	Mechanical Maintenance - New Workstation	10-130-6181		1,673.99
12/24/2024	5551	Monthly VOIP Phone	10-110-6210		648.21
12/24/2024	5551	New MCWDUB10 Server	10-130-6181		11,708.98
12/24/2024	5551	SSL Certificates for GIS Portal	10-130-6105		59.90
12/24/2024	5551	Annual Office 365 Basic License	10-130-6105		1,728.00
12/24/2024	5551	Annual DUO MFA Agreement	10-130-6105		1,800.00
12/24/2024	5551	Annual Office 365 Backups	10-130-6105		1,908.00
12/24/2024	5551	Labtech Licenses - J. Mulbay & P. Gregory	10-130-6105		600.00
12/24/2024	5551	Blackpoint Ransomware Monthly Agreement	10-130-6105		345.00
12/24/2024	5551	Monthly IT Agreement	10-130-6106		3,356.66
Vendor 00220 - Carmichael Business Technology Total:					24,839.45
Vendor: 00281 - Chuck Villar Construction					
12/12/2024	5485	Sludge Hauling	30-240-6100		8,023.05
12/18/2024	5505	Repave T2	20-330-6150		43,723.50
12/18/2024	5505	Hot Mix Patching	22-000-1301	24W01CS	102,021.92
12/18/2024	5505	Sludge Hauling	30-240-6100		5,401.20
Vendor 00281 - Chuck Villar Construction Total:					159,169.67
Vendor: 02159 - Cinnamon Bear, LLC					
12/04/2024	5459	Rebate - HECW	10-105-6237		400.00
12/24/2024	5552	Rebate - HECW	10-105-6237		400.00
Vendor 02159 - Cinnamon Bear, LLC Total:					800.00
Vendor: 01957 - City of Fallon					
12/24/2024	5553	Sludge Disposal	30-240-6102		2,281.03
Vendor 01957 - City of Fallon Total:					2,281.03

Board Check Register

Payment Dates: 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00438 - Designs Unlimited					
12/18/2024	5506	Shirts	10-320-6124		177.79
Vendor 00438 - Designs Unlimited Total:					177.79
Vendor: 00439 - Dewey Pest Control					
12/12/2024	5486	Pest Control	10-000-6150		206.00
Vendor 00439 - Dewey Pest Control Total:					206.00
Vendor: 00452 - DIY Home Center					
12/05/2024	11170	Universal Extension	10-330-6120		13.57
12/05/2024	11170	SM55 - Shovel & Weather Strip Supplies- Front Door	96-000-6115		77.81
12/05/2024	11170	Electrical Connectors	20-330-6150		12.87
12/05/2024	11170	Snow Shovel	10-330-6120		48.48
12/05/2024	11170	CS2 - Cabinet Hinge	96-000-6115		8.52
12/05/2024	11170	SS Clamp	30-240-6145		2.22
12/05/2024	11170	Snow Shovels	10-000-1200		261.77
12/05/2024	11170	Ice Melt	10-000-6180		180.31
12/13/2024	11183	Hardware	10-330-6180		7.15
12/13/2024	11183	3ft Cable	20-330-6145		26.17
12/13/2024	11183	50ft Hoses & Scrub Brush	30-240-6180		148.34
12/13/2024	11183	Mouse Traps	10-000-6180		38.90
12/13/2024	11183	Weatherstrip -Door/Garage & Window Shrink Wrap	96-000-6115		123.04
12/13/2024	11183	Glue & Hardware	10-330-6150		11.32
12/13/2024	11183	Mouse Traps	10-330-6150		69.78
12/13/2024	11183	Electric Heater - Well 10	20-330-6150		87.27
12/13/2024	11183	PVC 2"	20-220-6145		11.62
12/19/2024	11190	Cutoff Disc	21-000-1301	24A02CM	29.04
12/19/2024	11190	Bolts	10-330-6150		5.81
12/19/2024	11190	Cord Holder, Brush Set, Pliers, Extension Cord	20-220-6145		91.40
12/19/2024	11190	Hose Cap	20-220-6180		3.38
12/19/2024	11190	Back Flo Preventer	20-220-6180		8.23
12/19/2024	11190	Couplings	10-330-6180		12.85
12/19/2024	11190	Ice Melt	10-310-6180		37.79
12/19/2024	11190	Saw Blades	10-310-6180		26.13
12/24/2024	11200	6x6 Rubber Sheet - Fue...	10-000-6145		4.16
12/24/2024	11200	Heat Lamp	30-240-6180		50.38
12/24/2024	11200	Nuts	20-320-6150		4.63
12/24/2024	11200	Visegrip & Swing Check Valve	20-320-6145		74.62
Vendor 00452 - DIY Home Center Total:					1,477.56
Vendor: 02415 - DYMAX INC					
12/24/2024	5554	Snow Removal Blade - Loaders	21-000-1317		19,841.25
Vendor 02415 - DYMAX INC Total:					19,841.25
Vendor: 00489 - E&M, Inc.					
12/24/2024	11201	SCADA Software Agreement	10-130-6105		18,240.00
Vendor 00489 - E&M, Inc. Total:					18,240.00
Vendor: 02610 - Empire Southwest, LLC					
12/05/2024	11171	Fuel Filters #125 & #112	10-310-6155		219.64
12/05/2024	11171	Fuel - 938 Rental	10-310-6126		72.00
12/05/2024	11171	Annual Service #125	10-310-6155		1,350.41
12/19/2024	11191	Fuel System Contamination Repair #112	10-310-6155		2,237.81
Vendor 02610 - Empire Southwest, LLC Total:					3,879.86
Vendor: 00569 - Federal Tax Payment ACH					
12/04/2024	DFT0001143	Medicare	10-000-2200		2,995.54
12/04/2024	DFT0001143	Federal Withholding	10-000-2200		9,888.96
12/04/2024	DFT0001143	Federal Withholding	20-000-2200		5,115.41
12/04/2024	DFT0001143	Medicare	20-000-2200		1,396.64
12/04/2024	DFT0001143	Social Security	22-000-2200		653.98

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12/04/2024	DFT0001143	Federal Withholding	22-000-2200		244.88
12/04/2024	DFT0001143	Medicare	22-000-2200		152.94
12/04/2024	DFT0001143	Medicare	30-000-2200		1,493.24
12/04/2024	DFT0001143	Federal Withholding	30-000-2200		6,048.65
12/18/2024	DFT0001156	Medicare	10-000-2200		3,334.10
12/18/2024	DFT0001156	Federal Withholding	10-000-2200		10,625.84
12/18/2024	DFT0001156	Medicare	20-000-2200		1,481.22
12/18/2024	DFT0001156	Federal Withholding	20-000-2200		5,603.03
12/18/2024	DFT0001156	Medicare	30-000-2200		1,545.60
12/18/2024	DFT0001156	Federal Withholding	30-000-2200		6,377.04
12/19/2024	DFT0001158	Medicare	10-000-2200		69.28
12/19/2024	DFT0001158	Federal Withholding	10-000-2200		200.00
12/19/2024	DFT0001158	Social Security	10-000-2200		296.28
Vendor 00569 - Federal Tax Payment ACH Total:					57,522.63
Vendor: 00572 - Ferguson Waterworks # 1423					
12/04/2024	5461	R900 Modem Upgrades	20-320-6145		2,959.25
Vendor 00572 - Ferguson Waterworks # 1423 Total:					2,959.25
Vendor: 00608 - Frontier					
12/04/2024	5462	Internet Service - GWTPs	10-130-6105		162.47
12/04/2024	5462	Landlines	10-000-6210		245.82
Vendor 00608 - Frontier Total:					408.29
Vendor: 00662 - Grainger, Inc.					
12/13/2024	11184	Snow Shovels	10-000-1200		734.91
12/13/2024	11184	V-Belt Pully	30-240-6145		221.28
12/13/2024	11184	V-Belt Pully & Bushing	30-240-6145		353.57
12/19/2024	11192	Propeller	10-320-6150		18.79
12/19/2024	11192	Pilot Ignitor	30-330-6150		204.88
12/24/2024	11202	First Aid Supplies	10-110-6180		49.86
12/24/2024	11202	Traffic Barricade	10-320-6200		327.63
Vendor 00662 - Grainger, Inc. Total:					1,910.92
Vendor: 00684 - Haaker Equipment Company					
12/19/2024	11193	360 Inspection, Service, & Rear Door Repair #123	10-320-6155		7,169.41
12/19/2024	11193	Annual 360 Inspection #77	10-310-6155		3,243.99
12/19/2024	11193	Annual 360 Inspection #51	22-340-6155		3,158.48
Vendor 00684 - Haaker Equipment Company Total:					13,571.88
Vendor: 00687 - Hardy Diagnostics					
12/13/2024	11185	Lab Supplies	10-210-6180		89.92
Vendor 00687 - Hardy Diagnostics Total:					89.92
Vendor: 02388 - Health Equity, Inc.					
12/04/2024	DFT0001140	HSA	10-000-2151		387.24
12/18/2024	DFT0001153	HSA	10-000-2151		387.24
Vendor 02388 - Health Equity, Inc. Total:					774.48
Vendor: 02649 - Heather Schaubmayer					
12/12/2024	5487	Rebate - (1) HET & HEDW	10-105-6237		399.00
Vendor 02649 - Heather Schaubmayer Total:					399.00
Vendor: 00705 - High Country Lumber, Inc.					
12/04/2024	5463	Lumber	21-000-1301	24A02CM	49.15
12/04/2024	5463	Caulking Gun	21-000-1301	24A02CM	17.23
12/04/2024	5463	Driveway Repair, Tape & Silicone	21-000-1301	24A02CM	61.40
12/04/2024	5463	Masonry Blade	21-000-1301	24A02CM	40.07
12/04/2024	5463	Wood Sealer & Misc. Hardware	30-330-6150		95.69
12/04/2024	5463	Misc. Hardware	21-000-1301	24A02CM	3.86
12/04/2024	5463	Marker & Snow Scraper	10-330-6180		23.58
12/12/2024	5488	Snow Blower - WWTP	30-330-6120		3,985.67
12/18/2024	5507	Lighter & Mouse trap	10-310-6180		10.32
12/18/2024	5507	Cutoff Discs	21-000-1301	24A02CS	22.21

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12/18/2024	5507	Car Fan #80	22-340-6155		25.85
12/18/2024	5507	Head Lamp	10-330-6120		59.25
Vendor 00705 - High Country Lumber, Inc. Total:					4,394.28
Vendor: 02603 - Holmes US					
12/19/2024	11194	Seismic & Structural Services	22-000-1301	24W06MS	20,202.65
Vendor 02603 - Holmes US Total:					20,202.65
Vendor: 00721 - Huber Technology, Inc.					
12/24/2024	11203	Maintenance Contract Sit...	30-240-6100		2,500.00
Vendor 00721 - Huber Technology, Inc. Total:					2,500.00
Vendor: 00725 - Infosend, Inc.					
12/19/2024	11195	UB Statement Processing	10-120-6100		1,926.79
Vendor 00725 - Infosend, Inc. Total:					1,926.79
Vendor: 00728 - International Union of Operating Engineers					
12/04/2024	5464	Union Dues	10-000-2170		154.00
12/04/2024	5464	Union Dues	20-000-2170		154.11
12/04/2024	5464	Union Dues	30-000-2170		153.89
Vendor 00728 - International Union of Operating Engineers Total:					462.00
Vendor: 02644 - JD Guillemette					
12/04/2024	5465	Rebate - (2) HET	10-105-6237		380.00
Vendor 02644 - JD Guillemette Total:					380.00
Vendor: 02643 - Jessica Workman					
12/04/2024	5466	Rebate - HET	10-105-6237		191.89
Vendor 02643 - Jessica Workman Total:					191.89
Vendor: 02632 - Julie Pondella					
12/04/2024	5467	229 Manzanita - Property Insurance	96-000-6115		1,482.00
Vendor 02632 - Julie Pondella Total:					1,482.00
Vendor: 01003 - KMMT-FM					
12/18/2024	5508	Advertising	10-105-6190		500.00
Vendor 01003 - KMMT-FM Total:					500.00
Vendor: 01037 - Lawson Products					
12/04/2024	5468	Hydraulic Connection - #112	10-310-6155		15.52
Vendor 01037 - Lawson Products Total:					15.52
Vendor: 02150 - Leanna Block					
12/19/2024	11196	Reimburse - Homeowners Insurance Installment	96-000-2000		1,321.00
Vendor 02150 - Leanna Block Total:					1,321.00
Vendor: 01054 - Liebert Cassidy Whitmore					
12/04/2024	5469	Legal Services	10-110-6140		405.00
12/24/2024	5555	Legal Services	10-110-6140		2,790.00
12/24/2024	5555	Legal Services	10-110-6140		841.50
Vendor 01054 - Liebert Cassidy Whitmore Total:					4,036.50
Vendor: 02078 - Linda Scott					
12/04/2024	5470	HEDW Rebate	10-105-6237		200.00
Vendor 02078 - Linda Scott Total:					200.00
Vendor: 00052 - Linde Gas & Equipment, Inc.					
12/04/2024	5471	Welding Supplies	10-000-6180		99.24
12/04/2024	5471	Welding Supplies	10-000-6180		66.16
12/04/2024	5471	Welding Supplies	10-000-6180		66.16
12/24/2024	5556	Welding Supplies	10-000-6180		114.18
12/24/2024	5556	Welding Supplies	10-000-6180		76.12
12/24/2024	5556	Welding Supplies	10-000-6180		76.12
Vendor 00052 - Linde Gas & Equipment, Inc. Total:					497.98
Vendor: 01099 - Mammoth Disposal					
12/12/2024	5489	Trash Service	10-000-6100		1,929.74
12/12/2024	5489	Recycling	10-000-6100		147.00

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12/12/2024	5489	Recycling	10-000-6100		136.50
Vendor 01099 - Mammoth Disposal Total:					2,213.24
Vendor: 01112 - Mammoth Ready Mix					
12/12/2024	5490	Concrete	21-000-1301	24A02CM	1,590.19
Vendor 01112 - Mammoth Ready Mix Total:					1,590.19
Vendor: 02645 - Mammoth Rock 'n Bowl					
12/12/2024	5491	MCWD Holiday Party	10-000-6123		6,502.99
Vendor 02645 - Mammoth Rock 'n Bowl Total:					6,502.99
Vendor: 01117 - Mammoth Times					
12/13/2024	11186	Job Ads	10-110-6190		255.25
Vendor 01117 - Mammoth Times Total:					255.25
Vendor: 02565 - Manor True Value Hardware					
12/24/2024	5557	Wood Stove Replacement SM101	96-000-6115		3,791.53
12/24/2024	5557	Pellet Stove Ignitor & Blower Repairs - MM11	96-000-6115		1,383.53
Vendor 02565 - Manor True Value Hardware Total:					5,175.06
Vendor: 01183 - McMaster-Carr Supply Co.					
12/12/2024	5492	Cutoff Wheels	10-310-6180		158.52
12/18/2024	5509	Quick-Disconnect Bushing	30-330-6145		61.19
Vendor 01183 - McMaster-Carr Supply Co. Total:					219.71
Vendor: 01193 - Melissa Reeves					
12/05/2024	11172	Refund for Deposit and Prorated Rent	96-000-2325		100.00
12/05/2024	11172	Refund for Deposit and Prorated Rent	96-000-4065		29.97
Vendor 01193 - Melissa Reeves Total:					129.97
Vendor: 02654 - Michael Ponek					
12/18/2024	5510	Rebate - HET	10-105-6237		200.00
Vendor 02654 - Michael Ponek Total:					200.00
Vendor: 01240 - Mission Linen Supply					
12/04/2024	5472	Linen and Uniform Service - Oct & Nov	10-000-6180		2,744.59
Vendor 01240 - Mission Linen Supply Total:					2,744.59
Vendor: 01254 - Mono County Department of Public Works					
12/24/2024	5558	Solid Waste Non-Participant Fee	10-000-6205		120.00
12/24/2024	5558	Solid Waste Non-Participant Fee	10-000-6205		720.00
12/24/2024	5558	Solid Waste Non-Participant Fee	10-000-6205		60.00
Vendor 01254 - Mono County Department of Public Works Total:					900.00
Vendor: 02646 - Nicholas Piltch					
12/12/2024	5493	Rebate - HECW	10-105-6237		400.00
Vendor 02646 - Nicholas Piltch Total:					400.00
Vendor: 00609 - Orion					
12/04/2024	DFT0001133	457B Roth Deferred Comp (Flat Amount)	10-000-2161		420.00
12/04/2024	DFT0001134	Deferred Comp 457B Roth (%%)	10-000-2161		345.38
12/04/2024	DFT0001134	Deferred Comp 457B Roth (%%)	20-000-2161		754.11
12/04/2024	DFT0001134	Deferred Comp 457B Roth (%%)	30-000-2161		753.94
12/04/2024	DFT0001135	457B Deferred Comp (Flat Amount)	10-000-2161		14,302.23
12/04/2024	DFT0001135	457B Deferred Comp (Flat Amount)	20-000-2161		2,250.08

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12/04/2024	DFT0001135	457B Deferred Comp (Flat Amount)	30-000-2161		2,199.92
12/04/2024	DFT0001136	Deferred Comp 457B (%)	10-000-2161		3,614.25
12/04/2024	DFT0001136	Deferred Comp 457B (%)	20-000-2161		1,314.77
12/04/2024	DFT0001136	Deferred Comp 457B (%)	30-000-2161		1,858.57
12/04/2024	DFT0001141	401A Pension	10-000-2160		19,827.52
12/04/2024	DFT0001141	457 ER Match	10-000-2160		1,817.28
12/04/2024	DFT0001141	457 ER ROTH Match	10-000-2160		101.95
12/04/2024	DFT0001141	457 ER Match	20-000-2160		796.19
12/04/2024	DFT0001141	401A Pension	20-000-2160		9,569.65
12/04/2024	DFT0001141	457 ER ROTH Match	20-000-2160		24.52
12/04/2024	DFT0001141	457 ER ROTH Match	30-000-2160		24.47
12/04/2024	DFT0001141	401A Pension	30-000-2160		10,217.78
12/04/2024	DFT0001141	457 ER Match	30-000-2160		860.68
12/18/2024	DFT0001146	457B Roth Deferred Comp (Flat Amount)	10-000-2161		420.00
12/18/2024	DFT0001147	Deferred Comp 457B Roth (%)	10-000-2161		361.38
12/18/2024	DFT0001147	Deferred Comp 457B Roth (%)	20-000-2161		782.21
12/18/2024	DFT0001147	Deferred Comp 457B Roth (%)	30-000-2161		782.15
12/18/2024	DFT0001148	457B Deferred Comp (Flat Amount)	10-000-2161		14,302.23
12/18/2024	DFT0001148	457B Deferred Comp (Flat Amount)	20-000-2161		1,764.26
12/18/2024	DFT0001148	457B Deferred Comp (Flat Amount)	30-000-2161		1,985.74
12/18/2024	DFT0001149	Deferred Comp 457B (%)	10-000-2161		5,523.16
12/18/2024	DFT0001149	Deferred Comp 457B (%)	20-000-2161		1,367.41
12/18/2024	DFT0001149	Deferred Comp 457B (%)	30-000-2161		1,792.96
12/18/2024	DFT0001154	401A Pension	10-000-2160		21,615.60
12/18/2024	DFT0001154	457 ER ROTH Match	10-000-2160		105.95
12/18/2024	DFT0001154	457 ER Match	10-000-2160		2,734.75
12/18/2024	DFT0001154	457 ER Match	20-000-2160		815.33
12/18/2024	DFT0001154	457 ER ROTH Match	20-000-2160		26.50
12/18/2024	DFT0001154	401A Pension	20-000-2160		10,139.54
12/18/2024	DFT0001154	401A Pension	30-000-2160		10,563.28
12/18/2024	DFT0001154	457 ER Match	30-000-2160		857.48
12/18/2024	DFT0001154	457 ER ROTH Match	30-000-2160		26.49
Vendor 00609 - Orion Total:					147,019.71
Vendor: 01360 - PDM Steel Service Centers, Inc.					
12/24/2024	11205	Steel Tubbing	30-330-6145		887.00
12/24/2024	11205	Angles	30-330-6145		203.82
Vendor 01360 - PDM Steel Service Centers, Inc. Total:					1,090.82
Vendor: 01396 - Pitney Bowes-Purchase Power					
12/12/2024	5494	Postage	10-000-6185		502.25
Vendor 01396 - Pitney Bowes-Purchase Power Total:					502.25
Vendor: 01405 - Purcell Tire and Rubber Company					
12/05/2024	11173	Tires & Installation #93	10-310-6155		1,126.91
Vendor 01405 - Purcell Tire and Rubber Company Total:					1,126.91
Vendor: 01438 - Rich Environmental Services					
12/12/2024	5495	Monthly Tank Inspection	10-000-6100		150.00
12/24/2024	5559	Monthly Tank Inspection	10-000-6100		150.00
Vendor 01438 - Rich Environmental Services Total:					300.00
Vendor: 02597 - Robert D. Niehaus, Inc.					
12/13/2024	11187	Progress Payment	10-120-6100		1,930.00
Vendor 02597 - Robert D. Niehaus, Inc. Total:					1,930.00

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Vendor: 01106 - Robert Pearce					
12/24/2024	11204	Fix Key for #85	10-330-6155		80.00
Vendor 01106 - Robert Pearce Total:					80.00
Vendor: 02578 - Robertson Stephens Wealth Management					
12/05/2024	11174	Fiduciary Monitoring Report	10-000-6110		554.00
12/05/2024	11174	Fiduciary Monitoring Report	10-000-6110		262.00
Vendor 02578 - Robertson Stephens Wealth Management Total:					816.00
Vendor: 01504 - Robotic Sewer Solutions, Inc.					
12/04/2024	5473	Sewer Connection Repairs	23-000-1301	24WW01CS	58,500.00
Vendor 01504 - Robotic Sewer Solutions, Inc. Total:					58,500.00
Vendor: 01548 - Safety-Kleen Systems, Inc.					
12/05/2024	11175	Parts Washer Service	10-000-6180		289.85
Vendor 01548 - Safety-Kleen Systems, Inc. Total:					289.85
Vendor: 01605 - Shields Harper & Co.					
12/04/2024	5474	Fuel Nozzels	10-000-6145		1,316.16
Vendor 01605 - Shields Harper & Co. Total:					1,316.16
Vendor: 02338 - Sierra Manors HOA					
12/04/2024	5475	Dues Increase - 3 Months - SM101	96-000-6115		48.00
12/04/2024	5475	Dues Increase - 3 Months - SM55	96-000-6115		56.76
Vendor 02338 - Sierra Manors HOA Total:					104.76
Vendor: 01639 - Snowcreek Athletic Club					
12/18/2024	5511	Snowcreek Dues	10-000-2170		368.00
12/18/2024	5511	Snowcreek Dues	20-000-2170		519.68
12/18/2024	5511	Snowcreek Dues	30-000-2170		257.32
Vendor 01639 - Snowcreek Athletic Club Total:					1,145.00
Vendor: 01650 - Southern California Edison - District					
12/04/2024	5476	Electricity	10-000-6230		5,680.69
12/04/2024	5476	Electricity	20-220-6230		20,500.87
12/04/2024	5476	Electricity	20-230-6230		2,216.97
12/04/2024	5476	Electricity	30-240-6230		2,025.22
12/04/2024	5476	Electricity	10-000-6230		3,649.38
12/04/2024	5476	Electricity	20-220-6230		18,163.03
12/04/2024	5476	Electricity	20-230-6230		3,113.22
12/04/2024	5476	Electricity	30-240-6230		1,026.32
Vendor 01650 - Southern California Edison - District Total:					56,375.70
Vendor: 01662 - Standard Insurance Company					
12/02/2024	DFT0001131	Premium Adjustment	10-000-6020		22.15
12/31/2024	DFT0001138	Long Term	10-000-2150		508.57
12/31/2024	DFT0001138	Long Term	20-000-2150		235.37
12/31/2024	DFT0001138	Long Term	30-000-2150		251.55
12/31/2024	DFT0001139	Short Term	10-000-2150		79.32
12/31/2024	DFT0001139	Short Term	20-000-2150		36.96
12/31/2024	DFT0001139	Short Term	30-000-2150		38.95
12/31/2024	DFT0001151	Long Term	10-000-2150		554.43
12/31/2024	DFT0001151	Long Term	20-000-2150		260.30
12/31/2024	DFT0001151	Long Term	30-000-2150		270.72
12/31/2024	DFT0001152	Short Term	10-000-2150		86.48
12/31/2024	DFT0001152	Short Term	20-000-2150		40.71
12/31/2024	DFT0001152	Short Term	30-000-2150		42.07
Vendor 01662 - Standard Insurance Company Total:					2,427.58
Vendor: 01701 - Steve's Auto & Truck Parts					
12/04/2024	5477	Motor Oil	10-330-6145		27.11
12/12/2024	5496	Windshield Wipers & Arm #111	30-240-6155		61.03
12/18/2024	5512	Battery #3	10-400-6155		195.94

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12/18/2024	5512	Wiper Blades #74	10-310-6155		34.46
Vendor 01701 - Steve's Auto & Truck Parts Total:					318.54
Vendor: 01730 - SWRCB Accounting Office					
12/18/2024	5515	Annual Permitting Fees - 6B260103001	30-200-6205		31,005.00
12/18/2024	5515	Annual Permit Fees - 6B260903003	30-200-6205		5,445.00
12/18/2024	5515	Annual Permitting Fees - 6SSO11157	30-200-6205		3,945.00
12/18/2024	5515	Annual Permitting Fees - 4DW0341	20-200-6205		881.00
Vendor 01730 - SWRCB Accounting Office Total:					41,276.00
Vendor: 01731 - SWRCB					
12/18/2024	5513	C3 Certification Renewal - A. DeRue	30-320-6160		120.00
12/18/2024	5514	D3 - J. Ruiz	20-320-6160		120.00
Vendor 01731 - SWRCB Total:					240.00
Vendor: 01763 - Thatcher Company, Inc					
12/13/2024	11188	Chlorine (LBS)	30-240-6179		21,402.32
12/13/2024	11188	Container Deposit Refund	30-240-6179		-15,000.00
Vendor 01763 - Thatcher Company, Inc Total:					6,402.32
Vendor: 02650 - The General OBO PGAC					
12/12/2024	5497	Resolution of Claim #24-003	10-000-6130		159.62
Vendor 02650 - The General OBO PGAC Total:					159.62
Vendor: 01770 - The Sheet, Inc.					
12/12/2024	5498	Advertising	10-105-6190		1,900.00
Vendor 01770 - The Sheet, Inc. Total:					1,900.00
Vendor: 02653 - Timothy Kantrund					
12/18/2024	5516	Rebate - HET	10-105-6237		200.00
Vendor 02653 - Timothy Kantrund Total:					200.00
Vendor: 01816 - Town of Mammoth Lakes					
12/04/2024	5478	Lower/Raise Surface Features	22-000-1301	24W01CS	80,600.00
12/04/2024	5478	Lower/Raise Surface Features	23-000-1301	24WW01CS	80,600.00
12/12/2024	5499	2025 Business Tax Certificate Renewal	96-000-6115		119.00
Vendor 01816 - Town of Mammoth Lakes Total:					161,319.00
Vendor: 01840 - USA Blue Book					
12/05/2024	11176	Drum Pump Kit	20-220-6145		655.44
12/19/2024	11197	Chemical Resistant Overall & Jacket	20-220-6200		89.14
Vendor 01840 - USA Blue Book Total:					744.58
Vendor: 02647 - Vera Dalmatoff					
12/12/2024	5500	Rebate - (2) HET	10-105-6237		400.00
Vendor 02647 - Vera Dalmatoff Total:					400.00
Vendor: 01856 - Verizon Wireless - Data Collectors					
12/19/2024	11198	Data Plan for Meter Data Collectors	20-320-6210		121.08
Vendor 01856 - Verizon Wireless - Data Collectors Total:					121.08
Vendor: 01854 - Verizon Wireless					
12/05/2024	11177	Cell Phone Plan	10-130-6105		317.32
Vendor 01854 - Verizon Wireless Total:					317.32
Vendor: 01890 - Wells Fargo VISA					
12/16/2024	DFT0001145	CalPELRA Conference fuel	10-110-6220		46.60
12/16/2024	DFT0001145	Gas for truck 65	10-330-6125		172.74
12/16/2024	DFT0001145	Safety Boots	30-240-6124		225.00
12/16/2024	DFT0001145	Annual Recognition Luncheon	10-000-6123		924.00
12/16/2024	DFT0001145	FedEx Shipment	10-110-6185		62.26

Board Check Register

Payment Dates: 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
12/16/2024	DFT0001145	lunch	10-330-6220		20.71
12/16/2024	DFT0001145	gor tex wet gear	10-320-6124		743.44
12/16/2024	DFT0001145	CalPELRA Conference Lodging	10-110-6220		592.19
12/16/2024	DFT0001145	CalPELRA Conference Lodging	10-110-6220		193.24
12/16/2024	DFT0001145	Uniform	20-220-6124		134.65
12/16/2024	DFT0001145	Uniform returned	20-220-6124		-134.65
12/16/2024	DFT0001145	CalPELRA Conference fuel	10-110-6220		56.52
12/16/2024	DFT0001145	travel expenses	10-320-6125		41.02
12/16/2024	DFT0001145	Propane refill	10-320-6180		58.03
12/16/2024	DFT0001145	CalPELRA Conference Meals	10-110-6220		19.93
12/16/2024	DFT0001145	Shelving unit	10-000-6120		301.69
12/16/2024	DFT0001145	Paper Goods, Laundry Supplies & Coffee	10-000-6180		437.19
12/16/2024	DFT0001145	Paper goods	10-000-6180		150.81
12/16/2024	DFT0001145	Business Membership	10-000-6180		130.00
12/16/2024	DFT0001145	Paper Goods, Laundry Supplies & Coffee	10-000-6180		80.79
12/16/2024	DFT0001145	Coffee maker - OPS building	10-000-6180		63.55
12/16/2024	DFT0001145	Sonorso - Computer monitor	10-130-6181		295.91
12/16/2024	DFT0001145	Adobe pro editing software	10-100-6105		19.99
12/16/2024	DFT0001145	Document Editing - Monthly	10-100-6105		19.99
12/16/2024	DFT0001145	Adobe Acrobat Pro Annual	10-110-6105		239.88
12/16/2024	DFT0001145	Adobe	10-120-6105		19.99
12/16/2024	DFT0001145	Monthly Acrobat license fee	10-200-6105		19.99
12/16/2024	DFT0001145	Adobe monthly subscription	20-220-6105		19.99
12/16/2024	DFT0001145	Monthly Subscription	30-240-6105		12.99
12/16/2024	DFT0001145	Adobe Acrobat Standard license	30-240-6105		155.88
12/16/2024	DFT0001145	Annual Adobe Subscription	30-240-6105		299.76
12/16/2024	DFT0001145	CWEA Membership	10-330-6160		239.00
12/16/2024	DFT0001145	CWEA renewal	10-330-6160		106.00
12/16/2024	DFT0001145	Cert Renew	30-320-6160		111.00
12/16/2024	DFT0001145	Calendar	10-000-6180		30.57
12/16/2024	DFT0001145	DirecTV	10-000-6123		160.99
12/16/2024	DFT0001145	Broken shower handle	96-000-6115		20.46
12/16/2024	DFT0001145	Loop Sealant for Gate Induction loop sensor	21-000-1301	24A02CM	120.59
12/16/2024	DFT0001145	2025 HR Planner	10-110-6180		25.59
12/16/2024	DFT0001145	hotel for training in Sacraemtno	10-330-6220		510.03
12/16/2024	DFT0001145	Local agency/business lunch meeting	10-100-6215		20.00
12/16/2024	DFT0001145	Lunch for Staff Strat Plan Meeting	10-100-6215		155.25
12/16/2024	DFT0001145	Cabinet for paper goods	10-000-6120		714.92
12/16/2024	DFT0001145	engagement lunch with 2 staff members	10-200-6123		77.81
12/16/2024	DFT0001145	Part for tire machine	10-000-6155		508.45
12/16/2024	DFT0001145	CalPELRA Conference Meals	10-110-6220		19.16
12/16/2024	DFT0001145	Personnel Training Webinar	10-110-6215		128.00
12/16/2024	DFT0001145	Sump pumps	10-320-6120		330.02
12/16/2024	DFT0001145	Photochromic safety glasses	10-310-6200		323.25
12/16/2024	DFT0001145	dinner for myself and mike lesiak	10-310-6220		54.57
12/16/2024	DFT0001145	Travel	10-320-6220		26.50
12/16/2024	DFT0001145	dinner	10-320-6220		27.57
12/16/2024	DFT0001145	snacks for staff meeting	10-000-6215		38.38
12/16/2024	DFT0001145	stencils for new pavement	21-000-1301	24A02CM	230.34
12/16/2024	DFT0001145	Hotel for CM JPIA Leadership training	10-200-6220		309.05
12/16/2024	DFT0001145	food expenses	10-320-6220		11.26

Board Check Register

Payment Dates: 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
12/16/2024	DFT0001145	Local agency/business lunch meeting	10-100-6215		25.51
12/16/2024	DFT0001145	Hex Key	10-000-6120		6.39
12/16/2024	DFT0001145	Rulers	10-000-6180		7.00
12/16/2024	DFT0001145	Calendar	10-000-6180		18.31
12/16/2024	DFT0001145	Rolls of Shop Towels	10-000-6180		94.71
12/16/2024	DFT0001145	Coffee	10-000-6180		40.51
12/16/2024	DFT0001145	Calendar	10-000-6180		19.38
12/16/2024	DFT0001145	Calendar	10-000-6180		5.43
12/16/2024	DFT0001145	Amazon Business Membership	10-000-6180		192.87
12/16/2024	DFT0001145	Reusable Grocery Bags, Tissue Paper	10-100-6123		30.93
12/16/2024	DFT0001145	Gift Bags	10-100-6123		10.65
12/16/2024	DFT0001145	Office Chair for Purchasing Office	10-120-6120		223.42
12/16/2024	DFT0001145	3 iPads - Board	10-130-6181		968.85
12/16/2024	DFT0001145	2 iPads - Board	10-130-6181		652.34
12/16/2024	DFT0001145	22 iPad Cases	10-130-6181		1,066.78
12/16/2024	DFT0001145	Wireless Keyboard & Mouse - Villanueva	10-130-6182		181.02
12/16/2024	DFT0001145	Web Cam - Villanueva	10-130-6182		74.66
12/16/2024	DFT0001145	Headphones - Villanueva	10-130-6182		64.64
12/16/2024	DFT0001145	Computer Speakers - Villanueva	10-130-6182		30.50
12/16/2024	DFT0001145	iPad Case	10-130-6182		15.96
12/16/2024	DFT0001145	Office Chair	10-310-6120		172.34
12/16/2024	DFT0001145	Phone Chargers and Phone Case	10-320-6120		51.12
12/16/2024	DFT0001145	Screen Protectors	10-320-6180		13.63
12/16/2024	DFT0001145	Work Boots - Simpkins	10-330-6124		91.58
12/16/2024	DFT0001145	Waterproof Rubber Boots - Simpkins	10-330-6124		68.90
12/16/2024	DFT0001145	Pods for office machine	10-300-6123		20.73
12/16/2024	DFT0001145	more ground coffee	10-300-6123		11.55
12/16/2024	DFT0001145	ground coffee	10-300-6123		16.95
12/16/2024	DFT0001145	Mistakenly used District card	10-400-6220		15.86
12/16/2024	DFT0001145	coffee for building	10-000-6180		212.52
12/16/2024	DFT0001145	Replacement VFD for Secondary #2.	30-240-6145		637.56
12/16/2024	DFT0001145	Lunch meeting with the USFS	10-100-6215		36.91
12/16/2024	DFT0001145	Vehicle 84 service	10-100-6155		132.08
12/16/2024	DFT0001145	CalPELRA Conference parking	10-110-6220		8.00
12/16/2024	DFT0001145	Local agency/business lunch meeting	10-100-6215		22.84
12/16/2024	DFT0001145	Fuel for travel to JPIA Leadership training	10-200-6220		46.44
12/16/2024	DFT0001145	Gas pump down	10-320-6125		57.94
12/16/2024	DFT0001145	Gas pump down at district.	10-330-6125		100.02
12/16/2024	DFT0001145	Fuel	30-240-6125		100.00
12/16/2024	DFT0001145	Sweets	10-000-6123		29.08
12/16/2024	DFT0001145	Refund for Returned Boots	10-330-6124		-84.59
12/16/2024	DFT0001145	Cell phone data storage	10-100-6210		0.99
12/16/2024	DFT0001145	lab and RV dump signs for campus	10-000-6150		290.11
12/16/2024	DFT0001145	signs for lab traffic	10-330-6150		803.28
12/16/2024	DFT0001145	Signs for lab sample drop off	10-330-6150		129.85
12/16/2024	DFT0001145	carwash for vehicle 88	10-200-6155		12.00
12/16/2024	DFT0001145	Office Supplies and Calendars	10-000-6180		62.96
12/16/2024	DFT0001145	Office Supplies	10-000-6180		143.06
12/16/2024	DFT0001145	Office Supplies and Calendars	10-000-6180		196.67
12/16/2024	DFT0001145	Office Supplies	10-000-6180		24.81
12/16/2024	DFT0001145	Office Supplies and Calendars	10-000-6180		17.23

Board Check Register

Payment Dates: 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
12/16/2024	DFT0001145	Office Supplies	10-000-6180		52.89
12/16/2024	DFT0001145	New Office Chair	10-320-6120		334.00
12/16/2024	DFT0001145	Travel	10-320-6220		13.20
12/16/2024	DFT0001145	travel expenses	10-320-6220		7.15
12/16/2024	DFT0001145	travel expenses	10-320-6220		4.25
12/16/2024	DFT0001145	StarLink	10-130-6105		120.00
12/16/2024	DFT0001145	hotel room	10-320-6220		525.66
12/16/2024	DFT0001145	Travel For Training	10-320-6220		525.66
12/16/2024	DFT0001145	Kitchen Supplies	10-000-6120		91.67
12/16/2024	DFT0001145	Huoy's uniform.	10-330-6124		52.87
12/16/2024	DFT0001145	Rims for #63	10-000-6155		572.45
12/16/2024	DFT0001145	Snow Tires & Rims - #104	10-000-6155		1,419.43
12/16/2024	DFT0001145	How to Speak & Present to a Group Webinar	10-110-6215		150.00
12/16/2024	DFT0001145	gas for training	10-330-6125		46.98
12/16/2024	DFT0001145	Uniform	10-320-6124		203.65
12/16/2024	DFT0001145	Dans Uniform	30-240-6124		531.78
12/16/2024	DFT0001145	Bungee Cords	10-000-1200		110.08
12/16/2024	DFT0001145	Table and Chairs for Mech. Maint. Office	10-320-6120		1,178.53
12/16/2024	DFT0001145	Service Fee and Shipping Charges	10-000-6185		24.19
12/16/2024	DFT0001145	Service Fee/Shipping Charges	10-000-6185		16.90
12/16/2024	DFT0001145	Service Fee and Shipping Charges	10-000-6185		16.90
12/16/2024	DFT0001145	Service Fee & Shipping Charge	10-000-6185		16.90
12/16/2024	DFT0001145	Service Fee and Shipping Charges	10-210-6185		124.76
12/16/2024	DFT0001145	Service Fee and Shipping Charges	10-210-6185		22.99
12/16/2024	DFT0001145	Service Fee/Shipping Charges	10-210-6185		347.62
12/16/2024	DFT0001145	Service Fee and Shipping Charges	20-230-6185		37.69
12/16/2024	DFT0001145	Service Fee and Shipping Charges	20-230-6185		39.33
12/16/2024	DFT0001145	Service Fee & Shipping Charge	30-240-6185		36.21
12/16/2024	DFT0001145	Cross-Connection Control Annual Membership	10-100-6160		150.00
12/16/2024	DFT0001145	Postage to mail check for claim	10-110-6185		10.45
12/16/2024	DFT0001145	Staff Meeting Snacks	10-000-6123		25.14
12/16/2024	DFT0001145	Staff Meeting	10-000-6123		26.89
12/16/2024	DFT0001145	Cake for Recognition Luncheon	10-000-6123		71.99
12/16/2024	DFT0001145	Coffee and Creamer Ops Bldg	10-000-6180		31.47
12/16/2024	DFT0001145	Snacks for Strat Plan Meeting	10-100-6215		30.07
12/16/2024	DFT0001145	Board Meeting Snacks	10-100-6215		3.50
12/16/2024	DFT0001145	Board Meeting Snacks	10-100-6215		70.91
12/16/2024	DFT0001145	Cleaning Supplies	10-000-6180		17.32
12/16/2024	DFT0001145	Cleaning Supplies	10-000-6180		68.89
12/16/2024	DFT0001145	Janitorial Supplies	10-000-6180		25.89
12/16/2024	DFT0001145	Cleaning Supplies	10-000-6180		-24.77
12/16/2024	DFT0001145	Snow Boots	30-240-6124		226.22
12/16/2024	DFT0001145	Virtual Meeting Recording	10-100-6215		40.00
12/16/2024	DFT0001145	AWWA Posting LMW Positions	10-110-6190		299.00
12/16/2024	DFT0001145	Hood for Jacket	30-240-6124		32.31
12/16/2024	DFT0001145	Dan's uniform	30-240-6124		646.48
12/16/2024	DFT0001145	Uniforms	30-240-6124		64.64
12/16/2024	DFT0001145	Employee Uniform	30-240-6124		576.55
12/16/2024	DFT0001145	Concrete drill for special projects.	10-330-6120		914.80

Vendor 01890 - Wells Fargo VISA Total: 26,826.61

Board Check Register

Payment Dates: 12/1/2024 - 12/31/2024

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 01900 - Western Nevada Supply Company					
12/05/2024	11178	Manhole Frame and Cover	21-000-1301	24A02CM	860.65
12/05/2024	11178	Meter Pit Re-Level	21-000-1301	24A02CM	1,237.21
12/05/2024	11178	Manohle Frame and Cover	21-000-1301	24A02CM	<u>3,442.61</u>
Vendor 01900 - Western Nevada Supply Company Total:					5,540.47
Vendor: 02564 - White Cap, LP					
12/18/2024	5517	Snow Poles	10-330-6150		<u>3,639.00</u>
Vendor 02564 - White Cap, LP Total:					3,639.00
Vendor: 01962 - Your H2O Pro					
12/12/2024	5501	Well 20 Pump & Motor	22-000-1350		<u>3,725.33</u>
Vendor 01962 - Your H2O Pro Total:					3,725.33
Grand Total:					<u><u>1,077,924.55</u></u>

Report Summary

Fund Summary

Fund	Payment Amount
10 - Administration	330,581.19
20 - Water Operations	165,776.35
21 - Admin Capital Replacement	46,708.51
22 - Water Capital Replacement	211,245.35
23 - Wastewater Capital Replacement	139,100.00
30 - Wastewater Operations	172,037.53
96 - New Enterprise	12,475.62
Grand Total:	1,077,924.55

Account Summary

Account Number	Account Name	Payment Amount
10-000-1200	Inventory - Warehouse	1,106.76
10-000-2150	Ee Insurance Benefits Pa...	49,050.54
10-000-2151	Health Saving Acct. Paya...	774.48
10-000-2160	Pension Contribution Pa...	46,203.05
10-000-2161	Ee Deferred Comp Contr...	39,288.63
10-000-2170	Employee Deductions - ...	572.96
10-000-2200	Payroll Taxes - Federal	27,410.00
10-000-2210	Payroll Taxes - State	11,470.82
10-000-6020	Employee Benefits - Gro...	6,505.74
10-000-6100	Outside Services	2,513.24
10-000-6110	Professional Services	816.00
10-000-6120	Operating Tools/Equipm...	1,114.67
10-000-6123	Employee Engagement	7,741.08
10-000-6130	Insurance	159.62
10-000-6145	M & R - Line Repair/Equi...	1,320.32
10-000-6150	M & R - Buildings	3,277.44
10-000-6155	M & R - Vehicles	2,500.33
10-000-6180	Operating Supplies	6,010.97
10-000-6185	Postage/Freight	577.14
10-000-6205	Permits & Licensing	900.00
10-000-6210	Telephone	245.82
10-000-6215	Training & Meetings	38.38
10-000-6230	Utilities - Electric	9,330.07
10-000-6231	Utilities - Propane	1,699.86
10-100-6105	Software Licenses/Agre...	39.98
10-100-6123	Employee Engagement	41.58
10-100-6140	Legal Services	10,980.00
10-100-6155	M & R - Vehicles	132.08
10-100-6160	Memberships/Certificati...	675.00
10-100-6210	Telephone	0.99
10-100-6215	Training & Meetings	404.99
10-105-6190	Advertising Publications...	2,400.00
10-105-6237	Water Conservation	3,570.89
10-110-6105	Software Licenses/Agre...	239.88
10-110-6140	Legal Services	4,036.50
10-110-6180	Operating Supplies	75.45
10-110-6185	Postage/Freight	72.71
10-110-6190	Advertising Publications...	554.25
10-110-6210	Telephone	648.21
10-110-6215	Training & Meetings	278.00
10-110-6220	Travel Expenses	935.64
10-120-6100	Outside Services	3,856.79
10-120-6105	Software Licenses/Agre...	19.99
10-120-6120	Operating Tools/Equipm...	223.42
10-130-6105	Software Licenses/Agre...	29,245.11
10-130-6106	IT Services	3,356.66

Account Summary

Account Number	Account Name	Payment Amount
10-130-6181	Computer Systems/Equi...	18,327.33
10-130-6182	Peripherals	366.78
10-200-6105	Software Licenses/Agre...	19.99
10-200-6123	Employee Engagement	77.81
10-200-6155	M & R - Vehicles	12.00
10-200-6220	Travel Expenses	355.49
10-210-6111	Outside Lab Services	59.45
10-210-6180	Operating Supplies	89.92
10-210-6185	Postage/Freight	495.37
10-300-6123	Employee Engagement	49.23
10-310-6120	Operating Tools/Equipm...	172.34
10-310-6126	Diesel Fuel	72.00
10-310-6155	M & R - Vehicles	8,228.74
10-310-6180	Operating Supplies	232.76
10-310-6200	Safety	323.25
10-310-6220	Travel Expenses	54.57
10-320-6120	Operating Tools/Equipm...	1,893.67
10-320-6124	Employee Uniform	1,124.88
10-320-6125	Gasoline	98.96
10-320-6150	M & R - Buildings	18.79
10-320-6155	M & R - Vehicles	7,169.41
10-320-6180	Operating Supplies	71.66
10-320-6200	Safety	327.63
10-320-6220	Travel Expenses	1,141.25
10-330-6120	Operating Tools/Equipm...	1,036.10
10-330-6124	Employee Uniform	128.76
10-330-6125	Gasoline	319.74
10-330-6145	M & R - Line Repair/Equi...	27.11
10-330-6150	M & R - Buildings	4,659.04
10-330-6155	M & R - Vehicles	80.00
10-330-6160	Memberships/Certificati...	345.00
10-330-6180	Operating Supplies	43.58
10-330-6220	Travel Expenses	530.74
10-400-6155	M & R - Vehicles	195.94
10-400-6220	Travel Expenses	15.86
20-000-2150	Ee Insurance Benefits Pa...	21,464.66
20-000-2160	Pension Contribution Pa...	21,371.73
20-000-2161	Ee Deferred Comp Contr...	8,232.84
20-000-2170	Employee Deductions - ...	1,032.36
20-000-2200	Payroll Taxes - Federal	13,596.30
20-000-2210	Payroll Taxes - State	4,874.78
20-200-6205	Permits & Licensing	881.00
20-210-6111	Outside Lab Services	973.29
20-220-6105	Software Licenses/Agre...	19.99
20-220-6124	Employee Uniform	0.00
20-220-6145	M & R - Line Repair/Equi...	758.46
20-220-6180	Operating Supplies	11.61
20-220-6200	Safety	89.14
20-220-6230	Utilities - Electric	38,663.90
20-220-6231	Utilities - Propane	729.86
20-230-6185	Postage/Freight	77.02
20-230-6230	Utilities - Electric	5,330.19
20-320-6145	M & R - Line Repair/Equi...	3,033.87
20-320-6150	M & R - Buildings	4.63
20-320-6160	Memberships/Certificati...	120.00
20-320-6210	Telephone	121.08
20-330-6145	M & R - Line Repair/Equi...	26.17
20-330-6150	M & R - Buildings	43,823.64

Account Summary

Account Number	Account Name	Payment Amount
20-400-6145	M & R - Line Repair/Equi...	539.83
21-000-1301	Construction in Progress	26,867.26
21-000-1317	Equipment	19,841.25
22-000-1301	Construction in Progress	202,824.57
22-000-1350	Source of Supply	3,725.33
22-000-2200	Payroll Taxes - Federal	1,051.80
22-000-2210	Payroll Taxes - State	153.49
22-340-6155	M & R - Vehicles	3,490.16
23-000-1301	Construction in Progress	139,100.00
30-000-2150	Ee Insurance Benefits Pa...	22,171.54
30-000-2160	Pension Contribution Pa...	22,550.18
30-000-2161	Ee Deferred Comp Contr...	9,373.28
30-000-2170	Employee Deductions - ...	716.81
30-000-2200	Payroll Taxes - Federal	15,464.53
30-000-2210	Payroll Taxes - State	5,523.40
30-200-6205	Permits & Licensing	40,395.00
30-210-6111	Outside Lab Services	5,469.63
30-240-6020	Employee Benefits - Gro...	4,751.78
30-240-6100	Outside Services	15,924.25
30-240-6102	Sludge Disposal	2,281.03
30-240-6105	Software Licenses/Agre...	468.63
30-240-6124	Employee Uniform	2,302.98
30-240-6125	Gasoline	100.00
30-240-6145	M & R - Line Repair/Equi...	1,214.63
30-240-6155	M & R - Vehicles	5,774.52
30-240-6179	Operating Chemicals	6,402.32
30-240-6180	Operating Supplies	198.72
30-240-6185	Postage/Freight	36.21
30-240-6230	Utilities - Electric	3,051.54
30-240-6231	Utilities - Propane	1,657.47
30-320-6160	Memberships/Certificati...	231.00
30-330-6120	Operating Tools/Equipm...	3,985.67
30-330-6145	M & R - Line Repair/Equi...	1,152.01
30-330-6150	M & R - Buildings	300.57
30-400-6145	M & R - Line Repair/Equi...	539.83
96-000-2000	Payable	5,235.00
96-000-2325	Deposits - Miscellaneous	100.00
96-000-4065	Housing Rents	29.97
96-000-6115	Employee Housing Expe...	7,110.65
	Grand Total:	1,077,924.55

Project Account Summary

Project Account Key	Payment Amount
None	709,132.72
24A01MS	19,162.71
24A02CM	7,682.34
24A02CS	22.21
24W01CS	182,621.92
24W06MS	20,202.65
24WW01CS	139,100.00
	Grand Total:
	1,077,924.55

<u>Merchant Name</u>	<u>Fund GL Account</u>	<u>Cardholder</u>	<u>Amount</u>	<u>Description</u>
76	10-110-6220	M. Reeves	46.60	CalPELRA Conference fuel
76	10-330-6125	R. Simpkins	172.74	Gas for truck 65
76 Total			219.34	
Adobe	10-330-6105	R. Simpkins	155.88	Adobe Acrobat Standard license
Adobe	10-200-6105	C. Murray	19.99	Monthly Acrobat license fee
Adobe	30-240-6105	D. Villanueva	299.76	Annual Adobe Subscription
Adobe	20-220-6105	E. Solomon	19.99	Adobe monthly subscription
Adobe	10-120-6105	M. Bretz	19.99	Adobe
Adobe	10-100-6105	M. Busby	19.99	Adobe pro editing software
Adobe	10-110-6105	M. Reeves	239.88	Adobe Acrobat Pro Annual
Adobe	10-100-6105	S. Hake	19.99	Document Editing - Monthly
Adobe	30-240-6105	S. Sornoso	12.99	Monthly Subscription
Adobe Total			808.46	
All Tool Sales	10-000-6155	A. Larson	508.45	Part for tire machine
All Tool Sales Total			508.45	
Amazon	10-330-6124	Vendor Card	(84.59)	Refund for Returned Boots
Amazon	10-130-6181	Vendor Card	652.34	2 iPads - Board
Amazon	10-130-6181	Vendor Card	1,066.78	22 iPad Cases
Amazon	10-130-6181	Vendor Card	968.85	3 iPads - Board
Amazon	10-000-6180	Vendor Card	192.87	Amazon Business Membership
Amazon	10-000-6180	Vendor Card	5.43	Calendar
Amazon	10-000-6180	Vendor Card	19.38	Calendar
Amazon	10-000-6180	Vendor Card	18.31	Calendar
Amazon	10-000-6180	Vendor Card	40.51	Coffee
Amazon	10-130-6182	Vendor Card	30.50	Computer Speakers - Villanueva
Amazon	10-100-6123	Vendor Card	10.65	Gift Bags
Amazon	10-130-6182	Vendor Card	64.64	Headphones - Villanueva
Amazon	10-000-6120	Vendor Card	6.39	Hex Key
Amazon	10-130-6182	Vendor Card	15.96	iPad Case
Amazon	10-310-6120	Vendor Card	172.34	Office Chair
Amazon	10-120-6120	Vendor Card	223.42	Office Chair for Purchasing Office
Amazon	10-320-6120	Vendor Card	51.12	Phone Chargers and Phone Case
Amazon	10-100-6123	Vendor Card	30.93	Reusable Grocery Bags, Tissue Paper
Amazon	10-000-6180	Vendor Card	94.71	Rolls of Shop Towels
Amazon	10-000-6180	Vendor Card	7.00	Rulers
Amazon	10-320-6180	Vendor Card	13.63	Screen Protectors
Amazon	10-330-6124	Vendor Card	68.90	Waterproof Rubber Boots - Simpkins
Amazon	10-130-6182	Vendor Card	74.66	Web Cam - Villanueva
Amazon	10-130-6182	Vendor Card	181.02	Wireless Keyboard & Mouse - Villanueva
Amazon	10-330-6124	Vendor Card	91.58	Work Boots - Simpkins
Amazon Total			4,017.33	
Apple.Com	10-100-6210	M. Busby	0.99	Cell phone data storage
Apple.Com Total			0.99	
Arco	10-330-6220	H. Lewis	46.98	gas for training
Arco Total			46.98	
AWWA	10-110-6190	C. Weibert	299.00	AWWA Posting LMW Positions
AWWA Total			299.00	

Bass Pro	30-240-6124	D. Villanueva	576.55	Employee Uniform
Bass Pro	30-240-6124	D. Villanueva	32.31	Hood for Jacket
Bass Pro	30-240-6124	S. Sornoso	646.48	Dan's uniform
Bass Pro	30-240-6124	S. Sornoso	64.64	Uniforms
Bass Pro Total			1,319.98	
Bluerock Tools	10-330-6120	D. Pijuan	914.80	Concrete drill for special projects.
Bluerock Tools Total			914.80	
Boot Barn	30-240-6124	D. Villanueva	225.00	Safety Boots
Boot Barn Total			225.00	
Burgers	10-000-6123	S. Hake	924.00	Annual Recognition Luncheon
Burgers Total			924.00	
Bus. Essentials	10-110-6185	M. Reeves	62.26	FedEx Shipment
Bus. Essentials Total			62.26	
CA Burrito	10-330-6220	H. Lewis	20.71	lunch
CA Burrito Total			20.71	
Cabelas	10-320-6124	J. Ruiz	743.44	gor tex wet gear
Cabelas Total			743.44	
Cannery Row Inn	10-110-6220	M. Reeves	193.24	CalPELRA Conference Lodging
Cannery Row Inn	10-110-6220	M. Reeves	592.19	CalPELRA Conference Lodging
Cannery Row Inn Total			785.43	
Carhartt	20-220-6124	E. Solomon	(134.65)	Uniform returned
Carhartt	20-220-6124	E. Solomon	134.65	Uniform
Carhartt Total			-	
Chevron	10-320-6220	J. Ruiz	41.02	travel expenses
Chevron	10-320-6180	A. Derue	58.03	Propane refill
Chevron	10-110-6220	M. Reeves	56.52	CalPELRA Conference fuel
Chevron Total			155.57	
Chick-Fil-A	10-110-6220	M. Reeves	19.93	CalPELRA Conference Meals
Chick-Fil-A Total			19.93	
Costco	10-000-6120	A. Larson	63.55	Coffee maker - OPS building
Costco	10-130-6182	A. Larson	295.91	Sonorso - Computer monitor
Costco	10-000-6180	A. Larson	150.81	Paper goods
Costco	10-000-6180	A. Larson	80.79	Paper Goods, Laundry Supplies & Coffee
Costco	10-000-6180	A. Larson	437.19	Paper Goods, Laundry Supplies & Coffee
Costco	10-000-6120	A. Larson	301.69	Shelving unit
Costco	10-000-6180	Vendor Card	130.00	Business Membership
Costco Total			1,459.94	
CWEA	10-330-6160	H. Lewis	239.00	CWEA Membership
CWEA	10-330-6160	H. Lewis	106.00	CWEA renewal
CWEA	30-320-6160	T. English	111.00	Cert Renew
CWEA Total			456.00	
Dayspring	10-000-6180	Vendor Card	30.57	Calendar
Dayspring Total			30.57	
DirecTV	10-000-6123	Vendor Card	160.99	DirecTV
DirecTV Total			160.99	
DIY	96-000-6115	S. Sornoso	20.46	Broken shower handle
DIY Total			20.46	
Elite Gates	21-000-1301	D. Pijuan	120.59	Loop Sealant for Gate Induction loop sensor
Elite Gates Total			120.59	

Etsy	10-110-6180	M. Reeves	25.59	2025 HR Planner
Etsy Total			25.59	
Fairfield Inn	10-330-6220	H. Lewis	510.03	hotel for training in Sacraemtno
Fairfield Inn Total			510.03	
Giovannis	10-100-6215	L. Block	155.25	Lunch for Staff Strat Plan Meeting
Giovannis	10-100-6215	M. Busby	20.00	Local agency/business lunch meeting
Giovannis Total			175.25	
Global	10-000-6120	A. Larson	714.92	Cabinet for paper goods
Global Total			714.92	
Good Life	10-200-6123	C. Murray	77.81	engagement lunch with 2 staff members
Good Life Total			77.81	
Goodies Deli	10-110-6220	M. Reeves	19.16	CalPELRA Conference Meals
Goodies Deli Total			19.16	
GRC Educators	10-110-6215	M. Reeves	128.00	Personnel Training Webinar
GRC Educators Total			128.00	
Harbor Freight	10-320-6120	A. Derue	330.02	Sump pumps
Harbor Freight Total			330.02	
Heat Wave Visual	10-310-6200	K. Weiland	323.25	Photochromic safety glasses
Heat Wave Visual Total			323.25	
Heroes	10-320-6220	J. Ruiz	27.57	dinner
Heroes	10-310-6220	J. Ruiz	54.57	dinner for myself and mike lesiak
Heroes	10-320-6220	M. Lesiak	26.50	Travel
Heroes Total			108.64	
Hing's Donuts	10-000-6215	R. Motley	38.38	snacks for staff meeting
Hing's Donuts Total			38.38	
Hitt Marking	21-000-1301	R. Motley	230.34	stencils for new pavement
Hitt Marking Total			230.34	
Hyatt Place	10-200-6220	C. Murray	309.05	Hotel for CM JPIA Leadership training
Hyatt Place Total			309.05	
In-N-Out	10-320-6220	J. Ruiz	11.26	food expenses
In-N-Out Total			11.26	
Johns Pizza	10-100-6215	M. Busby	25.51	Local agency/business lunch meeting
Johns Pizza Total			25.51	
Keurig	10-000-6180	R. Motley	20.73	pods for office machine
Keurig Total			20.73	
Looney Bean	10-000-6180	R. Motley	11.55	more ground coffee
Looney Bean	10-000-6180	R. Motley	16.95	ground coffee
Looney Bean	10-400-6220	J. Trauscht	15.86	Mistakenly used District card
Looney Bean Total			44.36	
Mistobox	10-000-6180	R. Motley	212.52	coffee for building
Mistobox Total			212.52	
Motor Whse	30-240-6145	D. Pijuan	637.56	Replacement VFD for Secondary #2.
Motor Whse Total			637.56	
New York Deli	10-100-6215	M. Busby	36.91	Lunch meeting with the USFS
New York Deli Total			36.91	
Our Water Works	10-100-6155	M. Busby	132.08	Vehicle 84 service
Our Water Works Total			132.08	
Portola Hotel	10-110-6220	M. Reeves	8.00	CalPELRA Conference parking
Portola Hotel Total			8.00	

Puerto Vallarta	10-100-6215	M. Busby	22.84	Local agency/business lunch meeting
Puerto Vallarta Total			22.84	
Shell Oil	10-200-6220	C. Murray	46.44	Fuel for travel to JPIA Leadership training
Shell Oil	10-330-6125	D. Pijuan	100.02	Gas pump down at district.
Shell Oil	30-240-6125	S. Sornoso	100.00	Fuel
Shell Oil	10-320-6125	T. English	57.94	Gas pump down
Shell Oil Total			304.40	
Smart & Final	10-000-6123	S. Hake	29.08	Sweets
Smart & Final Total			29.08	
Smartsign	10-330-6150	R. Motley	290.11	lab and RV dump signs for campus
Smartsign	10-330-6150	R. Motley	129.85	Signs for lab sample drop off
Smartsign	10-330-6150	R. Motley	803.28	signs for lab traffic
Smartsign Total			1,223.24	
Speedway	10-200-6155	C. Murray	12.00	carwash for vehicle 88
Speedway Total			12.00	
Staples	10-320-6120	L. Block	334.00	New Office Chair
Staples	10-000-6180	L. Block	143.06	Office Supplies
Staples	10-000-6180	L. Block	24.81	Office Supplies
Staples	10-000-6180	L. Block	17.23	Office Supplies and Calendars
Staples	10-000-6180	L. Block	196.67	Office Supplies and Calendars
Staples	10-000-6180	L. Block	62.96	Office Supplies and Calendars
Staples	10-000-6180	S. Hake	52.89	Office Supplies
Staples Total			831.62	
Starbucks	10-320-6220	J. Ruiz	4.25	travel expenses
Starbucks	10-320-6220	J. Ruiz	7.15	travel expenses
Starbucks	10-320-6220	M. Lesiak	13.20	Travel
Starbucks Total			24.60	
Starlink Internet	10-130-6105	Vendor Card	120.00	StarLink
Starlink Internet Total			120.00	
Staybridge Suites	10-320-6220	J. Ruiz	525.66	hotel room
Staybridge Suites	10-320-6220	M. Lesiak	525.66	Travel For Training
Staybridge Suites Total			1,051.32	
Target	10-000-6120	S. Hake	91.67	Kitchen Supplies
Target Total			91.67	
Temu.Com	10-330-6124	H. Lewis	52.87	Huoy's uniform.
Temu.Com Total			52.87	
Tire Rack	10-000-6155	Vendor Card	572.45	Rims for #63
Tire Rack	10-000-6155	Vendor Card	1,419.43	Snow Tires & Rims - #104
Tire Rack Total			1,991.88	
Trainingg LLC	10-110-6215	M. Reeves	150.00	How to Speak & Present to a Group Webinar
Trainingg LLC Total			150.00	
Truwerk	10-320-6124	A. Derue	203.65	Uniform
Truwerk	30-240-6124	D. Villanueva	531.78	Dans Uniform
Truwerk Total			735.43	
Uline	10-000-1200	Vendor Card	110.08	Bungee Cords
Uline	10-320-6120	Vendor Card	1,178.53	Table and Chairs for Mech. Maint. Office
Uline Total			1,288.61	
UPS	10-000-6185	Vendor Card	16.90	Service Fee & Shipping Charge
UPS	30-240-6185	Vendor Card	36.21	Service Fee & Shipping Charge

UPS	10-000-6185	Vendor Card	24.19	Service Fee and Shipping Charges
UPS	10-210-6185	Vendor Card	22.99	Service Fee and Shipping Charges
UPS	20-230-6185	Vendor Card	39.33	Service Fee and Shipping Charges
UPS	10-000-6185	Vendor Card	16.90	Service Fee and Shipping Charges
UPS	20-230-6185	Vendor Card	37.69	Service Fee and Shipping Charges
UPS	10-210-6185	Vendor Card	124.76	Service Fee and Shipping Charges
UPS	10-000-6185	Vendor Card	16.90	Service Fee/Shipping Charges
UPS	10-210-6185	Vendor Card	347.62	Service Fee/Shipping Charges
UPS Total			683.49	
USC	10-105-6160	C. Bundesen	150.00	Cross-Connection Control Annual Membership
USC Total			150.00	
USPS	10-110-6185	M. Reeves	10.45	Postage to mail check for claim
USPS Total			10.45	
Vons	10-000-6180	D. Villanueva	31.47	Coffee and Creamer Ops Bldg
Vons	10-100-6215	L. Block	30.07	Snacks for Strat Plan Meeting
Vons	10-100-6215	S. Hake	3.50	Board Meeting Snacks
Vons	10-100-6215	S. Hake	70.91	Board Meeting Snacks
Vons	10-000-6123	S. Hake	71.99	Cake for Recognition Luncheon
Vons	10-000-6123	S. Hake	26.89	Staff Meeting
Vons	10-000-6123	S. Hake	25.14	Staff Meeting Snacks
Vons Total			259.97	
Walmart	10-000-6180	A. Larson	(24.77)	Cleaning Supplies
Walmart	10-000-6180	A. Larson	17.32	Cleaning Supplies
Walmart	10-000-6180	A. Larson	68.89	Cleaning Supplies
Walmart	10-000-6180	A. Larson	25.89	Janitorial Supplies
Walmart Total			87.33	
Workboots.Com	30-240-6124	D. Villanueva	226.22	Snow Boots
Workboots.Com Total			226.22	
Zoom	10-100-6215	S. Hake	40.00	Virtual Meeting Recording
Zoom Total			40.00	
November Visa Total			26,826.61	

MINUTES

Thursday, November 20, 2024
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:37 p.m. A short recess was taken, and the meeting was adjourned at 7:50 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE REGULAR MEETING of the Board of Directors of the Mammoth Community Water District was held on Thursday, November 21, 2024 at 5:37 p.m.

ROLL CALL

Board Present

Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Finance Manager: Jeff Beatty
Operations Superintendent: Clay Murray
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake
Legal Counsel: Josh Horowitz (*remote attendance*)

Guests Present

Leanna Block – MCWD
Jake Trauscht – MCWD

PUBLIC FORUM

President Smith opened the public forum at 5:33 p.m.

No one addressed the Board and President Smith closed the public forum at 5:33 p.m.

CONSENT AGENDA A

- A-1 Approve the October 2024 Check Disbursements**
- A-2 Approve the Minutes from the Regular Board Meeting held October 17, 2024**
- A-2 Approve Changing the Dates of the January 2025 Board Activity Schedule:**
 - a. Change the Date of the January 2025 Regular Board Meeting from January 16 to January 23, 2025 at 5:30 p.m.;**
 - b. Change the Date of the January 2025 Standing Committee Meetings i.e., Technical Services and Finance from January 15, 2025 to January 22, 2025**

Director Hylton made a motion.

BOARD ACTION – To approve Consent Agenda A

MOVED BY: Director Hylton
SECONDED BY: Director Cage
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

CONSENT AGENDA B – DEPARTMENT REPORTS

- | | |
|--|---|
| B-1 Operations Department Report | B-5 Information Services Report |
| B-2 Maintenance Department Report | B-6 Personnel Services Report |
| B-3 Finance Department Report | B-7 Regulatory Support Services Report |
| B-4 Engineering Department Report | B-8 General Manager’s Report |

Director Thompson made a motion.

BOARD ACTION – To approve Consent Agenda B

MOVED BY: Director Thompson
SECONDED BY: Director Domaille
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

CURRENT BUSINESS

C-1 Update on the District’s Annual “Years of Service” Recognition Luncheon

- | | | | |
|---------------|----------|-----------------|----------|
| ◆ Clay Murray | 20 Years | ◆ Chris Weibert | 10 Years |
| ◆ Huoy Sytha | 15 Years | ◆ Bobby Larson | 5 Years |
| ◆ Rob Motley | 15 Years | | |

President Smith expressed appreciation for the loyalty and contribution each of the recognized staff have made to MCWD over the years.

BOARD ACTION – None, informational only

C-2 Acknowledgment of Appointment of Tom Smith, Tom Cage, and Gary Thompson to the Mammoth Community Water District Board of Directors by the Mono County Board of Supervisors

President Smith congratulated his fellow board members for their continued commitment to serving the Mammoth Community Water District.

BOARD ACTION – None, informational only

C-3 Discuss and Consider Approving an Adjustment in Directors' Compensation for Each Day's Service in an Amount Not to Exceed the Lesser of the CPI or Statutory Limit of 5.0%, Effective January 1, 2025

Director Cage made a motion to increase the Director compensation by the maximum allowed, 2.8%. There was no further discussion.

BOARD ACTION – To approve an adjustment in Directors' compensation for each day's service of 2.8%, equal to the CPI, effective January 1, 2025

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

C-4 Update and Presentation on the GMRP (Geothermal Monitoring and Response Plan) with ORMAT

Garrett Higerd introduced the Engineering Department's Senior Engineer, Jake Trauscht, who has an extensive background in hydrogeology. Mr. Trauscht led an in-depth presentation updating the Board on the status of the GMRP and the results of the quarterly well sampling to date. Mr. Trauscht included some historical and scientific information to give a better perspective of how the District's wells tie in with the region's aquifer.

The report summarized that all GMRP parties agree that at this time there doesn't appear to be any impact on the local shallow groundwater aquifer from ORMAT's CD-IV geothermal operation.

The Board complimented Mr. Trauscht on the very interesting and thorough report.

BOARD ACTION – None, informational only

C-5 Consider and Possibly Approve an Amendment to the General Manager's 2021 Employment Agreement to Extend its Term and to Adjust Compensation and Benefits provided to the General Manager (to be considered after closed session) Continued from October 17, 2024 Regular Board Meeting

Following closed session, Stephanie Hake was brought back into the meeting for open session. President Smith said that through the annual performance review process, Mr. Busby's (General Manager) contract was renegotiated and was being amended with the following provisions:

- *Employment as a full-time employee will extend until February 28, 2026;*
- *After February 28, 2026 Mr. Busby will be available as a part-time compensated consultant until September 30, 2026 to assist staff transition through a couple of important projects and management retirements that are expected in that timeframe;*
- *Compensation includes a pay raise for performance that is to be directed to a special fund to pay for health benefits to carry through the post-employment period.*

President Smith thanked Mr. Busby for his great contribution to the District during his tenure. He also expressed his appreciation to Attorney Horowitz for his help in amending and extending Mr. Busby's contract.

President Smith then called for a motion.

BOARD ACTION – To amend the General Manager’s employment agreement to extend the full-time employment effective October 1, 2024 through February 28, 2026.

MOVED BY: Director Cage
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

COMMITTEE MEETINGS HELD DURING THE MONTH

Ad-Hoc Recycled Water Committee – November 12, 2024

Tom Smith
Elizabeth Hylton

Technical Services Committee – November 20, 2024

Dennis Domaille
Gary Thompson

Finance Committee – November 20, 2024

Tom Cage
Elizabeth Hylton

Ad-Hoc Code/Policy Committee – November 21, 2024

Tom Smith
Dennis Domaille

Ad-Hoc Recycled Water Committee:

Director Hylton reported that Garrett Higerd provided an in-depth and thorough analysis on the District’s recycled water program. Staff will work to update the current user agreements to align with their actual historical use.

~

Technical Services Committee:

Director Domaille commented on the great work staff are doing with GIS related projects. Justin Mulbay elaborated that Julie Burkhart (Information Systems) and David Carlson (Engineering) made a presentation at a recent conference to over 350 people on the reasons MCWD chose the particular model for the robust Utility Network upgrade.

~

Finance Committee:

Director Hylton noted that connection fee revenue was significantly over budget due to a couple of big construction projects starting in the community.

~

Ad-Hoc Code/Policy Committee:

Director Smith said the committee met and reviewed the recommended updates to the Personnel Policy Manual. The updated version would be presented to the Local 12 Union with the goal of coming back to the Board for adoption at the January 23rd Regular Board Meeting.

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

Director Cage noted that it appears the amount of conservation rebates that are being processed and he hopes other creative options for encouraging conservation in the community can be done.

ATTORNEY REPORT

Attorney Horowitz said there was nothing to report.

A brief recess was taken, and the Board went into closed session at 7:02 p.m.

CLOSED SESSION

D-1 Public Employee Performance Evaluation – General Manager

Pursuant to Government Code sections 54954.5(e) and 54957

D-2 Conference with Labor Negotiator

Pursuant to Government Code sections 54954.5(f) and 54957.6

District Negotiators: Tom Smith and Tom Cage

Direction concerning proposed terms of General Manager Employment agreement, including compensation and benefits

ADJOURNMENT

President Smith asked for a motion to adjourn the meeting.

BOARD ACTION – To adjourn the Board Meeting

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

President Smith adjourned the meeting at 7:55 p.m.

MINUTES

Thursday, December 5, 2024
Mammoth Community Water District
Special Board Workshop
Annual Strategic Planning

The Board of Directors convened in session at the hour of 9:06 a.m. A lunch recess was taken, and the meeting was adjourned at 1:24 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE ANNUAL STRATEGIC PLANNING WORKSHOP of the Board of Directors of the Mammoth Community Water District was held on Thursday, December 5, 2024 at 9:06 a.m.

ROLL CALL

Board Present

Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton
Director: Tom Smith

Board Absent

Gary Thompson

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Finance Manager: Jeff Beatty
Operations Superintendent: Clay Murray
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake

Guests Present

Leanna Block – MCWD Staff

STRATEGIC PLANNING WORKSHOP FY 2026

1. Discuss and Provide Direction Regarding the Proposed FY 2026 Strategic Plan

Mark Busby opened by describing the Board's engagement with the annual strategic plan process which begins in December. Historically, the Long-Range Planning Committee would convene in December and review the District's draft plan in depth then provide direction to staff in preparation for the entire Board review at a workshop held annually in January. This year the long-range and strategic planning processes were combined, and the full Board annual workshop was moved up to December to garner full Board input at the beginning of the annual planning process.

Staff engaged the Board of Directors in a thorough review of the Draft FY 2026 Strategic Plan (Plan), highlighting the projects and priorities that will be focused on in the coming fiscal year. The Board was asked for feedback on the draft and if they had any proposed additions. Many objectives and metrics for progress were discussed in varying detail, with consideration of both short- and longer-term planning.

*As a result of the workshop, one metric was added under “**Financial Management**” to encourage customers to transition to the use of e-bills. Additionally, a couple of comments were updated.*

Following the lengthy discussion, Board members expressed their appreciation for staff’s hard work and their ability to articulate to the Board the multitude and diverse activities and projects that the District plans for and accomplishes.

Because the Board requested very few changes or updates to the draft Plan, it was decided a second workshop in January would not be necessary. The Board will be presented with the final Plan for possible adoption at the January 23, 2025 Regular Board Meeting.

ADJOURNMENT

Director Hylton made a motion to adjourn the workshop.

BOARD ACTION – To adjourn the workshop

MOVED BY: Director Hylton
SECONDED BY: Director Domaille
AYES: Directors Cage, Domaille, Hylton, and Smith
NAYS: None
ABSENT: Director Thompson

The workshop was adjourned at 1:24 p.m.

MINUTES

Tuesday, January 7, 2025
Mammoth Community Water District
Special Board Meeting

The Board of Directors convened in session at the hour of 3:02 p.m. No recess was taken, and the meeting was adjourned at 4:18 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE SPECIAL BOARD MEETING of the Board of Directors of the Mammoth Community Water District was held on Tuesday, January 7, 2025 at 3:02 p.m.

ROLL CALL

Board Present

Director: Tom Cage (*attending via Zoom*)
Director: Dennis Domaille
Director: Elizabeth Hylton
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Finance Manager: Jeff Beatty
Operations Superintendent: Clay Murray
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake
District Counsel: Joshua Horowitz (*attending via Zoom*)

Guests Present

Leanna Block – MCWD Staff
Melissa Bretz – MCWD Staff
Anthony Elowsky – Robert D. Niehaus, Inc. (*attending via Zoom*)

AGENDA ITEM

- 1. DRAFT Water and Wastewater Capacity (Connection Fee) Charge Study Report (Report) Prepared by Robert D. Niehaus, Inc. (RDN)**
 - A. Discuss the Draft Report and Provide Direction to Staff and RDN Regarding the Proposed Adjustments to the District's Capacity (Connection) Fees**
 - B. Provide Direction to Staff Regarding Required Public Noticing that the Board will Consider Adopting the Report (including updated fees) at a Future Regular Board of Directors Meeting**

Clay Murray opened with providing a brief background regarding the need to update the District's capacity charges. He then introduced Anthony Elowsky of RDN who provided a PowerPoint presentation. The presentation and discussion focused on describing the proposed methodology and updated capacity charges (fees).

Board members, particularly Director Cage, asked several clarifying questions. Mr. Elowsky and staff answered many questions and validated the recommended changes.

Towards the end of the discussion, Mark Busby added that staff were prepared to meet the 14-day noticing requirement before possible adoption at the January 23, 2025 Regular Board Meeting. He said a press release was being planned to accompany the Capacity Fee Study report that would be posted on the District's website. Additionally, staff were going to reach out to the development community and be available to answer questions and concerns.

The Board did not have any recommended changes to the draft report. President Smith complimented staff and Mr. Elowsky on the effort to produce the thorough report.

BOARD DIRECTION – For staff to move forward with the required public noticing and outreach

ADJOURNMENT

President Smith asked for a motion to adjourn the meeting.

BOARD ACTION – To adjourn the Special Board Meeting

MOVED BY: Director Domaille
SECONDED BY: Director Hylton
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

President Smith adjourned the meeting at 4:18 p.m.

MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

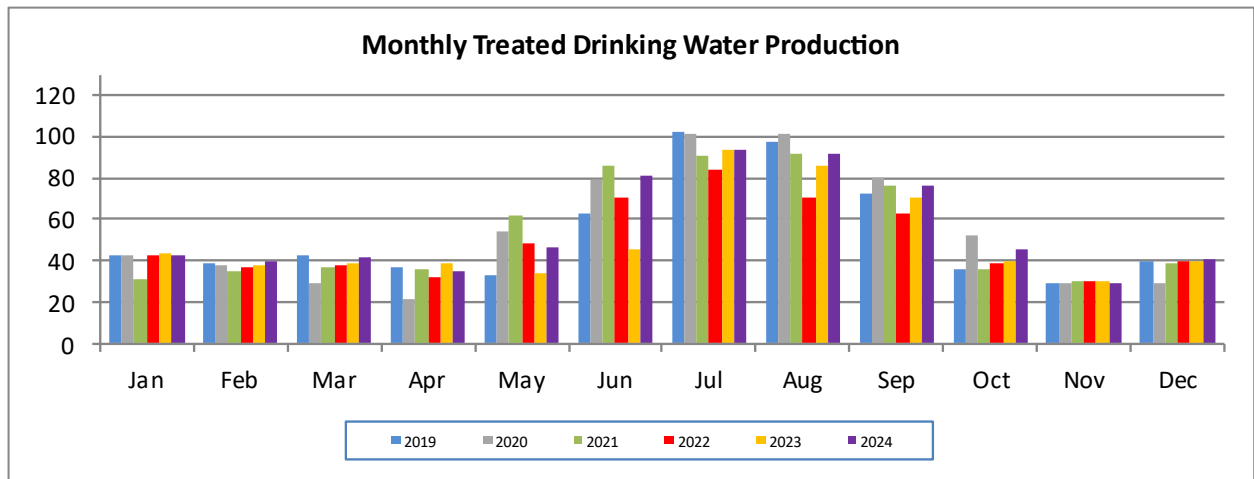
January 2025

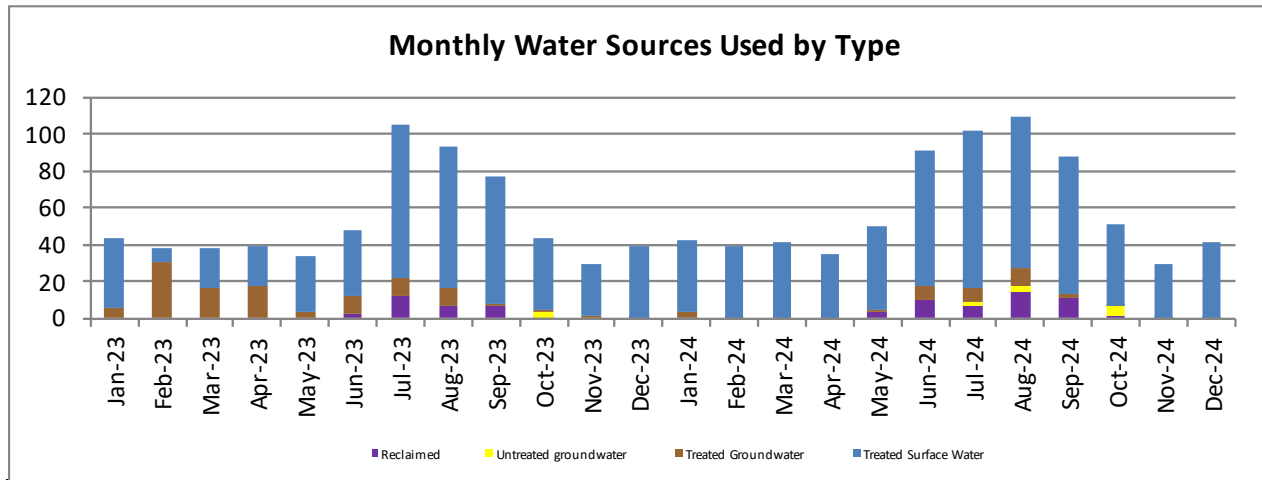
Report Summary			
December Production Data (In Million Gallons)	2022	2023	2024
Treated Surface Water	27.8	39.3	40.9
Treated Groundwater	12.1	0.3	0.3
Untreated Groundwater	0.0	0.0	0.0
Reclaimed Wastewater	0.0	0.0	0.0
Totals	39.9	39.6	41.2
Non-Revenue Water	2.9	4.5	3.4
Treated Wastewater	47.6	45.2	48.4
Photovoltaic Power Produced (kWh)	68,487	69,312	73,325
Photovoltaic Solar Irradiance (kW/m ²)	439	457	474

Monthly - Water Treatment, Production & Supply Management

- Drinking Water Treatment**

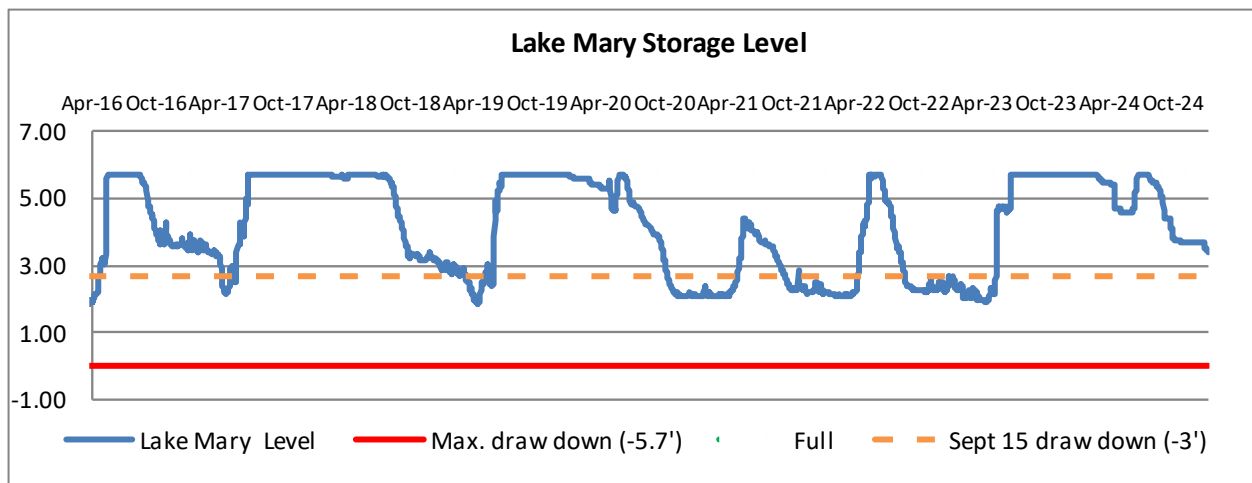
Routine samples for clarity, chlorine residual, and bacteriological analysis of the District’s drinking water were conducted during the month. The results of all sampling for the month were in compliance with the standards set by the State Water Resources Control Board Drinking Water Division. A total of 41.236 million gallons (MG) were treated for drinking water with an average of 1.33 million gallons per day (MGD). Drinking water was produced from surface and groundwater supplies, 99% and 1% respectively.





• **Surface Water**

The minimum daily stream flow requirement for the month of December was 5.9 cfs for Mammoth Creek, as measured at Old Mammoth Road. Flow rates in the creek ranged from 7.0 cfs to 9.3 cfs with an average flow of 7.9 cfs. The flow requirement for January increases to 6.4 cfs and current flows are below the requirement. Lake Mary is currently 2.31' from full with a balance of 356 ac-ft in storage. Surface water will continue to be the primary source of supply using a combination of storage and direct diversion when stream flows are sufficient.



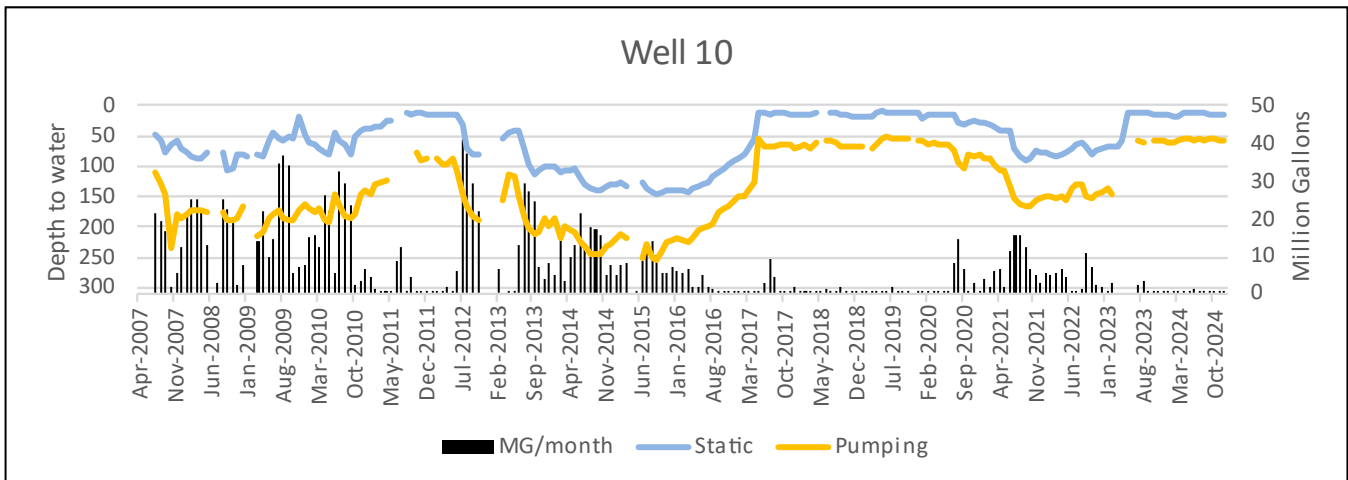
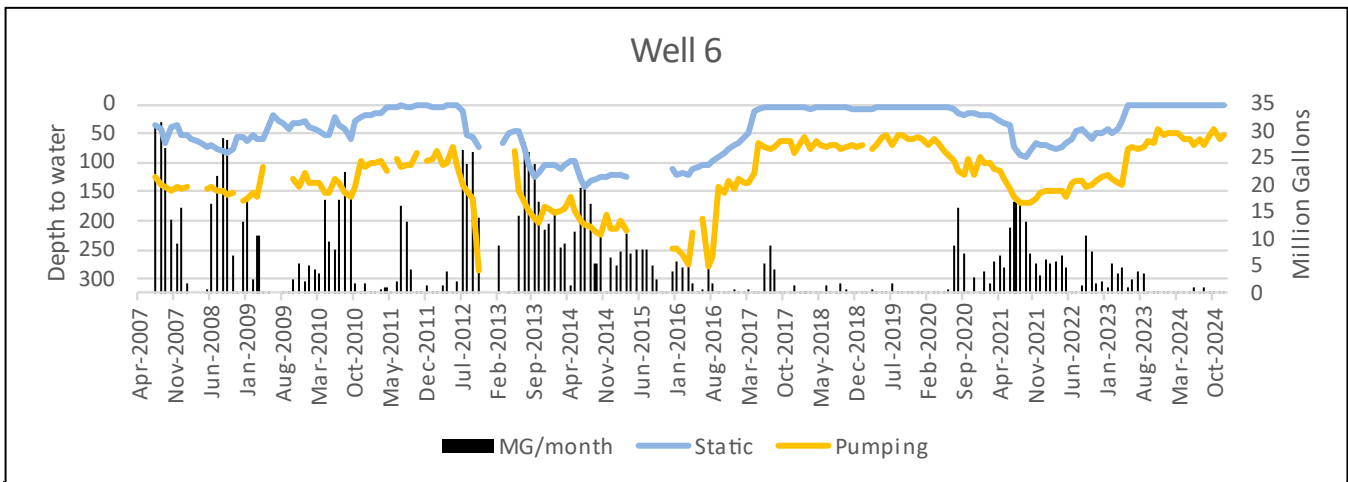
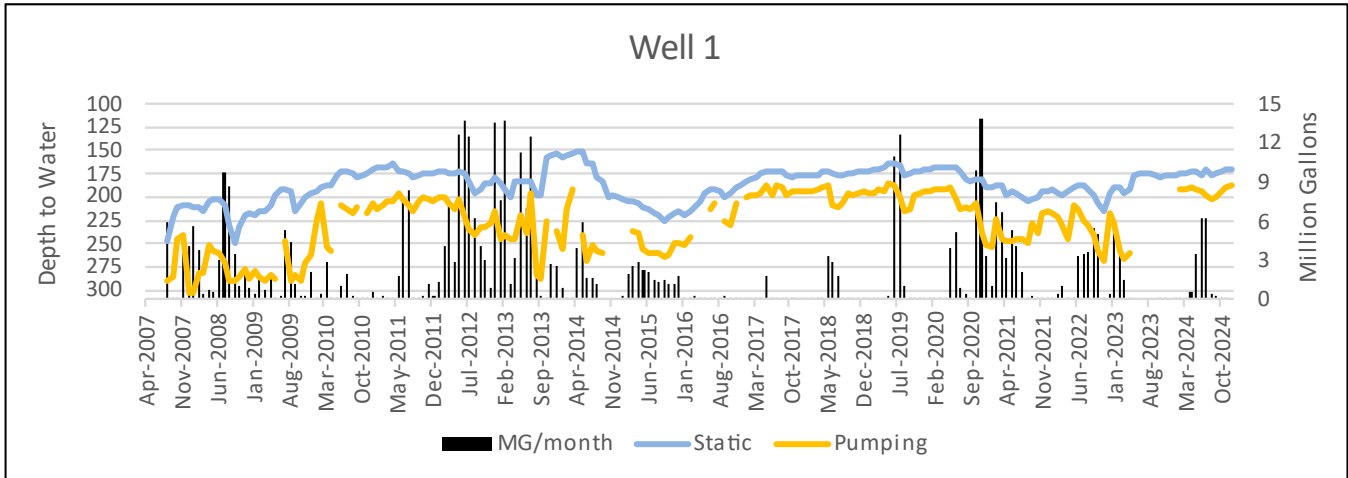
• **Groundwater**

Approximately 0.343 MG or one percent (1%) of the drinking water produced was from the District’s groundwater sources during the month of December. Groundwater production Wells 1, 6, 10, 15, 17, 18, 20, and 25 are operating as expected and are available for service.

MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

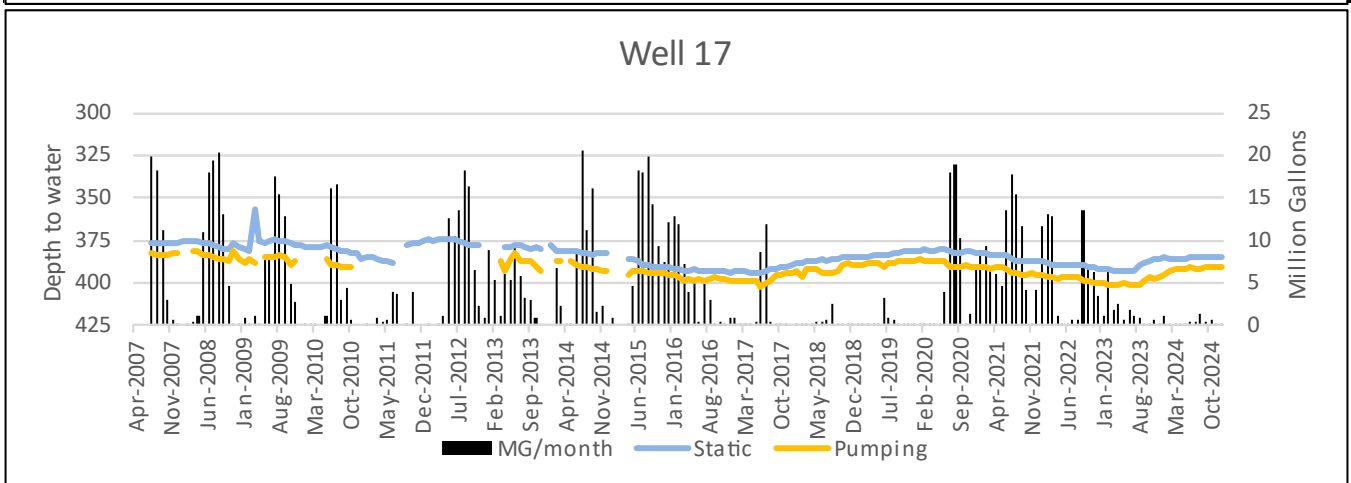
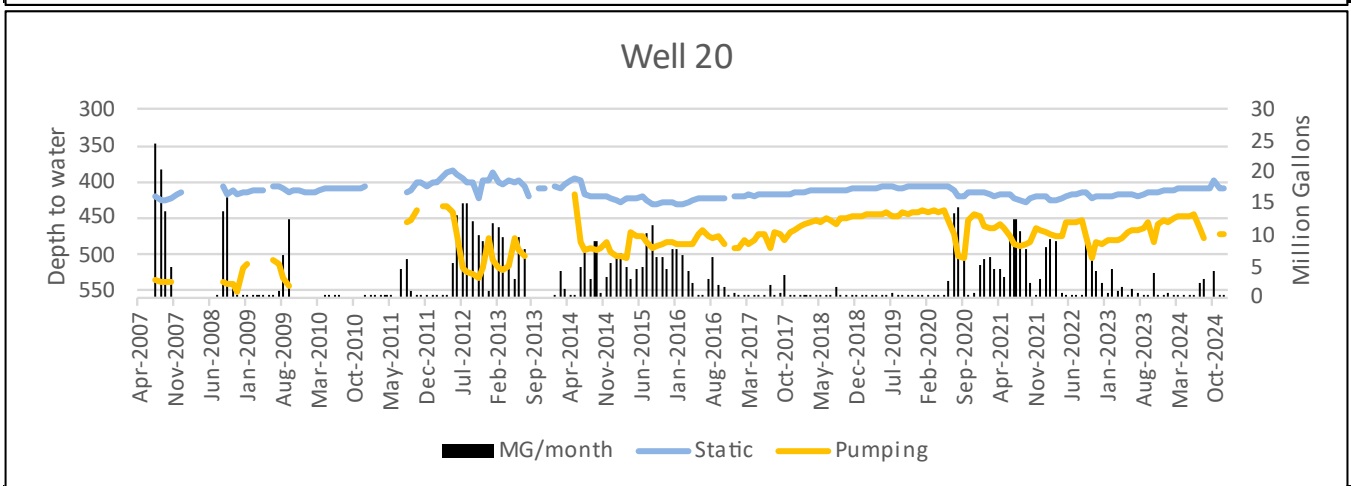
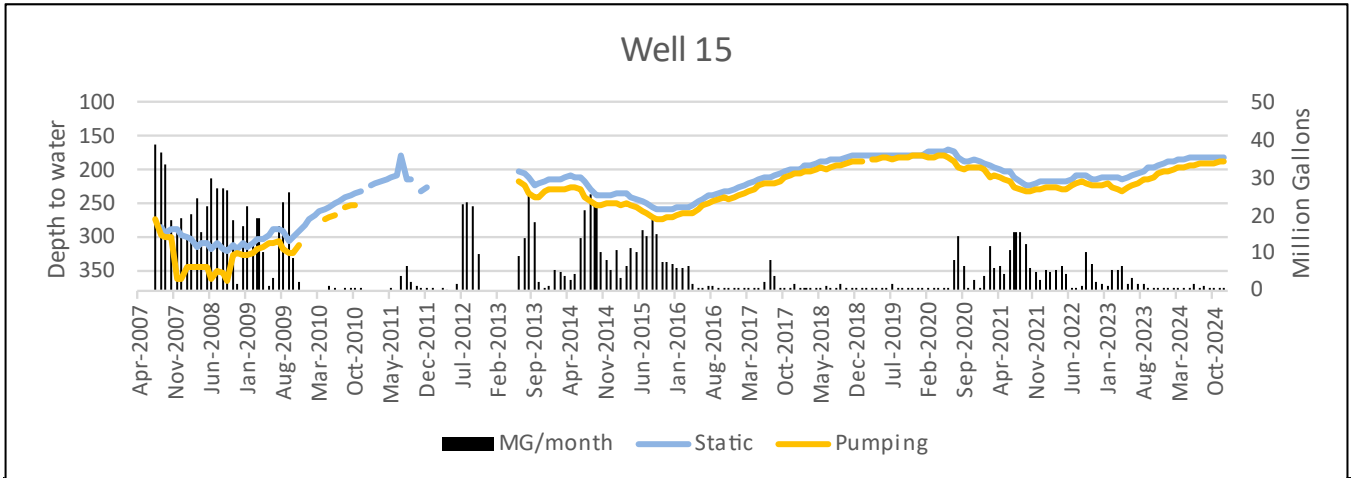
January 2025



MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

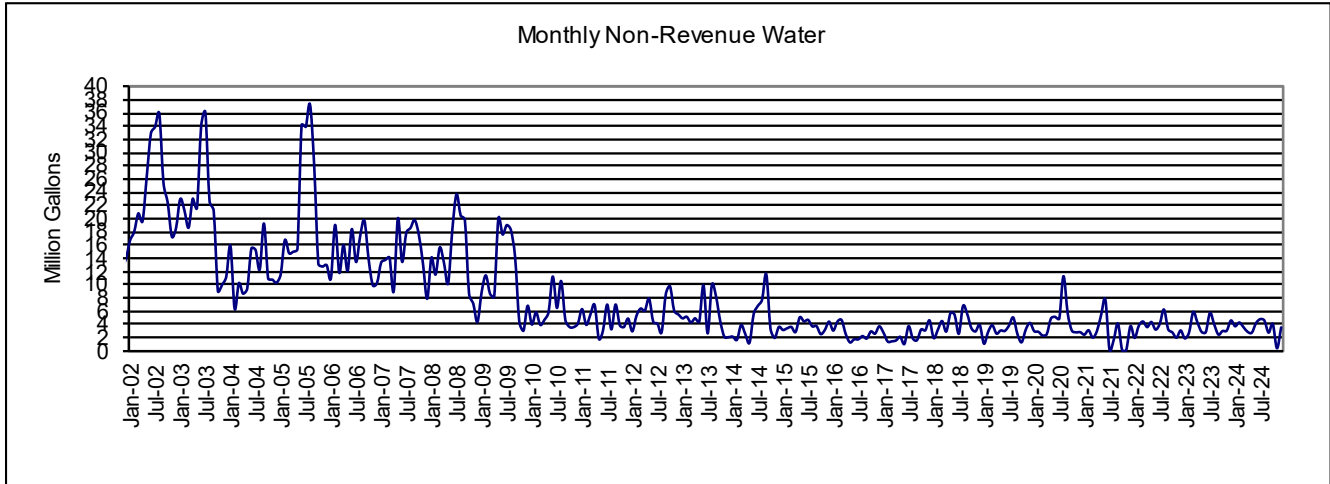
January 2025



January 2025

- **Water Audit Information**

The water audit for this billing period shows a total of 3.4 MG of non-revenue water. The annual non-revenue water for 2024 was 6% and well under the 10% AWWA standard.



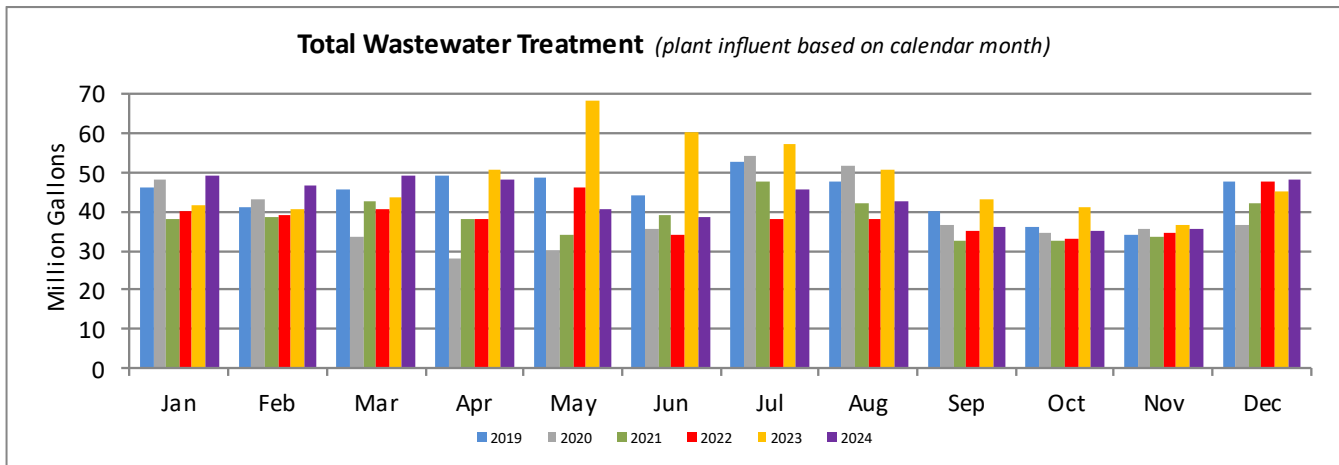
Wastewater – Treatment & Flow

- **Wastewater Treatment**

Wastewater treatment samples have met all compliance requirements for the month.

- **Wastewater Flows**

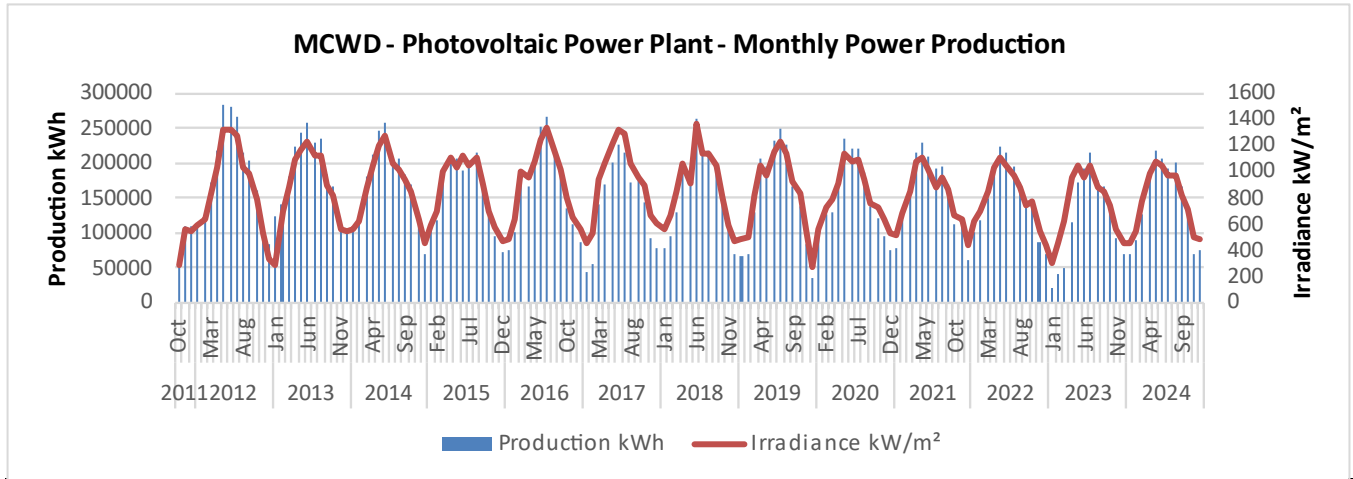
The total volume of wastewater treated during the month of December was 48.409 MG. This results in an average of 1.56 MGD of wastewater flow.



Photovoltaic Power Plant Operations & Total District Electrical Usage

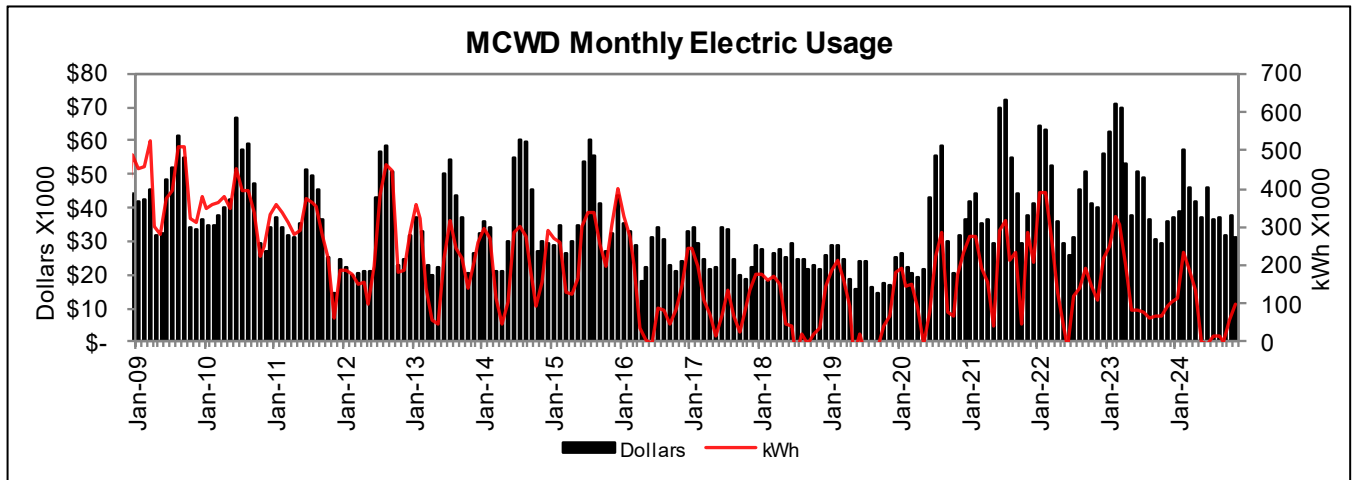
• **Solar Plant Production**

The total kilowatt hours of energy produced for the month of December was 73,325 kWh. The irradiance and production were 4% and 6% greater respectively than December of 2023.



• **Total Electrical Energy Use**

Monthly energy usage chart from 2009 through November 2024.



Water and Wastewater Connection Fee Study

MCWD staff have identified the need to update the 2019 water and wastewater connection fee study. At the direction of the Board, staff completed a request for proposals for the study and Robert D. Niehaus, Inc. (RDN) was selected as the consultant. Staff and the Board ad-hoc committee worked with RDN to complete the project with implementation of the new fee structure in the FY 2026 budget year. The draft report is available on the MCWD website and the updated fees will be considered for adoption at the January 23rd regular board meeting.

Report Summary

In the past two months the Maintenance Divisions have been working on budgets, summer project planning, and preventive maintenance projects.

Solar Power Plant Maintenance

The solar array is performing exceptionally well, consistently surpassing forecasted production goals. Over the past two months, we have experienced a few days of performance below expectations, which aligns with anticipated seasonal adjustments. These fluctuations occurred primarily due to the temporary deactivation of the tracking feature as a precautionary measure during snow events. All system features are currently fully operational.

Wastewater Treatment Plant and Recycled Water Maintenance

The Plant Maintenance team has made several repairs and upgrades around the treatment plant including:

- Optimized the performance of EQ return pump #3 with new pulleys, new impeller, seals, and motor coupling.
- Reinstalled aeration pump in digester #1.
- Replaced VFD for secondary #2 drive.
- Repaired propane heater in chlorine building.

Surface Water Treatment Plant and Related Facilities Maintenance

All systems in the surface water treatment plant are functioning as expected.

Groundwater Treatment and Related Facilities Maintenance

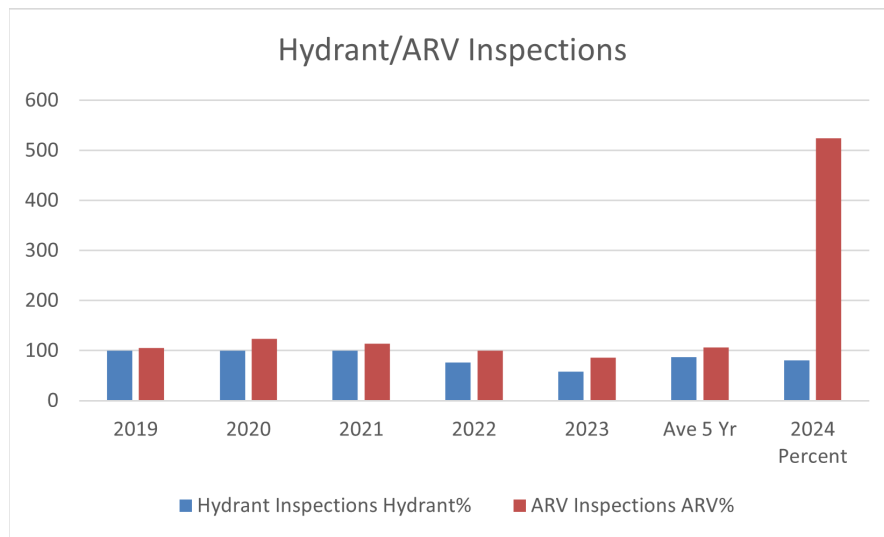
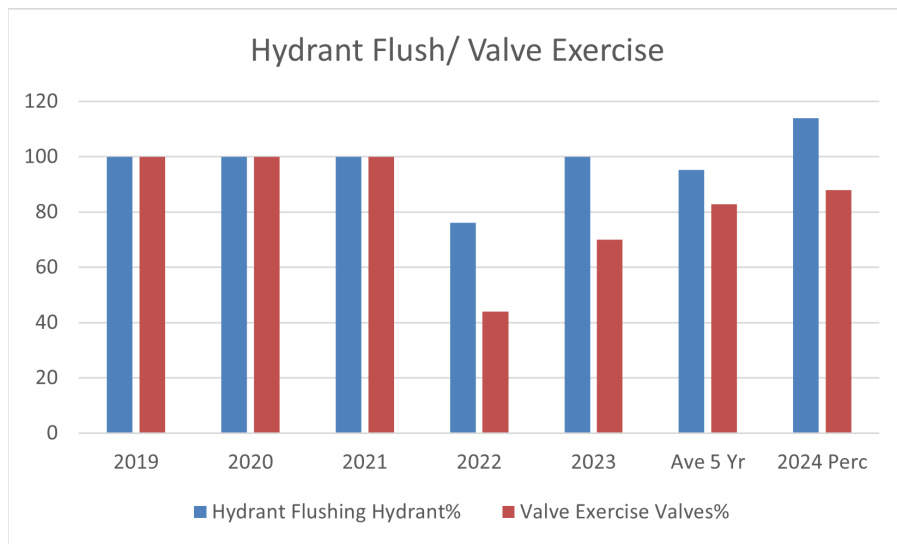
The groundwater plants are operated monthly to ensure that they remain in a state of readiness. These plants are regularly maintained and all systems within the plant are in ready-to-run condition.

Water Distribution System Operations & Maintenance

No large leaks were found or reported this month. A new 2" water tap was installed at 13 Davison Road.

Other notable events include:

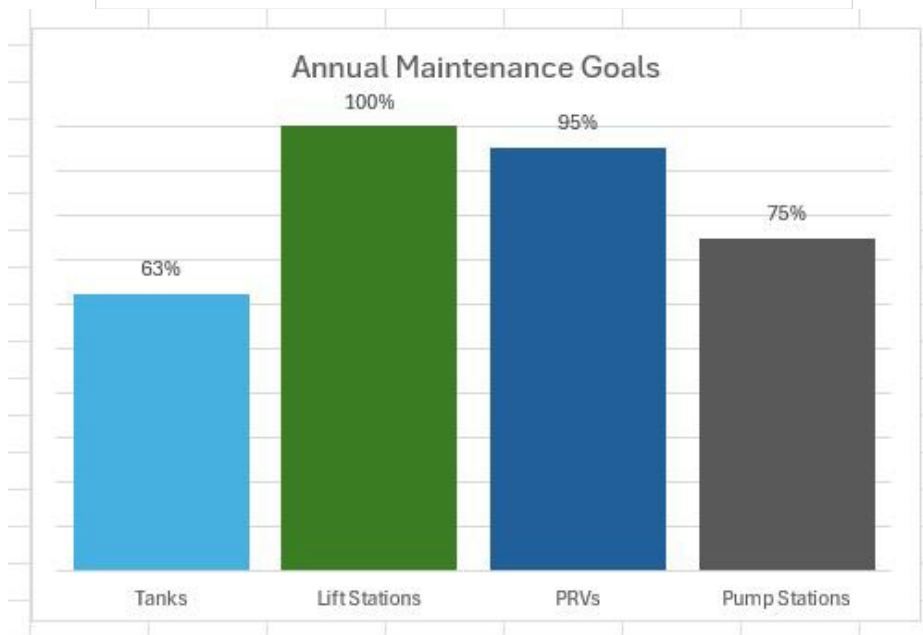
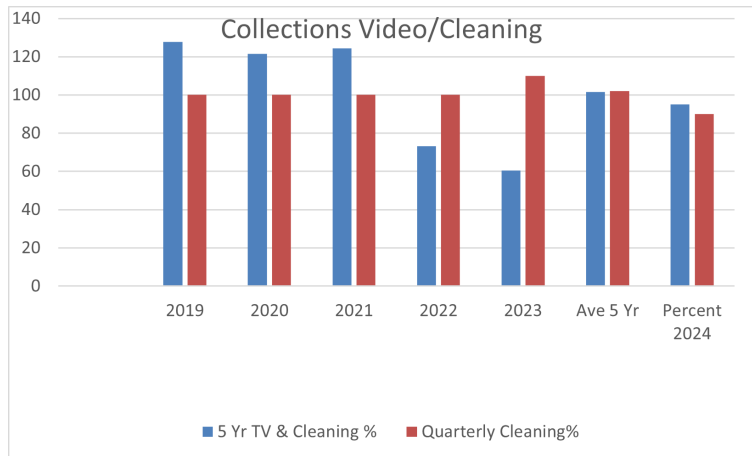
- Removed and replaced the paving around the T2 tank site.
- Completed annual maintenance on the control valves at the T1 and T4 tank sites.
- Performed annual maintenance on the Snowcreek and Old Mammoth Road PRV stations.



Wastewater Collection System Operations & Maintenance

Maintenance of these systems is ongoing throughout the year. Some of the recent highlights include:

- Completed all summer improvement projects. Reviewed post-repair videos.
- Video inspection located a section of CIPP liner that had shrank/slipped and partially blocked several laterals. We were able to get a contractor on site within the week and recut these holes in the liner. These will need top hats installed next year when our contractor returns.
- Completed annual maintenance at all seven of the Lakes Basin lift stations.
- Replaced and relocated pump controls above ground at the East Twin lift station.
- Built and installed a new control panel at the West Twin lift station.



Special Projects/Programs

In-House Construction Projects

- Crews have lowered new storm drains on the pavement around the wastewater treatment plant to avoid damage by snow removal equipment.
- Raised several manholes and utility vault lids in the new pavement project.

Contracted Improvements

- A contractor has installed 14 new top hat liners.

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-2

Maintenance Department Report

01-23-2025

January 2025

Departmental/General

- Staff received 510 tickets for USA dig alerts in 2024.
- Two new employees have been hired for the open positions in the Line Maintenance Division.
- We have begun the recruitment process for an opening in the Mechanical Maintenance Division.
- We assisted the town of Lee Vining with an SSO event by sending a crew and Vector up for two hours.

Financial Department Update

At the end of December 2024, total revenue (excluding the change in market value of the investment portfolio) was \$2,234,446 (26%) over budget. Of this total, operating revenue is \$128,685 (2%) over budget. Non-operating revenue is \$2,105,761 (64%) over budget. The largest components over budget are connection fees (\$1,047,404 over) and interest revenue (\$594,869 over).

Personnel expense is \$160,550 (3%) below budget and operating expense is \$496,532 (16%) below budget.

The Finance team is working with all department managers and supervisors in the preparation of the FY 2026 budget. The proposed budget will be reviewed by the Board at the February Board meeting and presented for adoption at the March Board meeting.

Significant payments in November and December include:

- A total of \$1,291,559 to Spiess Construction for work on the District paving project
- \$293,759 to Nu Line Technologies for sewer slip lining
- \$161,200 to the Town of Mammoth Lakes for raising and lowering our infrastructure surface features in the Town's street paving project
- \$151,147 to Chuck Villar Construction for re-paving following the summer construction crew work and for sludge hauling
- A total of \$58,739 to Holmes US for seismic and structural risk analysis
- \$58,500 to Robotic Sewer Solutions for top hat repairs to the sewer collection system
- \$42,482 to McGinley and Associates for their work on groundwater monitoring
- A total of \$41,462 to Avineon for work on the Utility Network software upgrade
- \$41,276 to the State Water Resources Control Board for annual permit fees

Payroll Expenses for November 2024:

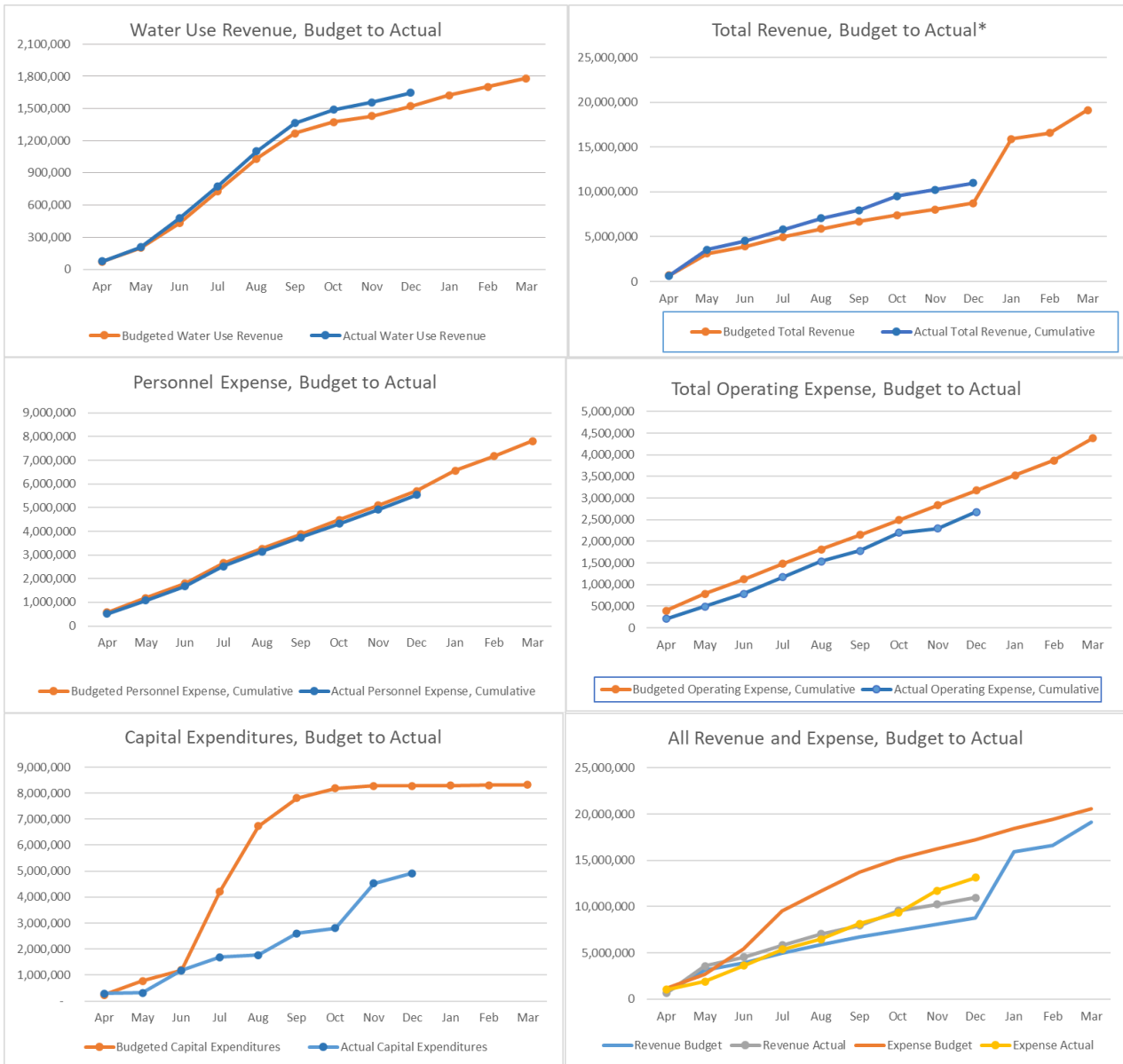
Gross Payroll	\$404,411
Net Payroll	\$283,094
Employer Paid Taxes	\$6,786
Employer Paid 401a	\$78,016
Employer Paid 457b Match	\$7,387
Employee Paid 457b Contributions	\$41,707
Other Employer Paid Benefits	\$88,533

Payroll Expenses for December 2024:

Gross Payroll	\$417,330
Net Payroll	\$283,230
Employer Paid Taxes	\$6,558
Employer Paid 401a	\$81,933
Employer Paid 457b Match	\$7,882
Employee Paid 457b Contributions	\$56,895
Other Employer Paid Benefits	\$97,376

Graphs and Tables

Details on capital expenditures are listed in Table A, operation expenses in Table B, utility bill aging in Table C, and cash balance projection in Table D, followed by a summary of the District’s investment portfolio including the monthly report of transactions. Summary graphs of revenue and expenses are presented below.



* Total revenue excludes the change in market value of the District’s investment portfolio.

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

Finance Department Report

01-23-2025

January 2025

Financial Reports

Table A Capital Project Management

Capital Project Summary

Fiscal Year: 2025

Spending through December 2024

Project Name	BRE	FY 2025 Budget	FY 2025 YTD Expenditure	Prior Project Expenditure	Total Project Expenditure
Well 32 Construction	17		33,198	2,798,757	2,831,954
Parcel Relief Main - Center St	18	211,513	148,925	179,194	328,119
SCADA Server Replacement			17,650	205,642	223,292
Twin Lakes PR Upgrade	9	61,400	0	19,960	19,960
West Twin Lift Station Upgrade	13	35,000	8,937	37,475	46,412
GIS Utility Network Conversion	13	199,912	105,485	5,174	110,659
MCWD Paving	25	2,900,000	1,441,105	7,546	1,448,651
2024 Water Distribution System Improvements	13	572,861	321,393	685	322,078
Tank 2 Rehab	18	632,000	4,122	7,991	12,113
LMTP Backwash Tank Rehab	18	148,000	0	-	
Seismic/Snow Evaluations/Retrofits	13	100,000	147,035	4,088	151,123
Zone 4-5 Connection			1,538		
2024 Sewer Rehab (CIPP/Top Hats)	18	319,715	505,794	12,829	518,623
East Twin Lift Station Upgrade	13	100,120	17,673	-	17,673
WWTP Step Screen	22	225,504	21,925	3,420	25,345
Laurel Pond Monitoring Wells	13	200,000	14,950	-	14,950
Manhole Rehab	17	212,613	262,574	-	262,574
Capital Equipment					
Replacement for Backhoe		190,000	185,401		
Replace Truck 70		55,000			
Replace Truck 53		93,000			
Replace Truck 58		104,000			
Replace Truck 39		42,000	57,053		
Replace Tucker snow cat		270,000	334,141		
Well 20 Pump and Motor			70,781		
Ee housing		2,260,000	1,219,743		
Total Capital Projects and Equipment		8,932,638	4,919,424		

MAMMOTH COMMUNITY WATER DISTRICT

Finance Department Report

January 2025

Table B Revenue and Expenses

Account	YTD Actual	YTD Budget	Annual Budget	YTD Better/Worse	% Diff
Billing - Water Usage	1,648,481	1,520,814	1,782,900	127,667	8%
Water Base Rates	1,426,077	1,454,718	1,940,400	(28,641)	-2%
Wastewater Base Rates	2,088,901	2,069,172	2,760,000	19,729	1%
Wastewater Flow Rates	388,882	381,597	509,000	7,285	2%
Taxes and Assessments	2,023,916	1,855,672	10,196,000	168,244	9%
Interest Income	1,388,052	793,183	1,058,000	594,869	75%
Permits - Connection Fees	1,384,769	337,365	450,000	1,047,404	310%
Engineering Fees	64,343	29,988	40,000	34,355	115%
Lab Fees	30,292	26,989	36,000	3,303	12%
Housing Rents	148,305	129,638	172,920	18,667	14%
Miscellaneous Revenue	382,176	140,611	202,556	241,566	172%
Subtotal Revenue	10,974,193	8,739,746	19,147,776	2,234,446	26%
Investment Gain (Loss)	39,566	-	-	39,566	
Total Revenue	11,013,758	8,739,746	19,147,776	2,274,012	26%
Salaries & Wages	3,741,801	3,823,928	5,372,548	82,128	2%
Employee Benefits - Group Insu	874,917	895,838	1,075,006	20,922	2%
Employee Benefits - Pension	786,641	811,874	1,141,012	25,233	3%
Employer Paid Taxes	133,304	165,572	230,548	32,268	19%
Total Personnel Expense	5,536,662	5,697,213	7,819,114	160,550	3%
Outside Services	175,244	203,261	271,124	28,018	14%
Property Tax Admin. Fee	51,056	55,000	220,000	3,944	
Sludge Disposal	30,314	35,048	46,750	4,734	14%
Software Licenses/Agreements	224,356	217,936	290,698	(6,419)	-3%
IT Services	29,191	39,947	53,284	10,756	27%
Banking Fees	55,119	45,432	60,600	(9,687)	-21%
Professional Services	49,455	290,509	387,500	241,053	83%
Outside Lab Services	46,500	47,231	63,000	732	2%
Equipment Rental	-	7,497	10,000		
Employee Housing Expenses	98,629	99,974	122,000	1,345	1%
Operating Tools/Equipment	82,538	25,002	33,350	(57,535)	-230%
Employee Engagement	18,299	15,451	20,610	(2,848)	-18%
Employee PPE/Uniform	17,284	15,781	21,050	(1,503)	-10%
Gasoline	29,542	30,899	41,215	1,356	4%
Diesel Fuel	26,378	20,482	27,320	(5,896)	-29%
Insurance	250,078	227,796	303,850	(22,282)	-10%
Legal Services	44,791	59,976	80,000	15,186	25%
M & R - Line Repair/Equipment	194,023	269,980	360,118	75,958	28%
M & R - Buildings	100,405	123,865	165,220	23,460	19%
M & R - Vehicles	98,880	96,777	129,088	(2,103)	-2%
Memberships/Certifications	23,570	40,024	53,387	16,454	41%
Permit Meters	69,268	29,988	40,000	(39,280)	-131%
Operating Chemicals	239,214	258,436	344,719	19,222	7%
Operating Supplies	99,227	95,028	126,755	(4,199)	-4%
Computer Systems/Equipment	63,858	52,629	70,200	(11,229)	-21%
Postage/Freight	8,165	6,983	9,314	(1,182)	-17%
Advertising Publications & PR	46,603	20,593	27,468	(26,010)	-126%
Books & Subscriptions	867	1,348	1,798	481	36%
Safety	10,766	20,317	27,100	9,551	47%
Permits & Licensing	67,588	84,367	112,534	16,778	20%
Settlement Cost	14,080	14,400	14,400	320	
Telephone	18,718	25,459	33,960	6,742	26%
Training & Meetings	20,755	62,489	83,352	41,733	67%
Travel Expenses	29,288	49,518	66,050	20,230	41%
Utilities - Electric	297,384	354,158	472,400	56,774	16%
Utilities - Propane	12,334	19,200	40,000	6,866	36%
Water Conservation	34,969	112,485	150,040	77,516	69%
Total Operating Expense	2,678,734	3,175,266	4,380,254	496,532	16%

MAMMOTH COMMUNITY WATER DISTRICT

Finance Department Report

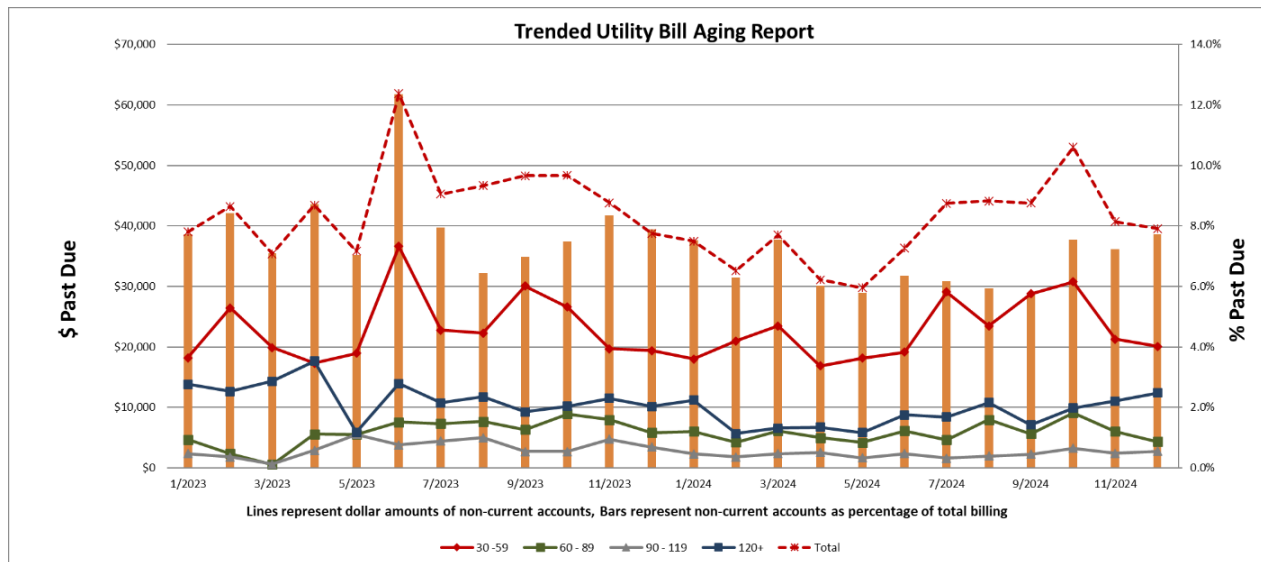
January 2025

Table C Fund Balance

Consistent with the assumptions of the capacity fee report, the capital expansion funds (funds 31, 32, and 33) have been rolled into the capital repair and replacement funds.

	Operating Funds			Capital R&R Funds			96	98	Total
	10 Admin	20 Water	30 Wastewater	21 Admin	22 Water	23 Wastewater			
Cash Total	1,328,062	1,938,685	813,347	3,768,455	12,999,400	11,187,615	1,185,406	2,214,541	35,435,512
Current Assets	1,070,569	300,040	235,511	-103	23,291	11,193	65,277	0	1,705,779
Non-current Assets	0	0	0	0	0	0	4,089,982	0	4,089,982
Capital Assets	0	0	0	3,614,381	37,174,629	26,398,085	4,117,959	0	71,305,054
Total Assets	2,398,630	2,238,725	1,048,858	7,382,733	50,197,320	37,596,893	9,458,625	2,214,541	112,536,326
Current Liabilities	-117,523	-77,396	-49,614	-55,032	-21,181	-11,735	-56,269	0	-388,750
Non-current Liabilities	-502,618	-122,704	-139,220	0	0	0	0	0	-764,542
Assets - Liabilities	1,778,490	2,038,625	860,025	7,327,701	50,176,139	37,585,158	9,402,356	2,214,541	111,383,034
Target Fund Balance	150,000	2,064,500	1,961,500	1,030,000	4,300,000	4,800,000	1,030,000	2,150,000	17,486,000
Available Fund Balance	1,210,539	1,861,289	763,734	3,713,423	12,978,219	11,175,880	1,129,137	2,214,541	35,046,762
Over/(Under)	1,060,539	-203,211	-1,197,766	2,683,423	8,678,219	6,375,880	99,137	64,541	17,560,762

Table D Trended Utility Bill Aging Report



The total amount past due is \$39,553 as of December 31, 2024.

MAMMOTH COMMUNITY WATER DISTRICT

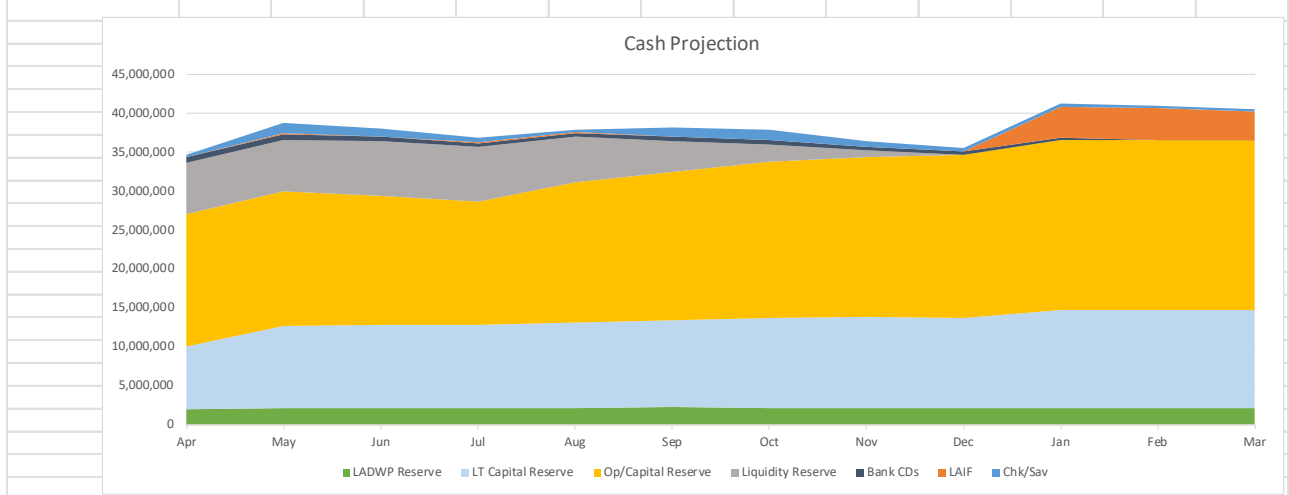
Finance Department Report

January 2025

Table E Investment Summary and Cash Balance

The District’s reserve funds have been separated into a multi-layer investment strategy to match the liquidity needs of operations and capital projects while maximizing the opportunity for interest earnings. The chart below illustrates the allocation, from most liquid to least liquid, and the projected balance through the end of the fiscal year.

FY 2025	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Projection		
										Jan	Feb	Mar
Chk/Sav	227,690	1,331,090	1,077,778	575,625	408,486	1,223,379	1,383,242	619,581	468,131	396,052	357,561	272,708
LAIF	47,780	47,780	47,780	48,319	48,319	48,319	48,892	48,892	3,892	4,003,892	4,003,892	3,603,892
Bank CDs	737,040	737,762	488,288	491,152	492,860	493,966	494,994	495,903	496,857	256,857	0	0
Liquidity Reserve	6,524,468	6,704,624	7,022,493	7,022,493	5,782,986	4,003,134	2,316,302	856,122	7,321	0	0	0
Op/Capital Reserve	17,050,234	17,175,737	16,641,966	15,841,966	18,007,067	19,096,182	20,011,908	20,553,540	20,901,468	21,901,468	21,901,468	21,901,468
LT Capital Reserve	8,014,447	10,609,023	10,683,729	10,683,729	10,997,840	11,123,857	11,521,316	11,603,672	11,517,012	12,517,012	12,517,012	12,517,012
LADWP Reserve	2,041,659	2,117,463	2,134,364	2,134,364	2,198,862	2,221,615	2,182,806	2,198,211	2,183,228	2,183,228	2,183,228	2,183,228
Total	34,643,318	38,723,479	38,096,398	36,797,648	37,936,420	38,210,452	37,959,460	36,375,921	35,577,909	41,258,509	40,963,161	40,478,308



MAMMOTH COMMUNITY WATER DISTRICT

Finance Department Report

January 2025

Agenda Item: B-3

01-23-2025

PORTFOLIO SUMMARY



Mammoth Community Water District Liquidity Portfolio | Account #10987 | As of December 31, 2024

Portfolio Characteristics

Average Modified Duration	0.00
Average Coupon	3.40%
Average Purchase YTM	3.42%
Average Market YTM	3.42%
Average Quality	AAA
Average Final Maturity	0.00
Average Life	0.00

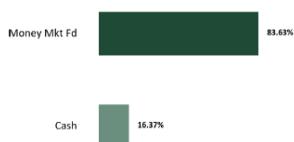
Account Summary

	Beg. Values as of 12/01/2024	End Values as of 12/31/2024
Market Value	856,122.08	7,320.67
Accrued Interest	0.00	0.00
Total Market Value	856,122.08	7,320.67
Income Earned	10,483.98	4,433.04
Cont/WD	(1,466,000.00)	(850,000.00)
Par	856,122.08	7,320.67
Book Value	856,122.08	7,320.67
Cost Value	856,122.08	7,320.67

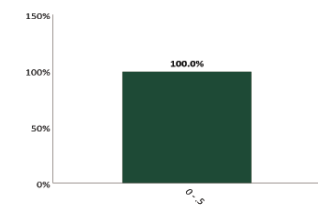
Top Issuers

First American Govt Oblig fund	83.63%
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Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (09/01/22)
Mammoth Comm WD Liquidity	0.32%	1.07%	5.00%	5.00%	4.84%	--	--	--	4.59%
Benchmark Return*	0.40%	1.17%	5.25%	5.25%	5.13%	--	--	--	4.86%

PORTFOLIO SUMMARY



Mammoth Community Water District | Account #10652 | As of December 31, 2024

Portfolio Characteristics

Average Modified Duration	2.13
Average Coupon	3.31%
Average Purchase YTM	3.64%
Average Market YTM	4.42%
Average Quality	AA
Average Final Maturity	2.47
Average Life	2.18

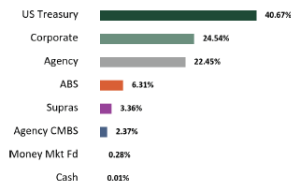
Account Summary

	Beg. Values as of 12/01/2024	End Values as of 12/31/2024
Market Value	20,553,540.36	20,901,468.48
Accrued Interest	160,926.65	163,257.69
Total Market Value	20,714,467.01	21,064,726.17
Income Earned	53,703.29	70,015.31
Cont/WD	466,000.00	350,000.00
Par	20,770,669.56	21,187,271.03
Book Value	20,685,910.50	21,093,247.98
Cost Value	20,702,441.70	21,091,511.77

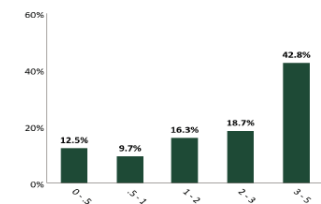
Top Issuers

Government of The United States	40.67%
Farm Credit System	11.88%
Federal Home Loan Banks	6.79%
FHLMC	4.35%
PepsiCo, Inc.	2.21%
International Bank for Recon and Dev	1.85%
FNMA	1.81%
Inter-American Development Bank	1.51%

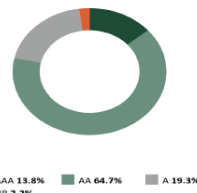
Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (02/01/19)
Mammoth Comm Water District	0.02%	(0.36%)	4.12%	4.12%	4.60%	1.80%	1.69%	--	2.05%
Benchmark Return*	0.04%	(0.37%)	3.82%	3.82%	4.15%	1.39%	1.37%	--	1.75%

MAMMOTH COMMUNITY WATER DISTRICT

Finance Department Report

January 2025

Agenda Item: B-3

01-23-2025

PORTFOLIO SUMMARY



MCWD Long Term Reserves | Account #11043 | As of December 31, 2024

Portfolio Characteristics

Average Modified Duration	3.68
Average Coupon	3.38%
Average Purchase YTM	4.13%
Average Market YTM	4.48%
Average Quality	AA
Average Final Maturity	4.24
Average Life	3.76

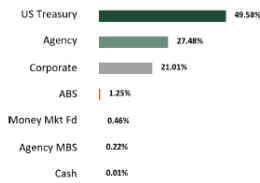
Account Summary

	Reg. Values as of 12/01/2024	End Values as of 12/31/2024
Market Value	11,603,671.76	11,517,011.75
Accrued Interest	90,890.88	98,388.67
Total Market Value	11,694,562.64	11,615,400.42
Income Earned	31,100.25	49,040.59
Cont/WD	0.00	0.00
Par	11,844,006.09	11,883,939.89
Book Value	11,575,922.51	11,608,911.79
Cost Value	11,498,148.35	11,525,329.52

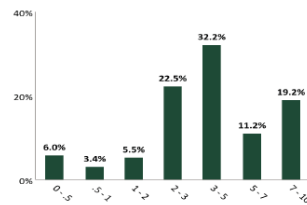
Top Issuers

Government of The United States	49.58%
Federal Home Loan Banks	12.43%
Farm Credit System	7.40%
FNMA	4.48%
Tennessee Valley Authority	3.22%
Northern Trust Corporation	2.14%
Honda Motor Co., Ltd.	1.85%
Deere & Company	1.31%

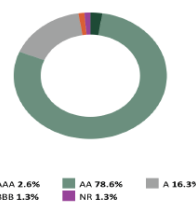
Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (02/01/23)
MCWD Long Term Reserves	(0.68%)	(1.64%)	3.13%	3.13%	--	--	--	--	3.82%
Benchmark Return*	(0.54%)	(1.63%)	2.58%	2.58%	--	--	--	--	2.71%

PORTFOLIO SUMMARY



MCWD LADWP Settlement Fund | Account #10992 | As of December 31, 2024

Portfolio Characteristics

Average Modified Duration	3.64
Average Coupon	3.47%
Average Purchase YTM	4.37%
Average Market YTM	4.49%
Average Quality	AA
Average Final Maturity	4.17
Average Life	3.72

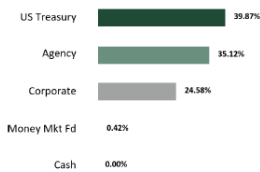
Account Summary

	Reg. Values as of 12/01/2024	End Values as of 12/31/2024
Market Value	2,198,210.61	2,183,228.14
Accrued Interest	18,034.32	18,866.21
Total Market Value	2,216,244.93	2,202,094.35
Income Earned	6,244.72	9,782.63
Cont/WD	0.00	0.00
Par	2,257,475.45	2,264,294.70
Book Value	2,199,368.65	2,206,621.88
Cost Value	2,169,667.73	2,175,378.39

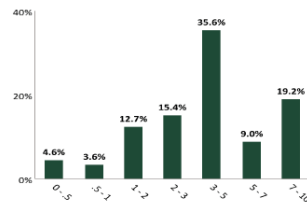
Top Issuers

Government of The United States	39.87%
Farm Credit System	18.81%
Federal Home Loan Banks	11.03%
BlackRock, Inc.	2.06%
Bank of America Corporation	2.05%
PACCAR Inc	2.05%
UnitedHealth Group Incorporated	2.02%
Tennessee Valley Authority	1.99%

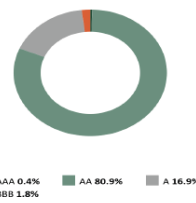
Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (10/01/22)
MCWD LADWP Settlement Fund	(0.64%)	(1.64%)	3.16%	3.16%	4.14%	--	--	--	3.89%
Benchmark Return*	(0.54%)	(1.63%)	2.58%	2.58%	3.38%	--	--	--	3.47%

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | As of November 30, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	11/01/2024	31846V203	2,250.00	FIRST AMER:GVT OBLG Y	1.000	4.45%	(2,250.00)	0.00	(2,250.00)	0.00
Purchase	11/01/2024	31846V203	200,000.00	FIRST AMER:GVT OBLG Y	1.000	4.45%	(200,000.00)	0.00	(200,000.00)	0.00
Purchase	11/04/2024	31846V203	2,117.95	FIRST AMER:GVT OBLG Y	1.000	4.44%	(2,117.95)	0.00	(2,117.95)	0.00
Purchase	11/04/2024	31846V203	8,945.24	FIRST AMER:GVT OBLG Y	1.000	4.44%	(8,945.24)	0.00	(8,945.24)	0.00
Purchase	11/04/2024	31846V203	97.26	FIRST AMER:GVT OBLG Y	1.000	4.44%	(97.26)	0.00	(97.26)	0.00
Purchase	11/04/2024	31846V203	1,025.81	FIRST AMER:GVT OBLG Y	1.000	4.44%	(1,025.81)	0.00	(1,025.81)	0.00
Purchase	11/07/2024	31846V203	466,000.00	FIRST AMER:GVT OBLG Y	1.000	4.42%	(466,000.00)	0.00	(466,000.00)	0.00
Purchase	11/07/2024	31846V203	466,000.00	FIRST AMER:GVT OBLG Y	1.000	4.42%	(466,000.00)	0.00	(466,000.00)	0.00
Purchase	11/08/2024	31846V203	2,472.50	FIRST AMER:GVT OBLG Y	1.000	4.42%	(2,472.50)	0.00	(2,472.50)	0.00
Purchase	11/08/2024	31846V203	230,000.00	FIRST AMER:GVT OBLG Y	1.000	4.42%	(230,000.00)	0.00	(230,000.00)	0.00
Purchase	11/12/2024	31846V203	7,790.63	FIRST AMER:GVT OBLG Y	1.000	4.42%	(7,790.63)	0.00	(7,790.63)	0.00
Purchase	11/12/2024	31846V203	225.00	FIRST AMER:GVT OBLG Y	1.000	4.42%	(225.00)	0.00	(225.00)	0.00
Purchase	11/12/2024	31846V203	5,500.00	FIRST AMER:GVT OBLG Y	1.000	4.42%	(5,500.00)	0.00	(5,500.00)	0.00
Purchase	11/15/2024	31846V203	303,586.28	FIRST AMER:GVT OBLG Y	1.000	4.42%	(303,586.28)	0.00	(303,586.28)	0.00
Purchase	11/15/2024	31846V203	7,307.52	FIRST AMER:GVT OBLG Y	1.000	4.42%	(7,307.52)	0.00	(7,307.52)	0.00
Purchase	11/15/2024	31846V203	39,186.55	FIRST AMER:GVT OBLG Y	1.000	4.42%	(39,186.55)	0.00	(39,186.55)	0.00
Purchase	11/18/2024	31846V203	911.25	FIRST AMER:GVT OBLG Y	1.000	4.26%	(911.25)	0.00	(911.25)	0.00
Purchase	11/19/2024	31846V203	625,000.00	FIRST AMER:GVT OBLG Y	1.000	4.41%	(625,000.00)	0.00	(625,000.00)	0.00
Purchase	11/19/2024	31846V203	35,000.00	FIRST AMER:GVT OBLG Y	1.000	4.41%	(35,000.00)	0.00	(35,000.00)	0.00
Purchase	11/19/2024	31846V203	175,000.00	FIRST AMER:GVT OBLG Y	1.000	4.41%	(175,000.00)	0.00	(175,000.00)	0.00
Purchase	11/20/2024	31846V203	156.92	FIRST AMER:GVT OBLG Y	1.000	4.41%	(156.92)	0.00	(156.92)	0.00
Purchase	11/21/2024	31846V203	640.71	FIRST AMER:GVT OBLG Y	1.000	4.41%	(640.71)	0.00	(640.71)	0.00
Purchase	11/21/2024	31846V203	400,000.00	FIRST AMER:GVT OBLG Y	1.000	4.41%	(400,000.00)	0.00	(400,000.00)	0.00
Purchase	11/21/2024	31846V203	6,459.22	FIRST AMER:GVT OBLG Y	1.000	4.41%	(6,459.22)	0.00	(6,459.22)	0.00
Purchase	11/25/2024	31846V203	1,575.91	FIRST AMER:GVT OBLG Y	1.000	4.26%	(1,575.91)	0.00	(1,575.91)	0.00
Purchase	11/25/2024	31846V203	162.79	FIRST AMER:GVT OBLG Y	1.000	4.26%	(162.79)	0.00	(162.79)	0.00
Purchase	11/26/2024	437076CN0	270,000.00	HOME DEPOT INC 2.875 04/15/2027	96.644	4.37%	(260,938.80)	(884.06)	(261,822.86)	0.00
Purchase	11/26/2024	912797NE3	500,000.00	UNITED STATES TREASURY 05/08/2025	98.037	4.48%	(490,186.04)	0.00	(490,186.04)	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | As of November 30, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Purchase	11/26/2024	912797KA4	500,000.00	UNITED STATES TREASURY 02/20/2025	98.947	4.53%	(494,737.28)	0.00	(494,737.28)	0.00
Purchase	11/26/2024	6174468C6	50,000.00	MORGAN STANLEY 4.0 07/23/2025	99.625	4.58%	(49,812.50)	(683.33)	(50,495.83)	0.00
Purchase	11/26/2024	26442UAH7	270,000.00	DUKE ENERGY PROGRESS LLC 3.45 03/15/2029	95.601	4.59%	(258,122.70)	(1,837.13)	(259,959.83)	0.00
Purchase	11/27/2024	91282CHF1	45,000.00	UNITED STATES TREASURY 3.75 05/31/2030	97.633	4.24%	(43,934.77)	(829.92)	(44,764.69)	0.00
Purchase	11/27/2024	91282CHF1	235,000.00	UNITED STATES TREASURY 3.75 05/31/2030	97.633	4.24%	(229,437.11)	(4,334.01)	(233,771.12)	0.00
Purchase	11/27/2024	912797MW4	240,000.00	UNITED STATES TREASURY 01/07/2025	99.484	4.62%	(238,761.80)	0.00	(238,761.80)	0.00
Total Purchase			5,097,411.54				(5,053,342.54)	(8,568.45)	(5,061,910.99)	0.00
TOTAL ACQUISITIONS			5,097,411.54				(5,053,342.54)	(8,568.45)	(5,061,910.99)	0.00
OTHER										
Maturity	11/01/2024	78015K7C2	(200,000.00)	ROYAL BANK OF CANADA 2.25 11/01/2024	100.000	2.25%	200,000.00	0.00	200,000.00	0.00
Maturity	11/07/2024	912797LC9	(466,000.00)	UNITED STATES TREASURY 11/07/2024	100.000	0.00%	466,000.00	0.00	466,000.00	0.00
Maturity	11/08/2024	14913Q3B3	(230,000.00)	CATERPILLAR FINANCIAL SERVICES CORP 2.15 11/08/2024	100.000	2.15%	230,000.00	0.00	230,000.00	0.00
Maturity	11/15/2024	02582JIR2	(250,000.00)	AMXCA 2021-1 A 0.9 11/15/2024	100.000	4.97%	0.00	0.00	0.00	0.00
Maturity	11/19/2024	912797MC8	(625,000.00)	UNITED STATES TREASURY 11/19/2024	100.000	0.00%	625,000.00	0.00	625,000.00	0.00
Maturity	11/19/2024	912797MC8	(35,000.00)	UNITED STATES TREASURY 11/19/2024	100.000	0.00%	35,000.00	0.00	35,000.00	0.00
Maturity	11/19/2024	912797MC8	(175,000.00)	UNITED STATES TREASURY 11/19/2024	100.000	0.00%	175,000.00	0.00	175,000.00	0.00
Maturity	11/21/2024	912797LE5	(400,000.00)	UNITED STATES TREASURY 11/21/2024	100.000	0.00%	400,000.00	0.00	400,000.00	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | As of November 30, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Total Maturity			(2,381,000.00)				2,131,000.00	0.00	2,131,000.00	0.00
Sale	11/07/2024	31846V203	(2,848.98)	FIRST AMER:GVT OBLG Y	1.000	4.42%	2,848.98	0.00	2,848.98	0.00
Sale	11/07/2024	31846V203	(466,000.00)	FIRST AMER:GVT OBLG Y	1.000	4.42%	466,000.00	0.00	466,000.00	0.00
Sale	11/21/2024	31846V203	(1,000,000.00)	FIRST AMER:GVT OBLG Y	1.000	4.41%	1,000,000.00	0.00	1,000,000.00	0.00
Sale	11/26/2024	31846V203	(1,557,201.84)	FIRST AMER:GVT OBLG Y	1.000	4.41%	1,557,201.84	0.00	1,557,201.84	0.00
Sale	11/27/2024	31846V203	(44,764.69)	FIRST AMER:GVT OBLG Y	1.000	4.41%	44,764.69	0.00	44,764.69	0.00
Sale	11/27/2024	31846V203	(472,532.92)	FIRST AMER:GVT OBLG Y	1.000	4.41%	472,532.92	0.00	472,532.92	0.00
Total Sale			(3,543,348.43)				3,543,348.43	0.00	3,543,348.43	0.00
TOTAL OTHER TRANSACTIONS			(5,924,348.43)				5,674,348.43	0.00	5,674,348.43	0.00
OTHER										
Cash Transfer	11/21/2024	CCYUSD	(1,000,000.00)	Cash		0.00%	(1,000,000.00)	0.00	(1,000,000.00)	0.00
Total Cash Transfer			(1,000,000.00)				(1,000,000.00)	0.00	(1,000,000.00)	0.00
Coupon	11/01/2024	3137BSRE5	0.00	FHMS K-059 A2 3.12 09/25/2026		2.03%	715.00	0.00	715.00	0.00
Coupon	11/01/2024	31307PEF2	0.00	FH J32834 2.5 09/01/2030		2.07%	20.17	0.00	20.17	0.00
Coupon	11/01/2024	3138YDAS8	0.00	FN AY0016 2.5 01/01/2030		2.16%	14.95	0.00	14.95	0.00
Coupon	11/01/2024	78015K7C2	0.00	ROYAL BANK OF CANADA 2.25 11/01/2024		2.25%	2,250.00	0.00	2,250.00	0.00
Coupon	11/01/2024	31307PNB1	0.00	FH J33086 3.0 11/01/2030		2.39%	26.71	0.00	26.71	0.00
Coupon	11/01/2024	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.23%	656.04	0.00	656.04	0.00
Coupon	11/08/2024	14913Q3B3	0.00	CATERPILLAR FINANCIAL SERVICES CORP 2.15 11/08/2024		2.15%	2,472.50	0.00	2,472.50	0.00
Coupon	11/10/2024	665859AW4	0.00	NORTHERN TRUST CORP 4.0 05/10/2027		3.98%	5,000.00	0.00	5,000.00	0.00
Coupon	11/10/2024	713448FW3	0.00	PEPSICO INC 5.125 11/10/2026		4.10%	6,790.63	0.00	6,790.63	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	11/12/2024	023135BX3	0.00	AMAZON.COM INC 1.0 05/12/2026		0.80%	1,000.00	0.00	1,000.00	0.00
Coupon	11/12/2024	023135BX3	0.00	AMAZON.COM INC 1.0 05/12/2026		4.54%	225.00	0.00	225.00	0.00
Coupon	11/12/2024	023135BX3	0.00	AMAZON.COM INC 1.0 05/12/2026		4.91%	500.00	0.00	500.00	0.00
Coupon	11/15/2024	912828R36	0.00	UNITED STATES TREASURY 1.625 05/15/2026		2.46%	3,250.00	0.00	3,250.00	0.00
Coupon	11/15/2024	912828M56	0.00	UNITED STATES TREASURY 2.25 11/15/2025		2.77%	3,656.25	0.00	3,656.25	0.00
Coupon	11/15/2024	91282CAV3	0.00	UNITED STATES TREASURY 0.875 11/15/2030		3.63%	218.75	0.00	218.75	0.00
Coupon	11/15/2024	91282CHC8	0.00	UNITED STATES TREASURY 3.375 05/15/2033		3.72%	759.38	0.00	759.38	0.00
Coupon	11/15/2024	91282CFV8	0.00	UNITED STATES TREASURY 4.125 11/15/2032		3.75%	928.13	0.00	928.13	0.00
Coupon	11/15/2024	47800AAC4	0.00	JDOT 2022-B A3 3.74 02/16/2027		3.78%	209.44	0.00	209.44	0.00
Coupon	11/15/2024	91282CEP2	0.00	UNITED STATES TREASURY 2.875 05/15/2032		3.78%	2,731.25	0.00	2,731.25	0.00
Coupon	11/15/2024	9128285M8	0.00	UNITED STATES TREASURY 3.125 11/15/2028		3.80%	625.00	0.00	625.00	0.00
Coupon	11/15/2024	89231CAD9	0.00	TAOT 2022-C A3 3.76 04/15/2027		3.80%	217.77	0.00	217.77	0.00
Coupon	11/15/2024	9128283F5	0.00	UNITED STATES TREASURY 2.25 11/15/2027		3.81%	506.25	0.00	506.25	0.00
Coupon	11/15/2024	912828YS3	0.00	UNITED STATES TREASURY 1.75 11/15/2029		3.85%	393.75	0.00	393.75	0.00
Coupon	11/15/2024	91282CAV3	0.00	UNITED STATES TREASURY 0.875 11/15/2030		3.94%	656.25	0.00	656.25	0.00
Coupon	11/15/2024	912828R36	0.00	UNITED STATES TREASURY 1.625 05/15/2026		3.96%	365.63	0.00	365.63	0.00
Coupon	11/15/2024	912828X88	0.00	UNITED STATES TREASURY 2.375 05/15/2027		4.09%	296.88	0.00	296.88	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	11/15/2024	9128284N7	0.00	UNITED STATES TREASURY 2.875 05/15/2028		4.23%	646.88	0.00	646.88	0.00
Coupon	11/15/2024	912810FF0	0.00	UNITED STATES TREASURY 5.25 11/15/2028		4.30%	8,531.25	0.00	8,531.25	0.00
Coupon	11/15/2024	912828X88	0.00	UNITED STATES TREASURY 2.375 05/15/2027		4.31%	1,781.25	0.00	1,781.25	0.00
Coupon	11/15/2024	92970QAE5	0.00	WFCIT 2024-2 A 4.29 10/15/2029		4.33%	262.76	0.00	262.76	0.00
Coupon	11/15/2024	9128285M8	0.00	UNITED STATES TREASURY 3.125 11/15/2028		4.34%	3,906.25	0.00	3,906.25	0.00
Coupon	11/15/2024	91324PEG3	0.00	UNITEDHEALTH GROUP INC 3.7 05/15/2027		4.38%	832.50	0.00	832.50	0.00
Coupon	11/15/2024	91282CHC8	0.00	UNITED STATES TREASURY 3.375 05/15/2033		4.52%	4,218.75	0.00	4,218.75	0.00
Coupon	11/15/2024	4581X0EK0	0.00	INTER-AMERICAN DEVELOPMENT BANK 4.5 05/15/2026		4.53%	7,087.50	0.00	7,087.50	0.00
Coupon	11/15/2024	91282CKQ3	0.00	UNITED STATES TREASURY 4.375 05/15/2034		4.60%	4,703.13	0.00	4,703.13	0.00
Coupon	11/15/2024	91282CKQ3	0.00	UNITED STATES TREASURY 4.375 05/15/2034		4.60%	984.37	0.00	984.37	0.00
Coupon	11/15/2024	91282CFV8	0.00	UNITED STATES TREASURY 4.125 11/15/2032		4.61%	4,537.50	0.00	4,537.50	0.00
Coupon	11/15/2024	448979AD6	0.00	HART 2023-A A3 4.58 04/15/2027		4.63%	305.33	0.00	305.33	0.00
Coupon	11/15/2024	912828YS3	0.00	UNITED STATES TREASURY 1.75 11/15/2029		4.82%	1,487.50	0.00	1,487.50	0.00
Coupon	11/15/2024	927804GH1	0.00	VIRGINIA ELECTRIC AND POWER CO 3.75 05/15/2027		4.87%	750.00	0.00	750.00	0.00
Coupon	11/15/2024	912828X88	0.00	UNITED STATES TREASURY 2.375 05/15/2027		4.88%	4,156.25	0.00	4,156.25	0.00
Coupon	11/15/2024	44934QAD3	0.00	HART 2024-B A3 4.84 03/15/2029		4.90%	181.50	0.00	181.50	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	11/15/2024	91324PEG3	0.00	UNITEDHEALTH GROUP INC 3.7 05/15/2027		4.96%	2,775.00	0.00	2,775.00	0.00
Coupon	11/15/2024	02582JJR2	0.00	AMXCA 2021-1 A 0.9 11/15/2024		4.97%	187.50	0.00	187.50	0.00
Coupon	11/15/2024	05522RDJ4	0.00	BACCT 2024-1 A 4.93 05/15/2029		4.98%	369.75	0.00	369.75	0.00
Coupon	11/15/2024	927804GH1	0.00	VIRGINIA ELECTRIC AND POWER CO 3.75 05/15/2027		5.05%	2,812.50	0.00	2,812.50	0.00
Coupon	11/15/2024	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		5.15%	562.48	0.00	562.48	0.00
Coupon	11/15/2024	161571HT4	0.00	CHAIT 2023-1 A 5.16 09/15/2028		5.23%	752.50	0.00	752.50	0.00
Coupon	11/15/2024	47786WAD2	0.00	JDOT 2024-B A3 5.2 03/15/2029		5.27%	390.00	0.00	390.00	0.00
Coupon	11/15/2024	58768PAC8	0.00	MBART 2022-1 A3 5.21 08/16/2027		5.28%	766.61	0.00	766.61	0.00
Coupon	11/15/2024	47787CAC7	0.00	JDOT 2023-C A3 5.48 05/15/2028		5.55%	730.67	0.00	730.67	0.00
Coupon	11/17/2024	58933YBH7	0.00	MERCK & CO INC 4.05 05/17/2028		4.07%	911.25	0.00	911.25	0.00
Coupon	11/20/2024	379929AD4	0.00	GMALT 2023-3 A3 5.38 11/20/2026		5.45%	156.92	0.00	156.92	0.00
Coupon	11/21/2024	43815GAC3	0.00	HAROT 2021-4 A3 0.88 01/21/2026		1.55%	28.15	0.00	28.15	0.00
Coupon	11/21/2024	43813YAC6	0.00	HAROT 2024-3 A3 4.57 03/21/2029		4.62%	380.83	0.00	380.83	0.00
Coupon	11/21/2024	438123AC5	0.00	HAROT 2023-4 A3 5.67 06/21/2028		5.75%	259.88	0.00	259.88	0.00
Coupon	11/25/2024	096919AD7	0.00	BMWOT 2024-A A3 5.18 02/26/2029		5.24%	345.33	0.00	345.33	0.00
Coupon	11/25/2024	05592XAD2	0.00	BMWOT 2023-A A3 5.47 02/25/2028		5.54%	136.75	0.00	136.75	0.00
Total Coupon			0.00				90,424.57	0.00	90,424.57	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Custody Fee	11/25/2024	CCYUSD	(277.21)	Cash		0.00%	(277.21)	0.00	(277.21)	0.00
Total Custody Fee			(277.21)				(277.21)	0.00	(277.21)	0.00
Dividend	10/31/2024	31846V203	0.00	FIRST AMER:GVT OBLG Y			12,186.26	0.00	12,186.26	0.00
Total Dividend			0.00				12,186.26	0.00	12,186.26	0.00
Management Fee	11/07/2024	CCYUSD	(2,848.98)	Cash		0.00%	(2,848.98)	0.00	(2,848.98)	0.00
Total Management Fee			(2,848.98)				(2,848.98)	0.00	(2,848.98)	0.00
Principal Paydown	11/01/2024	31307PEF2	212.72	FH J32834 2.5 09/01/2030		2.08%	212.72	--	212.72	(0.00)
Principal Paydown	11/01/2024	3138YDAS8	147.84	FN AY0016 2.5 01/01/2030		2.16%	147.84	--	147.84	0.00
Principal Paydown	11/01/2024	31307PNB1	313.77	FH J33086 3.0 11/01/2030		2.40%	313.77	--	313.77	(0.00)
Principal Paydown	11/15/2024	47800AAC4	5,563.39	JDOT 2022-B A3 3.74 02/16/2027		3.78%	5,563.39	--	5,563.39	(0.00)
Principal Paydown	11/15/2024	89231CAD9	4,835.19	TAOT 2022-C A3 3.76 04/15/2027		3.80%	4,835.19	--	4,835.19	0.00
Principal Paydown	11/15/2024	02582JJR2	250,000.00	AMXCA 2021-1 A 0.9 11/15/2024		4.97%	250,000.00	--	250,000.00	0.00
Principal Paydown	11/15/2024	47800BAC2	8,441.32	JDOT 2022-C A3 5.09 06/15/2027		5.15%	8,441.32	--	8,441.32	0.00
Principal Paydown	11/15/2024	58768PAC8	12,132.62	MBART 2022-1 A3 5.21 08/16/2027		5.28%	12,132.62	--	12,132.62	(0.00)
Principal Paydown	11/21/2024	43815GAC3	6,431.07	HAROT 2021-4 A3 0.88 01/21/2026		1.97%	6,431.07	--	6,431.07	(0.01)
Total Principal Paydown			288,077.92				288,077.92	--	288,077.92	(0.01)
TOTAL OTHER TRANSACTIONS			(715,048.27)				(612,437.44)	0.00	(612,437.44)	(0.01)

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	12/02/2024	31846V203	5,890.62	FIRST AMER:GVT OBLG Y	1.000	4.26%	(5,890.62)	0.00	(5,890.62)	0.00
Purchase	12/02/2024	31846V203	1,659.38	FIRST AMER:GVT OBLG Y	1.000	4.26%	(1,659.38)	0.00	(1,659.38)	0.00
Purchase	12/02/2024	31846V203	8,484.38	FIRST AMER:GVT OBLG Y	1.000	4.26%	(8,484.38)	0.00	(8,484.38)	0.00
Purchase	12/03/2024	31846V203	2,653.25	FIRST AMER:GVT OBLG Y	1.000	4.26%	(2,653.25)	0.00	(2,653.25)	0.00
Purchase	12/03/2024	31846V203	4,433.04	FIRST AMER:GVT OBLG Y	1.000	4.26%	(4,433.04)	0.00	(4,433.04)	0.00
Purchase	12/03/2024	31846V203	123.30	FIRST AMER:GVT OBLG Y	1.000	4.26%	(123.30)	0.00	(123.30)	0.00
Purchase	12/03/2024	31846V203	200,902.69	FIRST AMER:GVT OBLG Y	1.000	4.26%	(200,902.69)	0.00	(200,902.69)	0.00
Purchase	12/06/2024	31846V203	1,020.00	FIRST AMER:GVT OBLG Y	1.000	4.25%	(1,020.00)	0.00	(1,020.00)	0.00
Purchase	12/09/2024	31846V203	350,000.00	FIRST AMER:GVT OBLG Y	1.000	4.25%	(350,000.00)	0.00	(350,000.00)	0.00
Purchase	12/09/2024	31846V203	10,812.50	FIRST AMER:GVT OBLG Y	1.000	4.25%	(10,812.50)	0.00	(10,812.50)	0.00
Purchase	12/09/2024	31846V203	568.75	FIRST AMER:GVT OBLG Y	1.000	4.25%	(568.75)	0.00	(568.75)	0.00
Purchase	12/09/2024	31846V203	10,976.74	FIRST AMER:GVT OBLG Y	1.000	4.25%	(10,976.74)	0.00	(10,976.74)	0.00
Purchase	12/10/2024	31846V203	1,700.00	FIRST AMER:GVT OBLG Y	1.000	4.24%	(1,700.00)	0.00	(1,700.00)	0.00
Purchase	12/10/2024	31846V203	1,643.75	FIRST AMER:GVT OBLG Y	1.000	4.25%	(1,643.75)	0.00	(1,643.75)	0.00
Purchase	12/10/2024	31846V203	11,000.00	FIRST AMER:GVT OBLG Y	1.000	4.25%	(11,000.00)	0.00	(11,000.00)	0.00
Purchase	12/12/2024	31846V203	984.38	FIRST AMER:GVT OBLG Y	1.000	4.25%	(984.38)	0.00	(984.38)	0.00
Purchase	12/16/2024	31846V203	50,631.32	FIRST AMER:GVT OBLG Y	1.000	4.25%	(50,631.32)	0.00	(50,631.32)	0.00
Purchase	12/16/2024	31846V203	7,228.97	FIRST AMER:GVT OBLG Y	1.000	4.25%	(7,228.97)	0.00	(7,228.97)	0.00
Purchase	12/17/2024	31846V203	962.50	FIRST AMER:GVT OBLG Y	1.000	4.25%	(962.50)	0.00	(962.50)	0.00
Purchase	12/18/2024	31846V203	84.38	FIRST AMER:GVT OBLG Y	1.000	4.25%	(84.38)	0.00	(84.38)	0.00
Purchase	12/19/2024	31846V203	4.47	FIRST AMER:GVT OBLG Y	1.000	4.25%	(4.47)	0.00	(4.47)	0.00
Purchase	12/20/2024	31846V203	156.92	FIRST AMER:GVT OBLG Y	1.000	4.25%	(156.92)	0.00	(156.92)	0.00
Purchase	12/20/2024	31846V203	1,040.63	FIRST AMER:GVT OBLG Y	1.000	4.25%	(1,040.63)	0.00	(1,040.63)	0.00
Purchase	12/23/2024	31846V203	8,140.71	FIRST AMER:GVT OBLG Y	1.000	4.25%	(8,140.71)	0.00	(8,140.71)	0.00
Purchase	12/23/2024	31846V203	6,092.31	FIRST AMER:GVT OBLG Y	1.000	4.25%	(6,092.31)	0.00	(6,092.31)	0.00
Purchase	12/26/2024	31846V203	1,853.12	FIRST AMER:GVT OBLG Y	1.000	4.25%	(1,853.12)	0.00	(1,853.12)	0.00
Purchase	12/26/2024	31846V203	712.50	FIRST AMER:GVT OBLG Y	1.000	4.25%	(712.50)	0.00	(712.50)	0.00
Purchase	12/26/2024	31846V203	3,726.90	FIRST AMER:GVT OBLG Y	1.000	4.25%	(3,726.90)	0.00	(3,726.90)	0.00
Purchase	12/30/2024	9128283F5	240,000.00	UNITED STATES TREASURY 2.25 11/15/2027	94.324	4.37%	(226,378.13)	(671.27)	(227,049.40)	0.00

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Purchase	12/30/2024	91282CFJ5	20,000.00	UNITED STATES TREASURY 3.125 08/31/2029	94.457	4.45%	(18,891.41)	(208.91)	(19,100.32)	0.00
Purchase	12/31/2024	91282CJF9	380,000.00	UNITED STATES TREASURY 4.875 10/31/2028	101.637	4.40%	(386,219.53)	(3,121.62)	(389,341.15)	0.00
Purchase	12/31/2024	91282CFJ5	380,000.00	UNITED STATES TREASURY 3.125 08/31/2029	94.574	4.43%	(359,382.03)	(4,002.07)	(363,384.10)	0.00
Total Purchase			1,713,487.51				(1,684,358.61)	(8,003.87)	(1,692,362.48)	0.00
TOTAL ACQUISITIONS			1,713,487.51				(1,684,358.61)	(8,003.87)	(1,692,362.48)	0.00
OTHER										
Maturity	12/03/2024	912797ME4	(200,000.00)	UNITED STATES TREASURY 12/03/2024	100.000	0.00%	200,000.00	0.00	200,000.00	0.00
Maturity	12/31/2024	912828YY0	(300,000.00)	UNITED STATES TREASURY 1.75 12/31/2024	100.000	1.75%	300,000.00	0.00	300,000.00	0.00
Total Maturity			(500,000.00)				500,000.00	0.00	500,000.00	0.00
Sale	12/09/2024	31846V203	(350,000.00)	FIRST AMER:GVT OBLG Y	1.000	4.25%	350,000.00	0.00	350,000.00	0.00
Sale	12/09/2024	31846V203	(300,000.00)	FIRST AMER:GVT OBLG Y	1.000	4.25%	300,000.00	0.00	300,000.00	0.00
Sale	12/10/2024	31846V203	(2,809.46)	FIRST AMER:GVT OBLG Y	1.000	4.24%	2,809.46	0.00	2,809.46	0.00
Sale	12/24/2024	31846V203	(272.00)	FIRST AMER:GVT OBLG Y	1.000	4.25%	272.00	0.00	272.00	0.00
Sale	12/26/2024	31846V203	(200,000.00)	FIRST AMER:GVT OBLG Y	1.000	4.25%	200,000.00	0.00	200,000.00	0.00
Sale	12/30/2024	31846V203	(18,300.32)	FIRST AMER:GVT OBLG Y	1.000	4.25%	18,300.32	0.00	18,300.32	0.00
Sale	12/30/2024	31846V203	(227,049.40)	FIRST AMER:GVT OBLG Y	1.000	4.25%	227,049.40	0.00	227,049.40	0.00
Sale	12/31/2024	31846V203	(442,787.75)	FIRST AMER:GVT OBLG Y	1.000	4.09%	442,787.75	0.00	442,787.75	0.00
Total Sale			(1,541,218.93)				1,541,218.93	0.00	1,541,218.93	0.00
TOTAL OTHER TRANSACTIONS			(2,041,218.93)				2,041,218.93	0.00	2,041,218.93	0.00
OTHER										
Cash Transfer	12/09/2024	CCYUSD	(300,000.00)	Cash		0.00%	(300,000.00)	0.00	(300,000.00)	0.00
Cash Transfer	12/26/2024	CCYUSD	(200,000.00)	Cash		0.00%	(200,000.00)	0.00	(200,000.00)	0.00
Total Cash Transfer			(500,000.00)				(500,000.00)	0.00	(500,000.00)	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	12/01/2024	3137BSRE5	0.00	FHMS K-059 A2 3.12 09/25/2026		2.02%	715.00	0.00	715.00	0.00
Coupon	12/01/2024	31307PEF2	0.00	FH J32834 2.5 09/01/2030		2.08%	19.73	0.00	19.73	0.00
Coupon	12/01/2024	3138YDAS8	0.00	FN AY0016 2.5 01/01/2030		2.16%	14.64	0.00	14.64	0.00
Coupon	12/01/2024	31307PNB1	0.00	FH J33086 3.0 11/01/2030		2.40%	25.93	0.00	25.93	0.00
Coupon	12/01/2024	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.23%	656.04	0.00	656.04	0.00
Coupon	12/06/2024	24422EWF2	0.00	JOHN DEERE CAPITAL CORP 3.4 06/06/2025		3.41%	1,020.00	0.00	1,020.00	0.00
Coupon	12/08/2024	3130AXQK7	0.00	FEDERAL HOME LOAN BANKS 4.75 12/08/2028		4.05%	3,681.25	0.00	3,681.25	0.00
Coupon	12/08/2024	3130AXQK7	0.00	FEDERAL HOME LOAN BANKS 4.75 12/08/2028		4.05%	5,937.50	0.00	5,937.50	0.00
Coupon	12/08/2024	3130B1BC0	0.00	FEDERAL HOME LOAN BANKS 4.625 06/08/2029		4.10%	6,076.74	0.00	6,076.74	0.00
Coupon	12/09/2024	3130AEB25	0.00	FEDERAL HOME LOAN BANKS 3.25 06/09/2028		3.95%	568.75	0.00	568.75	0.00
Coupon	12/09/2024	3130AEB25	0.00	FEDERAL HOME LOAN BANKS 3.25 06/09/2028		4.04%	4,875.00	0.00	4,875.00	0.00
Coupon	12/09/2024	3133ENGS3	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.625 12/09/2031		4.33%	1,218.75	0.00	1,218.75	0.00
Coupon	12/10/2024	3130ATUS4	0.00	FEDERAL HOME LOAN BANKS 4.25 12/10/2027		3.88%	8,500.00	0.00	8,500.00	0.00
Coupon	12/10/2024	3130ATUS4	0.00	FEDERAL HOME LOAN BANKS 4.25 12/10/2027		4.02%	743.75	0.00	743.75	0.00
Coupon	12/10/2024	58933YBC8	0.00	MERCK & CO INC 1.7 06/10/2027		4.10%	1,700.00	0.00	1,700.00	0.00
Coupon	12/10/2024	3130AVWG3	0.00	FEDERAL HOME LOAN BANKS 4.0 06/10/2033		4.18%	900.00	0.00	900.00	0.00
Coupon	12/10/2024	3130AVWG3	0.00	FEDERAL HOME LOAN BANKS 4.0 06/10/2033		4.45%	2,500.00	0.00	2,500.00	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	12/12/2024	3130AWGR5	0.00	FEDERAL HOME LOAN BANKS 4.375 06/12/2026		4.41%	984.38	0.00	984.38	0.00
Coupon	12/15/2024	91282CJP7	0.00	UNITED STATES TREASURY 4.375 12/15/2026		3.60%	8,750.00	0.00	8,750.00	0.00
Coupon	12/15/2024	91282CKV2	0.00	UNITED STATES TREASURY 4.625 06/15/2027		3.77%	8,093.75	0.00	8,093.75	0.00
Coupon	12/15/2024	47800AAC4	0.00	JDOT 2022-B A3 3.74 02/16/2027		3.78%	192.10	0.00	192.10	0.00
Coupon	12/15/2024	89231CAD9	0.00	TAOT 2022-C A3 3.76 04/15/2027		3.80%	202.62	0.00	202.62	0.00
Coupon	12/15/2024	92970QAE5	0.00	WFCIT 2024-2 A 4.29 10/15/2029		4.33%	375.38	0.00	375.38	0.00
Coupon	12/15/2024	448979AD6	0.00	HART 2023-A A3 4.58 04/15/2027		4.63%	305.33	0.00	305.33	0.00
Coupon	12/15/2024	44934QAD3	0.00	HART 2024-B A3 4.84 03/15/2029		4.90%	181.50	0.00	181.50	0.00
Coupon	12/15/2024	05522RDJ4	0.00	BACCT 2024-1 A 4.93 05/15/2029		4.98%	369.75	0.00	369.75	0.00
Coupon	12/15/2024	74340XCG4	0.00	PROLOGIS LP 4.875 06/15/2028		5.10%	5,484.38	0.00	5,484.38	0.00
Coupon	12/15/2024	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		5.15%	526.68	0.00	526.68	0.00
Coupon	12/15/2024	161571HT4	0.00	CHAIT 2023-1 A 5.16 09/15/2028		5.23%	752.50	0.00	752.50	0.00
Coupon	12/15/2024	47786WAD2	0.00	JDOT 2024-B A3 5.2 03/15/2029		5.27%	390.00	0.00	390.00	0.00
Coupon	12/15/2024	58768PAC8	0.00	MBART 2022-1 A3 5.21 08/16/2027		5.28%	713.93	0.00	713.93	0.00
Coupon	12/15/2024	47787CAC7	0.00	JDOT 2023-C A3 5.48 05/15/2028		5.55%	730.67	0.00	730.67	0.00
Coupon	12/17/2024	3135G04Z3	0.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 06/17/2025		0.47%	962.50	0.00	962.50	0.00
Coupon	12/18/2024	89236TJK2	0.00	TOYOTA MOTOR CREDIT CORP 1.125 06/18/2026		4.63%	84.38	0.00	84.38	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	12/20/2024	3133EPNB7	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 06/20/2025		4.83%	1,040.63	0.00	1,040.63	0.00
Coupon	12/20/2024	379929AD4	0.00	GMALT 2023-3 A3 5.38 11/20/2026		5.45%	156.92	0.00	156.92	0.00
Coupon	12/21/2024	43815GAC3	0.00	HAROT 2021-4 A3 0.88 01/21/2026		1.60%	23.43	0.00	23.43	0.00
Coupon	12/21/2024	43813YAC6	0.00	HAROT 2024-3 A3 4.57 03/21/2029		4.62%	380.83	0.00	380.83	0.00
Coupon	12/21/2024	438123AC5	0.00	HAROT 2023-4 A3 5.67 06/21/2028		5.75%	259.88	0.00	259.88	0.00
Coupon	12/22/2024	3133EN4S6	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.75 12/22/2027		3.87%	7,500.00	0.00	7,500.00	0.00
Coupon	12/25/2024	437076DC3	0.00	HOME DEPOT INC 4.75 06/25/2029		4.58%	712.50	0.00	712.50	0.00
Coupon	12/25/2024	437076DC3	0.00	HOME DEPOT INC 4.75 06/25/2029		4.58%	3,562.50	0.00	3,562.50	0.00
Coupon	12/25/2024	096919AD7	0.00	BMWOT 2024-A A3 5.18 02/26/2029		5.24%	345.33	0.00	345.33	0.00
Coupon	12/25/2024	05592XAD2	0.00	BMWOT 2023-A A3 5.47 02/25/2028		5.54%	136.75	0.00	136.75	0.00
Coupon	12/29/2024	3133EN5E6	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.0 12/29/2025		4.29%	800.00	0.00	800.00	0.00
Coupon	12/31/2024	912828YY0	0.00	UNITED STATES TREASURY 1.75 12/31/2024		1.75%	2,625.00	0.00	2,625.00	0.00
Coupon	12/31/2024	91282CEV9	0.00	UNITED STATES TREASURY 3.25 06/30/2029		4.12%	7,312.50	0.00	7,312.50	0.00
Total Coupon			0.00				93,109.20	0.00	93,109.20	0.00
Custody Fee	12/24/2024	CCYUSD	(272.00)	Cash		0.00%	(272.00)	0.00	(272.00)	0.00
Total Custody Fee			(272.00)				(272.00)	0.00	(272.00)	0.00
Dividend	12/19/2024	31846V203	0.00	FIRST AMER:GVT OBLG Y		4.25%	4.47	0.00	4.47	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Dividend	12/31/2024	31846V203	0.00	FIRST AMER:GVT OBLG Y		4.11%	3,395.87	0.00	3,395.87	0.00
Total Dividend			0.00				3,400.34	0.00	3,400.34	0.00
Management Fee	12/10/2024	CCYUSD	(2,809.46)	Cash		0.00%	(2,809.46)	0.00	(2,809.46)	0.00
Total Management Fee			(2,809.46)				(2,809.46)	0.00	(2,809.46)	0.00
Principal Paydown	12/01/2024	31307PEF2	180.41	FH J32834 2.5 09/01/2030		2.08%	180.41	--	180.41	(0.00)
Principal Paydown	12/01/2024	3138YDAS8	149.76	FN AY0016 2.5 01/01/2030		2.16%	149.76	--	149.76	0.00
Principal Paydown	12/01/2024	31307PNB1	452.26	FH J33086 3.0 11/01/2030		2.40%	452.26	--	452.26	(0.00)
Principal Paydown	12/15/2024	47800AAC4	3,643.14	JDOT 2022-B A3 3.74 02/16/2027		3.78%	3,643.14	--	3,643.14	0.00
Principal Paydown	12/15/2024	89231CAD9	4,489.63	TAOT 2022-C A3 3.76 04/15/2027		3.80%	4,489.63	--	4,489.63	(0.00)
Principal Paydown	12/15/2024	448979AD6	4,908.44	HART 2023-A A3 4.58 04/15/2027		4.63%	4,908.44	--	4,908.44	0.00
Principal Paydown	12/15/2024	47800BAC2	6,023.96	JDOT 2022-C A3 5.09 06/15/2027		5.15%	6,023.96	--	6,023.96	(0.00)
Principal Paydown	12/15/2024	58768PAC8	11,048.20	MBART 2022-1 A3 5.21 08/16/2027		5.28%	11,048.20	--	11,048.20	(0.00)
Principal Paydown	12/21/2024	43815GAC3	6,068.88	HAROT 2021-4 A3 0.88 01/21/2026		2.08%	6,068.88	--	6,068.88	0.00
Total Principal Paydown			36,964.68				36,964.68	--	36,964.68	(0.00)
TOTAL OTHER TRANSACTIONS			(466,116.78)				(369,607.24)	0.00	(369,607.24)	(0.00)

*****Text shown in bold has changed from the previous update*****

Active Capital Projects

Project	Status
Seismic/Snow Risk Assessment	Holmes Engineering has completed phase 1 evaluations of essential infrastructure to withstand seismic and snow structural loads. See separate staff report and presentation (Agenda Item C-7).
Fire Protection Projects (in partnership with MLFPD and INF)	These new projects are being engineered in coordination with MLFPD to improve the ability to fight fires in the Wildland Urban Interface. The projects include a new fire hydrant on the Scenic Loop, new fire hydrants at the Valentine Reserve, and additional locations for fire trucks to draft water for fire fighting in the Lakes Basin.
MCWD Facility Defensible Space Clearing	This new project will provide defensible space clearing around MCWD infrastructure. Much of the proposed clearing is on Inyo National Forest land and will require INF permits.
Campus Pavement Rehab	Spieß Construction completed paving around the plant and completed a punch-list before winter. The remaining work around the admin buildings will be completed next spring.
Admin Building Seismic/ADA/Energy Assessment and Alternatives	This new project will evaluate key performance measures of the Admin Building. An RFQ for architectural services is being prepared to procure technical support to complete the assessment and develop alternatives for consideration.
GIS Utility Network	Avineon and the MCWD team continue to work on this and track progress in weekly coordination meetings.
Wells Study	The scope and fee for this project will be negotiated with UES after more progress is made on the Laurel Pond hydrogeology work.
Tank Coatings and Cathodic Protection	Last fall, ALISTO Engineering evaluated tanks and other corrosive infrastructure and prepared a report with recommendations for coating system specifications and cathodic protection systems. An RFB for re-coating three tanks is being finalized and a cathodic protection project is being defined and added to the CIP.
Water Distribution Improvements	Engineering is completing as-builts for the work completed this year.
Industrial Park Connector	This new ductile iron water pipeline project will connect the Mammoth Mountain RV Park to the Industrial Park to improve water distribution system reliability. This project is in engineering, planning, and right-of-way for a construction start in 2025.

Wastewater Collection Improvements	Engineering is completing as-builts for the work completed this year.
The Parcel Relief Main	Construction is complete. The easement with the Town has been signed and will be recorded after minor edits to match the as-built alignment. A landscaping contractor will repair the irrigation and landscaping this fall and next spring.
Laurel Pond Monitoring Wells and Waste Discharge Requirements	The INF permit is conceptually approved and an RFB will be issued this winter for an early summer construction start (after sage grouse nesting season). UES is reviewing the Laurel Pond Basin Plan Amendment study proposal and making recommendations.
Shady Rest Park Recycled Water	This is on hold while opportunities for using additional recycled water at Snowcreek Golf Course are explored. It may be more effective to work with the Town on an artificial turf replacement project.

Engineering Department Activities

Activities	Status
Ormat CD IV Geothermal Monitoring and Response Plan (GMRP)	Ormat funded a duplicate sampling event for 4Q2024 utilizing WETLAB. Preliminary review suggests there may be deficiencies with WETLAB results, specifically regarding analytes with low detection limits. Ormat will fund another duplicate sampling event for 1Q2025, and UES will conduct a review of the data for the GMRP group. Staff is working with the Forest Service to amend MCWD’s Master Use Permit to add LV-19 and transfer ownership from the USGS.
Out-of-District (OOD) Service	The OOD agreement for existing uses at Sierra Meadows Ranch is ready as soon as an exhibit showing water and sewer uses on the property is submitted. They remain interested in preparing an application for their proposed OOD expansion. The list of OOD commercial customers is under review and RSD is developing a plan to get new OOD agreements in place. Bishop Waste is considering applying for emergency OOD service to haul septage to MCWD from Inyo County and as far away as Olancha.
LAFCO Municipal Services Review (MSR) and Sphere of Influence	Mono LAFCO is slowly working to update special district MSRs. It makes sense to finalize the MCWD update after the 2025 UWMP is complete.
Project Management Training	Updated contract templates from BKS have been posted to the intranet for use by all project managers. With oversight from BKS, Engineering and Admin are working to create RFB/RFP/RFQ templates for easier use by MCWD project managers. Training materials are being drafted for engineering staff and

	managers/supervisors from other departments involved in project management and delivery.
Capacity Fee Study Update	RDN presented a draft report to the Board and the public has been noticed that the Board will consider adopting the report at the January 23, 2025 regular Board meeting (Agenda item C-3). If adopted, new capacity fees will go into effect on April 1, 2025.

Permits with Recent Activity

Project Name	Description	Status
Snowcreek VIII	A Tentative Tract Map for Phase 1 was approved by the PEDC on September 11 th . Engineering staff is working with the developer on the following: <ul style="list-style-type: none"> • Water and Sewer plan review and permitting (in process) • Drafted new 2-year Untreated Water Sale Agreement. See separate staff report (Agenda item C-4). • Negotiate new long-term Recycled Water Agreement • Snowcreek Recycled Water System Engineering Report Update and System Re-design (required from developer/developer’s engineer) 	Permitting
Snowcreek VII	Easements have been signed by HOA. Developer’s bond will be released when the easement is recorded.	Close-Out
Woolly’s Tube Park and MMSA Garage	Construction of the day lodge and disconnection of the garage floor drains was completed fall 2024. MMSA wants to add another bathroom near the bottom of the snow play area which will require a new OOD service agreement.	Construction
The Parcel 2.2	Connection and Construction permits have been issued for Phase 2.2. MCWD is working with the developer to sign a transfer agreement for water mains.	Construction
The Parcel 3	Engineering has provided comments on the Tentative Tract Map and Major Design Review for Phase 3 of the Parcel affordable housing development. Phase 3 will be a “planned unit development”, allowing ownership. MCWD plans to take over the water and sewer mains serving the development as it has done with Phase 1 and plans to with Phase 2.2.	Permit Application Pending

MAMMOTH COMMUNITY WATER DISTRICT

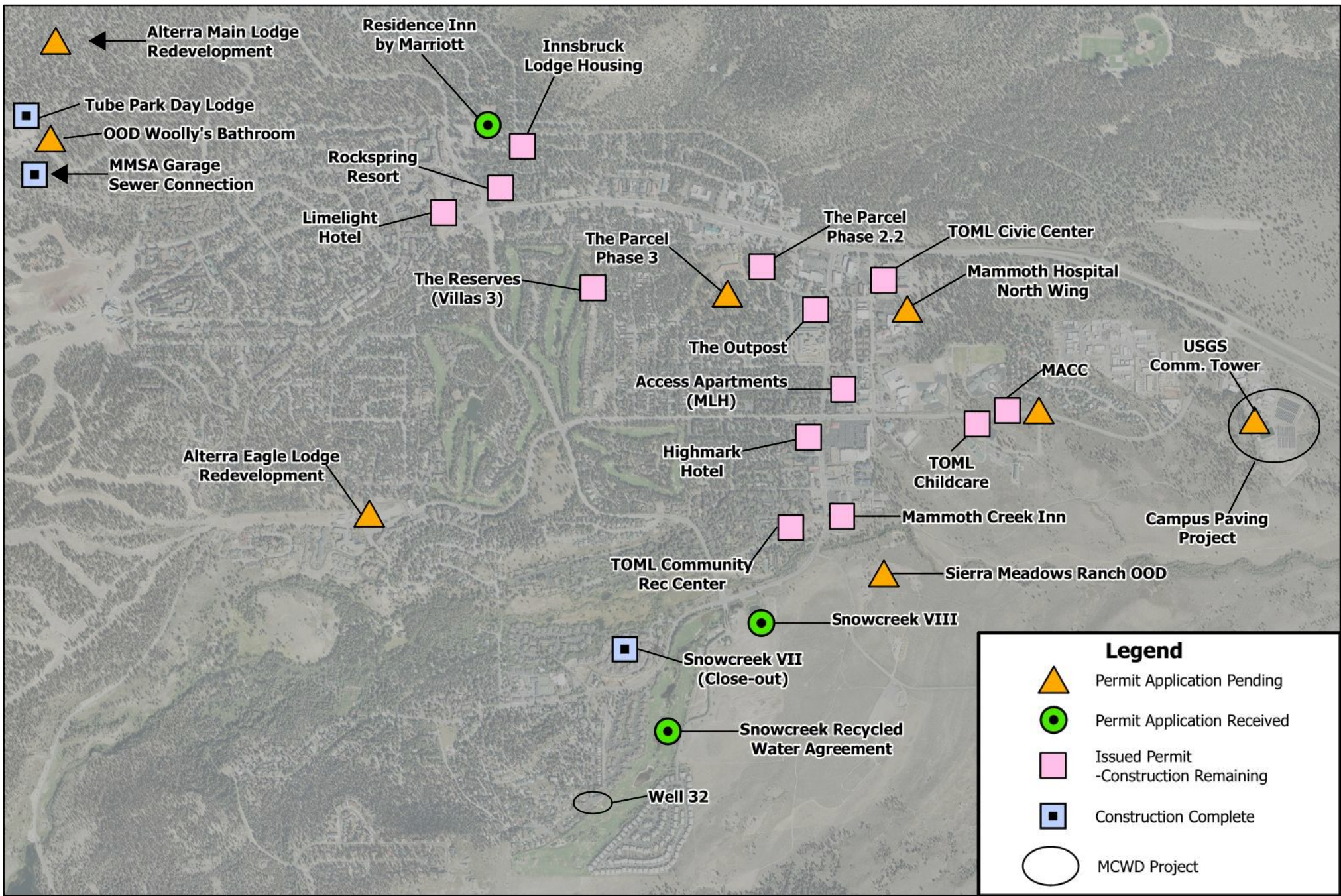
Agenda Item: B-4

Engineering Department Report

01-23-2025

January 2025

The Villas (Obsidian)	Construction of water and sewer mains to be accepted by MCWD is complete. Construction of the remaining private work is ongoing.	Construction
Residence Inn by Marriott	Demolition is complete. MCWD issued construction and connection permits. Foundation work is planned to start Spring 2025. Engineering staff is working with the developer to quitclaim a blanket water easement that is no longer needed.	Permitting
Rockspring Resort (6060 Minaret Road)	MCWD issued a connection permit. Lots of construction is expected in 2025.	Construction
College Pkwy Daycare Center	Project is currently under construction.	Construction
TOML Civic Center	MCWD has issued construction and connection permits for this project. Engineering staff is working with the developer to quitclaim a water easement that is not needed.	Construction
Highmark Hotel (Sierra Center Mall)	MCWD has issued a construction and connection permit for the demolition and “core and shell” phase of this project.	Permitting
Mammoth Arts and Cultural Center (MACC) Edison Theater 100 College Parkway	Mammoth Lakes Foundation, in partnership with other local agencies, is planning an expansion to the Edison Theater located at 100 College Pkwy. The proposed expansion would encroach on a MCWD water main and will require re-alignment of the water main, quit-claiming an existing easement, and granting of a new easement to MCWD.	On-Hold



Mammoth Community Water District
 P.O. Box 597, Mammoth Lakes, CA 93546
 (760) 934-2596 FAX: (760) 934-2143

Land Development Activity and Projects - January 2025

Engineering Department Report



0 500 1,000 2,000 Feet

Executive Summary

ISD and Engineering continue to make good progress on the advancement of the Utility Network (UN) project. All new server architecture is in place and software is currently being configured for the new GIS environment. All District iPads were replaced last month, and new servers have been ordered for the upcoming replacement of the MCWDUB10 and MCWDDC1 servers to complete the FY25 Workstation Replacement Program. ISD, working with the General Manager's Office, also finalized two new Administrative Policies that went out to staff at the December All-Staff Meeting, one for District Security Cameras and an Artificial Intelligence (AI) Policy. In addition, a significant fiber upgrade for the Administration, Engineering and Wastewater Treatment Plant (WWTP) buildings is being planned. Please see below for further details.

Hardware Systems

- *SCADA System* – The MCWD SCADA system is performing well. Routine maintenance was performed on the system and new staff have been added and trained in secure access protocol.
- *AMI System* - The Automated Meter Infrastructure (AMI) Committee continues monthly meetings to support the health of the District R450/R900 systems. Both R900 and all five R450 collectors are functioning properly, and the AMI system maintained a 97.5% read rate as of January 15, 2025. Staff recently completed modem upgrades at both R900 collector sites. Staff will continue to utilize the monthly meetings to optimize the District AMI system.
- ISD configured the old MCWDSVR12 and new GIS server hardware with three virtual machines each in support of the District GIS Utility Network project. The District is running six virtual machine servers from these two hosts to support the new GIS Utility Network system architecture. All hardware and software components have been installed, and secure network access and SSL certificates have been configured for these machines.
- The current FY25 Workstation Replacement Schedule remains on track. Two corporate servers, MCWDUB10 and MCWDDC1 were recently spec'd and ordered with setup pending over the next couple of months. iPad replacements were completed during the past month as well. Overall, twenty-seven new iPads were deployed for District staff and Board. All data plan iPads have been transitioned to the District First Net account and the more costly Verizon account has been cancelled. The FY25 Workstation Replacement Schedule will be completed within budget and on schedule upon the deployment of the two new servers. Surplus iPads and desktop PCs were wiped and delivered to CBT for public resale per the District Surplus Goods Policy.
- Ongoing hardware support, maintenance, and updates.

Software Systems

- ISD is moving forward with Tyler Professional Services to optimize the EnerGov Permitting and Licensing (EPL) module and conduct the upcoming Crystal Reports to SSRS custom report conversion plan. MCWD utilizes six custom reports within the EPL software and will incorporate the permit process changes and fees resulting from the recent connection/capacity fee study (Agenda Item C-3). If adopted, the new rates and fees will be incorporated into the software with a go-live date set for April 1. ISD also updated General Ledger codes within EPL per the request of the Finance department.

- *Monthly Tyler Integration and Customer Service Meetings* - The goal of the meetings is to ensure continuous collaboration between ISD, RSD, Finance, and Administration for all Tyler software integrations and customer outreach initiatives. It is a forum to raise issues that concern billing, public relations and customer service processes and develop strategies for resolution. Staff are currently meeting with Tyler representatives to discuss potential solutions for instances when Neptune data interruptions can cause alert notification issues within the Tyler portal.
- Renewed Manager Plus Lightning asset management software under new three-year agreement.
- Renewed and co-termed all Trimble GPS hardware and software annual agreements.
- Ongoing software support, maintenance, and updates.

Administrative

- *Safety and Security Committee* – The MCWD Safety and Security Committee conducted their regular quarterly meeting in November and is working to implement physical and digital security recommendations as needed. The Committee recently reviewed the CISA SAFE Assessment and conducts regular digital checkups, as well as routing web traffic through the Protective Domain Name System (DNS) service. The Committee is increasing campus physical security measures and improving the MCWD security camera system but is still awaiting the rollout of the new county-wide CRIS (California Radio Interoperable System) radio system. ISD also rolled out two new security related Administrative Policies at the December All Staff meeting, a Security Camera Policy and an Artificial Intelligence (AI) Policy. The purpose of the Security Camera Policy is to regulate the use of closed-circuit television (CCTV) cameras or other video equipment used to monitor and record public and restricted areas for the purposes of safety and security. The AI Policy establishes a comprehensive, yet flexible, governance structure for AI systems used by, or on behalf of, MCWD. This policy enables the District to use AI systems for the benefit of the community while safeguarding against potential harm. The next Safety and Security Committee meeting is scheduled for February 12.
- ISD is assisting Line Maintenance in the evaluation and selection of a new CCTV Sewer Truck System. Staff are investigating all options for the replacement of this significant asset used to perform regular maintenance. The goal will be to utilize as much existing camera hardware as possible with a new TV box truck platform and evaluate the potential for a migration of the sewer TV software to a new provider as well. In addition, the TV van software will be a critical integration for the new Utility Network GIS schema and will need to undergo re-implementation.
- Conducted onboarding and offboarding activities for staffing changes related to the following positions: two Line Maintenance Workers, one Mechanical Maintenance Worker and an Engineering Intern.
- Created a new electronic web survey form on the MCWD website for the submission and collection of lead and copper service line inventory data from customers. All survey results are emailed to Regulatory Services for further reporting and follow-up activity.
- Performed file recovery from nightly MCWDSVR12 backup for mistakenly deleted file by Wastewater Operations.
- Researched backup cameras and sensors for MCWD vehicle fleet per Personnel Services request. ISD will discuss results and recommended action at the next Safety and Security Committee meeting.

- Completed all ISD Operating and CIP budget activity, the FY26 Workstation Replacement Schedule, as well as finalized all Information Services strategic plan items.
- Conducted Office 365 maintenance, distribution group and email account administration.
- Continued administration of VoIP phones, iPads and laptops.

Network and Cybersecurity

- *ISP Redundancy and Failover* – All redundancy and failover measures are in place and functioning properly. The next improvement project for the District network will be related to the upcoming fiber upgrade project and involve new patch panels with spare fiber runs and network switches to support a 10GB network.
- *CISA Cybersecurity Activity* – ISD continues to work with the Cybersecurity and Infrastructure Security Agency (CISA) to reduce MCWD's exposure to cyber threats. MCWD receives weekly Cyber Hygiene reports and Web Application Scanning (WAS). MCWD also routes all network traffic through the Protective DNS services to detect and prevent cybersecurity threats and mitigate vulnerabilities more effectively. ISD is sensitive to keeping District data and property secure given the current cybersecurity environment and recent attacks on government IT systems.
- ISD has ordered materials and conducted pre-planning for the first phase of a comprehensive fiber/network upgrade for the District campus. The project will involve running and terminating new fiber lines to the Administration, Engineering and WWTP buildings. New conduit lines are being installed and fiber to the Administration Building will be pulled soon. All runs will be installed to support a 10GB District network backbone for long-term needs. The repair of the Administration Building fiber between the Admin East Switch and the MCWD Server Room will be the first phase of this project and will take place in the coming months. The Engineering and WWTP runs will likely be completed this coming summer. New fiber lines will be pulled and installed on network patch panels all the way back to the point of entry at the server room for all three fiber runs.
- ISD continues to manage Multi-Factor Authentication (MFA) security protocols and deploy new cybersecurity campaigns for all staff on the MCWD network. All staff participate in regular monthly training to prevent common industry threats.
- ISD continues to facilitate the MCWD Password Program and requires users to regularly change their passwords using secure password managers for all staff.
- Managing remote access client connection software and devices, administering additional machines and users as necessary for remote access.
- All network systems are secure, no data loss or intrusions.

GIS

- *Utility Network* – The UN Project continues to progress on schedule. The project is a one-time modernization of the District GIS system and will be utilized as a planning and management tool for upcoming capital improvement projects (CIP). Over the past two months, all necessary servers have been configured to facilitate the new UN environment. All SQL licensing, SSL certifications and network protocols have been configured on the new architecture. Engineering and GIS staff also remain busy cleaning and consolidating data asset group types prior to migration into the UN model. Several new domains and subtypes have been created for managing the data according to industry best practices. The project remains on track for Fall 2025 completion.

- ISD and Engineering continue to edit GIS data per consultant recommendations using the ESRI Data Reviewer tool in preparation for the UN migration. Staff have been discussing current and future Feature Class architecture and Asset Groups and Asset Types for the pending migration of MCWD GIS layers into the model.
- ISD received and downloaded AmeriGas mapping layers for several Town of Mammoth subdivisions. MCWD met with MLFPD to discuss collaborative mapping projects and will continue Fire Flow and Hydrant Dig mapping projects. MCWD offered support for any future propane mapping and will await further requests from MLFPD towards those efforts.
- Delivered MCWD Facilities GIS data and Operations feedback to Whitebark Institute for consideration regarding upcoming fuels reduction work in the Coldwater Campground, Mammoth Motocross and Dry Creek units.

MCWD Websites

- Continued maintenance and security for all MCWD web platforms: MCWD Internet, MCWD Intranet, and MCWD GIS Portal.
- Postings or updates to Internet/Facebook sites:
 - Mammoth Creek Streamflow Data ending 11-30-24 and 12-31-24.
 - All Board meeting minutes through current.
 - Posted all November Board meeting materials.
 - Posted December Board meeting Notices of Cancellation.
 - Created and posted Lead and Copper Service Line Inventory Survey form.
 - Posted Line Maintenance Worker and Mechanical Maintenance Worker job bulletins.
 - Posted 1/7 Special Board Meeting agenda and materials.
 - Conducted quarterly web review activity with department heads for current content.
- Postings or updates to Intranet site:
 - Performed general maintenance, updated department pages, staff schedule, and phone contact list.
 - Updated MCWD Expense Report with 2025 mileage rates.

Administration

- Continuous and ongoing activities associated with day-to-day administration, including but not limited to:
 - Administrative, organizational, and operational policy development, guidelines, implementation, and related day-to-day projects
 - Non-personnel and personnel-based legal matters, e.g., ADA/FEHA, COBRA/CalCOBRA, etc.
- Legislative/Client Update 12/2024 & 01/2025 (provided by LCW/CSDA):
 - None to report at this time

Workforce Planning

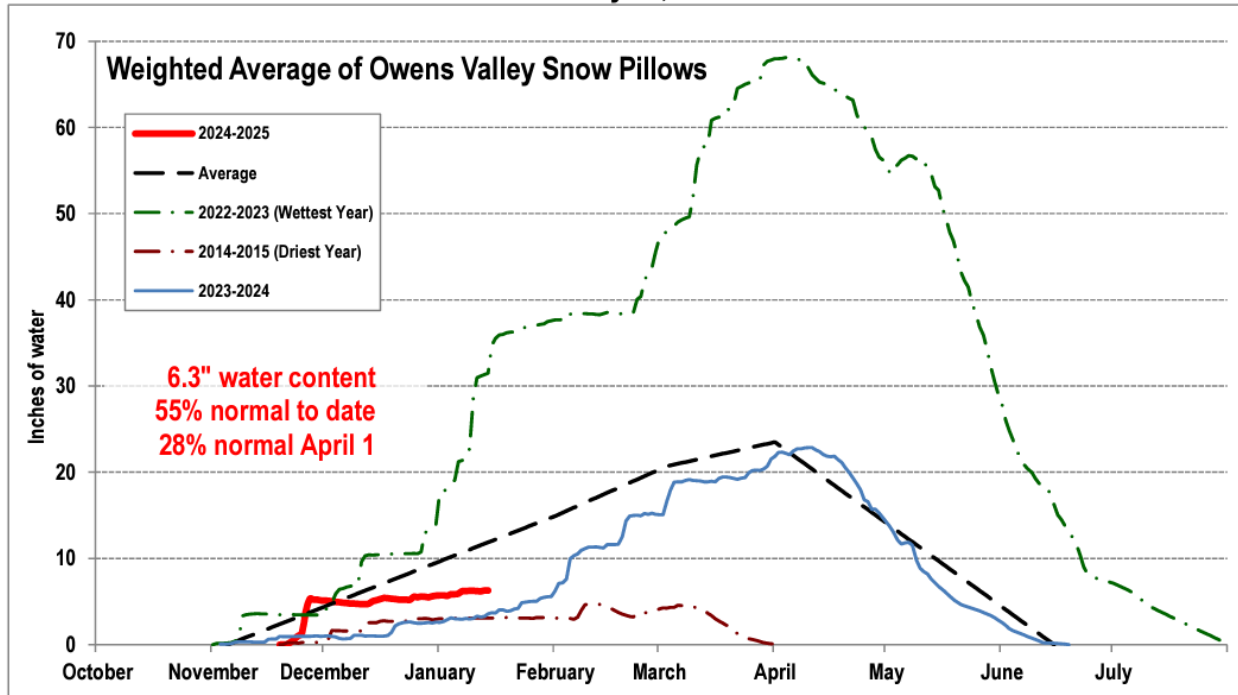
- Effective Tuesday, 01/07/2025, please welcome Lyndsey Cox, Line Maintenance Worker I, Line Maintenance Division, Maintenance Department
- Effective Thursday, 01/16/2025, please congratulate Kyle Burnett on his promotion to Wastewater Treatment Plant Chief Operator, Wastewater Treatment Division, Operations Department
- Effective Tuesday, 01/21/2025, please welcome Aaron Hutton, Line Maintenance Worker I, Line Maintenance Division, Maintenance Department
- Ongoing administration of three recruitments for positions in the Maintenance Department
- Facilitated L'Abri Condominiums Owners' Association Regular Board Meeting on 01/21/2025

Risk/Safety/Training

- Risk/Safety:
 - Processed safety tailgate and wellness activity logs for 12/2024 & 01/2025 safety incentive program
 - Completed monthly restock of Cal/OSHA compliant first aid safety kits at all locations
 - Continuous and ongoing activities associated with the Injury and Illness Prevention Program written program development and guidelines
 - Continuous and ongoing activities associated with manual to electronic conversion of Cal/OSHA required Hazard Communication Safety Data Sheets (SDS)
 - Claims received and/or processed:
 - One claim received and processed
- Training:
 - Webcasts/onsite/offsite training processed, provided, attended, and/or proctored this month:
 - CISA – Active Shooter Preparedness Webinar 12/04/2024
 - LCW – Finding the Facts: Employee Misconduct & Disciplinary Investigations 12/05/2024
 - OSTs – Planning Your 2025 Safety Program 12/16/2024
 - ACWA JPIA – Hot Java & HR Topics: New Employment Laws 12/19/2024
 - LCW – A Guide to Implementing Public Employee Discipline 01/23/2025
 - ACWA JPIA – Hot Java & HR Topics: Have You Developed Your Annual WVPP Training? 01/16/2025
 - ACWA JPIA – Virtual Sexual Harassment Prevention for Staff 01/21/2025
 - CPS HR Consulting - Developing Your Succession Planning Program 01/22/2025
 - LCW – A Guide to Implementing Public Employee Discipline 01/23/2025

Conservation

**EASTERN SIERRA
CURRENT PRECIPITATION CONDITIONS
January 14, 2025**



Water Supply Outlook

As of January 14, 2025, Eastern Sierra Current Precipitation Conditions reported 12.5 inches of water content at Mammoth Pass, equating to 60% of normal to date and 29% of normal for April 1. The above graph shows the weighted average for all Owens Valley snow pillows, which is slightly above levels from last winter. Snowfall in November and December established a snow base better than last year’s, however since January 1, 2025, the Sierra Nevada has been holding a pattern of perpetual sun, with no sign of a storm in the forecast. The conditions are consistent with a La Niña weather pattern that favors Northern California with wetter conditions, leaving the southern parts of the state drier.

Leaks

In November, staff successfully notified 41 customers about leaks, and in December, 48 customers were informed using WaterSmart’s advanced leak detection software. Staff continue to actively engage customers through direct messages via WaterSmart and providing a link to the Tyler Customer Portal. This portal allows customers to enroll in consumption notifications and monitor their water usage. Notably, all customers who were notified of leaks addressed and resolved the issues within the same month.

Rebate Program

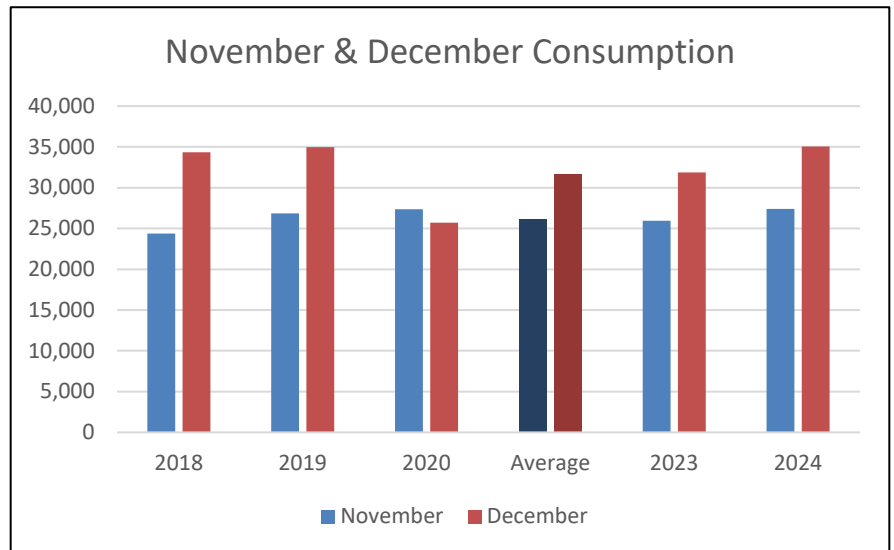
The FY25 Indoor Rebate Program is continuing to be utilized by customers and advertised on the radio and on the MCWD website. In November, 11 applications were received, and 9 were received in December. The table below displays the results of the program thus far, along with the previous three years for comparison.

Regulatory Services Division (RSD) continues to work on an amendment to the Water Code that will consolidate and further define the rebate programs.

Indoor Rebate Program	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021
Applications Processed	95	121	116	199	235
High-efficiency Toilets	93	112	186	223	289
Clothes Washers	14	18	25	32	30
Dishwashers	18	22	38	33	57
Estimated Annual Savings (gallons)	439,761	608,004	944,387	1,458,643	1,715,822
Rebate Awards	\$27,001	\$33,388	\$48,612	\$82,437	\$75,439

MCWD Customer Water Consumption

The chart to the right illustrates water consumption for November and December, alongside data from 2018, 2019, and 2020, which were used to calculate the average consumption. For comparison, the chart also includes consumption data for 2023. Water Conservation Level 0, established by the Board in March 2024, imposes no reduction requirements. Compared to the historical average, water consumption in November increased by 5%, while December saw an 11% rise. The increase in consumption during both months can be attributed to winter storms, which led to a surge in Town visitation and, consequently, higher water usage.



Regulatory

Fats, Oil and Grease Control Program (FOG)

(RSD) continues to conduct regular inspections and monitor grease interceptors. Staff completed 9 inspections in November and issued no violations. One new Food Service Establishment (FSE) and one new food truck, not connected to the water or wastewater system, were permitted. RSD completes inspections of food trucks to ensure no connections are made. One FSE closed in November and a final FOG inspection was carried out to ensure no waste remained. In December, 13 inspections were completed and no violations were issued. One new FSE was permitted.

Cross Contamination Control (Backflow) Program

To date, there are a total of 1,916 backflow assemblies in the system and 160 assemblies are inactive (replaced, removed, disconnected, or not in use). A total of 62 waivers, exempting customers from the test requirement were issued in 2024. Waivers can be granted when a customer removes the hazard at the property, such as landscape irrigation. One assembly remained untested for 2024; staff was informed by

the tester that a replacement assembly will be installed for this customer as soon as it is delivered and is expected by the end of January 2025. In 2024, 1,269 past due notices were sent to customers, followed by 723 final notices, and then 111 shut-off notices. 59 shut-off notices were provided via mail and seven shut-off notices were hand-delivered to properties. A total of 23 irrigation assemblies were not tested because the systems had been winterized prior to receiving a shut-off notice. These customers have been informed that they will be required to have the assembly tested and in working condition prior to irrigating in 2025.

RSD staff have updated the test report template, removing outdated and unnecessary information, and continues to update records to remove inaccurate and conflicting information, coordinating with the IT and Mechanical Maintenance Departments as necessary. Notices for 2025 test reports will begin going out at the end of January, with the earliest due dates set for March 7, 2025.

Local Agency Formation Commission (LAFCO)

There has been no update on the Mono LAFCO Municipal Service Reviews (MSRs) for MCWD.

Mono County Local Hazard Mitigation Plan (Plan)

On November 6, staff attended the first stakeholder meeting where the planning process was outlined. Stakeholders have been asked to provide information about their vulnerabilities and other key elements to include in the Plan by January 31, 2025. Staff also participated in the second meeting, held on December 11, where the topic of mitigation strategy planning was discussed. Mitigation Strategies include mitigation goals, actions (projects), and funding sources, and is considered the “heart of the plan”.

RSD staff is in the process of compiling the requested information and will be meeting with Department Managers for additional input to submit by the deadline.

Lead and Copper Rule (LCR/The Rule)

RSD and Engineering staff have been working on compliance reporting for this EPA regulation. The Rule requires water districts to identify privately-owned sources of lead and copper within the system to protect public health. The District has record of its system and lateral materials, however the Rule requires staff to compile data and verify customer’s private connections.

Staff met the EPA’s deadline of October 16, 2024, for submitting an initial inventory, and has met the November 15 deadline for noticing customers with unknown service lateral materials, and requested customers complete a digital survey identifying interior service line material. Notification to customers was provided via emails and mailed letters. A page on the District’s website has been created to disseminate information about the requirement and includes a link to the survey. Approximately 100 responses have been received, and staff continue to field customer questions on a weekly basis. Staff is working to record responses and will conduct additional outreach to non-responsive customers prior to spring.

Making Water Conservation a California Way of Life

RSD met the January 1, 2025 deadline to complete and submit this report. While MCWD is required to submit this report annually, there is currently no mandated water use reduction for the District. Staff will continue to track reporting details included in this report, and review State assumptions that are based on MCWD’s reporting of annual water use, state monitoring programs, state efficiency metrics, and state research.

Public Affairs and Outreach***Out-Of-District Service Agreements***

RSD continues to work with Administration and Engineering staff to obtain updated service agreements for Out-Of-District (OOD) commercial customers. Accounts are being grouped by ownership type and prioritized based on service needs. The next step will be to tailor the agreement template to each individual customer's circumstances and obtain signatures. Any OOD customers requesting new service from the District will be required to sign the agreement prior to any permit issuance.

Any existing OOD customer wishing to expand their operation, i.e., adding new services, will be required to submit an OOD Service Expansion Application. The application, and a CEQA determination, will need LAFCO review and approval by the MCWD Board.

In early December, the District received an inquiry from the Lahontan Regional Water Quality Control Board (LRWQCB) about acceptance of septage waste from Out-Of-District septic haulers. The sewer ponds at the Bishop Sunland Landfill are currently at capacity, raising concerns about the potential for illegal dumping in Inyo County. In response, staff explained that providing Out-Of-District service such as this would be discretionary and subject to CEQA and LAFCO approval, and the MCWD Out-of-District Water and Sewer Service Policy was shared.

Later in December, a request from an Out-Of-District septic hauler to temporarily accept water and sewage collected from areas within Inyo County was received. Staff provided the business with the application for New or Expanded Out-of-District Service and has not yet received a response. The service may be classified as a temporary emergency service, which the General Manager has authority to grant subject to reporting and feedback from the MCWD Board of Directors. Granting an emergency service will be subject to the Policy to the extent applicable and feasible as determined by the General Manager and stated in a written agreement or order granting the request. Furthermore, the applicant must notify the Mono County LAFCO of the request. Staff are awaiting a complete application from the hauler to determine next steps and will inform the Board as necessary.

Inyo National Forest Service Affairs

On December 7, the General Manager and RSD Manager met with the District Ranger and Lands Specialist to discuss District projects and goals relevant to the Inyo National Forest (INF). The meeting provided both agencies with valuable insights and feedback that will drive the efficient progress of current and future projects. District staff would like to continue meeting with INF staff on a quarterly basis and is working to schedule the next meeting in late February/early March.

Conservation Advertisements

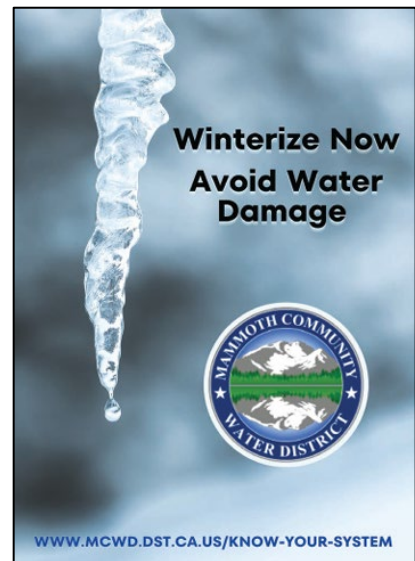
RSD continues to utilize MCWD social media platforms, Facebook and Instagram, to share pertinent information and repost information shared by partner agencies when appropriate.

The adjacent ad was placed in The Sheet newspaper during the month of November to encourage customers to winterize their properties to prevent damage. In December, an ad of the same design with the text “Don’t let a water emergency dampen your holiday! Ensure your contact information is current” was published.

In January, ads in The Sheet and on social media will be published urging customers to sign up for, and utilize features in the Customer Portal on the District’s website. The ads coordinate with the Finance Department’s campaign to increase use of the Customer Portal. To date, approximately 1,700 customers have enrolled in the Customer Portal.

Press Release

A press release was issued in November to inform the public of the EPA Lead and Copper rule and the steps the District is taking to meet requirements. In December, a press release was issued titled, “Make Water Conservation a New Year’s Resolution”, as a reminder for the public to consider water conservation during their daily activities.



The General Manager's report is designed to summarize important District activities and to highlight developments that may require Board action in the future.

Key items for the past two months included participation in the Mono County Multi-jurisdictional mitigation planning process, MCWD strategic planning, work on the connection fee study, budget development, evaluation of recycled water use, workforce planning and reviewing District policies.

Other ongoing items included working with the local development community, supporting District Capital construction project development, local agency meetings, groundwater monitoring related to geothermal pumping, and working with state regulators on the District's waste discharge requirements.

Departmental / General

Staff Resources and Management

- Held monthly General All-Staff, Board Staff, and Senior Management Staff meetings.
- Engineering, Operations, and Maintenance hold weekly collaborative meetings, reporting on and tracking progress of current and future capital projects and programs.
- Discussions with management staff regarding short-term and long-term workforce planning strategies are on-going. Considerations for both current and anticipated vacancies, specific workflow needs to support District operations, department head input and recommendations, along with agency benchmarking comparisons.

District Employee Home Purchase Assistance and Rental Programs

The Mammoth Community Water District (MCWD) values its employees and has two policies which address local housing challenges. The policies include an Employee Home Purchase Assistance Policy to facilitate home ownership for District employees and a Housing Rental Policy which offers District-owned rental housing opportunities in or near the town of Mammoth Lakes. Both policies are designed to promote and support retention and also provide an incentive for recruiting potential employees to ensure the District maintains the most skilled and professional workforce possible.

- The District currently has 12 employees participating in the EHPAP program: 7 in the shared value option, 3 in the shared value/loan option, and 2 in the loan only option. Two additional employees are currently looking for potential properties which would utilize this program.
- The District currently has 11 rental units occupied by MCWD staff. The District maintains a waiting list which currently has 4 staff members who are interested in District owned rental units. District management staff continue to monitor local economic conditions for potential opportunities to increase the number of rental units available for staff.

Water Conservation and Supply Update

Staff continually monitor the District's water supply and demand conditions and based on this analysis make recommendations to the Board regarding water conservation levels. The District's various levels of water conservation measures are designed to balance water use with ongoing conservation needs for maintaining a consistent water supply for our community during both heavy water years and drought years.

The Operations Superintendent's water supply analysis, which evaluates surface and groundwater conditions and projects supply and demand ratios, shows that the District will have an adequate supply to meet demand for the

first quarter of 2025. The report also recommends that the District remain at Water Conservation Level 0. Reports will be provided monthly through the end of the April 1, 2025 winter water season.

Water and Wastewater

Water Operations continues to balance surface and groundwater water supply sources for meeting the community's water supply demands.

Total water produced in December 2024 was 41.2 million gallons, which is up from the 39.6 million gallons produced in December 2023. Water sources included 99% surface water, 1% groundwater and 0% recycled water. Currently, Lake Mary has a balance of 356 ac/ft, which is 60% of the District's total surface water storage capacity of 606 ac/ft.

Total wastewater treated in December 2024 was 48.4 million gallons, which is up from the 45.2 million gallons treated in December 2023. (See B-1 Operations Department Report for more details.)

Financial Management

The District's 2025 fiscal year continues to reflect revenue tracking above budgeted projections with expenses tracking below budgeted projections. Finance Department activities focused on developing the FY 2026 budget. (See B-3 Finance Department Report for more details.)

Letters of Support, Contracts, and Agreements

- Signed a MOU for cost sharing with the TOML to lower and then raise surface features required for facilitating a TOML paving project in the amount of \$161,000.
- Signed Change Order #1 with Spies Construction for additional work and asphalt quantities in the amount of \$235,574.50.
- Signed Change Order #1 with Avineon for additional work on the Utility Network project in the amount of \$32,645.

Departmental Activities

- Engineering Department staff continue supporting operations and maintenance activities along with working on the many active and planned construction projects at the District and throughout the community. (See B-4 Engineering Department Report for more details.)
- Regulatory Services Division staff continue to provide regulatory support for community fuels reduction projects, conservation efforts monitoring and notifying customers of water leaks, processing rebates, administering Backflow and FOG programs, and PR/advertising support. (See B-7 Regulatory Services Division Report for more details.)
- Personnel Services Department activities included onboarding new employees, updating job descriptions, workforce planning, and communicating with L12 Union as needed. (See B-6 Personnel Services Department Report for more details.)
- Information Services Department staff continue to support all of the District's technology needs. (See B-5 Information Services Report for more details.)
- Operations Department staff continue to monitor water and wastewater production for compliance with all State Water Resources Control Board regulations. (See B-1 Operations Department Report for more details.)
- Maintenance Department staff continue working on in-house construction project activities and meeting maintenance goals and requirements. (See B-2 Maintenance Department Report for more details.)

Projects/Related

Wild land Fire Mitigation Support and Planned Projects

The General Manger and District staff continue to look for opportunities to support wildland fire mitigation efforts. These efforts currently include:

- Corridinating with the MLFD and USFS on a new project which will add fire hydrants early this summer in key perimeter locations in the Lakes Basin, Old Mammoth, and on the Scenic Loop. The new hydrants will further support fire suppression efforts in the event of a wildland fire.
- Planning a project for this summer which will increase the defensible space adjacent to MCWD facilities.
- Participation in Mono County Multi-jurisdictional planning process.
- Quarterly meetings with the TOML, MLFD and USFS management staff discussing opportunities for coordinating local agency hazard mitigation efforts.
- Continued participation in the Whitebark Institute's Eastern Sierra Climate and Communities Resilience Project (ESCCRP) and associated Financial Advisory Team meetings.
- MCWD, along with other local stakeholder agencies, signed an MOU with Blue Forest Financial to explore stakeholder benefits related to expanding funding options for forest fuels reduction projects. Blue Forest Financial will study and report how forest fuels reduction projects benefit local stakeholders related to funding. Blue Forest utilizes this approach to assign agencies with potential funding responsibilities managed through a forest resilience bond. A forest resilience bond could ultimately provide additional forest treatment capacity.

Water and Wastewater Capacity/Connection Fee Study

The need to update the District's 2019 water and wastewater connection fee study was identified earlier this year, and the project is now well underway. RDN consultants, working with staff and a Board ad-hoc committee have completed the draft study. The draft study has been publicly available on the District's web-site since January 8, 2025. The Board will consider adopting the study and associated new connection fee structure under agenda item C-3. This would allow the updated fee structure to be implemented in alignment with the beginning of the fiscal year 2026 budget.

Capacity fees, also known as connection or developer fees, are one-time capital charges assessed against a new development to recover the proportional share of capital facility investment previously constructed or planned to be constructed to accommodate growth. Capacity fees are codified in the California Code and must reflect a link between the fee and the benefit received by a new connection to the system.

Snowcreek Recycled Water Agreement

District staff are working with District general counsel and a Board ad-hoc committee to review Snowcreek's current recycled water agreement and develop potential terms for including recycled water delivery to the proposed Snowcreek VIII development.

This group will consider the many items involved with irrigation at the existing golf course and proposed Snowcreek VIII development with a goal of maximizing the use of recycled water. The MCWD Board approved a request from the developer to temporarily deliver raw water to irrigate the Snowcreek Golf Course while the existing recycled water pond is relocated over the next two construction seasons. The Board will consider raw

water delivery terms under Agenda item C-4. (See B-4 Engineering Department Report for more details on recycled water.)

MCWD Code and Policy Review and Update

MCWD staff and the Board ad-hoc committee continue to work on reviewing and updating the District's Code and policies. This extensive project will bring the District's Code into alignment with current laws and practices.

The MCWD Code Book has three chapters remaining. Staff and legal counsel are currently working on extensive updates to Chapters 11 and 12, the MCWD Sewer Code and Water Code respectively. The current focus is to restructure the two Codes related to Engineering permit fees. These fees are being restructured to align more closely with the District's actual permit process and will also lead to a revision in the Master Fee Schedule. As part of this proposed restructuring, Chapters 11 and 12 would be repealed and renamed as the MCWD Sewer Code and the MCWD Water Code respectively. The final remaining chapter contains procedures for environmental review of District projects. Staff have started working on the policy to replace the Code language and it should be ready for Board review and adoption in the coming months.

Staff also continue working with the ad-hoc committee to meet policy requirements for frequency of review. The Personnel Policy, which has a requirement for annual review to stay current with any new labor laws, has been reviewed and is being brought to the Board for adoption in Agenda item C-6.

LAFCO Municipal Services Review (MSR) and Sphere of Influence Recommendation

District staff have reviewed and provided comments on the draft MCWD MSR prepared by Mono LAFCO. The MSR and any recommendations may influence future policy decisions related to water and sewer service for the greater Mammoth area including the Mammoth Mountain Main Lodge Redevelopment Project. (See B-7 Regulatory Services Department Report for more details.)

Alterra/MMSA Main Lodge Development

Alterra/MMSA has proposed a Main Lodge redevelopment Master Plan and submitted environmental scoping documents for their project to the TOML which listed a new on-site package treatment plant and MCWD as the two potential alternative solutions for handling their wastewater needs. The District provided comments on project scoping documents and will continue to stay apprised of any potential changes as the project develops. Alterra/MMSA staff have communicated to MCWD that their current preference is the on-site package treatment plant option. (See B-4 Engineering Department Report for details.)

MCWD Water Discharge Requirements (WDR)

District staff is working with Lahontan on a proposal by MCWD for completing a study of the Laurel Pond area to better identify the appropriateness of specific use classifications. Specifically, Lahontan staff expressed concerns regarding the sampling depth of the recently constructed Laurel Pond monitoring wells and are working with District staff on a plan to add additional wells. Once the new wells are completed, the proposed study would likely take up to five years. Following the study period Lahontan will provide comments on Laurel Pond's use classification and potentially update the District's WDR which has the associated potential for treatment process changes at the WWTP. (See B-4 Engineering Department Report for more details.)

AGENDA ITEM

Subject: Elect the Board President, Vice President, and Assign Board Committee Members for 2025

Information Provided By: Mark Busby, General Manager

Background and Discussion

In January of each year the Board of Directors selects a President, a Vice President, and assigns members to the standing committees. Additionally, if the need for an ad-hoc committee is anticipated in the coming months, that committee can be assigned at this time.

Standing Committees

Each standing committee has two members assigned as well as an alternate. The District's current standing committees are as follows: Technical Services, Finance, Investment, Employee Housing, and Long-Range Planning.

Of these standing committees, the Finance and Technical Services Committees meet monthly, usually a day prior to the regular Board meeting which is held on the third Thursday of each month. The Investment Committee, whose members are the same as the Finance Committee, meets quarterly while the Long-Range Planning (LRP) and Employee Housing Committees typically meet annually or on an as-needed basis.

The LRP Committee was originally formed to meet periodically with the District's local peer agencies to collaborate on current and future topics of mutual interest. Over time these collaborative efforts have evolved to where the committee meets solely with District staff during the early stages of strategic plan development each December. In 2024 it was suggested that the full Board workshop for strategic planning, historically held near the end of the annual process in January, replace the LRP meeting held in early December to allow the full Board to provide input earlier in the strategic planning process. Holding the Strategic Plan Board Workshop this past December was very productive and moving forward will become an annual occurrence. For this reason, staff are recommending the LRP Committee be dissolved.

Ad-Hoc Committees

Periodically, there is a need for an ad-hoc committee to work with staff on a specific subject matter for a limited period of time. When the need arises, the Board President will assign no more than two directors to an ad-hoc committee.

Currently, there are three active ad-hoc committees. In 2024 the Board formed: 1) The Recycled Water Committee to work with staff on possible options for expanding the District's recycled water program and to ensure consistency in the agreements with the recycled water customers. 2) The Connection/Capacity Fee Study Committee to work with staff to hire a consultant to conduct a thorough study with the goal of updating the District's connection or capacity fees. 3) The Code/Policy Committee, formed in 2022, to work with staff and the District's legal counsel to update the outdated Code language and develop necessary policies to support sections of the Code and District operations. The Code/Policy Committee's purpose has evolved and there is a need for it to be ongoing, therefore staff recommend that it be made into a standing committee.

Later in 2025 staff will need to begin preparations for the MOU negotiations with the Local 12 Union scheduled in early 2026. Therefore, staff are requesting the appointment of an ad-hoc committee to support negotiations.

Other Board Assignments

The Mono Local Agency Formation Commission (LAFCO) has two Special District members and an alternate that are elected by all Special Districts within Mono County every four years. Director Cage was elected to a four-year term in 2022, and Director Thompson was appointed to a four-year term as an alternate in 2024. No action is required in 2025 for LAFCO membership.

Per MCWD Board policy one Board member shall serve as a trustee of the District’s Pension Plan. This trustee is determined by the MCWD Board of Directors and confirmed by resolution each January as a separate agenda item. Agenda item C-2 at this meeting addresses this subject.

Past Board Assignments - 2024

<u>Position / Committee (standing)</u>	<u>Member/s</u>	<u>Alternate</u>
President of the Board	Tom Smith	
Vice-President	Tom Cage	
Board Secretary	Mark Busby	
LAFCO Representative	Tom Cage	Gary Thompson
Pension Representative	Tom Cage	<i>None</i>
Finance	Tom Cage, Elizabeth Hylton	Tom Smith
Investment	Tom Cage, Elizabeth Hylton	Tom Smith
Technical Services	Dennis Domaille, Gary Thompson	Tom Cage
Employee Housing (EHPAP)	Tom Smith, Gary Thompson	Elizabeth Hylton
Long-Range Planning	Dennis Domaille, Tom Cage	Gary Thompson
<u>Committee (ad-hoc)</u>		
MCWD Code Book/Policy	Tom Smith, Dennis Domaille	<i>None</i>
Connection/Capacity Fee Study	Tom Smith, Dennis Domaille	<i>None</i>
Recycled Water Agreements	Tom Smith, Elizabeth Hylton	<i>None</i>

Board Assignments for 2025

<u>Position / Committee (standing)</u>	<u>Member/s</u>	<u>Alternate</u>	<u>Action</u>
President of the Board			Elect
Vice-President			Elect
Board Secretary	Mark Busby		<i>n/a</i>
LAFCO Representative	Cage	Thompson	<i>n/a</i>
Pension Representative		<i>None</i>	ACTION under C-2
Finance			Appoint
Investment			Appoint (<i>same as Finance</i>)
Technical Services			Appoint
Employee Housing (EHPAP)			Appoint
MCWD Code Book/Policy (<i>NEW</i>)			Appoint
Long-Range Planning (LRP)	XXX	XXX	DISSOLVE

<u>Committee (ad-hoc)</u>	<u>Member/s</u>	<u>Alternate</u>	<u>Action</u>
MCWD Code Book/Policy	Smith, Domaille	<i>None</i>	<i>Dissolve (replace with Standing)</i>
Connection/Capacity Fee Study	Smith, Domaille	<i>None</i>	<i>n/a</i>
Recycled Water Agreements	Smith, Hylton	<i>None</i>	<i>n/a</i>
MOU Negotiations with L12			Appoint

Requested Action

Staff request that the Board elect a President and Vice President for 2025. Then it is requested that the President appoint the 2025 committee members (both standing and ad-hoc), highlighted in the above table. Additionally, it is requested that the LRP Committee be dissolved.

RESOLUTION NO. 01-23-25-01

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MAMMOTH COMMUNITY WATER DISTRICT
REGARDING THE TRUSTEE OF THE
MAMMOTH COMMUNITY WATER DISTRICT PENSION PLAN**

WHEREAS, a trustee shall be determined by the Mammoth Community Water District Board of Directors at the first Board of Directors' meeting held in January of each calendar year. (Policy for the Appointment and Number of Trustees of the Mammoth Community Water District Money Purchase Pension Plan)

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mammoth Community Water District, in accordance with Article 2, Section 2.3 of the Trust, confirms the appointment of Director _____ as Trustee effective as of the date of their acceptance.

BE IT FURTHER RESOLVED by the Board of Directors that the officers of the District be, and they hereby are, authorized and directed to execute any and all necessary and proper documents to effect the foregoing including, but not limited to, (i) sending a written notice of removal to each of the removed Trustees and (ii) obtaining from each of the appointed Trustees an acceptance of office substantially in the form attached hereto. A copy of each such notice and acceptance shall be filed with the records of the Trust.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District at its regular meeting held on January 23, 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

MAMMOTH COMMUNITY WATER DISTRICT

Thomas R. Smith, President
Board of Directors

ATTEST:

Mark Busby, Secretary
Board of Directors

ACCEPTANCE

The undersigned hereby accepts the office of trustee in the Mammoth Community Water District Pension Plan Trust effective as of the date of execution hereof.

Dated: January 23, 2025 _____

The current Trustees for the Mammoth Community Water District Pension Plan Trust include:

- Mark Busby, General Manager
- Jeffrey Beatty, Finance Department Manager
- Mike Lesiak, Employee Representative
- Garrett Higerd, Employee Representative
- _____, Representative, Board of Directors

AGENDA ITEM

Subject: 2025 Water and Wastewater Capacity Fee Study Report

Information Provided By: Clay Murray, Operations Superintendent

Background

Periodically, the District conducts a study to evaluate whether the capacity (connection) fees for new or expanded water and sewer service properly reflect the cost of the service provided.

The current capacity fees were established during the 2019 Water & Wastewater Capacity Fee Study and used a “Buy-in” methodology based on the premise that:

1. New customers are entitled to service at the same price as existing customers.
2. All new customers should buy-in at the same price as other new customers.

Capacity Fees were established based on total system Meter Equivalency Unit (MEU). MEUs for the Water system were based on maximum safe operating flow rates and corresponding capacity ratios at each meter size as given in the AWWA M1 Manual. For the Sewer fees, MEUs were calculated based on flow generation and corresponding flow ratios at each meter size as determined by East Bay Municipal Utility District (EBMUD) wastewater data.

Recently, the District’s Engineering staff noted the difference between maximum meter flow capacity ratios used in the last study and maximum allowable fixture unit ratios used to assign meter size and capacity fees. Staff researched the capacity fee study and found that it did not consider the Engineering Department’s long-standing, and well founded, practice of sizing meters based on fixture units using tables and charts in the California Plumbing Code.

As a result of this, a Request for Proposals was initiated in June 2024 and two consultants responded. Robert D. Niehaus, Inc. (RDN) was selected and awarded the contract to evaluate and make recommendations for appropriate changes to the District’s connection fee structure.

The RDN draft report was presented to the Board during a special meeting on January 7, 2025. As a result of the meeting, staff made the entire report publicly available on the District’s website in accordance with state statute. Additionally, staff did community outreach to ensure questions and concerns were addressed.

Discussion

The proposed 2025 Water and Wastewater Capacity Fees were developed with input from staff and the ad-hoc committee and include some key changes to the 2019 study methodology. These changes directly address the issues in the current charges that were identified by Engineering staff. Some of the notable changes include:

1. Moved to an allowable fixture unit capacity derived from the California Plumbing Code rather than a maximum meter flow capacity.
 - a. This will ensure that unused capacity is not allocated based solely on the meter maximum flow capacity.
2. Established charges on a per-fixture unit basis for developments requiring a meter larger than 1” for the water system and for meters larger than 2” for the sewer system.

3. Established sewer capacity and fees using Mammoth Lakes winter water usage data rather than East Bay Municipal Utility District.
4. Updated the system valuation to current-day dollars.

If the Board adopts the study, the effective date of the updated fees can be no sooner than 60 days after adoption per Government Code § 66017. This timing aligns with the FY26 budget implementation.

Financial Impact

The 2025 Water and Wastewater Capacity Fee Study utilized the Buy-in Method since the District has sufficient capacity left in the existing system to accommodate new development over the planning period. The goal of this method is to achieve capital equity between existing and new customers. The proposed Capacity Fees ensure new development purchases a share of capacity proportionate to the development's estimated demand and proportionate to that of existing customer's capacity.

Requested Action

Staff requests that the Board discuss and consider adopting the 2025 Water and Wastewater Capacity Fee Study Report and incorporate the updated fees into the MCWD Master Fee Schedule.

Attachment:

2025 Water and Wastewater Capacity Fee Report



Mammoth Community Water District

2025 Water and Wastewater Capacity Fee Study

Final Report

January 7, 2025

**MAMMOTH COMMUNITY WATER DISTRICT
2025 WATER AND WASTEWATER CAPACITY FEE STUDY**

FINAL REPORT

Prepared for:

Mammoth Community Water District
1315 Meridian Blvd
Mammoth Lakes, CA 93546

Prepared by:

ROBERT D. NIEHAUS, INC.
140 East Carrillo Street
Santa Barbara, CA 93101
(805) 962-0611

RDN Project Number 373



January 7, 2024
Mr. Clay Murray
Operations Superintendent
Mammoth Community Water District
1315 Meridian Blvd
Mammoth Lakes, CA 93546

Subject: 2025 Capacity Fee Study

Dear Mr. Murray,

Robert D. Niehaus, Inc. (RDN) is pleased to provide this 2024 Capacity Charge Study Report (Report) for the Mammoth Community Water District (MCWD or District). This study includes an extensive review of the District's Charge calculation methodology, and derivation of an updated Charge for the District's consideration.

The proposed charges were developed utilizing the District's fixed asset record, accounting, operating and management records, policies, and valuable input from District Staff. "Capacity Charge" is commonly used terminology to describe system development fees imposed on new customers. There are other names commonly used by utilities such as Development Impact Fees, Capacity Fees, Connection Charges, and Capital Recovery Charges. Though they all mean the same thing and are used for the same purpose, the variety of terms often creates confusion. In this Report, RDN uses "Capacity Charge" as the term for a system development charge, a one-time fee paid by a new water system customer for its system capacity.

The key assumptions were made for the study using appropriate resources and our econometric and finance expertise. We are confident that the charges proposed in this Report are defensible and equitable and are fully compliant with all legal requirements.

It has been an absolute pleasure to work with your District. We thank you and other District Staff such as Jeffrey Beatty, Mark Busby, Garrett Higerd, and Stephanie Hake for the support provided during this study.

Respectfully submitted,

A handwritten signature in blue ink that reads "Robert D. Niehaus".

Robert D. Niehaus, Ph.D.
Managing Director/Principal Economist

A handwritten signature in black ink that reads "Anthony Elowsky".

Anthony Elowsky, M.A.
Project Manager

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EXECUTIVE SUMMARY

Purpose of Study

Robert D. Niehaus (RDN) was engaged by Mammoth Community Water District (MCWD, District) to review and update the District’s Capacity Charges. MCWD last updated its Fees in 2019. The current Fees require an update to accurately reflect the current asset value and number of customers utilizing the system.

RDN began the study by reviewing the District’s most up-to-date financial, engineering, and planning documents. RDN reviewed all items and data sources submitted by the District and ensured the recommended Charges meet the following objectives:

- Ensure compliance with state regulations regarding Capacity Charges,
- Update the current Capacity Charges based on available capacity to serve new development

Current Capacity Charges

The District’s current Capacity Charges were designed by Raftelis in 2019 utilizing the Buy-in Method as most of the infrastructure required to serve future customers was already built. The current Capacity Charges are assessed based on each Meter Equivalency Unit (MEU). MEUs for the Water system are based on maximum safe operating flow rates and corresponding capacity ratios at each meter size as given in the AWWA M1 Manual. For the Sewer fees, MEUs are calculated based on flow generation and corresponding flow ratios at each meter size as determined by East Bay Municipal Utility District (EBMUD) wastewater data. The system value is divided by the total number of system MEUs to determine the base capacity charge. This charge is then scaled to larger meter sizes using the equivalent meter ratios found in the AWWA M1 and EBMUD flow ratios for water and sewer fees, respectively.

Table 1 shows the current scaling ratios and Capacity Charges by meter size for Water and Sewer.

Table 1. Current Scaling Ratios and Capacity Charges

Meter Size	AWWA Ratio	Water Capacity Fee	EBMUD Ratio	Sewer Capacity Fee
3/4"	1.00	\$8,580	1.00	\$3,710
1"	1.67	\$14,300	2.63	\$9,760
1 1/2"	3.33	\$28,600	5.12	\$19,010
2"	5.33	\$45,760	9.60	\$35,630
3"	11.67	\$100,100	20.15	\$74,790
4"	21.00	\$180,180	40.93	\$151,910
6"	46.67	\$400,410	71.60	\$265,730
8"	80.00	\$686,410	47.30	Discretionary

Summary of Recommendations

Capacity Charges are primarily intended to recover utility rate payers’ prior investment in capital facilities that support development by providing extra capacity for new connections. After extensive review of the previous

study, District asset lists, and other data provided by the District, RDN derived the updated Capacity Charges for the District to consider.

The recommended Fees outlined in this report were developed using industry standard methodologies elaborated by American Water Works Association (AWWA) Principles of Water Rates, Charges, and Charges – Manual of Water Supply Practices (M1). The water and sewer systems can accommodate additional customers in the future, and District capital improvements are focused on system asset management and resiliency, not capacity expansion. Based on this information, it is appropriate to determine Capacity Charges based on the Buy-in Method.

The proposed Fee maintains the Replacement Cost Less Depreciation (RCLD) method from the previous study to calculate the system asset value. The replacement costs are calculated by escalating the original purchase cost to current-day dollars, then accumulated depreciation is subtracted from the asset value. This methodology fairly compensates the existing customers for bearing the costs of the excess capacity built into the system which is readily available for new customers to join. The value of each system was then spread over the existing system demand to determine proposed Capacity Charges.

Existing system demand was measured by determining the total number of water and sewer fixtures in each system. Each meter size has a corresponding number of Allowable Fixture Units (AFU) or equivalents and by multiplying the number of accounts by the AFUs associated with each meter we were able to estimate the total number of fixture units in both the water and sewer system. The AFUs for each meter are derived from the California Plumbing Code and are used by the District to size meters for new developments.

The adjusted asset value (allowable asset value) was divided by the current fixture counts, resulting in a unit cost for each fixture. The unit cost was multiplied by the AFUs for each meter size to determine the Capacity Charge for that meter.

The District requires that meters be sized appropriately based on the anticipated number of fixtures planned for a new development. In some cases, this results in a development required to install a large meter to accommodate the planned number of fixtures; however, the development will never fully utilize the capacity of the large meter. In other words, under the previous methodology, the development would pay for more capacity than required, though this may have happened at a discounted rate. To address this issue and more equitably charge Capacity Charges to larger developments, RDN recommends the District charge on a per-fixture unit basis for developments requiring a meter larger than 1” for the water system and for meters larger than 2” for the sewer system. As a result, Capacity Charges would be determined on a case by case basis for larger developments and fees would fall between a range of fees for each meter size. This methodology adjustment for larger meters is described in detail in later sections of this report. Because sewer fixture units are calculated as an equivalent measure of impact on the sewer system based on the number of water fixture units, a percentage of 85.5 is applied to the total fixtures included in the water permit for larger meters to develop sewer fees. Table 2 displays the schedule of proposed water and sewer Capacity Charges. Water Capacity Charges for meters larger than 1” and sewer Capacity Charges greater than 2” are displayed as a range, because these fees are calculated by the District based on the number of fixture units for each development.

Table 2. Proposed Capacity Charges

Water System		
Meter Size	Minimum Charge	Maximum Charge
3/4"	\$5,357	\$5,357
1"	\$11,675	\$11,675
1 1/2"	\$11,812	\$50,820
2"	\$50,957	\$89,827
3"	\$89,964	\$109,880
4"	\$110,017	\$243,796
6"	\$243,934	\$734,823
8"	\$734,960	\$1,009,523

Sewer System		
Meter Size	Minimum Charge	Maximum Charge
3/4"	\$4,068	\$4,068
1"	\$10,280	\$10,280
1 1/2"	\$25,331	\$25,331
2"	\$41,286	\$41,286
3"	\$58,411	\$71,341
4"	\$71,430	\$158,288
6"	\$158,377	\$477,094
8"	\$477,183	\$655,447

Table 3 shows the combined water and sewer charges at each meter size to show the combined proposed fee versus the combined current fee.

Table 3. Current vs Proposed Combined Water and Sewer Capacity Charges

Meter Size	Combined Current Fee	Combined Minimum Charge	Combined Maximum Charge	\$ Change	% Change
3/4"	\$12,290	\$9,425	\$9,425	-\$2,865	-23%
1"	\$24,060	\$21,955	\$21,955	-\$2,105	-9%
1 1/2"	\$47,610	\$37,143	\$76,151	(-\$10,467, \$28,541)	(-22%, 60%)
2"	\$81,390	\$92,243	\$131,113	(-\$10,853, \$49,723)	(13%, 61%)
3"	\$174,890	\$148,375	\$181,221	(-\$26,515, \$6,331)	(-15%, 4%)
4"	\$332,090	\$181,447	\$402,084	(-\$150,643, \$69,994)	(-45%, 21%)
6"	\$666,140	\$402,311	\$1,211,917	(-\$263,829, \$545,777)	(-40%, 82%)
8"	Discretionary	\$1,212,143	\$1,664,970	-	-

RDN also recommends that the District develop a policy for assigning irrigation only meter sizes. The current study recommends that irrigation only meters should pay a capacity change equal the maximum fixture unit/flow for their assigned meter size; however, there is no design standard for assigning those meter sizes. District engineering staff should review water use patterns and capacity features for irrigation meters and make appropriate recommendations to the Board of Directors to size irrigation meters according to their capacity requirements.

As part of this study, RDN reviewed the District's policy toward Accessory Dwelling Units (ADUs). The District's current policy, based on State mandates, is to not charge customers an additional fee for units up to 750 square feet. Mammoth Lakes standard design for ADUs less than approximately 1,000 square feet generally have one bathroom, a small kitchen, and a stackable washer and dryer, regardless of the exact size. The maximum ADU size is currently 1,200 square feet. RDN recommends that the District develop a policy regarding ADU units above 750 square feet which equitably recovers costs for any additional capacity needs beyond the standard design.

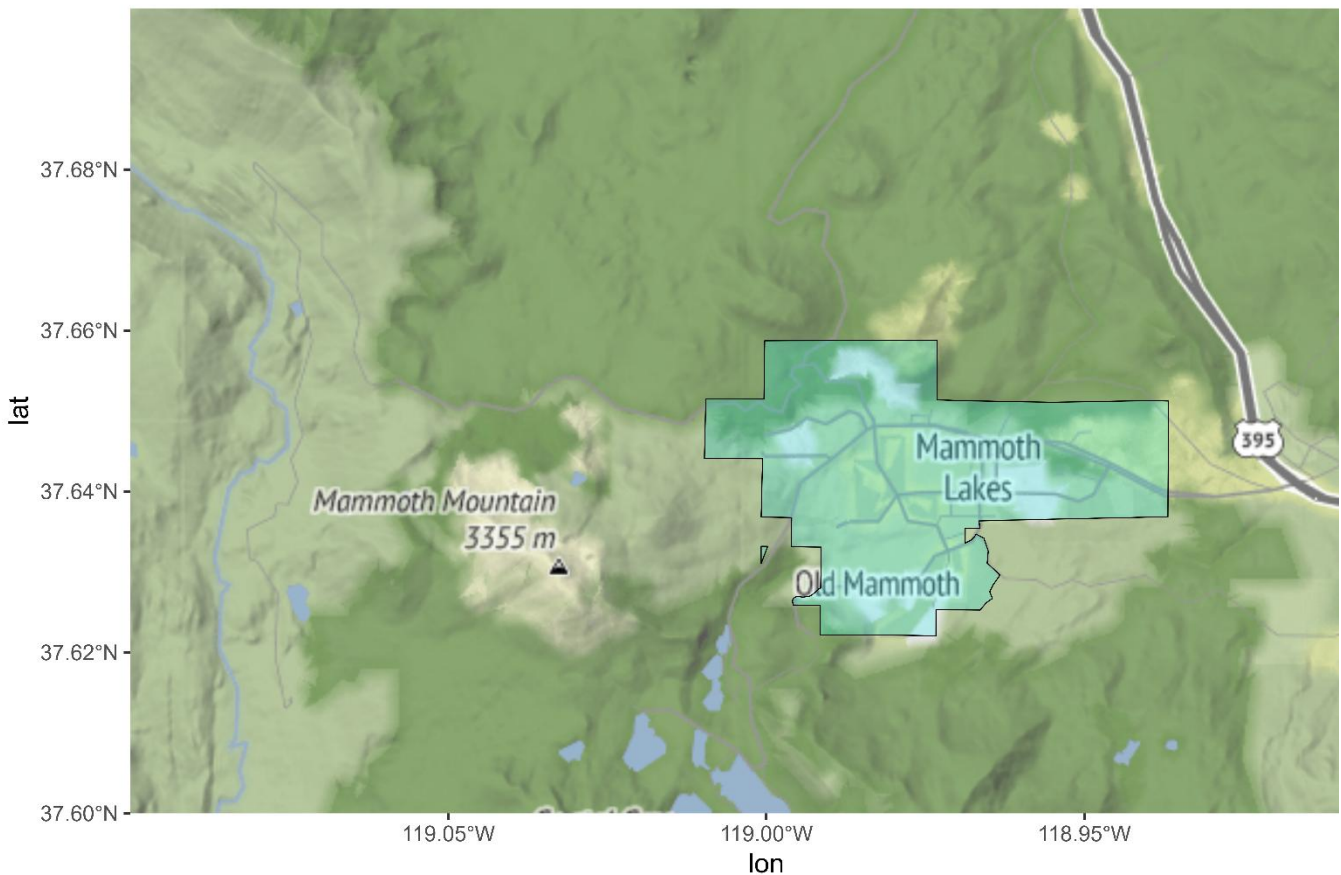
Finally, RDN recommends that the District continue to update the Capacity Charges each year to keep pace with construction cost inflation. RDN recommends applying the annual adjustment (increase or decrease) in the CDGS California CCI. Additionally, we recommend that MCWD conduct a review of the Charge every four to five years or when there are significant changes in the physical system, planned capital projects, pace of new development, or other major changes.

1. INTRODUCTION

District Overview

The Mammoth Community Water District (MCWD or District) is a Special District governed by a five-member Board of Directors which provides water and wastewater service to a resident population of ,7191 people and up to as many as 35,000 people during holiday periods. The 5.8 square-mile service area encompasses the Town of Mammoth Lakes and some adjacent unincorporated areas in Mono County via out-of-district service agreements. The District primarily serves residential connections. District facilities include 9 groundwater wells, 80 miles of water lines, and 75 miles of sewer lines. The District’s primary water supply source is surface water from Lake Mary. Surface Water is treated at the Lake Mary Treatment Plant with a design capacity of 3.1 million gallons per day (MGD). Average water demand between May and September is between 3 and 5 MGD, while during winter months (October to April) average water demand totals 1.33 MGD. The year-round average wastewater flow is 1.4 MGD, according to the District website. The District also maintains a Recycled Water Facility which is included in the Water Capacity Charge analysis of this study. Figure 1 shows MCWD’s current service area.

Figure 1. Mammoth Community Water District Service Area



Fee Terminology

“Capacity Charge” is commonly used terminology to describe system development fees imposed on new customers. There are other names commonly used by utilities such as Development Impact Fees, Connection Charges, and Capital Recovery Charges. Though they all mean the same thing and are used for the same purpose, the variety of terms often creates confusion. In this Report, RDN uses “Capacity Charge” as the term for a system development charge, a one-time fee paid by a new water system customer for its system capacity.

Legal Framework

This section of the report describes the legal framework that was considered in the update of the Capacity Charges to ensure that the calculated Capacity Charges provide a fair and equitable allocation of costs to current and future customers.

California Code 66013

(a) Notwithstanding any other provision of law, when a local agency imposes Charges for water connections or sewer connections, or imposes Capacity Charges, those Charges or charges shall not exceed the estimated reasonable cost of providing the service for which the Charge or charge is imposed, unless a question regarding the amount of the Charge or charge imposed in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

“Capacity Charge” means a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities. A “Capacity Charge” does not include a commodity charge.

(c) A local agency receiving payment of a charge as specified in paragraph (3) of subdivision (b) shall deposit it in a separate capital facilities fund with other charges received, and account for the charges in a manner to avoid any commingling with other moneys of the local agency, except for investments, and shall expend those charges solely for the purposes for which the charges were collected. Any interest income earned from the investment of moneys in the capital facilities fund shall be deposited in that fund.

Economic Framework

The simplest and most succinct economic justification for Capacity Charges is the idea that “growth-pays-for-growth,” Essentially, stating that customers who benefit from a service should be the ones who pay for that service. The AWWA Manual M26 states: “the purpose of designing customer-contributed [Capacity Charges] is to prevent or reduce the inequity to existing customers that results when these customers must pay the increase in water rates that are needed to pay for added plant costs for new customers.” To effect fair distribution of the value of the system, Capacity Charges should reflect a reasonable estimate of the cost of maintaining additional capacity for new users through the oversizing of a system while not disproportionately burdening existing users through a rate increase.

Additionally, according to Nelson¹, “Local public officials are coming to accept that underpricing of facilities leads to their inefficient use. Development is less intense, more spread out, and more wasteful of facilities when it does

¹ Nelson, Arthur C. 1995. System development charges for water, wastewater and stormwater facilities. CRC Press.

not have to pay the full cost of the facilities to which it connects and uses.” By allowing new development to pay for its full share of the cost of facilities, local officials use market principles to determine when new development is feasible.

Capacity Charges should also meet rational nexus criteria to assure maximum reasonable acceptance by the development community, local government elected and administrative officials, and courts. At the heart of the rational nexus test is the concept of "proportionate share," which can be defined as that component of the cost of existing facilities that is reasonably related to the demands of new development.

Key Assumptions

The asset values utilized in this report have been adjusted to reflect the California Department of General Services (CDGS) California Construction Cost Index (CCCI) at the time of this analysis, with a reference date of November 1, 2024. Current customer counts and fixture unit estimates were calculated using customer billing data and fixture unit audits provided by District Staff.

Current Customer Count

The current customer count for the District Water utility totals 3,740.5. The customer count for the Sewer Utility totals 3,602. Table 4 displays the current customer counts for both water and sewer by meter size. The difference in customer counts is primarily due to the separation of irrigation meters, as many of these meters do not have sewer service. Additionally, the 8” connection count for water includes the permitted capacity for recycled water customers (1 – 8” meter and ½ - 8” meter).

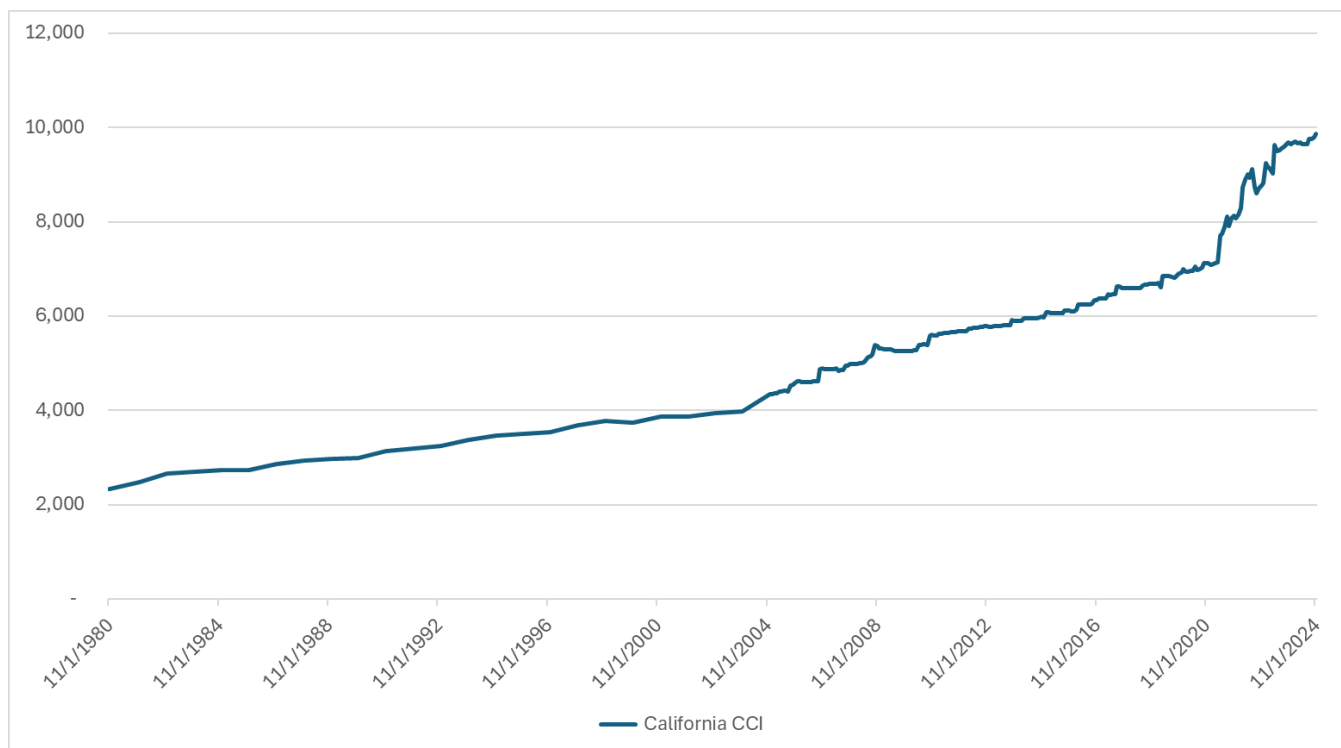
Table 4. Current Customer Counts for Water and Sewer

Meter Size	Water Connections	Sewer Connections
3/4"	2,200	2,183
1"	856	839
1 1/2"	350	315
2"	253	192
3"	20	17
4"	29	25
6"	29	29
8"	3.5	2
Total	3,740.5	3,602

Construction Cost Index

RDN escalated the costs of replacing existing system assets using the California CCI published by the CDGS. The CCCI is based on current costs for construction inputs such as labor, steel, cement, and lumber in the State. Figure 2 shows the indexed change in construction costs between 1980 and the present (2024).

Figure 2. Historic California Construction Cost Index



Allowable Fixture Unit Ratios

Capacity requirements placed on the water system can be measured by the size of installed meters which receive services from the system. The number of fixture units (or capacity) of a particular size of meter is essentially the limiting factor in terms of the demand that will be exerted on the system through the meter. The ratio of the allowable fixture units of various sizes of meters relative to the fixture unit capacity of the base meter may be used to determine appropriate fees for the larger meter sizes. It is the District’s policy to consider all meters that are 3/4-inch and smaller as a base meter (equal to one equivalent meter). The fixture unit ratio for larger meters is calculated using the meter capacity requirements derived from tables and charts in the California Plumbing code and provided by District Engineers.

Table 5. District Engineering Allowable Fixture Unit Ratios

Meter Size	Allowable Fixture Units	Fixture-Based Ratio
3/4"	39	1.00
1"	85	2.18
1 1/2"	370	9.49
2"	654	16.77
3"	800	20.51
4"	1,775	45.51
6"	5,350	137.18
8"	7,350	188.46

2. METHODOLOGY

The Capacity Charge was developed using guidelines set forth by the AWWA M1. The two primary methods outlined in the M1 used to calculate Capacity Charges are the Buy-in and the Incremental Cost methods. The Buy-in method recovers the cost of capacity in those portions of the existing system in which there is still capacity available. The Incremental Cost method is a calculation of the Incremental Costs of additional system capacity needed to add to serve new development. There is also a hybrid approach in which these two methods are combined. The combined approach is most often used when the system has some capacity left to take on new customers, but additional capacity is also needed to serve projected growth in the planning horizon. RDN maintained the previous study methodology, the Buy-in Method, as it is most appropriate for the MCWD's Fee calculation. In this section each method is described in detail and the rationale is provided for selecting the Buy-in Method for the District's Capacity Charge calculation.

Buy-in Method

Under the Buy-in Method, new development purchases a share of capacity proportionate to the development's estimated demand. This method is typically used when the existing water system has the capacity to accommodate increased demand without large investment in capital projects. There are four generally accepted methods used to determine the existing system value:

- **Original Cost** – asset cost in the year of construction
- **Original Cost less Depreciation** – original cost subtracting the accumulated depreciation of system assets
- **Replacement Cost New (RCN)** – original cost escalated to current dollars using a construction cost index. This method reflects the cost of replicating the existing system.
- **Replacement Cost New less Depreciation (RCLD)** – replacement cost new of existing system subtracted by the accumulated depreciation. This method reflects the current costs of replacing system assets while adjusting the valuation to reflect the remaining life of current assets.

Figure 3 provides a visual representation of a situation where the Buy-in Method best applies. In this example, the commuter bus (utility) has a capacity to seat 10 passengers (system capacity). Of the 10 total seats, eight are taken (existing customers), but there are two extra seats available ready for the new passengers (new customers). A new passenger, who wants to buy a seat on the bus, is expected to pay one tenth of the total value of the bus to secure his/her seat. This method rests on the premise that existing customers have been maintaining not only their share of the system capacity that they use but also for the extra capacity that is not currently being used. New customers therefore should reimburse existing customers for the additional contribution they have made to maintain the extra capacity.

The Buy-in Method is used when there is sufficient capacity left in the existing system to accommodate new development over the planning period, and the goal of this method is to achieve capital equity between existing and new customers.

Figure 3. Buy-in Methodology



Incremental Cost Method

While the Buy-in Method is used when the system has sufficient capacity for additional development, the Incremental Cost method is most appropriate when current system capacity is not capable of serving new development without significant investment in new facilities. Under this methodology all the costs of future system expansion are allocated to new customers. This method requires a detailed long-term capital improvement plan (CIP) that clearly identifies the proportion of project cost contributing to expansion of the system. As shown in Figure 4, using the same bus analogy, when the bus is full (at capacity), new passengers must purchase additional cargo for them to secure a seat so that existing customers would not be burdened by the Incremental Costs. This method rests on the premise “growth pays for growth.”

Figure 4. Incremental Cost Method



Combined Approach

For systems that have the capacity to serve new development in the short-run but require investment in capacity-expanding facilities in the long-run, a combination of Buy-in and Incremental Cost Methods is considered. Capacity Charges developed under the combined method reflect the value of the existing system and expansion related CIPs. In Figure 5 the new passengers are expected to share the costs associated with the available seats in the original section of the bus and extension of the bus that is added to increase additional availability of seats.

Figure 5. Combined Cost Method



Proposed Method: Buy-in Approach

The current system has enough capacity to accommodate new customers. RDN recommends Capacity Charges for the District be calculated based on the Buy-in Method. This approach captures the significant investment made into the existing system by current customers for the excess capacity generated.

Proposed System Valuation: Replacement Cost Less Depreciation

The District provided RDN with a comprehensive fixed asset list containing over 550 items with acquisition dates between 1967 and 2024. The asset list included information such as asset number, system function, useful life, and original purchase date and cost of each asset.

RDN maintained the Buy-in Methodology, utilizing the Replacement Cost Less Depreciation (RCLD) method to calculate system value. Under this methodology the allowable asset value reflects the cost of replacing the backbone system in today's dollars while also accounting for the accumulated depreciation of the system. Backbone facilities refer to those components of the system that are necessary to provide service to all customers and include the major facilities, but not quickly depreciable assets and non-facilities such as studies, computer software, and vehicles. Backbone assets were determined on a line-item basis for each asset using industry standard practice. The RCLD valuation method was chosen to reflect the cost of replacing assets at current prices and to equitably capture the true value of old infrastructure. Each asset's original cost is multiplied by the percentage change in CCCI between the asset's purchase date and the test date, November 1, 2024. The RCLD method accounts for accumulated depreciation of assets, meaning that fully depreciated assets are not valued at their current replacement cost. Assets were categorized into three groups: Water Replacement, Sewer Replacement, and Admin Replacement. Admin Replacement assets are those that benefit both systems, and are therefore distributed between the water and sewer system based on each system's percentage of total asset value at purchase. The allowable asset value (total backbone assets), after the distribution of Admin Replacement assets, totals approximately \$76 million for the water system and \$41 million for the sewer system. Table 6, Table 7, and Table 8 display the total District asset replacement cost with depreciation, the system share of Admin Replacement assets and the resulting Replacement Cost Less Depreciation for the water and sewer system, respectively.

Table 6. District Assets

Description	Original Cost	Accumulated Depreciation	Book Value	Replacement Cost	Replacement Cost Accumulated Depreciation	Replacement Cost Less Depreciation
Admin Replacement	\$7,133,798	\$1,903,646	\$5,230,152	\$13,813,067	\$4,458,693	\$9,354,374
Water Replacement	\$74,983,671	\$36,895,010	\$38,088,661	\$151,251,042	\$80,698,118	\$70,552,924
Sewer Replacement	\$51,279,018	\$33,621,054	\$17,657,964	\$151,598,302	\$114,691,118	\$36,907,184
Total District Assets	\$133,396,487	\$72,419,711	\$60,976,777	\$316,662,411	\$199,847,929	\$116,814,483

Table 7. System Share of Admin Replacement Assets

Item	Total Original Cost Asset Value	Share of Admin Assets
Water System	\$74,983,671	59.4%
Sewer System	\$51,279,018	40.6%

Table 8. Replacement Cost Less Depreciation by System

System	System RCLD	Share of Admin RCLD	Total RCLD
Water System	\$70,552,924	\$5,555,286	\$76,108,210
Sewer System	\$36,907,184	\$3,799,089	\$40,706,273
Total District RCLD	\$107,460,108	\$9,354,374	\$116,814,483

3. PROPOSED WATER CAPACITY CHARGES

The system asset value is divided by the corresponding system capacity (number of fixture units), resulting in a unit cost of the capacity. The unit cost was multiplied by the maximum allowable fixture units for the base meter to determine the Capacity Charge for a 3/4" meter. The following section describes each of these components in detail.

System Demand

The Buy-in approach uses current system demand as the denominator in the Capacity Charge calculation. For the water system, demand was determined by multiplying the number of service connections at each meter size by the corresponding Allowable Fixture Units (AFUs). Table 9 shows the AFUs and corresponding meter size.

Table 9. Allowable Fixture Units by Meter Size

Meter Size	Allowable Fixture Units	Fixture-Based Ratio
3/4"	39	1.00
1"	85	2.18
1 1/2"	370	9.49
2"	654	16.77
3"	800	20.51
4"	1,775	45.51
6"	5,350	137.18
8"	7,350	188.46

For meters smaller than 3", this calculation was straightforward, as these meters typically utilize a high percentage of their total capacity. For meters sized 3" and larger, a manual review of fixture units was conducted to obtain a more accurate count, as these meters tend to utilize a smaller percentage of their maximum capacity. This process involved verifying permitted fixture unit counts for large meters and adding a 5% buffer to account for potential additions to the originally permitted fixtures. The buffer ensures the methodology accounts for minor increases in demand without overestimating system capacity. Table 10 shows the total fixture unit count for the water system.

Table 10. Total Water System Fixture Units²

Meter Size	Water Connections	Allowable Fixture Units	System Fixture Units
3/4"	2,200	39	85,800
1"	856	85	72,760
1 1/2"	350	370	129,500
2"	253	654	165,462
3"	20		14,921
4"	29		27,407
6"	29		45,158
8"	3.5		13,094
Total	3,740.5		554,102

System Valuation

The water system consists of the water replacement and water system share of Admin replacement assets shown in Table 6 and Table 8. The RCLD valuation of the water system is \$76,108,210. Water system valuation details are shown in Table 11.

Table 11. Water System Asset Valuation

Fund Description	Original Cost	Accumulated Depreciation	Book Value	Replacement Cost	Replacement Cost Accumulated Depreciation	Replacement Cost Less Depreciation
Water System Total	\$79,220,222	\$38,025,529	\$41,194,693	\$159,454,214	\$83,346,004	\$76,108,210

Fee Calculation

To calculate the water Capacity Charge RDN divided the RCLD water system value in Table 11 by the total fixture units (FUs) shown in Table 10. This calculation yields a per fixture unit Capacity Charge of \$137.35 and is shown in Table 12.

Table 12. Buy-in Fee Calculation for Water System (per fixture)

Capacity Fee Calculation	
Water System Value (RCLD)	\$76,108,210
÷ Units of Service (FUs)	554,102
Proposed Capacity Fee (per fixture)	\$137.35

Table 13 shows the proposed Capacity Charges at each meter size as well as the corresponding Allowable Fixture Units at each meter size. For meters 1" and smaller, the AFUs is multiplied by the cost per fixture to derive the fee. For meters larger than 1", fees are calculated on a case by case basis for each development. Fees for the larger meters are displayed as a range, demonstrating the resulting fee if the minimum or maximum number of fixtures are utilized at each meter size.

² System fixture units for meters larger than 2" are calculated based on the actual permitted fixture counts for those meters plus 5%. Irrigation meters include the total allowable fixtures under their respective meter size. The actual permitted fixture counts can be referenced in the appendix.

Table 13. Proposed Water Capacity Charges by Meter Size

Meter Size	Allowable Fixture Units	Minimum Charge	Maximum Charge
3/4"	39	\$5,357	\$5,357
1"	85	\$11,675	\$11,675
1 1/2"	370	\$11,812	\$50,820
2"	654	\$50,957	\$89,827
3"	800	\$89,964	\$109,880
4"	1,775	\$110,017	\$243,796
6"	5,350	\$243,934	\$734,823
8"	7,350	\$734,960	\$1,009,523

Table 14 compares the proposed water Capacity Charges with the current Capacity Charges. The changes are shown in both absolute dollars and percentage. Current fees for meters larger than 1" are compared to both the minimum and maximum fee for each meter size because these fees are calculated specifically for each development. The actual difference between the current and proposed Capacity Charges will fall within this range.

Table 14. Current vs Proposed Water Capacity Charges

Meter Size	Current Fee	Minimum Charge	Maximum Charge	\$ Change	% Change
3/4"	\$8,580	\$5,357	\$5,357	-\$3,223	-38%
1"	\$14,300	\$11,675	\$11,675	-\$2,625	-18%
1 1/2"	\$28,600	\$11,812	\$50,820	(-\$16,788, \$22,220)	(-59%, 78%)
2"	\$45,760	\$50,957	\$89,827	(\$5,197, \$44,067)	(11%, 96%)
3"	\$100,100	\$89,964	\$109,880	(-\$10,136, \$9,780)	(-10%, 10%)
4"	\$180,180	\$110,017	\$243,796	(-\$70,163, \$63,616)	(-39%, 35%)
6"	\$400,410	\$243,934	\$734,823	(-\$156,476, \$334,413)	(-39%, 84%)
8"	\$686,410	\$734,960	\$1,009,523	(\$48,550, \$323,113)	(7%, 47%)

4. PROPOSED SEWER CAPACITY CHARGES

The system asset value is divided by the corresponding system capacity (number of fixture units), resulting in a unit cost of the capacity. The unit cost was multiplied by the maximum allowable fixture units for the base meter to determine the Capacity Charge for a 3/4" meter. The following section describes each of these components in detail.

System Demand

The Buy-in approach uses current system demand as the denominator in the Capacity Charge calculation. For the sewer system, demand was determined by multiplying the number of service connections at each meter size by the corresponding Allowable Fixture Units (AFUs). Because sewer demand does not follow the same scaling trends between meter sizes, winter water usage was used as a proxy for sewer capacity. First, RDN calculated the average water usage per connection during the lowest three months of the year (November, December, and January). These months were chosen as there is no outdoor irrigation at that time, so usage levels during this period should reflect water use which enters the sewer system. Next, we were able to derive meter ratios based on the relative difference in usage between each meter size and the base meter (3/4"). Allowable Fixture Unit Equivalents for sewer connections were determined by multiplying the AFUs for a 3/4" meter by the winter usage ratio determined in the previous step. Winter usage was only used to estimate sewer AFUs for meters smaller than 3" as the winter use for larger meter sizes does not reflect the total capacity potential for sewer flow. Meters sized 3" and larger were assumed to have the same AFUs as water connections since they are determined based on actual fixtures: however, sewer fixture unit equivalents are calculated as an equivalent measure of impact on the sewer system based on the number of water fixture units, a percentage of 85.5 is applied to the total fixtures included in the water permit for larger meters to develop sewer fees. The ratio between water fixture counts and sewer fixture unit equivalents was developed by dividing the average difference in allowable fixture units between water fixtures and the sewer units for meters 2" and smaller. Table 15 shows the ratio of water fixtures to sewer fixture equivalents used to determine sewer charges.

Table 15. Water Fixture to Sewer Fixture Equivalent Ratio

Meter Size	Water Fixtures	Sewer Fixture Equivalent	Percent of Sewer to Water
3/4"	39	39	100.0%
1"	85	99	116.0%
1 1/2"	370	243	65.6%
2"	654	396	60.5%
3"	800	684	85.5%
4"	1,775	1,518	85.5%
6"	5,350	4,576	85.5%
8"	7,350	6,286	85.5%

Table 16 shows the average winter usage per connection, the resulting ratio, and the Allowable Fixture Units by meter size.

Table 16. Allowable Fixture Unit Equivalents by Meter Size

Meter Size	Winter Usage (hcf per connection)	Winter Ratio	Allowable Fixture Unit Equivalents
3/4"	7,943	1.00	39.00
1"	20,073	2.53	98.56
1 1/2"	49,464	6.23	242.87
2"	80,619	10.15	395.84
3"	217,138	-	684.00
4"	130,374	-	1,518.00
6"	515,456	-	4,576.00
8"	187,956	-	6,286.00

To determine total Fixture Unit Equivalents (FUE) in the sewer system, the Allowable Fixture Unit Equivalents was multiplied by the number of connections in each meter size. For meters smaller than 3", this calculation was straightforward, as these meters typically utilize a high percentage of their total capacity. For meters sized 3" and larger, a manual review of fixture units was conducted to obtain a more accurate count, as these meters tend to utilize a smaller percentage of their maximum capacity. This process involved verifying permitted fixture unit counts for large meters and adding a 5% buffer to account for potential additions to the originally permitted fixtures. The buffer ensures the methodology accounts for minor increases in demand without overestimating system capacity. Table 17 shows the total FUE count for the sewer system.

Table 17. Total Sewer System Fixture Unit Equivalents³

Meter Size	Sewer Connections	Allowable Fixture Unit Equivalents	System Fixture Unit Equivalents
3/4"	2,183	39.00	85,137
1"	839	98.56	82,692
1 1/2"	315	242.87	76,503
2"	192	395.84	76,001
3"	17		10,705
4"	25		18,880
6"	29		38,610
8"	2		1,769
3,602			390,298

System Valuation

The sewer system consists of sewer replacement and sewer system share of Admin replacement assets shown in Table 6 and Table 8. The RCLD valuation of the sewer system is \$40,706,098. Sewer system valuation details are shown in Table 18.

³ System fixture units for meters larger than 2" are calculated based on the actual permitted fixture counts for those meters plus 5%. Irrigation meters are excluded as they do not contribute to sewer flow. The actual permitted fixture counts can be referenced in the appendix.

Table 18. Sewer System Asset Valuation

Description	Original Cost	Accumulated Depreciation	Book Value	Replacement Cost	Replacement Cost Accumulated Depreciation	Replacement Cost Less Depreciation
Sewer System Total	\$54,176,265	\$34,394,181	\$19,782,084	\$157,208,198	\$116,501,925	\$40,706,273

Fee Calculation

To calculate the sewer Capacity Charge RDN divided the RCLD water system value in Table 18 by the total fixture unit equivalents shown in Table 17. This calculation yields a per fixture unit equivalent Capacity Charge of \$104.30 and is shown in Table 19.

Table 19. Buy-in Fee Calculation for Sewer System (per fixture)

Capacity Fee Calculation	
Sewer System Value (RCLD)	\$40,706,273
÷ Units of Service (FUs)	390,298
Base Capacity Fee/Per Fixture Fee	\$104.30

Table 20 shows the proposed Capacity Charges at each meter size as well as the corresponding Allowable Fixture Unit Equivalents at each meter size. For meters 2" and smaller, the AFUs is multiplied by the cost per fixture to derive the fee. For meters larger than 2", fees are calculated on a case-by-case basis for each development. Fees for the larger meters are displayed in range, demonstrating the resulting fee if the minimum or maximum number of fixtures are utilized at each meter size.

Table 20. Proposed Sewer Capacity Charges by Meter Size

Meter Size	Allowable Fixture Unit Equivalents	Minimum Charge	Maximum Charge
3/4"	39.00	\$4,068	\$4,068
1"	98.56	\$10,280	\$10,280
1 1/2"	242.87	\$25,331	\$25,331
2"	395.84	\$41,286	\$41,286
3"	684.00	\$58,411	\$71,341
4"	1,518.00	\$71,430	\$158,288
6"	4,576.00	\$158,377	\$477,094
8"	6,286.00	\$477,183	\$655,447

Table 21 compares the proposed sewer Capacity Charges with the current Capacity Charges. The changes are shown in both absolute dollars and percentage. Current fees for meters larger than 2" are compared to both the minimum and maximum fee for each meter size because these fees are calculated specifically for each development. The actual difference between the current and proposed Capacity Charges will fall within this range.

Table 21. Current vs Proposed Sewer Capacity Charges

Meter Size	Current Fee	Minimum Charge	Maximum Charge	\$ Change	% Change
3/4"	\$3,710	\$4,068	\$4,068	\$358	10%
1"	\$9,760	\$10,280	\$10,280	\$520	5%
1 1/2"	\$19,010	\$25,331	\$25,331	\$6,321	33%
2"	\$35,630	\$41,286	\$41,286	\$5,656	16%
3"	\$74,790	\$58,411	\$71,341	(-\$16,379, -\$3,449)	(-22%, -5%)
4"	\$151,910	\$71,430	\$158,288	(-\$80,480, \$6,378)	(-53%, 4%)
6"	\$265,730	\$158,377	\$477,094	(-\$107,353, \$211,364)	(-40%, 80%)
8"	Discretionary	\$477,183	\$655,447	-	-

5. FINAL RECOMMENDATIONS

RDN updated the District’s Charges, which conform to State guidelines. The proposed fees are proportional to the current system value and equitably reimburse current customers for their prior investment in the systems. The updated study results in a base Capacity Charge of \$5,357 for the water system and \$4,068 for sewer.

In addition to the Capacity Charge recommendations outlined in this report, the following recommendations were also reviewed and considered during the study:

RDN recommends that the District develop a policy for assigning irrigation only meter sizes. The current study recommends that irrigation only meters should pay a capacity charge equal the maximum fixture unit/flow for their assigned meter size; however, there is no design standard for assigning those meter sizes. District engineering staff should review water use patterns and capacity features for irrigation meters and make appropriate recommendations to the Board of Directors to size irrigation meters according to their capacity requirements.

As part of this study, RDN reviewed the District’s policy toward Accessory Dwelling Units (ADUs). The District’s current policy, based on State mandates, is to not charge customers an additional fee for units up to 750 square feet. Mammoth Lakes standard design for ADUs less than approximately 1,000 square feet generally have one bathroom, a small kitchen, and a stackable washer and dryer, regardless of the exact size. The maximum ADU size is currently 1,200 square feet. RDN recommends that the District develop a policy regarding ADU units above 750 square feet which equitably recovers costs for any additional capacity needs beyond the standard design.

Finally, RDN recommends that the District continue to update the Capacity Charges each year to keep pace with construction cost inflation. RDN recommends applying the annual adjustment (increase or decrease) in the CDGS California CCI. Additionally, we recommend that MCWD conduct a review of the Charge every four to five years or when there are significant changes in the physical system, planned capital projects, pace of new development, or other major changes.

Table 22 shows the proposed water Capacity Charge schedule by meter size and the per fixture Capacity Charge, which is used to determine the appropriate fee for meters larger than 1”.

Table 22. Proposed Water Capacity Charges

Meter Size	Minimum Charge	Maximum Charge
3/4"	\$5,357	\$5,357
1"	\$11,675	\$11,675
1 1/2"	\$11,812	\$50,820
2"	\$50,957	\$89,827
3"	\$89,964	\$109,880
4"	\$110,017	\$243,796
6"	\$243,934	\$734,823
8"	\$734,960	\$1,009,523
Fee per Fixture	\$137.35	

Table 23 presents the proposed sewer Capacity Charge schedule by meter size and the per fixture Capacity Charge, which is used to determine the appropriate fee for meters larger than 2”.

Table 23. Proposed Sewer Capacity Charges

Meter Size	Minimum Charge	Maximum Charge
3/4"	\$4,068	\$4,068
1"	\$10,280	\$10,280
1 1/2"	\$25,331	\$25,331
2"	\$41,286	\$41,286
3"	\$58,411	\$71,341
4"	\$71,430	\$158,288
6"	\$158,377	\$477,094
8"	\$477,183	\$655,447
Fee per Fixture		\$104.30

Table 24 shows the combined water and sewer charges at each meter size to show the combined proposed fee versus the combined current fee.

Table 24. Current vs Proposed Combined Water and Sewer Capacity Charges

Meter Size	Combined Current Fee	Combined Minimum Charge	Combined Maximum Charge	\$ Change	% Change
3/4"	\$12,290	\$9,425	\$9,425	-\$2,865	-23%
1"	\$24,060	\$21,955	\$21,955	-\$2,105	-9%
1 1/2"	\$47,610	\$37,143	\$76,151	(-\$10,467, \$28,541)	(-22%, 60%)
2"	\$81,390	\$92,243	\$131,113	(\$10,853, \$49,723)	(13%, 61%)
3"	\$174,890	\$148,375	\$181,221	(-\$26,515, \$6,331)	(-15%, 4%)
4"	\$332,090	\$181,447	\$402,084	(-\$150,643, \$69,994)	(-45%, 21%)
6"	\$666,140	\$402,311	\$1,211,917	(-\$263,829, \$545,777)	(-40%, 82%)
8"	Discretionary	\$1,212,143	\$1,664,970	-	-

6. APPENDIX

Asset List, Depreciation Schedule, and Replacement Cost

Asset	Asset ID	Asset Class	System	Backbone Asset?	Purchased Price	Net Book Value	Date Acquired	Useful life	CCCI Date Acquired	CCCI Current	Percent Change	Replacement Cost New	Replacement Cost less Depreciation
Land	1300-1987-01	Land	All	Yes	\$215,000	\$215,000	7/1/1987	0	2930.38	9865.89	337%	\$723,854.92	\$723,854.92
Purchase of L'Abri - Land	1300-2001-01	Land	Housing	Yes	\$54,000	\$54,000	2/28/2001	0	3862.23	9865.89	255%	\$137,940.53	\$137,940.53
Land Purchase Well #25	1300-2006-01	Land	Water	Yes	\$43,000	\$43,000	7/31/2006	0	4616.28	9865.89	214%	\$91,899.48	\$91,899.48
Land - 140 Sierra Park Road	1300-2020-01	Land	Housing	Yes	\$66,330	\$66,330	6/14/2019	0	6853.86	9865.89	144%	\$95,479.77	\$95,479.77
Land - 117 Lake Manor Place, #11	1300-2020-02	Land	Housing	Yes	\$66,000	\$66,000	10/4/2019	0	6851.03	9865.89	144%	\$95,043.99	\$95,043.99
Fuel System Replacement	1302-1997-01	General Plant	All	Yes	\$103,516	\$0	10/25/1997	27	3684.82	9865.89	268%	\$277,158.81	\$0.00
Admin Heater	1302-1999-01	General Plant	All	Yes	\$21,381	\$0	4/1/1999	26	3772.23	9865.89	262%	\$55,918.56	\$2,150.71
Operations & Maintenance Building	1302-2000-01	General Plant	All	Yes	\$1,877,218	\$975,940	3/31/2000	52	3744.79	9865.89	263%	\$4,945,652.21	\$2,663,043.50
Annex Bldg Furnish	1302-2000-02	General Plant	All	No	\$302,390	\$0	3/31/2000	25	3744.79	9865.89	263%	\$796,665.53	\$31,866.62
Gas Tank Replacement	1302-2000-03	General Plant	All	Yes	\$27,754	\$0	3/31/2000	25	3744.79	9865.89	263%	\$73,118.78	\$2,924.75
Garage Roof from C.I.P.	1302-2001-01	General Plant	All	Yes	\$20,391	\$4,749	3/31/2001	31	3862.23	9865.89	255%	\$52,087.88	\$13,442.03
Vehicle Storage Building	1302-2003-01	General Plant	All	Yes	\$815,581	\$472,947	3/31/2003	52	3940.49	9865.89	250%	\$2,041,991.00	\$1,217,340.79
Quonset Hut	1302-2006-01	General Plant	Water	Yes	\$90,500	\$0	9/29/2006	18	4866.66	9865.89	203%	\$183,465.26	\$0.00
Install Gate System	1302-2007-01	General Plant	All	Yes	\$26,365	\$0	4/1/2007	18	4871.83	9865.89	203%	\$53,391.21	\$2,966.18
Facility Relocation	1302-2007-02	General Plant	Water	Yes	\$65,518	\$9,895	4/1/2007	21	4871.83	9865.89	203%	\$132,680.78	\$25,272.53
Facility Relocation	1302-2007-03	General Plant	Sewer	Yes	\$59,752	\$9,024	4/1/2007	21	4871.83	9865.89	203%	\$121,002.60	\$23,048.11
Quonset Hut ~ XQ40-16	1302-2012-01	General Plant	Sewer	Yes	\$43,689	\$16,599	11/1/2011	21	5679.95	9865.89	174%	\$75,886.33	\$28,909.08
Quonset Hut ~ XQ30-14	1302-2012-02	General Plant	Water	Yes	\$34,670	\$13,173	11/1/2011	21	5679.95	9865.89	174%	\$60,219.96	\$22,940.94
New Computer Server Room	1302-2013-01	General Plant	All	Yes	\$33,093	\$0	3/28/2012	13	5739.97	9865.89	172%	\$56,880.86	\$4,375.45
Garage door for quonset 1	1302-2013-02	General Plant	Water	No	\$8,412	\$3,463	6/27/2012	21	5750.22	9865.89	172%	\$14,432.83	\$6,185.50
Garage door for quonset 2	1302-2013-03	General Plant	Sewer	No	\$8,412	\$3,463	6/27/2012	21	5750.22	9865.89	172%	\$14,432.83	\$6,185.50
Facility Relocation	1302-2014-01	General Plant	Water	Yes	\$172,360	\$83,962	12/31/2013	21	5898.07	9865.89	167%	\$288,312.27	\$137,291.56
Quonset Hut Door	1302-2015-01	General Plant	Water	No	\$8,980	\$4,538	5/7/2014	21	5957.40	9865.89	166%	\$14,871.54	\$7,789.85
Reroof Storage Building	1302-2015-02	General Plant	All	Yes	\$39,425	\$26,588	5/7/2014	33	5957.40	9865.89	166%	\$65,290.68	\$45,505.63
Asphalt	1302-2017-01	General Plant	Water	Yes	\$85,936	\$53,995	10/26/2016	22	6344.35	9865.89	156%	\$133,636.35	\$85,041.32
Machine Shop	1302-2017-02	General Plant	Water	Yes	\$39,788	\$25,846	3/31/2017	22	6460.63	9865.89	153%	\$60,759.02	\$41,426.61
Equipment Storage Building	1302-2017-03	General Plant	Water	Yes	\$950,765	\$817,571	3/31/2017	55	6460.63	9865.89	153%	\$1,451,892.77	\$1,267,106.42
L'Abri Employee Housing	1304-2001-01	Housing	Housing	Yes	\$428,932	\$230,846	2/28/2001	52	3862.23	9865.89	255%	\$1,095,687.90	\$611,056.72
Employee Housing - Trailer Park	1304-2007-01	Housing	Housing	Yes	\$17,681	\$11,671	4/1/2007	52	4871.83	9865.89	203%	\$35,805.94	\$24,100.15
Timberline #11 Purchase	1304-2010-01	Housing	Housing	Yes	\$207,550	\$148,885	2/11/2010	53	5262.07	9865.89	187%	\$389,136.87	\$286,346.00
140 Sierra Park Road	1304-2020-01	Housing	Housing	Yes	\$401,190	\$362,707	6/14/2019	57	6853.86	9865.89	144%	\$577,499.78	\$526,841.91
117 Lake Manor Place, #11	1304-2020-02	Housing	Housing	Yes	\$299,578	\$272,674	10/4/2019	58	6851.03	9865.89	144%	\$431,409.83	\$394,219.33
1751 Old Mammoth Road, #2	1304-2023-01	Housing	Housing	Yes	\$751,637	\$732,821	12/16/2022	80	8823.28	9865.89	112%	\$840,455.27	\$819,443.89
165 Old Mammoth Road, #101	1304-2023-02	Housing	Housing	Yes	\$329,589	\$320,788	11/29/2022	77	8823.28	9865.89	112%	\$368,534.81	\$358,962.48
165 Old Mammoth Road, #55	1304-2024-01	Housing	Housing	Yes	\$564,455	\$555,988	7/25/2023	93	9560.07	9865.89	103%	\$582,511.67	\$576,248.11
541 Mono Street, #1	1304-2024-02	Housing	Housing	Yes	\$535,551	\$527,517	7/28/2023	93	9560.07	9865.89	103%	\$552,682.74	\$546,739.91
SCADA Logic Upgrade	1305-2013-01	Computer Systems	Water	Yes	\$25,080	\$3,576	5/31/2011	16	5642.95	9865.89	175%	\$43,848.50	\$8,221.59
SCADA PLC Telemetry Upgrade	1305-2014-01	Computer Systems	Water	Yes	\$38,200	\$12,693	3/31/2014	16	5956.40	9865.89	166%	\$63,272.93	\$23,727.35
TV Van Software	1305-2017-01	Computer Systems	Sewer	Yes	\$22,331	\$0	6/30/2016	8	6244.87	9865.89	158%	\$35,278.69	\$0.00
Phone System Update	1305-2018-01	Computer Systems	All	No	\$20,646	\$8,220	3/31/2018	11	6595.66	9865.89	150%	\$30,883.34	\$14,037.88
Lab Information Management System	1305-2020-01	Computer Systems	Water	Yes	\$9,771	\$4,997	5/9/2019	11	6852.06	9865.89	144%	\$14,069.08	\$7,674.04
Lab Information Management System	1305-2020-02	Computer Systems	Sewer	Yes	\$9,771	\$5,293	4/15/2020	10	6955.10	9865.89	142%	\$13,860.64	\$8,316.38
HydroDaVE Implementation	1305-2021-01	Computer Systems	Water	Yes	\$198,621	\$78,313	3/31/2021	6	7150.25	9865.89	138%	\$274,056.30	\$137,028.15
ERP System	1305-2024-01	Computer Systems	All	Yes	\$188,385	\$166,799	5/31/2023	14	9507.73	9865.89	104%	\$195,481.51	\$181,518.54
Tank 6 Program Logic Control	1306-2019-01	Programmable Logic Controllers	Water	Yes	\$61,975	\$31,598	3/31/2019	12	6840.81	9865.89	144%	\$89,380.63	\$52,138.70
Lake Mary Treatment Plant PLC	1306-2024-01	Programmable Logic Controllers	Water	Yes	\$20,258	\$17,557	8/3/2023	10	9560.07	9865.89	103%	\$20,905.53	\$18,814.98
Bluffs Lift Station Controls Upgrade	1306-2024-02	Programmable Logic Controllers	Sewer	Yes	\$38,407	\$33,926	9/15/2023	11	9591.57	9865.89	103%	\$39,505.70	\$35,914.27
GWTP #1 Security Fence	1307-2010-01	Security Equipment	Water	No	\$32,906	\$0	10/31/2009	15	5259.32	9865.89	188%	\$61,728.69	\$0.00
GIS Plotter	1315-2011-01	Office Furniture Equipment	All	Yes	\$8,400	\$0	12/1/2010	14	5595.95	9865.89	176%	\$14,808.85	\$0.00
Telephone System for District	1315-2012-01	Office Furniture Equipment	All	No	\$30,174	\$0	10/1/2011	13	5674.95	9865.89	174%	\$52,457.45	\$0.00
Canon Image Runner	1315-2015-01	Office Furniture Equipment	All	No	\$15,119	\$0	2/5/2015	10	6077.35	9865.89	162%	\$24,543.86	\$2,454.39
Canon Image Runner	1315-2015-02	Office Furniture Equipment	All	No	\$15,119	\$0	2/5/2015	10	6077.35	9865.89	162%	\$24,543.86	\$2,454.39
HP DesignJet T2500ps ePrinter	1315-2016-01	Office Furniture Equipment	Water	No	\$8,906	\$0	7/15/2015	9	6054.78	9865.89	163%	\$14,511.26	\$0.00
Shoring System	1317-1994-01	Equipment	Water	Yes	\$5,594	\$0	10/13/1994	30	3469.80	9865.89	284%	\$15,905.01	\$0.00
Shoring System	1317-1994-02	Equipment	Sewer	Yes	\$5,604	\$0	10/13/1994	30	3469.80	9865.89	284%	\$15,933.22	\$0.00
Welder Veh #64	1317-1996-01	Equipment	Water	Yes	\$13,896	\$0	3/19/1996	29	3494.43	9865.89	282%	\$39,233.91	\$1,352.89
Swr Lift Station Project	1317-1999-01	Equipment	Sewer	Yes	\$13,368	\$0	9/15/1999	25	3744.79	9865.89	263%	\$35,219.80	\$0.00
Generator Emergency (Admin)	1317-2000-01	Equipment	Water	Yes	\$11,101	\$0	1/19/2000	25	3744.79	9865.89	263%	\$29,245.14	\$1,169.81
Generator Emergency (WWTP)	1317-2000-02	Equipment	Water	Yes	\$15,865	\$0	1/19/2000	25	3744.79	9865.89	263%	\$41,269.79	\$1,650.79
Generator Emergency (Admin)	1317-2000-03	Equipment	Sewer	Yes	\$11,101	\$0	1/19/2000	25	3744.79	9865.89	263%	\$29,245.17	\$1,169.81
Generator Emergency (WWTP)	1317-2000-04	Equipment	Sewer	Yes	\$15,865	\$0	1/19/2000	25	3744.79	9865.89	263%	\$41,269.79	\$1,650.79
Sifter Box/Crossing Plate	1317-2002-01	Equipment	Water	Yes	\$5,682	\$0	5/15/2002	23	3859.95	9865.89	256%	\$14,522.69	\$631.42
Safety Arrow Board Traffic Signs (1 of 2)	1317-2002-02	Equipment	Water	No	\$2,628	\$0	5/31/2002	23	3859.95	9865.89	256%	\$6,716.11	\$292.00
Safety Arrow Board Traffic Signs (2 of 2)	1317-2002-03	Equipment	Sewer	No	\$2,628	\$0	5/31/2002	23	3859.95	9865.89	256%	\$6,716.13	\$292.01

Install 2 Lennox HS-29 Air Cond. Units	1317-2003-01	Equipment	All	Yes	\$5,800	\$0	9/30/2003	21	3980.21	9865.89	248%	\$14,376.69	\$0.00
Excavator Veh #47	1317-2004-01	Equipment	Water	No	\$73,217	\$0	4/1/2004	21	3980.21	9865.89	248%	\$181,486.91	\$8,642.23
Road Plates / Vertical Shore	1317-2004-02	Equipment	Water	Yes	\$6,594	\$0	5/7/2004	21	3980.21	9865.89	248%	\$16,345.67	\$778.37
Radio Line Detection (1 of 2)	1317-2004-03	Equipment	Water	Yes	\$2,629	\$0	6/3/2004	21	4338.36	9865.89	227%	\$5,979.65	\$284.75
Radio Line Detection (2 of 2)	1317-2004-04	Equipment	Sewer	Yes	\$2,629	\$0	6/3/2004	21	4338.36	9865.89	227%	\$5,979.63	\$284.74
Radar Line Locator	1317-2004-05	Equipment	Water	Yes	\$5,494	\$0	6/3/2004	21	4338.36	9865.89	227%	\$12,493.68	\$594.94
Radar Line Locator	1317-2004-06	Equipment	Sewer	Yes	\$5,494	\$0	6/3/2004	21	4338.36	9865.89	227%	\$12,493.68	\$594.94
Hydraulic Braker for Cat 430 Backhoe	1317-2004-07	Equipment	Water	No	\$9,326	\$0	7/28/2004	20	4338.36	9865.89	227%	\$21,207.61	\$0.00
Hydraulic Braker for Cat 430 Backhoe	1317-2004-08	Equipment	Sewer	No	\$9,326	\$0	7/28/2004	20	4338.36	9865.89	227%	\$21,207.63	\$0.00
Roller Drum & Trailer	1317-2005-01	Equipment	Water	No	\$13,121	\$0	4/1/2005	20	4393.47	9865.89	225%	\$29,463.73	\$1,473.19
Bobcat - Snow Removal Veh #6	1317-2005-02	Equipment	All	No	\$53,518	\$0	10/28/2005	19	4586.74	9865.89	215%	\$115,114.62	\$0.00
LeakDetection Replace/Upgrade	1317-2008-01	Equipment	Water	Yes	\$36,054	\$0	4/1/2008	17	5004.16	9865.89	197%	\$71,081.40	\$4,181.26
See Snake Replacement	1317-2008-02	Equipment	Sewer	Yes	\$11,660	\$0	4/1/2008	17	5004.16	9865.89	197%	\$22,987.64	\$1,352.21
Laser Level	1317-2009-01	Equipment	Water	Yes	\$5,237	\$0	4/30/2008	17	5023.41	9865.89	196%	\$10,285.86	\$605.05
Trench Shoring	1317-2010-01	Equipment	Water	Yes	\$13,029	\$0	5/21/2009	16	5275.57	9865.89	187%	\$24,366.30	\$1,522.89
Forklift (2007) - Veh #57	1317-2010-02	Equipment	All	No	\$43,500	\$0	7/16/2009	15	5262.82	9865.89	187%	\$81,546.82	\$0.00
Sewer Lateral Cleaner	1317-2011-01	Equipment	Sewer	Yes	\$41,388	\$0	3/17/2011	14	5636.20	9865.89	175%	\$72,447.72	\$5,174.84
Telemetry (Component OMR GaugingSta.)	1317-2011-02	Equipment	Water	Yes	\$12,524	\$0	6/30/2010	14	5400.92	9865.89	183%	\$22,876.91	\$0.00
Valve Service Trailer - Veh #71	1317-2011-03	Equipment	Water	No	\$46,547	\$0	9/30/2010	14	5590.70	9865.89	176%	\$82,142.28	\$0.00
Mini Excavator - Veh #66	1317-2012-01	Equipment	Water	No	\$36,159	\$0	6/30/2011	13	5654.45	9865.89	174%	\$63,090.96	\$0.00
Security Gate	1317-2013-01	Equipment	All	No	\$6,682	\$0	6/27/2012	12	5750.22	9865.89	172%	\$11,464.59	\$0.00
WWTP Replacement Grinder	1317-2013-02	Equipment	Sewer	Yes	\$47,954	\$0	7/25/2012	12	5778.41	9865.89	171%	\$81,875.60	\$0.00
Snowblower - Holder C992	1317-2013-03	Equipment	Water	No	\$141,362	\$35,104	12/26/2012	16	5773.63	9865.89	171%	\$241,557.42	\$60,389.35
Snow Cat and Trailor Veh #72	1317-2014-01	Equipment	Water	No	\$160,198	\$72,221	4/3/2013	21	5786.13	9865.89	171%	\$273,151.95	\$130,072.36
Rotary Garage Lift	1317-2014-02	Equipment	Water	No	\$12,160	\$6,983	8/7/2013	27	5801.13	9865.89	170%	\$20,679.86	\$12,254.73
Primary Covers	1317-2014-03	Equipment	Sewer	Yes	\$10,994	\$5,006	9/19/2012	22	5780.13	9865.89	171%	\$18,764.41	\$8,529.28
Plasma Cutting System	1317-2014-04	Equipment	Water	Yes	\$18,279	\$6,145	4/16/2014	16	5957.40	9865.89	166%	\$30,271.11	\$11,351.67
Replacement Blower Head	1317-2014-05	Equipment	Sewer	Yes	\$8,768	\$2,618	9/27/2013	16	5910.82	9865.89	167%	\$14,634.07	\$4,573.15
Install Radio Communications Equipment Phase 2	1317-2014-06	Equipment	Water	Yes	\$179,455	\$0	3/1/2014	11	5953.40	9865.89	166%	\$297,390.30	\$27,035.48
Primary Clarifier #4	1317-2015-01	Equipment	Sewer	Yes	\$14,362	\$4,853	4/23/2014	16	5957.40	9865.89	166%	\$23,784.32	\$8,919.12
Asphalt Grinder	1317-2015-02	Equipment	Water	Yes	\$16,034	\$281	6/11/2014	11	5961.15	9865.89	166%	\$26,536.66	\$2,412.42
Compressor	1317-2015-03	Equipment	Water	Yes	\$18,335	\$6,261	5/14/2014	16	5957.40	9865.89	166%	\$30,364.37	\$11,386.64
Cutting System	1317-2015-04	Equipment	Water	Yes	\$18,906	\$6,356	4/16/2014	16	5957.40	9865.89	166%	\$31,309.57	\$11,741.09
Utility Bed for Veh #58	1317-2015-05	Equipment	All	No	\$19,117	\$0	7/2/2014	10	5959.15	9865.89	166%	\$31,649.60	\$0.00
Tire Changer, Lifter & Balancer	1317-2015-06	Equipment	All	No	\$17,185	\$1,612	3/4/2015	11	6069.03	9865.89	163%	\$27,936.51	\$5,079.36
Emergency Generator	1317-2017-01	Equipment	Sewer	Yes	\$5,184	\$1,088	11/28/2016	10	6373.39	9865.89	155%	\$8,024.73	\$1,604.95
Leak Detection Equipment	1317-2018-01	Equipment	Sewer	Yes	\$29,680	\$0	4/17/2017	8	6454.94	9865.89	153%	\$45,363.65	\$5,670.46
Sewer Inspection Camera	1317-2018-02	Equipment	Sewer	Yes	\$10,900	\$0	4/1/2017	8	6460.63	9865.89	153%	\$16,645.16	\$2,080.64
Genie Electric Scissor Lift	1317-2018-03	Equipment	Water	No	\$11,636	\$3,718	6/7/2017	11	6470.50	9865.89	152%	\$17,742.38	\$6,451.77
Emergency Generator/Trailer	1317-2018-04	Equipment	Sewer	Yes	\$24,976	\$9,534	11/16/2017	11	6595.66	9865.89	150%	\$37,360.16	\$11,585.51
Tucker LW2 trailer	1317-2018-05	Equipment	Sewer	No	\$24,192	\$9,235	11/15/2017	11	6595.66	9865.89	150%	\$36,186.77	\$13,158.82
Walk-Behind Snow Blower	1317-2018-06	Equipment	Water	No	\$19,874	\$7,741	1/24/2018	11	6595.66	9865.89	150%	\$29,727.84	\$13,512.65
Sewer Camera with Lateral Capability	1317-2018-07	Equipment	Sewer	Yes	\$94,696	\$37,584	3/14/2018	11	6595.66	9865.89	150%	\$141,648.07	\$64,385.49
Bobcat Snowblower	1317-2018-08	Equipment	Water	No	\$8,013	\$4,559	10/11/2017	17	6595.66	9865.89	150%	\$11,985.45	\$7,050.26
New Plotter - IT/Engineering	1317-2019-01	Equipment	All	Yes	\$7,495	\$0	10/29/2018	6	6678.50	9865.89	148%	\$11,071.34	\$0.00
Telemetry Equipment - MonitoringWell (7)	1317-2019-02	Equipment	Water	Yes	\$8,331	\$3,930	12/20/2018	11	6683.50	9865.89	148%	\$12,298.46	\$5,590.21
EQ Basin Aerator	1317-2019-03	Equipment	Sewer	Yes	\$63,066	\$29,333	11/30/2018	11	6684.00	9865.89	148%	\$93,088.41	\$42,312.91
Operations Printer/Copier (1 of 2)	1317-2019-04	Equipment	Water	No	\$4,197	\$1,702	4/24/2018	11	6595.66	9865.89	150%	\$6,277.71	\$2,853.51
Operations Printer/Copier (2 of 2)	1317-2019-05	Equipment	Sewer	No	\$4,197	\$1,702	4/24/2018	11	6595.66	9865.89	150%	\$6,277.73	\$2,853.51
Isuzu Generator w/Trailer #97	1317-2020-01	Equipment	Sewer	Yes	\$30,814	\$23,967	10/21/2019	23	6894.53	9865.89	143%	\$44,094.67	\$34,508.87
Isuzu Generator w/Trailer #98	1317-2020-02	Equipment	Sewer	Yes	\$30,814	\$23,967	10/22/2019	23	6894.53	9865.89	143%	\$44,094.67	\$34,508.87
Kubota Generator w/Trailer #100	1317-2020-03	Equipment	Sewer	Yes	\$19,607	\$15,250	10/21/2019	23	6894.53	9865.89	143%	\$28,057.82	\$21,958.29
Kubota Generator w/Trailer #99	1317-2020-04	Equipment	Sewer	Yes	\$26,221	\$20,394	10/21/2019	23	6894.53	9865.89	143%	\$37,520.94	\$29,364.21
2019 Doosan Air Compressor #82	1317-2020-05	Equipment	Water	No	\$10,717	\$8,530	3/11/2020	23	6946.92	9865.89	142%	\$15,220.17	\$12,573.19
2019 Doosan Air Compressor #82	1317-2020-06	Equipment	Sewer	No	\$10,717	\$8,530	3/11/2020	23	6946.92	9865.89	142%	\$15,220.19	\$12,573.20
Jackhammer Attachment for Bobcat	1317-2020-07	Equipment	Sewer	No	\$4,680	\$83	5/24/2019	6	6853.86	9865.89	144%	\$6,736.48	\$1,122.75
Jackhammer Attachment for Bobcat	1317-2020-08	Equipment	Water	No	\$4,680	\$83	5/24/2019	6	6853.86	9865.89	144%	\$6,736.50	\$1,122.75
College Vault PRV	1317-2020-09	Equipment	Water	Yes	\$9,860	\$5,407	10/9/2019	11	6851.03	9865.89	144%	\$14,199.14	\$8,282.83
Tank 6 Control Valve Replacement	1317-2020-10	Equipment	Water	Yes	\$21,774	\$13,049	8/1/2019	13	6822.72	9865.89	145%	\$31,486.39	\$19,376.24
Data Collector Radio Upgrade	1317-2020-11	Equipment	Water	Yes	\$21,809	\$2,285	10/21/2019	6	6894.53	9865.89	143%	\$31,207.55	\$5,201.26
Cues Sewer Camera	1317-2021-01	Equipment	Sewer	Yes	\$61,481	\$37,087	4/10/2020	12	6955.10	9865.89	142%	\$87,211.99	\$58,141.32
2021 Travis End Dump Trailer	1317-2021-02	Equipment	Sewer	No	\$58,881	\$45,009	9/18/2020	18	7119.51	9865.89	139%	\$81,594.74	\$63,462.58
2021 Travis End Dump Trailer	1317-2021-03	Equipment	Sewer	No	\$58,881	\$45,009	9/18/2020	18	7119.51	9865.89	139%	\$81,594.74	\$63,462.58
Dewatering Press	1317-2021-05	Equipment	Sewer	Yes	\$578,133	\$448,284	11/17/2020	18	7120.26	9865.89	139%	\$801,066.36	\$623,051.62
Sprockets - Primary Clarifier #4	1317-2021-06	Equipment	Sewer	Yes	\$5,475	\$3,316	4/23/2020	12	6957.60	9865.89	142%	\$7,763.57	\$5,175.71
Husqvarna Concrete Saw	1317-2021-07	Equipment	Water	No	\$17,240	\$10,460	4/29/2020	12	6957.60	9865.89	142%	\$24,446.37	\$16,297.58
Husqvarna Concrete Saw	1317-2021-08	Equipment	Sewer	No	\$17,240	\$10,460	4/29/2020	12	6957.60	9865.89	142%	\$24,446.37	\$16,297.58

Fuel Dispensing System	1317-2021-09	Equipment	All	Yes	\$21,503	\$17,901	11/25/2020	24	7120.26	9865.89	139%	\$29,794.89	\$24,829.08
Coneqtec 18" Cold Planer	1317-2021-10	Equipment	Water	Yes	\$26,262	\$18,200	3/1/2021	12	7130.00	9865.89	138%	\$36,338.90	\$27,254.17
Lift Station Radio Upgrades	1317-2021-11	Equipment	Sewer	Yes	\$60,464	\$48,345	3/31/2021	19	7150.25	9865.89	138%	\$83,427.40	\$70,254.65
Secondary Clarifier #1 Drive Replacement	1317-2021-12	Equipment	Sewer	Yes	\$75,512	\$64,168	3/31/2021	25	7150.25	9865.89	138%	\$104,191.26	\$91,688.31
Secondary Clarifier #2 Drive Replacement	1317-2021-13	Equipment	Sewer	Yes	\$52,377	\$44,508	3/31/2021	25	7150.25	9865.89	138%	\$72,269.53	\$63,597.19
950 GC CAT Loader # #112	1317-2022-01	Equipment	Water	Yes	\$130,616	\$113,715	8/16/2021	26	8112.67	9865.89	122%	\$158,843.79	\$140,515.66
950 GC CAT Loader - #112	1317-2022-02	Equipment	Sewer	Yes	\$130,616	\$113,715	8/16/2021	26	8112.67	9865.89	122%	\$158,843.78	\$140,515.65
Toyota 8FDU32 Forklift - #113	1317-2022-03	Equipment	Water	No	\$19,144	\$16,746	9/29/2021	26	8080.02	9865.89	122%	\$23,374.84	\$20,677.74
Toyota 8FDU32 Forklift - #113	1317-2022-04	Equipment	Sewer	No	\$19,144	\$16,746	9/29/2021	26	8080.02	9865.89	122%	\$23,374.83	\$20,677.73
Travis End Dump Trailer - Veh #114	1317-2022-05	Equipment	Sewer	No	\$63,860	\$54,610	1/11/2022	20	8150.62	9865.89	121%	\$77,299.40	\$69,569.46
Mueller Tapping Machine Rebuild	1317-2022-06	Equipment	Water	Yes	\$10,163	\$8,036	2/2/2022	14	8293.22	9865.89	119%	\$12,090.22	\$10,363.04
Sewer Camera and Transport	1317-2023-01	Equipment	Sewer	Yes	\$58,015	\$53,651	9/9/2022	30	8603.67	9865.89	115%	\$66,526.03	\$62,090.96
T6 Generator	1317-2024-01	Equipment	Water	Yes	\$11,610	\$10,546	5/16/2023	17	9620.52	9865.89	103%	\$11,906.61	\$11,206.22
East Twin Lift Station Generator and Trailer	1317-2024-02	Equipment	Sewer	Yes	\$40,072	\$36,399	5/31/2023	17	9507.73	9865.89	104%	\$41,581.40	\$39,135.44
Floor-Mount Jib Crane	1317-2024-03	Equipment	Water	No	\$24,485	\$23,668	8/2/2023	41	9560.07	9865.89	103%	\$25,267.76	\$24,651.47
CAT 938G Loader - #125	1317-2024-04	Equipment	Water	Yes	\$170,584	\$167,741	2/14/2024	50	9692.00	9865.89	102%	\$173,644.85	\$173,644.85
CAT 938G Loader - #125	1317-2024-05	Equipment	Sewer	Yes	\$170,584	\$167,741	2/14/2024	50	9692.00	9865.89	102%	\$173,644.86	\$173,644.86
Loader Bucket	1317-2024-06	Equipment	All	No	\$35,804	\$34,461	7/5/2023	39	9526.14	9865.89	104%	\$37,080.69	\$36,129.90
Used Snow Bucket (1 of 2)	1320-1994-01	Vehicles	Water	No	\$2,343	\$0	1/22/1994	31	3381.24	9865.89	292%	\$6,836.46	\$220.53
Used Snow Bucket (2 of 2)	1320-1994-02	Vehicles	Sewer	No	\$2,343	\$0	1/22/1994	31	3381.24	9865.89	292%	\$6,836.46	\$220.53
Snowcat Trailer Veh #36	1320-1995-01	Vehicles	Water	No	\$5,616	\$0	1/11/1995	30	3469.80	9865.89	284%	\$15,967.22	\$532.24
Snow Plow Blade (1 of 2)	1320-1996-01	Vehicles	Water	No	\$4,923	\$0	1/10/1996	29	3494.43	9865.89	282%	\$13,898.55	\$479.26
Snow Plow Blade (2 of 2)	1320-1996-02	Vehicles	Sewer	No	\$4,923	\$0	1/10/1996	29	3494.43	9865.89	282%	\$13,898.58	\$479.26
Ford Ranger Vehicle #19	1320-1996-03	Vehicles	Water	No	\$9,251	\$0	3/10/1996	29	3494.43	9865.89	282%	\$26,119.60	\$900.68
Ford Ranger Veh #19	1320-1996-04	Vehicles	Sewer	No	\$9,251	\$0	3/10/1996	29	3494.43	9865.89	282%	\$26,119.62	\$900.68
Ford Ranger 4X4 Veh #22	1320-1999-01	Vehicles	Sewer	No	\$13,762	\$0	7/8/1999	25	3744.79	9865.89	263%	\$36,257.66	\$0.00
Mule 2500 4X4 ATV Veh #40 (1 of 3)	1320-2000-01	Vehicles	All	No	\$3,058	\$0	4/26/2000	25	3744.79	9865.89	263%	\$8,055.26	\$322.21
Mule 2500 4X4 ATV Veh #40 (2 of 3)	1320-2000-02	Vehicles	Water	No	\$3,058	\$0	4/26/2000	25	3744.79	9865.89	263%	\$8,055.26	\$322.21
Mule 2500 4X4 ATV Veh #40 (3 of 3)	1320-2000-03	Vehicles	Sewer	No	\$3,067	\$0	4/26/2000	25	3744.79	9865.89	263%	\$8,079.52	\$323.18
Ford Ranger 4X4 Veh #39	1320-2000-04	Vehicles	All	No	\$19,202	\$0	5/8/2000	25	3744.79	9865.89	263%	\$50,587.61	\$2,023.50
Ford Ranger 4X4 Veh #3	1320-2000-05	Vehicles	Sewer	No	\$19,324	\$0	5/8/2000	25	3744.79	9865.89	263%	\$50,910.03	\$2,036.40
2001 Cat MD430D IT Backhoe Loader Veh #41	1320-2001-01	Vehicles	Water	No	\$44,611	\$0	8/15/2001	23	3859.95	9865.89	256%	\$114,024.14	\$0.00
2001 Cat MD430D IT Backhoe Loader Veh #41	1320-2001-02	Vehicles	Sewer	No	\$44,611	\$0	8/15/2001	23	3859.95	9865.89	256%	\$114,024.17	\$0.00
Vactor 2005 Sterling L7501 Veh #51	1320-2005-01	Vehicles	Water	No	\$114,706	\$0	8/22/2005	19	4532.88	9865.89	218%	\$249,659.57	\$0.00
Vactor 2005 Sterling L7501 Veh #51	1320-2005-02	Vehicles	Sewer	No	\$114,706	\$0	8/22/2005	19	4532.88	9865.89	218%	\$249,659.55	\$0.00
Ford F-250 4X4 Veh #52	1320-2006-01	Vehicles	Water	No	\$16,459	\$0	5/30/2006	19	4592.78	9865.89	215%	\$35,355.58	\$1,860.82
Ford F-250 4X4 Veh #52	1320-2006-02	Vehicles	Sewer	No	\$16,459	\$0	5/30/2006	19	4592.78	9865.89	215%	\$35,355.41	\$1,860.81
Ford F-550 4X4 Flat Bed Veh #53	1320-2006-03	Vehicles	Water	No	\$24,590	\$0	6/30/2006	18	4609.28	9865.89	214%	\$52,632.74	\$0.00
Ford F-550 4X4 Flat Bed Veh #53	1320-2006-04	Vehicles	Sewer	No	\$24,590	\$0	6/30/2006	18	4609.28	9865.89	214%	\$52,632.72	\$0.00
Peterbilt Dump Model 340 Veh #1	1320-2007-01	Vehicles	Sewer	No	\$95,541	\$13,646	2/1/2007	21	4868.44	9865.89	203%	\$193,613.66	\$36,878.79
TV Van Upgrade Veh #60	1320-2008-01	Vehicles	Sewer	No	\$20,672	\$0	4/1/2008	17	5004.16	9865.89	197%	\$40,756.54	\$2,397.44
Ford Ranger - Veh #2	1320-2009-01	Vehicles	Water	No	\$19,003	\$0	5/6/2008	17	5023.41	9865.89	196%	\$37,321.99	\$2,195.41
2006 Chevy 3500 ~ Veh #58 (1 of 2)	1320-2010-01	Vehicles	Water	No	\$11,375	\$0	7/10/2009	15	5262.82	9865.89	187%	\$21,324.02	\$0.00
2006 Chevy 3500 ~ Veh #58 (2 of 2)	1320-2010-02	Vehicles	Sewer	No	\$11,375	\$0	7/10/2009	15	5262.82	9865.89	187%	\$21,324.02	\$0.00
TV Van - Veh #60	1320-2010-03	Vehicles	Sewer	No	\$174,594	\$0	3/31/2010	15	5270.07	9865.89	187%	\$326,849.62	\$21,789.97
Ford Ranger Veh #63	1320-2011-1	Vehicles	Water	No	\$18,851	\$0	9/30/2010	14	5590.70	9865.89	176%	\$33,266.86	\$0.00
Snowmobile - Veh #67	1320-2012-01	Vehicles	Water	No	\$9,884	\$0	4/15/2011	14	5636.20	9865.89	175%	\$17,301.26	\$1,235.80
Ford Ranger XLT - Veh #69	1320-2012-02	Vehicles	All	No	\$20,347	\$0	6/28/2011	13	5654.50	9865.89	174%	\$35,501.81	\$0.00
Veh #70 F350 w/ Utility Bed	1320-2013-01	Vehicles	Water	No	\$44,318	\$0	11/28/2012	12	5767.88	9865.89	171%	\$75,805.29	\$0.00
Veh #65 F-150 4X4 w/ Work Shell	1320-2013-02	Vehicles	All	No	\$25,843	\$0	6/27/2012	12	5750.22	9865.89	172%	\$44,339.75	\$0.00
F-250 XL Veh #73	1320-2014-01	Vehicles	Water	No	\$28,160	\$0	8/21/2013	11	5802.38	9865.89	170%	\$47,881.14	\$0.00
F-350 XLw/ Utility Bed Veh #74	1320-2014-02	Vehicles	Water	No	\$43,177	\$0	10/8/2013	11	5910.82	9865.89	167%	\$72,067.32	\$0.00
Escape Veh #76	1320-2014-03	Vehicles	All	No	\$27,075	\$0	11/14/2013	11	5902.82	9865.89	167%	\$45,252.99	\$0.00
Vactor Veh #77	1320-2014-04	Vehicles	Water	No	\$324,889	\$101,588	12/4/2013	16	5900.57	9865.89	167%	\$543,222.14	\$169,756.92
Snow Plow Blade	1320-2014-05	Vehicles	Water	No	\$16,196	\$9,703	4/2/2014	27	5956.40	9865.89	166%	\$26,826.93	\$16,891.03
Veh #58 F150 XL	1320-2015-01	Vehicles	Water	No	\$24,622	\$0	7/23/2014	10	5959.15	9865.89	166%	\$40,764.54	\$0.00
Veh #79 F350 XL	1320-2015-02	Vehicles	Water	No	\$63,285	\$0	7/23/2014	10	5959.15	9865.89	166%	\$104,773.18	\$0.00
Cradle for TV Camera	1320-2015-03	Vehicles	Sewer	No	\$6,506	\$0	4/23/2014	11	5957.40	9865.89	166%	\$10,774.38	\$979.49
Skid Steer Bobcat	1320-2016-01	Vehicles	Water	No	\$56,841	\$0	5/20/2015	10	6054.78	9865.89	163%	\$92,619.31	\$9,261.93
Ford Explorer Veh #84	1320-2016-02	Vehicles	All	No	\$39,855	\$0	10/7/2015	9	6114.50	9865.89	161%	\$64,307.00	\$0.00
F150 Veh #85	1320-2017-01	Vehicles	Water	No	\$30,167	\$0	6/23/2016	8	6244.87	9865.89	158%	\$47,658.74	\$0.00
F150 Veh #86	1320-2017-02	Vehicles	Water	No	\$29,211	\$0	6/23/2016	8	6244.87	9865.89	158%	\$46,148.73	\$0.00
Dump Truck Veh #87	1320-2017-03	Vehicles	Sewer	No	\$151,310	\$76,813	11/9/2016	16	6344.35	9865.89	156%	\$235,297.39	\$117,648.69
2017 Honda CR-V #88	1320-2018-01	Vehicles	Water	No	\$29,965	\$0	4/26/2017	8	6454.94	9865.89	153%	\$45,799.87	\$5,724.98
Ford F-150 Veh #89	1320-2018-02	Vehicles	Water	No	\$33,013	\$0	8/16/2017	7	6620.19	9865.89	149%	\$49,198.08	\$0.00
Ford F-150 Veh #90 w/ Tool Box	1320-2018-03	Vehicles	Water	No	\$34,435	\$0	10/11/2017	7	6595.66	9865.89	150%	\$51,507.84	\$0.00
Veh #91 Tacoma Double Cab	1320-2018-04	Vehicles	Water	No	\$33,494	\$0	3/28/2018	7	6595.66	9865.89	150%	\$50,101.01	\$7,157.29
Veh #92 Tacoma Access Cab	1320-2018-05	Vehicles	Water	No	\$35,455	\$0	3/28/2018	7	6595.66	9865.89	150%	\$53,034.44	\$7,576.35

Ford F550 w/Dump Body Veh #93	1320-2019-01	Vehicles	Water	No	\$59,729	\$24,880	5/30/2018	11	6597.88	9865.89	150%	\$89,313.57	\$40,597.08
F450 Veh #94 w/ Body and Winch (1 of 2)	1320-2019-02	Vehicles	Water	No	\$35,876	\$16,383	10/30/2018	11	6678.50	9865.89	148%	\$52,998.57	\$24,090.26
F450 Veh #94 w/ Body and Winch (2 of 2)	1320-2019-03	Vehicles	Sewer	No	\$35,876	\$16,383	10/30/2018	11	6678.50	9865.89	148%	\$52,998.58	\$24,090.27
Ranger XP 1000 w/Snow Tracks and Winch #95	1320-2020-01	Vehicles	Water	No	\$31,478	\$15,711	3/25/2019	11	6840.81	9865.89	144%	\$45,397.99	\$24,762.54
Ford F-750 Water Truck	1320-2021-01	Vehicles	Water	No	\$27,920	\$21,043	7/22/2020	18	6988.04	9865.89	141%	\$39,417.48	\$30,658.04
Ford F-750 Water Truck	1320-2021-02	Vehicles	Sewer	No	\$27,920	\$21,043	7/22/2020	18	6988.04	9865.89	141%	\$39,417.46	\$30,658.03
Ford Transit Van	1320-2021-03	Vehicles	All	No	\$44,745	\$28,804	9/3/2020	12	7035.77	9865.89	140%	\$62,744.25	\$41,829.50
2020 Honda CR-V Pool Vehicle	1320-2021-04	Vehicles	All	No	\$29,004	\$18,246	7/15/2020	12	6983.96	9865.89	141%	\$40,972.78	\$27,315.19
2021 Peterbilt Dump Truck	1320-2021-05	Vehicles	Water	No	\$147,951	\$96,572	10/7/2020	12	7119.51	9865.89	139%	\$205,023.64	\$136,682.42
Ford F-250 - Veh #110	1320-2021-06	Vehicles	Water	No	\$40,166	\$28,074	3/31/2021	12	7150.25	9865.89	138%	\$55,420.84	\$41,565.63
Ford F-250 Veh #111	1320-2022-01	Vehicles	Sewer	No	\$40,169	\$28,313	4/7/2021	13	7150.25	9865.89	138%	\$55,425.50	\$42,635.00
2022 Nissan Titan - #118	1320-2023-01	Vehicles	Water	No	\$25,550	\$22,121	11/29/2022	15	8823.28	9865.89	112%	\$28,569.29	\$24,760.05
2022 Nissan Titan - #118	1320-2023-02	Vehicles	Sewer	No	\$25,550	\$22,121	11/29/2022	15	8823.28	9865.89	112%	\$28,569.29	\$24,760.05
2023 Honda CR-V - #119	1320-2023-03	Vehicles	Water	No	\$18,765	\$16,716	2/14/2023	17	9165.77	9865.89	108%	\$20,198.55	\$19,010.40
2023 Honda CR-V - #119	1320-2023-04	Vehicles	Sewer	No	\$18,765	\$16,716	2/14/2023	17	9165.77	9865.89	108%	\$20,198.55	\$19,010.40
Kenworth T880 Vactor - #123	1320-2024-01	Vehicles	Sewer	No	\$582,372	\$572,666	1/24/2024	54	9692.00	9865.89	102%	\$592,820.78	\$592,820.78
Master Meter	1325-2001-01	Metering Program	Water	Yes	\$7,309	\$1,750	6/1/2001	31	3862.23	9865.89	255%	\$18,671.32	\$4,818.41
Snowcreek 6 Meter	1325-2007-01	Metering Program	Water	Yes	\$3,499	\$528	4/1/2007	21	4871.83	9865.89	203%	\$7,084.78	\$1,349.48
Master Meter Mammoth View	1325-2007-02	Metering Program	Water	Yes	\$5,957	\$900	4/1/2007	21	4871.83	9865.89	203%	\$12,064.26	\$2,979.95
Master Meter Val D'sre	1325-2007-03	Metering Program	Water	Yes	\$7,295	\$1,102	4/1/2007	21	4871.83	9865.89	203%	\$14,773.97	\$2,814.09
Master Meter Mammoth View Villas	1325-2007-04	Metering Program	Water	Yes	\$8,173	\$1,234	4/1/2007	21	4871.83	9865.89	203%	\$16,551.35	\$3,152.64
Master Meter Wildflower	1325-2007-05	Metering Program	Water	Yes	\$11,416	\$1,724	4/1/2007	21	4871.83	9865.89	203%	\$23,118.42	\$4,403.51
Fire Service Meters	1325-2007-06	Metering Program	Water	Yes	\$13,315	\$2,011	4/1/2007	21	4871.83	9865.89	203%	\$26,963.40	\$5,135.89
Master Meter Mammoth Estates	1325-2007-07	Metering Program	Water	Yes	\$16,363	\$2,471	4/1/2007	21	4871.83	9865.89	203%	\$33,136.73	\$6,311.76
Master Meter North Village	1325-2007-08	Metering Program	Water	Yes	\$25,272	\$3,817	4/1/2007	21	4871.83	9865.89	203%	\$51,178.45	\$9,748.28
Master Meter Gateway	1325-2007-09	Metering Program	Water	Yes	\$25,330	\$3,826	4/1/2007	21	4871.83	9865.89	203%	\$51,295.52	\$9,770.58
Master Meter Snowcreek 4	1325-2007-10	Metering Program	Water	Yes	\$27,193	\$4,107	4/1/2007	21	4871.83	9865.89	203%	\$55,069.14	\$10,489.36
Master Meter Do-It Center	1325-2007-11	Metering Program	Water	Yes	\$29,103	\$4,395	4/1/2007	21	4871.83	9865.89	203%	\$58,936.45	\$11,225.99
Master Meter Hidden Valley Condos	1325-2007-12	Metering Program	Water	Yes	\$53,169	\$8,030	4/1/2007	21	4871.83	9865.89	203%	\$107,671.22	\$20,508.80
Water Meter Radio Read Replacement	1325-2013-01	Metering Program	Water	Yes	\$608,512	\$263,398	11/30/2012	21	5767.88	9865.89	171%	\$1,040,852.69	\$446,079.72
Water Model Master Meter Zone	1325-2013-02	Metering Program	Water	Yes	\$31,362	\$0	3/31/2012	13	5739.97	9865.89	172%	\$53,904.75	\$4,146.52
Meter Radio Read Unit Replacement	1325-2014-01	Metering Program	Water	Yes	\$46,072	\$23,013	3/31/2014	21	5956.40	9865.89	166%	\$76,312.17	\$39,973.04
MCC Replacement at Juniper Ridge	1325-2014-02	Metering Program	Water	Yes	\$95,507	\$45,726	10/31/2013	21	5902.82	9865.89	167%	\$159,629.29	\$76,013.95
AMI - Advanced Metering Infrastructure	1325-2016-01	Metering Program	Water	Yes	\$1,689,989	\$1,013,254	3/31/2016	22	6248.87	9865.89	158%	\$2,668,201.64	\$1,697,946.50
Master Meter / Metering Equipment	1325-2016-02	Metering Program	Water	Yes	\$21,080	\$12,585	12/31/2015	22	6105.70	9865.89	162%	\$34,061.42	\$20,127.20
MES Meter Relocation	1325-2016-03	Metering Program	Water	Yes	\$39,437	\$23,405	8/26/2015	23	6113.35	9865.89	161%	\$63,644.99	\$38,740.43
Woodlands Meter Upgrade	1325-2018-01	Metering Program	Water	Yes	\$19,755	\$13,820	3/31/2018	22	6595.66	9865.89	150%	\$29,549.21	\$21,490.33
Davison PR Station	1340-1993-01	Water Facilities	Water	Yes	\$98,726	\$0	3/31/1993	32	3248.38	9865.89	304%	\$299,848.65	\$9,370.27
Hidden Valley PR Vault	1340-1995-01	Water Facilities	Water	Yes	\$20,204	\$0	7/31/1995	29	3494.43	9865.89	282%	\$57,041.40	\$0.00
Assessment District	1340-1999-01	Water Facilities	Water	Yes	\$6,805,377	\$1,138,127	4/1/1999	31	3772.23	9865.89	262%	\$17,798,782.26	\$3,444,925.60
GWTP #2 Reclaim Backwash	1340-2007-01	Water Facilities	Water	Yes	\$20,527	\$0	4/1/2007	18	4871.83	9865.89	203%	\$41,569.39	\$2,309.41
Ski Trails PR Station	1340-2010-01	Water Facilities	Water	Yes	\$22,112	\$11,606	12/31/2009	32	5260.32	9865.89	188%	\$41,472.42	\$22,032.22
Arsenic Removal Studies	1340-2011-01	Water Facilities	Water	Yes	\$75,215	\$40,451	5/20/2010	32	5394.42	9865.89	183%	\$137,560.47	\$77,377.77
GWTP #1 Improvements	1340-2013-01	Water Facilities	Water	Yes	\$2,568,924	\$1,157,100	3/31/2013	21	5786.13	9865.89	171%	\$4,380,257.80	\$2,085,837.05
Well Maintenance	1340-2013-02	Water Facilities	Water	Yes	\$402,917	\$0	12/27/2012	12	5773.63	9865.89	171%	\$688,498.31	\$0.00
Meridian Well 25	1340-2014-01	Water Facilities	Water	Yes	\$85,828	\$67,126	2/1/2014	50	5896.32	9865.89	167%	\$143,609.97	\$114,887.97
Well 25 Development	1340-2014-02	Water Facilities	Water	Yes	\$182,360	\$125,077	4/1/2013	37	5786.13	9865.89	171%	\$310,940.46	\$218,498.70
Well Maintenance	1340-2014-03	Water Facilities	Water	Yes	\$68,573	\$0	9/1/2013	11	5802.38	9865.89	170%	\$116,596.50	\$0.00
GWTP#2 Treatment Improvement	1340-2014-04	Water Facilities	Water	Yes	\$2,610,293	\$1,304,781	3/31/2014	21	5956.40	9865.89	166%	\$4,323,562.51	\$2,264,723.22
Well #11 Development	1340-2014-05	Water Facilities	Water	Yes	\$101,997	\$69,958	4/1/2013	37	5786.13	9865.89	171%	\$173,914.97	\$122,210.52
GWTP#1 Treatment Improvement	1340-2014-06	Water Facilities	Water	Yes	\$24,207	\$12,025	3/5/2014	21	5953.40	9865.89	166%	\$40,116.24	\$21,013.27
GWTP #1 Valve	1340-2014-07	Water Facilities	Water	Yes	\$15,329	\$0	4/18/2013	12	5795.88	9865.89	170%	\$26,093.85	\$2,174.49
Well #1	1340-2016-02	Water Facilities	Water	Yes	\$764,226	\$179,050	11/30/2015	12	6107.70	9865.89	162%	\$1,234,470.10	\$308,617.52
2015-2016 Well Maintenance	1340-2016-03	Water Facilities	Water	Yes	\$547,499	\$0	3/31/2016	9	6248.87	9865.89	158%	\$864,406.78	\$96,045.20
Pressure Reducing Valve Ranch Rd	1340-2017-01	Water Facilities	Water	Yes	\$104,604	\$89,745	2/22/2017	55	6373.39	9865.89	155%	\$161,925.05	\$141,316.41
Knolls Tank Mixer T-5	1340-2017-02	Water Facilities	Water	Yes	\$36,621	\$0	2/22/2017	8	6373.39	9865.89	155%	\$56,688.27	\$7,086.03
Knolls Tank Rehab	1340-2017-03	Water Facilities	Water	Yes	\$50,300	\$13,578	9/23/2016	11	6343.35	9865.89	156%	\$78,232.27	\$21,336.07
Well Improvement 2017	1340-2017-04	Water Facilities	Water	Yes	\$59,728	\$17,262	1/25/2017	11	6373.39	9865.89	155%	\$92,457.36	\$33,620.86
Tank 3 Rehab/Improvement	1340-2017-05	Water Facilities	Water	Yes	\$459,474	\$135,651	3/31/2017	11	6460.63	9865.89	153%	\$701,653.63	\$255,146.77
WTP Arc Flash Study	1340-2020-01	Water Facilities	Water	Yes	\$29,435	\$17,620	3/31/2020	12	6955.10	9865.89	142%	\$41,754.34	\$27,836.23
Tank 5 Rehab	1340-2020-02	Water Facilities	Water	Yes	\$324,634	\$259,590	3/31/2020	24	6955.10	9865.89	142%	\$460,497.24	\$383,747.70
College Vault PRV	1340-2021-01	Water Facilities	Water	Yes	\$9,121	\$8,208	3/31/2021	37	7150.25	9865.89	138%	\$12,584.82	\$11,564.43
Timber Ridge Pump Station Rehab	1340-2021-02	Water Facilities	Water	Yes	\$12,304	\$11,073	3/31/2021	37	7150.25	9865.89	138%	\$16,977.44	\$15,600.89
Tank 6 Rehab	1340-2021-03	Water Facilities	Water	Yes	\$600,885	\$480,450	3/31/2021	19	7150.25	9865.89	138%	\$829,099.07	\$698,188.69
Center Street Monitoring Well	1340-2022-01	Water Facilities	Water	Yes	\$543,034	\$491,454	12/1/2021	32	8071.91	9865.89	122%	\$663,724.10	\$601,499.96
TOML Bike Path Fill Stations	1340-2023-01	Water Facilities	Water	Yes	\$43,130	\$36,622	9/30/2022	15	8711.79	9865.89	113%	\$48,843.24	\$42,330.81
Lake Mary Plant	1345-1998-01	Lake Mary Filter Plant	Water	Yes	\$732,547	\$97,219	3/31/1998	31	3684.82	9865.89	268%	\$1,961,352.87	\$316,347.24
Lake Mary WTP Equipment & Instrument	1345-2007-01	Lake Mary Filter Plant	Water	Yes	\$87,199	\$0	4/1/2007	18	4871.83	9865.89	203%	\$176,585.20	\$9,810.29

Lake Mary WTP Engineering	1345-2007-02	Lake Mary Filter Plant	Water	Yes	\$377,861	\$57,067	4/1/2007	21	4871.83	9865.89	203%	\$765,202.50	\$145,752.86
Lake Mary WTP Building	1345-2007-03	Lake Mary Filter Plant	Water	Yes	\$988,251	\$568,396	4/1/2007	42	4871.83	9865.89	203%	\$2,001,298.88	\$1,191,249.33
Lake Mary WTP Filtration System	1345-2007-04	Lake Mary Filter Plant	Water	Yes	\$1,453,311	\$0	4/1/2007	18	4871.83	9865.89	203%	\$2,943,086.61	\$163,504.81
Lake Mary Equip Replacement	1345-2007-05	Lake Mary Filter Plant	Water	Yes	\$109,961	\$16,607	4/1/2007	21	4871.83	9865.89	203%	\$222,681.05	\$42,415.44
LMTP Polymer Feed Flowmeter	1345-2009-01	Lake Mary Filter Plant	Water	Yes	\$5,184	\$0	5/23/2008	17	5065.41	9865.89	195%	\$10,097.19	\$593.95
Lake Mary Flow Measure Flume	1345-2009-02	Lake Mary Filter Plant	Water	Yes	\$119,943	\$959	4/1/2008	17	5004.16	9865.89	197%	\$236,472.10	\$13,910.12
LMTP Filter Media	1345-2010-01	Lake Mary Filter Plant	Water	Yes	\$56,464	\$2,635	12/31/2009	16	5260.32	9865.89	188%	\$105,899.95	\$6,618.75
LMTP Corrosion Control	1345-2013-01	Lake Mary Filter Plant	Water	Yes	\$998,000	\$449,051	3/31/2013	21	5786.13	9865.89	171%	\$1,701,684.41	\$810,325.91
LMTP Corrosion Control Purchase	1345-2014-01	Lake Mary Filter Plant	Water	Yes	\$11,966	\$5,971	5/22/2013	23	5801.63	9865.89	170%	\$20,347.99	\$10,616.34
Lake Mary Rd Valves	1345-2018-01	Lake Mary Filter Plant	Water	Yes	\$45,690	\$40,203	3/31/2018	56	6595.66	9865.89	150%	\$68,344.36	\$61,021.75
LMWTP Filter Platform	1345-2018-02	Lake Mary Filter Plant	Water	Yes	\$8,316	\$4,984	3/31/2018	17	6595.66	9865.89	150%	\$12,439.87	\$8,049.33
LMTP Filter Improvements	1345-2019-01	Lake Mary Filter Plant	Water	Yes	\$23,974	\$0	3/31/2019	6	6840.81	9865.89	144%	\$34,575.02	\$5,762.50
Ground Water Treatment Plant #1	1346-1989-01	Groundwater Treatment	Water	Yes	\$2,582,151	\$0	3/31/1989	36	2963.97	9865.89	333%	\$8,594,963.41	\$238,748.98
Well #10 Replacement Column Pipe	1346-2003-01	Groundwater Treatment	Water	Yes	\$11,467	\$0	11/19/2003	21	3980.21	9865.89	248%	\$28,424.12	\$0.00
Arsenic Removal	1346-2007-01	Groundwater Treatment	Water	Yes	\$820,182	\$541,393	4/1/2007	52	4871.83	9865.89	203%	\$1,660,942.65	\$1,117,942.17
Monitoring Wells	1346-2007-02	Groundwater Treatment	Water	Yes	\$318,857	\$48,156	4/1/2007	21	4871.83	9865.89	203%	\$645,714.77	\$122,993.29
Monitor Wells #26 and #27 Final Payment	1346-2009-02	Groundwater Treatment	Water	Yes	\$10,510	\$2,413	4/1/2008	22	5004.16	9865.89	197%	\$20,720.88	\$5,651.15
Monitor Well #31	1346-2009-03	Groundwater Treatment	Water	Yes	\$42,276	\$9,705	4/1/2008	22	5004.16	9865.89	197%	\$83,349.60	\$22,731.71
Well #6	1350-1987-01	Source of Supply	Water	Yes	\$53,586	\$0	10/13/1987	37	2930.38	9865.89	337%	\$180,410.57	\$0.00
Lake Mary Penhall Flumes Concrete	1350-1987-02	Source of Supply	Water	Yes	\$8,014	\$0	10/25/1987	37	2930.38	9865.89	337%	\$26,979.79	\$0.00
Well #6	1350-1987-03	Source of Supply	Water	Yes	\$39,661	\$0	11/12/1987	37	2930.38	9865.89	337%	\$133,529.01	\$0.00
Well #10	1350-1987-04	Source of Supply	Water	Yes	\$81,688	\$0	11/16/1987	37	2930.38	9865.89	337%	\$275,025.95	\$0.00
Well #11	1350-1987-05	Source of Supply	Water	Yes	\$24,175	\$0	11/30/1987	37	2930.38	9865.89	337%	\$81,392.77	\$0.00
Parshall Flumes	1350-1987-51	Source of Supply	Water	Yes	\$11,119	\$0	8/18/1987	37	2930.38	9865.89	337%	\$37,434.11	\$0.00
Well No.10	1350-1989-01	Source of Supply	Water	Yes	\$387,975	\$0	3/31/1989	36	2963.97	9865.89	333%	\$1,291,416.46	\$35,872.68
Well No.6	1350-1989-02	Source of Supply	Water	Yes	\$291,249	\$0	3/31/1989	36	2963.97	9865.89	333%	\$969,453.07	\$26,929.25
Dry Creek	1350-2006-01	Source of Supply	Water	Yes	\$104,968	\$10,611	4/1/2006	21	4600.43	9865.89	214%	\$225,110.88	\$32,158.70
Lake Mary Tank Rehab	1350-2007-01	Source of Supply	Water	Yes	\$29,577	\$4,467	4/1/2007	21	4871.83	9865.89	203%	\$59,895.33	\$11,408.63
Dry Creek	1350-2007-02	Source of Supply	Water	Yes	\$187,701	\$123,899	4/1/2007	52	4871.83	9865.89	203%	\$380,110.78	\$255,843.79
Zone 2B Storage	1350-2014-01	Source of Supply	Water	Yes	\$104,420	\$81,456	4/1/2013	53	5786.13	9865.89	171%	\$178,046.29	\$141,093.29
Creek Flumes	1350-2019-01	Source of Supply	Water	Yes	\$11,756	\$8,901	3/31/2019	24	6840.81	9865.89	144%	\$16,954.11	\$13,422.00
Aquifer Storage Assessment	1350-2019-02	Source of Supply	Water	Yes	\$32,646	\$16,639	3/31/2019	12	6840.81	9865.89	144%	\$47,082.38	\$27,464.72
Integrated Water Resource Mgmt Plan	1350-2019-03	Source of Supply	Water	Yes	\$25,375	\$12,647	3/31/2019	11	6840.81	9865.89	144%	\$36,596.34	\$19,961.64
Mammoth Creek EIR	1350-2019-04	Source of Supply	Water	Yes	\$23,078	\$11,503	3/31/2019	11	6840.81	9865.89	144%	\$33,283.61	\$18,154.70
Tank 1	1350-2022-01	Source of Supply	Water	Yes	\$391,573	\$321,796	7/31/2021	19	8112.67	9865.89	122%	\$476,196.00	\$401,007.16
Well 15 Rehab and Pump & Motor	1350-2024-01	Source of Supply	Water	Yes	\$73,521	\$68,620	8/30/2023	19	9591.57	9865.89	103%	\$75,624.08	\$71,842.87
Well 17 Rehab and Pump & Motor	1350-2024-02	Source of Supply	Water	Yes	\$133,324	\$124,435	8/30/2023	19	9591.57	9865.89	103%	\$137,136.65	\$130,279.82
Well 10 Pump & Motor	1350-2024-03	Source of Supply	Water	Yes	\$40,416	\$37,722	8/30/2023	19	9591.57	9865.89	103%	\$41,572.40	\$39,493.78
Mill Street Water Line	1355-1989-01	Transmission/Distribution Line	Water	Yes	\$164,125	\$0	3/31/1989	36	2963.97	9865.89	333%	\$546,306.45	\$15,175.18
Minaret Water Main	1355-1989-02	Transmission/Distribution Line	Water	Yes	\$242,226	\$0	3/31/1989	36	2963.97	9865.89	333%	\$806,273.96	\$22,396.50
Sierra Manors Water Line	1355-1989-03	Transmission/Distribution Line	Water	Yes	\$122,098	\$0	3/31/1989	36	2963.97	9865.89	333%	\$406,417.47	\$11,289.37
Mill St Water Line	1355-1990-01	Transmission/Distribution Line	Water	Yes	\$131,096	\$0	3/31/1990	35	2987.61	9865.89	330%	\$432,915.13	\$12,369.00
Old Mammoth Water Line	1355-1990-02	Transmission/Distribution Line	Water	Yes	\$439,199	\$0	3/31/1990	35	2987.61	9865.89	330%	\$1,450,356.52	\$41,438.76
Laurel Mt Water Line Repl	1355-1991-01	Transmission/Distribution Line	Water	Yes	\$193,103	\$0	3/31/1991	34	3132.78	9865.89	315%	\$608,128.48	\$71,886.13
Mammoth Tavern Rd - W Line	1355-1991-02	Transmission/Distribution Line	Water	Yes	\$67,972	\$0	3/31/1991	34	3132.78	9865.89	315%	\$214,059.53	\$6,295.87
Mill St Water Line	1355-1991-03	Transmission/Distribution Line	Water	Yes	\$13,000	\$0	3/31/1991	34	3132.78	9865.89	315%	\$40,940.15	\$1,204.12
Trails II Water Lines	1355-1991-04	Transmission/Distribution Line	Water	Yes	\$94,468	\$0	3/31/1991	34	3132.78	9865.89	315%	\$297,503.30	\$8,750.10
Trails I Water Lines	1355-1991-05	Transmission/Distribution Line	Water	Yes	\$138,890	\$0	3/31/1991	34	3132.78	9865.89	315%	\$437,399.26	\$12,864.68
Snowcreek Crest Water Lines	1355-1991-06	Transmission/Distribution Line	Water	Yes	\$150,860	\$0	3/31/1991	34	3132.78	9865.89	315%	\$475,095.77	\$13,973.41
Juniper Ridge Water Lines	1355-1991-07	Transmission/Distribution Line	Water	Yes	\$212,520	\$0	3/31/1991	34	3132.78	9865.89	315%	\$669,278.50	\$19,684.66
Mill City Tract	1355-1991-08	Transmission/Distribution Line	Water	Yes	\$58,352	\$0	3/31/1991	34	3132.78	9865.89	315%	\$183,765.19	\$5,404.86
Lupin St Line Replace	1355-1992-01	Transmission/Distribution Line	Water	Yes	\$185,142	\$0	3/31/1992	33	3184.37	9865.89	310%	\$573,613.13	\$17,382.22
Manzanita St W Line Replace	1355-1992-02	Transmission/Distribution Line	Water	Yes	\$136,498	\$0	3/31/1992	33	3184.37	9865.89	310%	\$422,901.30	\$12,815.19
Chateau Rd Water Line	1355-1992-03	Transmission/Distribution Line	Water	Yes	\$14,913	\$0	4/1/1992	33	3184.37	9865.89	310%	\$46,203.17	\$1,400.10
Mono St Water Line	1355-1993-01	Transmission/Distribution Line	Water	Yes	\$137,719	\$0	3/31/1993	32	3248.38	9865.89	304%	\$418,278.35	\$13,071.20
Joaquin St Water Line	1355-1993-02	Transmission/Distribution Line	Water	Yes	\$148,503	\$0	3/31/1993	32	3248.38	9865.89	304%	\$451,030.09	\$14,094.69
Owen St Water Line	1355-1993-03	Transmission/Distribution Line	Water	Yes	\$23,472	\$0	3/31/1993	32	3248.38	9865.89	304%	\$71,287.37	\$2,227.73
Timberidge Tank	1355-1993-04	Transmission/Distribution Line	Water	Yes	\$20,410	\$0	3/31/1993	32	3248.38	9865.89	304%	\$61,988.57	\$1,937.14
St Moritz Water Line	1355-1993-05	Transmission/Distribution Line	Water	Yes	\$26,141	\$0	3/31/1993	32	3248.38	9865.89	304%	\$79,395.30	\$2,481.10
Fairway Ranch Water Lines	1355-1993-06	Transmission/Distribution Line	Water	Yes	\$64,950	\$0	6/30/1993	31	3381.24	9865.89	292%	\$189,513.46	\$0.00
Tavern Line Replacement	1355-1994-01	Transmission/Distribution Line	Water	Yes	\$53,611	\$0	3/31/1994	31	3381.24	9865.89	292%	\$156,429.11	\$5,046.10
Sierra Nevada Water Line	1355-1994-02	Transmission/Distribution Line	Water	Yes	\$52,407	\$0	3/31/1994	31	3381.24	9865.89	292%	\$152,913.70	\$4,932.70
Business Park Water Lines	1355-1994-03	Transmission/Distribution Line	Water	Yes	\$68,080	\$1,393	11/30/1994	31	3469.80	9865.89	284%	\$193,576.22	\$6,244.39
Red Fir Replacement	1355-1995-01	Transmission/Distribution Line	Water	Yes	\$162,202	\$5,168	3/31/1995	31	3469.80	9865.89	284%	\$461,200.17	\$29,754.85
Fire Hydrants	1355-1995-02	Transmission/Distribution Line	Water	Yes	\$9,717	\$0	7/31/1995	29	3494.43	9865.89	282%	\$27,433.77	\$0.00
Ski Trails Water Line	1355-1996-01	Transmission/Distribution Line	Water	Yes	\$98,136	\$6,445	3/31/1996	31	3494.43	9865.89	282%	\$277,068.34	\$26,813.07
Majestic Pines Water Line	1355-1996-02	Transmission/Distribution Line	Water	Yes	\$458,050	\$30,083	3/31/1996	31	3494.43	9865.89	282%	\$1,293,221.67	\$125,150.48
Azimuth Dr Water Replace	1355-1996-03	Transmission/Distribution Line	Water	Yes	\$45,300	\$2,975	3/31/1996	31	3494.43	9865.89	282%	\$127,896.34	\$12,377.07

H2O Line - USFS	1355-1996-04	Transmission/Distribution Line	Water	Yes	\$11,133	\$874	8/1/1996	31	3530.48	9865.89	279%	\$31,110.76	\$3,010.72
Sierra Valley Sites - Water Laterals	1355-1997-01	Transmission/Distribution Line	Water	Yes	\$11,408	\$1,132	3/31/1997	31	3530.48	9865.89	279%	\$11,880.03	\$4,113.55
Majestic Pines Water Line	1355-1997-02	Transmission/Distribution Line	Water	Yes	\$35,898	\$3,563	3/31/1997	31	3530.48	9865.89	279%	\$100,316.48	\$12,944.06
Meridian/Elem PR Station	1355-1997-03	Transmission/Distribution Line	Water	Yes	\$53,675	\$5,327	3/31/1997	31	3530.48	9865.89	279%	\$149,994.98	\$19,354.19
Valley Vista	1355-1997-04	Transmission/Distribution Line	Water	Yes	\$32,176	\$3,193	3/31/1997	31	3530.48	9865.89	279%	\$89,916.30	\$11,602.10
Mammoth College	1355-1997-05	Transmission/Distribution Line	Water	Yes	\$7,141	\$709	3/31/1997	31	3530.48	9865.89	279%	\$19,956.74	\$2,575.06
Water Lateral - Old Mammoth	1355-1997-06	Transmission/Distribution Line	Water	Yes	\$1,219	\$133	7/1/1997	31	3684.82	9865.89	268%	\$3,264.12	\$421.18
Water Lateral - Snowridge Lane	1355-1997-07	Transmission/Distribution Line	Water	Yes	\$676	\$74	7/5/1997	31	3684.82	9865.89	268%	\$1,811.07	\$233.69
Water Lateral - Forest Lane	1355-1997-08	Transmission/Distribution Line	Water	Yes	\$1,118	\$122	7/5/1997	31	3684.82	9865.89	268%	\$2,992.39	\$386.11
Monterey Pines	1355-1998-01	Transmission/Distribution Line	Water	Yes	\$502,724	\$66,718	3/31/1998	31	3684.82	9865.89	268%	\$1,346,013.51	\$217,098.95
Install Wtr Davidson	1355-1999-01	Transmission/Distribution Line	Water	Yes	\$5,571	\$0	11/5/1999	25	3744.79	9865.89	263%	\$14,677.45	\$0.00
Old Mammoth Hydrant Line	1355-2000-01	Transmission/Distribution Line	Water	Yes	\$8,488	\$0	1/18/2000	25	3744.79	9865.89	263%	\$22,363.21	\$894.53
Hwy 203 - Phase I	1355-2000-02	Transmission/Distribution Line	Water	Yes	\$199,926	\$103,938	3/31/2000	52	3744.79	9865.89	263%	\$526,718.16	\$283,617.47
Hwy 203 - Phase II	1355-2000-03	Transmission/Distribution Line	Water	Yes	\$294,444	\$153,077	3/31/2000	52	3744.79	9865.89	263%	\$775,732.36	\$417,702.04
Hwy 203 - Phase III	1355-2000-04	Transmission/Distribution Line	Water	Yes	\$421,887	\$219,333	3/31/2000	52	3744.79	9865.89	263%	\$1,111,488.13	\$598,493.61
Majestic Pines Water Replacement	1355-2000-05	Transmission/Distribution Line	Water	Yes	\$2,189	\$1,138	3/31/2000	52	3744.79	9865.89	263%	\$5,766.53	\$3,105.06
Grindelwald Water Replace	1355-2000-06	Transmission/Distribution Line	Water	Yes	\$186,977	\$97,206	3/31/2000	52	3744.79	9865.89	263%	\$492,603.24	\$265,247.90
Install Lateral - Grindelwald	1355-2000-07	Transmission/Distribution Line	Water	Yes	\$3,186	\$0	7/3/2000	24	3862.23	9865.89	255%	\$8,138.21	\$0.00
Install Lateral @ Hillside	1355-2001-01	Transmission/Distribution Line	Water	Yes	\$5,352	\$0	11/7/2001	23	3859.95	9865.89	256%	\$13,678.25	\$0.00
Water Lateral, Azimuth, Sunshine Village	1355-2002-01	Transmission/Distribution Line	Water	Yes	\$25,681	\$0	1/30/2002	23	3859.95	9865.89	256%	\$65,640.80	\$2,853.95
Contributed Cap, H2O Lines	1355-2002-02	Transmission/Distribution Line	Water	Yes	\$1,156,359	\$307,920	3/31/2002	31	3859.95	9865.89	256%	\$2,955,614.83	\$858,081.73
Install Water Lateral - Forest Trail	1355-2002-03	Transmission/Distribution Line	Water	Yes	\$2,364	\$0	9/30/2002	22	3940.49	9865.89	250%	\$5,919.83	\$0.00
Install Water Lateral, Lot 43 Rainbow	1355-2002-04	Transmission/Distribution Line	Water	Yes	\$3,435	\$0	10/30/2002	22	3940.49	9865.89	250%	\$8,600.67	\$0.00
Chateau Water Line	1355-2003-01	Transmission/Distribution Line	Water	Yes	\$151,713	\$87,977	3/31/2003	52	3940.49	9865.89	250%	\$379,848.10	\$226,447.91
North St. Water Line	1355-2003-02	Transmission/Distribution Line	Water	Yes	\$68,688	\$39,832	3/31/2003	52	3940.49	9865.89	250%	\$171,977.03	\$102,524.77
Azimuth Water Line	1355-2003-03	Transmission/Distribution Line	Water	Yes	\$131,827	\$76,445	3/31/2003	52	3940.49	9865.89	250%	\$330,059.23	\$196,766.08
Old Mammoth Water Line	1355-2003-04	Transmission/Distribution Line	Water	Yes	\$918,178	\$532,444	3/31/2003	52	3940.49	9865.89	250%	\$2,298,865.23	\$1,370,477.35
Install Water Laterals	1355-2003-05	Transmission/Distribution Line	Water	Yes	\$8,491	\$0	10/22/2003	21	3980.21	9865.89	248%	\$21,046.33	\$0.00
Well Pumps #16, 17, 18, 20, 21	1355-2004-01	Transmission/Distribution Line	Water	Yes	\$77,565	\$25,408	1/31/2004	31	3980.21	9865.89	248%	\$192,262.68	\$68,222.24
Lateral Install @ Alpine Cir	1355-2004-02	Transmission/Distribution Line	Water	Yes	\$1,661	\$22	7/28/2004	21	4338.36	9865.89	227%	\$3,777.29	\$179.87
Parts for Line Repl- Sestriere Pl	1355-2005-01	Transmission/Distribution Line	Water	Yes	\$5,807	\$375	7/27/2005	21	4398.53	9865.89	224%	\$13,024.90	\$1,240.47
Final Paving for WL Projects	1355-2005-02	Transmission/Distribution Line	Water	Yes	\$7,869	\$609	10/28/2005	21	4586.74	9865.89	215%	\$16,925.94	\$1,611.99
Hydrants (3)	1355-2005-03	Transmission/Distribution Line	Water	Yes	\$7,427	\$638	12/29/2005	21	4619.99	9865.89	214%	\$15,860.35	\$1,510.51
Chateau West	1355-2006-01	Transmission/Distribution Line	Water	Yes	\$248,181	\$158,859	4/1/2006	52	4600.43	9865.89	214%	\$532,239.40	\$348,002.68
Horsehoe Dr	1355-2006-02	Transmission/Distribution Line	Water	Yes	\$129,105	\$82,639	4/1/2006	52	4600.43	9865.89	214%	\$276,873.25	\$181,032.51
Lakeview/Horsehoe/Canyon	1355-2006-03	Transmission/Distribution Line	Water	Yes	\$231,327	\$148,071	4/1/2006	52	4600.43	9865.89	214%	\$496,095.72	\$324,370.28
Sierra Nevada/Chap/Old Mam	1355-2006-04	Transmission/Distribution Line	Water	Yes	\$415,612	\$266,030	4/1/2006	52	4600.43	9865.89	214%	\$891,304.93	\$582,776.30
Sierra Nevada	1355-2006-05	Transmission/Distribution Line	Water	Yes	\$7,707	\$4,933	4/1/2006	52	4600.43	9865.89	214%	\$16,528.73	\$10,807.25
Larkspur Lane	1355-2006-06	Transmission/Distribution Line	Water	Yes	\$70,468	\$45,106	4/1/2006	52	4600.43	9865.89	214%	\$151,123.54	\$98,811.54
Valley Vista	1355-2006-07	Transmission/Distribution Line	Water	Yes	\$496,410	\$317,748	4/1/2006	52	4600.43	9865.89	214%	\$1,064,581.39	\$696,072.45
Connel	1355-2006-08	Transmission/Distribution Line	Water	Yes	\$91,614	\$58,641	4/1/2006	52	4600.43	9865.89	214%	\$196,471.23	\$128,461.96
Hidden Valley	1355-2006-09	Transmission/Distribution Line	Water	Yes	\$215,566	\$137,982	4/1/2006	52	4600.43	9865.89	214%	\$462,295.31	\$302,270.01
Old Mammoth/Red Fir/Woodman	1355-2006-10	Transmission/Distribution Line	Water	Yes	\$672,347	\$430,364	4/1/2006	52	4600.43	9865.89	214%	\$1,441,889.78	\$942,774.09
Sherwin	1355-2006-11	Transmission/Distribution Line	Water	Yes	\$289,500	\$185,307	4/1/2006	52	4600.43	9865.89	214%	\$620,851.12	\$405,941.12
Crystal	1355-2006-12	Transmission/Distribution Line	Water	Yes	\$169,173	\$108,286	4/1/2006	52	4600.43	9865.89	214%	\$362,802.60	\$237,217.09
Meridian	1355-2006-13	Transmission/Distribution Line	Water	Yes	\$1,057,790	\$677,083	4/1/2006	52	4600.43	9865.89	214%	\$2,268,495.70	\$1,483,247.19
Hwy 203 / Main	1355-2006-14	Transmission/Distribution Line	Water	Yes	\$410,852	\$262,983	4/1/2006	52	4600.43	9865.89	214%	\$881,096.52	\$576,101.57
Tank 4	1355-2006-15	Transmission/Distribution Line	Water	Yes	\$546,499	\$344,156	4/1/2006	51	4600.43	9865.89	214%	\$1,172,000.84	\$758,353.49
Minaret Water	1355-2006-16	Transmission/Distribution Line	Water	Yes	\$346,078	\$221,522	4/1/2006	52	4600.43	9865.89	214%	\$742,186.21	\$485,275.60
Meadow Lane	1355-2006-17	Transmission/Distribution Line	Water	Yes	\$145,100	\$92,877	4/1/2006	52	4600.43	9865.89	214%	\$311,175.82	\$203,461.11
Pinehurst	1355-2006-18	Transmission/Distribution Line	Water	Yes	\$106,145	\$67,943	4/1/2006	52	4600.43	9865.89	214%	\$227,634.62	\$148,838.02
Panorama Ridge	1355-2006-19	Transmission/Distribution Line	Water	Yes	\$39,630	\$25,367	4/1/2006	52	4600.43	9865.89	214%	\$84,988.70	\$55,569.53
Convict H2O Line	1355-2007-01	Transmission/Distribution Line	Water	Yes	\$182,677	\$120,583	4/1/2007	52	4871.83	9865.89	203%	\$369,936.92	\$248,996.00
Canyon Blvd (FT to TL) H2O Line	1355-2007-02	Transmission/Distribution Line	Water	Yes	\$242,506	\$160,076	4/1/2007	52	4871.83	9865.89	203%	\$491,096.08	\$330,545.44
Lee Road H2O Line	1355-2007-03	Transmission/Distribution Line	Water	Yes	\$19,598	\$12,936	4/1/2007	52	4871.83	9865.89	203%	\$39,687.66	\$26,712.85
Tavern / Sierra Park H2O Line	1355-2007-04	Transmission/Distribution Line	Water	Yes	\$89,324	\$58,962	4/1/2007	52	4871.83	9865.89	203%	\$180,888.90	\$121,752.15
Holiday Way H2O Line	1355-2007-05	Transmission/Distribution Line	Water	Yes	\$59,238	\$39,102	4/1/2007	52	4871.83	9865.89	203%	\$119,962.09	\$80,743.71
Twin Lakes H2O Line	1355-2007-06	Transmission/Distribution Line	Water	Yes	\$146,139	\$96,465	4/1/2007	52	4871.83	9865.89	203%	\$295,943.99	\$199,193.07
Tavern Rd H2O Line	1355-2007-07	Transmission/Distribution Line	Water	Yes	\$24,829	\$16,389	4/1/2007	52	4871.83	9865.89	203%	\$50,280.04	\$33,842.33
Hillside Ct H2O Line	1355-2007-08	Transmission/Distribution Line	Water	Yes	\$585	\$386	4/1/2007	52	4871.83	9865.89	203%	\$1,184.31	\$797.13
Hillside Pl H2O Line	1355-2007-09	Transmission/Distribution Line	Water	Yes	\$28,173	\$18,596	4/1/2007	52	4871.83	9865.89	203%	\$57,052.39	\$38,400.65
Waterford & Hill H2O Line	1355-2007-10	Transmission/Distribution Line	Water	Yes	\$3,272	\$2,160	4/1/2007	52	4871.83	9865.89	203%	\$6,626.18	\$4,459.93
Crawford St H2O Line	1355-2007-11	Transmission/Distribution Line	Water	Yes	\$493,991	\$326,078	4/1/2007	52	4871.83	9865.89	203%	\$1,000,377.32	\$673,330.89
Rainbow Lane Replacement H2O Line	1355-2007-12	Transmission/Distribution Line	Water	Yes	\$26,614	\$17,568	4/1/2007	52	4871.83	9865.89	203%	\$53,896.06	\$36,276.19
Mammoth Knolls Dr H2O Line	1355-2007-13	Transmission/Distribution Line	Water	Yes	\$672,038	\$443,605	4/1/2007	52	4871.83	9865.89	203%	\$1,360,938.96	\$916,016.61
T-4 Line to Parking Lot	1355-2007-14	Transmission/Distribution Line	Water	Yes	\$246,291	\$162,574	4/1/2007	52	4871.83	9865.89	203%	\$498,762.15	\$335,705.29
Sierra Park Rd H2O Line	1355-2007-15	Transmission/Distribution Line	Water	Yes	\$144,785	\$95,571	4/1/2007	52	4871.83	9865.89	203%	\$293,203.66	\$197,348.62
St Anton / Knolls Area H2O Line	1355-2007-16	Transmission/Distribution Line	Water	Yes	\$431,234	\$284,653	4/1/2007	52	4871.83	9865.89	203%	\$873,288.10	\$587,790.07

John Muir H2O Line	1355-2007-17	Transmission/Distribution Line	Water	Yes	\$503,623	\$332,437	4/1/2007	52	4871.83	9865.89	203%	\$1,019,883.40	\$686,459.98
Skate Park H2O Line	1355-2007-18	Transmission/Distribution Line	Water	Yes	\$23,278	\$15,365	4/1/2007	52	4871.83	9865.89	203%	\$47,139.34	\$31,728.40
Minaret Rd (Z3A & Z3B Expansion)	1355-2007-19	Transmission/Distribution Line	Water	Yes	\$4,467	\$2,948	4/1/2007	52	4871.83	9865.89	203%	\$9,045.86	\$6,088.56
Contributed Capital	1355-2008-01	Transmission/Distribution Line	Water	Yes	\$296,593	\$138,331	3/31/2008	31	5004.16	9865.89	197%	\$584,745.51	\$282,941.38
Labor / Benefits 2006 WL Replacement	1355-2008-02	Transmission/Distribution Line	Water	Yes	\$18,931	\$12,874	4/1/2008	52	5004.16	9865.89	197%	\$37,322.29	\$25,838.51
2007 WL Replacement	1355-2009-01	Transmission/Distribution Line	Water	Yes	\$1,708,105	\$1,192,963	4/1/2008	55	5004.16	9865.89	197%	\$3,367,596.81	\$2,387,932.29
2008 WL Replacement	1355-2010-01	Transmission/Distribution Line	Water	Yes	\$23,479	\$16,437	4/1/2009	52	5295.82	9865.89	186%	\$43,740.24	\$31,122.86
2007 WL Replacement	1355-2011-01	Transmission/Distribution Line	Water	Yes	\$3,210	\$2,311	4/1/2010	53	5270.07	9865.89	187%	\$6,008.40	\$4,421.27
2009 WL Replacement	1355-2011-02	Transmission/Distribution Line	Water	Yes	\$1,361,567	\$980,441	4/1/2010	53	5270.07	9865.89	187%	\$2,548,935.14	\$1,875,631.52
Master Meter Repl. ~ Snowcreek	1355-2011-03	Transmission/Distribution Line	Water	Yes	\$88,555	\$49,376	12/23/2010	32	5591.95	9865.89	176%	\$156,238.49	\$87,884.15
2008 WL Rep. (1410 Cleanup)	1355-2011-04	Transmission/Distribution Line	Water	Yes	\$1,637,032	\$1,178,799	4/1/2010	53	5270.07	9865.89	187%	\$3,064,622.89	\$2,255,099.86
2010 WL Replacement	1355-2012-01	Transmission/Distribution Line	Water	Yes	\$1,061,029	\$785,501	4/1/2011	53	5636.20	9865.89	175%	\$1,857,280.17	\$1,401,720.89
2011 WL Replacement	1355-2012-02	Transmission/Distribution Line	Water	Yes	\$284,494	\$215,314	2/15/2012	53	5683.45	9865.89	174%	\$493,852.44	\$382,036.79
Water Loss Reduction Project	1355-2012-03	Transmission/Distribution Line	Water	Yes	\$231,377	\$171,590	4/30/2011	53	5637.20	9865.89	175%	\$404,943.25	\$305,617.55
2012-2013 Water Line Replacement	1355-2013-01	Transmission/Distribution Line	Water	Yes	\$359,060	\$277,059	10/31/2012	53	5779.13	9865.89	171%	\$612,972.53	\$474,186.30
2013-2014 Water Line Replacement	1355-2014-01	Transmission/Distribution Line	Water	Yes	\$549,384	\$435,810	11/30/2013	53	5900.57	9865.89	167%	\$918,582.81	\$727,933.55
2012-2013 Water Line Replacement	1355-2015-01	Transmission/Distribution Line	Water	Yes	\$2,798	\$2,289	2/25/2015	54	6069.03	9865.89	163%	\$4,548.04	\$3,790.03
2013-2014 Water Line Replacement	1355-2015-02	Transmission/Distribution Line	Water	Yes	\$3,394	\$2,780	3/11/2015	54	6069.03	9865.89	163%	\$5,517.82	\$4,598.18
2014-2015 Water Line Replacement - Bigwood	1355-2015-03	Transmission/Distribution Line	Water	Yes	\$158,498	\$129,953	3/31/2015	54	6062.28	9865.89	163%	\$257,943.04	\$214,952.54
2014-2015 Water Line Replacement	1355-2015-04	Transmission/Distribution Line	Water	Yes	\$869,572	\$712,968	3/31/2015	54	6062.28	9865.89	163%	\$1,415,161.71	\$1,179,301.43
2015-2016 Water Line Replacement	1355-2016-01	Transmission/Distribution Line	Water	Yes	\$1,242,744	\$1,043,790	3/31/2016	54	6248.87	9865.89	158%	\$1,962,078.75	\$1,671,400.41
Facility Relocation/Hydrant/Lateral Replacement	1355-2016-02	Transmission/Distribution Line	Water	Yes	\$183,512	\$133,837	4/1/2015	36	6062.28	9865.89	163%	\$298,651.16	\$223,988.37
Snowcreek Recycled Water Line	1355-2016-03	Transmission/Distribution Line	Recycled	Yes	\$119,464	\$100,325	2/24/2016	55	6247.62	9865.89	158%	\$188,650.78	\$161,210.67
2016/17 Water Line Replacement Program	1355-2017-01	Transmission/Distribution Line	Water	Yes	\$555,548	\$477,720	3/31/2017	55	6460.63	9865.89	153%	\$848,365.22	\$740,391.46
Canyon Lodge Water Line Replacement	1355-2017-02	Transmission/Distribution Line	Water	Yes	\$105,241	\$90,498	3/31/2017	55	6460.63	9865.89	153%	\$160,711.60	\$140,257.40
Water Line Replacement FY18	1355-2018-01	Transmission/Distribution Line	Water	Yes	\$528,522	\$465,052	3/31/2018	56	6595.66	9865.89	150%	\$790,570.90	\$705,866.87
Timber Ridge Pump Station	1355-2018-02	Transmission/Distribution Line	Water	Yes	\$27,580	\$10,981	3/31/2018	11	6595.66	9865.89	150%	\$41,254.23	\$18,751.92
Timber Ridge Steel Line Replace	1355-2018-03	Transmission/Distribution Line	Water	Yes	\$173,961	\$153,070	3/31/2018	56	6595.66	9865.89	150%	\$260,212.95	\$232,332.99
Meter Pit Rebuild	1355-2019-01	Transmission/Distribution Line	Water	Yes	\$21,752	\$19,648	3/31/2019	59	6840.81	9865.89	144%	\$31,370.72	\$28,712.18
Water Lateral Replacement FY19	1355-2019-02	Transmission/Distribution Line	Water	Yes	\$290,960	\$262,839	3/31/2019	59	6840.81	9865.89	144%	\$419,625.51	\$384,064.03
FY 2020 Water Lateral Replacement	1355-2020-01	Transmission/Distribution Line	Water	Yes	\$555,559	\$511,066	3/31/2020	59	6955.10	9865.89	142%	\$788,067.42	\$734,639.12
Dist. System Improvements FY21	1355-2021-01	Transmission/Distribution Line	Water	Yes	\$773,157	\$726,740	3/31/2021	62	7150.25	9865.89	138%	\$1,066,798.83	\$1,015,179.54
Distribution System Improvements FY22	1355-2022-01	Transmission/Distribution Line	Water	Yes	\$499,431	\$474,362	9/30/2021	64	8080.02	9865.89	122%	\$609,816.90	\$581,231.74
Distribution System Improvements FY23	1355-2023-01	Transmission/Distribution Line	Water	Yes	\$262,827	\$249,661	9/30/2022	44	8711.79	9865.89	113%	\$297,645.22	\$284,115.89
FY24 Water Distribution System Improvements	1355-2024-01	Transmission/Distribution Line	Water	Yes	\$78,239	\$77,326	9/30/2023	104	9654.13	9865.89	102%	\$79,955.29	\$79,186.49
Tank 8	1355-2024-02	Transmission/Distribution Line	Water	Yes	\$1,999,616	\$1,916,298	11/1/2023	27	9681.82	9865.89	102%	\$2,037,632.26	\$1,962,164.40
WWTP Design	1360-1994-01	Wastewater Facilities	Sewer	Yes	\$897,335	\$0	3/31/1994	31	3381.24	9865.89	292%	\$2,618,277.86	\$84,460.58
Construction Management	1360-1994-02	Wastewater Facilities	Sewer	Yes	\$887,700	\$0	3/31/1994	31	3381.24	9865.89	292%	\$2,590,162.44	\$83,553.63
Construction	1360-1994-03	Wastewater Facilities	Sewer	Yes	\$7,618,882	\$0	3/31/1994	31	3381.24	9865.89	292%	\$22,230,648.83	\$717,117.70
Finance Costs	1360-1994-04	Wastewater Facilities	Sewer	Yes	\$590,989	\$0	3/31/1994	31	3381.24	9865.89	292%	\$1,724,409.06	\$55,626.10
Truck Cover at WWTP	1360-1996-01	Wastewater Facilities	Sewer	Yes	\$18,916	\$0	10/21/1996	28	3530.48	9865.89	279%	\$52,860.64	\$0.00
Aeration Basin	1360-1997-01	Wastewater Facilities	Sewer	Yes	\$105,502	\$0	3/31/1997	28	3530.48	9865.89	279%	\$494,823.44	\$10,529.41
Aeration Basin	1360-1997-02	Wastewater Facilities	Sewer	Yes	\$382,238	\$0	3/31/1997	28	3530.48	9865.89	279%	\$1,068,161.97	\$38,148.64
Sanitare Aerobic Diffusion Replace	1360-1997-03	Wastewater Facilities	Sewer	Yes	\$54,900	\$0	6/16/1997	28	3684.82	9865.89	268%	\$146,991.54	\$5,249.70
WWTP Expansion Buildings	1360-2007-01	Wastewater Facilities	Sewer	Yes	\$2,089,560	\$1,201,817	4/1/2007	42	4871.83	9865.89	203%	\$4,231,550.51	\$2,518,780.06
WWTP Expansion Concrete Tanks	1360-2007-02	Wastewater Facilities	Sewer	Yes	\$2,998,065	\$1,978,992	4/1/2007	52	4871.83	9865.89	203%	\$6,071,355.07	\$4,086,488.99
WWTP Expansion Pumps & Motors	1360-2007-03	Wastewater Facilities	Sewer	Yes	\$908,505	\$0	4/1/2007	18	4871.83	9865.89	203%	\$1,839,804.56	\$102,211.36
WWTP Expansion Engineering	1360-2007-04	Wastewater Facilities	Sewer	Yes	\$1,362,757	\$205,814	4/1/2007	21	4871.83	9865.89	203%	\$2,759,706.84	\$525,658.45
WWTP Expansion Equip & Instruments	1360-2007-05	Wastewater Facilities	Sewer	Yes	\$1,726,159	\$0	4/1/2007	18	4871.83	9865.89	203%	\$3,495,628.67	\$194,201.59
WWTP Expansion - Phase 2	1360-2008-01	Wastewater Facilities	Sewer	Yes	\$11,341	\$2,279	4/1/2008	21	5004.16	9865.89	197%	\$22,359.82	\$5,323.77
General Waste Water Exp. (1410 Cleanup)	1360-2011-01	Wastewater Facilities	Sewer	Yes	\$35,232	\$18,800	4/1/2010	32	5270.07	9865.89	187%	\$65,965.69	\$37,100.07
Recycled Water Facility	1360-2012-01	Wastewater Facilities	Recycled	Yes	\$8,478,250	\$5,883,918	1/1/2012	42	5683.45	9865.89	174%	\$14,717,391.36	\$10,512,422.40
WWTP Solar System	1360-2012-02	Wastewater Facilities	Sewer	Yes	\$5,486,362	\$2,084,528	11/1/2011	21	5679.95	9865.89	174%	\$9,529,642.54	\$3,630,340.01
WWTP MCC Blower	1360-2013-01	Wastewater Facilities	Sewer	Yes	\$109,984	\$85,047	11/30/2012	53	5767.88	9865.89	171%	\$188,125.73	\$145,531.23
New Paving @ WWTP	1360-2013-02	Wastewater Facilities	Sewer	Yes	\$119,873	\$48,870	5/30/2012	21	5754.22	9865.89	171%	\$205,528.69	\$88,083.73
WWTP MCC/Blower VFD Retro Fit	1360-2014-01	Wastewater Facilities	Sewer	Yes	\$2,248	\$1,754	4/1/2013	53	5786.13	9865.89	171%	\$3,833.43	\$3,037.81
Truck Fill Pump	1360-2014-02	Wastewater Facilities	Sewer	Yes	\$10,996	\$0	4/23/2014	11	5957.40	9865.89	166%	\$18,209.35	\$1,655.40
Truck Fill Station	1360-2015-01	Wastewater Facilities	Sewer	Yes	\$19,259	\$6,813	7/24/2014	16	5959.15	9865.89	166%	\$31,884.55	\$11,956.71
WWTP MCC/Blower VFD Retrofit	1360-2015-02	Wastewater Facilities	Sewer	Yes	\$332,926	\$271,687	10/8/2014	55	5969.40	9865.89	165%	\$550,241.05	\$450,197.22
Grinder	1360-2015-03	Wastewater Facilities	Sewer	Yes	\$59,738	\$6,091	4/15/2015	11	6062.28	9865.89	163%	\$97,219.04	\$17,676.19
WWTP Air Compressors	1360-2016-01	Wastewater Facilities	Sewer	Yes	\$7,107	\$1,201	10/31/2015	11	6108.59	9865.89	162%	\$11,479.13	\$2,087.11
Press MCC Room Filtration	1360-2017-01	Wastewater Facilities	Sewer	Yes	\$16,909	\$0	2/22/2017	8	6373.39	9865.89	155%	\$26,174.61	\$3,271.83
Sewer Holding Tank	1360-2017-02	Wastewater Facilities	Sewer	Yes	\$215,729	\$114,891	3/31/2017	17	6460.63	9865.89	153%	\$329,435.54	\$193,785.61
WWTP Asset Replacement	1360-2017-03	Wastewater Facilities	Sewer	Yes	\$14,439	\$0	3/31/2017	8	6460.63	9865.89	153%	\$22,049.84	\$2,756.23
Bredel Sludge Pump	1360-2017-04	Wastewater Facilities	Sewer	Yes	\$15,748	\$0	6/16/2016	9	6244.87	9865.89	158%	\$24,879.31	\$2,764.37
WWTP Aeration Control	1360-2018-01	Wastewater Facilities	Sewer	Yes	\$38,076	\$22,819	3/31/2018	17	6595.66	9865.89	150%	\$56,954.08	\$36,852.64
WWTP Primary Clarifiers	1360-2018-02	Wastewater Facilities	Sewer	Yes	\$37,942	\$15,106	3/31/2018	11	6595.66	9865.89	150%	\$56,753.74	\$25,797.15
Trash Removal System	1360-2018-03	Wastewater Facilities	Sewer	Yes	\$359,829	\$215,645	3/31/2018	17	6595.66	9865.89	150%	\$538,237.95	\$348,271.61

Aeration Basin Baffles	1360-2018-04	Wastewater Facilities	Sewer	Yes	\$30,343	\$18,185	3/31/2018	17	6595.66	9865.89	150%	\$45,387.63	\$29,368.47
Digester Chopper Pump Rebuild	1360-2018-05	Wastewater Facilities	Sewer	Yes	\$65,090	\$39,008	3/31/2018	17	6595.66	9865.89	150%	\$97,362.76	\$62,999.43
Aeration Train Piping Repair	1360-2018-06	Wastewater Facilities	Sewer	Yes	\$75,690	\$52,953	3/31/2018	22	6595.66	9865.89	150%	\$113,218.08	\$82,340.42
Vactor Receiving Station	1360-2018-07	Wastewater Facilities	Sewer	Yes	\$20,963	\$18,445	3/31/2018	56	6595.66	9865.89	150%	\$31,356.64	\$27,997.00
WWTP Arc Flash Study	1360-2019-01	Wastewater Facilities	Sewer	Yes	\$42,162	\$21,497	3/31/2019	12	6840.81	9865.89	144%	\$60,806.61	\$35,470.52
Reline Recycled Water Basin	1360-2019-02	Wastewater Facilities	Recycled	Yes	\$275,715	\$208,790	3/31/2019	24	6840.81	9865.89	144%	\$397,639.58	\$314,798.00
WWTP EQ Bypass Realignment	1360-2019-03	Wastewater Facilities	Sewer	Yes	\$49,933	\$45,107	3/31/2019	59	6840.81	9865.89	144%	\$72,013.50	\$65,910.66
WWTP VFD Replacement	1360-2019-04	Wastewater Facilities	Sewer	Yes	\$76,831	\$39,160	3/31/2019	12	6840.81	9865.89	144%	\$110,806.65	\$64,637.21
WWTP PLC Upgrade Phase 1	1360-2019-05	Wastewater Facilities	Sewer	Yes	\$94,226	\$48,026	3/31/2019	12	6840.81	9865.89	144%	\$135,894.20	\$79,271.62
East LM Lift Station Rehab	1360-2020-01	Wastewater Facilities	Sewer	Yes	\$59,250	\$51,339	3/31/2020	35	6955.10	9865.89	142%	\$84,046.39	\$74,441.09
WWTP Main PLC Upgrade	1360-2020-02	Wastewater Facilities	Sewer	Yes	\$185,170	\$160,446	3/31/2020	35	6955.10	9865.89	142%	\$262,665.29	\$232,646.40
Tamarack Lift Station	1360-2020-03	Wastewater Facilities	Sewer	Yes	\$64,221	\$55,646	3/31/2020	35	6955.10	9865.89	142%	\$91,097.59	\$80,686.44
WWTP Grit Removal	1360-2020-04	Wastewater Facilities	Sewer	Yes	\$303,762	\$263,204	3/31/2020	35	6955.10	9865.89	142%	\$430,889.56	\$381,645.04
Rainbow/Shady Lift Station Rehab	1360-2020-05	Wastewater Facilities	Sewer	Yes	\$148,530	\$128,699	3/31/2020	35	6955.10	9865.89	142%	\$210,691.75	\$186,612.69
West Lake Mary Lift Station Rehab	1360-2021-01	Wastewater Facilities	Sewer	Yes	\$38,999	\$33,140	3/31/2021	25	7150.25	9865.89	138%	\$53,810.44	\$47,353.18
Twin Falls Lift Station Rehab	1360-2021-02	Wastewater Facilities	Sewer	Yes	\$44,575	\$37,878	3/31/2021	25	7150.25	9865.89	138%	\$61,504.06	\$54,123.57
Primary Clarifier #2 Rehab	1360-2021-03	Wastewater Facilities	Sewer	Yes	\$62,154	\$52,816	3/31/2021	25	7150.25	9865.89	138%	\$85,760.08	\$75,468.87
Wastewater Influent Flow Measure	1360-2021-04	Wastewater Facilities	Sewer	Yes	\$12,932	\$5,099	3/31/2021	6	7150.25	9865.89	138%	\$17,843.54	\$8,921.77
WWTP Back-Up Pump	1360-2021-05	Wastewater Facilities	Sewer	Yes	\$57,726	\$54,261	3/31/2021	62	7150.25	9865.89	138%	\$79,650.31	\$75,796.27
WWTP Headworks/Filtration PLC Upgrade	1360-2021-06	Wastewater Facilities	Sewer	Yes	\$166,474	\$133,108	3/31/2021	19	7150.25	9865.89	138%	\$229,700.26	\$193,431.80
WWTP Filter Bypass Pump	1360-2021-07	Wastewater Facilities	Sewer	Yes	\$43,053	\$36,585	3/31/2021	25	7150.25	9865.89	138%	\$59,403.99	\$52,275.51
Coldwater Lift Station	1360-2022-01	Wastewater Facilities	Sewer	Yes	\$41,565	\$36,542	11/1/2021	26	8136.59	9865.89	121%	\$50,398.87	\$44,583.61
Dewatering PLC Upgrade	1360-2022-02	Wastewater Facilities	Sewer	Yes	\$112,164	\$95,340	1/1/2022	20	8150.62	9865.89	121%	\$135,769.10	\$122,192.19
Digester Mix Pump	1360-2022-03	Wastewater Facilities	Sewer	Yes	\$75,168	\$57,629	12/1/2021	13	8071.91	9865.89	122%	\$91,874.64	\$70,672.80
Laurel Pond Monitoring Wells	1360-2022-04	Wastewater Facilities	Sewer	Yes	\$278,522	\$266,453	3/1/2023	41	9118.17	9865.89	108%	\$301,362.23	\$294,186.94
Sludge De-Watering Upgrade	1360-2022-05	Wastewater Facilities	Sewer	Yes	\$100,722	\$57,672	3/1/2022	7	8736.04	9865.89	113%	\$113,748.48	\$81,248.92
Tesla Battery	1360-2024-01	Wastewater Facilities	Sewer	Yes	\$1,690,255	\$1,577,572	4/1/2023	26	9026.27	9865.89	109%	\$1,847,482.28	\$1,776,425.27
Bus Dump Station	1365-1989-01	Collection Lines	Sewer	Yes	\$13,967	\$0	3/31/1989	36	2963.97	9865.89	333%	\$46,489.05	\$1,291.36
Woodman Sewer Line	1365-1990-01	Collection Lines	Sewer	Yes	\$93,764	\$0	3/31/1990	35	2987.61	9865.89	330%	\$309,635.27	\$8,846.72
Trails I Sewer Lines	1365-1991-01	Collection Lines	Sewer	Yes	\$124,308	\$0	3/31/1991	34	3132.78	9865.89	315%	\$391,476.90	\$11,514.03
Trails II Sewer Lines	1365-1991-02	Collection Lines	Sewer	Yes	\$141,696	\$0	3/31/1991	34	3132.78	9865.89	315%	\$446,236.05	\$13,124.59
Snowcreek Crest Sewer Lines	1365-1991-03	Collection Lines	Sewer	Yes	\$262,278	\$0	3/31/1991	34	3132.78	9865.89	315%	\$825,978.85	\$24,293.50
Juniper Ridge Sewer Lines	1365-1991-04	Collection Lines	Sewer	Yes	\$395,226	\$0	3/31/1991	34	3132.78	9865.89	315%	\$1,244,665.27	\$36,607.80
Fairway Ranch Sewer Lines	1365-1993-01	Collection Lines	Sewer	Yes	\$105,395	\$0	6/30/1993	31	3381.24	9865.89	292%	\$307,525.35	\$0.00
Sewer Line - Business Park	1365-1994-01	Collection Lines	Sewer	Yes	\$58,440	\$1,196	11/30/1994	31	3469.80	9865.89	284%	\$166,166.19	\$5,360.20
East Twin Force Main	1365-1995-01	Collection Lines	Sewer	Yes	\$42,914	\$1,367	3/31/1995	31	3469.80	9865.89	284%	\$122,019.86	\$7,872.25
Install Sewer Lateral - Ridgecrest	1365-1996-01	Collection Lines	Sewer	Yes	\$1,352	\$0	10/7/1996	28	3530.48	9865.89	279%	\$3,778.16	\$0.00
Sewer Lateral - Hillside	1365-1997-01	Collection Lines	Sewer	Yes	\$5,206	\$0	7/5/1997	27	3684.82	9865.89	268%	\$13,939.35	\$0.00
Install Sewer Lateral	1365-1998-01	Collection Lines	Sewer	Yes	\$4,865	\$694	7/8/1998	31	3772.23	9865.89	262%	\$12,724.99	\$2,052.42
TV Inspection Equipment	1365-2001-01	Collection Lines	Sewer	Yes	\$43,533	\$0	6/20/2001	24	3859.95	9865.89	256%	\$111,268.33	\$4,636.18
Install Sewer Lateral	1365-2001-02	Collection Lines	Sewer	Yes	\$1,686	\$410	7/17/2001	31	3859.95	9865.89	256%	\$4,308.59	\$1,111.89
Lift Station & Tank Monitors	1365-2001-03	Collection Lines	Sewer	Yes	\$9,036	\$0	8/29/2001	23	3859.95	9865.89	256%	\$23,096.20	\$0.00
Contributed Cap. WW Lines	1365-2002-01	Collection Lines	Sewer	Yes	\$1,358,338	\$361,705	3/31/2002	31	3859.95	9865.89	256%	\$3,471,866.38	\$1,007,961.21
Meridian Blvd Slip Lining	1365-2003-01	Collection Lines	Sewer	Yes	\$46,848	\$0	3/31/2003	22	3940.49	9865.89	250%	\$117,293.25	\$5,331.51
Install Sewer Lateral Manzanita	1365-2005-01	Collection Lines	Sewer	Yes	\$3,162	\$218	8/31/2005	21	4532.88	9865.89	218%	\$6,882.17	\$655.44
Manhole / Sewer Line Rehab	1365-2005-02	Collection Lines	Sewer	Yes	\$54,221	\$4,596	12/7/2005	21	4613.99	9865.89	214%	\$115,938.80	\$11,041.79
New Sewer Lat Install - Ridgecrest	1365-2006-01	Collection Lines	Sewer	Yes	\$3,722	\$1,559	10/24/2006	31	4891.41	9865.89	202%	\$7,507.90	\$3,148.47
Hillside Dr - Install Sewer Lateral	1365-2006-02	Collection Lines	Sewer	Yes	\$3,978	\$0	11/14/2006	18	4891.41	9865.89	202%	\$8,022.55	\$0.00
Slip Line Across Creek	1365-2006-03	Collection Lines	Sewer	Yes	\$39,975	\$16,931	12/14/2006	31	4876.87	9865.89	202%	\$80,869.28	\$33,912.92
Rehab Sewer	1365-2006-04	Collection Lines	Sewer	Yes	\$23,430	\$0	12/14/2006	18	4876.87	9865.89	202%	\$47,398.80	\$0.00
Waterford WW Line	1365-2007-01	Collection Lines	Sewer	Yes	\$28,809	\$12,493	4/1/2007	31	4871.83	9865.89	203%	\$58,340.02	\$26,347.11
Skate Park Collection Lines	1365-2007-02	Collection Lines	Sewer	Yes	\$24,193	\$15,970	4/1/2007	52	4871.83	9865.89	203%	\$48,993.76	\$32,976.57
Contributed Capital	1365-2008-01	Collection Lines	Sewer	Yes	\$399,957	\$186,540	3/31/2008	31	5004.16	9865.89	197%	\$788,531.73	\$381,547.61
Slipline Sewer Line - Meadow Lane	1365-2009-01	Collection Lines	Sewer	Yes	\$29,126	\$5,520	10/24/2007	21	4978.47	9865.89	198%	\$57,719.38	\$10,994.17
Bluffs Lift Station	1365-2011-01	Collection Lines	Sewer	Yes	\$3,213	\$1,783	11/24/2010	32	5595.95	9865.89	176%	\$5,664.85	\$3,186.48
Manhole Replacement	1365-2013-01	Collection Lines	Sewer	Yes	\$248,131	\$105,331	9/30/2012	21	5780.13	9865.89	171%	\$423,526.53	\$181,511.37
Road Plates (4 split between funds)	1365-2013-02	Collection Lines	Sewer	Yes	\$6,250	\$4,782	7/5/2012	53	5750.22	9865.89	172%	\$10,722.53	\$8,294.79
Road Plates (4 split between funds)	1365-2013-03	Collection Lines	Sewer	Yes	\$6,250	\$4,782	7/5/2012	53	5750.22	9865.89	172%	\$10,722.53	\$8,294.79
2013-2014 Sewer Line Replacement	1365-2014-01	Collection Lines	Sewer	Yes	\$211,018	\$167,047	10/31/2013	53	5902.82	9865.89	167%	\$352,692.10	\$279,491.85
Manhole Sealing and Lining	1365-2014-02	Collection Lines	Sewer	Yes	\$22,950	\$10,988	10/31/2013	21	5902.82	9865.89	167%	\$38,358.34	\$18,265.88
Center/Shady Rest Sewer Replacement	1365-2014-03	Collection Lines	Sewer	Yes	\$307,884	\$243,728	10/31/2013	53	5902.82	9865.89	167%	\$514,592.85	\$407,790.56
Meridian Sewer Expansion	1365-2014-04	Collection Lines	Sewer	Yes	\$436,343	\$340,381	4/1/2013	53	5786.13	9865.89	171%	\$744,005.56	\$589,589.31
2014-2015 Sewer Line Replacement	1365-2015-01	Collection Lines	Sewer	Yes	\$194,323	\$157,421	10/1/2014	54	5969.40	9865.89	165%	\$321,166.17	\$261,690.95
2015-2016 Sewer Line Replacement	1365-2016-01	Collection Lines	Sewer	Yes	\$344,203	\$275,007	10/31/2015	45	6108.59	9865.89	162%	\$555,917.97	\$444,734.38
2016-2017 Sewer Line Replacement	1365-2017-01	Collection Lines	Sewer	Yes	\$250,745	\$206,222	2/22/2017	44	6373.39	9865.89	155%	\$388,148.81	\$326,397.86
2017-2018 Sewer Line Replacement	1365-2018-01	Collection Lines	Sewer	Yes	\$426,838	\$375,579	3/31/2018	56	6595.66	9865.89	150%	\$638,470.31	\$570,062.78
Snowcreek GC Pond Fill Control	1365-2018-02	Collection Lines	Recycled	Yes	\$52,967	\$31,743	3/31/2018	17	6595.66	9865.89	150%	\$79,229.48	\$51,266.14
Hillside Sewer Lateral	1365-2019-01	Collection Lines	Sewer	Yes	\$23,707	\$21,414	3/31/2019	59	6840.81	9865.89	144%	\$34,189.92	\$31,292.47

Lakes Basin Lift Station Power Install	1365-2019-02	Collection Lines	Sewer	Yes	\$34,092	\$25,813	3/31/2019	24	6840.81	9865.89	144%	\$49,167.40	\$38,924.19
East Lake Mary Power Supply	1365-2019-03	Collection Lines	Sewer	Yes	\$19,667	\$16,491	3/31/2019	35	6840.81	9865.89	144%	\$28,363.89	\$24,311.91
Sewer Line Rehab	1365-2019-04	Collection Lines	Sewer	Yes	\$317,594	\$266,311	3/31/2019	35	6840.81	9865.89	144%	\$458,038.23	\$392,604.20
Sewer Line Rehab 2020	1365-202001	Collection Lines	Sewer	Yes	\$289,212	\$266,050	3/31/2020	59	6955.10	9865.89	142%	\$410,250.64	\$382,437.04
Sewer Line Rehab FY21	1365-2021-01	Collection Lines	Sewer	Yes	\$272,188	\$255,847	3/31/2021	62	7150.25	9865.89	138%	\$375,564.30	\$357,391.83
Sewer Improvements FY22	1365-2022-01	Collection Lines	Sewer	Yes	\$334,233	\$318,624	11/30/2021	65	8071.91	9865.89	122%	\$408,515.97	\$389,661.38
Collection System Improvements FY23	1365-2023-01	Collection Lines	Sewer	Yes	\$382,525	\$372,312	11/30/2022	77	8823.28	9865.89	112%	\$427,726.94	\$416,617.15
FY24 Sewer Collection System Improvements	1365-2024-01	Collection Lines	Sewer	Yes	\$318,756	\$315,569	10/30/2023	113	9681.82	9865.89	102%	\$324,816.60	\$321,942.12
Highway 203 Sewer Main	1365-2024-02	Collection Lines	Sewer	Yes	\$439,905	\$435,506	10/1/2023	121	9654.13	9865.89	102%	\$449,554.87	\$445,839.54
Balance B/Fwd	1390-1967-01	Capital Assets - Various	Sewer	Yes	\$4,578,945	\$246,360	6/30/1967	61	1074.00	9865.89	919%	\$42,062,724.04	\$2,758,211.41
Balance B/Fwd	1390-1980-01	Capital Assets - Various	Sewer	Yes	\$5,190,941	\$1,405,205	6/30/1980	61	2333.74	9865.89	423%	\$21,944,757.38	\$6,115,752.06
Balance B/Fwd	1390-1983-01	Capital Assets - Various	Water	Yes	\$19,784	\$6,345	6/30/1983	61	2706.36	9865.89	365%	\$72,121.64	\$23,646.44
Balance B/Fwd	1390-1983-02	Capital Assets - Various	Sewer	Yes	\$102,815	\$32,974	6/30/1983	61	2706.36	9865.89	365%	\$374,806.27	\$122,887.30
Balance B/Fwd	1390-1983-03	Capital Assets - Various	Sewer	Yes	\$782,066	\$250,819	6/30/1983	61	2706.36	9865.89	365%	\$2,850,985.70	\$934,749.41
Easement Deed	1390-1986-01	Capital Assets - Various	Sewer	Yes	\$7,454	\$2,807	11/3/1986	61	2862.05	9865.89	345%	\$25,694.99	\$9,688.27
Quonset Huts ~ Foundation	1390-1997-01	Capital Assets - Various	Water	No	\$37,950	\$4,401	9/29/1997	31	3684.82	9865.89	268%	\$101,608.91	\$13,110.83
Mammoth Creek EIR	1390-2013-01	Capital Assets - Various	Water	No	\$571,450	\$433,275	2/28/2012	53	5738.22	9865.89	172%	\$982,511.99	\$760,056.44
Mammoth Creek EIR	1390-2014-01	Capital Assets - Various	Water	No	\$15,575	\$12,458	3/31/2014	54	5956.40	9865.89	166%	\$25,797.40	\$21,020.11
Mammoth Creek EIR	1390-2015-01	Capital Assets - Various	Water	No	\$11,389	\$9,338	3/31/2015	54	6062.28	9865.89	163%	\$18,535.14	\$15,445.95
Weather Station	1390-2016-02	Capital Assets - Various	Sewer	No	\$5,012	\$988	3/31/2016	11	6248.87	9865.89	158%	\$7,912.99	\$2,158.09
Capital Asset Replacement	1390-2016-03	Capital Assets - Various	Water	No	\$123,015	\$24,238	3/31/2016	11	6248.87	9865.89	158%	\$194,219.92	\$52,969.07
Urban Water Management Plan	1390-2017-01	Capital Assets - Various	Water	No	\$89,489	\$0	2/22/2017	8	6373.39	9865.89	155%	\$138,526.90	\$17,315.86
Connection Fee/Permit Study	1390-2020-01	Capital Assets - Various	Water	No	\$37,304	\$22,331	3/31/2020	12	6955.10	9865.89	142%	\$52,916.27	\$35,277.51
Shipping Container	1390-2023-01	Capital Assets - Various	Water	No	\$6,167	\$5,651	7/3/2022	29	9109.52	9865.89	108%	\$6,678.63	\$6,218.04
Shipping Container	1390-2023-02	Capital Assets - Various	Sewer	No	\$6,167	\$5,651	7/3/2022	29	9109.52	9865.89	108%	\$6,678.64	\$6,218.05

Large Meter Audit

Meter Number	Meter Size	Permit No.	#FUs On Permit	District FUs Assigned	Meter FUs	FUs Assigned for Analysis
477773	3		107	800	800	800
352254	6	5500	4665		5350	4933
471699	4	5655	711.5		1775	800
568998	6	5490	132		5350	654
361536	3	4575	433.5		800	654
562365	8	4351	592		5350	860
550002	6	1795	739		5350	1007
254008	4	4033	2,094		1775	2094
263004	4	4507	535		1775	654
450096	3	No Permit	1,015		800	1015
340692	4	4456	108.5	370	1775	654
567085	6	4467	494		5350	762
169993	3	506	814		800	814
569085	6	4123	494		5350	762
169072	6	3644	263		5350	654
466153	4	No Permit	25		1775	654
351214	6	1897	1642.2		5350	1910
277146	6	2085	898		5350	1166
462204	6	4506	103	0	5350	654
477771	6	5262 & 5203	659	800	5350	800
470026	6	4525	308.5	370	5350	654
572667	3	2579	331	800	800	800
279141	6	No Permit	800		5350	1068
462076	6	1729	1333		5350	1601
462271	4	4500	65.5		1775	654
272212	4	339	1,775		1775	1864
472987	3	3004	555	654	800	654
288195	6	No Permit	1,224		5350	1492
473269	4	4464	20.5	85	1775	654
463259	4	4492	57.5	85	1775	654
252009	6	4353	1,081.25		5350	1349
479999	4	4640	49	85	1775	654
372827	4	4427	390.5		1775	654
473262	3	4007	923	654	800	654
351581	6		1330		5350	1598
473343	3	No Permit	302	654	800	654
473372	6	2104	1730		5350	1998
373569	3	610	905		800	905
568991	6		233.5		5350	654

Meter Number	Meter Size	Permit No.	#FUs On Permit	District FUs Assigned	Meter FUs	FUs Assigned for Analysis
468436	4	4442	92	370	1775	654
71111	3	5349	544.5		800	654
281197	4	4490	122.5		1775	654
373753	6	4525	308.5		5350	654
346061	6	4536	1116		5350	1384
349161	6	4538	LDS/IRR		5350	0
360225	4	4507	534.5		1775	654
351212	4		836		1775	924
362408	4	4591	131.5		1775	654
351218	6	2198	2,172		5350	2440
351701	6	4595	909		5350	1177
162195	4	4622	126.5		1775	654
361463	4	4590	131.5		1775	654
343787	4	4618	220		1775	654
71115	4	4371	4	85	1775	654
262159	4	4650	878		1775	967
275818	6	4573	580.5		5350	848
276087	8	4583	942		5350	1210
270050	6	4636	3,901		5350	4169
351222	3	2198	2172		800	654
477772	3	4008	30	800	800	800
362361	4		252		1775	654
362611	3	4639	53		800	654
351208	3	5500	2172		800	805
351210	6	1772	2476		5350	1939
362612	3	4665	383.5		800	654
351216	6	1897	2318.4		5350	2586
362615	4	4639	54		1775	654
351221	3	2198	2172		800	654
276002	6		5350	5350	5350	5350
178826	3		656		800	696
168889	6	2606	636		5350	904
253300	4	4192	800		1775	889
258201	4	4139	1,106		1775	1195
	4	5679	1488.6		1775	1563.03

California Department of General Services CA Construction Cost Index

Date	California CCI	Date	California CCI	Date	California CCI	Date	California CCI	Date	California CCI	Date	California CCI
11/1/2024	9,866	8/1/2020	6,988	5/1/2016	6,240	2/1/2012	5,683	11/1/2007	4,978	12/1/1988	2,964
10/1/2024	9,785	7/1/2020	6,984	4/1/2016	6,249	1/1/2012	5,683	10/1/2007	4,943	12/1/1987	2,930
9/1/2024	9,751	6/1/2020	7,041	3/1/2016	6,248	12/1/2011	5,680	9/1/2007	4,942	12/1/1986	2,862
8/1/2024	9,749	5/1/2020	6,958	2/1/2016	6,132	11/1/2011	5,680	8/1/2007	4,851	12/1/1985	2,742
7/1/2024	9,646	4/1/2020	6,955	1/1/2016	6,106	10/1/2011	5,675	7/1/2007	4,849	12/1/1984	2,741
6/1/2024	9,651	3/1/2020	6,947	12/1/2015	6,108	9/1/2011	5,668	6/1/2007	4,842	12/1/1983	2,706
5/1/2024	9,655	2/1/2020	6,945	11/1/2015	6,109	8/1/2011	5,667	5/1/2007	4,886	12/1/1982	2,670
4/1/2024	9,688	1/1/2020	6,995	10/1/2015	6,114	7/1/2011	5,654	4/1/2007	4,872	12/1/1981	2,482
3/1/2024	9,660	12/1/2019	6,924	9/1/2015	6,113	6/1/2011	5,643	3/1/2007	4,871	11/1/1980	2,334
2/1/2024	9,692	11/1/2019	6,895	8/1/2015	6,055	5/1/2011	5,637	2/1/2007	4,868	12/1/1979	2,119
1/1/2024	9,680	10/1/2019	6,851	7/1/2015	6,055	4/1/2011	5,636	1/1/2007	4,869	12/1/1978	1,955
12/1/2023	9,654	9/1/2019	6,814	6/1/2015	6,055	3/1/2011	5,627	12/1/2006	4,877	12/1/1977	2,576
11/1/2023	9,682	8/1/2019	6,823	5/1/2015	6,069	2/1/2011	5,624	11/1/2006	4,891	12/1/1976	2,401
10/1/2023	9,654	7/1/2019	6,854	4/1/2015	6,062	1/1/2011	5,592	10/1/2006	4,867	12/1/1975	2,212
9/1/2023	9,592	6/1/2019	6,854	3/1/2015	6,069	12/1/2010	5,596	9/1/2006	4,619	12/1/1974	2,020
8/1/2023	9,560	5/1/2019	6,852	2/1/2015	6,077	11/1/2010	5,599	8/1/2006	4,616	12/1/1973	1,895
7/1/2023	9,526	4/1/2019	6,841	1/1/2015	6,073	10/1/2010	5,591	7/1/2006	4,609	12/1/1972	1,753
6/1/2023	9,508	3/1/2019	6,616	12/1/2014	5,973	9/1/2010	5,381	6/1/2006	4,593	12/1/1971	1,581
5/1/2023	9,621	2/1/2019	6,700	11/1/2014	5,981	8/1/2010	5,401	5/1/2006	4,599	12/1/1970	1,381
4/1/2023	9,026	1/1/2019	6,684	10/1/2014	5,969	7/1/2010	5,401	4/1/2006	4,600	12/1/1969	1,269
3/1/2023	9,118	12/1/2018	6,684	9/1/2014	5,960	6/1/2010	5,394	3/1/2006	4,597	12/1/1968	1,155
2/1/2023	9,166	11/1/2018	6,679	8/1/2014	5,959	5/1/2010	5,378	2/1/2006	4,603	12/1/1967	1,074
1/1/2023	9,246	10/1/2018	6,679	7/1/2014	5,959	4/1/2010	5,270	1/1/2006	4,620	12/1/1966	1,019
12/1/2022	8,823	9/1/2018	6,674	6/1/2014	5,961	3/1/2010	5,268	12/1/2005	4,614	12/1/1965	971
11/1/2022	8,765	8/1/2018	6,658	5/1/2014	5,957	2/1/2010	5,262	11/1/2005	4,587	12/1/1964	936
10/1/2022	8,712	7/1/2018	6,643	4/1/2014	5,956	1/1/2010	5,260	10/1/2005	4,554	12/1/1963	901
9/1/2022	8,604	6/1/2018	6,598	3/1/2014	5,953	12/1/2009	5,262	9/1/2005	4,533	12/1/1962	872
8/1/2022	8,728	5/1/2018	6,596	2/1/2014	5,896	11/1/2009	5,259	8/1/2005	4,399	12/1/1961	847
7/1/2022	9,110	4/1/2018	6,596	1/1/2014	5,898	10/1/2009	5,259	7/1/2005	4,411	12/1/1960	824
6/1/2022	8,924	3/1/2018	6,596	12/1/2013	5,901	9/1/2009	5,264	6/1/2005	4,421	12/1/1959	797
5/1/2022	9,001	2/1/2018	6,596	11/1/2013	5,903	8/1/2009	5,265	5/1/2005	4,394	12/1/1958	759
4/1/2022	8,903	1/1/2018	6,596	10/1/2013	5,911	7/1/2009	5,263	4/1/2005	4,393	12/1/1957	724
3/1/2022	8,736	12/1/2017	6,596	9/1/2013	5,802	6/1/2009	5,276	3/1/2005	4,360	12/1/1956	692
2/1/2022	8,293	11/1/2017	6,596	8/1/2013	5,801	5/1/2009	5,288	2/1/2005	4,362	12/1/1955	660
1/1/2022	8,151	10/1/2017	6,596	7/1/2013	5,804	4/1/2009	5,296	1/1/2005	4,340	12/1/1954	628
12/1/2021	8,072	9/1/2017	6,620	6/1/2013	5,802	3/1/2009	5,298	12/1/2004	4,338	12/1/1953	600
11/1/2021	8,137	8/1/2017	6,620	5/1/2013	5,796	2/1/2009	5,295	12/1/2003	3,980	12/1/1952	569
10/1/2021	8,080	7/1/2017	6,474	4/1/2013	5,786	1/1/2009	5,309	12/1/2002	3,940	12/1/1951	543
9/1/2021	7,900	6/1/2017	6,470	3/1/2013	5,781	12/1/2008	5,322	12/1/2001	3,860	12/1/1950	510
8/1/2021	8,113	5/1/2017	6,455	2/1/2013	5,782	11/1/2008	5,375	12/1/2000	3,862	12/1/1949	477
7/1/2021	7,892	4/1/2017	6,461	1/1/2013	5,774	10/1/2008	5,393	12/1/1999	3,745	12/1/1948	461
6/1/2021	7,746	3/1/2017	6,373	12/1/2012	5,768	9/1/2008	5,194	12/1/1998	3,772	12/1/1947	413
5/1/2021	7,712	2/1/2017	6,373	11/1/2012	5,779	8/1/2008	5,142	12/1/1997	3,685	12/1/1946	346
4/1/2021	7,150	1/1/2017	6,373	10/1/2012	5,780	7/1/2008	5,135	12/1/1996	3,530	12/1/1945	308
3/1/2021	7,130	12/1/2016	6,373	9/1/2012	5,777	6/1/2008	5,065	12/1/1995	3,494	12/1/1944	299
2/1/2021	7,102	11/1/2016	6,344	8/1/2012	5,778	5/1/2008	5,023	12/1/1994	3,470	12/1/1943	290
1/1/2021	7,090	10/1/2016	6,343	7/1/2012	5,750	4/1/2008	5,004	12/1/1993	3,381	12/1/1942	276
12/1/2020	7,120	9/1/2016	6,267	6/1/2012	5,754	3/1/2008	4,999	12/1/1992	3,248	12/1/1941	258
11/1/2020	7,123	8/1/2016	6,244	5/1/2012	5,755	2/1/2008	4,983	12/1/1991	3,184	12/1/1940	242
10/1/2020	7,120	7/1/2016	6,245	4/1/2012	5,740	1/1/2008	4,983	12/1/1990	3,133	12/1/1939	236
9/1/2020	7,036	6/1/2016	6,238	3/1/2012	5,738	12/1/2007	4,981	12/1/1989	2,988	12/1/1938	236





Capacity Charge Study

Mammoth CWD

ROBERT D. NIEHAUS, INC.

JANUARY 23, 2025

Agenda

- **Capacity Charge Overview**
- **Proposed Methodology**
 - Present System Values
 - Review Meter/Connection/Fixture Counts
- **Proposed Capacity Charges**
 - Water Charges
 - Sewer Charges
- **Present Case Studies**
- **Additional Recommendations**



Big Picture

- What is a Capacity Charge?
 - ▶ One-time fee
 - ▶ Paid by a new customer
 - ▶ Paid for system capacity
- Method
 - ▶ Buy-in Method – new customers reimburse current customers for carried capacity
- The Ultimate Goal
 - ▶ Equity between the system's current customers and future customers

Current Charges

Meter Size	AWWA Ratio	Water Capacity Fee	EBMUD Ratio	Sewer Capacity Fee
3/4"	1.00	\$8,580	1.00	\$3,710
1"	1.67	\$14,300	2.63	\$9,760
1 1/2"	3.33	\$28,600	5.12	\$19,010
2"	5.33	\$45,760	9.60	\$35,630
3"	11.67	\$100,100	20.15	\$74,790
4"	21.00	\$180,180	40.93	\$151,910
6"	46.67	\$400,410	71.60	\$265,730
8"	80.00	\$686,410	47.30	Discretionary



Recommendations

- Asset values should continue to be determined based on Replacement Cost Less Depreciation (based on CA CCI)*
- Water Capacity Fees should be based on CA plumbing code fixture counts rather than AWWA meter ratios
- Sewer Capacity Fees should be based on equivalent ratios of fixture units based on winter water use within District boundaries rather than EBMUD ratios
- Fees for larger connections should be based on the actual permitted fixtures rather than maximum allowable

*Previous studies used the ENR CCI. RDN determined that the CA CCI is the more representative of cost variation in California versus nationwide.



Methodology

$$\mathbf{A} = \mathbf{Fee\ for\ Buy\ -\ in} = \frac{\mathbf{Allowable\ System\ Asset\ Value}}{\mathbf{Current\ Fixtures}}$$

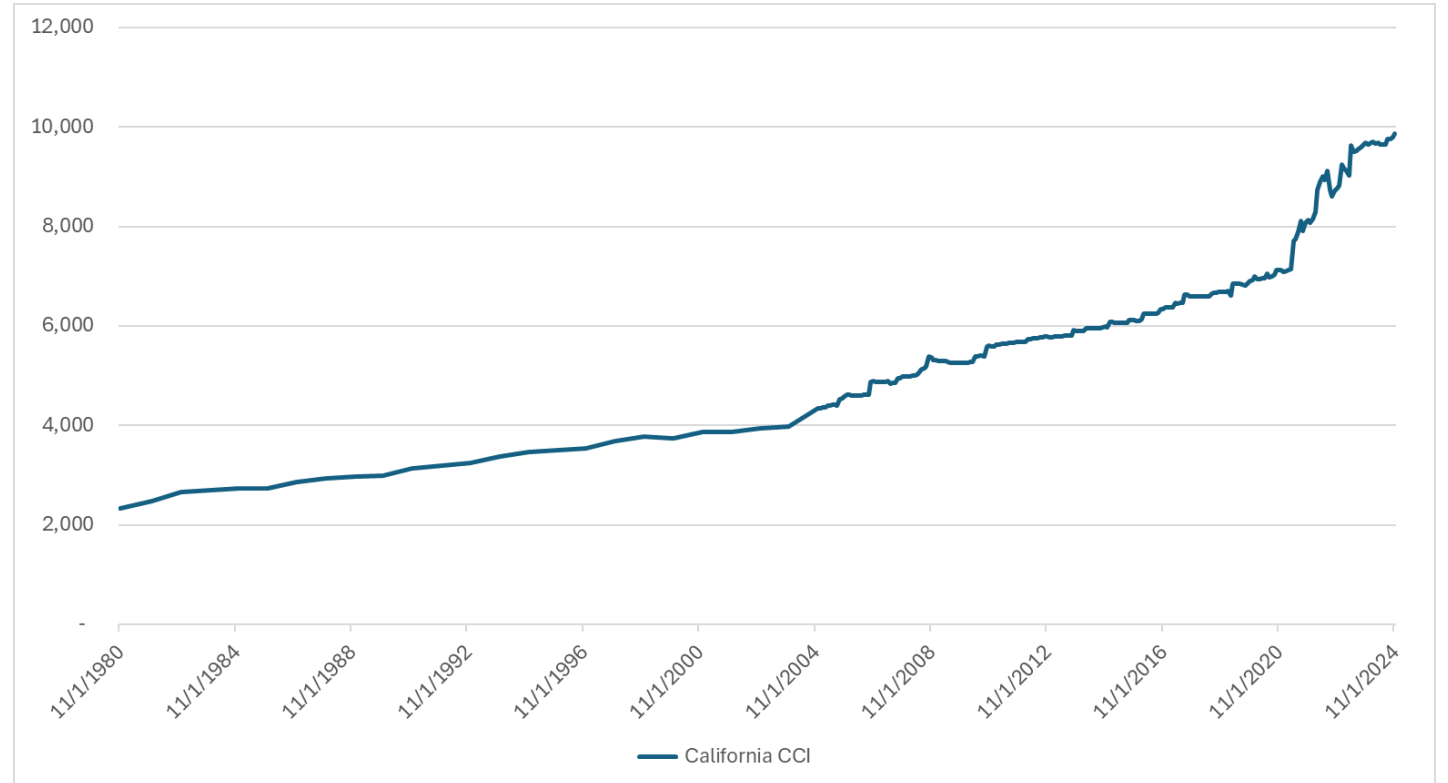
B = Number of Connection Fixtures

A x B = MCWD Capacity Charge per New Connection



Asset Values

- CA CCI increased significantly since last study
- Replacement cost less depreciation (RCLD) ensures that new customers are buying in at the same level as current customers accounting for time



Asset Value

Fund Description	Original Cost	Accumulated Depreciation	Book Value	Replacement Cost	Replacement Cost Accumulated Depreciation	Replacement Cost Less Depreciation
Admin Replacement	\$7,133,798	\$1,903,646	\$5,230,152	\$13,813,067	\$4,458,693	\$9,354,374
Water Replacement	\$74,983,671	\$36,895,010	\$38,088,661	\$151,251,042	\$80,698,118	\$70,552,924
Sewer Replacement	\$51,279,018	\$33,621,054	\$17,657,964	\$151,598,302	\$114,691,118	\$36,907,184
Total District Assets	\$133,396,487	\$72,419,711	\$60,976,777	\$316,662,411	\$199,847,929	\$116,814,483

System	Total Original Cost Asset Value	Share of Admin Assets
Water System	\$74,983,671	59.4%
Sewer System	\$51,279,018	40.6%

System	System RCLD	Share of Admin RCLD	Total RCLD
Water System	\$70,552,924	\$5,555,286	\$76,108,210
Sewer System	\$36,907,184	\$3,799,089	\$40,706,273
Total District RCLD	\$107,460,108	\$9,354,374	\$116,814,483



Connections

Meter Size	Water Connections
3/4"	2,200
1"	856
1 1/2"	350
2"	253
3"	20
4"	29
6"	29
8"	3.5
Total	3,740.5

Meter Size	Sewer Connections
3/4"	2,183
1"	839
1 1/2"	315
2"	192
3"	17
4"	25
6"	29
8"	2
Total	3,602

*Sewer connections do not include irrigation meters



Large Meter Fixture Count Calculation

- Utilized Fixture Unit data from District Large Meter Audit (CA plumbing code)

- Fixture Units Assignment Logic:

- District-assigned FU's were maintained
- If permitted FU's exceed meter FU's, permitted FU's were maintained
- If neither above condition was met – RDN assigned FU's using the following formula:

- **FUA = FUP + (FUM * 5%)**

Where: FUA ~ Fixture Units Assigned

FUP ~ Fixture Units Permitted

FUM ~ Meter Fixture Units

5% ~ proportioned additional FU's recognizes previous capacity fees paid

- If FU's assigned resulted in less than 654 fixtures (2" Allowable Fixtures Units), FU's assigned was increased to 654
 - No meter greater than 2" should have FU's of less than 654

Meter Size	Allowable Fixture Units
3/4"	39
1"	85
1 1/2"	370
2"	654
3"	800
4"	1,775
6"	5,350
8"	7,350

*Current small meter fixture units are calculated by multiplying connections and maximum plumbing code fixture units.



Fixtures - Water

Meter Size	Water Connections	Allowable Fixture Units	System Fixture Units
3/4"	2,200	39	85,800
1"	856	85	72,760
1 1/2"	350	370	129,500
2"	253	654	165,462
3"	20	800	14,921
4"	29	1,775	27,407
6"	29	5,350	45,158
8"	3.5	7,350	13,094
Total	3,740.5		554,102



Sewer Fixture Equivalents

Meter Size	Water Fixtures	Sewer Fixture Equivalents	Percent of Sewer to Water
3/4"	39	39	100.0%
1"	85	99	116.0%
1 1/2"	370	243	65.6%
2"	654	396	60.5%
3"	800	684	85.5%
4"	1,775	1,518	85.5%
6"	5,350	4,576	85.5%
8"	7,350	6,286	85.5%

Meter Size	Sewer Connections	Allowable Fixture Unit Equivalents	System Fixture Unit Equivalents
3/4"	2,183	39.00	85,137
1"	839	98.56	82,692
1 1/2"	315	242.87	76,503
2"	192	395.84	76,001
3"	17	684.00	10,705
4"	25	1,518.00	18,880
6"	29	4,576.00	38,610
8"	2	6,286.00	1,769
Total	3,602		390,298

*Sewer fixture equivalents are based on ratio of winter water demand



Methodology

$$\mathbf{A} = \mathbf{Fee\ for\ Buy\ -\ in} = \frac{\mathbf{Allowable\ System\ Asset\ Value}}{\mathbf{Current\ Fixtures}}$$

B = Number of Connection Fixtures

A x B = MCWD Capacity Charge per New Connection



Capacity Fee per Fixture

Water

Capacity Fee Calculation	
Water System Value (RCLD)	\$76,108,210
÷ Units of Service (FUs)	554,102
Proposed Capacity Fee (per fixture)	\$137.35

Sewer

Capacity Fee Calculation	
Sewer System Value (RCLD)	\$40,706,273
÷ Units of Service (FUs)	390,298
Base Capacity Fee/Per Fixture Fee	\$104.30



Current/Proposed Water Fees

Meter Size	Current Fee	Minimum Fee	Maximum Fee	\$ Change
3/4"	\$8,580	-	\$5,357	-\$3,223
1"	\$14,300	-	\$11,675	-\$2,625
1 1/2"	\$28,600	\$11,812	\$50,820	(-\$16,788, \$22,220)
2"	\$45,760	\$50,957	\$89,827	(\$5,197, \$44,067)
3"	\$100,100	\$89,964	\$109,880	(-\$10,136, \$9,780)
4"	\$180,180	\$110,017	\$243,796	(-\$70,163, \$63,616)
6"	\$400,410	\$243,934	\$734,823	(-\$156,476, \$334,413)
8"	\$686,410	\$734,960	\$1,009,523	(\$48,550, \$323,113)

Fees for meters larger than 1" will be based on the fee per fixture multiplied by the total permitted fixtures



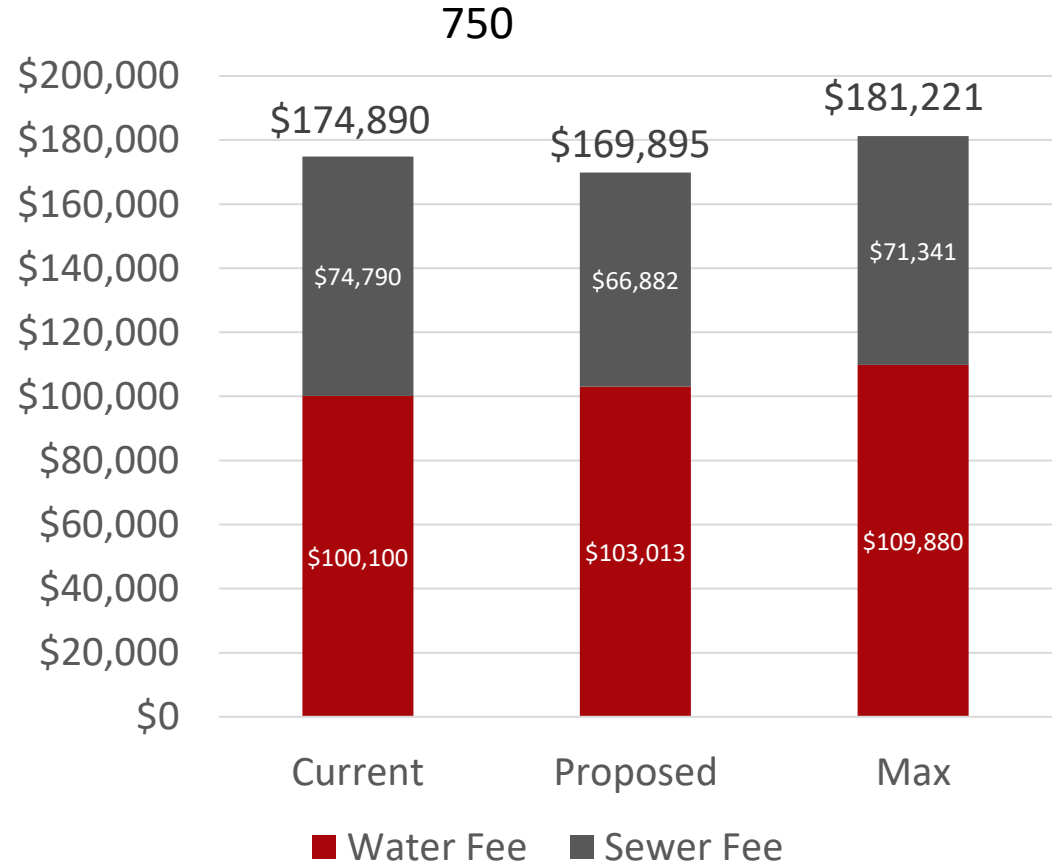
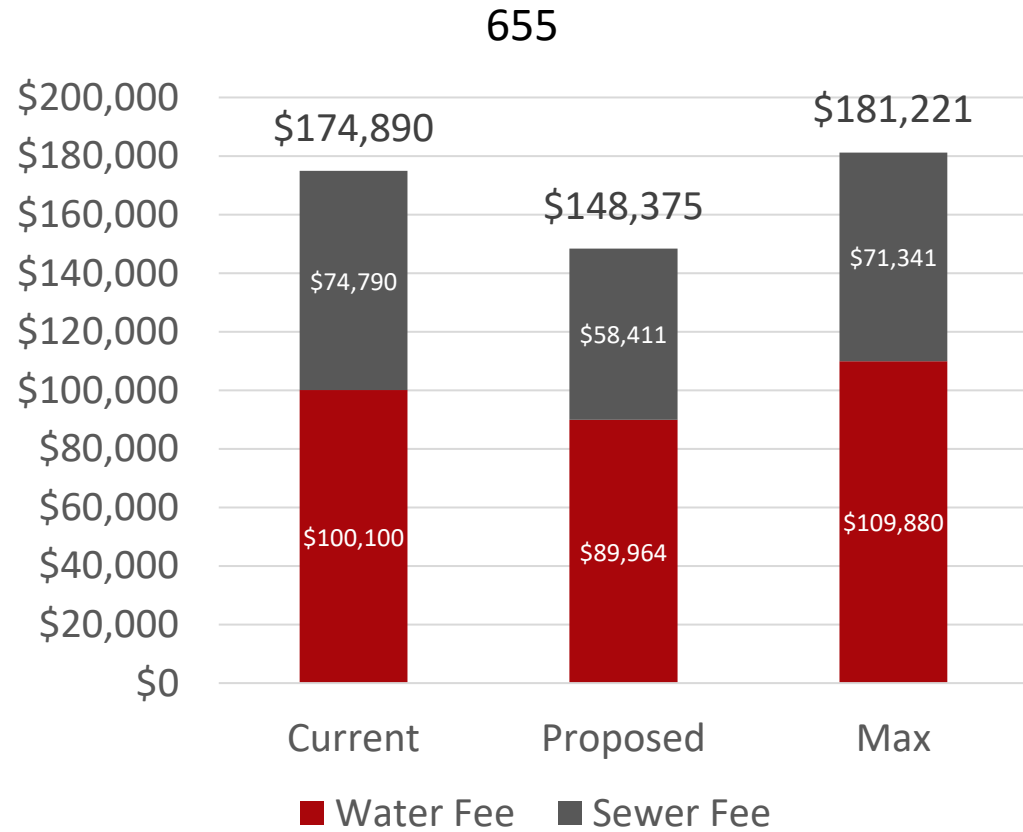
Current/Proposed Sewer Fees

Meter Size	Current Fee	Minimum Fee	Maximum Fee	\$ Change
3/4"	\$3,710	-	\$4,068	\$358
1"	\$9,760	-	\$10,280	\$520
1 1/2"	\$19,010	-	\$25,331	\$6,321
2"	\$35,630	-	\$41,286	\$5,656
3"	\$74,790	\$58,411	\$71,341	(-\$16,379, -\$3,449)
4"	\$151,910	\$71,430	\$158,288	(-\$80,480, \$6,378)
6"	\$265,730	\$158,377	\$477,094	(-\$107,353, \$211,364)
8"	Discretionary	\$477,183	\$655,447	-

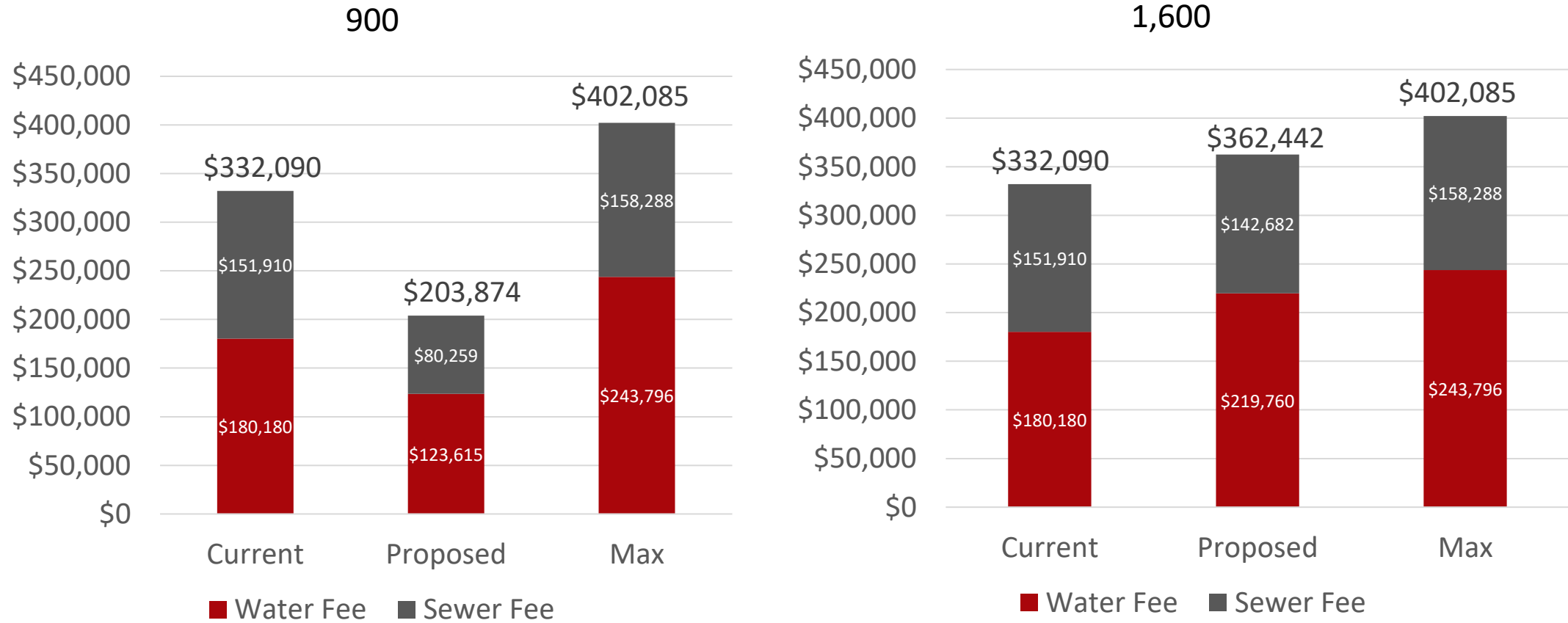
Fees for meters larger than 2" will be based on the fee per fixture multiplied by the total permitted fixtures multiplied by 85.5% to account for the ratio of winter water use



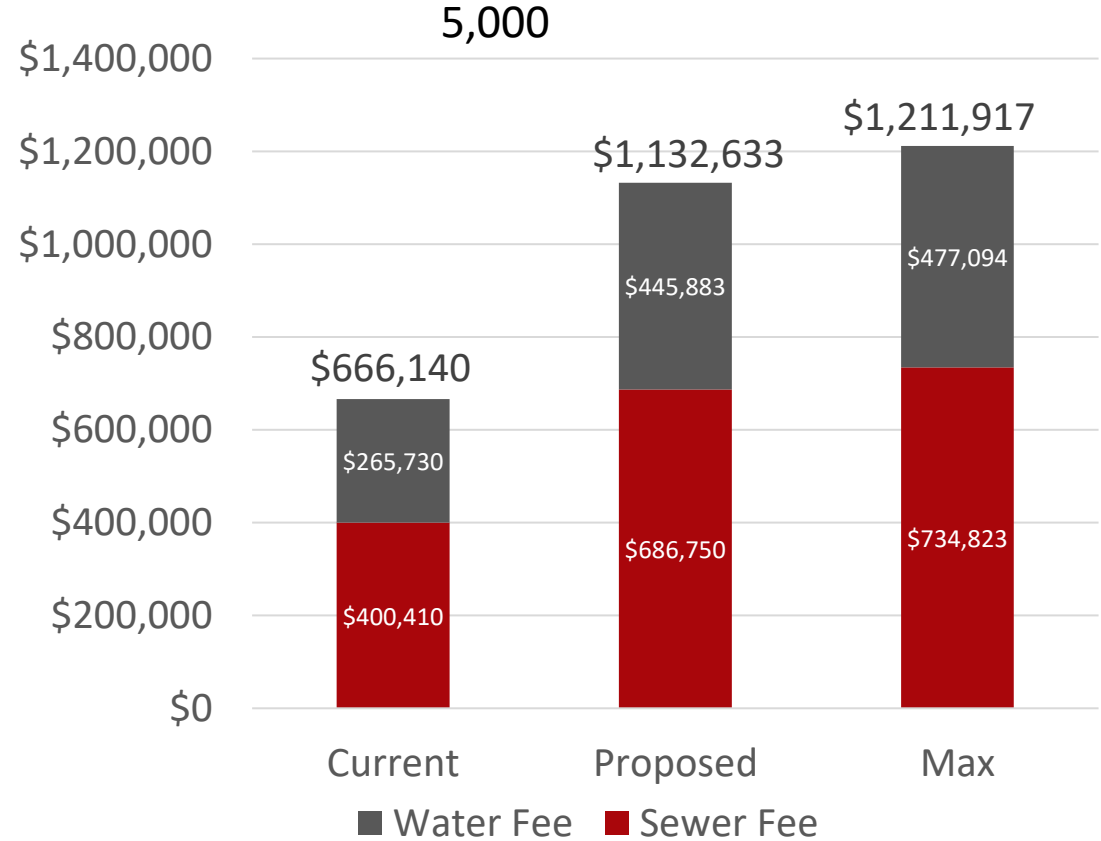
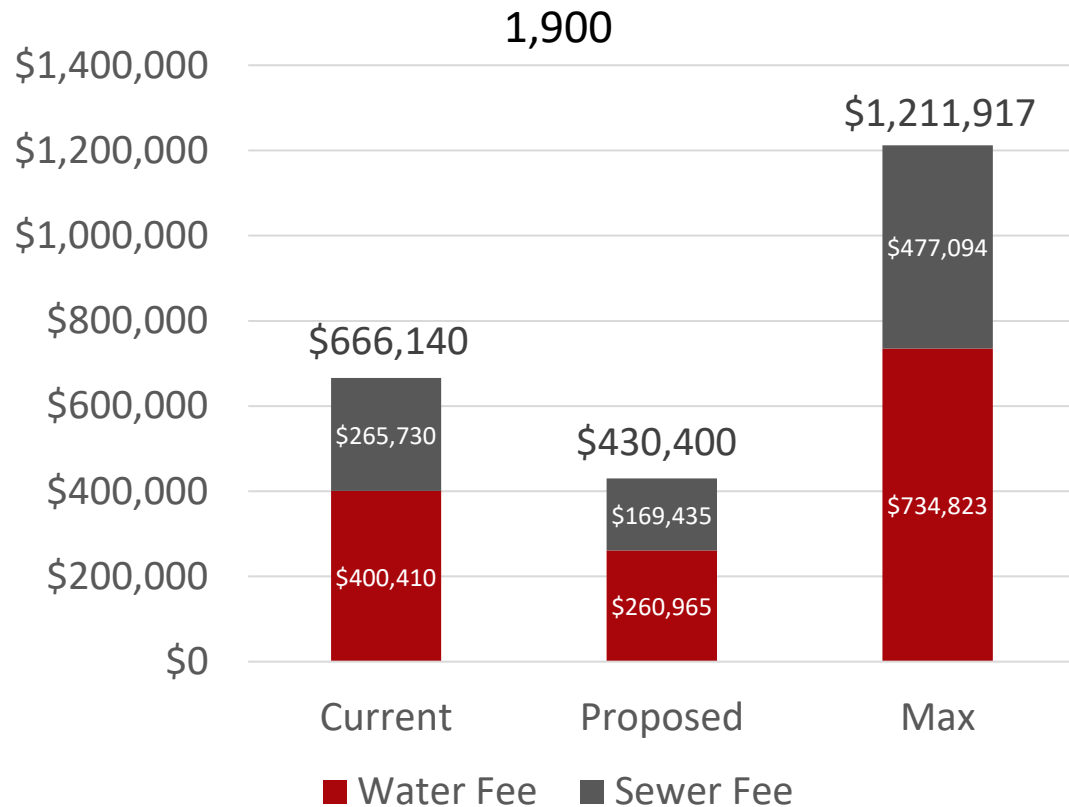
3" Case Study – 655 to 800 fixtures



4" Case Study – 801 to 1,775 fixtures



6" Case Study – 1,776 to 5,350 fixtures



Additional Recommendations

- **Develop a policy for assigning fixtures to irrigation meters and sizing those meters appropriate to their water use**
- **Develop a policy for addressing the capacity of Accessory Dwelling Units that are larger than the standard design criteria**
- **Update Capacity Charges each year based on the California Construction Cost Index**



Questions?

AGENDA ITEM

Subject: Draft Temporary Untreated Water Sale Agreement with Snowcreek Golf Course

Information Provided By: Garrett Higerd, District Engineer

Background

In 2010, MCWD and Snowcreek entered into a 30-year agreement (with the potential to extend for an additional 30 years) for recycled water and untreated groundwater service. The agreement was amended once in 2012 and twice in 2015. The amended terms involved extending deadlines for Snowcreek to construct recycled water pond improvements and be able to accept recycled water. The second amendment included revised sunset clauses for MCWD's commitment to supply additional recycled water for the 9-hole golf course expansion and the common area landscaping. MCWD is no longer obligated to supply recycled water for the 9-hole golf course expansion and the common area landscaping because those provisions have expired.

In May, 2024 Chuck Lande, Snowcreek developer, requested that MCWD allow deliveries of recycled water to be suspended for 2025 and 2026 while he relocates the recycled water pond to a new location to make way for Phase 1A condos. He continues to need recycled water for the existing 9-hole golf course and the new common area landscaping and desires to negotiate a new or amended agreement. However, he does not want to include the previously planned 9-hole golf course expansion. In September, 2024 Snowcreek received Tentative Tract Map approval for Snowcreek VIII Phase 1 from the Town of Mammoth Lakes and desires to obtain necessary approvals, permits, and start grading and infrastructure work (including water, sewer, and recycled water).

At a Special Meeting on May 29, 2024 the MCWD Board of Directors considered Snowcreek's request and expressed that they were open to it. At a subsequent Regular Meeting the Board of Directors designated an Ad-Hoc Committee and directed staff to perform more research and analysis. Engineering prepared a Recycled Water System Supply and Demand Analysis and reviewed the Snowcreek Recycled Water Agreement and presented the findings to the Ad-Hoc Committee. The Committee directed staff to draft a temporary agreement for untreated groundwater that will be a precursor to a new long-term recycled water agreement with Snowcreek. See the draft agreement attached.

Much of the content in the Recycled Water System Supply and Demand Analysis has been shared with the developer and their engineer as they work to design new recycled water infrastructure for Snowcreek VIII.

Discussion

The proposed agreement addresses Snowcreek's request for a two-year hiatus from receiving recycled water while a new long-term recycled water agreement is negotiated and new recycled water infrastructure is designed and constructed.

CEQA Compliance

The MCWD recycled water system and Snowcreek VIII development were analyzed previously by respective EIRs. The Snowcreek VIII Specific Plan and EIR requires the development to use recycled water to the maximum extent feasible.

Financial Impact

MCWD loaned Snowcreek \$365,000 to construct the existing recycled water pond and Snowcreek continues to make payments. The last payment is scheduled for May, 2025.

Snowcreek currently purchases recycled water at rates defined in the last rate study and listed in the master fee schedule. The current rate study prices untreated groundwater the same as recycled water because it is generally only used for environmental compliance reasons (e.g. to “turn-over” a storage reservoir so that it cannot spill recycled water if a flood hits). The District has the authority to determine, in its sole discretion, the quantities and delivery rates of each water supply source (untreated groundwater supply or recycled water supply) provided to recycled water customers.

Delivery charges for untreated water under the proposed agreement will be based on the MAWA fee structure.

Requested Action

Discuss and consider approving the Temporary Untreated Water Sale Agreement Between the Mammoth Community Water District and Snowcreek. Provide direction to staff regarding existing and future uses of recycled water at Snowcreek.

ATTACHMENTS:

- 1) Draft Temporary Untreated Water Sale Agreement Between the Mammoth Community Water District and Snowcreek
- 2) Engineer’s Analysis - Recycled Water System Supply and Demand

**TEMPORARY UNTREATED WATER SALE AGREEMENT
BETWEEN THE MAMMOTH COMMUNITY WATER DISTRICT
AND _____[SNOWCREEK]**

This Temporary Untreated Water Sale Agreement (“Agreement”) is made effective on _____, 2025 (“Effective Date”) by and between Mammoth Community Water District, a local public District (“District”), and _____, a [jurisdiction] [type of legal entity] (“Snowcreek”), who agree as follows:

RECITALS

A. The District operates the Mammoth Community Water District Wastewater Treatment Plant (“WWTP”), which has the capacity to generate an average of approximately 1.3 million gallons per day (“mgd”) of recycled water that can be used for irrigation and other non-potable uses.

B. The District has entered into a series of agreements to supply up to 0.48 mgd of combined recycled water and untreated groundwater to irrigate the existing 9-hole Snowcreek golf course. If recycled water is not available, the District is committed to supplying up to 0.17 mgd of untreated groundwater. Since recycled water deliveries commenced in 2010, Snowcreek’s recycled water use has varied between 0 mgd and 0.37 mgd during peak summer irrigation. The District determines, in its sole discretion, the quantities and delivery rates of each water supply source. Snowcreek will need an additional supply of recycled water to irrigate landscaping to be installed and maintained within the Snowcreek VIII development just beginning construction.

C. To accommodate the construction of the proposed Snowcreek VIII Phase 1A condominiums, Snowcreek desires to relocate its existing recycled water storage pond and construct a new pond at a different location during the 2025 and 2026 construction seasons, and therefore has requested that the District temporarily suspend deliveries of recycled water and instead deliver untreated groundwater supplies to irrigate the Snowcreek Golf Course during the 2025 and 2026 construction/golfing seasons.

D. The District is willing to provide Snowcreek with a temporary untreated groundwater water supply for irrigation use on the Snowcreek Golf Course during the 2025 and 2026 construction/golfing seasons, and Snowcreek is willing to purchase such water supplies from the District, on the terms and conditions set forth in this Agreement.

AGREEMENT

1. Temporary Untreated Groundwater Service. The District will provide untreated groundwater supplies to Snowcreek during the 2025 and 2026 construction/golf season, from approximately June 15 to October 15. The water supplies will be delivered by the

District to Snowcreek through an existing metered raw water line which discharges to the Snowcreek Golf Course water feature/pond system.

2. Responsibility Beyond the Delivery Point. Snowcreek shall use the water delivered by the District under this Agreement for reasonable and beneficial uses only within the Snowcreek Golf Course and any adjacent landscape areas. Snowcreek shall have sole responsibility for controlling the use of the water provided under this Agreement beyond the discharge point of the metered raw water line and shall indemnify, protect and hold the District and its officers, directors, agents and employees harmless against any and all costs (including, but not limited to attorney's fees and litigation or arbitration costs), loss, expense, claim, liability, suit or judgment for damages of any nature whatsoever, including, but not limited to, property damage, personal injury or death, arising out of or in any way connected with the control, carriage, handling, use, disposal, or distribution of the untreated groundwater water supply after it has passed through the meter.
3. Rates and Charges. Snowcreek shall pay for all untreated groundwater supplies delivered by the District to the Snowcreek Golf Course water feature/pond system at the rates and charges established by the District Board of Directors for irrigation water service in the 2025 and 2026 water years. The District shall render periodic bills to Snowcreek showing the amounts of water used through the meter and charges for the water used, and Snowcreek shall pay the periodic bills on the same terms as other District customers and in conformance with the District Water Code and policies.
4. Water Quality. Snowcreek understands and agrees that the water supplies delivered by the District under this Agreement are untreated groundwater and therefore is not fit for human consumption and other uses for which water treatment is normally required. The District makes no warranty or representations as to the quality or fitness for use of the water delivered to Snowcreek. Snowcreek agrees to accept such water as it is produced by the District. Snowcreek shall be responsible for all necessary measures at its expense for the testing, treatment, and other steps required to make the water fit for Snowcreek's intended uses. The District, its officers, directors, employees and agents shall not be liable for any loss, cost (including, but not limited to, attorney's fees and litigation or arbitration costs), expense, damage, liability, suit or judgment for damages of any nature whatsoever, including, but not limited to, property damage, personal injury or death, arising out of or in any way connected with the quality of the delivered water or its use by the Snowcreek or its affiliates, officers, directors, employees and agents.
5. Water Use and Conservation. The water service provided by the District to Snowcreek under this Agreement is a standard service under the District Water Code and policies, including the District's irrigation water use rules and regulations and Water Shortage Contingency Plan. Snowcreek shall comply with all applicable Water Code, Water Shortage Contingency Plan, and policy provisions that will or may apply during the term of this Agreement, including the establishment of a Maximum Annual Water Allowance (MAWA) and Water Conservation Level restrictions that may apply to all District customers' use of untreated water for irrigation purposes. Irrigation water for the

Snowcreek Golf Course is currently supplied by a combination of four different sources: surface water that flows onto the property (unmetered), a private well (privately metered), MCWD recycled water (metered by MCWD), and MCWD untreated well water (metered by MCWD). The surface water and well water sources are collected in a network of golf course water features which are combined in a lined storage reservoir where it can be combined with recycled water, from there all sources are pumped through the irrigation system. To better understand the total irrigation water applied to the golf course and meet the MAWA, all irrigation must be accounted for through the installation of a dedicated master irrigation meter, which shall be installed at a mutually agreed location as part of the Facilities provided for in Section 9 of this Agreement. The dedicated master irrigation meter will measure all water applied to the Snowcreek Golf Course as a sum of the combined water sources. Establishing the MAWA will be at the sole discretion of MCWD staff, and as determined by California Department of Water Resources' Model Water Efficient Landscape Ordinance. Delivery charges for raw water will be based on the MAWA fee structure. MCWD Staff will work with golf course maintenance staff as needed to ensure irrigation is sufficient to meet the Snowcreek Golf Course's operational needs.

6. Term of Agreement; Termination. This Agreement shall take effect on the Effective Date and continue in effect until December 31, 2026. The District or Snowcreek may terminate this Agreement without cause by providing the other party with 180 days' written notice. If Snowcreek terminates this Agreement before the end of its term, the District shall have no further obligation to provide Snowcreek with an irrigation water supply except as provided in Section 7 of this Agreement.
7. Snowcreek Obligation to Negotiate New Recycled Water Agreement. This Agreement is intended by the parties to be in effect only for the 2025 and 2026 construction/golf course operation seasons to permit Snowcreek to reconstruct its recycled water pond at a new location. It is intended by the parties that Snowcreek shall complete the construction of the relocated recycled water pond as promptly as possible and by no later than the termination date of this Agreement. Therefore, Snowcreek shall have no right to request an extension of the term of this Agreement. Furthermore, a material term and element of consideration of this Agreement is that during calendar year 2025, Snowcreek shall diligently and in good faith negotiate a new recycled water supply agreement to purchase recycled water for the Snowcreek Golf Course beginning in the 2027 golf course operation season and for future use as irrigation water within the Snowcreek VIII development when and as it is constructed and placed into operation. The new recycled water agreement will ensure that Snowcreek uses recycled water to the maximum extent feasible, as dictated by the Snowcreek Master Plan and EIR.
8. Update of Snowcreek Recycled Water System Engineering Report and Engineering of System Re-design. Snowcreek shall hire a licensed civil engineer to prepare all engineering documents required to construct the new recycled water pond and construct or modify appurtenant pipelines and other facilities for receiving recycled water (the "Facilities"), including reports, calculations, and plans required to comply with Title 22

recycled water regulations and MCWD Ordinance No. 05-18-23-13, a copy of which is attached to and made a part of this Agreement as Exhibit A. Engineering must be completed and approved by the District before Snowcreek may demolish the existing pond and appurtenant facilities and construct the Facilities or modify any existing facilities.

9. Construction of Facilities. Snowcreek shall provide for the construction of the Facilities and modification of any existing facilities, as described in the plans and specifications approved by the District, subject to any revisions or amendments to the plans and specifications submitted by Snowcreek and approved by the District pursuant to Section 18 of this Agreement. Construction shall be in accordance with the provisions of this Agreement, the District's rules, regulations, and standard construction specifications. During construction, a complete set of approved plans and specifications and any approved revisions or amendments, shall remain at the jobsite at all times.
10. Licensed Contractor. Snowcreek's contractors shall be licensed by the California Contractors State License Board to do the type of work called for in the approved plans and specifications for the Facilities and shall have previous experience with other projects of like magnitude and comparable difficulty.
11. Notice of Commencement of Construction. Snowcreek shall require its contractors to give the District at least 48 hours' advance notice of the commencement of construction and installation of the Facilities. Any work performed without notice to the District, or without the District having been provided the opportunity to inspect the work, may be subject to rejection. Hours of work shall conform to the terms of any contract(s) or agreement(s) between Snowcreek and its contractors.
12. Inspections. The District may, at its option, inspect all or part of the construction or materials being used in construction of the Facilities and shall be given all reasonable possible assistance in performing such inspection. The inspection of the work shall not relieve Snowcreek of its obligation to construct the Facilities in accordance with the approved plans and specifications. Defective work shall be made good and materials not in conformance with the approved plans and specifications may be rejected after installation or fabrication, notwithstanding that such work and materials have been previously overlooked or inspected by the District.
13. Permits, Licenses and Easements. Snowcreek, at its cost, shall obtain all legally-required local, County and State permits and approvals, including, but not limited to, encroachment permits, and shall conform to the requirements thereof.
14. Final Inspection. Upon completion of construction of the Facilities, Snowcreek shall notify the District and request a final inspection of the Facilities. The Facilities shall be tested to meet District requirements, as required by the District. No Facility shall be approved without meeting all applicable District test requirements. The costs of such tests shall be borne by Snowcreek.

15. Faithful Performance Guarantee.

- (a) Prior to commencement of construction of the Facilities, the Contractor shall provide the District with a faithful performance bond issued by a surety insurer authorized to do business and in good standing in the State of California and naming the District as obligee in a sum equal to one hundred percent (100%) of the estimated cost of construction of the Facilities for the purpose of insuring the proper and timely completion of such facilities (“Performance Guarantee”). The cost of construction must be estimated using current prevailing wages for all work.
- (b) The District shall provide Snowcreek, Contractor and surety with written notice of any failure to complete the Facilities covered by the Performance Guarantee in a timely and proper manner. In the event that Snowcreek, Contractor and/or surety fail to complete the Facilities by December 31, 2026, after the date of the District’s written notice, the District is authorized to complete construction of the Facilities. Such authorization includes a right of the District to enter Snowcreek’s property to do all things necessary to construct the Facilities. The surety and the Contractor shall be jointly and severally liable to the District for such costs of completion, including, but not limited to, management and administrative costs, and engineering, legal and other costs incurred relating to the completion; provided that the surety’s financial obligation shall not be greater than the amount of Performance Guarantee. The District shall bill the Contractor and surety for such costs, which bill shall be paid within 60 days after it has been received by the Contractor and the surety. Interest shall accrue on any late payment at the legal rate then prevailing.
- (c) Promptly after the date of the District’s approval of the completed Facilities as provided in Section 14, District shall provide Snowcreek with a release, its written consent and/or other appropriate and necessary documents for Snowcreek to obtain a release of the Performance Guarantee.

16. Conditions Precedent to District Approval of Facilities. The District shall not provide a written approval of the Facilities and release of the Performance Guarantee until the following have occurred:

- (a) The Facilities are finally inspected and approved by the District;
- (b) Snowcreek has negotiated and entered into a new recycled water agreement for future use of recycled water for the golf course and Snowcreek VIII;
- (c) Snowcreek has provided to the District record as-built drawings of the completed Facilities in PDF format satisfactory to the District, together with a copy of the specifications and any contract documents used for the construction of the Facilities; and

(d) Snowcreek has paid the District all applicable fees and charges of the District as set forth herein or in the District's standard schedule of generally applicable fees and charges.

Immediately upon the District's determination that these conditions have been met, it shall give written notice of approval to Snowcreek and issue the release of the Performance Guarantee.

17. Independent Contractor. Snowcreek's relationship to the District is that of an independent contractor. All persons hired by Snowcreek and its contractors and performing the work on the Facilities shall be Snowcreek's or its contractors' employees or agents. Snowcreek and its contractors, and their officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Snowcreek and the contractors shall pay, and the District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Snowcreek's and its contractors' employees. Snowcreek and its contractors shall, to the fullest extent permitted by law, indemnify the District, and its officers, employees, agents, and volunteers from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Snowcreek's and its Contractors' independent contractor status or employment-related liability.

18. Waiver. Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver or any subsequent breach either of the same or of another provision of this Agreement and forbearance to enforce one or more of the remedies provided in this Agreement shall not be deemed to be a waiver of that remedy.

19. Notices. Any notice, tender, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered, mailed, or sent by email in the manner provided in this paragraph, to the following persons:

If to the District:

Mammoth Community Water District
Attn: General Manager
1315 Meridian Blvd.; P.O. Box 597
Mammoth Lakes, CA 93546-0597
Email: mbusby@mcwd.dst.ca.us

If to Snowcreek:

Attn: _____

Email: _____

Either party may change that party's address for these purposes by giving written notice of the change to the other party in the manner provided in this paragraph. If sent by mail, any notice, delivery or other communication shall be effective or deemed to have been

given three days after it has been deposited in the United States mail, with postage prepaid, and addressed as set forth above. If sent by email, any notice, delivery or other communication shall be effective or deemed to have been given on the date it is sent if the recipient acknowledges receipt. If delivered personally, any such notice, delivery or other communication shall be effective or deemed to have been given on the date of delivery.

20. Entire Agreement. This Agreement is freely and voluntarily entered into by the parties after having had the opportunity to consult with their respective attorneys. The parties in entering into this Agreement do not rely on any inducements, promises, or representations made by each other, their representatives, or any other person, other than those inducements, promises, and representations contained in this Agreement. This Agreement represents the entire agreement of the parties. This Agreement may be modified only by a written amendment to this Agreement agreed to by the parties.
21. Cooperation. Each party to this Agreement agrees to do all things that may be necessary, including, without limitation, the execution of all documents which may be required hereunder, in order to implement and effectuate this Agreement.
22. Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where the District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.
23. Successors and Assignment. This Agreement shall be binding on, and inure to the benefit of, the heirs, successors, and assigns of the parties; however, Snowcreek agrees that it will not subcontract, assign, transfer, convey, or otherwise dispose of this Agreement or any part thereof, or its rights, title or interest therein, or its power to execute the same without the prior written consent of the District.
24. Authority; Counterparts. Each signatory of this Agreement represents that they are authorized to execute this Agreement on behalf of the party for which they sign. Each party represents that it has legal authority to enter into and to perform all of the obligations of this Agreement. This Agreement may be executed in one or more electronic or hard-copy counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same document.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date set forth above as follows:

MAMMOTH COMMUNITY WATER DISTRICT

By: _____

Mark Busby
General Manager

SNOWCREEK

By: _____
 [Name]
 [Title]

DRAFT

EXHIBIT A

MCWD ORDINANCE NO. 05-18-23-13

DRAFT

ORDINANCE NO. 05-18-23-13

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MAMMOTH COMMUNITY WATER DISTRICT AMENDING THE DISTRICT RECYCLED WATER PROGRAM

This Ordinance is enacted with reference to the following recitals of fact:

WHEREAS, the Board of Directors (Board) of the Mammoth Community Water District (District), by Resolution No. 10-15-98-17, certified the Final Environmental Impact Report/ Environmental Assessment for the proposed Reclaimed Water Project, including upgrades to the District's wastewater treatment plant to treat wastewater effluent to meet Title 22 requirements for tertiary treated wastewater;

WHEREAS, the Board, by Resolution 03-15-07-03, certified the Final Environmental Impact Report for the tertiary-treated water distribution system;

WHEREAS, the tertiary wastewater treatment plant upgrades are completed and the tertiary-treated water distribution systems are in place;

WHEREAS, the California Regional Water Quality Control Board, Lahontan Region, adopted Board Order No. R6V-2009-0035, "Master Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Recycled Water," approving the District's proposal to supply and distribute an average flow of 2.9 million gallons per day of disinfected, tertiary recycled water as defined in California Code of Regulations (Master Permit);

WHEREAS, the Master Permit required the District to establish and enforce requirements for recycled water users and other associated recycled water program features for the use of reclaimed water in the District service area;

WHEREAS, the Board, by Ordinance No. 09-17-09-10, adopted Division XV of Chapter 11 of the District Code establishing the Recycled Water Program Policy and initiated recycled water deliveries to the Sierra Star Golf Course, Snowcreek Golf Course, and the trucked recycled water program;

WHEREAS, to become an "Administrator" and "Producer" of recycled water and permit additional uses of recycled water that are not allowed under R6V-2009-0035, MCWD staff updated the District's Title 22 Engineering Report and submitted a Recycled Water Program Technical Report and Notice of Intent (NOI) to become regulated under State Water Board General Order WQ 2016-0068-DDW;

WHEREAS, the California Regional Water Quality Control Board, Lahontan Region (Lahontan RWQCB), approved the updated Title 22 Engineering Report and NOI, rescinded Board Order No. R6V-2009-0035, and issued a Notice of Applicability (NOA) under State Water Board General Order WQ 2016-0068-DDW; and

WHEREAS, the requirements in the District Sewer Code for recycled water users and other associated recycled water program features for the use of reclaimed water must be updated to be consistent with the Lahontan RWQCB's approval of the Title 22 Engineering Report and authorization for the District to operate its Recycled Water Program under General Order WQ 2016-0068-DDW.

NOW, BE IT ORDAINED by the Board of Directors of the Mammoth Community Water District as follows:

SECTION ONE. PURPOSE AND AUTHORITY

This Ordinance amends Chapter 11 of the District Code, which governs the terms and conditions of the District's provision of sewer service, for the purpose of amending Chapter XV

governing the District Recycled Water Program. The authority for this Ordinance is found in California Water Code sections 30523, 31100, 31101, and 31105, Government Code section 53069.4, and other applicable law.

SECTION TWO. AMENDMENTS TO DIVISION XV OF CHAPTER 11 OF THE MAMMOTH COMMUNITY WATER DISTRICT CODE

Division XV of Chapter 11 of the District Code is hereby rescinded and replaced in full as follows:

Section 15.01: Recycled Water Program Policy

It is the policy of the District that recycled water determined to be available pursuant to Water Code Section 13550 shall be used for non-potable uses within the District’s designated service area when its use is economically justified; its use is financially and technically feasible; and its use is consistent with legal requirements, preserves the public health, safety, and welfare, and protects the environment.

Production, distribution and use of recycled water in the District designated service area are regulated by State Water Board Order WQ 2016-0068-DDW, provisions in Title 22 of the California Code of Regulations and the Water Code regarding recycled water, and the Title 22 Engineering Report for the Mammoth Community Water District Recycled Water Program including all attachments and appendices, which is attached to and made a part of this Division XV (the “Title 22 Engineering Report”).

Section 15.02: Designated Recycled Water Service Area

The District recycled water service area is identified as the “MCWD Recycled Water Service Area” designated as Attachment A to the Recycled Water Program Rules and Regulations which are incorporated into the Title 22 Engineering Report as Appendix C. .

Section 15.03: Recycled Water Use Rules and Regulations

Procedures, restrictions, and other requirements for recycled water use, including the process for a user to obtain recycled water service, and controls to protect public health are set forth in the Recycled Water Program Rules and Regulations, which are contained in Attachment B to Appendix C of the Title 22 Engineering Report and titled “Requirements for Recycled Water Users” (Requirements). The Requirements provide the rules governing the design, construction, operation and maintenance of reclaimed water use facilities, construction specifications, inspections and monitoring of reclaimed water user facilities and sites, procedures for the use of reclaimed water, and enforcement procedures and penalties for violations of the Requirements. All recycled water users are required to comply with the Requirements as a condition of receiving recycled water service and any violation of the Requirements shall be enforced as provided therein.

Section 15.04: Operations and Maintenance Plan

The “Operations and Maintenance Plan for Recycled Water Users,” Section III of the Recycled Water Program Rules and Regulations establish the District’s standard procedures, specifications, limitations for the safe and orderly development and operation of off-site and on-site recycled water facilities and systems in the District’s Designated Service Area, and enforcement procedures and penalties for violations. All recycled water users are required to comply with all applicable provisions of the Operations and Maintenance Plan as a condition of receiving recycled water service and any violations shall be enforced against as provided in the Plan.

Section 15.05: Monitoring and Reporting/Compliance and Inspection Program

The Monitoring and Reporting / Compliance and Inspection Program, Section V of the Recycled Water Program Rules and Regulations, provides the District’s plan for conducting routine compliance inspections and the process for responding to and enforcing against violations. All

recycled water users are subject to District monitoring of their recycled water systems and use and any violations shall be enforced against as provided in the Program.

Section 15.06: General Enforcement and Sanctions

A. General

The District reserves the right to take any action necessary with respect to the operation of a user's recycled water system to safeguard the public's health. If existing or potential hazards are evidenced at any time during construction or operation of the recycled water system, the District may terminate recycled water service immediately, without notice. These hazards include but are not limited to cross-connections with the potable system, improper tagging, signing or marking, or unapproved/prohibited uses.

B. Public Nuisance.

Discharge of wastes or the use of recycled water in any manner in violation of this Division XV or of any agreement issued hereunder is hereby declared a public nuisance and shall be corrected or abated as directed by the District. Any person creating such a public nuisance is guilty of a misdemeanor.

C. Injunction.

Whenever a discharge of wastes or use of recycled water is in violation of this Division XV or otherwise causes or threatens to cause a condition of nuisance, the District may seek injunctive relief as may be appropriate to enjoin such discharge or use.

D. Agreement Revocation.

In addition to any other statute or rule authorizing termination of recycled water service, the District may revoke an agreement issued hereunder if a violation of any provision of this Division XV is found to exist or if a discharge of wastes or use of recycled water causes or threatens to cause a nuisance.

E. Penalty.

Any owner and/or operator who violates this Division XV shall, for each day of violation, or portion thereof, be subject to a fine not exceeding \$1,000. In addition, recycled water service to the property may be discontinued.

Section 15.07: Incorporation of Title 22 Engineering Report

The complete Title 22 Engineering Report attached to and made a part of this Chapter XV may be amended from time to time by staff as necessary to comply with changes in the law and applicable regulations or as required by the State Water Board or Lahontan RWQCB. The existing version of the Title 22 Engineering Report or any of its attachments and appendices may be discarded and replaced at any time by an amended version of the Report or any component part, including an attachment or appendix, without the need to amend this Ordinance.

SECTION THREE. REPEALER

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinances, resolutions, rules or regulations governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof, and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

SECTION FOUR. INVALIDITY

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, no other provision of this Ordinance shall be affected thereby.

SECTION FIVE. EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect upon adoption. The District General Manager or his designee is directed to publish a summary of this Ordinance once, with the names of the

members voting for and against the Ordinance, in a newspaper published within the District within 10 days after the adoption of this Ordinance.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District, County of Mono, State of California, this 18th day of May 2023, at a regular meeting of the Board by the following vote:

AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NOES: None
ABSENT: None
ABSTAIN: None

MAMMOTH COMMUNITY WATER DISTRICT

By: 
Thomas R. Smith
President, Board of Directors

ATTEST:


Mark Busby
Secretary, Board of Directors

SECRETARY'S CERTIFICATE

I hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 05-18-23-13, duly and regularly adopted by the Board of Directors of MAMMOTH COMMUNITY WATER DISTRICT in the Town of Mammoth Lakes, County of Mono, on May 18, 2023.



Secretary, Board of Directors



Mammoth Community Water District

*P.O. Box 597
1315 Meridian Boulevard
Mammoth Lakes, CA 93546
Phone: 760-934-2596*

TITLE 22

ENGINEERING REPORT

FOR THE MAMMOTH COMMUNITY

WATER DISTRICT RECYCLED

WATER PROGRAM

February 2022

Professional Certification

This document entitled "TITLE 22 ENGINEERING REPORT FOR THE MAMMOTH COMMUNITY WATER DISTRICT RECYCLED WATER PROGRAM," Dated February 2022, was prepared for the Mammoth Community Water District (MCWD) under the supervision of Garrett Higerd. Garrett Higerd is a registered engineer in the state of California and holds the title of District Engineer at the Mammoth Community Water District. The report is based on design documents and information provided by MCWD and was prepared in accordance with accepted engineering practices.



Garrett Higerd
District Engineer
Mammoth Community Water District
1315 Meridian Blvd
Mammoth Lakes, CA 93546



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SECTION 1 INTRODUCTION

1.1 Purpose

Mammoth Community Water District (MCWD) provides water and sanitation services to a service area located within the boundaries of the Town of Mammoth Lakes, in the southwestern part of Mono County, California (Figure 1.1).

In 2009 the California Regional Water Quality Control Board, Lahontan Region, adopted Board Order No. R6V-2009-0035 “Master Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Recycled Water” and shortly after, the MCWD Board of Directors approved Ordinance No. 10-15-09-11 (Appendix B) establishing the MCWD recycled water program.

Since then, MCWD has been providing recycled water to the Sierra Star Golf Course, Snowcreek Golf Course, and the Trucked Recycled Water Program. The primary objective of MCWD’s recycled water program is to conserve groundwater, one of the key potable water sources in the region, through beneficial reuse of treated wastewater. The recycled supply is used mainly for landscape irrigation, which represents a major demand during the spring and summer seasons.

MCWD desires to continue to provide recycled water under a new General Use Permit of recycled water (ORDER WQ 2016-0068-DDW) and make minor changes to the trucked recycled water program. This Title 22 engineering report updates and revises the original Title 22 engineering report prepared by HDR Engineering Company in 2008 for this purpose. The report is intended to contain sufficient information to assure the regulatory agencies that the degree and reliability of treatment is commensurate with the requirements for the proposed uses and that the distribution and use of the recycled water will not create a health hazard or nuisance.

Disinfected tertiary recycled water is proposed to be used for surface irrigation by metered users (golf courses).

Disinfected secondary 2.2 recycled water (or tertiary recycled water) is proposed to be used via permitted truck users for the following uses:

- Backfill consolidation around non-potable piping,
- Soil compaction,
- Mixing concrete,
- Dust control on roads and streets,
- Cleaning roads, sidewalks and outdoor work areas, and
- Restricted access (Freeway) landscape irrigation (no food crops, parks & playgrounds, school yards, residential landscaping, etc.)

The State of California Water Recycling Criteria, contained in Sections 60301 through 60355, inclusive, of the California Code of Regulations, Title 22 (Title 22), require the submission of an engineering report (Report) to the California Regional Water Quality Control Board (RWQCB) and the State Water Resource Control Board (SWRCB) and Division of Drinking Water (DDW) before a recycled water program is implemented. This report has been prepared for MCWD’s recycled water program, pursuant to Section 60323, by a properly qualified engineer registered in California and experienced in the field of wastewater treatment.

1.2 Report Organization

The report has five sections.

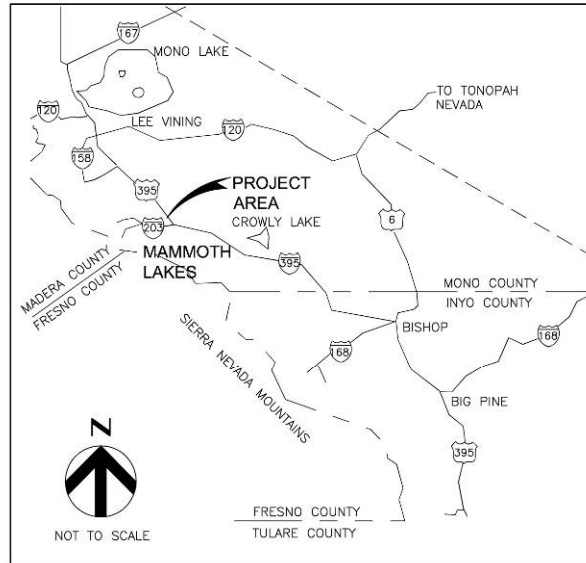
Section 1 provides program background information, responsibilities, and specific regulatory requirements for the program.

Section 2 covers treatment and recycled water production.

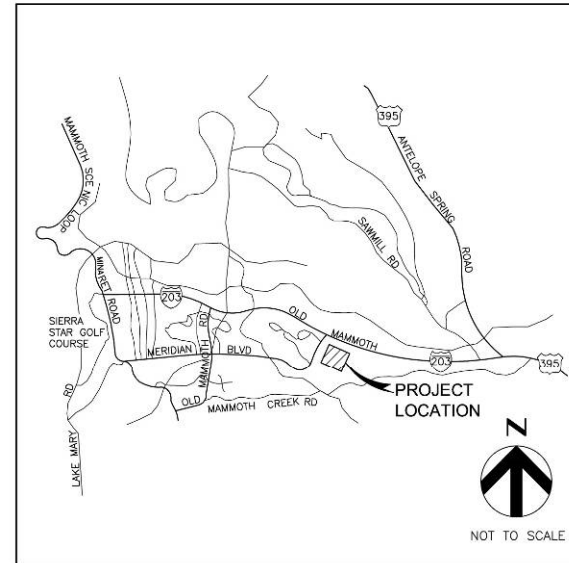
Section 3 covers recycled water transmission and distribution systems.

Section 4 covers the recycled water use permit program.

Section 5 covers use area sites. References to applicable Title 22 sections and articles are made where required.



VICINITY MAP



LOCATION MAP



**MAMMOTH COMMUNITY
WATER DISTRICT**
RECYCLED WATER PROJECT

LOCATION AND VICINITY MAPS

FIGURE

1.1

Figure 1.1 Location and Vicinity Maps

1.3 History and Description of Recycled Water Facilities

In 1991, the Town of Mammoth Lakes approved the construction of the Sierra Star Golf Course project with a condition of using either recycled water or other non-potable water supplies for golf course irrigation. Following the golf course approval, MCWD approved the Mammoth Lakes Wastewater Treatment Plant (MLWWTP) upgrade to a tertiary treatment system, suitable for providing recycled water. In 1996, MCWD initiated an environmental review to examine effects of the plant upgrade, as well as the construction of a transmission system to convey recycled water to Sierra Star Golf Course and two other proposed users, Snowcreek Golf Course and Shady Rest Park. The MCWD Board of Directors certified the Environmental Impact Report (EIR), adopted all mitigation measures, and approved the recycled water project in October 1998. The approval included plant modifications to produce recycled water up to 1.55 million gallons per day (MGD), and construction of a recycled water pumping station, but did not include construction of a transmission system to deliver the recycled water to use areas. A subsequent EIR in 2006 evaluated the environmental effects associated with construction of the recycled water transmission system and use of recycled water for irrigation in the golf course and identified mitigation measures to be adopted for the recycled water project. The MCWD Board of Directors certified this EIR in March 2007 and modifications were constructed at the treatment plant including secondary effluent pumping, coagulant/polymer addition and mixing, filtration, disinfection, recycled water in-plant storage, and a recycled water pumping station. The distribution system was also constructed consisting of two pipelines which serve the Sierra Star and Snowcreek golf courses. Both Sierra Star and Snowcreek golf courses have privately owned recycled water storage impoundments.

In 2009 the California Regional Water Quality Control Board, Lahontan Region, adopted Board Order No. R6V-2009-0035 “Master Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Recycled Water” and shortly after, the MCWD Board of Directors approved Ordinance No. 10-15-09-11 (Appendix B) establishing the MCWD recycled water program. Sierra Star Golf Course was the first metered user to receive tertiary recycled water in 2010 followed by Snowcreek Golf Course in 2015. The trucked recycled water program started in 2015.

The existing MCWD recycled water system currently delivers recycled water to the Sierra Star Golf Course, Snowcreek Golf Course, and the Trucked Recycled Water Program.

Table 1.1 summarizes roles and responsibilities of agencies or entities involved with the MCWD recycled water program.

Table 1. 1 Entity Responsibilities

Agency or Entity	Role	Responsibility
MCWD	Producer/Distributor	Responsible for treatment, distribution, and operation and maintenance of recycled water facilities.
SWRCB Division of Drinking Water (DDW)	Regulator	Responsible for establishment of General Use Permit of Recycled Water, review and approval of engineering report, and issuance of General Use Permit for recycled water.
RWQCB	Regulator	Responsible for review and approval of Notice of Intent.

Agency or Entity	Role	Responsibility
U.S. Forest Service, Inyo National Forest	Regulator	Responsible for special use permit to allow installation of recycled water distribution pipeline on federal lands.
Town of Mammoth Lakes	Regulator	Responsible for inspection of recycled water distribution pipelines located within Town’s right-of-way.
Sierra Star Golf Course and Snowcreek Golf Course	User	Responsible for maintaining public notification signs and working with MCWD to maintain compliance with all rules and regulations.

1.3.1 Producer and Distributor

MCWD will be both the producer and distributor of all recycled water. It is intended that MCWD will hold a General Use Permit issued by the RWQCB, SWRCB, and DDW, which will delegate reuse oversight responsibility to MCWD.

1.3.2 User

The initial user of recycled water has been the Sierra Star Golf Course with use beginning in 2010. The Snowcreek Golf Course began using recycled water in 2015. MCWD began the Trucked Recycled Water Program in 2015. Other potential users in the future include the Town of Mammoth Lakes for parks and roadway landscaping and condominium or public school landscape sites, construction projects, and other industrial users. The user will be responsible for public notification signs and working with MCWD to maintain compliance with all rules and regulations. The user will also be responsible for assigning a Use Area Supervisor.

1.4 Rules and Regulations

Recycled water operation procedures, restrictions, and other requirements for the MCWD recycled water system are described in “Rules and Regulations for Recycled Water Use,” prepared and adopted by MCWD. MCWD also adopted an ordinance establishing a recycled water program and implementing procedures. See appendixes B and C, respectively.

1.5 Regulatory Requirements, Guidelines, and Standards

1.5.1 Regulatory Requirements

The Uniform Statewide Recycling Criteria was established for the protection of public health and are codified in the California Code of Regulations, Title 22, Division 4, Chapter 3 (herein referred to as Uniform Statewide Recycling Criteria). Approved uses of recycled water under the Uniform Statewide Recycling Criteria depend on the level of treatment and potential for public contact. There are four categories of recycled water relevant to this General Order; they are listed here and defined in the indicated regulations section:

- a. Undisinfected secondary recycled water (Cal. Code Regs., tit. 22, § 60301.900.)
- b. Disinfected secondary-23 recycled water (Cal. Code Regs., tit. 22, § 60301.225.)
- c. Disinfected secondary-2.2 recycled water (Cal. Code Regs., tit. 22, § 60301.220.)
- d. Disinfected tertiary recycled water (Cal. Code Regs., tit. 22, § 60301.230.)

When used in compliance with the Recycled Water Policy, the Uniform Statewide Recycling Criteria, and all applicable state and federal water quality laws, the State Water Board finds that

recycled water is safe for approved uses, and strongly supports recycled water as a safe alternative to raw and potable water supplies for approved uses. The General Order authorizes beneficial, non-potable recycled water uses consistent with the Uniform Statewide Recycling Criteria and any additional requirements specified in the Notice of Applicability

Two state agencies share responsibility for regulating the application and use of recycled water: the Division of Drinking Water (DDW) of the SWRCB and the RWQCB. Planning and implementing water recycling projects typically entails numerous interactions with these two agencies prior to final project approval. The preparation of this report represents an important step in the process.

The DDW of the SWRCB establishes statewide effluent bacteriological and treatment reliability standards for recycled water uses per Title 22. Under Title 22, the standards are established for each general type of use based on the potential for human contact with recycled water. The highest degree of standards for recycled water is for unrestricted human body contact. This program involves use of disinfected tertiary recycled water for irrigation of landscaped areas and impoundment in the same landscaped areas.

The RWQCB is charged with establishing and enforcing requirements for the application and use of recycled water within the state. Permits are required from the RWQCB for all water recycling operations in California. Regulatory authority and requirements are addressed in Chapter 7: Reclamation (Articles 1-7) of Division 7: Water Quality of the California Water Code. As part of the permit application process, applicants are required to demonstrate that their proposed recycled water operation will not exceed groundwater and surface water quality objectives expressed in the respective Basin Plan and that the operations are in full compliance with Title 22 requirements pertaining to recycled water.

The intent of the regulations is to establish acceptable constituents for recycled water and to prescribe means of ensuring reliability in the production and delivery of the water so that use for specified purposes does not impose undue risks to health. The DDW of the SWRCB has overall responsibility for all health issues. The RWQCB issues the recycled water requirements, which impose all absolute criteria established by the DDW of the SWRCB regulations. Generally, all DDW of the SWRCB recommendations in areas of critical or essential health concerns are also incorporated by the RWQCB. Any other DDW of the SWRCB recommendations are included in the recycled water permit requirements as deemed appropriate by the RWQCB. When measures are excluded, the RWQCB informs the DDW of the SWRCB in writing, clearly identifying the deviations and rationale for the departure.

1.5.2 State and Other Guidelines

“Guidelines for the Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water” (Guidelines) were prepared by CDPH in March 2001. The original report was prepared in conformance with CDPH’s 2001 Guidelines and Title 22, Title 17, and the Water Code. This report has been updated in 2021 with guidance from DDW and the SWRCB.

1.5.3 Standards

Recycled water pipelines were designed and constructed to MCWD Standard Plans and the Town of Mammoth Lakes Standard Plans for Public Works.

SECTION 2 TREATMENT AND RECYCLED WATER PRODUCTION

The MCWD wastewater treatment system production of recycled water is described in this section. The treatment system incorporates the design requirements pursuant to Title 22, Articles 7 through 10. Wastewater sources including characteristics and source control programs are included. Design parameters, reliability, flexibility features, and contingency plans for each treatment unit process are discussed. This section also includes overall treatment system operation and maintenance, sampling and analysis, and monitoring and reporting.

2.1 Description of Wastewater Sources

2.1.1 Wastewater Sources

The Town of Mammoth Lakes population is composed of year-round and seasonal residents. Seasonal residents consist of both ski industry residents in winter, and non-winter visitation and activities primarily occurring during the months of July through September. The major wastewater sources for the recycled water treatment system include domestic sources within the community of Mammoth Lakes and several recreational campground areas located on U.S. Forest Service lands outside the MCWD service area. Commercial and industrial wastewater sources contribute a minor fraction, less than ten percent, of the wastewater.

2.1.2 Raw Wastewater Quality

Table 2.1 shows average raw wastewater quality data as received at the MLWWTP.

Table 2. 1 Raw Wastewater Quality Data Statistics

Values	Water Quality Constituents ^a							
	Temp °C	pH	BOD mg/L	MBAS mg/L	TKN mg/L	NH4-N mg/L	NO3-N mg/L	TSS mg/L
Minimum	9.1	6.8	92	0.15	18	2.8	0	187
Maximum	20.4	9.5	858	30	120	49	13	395
Median	14.1	7.5	315	5.8	40	22	0	271
Average	14	7.2	307	6.0	42	22	0	279
95 th Percentile	19.8	8.9	464	12	65	36	0.7	360

^a Data from 1991 to 2001 except TSS (from 1999 to 2001)

BOD – Biochemical Oxygen Demand; MBAS – Surfactants; TKN – Total Kjeldhal Nitrogen
 NH4-N – Ammonia Nitrogen; NO3-N – Nitrate Nitrogen; TSS – Total Suspended Solids

2.1.3 Source Control Programs

MCWD has established and implemented a source control program to reduce the impacts of commercial and industrial wastewater sources and wastewater collection system infiltration on the treatment plant performance. These sources include restaurants, automotive repair shops, and construction sites. A summary of the program as applied to some major wastewater source categories within MCWD is provided below.

- a) Restaurants are required to have grease interceptors installed to prevent high concentrations of grease and oil from entering the wastewater collection system. MCWD has developed an enforcement program to monitor and inspect restaurants in an effort to mitigate this source of fats oils and greases.

- b) Construction sites are required to protect sewer manholes and storm drain inlets from receiving debris from erosion and construction activities through the use of filtration fabrics.
- c) To prevent infiltration into its wastewater collection system, MCWD uses video inspection equipment to evaluate underground pipelines. If locations are identified with infiltration, the pipelines are sealed. Portable flow-monitoring equipment is used to monitor flows during low-flow periods to identify problem areas. Sewer manholes and manhole covers are also inspected and sealed when infiltration is identified entering these facilities.

2.2 Recycled Water Treatment System

This section describes the existing wastewater treatment facility and implemented improvements to produce recycled water. Figure 2.1 is a scaled layout drawing showing the existing treatment units and their improvements implemented under the MCWD recycled water project.

The MLWWTP is an activated sludge plant with the following unit processes: independent grit and trash removal systems, primary sedimentation, conventional activated sludge operated for carbonaceous BOD removal, secondary sedimentation, tertiary disk filtration, and chlorine disinfection. Treated effluent meeting the plant's Waste Discharge Requirements (WDR) is disposed of in Laurel Pond, a minor surface water of varying size located approximately 5½ miles southeast of Mammoth Lakes.

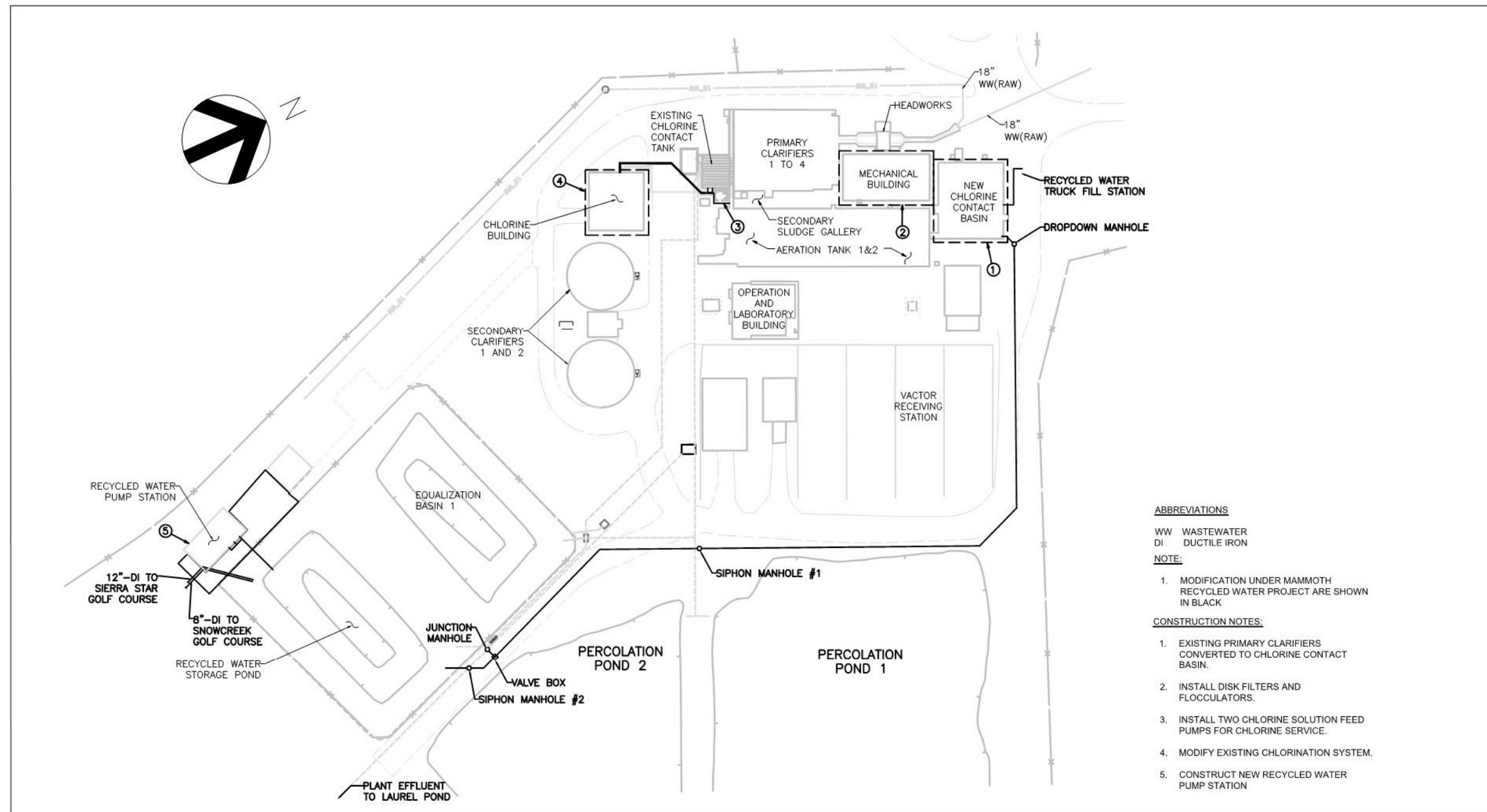
The existing filtration and disinfection systems meet Title 22 requirements for recycled water production and are used to reliably meet customer demand. The process's include secondary effluent pumping to filter, coagulant/flocculant addition and mixing, disk tertiary filter, chlorinators with in-line chlorine gas injection, chlorine contact basin (CCB), yard piping, a recycled water in-plant storage basin, and a recycled water pumping station.

The design capacity of the existing treatment plant is 4.1 MGD maximum 30-day average operating in carbonaceous BOD removal mode. The corresponding maximum-day flow is 5.48 MGD. Current annual-average wastewater flow during the irrigation season is 1.5 MGD. The treatment system modifications for recycled water production are designed for an average-daily flow of 1.5 MGD and a peak-flow rate of 2.9 MGD. Laurel Pond receives all the effluent from the treatment facility that is not used by approved recycled water uses. During the irrigation season recycled water not meeting Title 22 quality requirements, but meeting the WDR will be diverted to Laurel Pond. This includes filter effluent exceeding a turbidity of 2 nephelometric turbidity units (NTU), filter influent exceeding a turbidity of 10 NTU, and disinfected effluent not complying with the recycled water disinfection requirements.

A process flow diagram showing the existing treatment processes with modifications for recycled water production is shown on Figure 2.2. MCWD has the capability of producing secondary disinfected 2.2 recycled water and/or tertiary recycled water by the simple means of adding a coagulant to its secondary influent to achieve turbidities required by Title 22 and sending the filtered effluent through the chlorine contact basin to meet Title 22 CT and MCT requirements via an automated valve that continuously monitors those values. Conventional activated sludge effluent is run through a process of coagulation, flocculation and sedimentation in a secondary clarifier and then passed through a tertiary disk filter to produce filtered wastewater that meets the effluent criteria pursuant to the requirements defined in Title 22, Chapter 3, Article 1, Section 60301.320. A CCB is designed to produce disinfected tertiary recycled water pursuant to the requirements defined in Section 60301.230 of Title 22. Recycled water from the CCB flows to a HDPE-lined on-site storage basin. A recycled water pumping station pumps recycled water to the two initial users, Sierra Star and Snowcreek Golf Courses, using two force mains. Recycled water for approved uses

Section 2.0 Treatment and Recycled Water Production

can be pumped from the CCB to water trucks permitted under the Trucked Recycled Water Program. A chlorine contact tank is also available for trucked recycled water or if needed in the event of a filter failure. This tank can also be used to send effluent to laurel pond if needed.



ABBREVIATIONS

WW WASTEWATER
DI DUCTILE IRON

NOTE:

1. MODIFICATION UNDER MAMMOTH RECYCLED WATER PROJECT ARE SHOWN IN BLACK

CONSTRUCTION NOTES:

1. EXISTING PRIMARY CLARIFIERS CONVERTED TO CHLORINE CONTACT BASIN.
2. INSTALL DISK FILTERS AND FLOCCULATORS.
3. INSTALL TWO CHLORINE SOLUTION FEED PUMPS FOR CHLORINE SERVICE.
4. MODIFY EXISTING CHLORINATION SYSTEM.
5. CONSTRUCT NEW RECYCLED WATER PUMP STATION



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Mammoth Community Water District
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Waste Water Treatment Plant
TREATMENT SYSTEM LAYOUT MAP
(NTS)

FIGURE
2.1

Figure 2. 1 Treatment System Layout Map

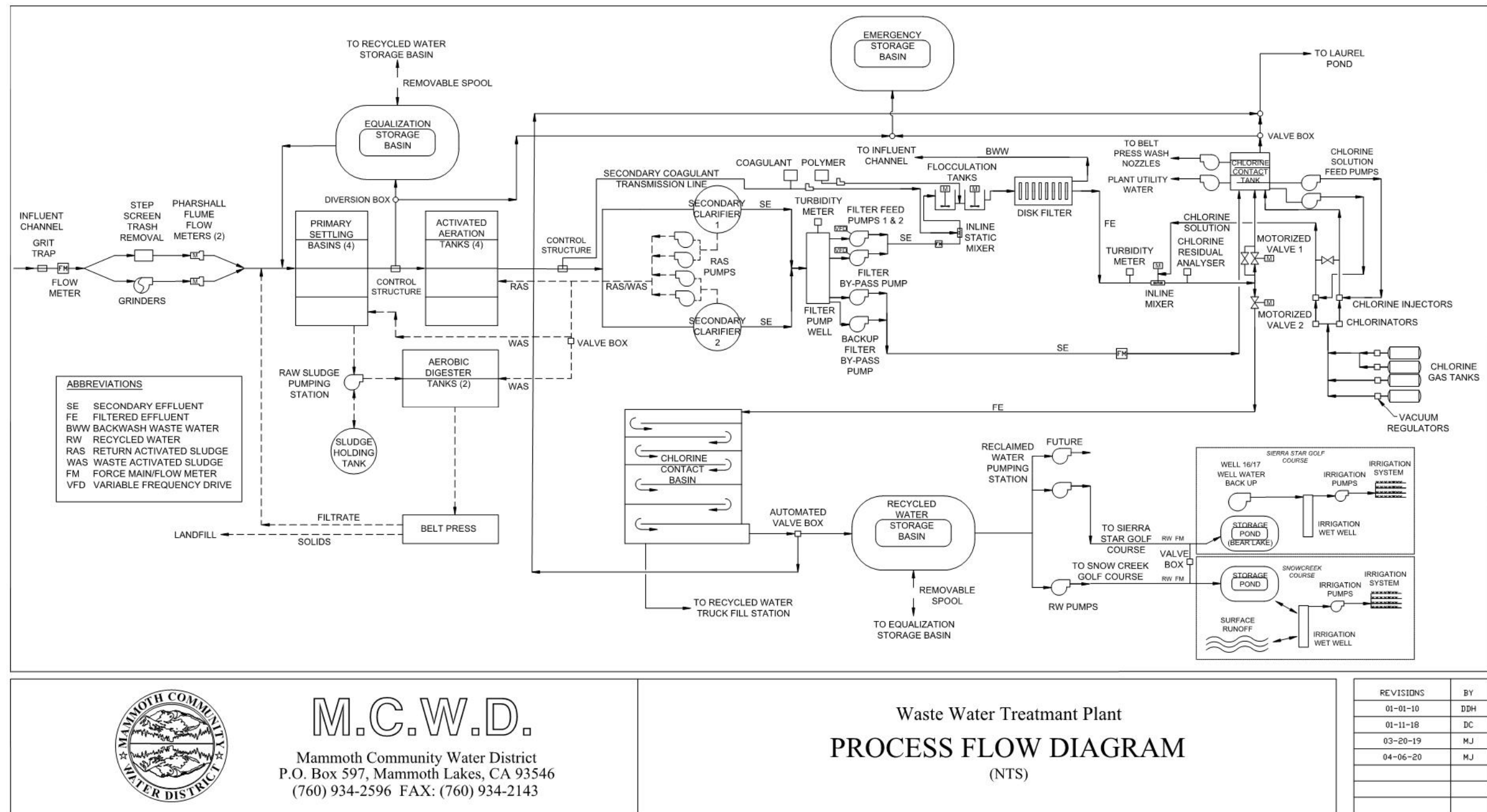


Figure 2. 2 Process Flow Diagram

The following information is listed pursuant to Title 22, Chapter 3, Article 7, and includes design criteria, operation and effluent characteristics for each unit process of the recycled water treatment system. Mandatory design features listed in Article 10 are also addressed. Table 2.2 summarizes plant performance by listing unit process average effluent characteristics, and expected values for unit processes.

Table 2. 2 Unit Process Water Quality Estimates

Process Water	Unit Process Water Quality ^a			
	BOD (mg/L)	TSS (mg/L)	Turbidity (NTU)	Total Coliform (MPN/100 mL)
Raw Wastewater	307	279	-	-
Primary Effluent	280	102		
Secondary Effluent	<10	10	5 ^c	-
Filtered Effluent	<10	8	2 ^b	-
Final Effluent	<10	7	2	<2.2 ^d

- ^a Values estimated for processes at nominal design capacity of 1.5 MGD
- ^b in compliance with Title 22 §60301.320. **Filtered wastewater.**
- ^c In compliance with title 22 §60304. **Use of recycled water for irrigation.**
- ^d In compliance with title 22 §60301.230. **Disinfected tertiary recycled water.**

2.2.1 Preliminary Treatment and Flow Monitoring

Functions – The pretreatment system has four components, a rock/grit trap, one Huber mechanically operated step screen, one Huber WAP SL trash screening washer and one influent channel grinder. The rock/grit trap settles rocks and large grit particles upstream of the influent channel. The Huber mechanically operated step screen removes objects larger than ¼” (6mm) from the headworks influent. The Huber WAP SL trash screening washer washes objects collected by the Huber stepscreen returning all organic solids into the plant influent then separates, dries and compacts the remaining cleaned trash for disposal. The grinder, a Muffin Monster type by JWC Environmental, grinds large solids into solids of less than ½ inch size. The grinder has rotating vertical drum screens on both sides of the cutters. These direct the retained solids into the cutter. Flow monitoring is done in the influent channel and flow data is transmitted to SCADA for plant operation and control. Design data for the preliminary treatment and flow monitoring system is summarized in Table 2.3.

Equipment Type – The rock/grit trap is a widened depression in the influent channel to reduce water velocity and promote heavy particle settling. Rocks, pebbles and large sand particles are stored in the depression and removed with a grit pump and pumped through a grit drying system on a continuous basis. In normal operation all flow runs through channel one and the Huber step screen. In the event the Huber step screen fails or flow reaches more than 26 inches depth in channel one waste water is diverted over a gate into channel two through an in-channel grinder. A level signal starts the stand-by grinder automatically. Step screen and grinder operations are monitored using the SCADA system. Step screen and grinder have blockage and high water level alarms. The grinder is installed such that in case of blockage of both units, influent wastewater can flow over the grinder and enter the primary clarifiers. The open channel flow meter is a Marsh-McBirney Flo-Dar flow meter. The meter uses Doppler radar velocity measurement and ultrasonic level sensing techniques to measure wastewater velocity and depth in the channel. Measured velocity and depth values are then converted into flow rates in the meter.

Operational Characteristics – Continuous operation.

Table 2.3 Preliminary Treatment Design Data

	Unit	Value
Nominal Plant Flow		
Annual-Average Flow	MGD	1.5
Maximum-Month Flow	MGD	4.05
Maximum-Day Flow	MGD	5.48
Huber Step Screen		
Number	ea	1
Capacity, each	MGD	5.5
Screen opening	inch	¼
Chanel Width	ft	3
In-Channel Grinder		
Number	ea	1
Capacity, each	MGD	6.9
Lateral Drum Screen Opening	inch	½
Channel Width	ft	3
Flow Measurement		
Type	Area/velocity radar and ultrasonic	
Number	ea	1

2.2.2 Primary Treatment

Function – To settle ground solids and suspended solids with gravity sedimentation. Removed solids are sent as primary sludge to aerobic digestion. Design data for the primary treatment system is summarized in Table 2.4.

Equipment Type – Rectangular concrete tanks with rake and chain sludge removal mechanism and helical skimmers for scum removal. Helical skimmers are manufactured by Polytech.

Operational Characteristics – Continuous operation; usually one clarifier is out of service during low flow season.

Table 2. 4 Primary Treatment Design Data

	Unit	Value
Primary Clarifiers		
Number		4
Dimension, W x L x side-water depth (SWD)	ft	2 @ 14 x 90 x 10
	ft	2 @ 20 x 90 x 10
Retention time at average-daily flow	hr	7.3
Overflow rate at average-daily flow	gpd/sf	662
TSS Removal Efficiency		
Sludge Pumps		
Number		6
Capacity, each	gpm	90
Scum Pumps		
Number		1
Capacity, each	gpm	90
Clarifier Overflow Rate		
At average-daily flow	gpd/sf	245
At peak-daily flow	gpd/sf	895
At instantaneous peak flow	gpd/sf	2,454

2.2.3 Flow Equalization

Function – To store and equalize primary clarifier effluent to produce a constant quantity and uniform quality influent to the secondary biological process. Design data for the flow equalization system is summarized in Table 2.5.

Equipment Type – One 1.5-MG concrete-lined earthen basin (Equalization Basin 1) and one 1.5-MG HDPE-lined earthen basin (Equalization Basin 2) with return pumps. Diversion to the equalization tank is controlled with a modulating butterfly valve and a magnetic flow meter, allowing a preset flow rate to go to secondary treatment. During periods of low instantaneous flow exceeding a band of 800 gpm below the forward feed set point, equalization basin return pumps start automatically. A level transducer in the EQ basins control low level pump shut down and triggers a high water level alarm. The basins are mixed and maintained aerobic using a propeller mixer and integrated blower system all contained on a floating platform which is anchored in place by guywires.

Operational Characteristics – During irrigation season, one of the two basins (Equalization Basin 2) will be used for recycled water storage and the other (Equalization Basin 1) as an equalization basin for primary effluent. Both are separate but can be connected through plug valves at the inlet of the return pumps. During the irrigation season, as part of the standard operating practice, the pipe spool allowing basin interconnection located inside the existing return pumping station will be removed before using Equalization Basin 2 for recycled water storage. The rest of the year, both basins will be used as equalization basins by reinstalling the spool piece. Equalization Basin 2 will be cleaned at the beginning of the irrigation season, before it is used for recycled water storage.

Table 2. 5 Flow Equalization Design Data

	Unit	Value
Basins		
Number		2
Capacity, each	MG	1.5
Working capacity	MG	1.3
Return Pumps		
Number		4
Capacity	gpm	2 @ 800
	gpm	2 @ 600
Aeration/Mixing Blowers		
Number		2
Power, each	HP	20
Capacity, each	scfm	400
Aeration/Mixing Pumps		
Number (Total in two basins)		4
Power, each	HP	15
Capacity, each	gpm	2,750

2.2.4 Secondary Treatment

Function – To oxidize and stabilize primary effluent dissolved and suspended organic matter through biochemical action in the presence of dissolved oxygen via a completely mixed activated sludge process. Design data for the secondary treatment system is summarized in Table 2.6.

Equipment Type – Concrete aeration tanks constructed on site, fine bubble ceramic disk diffusers with tapered aeration configuration, anaerobic selector zone with submersible EMU type mixer, Two Neuros turbo blowers that operate on automated DO control system.

Additional equipment includes: Circular clarifiers with flocculating center well; return activated sludge (RAS) vertical turbine pumps with speed control; positive displacement waste activated sludge (WAS) pumps with speed control.

Operational Characteristics – Continuous operation, operates currently on carbonaceous BOD removal mode for energy saving.

Table 2. 6 Secondary Treatment Design Data

	Unit	Value
Aeration Tanks		
Number of trains		2
Length	ft	180
Width	ft	24
SWD	ft	13.25
Volume, each tank	1000 cft	57.2

	Unit	Value
Organic loading rate at average flow	Lbs of BOD/1000 cft/day	30
Air requirement (flow rate 5.48 MGD)	scfm	7,600
Blowers		
Number		4 (1 or 2 stand by)
Capacity, each	scfm	3,000
Discharge pressure	psig	6.7
Secondary Clarifier		
Number		2
Diameter	ft	60
SWD	ft	16
Surface loading rate		
At average daily flow	gpd/sft	265
At peak daily flow	gpd/sft	969
Return Activated Sludge Pumps (variable speed)		
Number		4
Capacity, each, maximum speed	MGD	1.5
Waste Mixed Liquor Pumps		
Number		2
Capacity, each	gpm	25
Secondary Scum Pumps		
Number		2
Capacity, each	gpm	240

2.2.5 Tertiary Treatment

Function – This process includes Coagulation, flocculation and sedimentation of secondary influent followed by cloth disk filtration. Secondary effluent is pumped into the filter using vertical turbine pumps. Two bypass pumps in the same wet well allow flow to be diverted from the filters for secondary effluent disinfection in the existing chlorine contact tank (CCT) and discharged to Laurel Pond. Design data for the tertiary treatment system is summarized in Table 2.7.

Equipment Type –

- Feed pumps- Two 15 HP variable speed vertical turbine pumps. A single pump is required for average flows while both pumps are required during peak flows. Both pumps are VFD controlled based on level in the secondary effluent pumping well.
- Filters- Packaged Cloth-Media Disk Filter by U.S. Filter-Kruger Products. The manufactured disk filter is a CDPH approved filtration system to produce filtered wastewater that complies with the criteria as defined in Title 22, Chapter 3, Article 1, and Section 60301.320. Conditions of CDPH acceptance are: 1) hydraulic loading rate not to exceed 6 gpm/ft²; 2) the filter will be complemented with a downstream disinfection process compliant with Section 60301.230 of Title 22; 3) influent turbidity not to exceed 10 NTU more than 5-percent of the time within a 24-hour period; and 4) scheduled inspections of cloth conditions is required.

Operational Characteristics – Continuous operation when recycled water system is in service. All the discs are backwashed simultaneously on a timer without interrupting filter operation. During backwash the discs rotate allowing the top portion above the water to be backwashed with filter effluent pumped through nozzles. Filter feed flow is constantly monitored to maintain a hydraulic loading rate below 6 gpm/ft² of cloth media. When at this flow the filter is not capable of passing the feed flow, an internal weir in the filter vessel allows excess unfiltered flow to bypass. This flow is directed to the existing CCT for disinfection and discharge to Laurel Pond as disinfected secondary effluent. During the winter season, when there is no demand for recycled water, a portion of the secondary effluent will be filtered and then directed to the secondary effluent CCT, CCB along with a portion that may bypass the filters. Combined effluent will be disinfected and sent to Laurel Pond.

Coagulant dosing is automatically flow paced to allow flocculation in secondary clarifier. When secondary effluent reaches or exceeds a turbidity of 10 NTU an interlock shuts down the filter feed pumps. All secondary effluent is then diverted to the existing secondary effluent disinfection and disposal system. When filter effluent has turbidity greater than 2 NTU a diversion valve at the filter discharge automatically diverts filter effluent to the existing secondary effluent disinfection and disposal system.

Table 2.7 Tertiary Treatment Design Data

	Unit	Value
Filter Feed Pumps		
Number (total)	ea	2
Capacity, each	gpm	1,050
Discharge pressure, TDH	ft	30
Power	HP	15
Chemical Feed		
Coagulant type		Propac 929
Coagulant dose	mg/L	15-30
Filter		
Type		Kruger/Hydrotech Discfilter
Filter Media		Woven polyester
Number		1
Total surface area	ft ²	543
Filter pore size	µm	10
Filter flow		
Average daily flow	MGD	1.5
Peak hourly flow	MGD	2.9
Hydraulic loading		
Loading at peak flow	gpm/ft ²	3.67
Backwash Rate	gpm	94
Filter Influent Quality		

	Unit	Value
Average Turbidity	NTU	≤5
Filter Effluent Quality		
Turbidity	NTU	≤2

2.2.6 Disinfection

Function – Kill pathogenic organisms in the tertiary filter effluent by injecting a chlorine solution and providing sufficient initial mixing and contact time. Design data for the disinfection system is summarized in Table 2.8.

Equipment Type –

- Chlorine contact basin (CCB): Concrete tank with fiberglass reinforced plastics (FRP) baffles and covers. The tank has a total of eight passes. Tank level is maintained constant with effluent flowing over a weir out of the last pass.
- Chlorine Solution Supply: Chlorine gas is used to produce a concentrated solution with the use of venturi injectors. The solution is injected into the filter effluent line using an in-line chemical induction system to promote mixing and dispersion of the chlorine solution. Main components of the chlorination system include: four one-ton chlorine gas cylinders, automatic shut-off valves, vacuum regulators, automatic switch-over valves, chlorine gas detector, flow-paced and residual-trimmed chlorinators, chlorine injectors, chlorine solution feed water supply pumps, in-line chemical induction system, and two total chlorine residual analyzers.

Operational Characteristics – The recycled water CCB is sized to provide more than 90 minutes of modal contact time at the peak instantaneous flow of 2.9 MGD. Chlorine gas is fed to a dilution stream with constant flow, using vacuum chlorinators. Chlorine dose is controlled at the chlorinator with a combination of flow signal (filter effluent flow) and total residual chlorine signal measured at the inlet of the CCB by an amperometric total chlorine residual analyzer. The continuous flow and chlorine residual signal allows the system to dose chlorine based on filter effluent flow. The chlorine dose is trimmed based on the total chlorine residual measured by a second chlorine analyzer installed at the CCB outlet. This ensures maintaining over 450 mg-min/L CT (residual chlorine concentration, C, times modal contact time, T) at all times, which is required to meet Title 22 disinfection requirements. The point of compliance sampling for total and fecal coliform is the outlet of the CCB, at the same location where total residual chlorine is monitored for compliance with the recycled water disinfection requirements. In 2009 a Porter Modal Contact Time Tracer Study was conducted by HDR Engineering Inc. for the MCWD chlorine contact tank (Appendix A). Tracer tests are conducted as required by the California Department of Public Health (DPH) Title 22 regulations to determine that the chlorine contact tank, as constructed, does indeed provide the minimum modal contact time (MCT) of 90 minutes for all anticipated flow rates. Rhodamine dye tracer tests were performed on the CCT at the Mammoth Community Water District reclamation plant. The MCT’s were obtained for several different flow rates and these values were plotted to create curves from which the MCTs at a given flow rate could be obtained by interpolating from the given data points. The testing indicated that all flow rates through the CCT within the expected flow range will experience at least 90 minutes of MCT. The testing also indicated that the CCT exceeded the 0.75 MCT-HRT design ration substantially at approximately 0.92. Please reference Appendix A for Disinfection Contact Time Tracer Study and results. There is additional contact time in the recycled water storage tank, but this is not factored into the CT calculation. The CCB outlet chlorine analyzer will be used to alarm, close the CCB inlet valve, and open the filter effluent diversion valve if the measured CT value falls below the target CT value.

Section 2.0 Treatment and Recycled Water Production

This automatic action will send filter effluent to the secondary effluent CCT for disinfection and ensure that no inadequately disinfected water enters the CCB and RW storage basin. The CCT effluent will be disposed in Laurel Pond. An automated valve (switch track) that switches flow from the RW basin to Laurel Pond is used to maintain constant flow and chlorine residual when the RW basin is full and to supply the recycled water truck fill station. When the RW basin reaches a depth of 15ft., it closes the valve to the RW basin and opens the valve to Laurel pond, when it reaches 14.5 ft. it opens the valve to the RW basin and closes the valve to Laurel Pond.

Table 2. 8 Disinfection Design Data

	Unit	Value
Chlorine Cylinder		
No. of one-ton cylinders (duty)		4
No. of one-ton cylinders (storage)		6
Storage at 10 mg/L based on ADF	days	159
No. of automatic shut-off valves		4
No. of vacuum regulators		4
No. of automatic switch-over valves		1
Chlorinators		
No. of chlorinators for recycled water service		1
No. of chlorinators for secondary effluent service		1
Capacity, each	lbs/day	500
Injectors		
No. of injectors for recycled water service		1
No. of injectors for secondary effluent service		1
Capacity, each	lbs/day	500
No. of chlorine solution pumps for recycled water service		1
No. of chlorine solution pumps for secondary effluent service		1
Capacity of chlorine solution pump, each	gpm	25
Eductors		
No. of eductors for RW service		1
Capacity, lbs/day		500
No. of eductors for existing CCT (1 duty, 1 standby)		2
Capacity, each,	lbs/day	500
Chlorine Contact Tank (for RW service)		
Length	ft	60
Width	ft	56
Avg. SWD	ft	10
Volume	1000 cft	35.28
Number of passes		8
Average pass width	ft	7
Pass length to width ratio		69

Section 2.0 Treatment and Recycled Water Production

	Unit	Value
HRT at peak flow of 2.9 MGD	min	137
MCT/HRT, at peak flow of 2.9 MGD (assumed)		0.92
Modal contact time (MCT) at peak flow of 2.9 MGD	min	110
Chlorine dose	mg/L	10
Minimum CT value	mg-min/L	450
Design Flow		
Average daily flow	MGD	1.5
Peak hour flow	MGD	2.9
Compliance Effluent Quality, Total Coliform Bacteria		
Median in last seven days	MPN/100 mL	< 2.2
Not more than one sample in 30-day period	MPN/100 mL	> 23
Any sample	MPN/100 mL	<240

2.2.7 Power Supply

Power supply for the treatment plant is provided by an electrical service from Southern California Edison, Co. The supply is 480-volt, 3-phase, 60-hertz, with a maximum current rating of 2500 amps. The plant has a 400-kW diesel backup generator. This generator powers all equipment necessary to treat wastewater in the event of a power outage. The SCADA system has an uninterruptible power supply (UPS). This ensures that the plant can continue operating during an outage. The new recycled water pumping station is not backed up by a secondary source of power. The golf courses have on-site recycled water storage and a continuous supply of recycled water is not necessary. Power requirements for all process equipment part of the recycled water filtration and disinfection system is approximately 70 kW. Recycled water pumping and hydraulic surge protection uses approximately 260 kW.

2.2.8 Chemicals

Table 2.9 lists information on all the chemicals that are used in the recycled water treatment processes. This includes name of chemicals, point of applications, the method and degree of mixing, the dosage, and the chemical storage and handling methods.

Table 2.9 Chemicals Used in the Recycled Water Treatment System

Name of Chemical	Point of Application	Method of Mixing	Dose	On site Storage and Spill Containment	Bulk Storage
Propac 929	secondary clarifier inlet	flash mix through diversion channel, slow paddle mixing in flocculation zone	20 mg/L	Double-walled cross linked high density polyethylene (XDPE) 1000 gal. tanks; Raised concrete curb for spill containment inside chemical room.	Bulk supply tanker pumps directly to the two service tanks.
Chlorine	Filter effluent pipe inside the filter room		15 mg/L	1-ton cylinders per Chlorine Institute guidelines.	Minimum six cylinders in store with four on service. Use overhead crane to transfer.

2.3 Reliability/Flexibility Features

The following information is listed pursuant to Title 22, Chapter 3, Article 8, Sections 60333 and 60335, Article 9, and Article 10. Included are listings of monitoring devices, alarms, and reliability and flexibility features for each unit process or operation. Under the heading "Reliability Features" for each unit process or operation, specific references are given to the section(s) in Title 22 that the subject feature is satisfying. Figure 2.3 schematically illustrates key alarm and monitoring devices for the MCWD recycled water system. All monitoring information and alarms described in the following sections are local and communicated to two central telemetry rooms using twisted shielded pair (TSP) and fiber optic cable using Allen Bradley Data Highway Plus (DH+) as the communication protocol.

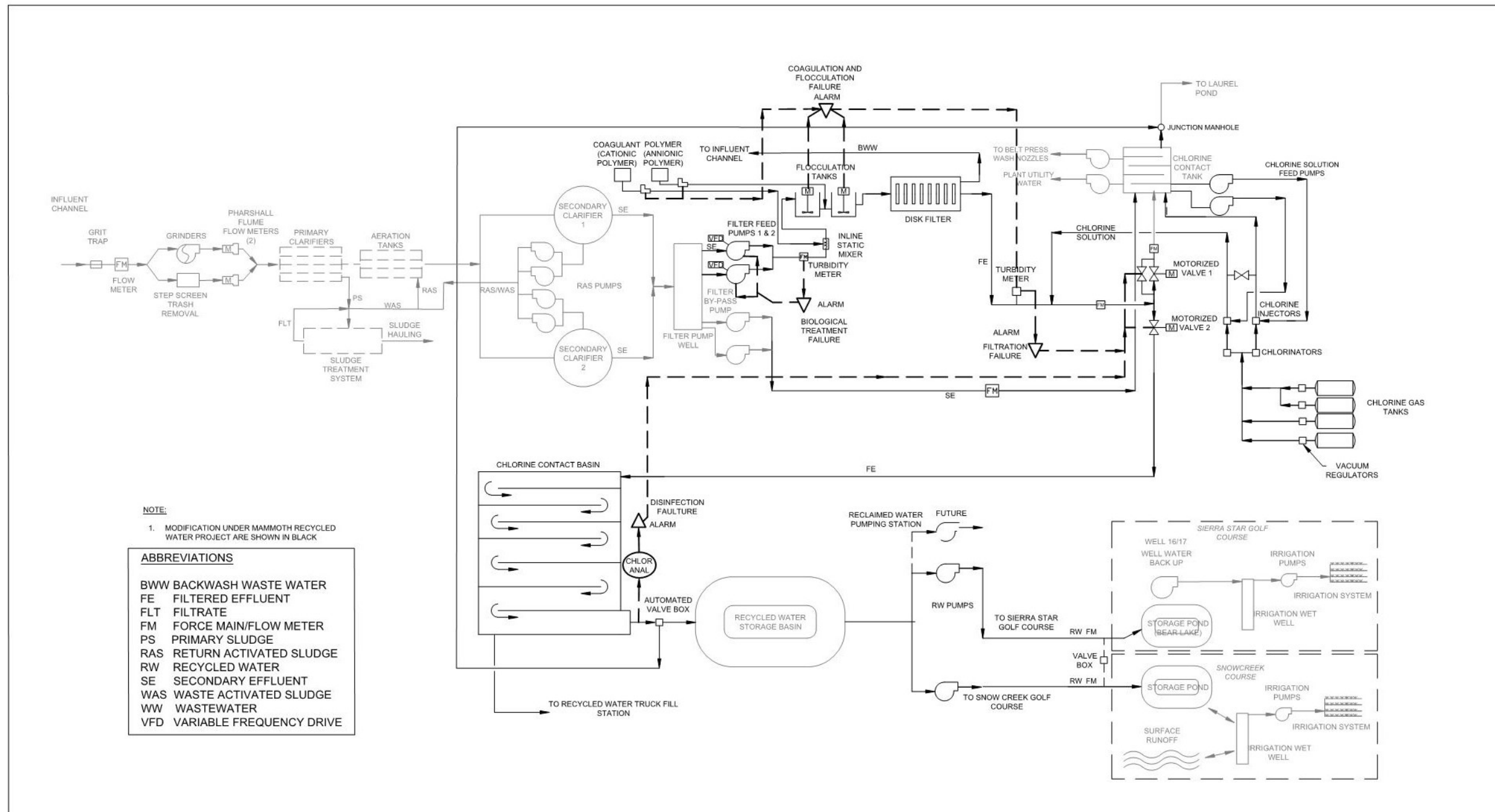
2.3.1 Preliminary Treatment and Flow Monitoring

Monitoring Devices –

- Power and fail status.
- Step screen fault, high level alarm, wash system fault, and high channel level alarm.
- In-channel grinders torque overload, operation, and fail status.
- Non contact area-velocity influent flow meter/transmitter readout and operation. Also provides continuous influent channel level indication. No fail status.

Alarms –

- Loss of power.
- Influent channel high level.
- Grinder failure (non-start or blocked after three reverse rotation and re-start trials).
- Flow meter failure. No status.



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Waste Water Treatment Plant
TREATMENT PROCESS FAILURE SCHEMATIC
(NTS)

FIGURE
2.3

Figure 2. 3 Treatment Process Failure Schematic

Reliability Features – For influent flow meter, if channel is full and meter submerged, a pressure cell can measure depth as a backup to the ultrasonic level sensor. All flow runs through the step screen channel one, channel two influent gate is closed with overflow capacity set to 26 inch depth. When influent level indicates 25.5 in., SCADA system starts the emergency bypass grinder in case of over flow into bypass channel two. SCADA calls out to operator on call when bypass grinder is running. On call operator will respond to call by completely opening bypass gate or reset screen fault. Influent will still flow through screen when faulted and over bypass if needed.

Flexibility Features – the grinder has a motor shaft extensions to allow overflow in case the unit is out of service so that influent flow does not backup in influent sewers. Unground solids will settle or float in the primary clarifier.

2.3.2 Primary Treatment

Monitoring Devices –

- Power and fail status.
- Primary sludge pumps operation and fail status.
- Primary sludge flow meter.
- Helical skimmer drive operation and fail status.
- Scum pump operation and fail status.
- Primary effluent bypass flow meter readout and operation and fail status.
- Primary effluent bypass flow control valve position and status.

Alarms –

- Loss of power.
- Sludge pump failure.
- Skimmer drive failure.
- Scum pump failure.
- Bypass flow meter and valve failure.

Reliability Features – Multiple clarifier units capable of treating the entire flow with one unit out of service. Multiple sludge pumps capable of providing full sludge pumping efficiency with two pumps out of service.

Flexibility Features – Inlet gates can be used to take any number of clarifiers off-line for maintenance. Primary sludge pumps have interconnected suction to allow any pump to pump from any clarifier.

2.3.3 Flow Equalization

Monitoring Devices –

- Power and fail status for EQ Basin area MCC.
- Basin high and low level.
- Basin aeration blower operation and fail status.
- EQ Basin return pumps operation and fail status.

- Return flow meter readout and operation and fail status.

Alarms –

- Loss of power.
- Basin high level.
- Blower failure.
- Return pump failure.
- Return flow transducer failure.

Reliability Features – Multiple return pumps capable of pumping the entire flow with one unit not in operation. Two jet aeration/mixing blower units capable of providing mixing/aeration of the two basins when needed.

Flexibility Features – Primary clarifier effluent up to 4.9 MGD can be sent directly to secondary treatment process when the two activated sludge basins are on line. This allows winter flow peak conditions to be handled with minimal or no equalization when treating carbonaceous BOD only. In maximum-day conditions, the secondary system can operate at average flow and store diurnal peaks in the equalization basins for up to 21 hours before returned to secondary treatment process.

2.3.4 Secondary Treatment

Monitoring Devices –

- Aeration tank:
 - Blower MCC power fail
 - Blower operation and fail status
 - Air flow meters for each aeration basin readout and operation and fail status
 - Position and status for air flow control valves in two main air headers
 - Dissolved oxygen analyzer readout and operation and fail status
 - Blower discharge pressure and temperature
- Secondary clarifier:
 - RAS pump operation and fail status
 - RAS flow meter readout, operation and fail status

 - Rotating skimmer and sludge rake drive operation and fail status
 - WAS pumps flow operation and fail status.

Alarms –

- Aeration tank:
 - Loss of power in blowers
 - Blower failure
 - Blower flow meter failure
 - Dissolved oxygen analyzer failure
 - Low dissolved oxygen

- Secondary clarifier:
 - Air flow control valve failure
 - Basin 1 & 2 air flow high/low/transducer fail
 - Basin 1 & 2 Dissolved oxygen high/low/transducer fail
 - manifold pressure high/low/transducer fail
 - Blower 1 & 2 back up blower start Failure/Fault
 - Backup blower speed high/low/transducer fail
 - Loss of power in clarifier drives
 - RAS pump failure
 - RAS flow meter failure low flow alarm
 - WAS pump failure
 - WAS flow meter failure
 - Secondary scum pump failure
 - Skimmer failure

Reliability Features –

- Aeration tank:
 - Alarm (dissolved oxygen low-level) and multiple biological treatment units capable of producing oxidized wastewater with one aeration tank not in operation (reference Section 60345 [a]). This is the case during the season when recycled water is produced, which corresponds to low flows into the plant (off snow season)
 - Multiple units capable of providing aeration for entire flow with one blower not in operation
- Secondary Clarifier:
 - 2 clarifiers available with one capable of treating average flow (reference Section 60347 [a])
 - Biological process failure resulting in high secondary effluent turbidity automatically shuts off the filter feed pumps and activates filter bypass pump to divert secondary effluent to the effluent CCT and then to Laurel Pond (reference Section 60345 [e])
 - RAS pump failure results in automatically starting standby RAS pump
 - WAS pump failure and automatically start standby WAS pump

Flexibility Features –

- Aeration tank:
 - Can utilize piping manifold and valves to remove a blower for maintenance without affecting the treatment process
 - Can utilize gates and valves to take an aeration tank offline without affecting the treatment process
- Secondary clarifier:
 - Can utilize gates to take a clarifier off line without affecting the treatment process

Can automatically adjust return and waste sludge pumping rate to optimize process control. This is done using a RAS flow meter signal

Can isolate RAS and WAS pumps for maintenance

skimmer drive speed is manually adjusted to optimize sludge and scum collection

2.3.5 Tertiary Treatment

Monitoring Devices –

- Coagulation and Flocculation: Flocculator speed, operation and fail status
Propac 929 storage tanks level
- Filter: Filter feed pump speed and operation and fail (high temperature, high pressure) status
Filter flow
Secondary effluent wet well level
Secondary effluent turbidity analyzer readout, operation and fail status
Filter water level
Backwash pump operation and fail status
Filter disk drive operation and fail status
Filter effluent turbidity analyzer readout, operation and fail status
Filter effluent diversion valve position, operation and fail status

Alarms –

- Coagulation and Flocculation: Propac 929 storage tank high and low level and sensor failure
Chemical metering pump failure
- Filter: Filter feed pumps failure
Filter feed flow over high set point to maintain approved hydraulic loading rate
Secondary effluent wet well high level
Secondary effluent turbidity analyzer readout more than 10 NTU and failure, for assessing failure of biological treatment process (reference Section 60335 [a.2])
Filter high water level
Backwash pump failure
Filter disk drive failure

Filter effluent turbidity analyzer readout more than 2 NTU and failure, for assessing failure of filtration process (reference Section 60335 [a.5])

Reliability Features –

- **Coagulation and Flocculation:** Standby replacement equipment (chemical feed pump shelf spares), adequate chemical storage 2000 gallons and conveyance facilities, adequate reserve chemical supply delivered by bulk tank truck for uninterrupted coagulant and flocculant supply (reference Section 60349 [a])

Alarm (Propac 929 storage tanks low level, chemical metering pump failure, and anionic polymer blending/feed unit failure), long-term tertiary effluent disposal provision (reference Section 60349[b.3])

During complete or partial shutdown of coagulant system, secondary effluent flow can be diverted to the existing CCT and then into the Laurel Pond

- **Filter:** Alarm for high influent turbidity allowing automatic bypass of tertiary treatment system for disinfection and disposal as secondary effluent. Long-term effluent disposal provision (reference Section 60351[c]); also, automatically actuated filter effluent diversion valve for bypass of effluent with turbidity higher than 2 NTU to the existing CCT for disposal into the Laurel Pond (reference Section 60341[a, b, d, e] and Section 60351 [d])

Multiple filter feed pumps capable of pumping average daily flow with one pump out of service. Also, during complete or partial shutdown, bypass pump in secondary effluent wet well will pump secondary effluent to the secondary effluent CCT for disinfection and disposal into the Laurel Pond. (reference Section 60341[b, e])

Alarm (high level) and automatic backwash pump start for filter backwash

Flexibility Features – Manually and automatically adjust chemical feed pump rate to optimize dosage. Automatic adjustment based on signal from filter effluent flow meter for flow-proportioned control (reference Section 60349[a.4]). Backwash cycles can be initiated manually by override or automatically by filter head loss or filter run time. The intended recycled water uses allow the supply to be interrupted temporarily. The golf courses have on-site storage and alternative well water sources. This is the justification for limited back-up on filter feed pumping station.

2.3.6 Disinfection

Monitoring Devices –

- **Disinfection System:** Chlorine cylinder weighing scale
Cylinder automatic shut-off valve status and failure. Battery power status and charging status - local only
Storage and chlorinator room chlorine gas detector probes operation and status; chlorine readouts local only

Gas cylinder empty local status
Vacuum line pressure (local only)
Switch-over module status
Chlorine gas flow rate
Chlorine solution feed pump (submersible) operation and fail status (high temperature, thermal overload, and moisture leak)

CCB inlet flow meter readout and operation and fail status
CCB influent residual chlorine analyzer readout and operation and fail status
CCB inlet control valve position, operation and fail status
CCB bypass valve to secondary effluent disinfection, valve position, operation and fail status
CCB effluent residual chlorine analyzer readout and operation and fail status; for assessing failure of disinfection process (reference Section 60335 [a.3])

Alarms –

- Disinfection System:

Cylinder automatic shut-off valve failure
Low chlorine notifies operator
Chlorinator failure
Chlorine solution feed pump failure
Chlorine solution in-line injector/mixer failure
CCB inlet flow meter failure
CCB effluent residual chlorine analyzer failure
Low CCB effluent chlorine residual and system not meeting the set CT-value (450 mg-min/L minimum) calculated using CCB influent flow
CCB inlet control valve failure
CCB bypass valve to secondary effluent disinfection

Reliability Features –

- Disinfection System:

Chlorine scales, standby chlorine supply (connected cylinder), manifold system to connect chlorine cylinders with automatic switchover module for switching to full chlorine cylinder, automatic chlorine residual measuring and recording, automatic chlorine dosing system based on plant flow and residual chlorine readings (reference Section 60353[a])

Tracer test studies conducted to develop a modal contact time versus flow curve over the entire CCB operating flow range. A look-up table developed from the tracer study is used on the programmable logic controller (PLC) to

calculate modal contact time for any flow and use this contact time value in conjunction with CCB effluent total chlorine residual to calculate CT. The CT set point will be 500 mg-min/L. Falling below the set point will trigger an alarm

Alarm (for CCB effluent chlorine residual analyzers) and standby chlorinator (reference Section 60353[b.1]); also, long-term disposal provision for off-spec recycled into the Laurel Pond after disinfection in the existing CCT. (reference Section 60341[b] and Section 60353 [b. 3])

Flexibility Features –

- Disinfection System: Can attach other stored cylinders to supply system via chlorine gas manifold piping (reference Section 60353[a.2]); also, can weigh connected cylinders via chlorine scales (reference Section 60353[a.3])

Can utilize compound loop chlorine feed system with chlorine fed proportional to flow upstream of the chlorine contact tank and proportional to flow and deviation from residual set-point measured downstream of the chlorine contact tank

If chlorination CT is not met an alarm is triggered, the filter effluent diversion valve located downstream of the chlorine injection point opens and chlorinated flow goes to the secondary effluent CCT and from there to Laurel Pond. A manual gate upstream of the recycled water storage basin allows effluent from the recycled water CCB to be diverted to Laurel Pond without entering the storage basin. This is used when the CCB must be flushed to remove off-spec water. Once the required CT is met again the manual diversion gate is closed

2.3.7 Emergency Power Supply

The emergency power supply includes a generator powered by an internal combustion engine, and an automatic 800 amp transfer switch, and a back-up battery unit at each PLC. The generator provides a 480-volt, 3-phase, 60-hertz supply with a power output of 400 kilowatts. The internal combustion engine delivers 585 brake horsepower and utilizes diesel fuel. Storage is provided for 1050 gallons of fuel, which allows approximately 36 hours of service under specified operation.

The automatic transfer switch is actuated by failure in the normal power supply. During the brief interim period between the loss of normal power and the onset of emergency power, the back-up battery unit (UPS) provides a source of power to the PLC's, affording a smooth transfer. This ensures uninterrupted operation of alarm, monitoring, and data transfer systems.

Emergency power is supplied to all buildings and equipment necessary to treat wastewater. There is a separate generator for the SCADA system. Power failure dials operator on call.

2.3.8 Emergency Disposal to Laurel Pond

As previously discussed, off-spec recycled water can be diverted to Laurel Pond through automated motorized valves after disinfection in the existing secondary effluent CCT. These automated

motorized valves which divert off-spec recycled water to Laurel Pond are SCADA controlled. Effluent can be sent to this CCT before or after filtration under various failure conditions. The specific process flows disposed of in this manner are enumerated in the preceding subsections for unit processes or operations under the heading "Reliability Features."

In an emergency, the following flows may be disposed of in Laurel Pond:

- a) Filter feed flow exceeding a turbidity of 10 NTU (secondary biological treatment effluent)
- b) Filter effluent exceeding a turbidity of 2 NTU
- c) CCB effluent not meeting a CT value of 450 mg-min/L. Flow through the CCB stops and automatic diversion valve sends filtered chlorinated flow to the secondary effluent CCT and from there to Laurel Pond

MCWD has waste discharge requirements (WDRs) issued by the RWQCB to dispose of disinfected secondary effluent in Laurel Pond.

2.3.9 Central Telemetry

The central telemetry room or SCADA is located in the server room which is located in the engineering building. Telemetry for the recycled water system, including the distribution facilities, is housed at this location. Most of the plant monitoring information and all major failure alarms are registered there as referenced in the preceding subsections. Alarm devices include both audible and visual indications.

Those alarms explicitly required by Title 22 (reference Section 60335) and located at the central telemetry room are as follows: loss of power from the normal power supply, failure of the biological treatment process (high-level turbidity in secondary effluent), failure of the coagulation process (loss of chemical feed), failure of the filtration process (high-level turbidity in filtered effluent), and failure of the disinfection process (low-level chlorine residual in final effluent).

All alarms and control devices located in the central telemetry room are powered by a separate power supply. In the event of a power failure, a transfer is made to the dedicated generator for the telemetry room for emergency power supply (see Emergency Power Supply).

Provisions are made so that alarm indications in the central telemetry room are transmitted to a telephone dialing system (reference Section 60335[d]). The operator on standby is then immediately notified of the alarm condition by the system with several back up numbers in que should the first operator not respond, allowing a prompt response (reference Section 60335[c]). All alarm conditions will call out using the dialing system. This provides 24-hour coverage of alarm conditions.

2.4 Contingency Plan

This section covers design provisions for failure response as required under Title 22, Chapter 3, Article 7, Section 60323[c]. Depending on the duration of the remedial response, notification of this condition will be made by MCWD to the regulating agencies in a timely manner. A written agreement may have to be drafted that delineates the features of such notification: circumstances, response time, individuals involved, required response action, and required follow-up action.

The failure of a particular process may include both process performance degradation and equipment failure. The plan does not include a discussion of treatment procedures whereby the nominal performance of unit treatment processes is ensured; remedial procedures whereby process performance can be corrected; or instruction for the disassembly, repair, or maintenance of equipment items. These topics are more appropriately covered in an operation and maintenance

manual developed for the entire treatment system. However, it is recognized that the diverted effluent to the Laurel Pond will meet the WDR requirements.

Figure 2.3 shows all the treatment process failures and their contingency responses through alarms and automatic responses. A common feature of these contingencies is that the design response is automatic and immediate, being triggered by an online analytical system or something equivalent. In all failure cases, the design response involves the cessation of recycled water pumping to the use areas and diversion of all process water to the existing CCT and disposal in the Laurel Pond.

In all failure cases, correction of the alarm condition must be manually made. Such correction of the alarm condition may involve a long-term response that is different than the initial (short-term), automatic response. For example, the short-term response to a process failure would be automatic diversion of process flow to the CCT, while the long-term response could involve the installation and interim use of standby equipment.

2.4.1 Biological Treatment Process

Failure – Secondary effluent turbidity greater than 10 NTU as determined by continuously operating online turbidity analyzer in filter influent line.

Action – Following time delay and automatic reading confirmation, the analyzer alarm signal will automatically stop the filter feed pumps stopping the recycled water production. This will increase the secondary effluent wet well water level and start the bypass pump when the water level reaches the set pump-on position. The bypass pumps are designed for full bypass of the secondary effluent to the existing secondary effluent CCT and disposal in Laurel Pond.

Alarm and call out to standby personnel.

2.4.2 Coagulation Process

Failure – Chemical feed pumping as determined by loss of coagulant due to pump failure, low chemical level in coagulant.

Action – Failure in the chemical feed system would reduce filtration efficiency. Unless responded to in a timely manner, filter effluent turbidity will increase. The filter effluent turbidity analyzer will provide a second alarm when the filter effluent turbidity value increases to the set point of current running day average of 2 NTU. This second alarm will automatically open the filter effluent bypass valve, which will divert filter effluent to the secondary effluent CCT.

2.4.3 Filtration Process

Failure - Filtered effluent turbidity greater than 2 NTU as determined by continuously operating in-line turbidity analyzer.

Action - Following confirming time delay, the analyzer alarm signal will automatically open the filter effluent bypass valve allowing filter effluent after chlorine injection to flow by gravity to the secondary effluent CCT for discharge to Laurel Pond.

2.4.4 Disinfection Process

Failure – CT value lower than the required 450 mg-min/L, as calculated by the PLC, using modal contact time as a function of flow rate and CCB effluent chlorine residual measured with continuously operating in-line analyzer.

Action - Following the confirming time delay, the alarm signal will automatically open, through the PLC, the filter discharge bypass valve allowing filter effluent after chlorine injection to flow by gravity to the secondary effluent CCT for discharge to Laurel Pond.

Calls out to standby personnel. To resolve the chlorine dosage problem, a diversion valve adjacent to the recycled water storage basin will be opened to allow flow from the recycled water CCB to be diverted to Laurel Pond without entering the storage basin. The filter effluent diversion valve will also be open to Laurel Pond and flow will proceed through the recycled water CCB. Once the appropriate CT-value is attained, the manually operated diversion gate will be closed to Laurel Pond and direct CCB effluent to the recycled water storage basin.

2.4.5 Normal Power Supply

Failure – Power outage interrupting normal power supply to plant.

Action - Loss of normal power supply will automatically start the emergency generator and activate an automatic transfer switch. Full load power from the emergency generator will be available for selected equipment after a time delay of about five minutes from the loss of normal power supply. Loss of normal power will also automatically activate a backup battery unit immediately after loss of the normal power supply. The backup battery unit provides a power supply to the selected equipment during the transition from the normal power supply to the emergency power supply. The emergency power will be available to all buildings but will not be able to power recycled water distribution pumps.

The control telemetry room has a separate emergency generator that will be automatically started upon loss of normal power. Switchover from emergency power to normal power supply will be automatic.

Loss of the normal power supply will constitute an alarm in the central telemetry common-alarm system which will result in a call out to the on call operator.

2.5 Operation and Maintenance

2.5.1 Personnel

MCWD's recycled water system is provided with a sufficient number of qualified personnel to operate the facility effectively so as to achieve the required level of treatment at all times. Qualified personnel meet the requirements established pursuant to Chapter 9 (commencing with Section 13625) of the Water Code.

2.5.2 Operation and Maintenance

MCWD has developed and follows an operation and maintenance (O&M) manual to reliably operate and maintain the recycled water treatment system and meet the recycled water quality requirements at all times. MCWD has developed and uses standard operation and maintenance log sheets to record treatment system operation and maintenance history. A preventive maintenance program has been provided for the recycled water system to ensure that all equipment is kept in a reliable operating condition.

2.5.3 Sampling and Analysis

Samples for total coliform bacteria are collected daily at the CCB effluent discharge point and analyzed by an approved laboratory. The sample is collected at a time of day when wastewater characteristics are most demanding on the treatment facilities and disinfection procedures. Filtered sample downstream of the disk filter is sampled continuously for turbidity measurement by an on-line turbidity analyzer and the data logged by a recorder.

2.5.4 Operating Records and Reports

Operating records of the recycled water system are maintained at the plant site. These records include analyses specified in the reclamation criteria; records of operational problems, plant and equipment breakdowns, and diversions to existing Laurel Pond disposal system; and all corrective or preventive action taken.

Process or equipment failures triggering an alarm are recorded and maintained as a separate record file. The recorded information includes the source of the alarm, a description of the alarm condition, date/time, and who was notified.

2.6 Monitoring and Reporting

The treatment process is monitored through a program that combines continuous on-line monitoring and periodic grab and composite sampling as necessary to optimally run the treatment process and comply with the regulatory requirements.

MCWD files a report including, but not limited to, the following information with the RWQCB in compliance with the Title 22, Section 13522.

- a) Treatment plant effluent monitoring data including average, minimum, and maximum values for all water quality parameters required to be monitored for compliance with the Title 22 requirements.
- b) Any discharge of untreated or partially treated wastewater to the use area, and the cessation of same, will be reported immediately by telephone to agencies as per the requirements of the General Permit.
- c) A monthly summary of any operational problems and maintenance activities is submitted to the Regional Board with each monitoring report. This summary lists items to be included in the monitoring report:
 - Modifications or additions made to the recycled water treatment, distribution, and disposal facilities;
 - Major maintenance conducted on the recycled water treatment, distribution, and disposal facilities;
 - Major operational problems that occurred in the recycled water treatment, distribution, and disposal facilities;
 - Calibration of recycled water system measuring devices (flow, turbidity, and residual chlorine meters).

SECTION 3 RECYCLED WATER TRANSMISSION AND DISTRIBUTION SYSTEMS

Section 3 provides information on the MCWD recycled water transmission and distribution systems. The transmission and distribution facilities include recycled water pumping station, transmission pipelines, and storage lakes. Design details, reliability and flexibility features, contingency plans, operation and maintenance, and monitoring and reporting details for the recycled water pumping station and the transmission pipelines are described in this section. Above features for the storage reservoir are discussed in Section 5, Use Area Sites, and are not included in this section.

3.1 Description of Transmission and Distribution Systems

The transmission and distribution systems deliver recycled water to the two current irrigation use areas, Sierra Star and Snowcreek Golf Courses. A recycled water pumping station is located at the recycled water treatment system near Equalization Basin 1 (Figure 2.1). Dedicated pumps pump recycled water to each golf course in separate transmission pipelines. Figure 3.1 shows the location of the recycled water pumping station and layout of the transmission pipelines for the two golf courses. Details for the recycled water pumping station and the transmission pipelines layout, profile and location of other features in proximity of the pipelines are available in MCWD design drawings.

3.2 Transmission and Distribution Facilities

3.2.1 Recycled Water Pump Station

Function – To pump recycled water from the recycled water storage basin to the use area site storage lakes. Design data for the recycled water pumping station is summarized in Table 3.1.

Equipment Type – Vertical turbine pumps manufactured by Weirfloway, wet well level control, and pump controller.

Operational Characteristics – Normally continuous operation (when recycled water system in service). Constant-speed pump drives; manual and automatic actuation, with automatic actuation based on water levels at onsite RW storage basin and golf course storage lakes.

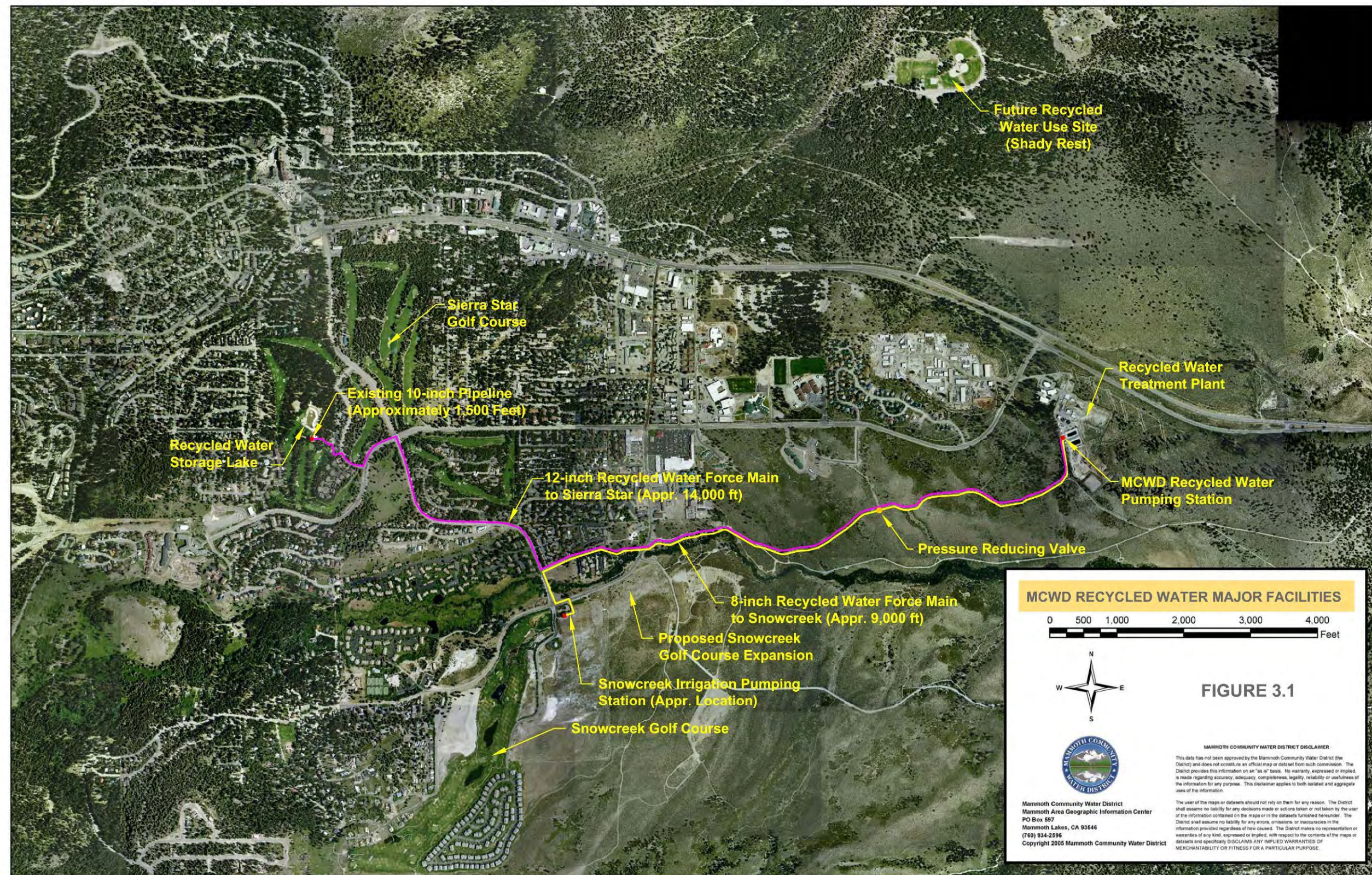


Figure 3. 1 MCWD Recycled Water Major Facilities

Table 3. 1 Recycled Water Pumping Station Design Data

	Unit	Value
RW Storage Basin		
Maximum SWD	ft	14
Minimum SWD	ft	3
Volume	MGal	1.5
Sierra Star RW Pump		
Number (duty)		1
Capacity, each	gpm	1,100
TDH	ft	450
Power	HP	200
Surge tank volume	gal	500
Snowcreek RW Pump		
Number (Duty)		1
Capacity, each	gpm	500
TDH	ft	291
Power	HP	50
Surge tank volume	gal	500

3.2.2 Transmission and Distribution Pipelines

Function – To convey recycled water from the recycled water storage basin to the use area site storage lakes. Design data for the transmission and distribution pipelines is summarized in Table 3.2.

Equipment Type – Ductile iron circular pipeline, valves, and accessories.

Operational Characteristics – Normally completely filled pipeline and continuous operation (when respective recycled water pump is in service).

Table 3. 2 Transmission and Distribution Pipelines Design Data

	Unit	Value
Sierra Star transmission Pipe		
Diameter of pipe	inch	12
Approximate length of pipeline	ft	14,000
Rated pressure	ft head	450
Flow	gpm	1,100
Snowcreek Transmission Pipe		
Diameter of pipe	inch	8
Approximate length of pipeline	ft	9,000
Rated pressure	ft head	291
Flow	gpm	500

3.3 Reliability/Flexible Features

The following information includes listings of monitoring devices, failure alarms, reliability features, and flexibility features for each transmission and distribution system's facilities. There are no specific reliability and flexibility requirements for elements of the recycled water transmission pipelines, so the below features are described only for the recycled water pumping station elements.

3.3.1 Recycled Water Pumping Station

Monitoring Devices - All monitoring information from the following monitoring devices are local and at central telemetry room unless otherwise specifically mentioned for any monitoring device.

Sierra Star Pump:	Loss of power and failure lights Pump status, speed, discharge pressure, and failure (High temperature, high load) Flow meter status and failure
Snowcreek Pump:	Loss of power and failure lights Pump status, speed, discharge pressure, and failure (High temperature, high load) Flow meter status and failure
Storage Basin:	Loss of power Sensor failure Water level Low water level High water level

Alarms – All local and through SCADA system unless otherwise stated for any alarm

Sierra Star Pump:	Loss of power and failure Pump failure High discharge pressure Pump high temperature Flow meter failure
Snowcreek Pump:	Loss of power and failure Pump failure High discharge pressure Pump high temperature Flow meter failure
Storage Basin:	Loss of power Sensor failure Low water level High water level

Reliability Features –

Pump failure and basin high level alarm signal can be used to manually divert the recycled water to Laurel Pond. Basin level set points are used to control automated fill valves. No standby pump is in place. Spare pump is in store. In addition, the storage basins can provide up to 22 hours of recycled water storage.

Flexibility Features –

Fixed speed pumps with only start and stop control. Pump start/stop controlled by end user onsite storage level transducers.

3.3.2 Transmission and Distribution Pipelines

Not applicable

3.4 Contingency Plan

The contingency plan for the treatment facilities, in conjunction with inherent physical features, assures that no untreated or inadequately treated wastewater will be delivered to the recycled water on-site storage lakes or the use areas. Therefore, failure in the distribution facilities is primarily significant because of the possible indirect impact on the operation of the treatment facilities and/or the need for emergency disposal to Laurel Pond. Specific impacts on the operation of the treatment facilities and considerations regarding contingency plan are discussed in the contingency plan for the recycled water treatment facilities. This section only discusses contingency plan for the recycled water pump failure.

Failure – Pumping failure due to loss of power, unit failure, and low water level in the basin as determined by continuous monitoring.

Action – Alarms will automatically stop the secondary pumps.

All the above failure alarm signals will be transmitted to central telemetry common-alarm system. If no personnel are present, common alarm will automatically alert on call personnel through a telephone based call out system to request operator to facility for response.

3.5 Supplemental Water Supply

A supplemental water supply suitable for golf course irrigation is available through MCWD wells, with available capacities ranging from 0.4 MGD to 1.3 MGD. Water from these wells was used for golf course irrigation prior to the availability of recycled water. The groundwater from the wells can be pumped to the on-site storage lakes through an above-ground pipe. An air gap between untreated groundwater and recycled water in the lakes will be maintained. If failure in transmission and distribution system continues to last for more than eight hours, well water supply system can be initiated to deliver groundwater to the storage lakes for use in use areas.

3.6 Operation and Maintenance

The recycled water transmission and distribution facilities will be operated and maintained by MCWD. MCWD will provide sufficient number of qualified personnel to operate the facilities effectively to ensure that no untreated or inadequately treated wastewater will be delivered to the recycled water on-site storage lakes or the use areas. Qualified personnel will meet the requirements established pursuant to Chapter 9 (commencing with Section 13625) of the Water Code.

SECTION 4 DESCRIPTION OF RECYCLED WATER USE PERMIT PROGRAM

MCWD (the Recycled Water Program Administrator) has implemented a Use Permit Program for the existing Master Permit and will continue the existing Use Permit Program under the California State General Permit. This Use Permit Program is designed to ensure the recycled water is safely and legally applied at the recycled water use sites. The program is described in the following sections and includes the authority, program design, monitoring and reporting procedures, and methods used to ensure regulatory compliance with General Water Reuse Order WQ 2016-0068-DDW.

4.1 Authority and Regulations

MCWD adopted a recycled water ordinance on October 15, 2009 (Appendix B). The ordinance specifies how MCWD Recycled Water Program will be implemented. Currently under the Master Recycled water permit, MCWD issues permits to recycled water users to establish recycled water site supervisors, designate use areas, specify application methods, dictate self-monitoring and reporting requirements, and provide notification of applicable regulatory requirements. As needed, MCWD may also secure recycled water use agreements with contracted users. This process will continue under the California General State Permit. The specific requirements for recycled water use, excerpted from the CCR Title 22, the provisions of Order WQ 2016-0068-DDW, and the recycled water ordinance will be attached to the recycled water permit and reviewed with each user during their initial training event.

4.2 Permit System for Metered Recycled Water Users

The Administrator has implemented a permit system to regulate “Metered Recycled Water Users.” Metered Recycled Water Users are those users who are connected to the recycled water distribution pipeline. Currently Sierra Star Golf Course and Snowcreek Golf Course are the only users connected to the recycled water distribution system.

The steps that will be taken to issue and maintain a permit for the metered recycled water users are described in **Table 4.1**. Existing recycled water users will be permitted as soon as the Notice of Applicability (NOA) is received from the Regional Water Board.

Table 4. 1 MCWD Process to Obtain Recycled Water for Direct Users

Process	Applicable Documents or Actions Required	Responsible Entity
Step 1 – Consult with District to determine recycled water availability and project feasibility; Review Rules and Regulations	Discuss with District General Manager and District Engineer; District’s Rules and Regulations	User
Step 2 – Prepare draft plans and specifications	Department of Drinking Water (DDW) requirements in California Code of Regulations (CCR) Titles 17 and 22 District rules and regulations	User
Step 3 – Submit Application for recycled water use	Districts User Application Form	User

Section 4.0 Description of Recycled Water Use Permit Program

Step 4 – Identify Distribution issues, verify allowed uses, estimate quantity of water and delivery schedule	Verification of information provided in the Application Form. Send conditional approval in writing with caveat that project commencement is contingent upon User receiving all regulatory approvals.	District
Step 5 – Complete California Environmental Quality Act (CEQA) Process	Make sure there is proper CEQA documentation for the Site	User
Step 6 – Consult with health agencies (recommended)	Describe project and show draft plans to DDW and LRWQCB	District / User
Step 7 – Finalize and submit plans and specifications	Plans and specifications submitted to DDW; DDW Cross-Connection Plan Approval Application and fee.	User
Step 8 – Provide materials and/or training to User on proper operation of a recycled water system	District’s Recycled Water Users Rules and Regulations to be provided by District; Site Supervisor training to be provided by District (or another equivalent program can be substituted)	District / User
Step 9 –Consult with LRWQCB(recommended)	Describe project and discuss Engineering Report needs	User / District
Step 10 – Final plans and specifications	Obtain approval of final plans and specification from District	User
Step 11 – Prepare / amend Engineering Report	DDW Guidelines for Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water; District’s information on water reclamation plants; User completes the Engineering Report; the District provides information related to treatment facilities; the report must be prepared and stamped by a professional engineer registered in California.	District / User
Step 12 – Submit Engineering Report to District, DDW and LRWQCB	Completed Engineering Report	User
Step 13 – If applicable, submit revised Engineering Report to agencies	Revisions/additional information may be requested by District, DDW and/or the LRWQCB	User
Step 14 – Authorization of project under existing or new LRWQCB permit	Letter or permit	District, LRWQCB; possibly DDW
Step 15 – Notification of Final Regulatory Approvals	District sends copy of DDW or LRWQCB letter or permit to User	District
Step 16 – Draft User Agreement or amendment (if Site is not covered under existing Agreement)	District’s User Agreement	District / User
Step 17 – Approve User Agreement or Amendment	Present User Agreement or amendment to District Board and User for approval	District / User

Section 4.0 Description of Recycled Water Use Permit Program

Step 18 – Pre- and post-construction inspections	Contact District prior to construction to arrange for site inspections, initial cross connection and backflow prevention device testing; District Rules and Regulations	User or Purveyor
Step 19 – Approval of final Construction	By District	User
Step 20 – Begin project implementation		User
Step 21 – Submit revised as-built drawings of recycled water distribution system if necessary	Must be provided to District if any modifications have been made to original drawings	User

All metered users must complete the Application for Recycled Water Service (Appendix C), the information to be provided includes:

- Property information
- Site Owner information
- Design Contact
- Site Supervisor
- Application Checklist
 - Engineering Report
 - Operations and Maintenance Plan
 - Irrigation Management Plan
 - O&M Staff Training verification
 - Site Signage Plan
 - Monitoring and Inspection Plan
 - Emergency Cross-Connection Plan

The Recycled Water Site Supervisor will be the contact person at the user site and the person responsible for day-to-day operation of the recycled water system. The designated individual will have complete knowledge of the storage/irrigation system and will be available at all times to respond to emergencies or calls for assistance from the administrator.

The administrator will verify the information provided in the application through a site visit and discussion with the potential user. Any distribution issues will be resolved by the user and the Administrator and incorporated into the Recycled Water Use Agreement (if needed). Reference materials that contain information on the proper operation and maintenance of the recycled water system will be provided to the user during the permit issuance process. These materials will include, but not necessarily be limited to, MCWD Recycle Water Program Rules and Regulations, CCR Titles 17 & 22, Order WQ 2016-0068-DDW, and the recycled water ordinance.

The Recycled Water Use Permit will be issued to a metered user only after completion of a Cross-Connection Control Investigation and Test to identify and remove any connections between recycled and potable water supplies (see the following section entitled “Cross-Connection Control Program” for more information). The Administrator will review the investigation and test results to ensure that the necessary repairs are made before issuing the permit. “Additional Permit Terms and Conditions” will be attached to the permit to outline the required monitoring sites and frequencies, and any site-specific permit conditions that may be necessary.

4.3 Permit System for Trucked Recycled Water Users

The process for obtaining a permit for trucked recycled water use is presented in **Table 4.2**. Individual owners of tanker trucks and truck operators will be issued a permit, this permit demonstrates they have been trained on proper use and transport of recycled water.

All trucked recycled water users must submit information to the Administrator to receive the Recycled Water Truck Program permit. For more information see the MCWD Trucked Recycled Water Program (Appendix D). The information to be disclosed includes:

- User information
- Approved Type of Use

The contact person will be the truck driver or representative of the trucking company, and will be contacted by the Administrator or the Regional Water Board when questions arise pertaining to recycled water use guidelines and regulatory compliance. The contact person must have knowledge of all truck activities and specific uses of recycled water by each truck. This person must also be available to respond to emergencies or calls for assistance from the administrator.

When a trucker picks up recycled water, the trucker must fill out a form with the following fields:

- Date
- Permit number
- Amount filled
- Contractor who holds Permit
- Address RW is being delivered to

Each truck must have appropriately place recycled water signage (3 signs: one on each side of the truck, one at the rear of the truck). The Administrator will periodically verify adherence to the recycled water use requirements through unannounced site inspections. Improper use of recycled water could result in repeal of the Trucked Recycled Water Use Permit.

Table 4. 2 MCWD Permit Process for Trucked Recycled Water Use

Process of Issuing and Maintaining a Trucked Recycled Water Use Permit	Recycled Water Program Document and/or Actions Required	Responsible Entity
Step 1 – Request a copy of the MCWD Trucked Recycled Water Program Guidelines and Use Permit Application. Apply for the Trucked Recycled Water Use Permit	Trucked Recycled Water Program Guidelines Contact the MCWD Chief Wastewater Operator at 760-934-2596 ext. 235. Provide information to ensure User will comply with MCWD and State Requirements for trucked recycled water use	Truck Owner/ Operator
Step 2 – Issue a Trucked Recycled Water Use Permit (Dec. 31 expiration)	Trucked Recycled Water Use Permit. If all information is verified, issue final numbered permit	MCWD
Step 3 – Permitted Users may access MCWD’s recycled water pump station during regular business hours. (NOTE: Recycled	Trucked Recycled Water Release Log	Truck Owner / Operator

Section 4.0 Description of Recycled Water Use Permit Program

water is not guaranteed to be available. Availability is subject to water quality conditions and production limitations)	Complete a log entry at the pump station every time recycled water is collected. Carry a copy of the permit and User Guidelines.	
Step 4 – Follow regulations for recycled water transport and distribution	Trucked Recycled Water Program Guidelines	Truck Owner / Operator
Step 5 – Conduct site inspections to verify adherence to recycled water use regulations	<p>Site Compliance Inspection Report</p> <p>Confirm application site was properly posted in the release log; Confirm BMP's in effect; Confirm operators are following User Guidelines.</p> <p>Unannounced site visits may be conducted at any time.</p>	MCWD
Step 6 – Renew permit annually	Trucked Recycled Water Program Guidelines	Truck Owner / Operator MCWD

4.4 Cross-Connection Control Program

The program to control cross-connections and maintain backflow prevention devices at user sites is described below. The specific activities and frequencies are identified in **Table 4.3**. The requirements of CCR Title 17 are enforced through site inspections and on-going permit conditions.

Prior to Recycled Water Permit Issuance (and every four years thereafter), a Certified Cross Connection Control Specialist (as described in CCR Title 17, Section 7605) must conduct a site investigation and test the recycled water system to identify any cross-connections (see the Cross-Connection Control Investigation and Test Report, **Appendix E**). During the next investigation, the Specialist will inspect the recycled water equipment and interview the Recycled Water Site Supervisor to determine if any equipment changes have been made since the last inspection. If activities were conducted that could compromise the integrity of the potable water supply system, a cross-connection test may be performed and/or corrective actions prescribed. The results of the investigation and testing are recorded by the specialist on the form and any deficiencies are noted along with the prescribed corrective action. All backflow prevention devices must be tested on an annual basis (see Backflow Prevention Device Test Report, **Appendix E**).

Table 4. 3 MCWD Recycled Water Program Cross-Connection Control

Required Action	Frequency	Documentation
Investigate site to determine cross-connection potential, perform shutdown test of recycled water system to ensure no cross-connections are present.	Prior to issuance of Recycled Water Use Permit	Cross-Connection Control Investigation and Test Report (Appendix E)
Test all backflow prevention devices to determine if functioning properly	Prior to issuance of Recycled Water Use Permit	Backflow Prevention Device Test Report (Appendix E)
Test all backflow prevention devices to determine if functioning properly.	Annually	Backflow Prevention Device Test Report (Appendix E)
Investigate site to determine cross-connection potential. If potential problem identified, shutdown recycled water system to test for cross connections.	Every four years (or more frequently if necessary)	Cross-Connection Control Investigation and Test Report (Appendix E)

4.4.1 User Cross-Connection Control Activities

On an annual basis, the user provides access to all relevant site locations and equipment by a Certified Cross-Connection Control Specialist, Certified Backflow Prevention Device Tester, and MCWD staff. All backflow prevention devices located onsite will be tested annually. The user must address any deficiencies noted by the Specialist or Tester within the deadline specified by MCWD in order to initiate or continue delivery of recycled water.

Prior to Recycled Water Permit issuance and every four years (of more frequently if necessary), the user will hire a Certified Specialist to perform a shutdown test of the recycled water system to identify cross-connections with the potable water system. The User must address any deficiencies noted by the Specialist within the deadline specified by MCWD in order to initiate or continue delivery of recycled water.

4.4.2 Administrator Cross-Connection Control Activities

The Administrator implements the Cross-Connection Control Program by sending annual and every four year testing notices to the users, reviewing test results, and enforcing compliance. The Administrator ensures CCR Title 17 requirements are met at each user site and that backflow prevention devices are installed at all potable water supply wellheads and connections. If deficiencies are noted by a Certified Specialist, the Administrator will establish a delaine for compliance and assist with the inspections to identify when corrections are completed.

The results of user investigations and testing are incorporated into the user’s file and may be included in the Recycled Water Annual Report to the Regional Water Board. A recycled water shutdown test is required prior to permit issuance and every four years if potential problems are identified. Interim testing may be conducted if a user installs new equipment, significantly changes its recycled water operation, or a possible cross-connection is identified at the user site.

4.5 Monitoring Program

To ensure public safety and operation of the Recycled Water Program with legal guidelines, periodic site monitoring is conducted by the users and the Administrator. Monitoring results are reported to the Regional Water Board annually, and if necessary, as events occur that violate permit requirements or the California Health and Safety Code. The activities associated with the Monitoring and Reporting Program and detailed in **Table 4.4** along with required sampling frequencies and methods for compiling and recording results.

Table 4. 4 MCWD Recycled Water Program Monitoring and Reporting Requirements

Monitoring/Reporting Activity	Responsible Entity	Frequency	Data Compilation and Recording
Conduct self-monitoring and submit results to the Administrator	User	Once per month	Complete a Recycled Water User Self-Monitoring Report (Appendix C)
Report possible permit violations to the Administrator by telephone immediately	User	As needed	Record the time and date of the phone call and circumstances of the event
Contact Regional Water Board by telephone within 24 hours of determining non-compliance and copy Regional Water Board on any correspondence between the Administrator and User concerning non-compliance.	Administrator	As needed	Record the time and date of the phone call and circumstances of the event and maintain electronic files that contain the correspondence concerning non-compliance

Section 4.0 Description of Recycled Water Use Permit Program

Conduct periodic inspections of User sites	Administrator	At least annually	Complete a Site Inspection Report (Appendix C)
Monitor recycled water quality and amount of water delivered to Users	Administrator	Continuously	Maintain electronic files that contain water quality and delivery data
Report data collected, inspection results, violations corrected, and program changes to the Regional Water Board	Administrator	Annually (by April 1st)	Prepare and submit an Annual Report for each calendar year

4.5.1 User Self-Monitoring

As part of the terms and conditions of the Recycle Water Use Permit, the users are required to perform observations of site conditions and verify proper operation of the recycled water distribution system. Monitoring locations are specified in the Recycled Water Use Permit for metered users. Both land sites and pond (or impoundment) observation sites may be specified. The users must perform the observations and data collection identified in **Table 4.5** and record the results in the Recycle Water User Self-Monitoring Report (**Appendix C**). A copy of the monitoring report must be submitted to the Administrator within 15 days after the end of the calendar quarter.

Table 4. 5 MCWD Recycled Water Program Use Area Monitoring Requirements

Constituent	Units	Sample Type	Monitoring Frequency
Acreage Applied ¹	Acres	Calculated	Monthly ²
Recycled Water Applied ³	Acre-ft	Measured	Monthly ²
Fertilizer Applied ⁴	lb N/acre	Measured	Monthly ²
Backflow or Cross-Connection Incident	---	By Occurrence	By Occurrence
Soil Saturation/Ponding ⁵	---	Observation	Monthly ²
Nuisance Odors/Vectors ⁵	---	Observation	Monthly ²
Discharge Off-Site ⁵	---	Observation	Monthly ²
Notification Signs ⁶	---	Observation	Monthly ²
Any Other Condition of Note	---	Observation	Monthly ²

¹Acreage applied is the total number of acres to which recycle water is applied during the monitoring period.

²Monthly when recycled water is used. Adverse conditions should be immediately reported to the Administrator.

³If known, report the amount of recycled water applied to each irrigation block or industrial process.

⁴Amount of Commercial fertilizers applied.

⁵Note if any of these conditions occurred during the monitoring period.

⁶Verify notifications signs are in place according to CCR Title 22, section 60310 (g)

Although submittal of User Self-Monitoring Reports are required on a quarterly basis, user awareness must be continuous to note any violations of recycled water use requirements. If a permit violation or adverse condition is noted, the user must contact the administrator immediately by telephone. The user also has a responsibility to discuss any planned operational changes with the Administrator prior to implementation. Depending on the nature of the changes, the Administrator will inform the Regional Water Board and may change the terms and conditions of the Recycled Water Use Permit.

4.5.2 Administrator Monitoring

The Administrator is responsible for recycled water quality leaving the WWTP and the permitted use of recycled water at the users sites. As Distributors, MCWD is responsible for transport of recycled water from the WWTP to the use sites. WWTP operations are continuously scrutinized to ensure production of high quality recycled water. User sites are randomly inspected at least once a year to ensure proper usage of recycled water. Details of the two types of administrator monitoring are presented below.

The Administrator monitors the quality and quantity of recycled water leaving the WWTP under conditions specified in the regional WWTP WDR's/WRR's and any Recycled Water User Agreements in place. Meters installed at each delivery point record the total number of gallons distributed to each user. These metered amounts, recorded on a monthly basis, are used to quantify the monthly delivery to each user. The Administrator also monitors recycled water quality to determine the presence and concentrations of constituents of concern for landscape irrigation. The results are reported to users on an annual basis, so they can utilize this information to determine fertilizer application rates or incorporate soil amendments.

A list of required constituent sampling and frequencies specified by the General Order is presented in **Table 4.6**. Samples are collected after disinfection and prior to recycled water pumping. Samples from this location are representative of the recycled water quality being distributed to users. If the limits specified in CCR Title 22 are exceeded, the Administrator must notify the Regional Water Board within 24 hours and discontinue delivery to users until the violations have been corrected.

The Administrator will perform unannounced, randomly timed inspections of user sites at least once per year. Observations are recorded on the Site Inspection Report (**Appendix**). The observations are used to verify information reported in the User Self-Monitoring Reports and include such items as recycled water use, operation of storage and irrigation systems, placement of warning signs, and evidence of runoff or ponding.

All monitoring results will be disclosed to the Regional Water Board in the Recycle Water Annual Report, or sooner if any violations of permit conditions occur.

Table 4. 6 MCWD Recycled Water Program Administrator Monitoring Requirements¹

Sampling Site	Constituent	Sample Type	Sample Frequency	CCR Title 22 Limits²
Downstream of Disinfection Facilities at the WWTP	Total Coliform Organisms (MPN/100 mL)	Grab	Daily	<u>Tertiary Recycled Water</u> <u>≤ 2.2 MPN/100 mL</u> <u>(median for past 7 days)</u> <u>≤ 23 MPN/100 mL</u> <u>(exceed no more than 1 time in 30 days)</u>
	Turbidity (NTU)	Recorder	Continuous	(2) So that the turbidity of the filtered wastewater does not exceed any of the following: (A) An average of 2 NTU within a 24-hour period; (B) 5 NTU more than 5 percent of the time within a 24-hour period; and (C) 10 NTU at any time.

¹Monitoring required by Order WQ 2016-0068-DDW

²CCR Title 22, Section 60301.230 and section 60301.320

4.6 Reporting Requirements

The Administrator is required to periodically submit reports to the Regional Water Board to summarize operation of the Recycled Water Program, report any violations of the General Order, and actions taken or planned to correct the violations and prevent future violations.

4.6.1 Recycled Water Annual Report

The Administrator must submit a Recycled Water Annual Report to the Regional Water Board that describes operation of and changes to the Recycled Water Program. The Recycled Water Annual Report covers program activities during the previous calendar year and is due each April 1st. The following information will be included in the Annual Report:

- A summary table of all recycled water users and use areas. Maps may be included to identify use areas. Newly Permitted recycled water users and use areas shall be identified.
- Volume of recycled water produced and used (Acre-ft.)

- A summary table of all inspections and enforcement activities initiated by the Administrator. Include a discussion of compliance and the corrective actions taken, as well as any planned or proposed actions needed to bring the discharge into compliance with the NOA and/or General Order. Copies of any enforcement actions taken by the Administrator shall be provided.
- An evaluation of the performance of the recycled water treatment facility, including discussion of capacity issues, system problems, and a forecast of the flows anticipated in the next year;
- Tabular and graphical summaries of all monitoring data collected during the year.
- Information on how Irrigation Management Plans are being implemented and whether large applicators have applied both recycled water and nutrients at agronomic rates. Identification of any adjustments or modifications for the upcoming year to ensure appropriate amounts are applied.
- Summary of training events conducted and the number of participants.
- The name and contact information for the recycled water operator responsible for operation, maintenance, and system monitoring.

A letter will accompany the annual report that includes the number and severity of any violations found during the reporting period, actions planned/taken to resolve violations, and the penalty of perjury statement.

4.6.2 Significant Violation Report

If the General Order provisions are violated, the administrator must notify the Regional Water Board by Phone within 24 hours. The information to be provided is outlined in the Significant Violation Report (**Appendix C**). When the violations have been corrected or the user has been removed from service, the Regional Water Board will be notified of the final resolution.

4.7 Operation and Maintenance Program

Operations and maintenance (O&M) associated with the Recycled Water Program is the responsibility of the User, the Distributor, and the Administrator. The point of separation for the contracted users is located just downstream of the point of delivery.

4.7.1 User Responsibilities

The User is responsible for operating and maintaining all recycled water equipment located beyond the point of delivery.

4.7.2 Distributor Responsibilities

The Distributor is responsible for operating and maintaining the recycled water distribution equipment between the WWTP and the point of delivery.

4.7.3 Administrator Responsibilities

The Administrator is responsible for operation of the WWTP's. The specific O&M requirements are specified in the MCWD WWTP O&M Manual.

4.8 Compliance Program

The Regional Water Board is guaranteed access, for inspection and monitoring purposes, to premises where recycled water is being produced or used. Records maintained for the Recycled Water Program will be made available to Regional Water Board upon request. Each user is responsible for implementing the MCWD Recycled Water Program Rules and Regulations, CCR Titles 17 and 22, Order WQ-2016-0068-DDW, and the recycled water ordinance.

Compliance activities and notification triggers are shown schematically in **Figure 4.1**. The users perform self-monitoring by routinely observing operation of the recycled water storage facilities and distribution system. If any possible violations of their permit conditions are noted, the users will contact the Administrator immediately. At that time, the Administrator will assess the incident, inspect the site (if necessary), and determine if a violation has occurred. In addition, the California Office of Emergency Services (Cal OES) must be notified by telephone as soon as possible of any release of hazardous materials to surface waters. If the incident is determined to be a violation, the Administrator will notify the Regional Water Board (and Cal OES, as appropriate) of the violation within 24 hours. The Administrator and user will discuss the cause of the violation, and the approach/timing for correction. If a violation has occurred, the Administrator will prescribe action and deadlines. The Regional Water Board will be copied on any correspondence concerning non-compliance between the Administrator and user. The Administrator will conduct a site inspection on the deadline date to determine if compliance has been achieved. If the user fails to implement the prescribed actions, the Administrator has the authority to shut off the recycled water supply to the site. The delivery of recycled water shall not be resumed until all conditions which caused the violations have been corrected.

Administrator-conducted inspections of use sites will be completed at random during times of recycled water use. During the visit, the Administrator will verify site operation according to permit conditions. If permit violations are noted, the actions described above will be implemented. The Administrator will notify the Regional Water Board (and Cal OES, as appropriate), prescribe corrective actions, establish a deadline, and verify implementation. When violations have been corrected or the user has been removed from service, the Regional Water Board will be notified of the final resolution.

4.9 Training of Users and Employees

Training is conducted through initial meetings with user representatives and provision of the regulatory and program documents to users and MCWD Recycle Water Program employees. If necessary, further assistance will be offered through on-site discussions and/or classroom instruction.

4.9.1 User Training

When a Recycled Water Use Permit is issued, a training session is held with each designated Recycled Water Site Supervisor regarding recycled water regulations, safety precautions for personnel handling recycled water, how to complete the program forms, and when to submit the required information. A copy of the MCWD Recycled Water Program Rules and Regulations, Order WQ 2016-0068-DDW, CCR Titles 17 and 22, and the recycled water ordinance is provided to facilitate understanding of the permit program and regulatory requirements. The Recycled Water Site Supervisors are responsible for training all employees that interact with recycled water and developing a precautionary safety plan for employees that repair/replace recycled water equipment. Employee training is verified by the Administrator during user site inspections. Additional training of user employees is provided by the Administrator if particular issues are noted. Trucked recycled water users also attend a training at the MCWD WWTP on fill-up procedures.

4.9.2 Administrator Employee Training

MCWD employees are given an initial training on recycled water program operation, regulatory requirements, and safety precautions. The MCWD Recycled Water Program Rules and Regulations, Order WQ 2016-0068-DDW, CCR Titles 17 and 22, the recycled water ordinance, and O&M Manual sections on recycled water equipment are reviewed by all employees that interact with the recycled water program. Recycled water handling procedures and safety precautions are reviewed with employees that repair/replace recycled water equipment. For new employees, a facility tour is conducted to demonstrate recycled water production, recycled water distribution, and recycled water truck fill-up procedures. A tour of the use sites is also conducted to introduce staff to Recycled Water Site Supervisors, identify site characteristics, and locate storage and distribution equipment. Follow-up training is provided every 2 years or more often if needed.

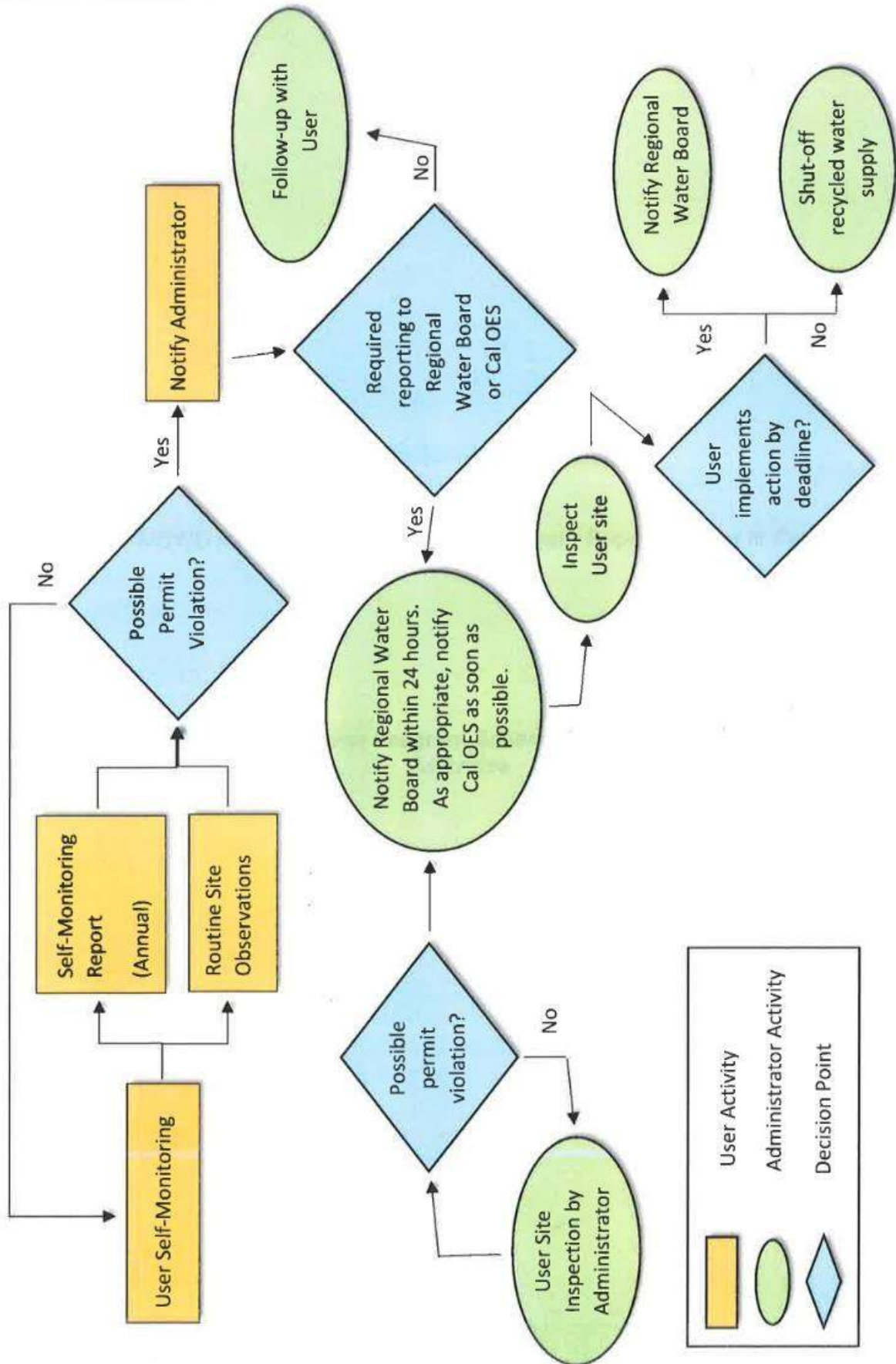


Figure 4.1 MCWD Recycled Water Program Schematic Representation of Compliance Activities

4.10 Emergency Procedures and Notification

Emergencies, such as equipment failures, cross-connection, earthquakes, and power outages, may occur at user sites or at the WWTP. In the event of such emergencies, notification of the Administrator, the Distributor, or the user (as applicable) must take place as soon as possible. An immediate change in operation or termination of flow may be required to minimize risks to human health. Emergency procedures for Distributors, Users, and Administrator are detailed in the following sections. Emergency contact information for the recycled water Distributors is presented in **Table 4.7**. Emergency contact information for the existing Recycled Water Site Supervisors is presented in **Table 4.8**. The list will be updated when distribution systems are completed and new user permits are approved. Emergency contact information for trucked recycled water users will be developed when user permits are approved (**Table 4.9**).

4.10.1 Distributor Emergency Procedures

In case of a recycled water emergency within the distribution system (i.e., pipe break, pump failure), the Administrator must be contacted in order to terminate flow from the WWTP. The MCWD Coordinator is the primary contact person and is knowledgeable about the Recycled Water Program and its facilities. The MCWD Operations Center is available 24 hours a day, 7 days a week for recycled water emergencies.

4.10.2 User Emergency Procedures

In case of a recycled water emergency at a user site, the Administrator and Distributor must be contacted in order to terminate flow to the site. Depending on the nature of the emergency, the user may also be directed to shut down the potable water system. The MCWD Coordinator is the primary contact person and is knowledgeable about the Recycled Water Program and its facilities. The MCWD Operations Center is available 24 hours a day, 7 days a week for recycled water emergencies. Emergency contact phone numbers are included in the Recycled Water Use Permit and on the User Self-Monitoring Report for easy reference.

4.10.3 Administrator Emergency Procedures

If a system failure occurs at the WWTP and properly treated recycled water cannot be guaranteed to the user, the Administrator will shut off the recycled water supply pumps. The water will be stored in on-site basins. The Users will be notified by telephone as soon as possible of the flow termination, the nature of the failure, and an estimation of the required down time. If inadequately treated water was already delivered to the user, the Administrator will recommend precautions to be implemented (limitations of public access, avoidance of contact, prevention of runoff, etc.).

Table 4. 7 Contact information for MCWD Recycled Water Distributor

Recycled Water Distributor	Contact	Contact Information
Mammoth Community Water District	Tyler Nelson Chief Plant Operator	Phone: (760) 934-2596 Fax: (760) 934-2143

Table 4. 8 Contact Information for MCWD Metered Recycled Water Users

Recycled Water Use Site	Contact	Contact Information
Sierra Star Golf Course	Patrick Lewis Golf Course Superintendent	Phone: (760) 934-2060 Email: Plewis@mammoth resorts.com
Snowcreek Golf Course	Cindy Hougland Golf Course Superintendent	Phone: (760) 914-1615 Email: Thehouglands@hotmail.com

Table 4. 9 Contact Information for MCWD Trucked Recycled Water Users

Recycled Water Use Site	Recycled Water Site Supervisor	Contact Information
<i>Contact information for trucked recycled water users will be added at the begining of each Trucked Recycled Water Use season</i>		

SECTION 5 USE AREA SITES

This section describes the proposed and future recycled water use areas for the MCWD recycled water project. Disinfected secondary 2.2 recycled water is produced for all Trucked Recycled Water uses.

The use sites which receive tertiary grade recycled water are Sierra Star Golf Course and Snowcreek Golf Course. In the future, a Snowcreek Golf Course expansion and new transmission project to Shady Rest Park may use the recycled water for irrigation. Pursuant to Article 4 and CDPH Engineering Report guidelines, the following characteristics are discussed for each use area:

- Description of use area sites,
- Use area design,
- Responsibilities and governmental jurisdiction over the use areas,
- Operation and maintenance,
- Compliance with use area requirements,
- Inspection, monitoring and reporting, and
- Employees training.

5.1 Description of Trucked Recycled Water Use Areas

Disinfected secondary 2.2 recycled water is produced for all Trucked Recycled Water uses. If secondary 2.2 is not available, trucked users may receive potable water or tertiary grade recycled water solely for the uses described in the Trucked recycled water program.

5.1.1 Freeway Landscape Irrigation

Disinfected secondary-2.2 recycled water is distributed through the Trucked Recycled Water Program for all Trucked Recycled Water freeway landscape irrigation uses. MCWD intends to supply disinfected secondary 2.2 recycled water through the Trucked Recycled Water Program to customers who require irrigation water for nonedible vegetation where access is controlled so that the irrigated area cannot be used as part of a park, playground or school yard. MCWD will revise the Engineering Report and seek DDW approval if MCWD is planning to supply recycled water for non-trucked freeway landscape irrigation uses.

5.1.2 Cooling

A pilot study was conducted in 2001 at Mammoth Pacific Geothermal Power Plant to utilize recycled water for cooling purposes; however, there are currently no plans to supply recycled water for cooling water uses. MCWD will revise the Engineering Report and seek DDW approval if MCWD is planning to supply recycled water for this use.

5.1.3 Fire Fighting

Mammoth Lakes and the surrounding areas are susceptible to wild fires and recycled water could become an important back-up source of water for non-structural fire-fighting supply. However, this is not currently being proposed. MCWD will revise the Engineering Report and seek DDW approval if MCWD is planning to supply recycled water for this use.

5.1.4 Construction

Disinfected Secondary 2.2 Recycled water for construction purposes may be used only for dust control, soil compaction during grading operations, and consolidation and compaction of backfill in trenches for non-potable water, sanitary sewer, storm drain, gas and electric pipeline trenches. Secondary 2.2 Recycled water shall not be used for water jetting and consolidation or compaction of backfill in trenches for potable water pipelines.

The operation, maintenance and surveillance of all on-site non-potable water systems facilities shall be under the management of the Use Supervisor designated by the user and approved by MCWD. MCWD has the right to enter upon the user's premises during reasonable hours for the purpose of inspecting the non-potable facilities and their operation.

Procedure to Obtain Recycled Water for Construction Use

Use of recycled water for construction purposes requires authorization of the district prior to using recycled water at construction sites. Sufficient time should be allowed to acquire the necessary approval prior to beginning construction.

The recycled water use applicant must complete and submit the user authorization form to the district. The user must identify an on-site supervisor who will be responsible for use of recycled water in conformance with MCWD Rules and Requirements for recycled water use. MCWD will review the authorization form to deny, provide approval or conditional approval for recycled water use.

Advisory Signage and Identification

All sites using recycled water must post clearly visible sign(s) conforming to District approval and installed per the locations(s) indicated by the approved user authorization form. Recycled water identification signage must be a minimum of 4" x 8", however of the reasonable size to be readable to the public.

Identification Signage, Tags, Markings, and Stickers

Any vehicle used to transport recycled water must be clearly marked with labels or signs that contain the words "**RECYCLED WATER – DO NOT DRINK,**" IN BOTH English and Spanish, in 2-inch high letters on a purple background. The signs should include the "Do Not Drink" symbol. One label or sign should be placed on the tank closest to the driver's door, with a second label or sign being placed on the rear surface of the tank at the outlet. All labels and signs must be placed where they can easily be seen by the personnel using the vehicle.

If required, identification tags and stickers must be weatherproof and durable, such as plastic or plastic coated. Recycled water identification tags and stickers must have a purple background with permanent lettering stating "**RECYCLED WATER – DO NOT DRINK**" in English and in Spanish.

If required, potable water identification tags and labels must have a blue background with "**POTABLE WATER**" and "**AGUA PARA TOMAR**" in permanent lettering.

Recycled Water Construction Use Operational Requirements

Equipment

Vehicles used for distributing recycled water for soil compaction and dust control or other uses shall have an adequate tank and plumbing systems to ensure that leaks and ruptures will not occur in the course of normal use. In addition:

- Non-potable water should not be introduced into any domestic water piping system. No unprotected connection should be made between equipment containing non-potable water and any part of domestic water system.
- Hoses, drop tanks, etc. shall be identified as containing recycled water and not suitable for drinking water.
- Control valves shall be provided and configured such that recycled water can be applied in a controlled fashion on the construction site and completely retained during transit.
- Spray heads or nozzles shall be provided and configured such that recycled water is applied to prevent runoff, ponding, or windblown spray conditions.
- Each tank shall be equipped with an approved air-gap separation between the filler tube and the tank to prevent back siphonage.
- Above Ground recycled water appurtenances shall be color-coded purple and labeled or tagged “**RECYCLED WATER – DO NO DRINK**”. Labeling or tagging shall be in English and in Spanish.
- Each tank used to store and/or transport recycled water must be flushed and disinfected prior to storage and/or transport of potable water or recycled water to better quality.
- Equipment operators shall be instructed about the requirements contained herein and the proper use of recycled water.
- Recycled water shall not be introduced into any domestic water piping system.
- Any equipment or facilities such as transport vehicles, tanks, temporary piping or valves, and portable pumps which have been used with recycled water shall be cleaned and disinfected before moving to another job site. This disinfection and cleaning shall ensure the protection of public health in the event of any subsequent district-approved use.

Ponds

Ponds used for storage of construction non-potable water should be fenced and posted to limit public access.

Runoff Conditions

Conditions which directly or indirectly cause a runoff outside of the approved use area are prohibited.

Ponding Conditions

Conditions which directly or indirectly cause ponding outside of or within the approved use area are prohibited.

Overspray Conditions

Conditions which directly or indirectly permit windblown spray or overspray to pass outside of the approved use area are prohibited.

Unapproved Uses

Use of nonpotable water for any purpose other than those explicitly approved in the currently effective user authorization, and without the prior knowledge and approval of the MCWD, is prohibited.

Reuse / Disposal in Unapproved Areas

Reuse / Disposal of nonpotable water for any purpose, including approved uses, in areas other than those explicitly approved in the current user authorization, and without prior knowledge and approval of MCWD, is prohibited.

Cross-Connection

Cross-Connection resulting from the use of nonpotable water service, whether by design, construction practice, or system operations are prohibited.

Hose Bibs

Hose bibs on nonpotable water systems are prohibited, replacement of hose bibs with quick couplers is recommended.

Violations

The District reserves the right to determine whether a violation of these guidelines has resulted from any action or occurrence which is the responsibility of the user. If a violation is not corrected within a reasonable time, the District may discontinue recycled water service to the User.

Unauthorized Discharge

An unauthorized discharge is any amount of recycled water that leaves the designated use site. The Site Supervisor must report to the District any unauthorized discharged of recycled water, at which time the District will specify if a written report is required. In the event of an unauthorized discharge, the Site Supervisor should make every effort to contain the recycled water and prevent it from entering the storm drain system. Contact the District for further directions and disposal instructions.

Contamination of Potable Water

If contamination of the potable water system is suspected or known due to the accident or cross-connection on the user's premises, the user must immediately stop recycled water use and notify the District. In case of contamination of the District potable water system due to a cross-connection on the User's premises, the User must immediately notify the District and the County Health Department.

5.1.5 Other Industrial Uses

Future industrial and commercial uses of recycled water may include use in industrial boiler feeds as well as industrial process water that will not come into contact with workers. No industrial use areas are part of the present recycled water project and are not discussed in this report.

5.2 Golf Course Landscape Irrigation Uses

5.2.1 Use Area Description

Figure 5.1 and Figure 5.2 show the location of Sierra Star and Snowcreek Golf Courses, respectively. Sierra Star is located in the northwest area of Mammoth and Snowcreek is located in the Old Mammoth Meadow area (in the south part of Mammoth). Contiguous housing units border the Sierra Star recycled water use area and existing Snowcreek Golf Course. The Snowcreek expansion, which will receive recycled water irrigation, borders vacant lands and roads planned for future development. Table 5.1 presents characteristics such as irrigation acreage, design, grass type, and typical irrigation period of the two golf courses.

The irrigation season for both golf courses is relatively short, typically including the months from May through October. During winter, the facilities are typically covered in snow, and irrigation is suspended. However, the annual irrigation period and resulting water demands can vary from year to year, depending on the amount of snowfall and the length of the golf course operation season. Both Snowcreek and Sierra Star utilize automated irrigation systems that use soil humidity sensors to maximize efficiency and optimize water use. Irrigation typically occurs over about nine hours at night.

Table 5. 1 Golf Course Characteristics and Irrigation

Item	Sierra Star	Snowcreek
Irrigated Area	70 acres	63.3 acres
Storage Lake Area	1.7 acres	0.3 acres
Vicinity Water Supply Wells	Wells No. 16, 17, 20, 25	Wells No. 10 and 6, and one private well
Grass Type	Cold-season. Mainly ryegrass, fescues, and bluegrass	Cold-season. Ryegrass, fescues, and blue grass
Irrigation Period	May through October	May through October

Disinfected tertiary recycled water is used for unrestricted golf course turf irrigation and applied primarily through spray (sprinklers) irrigation with a minor amount through drip emitters. Current irrigation practices will be continued for irrigation using the recycled water.

Four MCWD domestic water supply wells (Wells No. 16, 17, 20, and 25) are located near the Sierra Star Golf Course. The distances of these wells from the perimeter of the golf course turf area range from 200 feet to 850 feet. Table 5.2 summarizes construction details of these wells. Groundwater from all of these wells is pumped to a central water treatment facility located approximately 500 feet from the perimeter of the golf course.

There are two water supply wells (Wells No. 6 and 10) located within the existing 9-hole Snowcreek Golf Course and approximately 4,000 feet from the expanded 18-hole golf course area where recycled water irrigation will be practiced. Construction details of these wells are included in table 5.2. Groundwater from all these wells is pumped to a central water treatment facility located approximately 2,000 ft from the perimeter of the golf course.

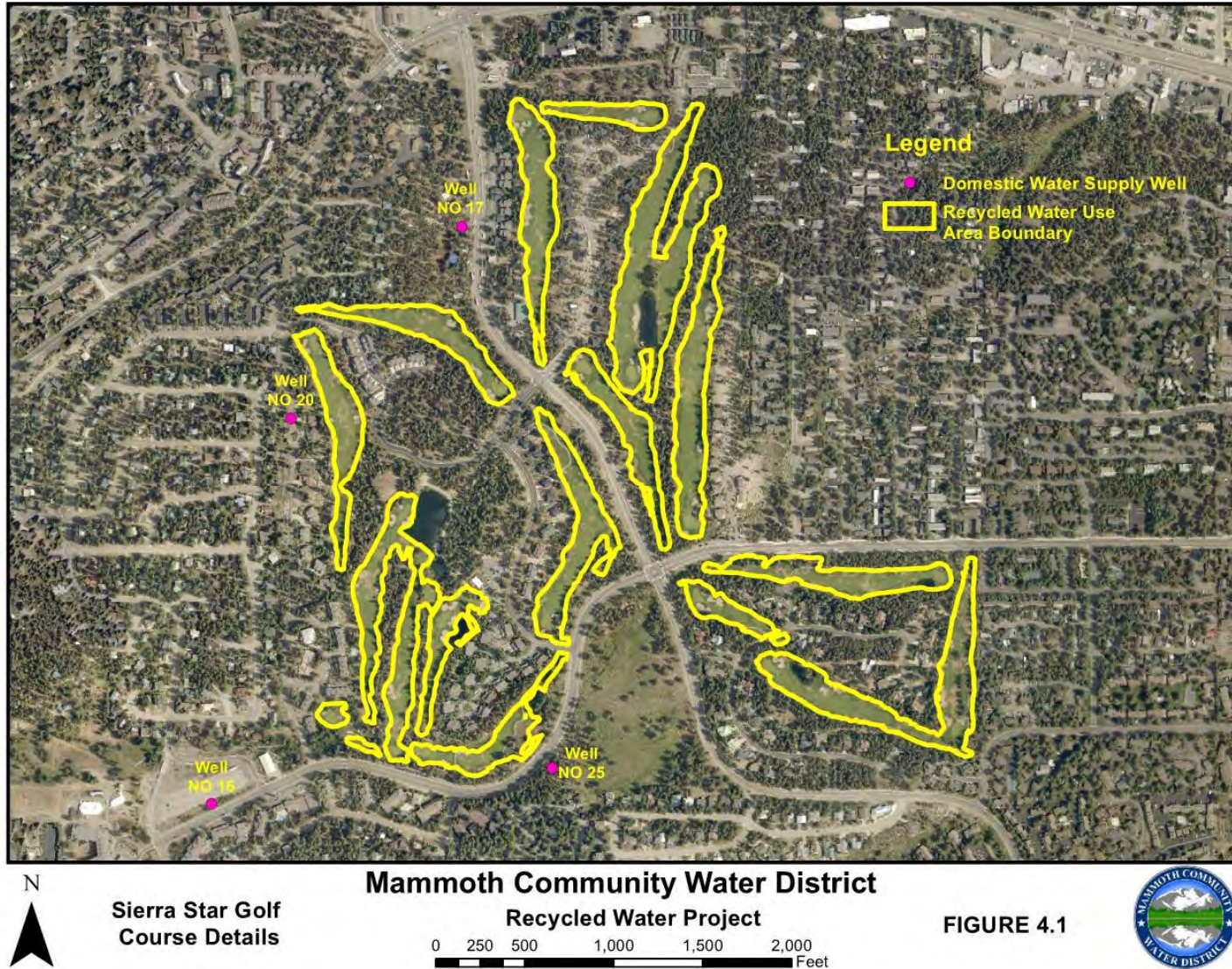


Figure 5. 1 Sierra Star Golf Course Details



Snowcreek Golf Course Details

Mammoth Community Water District
Recycled Water Project



FIGURE 4.1



Figure 5. 2 Snowcreek Golf Course Details

Table 5. 2 Production Well Construction Data

Well No.	Date Drilled	Drilled Depth (ft)	Cased Depth (ft)	Perforated or Open Interval (ft)	Annular Seal (ft)
6	10/28/1987	670	670	196 - 670	0 - 52
10	11/02/1987	700	700	136 - 700	0 - 52
16	8/1992	710	710	420 - 470 500 - 680	0 - 60
17	7/1992	710	513	400 - 710	0 - 60
20	9/1992	710	420	240 - 420 470 - 710	0 - 60
25	8/01/2002	700	530	340 - 700	0 - 60

5.2.2 Responsibility

All recycled water facilities will be managed by MCWD under the terms of a General Use Permit to be issued to MCWD by the SWRCB, and DDW. MCWD will continue to administer Recycled Water Use Permits to recycled water users including Sierra Star and Snowcreek Golf Courses. Recycled water users will be responsible to comply with all permit requirements including proper maintenance of backflow prevention devices, prevention of public contact with the recycled water through implementation of best management practices, control of irrigation runoff from the use area, designation of a recycled water supervisor to oversee the recycled water project and monitoring and reporting, and close communication with MCWD.

5.2.3 Governmental Jurisdiction

Governmental agencies that will have regulatory jurisdiction over the reuse sites include the, SWRCB, and DDW. Other agencies associated with the project include the U.S. Forest Service, Mono County Health Department, and Town of Mammoth Lakes.

5.2.4 Use Area Design

The existing irrigation distribution system in each golf course includes a recycled water pumping station with booster pumps, main header pipe from the pumping station to the course, laterals inside the course, sprinklers, and valves and accessories. The existing irrigation facilities for Sierra Star Golf Course as well as Snowcreek Golf Course are used for recycled water irrigation. Record plan drawings showing all piping networks within the golf courses including recycled, potable, sewage, and others are available from MCWD. Additional installations including, but not limited to, signage and hose bibs in compliance with the use area requirements of Section 60310 will be installed appropriately and are described in other parts of this section.

As mentioned above, recycled water will be used in all portions of the Snowcreek Golf Course, including the expanded portion. New irrigation facilities will be designed to comply with the recycled water design requirements.

The following design information is listed for recycled water irrigation facilities in Sierra Star Golf Course.

- a) Pumping Station and Pumps

Function - To deliver recycled water from the storage lakes and domestic supply wells to the golf course sprinkler system.

Equipment Type – Pumps on Variable Frequency Drive (VFD). Pumping station design data is listed in Table 5.3.

Operational Characteristics – Normally continuous operation when irrigation is required

Table 5. 3 Sierra Star Golf Course Pumping Station and Pumps Design Data

	Unit	Value
Number of pumps		2
Capacity, each	gpm	1,500
TDH	psi	100
High water level elevation in wet well	ft above sea level	8020.75
Pumping station top finish elevation	ft above sea level	8024.75

b) Lateral Pipe and Sprinkler System

Function – To distribute irrigation water throughout the course and irrigate the turf area using the sprinklers.

Equipment Type – Underground lateral pipes, solenoid valves, and Rain Bird Eagle and Rain Bird T-Bird Sprinklers. Table 5.4 summarizes some important design data for the pipe and sprinkler system.

Operational Characteristics – Normally continuous operation when irrigation is required

Table 5. 4 Sierra Star Golf Course Lateral Pipe and Sprinkler System Design Data

	Unit	Value
Pipe sizes	inch	2 to 8
Sprinkler counts	each	1,000
Quick coupler valves	each	79
Sprinkler pre-set pressure setting	psi	70

The following design information is listed for recycled water irrigation facilities in Snow creek Golf Course.

a) Pumping Station and Pumps

Function - To deliver recycled water from wet well to golf course sprinkler system.

Equipment Type – 72” CMP wet well with 3 vertical turbine type irrigation pumps, see Table 5.5.

Operational Characteristics – During the golf course irrigation season, water is pumped from the lake to the course when irrigation is required. The pumps use variable frequency drives (VFD’s), and pumping is controlled by an automatic computerized irrigation control system. The automatic computerized irrigation programs can be overridden by the operator to irrigate the course manually.

Table 5. 5 Snowcreek Golf Course Pumping Station and Pumps Design Data

	Unit	Value
Number of pumps		3
Capacity, each	gpm	2,000
TDH	feet	115
High water level elevation in wet well	ft above sea level	7871.3
Pumping station top finish elevation	ft above sea level	7875.3

b) Lateral Pipe and Sprinkler System

Function – To distribute irrigation water throughout the course and irrigate the turf area using the sprinklers.

Equipment Type – Underground header pipes run from the irrigation pump station to the course. The distribution system consists of laterals, solenoid valves, sprinklers (TORO NO.634 and 655 rotary sprinkler), and other fittings. Details of the sprinklers, valves and accessories are shown in table 5.6.

The main header irrigation supply lines are located 3 feet below ground surface. The laterals are typically installed at a depth of 1.5 ft.

Operational Characteristics – Automated system that irrigates the course based on soil moisture content measure by moisture sensors. Normally continuous operation when irrigation is required or intermittent if overridden by the operator.

Table 5. 6 Snowcreek Golf Course Lateral Pipe and Sprinkler System Design Data

	Unit	Value
Pipe sizes	inch	2 to 8
Sprinkler counts	each	900
Quick coupler valves	each	79
Sprinkler pre-set pressure setting	Psi	70

c) Reliability/Flexibility Features

Multiple pumps will provide flexibility of operating one pump while other pump is failed for any reason. An alarm system (pump failure) will indicate failure and rising level in wet well will start the other pump automatically. Also, during complete or partial shutdown of the pumps, the high water level sensor can signal the recycled water pumps at the MCWD treatment plant to stop pumping, thus stopping delivery of recycled water to the storage lake.

The automatic computerized irrigation programs incorporate two override features that allow the operator to set watering percentages and apply water to each area for short periods at one-hour intervals until the daily water requirements are met. This flexibility feature will prevent irrigation runoff inside the golf course.

5.2.5 Contingency Plan

Irrigation needs of Sierra Star and Snowcreek can be met by supplying groundwater from the domestic wells should the recycled water production and delivery system fail for any reason.

5.2.6 Compliance with Use Area Requirements

Pursuant to Section 60310, the following information is provided for compliance with the use area requirements applicable to Sierra Star golf course and Snowcreek golf course irrigation area. The facilities design for other use areas including the Snowcreek golf course expansion and trucked water program will adopt the same design requirements.

- a) All edges of irrigated area will be more than 50 feet away from the domestic water supply wells. The closest domestic water supply well in Sierra Star is approximately 200 feet from the perimeter of the golf course use area and the closest domestic water supply well in Snowcreek is greater than 50 ft. from the perimeter of the golf course use area (Figures 5.1 and 5.2).
- b) No irrigation runoff from Sierra Star golf course nor Snowcreek golf course is expected due to the use of an automated computer irrigation system to optimize the irrigation efficiency and minimize the irrigation runoff.
- c) Drinking water fountains will be protected against recycled water spray at all times. Also, no spray or mist will enter any dwellings, designated outdoor eating areas, or food handling facilities.
- d) All use areas where recycled water will be used and accessible to the public will be posted with signs. These signs will be visible to the public, in a size no less than 4 inches high by 8 inches wide, and will include the following wording: "RECYCLED WATER - DO NOT DRINK." A typical sign is shown in Figure 5.3.
- e) There will be no physical connection between any recycled and potable water systems.
- f) The portions of the recycled water piping system that are in areas subject to access by the general public will not include any hose bibs. Suitable quick couplers will be used if needed.

5.2.7 Use Area Containment Measures

To prevent irrigation runoff, each golf course has multiple separate irrigation zones, each with control valves. Depending on weather conditions and specific location, irrigation may be terminated very quickly in order to avoid soil saturation. Frequent, brief irrigation periods allow for more precision and help to minimize the potential for runoff. Close inspection and monitoring of the irrigation system would eliminate recycled water runoff resulting from any kind of irrigation system failure.

5.2.8 Potential Access by Employees or Public

The recycled water use areas will be readily accessed by employees of the golf courses and golfers playing the courses. Also, transient and non-transient residential units located adjacent to the golf course will be occupied and individuals may walk on the courses during non-playing hours.



Figure 5. 3 Proposed MCWD Use Area Sign

5.2.9 Cross-Connection Control and Backflow Prevention

MCWD has implemented a cross-connection control program, pursuant to Title 17, at all use areas within MCWD to prevent a non-potable pipeline from mistakenly being connected to a potable system. Following are measures to avoid cross connections or inappropriate uses inside the recycled water use areas.

MCWD ensures that the users provide adequate maintenance and periodic testing of the backflow prevention devices to ensure proper operation. The backflow preventers will be tested by persons who have demonstrated competency in the testing of these devices to MCWD. The backflow preventers will be tested at least annually and more often if necessary. They will also be tested immediately after installation, relocation, or repair. They will not be placed in service until made functional. Any device found to be defective must be repaired or replaced in accordance with Title 17, Chapter 5. MCWD will inform the users when to test backflow devices and will provide a notice that contains the date when the test must be completed. All reports of testing and maintenance will be maintained by MCWD for a minimum of three years.

Prior to Recycled Water Permit Issuance (and every four years thereafter), a Certified Cross Connection Control Specialist (as described in CCR Title 17, Section 7605) must conduct a site investigation and test the recycled water system to identify any cross-connections (see the Cross-Connection Control Investigation and Test Report, **Appendix E**). During the next investigation, the Specialist will inspect the recycled water equipment and interview the Recycled Water Site Supervisor to determine if any equipment changes have been made since the last inspection. If activities were conducted that could compromise the integrity of the potable water supply system, a cross-connection test may be performed and/or corrective actions prescribed. The results of the investigation and testing are recorded by the specialist on the form and any deficiencies are noted along with the prescribed corrective action. All backflow prevention devices must be tested on an annual basis (see Backflow Prevention Device Test Report, **Appendix E**).

Table 5. 7 MCWD Recycled Water Program Cross-Connection Control

Required Action	Frequency	Documentation
Investigate site to determine cross-connection potential, perform shutdown test of recycled water system to ensure no cross-connections are present.	Prior to issuance of Recycled Water Use Permit	Cross-Connection Control Investigation and Test Report (Appendix E)
Test all backflow prevention devices to determine if functioning properly	Prior to issuance of Recycled Water Use Permit	Backflow Prevention Device Test Report (Appendix E)
Test all backflow prevention devices to determine if functioning properly.	Annually	Backflow Prevention Device Test Report (Appendix E)
Investigate site to determine cross-connection potential. If potential problem identified, shutdown recycled water system to test for cross connections.	Every four years (or more frequently if necessary)	Cross-Connection Control Investigation and Test Report (Appendix E)

5.2.10 Cross Connection Control Best Management Practices

Minimum Depth – The top of the recycled water pipe are a minimum of 36 inches below the finished street grade.

Minimum Separation – Recycled water lines parallel to potable water lines are installed at least ten feet horizontally from and one foot lower than potable water lines.

Recycled water lines should cross a minimum of one foot below potable water lines.

Pipe Identification – All buried distribution piping in the recycled water system, including service lines, valves, and other appurtenances, are colored purple (Pantone 512) and embossed or be integrally stamped as “CAUTION: NONPOTABLE WATER – DO NOT DRINK,” or “CAUTION: RECYCLED WATER – DO NOT DRINK,” or be installed with a purple identification tape or a purple polyethylene vinyl wrap, color to be Pantone 512.

Valve Box and Other Surface Identification - Valve boxes include a special triangular, heavy-duty cover. All valve covers on off-site recycled transmission lines are of a non-interchangeable shape with potable water covers. They will have a recognizable inscription cast on the top surface. All above-ground facilities are consistently color-coded (purple, Pantone 512) and marked to differentiate recycled water facilities from potable water or wastewater facilities.

5.3 Impoundments

5.3.1 Use Area Description

Disinfected tertiary recycled water is stored in storage lake(s) located at each of the two golf course sites. Impoundment lakes within Snowcreek Golf Course are planned to be modified/designed when the Snowcreek Golf Course expansion will be completed in the future. The use area description in the following sections are limited to only the existing Sierra Star and Snowcreek golf courses.

Figure 5.1 shows the location of the lake within Sierra Star Golf Course. The lake is a lined impoundment with golf course turf areas bordering all sides of the lake except for a club house on the south side of the lake.

Figure 5.2 shows the location of the RW impoundment pond directly east of the northern most boundary of the golf course. The RW pond is a lined impoundment with golf course turf areas bordering all sides of the pond with the relocated driving range on the south side of the pond.

5.3.2 Responsibility

Golf course management will operate and maintain all impoundments and lake systems located on the golf courses. Responsibilities set forth in Section 5.2.2 will apply for the impoundment use areas. The Use Area Supervisor is responsible for all on-site uses and therefore responsible for both irrigation and impoundment use areas.

5.3.3 Governmental Jurisdiction

The golf course impoundments are located on private land and the agencies having regulatory jurisdiction over the reuse sites include the SWRCB and DDW, Mono County Environmental Health, and the Town of Mammoth Lakes.

5.3.4 Use Area Design

5.3.4.1 Basic Design

Design data for the Sierra Star Golf Course recycled water storage lake is listed in Table 5.8.

Table 5. 8 Sierra Star Golf Course Recycled Water Storage Lake Design Data

	Unit	Value
Lake Area	sf	62,800
Existing Bottom of Lake Elevation	ft	8005
Existing Water Surface Elevation	ft	8019.5
Existing Spillway Level	ft	8020.3
Liner Type		20 MIL PVC membrane

Design data for the Snowcreek Golf Course recycled water storage lake is listed in Table 5.9

Table 5. 9 Snowcreek Golf Course Recycled Water Storage Lake Design Data

	Unit	Value
Lake Area	sf	11,866
Existing Bottom of Lake Elevation	ft	7,862
Existing Water Surface Elevation	ft	7,871.3
Existing Spillway Level	ft	7,872.3
Liner Type		40 MIL HDPE liner

5.3.4.2 Reliability/Flexibility Features

In case of recycled water system failure, well water stored in existing golf course on-site lakes would be used to provide uninterrupted supply for irrigation. MCWD would continue feeding the golf course lakes by pumping well water to maintain water level lost to evaporation. These lakes are landscape features and water level will be maintained for aesthetic value.

If irrigation demand during the irrigation hours exceeds recycled water production, the additional irrigation demand can be met by pumping well water into the storage lake. Also, if MCWD recycled water quality does not meet the water quality requirements, the entire irrigation water supply to the golf courses can be supplemented through pumping of well water.

5.3.5 Contingency Plan

In case of storage lake impoundment system failure for any reason, the lake connection can be disconnected temporarily and well water can be pumped to the golf courses for uninterrupted supply for irrigation.

5.3.6 Compliance with Use Area Requirements

The location of the storage lake for Sierra Star Golf Course and Snow Creek Golf Course is more than 200 feet away from the nearest MCWD domestic water supply well. The same setback distance will be maintained for other recycled water impoundments.

According to Title 22 Section 60305, the total coliform bacteria concentrations in recycled water used for non-restricted recreational impoundments, measured at a point between the disinfection process and the point of entry to the use impoundment, will comply with the criteria specified in Section 60301.230 (b) for disinfected tertiary recycled water. Requirements for signage are as specified in paragraph 5.2.6.d) of this report.

5.3.7 Use Area Containment Measures

Impoundments will be adequately protected against overflow resulting from a 25-year, 24-hour storm event. Berm height around the lake was increased by 0.2 feet to contain 25-year storm event. However, the lake will overflow during incidental overlapping occurrences of a 25-year storm with a 25-year snow melt. Overflow from the Sierra Star lake will be through a spillway located on the east side of the lake and will enter Murphy Gulch, subsequently draining to Mammoth Creek. A study conducted on the impact of lake overflows on Murphy Gulch water quality showed insignificant impact on Murphy Gulch and Mammoth Creek water quality due to the high dilution effect caused by a large drainage area runoff to the Murphy Gulch. Overflow from the Snowcreek lake will be through a spillway located on the east side of the lake and will enter a retention basin and ditch conveyance, subsequently draining to Mammoth Creek. The results of this study also show that the high dilution effect caused by the large drainage area of the Snowcreek retention basin and ditch conveyance will have an insignificant effect on Mammoth Creek water quality.

5.3.8 Potential Access by Employees or Public

The degree of access to these impoundments will be limited to those members of the public playing golf and to golf course maintenance personnel as described in Section 5.2.8.

5.3.9 Cross Connection Control and Backflow Prevention

The recycled water will be delivered to the storage lakes at the two golf courses. At Sierra Star and Snowcreek, the existing pipe connected to the lake will discharge the recycled water into the lake. The existing irrigation pumping station with two pumps will deliver the recycled water to the golf course irrigation system. Groundwater from domestic supply wells would also supply untreated groundwater to the pumping station with at least a one-foot air gap between the pipe end and wet well water surface. The groundwater discharge connection would also have isolation and check valves to prevent recycled water from entering into the groundwater well. Other features as described in paragraph 4.2.9 above would also be provided.

No cross connection risk exists for the transmission line from the MCWD waste water effluent.

5.4 Operations and Maintenance

The Use Area Supervisor is responsible for all operations and maintenance at the use site. The user will provide adequate maintenance and periodic testing of the backflow prevention devices to ensure proper operation as discussed in Section 4.2.9. All reports of testing and maintenance of backflow preventers at the use site are maintained by MCWD for a minimum of three years pursuant to Section 7605(f) of Title 17 Code of Regulations.

5.5 Inspections, Monitoring, and Reporting

5.5.1 Inspections and Monitoring

Cross connection control and site inspections and monitoring is performed by MCWD at the use sites to monitor compliance with state requirements and the General Permit. Inspections may be performed by local health officers to identify any cross-connection hazards and determine appropriate backflow prevention.

5.5.2 Reporting

Pursuant to Section 13523.1(4), MCWD submits a report quarterly in a tabular form with the list of users that were supplied recycled water during the quarter, the amount of recycled water delivered to each user, and the use of the recycled water. A summary of these data will be included in the annual report. MCWD will also submit Quarterly reports to the DDW-San Bernardino office email address at DWPDIST13@waterboards.ca.gov

Pursuant to 60329(d) of Title 22 Code of Regulations, MCWD immediately reports any discharge of untreated or partially treated wastewater to the use area, and the cessation of same, by telephone to the regulatory agency, the CDPH, and the local health officer.

Additionally, the Use Area Supervisor reports any of the following occurrences to the MCWD Use Area Representative immediately.

- Any situation that may endanger the public’s health or the environment.
- Discovery of a cross connection of a recycled water system with a potable water system.
- More than minimum unplanned or uncontrolled discharge of recycled water resulting from water line breaks, malfunctioning control system, or any other circumstances.
- More than minimum discharge of recycled water outside of the approved use area due to on-site line breaks, runoff, direct spray, overspray or windblown spray or discharge outside the regular hours of operation for any reason.

5.6 Personnel and Employee Training

A Use Area Supervisor is designated for Sierra Star Golf Course, Snowcreek Golf Course and other use areas. The Use Area Supervisor must be certified by an MCWD-approved recycled water site supervisor training program. The Use Area Supervisor is responsible for operating and overseeing the use site systems, knowing MCWD-supplied “Rules and Regulations for Recycled Water Use”, and reporting to MCWD any of the occurrences listed in Section 4.5.2. The Use Area Supervisor is also available by telephone 24 hours a day for off-hours emergency contact by the MCWD Use Area Representative.

Appendix A

(Disinfection Contact Time Tracer Study)

Appendix A

Modal Contact Time Tracer Studies in Two Chlorine Contact Tanks

Benjamin Porter ^{1*}, Juan Josse ¹, Carl Spangenberg ², Keith Hafner ³

¹ HDR Engineering, Inc. ² Irvine Ranch Water District ³ Mammoth Community Water District

*To whom correspondence should be addressed. Email: Benjamin.Porter@hdrinc.com

ABSTRACT

Chlorine contact tank (CCT) design is crucial for proper disinfection of treated wastewater effluent (recycled water). Appropriate dimensions must be utilized in order to ensure that contact times are adequate for complete disinfection. Tracer tests are conducted as required by the California Department of Public Health (DPH) Title 22 regulations to determine that the chlorine contact tank, as constructed, does indeed provide the minimum modal contact time (MCT) of 90 minutes for all anticipated flow rates. Rhodamine dye tracer tests were performed on CCTs at both the Los Alisos Water Reclamation Plant (LAWRP) in Lake Forest, California, and the Mammoth Community Water District (MCWD) reclamation plant in Mammoth Lakes, California. At each facility, the MCTs were obtained for several different flow rates, and these values were plotted to create curves from which the MCTs at a given flow rate for each facility could be obtained by interpolating from the given data points.

KEYWORDS: modal contact time, chlorine, tracer tests, concentration, contact tank, design, disinfection, flow rates, hydraulic retention time, residual.

INTRODUCTION

Newly constructed or modified chlorine contact tanks used for disinfection and production of recycled water in California are required to have a tracer test conducted prior to distribution of the water. The tracer test is a California Department of Public Health (DPH) Title 22 (the section of the California Code of Regulations that governs recycled water) requirement to determine the ability of the chlorine contact tank (CCT) to provide the minimum modal contact time (MCT) of 90 minutes. Additionally, the product of MCT and total residual chlorine (TRC) must be at least 450 milligram-minutes per liter (mg-min/L). As defined by Title 22, the MCT is the “amount of time elapsed between the time that a tracer, such as a salt or dye, is injected into the influent at the entrance to a chamber and the time that the highest concentration of the tracer is observed in the effluent from the chamber.”

Rhodamine dye tracer tests were performed on CCTs at the Los Alisos Water Reclamation Plant (LAWRP) in Lake Forest, California, and the Mammoth Community Water District (MCWD) reclamation plant in Mammoth Lakes, California. The results of these two tests were compared to each other. The concentration of dye was measured as fluorescence using a fluorometer. For each facility, tests were performed over a range of flow rates that covered the expected minimum, average, and peak. The flow rates were plotted against MCT to develop a characteristic curve, which can be used to interpolate MCT at any flow rate the CCT may experience.

Appendix A

Significance

The results of the individual tracer tests are essential to ensure that the CCTs were properly designed and constructed to provide adequate opportunity for chlorine disinfection. The disinfection process at water reclamation facilities is the last line of defense to protect the public from contact with pathogens in recycled water. Sufficient hydraulic retention (HRT) time is provided by adequately sizing the tanks, but the potential for short-circuiting requires that adequate baffling and sufficient length-to-width (L/W) and depth-to-width (H/W) ratios are also provided. Comparison of the tracer tests for the two separate facilities provides insight into how design features can maximize MCT without over-sizing the CCT. CCTs are typically designed to provide at least 120 minutes of HRT with the expectation that the relationship of MCT:HRT will be at least 0.75.

METHODOLOGY

Testing consisted of three main steps: achieving the desired CCT flow rate, injecting the tracer into the system, and measuring the concentration of tracer in the CCT effluent. The test procedure used to determine MCT at both facilities was as follows:

1. The Turner Designs 10AU Field Fluorometer was calibrated for in-line operation as specified by Turner Designs. The calibration included adjustment of the sensitivity knob. Adjustment of the sensitivity knob is not necessary when the equipment has been used to detect similar concentrations in prior usage. Adjustment of the sensitivity determines the expected sampling concentration range. Readings kept within the medium range give more accurate results. Correct adjustment of the sensitivity knob was checked by preparing a solution with a concentration near the expected testing values (10 ppb). The known concentration was then entered into the fluorometer through the calibration screen. The calibration was checked by repeating the process of sampling a prepared solution with a known concentration. A blank solution consisting of distilled water with a concentration of 0 ppb was then tested to check for accurate calibration.
2. Appropriate equipment and software for data collection (provided by Turner Designs), including a computer, fluorometer, and sample pump and tubing, were acquired. Communication was tested between the fluorometer and laptop computer. See Figure 1.
3. A data reading and storage rate of one recording per 10 seconds was selected.
4. A volume of Rhodamine WT was measured using a graduated cylinder. The selected volume was determined with the intent of achieving a peak concentration of approximately 10 parts per billion.
5. Preparations were made to send the CCT effluent to an appropriate location that would not reach the recycled water distribution system.
6. A desired flow rate through the CCTs was achieved by adjusting the influent pumping rate until a constant level in the CCT effluent wetwell was maintained. Totalizer values on the

Appendix A

influent pumps were recorded and actual flow rates were calculated. The influent pumps were adjusted based on the totalizer calculations.

7. Rhodamine WT dye was injected into the CCT influent box (for LAWRP) and the filter effluent channel (for MCWD). See Figure 2.
8. The tracer was injected in a turbulent location to ensure that the tracer was adequately mixed. See Figure 3.
9. Data logging began prior to tracer injection, and the official start of the test began when the tracer was injected into the influent box. The test start time and beginning fluorescence reading were noted.
10. Discrete samples of the CCT effluent were collected at the start of the test, at 0.75 the HRT for the given flow rate, at the apparent concentration peak (MCT), and at 1.25 times the HRT. These samples were collected for verification of test results.
11. The testing procedure was repeated for each scheduled flow rate (26,874 m³/d [7.1 MGD], 18,925 m³/d [5.0 MGD], and 11,355 m³/d [3.0 MGD] for LAWRP and 2,839 m³/d [0.75 MGD], 5,678 m³/d [1.5 MGD], 7,570 m³/d [2.0 MGD], and 10,977 m³/d [2.9 MGD] for MCWD).



Figure 1: Fluorometer and Data Collection Setup

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Figure 2: Injection of Rhodamine WT Dye into CCT Influent Box at LAWRP



Figure 3: Tracer Injection Location (CCT Influent Box) at LAWRP



Figure 4: Effluent Sampling Location at LAWRP

Appendix A

RESULTS

The MCT testing at LAWRP provided the following conclusions:

- All test flow rates tested exceeded the 90-minute MCT minimum. Therefore, all expected flow rates through the CCT are acceptable for the production of Title 22 recycled water, given a proper chlorine dosage is supplied to result in the required effluent TRC.
- The highest flow rate of 28,425 m³/d (7.51 MGD) met the 90-minute MCT requirement with a MCT of 99 minutes.
- The relationship between influent flow rate and MCT was determined by graphing flow rate versus MCT for each of the test runs. A plot of all data from each of the test runs results in a linear relationship between MCT and flow rate with an R² value of 0.99, as shown in

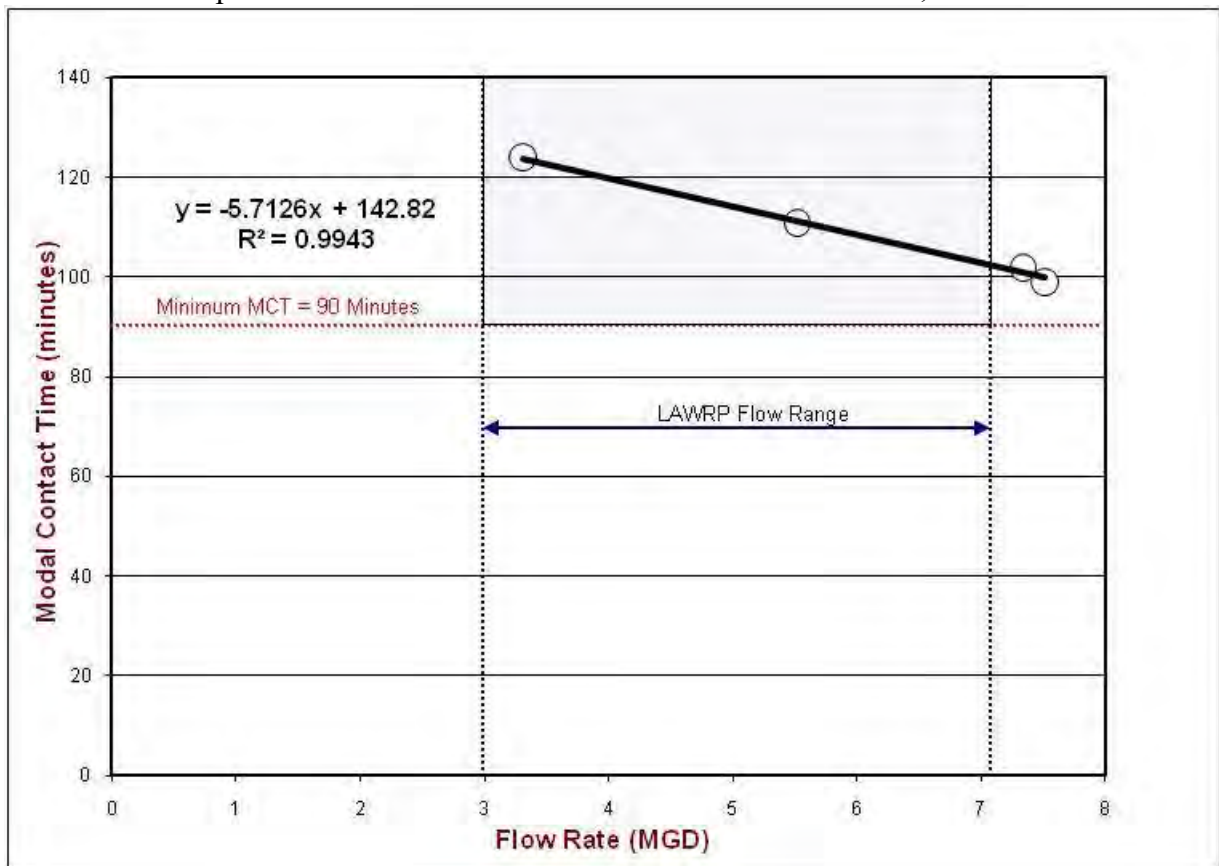


Figure 5.

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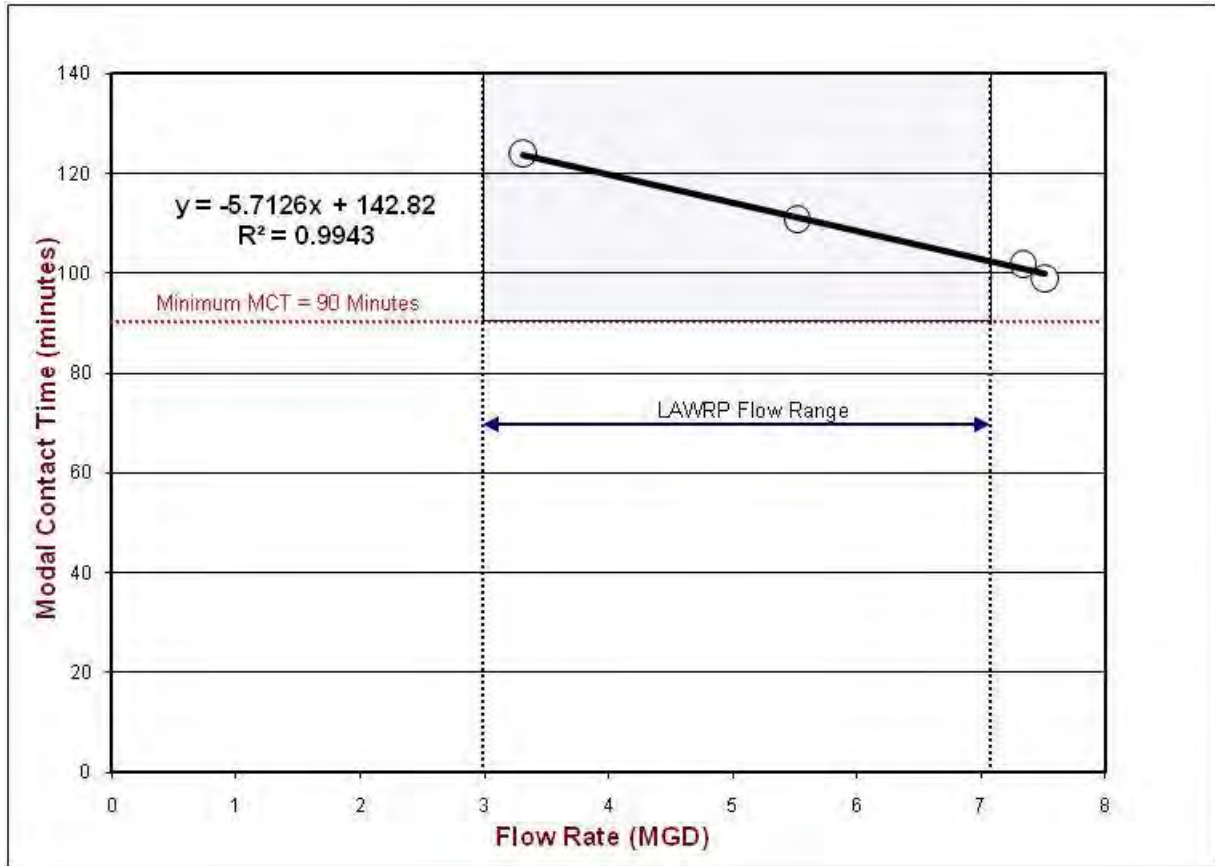


Figure 5: Flow Rate Versus Modal Contact Time at LAW RP

The MCT testing at MCWD provided the following conclusions:

- The testing indicated that all flow rates through the CCT within the expected flow range will experience at least 90 minutes of MCT.
- The MCT can be predicted according to the equation shown on Figure 6. The high R^2 value (0.99) indicates a strong exponential relationship between the independent (flow rate) and dependent (MCT) variables.

Appendix A

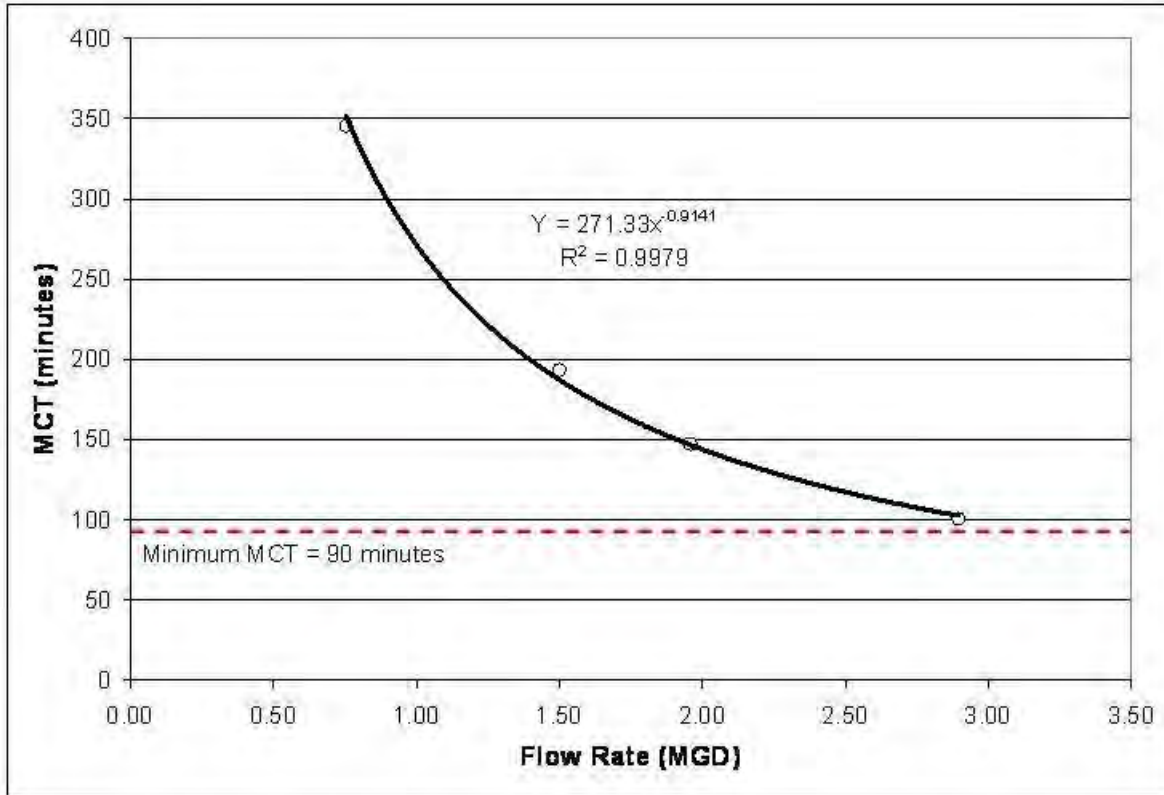
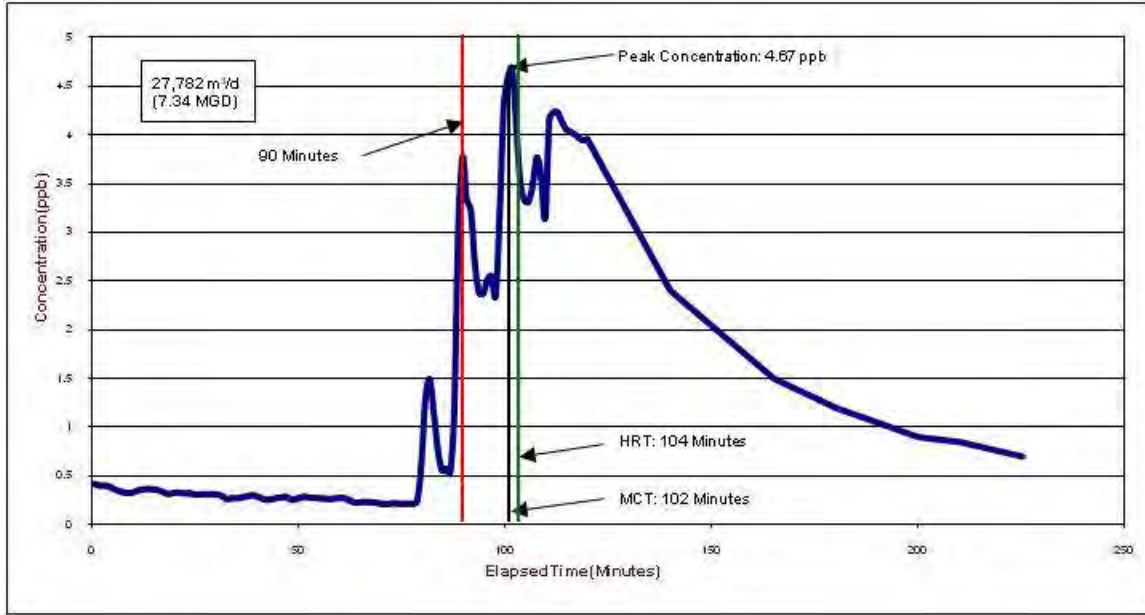
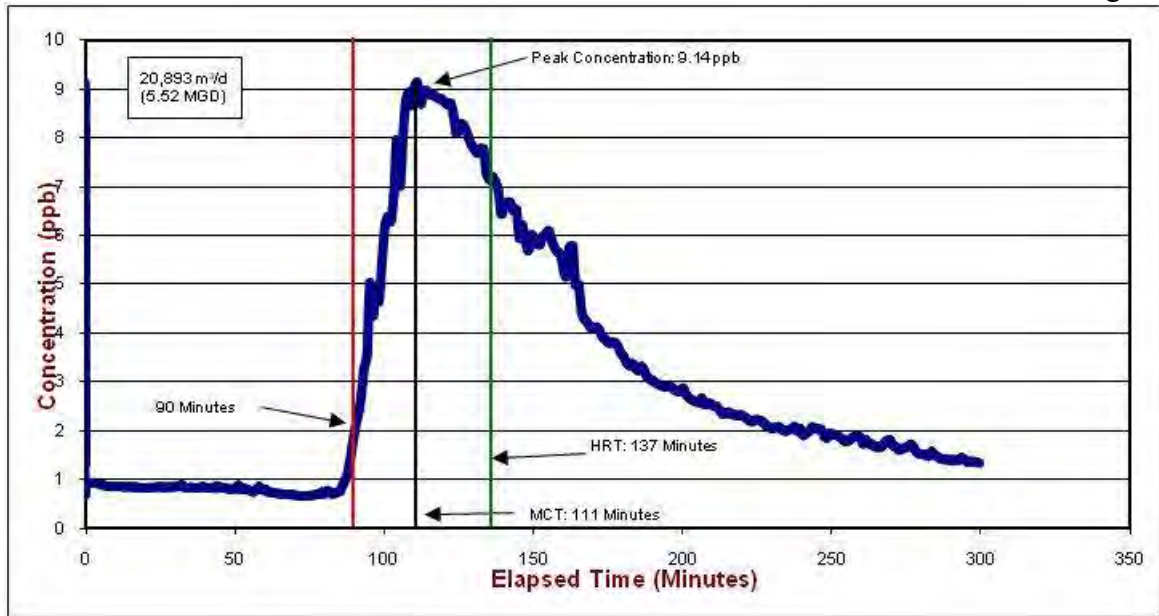


Figure 6: Flow Rate Versus Modal Contact Time at MCWD

Appendix A



Figure



7 and

Figure 8 demonstrate the test results at both peak flow and average flow for the LAWRP CCT. These curves are characteristic of the test results for the MCWD CCT, as well. The red line indicates the 90-minute MCT minimum, the black line indicates the MCT, and the green line indicates the HRT. It can be observed that the HRTs for both scenarios greatly exceeded the 90-minute MCT minimum, and the MCT:HRT was much higher for the peak flow scenario at 0.98:1 compared to the average flow scenario at 0.81:1.

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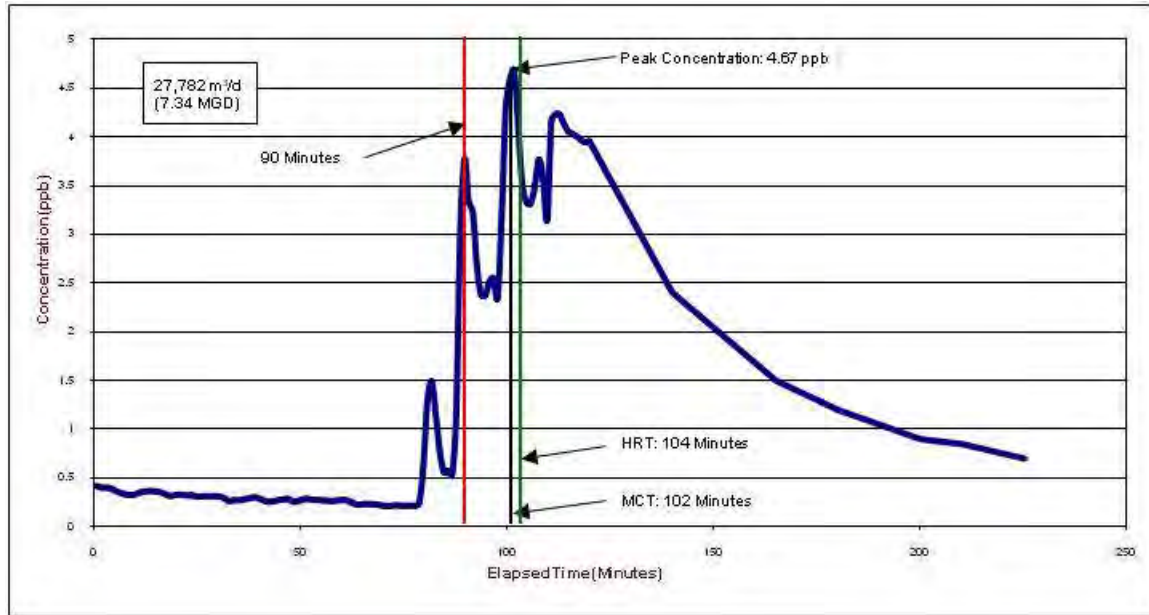


Figure 7: LAWRP Peak Flow Condition Test Results

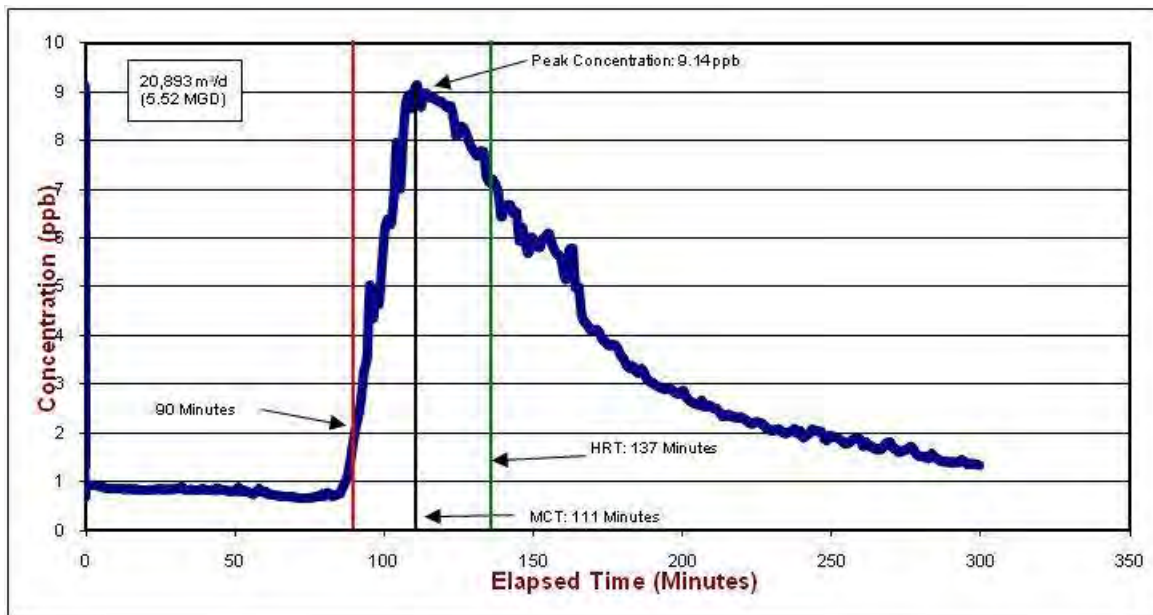


Figure 8: MCWD Peak Flow Condition Test Results

DISCUSSION AND CONCLUSIONS

Comparison of the two tests indicated that the relationship between flow rate and MCT was linear at the LAWRP CCT and exponentially related at MCWD. This relationship is only expected over the operating range of the tanks. Both CCTs exceeded the 0.75 MCT:HRT design ratio substantially; LAWRP's ratio was approximately 0.90, and MCWD's was approximately 0.92.

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Appropriate length-to-width and depth-to-width ratios were established to ensure that adequate dispersion would be accomplished. It must be noted that the LAWRP CCT was a new construction, while the MCWD CCT involved retrofitting existing primary clarifiers. Thus, there were some size constraints posed by the dimensions of the existing primary clarifiers at MCWD.

The LAWRP CCT (Figure 9) was constructed with four passes of 33.53 meter (110 foot) by 1.45 meter (4.75 foot) channels. The LAWRP CCT had rounded corners and a 1.45 meter (4.75 foot) distance from the divider to the wall. The depth for the LAWRP CCT was established at 4.96 meters (16.265 feet). Given these dimensions, the flow length:width ratio was 92.6:1, the L/W ratio of each channel was 23.2:1, and the H/W ratio was 3.42:1.

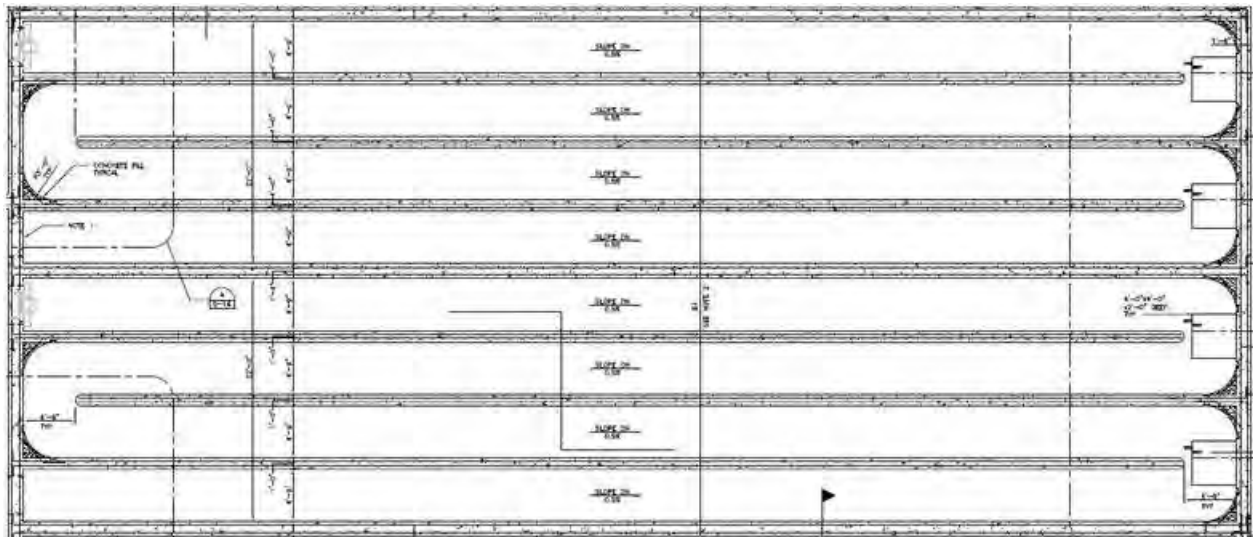


Figure 9: LAWRP CCT

The MCWD CCT (Figure 10), given the fact that it was a retrofit of existing primary clarifiers, was limited in dimension. Therefore, the MCWD CCT had four passes that were 18.29 meters (60 feet) long and 1.78 meters (5.83 feet) wide and four passes that were 18.29 meters (60 feet) long and 2.39 meters (7.83 feet) wide, creating a total of 8 shorter passes with two different widths. This CCT had square corners with a divider to wall distance of two feet. The depth for this CCT was established at 3.12 meters (10.25 feet). The flow length:width ratio for the MCWD CCT was 70.3:1, the L/W ratio was 10.3:1 for each wide channel and 7.7:1 for each narrow channel, and the H/W ratio was 1.31:1 for the wider channels and 1.76:1 for the narrower channels.

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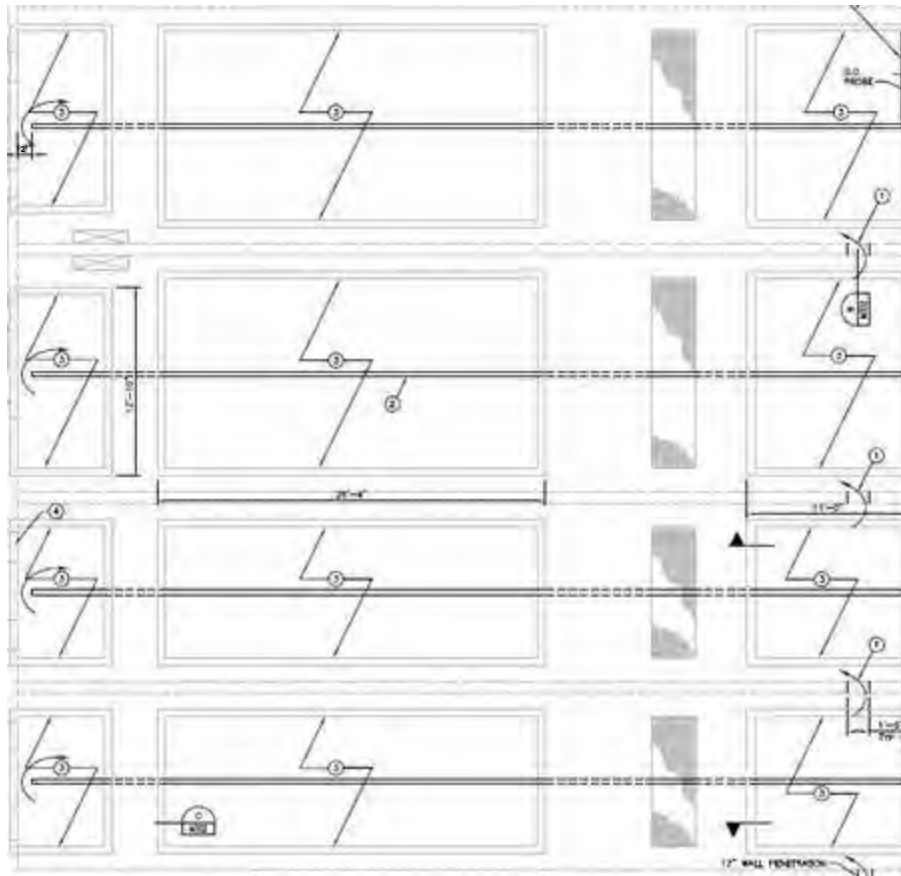


Figure 10: MCWD CCT

According to the *Handbook of Chlorination and Alternative Disinfectants*, the optimal H/W ratios should be 1.0 or less, and the best CCTs are composed of long, narrow channels and/or conduits (White 752). Although the MCWD CCT had shorter and wider channels with square corners, this design had narrower turns, which may have resulted in better dispersion of the tracer dye during the tracer test. In addition, flow through the MCWD CCT began at the narrower channels and after four passes expanded into four passes of the wider channels. On the other hand, the LAWRP CCT was a new construction with rounded corners and long, narrow channels with one consistent width. Due to site constraints and the requirement for two CCTs in parallel, however, the H/W ratio was dramatically affected by the increase in depth necessary to accommodate the flow given these constraints. This resulted in a H/W ratio of 3.42:1, which is significantly more than the recommended ratios of 1.0 or less. Ultimately, it can be hypothesized that all of these various factors played a role in affecting the MCT:HRT ratios for each CCT at the two facilities, however, additional investigation must be performed in order to determine the extent to which each factor affected the MCTs at the various flow rates.

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Appendix B

(2009 Ordinance Establishing the MCWD Recycled Water Program)

Appendix B

ORDINANCE NO. 10-15-09-11

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MAMMOTH COMMUNITY WATER DISTRICT ESTABLISHING THE MAMMOTH COMMUNITY WATER DISTRICT RECYCLED WATER PROGRAM

WHEREAS, the Board of Directors (Board) of the Mammoth Community Water District (District), by Resolution No. 10-15-98-17, certified the Final Environmental Impact Report/ Environmental Assessment for the proposed Reclaimed Water Project, including upgrades to the District's wastewater treatment plant to treat wastewater effluent to meet Title 22 requirements for tertiary treated wastewater; and

WHEREAS, the Board, by Resolution 03-15-07-03, certified the Final Environmental Impact Report for the tertiary-treated water distribution system; and

WHEREAS, the tertiary wastewater treatment plant upgrades are completed and significant portions of the tertiary-treated water distribution systems are in place; and

WHEREAS, the California Regional Water Quality Control Board, Lahontan Region, has adopted Board Order No. R6V-2009-0035, "Master Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Recycled Water," approving the District's proposal to supply and distribute an average flow of 2.9 million gallons per day of disinfected, tertiary recycled water as defined in California Code of Regulations (Master Permit); and

WHEREAS, the Master Permit requires the District to establish and enforce requirements for recycled water users and other associated recycled water program features for the use of reclaimed water in the District service area.

BE IT ORDAINED by the Board of Directors of the Mammoth Community Water District as follows:

SECTION ONE:

Division XV of Chapter 11 of the District Code is hereby adopted as follows:

Section 15.01: Recycled Water Program Policy

It is the policy of the District that recycled water determined to be available pursuant to Water Code Section 13550 shall be used for nonpotable uses within the District's designated service area when its use is economically justified; its use is financially and technically feasible; and its use is consistent with legal requirements, preserves the public health, safety and welfare, and protects the environment (Policy).

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Production, distribution and use of recycled water in the District designated service area are regulated by the Master Permit, provisions in Title 22 of the California Code of Regulations and the Water Code regarding recycled water, and this Ordinance, including all attachments and appendices made a part hereof.

Section 15.02: Designated Recycled Water Service Area

The District recycled water service area is identified in Attachment A, “Permit Area Map” (District Designated Service Area), and is hereby adopted.

Section 15.03: Recycled Water Use Rules and Regulations

Procedures, restrictions and other requirements for recycled water use, including the process for a user to obtain recycled water service, and controls to protect public health are set forth in Attachment B, “Requirements for Recycled Water Users” (Requirements), and are hereby adopted. The Requirements identify rules governing the design, construction, operation and maintenance of reclaimed water use facilities, construction specifications, inspections and monitoring of reclaimed water user facilities and sites, and compliance with the Requirements in the use of reclaimed water.

The Requirements’ enforcement procedures and penalties for violations of the Requirements, as such may be amended from time to time, are hereby adopted.

Section 15.04: Operations and Maintenance Plan

The “Operations and Maintenance Plan for Recycled Water Users,” attached as Attachment C, establishes the standard procedures, specifications, and limitations for the safe and orderly development and operation of off-site and on-site recycled water facilities and systems in the District’s Designated Service Area, and is hereby adopted.

The Operation and Maintenance Plan’s enforcement procedures and penalties for violations, as such may be amended from time to time, are hereby adopted.

Section 15.05: Monitoring and Reporting/ Compliance and Inspection Program

The Monitoring and Reporting / Compliance and Inspection Program identifies the District’s plan for conducting routine compliance inspections and the process for responding to violations. The Monitoring and Reporting / Compliance and Inspection Program is attached as Attachment D, and is hereby adopted.

The Monitoring and Reporting / Compliance and Inspection Program’s enforcement procedures and penalties for violations, as such may be amended from time to time, are hereby adopted.

Appendix B

Section 15.06: General Enforcement And Sanctions

A. General.

The District reserves the right to take any action necessary with respect to the operation of a user's recycled water system to safeguard the public's health. If existing or potential hazards are evidenced at any time during construction or operation of the recycled water system, the District may terminate recycled water service immediately, without notice. These hazards include but are not limited to cross-connections with the potable system, improper tagging, signing or marking, or unapproved/prohibited uses.

B. Public Nuisance.

Discharge of wastes or the use of recycled water in any manner in violation of this Division XV or of any agreement issued hereunder is hereby declared a public nuisance and shall be corrected or abated as directed by the District. Any person creating such a public nuisance is guilty of a misdemeanor.

C. Injunction.

Whenever a discharge of wastes or use of recycled water is in violation of this Division XV or otherwise causes or threatens to cause a condition of nuisance, the District may seek injunctive relief as may be appropriate to enjoin such discharge or use.

D. Agreement Revocation.

In addition to any other statute or rule authorizing termination of recycled water service, the District may revoke an agreement issued hereunder if a violation of any provision of this Division XV is found to exist or if a discharge of wastes or use of recycled water causes or threatens to cause a nuisance.

E. Penalty.

Any owner and/or operator who violates this Division XV shall, for each day of violation, or portion thereof, be subject to a fine not exceeding \$1,000. In addition, recycled water service to the property may be discontinued.

SECTION TWO:

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinances, resolutions, rules or regulations governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof, and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

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SECTION THREE:

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, no other provision of this Ordinance shall be affected thereby.

SECTION FOUR:

This Ordinance shall take effect upon adoption and shall be published once in full in a newspaper of general circulation, printed, published and circulated in the District within ten (10) days after adoption.

SECTION FIVE:

Ordinance No. 09-17-09-10 adopted September 17, 2009, is hereby repealed and superseded by this Ordinance.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District, County of Mono, State of California, this 15th day of October, 2009, at a regular meeting of the Board by the following vote:

AYES: Directors Alper, Cage, Domaille, Henderson and Smith

NOES: None

ABSENT: None

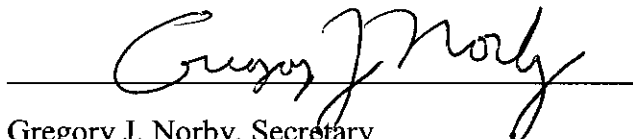
ABSTAIN: None

MAMMOTH COMMUNITY WATER DISTRICT



Thomas R. Smith, President
Board of Directors

ATTEST:

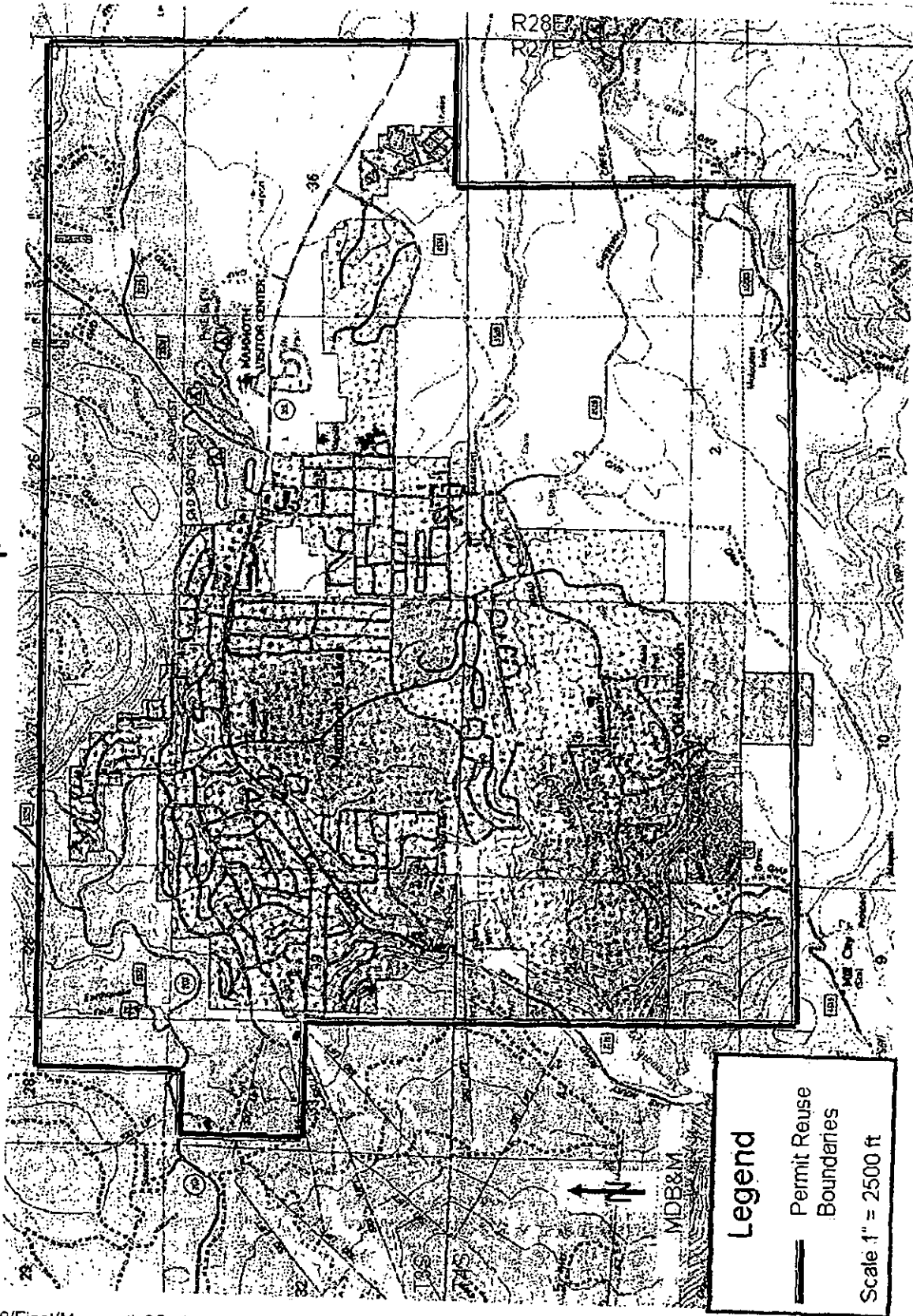


Gregory J. Norby, Secretary
Board of Directors

Appendix B

MCWD RECYCLED WATER SERVICE AREA

Permit Area Map



Appendix B

ATTACHMENT B

Rules and Regulations for Recycled Water Users

I. Introduction

On June 10, 2009, the California Regional Water Quality Control Board, Lahontan Region, adopted Board Order No. R6V-2009-0035, "Master Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Recycled Water" (Master Permit).

California Water Code section 13523.1(b) sets forth the requirements for master permits issued by the Lahontan Regional Water Quality Control Board (LRWQCB), including a condition that permittees establish and enforce rules or regulations for recycled water users governing the design and construction of recycled water use facilities and the use of recycled water, in accordance with the uniform statewide reclamation criteria established pursuant to Water Code section 13521.

A. Document Scope and Applicability

This document contains the Mammoth Community Water District Recycling Program Rules and Regulations (Rules and Regulations) governing the design, construction, operation, maintenance and monitoring of recycled water use facilities and the use of recycled water in the Mammoth Community Water District recycled water service area.

The document covers requirements for existing sites and new developments and provides the recycled water user information necessary to meet all applicable regulations.

Unless otherwise stated, these Rules and Regulations shall apply to any and all users to whom the Mammoth Community Water District (District) distributes tertiary recycled water pursuant to the Master Permit.

B. Definitions that Apply to these Rules and Regulations

Authorized Recycled Water Use Site (Site) is a site authorized for use of recycled water; the uses of recycled water and the site location must comply with the Master Permit.

Incidental Runoff is any small amount of recycled water that leaves the Site as a result of overspray or leakage from sprinklers, over watering, breaks in lines, or overflow of impoundments that contain recycled water during storms.

Master Permit means LRWQCB Order No. R6V-2009-0035 and contains requirements established by the LRWQCB for the District pursuant to Water Code section 13523.1.

Permit means any LRWQCB issued waste discharge requirements (WDRs), water recycling requirements (WRRs), or master permit.

Person is any individual, partnership, corporation, governmental subdivision or unit of a governmental subdivision, or public or private organization or entity of any character.

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Recycled water is water produced by the District that is suitable for a beneficial use.

User is any person to whom the District distributes recycled water under the Master Permit. User does not include persons who have been independently issued Permits by the LRWQCB.

User Agreement is a contractual agreement between the User and the District that establishes the conditions for recycled water service and use. (Note: "User Agreement" is the term used to describe any agreement, contract, permit, ordinance, memorandum of understanding or other such document used by the District to set the terms and conditions for the use of recycled water by a User.) The District reserves the right to alter, on a case-by-case basis, the User Agreement.

Waste Discharge Requirements (WDRs) are requirements established for the District by the LRWQCB pursuant to Water Code section 13263.

Water Recycling Criteria are the criteria established by the California Department of Public Health (CDPH) generally dealing with the levels of constituents in recycled water and the means to protect the public health. The criteria are established pursuant to Water Code Section 13521, and are contained in the CCR, Title 22, Division 4, Chapter 3; also referred to as the "Uniform Statewide Reclamation Criteria."

Water Recycling Requirements (WRRs) are requirements established for the District by the LRWQCB pursuant to Water Code section 13523.

II. Requirements for Recycled Water Users

A. User Responsibility

The User is responsible for the operation and maintenance of the recycled water system downstream of the District's point of connection with the User, unless such responsibility is otherwise clearly outlined in the User Agreement.

The District shall not be liable for any water damage or other damage caused by the User due to defective or broken plumbing or faulty service, nor shall the District be liable for damage caused by the User's facilities. This includes changes in the recycled water quality that may occur from sitting in ornamental lakes, storage tanks, pipelines, etc.

B. Water Supply Contingency

If, at any time during construction or operation of the recycled water system, existing or potential hazards are found, the District has the right and the responsibility to immediately suspend, with or without notice, recycled water service in the interest of protecting the public health.

The District may supply water to the affected area either temporarily or permanently from the potable water system with appropriate backflow protection.

C. Procedures to Obtain Permission to Use Recycled Water

The procedures are slightly different depending on whether the service is for a new facility or for an existing facility.

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Every Site must obtain a User Agreement from the District prior to receiving recycled water. User Agreements will be issued only after the Site has met all of the applicable Rules and Regulations. Typically, these requirements concern construction, inspection, cross-connection certification, Site-supervisor training, a schedule of the hours that recycled water will be utilized, and required irrigation management documentation. Following issuance of the User Agreement, a Site may receive recycled water in accordance with the requirements of the User Agreement, the Rules and Regulations, and the Master Permit.

Table 1. Process to Obtain Recycled Water for Direct Users

Process	Applicable Documents or Actions Required	Responsible Entity
Step 1 – Consult with District to determine recycled water availability and project feasibility; Review Rules and Regulations	Discussion with District General Manager and District Engineer; District's Rules and Regulations	User
Step 2 - Prepare draft plans and specifications	California Department of Public Health (CDPH) requirements in California Code of Regulations (CCR) Titles 17 and 22 , District Rules and Regulations	User
Step 3 - Submit Application for recycled water use	District's User Application Form	User
Step 4 - Identify distribution issues, verify allowed uses, estimate quantity of water and delivery schedule	Verification of information provided in the Application Form. Send conditional approval in writing with caveat that project commencement is contingent upon User receiving all regulatory approvals.	District
Step 5 – Complete California Environmental Quality Act (CEQA) Process	Make sure there is proper CEQA documentation for the Site	User
Step 6 – Consult with health agencies (recommended)	Describe project and show draft plans to CDPH and LCRWQCB	District / User
Step 7 – Finalize and submit plans and specifications	Plans and specifications submitted to DPH; DPH Cross-Connection Plan Approval Application and fee.	User
Step 8 - Provide materials and/or training to User on proper operation of a recycled water system	District's Recycled Water Users Rules and Regulations to be provided by District; Site Supervisor training to be provided by District (or an other equivalent program can be	District / User

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	substituted)	
<i>Step 9 – Consult with LRWQCB (recommended)</i>	Describe project and discuss Engineering Report needs	User / District
<i>Step 10 – Final plans and specifications</i>	Obtain approval of final plans and specifications from District	User
<i>Step 11 – Prepare / amend Engineering Report</i>	CDPH <i>Guidelines for Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water</i> ² ; District's information on water reclamation plants; User completes the Engineering Report; the District provides information related to treatment facilities; the report must be prepared and stamped by a professional engineer registered in California.	District /User
<i>Step 12 – Submit Engineering Report to District, CDPH and LRWQCB</i>	Completed Engineering Report	User
<i>Step 13 – If applicable, submit revised Engineering Report to agencies</i>	Revisions/additional information may be requested by District, CDPH and/or the LRWQCB	User
<i>Step 14 – Authorization of project under existing or new LRWQCB permit</i>	Letter or permit	District, LRWQCB; possibly CDPH
<i>Step 15 – Notification of Final Regulatory Approvals</i>	District sends copy of CDPH or LRWQCB letter or permit to User	District
<i>Step 16 - Draft User Agreement or amendment (if Site is not covered under existing Agreement)</i>	District's User Agreement	District / Direct User
<i>Step 17 – Approve User Agreement or Amendment</i>	Present User Agreement or amendment to District Board and User for approval	District / Direct User
<i>Step 18 – Pre- and post-construction inspections</i>	Contact District prior to construction to arrange for site inspections, initial cross-connection and backflow prevention device testing; District Rules and Regulations	User or Purveyor

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Step 19 – Approval of final construction	By District	User or Purveyor
Step 20 – Begin project implementation	User	
Step 21 – Submit revised as-built drawings of recycled water distribution system if necessary	Must be provided to District if any modifications have been made to original drawings	User

D. General Requirements

Use of recycled water must comply with all applicable state laws, regulations, the Master Permit, and any amendments thereto, District Ordinances, and these Rules and Regulations.

If the on-site recycled water system is found to be in violation of the Rules and Regulations, the District will direct the User to mitigate for these violations. A site inspection will be scheduled after a reasonable period to ensure compliance. Failure to comply may result in termination of recycled water service.

E. General Prohibitions

Use of recycled water for any purposes other than those explicitly approved in the User Agreement is strictly prohibited.

The User shall insure that the storage, distribution or use of recycled water shall not create a nuisance as defined in Water Code section 13050(m).

The User shall not discharge recycled water from treatment facilities, irrigation holding tanks, storage ponds, or other containment, other than for permitted reuse, except in accordance with the MasterPermit, contingency plans authorized by the LRWQCB or for an approved discharge to a municipal sewage treatment system.

F. Process to Obtain Permission to Use Recycled Water

Except as provided by District Ordinances, any User who wishes to receive recycled water produced by the Districts must enter into a User Agreement with the District. The User Agreement shall include the District’s terms and conditions for the use of recycled water.

Any User who intends to utilize recycled water produced by the District for an authorized use at a Site must file a User Application Form (Application) with the District and receive approval in writing from the District before the use of recycled water can begin for that use and Site.

The Application filed by the User shall include:

1. A detailed description of the proposed Site with:
 - (a) A map showing the specific boundaries of the proposed Site;

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- (b) The person or persons responsible for operation and maintenance of the Site (O&M Staff), including the person designated as the Site Supervisor and contact information;
- (c) Evidence that the O&M Staff and Site Supervisor have received appropriate training from the District or an equivalent training program or the date by which training will occur prior to delivery of recycled water such that the Site is operated and maintained in compliance with applicable laws and regulations, the District's Master Permit, and these Rules and Regulations; and
- (d) The specific use to be made of the recycled water at each Site.

Design plans and a description of best management practices that show that the quality of waters of the State will be protected.

2. Plans and specifications describing:

- (a) Proposed piping systems to be used;
- (b) Pipe locations for both recycled and potable systems;
- (c) Type and location of the outlets and plumbing fixtures that will be accessible to the public; and
- (d) The methods and devices to be used to prevent backflow of recycled water into the potable water system.

3. A recycled water system operations manual or the date by which a recycled water system operations manual will be submitted prior to the delivery of recycled water.

4. Emergency cross-connection response plan in accordance with the District's Operation and Maintenance Manual or the date by which the emergency cross-connection response plan will be submitted prior to delivery of recycled water.

Any User who wishes to receive recycled water produced by the District must follow the process presented in Table 1 that shows the various agencies involved in the process, documents that must be completed, how documents are routed, etc.

III. Design, Installation, and Inspection

A. Purpose

The purpose of this section is to provide designers of on-site irrigation systems with rules and guidelines for the design, installation and inspection of recycled water irrigation systems.

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B. What you can expect to find in this section

- Requirements for design, installation and inspection of new recycled water irrigation systems.
- Requirements for design, installation and inspection of existing irrigation systems that are converting from a potable to a recycled water supply

C. Design Requirements at the Service Connection

1. Exceptions for Existing Irrigation Systems

With the exception of pipe identification and pipe separation, facilities where the existing buried piping system is converted from potable to recycled water must meet the same requirements as new facilities. However, any new buried piping added to existing piping at a retrofitted site must meet the identification and separation requirements for new systems. In addition, any existing piping uncovered for any reason during construction must be marked according to pipe identification requirements to the extent feasible.

2. Required wye strainer and pressure regulator

Unless otherwise directed by these Rules and Regulations, all recycled water services must be equipped with a wye-strainer (20-mesh or finer screen) installed as close as practicable to the meter box, and a pressure regulating valve installed immediately downstream of the strainer. Both of these devices must be installed in an underground box or boxes. Prior to determining available pressure, designers should take into account the pressure losses incurred by these facilities.

3. Point of Connection Location

Designers must contact the District to verify the water meter location, the size of the lateral, and meter available to serve their facility.

4. Separation Requirements

All recycled water service laterals and meters must be at least ten feet (horizontal separation) from the nearest potable water facility, including pipelines, meters and hydrants.

Designers should check to see that laterals and meters that serve their Site meet these requirements. In the event that a horizontal separation less than ten feet has been provided, designers should bring this to the attention of the District before proceeding with on-site system design.

5. Backflow Prevention: Protection Of The Public Recycled System

Since recycled water is not used for drinking purposes, *backflow protection is not normally necessary on recycled water irrigation systems*. However, a backflow protection on the User's recycled water system will be required if it is determined that there is a backflow hazard on-site which threatens the integrity of the distribution system. Examples of Sites that may be required to install backflow protection devices are:

- irrigation Sites where direct chemical fertilizer injections systems are installed on the irrigation system,
- irrigation Sites where recycled water impoundment may cause a backflow hazard

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In such cases, backflow prevention devices might be required at the recycled water service connection or at specific, on-site locations as appropriate to the situation. Backflow prevention assemblies must be shown on plans and a type approved by CDPH. It will be the responsibility of the User to provide test reports for on-site backflow prevention devices, whereas backflow devices at the service connection fall under the District test program.

Devices must be properly maintained, inspected quarterly and tested at least annually. Backflow prevention devices, when required on recycled water systems, must be conspicuously labeled. Test equipment must be dedicated for use with recycled water. Backflow testing equipment used for recycled water must not be reused on potable water systems.

D. Design Requirements for On-site Facilities

1. No Cross-Connections

No cross-connections are allowed between the recycled water system and any other water system.

2. Pipe Separation

a. Horizontal separation

A minimum horizontal separation of ten feet between parallel, buried recycled and potable water pipelines should be maintained. If a ten-foot horizontal separation is not practical, a separation of at least four feet may be allowed subject to special construction conditions. Designers should consult with the District for specific design requirements. In no case is horizontal separation of less than four feet or construction in the same trench as potable facilities allowed.

Horizontal Separation	
Pipe Separation	Construction Requirements
Less than 4'	Not allowed
4' - 10'	Must meet one of these requirements: <ul style="list-style-type: none">• Solvent welded PVC pipe on recycled water system• Restrained PVC pipe for recycled or potable• Restrained joint ductile iron pipe on recycled water system• Soldered copper pipe on recycled water system• Sleeve potable pipe• Sleeve recycled pipe
10' or Greater	No special construction requirement

b. Vertical Separation at Crossings

Where a buried constant pressure recycled water pipeline crosses a buried potable water pipeline, it must be located a minimum of 12 inches below the potable water pipeline. Constant pressure recycled water pipelines are allowed over potable water pipelines with a minimum of 12 inches vertical separation if a full standard pipe length is centered over the

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crossing, or the recycled water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping. NOTE: Intermittently pressurized irrigation laterals may be located a minimum of 12 inches above potable water pipelines without sleeving.

Vertical Separation	
Pipe Separation	Construction Requirements
Less than 1' below potable	Not allowed
1' or greater below potable	No special construction required
Less than 1' above potable	Not allowed
1' or greater above potable	Depth of cover requirement has to be satisfied. A full standard pipe length must be centered over the crossing, or the recycled pipeline must be installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping.

3. Pipe Class

Type of Recycled Water Piping	Size	Class
Constant pressure PVC	1.5" diameter and smaller 2.0" diameter and larger	Schedule 40 or greater Class 315 of greater
Intermittent pressure PVC lateral piping		Class 200 or greater
Copper piping		Type "K" or greater

4. Depth of cover and thrust blocking

All on-site recycled water piping must be buried to a minimum depth from finished grade to top of pipe (minimum cover) according to the following schedule:

Type of Recycled Water Piping	Minimum Cover
Intermittent Pressure (all sizes)	12 inches
Constant Pressure, 2.5 inch diameter and smaller	18 inches
Constant Pressure, 3-inch diameter and larger	24 inches

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All recycled water piping other than PVC piping with solvent welded joints must be protected against movement with thrust blocks or restrained joints or other approved methods conforming to the UPC Section 609.1.4.

5. Prevent Overspray, Runoff and Ponding

Irrigation systems must be designed and operated to minimize overspray, runoff and ponding. Designers must specify appropriate irrigation devices to prevent overspray in narrow areas. In the event that, during the coverage test, noticeable overspray, runoff and/or ponding is observed, facilities will be adjusted or removed and relocated as needed. This requirement does not apply to landscape impoundments such as fountains, ponds or lakes.

6. Protection of Drinking Fountains and Outdoor Eating Areas

Drinking fountains, outdoor eating areas and other similar facilities (e.g. snack bars) located within the approved use area must be protected from overspray or contact with recycled water. Protection may be accomplished by relocating the irrigation system or relocating or modifying the protected facilities.

7. Protection of Aquifers

Irrigation systems must be designed to prevent irrigation of recycled water within 50 feet of any domestic water supply well. In addition, recycled water impoundments must be located at least 100 feet (horizontal separation) from any domestic water supply well.

8. Protection of Public Potable Water Systems – Backflow Prevention

Although not normally a part of on-site recycled water irrigation systems, it must be noted that backflow prevention devices are a required and important part of potable water service connections to sites where recycled water is used. At premises where both recycled water and potable water are present in separate piping systems with no interconnection, a reduced pressure (RP) principal backflow prevention device must be located as close as practical to the downstream side of every potable water meter.

All RP devices must be inspected quarterly and tested at least annually. The User is responsible for the coordinating the testing. An AWWA-certified backflow prevention device tester must do the device testing. Test reports must be provided to the District. The User and District must maintain records for a minimum of three (3) years.

9. Hose Bibs

Hose bibs are not allowed on recycled water systems.

E. Design Approval

Before any new recycled water system is constructed or any existing recycled water system is modified, on-site recycled water system plans prepared by the User must be approved by the District. Approval will be contingent upon evidence that all applicable design requirements for a recycled water system are satisfied and that the system as designed can be operated in

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accordance with the Rules and Regulations. While the District reviews plans, the User is responsible for meeting all applicable requirements.

F. Information Required On Plans

The following is a brief list of the information required on the plans for every on-site recycled water system. Note that compliance with every item on this list does not guarantee that the plans will be approved since regulations and policies may change and some Sites may require additional provisions.

- Indicate all **sources of water** on the plans.
- Show the location and size of all **water meters** on the piping plans.
- Show location and type of all **backflow prevention devices** for potable water systems (generally, backflow prevention devices are not used on recycled water systems).
- Show location and type of all **strainers, pressure regulating valves, and master valves**.
- Show location of all **water pipelines** (including potable and well lines) crossing the Site. If space does not permit this information to be placed on the irrigation plans, then a separate site or utility plan can be used to show this information. Exception for an existing irrigation system converting to recycled water: Although it may not be possible to show the location of all water pipelines at this Site, all locations where future recycled water piping must be separated from the potable water piping must be clearly indicated on the plans.
- Supply the following **information box** for each recycled water system with its own meter; place this information on the same sheet as the meter/point of connection it pertains to. Fill out the ten items as applicable, but do not delete any of them.

GENERAL SITE INFORMATION for RECYCLED WATER USE

1. LANDSCAPED RECYCLED WATER IRRIGATION USE AREA: *(square footage)*.
2. PUBLIC ACCESS TO SITE GROUNDS IS *(indicate: UNRESTRICTED or RESTRICTED)*.
3. OWNER: *(legal property owner's name)*.
4. PROPERTY MANAGER CONTACT: *(name, title, and telephone number)*.
5. TENANT (S): *[name(s) & phone number(s); if not applicable, state NOT APPLICABLE]*.
6. ON-SITE WELL LOCATIONS: *(for example, ONE; if none, state NONE)*.
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT. OF RECYCLED WATER APPROVED USE AREA OR WITHIN 100 FT. OF ANY RECYCLED WATER IMPOUNDMENT: *(for example, ONE; if none, state NONE)*.
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*.
9. OUTDOOR EATING AREA(S) IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*.
10. WATER FEATURES ON SITE: *(examples below; if none, state NONE)*.

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<u>Number:</u>	<u>Type:</u>	<u>Water Source:</u>
One	<i>fountain</i>	<i>recycled</i>
One	<i>pond</i>	<i>potable</i>

- Clearly identify all adjacent **streets**, and locations of all major improvements on the Site.
- Show the location of all drinking fountains, outdoor eating areas, and **other public facilities supplied with recycled or potable water service**. Public facilities include, but are not limited to, restrooms, snack bars, swimming pools, wading pools, decorative fountains and showers. Show the pipelines feeding all of these facilities.
- Show the location of any wells, lakes, ponds, reservoirs, or other **water impoundments** located on the Site or within 100 feet of the site, and indicate the type of water source.
- Indicate that the **separation between potable and recycled water lines** meets minimum requirements. (*See Design Requirements in Section III.C.*) Show sleeving where recycled water pipelines cross over potable water pipelines.
- When **potable water piping is not present** on the Site, state in a note that the cross-connection test required by the Rules and Regulations is waived for Sites where potable water piping is not present.
- **Show all details necessary** to properly construct the system, including the details conforming to the requirements of the District. The purpose of the details is to show the materials and methods necessary to clearly identify all water systems on the Site.
- Include an **irrigation equipment legend** specifying all materials of construction for the system, including:
 - A pipe schedule listing pipe sizes, materials of construction, and type of water conveyed by the piping.
 - A listing of valve types, including quick coupling valves.
 - All pertinent information for each type of sprinkler head and/or emitter.
 - Indication of purple-colored pipe with recycled water stenciling and quick coupling valves with purple covers where recycled water is used.
-
- All Sites using recycled water must post **clearly visible signs** conforming to the Master Permit. Show proposed sign locations on irrigation plans.
 - For many Sites, typical locations for signs are at the property line near crosswalks, at driveway entrances, and at outdoor eating areas.
 - For streetscapes (parkways, frontage or backup landscaping), place signs at street corners and entranceways as appropriate to notify passersby. In any case, signs must be placed no further than 1,000 feet apart.
 - For medians, a sign should be placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.

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- For decorative fountains, ponds, and other water features, a sign should be placed at the feature.
- Add a **signature line** for the the District to all irrigation plan sheets, detail sheets, and specification sheets that pertain to the recycled water irrigation system.

G. Installation and Construction Inspection

1. Pipe Identification

a. Installation criteria

All new piping, whether for a new or retrofitted system, must be installed according to the approved plans and marked per these Rules and Regulations to clearly distinguish between recycled water and potable water systems.

b. Identification of Buried Recycled Water Lines

The use of purple colored pipe with continuous wording "RECYCLED WATER – DO NOT DRINK" printed on opposite sides of the pipe is the preferred method for identification of new buried recycled water piping (constant-pressure mainlines/intermittent-pressure laterals). Pipe must be laid with wording facing upwards.

An acceptable alternative: all new buried recycled water lines (constant-pressure mainlines/intermittent-pressure laterals) must be identified by continuous lettering on three inch (3") minimum width, purple marking tape with one inch black or white contrasting lettering bearing the continuous wording "RECYCLED WATER – DO NOT DRINK." This tape must run continuously on top of all piping (mainlines and laterals) and must be attached to piping with plastic tape banded around the marking tape and the pipe every five feet on center. Marking tape must extend to all valve boxes and/or vaults and exposed piping.

c. Identification of Existing Buried Recycled Water Lines

Existing buried piping which will be converted to recycled water use need not be marked unless the piping becomes exposed, such as during installation of new pipeline or maintenance of existing pipe. The exposed section must be marked as indicated above for new piping.

d. Identification of Above Grade Recycled Water Lines

All above grade recycled water pipelines, whether new or existing, must be labeled with the words " RECYCLED WATER - DO NOT DRINK" and color coded purple to differentiate recycled water pipelines from potable water pipelines. If purple identification tape is used to label the pipe and/or color code the pipe, the tape must be adhesive, permanent, and resistant to environmental conditions. Purple bands may also be painted around the circumference of the pipe at ten-foot intervals for color-coding. Purple PVC pipe is not an acceptable alternative for color-coding because the purple color will fade when exposed to sunlight.

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e. Identification of Recycled Water Lines Inside Structures

Exposed (not buried) constant pressure recycled water irrigation pipelines, such as copper or galvanized pipelines, that might be used in a structure such as a parking garage to route recycled water, must be identified per UPC Appendix J, with the exception that the labeling on the piping must read "CAUTION: RECYCLED WATER – DO NOT DRINK." Intermittent-pressure lines inside a structure must be identified by affixing decals to this piping at ten-foot intervals and wherever the piping changes directions. These decals must be purple in color and must be imprinted in nominal one-inch-high, black, uppercase letters, with the words "RECYCLED WATER – DO NOT DRINK," and must be adhesive, permanent, and resistant to environmental conditions.

2. Valve Boxes

All remote control valves, isolation valves, pressure reducing valves, and strainers for on-site recycled water systems must be installed below grade in a valve box. Green, black, or purple valve boxes and lids are acceptable.

Valve boxes must have an advisory label or "nameplate" permanently molded into or affixed onto the lid with rivets, bolts, etc. Labels must be constructed of a purple weatherproof material with the wording "RECYCLED WATER - DO NOT DRINK - NO TOMAR" permanently stamped or molded into the label.

3. Quick Coupling Valves

New quick coupling valves must be made specifically for recycled water use. New quick coupling valves must be 3/4-inch or one-inch nominal size and of brass construction with a maximum working pressure of 150 psi. The covers on all new quick coupling valves must be permanently attached and made of purple rubber or vinyl with the words "RECYCLED WATER" imprinted on the locking cover. To prevent unauthorized use, the valve must only be operated by a special coupler key for opening and closing the valve. New quick coupling valves must be installed approximately 12 inches from walks, curbs, header boards or paved areas. Quick coupling valves used in the recycled water system must be installed in a valve box, where applicable, and a recycled water identification tag must be permanently attached to the quick coupling valve or the inside of the box so that it is clearly visible when the box lid is removed.

Any wands, sprinkler heads, fittings, or other attachments used in conjunction with the quick coupling valves must be labeled with the words, "RECYCLED WATER - DO NOT DRINK." Attachments used in a recycled water system must not be used in a potable water system.

The installation of quick coupling valves on a potable water system in the vicinity of a recycled water irrigation system must be of a different type to prevent accidental cross-connection or contamination by accidentally interconnecting or interchanging attachments. Keys and attachments must not be interchangeable. Retrofitted potable water system quick coupling valves must be modified to meet standards for new recycled water quick coupling valves.

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4. Other Valves and Devices

a. Isolation Valves

New and existing isolation valves must be installed in a marked valve box with a recycled water identification tag on the valve operator or, if the valve operator is too deep to reach, at the top of the valve box extension.

b. Remote Control Valves

New and existing remote control valves must be installed in a marked valve box with a recycled water identification tag on the valve.

c. Pressure Regulating Valves and Strainers

New and existing pressure regulating valves and strainers must be installed in a marked valve box with a recycled water identification tag on the valve/strainer.

d. Water Meters, Pumps, Pump Control Valves, Air/Vacuum Relief Valves

All of these recycled water devices must be tagged with a recycled water identification tag.

e. Recycled Water Backflow Prevention Devices

If applicable, these devices must be tagged with a recycled water identification tag.

f. Potable Water System Devices

At recycled water use sites where potable water is used, all potable water meters and above grade water devices, such as backflow prevention devices and hose bibs, must be tagged or labeled with potable water identification tags, or labels.

5. Identification Tags and Stickers

Identification tags and stickers must be weatherproof and durable, such as plastic or plastic coated. Recycled water identification tags and stickers must have a purple background with permanent black lettering stating "RECYCLED WATER - DO NOT DRINK" and "AVISO, AGUA IMPURA - NO TOMAR". Potable water identification tags and labels must have a blue background with "POTABLE WATER" and "AGUA PARA TOMAR" in permanent black lettering.

6. Irrigation Controllers

New recycled water system controllers must be automatic with multiple start/stop times for any 24 hour period and installed according to the approved plans and local codes. All recycled water system controllers must be identified by affixing a sticker or "nameplate" to the outside of the controller cabinet, the inside of the controller cabinet, or the outside or inside of the controller cabinet enclosure. Stickers or nameplates must be weatherproof, and must contain wording in English and Spanish indicating that the controller is for a recycled water system.

7. Irrigation and Water Feature Advisory Signs

All Sites using recycled water must post clearly visible signs conforming to the Rules and Regulations and installed per the locations indicated on the approved plans.

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a. Irrigation Systems at Fenced Facilities

Advisory signs indicating the use of recycled water must be installed at all entrances to the User's facility. The District may require additional signing on a case by case basis.

b. Irrigation Systems at Facilities Not Surrounded by Fences

Advisory signs must be placed where they can be easily seen. To the extent necessary to advise passerbys, signs must be posted at the property line near crosswalks, at driveway entrances, at outdoor eating areas, or as otherwise determined by the District. For streetscapes (parkways, frontage or backup landscaping), place signs at street corners as appropriate to notify passerby. Signs must be placed no further than 1,000 feet apart. For medians, a sign is usually placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.

The signs must include the words "IRRIGATED WITH RECYCLED WATER - DO NOT DRINK – NO BEBER." The lettering on the signs must be a minimum of 1/2-inch in height and must be black or white on a purple colored background and include the District logo. Where required for aesthetic or corporate identity purposes, alternate color-coding schemes may be adopted subject to the approval of the District. Consult the District for final approval of signs using alternate color-coding.

c. Decorative Fountains, Ponds, and Other Water Features

Minimum requirements for water feature signs:

- Minimum wording: "This _____ [*insert type of water feature here, such as Fountain, Pond, etc.*] Uses Recycled Water – Do Not Drink – No Beber."
- Minimum size: no less than 4 inches high by 8 inches wide.
- Must be permanently, legibly printed and posted in conspicuous places.
- Colors for lettering and background follow the same guidelines as for irrigation signs.

The District must be consulted for final approval of all signs, as well as the number of signs required per water feature and the placement of those signs.

H. Vehicle Requirements

Vehicles used for distributing recycled water for soil compaction and dust control or other uses shall have an adequate tank and plumbing systems to ensure that leaks and ruptures will not occur in the course of normal use.

Control valves shall be provided and configured such that recycled water can be applied in a controlled fashion on the Site and completely retained during transit.

Spray heads or nozzles shall be provided and configured such that recycled water is applied to prevent runoff, ponding, or windblown spray conditions.

Each tank shall be equipped with an approved air-gap separation between the filler tube and the tank to prevent back-siphonage.

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Each tank used to store and/or transport recycled water must be flushed and disinfected prior to storage and/or transport of potable water or recycled water of better quality.

The vehicles shall be clearly labeled to indicate that recycled water is contained in the vehicle.

I. Required Temporary Connection to Potable Water Service

In order to prevent cross-connections, an irrigation system is usually not allowed to receive recycled water until its Site has passed a required cross-connection test. This means that this irrigation system must be supplied with water from a jumper (temporary connection) to an on-site potable water system up to and during the cross-connection test. After passing this test, the jumper must be removed and the system connected to the recycled water meter. Jumpers, providing water from the public recycled water system into the on-site recycled water system, are prohibited at all times. Irrigation systems not needing a temporary potable water source are usually systems where there is no potable water at the site, such as some streetscapes and medians.

J. Inspection

1. Construction Inspection

The LRWQCB requires that the District conduct on-site inspections during the construction phase to ensure that materials, installation and procedures are in accordance with the approved plans, specifications, and all applicable regulations. Accordingly, the User must notify the District of the schedule for all phases of planning, construction and start up so that inspections can be scheduled. The constant-pressure mainline piping portion of all systems must conform to the requirements of the UPC Sections 103.5.1 through 103.5.4.2.

2. Cross-Connection Test

The User must conduct a cross-connection test (and the User's Site must pass this test) before connecting the User's recycled water irrigation system to the District's recycled water system at any Site where both recycled and potable water are present in separate piping systems. This test is to ensure the absolute separation of the recycled and potable water systems. The User must notify the District at least 48 hours prior to the test so that members of the District may be present. The cross-connection test must be done under the supervision of the District's representatives and performed by an AWWA-certified cross-connection control specialist hired by the User. The Site Supervisor must be present at the test. The test must be done with potable water charging the irrigation system (*see Required Temporary Connection to Potable Water Service in Section III.I.*) A written report documenting the test results must be submitted by the certified cross-connection control specialist to the Site Supervisor and the District following test completion. Cross-connection test procedures are contained in **Appendix E**.

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3. Final Inspection and Approval to Receive Recycled Water

Before the recycled water irrigation system is connected to recycled water, the District (or its designated representatives) will perform a final inspection to ensure all requirements have been met. This inspection may be coordinated with the cross-connection test. The District's inspector will check to see that the proper equipment was used and that all required tags, labels, and signs are in place.

The District must grant final approval before recycled water can be supplied to the Site. Final approval will be granted when construction has been completed in accordance with approved plans and specifications, all cross-connection tests have been performed, a final on-site inspection has been conducted, and all requirements have been met satisfactorily. After the User Agreement is approved by the District, and all applicable fees have been paid, the District will authorize the installation of the recycled water meter. The CDPH will be forwarded a copy of all test and inspection reports as well as notification that recycled water service has started. During the lifetime of the recycled water system, the District will periodically inspect the recycled water system to ensure compliance with all applicable rules and regulations.

4. Coverage Test

The User is responsible for minimizing overspray, runoff, and ponding from their recycled water irrigation systems – new or converted to recycled water. To ensure that any overspray, runoff, or ponding is in accordance with the Rules and Regulations, the District will conduct an inspection of the on-site system. After the on-site system begins receiving recycled water, the User or User's representative must contact the District to schedule a coverage test walk through of the system. The User or User's representative must be in attendance and have persons in attendance capable of making system adjustments. If modifications to the system (other than minor adjustments) are required, the User will be notified in writing of the changes required. Any required modifications to the system must be made in a timely manner. All modifications to the system are the responsibility of the User, and the User must pay all costs associated with such modifications.

5. Record Drawings

The User – or User's contractor – must prepare record drawings to show the recycled water irrigation system as constructed. These drawings must include all changes in the work constituting departures from the original contract drawings including those involving both constant-pressure and intermittent-pressure lines and appurtenances. All conceptual or major design changes must be approved by the District before implementing the changes in the construction contract. The recycled water irrigation system record drawings must be submitted to the District within ninety (90) days of the Site receiving recycled water.

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Operation and Maintenance Plan for Recycled Water Users

This Operations and Maintenance Plan for Recycled Water Users (Manual) identifies general requirements for the operation and maintenance of a recycled water system within the Mammoth Community Water District Recycled Water Service Area. The words capitalized herein shall have the same meaning as in the Rules and Regulations for Recycled Water Users.

I. User General Responsibilities

By accepting recycled water service, the User agrees to comply with the Rules and Regulations for recycled water use. It is the User's responsibility to provide surveillance and supervision of its on-site recycled water system in a way that assures compliance at all times with the Rules and Regulations and the Master Permit.

II. Recycled Water Use Area Site Supervisor

A. Site Supervisor Designation

The User must designate a representative to be the Site Supervisor of the Site. The Site Supervisor represents the owner, tenant, or property manager as a liaison to the District. The Site Supervisor must have the authority to carry out any requirements of the Rules and Regulations and/or the District. It is recommended that the Site Supervisor be an employee who is permanently stationed at the Site. At a minimum, the Site Supervisor must make frequent visits to the Site.

B. Site Supervisor Training

The designated Site Supervisor must attend a Site Supervisor Certification Workshop, or District approved equivalent, no later than 15 days prior to receiving recycled water service. Failure to attend the Site Supervisor Certification Workshop may result in the termination of recycled water service.

C. Changing the Site Supervisor

The User must notify the District immediately of any change in personnel for the Site Supervisor position. Upon a change in personnel, the new Site Supervisor must attend a Site Supervisor Certification Workshop, or District approved equivalent, no later than 15 days prior to the position change. Failure to attend the Site Supervisor Certification Workshop may result in the termination of recycled water service.

D. Requirements of Site Supervisor Position

- Received training and be able to demonstrate knowledge of the application and maintenance of a recycled water system.
- Be available to the District at all times and have the authority to carry out any requirements of the District.
- Be responsible for the installation, operation and maintenance of the recycled and potable water systems, and for the prevention of potential hazards or potential violations regarding recycled water use.
- Ensure that notification signs at the Site are properly installed and maintained, and that all recycled and potable water facilities are properly labeled, tagged or otherwise identified.

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- Be knowledgeable of the provisions contained in Titles 17 and 22 of the California Code of Regulations relating to the safe use of recycled water and maintain accurate records.
- Be aware of, and familiar with, this Manual.
- Ensure that all employees of the Site involved with the use of recycled water are instructed in the safe and responsible use and handling of the recycled water.
- Immediately inform the District of any failures, violations and emergencies that occur involving the recycled or potable water systems.
- Ensure that there are no cross-connections made between the potable and recycled water systems. Be familiar with the basic concepts of backflow and cross-connection prevention, system testing, and related emergency procedures, and participate in all cross-connection tests.
- Conduct an annual self-inspection of the Site and provide a written report to the District.

III. Personnel Training

It is the responsibility of the User to train all operations personnel so they are familiar with the use of recycled water. Supervisory personnel and the Site Supervisor shall ensure that employees are not using recycled water carelessly or improperly. Any training program should include, but not be limited to, the following:

- Operations personnel must be aware that recycled water, although highly treated, is non-potable. Recycled water may never be used for human consumption.
- Operations personnel must understand that working with recycled water is safe if common sense is used and appropriate regulations are followed.
- Operations personnel must understand that conditions such as ponding, runoff and windblown spray into unapproved areas are not allowed.
- Operations personnel must understand that there is never to be a direct connection between the recycled water system and the potable water system.
- Operations personnel must become familiar with the Rules and Regulations.
- Good personal hygiene must be followed (for example, washing hands after working with recycled water).

Training programs should also instruct personnel in proper procedures for reporting unauthorized discharges, identifying and correcting cross connections, and modifying the system in the event of an earthquake or other disaster.

IV. General System Operations

A. System Responsibilities

The District is responsible for the operation and maintenance of the recycled water system upstream of and including the recycled water meter.

The User is responsible for maintaining and operating the on-site recycled water system downstream of the recycled water meter. This includes the following:

- Obtain all permits required for the operation and maintenance of the on-site recycled water system.
- Apply recycled water in accordance with the Rules and Regulations.
- Maintain the on-site recycled water system, including signs, markings, and tags in accordance with the Rules and Regulations.

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- Ensure all materials used during the repair and maintenance of the system are approved or recommended for recycled water use.
- Obtain prior authorization from the District before making any modifications to the approved recycled water system.
- Report all violations and emergencies to the appropriate local authority.
- Submit annual self-inspection report to the District.

B. Site Operating Conditions

The User must comply with the following conditions.

1. Runoff Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical runoff outside the approved use area.

2. Ponding Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical ponding within or outside of the approved use area. This does not apply to approved recycled water impoundments.

3. Windblown Spray Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical windblown spray from leaving the approved use area. The recycled water system must be operated to prevent overspray or windblown spray into unapproved areas.

4. Unapproved Uses

Use of recycled water for any purposes other than those explicitly described in the Master Permit is strictly prohibited.

5. Use in Unapproved Areas

The delivery and use of recycled water for any reason, including approved uses, in areas other than those explicitly approved in the User Agreement and without the prior approval of the District, is strictly prohibited.

6. Cross-Connections

Cross-connections, as defined by the California Code of Regulations, resulting from the use of recycled water or from the physical presence of a recycled water service, whether by design, construction practice, or system operation, are strictly prohibited.

If any cross-connection is discovered, the User shall immediately turn off the system, notify the District and implement an emergency cross-connection response plan.

7. Hose Bibbs

Hose bibbs or other appurtenances that might allow public access to the recycled water system for unapproved use or for cross-connection to the potable water system are strictly prohibited in all areas accessible to the general public. In these areas, only quick-couplers are allowed and must be of a different type than those that may be used on the Site's potable water system. Hose bibbs may be used on the recycled water system in areas that do not allow any public access but must be conspicuously labeled "RECYCLED WATER -- DO NOT DRINK" in both English and Spanish (or any other language determined by the District to be in common use in the area), along with a "Do Not Drink" symbol. Workers in these areas must be instructed not to drink from these hose bibbs.

8. Drinking Fountains and Eating Areas

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Drinking fountains located within the approved use area must be protected from contact with recycled water by direct application through irrigation or other approved use. Lack of protection, whether by design, construction practice or system operation, is strictly prohibited.

9. Periods of Operation

Operation of the User's on-site recycled water system must adhere to the following requirements.

- Irrigation may only occur during periods of least use of the approved area by the general public. This is usually between the hours of 10 p.m. and 6 a.m.; however, areas where public access is generally prohibited or minimized, such as construction dust control, commercial nurseries and freeway landscaping, may be irrigated at such times specifically approved by the District.
- Consideration should be given to allow a reasonable dry-out time before the area is to be used by the public.
- Automatic control systems are to be used and programmed to prevent ponding and runoff of recycled water.
- The recycled water system must not be allowed to operate for periods longer than needed to satisfy the landscape water requirements. Recycled water must never be applied at a rate that is greater than the infiltration rate of the soil. Exceptions to this requirement for purposes such as leaching of soil must be specified in the User Agreement.
- Even though tertiary-treated recycled water is approved for full-body contact by the State Department of Public Health, irrigation of public areas during other times may be performed if the irrigation system is operated manually and is supervised to avoid inadvertently exposing any members of the general public. This provision must be strictly followed.
- Inadvertent public contact with recycled water irrigation spray must always be avoided.

V. General System Maintenance

A. Preventive Maintenance

The User must implement a preventive maintenance program that will ensure that the recycled water system always remains in compliance. A preventive maintenance program should include but not be limited to the following:

A maintenance program for backflow prevention assemblies that includes at least annual testing by a tester certified by the American Backflow Prevention Association (ABPA) or AWWA must be carried out. Records of annual tests, repairs and overhauls must be kept by the User with copies forwarded to the District and others as required by law.

The Site Supervisor is required to perform preventive maintenance to ensure that the recycled water system always remains in compliance with the Rules and Regulations. As part of a preventive maintenance program, the Site Supervisor should:

- Perform regular inspections of the entire recycled water system including sprinkler heads, drip irrigation system emitters, spray patterns, piping and valves, pumps, storage facilities, lakes, controllers etc. Immediately repair all broken sprinkler heads, faulty

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spray patterns, leaking pipes or valves, or any other noted condition that violates the recycled water use requirements.

- Check all recycled water identification signs, tags, stickers, and above grade pipe markings for their proper placement and legibility. Replace damaged, unreadable, or missing signs, tags, stickers, and pipe markings.
- Check spray patterns to eliminate ponding, runoff and wind blown spray conditions. If evidence of ponding or runoff is noted, affected areas should be indicated on a sketch and sprinkler heads should be adjusted to prevent further ponding or runoff. Evidence of mosquitoes breeding within ponding should be noted and immediately eliminated.
- Establish and maintain an accurate record keeping system of all inspections, modifications and repair work.

B. Equipment Cleaning

Any device, hose, pipe, meter, valve, tank, pump, truck, etc. which has been used with recycled water may not be used to convey potable water nor attached to the potable water system unless it is cleaned, disinfected and approved by the District per District requirements.

C. Irrigation System Modifications

The User must not make any modifications to its on-site recycled water system (or potable system, if it is in close proximity to the recycled system) without the prior approval of the District.

This includes modifications to the approved plans or to an operational system. Detailed plans of any modifications should be submitted to the District and the modifications inspected and approved by the District before their being placed in operation.

However, routine maintenance of the irrigation system, such as pipeline repairs, sprinkler replacement and other similar activities that don't result in a substantial change in either the recycled or potable water systems, or any agreed to operating plans, do not need prior approval by the District.

Emergency modifications or repairs that must be made by the User to its system in order to prevent contamination, damage or a public health hazard shall be covered under emergency procedures.

Additionally, converting any piping used for recycled water back to potable water, such as switching from a recycled water system to a backup potable water system, requires prior approval of the District.

VI. Emergency Procedures

A. Emergency

In case of earthquake, flood, fire, major freeze, nearby construction, or other incident, which could cause damage to the recycled or potable water systems, the Site Supervisor must inspect the domestic and recycled water systems for damage as soon as it is safe to do so. If either system appears damaged, both the domestic and recycled water systems should be shut off at their points of connection. The Site Supervisor must immediately contact the District for further instruction.

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B. Contamination of Potable Water

If contamination of the potable water system is suspected or known, due to a cross-connection on the User's premises, the User must immediately notify the District. The User shall invoke immediately the *Emergency Cross-Connection Response Plan* described below. In case of contamination of the potable water system due to a cross-connection on the User's premises, the District and the County Health Department must be immediately notified by the User. The User shall immediately invoke the Emergency Cross-Connection Response Plan.

C. Emergency Modifications

Emergency modifications or repairs can be made by the User to the recycled water system without the prior approval of the District to prevent contamination, damage or a public health hazard. As soon as possible after the modification (but within three days), the User must notify the District of the emergency modifications and file a written report.

D. Emergency Cross Connection Procedures

In the event that a cross-connection is suspected or occurs, the following emergency cross connection response plan must be implemented immediately:

1. The User must notify the District by telephone immediately. This notification must be followed by a written notice within 24 hours that includes an explanation of the nature of the cross-connection, date and time discovered, and the contact information of the person reporting the cross-connection.
2. The District will notify the Mono County Public Health - Environmental Health Division and State Department of Public Health (DPH) of the reported cross connection.
3. The User must immediately shut down the recycled water supply to the facility.
4. The User must keep the potable system pressurized and post "Do Not Drink" signs at all potable water fixtures and outlets.
5. The User must provide bottled water for employees until the potable water system is deemed safe to drink.
6. The User must follow the procedures outlined by the State DPH and the District.

After final approval has been obtained from the State DPH, the District will bring the recycled water system back into service and inform the User to remove the "Do Not Drink" signs from all potable water fixtures and outlets.

VII. Irrigation Management Plan

The User shall prepare and submit to the District an Irrigation Management Plan which shall include measures to ensure the use of recycled water occurs at an agronomic rate while employing practices to ensure irrigation efficiency necessary to minimize application of salinity constituents (by mass) to

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Recycled Use Ares. The Irrigation Management Plan shall be for each Site served and shall account for the following:

- i. Soil Characteristics;
- ii. Recycled water characteristics (nutrients, including nitrogen and phosphorous content, specific ion toxicity, including chloride, boron, sodium, bicarbonate; and other parameter);
- iii. Requirements of the plant species being irrigated (e.g., seasonal demand, climate, nutrient requirements);
- iv. Climatic conditions; (e.g., precipitation, evapotranspiration rate, wind);
- v. Other supplemental nutrient additions (e.g., chemical fertilizers) used in the operation of the Use Area; and,
- vi. Management of impoundments used to store or collect recycled water.

Evaporation / Transpiration

The Irrigation Management Plan also shall include sub-irrigation management plans that insure the use of recycled water occurs at an agronomic rate while employing practices to ensure irrigation efficiency necessary to minimize application of salinity constituents (by mass).

VIII. Site inspections

A. Periodic Site Inspections

Periodic site inspections by the District of the User's recycled water irrigation system are mandated in Water Code Section 13523.1(b)(5). Such inspections include, at a minimum, the visual inspection of all back-flow prevention devices, pump rooms, exposed piping, valves, pressure reducing stations, points of connection, sprinklers, controllers, lakes, storage facilities, signs, labeling, tags, etc. The Site Supervisor's maintenance records also will be inspected. The District will conduct periodic inspections of the User's system and report all violations to the appropriate regulatory agency according to applicable procedures established by law.

The District reserves the right to make unannounced inspections of the Site's facilities, although at reasonable times.

Upon completion of the inspection, a Site inspection report form shall be signed and dated by both the Site Supervisor and the District. The original form should be kept by the District entity with copies going to the Site Supervisor and any required regulatory agency.

Should a cross-connection be discovered during the inspection, the Emergency Cross-Connection Response Plan shall be immediately implemented by the Site Supervisor.

B. Annual Self Inspection Report

The User shall conduct an inspection at least once per year while the recycled water system is in use. The results of this inspection must be documented and submitted in a written report. The District will mail the report form to the Site Supervisor once a year. The Site Supervisor must submit the results of the observations, along with a description of any corrective actions taken. Upon completion, the Site Supervisor must keep a copy of the report for the User's records and must return the original. The questions on the annual inspection report are as follows:

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1. Is there evidence of recycled water runoff from the Site? Show affected area on a sketch and estimate volume.
2. Is there an odor of wastewater origin at the irrigation Site? If yes, indicate apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odors.
3. Is there evidence of recycled water ponding, and/or evidence of mosquitoes breeding within the irrigation area due to ponded water?
4. Are warning signs, tags, stickers, and above ground pipe markings properly posted to inform the public that irrigation water is recycled water, which is not suitable for drinking?
5. Is there evidence of leaks or breaks in the irrigation system piping, or tubing?
6. Is there evidence of broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers?
7. Has your designated Site Supervisor changed in the past year?
8. What corrective actions are being taken to correct any problems noted above?

IX. Unauthorized Discharge

An unauthorized discharge is any amount of recycled water that leaves the Site. The Site Supervisor must report to the District any unauthorized discharge of recycled water, at which time the District will specify if a written report is required. In the event of an unauthorized discharge, the Site Supervisor should make every effort to contain the recycled water and prevent it from entering the storm drain. Contact the District for further directions and disposal instructions.

It is the responsibility of the User to report to the District all system failures that result in an unauthorized discharge of more than 50,000 gallons of tertiary treated recycled water. An immediate oral report followed by a written report is required.

X. Operating Problems

A. Notification

In the event of a break in the system, low pressure, low flow or poor water quality, the User should notify the District.

It is the responsibility of the Site Supervisor to immediately notify the District of any failure or cross-connection in his/her recycled or potable water system, whether or not he/she believes a violation has occurred. It also is the responsibility of the Site Supervisor to immediately notify the District of any violation he/she believes might imminently occur because of any action the User's personnel might take during the operation of the recycled or potable water systems.

If there are any doubts whether a violation has occurred, it is the responsibility of the Site Supervisor to report each occurrence to the District so a decision can be made. It is then the District's responsibility to notify the LRWQCB and local governing agencies of any violations.

B. Violations

Violations of the User Agreement and Rules and Regulations may include but not be limited to non-compliance with any of the following prohibitions: runoff conditions, ponding conditions, windblown spray conditions, leaks or spills resulting from broken or damaged pipelines or appurtenances, unapproved uses, disposal in unapproved areas, cross-connections, unprotected

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drinking fountains and unauthorized or prohibited use of hose bibbs, whether willful or by accident. Any willful or accidental act of noncompliance with any existing federal, state or local ordinance, code, law or statute regulating the use of recycled water constitutes a violation.

C. Corrective Action

If the District's investigation reveals that a violation has occurred on the Site, the District must immediately notify the User of the violation and what corrective actions must be taken. It is the responsibility of the User to immediately initiate corrective action to eliminate the violation. If the District believes the violation constitutes a hazard to the public health, the District must immediately stop recycled water service to the User. It will be at the discretion of the District to decide if a violation has been adequately corrected. The District may impose a startup fee upon resumption of service to a User whose service has been terminated, depending on the provisions of the User Agreement.

D. Causes for Termination of Service

The District reserves the right to revoke a User's Agreement if any or all of the service conditions are not satisfied at all times. Service to a User may be terminated any time if:

- The District's distribution system is not capable of supplying recycled water.
- The quality of the recycled water does not comply with the requirements of the Master Permit or the LRWQCB.
- The User's operation does not conform to all applicable regulations, permit requirements and/or the terms of the User's agreement.
- There is nonpayment of service fees and charges by the User.

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Monitoring and Reporting/Compliance and Inspection Program

This Monitoring and Reporting/Compliance and Inspection Program (Program) is prepared to satisfy the requirements of the Master Permit. The capitalized terms herein shall have the same meaning as set forth in the Rules and Regulations for Recycled Water Users.

I. MONITORING

A. Flow Monitoring

The District shall record the total volume, in million gallons, and the average flow rate, in million gallons per day (mgd), of recycled water provided by the District to each User. This information must be recorded and reported for each calendar month.

B. Agronomic Application Rate Monitoring for Fertilizers and Recycled Water

1. For each calendar month, the District shall record and provide a tabular comparison of the:
 - a. volume of water required for plant growth in each irrigated area;
 - b. volume of recycled water (and supplemental water) applied to each irrigated area; and
 - c. number of acres for each irrigated area.
2. For each calendar month, the District shall record, and provide a tabular comparison of, the:
 - a. amount of nitrogen (N) needed for plant growth in each landscape and agricultural area;
 - b. total amount of N applied to each area, including the amount of N in the recycled water and the amount of N in any fertilizer applied; and
 - c. number of acres for each area.

C. Recycled Water Quality Monitoring

Samples of the recycled water following tertiary treatment and leaving the District Wastewater Treatment Plant for reuse by Users must be collected and analyzed to determine the magnitude of the following parameters:

Parameter	Units	Type	Minimum Frequency		
Turbidity ¹	NTU	Recorder	Continuous		
Total chlorine residual	mg/L	Recorder	Continuous		
Modal contact time ²	minutes	Calculated	Daily		
CT value ³	mq-minutes/L	Calculated	Daily		
Total Coliform	MPN/100mL	Grab	Daily		
Kieldahl Nitrogen	mq/L	Composite	Weekly		
Ammonia Nitrogen	mq/L	Composite	Weekly		
Nitrate Nitrogen	mq/L	Composite	Weekly		
Total Dissolved Solids	mg/L	Composite	Monthly		
Sulfate	mq/L	Composite	Monthly		
Chloride	mg/L	Composite	Monthly		
Total Trihalomethane	u/L	Grab	Quarterly		
n-nitrosodimethylamine	u/L	Grab	Quarterly		
Priority Pollutants, excluding asbestos	as specified	Grab	Semi Annually		

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(Appendix A to 40CFR part 423)					
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¹For each 24-hour period, record and report the following: average turbidity, amount of time (minutes) the turbidity exceeded five (5) NTUs (if any), and the maximum turbidity.

²The modal contact time at the highest and lowest flows must be recorded and reported for each 24-hour period where there is production of disinfected tertiary recycled water. The "modal contact time" is the amount of time elapsed between the time that a tracer, such as salt or dye, is injected into the influent at the entrance to a chamber and the time that the highest concentration of the tracer is observed in the effluent from the chamber. For the purpose of this determination, modal contact time shall be derived from a predetermined plot correlating modal contact times to varying flow conditions. (CCR, title 22, sec 60301.600)

³the lowest CT value must be calculated for each 24-hour period. $CT \text{ (mg-minutes per liter)} = \text{chlorine residual (mg/L)} \times \text{modal contact time (minutes)}$. To calculate the lowest value, first record the following data for the 24-hour period:

- a. Modal contact time under highest flow and corresponding total chlorine residual at that time.
- b. Lowest total chlorine residual and corresponding modal contact time.
- c. Highest total chlorine residual and corresponding modal contact time.
- d. Modal contact time under lowest flow and corresponding total chlorine residual at that time. Next, calculate CT values for each of the four conditions, above. The lowest of the four calculated CT values is the lowest CT for the period.

D. Drinking Water Supply Monitoring

For each semi-annual period (January -June; July -December), a report must be submitted to the LRWQCB providing the results of California Department of Public Health-specified drinking water supply monitoring for municipal supply wells located within a half-mile of any authorized recycled water use site having received recycled water within the previous six months. Groundwater elevations at the time of sampling must also be provided for each well. The reports must be included with the quarterly monitoring reports providing results from the second and fourth quarterly monitoring periods, as specified by Requirement No. II.B of this Monitoring and Reporting Program.

E. Quarterly Recycled Water Use Monitoring

The District must record the following information each quarter (quarters defined in requirement No. 11.8, below) in accordance with Water Code section 13523.1 (b)(4):

1. The total number of Sites that received recycled water during the quarter.
2. A list of all recycled water use Sites. For each Site, the list must include:
 - a. Site name
 - b. Site location
 - c. Name of underlying hydrologic area
 - d. User name
 - e. Type of use
 - f. Site area (acres)
 - g. Date of District recycled water use approval
3. A map of suitable scale showing the boundary of the District's recycled water service area defined in Finding No.9 of the Master Permit and showing the approved recycled water use Site locations.

F. Inspections and Enforcement Monitoring

1. The District must provide in its annual report (see Requirement No. II.C, below) an inspection schedule for all recycled water use facilities. The inspection schedule shall document the date of each facility's prior inspection and its respective compliance status. Any facility with a reported incidence of

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noncompliance in its most recent inspection report must be re-inspected no later than one year from its prior inspection. Any facility that was in compliance during its most recent inspection must be scheduled for a re-inspection no later than three years from its prior inspection.

2. The District must record and report on a quarterly basis all recycled water use Sites inspected pursuant to Requirement No. I.B.4 of the Master Permit during each respective quarter (See Requirement No. II.B., below). The list of Sites inspected must include the following information for each recycled water use Site:

- a. Date of inspection, name of recycled water use Site, user name, and type of use.
- b. A description of all noted violations (including compliance with Requirement Nos. I.C.1 through I.C.14 of the Master Permit).
- c. The date compliance was achieved and the respective corrective action taken, if applicable.
- d. A description of enforcement action taken (if any), including any schedule for achieving compliance.
- e. Date of prior compliance inspection.

3. The District must inspect every month all signage that informs the public that recycled water is currently being used for irrigation purposes at each irrigation recycled water use facility. Maintenance of this signage is required. The results of this inspection must be reported by the District in its quarterly report (see Requirement No. II.B, below).

4. The District must inspect every month all Best Management Practices (BMPs) in place to prevent contamination of potable water supplies (including groundwater). The results of this inspection and measures taken to maintain and repair these BMPs must be reported by the District in its quarterly report (see Requirement No. II.B, below).

5. The District must inspect the recycled water distribution system annually for cross connections with the potable water supply.

6. The District must annually pressure test the recycled water distribution system for leaks or drops in pressure.

G. Operation and Maintenance Monitoring

The District must record and maintain records of all actions and analytical results necessary to demonstrate compliance with California Department of Public Health conditions identified in the Master Permit Requirement No. II.B., and to document any operational problems and maintenance activities with the recycled water treatment facilities, distribution system, and User Sites. The District must submit a brief summary of its findings to the LRWQCB with each quarterly monitoring report. This summary must discuss the elements listed below.

1. All modifications or additions to the recycled water treatment facilities, distribution systems, and User Sites.

2. Test results of all backflow prevention devices at each recycled water use Site.

3. The results of cross connection inspections at each authorized recycled water use Site.

4. Test results of the District's recycled water distribution system pressure testing.

5. Any non-routine maintenance conducted on the recycled water treatment facilities, distribution system, and user systems.

6. Any major problems occurring to the recycled water treatment facilities, distribution system, and User systems.

7. Calibration results of any recycled water flow measuring devices.

II. REPORTING

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A. General Provisions

1. The District must comply with the "General Provisions for Monitoring and Reporting," dated September 1, 1994, which is attached to and made part of this Monitoring and Reporting Program (Attachment I).

2. Pursuant to General Provision No. 1d. of the General Provisions for Monitoring and Reporting, the District must submit to the LRWQCB by **September 8, 2009** a Sampling and Analysis Plan (SAP) for consideration of approval. The SAP must include a detailed description of procedures and techniques for:

- a. Sample collection, including purging techniques, sampling equipment, and decontamination of sampling equipment;
- b. Sample preservation and shipment;
- c. Analytical procedures;
- d. Chain of custody control; and
- e. Quality assurance/quality control (QA/QC).

B. Quarterly Reports

Beginning on **September 1, 2009**, quarterly monitoring reports including the preceding information must be submitted to LRWQCB by the first day of the third month following each quarterly monitoring period. (Water Code, Section 13523.1, subd. (b)(4).)

Quarterly monitoring periods are defined as follows:

First Quarter January 1 -March 31

Second Quarter April 1 -June 30

Third Quarter July 1 -September 30

Fourth Quarter October 1 -December 31

C. Annual Report

Beginning on April 1, 2010 and continuing thereafter, the District must submit an annual report to the LRWQCB with the information listed:

1. Documentation of the District's compliance with the Master Permit, including progress made towards developing the salt/nutrient management plan that is required by the Master Permit, Requirement No. III.A;
2. The compliance record and the corrective actions taken or planned, which are necessary to bring the District into full compliance with the Master Permit; and
3. The District's time schedule for completing corrective actions needed to achieve compliance.

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Attachment: A General Provisions for Monitoring and Reporting Program

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CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION

GENERAL PROVISIONS

FOR MONITORING AND REPORTING

1. SAMPLING AND ANALYSIS

- a. All analyses shall be performed in accordance with the current edition(s) of the following documents:
 - i. Standard Methods for the Examination of Water and Wastewater
 - ii. Methods for Chemical Analysis of Water and Wastes, EPA
- b. All analyses shall be performed in a laboratory certified to perform such analyses by the California State Department of Health Services or a laboratory approved by the Regional Board Executive Officer. Specific methods of analysis must be identified on each laboratory report.
- c. Any modifications to the above methods to eliminate known interferences shall be reported with the sample results. The methods used shall also be reported. If methods other than EPA-approved methods or Standard Methods are used, the exact methodology must be submitted for review and must be approved by the Regional Board prior to use.
- d. The Discharger shall establish chain-of-custody procedures to insure that specific individuals are responsible for sample integrity from commencement of sample collection through delivery to an approved laboratory. Sample collection, storage, and analysis shall be conducted in accordance with an approved Sampling and Analysis Plan (SAP). The most recent version of the approved SAP shall be kept at the facility.
- e. The Discharger shall calibrate and perform maintenance procedures on all monitoring instruments and equipment to ensure accuracy of measurements, or shall insure that both activities will be conducted. The calibration of any wastewater flow measuring device shall be recorded and maintained in the permanent log book described in 2.b, below.
- f. A grab sample is defined as an individual sample collected in fewer than 15 minutes.
- g. A composite sample is defined as a combination of no fewer than eight individual samples obtained over the specified sampling period at equal intervals. The volume of each individual sample shall be proportional to the discharge flow rate at the time of sampling. The sampling period shall equal the discharge period, or 24 hours, whichever period is shorter.

2. OPERATIONAL REQUIREMENTS

a. Sample Results

Pursuant to California Water Code Section 13267(b), the Discharger shall maintain all sampling and analytical results including: strip charts; date, exact place, and time of sampling; date analyses were performed; sample collector's name; analyst's name; analytical techniques used; and results of all analyses. Such records shall be retained for a minimum of three years.

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This period of retention shall be extended during the course of any unresolved litigation regarding this discharge, or when requested by the Regional Board.

b. Operational Log

Pursuant to California Water Code Section 13267(b), an operation and maintenance log shall be maintained at the facility. All monitoring and reporting data shall be recorded in a permanent log book.

3. REPORTING

a. For every item where the requirements are not met, the Discharger shall submit a statement of the actions undertaken or proposed which will bring the discharge into full compliance with requirements at the earliest time, and shall submit a timetable for correction.

b. Pursuant to California Water Code Section 13267(b), all sampling and analytical results shall be made available to the Regional Board upon request. Results shall be retained for a minimum of three years. This period of retention shall be extended during the course of any unresolved litigation regarding this discharge, or when requested by the Regional Board.

c. The Discharger shall provide a brief summary of any operational problems and maintenance activities to the Board with each monitoring report. Any modifications or additions to, or any major maintenance conducted on, or any major problems occurring to the wastewater conveyance system, treatment facilities, or disposal facilities shall be included in this summary.

d. Monitoring reports shall be signed by:

i. In the case of a corporation, by a principal executive officer at least of the level of vice-president or his duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates;

ii. In the case of a partnership, by a general partner;

iii. In the case of a sole proprietorship, by the proprietor; or

iv. In the case of a municipal, state or other public facility, by either a principal executive officer, ranking elected official, or other duly authorized employee.

e. Monitoring reports are to include the following:

i. Name and telephone number of individual who can answer questions about the report.

ii. The Monitoring and Reporting Program Number.

iii. WOID Number. .

f. Modifications

This Monitoring and Reporting Program may be modified at the discretion of the Regional Board Executive Officer.

4. NONCOMPLIANCE

Under Section 13268 of the Water Code, any person failing or refusing to furnish technical or monitoring reports, or falsifying any information provided therein, is guilty of a misdemeanor and may be liable civilly in an amount of up to one thousand dollars (\$1,000) for each day of violation under Section 13268 of the Water Code.

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Annual Self Inspection Report

The RWQCB requires that recycled water customers conduct an inspection at least once per year while the recycled water system is in use. The results of this inspection must be documented and submitted in a written report. The Water Retailer will mail the report form to the Site Supervisor once a year. The Site Supervisor must submit the results of the observations, along with a description of any corrective actions taken (*see Appendix F - Sample Forms*). Upon completion, the Site Supervisor must keep a copy of the report for their records and must return the original. The questions on the annual inspection report are as follows:

1. Is there evidence of recycled water runoff from the site? Show affected area on a sketch and estimate volume.
2. Is there an odor of wastewater origin at the irrigation site? If yes, indicate apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odors.
3. Is there evidence of recycled water ponding, and/or evidence of mosquitoes breeding within the irrigation area due to ponded water?
4. Are warning signs, tags, stickers, and above ground pipe markings properly posted to inform the public that irrigation water is recycled water, which is not suitable for drinking?
5. Is there evidence of leaks or breaks in the irrigation system piping, or tubing?
6. Is there evidence of broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers?
7. Has your designated Site Supervisor changed in the past year?
8. What corrective actions are being taken to correct any problems noted above?

Appendix C

(Recycled Water Program Rules and Regulations)

Appendix C



Mammoth Community Water District

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RECYCLED WATER PROGRAM RULES AND REGULATIONS

May 2021

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Introduction

In 2009 the California Regional Water Quality Control Board, Lahontan Region, adopted Board Order No. R6V-2009-0035 “Master Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Recycled Water” and shortly after, the MCWD Board of Directors approved Ordinance No. 10-15-09-11 establishing the MCWD recycled water program.

Since then, MCWD has been providing recycled water to the Sierra Star Golf Course, Snowcreek Golf Course, the Trucked Recycled Water Program, and supply for Laurel Pond, a Restricted Recreational Impoundment. The primary objective of MCWD’s recycled water program is to conserve groundwater, one of the key potable water sources in the region, through beneficial reuse of treated wastewater. The recycled supply is used mainly for landscape irrigation, which represents a major demand during the spring and summer seasons.

MCWD desires to continue to provide recycled water under a new General Use Permit of recycled water (ORDER WQ 2016-0068-DDW) and make minor changes to the trucked recycled water program. These Recycled Water Program Rules and Regulations have been updated for this purpose.

Document Scope and Applicability

This document contains Mammoth Community Water District Recycling Program Rules and Regulations (Rules and Regulations) governing the design, construction, operation, maintenance and monitoring of recycled water use facilities and the use of recycled water in the Mammoth Community Water District recycled water service area. The Mammoth Community Water District Recycled Water Service Area is presented as Attachment A.

The document covers requirements for existing sites and new developments and should give the recycled water user information necessary to meet all applicable regulations.

Unless otherwise stated, these Requirements shall apply to any and all Users to whom the Mammoth Community Water District (District or MCWD) distributes tertiary recycled water pursuant to the General Permit.

Definitions that Apply to these Requirements

Air Gap Separation – A physical break between a water line and a receiving tank or reservoir which is at least double the diameter of the pipeline vertically above the rim of the tank or reservoir, and in no case less than one-inch.

Applicant – An Owner or authorized representative of a potential reuse site who applies for recycled water service under terms of the appropriate regulations. An approved Applicant becomes a User.

Application Rate – The rate at which recycled water is applied to an irrigation or construction area expressed in inches per hour (in / hr).

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Approved Backflow Prevention Assembly – A device installed to protect the potable water supply from contamination by nonpotable water and is approved by the State of California.

Approved Use – An application of recycled water in a manner, and for a purpose, designed in a user agreement issued by the District and in compliance with all applicable District requirements.

Approved Use Area – A site with well-defined boundaries, designated in a user agreement or user permit issued by the District to receive recycled water for an approved use and acknowledged by all applicable Regulatory Agencies.

Authorized Recycled Water Use Site (Site) – is a site authorized for use of recycled water; the uses of recycled water and the site location must comply with the General Permit.

Automatic System – An electronic, electrical or mechanical system, which includes automatic controllers, valves, and associated equipment required for the programming of effective water application rates when using recycled water.

Construction Use – An approved use of recycled water to support approved construction activities, such as soil compaction and dust control during grading.

Cross-Connection – Any physical connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved as safe, wholesome and potable for human consumption.

Cross-Connection Specialist – A person certified by California-Nevada Section of AWWA or approved equivalent who coordinates and monitors a cross-connection inspection and control program to prevent contamination of the potable system used to supply water for drinking purpose by any source containing unapproved water or a substance that is not or cannot be approved as safe and potable.

Direct User – is any person to whom the District directly distributes recycled water under Permits issued by the District.

District – The Mammoth Community Water District, California

General Permit – General Use Permit of recycled water (ORDER WQ 2016-0068-DDW)

Graywater – Untreated domestic wastewater from bathtubs, showers, bathroom wash basins, clothes washing machines, and laundry tubs, but excluding toilets, kitchen sinks, dishwashers, photo development sinks and laundry water from soiled diapers. This is not the same as treated recycled water.

Incidental Runoff – is any small amount of recycled water that leaves the Site as a result of over-spray or leakage from sprinklers, over watering, breaks in lines, or overflow of impoundments that contain recycled water during storms.

Infiltration Rate – The rate at which the soil will accept water as applied during irrigation, expressed in inches per hour.

Inspector – Any person authorized by the District or the local health agencies to perform inspections on or off the Users site before construction, during construction, after construction and during operation.

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Irrigation Period – The time, from start of water flow to end, which a specific area receives recycled water by direct irrigation application, no matter how often the specific area is irrigated - that is length of the duty cycle.

Irrigation Use – An approved use of recycled water for landscape irrigation as defined for recycled water under Title 22, Chapter 3 of the California Code of Regulations.

Landscape Impoundment – An open body of recycled water on a use site that is utilized for aesthetic enjoyment or which otherwise serves a function not intended to include public contact.

Local City or County Health Department – This agency is the local health protection agency for the municipality in question.

Nonpotable Water – The water that has not been treated for human consumption in conformance with the latest edition of the United States Environmental Protection Agency’s Drinking Water Standards, the California Safe Drinking Water Act, or any other applicable standards. This also refers to irrigation or industrial process water derived from a potable water system through an approved backflow prevention device that may be subject to contamination (e.g., through back-siphonage).

Off-site – Designates or relates to recycled water facilities that are owned and operated by the District up to the point of User connection and including the water meter.

On-site – Designates or relates to facilities owned and operated by a User.

Operations Personnel – Any employee of a User, whether permanent or temporary, or any contracted worker whose regular or assigned work involves the supervision, operation or maintenance of equipment on any portion of on-site facilities using recycled water.

Owner – Any holder of legal title, contract purchaser, or lessee under a lease with an unexpired term of more than one (1) year, for property for which recycled water service has been requested or established.

Permit – means any LWRQCB issued Waste Discharge Requirements (WDRs), Water Recycling Requirements (WRRs), or general permit.

Person – is any individual, partnership, corporation, governmental subdivision or unit of a governmental subdivision, or public or private organization or entity of any character.

Point of Connection – This is the point where the User’s system ties to the District’s system, usually at the water meter.

Ponding – Unintentional retention of recycled water on the surface of the ground or other natural or manmade surface for a period following the cessation of an approved recycled water use activity such that a hazard or potential hazard to the public health results.

Potable Water – That water that is pure and wholesome, does not endanger the lives or health of human beings, and conforms to the latest edition of the California Safe Drinking Water Act, or other applicable standards.

Public – Any person or persons at large who may come in contact with facilities and/or areas where recycled water is approved for use.

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Rate and Fee Schedule – The schedule of all rates, charges, fees and assessments to be made concerning the use of recycled water served by the District as approved or as amended by the District.

Record Drawings – Approved drawings that correctly show the completed onsite facilities and / or offsite facilities as constructed or modified. These drawings shall show all potable water, recycled water and sewer lines, and other utility lines.

Recreational Impoundment – An open body of recycled water located on a use site that may be used for unrestricted body contact (e.g., swimming, wading) or restricted non-body contact (e.g., boating, fishing) recreation.

Recycled Water – Nonpotable water that is highly treated to the California Code of Regulations, Title 22, Chapter 3 and used for approved purposes other than drinking water, e.g. suitable for beneficial use.

Regulatory Agencies – Those public agencies legally constituted to protect the public health and water quality, such as the State Department of Public Health, the California Regional Water Quality Control Board and the local city or county Health Department.

Runoff – When recycled water is intentionally or unintentionally allowed to drain outside the approved recycled water irrigation area.

Service – The furnishing of recycled water to a User through a metered connection to the on-site facilities.

Site Supervisor – A qualified person designated by the User to provide liaison with the District. This person should be available to the District at all times, should have the knowledge and authority to carry out any requirements of the District, and should be responsible for the installation, operation and maintenance of the reclaimed and potable water systems and also prevention of potential hazards.

User – is any person, persons or organization (including, but not limited to, any private company or corporation, public utility, municipality or other public body or institution) to whom the District distributes recycled water under the General Permit. User does not include persons who have been independently issued Permits by the LRWQCB.

User Agreement – is a contractual agreement between the User and the District that establishes the conditions for recycled water service and use. (Note: “User Agreement” is the term used to describe any agreement, contract, permit, ordinance, memorandum of understanding or other such document used by the District to set the terms and conditions for the use of recycled water by a User.) The District reserves the right to alter, on a case-by-case basis, the User Agreement.

User Permit – A permit issued by the District to a recycled water service Applicant after the satisfactory completion of the service application procedures. The User Permit forms a service agreement between the User and the District that legally binds the User to all conditions stated in the Agreement and all applicable Regulatory Agency requirements.

Unauthorized Discharge – Any release or spill of recycled water that violates the rules and regulations of the District or any applicable Federal, State or local statutes, regulations, ordinances, contracts or other requirements.

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Violation – Noncompliance with any condition or conditions of the User Agreement or User Permit, water recycling requirements issued the Regional Water Quality Control Board and/or Title 22, Chapter 3 of the California Code of Regulations by any person, action or occurrence, whether willfully or by accident.

Waste Discharge Requirements (WDRs) – are requirements established for the District by the LRWQCB pursuant to Water Code section 13263.

Water Recycling Criteria – are the criteria established by the CDPH generally dealing with the levels of constituents in recycled water and the means to protect public health. The criteria are established pursuant to Water Code Section 13521, and are contained in the CCR, Title 22, Division 4, Chapter 3; also referred to as the "Uniform Statewide Reclamation Criteria."

Water Recycling Requirements (WRRs) – are requirements established for the District by the LRWQCB pursuant to Water Code section 13523.

Windblown Spray – Dispersed, airborne particles of recycled water that can be transmitted through the air to locations other than those approved for the direct use of recycled water.

Section I - General Requirements for Metered Recycled Water Users

Use of recycled water must comply with all applicable state laws, regulations, the General Permit, and any amendments thereto, District Ordinances, and these Rules and Regulations.

If an on-site recycled water system is found to be in violation of these Rules and Regulations, or any other applicable standard or regulation, the District will direct the User to mitigate for these violations. A site inspection will be scheduled after a reasonable mitigation period to ensure compliance. Failure to comply will result in termination of recycled water service.

A copy of the *Rules and Regulations for Recycled Water Use*, the Cross-Connection Emergency Response Plan, design plans for the recycled water system and potable water system, the Recycled Water System Operations Manual, and the Recycled Water System Irrigation Manual for the recycled water system shall be maintained at the recycled water use area. These documents must be available to operating personnel at all times.

Liability

The User is responsible for the operation and maintenance of the recycled water system downstream of the District's point of connection with the User—typically the recycled water meter--unless such responsibility is clearly outlined in the User Agreement or User Permit.

The District shall not be liable for any water damage or other damage caused by the User due to defective or broken plumbing or faulty service, nor shall the District be liable for damage caused by the User's facilities. This includes changes in the recycled water quality that may occur from sitting in ornamental lakes, storage tanks, pipelines, etc.

The District is responsible for operation and maintenance of the recycled water system upstream of the point of connection to the recycled water User, including the recycled water meter.

Water Supply Contingency

If, at any time during construction or operation of the recycled water system, existing or potential hazards are found, the District has the right and the responsibility to immediately suspend, with or without notice, recycled water service in the interest of protecting the public health.

The District may supply water to the affected area either temporarily or permanently from the potable water system, or other raw groundwater system, with appropriate backflow protection.

General Prohibitions

Use of recycled water for any purposes other than those explicitly approved in the effective User Agreement / User Authorization is strictly prohibited.

The User shall insure that the treatment, storage, distribution or use of recycled water shall not create a nuisance as defined in Water Code Section 13050(m).

The User shall not discharge recycled water from treatment facilities, irrigation holding tanks, storage ponds, or other containments, other than for permitted reuse, except in accordance

with the General Permit, other LRWQCB issued Permits, contingency plans authorized by the LRWQCB or for an approved discharge to a municipal sewage treatment system.

Procedures to Obtain Permission to Use Recycled Water

Every site must obtain final recycled water User Authorization from the District prior to receiving recycled water. The procedures are slightly different depending on whether the service is for a new facility or for an existing facility.

User Authorization is issued after the site has met all of the applicable rules and regulations. Typically, these requirements include approval of all required documentation, including an engineering report as appropriate, a recycled water use application form, an operation and maintenance plan, an irrigation management plan, an emergency response plan, and any other documents required by the District or the LRWQCB, site-supervisor training, construction, inspections and cross-connection certification.

Applications for Construction Use shall include a recycled water use application form, a user site map and a schedule of the hours that recycled water will be utilized. For further information on Recycled Water Construction Use please refer to Section VI.

Following issuance of the User Authorization, a Site may receive recycled water in accordance with the requirements of the Use Agreement, the Rules and Regulations and the General Permit.

Table 1 on page 8 presents the general process to obtain recycled water produced by the District, the various agencies involved in the process, documents that must be completed, how documents are routed, etc.

Documents Required for Recycled Water Use Application Package

Except as provided by Ordinance, any User who wishes to receive recycled water produced by the District must file the following documents with the District for District approval:

Engineering Report

1. Copy of Engineering Report prepared by a California Registered Engineer per the California Department of Public Health (CDPH) "Guidelines for Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water."

Plans and Specifications

Plans and specifications may be included as part of the engineering report and must contain the information below as a minimum. Please refer to Section III, Design, Installation and Inspection as well as CDPH requirements for additional information which may be required on plans.

1. Proposed piping systems to be used;
2. Pipe locations for both recycled and potable systems;
3. Type and location of the outlets and plumbing fixtures that will be accessible to the public;
4. The methods and devices to be used to prevent backflow of recycled water into the public water system; and,
5. A description and drawing of best management practices (BMPs) showing that the public health and the quality of waters of the State will be protected. The drawing

will include at a minimum, location of all backflow devices, locations and descriptions of all public information signage, marking and tagging, locations/descriptions of surface water flow / overspray prevention practices.

Recycled Water System Operations and Maintenance Plan

At a minimum, the Operations and Management Plan shall describe the following:

1. Site Supervisor
 - a. Method to designate / replace / assign temporary / etc
2. Methods to provide personnel training;
 - a. Training schedule & scope
 - b. Permanent / temporary employees
3. Procedures to update existing facilities as they are repaired / replaced;
 - a. Specifications for Pipe, Valves, Appurtenances
 - b. Specifications for Tags, Markers, Signage;
 - c. Installation may be per MCWD Rules and Regulations
4. Methods for detection of leaks (for example broken sprinkler heads) and correction within 72 hours or prior to a release of 1,000 gallons, whichever occurs first;
5. Description of how appropriate irrigation amounts and rates will be applied including, but not limited to installing smart controllers;
6. Proper design and aim of sprinkler heads;
7. Methods to prevent incidental runoff;
8. Procedure to prevent recycled water application during precipitation events;
9. Procedure to provide adequate protection of all facilities used to transport and store recycled water against overflow, structural damage, or a significant reduction in efficiency resulting from a 25-year, 24-hour storm or flood;
10. Inspection Forms and Schedule of Inspections(Site Inspection Report); and,
11. Reporting Forms and Schedule of Reporting (Cross Connection Test Report)

Appendix C

Table 1. Process to Obtain Recycled Water

Process	Applicable Documents or Actions Required	Responsible Entity
<i>Step 1</i> – Consult with District to determine recycled water availability and project feasibility; Review Rules and Regulations for Recycled Water Use	Discussion with District General Manager and District Engineer; District’s Rules and Regulations for Recycled Water Use	User
<i>Step 2</i> - Identify distribution issues, verify allowed uses, estimate quantity of water and delivery schedule	Continue preliminary discussion with General Manager, District Engineer, Present detailed calculations.	User / District
<i>Step 3</i> - Prepare draft plans and specifications	California Department of Public Health (CDPH) requirements in California Code of Regulations (CCR) Title 17 and 22, MCWD Rules and Regulations for Recycled Water Use	User
<i>Step 4</i> – Consult with health agencies (<i>recommended</i>)	Describe project and show draft plans to CDPH and LRWQCB	District / User
<i>Step 5</i> – Complete California Environmental Quality Act (CEQA) Process	Make sure there is proper CEQA documentation for the site	User / District
<i>Step 6</i> - Draft User Agreement or amendment (if site is not covered under existing agreement)	District’s User Agreement. Send conditional approval in writing with caveat that project commencement is contingent upon User receiving all regulatory approvals and District Authorization Permit.	District / User
<i>Step 7</i> – Consult with Lahontan Regional Water Quality Control Board (LRWQCB) (<i>recommended</i>)	Describe project and discuss Engineering Report needs	User / District
<i>Step 8</i> – Prepare / amend Engineering Report (<i>if required</i>)	CDPH <i>Guidelines for Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water</i> ; District’s information on water reclamation plans; Direct User completes the Engineering Report; the District provides information related to treatment facilities; the report must be prepared and stamped by a Professional Engineer registered in California.	District / Direct User

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Table 1. Process to Obtain Recycled Water (cont.)

Process	Applicable Documents or Actions Required	Responsible Entity
<i>Step 9</i> – Finalize and submit plans and specifications	Plans and specifications submitted to MCWD and DPH; DPH Cross- Connection Plan Approval Application and fee	User
<i>Step 10</i> - Approve User Agreement or Amendment	Present Agreement or Amendment to MCWD District Board and governing body of User for approval	District / User
<i>Step 11</i> – Final plans and specifications	Obtain approval of final plans and specifications from District	User
<i>Step 12</i> – Submit Engineering Report to District, CDPH and LRWQCB	Completed Engineering Report	User
<i>Step 13</i> – If applicable, submit revised Engineering Report to agencies	Revisions/additional information may be requested by District, CDPH and/or the LRWQCB	User
<i>Step 14</i> – Authorization of project under existing or new LRWQCB permit	Letter or permit from LRWQCB and DPH	District, LRWQCB; possibly CDPH
<i>Step 15</i> – Notification of Final Regulatory Approvals	District sends copy of CDPH or LRWQCB letter or permit to User	District
<i>Step 16</i> - Submit Application for recycled water use authorization	District’s User Authorization Form	User
<i>Step 17</i> - Provide materials and/or training to User on proper operation of a recycled water system	District’s Recycled Water Users Rules and Regulations to be provided by District; Site Supervisor training to be provided by District (or another equivalent program can be substituted upon District approval)	District / User
<i>Step 18</i> – Pre- and post-construction inspections	Contact District prior to construction to arrange for site inspections, initial cross-connection and backflow prevention device testing; District Rules and Regulations	User / District
<i>Step 19</i> – Approval of final construction ; Issue User Authorization	District inspects and approves construction and all required documents	User / District
<i>Step 20</i> – Begin project implementation	User / District	User /District
<i>Step 21</i> – Submit revised as-built drawings of recycled water distribution system if necessary	Must be provided to District if any modifications have been made to original drawings	User

Recycled Water Use Irrigation Management Plan

The Irrigation Management Plan shall include measures to ensure the use of recycled water occurs at an agronomic rate while employing practices to ensure irrigation efficiency necessary to minimize application of salinity constituents (by mass) to Recycled Use Areas. The Irrigation Management Plan shall be for each Recycled Water Use Area served and shall account for the following:

1. A general description of Site characteristics including:
 - a. Soil Characteristics;
 - b. Recycled water characteristics (nutrients, including nitrogen and phosphorous content, specific ion toxicity; including chloride, boron, sodium, bicarbonate; and other parameters);
 - c. Requirements of the plant species being irrigated (e.g., seasonal demand, climate, nutrient requirements);
 - d. Climatic conditions (e.g., precipitation, evaporation / transpiration rate; wind);
 - e. Other supplemental nutrient additions (e.g., chemical fertilizers) used in the operation of the Use Area; and,
 - f. Management of impoundments used to store or collect recycled water.
2. A description of control measures for applying irrigation within agronomic rates to reduce the potential for runoff and increased nutrients into the groundwater;
 - a. To demonstrate whether irrigation is at agronomic rates, the User must provide information to the District including a tabular comparison of the volume of water required for plant growth in the landscape area to the volume of recycled water (and supplemental water) applied to the area.
3. A description of how recycled water used to irrigate landscape areas will not be applied at a rate or amount that exceeds the irrigation and nutrient needs of the vegetation. The District must communicate to recycled water users the nutrient levels in the recycled water at least monthly so that the recycled water users can appropriately evaluate nutrient needs prior to application of fertilizers.
 - a. To demonstrate whether fertilizer application is at agronomic rates, the User must provide information to the District including a tabular comparison of the amount of fertilizer needed for plant growth in the landscape area to amount applied to the area. The Site Supervisor must only apply nitrogen fertilizer if levels of nitrogen in the recycled water are not sufficient for plant growth. If levels are not sufficient, the Site Supervisor must calculate how much fertilizer needs to be applied by subtracting the level in recycled water from the level needed for plant growth.
4. Schedule of irrigation operation;
 - a. Method to prevent irrigation during / before precipitation events; and,
 - b. Method to prevent recycled water delivery during / before storm events
5. Description of computerized irrigation control system; and,
6. Reporting Forms and Schedule of Reporting (Monthly Water Usage / Nutrients Report)

User Site Best Management Practices

The User must submit design plans and a description of best management practices (BMPs) showing that public health and quality of waters of the State will be protected.

1. The plans and description must provide information to ensure the Site using recycled water is designed and operated using appropriate BMPs to comply with the following:
 - a. Application of recycled water at agronomic rates so irrigation does not promote downward migration of pollutants, which could adversely impact the quality of groundwater (refer to sections above);
 - b. Adequate erosion control so that soil is not released into stormwater runoff and surface waters; and,
 - c. Fertilizer application does not adversely impact waters of the State (refer to sections above).
2. Measures to prevent recycled water spray, mist, or surface flow from either leaving the Site or reaching:
 - a. Any surface waters located on or adjacent to the Site
 - b. Areas where the public has access (e.g., dwellings, designated outdoor eating areas, or food handling facilities.); or
 - c. Drinking fountains.
 - d. Discontinuation of application of Recycled Water during precipitation events, which are of sufficient magnitude to generate surface flow within the Site.
 - e. Use of buffer zones;
3. Measures to prevent public contact with recycled water:
 - a. Irrigation with recycled water during periods of minimal human use of the irrigated area and timing of irrigation to allow an adequate dry-out time before the irrigated area will be used by the public; Use of timed irrigation typically during the hours of 10 pm to 6 am only.
 - b. Discontinuation of application of Recycled Water during precipitation events, which are of sufficient magnitude to generate surface flow within the Site.
 - c. An approved Signage Plan showing types and locations of public notification signage and tagging.

Emergency Cross-Connection Response Plan

Please refer to the Example MCWD Emergency Response Plan presented as Attachment B. This plan should be modified as it applies to each user and approved by the District. A copy of the Emergency Response Plan should be posted at appropriate locations within the facility and should be available to all User employees.

Recycled Water User Authorization Form (Application)

Except as provided by Ordinance or User Agreement, any User who wishes to receive recycled water produced by the District must submit a User Authorization application form with the District and receive final approval from the District before the use of recycled water can begin for that use and Site. District approval may include the District's terms and conditions for the use of recycled water.

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The Recycled Water Use Authorization Form shall contain information demonstrating the User will comply with the Uniform Statewide Reclamation Criteria and the District's Requirements for Recycled Water Users. The authorization form must include:

1. A detailed description of the proposed recycled water use Site, including:
 - a. A map showing the specific boundaries of the proposed Site and the specific use to be made of the recycled water at each Site.
2. The person or persons responsible for operation and maintenance of the Site (O&M Staff), including the person designated as the Site Supervisor as defined in Section III of this document;
3. Evidence that the O&M Staff and Site Supervisor have received sufficient training to comply with Section III of these Rules and Regulations; or the date by which training will occur prior to delivery of recycled water; and
4. As Built plan set of Site irrigation / potable water system

A Recycled Water Use Authorization Form is presented as Attachment C.

Section II - Design, Installation, and Construction Inspection of Recycled Water Systems

Design Requirements at the Service Connection

Exceptions for Existing Irrigation Systems

With the exception of pipe identification and pipe separation, facilities where the existing buried piping system is converted from potable to recycled water must meet the same requirements as new facilities. However, any new buried piping added to existing piping at a retrofitted site must meet the identification and separation requirements for new systems. In addition, any existing piping uncovered for any reason during construction must be marked according to pipe identification requirements to the extent feasible.

Required Wye Strainer and Pressure Regulator

Unless otherwise directed by the District, all recycled water services must be equipped with a wye-strainer (20-mesh or finer screen) installed as close as practicable to the meter box, and a pressure regulating valve installed immediately downstream of the strainer. Both of these devices must be installed in an underground box or boxes. Prior to determining available pressure, designers should take into account the pressure losses incurred by these facilities.

Point of Connection Location

Designers must contact the District to verify the water meter location, the size of the lateral, and meter available to serve their facility.

Swivel Ell Connections

In the event that recycled water is not available, or a planned temporary use of potable water supply is required, a Swivel Ell connection may be used. The Swivel Ell connection prevents the interconnection of potable water and recycled water supplies.

CDPH Policy Memo 2003-03, dated May 7, 2003, describes the requirements for swivel ell connections. The design, maintenance, and operation of swivel ell connections shall be in compliance with the Policy Memo 95-004. A copy of the swivel ell connection shall be submitted to the CDPH for review and approval. The District and CDPH must approve the swivel elbow before use. Otherwise, the potable water supply line shall be protected by an air-gap configuration to physically separate the potable and recycled plumbing lines.

Connections using the swivel ell must be witnessed by a District Cross-Connection Control Specialist. Swivel ell connections are illustrated in Standard Detail RW-123, *Swivel Ell for Recycled and Potable Water Supply*. In an emergency, the swivel ell is switched from the normal recycled water connection to the potable connection. This procedure is reversed once the recycled water supply is restored. In addition, the potable water supply must be protected by an approved reduced-pressure-principle backflow prevention device upstream of the swivel ell.

Separation Requirements

All recycled water service laterals and meters must be at least ten feet (horizontal separation) from the nearest potable water facility, including pipelines, meters and hydrants.

Designers should check to see that laterals and meters that serve their site meet these requirements. In the event that a horizontal separation less than ten feet has been provided, designers should bring this to the attention of the developer or the District before proceeding with on-site system design.

Conditions of Pressure and Service

Pressure and service shall be provided on an “as available” basis, at the User’s point of connection. The District shall state the available pressure of the system at the point of connection location. All Users shall hold the District harmless from any and all damages and liabilities caused in whole or in part by pressure conditions, water quality variations, or interruptions in service. It shall be the Customer’s responsibility to install booster pumps or pressure regulating valves to adjust pressure, if necessary.

Service pressure requirements shall be determined by the District. The User shall design the onsite system to accommodate available pressure.

When a reasonable service pressure would not be available to onsite facilities, the User shall be responsible for correcting the situation. If available service pressure is too high, the Customer shall utilize pressure regulators downstream of the meter to obtain the correct pressure. If available pressure is too low, the Customer shall provide booster pumps to increase the pressure.

Whenever possible, the District will operate the recycled water system at a lower pressure than the potable water system.

Backflow Prevention: Protection of the Public Recycled System

Since recycled water is not used for drinking purposes, backflow protection is not normally necessary on recycled water irrigation systems. However, the Program must ensure that customers do not compromise the quality of the recycled water in the distribution system. Therefore, the District will require backflow protection on the customer's recycled water system if it is determined that there is a backflow hazard on-site which threatens the integrity of the recycled water distribution system. Examples of sites that may be required to install backflow protection devices are:

- irrigation sites where direct chemical fertilizer injections systems are installed on the irrigation system,
- irrigation sites where recycled water impoundment may cause a backflow hazard

In such cases, backflow prevention devices might be required at the recycled water service connection or at specific, on-site locations as appropriate to the situation. Backflow prevention assemblies must be shown on plans and must be of a type approved by state DPH. It will be the responsibility of the customer to provide test reports for on-site backflow prevention devices, whereas backflow devices at the service connection fall under the District test program.

Devices must be properly maintained, inspected quarterly and tested at least annually. Backflow prevention devices, when required on recycled water systems, must be conspicuously labeled. Test equipment must be dedicated for use with recycled water. Backflow testing equipment used for recycled water must not be reused on potable water systems.

Design Requirements for On-site Facilities

No Cross-Connections

No cross-connections are allowed between the recycled water system and any other water system.

Horizontal Pipe Separation

A minimum horizontal separation of ten feet between parallel, buried recycled and potable water pipelines should be maintained. If a ten-foot horizontal separation is not practical, a separation of at least four feet may be allowed subject to special construction conditions. If, for short pipe alignment sections, a four-foot separation is not possible, the approval for special construction requirements must be obtained from the District. In no case is construction in the same trench as potable facilities allowed.

Table 2: Horizontal Pipe Separation

Horizontal Separation	
Pipe Separation	Construction Requirements
Less than 4'	Not allowed or per special design approval from the District
4' - 10'	Must meet one of these requirements: <ul style="list-style-type: none"> • Solvent welded PVC pipe on recycled water system • Restrained PVC pipe for recycled or potable • Restrained joint ductile iron pipe on recycled water system • Soldered copper pipe on recycled water system • Sleeve potable pipe • Sleeve recycled pipe
10' or Greater	No special construction requirement

Vertical Separation at Crossings

Where a buried constant pressure recycled water pipeline crosses a buried potable water pipeline, it should be located a minimum of 12 inches below the potable water pipeline unless otherwise approved by the District. Constant pressure recycled water pipelines are allowed

Table 3: Vertical Pipe Separation

Vertical Separation	
Pipe Separation	Construction Requirements
Less than 1' below potable	Not allowed or per special design approval from the District
1' or greater below potable	No special construction required
Less than 1' above potable	Not allowed or per special design approval from the District
1' or greater above potable	Depth of cover requirement has to be satisfied. A full standard pipe length must be centered over the crossing, or the recycled pipeline must be installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping.

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over potable water pipelines with a minimum of 12 inches vertical separation if a full standard pipe length is centered over the crossing, or the recycled water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping. If a 12 inch vertical separation is not practical, a lesser separation may be allowed subject to special construction conditions approved by the District. Designers should consult the District for specific design requirements.

Irrigation Laterals

On irrigation systems where intermittently pressurized recycled water lines (laterals) serve sprinkler heads, the potable water line(s) may be placed under the recycled water laterals. No special construction requirements are necessary provided that one-foot vertical separation is maintained.

On sites using pressurized irrigation laterals with valve-in-head sprinklers, the potable water line(s) may be placed under the recycled water laterals if additional protection is provided for the potable line. Common practices include sleeving or automatic flow control/shut off devices installed and functioning properly on each lateral that crosses a potable line.

No additional special construction requirements are necessary provided that at least one foot vertical separation is maintained.

Pipe Class

Table 4: Type of Recycled Water Piping

Type of Recycled Water Piping	Size	Class
Constant pressure PVC	1.5" diameter and smaller 2.0" diameter and larger	Schedule 40 or greater Class 315 of greater
Intermittent pressure PVC lateral piping		Class 200 or greater
Copper piping		Type "K" or greater

Depth of Cover and Thrust Blocking

All on-site recycled water piping must be buried to a minimum depth from finished grade to top of pipe (minimum cover) according to the following schedule:

Table 5: Depth of Cover Recycled Water Piping

Type of Recycled Water Piping	Minimum Cover
Intermittent Pressure (all sizes)	12 inches
Constant Pressure, 2.5 inch diameter and smaller	18 inches
Constant Pressure, 3-inch diameter and larger	24 inches

All recycled water piping other than PVC piping with solvent welded joints must be protected against movement with thrust blocks or restrained joints or other approved methods conforming to the UPC Section 609.1.4.

Hose Bibs

Hose Bibs are not allowed on recycled water systems regardless of style, construction or identification.

Quick Coupling Valves

The use of quick couplers is at the District's sole discretion and requires a separate plan review by the District. Only quick couplers with approved color and identification will be allowed.

Prevent Overspray, Runoff and Ponding

Irrigation systems must be designed and operated to minimize overspray, runoff and ponding. Designers must specify appropriate irrigation devices to prevent overspray in narrow areas. In the event that, during the coverage test, noticeable overspray, runoff and/or ponding is observed, facilities will be adjusted or removed and relocated as needed. This requirement does not apply to landscape impoundments such as fountains, ponds or lakes.

Protection of Drinking Fountains and Outdoor Eating Areas

Drinking fountains, outdoor eating areas and other similar facilities (e.g. snack bars) located within the approved use area must be protected from overspray or contact with recycled water. Protection may be accomplished by relocating the irrigation system or relocating or modifying the protected facilities.

Protection of Aquifers

Unless otherwise approved by the CDPH, irrigation systems must be designed to prevent irrigation of recycled water within 50 feet of any domestic water supply well. In addition, unless otherwise approved by the CDPH, recycled water impoundments must be located at least 100 feet (horizontal separation) from any domestic water supply well.

Backflow Prevention -- Protection of Public Potable Water Systems

Although not normally a part of on-site recycled water irrigation systems, it must be noted that backflow prevention devices are a required and important part of potable water service connections to sites where recycled water is used. At premises where both recycled water and potable water are present in separate piping systems with no interconnection, a reduced pressure (RP) principal backflow prevention device must be located as close as practical to the downstream side of every potable water meter.

All RP devices must be inspected quarterly and tested at least annually. The user is responsible for the coordinating the testing. An AWWA-certified backflow prevention device tester must do the device testing. Test reports must be provided to the District. The recycled water user and the District must maintain records for a minimum of three (3) years.

Design Approval

Before any new recycled water system is constructed or any existing recycled water system is modified, on-site recycled water system plans prepared by the User must be approved by the District and the State DPH. Approval will be contingent upon evidence that all applicable design requirements for a recycled water system are satisfied and that the system as designed can be operated in accordance with the District Rules and Regulations. While the District and the State DPH review plans, the recycled water User is responsible for meeting all requirements, even those requirements not shown on the approved plans.

Information Required On Plans

The following is a brief list of the information required on the plans for every on-site recycled water system. Note that compliance with every item on this list does not guarantee that the plans will be approved since regulations and policies may change and some sites may require additional provisions. A checklist format of this list is provided as Attachment X.

- Indicate all **sources of water** on the plans.
- Show the location and size of all **water meters** on the piping plans.
- Show location and type of all **backflow prevention devices** for potable water systems (generally, backflow prevention devices are not used on recycled water systems).
- Show location and type and sizes of all **strainers, pressure regulating valves, master valves and other valves, including quick coupling valves.**
- Type and location of the outlets and plumbing fixtures that will be accessible to the public;
- Show location of all **water pipelines** (including non-potable, potable and raw water well lines) crossing the site. If space does not permit this information to be placed on the irrigation plans, then a separate site or utility plan can be used to show this information. Exception for an existing irrigation system converting to recycled water: Although it may not be possible to show the location of all water pipelines at this type of site, all locations where future recycled water piping must be separated from the potable water piping must be clearly indicated on the plans.
- Supply the following **information box** for each recycled water system with its own meter; place this information on the same sheet as the meter/point of connection it pertains to. Fill out the ten items as applicable, but do not delete any of them.

Table 6: General Site Information Box

GENERAL SITE INFORMATION for RECYCLED WATER USE		
1. LANDSCAPED RECYCLED WATER IRRIGATION USE AREA: <i>(square footage)</i> .		
2. PUBLIC ACCESS TO SITE GROUNDS IS <i>(indicate: UNRESTRICTED or RESTRICTED)</i> .		
3. OWNER: <i>(legal property owner's name)</i> .		
4. PROPERTY MANAGER CONTACT: <i>(name, title, and telephone number)</i> .		
5. TENANT (S): <i>[name(s) & phone number(s); if not applicable, state NOT APPLICABLE]</i> .		
6. ON-SITE WELL LOCATIONS: <i>(for example, ONE; if none, state NONE)</i> .		
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT. OF RECYCLED WATER APPROVED USE AREA <u>OR</u> WITHIN 100 FT. OF ANY RECYCLED WATER IMPOUNDMENT: <i>(for example, ONE; if none, state NONE)</i> .		
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER APPROVED USE AREA: <i>(for example, ONE; if none, state NONE)</i> .		
9. OUTDOOR EATING AREA(S) IN/NEAR THE RECYCLED WATER APPROVED USE AREA: <i>(for example, ONE; if none, state NONE)</i> .		
10. WATER FEATURES ON SITE: <i>(examples below; if none, state NONE)</i> .		
<u>Number:</u>	<u>Type:</u>	<u>Water Source:</u>
<i>One</i>	<i>fountain</i>	<i>recycled</i>
<i>One</i>	<i>pond</i>	<i>potable</i>

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- Clearly identify all adjacent **streets**, and locations of all major improvements on the site.
- Show the location of all drinking fountains, outdoor eating areas, and **other public facilities supplied with recycled or potable water** service. Public facilities include, but are not limited to, restrooms, snack bars, swimming pools, wading pools, decorative fountains and showers. Show the pipelines feeding all of these facilities.
- Show the location of any wells, lakes, ponds, reservoirs, or other **water impoundments** located on the site or within 100 feet of the site, and indicate the type of water source.
- Indicate that the **separation between potable and recycled water lines** meets minimum requirements. Show any necessary sleeving or special design considerations where recycled water pipelines cross over potable water pipelines.
- When **potable water piping is not present** on the site, state in a note that the cross-connection test required by the District is waived for sites where potable water piping is not present.
- **Show all details necessary** to properly construct the system, including any details conforming to the requirements of the District. The purpose of the details is to show the materials and methods necessary to clearly identify all water systems on the site.
- Include an **irrigation equipment legend** specifying all materials of construction for the system, including:
 - A pipe schedule listing pipe sizes, materials of construction, and type of water conveyed by the piping.
 - A listing of valve types, including quick coupling valves.
 - All pertinent information for each type of sprinkler head and/or emitter including:
 - Sprinkler radius (feet).
 - Operating pressure (psi).
 - Flow (gpm or gph).
 - Sprinkler pattern.
 - Manufacturer and model number
 - Indication of purple-colored pipe with recycled water stenciling and quick coupling valves with purple covers where recycled water is used.
 - Drip irrigation information and all other pertinent equipment.
 - Estimates of application rate, acres to be irrigated, and information on pressure requirement, hourly delivery rate, and the wetting pattern of sprinklers.
- Include any **Standard Notes** specified by the District.
- All sites using recycled water must post **clearly visible signs** conforming to Title 22 requirements. Show proposed sign locations on irrigation or signage plans.
 - For many sites, typical locations for signs are at the property line near crosswalks, at driveway entrances, and at outdoor eating areas.
 - For streetscapes (parkways, frontage or backup landscaping), place signs at street corners and entranceways as appropriate to notify passersby. In any case, signs must be placed no further than 1,000 feet apart.

- For medians, a sign should be placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.
- For decorative fountains, ponds, and other water features, **see the *Decorative Fountains, Ponds and Other Water Features*** section on page 22 for more information.
- Add **signature lines** for the Department of Health Services and the District to all irrigation plan sheets, detail sheets, and specification sheets that pertain to the recycled water irrigation system.

Use Site Specifications

The User must submit the following documents for approval:

1. Recycled Water System Operations Manual or the date by which a Recycled Water System Operations Manual will be submitted prior to the delivery of recycled water.
2. Emergency Cross-Connection Response Plan in accordance with the guidelines established by CDPH or the date by which the Emergency Cross-Connection Response Plan will be submitted prior to delivery of recycled water.
3. Irrigation Efficiency Plan
4. Best Management Plan

Installation and Identification

All new piping and appurtenances, whether for a new or retrofitted system, must be installed according to the approved plans and marked per these requirements to clearly distinguish between recycled water and potable water systems.

Identification Tags, Markings, Stickers

Identification tags and stickers must be weatherproof and durable, such as plastic or plastic coated. Recycled water identification tags and stickers must have a purple background with permanent black lettering stating "RECYCLED WATER - DO NOT DRINK" and "AVISO, AGUA IMPURA - NO TOMAR". Potable water identification tags and labels must have a blue background with "POTABLE WATER" and "AGUA PARA TOMAR" in permanent black lettering.

Identification of Buried Recycled Water Lines

The use of purple colored pipe with continuous wording "RECYCLED WATER – DO NOT DRINK" printed on opposite sides of the pipe is the preferred method for identification of new buried recycled water piping (constant-pressure mainlines/intermittent-pressure laterals). Pipe must be laid with wording facing upwards.

An acceptable alternative: all new buried recycled water lines (constant-pressure mainlines/intermittent-pressure laterals) must be identified by continuous lettering on three inch (3") minimum width, purple marking tape with one inch black or white contrasting lettering bearing the continuous wording "RECYCLED WATER – DO NOT DRINK." This tape must run continuously on top of all piping (mainlines and laterals) and must be attached to piping with plastic tape banded around the marking tape and the pipe every five feet on center. Marking tape must extend to all valve boxes and/or vaults and exposed piping.

Identification of Existing Buried Recycled Water Lines

Existing buried piping which will be converted to recycled water use need not be marked unless the piping becomes exposed, such as during installation of new pipeline or maintenance of existing pipe. The exposed section must be marked as indicated above for new piping.

Identification of Above Grade Recycled Water Lines

All above grade recycled water pipelines, whether new or existing, must be labeled with the words "RECYCLED WATER - DO NOT DRINK" and color coded purple to differentiate recycled water pipelines from potable water pipelines. If purple identification tape is used to label the pipe and/or color code the pipe, the tape must be adhesive, permanent, and resistant to environmental conditions. Purple bands may also be painted around the circumference of the pipe at ten-foot intervals for color-coding. Purple PVC pipe is not an acceptable alternative for color-coding because the purple color will fade when exposed to sunlight.

Identification of Recycled Water Lines Inside Structures

Exposed (not buried) constant pressure recycled water irrigation pipelines, such as copper or galvanized pipelines, that might be used in a structure such as a parking garage to route recycled water, must be identified per UPC Appendix J, with the exception that the labeling on the piping must read "CAUTION: RECYCLED WATER – DO NOT DRINK." Intermittent-pressure lines inside a structure must be identified by affixing decals to this piping at ten-foot intervals and wherever the piping changes directions. These decals must be purple in color and must be imprinted in nominal one-inch-high, black, uppercase letters, with the words "RECYCLED WATER – DO NOT DRINK," and must be adhesive, permanent, and resistant to environmental conditions.

Identification of Water Valves

All remote control valves, isolation valves, pressure reducing valves, and strainers for on-site recycled water systems must be installed below grade in a valve box. Green, black, or purple valve boxes and lids are acceptable.

Valve boxes must have an advisory label or "nameplate" permanently molded into or affixed onto the lid with rivets, bolts, etc. Labels must be constructed of a purple weatherproof material with the wording "RECYCLED WATER - DO NOT DRINK - NO TOMAR" permanently stamped or molded into the label.

New and existing isolation valves must be installed in a marked valve box with a recycled water identification tag on the valve operator or, if the valve operator is too deep to reach, at the top of the valve box extension.



Figure 1: Marked Cover and Tag



Figure 2: Example Cover Mark

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New and existing remote control valves must be installed in a marked valve box with a recycled water identification tag on the valve.

New and existing pressure regulating valves and strainers must be installed in a marked valve box with a recycled water identification tag on the valve/strainer.



Figure 3: Typical Tag Example

All valve covers on offsite recycled water transmission mains shall not be interchangeable with potable water covers and shall contain a recognizable inscription cast on the top surface.

Identification of Quick Coupling Valves

New quick coupling valves must be made specifically for recycled water use. New quick coupling valves must be 3/4-inch or one-inch nominal size and of brass construction with a maximum working pressure of 150 psi. The covers on all new quick coupling valves must be permanently attached and made of purple rubber or vinyl with the words "RECYCLED WATER" imprinted on the locking cover. To prevent unauthorized use, the valve must only be operated by a special coupler key for opening and closing the valve. New quick coupling valves must be installed approximately 12 inches from walks, curbs, header boards or paved areas. Quick coupling valves used in the recycled water system must be installed in a valve box, where applicable, and a recycled water identification tag must be permanently attached to the quick coupling valve or the inside of the box so that it is clearly visible when the box lid is removed.

Any wands, sprinkler heads, fittings, or other attachments used in conjunction with the quick coupling valves must be labeled with the words, "RECYCLED WATER - DO NOT DRINK." Attachments used in a recycled water system must not be used in a potable water system.

The installation of quick coupling valves on a potable water system in the vicinity of a recycled water irrigation system must be of a different type to prevent accidental cross-connection or contamination by accidentally interconnecting or interchanging attachments. Keys and attachments must not be interchangeable.

system quick coupling valves must be modified to meet standards for new recycled water quick coupling valves.

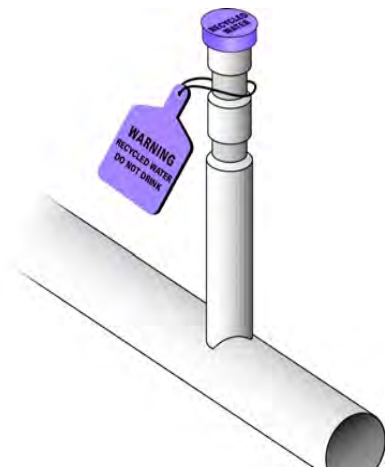


Figure 4: Quick Coupler Marking

Identification of Water Meters, Pumps, Pump Control Valves, Air/Vacuum Relief Valves

All of these recycled water devices must be tagged with a recycled water identification tag.

Identification of Recycled Water Backflow Prevention Devices

If applicable, these devices must be tagged with a recycled water identification tag.

Identification of Sprinkler Heads

Recycled water sprinkler heads shall be marked with a purple ring or other approved method.



Figure 5: Sprinkler Head Ring

Irrigation Controllers

All recycled water system controllers must be identified by affixing a sticker or “nameplate” to the outside of the controller cabinet, the inside of the controller cabinet, or the outside or inside of the controller cabinet enclosure. Stickers or nameplates must be weatherproof, and must contain wording in English and Spanish indicating that the controller is for a recycled water system. New recycled water system controllers must be automatic with multiple start/stop times for any 24 hour period and installed according to the approved plans and local codes.

Identification of Potable Water System Devices

At recycled water use sites where potable water is used, all potable water meters and above grade water devices, such as backflow prevention devices and hose Bibs, must be tagged or labeled with potable water identification tags, or labels.

Advisory Signage

All sites using recycled water must post clearly visible signs conforming to District approval and installed per the locations indicated on the approved plans. Recycled water identification signage must be a minimum of 4” x 8”, however of a reasonable size to be readable to the public.

Irrigation Systems at Fenced Facilities

Advisory signs indicating the use of recycled water must be installed at all entrances to the customer's facility. The District may require additional signing on a case by case basis.

Irrigation Systems at Facilities Not Surrounded by Fences

Advisory signs must be placed where they can be easily seen. To the extent necessary to advise passerby, signs must be posted at the property line near crosswalks, at driveway entrances, at outdoor eating areas, or as otherwise determined by the District. For streetscapes (parkways, frontage or backup landscaping), place signs at street corners as appropriate to notify passerby. Signs must be placed no further than 1,000 feet apart. For medians, a sign is usually placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.

The signs must include the words "IRRIGATED WITH RECYCLED WATER - DO NOT DRINK – NO BEBER." The lettering on the signs must be a minimum of 1/2-inch in height and must be black or white on a purple colored background. Where required for aesthetic or corporate identity purposes, alternate color-coding schemes may be adopted subject to the approval of the District. Consult the District for final approval of signs using alternate color-coding.

Decorative Fountains, Ponds, and Other Water Features

Minimum requirements for water feature signs:

- Minimum wording: “This ____ [*insert type of water feature here, such as Fountain, Pond, etc.*] Uses Recycled Water – Do Not Drink – No Beber.”
- Minimum size: no less than 4 inches high by 8 inches wide.
- Must be permanently, legibly printed and posted in conspicuous places.
- Colors for lettering and background follow the same guidelines as for irrigation signs.

The District must be consulted for final approval of all signs, as well as the number of signs required per water feature and the placement of those signs.

Construction Inspection

The RWQCB requires that the District or a designated representative conduct on-site inspections during the construction phase to ensure that materials, installation and procedures are in accordance with the approved plans, specifications, and all applicable regulations. Accordingly, the recycled water User must notify the District of the schedule for all phases of planning, construction and start up so that inspections can be scheduled. The constant-pressure mainline piping portion of all systems must conform to the requirements of the UPC Sections 103.5.1 through 103.5.4.2.

Required Temporary Connection to Potable Water Service

In order to prevent cross-connections, an irrigation system is usually not allowed to receive recycled water until its site has passed a required cross-connection test. This means that an irrigation system might be supplied with water from a jumper (temporary connection) to an on-site potable water system, or non-treated groundwater system, up to and during the cross-connection test. After passing this test, the jumper must be removed and the system connected to the recycled water meter. Jumpers, providing water from the public recycled water system into the on-site recycled water system, are prohibited at all times. Irrigation systems not needing a temporary potable water source are usually systems where there is no potable water at the site, such as some streetscapes and medians.

Cross-Connection Test

The User must conduct a cross-connection test (and the User's site must pass this test) before connecting the User's recycled water irrigation system to the District's recycled water system at any use-site where both recycled and potable water are present in separate piping systems. This test is to ensure the absolute separation of the recycled and potable water systems. The User must notify the District at least 48 hours prior to the test so that members of the District may be present. The cross-connection test must be done under the supervision of the District's representatives and performed by an AWWA-certified cross-connection control specialist hired by the User. The Site Supervisor must be present at the test. The test must be done with potable water, or non-treated ground water, charging the irrigation system. A written report documenting the test results must be submitted by the certified cross-connection control specialist to the Site Supervisor and the agency responsible for inspection following test completion. Cross-connection test procedures are contained in Appendix E.

Coverage Test

The User is responsible for minimizing overspray, runoff, and ponding from their recycled water irrigation systems – new or converted to recycled water. To ensure that any overspray, runoff, or ponding is in accordance with District rules and regulations, the District will conduct an inspection of the on-site system. After the on-site system begins receiving recycled water, the User or User's representative must contact the District to schedule a coverage test walk through of the system. The User or User's representative must be in attendance and have persons in attendance capable of making system adjustments. If modifications to the system (other than minor adjustments) are required, the User will be notified in writing of the changes

required. Any required modifications to the system must be made in a timely manner. All modifications to the system are the responsibility of the user, and the user must pay all costs associated with such modifications.

Record Drawings

The recycled water User – or the User’s contractor – must prepare record drawings to show the recycled water irrigation system as constructed. These drawings must include all changes in the work constituting departures from the original contract drawings including those involving both constant-pressure and intermittent-pressure lines and appurtenances. All conceptual or major design changes must be approved by the District before implementing the changes in the construction contract. The recycled water irrigation system record drawings must be submitted to the District within ninety (90) days of the site receiving recycled water.

Final Inspection and Authorization to Receive Recycled Water

Before the recycled water irrigation system is connected to recycled water, the District (or its designated representatives) will perform a final inspection to ensure all requirements have been met. This inspection may be coordinated with the cross-connection test. The District's inspector will check to see that the proper equipment was used, all documentation is in order and that all required tags, labels, and signs are in place.

The District must grant final authorization before recycled water can be supplied to the site. Final authorization will be granted when construction has been completed in accordance with approved plans and specifications, all cross-connection tests have been performed, a final on-site inspection has been conducted, and all requirements--including documentation submittals-- have been met satisfactorily. After the Recycled Water Use Authorization is finalized by the District, the Water Service Agreement is approved by the District (if applicable), and all applicable fees have been paid, the District will begin recycled water service.

The State DPH will be forwarded a copy of all test and inspection reports as well as notification that recycled water service has started. During the lifetime of the recycled water system, the District will periodically inspect the recycled water system to ensure compliance with all applicable Rules and Regulations.

Section III - Operation & Maintenance

General Customer Responsibilities

By accepting recycled water service, the customer agrees to comply with and enforce the District Rules and Regulations for recycled water use. It is the User's responsibility to provide surveillance and supervision of its on-site recycled water system in a way that assures compliance at all times with current regulations and the recycled water permit requirements.

Site Supervisor Designation

The User must designate a representative to be the Site Supervisor of the recycled water use site. The Site Supervisor represents the owner, tenant, or property manager as a liaison to the District. The Site Supervisor must have the authority to carry out any requirements of the District.

Site Supervisor Training

The designated Site Supervisor must attend a Site Supervisor Certification Workshop, or District approved equivalent, no later than 15 days prior to receiving recycled water service. Failure to attend the Site Supervisor Certification Workshop may result in the termination of recycled water service.

Changing the Site Supervisor

The User must notify the District immediately of any change in personnel for the Site Supervisor position. Upon a change in personnel, the new Site Supervisor must attend a Site Supervisor Certification Workshop, or District approved equivalent, no later than 15 days prior to the position change. Failure to attend the Site Supervisor Certification Workshop may result in the termination of recycled water service.

Requirements of Site Supervisor Position

- Received training and be able to demonstrate knowledge of the application and maintenance of a recycled water system.
- Be available to the District at all times and have the authority to carry out any requirements of the District.
- Be responsible for the installation, operation and maintenance of the recycled and potable water systems, and for the prevention of potential hazards or potential violations regarding recycled water use.
- Ensure that notification signs at the use site are properly installed and maintained, and that all recycled and potable water facilities are properly labeled, tagged or otherwise identified.
- Be knowledgeable of the provisions contained in Titles 17 and 22 of the California Code of Regulations relating to the safe use of recycled water and maintain accurate records.
- Be aware of, and familiar with, these Rules and Requirements.
- Ensure that all employees of the use site involved with the use of recycled water are instructed in the safe and responsible use and handling of the recycled water.
- Immediately inform the District of any failures, violations and emergencies that occur involving the recycled or potable water systems.

- Ensure that there are no cross-connections made between the potable and recycled water systems. Be familiar with the basic concepts of backflow and cross-connection prevention, system testing, and related emergency procedures, and participate in all cross-connection tests.
- Conduct an annual self-inspection of the use site and provide a written report to the District; and.
- Submit all required Operating Documents.

Personnel Training

It is the responsibility of the User to train all operations personnel so they are familiar with the use of recycled water. Supervisory personnel and the Site Supervisor shall ensure that employees are not using recycled water carelessly or improperly. Any training program should include, but not be limited to, the following:

- Operations personnel must be aware that recycled water, although highly treated, is non-potable. Recycled water may never be used for human consumption.
- Operations personnel must understand that working with recycled water is safe if common sense is used and appropriate regulations are followed.
- Operations personnel must understand that conditions such as ponding, runoff and windblown spray into unapproved areas are not allowed.
- Operations personnel must understand that there is never to be a direct connection between the recycled water system and the potable water system.
- Operations personnel should be familiar with these Rules and Regulations.
- Good personal hygiene must be followed (for example, washing hands after working with recycled water).

Training programs should also instruct personnel in proper procedures for reporting unauthorized discharges, identifying and correcting cross connections, and modifying the system in the event of an earthquake or other disaster.

General System Operations

System Responsibilities

The District is responsible for the operation and maintenance of the recycled water system upstream of the point of connection, including the recycled water meter. Attachment H and Attachment I provide a checklist for distribution system start up and shut down procedures.

The Customer is responsible for maintaining and operating the on-site recycled water system downstream of the recycled water point of connection. This includes the following:

- Obtain all Permits required for the operation and maintenance of the on-site recycled water system.
- Apply recycled water in accordance with the Rules and Regulations.
- Maintain the on-site recycled water system, including signs, markings, and tags in accordance with all District Rules and Regulations.
- Ensure all materials used during the repair and maintenance of the system are approved or recommended for recycled water use.

- Obtain prior authorization from the District before making any modifications to the approved recycled water system.
- Report all violations and emergencies to the appropriate local authority.
- Submit Annual Self-Inspection Report and other required documents.

Site Operating Conditions

The User must comply with the following conditions:

Runoff Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical runoff outside the approved use area.

Ponding Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical ponding within or outside of the approved use area. This does not apply to approved recycled water impoundments.

Windblown Spray Conditions

The irrigation systems must be designed, constructed and operated to minimize to the fullest extent practical windblown spray from leaving the approved use area. The recycled water system must be operated to prevent overspray or windblown spray into unapproved areas.

Unapproved Uses

Use of recycled water for any purposes other than those explicitly described in the District's water recycling permit is strictly prohibited.

Use in Unapproved Areas

The delivery and use of recycled water for any reason, including approved uses, in areas other than those explicitly approved in the current effective user permit and without the prior approval of the District, is strictly prohibited.

Cross-Connections

Cross-connections, as defined by the California Code of Regulations, resulting from the use of recycled water or from the physical presence of a recycled water service, whether by design, construction practice, or system operation, are strictly prohibited.

If any cross-connection is discovered, the User shall immediately turn off the system, notify the District and Implement the Emergency Cross-Connection Response Plan, Attachment B.

Hose Bibs

Hose bibs or other appurtenances that might allow public access to the recycled water system for unapproved use or for cross-connection to the potable water system are strictly prohibited in all areas accessible to the general public. In these areas, only quick-couplers are allowed and must be of a different type than those that may be used on the use site's potable water system.

Hose bibs may be used on the recycled water system in areas that do not allow any public access but must be conspicuously labeled "RECYCLED WATER -- DO NOT DRINK" in both English and Spanish (or any other language determined by the Water Recycling Agency to be in common use in the area), along with the "Do Not Drink" symbol. Workers in these areas must be instructed not to drink from these hose bibbs.

Drinking Fountains and Eating Areas

Drinking fountains located within the approved use area must be protected from contact with recycled water by direct application through irrigation or other approved use. Lack of protection, whether by design, construction practice or system operation, is strictly prohibited.

Periods of Operation

Operation of the User's on-site recycled water system must adhere to the following requirements.

- Irrigation may only occur during periods of least use of the approved area by the general public. This is usually between the hours of 10 p.m. and 6 a.m.; however, areas where public access is generally prohibited or minimized, such as construction dust control, commercial nurseries and freeway landscaping, may be irrigated at such times specifically approved by the District.
- Even though tertiary-treated recycled water is approved for full-body contact by the State Department of Public Health, irrigation of public areas—for example, landscaping “hot-spots” --during times other than 10 pm to 6 am may be performed if the irrigation system is operated manually and is supervised to avoid inadvertently exposing any members of the general public. This provision must be strictly followed.
- Consideration should be given to allow a reasonable dry-out time before the area is to be used by the public.
- Automatic control systems are to be used and programmed to prevent ponding and runoff of recycled water.
- The recycled water system must not be allowed to operate for periods longer than needed to satisfy the landscape water requirements. Recycled water must never be applied at a rate that is greater than the infiltration rate of the soil. Exceptions to this requirement for purposes such as leaching of soil must be specified in the User Agreement.
- Inadvertent public contact with recycled water irrigation spray must always be avoided.

General System Maintenance

Preventive Maintenance

The User must implement a preventive maintenance program that will ensure that the recycled water system always remains in compliance with the Rules and Regulations of the District. As part of a preventive maintenance program, the Site Supervisor should:

- Perform regular inspections of the entire recycled water system including sprinkler heads, drip irrigation system emitters, spray patterns, piping and valves, pumps, storage facilities, lakes, controllers etc. Immediately repair all broken sprinkler heads, faulty spray patterns, leaking pipes or valves, or any other noted condition that violates the recycled water use requirements.
- Check all recycled water identification signs, tags, stickers, and above grade pipe markings for their proper placement and legibility. Replace damaged, unreadable, or missing signs, tags, stickers, and pipe markings.
- Check spray patterns to eliminate ponding, runoff and windblown spray conditions. If evidence of ponding or runoff is noted, affected areas should be indicated on a sketch and sprinkler heads should be adjusted to prevent further ponding or runoff. County Health

regulations require that evidence of mosquitoes breeding within ponding should be noted and immediately eliminated.

- Establish and maintain an accurate record keeping system of all inspections, modifications and repair work.
- Provide for at least annual testing of backflow prevention assemblies by a tester certified by the American Backflow Prevention Association (ABPA) or AWWA. Records of annual tests, repairs and overhauls must be kept by the user with copies forwarded to the District and the County Health Department.

User Site Best Management Practices

The User must submit design plans and a description of Best Management Practices (BMPs) that show that public health and quality of waters of the State will be protected.

1. The plans and description must provide information to ensure the Site using recycled water is designed and operated using appropriate BMPs to comply with the following:
 - a. Application of recycled water at agronomic rates so irrigation does not promote downward migration of pollutants, which could adversely impact the quality of groundwater;
 - b. Fertilizer application is at agronomic rates does not adversely impact waters of the State; and,
 - c. Adequate erosion control so that soil is not released into stormwater runoff and surface waters.

To demonstrate whether irrigation is at agronomic rates, the User must provide information to the District including a tabular comparison of the volume of water required for plant growth in the landscape area to the volume of recycled water (and supplemental water) applied to the area.

To demonstrate whether fertilizer application is at agronomic rates, the User must provide information to the District including a tabular comparison of the amount of fertilizer needed for plant growth in the landscape area to the amount applied to the area. The Site Supervisor must only apply nitrogen fertilizer if levels of nitrogen in the recycled water are not sufficient for plant growth. If levels are not sufficient, the Site Supervisor must calculate how much fertilizer needs to be applied by subtracting the level in recycled water from the level needed for plant growth.

2. Sites using recycled water must be designed and operated using BMPs with the objectives of preventing recycled water spray, mist, or surface flow (except for runoff that is "incidental in nature), from either leaving the Site or reaching:
 - a. Any surface waters located on or adjacent to the Site;
 - b. Areas where the public has access (e.g., dwellings, designated outdoor eating areas, or food handling facilities.); or
 - c. Drinking fountains.
3. Sites must also be designed and operated using BMPs with the objectives of preventing public contact with recycled Water. BMPs used to obtain these objectives must include:

- a. Irrigation with recycled water during periods of minimal human use of the irrigated area and timing of irrigation to allow an adequate dry-out time before the irrigated area will be used by the public
 - b. A BMP Design Plan must be submitted and approved showing locations of public notification signage and tagging.
4. BMPs used to achieve the objectives described above must include:
- a. Use of buffer zones;
 - b. Use of devices that protect drinking water fountains against contact with recycled water spray, mist, or surface flow; and,
 - c. Discontinuation of application of Recycled Water during precipitation events, which are of sufficient magnitude to generate surface flow within the Site.

Irrigation System Modifications

The User must not make any modifications to its on-site recycled water system (or potable system, if it is in close proximity to the recycled system) without the prior approval of the District.

This includes modifications to the approved plans or to an operational system. Detailed plans of any modifications should be submitted to the District and the modifications inspected and approved by the District before their being placed in operation.

However, routine maintenance of the irrigation system, such as pipeline repairs, sprinkler replacement and other similar activities that don't result in a substantial change in either the recycled or potable water systems, or any agreed to operating plans, do not need prior approval by the District.

Converting any piping used for recycled water back to potable water, such as switching from a recycled water system to a backup potable water system, requires prior approval of the District.

Emergency modifications or repairs that must be made by the User to its system in order to prevent contamination, damage or a public health hazard are covered under Operating Problems, below.

Equipment Cleaning

Any device, hose, pipe, meter, valve, tank, pump, truck, etc. which has been used with recycled water may not be used to convey potable water nor attached to the potable water system unless it is cleaned, disinfected and approved by the District per District requirements.

Operating Problems

Emergency Procedures

In case of earthquake, flood, fire, major freeze, nearby construction, or other incident, which could cause damage to the recycled or potable water systems, the Site Supervisor must inspect the domestic and recycled water systems for damage as soon as it is safe to do so. If either system appears damaged, both the domestic and recycled water systems should be shut off at their points of connection. The Site Supervisor must immediately contact the District for further instruction.

Emergency Modifications

Emergency modifications or repairs can be made by the User to the recycled water system without the prior approval of the District to prevent contamination, damage or a public health hazard. As soon as possible after the modification (but within three days), the customer must notify the District of the emergency modifications and file a written report.

Emergency Cross Connection Response Plan

In the event that a backflow incident or cross-connection is suspected or occurs, the following procedures must be implemented immediately:

1. Immediately shut down the reclaimed water supply to the facility at the meter.
2. Immediately notify the District by phone. This notification is to be followed by written notice within 24 hours. The written notice should include an explanation of the nature of the cross-connection, date and time discovered, and the steps taken to mitigate the cross-connection(s).
3. Keep the potable water system pressurized and post “DO NOT DRINK—NO TOMAR” signs at all potable water fixtures and outlets.
4. The District will notify the Mono County Public Health - Environmental Health Division and State Department of Public Health (DPH) of the reported cross connection.
5. Provide bottled water for employees until the potable water system is deemed safe to drink.
6. Collect water samples from the potable water system and perform a 24-hour bacteriological analysis (as instructed by the District). Water samples should be collected from the closest possible point to the cross-connection.
7. Identify the cause and location(s) of backflow and eliminate the cross-connection(s).
8. Conduct a cross-connection test in coordination with the District and the appropriate health department to verify that all cross-connection(s) have been eliminated.
9. Obtain approval from the District and the appropriate health department before returning the reclaimed water system to service.
10. If the bacteriological analysis conducted in Step 6 is positive, flush the potable water system and disinfect by maintaining a chlorine residual of at least 50 mg/L for 24 hours. Otherwise, proceed to Step 13.
11. Flush the potable water system after the 24 hour disinfection period of Step 10 and perform standard low chlorine test and bacteriological analysis.
12. If the results from Step 11 are acceptable, proceed to Step 13. Otherwise, repeat Step 10 and 11.
13. Obtain final approval from the District and the state and/or local city or county health department before removing signs.

This Emergency Response Plan is Attachment B.

Notification

General Notification Requirements

The Site Supervisor must provide *immediate verbal notification* followed by written notification within 10 business days to the District, Lahontan Water Board, State Department of Health Services and Mono County Public Health Department if any of the following events occur:

- a complaint (or other source of information) concerning recycled water use that may involve illness;
- a system failure that results in an unauthorized discharge of more than 50,000 gallons of tertiary treated recycled water (or 1,000 gallons for any lesser quality recycled water);
- contamination of the potable water system due to a cross-connection;
- a break in the system, low pressure, low flow or poor water quality;
- any failure or cross-connection in his/her recycled or potable water system, whether or not the site supervisor believes a violation has occurred; or
- any violation he/she believes might imminently occur because of any action the User's personnel might take during the operation of the recycled or potable water systems.

If there are any doubts whether a violation has occurred, it is the responsibility of the Site Supervisor to report each occurrence to the District so a decision can be made. It is then the District's responsibility to notify appropriate local governing agencies of any violations.

Contamination of Potable Water

If contamination of the potable water system is suspected or known due to a cross-connection on the user's premises, the user must immediately notify the District. The user is to invoke immediately the **Emergency Cross-Connection Response Plan** described above. In case of contamination of the District potable water system due to a cross-connection on the User's premises, the User must immediately notify the District and the County Health Department.

Unauthorized Discharge

An unauthorized discharge is any amount of recycled water that leaves the designated use site. The Site Supervisor must report to the District any unauthorized discharge of recycled water, at which time the District will specify if a written report is required. In the event of an unauthorized discharge, the Site Supervisor should make every effort to contain the recycled water and prevent it from entering the storm drain. Contact the District for further directions and disposal instructions.

Violations

The District reserves the right to decide if a violation of the conditions under which the User Authorization was issued has occurred. Violations may include non-compliance of any of the following prohibitions: runoff conditions, ponding conditions, windblown spray conditions, leaks or spills resulting from broken or damaged pipelines or appurtenances, unapproved uses, disposal in unapproved areas, cross-connections, unprotected drinking fountains and unauthorized or prohibited use of hose bibbs, whether willful or by accident. Any willful or accidental act of noncompliance with any existing Federal, state or local ordinance, code, law or statute regulating the use of recycled water constitutes a violation.

Corrective Action

If the District's investigation reveals that a violation has occurred on the reuse site, the District must immediately notify the User of the violation and what corrective actions must be taken. It is the responsibility of the User to immediately initiate corrective action to eliminate the violation. If the District believes the violation constitutes a hazard to the public health, the District must immediately stop recycled water service to the User. It will be at the discretion of the District to decide if a violation has been adequately corrected. The District may impose a startup fee upon resumption of service to a User whose service has been terminated, depending on the provisions of the User Agreement.

Enforcement

The District shall enforce all existing regulations concerning the use of recycled water and/or recycled water systems. Regulations concerning the use of any recycled water or recycled water system shall be applied with equal force and effect to any person, persons, or firm, public or private. There will be no deviations from these regulations except upon written authorization of the District, acting within applicable regulations. An appeal procedure may be provided for in the User Agreement or in the District's rules and regulations, and the action of the District will be final.

Causes for Termination of Service

The District reserves the right to revoke a User's Authorization if any or all of the service conditions are not satisfied at all times. Service to a User may be terminated any time if:

- The District's distribution system is not capable of supplying recycled water.
- The quality of the recycled water does not comply with the requirements of the Regulatory Agencies.
- The User's operation does not conform to all applicable regulations, permit requirements and/or the terms of the User's agreement.
- There is nonpayment of service fees and charges by the User.

Section IV -- Compliance Inspection and Enforcement Program

Periodic Site Inspections

Periodic site inspections of the User's recycled water irrigation system are mandated in the Water Code (Section 13523.1(b)(5)). Such inspections include, at a minimum, the visual inspection of all back-flow prevention devices, pump rooms, exposed piping, valves, pressure reducing stations, points of connection, sprinklers, controllers, lakes, storage facilities, signs, labeling, tags, etc. The Site Supervisor's maintenance records should also be inspected.

The District will provide the Site Supervisor with reports of periodic inspections of the User's system and report all violations to the appropriate Regulatory Agency according to applicable procedures established by law, code, permit or practice.

Periodic inspections are the responsibility of District (the entity holding the general water recycling permit issued by the Regional Board). The District may perform this inspection, or it may be delegated to a third party. The District will also determine the frequency of these inspections, based on local conditions. The District also reserves the right to make unannounced inspections of the use site's facilities, although at reasonable times.

Upon completion of the inspection, a Site Compliance Inspection Report should be signed and dated by both the Site Supervisor and the entity performing the inspection. A Site Compliance Report is presented as Attachment F. The original form should be kept by the inspecting entity with copies going to the Site Supervisor, the District and any required regulatory agency.

Should a cross-connection be discovered during the inspection, the Emergency Cross-Connection Response Plan should be immediately invoked by the Site Supervisor.

Annual Self Inspection Report

The RWQCB requires that the recycled water User conduct an inspection at least once per year while the recycled water system is in use. The results of this inspection must be documented and submitted in a written report. A Site Inspection Report is presented as Attachment G. The Site Supervisor must submit the results of the inspection, along with a description of any corrective actions taken or scheduled. Upon completion, the Site Supervisor must keep a copy of the report for their records and must return the original. Questions on the annual inspection report include the following:

1. Is there evidence of recycled water runoff from the site? Show affected area on a sketch and estimate volume.
2. Is there an odor of wastewater origin at the irrigation site? If yes, indicate apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odors.
3. Is there evidence of recycled water ponding, and/or evidence of mosquitoes breeding within the irrigation area due to ponded water?
4. Are warning signs, tags, stickers, and above ground pipe markings properly posted to inform the public that irrigation water is recycled water, which is not suitable for drinking?
5. Is there evidence of leaks or breaks in the irrigation system piping, or tubing?

6. Is there evidence of broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers?
7. Has your designated Site Supervisor changed in the past year?
8. What corrective actions are being taken to correct any problems noted above?

Compliance and Enforcement Report

A. The General Permit requires the District to establish and implement a *Compliance Inspection and Enforcement Program*. The *Compliance Inspection and Enforcement Program* must include but not be limited to a description of the District's:

1. Plan for conducting routine compliance inspections of the Authorized Recycled Water Use Sites, including the name(s) of any parties that will assist the District in conducting the inspections.
2. Process for responding to violations, including ordering corrective action and initiating enforcement action.

B. At a minimum, the Compliance Inspection and Enforcement Program must be consistent with Water Code section 13523.1.

At a minimum, the District's *Compliance Inspection and Enforcement Program* must include the following requirements:

1. Inspections include review of the Site Supervisor's maintenance records and visual inspection of all back-flow prevention devices, pump rooms, exposed piping, valves, pressure reducing stations, points of connection, sprinklers, controllers, surface waters, storage facilities, signs, labeling, tags, etc.;
2. A Site compliance inspection report must be prepared for each inspection. The inspection report must be signed and dated by both the Site Supervisor and the inspector. At a minimum, copies of the reports must be maintained on file by the Site Supervisor, District, and inspecting entity if different from the District;
3. The inspector must immediately notify the Site Supervisor of violation(s) identified during inspections and what corrective actions must be taken;
4. Describe enforcement actions that will be employed for Users that fail to immediately initiate corrective action to eliminate violation(s). Such enforcement actions may include, but not be limited to:
 - Immediately stopping recycled water service to a use Site where a violation has been identified and the violation is believed to constitute a hazard to the public health or threat to water quality.
 - Termination of service to a User who uses, transports, or stores such water in violation of the District's *Requirements for Recycled Water Users*.

The Compliance and Enforcement Reports are bound as Attachment F to these Rules and Regulations.

Section V -- Monitoring and Reporting Program

This document is prepared to satisfy the requirements of the General Permit, General Water Recycling Requirements and Waste Discharge Requirements Mammoth Community Water District Disinfected Tertiary Treated Water, Monitoring and Reporting Program.

Monitoring

Drinking Water Supply Monitoring

For each semi-annual period (January -June; July -December), the District shall submit a report to the Lahontan Water Board providing the results of California Department of Public Health-specified drinking water supply monitoring for municipal supply wells located within a half-mile of any authorized recycled water use site having received recycled water within the previous six months. Groundwater elevations at the time of sampling shall be provided for each well. The reports shall be included with the quarterly monitoring reports providing results from the second and fourth quarterly monitoring periods, as specified in Quarterly Reports, below.

Recycled Water Flow Monitoring

Mammoth Community Water District (District) shall record the total volume, in million gallons, and the average flow rate, in million gallons per day (mgd), of recycled water provided by the District to each Authorized Water Use site. This information shall be recorded and reported for each calendar month.

Agronomic Application Rate Monitoring

1. For each calendar month, the District shall record and provide a tabular comparison of the:
 - a. volume of water required for plant growth in each irrigated area;
 - b. volume of recycled water (and supplemental water) applied to each irrigated area; and
 - c. number of acres for each irrigated area.
2. For each calendar month, the District shall record, and provide a tabular comparison of the:
 - a. amount of nitrogen (N) needed for plant growth in each landscape and agricultural area;
 - b. total amount of N applied to each area, including the amount of N in the recycled water and the amount of N in any fertilizer applied; and
 - c. number of acres for each area.

Recycled Water Quality Monitoring

Samples of the recycled water following tertiary treatment and leaving the Treatment Plant for reuse by permitted users shall be collected and analyzed to determine the magnitude of the constituents and parameters listed in Table 7.

Table 7: Monitoring Constituents and Parameters

Parameter	Units	Type	Minimum Frequency
Turbidity ¹	NTU	Recorder	Continuous
Total chlorine residual	mg/L	Recorder	Continuous
Modal contact time ²	minutes	Calculated	Daily
CT value ³	mq-minutes/L	Calculated	Daily
Total Coliform	MPN/100mL	Grab	Daily
Kieldhahl Nitrogen	mq/L	Composite	Weekly
Ammonia Nitroqen	mq/L	Composite	Weekly
Nitrate Nitroqen	mq/L	Composite	Weekly
Total Dissolved Solids	mg/L	Composite	Monthly
Sulfate	mq/L	Composite	Monthly
Chloride	mg/L	Composite	Monthly
Total Trihalomethane	u/L	Grab	Quarterly
n-nitrosodimethylamine	u/L	Grab	Quarterly
Priority Pollutants, excluding asbestos (Appendix A to 40CFR part 423)	As Specified	Grab	Semi Annually

¹ For each 24-hour period, record and report the following: average turbidity, amount of time (minutes) the turbidity exceeded five (5) NTUs (if any), and the maximum turbidity.

² The modal contact time at the highest and lowest flows must be recorded and reported for each 24-hour period **where** there is production of disinfected tertiary recycled water. The "modal contact time" is the amount of time elapsed between the time that a tracer, such as salt or dye, is injected into the influent at the entrance to a chamber and the time that the highest concentration of the tracer is observed in the effluent from the chamber. For the purpose of this determination, modal contact time shall be derived from a predetermined plot correlating modal contact times to varying flow conditions. (CCR, title 22, sec 60301.600)

³ The lowest CT value must be calculated for each 24-hour period. CT (mg-minutes per liter) = chlorine residual (mg/L) x modal contact time (minutes). To calculate the lowest value, first record the following data for the 24-hour period:

- a. Modal contact time under highest flow and corresponding total chlorine residual at that time.
- b. Lowest total chlorine residual and corresponding modal contact time.
- c. Highest total chlorine residual and corresponding modal contact time.
- d. Modal contact time under lowest flow and corresponding total chlorine residual at that time. Next, calculate CT values for each of the four conditions, above. The lowest of the four calculated CT values is the lowest CT for the period.

Quarterly Recycled Water Use Monitoring

The District shall record the following information each quarter in accordance with Water Code Section 13523.1 (b) (4):

1. The total number of sites that received recycled water during the quarter.
2. A list of all recycled water use sites. For each site, the list must include:
 - a. site name
 - b. site location
 - c. name of underlying hydrologic area
 - d. user name
 - e. type of use
 - f. site area (acres)
 - g. date of District recycled water use approval
3. A map of suitable scale showing the boundary of the Permit Area and showing the approved recycled water use site locations.

Inspections and Enforcement Monitoring

1. The District shall provide in its annual report (see Reporting, below) an inspection schedule for all recycled water use facilities. The inspection schedule shall document the date of each facility's prior inspection and its respective compliance status. Any facility with a reported incidence of noncompliance in its most recent inspection report shall be re-inspected no later than one year from its prior inspection. Any facility that was in compliance during its most recent inspection shall be scheduled for a re-inspection no later than three years from its prior inspection.
2. The District shall record and report on a quarterly basis all recycled water use sites inspected during each respective quarter. The list of sites inspected must include the following information for each recycled water use site:
 - a. Date of inspection, name of recycled water use site, user name, and type of use.
 - b. A description of all noted violations.
 - c. The date compliance was achieved and the respective corrective action taken, if applicable.
 - d. A description of enforcement action taken (if any), including any schedule for achieving compliance.
 - e. Date of prior compliance inspection.
3. The District shall inspect every month all signage that informs the public that recycled water is currently being used for irrigation purposes at each irrigation recycled water use facility. Maintenance of this signage is required. The results of this inspection must be reported by the District in its quarterly report.
4. The District shall inspect every month all Best Management Practices (BMPs) in place to prevent contamination of potable water supplies (including groundwater). The results of this inspection and measures taken to maintain and repair these BMPs must be reported by the District in its quarterly report.

5. The District shall inspect the recycled water distribution system annually for cross connections with the potable water supply.
6. The District shall annually pressure test the recycled water distribution system for leaks or drops in pressure.

Operation and Maintenance Monitoring

The District shall record and maintain records of all actions and analytical results necessary to demonstrate compliance with California Department of Public Health conditions identified in the General Permit, and to document any operational problems and maintenance activities with the recycled water treatment facilities, distribution system, and user sites. The District shall submit a brief summary of its findings to the Lahontan Water Board with each quarterly monitoring report. This summary shall discuss the elements listed below.

1. All modifications or additions to the recycled water treatment facilities, distribution systems, and user sites.
2. Test results of all backflow prevention devices at each recycled water use site.
3. The results of cross connection inspections at each authorized recycled water use site.
4. Test results of the District's recycled water distribution system pressure testing.
5. Any non-routine maintenance conducted on the recycled water treatment facilities, distribution system, and user systems.
6. Any major problems occurring to the recycled water treatment facilities, distribution system, and user systems.
7. Calibration results of any recycled water flow measuring devices.

Reporting

General Provisions

1. The District shall comply with the General Permit Monitoring and Reporting Program.
2. The District has submitted to the Water Board a Sampling and Analysis Plan (SAP). The SAP includes a detailed description of procedures and techniques for:
 - a. Sample collection, including purging techniques, sampling equipment, and decontamination of sampling equipment;
 - b. Sample preservation and shipment;
 - c. Analytical procedures;
 - d. Chain of custody control; and
 - e. Quality assurance/quality control (QAIQC).

Quarterly Reports

Quarterly monitoring reports including the preceding information shall be submitted to Water Board by the first day of the third month following each quarterly monitoring period. (Water Code, Section 13523.1, subd. (b)(4).)

Quarterly monitoring periods are defined as follows:

First Quarter January 1 -March 31

Second Quarter April 1 -June 30

Third Quarter July 1 -September 30

Fourth Quarter October 1 -December 31

Annual Report

The District shall submit an annual report to the Lahontan Water Board with the information listed:

1. Documentation of the District's compliance with the General Permit;
2. The compliance record and the corrective actions taken or planned, which are necessary to bring the District into full compliance with the General Water Recycling Requirements; and
3. The District's time schedule for completing corrective actions needed to achieve compliance.

General Provisions for Monitoring and Reporting

Sampling and Analysis

1. All analyses shall be performed in accordance with the current edition(s) of the following documents:
 - a. Standard Methods for the Examination of Water and Wastewater
 - b. Methods for Chemical Analysis of Water and Wastes, EPA
2. All analyses shall be performed in a laboratory certified to perform such analyses by the California State Department of Health Services or a laboratory approved by the Regional Board Executive Officer. Specific methods of analysis must be identified on each laboratory report.
3. Any modifications to the above methods to eliminate known interferences shall be reported with the sample results. The methods used shall also be reported. If methods other than EPA-approved methods or Standard Methods are used, the exact methodology must be submitted for review and must be approved by the Regional Board prior to use.
4. The District shall establish chain-of-custody procedures to insure that specific individuals are responsible for sample integrity from commencement of sample collection through delivery to an approved laboratory. Sample collection, storage, and analysis shall be conducted in accordance with an approved Sampling and Analysis Plan (SAP). The most recent version of the approved SAP shall be kept at the facility.
5. The District shall calibrate and perform maintenance procedures on all monitoring instruments and equipment to ensure accuracy of measurements, or shall insure that both activities will be conducted. The calibration of any wastewater flow measuring device shall be recorded and maintained in the operational log book described below.
6. A sample is defined as an individual sample collected in fewer than 15 minutes.
7. A composite sample is defined as a combination of no fewer than eight individual samples obtained over the specified sampling period at equal intervals. The volume of each individual sample shall be proportional to the discharge flow rate at the time of

sampling. The sampling period shall equal the discharge period, or 24 hours, whichever period is shorter.

Operational Requirements

Sample Results

Pursuant to California Water Code Section 13267(b), the District shall maintain all sampling and analytical results including: strip charts; date, exact place, and time of sampling; date analyses were performed; sample collector's name; analyst's name; analytical techniques used; and results of all analyses. Such records shall be retained for a minimum of three years.

This period of retention shall be extended during the course of any unresolved litigation regarding this discharge, or when requested by the Regional Board.

Operational Log

Pursuant to California Water Code Section 13267(b), an operation and maintenance log shall be maintained at the Waste Water Treatment Plant facility. All monitoring and reporting data shall be recorded in a permanent log book.

Reporting

1. For every item where the requirements are not met, the District shall submit a statement of the actions undertaken or proposed which will bring the discharge into full compliance with requirements at the earliest time, and shall submit a timetable for correction.
2. Pursuant to California Water Code Section 13267(b), all sampling and analytical results shall be made available to the Regional Board upon request. Results shall be retained for a minimum of three years. This period of retention shall be extended during the course of any unresolved litigation regarding this discharge, or when requested by the Regional Board.
3. The District shall provide a brief summary of any operational problems and maintenance activities to the Board with each monitoring report. Any modifications or additions to, or any major maintenance conducted on, or any major problems occurring to the wastewater conveyance system, treatment facilities, or disposal facilities shall be included in this summary.
4. Monitoring reports shall be signed by either a principal executive officer, ranking elected official, or other duly authorized employee.
5. Monitoring reports shall also include the following:
 - a. Name and telephone number of individual who can answer questions about the report.
 - b. The Monitoring and Reporting Program Number.
 - c. WDID Number

Noncompliance

Under Section 13268 of the Water Code, any person failing or refusing to furnish technical or monitoring reports, or falsifying any information provided therein, is guilty of a misdemeanor and may be liable civilly in an amount of up to one thousand dollars (\$1,000) for each day of violation under Section 13268 of the Water Code.

Appendix C

Section VI – Trucked Recycled Water Use

Disinfected secondary 2.2 recycled water (or tertiary recycled water) may be used via permitted truck users for the following uses:

- Backfill consolidation around non-potable piping,
- Soil compaction,
- Mixing concrete,
- Dust control on roads and streets,
- Cleaning roads, sidewalks and outdoor work areas, and
- Restricted access (Freeway) landscape irrigation (no food crops, parks & playgrounds, school yards, residential landscaping, etc.)





The trucked recycled water program rules and requirements are covered by a separate document entitled “MCWD Trucked Recycled Water Program Requirements”.

Appendix C

Attachment A

Town of Mammoth Lakes

Explanation

-  MCWD Boundary
-  Urban Growth Boundary
-  National Forest Lands
-  National Forest Lands Outside the Municipal Boundary

PARCELS

1. Be Shape Parcel
2. Mammoth Creek Park
3. Water District
4. Foundation Parcel

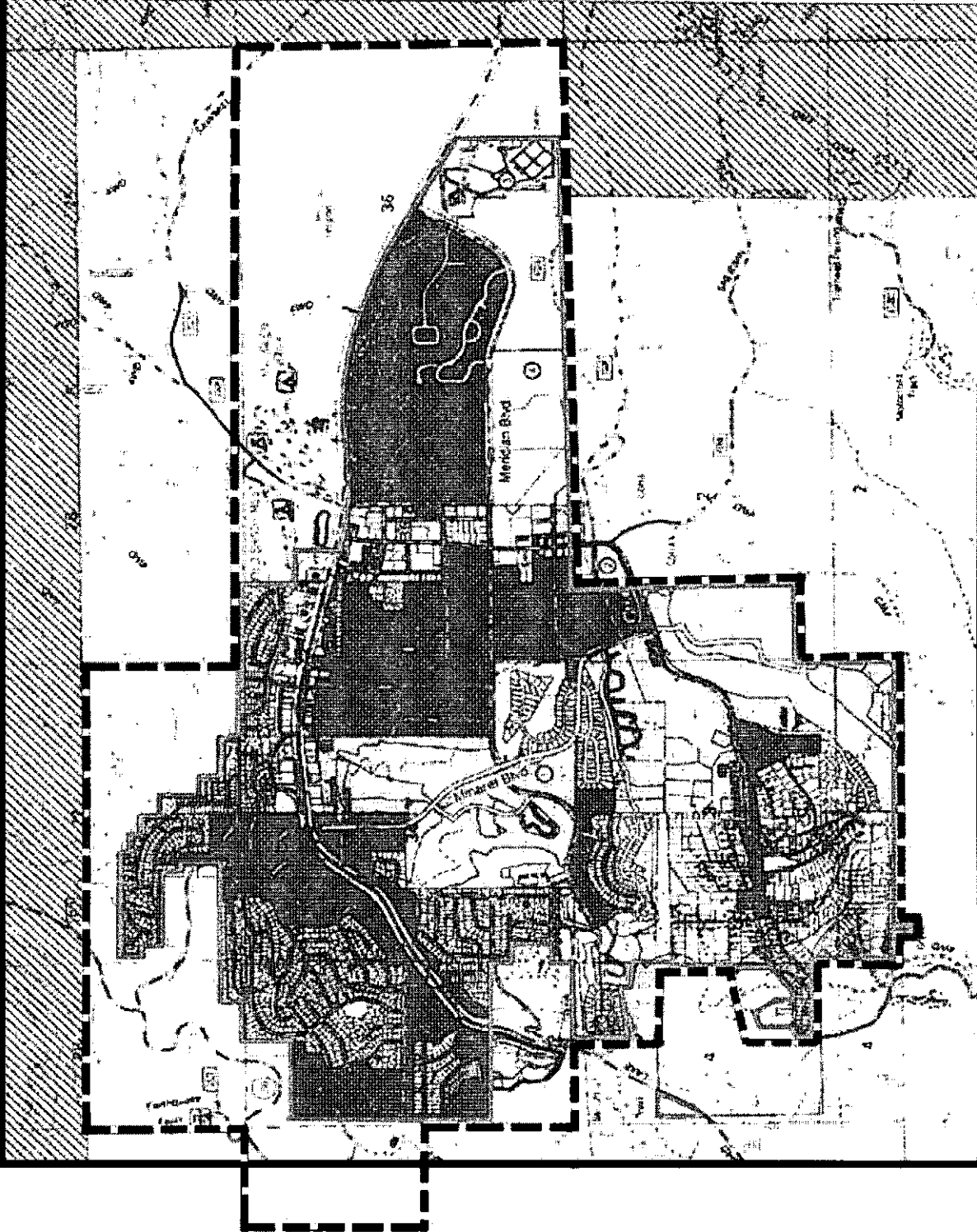


EXHIBIT 2-2

MCWD Service Area

MCWD PROPOSED RECYCLED WATER PROJECT





MCWD Recycled Water Distribution System Cross Connection Emergency Response Plan Mammoth Community Water District Recycled Water Program

In the event that a backflow incident or cross-connection is suspected or occurs, the following procedures must be implemented immediately:

1. Immediately shut down the reclaimed water supply to the facility.
2. Immediately notify the District by phone. This notification is to be followed by written notice within 24 hours. The written notice should include an explanation of the nature of the cross-connection, date and time discovered, and the steps taken to mitigate the cross-connection(s).

Mammoth Community Water District 760-934-2596
P.O. Box 597
Mammoth Lakes, CA 93546
3. Keep the potable water system pressurized and post “DO NOT DRINK—NO TOMAR” signs at all potable water fixtures and outlets.
4. The District will notify the Mono County Public Health - Environmental Health Division and State Department of Public Health (DPH) of the reported cross connection.
5. Provide bottled water for employees until the potable water system is deemed safe to drink.
6. Collect water samples from the potable water system and perform a 24-hour bacteriological analysis (as instructed by the District). Water samples should be collected from the closest possible point to the cross-connection.
7. Identify the cause and location(s) of backflow and eliminate the cross-connection(s).
8. Conduct a cross-connection test in coordination with the District and the appropriate health department to verify that all cross-connection(s) have been eliminated.
9. Obtain approval from the District and the appropriate health department before returning the reclaimed water system to service.
10. If the bacteriological analysis conducted in Step 6 is positive, flush the potable water system and disinfect by maintaining a chlorine residual of at least 50 mg/L for 24 hours. Otherwise, proceed to Step 13.
11. Flush the potable water system after the 24 hour disinfection period of Step 10 and perform standard low chlorine test and bacteriological analysis.
12. If the results from Step 11 are acceptable, proceed to Step 13. Otherwise, repeat Step 10 and 11.
13. Obtain final approval from the District and the state and/or local city or county health department before removing signs.



Appendix C

Attachment C

MCWD-RWP SERVICE NUMBER _____

Application For Recycled Water Service

Mammoth Community Water District Recycled Water Program

USE CLASSIFICATION

IRRIGATION

CONSTRUCTION

Property Information

SITE NAME

SITE ADDRESS

CITY

ZIP

SITE FACILITIES MANAGER

Site Owner

NAME

CITY

ZIP

CONTACT NAME

TITLE

ADDRESS

CITY

ZIP

PHONE

FAX

EMAIL

Design Contact

DESIGNER

CONTACT NAME

TITLE

PHONE

FAX

EMAIL

Site Supervisor

NAME

ORGANIZATION

ADDRESS

CITY

ZIP

PHONE

CELL PHONE

FAX

EMAIL

Application Checklist

DOCUMENTS:

SUBMITTED

APPROVED

ENGINEERING REPORT

OPERATIONS AND MAINTENANCE PLAN

IRRIGATION MANAGEMENT PLAN

O&M STAFF TRAINING VERIFICATION

SITE SIGNAGE PLAN

MONITORING & INSPECTION PLAN

EMERGENCY CROSS-CONNECTION PLAN

DATE SITE SUPERVISOR TRAINING COMPLETED _____

RETROFIT

NEW DEVELOPMENT

OUTDOOR EATING AREAS / PICNIC TABLES

DRINKING FOUNTAINS

COVERAGE TEST APPROVED

BACKFLOW TEST APPROVED

FINAL SITE INSPECTION APPROVED

NO. OF WELLS WITHIN 100 FEET OF SITE _____

COMMENTS:

By submitting this Application for Recycled Water Use, the applicant agrees to comply with Uniform Statewide Reclamation Criteria and the District's Requirements for Recycled Water Use.

SITE SUPERVISOR SIGNATURE

DATE

PERMIT SERVICE NUMBER ISSUED BY

DATE



Appendix C

Attachment G

MCWD-RWP SERVICE NUMBER _____

Site Compliance Inspection Report

Mammoth Community Water District Recycled Water Program

INSPECTION TYPE: INITIAL ANNUAL PERIODIC

State Water Resources Control Board Order WQ 2016-0068-DDW requires the Mammoth Community Water District to conduct routine compliance inspections of all Authorized Recycled Water User Sites. The Inspector must immediately notify the Site Inspector of violation(s) identified during inspections and what corrective actions must be taken. Copies of the reports must be maintained on file by the Site Supervisor and the District. If you have questions regarding this mandatory report, please contact the District at (760) 934-2596.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are Site Supervisor's maintenance records available and adequate? Are required documents, including Program Rules and Regulations, Irrigation Management Plan, Operations and Maintenance Plan, Cross-Connection Test Reports and Emergency Cross-Connection Response Plan on-site and available to O & M personnel?
<input type="checkbox"/>	<input type="checkbox"/>	Does the Site Supervisor maintain evidence that all O&M staff have received sufficient training in accordance to Section III of the Program Rules and Regulations?
<input type="checkbox"/>	<input type="checkbox"/>	Are advisory signs, labeling and tags in good condition and posted consistent with Department of Public Health (DPH) approved plans to inform public that water is recycled?
<input type="checkbox"/>	<input type="checkbox"/>	Are Best Management Practices in effect at all back-flow prevention devices, pump rooms, exposed piping, valves, hose bibs, pressure reducing stations, points of connections, sprinklers, controllers, surface waters, storage facilities, outdoor eating areas, drinking fountains, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of ponding of recycled water, and/or evidence of mosquitoes breeding within the irrigation area due to ponded water?
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of recycled water runoff from the site? If yes, please estimate the volume, and sketch affected area on the back of this sheet.
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of recycled water over spray to areas accessible to the public?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an odor of wastewater origin within the irrigation site? If yes, describe apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odor.
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of leaks or breaks in the irrigation system pipelines, valves or tubing?
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of plugged, broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers on the site?
<input type="checkbox"/>	<input type="checkbox"/>	In the past year or since the last site inspection report, have there been any modifications of the piping for the recycled water system? If so, describe modifications below.
<input type="checkbox"/>	<input type="checkbox"/>	Has the designated site Supervisor changed? If so, provide name and training verification of new Site Supervisor below.

What corrective actions are being taken to correct any problems or violations noted above?

Users that fail to initiate corrective action to eliminate violation(s) in a timely manner may be subject to termination of recycled water service. If a violation is believed to constitute a hazard to the public health or threat to water quality, recycled water service may be terminated immediately.

SITE SUPERVISOR SIGNATURE

DATE

DISTRICT INSPECTOR SIGNATURE

DATE



Appendix C

Attachment H

MCWD-RWP SERVICE NUMBER _____

Site Inspection Report

Mammoth Community Water District Recycled Water Program

INSPECTION TYPE: INITIAL ANNUAL

Mammoth Community Water District Recycled Water Program requires a certified Site Supervisor to complete and submit a Site Inspection Report annually. Site Supervisors are trained and certified by MCWD. If you have questions regarding training or this mandatory report, please contact the District at (760) 934-2596. Please complete and return this report each year prior to recycled water delivery.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are there advisory signs and tags in good condition and posted consistent with Department of Public Health (DPH) approved plans to inform public that water is recycled? If not describe actions taken to correct:
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of recycled water runoff from the site? If yes, please estimate the volume, and sketch affected area on the back of this sheet. Also, describe actions taken to correct:
<input type="checkbox"/>	<input type="checkbox"/>	Is there an odor of wastewater origin within the irrigation site? If yes, describe apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odor. Describe actions taken to correct:
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of ponding of recycled water, and/or evidence of mosquitoes breeding within the irrigation area due to ponded water? If yes, describe actions taken to correct:
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of leaks or breaks in the irrigation system pipelines, valves or tubing? If yes, describe actions taken to correct:
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of plugged, broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers on the site? Describe actions taken to correct:
<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of overspray into areas accessible to the public? If yes, describe actions taken to correct:
<input type="checkbox"/>	<input type="checkbox"/>	In the past year or since the last annual site inspection report, have there been any modifications of the piping for the recycled water system? Describe modifications:

I certify that the information in this report, to the best of my knowledge, is correct and true.

SITE SUPERVISOR SIGNATURE		DATE OF INSPECTION	
MAILING ADDRESS		CITY STATE	ZIP
OFFICE PHONE	CELL PHONE	EMAIL	
CURRENT OWNER:		CURRENT FACILITIES / PROPERTY MANAGER:	
CONTACT NAME	TITLE	CONTACT NAME	TITLE
COMPANY NAME		COMPANY NAME	
MAILING ADDRESS		MAILING ADDRESS	
CITY	STATE	ZIP	CITY STATE ZIP
OFFICE PHONE	CELL PHONE	EMAIL	OFFICE PHONE CELL PHONE EMAIL

Mail or fax forms to Mammoth Community Water District, PO Box 597 Mammoth Lakes, CA 93546; Fax 760-934-2143



Appendix C

Reporting Schedule

Attachment K

Mammoth Community Water District Recycled Water Program
P.O. Box 597, 1315 Meridian Boulevard, Mammoth Lakes, CA
Board Order No. R6V-2009-0035; WDID No. 6B260903003

Monitoring and Reporting Program No. R6V-2009-0035 requires the Mammoth Community Water District to submit quarterly, semi-annual and annual reports to the Lahontan Water Board. Quarterly reports shall be submitted on the first day of the third month following each quarterly monitoring period and shall include semi-annual and annual reports as follows:

First Quarter	January 1-March 31	Submittal Due:	June 1
Second Quarter	April 1 – June 30		September 1 (include semi-annual report)
Third Quarter	July 1 – September 30		December 1
Fourth Quarter	October 1 – December 31		March 1 (include semi-annual and annual reports)

Quarterly Reports shall include:

- Daily Report Data:
 - Turbidity NTU
 - Total Chlorine Residual mg/L
 - Modal Contact Time minutes
 - CT value mg-minutes/L
 - Total Coliform MPN/100m
- Weekly Report Data:
 - Kjeldahl Nitrogen mg/L
 - Ammonia Nitrogen mg/L
 - Nitrate Nitrogen mg/L
- Monthly Report Data:
 - Total Dissolved Solids mg/L
 - Sulfate mg/L
 - Chloride mg/L
 - Flow Monitoring
 - Agronomic Rate Water Volume
 - Nitrogen Demand / Supply
- Quarterly Report Data:
 - Total Trihalomethane ug/L
 - n-nitrosodimethylamine ug/L

REPORT SUBMITTAL

QUARTERLY
 SEMI-ANNUAL
 ANNUAL

REPORTING MONTHS: _____

SUBMITTAL DUE DATE: _____

SUBMITTED BY: _____

 (PRINT NAME)

SUBMITTAL DATE: _____

- Recycled Water Use Monitoring including:
 - Total number of sites that received recycled water during the quarter
 - List of recycled water use sites, including:
 - Site name
 - Location
 - Name of underlying hydrologic area
 - User name
 - Type of use
 - Site area
 - Date of recycled water use approval
 - Map showing permit area and recycled water use locations
- Recycled Water Use Site Inspection Record including:
 - Date of Inspection
 - Name of Recycled Water Use Site, User Name, Type of Use
 - Description of all noted violations
 - Date of Compliance
 - Description of enforcement action taken, schedule of achieving compliance
 - Date of prior compliance inspection
- Monthly Signage inspection Reports (for each user)
- Monthly Best Management Reports (for each user)
- Operation and Maintenance Report including:
 - All modifications, additions to the recycled water treatment facilities, distribution systems, and user sites
 - Test results of all backflow prevention devices at each recycled water use site
 - Results of cross connection inspections at each authorized recycled water use site
 - Test results of District's recycled water distribution system pressure testing
 - Non-routine maintenance conducted on the recycled water treatment facilities, distribution system and user systems
 - Major problems occurring to the recycled water treatment facilities, distribution system and user systems
 - Calibration results of any recycled water flow measuring devices

REPORT COMMENTS:

- Semi-Annual Report Data
 - Priority Pollutants (excluding asbestos)
 - For municipal supply wells within half-mile of recycled water user site:
 - CDPH water supply monitoring results
 - Groundwater elevations
- Annual Report Data
 - Documentation of District's compliance with Board Order
 - Compliance record and corrective actions schedule to bring District in full compliance with Master Permit
 - District's time schedule for completing corrective action
 - Inspection Schedule for all recycled water use facilities

Appendix D

(Trucked Recycled Water Program Requirements)

Appendix D

MCWD Trucked Recycled Water Program Requirements

Mammoth Community Water District (MCWD) produces and distributes Title 22 disinfected secondary 2.2 treated recycled water under the authority of the State Water Quality Resources Control Board Order WQ 2016-0068-DDW (General Use Permit).



The General Use Permit authorizes trucked recycled water use for Users who agree to comply with state requirements for recycled water use and who have obtained a Trucked Recycled Water Use Permit from MCWD.

Owners and operators of tanker trucks and truck trailers are eligible to apply for a Trucked Recycled Water Use Permit. A truck owner or truck operator with a valid Trucked Recycled Water Use Permit is a recycled water "User."

The process for obtaining a permit for trucked recycled water use is outlined in Table 1 on Page 4 of these Requirements. A Trucked Recycled Water Use Permit does not entitle a User to a specific quantity of recycled water. Supply of trucked recycled water from the Wastewater Treatment Plant (WWTP) is subject to availability as determined by MCWD.

General Program Requirements

1. **MCWD's recycled water may be used only within MCWD's recycled water service area.** A map of MCWD's recycled water service area is shown on Page 5 of these Guidelines.
2. Recycled water may be transported only by tank trucks or truck trailers in compliance with requirements of California Code of Regulations Title 17 and 22.
3. Individual owners of tanker trucks and truck trailers must obtain a "Trucked Recycled Water Use Permit" to be authorized as a recycled water User. A User with a valid permit may access the recycled water truck fill station at 1315 Meridian Boulevard during regular business hours.
4. Each truck driver is required to carry a copy of a valid "Trucked Recycled Water Use Permit" and make the permit available for inspection upon request.
5. Trucked Recycled Water Use Permit applications may be obtained from the MCWD Operations Superintendent by calling 760-934-2596 ext. 230. Trucked Recycled Water Use Permits expire on December 31 of each year and must be renewed annually.
6. Information required on the Trucked Recycled Water Use Permit application includes:
 - Name of trucking company or operator;
 - Application method (tank hose or spray);
 - Type of use (soil compaction, dust suppression, landscape irrigation); and,
 - Identification of an emergency contact person (Recycled Water Supervisor*).

**The emergency contact person is the designated Recycled Water Supervisor for the User. This person will be contacted by MCWD when questions arise pertaining to adherence to the recycled water use regulations. The Recycled Water Supervisor must have knowledge of all truck activities and the specific uses of recycled water by each truck. This person must also be available to respond to emergencies or calls for assistance from MCWD.*

7. Trucked Recycled Water Users must transport and distribute recycled water according to the conditions specified by the MCWD Trucked Recycled Water Use Permit and Program Guidelines.
8. The Trucked Recycled Water User is responsible for compliance with all requirements and restrictions specified by the California Department of Public Health, California Code of Regulations Titles 17 and 22. Truck storage tanks for the storage and transport of recycled water must comply with all federal, state of California and local requirements for the storage and transport of water that is to be reused.

Appendix D

MCWD Trucked Recycled Water Program Requirements

9. All trucks that transport recycled water must have a minimum of three (3) purple signs no less than 18 inches wide and 12 inches tall. These signs must be attached to each side of the truck tank as well as to the back. The signs must say “Reclaimed Water – Do Not Drink” in both English and Spanish. Each sign must display an international symbol for “Do Not Drink.”

10. Tank trucks and truck trailers must be equipped with:

- A 2.5” fire type connection with hose;
- A state-compliant air gap on the fill pipe;
- Water-tight valves and fittings;
- Appropriate signage; and,
- Trucked Recycled Water Use Permit.



11. For each pick up of recycled water at the WWTP, Users are required to enter information into the Trucked Recycled Water Release Log. Logged information includes the truck license number, how much water was collected, the address of the site where recycled water will be applied and the quantity applied at each site.

12. Improper use of recycled water, as well as erroneous entries in the Recycled Water Release Log, could result in repeal of the Trucked Recycled Water Use Permit.

13. MCWD will verify the information provided in the log through random phone calls to the Recycled Water Supervisor or by unannounced site inspections.

14. In the event of an emergency concerning the truck fill station pipes or valves, (spillage, leaks, etc.), the truck driver needs to call MCWD’s front desk at 760-934-2596. Emergency calls after regular business hours will be forwarded to on-call personnel.

15. Prior to recycled water delivery to a site, the User must confirm that any site with a potable water service connection has an approved backflow device with a valid test report on file.

16. The User must notify workers and/or the public when recycled water is used at a site and tell them that they are not to drink recycled water or use it for food preparation.

17. Trucked Recycled Water Users are required to install, maintain, and keep in place while using recycled water adequate purple signage to inform the public of on-site recycled water use. Typical locations for signage would be at site entrances. Signs must be no less than 4 inches wide by 8 inches tall and include the following wording: “Recycled Water – Do Not Drink” in English and in Spanish. Each sign must display an international symbol for “Do Not Drink.” Signs must be placed no further than 1,000 feet apart.



18. Trucked Recycled Water Users shall permit MCWD or its authorized agents to access and inspect recycled water use sites, including facilities, equipment, practices and operations regulated by the Trucked Recycled Water Program.

19. Periodic inspections of the distribution sites will be performed by MCWD personnel to verify compliance with User requirements. A sample site inspection form is provided on Page 6 of these Guidelines.

20. MCWD reserves the right to discontinue supplying recycled water to owners and operators who violate the conditions of the Trucked Recycled Water Use Permit.

Appendix D

Trucked Recycled Water Use Requirements

1. Recycled water shall not be used as a domestic or animal water supply.
2. Recycled water must not be introduced into any permanent piping system and no connection shall be made between the truck tank and any part of a potable water system.
3. Prior to recycled water delivery to a site, the User must confirm that any site with a potable water service connection has an approved backflow device with a valid test report on file.
4. Precautions should be taken to avoid food coming in contact with recycled water while the use site is still wet. Recycled water Users should apply hand sanitizer or wash their hands with soap and potable water after working with recycled water and especially before eating or smoking.
5. The treatment, storage, distribution, or reuse of recycled water shall not create a nuisance as defined in Section 13050 of the California Water Code.
6. Recycled water shall not be applied where it could contact or enter passing vehicles, buildings, areas where food is handled or eaten, or storm drains.
7. No recycled water shall be applied to irrigation areas during periods when soils are saturated.
8. Recycled water shall not be allowed to escape from the designated use area(s) as surface flow that would either pond and/or enter waters of the state. Misuse of the recycled water that results in an unauthorized discharge to Mammoth Creek could result in loss of recycled water privileges and/or fines by the State Water Resources Control Board.
9. Recycled water shall not be allowed to escape from the designated use area(s) as an airborne spray that would visibly wet vegetation or any other surface. Spray or runoff shall not enter a dwelling or food handling facility, and shall not contact any drinking water fountain, unless specifically protected with a shielding device. The spray or runoff shall not enter any place where the public may be present during irrigation.
10. Recycled water shall not be applied in groundwater recharge and wellhead protection areas (so designated by local agencies). No distribution of recycled water shall take place within 50 feet of any domestic water supply well. No impoundment of recycled water shall occur within 100 feet of a domestic water supply well.
11. The use of recycled water shall not cause rising groundwater discharging to surface waters to impair surface water quality objectives or beneficial uses.
12. The incidental discharge of recycled water to waters of the State shall not unreasonably affect present and anticipated beneficial uses of water, and not result in water quality less than that prescribed in water quality control plans or policies.
13. No recycled water shall be discharged from treatment facilities, irrigation holding tanks, storage ponds, or other containment, other than for permitted reuse in accordance with State Water Resources Control Board Order WQ 2016-0068-DDW.
14. All above ground equipment, including pumps, piping, storage reservoirs, and valves, which may at any time contain recycled water shall be adequately and clearly identified with appropriate warning signs. Purple irrigation pipe shall be used for all recycled pipe installations. The User shall make all necessary provisions to inform the public that the liquid being distributed is recycled water and is unfit for human consumption. Signs must be of a size no less than 4 inches high by 8 inches wide that include the following wording: "RECYCLED WATER – DO NOT DRINK" and display an international symbol.
15. All recycled water storage ponds shall be adequately protected from erosion, washout, and flooding from a 24-hour rainfall event having a predicted frequency of once in 20 years.

Appendix D

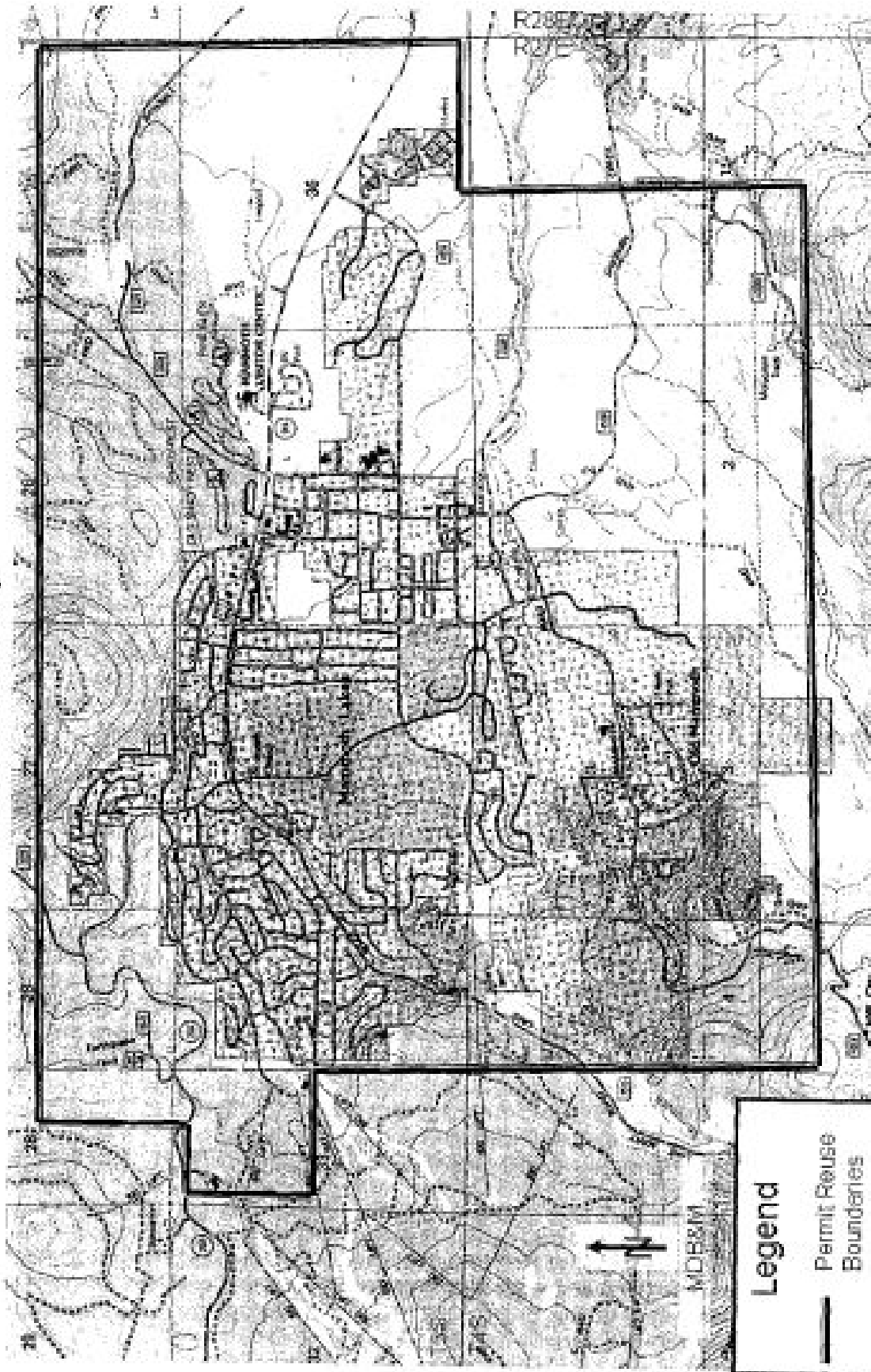
Table 1. Permit Process for Trucked Recycled Water Use

Process of Issuing and Maintaining a Trucked Recycled Water Use Permit	Recycled Water Program Document and/or Actions Required	Responsible Entity
<i>Step 1</i> – Request a copy of the MCWD Trucked Recycled Water Program Requirements and Use Permit Application. Apply for a Trucked Recycled Water Use Permit	Trucked Recycled Water Program Requirements <i>Contact the MCWD Operations Superintendent at 760-934-2596 ext. 230. Provide information to ensure User will comply with MCWD and State Requirements for trucked recycled water use</i>	Truck Owner/Operator
<i>Step 2</i> – Issue a Trucked Recycled Water Use Permit (Dec. 31 expiration)	Trucked Recycled Water Use Permit <i>If all information is verified, issue final numbered permit</i>	MCWD
<i>Step 3</i> – Permitted Users may access MCWD’s recycled water pump station during regular business hours. (NOTE: Recycled water is not guaranteed to be available. Availability is subject to water quality conditions and production limitations)	Trucked Recycled Water Release Log <i>Complete a log entry at the pump station every time recycled water is collected. Carry a copy of the permit and User Guidelines</i>	Truck Owner/Operator
<i>Step 4</i> – Follow regulations for recycled water transport and distribution	Trucked Recycled Water Program Requirements	Truck Owner/Operator
<i>Step 5</i> – Conduct site inspections to verify adherence to recycled water use regulations	Site Compliance Inspection Report <i>Confirm application site was properly posted in the release log; Confirm BMPs in effect; Confirm operators are following User Requirements. Unannounced site visits may be conducted at any time</i>	MCWD
<i>Step 6</i> – Renew permit annually	Trucked Recycled Water Program Requirements	Truck Owner/Operator MCWD



Appendix D

Permit Area Map



Appendix D

Trucked Recycled Water Program Site Compliance Inspection Report



California State Water Resources Control Board Order WQ 2016-0068-DDW requires the Mammoth Community Water District to conduct routine compliance inspections of all Authorized Recycled Water User Sites. The MCWD Inspector must immediately notify the Recycled Water User of violation(s) identified during inspections and what corrective actions must be taken. If you have questions regarding this mandatory report, please contact the District at (760) 934-2596 ext. 230.

INSPECTION TYPE: INITIAL PERIODIC TRWP USE PERMIT NO.: _____

	YES	NO	
A	<input type="checkbox"/>	<input type="checkbox"/>	Are advisory signs, labeling and tags in good condition and posted consistent with TRWP Requirements to inform the public that recycled water is in use?
B	<input type="checkbox"/>	<input type="checkbox"/>	Have Use site staff received sufficient training in accordance to the TRWP Requirements?
C	<input type="checkbox"/>	<input type="checkbox"/>	If the Use area has a potable water service connection, is there an approved backflow device with a valid test report on file?
D	<input type="checkbox"/>	<input type="checkbox"/>	Are Best Management Practices in effect at all back-flow prevention devices, exposed piping, valves, hose bibs, points of connections, sprinklers, controllers, surface waters, storage facilities, outdoor eating areas, drinking fountains, etc. ?
E	<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of leaks or breaks in any Use area pipelines, irrigation system pipelines, valves or tubing?
F	<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of ponding of recycled water, and/or evidence of mosquitoes breeding within the Use area due to ponded water?
G	<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of recycled water runoff from the Use area? If yes, please estimate the volume, and sketch affected area on the back of this sheet.
H	<input type="checkbox"/>	<input type="checkbox"/>	Is there evidence of recycled water overspray to areas accessible to the public?
I	<input type="checkbox"/>	<input type="checkbox"/>	Is there an odor of wastewater origin within the Use area? If yes, describe apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odor.
J	<input type="checkbox"/>	<input type="checkbox"/>	Has the designated Responsible Person changed? If so, provide name and training verification of new Responsible Person below.

What corrective actions are being taken to correct any problems or violations noted above?

Users who fail to initiate corrective action to eliminate violation(s) in a timely manner may be subject to termination of recycled water service. If a violation is believed to constitute a hazard to the public health or threat to water quality, recycled water service may be terminated immediately.

AUTHORIZED USER SIGNATURE

DATE

TRWP INSPECTOR SIGNATURE

DATE

Appendix D

MCWD Trucked Recycled Water Program Trucked Recycled Water Use Permit



This permit must be available for inspection at all times. The User must keep a copy with the tanker truck and be prepared to present it to MCWD personnel for water pick-ups. The User must adhere to State Water Resources Control Board Order WQ 2016-0068-DDW, CCR Titles 17 and 22, and the MCWD Trucked Recycled Water Program Requirements to ensure proper use of the recycled water.

For Recycled Water Use in the MCWD Recycled Water Service Area Only

(For MCWD Use)

Permit Number: _____ Effective Date of Permit: _____ Expiration Date: _____

1. User Information

Name of User: _____
(Owner or Operator of the Truck(s) that Transport Recycled Water)

Address _____ City/State/Zip Code _____

Contact Person: _____ Phone No.: _____

Recycled Water Supervisor: _____

Phone Number (1) : _____ Phone Number (2) : _____

2. Approved Type of Use (Check all that apply)

Application Method: Tank Release Valve or Hose Tank Spray

- Use of Recycled Water:
- Backfill Consolidation around Non-Potable Piping
 - Construction Site Soil Compaction
 - Mixing Concrete
 - Construction Site Dust Control
 - Cleaning Roads, Sidewalks and Outdoor Work Areas
 - Restricted Access (Freeway) Landscape Irrigation
 - Other: _____

Trucked Recycled Water is not approved for use in:

- Backfill Consolidation around Potable Piping
- Storm Drain Flushing
- Irrigation of Food Crops, Parks and Playgrounds, School Yards, Residential Landscaping, etc.

All uses must be within the MCWD Recycled Water Service Area.

Appendix D

3. No Entitlement to Recycled Water / Supply Subject to Availability

This Permit does not entitle User to a specific quantity of recycled water. Supply of recycled water to User is subject to availability as determined by MCWD and to any federal, state or local requirements which limit supply or availability. To the extent recycled water is available, supply shall be on a first-come, first-served basis. Entities with Recycled Water Agreements with MCWD shall have priority over User in supply of recycled water.

4. Permit Validity Period/Termination

This Permit shall be valid from the date of issuance until the expiration date noted on Page 1 unless it is terminated as provided below. This Permit may be terminated by the District if the District determines the User has violated any of the District's Trucked Recycled Water Guidelines, or the Regional Water Quality Control Board, or Department of Public Health Requirements, or any of the other requirements of this Permit. Termination shall be effective immediately upon notification by District by phone, fax, email or mail.

5. Permit Non-Transferable

This Permit is issued only to User as specified in Section 1 of this Permit above; it may not be transferred to any other entity or person.

6. Recycled Water Use Requirements

The District's Trucked Recycled Water Program Requirements ("Requirements"), which contain requirements and restrictions for storage, transportation and use of recycled water, are attached to this Permit and incorporated herein by this reference. User agrees to abide by all of the requirements and restrictions contained in the Requirements and the California Regional Water Quality Control Board/Department of Public Health recycled water requirements.

It is the responsibility of the User to distribute recycled water in a way that assures compliance at all times with current regulations. User has identified the person above as the Recycled Water Supervisor who is responsible for implementing worker/public protection requirements specified in the Guidelines and the California Regional Water Quality Control Board/Department of Public Health recycled water requirements at each site (e.g., that humans are not to drink recycled water or use it for preparing food, etc.).

In the event there is a recycled water spill, questions on compliance and requirements, or User notices a use not in accordance with requirements stated herein, User shall contact the Mammoth Community Water District immediately at 760-934-2596 ext. 230.

Appendix D

Certification and Indemnification

I certify that I am the authorized agent for the User cited in this application and that I have the authority to bind the User to the requirements of this Permit and Program. I hereby certify under penalty of perjury that the information provided in this permit application and in any attachment is true and correct to the best of my knowledge. I also certify that I have read the applicable recycled water rules and regulations of the State Water Resources Control Board and the California Department of Public Health and the District Trucked Recycled Water Program Guidelines and agree to abide by them.

User agrees to defend, indemnify, and hold harmless MCWD and its Directors, officers, agents and employees from and against any and all loss, liability, expense, claims, suits, and damages including attorneys' fees, litigation costs and expenses, and expert witness fees and costs arising out of or resulting from User's, and affiliates, employees', subconsultants', or other agents' negligent acts, errors or omissions, or willful misconduct, in the operation and/or performance under this Recycled Water Use Permit.

Name of User: _____

Signature: _____

Title: _____ Date: _____

.....

MCWD Recycled Water Program Representative: _____

Signature: _____

Title: _____ Date: _____

This permit is subject to all prohibitions, specifications, and provisions of State Water Resources Control Board Order WQ 2016-0068-DDW.

Appendix E

(Cross Connection Control Program)



Appendix E

MCWD Recycled Water Distribution System Cross Connection Emergency Response Plan

Mammoth Community Water District Recycled Water Program

In the event that a backflow incident or cross-connection is suspected or occurs, the following procedures must be implemented immediately:

1. Immediately shut down the reclaimed water supply to the facility.
2. Immediately notify the District by phone. This notification is to be followed by written notice within 24 hours. The written notice should include an explanation of the nature of the cross-connection, date and time discovered, and the steps taken to mitigate the cross-connection(s).

Mammoth Community Water District 760-934-2596
P.O. Box 597
Mammoth Lakes, CA 93546
3. Keep the potable water system pressurized and post “DO NOT DRINK—NO TOMAR” signs at all potable water fixtures and outlets.
4. The District will notify the Mono County Public Health - Environmental Health Division and State Department of Public Health (DPH) of the reported cross connection.
5. Provide bottled water for employees until the potable water system is deemed safe to drink.
6. Collect water samples from the potable water system and perform a 24-hour bacteriological analysis (as instructed by the District). Water samples should be collected from the closest possible point to the cross-connection.
7. Identify the cause and location(s) of backflow and eliminate the cross-connection(s).
8. Conduct a cross-connection test in coordination with the District and the appropriate health department to verify that all cross-connection(s) have been eliminated.
9. Obtain approval from the District and the appropriate health department before returning the reclaimed water system to service.
10. If the bacteriological analysis conducted in Step 6 is positive, flush the potable water system and disinfect by maintaining a chlorine residual of at least 50 mg/L for 24 hours. Otherwise, proceed to Step 13.
11. Flush the potable water system after the 24 hour disinfection period of Step 10 and perform standard low chlorine test and bacteriological analysis.
12. If the results from Step 11 are acceptable, proceed to Step 13. Otherwise, repeat Step 10 and 11.
13. Obtain final approval from the District and the state and/or local city or county health department before removing signs.

Appendix E

MCWD-RWP SERVICE NUMBER _____



Cross-Connection Test Notification

Mammoth Community Water District Recycled Water Program
P.O. Box 597
Mammoth Lakes, CA 93546
Phone: 760-934-2596 FAX: 760-934-2143

48-Hour Minimum Notice

Owner's Representative:

Name: _____
Company Name: _____
Phone: _____
Fax: _____
Cell Phone: _____
Date: _____

Items to be completed By Owner Representative

Site name: _____
Site Address: _____
Proposed Test Date and Time: _____
Notices sent to:
 MCWD-RWP _____
John Pedersen FAX 760-934-2143 NAME / PHONE
 Owner: _____
 SITE SUPERVISOR _____
NAME / PHONE
 CROSS CONNECTION SPECIALIST: _____
NAME / PHONE
 AFFECTED WATER USERS

Items to be completed by Cross-Connection Specialist:

Company Name: _____
Company Address: _____
Specialist Name: _____
Specialist Certification No. : _____
Phone: _____ Cell Phone: _____ Fax: _____

- Specialist's information faxed to Owner's Representative
 Specialist's Information faxed to John Pedersen, MCWD-RWP



Cross-Connection Test Checklist

Mammoth Community Water District Recycled Water Program

Site Name: _____

Site Address: _____

Date(s) Test Conducted: _____

Attendees at Test:

NAME	COMPANY	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pre-Test Monitoring:

- 24- hour prior notice to potable water users of service shut down
- Approved Backflow Prevention Device at Irrigation System Point of Connection

Irrigation System pressurized with stations running at normal schedule: YES NO

Station Schedule: _____ (As an Attachment)

Any Noted Unauthorized Connections or Uses of Irrigation Water System: YES NO

Potable Water System:

Type of Pressure Monitoring Equipment	Location of Pressure Monitoring Equipment	Normal Operating Pressure
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recycled Water System:

Type of Pressure Monitoring Equipment	Location of Pressure Monitoring Equipment	Normal Operating Pressure
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Cross-Connection Test Checklist

Mammoth Community Water District Recycled Water Program

Pre-Test Monitoring (con't):

Spikes or Dips in Potable Water System Pressure Record: YES NO

Spikes or Dips in Recycled Water System Pressure Record: YES NO

If yes, explain before proceeding: _____

Pressure Test--Recycled Water System:

- Potable Water Systems left at Normal Operating Pressure
- Minimum 1-hour pre-test shutdown of Recycled Water System at Irrigation Pump Valve (typ. @ Meter)
- Depressurize Recycled Water System to 30 psi at Point of Test Location
- Recycled Water System Pressure held at 30 until first irrigation station activated
- All Irrigation stations activated for minimum 2 minutes per station
- Adjacent site irrigation systems activated during recycled water system shutdown

Spikes or Dips in Recycled Water System Pressure Record: YES NO

Flows in Recycled Water System Noted: YES NO

If yes, explain before proceeding: _____

Pressure Test--Potable Water System:

- Recycled Water System returned to and left at Normal Operating Pressure
- Close all points of potable water use
- Shutdown Potable Water Systems at all RPP Devices using shutoff Valve #1 (Record by Attachment)
- Depressurize Potable Water System to 30 psi at Points of Connection
- Run each recycled water irrigation station at least once during potable water shutdown

Spikes or Dips in Potable Water System Pressure Record: YES NO

Flows in Potable Water System Noted: YES NO

If yes, explain before proceeding: _____

RPP valve field test required to ensure proper operation:

- Serial No. 2545671 Maintenance Building Service
- Serial No. GH323 Domestic Supply to Club House
- Serial No. 683258 Comfort Station
- Serial No. 327GH Potable Irrigation to Club House



Cross-Connection Test Checklist
Mammoth Community Water District Recycled Water Program

Site Name: _____

Site Address: _____

Date(s) Test Conducted: _____

I, _____, AWWA Cross-Connection Specialist # _____ after carefully reviewing the systems and conducting the test as per MCWD-RWP Rules and Regulations, find no indication of a cross-connection between the Recycled Water system and the Potable system at the above indicated location:

Items to be completed by Cross-Connection Specialist:

COMPANY NAME: _____

COMPANY ADDRESS: _____

SIGNED: _____

DATE

TIME

PHONE: _____ CELL PHONE: _____ FAX: _____

ENGINEER'S ANALYSIS

Subject: Recycled Water System Supply and Demand Analysis

Information Provided By: Garrett Higerd, District Engineer

Background

The scope and scale of MCWD's recycled water program was defined and analyzed in a 1998 EIR and subsequently in a 2007 EIR Addendum. MCWD currently receives and treats about 0.25 MGD less wastewater during the summer irrigation season than was predicted and, therefore, there is less supply of recycled water.

The recycled water system per the 1998 EIR and 2007 Subsequent EIR was designed to deliver as follows:

Sierra Star Golf Course	0.94 MGD
Snowcreek Golf Course	0.47 MGD
Shady Rest Park	0.14 MGD
Total =	1.55 MGD

In 2009 the Wastewater Treatment Plant Tertiary Upgrade and Recycled Water System project was completed at an approximate cost of \$11M. The system was designed for the following:

Average Daily Capacity	1.55 MGD
Instantaneous Capacity	2.9 MGD

Recycled Water Agreements

In 2007 MCWD and Sierra Star entered into a 30-year agreement for recycled water and untreated/raw groundwater service.

In 2010 MCWD and Snowcreek entered into a 30-year agreement (it extends for an additional 30 years if notice is not given 3 years prior to the end of the first term) for recycled water and untreated/raw groundwater service. The agreement was amended once in 2012 and twice in 2015. The amended terms involved extending deadlines for Snowcreek to construct recycled water pond improvements and be able to accept recycled water. The second amendment included revised sunset clauses for MCWD's commitment to supply additional recycled water for the 9-hole golf course expansion and the common area landscaping. MCWD is no longer obligated to supply recycled water for the 9-hole golf course expansion and the common area landscaping because those provisions have expired.

The Recycled Water Agreements make the following commitments for the peak summer irrigation months:

Sierra Star Golf Course (2007 agreement, deliveries started in 2010)	0.68 MGD (July and August)
Snowcreek Golf Course (2010 agreement, deliveries started in 2016)	0.48 MGD (August)
Total =	1.16 MGD

Note: The Snowcreek Agreement also commits up to 0.17 MGD of raw water (if recycled is not available).

The First Amendment to the Snowcreek Recycled Water Agreement dated July 19, 2012 committed additional recycled water for:

Second 9-holes	0.47 MGD (August)
Snowcreek VIII common area landscaping	0.17 MGD (August)
Total = 1.8 MGD	

These commitments expired on June 1, 2020, because additional connection fees (50% of an 8-inch meter service) were not paid and delivery of water supply did not commence.

Recycled Water Availability and Usage

Average Summer MCWD Wastewater Influent 1.2 MGD to 1.4 MGD (use 1.3 MGD)

Sierra Star Golf Course (18 holes) – See Figure 1 for irrigation sources since 2010.

1. Recycled Water = 0.4 MGD
 2. Raw well water = small amounts to turn over ponds at end of season
- Total = 0.4 MGD

Snowcreek Golf Course (9-holes) – See Figure 2 for irrigation sources since 2010.

1. Surface Water = 0.67 MGD to 0 MGD
 2. Private Well Water = 0.67 MGD to 0.3 MGD
 3. Recycled Water = 0 MGD to 0.37 MGD
 4. Raw Well Water = small amounts if recycled water is temporarily unavailable
- Total = 0.67 MGD

Shady Rest Park

- Recycled Water = 0 MGD
Potable Water = 0.07 MGD
Total = 0.07 MGD

Trucked Recycled Water

- Recycled Water = 0.018 MGD
Total = 0.018 MGD

Discussion

Currently, the available recycled water is underutilized and not serving MCWD’s strategic goal of conserving groundwater resources in the Mammoth Creek basin for use in future droughts. The following policy items have been identified to better achieve MCWD’s strategic goals for the recycled water program.

Snowcreek Golf Course

Snowcreek uses three primary sources of water for irrigation. By simply using recycled water rather than pumping their private well, Snowcreek Golf Course presents the best and lowest cost opportunity to beneficially use more recycled water. Even though at one point we reserved Snowcreek 1.12 MGD of recycled water, they have only used significant amounts of recycled water (more than they use from other sources) in three of the last nine years. See Figure 2 for Snowcreek’s water usage by source since 2010. This is because when we have large snow years Snowcreek primarily uses surface water that

drains from the Sherwin's. As the surface water slows, they pump water from the aquifer via their private well. Only after those sources have tapered off do they use recycled water.

There will always be a need for some raw water to feed the Snowcreek golf course pond system because it discharges to Mammoth Creek and recycled water cannot be discharged to a Water of the U.S. MCWD can provide raw water for this purpose if the Snowcreek well is no longer operated or transferred to MCWD.

I recommend the Snowcreek recycled water agreement be renegotiated to true-up commitments to match actual demands and planned future projects. Snowcreek continues to need recycled water for the existing 9-hole golf course and the new Snowcreek VIII common area landscaping. However, they do not want to include the planned 9-hole golf course expansion in the new recycled water agreement. If Snowcreek uses recycled water to the maximum extent feasible for the existing golf course, the 1.3 MGD total recycled water budget could be reallocated as shown in Figure 3.

If Sierra Star is amenable to reductions in their commitments, Snowcreek could have a total budget of about 0.83 MGD for their golf course and Snowcreek VIII landscaping. The Snowcreek VIII condos will produce wastewater, increasing the flows, but the quantities will be relatively small given the water efficiency requirements. 0.83 MGD is twice what Sierra Star is using for their 18-hole golf course, proving that it is a reasonable budget for an 18-hole golf course plus common area landscaping. However, Snowcreek will need to change their landscaping and irrigation practices if they ever build the back nine holes.

Sierra Star Golf Course

The recycled water commitments to Sierra Star (0.68 MGD) exceed what they historically have needed (about 0.4 MGD). Sierra Star is an extremely consistent and reliable recycled water user. I recommend their recycled water agreement be renegotiated to true-up the quantities committed. Intrawest/Lodestar/Alterra may want to retain some of their reserved recycled water capacity to irrigate future development adjacent to the golf course.

Shady Rest Park

Shady Rest Park uses approximately 70,000 gallons per day (0.07 MGD) during the peak summer irrigation season. This would be a good use of recycled water, but it requires the construction of a new pump station, a long transmission line (crossing Highway 395 and USFS land), on-site storage tanks, and a new/modified irrigation system. Engineering is still analyzing the benefit/cost ratio for this project but because the quantities are relatively small compared to the potential uses at the golf courses, they are a higher priority. Engineering is always looking for grant funding for recycled water projects that could make this project work.

HOA Recycled Water Landscape Irrigation Conversions

It is theoretically possible to convert HOA landscaping systems to use recycled water. The recycled water system has a storage reservoir at the WWTP and two separate pumps and pipelines provide water to on-site storage facilities at Sierra Star and Snowcreek golf courses. The golf courses operate booster pumps and distribution systems to irrigate out of their on-site ponds. This infrastructure requires space, is expensive to construct, and requires engineering and regular inspections. The benefit/cost ratio for these conversions is likely to be very low and these are not a top priority currently.

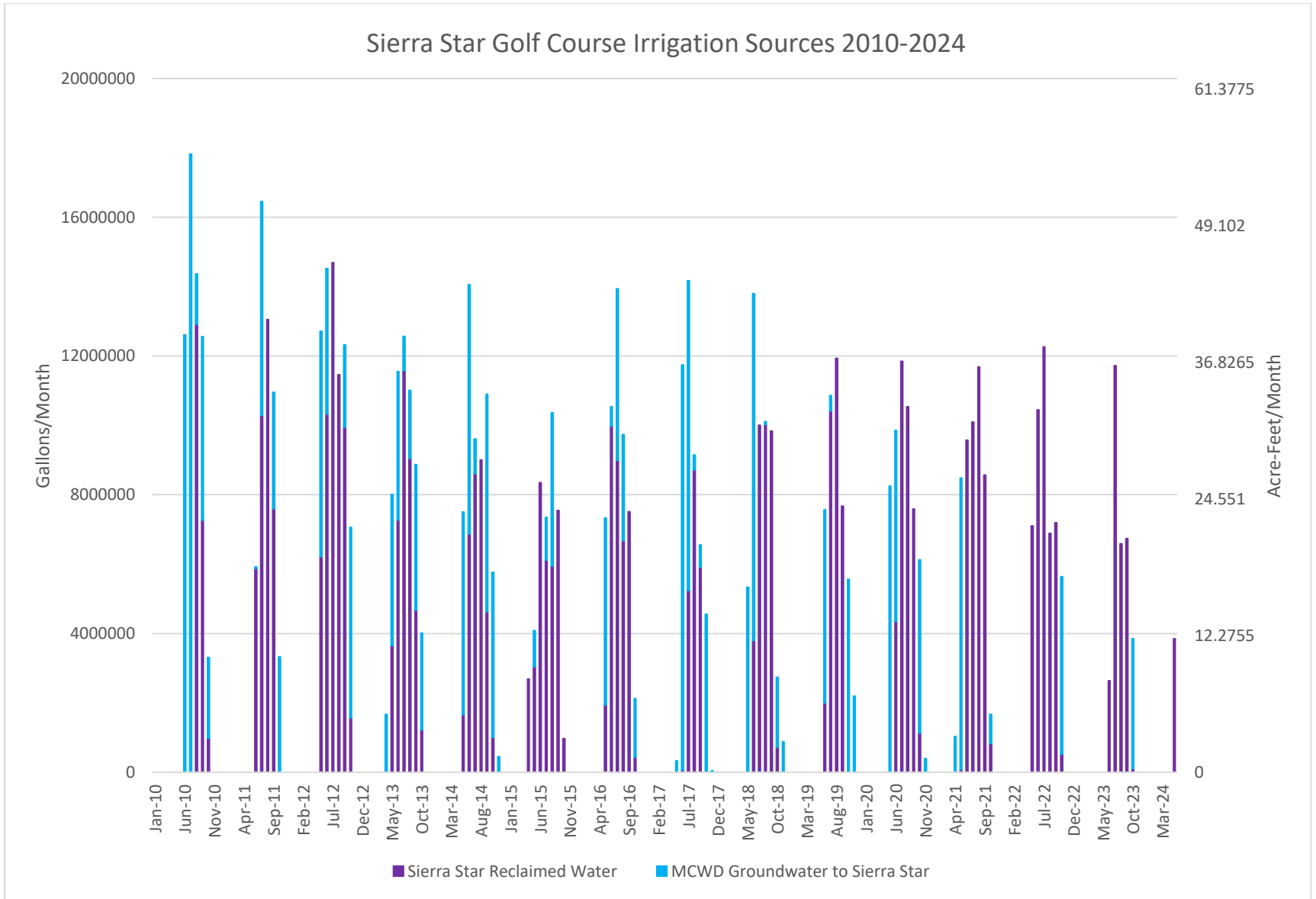


Figure 1. Sierra Star Golf Course Irrigation Sources 2010-2024

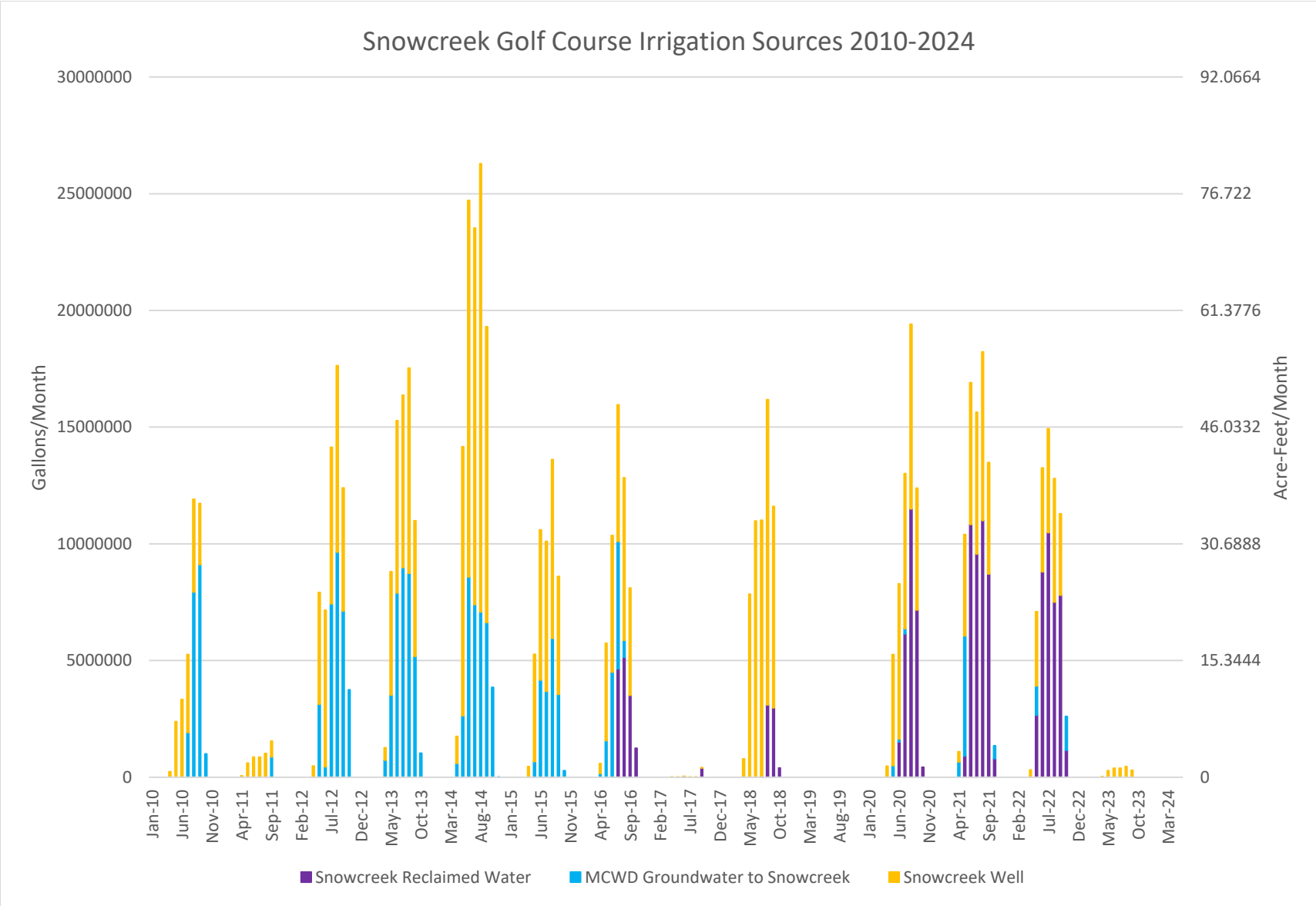


Figure 2. Snowcreek Golf Course Irrigation Sources 2010-2024

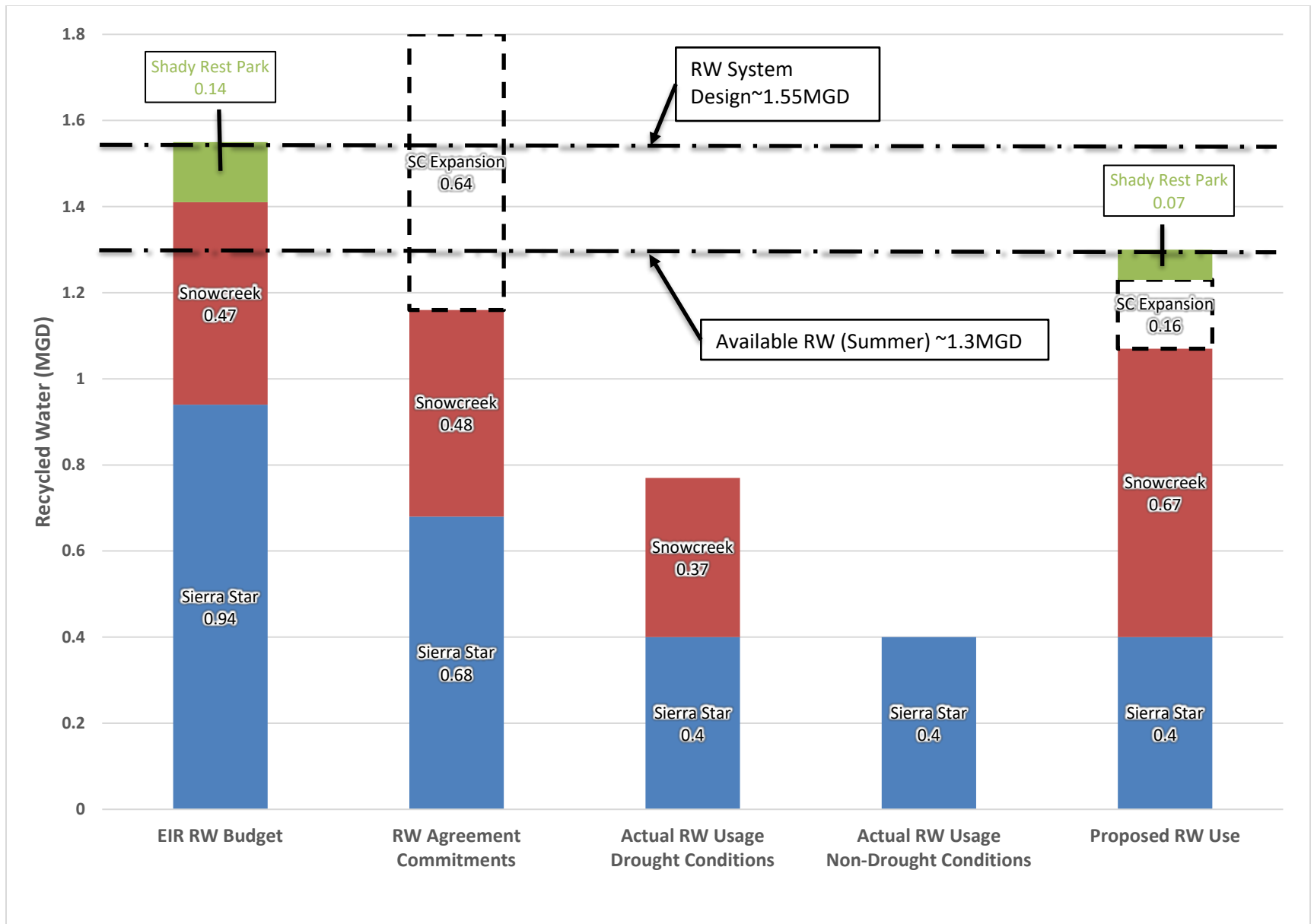


Figure 3. Recycled Water Supply and Demand

AGENDA ITEM

Subject: Discuss and Consider Adopting the Mammoth Community Water District Fiscal Year 2026 Strategic Plan

Information Provided By: Mark Busby, General Manager

Background

Mammoth Community Water District's Strategic Plan (Plan) is an important tool that provides a foundational focus for the fiscal year and gives staff direction for priority projects in each department.

The Plan is a living document that helps staff align the District's projects and day-to-day activities with its mission statement, core values, and overall operations plan. It is an integral piece in the annual budgeting process. Historically, the early phase of plan development is done by staff. Then the Board's Long-Range Planning Committee would meet with staff to provide feedback and guidance. Ultimately, a full Board workshop would be held towards the end of the annual process in January. In 2024, the long-range and strategic planning processes were combined by involving the entire Board earlier in the development planning stage to affect a more productive and efficient process. Therefore, the annual full Board workshop was moved up from late January to early December to encourage input from the entire Board during the development stage. Streamlining the District's annual planning process eliminates the need for an LRP Committee and allows staff to incorporate the entire Board's feedback earlier in the process.

Discussion

The annual Strategic Planning Board Workshop was held on December 5, 2024. There were lengthy discussions regarding many of the Plan's strategic objectives and other, both short- and long-term, areas of interest to the District. In the end, there was only one metric added to the Finance section and a few of the comments were updated.

The intent was to have a follow-up workshop in January if any fine-tuning of the Plan was needed. Because there were only minor changes resulting from the December workshop, it was decided another workshop was not necessary and the final draft would be presented for possible adoption at the January Regular Board Meeting.

Fiscal Impact

There is no direct fiscal impact by adopting this plan. The plan ties to and supports the annual budgeting process.

Requested Action

The Board of Directors is requested to discuss and consider adopting the FY26 Strategic Plan.

Attachment: FY26 Strategic Plan

Water Resource and Wastewater Management & Planning

<u>Strategic Objectives</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>5+</u>	<u>Comments</u>
1 Secure adequate future water supply	a. Property acquisition for new well sites	O	X							On hold while the well exploration and expansion plan is being developed.
	b. Drill exploratory boreholes for replacement wells	I				X	X			A hydrogeologist consultant has been hired to evaluate wells and plan replacements and exploration.
	c. Continued monitoring as defined in the Groundwater Monitoring Plan	O	X							Monitoring is active and ongoing.
	d. Water Supply Analysis	O	X							Surface water and groundwater are evaluated quarterly (or as needed) as part of the Water Supply Update. A long-term water supply analysis will be included in the 2025 Urban Water Management Plan update.
2 Conserve water	a. Maintain MCWD's <i>Water Shortage Contingency Plan</i> (Plan)	O	X		X					The Plan was last updated in 2023; Review of the Plan will begin later in 2025 to coincide with updating the UWMP.
	b. Review TOML projects affecting water demand	O	X							Regularly attend meetings with TOML staff and review of Planning Commission & Council meeting materials.
	c. Maintain and enforce state water conservation regulations	O	X							Continue to monitor & enforce state regulations, provide reporting & meet deadlines as needed; Current reporting required for EPA's Lead & Copper Rule, and CA DWR "Make Conservation a CA Way of Life".
	d. Maintain MCWD rebate program	O	X							Indoor and outdoor rebate programs remain active; Consideration of adding artificial turf for parks to the program; The Water Code will be updated in the coming months to reflect the entire program.
	e. Support conservation education programs	O	X							Continue supporting the Mammoth Middle School's LivingWise program; Additional work in Lake Mary is expected in summer 2025 by the 'Clean Up The Lake' crew.
	f. Advertisements & press releases to educate the community re: water conservation practices & issues	O	X							Continue to inform the community about water conservation requirements with a focus on landscape irrigation and leak detection and prevention.
3 Balance production & use of surface water, groundwater & recycled water	a. Optimize recycled water, groundwater and surface water treatment processes	O	X							A consultant completed a filter media & backwash analysis of water treatment plants; Results are being analyzed for optimization potential and replacement planning.
	b. Maintain awareness of recycled water (RW) expansion opportunities	O	X							A report that evaluated the RW System Supply & Demand indicated Snowcreek GC is the best opportunity for expanded RW use. Shady Rest Park presents an opportunity, but requires significant investment.
	c. Recycled water direct use	O	X							Monitor state regulations and development of processes related to recycled water direct use.
4 Groundwater Resource Protection	a. Administer monitoring and mitigation plans	O	X							GMRP sampling by UES is ongoing; A 3rd-party tech advisor is preparing a report on past data.
5 Effective Water Resource Data and Wastewater management & reporting	a. Continued resource monitoring to meet compliance and resource management objectives	O	X							All compliance and process control monitoring is current and ongoing.
	b. Urban Water Management Plan (UWMP)	N			X					Work will begin in fall of 2025 on the 2025 UWMP, due in mid-2026.
6 Evaluate for adequate future system capacity	a. Water distribution system modeling	O	X							Considering new modeling software that would be compatible with the GIS Utility Network project.
	b. Wastewater collection system modeling	O	X							Considering new modeling software that would be compatible with the GIS Utility Network project.
	c. Water treatment system	O	X							Evaluate future compatibility of the system while working on the UWMP later in 2025.
	d. Wastewater treatment system	O	X							Evaluate future compatibility of the system while working on the UWMP later in 2025.
7 Stay informed of local, regional and State water resource issues	a. Attend/participate in group and administrative meetings	O	X							Attending and participating as needed; Continue to review all local agency meeting agendas.
	b. Provide input for effective, region-specific goals & objectives to regional water-resource groups & DWR	O	X							Staff provide comments as requested/needed.
	c. Engagement with CSDA, ACWA, DWR, SWRCB, and electeds	O	X							Maintain relationships through memberships and meetings.
	d. Review TOML project applications	O	X							Ongoing via regular meetings with TOML staff and review of Planning Commission & Council meeting materials.
	e. Coordinate with MMSA on the potential to supply future water & wastewater needs	I	X	X						A draft EIR/EIS for Main Lodge expansion is anticipated in fall 2025; MCWD WW service is being evaluated as an alternative. MMSA is planning an additional bathroom at Woolly's Tube Park that is out-of-district & will require a new OOD Agreement.
8 Surface Watershed Protection	a. Community fuels reduction	O		X						Staff continues to participate in ESCCRP meetings; Signed a multi-agency MOU for Blue Forest to vet the financial benefits of fuels reduction to local stakeholders.
	b. Watershed Sanitary Survey (Lakes Basin)	N			X					Next survey is due in 2026 and will be completed in-house.

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Engineering, Operations & Maintenance

Strategic Objectives		Metrics for Progress		Status	A/O	25	26	27	28	29	5+	Comments	
1	Maintain Water Distribution, Collection Systems & Treatment and Administrative Facilities to a high standard	a.	Update the long-term Capital Improvement Plan (CIP)	O	X							Adding detailed placeholders from ongoing preliminary engineering work. Several sub-projects are underway, including GIS Utility Network Conversion/Modernization, Tank Asset Mgmt Program, and Seismic/Snow Structural Risk Assessment & Mitigation Plan.	
		b.	Zero sanitary/sewer over flows (SSO)	O	X								Preventative maintenance is used to reduce the likelihood of these events.
		c.	Deliver water at 99% of customer service hours or better by managing outages	O	X								Standard preventative maintenance plans are used to meet this goal.
		d.	Exercise 20% of distribution system valves annually	O	X								Standard preventative maintenance plans are used to meet this goal.
		e.	Maintain 50% of hydrants annually	O	X								Standard preventative maintenance plans are used to meet this goal.
		f.	Clean and CCTV 20% of collection system annually	O	X								Standard preventative maintenance plans are used to meet this goal.
		g.	Maintain Fats, Oils, & Grease (FOG) program	O	X								Program is on track; Staff continue regular inspections of existing businesses, and to enforce compliance.
		h.	Maximize the lifecycle of District facilities and equipment	O	X								Ongoing efforts to meet this goal include preventative maintenance and a strategic equipment replacement schedule.
		i.	Maintain AML system	O	X								Staff hold monthly meetings to monitor the system's health & set appropriate maintenance schedules; System is 11 years into its 20 year life expectancy.
2	Protect Water Distribution system from contamination	a.	Maintain Backflow/Cross Connection protection program	O	X							Staff are working to update the MCWD Code to comply with state requirements; A draft policy will be presented to the Board later in 2025 for possible adoption.	
		b.	Conduct District-wide Backflow/Cross Connection Control sanitary survey	N		X							A survey will be conducted in 2025 to meet the state's deadline; Continue to follow up on results of 2020 report, identifying & addressing hazards.
		c.	Recycled Water/Cross-connection control compliance annual testing and reporting	N			X	X					We are meeting compliance for annual inspections and reporting; Multi-year cross-connection reports for golf courses are scheduled as follows - Sierra Star in 2026 & Snowcreek in 2027.
3	Maximize reliability of water production	a.	Follow best practices for well inspections and maintenance	O	X							Ongoing compilation of well data; A hydrogeologist has been hired to help develop a well asset management plan.	
		b.	Surface water treatment plant production	O	X							Plant is optimized for production & reliability; Staff maintains awareness for opportunities for improvement.	
		c.	Groundwater treatment plant production	O	X							Plants are optimized for production & reliability; Staff maintains awareness for opportunities for improvement.	
4	Maximize availability of recycled water	a.	Meet all recycled water (RW) demands during irrigation season	O	X							Operations & maintenance practices have been implemented to continually meet demands.	
5	Minimize non-revenue water	a.	Stay under threshold of AWWA standards of 10% non-revenue water (annually)	O	X							This goal has been consistently met annually; Non-revenue water for 2024 came in well under the annual goal at 6%.	
		b.	Monitor meter system for accuracy	O	X								The "water produced" vs "water sold" difference remains below 10%.
6	Maximize energy efficiency and reduce energy costs	a.	Optimize and monitor current energy usage practices	O	X							LED lighting upgrades and efficient time-of-use practices are used to achieve this objective.	
		b.	Operation and Maintenance of MCWD Solar PV system	O	X								Staff is monitoring the aging infrastructure, looking for options and opportunities to maintain or replace components of the system.
		c.	Maintain awareness of potential renewable energy opportunities	O	X								Ongoing
7	Emergency preparedness	a.	Emergency Response Plan Update	N			X					Updates to the Plan are required every 5 years; The next update is due in 2026.	
		b.	Seismic/Snow Structural Risk Assessment & Mitigation Plan	I		X							The initial analysis of MCWD's essential infrastructure to withstand seismic and snow structural loads is nearing completion. Phase 2 will include design of remediation projects and implement recommendations.
		c.	Defensible space of MCWD facilities	O	X								Working with USFS on defensible space clearing around MCWD facilities.
		d.	Stay current with appropriate equipment and staff training for emergency response	O	X								Continue to explore options for hardening/bolstering all MCWD communication systems.
		e.	Participate & coordinate with local agencies re: training, equipment & emergency response protocol	O	X								Remain actively involved in the quarterly Mono Co. Unified Command mtngs. Discussing opportunities w/ MLFPD to improve fire hydrant flow & pressure testing program. Staff is contributing to the Mono Co. lead Local Hazard Mitigation Plan (LHMP) update.
8	Maintain physical security of MCWD assets	a.	Manage agency security measures & implement new protocols as needed	O	X							MCWD's in-house Safety & Security Comm. meet quarterly to review objectives; Working with CISA to evaluate & implement SAFE recommendations; Planning for upgrades and improvements to District signage and perimeter fencing.	

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Information Systems & GIS

Strategic Objectives	Metrics for Progress	Status	A/O	25	26	27	28	29	5+	Comments
1 Keep MCWD hardware environment current	a. Carryout Device Replacement Program for all IT equipment	O	X							Annual PC replacement schedule is on track.
	b. Continue to explore new hardware applications to streamline technical operations	O	X							Investigating feasibility of MCWD Drone Program for asset monitoring, and GIS/ENG applications.
	c. Replace scheduled MCWD servers	O	X							Two MCWD servers are scheduled for replacement in early 2025.
	d. Manage dynamic remote work environment as needed	O	X							All remote work needs being met; Managing secure remote access to the new SCADA system.
	e. Manage secure remote access environment	O	X							Administer Remote Client and SCADA access protocols as needed.
	f. Evaluate/install new TV Van hardware/software	N		X						Assist Maintenance Dept. in the selection and configuration of new CCTV truck system. Exploring all options and vendors, maximizing existing equipment and licensing, stage software for Utility Network (UN) integration.
2 Keep MCWD software environment current	g. Fiber & Network Upgrade Project	I		X						Plan & implement 10GB fiber runs & install network equipment; In alignment w/ the paving project MCWD fiber/network will be modernized for next 20 yrs.
	a. Install latest versions for all MCWD software platforms	O	X							All software versions current, ongoing effort.
	b. EnerGov Phase II analysis	I		X						Implement & configure new permit process & fees through EnerGov EP&L software, optimize workflows, Crystal Rpts to SSRS conversion.
3 Development of GIS to support MCWD work functions	c. Evaluate/install new water/sewer modeling software	I		X						Conduct analysis w/ Engineering staff for best fit modeling software for UN environment & MCWD needs; Integrate new modeling software w/ UN schema & products.
	a. Maintain MCWD ArcGIS online mapping	O	X							Continued ESRI mapping improvements, several components being upgraded with Utility Network project.
	b. Leverage ESRI MOU with TOML/MC for shared services & collaborative mapping	O	X							Continue to leverage and maintain this partnership.
4 Maintain web services platforms to current technology	c. MCWD GIS Utility Network Project	I		X						Plan & implement UN GIS modernization project through all MCWD GIS systems; Working w/ consultant on entire GIS system, developing UN databases, schema & layers, connecting all other GIS software integrations.
	a. Manage both MCWD public and intranet sites for current content & regulatory compliance	O	X							Both sites current for content and compliance; Staff conduct reviews quarterly to ensure content remains current.
5 Maintain digital security of MCWD assets	a. Accomplish MCWD Security Committee objectives	O	X							Evaluate & implement digital measures as noted in CISA SAFE Assessment, protection of MCWD IT/OT assets.
	b. Manage agency cybersecurity measures & implement new protocols as needed	O	X							Safety & Security Comm. meet quarterly to review objectives; Continue to work w/ CISA for cyber hygiene services, protective DNS, etc.; Continue agency trainings and configure new ransomware software.
6 MCWD Network administration	a. Improve MCWD Network redundancy and resiliency	O	X							All network resilience and redundant measures in place: new 1GB higher speeds, regular Skeleton Mode tests, redundant N/S on Onward, cellular backup via First Net.
	b. Inventory and plan for future network improvements	O	X							Planning long-term phase of network upgrades to coincide with final phase of campus paving in 2025; WWTP temporary network bridge during construction.

Financial Management

Strategic Objectives	Metrics for Progress	Status	A/O	25	26	27	28	29	5+	Comments
1 Maintain financially sound organization	a. Monitor revenue and adjust expenses as needed	O	X							Monthly review of budget vs. actual activity.
	b. Conduct a water & wastewater rate study every 5 years and implement recommendations	N			X					The next study should be planned for mid-2026 with implementation April 1, 2027.
	c. Conduct a connection fee study and implement recommendations	I		X					X	A connection fee study is currently being conducted, with the goal of updating the connection fees effective 4-1-2025.
	d. Maintain purchasing controls and Warehouse inventory levels	O	X							Collaborate with dept. leaders to maintain inventory levels of appropriate materials to make maintenance & construction projects as efficient & cost-effective as possible.
	e. Maintain an appropriate accounting and reporting system	O	X							Implemented recommendations for best practices from auditors.
	f. Regular Investment Committee meetings to monitor investments and ensure best investment strategy	O	X							Work with Maint. & Eng. Depts. to establish required funding for current-year projects & balance investment allocation between short-term & long-term accordingly.
	g. Regular Pension Trustee meetings to monitor pension plan	O	X							Semi-annual meetings with the Pension Trustees. Regular review of the fiduciary monitoring report for red flags; Oram & Kaylor meeting quarterly w/ staff to support personal financial planning.
	h. Minimize operating cost	O	X							Consult regularly with department managers on budget-actual performance and discuss exceptions.
2 FY Budget	a. Annual draft budget review by Board in February, approval in March	I	X							The FY 2026 budget process is on schedule for adoption in March 2025.
3 Ensure adequate reserves in all funds	a. Monitor and adjust fund balance structure and allocation	O	X							Analyze philosophy for determining the appropriate amount for the Expansion Fund.
	b. Regular evaluation of Capital balances related to CIP - adjust as necessary	O	X							Review balance between short & long-term investments.
	c. Reserve policy review and recommend changes if necessary	O	X							Review capital reserve policy and reserve fund targets as part of the FY 2026 budget preparation.
	d. Continue to maintain fund for LA DWP 50 year payment	O	X							Evaluate the impact of higher interest earnings on future contribution requirements.
4 Leverage financial systems software	a. Maximize value of Tyler Technology software suite	O	X							Develop strategy to maximize customer use of Tyler Customer Portal for info regarding water usage alerts.
	b. Reduce number of paper bills going out monthly	O	X							Continue to encourage customers to opt for e-bills vs. paper bills.
	c. Ensure accuracy of utility billing	O	X							Collaborate with ISD & Maint. to optimize meter read reliability; Continue to vet accuracy with monthly meter read meetings.

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Personnel & Administrative

<u>Strategic Objectives</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>5+</u>	<u>Comments</u>
1 Attract & retain knowledgeable & talented staff	a. Conduct Employee Engagement Survey	N		X			X			Ee engagement survey conducted every 3 years; Next is anticipated to begin in May 2025.
	b. Follow through with targeted goals identified through survey process to maintain high level of Ee engagement	O	X							Mgmt. have implemented recommendations identified in the last survey & through leadership training; Continue to look for new opportunities to maintain high level of engagement.
2 Coordinate workforce planning with overall MCWD Strategic Plan	a. Implement staffing needs through the budget and personnel review process	O	X							Continually working with department managers regarding their staffing needs.
	b. Work with departments to facilitate hiring and onboarding processes of new employees	O	X							Continually coordinating with department managers regarding the orientation necessary for new hires.
	c. District-wide workforce continuity planning, cross training, and capturing of institutional knowledge	O	X							Departments are actively cross-training.
3 Provide housing opportunities for MCWD staff	a. Engage with HOAs for MCWD owned condo units	O	X							Finance staff serve on the HOA boards of 2 District-owned condos and attend meetings as available.
	b. Maintain Rental Housing Program that aligns with District needs and is consistent with state statutes (bylaws, tenant communication, financial reporting, maintenance, etc.)	O	X							Work w/ Board Housing Comm. to regularly assess appropriate number of District-owned Ee rental condos.
	c. Monitor Ee Home Purchase Assist. Program to ensure the goals of the program are appropriate & meeting staff's needs while remaining consistent with state statutes	O	X							12 current employees have purchased homes using the EHPA program, including one in late 2024; Regular review of policy with Housing Committee and revise as necessary.
4 Maintain a collaborative labor relationship with staff; both Represented (IOUE Local 12) and Unrepresented	a. Facilitate Meet & Confer obligations with Local 12 when necessary	O	X							Anticipate Meet & Confer meetings in FY26 regarding revised job specifications.
	b. Manage reporting requirements to Local 12	O	X							Meeting the 120-day periodic reporting requirements with an occasional supplemental report.
	c. Meeting with Un-Represented group	O	X							Meetings are conducted as needed.
	d. MOU negotiations with Local 12	N			X					Negotiations for a successor MOU anticipated to begin approximately January 2026 -- MOU expires June 30, 2026.
5 Maximize software & technology to support personnel related operations	a. Maintain HRMS (Ee data) in Tyler software	O	X							Data kept up-to-date; continuing to explore improvements and other features available.
6 Risk Management	a. Assist, facilitate & provide resources to departments to enable them to minimize risk	O	X							Continually working with departments to minimize risk. Keep all SDS (Safety Data Sheets) updated.
	b. Evaluate & mitigate Workplace Violence Prevention Plan (WVPP) measures	O	X							Work with staff and Safety & Security Committee to identify & implement WVPP measures, complying w/ Cal OSHA regs.
7 Maintain MCWD Code, Policies, & Procedures	a. Review and revise MCWD Code, Policies, & Procedures per legal recommendations	I		X						Thorough update of Sewer & Water Code in progress; Ch. 8 will be the final chapter to repeal & convert to policy.
8 Maintain MCWD Records	a. Adherence to the MCWD Records Retention Policy	O	X							Records Retention Schedule is updated annually; A policy to support the schedule is being developed; Will work with department heads to align current practice to schedule & vice versa.
	b. Establish and maintain MCWD Records Room	I		X						Ongoing process; Need to move files from Engineering Bldg. to Records Room in Admin Bldg.
	c. Electronic data management	O	X							Working w/ Dept. heads to ensure appropriate architecture of IT hardware & software to meet their evolving needs.

Government and Community Relations & Outreach

<u>Strategic Objectives</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>5+</u>	<u>Comments</u>
1 Develop & maintain relationships with local partners & agencies	a. Maintain relationships with local agencies regarding issues that involve or relate to MCWD	O	X							Regular interaction w/ TOML manager & engineer & Mono Co. staff re: anything MCWD related; Join local business/agency group at least monthly; Review other agency meeting agendas & minutes.
2 Develop and maintain relationships with State & Federal representatives	a. Maintain relationships with State-level representatives regarding MCWD issues	O	X							Interactions w/ agencies including GBUAPCD, SWRCB, CSDA, CDFW & ACWA; Review other agency meeting agendas & minutes as needed.
	b. Maintain relationships with Federal-level representatives regarding MCWD issues	O	X							Interactions w/ federal agencies including BLM & USFS as needed.
3 Maintain consistent, positive profile in community	a. Regular Press Releases	O	X							Staff issue press releases as needed with the goal of at least one per month.
	b. Web-based outreach	O	X							Utilizing District software and resources & social media sites.
	c. Event participation and sponsorship	O	X							Continued sponsorship of the annual Hospital Golf Tourney; Conservation-related advertisements have been done at Mammoth CRC & Mammoth HS.
	d. Transition customers to new Tyler portal	O	X							Approximately 49% of MCWD customers have set up log-ins through the portal. Staff are planning a campaign later in 2025 to encourage more customers to use the Tyler portal.

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Regulatory Compliance & Agreements

<u>Strategic Objectives</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>5+</u>	<u>Comments</u>
1 <u>Federal</u> <i>Comply with federal permit requirements</i>	a. Maintain Lake Mary dam operations & the Granger-Thye permit	O	X							Currently meeting compliance; Continuing to communicate w/ USFS on future needs and requirements.
	b. Comply with NEPA for MCWD projects	O	X							NEPA reviews completed as needed.
	c. USFS Master Use Permit updates	O	X							This permit is active and an updated master use permit map and facilities list has been submitted to the USFS.
	d. Comply with EPA Lead and Copper Rule	I	X	X						Working to verify private service lateral material & identify lines containing lead. Annual reporting to the SWRCB is required, documenting progress of our inventory until all private service line materials are identified.
	e. Maintain ADA compliance	O	X							Evaluating areas that may need updating.
2 <u>State</u> <i>Comply with state public health, state water board, water quality and environmental documentation and permit requirements</i>	a. Meet Lahontan Regional Water Quality Control Board discharge requirements	O	X							Meeting all requirements; The Work Plan for Additional Monitoring Wells is approved. Discussions ongoing with Lahontan staff re: Basin Plan Amendment studies @ Laurel Pond.
	b. Maintain permits received from SWRCB for each facility	O	X							Approved SWRCB permits are all current.
	c. Sewer Sanitary Management Plan (SSMP)	N		X						Next audit due later in 2025.
	d. Compliance with State mandates for conservation	O	X							In compliance; Continue to monitor for potential changes and identify District needs to meet mandates.
	e. Comply with CEQA for MCWD projects	O	X							CEQA reviews completed as needed.
	f. Laboratory compliance with TNI and ELAP standards	O	X							Currently on track with compliance metrics.
3 <u>Special District</u>	a. Brown Act compliance	O	X							Stay current w/ all requirements & changes, particularly rules pertaining to remote attendance.
	b. State Water Code compliance	O	X							Continually monitor for any updates or changes.
	c. Required Board of Director's training	O	X							All directors are current with training requirements.
4 <u>Agreements</u>	a. Coordinate with CalTrout and CDFW to implement Mammoth Creek settlement terms	O	X							MD & MB have met with CalTrout's new project manager; A project proposal is anticipated later in 2025.
	b. Comply with LADWP settlement agreement with a goal of extending the primary term	O	X							Currently on track with extending the primary term.
	c. Analyze agreements for "Out of District" connections	I		X						The Board adopted a new policy for Lakes Basin cabin customers. An OOD agreement has been prepared for Sierra Meadows Ranch. Reviewing the list of OOD commercial customers so new OOD agreements can be prepared.
	d. Monitor all active agreements and leases	O	X							Ongoing work with project leads and General Manager.

Key Strategic Driven Expenditures

<u>Strategic Objectives</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>5+</u>	<u>Comments</u>
1 Maintain regulatory compliance	a. Laurel Pond Monitoring Wells	I		X						A hydrogeology consultant was hired to assist with the design of 4 additional shallow groundwater monitoring wells and Lahontan has approved the work program. An RFB is being prepared to hire a well drilling contractor.
	b. Vehicle & equipment replacement	O	X							A schedule is maintained of vehicle/equipment replacements which meet CARB requirements.
	c. Other potential regulatory driven items	O	X							The Laurel Pond Basin Plan Amendment study may result in a project in coming years.
2 Correct assets that have failed or are projected to fail	a. Well Rehabilitation / Replacement	O		X	X		X			A hydrogeologist has been hired to help develop a well asset management plan. Well rehabilitations and replacements will be prioritized and planned as this work progresses.
	b. Water Distribution improvements	O	X							Maintenance and Engineering staff are working on project list annually.
	c. Collection System improvements	O	X							Maintenance and Engineering staff are working on project list annually.
	d. Water tank rehabilitation	I		X	X					Two tank coatings are scheduled for 2025; Cathodic protection will be added to all District water storage tanks.
	e. Administration Campus & WWTP Pavement Rehab & Drainage Project	I		X	X					This project is to rehab all asphalt & improving drainage at the Administrative campus & WWTP; The WWTP section was completed in the fall of 2024 before the winter hold; The balance of the project is scheduled to begin spring 2025.
3 Improve operational efficiency and reliability	a. MCWD GIS Utility Network (UN) Conversion/Modernization Project	I		X						The project is underway; completion expected late in 2025. This GIS system upgrade will support core MCWD service delivery for the next 10 yrs.

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AGENDA ITEM

Subject: Discuss and Consider Adopting the Revised Personnel Policy Manual (PL-HR-001)

Information Provided By: Chris Weibert, Human Resources Manager

Background

The Personnel Policy Manual was adopted by the Board of Directors on July 20, 2023. Best practices are to review the Personnel Policy Manual annually for accuracy and potential revisions.

Discussion

The Personnel Policy Manual was revised to include changes to laws for 2024 and 2025. One noteworthy change is the removal of the Policy Against Violence in the Workplace and the direction to the reader to the Workplace Violence Prevention Plan. The Workplace Violence Prevention Plan was established this past year as a standalone section in the District’s Injury and Illness Prevention Plan per Cal/OSHA regulations. Notable modifications are outlined in the table below:

Page	Provision	Modification
1	Section 2 Conflict Between These Policies and Federal, State, or Local Rule or Regulation	Added
1	Section 4 Policy Review	Added
8	Section 10 Probationary Period for Promotional Appointments or Transfers into a Different Classification	Added GM authority to waive probationary period for lateral transfers if the position is the same or similar.
25	Section 5 Remote Work Assignment	Modified working on a "full-time" basis to "according to their established Remote Work Schedule." We have allowed employees to work remotely partial days.
29	Section 1 Safety Equipment	Modified that an employee who continually loses or damages equipment may be "required to purchase their own" to "subject to disciplinary action."
31	Section 5 Educational Achievements, Subsections c & d	Clarified "employee's time" to "employee's travel and attendance time." This removes the possible interpretation that study time is included.
35 & 36	Section 2 & 3, Personal Holidays & Administrative Leave	Clarified the accrual is capped, not "use it or lose it" scenario.
38	Section 12 Sick Leave - Temporary Ees	State law changed from 3 days or 24 hours to 5 days or 40 hours (whichever is greater).
41	Section 20 Reproductive Loss Leave	2024 new law.

Page	Provision	Modification
45	Section 32 Personal Leave	Added - This was in the former Chapter 4 and was missed during the rewrite. It covers an employee that would like to take personal leave. "For example, an employee may request a personal leave to care for an uncle or to further their education."
87	Section 3 No Expectation of Privacy	Added paragraphs missing from former Chapter 4 regarding lockers and desks not being "private," also what constitutes prohibited items.
90	Division XXVI Policy Against Violence in the Workplace	Deleted - Refers the reader to the Workplace Violence Prevention Plan (Cal/OSHA 2024 requirement).
96	Section 4 Mandatory Drug and Alcohol Tests	Related to only safety sensitive, commercial license drivers. Added a Return-To-Duty Testing scenario. If the Ee is off for more than 90 days, they will need to be drug tested before returning to their safety sensitive duties.

The District satisfied its meet and confer obligations with the International Union of Operating Engineers, Local Union No. 12 (L12). L12 did not have any comments.

Fiscal Impact

There is no fiscal impact for this agenda item.

Requested Action

Discuss and consider adopting the revised Personnel Policy Manual (PL-HR-001).

Attachment(s): Revised Personnel Policy Manual (Redlined)

Mammoth Community Water District
Personnel Policy Manual



[Updated: July 21, 2023](#)

[Revised: January 23, 2024](#)

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MAMMOTH COMMUNITY WATER DISTRICT
Personnel Policy Manual

Adopted: July 20, 2023
Effective: July 21, 2023
Revised: January 23, 2025

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DIVISION I. GENERAL PROVISIONS

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Section 1. Effect and Applicability of the Personnel Policy Manual

The policies contained in this Personnel Policy Manual ("Policies") apply to all categories of employees of the Mammoth Community Water District ("District") unless a specific section or provision excludes them.

Independent contractors, volunteers, members of the District Board of Directors, the General Manager, and any other employee as determined from time to time by the Board shall not be covered by these Policies unless a specific section or provision expressly includes them in its scope.

These Policies do not create any contract right, or any express or implied contract of employment. The District retains the full discretion to modify these Policies at any time in accordance with law.

Section 2. Conflict Between These Policies and Federal, State, or Local Rule or Regulation

If a provision of these Policies conflicts with any provision of federal, state, or local rule or regulation, the provisions of the federal, state, or local rule or regulation shall apply.

Section 2-Section 3. Conflict Between These Policies and a Collective Bargaining Agreement

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If a provision of these Policies conflicts with any provision of a valid collective bargaining agreement between the District and a recognized employee organization, the provision of the collective bargaining agreement that is in conflict shall apply to employees covered by that collective bargaining agreement.

Section 4. Policy Review

This Policy shall be reviewed at least annually.

Section 3-Section 5. Employee Acceptance of Policies and Revisions to the Policies

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As a condition of employment, the District requires that employees read and, if necessary, request clarification regarding these Policies. Each employee must sign a statement of receipt acknowledging that: (a) they have received a copy or have been provided access to the Policies; and, (b) they understand that they are responsible for reading and becoming familiar with the

content of these Policies and any subsequent revisions to these Policies. (See Appendix A ~~to these Policies.~~)

Section 4-Section 6. Delegation of Appointing and Personnel Authority to the General Manager

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The Board of Directors and the Water Code delegates to the General Manager the authority to authorize employment, establish job responsibilities, and perform other personnel actions as to all subordinate employees in accordance with all federal and state laws and regulations and these Policies.

Section 5-Section 7. Delegation of Powers by the General Manager; Personnel Officer

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The General Manager may delegate responsibility and authority to perform personnel actions as set forth in these Policies, as the General Manager may deem appropriate and necessary. As used in these Policies, the term "Personnel Officer" refers to the General Manager or another individual to whom the General Manager has delegated authority in accordance with this section.

Section 6-Section 8. Tenure of Employment

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The tenure of every employee shall be based upon continuing satisfactory service, proper personal conduct, and fitness for the position, as determined by the General Manager, as well as the continued need for the work performed as determined in the sole discretion of the District and the availability of funds.

The General Manager, all temporary employees, and any other employee as determined from time to time by the Board shall serve at the will or pleasure of the Board.

Section 7-Section 9. Retention of Personnel Authority as to Certain Personnel

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As to the General Manager and any other employees who report directly to the Board, the Board retains authority over all personnel actions as authorized by law and these Policies.

Section 8-Section 10. Equal Opportunity Employment Policy

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The District affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination. The District prohibits discrimination against employees or applicants for employment ~~based on the basis of~~ race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, or any other basis protected by law. Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in these Policies, or by contacting the U.S. Equal Employment Opportunity Commission ("EEOC"), or the California Civil Rights Department ("CRD").

Section 9-Section 11. Definitions

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For purposes of these Policies, the terms defined herein have the following meanings:

- (a) "At-Will Employee" means those classifications designated as "at-will" within the job specification. Generally, non-represented employees.
- (b) "For-Cause Employee" means those classifications that are not "at-will." Generally, represented employees.
- (c) "Management Employee" means District management employees who have responsibility for formulating, administering, or managing ~~the~~ District policies or programs. Management employees include any positions designated by the General Manager.
- (d) "Non-Regular Part-Time Employee" means an employee of the District who is regularly scheduled to work less than 30 hours per week and has successfully completed their probationary period. Unless required by law, a non-regular part-time employee is not entitled to benefits.
- (e) "Probationary Employee" means a Full-Time or Part-Time employee that has not completed their probationary period.
- (f) "Regular Full-Time Employee" means an employee of the District who is regularly scheduled to work 80 hours per pay period and has successfully completed their probationary period.
- (g) "Regular Part-Time Employee" means an employee of the District who is regularly scheduled to work ~~60 to 79~~30 to 39 hours per ~~pay period~~week and has successfully completed their probationary period. A regular part-time employee is entitled to benefits.
- (h) "Safety Sensitive" classifications are defined as those requiring a Commercial Driver License and are regulated by Department of Transportation ~~regulations.~~

DIVISION II. EMPLOYEE ORGANIZATION

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Section 1. Classification Plan

The District is organized into several departments. Each department includes one or more job classification(s).

The Personnel Officer shall ascertain and record the duties and responsibilities of all positions and, after consulting with affected department heads, shall recommend a classification plan, including job ~~descriptions~~specifications, for such positions. The Personnel Officer shall allocate every position to one (or series) of the classifications established by the plan.

When a new classification is created, such classification may not be assigned until the classification plan has been amended to provide for the new classification.

Section 2. Reclassification

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The Personnel Officer may initiate a job audit to determine whether the duties of a position have changed to such an extent that they necessitate reclassification of the position from the existing classification to a more appropriate classification. Upon completion of the job audit, the Personnel Officer shall make the final determination to reclassify or to not reclassify the position.

DIVISION III. RECRUITMENT, SELECTION, AND APPOINTMENTS

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Section 1. Vacancies

When a vacancy occurs in an authorized position which the District chooses to fill, the District shall try, whenever reasonable, to fill the vacant position with an existing District employee qualified for the position.

This section shall not be construed to limit in any way the District's right to hire the most qualified person available for the vacancy. The District may fill any vacancy with a person who is not a District employee or may determine that it is in the District's best interest to leave the position vacant.

Section 2. Job Announcements

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The Personnel Officer will prepare a job announcement to announce a proposed recruitment. The announcement may be posted on the District's website ~~and~~, bulletin board, ~~(s)~~, and other locations the Personnel Officer deems appropriate, depending upon whether the recruitment is open to the public or current employees only. All announcements will be published for at least seven calendar days. The announcement will include:

- (a) The title and pay for the position;
- (b) The nature of the work to be performed and essential job duties of the position;
- (c) The minimum qualifications, including whether the job is a promotional position;
- (d) The last date and time that the Personnel Officer will accept applications;
- (e) The time, place, and type of employment examination required, if known, and a statement whether a drug screening will be required following a conditional offer of employment; and,
- (f) Such other information as determined at the discretion of the Personnel Officer.

Section 3. Qualifications of Applicants

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Applicants shall possess the education and experience required by the job ~~descriptions~~specifications or classification by the date their application is submitted, except as provided in these Policies.

In the event an applicant is found to possess qualifications extraordinary for the position for which the applicant is being hired, the ~~Personnel Officer~~General Manager may authorize the employment of such applicant at a salary that is greater than the minimum of the appropriate pay range. If the ~~Personnel Officer~~General Manager proposes a starting salary greater than 2/3 of ~~the maximum amount in~~ the appropriate pay range, the Board of Directors must approve such higher salary. For the purposes of this provision, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the ~~class~~classification.

Section 4. Submitting Applications

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Job applications shall require information describing an individual's training, experience, and other pertinent information as deemed necessary to assess qualifications for the job. Applicants may be required to provide supplementary information, including but not limited to: answers to job-related questions; resume; licenses; certifications; diplomas; letters of recommendation; or, references. Licenses and/or other certification required by federal, state, and/or local law in the treatment, transmission, and maintenance of water and wastewater operations will be required as determined by the Personnel Officer pursuant to the prerequisites of each job classification.

All applications must be completed in full and signed, physically or electronically, by the person applying. The Personnel Officer will not process any application which is not fully completed and signed. Should an applicant be appointed to a position, the supplemental information shall become a part of the individual's permanent employment ~~records~~record.

Section 5. Disqualification

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The Personnel Officer may disqualify an applicant for ~~good cause~~any lawful reason including, but not limited to, any of the following:

- (a) Failure to properly complete the application;
- (b) Failure to submit the application prior to the application deadline;
- (c) Failure to demonstrate that the applicant meets the requirements and minimum qualifications established for the position;
- (d) Falsification of information on the application and/or during the application process; or,
- (e) Being under the influence of alcohol or illegal drugs while engaging in ~~application~~recruitment activities.

Whenever an application is rejected, notice of such rejection shall be mailed or emailed to the applicant.

Section 6. Employment Examinations

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For some vacancies, the District may conduct an examination as part of the application process.

- (a) The Personnel Officer will determine the manner and methods of administering employment examinations. Examinations may consist of any or all of the following: written tests; oral tests; performance tests; evaluations of prior training and performance, experience and/or education; interviews; working style assessments; practical exercises; file review; or, any combination thereof. The content of all examinations will be job-related and designed to test knowledge, skills, or abilities that help predict successful completion of job duties.

- (b) The content of all examinations will be kept confidential prior to the administration of the examination. All applicants who are invited to the examination will be notified of the nature of the examination.
- (c) An applicant with a disability may request accommodation in an examination process. Following receipt of a request for accommodation, the Personnel Officer may require additional information, such as reasonable documentation of the existence of a disability.
- (d) Failure in one part of the examination, or the failure to meet established standards described in the job announcement, may be grounds for declaring such applicant as failing in the entire examination or as disqualified for subsequent parts of an examination. Each applicant will be notified by mail or email whether they will continue in the examination process.
- (e) Applicants who meet the minimum qualifications and pass all examinations may be subject to a background and/or reference check.

Section 7. Criminal Conviction Check

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After the District makes a conditional offer of employment, the Personnel Officer may then request information about criminal convictions, except for misdemeanor marijuana-related convictions that are over two years old, or convictions that have been judicially sealed, eradicated, or expunged. Unless required by law, the District will not deny employment to any applicant solely because they have been convicted of a crime. The District will consider the nature, date, and circumstances of the offense, evidence of rehabilitation, as well as whether the offense is relevant to the duties of the position.

Section 8. Medical Examination

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A post-offer, pre-employment medical examination will be required before commencement of employment. Such examination shall be performed by a licensed physician without cost to the applicant. Documents indicating that the prospective employee has received a medical clearance shall be made part of their employment medical history file.

Section 9. Probationary Appointment

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Except as otherwise provided herein, every new, regular and non-regular District employee shall be a probationary employee for a period of six months. Exceptions:

- (a) The Personnel Officer establishes a longer period because the duration of the required training is such that it is not possible to adequately evaluate performance within a six-month period;
- (b) The probationary period is extended by the District at the discretion of the Personnel Officer; or,
- (c) If a probationary employee is absent for three or more consecutive workdays, the probationary period will be extended an equivalent number of calendar days.

The probationary period is part of the examination process and is used to determine whether work performance or work-related behavior meets the required standards of the position. A probationary employee may be rejected at any time during the probationary period with or without cause or reason, without advance notice, appeal or grievance, and without any rights set forth in the disciplinary procedure described in these Policies. The probationary employee will be notified prior to the expiration of the probationary period that they have either successfully completed their probationary period, are having their probationary period extended, or have been rejected from probation.

Section 10. Probationary Period for Promotional Appointments or Transfers into a Different Classification

Except as otherwise provided herein, all employees on accepting a promotion or transfer into a different classification will serve a new probationary period of six months. ExceptionsThe following exceptions apply:

(a) The probationary period is extended by the District at the discretion of the Personnel Officer.

(b) The General Manager may waive the probationary period for an employee laterally transferring to a position with the same, or, similar duties, under which they have already passed probation. A lateral transfer is defined as the movement of a permanent employee from one position to another position in the same class, or different class, that has substantially the same level of duties, responsibilities, and salary. Lateral transfers are at the sole discretion of the General Manager and can be either voluntary or involuntary on the part of the employee.

(c) If a probationary employee is absent for three or more consecutive workdays, the probationary period will be extended an equivalent number of calendar days.

A promotional/transferred probationary employee may be rejected at any time during the probationary period with or without cause or reason; without notice, appeal, or grievance; and, without any rights set forth in the disciplinary procedure described in these Policies. If the employee fails to satisfactorily complete the probationary period in the promotional/transferred position, and the employee's prior position is vacant, the employee may return to the position held prior to promotion/transfer at the hourly rate held prior to the promotion/transfer, unless they are terminated for cause. If their prior position is no longer vacant, other vacancies will be assessed by the Personnel Officer to determine, in the Personnel Officer's sole discretion, if it is in the best interest of the District for the employee to be appointed to the vacant position, provided the employee meets the minimum qualifications of that position. If there are no appropriate vacant positions, as determined at the sole discretion of the Personnel Officer, the employee will be terminated without right of appeal or grievance.

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DIVISION IV. EMPLOYMENT OF RELATIVES, SPOUSES, DOMESTIC PARTNERS

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Section 1. Policy

The District regulates the employment and placement of relatives, spouses, and domestic partners to avoid conflicts of interest and to promote safety, security, supervision, and morale.

Section 2. Definitions

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For purposes of this Division, the terms defined herein have the following meanings:

- (a) "Relative" means child, stepchild, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, first cousin, or in-laws of those enumerated by marriage or domestic partnership.
- (b) "Spouse" means one of two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by California law.
- (c) "Supervisory relationship" means one in which one employee exercises the right or responsibility to control, direct, reward, or discipline another by virtue of the duties and responsibilities assigned to their District appointment.

Section 3. Employment of Relatives

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The District will not appoint, promote, or transfer a person to a position within the same department, division, or facility in which the person's relative already holds a position, if any of the following would result:

- (a) A direct or indirect supervisory relationship between the relatives;
- (b) The two employees having job duties which require performance of shared duties on the same or related work assignment;
- (c) Both employees having the same supervisor; or,
- (d) A potential for creating an adverse impact on supervision, safety, security, morale, or efficiency.

Section 4. Spouses or Domestic Partners

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The District will not appoint, promote, or transfer a person, to the same department, division, or facility in which the person's spouse or registered domestic partner already holds a position, if such employment would result in any of the following:

- (a) One spouse or domestic partner being under the direct supervision of the other spouse or domestic partner; or,
- (b) Potential conflicts of interest or hazards for married persons or those in domestic partnership which are greater than for those who are not married or in domestic partnerships.

Section 5. Marriage or Domestic Partnership After Employment

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- (a) Transfer: If two District employees who work in the same department later become spouses or domestic partners, the Personnel Officer has discretion to transfer one of the employees to a similar position in another department. Although the wishes of the two employees will be considered, the Personnel Officer retains sole discretion to determine which employee will be transferred based upon District needs for supervision, safety, security, or morale. Any such transfer that results in a salary reduction is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.
- (b) Separation: If continuing employment of both employees, who work in the same department and who later become spouses or domestic partners, cannot be accommodated in a manner the Personnel Officer finds to be consistent with the District's interest in the promotion of supervision, safety, security, or morale, then the Personnel Officer retains sole discretion to separate one employee from District employment. Absent the resignation of one employee, the less senior employee will be separated. Any such separation is not considered to be disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

DIVISION V. EMPLOYEE COMPENSATION AND ADVANCEMENT

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Section 1. Pay Day

Employees shall be paid biweekly on Wednesday. In the event a pay day falls on a recognized holiday, employees will be paid on the last scheduled business day preceding the holiday.

Section 2. Wage Range

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The District Board of Directors has adopted minimum and maximum hourly rates for each job classification, which shall continue in effect until and unless changed by the Board of Directors.

Section 3. Salary Review

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As the need is determined, the Personnel Officer will review the wage ranges for job classifications and make recommendations for changes thereof and will include consideration of the [Association of California Water Agencies \("ACWA,"](#) [California Association of Sanitation Agencies \("CASA,"](#) or other salary surveys. The review will include consideration of the following factors:

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- (a) Job ~~descriptions~~specifications, classifications, actual wages, and the number of authorized positions within the District;
- (b) Wages paid by other employers, public and private, to employees performing work similar to that performed by District employees; and,
- (c) The effect of inflation, and changes in the cost of living and consumer price indices relevant to the local community.

This section shall not be construed as binding the General Manager's discretion in recommending changes to any particular methodology. For unrepresented employees, this review is generally completed prior to the end of the Fiscal Year. For represented employees, the District will comply with any applicable meet and confer requirements before implementing changes to wages, hours, or terms and conditions of employment.

Section 4. Performance Evaluations

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From time to time, each employee's supervisor will prepare a written performance evaluation of the employee's performance. Performance evaluations will generally be prepared in the following instances:

- (a) When an employee reaches the end of probation in a new job classification (including new hires, promotions, and transfers), and annually thereafter;
- (b) Whenever the employee's supervisor believes it is warranted by the employee's performance; or,
- (c) Whenever requested by the General Manager.

Each department head will review and approve all performance evaluations of subordinates in their department. The General Manager will review and approve all performance evaluations.

Additional ~~licenses~~ licensure and/or certifications related to the treatment, transmission, and maintenance of water and wastewater system operations may be required as prerequisites for promotion to the next higher job classification. When an employee becomes certified at a higher level, is qualified for the higher level position, and has served sufficient time in the grade level, the District, in its sole discretion, may increase the employee's pay and/or promote the employee to the next higher job classification ~~in the District's sole discretion~~.

Section 5. Performance Evaluation Meeting

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The supervisor will meet with the employee to discuss the evaluation. The employee shall sign the evaluation to acknowledge its contents and that they have met with their supervisor to discuss the evaluation. The employee's signature shall not mean that they endorse the contents of the evaluation.

Section 6. No Appeal Right

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An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation. Instead, the employee may comment on the evaluation in a written statement which will then be placed with the evaluation in the employee's personnel file. The written statement must be submitted within ten calendar days after the employee receives the evaluation.

Section 7. Wage Plan Administration

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Except as otherwise provided for in these Policies, employees shall initially be placed at the minimum hourly rate of the wage range for the classification to which the employee is hired, promoted, or transferred. Advancement within a wage range shall not be automatic but shall be based on merit and shall be given only upon affirmative recommendation of the employee's supervisor and approval of the General Manager.

As a general rule, upon progress and productivity, an employee ~~(full time or part time)~~ may be considered for advancement within a wage range following the satisfactory completion of the employee's probationary period, and annually thereafter (as set forth in Section 4, Performance Evaluations, above) until such time as the employee reaches the maximum hourly rate of the range for the employee's classification.

Section 8. Performance Bonus

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The General Manager has discretion to award a performance bonus to an employee whose performance has been extraordinary. This bonus shall be based upon, but not be limited to, the following factors:

- (a) Demonstrated level of job performance relative to others in the same job classification.
- (b) Attendance record.

- (c) Initiative in work environment.
- (d) Willingness to cooperate with fellow employees.
- (e) Preparations for future promotions.
- (f) Absence of disciplinary record.

The granting of a performance bonus will not affect any merit increase for which the employee may be considered during the employee's performance review. ~~The granting of any performance bonus shall be at the sole discretion of the General Manager.~~

DIVISION VI. TEMPORARY EMPLOYEES

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Section 1. Hiring of Temporary Employees

Temporary employees may be hired for a specific purpose for a limited period of time to fill in for employees on ~~leaves~~leave of absence or to assist with or complete special projects. They are not eligible for any accrued ~~leaves~~leave, except for sick leave as specifically provided in these Policies, or eligible for any insurance or retirement benefits except as required by law.

Section 2. Wages of Temporary Employees

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The General Manager shall determine the wage rates for each temporary employee. The factors taken into consideration will include the type of work to be performed, the qualifications of the temporary employee, and the anticipated duration of employment.

Section 3. Duration of Temporary Employment

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The duration of temporary employment shall generally not exceed 240 calendar days in a rolling 12-month period.

Section 4. Termination of Temporary Employees

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A temporary employee serves at the will or pleasure of the District and may be terminated at any time without cause or prior notice. A temporary employee does not have ~~rights~~the right to appeal discipline or termination.

DIVISION VII. TEMPORARY ASSIGNMENTS

Section 1. Assignment of Temporary Work

The Personnel Officer may temporarily assign an employee to perform work normally performed by an employee in a different classification or at a different level of salary.

Section 2. Temporary Wage and Bonus

The Personnel Officer shall consider the following when establishing pay for a temporary assignment for an employee:

- (a) An employee's relative experience and capability to perform the work required; and,
- (b) The disruptive effect, if any, of the assignment on the employee's regular work schedule.

Section 3. Distribution of Temporary Assignments

The General Manager shall consider the following when making temporary assignments among qualified employees:

- (a) An employee's relative experience and capability to perform the work required;
- (b) Whether the employee has previously served in a temporary assignment; and,
- (c) The disruptive effect, if any, of the assignment on the employee's regular work schedule.

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DIVISION VIII. RESIGNATION, JOB ABANDONMENT, LAYOFF, AND SEPARATION

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Section 1. Types of Separation

All employees separated from District employment are designated as one of the following types:

- (a) Probationary release;
- (b) Release of temporary employee;
- (c) Resignation;
- (d) Retirement;
- (e) Job abandonment;
- (f) Layoff;
- (g) Non-disciplinary separation; or,
- (h) Disciplinary separation.

Section 2. Probationary Release

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Probationary employees serving in their initial probationary period with the District may be released at any time during the probationary period as recommended by the department head or Personnel Officer, without cause, reason, or notice. A released probationary employee has no right to appeal or to submit a grievance.

Section 3. Release of Temporary Employee

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As provided in Division VI of these Policies, a temporary employee serves at the will or pleasure of the District and may be terminated at any time without cause, prior notice, or opportunity for appeal.

Section 4. Resignation

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An employee who wishes to resign their District employment in good standing must submit written notice of resignation to the department head, [the Personnel Services Department](#), or the General Manager at least two weeks prior to the planned separation date. The written notice must state the reasons for the resignation. Failure to follow the aforementioned procedure may be cause for denying future employment with the District. A resignation becomes final when the District accepts the resignation in writing. Once a resignation has been accepted, it is final and irrevocable. A resignation can be accepted by the District even if it is submitted less than two weeks prior to the planned resignation date.

Section 5. Retirement

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An employee planning to retire ~~should~~**must** provide a written notice to the department head, [the Personnel Services Department](#), or the General Manager at least two weeks prior to the effective

date of ~~the~~ retirement. A notice of retirement becomes final when the District accepts the notice of retirement in writing. Once a notice of retirement has been accepted, it is final and irrevocable.

Section 6. Job Abandonment

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An employee is deemed to have resigned from their position if they are absent for five consecutive scheduled workdays/shifts without prior authorization and without notification during the period of the absence. The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for their unauthorized absence. An employee who promptly responds to the District's written notice, within the timeframe set forth in the written notice, can make an appointment with the Personnel Officer before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

Section 7. Layoff

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~~Whenever, in~~ the judgment of the Board of Directors, ~~when~~ a reduction in personnel is necessary for economic or operational reasons, any employee may be laid off or demoted for non-disciplinary reasons.

Employees will be laid off in the inverse order of their seniority in their classification. Seniority is determined based on the length of employment in the affected classification. Length of employment includes all days of employment in attendance at work and on authorized or legally protected leaves of absence. Length of service does not include unauthorized periods of leave or suspension or layoff. Within each classification, employees will be laid off in the following order: temporary; part-time; probationary; and, for-cause status. If two or more employees in a classification to be laid off have the same length of employment, the employee to be laid off will be decided by lottery.

Employees to be laid off will be given a minimum of 21 calendar days' notice of layoff.

If the Personnel Officer determines that a for-cause employee who is subject to layoff is qualified to perform the duties of a vacant position, the employee will receive a written notice of option to transfer in lieu of layoff. An employee who does not accept a transfer within ten calendar days after the date of the written notice, forfeits the option to transfer. An employee who accepts a transfer will be paid the rate applicable to the position into which they transfer.

An employee who has been noticed for layoff, and who has any questions or concerns about the layoff decision or process may make an appointment to be heard by the ~~Personnel Officer~~General Manager for an informal pre-layoff review. ~~The~~If the employee wants to appeal the decision, the employee must request ~~this~~an appeal in writing within five ~~workdays~~business days from the date of the notice of layoff. The ~~Personnel Officer's~~General Manager's decision is final.

Section 8. Non-Disciplinary Separation

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Any employee separated because of an inability to accommodate after the reasonable accommodation and interactive process is concluded, will be given a written pre-separation notice of the reasons for the separation, the evidence supporting the decision to separate for non-disciplinary reasons, and an opportunity to respond before the separation takes effect.

Section 9. Disciplinary Separation

A for-cause employee may be separated for disciplinary reasons pursuant to the Policy and Procedures in Division XXI of these Policies.

Section 10. Return of District Property

All District property in the employee’s possession must be returned prior to separation, including keys, key fobs, identification cards, equipment, credit cards, gas cards, cell phones, pagers, and any other District equipment.

Section 11. Job References/Verification of Employment

All reference inquiries and verifications of employment must be referred to and approved by the Personnel Officer. Unless the Personnel Officer receives a written waiver signed by the employee, the District will release only the employee’s dates of employment, last position held, and final salary rate. Department heads and supervisors should not provide information in response to requests for reference checks or verification of employment, unless specifically approved by the Personnel Officer on a case-by-case basis.

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DIVISION IX. WORK SCHEDULES AND ATTENDANCE

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Section 1. Office Hours

District office hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday.

Section 2. Work Hours

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Regular full-time employees are assigned to one of three Schedules:

- (a) Employees with Schedule A are generally assigned to work five shifts of eight hours in the workweek (5/8 schedule). The workweek for these employees begins and ends on Sunday at 12:00 a.m. (midnight).
- (b) Employees with Schedule B are generally assigned to work four shifts of ten hours in the workweek (4/10 schedule). The workweek for these employees begins and ends on Sunday at 12:00 a.m. (midnight).
- (c) Employees with Schedule C are generally assigned to work four shifts of nine hours in each workweek, as well as one shift of eight hours on a designated alternating flex day. The work period shall begin half-way through the day designated as the eight hour flex day and the corresponding alternate day off. In other words, each 14-day pay period, employees will work eight shifts of nine hours and one shift of eight hours with 40-hours of scheduled work each work period.

The Personnel Officer shall determine in the District's best interest to which schedule each employee is to be assigned while maintaining prescribed office hours.

Regular part-time, overtime-eligible employees have varied work hours and the workweek begins and ends on Sunday at 12:00 a.m. (midnight).

Nothing in this section shall be construed as a guarantee of any minimum number of hours to which an employee is entitled, or as a restriction on the maximum number of hours that the District may assign an employee.

Section 3. Standby Service

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In order to maintain a high standard of emergency service to the community, operations and field personnel are required to be available for duty during off-hour periods. Standby duty is assigned weekly, Tuesday through Monday, on a rotating basis. Time spent on standby is compensated at a fixed daily amount set forth in the collective bargaining agreement or the Salary and Authorized Positions Resolution. Call back time is compensated at the employee's regular rate, or overtime rate, if applicable.

Section 4. Meal and Rest Periods

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All overtime-eligible employees are to take, at minimum, a ½ hour or one hour (as determined by their schedule) lunch meal break during each shift, during which they are relieved of all duties. Overtime-eligible employees are also provided two ten-minute break rest periods during each

shift, one in the morning and one in the afternoon. Rest periods may not be combined to shorten the workday or to extend the meal period. To accommodate emergency and/or special work assignments, working hours of all personnel may be adjusted as required by each employee's supervisor, by the applicable department head, or by the Personnel Officer.

Employees exempt from overtime are to take a ½ hour or one hour (as determined by their schedule) ~~lunch~~meal break during each shift. Employees exempt from overtime also take two ten-minute ~~break~~rest periods during each shift, one in the morning and one in the afternoon.

Section 5. Advance Request for Permission to Deviate from Regular Work Hours

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An overtime-eligible employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from regular working ~~break times, rest periods,~~ and meal ~~times~~breaks.

Section 6. Unauthorized Absence is Prohibited

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Arriving late to work or leaving early in connection with scheduled work times, ~~breaks~~rest periods, or meal ~~periods~~breaks is prohibited, absent authorization. An overtime-eligible employee who fails to timely notify the supervisor of any absence as required by these Policies, or who is not present and ready to work during all scheduled work times will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

Section 7. Excessive Tardiness/Absenteeism and Abuse of Leave

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Excessive tardiness occurs when an employee who, without authorization, is late to work or late to return from breaks more than three times during any 30-day period. Excessive absenteeism, without authorization, is defined as more than six instances in any 90-day period. Instances are defined as non-consecutive leave. If patterns ~~in the use of non-protected sick leave (i.e.,~~ in conjunction with Fridays, Mondays, Holidays, the employee's regular day off, etc.) ~~in the use of non-protected sick leave~~ appear abusive, a sick leave usage review may be conducted. In cases of suspected abuse or misuse of sick leave the Personnel Officer may ~~impose~~require a physician's certificate to support the absence without prior notification.

Excessive tardiness, absenteeism, or abuse of leave may be grounds for discipline up to and including termination under the District's Policy for Disciplinary Action and Dismissal (Division XXI). Authorized absences include, but are not limited to, pre-approved leave, bereavement leave, jury duty, military leave, and leave protected under state or federal law.

Section 8. Lactation Accommodation

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An employee may make a request for lactation accommodation, either orally or in writing, with ~~the~~ Personnel Services Department.

Following receipt of a request for lactation accommodation, the District will provide a timely written response to the employee in which the District will indicate if it is unable to provide the requested break time or a requested location for the purposes of expressing breast milk.

An employee who believes that the District is not providing an appropriate lactation accommodation should immediately inform the Personnel Services Department.

An employee who does not believe that the District is providing an appropriate lactation accommodation ~~as~~ required by state law has the right to file a complaint with the California Division of Labor Standards Enforcement ~~("DLSE")~~/Labor Commissioner.

Section 9. Lactation Break Time

The District will provide a reasonable amount of break time to accommodate any employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any ~~break time~~ rest period already provided to the employee. If the employee takes lactation breaks at times other than their provided ~~break times~~ rest periods, then the lactation break shall be unpaid or the employee may choose to use accrued leave.

Those desiring to take a lactation break at times other than their provided ~~break times~~ rest periods must notify their supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will provide a room or other appropriate location in close proximity to the employee's worksite that is not in a bathroom to express milk in private. The room or location will meet the following requirements:

- (a) Be shielded from view and free from intrusion while being used to express milk;
- (b) Be safe, clean, and free of hazardous materials;
- (c) Contain a surface on which to place a breast pump and personal items;
- (d) Contain a place to sit; and,
- (e) Have access to electricity needed to operate an electric powered breast pump.

An employee occupying ~~such private area~~ the location shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The District will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk, in close proximity to the employee's work area.

Any employee storing expressed milk in ~~any~~ an authorized refrigerated area ~~within the District~~ shall clearly label it as such. No expressed milk shall be stored at the District beyond the employee's workday/shift.

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DIVISION X. WORKWEEK AND OVERTIME

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Section 1. Workweek

Unless otherwise designated in an applicable labor agreement, Division IX. Section 2 defines the workweek for employees with Schedules A, B, and C.

Section 2. Overtime

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Overtime is all hours an overtime-eligible employee works in excess of their daily scheduled hours (Division IX. Section 2) or over 40 hours in their designated workweek. Overtime-eligible employees will be paid at 1 ½ times their regular rate of pay for all hours worked over their daily scheduled hours or over 40 hours in a workweek.

Section 3. Remote Access for Overtime-Eligible Employees

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Except as specified in writing by the Personnel Officer, as provided in the Remote Work Policy, or while on standby duty, overtime-eligible employees shall not remotely access District equipment, resources, or email.

Section 4. Prior Approval Required for Overtime

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The general policy of the District is to discourage the use of overtime. Overtime-eligible employees are not permitted to work overtime except as directed and authorized by their supervisor, or in case of emergency, as determined by the District. Working overtime without prior authorization or approval is grounds for discipline. In emergency situations that necessitate working overtime, the employee must notify at their supervisor as soon as possible, and in no event later than the end of that day upon which the emergency occurred. If the supervisor denies the request to work overtime, the employee must obey the supervisor’s directive and cease working. Failure to follow these overtime approval procedures may subject the employee to disciplinary action, up to and including termination, for violating the overtime approval procedures.

Section 5. Accurate Time Reporting

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All employees must accurately report all work time and leave time to the nearest tenth of an hour.

Minutes	0-2	3-8	9-14	15-20	21-26	27-32	33-38	39-44	45-50	51-56	57-60
Hours	0.0	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0

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Section 6. No Volunteering of Work Time

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All time spent for the benefit of the District must be reported as hours worked on time records so that the employee is paid for all work. Overtime-eligible employees may not “volunteer” work

time. Employees have no authorization to work without compensation. No supervisor has authority to request overtime-eligible employees to volunteer work time.

Section 7. Compensatory Time Off

An overtime-eligible employee may opt to accrue compensatory time-off ("CTO") in lieu of cash payment for overtime worked if their supervisor agrees prior to overtime work being performed.

CTO accrues at the rate of 1 ½ hours for each hour, or fraction thereof, worked in excess of their daily scheduled hours or over 40 hours of actual work within the employee's designated workweek. Time in paid leave status does not count toward CTO. CTO cannot be accumulated in excess of 40 hours at any given time.

The District will grant an employee's request to use accumulated CTO provided that:

- (a) the department can accommodate the use of CTO on the day requested without undue disruption to department operations;
- (b) the employee shall submit leave requests to their supervisor or the General Manager as soon as practical when planning time off. Unless there are extenuating circumstances, employees should submit leave requests in advance at least twice the time off being requested, but at a minimum one week prior. For example, if an employee is requesting one week off, a leave request should be submitted no less than two weeks in advance; or, if an employee is requesting one day off, a leave request shall be submitted no less than one week in advance.

If the employee does not provide the necessary advanced notice, or if the department cannot accommodate the time off without undue disruption, the District will provide the employee the opportunity to cash out the amount of compensatory hours requested at the end of the current pay period.

The District will compensate by cash payment all CTO balances on the last pay day in each fiscal year at the employee's current hourly rate of pay, or in any given pay period at the employee's request.

Employees separating from District service shall be compensated for all accrued, unused compensatory hours at their current hourly rate of pay.

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DIVISION XI. REMOTE WORK POLICY

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Section 1. Purpose and Scope

The purpose of this Remote Work Policy is to facilitate the ability of District employees to perform their regular job duties from an alternative location when it is appropriate to do so. Circumstances where this Policy may apply include, but are not limited to, the following:

- (a) Working remotely to maintain continuous District operations during emergency situations, such as a public health emergency or inclement weather, that prevent employees from reporting to work at District facilities; or,
- (b) Authorized by the General Manager for extraordinary or extenuating circumstances.

Section 2. Prior Authorization Required

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Employees are not authorized to work remotely without prior approval of the General Manager.

Section 3. Eligibility

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Remote work is not an employee benefit intended to be available to all District employees at all times and is not suitable for all employees and/or positions. The District has the discretion to determine the employees and positions who may work remotely utilizing criteria that includes, but is not limited to:

- (a) The operational needs of the employee's department and the District;
- (b) The potential for disruption to District functions;
- (c) The ability of the employee to perform their specific job duties from a location separate from their District Worksite ("Alternate Worksite") without diminishing the quantity or quality of the work performed;
- (d) The degree of face-to-face interaction with other District employees and the public that the employee's position requires;
- (e) The portability of the employee's work;
- (f) The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost;
- (g) The risk factors associated with performing the employee's job duties from a location separate from their District Worksite;
- (h) The ability to measure the employee's work performance from a location separate from their District Worksite;
- (i) The employee's supervisory responsibilities;
- (j) The employee's need for supervision; and,

- (k) Other considerations deemed necessary and appropriate by the employee's immediate supervisor, department head, or the Personnel Officer.

Section 4. Remote Work Agreement

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- (a) An employee may only be approved to work remotely pursuant to a Remote Work Agreement ("RWA" or "Agreement"; see the District's Administrative Procedures.)
- (b) Any RWA is only valid for the time period specified in the Agreement. The Agreement is invalid after this time unless the District approves an extension in writing. The District may, in its discretion, decide to terminate the Agreement earlier.
- (c) Employee acknowledges and agrees that the RWA is temporary and subject to the discretion of the General Manager. Remote work will be approved on a case-by-case basis consistent with the eligibility criteria above.
- (d) Overtime-eligible employees shall be assigned a ~~work schedule~~ "Remote Work Schedule" in the RWA, including rest periods and meal breaks ~~("Work Schedule")~~. Any deviation from the Remote Work Schedule must be approved in advance, and in writing, by their supervisor. Overtime-eligible employees must take meal breaks and rest breaks periods while working remotely, just as they would if they were reporting to work at their District Worksite. Overtime-eligible employees may not work remotely outside their normal work hours without prior written authorization from their supervisor. An overtime-eligible employee who fails to secure written authorization before working remotely outside their normal work hours may face discipline in accordance with the District Policy for working unauthorized overtime.

Section 5. Remote Work Assignment

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- (a) Employees working remotely are required to be accessible in the same manner as if they are working at their District Worksite during ~~the~~ their established Remote Work Schedule, regardless of the designated location for working remotely, or "Alternate Worksite." Employees must be accessible via telephone, email, and/or network. Employees must also be available to their supervisor and other District employees while working remotely, as if working at their District Worksite. Employees shall check their District-related business phone messages and emails on a consistent basis, as if working at their District Worksite.
- (b) Employees shall work ~~on a full-time basis (or the same part-time basis as when working their normal assignment)~~, according to ~~the~~ their established Remote Work Schedule. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to their supervisor upon request. Employees shall record all non-productive work time on their timesheet.
- (c) While working remotely, employees shall adhere to the following:

- (1) Be available to the District via telephone and/or email during all designated work hours.
- (2) Have the Alternate Worksite be quiet and free of distractions, with reliable and secure internet and/or wireless access.
- (3) All periods of employees' unavailability must be approved in advance by their supervisor in accordance with District Policy and documented on the appropriate leave of absence slip.
- (4) Employees shall ensure dependent care will not interfere with work responsibilities.
- (5) Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
- (6) If the District has provided District-owned equipment, employees agree to follow the District's Policy for the use of such equipment. Employees will report to their supervisor any loss, damage, or unauthorized access to District-owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.

Section 6. General Duties, Obligations and Responsibilities

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Employees must adhere to the provisions set forth in this Policy and the terms of the RWA. Any deviation from the RWA requires prior written approval from the District.

- (a) All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Employees working remotely are expected to abide by all District policies, procedures, rules, and regulations, applicable Memoranda of Understanding, and all other official District documents and directives.
- (b) Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of District employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other District employees and the public.
- (c) Employees shall ensure that all official District documents are retained and maintained according to the normal operating procedures in the same manner as if working at their District Worksite.
- (d) Employees may receive approval to use personal computer equipment or be provided with District issued equipment at the discretion of the Personnel Officer.
- (e) Unless directed to work remotely, the District shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (e.g., utilities associated with the employee's working remotely). (See Division XII., Section 12.)

- (f) If an employee's work requires access to sensitive information, or where the Personnel Officer otherwise deems appropriate, employees may be required to use a virtual private network ("VPN") account.
- (g) Employees shall continue to abide by practices, policies, and procedures for requests of sick, vacation, and other leaves of absences. Requests to work overtime, declare vacation, or take other time off from work must be pre-approved in writing by the employee's supervisor. If an employee becomes ill while working under an RWA, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to incapacitation.
- (h) Employees must take reasonable precautions to ensure their devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the District's network and must close or secure all connections to District desktop or system resources (e.g., remote desktop, VPN connections, etc.) when not conducting work for the District. Employees must maintain adequate firewall and security protection on all such devices used to conduct District business from the Alternate Worksite.
- (i) Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to District business they access from the Alternate Worksite or transport from their District Worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the Alternate Worksite or transport from their District Worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the District at the termination of the RWA or upon request by their supervisor, department head, or Personnel Officer.
- (j) Employees' salary or wages and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by workers' compensation laws. Employees must report any such work-related injuries to their supervisor immediately. The District shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.
- (k) All of the employees' existing supervisory relationships, lines of authority, and supervisory practices remain in effect. Prior to the approval of the Agreement, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished. Supervisors shall use reasonable means to ensure that timelines are adhered to, and that goals and objectives are achieved.
- (l) Any breach of the RWA by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination.

DIVISION XII. BENEFITS

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Section 1. Safety Tools and Equipment

Necessary safety tools and equipment will be ~~purchased and made available~~provided to all employees of the District who require such equipment on the job. It is the employee's responsibility to utilize, protect, and safeguard such tools or equipment from damage. An employee who continually loses or damages equipment may be ~~required to purchase their own equipment~~subject to disciplinary action if, in the opinion of the Personnel Officer, neglect or carelessness on the part of the employee has occurred.

Section 2. Uniforms

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Uniforms are provided at District expense for all District personnel required to wear a uniform. Uniforms can be obtained from each department or through the Warehouse, and the employee will be responsible for and required to wear their uniform while on duty. Laundering thereof will normally be the responsibility of the District; however, the employees may elect to launder the uniform themselves at no cost to the District. The employee is responsible for turning in soiled uniforms so they may be laundered. The District will provide only that number of uniforms per employee necessary to ensure that the employee has available a clean uniform for each regular working day. Uniforms will be issued to the employee, who will be responsible for them during employment until termination.

The District uniform consists of the District issued clothing for all seasons of the year. Additionally, insulated overalls, overalls, and a winter and summer jacket will be issued to employees in positions for which such items are necessary or appropriate, as determined by the District.

When the District requires that employees wear safety shoes as a condition of employment, the District shall reimburse employees for the cost of an acceptable safety shoe. The reimbursement amount is set forth in the collective bargaining agreement or the Salary and Authorized Positions Resolution. To be eligible for this reimbursement, the employee must obtain prior authorization from the District before purchasing safety shoes and must submit the receipt to the District to verify the cost and substantiate the reimbursement. The District maintains the right to specify the type of required safety shoes.

Section 3. Insurance Benefits

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Group medical, dental, vision, and life insurance is available to all regular full-time and regular part-time employees ~~in regular positions~~, and their eligible dependents, ~~who (employees must work a minimum of 30 hours per week in order to be eligible to participate.)~~. An eligible employee may be enrolled on the first day of the month following employment.

In addition, these employees are eligible to participate in group insurance plans providing for benefits in the event of accidental death or dismemberment, long-term disability, and short-term disability.

Coverage for any employee or their dependents is subject to the terms and conditions of such plan. Coverage is not immediate or automatic and may be subject to waiting periods, documentation requirements, exclusions, or other limitations as set forth in the terms of each plan.

District contributions towards group insurance premiums, if any, are subject to change at the discretion of the District unless otherwise provided in ~~an applicable labor~~ the collective bargaining agreement.

If an employee dies, or leaves District service and is eligible for Long-Term Disability, the District shall continue group medical, dental, and vision insurance for a period of three calendar months via the Consolidated Omnibus Budget Reconciliation Act ("COBRA") continuation coverage for the employee and the employee's eligible dependents. The District will waive the administrative fee during the time that the District is paying for COBRA continuation coverage. Thereafter, the employee and eligible dependents will be offered COBRA continuation coverage in accordance with all federal and state laws.

Section 4. Retirement

The District has established a pension plan for eligible employees. This plan covers only regular full-time and regular part-time employees ~~who are regularly scheduled to~~ (employees must work a minimum of 30 hours per week, to be eligible). Plan documents describing benefits under these plans are available from the Personnel Services Department.

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Section 5. Educational Achievements

(a) Higher Education:

Employees may, with prior written approval from the General Manager, be eligible for an educational achievement award based upon successful completion of a degree which is directly related to their current job ~~class~~ classification series. Approval shall be at the sole discretion of the General Manager ~~and shall not be subject to appeal or grievance~~. Final grade or completion statements must be filed with the District. Attendance at educational courses in this category shall not be considered as authorized District business for purposes of expense reimbursement.

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- (1) Qualifying Degrees: Bachelor's, Master's, Doctorate/PhD
- (2) Employees meeting the criteria shall receive a 5.0% increase to base pay plus a one-time bonus equal to 5.0% of the employee's annual base pay. However, the increase to base pay cannot cause the employee to exceed the maximum salary range limits. The percentage exceeding the salary range shall be awarded as an additional one-time lump-sum bonus.
- (3) Only one Educational Achievement award may be ~~awarded~~ granted during an employee's tenure or tenures with the District.

(b) Licensure, Certification, Training, Educational Support Classes:

Employees may, with prior approval from the General Manager, be eligible ~~for attending to attend~~ District funded courses which are directly related to their current job ~~class~~ classification series. Approval shall be at the sole discretion of the General Manager ~~and shall not be subject to appeal or grievance~~. Attendance at educational courses in this category shall be considered as authorized District business for purposes of expense reimbursement. Any additional reimbursements for expenses related to educational courses shall be at the sole discretion of the General Manager. ~~If approved by the General Manager, the District may elect to pre-pay for some programs. If an employee fails to successfully complete a course for which the District pre-paid, the District may require the employee to reimburse the District.~~ The District shall pay for the fees (including the employee's time, use of a District vehicle, and license or training fee) associated with obtaining and maintaining the license or training. Such reimbursement or payment shall be made only for license or training while the employee is employed by the District and shall include only the costs associated with the employee's first two attempts to secure the license or training. Any employee seeking license or training who is unsuccessful in the testing process after their second attempt shall be responsible for all costs (District will not pay for the employee's time, use of a District vehicle, or license/training fee) of any subsequent license or training efforts in which they may participate.

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(c) Certification Pay:

Certification Pay is available to overtime-eligible employees. Compensation is calculated at 2.5% of the employee's base rate of pay, for obtaining specified professional certifications required as minimum qualifications for flexible promotion in an employee's current job classification series (see job ~~descriptions~~ specification of qualifying certifications). The addition of Certification Pay to an employee's current hourly rate must fall within the employee's salary range. Certifications obtained in this category may also qualify employees for flex promotion in their job classification series. Flex promotions should incorporate any unaccounted-for Certification Pay as part of a flex promotional pay increase. The District shall pay for the ~~fees~~ costs (including the employee's travel and attendance time, use of a District vehicle, and certification fee) associated with obtaining and maintaining identified certifications. Such reimbursement or payment shall be made only for certifications obtained and maintained while the employee is employed by the District and shall include only the costs associated with the employee's first two attempts to secure the certification. Any employee seeking certification who is unsuccessful in the testing or certification process after their second attempt shall be responsible for ~~the~~ all costs (District will not pay for the employee's travel and attendance time, use of a District vehicle, or certification fee) of any subsequent certification efforts in which they may participate.

(d) Certification Premium Pay:

Certification Premium Pay is available to overtime-eligible employees. Compensation for Certification Premium Pay is \$1.25 hourly for obtaining specified desirable professional certifications above and beyond those required as minimum qualifications for an employee’s current job classification series and are regulatorily required for administration of a district program.

Certification Premium Pay is in addition to and separate from an employee’s salary range.

The Certification Premium Pay for desirable certifications shall be limited to \$1.25 hourly per employee. In no event shall an employee earn more than \$1.25 in Certification Premium Pay for obtaining specified desirable professional certifications.

The District shall pay for the ~~fees~~costs (including the employee’s travel and attendance time, use of a District vehicle, and certification fee) associated with obtaining and maintaining identified certifications. Such reimbursement or payment shall be made only for certifications obtained and maintained while the employee is employed by the District and shall include only the costs associated with the employee’s first two attempts to secure the certification. Any employee seeking desirable certification who is unsuccessful in the testing or certification process after their first two attempts shall be responsible for ~~the costs~~all costs (District will not pay for the employee’s travel and attendance time, use of a District vehicle, or certification fee) of any subsequent certification efforts in which they may participate.

Certification Premium Pay will be approved per classification on a first-come ~~bases~~basis (first employee to request ~~and provide evidence of holding~~to obtain the certificate will receive Certification Premium Pay when the certificate is attained). Qualifying classifications and certifications are listed below:

Classification	Certification	# Allotted
Line/Mechanical Maintenance	Backflow Prevention Assembly Tester	1
Assigned Cross Connection Control Specialist	Cross Connection Control Specialist	1
Administrative Analyst/Permits	Backflow Prevention Assembly Tester	1

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Section 6. Vehicle Take-Home/Commuting

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For purposes of this section, the employee must live within the boundaries established in the Employee Home Purchase Assistance Program Policy (see District’s Policies) to take a vehicle home. Currently established as within Mono County as far north as Mono City and Inyo County as far south as Big Pine (subject to change).

(a) Take-Home Vehicles – Temporary Basis

For the purpose of emergency response, those employees assigned to standby service may take a District vehicle home on a temporary basis while on standby.

(b) Take-Home Vehicles – Regular Basis

For the purpose of emergency response and/or part of their compensation package, the job classifications or vehicles listed below may take a District vehicle home on a regular basis. The District reports the use of a District vehicle on a regular basis (excluding the Vanpool Vehicle) as a taxable fringe benefit.

- (1) General Manager
- (2) District Engineer
- (3) Water and Wastewater Maintenance Superintendent
- (4) Water and Wastewater Operations Superintendent
- (5) Plant Mechanical and Electrical Instrumentation Supervisor
- (6) Operations Department Chief Operators
- (7) Vanpool Vehicle

Section 7. Training Programs and Travel Outside of Regular Work Hours

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Employee attendance at, and travel to and from District-required training, seminars, conferences, and other similar activities, shall normally be done during regular working hours. If ~~such~~ attendance or travel must occur outside of regular working hours, as determined in advance by the employee's supervisor, the overtime-eligible employee shall be paid for the ~~travel~~ time. If the ~~travel~~ time results in overtime for the workweek, the employee, with their supervisor's approval, may elect to receive compensatory time off at the rate of 1 ½ hours for each hour up to the cap on compensatory time set forth in these Policies.

Section 8. Meal Reimbursement

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Except as provided herein, and upon prior written authorization, the District will reimburse an employee for meals when the employee travels for District business during meal times, and while attending authorized conferences, seminars, or meetings away from the District, up to the per diem rate provided for in the ~~IRS~~General Services Administration (GSA) Publications for the locality of the conference, seminar, or other meeting. The ~~IRS~~GSA per diem rate tables in effect at the time of travel shall apply. For both the day that the employee's travel begins and the day that the employee's travel ends, the employee may ~~claim~~request up to ¾ of the per diem meal allowance for each such day. The District will reimburse the employee for actual charges, but only up to the maximum per diem rates provided for in ~~said IRS~~the GSA Publications. If an employee seeks reimbursement for a meal expense, they shall fill out an expense report and attach evidence of the meal expenditure. A copy of the current ~~IRS~~GSA Publications regarding the per diem rate tables can be obtained from the District Finance Manager.

For purposes of this section, "travel" does not include driving within the District or between District facilities that is part of an employee's regular job duties.

Section 9. Mileage Reimbursement

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When authorized in advance by the General Manager, an employee authorized to utilize their personal vehicle in the conduct of District business shall be entitled to reimbursement at the currently permitted IRS mileage allowance. The employee must timely submit an accounting of actual mileage on District business to initiate reimbursement.

Section 10. Reimbursement for Lodging and Incidental Expenses

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When authorized in advance by the General Manager, an employee shall be entitled to reimbursement for necessary costs of lodging, registration fees, parking fees, bridge and highway tolls, taxi, and van/shuttle services in the conduct of authorized District business. Lodging accommodations shall be approved in advance by the General Manager or their designee. [ClaimsRequests](#) for reimbursement must be timely submitted and accompanied by receipts showing payment by the employee.

Section 11. Reimbursement for Travel

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When authorized in advance by the General Manger, an employee shall be entitled to reimbursement for actual costs of travel personally incurred (by commercial carrier) in connection with authorized District business, when timely substantiated by receipt showing payment for such travel.

Section 12. Reimbursement of Employee Expenses for Personal Devices/Services

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The District will reimburse eligible employees for personal expenses incurred while conducting District business. This reimbursement covers the employee's expenses, collectively, for equipment/service costs such as: personal cell phone, landline, home internet, personal computer or tablet, utilities, fax machine, teleconferencing software or hardware, etc. The reimbursement amount established is based on a balance of use on behalf of the District and personal use. (See the District's Administrative Procedures.)

DIVISION XIII. PAID LEAVES, VACATION, AND HOLIDAYS

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Section 1. Paid Holidays

All regular full-time, regular part-time, and District temporary employees are entitled to the following holidays with pay:

- (a) January 1st
- (b) Third Monday in February (Presidents' Day)
- (c) Last Monday in May (Memorial Day)
- (d) July 4th
- (e) First Monday in September (Labor Day)
- (f) November 11th
- (g) Fourth Thursday in November (Thanksgiving Day)
- (h) Day after Thanksgiving
- (i) December 25th

If an employee does not work the holiday, they will receive their regular rate of pay for eight hours. If an overtime-eligible employee works the holiday, they will be paid at 1 ½ times the regular rate for the hours actually worked on the holiday, plus the regular pay for the holiday.

A regular part-time employee and temporary part-time employee (must work a minimum of 30 hours per week to be eligible) shall be entitled to holiday pay on a prorated basis.

If any District holiday falls on a Sunday, the next regular business day will be observed as the holiday. If any District holiday falls on a Saturday, the preceding regular business day will be observed as the holiday.

Section 2. Personal Holidays

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All employees in regular full-time positions will receive up to 24 hours of paid "Personal Holiday" leave on January 1st of each calendar year.

A regular part-time employee and employees hired during the calendar year shall receive Personal Holiday leave on a prorated basis.

~~Unused~~ Any Personal Holiday leave ~~does not carry over~~ unused at the end of the year will roll over from year to the next year. Additional leave will be accrued at the beginning of the year to bring the total balance to the maximum of 24 hours, or a prorated amount for regular part-time employees.

Section 3. Administrative Leave

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Management employees who regularly attend evening meetings of the Board of Directors shall receive paid administrative leave in recognition of extraordinary working hours. The annual amount of such paid administrative leave shall be up to 80 hours per year and shall be awarded on January 1 of each year.

Regular part-time employees and a person who becomes a management employee during the course of the year shall receive administrative leave on a prorated basis.

Any employee leaving the District's employ shall be compensated for all unused administrative leave at the employee's hourly rate. ~~A person who becomes a management employee during the course of the year shall receive administrative leave on a prorated basis. Unused administrative leave does not carry over from year to year.~~ Any Administrative Leave unused at the end of the year will roll over to the next year. Additional leave will be accrued at the beginning of the year to bring the total balance to the maximum of 80 hours, or a prorated amount for regular part-time employees.

Section 4. Longevity Recognition Holidays

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On the anniversary dates set forth below, regular full-time employees who meet the following milestones of continuous employment with the District shall receive "recognition holidays" with pay and bonus amounts (\$50 for each year of service), as set forth below:

<u>Longevity</u>	<u>Recognition Holidays</u>	<u>Bonus Amount</u>
Five Years:	16 Hours	\$250.00
Ten Years:	24 Hours	\$500.00
Fifteen Years:	32 Hours	\$750.00
Twenty Years:	40 Hours	\$1,000.00
Twenty-Five Years:	80 Hours	\$1,250.00
Thirty Years:	80 Hours	\$1,500.00
Thirty-Five Years:	80 Hours	\$1,750.00

Unused recognition holidays will carry over from year to year.

A regular part-time employee will receive recognition holidays and bonus amounts on a prorated basis, but the years of service are on a year for year basis. For example, an employee who has worked 30 hours per week for the District for ten years would receive 18 hours and \$375.00.

Section 5. Paid Vacation for Regular Full-Time Employees

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Regular full-time employees, regardless of probationary status, will accrue paid vacation on the following schedule:

- (a) First year through two full years of service: 80 hours/year

- (b) Third year through four years: 120 hours/year
- (c) Fifth year through eight years: 136 hours/year
- (d) Ninth year through fourteen years: 152 hours/year
- (e) Fifteenth year and beyond: 160 hours/year

Vacation time is accrued at a biweekly rate of 1/26 of the annual amount the employee may earn.

Section 6. Paid Vacation for Regular Part-Time Employees

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Regular part-time employees, regardless of probationary status, or full-time employees who are in unpaid status for part of a pay period, shall accrue paid vacation using the above schedule on a prorated basis, but the years of service are on a year for year basis. For example, an employee who has worked ~~30 hours per week~~ for the District for ten years and works 30 hours per week would receive 114 hours/year.

Section 7. Maximum Vacation Accrual for Regular Full-Time and Regular Part-Time Employees

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While accrued, unused vacation will carry over from year to year. The maximum vacation a regular full-time employee may accrue (except as set forth below) is 240 hours. Once an employee reaches this cap, they will cease accruing vacation until they use vacation leave and the accrued vacation drops below the cap.

Regular full-time employees in supervisory classifications designated by the General Manager can accrue up to a maximum of 320 hours.

A regular part-time employee can accrue up to a prorated basis.

Section 8. Election to Cash Out Vacation Time

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Once per calendar year a regular full-time employee may elect to cash out up to 40 hours of accrued vacation ~~as long as after the cash out, provided~~ a minimum of 40 hours remain in the vacation bank after the cash out. At the discretion of the General Manager and under special circumstances, an employee may cash out more than 40 hours.

For regular part-time employees, the maximum amount an employee can elect to cash out in one calendar year is 40 hours or the maximum amount of vacation the employee is eligible to accrue during the calendar year, whichever is less. After the cash out, a minimum of 40 hours or the maximum amount of vacation the employee is eligible to accrue during the calendar year, whichever is less, shall remain in the vacation bank.

Section 9. Disposition of Vacation Time Upon Termination

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Any employee leaving the District's employ shall be compensated for all unused vacation leave at the employee's hourly rate.

Section 10. Scheduling of Vacation

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Vacation must be authorized in advance by the employee’s supervisor or by the General Manager.

- (a) Employees shall submit leave requests to their supervisor or the General Manager as soon as practical when planning time off. Unless there are extenuating circumstances, employees should submit leave requests in advance at least twice the time off being requested, but at a minimum one week prior. For example, if an employee is requesting one week off, a leave request should be submitted no less than two weeks in advance; or, if an employee is requesting one day off, a leave request shall be submitted no less than one week in advance.
- (b) Should a conflict arise in the scheduling of vacations, the conflict will be resolved to meet District needs, and then in favor of the employee who submitted athe leave request, and received approval, earliest.

The District will attempt to allow employees to take vacation when requested. However, the General Manager or their designee may deny vacation at a particular time if it would adversely affect District operations.

Vacation leave may not be used until accrued.

Section 11. Sick Leave – Regular Employees

Regular full-time employees are eligible to accrue paid sick leave at a rate of 3.69 hours per ~~biweekly~~ pay period, (prorated for a partial pay period), commencing with the first day of employment. Part-time employees, or full-time employees who are in unpaid status for part of a pay period, shall accrue sick leave on a prorated basis.

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Section 12. Sick Leave – Temporary Employees

A District temporary employee is eligible to use ~~threefive~~ days or a minimum of ~~2440~~ hours, whichever is greater, of sick leave per calendar year beginning on the 90th day of employment. On the temporary employee’s 90th day of employment, the District will “front load” ~~threefive~~ days or a minimum of ~~2440~~ hours, whichever is greater, of sick leave to the temporary employee’s leave bank when the temporary employee is eligible. Unused sick leave does not carry over from calendar year to calendar year. At the beginning of each calendar year, the District will “front load” ~~threefive~~ days or a minimum of ~~2440~~ hours, whichever is greater, of sick leave to the temporary employee’s leave bank. Temporary employees rehired within 12 months of leaving the District will have their unused sick leave restored. Unused sick leave is not compensable when the temporary employee is separated from District service.

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Section 13. Maximum Accrual of Sick Leave

The maximum amount of sick leave accrual for regular full-time employees is 500 hours.

The maximum amount of sick leave accrual for regular part-time employees is up to a prorated basis.

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Section 14. Sick Leave Use

A regular employee may use accrued sick leave after the first day of employment with the District, subject to the limits and request provisions in these Policies.

Paid sick leave may not be used until accrued.

Section 15. Sick Leave Request

To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by these Policies without good reason, may result in the employee being treated as absent without approval.

Section 16. Purposes for Sick Leave

Accrued sick leave can be used for the following purposes:

- (a) Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or any of the following of the employee’s family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; or, sibling;

(b) Diagnosis, care, or treatment of an existing health condition of, or preventative care for a “designated person”;

(c) Personal needs of the employee (e.g., childcare reasons), limited to 48 hours per calendar year; (see the District’s Administrative Procedures);

(d) Bonding leave; or,

(e) For an employee who is a victim of domestic violence, sexual assault, or stalking, to obtain any relief to help ensure the health, safety, or welfare of the victim or their child, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief; or, to seek medical attention; obtain services from a domestic violence shelter, program, or rape crisis center; obtain psychological counseling; or, to participate in safety planning or other action to increase safety including temporary or permanent relocation.

Section 17. Sick Leave Certification

The District may require that employees who a physician's certification for sick leave use more than where an employee is absent for three or more consecutive days, or 24 hours of sick leave

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~~in a year, whichever is more, provide physician's certification to support any absence that involves greater sick leave has been excessive as defined under Division IX, Section 7; or the illness of District has reason to doubt the employee or family member validity of the leave.~~ All employees who use paid leave to address issues related to domestic violence, sexual assault, or stalking, and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.

Section 18. Payment for Unused Sick Leave

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- (a) **Quarterly Cash Out:** Once per calendar quarter, on the last pay day in March, June, September, and December, an employee may elect to cash out any sick leave the employee has accumulated in excess of 360 hours.
- (b) **Upon Separation:** A regular full-time or regular part-time employee separating from District employment in good standing shall be compensated for ½ of unused sick leave, ~~at the employee's hourly rate.~~ An employee retiring from District service who is eligible to begin receiving District pension benefits at the time of separation shall be compensated for all unused sick leave ~~at~~ the employee's hourly rate or employee can apply accumulated unused sick leave toward an early retirement on a day-for-day basis at the employee's regular pay period amount, with benefits. No additional accruals of any paid time off benefits shall be provided for the period of early retirement. An employee cashing out accrued sick leave under this section shall not be eligible for rehire or reinstatement as a regular full-time or regular part-time employee for 90 days following the effective date of their termination.
- (c) **Rate:** Any payment for unused sick leave shall be at the employee's hourly rate.
- (d) **On Death:** If an employee who is eligible for sick leave cash out under this section dies, subject to any legal requirements governing the payment of wages for a deceased employee, the District shall pay the value of all unused sick leave to the employee's ~~surviving spouse or, if there is no surviving spouse, to their~~ beneficiary.

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Section 19. Bereavement Leave

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Employees may utilize bereavement leave to attend a funeral or memorial service, or to take care of family matters, that are related to the death of a member of immediate family. "Immediate family" consists of the following: employee's spouse; domestic partner; child; stepchild; parent; grandparent; grandchild; brother; sister; mother- or father-in-law; son- or daughter-in-law; brother- or sister-in-law; legal guardian; custodial child; or, the same relatives of a domestic partner.

Employees are entitled to five days of bereavement leave for each death in the immediate family. A full-time employee will receive the first 24 hours paid by the District as Bereavement Leave, separate from vacation or sick leave. A part-time employee will receive the first 24 hours on a prorated basis paid by the District as Bereavement Leave, separate from vacation or sick leave. An employee may elect to take the remaining leave (up to five days) as unpaid or they may use vacation, personal holiday, administrative leave, ~~accrued and available~~ sick leave, or

compensatory time off that is otherwise available to the employee. An employee who utilizes bereavement leave shall notify their supervisor or department head of the intent to use such leave. The days of bereavement leave need not be consecutive, and the bereavement leave shall be completed within one year of the date of death of the family member.

In addition to the five days bereavement leave, on request, regular full-time employees may use accrued paid sick leave due to the death of a person in the employee's immediate family for up to 24 hours for each death. Regular part-time employees are eligible on a prorated basis.

Section 20. Reproductive Loss Leave

Employees are entitled to five days of reproductive loss leave for a reproductive loss event. A "reproductive loss event" means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. An employee may elect to take the leave as unpaid, or they may use vacation, personal holiday, administrative leave, sick leave, or compensatory time off that is otherwise available to the employee. An employee who utilizes reproductive loss leave shall notify their supervisor, the PSD, or department head of the intent to use such leave.

The days of reproductive loss leave need not be consecutive, and the reproductive loss leave shall be completed within three months of the reproductive loss event. However, if an employee is on California Family Rights Act ("CFRA") leave, Pregnancy Disability Leave ("PDL"), or another leave protected by state or federal law at the time of or immediately following the reproductive loss event, the employee may use reproductive loss leave within three (3) months of the end date of the other protected leave.

If more than one reproductive loss event occurs in a 12-month period, the employee is limited to 20 days within a 12-month period.

The District will ensure confidentiality of employees requesting reproductive loss leave.

Section 20-Section 21. Leave for Jury Duty or Court Appearances

Any employee who is summoned to serve on a jury, or subpoenaed or ordered to be a witness, must notify their supervisor or department head as soon as possible. Any employee who is released from jury service prior to the end of their scheduled work hours must report to work unless otherwise authorized by their supervisor. Evidence of jury duty or witness attendance must be presented to the District.

All overtime-eligible employees will be paid for actual work hours missed because of time spent in jury service or as a witness regarding District-related business. The time spent on jury duty is not work time for purposes of calculating overtime compensation.

Employees exempt from overtime will continue to receive their normal salary while on jury duty or serving as a witness regarding District-related business for any workweek in which they perform any work duties.

The District will offset from pay any amount the employee receives from the Court for jury fees.

This section does not apply to court proceedings initiated by the employee.

Section 21-Section 22. Court Appearance Leave – Employee-Initiated Proceedings

Any employee, who is subpoenaed to appear, or appears in court because of civil or administrative proceedings that they initiated, is not entitled to receive compensation for time spent related to those proceedings. An employee will be required to use any accrued leave other than sick leave, or if they have no other paid leaves/leave available can request time off without pay, for time spent related to those proceedings. The time spent in these proceedings is not considered work time. Notwithstanding the above, an employee who is testifying or appearing as the designated labor representative at proceedings before the Public Employment Relations Board, or at a personnel hearing before the Board of Directors, shall be provided paid release time to the extent required by the Meyers-Milias-Brown Act.

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Section 22-Section 23. Leave for Crime Victims' Court Appearance

Any employee, who is a victim of a crime that is a serious or violent felony, or a felony involving theft or embezzlement, may take leave from work to attend judicial proceedings related to that crime, if the employee provides the District a copy of the notice of the scheduled proceeding in advance. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, documentation from the district attorney, victim's rights office, or court/governing agency that shows that the judicial proceeding occurred when the leave was used. An employee who is an immediate family member of such a crime victim, including: a registered child, parent, grandparent, grandchild, sibling, spouse, or domestic partner; the child of the registered domestic partner; spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; or, stepfather of the crime victim, or designated person (as defined in Government Code section 12945.2) is also entitled to leave from work to attend judicial proceedings relating to that crime. The leave is unpaid unless the employee elects to use accrued paid leave or compensatory time off.

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Section 23-Section 24. Leave for Court Proceedings Relating to Crime Victim's Rights

Any employee, who is a victim of a crime listed in Labor Code section 230.5(a)(2), may take leave from work to appear in court to be heard at any proceeding in which the right of the victim is at issue, if the employee provides the employer reasonable advance notice. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, certification from a police report, a district attorney or court, or from a health care provider or victim advocate, that the employee was a victim of any of the crimes listed in Labor Code section 230.5(a)(2). An employee who is a spouse, parent, child, sibling, or guardian of such a crime victim is also a victim who is entitled to this leave if the above notice or certification requirements are met. The leave is unpaid unless the employee elects to use accrued paid leave or compensatory time off.

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Section 24-Section 25. Leave for Victims of Crime or Abuse Qualifying Act of Violence to Seek Relief

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Any employee, who is a victim of ~~crime or abuse~~ qualifying act of violence may take leave from work for any of the following purposes:

- (a) To seek medical attention for injuries caused by ~~crime or abuse~~ a qualifying act of violence;
- (b) To obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency;
- (c) To obtain psychological counseling or mental health services related to an experience of ~~crime or abuse~~ qualifying act of violence;
- (d) To participate in safety planning and take other actions to increase safety from future ~~crime or abuse~~ qualifying acts of violence, including temporary or permanent relocation; or,
- (e) To obtain or attempt to obtain any relief, including, but not limited to a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or their child.

The employee must provide reasonable advance notice, if feasible, of their intention to take time off. If advance notice is not feasible, the employee must provide any of the following certifications within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or, documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse, or any other form of documentation that reasonably verified that the ~~crime or abuse~~ qualifying act of violence occurred.

For purposes of this section, a “victim of ~~crime or abuse~~ qualifying act of violence” means a victim of stalking, domestic violence, or sexual assault; a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury, or a person whose immediate family member is deceased as the direct result of a crime. “Crime” means a crime or public offense as set forth in Section 13951 of the Government Code, regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime.

The leave is unpaid unless the employee elects to use accrued paid leave or compensatory time off. An employee who is a victim of domestic violence, sexual assault, or stalking may use accrued sick leave for time off taken under this section.

Section 25-Section 26. Time Off to Vote

Any employee, if they do not have sufficient time outside of working hours to vote, may request up to two hours of paid leave either at the beginning or end of scheduled working hours to enable them to vote. The employee must request time off to vote from their supervisor at least two days prior to Election Day.

Section 26-Section 27. Military Leave

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Military leave will be granted in accordance with state and federal law. An employee requesting leave for this purpose shall promptly provide the department head with a copy of the military orders specifying the dates, site, and purpose of the activity or mission. Within the limits of such orders, the department head may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Military leave is unpaid leave except to the extent required by law.

Section 27-Section 28. School-Related Leave

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(a) School or Licensed Day Care Activity Leave

Any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed child care facility, shall be allowed up to 40 hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed child care provider; or, to pick up a child due to a child care provider or school emergency. The employee must provide reasonable advance notice to their supervisor of the planned absence. The leave is unpaid unless the employee uses vacation, personal holiday, or compensatory time off. The employee must provide documentation from the school or licensed child care facility as verification that the employee participated in school or child care facility activities on a specific date and at a particular time. If both parents, guardians, or grandparents having custody work for the District at the same District work site, only the first parent requesting leave will be entitled to leave under this provision.

(b) Child Suspension Leave

Any employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or, otherwise willfully defied the valid authority of school personnel.

Section 28-Section 29. Paid Administrative Leave

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The District has the right to place an employee on leave with full pay for non-disciplinary reasons at any time when the General Manager has determined that the employee's and/or District's best interests warrant the leave. The employee does not have a right to appeal the decision to be placed on administrative leave with pay.

Section 29-Section 30. Integration of Paid Leaves with State Leave Benefits

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An employee who is on a leave of absence for which they qualify for workers' compensation benefits or state disability insurance ("SDI") payments (including paid family leave benefits) may

elect to integrate accrued paid leaves to make up the difference between the employee's regular compensation and the amount of benefit payments received. An employee may reconsider their election only once per leave of absence to be effective the next pay period.

The employee may use paid sick leave for this purpose if the leave of absence is for a qualifying purpose as set forth in these Policies. If the employee does not qualify to use sick leave, or if the employee's sick leave accruals are exhausted, the employee may elect to integrate accrued vacation time or any other accrued paid time off during the leave instead.

If an employee elects to integrate, they may use as much of their accrued, unused time that, when combined with worker's compensation and/or SDI is less than or equal to their regular pay for the pay period. In no event shall an employee receive more compensation on any day of absence than they would have received if they had worked a regularly scheduled shift.

During the time the employee is absent from work in paid status pursuant to this section, they shall continue to accrue sick leave and vacation benefits on a prorated basis, based on their use of leave, as though they were not on leave of absence.

Section 30-Section 31. Leave of Absence Without Pay Must be Authorized by Law or These Policies

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Unless authorized by law or extraordinary circumstances as determined at the discretion of the General Manager, an employee is not entitled to a leave of absence without pay. An employee must exhaust all accrued time appropriate to the leave of absence before a leave without pay is approved. An authorized leave of absence without pay is not a break in service for purposes of calculating seniority. Unless required by law, vacation leave credits, sick leave credits, increases in salary, all other paid leaves, holidays and fringe benefits, and other similar benefits do not accrue to an employee on unpaid leave. Unless required by law, the District will not maintain contributions toward group insurance or retirement coverage for the employee on such leave. During the period of authorized unpaid leave, all service and leave credits shall be retained at the levels existing as of the effective date of the leave.

Section 32. Personal Leave

A personal leave of absence may be available for leaves for personal reasons other than those reasons qualifying as medical leave, pregnancy disability leave, or family care leave. For example, an employee may request a personal leave to care for an uncle or to further their education.

Approval of such leaves will be based on a combination of factors, including the reason for the request, the length of the requested leave, the District's needs, and the employee's performance and/or length of service with the District, and level of responsibility.

Only regular full-time and regular part-time employees who have completed their probationary periods are eligible to request a personal leave. Employees with at least one year of employment are eligible to request a personal leave.

Personal leave will be granted or denied at the General Manager's discretion. Appropriate accrued leave must be used first during a period of personal leave. If the employee exhausts their appropriate leave, they would then be governed by the provisions in Section 31 above for Leave of Absence Without Pay. Personal leave will not exceed 30 days without written approval of the Board. If the employee exhausts all of their leave and is on leave without pay, the employee is not eligible for employer-paid benefits. Employees may elect to continue group health coverage in accordance with the law.

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DIVISION XIV. FAMILY AND MEDICAL CARE LEAVE

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Section 1. Statement of Purpose

The District is committed to providing family and medical care leave for eligible employees as required by state and federal law. Employees who misuse or abuse family and medical care leave may be disciplined up to and including termination. This Policy is supplemented by the Federal Family and Medical Leave Act ("FMLA"), and the California Family Rights Act ("CFRA"). Employees who fraudulently obtain or use CFRA leave are not protected by the CFRA's job restoration or maintenance of health benefits provisions. Unless otherwise stated in this [Policy](#), [Division of these Policies](#), "Leave" means leave pursuant to the FMLA or CFRA. Unless otherwise provided by law, the District will run each employee's FMLA and CFRA leaves concurrently.

Section 2. Definitions

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For purposes of this Division of these Policies, the following definitions apply.

- (a) "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- (b) "Child"
 - (1) Under the FMLA, "child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care, and includes a biological, adopted, foster, or stepchild. A child is "incapable of self-care" if they require active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living, such as caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, or using telephones and directories.
 - (2) Under the CFRA, "child" means a child, including a child who is 18 years of age or older who is capable of self-care. An employee's child means a biological, adopted, foster, stepchild, legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.
- (c) "Covered Active Duty" means: (1) in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or, (2) in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.
- (d) "Covered Service Member" means: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or, (2) a veteran who is

undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

(e) "Designated Person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for family care and medical leave.

~~(e)~~(f) "Domestic Partner" is another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California Family Code section 297. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.

(g) "Family member" for FMLA leave means an employee's child, parent, and spouse. "Family member" for CFRA leave means an employee's child, parent, parent-in-law, spouse, domestic partner, grandchild, grandparent, and sibling.

(h) "Grandchild" means a child of the employee's child.

(i) "Grandparent" means a parent of the employee's parent.

(j) "Health Care Provider" means:

- (1) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which they practice;
- (2) Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, which directly treats or supervises treatment of a serious health condition;
- (3) Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice by the state in which they practice and performing within the scope of their practice as defined under state law;
- (4) Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law;
- (5) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and,

- (6) Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.
- (k) "Next of Kin of a Covered Service Member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.
- (l) "Outpatient Status" means, with respect to a covered service member, the status of a member of the Armed Forces assigned to either: (1) a military medical treatment facility as an outpatient; or, (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- (m) "Parent" means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- (n) "Serious Health Condition" means an illness, injury impairment, or physical or mental condition that involves:
- (1) Inpatient Care in a hospital, hospice, or residential medical care facility, including any period of incapacity (e.g., inability to work or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom). A person is considered "inpatient" when a health care facility admits them to the facility with the expectation that they will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight; or,
 - (2) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - a. A period of incapacity (i.e., inability to work or perform other regular daily activities) due to a serious health condition of more than three consecutive calendar days; and,
 - b. Any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or,

- ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
- (3) Any period of incapacity due to pregnancy or for prenatal care. Note that pregnancy is a “serious health condition” only under the FMLA. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave. (See Division XV. Pregnancy Disability Leave.)
- (4) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
- a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and,
 - c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
- (5) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- (6) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- (o) “Serious Injury or Illness” means: (1) in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that a covered service member incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or, (2) in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before

the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

- (p) "Sibling" means a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.
- (q) "Single 12-Month Period" means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered service member and ends 12 months after that date.
- (r) "Spouse" means one or two persons to a marriage, regardless of the sex of the persons, and for purposes of CFRA leave, includes a registered domestic partner as defined below.

Section 3. Reasons for Leave

Leave is only permitted for the reasons listed below.

- (a) The birth of a child or to care for a newborn of an employee;
- (b) The placement of a child with an employee in connection with the adoption or foster care of a child;
- (c) Leave to care for a child, parent, or spouse, who has a serious health condition;
- (d) Under the CFRA only, leave is also permitted to care for a domestic partner, grandparent, grandchild, ~~or parent-in-law~~, sibling, or any designated person who has a serious health condition. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA.
- (e) Leave because of a serious health condition that makes the employee unable to perform any one or more essential functions of their position;
- (f) Leave for a variety of "qualifying exigencies" arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation;
- (g) Under the CFRA only, leave for a variety of "qualifying exigencies" arising out of the fact that an employee's domestic partner is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA; or,
- (h) Leave to care for a spouse, son, daughter, parent, or "next of kin" who is a covered service member of the Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or, existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period.

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Section 4. Employees Eligible For Leave

An employee is eligible for leave if:

- (a) The employee has been employed by the District for at least 12 months; and,
- (b) The employee has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

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Section 5. Amount of Leave

Under both the FMLA and CFRA, eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period. For FMLA leave, this is extended to 26 workweeks for military caregiver leave to care for a covered service member. If FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

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Section 6. Minimum Duration of Leave

- (a) If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for less than two weeks duration on any two occasions.
- (b) If leave is requested to care for a child, parent, spouse, domestic partner, grandparent, grandchild, sibling, or the employee's self with a serious health condition, there is no minimum amount of leave that must be taken. However, compliance with the notice and medical certification provisions in these Policies is required.

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Section 7. Parents ~~both~~ Both Employed by the District

If both parents of a child, adoptee, or foster child are employed by the District and are entitled to bonding leave:

- (a) The aggregate number of workweeks of FMLA leave to which both may be entitled may be limited to 12 workweeks during any 12-month period; and,
- (b) Each parent is entitled to take 12 workweeks of CFRA leave during any 12-month period.

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If both parents of a covered service member are employed by the District and are entitled to leave to care for a covered service member, the aggregate number of workweeks of leave to which both may be entitled is limited to 26 workweeks during the 12-month period. This limitation does not apply to any other type of leave under these Policies.

Section 8. Employee Benefits While ~~On~~ Leave

- (a) **Group Health Insurance ~~during~~ During Unpaid Leave:** While on unpaid FMLA or CFRA leave, employees will continue to be covered by the District’s group health insurance to the same extent that coverage is provided while the employee is on the job.
- (b) **Benefit Plans Not Provided through the District’s Group Health Plan:** While on unpaid leave, employees are not covered by or entitled to benefits that are not part of the District’s group health plan, including accrual of paid leaves or seniority. However, the leave is not a break in service for purposes of longevity, seniority, or leave accruals. Benefits will be resumed upon the employee’s reinstatement in the same manner and at the same levels as provided when the unpaid leave began.
- (c) **Payment of Insurance Premiums for Extended Medical Leaves:** Employees who have exhausted applicable protected leaves, or who are ineligible for such leaves, and who are in unpaid status (i.e., have exhausted all of their accrued leave benefits) shall have their health insurance premiums paid by the District for any authorized extension of medical leave up to a total of three calendar months. Thereafter, the General Manager may, upon written request of the employee, approve District payment of health insurance premiums up to an additional one calendar month. Thereafter, only the Board of Directors may approve a request for District payment of medical insurance premiums to continue.
- (d) **Payment of Premiums:** Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using their paid leave) or direct payments (if the employee is not using their paid leave). The District will inform the employee whether the direct payments for premiums should be paid to the carrier or to the District, and the deadlines for paying premiums ~~in order~~ to prevent lapse of coverage. Employee contribution rates are subject to any changes in rates that occur while ~~the~~ employee is on leave.
- (e) **Recovery of Premium if the Employee Fails to Return from Leave:** If an employee fails to return to work after their leave entitlement has been exhausted or expires, as defined under the FMLA/CFRA, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or their family member which would entitle the employee to leave, or because of circumstances beyond the employee’s control.

Section 9. Substitution of Paid Accrued Leaves

Although family and medical care leave is unpaid, an employee may elect and the District will require an employee to concurrently use all paid accrued leaves during family and medical care leave as described below.

An employee may use any earned or accrued paid leave except sick leave for all or part of any unpaid family and medical care leave. An employee is entitled to use sick leave concurrently with

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family and medical care leave for the employee's own serious health condition or that of the employee's parent, spouse, domestic partner, child, grandparent, grandchild, or sibling.

Employees must use and exhaust their accrued leaves concurrently with family and medical care leave to the same extent that employees have the right to use their accrued leaves concurrently with family and medical care leave with two exceptions:

- (a) Employees are not required to use paid leave during leave pursuant to a disability plan that pays a portion of the employee's salary while on leave unless the employee agrees to use paid leave to cover the unpaid portion of the disability leave benefit (e.g., SDI); and,
- (b) An employee must agree to use accrued sick leave to care for a child, parent, spouse, domestic partner, grandparent, grandchild, or sibling.

Section 10. District's Right to Require an Employee to Exhaust FMLA/CFRA Leave Concurrently with Other Leaves

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If an employee takes a leave of absence for any purpose which also qualifies under the FMLA and/or CFRA, the District will designate that leave as running concurrently with the employee's 12-week FMLA and/or CFRA leave entitlement. FMLA leave may run concurrently with pregnancy disability leave; CFRA leave does not.

Section 11. Medical Certification/-Recertification

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Employees who request leave must provide a medical certification and/or recertification to support the need for the leave as described below:

- (a) **Employee's Own Serious Health Condition:** Employees who request leave for their own serious health condition must provide written certification from the health care provider that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; and, a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of their position. Upon expiration of the time period the health care provider originally estimated that the employee needed for their own serious health condition, the employee must obtain recertification if additional leave is requested.
- (b) **Family Member Serious Health Condition:** Employees who request leave to care for a child, parent, domestic partner, spouse, grandparent, grandchild, or sibling who has serious health condition must provide written certification from the health care provider of the family member requiring care that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent, domestic partner, spouse, grandparent, grandchild, or sibling and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent, domestic partner, spouse, grandparent, grandchild, or sibling. The

term “warrants the participation of the employee” includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care. Upon expiration of the time period the health care provider originally estimated that the employee needed to care for a covered family member, the employee must obtain recertification if additional leave is requested.

- (c) **Service Member Serious Injury or Illness:** Employees who request FMLA leave to care for a covered service member who is a child, spouse, parent, or “next of kin” of the employee, must provide written certification from a health care provider regarding the injured service member’s serious injury or illness. The District will verify the certification as permitted by the FMLA regulations.
- (d) **Qualifying Exigency:** The first time an employee requests leave because of a qualifying exigency, the District may require the employee to provide a copy of the military member’s active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or called to active duty status in a foreign country, and the dates of the military member’s active duty service. A copy of the new active duty orders or similar documentation shall be provided to the District if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different service member. The District will verify the certification as permitted by the FMLA and CFRA regulations.

Section 12. Time to Provide a Medical Certification

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When an employee has provided at least 30 calendar days’ notice for a foreseeable leave, the employee must provide a medical certification before the leave begins. When this is not possible, the employee must provide the medical certification to the District within the time frame requested by the District (which must allow at least 15 calendar days after the employer’s request), unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good faith efforts.

Section 13. Consequences for Failure to Provide an Adequate or Timely Certification

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If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established in these Policies, the District may delay the taking of FMLA/CFRA leave until required certification is provided or deny FMLA/CFRA protections following the expiration of the time period to provide an adequate certification.

Section 14. Review of the Contents of Medical Certification for Employee’s Own Serious Health Condition

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- (a) **Complete and Sufficient:** The employee must provide a certification for their own serious health condition that is complete and sufficient to support the request for leave. A certification is incomplete if one or more of the applicable entries on the certification form have not been completed. A certification is insufficient if the information on the

certification form is vague, ambiguous, or not responsive. If the certification is incomplete or insufficient, the Personnel Officer will give the employee written notice of the deficiencies and seven days to cure, unless a longer period is necessary in light of the employee's diligent, good faith efforts to address the deficiencies.

- (b) **Authentication and Clarification:** After giving the employee an opportunity to cure the deficiencies in a medical certification for the employee's own serious health condition, the Personnel Officer may contact the health care provider who provided the certification to clarify and/or authenticate the certification. "Authentication" means providing the health care provider with a copy of the certification form and requesting verification that the information on the form was completed or authorized by the health care provider who signed the form. "Clarification" means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of the response. The Personnel Officer may not ask for additional information beyond that required on the certification form.

Section 15. Second and Third Medical Opinions for Employee's Own Serious Health Condition

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If the District has a good faith, objective reason to doubt the validity of a certification for the employee's serious health condition, the District may require a medical opinion of a second health care provider chosen and paid for by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee but paid for by the District. The opinion of the third provider will be binding. ~~The~~ Upon the request of the employee, the District must provide the employee with a copy of the second and third medical opinions, where applicable, without cost, ~~upon the request of the employee.~~

Section 16. Intermittent Leave or Leave on a Reduced Leave Schedule

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If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule for their own serious health condition, or to care for a family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. The District may require an employee who certifies the need for a reduced schedule or intermittent leave to temporarily transfer to an alternate position of equivalent pay and benefits that better accommodates the leave schedule.

Section 17. Employee Notice of Leave

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Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much verbal or written notice as possible of their need for leave. If leave is foreseeable, at least 30 calendar days' notice is required. In addition, if an employee knows that they will need leave in the future but does not know the exact day(s) (e.g., for the birth of a child or to take care of a newborn), the employee shall inform their supervisor as soon as possible that such leave will be needed. For foreseeable leave due to

a qualifying exigency, an employee must provide verbal or written notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

Section 18. Reinstatement Upon Return From Leave

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- (a) **Reinstatement to Same or Equivalent Position:** Upon the expiration of the leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent benefits and pay. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period.
- (b) **Date of Reinstatement:** If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and the District, the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of their readiness to return.
- (c) **Employee's Obligation to Periodically Report on Their Condition:** Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.
- (d) **Fitness for Duty Certification:** As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform their job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.
- (e) **Reinstatement of "Key Employees":** Under the FMLA only, the District may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid ten percent of all employed by the District within 75 miles of the worksite) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur. Under the CFRA, the District may not deny reinstatement to a "key" employee during or upon the expiration of CFRA leave.

Section 19. Required Forms

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Employees must complete the applicable forms to receive family and medical care leave. The forms are available on request from the Personnel Services Department.

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DIVISION XV. PREGNANCY DISABILITY LEAVE

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Section 1. Amount of Leave

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid leave for up to the number of hours they would normally work within four calendar months (one-third of a year or 17 1/3 weeks). For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a prorated or proportional amount of leave. Pregnancy disability leave may run concurrently with FMLA leave but is in addition to leave rights provided by CFRA.

Section 2. Notice and Certification Requirements

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- (a) **Notice:** Requests for pregnancy disability leave must be submitted in writing with reasonable advance notice of the medical need for the leave. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the Personnel Officer.
- (b) **Certification:** The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: (1) the employee is disabled from working by pregnancy, childbirth, or a related medical condition; (2) the date on which the employee became disabled by pregnancy, childbirth, or a related medical condition; and, (3) the estimated duration or end date of the leave.

Section 3. Compensation During Leave

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Pregnancy disability leave under this Division of these Policies is an unpaid leave right. An employee on pregnancy disability shall concurrently use accrued paid sick leave, to the extent the employee has any accrued. Once sick leave is depleted, the employee may elect to use vacation leave or any other accrued paid time off during the leave.

Section 4. Benefits During Leave

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- (a) **Group Health Insurance during Unpaid Leave:** While on unpaid pregnancy disability leave, employees will continue to be covered by the District's group health insurance to the same extent that coverage is provided while the employee is on the job.
- (b) **Benefit Plans Not Provided through the District's Group Health Plan:** While on unpaid leave, employees are not covered by or entitled to benefits that are not part of the District's group health plan, including accrual of paid leaves ~~or seniority.~~ However, the leave is not a break in service for purposes of longevity, seniority, or leave accruals. Benefits will be resumed upon the employee's reinstatement in the same manner and at the same levels as provided when the unpaid leave began.
- (c) **Payment of Insurance Premiums for Extended Medical Leaves:** Employees who have exhausted applicable protected leaves, or who are ineligible for such leaves, and who are in unpaid status (i.e., have exhausted all of their accrued leave benefits) shall have their

health insurance premiums paid by the District for any authorized extension of medical leave up to a total of three full calendar months. Thereafter, the General Manager may, upon written request of the employee, approve District payment of health insurance premiums up to an additional one calendar month. Thereafter, only the Board of Directors may approve a request for District payment of medical insurance premiums to continue.

- (d) **Payment of Premiums:** Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using their paid leave) or direct payments (if the employee is not using their paid leave). The District will inform the employee whether the direct payments for premiums should be paid to the carrier or to the District, and the deadlines for paying premiums in order to prevent lapse of coverage. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.
- (e) **Recovery of Premium if the Employee Fails to Return from Leave:** If an employee fails to return to work after their leave entitlement has been exhausted or expires within the meaning of the FMLA/CFRA/PDL, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or their family member which would entitle the employee to leave, or because of circumstances beyond the employee's control.

Section 5. Reinstatement

- (a) Upon the expiration of pregnancy leave, the employee will be reinstated to their original or a comparable position, so long as it was not eliminated for a legitimate business reason during the leave.
- (b) If the employee's original position is no longer available, the employee will be assigned to a comparable, open position.
- (c) If upon return from leave an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation in accordance with these Policies.

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DIVISION XVI. POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION; COMPLAINT PROCEDURE

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Section 1. Purpose

The District has a strong commitment to prohibiting and preventing discrimination, harassment, and retaliation in the workplace. The District has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. A single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment, and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

Section 2. Covered Individuals and Scope of Policy

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The individuals covered by this Policy are: applicants; employees regardless of rank or title; elected or appointed officials; interns; volunteers; and, contractors. This Policy applies to all terms and conditions of employment, internships, and volunteer opportunities, including, but not limited to, selection, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Section 3. Protected Classification

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This Policy prohibits harassment, discrimination, or retaliation because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, [reproductive health decision making](#), or military and veteran status, or any other basis protected by law. This Policy prohibits discrimination, harassment, or retaliation because: (a) of an individual's protected classification; (b) the perception that an individual has a protected classification; or, (c) the individual associates with a person who has, or is perceived to have, a protected classification.

Section 4. Protected Activity

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This Policy prohibits discrimination, harassment, or retaliation because of an individual's protected activity. Protected activity includes: (a) making a request for an accommodation for a disability; (b) making a request for accommodation for religious beliefs; (c) making a complaint under this Policy; (d) opposing violations of this Policy; or, (e) participating in an investigation under this Policy.

Section 5. Discrimination

This Policy prohibits treating covered individuals differently and adversely because of the individual’s protected classification, actual or perceived; because the individual associates with a person who is member of a protected classification, actual or perceived; or, because the individual participates in a protected activity as defined in this Policy.

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Section 6. Harassment

Harassment includes, but is not limited to, the following types of behavior that are taken because of a person’s actual or perceived protected classification:

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- (a) Speech, such as epithets, derogatory comments, or slurs, and propositioning on the basis of a protected classification. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race-oriented stories and jokes.
- (b) Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.
- (c) Visual acts, such as derogatory posters, cartoons, emails, pictures, or drawings related to a protected classification.
- (d) Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual’s work performance or create an intimidating, hostile, or offensive working environment.

Section 7. Guidelines for Identifying Harassment

Harassment includes any conduct that would be unwelcome or unwanted to an individual of the recipient’s same protected classification. The following guidelines to determine if conduct is unwelcomed or unwanted should be followed:

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- (a) It is no defense that the recipient “appears” to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
- (b) Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.

- (c) Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at a particular individual.
- (d) Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive (e.g., gifts, over-attention, endearing nicknames, hugs).

Section 8. Retaliation

Retaliation occurs when an employer takes adverse conduct against a covered individual because of the individual’s protected activity as defined in this Policy. “Adverse conduct” may include but is not limited to: (a) disciplinary action; (b) counseling; (c) taking sides because an individual has reported harassment or discrimination; (d) spreading rumors about a complainant or about someone who supports or assists the complainant; (e) shunning or avoiding an individual who reports harassment or discrimination; or, (f) making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

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Section 9. Complaint Procedure

A covered individual who believes they have been subjected to discrimination, harassment, or retaliation may make a complaint – orally or in writing – to any supervisor, manager, or department head, without regard to any chain of command. Any supervisory or management employee who receives a harassment complaint should immediately notify the Personnel Officer. Upon receiving notification of a harassment complaint, the Personnel Officer will complete and/or delegate the following steps. If the Personnel Officer is accused or a material witness to the events at issue, an individual with higher authority (or the Board, if no such individual exists) shall complete or delegate the following steps.

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- (a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: (1) the complainant; (2) the accused; and, (3) other persons who have relevant knowledge concerning the allegations in the complaint.
- (b) Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- (c) Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.

- (d) If conduct in violation of this Policy occurred, take or recommend to the Personnel Officer prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
- (e) Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

Section 10. Proactive Approach

The District takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

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Section 11. Option to Report to Outside Administrative Agencies

An individual has the option to report harassment, discrimination, or retaliation to the EEOC or the CRD. These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book, or employees can check the posters that are located on District bulletin boards for office locations and telephone numbers.

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Section 12. Confidentiality

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss their interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

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Section 13. Responsibilities

- (a) Each non-manager or non-supervisor is responsible for:
 - (1) Treating all individuals in the workplace or on worksites with respect and consideration.
 - (2) Modeling behavior that conforms to this Policy.
 - (3) Participating in periodic training.
 - (4) Cooperating with the District's investigations pursuant to this Policy by responding fully and truthfully to all questions posed during the investigation.
 - (5) Taking no actions to influence any potential witness while the investigation is ongoing.

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- (6) Reporting any act they believe in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy, to their immediate supervisor, department head, or the Personnel Officer.
- (b) In addition to the responsibilities listed above, each manager and supervisor is responsible for:
 - (1) Informing employees of this Policy.
 - (2) Taking all steps necessary to prevent harassment, discrimination, and retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
 - (3) Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
 - (4) Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
 - (5) Informing those who complain of harassment or discrimination of their option to contact the EEOC or CRD regarding alleged Policy violations.
 - (6) Assisting, advising, or consulting with employees and the Personnel Officer regarding this Policy.
 - (7) Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination.
 - (8) Implementing appropriate disciplinary and remedial actions.
 - (9) Reporting potential violations of this Policy of which they become aware to the Personnel Officer, regardless of whether a complaint has been submitted.
 - (10) Participating in periodic training and scheduling employees for training.

DIVISION XVII. REASONABLE ACCOMMODATIONS

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Section 1. Reasonable Accommodation

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- (a) qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- (b) employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider;
- (c) employees who are victims of domestic violence, sexual assault, or stalking to promote the safety of the employee while at work; and,
- (d) employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Section 2. Reasonable Medical Documentation of Disability

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If the disability or the need for reasonable accommodation is not obvious, the District may require the individual to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the District will: (a) explain the insufficiency; (b) allow the employee or applicant to supplement the documentation; and, (c) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

Section 3. Medical Certification Indicating the Need for a Reasonable Accommodation or Transfer Due to Pregnancy or Related Conditions

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If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, the District will provide the employee with notice of the need for a medical certification within two business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: (a) a description of the requested accommodation; (b) a statement describing the medical advisability of the accommodation due to pregnancy; and, (c) the date that the need for the accommodation will become necessary and the estimated duration of the accommodation.

Section 4. Certification of Victim Status

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An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:

- (a) A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and,
- (b) A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or, documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking.

DIVISION XVIII. FITNESS FOR DUTY EXAMINATIONS

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Section 1. Applicants

After the District extends a conditional offer of employment to an applicant, the District may require the applicant to submit to a fitness for duty examination that is job-related, necessary for efficient operations of the District, and required of all applicants for the job classification. The District will notify an applicant who is required to pass a medical and/or psychological examination of their right to obtain a second opinion at their expense and that they may submit such second opinions for consideration.

Section 2. Current Employee

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The Personnel Officer may require an employee to submit to a fitness for duty examination to determine if the employee has a disability and is able to perform the essential functions of their job when there is significant evidence that:

- (a) the employee’s ability to perform one or more essential functions of their job has declined; or,
- (b) could cause a reasonable person to question whether an employee is still capable of performing one or more of their essential job duties or is still capable of performing those duties in a manner that does not harm ~~themselves~~ or others.

The District will notify the employee who is required to pass a medical and/or psychological examination of their right to obtain a second opinion at their expense and that they may submit such second opinions for consideration.

Section 3. Role of Health Care Provider

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The District may request the applicant’s or employee’s health care provider to conduct a fitness for duty exam on the applicant or employee, or may request a District-selected health care provider to do so at the District’s expense. The District will allow an employee paid time off to attend the exam. The District will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the job. The examination will be limited to determining whether the applicant or employee can perform the essential functions of the position and any work restrictions and/or functional limitations that apply to the applicant or employee. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:

- (a) The applicant or employee has a disability within the meaning of the California Fair Employment and Housing Act; (“FEHA”);
- (b) The applicant or employee is fit to perform essential job functions;
- (c) Workplace restrictions or functional limitations apply to the applicant or employee, and the duration of the work restrictions or functional limitations;

- (d) There are any reasonable accommodations that would enable the employee to perform essential job functions; and,
- (e) The employee’s continued employment poses a threat to the health and safety of themselves or others.

Should the health care provider exceed the scope of the District’s request and provide confidential health information, without valid consent of the applicant or employee, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.

Section 4. Authorization for Use of Medical Information

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During the course of a fitness for duty examination, the District will not seek or use information regarding an employee’s medical history, diagnoses, or course of treatment without an employee’s written authorization.

Section 5. Medical Information from the Employee or Applicant

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If an employee or applicant submits medical information to the District from their own health care provider, the Personnel Officer will not forward that information on to the health care provider who conducted the examination for the District, without the employee or applicant’s written authorization. Upon receipt of the written authorization, the Personnel Officer will request the District-paid health care provider to determine whether the information alters the original fitness for duty assessment.

Section 6. Access to Medical Information Regarding Fitness for Duty

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Medical records and information regarding fitness for duty, or the need for an accommodation, will be maintained separately from non-medical records and information. Medical records and information regarding fitness for duty and the need for accommodation will be accessible only by the Personnel Officer, the District’s legal counsel, first aid and safety personnel in case of emergency, and supervisors who are responsible for identifying reasonable accommodations. Medical records and information contained therein may be released pursuant to state and federal law.

DIVISION XIX. INTERACTIVE PROCESS

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Section 1. When to Initiate the Interactive Process

The Personnel Officer will initiate the interactive process when:

- (a) An applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodation(s);
- (b) The District otherwise becomes aware of the need for an accommodation through a third party (e.g., a doctor's note requesting an accommodation), or by observation of the employee's work;
- (c) The District becomes aware of the possible need for an accommodation because the employee with a disability has exhausted workers' compensation leave, FMLA/CFRA leave, or other leave rights, but the employee and/or the employee's health care provider indicate that further accommodation is still necessary for recuperative leave or other accommodation;
- (d) An employee disabled by pregnancy, childbirth or related medical conditions requests a reasonable accommodation or transfer based on the advice of their health care provider;
- (e) An employee with a physical or mental disability, regardless of cause, fails to return to work following pregnancy disability leave;
- (f) An employee who is a victim of domestic violence, sexual assault, or stalking requests a reasonable accommodation(s) for their safety at work;
- (g) An employee requests an accommodation to address a conflict between religious belief, observance, or practice and any employment requirement; or,
- (h) An employer is aware of the need for a reasonable accommodation for an employee's or applicant's religious beliefs, observance, or practices.

Section 2. Interactive Communication

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After the occurrence of any of the above-stated circumstances that trigger the need to conduct an interactive process meeting, the Personnel Officer will promptly arrange for a discussion or discussions, in person or via conference telephone call, with the applicant or employee and their designated representative (if any). The purpose of the interactive communications will be to discuss in good faith all feasible potential reasonable accommodations. The Personnel Officer will document these communications in writing.

Section 3. Potential Accommodations for Applicants or Employees with Disabilities

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Depending on the facts of each case, the interactive process analysis will generally begin with a review of possible reasonable accommodations that would enable the individual to retain their current job. The process will generally then move on to possible reasonable accommodations in other vacant jobs, for which the individual is qualified, if there is no reasonable accommodation

in the current job that does not cause undue hardship, or that does not present a risk of harm to the individual or others. The District will consider accommodations that the applicant or employee suggests but has the right to select and implement any reasonable accommodation that it deems effective. The range of potential reasonable accommodations includes, but is not limited to:

- (a) Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities, including: acquisition or modification of equipment or devices; adjustment or modifications of examinations, training materials or policies; and/or, the provision of qualified readers or interpreters;
- (b) Job restructuring;
- (c) Part-time or modified work schedules;
- (d) Paid or unpaid leave of absence of a finite duration that is likely to enable the employee to return to work at the end of the leave;
- (e) Preferential consideration of reassignment to a vacant, comparable position, except when such preference would violate a bona fide seniority system;
- (f) Reassignment to a vacant lower-paid position if there is no funded, vacant, comparable position for which the individual is qualified for; or,
- (g) Reassignment to a temporary position if the individual agrees.

Section 4. Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions

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Depending on the facts of each case, the interactive process will attempt to identify and implement a reasonable accommodation that is consistent with the medical certification applicable to the applicant or employee. Whether an accommodation is reasonable is a case-by-case analysis that takes into account several factors, including, but not limited to: the employee's medical needs; the duration of the needed accommodation; and, the employer's legally permissible past and current practices. The range of potential temporary accommodations includes, but is not limited to:

- (a) Transfer to a less strenuous or hazardous position for the duration of the pregnancy;
- (b) Change in or restructuring of work duties, such as modifying lifting requirements;
- (c) Providing more frequent breaks;
- (d) Providing seating;
- (e) Time off for medical appointments; and,
- (f) Transfer temporarily to a job with equivalent pay and benefits that the employee is qualified to perform in order to accommodate reduced work schedule or intermittent

leave. However, a reduction in work hours may be considered a form of pregnancy disability leave and deducted from the employee's four-month pregnancy disability leave entitlement.

Section 5. Potential Accommodations for Employees Who are Victims of Domestic Violence, Sexual Assault, or Stalking

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Depending on the facts of each individual case, the interactive process analysis will review all possible accommodations that would enhance the safety of the employee at work. In determining what accommodation is reasonable, the District will consider the exigent circumstance or danger facing the employee. The District will consider the preferences of the employee to be accommodated but has the right to select and implement any accommodation that it deems effective. The range of potential safety measure accommodations includes, but is not limited to:

- (a) Transfer, reassignment, modified schedule;
- (b) Change in work telephone number;
- (c) Change in location of work station;
- (d) Installation of locks;
- (e) Assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace;
- (f) The implementation of a safety procedure(s);
- (g) Adjustment to job structure, workplace facility, or work requirement; and,
- (h) Referral to a victim assistance organization.

Section 6. Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice

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Depending on the facts of each case, the interactive process analysis will review all possible accommodations that would resolve the conflict between the religious belief or observance and any employment requirement. The District will consider the preference of the employee or applicant but has the right to select and implement any accommodation that it deems effective. The range of potential accommodations includes, but is not limited to:

- (a) Job restructuring or job reassignment (but not segregation from other employees or the public);
- (b) Modification of work practices, including dress or grooming; and,
- (c) Allowing time off in an amount equal to the amount of non-regularly scheduled time the employee has worked in order to avoid a conflict with their religious observances.

Section 7. Determination

After the interactive process communications, the Personnel Officer will review the information received, and determine: whether all available information has been reviewed; whether all potential accommodations that the applicant or employee has suggested have been considered; whether additional discussions with the applicant or employee would be helpful; whether the applicant's or employee's preferences have been taken into account; if there is a reasonable accommodation that would enable the applicant or employee to perform essential job functions without harming ~~themselves~~ themselves or others; and, if the accommodations would pose an undue hardship on District finances or operations. The Personnel Officer will inform the applicant or employee of their determination in writing. The Personnel Officer will use their discretion based upon the particular facts of each case.

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DIVISION XX. WHISTLEBLOWER PROTECTION

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Section 1. Policy

The District prohibits all of the following:

- (a) Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (b) Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (c) Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation; and,
- (d) Retaliating against an employee because the employee's family member has, or is perceived to have, engaged in any of the activities listed in (a) – (c) above.

Section 2. Policy Coverage

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This Policy governs and protects District officials, officers, employees, or applicants for employment.

Section 3. "Protected Activity"

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For purposes of this Policy, "protected activity" includes any of the following:

- (a) Filing a complaint with a federal or state enforcement or administrative agency that discloses any information that the employee has reasonable cause to believe violates state or federal law or a violation or noncompliance with a local, state, or federal rule or regulation;
- (b) Participating in or cooperating in good faith with a local, federal, or state enforcement agency that is conducting an investigation into alleged unlawful activity;
- (c) Testifying in good faith and with reasonable cause as a party, witness, or accused regarding alleged unlawful activity;
- (d) Associating with another covered individual who is engaged in any of the protected activities enumerated here;
- (e) Making or filing in good faith and with reasonable cause an internal complaint with the District regarding alleged unlawful activity;

- (f) Providing informal notice to the District regarding alleged unlawful activity;
- (g) Calling a governmental agency's "Whistleblower hotline" in good faith;
- (h) Filing a written complaint under penalty of perjury that the District has engaged in gross mismanagement, a significant waste of public funds, or a substantial and specific danger to public health or safety; and,
- (i) Refusing to participate in any activity that the employee reasonably believes would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation.

Section 4. "Adverse Action"

For purposes of this Policy, "adverse action" may include, but is not limited to, any of the following:

- (a) Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because of actual or potential protected activity;
- (b) Refusing to hire an individual because of actual or potential protected activity;
- (c) Denying promotion to an individual because of actual or potential protected activity;
- (d) Taking any form of disciplinary action because of actual or potential protected activity;
- (e) Extending a probationary period because of actual or potential protected activity;
- (f) Altering work schedules or work assignments because of actual or potential protected activity;
- (g) Condoning hostility and criticism of coworkers and third parties because of actual or potential protected activity;
- (h) Spreading rumors about a person because of that person's actual or perceived protected activity; and,
- (i) Shunning or unreasonably avoiding a person because of that person's actual or perceived protected activity.

Section 5. Complaint Procedure

An applicant or employee who feels they have been retaliated against in violation of this Policy should immediately report the conduct according to the complaint procedure in the District's Policy Against Discrimination, Harassment and Retaliation (Division XVI) so that the complaint can be resolved fairly and quickly. Supervisors and managers have the same responsibilities as defined in the Policy Against Discrimination, Harassment and Retaliation.

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DIVISION XXI. DISCIPLINARY ACTION AND DISMISSAL

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Section 1. Initiation of Disciplinary Action or Dismissal

Disciplinary action or dismissal may be initiated by the General Manager, or upon written recommendation to the General Manager by the employee's supervisor or department head.

Section 2. Causes for Discipline

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Employees may be disciplined for, including but not limited to, any of the following causes of discipline:

- (a) Violation of any department rule, District Policy or District regulation, ordinance or resolution;
- (b) Absence without authorized leave or tardiness;
- (c) Excessive absenteeism and/or tardiness as defined by the employee's department head, and/or these Policies;
- (d) Use of leave from work in a manner not authorized or provided for under District policies;
- (e) Making any false representation or statement, or making any omission of a material fact;
- (f) Providing wrong or misleading information or other fraud in securing appointment, promotion, or maintaining employment;
- (g) Unsatisfactory job performance;
- (h) Inefficiency;
- (i) Damaging any District property, equipment, resource, or vehicle, or the waste of District supplies through negligence or misconduct.
- (j) Insubordination or insulting or demeaning the authority of a supervisor or manager;
- (k) Dishonesty;
- (l) Theft;
- (m) Possession, use, and/or being under the influence of alcoholic beverages while on duty or on District property;
- (n) Possession, use and/or being under the influence of illegal drugs while on duty or on District property;
- (o) Neglect of duty;

- (p) Violation of the District's confidentiality policies, or disclosure of confidential District information to any unauthorized person or entity;
- (q) Misuse or unauthorized use of any District property, including, but not limited to: physical property; electronic resources; supplies; tools; equipment; communication systems; vehicles; or, intellectual property;
- (r) Mishandling of public funds;
- (s) Falsifying or tampering with any District record, including work time or financial records;
- (t) Discourteous or offensive treatment of the public or other employees;
- (u) Abusive conduct, including malicious verbal, visual or physical actions, or the gratuitous sabotage or undermining of a person's work performance;
- (v) Conviction, meaning any judicial determination of guilt, of a crime that has a nexus to the employee's job duties;
- (w) Outside employment or activity, or other enterprise that constitutes a conflict of interest with service to the District;
- (x) Any conduct that impairs, disrupts or causes discredit to the District, to the public service, or other employee's employment;
- (y) Reckless or unsafe conduct;
- (z) Working overtime without prior authorization or refusing to work assigned overtime;
- (aa) Carrying firearms or other dangerous weapons while on duty when not required by job duties; or,
- (bb) Horseplay or fighting.

Section 3. Types of Counseling, Reprimands, and Discipline

The following are types of counseling, reprimands, and discipline which the District may impose:

- (a) **Counseling Memo:** A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and, consequences for failure to correct the behavior or problem. A counseling memo will be retained in the supervisor's file until the completion of the performance evaluation year/time frame, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to the discipline or discipline appeal procedures described below.
- (b) **Verbal Reprimand:** A verbal reprimand is a verbal direction from a supervisor to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year/time frame and then documented in the performance evaluation, as

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the supervisor deems necessary. A verbal reprimand is not subject to the discipline or discipline appeal procedures described below.

- (c) **Written Reprimand:** A written reprimand is written direction from a supervisor to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is not subject to the discipline or discipline appeal procedures described below. The employee has the right to have their written rebuttal attached to the reprimand in the employee's personnel file if the employee submits the rebuttal to the Personnel Officer within 14 calendar days after the [written](#) reprimand is received.
- (d) **Suspension Without Pay:** The District may suspend an employee from their position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final, and [will be](#) documented in the performance evaluation. A suspension without pay is subject to the discipline and discipline appeal procedures described below. Employees who are exempt from [FLSA](#) overtime will only be suspended as authorized by the [FLSA-Fair Labor Standards Act \("FLSA"\)](#).
- (e) **Reduction in Pay or Paid Leave:** The District may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may take one of three forms: (1) a decrease in salary to a lower level within the salary range; (2) a decrease in salary paid to an employee for a fixed period of time; or, (3) loss of accrued paid vacation or administrative leave, personal holiday, or compensatory time off. Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final, and [will be](#) documented in the performance evaluation. A reduction in pay is subject to the discipline and discipline appeal procedures described below. Employees who are exempt from the FLSA overtime requirements are not subject to pay reduction, except loss of accrued vacation, administrative leave, or personal holiday.
- (f) **Demotion:** The District may demote an employee from their position to a lower position for cause. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final, and [will be](#) documented in the performance evaluation. A demotion is subject to the discipline and discipline appeal procedures described below.
- (g) **Dismissal:** The District may dismiss an employee from their position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. A dismissed employee is entitled to the discipline and discipline appeal procedures described below.

Section 4. Discipline Procedures

The following discipline procedures only apply to the District's for-cause employees. All employees other than for-cause employees, including temporary employees, and such other

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employees as determined from time to time by the Board, may be disciplined or separated at will, with or without cause, and without the disciplinary procedures listed below. The following discipline procedures apply only to suspension without pay, reduction in pay, demotion, or dismissal.

- (a) **“Skelly” Notice of Intended Disciplinary Action to Employee:** A written notice of the intended disciplinary action shall be given to the employee, which will include the following information:
- (1) The level of the intended discipline;
 - (2) The specific charges that support the intended discipline;
 - (3) A summary of the facts that show that the elements of each charge at issue in the intended discipline;
 - (4) A copy of all materials upon which the intended discipline is based;
 - (5) Notice of the employee’s right to respond to the Notice of Intended Disciplinary Action within ten business days from the date of the notice (or a later date specified in the Notice), either by requesting a *Skelly* conference, or by providing a written response, or both;
 - (6) Notice of the employee’s right to have a representative of their choice at the *Skelly* conference; and,
 - (7) Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.
- (b) **Response by Employee and Skelly Conference:** If the employee requests a *Skelly* conference, the Personnel Officer will conduct an informal meeting with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against them and present any mitigating circumstances. The Personnel Officer will consider the employee’s presentation before issuing the disciplinary action. The employee’s failure to attend the conference, or to deliver a written response by the date specified in the *Skelly* notice, is a waiver of the right to respond, and the intended disciplinary action will be imposed on the date specified in the *Skelly* notice.
- (c) **Final Notice of Discipline:** After the *Skelly* conference and/or timely receipt of the employee’s written response, the Personnel Officer will do one of the following:
- (1) Take no disciplinary action;
 - (2) Modify the intended discipline; or,
 - (3) Impose the intended disciplinary action.

In any case, the Personnel Officer will provide the employee with a notice that contains the following:

- (4) The level of discipline, if any, to be imposed and the effective date of the discipline;
 - (5) The specific charges upon which the discipline is based;
 - (6) A summary of the facts that show that the elements of each charge at issue in the intended discipline;
 - (7) A copy of all materials upon which the discipline is based; and,
 - (8) A reference to the employee's appeal right and deadline to appeal.
- (d) **Delivery of the Final Notice of Discipline:** The final notice of discipline will be sent by mail method that verifies delivery to the last known address of the employee or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

Section 5. Discipline Appeal Procedures

The following appeal procedures only apply to the District's for-cause employees. The following appeal procedures apply only to suspension without pay, demotion, reduction in pay, or dismissal.

- (a) **Request for Appeal Hearing:** An employee may submit a written request for appeal to the Personnel Officer within 15 calendar days from: (1) receipt of the final notice of discipline; or, (2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.
- (b) **Appeal Hearing Officer:** The appeal hearing officer shall be the General Manager, or an individual designated by the General Manager who is selected through the State Mediation and Conciliation Service ("SMCS"). Whether to designate another individual shall be at the General Manager's sole discretion.
- (c) **Date and Time of the Appeal Hearing:** Once the appeal hearing officer has been designated, the Personnel Officer will set a date for an appeal hearing. The employee shall be notified in writing at least 21 calendar days prior to the scheduled date of the hearing.
- (d) **Prehearing Notice of Witnesses and Evidence:** No later than ten calendar days before the hearing date, each party will provide the other and the appeal hearing officer a list of all witnesses to be called (except rebuttal witnesses), and a copy of all evidence (except rebuttal evidence) to be submitted at the hearing. The District will use numbers to identify its evidence; the employee will use alphabet letters. Neither party will be permitted to call any witness or evidence that has not been listed, unless that party can show that the party could not have reasonably anticipated the need for the witness or exhibit.

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- (e) **Subpoenas:** Upon the request of either party and upon their own motion, the appeal hearing officer will issue subpoenas to compel attendance at the appeal hearing. Each party is responsible for serving their or its own subpoenas. District employees who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. District employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually spend testifying.
- (f) **Continuances:** The appeal hearing officer may continue a scheduled hearing only upon showing good cause.
- (g) **Record of the Appeal Hearing:** The hearing shall be recorded, either electronically or by a court reporter, at the option of the District. If the District orders a transcript or makes a transcript of the recording, the District will notify the employee within three days of ordering or making the transcript and will provide a copy of the transcript to the employee upon receipt of the cost of duplication.
- (h) **Employee Appearance:** The employee must appear personally before the appeal hearing officer at the time and place set for the hearing. The employee may be represented by any person they may select.
- (i) **Conduct of the Hearing:**
 - (1) **Sworn Testimony:** All witnesses shall be sworn in prior to testifying. The appeal hearing officer or court reporter shall request each witness to raise their hand and respond to the following: "Do you swear that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth?"
 - (2) **Evidence:** Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner that the appeal hearing officer decides is the most conducive to determining the truth. The rules dealing with privileges shall be effective to the same extent that they are recognized in civil actions. Irrelevant or unduly repetitious evidence may be excluded. The appeal hearing officer shall determine the relevance, weight, and credibility of testimony and evidence.
 - (3) **Exclusion of Witnesses:** During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing.
 - (4) **Burden of Proof:** The District has the burden of proof by the preponderance of the evidence.
 - (5) **Authority of Appeal Hearing Officer:** The appeal hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these Policies.

- (6) **Professionalism:** All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity, or personal behavior of their adversaries or the appeal hearing officer.
- (j) **Presentation of the Case:** The parties will address their remarks, evidence, and objections to the appeal hearing officer. The appeal hearing officer may terminate argument at any time and issue a ruling regarding an objection or any other matter. The appeal hearing officer may limit redundant or irrelevant testimony, or directly question the witness. The hearing will proceed in the following order unless the appeal hearing officer directs otherwise:
- (1) The District is permitted to make an opening statement;
 - (2) The employee is permitted to make an opening statement;
 - (3) The District will produce its evidence;
 - (4) The employee will produce their evidence;
 - (5) The District, followed by the employee, may present rebuttal evidence; and,
 - (6) Oral closing arguments of no more than 20 minutes may be permitted at the discretion of the appeal hearing officer. The District argues first, the employee argues second, and if the District reserved a portion of its time for rebuttal, the District may present a rebuttal.
- (k) **Written Briefs:** Either party may request to submit a written brief and/or a draft decision. The appeal hearing officer will determine whether to allow written briefs or draft decisions, the deadline for submitting briefs, and the page limit for briefs.
- (l) **Appeal Hearing Officer's Recommended Decision:** Within 60 days of the conclusion of the hearing, the appeal hearing officer shall make written findings and a recommended decision as to the discipline. The Board of Directors shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the Board is final. There is no process for reconsideration.
- (m) **Proof of Service of the Written Findings and Decision:** The District will mail a copy of the final written findings and decision, along with a proof of service of mailing that confirms that each of the parties and each of the parties' representatives were mailed the final written findings and decision. It shall be the responsibility of the employee to inform the District of their address. A copy of the decision shall also be provided to the Personnel Officer.

DIVISION XXII. GRIEVANCES

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Section 1. Purpose of Grievance Procedure

The grievance procedures set forth herein are designed to resolve grievances informally and to provide a prompt and orderly procedure for doing so.

Section 2. Definition of a Grievance

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A grievance is an alleged violation of a specific provision of these Policies that adversely affects the employee and that contains all of the information listed in the "Statement of the Grievance" below. The following procedure applies to all District employees, unless the employee is covered by an alternative grievance procedure set forth in a memorandum of understanding, another dispute resolution procedure applies to the dispute, or a discipline Policy and Procedure applies. The grievance procedure cannot be utilized to challenge the content of a performance evaluation or disciplinary action.

Section 3. Statement of the Grievance

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A concern is not a grievance unless the affected employee is able to state each of the following:

- (a) The date of the alleged violation;
- (b) The specific provision(s) of these Policies that were allegedly violated;
- (c) A description of all facts regarding how the alleged violation occurred; and,
- (d) A list of all persons who are witnesses or are involved.

A Statement of the Grievance must be signed by the employee filing the grievance to certify that it is filed in good faith.

Section 4. Timelines

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Failure of the District to comply with the time limits of the grievance procedures allows the grievant to appeal to the next level of review. Failure of the grievant to comply with the time limits of the grievance procedures constitutes settlement and resolution of the grievance on the basis of the last disposition. The parties may extend time limits by mutual written agreement in advance of a deadline.

Section 5. Procedures

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- (a) **Step I – Informal Resolution with Supervisor:** The employee must first work in good faith to resolve the grievance informally through discussion with their immediate supervisor no later than five calendar days after the grievant first became aware of the facts or circumstances resulting in the filing of the grievance. The supervisor will respond in writing within five calendar days after the date of this discussion.
- (b) **Step II – Personnel Officer:** If the employee believes that the grievance has not been resolved through Step I, the employee may submit a written Statement of the Grievance

to the Personnel Officer. The employee must submit the Statement of the Grievance within 20 calendar days after the grievant first became aware of the facts or circumstances resulting in the filing of the grievance. The Personnel Officer shall consider the information presented, discuss the grievance with the grievant, and/or investigate as they deem appropriate, and shall, within 14 calendar days of receipt of the written Statement of the Grievance, submit their decision in writing to the grievant.

- (c) **Step III – Appeal:** If the employee believes that the grievance has not been resolved through Step II, the employee may appeal the grievance decision of the Personnel Officer to the Board of Directors. Such appeal must be filed within 14 calendar days of the date of the Personnel Officer’s written decision.
- (d) Within 14 calendar days after the date of filing, or as soon thereafter as the District deems practicable, a quorum of the Board shall convene to discuss the grievance with the aggrieved employee and, if applicable, their representative. The Board has discretion to hear such evidence or review such documents as it deems appropriate. However, nothing in this section shall be construed as requiring a formal evidentiary hearing before the Board.
- (e) Within 14 calendar days after meeting on the appeal, the Board shall issue a written decision concerning the employee’s appeal. The decision of the Board of Directors shall be final and binding.

DIVISION XXIII. LIMITATIONS ON OUTSIDE EMPLOYMENT

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Section 1. No Outside Employment Without Prior Approval

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with their District duties, functions, responsibilities, or that of the department in which they are employed at the District. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the General Manager prior to undertaking any outside employment as described in this Policy.

Section 2. Authorization and Appeal

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- (a) **Written Request:** Any employee who wants to undertake a paid outside employment, activity, or enterprise must submit a written request to their department head. The written request must include: (1) the work hours and/or time required; (2) job title or the nature of the activity; (3) the work location; (4) and the supervisor, manager and name of the employer or activity. (See the District's Administrative Procedures.)
- (b) **Analysis and Decision:** The General Manager will determine if the outside employment, activity, or enterprise is compatible with the employee's employment at the District. If the General Manager determines such activity is compatible, or would be if any conditions or restrictions applied, they will authorize the activity and specify the conditions/restrictions in writing, give the employee the outside employment authorization, and place a copy of the written authorization in the employee's personnel file.
- (c) **One Year Authorization:** An outside employment authorization is valid only up to one year. Should the employee continue the outside employment, activity, or enterprise for a longer duration, they must make another request following the process in this Policy.
- (d) **Appeal:** If the General Manager denies an employee's outside employment request, the employee may submit a written notice of appeal to the Board within 10 days after the date of the denial. The Board will consider the appeal within 14 days after receipt of the appeal or as soon thereafter as a Board meeting can be convened. The decision of the Board will be final.

Section 3. Prohibited Outside Activities

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An employee's outside employment, activity, or enterprise may be prohibited if it:

- (a) Involves the use for private gain or advantage of District time, facilities, equipment, and supplies, or the badge, uniform, prestige, or influence of the District or employment at the District;
- (b) Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee would be required or expected to render in the regular course of their District employment;

- (c) Involves the performance of an act in other than their capacity as a District employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by such employee or the department by which they are employed; or,
- (d) Involves time demands that would render the employee's performance of their regular District employment less efficient or dangerous to the employee.

Section 4. Changes in Outside Employment Status

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The employee must promptly report in writing to the General Manager any of the following changes that may occur during the year of an authorized outside employment: the outside employment ends; the outside employer changes; or, the authorized employment changes as to the number of work hours, location, or types of duties.

Section 5. Revocation/Suspension of Outside Employment Authorization

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Any outside employment authorization may be revoked or suspended under the circumstances listed below. An employee may appeal the revocation or suspension as provided in this Policy.

- (a) The employee's work performance declines; or,
- (b) An employee's conduct or outside employment conflicts with the conditions of the outside work authorization or is incompatible with the employee's work for the District.

Section 6. Use of District Equipment Prohibited

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Under no circumstances may an employee use any District equipment, vehicles, tools, supplies, machines, or any other item that is District property while the employee is engaged in any outside employment, activity, or enterprise.

DIVISION XXIV. LIMITATIONS ON POLITICAL ACTIVITY

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Section 1. No Solicitation During Work Hours or in District Offices

District employees or officers may not solicit or receive political funds or contributions to promote the passage or defeat of any ballot measure that would affect working conditions during the working hours of its officers and employees, or in District offices.

Section 2. No Targeted Solicitation of District Officers or Employees

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Officers or employees of the District, or candidates for elective office of the District, may not directly or indirectly solicit political contributions from other officers or employees of the District unless the solicitation is part of a solicitation made to a significant segment of the public which may incidentally include officers from and employees of the District.

Section 3. No Political Activity in Uniform

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No District employee or official shall participate in political activities of any kind while in a District uniform or other District-issued clothing.

Section 4. No Political Activity on District Property or During Work Hours

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District employees and officials are prohibited from engaging in political activity during working hours or on District property.

DIVISION XXV. DISTRICT EQUIPMENT AND RESOURCES

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Section 1. Policy and Applicability

District equipment and resources may only be used to conduct District business, except for incidental personal use that is consistent with this Policy. As a result, District equipment and resources are non-public forums. Every District employee is required to adhere to this Policy.

Section 2. District Equipment or Resources

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District equipment or resources is any District-owned or supplied item or resource, including, but not limited to: intellectual property (e.g., photographs, plans, drawings, formulas, customer lists, designs), vehicles, telephones, cell phones, pagers, tools, machines, supplies, copy machines, facsimile machines, desks, office equipment, computers (including hardware and software), file cabinets, lockers, Wi-Fi, internet, intranet, District network, data systems, routers, voice mail, servers, and email or voice mail communications stored in or transmitted through District electronic resources or equipment.

Section 3. No Expectation of Privacy

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Although lockers and desks are made available for the convenience of employees while at work, employees should remember that all lockers, desks, storage areas, vehicles, and cabinets remain the sole property of the District. Moreover, the District reserves the right to open and inspect such areas, as well as any contents, effects, or articles in them. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by any supervisor, manager, or security personnel designated by the District. (See Appendix A.)

Prohibited materials, including weapons, explosives¹, alcohol, and non-prescribed drugs or medications (excluding over-the-counter medications), may not be placed in a locker, desk, District storage area, or cabinet. Perishable items also should not be stored in lockers or desks or left for prolonged periods. Employees who fail to cooperate in any inspection may be subject to disciplinary action, including suspension or termination.

The District periodically and without prior notice, monitors, reviews, accesses, or retrieves data from its equipment or resources, including electronic communications and content contained in or transmitted through District networks or electronic resources. District employees must provide the District with the employee's username or password for any District issued equipment or resource. The existence of passwords or delete functions does not restrict the District's access. As a result, District employees have no expectation of privacy in their use of any District equipment or resources. ~~(See Appendix A to these Policies.)~~The District also has several security cameras monitoring District facilities.

¹ For purposes of this Policy, "explosives" does not include materials owned and maintained by the District and are used for District purposes.

Section 4. Appropriate Use Only – No Misuse

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Employees may only use District equipment or resources in compliance with District Policies. Except as authorized by this Policy, employees are expected to avoid any use or communication which is unrelated to District business, destructive, wasteful, or illegal. The District has discretion to restrict or rescind employee access to District equipment or resources. The following are examples of misuse of District equipment or resources:

- (a) Any use that violates applicable law and/or District policies, rules, or procedures;
- (b) Exposing others to material which is offensive, harassing, obscene, or in poor taste. This includes information which could create an intimidating, offensive, or hostile work environment;
- (c) Any use that may create or further a hostile attitude or give offense on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status, or any other basis protected by law;
- (d) Communication of confidential District information to unauthorized individuals within or outside of the District;
- (e) Unauthorized attempts to access or use District data or break into any District or non-District system;
- (f) Theft or unauthorized transmission or copying of paper or electronic files or data;
- (g) Initiating or sustaining chain/spam letters, e-mail, or other unauthorized mass communication;
- (h) Misrepresentation of one's identity for improper or illegal purposes;
- (i) Personal commercial or business activities (e.g., "for sale" notices, personal ads, etc.);
- (j) Transmitting/accessing obscene material and/or pornography;
- (k) Commercial transactions conducted electronically on the internet (e-commerce);
- (l) Online gambling;
- (m) Installing or downloading unauthorized software or equipment;
- (n) Violating terms of software licensing agreements;
- (o) Using District equipment or resources to access and/or use dating web resources, personal social media, or games of any type;
- (p) Any unauthorized access to District equipment or resources, including: using keys or key cards; using or disclosing the username or password of another person or employee to

gain access to their email or other electronic resources; or, making District equipment or resources available to others who would otherwise have no authorized access; and,

- (q) Using District equipment or resources to speak on the District's behalf without authorization.

Section 5. District Email Address Must be Used for District Business

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The District's email system is an official communication tool for District business. The District establishes and assigns official email addresses to each employee as the District deems necessary. Employees must send all District communications that are sent via email to and from their official District email address. Employees are prohibited from using their private email address (e.g., Gmail, Yahoo, MSN/Hotmail, etc.) when communicating District business via email. Should an email related to District business be sent to an employee's personal email account, the email should be immediately forwarded to the employee's District email account and responded to accordingly.

Section 6. Incidental Personal Use of District Communications Equipment Permitted

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Employees may use District telephones, cell phones, internet access, and e-mail for incidental personal communications provided that the use:

- (a) Is kept to a minimum and limited to break times or non-working hours;
- (b) Does not interfere or conflict with District operations or the work performance of any District employees;
- (c) Allows the employee to more efficiently perform District work;
- (d) Is not abusive, illegal, inappropriate, or prohibited by this Policy (for example, no social media use, no electronic dating, no gaming); and,
- (e) Clearly indicates it is for personal use and does not indicate or imply District sponsorship or endorsement.

Section 7. Use of District Property for Personal Use

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Use of District property and/or equipment for personal use is not permitted without specific written approval of the General Manager or their designee.

The District has a procedure for storage of personal items on District property which is only available to District employees. The Employee Request to Store Personal Items on District Property form is to be used for requesting use of District property for storage (see the District's Administrative Procedures). This request form contains additional guidelines and requirements for an employee wishing to store personal items on District property.

DIVISION XXVI. POLICY AGAINST VIOLENCE IN THE WORKPLACE

Refer to the District's Workplace Violence Prevention Plan ("WVPP").

Section 1. Safe and Secure Workplace

The District is committed to providing a safe and secure workplace and will not tolerate acts or threats of violence in the workplace. The workplace includes any location where District business is conducted, including vehicles and parking lots. Any violation of this Policy may lead to criminal prosecution, and/or disciplinary action, up to and including termination.

Section 2. Prohibited Behavior

Employees are prohibited from participating in or promoting acts of intimidation, violence, threats, coercion, assault, and/or abusive behavior toward any person while in the course of District employment. The District has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

Section 3. "Workplace Violence" Defined

"Workplace violence" is defined as any conduct that causes an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

- (a) Threats or acts of physical harm directed toward an individual or their family, friends, associates, or property;
- (b) The destruction of, or threat of destruction of District property or another employee's property;
- (c) Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay;
- (d) Striking, punching, slapping, or assaulting another person;
- (e) Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
- (f) Harassing or threatening phone calls;
- (g) Surveillance;
- (h) Stalking; and,
- (i) Possessing a weapon(s) during work hours unless the District issues the weapon(s) for performance of the job. "Weapon" is defined as a firearm, chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

Section 4. Incident Reporting Procedures

- ~~(a) Employees must immediately report to their supervisor or department head whether they have been a victim of, or have witnessed, workplace violence. The supervisor or department head will immediately report the matter to the Personnel Officer.~~
- ~~(b) The Personnel Officer or designee will document the incident, including the employee names(s), date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.~~
- ~~(c) The Personnel Officer or designee will take appropriate steps to provide security, such as:
 - ~~(1) Placing the employee alleged to have engaged in workplace violence on administrative leave, pending investigation;~~
 - ~~(2) Asking any threatening or potentially violent person to leave the site; or,~~
 - ~~(3) Immediately contacting an appropriate law enforcement agency.~~~~

Section 5. Investigation

~~The Personnel Officer will see that reported violations of this Policy are investigated as necessary.~~

Section 6. Prevention

~~Each department head has authority to enforce this Policy by:~~

- ~~(a) Training supervisors and subordinates about their responsibilities under this Policy;~~
- ~~(b) Assuring that reports of workplace violence are accurately and timely documented and addressed;~~
- ~~(c) Notifying the Personnel Officer and/or law enforcement authorities of any incidents;~~
- ~~(d) Making all reasonable efforts to maintain a safe and secure workplace; and,~~
- ~~(e) Maintaining records and follow up actions as to reports of workplace violence.~~

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DIVISION XXVII. DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

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Section 1. Purpose and Scope

The purpose of this Policy is to promote a drug- and alcohol-free workplace and to eliminate drug- and alcohol-related inefficiencies and risks. This Policy applies to all District employees, whether they are on District property, or they are performing District-related business elsewhere, except ~~as if~~ this Policy is superseded by a memorandum of understanding or federally mandated drug and alcohol ~~policies~~policy. Compliance with this Policy is a condition of employment. Disciplinary action will be taken against those who violate this Policy.

Section 2. Drug- and Alcohol-Free Awareness Program

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The District's employee assistance provider offers counseling and treatment of drug- or alcohol-related problems. The employee assistance provider has information about: (a) the dangers of drug or alcohol abuse in the workplace; (b) the penalties that may be imposed for drug or alcohol abuse violations; and, (c) any available drug or alcohol counseling, rehabilitation, or employee assistance programs.

Section 3. Prohibited Conduct

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- (a) The manufacture, distribution, sale, dispensation, possession, or use of any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee in either District workplaces or wherever District business is performed.
- (b) Working or being subject to call in if impaired by alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee.
- (c) An employee's failure to notify their supervisor or department head before beginning work when taking medications or drugs, including but not limited to: prescription drugs; over the counter medications; or, illegal drugs or narcotics (including marijuana) which could interfere with the safe and effective performance of duties or operation of District equipment.
- (d) An employee's criminal conviction for a drug violation that occurred in the workplace.
- (e) An employee's failure to notify their supervisor or department head of any criminal conviction for a drug violation that occurred in the workplace within five days after such conviction.

Section 4. Drug and Alcohol Testing

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The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances. The District will use an outside laboratory to perform all testing.

- (a) **Pre-Employment Testing for External Applicants for Certain Jobs:** Those external applicants who apply for certain jobs where a special need for pre-employment drug and/or alcohol testing exists must take and pass a drug and/or alcohol test following a conditional offer of employment. The categories of jobs subject to pre-employment drug and/or alcohol testing include safety sensitive jobs that have public safety implications, such as employees operating heavy machinery.
- (b) **Reasonable Suspicion Testing:** The District may require a blood test, urinalysis, or other drug and/or alcohol screening where there is a reasonable suspicion that an employee is using or under the influence of a drug or alcohol at work.
- (1) "Reasonable suspicion" to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior; slurred or altered speech; body odor; red or watery eyes; unkempt appearance; unsteady gait; lack of coordination; sleeping on the job; a pattern of abnormal or erratic behavior; a verbal or physical altercation; puncture marks or sores on skin; runny nose; dry mouth; dilated or constricted pupils; agitation; hostility; confused or incoherent behavior; paranoia; euphoria; disorientation; inappropriate wearing of sunglasses; tremors; or, other evidence of recent drug or alcohol use. If the District suspects drugs or alcohol may have played a role in an accident involving District property or equipment, that will also constitute reasonable suspicion.
 - (2) **Document and Analysis:** In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the department head or [the Personnel Services Department](#). Any reasonable suspicion testing must be pre-approved by the Personnel Officer.
 - (3) **Testing Protocol:** If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, and the Personnel Officer has approved, the employee will be relieved from duty, transported to the testing facility, and to their home after the test. The employee will be placed on ~~sick or other~~ paid [administrative](#) leave until the test results are received.

DIVISION XXVIII. DRUG AND ALCOHOL TESTING POLICY FOR OPERATORS OF COMMERCIAL MOTOR VEHICLES

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Section 1. Background and Purpose

- (a) Regulations adopted by the United States Department of Transportation, Federal Highway Administration (“FHWA”) require employers who operate commercial motor vehicles (“CMVs”) to implement drug and alcohol testing policies. (See 49 CFR part 382, incorporated herein by reference. A copy of these regulations is available on request from [the Personnel Services Department.](#))
- (b) The District operates CMVs within the meaning of 49 CFR part 382. (See 49 CFR section 382.107.)
- (c) The purpose of this Drug and Alcohol Testing Policy for Operators of Commercial Motor Vehicles (“Policy”) is to comply with the FHWA regulations in order to prevent accidents and injuries resulting from the misuse of alcohol or use of drugs by District employees who operate CMVs. If this Policy is not in compliance with FHWA regulations in any respect, the regulations supersede the non-compliant provision of this Policy.

Section 2. Scope

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- (a) This Policy shall incorporate the definitions of words and phrases set forth in 49 CFR section 382.107.
- (b) This Policy shall apply to District employees that possess a commercial driver license (either Class A or Class B) as required by the minimum qualifications of their job classification, which involve operating CMVs and the performance of other safety-sensitive functions with regard to operation of CMVs for the District (“covered employees”).
- (c) Safety-sensitive functions performed for the District include, but are not limited to, the following activities: (1) driving a CMV; (2) riding in a CMV; (3) assisting, supervising, or attending the loading or unloading of a CMV; (4) inspecting, servicing, repairing, or conditioning a CMV; (5) remaining on duty while waiting to operate a CMV; and, (6) repairing, obtaining assistance, or remaining in attendance upon a disabled CMV. (See 49 CFR sections 382.107 and 395.2, subs. (1) – (7).)
- (d) To the extent that this Policy applies to a covered employee performing safety-sensitive functions with regard to operation of CMVs for the District, any other District Policies governing drugs and alcohol in the workplace do not apply.

Section 3. Prohibited Conduct

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- (a) Covered employees shall not engage in, and the District shall not knowingly permit a covered employee to engage in, the following conduct:

- (1) Driving a CMV or performing other CMV safety-sensitive functions for the District while the covered employee has a breath alcohol concentration of 0.04 or greater. (See 49 CFR section 382.201.)
 - (2) Driving a CMV or performing other CMV safety-sensitive functions for the District while in possession of alcohol, while using alcohol, or within four hours after using alcohol. (See 49 CFR sections 382.205 and 382.207.)
 - (3) Using alcohol within eight hours following a CMV accident for which a post-accident alcohol test is required, if a post-accident test has not been administered. (See CFR section 382.209.)
 - (4) Driving a CMV or performing other CMV safety-sensitive functions for the District when using any drug (except for drugs prescribed by the covered employee's physician as safe for use while operating a CMV) or when the covered employee has tested positive for drugs. (See 49 CFR sections 382.213 and 382.215.)
 - (5) Refusing to submit to a test for drugs and/or alcohol required under this Policy by failing to provide enough breath or urine sample for testing or by otherwise obstructing the testing process. (See 49 CFR sections 382.107 and 382.211.)
- (b) Any covered employee who engages in conduct prohibited by this Policy shall be removed from duties involving driving a CMV and other CMV safety-sensitive functions. The covered employee may also be required to undergo alcohol/drug abuse evaluation and treatment at the covered employee's sole expense, and may be subject to employee discipline, up to and including termination. (See 49 CFR sections 382.501 and 382.605, subd. (b) – (e).)
- (c) Any covered employee found to have a breath alcohol concentration between 0.02 and 0.04 shall be prohibited from driving a CMV and performing other CMV safety-sensitive functions until the covered employee's next shift that is not less than 24 hours after the alcohol test. (See 49 CFR section 382.505, subd. (a).)

Section 4. Mandatory Drug and Alcohol Tests

- (a) Every covered employee shall take all tests for drugs and/or alcohol administered by the District and its agents pursuant to 49 CFR part 382. These tests for drugs and/or alcohol shall be administered under the following circumstances:
- (1) **Pre-Employment Testing.** Before the covered employee first operates a CMV or performs other CMV safety-sensitive functions for the District, the covered employee shall undergo testing for drugs and/or alcohol in accordance with 49 CFR section 382.301.
 - (2) **Post-Accident Testing.** As soon as practicable following an accident involving the District's CMV, a covered employee, upon notice from the District, shall take a test for alcohol and/or drugs in accordance with 49 CFR section 382.303 if: (a) the accident

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involved a fatality; (b) one or more motor vehicles are towed from the scene or in which someone is treated medically away from the scene *and* a citation is issued to the covered employee.

(3) **Random Testing.** Subject to the minimum annual percentage rates for alcohol testing set by the Administrator of the FHWA, a covered employee, upon notice from the District, shall take random tests for drugs and/or alcohol in accordance with 49 CFR section 382.305.

(4) **Reasonable-Suspicion Testing.** A covered employee, upon notice from the District, shall take a test for drugs and/or alcohol in accordance with 49 CFR section 382.307 if, based upon observations of a trained supervisor, there is a reasonable suspicion that the covered employee has violated this Policy (except in cases of suspected possession of alcohol) and the trained supervisor concludes testing is appropriate.

(5) Return-To-Duty-Testing.

~~(5)~~a. If a covered employee violates the provisions of this Policy, the covered employee, upon notice from the District, shall take a test for drugs and/or alcohol in accordance with 49 CFR section 382.309 before returning to duties involving driving a CMV or other CMV safety-sensitive functions.

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b. If a covered employee is removed from a random testing pool for more than 90 days, the driver must again submit to a pre-employment test, unless an exception is met.

(6) **Follow-up Testing.** A covered employee who has violated this Policy shall take unannounced tests for drugs and/or alcohol, as directed by the District's substance abuse professional, in accordance with 49 CFR section 382.311.

(b) The District will retain an outside drug and alcohol testing service to administer and evaluate the District's tests for drugs and alcohol under 49 CFR part 382 and this Policy. In administering and evaluating the District's tests for drugs and alcohol, the outside service will comply with all requirements set forth in 49 CFR part 40 regarding procedures for drug and alcohol detection and for evaluation of test results. (See 49 CFR section 382.105.)

Section 5. Other Duties of the District

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(a) The District shall ensure that all drug and/or alcohol testing conducted pursuant to this Policy complies with the requirements set forth in 49 CFR part 40. (See 49 CFR section 382.105.)

(b) The District shall prepare, maintain, and release records regarding the District's implementation of this Policy in accordance with 49 CFR sections 382.401 through 382.413.

- (c) The District shall advise covered employees who violate this Policy of resources available for evaluating and resolving drug and alcohol problems. (See 49 CFR section 382.605, subd (a).)
- (d) The District shall distribute a copy of this Policy to all covered employees as the educational materials describing the requirements and procedures associated with the District's implementation of 49 CFR part 382. The District shall require every covered employee to sign a statement certifying that they received a copy of this Policy. (See 49 CFR section 382.601.)
- (e) Upon request, the District shall provide to a covered employee available information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the covered employee's or a coworker's); and, available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to any employee assistance program.
- (f) For further information regarding this Policy, or for information regarding symptoms, effects, and methods of intervention and treatment of drug and alcohol problems, please contact the Personnel Officer.

DIVISION XXIX. SMOKE-FREE WORKPLACE POLICY

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Section 1. Purpose and Policy

The purpose of the District's Smoke-Free Workplace Policy is to provide District employees with a smoke-free environment and to promote a high level of health and fitness. In recognizing the health issues of smoking and second-hand smoke, the District supports a Policy of restrictions on smoking in and adjacent to District buildings and working areas and wishes to maintain all of its working areas smoke-free.

Section 2. Scope

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This Policy shall apply to all District employees, elected or appointed officials, interns, volunteers, contractors, and any other visitors.

Section 3. Smoking Rules

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- (a) Smoking is prohibited in all District buildings.
- (b) Smoking is allowed outside of District buildings only in areas at least 50 feet from doors, windows, or venting areas of District buildings.
- (c) Smoking is prohibited in all District vehicles and equipment.
- (d) Smokers on an offsite District jobsite must be courteous to non-smokers and step away from the work area and down-wind for a smoke break.
- (e) If, on an offsite District jobsite, smoking or second-hand smoke bothers someone or drifts into an area of non-smokers or otherwise cannot be controlled, then the smoking must be discontinued.

Section 4. Violations of Smoking Rules

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District employees violating the smoking rules contained in this Policy may be subject to disciplinary action.

DIVISION XXX. MISCELLANEOUS POLICIES

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Section 1. Personnel Files

- (a) **Confidential Personnel Files:** The District maintains a personnel file on each employee. Files are kept for at least ~~threeten~~ years after separation of employment. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information they contain is restricted to protect employee privacy interests.
- (b) **Notification of Changes:** Each employee is responsible to promptly notify the Personnel Services Department of any changes in their contact and benefits information, including: mailing address; telephone number; persons to contact in emergency; and, number and names of dependents.
- (c) **Access to Applicant or Employee Medical Information:** All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for District business reasons, or if access is required by law, subpoena, or court order. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

Section 2. Employee Access to Personnel File

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- (a) **Inspection of File:** A current employee may inspect their own personnel file, at reasonable times and at reasonable intervals, within 30 calendar days of a written request. A former employee is entitled to inspect their personnel records one time per year. A current or former employee and/or their representative, who wishes to review their personnel file should make a written request to the Personnel Services Department. The inspection must occur in the presence of the Personnel Officer or designee and: (1) at ~~a location where the employee works~~ the District's offices and at a time other than the employee's work time; or, (2) at another agreed upon location without loss of compensation to the employee.
- (b) **Copies:** A current or former employee is entitled to receive a copy of their personnel records within 30 calendar days after the employer receives a written request. A current or former employee who wishes to receive such a copy should contact the Personnel Services Department in writing. The District may charge a fee for the ~~actual~~ cost of copying in accordance with the District's Master Fee Schedule.
- (c) **Representative's Inspection:** If the current or former employee wishes to have another person and/or representative inspect their personnel file, they must provide the person and/or representative with written authorization. The Personnel Services Department will notify the employee and/or representative of the date, time, and place of the inspection in writing.

(d) **No Removal of File Documents:** No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

Section 3. Limitations on Access or Copying of Personnel File

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Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

Section 4. Public Relations

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All employees shall conduct themselves in a manner that will reflect creditably on the District. In dealing with the public, all employees will be polite and helpful.

Section 5. Restrictions on Representations by Employees

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No employee shall have any right or authority to make any representation to members of the public or others with whom the District has contracted or is obligated to provide services that would make or tend to make the District legally responsible for any action, omission, or event causing injury, financial loss, damage, or inconvenience to any person or property. All such inquiries shall be referred to the Personnel Officer.

Section 6. Appearance Standards and Dress Code

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The following appearance standards are designed to promote the District's legitimate and non-discriminatory goals to promote workplace safety and a professional image that is consistent with the employee's job duties and level of public contact.

(a) **Dress Code:** Employees are required to dress appropriately for the jobs they are performing. The following dress code regulations shall apply to all District employees. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination:

- (1) All clothing and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed;
- (2) Prescribed uniforms and safety equipment must be worn;
- (3) Hair must be neat, clean, and well-groomed;
- (4) Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion;
- (5) Jewelry that does not pierce the skin is acceptable except where it constitutes a health or safety hazard;

- (6) Good personal hygiene is required; and,
- (7) Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work.
- (b) **Piercing:** Employees are expected to project a professional appearance while at work and not endanger themselves or others with excessive body piercing. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination.
 - (1) No objects, articles, jewelry, or ornamentation of any kind shall be attached to or through the skin if visible on any body part including the tongue or any part of the mouth except that one set of reasonably sized pierced earrings may be worn in each lobe;
 - (2) Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

APPENDIX A

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**ACKNOWLEDGEMENT OF RECEIPT OF
PERSONNEL POLICY MANUAL**

I hereby acknowledge that I have received a copy of the Mammoth Community Water District's Personnel Policy Manual and understand that it contains important information on the District's general personnel policies and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to the District's policies, and that my continued employment with the District is contingent on my agreement to do so. I will familiarize myself with the Personnel Policy Manual and understand that I am governed by the contents of the Personnel Policy Manual, as amended from time to time.

Employee's Name (printed)

Employee's Signature

Date

CONSENT FORM

I understand that the District provides lockers, desks, and other storage spaces for the convenience and use its employees during work. Although I may have a personal lock on these areas (e.g., locker), I understand that these spaces are and shall remain the sole property of the District and that the District reserves the right to open and inspect them, as well as any contents, effects, or articles in them, at any time with or without advance notice or my further consent. Such an inspection may be conducted during or after my working hours by a supervisor, department head, Personnel Officer, or any security personnel designated by the District. I understand that, if asked, I will cooperate with the District or its designated representative in connection with any such inspection and hereby consent to such inspections.

I declare that I have read this agreement, understand it, and voluntarily agree to its provisions.

Employee's Name (printed)

Employee's Signature

Date

AGENDA ITEM

Subject: Update on the Seismic and Snow Structural Risk Assessment

Information Provided By: Garrett Higerd, District Engineer

Background

In 2023 the Engineering Department initiated a comprehensive review and update of the long-term Capital Improvement Program (CIP). As a result of that effort, several projects were removed from the CIP and new conceptual projects were added. Many projects needed further engineering analysis to define and determine the scope. After a major water tank and a structure at the wastewater treatment plant were destroyed in the winter of 2023, engineering proposed the addition of a Seismic and Snow Structural Risk Assessment project during the FY25 strategic planning and budget cycle.

In April 2024, engineering issued a Request for Qualifications for a structural consultant with expertise in seismic and snow load assessments, risk evaluation and mitigation planning, and retrofit designs for MCWD's buildings and water and wastewater facilities. Eight qualified statements of qualifications were received and four firms were interviewed. Ultimately Holmes and their subconsultant ImageCat were selected, and a Master Services Agreement and Task Order #1 were negotiated.

Discussion

In August, MCWD and Holmes kicked off Task Order 1 with site visits and an incredible amount of research on facilities, structures, and tanks. Nick Holt, Staff Engineer, was instrumental in this process, as were many others from Operations and Maintenance.

Task Order 1 deliverables have been compiled into a collection of documents, tables, figures, and notes that support the Preliminary Risk Ratings for Facilities and Structures and Suggested Next Steps. The deliverables are available in their entirety upon request. For brevity, Holmes' MCWD Snow & Seismic Evaluations Cover Letter, Attachment H: Preliminary Risk Ratings for Facilities and Structures, and Attachment J: Next Steps Tables and Lists are attached for review and discussion. The recommendations will be incorporated into the FY26 budget and work plan.

Fiscal Impact

Task Order 1 cost \$147,600. Additional work will be negotiated under additional task orders.

Requested Action

Receive update.

Attachments:

- Holmes MCWD Snow & Seismic Evaluations Cover Letter
- Holmes Attachment H: Preliminary Risk Ratings for Facilities and Structures
- Holmes Attachment J: Next Steps Tables and Lists

MCWD Snow & Seismic Evaluations

To:	Nick Holt	Project:	U24199.10
Company:	MCWD	Revision:	Rev1
From:	Mark Ellis & Shannon Abeling		
Date:	January 9, 2025		
Subject:	Task Order 1 Deliverables		

In Task Order 1, Holmes US (Holmes) was engaged by Mammoth Community Water District (MCWD) to perform seismic and structural (snow load) screening evaluations of the MCWD's existing facilities and assets, which are located throughout Mammoth Lakes, California. ImageCat Inc. (ImageCat) was engaged by Holmes as a subconsultant to assist primarily with the seismic evaluation of the tanks and pipelines. The main purpose of the Task Order 1 assessments was to develop preliminary qualitative risk ratings for representative MCWD facilities and structures (and exposure evaluations of the pipelines), as well as provide preliminary mitigation recommendations and suggested next steps, to assist MCWD with future planning.

This document provides a compilation of the Task Order 1 deliverables, which are attached and also briefly described on the following pages:

- Attachment A: Memo - MCWD Snow & Seismic Evaluations: August 21-22, 2024 Facility Visits
- Attachment B: Memo - MCWD Snow & Seismic Evaluations: September 21-25, 2024 Site Visits
- Attachment C: MCWD Seismic Hazards
- Attachment D: Snow Evaluation Methodology
- Attachment E: Facilities and Structures Tables
- Attachment F: Tanks Dimensional Information Summary
- Attachment G: Seismic Risks to MCWD Water Tanks
- Attachment H: Preliminary Risk Ratings for Facilities and Structures
- Attachment I: Earthquake Exposure Evaluation of MCWD Pipelines
- Attachment J: Next Steps Tables and Lists

A supplementary document titled 'September 2024 Site Visit Notes' is also submitted with this deliverable and contains unedited field notes and observations. Although these notes provide valuable context, the Attachments noted above contain the final data and in some cases supersede the information in the site visit documentation.

Limitations

Findings presented as a part of this project are for the sole use of MCWD in their evaluation of the subject assets. The findings are not intended for use by other parties and may not contain sufficient information for the purposes of other parties or other uses.

Our conclusions are based on our visual observations, our review of the existing drawings and documents, and our experience with these asset types. No material sampling or destructive testing has been undertaken. Our professional services are performed using a degree of care and skill normally exercised, under similar circumstances, by reputable consultants practicing in this field at this time. No other warranty, expressed or implied, is made as to the professional advice presented in this report.

TASK ORDER NO. 1 SCOPE OF WORK

The ‘Task Order No. 1’ agreement between Holmes and MCWD dated August 13, 2024, describes Holmes’ scope of work, which was generally as follows:

1. Develop the Scope of Work and Work Plan for Task Order 1.
2. Conduct initial site visit and interviews with MCWD staff to develop understanding of operations, emergency plans, and critical assets needed to provide water and wastewater services.
3. Determine the risk assessment metrics and performance criteria to be used for the seismic and snow screening.
4. Review seismic and snow hazards on a District-wide basis.
5. Perform seismic and structural condition assessments for the relevant District assets, including
 - o Briefly reviewing drawings to identify key structural/seismic features
 - o Conducting a 5-day site visit to document and visually evaluate the existing condition of the structures and to assess seismic bracing/anchorage of non-structural items.
6. Perform screening evaluation of assets to assess their vulnerabilities and expected performance, including
 - o Assessing the roof capacity of representative buildings/structures for snow loading
 - o Using experience/judgement (based on ASCE 41 guidelines) to identify assets most likely to be vulnerable to seismic shaking.
7. Develop Initial Qualitative Risk Rankings.
8. Develop Initial Mitigation Recommendations and Prioritization.
9. Perform Exposure Evaluation of Pipelines.
10. Compile and Submit Task Order 1 findings to District.

**MEMO TITLED “MCWD SNOW & SEISMIC EVALUATIONS: AUGUST 21-22, 2024 FACILITY VISITS”
(SEE ATTACHMENT A)**

This memo was submitted to as an interim deliverable following the site visit on August 21-22, 2024. On this visit, Bill Graf of ImageCat and Mark Ellis of Holmes met with MCWD staff and briefly toured the sites of many of the main MCWD facilities with the goal of understanding of key system components and operations. The memo provides notes that summarize the discussions and initial site observations.

**MEMO TITLED “MCWD SNOW & SEISMIC EVALUATIONS – SEPTEMBER 21-25, 2024 SITE VISITS”
(SEE ATTACHMENT B)**

This memo was submitted to as an interim deliverable following the site visit on September 21-25, 2024. The memo includes initial recommendations for mitigation or monitoring measures that could be implemented prior to or during the 2024/25 winter. The memo also references folder locations with copies of Holmes’ notes and findings from the site visits. These notes have been included as the supplementary document titled ‘September 2024 Site Visit Notes’.

MCWD SEISMIC HAZARDS (SEE ATTACHMENT C)

This document authored by ImageCat describes the earthquake hazards for the MCWD service area. Seismic parameters considered include strong ground shaking and ground failures: surface fault rupture, earthquake-induced slope instability and soil liquefaction.

SNOW EVALUATION METHODOLOGY (SEE ATTACHMENT D)

This document provides an overview of procedures used by Holmes to determine the snow hazard (load) and the expected roof snow capacity of the MCWD buildings and tanks. In other words, this document describes the approach taken and assumptions made to determine the snow-related information/values presented in the Facilities and Structures Table (Attachment E).

**EXCEL SPREADSHEET NAMED “FACILITIES AND STRUCTURES TABLES”
(SEE ATTACHMENT E FOR PRINTED COPY)**

The Facility and Structures Table is a excel document that was used to capture relevant information about the buildings and other MCWD assets throughout Task Order 1. General information (e.g., building name, dimensions, construction material, year of construction, etc.) was initially provided by MCWD and supplemented by Holmes following drawing review and site visits. Design information (e.g., building codes and design snow loads) was similarly collected, where the information was available.

Seismic information for the tanks, such as foundation type and anchorage, was provided by ImageCat. Further information on the tank documentation undertaken by ImageCAT is provided in Attachment G: Seismic Risks to MCWD Water Tanks.

The snow load and capacity information provided in the Facilities and Structures Tables was entered by Holmes. An explanation of how the values were determined is provided in the Snow Evaluation Methodology Document (Attachment D).

The following charts are the culmination of the snow load information. These charts show snow demands as markers or dashed lines and the snow capacity of the roofs as columns, where

- Columns with solid outlines: Snow capacity based on calculations (either performed or reviewed by Holmes)
- Columns with dashed outlines: Snow capacity based on design snow load
- Columns with solid fill: Snow capacity determined using expected values (implementing ASCE 41 methodology, as described in Appendix D.1)
- Columns with no fill: Snow capacity determined using code values (per the relevant material standards)

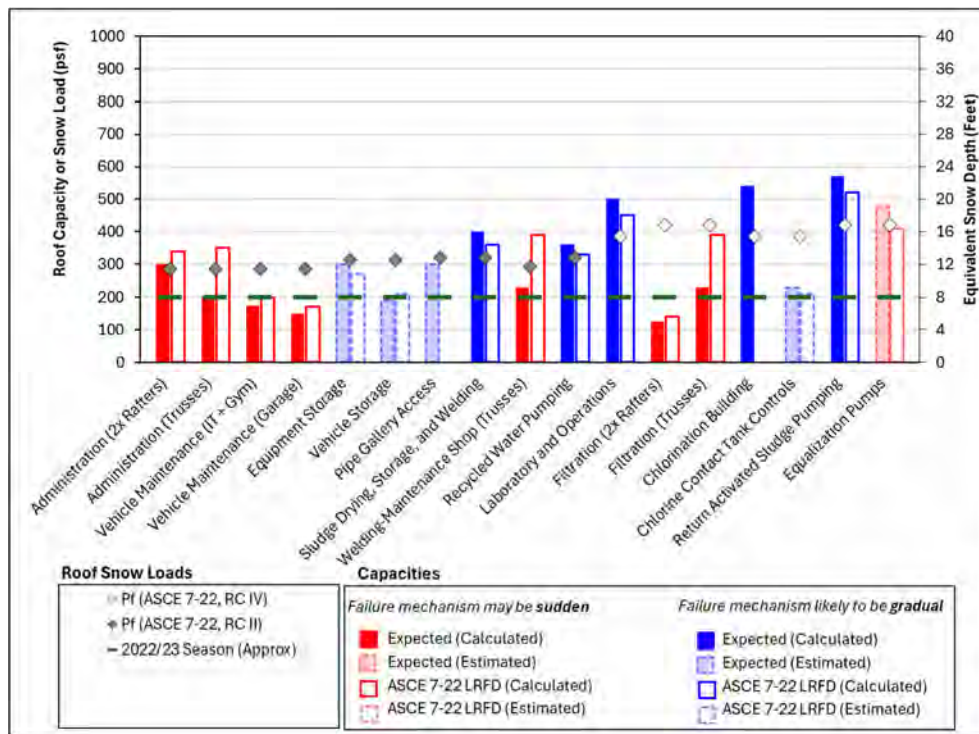


Figure 1 - Roof Snow Loads and Capacities for Admin and WWTP Buildings

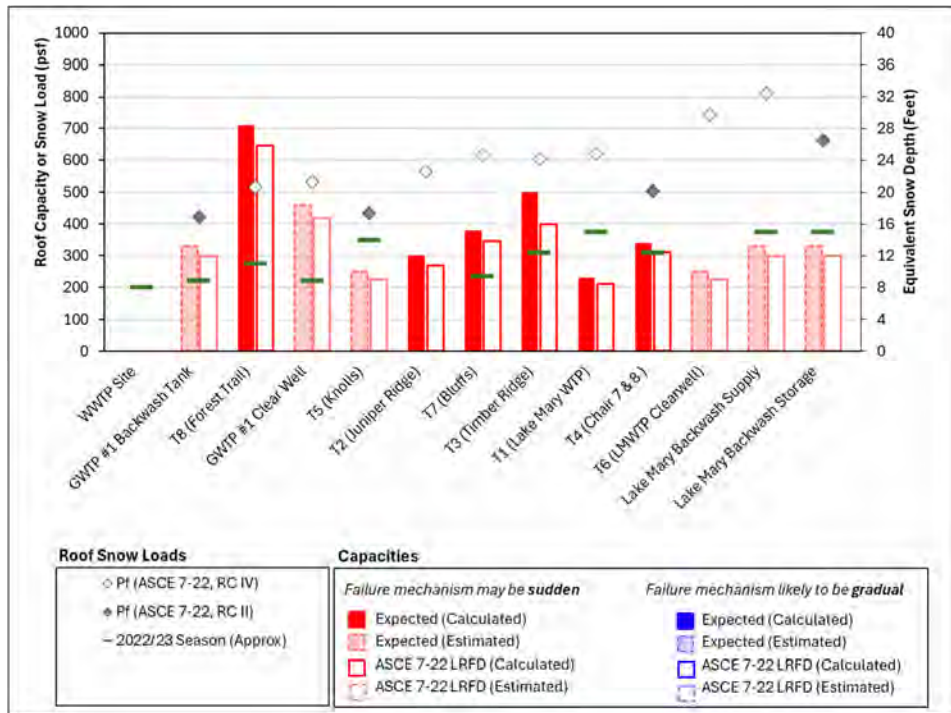


Figure 2 - Roof Snow Loads and Capacities for Tanks

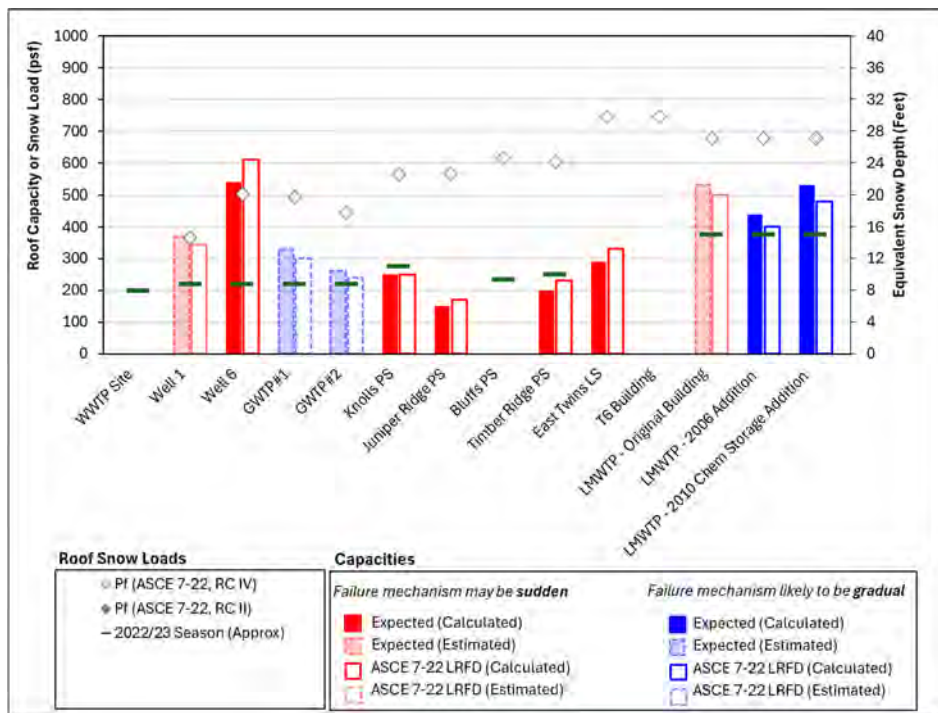


Figure 3 - Roof Snow Loads and Capacities for Water Treatment Plant, Wells, Pump Station, and other Miscellaneous Buildings

TANKS DIMENSIONAL INFORMATION SUMMARY (SEE ATTACHMENT F)

Tank dimensional information, such as shell dimensions, shell thickness, and rafter sizes, is presented in this summary page. The presented data was collected from as-built drawings, design specifications, field measurements, and inspection videos.

SEISMIC RISKS TO MCWD WATER TANKS (SEE ATTACHMENT G)

This document presents a preliminary examination of the seismic risks to the MCWD water storage tanks. Attributes that affect seismic behavior are described. (Data for each tank is presented in Attachment E: Facilities and Structures Tables). The preliminary seismic risk findings are presented and actions for Task Order #2 are recommended.

EXCEL SPREADSHEET NAMED “PRELIMINARY RISK RATINGS FOR FACILITIES AND STRUCTURES” (SEE ATTACHMENT H FOR PRINTED COPY)

The Preliminary Risk Ratings for Facilities and Structures Table presents the preliminary snow, seismic structural, and seismic non-structural risk ratings for each building or asset reviewed during Task Order No 1.

Snow Risk Rating

The preliminary snow risk rating for the evaluated assets was determined using the ratio of the roof snow load (demand) to expected capacity [i.e., the Demand-to-Capacity Ratio or DCR presented in Attachment E: Facilities and Structures Table]. Those with a DCR less than 1.0 were rated Low risk, DCRs of 1.0 to 1.5 were rated Moderate risk, DCRs greater than 1.5 were rated High risk, and DCRs greater than 2.0 were rated Very High risk.

Seismic Structural Risk Rating

The preliminary seismic structural risk was qualitatively rated as Low, Medium, or High based on attributes such as year of construction, construction materials, and current condition of the asset. The risk ratings for tanks are described in Attachment G: Seismic Risks to MCWD Water Tanks. The risk ratings for buildings and in-ground structures were determined using engineering judgement, based on the general principles of ASCE 41, Seismic Evaluation and Retrofit of Existing Buildings.

Seismic Non-Structural Risk Rating

The preliminary seismic risk rating was qualitatively rated as Low, Average, or High based on observations made during the September 2024 Site Visit, when non-structural items that present a potential earthquake hazard were identified and prioritized. A Low risk rating indicates that no items or only low priority items were identified, an Average risk rating indicates that at least one medium priority items was identified, and a High Risk rating indicates that at least one high priority item was identified.

An overview of non-structural items that were classified as high and medium priority is provided in the Next Step List EQ4 and EQ5, respectively (See Attachment J). A full inventory of identified non-structural items that present a potential earthquake hazard is provided on the seismic non-structural screening sheets, which are included in the supplementary document titled 'September 2024 Site Visit Notes'.

EARTHQUAKE EXPOSURE EVALUATION OF MCWD PIPELINES (SEE ATTACHMENT I)

This document describes the investigation undertaken by ImageCAT into the exposure of MCWD pipelines to earthquake hazards (strong ground shaking, liquefaction ground failure, and surface fault rupture). The evaluation encompassed MCWD pipelines associated with potable water, sewer, raw water, and recycled water pipelines. Key attributes considered included pipeline length, diameter, material and joint type, and age.

The risk assessment methodology was designed to identify moderate to high-risk pipeline segments by overlaying earthquake hazard maps with GIS data of pipeline alignments and their attributes throughout the service areas. The exposure analysis undertaken during Task Order 1 is the only first step in quantifying the exposure of the overall system, and recommendations for Task Order 2 tasks are provided.

NEXT STEPS TABLES AND LISTS (SEE ATTACHMENT J)

The Next Steps Tables suggests measures that MCWD can take to reduce risk to assets from earthquake and roof snow loads. There are tables for two time frames: Next Year and 1 to 5 years. Several items for consideration in years 5 to 10 are also noted, however actions for the 5 to 10 year timeframe should be further developed during the next phase of work.

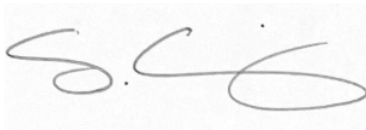
Suggested actions are categorized into the follow categories by asset type and snow/seismic risk:

- Monitoring, Preparation and Response
- Other Operational Measures
- Field Investigation
- Further Evaluation
- Other

The tables refer to supplementary lists that provide additional detail or itemization to the suggested actions.

Please do not hesitate to contact the undersigned for further information.

Sincerely,



Shannon Abeling
Project Engineer
shannon.abeling@holmes.us

Reviewed by:



Mark Ellis
Natural Hazards Risk Specialist
mark.ellis@holmes.us

Attachment H: Preliminary Risk Ratings for Facilities and Structures

Preliminary Risk Rating for Facilities and Structures

Category	#	Structure/Asset Name	Type	Criticality	Visited?	Preliminary Risk Rating		
						Snow	Seismic Structural	Seismic Non-Structural
Admin Buildings	1	Administration	Building	Medium	Y	Medium	High	Average
Admin Buildings	2	Vehicle Maintenance	Building	Medium	Y	High	High	High*
Admin Buildings	3	Equipment Storage	Building	Medium	Y	Low to Medium	Low	Average
Admin Buildings	4	Vehicle Storage	Building	Medium	Y	High	Low	Average
WWTP Buildings	10	Laboratory and Operations	Building	High	Y	Low	Medium ¹	High*
WWTP Buildings	11	Turbo Blowers and Filtration	Building	High	Y	Very High	High	High*
WWTP Buildings	12	Chlorination Building	Building	High	Y	Low	Medium ¹	High*
WWTP Buildings	13	Chlorine Contact Tank Controls	Building	High	Y	High ²	Low	Low
WWTP Buildings	14	Pipe Gallery Access	Building	Low	Y	Medium ³	Low	-
WWTP Buildings	15	Return Activated Sludge Pumping	Building	High	Y	Low	Low	Average
WWTP Buildings	16	Sludge Drying, Storage, and Welding	Building	Low	Y	Low	Medium ⁴	High*
WWTP Buildings	17	Welding-Maintenance Shop	Building	Low	Y	Medium	High	High*
WWTP Buildings	18	Equalization Pumps	Building	High	Y	Low	Medium ¹	Average
WWTP Buildings	19	Recycled Water Pumping	Building	Low	Y	Low	Low	High*
WWTP Process	51	Headworks	In-Ground	High	Y	Low	Low	
WWTP Process	52	Primary Clarifiers	In-Ground	High	Y	Low	Low	High
WWTP Process	53	Aeration Basins	In-Ground	High	Y	Low	Low	High
WWTP Process	54	Secondary Clarifiers	In-Ground	High	Y	Low	Low	High
WWTP Process	55	Aerobic Digesters	In-Ground	High	Y	Low	Low	
WWTP Process	56	Sludge Dewatering	In-Ground	Low	Y	Low	Low	
WWTP Process	57	Chlorine Contact Tank	In-Ground	High	Y	Low	Low	
WWTP Process	58	WWTP Effluent Outfall Line	In-Ground	High	Y	Low	Low	
WWTP Process	59	Tertiary Filtration	Equipment	Med	Y	Low	Low	
WWTP Process	60	Equalization and Recycled Water Basins	In-Ground	High	Y	Low	Medium	
WWTP Process	63	Pipe Galleries	In-Ground	High	Y	Low	Low	
WWTP Process	64	Chlorine Contact Basin	In-Ground	Low	Y	Low	Low	
WWTP Process	65	Chlorination	Equipment	High	Y	Low	-	
WWTP Process	66	Yard Piping	In-Ground	High	Y	Low	Medium	
WWTP Process	96	Digester Blowers	Equipment	Low	Y	Low	-	
WWTP Process	97	Turbo Blowers for Aeration Basins	Equipment	High	Y	Low	-	
WWTP Process	98	Secondary Effluent Pumps	Equipment	High	Y	Low	-	
WWTP Process	99	Digester Pumps and Equipment	Equipment	Low	Y	Low	-	
WTPs		Lake Mary Water Treatment Plant - Original Building	Building	High	Y	Medium ⁵	High	High*
WTPs		LMWTP - 2006 Addition	Building	High	Y	Medium ^{5,6}	Medium ⁷	High*
WTPs		LMWTP - 2010 Chem Storage Addition	Building	High	Y	Medium ⁵	Low	High*
WTPs		Groundwater Treatment Plant #1	Building	High	Y	High	Low ⁸	High*
WTPs		Groundwater Treatment Plant #2	Building	High	Y	High	Low ⁹	High*

Category	#	Structure/Asset Name	Type	Criticality	Visited?	Preliminary Risk Rating		
						Snow	Seismic Structural	Seismic Non-Structural
WTPs		Well 1	Building	High	Y	Low	Medium ¹	
Pump Station		BLUFFS PS (T7)	Building	High	Y	TBD	Low	Low
Pump Station		KNOLLS PS (T5)	Building	Medium	Y	Very High	High	Average
Pump Station		TIMBER RIDGE PS (T3)	Building	Medium	Y	Very High	High	Average
Pump Station		JUNIPER RIDGE PS (T2)	Building	High	Y	Very High	High	Average
Tanks		T1 (Lake Mary WTP)	Tank	High	Y	Medium	High ¹⁰	
Tanks		T2 (Juniper Ridge)	Tank	High	Y	Medium	High ¹⁰	
Tanks		T3 (Timber Ridge)	Tank	High	Y	Low	Low	
Tanks		T4 (Chair 7 & 8)	Tank	Medium	Y	Medium	High ¹⁰	
Tanks		T5 (Knolls)	Tank	Medium	Y	High	High ¹⁰	
Tanks		T6 (LMWTP Clearwell)	Tank	High	Y	Medium	High ¹⁰	
Tanks		T7 (Bluffs)	Tank	High	Y	Medium	Low	
Tanks		T8 (Forest Trail)	Tank	High	Y	Low	Low	
Tanks		GWTP #1 Clear Well	Tank	High	Y	Medium	Medium	
Tanks		GWTP #1 Backwash Storage	Tank	High	Y	Medium	TBD	
Tanks		GWTP #2 Clear Well	Tank	High	Y	Low	Low	
Tanks		Lake Mary Backwash Supply	Tank	High	Y	Very High	High	
Tanks		Lake Mary Backwash Storage	Tank	Low	Y	Very High	TBD	
Wells		Well 1	Building	High		See WTPs Well 1		
Wells		Well 6	Building	High	N	Low	High	
Wells		Well 15	Vault	High	Y	Low	Low	
Wells		Well 25	Building	High	Y	TBD	TBD	
PRS		BLOCKHOUSE PRV	Building	High	Y	TBD	High	
PRS		BLUFFS PRV	Building	High		See Bluffs Pump Station		
PRS		KNOLLS PS PRV	Building	Medium		See Knolls Pump Station (shared building)		
PRS		T2 FILL PRV	Building	High		See Juniper Ridge Pump Station (shared building)		
PRS		T4 CONTROL VALVE	Building	Medium		See Timber Ridge PS		
PRS		TIMBER RIDGE PRV	Building	Medium		See Timber Ridge PS		
PRS		TWIN LAKES PRV	Vault	High	Y	Low	TBD	
PRS		T6 Building	Building	High	Y	TBD	High	High*
Lift Station		EAST MARY LS	Building	High	Y	TBD	High	
Lift Station		EAST TWIN LS	Building	High	N	Very High	High	

Risk Rating Notes:

- ¹ Medium is due to building construction type (CMU walls). Damage (e.g. cracking in block walls) is expected in a large earthquake, but no mitigation is recommended at this time.
- ² High risk rating is likely to reduce to Medium or Low after further review.
- ³ Ledger angles and metal roof shows signs of deterioration, would reduce to low if repaired.
- ⁴ Medium is due to shared wall with Welding-Maintenance Shop..
- ⁵ Medium is due to the very high snow load specified by ASCE7-22 at this location. Roof is relatively new, so no mitigation is recommended at this time.
- ⁶ Snow risk changed from High (based on DCR) to Medium (based on judgement).
- ⁷ Medium is because of small (1") gap between Addition and Original Building. Pounding damage is expected in a large earthquake, but no mitigation is recommended at this time.
- ⁸ Chemical room (CMU walls w/ light roof) may require additional roof anchors.
- ⁹ Toilet room (CMU walls w/ light roof) may require additional roof anchors.
- ¹⁰ Based on limited available info, May be conservative.
- * High Risk rating indicates that at least one high priority item was identified.

Attachment J: Next Steps Tables and Lists

Suggested Next Steps for MCWD Snow & Seismic Risk Mitigation Project

Next Year:	Buildings/Structures		Equipment/Contents		Tanks		Pipelines	
	Snow	Seismic	Snow	Seismic	Snow	Seismic	Snow	Seismic
Monitoring, Prep & Response	See List SN1	See List EQ1			See List SN1	See List EQ1		
Other Ops Meas.								
Field Investigation	Wood roof framing condtn & connections for selected bldgs. See List SN2	Block wall grouting at selected bldgs. See List EQ2			Obtain additional info for selected tanks. See List SN3	Determine shell thicknesses for selected tanks. See List EQ3		
Further Evaluation	Develop Snow + Seis. Retrofit Scheme and ROM Cost for: <ul style="list-style-type: none"> • Admin Building (co-ord with Title 24 & ADA upgrades) • Vehicle Maint. Building • Filter Building • Vehicle Storage Bldg (snow rails/roofing integrity). • Welding/Maint. Shop • Lake Mary WTP original building (seismic) Evaluate retrofit vs replace options for Equaliz. Basin. (and RW Basin?)				Additional snow analysis (and retrofit concepts) for selected tanks. See List SN3	Additional seism. analysis (and retrofit concepts) for selected tanks. See List EQ3		Vulnerability Study to estimate no. of breaks/leaks, repair times and outages for EQ Scenarios. Begin mitigation planning based on results.
Design and Construct Retrofit	Snow + Seismic retrofit of: <ul style="list-style-type: none"> • Juniper PS • Knolls PS • Timber Ridge PS 			Anchor/brace 2025 Priority Items. See List EQ4	-	-		
Other	<ul style="list-style-type: none"> • Nick to continue evaluation of snow loading conditions vs ASCE 7-22 • Further Geotech investigation (SGS to develop markup maps showing potential unstable slopes/rockfalls, also avalanche) • Further Evaluate Operational Aspects of MCWD Seismic Risk • Develop Quantitative Damage/Loss and Downtime Estimates (incl EQ Scenarios - Hartley Springs, Hilton Creek) • Perform Benefit-Cost Analysis of Retrofit (need ROM costs) 							

1 to 5 Years:	Buildings/Structures		Equipment/Contents		Tanks		Pipelines	
	Snow	Seismic	Snow	Seismic	Snow	Seismic	Snow	Seismic
Monitoring, Prep & Response	Refine/ Update	Refine/ Update			Refine/ Update	Refine/ Update		
Other Operational Measures					TBD based on outcomes of next year's evaluations			
Field Investigation								
Further Evaluation	Priority 2 Structures TBD							
Design and Construct Retrofit	Snow + Seismic retrofit of: <ul style="list-style-type: none"> • Admin Building (or replace) • Vehicle Maint. Building • Filter Building • Vehicle Storage Bldg (if needed for snow) • Lake Mary WTP (seismic) • Blockhouse (seismic) • Welding/Maint. Shop • T6 Building • Lift Station Buildings • Well Building(s) Retrofit (or replace?) Equaliz. Basin (and RW Basin?)			Anchor/brace Years 1-5 Priority Items. See List EQ5.	Snow + seismic retrofit (or replacement?) of selected tanks (TBD)			TBD based on outcomes of next year's evaluations
Other	Any items not addressed next year or additional items identified in Task Order 2 Evaluations							

5 to 10 years:

- GWTP 1 and 2 – further snow evaluations of buildings
- Continue design and construction of retrofits of buildings, facilities, or pipelines not completed in the 1-5 years timeframe.
- 5-yearly audit of non-structural seismic equipment and contents
- 5-yearly review of emergency response plans and preparations
- 10-yearly review of existing snow and seismic conditions across all assets
- If major renovation work is being done to a building (e.g., the Laboratory and Operations Building), incorporate ASCE 41 evaluation and upgrades where warranted.

List SN1: Snow Monitoring, Preparation and Response Measures

For the following Buildings:

- Monitor roof snow depth (and roof deflection where noted by *)
- Be prepared to shovel the roof or install temporary shoring if needed
- Stockpile materials for temporary shoring
 - WWTP Turbo Blowers & Filtration* (shovel/shore if roof snow > 5 ft, or truss defl > 1")
 - Administration (shovel/shore if roof snow > 8 ft)
 - Vehicle Maintenance (shovel/shore if roof snow > 8 ft)
 - Equipment Storage (remove cornices at eaves on west side)
 - Vehicle Storage (shovel if roof snow > 8 ft, or if unbalanced north vs south side)
 - WWTP Welding-Maintenance Shop* (shovel/shore if roof snow > 9 ft, or truss defl > 3/4")
 - LMWTP Original Building, 2006 Addition & 2010 Addition (shovel/shore if roof snow > 20 ft!)
 - GWTP1 (shovel if roof snow > 12 ft, or if unbalanced west vs east side)
 - GWTP2 (shovel if roof snow > 10 ft, or if unbalanced west vs east side)
 - Well 1 (shovel if roof snow > 15 ft)
 - Juniper Ridge PS (shovel/shore if roof snow > 6 ft)
 - Timber Ridge PS (shovel/shore if roof snow > 8 ft)
 - Knolls PS (shovel/shore if roof snow > 10 ft)
 - Other Wells TBD
 - Lift Stations TBD

For the following Water Tanks:

- Monitor roof snow depth
- Trial Rob Motley's suggestion for reducing roof snow via active ventilation
- Be prepared to clear the roof/cornices if needed
 - Tank 5 (clear if roof snow > 10 ft, or unbalanced/corniced)
 - Tank 1** (clear if roof snow > 10 ft, or unbalanced/corniced)
 - Tank 2** (clear if roof snow > 10 ft, or unbalanced/corniced)
 - Tank 4*** (clear if roof snow > 10 ft, or unbalanced/corniced)
 - Tank 6** (clear if roof snow > 10 ft, or unbalanced/corniced)
 - Tank 7 (clear if roof snow > 15 ft, or unbalanced/corniced)
 - GWTP1 Clearwell and Backwash tanks (clear if roof snow > 15 ft, or unbalanced/corniced)
 - Lake Mary Backwash and other tank (clear if roof snow > 12 ft, or unbalanced/corniced)

** Typically gets a lot of wind and/or sun, so should be ok. But monitor anyway

*** Steeper roof, so snow typically slides off. But monitor anyway

Note: In future years, MCWD should be able reduce the extent of building and tank monitoring/shoveling, based on findings of further investigation, and/or retrofits constructed.

List EQ1: Earthquake Preparation and Response Measures

- Update the MCWD emergency response plan to include more specific earthquake-related measures.
- Include post-EQ ATC-20-based inspection protocols (both rapid and detailed) for buildings and guidance on how to assess safety for reoccupancy. Consider pre-coordinating with TOML regarding AHJ inspections/procedures for occupancy.
- Include inspection protocols for tanks and pipelines.
- Consider making pre-arrangements with contractors for priority response post-EQ.
- Stockpile materials for temporary stabilization (co-ordinate with snow shoring materials) and ensure adequate spare parts for equipment repairs (e.g. belts at primary clarifiers)
- Consider implementing ShakeCast for buildings, tanks and in-ground assets
- Consider installing strong motion instrument(s) at key location(s), in coordination with USGS.

List SN2: Buildings to Field Investigate Existing Roof Conditions:

For the following wood-roof buildings, perform probes or invasive investigation (e.g. localized removal of ceilings), to identify the existing condition of the roof framing and/or connections. These are locations where there is insufficient information on the drawings, or a reasonable chance that deterioration may be present. Conservative assumptions were preliminarily made when calculating the capacity of these members and/or connections in Task Order 1; these capacities can be potentially be revised upwards after field investigation:

- Administration*
- Vehicle Maintenance
- WWTP Turbo Blowers & Filtration*
- Welding-Maintenance Shop (also investigate conditions at east wall interface with Sludge Drying, Storage, and Welding Building)

* Also confirm whether or not there is lightweight concrete fill on the roof, as specified in the original drawings.

Coordinate the above roof investigations with the block wall grouting investigation (see list EQ2), and with the further evaluation of snow and seismic retrofit options

For the following steel-roof buildings (where structural drawings are missing), field measure existing framing sizes and connections. Conservative assumptions were preliminarily made when calculating the snow capacities of these roofs in Task Order 1; these capacities can be potentially be revised upwards after field measurement.

- Vehicle Storage
- Chlorine Contact Tank Control

List EQ2: Buildings to Field Investigate Block Wall Grouting

The following buildings have visible cracking in their block walls, indicating that the cells may not be fully grouted. This is consistent with experience from the maintenance team when coring or drilling into these walls. Inadequate grouting may compromise the seismic stability of the walls, therefore it is advisable to understand the extent of the missing or inadequate grouting, before deciding on seismic retrofit measures. This investigation may involve a combination of infrared scanning and localized drilling or face shell removal. Some rebar scanning may also be warranted.

- Administration
- Vehicle Maintenance
- WWTP Turbo Blowers & Filtration
- Welding-Maintenance Shop [?]

List SN3 & EQ3: Tanks to obtain field measurements (for Snow & Seismic)

For the following tanks, obtain further information including shell plate thicknesses, interior beam and column sizes and spacings. This will enable the snow capacities of the roofs to be more reliably estimated, to decide whether any retrofit for snow is warranted. It will also enable a seismic analysis of the tanks to be performed, to better determine their expected seismic performance, and to assess options for seismic retrofit where warranted.

- Tank 1
- Tank 2
- Tank 4 (most info is on drawings, but needs verification)
- Tank 5
- Tank 6
- GWTP #1 bolted tanks
- Lake Mary WTP Backwash Supply and Backwash Storage tanks

List EQ4: 2025 Priority Items for Equipment/Contents Anchorage/Bracing

The highest priority mitigation measures to reduce damage and downtime to non-structural items in the event of an earthquake include:

1. Anchor computer cabinets/equipment and furniture in the Server Room in the Vehicle Maintenance Building.
2. Provide additional anchorage for the emergency generator located outside the north side of the Vehicle Maintenance Building (the existing bolts appear undersized).
3. Anchor lab equipment and furniture in the Laboratory and Operations Building.
4. Remove or restrain the miscellaneous loose items stored near the furnace located in the Electrical Maintenance room on the mezzanine floor of the Chlorination Building. These items are likely to shift in an earthquake and may collide with the furnace and/or propane gas line, resulting in a fire hazard.
5. At the Tank 6 support building, anchor the emergency generator to its support platform.
6. Provide restraints (e.g., velcro straps) for UPS devices and batteries that service critical equipment.
7. Provide bracing for suspended gas heaters in the Sludge Drying, Storage, Welding Building and Welding and Maintenance Shop, Recycled Water Pumping Building, GWTP#1, and GWTP#2

FEMA E-74 provides guidance on anchorage/bracing for typical nonstructural items:

[fema_earthquakes_reducing-the-risks-of-nonstructural-earthquake-damage-a-practical-guide-fema-e-74.pdf](#).

If needed, Holmes can provide information on anchorage/bracing for specific items.

List EQ5: Years 1 to 5 Items for Equipment/Contents Anchorage/Bracing

Other high and medium priority mitigation measures to reduce damage and downtime to non-structural items in the event of an earthquake include:

Fire Protection

1. Restrain fire extinguishers (e.g., replace cabinet windows or provide quick-release strap)
2. Provide additional bracing for sprinkler piping where bracing is inadequate per current NFPA 13 requirements (e.g., Vehicle Storage Building)
3. At the Lake Mary Water Treatment Plant, provide a flexible coupling for the fire suppression piping that services the Chemical Storage Addition at the location where the piping crosses the seismic gap between the 2006 and 2010 Additions.

Hazardous Materials

4. Review the anchorage of the following tanks and provide/upgrade restraints as needed:
 - a. Floc Tank in the Filtration Building Chemical Feed Room
 - b. Floc Tank in the Sludge Drying, Storage, and Welding Building
 - c. Polymer Tank at the Lake Mary Water Treatment Plant
 - d. Caustic Soda Tanks at the Lake Mary Water Treatment Plant
 - e. Ferric Chloride Tank at the GWTP#1
 - f. Sodium Hypochlorite Tank at Well 1
5. Review storage of miscellaneous hazardous materials and provide restraints as required, particularly in the following building:
 - g. Vehicle Maintenance Building Garage
 - h. Filtration Building
 - i. Welding and Maintenance Shop
6. Provide anchorage for Flammables Storage Cabinets.
7. Work with AmeriGas to review and update the anchorage of exterior propane tanks.

Processes

8. Mitigation probably not practical for Primary Clarifiers but consider having replacement parts available for skimmers and chain assembly.
9. Interior divider walls at Aeration Basins likely to sustain damage in a moderate earthquake, but mitigation may not be practical.
10. Design and install "locking" mechanism for the interior cylinder of the Secondary Clarifier not in use.
11. Review the anchorage/bracing of the following equipment and provide/upgrade restraints as needed:
 - a. ISCO samplers at Headworks and in Pipe Gallery
 - b. Air blower in the Turbo Blower and Filtration Building Electrical Room
 - c. Disk Filter, Pentair Tanks, and Rosedale Valve in the Turbo Blower and Filtration Building Filter Room

- d. Screw Press Sludge Catch in the Sludge Drying, Storage, and Welding Building
 - e. Dewatering PLC in the Sludge Drying, Storage, and Welding Building
 - f. Valve activator, Pumps Motor, and Vent Line in the Digester Gallery
 - g. Peristaltic Metering Pump at Well 1
12. Review the anchorage/bracing of pipes at the following locations:
- a. Lake Mary Water Treatment Plant
 - b. Knolls Pump Station
 - c. Juniper Ridge Pump Station

Mechanical/Electrical

13. Review anchorage of all switchgear, MCCs, and other electrical cabinets or equipment and provide additional anchorage as required.
14. Review anchorage of HVAC units, and provide anchorage as required (e.g., brackets to walls or floor).
15. Provide metal retainer straps to better restrain the 'C-Clamps' that are used to suspend critical piping (e.g., at the Lake Mary Water Treatment Plant), conduit (e.g., in the Laboratory and Operations building electrical room) or lights (e.g., in the Chlorination Building).

Storage

16. Provide anchorage (e.g., brackets to walls or floor) for tall filing cabinets, shelving units, or other furniture/contents, particularly if the unit is likely to block an egress path if it slides or topples.
17. Review anchorage of all storage racks, and provide additional anchorage as required.

Other Items

A full inventory of identified non-structural items that present a potential earthquake hazard is provided on the seismic non-structural screening sheets, which are included in the supplementary document titled 'September 2024 Site Visit Notes'.

FEMA E-74 provides guidance on anchorage/bracing for typical nonstructural items:

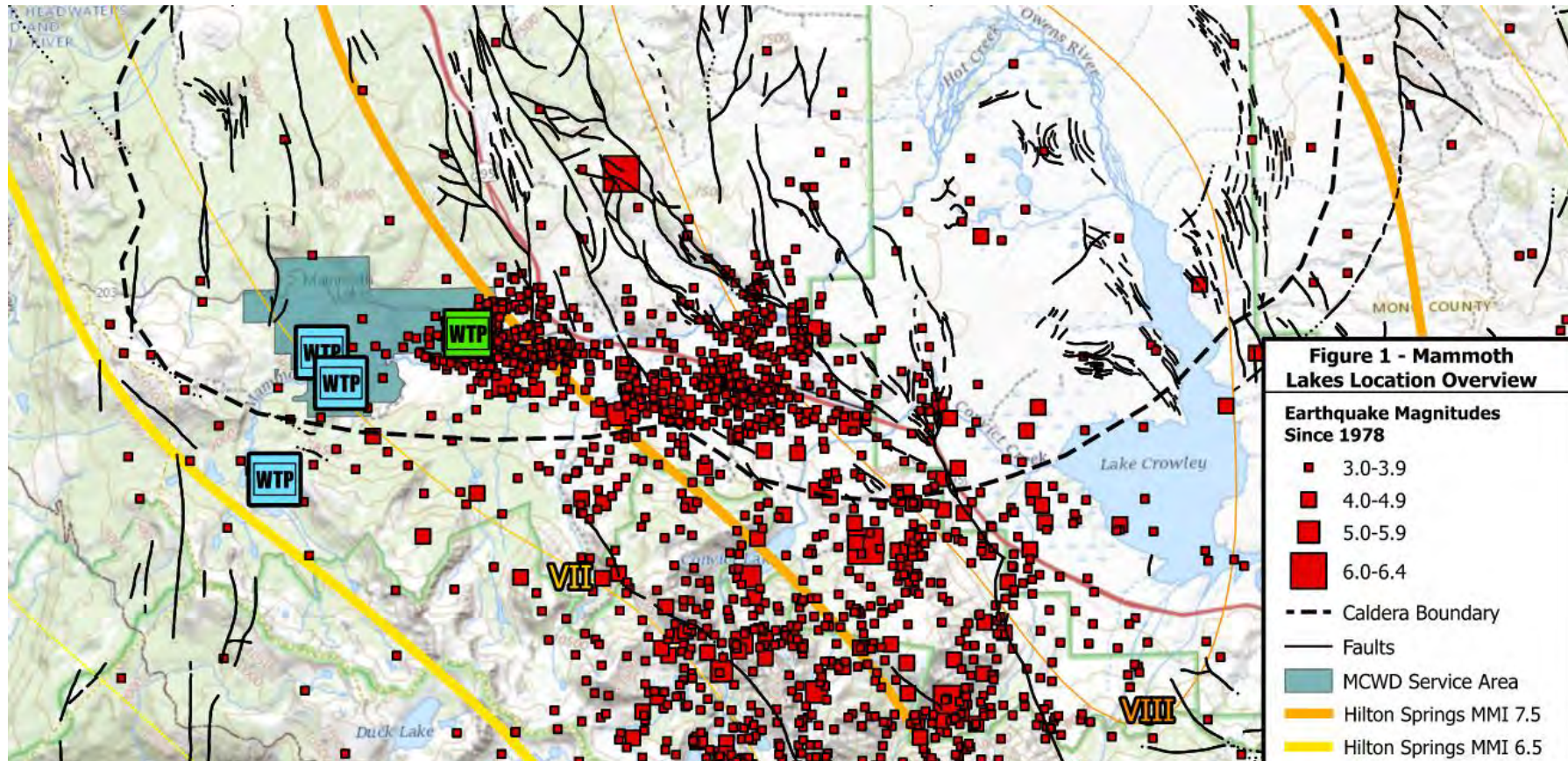
[fema_earthquakes_reducing-the-risks-of-nonstructural-earthquake-damage-a-practical-guide-fema-e-74.pdf](#).

If needed, Holmes can provide information on anchorage/bracing for specific items.

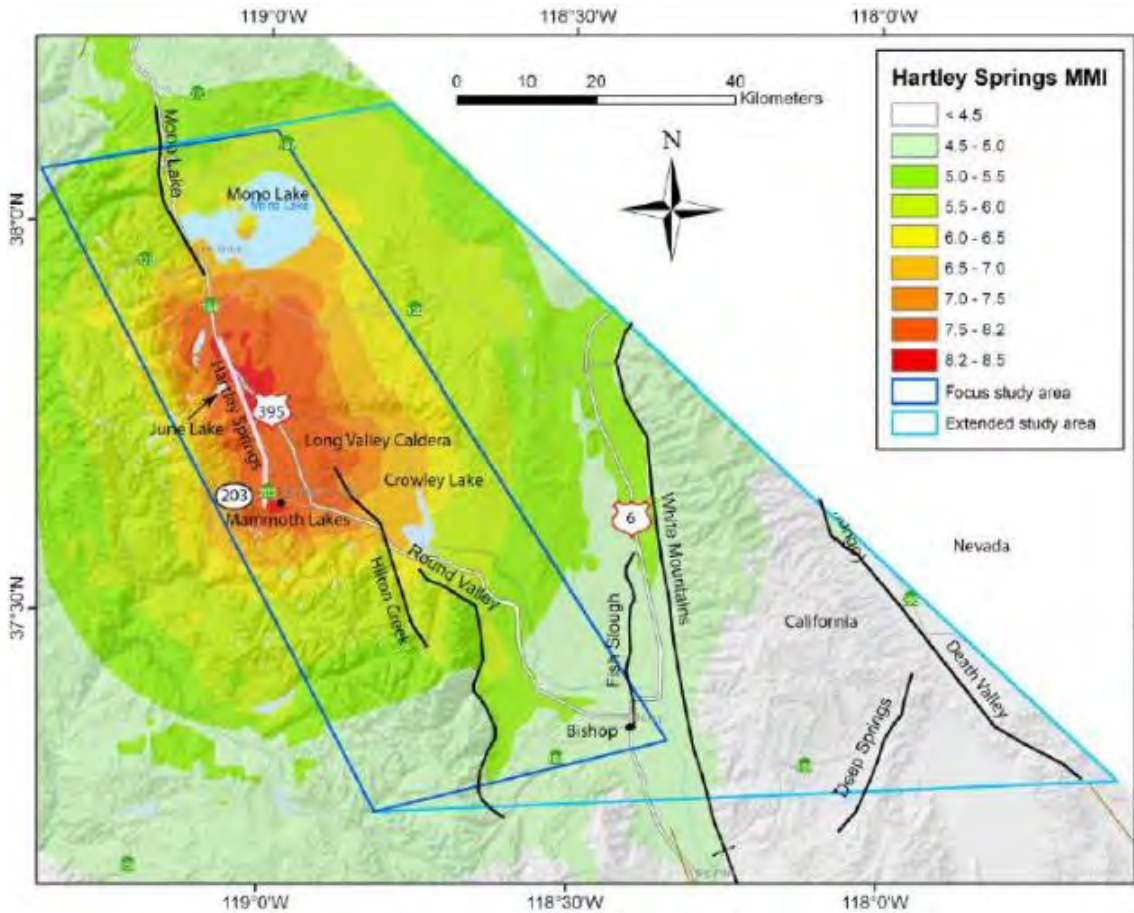
Seismic and Snow Risk Assessment and Mitigation Update



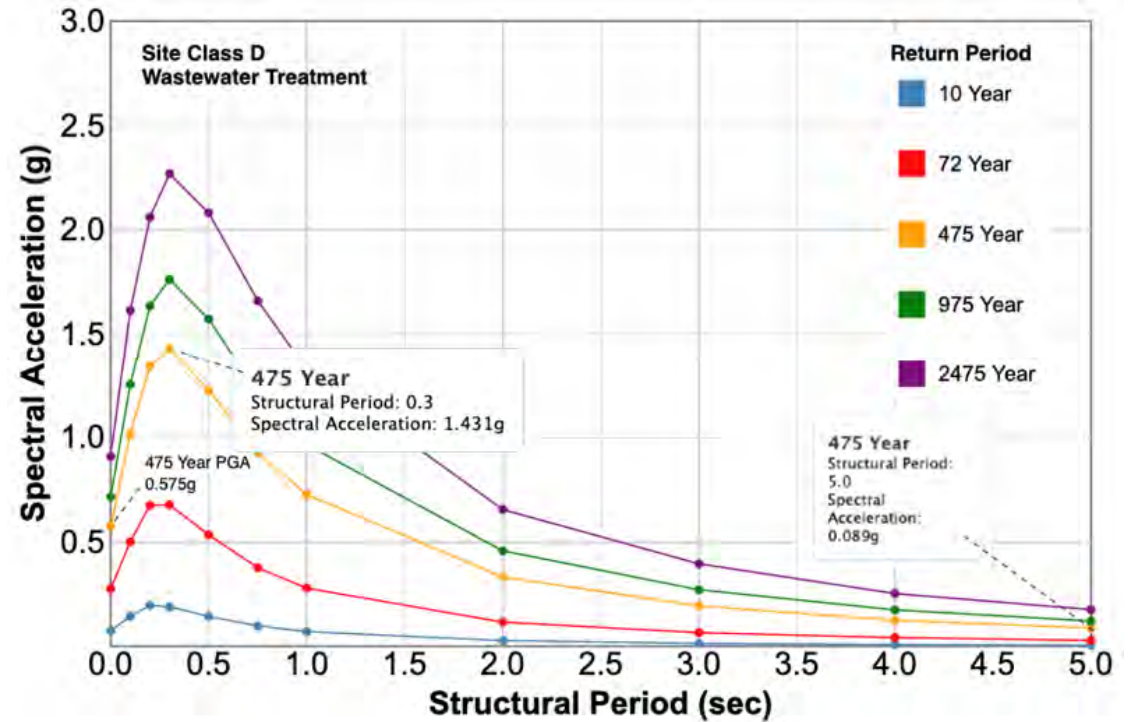
Consultant Selection and Task Order 1



Seismic Background



Ground Shaking Intensities for M6.8 on Hartley Springs Fault
Source: USGS/CGS, 2014



Typical 5% Damped Spectra for Mammoth Lakes
Sources: USGS 2018 and ImageCat 2025



Snow Background



Site Visits

Building Name & No. ADMIN

Address/Coordinates _____

Building Dimensions P

Building Materials BLOCK WALLS, INT. WOOD WALLS

Roof Materials MEMBRANE

Lateral System _____

Longitudinal: BLOCK SHEAR WALL

Transverse: ~ ~ ~

HIGH RISK

Evaluation Results:
C = Compliant
NC = Non Compliant
N/A = Not Applicable
U = Unknown

Evaluation Types:
Calc = Calculated
Obs = Observation
(visual or drawings)

Generic Seismic Screening items

Item description	Evaluation Result	Evaluation Type	Evaluator Notes
Load Path	OK N/A	DWGS	TRANSV. WALL MISSING DRAG.
Adjacent buildings	OK	OBS.	
Weak and/or Soft Story	N/A.	-	
Other Vertical Irregularities	N/A.	-	
Geometry	± OK	DWGS	IRREGULAR PLAN
Mass	OK	DWGS	
Torsion	*	DWGS	TRANSV. DIRECTION CANTILEVERING
Overtuning	OK	DWGS	
Foundation Ties	OK	DWGS	

Additional Screening Items for Reinforced Masonry Buildings

Item description	Evaluation Result	Evaluation Type	Evaluator Notes
Shear stress check	OK NG	OBS	Transverse direction
OOP Wall Bending	OK	OBS	
Wall Anchorage	N.G.	DWGS	NO O-D-P ANCHORS
Diaphragm opening at shear walls	OK	DWGS	

PRELIM. RETROFIT CONCEPTS - ADD O-D-P & CONT. TIES.
- ADD PLYWD SHEAR WALL IN TRANSV.
- ADD DRAG BEAMS @ TRANSV. BLOCK WALL

Completed by: SRP
Date: 09/23/24

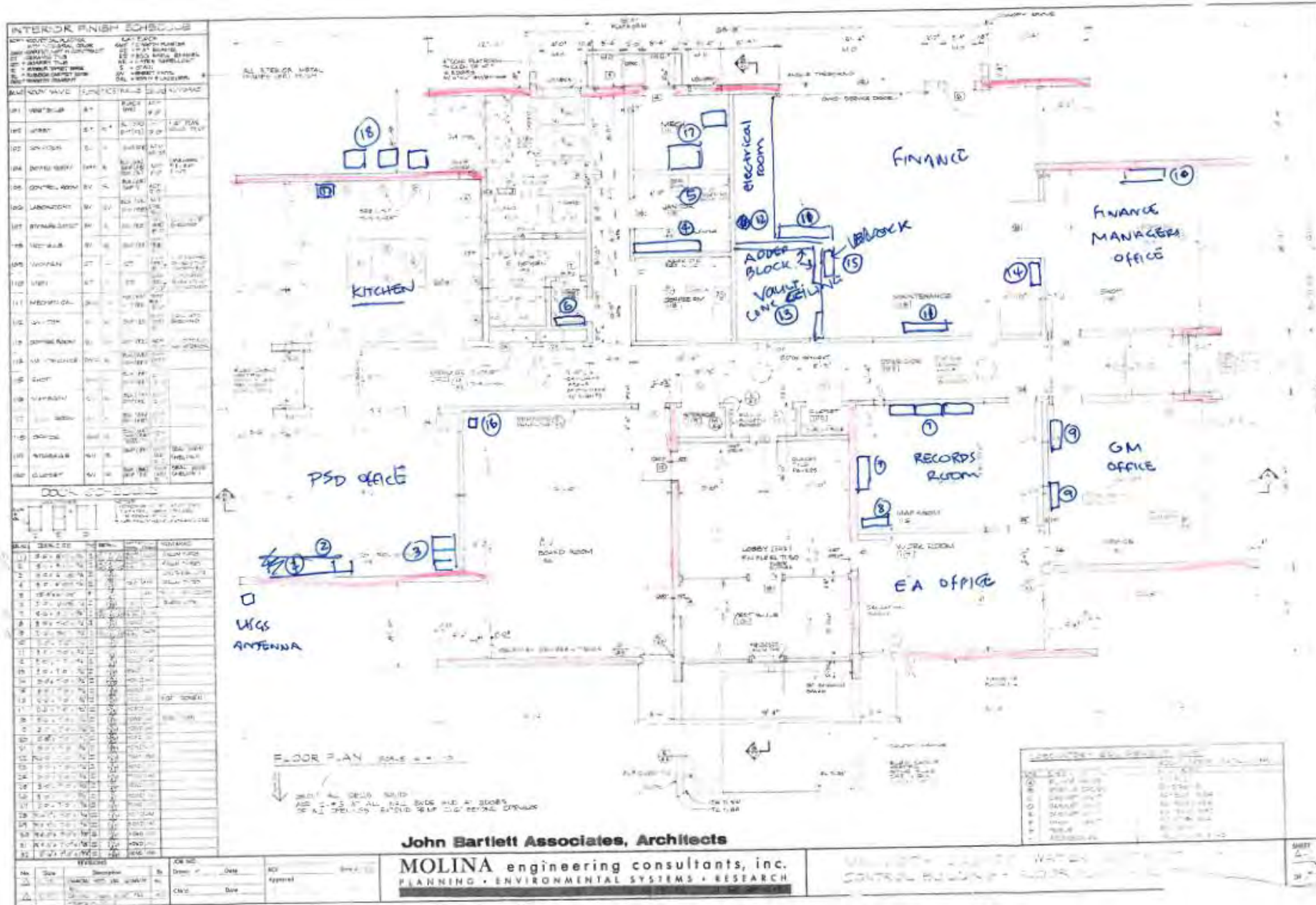
Priorities: L=Low, M=Medium, H=High

Systems: 1=Processes 2=Hazardous Materials 3=Fire Protection 4=Emergency Power 5=Mech/Elect. 6=Communications 7=Computer 8=Architectural 9=Other

Item #	Building or Process #	Building or Process Name	Room or Area Designation	Item Description	Observation	Recommended action	System	Priority
1	01	ADMIN	kitchen	Mail box	unanchored	attach to wall eg screws/ bracket		M
2	01		PSD office	Desk Hutch & shelves	unanchored	attach to wall		M
3	01		PSD office	File cabinets	unanchored	attach together and/or bracket to wall		M
4			utility	Tall Shelves	unanchored	attach to wall		M
5	01		utility	Misc items near switchboard	items may damage switchboard in EQ	remove or secure loose items	5	L
6			women's toilet	lockers	unanchored	attach to wall		M
			lobby	large windows	glass is safety + tempered	None		
7			records room	4x 4ft tall file cabinets	unanchored	attach to wall eg screws/bracket		M
8			records room	bookshelf	unanchored			
9			general manager office	2x bookshelves	unanchored			
10			finance manager office	Desk hutch	unanchored			
11			finance	2x Desk hutches	unanchored			
12			electrical room	Misc. items near electrical equip.	items could damage	remove or secure loose items	5	M
13			vault	shelves	unanchored	attach to wall eg screws/bracket		M
14			finance	tall bookshelf	unanchored			M



Site Visits cont.



Assessment Findings

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WWTP Process	58	WWTP Effluent Outfall Line	In-Ground	High	Y	Low	Low	-
WWTP Process	59	Tertiary Filtration	Equipment	Med	Y	Low	Low	-
WWTP Process	60	Equalization and Recycled Water Basins	In-Ground	High	Y	Low	Medium	-
WWTP Process	63	Pipe Galleries	In-Ground	High	Y	Low	Low	-
WWTP Process	64	Chlorine Contact Basin	In-Ground	Low	Y	Low	Low	-
WWTP Process	65	Chlorination	Equipment	High	Y	Low	-	-
WWTP Process	66	Yard Piping	In-Ground	High	Y	Low	Medium	-
WWTP Process	76	Digester Blowers	Equipment	Low	Y	Low	-	-
WWTP Process	97	Turbo Blowers for Aeration Basins	Equipment	High	Y	Low	-	-
WWTP Process	98	Secondary Effluent Pumps	Equipment	High	Y	Low	-	-
WWTP Process	99	Digester Pumps and Equipment	Equipment	Low	Y	Low	-	-
WTPs		Lake Mary Water Treatment Plant - Original Building	Building	High	Y	Medium*	High	High*
WTPs		LMWTP - 2006 Addition	Building	High	Y	Medium*	Medium*	High*
WTPs		LMWTP - 2010 Chem Storage Addition	Building	High	Y	Medium*	Low	High*
WTPs		Groundwater Treatment Plant #1	Building	High	Y	High	Low*	High*
WTPs		Groundwater Treatment Plant #2	Building	High	Y	High	Low*	High*

Category	#	Structure/Asset Name	Type	Criticality	Visited?	Preliminary Risk Rating		
						Snow	Seismic Structural	Seismic Non-Structural
WTPs		Well 1	Building	High	Y	Low	Medium*	-
Pump Station		BLUFFS PS (T7)	Building	High	Y	TBD	Low	Low
Pump Station		KNOLLS PS (T5)	Building	Medium	Y	Very High	High	Average
Pump Station		TIMBER RIDGE PS (T3)	Building	Medium	Y	Very High	High	Average
Pump Station		JUNIPER RIDGE PS (T2)	Building	High	Y	Very High	High	Average
Tanks		T1 (Lake Mary WTP)	Tank	High	Y	Medium	High*	-
Tanks		T2 (Juniper Ridge)	Tank	High	Y	Medium	High*	-
Tanks		T3 (Timber Ridge)	Tank	High	Y	Low	Low	-
Tanks		T4 (Chair 7 & 8)	Tank	Medium	Y	Medium	High*	-
Tanks		T5 (Knolls)	Tank	Medium	Y	High	High*	-
Tanks		T6 (LMWTP Clearwell)	Tank	High	Y	Medium	High*	-
Tanks		T7 (Bluffs)	Tank	High	Y	Medium	Low	-
Tanks		T8 (Forest Trail)	Tank	High	Y	Low	Low	-
Tanks		GWTP #1 Clear Well	Tank	High	Y	Medium	Medium	-
Tanks		GWTP #1 Backwash Storage	Tank	High	Y	Medium	TBD	-
Tanks		GWTP #2 Clear Well	Tank	High	Y	Low	Low	-
Tanks		Lake Mary Backwash Supply	Tank	High	Y	Very High	High	-
Tanks		Lake Mary Backwash Storage	Tank	Low	Y	Very High	TBD	-
Wells		Well 1	Building	High		See WTPs Well 1		
Wells		Well 6	Building	High	N	Low	High	-
Wells		Well 15	Vault	High	Y	Low	Low	-
Wells		Well 25	Building	High	Y	TBD	TBD	-
PRS		BLOCKHOUSE PRV	Building	High	Y	TBD	High	-
PRS		BLUFFS PRV	Building	High		See Bluffs Pump Station		
PRS		KNOLLS PS PRV	Building	Medium		See Knolls Pump Station (shared building)		
PRS		T2 FILL PRV	Building	High		See Juniper Ridge Pump Station (shared building)		
PRS		T4 CONTROL VALVE	Building	Medium		See Timber Ridge PS		
PRS		TIMBER RIDGE PRV	Building	Medium		See Timber Ridge PS		
PRS		TWIN LAKES PRV	Vault	High	Y	Low	TBD	-
PRS		T6 Building	Building	High	Y	TBD	High	High*
Lift Station		EAST MARY LS	Building	High	Y	TBD	High	-
Lift Station		EAST TWIN LS	Building	High	N	Very High	High	-



Assessment Findings cont.

Liquefaction Susceptibility

Pipe Material

— ACP, CIP, COP, GAL, PE, PVC, PVC-C900, CMLC, SCC, S

— DDW, DIP

□ MCWD Service Boundary

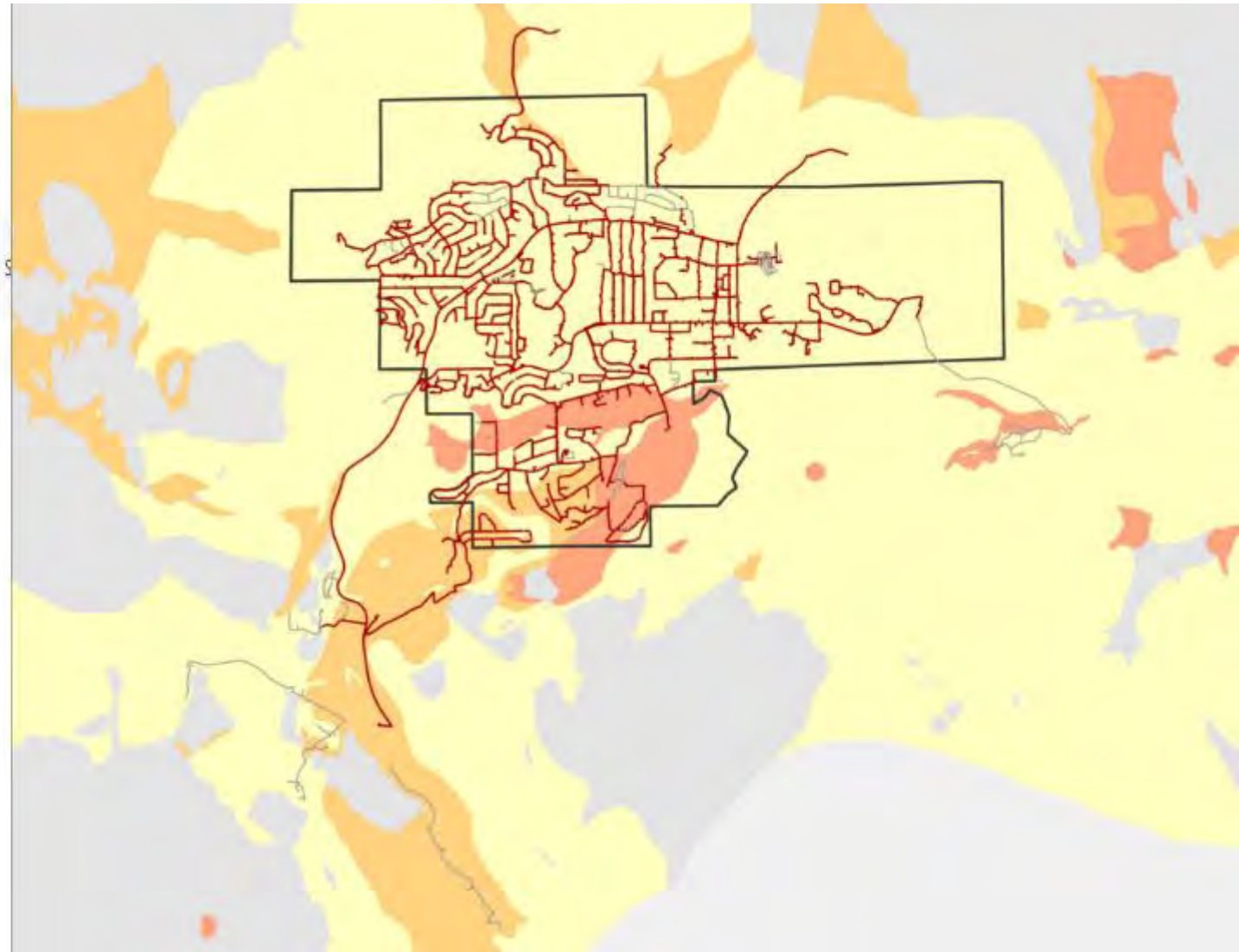
Liquefaction Susceptibility

— Undefined

— Low

— Low - Medium

— Medium





Takeaways

- Ductile iron pipe was a great seismic choice for water main replacements
 - Other underground assets (wells, vaults, buried tanks) are not a major concern
- Wall-roof anchorage and out of plane loading are **the key** structural issues with our older buildings
 - These deficiencies are also key for snow loading
- 1980s earthquakes were **not** representative of what we should be prepared to mitigate
- No one is perfect with strapping and anchoring nonstructural elements
- Institutional knowledge can mitigate some concerns



Suggested Next Steps for MCWD Snow & Seismic Risk Mitigation Project

Next Year:	Buildings/Structures		Equipment/Contents		Tanks		Pipelines	
	Snow	Seismic	Snow	Seismic	Snow	Seismic	Snow	Seismic
Monitoring, Prep & Response	See List SN1	See List EQ1			See List SN1	See List EQ1		
Other Ops Meas.								
Field Investigation	Wood roof framing condtn & connections for selected bldgs. See List SN2	Block wall grouting at selected bldgs. See List EQ2			Obtain additional info for selected tanks. See List SN3	Determine shell thicknesses for selected tanks. See List EQ3		
Further Evaluation	Develop Snow + Seis. Retrofit Scheme and ROM Cost for: <ul style="list-style-type: none"> Admin Building (co-ord with Title 24 & ADA upgrades) Vehicle Maint. Building Filter Building Vehicle Storage Bldg (snow rails/roofing integrity). Welding/Maint. Shop Lake Mary WTP original building (seismic) Evaluate retrofit vs replace options for Equaliz. Basin. (and RW Basin?)				Additional snow analysis (and retrofit concepts) for selected tanks. See List SN3	Additional seism. analysis (and retrofit concepts) for selected tanks. See List EQ3		Vulnerability Study to estimate no. of breaks/leaks, repair times and outages for EQ Scenarios. Begin mitigation planning based on results.
Design and Construct Retrofit	Snow + Seismic retrofit of: <ul style="list-style-type: none"> Juniper PS Knolls PS Timber Ridge PS 			Anchor/brace 2025 Priority Items. See List EQ4				
Other	<ul style="list-style-type: none"> Nick to continue evaluation of snow loading conditions vs ASCE 7-22 Further Geotech investigation (SGS to develop markup maps showing potential unstable slopes/rockfalls, also avalanche) Further Evaluate Operational Aspects of MCWD Seismic Risk Develop Quantitative Damage/Loss and Downtime Estimates (incl EQ Scenarios - Hartley Springs, Hilton Creek) Perform Benefit-Cost Analysis of Retrofit (need ROM costs) 							

Blue = MCWD

Yellow = Holmes / ImageCat

Green = Both



Longer Term Plans

1 to 5 Years:

	Buildings/Structures		Equipment/Contents		Tanks		Pipelines	
	Snow	Seismic	Snow	Seismic	Snow	Seismic	Snow	Seismic
Monitoring, Prep & Response	Refine/ Update	Refine/ Update			Refine/ Update	Refine/ Update		
Other Operational Measures					TBD based on outcomes of next year's evaluations			
Field Investigation								
Further Evaluation	Priority 2 Structures TBD							
Design and Construct Retrofit	Snow + Seismic retrofit of: <ul style="list-style-type: none"> • Admin Building (or replace) • Vehicle Maint. Building • Filter Building • Vehicle Storage Bldg (if needed for snow) • Lake Mary WTP (seismic) • Blockhouse (seismic) • Welding/Maint. Shop • T6 Building • Lift Station Buildings • Well Building(s) Retrofit (or replace?) Equaliz. Basin (and RW Basin?)			Anchor/brace Years 1-5 Priority Items. See List EQ5.	Snow + seismic retrofit (or replacement?) of selected tanks (TBD)			TBD based on outcomes of next year's evaluations
Other	Any items not addressed next year or additional items identified in Task Order 2 Evaluations							





2025 Priorities

- Est. \$1.3M for roof replacements at highest snow and seismic risk buildings
 - Aeration Blowers and Filtration Building at WWTP
 - Knolls, Juniper, and Timber Ridge Pump Stations
- Task Order 2 analysis and retrofit options
 - Admin Building roof and walls
 - Additional CMU building assessments
 - Seismic and snow load FEM modeling T1, T2, T4, T6, GWTP1, and LMWTP tanks
- Nonstructural anchorage and bracing
 - Above-ground piping at older pump stations and LMWTP
 - Fire extinguishers and sprinklers
 - Misc. smaller tanks
 - Backup batteries, storage rack, cabinets, etc.



AGENDA ITEM

Subject: Water Supply Update

Information Provided By: Clay Murray, Operations Superintendent

Background

Due to the sustained low snowpack resulting in multi-year drought conditions from April 2012 through 2015, the staff recommended the Board implement various levels of water restrictions to conserve water supplies. With the record drought recorded in the winter of 2014-15, the Board implemented Level 3 water conservation measures in April 2015 through April 2017. After a massive winter in 2017, the Board modified the conservation level to Level 0 and requested that the Water Supply Update be produced on a quarterly basis. The District is currently operating under water conservation Level 0 which was approved in March 2024 following staff recommendations on the Water Supply Update. The purpose of this update is to provide an analysis of supply and demand patterns.

Discussion

Staff reviewed the status of both surface water and groundwater sources and compared the available supplies against historical monthly demands. From this analysis staff projected demands and our ability to meet those demands.

Surface water: Surface water from Lake Mary provided 99% of our supply in the 4th quarter and is contributing 99% of the current supply. A total of 352 ac-ft of surface water was supplied from October through December. Lake Mary is 2.31' from full and stream flows have declined below the requirement periodically. As anticipated, surface water supplies have been met by direct diversion and usage of lake storage late in the 4th quarter. Throughout the last quarter, stream flows were above the requirements 92% of the time. A total of 356 ac-ft is stored in Lake Mary and is being used to meet demands when stream flows decline below the requirement.

Surface water will be the primary source of supply for the next quarter using a combination of direct diversion and lake storage. The current flows are near or below the requirement and are not likely to increase with colder winter temperatures. The January 14th snow survey report reveals that snow accumulations at Mammoth Pass are just 60% of the seasonal average to date and only 29% of the typical level expected by April 1st. More winter storms will be necessary to secure an adequate surface water supply for the spring and summer irrigation demands or groundwater will be the primary source of supply by summer.

Groundwater: Engineering staff closely track groundwater levels in all nine of the District's production wells, and have conducted an aquifer monitoring analysis of over 30 years of groundwater data spanning multiple drought periods. This analysis indicates that multiple wet or normal years are required to recover

the aquifer following a multi-year drought. This example was demonstrated by the 2012 – 2015 drought and the massive winter of 2017. The recharge that was experienced in 2017 did not recover the aquifer to predrought levels and it took 2 more normal and above normal snow years to see complete recovery. This pattern will continue until multiple wet or normal years reduce dependence on groundwater production and allow the aquifer to recharge to pre-drought conditions. Engineering recently updated aquifer monitoring analysis by including all values recorded in 2023. The analysis determined that the large winter and subsequent run off, coupled with a reduction in groundwater usage, has given the opportunity for some aquifer recharge. By meeting most demand with surface water supplies there has been only 102 ac-ft of groundwater used since the beginning of the year. Aquifer levels continue to show a positive trend with the lack of pumping.

Demand: Water production for the previous quarter was as follows:

October: 139 ac-ft

November: 90 ac-ft

December: 127 ac-ft

The total demand for this quarter was 356 ac-ft. This is 6.8% or 23 ac-ft more than the projected volume of 333 ac-ft.

Demand Projections: The demand projection for the January - March quarter is 365 ac-ft and is based on the average water consumption since 2011.

January: 129 ac-ft

February: 117 ac-ft

March: 119 ac-ft

Conclusion and Recommendation

Current surface water and groundwater supplies are sufficient to meet our projected demands for the 1st quarter of 2025. Groundwater levels are continuing to trend upward with the reduced dependence on well water. Staff are recommending no change to the current water conservation level of 0 as both ground and surface water supplies can meet the current demands. Looking further into the second quarter is a bit less certain. The current snowpack is less than ideal, and more snow is needed to ensure an adequate surface water supply. Any determinations about potential summer irrigation conservation should be tabled until more information about the snowpack can be evaluated. With more opportunity for winter storms ahead, it is recommended that a monthly water supply update be prepared through the remaining winter months.



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF AN INVESTMENT COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Investment Committee of the Board of Directors of the Mammoth Community Water District will hold an **INVESTMENT COMMITTEE MEETING** on **TUESDAY, JANUARY 21, 2025** at **11:30 A.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

The agenda items are:

1. Review Management of Investment Accounts with Advisors from Chandler Asset Management, Inc. (CAM)
2. Provide Direction to General Manager to Maintain or Change Current Allocation of Investments, Maintain or Change Specific Investments, or Make a Combination of Changes to Allocations or Investments to Meet Cash Flow Objectives

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.

A handwritten signature in blue ink, appearing to read "Mark Busby".

MARK BUSBY
General Manager

Date of Issuance: Friday, January 17, 2025

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Mrs. Hake at: shake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.

INVESTMENT REPORT

Mammoth Community Water District | As of December 31, 2024

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact clientservice@chandlerasset.com

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ACCOUNT PROFILE

CONSOLIDATED INFORMATION

PORTFOLIO HOLDINGS

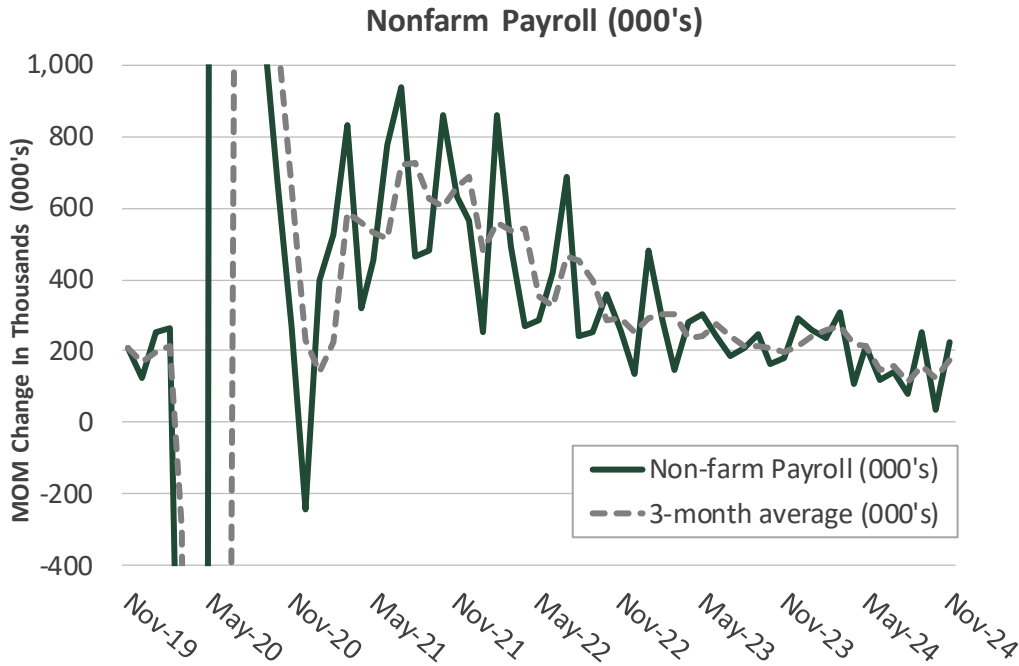
TRANSACTIONS

ECONOMIC UPDATE

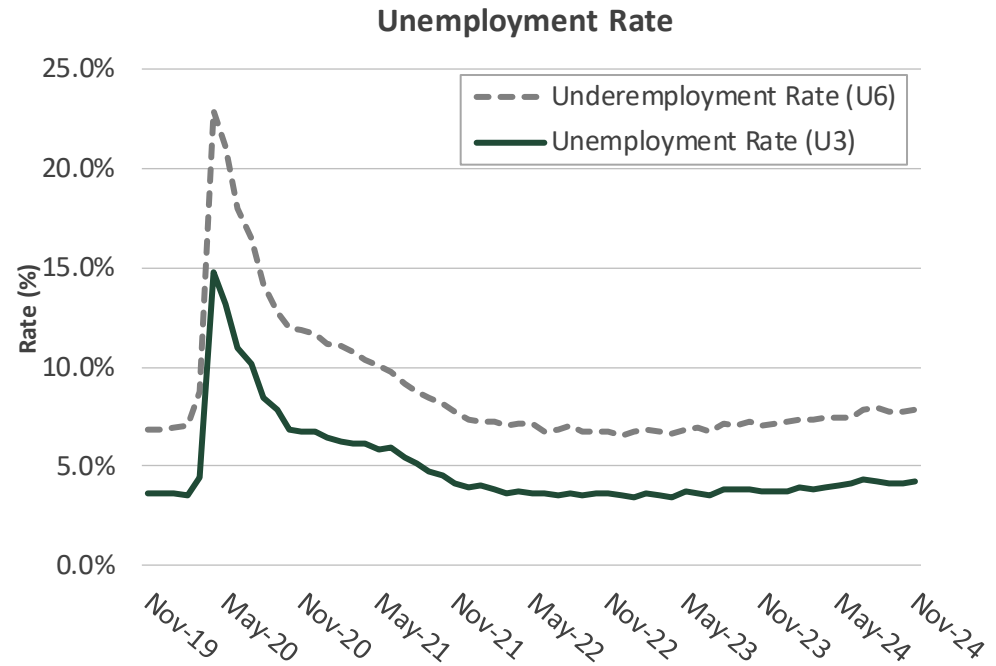
- Recent economic data suggests continued growth fueled by a resilient consumer. Inflationary trends have subsided, but some components remain sticky, and core levels remain above the Fed's target. The labor market is showing signs of cooling, reflecting an improved balance between supply and demand for workers. Given the economic outlook, we expect a slower cadence of rate cuts by the Fed and a gradually steepening yield curve.

- As broadly anticipated, the Federal Open Market Committee (FOMC) reduced the Fed Funds Rate by 25 basis points to the range of 4.25-4.50% at the December meeting. Although the cut was widely anticipated, market participants viewed the trajectory of rates in the SEP as 'hawkish.' Chair Jerome Powell reiterated previous statements indicating the economy is in a good place and that monetary policy is well positioned. The Fed released the quarterly Summary of Economic Projections (SEP), which now forecasts a higher central tendency of core inflation and a higher longer run Fed Funds forecast. In the Chandler team's view, the updated SEP reflects the continued resiliency of the US economy and the corresponding risk of inflation taking longer to reach the FOMC's two percent objective in 2025.

- The US Treasury yield curve shifted higher in December. The 2-year Treasury yield increased 2 basis points to 4.24%, the 5-year Treasury increased 34 basis points to 4.38%, and the 10-year Treasury yield increased 40 basis points to 4.57%. The spread between the 2-year and 10-year Treasury yield points on the curve increased to +33 basis points at December month-end versus +2 basis points at November month-end. The spread between the 2-year Treasury and 10-year Treasury yield one year ago was -37 basis points. The spread between the 3-month and 10-year Treasury yield points on the curve increased to +25 basis points in December from -32 basis points in November.



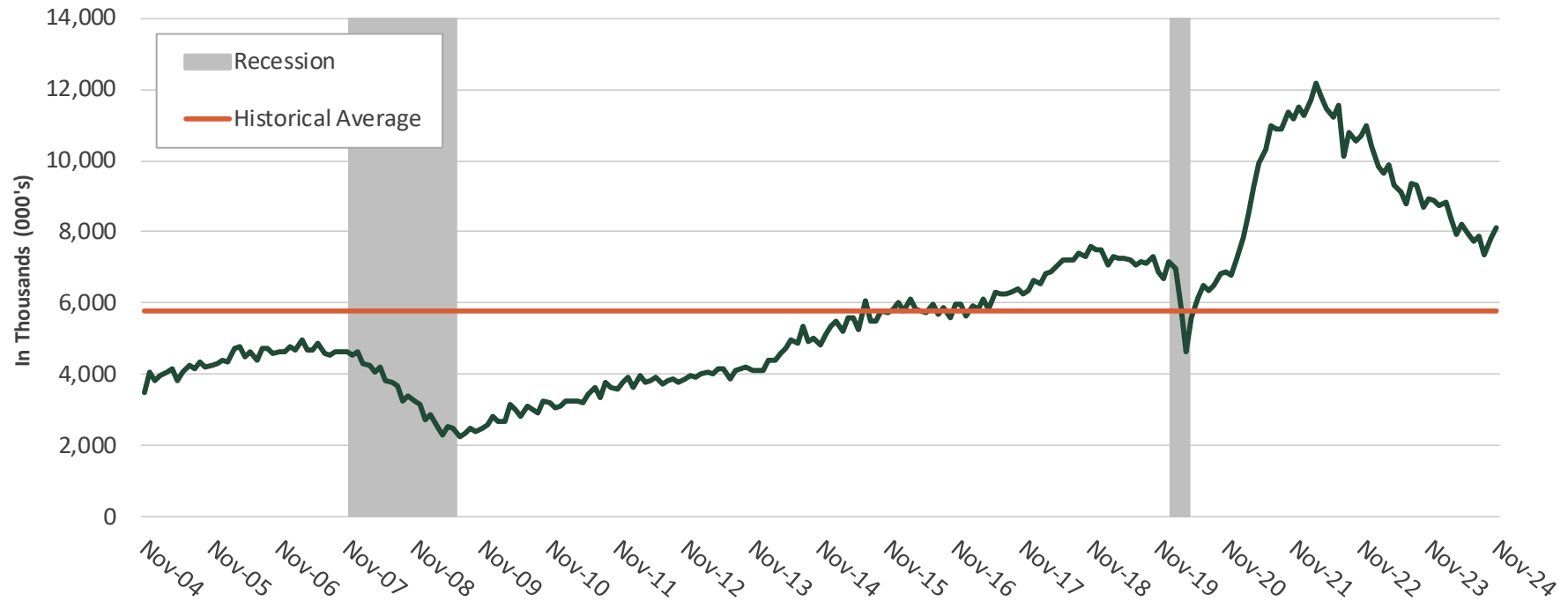
Source: US Department of Labor



Source: US Department of Labor

The U.S. economy added 227,000 jobs in November, rising from the upwardly revised 36,000 created in October. The Gulf and East Coast dockworkers strike along with Boeing’s union machinists strike were both resolved which contributed to the recovery in November. However, the temporary distortions in the wake of Hurricane Helene and Hurricane Milton may continue to affect labor market data in the near-term. The three-month moving average and six-month moving average payrolls improved to 173,000 and 143,000 respectively. The unemployment rate ticked up to 4.2% in November, and the labor participation rate fell to 62.5%, remaining below the pre-pandemic level of 63.3%. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons edged up to 7.8%. Average hourly earnings was unchanged at 4.0% year-over-year in November.

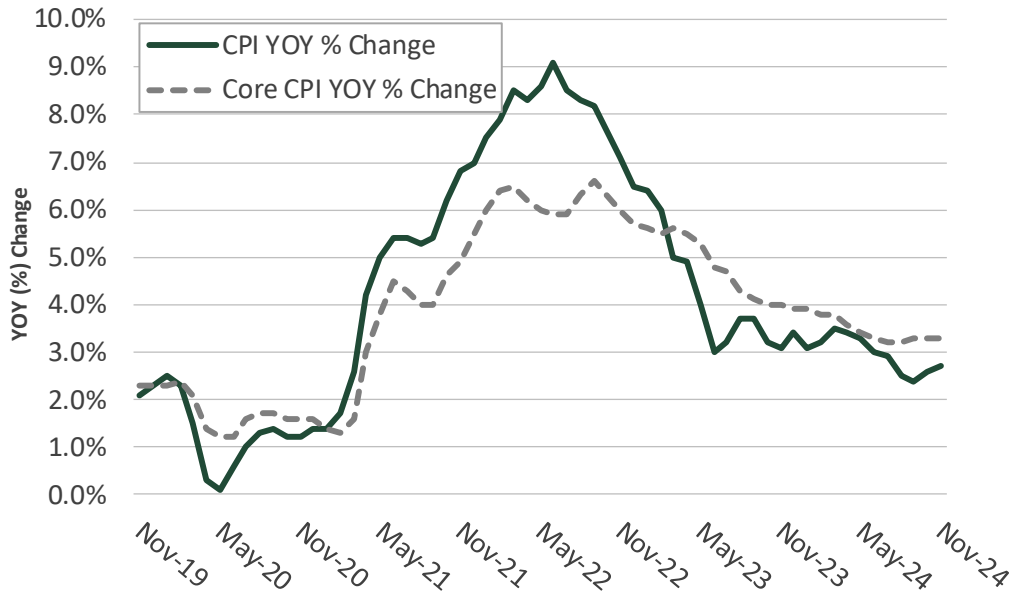
Job Openings



Source: US Department of Labor

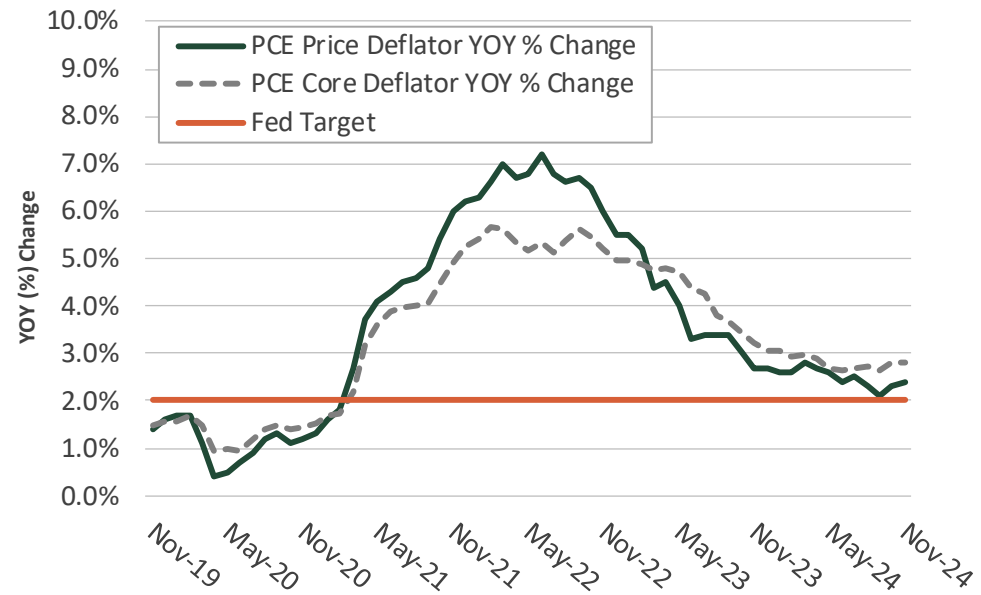
The Labor Department’s Job Openings and Labor Turnover Survey (JOLTS) rose to 7.74 new job openings in October, which represented an increase from the downwardly revised 7.37 million job openings in September. Job openings indicate a ratio of 1.1 jobs for each unemployed individual, representing a relatively balanced labor market.

Consumer Price Index (CPI)



Source: US Department of Labor

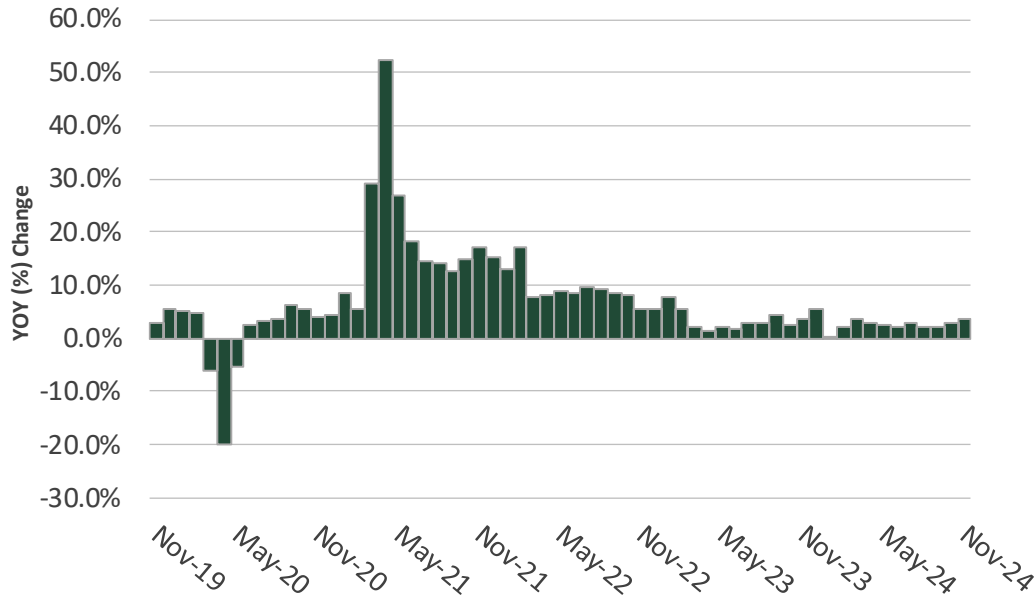
Personal Consumption Expenditures (PCE)



Source: US Department of Commerce

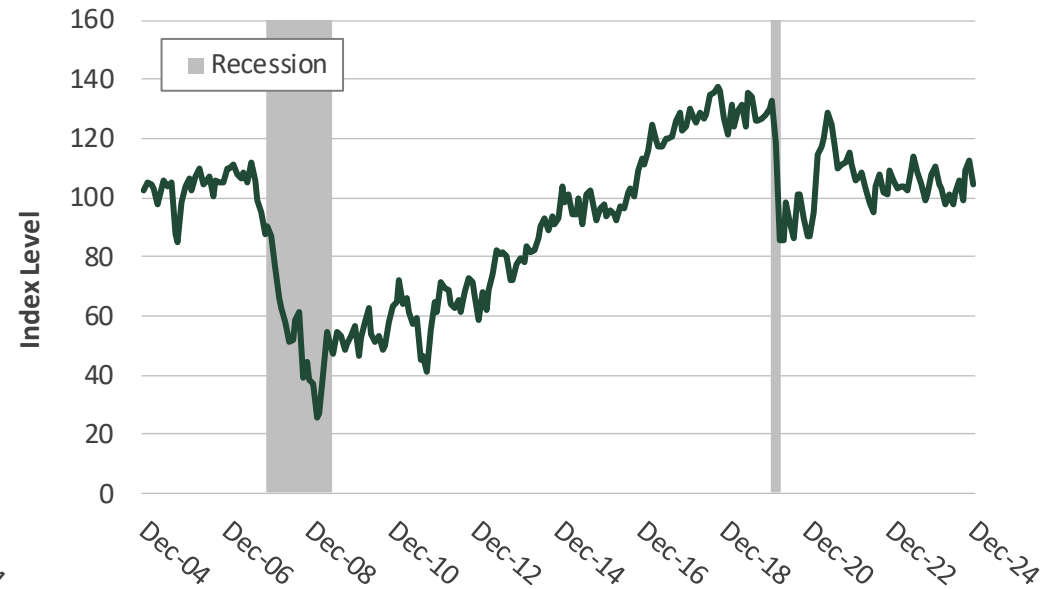
In November, the Consumer Price Index (CPI) rose 0.3% month-over-month and 2.7% year-over-year, rising from 2.6% in October as expected. The Core CPI, which excludes volatile food and energy components, rose 0.3% month-over-month and 3.3% year-over-year, also meeting consensus forecasts. The Personal Consumption Expenditures (PCE) Index rose 0.1% from the previous month and 2.4% year-over-year in November versus a 2.3% increase in October. The Core PCE deflator (the Fed’s preferred gauge) increased 0.1% month-over-month, below recent small month-over-month rises and 2.8% over the past year. Core prices are exhibiting what Fed Chair Powell describes as “sideways” movement. Although inflation has moderated, price increases remain above the Fed’s 2% target.

Retail Sales YOY % Change



Source: US Department of Commerce

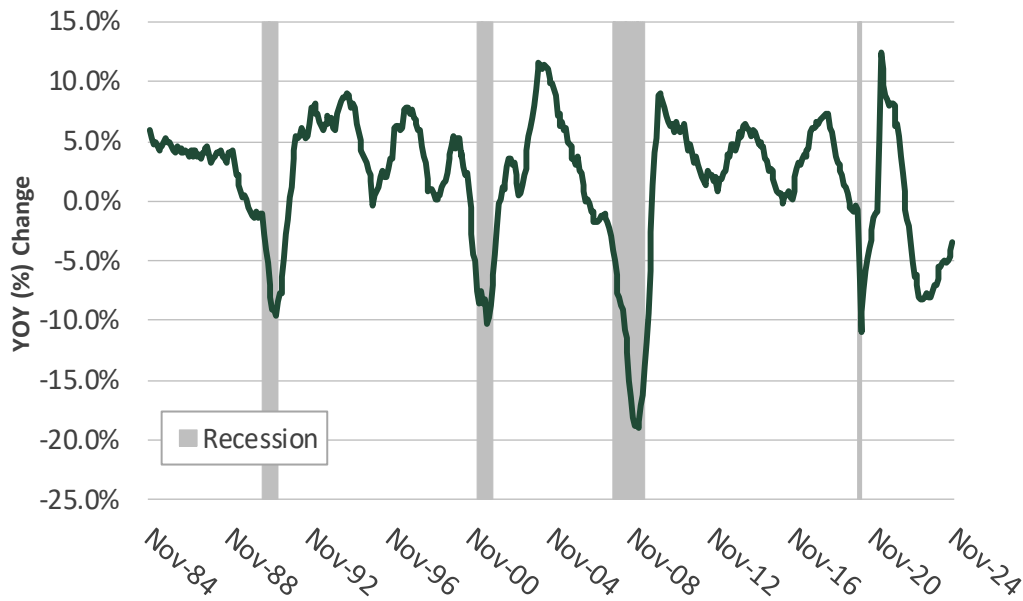
Consumer Confidence



Source: The Conference Board
 All time high is 144.70 (1/31/00); All time low is 25.30 (2/28/09)

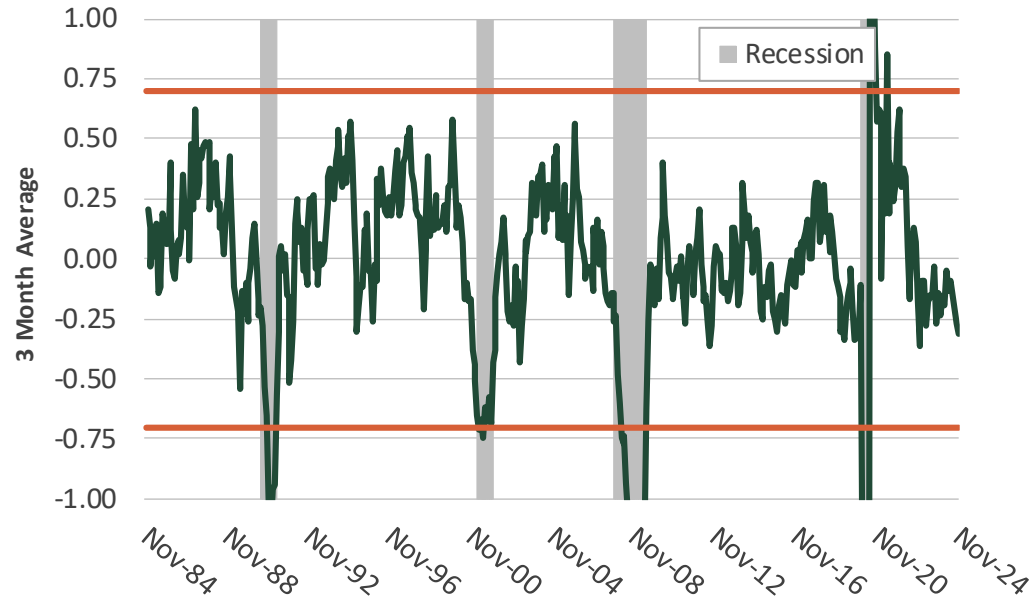
Retail Sales grew marginally above expectations at 0.7% in November versus 0.5% in October driven by strong motor vehicle sales. On a year-over-year basis, Retail Sales grew 3.8% in November versus 2.9% in October. Retail Sales Control Group, which are used to calculate gross domestic product, was also solid at 0.4% for the month. The Conference Board’s Consumer Confidence Index declined to 104.7 in December from an upwardly revised 112.8 in November. Consumers' assessment about future business conditions and outcomes were substantially less optimistic and there was increased pessimism about future employment prospects. While the consumer has been resilient, low savings rates, growing credit card debt, higher delinquencies, and a moderating labor market pose potential risks to future spending.

Leading Economic Indicators (LEI)



Source: The Conference Board

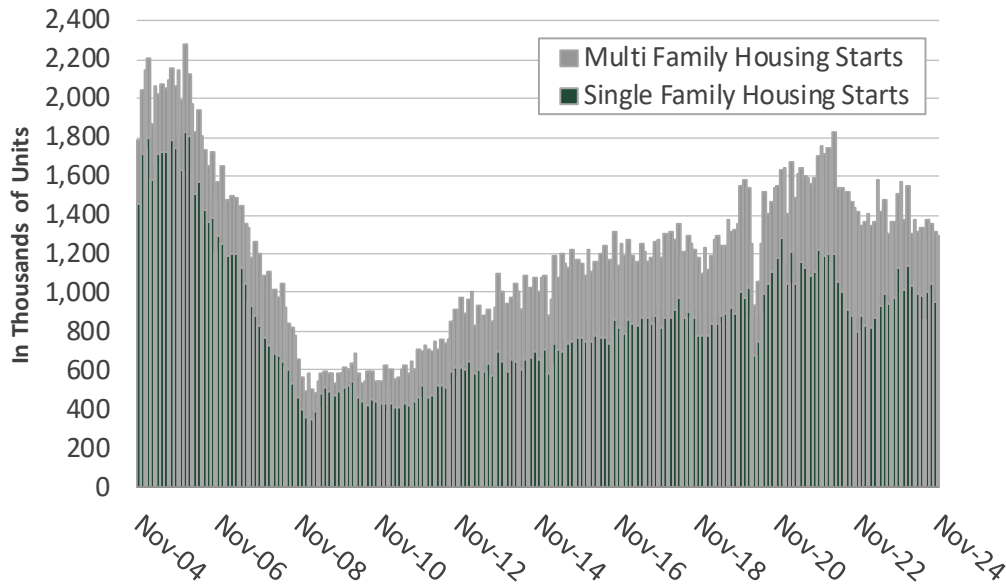
Chicago Fed National Activity Index (CFNAI)



Source: Federal Reserve Bank of Chicago

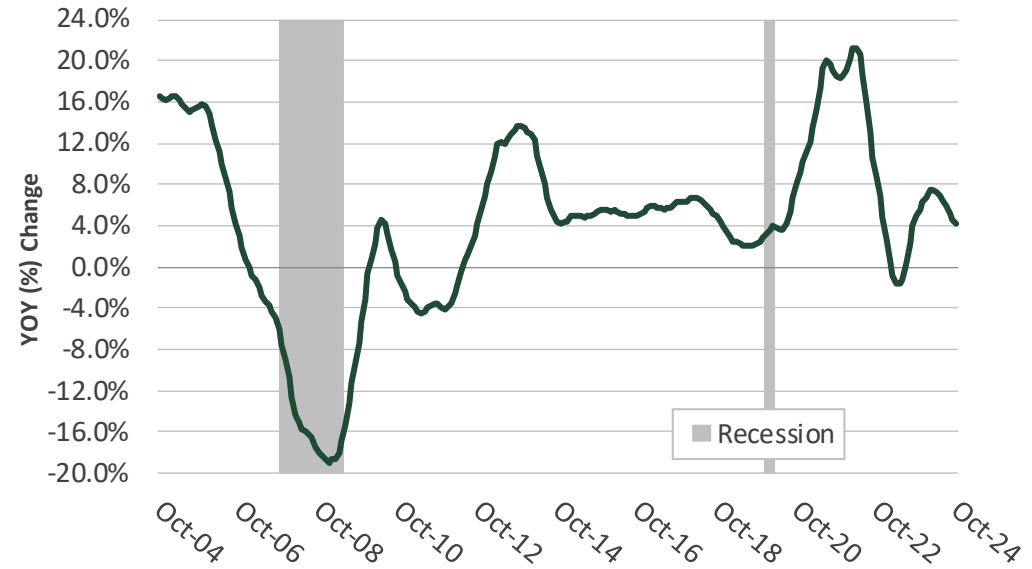
The Conference Board’s Leading Economic Index (LEI) increased 0.3% in November reversing its -0.4% decline in October due to a rebound in building permits, continued support from equities, improvement in average hours worked in manufacturing, and fewer initial unemployment claims. The LEI decreased year-over-year by -3.5%. According to the Conference Board, the rise in LEI is a positive sign for future activity in the US and is consistent with an expectation for moderate growth at the end of 2024 and into early 2025. The Chicago Fed National Activity Index (CFNAI) improved to -0.12 in November from -0.50 in October. The three-month moving average fell to -0.31 in November from -0.27 in October, indicating below-trend growth expectations for the economy.

Annualized Housing Starts



Source: US Department of Commerce

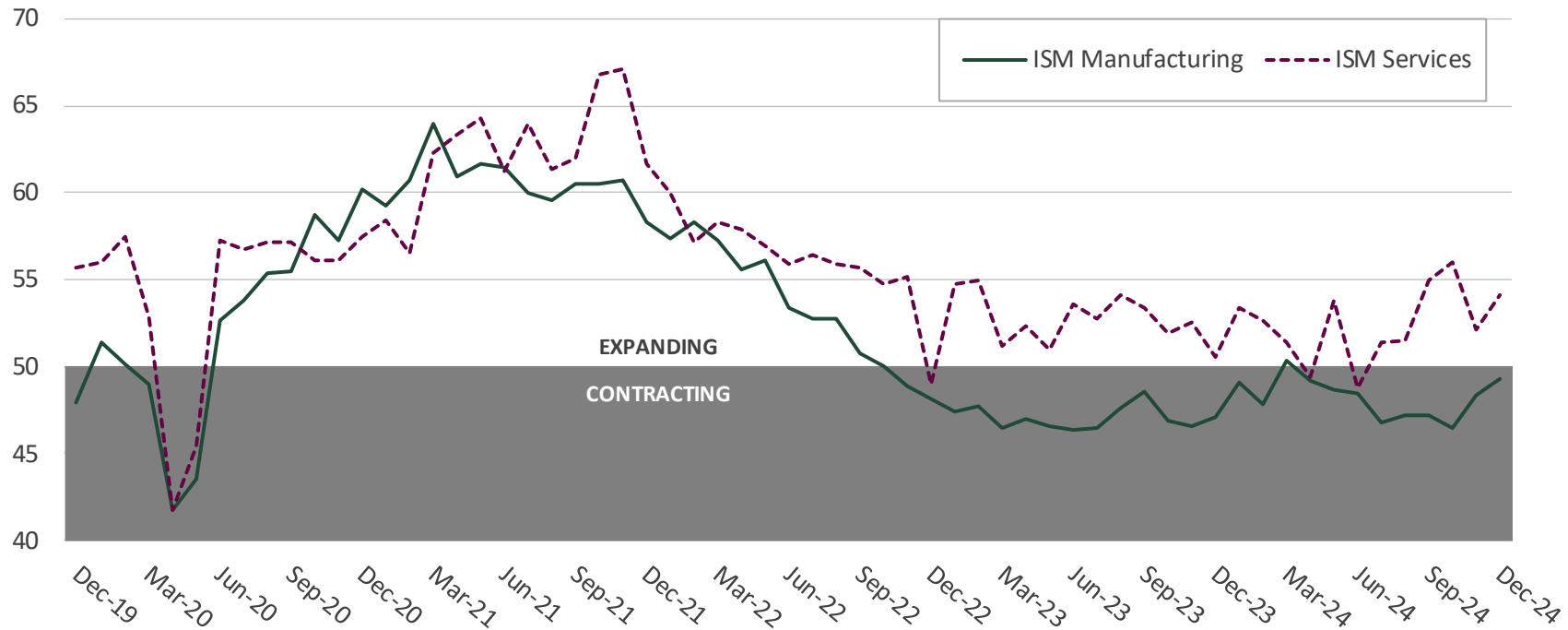
S&P/Case-Shiller 20 City Composite Home Price Index



Source: S&P

Housing starts in November declined 1.8% to 1.29 million units from 1.31 million units in October. Total starts are down 14.6% compared to November 2023. Starts remain soft as mortgage rates remain relatively high. The supply of existing homes is becoming more abundant after the period of scarcity as homeowners held onto their low mortgage rates. The Freddie Mac average rate for a 30-year fixed rate mortgage increased to 6.9% from 6.8% in December. According to the Case-Shiller 20-City Home Price Index, housing prices rose 4.2% year-over-year in October, decelerating from 4.6% reported in the previous month. With more inventory entering the market the trend is gradually improving, however higher mortgage rates continue to impact affordability.

Institute of Supply Management (ISM) Surveys



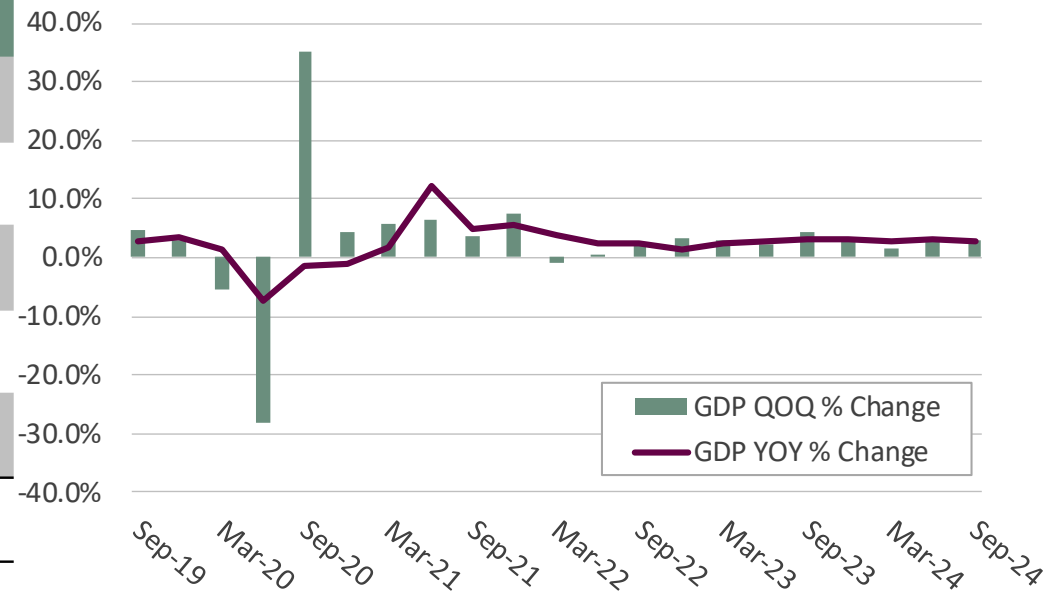
Source: Institute for Supply Management

The Institute for Supply Management (ISM) Manufacturing index rose more than forecast to 49.3 in December from 48.4 in November. While the index has posted contractionary readings for the past nine months, New Orders and Prices indices continued in expansion territory and the Production Index returned to expansion this month. The Backlog of Orders Index and Employment Index remained in contraction. The ISM Services Index dropped to 52.1 in November from 56.0 in October while marking the fifth straight month of expansion. Election ramifications and tariffs were key contributors to the cautionary outlooks reflected in the survey. A reading over 50 indicates expansion, while a reading under 50 indicates contraction.

Components of GDP	12/23	3/24	6/24	9/24
Personal Consumption Expenditures	2.3%	1.3%	1.9%	2.5%
Gross Private Domestic Investment	0.2%	0.6%	1.5%	0.2%
Net Exports and Imports	0.1%	-0.6%	-0.9%	-0.4%
Federal Government Expenditures	0.0%	0.0%	0.3%	0.6%
State and Local (Consumption and Gross Investment)	0.6%	0.3%	0.3%	0.3%
Total	3.2%	1.6%	3.0%	3.1%

Source: US Department of Commerce

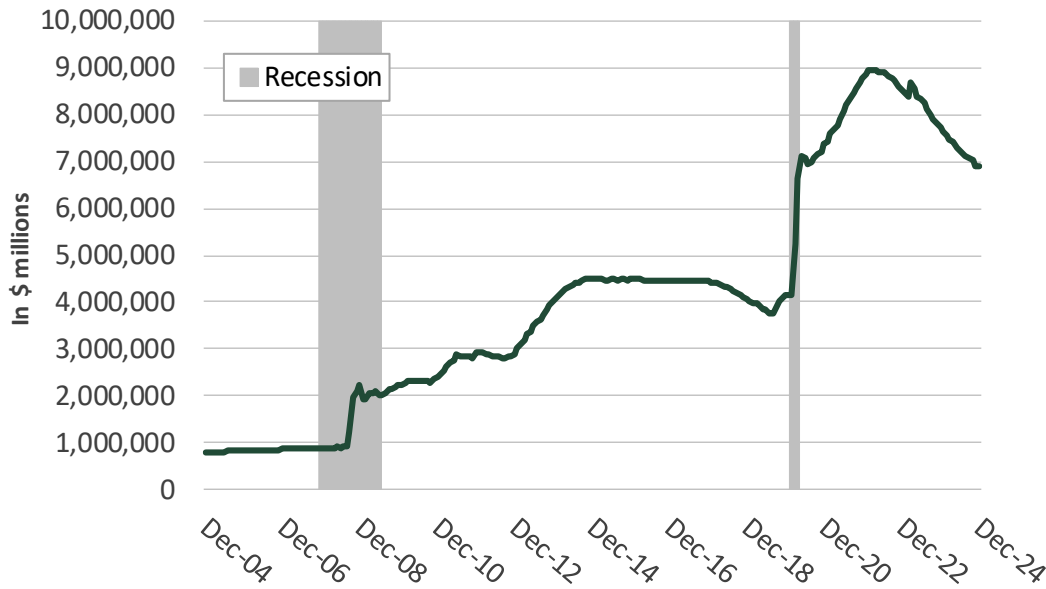
Gross Domestic Product (GDP)



Source: US Department of Commerce

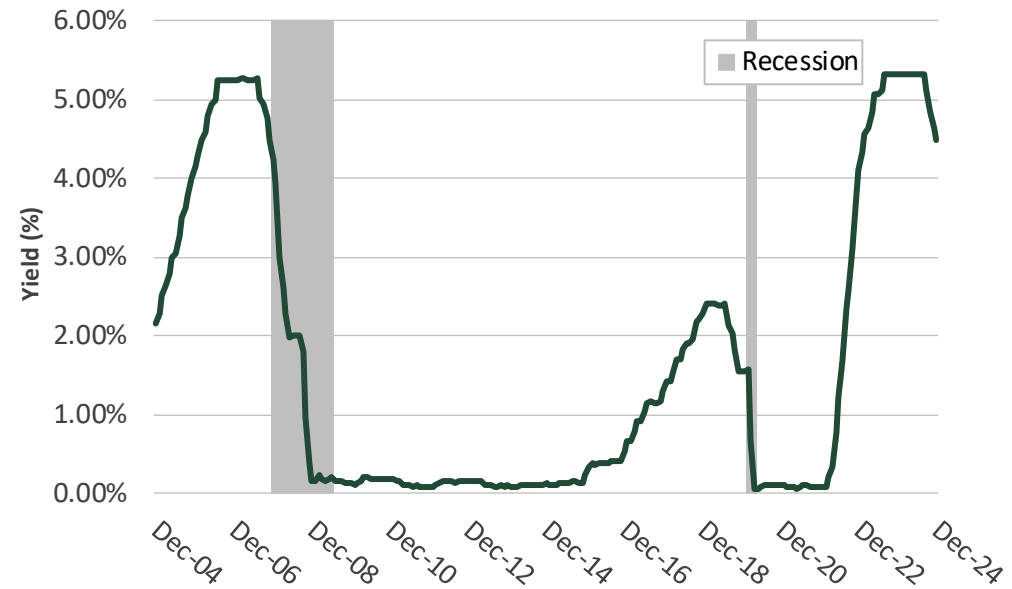
According to the third estimate, third quarter GDP increased at an annualized rate of 3.1% compared to 2.8% from the second estimate. Growth continues to be powered by personal consumption expenditures. Government consumption expenditures and nonresidential fixed investment also had positive contributions, with negative offsets by net exports, residential investment, and change in private inventories. The consensus projection calls for 2.4% growth in the fourth quarter and 2.7% growth for the full year 2024.

Federal Reserve Balance Sheet Assets



Source: Federal Reserve

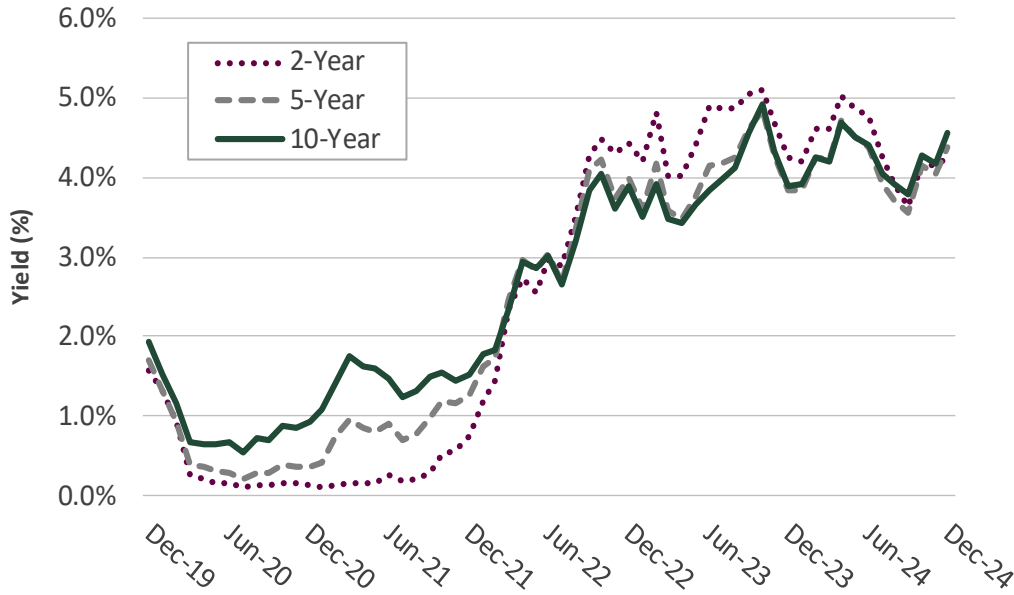
Effective Federal Funds Rate



Source: Bloomberg

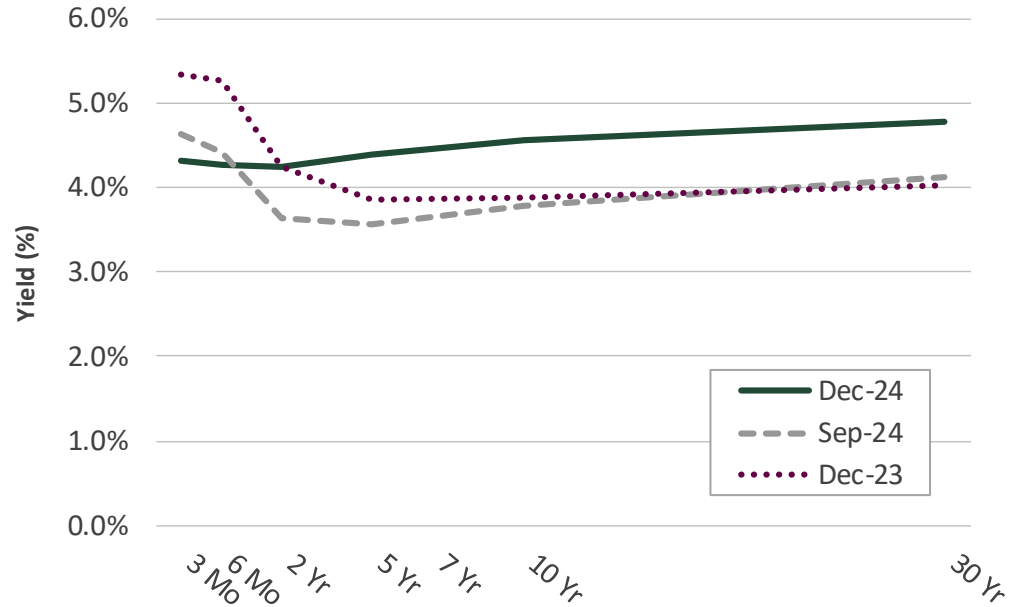
As broadly anticipated, the Federal Open Market Committee (FOMC) reduced the Fed Funds Rate by 25 basis points to the range of 4.25-4.50% at the December meeting. There was one dissenting vote by Cleveland Fed President Beth Hammack who would have preferred no change in rates. Although a reduction in rates was widely anticipated, market participants viewed the trajectory of rates in the SEP as ‘hawkish.’ Chair Jerome Powell reiterated previous statements that monetary policy is “well positioned” and the outlook remains roughly balanced between the dual mandate of maximum employment and price stability. Economic activity is expanding at a solid pace, labor market conditions have “generally eased”, and the unemployment rate “remains low.” The Fed released the quarterly Summary of Economic Projections (SEP) which now forecasts a higher, longer run median Fed Funds rate expectation among Fed Governors at 2.8 – 3.6%. The Fed continues to reduce its holdings of U.S. Treasury securities and agency mortgage-backed securities as per its predefined schedule of \$25 billion and \$35 billion per month. Since the Fed began its Quantitative Tightening campaign in June 2022, securities holdings have declined by approximately \$1.9T to approximately \$7.0T.

US Treasury Note Yields



Source: Bloomberg

US Treasury Yield Curve



Source: Bloomberg

At the end of December, the 2-year Treasury yield was 9 basis points higher, and the 10-Year Treasury yield was 40 basis points higher, month-over-month. The spread between the 2-year and 10-year Treasury yield points on the curve increased to +33 basis points at December month-end versus +2 basis points at November month-end. The yield curve inversion which began in July 2022 was historically long. The average historical spread (since 2004) is about +99 basis points. The 3-month and 10-year Treasury yield curve normalized to +25 basis points in December from -32 basis points in November.

PERIODIC TABLE OF ASSET CLASS RETURNS



2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	YTD 2024
US Real Estate 30.4%	US Real Estate 2.5%	US Small Cap Stocks 20.4%	Emerging Market Stocks 37.3%	International Bonds 3.2%	US Large Cap Stocks 31.5%	US Mid Cap Stocks 19.8%	US Real Estate 43.1%	Diversified Commodities 26.0%	US Large Cap Stocks 26.3%	US Large Cap Stocks 25.0%
US Large Cap Stocks 13.7%	US Large Cap Stocks 1.4%	US High Yield Bonds 17.5%	International Stocks 25.0%	US Core Bonds 0.0%	US Mid Cap Stocks 30.6%	US Small Cap Stocks 19.2%	Diversified Commodities 40.4%	US High Yield Bonds -11.2%	US Small Cap Stocks 19.1%	US Mid Cap Stocks 17.2%
US Mid Cap Stocks 13.4%	International Bonds 1.3%	US Mid Cap Stocks 12.6%	US Large Cap Stocks 21.8%	US High Yield Bonds -2.3%	US Small Cap Stocks 25.9%	US Large Cap Stocks 18.4%	US Large Cap Stocks 28.7%	International Bonds -12.7%	International Stocks 18.2%	US Small Cap Stocks 11.0%
International Bonds 9.1%	US Core Bonds 0.6%	US Large Cap Stocks 12.0%	US Mid Cap Stocks 20.3%	US Large Cap Stocks -4.4%	US Real Estate 25.8%	Emerging Market Stocks 18.3%	US Mid Cap Stocks 24.0%	US Core Bonds -13.3%	US Mid Cap Stocks 14.5%	Diversified Commodities 9.2%
US Core Bonds 6.4%	US Mid Cap Stocks -0.6%	Diversified Commodities 11.4%	International Real Estate 20.0%	US Real Estate -4.6%	International Stocks 22.0%	International Stocks 7.8%	US Small Cap Stocks 21.1%	International Stocks -14.5%	US Real Estate 13.7%	US Real Estate 8.8%
US Small Cap Stocks 6.1%	International Stocks -0.8%	Emerging Market Stocks 11.2%	US Small Cap Stocks 15.2%	International Real Estate -6.4%	International Real Estate 21.0%	US Core Bonds 7.6%	International Stocks 11.3%	US Mid Cap Stocks -16.9%	US High Yield Bonds 13.5%	US High Yield Bonds 8.2%
International Real Estate 2.8%	International Real Estate -3.8%	US Real Estate 8.6%	US High Yield Bonds 7.5%	US Mid Cap Stocks -8.1%	Emerging Market Stocks 18.4%	US High Yield Bonds 6.2%	International Real Estate 8.1%	US Small Cap Stocks -17.8%	Emerging Market Stocks 9.8%	Emerging Market Stocks 7.5%
US High Yield Bonds 2.5%	US Small Cap Stocks -4.1%	International Bonds 4.9%	Diversified Commodities 5.8%	US Small Cap Stocks -11.0%	Diversified Commodities 17.6%	International Bonds 4.7%	US High Yield Bonds 5.4%	US Large Cap Stocks -18.1%	International Bonds 8.7%	International Stocks 3.8%
Emerging Market Stocks -2.2%	US High Yield Bonds -4.6%	US Core Bonds 2.6%	US Real Estate 5.1%	International Stocks -13.8%	US High Yield Bonds 14.4%	International Real Estate -7.1%	US Core Bonds -1.6%	Emerging Market Stocks -20.1%	International Real Estate 6.3%	International Bonds 3.8%
International Stocks -4.9%	Emerging Market Stocks -14.9%	International Real Estate 1.3%	US Core Bonds 3.6%	Diversified Commodities -13.8%	US Core Bonds 9.0%	US Real Estate -7.6%	International Bonds -2.1%	International Real Estate -24.3%	US Core Bonds 5.4%	US Core Bonds 1.3%
Diversified Commodities -33.1%	Diversified Commodities -32.9%	International Stocks 1.0%	International Bonds 2.6%	Emerging Market Stocks -14.6%	International Bonds 8.1%	Diversified Commodities -23.7%	Emerging Market Stocks -2.5%	US Real Estate -24.5%	Diversified Commodities -4.3%	International Real Estate -8.4%

Index returns as of 12/31/2024. Past performance is not indicative of future results. Index returns assume reinvestment of all distributions and do not reflect fees or expenses. It is not possible to invest directly in an index. This information is not intended to constitute an offer, solicitation, recommendation, or advice regarding securities or investment strategy. Please see attached Asset Class Disclosure.

ACCOUNT PROFILE

Investment Objectives

The Mammoth Community Water District's investment objectives, in order of priority, are to provide safety to ensure the preservation of capital in the overall portfolio, provide sufficient liquidity for cash needs and a market rate of return consistent with the investment program.

Chandler Asset Management Performance Objective

The performance objective for the portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark.

Strategy

In order to achieve these objectives, the portfolio invests in high quality fixed income securities consistent with the investment policy and California Government Code.

STATEMENT OF COMPLIANCE



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
AGENCY MORTGAGE SECURITIES (CMOS)				
Max % (MV)	20.0	1.5	Compliant	
Max % Issuer (MV)	25.0	1.5	Compliant	
Max Maturity (Years)	10.0	5.8	Compliant	
ASSET-BACKED SECURITIES (ABS)				
Max % (MV; Non Agency ABS & MBS)	20.0	4.2	Compliant	
Max % Issuer (MV)	5.0	0.5	Compliant	
Max Maturity (Years)	5	4	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
BANKERS' ACCEPTANCES				
Max % (MV)	40.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	180	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)				
Max % (MV)	30.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Max Maturity (Years)	10.0	0.0	Compliant	
COLLATERALIZED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Max Maturity (Years)	10.0	0.0	Compliant	
COMMERCIAL PAPER				
Max % (MV)	25.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	270	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
CORPORATE MEDIUM TERM NOTES				

STATEMENT OF COMPLIANCE



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
Max % (MV)	30.0	23.4	Compliant	
Max % Issuer (MV)	5.0	1.3	Compliant	
Max Maturity (Years)	5	4	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
FDIC INSURED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Max Maturity (Years)	10.0	0.0	Compliant	
FEDERAL AGENCIES				
Max % (MV)	100.0	24.9	Compliant	
Max % Issuer (MV)	25.0	10.9	Compliant	
Max Callables (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5.0	3.9	Compliant	
Max Maturity (Years)	10.0	9.6	Compliant	
LOCAL AGENCY INVESTMENT FUND (LAIF)				
Max Concentration (MV)	75.0	0.0	Compliant	
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)				
Max % (MV)	100.0	0.0	Compliant	
MONEY MARKET MUTUAL FUNDS				
Max % (MV)	20.0	0.4	Compliant	
Max % Issuer (MV)	20.0	0.4	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
MORTGAGE-BACKED SECURITIES (NON-AGENCY)				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, LOCAL AGENCY)				
Max % (MV)	30.0	0.0	Compliant	

STATEMENT OF COMPLIANCE



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	10.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, OTHER STATES)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Max Maturity (Years)	10.0	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
MUTUAL FUNDS				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	10.0	0.0	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	10.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1 if > FDIC Limit)	0.0	0.0	Compliant	
REPURCHASE AGREEMENTS				
Max Maturity (Years)	1.0	0.0	Compliant	
SUPRANATIONAL OBLIGATIONS				
Max % (MV)	30.0	2.0	Compliant	
Max % Issuer (MV)	10.0	1.1	Compliant	
Max Maturity (Years)	5	1	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
U.S. TREASURIES				
Max % (MV)	100.0	43.6	Compliant	

STATEMENT OF COMPLIANCE

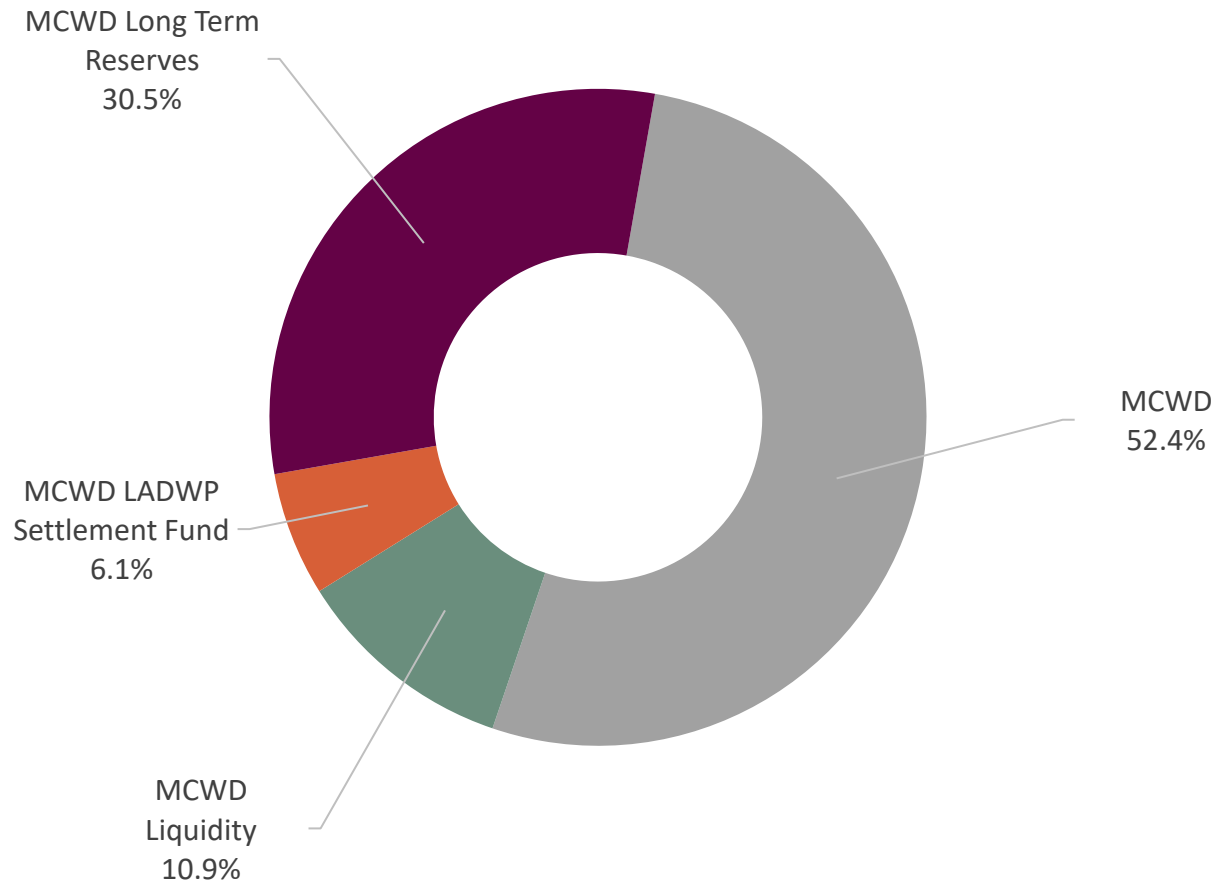


Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
Max Maturity (Years)	5.0	4.7	Compliant	
Max Maturity (Years)	10.0	9.4	Compliant	

MCWD CONSOLIDATED PORTFOLIO

Account #10988 | As of December 31, 2024



PORTFOLIO CHARACTERISTICS



Mammoth Community Water District | Account #10652 | As of December 31, 2024

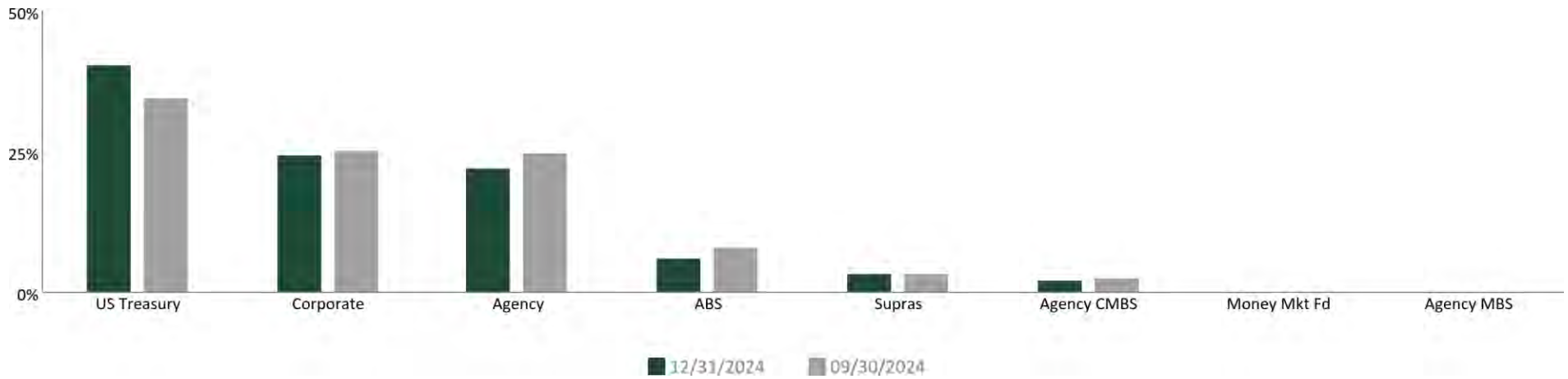
	Benchmark*	12/31/2024 Portfolio	9/30/2024 Portfolio
Average Maturity (yrs)	2.18	2.47	2.59
Average Modified Duration	2.04	2.13	2.22
Average Purchase Yield		3.64%	3.42%
Average Market Yield	4.24%	4.42%	3.94%
Average Quality**	AA+	AA	AA
Total Market Value		21,064,726	19,221,844

*Benchmark: ICE BofA 0-5 Year US Treasury Index

**The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

SECTOR DISTRIBUTION

Mammoth Community Water District | Account #10652 | As of December 31, 2024



Sector as a Percentage of Market Value

Sector	12/31/2024	09/30/2024
US Treasury	40.67%	34.78%
Corporate	24.54%	25.21%
Agency	22.45%	24.90%
ABS	6.31%	8.06%
Supras	3.36%	3.68%
Agency CMBS	2.37%	2.63%
Money Mkt Fd	0.28%	0.20%
Agency MBS	--	0.52%

ISSUERS

Mammoth Community Water District | Account #10652 | As of December 31, 2024

Issuer	Investment Type	% Portfolio
Government of The United States	US Treasury	40.67%
Farm Credit System	Agency	11.88%
Federal Home Loan Banks	Agency	6.79%
FHLMC	Agency CMBS	2.37%
PepsiCo, Inc.	Corporate	2.21%
FHLMC	Agency	1.98%
International Bank for Recon and Dev	Supras	1.85%
FNMA	Agency	1.81%
Inter-American Development Bank	Supras	1.51%
John Deere Owner Trust	ABS	1.49%
Caterpillar Inc.	Corporate	1.31%
JPMorgan Chase & Co.	Corporate	1.26%
The Home Depot, Inc.	Corporate	1.25%
Deere & Company	Corporate	1.24%
Duke Energy Corporation	Corporate	1.22%
Cisco Systems, Inc.	Corporate	1.20%
Chubb Limited	Corporate	1.19%
Morgan Stanley	Corporate	1.19%
Truist Financial Corporation	Corporate	1.19%
PACCAR Inc	Corporate	1.16%
Target Corporation	Corporate	1.14%
Walmart Inc.	Corporate	1.13%
Merck & Co., Inc.	Corporate	1.11%
Prologis, Inc.	Corporate	1.08%
Bank of America Corporation	Corporate	1.08%
Abbott Laboratories	Corporate	1.07%
UnitedHealth Group Incorporated	Corporate	1.06%
Berkshire Hathaway Inc.	Corporate	0.94%
Amazon.com, Inc.	Corporate	0.92%
Chase Issuance Trust	ABS	0.85%

ISSUERS

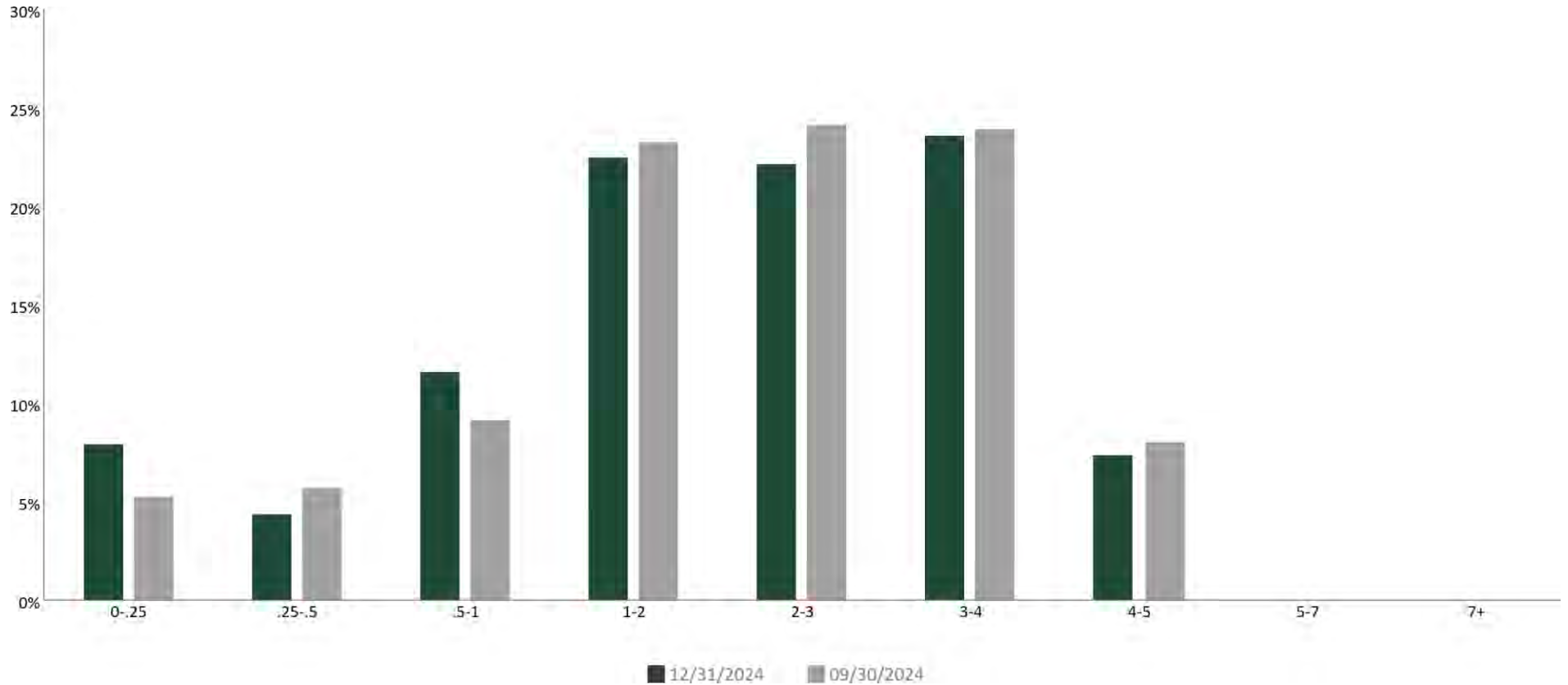


Mammoth Community Water District | Account #10652 | As of December 31, 2024

Issuer	Investment Type	% Portfolio
MERCEDES-BENZ AUTO RECEIVABLES TRUST	ABS	0.74%
Eli Lilly and Company	Corporate	0.59%
BMW Vehicle Owner Trust	ABS	0.53%
WF Card Issuance Trust 2024-2	ABS	0.50%
Honda Auto Receivables 2024-3 Owner	ABS	0.48%
Bank of America Credit Card Trust	ABS	0.43%
Hyundai Auto Receivables Trust	ABS	0.36%
Toyota Auto Receivables Owner Trust	ABS	0.29%
First American Govt Oblig fund	Money Mkt Fd	0.28%
Honda Auto Receivables Owner Trust	ABS	0.27%
Hyundai Auto Receivables Trust 2024-	ABS	0.22%
GM Financial Automobile Leasing Trus	ABS	0.17%
Cash	Cash	0.01%
TOTAL		100.00%

DURATION DISTRIBUTION

Mammoth Community Water District | Account #10652 | As of December 31, 2024



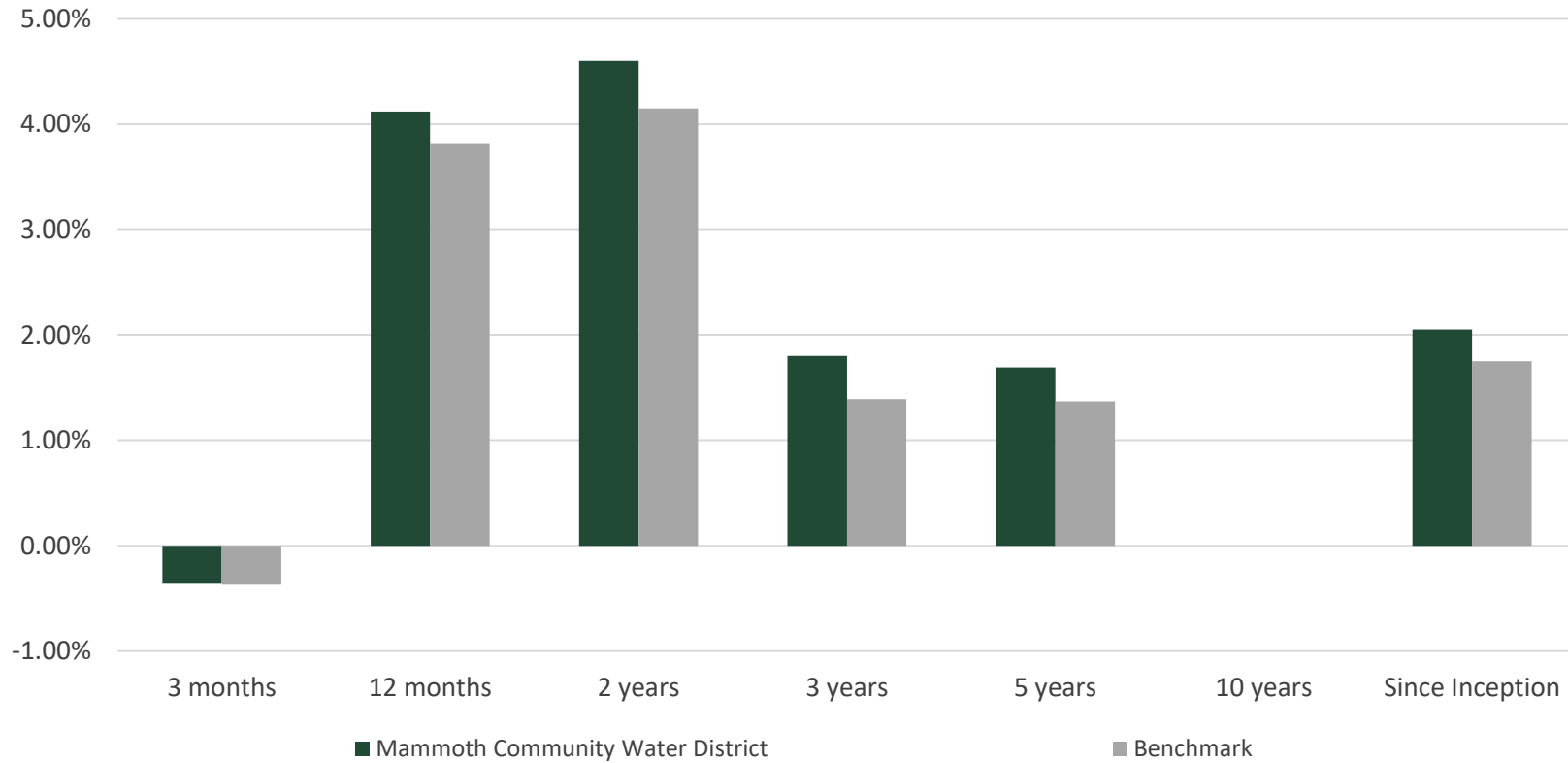
Date	0-.25	.25-.5	.5-1	1-2	2-3	3-4	4-5	5-7	7+
12/31/2024	8.0%	4.4%	11.6%	22.6%	22.2%	23.7%	7.4%	0.0%	0.0%
09/30/2024	5.4%	5.8%	9.2%	23.3%	24.3%	24.0%	8.1%	0.0%	0.0%

INVESTMENT PERFORMANCE



Mammoth Community Water District | Account #10652 | As of December 31, 2024

Total Rate of Return : Inception | 02/01/2019



	3 Months	12 Months	2 Years	3 Years	5 Years	10 Years	Since Inception
TOTAL RATE OF RETURN							
Mammoth Comm Water District	(0.36%)	4.12%	4.60%	1.80%	1.69%		2.05%
Benchmark	(0.37%)	3.82%	4.15%	1.39%	1.37%		1.75%

*Periods over 1 year are annualized.

Benchmark: ICE BofA 0-5 Year US Treasury Index

Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending market value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

HISTORICAL AVERAGE PURCHASE YIELD



Mammoth Community Water District | Account #10652 | As of December 31, 2024

Purchase Yield as of 12/31/24 = 3.64%



PORTFOLIO CHARACTERISTICS



Mammoth Community Water District Liquidity Portfolio | Account #10987 | As of December 31, 2024

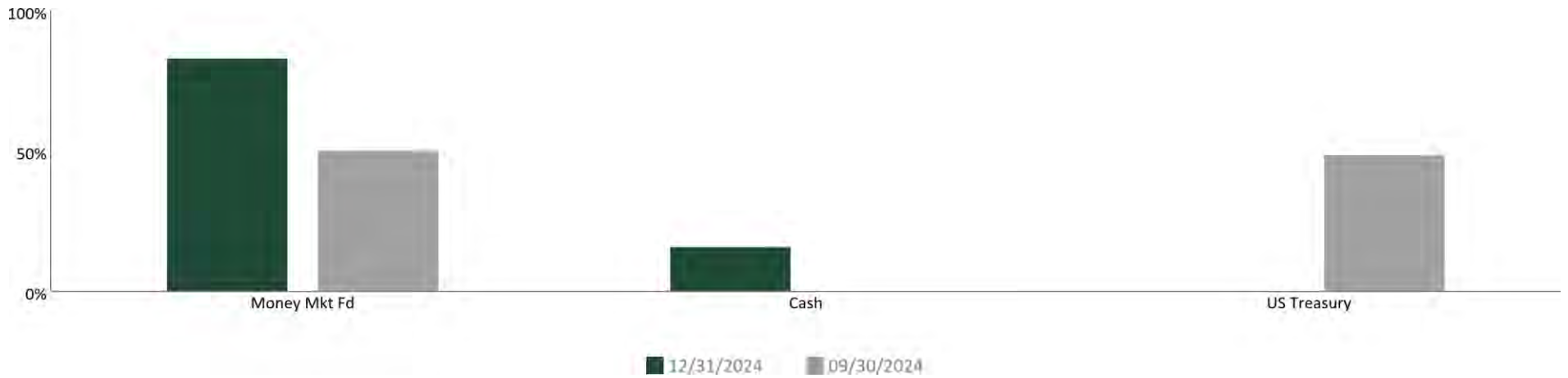
	Benchmark*	12/31/2024 Portfolio	9/30/2024 Portfolio
Average Maturity (yrs)	0.16	0.00	0.03
Average Modified Duration	0.15	0.00	0.03
Average Purchase Yield		3.42%	4.89%
Average Market Yield	4.26%	3.42%	4.62%
Average Quality**	AA+	AAA	AAA
Total Market Value		7,321	4,003,134

*Benchmark: ICE BofA 3-Month US Treasury Bill Index

**The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

SECTOR DISTRIBUTION

Mammoth Community Water District Liquidity Portfolio | Account #10987 | As of December 31, 2024

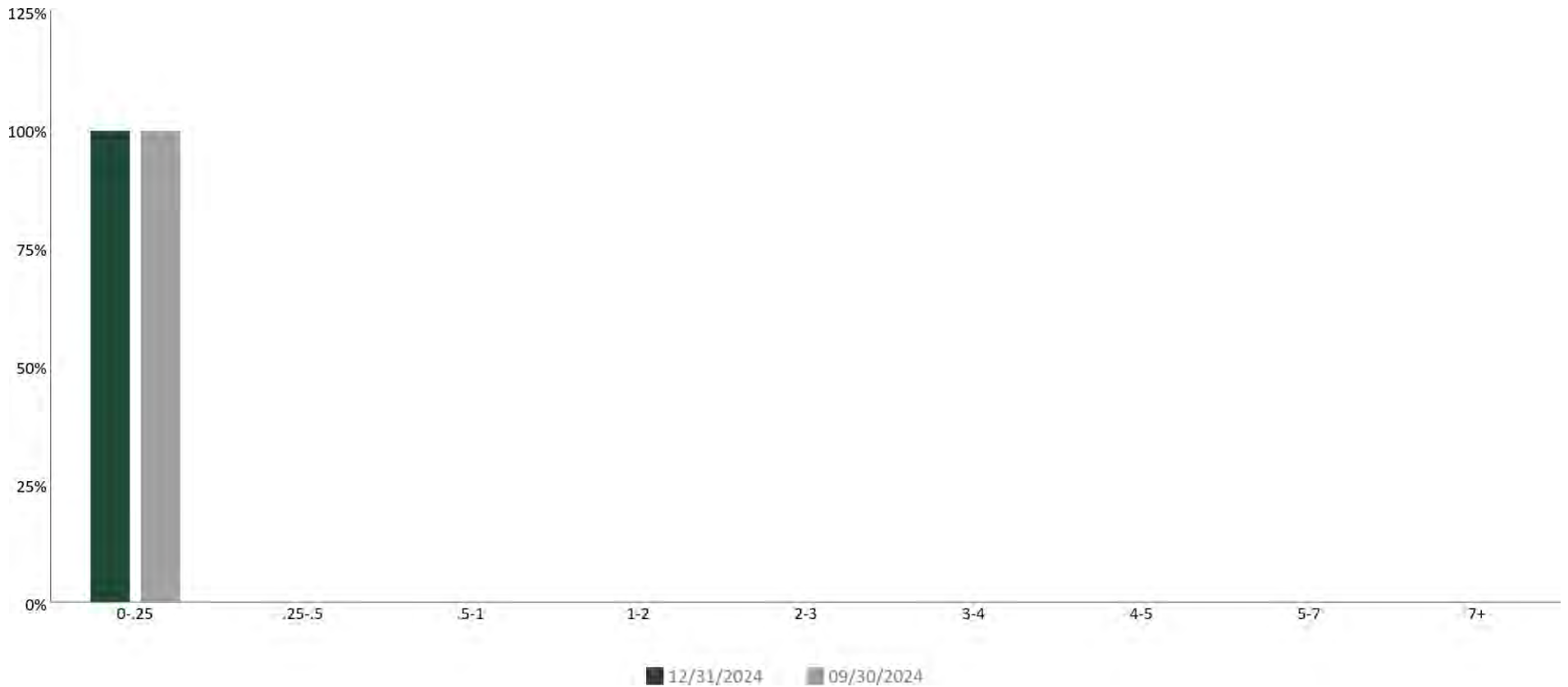


Sector as a Percentage of Market Value

Sector	12/31/2024	09/30/2024
Money Mkt Fd	83.63%	50.83%
Cash	16.37%	0.20%
US Treasury	--	48.97%

DURATION DISTRIBUTION

Mammoth Community Water District Liquidity Portfolio | Account #10987 | As of December 31, 2024



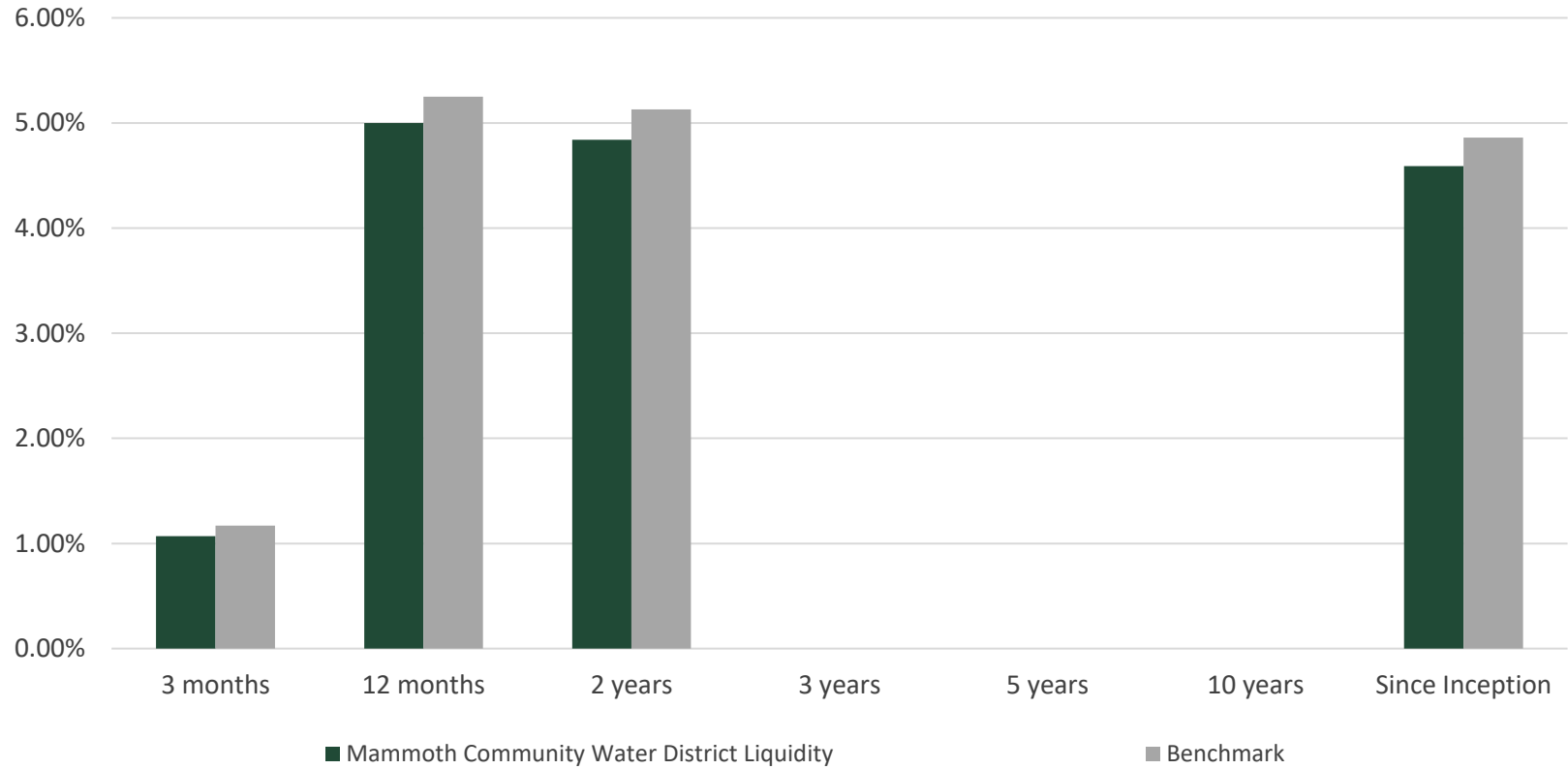
Date	0-.25	.25-.5	.5-1	1-2	2-3	3-4	4-5	5-7	7+
12/31/2024	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
09/30/2024	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

INVESTMENT PERFORMANCE



Mammoth Community Water District Liquidity Portfolio | Account #10987 | As of December 31, 2024

Total Rate of Return : Inception | 09/01/2022



	3 Months	12 Months	2 Years	3 Years	5 Years	10 Years	Since Inception
TOTAL RATE OF RETURN							
Mammoth Comm WD Liquidity	1.07%	5.00%	4.84%				4.59%
Benchmark	1.17%	5.25%	5.13%				4.86%

*Periods over 1 year are annualized.

Benchmark: ICE BofA 3-Month US Treasury Bill Index

Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending market value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

PORTFOLIO CHARACTERISTICS



MCWD LADWP Settlement Fund | Account #10992 | As of December 31, 2024

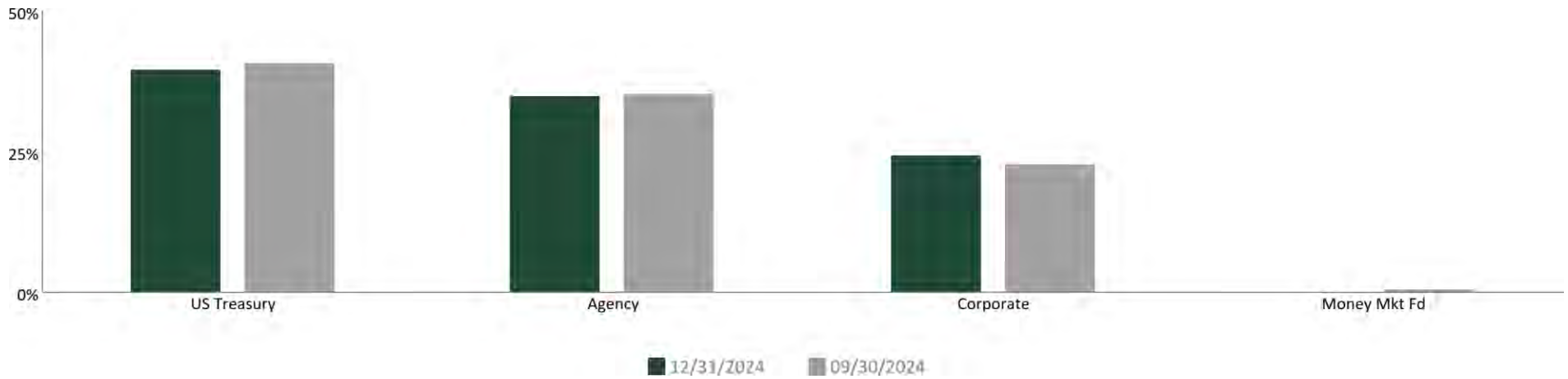
	Benchmark*	12/31/2024 Portfolio	9/30/2024 Portfolio
Average Maturity (yrs)	3.85	4.17	4.28
Average Modified Duration	3.47	3.64	3.75
Average Purchase Yield		4.37%	4.38%
Average Market Yield	4.34%	4.49%	3.88%
Average Quality**	AA+	AA	AA
Total Market Value		2,202,094	2,238,864

*Benchmark: ICE BofA 1-10 Year Unsubordinated US Treasury & Agency Index

**The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

SECTOR DISTRIBUTION

MCWD LADWP Settlement Fund | Account #10992 | As of December 31, 2024



Sector as a Percentage of Market Value

Sector	12/31/2024	09/30/2024
US Treasury	39.87%	40.83%
Agency	35.12%	35.36%
Corporate	24.58%	23.15%
Money Mkt Fd	0.42%	0.65%

ISSUERS

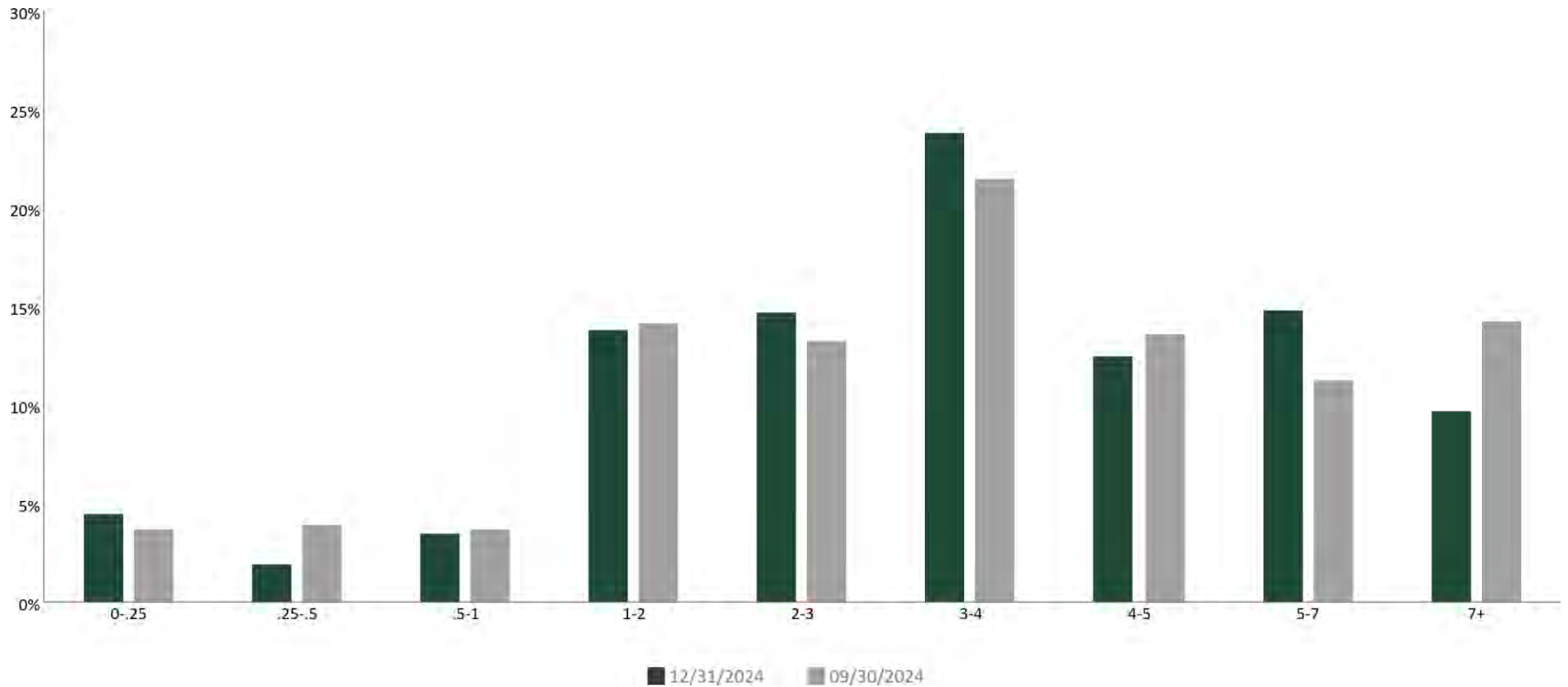


MCWD LADWP Settlement Fund | Account #10992 | As of December 31, 2024

Issuer	Investment Type	% Portfolio
Government of The United States	US Treasury	39.87%
Farm Credit System	Agency	18.81%
Federal Home Loan Banks	Agency	11.03%
BlackRock, Inc.	Corporate	2.06%
Bank of America Corporation	Corporate	2.05%
PACCAR Inc	Corporate	2.05%
UnitedHealth Group Incorporated	Corporate	2.02%
Tennessee Valley Authority	Agency	1.99%
JPMorgan Chase & Co.	Corporate	1.98%
Amazon.com, Inc.	Corporate	1.97%
Cisco Systems, Inc.	Corporate	1.84%
Dominion Energy, Inc.	Corporate	1.79%
FHLMC	Agency	1.78%
Caterpillar Inc.	Corporate	1.61%
Toyota Motor Corporation	Corporate	1.54%
FNMA	Agency	1.51%
The Home Depot, Inc.	Corporate	1.37%
Chubb Limited	Corporate	1.37%
Duke Energy Corporation	Corporate	1.34%
Deere & Company	Corporate	0.92%
The Charles Schwab Corporation	Corporate	0.66%
First American Govt Oblig fund	Money Mkt Fd	0.42%
Cash	Cash	0.00%
TOTAL		100.00%

DURATION DISTRIBUTION

MCWD LADWP Settlement Fund | Account #10992 | As of December 31, 2024



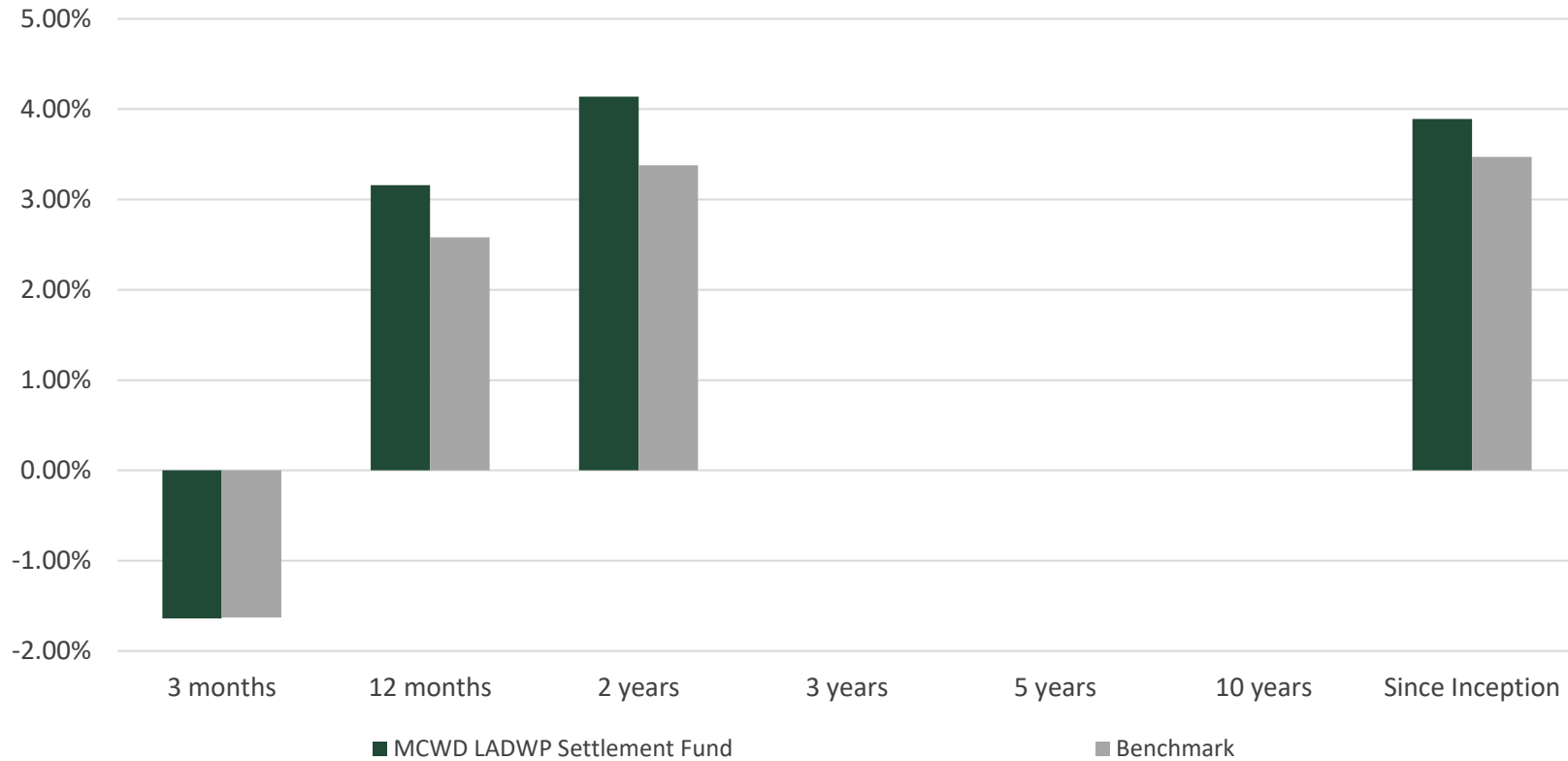
Date	0-.25	.25-.5	.5-1	1-2	2-3	3-4	4-5	5-7	7+
12/31/2024	4.6%	2.0%	3.6%	13.9%	14.8%	23.9%	12.6%	14.9%	9.8%
09/30/2024	3.8%	4.0%	3.8%	14.2%	13.4%	21.6%	13.7%	11.3%	14.3%

INVESTMENT PERFORMANCE



MCWD LADWP Settlement Fund | Account #10992 | As of December 31, 2024

Total Rate of Return : Inception | 10/01/2022



	3 Months	12 Months	2 Years	3 Years	5 Years	10 Years	Since Inception
TOTAL RATE OF RETURN							
MCWD LADWP Settlement Fund Gross of Fees	(1.64%)	3.16%	4.14%				3.89%
Benchmark	(1.63%)	2.58%	3.38%				3.47%

*Periods over 1 year are annualized.

Benchmark: ICE BofA 1-10 Year Unsubordinated US Treasury & Agency Index

Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending market value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

PORTFOLIO CHARACTERISTICS



MCWD Long Term Reserves | Account #11043 | As of December 31, 2024

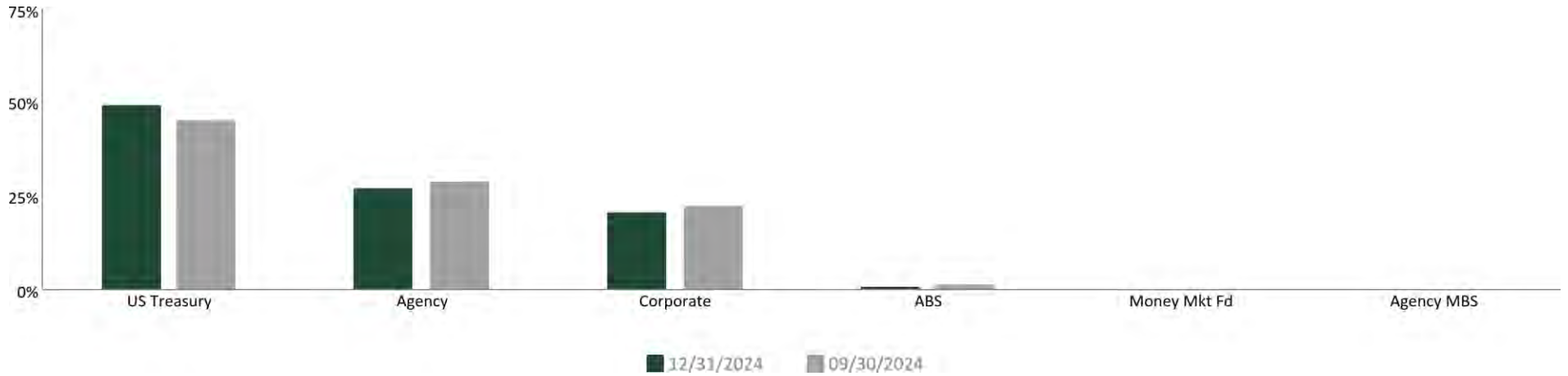
	Benchmark*	12/31/2024 Portfolio	9/30/2024 Portfolio
Average Maturity (yrs)	3.85	4.24	4.32
Average Modified Duration	3.47	3.68	3.75
Average Purchase Yield		4.13%	4.06%
Average Market Yield	4.34%	4.48%	3.90%
Average Quality**	AA+	AA	AA
Total Market Value		11,615,400	11,200,986

*Benchmark: ICE BofA 1-10 Year Unsubordinated US Treasury & Agency Index

**The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

SECTOR DISTRIBUTION

MCWD Long Term Reserves | Account #11043 | As of December 31, 2024



Sector as a Percentage of Market Value

Sector	12/31/2024	09/30/2024
US Treasury	49.58%	45.60%
Agency	27.48%	29.23%
Corporate	21.01%	22.75%
ABS	1.25%	1.65%
Money Mkt Fd	0.46%	0.51%
Agency MBS	0.22%	0.25%

ISSUERS

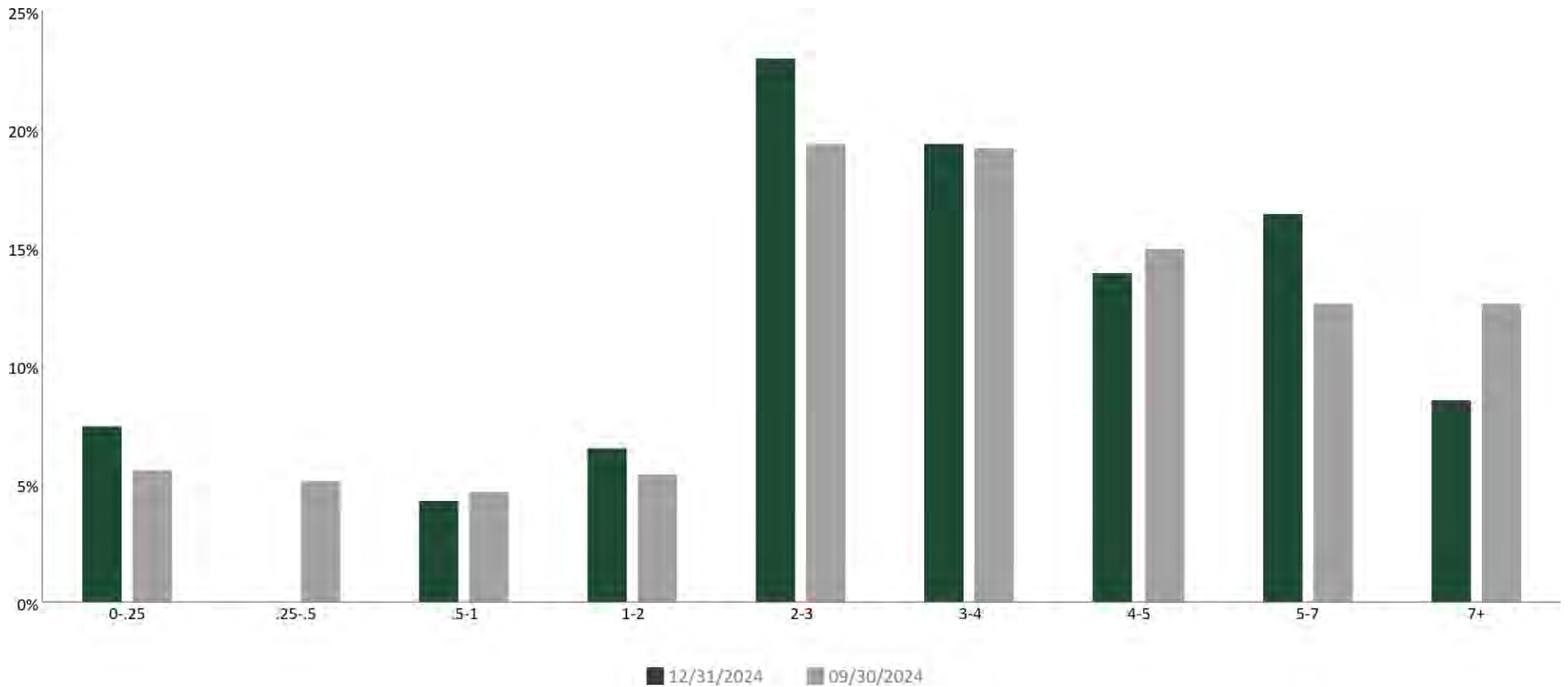


MCWD Long Term Reserves | Account #11043 | As of December 31, 2024

Issuer	Investment Type	% Portfolio
Government of The United States	US Treasury	49.58%
Federal Home Loan Banks	Agency	12.43%
Farm Credit System	Agency	7.40%
FNMA	Agency	4.43%
Tennessee Valley Authority	Agency	3.22%
Northern Trust Corporation	Corporate	2.14%
Honda Motor Co., Ltd.	Corporate	1.85%
Deere & Company	Corporate	1.31%
Cisco Systems, Inc.	Corporate	1.31%
BlackRock, Inc.	Corporate	1.30%
The Home Depot, Inc.	Corporate	1.30%
Bank of America Corporation	Corporate	1.30%
Chubb Limited	Corporate	1.30%
UnitedHealth Group Incorporated	Corporate	1.28%
Dominion Energy, Inc.	Corporate	1.27%
Duke Energy Corporation	Corporate	1.27%
Toyota Motor Corporation	Corporate	1.26%
JPMorgan Chase & Co.	Corporate	1.25%
PACCAR Inc	Corporate	1.21%
John Deere Owner Trust	ABS	1.03%
Amazon.com, Inc.	Corporate	0.83%
The Charles Schwab Corporation	Corporate	0.83%
First American Govt Oblig fund	Money Mkt Fd	0.46%
Honda Auto Receivables Owner Trust	ABS	0.22%
FHLMC	Agency MBS	0.16%
FNMA	Agency MBS	0.06%
Cash	Cash	0.01%
TOTAL		100.00%

DURATION DISTRIBUTION

MCWD Long Term Reserves | Account #11043 | As of December 31, 2024



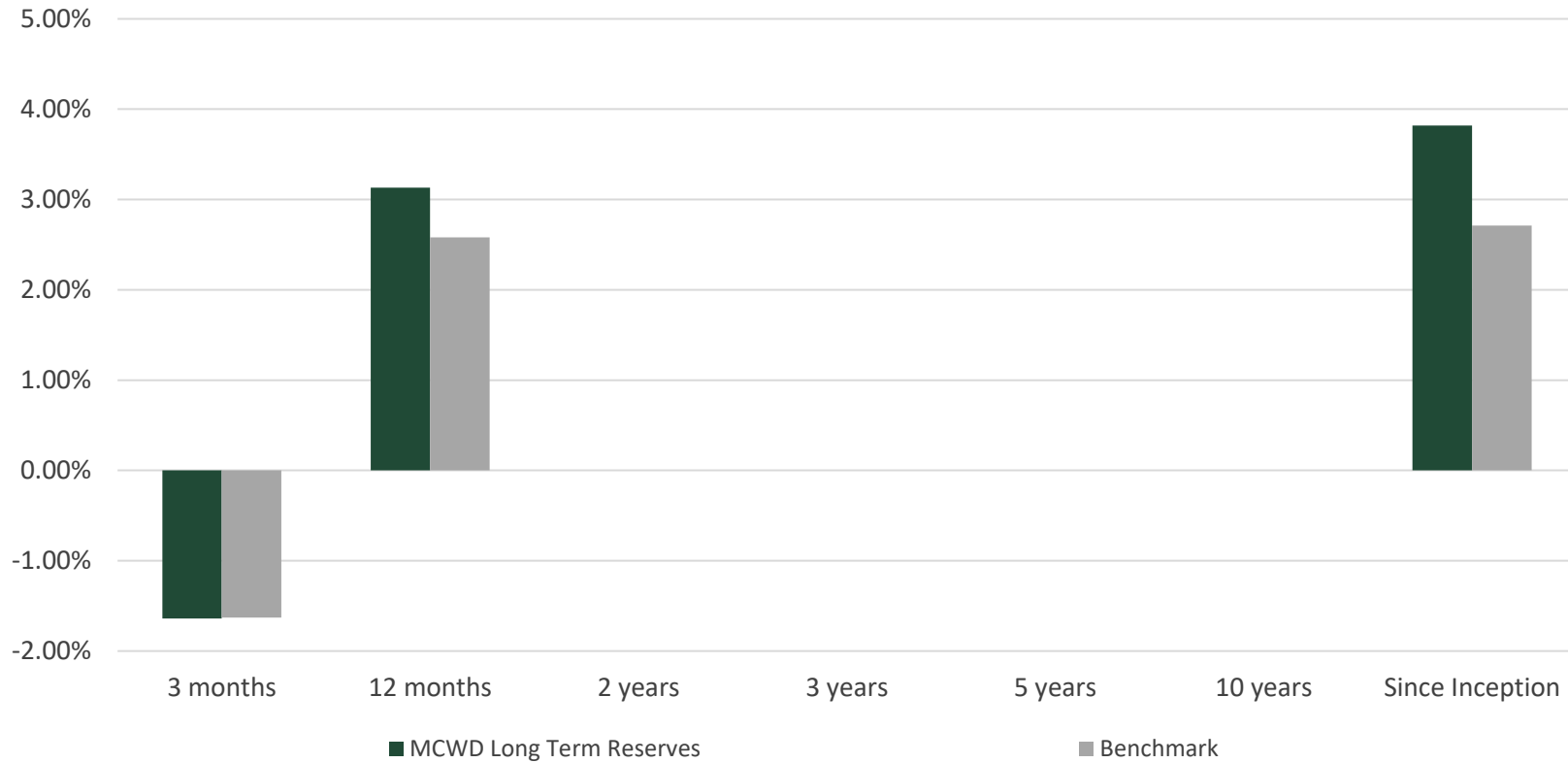
Date	0-.25	.25-.5	.5-1	1-2	2-3	3-4	4-5	5-7	7+
12/31/2024	7.5%	0.0%	4.4%	6.6%	23.0%	19.4%	14.0%	16.5%	8.6%
09/30/2024	5.7%	5.2%	4.7%	5.4%	19.4%	19.2%	15.0%	12.7%	12.7%

INVESTMENT PERFORMANCE



MCWD Long Term Reserves | Account #11043 | As of December 31, 2024

Total Rate of Return : Inception | 02/01/2023



	3 Months	12 Months	2 Years	3 Years	5 Years	10 Years	Since Inception
TOTAL RATE OF RETURN							
MCWD Long Term Reserves	(1.64%)	3.13%					3.82%
Benchmark	(1.63%)	2.58%					2.71%

*Periods over 1 year are annualized.

Benchmark: ICE BofA 1-10 Year Unsubordinated US Treasury & Agency Index

Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending market value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

CONSOLIDATED INFORMATION

PORTFOLIO CHARACTERISTICS



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

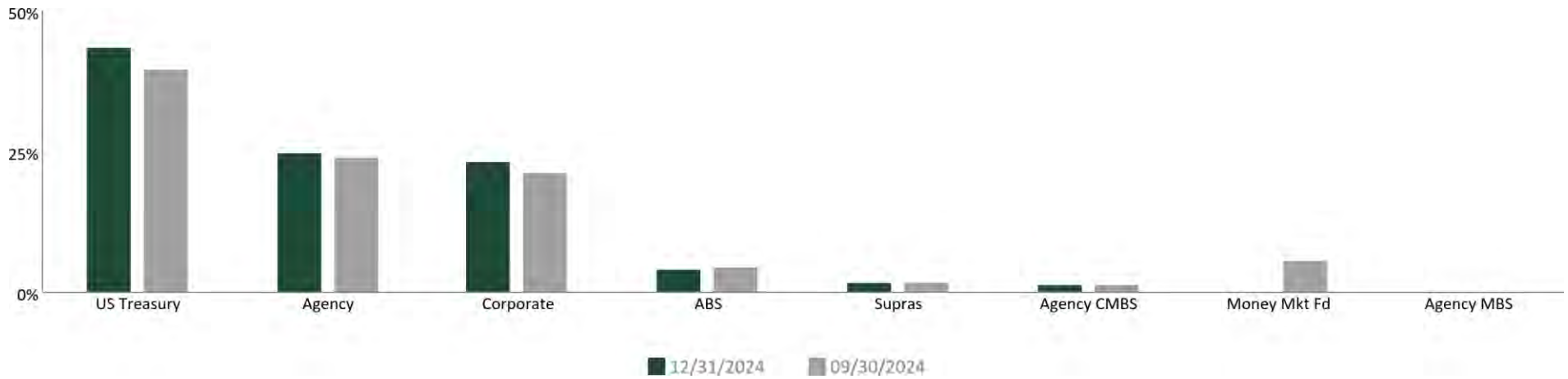
	12/31/2024 Portfolio	9/30/2024 Portfolio
Average Maturity (yrs)	3.17	2.94
Average Modified Duration	2.74	2.54
Average Purchase Yield	3.85%	3.84%
Average Market Yield	4.44%	4.00%
Average Quality**	AA	AA
Total Market Value	34,889,542	36,664,828

*Benchmark: NO BENCHMARK REQUIRED

**The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

SECTOR DISTRIBUTION

Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024



Sector as a Percentage of Market Value

Sector	12/31/2024	09/30/2024
US Treasury	43.58%	40.01%
Agency	24.92%	24.12%
Corporate	23.36%	21.56%
ABS	4.23%	4.73%
Supras	2.03%	1.93%
Agency CMBS	1.43%	1.38%
Money Mkt Fd	0.37%	5.89%
Agency MBS	0.07%	0.35%

ISSUERS

Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Issuer	Investment Type	% Portfolio
Government of The United States	US Treasury	43.58%
Farm Credit System	Agency	10.83%
Federal Home Loan Banks	Agency	8.93%
FNMA	Agency	2.66%
FHLMC	Agency CMBS	1.43%
PepsiCo, Inc.	Corporate	1.34%
FHLMC	Agency	1.31%
JPMorgan Chase & Co.	Corporate	1.30%
Cisco Systems, Inc.	Corporate	1.28%
The Home Depot, Inc.	Corporate	1.27%
Duke Energy Corporation	Corporate	1.25%
Deere & Company	Corporate	1.24%
John Deere Owner Trust	ABS	1.24%
Chubb Limited	Corporate	1.24%
PACCAR Inc	Corporate	1.23%
Bank of America Corporation	Corporate	1.21%
Tennessee Valley Authority	Agency	1.20%
UnitedHealth Group Incorporated	Corporate	1.19%
International Bank for Recon and Dev	Supras	1.12%
Amazon.com, Inc.	Corporate	0.95%
Inter-American Development Bank	Supras	0.91%
Caterpillar Inc.	Corporate	0.89%
Morgan Stanley	Corporate	0.72%
Truist Financial Corporation	Corporate	0.72%
Northern Trust Corporation	Corporate	0.71%
Target Corporation	Corporate	0.69%
Walmart Inc.	Corporate	0.68%
Merck & Co., Inc.	Corporate	0.67%
Prologis, Inc.	Corporate	0.65%
Abbott Laboratories	Corporate	0.65%

ISSUERS

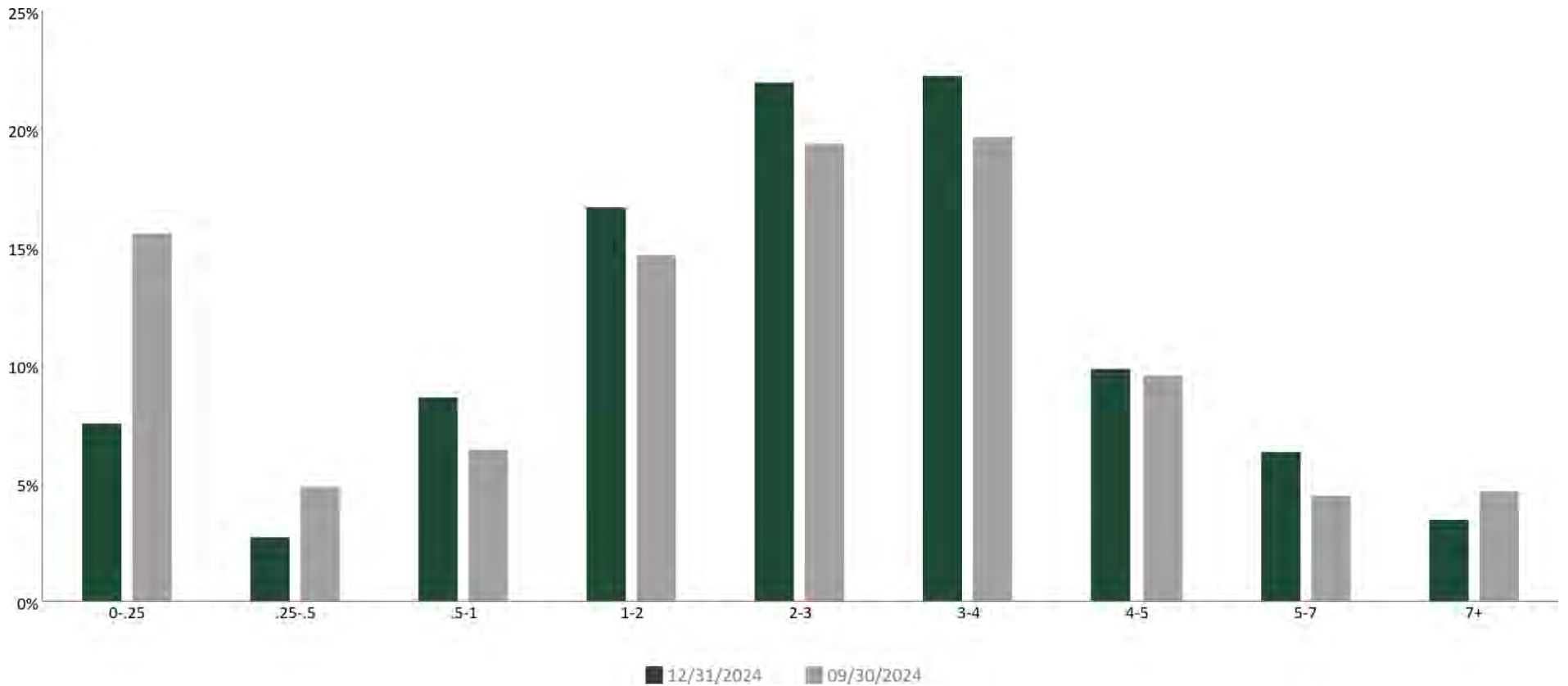


Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Issuer	Investment Type	% Portfolio
Honda Motor Co., Ltd.	Corporate	0.61%
Berkshire Hathaway Inc.	Corporate	0.57%
BlackRock, Inc.	Corporate	0.56%
Dominion Energy, Inc.	Corporate	0.54%
Toyota Motor Corporation	Corporate	0.52%
Chase Issuance Trust	ABS	0.51%
MERCEDES-BENZ AUTO RECEIVABLES TRUST	ABS	0.45%
First American Govt Oblig fund	Money Mkt Fd	0.37%
Eli Lilly and Company	Corporate	0.35%
BMW Vehicle Owner Trust	ABS	0.32%
The Charles Schwab Corporation	Corporate	0.32%
WF Card Issuance Trust 2024-2	ABS	0.30%
Honda Auto Receivables 2024-3 Owner	ABS	0.29%
Bank of America Credit Card Trust	ABS	0.26%
Honda Auto Receivables Owner Trust	ABS	0.24%
Hyundai Auto Receivables Trust	ABS	0.22%
Toyota Auto Receivables Owner Trust	ABS	0.17%
Hyundai Auto Receivables Trust 2024-	ABS	0.13%
GM Financial Automobile Leasing Trus	ABS	0.10%
FHLMC	Agency MBS	0.05%
FNMA	Agency MBS	0.02%
Cash	Cash	0.01%
TOTAL		100.00%

DURATION DISTRIBUTION

Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024



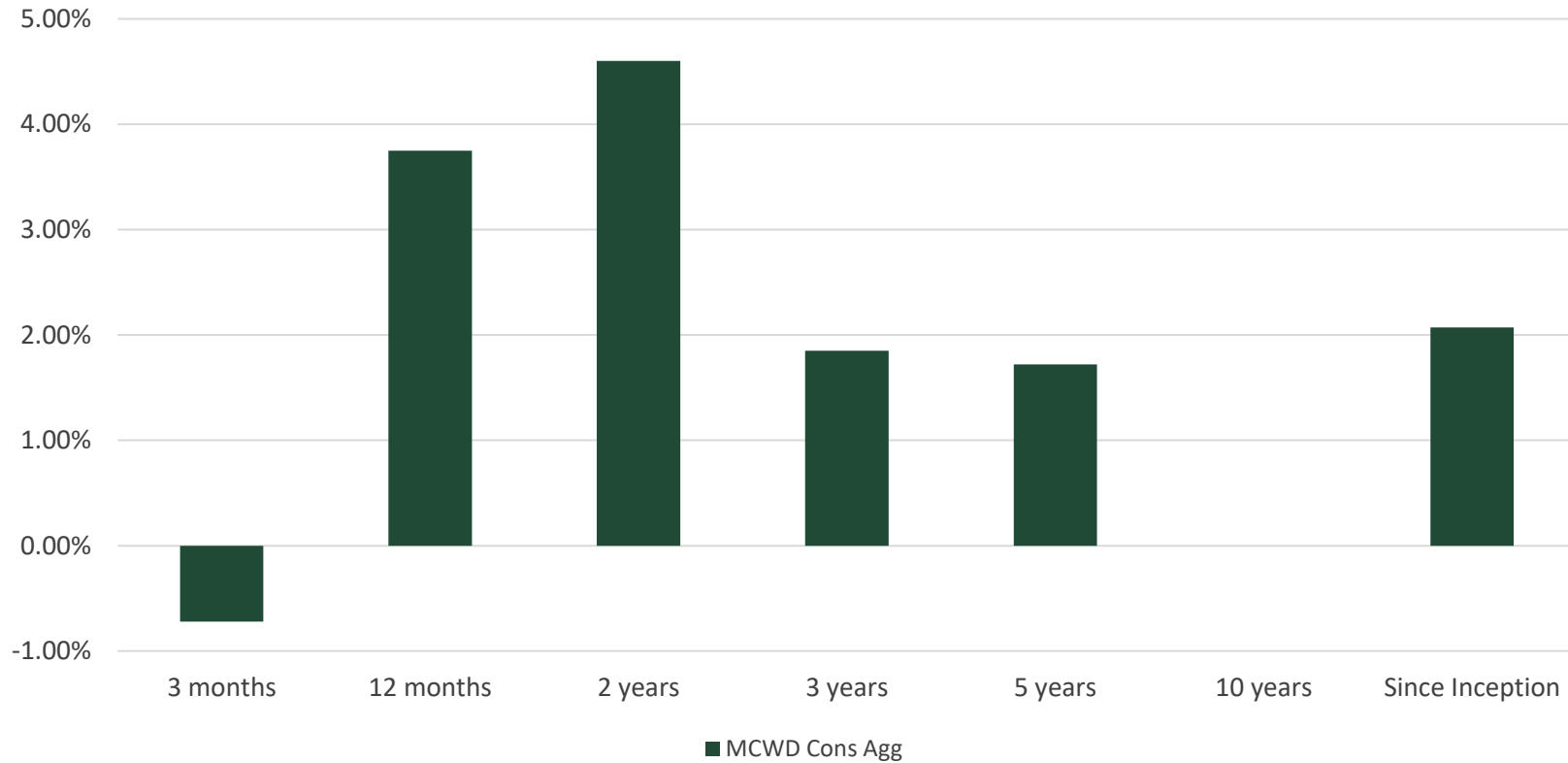
Date	0-.25	.25-.5	.5-1	1-2	2-3	3-4	4-5	5-7	7+
12/31/2024	7.6%	2.8%	8.7%	16.7%	22.0%	22.3%	9.9%	6.4%	3.5%
09/30/2024	15.7%	4.9%	6.5%	14.8%	19.5%	19.7%	9.6%	4.6%	4.7%

INVESTMENT PERFORMANCE



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Total Rate of Return : Inception | 02/01/2019



	3 Months	12 Months	2 Years	3 Years	5 Years	10 Years	Since Inception
TOTAL RATE OF RETURN							
MCWD Cons Agg	(0.72%)	3.75%	4.60%	1.85%	1.72%		2.07%

*Periods over 1 year are annualized.

Benchmark: NO BENCHMARK REQUIRED

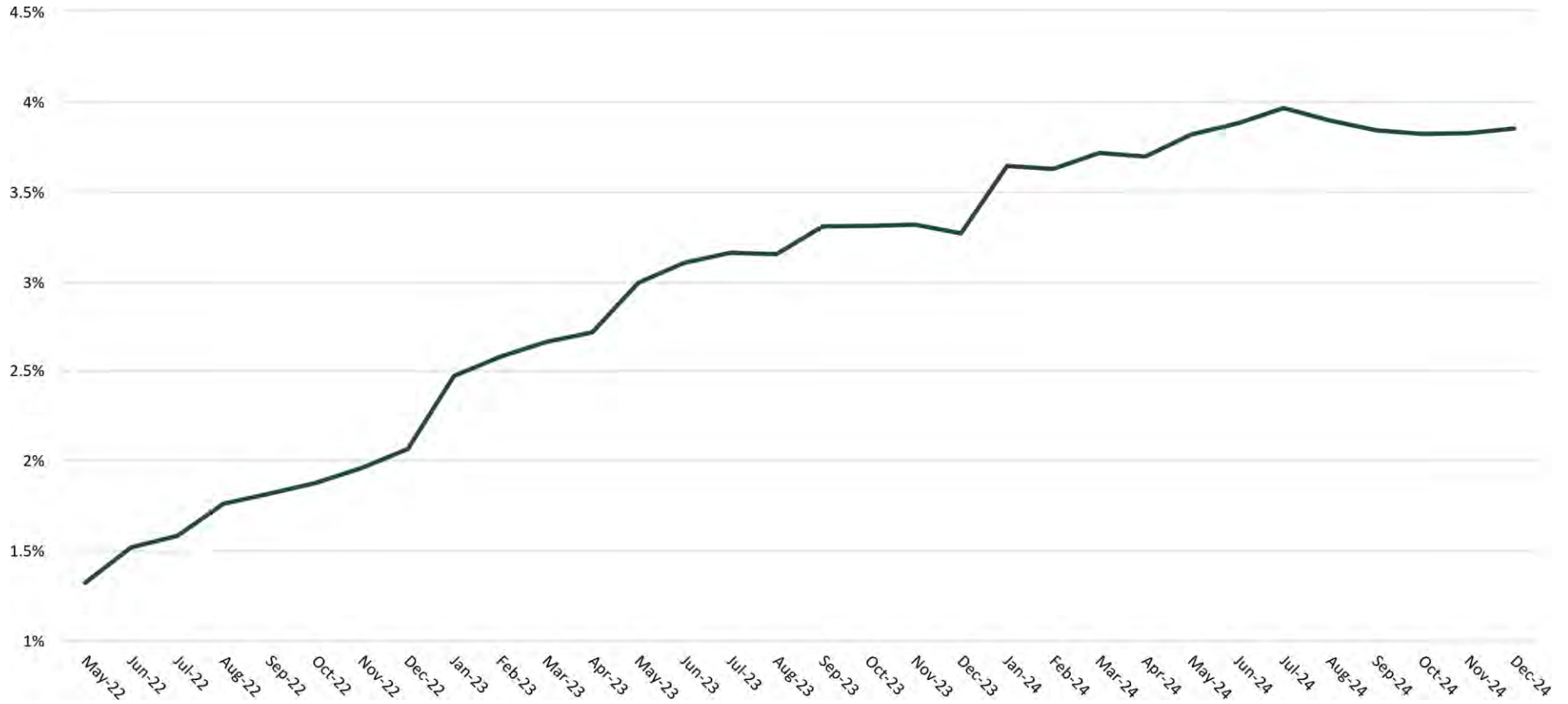
Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending market value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

HISTORICAL AVERAGE PURCHASE YIELD



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Purchase Yield as of 12/31/24 = 3.85%



PORTFOLIO HOLDINGS

HOLDINGS REPORT



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
ABS									
43815GAC3	HAROT 2021-4 A3 0.88 01/21/2026	25,883.97	-- 1.29%	25,705.34 25,840.59	99.22 4.64%	25,682.64 6.33	0.07% (157.95)	Aaa/NA AAA	1.06 0.21
379929AD4	GMALT 2023-3 A3 5.38 11/20/2026	35,000.00	08/08/2023 5.38%	34,995.80 34,997.57	100.52 4.61%	35,183.31 57.54	0.10% 185.73	NA/AAA AAA	1.89 0.63
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	57,993.35	07/12/2022 3.77%	57,987.81 57,991.11	99.56 4.56%	57,740.88 96.40	0.17% (250.22)	Aaa/NA AAA	2.13 0.55
89231CAD9	TAOT 2022-C A3 3.76 04/15/2027	60,177.15	08/08/2022 3.80%	60,167.10 60,172.78	99.66 4.39%	59,969.88 100.56	0.17% (202.90)	NA/AAA AAA	2.29 0.57
448979AD6	HART 2023-A A3 4.58 04/15/2027	75,091.56	04/04/2023 5.14%	75,084.23 75,087.38	100.03 4.57%	75,115.58 152.85	0.22% 28.19	NA/AAA AAA	2.29 0.57
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	118,143.23	10/12/2022 5.15%	118,134.06 118,138.67	100.29 4.69%	118,488.17 267.27	0.34% 349.50	Aaa/NA AAA	2.45 0.64
58768PAC8	MBART 2022-1 A3 5.21 08/16/2027	153,389.39	11/15/2022 5.27%	153,359.04 153,373.11	100.45 4.59%	154,074.58 355.18	0.45% 701.47	Aaa/AAA NA	2.62 0.65
05592XAD2	BMWOT 2023-A A3 5.47 02/25/2028	30,000.00	07/11/2023 5.47%	29,994.68 29,996.36	100.87 4.55%	30,259.86 27.35	0.09% 263.50	NA/AAA AAA	3.15 0.88
47787CAC7	JDOT 2023-C A3 5.48 05/15/2028	160,000.00	09/12/2023 5.40%	159,989.01 159,992.05	101.14 4.66%	161,824.00 389.69	0.47% 1,831.95	Aaa/NA AAA	3.37 1.28
438123AC5	HAROT 2023-4 A3 5.67 06/21/2028	55,000.00	11/01/2023 5.74%	54,990.31 54,992.72	101.59 4.55%	55,874.59 86.63	0.16% 881.87	Aaa/NA AAA	3.47 1.31
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	175,000.00	09/07/2023 5.17%	174,951.49 174,964.08	101.06 4.56%	176,854.83 401.33	0.51% 1,890.75	NR/AAA AAA	3.71 1.59
096919AD7	BMWOT 2024-A A3 5.18 02/26/2029	80,000.00	06/04/2024 5.24%	79,987.85 79,989.29	101.18 4.48%	80,943.87 69.07	0.23% 954.58	Aaa/AAA NA	4.16 1.55
47786WAD2	JDOT 2024-B A3 5.2 03/15/2029	90,000.00	06/11/2024 5.26%	89,982.41 89,984.41	101.25 4.63%	91,125.54 208.00	0.26% 1,141.13	Aaa/NA AAA	4.20 1.98
44934QAD3	HART 2024-B A3 4.84 03/15/2029	45,000.00	07/16/2024 4.90%	44,993.21 44,993.85	100.51 4.64%	45,231.69 96.80	0.13% 237.83	NA/AAA AAA	4.20 2.04
43813YAC6	HAROT 2024-3 A3 4.57 03/21/2029	100,000.00	08/09/2024 4.62%	99,984.29 99,985.54	99.94 4.65%	99,938.90 126.94	0.29% (46.64)	Aaa/NA AAA	4.22 1.85
05522RDJ4	BACCT 2024-1 A 4.93 05/15/2029	90,000.00	06/06/2024 4.93%	89,994.95 89,995.53	100.97 4.54%	90,869.81 197.20	0.26% 874.28	Aaa/AAA NA	4.37 2.19

HOLDINGS REPORT



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
92970QAE5	WFCIT 2024-2 A 4.29 10/15/2029	105,000.00	10/17/2024 4.33%	104,984.40 104,984.99	99.32 4.59%	104,287.81 200.20	0.30% (697.19)	Aaa/AAA NA	4.79 2.57
Total ABS		1,455,678.64	4.95%	1,455,285.98 1,455,480.05	100.54 4.59%	1,463,465.93 2,839.33	4.23% 7,985.88	Aaa/AAA AAA	3.38 1.33

AGENCY									
3135G0X24	FEDERAL NATIONAL MORTGAGE ASSOCIATION 1.625 01/07/2025	120,000.00	01/08/2020 1.69%	119,617.20 119,998.74	99.97 3.87%	119,962.05 942.50	0.35% (36.69)	Aaa/AA+ AA+	0.02 0.01
3133EMNF5	FEDERAL FARM CREDIT BANKS FUNDING CORP 0.375 01/15/2025	400,000.00	08/30/2021 0.50%	398,376.00 399,981.56	99.86 4.34%	399,427.46 691.67	1.15% (554.10)	Aaa/AA+ AA+	0.04 0.04
3133EPCW3	FEDERAL FARM CREDIT BANKS FUNDING CORP 5.0 03/10/2025	45,000.00	06/28/2023 4.99%	45,006.75 45,000.74	100.13 4.23%	45,059.62 693.75	0.13% 58.88	Aaa/AA+ AA+	0.19 0.19
3135G04Z3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 06/17/2025	385,000.00	-- 0.47%	385,584.85 385,057.78	98.32 4.24%	378,529.24 74.86	1.09% (6,528.54)	Aaa/AA+ AA+	0.46 0.45
3133EPNB7	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 06/20/2025	45,000.00	06/28/2023 4.83%	44,827.65 44,959.42	100.11 4.37%	45,050.97 63.59	0.13% 91.55	Aaa/AA+ AA+	0.47 0.46
3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025	400,000.00	02/17/2021 0.52%	397,359.20 399,622.06	97.50 4.34%	389,983.85 525.00	1.13% (9,638.21)	Aaa/AA+ AA+	0.65 0.63
3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025	425,000.00	01/28/2021 0.44%	423,767.50 424,807.65	97.25 4.27%	413,316.60 433.85	1.19% (11,491.05)	Aaa/AA+ AA+	0.73 0.71
3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025	40,000.00	12/27/2022 4.23%	36,055.20 38,954.63	97.25 4.27%	38,900.39 40.83	0.11% (54.24)	Aaa/AA+ AA+	0.73 0.71
3133EN5E6	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.0 12/29/2025	40,000.00	12/29/2022 4.29%	39,678.40 39,894.07	99.83 4.18%	39,931.64 8.89	0.12% 37.57	Aaa/AA+ AA+	0.99 0.96
3130AWGR5	FEDERAL HOME LOAN BANKS 4.375 06/12/2026	45,000.00	06/28/2023 4.41%	44,953.20 44,977.14	100.12 4.29%	45,054.81 103.91	0.13% 77.67	Aaa/AA+ AA+	1.45 1.38
3133EPQC2	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 07/17/2026	300,000.00	07/28/2023 4.64%	299,856.00 299,925.41	100.44 4.33%	301,310.13 6,320.83	0.87% 1,384.72	Aaa/AA+ AA+	1.54 1.44
3133EPQC2	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 07/17/2026	45,000.00	07/28/2023 4.66%	44,960.85 44,979.67	100.44 4.33%	45,196.52 948.13	0.13% 216.85	Aaa/AA+ AA+	1.54 1.44
3133EPZY4	FEDERAL FARM CREDIT BANKS FUNDING CORP 5.0 07/30/2026	40,000.00	10/30/2023 5.01%	39,983.60 39,990.60	101.09 4.27%	40,437.68 838.89	0.12% 447.08	Aaa/AA+ AA+	1.58 1.47

HOLDINGS REPORT



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
3133EPZY4	FEDERAL FARM CREDIT BANKS FUNDING CORP 5.0 07/30/2026	150,000.00	10/30/2023 5.01%	149,938.50 149,964.74	101.09 4.27%	151,641.30 3,145.83	0.44% 1,676.56	Aaa/AA+ AA+	1.58 1.47
3133EPZA6	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.875 10/20/2026	350,000.00	10/23/2023 4.99%	348,862.50 349,315.63	101.02 4.28%	353,557.86 3,365.10	1.02% 4,242.23	Aaa/AA+ AA+	1.80 1.69
3130AYPN0	FEDERAL HOME LOAN BANKS 4.125 01/15/2027	250,000.00	01/29/2024 4.16%	249,742.50 249,822.78	99.86 4.20%	249,640.72 4,755.21	0.72% (182.06)	Aaa/AA+ AA+	2.04 1.90
3133EPBM6	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.125 08/23/2027	270,000.00	02/24/2023 4.35%	267,526.80 268,544.47	99.50 4.33%	268,643.48 3,960.00	0.78% 99.02	Aaa/AA+ AA+	2.64 2.44
3133EPDJ1	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.375 09/15/2027	300,000.00	03/28/2023 3.90%	305,748.00 303,478.40	100.11 4.33%	300,317.43 3,864.58	0.87% (3,160.97)	Aaa/AA+ AA+	2.71 2.49
3133EPDJ1	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.375 09/15/2027	150,000.00	03/28/2023 3.90%	152,874.00 151,739.20	100.11 4.33%	150,158.72 1,932.29	0.43% (1,580.49)	Aaa/AA+ AA+	2.71 2.49
3130ATUS4	FEDERAL HOME LOAN BANKS 4.25 12/10/2027	35,000.00	12/27/2022 4.02%	35,363.30 35,215.13	99.86 4.30%	34,951.14 86.77	0.10% (263.99)	Aaa/AA+ AA+	2.94 2.73
3130ATUS4	FEDERAL HOME LOAN BANKS 4.25 12/10/2027	400,000.00	12/22/2022 3.88%	406,616.00 403,924.25	99.86 4.30%	399,441.66 991.67	1.15% (4,482.59)	Aaa/AA+ AA+	2.94 2.73
3133EN4S6	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.75 12/22/2027	400,000.00	12/22/2022 3.87%	397,788.00 398,682.03	98.37 4.34%	393,499.66 375.00	1.14% (5,182.37)	Aaa/AA+ AA+	2.97 2.78
3133EN5N6	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.0 01/06/2028	40,000.00	01/30/2023 3.75%	40,448.40 40,273.72	99.04 4.34%	39,614.90 777.78	0.11% (658.82)	Aaa/AA+ AA+	3.02 2.75
3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	300,000.00	03/28/2023 3.89%	308,124.00 305,230.27	100.38 4.37%	301,135.70 4,162.50	0.87% (4,094.58)	Aaa/AA+ AA+	3.19 2.90
3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	150,000.00	02/24/2023 4.32%	151,242.00 150,786.56	100.38 4.37%	150,567.85 2,081.25	0.44% (218.71)	Aaa/AA+ AA+	3.19 2.90
880591EZ1	TENNESSEE VALLEY AUTHORITY 3.875 03/15/2028	155,000.00	03/30/2023 3.97%	154,319.55 154,560.77	98.65 4.33%	152,905.65 1,768.51	0.44% (1,655.12)	Aaa/AA+ AA+	3.21 2.94
3133EPGW9	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.875 04/25/2028	300,000.00	04/27/2023 3.72%	302,061.00 301,367.22	98.47 4.38%	295,395.98 2,131.25	0.85% (5,971.24)	Aaa/AA+ AA+	3.32 3.05
3130AEB25	FEDERAL HOME LOAN BANKS 3.25 06/09/2028	300,000.00	06/28/2023 4.04%	289,404.00 292,640.85	96.27 4.43%	288,817.87 595.83	0.83% (3,822.99)	Aaa/AA+ AA+	3.44 3.20
3130AEB25	FEDERAL HOME LOAN BANKS 3.25 06/09/2028	35,000.00	12/22/2022 3.95%	33,804.05 34,246.15	96.27 4.43%	33,695.42 69.51	0.10% (550.73)	Aaa/AA+ AA+	3.44 3.20
3133EPUN3	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 08/28/2028	170,000.00	08/31/2023 4.32%	171,239.30 170,907.05	100.62 4.31%	171,053.05 2,613.75	0.49% 146.00	Aaa/AA+ AA+	3.66 3.29

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3133EPUN3	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 08/28/2028	45,000.00	08/30/2023 4.32%	45,332.10 45,243.07	100.62 4.31%	45,278.75 691.88	0.13% 35.68	Aaa/AA+ AA+	3.66 3.29
3130AWTR1	FEDERAL HOME LOAN BANKS 4.375 09/08/2028	325,000.00	09/22/2023 4.63%	321,321.00 322,264.12	99.96 4.39%	324,871.22 4,463.11	0.94% 2,607.09	Aaa/AA+ AA+	3.69 3.32
3130AWTR1	FEDERAL HOME LOAN BANKS 4.375 09/08/2028	140,000.00	09/25/2023 4.68%	138,147.80 138,621.86	99.96 4.39%	139,944.52 1,922.57	0.40% 1,322.67	Aaa/AA+ AA+	3.69 3.32
3130AXQK7	FEDERAL HOME LOAN BANKS 4.75 12/08/2028	250,000.00	01/29/2024 4.05%	257,582.50 256,142.08	101.53 4.32%	253,834.43 758.68	0.73% (2,307.66)	Aaa/AA+ AA+	3.94 3.55
3130AXQK7	FEDERAL HOME LOAN BANKS 4.75 12/08/2028	155,000.00	01/29/2024 4.05%	159,701.15 158,808.09	101.53 4.32%	157,377.34 470.38	0.45% (1,430.75)	Aaa/AA+ AA+	3.94 3.55
3133ERDH1	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.75 04/30/2029	40,000.00	04/29/2024 4.70%	40,081.20 40,070.26	101.19 4.44%	40,476.56 321.94	0.12% 406.30	Aaa/AA+ AA+	4.33 3.85
3130B1BC0	FEDERAL HOME LOAN BANKS 4.625 06/08/2029	220,000.00	07/30/2024 4.10%	225,020.40 224,584.34	100.90 4.40%	221,983.55 650.07	0.64% (2,600.79)	Aaa/AA+ AA+	4.44 3.96
3130AGUW3	FEDERAL HOME LOAN BANKS 2.125 09/14/2029	45,000.00	07/28/2023 4.32%	39,726.00 40,951.96	90.38 4.41%	40,670.50 284.22	0.12% (281.47)	Aaa/AA+ AA+	4.70 4.36
3130AGUW3	FEDERAL HOME LOAN BANKS 2.125 09/14/2029	125,000.00	07/28/2023 4.32%	110,350.00 113,755.45	90.38 4.41%	112,973.60 789.50	0.33% (781.85)	Aaa/AA+ AA+	4.70 4.36
3133EN7B0	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.75 01/25/2030	35,000.00	01/31/2023 3.88%	34,726.65 34,801.77	96.88 4.45%	33,906.31 568.75	0.10% (895.45)	Aaa/AA+ AA+	5.07 4.48
3133EN7B0	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.75 01/25/2030	150,000.00	02/27/2023 4.36%	144,549.00 146,003.03	96.88 4.45%	145,312.76 2,437.50	0.42% (690.27)	Aaa/AA+ AA+	5.07 4.48
3135G05Q2	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.875 08/05/2030	40,000.00	01/31/2023 3.62%	32,832.40 34,664.15	82.57 4.43%	33,028.36 141.94	0.10% (1,635.79)	Aaa/AA+ AA+	5.59 5.31
3133ENG53	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.625 12/09/2031	150,000.00	02/27/2023 4.33%	120,642.00 126,804.80	82.01 4.69%	123,021.35 148.96	0.36% (3,783.45)	Aaa/AA+ AA+	6.94 6.38
3133ENUJ7	FEDERAL FARM CREDIT BANKS FUNDING CORP 2.9 04/12/2032	40,000.00	12/29/2022 4.50%	35,177.60 36,221.13	89.13 4.68%	35,652.11 254.56	0.10% (569.02)	Aaa/AA+ AA+	7.28 6.37
3133END64	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.25 07/28/2032	150,000.00	10/30/2023 5.25%	129,204.00 131,991.56	90.88 4.69%	136,325.84 2,071.88	0.39% 4,334.27	Aaa/AA+ AA+	7.57 6.47
3133EPCJ2	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.375 03/03/2033	150,000.00	03/28/2023 4.17%	152,479.50 152,039.25	97.50 4.75%	146,255.59 2,151.04	0.42% (5,783.65)	Aaa/AA+ AA+	8.17 6.68
3130AV4X7	FEDERAL HOME LOAN BANKS 4.375 03/11/2033	45,000.00	10/30/2023 5.32%	41,881.05 42,271.49	97.50 4.75%	43,875.77 601.56	0.13% 1,604.28	Aaa/AA+ AA+	8.19 6.70

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3130AV4X7	FEDERAL HOME LOAN BANKS 4.375 03/11/2033	135,000.00	04/27/2023 4.11%	137,884.95 137,393.59	97.50 4.75%	131,627.31 1,804.69	0.38% (5,766.28)	Aaa/AA+ AA+	8.19 6.70
3130AVWG3	FEDERAL HOME LOAN BANKS 4.0 06/10/2033	45,000.00	06/28/2023 4.18%	44,334.90 44,435.93	94.39 4.82%	42,474.83 105.00	0.12% (1,961.09)	Aaa/AA+ AA+	8.44 7.02
3130AVWG3	FEDERAL HOME LOAN BANKS 4.0 06/10/2033	125,000.00	07/28/2023 4.45%	120,507.50 121,156.06	94.39 4.82%	117,985.65 291.67	0.34% (3,170.41)	Aaa/AA+ AA+	8.44 7.02
880591FB3	TENNESSEE VALLEY AUTHORITY 4.375 08/01/2034	45,000.00	08/29/2024 4.24%	45,498.60 45,481.54	96.62 4.82%	43,480.72 754.69	0.13% (2,000.82)	Aaa/AA+ AA+	9.58 7.58
880591FB3	TENNESSEE VALLEY AUTHORITY 4.375 08/01/2034	225,000.00	08/29/2024 4.24%	227,493.00 227,407.68	96.62 4.82%	217,403.60 3,773.44	0.63% (10,004.08)	Aaa/AA+ AA+	9.58 7.58
Total Agency		8,765,000.00	3.53%	8,689,601.60 8,709,961.87	98.52 4.38%	8,624,959.97 73,821.55	24.92% (85,001.89)	Aaa/AA+ AA+	3.15 2.80
AGENCY CMBS									
3137BSRE5	FHMS K-059 A2 3.12 09/25/2026	275,000.00	02/18/2022 2.07%	286,816.41 279,354.17	97.68 4.50%	268,624.32 715.00	0.78% (10,729.85)	Aaa/AAA AAA	1.73 1.56
3137FETNO	FHMS K-073 A2 3.35 01/25/2028	235,000.00	05/24/2023 4.27%	225,857.03 229,030.08	96.44 4.60%	226,643.33 656.04	0.65% (2,386.75)	Aaa/AA+ AAA	3.07 2.75
Total Agency CMBS		510,000.00	3.08%	512,673.44 508,384.25	97.12 4.55%	495,267.65 1,371.04	1.43% (13,116.61)	Aaa/AAA AAA	2.34 2.11
AGENCY MBS									
3138YDAS8	FN AY0016 2.5 01/01/2030	6,878.47	09/01/2015 2.16%	6,995.34 6,917.77	95.56 4.71%	6,573.30 14.33	0.02% (344.47)	Aaa/AA+ AA+	5.00 1.96
31307PEF2	FH J32834 2.5 09/01/2030	9,287.75	10/14/2015 2.08%	9,512.57 9,370.85	95.26 4.77%	8,847.68 19.35	0.03% (523.17)	Aaa/AA+ AA+	5.67 2.08
31307PNB1	FH J33086 3.0 11/01/2030	9,918.54	11/12/2015 2.38%	10,254.77 10,044.67	96.49 4.68%	9,570.37 24.80	0.03% (474.30)	Aaa/AA+ AA+	5.84 2.06
Total Agency MBS		26,084.76	2.22%	26,762.68 26,333.29	95.81 4.72%	24,991.35 58.48	0.07% (1,341.94)	Aaa/AA+ AA+	5.56 2.04
CASH									

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CCYUSD	Receivable	1,278.55	-- 0.00%	1,278.55 1,278.55	1.00 0.00%	1,278.55 0.00	0.00% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	1,198.59	-- 0.00%	1,198.59 1,198.59	1.00 0.00%	1,198.59 0.00	0.00% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	85.18	-- 0.00%	85.18 85.18	1.00 0.00%	85.18 0.00	0.00% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	833.55	-- 0.00%	833.55 833.55	1.00 0.00%	833.55 0.00	0.00% 0.00	Aaa/AAA AAA	0.00 0.00
Total Cash		3,395.87	0.00%	3,395.87	1.00 0.00%	3,395.87	0.01% 0.00	Aaa/AAA AAA	0.00 0.00

CORPORATE									
89788JAA7	TRUIST BANK 1.5 03/10/2025	250,000.00	12/23/2021 1.26%	251,835.00 250,065.12	99.37 4.86%	248,416.93 1,156.25	0.72% (1,648.19)	A3/A A	0.19 0.19
00440EAS6	CHUBB INA HOLDINGS LLC 3.15 03/15/2025	250,000.00	03/25/2021 1.07%	270,317.50 251,025.00	99.67 4.76%	249,171.75 2,318.75	0.72% (1,853.25)	A2/A A	0.20 0.20
002824BB5	ABBOTT LABORATORIES 2.95 03/15/2025	225,000.00	05/27/2021 0.57%	242,903.25 225,000.00	99.66 4.63%	224,223.75 1,954.38	0.65% (776.25)	Aa3/AA- WR	0.20 0.20
24422EWF2	JOHN DEERE CAPITAL CORP 3.4 06/06/2025	60,000.00	06/01/2022 3.41%	59,986.20 59,998.04	99.50 4.58%	59,700.39 141.67	0.17% (297.64)	A1/A A+	0.43 0.42
6174468C6	MORGAN STANLEY 4.0 07/23/2025	250,000.00	-- 4.18%	249,370.50 249,760.99	99.59 4.75%	248,976.47 4,388.89	0.72% (784.52)	A1/A- A+	0.56 0.54
14913R2Z9	CATERPILLAR FINANCIAL SERVICES CORP 3.65 08/12/2025	275,000.00	08/08/2022 3.69%	274,667.25 274,932.30	99.49 4.49%	273,610.82 3,875.59	0.79% (1,321.47)	A2/A A+	0.61 0.59
06051GHY8	BANK OF AMERICA CORP 2.015 02/13/2026	45,000.00	-- 5.46%	42,156.30 44,504.97	99.67 5.21%	44,849.55 347.59	0.13% 344.58	A1/A- AA-	1.12 0.11
06051GHY8	BANK OF AMERICA CORP 2.015 02/13/2026	150,000.00	-- 5.80%	141,853.50 149,370.51	99.67 5.21%	149,498.51 1,158.63	0.43% 128.01	A1/A- AA-	1.12 0.11
084670BS6	BERKSHIRE HATHAWAY INC 3.125 03/15/2026	200,000.00	05/02/2022 3.39%	198,090.00 199,407.10	98.47 4.45%	196,930.89 1,840.28	0.57% (2,476.21)	Aa2/AA A+	1.20 1.15
023135BX3	AMAZON.COM INC 1.0 05/12/2026	200,000.00	07/28/2021 0.80%	201,804.00 200,493.26	95.68 4.30%	191,358.95 272.22	0.55% (9,134.31)	A1/AA AA-	1.36 1.33

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023135BX3	AMAZON.COM INC 1.0 05/12/2026	45,000.00	-- 4.54%	40,522.90 42,999.17	95.68 4.30%	43,055.76 61.25	0.12% 56.59	A1/AA AA-	1.36 1.33
023135BX3	AMAZON.COM INC 1.0 05/12/2026	100,000.00	02/24/2023 4.91%	88,534.00 95,135.04	95.68 4.30%	95,679.48 136.11	0.28% 544.43	A1/AA AA-	1.36 1.33
89236TJK2	TOYOTA MOTOR CREDIT CORP 1.125 06/18/2026	15,000.00	12/27/2022 4.63%	13,330.80 14,297.80	95.08 4.65%	14,262.20 6.09	0.04% (35.61)	A1/A+ A+	1.46 1.42
02665WDZ1	AMERICAN HONDA FINANCE CORP 1.3 09/09/2026	225,000.00	05/02/2022 3.60%	204,063.75 216,883.75	94.52 4.72%	212,677.99 910.00	0.61% (4,205.76)	A3/A- A	1.69 1.63
931142ER0	WALMART INC 1.05 09/17/2026	250,000.00	09/29/2021 1.06%	249,820.00 249,938.05	94.60 4.36%	236,504.82 758.33	0.68% (13,433.22)	Aa2/AA AA	1.71 1.66
713448FW3	PEPSICO INC 5.125 11/10/2026	265,000.00	-- 4.10%	270,282.45 269,604.35	101.25 4.41%	268,303.44 1,924.01	0.78% (1,300.91)	A1/A+ NA	1.86 1.67
24422EXF1	JOHN DEERE CAPITAL CORP 4.5 01/08/2027	200,000.00	08/29/2024 4.06%	201,936.00 201,657.18	100.14 4.43%	200,280.78 4,325.00	0.58% (1,376.40)	A1/A A+	2.02 1.87
87612EBM7	TARGET CORP 1.95 01/15/2027	250,000.00	01/28/2022 1.96%	249,905.00 249,960.95	95.14 4.47%	237,851.77 2,247.92	0.69% (12,109.18)	A2/A A	2.04 1.94
26444HAC5	DUKE ENERGY FLORIDA LLC 3.2 01/15/2027	30,000.00	10/30/2023 5.56%	27,944.70 28,695.27	97.36 4.57%	29,209.20 442.67	0.08% 513.93	A1/A WR	2.04 1.91
26444HAC5	DUKE ENERGY FLORIDA LLC 3.2 01/15/2027	150,000.00	-- 5.03%	143,059.50 144,832.74	97.36 4.57%	146,046.00 2,213.33	0.42% 1,213.27	A1/A WR	2.04 1.91
808513BY0	CHARLES SCHWAB CORP 2.45 03/03/2027	15,000.00	12/27/2022 4.63%	13,768.65 14,361.31	95.49 4.66%	14,323.71 120.46	0.04% (37.60)	A2/A- A	2.17 2.06
808513BY0	CHARLES SCHWAB CORP 2.45 03/03/2027	100,000.00	02/24/2023 5.03%	90,744.00 94,998.98	95.49 4.66%	95,491.41 803.06	0.28% 492.43	A2/A- A	2.17 2.06
89236TJZ9	TOYOTA MOTOR CREDIT CORP 3.05 03/22/2027	20,000.00	01/30/2023 4.41%	18,978.40 19,452.35	96.76 4.60%	19,351.27 167.75	0.06% (101.08)	A1/A+ A+	2.22 2.10
89236TJZ9	TOYOTA MOTOR CREDIT CORP 3.05 03/22/2027	150,000.00	-- 5.04%	140,233.00 143,994.14	96.76 4.60%	145,134.53 1,258.13	0.42% 1,140.39	A1/A+ A+	2.22 2.10
437076CNO	HOME DEPOT INC 2.875 04/15/2027	270,000.00	11/25/2024 4.37%	260,938.80 261,313.75	96.67 4.42%	261,011.43 1,638.75	0.75% (302.32)	A2/A A	2.29 2.17
46647PCB0	JPMORGAN CHASE & CO 1.578 04/22/2027	45,000.00	-- 5.32%	40,408.65 42,993.75	96.02 4.98%	43,210.28 136.10	0.12% 216.53	A1/A AA-	2.31 1.26
46647PCB0	JPMORGAN CHASE & CO 1.578 04/22/2027	150,000.00	-- 5.61%	134,920.00 142,770.30	96.02 4.98%	144,034.26 453.68	0.42% 1,263.95	A1/A AA-	2.31 1.26

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665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	250,000.00	06/27/2022 3.98%	250,232.50 250,110.61	98.68 4.59%	246,710.58 1,416.67	0.71% (3,400.04)	A2/A+ A+	2.36 2.21
91324PEG3	UNITEDHEALTH GROUP INC 3.7 05/15/2027	45,000.00	-- 4.38%	43,885.50 44,341.08	98.03 4.59%	44,112.17 212.75	0.13% (228.91)	A2/A+ A	2.37 2.23
927804GH1	VIRGINIA ELECTRIC AND POWER CO 3.75 05/15/2027	40,000.00	06/28/2023 4.87%	38,426.80 39,039.40	97.74 4.77%	39,095.92 191.67	0.11% 56.52	A2/BBB+ A	2.37 2.22
91324PEG3	UNITEDHEALTH GROUP INC 3.7 05/15/2027	150,000.00	-- 4.96%	143,654.00 145,970.76	98.03 4.59%	147,040.57 709.17	0.42% 1,069.81	A2/A+ A	2.37 2.23
927804GH1	VIRGINIA ELECTRIC AND POWER CO 3.75 05/15/2027	150,000.00	-- 5.05%	144,529.00 145,773.87	97.74 4.77%	146,609.70 718.75	0.42% 835.83	A2/BBB+ A	2.37 2.22
58933YBC8	MERCK & CO INC 1.7 06/10/2027	200,000.00	08/29/2024 4.10%	187,514.00 189,040.89	93.76 4.43%	187,512.07 198.33	0.54% (1,528.82)	A1/A+ WR	2.44 2.34
24422EWR6	JOHN DEERE CAPITAL CORP 4.75 01/20/2028	20,000.00	01/30/2023 4.34%	20,358.60 20,220.10	100.51 4.57%	20,102.48 424.86	0.06% (117.62)	A1/A A+	3.05 2.75
24422EWR6	JOHN DEERE CAPITAL CORP 4.75 01/20/2028	150,000.00	-- 4.93%	149,013.00 149,271.83	100.51 4.57%	150,768.61 3,186.46	0.44% 1,496.78	A1/A A+	3.05 2.75
713448FL7	PEPSICO INC 3.6 02/18/2028	200,000.00	03/27/2024 4.49%	193,698.00 194,934.47	97.26 4.55%	194,523.59 2,660.00	0.56% (410.88)	A1/A+ NA	3.13 2.88
58933YBH7	MERCK & CO INC 4.05 05/17/2028	45,000.00	05/08/2023 4.07%	44,963.55 44,975.42	98.53 4.52%	44,338.94 222.75	0.13% (636.49)	A1/A+ NA	3.38 3.10
74340XCG4	PROLOGIS LP 4.875 06/15/2028	225,000.00	05/28/2024 5.10%	223,125.75 223,400.93	100.24 4.80%	225,547.65 487.50	0.65% 2,146.72	A3/A NA	3.46 3.07
06051GKW8	BANK OF AMERICA CORP 4.948 07/22/2028	225,000.00	08/29/2024 4.51%	227,616.75 227,309.48	100.21 5.28%	225,473.22 4,917.08	0.65% (1,836.26)	A1/A- AA-	3.56 2.32
91324PEU2	UNITEDHEALTH GROUP INC 4.25 01/15/2029	225,000.00	05/28/2024 5.05%	217,615.50 218,562.57	98.01 4.80%	220,518.47 4,409.38	0.64% 1,955.91	A2/A+ A	4.04 3.59
46647PAM8	JPMORGAN CHASE & CO 3.509 01/23/2029	275,000.00	03/27/2024 5.06%	260,312.25 263,247.70	95.94 5.09%	263,829.65 4,235.17	0.76% 581.95	A1/A AA-	4.06 2.81
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	45,000.00	01/29/2024 4.52%	45,151.65 45,123.76	99.58 4.71%	44,808.89 868.25	0.13% (314.88)	A1/A+ NA	4.08 3.61
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	140,000.00	-- 4.68%	139,587.80 139,620.63	99.58 4.71%	139,405.42 2,701.22	0.40% (215.21)	A1/A+ NA	4.08 3.61
17275RBR2	CISCO SYSTEMS INC 4.85 02/26/2029	250,000.00	02/27/2024 4.84%	250,130.00 250,107.74	100.50 4.71%	251,260.25 4,210.07	0.73% 1,152.51	A1/AA- NA	4.16 3.59

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
17275RBR2	CISCO SYSTEMS INC 4.85 02/26/2029	40,000.00	02/27/2024 4.84%	40,020.80 40,017.24	100.50 4.71%	40,201.64 673.61	0.12% 184.40	A1/AA- NA	4.16 3.59
17275RBR2	CISCO SYSTEMS INC 4.85 02/26/2029	150,000.00	-- 4.91%	149,610.50 149,656.62	100.50 4.71%	150,756.15 2,526.04	0.44% 1,099.53	A1/AA- NA	4.16 3.59
14913UAJ9	CATERPILLAR FINANCIAL SERVICES CORP 4.85 02/27/2029	35,000.00	05/29/2024 5.05%	34,702.50 34,739.56	100.53 4.71%	35,185.85 584.69	0.10% 446.29	A2/A A+	4.16 3.66
09290DAA9	BLACKROCK INC 4.7 03/14/2029	45,000.00	03/28/2024 4.65%	45,090.00 45,075.92	100.07 4.68%	45,033.11 628.63	0.13% (42.81)	Aa3/AA- NA	4.20 3.72
09290DAA9	BLACKROCK INC 4.7 03/14/2029	150,000.00	-- 4.78%	149,495.50 149,551.23	100.07 4.68%	150,110.37 2,095.42	0.43% 559.15	Aa3/AA- NA	4.20 3.72
26442UAH7	DUKE ENERGY PROGRESS LLC 3.45 03/15/2029	270,000.00	11/25/2024 4.59%	258,122.70 258,395.05	94.79 4.83%	255,942.10 2,742.75	0.74% (2,452.94)	Aa3/A NA	4.20 3.81
437076DC3	HOME DEPOT INC 4.75 06/25/2029	30,000.00	07/30/2024 4.58%	30,212.70 30,194.08	100.01 4.75%	30,002.07 23.75	0.09% (192.01)	A2/A A	4.48 3.99
437076DC3	HOME DEPOT INC 4.75 06/25/2029	150,000.00	07/30/2024 4.58%	151,063.50 150,970.39	100.01 4.75%	150,010.35 118.75	0.43% (960.04)	A2/A A	4.48 3.99
532457CQ9	ELI LILLY AND CO 4.2 08/14/2029	125,000.00	08/12/2024 4.25%	124,726.25 124,747.24	97.91 4.71%	122,382.59 1,997.92	0.35% (2,364.65)	A1/A+ NA	4.62 4.08
171239AL0	CHUBB INA HOLDINGS LLC 4.65 08/15/2029	30,000.00	10/30/2024 4.52%	30,163.20 30,157.31	99.48 4.78%	29,844.24 585.13	0.09% (313.07)	A2/A A	4.62 4.03
171239AL0	CHUBB INA HOLDINGS LLC 4.65 08/15/2029	150,000.00	10/30/2024 4.52%	150,816.00 150,786.55	99.48 4.78%	149,221.20 2,925.63	0.43% (1,565.35)	A2/A A	4.62 4.03
69371RT48	PACCAR FINANCIAL CORP 4.0 09/26/2029	250,000.00	09/26/2024 4.05%	249,495.00 249,521.56	96.72 4.78%	241,801.17 2,638.89	0.70% (7,720.39)	A1/A+ NA	4.74 4.20
Total Corporate		8,245,000.00	3.96%	8,115,707.40 8,143,310.15	98.11 4.67%	8,085,315.38 84,368.12	23.36% (57,994.78)	A1/A A+	2.51 2.19
MONEY MARKET FUND									
31846V203	FIRST AMER:GVT OBLG Y	59,341.03	-- 4.09%	59,341.03 59,341.03	1.00 4.09%	59,341.03 0.00	0.17% 0.00	Aaa/AAAm AAA	0.00 0.00
31846V203	FIRST AMER:GVT OBLG Y	6,122.08	-- 4.09%	6,122.08 6,122.08	1.00 4.09%	6,122.08 0.00	0.02% 0.00	Aaa/AAAm AAA	0.00 0.00

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
31846V203	FIRST AMER:GVT OBLG Y	9,209.52	-- 4.09%	9,209.52 9,209.52	1.00 4.09%	9,209.52 0.00	0.03% 0.00	Aaa/AAAm AAA	0.00 0.00
31846V203	FIRST AMER:GVT OBLG Y	52,994.38	-- 4.09%	52,994.38 52,994.38	1.00 4.09%	52,994.38 0.00	0.15% 0.00	Aaa/AAAm AAA	0.00 0.00
Total Money Market Fund		127,667.01	4.09%	127,667.01 127,667.01	1.00 4.09%	127,667.01 0.00	0.37% 0.00	Aaa/AAAm AAA	0.00 0.00

SUPRANATIONAL									
459058JL8	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 0.5 10/28/2025	400,000.00	02/17/2021 0.61%	398,004.00 399,650.23	96.86 4.44%	387,424.79 350.00	1.12% (12,225.44)	Aaa/AAA NA	0.82 0.80
4581X0EKO	INTER-AMERICAN DEVELOPMENT BANK 4.5 05/15/2026	315,000.00	06/27/2023 4.53%	314,757.45 314,884.07	100.14 4.39%	315,449.98 1,811.25	0.91% 565.92	Aaa/AAA NA	1.37 1.31
Total Supranational		715,000.00	2.37%	712,761.45 714,534.30	98.33 4.41%	702,874.78 2,161.25	2.03% (11,659.53)	Aaa/AAA NA	1.07 1.03

US TREASURY									
912797MW4	UNITED STATES TREASURY 01/07/2025	240,000.00	11/26/2024 4.62%	238,761.80 239,818.80	99.94 4.15%	239,863.59 0.00	0.69% 44.79	P-1/A-1+ F1+	0.02 0.01
912828J27	UNITED STATES TREASURY 2.0 02/15/2025	275,000.00	05/27/2021 0.49%	290,307.62 275,506.87	99.71 4.37%	274,215.70 2,077.45	0.79% (1,291.17)	Aaa/AA+ AA+	0.13 0.12
912797KA4	UNITED STATES TREASURY 02/20/2025	500,000.00	11/25/2024 4.53%	494,737.28 496,940.28	99.43 4.27%	497,157.65 0.00	1.44% 217.37	P-1/A-1+ F1+	0.14 0.13
912797NE3	UNITED STATES TREASURY 05/08/2025	500,000.00	11/25/2024 4.48%	490,186.04 492,353.54	98.55 4.26%	492,748.93 0.00	1.42% 395.38	P-1/A-1+ F1+	0.35 0.34
91282CAT8	UNITED STATES TREASURY 0.25 10/31/2025	400,000.00	02/26/2021 0.75%	390,734.38 398,353.38	96.78 4.26%	387,108.39 171.27	1.12% (11,244.99)	Aaa/AA+ AA+	0.83 0.81
912828M56	UNITED STATES TREASURY 2.25 11/15/2025	325,000.00	-- 2.77%	319,624.02 323,599.63	98.29 4.28%	319,438.81 949.41	0.92% (4,160.81)	Aaa/AA+ AA+	0.87 0.84
912828R36	UNITED STATES TREASURY 1.625 05/15/2026	400,000.00	-- 2.46%	396,976.56 395,621.33	96.52 4.27%	386,075.96 843.92	1.12% (9,545.37)	Aaa/AA+ AA+	1.37 1.33
912828R36	UNITED STATES TREASURY 1.625 05/15/2026	45,000.00	12/22/2022 3.96%	41,704.10 43,668.29	96.52 4.27%	43,433.55 94.94	0.13% (234.75)	Aaa/AA+ AA+	1.37 1.33

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
91282CHU8	UNITED STATES TREASURY 4.375 08/15/2026	450,000.00	-- 4.37%	449,783.21 450,055.19	100.18 4.25%	450,831.70 7,436.31	1.30% 776.52	Aaa/AA+ AA+	1.62 1.52
91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	400,000.00	09/26/2024 3.60%	406,546.88 405,769.99	100.23 4.25%	400,906.33 817.31	1.16% (4,863.66)	Aaa/AA+ AA+	1.96 1.85
912828V98	UNITED STATES TREASURY 2.25 02/15/2027	450,000.00	06/22/2022 3.30%	429,626.95 440,701.35	95.97 4.26%	431,844.97 3,824.39	1.25% (8,856.38)	Aaa/AA+ AA+	2.13 2.02
91282CKE0	UNITED STATES TREASURY 4.25 03/15/2027	350,000.00	08/29/2024 3.79%	353,841.80 353,324.32	99.97 4.26%	349,908.72 4,437.85	1.01% (3,415.60)	Aaa/AA+ AA+	2.20 2.05
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	275,000.00	-- 3.64%	261,744.14 268,515.59	96.29 4.25%	264,798.30 1,756.52	0.77% (3,717.29)	Aaa/AA+ AA+	2.25 2.13
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	350,000.00	10/23/2023 4.88%	321,671.88 331,158.20	95.77 4.27%	335,185.68 1,079.25	0.97% 4,027.48	Aaa/AA+ AA+	2.37 2.26
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	25,000.00	11/30/2022 4.09%	23,264.65 24,078.46	95.77 4.27%	23,941.83 77.09	0.07% (136.63)	Aaa/AA+ AA+	2.37 2.26
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	150,000.00	02/27/2023 4.31%	138,925.78 143,774.80	95.77 4.27%	143,651.01 462.53	0.42% (123.80)	Aaa/AA+ AA+	2.37 2.26
91282CKV2	UNITED STATES TREASURY 4.625 06/15/2027	350,000.00	08/29/2024 3.77%	357,888.67 356,921.92	100.84 4.26%	352,934.09 756.01	1.02% (3,987.83)	Aaa/AA+ AA+	2.45 2.29
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	45,000.00	06/28/2023 4.12%	45,012.30 45,007.93	99.61 4.28%	44,822.29 474.26	0.13% (185.64)	Aaa/AA+ AA+	2.75 2.54
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	215,000.00	-- 4.51%	212,382.03 212,888.01	99.61 4.28%	214,150.95 2,265.92	0.62% 1,262.94	Aaa/AA+ AA+	2.75 2.54
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	45,000.00	12/22/2022 3.81%	41,890.43 43,173.30	94.55 4.29%	42,546.00 131.46	0.12% (627.31)	Aaa/AA+ AA+	2.87 2.72
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	240,000.00	12/27/2024 4.37%	226,378.13 226,404.08	94.55 4.29%	226,911.98 701.11	0.66% 507.91	Aaa/AA+ AA+	2.87 2.72
9128283W8	UNITED STATES TREASURY 2.75 02/15/2028	320,000.00	04/27/2023 3.60%	308,150.00 312,298.18	95.27 4.39%	304,849.92 3,323.91	0.88% (7,448.26)	Aaa/AA+ AA+	3.13 2.91
9128284N7	UNITED STATES TREASURY 2.875 05/15/2028	45,000.00	07/31/2023 4.23%	42,373.83 43,154.18	95.52 4.32%	42,984.16 167.97	0.12% (170.02)	Aaa/AA+ AA+	3.37 3.15
91282CHE4	UNITED STATES TREASURY 3.625 05/31/2028	325,000.00	05/31/2023 3.78%	322,676.76 323,415.57	97.81 4.32%	317,881.28 1,035.71	0.92% (5,534.29)	Aaa/AA+ AA+	3.42 3.16
91282CHE4	UNITED STATES TREASURY 3.625 05/31/2028	45,000.00	06/28/2023 3.98%	44,289.84 44,507.86	97.81 4.32%	44,014.33 143.41	0.13% (493.53)	Aaa/AA+ AA+	3.42 3.16

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
91282CHE4	UNITED STATES TREASURY 3.625 05/31/2028	225,000.00	05/29/2024 4.69%	216,377.93 217,651.78	97.81 4.32%	220,071.65 717.03	0.64% 2,419.88	Aaa/AA+ AA+	3.42 3.16
91282CHQ7	UNITED STATES TREASURY 4.125 07/31/2028	450,000.00	-- 4.39%	445,522.66 446,170.63	99.31 4.33%	446,894.39 7,768.00	1.29% 723.76	Aaa/AA+ AA+	3.58 3.24
912810FE3	UNITED STATES TREASURY 5.5 08/15/2028	375,000.00	-- 4.32%	393,783.40 389,319.80	104.19 4.24%	390,694.84 7,790.42	1.13% 1,375.04	Aaa/AA+ AA+	3.62 3.21
9128284V9	UNITED STATES TREASURY 2.875 08/15/2028	40,000.00	04/29/2024 4.71%	37,170.31 37,614.25	95.13 4.34%	38,050.39 434.38	0.11% 436.13	Aaa/AA+ AA+	3.62 3.35
9128284V9	UNITED STATES TREASURY 2.875 08/15/2028	230,000.00	-- 4.00%	218,947.66 221,574.45	95.13 4.34%	218,789.72 2,497.66	0.63% (2,784.73)	Aaa/AA+ AA+	3.62 3.35
91282CJF9	UNITED STATES TREASURY 4.875 10/31/2028	380,000.00	12/23/2024 4.40%	386,219.53 386,215.09	101.80 4.36%	386,833.98 3,172.79	1.12% 618.89	Aaa/AA+ AA+	3.84 3.44
912810FF0	UNITED STATES TREASURY 5.25 11/15/2028	325,000.00	02/27/2024 4.30%	337,961.91 335,643.52	103.15 4.35%	335,237.80 2,215.30	0.97% (405.72)	Aaa/AA+ AA+	3.88 3.46
9128285M8	UNITED STATES TREASURY 3.125 11/15/2028	40,000.00	12/22/2022 3.80%	38,585.94 39,070.01	95.69 4.35%	38,275.43 162.29	0.11% (794.58)	Aaa/AA+ AA+	3.88 3.57
9128285M8	UNITED STATES TREASURY 3.125 11/15/2028	250,000.00	-- 4.34%	236,251.95 239,574.38	95.69 4.35%	239,221.44 1,014.33	0.69% (352.94)	Aaa/AA+ AA+	3.88 3.57
9128286B1	UNITED STATES TREASURY 2.625 02/15/2029	350,000.00	03/27/2024 4.21%	325,718.75 329,513.97	93.49 4.37%	327,225.73 3,470.28	0.95% (2,288.24)	Aaa/AA+ AA+	4.13 3.80
9128286B1	UNITED STATES TREASURY 2.625 02/15/2029	45,000.00	06/28/2023 3.97%	41,967.77 42,781.08	93.49 4.37%	42,071.88 446.18	0.12% (709.20)	Aaa/AA+ AA+	4.13 3.80
912810FG8	UNITED STATES TREASURY 5.25 02/15/2029	205,000.00	05/29/2024 4.51%	211,326.17 210,532.64	103.65 4.27%	212,490.78 4,065.18	0.61% 1,958.13	Aaa/AA+ AA+	4.13 3.62
9128286B1	UNITED STATES TREASURY 2.625 02/15/2029	250,000.00	10/31/2024 4.22%	234,453.13 235,067.87	93.49 4.37%	233,732.67 2,478.77	0.68% (1,335.20)	Aaa/AA+ AA+	4.13 3.80
91282CKP5	UNITED STATES TREASURY 4.625 04/30/2029	400,000.00	08/29/2024 3.70%	415,640.63 414,502.46	100.96 4.38%	403,833.62 3,168.51	1.17% (10,668.84)	Aaa/AA+ AA+	4.33 3.86
91282CEV9	UNITED STATES TREASURY 3.25 06/30/2029	450,000.00	10/29/2024 4.12%	433,458.98 434,070.53	95.42 4.38%	429,402.17 40.40	1.24% (4,668.36)	Aaa/AA+ AA+	4.50 4.12
91282CLC3	UNITED STATES TREASURY 4.0 07/31/2029	400,000.00	09/26/2024 4.30%	407,718.75 407,299.63	98.42 4.39%	393,660.17 6,695.65	1.14% (13,639.46)	Aaa/AA+ AA+	4.58 4.07
91282CFJ5	UNITED STATES TREASURY 3.125 08/31/2029	380,000.00	12/23/2024 4.43%	359,382.03 359,394.13	94.72 4.39%	359,933.53 4,034.88	1.04% 539.40	Aaa/AA+ AA+	4.67 4.22

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91282CFJ5	UNITED STATES TREASURY 3.125 08/31/2029	55,000.00	-- 3.94%	52,838.68 53,146.96	94.72 4.39%	52,095.64 584.00	0.15% (1,051.31)	Aaa/AA+ AA+	4.67 4.22
91282CFJ5	UNITED STATES TREASURY 3.125 08/31/2029	190,000.00	-- 3.85%	182,715.23 184,353.84	94.72 4.39%	179,966.77 2,017.44	0.52% (4,387.07)	Aaa/AA+ AA+	4.67 4.22
91282CFL0	UNITED STATES TREASURY 3.875 09/30/2029	220,000.00	-- 3.97%	219,357.81 219,132.54	97.82 4.39%	215,214.92 2,178.09	0.62% (3,917.62)	Aaa/AA+ AA+	4.75 4.24
91282CFT3	UNITED STATES TREASURY 4.0 10/31/2029	35,000.00	01/30/2023 4.33%	35,746.48 35,534.19	98.32 4.39%	34,410.98 239.78	0.10% (1,123.22)	Aaa/AA+ AA+	4.83 4.31
91282CFT3	UNITED STATES TREASURY 4.0 10/31/2029	220,000.00	-- 4.33%	216,925.78 217,420.71	98.32 4.39%	216,297.57 1,507.18	0.62% (1,123.15)	Aaa/AA+ AA+	4.83 4.31
912828YS3	UNITED STATES TREASURY 1.75 11/15/2029	45,000.00	12/29/2022 3.85%	39,332.81 40,988.09	88.68 4.35%	39,907.58 102.24	0.12% (1,080.51)	Aaa/AA+ AA+	4.87 4.56
912828YS3	UNITED STATES TREASURY 1.75 11/15/2029	170,000.00	10/30/2023 4.82%	142,906.25 148,160.50	88.68 4.35%	150,761.97 386.26	0.44% 2,601.47	Aaa/AA+ AA+	4.87 4.56
91282CGQ8	UNITED STATES TREASURY 4.0 02/28/2030	220,000.00	-- 4.02%	220,296.88 219,838.56	98.15 4.40%	215,927.14 2,990.06	0.62% (3,911.43)	Aaa/AA+ AA+	5.16 4.54
91282CHF1	UNITED STATES TREASURY 3.75 05/31/2030	45,000.00	11/26/2024 4.24%	43,934.77 43,953.31	96.79 4.42%	43,555.01 148.35	0.13% (398.30)	Aaa/AA+ AA+	5.41 4.81
91282CHF1	UNITED STATES TREASURY 3.75 05/31/2030	235,000.00	11/26/2024 4.24%	229,437.11 229,533.93	96.79 4.42%	227,453.95 774.73	0.66% (2,079.97)	Aaa/AA+ AA+	5.41 4.81
91282CAV3	UNITED STATES TREASURY 0.875 11/15/2030	50,000.00	12/22/2022 3.63%	40,630.86 43,025.20	81.82 4.43%	40,909.23 56.80	0.12% (2,115.97)	Aaa/AA+ AA+	5.87 5.58
91282CAV3	UNITED STATES TREASURY 0.875 11/15/2030	150,000.00	02/27/2023 3.94%	119,683.59 126,926.38	81.82 4.43%	122,727.68 170.41	0.35% (4,198.70)	Aaa/AA+ AA+	5.87 5.58
912810FP8	UNITED STATES TREASURY 5.375 02/15/2031	200,000.00	11/29/2023 4.23%	214,132.81 211,997.33	104.87 4.46%	209,731.84 4,060.46	0.61% (2,265.48)	Aaa/AA+ AA+	6.13 5.10
91282CKNO	UNITED STATES TREASURY 4.625 04/30/2031	45,000.00	05/31/2024 4.52%	45,265.43 45,242.83	100.85 4.47%	45,380.30 356.46	0.13% 137.47	Aaa/AA+ AA+	6.33 5.40
91282CKNO	UNITED STATES TREASURY 4.625 04/30/2031	215,000.00	05/31/2024 4.52%	216,268.17 216,160.19	100.85 4.47%	216,816.98 1,703.07	0.63% 656.79	Aaa/AA+ AA+	6.33 5.40
91282CEP2	UNITED STATES TREASURY 2.875 05/15/2032	190,000.00	-- 3.78%	177,392.97 179,364.93	89.81 4.52%	170,639.43 709.22	0.49% (8,725.50)	Aaa/AA+ AA+	7.37 6.47
91282CFF3	UNITED STATES TREASURY 2.75 08/15/2032	45,000.00	12/27/2022 3.80%	41,199.61 41,993.61	88.68 4.52%	39,907.31 467.43	0.12% (2,086.29)	Aaa/AA+ AA+	7.62 6.64

HOLDINGS REPORT



Mammoth Community Water District Cons | Account #10988 | As of December 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
91282CFF3	UNITED STATES TREASURY 2.75 08/15/2032	250,000.00	10/31/2024 4.30%	224,638.67 225,191.36	88.68 4.52%	221,707.30 2,596.81	0.64% (3,484.06)	Aaa/AA+ AA+	7.62 6.64
91282CFV8	UNITED STATES TREASURY 4.125 11/15/2032	45,000.00	06/28/2023 3.75%	46,314.84 46,103.05	97.53 4.50%	43,889.35 241.00	0.13% (2,213.71)	Aaa/AA+ AA+	7.88 6.60
91282CFV8	UNITED STATES TREASURY 4.125 11/15/2032	220,000.00	05/29/2024 4.61%	212,540.63 213,061.89	97.53 4.50%	214,570.13 1,178.25	0.62% 1,508.24	Aaa/AA+ AA+	7.88 6.60
91282CGM7	UNITED STATES TREASURY 3.5 02/15/2033	45,000.00	06/28/2023 3.74%	44,149.22 44,282.68	93.03 4.54%	41,863.19 594.90	0.12% (2,419.48)	Aaa/AA+ AA+	8.13 6.84
91282CGM7	UNITED STATES TREASURY 3.5 02/15/2033	220,000.00	-- 3.80%	215,178.90 215,575.00	93.03 4.54%	204,664.49 2,908.42	0.59% (10,910.51)	Aaa/AA+ AA+	8.13 6.84
91282CHC8	UNITED STATES TREASURY 3.375 05/15/2033	45,000.00	06/28/2023 3.72%	43,708.01 43,905.68	91.90 4.55%	41,353.98 197.19	0.12% (2,551.69)	Aaa/AA+ AA+	8.37 7.11
91282CHC8	UNITED STATES TREASURY 3.375 05/15/2033	250,000.00	-- 4.52%	228,316.41 230,618.18	91.90 4.55%	229,744.35 1,095.48	0.66% (873.83)	Aaa/AA+ AA+	8.37 7.11
91282CHT1	UNITED STATES TREASURY 3.875 08/15/2033	45,000.00	09/25/2023 4.52%	42,714.84 43,007.84	95.17 4.56%	42,827.37 658.64	0.12% (180.47)	Aaa/AA+ AA+	8.62 7.10
91282CHT1	UNITED STATES TREASURY 3.875 08/15/2033	225,000.00	-- 4.46%	214,743.16 215,884.80	95.17 4.56%	214,136.84 3,293.22	0.62% (1,747.96)	Aaa/AA+ AA+	8.62 7.10
91282CKQ3	UNITED STATES TREASURY 4.375 05/15/2034	45,000.00	05/29/2024 4.60%	44,194.92 44,242.73	98.46 4.58%	44,308.30 255.61	0.13% 65.57	Aaa/AA+ AA+	9.37 7.55
91282CKQ3	UNITED STATES TREASURY 4.375 05/15/2034	215,000.00	05/29/2024 4.60%	211,153.51 211,381.95	98.46 4.58%	211,695.22 1,221.25	0.61% 313.27	Aaa/AA+ AA+	9.37 7.55
Total US Treasury		15,495,000.00	3.96%	15,155,684.92 15,227,035.54	97.48 4.35%	15,081,091.11 115,892.79	43.58% (145,944.43)	Aaa/AA+ AA+	3.66 3.26
Total Portfolio		35,342,826.29	3.85%	34,799,540.36 34,916,102.33	97.66 4.44%	34,609,029.04 280,512.57	100.00% (307,073.29)	Aa2/AA- AA	3.17 2.74
Total Market Value + Accrued						34,889,541.61			

TRANSACTIONS

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | 10/01/2024 Through 12/31/2024 |

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	10/24/2024	92970QAE5	105,000.00	WFCIT 2024-2 A 4.29 10/15/2029	99.985	4.29%	(104,984.40)	0.00	(104,984.40)	0.00
Purchase	10/30/2024	91282CHQ7	185,000.00	UNITED STATES TREASURY 4.125 07/31/2028	100.059	4.11%	(185,108.40)	(1,887.08)	(186,995.48)	0.00
Purchase	10/30/2024	91282CEV9	450,000.00	UNITED STATES TREASURY 3.25 06/30/2029	96.324	4.12%	(433,458.98)	(4,848.51)	(438,307.49)	0.00
Purchase	10/30/2024	91282CHU8	150,000.00	UNITED STATES TREASURY 4.375 08/15/2026	100.402	4.14%	(150,603.52)	(1,355.30)	(151,958.82)	0.00
Purchase	10/30/2024	912797MC8	625,000.00	UNITED STATES TREASURY 11/19/2024	99.740	4.76%	(623,374.13)	0.00	(623,374.13)	0.00
Purchase	10/31/2024	171239AL0	30,000.00	CHUBB INA HOLDINGS LLC 4.65 08/15/2029	100.544	4.52%	(30,163.20)	(352.63)	(30,515.83)	0.00
Purchase	10/31/2024	171239AL0	150,000.00	CHUBB INA HOLDINGS LLC 4.65 08/15/2029	100.544	4.52%	(150,816.00)	(1,763.13)	(152,579.13)	0.00
Purchase	10/31/2024	9128286B1	250,000.00	UNITED STATES TREASURY 2.625 02/15/2029	93.781	4.22%	(234,453.13)	(1,373.13)	(235,826.26)	0.00
Purchase	10/31/2024	91282CFF3	250,000.00	UNITED STATES TREASURY 2.75 08/15/2032	89.855	4.30%	(224,638.67)	(1,438.52)	(226,077.19)	0.00
Purchase	10/31/2024	912797ME4	200,000.00	UNITED STATES TREASURY 12/03/2024	99.575	4.72%	(199,150.86)	0.00	(199,150.86)	0.00
Purchase	11/26/2024	437076CN0	270,000.00	HOME DEPOT INC 2.875 04/15/2027	96.644	4.37%	(260,938.80)	(884.06)	(261,822.86)	0.00
Purchase	11/26/2024	6174468C6	50,000.00	MORGAN STANLEY 4.0 07/23/2025	99.625	4.58%	(49,812.50)	(683.33)	(50,495.83)	0.00
Purchase	11/26/2024	26442UAH7	270,000.00	DUKE ENERGY PROGRESS LLC 3.45 03/15/2029	95.601	4.59%	(258,122.70)	(1,837.13)	(259,959.83)	0.00
Purchase	11/26/2024	912797NE3	500,000.00	UNITED STATES TREASURY 05/08/2025	98.037	4.48%	(490,186.04)	0.00	(490,186.04)	0.00
Purchase	11/26/2024	912797KA4	500,000.00	UNITED STATES TREASURY 02/20/2025	98.947	4.53%	(494,737.28)	0.00	(494,737.28)	0.00
Purchase	11/27/2024	91282CHF1	45,000.00	UNITED STATES TREASURY 3.75 05/31/2030	97.633	4.24%	(43,934.77)	(829.92)	(44,764.69)	0.00
Purchase	11/27/2024	91282CHF1	235,000.00	UNITED STATES TREASURY 3.75 05/31/2030	97.633	4.24%	(229,437.11)	(4,334.01)	(233,771.12)	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | 10/01/2024 Through 12/31/2024 |

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Purchase	11/27/2024	912797MW4	240,000.00	UNITED STATES TREASURY 01/07/2025	99.484	4.62%	(238,761.80)	0.00	(238,761.80)	0.00
Purchase	12/30/2024	9128283F5	240,000.00	UNITED STATES TREASURY 2.25 11/15/2027	94.324	4.37%	(226,378.13)	(671.27)	(227,049.40)	0.00
Purchase	12/30/2024	91282CFJ5	20,000.00	UNITED STATES TREASURY 3.125 08/31/2029	94.457	4.45%	(18,891.41)	(208.91)	(19,100.32)	0.00
Purchase	12/31/2024	91282CJF9	380,000.00	UNITED STATES TREASURY 4.875 10/31/2028	101.637	4.40%	(386,219.53)	(3,121.62)	(389,341.15)	0.00
Purchase	12/31/2024	91282CFJ5	380,000.00	UNITED STATES TREASURY 3.125 08/31/2029	94.574	4.43%	(359,382.03)	(4,002.07)	(363,384.10)	0.00
Total Purchase			5,525,000.00				(5,393,553.39)	(29,590.62)	(5,423,144.01)	0.00
TOTAL ACQUISITIONS			5,525,000.00				(5,393,553.39)	(29,590.62)	(5,423,144.01)	0.00
DISPOSITIONS										
Maturity	10/03/2024	912797GW1	(600,000.00)	UNITED STATES TREASURY 10/03/2024	100.000	0.00%	600,000.00	0.00	600,000.00	0.00
Maturity	10/10/2024	912797KT3	(500,000.00)	UNITED STATES TREASURY 10/10/2024	100.000	0.00%	500,000.00	0.00	500,000.00	0.00
Maturity	10/15/2024	91282CDB4	(235,000.00)	UNITED STATES TREASURY 0.625 10/15/2024	100.000	0.63%	235,000.00	0.00	235,000.00	0.00
Maturity	10/22/2024	912797LU9	(35,000.00)	UNITED STATES TREASURY 10/22/2024	100.000	0.00%	35,000.00	0.00	35,000.00	0.00
Maturity	10/22/2024	912797LU9	(175,000.00)	UNITED STATES TREASURY 10/22/2024	100.000	0.00%	175,000.00	0.00	175,000.00	0.00
Maturity	11/01/2024	78015K7C2	(200,000.00)	ROYAL BANK OF CANADA 2.25 11/01/2024	100.000	2.25%	200,000.00	0.00	200,000.00	0.00
Maturity	11/07/2024	912797LC9	(466,000.00)	UNITED STATES TREASURY 11/07/2024	100.000	0.00%	466,000.00	0.00	466,000.00	0.00
Maturity	11/08/2024	14913Q3B3	(230,000.00)	CATERPILLAR FINANCIAL SERVICES CORP 2.15 11/08/2024	100.000	2.15%	230,000.00	0.00	230,000.00	0.00
Maturity	11/15/2024	02582JIR2	(250,000.00)	AMXCA 2021-1 A 0.9 11/15/2024	100.000	4.97%	0.00	0.00	0.00	0.00

TRANSACTION LEDGER



Mammoth Community Water District Cons | Account #10988 | 10/01/2024 Through 12/31/2024 |

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Maturity	11/19/2024	912797MC8	(625,000.00)	UNITED STATES TREASURY 11/19/2024	100.000	0.00%	625,000.00	0.00	625,000.00	0.00
Maturity	11/19/2024	912797MC8	(35,000.00)	UNITED STATES TREASURY 11/19/2024	100.000	0.00%	35,000.00	0.00	35,000.00	0.00
Maturity	11/19/2024	912797MC8	(175,000.00)	UNITED STATES TREASURY 11/19/2024	100.000	0.00%	175,000.00	0.00	175,000.00	0.00
Maturity	11/21/2024	912797LE5	(400,000.00)	UNITED STATES TREASURY 11/21/2024	100.000	0.00%	400,000.00	0.00	400,000.00	0.00
Maturity	12/03/2024	912797ME4	(200,000.00)	UNITED STATES TREASURY 12/03/2024	100.000	0.00%	200,000.00	0.00	200,000.00	0.00
Maturity	12/31/2024	912828YY0	(300,000.00)	UNITED STATES TREASURY 1.75 12/31/2024	100.000	1.75%	300,000.00	0.00	300,000.00	0.00
Total Maturity			(4,426,000.00)				4,176,000.00	0.00	4,176,000.00	0.00
Sale	10/15/2024	3138ETA55	(105,000.00)	FN AL8127 2.0 01/01/2031	94.781	1.67%	14,245.70	11.69	14,257.39	(886.95)
Sale	10/15/2024	3138YR6T0	(113,425.00)	FN AZ0881 2.5 07/01/2030	95.828	1.81%	13,643.59	13.84	13,657.43	(799.87)
Sale	10/15/2024	3138YTMT8	(100,000.00)	FN AZ2169 2.5 07/01/2030	95.750	2.17%	12,266.83	12.46	12,279.29	(626.86)
Sale	10/15/2024	3128MEMN8	(75,000.00)	FH G15565 3.0 10/01/2030	96.938	2.23%	8,426.19	10.14	8,436.33	(414.92)
Sale	10/15/2024	3132KFBZ4	(101,107.00)	FH V60956 2.5 09/01/2030	95.875	2.27%	12,813.98	12.99	12,826.97	(613.94)
Sale	10/15/2024	3138WE5U9	(105,000.00)	FN AS5358 3.0 07/01/2030	96.844	2.28%	9,931.42	11.96	9,943.38	(476.20)
Sale	10/15/2024	3138WE3R8	(102,000.00)	FN AS5307 3.0 07/01/2030	96.469	2.29%	9,299.22	11.25	9,310.47	(484.13)
Sale	10/15/2024	31418BLL8	(135,000.00)	FN MA2130 3.5 12/01/2029	97.812	2.43%	16,251.95	22.62	16,274.57	(700.58)
Total Sale			(836,532.00)				96,878.88	106.95	96,985.83	(5,003.44)
TOTAL DISPOSITIONS			(5,262,532.00)				4,272,878.88	106.95	4,272,985.83	(5,003.44)

IMPORTANT DISCLOSURES



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Fixed income investments are subject to interest, credit and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.

Ratings information have been provided by Moody’s, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities (“MBS”) reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody’s and Fitch respectively.

Benchmark	Disclosure
ICE BofA 0-5 Yr US Treasury Index	The ICE BofA 0-5 Year US Treasury Index tracks the performance of US Dollar denominated Sovereign debt publicly issued by the US government in its domestic market with maturities less than five years. Qualifying securities must have at least 18 months to maturity at point of issuance, at least one month and less than five years remaining term to final maturity, a fixed coupon schedule and a minimum amount outstanding of \$1 billion.
ICE BofA 1-10 Yr Unsubordinated US Treasury & Agency Index	The ICE BofA 1-10 Year Unsubordinated US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody’s, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than ten years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule, and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies.
ICE BofA 3-Month US Treasury Bill Index	The ICE BofA US 3-Month Treasury Bill Index is comprised of a single issue purchased at the beginning of the month and held for a full month. At the end of the month that issue is sold and rolled into a newly selected issue. The issue selected at each month- end rebalancing is the outstanding Treasury Bill that matures closest to, but not beyond, three months from the rebalancing date.

- **US Small Cap Stocks – Morgan Stanley Capital International (MSCI) Small Cap 1750** – The MSCI Small Cap 1750 is a market capitalization weighted index that measures the performance of small capitalization U.S. stocks.
- **US Mid Cap Stocks – Morgan Stanley Capital International (MSCI) Mid Cap 450** – The MSCI Mid Cap 450 is a market capitalization weighted index that measures the performance of mid-capitalization U.S. stocks.
- **US Large Cap Stocks – Standard & Poor’s 500** – The S&P 500 is a market value weighted index of 500 large capitalization stocks. The 500 companies included in the index capture approximately 80% of available U.S. market capitalization.
- **International Stocks – Morgan Stanley Capital International (MSCI) EAFE** – The MSCI EAFE International Equity Index is a market capitalization weighted index that captures international equity performance of large and mid-cap stocks in the developed stock markets of Europe, Australasia, and the Far East.
- **Emerging Market Stocks – Morgan Stanley Capital International (MSCI) Emerging Markets** – The MSCI Emerging Markets Index is a market capitalization weighted index that captures equity performance of large and mid-cap stocks across emerging market countries.
- **U.S. Real Estate – Morgan Stanley Capital International (MSCI) REIT** – The MSCI US REIT Index is a free float-adjusted market capitalization index that is comprised of equity REITs. It represents about 99% of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard (GICS®). It excludes Mortgage REITs and selected Specialized REITs.
- **International Real Estate – S&P Developed Ex-US Property** – The S&P Developed Ex-US Property Index is a market capitalization weighted index that captures the performance of a universe of publicly traded property companies based in developing countries outside of the US. The companies included are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **US Core Bonds – ICE BofA US Corporate, Government, Mortgage** – The ICE BofA US Corporate, Government, Mortgage index is a broad measure of US investment grade bond performance, including US Treasuries, agencies, investment-grade corporates and mortgage securities.
- **US High Yield Bonds – ICE BofA US High Yield** – The ICE BofA High Yield Bond Index measures the market of USD-denominated, non-investment grade, fixed-rate, taxable corporate bonds.
- **International Bonds – Bloomberg Barclays Global Aggregate ex-USD Total Return Index Value Unhedged USD** – Index from 2/1/2013 – current. This index measures the performance of global investment grade debt from 24 local currency markets. This multi- currency benchmark includes treasury, government-related, corporate and securitized fixed-rate bonds from both developed and emerging markets issuers. S&P Citigroup International Govt Bond – Index from 1/1/2009 – 1/31/2013. This index measures the performance of sovereign bonds of non-U.S. developed countries.

- **Diversified Commodities – S&P GSCI Commodity Index** – The S&P GSCI Commodity Index is a world production-weighted measure of general commodity price movements and inflation in the world economy. It consists of a basket of physical commodity futures contracts.

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