



MAMMOTH COMMUNITY WATER DISTRICT

Post Office Box 597

Mammoth Lakes, California 93546-0597

771st Regular Meeting of the
Mammoth Community Water District
Board of Directors

Thursday, September 17, 2020

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.

In accordance with the California Department of Public Health's and Governor Newsom's Executive Orders N-29-20 and N-33-20, the District boardroom is closed and this meeting will be conducted solely by video/teleconference with members of the Board attending from separate remote locations in response to the threat of COVID-19. The public is invited to listen, observe, and provide comments during the meeting by either method provided for below. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

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. Directors, staff, and members of the public who wish to participate in the meeting may do so by joining the following Zoom Videoconference Meeting: <https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR Join via teleconference by dialing 1-669-600-9128, 760-934-2596#

AGENDA

5:30 P.M.

Roll Call

Directors Cage, Creasy, Domaille, 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 five (5) 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 Approval of August 2020 Check Disbursements (Springbrook #'s 58023 – 58147)

A-2 Approval of Minutes from the Regular Board Meeting held August 20, 2020

Consent Agenda B — Staff 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 Discussion and Possible Approval of "Stories in the Snow" Sponsorship

C-2 Discussion and Possible Approval of a Request to Refinance a Primary Loan under the Employee Home Purchase Assistance Program

C-3 Discussion and Possible Approval of a Lease Extension with the USGS

C-4 Discussion and Possible Approval of Updating the Records Retention and Disposal Schedules

C-5 Appointment of Ad Hoc Committees

a) General Manager Performance Evaluation

b) Labor Negotiations

Board Member's Committee Reports

Committee Meetings Held:

Technical Services Committee – September 16, 2020

Finance Committee – September 16, 2020

Director 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 APNs – 035-100-003; 035-010-020; 022-322-035

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby, Garrett Higerd, and Tom Cage

Property Owner Negotiator: Town of Mammoth Lakes

D-2 Conference with Legal Counsel

Existing Litigation – Pursuant to Government Code section 54956.9(a); International Union of Operating Engineers, Local 12 v. Mammoth Community Water District; Public Employment Relations Board

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, September 11, 2020

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 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 **WEDNESDAY, SEPTEMBER 16, 2020** 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.

In accordance with the California Department of Public Health's and Governor Newsom's Executive Orders N-29-20 and N-33-20, the District boardroom is closed and this meeting will be conducted solely by video/teleconference with members of the Board attending from separate remote locations in response to the threat of COVID-19. The public is invited to listen, observe, and provide comments during the meeting by either method provided for below. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

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. Directors, staff, and members of the public who wish to participate in the meeting may do so by joining the following Zoom Videoconference Meeting: <https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR join via teleconference by dialing 1-669-600-9128, 760-934-2596#.

The agenda items are:

1. Review and Approval of Board of Director Payment Requests for August 2020
2. Review and Approval of Accounts Payable Payment Vouchers for August 2020
3. Discussion and Review of August 2020 Check Register (A-1)
4. Discussion of Finance Department Report (B-3)
5. Discussion of Request to Refinance a Primary Loan under the Employee Home Purchase Assistance Program (C-2)
6. Discussion of Possible Approval of a Lease Extension with the USGS (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 Support 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, September 11, 2020

*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 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
Post Office Box 597
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, SEPTEMBER 16, 2020** 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.

In accordance with the California Department of Public Health's and Governor Newsom's Executive Orders N-29-20 and N-33-20, the District boardroom is closed and this meeting will be conducted solely by video/teleconference with members of the Board attending from separate remote locations in response to the threat of COVID-19. The public is invited to listen, observe, and provide comments during the meeting by either method provided for below. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

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. Directors, staff, and members of the public who wish to participate in the meeting may do so by joining the following Zoom Videoconference Meeting: <https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR join via teleconference by dialing 1-669-600-9128, 760-934-2596#.

The agenda items are:

1. Review of the Operations Department Report (B-1)
2. Review of the Maintenance Department Report (B-2)
3. Review of the Engineering Department Report (B-4)
4. Review of the Information Services Report (B-5)
5. Discussion / Questions Regarding Other Department Reports
 - B-3 Finance Department Report
 - B-6 Personnel Services Report
 - B-7 Regulatory Support 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, September 11, 2020

*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 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.

Check Register for the Month of August 2020

Springbrook Software Report

(Check #58023 - #58147)

MCWD Accounts Payable

Check Register Notes

August 2020

<u>Check #</u>	<u>Amount</u>	<u>Vendor</u>	<u>Notes</u>
58053	\$32,252.50	Water Works Engineers	Permitting Assistance and WDR Review
58056	\$18,883.52	MCS Inspection	Tank 6 Inspection
58081	\$119,109.10	Simpson Sandblasting & Special Coatings	Tank 6 Rehab
58090	\$12,367.50	Accelerated Technology Laboratories, Inc.	Annual LIMS Software SaaS License Fee
58110	\$6,275.69	Sierra Automated Valve Services, Inc.	Replacement Check Valves for Twin Falls and West Lake Mary Lift Stations
58122	\$4,000.00	Eastern California Water Association	Sponsorship of Inyo-Mono Integrated Regional Water Management Program
58145	\$68,842.00	Backflow Solutions, Inc.	2020 Backflow Survey
58146	\$53,650.00	Process Water Technologies, LLC	Sludge Dewatering Press (10% Payment)
58147	\$256,105.29	Yellow Jacket Drilling	Well 32 Drilling Services

Rebates

17 customers purchased 24 high efficiency toilets and received rebates totaling \$4,379.52

2 customers purchased high efficiency washing machines and received rebates totaling \$800.00

4 customers purchased high efficiency dishwashers and received rebates totaling \$800.00

Payroll Expenses

Employee Gross Payroll:	\$284,566.95
Board Gross Payroll:	\$3,044.25
Net Payroll:	\$201,975.23
Employer Paid Payroll Taxes:	\$4,395.15
Employer Paid 401a:	\$56,913.39 (20% of Gross)
Employer Paid 457b Match:	\$5,433.51 (1.91 % of Gross)
Employee Paid 457b:	\$30,493.89 (10.71% of Gross)
Other Employer Paid Benefits:	\$81,161.57

Accounts Payable

Checks by Date - Detail by Check Number

User: mbretz
 Printed: 8/31/2020 2:48 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	PR*AFLAC	AFLAC	08/05/2020	
		PR Batch 00005.08.2020 Aflac After Tax	PR Batch 00005.08.2020 Afla	15.62
		PR Batch 00005.08.2020 Aflac After Tax	PR Batch 00005.08.2020 Afla	15.60
		PR Batch 00005.08.2020 Aflac Pre-Tax	PR Batch 00005.08.2020 Afla	33.60
		PR Batch 00005.08.2020 Aflac Pre-Tax	PR Batch 00005.08.2020 Afla	33.60
Total for this ACH Check for Vendor PR*AFLAC:				98.42
ACH	PR*CATAX	CA Tax Payment ACH	08/05/2020	
		PR Batch 00005.08.2020 Ca. State Disability	PR Batch 00005.08.2020 Ca.	436.52
		PR Batch 00005.08.2020 Ca. State Disability	PR Batch 00005.08.2020 Ca.	478.13
		PR Batch 00005.08.2020 Ca. State Disability	PR Batch 00005.08.2020 Ca.	49.66
		PR Batch 00005.08.2020 Ca. State Disability	PR Batch 00005.08.2020 Ca.	427.51
		PR Batch 00005.08.2020 State Income Tax	PR Batch 00005.08.2020 Stat	1,978.20
		PR Batch 00005.08.2020 State Income Tax	PR Batch 00005.08.2020 Stat	1,760.97
		PR Batch 00005.08.2020 State Income Tax	PR Batch 00005.08.2020 Stat	256.30
		PR Batch 00005.08.2020 State Income Tax	PR Batch 00005.08.2020 Stat	1,717.30
Total for this ACH Check for Vendor PR*CATAX:				7,104.59
ACH	PR*FEDTX	Federal Tax Payment ACH	08/05/2020	
		PR Batch 00005.08.2020 Federal Income Tax	PR Batch 00005.08.2020 Fed	5,336.81
		PR Batch 00005.08.2020 Federal Income Tax	PR Batch 00005.08.2020 Fed	5,323.07
		PR Batch 00005.08.2020 Federal Income Tax	PR Batch 00005.08.2020 Fed	699.40
		PR Batch 00005.08.2020 Federal Income Tax	PR Batch 00005.08.2020 Fed	4,719.10
		PR Batch 00005.08.2020 Medicare Employee Pc	PR Batch 00005.08.2020 Mec	637.38
		PR Batch 00005.08.2020 Medicare Employee Pc	PR Batch 00005.08.2020 Mec	700.33
		PR Batch 00005.08.2020 Medicare Employee Pc	PR Batch 00005.08.2020 Mec	72.12
		PR Batch 00005.08.2020 Medicare Employee Pc	PR Batch 00005.08.2020 Mec	626.45
		PR Batch 00005.08.2020 Medicare Employer Po	PR Batch 00005.08.2020 Mec	637.38
		PR Batch 00005.08.2020 Medicare Employer Po	PR Batch 00005.08.2020 Mec	700.33
		PR Batch 00005.08.2020 Medicare Employer Po	PR Batch 00005.08.2020 Mec	72.12
		PR Batch 00005.08.2020 Medicare Employer Po	PR Batch 00005.08.2020 Mec	626.45
Total for this ACH Check for Vendor PR*FEDTX:				20,150.94
ACH	PR*FTJ	FTJ Fund Choice	08/05/2020	
		PR Batch 00005.08.2020 Deferred Comp. Match	PR Batch 00005.08.2020 Def	838.54
		PR Batch 00005.08.2020 Deferred Comp. Match	PR Batch 00005.08.2020 Def	921.13
		PR Batch 00005.08.2020 Deferred Comp. Match	PR Batch 00005.08.2020 Def	118.62
		PR Batch 00005.08.2020 Deferred Comp. Match	PR Batch 00005.08.2020 Def	820.02
		PR Batch 00005.08.2020 Orion Deferred Comp	PR Batch 00005.08.2020 Oric	4,453.11
		PR Batch 00005.08.2020 Orion Deferred Comp	PR Batch 00005.08.2020 Oric	5,546.58
		PR Batch 00005.08.2020 Orion Deferred Comp	PR Batch 00005.08.2020 Oric	273.12
		PR Batch 00005.08.2020 Orion Deferred Comp	PR Batch 00005.08.2020 Oric	4,948.77
		PR Batch 00005.08.2020 Orion Pension	PR Batch 00005.08.2020 Oric	8,730.49
		PR Batch 00005.08.2020 Orion Pension	PR Batch 00005.08.2020 Oric	9,561.68
		PR Batch 00005.08.2020 Orion Pension	PR Batch 00005.08.2020 Oric	993.34
		PR Batch 00005.08.2020 Orion Pension	PR Batch 00005.08.2020 Oric	8,551.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor PR*FTJ:				45,756.53
ACH	PR*STERL	Sterling Health Service Administration	08/05/2020	
		PR Batch 00005.08.2020 Health Savings Acct. E	PR Batch 00005.08.2020 Hea	260.00
		PR Batch 00005.08.2020 Health Savings Acct. E	PR Batch 00005.08.2020 Hea	152.22
		PR Batch 00005.08.2020 Health Savings Acct. E	PR Batch 00005.08.2020 Hea	152.22
		PR Batch 00005.08.2020 Health Savings Acct. E	PR Batch 00005.08.2020 Hea	33.06
		PR Batch 00005.08.2020 Health Savings Acct. E	PR Batch 00005.08.2020 Hea	16.54
		PR Batch 00005.08.2020 Health Savings Acct. E	PR Batch 00005.08.2020 Hea	16.52
Total for this ACH Check for Vendor PR*STERL:				630.56
ACH	KE4000 C201953	Keller America, Inc. Re-Issue of #57973	08/19/2020 Line/Equipment M & R	2,495.00
Total for this ACH Check for Vendor KE4000:				2,495.00
ACH	RA2000 16167	Raftelis Financial Consultants, Inc. July	08/19/2020 Wastewater Cost of Service Si	2,512.50
Total for this ACH Check for Vendor RA2000:				2,512.50
ACH	PR*CATAX	CA Tax Payment ACH	08/20/2020	
		PR Batch 02200.08.2020 State Income Tax	PR Batch 02200.08.2020 Stat	50.00
Total for this ACH Check for Vendor PR*CATAX:				50.00
ACH	PR*FEDTX	Federal Tax Payment ACH	08/20/2020	
		PR Batch 02200.08.2020 Federal Income Tax	PR Batch 02200.08.2020 Fed	200.00
		PR Batch 02200.08.2020 FICA Employee Portio	PR Batch 02200.08.2020 FIC.	188.73
		PR Batch 02200.08.2020 FICA Employer Portio	PR Batch 02200.08.2020 FIC.	188.73
		PR Batch 02200.08.2020 Medicare Employee Pc	PR Batch 02200.08.2020 Mec	44.13
		PR Batch 02200.08.2020 Medicare Employer Po	PR Batch 02200.08.2020 Mec	44.13
Total for this ACH Check for Vendor PR*FEDTX:				665.72
ACH	PR*AFLAC	AFLAC	08/19/2020	
		PR Batch 00019.08.2020 Aflac After Tax	PR Batch 00019.08.2020 Afla	15.60
		PR Batch 00019.08.2020 Aflac After Tax	PR Batch 00019.08.2020 Afla	15.62
		PR Batch 00019.08.2020 Aflac Pre-Tax	PR Batch 00019.08.2020 Afla	33.59
		PR Batch 00019.08.2020 Aflac Pre-Tax	PR Batch 00019.08.2020 Afla	33.61
Total for this ACH Check for Vendor PR*AFLAC:				98.42
ACH	PR*CATAX	CA Tax Payment ACH	08/19/2020	
		PR Batch 00019.08.2020 Ca. State Disability	PR Batch 00019.08.2020 Ca.	499.57
		PR Batch 00019.08.2020 Ca. State Disability	PR Batch 00019.08.2020 Ca.	480.58
		PR Batch 00019.08.2020 Ca. State Disability	PR Batch 00019.08.2020 Ca.	34.14
		PR Batch 00019.08.2020 Ca. State Disability	PR Batch 00019.08.2020 Ca.	11.35
		PR Batch 00019.08.2020 Ca. State Disability	PR Batch 00019.08.2020 Ca.	428.18
		PR Batch 00019.08.2020 State Income Tax	PR Batch 00019.08.2020 Stat	2,379.07
		PR Batch 00019.08.2020 State Income Tax	PR Batch 00019.08.2020 Stat	1,776.73
		PR Batch 00019.08.2020 State Income Tax	PR Batch 00019.08.2020 Stat	160.67
		PR Batch 00019.08.2020 State Income Tax	PR Batch 00019.08.2020 Stat	50.23
		PR Batch 00019.08.2020 State Income Tax	PR Batch 00019.08.2020 Stat	1,718.43
Total for this ACH Check for Vendor PR*CATAX:				7,538.95
ACH	PR*FEDTX	Federal Tax Payment ACH	08/19/2020	
		PR Batch 00019.08.2020 Federal Income Tax	PR Batch 00019.08.2020 Fed	6,601.33
		PR Batch 00019.08.2020 Federal Income Tax	PR Batch 00019.08.2020 Fed	5,296.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00019.08.2020 Federal Income Tax	PR Batch 00019.08.2020 Fed	461.08
		PR Batch 00019.08.2020 Federal Income Tax	PR Batch 00019.08.2020 Fed	131.39
		PR Batch 00019.08.2020 Federal Income Tax	PR Batch 00019.08.2020 Fed	4,644.15
		PR Batch 00019.08.2020 Medicare Employee Pc	PR Batch 00019.08.2020 Mec	728.48
		PR Batch 00019.08.2020 Medicare Employee Pc	PR Batch 00019.08.2020 Mec	704.02
		PR Batch 00019.08.2020 Medicare Employee Pc	PR Batch 00019.08.2020 Mec	49.60
		PR Batch 00019.08.2020 Medicare Employee Pc	PR Batch 00019.08.2020 Mec	16.47
		PR Batch 00019.08.2020 Medicare Employee Pc	PR Batch 00019.08.2020 Mec	627.44
		PR Batch 00019.08.2020 Medicare Employer Po	PR Batch 00019.08.2020 Mec	728.48
		PR Batch 00019.08.2020 Medicare Employer Po	PR Batch 00019.08.2020 Mec	704.02
		PR Batch 00019.08.2020 Medicare Employer Po	PR Batch 00019.08.2020 Mec	49.60
		PR Batch 00019.08.2020 Medicare Employer Po	PR Batch 00019.08.2020 Mec	16.47
		PR Batch 00019.08.2020 Medicare Employer Po	PR Batch 00019.08.2020 Mec	627.44
Total for this ACH Check for Vendor PR*FEDTX:				21,386.71
ACH	PR*FTJ	FTJ Fund Choice	08/19/2020	
		PR Batch 00019.08.2020 Deferred Comp. Match	PR Batch 00019.08.2020 Def	866.87
		PR Batch 00019.08.2020 Deferred Comp. Match	PR Batch 00019.08.2020 Def	941.09
		PR Batch 00019.08.2020 Deferred Comp. Match	PR Batch 00019.08.2020 Def	68.28
		PR Batch 00019.08.2020 Deferred Comp. Match	PR Batch 00019.08.2020 Def	22.70
		PR Batch 00019.08.2020 Deferred Comp. Match	PR Batch 00019.08.2020 Def	836.26
		PR Batch 00019.08.2020 Orion Deferred Comp	PR Batch 00019.08.2020 Oric	4,453.11
		PR Batch 00019.08.2020 Orion Deferred Comp	PR Batch 00019.08.2020 Oric	5,486.51
		PR Batch 00019.08.2020 Orion Deferred Comp	PR Batch 00019.08.2020 Oric	271.87
		PR Batch 00019.08.2020 Orion Deferred Comp	PR Batch 00019.08.2020 Oric	225.00
		PR Batch 00019.08.2020 Orion Deferred Comp	PR Batch 00019.08.2020 Oric	4,835.82
		PR Batch 00019.08.2020 Orion Pension	PR Batch 00019.08.2020 Oric	9,991.57
		PR Batch 00019.08.2020 Orion Pension	PR Batch 00019.08.2020 Oric	9,611.42
		PR Batch 00019.08.2020 Orion Pension	PR Batch 00019.08.2020 Oric	682.93
		PR Batch 00019.08.2020 Orion Pension	PR Batch 00019.08.2020 Oric	227.02
		PR Batch 00019.08.2020 Orion Pension	PR Batch 00019.08.2020 Oric	8,563.81
Total for this ACH Check for Vendor PR*FTJ:				47,084.26
ACH	PR*STERL	Sterling Health Service Administration	08/19/2020	
		PR Batch 00019.08.2020 Health Savings Acct. E	PR Batch 00019.08.2020 Hea	16.54
		PR Batch 00019.08.2020 Health Savings Acct. E	PR Batch 00019.08.2020 Hea	16.52
		PR Batch 00019.08.2020 Health Savings Acct. E	PR Batch 00019.08.2020 Hea	260.00
		PR Batch 00019.08.2020 Health Savings Acct. E	PR Batch 00019.08.2020 Hea	152.21
		PR Batch 00019.08.2020 Health Savings Acct. E	PR Batch 00019.08.2020 Hea	152.23
		PR Batch 00019.08.2020 Health Savings Acct. E	PR Batch 00019.08.2020 Hea	33.06
Total for this ACH Check for Vendor PR*STERL:				630.56
ACH	AT7100	AT&T Data	08/20/2020	
	July	Clay's iPad Data Plan	July Visa Transactions	35.00
Total for this ACH Check for Vendor AT7100:				35.00
ACH	DI7200	DirectTV	08/20/2020	
	July	Eng. Bldg. Satellite Service	July Visa Transactions	121.99
Total for this ACH Check for Vendor DI7200:				121.99
ACH	UN5000	UPS	08/20/2020	
	July	Service Fees	July Visa Transactions	93.00
	July	Shipping Fee	July Visa Transactions	11.96
	July	Shipping Fees	July Visa Transactions	308.82
	July	Shipping Fee	July Visa Transactions	20.69
	July	Shipping Fee	July Visa Transactions	87.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor UN5000:				522.13
ACH	WF0100	Wells Fargo VISA	08/20/2020	
	July	Ee Engagement Lunch	July Visa Transactions	53.66
	July	Lunch w/New District Engineer	July Visa Transactions	43.93
	July	Work Boots - M. Busby	July Visa Transactions	127.13
	July	Zoom Meeting Subscriptions	July Visa Transactions	163.79
	July	Adobe - S. Hake, M. Reeves	July Visa Transactions	29.98
	July	HEPA Vacuum/Hose for Admin. Bldg. Project	July Visa Transactions	241.26
	July	Office Supplies	July Visa Transactions	876.11
	July	Web Cams for Zoom Meetings	July Visa Transactions	596.89
	July	Sierra Plant Book	July Visa Transactions	21.53
	July	Cell Phone Data Storage	July Visa Transactions	0.99
	July	Adobe (2 months) - M. Bretz	July Visa Transactions	29.98
	July	Printer Cartridge for Remote Work	July Visa Transactions	22.51
	July	Fraudulent Charges (Under Investigation by WF)	July Visa Transactions	102.87
	July	Web Cam for Zoom Meetings	July Visa Transactions	61.84
	July	Tockify Web Calendar	July Visa Transactions	8.08
	July	Lunch Meeting with BSI Representative	July Visa Transactions	26.28
	July	Job Postings	July Visa Transactions	345.00
	July	Conference Call Charges	July Visa Transactions	15.29
	July	Doorbell for Lab Customers	July Visa Transactions	36.94
	July	Spare Motor for Lab HVAC Unit	July Visa Transactions	285.35
	July	Adobe - K. Bedow, R. Motley	July Visa Transactions	29.98
	July	Work Clothes	July Visa Transactions	10.92
	July	Work Clothes	July Visa Transactions	10.93
	July	Ee Engagement Lunch	July Visa Transactions	140.72
	July	Work Boots - J. Guarneros	July Visa Transactions	150.81
	July	Fraudulent Charges (Under Investigation by WF)	July Visa Transactions	41.53
	July	Work Boots	July Visa Transactions	225.00
	July	Conference Call - Well 32	July Visa Transactions	13.19
	July	Cell Contract for Remote Samplers - T6	July Visa Transactions	67.86
	July	Freight for Flow Meter Radio Parts	July Visa Transactions	63.72
	July	WWTP/Lab Filter Replacement	July Visa Transactions	100.42
	July	Adobe - S. Sornoso, T. Nelson	July Visa Transactions	25.98
	July	C2 Cert. Renewal	July Visa Transactions	288.00
	July	C3 Test	July Visa Transactions	205.00
	July	Zoom Subscription for L'Abri HOA Meetings	July Visa Transactions	14.99
	July	Shop Vac	July Visa Transactions	181.02
	July	Laptop for M. Busby	July Visa Transactions	1,551.55
	July	Field Laptop - H. Walden	July Visa Transactions	2,206.70
	July	Laptop - Engineering	July Visa Transactions	775.77
	July	Laptop - Engineering	July Visa Transactions	775.77
Total for this ACH Check for Vendor WF0100:				9,969.27
ACH	PR*VSP	Vision Service Plan - CA	08/25/2020	
		PR Batch 00005.08.2020 Vision Insurance Prem	PR Batch 00005.08.2020 Visi	286.80
		PR Batch 00005.08.2020 Vision Insurance Prem	PR Batch 00005.08.2020 Visi	323.38
		PR Batch 00005.08.2020 Vision Insurance Prem	PR Batch 00005.08.2020 Visi	38.29
		PR Batch 00005.08.2020 Vision Insurance Prem	PR Batch 00005.08.2020 Visi	283.63
		PR Batch 02200.08.2020 Vision Insurance Prem	PR Batch 02200.08.2020 Visi	119.50
	8-5-20	Adjustment	Vision Insurance Premium	23.90
Total for this ACH Check for Vendor PR*VSP:				1,075.50
58023	AM3000 524515	American Business Machines Co. 8/5/20 - 11/4/20	08/06/2020 Admin. Bldg. Copier/Printer /	1,578.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58023:	1,578.87
58024	BA1000	Babcock Laboratories Inc.	08/06/2020	
	CG01125	Lab Services	Lab Services	480.00
	CG01205	Lab Services	Lab Services	356.00
	CG01649	Lab Services	Lab Services	96.00
	CG016498	Lab Services	Lab Services	85.00
	CG02305	Lab Services	Lab Services	85.00
	CG02309	Lab Services	Lab Services	96.00
	CG02318	Lab Services	Lab Services	2,762.00
	CG02585	Lab Services	Lab Services	16.00
	CG02587	Lab Services	Lab Services	85.00
	CG02589	Lab Services	Lab Services	128.00
			Total for Check Number 58024:	4,189.00
58025	CA7000	Carmichael Business Technology	08/06/2020	
	36721	August	Cloud Backups	250.00
	36790	Annual Billing	MCWD Domain Web Hosting	180.00
	36801	August	Monthly VOIP Agreement	631.00
			Total for Check Number 58025:	1,061.00
58026	CO5800	Conriquez Cleaning	08/06/2020	
	0000041	July	Janatorial Services	2,200.00
			Total for Check Number 58026:	2,200.00
58027	DO4000	Do-It Center	08/06/2020	
	12551	Construction Materials	Wastewater Influent Flow Me	9.49
	13110	2" Test Plug	Operating Supplies	3.67
	13680	Lab Sink Repair	Building M & R	13.55
	13775	Hand Tools	Operating Supplies/Tools	33.38
	13775	Misc. HW	Operating Supplies/Tools	46.98
			Total for Check Number 58027:	107.07
58028	HA1000	Haaker Equipment Company	08/06/2020	
	C63959	Vactor Clamp	Vehicle/Equipment M & R	24.17
			Total for Check Number 58028:	24.17
58029	HA3000	Hach Company	08/06/2020	
	12041786	LBOD Probe	Operating Tools/Equipment	1,309.06
			Total for Check Number 58029:	1,309.06
58030	HI4000	High Country Lumber, Inc.	08/06/2020	
	31697	Grass Trimmer Line	Operating Supplies	32.31
			Total for Check Number 58030:	32.31
58031	IN8700	The Inyo Register	08/06/2020	
	073120	Job Postings	District Advertising	230.68
			Total for Check Number 58031:	230.68
58032	IQ1000	Backgrounds Online	08/06/2020	
	524042	Pre-Employment Background Checks	Outside Services	95.10
			Total for Check Number 58032:	95.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58033	KA4000 8-20	Kadesh & Associates, LLC July	08/06/2020 Professional Services - ORM/	5,000.00
Total for Check Number 58033:				5,000.00
58034	MC5000 41815307	McMaster-Carr Supply Co. Construction Materials	08/06/2020 Primary Clarifier #2 Rehab	531.61
Total for Check Number 58034:				531.61
58035	MM1000 080120	Mountain Meadows HOA August - Unit 11	08/06/2020 HOA Dues	450.00
Total for Check Number 58035:				450.00
58036	PH1000 161879	Phenova WS Solids	08/06/2020 Lab Supplies	126.00
Total for Check Number 58036:				126.00
58037	PR*IUOE 8-5-20 8-5-20 8-5-20 8-5-20	Int'l Union of Op. Engineers Union Dues Union Dues Union Dues Union Dues	08/06/2020 Union Dues Union Dues Union Dues Union Dues	66.00 172.84 20.77 158.39
Total for Check Number 58037:				418.00
58038	RP1213 HET1	Marshalle Wells 349 Joaquin Road, #2	08/06/2020 HET Rebate	200.00
Total for Check Number 58038:				200.00
58039	RP1398 HET1	Elliott Properties 94 Mono Street, #2	08/06/2020 HET Rebate	184.49
Total for Check Number 58039:				184.49
58040	RP1736 HET1	Susan Fleischauer 2308 Old Mammoth Road	08/06/2020 HET Rebate	200.00
Total for Check Number 58040:				200.00
58041	RP1737 HET2	Traci Clark 28 Davison Road	08/06/2020 HET Rebate	387.00
Total for Check Number 58041:				387.00
58042	RP1738 HET1	Christine Rifkin 464 Canyon Boulevard	08/06/2020 HET Rebate	200.00
Total for Check Number 58042:				200.00
58043	RP1739 HET1	Lisa Nyberg 152 Twin Lakes Lane	08/06/2020 HET Rebate	200.00
Total for Check Number 58043:				200.00
58044	RP1740 HET2	Joi Inscore 469 Hillside Drive	08/06/2020 HET Rebate	379.50
Total for Check Number 58044:				379.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58045	RP1741	Kathryn DeFreitas	08/06/2020	
	HEDW1	75 Trails End Road	HET/HEDW Rebate	200.00
	HET3	75 Trails End Road	HET/HEDW Rebate	500.00
Total for Check Number 58045:				700.00
58046	RP1742	Michael McMahon	08/06/2020	
	HET1	White Mountain Lodge, #2218	HET Rebate	200.00
Total for Check Number 58046:				200.00
58047	RP1743	Jean Tanaka	08/06/2020	
	HET1	Mammoth Estates, #133	HET Rebate	200.00
Total for Check Number 58047:				200.00
58048	SI3300	Sierra Employment Services, Inc.	08/06/2020	
	29797	Week Ending 8/2/20	Temp Services	3,134.40
	29797	Week Ending 8/2/20	Temp Services	3,716.34
	29797	Week Ending 8/2/20	Temp Services	11,149.00
Total for Check Number 58048:				17,999.74
58049	SI3900	Sierra Wave Media	08/06/2020	
	3463-1	July	District Advertising	399.00
Total for Check Number 58049:				399.00
58050	TA1000	Tamarack HOA	08/06/2020	
	081020	August - Unit 140	HOA Dues	475.00
Total for Check Number 58050:				475.00
58051	TI4100	Timberline HOA	08/06/2020	
	080120	August - Unit 11	HOA Dues	580.00
Total for Check Number 58051:				580.00
58052	VE6150	Verizon Wireless	08/06/2020	
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	56.43
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	18.81
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	75.24
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	37.62
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	37.62
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	18.81
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	56.43
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	9.41
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	18.81
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	18.81
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	56.43
	9859151971	7/22/20 - 8/21/20	iPad Data Plans	9.42
Total for Check Number 58052:				413.84
58053	WA7900	Water Works Engineers	08/06/2020	
	10839	WWTP Permitting Assistance	Professional Services	17,465.25
	10839	WDR Review	Professional Services	14,787.25
Total for Check Number 58053:				32,252.50
58054	WE5500	Western Nevada Supply	08/06/2020	
	18414478	Air Release Valve	Line/Equipment M & R	215.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	18415711	Bolt-up Kits and Gaskets	Twin Falls Lift Station Rehab	285.49
	58418905	Construction Materials	Distribution System Improver	890.02
Total for Check Number 58054:				1,391.01
58055	WI3800 2020174	Wildermuth Environmental Construction Oversight and Reporting - May	08/06/2020 Laurel Pond Monitoring Well	2,679.50
Total for Check Number 58055:				2,679.50
58056	ZX0009 1119	MCS Inspection Tank and Coating Inspection, Related Travel Exp	08/06/2020 Tank 6 Rehab	18,883.52
Total for Check Number 58056:				18,883.52
58057	BE8000 PC36687	Berchthold Equipment Company Grinder Bit	08/11/2020 Distribution System Improver	3,391.61
Total for Check Number 58057:				3,391.61
58058	CB1000 94000120207	California Broadband Cooperative August	08/11/2020 District Internet Service	840.00
Total for Check Number 58058:				840.00
58059	CH9000 18858	Chuck Villar Construction Hauling	08/11/2020 Distribution System Improver	718.86
Total for Check Number 58059:				718.86
58060	DE8000 13645976	Dewey Pest Control August	08/11/2020 Pest Control Services	195.00
Total for Check Number 58060:				195.00
58061	DO4000 14476 14876 14947	Do-It Center Acetone Wood Preserver Screws, Stencils, Mylar	08/11/2020 Operating Supplies Building M & R Building M & R	72.72 27.14 71.58
Total for Check Number 58061:				171.44
58062	GR1000 9594149222 9601555833 9602690175 9603140105 9603294753 9603763435 9603911455 9604406703 9606263912 9606483312 9606712454 9607549558 9607549566 9608646809 9609139465 9610628696 9613057828	Grainger Inc. Roadside Emergency Kits (5) Hand Soap Microfiber Towels and Laundry Detergent Liquid Detergent Reciprocating Saw Blad Packing Tape Shipping Boxes Compressed Air Sprayers for Disinfecting Marking Paint Safety Glasses, Marking Paint, Gloves Chemical Resistant Coats (3) Paper Towel Sheets Gloves First Aid Supplies Paper Towels Paper Towel Rolls Batteries	08/11/2020 Warehouse Inventory Operating Supplies Operating Supplies Operating Supplies Distribution System Improver Operating Supplies Operating Supplies Operating Supplies Warehouse Inventory Warehouse Inventory Staff Uniform/PPE Operating Supplies Warehouse Inventory Safety Operating Supplies Operating Supplies Operating Supplies	269.03 51.26 150.62 248.35 567.71 110.44 59.00 122.10 332.56 337.27 1,900.90 340.45 101.63 47.21 37.39 224.40 10.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58062:	4,911.03
58063	GR1500 1833604	Granite Construction Construction Materials	08/11/2020 Distribution System Improver	1,231.01
			Total for Check Number 58063:	1,231.01
58064	HA1000 C63907 C63992	Haaker Equipment Company Compression Inlet Boot for Vactor Cam Lock for Vactor	08/11/2020 Vehicle M & R Vehicle M & R	775.12 37.29
			Total for Check Number 58064:	812.41
58065	HA3000 12053423 12053423 12053423	Hach Company FerroZine Iron Reagent Solution Pillows SpecCheck DPD Gel Standards Desicant Cartridge for TU 5300 Turbidity Analy:	08/11/2020 Operating Supplies Operating Supplies Operating Supplies	56.84 215.77 456.65
			Total for Check Number 58065:	729.26
58066	HO1000 4114	Home Lumber Company Construction Materials	08/11/2020 Secondary Clarifier #2 Drive	1,053.16
			Total for Check Number 58066:	1,053.16
58067	IN7750 30084687	Interstate Batteries Batteries for Scissor Lift	08/11/2020 Line/Equipment M & R	598.56
			Total for Check Number 58067:	598.56
58068	MA3000 1025047 1025380	Mammoth Disposal July Portable Toilet Rental	08/11/2020 Trash Disposal Services Distribution System Improver	1,350.00 231.78
			Total for Check Number 58068:	1,581.78
58069	MA6000 25310 25333	Mammoth Ready Mix Construction Materials Concrete	08/11/2020 Distribution System Improver Line/Equipment M & R	3,167.85 589.94
			Total for Check Number 58069:	3,757.79
58070	MA7000 073120	Mammoth Times July	08/11/2020 District Advertising	1,225.00
			Total for Check Number 58070:	1,225.00
58071	MC5000 43157161 43169921	McMaster-Carr Supply Co. Hose Coupling Hydraulic Bottle Jacks (2)	08/11/2020 Operating Supplies Secondary Clarifier #2 Drive	45.27 293.48
			Total for Check Number 58071:	338.75
58072	MI6000 073120 073120 073120 073120 073120 073120 073120	Mission Uniform & Linen August August August August August August August	08/11/2020 Linen and Uniform Service Linen and Uniform Service Linen and Uniform Service Linen and Uniform Service Linen and Uniform Service Linen and Uniform Service Linen and Uniform Service	1,236.00 125.75 70.10 35.05 35.05 90.28 211.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58072:	1,804.16
58073	ML1500 2276	Mammoth Lakes Tourism Reissue of #57240	08/11/2020 District Advertising - Visitor C	1,600.00
			Total for Check Number 58073:	1,600.00
58074	PR*ACHBA 7-16-20 7-16-20 7-16-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20 8-5-20	ACWA - Joint Powers Ins Authority Board Dental Insurance Premium Board Life Insurance Premium Board Medical Insurance Premium Staff Dental Insurance Premium Staff Dental Insurance Premium Staff Dental Insurance Premium Staff Dental Insurance Premium Staff Life Insurance Premium Staff Life Insurance Premium Staff Life Insurance Premium Staff Life Insurance Premium Staff Medical Insurance Premium Staff Medical Insurance Premium Staff Medical Insurance Premium Staff Medical Insurance Premium Adjustment	08/11/2020 Board Health Insurance Premi Board Health Insurance Premi Board Health Insurance Premi Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Healthcare Insurance Pre Staff Health Insurance Premiu	680.73 42.45 9,741.79 1,243.74 1,337.65 185.33 1,191.91 739.55 576.38 31.80 401.94 19,410.60 20,097.44 2,575.01 17,416.08 2,461.21
			Total for Check Number 58074:	78,133.61
58075	RP1611 HEDW1	Jeffrey Wasserman 203 Hill Street	08/11/2020 HEDW Rebate	200.00
			Total for Check Number 58075:	200.00
58076	RP1714 HEDW1	Saralee Lessley Snowcreek IV, #607	08/11/2020 HEDW Rebate	200.00
			Total for Check Number 58076:	200.00
58077	RP1744 HET1	Daniel Sielh 465 Le Verne Street	08/11/2020 HET Rebate	170.03
			Total for Check Number 58077:	170.03
58078	RP1745 HET1	Raul Rodriguez Sierra Valley, #6	08/11/2020 HET Rebate	158.50
			Total for Check Number 58078:	158.50
58079	RP1746 HEDW1 HET3	Steve Jones Snowcreek IV, #624 Snowcreek IV, #624	08/11/2020 HET/HEDW Rebate HET/HEDW Rebate	200.00 500.00
			Total for Check Number 58079:	700.00
58080	RP1747 HEDW1	James Herdman Forest Meadows, #8	08/11/2020 HEDW Rebate	200.00
			Total for Check Number 58080:	200.00
58081	SI5500 2689	Simpson Sandblasting & Special Coatings I Work Completed to Date (Minus Retention)	08/11/2020 Tank 6 Rehab	119,109.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58081:	119,109.10
58082	SO8002 080420	Southern California Edison MU11	08/11/2020 Electricity	16.10
			Total for Check Number 58082:	16.10
58083	ST3000 997837 997863	Steves Auto & Truck Parts 5W20 Motor Oil (12) Heat Shrink Tubing, Slide Terminal	08/11/2020 Warehouse Inventory Vehicle M & R	42.54 22.39
			Total for Check Number 58083:	64.93
58084	SW2000 2504	Sweetwater Plumbing, Inc. Faucet Install - LU9	08/11/2020 Employee Housing	264.00
			Total for Check Number 58084:	264.00
58085	SW6100 RConboy RConboy	SWRCB-DWOCP R. Conboy R. Conboy	08/11/2020 T4 Operator Cert. Renewal T4 Operator Cert. Renewal	52.50 52.50
			Total for Check Number 58085:	105.00
58086	WE5500 58418909 58418995 58422863 58426279	Western Nevada Supply Construction Materials Construction Materials Tubing Cutters (2) 1" Meter Pits (4)	08/11/2020 Distribution System Improver Distribution System Improver Operating Tools/Equipment Warehouse Inventory	258.60 219.81 72.84 2,930.41
			Total for Check Number 58086:	3,481.66
58087	WI3000 92438	Wienhoff Drug Testing Pre-Employment Drug Screening	08/11/2020 Outside Services	75.00
			Total for Check Number 58087:	75.00
58088	AM3000 525665 525665 526053	American Business Machines Co. 7/24/20 - 8/23/20 Color Ink Overage Charge 8/24/20 - 9/23/20	08/19/2020 Ops Printer/Copier Maint. Ag Ops Printer/Copier Maint. Ag Ops. Printer/Copier Agreemer	38.00 20.93 38.88
			Total for Check Number 58088:	97.81
58089	AR2000 8111	Arbor Environmental LLC Respirator Fit Testing	08/19/2020 Respirator Fit Testing	1,480.00
			Total for Check Number 58089:	1,480.00
58090	AT1000 18034 18034	Accelerated Technology Laboratories Inc. Sample Master LIMS SaaS Sample Master LIMS SaaS	08/19/2020 Annual Software License Fee Annual Software License Fee	6,183.75 6,183.75
			Total for Check Number 58090:	12,367.50
58091	BA7200 080620 080620 080620 080620	Bartkiewicz, Kronick & Shanahan General Well 32 ERP Upgrade ORMAT	08/19/2020 Legal Services Legal Services Legal Services Legal Services	2,877.30 232.50 2,092.50 155.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58091:	5,357.30
58092	BR4000 69690	Britt's Diesel & Automotive Diagnostic Code Check - Veh #51	08/19/2020 Vehicle M & R	458.00
			Total for Check Number 58092:	458.00
58093	CU3000 566700	Cues Inc. New Motor and Gears for Lateral Launcher	08/19/2020 Vehicle M & R	3,964.71
			Total for Check Number 58093:	3,964.71
58094	DO4000 11721 13104 13649 15043 15424 15572 15654	Do-It Center Landscaping Landscaping Landscaping, Sawzall Blades Fittings Fittings Irrigation Work Gloves	08/19/2020 Distribution System Improver Distribution System Improver Distribution System Improver Distribution System Improver Distribution System Improver Distribution System Improver Operating Supplies	30.99 19.37 69.76 72.69 11.13 18.20 27.14
			Total for Check Number 58094:	249.28
58095	GR1500 1855049	Granite Construction Construction Materials	08/19/2020 Distribution System Improver	5,665.98
			Total for Check Number 58095:	5,665.98
58096	HI4000 31298 31730 31979 32481 34394 34396	High Country Lumber, Inc. Construction Materials Construction Materials Construction Materials Construction Materials Construction Materials Shovel	08/19/2020 Distribution System Improver Distribution System Improver Distribution System Improver Distribution System Improver Distribution System Improver Operating Tool	1.07 145.79 60.32 24.77 45.22 24.77
			Total for Check Number 58096:	301.94
58097	IN4000 176466	Infosend, Inc. July	08/19/2020 UB eStatement Processing	418.69
			Total for Check Number 58097:	418.69
58098	MA3000 1025954 1026072	Mammoth Disposal July July	08/19/2020 Recycling Services Recycling Services	126.00 120.00
			Total for Check Number 58098:	246.00
58099	MA4300 BLopez GHigerd PRoss	Mammoth Hospital DMV Pre-Employment DMV	08/19/2020 Employee Physical Employee Physical Employee Physical	124.20 124.20 124.20
			Total for Check Number 58099:	372.60
58100	MO6400 0720	Mono County Public Works July	08/19/2020 Sludge Processing	25,746.82
			Total for Check Number 58100:	25,746.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58101	PI8700 080320	Pitney Bowes-Purchase Power Refill Postage Meter	08/19/2020 Postage	1,513.50
Total for Check Number 58101:				1,513.50
58102	PR*FTB 8-19-20	Franchise Tax Board Gamishment -Ca.FranchiseTx	08/19/2020 Case Number 550198169	100.00
Total for Check Number 58102:				100.00
58103	PR*SNWCK 8-19-20 8-19-20	Snowcreek Athletic Club Snowcreek Dues Snowcreek Dues	08/19/2020 Snowcreek Dues Snowcreek Dues	40.00 40.00
Total for Check Number 58103:				80.00
58104	RP1126 HECW1	Jason Hund 151 Ridgcrest Drive	08/19/2020 HECW Rebate	400.00
Total for Check Number 58104:				400.00
58105	RP1497 HECW1	Thomas Harvey 1310 Majestic Pines Drive	08/19/2020 HECW Rebate	400.00
Total for Check Number 58105:				400.00
58106	RP1627 HET1	Gary Gray 1686 Majestic Pines Drive	08/19/2020 HET Rebate	100.00
Total for Check Number 58106:				100.00
58107	RP1748 HET1	Jennifer Konzen La Vista Blanc, #75	08/19/2020 HET Rebate	200.00
Total for Check Number 58107:				200.00
58108	RP1749 HET1	Sierra Holiday Mobile Home Park Sierra Holiday MHP, Manager's Unit	08/19/2020 HET Rebate	200.00
Total for Check Number 58108:				200.00
58109	RP1750 HET2	Lynn Labelle The Summit, #279	08/19/2020 HET Rebate	400.00
Total for Check Number 58109:				400.00
58110	SI1500 20-0176 20-0176	Sierra Automated Valve Services, Inc. Check Valves (2) Check Valves (2)	08/19/2020 Twin Falls and West Lake Ma Twin Falls and West Lake Ma	3,137.84 3,137.85
Total for Check Number 58110:				6,275.69
58111	SI3300 29852 29852 29852	Sierra Employment Services, Inc. Week Ending 8/16/20 Week Ending 8/16/20 Week Ending 8/16/20	08/19/2020 Temp Services Temp Services Temp Services	3,134.40 3,063.97 12,104.19
Total for Check Number 58111:				18,302.56
58112	SO8002 081320	Southern California Edison MU11	08/19/2020 Electricity	7.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58112:	7.91
58113	ST3000	Steves Auto & Truck Parts	08/19/2020	
	455449	Construction Materials	Distribution System Improver	78.75
	995444	Construction Materials	Distribution System Improver	19.35
	995861	Construction Materials	Distribution System Improver	47.18
	998532	Construction Materials	Distribution System Improver	368.49
	998574	Construction Materials	Distribution System Improver	58.12
			Total for Check Number 58113:	571.89
58114	UN4400	Underground Service Alert of Northern CA	08/19/2020	
	152645DIG20	Dig Safe Program	California State Fee for Regul	306.49
			Total for Check Number 58114:	306.49
58115	VE6151	Verizon Wireless	08/19/2020	
	9859987239	7/4/20 - -8/3/20	Meter Data Collector Wireless	80.32
			Total for Check Number 58115:	80.32
58116	WE5500	Western Nevada Supply	08/19/2020	
	18429498	1" Meter Pits (9)	Warehouse Inventory	6,593.43
	CM56636965	Refund - Returned 1.5" Meter Pits (2)	Warehouse Inventory	-5,027.21
			Total for Check Number 58116:	1,566.22
58117	AB2000	A-1 National Fire Co.	08/25/2020	
	571017418	Inspection and Repairs/Replacements	Annual Fire Extinguisher Serv	3,096.40
			Total for Check Number 58117:	3,096.40
58118	AL3000	Alex Printing	08/25/2020	
	51940	G. Higerd	Business Cards	45.26
			Total for Check Number 58118:	45.26
58119	CA7000	Carmichael Business Technology	08/25/2020	
	37064	September	Monthly Cloud Backup Agree	250.00
	37143	September	Monthly VOIP Agreement	634.71
	MSP36961	September	Monthly IT Maintenance/Mor	2,500.00
			Total for Check Number 58119:	3,384.71
58120	CM1000	CMTA	08/25/2020	
	JBeatty	J. Beatty	Annual Membership Renewal	95.00
			Total for Check Number 58120:	95.00
58121	CO5800	Conriquez Cleaning	08/25/2020	
	000222	LU9	Cleaning Services	375.00
			Total for Check Number 58121:	375.00
58122	EA5000	Eastern California Water Association	08/25/2020	
	2020-1	Inyo-Mono Integrated Regional Water Managem	Sponsorship	4,000.00
			Total for Check Number 58122:	4,000.00
58123	FR6000	Frontier	08/25/2020	
	081620	8/16/20 - 9/15/20	Land Lines	44.94
	081620	8/16/20 - 9/15/20	Land Lines	52.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	081620	8/16/20 - 9/15/20	Land Lines	44.95
	081620	8/16/20 - 9/15/20	Land Lines	191.74
	August	8/16/20 - 9/15/20	Land Line	109.84
				<hr/>
Total for Check Number 58123:				443.90
58124	GR1000	Grainger Inc.	08/25/2020	
	9616481538	Reciprocal Saw	Construction Operating Tools	294.76
	9618549530	Face Masks	Operating Supplies	35.72
	9622201284	Reciprocal Saw	Construction Operating Tools	478.39
				<hr/>
Total for Check Number 58124:				808.87
58125	HA1000	Haaker Equipment Company	08/25/2020	
	C64214	8" Hose End	Vactor M & R	242.84
				<hr/>
Total for Check Number 58125:				242.84
58126	HI4000	High Country Lumber, Inc.	08/25/2020	
	34541	Misc. HW	Line/Equipment M & R	30.17
	34577	Misc. HW	Line/Equipment M & R	142.55
	34863	Lumber	Secondary Clarifier #2 Drive	50.28
	34911	Backup Portable A/C for Server Room	Building M & R	646.49
	34913	Flex Seal and Rollers	Building M & R	108.36
				<hr/>
Total for Check Number 58126:				977.85
58127	IN4000	Infosend, Inc.	08/25/2020	
	176931	August	UB Statement Processing	1,675.99
				<hr/>
Total for Check Number 58127:				1,675.99
58128	KM5000	KMMT-FM	08/25/2020	
	1326-00007-0002	July	District Advertising	250.00
				<hr/>
Total for Check Number 58128:				250.00
58129	LA1200	L'Abri H.O.A.	08/25/2020	
	LU10	Unit 10	HOA Dues	350.00
	LU6	Unit 6	HOA Dues	350.00
	LU9	Unit 9	HOA Dues	350.00
				<hr/>
Total for Check Number 58129:				1,050.00
58130	LI4200	Liebert Cassidy Whitmore	08/25/2020	
	1503812	July	Legal Services	304.00
				<hr/>
Total for Check Number 58130:				304.00
58131	MM1000	Mountain Meadows HOA	08/25/2020	
	MU11	Unit 11	HOA Dues	450.00
				<hr/>
Total for Check Number 58131:				450.00
58132	MO6400	Mono County Public Works	08/25/2020	
	119520	Trash Cleanup	Dump Fee	205.27
				<hr/>
Total for Check Number 58132:				205.27
58133	PR*STAND	Standard Insurance Company	08/25/2020	
	8-19-20	Staff Long Term Disb.	Staff Disability Insurance Prei	263.76
	8-19-20	Staff Long Term Disb.	Staff Disability Insurance Prei	274.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	8-19-20	Staff Long Term Disb.	Staff Disability Insurance Prei	20.48
	8-19-20	Staff Long Term Disb.	Staff Disability Insurance Prei	6.82
	8-19-20	Staff Long Term Disb.	Staff Disability Insurance Prei	243.66
	8-19-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	35.17
	8-19-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	36.58
	8-19-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	2.72
	8-19-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	0.92
	8-19-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	32.54
	8-5-20	Adjustment	Staff Disabilty Insurance Prei	-0.11
	8-5-20	Staff Long Term Disb.	Staff Disability Insurance Prei	261.93
	8-5-20	Staff Long Term Disb.	Staff Disability Insurance Prei	267.59
	8-5-20	Staff Long Term Disb.	Staff Disability Insurance Prei	29.80
	8-5-20	Staff Long Term Disb.	Staff Disability Insurance Prei	237.33
	8-5-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	34.93
	8-5-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	35.74
	8-5-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	3.93
	8-5-20	Staff Shrt Term Disb	Staff Disability Insurance Prei	31.65
			Total for Check Number 58133:	1,820.11
58134	RA1100 9210	Randy's Appliance MU11	08/25/2020 Dryer Repair	393.70
			Total for Check Number 58134:	393.70
58135	SE1000 410055858	711 Materials Inc. Pea Gravel	08/25/2020 Well 32	779.71
			Total for Check Number 58135:	779.71
58136	SH2800 8169 8216	The Sheet July Sale of Surplus Vehicles/Equipment	08/25/2020 District Advertising District Advertising	1,260.00 60.00
			Total for Check Number 58136:	1,320.00
58137	SO8000 081520 081520 081520 081520	Southern California Edison District Ground Water Surface Water Waste Water	08/25/2020 Electricity Electricity Electricity Electricity	2,377.11 42,331.73 4,821.47 1,498.28
			Total for Check Number 58137:	51,028.59
58138	SO8001 081920	Southern California Edison WWTP	08/25/2020 Electricity	3,377.76
			Total for Check Number 58138:	3,377.76
58139	ST3000 999569	Steves Auto & Truck Parts Battery	08/25/2020 Building M & R	284.11
			Total for Check Number 58139:	284.11
58140	TH1000 5061966 5061966 5061967 5061967	Thatcher Company, Inc Sodium Hypochlorite Ferric Chloride Ferric Chloride Sodium Hypochlorite	08/25/2020 Operating Chemicals Operating Chemicals Operating Chemicals Operating Chemicals	2,154.89 2,193.49 3,646.90 1,163.30
			Total for Check Number 58140:	9,158.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58141	US1500 318639 320175 320175	USA Blue Book CI2 Recording Charts Hydrant Ratchel Meter Box Keys 92)	08/25/2020 Operating Supplies Operating Tools/Equipment Operating Tools/Equipment	146.81 114.14 63.59
Total for Check Number 58141:				324.54
58142	US3000 17523	USC Foundation K. Bedow	08/25/2020 Annual Membership Renewal	150.00
Total for Check Number 58142:				150.00
58143	WA9000 SI136261 SWI136261	Watson Marlow, Inc. Bredel Pump Element Hose Lubricant, 5 Gallons (2)	08/25/2020 Line/Equipment M & R Line/Equipment M & R	1,244.64 792.00
Total for Check Number 58143:				2,036.64
58144	WE5500 18445216	Western Nevada Supply Snowcreek VII	08/25/2020 Meter Parts	3,221.99
Total for Check Number 58144:				3,221.99
58145	ZZ0167 4750	Backflow Solutions, Inc. Inspections and Mail Survey	08/25/2020 2020 Backflow Survey	68,842.00
Total for Check Number 58145:				68,842.00
58146	PR1000 2044	Process Wastewater Technologies LLC Dewatering Press (10% Payment)	08/27/2020 Sludge Dewatering and Conv	53,650.00
Total for Check Number 58146:				53,650.00
58147	YE4000 YJD20329CA	Yellow Jacket Drilling Drilling Services	08/27/2020 Well 32	256,105.29
Total for Check Number 58147:				256,105.29
Report Total (144 checks):				1,048,172.09

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Trans. Date</u>	<u>Amount</u>	<u>Description</u>
DIRECTV	10-110-6023	M. VENDORS	7/3	121.99	Eng. Bldg. Satellite Service
GOOD LIFE	10-110-6023	M. BUSBY	7/21	53.66	Employee engagement lunch
GOOD LIFE	10-110-6023	M. BUSBY	7/27	43.93	Lunch w/new District Engineer
	10-110-6023	Total		219.58	
EMS.COM	10-110-6024	M. BUSBY	7/22	127.13	Work boots
	10-110-6024	Total		127.13	
ZOOM.US	10-110-6105	J. MULBAY	7/2	104.93	MCWD Zoom Accounts
ZOOM.US	10-110-6105	S. HAKE	7/2	54.99	Virtual Meetings
ZOOM.US	10-110-6105	J. MULBAY	7/24	3.87	MCWD Zoom Accounts
ADOBE	10-110-6105	S. HAKE	7/3	14.99	Monthly Software - M. Reeves
ADOBE	10-110-6105	S. HAKE	7/27	14.99	Monthly Software
	10-110-6105	Total		193.77	
HOMEDEPOT	10-110-6150	R. MOTLEY	7/28	32.29	HEPA vacuum hose
HOMEDEPOT	10-110-6150	R. MOTLEY	7/29	208.97	HEPA vacuum - admin bldg project
HOMEDEPOT	10-110-6150	R. MOTLEY	7/29	(49.76)	refund undelivered parts
HOMEDEPOT	10-110-6150	R. MOTLEY	7/28	49.76	HEPA vacuum - admin bldg project
	10-110-6150	Total		241.26	
STAPLES	10-110-6180	S. HAKE	7/8	213.31	Office Supplies
STAPLES	10-110-6180	S. HAKE	7/8	76.49	Office Supplies
STAPLES	10-110-6180	S. HAKE	7/8	76.49	Office Supplies
STAPLES	10-110-6180	S. HAKE	7/14	76.49	Office Supplies
STAPLES	10-110-6180	S. HAKE	7/17	183.46	Office Supplies
STAPLES	10-110-6180	S. HAKE	7/18	46.74	Office Supplies
STAPLES	10-110-6180	S. HAKE	7/21	24.77	Office Supplies
BESTBUY	10-110-6180	S. HAKE	7/21	31.24	Office Supplies
NAAGTAG	10-110-6180	S. HAKE	7/23	20.50	Name Plates
STAPLES	10-110-6180	S. HAKE	7/25	45.99	Office Supplies
AMAZON	10-110-6180	S. HAKE	7/28	20.42	Office Supplies
STAPLES	10-110-6180	S. HAKE	7/29	60.21	Office Supplies
	10-110-6180	Total		876.11	
NEWEGG	10-110-6181	S. HAKE	7/8	220.59	Webcams for Zoom Meetings
NEWEGG	10-110-6181	S. HAKE	7/22	160.84	Webcams for Zoom Meetings
NEWEGG	10-110-6181	S. HAKE	7/29	215.46	Webcams for Zoom Meetings
DELL	10-110-6181	M. VENDORS	7/28	1,551.55	Laptop - M. Busby
	10-110-6181	Total		2,148.44	
UPS	10-110-6185	M. VENDORS	7/6	15.50	Service Fee
UPS	10-110-6185	M. VENDORS	7/13	31.00	Service Fee
UPS	10-110-6185	M. VENDORS	7/20	31.00	Service Fee
UPS	10-110-6185	M. VENDORS	7/27	15.50	Service Fee
	10-110-6185	Total		93.00	
AMAZON	10-110-6192	E. HYLTON	7/15	21.53	Sierra Plant Book
	10-110-6192	Total		21.53	
APPLE.COM	10-110-6210	M. BUSBY	7/20	0.99	Cell phone data storage
	10-110-6210	Total		0.99	

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Trans. Date</u>	<u>Amount</u>	<u>Description</u>
ADOBE	10-120-6105	M. BRETZ	7/1	14.99	Adobe Acrobat - July
ADOBE	10-120-6105	M. BRETZ	7/28	14.99	Adobe Acrobat - August
	10-120-6105	Total		29.98	
AMAZON	10-120-6180	H. CHRISTENSEN	7/28	22.51	Printer Cartridge
AMAZON	10-120-6180	M. LOGAN	7/29	47.04	Fraudulent Charge
AMAZON	10-120-6180	M. LOGAN	7/20	26.83	Fraudulent Charge
AMAZON	10-120-6180	M. LOGAN	7/22	29.00	Fraudulent Charge
	10-120-6180	Total		125.38	
NEWEGG	10-120-6181	J. BEATTY	6/30	61.84	Web-cam for virtual meetings
	10-120-6181	Total		61.84	
BORDER FEE	10-130-6105	J. MULBAY	7/18	0.08	Tockify Web calendar fee
TOCKIFY	10-130-6105	J. MULBAY	7/18	8.00	Tockify Web calendar
	10-130-6105	Total		8.08	
NIK-N-WILLIES	10-130-6215	J. BURKHART	7/20	26.28	Lunch Meeting - BSI, Inc.
	10-130-6215	Total		26.28	
TRANSITTALENT B & C	10-160-6190	C. WEIBERT	7/15	145.00	R and E 20-010 PMMT
	10-160-6190	C. WEIBERT	7/15	200.00	R and E 20-010 PMMT
	10-160-6190	Total		345.00	
CONFCALL	20-110-6210	S. HAKE	6/30	4.17	Conference Call
CONFCALL	20-110-6210	S. HAKE	7/14	5.93	Conference Call
CONFCALL	20-110-6210	S. HAKE	7/28	5.19	Conference Call
	20-110-6210	Total		15.29	
HOMEDEPOT	20-140-6150	C. MURRAY	6/30	36.94	Door bell for lab customers
ZORO TOOLS	20-140-6150	R. MOTLEY	7/11	285.35	spare motor-Lab HVAC unit
	20-140-6150	Total		322.29	
AT&T DATA	20-150-6210	M. VENDORS	7/13	35.00	Clays iPad Data Plan
	20-150-6210	Total		35.00	
ADOBE	20-170-6105	R. MOTLEY	7/13	14.99	monthly desktop sub.
ADOBE	20-170-6105	K. BEDOW	7/28	14.99	Editing Software Subscription
	20-170-6105	Total		29.98	
DELL	20-170-6181	M. VENDORS	7/30	2,206.70	Fraudulent Charge
	20-170-6181	Total		2,206.70	
DELL	20-210-6181	M. VENDORS	7/28	775.77	Laptop - Engineering
	20-210-6181	Total		775.77	
UPS	20-210-6185	M. VENDORS	7/6	11.96	Shipping Charge
	20-210-6185	Total		11.96	
OUTDOORS 365	20-220-6024	G. VANORSOL	7/30	10.92	Work clothing
	20-220-6024	Total		10.92	
OUTDOORS 365	20-230-6024	G. VANORSOL	7/30	10.93	Work clothing
	20-230-6024	Total		10.93	
VONS	20-245-6023	K. WEILAND	7/24	34.47	Drinks - Ee engagement lunch
GIOVANNIS	20-245-6023	K. WEILAND	7/24	106.25	Pizze for Ee Lunch
	20-245-6023	Total		140.72	
AMAZON	20-245-6024	M. LOGAN	7/18	150.81	Work Boots - J. Guarneros

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Trans. Date</u>	<u>Amount</u>	<u>Description</u>
20-245-6024 Total				150.81	
AMAZON	20-245-6100	P. ROSS	7/2	(17.23)	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/2	17.23	Fraudulent Charge
HULU	20-245-6100	P. ROSS	7/3	(5.99)	Fraudulent Charge
HULU	20-245-6100	P. ROSS	7/3	5.99	Fraudulent Charge
DISNEY+	20-245-6100	P. ROSS	7/5	(12.99)	Fraudulent Charge
DISNEY+	20-245-6100	P. ROSS	7/5	12.99	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	(53.86)	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	(14.00)	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	(17.23)	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	53.86	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	14.00	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	8.61	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	6.45	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	17.23	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	(8.61)	Fraudulent Charge
AMAZON	20-245-6100	P. ROSS	7/6	(6.45)	Fraudulent Charge
20-245-6100 Total				0.00	
AMAZON	20-245-6180	R. GONZALEZ	7/5	14.00	Fraudulent Charge
HULU	20-245-6180	R. GONZALEZ	7/6	5.99	Fraudulent Charge
AMAZON	20-245-6180	R. GONZALEZ	7/8	21.54	Fraudulent Charge
20-245-6180 Total				41.53	
RED WING	20-255-6024	R. LARSON	7/17	225.00	work boots bobby
20-255-6024 Total				225.00	
HOMEDEPOT	20-255-6120	M. LOGAN	7/21	181.02	Shop Vac
20-255-6120 Total				181.02	
CONFCALL	22-000-1410	S. HAKE	7/9	13.19	Conference Call - Well 32
SENSAPHONE	22-000-1410	R. MOTLEY	7/30	67.86	cell contract - remote samplers
22-000-1410 Total				81.05	
VEL SYSTEMS	23-000-1410	R. MOTLEY	7/10	63.72	freight - flow meter radio parts
23-000-1410 Total				63.72	
FILTERS FAST	30-140-6145	H. WALDEN	7/6	100.42	Replacement filters - WWTP/Lab
30-140-6145 Total				100.42	
UPS	30-140-6185	M. VENDORS	7/6	61.58	Shipping Charge
UPS	30-140-6185	M. VENDORS	7/13	60.15	Shipping Charge
UPS	30-140-6185	M. VENDORS	7/20	46.78	Shipping Charge
UPS	30-140-6185	M. VENDORS	7/27	140.31	Shipping Charge
30-140-6185 Total				308.82	
DELL	30-310-6181	M. VENDORS	7/28	775.77	Laptop - Engineering
30-310-6181 Total				775.77	
ADOBE	30-320-6105	S. SORNOSO	7/2	12.99	Monthly Subscription
ADOBE	30-320-6105	T. NELSON	7/15	12.99	Adobe Acrobat Subscription
30-320-6105 Total				25.98	
UPS	30-320-6185	M. VENDORS	7/6	20.69	Shipping Charge

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Trans. Date</u>	<u>Amount</u>	<u>Description</u>
	30-320-6185	Total		20.69	
CWEA	30-345-6160	R. GONZALEZ	7/15	288.00	Certificate renewal for C2
CWEA	30-345-6160	R. GONZALEZ	7/24	205.00	C3 test for Robert
	30-345-6160	Total		493.00	
UPS	30-345-6185	M. VENDORS	7/27	87.66	Shipping Charge
	30-345-6185	Total		87.66	
ZOOM.US	96-000-6115	C. WEIBERT	7/28	14.99	LAbri Board Meeting
	96-000-6115	Total		14.99	
	Grand Total			10,648.39	

MINUTES

Thursday, August 20, 2020
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:39 p.m. No recess was taken and the meeting was adjourned at 6:51 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 held on Thursday, August 20 2020 at 5:39 p.m.

ROLL CALL

Board Present *

Director: Tom Cage
Director: Robert Creasy (*arrived at 5:42 p.m.*)
Director: Tom Smith
Director: Gary Thompson

Board Absent

Director: Dennis Domaille

Staff Present *

General Manager: Mark Busby
District Engineer: Garrett Higerd
Operations Superintendent: Clay Murray
Information Services Manager: Justin Mulbay
Finance Manager: Jeff Beatty
Administrative Analyst: Betty Hylton
Administrative Analyst: Chris Weibert
Executive Assistant: Stephanie Hake
District Counsel: Joshua Horowitz

Guests Present *

Richard Teaman - Teaman, Ramirez and Smith, Inc.
Rick Gallo - Teaman, Ramirez and Smith, Inc.

**** As a result of the threat of COVID-19, the Governor issued Executive Order N-25-20 dated March 12, 2020 allowing for Directors, staff, and members of the public to attend this public meeting via teleconference without strict compliance with the Brown Act's teleconferencing requirements. To maximize public participation, comply with Brown Act requirements, and provide a clear record of the meeting, public comment was made available for each agenda item and all action items were voted on by roll call.***

PUBLIC FORUM

President Smith opened the public forum at 5:39 p.m.

No one addressed the Board and President Smith closed the public forum at 5:39 p.m.

PUBLIC HEARING

President Smith opened the public hearing to receive comments concerning the filing of reports on delinquent water and sewer charges as of June 30, 2020 at 5:41 p.m.

No one addressed the Board and President Smith closed the public hearing at 5:41 p.m.

CONSENT AGENDA A

A-1 Approval of July 2020 Check Disbursements (Springbrook #'s 57876 – 58022)

A-2 Approval of Minutes from the Special Board Meeting held July 9, 2020

A-3 Approval of Minutes from the Regular Board Meeting held July 16, 2020

A-4 Changing the Date of the October Board Meeting from October 15, 2020 at 5:30 P.M. to October 22, 2020 at 5:30 P.M.

There was no discussion and Director Thompson made a motion.

BOARD ACTION – To approve Consent Agenda A

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

CONSENT AGENDA B – STAFF REPORTS

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

Director Cage made a motion.

BOARD ACTION – To approve Consent Agenda B

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

CURRENT BUSINESS

C-1 Discussion and Possible Adoption of Resolution No. 08-20-20-09 Confirming Collection and Requesting Inclusion of Delinquent Rates, Charges and Penalties for Water and Sewer Service on the Mono County Tax Roll for the Forthcoming Fiscal Year in the Same Manner as the District's General Taxes

Jeff Beatty noted that one of the property owners on the list originally provided to the Board members had paid the delinquent amount earlier in the day; therefore the final list would need to be amended before being submitted to Mono County.

The Finance Committee had asked Mr. Beatty to report on how delinquent the accounts on the list were and if there were any that might be on the list as a result of impacts from COVID-19. Mr. Beatty reported that the youngest delinquent account was two years old and the oldest was eleven years old. He also confirmed that none of the referenced accounts were on the list as a result of impacts due to COVID-19.

There was no further discussion. Director Cage made a motion.

BOARD ACTION – To adopt Resolution No. 08-20-20-09 confirming collection and requesting inclusion of delinquent rates, charges and penalties for Water and Sewer Service on the Mono County Tax Roll for the forthcoming fiscal year in the same manner as the District's general taxes with the amended list

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

C-2 Presentation, Discussion and Filing of the 2019-2020 Financial Audit

- **Richard Teaman, CPA, Teaman, Ramirez, & Smith, Inc.**

Richard Teaman addressed the Board by describing the goal of the auditor is to issue an opinion on the District's financial statements and that his firm was issuing an "unmodified" report on the District's fiscal year 2020 financial statements, which is the highest rating available in accordance with GAAP (Generally Accepted Accounting Principles) and the same rating as the previous year. An "unmodified" report indicates that financial information is being reported properly and with full disclosures.

Mr. Teaman then provided a thorough review of the Draft 2019-2020 Financial Audit; highlighting that staff did a great job of clearing up minor issues from past years. He noted that there were no items listed in the Internal Control report.

Director Cage requested that item no. 9 (LADWP Settlement Funding), Commitments and Contingencies, under Notes to Financial Statements be amended to include:

- 1. The actual CPI (Consumer Price Index) percentage and what the actual escalation rate used was.*
- 2. The estimated increase to the adjusted extension payment.*

In closing, Board members expressed compliments to the Finance Department staff for their thorough preparation and appreciation to Mr. Teaman and his team for their time.

President Smith called for a motion.

BOARD ACTION – To accept the Fiscal Year 2019-2020 Draft Financial Audit dated 08/04/2020 amended to include the requested information.

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

Committee Meetings Held During the Month

Technical Services Committee – August 19, 2020

Gary Thompson

Tom Cage (*alternate*)

Finance Committee – August 19, 2020

Tom Cage

Robert Creasy

Technical Services Committee:

Director Thompson reported that the committee discussed the update of the Well 32 project and that the USGS is wanting to install a new 60 foot radio tower on District property. Mark Busby added that the USGS lease agreement with MCWD for office space and an exterior facility expired June 30, 2020 and that the two parties are working to renew the lease. Directors Smith and Cage commented that the proposed USGS tower is not something that they would support in its current design.

~

Finance Committee:

Director Creasy reiterated compliments to the Finance Department for a very successful audit.

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

Director Cage extended his compliments to all staff at MCWD for their professionalism; notably staff in the field and the way disruptions in the community are handled during the construction season. He said he is proud to be part of a well-run business. President Smith echoed his comments.

ATTORNEY REPORT

Attorney Horowitz said there was nothing notable to report.

The Board members went into closed session at 6:31 p.m.

CLOSED SESSION

D-1 Property Negotiations – Pursuant to Government Code Sections 54954.5(e) and 54956.8
Consultation with Legal Counsel – Pursuant to Government Code section 54957(a)
Property Description: Mono County APN – 035-090-018-000
Under Negotiation: Price and Terms of Payment
MCWD Negotiators: Mark Busby, John Pedersen, and Tom Cage
Property Owner Negotiator: Paul Rudder

ADJOURNMENT

The Board adjourned out of closed session at 6:51 p.m.

It was reported from closed session that Garrett Higerd would replace John Pedersen as one of the MCWD negotiators under item D-1 Property Negotiations.

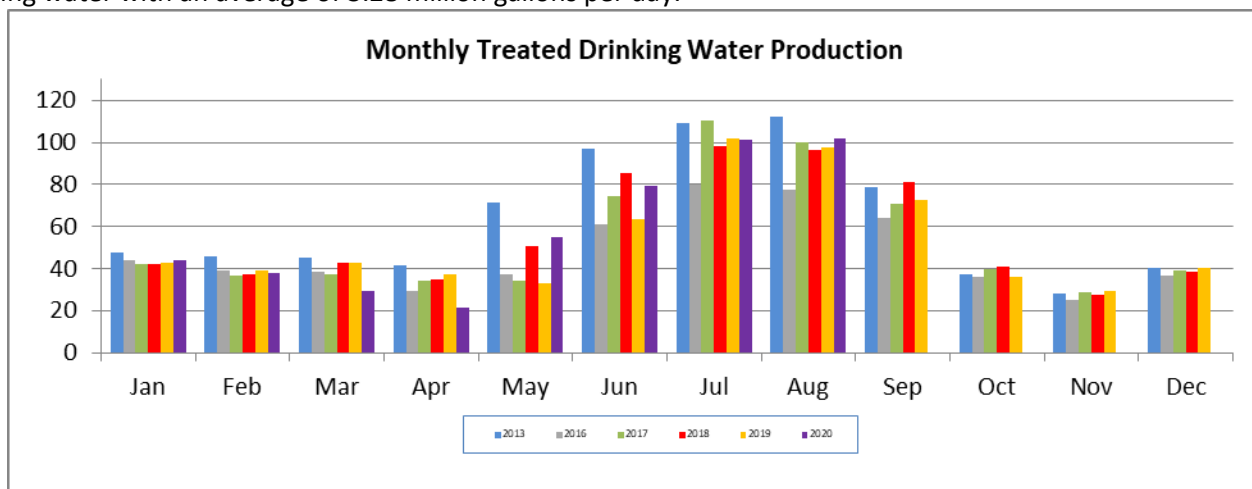
President Smith adjourned the meeting at 6:51 p.m.

Report Summary			
August Production Data (In Million Gallons)	2013	2019	2020
Treated Surface Water	30.6	83.9	23.1
Treated Groundwater	81.8	13.8	78.7
Untreated Groundwater	11.2	0.0	0.0
Reclaimed Wastewater	8.5	11.9	22.0
Totals	132.2	109.6	123.8
Non-Revenue Water	9.8	6.6	11.2
Treated Wastewater	40.3	47.9	45.7
Photovoltaic Power Produced (kWh)	233,068	225,160	187,040
Photovoltaic Solar Irradiance (kW/m ²)	1,123	1,142	943

Monthly - Water Treatment, Production & Supply Management

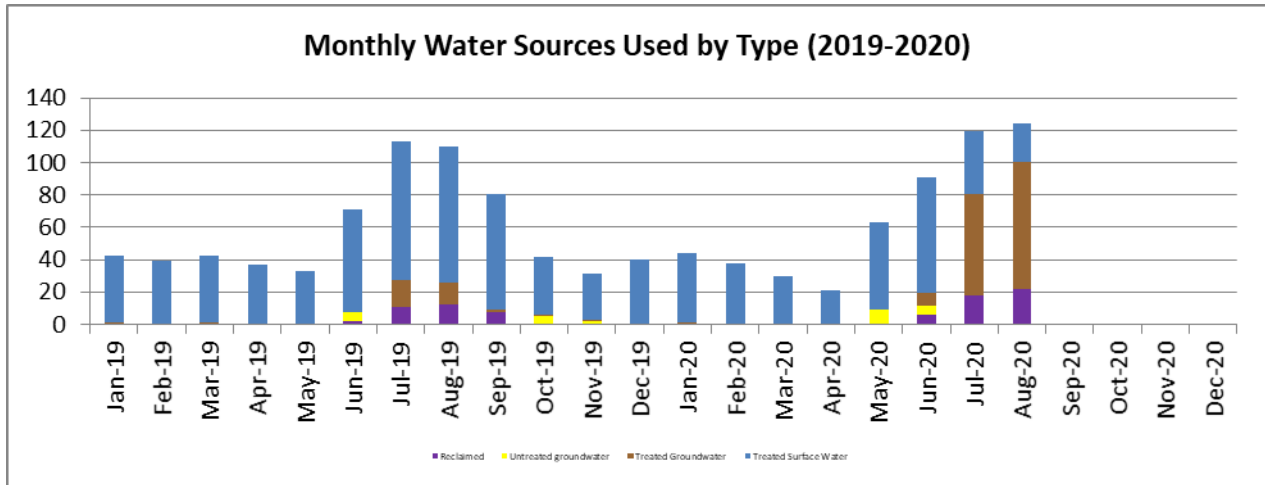
• **Drinking Water Treatment**

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 101,777,000 gallons were treated for drinking water with an average of 3.28 million gallons per day.



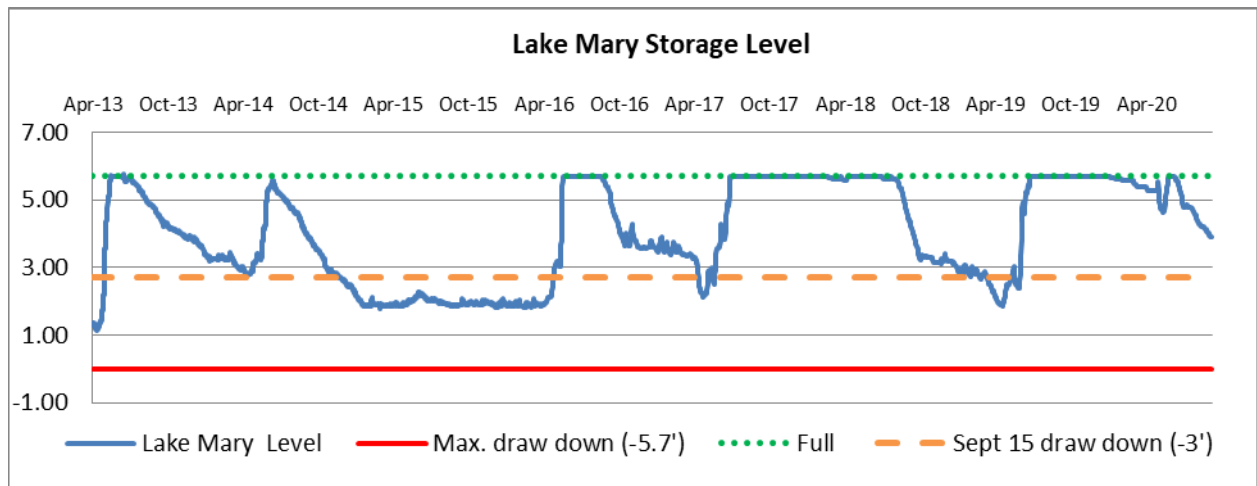
• **Water Supply Production and Management**

The total volume of water distributed to the community (including golf course irrigation) during the month of July was 123,820,000 gallons. This amounts to an average demand rate of 3.99 million gallons per day. Drinking water provided to the community was produced from the District’s surface water (23%) and groundwater (77%) treatment plants. Sierra Star and Snowcreek golf courses purchased 22,043,000 gallons of water for irrigation produced by entirely recycled wastewater.



• **Surface Water**

The minimum daily stream flow requirement for the month of August was 7.2cfs for Mammoth Creek, as measured at Old Mammoth Road. Flow rates in the creek ranged from 6.2cfs to 9.0cfs with an average flow of 7.3cfs. The average flow for August 2019 was 22.3cfs. The flow requirement for September decreases to 5.5cfs and current flows are close to the requirement. Water was used from storage when Mammoth Creek flows were below the streamflow requirement. A total of 54 ac/ft of water was used from Lake Mary storage and the lake is now -1.78' from full with a balance of 413 ac/ft remaining.



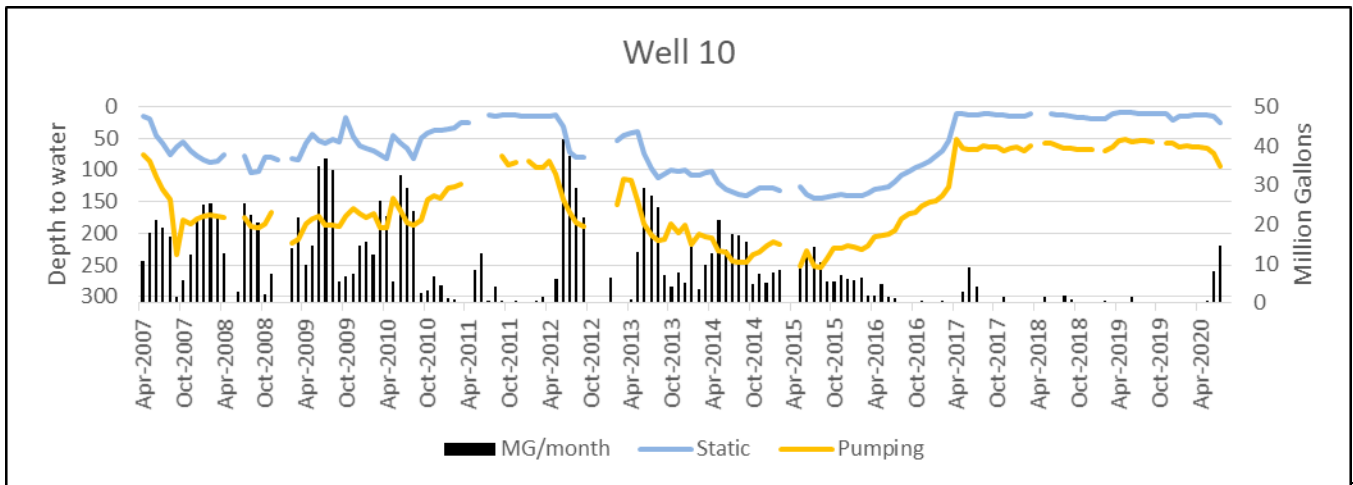
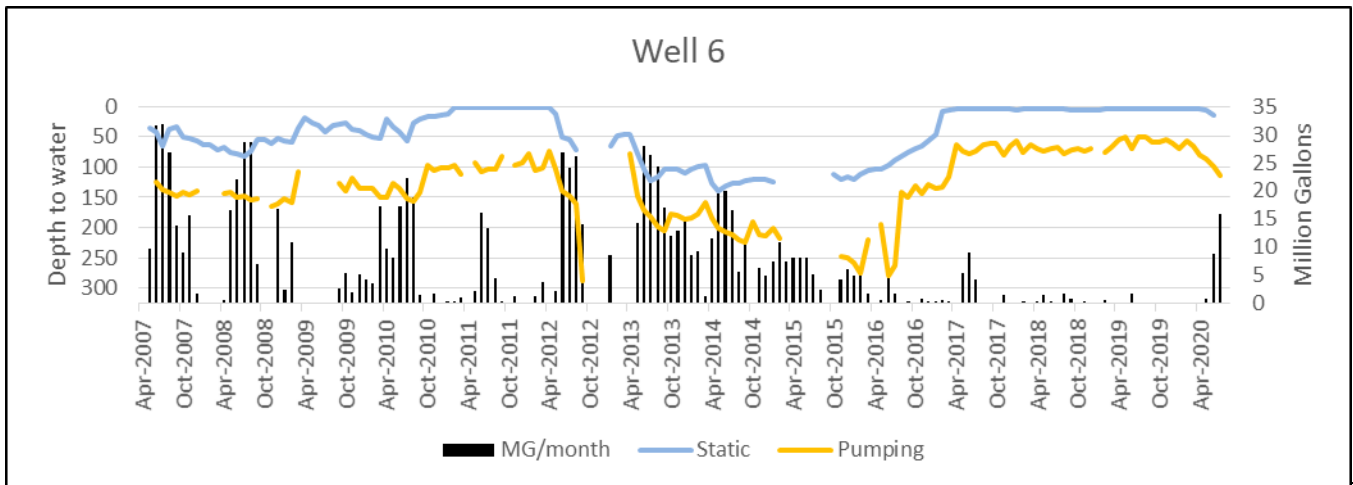
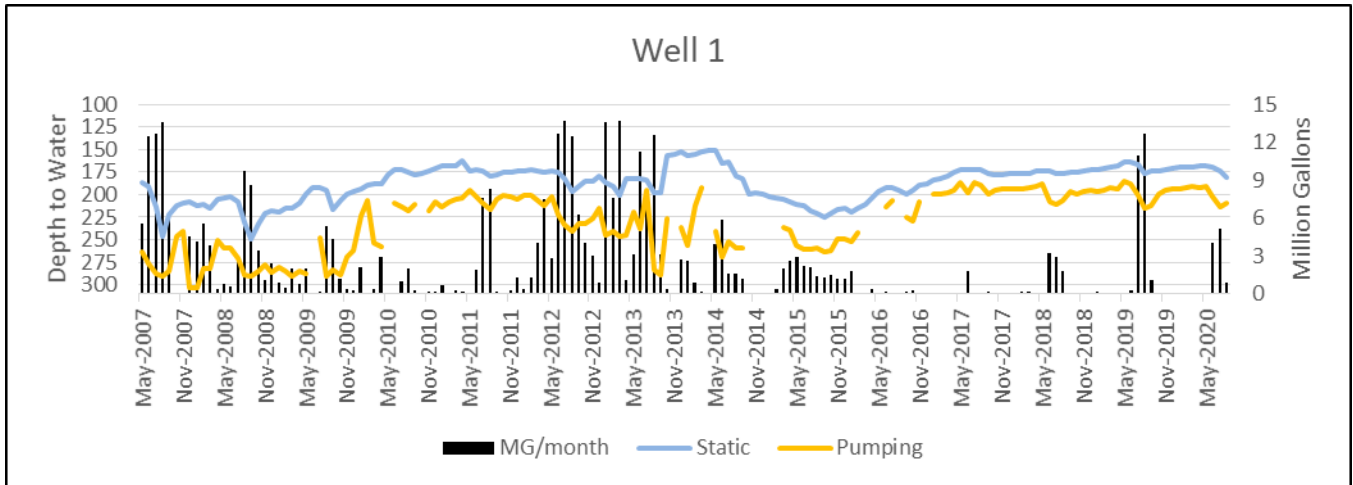
• **Groundwater**

Approximately 78,724,000 gallons or seventy-seven percent (77%) of the drinking water produced was from the District’s groundwater sources during the month of August. Groundwater production Wells 1, 6, 10, 15, 16, 17, 18, 20, and 25 are operating as expected and available for service. The increased utilization of groundwater has caused some additional well drawdown as anticipated. All wells continue to be monitored daily and the currently available wells are adequate to meet current demand.

MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

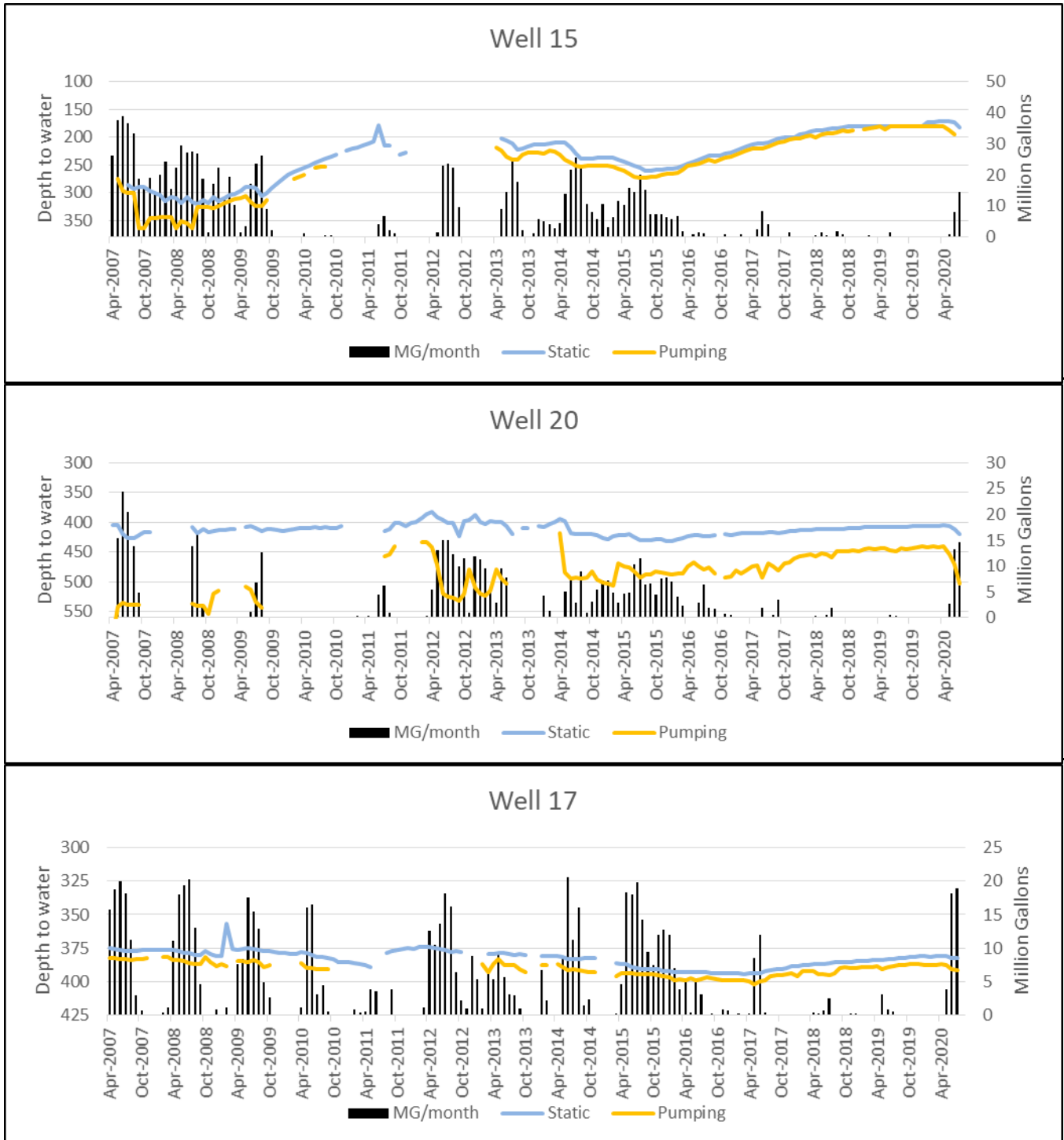
September 2020



MAMMOTH COMMUNITY WATER DISTRICT

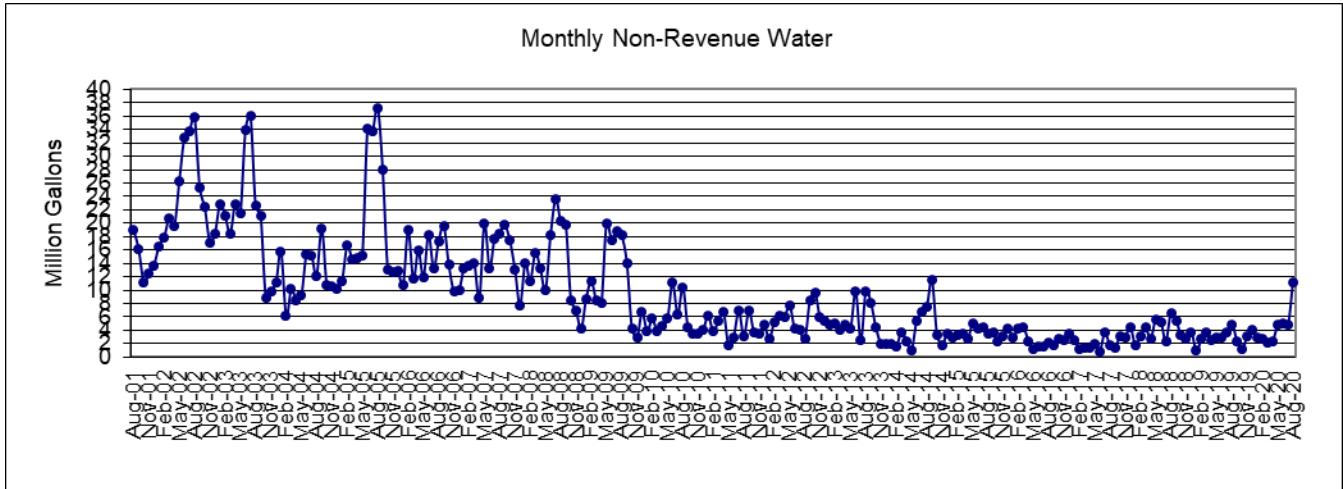
Operations Department Report

September 2020



- **Water Audit Information**

The water audit for this billing period shows a total of eleven percent (11%) or 11.169 million gallons of non-revenue water. The increase in non-revenue water will be investigated by staff to identify if the increase is from leakage that can be addressed.



Wastewater – Treatment & Flow

- **Wastewater Treatment**

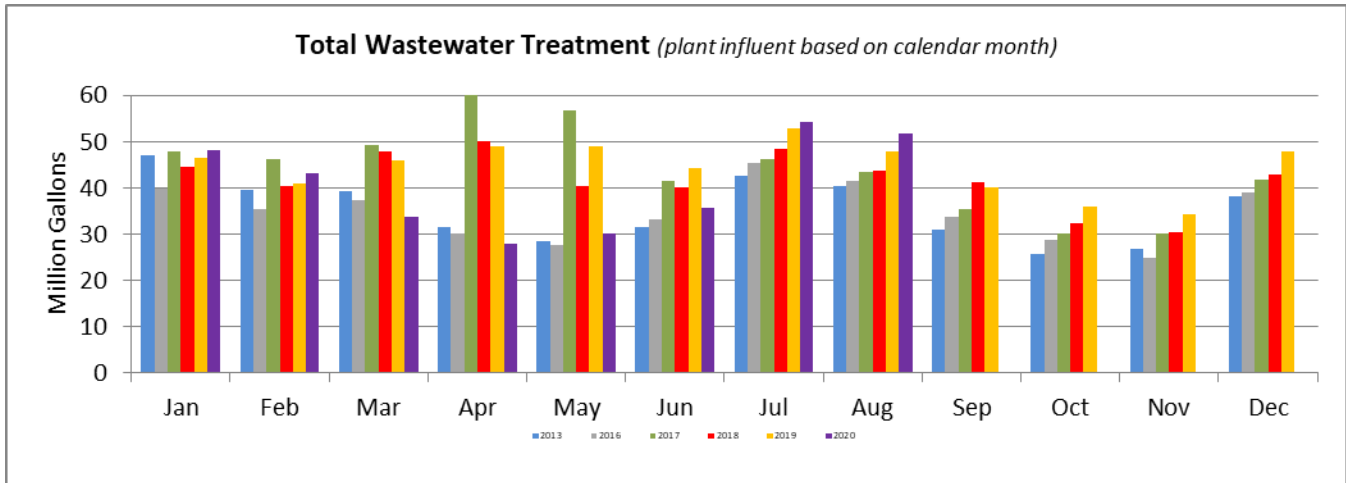
Treated wastewater discharged from the facility met all water quality standards for the month as established by the State Water Quality Control Board. Staff is currently working with the Lahontan Regional Water Quality Control Board on our revised waste discharge requirements and potential infrastructure upgrades. This process will be ongoing over the coming months.

- **Wastewater Flows**

The total volume of wastewater treated during the month of August was 45,732,000 gallons. This results in an average volume of 1.48 million gallons per day of wastewater flow. The influent flow meter has been affected by downstream equipment and seems to be reporting overstated values. Staff has provisioned a remedy for this problem and has installed the new equipment. The equipment is currently being tested and improvements are needed to ensure the system stays free of debris. The wastewater effluent values are now being used for this report until the influent meter solution is resolved.

- **Recycled Water**

Sierra Star Golf Course purchased 10,541,000 gallons of recycled wastewater. Snowcreek Golf Course purchased 11,502,000 gallons of recycled water. Recycled water production and sales are on track to be the highest on record.



- **Industrial Users**

Currently the Wastewater and Engineering staff are working on identifying potential industrial users and ensuring compliance with our requirements. Mammoth Brewing Company has not crossed the threshold and qualified as an industrial user since August 2018.

- **Projects**

The installation of the dewatering screw press is the next project slated for the WWTP and is scheduled for this fall. Equipment for this project is scheduled to be delivered in September.

Laboratory Management

- **Regulatory Compliance**

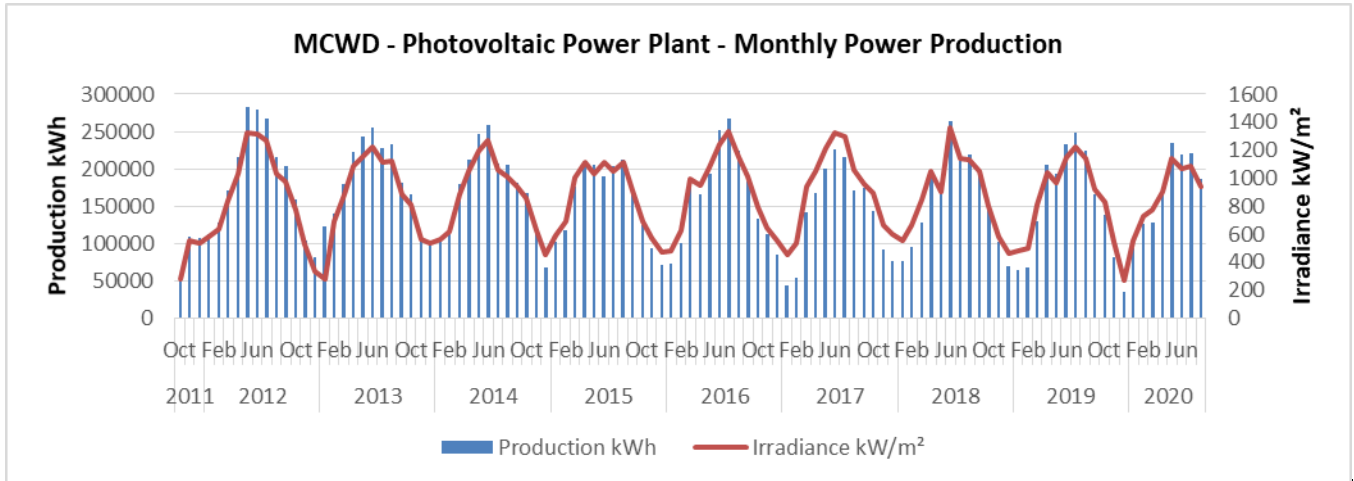
Laboratory personnel are currently updating processes and record keeping practices to meet the forthcoming regulation changes from state to nationally recognized standards. Part of this effort includes the implementation of the Laboratory Information Management System which is currently in the set up and testing phase.

The State Water Resources Control Board voted to adopt the new laboratory regulations on May 5th and will take effect October 1st, 2020. The implementation will occur over the course of several years and the MCWD lab is already prepared to meet most of the requirements.

Photovoltaic Power Plant Operations & Total District Electrical Usage

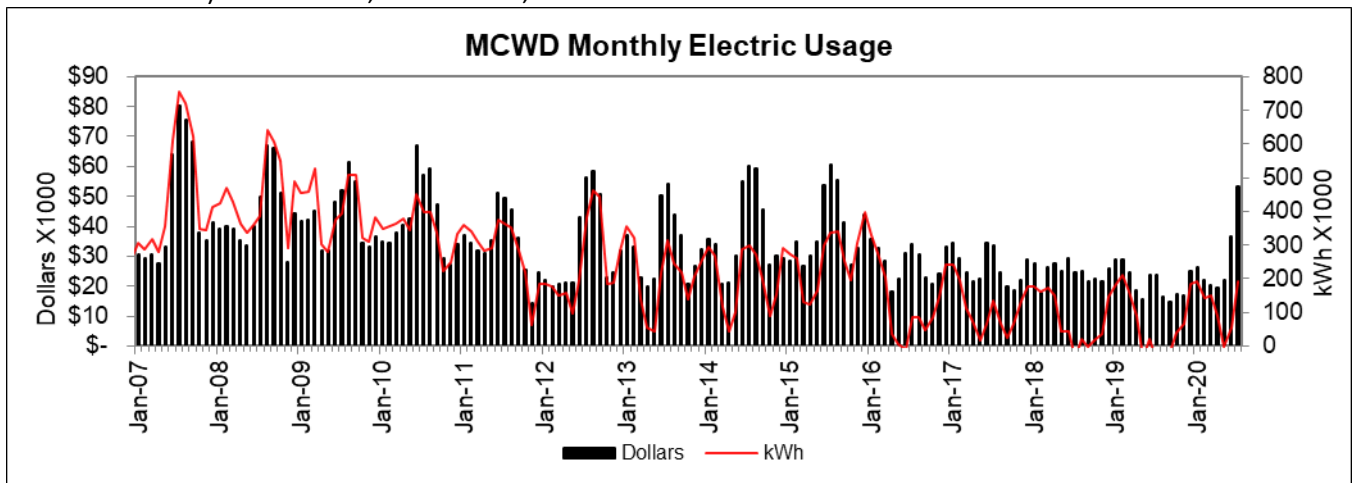
• **Solar plant production**

The total kilowatt hours of energy produced for the month of August was 187,040 kWh. The irradiance and plant production for August was 17% less than August 2019.



• **Total electrical energy use**

Monthly energy usage chart for the past 13 years through July 2020. The monthly total includes all District facilities (34 electric meters) for all water, wastewater, and administrative uses.



Report Summary

The Maintenance Department's main focus for the month of August was rebuilding clarifiers at the WWTP, Tank T- 6 rehabilitation project, preventive maintenance, and working on meeting annual maintenance goals.

Wastewater Treatment Plant and Recycled Water Maintenance

- Performed routine maintenance including daily and weekly preventive maintenance inspections
- Rebuilt and installed a press feed pump; old unit will be rebuilt and stored for future use.
- Rebuilt secondary clarifier #2, returned to operation, ordered parts for secondary clarifier #1
- Cleaned digester #2 and placed back in service
- Removed digester #1 from service and drained
- Replaced hose and oil in Water Activated Sludge (WAS) pump #2
- Removed weeds and brush from around plant and dump station
- Work continued on new influent flow meter installation and testing

Solar Power Plant Maintenance

- Performed general visual inspections

Surface Water Treatment Plant and Related Facilities Maintenance

- Performed preventive maintenance inspections

Groundwater Treatment Plant and Related Facilities Maintenance

- Performed daily and weekly preventive maintenance inspections
- Assisted Well 32 drillers as needed
- Replaced PLC at Well 17; new unit has upgraded power connections
- Repaired failed Uninterruptible Power Supply (UPS) unit in PLC at GWTP #1
- Investigated high pressure alarm at GWTP #2; no actual pressure issue was detected
- Worked with Operations Department to clean out chemical containment areas at GWTP #1

Water Distribution System Operations & Maintenance

- Performed weekly inspections at the pressure reducing stations and monthly tank inspections
- Valve exercising: 321 valves exercised, 90% of annual goal. The District has 1,919 valves which are on a five year exercising rotation with 30 critical valves being exercised annually.
- Air relief valve inspections: 20 valves inspected, 95% of annual goal. The District has 109 air relief valves which are inspected on a five year rotating basis.
- Fire hydrant inspections: 225 hydrants inspected, 81% of annual goal. There are 559 fire hydrants in the system, which are inspected on a two year rotating basis.
- Quarterly water mainline flushing: 44 areas within the Water Distribution System where crews have identified dead end lines, 75% of annual goal
- Coordinated with ML Fire Department on hydrant flushing program for 2020
- Assisted with monitoring and hydrant flushing for air entrained in water on upper Old Mammoth Rd caused by Tank T-6 rehab project until the problem was alleviated by distribution system changes

- Ran temporary water supply for Tank T-6 rehab project for contractor
- Repaired two leaking water service laterals, two fire hydrants, and a one valve lid
- Worked with IT Department on GIS updates
- Responded to a water quality complaint, determined the cause to be a MCWD galvanized lateral. The customer is going to replace their water lateral in the near future and we will upgrade our side at that time.
- Performed 59 metering system repairs
- Adjusted control valves as needed for area specific water usage changes and pumped out vaults
- Responded to 13 customer service calls
- Backflow annual test mailings: 1st notices for September included 153 sites and 280 hazards, 2nd notices for August included 163 sites and 328 hazards, 3rd notices for August included 60 sites and 128 hazards; currently tracking 1,771 backflow assemblies at 909 sites
- Mapped meters
- Cleaned and repaired meter pits
- Performed annual inspections on control valves for three tanks and two pressure reducing stations
- Moved meters at three locations for better accessibility and to prevent freezing

Wastewater Collection System Operations & Maintenance

- Performed weekly inspections of the lift stations and force mains
- Sewer five year rotating scheduled cleanings and inspections: 64,084 of pipe cleaned, 89% of annual goal. There are 361,527' of sewer lines on this schedule.
- Sewer quarterly and bi-annual rotating scheduled cleanings and inspections: 30,801' of pipe cleaned, 81% of annual goal. There are 38,030' of sewer lines on this schedule. This schedule includes identified sewer lines that are in need of enhanced maintenance. Sewer lines on this schedule get cleaned two to four times a year. Some lines also have minimizer pumps that inject a grease emulsifier several times a day to help keep grease in suspension. These are monitored on an as-needed basis.
- Completed cleaning and TV inspection of 18"-24" Old Mammoth Rd trunk line on bike path
- Replaced frame, cover, and concrete around four manholes
- Completed poly patch repairs around several manhole lids
- Responded to an emergency where a manhole was hit by a loader during a paving job
- Responded twice to a sewer lateral blockage on private property; cleared the blockage, advised property manager on proper sewer usage, and invoiced for the work completed
- Investigated a sewer complaint that was determined to be the homeowner's responsibility
- Responded to alarms and removed clogs from pumps at West Mary and Twin Falls lift stations

Special Projects/Programs

Tank T-6 Rehabilitation

The scope of work includes complete rehab of both the interior and exterior of the tank.

Status: The contractors finished the interior lid, rafters, girders and walls of the tank. The project is on schedule and the tank should be back online mid-September.

MAMMOTH COMMUNITY WATER DISTRICT

Maintenance Department Report

September 2020

Sludge Dewatering and Conveyance

In anticipation of the Benton Landfill site closure, the WWTP is upgrading the dewatering and conveyance system; the sludge will then be hauled to the landfill in Fallon NV.

Status: Equipment has been ordered and is awaiting delivery; RFQ for hauling sludge has been awarded; Hauling services should begin December 2020.

Sewer Rehabilitation FY21

MCWD continues to make improvements to the sewer system. This year approximately 6,000' of sewer main will be lined and 20 manholes repaired.

Status: Work is scheduled 9/14/20 – 10/15/20

Summer Construction: In-house construction projects for FY21:

<u>Project</u>	<u>Scope</u>	<u>Status</u>
Meter Replacements - Snowflower Condos	Replace 22 1.5" meters with new meter pits	Project was completed 6/19. Hot mix paving scheduled for fall.
Water Service Lateral Replacements - The Trails	Replace 48 double laterals, 4 single laterals, and 5 air relief valves affecting 102 services	Work is 67% complete. Progress has been impacted by common utility trenches on all properties and abundant landscaping. Scheduled completion by 10/9/20
Water System Improvement - Snowcreek Phase V	Install a 10" gate valve on the existing main line for isolation purposes	Scheduled 10/12/20 – 10/14/20
Water Service Lateral Replacements - Snowcreek Crest	Replace 27 double laterals, 2 single laterals, and 1 air relief valve affecting 58 services	Scheduled -TBD

Fats, Oil and Grease (FOG) Program: Disruption of business due to COVID-19 has resulted in the permanent closures of five FSEs and one FSE relocated to a food truck.

	Total Active FSEs	Exempted FSEs	Goslyn Traps	Conventional Grease Traps	Interceptors	Garbage Disposals	Violations
2020 Totals	78	21	20	22	11	2	0
2019 Totals	83	21	23	26	10	2	4

Departmental / General

- Departments held weekly safety meetings
- Performed weekly vehicle maintenance and general maintenance on District buildings and grounds
- Assisted the Operations Department with stand-by duties and sludge runs
- Responded to 295 USA dig alerts this year, locating MCWD water and sewer lines

Financial Department Update

Water use revenue is \$185,776 (21.2 %) above budget which provides a partial offset to the reduced revenue (\$296,504 below budget) from the temporary rate reduction provided in response to the COVID-19 economic impact. The mid-year property tax adjustment of \$149,366 was received on September 4th and will bring total property tax revenue very close to budget. Total revenue (excluding gain in market value of the investment portfolio) is \$138,859 (2.9 %) below budget.

The percentage of customers with late payments improved significantly between July and August with 4.6 % of the amount due at least 30 days late, down from 11.5%. The District continues to waive late fees and defer water shut-off for non-payment.

The contract with Tyler Technology for the implementation of a new enterprise software system is signed and planning has begun for the incremental transition.

Work on the wastewater rate study is actively moving forward, with District staff engaged in dialog with Raftelis and exchanging financial and operational data.

Significant expenditures for the month include:

- \$256,105 to Yellow Jacket Drilling for work on Well 32
- \$119,109 to Simpson Sandblasting for work on the Tank 6 rehab project
- \$68,842 to Backflow Solutions for the completion of our quinquennial survey
- \$53,650 to Process Water Technologies as partial payment for the sludge dewatering press

Graphs and Tables

Details on capital expenditures are listed in Table A, operation expenses in Table B, fund balances in Table C, utility bill aging in Table D, and cash balance projection in Table E, followed by a summary of the District's investment portfolio including the monthly report of transactions.

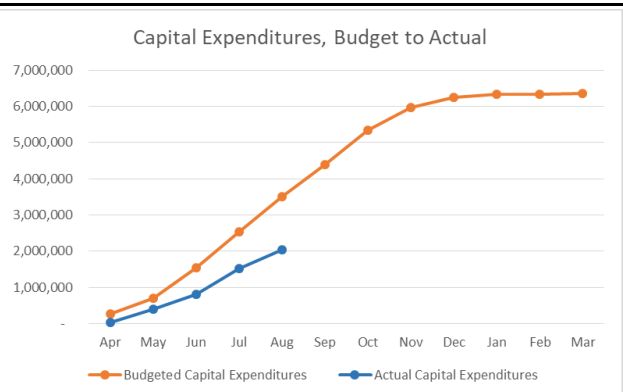
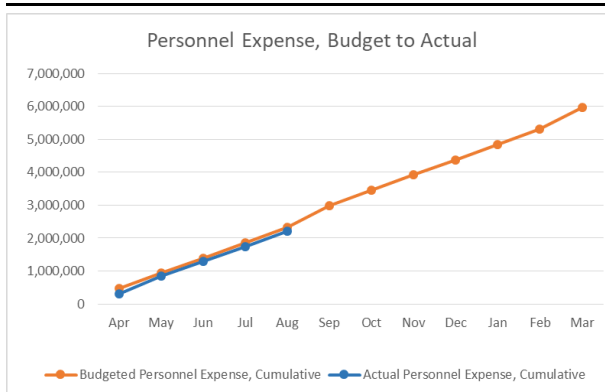
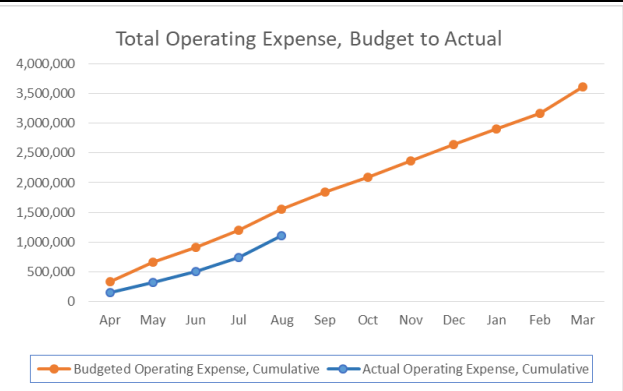
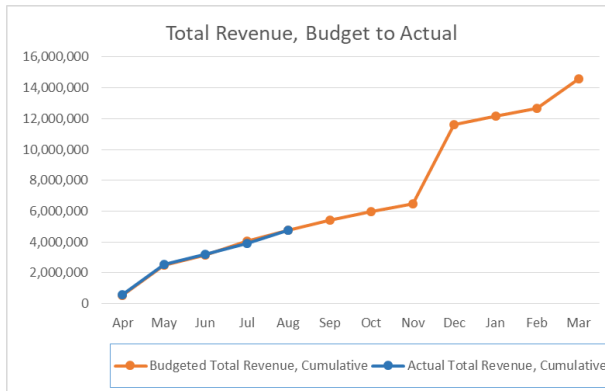
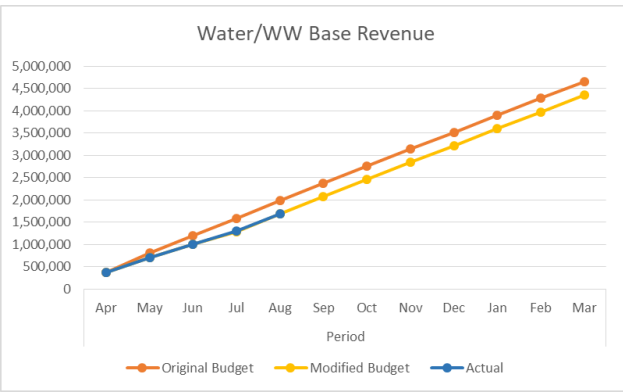
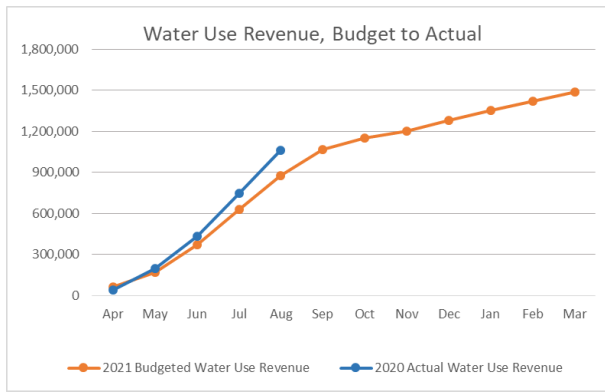
Summary graphs of revenue and expenses are presented below.

MAMMOTH COMMUNITY WATER DISTRICT

Finance Department Report September, 2020

Agenda Item: B-3

9/17/2020



MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

Finance Department Report

9/17/2020

September, 2020

Financial Reports

Table A Capital Project Management

Capital Funds Project Summary							
Fiscal Year: 2021							
Spending through August 2020							
FUND	Proj#	PROJECT DESCRIPTION	BRE	FY 2021 Budget	FY 2021 YTD Expenditure	Prior Project Expenditure	Total Project Expenditure
23	6233	WWTP Sludge De-Watering and Conveyance	24	652,900	98,972		98,972
23	6013	Lift Station Radio Replacements	23	62,200	59,537	-	59,537
22	5272	Tank 6 Rehab	22	655,500	165,728		165,728
21	6228	WWTP Back-up Power and battery UPS	21	54,600	13,969	-	13,969
23	6235	WWTP Filter Bypass Pump	21	70,300			-
23	6234	WWTP Headworks/Filtration PLC Upgrade	21	173,500	166,474	-	166,474
23	6219	Laurel Pond Monitoring Wells	21	401,700	37,098	20,445	57,543
22	5059	Well 32	21	1,631,500	782,000	228,536	1,010,536
23	6035	Rehab Secondary Clarifier #2	20	67,700	1,397	-	1,397
23	6043	Sewer Line Rehab FY 2021	18	401,600	1,284		1,284
22	5239	Distribution System Improvements FY 2021	17	689,100	414,077		414,077
22	5025	College Vault PRV	13	8,900	9,121		9,121
22	5067	Timber Ridge Pump Station Rehab	13	12,900	11,378	-	11,378
23	6011	Twin Falls Lift Station Rehab	13	36,800	37,490	-	37,490
23	6012	West Mary Lift Station Rehab	13	36,800	37,829		37,829
23	6030	Wastewater Cost of Service Study	8	25,000	5,549	14,394	19,943
22	5032	Water Cost of Service Study	8	50,000	-		-
21	8001	Upgrade ERP Software	4	258,400	2,093		2,093
23	6158	WWTP Influent Flow Meters			12,195		12,195
23	6034	Primary Clarifier #2 Rehab	20		891	30,455	31,346
21/31	5013	Rehab/Replace Admin Bldg		25,000	-	16,473	16,473
22	5004	LMTF Improvements		30,000	-	6,163	6,163
22	5525	Update Groundwater Model		135,100	-		-
22							
		Capital Equipment					
23		Sludge hauling trailers		180,300			
22		Dump truck replacement (CARB compliance)		150,000			
23		Sewer camera and carrier		65,000	61,481		
22/23		Water truck replacement (CARB compliance)		60,000	55,839		
22		Van-pool van		45,000			
22/23		Vehicle replacement (Engineering)		36,500			
23		Pool vehicle		35,000	29,004		
22		Concrete saw		35,000	34,480		
21		Fuel dispenser replacements		20,000			
23		Primary 4 Rehab			10,162		
		Total Capital Projects and Equipment		5,979,800	2,048,047		

BRE = Business Risk Exposure

MAMMOTH COMMUNITY WATER DISTRICT
Finance Department Report
September, 2020

Agenda Item: B-3
 9/17/2020

Table B Revenue and Expenses

Account	YTD Actual	YTD Budget	Better/Worse	% Diff
Billing - Water Usage	1,060,839	875,063	185,776	21.2%
Water Base Rates	659,197	770,382	(111,185)	-14.4%
Wastewater Base Rates	1,028,993	1,214,311	(185,319)	-15.3%
Engineering Revenue	38,037	24,813	13,224	53.3%
Miscellaneous Revenue	90,929	84,339	6,590	7.8%
Permits - Connection Fees	197,757	128,899	68,858	53.4%
Taxes and Assessments	1,385,137	1,541,982	(156,844)	-10.2%
Interest Income	175,070	135,000	40,070	29.7%
Subtotal Revenue	4,635,960	4,774,789	(138,829)	-2.9%
Investment Gain (Loss)	106,798	-	-	
Total Revenue	4,742,758	4,774,789	(32,031)	-0.7%
Salaries & Wages	1,384,510	1,434,334	49,824	3.5%
Salaries & Wages - Board Members	8,231	9,615	1,385	14.4%
Salaries & Wages - Capital	60,803	96,722	35,919	37.1%
Employee Benefits - Group Insu	400,739	413,900	13,162	3.2%
Employee Benefits - Pension	304,535	327,056	22,521	6.9%
Employee Benefits - Workers Co	20,041	23,887	3,845	16.1%
Employer Paid Taxes	23,968	22,901	(1,068)	-4.7%
Total Personnel Expense	2,202,827	2,328,415	125,588	5.4%
Employee Engagement	1,045	18,958	17,914	94.5%
Ee Ben. PPE Unif Other	9,834	8,514	(1,319)	-15.5%
Outside Services/Contractual	109,215	111,494	2,279	2.0%
Property Tax Admin. Fee	52,510	55,125	2,615	4.7%
Sludge Disposal	57,612	100,000	42,388	42.4%
Software Licenses and Agrmnts	78,297	72,013	(6,284)	-8.7%
IT Services	11,710	16,667	4,957	29.7%
Banking Fees	14,723	15,833	1,111	7.0%
Professional Services	72,987	149,438	76,450	51.2%
Outside Lab Services	31,181	23,021	(8,160)	-35.4%
Employee Housing Expenses	17,329	30,325	12,996	42.9%
Operating Tools	24,725	19,958	(4,767)	-23.9%
Gasoline	15,828	15,542	(286)	-1.8%
Diesel Fuel	10,109	6,621	(3,488)	-52.7%
Insurance	60,997	58,333	(2,664)	-4.6%
Legal Services	20,073	51,250	31,177	60.8%
M & R - Line Repair/Equipment	40,056	88,233	48,177	54.6%
M & R - Buildings	27,229	56,250	29,021	51.6%
M & R - Vehicles	34,315	31,250	(3,065)	-9.8%
Memberships/Certifications	7,602	19,485	11,883	61.0%
Permit Materials	10,693	6,250	(4,443)	-71.1%
Operating Chemicals	55,141	84,802	29,661	35.0%
Operating Supplies	40,992	51,750	10,758	20.8%
Computer Systems/Equipment	24,135	31,250	7,115	22.8%
Postage/Freight	3,624	3,925	301	7.7%
Advertising Publications & PR	10,729	9,896	(833)	-8.4%
Books & Subscriptions	64	700	636	90.9%
Safety	4,797	20,421	15,624	76.5%
Permits & Licensing	15,457	16,771	1,314	7.8%
Settlement Costs	50,000	62,360	12,360	19.8%
Telephone	14,581	18,133	3,552	19.6%
Training & Meetings	2,700	35,210	32,510	92.3%
Travel Expenses	(832)	27,292	28,123	103.0%
Bank Reconciliation over/short	(4)	N/A		
Utilities-Electric	134,582	174,333	39,751	22.8%
Utilities-Propane	2,805	14,025	11,220	80.0%
Water Conservation	29,542	53,125	23,583	44.4%
Total Operating Expense	1,096,382	1,558,554	462,167	29.7%

MAMMOTH COMMUNITY WATER DISTRICT
Finance Department Report
September, 2020

Agenda Item: B-3
 9/17/2020

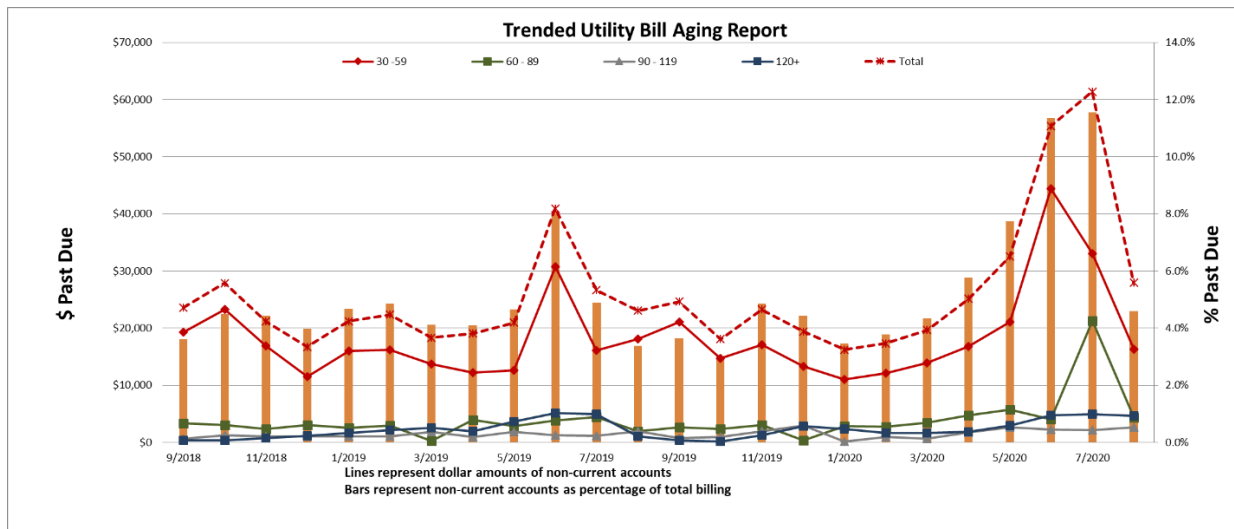
Table C Fund Balance

	Operating Funds			Capital R&R Funds		
	10 Admin	20 Water	30 Wastewater	21 Admin	22 Water	23 Wastewater
Cash Total	431,214	1,254,292	1,222,007	993,435	9,731,205	6,656,552
Current Assets	386,565	540,142	174,005	-	23,145	10,366
Non-current Assets	-	-	-	-	-	-
Capital Assets	108	4,906	-	1,972,599	34,065,653	15,325,176
Total Assets	817,887	1,799,340	1,396,011	2,966,033	43,820,003	21,992,093
Current Liabilities	(94,990)	21,973	13,426	-	(62,271)	3,427
Non-current Liabilities	(327,919)	(195,493)	(170,293)	-	-	-
Assets - Liabilities	394,978	1,625,820	1,239,144	2,966,033	43,757,733	21,995,521
Target Fund Balance	190,000	1,160,000	1,260,000	1,000,000	5,964,000	3,348,000
Available Fund Balance	336,224	1,276,265	1,235,433	993,435	9,668,934	6,659,979

	Capital Expansion Funds			Other Funds		Total
	31 Admin	32 Water	33 Wastewater	96 Enterprise	98 LADWP	
Cash Total	1,007,543	1,179,105	374,188	656,579	368,344	23,959,549
Current Assets	-	(35)	-	8,210	-	1,142,400
Non-current Assets	-	-	-	2,466,076	-	2,466,076
Capital Assets	5,436	9,898,976	4,262,146	1,308,791	-	66,843,791
Total Assets	1,012,980	11,078,047	4,636,334	4,439,656	368,344	94,411,816
Current Liabilities	-	(415)	(179)	(9,610)	-	(128,638)
Non-current Liabilities	-	-	-	-	-	(693,704)
Assets - Liabilities	1,012,980	11,077,632	4,636,155	4,430,046	368,344	93,589,474
Target Fund Balance	1,000,000	1,045,000	288,000	500,000	375,000	16,215,101
Available Fund Balance	1,007,543	1,178,690	374,009	646,969	368,344	23,830,912

Available fund balance equals cash – current liabilities.

Table D Trended Utility Bill Aging Report



The total amount past due is \$27,906 as of August 31, 2020.

MAMMOTH COMMUNITY WATER DISTRICT

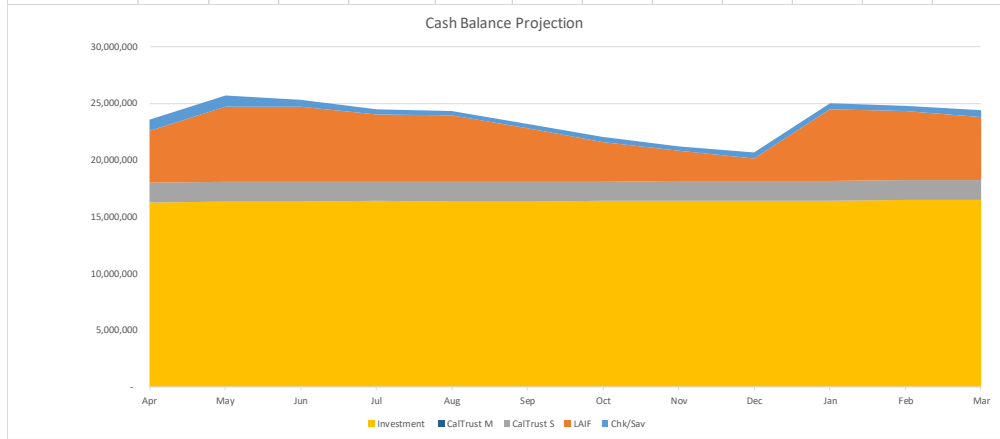
Finance Department Report

September, 2020

Agenda Item: B-3
9/17/2020

Table E Cash Balance Projection

	Apr	May	Jun	Jul	Aug	(Estimated) Sep	Oct	Nov	Dec	Jan	Feb	Mar
Chk/Sav	945,172	1,015,032	627,478	455,581	381,193	400,826	456,444	369,787	543,082	556,437	511,421	558,472
LAIF	4,595,710	6,595,710	6,595,710	5,895,710	5,895,710	4,695,710	3,495,710	2,695,710	1,995,710	6,295,710	6,095,710	5,595,710
CalTrust S	1,724,743	1,730,173	1,733,415	1,734,741	1,735,854	1,738,023	1,740,196	1,742,371	1,744,549	1,746,730	1,748,913	1,751,099
Investment	16,268,930	16,365,514	16,370,708	16,378,097	16,332,517	16,352,932	16,373,373	16,393,840	16,414,332	16,434,850	16,455,394	16,475,963
Total	23,534,554	25,706,429	25,327,311	24,464,129	24,345,273	23,187,492	22,065,723	21,201,708	20,697,674	25,033,727	24,811,438	24,381,245



Mammoth Community Water District
Account #10652

Portfolio Summary
As of August 31, 2020



PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.02
Average Coupon	2.16%
Average Purchase YTM	1.92%
Average Market YTM	0.36%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	3.29 yrs
Average Life	2.08 yrs

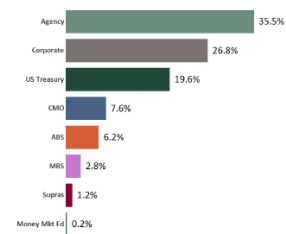
ACCOUNT SUMMARY

	Beg. Values as of 7/31/20	End Values as of 8/31/20
Market Value	16,378,097	16,332,517
Accrued Interest	63,585	72,675
Total Market Value	16,441,682	16,405,193
Income Earned	26,551	25,842
Cont/WD		-41,527
Par	15,785,422	15,745,449
Book Value	15,896,667	15,872,003
Cost Value	15,928,050	15,903,343

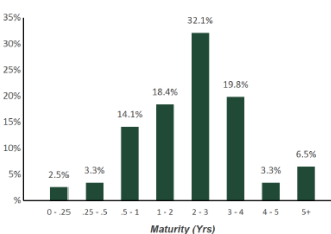
TOP ISSUERS

Government of United States	19.6%
Federal Home Loan Bank	15.2%
Federal National Mortgage Assoc	13.6%
Federal Home Loan Mortgage Corp	11.5%
Federal Farm Credit Bank	2.0%
JP Morgan Chase & Co	1.9%
Verizon Owner Trust	1.6%
PNC Financial Services Group	1.6%
Total	67.0%

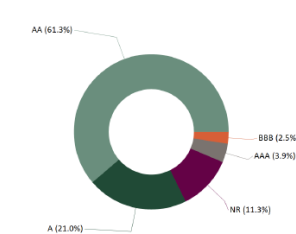
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	Annualized								
	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	1/31/2019
Mammoth Community Water District	0.03%	0.45%	3.41%	3.88%	N/A	N/A	N/A	N/A	4.49%
ICE BAML 0-5 Yr US Treasury Index	-0.05%	0.14%	3.53%	3.77%	N/A	N/A	N/A	N/A	4.48%



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	08/03/2020	31846V203	0.94	First American Govt Obligation Fund Class Y	1.000	0.01%	0.94	0.00	0.94	0.00
Purchase	08/07/2020	31846V203	1,300.00	First American Govt Obligation Fund Class Y	1.000	0.01%	1,300.00	0.00	1,300.00	0.00
Purchase	08/09/2020	31846V203	850.00	First American Govt Obligation Fund Class Y	1.000	0.01%	850.00	0.00	850.00	0.00
Purchase	08/11/2020	31846V203	1,815.00	First American Govt Obligation Fund Class Y	1.000	0.01%	1,815.00	0.00	1,815.00	0.00
Purchase	08/12/2020	31846V203	707.17	First American Govt Obligation Fund Class Y	1.000	0.01%	707.17	0.00	707.17	0.00
Purchase	08/12/2020	31846V203	481.90	First American Govt Obligation Fund Class Y	1.000	0.01%	481.90	0.00	481.90	0.00
Purchase	08/12/2020	92290BAA9	180,000.00	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	99.979	0.48%	179,962.20	0.00	179,962.20	0.00
Purchase	08/15/2020	31846V203	2,697.50	First American Govt Obligation Fund Class Y	1.000	0.01%	2,697.50	0.00	2,697.50	0.00
Purchase	08/15/2020	31846V203	101,145.83	First American Govt Obligation Fund Class Y	1.000	0.01%	101,145.83	0.00	101,145.83	0.00
Purchase	08/16/2020	31846V203	1,100.00	First American Govt Obligation Fund Class Y	1.000	0.01%	1,100.00	0.00	1,100.00	0.00
Purchase	08/17/2020	31846V203	3,281.25	First American Govt Obligation Fund Class Y	1.000	0.01%	3,281.25	0.00	3,281.25	0.00
Purchase	08/17/2020	31846V203	170.00	First American Govt Obligation Fund Class Y	1.000	0.01%	170.00	0.00	170.00	0.00
Purchase	08/17/2020	31846V203	485.00	First American Govt Obligation Fund Class Y	1.000	0.01%	485.00	0.00	485.00	0.00
Purchase	08/17/2020	31846V203	615.15	First American Govt Obligation Fund Class Y	1.000	0.01%	615.15	0.00	615.15	0.00
Purchase	08/17/2020	31846V203	201.04	First American Govt Obligation Fund Class Y	1.000	0.01%	201.04	0.00	201.04	0.00
Purchase	08/17/2020	31846V203	893.74	First American Govt Obligation Fund Class Y	1.000	0.01%	893.74	0.00	893.74	0.00

Transaction Ledger

As of August 31, 2020



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	08/17/2020	31846V203	408.58	First American Govt Obligation Fund Class Y	1.000	0.01%	408.58	0.00	408.58	0.00
Purchase	08/17/2020	31846V203	352.73	First American Govt Obligation Fund Class Y	1.000	0.01%	352.73	0.00	352.73	0.00
Purchase	08/17/2020	31846V203	1,430.48	First American Govt Obligation Fund Class Y	1.000	0.01%	1,430.48	0.00	1,430.48	0.00
Purchase	08/17/2020	31846V203	991.18	First American Govt Obligation Fund Class Y	1.000	0.01%	991.18	0.00	991.18	0.00
Purchase	08/17/2020	31846V203	1,322.93	First American Govt Obligation Fund Class Y	1.000	0.01%	1,322.93	0.00	1,322.93	0.00
Purchase	08/17/2020	31846V203	6,345.73	First American Govt Obligation Fund Class Y	1.000	0.01%	6,345.73	0.00	6,345.73	0.00
Purchase	08/17/2020	31846V203	10,101.03	First American Govt Obligation Fund Class Y	1.000	0.01%	10,101.03	0.00	10,101.03	0.00
Purchase	08/17/2020	31846V203	14,214.45	First American Govt Obligation Fund Class Y	1.000	0.01%	14,214.45	0.00	14,214.45	0.00
Purchase	08/17/2020	31846V203	100,000.00	First American Govt Obligation Fund Class Y	1.000	0.01%	100,000.00	0.00	100,000.00	0.00
Purchase	08/18/2020	31846V203	1,650.00	First American Govt Obligation Fund Class Y	1.000	0.01%	1,650.00	0.00	1,650.00	0.00
Purchase	08/20/2020	31846V203	129.33	First American Govt Obligation Fund Class Y	1.000	0.01%	129.33	0.00	129.33	0.00
Purchase	08/21/2020	46647PAH9	220,000.00	JP Morgan Chase & Co Callable Note 2X 3/1/2024 3.22% Due 3/1/2025	108.009	1.01%	237,619.80	3,345.22	240,965.02	0.00
Purchase	08/23/2020	31846V203	1,360.00	First American Govt Obligation Fund Class Y	1.000	0.01%	1,360.00	0.00	1,360.00	0.00
Purchase	08/25/2020	31846V203	687.50	First American Govt Obligation Fund Class Y	1.000	0.01%	687.50	0.00	687.50	0.00
Purchase	08/25/2020	31846V203	1,444.54	First American Govt Obligation Fund Class Y	1.000	0.01%	1,444.54	0.00	1,444.54	0.00
Purchase	08/25/2020	31846V203	1,560.92	First American Govt Obligation Fund Class Y	1.000	0.01%	1,560.92	0.00	1,560.92	0.00

Transaction Ledger

As of August 31, 2020



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	08/25/2020	31846V203	2,219.59	First American Govt Obligation Fund Class Y	1.000	0.01%	2,219.59	0.00	2,219.59	0.00
Purchase	08/25/2020	31846V203	1,425.79	First American Govt Obligation Fund Class Y	1.000	0.01%	1,425.79	0.00	1,425.79	0.00
Purchase	08/25/2020	31846V203	2,376.24	First American Govt Obligation Fund Class Y	1.000	0.01%	2,376.24	0.00	2,376.24	0.00
Purchase	08/25/2020	31846V203	1,372.83	First American Govt Obligation Fund Class Y	1.000	0.01%	1,372.83	0.00	1,372.83	0.00
Purchase	08/25/2020	31846V203	1,799.01	First American Govt Obligation Fund Class Y	1.000	0.01%	1,799.01	0.00	1,799.01	0.00
Purchase	08/25/2020	31846V203	2,095.21	First American Govt Obligation Fund Class Y	1.000	0.01%	2,095.21	0.00	2,095.21	0.00
Purchase	08/31/2020	31846V203	1,625.00	First American Govt Obligation Fund Class Y	1.000	0.01%	1,625.00	0.00	1,625.00	0.00
Subtotal			670,657.59				688,239.59	3,345.22	691,584.81	0.00
TOTAL ACQUISITIONS			670,657.59				688,239.59	3,345.22	691,584.81	0.00
DISPOSITIONS										
Sale	08/12/2020	31846V203	179,962.20	First American Govt Obligation Fund Class Y	1.000	0.01%	179,962.20	0.00	179,962.20	0.00
Sale	08/21/2020	31846V203	240,965.02	First American Govt Obligation Fund Class Y	1.000	0.01%	240,965.02	0.00	240,965.02	0.00
Subtotal			420,927.22				420,927.22	0.00	420,927.22	0.00
Call	08/15/2020	38141GVP6	100,000.00	Goldman Sachs Group Inc Callable Note Cont 08/15/20 2.75% Due 9/15/2020	100.000	2.73%	100,000.00	1,145.83	101,145.83	-54.96



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Call	08/17/2020	46623EKG3	100,000.00	JP Morgan Chase Callable Note 1X 8/15/2020 2.295% Due 8/15/2021	100.000	2.30%	100,000.00	0.00	100,000.00	165.91
Subtotal			200,000.00				200,000.00	1,145.83	201,145.83	110.95
Paydown	08/12/2020	17318UAD6	0.00	Citigroup Commercial Mtg Trust 2012- GC8 A4 3.024% Due 9/10/2045	100.000		0.00	481.90	481.90	0.00
Paydown	08/12/2020	36198FAE2	0.00	GS Mortgage Securities Trust 2013- GC14 A5 4.243% Due 8/10/2046	100.000		0.00	707.17	707.17	0.00
Paydown	08/17/2020	02582JHJ2	0.00	American Express Credit Trust 2017-6 A 2.04% Due 5/15/2023	100.000		0.00	170.00	170.00	0.00
Paydown	08/17/2020	3128MEMN8	817.34	FHLMC FG G15565 3% Due 10/1/2030	100.000		817.34	76.40	893.74	0.00
Paydown	08/17/2020	3128PTJY2	403.94	FHLMC FG J13879 3.5% Due 12/1/2020	100.000		403.94	4.64	408.58	0.00
Paydown	08/17/2020	3128PTM85	348.03	FHLMC FG J13983 3.5% Due 1/1/2021	100.000		348.03	4.70	352.73	0.00
Paydown	08/17/2020	31307PEF2	1,366.82	FHLMC FG J32834 2.5% Due 9/1/2030	100.000		1,366.82	63.66	1,430.48	0.00
Paydown	08/17/2020	31307PNB1	882.77	FHLMC FG J33086 3% Due 11/1/2030	100.000		882.77	108.41	991.18	0.00
Paydown	08/17/2020	3132KFBZ4	1,230.72	FHLMC FG V60956 2.5% Due 9/1/2030	100.000		1,230.72	92.21	1,322.93	0.00
Paydown	08/17/2020	43811BAC8	6,313.35	Honda Auto Receivables Trust 2017-2 A3 1.68% Due 8/16/2021	100.000		6,313.35	32.38	6,345.73	0.00
Paydown	08/17/2020	47789JAD8	0.00	John Deere Owner Trust 2019-A A3 2.91% Due 7/17/2023	100.000		0.00	485.00	485.00	0.00
Paydown	08/17/2020	61762MBW0	0.00	Morgan Stanley BAML Trust 2013-C10 A4Due 7/15/2046	100.000		0.00	615.15	615.15	0.00

Transaction Ledger

As of August 31, 2020



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	08/17/2020	65478WAE5	10,062.62	Nissan Auto Receivables Trust 2016-C A4 1.38% Due 1/17/2023	100.000		10,062.62	38.41	10,101.03	0.00
Paydown	08/17/2020	65479JAD5	0.00	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	100.000		0.00	201.04	201.04	0.00
Paydown	08/17/2020	89238KAD4	14,064.59	Toyota Auto Receivables Trust 2017-D A3 1.93% Due 1/18/2022	100.000		14,064.59	149.86	14,214.45	0.00
Paydown	08/20/2020	92348AAA3	0.00	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	100.000		0.00	129.33	129.33	0.00
Paydown	08/25/2020	3137B3NX2	0.00	FHLMC K031 A2Due 4/25/2023	100.000		0.00	687.50	687.50	0.00
Paydown	08/25/2020	3137BFDQ1	520.92	FHLMC K717 A2 2.991% Due 9/25/2021	100.000		520.92	923.62	1,444.54	0.00
Paydown	08/25/2020	3138ETA55	1,474.56	FNMA FN AL8127 2% Due 1/1/2031	100.000		1,474.56	86.36	1,560.92	0.00
Paydown	08/25/2020	3138WE3R8	2,122.57	FNMA FN AS5307 3% Due 7/1/2030	100.000		2,122.57	97.02	2,219.59	0.00
Paydown	08/25/2020	3138WE5U9	1,329.60	FNMA FN AS5358 3% Due 7/1/2030	100.000		1,329.60	96.19	1,425.79	0.00
Paydown	08/25/2020	3138YDAS8	2,309.70	FNMA FN AY0016 2.5% Due 1/1/2030	100.000		2,309.70	66.54	2,376.24	0.00
Paydown	08/25/2020	3138YR6T0	1,271.33	FNMA FN AZ0881 2.5% Due 7/1/2030	100.000		1,271.33	101.50	1,372.83	0.00
Paydown	08/25/2020	3138YTMT8	1,708.17	FNMA FN AZ2169 2.5% Due 7/1/2030	100.000		1,708.17	90.84	1,799.01	0.00
Paydown	08/25/2020	31418BLL8	1,950.11	FNMA FN MA2130 3.5% Due 12/1/2029	100.000		1,950.11	145.10	2,095.21	0.00
Subtotal			48,177.14				48,177.14	5,654.93	53,832.07	0.00
Security Withdrawal	08/03/2020	31846V203	39,890.28	First American Govt Obligation Fund Class Y	1.000		39,890.28	0.00	39,890.28	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Security Withdrawal	08/05/2020	31846V203	1,500.00	First American Govt Obligation Fund Class Y	1.000		1,500.00	0.00	1,500.00	0.00
Security Withdrawal	08/25/2020	31846V203	136.48	First American Govt Obligation Fund Class Y	1.000		136.48	0.00	136.48	0.00
Subtotal			41,526.76				41,526.76	0.00	41,526.76	0.00
TOTAL DISPOSITIONS			710,631.12				710,631.12	6,800.76	717,431.88	110.95
OTHER TRANSACTIONS										
Interest	08/07/2020	06406RAA5	100,000.00	Bank of NY Mellon Corp Callable Note Cont 1/7/2022 2.6% Due 2/7/2022	0.000		1,300.00	0.00	1,300.00	0.00
Interest	08/09/2020	14912L6U0	100,000.00	Caterpillar Finance Serv Corp Note 1.7% Due 8/9/2021	0.000		850.00	0.00	850.00	0.00
Interest	08/11/2020	69371RN44	220,000.00	Paccar Financial Corp Note 1.65% Due 8/11/2021	0.000		1,815.00	0.00	1,815.00	0.00
Interest	08/15/2020	341099CP2	100,000.00	Florida Power Corp Callable Note Cont 5/15/2021 3.1% Due 8/15/2021	0.000		1,550.00	0.00	1,550.00	0.00
Interest	08/15/2020	46623EKG3	100,000.00	JP Morgan Chase Callable Note 1X 8/15/2020 2.295% Due 8/15/2021	0.000		1,147.50	0.00	1,147.50	0.00
Interest	08/16/2020	06406FAD5	100,000.00	Bank of NY Mellon Corp Callable Note Cont 6/16/2023 2.2% Due 8/16/2023	0.000		1,100.00	0.00	1,100.00	0.00
Interest	08/17/2020	69353RFB9	250,000.00	PNC Bank Callable Note Cont 1/18/2022 2.625% Due 2/17/2022	0.000		3,281.25	0.00	3,281.25	0.00
Interest	08/18/2020	3130A7CV5	240,000.00	FHLB Note 1.375% Due 2/18/2021	0.000		1,650.00	0.00	1,650.00	0.00
Interest	08/23/2020	38141GWT7	85,000.00	Goldman Sachs Group Inc Callable Note Cont 1/23/2023 3.2% Due 2/23/2023	0.000		1,360.00	0.00	1,360.00	0.00

Transaction Ledger

As of August 31, 2020



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	08/31/2020	912828258	200,000.00	US Treasury Note 1.625% Due 8/31/2022	0.000		1,625.00	0.00	1,625.00	0.00
Subtotal			1,495,000.00				15,678.75	0.00	15,678.75	0.00
Dividend	08/03/2020	31846V203	223,870.31	First American Govt Obligation Fund Class Y	0.000		0.94	0.00	0.94	0.00
Subtotal			223,870.31				0.94	0.00	0.94	0.00
TOTAL OTHER TRANSACTIONS			1,718,870.31				15,679.69	0.00	15,679.69	0.00

Please see the Engineering Department Report map attached for reference.

District Projects

- **Well 32 Production Well Development** – This project has transitioned from being an exploratory borehole to development of a production well based on preliminary results indicating that we could reasonably expect to see the well produce 1,500 gpm, with good water quality results. The well drillers are now in the process of reaming out the bore hole to 19” down to 900 feet below ground surface. The drillers have encountered some mechanical issues (broken-down compressors, etc.) which has slowed the progress somewhat. The delays are not expected to cause additional costs or prevent the drilling from being completed this construction season. Dave Carlson has done a good job managing the project and communicating with neighboring constituents. The next stage is to complete civil, mechanical, and electrical plans for the well infrastructure that will be at the surface. Completion of these plans is expected by the end of the year and in time to construct the work and bring the well on line in the first half of the 2021 construction season.
- **Center Street Monitoring Well** – Several potential well sites have been eliminated. However, two new potential sites have been identified on property owned by the Town of Mammoth Lakes near “The Parcel”. Conversations are moving forward with the Town and other partners (the USGS and our consultants) to fully vet the sites, prepare plans, prepare easement documents, obtain permits, and move forward with drilling the well. This project is time sensitive because it is important to begin collecting groundwater data as soon as possible to collect baseline data prior to Ormat’s CDIV geothermal expansion project production wells coming online. Unfortunately, with their current schedule, the USGS well drillers are probably not going to be available to drill the well this fall.
- **Laurel Pond Monitoring Well replacements** – The engineering and geological plans and specifications are complete and are preparing a Request for Quotes with a short turn-around time to ensure we get competitive pricing, and comply with the District procurement policy. The project requires a permit from the Inyo National Forest and the one outstanding item is an archeological review that is expected to be complete any time. Once permission from USFS is granted, and a contractor is under contract, a notice to proceed will be issued with an anticipated completion date by the end of 2020.
- **Monitoring Well BLM2** – The BLM continues to work on securing two well sites near Old Shady Rest Campground for the addition of a dual nested well pair and a deep well. Well development activities are pending issuance of Special Use permits from the USFS for construction of the monitoring wells. This is a high priority for the USGS well drilling team and is expected to be completed by the end of the year.
- **Wastewater Treatment Plant Emergency Power** – The scope of this project is to have the existing emergency generator power additional treatment processing loads and to increase capacity and functionality during power outages. The preparation work has been completed and the remaining work will be scheduled when the plant can be depowered for an estimated six hour period; likely this coming winter.
- **Biosolids Dewatering and Hauling** – New dewatering equipment has been ordered and installation by District staff is planned for this fall. Chuck Villar Construction, Inc. submitted the lowest quote for hauling the sludge to Fallon, Nevada. Solids hauling trailers have been ordered and are expected to be delivered mid-November. The hope is to be hauling sludge to Nevada by the end of the year.

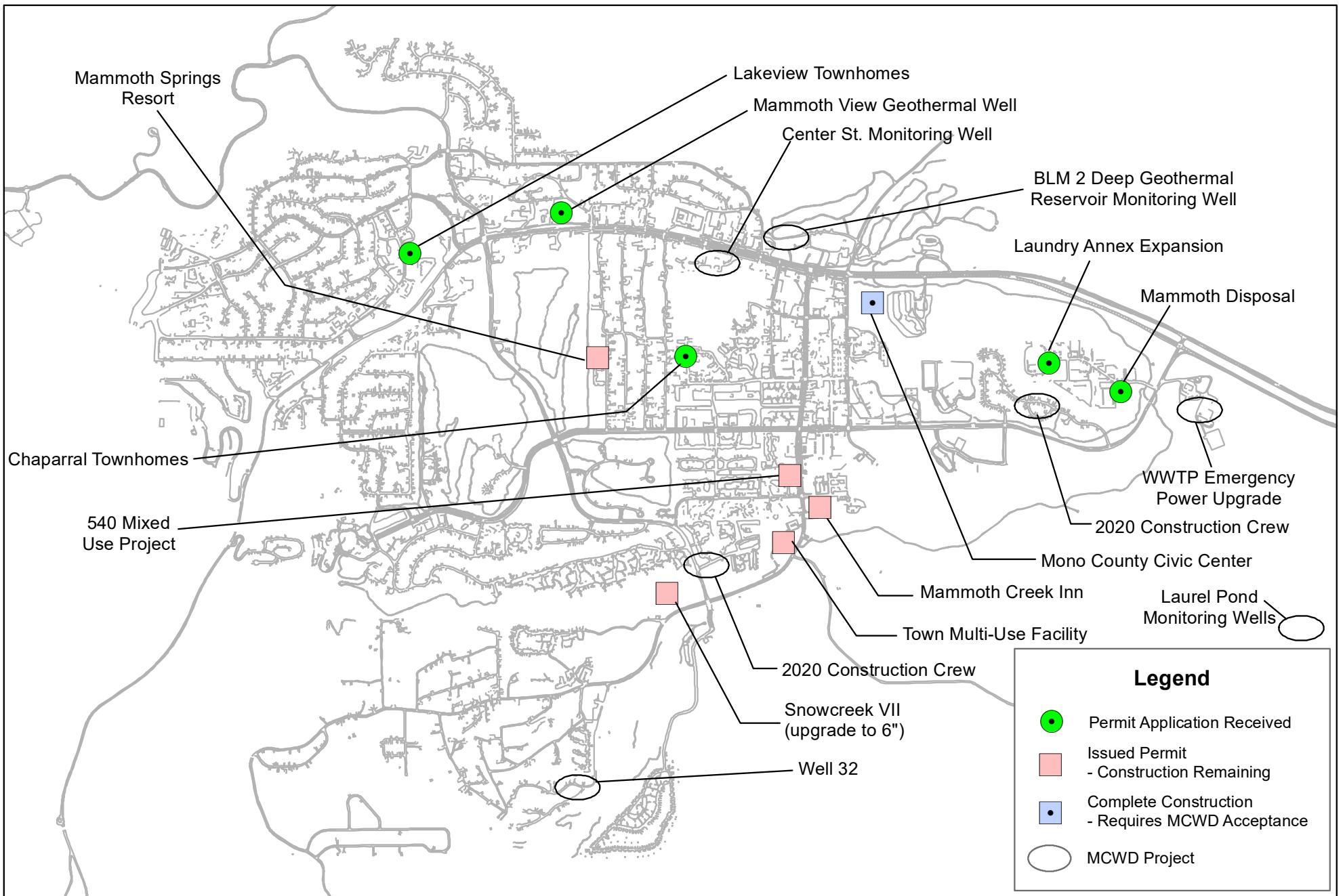
Department Activities

- **Waste Discharge Requirements (WDRs)** – Work continues with Operations and Treatment staff and consultants on requirements for effluent from the Wastewater Treatment Plant (WWTP).
- **Lake Mary Dam Outlet** – With the assistance of Betty Hylton and legal counsel, we are presently researching the history of District operations in the Lakes Basin and are working on a formal response to the USFS letter related to several Lakes Basin items including:
 - The permit for District operations of the spillway equipment on Lake Mary Dam
 - A new Dam Hazard Analysis for the Lake Mary Dam
 - A potential improvement project to harden the Lake Mary Dam against a historic storm event
 - Interim high flow mitigation measures, including installing a remotely operated gate to replace the one remaining radial arm gate at the Lake Mary outlet structure
- **USGS-Proposed Communications Tower and Lease** – The USGS has received the Board’s input from the August meeting and is considering coming back with more detail on their proposal to construct a communications tower on District property to upgrade their equipment and system reliability. The USGS currently leases space from the District for office and computer space, communications equipment, and GPS antennas. The office and computer space would not be changed by the proposal and the USGS wishes to include that in a new lease on the site. The project would be funded by the California Volcano Observatory. This project would require an environmental (CEQA) analysis, potentially through the Town of Mammoth Lakes Planning process, and will also require NEPA because it would be federally funded.

Permits

Both connection and construction permit activity has been robust. Highlights include the following:

- **Laundry Annex** – The commercial laundry facility in the Industrial Park needs to expand into a second building. Staff has been working with the applicant to make sure the existing meter, lateral, and sewer are adequate to serve the whole facility. The building upgrade also calls for the addition of fire sprinklers.
- **Mammoth Disposal** – With the pending closure of Benton Crossing Landfill, Mammoth Disposal is working on upgrades to their facilities in the Industrial Park to adapt them to the long-haul transfer waste management model. They are proposing to connect large floor drains collecting any liquid that drains out of the trucks to the sanitary sewer. District staff will be working with them to find a different solution based on that dumping industrial stormwater into the sanitary sewer is not allowed.



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

Construction Permits and Projects - September 2020

Engineering Department Report



0 500 1,000 2,000 Feet

Executive Summary

MCWD has been assigned project managers and started implementation work for the Tyler Technologies Enterprise Resource Planning (ERP) software, which is expected to take the next six to twelve months for full implementation. Staff continue to evaluate an R900 Transition Plan from Ferguson/Neptune for MCWD to move from R450 to R900 collector and endpoint meter reading system technology. Currently, MCWD is working with Neptune/Ferguson to evaluate installation options at the two R900 collector antenna sites Staff have received quotes and are reviewing options for an A/C unit replacement in the MCWD Server Room. Lastly, several MCWD GIS mapping products are underway or have been completed over the past month, with Backflow and Fire Flow Collector field projects wrapping up for the season.

Hardware Systems

- Ongoing meetings and discussions with Ferguson/Neptune regarding a transition plan proposal to install two R900 collectors on the MCWD AMI System this fall under a pilot study for R900 endpoint technology; MCWD staff are currently reviewing installation and construction options at Timber Ridge and Bluffs collector sites. Space constraints and significant antenna heights are presenting challenges.
- Continued progress on current Workstation Replacement Program; all laptops and one desktop deployed, five desktop installs remain
- Ordered additional iPads under MCWD Verizon account for Mechanical Maintenance Department to further utilize access to GIS and Neptune data in the field
- Deployment and administration of webcams, monitors, and peripheral equipment to support COVID-19 remote work arrangements for staff
- Ongoing hardware support, maintenance, and updates

Software Systems

- MCWD staff is conducting bi-weekly implementation meetings with recently assigned Tyler Technologies project managers. Datasets are being prepared and staff will begin work on InCode Financial portion of the software prior to EnerGov civic utility components implementation. Full agency implementation will follow.
- Worked with Laserfiche support and CBT to create appropriate firewall rules to execute Laserfiche Administration Console on MCWD Executive Assistant PC
- Continued troubleshooting issues with Neptune 360 data transfers; Springbrook import Premise Key and Meter ID, WaterSmart data gaps, leak notifications, etc.
- Downloaded and installed latest Bluebeam version for MCWD Engineering and ISD staff
- Completed MS Server 2012 to MS Server 2019 Operating System upgrade on MCWDSVR12 file share server during non-business hours; server fully operational by start of business on August 17th with no down time incurred.
- Ongoing software support, maintenance, and updates.

Administrative

- Facilitating technology needs for upcoming Mono County Health Officer Order requiring MCWD employees to screen for COVID-19 symptoms upon arrival daily at MCWD property

- Continuing to work with Engineering Department updating several Forms: Construction Permit and Fees and Charges, Email Green Code Upgrade Application, Email New Structure Connection Permit Application, Email Remodel Addition Application, and Landscape Irrigation Permit Application
- ISD and Plant Maintenance evaluating solutions for problematic A/C unit in MCWD Server Room; two replacement quotes have been received to date, with project expected to undergo planning and budget discussions over the next several months.
- Continued administration of VoIP phones, iPads, laptops.

Network

- Managing and monitoring VPN connections and devices as COVID-19 situation continues to evolve
- All network systems secure, no data loss or intrusions

GIS

- MLFPD Hydrant Collector application used in the field to facilitate GIS hydrant fire flow information between MCWD and MLFPD. All hydrant flow data received to date has been delivered back to MLFPD, and the project is nearing completion for the year with the end of the MLFPD hydrant testing season in September. Overall, the program was a great success and both agencies plan to incorporate improvements to the workflow and continue the collaborative MCWD/MLFPD Fire Flow Testing Program in the future.
- Cleaned up MCWD Meter Maps in Master GIS; all meter maps are current and attached in MCWD GIS portal, replaced and field verified all missing meter maps, and developing a Meter Map Collector application for Mechanical Maintenance to access maps in the field.
- Developing and integrating new Air Release Valve layer into MCWD Master GIS and infraMap asset maintenance program
- Continuing to clean and assimilate Backflow Specialties Inc. (BSI) GIS data from the 2020 Backflow Survey Collector project that will serve as a tool for ongoing Backflow program administration
- Updated Mono County Courthouse project in Master GIS
- Produced MCWD Lakes Basin Diversion Structures Map for Conservation/Public Relations
- August Monthly Permits and Projects Map for Engineering Department

Websites

- ISD continues to refine the new WordPress MCWD Intranet site for functionality and aesthetics
- Mammoth Creek Streamflow Data ending 8/31/20 posted to Surface Water page
- Updated Indoor (Conservation) page with list of plumbers that have passed the District's Leak Detection Course
- Posted all materials related to August Board activities
- Continued maintenance and security for all MCWD web platforms: MCWD Internet, MCWD Intranet, and MCWD GIS Portal

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, Unfair Labor Practice Charges, etc.
- Ongoing activities associated with classification maintenance plan
- Legislative/Client Update 09/2020 (provided by LCW/CSDA):
 - None to report at this time

Workforce Planning

- Ongoing facilitation of contract extra help needs (Maintenance, Operations, and Engineering Departments) filled by Sierra Employment Services
- Ongoing facilitation of Maintenance Department recruitment due to promotion
- Ongoing monitoring of FMLA/CFRA determinations processed for statutorily protected leave and ADA/FEHA accommodation for some departments
- Ongoing monitoring of Families First Coronavirus Response Act (FFCRA) and related regulation updates
- Facilitate L'Abri COA Board Meeting (via online) 08/18/2020

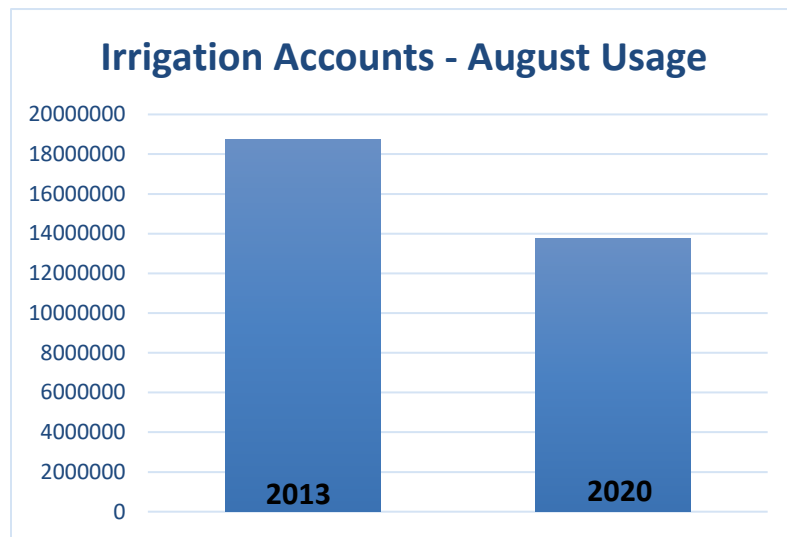
Risk/Safety/Training

- Risk/Safety:
 - Process safety tailgate and wellness activity logs for 08/2020 safety incentive program
 - 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 policy development and guidelines
 - Continuous and ongoing activities associated with manual to electronic conversion of Cal/OSHA required Hazard Communication Safety Data Sheets (SDS)
 - Effective Tuesday, 07/21/2020, MCWD at Level 2 of the Risk Minimization and Outbreak Response Plan; maintain continuous observance of Public Health Orders related to COVID-19
 - Claims received and/or processed:
 - None received or processed
- Training:
 - Webcasts/onsite/offsite training processed, provided, attended, and/or proctored this month:
 - Wienhoff – Designated Employer Representative (DER) for DOT Training (08/27/2020)
 - ACWA JPIA – Employee Benefits Renewal Webinar (09/01/2020)

Regulatory

Lakes Basin Hazardous Fuels Reduction Project (Project)

The Project start date is not established due to a pending decision from the Department of Industrial Relations (DIR) on the requirements of prevailing wage. Coordination efforts are underway to ensure that all contacts for agencies involved are current and readily available. Mammoth Mountain Ski Area has generously agreed to house the contractors, as they did last year. Due to site conditions, it is important for the contractor to start soon in order to allow completion prior to snow falling.



Conservation

MCWD Customer Water Consumption

The hot and dry weather pattern experienced in July continued in August, with MCWD’s weather station reporting .03 inches of precipitation. Despite unfavorable weather for outdoor conservation, irrigation usage was down 25% or 5,000,000 gallons from 2013, the year utilized as the state baseline. Strict enforcement of irrigation allocations and the associated billing has afforded large savings

from irrigation accounts. Overall consumption was 7,700,000 gallons less in August 2020 than August 2013.

Irrigation Violations

Fiscal Year	1 st Violation	2 nd Violation	3 rd Violation
Single Family Home	147	26	0
Commercial	7	3	0
Condo	27	8	1

Staff remains diligent to enforce our irrigation schedule to all customers, including dedicated irrigation accounts. No fines or shutoffs have been initiated this irrigation season, with most customers making adjustments prior to receiving additional violations.

Leaks

WaterSmart software continues to provide valuable analytics utilized for leak calls and irrigation violation tracking. The District continues to reach out to customers experiencing leaks above specified thresholds depending on their meter class. Response from customers receiving calls continues to be positive and significant water savings are realized through this program.

Leak Calls by Customer Class	
Single Family Home	39
Multi-Family Res.	2
Other	3

Rebate Program

Fiscal Year	2021	2020	2019
Applications Processed	97	236	212
High-efficiency Toilets	101	378	301
Clothes Washers	12	23	33
Dishwashers	18	13	N/A
Gallons Saved	719,307	2,101,514	1,862,296
Rebate Awards	\$29,862	\$80,513	\$65,645

Public Affairs and Outreach

Public Outreach

A press release is drafted to notify the public of the Lakes Basin Hazardous Fuels Reduction Project. Release is pending the contractor selecting a start date.

WaterSmart continues to be utilized to notify our customers of temporary water shutoffs due to District related construction. It has been valuable to have the ability to send text and emails through WaterSmart for notification, rather than going to customer’s doors.

Local Agency Coordination

Staff received a request from the Town of Mammoth Lakes to analyze water usage data in single family residences. The data provided gave the number of 0 use days in 2020 compared to 2019. The information may be utilized to assist local agency in making decisions regarding COVID-19.

Conservation Advertisements

An advertisement reminding customers to reduce irrigation runtimes due to shorter days and cooler temperatures is running in bi-weekly in Mammoth Times and weekly in The Sheet for the month of September. Currently, radio ads are also running about keeping construction crews safe, irrigation schedules, and rebates.

Public Information Officer – COVID-19

The District is staying informed of changes to County, State, and federal regulations related to the pandemic. We are participating and listening to local meetings to ensure the District is up-to-date on information in our community regarding the COVID-19 pandemic.

SAVE OUR WATER

DON'T BE A WATER WASTER.

Cooler Temps + Shorter Days = IT'S TIME TO REDUCE WATERING

Save water & money by reducing your outdoor watering frequency & duration.

mcwd.dst.ca.us
760.934.2596 ext. 274

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 activities for the month have been supporting regulatory planning efforts, continued support of capital projects, working with local agencies to secure additional groundwater monitoring, continuing to monitor COVID-19 related issues and workforce planning.

Departmental

COVID-19 Response

- The District continues to follow County and State guidelines related to COVID-19. Management staff are staying current with the dynamic situation by participating in and monitoring local, State, and Federal meetings. The District is now operating under Risk Level #2 of the District's COVID-19 Risk Minimization and Outbreak Response Plan. Risk Level #2 provides for the following:
 - Maintaining essential water and wastewater services to the community
 - District front reception area is open to the public with modifications per Mono County Business Guidelines. All other offices are closed to the public or available by appointment only.
 - District staff working a mix of remote, on-call, and normal schedules
 - Following social distancing directives
 - Face coverings are required in all building common areas
 - Daily sanitizing of hard surfaces in common area work spaces

Management continues to focus on staff communications, utilizing Zoom video conferencing to conduct a range of District meetings.

Staff Resources and Management

- Chris Weibert has applied for and accepted a promotional opportunity as a Principal Analyst in the Personnel Services Department. Chris has been working with the District in the Personal Services department for 6 years and brings over 20 years of Human Resources work experience to the position.
- Exploring long-term workforce planning strategies with the Maintenance Superintendent to fill a vacant position in the Treatment Plant Maintenance Division. A posting for a Plant Maintenance Mechanical Technologist is posted as open until filled.
- Recruitment and long-term workforce planning strategies development meetings with the Operations Superintendent due to staff retirement announcement. Blair Hafner, our lab technician of 34 years, recently announced that she will be retiring this fall with her last day of work being October 30th.
- Continued monthly Engineering, Operations, and Maintenance (EOM) collaborative meetings, reporting on and tracking progress for current and future capital projects and programs

Water Supply, Conservation, Power Production & Forecasting

Total water produced in August 2020 was 123.8 million gallons, up from 119.3 million gallons in July 2020, and up from 109.6 million gallons in August 2019. The average daily demand was 3.9 million gallons, with 23% coming from surface water and 77% from groundwater.

August stream flow requirements for Mammoth Creek were 7.2cfs. Actual flows averaged 7.3cfs, ranging from 6.2 to 9.0cfs. September flow requirements are 5.5cfs. As of September 1st Lake Mary has a balance of 413 acre feet, which is 68% of the District's surface water storage capacity.

August average daily wastewater flows were 1.48 mgd for a total of 45.7 million gallons for the month.

Financial Management

District water use revenue continues to be up compared to budget projections. This has partially off-set the temporary rate reduction provided to the community due to COVID-19 restrictions and associated financial hardship. This is compared to expenses which continue to track below budgeted amounts.

The Finance department continues to communicate with Raftelis Financial, Inc. with regards to completing a Wastewater Rate Study by the end of 2020.

Districts Contracts and Agreements

The District plans to sign, after review is complete, an agreement with the USGS for continued quarterly groundwater sampling and analysis and also development of a new groundwater monitoring well. The annual agreement has traditionally covered sharing of funding between the USGS and MCWD for groundwater monitoring and analysis related the CDIV project. This year's agreement also includes the cost for development of a new groundwater monitoring well in the Center Street area. Cost for water-quality sampling and analysis is \$95,100 and the cost of drilling a 750' deep monitoring well is estimated at \$352,686. The USGS anticipates contributing \$17,593, subject to availability of cooperative matching funds. The total cost to the District of \$430,193 was included in the District's amended and approved FY21 capital budget.

Other Departmental Activities

- The Engineering Department continues to support the many active and planned construction projects at the District and throughout the community. This includes work on two well projects, Well #32 and Laurel Pond Monitoring wells, as well as planned improvements to the WWTP sludge hauling and dewatering process.
- The Information Services Department (ISD) completed development of a new GIS backflow layer, provided maps in support of proposed Center Street monitoring well, and continues to support all departments as needed
- The Maintenance Department continues to meet their maintenance goals and requirements for the 2020 calendar year, in addition to a full construction schedule
- Operations Department staff continue to keep water and wastewater production in compliance with all regulations

Projects/Related

MCWD Water Discharge Requirements

The Lahontan Regional Water Quality Control Board's (LRWQCB) recently notified MCWD staff of their intent to review and update the District's Waste Discharge Requirements (WDRs) for effluent from the Wastewater

Treatment Plant. District staff are currently engaged with consultants and have responded to Lahontan's administrative draft WDR.

Geothermal/Groundwater Monitoring/Proposed CD IV Expansion Project

BLM staff have applied for special use permits from the USFS and are continuing to move forward with development efforts for two wells near Old Shady Rest Campground. BLM's expanded groundwater monitoring plan calls for the development of three monitoring wells, two near Old Shady Rest Campground and a third well in the Center Street area, just south of Main Street. To complete the monitoring plan, BLM staff requested the District's assistance in developing the third well near Center Street.

As a result of BLM's request for assistance with well development on Center Street, the District's Board approved a budget amendment to fund the Center Street monitoring well. The approved funding has allowed District staff to start working to secure a site for the well, which will put the Center Street well on a parallel development track with that of the two BLM wells.

ORMAT continues to report that they are planning to have CD IV on line by late 2021 or early 2022. The first two production wells are planned to be developed in the Shady Rest Park area off Sawmill Road. ORMAT has also provided the District with a signed Non-Disclosure Agreement (NDA). The agreement allows the District to view additional proprietary data from ORMAT providing a clearer picture of the groundwater aquifer system in our area.

The additional groundwater monitoring is a result of District staff's continued efforts working collaboratively with local agencies to maintain efforts to establish adequate groundwater monitoring for any notable effects from increased pumping as proposed by ORMAT's CD IV expansion project. BLM staff stated at the last GMRP meeting that, once completed, the additional monitoring wells will be added to the existing Groundwater Monitoring and Response Plan (GMRP), which is a requirement of the CD IV geothermal expansion project in Basalt Canyon. The additional monitoring and baseline data will allow for better monitoring for any notable departures from baseline pressure, temperature, and water chemistry. If notable departures from baseline data are detected it would trigger a data review and analysis led by the BLM in consultation with ORMAT, MCWD, USGS, USFS, and GBUAPCD. The next GMRP meeting is scheduled for November 2021.

Well 32

Construction and testing of the Well #32 exploratory borehole was completed in July. Work is now underway to develop the borehole as a production well for inclusion to the District's water distribution system. The decision was made to move forward with production well development after test results estimated production flows at 1,500 gpm and also showed good water quality. Drilling work will continue through this September with final work at the well site scheduled for spring/summer 2020.

USGS-Proposed Lease Extension

The USGS currently leases space from the District for office and computer space, communications equipment, and antennas. USGS staff has approached the District with a request to extend the existing lease for a period of two years. The two year lease extension would include a 3% increase in price to bring the annual lease amount in-line with current pricing. Moving forward the District will be working with the USGS to develop a longer term lease

agreement which would account for present operations and any identified additions.

The USGS has also expressed their desire to present to the Board at a later meeting, the benefits to the community of constructing a new communications tower on District property to upgrade their equipment and system reliability.

Tank T-6 Rehabilitation

Work on the rehabilitation of the District's surface water Clearwell, Tank T-6, is presently under way, with the project scheduled to be complete by the end of September 2020.

Lake Mary Dam USFS Hazard Analysis

In April 2020 the USFS presented MCWD staff with a new Dam Hazard Analysis for the Lake Mary Dam. The topic was then brought to the MCWD Board for discussion and direction at a Special Board meeting. Discussion revolved around potential District participation in a basin-wide study, USFS improvement project which would harden the Lake Mary Dam against a historic storm event and interim high flow mitigation measures. As a result of direction from the Board, staff reached out to the USFS regarding the benefits of installing a remotely operated gate at the Lake Mary outlet structure. This would replace the one remaining radial arm gate as a mitigation measure. Staff also communicated to the USFS that they would need to see a more shovel ready project before considering participation in a basin-wide study. Recently the USFS has responded to the District on a number of Lakes Basin items including the permit for District operations of the spillway equipment on Lake Mary Dam. The District is presently preparing a formal response to the USFS requests.

Stories in the Snow

Mammoth Community Water District Program Proposal



“Each snow crystal has a “story” – that is, the shape and size of each snow crystal provides insight into the atmospheric conditions in which it formed and tells us how much water it holds.”

Program Summary

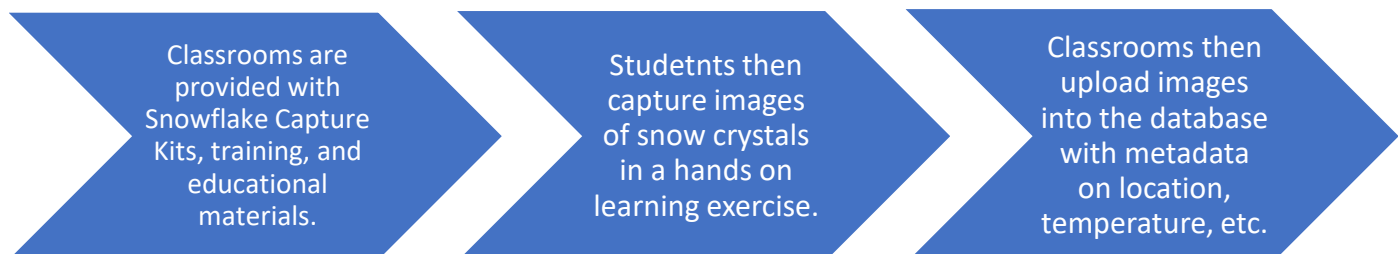
Stories in the snow calls upon citizens and local students to collect images of freshly fallen snow crystals so that researchers may learn more about real time atmospheric conditions which influence local water resources. To understand these meteorological conditions during storms scientists can use weather stations and advanced remote sensing techniques, but the need exists to obtain objective images of snow crystals to ground remote observations in reality and to enable further interpretation of snow crystal characteristics. For four winters Stories in the Snow has grown its community of active citizen scientists in the Truckee and Carson watersheds to generate snow crystal images for Desert Research Institute scientists. Many of these citizen scientists are students in local classrooms who are eager researchers in their own right. Each winter Stories in the Snow educators work with middle school and high school science teachers to teach a lesson on snow crystal formation, and proper use of the Stories in the Snow kits to capture up-close images of snow crystals.

This winter Stories in the Snow will be shifting to a virtual learning experience to address the unique needs of distance learning. To meet these demands our educators will work with teachers to get kits distributed and assist in teaching Stories in the Snow’s new four-part supplemental curriculum. This new supplemental curriculum is oriented towards middle school level students, but it is flexible enough to be geared towards a more technical high school audience. Furthermore, components of the Stories in the Snow lessons will be refined to address the unique hydrology and landscape of the Mammoth region to engage students in environmental science that is place based to their home town.

What is Citizen Science?

Citizen science invites community members to collaborate with professional scientists by participating in data collection and interpretation. Within the scope of Stories in the Snow researchers at Desert Research Institute have defined important questions to answer through the collection of ground-based snow crystal observations. Thus, in the Truckee and Carson basins educators and classrooms have been trained to be citizen scientists to assist in the collection of data for this process. Furthermore, through the experience, students will learn about important atmospheric and hydrologic science phenomena in the region.

How it Works



Benefits of This Program

This program will involve students across the region in real scientific research. It will improve their understanding of the weather and climate phenomena that affect us every day. Direct engagement in inquiry-based learning will open doors for STEM in the future, and we hope that this curiosity and engagement will also result in lifelong stewardship of the land and the important resources on which we depend.



Curriculum Guide for 6th Grade

by Haley Santos, Christopher King, & Ana Sofia Remis

Produced by the Desert Research Institute

Questions, updates, and more information at

www.dri.edu/stories-in-the-snow

We appreciate your feedback.



What to Know Before You Begin

Stories in the Snow is a citizen science project that harnesses the enthusiasm and potential of community members to fuel scientists' understanding of the atmospheric conditions.

The aim of this curriculum is to provide young scientists with hands-on activities to discover the science behind snow crystal formation. Each lesson builds on the last to get the students to their end goal, which is to be able to answer the question: how does a snow crystal get its shape? Along the way, students learn about the scientific method, the water cycle, and the properties of water.

This curriculum is made for middle school students, although sections of it have been presented to students as young as 10 and as old as 18.

We made this curriculum with technological and material limitations in mind, therefore all that is needed is a projector or screen, and a printer for worksheets. Activities that require other materials are optional and created with lowest possible cost in mind.

This curriculum requires the use of a journal or notebook in which students are prompted to respond thrice per lesson. Each of these responses can be used as an evaluation. In addition, lectures notes and vocabulary should be taken down in the science journal or notebook.

Educators can contact us for an educator rate discount on Stories in the Snow kits referenced in Lesson 1.

If you only have time for one lesson in your classroom, Lesson 1 summarizes the majority of the curriculum, albeit in a way that achieves more breadth than depth with any of the topics.

Lessons 2 through 4 build on concepts brought forth in Lesson 1 with much more depth.

Lesson 4 invites students to go out during a snow storm to capture local case studies. This activity can be done at any point during the curriculum when weather permits.

Pedagogy & Evaluation Opportunities

Our curriculum follows the 5E learning cycle developed by the Biological Sciences Curriculum Study.

Mapped to the 5es:

Engage: Primer

Explore: Journal Prompt

Explain: Lecture

Elaborate: Activity

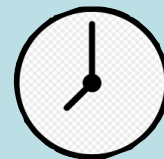
Evaluate: Closing Journal Prompt and/or Vocabulary Worksheet

The initial journal entry is written to engage the student in the lesson's material. Because this assignment occurs before the main body of the lecture or lesson, one way of evaluating the initial prompt is by giving participation points for satisfactory responses that show a student read and completed the pre-lesson primer before the start of the lesson.

The second journal entry serves as a post-activity reflection that allows teachers to gauge what stuck the most and address any incorrect info, while giving students a place to park further questions and notice.

The final student deliverable in each lesson is an evaluative activity, assignment or worksheet that challenges the students to apply the vocabulary and scientific concepts they've studied.

Lesson 1: Citizen Science



1 hour

Essential Question

What is citizen science, and how can I be an engaged citizen?

Top Takeaways

- SWBAT explain how humidity and temperature affect snowflake shape
- SWBAT submit relevant data to the Citizen Science Tahoe app
- SWBAT map the scientific method to historical experiments

Next Generation Science Standards

Life Science:

MS-LS2-3

Physical Science:

MS-PS1-1

MS-PS1-4

Earth and Space Sciences:

MS-ESS2-2

MS-ESS2-4

MS-ESS2-5

Crosscutting Concepts:

Scale, Proportion and Quantity

Cause and Effect

Energy and Matter

Materials

Lesson 1 Powerpoint

Stories in the Snow Kits, *or*

Macro Lenses & Felt Pads

Vocabulary

- Snow Flake
- Snow Crystal
- Supercooled Water
- Freezing Temperature
- Humidity
- Hexagon
- Aerosol
- Polarity
- Rime
- Crystal
- Lattice
- Graupel

Teacher Preparation

Review Lesson 1 Powerpoint Notes

Print out Lesson 1 Primer

Lesson 2: Water 101

Essential Questions

What is water made of?

What is the process of snow crystal formation?



1.5 hours

Top Takeaways

- SWBAT describe the different phases of water
- SWBAT describe the hydrogen bond in water molecules, the elements water is made up of, and the polarity that maintains the structure of the water molecule
- SWBAT describe the difference between a snowflake and a snow crystal
- SWBAT describe the process of crystal nucleation

Next Generation Science Standards

Physical Science:

MS-PS1-1

MS-PS1-2

MS-PS1-4

Crosscutting Concepts:

Scale, Proportion and Quantity

Cause and Effect

Structure and Function

Materials

Lesson 2 Powerpoint : Properties of Water

Lesson 2 Powerpoint: H₂O to Snow

Optional Activities:

Supercooled Water:

A freezer

Purified water

A timer

Crystallization:

Sugar, salt or borax

Water

String

Pipe cleaners

Pencils

Clear cups

Hot plate

Scissors

Teacher Preparation

- Review both Lesson 2 Powerpoint Notes
- Read background information

Vocabulary

- Hydrogen Bond
- Crystallization
- Crystal Nucleation
- Deposition
- Plasma (optional)
- Ionize (optional)

Lesson 3: Water as a System and a Resource

Essential Questions

What is the journey of water from starting point to your tap?
Why is snowpack important?



1 hour

Top Takeaways

- SWBAT describe the journey of water from cloud to ground to tap
- SWBAT describe orographic lift, air pressure systems, and cloud conditions

Next Generation Science Standards

Life Science:

MS-LS2-3

Earth and Space Sciences:

MS-ESS2-1

MS-ESS2-2

MS-ESS2-4

MS-ESS2-5

Crosscutting Concepts:

Cause and Effect

Energy and Matter

Stability and Change

Scale, Proportion and Quantity

Materials

Lesson 3 Movement of Water
PowerPoint

Optional Activity:

Quart clear plastic bags

Markers

Tape

Water

Blue food coloring

Vocabulary

- The Water Cycle
- Evaporation
- Condensation
- Precipitation
- Orographic Lift
- Rain Shadow
- Accumulation
- Reservoir
- Infiltration
- Surface & Sub-surface Runoff
- Hydrology
- Avalanche
- Drought

Teacher Preparation

- Review Lesson 3 Powerpoint Notes
- Read background information

Lesson 4: Morphology & Case Studies

Essential Questions

What is a morphology diagram?

What factors influence a snow crystal's shape?



30 min

Top Takeaway:

SWBAT discuss the development of Nakaya's snow crystal morphology diagram

SWBAT describe the different morphologies of snowflakes

SWBAT gather, analyze, and plot data

Next Generation Science Standards

Physical Science:

MS-PS1-1

Crosscutting Concepts:

Cause and Effect

Patterns

Structure and Function

Science and Engineering Practices:

Analyzing and Interpreting Data

Materials

Lesson 4 Primer

Vocabulary

- Morphology
- Case Study

Teacher Preparation

- Print or draw on board empty snowflake morphology diagram
- Print out example snowflake files
- Read background information

How to get started:

1. On your smartphone, search "Citizen Science Lake Tahoe" and download the App from either the Apple Store or Google Play.



2. Grab your kit. Explore the contents: a macro lens, a snow crystal capture card, and snow crystal ruler. Use the black felt side of the snow crystal capture card to catch freshly-fallen crystals. Try to catch the crystals directly onto the felt (don't pick them up from the ground, because they can change shape quickly).



3. Strap the lens onto your phone. To shoot a photo, it helps to rest the base of the cell phone against a steady surface, and hold the phone *so close* to the object that is nearly touching, and slowly pull the lens away until it is in focus.

4. When it is snowing, take close-up images of snow crystals. We want images of what you see, so don't worry about sending us only the most beautiful or intricate ones! (Although those are nice too). **Make sure location services are enabled while you are taking and uploading pics.**



3 easy rules:

1. Only take pictures of freshly-fallen crystals (not from the ground) with the ruler in the frame.
2. Have your location services on when you use the app.
3. Upload your photos immediately to the Citizen Science Tahoe app.

AGENDA ITEM

Subject: Discussion and Possible Approval of a Request to Refinance a Primary Loan under the Employee Home Purchase Assistance Program

Information Provided By: Jeff Beatty, Finance Manager

Background

In March of 2015, Matt Jaroslowski purchased a home in Mammoth Lakes using the District's Shared Value Employee Home Purchase Assistance (EHPA) program.

The EHPA policy requires any refinance of the primary loan be reviewed and approved by the Board to insure the District's financial interests are protected. If a refinance is done to withdraw cash from the equity in the home, the loan-to-value ratio increases and the District's security interest decreases.

Discussion

Mr. Jaroslowski is requesting the Board approve his request to refinance his primary loan to obtain a lower interest rate and a shorter loan term. The refinanced loan will be for the remaining principal balance of the original loan plus fees associated with the refinance with no additional cash withdrawn from the equity.

Financial Impact

There will be no financial impact to the District if this request to refinance is approved. Because the term and principle balance of the primary loan are reduced, the District's security interest in the property is improved.

Requested Action

Consider and approve Mr. Jaroslowski's request to refinance his primary loan to obtain a lower interest rate.

AGENDA ITEM

Subject: Discussion and Possible Approval of a Lease Extension with the USGS

Information Provided By: Mark Busby, General Manager

Background

Since June 1999, Mammoth Community Water District has had a lease with the USGS for use of office space and areas which allow for the placement of equipment used by USGS to support their on-going volcanic and seismic hazards monitoring program for the Long Valley Caldera area. The original lease expired in June of 2009, and was renewed with a termination date of June 30, 2020.

Discussion

The USGS and the District desire to continue the positive and cooperative arrangement that the parties have had for the past 21 years. The District and USGS are working on an updated longer term lease, but in the meantime a short-form, two year lease extension is proposed to prevent any disruption to daily activities.

The annual rent over the past eleven years has been set at \$9,841.44, paid in monthly installments of \$820.21. The proposed supplemental lease agreement reflects an increase to \$10,200 annually or \$850 per month.

Attached to this Agenda Item is the supplemental lease agreement as well as the lease that was executed in 2009.

Fiscal Impact

If the extension is approved, the District will realize \$20,400 in total revenue over the term of the lease.

Requested Action

Staff recommends approval of the two year lease extension of the USGS lease to help support an important long-term federal scientific and public safety service to the Mammoth area.

GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS SERVICE

SUPPLEMENTAL LEASE AGREEMENT

SUPPLEMENTAL AGREEMENT

DATE

NO. 1

09/4/2020

TO LEASE NO.

GS- SF-2-USGS-MP-453

ADDRESS OF PREMISES

1315 Meridian Blvd., Mammoth Lakes, CA 93546, Tower Facility Coordinates: Lat. 37-38-30N- Long. 118-56-44.5 W

THIS AGREEMENT, made and entered into this date and between

Mammoth Community Water District, (hereinafter called the "Lessor")

whose address is

1315 Meridian Blvd., Mammoth Lakes, CA 93546,

and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above

lease executed on 7/1/2009, SF-2-USGS-MP-453 paragraph 2 and paragraph 4.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said

Lease is amended, effective September 4, 2020, as follows:

2. TO HAVE AND TO HOLD the Premises with their appurtenances for the term beginning July 1, 2020 through June 30, 2022 subject to 120-day termination rights by providing written notice after July 1, 2021.

4. RENTAL AMOUNT. The Government shall pay the Lessor annual rent in the amount of \$10,200 at the rate of \$850 per month payable in arrears. The Lessor shall furnish to the Government, as part of the rental consideration, electricity for the operation of approved equipment as stated in the lease.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the above date.

LESSOR

BY

IN PRESENCE OF

(Signature)

(Title)

(Signature)

(Address)

UNITED STATES OF AMERICA

BY

(Signature)

(Official Title)

U.S. GOVERNMENT LEASE FOR REAL PROPERTY

DATE OF LEASE

July 1, 2009

LEASE NO. MP-453

THIS LEASE, made and entered into this first day of July, 2009, by and between the Mammoth Community Water District, a California Special District (hereinafter called the "Lessor"), whose address is 1315 Meridian Blvd., Mammoth Lakes CA, and whose interest in the property hereinafter described is that of a leasehold, and by the authority of 41 C.F.R. § 101-18.104-2, the UNITED STATES OF AMERICA, acting by and through a duly authorized official of the United States Geological Survey (hereinafter called the "Government"), whose address is 3020 State University Drive East, Suite 4005, Sacramento, CA 95819:

WITNESSETH: The parties, hereto for the consideration hereinafter mentioned, covenant and agree as follows:

1. The Lessor hereby leases to the Government the following described premises (hereinafter referred to as the "Site"),

ANTENNA FACILITY INFORMATION:

Site Name: Mammoth Water District Relay
Address and/or location of Antenna Facility: 1315 Meridian Blvd., Mammoth Lakes, CA 93546
Tower Facility Coordinates: Lat. 37° 38' 30" N – Long. 118° 56' 44.5" W

And upon which the Government may transmit and receive frequencies as described in **Exhibit A**, attached hereto and made a part of this lease. All other permitted uses of the Site including the Government's approved equipment, and the licensed space are further described in Exhibits A attached hereto and made a part of this lease.

2. **TO HAVE AND TO HOLD** the Premises with their appurtenances for the term beginning July 1, 2009 through September 30, 2010 from year to year thereafter, but not beyond eleven (11) years from the start of this lease, subject to any termination rights as may be hereinafter set forth.

3. **RENT/EFT.** Rent shall be paid monthly in arrears by electronic funds transfer and shall be made payable to: Mammoth Community Water District, 1315 Meridian Blvd., Mammoth Lakes, CA 93546. All rents are subject to Congress granting annual appropriations.

4. **RENTAL AMOUNT.** The Government shall pay the Lessor annual rent in the amount of \$9,841.44 at the rate of \$820.21 per month payable in arrears. The Lessor shall furnish to the Government, as part of the rental consideration, electricity for the operation of approved equipment.

5. **NOTICE & EMERGENCY CONTACTS:**

- Government's local emergency contact (name and number): Dave Croker – (650) 329-4697 or (650) 465-4334
- Lessor's local emergency contact: 760-934-2596 on-call staff.
- Notices to Government shall be sent to Matt Correa, USGS Facilities and Space Management, 3020 State University Drive East, Suite 4005, Sacramento, CA 95819
- Notices to Lessor shall be sent to the attention of General Manager, 1315 Meridian Blvd., Mammoth Lakes, CA 93546
- Lessor's Remittance Address: Mammoth Community Water District, 1315 Meridian Blvd., Mammoth Lakes, CA 93546

Notices to be sent by certified, registered, express, or overnight mail or other comparable service, or delivered by hand. Date of notice shall be computed commencing with the day after the date of mailing

6. **TERMINATION.**

A. **Without Cause.** This Lease may be terminated for any reason, without cause, at the discretion of the Government or Lessor upon one (1) year written notice. No rent shall accrue after the effective date of termination.

B. **For Cause.** The Government may also terminate this Lease upon default by Lessor by giving at least thirty (30) days notice in writing to the Lessor and no rental shall accrue after the effective date of termination for cause and/or if Lessor defaults.

7. **ANTI-DEFICIENCY ACT.** The Government's obligation to pay rent or any other charge under this Lease is contingent upon the appropriation of funds for the purposes of this Lease and is further contingent upon the availability of funds from which payment for rent or other charges under this Lease can be made.

8. **INGRESS/EGRESS.** Lessor hereby grants to the Government, its contractors, agents and other duly assigned personnel, the right of ingress and egress (both vehicular and pedestrian), necessary or convenient for the installation, use, maintenance, repair, operation, and replacement of government owned communication equipment across Lessor's property.

9. **GOVERNMENT INSPECTION.** The Government reserves the right, at any time after the Lease is signed and during the term of the lease, to inspect the Premises and all other areas of the building to which access is necessary to ensure a safe and healthy work environment

for the Government tenants and the Lessor's performance under this Lease.

10. **ANTENNA AND EQUIPMENT INSTALLATION AND OPERATION.** The Government shall have the right during the term of this Lease to install, operate, maintain, repair, and replace upon the Premises, including but not limited to any tower or other improvement presently existing or to be constructed upon the Premises, the equipment identified in Exhibit A, and any equipment or infrastructure necessary for, or related or ancillary to, the operation, performance, and maintenance of the equipment identified in Exhibit A (said antenna or antennas, equipment and infrastructure hereinafter called, collectively, the "Antenna System"). The Government is solely responsible for all costs connected with the installation and maintenance of the Antenna System. The Antenna System shall remain the property of the Government and may be removed or otherwise disposed of by the Government. Upon termination of this Lease, the Lessor shall permit the Government all reasonable access to the Premises for the purposes of removing or otherwise disposing of the Antenna System or any part thereof, and the Government shall conduct its removal of the Antenna System or any part thereof in a reasonable and safe manner and within a reasonable period of time, in accordance with all Federal, state, and local law.

11. **FOLIAGE CLEARANCE/DEBRIS REMOVAL.** The Government may periodically trim and remove foliage and debris from the premises and from all other areas under the Lessor's control, access to which is necessary to accomplish the purpose of ingress and egress to the premises, and to ensure the operational performance of the Antenna System.

12. **DESTRUCTION OF SPACE.** If the Leased area is partially or totally destroyed or damaged by fire or other casualty so that the Leased space is untenable ("Destruction of Space"), as determined by the Government, and the Lessor elects to rebuild or restore the leased area then government will have the opportunity to reestablish the antenna system to the said premises under the existing terms of this lease. During the period in which Lessor is rebuilding or restoring the leased area, no Lease charge is to be incurred by the Government. Any such payments, by the Government to the Lessor will be promptly returned to the agency listed in section 5.

In the event of Destruction of Space, either party may also elect to terminate this lease by providing the other party with fifteen (15) days written notice of such termination.

This paragraph 12 replaces the clause 552.270-7 (Fire and Casualty Damage) in the General Clauses which are attached to this Lease and made a part hereof.

13. **EMERGENCY BACKUP ON DESTRUCTION.** If the leased area is partially or totally destroyed or damaged by fire or other casualty so that the Leased space is untenable, as determined by the Government, Government may provide contingent communications equipment within 24 hours of the destruction. Notwithstanding the foregoing, Government shall at all times comply with the requirements of Section 14 herein.

14. **INTERFERENCE.** A. Non-Interference by Government. The Government agrees to install and operate its antenna facility in a manner that does not cause RF Interference with the operations of any current tenant of the Lessor. B. Non-Interference by Lessor. Lessor agrees that the Lessor and Lessor's customers' use of the premises whose equipment is installed or modified subsequent to the Government's then-current operation of the Government's approved equipment thereon ("Subsequent Use") shall not interfere with the Government's then-current permitted operations. In the event that the Government experiences interference caused by any Subsequent Use, the Government shall notify Lessor in writing of such interference and Lessor shall, or shall cause the operator of the interfering Subsequent Use to power down its equipment and/or cease operations in order to correct and eliminate such interference within seventy-two (72) hours after Lessor's receipt of such notice. If such Subsequent Use is unable to operate without causing such interference, or if such interference is not reduced to a level acceptable to the Government, within a period of thirty (30) days (provided that during such 30 day period the Subsequent Use may be operated intermittently during off-peak hours for testing purposes only), Lessor shall cause such Subsequent Use to cease operations until the interference can be corrected or eliminated.

15. **LIABILITY.** The Government agrees to cooperate, to the extent allowed by law, in the submission of claims pursuant to the Federal Torts Claims Act (28 USC 2671 et seq.) against the United States for personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Lease.

16. **INSURANCE.** The Government is a self-insured entity.

17. **TAXES AND ASSESSMENTS.** The Government is not responsible or liable for any real property or personal property taxes, personal taxes, or assessments levied or assessed upon or against the Premises.

18. **CHANGE OF OWNERSHIP NOTIFICATION.** The Lessor will notify the Government within thirty (30) days of any transfer of ownership of the described property; or change in payment mailing address.

19. **SEVERABILITY.** If any term or provision of this Lease is held invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each term and/or provision hereof shall be valid and enforced to the fullest extent permitted by law.

20. **ATTACHMENTS.** The following are attached and made a part hereof:

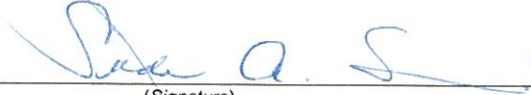
- a. General Clauses, GSA Form 3517
- b. Representations and Certifications
- c. Exhibit A, List of Approved Equipment and location of the Licensed Space

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.


LESSOR

BY  _____ (Signature) _____ (Signature)

IN PRESENCE OF:

 _____ 1315 Mindem Blvd., Mammoth Lakes, CA
(Signature) (Address)

UNITED STATES OF AMERICA UNITED STATES GEOLOGICAL SURVEY

BY  USGS _____ Leasing Contracting Officer
(Signature) (Official title)

STANDARD FORM 2
FEBRUARY 1965 EDITION

**GENERAL CLAUSES
(Simplified Leases)**

(Acquisition of Leasehold Interests in Real Property for Leases Up to \$100,000 Net Annual Rent)

1. The Government reserves the right, at any time after the lease is signed and during the term of the lease, to inspect the leased premises and all other areas of the building to which access is necessary to ensure a safe and healthy work environment for the Government tenants and the Lessor's performance under this lease.
2. If the building is partially or totally destroyed or damaged by fire or other casualty so that the leased space is untenable as determined by the Government, the Government may terminate the lease upon 15 calendar days written notice to the Lessor and no further rental will be due.
3. The Lessor shall maintain the demised premises, including the building, building systems, and all equipment, fixtures, and appurtenances furnished by the Lessor under this lease, in good repair and tenantable condition. Upon request of the Contracting Officer, the Lessor shall provide written documentation that building systems have been maintained, tested, and are operational.
4. In the event the Lessor fails to perform any service, to provide any item, or meet any requirement of this lease, the Government may perform the service, provide the item, or meet the requirement, either directly or through a contract. The Government may deduct any costs incurred for the service or item, including administrative costs, from rental payments.
5. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (VARIATION) (DEC 2003)
This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or the full text may be found as GSA Form 3517C at <http://www.gsa.gov/leasingform>.
6. The following clauses are incorporated by reference:
 - GSAR 552-203-5 COVENANT AGAINST CONTINGENT FEES (FEB 1990)
(Applicable to leases over \$100,000.)
 - GSAR 552-203-70 PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (SEP 1999)
(Applicable to leases over \$100,000.)
 - FAR 52.204-7 CENTRAL CONTRACTOR REGISTRATION (OCT 2003) (VARIATION)
 - FAR 52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN
SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED,
OR PROPOSED FOR DEBARMENT (JAN 2005)
(Applicable to leases over \$25,000.)
 - FAR 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JUL 2005)
(Applicable to leases over \$500,000.)
 - FAR 52.219-16 LIQUIDATED DAMAGES—SUBCONTRACTING PLAN (JAN 1999)
(Applicable to leases over \$500,000.)
 - GSAR 552.219-72 PREPARATION, SUBMISSION, AND NEGOTIATION OF
SUBCONTRACTING PLANS (JUN 2005)
(Applicable to leases over \$500,000 if solicitation requires submission of the
subcontracting plan with initial offers.)
 - GSAR 552.219-73 GOALS FOR SUBCONTRACTING PLAN (JUN 2005)
(Applicable to leases over \$500,000 if solicitation does not require
submission of the subcontracting plan with initial offers.)

INITIALS:


LESSOR

&


GOVERNMENT

- FAR 52.222-26 EQUAL OPPORTUNITY (APR 2002)
(Applicable to leases over \$10,000.)
- FAR 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)
(Applicable to leases over \$10,000.)
- FAR 52.222-35 EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS
OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (DEC 2001)
(Applicable to leases over \$25,000.)
- FAR 52.222-36 AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (JUN 1998)
(Applicable to leases over \$10,000.)
- FAR 52.222-37 EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS,
VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
(DEC 2001)
(Applicable to leases over \$25,000.)
- FAR 52.232-23 ASSIGNMENT OF CLAIMS (SEP 1999)
(Applicable to leases over \$2,500.)
- GSAR 552.232-75 PROMPT PAYMENT (SEP 1999)
- GSAR 552.232-76 ELECTRONIC FUNDS TRANSFER PAYMENT (MAR 2000) (VARIATION)
- FAR 52.233-1 DISPUTES (JUL 2002)
- FAR 52.215-10 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA (OCT 1997)
(Applicable when cost or pricing data are required for work or services over
\$500,000.)
- FAR 52.215-12 SUBCONTRACTOR COST OR PRICING DATA (OCT 1997)
(Applicable when the clause at FAR 52.215-10 is applicable.)

The information collection requirements contained in this solicitation/contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

INITIALS:  & 
LESSOR GOVERNMENT

REPRESENTATIONS AND CERTIFICATIONS (Short Form) (Simplified Acquisition of Leasehold Interests in Real Property for Leases Up to \$100,000 Annual Rent)	Solicitation Number	Dated
---	---------------------	-------

Complete appropriate boxes, sign the form, and attach to offer.

The Offeror makes the following Representations and Certifications. NOTE: The "Offeror," as used on this form, is the owner of the property offered, not an individual or agent representing the owner.

1. SMALL BUSINESS REPRESENTATION (JAN 2007)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 531190.
- (2) The small business size standard is \$19.0 Million in annual average gross revenue of the concern for the last 3 fiscal years.
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) *Representations.*
- (1) The Offeror represents as part of its offer that it is, is not a small business concern.
- (2) *[Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The Offeror represents, for general statistical purposes, that it is, is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) *[Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The Offeror represents as part of its offer that it is, is not a women-owned small business concern.
- (4) *[Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The Offeror represents as part of its offer that it is, is not a veteran-owned small business concern.
- (5) *[Complete only if the Offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.]* The Offeror represents as part of its offer that it is, is not a service-disabled veteran-owned small business concern.
- (6) *[Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The Offeror represents, as part of its offer, that—
- (i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and
- (ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The Offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

INITIALS:


LESSOR


&
GOVERNMENT

2. 52.222-22 - PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

(Applicable to leases over \$10,000.)

The Offeror represents that—

- (a) It has, has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation;
- (b) It has, has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards. (Approved by OMB under Control Number 1215-0072.)

3. 52.222-25 - AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

(Applicable to leases over \$10,000 and which include the clause at FAR 52.222-26, Equal Opportunity.)

The Offeror represents that—

- (a) It has developed and has on file, has not developed and does not have on file, at each establishment affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or
- (b) It has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor. (Approved by OMB under Control Number 1215-0072.)

4. 52.203-11 - CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEP 2005)

(Applicable to leases over \$100,000.)

- (a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- (b) The Offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989, —
 - (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract;
 - (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
 - (3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
- (c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

INITIALS:

TRR & Mam 1565
LESSOR GOVERNMENT

5. 52.204-3 - TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All Offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the Offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the Offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the Offeror's TIN.

(d) Taxpayer Identification Number (TIN).

- TIN: _____
- TIN has been applied for.
- TIN is not required because:
- Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of the Federal government;

(e) Type of organization.

- Sole proprietorship;
- Partnership;
- Corporate entity (not tax-exempt);
- Government entity (Federal, State, or local);
- Foreign government;
- International organization per 26 CFR 1.6049-4;
- Corporate entity (tax-exempt);
- Other _____

(f) Common Parent.

- Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.
- Name and TIN of common parent:

Name _____

TIN _____

6. 52.204-6 – Data Universal Numbering System (DUNS) Number (OCT 2003)

(a) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS number or "DUNS+4" that identifies the Offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Offeror to

INITIALS: TRB & WJ 1565
LESSOR GOVERNMENT

establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same parent concern.

- (b) If the Offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.
- (1) An Offeror may obtain a DUNS number—
- (i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or
 - (ii) If located outside the United States, by contacting the local Dun and Bradstreet office.
- (2) The Offeror should be prepared to provide the following information:
- (i) Company legal business name.
 - (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
 - (iii) Company physical street address, city, state and zip code.
 - (iv) Company mailing address, city, state and zip code (if separate from physical).
 - (v) Company telephone number.
 - (vi) Date the company was started.
 - (vii) Number of employees at your location.
 - (viii) Chief executive officer/key manager.
 - (ix) Line of business (industry).
 - (x) Company Headquarters name and address (reporting relationship within your entity).

7. DUNS NUMBER (JUN 2004)


Notwithstanding the above instructions, in addition to inserting the DUNS Number on the offer cover page, the Offeror shall also provide its DUNS Number as part of this submission:

DUNS # _____

8. CENTRAL CONTRACTOR REGISTRATION (JAN 2007)

The Central Contractor Registration (CCR) System is a centrally located, searchable database which assists in the development, maintenance, and provision of sources for future procurements. The Offeror must be registered in the CCR prior to lease award. The Offeror shall register via the Internet at <http://www.ccr.gov>. To remain active, the Offeror/Lessor is required to update or renew its registration annually.

- Registration Active and Copy Attached
- Will Activate Registration and Submit Copy to the Government Prior to Award

OFFEROR OR AUTHORIZED REPRESENTATIVE	NAME, ADDRESS (INCLUDING ZIP CODE)	TELEPHONE NUMBER
	NAME MAMMOTH COMMUNITY WATER DISTRICT STREET 1315 MERIDIAN BLVD CITY, STATE, ZIP MAMMOTH LAKES, CA 93546  _____ Signature	760-934-2596 2/09/11 _____ Date

INITIALS:  & 
 LESSOR GOVERNMENT

EXHIBIT A

Exhibit A: Mammoth Community Water District USGS Equipment and Annual Rent for Lease MP-453

Location: 1315 Meridian Blvd., Mammoth Lakes, CA 93546

Quantity	Space Description	\$/sf	Totals \$/yr	Notes
23	Antennas, solar panels, receivers & spares	na	\$ 1,600	Antennas
-	Operating Costs	na	\$ 200	Equipment utilities
243	Rack & Equip Area -sf	\$ 24.00	\$ 5,839	Rack & Equip Area
-	Operating Costs	\$ 7.00	\$ 1,703	gross lease -utilities, o&m, janitorial, taxes
-	USGS Field Crew Site Access	na	\$ 500	
			\$ 9,841.40	Annual Market Rate
			\$ 820.12	Monthly Rate

Site Requirements	Antenna (# each)	Rack & Equip Area (sf)
Location A –Water District Main Building (USGS Earthquake Hazards)		
One (1) 30' tall communications tower*		
Nine (9) yagi antennas	9	
1 solar panel (For purpose of this lease, solar panel is described as an antenna)	1	
120V AC power		
Battery backup		1.0
Routing for associated data cabling (*tower was installed by and is owned by the Mammoth Community Water District)		
Location B – Engineering Building Room 212 (USGS Volcano/Earthquake Hazards)		
Data acquisition and routing room ~ 44.3 ft ²		44.3
Two (2) equipment racks & associated cabling		
120VAC Power & Emergency Power		
Equipment storage		
Supporting equipment Area ~ 121 ft ²		121.0
Data area ~ 15 ft ²		15.0
Instrument monitors & equipment		
AC power		
Electric Room		
Dmark for T1 line & associated cabling routing		1.0
RoofTop		
One (1) GPS antenna and associated cabling	1	
Location C- Laboratory Building on Rooftop (USGS Volcano Hazards)		
Seven (7) yagi antennas	7	
Three (3) flat panel antennas	3	
One (1) GPS antenna*	1	
One (1) spare antenna connection*	1	
Routing for associated cabling (*For purpose of this lease, the spare antenna connection is described as an antenna)		
Location D – Laboratory Second Floor Room (USGS Volcano Hazards)		
One Rack, Instrument Monitors, Equip Storage, cabling routing ~ 60 ft ²		60.0
AC Power & Emergency Power		
Location E - Laboratory Dmark and Cable Routing (USGS Volcano Hazards)		
Dmark for T1 line & associated cabling routing		1.0
Totals	23	243.3

Additional Requirements:

Access to site/staging area for USGS Field Crews & Government Vehicles
(Locations B and D are often used for staging area before crews head to field)

Additional Comments:

Approximate Average Number of Field Crew Visits per month
(Varies greatly -- increased visits during summer field season and fewer visits during winter)

AGENDA ITEM

Subject: Discussion and Possible Approval of Updating the Records Retention and Disposal Schedules

Information Provided By: Stephanie Hake, Executive Assistant

Background

The Mammoth Community Water District (MCWD) contracted with Gladwell Governmental Services, Inc., to review and update the District's records retention schedules in 2018. The Board adopted the schedules through Resolution No. 06-21-18-14.

Discussion

It is the District's goal to periodically review and update the records retention schedules to maintain compliance with law and technology and how it applies to the management of MCWD's records.

Earlier this year the District again contacted with Gladwell Governmental Services, Inc. to review and update the schedules. Revisions were provided to staff in a 'track changes' format, and are included as an attachment.

The proposed revisions have been reviewed and approved by the District's legal counsel.

Fiscal Impact

None

Requested Action

Staff requests that the Board of Directors approve the updated Records Retention Schedules.

RECORDS RETENTION SCHEDULE: CONSERVATION

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
CONSERVATION									
Conservation	CONS-001	Conservation / Rebate Database	Indefinite		Indefinite	Yes	Mag, Ppr		Data Fields / Records are interrelated; GC §60201
Conservation	CONS-002	Data Disclosure Forms (Authorization for Third Parties to access data for high usage / leak / violation data)	Upon Expiration or Rescission by Customer		Upon Expiration or Rescission by Customer		Mag, Ppr		Department preference; GC §60201
Conservation	CONS-003	Indoor/Outdoor Incentive Program: Application Denied	5 years		5 years		Mag, Ppr		Department preference; GC §60201
Conservation	CONS-004	Indoor/Outdoor Incentive Program: Application, Payment Request, & Receipts.	5 years		5 years		Mag, Ppr		Department preference; GC §60201
Conservation	CONS-005	Irrigation Account Letters: Maximum Applied Water Allowances	5 years		5 years		Mag, Ppr		Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Conservation	CONS-006	Urban Water Management Plans (UWMP)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §60201
Conservation	CONS-007	Violation Database	Indefinite		Indefinite	Yes	Mag, Ppr		Data Fields / Records are interrelated; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
DISTRICT-WIDE (Used by All Departments)										
Finance / Accounts Payable	DW-001	Accounts Payable (Invoices, Petty Cash, Travel Expense Reimbursements, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Paid	Mag, Ppr			Also see Grants. copies; GC §60200
District Secretary	DW-002	Agendas, Agenda Packets Board of Directors, Subcommittees (Technical Services, Finance)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Ppr			copies; GC §60200
District Secretary	DW-003	Agreements & Contracts (ALL, Except for Employee Loans or General Manager's Contract)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Ppr			Send all originals to the District Secretary; GC §60200
Lead Department	DW-004	Agreements & Contracts - ALL: ADMINISTRATIVE RECORDS (Correspondence, project schedules, copies of invoices, backup, insurance certificates etc.) Also see grant retention, if applicable.	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201
Lead Department	DW-005	Agreements & Contracts: Unsuccessful bids	Bid Opening + 2 years		Bid Opening + 2 years		Mag, Ppr			Special Districts are required to keep public works unaccepted bids for 2 years; GC §60201(d)(11)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	DW-006	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records; GC §60201 et seq.
	DW-007	Bids: See Agreements						Mag, Ppr		
	DW-008	Brochures: See Reference Materials						Mag, Ppr		
Finance	DW-009	Budgets - Finals, Drafts, Reports, Worksheets	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year		Mag, Ppr		GC §§60200, 53901
Personnel Services / Risk Manage.	DW-010	Claims / Litigation	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Settlement		Mag, Ppr		GC §§60200, 60201 et seq.
Lead Dept.	DW-011	Clippings / Newspaper Clippings	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records; GC §60201 et seq.
Lead Dept.	DW-012	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records
	DW-013	Contracts: See Agreements						Mag, Ppr		
	DW-014	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	DW-015	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Ppr			District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-016	Correspondence - Routine <small>(e .g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. Does NOT include Regulatory Agency Correspondence)</small>	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the District's Original Document	DW-017	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media posting, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period, If not mentioned here, consult the District's Legal Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-018	Credit Card Slips (Signed by Employees)	5 years		5 years			Mag, Ppr		For auditing purposes; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-019	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254
Lead Dept.	DW-020	Grants (SUCCESSFUL - all records, including FEMA claims, OES Claims)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr		District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333;221 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-021	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		2 years			Mag, Ppr		Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-022	Index to Inactive Records / Records Stored in Records Center / Inventory of Records in Records Center	Indefinite		Indefinite			Mag, Ppr		Department Preference; GC §60201
	DW-023	Invoices - see Accounts Payable						Mag, Ppr		
District Secretary	DW-024	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes		Mag, Ppr		GC §60201
Personnel Services	DW-025	Personnel Files - Department-level Supervisor's Notes	After Performance Evaluation or Documented Discipline		After Performance Evaluation or Documented Discipline	Before Separation		Mag, Ppr		Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 60201
Lead Dept.	DW-026	Photographs	When No Longer Required		When No Longer Required			Mag, Ppr		GC §60201
	DW-027	Policies & Procedures - See Reference Manuals						Mag, Ppr		
Lead Dept.	DW-028	Public Relations / Press Releases	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §60201
District Secretary	DW-029	Records Destruction Lists	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies; GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Authoring Dept.	DW-030	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters	When No Longer Required		When No Longer Required			Mag, Ppr		Documents of historical significance should be retained longer; GC §60201
Lead Dept.	DW-031	Reports and Studies - White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	Minimum 2 years		Minimum 2 years			Mag, Ppr		GC §60201
District Secretary	DW-032	Resolutions	Copies - When No Longer Required		Copies - When No Longer Required	Yes, depending upon subject		Mag, Ppr		copies; GC §60200
Lead Dept.	DW-033	Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	2 years		2 years			Mag, Ppr		GC §§60200, 60201
Finance / Payroll	DW-034	Time Cards / Time Sheets	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ENGINEERING										
Engineering	EN-001	Aerials	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	EN-002	Annexations / Boundary Changes Index, Maps, Documents	P		P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-003	Comment Letters: No Comment, Non-Interference Letters to City or County for their proposed projects	20 years		20 years		Mag, Ppr			Department preference; GC §60201
Lead Dept.	EN-004	Correspondence with Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Engineering	EN-005	Easements, Rights of Way, & Recorded Grant Deeds	While active	P	P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §60201
Engineering	EN-006	Inspection Reports	While active	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Engineering	EN-007	Plans, Reports & Studies (EIRs, Fishery Reports, Groundwater Management Plan, Groundwater Quality, Surface Water Quality, etc.)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Engineering	EN-008	Projects (CIP or Private Development): Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	No	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-009	Projects (CIP or Private Development): Permanent File / Permits Agreements / Contracts (copies), Bid Package (Winning), Change Orders, Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Operations & Maintenance Manuals, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD, except for Easements & As-Builts	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-010	Projects (CIP or Private Development): Administration - 10 year file Project Administration, Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Bid Bonds (returned), Bond Copies of Drawings, Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, NPDES, Permits (Construction & Street Opening), Project Schedules, Requests for Information, Stop Notices - Claims, CCTV	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201
Engineering	EN-011	Projects (CIP or Private Development): Unsuccessful Proposals	20 years		20 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	GC §60201 et seq.
District Secretary	EN-012	Real Estate Acquisition or Sale: Deeds, Easements, Rights of Way, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-013	Real Estate Appraisal Reports ALL (Whether Purchased or Not)	Minimum 5 years		Minimum 5 years	Yes: Before Purchase	Mag, Ppr			Department preference (not accessible to the public until close of escrow); USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §§60201, 6254(h)
Engineering	EN-014	Sewer Improvement Districts / Assessment Districts / CFDs	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-015	Studies / Technical Studies / Meter Replacement Advance Studies	5 years		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Engineering	EN-016	Tracts / Subdivisions / Parcel Maps / Tentative Tracts (may contain drawings of our easements)	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Tracts maintained by appropriate County and/or City); GC §60201
Engineering	EN-017	Wastewater Special Studies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference to comply with NPDES regulations; 40 CFR §§122.21, 122.41; GC §60201 et seq.
Engineering	EN-018	Water Master Plans	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (updated every 5 years); GC §60201 et seq.
Engineering	EN-019	Well Extraction Verifications	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-020	Will-Serve Letters / Availability Letters	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
PERMITS										
Engineering / Permits	EN-021	Construction Permits	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-022	Customer Service / Changes to System or Meters / Mechanical Meters - ALL FINAL RECORDS	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-023	Customer Service / Permit Database	Indefinite		Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE ADMINISTRATION / GENERAL ACCOUNTING										
Finance / General Accounting	FN-001	Audit Annual Reports / Audited Financial Statements / Audit Reports	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; GC §60201 et seq.
Finance / General Accounting	FN-002	Audits - Single Audits	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-003	Bank Statements / Checking Account Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-004	Bond Registers	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq., 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / General Accounting	FN-005	Bonds / Certificates of Participation / Transcripts / Disclosure Reports	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-006	Bonds Issue Records	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-007	Budgets: Adopted	5 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / General Accounting	FN-008	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; Preliminary drafts; GC §60200
Finance / General Accounting	FN-009	Cash Drawer Reconciliation	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-010	Financial Reports: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Billing Registers for New Financial System, Edit Lists, (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required		Mag, Ppr			Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-011	Financial System Database / ERP Database	Indefinite		Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Finance / General Accounting	FN-012	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years		Mag, Ppr		Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §60201, CCP §337
Finance / General Accounting	FN-013	Fund Transfers / Wire Transfers / Adjustments	2 years	3 years	5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-014	Inventory Reports	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary drafts (the Financial Database is the original); GC §60200
Finance / General Accounting	FN-015	Investment Files / Portfolio Manager Statements / Cal Trust / LAIF (Local Agency Investment Fund)	2 years	3 years	5 years	Yes: Until Maturity	Mag, Ppr		Department Preference; GC §60201
Finance / General Accounting	FN-016	Journal Vouchers / Journal Entries	2 years	3 years	5 years		Mag, Ppr		Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §60201, CCP §337
Finance / General Accounting	FN-017	Loans to the District - USDA, etc.	Loan Payoff + 5 years		Loan Payoff + 5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-018	State Reports: State Controllers Report / Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	2 years	3 years	5 years		Mag, Ppr		District Preference; Meets auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ACCOUNTS PAYABLE										
Finance / Accounts Payable	FN-019	1099's 1096's, W-9s	2 years	5 years	7 years			Mag, Ppr		IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12)
Finance / Accounts Payable	FN-020	Accounts Payable Source Records / Invoices & Receivers / Credit Card Statements ALL	2 years	5 years	7 years	Yes: Until Paid		Mag, Ppr		Meets municipal government auditing standards; Sewage Sludge is required for 5 years; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable	FN-021	Check Copies / Cancelled Checks	2 years	5 years	7 years			Mag, Ppr		May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounts Payable	FN-022	Check Register	When No Longer Required		When No Longer Required			Mag, Ppr		The Financial Database is the original; Reports can be recreated on demand and are considered a copy or preliminary draft; GC §60201
Finance / Accounts Payable	FN-023	Customer Refunds & Backup	2 years	5 years	7 years			Mag, Ppr		District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ACCOUNTS RECEIVABLE / CUSTOMER SERVICE										
Finance / Accounts Receivable & Customer Service	FN-024	Assessor Tax Roll (unpaid balances)	5 years		5 years			Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §60201 et seq.
Finance / Accounts Receivable & Customer Service	FN-025	Bankruptcies (Where District does NOT pursue a claim)	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-026	Bankruptcies (Where District DOES pursue a claim)	10 years		10 years			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-027	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions			Mag, Ppr		These are bank instruments, and not District records; per bank agreement.
Finance / Accounts Receivable & Customer Service	FN-028	Customer Correspondence, Appeals, etc. (letters from and to customers)	2 years	3 years	5 years			Mag, Ppr		Department preference (Clean Water Act actions are 5 years); GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-029	Customer Invoices / Customer Billing Database	Indefinite		Indefinite	Yes	Mag, Ppr			Data Fields / Records are interrelated; GC §60201
Finance / Accounts Receivable & Customer Service	FN-030	Direct Payment Applications / copies of voided checks	2 years		2 years		Mag, Ppr			Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-031	Liens	10 years		10 years		Mag, Ppr			Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b),
Finance / Accounts Receivable & Customer Service	FN-032	Payment Coupons Stubs (mailed) / Utility Receipts (when payment is made at the counter)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Transitory records not retained in the ordinary course of business; GC §60201
Finance / Accounts Receivable & Customer Service	FN-033	Relief Letters / Fines / Adjustment	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-034	Returned Checks (NSF, etc.)	5 years		5 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.1	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.2	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.3	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.4	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-034.5	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded: Minimum 2 years		When Superseded: Minimum 2 years		Mag. Ppr. Mfr. OD	S	Yes: After QC & OD	Must post to Website: H&S §116906; GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.6	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag. Ppr. Mfr. OD	S	Yes: After QC & OD	Must post to Website: H&S §116918; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
CASH MANAGEMENT									
Finance / Cash Manag.	FN -035	Bank Deposit Receipts	2 years	3 years	5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -036	Bank Signature Cards	Superseded + 5 years		Superseded + 5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -037	Cash Receipts	2 years	3 years	5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -038	Customer Deposits	2 years	3 years	5 years		Mag, Ppr		District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
PAYROLL									
Finance / Payroll	FN -039	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years		Mag, Ppr		Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" IRS: 4 years after tax is due or paid; 6 CFR-31.6001-1(e)(2) GC §60201
Finance / Payroll	FN -040	Billing: COBRA and Retiree Medical	Termination of Service	7 years	Termination of Service + 7 years	Yes: During Service	Mag, Ppr		Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN -041	Cancelled Payroll Checks, Including Voided copies for Automatic Deposits	2 years	5 years	7 years		Mag, Ppr			GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -042	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	5 years		5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FN -043	Employee Payroll File Includes automatic payroll deposit authorizations, education loans, deductions, voluntary deductions, etc.	Separation + 1 year	2 years	Separation + 3 years		Mag, Ppr			Department preference; FLSA requires 3 years; 29 CFR 516; GC §60201 et seq.
Finance / Payroll	FN -044	Garnishments	Fully Satisfied or Separated + 2 years		Fully Satisfied or Separated + 2 years		Mag, Ppr			Department preference; GC §60201 et seq.
Finance / Payroll	FN -045	Loans to Employees - Housing Assistance, Down payment Assistance	Loan Payoff + 5 years		Loan Payoff + 5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Payroll	FN -046	Payroll Checks	2 years	5 years	7 years		Mag, Ppr			GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -047	Payroll Registers Includes Deferred Compensation Reports, PERS reports, 401A, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The software can accurately reproduce reports); GC §60201(d)(12)
Finance / Payroll	FN -048	Reports: Vacation / Sick Leave Usage	When No Longer Required		When No Longer Required		Mag, Ppr			Draft / Preliminary documents (financial database is the original); GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN -049	Timesheets / Timecards	2 years	5 years	7 years		Mag, Ppr			GC §60201(d)(12); 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)
Finance / Payroll	FN -050	W-2's	2 years	5 years	7 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)
Finance / Payroll	FN -051	W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1; GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PURCHASING											
Finance / Purchasing	FN-052	Purchase Orders	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (software can accurately re-create Purchase Order); GC §60201
Maint.	FN-053	Used Oil Disposal	3 years		3 years			Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Finance / Purchasing	FN-054	Vehicle and Equipment Folders (for Service provided by contractors / outside vendors, Smog Certificates, etc.)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201
Finance / Purchasing	FN-055	Vehicle Titles (Pink Slips)	Upon Sale of the Vehicle		Upon Sale of the Vehicle	Yes		Mag, Ppr			Given to the new owner upon sale of the vehicle; GC §60201 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION / GENERAL MANAGER / PUBLIC RELATIONS										
General Manager	GM-001	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; GC §60201
General Manager	GM-002	Public Relations / Press Releases	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §60201
General Manager	GM-003	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §60201 et seq.
DISTRICT SECRETARY										
District Secretary	DS-001	Agendas & Agenda Packets - Board of Directors, Subcommittees (Technical Services, Finance)	2 years	P	P	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-002	Agreements & Contracts - INFRASTRUCTURE - Engineering, JPAs, etc. Agreement or Contract, Insurance Certificates, Amendments Examples of Infrastructure: Architects, Treatment Plants, Lines, Buildings, etc.	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §60201 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-003	<p>Agreements & Contracts - NON INFRASTRUCTURE - Administration & Operations - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.</p> <p>Agreement or Contract, Insurance Certificates, Amendments</p> <p>Examples of Non-Infrastructure: Consultants, Painting, Maintenance, Franchise Agreements, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
District Secretary	DS-004	<p>Agreements & Contracts: Political & Outside Jurisdictions</p> <p>Conjunctive Agreements, Cooperative Agreements, JPAs (Joint Powers Authorities), Water</p>	2 years	P	P	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-005	Appointments / Resignations to the Board of Directors	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-006	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
District Secretary	DS-007	District Formation Records, Acquisition of other Districts	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	Department preference (historical purposes); GC §60201

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-008	Elections - Historical (Sample Ballot, Election Results)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (historical purposes); GC §60201
District Secretary	DS-009	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	2 years		2 years		Mag, Ppr			Department preference (historical purposes); GC §60201
District Secretary	DS-010	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-011	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-012	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18944(c)(3)(G); GC §81009(e)
District Secretary	DS-013	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009e
District Secretary	DS-014	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009e
District Secretary	DS-015	FPPC Form 804 (Agenda Report of New Positions)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201
District Secretary	DS-016	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years			Mag, Ppr		Must post on website; 2 CCR 18705.5(b)(3); GC §60201, 81009e
District Secretary	DS-018	Historical Records	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	No District Secretary Determines Historical Significance; GC §60201
District Secretary	DS-019	Minutes: Board of Directors, Subcommittees (Technical Services, Finance)	2 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	No GC §60201(d)(3)
District Secretary	DS-020	Notices: Affidavits of Postings and Publications	2 years		2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
District Secretary	DS-021	Oaths of Office (Board of Directors Only)	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §60201
District Secretary	DS-022	Ordinances	2 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	No GC §60201 et. seq.
District Secretary	DS-023	Organization Charts - In Agenda Packets	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit GC §60201 et seq.
District Secretary	DS-024	Proclamations	2 years		2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD GC §60201
District Secretary	DS-025	Public Records Act Requests	2 years		2 years			Mag, Ppr		Department Preference; GC §60201
District Secretary	DS-026	Records Destruction Authorization Forms	10 years		10 years			Mag, Ppr		Department Preference; GC §60201
District Secretary	DS-027	Resolutions	2 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	No GC §60201 et. seq.
District Secretary	DS-028	Secretary of State Statement of Facts	2 years		2 years			Mag, Ppr		Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-029	Subpoenas	2 years		2 years			Mag, Ppr		GC §60201(d)(5)

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups - DAILY	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60201 et seq.
Information Technology	IT-002	Backups - WEEKLY		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; GC §60201 et seq.
Information Technology	IT-003	GIS Database / Geographic Information Database	Indefinite		Indefinite		Mag			Data is interrelated; GC §§60201, 12168.7
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Technology	IT-005	UNALTERABLE MEDIA (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60201, 12168.7, EVC 1550, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
MAINTENANCE									
Maint.	MNT-001	Aboveground Storage Tanks (Agency Owned - Water Storage Tanks) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	P	P		Mag, Ppr		Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Maint. & Personnel Services / Safety	MNT-002	Asbestos Disposal - Chain of Custody	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd Department Preference; GC §60201
Maint.	MNT-003	Backflow Testing / Cross Connection	3 years	2 years	5 years		Mag, Ppr		Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Maint.	MNT-004	CCTV - Sewers	Minimum 5 years		Minimum 5 years		Mag		Department preference; GC §60201
Operations or Maint.	MNT-005	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Lead Dept.	MNT-006	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year		Mag, Ppr		Department preference; 13 CCR 1234(e); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Operations / Wastewater	MNT-007	Emergency Call Out Logs / Storm Call Out Logs	5 years		5 years			Mag, Ppr		Department preference (used for FEMA / OES reimbursements); GC §60201	
Maint.	MNT-008	Encroachment Permits (for Maintenance Work: Road / Street Cuts, etc.)	Upon Expiration		Upon Expiration			Mag, Ppr		Issued by other agencies for our work; GC §60201	
Lead Dept.	MNT-009	Flow Meter Reading	5 years		5 years			Mag, Ppr		Department preference; GC §60201	
Maint.	MNT-010	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years			Mag, Ppr		AQMD Rule 1470; GC §60201	
Maint.	MNT-011	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years			Mag, Ppr		AQMD Rule 1470; Form 400-E-13a instructions; GC §60201	
Maint. & Personnel Services / Safety	MNT-012	Hazardous Waste Manifests / Disposal	5 years	P	P	Yes: Before Resolution		Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201
Maint.	MNT-013	Hydrant Maintenance Logs / Exercises and Flushes (prior to CMMS)	5 years		5 years			Mag, Ppr		Department Preference; GC §60201	
Maint.	MNT-014	Incidents / Unauthorized Discharges: Main Breaks, Spills, Investigations and Corrective Actions, Notice to Comply - ALL	Last Action + 5 years		Last Action + 5 years	Yes: Before Resolution		Mag, Ppr			Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470
Maint.	MNT-015	Leak Reports	5 years		5 years			Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Maint.	MNT-016	Meter Calibration Records (Production Meters)	2 years	10 years	12 years		Mag, Ppr			Consistent with Lead & Copper Analysis; 40 CFR 141.33(a)
Operations or Maint.	MNT-017	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §60201 et. seq.
Maint.	MNT-018	Pressure Tests (Potable Water System) / Boil Alerts	5 years		5 years		Mag, Ppr			Department preference; GC §60201
Maint.	MNT-019	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §60201; 3 CCR 1234(3)
Maint.	MNT-020	Pump Tests / Meter Tests / Calibration	Upon Change of Pump or Meter		Upon Change of Pump or Meter		Mag, Ppr			Department Preference; GC §60201
Maint.	MNT-021	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Operations or Maint.	MNT-022	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Ppr			Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	MNT-023	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Maint.	MNT-024	Sewer Complaints (written)	2 years		2 years		Mag, Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Maint.	MNT-025	Sewer System Management Plans (SSMP) and Audits	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §60201
Maint. & Operations	MNT-026	Two-Way Radio Licensing and Information	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Covers statute of limitations for written contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 60201
Maint.	MNT-027	Underground Service Alerts (USA's)	3 years		3 years			Mag, Ppr			Department Preference (required for 3 years); the warrantee period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 60201
Maint.	MNT-028	Vehicle & Equipment History Files (If Work is performed by Maintenance staff)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §60201
Division Providing Service / Work	MNT-029	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag			Data is interrelated; GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Division Providing Service / Work	MNT-030	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-031	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	Minimum 5 year		Minimum 5 years			Mag Ppr		District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
OPERATIONS / LABORATORY										
Operations / Water Resources	OP-001	Lab Reports & Chains of Custody: Groundwater	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §60201 et seq.
Operations / Water Dist.	OP-002	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations / Water Dist.	OP-003	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64470
Operations / Water Dist.	OP-004	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 40 CFR 141.91
Operations / Water Dist.	OP-005	Lab Reports & Chains of Custody: Recycled Water	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations / Water Resources	OP-006	Lab Reports & Chains of Custody: Surface water	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §60201 et seq.
SOLAR POWER										
Operations / Solar Power Generation	OP-007	Solar Power Production Operating Data Logs / Diaries	10 years		10 years		Mag, Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
WASTEWATER COLLECTION										
Operations or Maint.	OP-008	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years			Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Operations or Maint.	OP-009	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment			Mag, Ppr		Department Preference; GC §60201 et. seq.
Operations / Wastewater	OP-010	Reclaimed Water / Recycled Water	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department Preference (only 5 years is required for reclaimed water; no requirement for salt water); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations or Maint.	OP-011	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required			Mag, Ppr		Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	OP-012	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes		Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Operations / Wastewater	OP-013	Treatment Plant - Water Quality / Outfall Reports	P		P			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department Preference (only 5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition					Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
WATER DISTRIBUTION (DRINKING WATER / POTABLE WATER)									
Operations or Maint.	OP-014	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Operations / Water Dist.	OP-015	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints - Potable Water (Entered into CMMS)	5 years		5 years		Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Lead Dept.	OP-016	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year		Mag, Ppr		Department preference; 13 CCR 1234(e); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Lead Dept.	OP-017	Flow Meter Reading	5 years		5 years		Mag, Ppr		Department preference; GC §60201
Operations or Maint.	OP-018	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr		Department Preference; GC §60201 et. seq.
Operations or Maint.	OP-019	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Ppr		Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	OP-020	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag, Ppr		Department preference; Data is interrelated; GC §§60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Operations / Water Dist.	OP-021	Well Water Production Reports (to State DHS / DPH & DWR)	Life of Well		Life of Well			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Operations / Water Dist.	OP-022	Well Water Quality Reports	Life of Well		Life of Well			Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Operations / Water Dist.	OP-023	Wells Depth to Water measurements, Sounding, Compiled Reports, etc.	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC &
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PERSONNEL SERVICES										
Personnel Services	PER-001	Affirmative Action Complaints - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	Separation + 10 years		Separation + 10 years			Mag, Ppr		Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 60201
Personnel Services	PER-002	Applications for Employment / Recruitment Files: Solicited (Not Hired) (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks, etc.)	1 year After Hiring Decision	2 years	3 years After Hiring Decision			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq., 2 CCR 11013(c); GC §§12946, 60201
Personnel Services	PER-003	Cal-OSHA Log 200, 300, 300A, 301, etc.	5 years		5 years			Mag, Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33;GC §60201 et seq.; LC §6429c
Personnel Services	PER-004	Classification and Compensation Studies / Surveys / Salary Surveys	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services	PER-005	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 1 year	1 year	Plan Termination + 2 years			Mag, Ppr		EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Personnel Services	PER-006	DMV Pull Notices	When Superseded, or Upon Separation		When Superseded, or Upon Separation			Mag, Ppr		Department Preference; GC §§60201, 60201 et seq.
Personnel Services	PER-007	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		5 years			Mag, Ppr		Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 229 CFR 1627.3(b)(1)(v), GC §§12946, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Personnel Services	PER-008	General Manager Contract	Completion	10 years	Completion + 10 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Personnel Services	PER-009	Grievances	Separation + 1 year	5 years	Separation + 6 years			Mag, Ppr		Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 229 CFR 1602.31 & 1627.3(b)(1);, GC §§12946, 12960, 60201; 29 USC 1113, LC 1174	
Personnel Services	PER-010	I-9s	Separation + 3 years		Separation + 3 years			Mag Ppr		Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 60201, 60201	
Personnel Services	PER-011	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Minimum of Superseded + 2 years			Mag, Ppr		Consistent with District-wide standards; GC §60201	
Personnel Services	PER-012	Job Descriptions	Superseded + 1 years	2 years	Superseded + 3 years	Yes: Before Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Personnel Services	PER-013	Personnel Files - Medical File (Includes pre-employment physicals, hazmat exposure records, pulmonary tests, Class B medicals, medical leaves, Respiratory Fit Tests, etc.)	Separation + 1 year	29 years, years; <u>OR Termination of Benefits + 5 years (whichever is longer)</u>	Separation + 30 years, years; <u>OR Termination of Benefits + 5 years (whichever is longer)</u>	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144; <u>8 CCR 15400.2</u> ; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services	PER-014	Personnel Files - Official Personnel file (Includes Application, Awards, Backgrounds, Employee Action Forms, DMV Reports, Disciplinary Actions, Certifications, Commendations, Evaluations, Grievances, Licenses, Oath of Office, Policy acknowledgements, Supplemental Life Insurance, etc. - Excludes Medical Records)	Separation + 1 year	9 years	Separation + 10 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(ii); GC §§12946, 60201; 29 USC 1113; GC §3105
Personnel Services	PER-015	Training Database (Tracks what employees have received what training)	Indefinite		Indefinite		Mag, Ppr			Data Fields / Records are interrelated; GC §60201
Personnel Services	PER-016	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	Minimum 5 years		Minimum 5 years		Mag, Ppr			Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 60201, 53235.2(b); 53237.2(b)

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services	PER-017	Worker's Compensation Claims Files	Close	Separation + 30 years or Termination of Benefits + <u>5 years</u> , whichever is longer	Separation + 30 years or Termination of Benefits + <u>5 years</u> , whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 5144 ; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 60201. CCP §337 et seq.
RISK MANAGEMENT										
Personnel Services	PER-018	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)
Personnel Services	PER-019	Insurance Policies - ALL	Expiration + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
SAFETY											
Personnel Services / Safety	PER-020	Cal-OSHA Inspections & Citations	5 years		5 years			Mag, Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c	
Personnel Services / Safety	PER-021	Respirator Inventory & Maintenance	2 years		2 years			Mag, Ppr		Department preference; GC §60201	
Personnel Services / Safety	PER-022	Respiratory Fit Tests for Employee Masks	Separation + 1 year	29 years	Separation + 30 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC §§12946, 60201
Personnel Services / Safety	PER-023	Permits: Hazardous Materials Storage, other regulatory permits	Expiration + 3 years		Expiration + 3 years	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §60201
Personnel Services / Safety	PER-024	Business Plans / Hazardous Materials Inventory / Disclosures (for Local Fire Authorities / Districts)	5 years		5 years			Mag, Ppr			Department Preference (this is performed annually); GC §60201
Maint. & Personnel Services / Safety	PER-025	Hazardous Waste Manifests / Disposal	5 years	P	P	Yes: Before Resolution		Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Personnel Services / Safety	PER-026	MSDS / SDS Masters (Material Safety Data Sheets / Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Superseded + 2 years	28 years	Superseded + 30 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §60201
Maint. & Personnel Services / Safety	PER-027	Asbestos Disposal - Chain of Custody	2 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Personnel Services / Safety	PER-028	Emergency Exercises / Drills / After Action Reports	When No Longer Required		When No Longer Required	Yes: Until Superseded		Mag, Ppr			Department Preference; GC §60201
Personnel Services / Safety	PER-029	Industrial Hygiene Surveys / Sampling Plan, Data	5 years		5 years			Mag, Ppr			Department Preference (actuary wants 10 years of data); GC §60201 et seq.
Personnel Services / Safety	PER-030	Safety Committee / Safety Steering Committee	5 years		5 years			Mag, Ppr			Department preference; 8 CCR §3203 et seq.; GC §60201 et seq.
Personnel Services / Safety	PER-031	Safety Inspections	5 years		5 years			Mag, Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services / Safety	PER-032	Training Database (Tracks what employees have received what training)	Indefinite		Indefinite			Mag, Ppr		Data Fields / Records are interrelated; GC §60201
Personnel Services / Safety	PER-033	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	2 years	3 years	5 years			Mag, Ppr		Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 60201, 53235.2(b)

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
REGULATORY SUPPORT											
Regulatory Support	RS-001	Air Quality Monitoring / Compliance Reporting	5 years		5 years			Mag, Ppr			Department Preference; 40 CFR 70.6; GC §60201
Regulatory Support	RS-002	CEQA / NEPA Documents: Prepared by others for NON-District Projects (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		When No Longer Required			Ppr			Non-records; GC §60200
Regulatory Support	RS-003	CEQA / NEPA Documents: Prepared for District Purposes (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	2 years	P	P	Yes: Until Project Completed		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in Project File; GC §60201
Regulatory Support	RS-004	Stakeholder Meetings	When No Longer Required		When No Longer Required			Mag, Ppr			District preference; GC §60201
Regulatory Support	RS-005	Classes, Sign-in Sheets	2 years		2 years			Mag, Ppr			Department preference; GC §60201
Lead Dept.	RS-006	Correspondence with Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Regulatory Support	RS-007	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Reports / Maintenance / Line Cleaning	3 years		3 years			Mag, Ppr		Department preference; POTW reports are required for 3 years; 40 CFR 403.12; GC §60201 Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-008	FOG (Fats, Oil & Grease) FSE - Food Service Establishment Inspections Sheets	Superseded		Superseded			Mag, Ppr		Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-009	FOG (Fats, Oil & Grease) Permits	Superseded + 3 years		Superseded 3 years			Mag, Ppr		Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-010	NPDES Permits & Monitoring Reports	Minimum Expiration + 3 years		Minimum Expiration + 3 years	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC Department Preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Regulatory Support	RS-011	Plans: IRWMP (Integrated Regional Water Management Plan), etc.	10 years		10 years			Mag, Mfr, OD, Ppr	S	Yes: After QC Department preference; GC §60201
Regulatory Support	RS-012	Sanitary Surveys of Drinking Water Systems (Open Sources of Water - Lake, Open Reservoirs, Dams, etc)	10 years		10 years			Mag		22 CCR §64470; 40 CFR 141.33©

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Regulatory Support	RS-013	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		When Superseded Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Confidential; 42 USC 300i-2(d) ; GC §60201
Regulatory Support	RS-014	Permits: DPH, Forest Service, etc.	Minimum Expiration + 2 years		Minimum Expiration + 2 years	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Regulatory Support	RS-015	Water Diversion Permits	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Regulatory Support	RS-016	Water Rights	P		P	Yes		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §60201
Regulatory Support	RS-017	Water Supply Permits / Water Supply Reports	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2019 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a Board of Directors meeting (then it is the Board Secretary.)

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

Transitory Records not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

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

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record will be retained

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

P = Permanent

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

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

Media Options (*guideline*) – the form of the record:
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

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

Destroy Paper after Imaged & QC’d: “Yes” indicates the paper version may be destroyed **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
USC: United States Code (US)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

HOW TO USE RETENTION SCHEDULES

©1995-2019 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

BENEFITS

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

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

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

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

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

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

AGENDA ITEM

Subject: Appointment of Ad Hoc Committees
a) General Manager Performance Evaluation
b) Labor Negotiations

Information Provided By: Stephanie Hake, Executive Assistant

Requested Action

The General Manager's annual performance evaluation is due to be completed in October. Additionally, the MOU with the District's labor union, International Union of Operating Engineers, Local 12, is due to expire in March 2021. Therefore, staff are requesting that the Board President appoint two ad hoc committees; one for the General Manager's performance evaluation and one for upcoming labor negotiations.