



# S A W P A

SANTA ANA WATERSHED PROJECT AUTHORITY

11615 Sterling Avenue, Riverside, California 92503 • (951) 354-4220

## REGULAR COMMISSION MEETING TUESDAY, MARCH 20, 2018 – 9:30 A.M.

Santa Ana Watershed Project Authority  
Board Room  
11615 Sterling Avenue  
Riverside, California 92503

and via telephone conference at

2855 McAllister Street  
Riverside, CA 92503

### AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE** (Susan Lien Longville, Chair)
2. **ROLL CALL**
3. **PUBLIC COMMENTS**  
Members of the public may address the Commission on items within the jurisdiction of the Commission; however, no action may be taken on an item not appearing on the agenda unless the action is otherwise authorized by Government Code §54954.2(b).
4. **CONSENT CALENDAR**  
All matters listed on the Consent Calendar are considered routine and non-controversial and will be acted upon by the Commission by one motion as listed below.
  - A. **APPROVAL OF MEETING MINUTES: MARCH 6, 2018** ..... 7  
**Recommendation:** Approve as posted.
  - B. **TREASURER’S REPORT – FEBRUARY 2018** ..... 11  
**Recommendation:** Approve as posted.
5. **WORKSHOP DISCUSSION AGENDA**
  - A. **LEGISLATIVE REPORT**  
**Presenter:** Michael Boccadoro, President, West Coast Advisors  
**Recommendation:** Receive and file.

**6. NEW BUSINESS**

- A. [2019 OWOW CONFERENCE \(CM#2018.34\)](#)..... 17  
**Presenter:** Rich Haller  
**Recommendation:** Authorize the development of the 2019 OWOW State of the Santa Ana River Watershed Conference.

**7. INFORMATIONAL REPORTS**

**Recommendation:** Receive for information.

- A. [CASH TRANSACTIONS REPORT – JANUARY 2018](#)..... 21  
**Presenter:** Karen Williams
- B. [INTER-FUND BORROWING – JANUARY 2018 \(CM#2018.31\)](#)..... 27  
**Presenter:** Karen Williams
- C. [PERFORMANCE INDICATORS/FINANCIAL REPORTING – JANUARY 2018 \(CM#2018.32\)](#)..... 31  
**Presenter:** Karen Williams
- D. [BUDGET VS ACTUAL VARIANCE REPORT – FYE 2018 SECOND QUARTER - ENDING DECEMBER 31, 2017 \(CM#2017.33\)](#)..... 53  
**Presenter:** Karen Williams
- E. [FINANCIAL REPORT FOR THE SECOND QUARTER ENDING DECEMBER 31, 2017](#)..... 61  
  - Inland Empire Brine Line
  - SAWPA**Presenter:** Karen Williams
- F. [GENERAL MANAGER REPORT](#)..... 81
- G. [STATE LEGISLATIVE REPORT](#)..... 105  
**Presenter:** Rich Haller
- H. **CHAIR’S COMMENTS/REPORT**
- I. **COMMISSIONERS’ COMMENTS**
- J. **COMMISSIONERS’ REQUEST FOR FUTURE AGENDA ITEMS**

**8. CLOSED SESSION**

- A. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)**  
Name of Case: Spiniello Companies v. Charles King Company, Inc., Santa Ana Watershed Project Authority, The Ohio Casualty Insurance Company (Superior Court of Los Angeles BC616589)
- B. **PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR**  
SAWPA Designated Representative: General Manager Richard E. Haller  
Non-Represented Employees: All SAWPA employees

**9. ADJOURNMENT**

Americans with Disabilities Act: If you require any special disability related accommodations to participate in this meeting, please call (951) 354-4230 or email [kberry@sawpa.org](mailto:kberry@sawpa.org). Notification at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility for this meeting. Requests should specify the nature of the disability and the type of accommodation requested.

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection during normal business hours at the SAWPA office, 11615 Sterling Avenue, Riverside, and available at [www.sawpa.org](http://www.sawpa.org), subject to staff's ability to post documents prior to the meeting.

**Declaration of Posting**

I, Kelly Berry, Clerk of the Board of the Santa Ana Watershed Project Authority declare that on Thursday, March 15, 2018, a copy of this REVISED agenda has been uploaded to the SAWPA website at [www.sawpa.org](http://www.sawpa.org) and posted at the SAWPA office, 11615 Sterling Avenue, Riverside, California, and 2855 McAllister Street, Riverside, California.

/s/

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Kelly Berry, CMC

**2018 SAWPA Commission Meetings/Events**

First and Third Tuesday of the Month

(NOTE: Unless otherwise noticed, all Commission Workshops/Meetings begin at **9:30 a.m.**, and are held at SAWPA.)

<p><b>January</b></p> <p>1/2/18 <del>Commission Workshop</del> [cancelled]            1/16/18 Regular Commission Meeting</p>	<p><b>February</b></p> <p>2/6/18 Commission Workshop            2/20/18 Regular Commission Meeting</p>
<p><b>March</b></p> <p>3/6/18 Commission Workshop            3/20/18 Regular Commission Meeting</p>	<p><b>April</b></p> <p>4/3/18 Commission Workshop            4/17/18 Regular Commission Meeting</p>
<p><b>May</b></p> <p>5/1/18 Commission Workshop            5/8 – 5/11/18 ACWA Spring Conference, Sacramento            5/15/18 Regular Commission Meeting</p>	<p><b>June</b></p> <p>6/5/18 Commission Workshop            6/19/18 Regular Commission Meeting</p>
<p><b>July</b></p> <p>7/3/18 Commission Workshop            7/17/18 Regular Commission Meeting</p>	<p><b>August</b></p> <p>8/7/18 Commission Workshop            8/21/18 Regular Commission Meeting</p>
<p><b>September</b></p> <p>9/4/18 Commission Workshop            9/18/18 Regular Commission Meeting</p>	<p><b>October</b></p> <p>10/2/18 Commission Workshop            10/16/18 Regular Commission Meeting</p>
<p><b>November</b></p> <p>11/6/18 Commission Workshop            11/20/18 Regular Commission Meeting            11/27 – 11/30/18 ACWA Fall Conference, San Diego</p>	<p><b>December</b></p> <p>12/4/18 Commission Workshop            12/18/18 Regular Commission Meeting</p>

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## SAWPA COMPENSABLE MEETINGS

Commissioners and Alternate Commissioners will receive compensation for attending the meetings listed below, pursuant to the Commission Compensation, Expense Reimbursement, and Ethics Training Policy.

**IMPORTANT NOTE:** These meetings are subject to change. Prior to attending any meetings listed below, please confirm meeting details by viewing the website calendar using the following link:

<http://www.sawpa.org/sawpa-events/>

### MONTH OF: MARCH

DATE	TIME	MEETING DESCRIPTION	LOCATION
3/1/18	CANCELLED	WUE Pillar Mtg	CANCELLED
3/1/18	1:30 PM	Prop 1 IRWMP Development Wkshp	SAWPA
3/13/18	1:30 PM	Lake Elsinore/Cyn Lake TMDL Mtg	SAWPA
3/14/18	10:00 AM	Climate Risk/Response Pillar Mtg	SAWPA
3/14/18	1:30 PM	Workshop -- Basin Monitoring Program Task Force 101	SAWPA
3/14/18	2:30 PM	Basin Monitoring Program Task Force Mtg	SAWPA
3/21/18	10:00 AM	OWOW Tribal Workshop	SAWPA
3/22/18	8:00 AM	PA 22 Committee Mtg	SAWPA
3/22/18	11:00 AM	OWOW Steering Committee Mtg	SAWPA
3/26/18	2:00 PM	OWOW Disadvantaged & Tribal Communities Pillar Mtg	SAWPA

### MONTH OF: APRIL

DATE	TIME	MEETING DESCRIPTION	LOCATION
4/2/18	1:30 PM	Prop 1 IRWMP Development Wkshp	SAWPA
4/3/18	8:30 AM	PA 23 Committee Mtg	SAWPA
4/11/18	10:00 AM	Climate Risk/Response Pillar Mtg	SAWPA
4/17/18	1:30 PM	MSAR TMDL Task Force Mtg	SAWPA
4/18/18	9:30 AM	LESJWA Water Summit	Lake Elsinore Stadium Diamond Club 500 Diamond Drive Lake Elsinore, CA 92530
4/19/18	4:00 PM	LESJWA Board of Directors Mtg	Elsinore Valley MWD 31315 Chaney Street Lake Elsinore, CA
4/23/18	2:00 PM	OWOW Disadvantaged & Tribal Communities Pillar Mtg	SAWPA
4/26/18	8:00 AM	PA 22 Committee Mtg	SAWPA
4/26/18	9:30 AM	OWOW Pillar Integration Mtg	SAWPA

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**SAWPA COMMISSION  
REGULAR MEETING MINUTES  
MARCH 6, 2018**

**COMMISSIONERS PRESENT**

Susan Lien Longville, Chair, San Bernardino Valley Municipal Water District  
Ronald W. Sullivan, Vice Chair, Eastern Municipal Water District  
Jasmin A. Hall, Secretary-Treasurer, Inland Empire Utilities Agency  
Bruce Whitaker, Alternate, Orange County Water District  
Thomas P. Evans, Western Municipal Water District

**COMMISSIONERS ABSENT**

Philip L. Anthony, Orange County Water District

**ALTERNATE COMMISSIONERS  
PRESENT; NON-VOTING**

David J. Slawson, Alternate, Eastern Municipal Water District  
Brenda Dennstedt, Alternate, Western Municipal Water District [9:47 a.m.]  
Gil Navarro Alternate, San Bernardino Valley Municipal Water District

**STAFF PRESENT**

Rich Haller, Larry McKenney, Karen Williams, Mark Norton, Dean Unger, David Ruhl, Carlos Quintero, Mike Antos, Regina Patterson, Kelly Berry

The Regular Commission Meeting of the Santa Ana Watershed Project Authority was called to order at 9:31 a.m. by Chair Longville at the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

Roll call was duly noted and recorded by the Clerk of the Board.

**3. PUBLIC COMMENTS**

There were no public comments.

**4. CONSENT CALENDAR**

**A. APPROVAL OF MEETING MINUTES: FEBRUARY 6, 2018**

**Recommendation:** Approve as posted.

**B. APPROVAL OF MEETING MINUTES: FEBRUARY 20, 2018**

**Recommendation:** Approve as posted.

**MOVED,** approve the Consent Calendar.

Result:	<b>Adopted (Unanimously)</b>
Motion/Second:	Evans/Hall
Ayes:	Evans, Hall, Longville, Sullivan, Whitaker
Nays:	None
Abstentions:	None
Absent:	None

5. **NEW BUSINESS**

A. **BRINE LINE SERVICE CONTRACTS – REQUESTS FOR PROPOSALS (RFP)**  
**(CM#2018.27)**

Carlos Quintero provided a PowerPoint presentation about the proposed Requests for Proposals for the Inland Empire Brine Line service contracts. Commissioner Sullivan asked staff to include the preceding year's budget in future requests of this nature.

**MOVED**, authorize staff to issue Requests for Proposals (RFPs for the Inland empire Brine Line service contracts.

Result:	<b>Adopted (Unanimously)</b>
Motion/Second:	Sullivan/Whitaker
Ayes:	Evans, Hall, Longville, Sullivan, Whitaker
Nays:	None
Abstentions:	None
Absent:	None

B. **INLAND EMPIRE BRINE LINE REACH 4D REHABILITATION WORK PLAN**  
**(CM#2018.28)**

David Ruhl provided a PowerPoint presentation on the Inland Empire Brine Line Reach 4D Rehabilitation Work Plan and proposed General Services Agreement and Task order with Woodard & Curran to provide engineering design services.

**MOVED**, authorize the General Manager to execute a General Services Agreement and Task Order No. W&C327-01 with Woodard & Curran in an amount not to exceed \$237,981 to provide engineering design services for the Inland Empire Brine Line Reach 4D Rehabilitation Work Plan, including a 5% contingency for field investigation related changes (\$11,332).

Result:	<b>Adopted (Unanimously)</b>
Motion/Second:	Evans, Sullivan
Ayes:	Evans, Hall, Longville, Sullivan, Whitaker
Nays:	None
Abstentions:	None
Absent:	None

C. **CONTRIBUTED FUNDS AGREEMENT WITH US DEPARTMENT OF INTERIOR**  
**BUREAU OF RECLAMATION FOR THE OWOW PLAN UPDATED 2018 (CM#2018.29)**

Mike Antos provided a PowerPoint presentation on the OWOW Plan Update 2018 including recently received feedback from DWR regarding Proposition 1 IRWM grant funding and anticipated timeline. Antos' presentation also outlined a proposed agreement with the United States Department of the Interior, Bureau of Reclamation, for the SAWPA One Water One Watershed (OWOW) Hydroclimate Analysis.

Antos will provide a more detailed presentation to the Commission on the DWR Proposal Solicitation Package (PSP) at a future meeting.



**MOVED**, authorize the General Manager to execute Contributed Funds Agreement No. R18CF35002 with the United States Department of the Interior, Bureau of Reclamation, in the amount of \$67,872 for the SAWPA One Water One Watershed Hydroclimate Analysis.

Result: **Adopted (Unanimously)**  
Motion/Second: Evans/Hall  
Ayes: Evans, Hall, Longville, Sullivan, Whitaker  
Nays: None  
Abstentions: None  
Absent: None

**D. POSITIONS ON AB 2003 (DALY) AND AB 2050 (CABALLERO) (CM#2018.30)**

Larry McKenney provided an oral presentation on AB 2003 (Daly) and AB 2050 (Caballero); staff recommended adopting a support position on both bills.

AB 2003 (Daly) affects County sanitation districts. The bill, sponsored by OCSD, would replace the standard requirement for publishing bidding information for construction projects in a newspaper of general circulation with the option to adopt more modern, effective methods of publishing bidding information, including the use of the internet.

AB 2050 (Caballero) is legislation developed and sponsored by EMWD; the California Municipal Utilities Association is a co-sponsor. The bill is an alternative approach to address first steps with regard to disadvantaged communities water supply challenges. The bill would develop governance mechanisms before they are funded so entities have the technical, managerial and financial capacity to meet the requirements of California's Human Right to Water. The bill language continues to be developed and has yet to be finalized. Paul Jones, EMWD General Manager, provided a handout which superseded pages 104-106 of the agenda packet.

Adan Ortega, Executive Director, California Association of Municipal Water Companies (CalMutuals) and Mike Iverson, Western Heights Water Company General Manager addressed the Commission voicing support for AB 2050 with amended language. Paul Jones, EMWD General Manager, noted staff will continue meetings with Mr. Ortega and Mr. Iverson working together toward proposed language for the bill. Chair Longville invited Paul Jones to give a full presentation to the Commission on AB 2050 at a future meeting.

Alternate Commissioner Brenda Dennstedt arrived at 9:47 a.m., during public comments.

Discussion ensued regarding whether or not SAWPA should support AB 2050 if amended or support the bill in concept. Larry McKenney noted the agenda materials state that the language of the bill continues to evolve; the Commission could take a position of support for the bill at this time and direct staff to bring the matter back before the Commission when the language is more refined to reconsider their position at that time. The Commission concurred; staff was directed to bring the matter back to the Commission and provide a full presentation on the amended language of AB 2050.

**MOVED**, adopt "support" positions on AB 2003 and AB 2050 and authorize the General Manager to send appropriate support letters.

Result: **Adopted (Unanimously)**  
Motion/Second: Whitaker/Sullivan  
Ayes: Evans, Hall, Longville, Sullivan, Whitaker  
Nays: None  
Abstentions: None  
Absent: None

**6. INFORMATIONAL REPORTS**

The following oral/written reports/updates were received and filed.

**A. CHAIR'S COMMENTS/REPORT**

Chair Longville noted the February 22 East Branch Extension II grand opening was a success.

**B. COMMISSIONERS' COMMENTS**

The Commission expressed well wishes for Commissioner Phil Anthony.

**C. COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS**

There were no additional requests for future agenda items.

**7. CLOSED SESSION**

Chair Longville recessed the meeting to Closed Session at 9:58 a.m. Designated personnel essential to the discussion of Agenda Item No. 7.A. were present during Closed Session until that discussion concluded at 12:10 p.m. From that time forward, no designated personnel were present during Closed Session other than General Manager Rich Haller.

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)**

Name of Case: Spiniello Companies v. Charles King Company, Inc., Santa Ana Watershed Project Authority, The Ohio Casualty Insurance Company (Superior Court of Los Angeles BC616589)

**B. PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR**

SAWPA Designated Representative: General Manager Richard E. Haller  
Non-Represented Employees: All SAWPA employees

Chair Longville resumed Open Session at 12:20 p.m. There was no reportable action.

**8. ADJOURNMENT**

There being no further business for review, Chair Longville adjourned the meeting at 12:20 p.m.

**Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, March 20, 2018.**

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Susan Lien Longville, Chair

Attest:

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Kelly Berry, CMC  
Clerk of the Board

*Santa Ana Watershed  
Project Authority*



**Finance Department**

Santa Ana Watershed Project Authority  
**TREASURER'S REPORT**

**February 2018**

During the month of February 2018, the Agency's actively managed temporary idle cash earned a return of 1.63%, representing interest earnings of \$19,060. Additionally, the Agency's position in overnight funds L.A.I.F. and CalTRUST generated \$24,712 and \$3,285 in interest, resulting in \$47,057 of interest income from all sources. Please note that this data represents monthly earnings only, and does not indicate actual interest received. There were zero (0) investment positions purchased, zero (0) positions sold, zero (0) position matured, and zero (0) positions were called.

This Treasurer's Report is in compliance with SAWPA's Statement of Investment Policy. Based upon the liquidity of the Agency's investments, this report demonstrates the ability to meet customary expenditures during the next six months.

March 8, 2018

Prepared and  
Submitted by:   
Karen L. Williams, Chief Financial Officer

*Santa Ana Watershed Project Authority*

**INVESTMENT PORTFOLIO - MARKED TO MARKET - UNREALIZED GAINS & LOSSES**

*February 28, 2018*

SAWPA primarily maintains a "Buy and Hold" investment philosophy, with all investments held by the Citizens Business Bank via a third-party safekeeping contract.

Investment Type	Security Type	CUSIP	Dealer	Purchase Date	Maturity Date	Call Date (if appl)	Par Value	Yield To Maturity	Investment Cost	Market Value Current Month	Unrealized Gain / (Loss)	Coupon Rate	Interest Earned
Agency	FHLMC	3137EACA5	WMS	03-27-14	03-27-19	No Call	\$ 500,000.00	1.790%	\$ 546,650.00	\$ 508,679.50	\$ (37,971)	3.750%	\$ 686.58
Agency	FHLMC	3137EAEC9	WMS	09-16-16	08-12-21	No Call	\$ 1,000,000.00	1.335%	\$ 990,060.00	\$ 953,334.00	\$ (36,726)	1.125%	\$ 1,024.07
Agency	FHLMC	3137EADB2	WMS	04-17-17	01-13-22	No Call	\$ 500,000.00	2.375%	\$ 512,767.00	\$ 495,450.00	\$ (17,317)	2.375%	\$ 910.96
Agency	FHLB	313379EE5	WMS	05-26-15	06-14-19	No Call	\$ 500,000.00	1.420%	\$ 504,015.00	\$ 496,222.50	\$ (7,793)	1.625%	\$ 544.74
Agency	FHLB	313383HU8	WMS	06-16-16	06-12-20	No Call	\$ 1,000,000.00	1.080%	\$ 1,026,088.00	\$ 985,277.00	\$ (40,811)	1.750%	\$ 828.51
Agency	FHLB	313379Q69	WMS	12-14-17	06-10-22	No Call	\$ 1,000,000.00	2.150%	\$ 998,930.00	\$ 979,879.00	\$ (19,051)	2.125%	\$ 1,649.39
Agency	FNMA	3135GOZA4	WMS	03-27-14	02-19-19	No Call	\$ 500,000.00	1.800%	\$ 501,975.00	\$ 499,037.00	\$ (2,938)	1.875%	\$ 690.41
Agency	FNMA	3136G1GP8	WMS	03-27-13	03-27-18	No Call	\$ 1,000,000.00	1.000%	\$ 1,000,000.00	\$ 999,253.00	\$ (747)	1.000%	\$ 767.12
Agency	FNMA	3135G0H55	WMS	12-28-15	12-28-20	No Call	\$ 1,000,000.00	1.830%	\$ 1,002,140.00	\$ 983,933.00	\$ (18,207)	1.875%	\$ 1,403.85
Agency	FNMA	3135G0F73	WMS	06-16-16	11-30-20	No Call	\$ 1,000,000.00	1.150%	\$ 1,015,157.00	\$ 974,948.00	\$ (40,209)	1.500%	\$ 882.20
Agency	USTN	912828A34	WMS	11-17-15	11-30-18	No Call	\$ 1,000,000.00	1.166%	\$ 1,002,500.00	\$ 994,531.00	\$ (7,969)	1.250%	\$ 894.39
Agency	USTN	912828WC	WMS	11-17-15	10-31-20	No Call	\$ 1,000,000.00	1.638%	\$ 1,005,312.50	\$ 983,125.00	\$ (22,188)	1.750%	\$ 1,256.42
Agency	USTN	912828G61	WMS	11-17-15	11-30-19	No Call	\$ 1,000,000.00	1.469%	\$ 1,001,210.94	\$ 987,227.00	\$ (13,984)	1.500%	\$ 1,126.86
Agency	USTN	912828L32	WMS	06-17-16	08-31-20	No Call	\$ 500,000.00	1.030%	\$ 507,070.31	\$ 487,949.00	\$ (19,121)	1.375%	\$ 395.19
Agency	USTN	912828L65	WMS	06-16-16	09-30-20	No Call	\$ 500,000.00	1.041%	\$ 506,992.19	\$ 487,461.00	\$ (19,531)	1.375%	\$ 399.18
Agency	USTN	912828L99	WMS	06-16-16	10-31-20	No Call	\$ 500,000.00	1.051%	\$ 506,914.06	\$ 486,875.00	\$ (20,039)	1.375%	\$ 402.93
Agency	USTN	912828S76	WMS	12-14-17	07-31-21	No Call	\$ 1,000,000.00	2.013%	\$ 969,062.50	\$ 954,492.00	\$ (14,571)	1.125%	\$ 1,544.07
CORP	Toyota Motor Credit Corp	89236TCP8	WMS	09-15-16	07-13-18	No Call	\$ 500,000.00	1.100%	\$ 504,057.50	\$ 498,597.49	\$ (5,460)	1.550%	\$ 421.94
CD	Ally Bank	02006L2F9	WMS	01-13-15	04-20-20	No Call	\$ 248,000.00	1.800%	\$ 248,000.00	\$ 248,000.00	\$ -	1.800%	\$ 342.44
CD	American Express	02587DP85	WMS	04-19-17	04-19-21	No Call	\$ 248,000.00	2.250%	\$ 248,000.00	\$ 248,000.00	\$ -	2.250%	\$ 428.05
CD	American Express BK FSB	AN4199708	WMS	05-10-17	05-10-21	No Call	\$ 248,000.00	2.200%	\$ 248,000.00	\$ 248,000.00	\$ -	2.200%	\$ 418.54
CD	National Bank of NY	634116CA3	WMS	06-18-14	06-18-18	No Call	\$ 248,000.00	1.300%	\$ 248,000.00	\$ 247,757.78	\$ (242)	1.300%	\$ 247.32
CD	Capital Bank FI Miami	139800CC8	WMS	05-27-15	05-29-18	No Call	\$ 248,000.00	1.100%	\$ 248,000.00	\$ 247,665.80	\$ (334)	1.100%	\$ 209.27
CD	Capital One NA	14042RAG6	WMS	09-30-15	10-01-18	No Call	\$ 248,000.00	1.650%	\$ 248,000.00	\$ 247,668.25	\$ (332)	1.650%	\$ 313.91
CD	Capital One Bank USA NA	140420VZ0	WMS	09-30-15	10-01-18	No Call	\$ 248,000.00	1.650%	\$ 248,000.00	\$ 247,668.25	\$ (332)	1.650%	\$ 313.91
CD	Wells Fargo Bank NA	9497482W6	WMS	12-02-15	12-03-18	No Call	\$ 245,000.00	1.450%	\$ 245,000.00	\$ 243,900.01	\$ (1,100)	1.450%	\$ 272.52
CD	Goldman Sachs Bank USA	38148PUV7	WMS	12-20-17	12-20-22	No Call	\$ 248,000.00	2.500%	\$ 248,000.00	\$ 248,000.00	\$ -	2.500%	\$ 475.62
CD	CIT Bank	17284A6P8	TVI	03-13-13	03-13-18	No Call	\$ 248,000.00	1.100%	\$ 248,000.00	\$ 247,977.74	\$ (22)	1.100%	\$ 209.27
<b>Total Actively Invested Funds</b>							<b>\$ 16,477,000.00</b>		<b>\$ 16,577,902.00</b>	<b>\$ 16,230,908.32</b>	<b>\$ (346,994)</b>	<b>1.630%</b>	<b>\$ 19,059.66</b>
<b>Total Local Agency Investment Fund</b>									\$ 22,814,719.45			1.412%	\$ 24,712.40
<b>Total CalTRUST Investment Fund</b>									\$ 2,173,539.19			1.970%	\$ 3,284.72
<b>Total Invested Cash</b>							<b>\$ 16,477,000.00</b>		<b>\$ 41,566,160.64</b>			<b>1.528%</b>	<b>\$ 47,056.78</b>

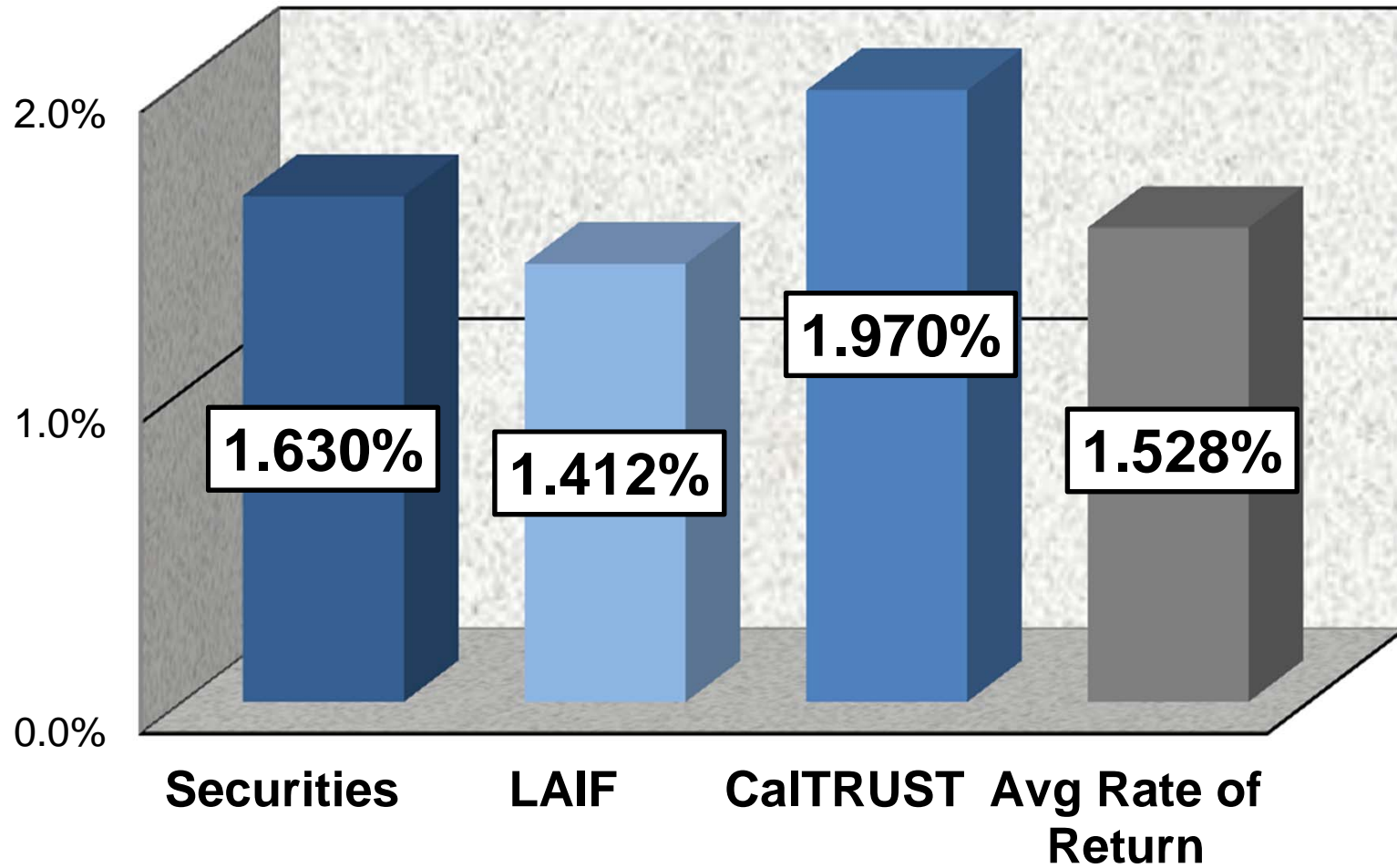
**Key to Security Type:**

FHLB	= Federal Home Loan Bank
FHLMC	= Federal Home Loan Mortgage Corporation
FNMA	= Federal National Mortgage Association
USTN	= US Treasury Note
CORP	= Corporate Note
CD	= Certificate of Deposit
GDB	= Goldman Sachs Bank
AEC	= American Express Centurion

**Key to Dealers:**

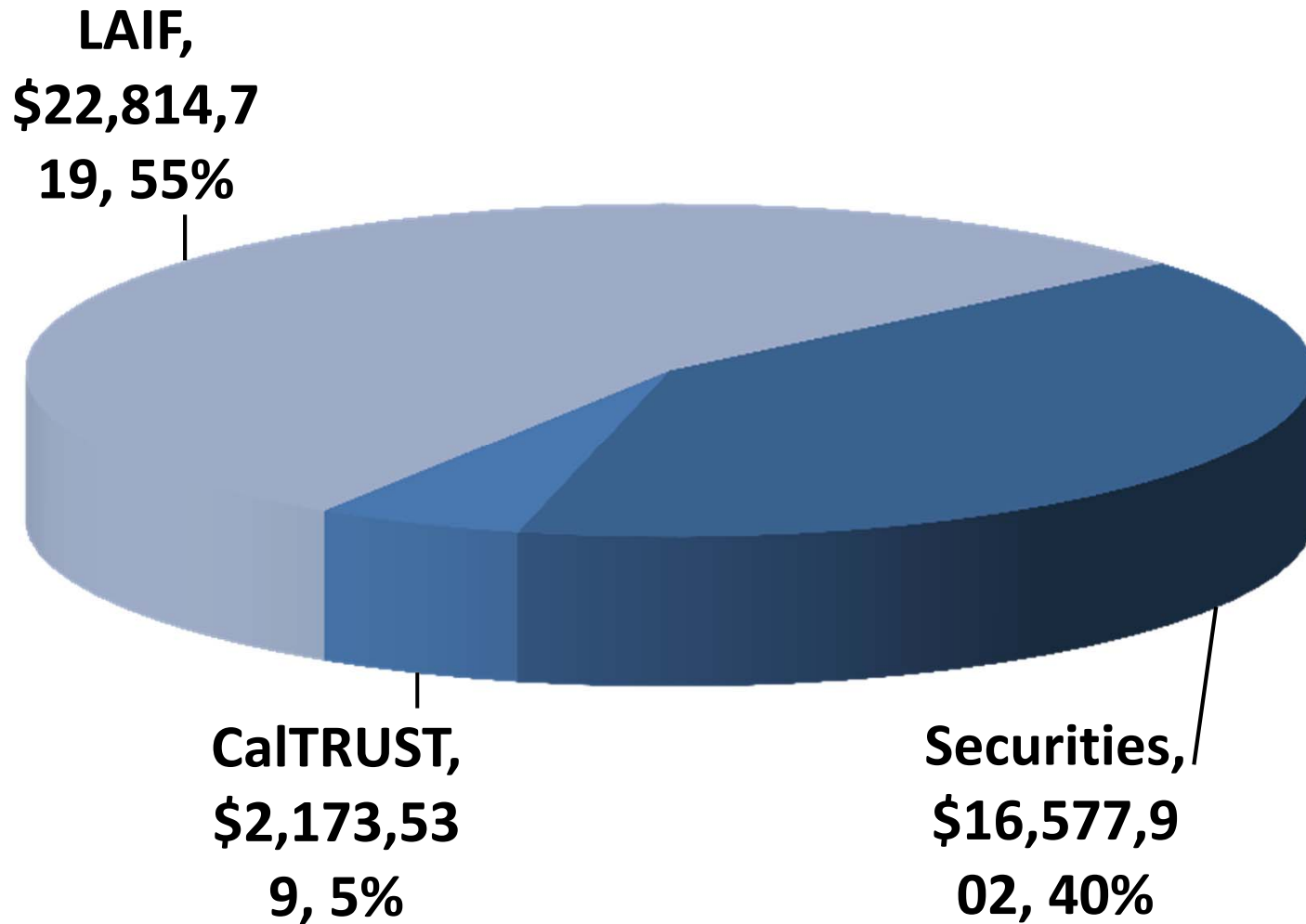
FCS	= FinaCorp Securities
MBS	= Multi-Bank Securities
MS	= Mutual Securities
RCB	= RBC Dain Rauscher
SA	= Securities America
TVI	= Time Value Investments
WMS	= Wedbush Morgan Securities

## Interest Rate Analysis



# Investments

**\$41,566,161**



# Interest

\$47,057

LAIF,  
\$24,712,  
53%

CalTRUST,  
\$3,285, 7%

Securities,  
\$19,060,  
40%



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## COMMISSION MEMORANDUM NO. 2018.34

**DATE:** March 20, 2018  
**TO:** SAWPA Commission  
**SUBJECT:** 2019 OWOW Conference  
**PREPARED BY:** Richard E. Haller, General Manager

### RECOMMENDATION

That the Commission authorize the development of the 2019 OWOW State of the Santa Ana River Watershed Conference.

### DISCUSSION

The seventh OWOW Conference, held at the Riverside Convention Center in May 2017, was successful, well attended and informative. The written reviews were positive from sponsors, attendees, exhibitors and speakers. The conference showcased member agencies and SAWPA as innovative water leaders throughout California.

Previous conferences have been planned and delivered by the Water Education Foundation. An update of the 2010 agreement between SAWPA and WEF will be developed, and once ready brought to the Commission for approval.

While the Water Education Foundation has ultimate responsibility for the work, historically SAWPA staff works on the theme, keynote and local speakers and those with whom we have a relationship. SAWPA staff conducts outreach to potential sponsors and exhibitors, composes the agenda and helps with local logistics. Looking at the last three OWOW conferences, SAWPA staff charged an average of about 320 hours each year to plan and manage the conference.

Each of the previous conferences have relied on a sponsorship commitment of \$5,000 from each of the member agencies. At the end of the event, based on a formula in the agreement, WEF has provided a portion of the event proceeds to SAWPA to defray the costs associated with staff support for the event. The 2017 conference yielded a \$13,692.36 payment to SAWPA from WEF.

### CRITICAL SUCCESS FACTORS

OWOW CSF 2 - Active participation of a diverse group of stakeholders representing counties, cities, and water districts, as well as the private sector and the regulatory, environmental, and environmental justice communities who integrate the different interests in the watershed beyond political boundaries. Ensuring all perspectives are heard and valued.

OWOW CSF 7 - Successful implementation of an integrated regional water resource plan that reflects the watershed management needs of the public and the environment.

OWOW CSF 8 - Annual review the accomplishments and implementation performance of the plan with the Commission and the Steering Committee.

### RESOURCE IMPACTS

Current grants at SAWPA have resources to support aspects of the 2019 OWOW Conference, including the Prop 1 IRWM Planning and Disadvantaged Communities Involvement Program grants. Costs associated with the event are borne by WEF, which they cover through sponsorships and ticket sales. Costs to SAWPA from staff work related to the event will be covered by the proceeds of the event which WEF pays to SAWPA, per the agreement.

Attachments:

1. 2017 OWOW Conference Agenda

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# Santa Ana River Watershed Conference

## 21<sup>st</sup> Century Water Strategy:

*Working Together to Make  
a Finite Resource Infinite*

**May 25, 2017 • Ontario Convention Center**



### AGENDA

- 8:30 – 9:00** Registration Desk Check-In; Pastries & Coffee in Exhibit Hall
- 9:00 – 9:10** **Welcome/Overview**  
Jennifer Bowles, *Executive Director, Water Education Foundation*  
Curt Hagman, *Vice Chairman, San Bernardino County Board of Supervisors & OWOW Steering Committee Member*
- 9:10 – 10:00** **Implementing the 21st Century Water Strategy**  
Steve Moore, *Vice Chair, State Water Resources Control Board*  
Newsha Ajami, *Director of Urban Water Policy, Stanford University's Water in the West*  
Moderator: Susan Lien-Longville, *Chair, Santa Ana Watershed Project Authority Commission & Chair, San Bernardino Valley Municipal Water District*
- 10:00 – 10:15** **A View to the Future**  
Joaquin Esquivel, *Board Member, State Water Resources Control Board*
- 10:15 – 10:45** **BREAK: Networking & Coffee in the Exhibit Hall**
- 10:45 – 11:00** Col. Kirk E. Gibbs, *Commander, U.S. Army Corps of Engineers Los Angeles District*
- 11:00 – Noon** **Mapping Water Use, Making the Watershed Resilient**  
Joone Lopez, *General Manager, Moulton Niguel Water District*  
Christine Boyle, *Founder & CEO, Valor Water Analytics, Inc.*  
Chelsea Minton, *Director of Water Products, OmniEarth*  
Deilson da Silva, *Enablement Engineer, Esri*  
Moderator: Martha Davis, *Executive Manager/AGM for Policy Development – Retired Annuitant, Inland Empire Utilities Agency*

- Noon – 1:15 LUNCH**  
 Keynote Speaker: Celeste Cantú, *General Manager, Santa Ana Watershed Project Authority*  
 Recognition: Santa Ana River Watershed Awards
- 1:15 – 2:15 Engaging with Under-Represented and Overburdened Communities**  
 Wade Crowfoot, *Chief Executive Officer, Water Foundation*  
 Brinda Sarathy, *Associate Professor of Environmental Analysis & Director, Robert Redford Conservancy for Southern California Sustainability, Pitzer College*  
 Susana De Anda, *Co-Executive Director, Community Water Center*  
 Laura Roughton, *Councilmember, City of Jurupa Valley & OWOW Steering Committee Member*  
 Moderator: Mike Antos, *Senior Watershed Manager, Santa Ana Watershed Project Authority*
- 2:15 – 2:45 BREAK: Networking & Dessert in the Exhibit Hall**
- 2:45 – 3:45 Showcasing the Region’s Ambitious Integrated Projects**  
 Jim Herberg, *General Manager, Orange County Sanitation District*  
 Megan Matson, *Partner, Table Rock Infrastructure Partners*  
 Deven Upadhyay, *Group Manager, Water Resource Management, Metropolitan Water District of Southern California*  
 Pam Pavela, *Water Resources Specialist, Western Municipal Water District*  
 Moderator: Doug Headrick, *General Manager/Chief Engineer, San Bernardino Valley Municipal Water District, also presenting on the Santa Ana River Conservation and Conjunctive Use Program*
- 3:45 – 4:15 To Prop 1 and Beyond! Aligning Local, State & Federal Dollars for a Resilient Watershed**  
 Gary Bardini, *Deputy Director, Integrated Water Management, California Department of Water Resources*  
 Jacklynn L. Gould, *Deputy Regional Director, Bureau of Reclamation’s Lower Colorado*  
 Moderator: Ron Sullivan, *Vice Chair, Santa Ana Watershed Project Authority Commission & OWOW Convener; Vice President, Eastern Municipal Water District*
- 4:15 – 4:30 Conference Summary**  
 Susan Lien-Longville, *Chair, Santa Ana Watershed Project Authority Commission*
- 4:30 Raffle**  
 Amazon Echo Dots

Santa Ana Watershed Project Authority  
Cash Transaction Report  
Month of January 2018

Below is a summary of cash transactions completed during the month in the Authority's checking account with US Bank. Attached are summaries by major revenue and expense classifications.

Cash Receipts and Deposits to Account	\$ 5,007,802.16
Net Investment Transfers	265,552.00
Cash Disbursements	<u>(949,116.79)</u>
Net Change for Month	\$ 4,324,237.37
Balance at Beginning of Month	<u>682,434.89</u>
Balance at End of Month per General Ledger	<u><u>\$ 5,006,672.26</u></u>
Collected Balance per Bank Statement	\$ 5,006,872.26

**ACCOUNTS PAYABLE RECONCILIATION**

Accounts Payable Balance @ 12/31/17	\$ 3,432,050.38
Invoices Received for January 2018	1,970,803.44
Invoices Paid by check/wire during January 2018 (see attached register)	<u>(666,894.76)</u>
Accounts Payable Balance @ 01/31/18	<u><u>\$ 4,735,959.06</u></u>

### CASH RECEIPTS

Brine Line Operating Revenues	\$ 1,045,719.38
Participant Fees	18,462.00
LESJWA Admin Reimbursement	16,836.34
Grant Proceeds - Prop 84	261,454.68
Grant Proceeds - Prop 84 Pass-throughs	179,158.69
Grant Proceeds - Prop 1 DACI	69,333.58
SRF Loan Proceeds	3,410,935.00
Other	<u>5,902.49</u>
Total Receipts and Deposits	\$ 5,007,802.16

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### INVESTMENT TRANSFERS

Transfer of Funds:	
From (to) LAIF	\$ -
From (to) Grant Retention (USB)	-
From (to) CalTRUST (USB)	-
From (to) Legal Defense Fund	-
From (to) Investments	<u>265,552.00</u>
Total Investment Transfers	\$ 265,552.00

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### CASH DISBURSEMENTS

By Check:	
Payroll	\$ -
Operations	<u>655,482.81</u>
Total Checks Drawn	\$ 655,482.81
By Cash Transfer:	
Payroll	\$ 158,105.17
Payroll Taxes	84,140.96
Wire Transfers - CalPERS	36,186.66
Wire Transfer - US Bank Credit Card	11,411.95
Take Care (AFLAC)	<u>3,789.24</u>
Total Cash Transfers	\$ 293,633.98
Total Cash Disbursements	<u>\$ 949,116.79</u>

**Santa Ana Watershed Project Authority**  
**Check Detail**  
**1/31/2018**

Category	Check #	Check Date	Type	Vendor	Check Amount
Benefits	WDL000004340	1/2/2018	WDL	Takecare	\$ 105.00
Benefits	WDL000004347	1/3/2018	WDL	Takecare	\$ 534.12
Benefits	WDL000004348	1/4/2018	WDL	Takecare	\$ 57.13
Benefits	2900	1/5/2018	CHK	State Compensation Ins Fund	\$ 4,953.75
Benefits	EFT01707	1/5/2018	CHK	Vantagepoint Transfer Agents	\$ 6,098.04
Benefits	EFT01712	1/5/2018	CHK	Vantagepoint Transfer Agents	\$ 338.46
Benefits	P032451	1/5/2018	WDL	Public Employees' Retirement	\$ 17,425.50
Benefits	WDL000004349	1/10/2018	WDL	Takecare	\$ 303.18
Benefits	2910	1/11/2018	CHK	Cal PERS Long Term Care Program	\$ 102.04
Benefits	WDL000004350	1/11/2018	WDL	Takecare	\$ 499.66
Benefits	WDL000004351	1/12/2018	WDL	Takecare	\$ 980.00
Benefits	WDL000004355	1/16/2018	WDL	Takecare	\$ 50.00
Benefits	WDL000004358	1/18/2018	WDL	Takecare	\$ 215.34
Benefits	2922	1/19/2018	CHK	ACWA/JPIA	\$ 47,602.26
Benefits	2923	1/19/2018	CHK	AFLAC	\$ 560.55
Benefits	2925	1/19/2018	CHK	Cal PERS Long Term Care Program	\$ 102.04
Benefits	2929	1/19/2018	CHK	WageWorks	\$ 128.00
Benefits	2933	1/19/2018	CHK	ACWA/JPIA	\$ 19,645.00
Benefits	EFT01735	1/19/2018	CHK	Vantagepoint Transfer Agents	\$ 6,118.04
Benefits	EFT01739	1/19/2018	CHK	Vantagepoint Transfer Agents	\$ 338.46
Benefits	P032558	1/19/2018	WDL	Public Employees' Retirement	\$ 18,761.16
Benefits	WDL000004363	1/23/2018	WDL	Takecare	\$ 444.46
Benefits	WDL000004364	1/25/2018	WDL	Takecare	\$ 586.44
Benefits	WDL000004365	1/26/2018	WDL	Takecare	\$ 13.91
<b>Benefits Total</b>					<b>\$ 125,962.54</b>
Car, Repair, Maintenance - Gas	2916	1/11/2018	CHK	County of Riverside	\$ 385.12
<b>Car, Repair, Maintenance - Gas Total</b>					<b>\$ 385.12</b>
Construction	EFT01714	1/5/2018	CHK	WEKA Inc	\$ 132,264.70
Construction	2919	1/11/2018	CHK	Miller Spatial Services Inc	\$ 13,660.11
Construction	EFT01758	1/25/2018	CHK	OmniEarth Inc.	\$ 5,825.87
<b>Construction Total</b>					<b>\$ 151,750.68</b>
Consulting	EFT01708	1/5/2018	CHK	Risk Sciences	\$ 7,633.40
Consulting	EFT01720	1/5/2018	CHK	GeoScience Support Services	\$ 20,910.00
Consulting	EFT01728	1/11/2018	CHK	Integrated Systems Solutions	\$ 297.00
Consulting	EFT01730	1/11/2018	CHK	RMC Water and Environment	\$ 9,536.67
Consulting	EFT01732	1/11/2018	CHK	Raftelis Financial Consultan	\$ 6,376.63
Consulting	2930	1/19/2018	CHK	The Technology Depot	\$ 33.75
Consulting	EFT01740	1/19/2018	CHK	Integrated Systems Solutions	\$ 82.50
Consulting	EFT01747	1/25/2018	CHK	Risk Sciences	\$ 3,780.00
Consulting	EFT01752	1/25/2018	CHK	CDM Smith, Inc.	\$ 37,729.84
Consulting	EFT01754	1/25/2018	CHK	Accent Computer Solutions In	\$ 4,081.50
Consulting	EFT01755	1/25/2018	CHK	Trussell Technologies, Inc.	\$ 3,270.00
Consulting	EFT01759	1/25/2018	CHK	DeGrave Communications	\$ 1,786.98
<b>Consulting Total</b>					<b>\$ 95,518.27</b>
Credit Card	P032559	1/9/2018	WDL	US Bank	\$ 11,411.95
<b>Credit Card Total</b>					<b>\$ 11,411.95</b>
Director Costs	EFT01709	1/5/2018	CHK	Western Municipal Water District	\$ 200.00
Director Costs	EFT01745	1/19/2018	CHK	Susan Longville	\$ 63.13
<b>Director Costs Total</b>					<b>\$ 263.13</b>
Dues	2901	1/5/2018	CHK	Westcas	\$ 1,650.00
<b>Dues Total</b>					<b>\$ 1,650.00</b>
Employee Reimbursement	EFT01711	1/5/2018	CHK	Sara Villa	\$ 18.19
Employee Reimbursement	EFT01713	1/5/2018	CHK	Dawna Munson	\$ 30.50
Employee Reimbursement	EFT01715	1/5/2018	CHK	Ian Achimore	\$ 473.67
Employee Reimbursement	EFT01716	1/5/2018	CHK	Kelly Berry	\$ 59.24
Employee Reimbursement	EFT01719	1/5/2018	CHK	Mike Antos	\$ 60.46
Employee Reimbursement	EFT01721	1/11/2018	CHK	Regina Patterson	\$ 38.52
Employee Reimbursement	EFT01727	1/11/2018	CHK	Sara Villa	\$ 34.78
Employee Reimbursement	EFT01746	1/19/2018	CHK	Brian Collier	\$ 165.00
Employee Reimbursement	EFT01753	1/25/2018	CHK	Karen Williams	\$ 251.24
Employee Reimbursement	EFT01760	1/25/2018	CHK	Alison L Lewis	\$ 41.99
<b>Employee Reimbursement Total</b>					<b>\$ 1,173.59</b>

1/31/2018

Category	Check #	Check Date	Type	Vendor	Check Amount
Engineering	EFT01756	1/25/2018	CHK	Dudek	\$ 3,275.00
<b>Engineering Total</b>					<b>\$ 3,275.00</b>
Equipment Rented	2908	1/11/2018	CHK	Konica Minolta Business Solutions	\$ 764.77
Equipment Rented	2939	1/25/2018	CHK	GreatAmerica Financial Services	\$ 1,452.56
<b>Equipment Rented Total</b>					<b>\$ 2,217.33</b>
Facility Repair & Maintenance	2902	1/5/2018	CHK	O G Supply Inc.	\$ 53.66
Facility Repair & Maintenance	2903	1/5/2018	CHK	United Storm Water Inc.	\$ 3,095.00
Facility Repair & Maintenance	EFT01717	1/5/2018	CHK	Houston Harris PCS, Inc.	\$ 3,622.50
Facility Repair & Maintenance	2913	1/11/2018	CHK	Burrtec Waste Industries Inc	\$ 77.00
Facility Repair & Maintenance	2915	1/11/2018	CHK	Xylem Dewatering Solutions Inc	\$ 297.35
Facility Repair & Maintenance	2918	1/11/2018	CHK	TNT Elevator Inc	\$ 230.00
Facility Repair & Maintenance	EFT01723	1/11/2018	CHK	Yeier Janitorial	\$ 1,370.00
Facility Repair & Maintenance	EFT01725	1/11/2018	CHK	Haz Mat Trans, Inc.	\$ 3,060.00
Facility Repair & Maintenance	EFT01743	1/19/2018	CHK	Lawnscap Systems	\$ 1,042.50
Facility Repair & Maintenance	2940	1/25/2018	CHK	Sims Tree Health Specialists	\$ 480.00
Facility Repair & Maintenance	2941	1/25/2018	CHK	RivCo Mechanical Services	\$ 1,200.00
Facility Repair & Maintenance	2942	1/25/2018	CHK	CR&R Incorporated	\$ 1,179.56
Facility Repair & Maintenance	EFT01748	1/25/2018	CHK	Western Exterminator Co.	\$ 109.50
Facility Repair & Maintenance	EFT01749	1/25/2018	CHK	Haz Mat Trans, Inc.	\$ 2,590.00
Facility Repair & Maintenance	EFT01757	1/25/2018	CHK	Houston Harris PCS, Inc.	\$ 2,274.20
<b>Facility Repair &amp; Maintenance Total</b>					<b>\$ 20,681.27</b>
Lab Costs	EFT01710	1/5/2018	CHK	E. S. Babcock & Sons, Inc.	\$ 329.00
Lab Costs	EFT01726	1/11/2018	CHK	E. S. Babcock & Sons, Inc.	\$ 2,843.00
Lab Costs	EFT01737	1/19/2018	CHK	E. S. Babcock & Sons, Inc.	\$ 1,620.00
Lab Costs	EFT01750	1/25/2018	CHK	E. S. Babcock & Sons, Inc.	\$ 1,252.00
Lab Costs	EFT01751	1/25/2018	CHK	Camet Research	\$ 1,125.00
<b>Lab Costs Total</b>					<b>\$ 7,169.00</b>
Legal Costs	2927	1/19/2018	CHK	Best Best & Krieger LLP	\$ 2,589.50
<b>Legal Costs Total</b>					<b>\$ 2,589.50</b>
Office Expense	2896	1/5/2018	CHK	Aramark Corporation Refreshments	\$ 91.33
Office Expense	2912	1/11/2018	CHK	Staples Business Advantage	\$ 419.87
Office Expense	2917	1/11/2018	CHK	Printing Connection, Inc.	\$ 195.75
Office Expense	2920	1/11/2018	CHK	Konica Minolta Business Solutions	\$ 652.98
Office Expense	EFT01722	1/11/2018	CHK	Capital One Commercial- 7003	\$ 875.83
Office Expense	2936	1/25/2018	CHK	Staples Business Advantage	\$ 7,423.35
<b>Office Expense Total</b>					<b>\$ 9,659.11</b>
Other Contract Services	EFT01718	1/5/2018	CHK	EcoTech Services Inc	\$ 37,823.00
Other Contract Services	EFT01731	1/11/2018	CHK	Local Government Commission	\$ 854.31
Other Contract Services	EFT01738	1/19/2018	CHK	Orange County Coastkeeper	\$ 3,586.12
Other Contract Services	EFT01742	1/19/2018	CHK	Community Action Partnership	\$ 1,956.64
Other Contract Services	EFT01744	1/19/2018	CHK	Local Government Commission	\$ 7,081.81
Other Contract Services	EFT01761	1/25/2018	CHK	University Enterprises Corpo	\$ 22,741.13
Other Contract Services	EFT01762	1/25/2018	CHK	California Rural Water Association	\$ 7,301.59
<b>Other Contract Services Total</b>					<b>\$ 81,344.60</b>
Other Expenses	2928	1/19/2018	CHK	Franchise Tax Board	\$ 601.15
Other Expenses	2931	1/19/2018	CHK	California Department of Fish & Wildlife	\$ 3,185.25
Other Expenses	2932	1/19/2018	CHK	Santa Ana Regional Water Quality Control	\$ 200.00
<b>Other Expenses Total</b>					<b>\$ 3,986.40</b>
Payroll	WDL000004335	1/5/2018	WDL	Direct Deposit 1/5/2018	\$ 74,181.40
Payroll	WDL000004343	1/5/2018	WDL	Direct Deposit 1/5/2018	\$ 3,009.03
Payroll	WDL000004345	1/5/2018	WDL	PR Tax - Federal	\$ 33,545.23
Payroll	WDL000004346	1/5/2018	WDL	PR Tax - State	\$ 7,016.64
Payroll	WDL000004353	1/19/2018	WDL	Direct Deposit 1/19/2018	\$ 80,914.74
Payroll	WDL000004359	1/19/2018	WDL	PR Tax - Federal	\$ 35,952.28
Payroll	WDL000004360	1/19/2018	WDL	PR Tax - State	\$ 7,626.81
<b>Payroll Total</b>					<b>\$ 242,246.13</b>
Permit Fees	2937	1/25/2018	CHK	Riverside County Clerk	\$ 50.00
<b>Permit Fees Total</b>					<b>\$ 50.00</b>
Petty Cash	2911	1/11/2018	CHK	Karen Williams, Custodian of Petty Cash	\$ 239.37
<b>Petty Cash Total</b>					<b>\$ 239.37</b>



1/31/2018

Category	Check #	Check Date	Type	Vendor	Check Amount
Postage/Shipping	2934	1/25/2018	CHK	Federal Express	\$ 43.02
<b>Postage/Shipping Total</b>					<b>\$ 43.02</b>
Prop84	EFT01733	1/19/2018	CHK	Inland Empire Utilities Agency	\$ 38,000.00
Prop84	EFT01734	1/19/2018	CHK	Eastern Municipal Water District	\$ 128,775.44
Prop84	EFT01736	1/19/2018	CHK	Orange County Water District	\$ 12,383.25
<b>Prop84 Total</b>					<b>\$ 179,158.69</b>
Safety	2904	1/5/2018	CHK	Kaiser Foundation Health Plan	\$ 70.00
Safety	2905	1/5/2018	CHK	SafeT	\$ 391.50
Safety	2914	1/11/2018	CHK	Cintas Corporation	\$ 183.28
Safety	EFT01724	1/11/2018	CHK	Underground Service Alert	\$ 128.80
Safety	EFT01729	1/11/2018	CHK	A Cone Zone Inc	\$ 189.91
Safety	EFT01741	1/19/2018	CHK	Airgas USA LLC	\$ 33.96
Safety	2938	1/25/2018	CHK	SafeT	\$ 350.55
<b>Safety Total</b>					<b>\$ 1,348.00</b>
Utilities	2897	1/5/2018	CHK	Riverside, City of	\$ 2,011.15
Utilities	2898	1/5/2018	CHK	Verizon Wireless	\$ 1,725.71
Utilities	2899	1/5/2018	CHK	Southern California Edison	\$ 28.20
Utilities	2906	1/5/2018	CHK	Riverside, City of	\$ 54.37
Utilities	2907	1/5/2018	CHK	Verizon Wireless	\$ 517.86
Utilities	2909	1/11/2018	CHK	AT&T	\$ 768.91
Utilities	2921	1/11/2018	CHK	AT&T	\$ 1,079.70
Utilities	2924	1/19/2018	CHK	Verizon Wireless	\$ 14.16
Utilities	2926	1/19/2018	CHK	Southern California Edison	\$ 210.21
Utilities	2935	1/25/2018	CHK	AT&T	\$ 583.82
<b>Utilities Total</b>					<b>\$ 6,994.09</b>
<b>Grand Total</b>					<b>\$ 949,116.79</b>

Accounts Payable

Checks	\$ 655,482.81
Wire Transfers	\$ 47,598.61
	<u>\$ 703,081.42</u>

Bank Fees

Take Care	\$ 3,789.24
Other	
Payroll	\$ 242,246.13
	<u>\$ 949,116.79</u>

**Total Disbursements for January 2018**

Santa Ana Watershed Project Authority  
 Consulting  
 January 2018

Check #	Check Date	Task #	Task Description	Vendor Name	Total Contract	Check Amount	Remaining Contract Amount	Notes/Comments
EFT01754	1/25/2018	ACS100-09	IT Support	Accent Computer Solutions	\$ 42,000.00	\$ 3,486.50	\$ 726.00	
EFT01754	1/25/2018	ACS100-10	Office 365 Migration	Accent Computer Solutions	\$ 17,500.00	\$ 595.00	\$ 3,867.00	
EFT01752	1/25/2018	CDM386-12	SAR Bacteria Monitoring Program	CDM Smith	\$ 317,046.00	\$ 37,729.84	\$ 119,766.25	
EFT01759	1/25/2018	DEGR392-03	Social Media Support - EC TF	DeGrave Communications	\$ 30,000.00	\$ 1,786.98	\$ 13,958.48	
EFT01720	1/5/2018	GEOS374-01	Litigation Support	GeoScience Support Services	\$ 249,800.00	\$ 20,910.00	\$ 44,665.00	
EFT01728	1/11/2018	INSOL100-10	Great Plains Annual Service and Support	Integrated Systems Solutions	\$ 4,000.00	\$ 297.00	\$ 2,383.00	
EFT01740	1/19/2018	INSOL100-10	Great Plains Annual Service and Support	Integrated Systems Solutions	\$ 82.50	\$ 82.50	\$ 2,383.00	
EFT01732	1/11/2018	RFT240-01	Rate Model	Raftelis Financial Consultant	\$ 79,517.00	\$ 6,376.63	\$ 66,675.37	
EFT01708	1/5/2018	RISK374-07	Basin Monitoring TF	Risk Sciences	\$ 73,150.00	\$ 3,853.40	\$ 59,586.56	
EFT01708	1/5/2018	RISK384-08	Basin Monitoring TF	Risk Sciences	\$ 87,300.00	\$ 3,780.00	\$ 29,436.61	
EFT01747	1/25/2018	RISK384-08	Basin Monitoring TF	Risk Sciences	\$ 87,300.00	\$ 3,780.00	\$ 29,436.61	
EFT01730	1/11/2018	RMC504-401-01	SARCCUP Program Management Services	RMC Water and Environment	\$ 310,429.00	\$ 9,536.67	\$ 189,585.94	
2930	1/19/2018	TTD100-03	Phone System Support	The Technology Depot	\$ 6,000.00	\$ 33.75	\$ 5,683.50	
EFT01755	1/25/2018	TRU240-20	BL Water Quality Analysis	Trussell Technologies	\$ 49,885.00	\$ 3,270.00	\$ 45,113.46	
						<b>\$ 95,518.27</b>		

**COMMISSION MEMORANDUM NO. 2018.31**

**DATE:** March 20, 2018  
**TO:** SAWPA Commission  
**SUBJECT:** Inter-Fund Borrowing – January 2018  
**PREPARED BY:** Karen Williams, Chief Financial Officer

**RECOMMENDATION**

It is recommended that the Commission receive and file the informational report on short-term, cash-flow inter-fund borrowing.

**DISCUSSION**

On December 13, 2005, the Commission approved Resolution No. 452, Inter-Fund and Inter-Project Loan Policy. Staff was directed to bring back an accounting of the loans each month for review when the total exceeded \$250,000 in aggregate.

The following projects, with negative cash flow, are listed below with the amounts borrowed from SAWPA General Fund Reserves in January 2018. The total amount borrowed is over the aggregate \$250,000 amount recommended in Resolution No. 452, Inter-Fund and Inter-Project Loan Policy. The Commission has requested that this item be brought back each month as an informational item when the loan amount is over the \$250,000 aggregate amount.

Fund	Fund Name	12/31/17 Balance	Loan Receipts	New Charges	01/31/18 Balance
130	Proposition 84 Admin	\$82,131.35	(\$26,687.11)	\$9,058.01	\$64,502.25
135	Proposition 84 Admin R2	70,255.05	(0.00)	4,358.47	74,613.52
140	Proposition 84 Admin R3	50,699.75	(26,681.38)	10,019.67	34,038.04
145	Proposition 84 Admin R4	117,125.22	(34,583.16)	17,515.66	100,057.72
398	Proposition 1 – DACI Grant	77,352.84	(69,333.58)	51,162.73	59,181.99
477	LESJWA Administration	15,443.90	(16,836.34)	18,165.74	16,773.30
504	Prop 84 - Drought Projects	141,772.15	(28,357.51)	34,531.91	147,946.55
	<b>Total Funds Borrowed</b>	<b>\$554,780.26</b>	<b>(\$202,479.08)</b>	<b>\$144,812.19</b>	<b>\$497,113.37</b>
	General Fund Reserves Balance		\$3,458,480.03		
	Less Amount Borrowed		<u>497,113.37</u>		
	Balance of General Fund Reserves		\$2,961,366.66		

The following table lists each fund that has a negative cash flow, the source of funding for the fund, how often the fund is billed, and the projected rate of payment for the fund.

**NEGATIVE CASH-FLOW FUNDS**

<b>Fund No.</b>	<b>Source of Funding</b>	<b>Billing Frequency</b>	<b>Projected Payment Time</b>
130,135,140, 145 – Proposition 84 Admin	DWR – Prop 84 Grant	Monthly/Quarterly	Up to 4 months
398 – Proposition 1 – DACI Grant	DWR – Prop 1 Grant	Monthly	Up to 4 months
477 – LESJWA Admin	Reimbursement from LESJWA	Monthly	2 to 4 weeks
504 - Proposition 84 Drought Projects	DWR – Prop 84 Grant	Monthly	Up to 4 months
504 – Proposition 84 SARCCUP Projects	DWR – Prop 84 Grant	Monthly/Quarterly	Up to 4 month

**Fund 130**

The outstanding balance of the funds due from DWR is the mandatory 10% retention from each invoice billed. Retention funds will not be released until the Proposition 84 Round I contract is completed in 2018.

**Fund 135**

This fund is for the administration of Proposition 84 Round II grant funds. These funds will be billed quarterly and 10% will be withheld for retention.

**Fund 140**

This fund is for the administration of Proposition 84 Drought Round grant funds. These funds will be billed monthly and 10% will be withheld for retention.

**Fund 145**

This fund is for the administration of Proposition 84 Round 2015 grant funds. These funds will be billed quarterly and 10% will be withheld for retention.

**Fund 398**

This fund is for the Proposition 1 DACI grant project. These funds will be billed monthly once the contracts with DWR have been signed.

**Fund 477**

Each month LESJWA is billed the cost for administering the JPA. Once the bill is received, LESJWA submits payment within two weeks.

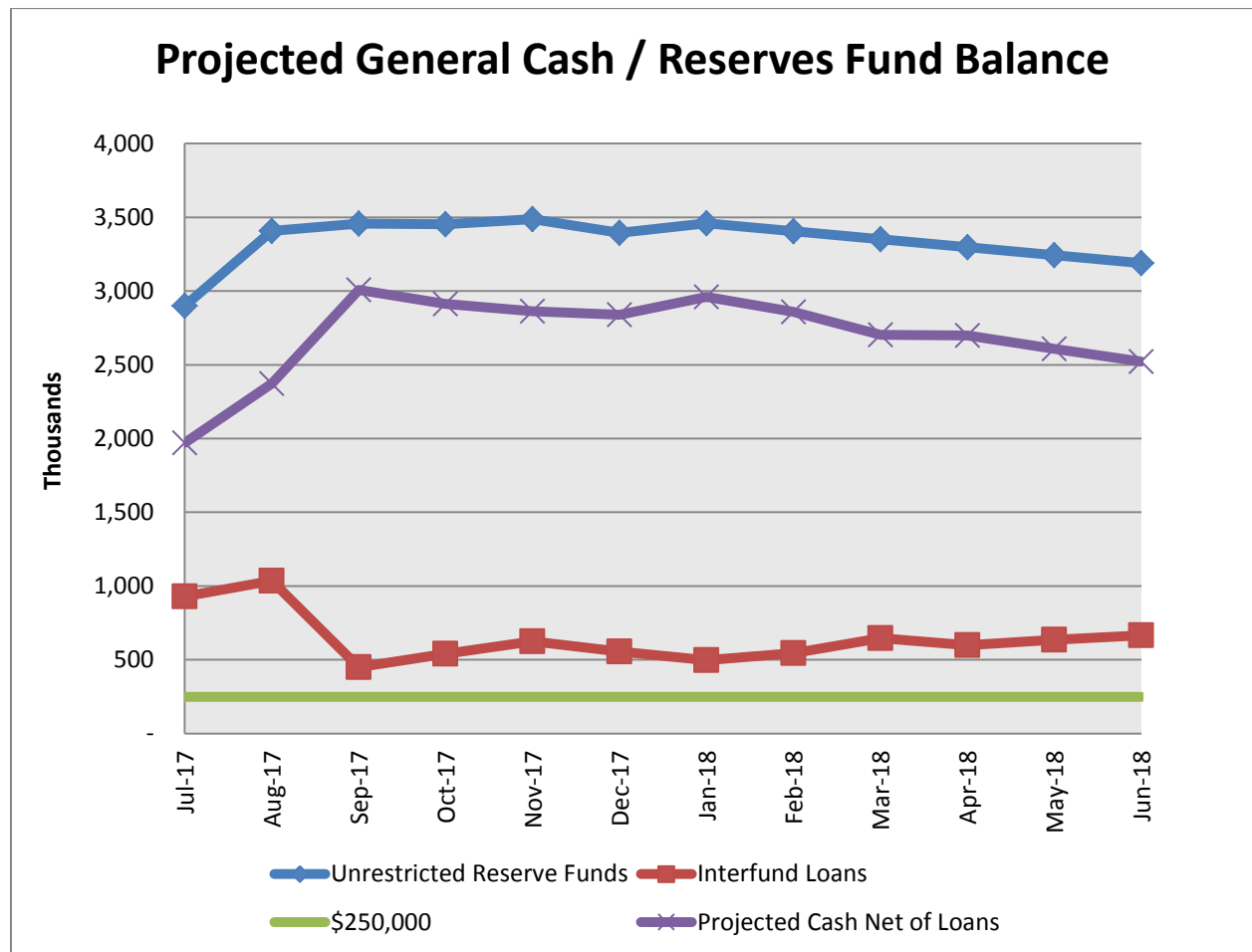
**Fund 504**

This fund is for the implementation of drought related projects and SARCCUP projects which are administered through PA-22 and PA23.

The following graph shows the total budget, total project costs to date, and the amount remaining on each grant.

Fund	Fund Name	Total Budget	Project Costs Through 01/31/18	Remaining Grant Budget
130	Proposition 84 Admin R1	\$660,004	(\$436,901)	\$223,103
135	Proposition 84 Admin R2	627,405	(345,449)	281,956
140	Proposition 84 Admin R3	625,000	(481,929)	143,071
145	Proposition 84 Admin R4	3,213,384	(433,411)	2,779,973
397	Energy Water DAC Grant (WECAN)	932,515	(691,721)	240,794
398	Proposition 1 – DACI Grant	1,362,741	(215,905)	1,146,836
504	Prop 84 - Drought Projects	6,962,610	(1,445,905)	5,516,705
504	Prop 84 – 2015 Round (SARCCUP)	1,000,000	(410,475)	589,525
Totals		\$15,383,659	(\$4,461,696)	\$10,921,963

The following graph shows projected inter-fund loan balances, total unrestricted General Fund Reserves available for loans, and projected cash net of loans through June 2018. The projected loan balance is expected to remain over the \$250,000 aggregate limit through June 2018 because of Proposition 1 and 84 grants, but can be covered by General Fund Reserves without a major impact on cash flow.



**RESOURCE IMPACTS**

The funds borrowed from the General Fund Reserves will be paid back with interest when the funding is received. Interfund loans for grants are not charged interest unless the grant contracts specifically states interest is eligible for reimbursement. There is sufficient cash available to cover proposed borrowings and to pay budgeted expenditures for the General Fund.

## COMMISSION MEMORANDUM NO. 2018.32

**DATE:** March 20, 2018  
**TO:** SAWPA Commission  
**SUBJECT:** Performance Indicators and Financial Reporting – January 2018  
**PREPARED BY:** Karen Williams, Chief Financial Officer

### RECOMMENDATION

It is recommended that the Commission receive and file staff's report.

### DISCUSSION

The attached reports have been developed to keep the Commission informed as to SAWPA's business and budget performance. These reports are categorized into the following groups: financial reporting, cash and investments, and performance indicators. They are explained in detail below. As new reports are developed, they will be added for the Commission's review.

#### Financial Reporting

Balance Sheet by Fund Type	Lists total assets, liabilities, and equity by fund type for a given period.
Revenue & Expense by Fund Type	Lists total revenue and expenses by fund type for a given period.
Receivables Management	Shows total outstanding accounts receivable by age.
Open Task Order Schedule	Shows SAWPA's total outstanding obligation for open task orders.
List of SAWPA Funds	Shows each SAWPA Fund with the fund description and fund group.
Debt Service Funding Analysis	Shows total annual income by source used to make debt service payments through debt maturity at FYE 2048.
Debt Service Payment Schedule	Shows total debt service interest and principal payments through debt maturity at FYE 2048.

#### Cash and Investments

Total Cash and Investments (chart)	Shows the changes in cash and investments balance for the last twelve months.
Cash Balance & Source of Funds	Shows total cash and investments for all SAWPA funds and the types of investments held for each fund.
Cash & Investments (pie chart)	Shows total cash and investments for all SAWPA funds and the percentage of each investment type.
Reserve Account Analysis	Shows changes to each reserve account for the year and projected ending balance for each.
Twelve Month Security Schedule (chart)	Shows the maturity dates for securities held and percentage of securities in each category.

Treasurer's Report	Shows book and market value for both Treasury strips and securities held by the Agency.
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**Performance Indicators**

Average Daily Flow by Month	Shows total flow in the Brine Line System by month compared to total treatment capacity owned. This is an indicator of the available capacity in the line. As we add yearly flows, it will show trends in flow throughout the year.
Summary of Labor Multipliers	Summarizes the information generated from the following two reports and compares the actual benefit and Indirect Cost Allocation rates to the total budgeted rates.
General Fund Costs	Lists total Fund No. 100 costs to date and the amount of those costs recovered through the Indirect Cost Allocation and member contributions.
Benefit Summary	Lists total employee benefit costs actual to budget and projects them through the end of the year. This report compares how the actual benefit rate compares to the budgeted rate.
Labor Hours Budget vs. Actual	Shows total budgeted hours for each project and compares them to the actual hours charged to each.

**RESOURCE IMPACTS**

Staff expects minimal impacts to SAWPA or its member agencies related to this effort.

Attachments:

- |                                       |   |
|---------------------------------------|---|
| 1. Balance Sheet by Fund Type         | 10. Reserve Account Analysis                    |
| 2. Revenue & Expense by Fund Type     | 11. Twelve-Month Maturity Schedule - Securities |
| 3. Accounts Receivable Aging Report   | 12. Treasurer's Report                          |
| 4. Open Task Order Schedule           | 13. Average Daily Flow by Month                 |
| 5. List of SAWPA Funds                | 14. Summary of Labor Multipliers                |
| 6. Debt Service Funding Analysis      | 15. General Fund Costs                          |
| 7. Debt Service Payment Schedule      | 16. Benefits                                    |
| 8. Total Cash and Investments (chart) | 17. Labor Hours Budgeted vs. Actual             |
| 9. Cash Balance & Source of Funds     |   |



Santa Ana Watershed Project Authority  
Balance Sheet by Fund Type  
For the Six Months Ending Sunday, December 31, 2017

	General Fund	Brine Line Enterprise	Capital Projects	OWOW Projects	Roundtable Projects	Fund Totals
<b>Assets</b>						
<b>Current Assets</b>						
Cash and Investments	\$4,317,849.77	\$45,664,566.14	(\$11,429,365.53)	\$1,174,393.05	\$1,907,132.29	\$41,634,575.72
Accounts Receivable	46,325.39	1,960,045.81	3,413,013.77	3,528,693.42	176,335.84	9,124,414.23
Installment Notes Receivable	0.00	3,448,437.13	0.00	0.00	0.00	3,448,437.13
Interest Receivable	0.00	68,771.49	0.00	0.00	0.00	68,771.49
Prepays and Deposits	537,942.04	115,711.61	0.00	0.00	0.00	653,653.65
Total Current Assets	<u>4,902,117.20</u>	<u>51,257,532.18</u>	<u>(8,016,351.76)</u>	<u>4,703,086.47</u>	<u>2,083,468.13</u>	<u>54,929,852.22</u>
<b>Fixed Assets</b>						
Property, Plant & Equipment						
less accum depreciation	1,119,579.65	61,934,158.11	0.00	0.00	0.00	63,053,737.76
Work In Process	0.00	0.00	29,415,771.88	0.00	0.00	29,415,771.88
Total fixed assets	<u>1,119,579.65</u>	<u>61,934,158.11</u>	<u>29,415,771.88</u>	<u>0.00</u>	<u>0.00</u>	<u>92,469,509.64</u>
<b>Other Assets</b>						
Wastewater treatment/disposal rights, net of amortization	0.00	28,234,374.90	0.00	0.00	0.00	28,234,374.90
Inventory - Mitigation Credits	0.00	0.00	0.00	0.00	1,910,560.00	1,910,560.00
Total Other Assets	<u>0.00</u>	<u>28,234,374.90</u>	<u>0.00</u>	<u>0.00</u>	<u>1,910,560.00</u>	<u>30,144,934.90</u>
<b>Total Assets</b>	<u><b>\$6,021,696.85</b></u>	<u><b>\$141,426,065.19</b></u>	<u><b>\$21,399,420.12</b></u>	<u><b>\$4,703,086.47</b></u>	<u><b>\$3,994,028.13</b></u>	<u><b>\$177,544,296.76</b></u>
<b>Liabilities and Fund Equity</b>						
<b>Current Liabilities</b>						
Accounts Payable/Accrued Expenses	\$669,597.91	\$713,900.59	\$778,897.47	\$3,146,837.28	\$93,180.91	\$5,402,414.16
Accrued Interest Payable	0.00	280,256.23	88,960.82	0.00	0.00	369,217.05
<b>Noncurrent Liabilities</b>						
Long-term Debt	3,104,742.00	17,705,127.96	7,404,008.00	0.00	0.00	28,213,877.96
Deferred Revenue	0.00	72,719,287.50	0.00	0.00	0.00	72,719,287.50
Total Liabilities	<u>3,774,339.91</u>	<u>91,418,572.28</u>	<u>8,271,866.29</u>	<u>3,146,837.28</u>	<u>93,180.91</u>	<u>106,704,796.67</u>
<b>Fund Equity</b>						
Contributed Capital	0.00	20,920,507.03	0.00	0.00	0.00	20,920,507.03
Retained Earnings	2,752,388.00	28,766,923.00	13,269,138.70	949,951.40	3,697,486.05	49,435,887.15
Revenue Over/Under Expenditures	(505,031.06)	320,062.88	(141,584.87)	606,297.79	203,361.17	483,105.91
Total Fund Equity	<u>2,247,356.94</u>	<u>50,007,492.91</u>	<u>13,127,553.83</u>	<u>1,556,249.19</u>	<u>3,900,847.22</u>	<u>70,839,500.09</u>
<b>Total Liabilities &amp; Fund Equity</b>	<u><b>\$6,021,696.85</b></u>	<u><b>\$141,426,065.19</b></u>	<u><b>\$21,399,420.12</b></u>	<u><b>\$4,703,086.47</b></u>	<u><b>\$3,994,028.13</b></u>	<u><b>\$177,544,296.76</b></u>

**Santa Ana Watershed Project Authority**  
**Revenue & Expenses by Fund Type**  
**For the Six Months Ending Sunday, December 31, 2017**

	General Fund	Brine Line Enterprise	Capital Projects	OWOW Projects	Roundtable Projects	Fund Totals
<b>Operating Revenue</b>						
Discharge Fees	\$0.00	\$5,781,825.08	\$0.00	\$0.00	\$0.00	\$5,781,825.08
Grant Proceeds	0.00	0.00	0.00	2,332,899.36	0.00	2,332,899.36
Financing Proceeds	0.00	0.00	0.00	0.00	102,936.93	102,936.93
Total Operating Revenue	0.00	5,781,825.08	0.00	2,332,899.36	102,936.93	8,217,661.37
<b>Operating Expenses</b>						
Labor	828,377.45	425,910.51	120.41	265,710.15	67,132.13	1,587,250.65
Benefits	274,263.71	186,122.89	52.62	116,115.35	29,336.66	605,891.23
Indirect Costs	0.00	600,959.68	169.89	374,917.03	94,723.45	1,070,770.05
Education & Training	6,864.74	374.28	0.00	125.00	0.00	7,364.02
Consulting & Professional Services	154,293.07	23,348.32	152,005.29	666,498.34	464,964.22	1,461,109.24
Operating Costs	1,581.93	1,458,537.89	0.00	0.00	87.60	1,460,207.42
Repair & Maintenance	31,410.81	108,812.32	0.00	0.00	0.00	140,223.13
Phone & Utilities	33,043.35	3,534.05	0.00	0.00	0.00	36,577.40
Equipment & Computers	90,010.13	40,595.54	0.00	149.32	0.00	130,754.99
Meeting & Travel	12,936.33	304.66	0.00	8,184.43	585.30	22,010.72
Other Administrative Costs	48,163.07	9,723.05	0.00	16,883.06	12,355.28	87,124.46
Benefits Applied	44,593.11	0.00	0.00	0.00	0.00	44,593.11
Indirect Costs Applied	(1,188,051.80)	0.00	0.00	0.00	0.00	(1,188,051.80)
Other Expenses	13,702.53	57,005.35	0.00	0.00	0.00	70,707.88
Construction	0.00	0.00	0.00	1,864,243.27	0.00	1,864,243.27
Total Operating Expenses	351,188.43	2,915,228.54	152,348.21	3,312,825.95	669,184.64	7,400,775.77
Operating Income (Loss)	(351,188.43)	2,866,596.54	(152,348.21)	(979,926.59)	(566,247.71)	816,885.60
<b>Nonoperating Income (Expense)</b>						
Member Contributions	646,115.00	0.00	0.00	776,000.00	20,000.00	1,442,115.00
Other Agency Contributions	0.00	0.00	0.00	793,610.00	745,002.00	1,538,612.00
Interest Income	9,425.18	179,790.28	0.00	2,922.02	4,606.88	196,744.36
Interest Expense - Debt Service	0.00	(461,073.82)	0.00	0.00	0.00	(461,073.82)
Other Income	1,139.39	(7,129.10)	10,763.34	13,692.36	0.00	18,465.99
Use of Reserves	(30,274.95)	0.00	0.00	0.00	0.00	(30,274.95)
Total Nonoperating Income (Expense)	626,404.62	(288,412.64)	10,763.34	1,586,224.38	769,608.88	2,704,588.58
Excess Rev over (under) Exp	<u>\$275,216.19</u>	<u>\$2,578,183.90</u>	<u>(\$141,584.87)</u>	<u>\$606,297.79</u>	<u>\$203,361.17</u>	<u>\$3,521,474.18</u>

Aging Report  
Santa Ana Watershed Project Authority  
Receivables as of January 31, 2018

Customer Name	Project	Total	Current	0-30 Days	31-60 Days	61 and Over
Beaumont, City of	Basin Monitoring TF	14,019.00				14,019.00
Chino Basin Desalter Authority	Brine Line	325,836.19		157,974.41	167,861.78	
Chino Basin Watermaster	Basin Monitoring TF	12,254.00				12,254.00
Department of Water Resources	Prop 84, WECAN	2,909,563.11		59,857.80	272,725.51	2,576,979.80
Eastern Municipal Water District	Brine Line	316,742.78		158,487.57	158,255.21	
Elsinore Valley Municipal Water District	Basin Monitoring TF	14,019.00				14,019.00
Inland Empire Utilities Agency	Brine Line	254,937.85		122,194.21	132,743.64	
Jurupa Community Services District	Basin Monitoring TF	14,019.00				14,019.00
Lake Elsinore & San Jacinto Watersheds Authority	LESJWA Administration	18,135.24		18,135.24		
Orange County Water District	Member Agency Contributions	46,000.00				46,000.00
Redlands, City of	Basin Monitoring TF	12,254.00				12,254.00
Rialto, City of	Basin Monitoring TF	14,019.00				14,019.00
Riverside, City of (Public Utilities)	Basin Monitoring TF	7,009.50				7,009.50
RIX Treatment	Basin Monitoring TF	14,019.00				14,019.00
San Bernardino Valley Municipal Water District	Brine Line	166,375.63		83,401.45	82,974.18	
Temescal Valley Water District	Basin Monitoring TF	11,387.00				11,387.00
Western Riverside County Regional Wastewater Authority	Basin Monitoring TF	14,019.00				14,019.00
Western Municipal Water District	Brine Line, SARCCUP Cost Share	799,401.44		341,234.74	367,444.70	90,722.00
Yucaipa Valley Water District	Basin Monitoring TF	14,019.00				14,019.00
Total Accounts Receivable		4,978,029.74	-	941,285.42	1,182,005.02	2,854,739.30

Santa Ana Watershed Project Authority  
Open Task Orders Schedule  
January 2018  
(Reflects Invoices Received as of 02/14/18)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager	Comments
ACS100-09	100-00	Accent Computer Solutions	IT Support	04/11/2017	03/30/2018	\$ 42,000.00	\$ -	\$ 42,000.00	\$ 39,688.75	\$ 726.00	Dean Unger	
ACS100-10	100-00	Accent Computer Solutions	Office 365 Migration	05/01/2017	06/30/2018	\$ 17,500.00	\$ -	\$ 17,500.00	\$ 13,633.00	\$ 3,867.00	Dean Unger	
INSOL100-10	100-00	Integrated Systems Solutions	GP Software Annual Technical Support	07/01/2017	06/30/2018	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 1,617.00	\$ 2,383.00	Dean Unger	
NICO100-05	100-00	Nicolay Consulting Group	GASB 45/75 Transisiton Plan	08/22/2017	06/30/2019	\$ 7,200.00	\$ -	\$ 7,200.00	\$ -	\$ 7,200.00	Karen Williams	
WCA100-03-02	100-03	West Coast Advisors	State Legislative Consulting FY16-18	11/24/2015	12/31/2018	\$ 345,000.00	\$ -	\$ 345,000.00	\$ 244,000.00	\$ 101,000.00	Rich Haller	
DOUG240-02	240	Douglas Environmental	Brine Line Meter Calibration	07/01/2017	06/30/2018	\$ 4,970.00	\$ 9,855.00	\$ 14,825.00	\$ 5,785.00	\$ 9,040.00	Carlos Quintero	On Call
WO2018-05	240	E S Babcock	Brine Line Sample Collection & Analysis	07/01/2017	06/30/2018	\$ 87,578.00	\$ -	\$ 87,578.00	\$ 35,306.00	\$ 52,272.00	Carols Quintero	
HAZ240-08	240	Haz Mat Trans Inc	Brine Line Facility Repair & Maintenance	07/01/2017	06/30/2018	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 20,072.34	\$ 14,927.66	Carlos Quintero	On Call
HAZ240-07	240	Haz Mat Trans Inc	On Call Draining & Emergency Clean Up	06/29/2015	06/30/2018	\$ 98,215.00	\$ -	\$ 98,215.00	\$ 8,825.00	\$ 89,390.00	Carlos Quintero	On Call
HOU240-02	240	Houston Harris PCS Inc	Brine Line On Call Pipeline Cleaning	06/16/2015	06/30/2018	\$ 318,120.00	\$ 225,000.00	\$ 543,120.00	\$ 308,677.50	\$ 234,442.50	Carlos Quintero	On Call
HOU240-03	240	Houston Harris PCS Inc	Brine Line On Call Inspection Services	07/01/2017	06/30/2018	\$ 38,000.00	\$ -	\$ 38,000.00	\$ 8,046.65	\$ 29,953.35	Carlos Quintero	On Call
WO2018-10	240	IEUA	Reach IV-A Upper Support	07/01/2017	06/30/2018	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 3,411.80	\$ 6,588.20	Carlos Quintero	
INN240-02	240	Innerline Engineering Inc	Brine Line On-Call Line Cleaning	06/29/2015	06/30/2018	\$ 46,900.00	\$ 50,000.00	\$ 96,900.00	\$ 59,191.34	\$ 37,708.66	Carlos Quintero	On Call
RFT240-01	240	Raftelis Financial	Rate Model	11/28/2017	06/30/2018	\$ 79,517.00	\$ -	\$ 79,517.00	\$ 12,841.63	\$ 66,675.37	Carlos Quintero	
SAWA323-01	240	SAWA	Habitat Mitigation in Prado Basin	01/29/2010	10/31/2017	\$ 245,000.00	\$ -	\$ 245,000.00	\$ 226,951.46	\$ 18,048.54	Carlos Quintero	
TKE240-02	240	TKE Engineering & Planning	Brine Line On-Call Land Surveying	06/26/2015	06/30/2018	\$ 30,300.00	\$ -	\$ 30,300.00	\$ 11,545.00	\$ 18,755.00	Carlos Quintero	On Call
TRU240-20	240	Trussell Technologies	BL Water Quality Analysis	09/07/2017	08/31/2018	\$ 49,885.00	\$ -	\$ 49,885.00	\$ 4,771.54	\$ 45,113.46	Carlos Quintero	
WO2018-01	240	WMWD	Sample Collection & Analysis	07/01/2017	06/30/2018	\$ 90,000.00	\$ -	\$ 90,000.00	47,516.25	\$ 42,483.75	David Ruhl	
WO2018-02	240	WMWD	Brine Line Operations & Maintenance	07/01/2017	06/30/2018	\$ 25,000.00	\$ -	\$ 25,000.00	5,282.81	\$ 19,717.19	David Ruhl	
DUDK326-05	326	Dudek	Litigation Support	11/28/2016	06/30/2018	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	\$ 34,440.00	\$ 15,560.00	David Ruhl	
DUDK326-06	326	Dudek	Reach V Rehabilitation - Ph I, Tasks 3-4	03/03/2017	06/30/2018	\$ 134,900.00	\$ -	\$ 134,900.00	\$ 73,283.13	\$ 61,616.87	David Ruhl	
HAMM326-01	326	Hammons Strategies	Strategic Communication Services	05/24/2016	12/31/2017	\$ 18,500.00	\$ 60,750.00	\$ 79,250.00	\$ 78,750.00	\$ 500.00	Rich Haller	
WO2018-03	326	PSI Lab	CIPP Sampling	07/01/2017	06/30/2018	\$ 30,010.00	\$ -	\$ 30,010.00	\$ 24,920.00	\$ 5,090.00	David Ruhl	36
VALI326-04	326	Vali Cooper & Associates Inc	IEBL Reach V Rehabilitation	03/15/2017	06/30/2018	\$ 1,252,400.00	\$ -	\$ 1,252,400.00	\$ 825,103.49	\$ 427,296.51	David Ruhl	

Santa Ana Watershed Project Authority  
Open Task Orders Schedule  
January 2018  
(Reflects Invoices Received as of 02/14/18)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager	Comments
PO3379 Const	326	WEKA	IEBL Reach V Rehab & Improvement	09/13/2016	01/16/2018	\$ 2,044,602.00	\$ 13,283,733.99	\$ 15,328,335.99	\$ 14,795,964.52	\$ 532,371.47	David Ruhl	
CDM374-02	374	CDM Smith	CEQA Supplemental doc & analysis	09/27/2016	12/31/2017	\$ 29,527.00	\$ 10,000.00	\$ 39,527.00	\$ 38,707.65	\$ 819.35	Mark Norton	
GEOS374-01	374	GeoScience Support Service	SAR WLA Model Update	02/01/2017	06/30/2018	\$ 249,800.00	\$ -	\$ 249,800.00	\$ 205,135.00	\$ 44,665.00	Mark Norton	
RISK374-07	374	Risk Sciences	Basin Monitoring TF	11/06/2017	06/30/2018	\$ 73,150.00	\$ -	\$ 73,150.00	\$ 13,563.44	\$ 59,586.56	Mark Norton	
SCH381-01	381	Scheevel Engineering	S.A. Sucker - Beneficial Use Project	04/18/2017	12/31/2018	\$ 96,725.00	\$ -	\$ 96,725.00	\$ 49,704.00	\$ 47,021.00	Ian Achimore	
AMEC384-01	384-01	Amec Foster Wheeler	Tier 2 - Bacteria Source Investigation	07/18/2017	06/30/2018	\$ 49,960.00	\$ -	\$ 49,960.00	\$ 49,887.40	\$ 72.60	Rick Whetsel	
CDM384-17	384-01	CDM Smith	Audit Support of CBRP	01/02/2018	06/30/2018	\$ 44,870.00	\$ -	\$ 44,870.00	\$ -	\$ 44,870.00	Rick Whetsel	
RISK384-08	384-01	Risk Sciences	MSAR TMDL Task Force	07/12/2015	06/30/2018	\$ 87,300.00	\$ -	\$ 87,300.00	\$ 57,863.39	\$ 29,436.61	Rick Whetsel	
CDM386-12	386	CDM Smith	Regional Bacteria Monitoring Program	04/18/2017	06/30/2018	\$ 317,046.00	\$ 13,625.00	\$ 330,671.00	\$ 210,904.75	\$ 119,766.25	Rick Whetsel	
DEGR392-03	392	DeGrave Communications	Social Media Support - EC TF	07/01/2017	06/30/2018	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 16,041.52	\$ 13,958.48	Mark Norton	
PO3289	397	CAPOC	Green House Gas Contract - WECAN	06/27/2016	10/31/2018	\$ 16,628.00	\$ -	\$ 16,628.00	\$ 3,623.58	\$ 13,004.42	Mike Antos	
PO3377	397	CAPR	Green House Gas Contract - WECAN	10/31/2016	10/31/2018	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 39,100.00	\$ 45,900.00	Mike Antos	
PO3285	397	CAPSB	Green House Gas Contract - WECAN	06/20/2016	10/31/2018	\$ 868,153.00	\$ -	\$ 868,153.00	\$ 294,925.67	\$ 573,227.33	Mike Antos	
ECOT397-01	397	Ecotech	WECAN Landscaping Project	05/26/2016	10/31/2018	\$ 1,300,000.00	\$ 2,000.00	\$ 1,302,000.00	\$ 912,735.90	\$ 389,264.10	Mike Antos	
ECOT397-02	397	Ecotech	WECAN Landscaping Project	04/04/2017	10/30/2018	\$ 612,000.00	\$ -	\$ 612,000.00	\$ 114,230.00	\$ 497,770.00	Mike Antos	
GMC397-01	397	Green Media Creations	WECAN Outreach and Management	05/26/2016	10/31/2018	\$ 170,000.00	\$ -	\$ 170,000.00	\$ 158,633.25	\$ 11,366.75	Mike Antos	
GMC397-02	397	Green Media Creations	WVWD Turf Removal	04/11/2017	10/30/2018	\$ 80,000.00	\$ -	\$ 80,000.00	\$ 79,744.32	\$ 255.68	Mike Antos	
PO3466	398	California Rural Water Association	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 240,000.00	\$ -	\$ 240,000.00	\$ 38,217.28	\$ 201,782.72	Mike Antos	
IEW398-02	398	Inland Empire Waterkeeper	Disadvantaged Communities Grant	08/01/2017	12/22/2017	\$ 14,000.00	\$ -	\$ 14,000.00	\$ 13,914.09	\$ 85.91	Mike Antos	
PO3463	398	Local Government Commission	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 442,000.00	\$ -	\$ 442,000.00	\$ 112,257.46	\$ 329,742.54	Mike Antos	
PO3551	398	UC Irvine	Disadvantaged Communities Grant	11/06/2017	04/30/2020	\$ 105,000.00	\$ -	\$ 105,000.00	\$ 27,738.75	\$ 77,261.25	Mike Antos	
PO3465	398	University Enterprises Corporation	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 1,290,500.00	\$ -	\$ 1,290,500.00	\$ 30,335.30	\$ 1,260,164.70	Mike Antos	
PO3464	398	Water Education Foundation	Disadvantaged Communities Grant	07/19/2017	04/30/2020	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 3,519.01	\$ 146,480.99	Mike Antos	

Santa Ana Watershed Project Authority  
Open Task Orders Schedule  
January 2018  
(Reflects Invoices Received as of 02/14/18)

Task Order No. Project Contracts	Fund No.	Vendor Name	Task Description	Begin Date	End Date	Original Contract	Change Orders	Total Contract	Billed To Date	Contract Balance	SAWPA Manager	Comments
CVS504-301-01	504-00	CV Strategies	FAQ on Conservation Based Rates	11/29/2016	08/31/2018	\$ 25,000.00	\$ 600.00	\$ 25,600.00	\$ 18,488.75	\$ 7,111.25	Ian Achimore	
MSS504-301-01	504-00	Miller Spatial Services	Geocoding & Business Type Classification	08/24/2017	12/31/2018	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 13,660.11	\$ 286,339.89	Rick Whetsel	
OMNI504-301-01	504-00	OmniEarth Inc	Web Based Water Consumption Reporting	09/21/2015	12/31/2018	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ 828,106.20	\$ 671,893.80	Mark Norton	
RMC504-401-02	504-04	RMC Water and Environment	SARCCUP Program Mgmt Services	07/01/2017	06/30/2018	\$ 260,515.00	\$ -	\$ 260,515.00	\$ 70,929.06	\$ 189,585.94	Mark Norton	
										<u>\$ 6,904,159.65</u>		

**LIST OF SAWPA FUNDS  
AS OF 01/31/18**

<b>Fund No.</b>	<b>Fund Description</b>	<b>Fund Group</b>
100-00	General Fund	General
100-03	State Lobbying	General
100-04	Federal Lobbying	General
100-05	Grant Applications	General
130	Proposition 84 – Program Management - Round 1	OWOW
135	Proposition 84 – Program Management – Round 2	OWOW
140	Proposition 84 – Program Management – Drought Round	OWOW
145	Proposition 84 – Program Management – 2015 Round	OWOW
240	Brine Line Enterprise	Brine Line
320-01	Brine Line Protection – Downstream Prado	Capital Projects
320-03	Brine Line Protection Above Prado	Capital Projects
320-04	Brine Line Protection D/S Prado in Riverside County	Capital Projects
326	Reach V Capital Repairs	Capital Projects
327	Reach IV-D Corrosion Repair	Capital Projects
370-01	Basin Planning General	OWOW
370-02	USBR Partnership Studies	OWOW
372	Imported Water Recharge Work Group	Roundtable
373	Watershed Management (OWOW)	OWOW
374	Basin Monitoring Program Task Force	Roundtable
381	Santa Ana River Fish Conservation	Roundtable
384-01	MSAR TMDL Task Force	Roundtable
386	Regional Water Quality Monitoring Task Force	Roundtable
387	Arundo Management & Habitat Restoration	Roundtable
392	Emerging Constituents Task Force	Roundtable
396	Forest First	Roundtable
397	Energy – Water DAC Grant Project	OWOW
398	Proposition 1 - DACI	OWOW
477	LESJWA Administration	Roundtable
504-01	Proposition 84 – Capital Projects Round 1 & 2	OWOW
504-00	Proposition 84 – Drought Capital Projects	OWOW
504-04	Proposition 84 – Final Round SARCCUP	OWOW

Santa Ana Watershed Project Authority  
 Brine Line Debt Service Funding Analysis  
 January 31, 2018

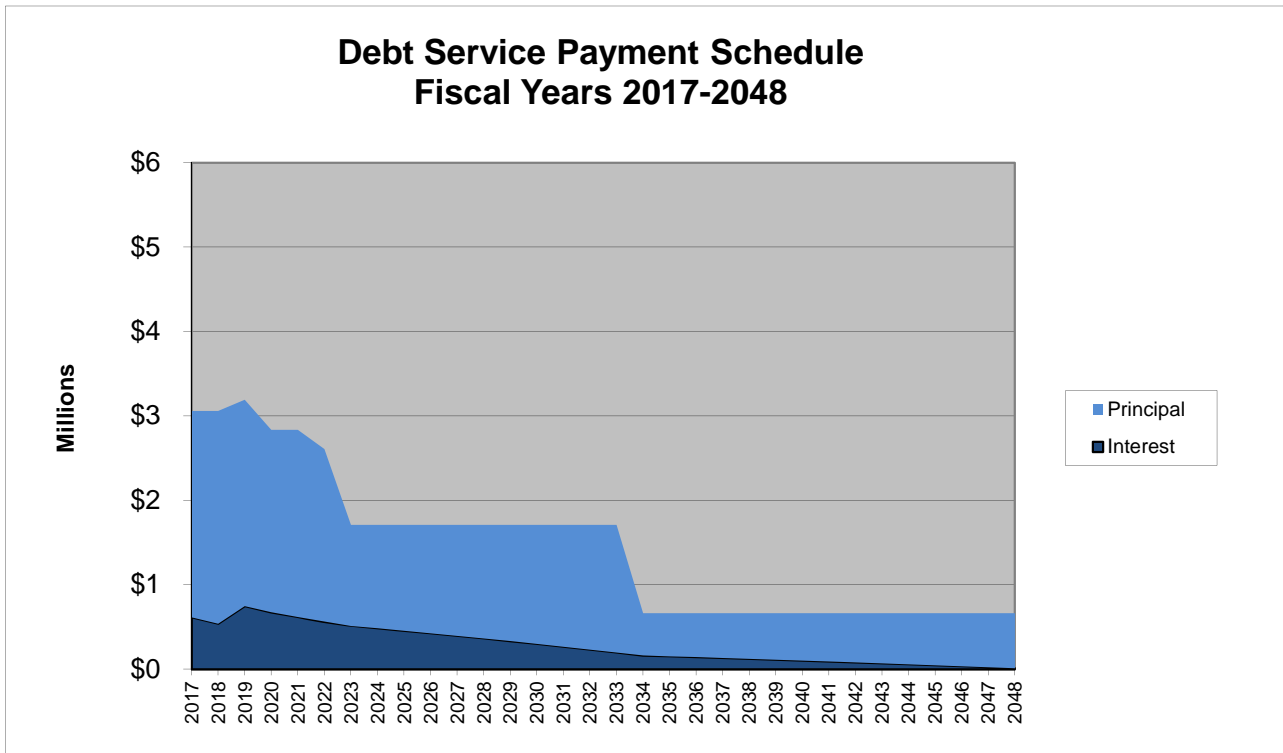
FYE	T-Strip Maturity	Capacity Loan Receipts	Rates	Loan Pymts	Interest Earned *	Excess Cash	Ending Cash Balance
	Beginning Balance						3,509,025
2017	949,000	356,251	1,552,521	(3,060,725)	27,407	(175,546)	3,333,479
2018	949,000	356,251	2,136,173	(3,060,725)	66,670	447,368	3,780,848
2019	395,000	89,053	1,708,750	(3,191,277)	26,392	(972,082)	2,808,766
2020	395,000	-	1,708,750	(2,835,027)	56,175	(675,102)	2,133,664
2021	-	-	1,708,750	(2,835,027)	42,673	(1,083,604)	1,050,060
2022	-	-	1,708,750	(2,607,713)	21,001	(877,961)	172,099
2023	-	-	1,708,750	(1,708,750)	3,442	3,442	175,541
2024	-	-	1,708,750	(1,708,750)	3,511	3,511	179,051
2025	-	-	1,708,750	(1,708,750)	3,581	3,581	182,632
2026	-	-	1,708,750	(1,708,750)	3,653	3,653	186,285
2027	-	-	1,708,750	(1,708,750)	3,726	3,726	190,010
2028	-	-	1,708,750	(1,708,750)	3,800	3,800	193,811
2029	-	-	1,708,750	(1,708,750)	3,876	3,876	197,687
2030	-	-	1,708,750	(1,708,750)	3,954	3,954	201,640
2031	-	-	1,708,750	(1,708,750)	4,033	4,033	205,673
2032	-	-	1,708,750	(1,708,750)	4,113	4,113	209,786
2033	-	-	1,708,749	(1,708,749)	4,196	4,196	213,982
2034	-	-	664,476	(664,476)	4,280	4,280	218,261
2035	-	-	664,476	(664,476)	4,365	4,365	222,628
2036	-	-	664,476	(664,476)	4,452	4,452	227,079
2037	-	-	664,476	(664,476)	4,541	4,541	231,621
2038	-	-	664,476	(664,476)	4,632	4,632	236,253
2039	-	-	664,476	(664,476)	4,725	4,725	240,978
2040	-	-	664,476	(664,476)	4,819	4,819	245,797
2041	-	-	664,476	(664,476)	4,916	4,916	250,713
2042	-	-	664,476	(664,476)	5,014	5,014	255,727
2043	-	-	664,476	(664,476)	5,114	5,114	260,841
2044	-	-	664,476	(664,476)	5,217	5,217	266,058
2045	-	-	664,476	(664,476)	5,321	5,321	271,379
2046	-	-	664,476	(664,476)	5,427	5,427	276,806
2047	-	-	664,476	(664,476)	5,536	5,536	282,342
2048	-	-	664,476	(664,476)	5,647	5,647	287,990
	2,688,000	801,554	39,287,083	(46,353,883)	356,209	(3,221,036)	-

\*Interest earned is based on a conservative 2.00% average return over the period

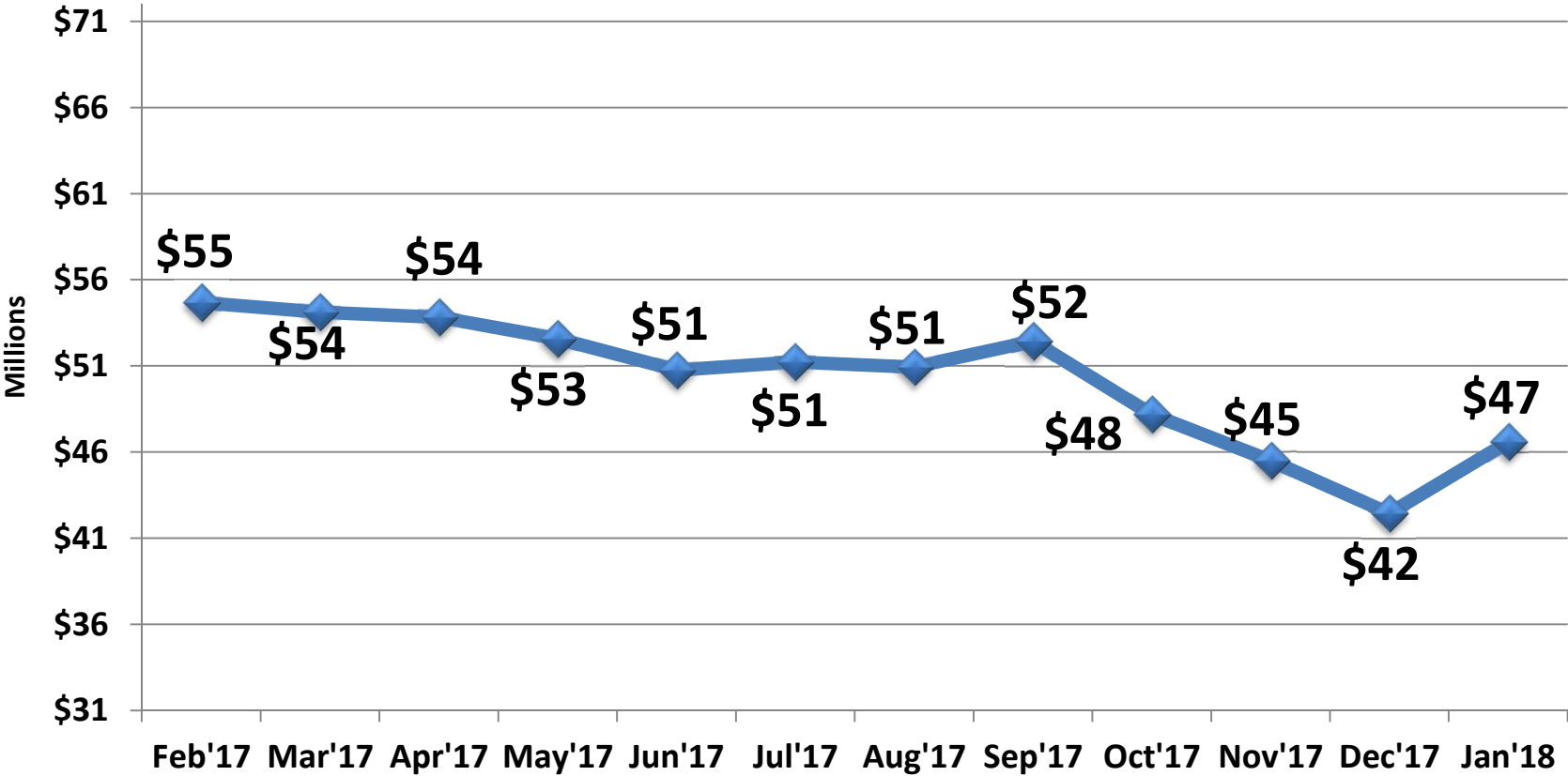


Santa Ana Watershed Project Authority  
 Brine Line Debt Service Payment Schedule  
 January 31, 2018

FYE	Interest	Principal	Total Payment	New SRF Loan	Remaining Principal
2017	615,366	2,445,358	3,060,725	-	19,706,942
2018	539,727	2,520,997	3,060,725	15,088,592	32,274,537
2019	748,142	2,443,135	3,191,277	-	29,831,402
2020	674,909	2,160,119	2,835,027	-	27,671,283
2021	620,485	2,214,543	2,835,027	-	25,456,740
2022	564,670	2,043,043	2,607,713	-	23,413,697
2023	514,020	1,194,730	1,708,750	-	22,218,967
2024	485,808	1,222,942	1,708,750	-	20,996,026
2025	456,917	1,251,833	1,708,750	-	19,744,193
2026	427,330	1,281,420	1,708,750	-	18,462,774
2027	397,030	1,311,719	1,708,750	-	17,151,054
2028	366,000	1,342,750	1,708,750	-	15,808,304
2029	334,221	1,374,529	1,708,750	-	14,433,776
2030	301,675	1,407,074	1,708,750	-	13,026,701
2031	268,344	1,440,405	1,708,750	-	11,586,296
2032	234,208	1,474,541	1,708,750	-	10,111,755
2033	199,248	1,509,501	1,708,749	-	8,602,254
2034	163,443	501,033	664,476	-	8,101,220
2035	153,923	510,553	664,476	-	7,590,667
2036	144,223	520,254	664,476	-	7,070,413
2037	134,338	530,138	664,476	-	6,540,275
2038	124,265	540,211	664,476	-	6,000,064
2039	114,001	550,475	664,476	-	5,449,589
2040	103,542	560,934	664,476	-	4,888,655
2041	92,884	571,592	664,476	-	4,317,063
2042	82,024	582,452	664,476	-	3,734,611
2043	70,958	593,519	664,476	-	3,141,092
2044	59,681	604,796	664,476	-	2,536,297
2045	48,190	616,287	664,476	-	1,920,010
2046	36,480	627,996	664,476	-	1,292,014
2047	24,548	639,928	664,476	-	652,087
2048	12,390	652,087	664,477	-	(0)



# Total Cash & Investments





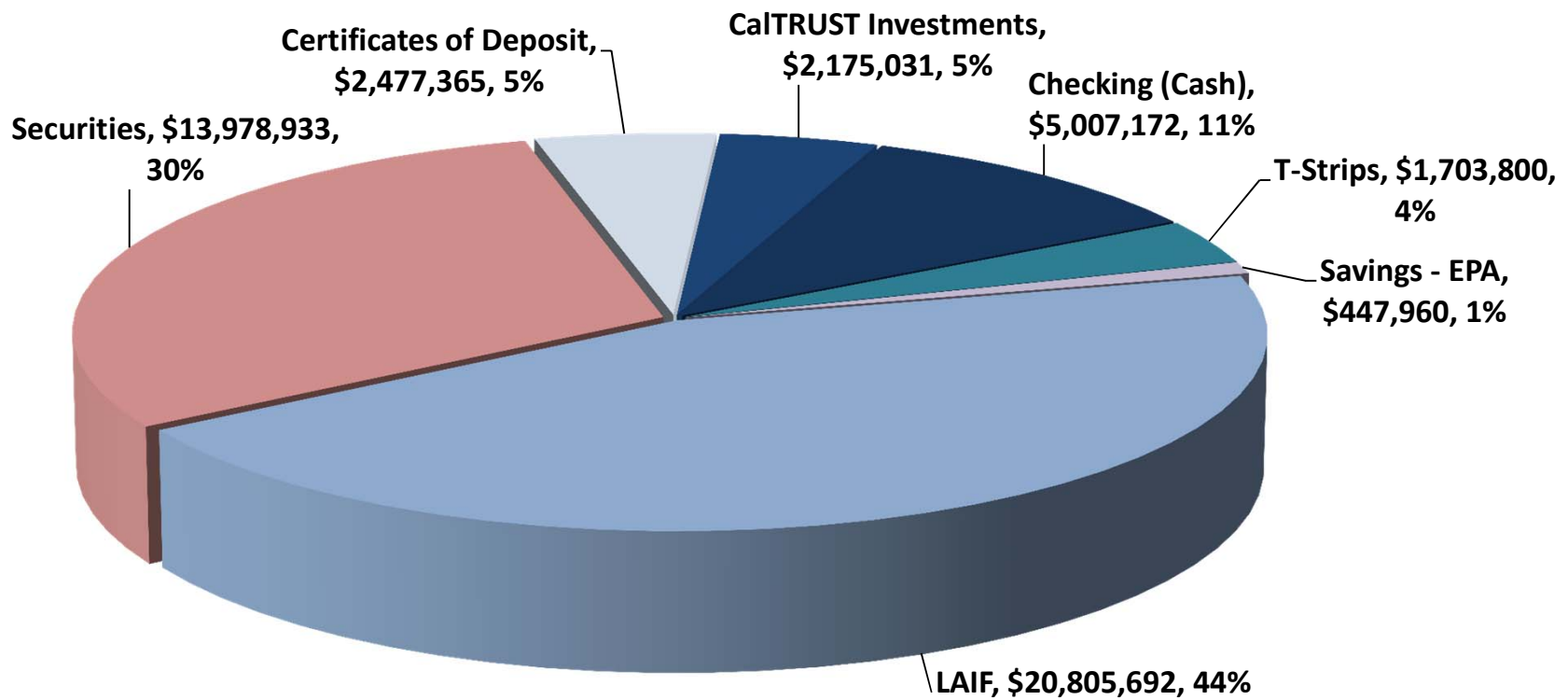
# CASH BALANCE & SOURCE OF FUNDS

January 31, 2018

Reserve Accounts		Cash and Investments							
	Total	Checking (Cash)	CalTRUST Investments	LAIF Account	Savings EPA	Investment Securities	Certificates of Deposit	Treasury Strips	Total
100 General Fund	\$ 2,961,367	2,961,367	-	-	-	-	-	-	\$ 2,961,367
100 Building Reserve	\$ 916,634	-	-	916,634	-	-	-	-	\$ 916,634
370 Basin Planning General	\$ 216,788	-	-	216,788	-	-	-	-	\$ 216,788
370 USBR Partnership Studies	\$ 39,243	-	-	39,243	-	-	-	-	\$ 39,243
373 Watershed Management Plan	\$ 244,169	-	-	244,169	-	-	-	-	\$ 244,169
240 Self Insurance Reserve	\$ 3,934,536	-	-	3,934,536	-	-	-	-	\$ 3,934,536
240 Brine Line Debt Retirement	\$ 5,876,988	-	-	-	-	4,173,188	-	1,703,800	\$ 5,876,988
240 Brine Line - Pipeline Replacement	\$ 12,428,189	-	-	3,996,236	-	8,431,953	-	-	\$ 12,428,189
240 Brine Line - OCS D Rehabilitation	\$ 3,548,823	-	2,175,031	-	-	1,373,792	-	-	\$ 3,548,823
240 Brine Line - Capacity Management	\$ 7,948,282	-	-	7,300,409	-	-	647,873	-	\$ 7,948,282
240 Brine Line - OCS D Future Capacity	\$ 1,739,961	-	-	-	-	-	1,739,961	-	\$ 1,739,961
240 Brine Line - Flow Imbalance Reserve	\$ 89,531	-	-	-	-	-	89,531	-	\$ 89,531
240 Brine Line - Operating Reserve	\$ 3,083,576	2,045,805	-	1,037,771	-	-	-	-	\$ 3,083,576
401 Legal Defense Fund	\$ 447,960	-	-	-	447,960	-	-	-	\$ 447,960
372 Imported Water Recharge	\$ 6,263	-	-	6,263	-	-	-	-	\$ 6,263
374 Basin Monitoring Program TF	\$ 160,746	-	-	160,746	-	-	-	-	\$ 160,746
381 SAR Fish Conservation	\$ 206,668	-	-	206,668	-	-	-	-	\$ 206,668
384 Middle SAR TMDL TF	\$ 178,360	-	-	178,360	-	-	-	-	\$ 178,360
386 RWQ Monitoring TF	\$ 239,629	-	-	239,629	-	-	-	-	\$ 239,629
387 Mitigation Bank Credits	\$ 954,225	-	-	954,225	-	-	-	-	\$ 954,225
392 Emerging Constituents TF	\$ 105,001	-	-	105,001	-	-	-	-	\$ 105,001
397 Energy - Water DAC Grant	\$ 873,099	-	-	873,099	-	-	-	-	\$ 873,099
504 Prop 84 - SARCCUP Projects	\$ 395,914	-	-	395,914	-	-	-	-	\$ 395,914
	\$ 46,595,953	\$ 5,007,172	\$ 2,175,031	\$ 20,805,692	\$ 447,960	\$ 13,978,933	\$ 2,477,365	\$ 1,703,800	\$ 46,595,953

# Cash & Investments - January 31, 2018

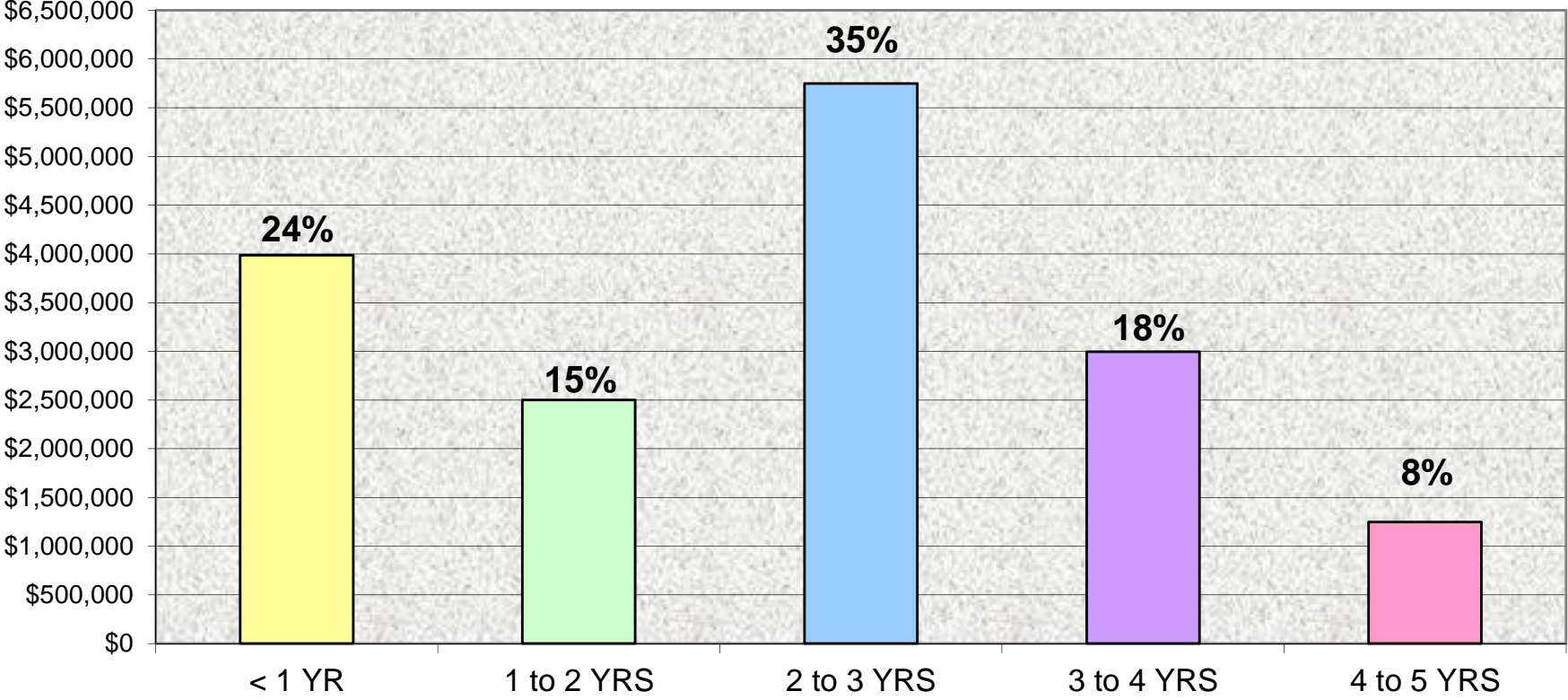
## \$46,595,953



Santa Ana Watershed Project Authority  
Reserve Account Analysis  
January 31, 2018

Reserve Account	Balance @ 6/30/2017	Interest Earned	Fund Contributions	Loan/T-Strip Receipts	Debt Service Payments	Inter-Fund Loans	Fund Expenses	Balance @ 1/31/2018	Estimated Fund Changes	Balance @ 6/30/2018
Brine Line Operating Reserve	4,545,484	33,237	4,938,236				(6,433,381)	3,083,576	-	3,083,576
Flow Imbalance Reserve	84,608	728	4,196					89,531	-	89,531
OCSD Future Capacity	1,725,296	14,664						1,739,961	-	1,739,961
Capacity Management	7,851,194	48,983	48,105					7,948,282	-	7,948,282
Pipeline Replacement	13,807,175	82,109	6,718,450				(8,179,545)	12,428,189	590,013	13,018,202
OCSD Rehabilitation	7,506,389	42,434	(4,000,000)					3,548,823	-	3,548,823
Debt Retirement	3,333,479	29,635	2,290,374	690,251	(2,170,551)			4,173,188	1,326,099	5,499,287
Self Insurance	3,846,181	30,522	58,333				(500)	3,934,536	(41,667)	3,892,870
General Fund	3,263,214	28,585	664,878			(497,113)	(498,196)	2,961,367	-	2,961,367
Building Reserve	818,646	7,488	100,000				(9,500)	916,634	-	<b>916,634</b>
	46,325,606	318,385	10,822,572	690,251	(2,170,551)	(497,113)	(15,121,122)	40,824,087	1,874,445	42,698,532

# Twelve Month Maturity Schedule Securities



**SAWPA**  
**TREASURER'S REPORT**  
As of January 31, 2018

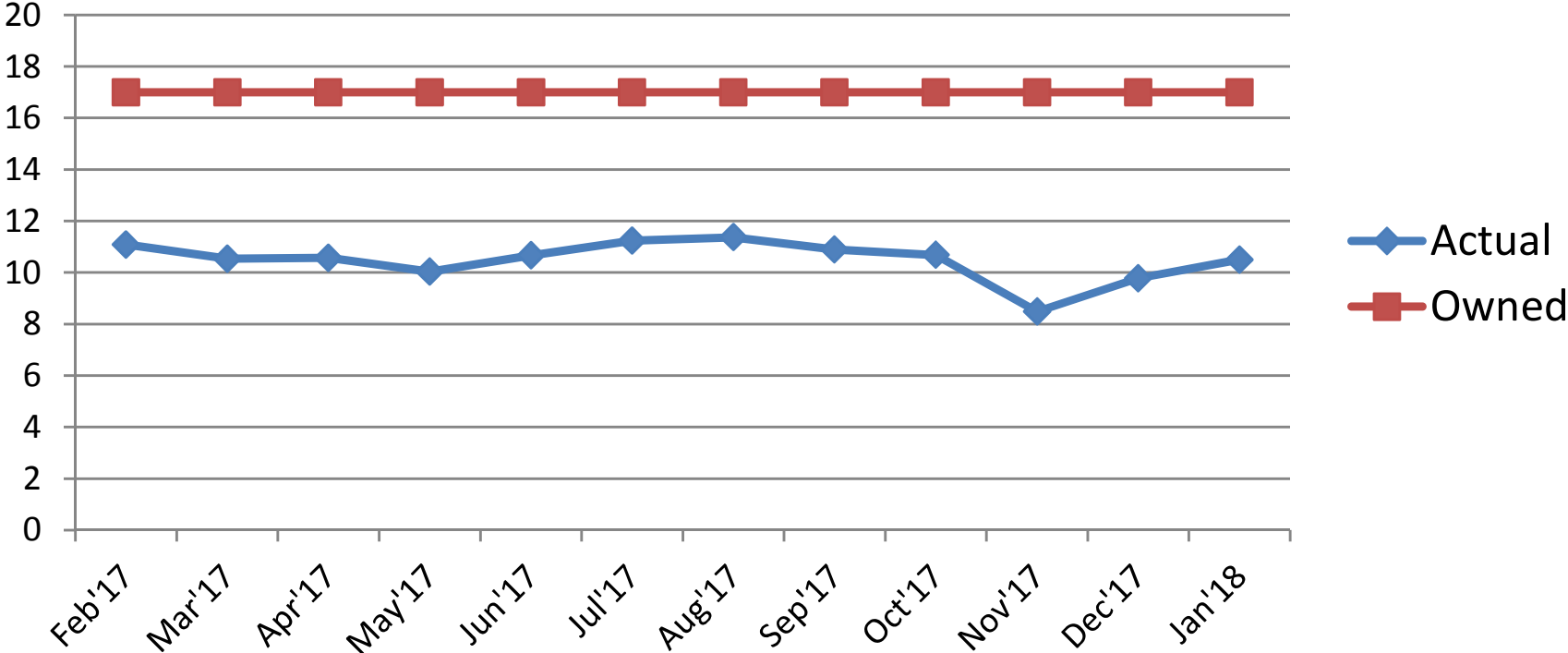
Investment T-Strips  
Safekeeping US Bank

T-STRIPS	Debt	Purchase Date	Maturity Date	PAR	Cost	Initial Discount	Current Discount	Book Value	Market Value	Interest Rate
USB	WEST RIV	07/12/1999	05/15/2018	220,000.00	67,632.00	152,367.60	7,151.22	212,848.78	28,762.94	6.36%
USB	TVRI	02/11/2000	05/15/2020	1,185,000.00	353,177.40	831,822.60	80,686.96	1,104,313.04	1,155,462.30	6.39%
				\$ 1,405,000.00	\$ 420,809.40	\$ 984,190.20	\$ 87,838.18	1,317,161.82	\$ 1,184,225.24	6.38%

Investment Commercial  
Safekeeping US Bank

Type	Security	Purchase Date	Maturity Date	Unit Cost	Cost	Principal	Current Value	Market Value	Interest Rate
Agency	FHLMC	3/27/2014	3/27/2019	109.33	\$ 546,650.00	\$ 500,000.00	\$ 500,000.00	510,045.50	3.75%
Agency	FHLMC	9/16/2016	8/12/2021	100.00	\$ 990,060.00	\$ 1,000,000.00	\$ 1,000,000.00	957,074.00	1.125%
Agency	FHLMC	4/17/2017	1/13/2022	102.55	\$ 512,767.00	\$ 500,000.00	\$ 500,000.00	499,156.00	2.375%
Agency	FHLB	5/26/2015	6/14/2019	100.80	\$ 504,015.00	\$ 500,000.00	\$ 500,000.00	497,949.50	1.63%
Agency	FHLB	6/16/2016	6/12/2020	102.61	\$ 1,026,088.00	\$ 1,000,000.00	\$ 1,000,000.00	988,581.00	1.75%
Agency	FHLB	12/14/2017	6/10/2022	99.89	\$ 998,930.00	\$ 1,000,000.00	\$ 1,000,000.00	984,918.00	2.125%
Agency	FNMA	3/27/2014	2/19/2019	100.40	\$ 501,975.00	\$ 500,000.00	\$ 500,000.00	499,551.50	1.88%
Agency	FNMA	3/27/2013	3/27/2018	100.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	999,253.00	1.00%
Agency	FNMA	12/28/2015	12/28/2020	100.21	\$ 1,002,140.00	\$ 1,000,000.00	\$ 1,000,000.00	988,674.00	1.88%
Agency	FNMA	6/16/2016	11/30/2020	101.52	\$ 1,015,157.00	\$ 1,000,000.00	\$ 1,000,000.00	979,034.00	1.50%
Agency	USTN	11/17/2015	11/30/2018	100.00	\$ 1,002,500.00	\$ 1,000,000.00	\$ 1,000,000.00	994,883.00	1.25%
Agency	USTN	11/17/2015	10/31/2020	100.00	\$ 1,005,312.50	\$ 1,000,000.00	\$ 1,000,000.00	986,602.00	1.75%
Agency	USTN	11/17/2015	11/30/2019	100.00	\$ 1,001,210.94	\$ 1,000,000.00	\$ 1,000,000.00	989,141.00	1.50%
Agency	USTN	6/17/2016	8/31/2020	101.13	\$ 507,070.31	\$ 500,000.00	\$ 500,000.00	489,375.00	1.38%
Agency	USTN	6/16/2016	9/30/2020	101.12	\$ 506,992.19	\$ 500,000.00	\$ 500,000.00	488,867.00	1.38%
Agency	USTN	6/16/2016	10/31/2020	101.12	\$ 506,914.06	\$ 500,000.00	\$ 500,000.00	488,340.00	1.38%
Agency	USTN	12/14/2017	7/31/2021	96.91	\$ 969,062.50	\$ 1,000,000.00	\$ 1,000,000.00	958,711.00	1.125%
CORP	Toyota Motor Credit	9/15/2016	7/13/2018	100.00	\$ 504,057.50	\$ 500,000.00	\$ 500,000.00	499,681.00	1.55%
CD	Ally Bank	4/20/2017	4/20/2020	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	1.80%
CD	American Exp Centurion	4/19/2017	4/19/2021	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	2.25%
CD	American Express BK FSB	5/10/2017	5/10/2021	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	2.20%
CD	CIT Bank	3/13/2013	3/13/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	247,929.79	1.10%
CD	Capital Bank FL	5/27/2015	5/29/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	247,665.44	1.10%
CD	Capital One Bank USA NA	9/30/2015	10/1/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	247,961.37	1.65%
CD	Capital One NA	9/30/2015	10/1/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	247,961.37	1.65%
CD	Wells Fargo Bank NA	12/2/2015	12/3/2018	100.00	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00	244,254.55	1.45%
CD	Goldman Sachs Bank USA	12/20/2017	12/20/2022	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	248,000.00	2.50%
CD	National Bank of NY	6/18/2014	6/18/2018	100.00	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	247,760.76	1.30%
					\$ 16,577,902.00	\$ 16,477,000.00	\$ 16,477,000.00	16,275,369.78	1.69%

# Average Daily Flow by Month







## SUMMARY OF LABOR MULTIPLIERS

		Benefit Rate
Total Employee Benefits	730,571	0.350
Total Payroll	2,086,208	
Gross Indirect Costs	1,858,626	
Less: Member Contributions & Other Revenue	(262,500)	
Indirect Costs for Distribution	1,596,126	
		Indirect Rate
Direct Labor	1,127,611	1.415
Indirect Costs	1,596,126	

<b>FY 2017-18 Labor multiplier - thru 01/31/18</b>	<b>1.766</b>
FY 2016-17 Labor multiplier	<u>1.901</u>
FY 2015-16 Labor multiplier	<u>2.073</u>
FY 2014-15 Labor multiplier	<u>1.850</u>
FY 2013-14 Labor multiplier	<u>2.105</u>
FY 2012-13 Labor multiplier	<u>1.938</u>



## INDIRECT COSTS

( to be Distributed )

<u>G/L Acct.</u>	<u>Description</u>	<u>Actual thru</u> <u>1/31/18</u>
51000	Salaries - Regular	\$ 958,597
52000	Benefits	\$ 318,303
60111	Tuition Reimbursement	\$ -
60112	Training	\$ 925
60113	Education	\$ 1,070
60114	Other Training & Education	\$ 5,103
60120	Audit Fees	\$ 24,270
60121	Consulting	\$ 127,459
60126	Temporary Services	\$ -
60128	Other Professional Services	\$ 700
60129	Other Contract Services	\$ -
60130	Legal Fees	\$ 13,942
60133	Employment Recruitment	\$ -
60153	Materials & Supplies	\$ 203
60154	Safety	\$ 1,582
60155	Security	\$ 2,364
60156	Custodial Contract Services	\$ 10,285
60157	Landscaping Maintenance	\$ 10,073
60158	HVAC	\$ 4,429
60159	Facility Repair & Maintenance	\$ 7,955
60160	Telephone	\$ 10,648
60161	Cellular / Paging Services	\$ 9,139
60163	Electricity	\$ 12,347
60164	Water Services	\$ 5,836
60170	Equipment Expensed	\$ 9,618

(Continued - next column)

<u>G/L Acct.</u>	<u>Description</u>	<u>Actual thru</u> <u>1/31/18</u>
60171	Equipment Rented	\$ 22,196
60172	Equipment Repair / Maintenance	\$ -
60180	Computer Hardware	\$ 5,290
60181	Software / Updates / Licensing	\$ 67,227
60182	Internet Services	\$ 6,823
60183	Computer Supplies	\$ 1,470
60184	Computer Repair / Maintenance	\$ -
60190	Offsite Meeting / Travel Expense	\$ 932
60191	In House Meetings	\$ 2,068
60192	Conference Expense	\$ 10,073
60193	Car, Repair, Maint	\$ -
60200	Dues	\$ 23,149
60202	Subscriptions	\$ 667
60203	Contributions	\$ 4,600
60210	Bank Charges	\$ -
60211	Shipping / Postage	\$ 306
60212	Office Supplies	\$ 6,190
60213	Offsite Storage	\$ 2,727
60220	Commission Fees	\$ 7,800
60221	Commission Mileage Reimb.	\$ 3,719
60222	Other Commission Expense	\$ 166
60230	Other Expense	\$ 870
80000	Retiree Medical Expense	\$ 65,917
80001	Insurance Expense	\$ 16,399
80000	Building Repair/Replacement Reserve	\$ 58,333
13005	Fixed Assets	\$ 16,856

**Total Costs** \$ 1,858,626

Direct Costs Paid by Projects \$ 1,410,010  
 Member Contribution Offset \$ 262,500  
**\$ 1,672,510**

Over allocation % -11.7%  
 Over (Under) Allocation of General Fund Costs \$ (186,116)



## BENEFITS SUMMARY

*(Distributed based on Actual Labor)*

<u>G/L Acct</u>	<u>Description</u>	<u>Budget</u>	<u>Actual @ 1/31/18</u>	<u>Projected FYE 2018</u>
70101	FICA Expense	185,067 \$	83,872 \$	143,781
70102	Medicare Expense	52,612 \$	26,384 \$	45,230
70103	State Unemployment Insurance	5,712 \$	910 \$	6,300
70104	Worker's Compensation Insurance	80,165 \$	33,733 \$	68,288
70105	State Disability Insurance	24,702 \$	10,468 \$	17,945
70106	PERS Pension Plan	662,665 \$	280,138 \$	480,236
70111	Medical Expense	445,725 \$	234,442 \$	401,901
70112	Dental Expense	31,680 \$	16,069 \$	27,547
70113	Vision Insurance	8,014 \$	4,141 \$	7,099
70114	Life Insurance Expense	15,491 \$	8,202 \$	14,061
70115	Long Term Disability	17,956 \$	9,418 \$	16,145
70116	Wellness Program Expense	3,500 \$	794 \$	1,361
70117	401a Profit Sharing - Employers Contribution	-	-	-
70120	Car Allowance	36,000 \$	22,000 \$	37,714
	<b>Total Benefits</b>	1,569,289	730,571	1,267,607
	<b>Total Payroll</b>	3,592,414 \$	2,086,208 \$	3,576,357
	<b>Benefits Rate</b>	43.7%	35.0%	35.4%

Santa Ana Watershed Project Authority  
Labor Hours Budget vs Actual  
Month Ending January 31, 2018

	Fund	Budget	Actual	%
100	General & Administrative	23,953	15,653	65.35%
130	Prop 84 Round 1 Administration	925	447	48.35%
135	Prop 84 Round 2 Administration	865	353	40.78%
140	Prop 84 2014 Drought Administration	655	440	67.10%
145	Prop 84 Final Round Administration	1,750	446	25.46%
240	Brine Line Enterprise	17,550	9,462	53.92%
320	Brine Line Protection	250	3	1.30%
326	Reach V Capital Repairs	2,171	1,206	55.54%
327	Reach IV-D Corrosion Repairs	755	12	1.59%
370-01	General Basin Planning	2,480	1,155	46.56%
370-02	USBR Partnership Studies	115	10	8.91%
372	Imported Water Recharge	45	37	82.78%
373	Watershed Management Plan	2,895	1,097	37.88%
374	Basin Monitoring Program	435	245	56.21%
381	SAR Fish Conservation	200	182	90.88%
384-01	Chino TMDL Facilitation	150	116	77.00%
386MONIT	Storm Water Quality Standards TF	110	88	80.23%
386STORM	Storm Water Quality Standards TF	-	-	100.00%
387	Arundo Removal & Habitat Restoration	185	65	35.14%
392	Emerging Constituents	56	51	91.52%
396	Forest First	30	-	0.00%
397	Water-Energy Grant Administration	480	192	40.05%
397EXPAN	Water-Energy WWWD Administration	-	27	100.00%
398ADMIN	DACI Grant	2,395	484	20.22%
477TMDL	LESJWA - TMDL Task Force	760	417	54.87%
477-02	LESJWA - Administration	355	274	77.24%
504-301A	Prop 84 2014 Drought Implementation	995	205	20.63%
504-301C	Prop 84 2014 Drought Implementation	685	388	56.61%
504-401I	Prop 84 Final Round Implementation	140	43	30.71%
504-401PA23	Prop 84 Final Round Implementation	430	105	24.30%
504-402SMART	Prop 84 Final Round Implementation	265	8	3.02%
		62,080	33,210	53.50%

## COMMISSION MEMORANDUM NO. 2018.33

**DATE:** March 20, 2018

**TO:** SAWPA Commission

**SUBJECT:** Budget vs. Actual Variance Report  
FYE 2018 2nd Quarter – December 31, 2017

**PREPARED BY:** Karen Williams, Chief Financial Officer

### RECOMMENDATION

It is recommended that the Commission receive and file the informational report on FYE 2018 Second Quarter Budget vs. Actual Variance Report.

### DISCUSSION

Staff has developed a Budget vs. Actual Variance Report and presents this report on a quarterly basis. Attached is the FYE 2018 Budget vs. Actual Variance Report through December 31, 2017. The Agency's net revenue was \$2,164,900, which was \$1,102,933 more favorable than budgeted. Several significant items comprise the majority of this favorable variance:

Operating Revenue was \$68,017 more than budgeted. This favorable variance is due to higher concentrations of BOD and TSS and not reducing the prior year's imbalance amount until September.

Operating Expense was \$4,359,965 less than budgeted. This favorable variance is due to a slow start for Proposition 1 and 84 projects, a slow start to many of the projects for the Brine Line and the delayed start of the Reach IV-D Corrosion Repair project.

Non-Operating Revenue/Expense was \$3,325,048 less than budgeted. This unfavorable variance is due to the slow start of the Proposition 1 and 84 projects and the delayed start of the Reach IV-D Corrosion Repair project.

#### Favorable Revenue Variances

There were no favorable variances of \$150,000 or more for revenue categories this quarter.

#### Unfavorable Revenue Variances

Listed below are explanations of unfavorable variances of \$150,000 or more for individual revenue categories:

State Grant Proceeds – The 63% variance of \$1,801,072 is due to slower implementation of the Proposition 84 Drought and WECAN Projects. There has been an unanticipated delay by retail agencies in the implementation of conservation based rates and a delay in the negotiation of the sub-grantee agreements for the Smartscape project.

Use of Reserves – The 36% variance of \$1,679,107 is due to the delayed start of the Reach IV-D Corrosion Repair project which is funded by reserves.

**Favorable Expense Variances**

Listed below are explanations of favorable variances of \$150,000 or more for individual expense categories:

Consulting & Professional Services – The 50% variance of \$2,332,919 is due to most of the activities that are planned for the OWOW, Roundtable, and Brine Line projects will occur later in the year.

Operating Costs – The 22% variance of \$423,414 is due to the majority of the planned work in the Brine Line being done by in-house operations staff instead of Western Municipal Water District staff.

Repair & Maintenance – The 66% variance of \$261,739 is due to most of the line cleaning being scheduled for the spring of 2018.

Program Expenses – The 72% variance of \$734,009 is due to slower implementation of the Proposition 84 Drought and SARCCUP Projects than originally estimated.

**Unfavorable Expense Variances**

There were no unfavorable variances of \$150,000 or more for expense categories this quarter.

**RESOURCE IMPACTS**

None.

Attachment:

1. Variance Report

Santa Ana Watershed Project Authority  
 FYE 2018 Budget vs. Actual  
 for the Period Ending December 31, 2017

*Consolidated*

	FYE 2018 Budget	6-Month Budget	YTD Actual	Favorable (Unfavorable) Variance	
<b>Operating Revenue</b>					
Discharge Fees	\$11,427,616	\$5,713,808	\$5,781,825	\$68,017	1.19%
Total Operating Revenue	11,427,616	5,713,808	5,781,825	68,017	1.19%
<b>Operating Expenses</b>					
Labor	3,592,415	1,796,208	1,670,370	125,837	7.01%
Benefits	1,569,288	784,644	729,952	54,692	6.97%
Education & Training	67,300	33,650	7,340	26,310	78.19%
Consulting & Professional Services	7,409,001	4,662,213	2,329,294	2,332,919	50.04%
Operating Costs	3,772,265	1,886,133	1,462,719	423,414	22.45%
Repair & Maintenance	798,270	399,135	137,396	261,739	65.58%
Phone & Utilities	77,950	38,975	36,577	2,398	6.15%
Equipment & Computers	416,400	208,200	135,684	72,516	34.83%
Meeting & Travel	115,200	57,600	22,381	35,219	61.14%
Other Administrative Costs	324,016	162,008	85,709	76,299	47.10%
Other Expense	309,759	154,880	80,052	74,827	48.31%
Program Expenses	2,040,501	1,020,251	286,242	734,009	71.94%
Construction	12,025,000	8,250,000	8,110,213	139,787	1.69%
Operating Transfers	144,252	144,252	144,252	0	-100.00%
Indirect Costs	0	0	0	0	0.00%
Total Operating Expenses	32,661,617	19,598,147	15,238,181	4,359,965	22.25%
Net Operating Revenue / (Deficit)	-21,234,001	-13,884,339	-9,456,356	-4,291,948	30.91%
<b>Non-Operating Revenue (Expense)</b>					
Member Agency Contributions	1,442,118	1,442,118	1,442,118	0	0.00%
Participant Fees	1,682,056	1,563,611	1,538,612	-24,999	-1.60%
State Grant Proceeds	5,691,297	2,845,649	1,044,577	-1,801,072	-63.29%
Federal Grant Proceeds	50,000	25,000	0	-25,000	-100.00%
SRF Loan Proceeds	7,500,000	7,500,000	7,595,992	95,992	1.28%
Mitigation Credit Sales	88,980	44,490	0	-44,490	-100.00%
Debt Service	-3,060,719	-2,170,551	-2,170,551	0	0.00%
T-Strip Maturities	949,000	334,000	334,000	0	0.00%
Interest & Investments	1,045,772	522,886	630,078	107,192	20.50%
Other Income	202,027	101,014	121,223	20,210	20.01%
Contributions to Reserves	-3,949,173	-2,024,588	-1,998,361	26,226	1.30%
Operating Transfers	144,252	144,252	144,252	0	0.00%
Use of Reserves	9,280,479	4,618,426	2,939,319	-1,679,107	36.36%
Net Non-Operating Revenue / (Deficit)	21,066,089	14,946,306	11,621,259	-3,325,048	-22.25%
Net Revenue / (Deficit)	-\$167,911	\$1,061,967	\$2,164,900	\$1,102,933	

Santa Ana Watershed Project Authority  
 FYE 2018 Budget vs. Actual  
 for the Period Ending December 31, 2017  
*General Fund*

	FYE 2018 Budget	6-Month Budget	YTD Actual	Favorable (Unfavorable) Variance	
<b>Operating Revenue</b>					
Total Operating Revenue	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>					
Labor	1,500,898	750,449	828,377	-77,928	-10.38%
Benefits	655,643	327,822	362,001	-34,179	-10.43%
Education & Training	57,300	28,650	6,847	21,803	76.10%
Consulting & Professional Services	261,000	130,500	154,293	-23,793	-18.23%
Operating Costs	5,820	2,910	3,431	-521	-17.89%
Repair & Maintenance	103,270	51,635	29,385	22,250	43.09%
Phone & Utilities	68,200	34,100	33,043	1,057	3.10%
Equipment & Computers	274,800	137,400	94,998	42,402	30.86%
Meeting & Travel	77,500	38,750	12,936	25,814	66.62%
Other Administrative Costs	221,456	110,728	47,253	63,475	57.33%
Other Expense	157,956	78,978	18,730	60,248	76.28%
Indirect Costs	-2,950,725	-1,475,363	-1,188,052	-287,311	19.47%
Total Operating Expenses	433,118	216,559	403,243	-186,683	-86.20%
Net Operating Revenue / (Deficit)	-433,118	-216,559	-403,243	186,683	-86.20%
<b>Non-Operating Revenue (Expense)</b>					
Member Agency Contributions	646,118	646,118	646,115	-3	0.00%
Interest & Investments	0	0	27,336	27,336	100.00%
Other Income	0	0	1,049	1,049	100.00%
Building Reserve	-100,000	-100,000	-100,000	0	0.00%
Retiree Medical Reserve	-113,000	-56,500	-30,275	-26,225	46.42%
Net Non-Operating Revenue / (Deficit)	433,118	489,618	544,224	2,156	0.44%
Net Revenue / (Deficit)	\$0	\$273,059	\$140,984	-\$132,075	



Santa Ana Watershed Project Authority  
 FYE 2018 Budget vs. Actual  
 for the Period Ending December 31, 2017  
*Brine Line Enterprise Fund*

	FYE 2018 Budget	6-Month Budget	YTD Actual	Favorable (Unfavorable) Variance	
<b>Operating Revenue</b>					
Discharge Fees	\$11,427,616	\$5,713,808	\$5,781,825	\$68,017	1.19%
Total Operating Revenue	11,427,616	5,713,808	5,781,825	68,017	1.19%
<b>Operating Expenses</b>					
Labor	902,886	451,443	425,911	25,532	5.66%
Benefits	394,411	197,206	186,123	11,083	5.62%
Education & Training	10,000	5,000	368	4,632	92.64%
Consulting & Professional Services	295,000	147,500	23,348	124,152	84.17%
Operating Costs	3,756,445	1,878,223	1,459,288	418,935	22.30%
Repair & Maintenance	695,000	347,500	108,012	239,488	68.92%
Phone & Utilities	9,750	4,875	3,534	1,341	27.51%
Equipment & Computers	137,500	68,750	40,537	28,213	41.04%
Meeting & Travel	7,750	3,875	305	3,570	92.14%
Other Administrative Costs	57,100	28,550	9,533	19,017	66.61%
Other Expense	151,803	75,902	61,322	14,579	19.21%
Indirect Costs	1,273,798	636,899	600,960	35,939	5.64%
Total Operating Expenses	7,691,444	3,845,723	2,919,241	926,482	24.09%
Net Operating Revenue / (Deficit)	3,736,172	1,868,086	2,862,584	246,068	13.17%
<b>Non-Operating Revenue (Expense)</b>					
Interest & Investments	1,045,772	522,886	582,469	59,583	11.40%
Other Income	0	0	3,545	3,545	100.00%
Debt Service	-3,060,719	-2,170,551	-2,170,551	0	0.00%
T-Strip Maturities	949,000	334,000	334,000	0	0.00%
Use of Reserves	1,065,947	1,065,947	1,065,947	0	0.00%
Contributions to Reserves	-3,736,173	-1,868,087	-1,868,087	0	0.00%
Net Non-Operating Revenue / (Deficit)	-3,736,172	-2,115,805	-2,052,677	63,128	-2.98%
Net Revenue / (Deficit)	\$0	-\$247,719	\$809,907	\$1,057,626	

Santa Ana Watershed Project Authority  
 FYE 2018 Budget vs. Actual  
 for the Period Ending December 31, 2017  
 OWOW Fund

	FYE 2018 Budget	6-Month Budget	YTD Actual	Favorable (Unfavorable) Variance	
<b>Operating Revenue</b>					
Total Operating Revenue	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>					
Labor	805,639	402,820	265,710	137,109	34.04%
Benefits	351,930	175,965	116,115	59,850	34.01%
Education & Training	0	0	125	-125	-100.00%
Consulting & Professional Services	3,024,037	1,512,019	582,998	929,021	61.44%
Equipment & Computers	4,100	2,050	149	1,901	92.72%
Meeting & Travel	22,800	11,400	8,182	3,218	28.22%
Other Administrative Costs	17,710	8,855	16,393	-7,538	-85.13%
Program Expenses	2,040,501	1,020,251	286,242	734,009	71.94%
Indirect Costs	1,136,600	568,300	374,917	193,383	34.03%
Total Operating Expenses	7,403,317	3,701,659	1,650,832	2,050,827	55.40%
Net Operating Revenue / (Deficit)	-7,403,317	-3,701,659	-1,650,832	-2,050,827	55.40%
<b>Non-Operating Revenue (Expense)</b>					
Member Agency Contributions	776,000	776,000	776,000	0	0.00%
Participant Fees	818,612	818,612	793,610	-25,002	-3.05%
State Grant Proceeds	5,691,297	2,845,649	1,044,577	-1,801,072	-63.29%
Federal Grant Proceeds	50,000	25,000	0	-25,000	-100.00%
Other Income	0	0	13,692	13,692	100.00%
Interest & Investments	0	0	8,454	8,454	100.00%
Net Non-Operating Revenue / (Deficit)	7,335,908	4,465,261	2,636,333	-1,828,927	-40.96%
Net Revenue / (Deficit)	-\$67,409	\$763,602	\$985,502	\$221,900	
Project Reimbursement (Prop 84 Capital)	\$21,080,225	\$10,540,113	\$1,579,954	-\$8,960,158	

Santa Ana Watershed Project Authority  
 FYE 2018 Budget vs. Actual  
 for the Period Ending December 31, 2017  
*Roundtable Fund*

	FYE 2018 Budget	6-Month Budget	YTD Actual	Favorable (Unfavorable) Variance	
<b>Operating Revenue</b>					
Total Operating Revenue	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>					
Labor	147,347	73,674	67,132	6,541	8.88%
Benefits	64,366	32,183	29,337	2,846	8.84%
Consulting & Professional Services	843,964	421,982	446,944	-24,962	-5.92%
Meeting & Travel	1,150	575	585	-10	-1.79%
Other Administrative Costs	10,250	5,125	12,530	-7,405	-144.49%
Operating Transfer	144,252	144,252	144,252	0	0.00%
Indirect Costs	207,877	103,939	94,723	9,215	8.87%
Total Operating Expenses	1,419,206	781,729	795,503	-13,774	-1.76%
Net Operating Revenue / (Deficit)	-1,419,206	-781,729	-795,503	13,774	-1.76%
<b>Non-Operating Revenue (Expense)</b>					
Member Agency Contributions	20,000	20,000	20,000	0	0.00%
Participant Fees	863,445	745,000	745,002	2	0.00%
Mitigation Credit Sales	88,980	44,490	0	-44,490	-100.00%
Other Income	202,027	101,014	102,937	1,923	1.90%
Operating Transfer	144,252	144,252	144,252	0	0.00%
Interest & Investments	0	0	11,819	11,819	100.00%
Net Non-Operating Revenue / (Deficit)	1,318,704	1,054,756	1,024,009	-30,746	-2.91%
Net Revenue / (Deficit)	-\$100,502	\$273,027	\$228,506	-\$44,520	

Santa Ana Watershed Project Authority  
 FYE 2018 Budget vs. Actual  
 for the Period Ending December 31, 2017  
*Capital Fund*

	FYE 2018 Budget	6-Month Budget	YTD Actual	Favorable (Unfavorable) Variance	
<b>Operating Revenue</b>					
Total Operating Revenue	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>					
Labor	235,645	117,823	83,240	34,582	29.35%
Benefits	102,938	51,469	36,376	15,093	29.32%
Consulting & Professional Services	2,985,000	2,450,212	1,121,711	1,328,501	54.22%
Operating Costs	10,000	5,000	0	5,000	100.00%
Meeting & Travel	6,000	3,000	373	2,627	87.58%
Other Administrative Costs	17,500	8,750	0	8,750	100.00%
Construction	12,025,000	8,250,000	8,110,213	139,787	1.69%
Indirect Costs	332,450	166,225	117,452	48,773	29.34%
Total Operating Expenses	15,714,532	11,052,479	9,469,364	1,583,115	14.32%
Net Operating Revenue / (Deficit)	-15,714,532	-11,052,479	-9,469,364	-1,583,115	14.32%
<b>Non-Operating Revenue (Expense)</b>					
SRF Loan Proceeds	7,500,000	7,500,000	7,595,992	95,992	1.28%
Use of Reserves	8,214,532	3,552,479	1,873,372	-1,679,107	-47.27%
Net Non-Operating Revenue / (Deficit)	15,714,532	11,052,479	9,469,364	-1,583,115	-14.32%
Net Revenue / (Deficit)	\$0	\$0	\$0	\$0	

The background of the slide is a collage of financial documents and charts. It features a bar chart with blue bars, a line graph with a fluctuating line, and a pie chart. Text elements include 'WORLD MARKET SALES IN BILLIONS', 'CITY OF SAN ANTONIO', and 'MAY JUN'. There are also some numerical values and labels like 'DR', 'CR', and 'PAGE 1' visible.

## Santa Ana Watershed Project Authority

Financial Report for the Inland Empire Brine Line  
Enterprise/CIP for the 2nd Quarter Ending  
December 31, 2017

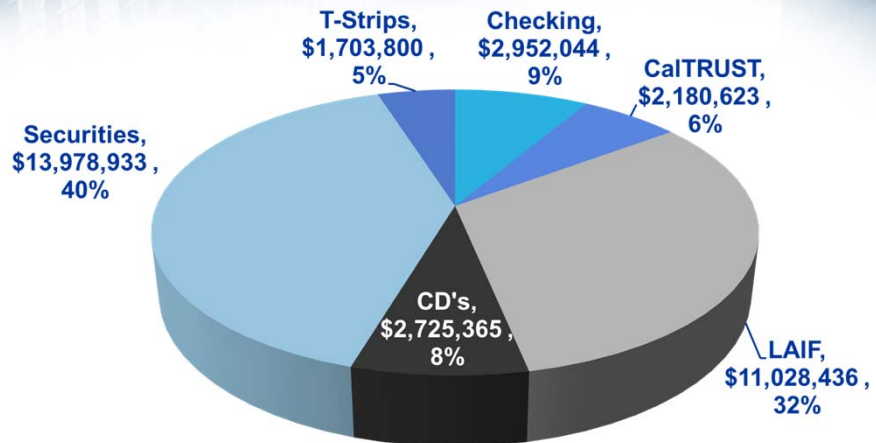
## Agenda

- Cash & Investments
- Reserve Account Balances
- Transfer, Uses & Contributions from/to Reserves
- Enterprise Revenues
- Enterprise Expenses
- Enterprise Performance
- Capital Improvement Program



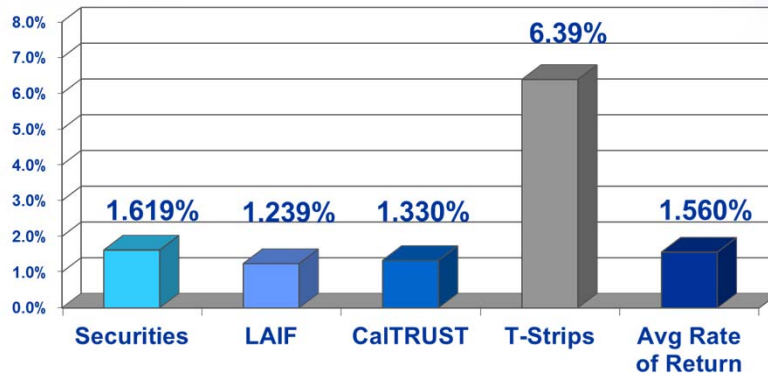
## Cash & Investments

**\$34,569,201**



## Cash & Investments

### Interest Rate Analysis



## Reserve Account Balances

Reserve Account	Balance
Self Insurance	\$3,912,763
Debt Retirement	5,686,294
Pipeline Replacement	9,009,296
OCSD Rehabilitation	3,536,190
Capacity Management	7,920,025
OCSD Future Capacity	1,733,766
Flow Imbalance Reserve	87,448
Operating Reserve	2,683,419
<b>Total Reserves</b>	<b>\$34,569,201</b>

## Reserve Account Balances Trends

Reserve	Balance @ 03/31/17	Balance @ 06/30/17	Balance @ 09/30/17	Balance @ 12/31/17
Self Insurance	\$3,812,588	\$3,846,181	\$3,881,186	\$3,912,763
Debt Retirement	5,475,338	5,037,279	4,810,007	5,686,294
Pipeline Replacement	16,155,981	13,807,175	16,050,934	9,009,296
OCSD Rehabilitation	7,364,885	7,506,389	3,525,815	3,536,190
Capacity Mgmt	7,815,783	7,851,194	7,853,899	7,920,025
OCSD Future Capacity	1,721,404	1,725,296	1,729,799	1,733,766
Flow Imbalance Reserve	84,418	84,608	86,545	87,448
Operating Reserve	5,103,311	4,545,484	3,205,659	2,683,419
<b>Total</b>	<b>\$47,533,708</b>	<b>\$44,403,606</b>	<b>\$41,143,844</b>	<b>\$34,569,201</b>



## Transfers, Use and Contributions To/From Reserves

- **Pipeline Replacement Reserve**
  - Contribution of \$750,000
  - Transfer of \$1,843,450 from Operating Reserve
  - Transfer of \$4,000,000 from OCSD Rehabilitation
  - Use of \$11,429,366 for Capital Projects (\$7,595,992 reimbursable from SRF Loan)
- **Capacity Management Reserve**
  - Receipt of \$48,105 (Orange County Loan Payment)
- **Self Insurance Reserve**
  - Contribution of \$50,000
- **Debt Service Reserve**
  - Contribution of \$1,068,086
- **Flow Imbalance Reserve**
  - Contribution of \$2,423

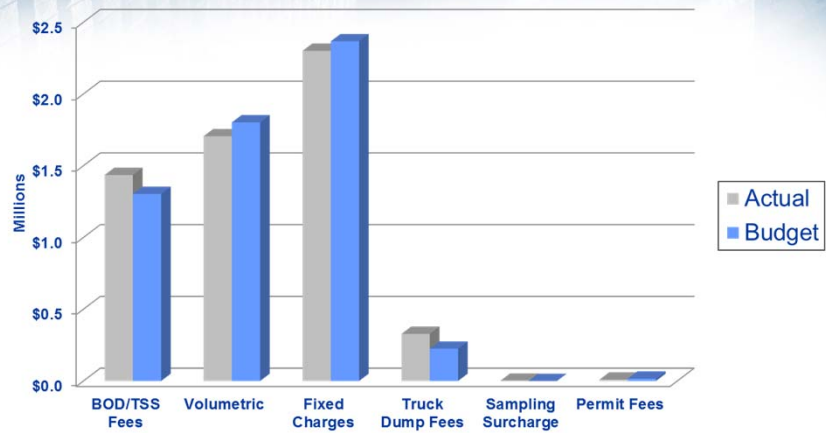
## Total Operating Revenues

Source	Actual	Budget	Variance Positive/(Negative)
BOD/TSS Fees	\$1,435,378	\$1,303,223	\$132,155
Volumetric Fees	1,705,560	1,802,000	(96,440)
Fixed Charges	2,300,773	2,367,461	(66,688)
Truck Discharge	328,347	225,000	103,347
Sampling Surcharge	2,366	0	2,366
Permit Fees	9,400	16,125	(6,725)
<b>Total Operating Revenues</b>	<b>\$5,781,825</b>	<b>\$5,713,808</b>	<b>\$68,015</b>



## Operating Revenues vs. Budget

Budget vs. Actual

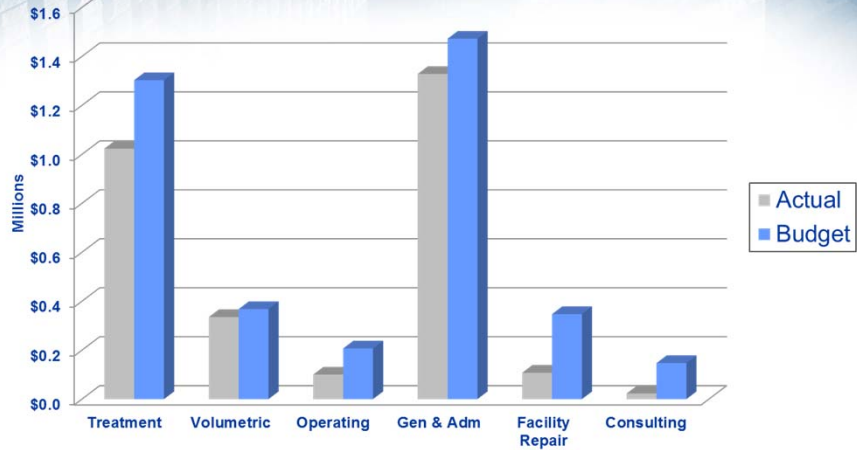


## Total Operating Expenses

Source	Actual	Budget	Variance Positive/(Negative)
Treatment Costs	(\$1,023,423)	(\$1,303,223)	\$279,800
Volumetric Costs	(335,273)	(368,000)	32,727
Operating Costs	(100,592)	(207,000)	106,408
General & Administration	(1,328,593)	(1,472,500)	143,907
Facility Repair & Maintenance	(108,012)	(347,500)	239,488
Consulting & Prof. Services	(23,348)	(147,500)	124,152
<b>Total Operating Expenses</b>	<b>(\$2,919,241)</b>	<b>(\$3,845,723)</b>	<b>\$926,482</b>

## Operating Expenses vs. Budget

Budget vs. Actual



## Non Operating Revenues and Expenses

Source	Actual	Budget	Variance Positive/(Negative)
Use of Reserves (Debt Service)	\$1,065,947	\$1,065,947	\$0
Interest & Investments	916,469	856,886	59,583
Other Income	3,545	0	3,545
Debt Service Payments	(2,170,551)	(2,170,551)	0
Contributions to Reserves	(1,868,087)	(1,868,087)	0
<b>Total Non Operating</b>	<b>(\$2,052,677)</b>	<b>(\$2,115,805)</b>	<b>\$63,128</b>



## Enterprise Performance

### Flow, BOD, TSS Actual vs. OCSD Billing

	SAWPA Billed	OCSD Billing	Difference
Total Flow (MG)	1,901.893	1,908.430	(6.537)
Total BOD (1,000 lbs)	846.455	845.004	1.451
Total TSS (1,000 lbs)	1,978.269	2,024.990	(46.721)
BOD cost per 1,000 lbs	\$307.00	\$278.96	\$28.04
TSS cost per 1,000 lbs	\$429.00	\$388.99	\$40.01

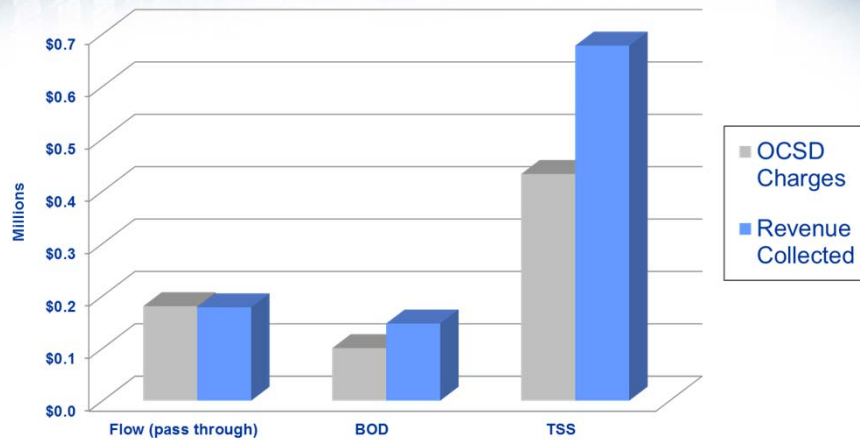
## Enterprise Performance

### OCSD Flow, BOD & TSS Charges vs. Revenue Billed

	Revenue Billed	OCSD Charges	Difference
Flow (pass through)	\$334,125	\$335,273	(\$1,148)
BOD	333,394	235,722	97,672
TSS	1,101,984	787,701	314,283
TD Allowance	72,006	0	72,006
<b>Total</b>	<b>\$1,841,509</b>	<b>\$1,358,696</b>	<b>\$482,813</b>

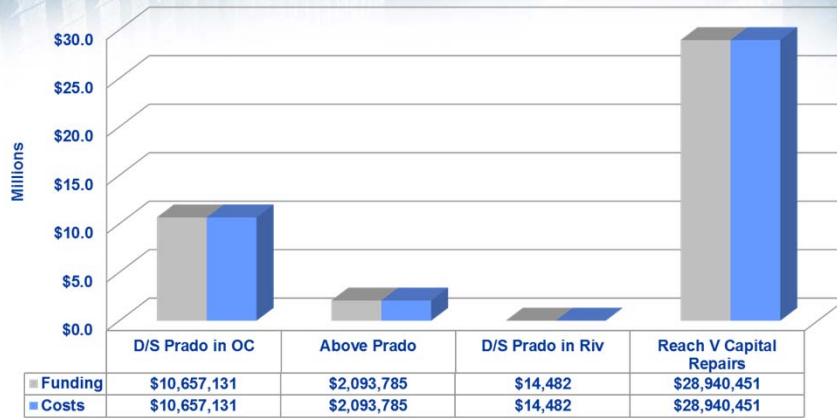
## Enterprise Performance

### OCSD Flow, BOD & TSS Charges vs. Revenue Collected



## Capital Project Fund

### Costs (Project to Date) vs. Funding

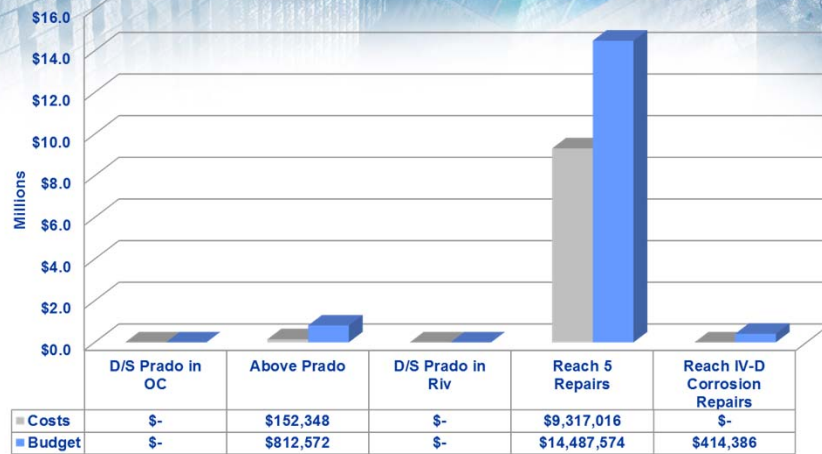


Funding = Reserves and SRF Loans



## Capital Project Fund

### Costs vs. Budget



## Capital Project Fund (320)

### Brine Line Protection / Relocation Projects

- **D/S Prado in OC** – emergency protection work, pipeline relocation
- **Above Prado** - pipeline relocation and manhole lid adjustments – when required
- **D/S Prado in Riv County** – bank armoring



Questions ?





**Santa Ana Watershed  
Project Authority**

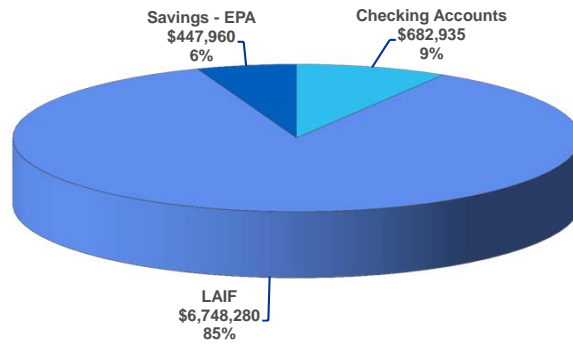
**Financial Report for the 2nd Quarter  
Ending December 31, 2017**

**Agenda**

- **Cash & Investments**
- **Fund Overview**
- **General Fund**
- **OWOW Funds**
- **Roundtable Funds**

## Cash & Investments

**\$7,879,175**



## Cash & Investments

### Total by Fund

General Fund	\$3,763,010
OWOW Fund	1,745,569
Roundtable Fund	1,922,636
Fiduciary Fund	447,960
<b>Total</b>	<b>\$7,879,175</b>



## Cash & Investments

### General Funds

Fund	Checking (Cash)	LAIF Account	Total
General Fund	\$682,935	\$2,157,238	\$2,840,173
Building Reserve	0	922,837	922,837
<b>Total</b>	<b>\$682,935</b>	<b>\$3,080,075</b>	<b>\$3,763,010</b>

## Cash & Investments

### OWOW Funds

Fund	LAIF Account	Total
General Basin Planning	\$241,835	\$241,835
USBR Partnership Studies	39,420	39,420
Watershed Mgmt Plan	276,736	276,736
Water – Energy DAC Grant	865,464	865,464
Prop 84 SARCCUP Projects	322,114	322,114
<b>Total</b>	<b>\$1,745,569</b>	<b>\$1,745,569</b>

## Cash & Investments

### Roundtable Funds

Fund	LAIF Account	Total
Imported Water Recharge	\$8,975	\$8,975
Basin Monitoring	191,268	191,268
RWQ Monitoring TF	279,614	279,614
SAR Fish Conservation	212,411	212,411
Middle SAR TMDL TF	189,278	189,278
Emerging Constituents TF	89,826	89,826
Mitigation Banking	951,264	951,264
<b>Total</b>	<b>\$1,922,636</b>	<b>\$1,922,636</b>

## Cash & Investments

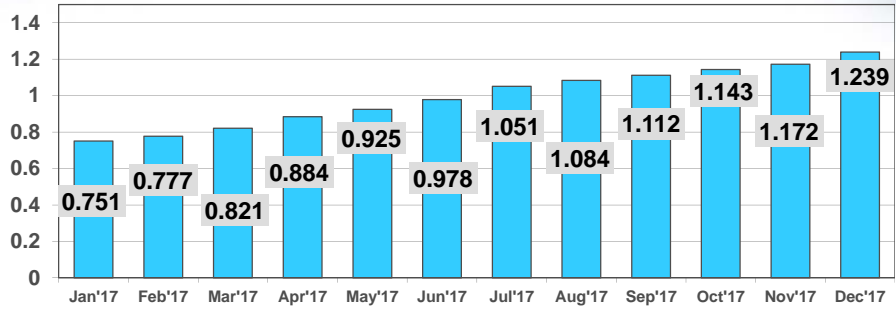
### Fiduciary Funds

Fund	LAIF Account	Savings EPA	Total
Legal Defense Fund	\$0	\$447,960	\$447,960
<b>Total</b>	<b>\$0</b>	<b>\$447,960</b>	<b>\$447,960</b>



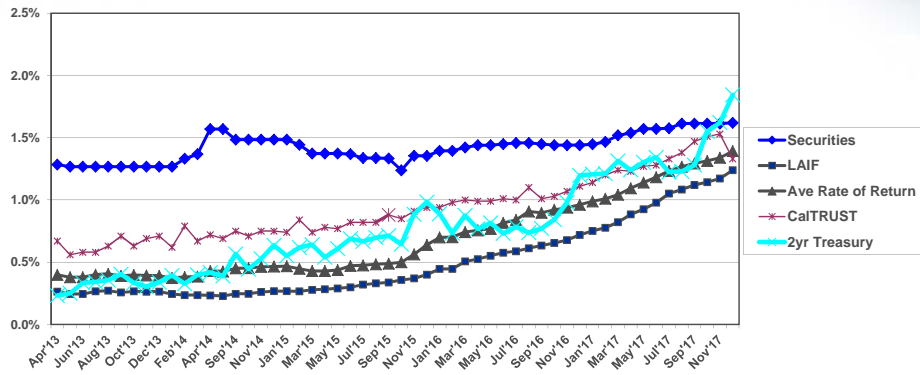
## Cash & Investments

### LAIF Interest Rates



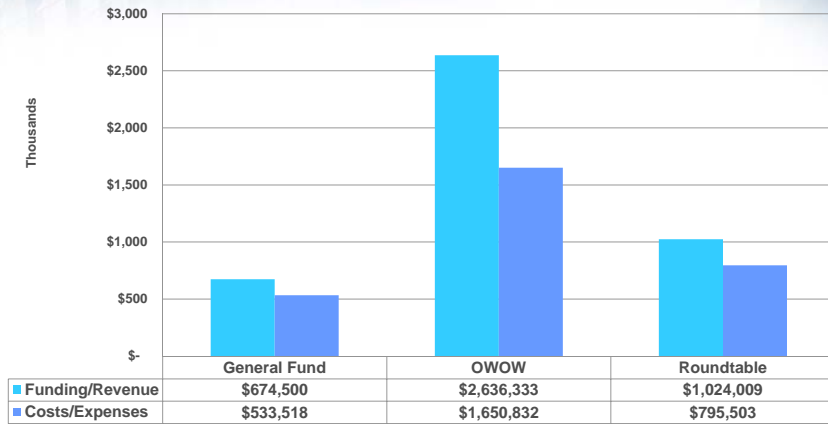
## Cash & Investments

### Interest Rate Comparison



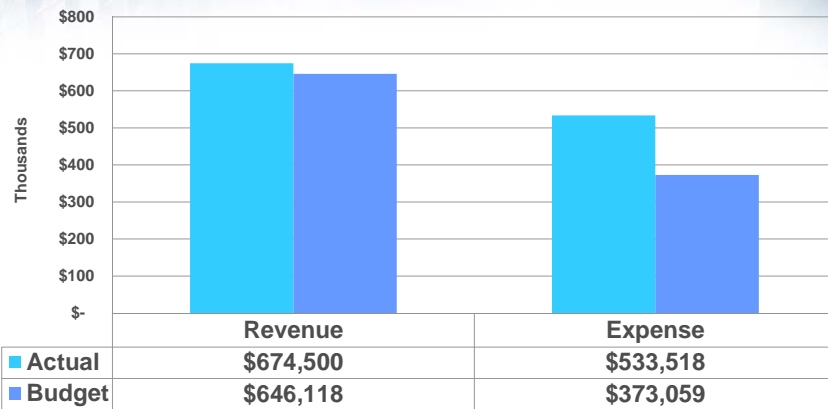
## Analysis by Fund Type

### Revenues and Expenses



## General Fund

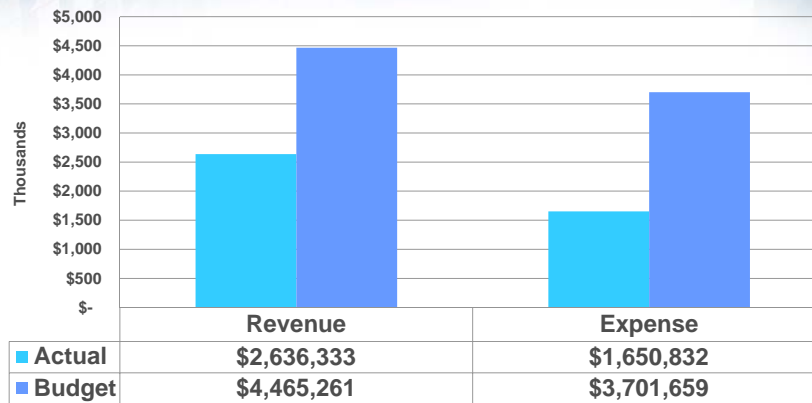
### Budget vs. Actual





## OWOW Funds

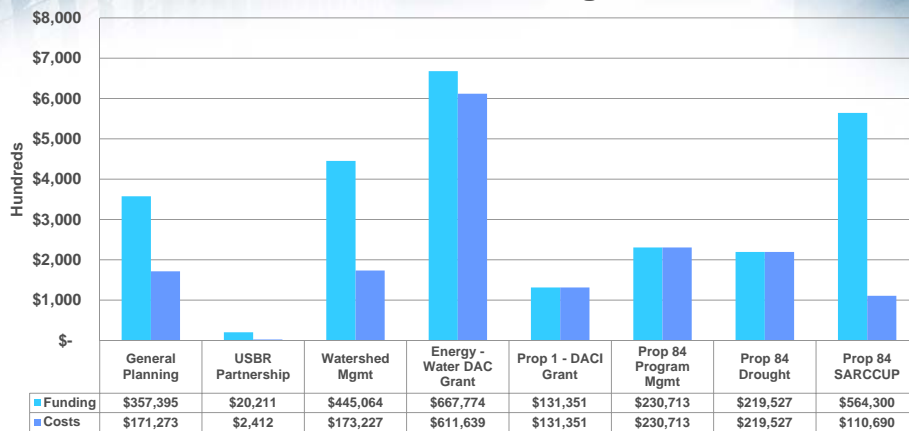
### Budget vs. Actual



Project Reimbursement (Prop 84) \$1,579,954

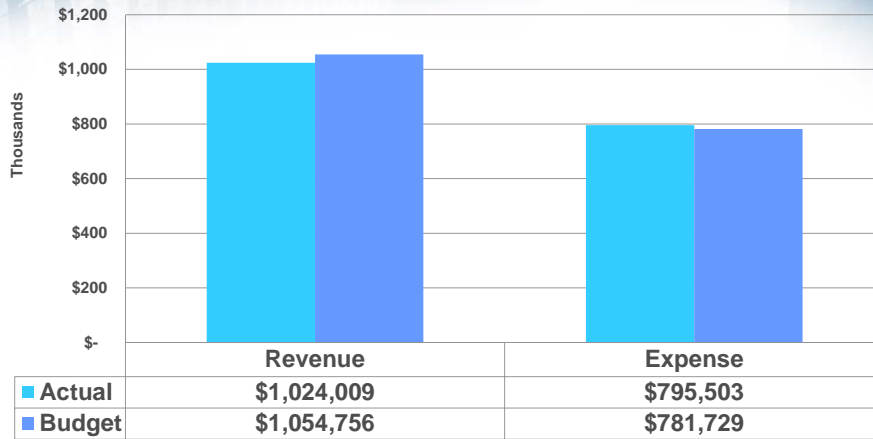
## OWOW Funds

### Costs vs. Funding



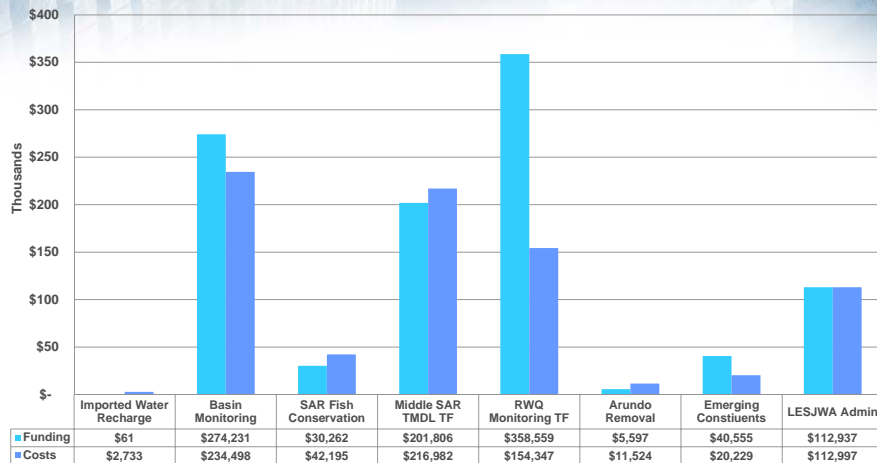
## Roundtable Funds

### Budget vs. Actual



## Roundtable Funds

### Costs vs. Funding







Questions ?

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# General Manager's Report

March 2018

Santa Ana Watershed Project Authority | 11615 Sterling Avenue, Riverside, CA 92503 | www.sawpa.org

## INSIDE THE MARCH REPORT

- 1 Reach 4E Maintenance
- 2 Confined Space Entry Training Course
- 3 Brine Line DigAlert Tickets
- 4 Brine Line Rate Model
- 5 First Aid CPR AED Training
- 6 Human Resources
- 7 Ethics Education and Training (AB 1234)

## Reach 4E Maintenance

Maintenance on Reach 4E of the Brine Line will continue through February. So far, SAWPA staff has removed approximately 36 tons of material from the San Bernardino Municipal Water Treatment Plant and the City of Colton Wastewater Treatment Facility segment. This maintenance activity is ongoing and is taking place once every 3 weeks to minimize impact to the upstream dischargers (City of San Bernardino, Mountain View Power Plant, and Yucaipa Valley Water District.)



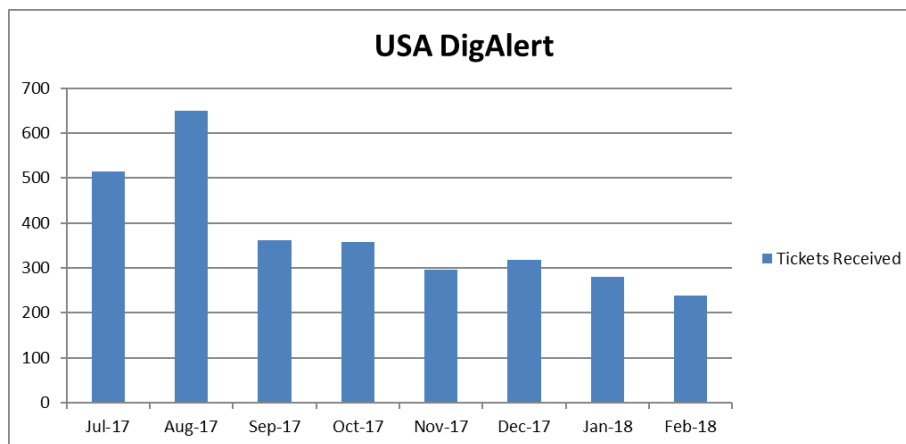
## Confined Space Entry Training Course

On February 27, 2018, SAWPA Operations staff participated in a full day Confined Space Entry training course. The course consisted of classroom and field training. This training is part of the SAWPA Injury and Illness Prevention Plan.



## Brine Line DigAlert Tickets

During the month of February, SAWPA received a total of 239 USA DigAlert tickets. A summary of USA DigAlerts tickets received since July 2017 is shown below. There has been a downward trend on USA DigAlert tickets since their switch from Thomas Guide to GIS based notifications in November 2017.





## Brine Line Rate Model

SAWPA continues to update the Brine Line Rate Model. A workshop with Member Agency staff is scheduled for April 11, 2018.

## First Aid CPR AED Training

Several SAWPA staff members recently successfully completed the American Heart Association First Aid CPR AED training. SAWPA provides this training every two years in accordance with its Injury and Illness Prevention Program. SAWPA currently maintains one automated external defibrillator (AED) onsite.

## Human Resources

SAWPA staff is in the process of reviewing and updating certain job descriptions to reflect organizational initiatives and up-to-date knowledge, skills and abilities. Updated job descriptions are an essential tool in meeting the goals and objectives of SAWPA. Attached are updated job descriptions for the Administrative Services Department.

## Ethics Education and Training (AB 1234)

Ethics education and training for SAWPA management staff will be provided onsite May 14, 2018. This training curriculum will satisfy the ethics training requirements for local officials under AB 1234. Local officials must receive this training every two years. Any Commissioner or Alternate Commissioner in need of AB 1234 training is invited to attend. Please contact Kelly Berry to ensure you are registered for the training.



## CLASSIFICATION SPECIFICATION ADMINISTRATIVE ASSISTANT I

Status: At-Will  
FLSA Status: Non-Exempt

Santa Ana Watershed Project Authority  
Effective Date: March 20, 2018  
Revision Dates: None

### POSITION SUMMARY:

Under supervision, performs a variety of general administrative duties of moderate to complex difficulty requiring knowledge of Agency procedures and priorities including office support, records management functions, interaction with staff and members of the public, compose and edit general correspondence, reports and spreadsheets, maintain databases, and related duties as assigned.

All SAWPA employees are designated Disaster Service Workers pursuant to state law (California Government Code Sections 3100-3109) and are expected to work overtime, weekends, evenings and holidays as required to accommodate the Agency needs, in addition to responding as a Disaster Service Worker.

### SUPERVISION RECEIVED AND EXERCISED:

The Administrative Assistant I classification reports to and receives direction from the Administrative Services Manager and exercises no supervision. May also receive direction from staff as assigned by the Administrative Services Manager.

### DISTINGUISHING CHARACTERISTICS:

This classification is the entry level class in the Administrative Assistant series. Positions at this level usually perform most of the duties required of the Administrative Assistant II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Initially under close supervision, incumbents perform the more routine duties while learning policies and procedures and becoming familiar with the variety of organizational systems and practices. As experience and knowledge are gained, duties become more detailed and diversified. Incumbents may advance to the Administrative Assistant II level after gaining experience, knowledge and demonstrating proficiency which meets the qualifications of the higher level.

### ESSENTIAL FUNCTIONS:

These examples are illustrative of the various types of work which may be performed and in no particular order of more or less significance. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification. Duties, responsibilities and activities may change at any time.

- Performs a wide variety of responsible and complex administrative duties in support of the office.
- Plans, organizes and carries out administrative assignments; ensures follow-up to unanswered and/or unresolved matters.
- Types from rough draft, verbal instruction or transcribing electronic recordings.
- Independently composes letters, documents, memoranda or basic reports from general instructions or from information related to assigned responsibilities.
- Provides assistance to members of the public and outside stakeholders regarding policies, procedures, services and operations.
- Receives, scans and distributes daily incoming mail, materials and packages and applies specialized

knowledge of departmental and program policies and procedures to determine and implement distribution.

- Maintains files and information in a confidential manner.
- Maintains calendars of activities, meetings and various events.
- Create and maintain databases as instructed.
- Serves as administrative support to various committees, commissions and task forces; takes meeting notes; types and/or transcribes meeting minutes; performs input and maintains records, logs and databases of specialized a or technical documents for a variety of purposes and information; generates period reports.
- Types, prepares, copies and distributes meeting agenda and related materials, minutes, resolutions or other formal documents.
- Maintain a variety file electronic documents/public records in accordance with policies and procedures.
- Type and prepare procurement, purchase order, work order and contract documents, in approved format and in accordance with policies and procedures, route for required signatures, distribute to consultants, contractors and vendors; monitor applicable contract and insurance expiration dates and inform supervisor of impending expiration and/or need to extend contract of necessary; maintain records on all consultant, contractor and vendor certification of insurance forms.
- Follow up with relevant staff to resolve discrepancies and inconsistencies.
- Receive and input project status data; generate and distribute application monthly, quarterly and annual reports; general special reports periodically and as directed.
- Perform purchasing duties including communications with vendors regarding scope, price and price comparisons; prepare, type, and process appropriate documentation; receive and verify orders; maintain and stock office and first aid supplies inventory; process incoming invoices.
- Maintain inventory control; process and inventory/tag new equipment and furniture; maintain records on database files; discard old equipment, furniture and/or materials.
- Perform document imaging, scanning and indexing in accordance with policies and procedures.
- Verify information accuracy; research discrepancies.
- Greets, answers, screens and refers visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound, independent judgment; performs receptionist duties, greeting and referring visitors and customers and operating the front desk telephone exchange (switchboard) equipment; maintains a high level of customer service quality while assisting customers in person and by telephone; conducts research, responds to requests for information and complaints, customers and the public in accordance with instruction and training and refers requests or complaints to appropriate staff to resolve the issue.
- Meeting setup and cleanup; plan, order, pickup and oversee delivery of meeting refreshments.
- Offsite errands in support of SAWPA functions and operations.
- Operate, troubleshoot and maintain a variety of office machines and equipment including copiers, printers, binding machines, postage machines and related equipment; attend to office equipment malfunctions; arrange for repair as necessary.
- Coordinate special projects and events as assigned.
- Coordinate documents responsive to requests for public records as directed.
- Uses math and mathematical reasoning.
- Design and maintain charts, graphs and other materials relative to assigned department functions.
- Perform related duties and responsibilities as assigned.

**ANCILLARY FUNCTIONS:**

- Assist with various conference, summit, and/or outreach activities as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- General principles and practices of special district administration.
- Office procedures, methods and equipment including computers, smartphones, tablets and applicable applications including word processing, spreadsheets and databases.
- Concept, principles and procedures of records management and workflow, including software applications such as OnBase.
- Recordkeeping, filing and purchasing practices and procedures.
- Basic terminology used in a governmental setting and in preparation of applicable documents.
- General contractual terminology and administration.
- Principles of public meetings; Roles and responsibilities of public governing boards.
- Correct English usage, including spelling, grammar and punctuation.
- Customer service techniques and methods.
- Agency organization, rules, policies and procedures applicable to assigned areas of responsibility.
- Agency personnel rules and policies; operation and requirements of the Agency payroll system.
- Applicable business and technical software, maintained at a progressive skill level required of the position.

Skills and Abilities:

- Maintain skills and abilities in applicable business and technical software applications at a beginning-to-intermediate level.
- Efficiently operate computer equipment utilizing word processing, spreadsheet, database and other applicable software.
- Troubleshoot computer, software and office equipment issues; research and implement solutions.
- Prepare clear and concise correspondence and reports on a variety of assigned projects.
- Timely complete accurate research as directed.
- Receive and apply knowledge and information; continue to build upon and apply toward future knowledge base.
- Plan, organize, and carry out assignments independently in accordance with training and policies.
- Assist in development of department budget.
- Ability to pay attention to detail and maintain accuracy; may be tasked to proofread documents and materials.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and solve problems.
- Time-management and efficiency.
- Ability to apply situational critical thinking.
- Manage priorities and responsibilities as assigned; seek guidance and direction when warranted.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to possess a valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.

**QUALIFICATIONS:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Experience: 2-3 years of increasingly responsible office administrative experience involving a high level

interaction with the public. Experience in a government setting is desirable. Associate degree in business or a related field may substitute for one year of experience.

- **Training/Education:**
  - Graduation from high school or G.E.D. equivalent.
  - College level course work or an Associate degree or equivalent college level course units from an accredited community/junior college or university in business, public administration, project management or a related field is desired.
  - Advanced proficiency in Microsoft Office Word, Excel and PowerPoint; proficient in Microsoft Outlook.
  - Microsoft Office Specialist (MOS) Certification for Word, Excel and PowerPoint is desirable.
- **License:** A valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.

#### **WORKING CONDITIONS | PHYSICAL REQUIREMENTS | CONDUCT**

- **Working Conditions:**
  - **Office Environment:** 90% or more work time spent inside an office building; exposure to computer screens; exposure to office lighting (florescent, LED, etc.); exposure to sunlight through windows; exposure to wireless and cordless devices.
  - **Exposure to sun:** 10% or less work time may be spent outside a building and exposed to the sun; exposure to sunlight through windows.
  - **Irregular or extended work hours:** A 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
  - **Environmental Elements:** Employees work in an office environment with moderate noise levels, controlled temperature conditions, exposure to sunlight through windows, and no direct exposure to potentially hazardous physical substances. Employees may interact with staff and/or public and private representatives in a fast-paced environment while interpreting and enforcing agency/departmental processes and procedures.
- **Essential Physical Requirements:** Ability to communicate orally with elected representatives, management and other staff and the public in a face-to-face, one-on-one and group setting. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Regularly work in areas with exposure to sunlight through windows. Routinely carry, push, pull, reach and lift binders up to 10 lbs. and boxes up to 35 lbs. Read at, above, and below shoulder height. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment.
- **Conduct Standard:** Interact with elected representatives, the public, management and other staff in a positive, cooperative, and supportive manner. Maintain the highest standards regarding diversity and inclusion.





## CLASSIFICATION SPECIFICATION ADMINISTRATIVE ASSISTANT II

Status: At-Will  
FLSA Status: Non-Exempt

Santa Ana Watershed Project Authority  
Effective Date: March 20, 2018  
Revision Dates: None

### POSITION SUMMARY:

Under general supervision, performs a variety of general administrative duties of moderate to complex difficulty requiring knowledge of Agency procedures and priorities including office support, records management functions, interaction with staff and members of the public, compose and edit general correspondence, reports, spreadsheets, and procurement documents, maintain databases, and related duties as assigned.

All SAWPA employees are designated Disaster Service Workers pursuant to state law (California Government Code Sections 3100-3109) and are expected to work overtime, weekends, evenings and holidays as required to accommodate the Agency needs, in addition to responding as a Disaster Service Worker.

### SUPERVISION RECEIVED AND EXERCISED:

The Administrative Assistant II classification reports to and receives direction from the Administrative Services Manager and exercises no supervision. May also receive direction from staff as assigned by the Administrative Services Manager.

### DISTINGUISHING CHARACTERISTICS:

This classification is an experienced level class in the Administrative Assistant series. The Administrative Assistant II position is distinguished from the Administrative Assistant I level by the performance of a full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies of the work unit. Positions in this class are flexibly staffed and positions at the Administrative Assistant II level are normally filled by advancement from the Administrative Assistant I level. Individuals are required to have prior related experience which meets the qualification standards of the Administrative Assistant II level.

### ESSENTIAL FUNCTIONS:

These examples are illustrative of the various types of work which may be performed and in no particular order of more or less significance. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification. Duties, responsibilities and activities may change at any time.

- Performs a wide variety of responsible and complex administrative duties in support of the office.
- Plans, organizes and carries out administrative assignments; ensures follow-up to unanswered and/or unresolved matters.
- Types from rough draft, verbal instruction or transcribing electronic recordings.
- Independently composes letters, documents, memoranda or basic reports from general instructions or from information related to assigned responsibilities.
- Provides assistance to members of the public and outside stakeholders regarding policies, procedures, services and operations.
- Receives, scans and distributes daily incoming mail, materials and packages and applies specialized

knowledge of departmental and program policies and procedures to determine and implement distribution.

- Maintains files and information with the utmost in discretion and in a confidential manner in accordance with assignment.
- Maintains various calendars of activities, meetings and various events in accordance with policy and instruction.
- Create and maintain databases as instructed.
- Provides administrative support for various committees, commissions and task forces; takes meeting notes; types and/or transcribes meeting minutes from notes and recordings; performs input and maintains records, logs and databases of specialized a or technical documents for a variety of purposes and information; generates periodic reports.
- Types, prepares, copies and distributes meeting agenda and related materials, minutes, resolutions or other formal documents.
- Maintain a variety file electronic documents/public records in accordance with policies and procedures.
- Document scanning, indexing and importing into Agency's data management system in accordance with uniform standards and Agency policies and procedures.
- Adhere to office procedures including record management policies and procedures, ensuring compliance with Agency's record retention policy.
- Type and prepare procurement, purchase order, work order and contract documents, in approved format and in accordance with policies and procedures, route for required signatures, distribute to consultants, contractors and vendors; monitor applicable contract and insurance expiration dates and inform supervisor of impending expiration and/or need to extend contract of necessary; maintain records on all consultant, contractor and vendor certification of insurance forms.
- Follow up with relevant staff to resolve discrepancies and inconsistencies in accordance with established policies.
- Receive and input project status data; generate and distribute application monthly, quarterly and annual reports; general special reports periodically and as directed.
- Perform purchasing duties including communications with vendors regarding scope, price and price comparisons; prepare, type, and process appropriate documentation; receive and verify orders; maintain and stock office and first aid supplies inventory; process incoming invoices.
- Maintain inventory control; process and inventory/tag new equipment and furniture; maintain records on database files; discard old equipment, furniture and/or materials.
- As assigned and in accordance with applicable policies and procedures, upload accurate, applicable documentation to Agency website.
- Conducts research on a wide variety of topics; verifies information accuracy; addresses discrepancies.
- Greets, answers, screens and refers visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound, independent judgment; performs receptionist duties, greeting and referring visitors and customers and operating the front desk telephone exchange (switchboard) equipment; maintains a high level of customer service quality while assisting customers in person and by telephone; conducts research, responds to requests for information and complaints, customers and the public in accordance with instruction and training and refers requests or complaints to appropriate staff to resolve the issue.
- Maintains a high level of customer service quality while assisting customers, in person and by telephone, in accordance with Agency policies and procedures and refers requests or complaints to appropriate staff to resolve the issue.
- Meeting setup and cleanup; plan, order, pickup and oversee delivery of meeting refreshments as assigned.
- Offsite errands in support of SAWPA functions and operations.



- Receives, scans and distributes daily incoming mail, materials and packages and applies specialized knowledge of departmental and program policies and procedures to determine and implement distribution.
- Operate, troubleshoot and maintain a variety of office machines and equipment including copiers, printers, binding machines, postage machines and related equipment; attend to office equipment malfunctions; arrange for repair as necessary.
- Assist with special projects and events as assigned.
- As assigned and in accordance with applicable policies and procedures, assist with information and document gathering to requests for public records.
- Uses math and mathematical reasoning.
- Design and maintain charts, graphs, database tables, logs and other materials relative to assigned department functions.
- As assigned, assists in developing and administering Requests for Proposals and Qualifications and requests for bid documents; assists in facilitating proposal evaluation; assists in preparing legal agreements and task orders used for contract award.
- Performs contract administration and management documentation in accordance with assigned functions.
- Perform related duties and responsibilities as assigned.

*When assigned human resources responsibilities, may be responsible for one or more of the following:*

- Maintains the highest level of discretion and confidentiality; ensures files and information are maintained in accordance with applicable laws, policies and procedures.
- Supports recruitment activities for position vacancies, including creation of job postings, screening applications, scheduling interviews, and conducting background checks as directed.
- Conducts new employee orientation sessions, assists in preparation and processing of onboarding documentation, maintains a working knowledge of Agency human resources policies and procedures, benefits plans and benefits provided.
- Assists in open enrollment activities.
- Assists in monitoring training databases, certification and training requirements as well as voluntary education.
- Maintain all legally mandated employment postings and notices.
- Support responses to employment verifications, salary and benefit surveys and similar information requests.

*When assigned Agency-wide records management responsibilities, may be responsible for one or more of the following:*

- Serve as the lead support for all requests for records and requests for information within scope of support to include all Agency committees, commission, boards and task forces, and Joint Powers Authorities of which SAWPA is a member agency.
- Assist in maintaining records management program including applicable legal retention periods and destruction schedules; establish/revise file categories and indexing criteria.
- Assist with electronic document management systems to ensure proper retention, retrieval and accessibility.
- Assist with developing and updating document management procedures.
- Organize, coordinate and monitor Agency's offsite records storage program, including offsite record filing and retrieval; conduct period audits of offsite file storage.

**ANCILLARY FUNCTIONS:**

- Assist with various conference, summit, and/or outreach activities as assigned.
- Provide support for Sanitary Sewer Overflow (SSO) emergency responses as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- General principles and practices of special district administration.
- Office procedures, methods and equipment including computers, smartphones, tablets and applicable applications including word processing, spreadsheets and databases.
- Concept, principles and procedures of records management and workflow, including software applications such as OnBase.
- Recordkeeping, filing and purchasing practices and procedures.
- Basic terminology used in a governmental setting and in preparation of applicable documents.
- General contractual terminology and administration.
- Principles and process relating to Requests for Proposals, Qualifications, Bids, etc.
- Principles and process relating to public hearings.
- Principles of public meetings; roles and responsibilities of public governing boards.
- Correct English usage, including spelling, grammar and punctuation.
- Customer service techniques and methods.
- Agency organization, rules, policies and procedures applicable to assigned areas of responsibility.
- Agency personnel rules and policies; operation and requirements of the Agency payroll system.
- Applicable business and technical software, maintained at a progressive skill level required of the position.

Skills and Abilities:

- Maintain skills and abilities in applicable business and technical software applications at a beginning-to-intermediate level.
- Intermediate-to-advanced time management skills and ability to multi-task and prioritize work with intensive deadlines on multiple concurrent tasks.
- Efficiently operative computer equipment utilizing word processing, spreadsheet, database and other applicable software.
- Troubleshoot computer, software and office equipment issues; research and implement solutions.
- Maintain and utilize process flow charts for applicable processes.
- Prepare clear and concise correspondence and reports on a variety of assigned projects.
- Timely complete accurate research on a wide variety of topics in an efficient, proficient manner.
- Receive and apply knowledge and information; continue to build upon and apply toward future knowledge base.
- Plan, organize, and carry out assignments independently in accordance with training and policies.
- Ability to pay attention to detail and maintain accuracy; proofread work and work of others.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and solve problems.
- Advanced time-management and efficiency.
- Apply critical thinking to reach sound, logical conclusions regarding user needs and business requirements.
- Set priorities and balance responsibilities for multiple projects and initiatives to ensure timely, high-quality results.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in

the course of work.

- Ability to possess a valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.

#### **QUALIFICATIONS:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Experience: 3-4 years of increasingly responsible office administrative experience involving a high level of interaction with the public. Experience in a government setting is desirable. Associate degree in business or a related field may substitute for one year of experience.
- Training/Education:
  - Graduation from high school or G.E.D. equivalent.
  - College level course work or an Associate degree or equivalent college level course units from an accredited community/junior college or university in business, public administration, project management or a related field is desired.
  - Advanced proficiency in Microsoft Office Word, Excel and PowerPoint and Outlook; proficient in SharePoint.
  - Microsoft Office Specialist (MOS) Certification for Word, Excel, PowerPoint and Outlook is desirable; must attain MOS Certification within six months of hire/promotion date.
- License: A valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.

#### **WORKING CONDITIONS | PHYSICAL REQUIREMENTS | CONDUCT**

- **Working Conditions:**
  - Office Environment: 90% or more work time spent inside an office building; exposure to computer screens; exposure to office lighting (florescent, LED, etc.); exposure to sunlight through windows; exposure to wireless and cordless devices. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
  - Exposure to sun: 10% or less work time may be spent outside a building and exposed to the sun; exposure to sunlight through windows. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
  - Irregular or extended work hours: A 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
  - Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions, exposure to sunlight through windows, and no direct exposure to potentially hazardous physical substances. Employees may interact with staff and/or public and private representatives in a fast-paced environment while interpreting and enforcing agency/departamental processes and procedures. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
- **Essential Physical Requirements:** Ability to communicate orally with elected representatives, management and other staff and the public in a face-to-face, one-on-one and group setting. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Regularly work in areas with exposure to sunlight through windows. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment. Routinely carry, push, pull, reach and lift binders up to 10 lbs. and boxes up to 35 lbs. Read at, above, and below shoulder height. Occasionally stoop, kneel or crouch. Sufficient

manual dexterity required to operate equipment.

- **Conduct Standard:** Interact with elected representatives, management and other staff and the public in a positive, cooperative, and supportive manner. Maintain the highest standards regarding diversity and inclusion.



## CLASSIFICATION SPECIFICATION SENIOR ADMINISTRATIVE ASSISTANT

Status: At-Will  
FLSA Status: Non-Exempt

Santa Ana Watershed Project Authority  
Effective Date: March 20, 2018  
Revision Dates: None

### POSITION SUMMARY:

Under supervision, performs a variety of complex administrative duties requiring knowledge of Agency procedures and priorities including office support, records management functions, interaction with staff and members of the public, compose and edit general correspondence, reports, spreadsheets and contract documents, research and analysis, and database fundamentals; work requires independence, initiative and discretion; requires work of a confidential nature depending on assignment.

All SAWPA employees are designated Disaster Service Workers pursuant to state law (California Government Code Sections 3100-3109) and are expected to work overtime, weekends, evenings and holidays as required to accommodate the Agency needs, in addition to responding as a Disaster Service Worker.

### SUPERVISION RECEIVED AND EXERCISED:

The Senior Administrative Assistant classification reports to and receives direction from the Administrative Services Manager and exercises no supervision. May also receive direction from staff as assigned by the Administrative Services Manager.

### DISTINGUISHING CHARACTERISTICS:

This classification is a journey level class in the Administrative Assistant series. Positions at this level are distinguished from the Administrative Assistant II level by the performance of a full range of duties as assigned, ability to work independently within governing instruction, policies and procedures, with advanced time management skills, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of and adhere to operating procedures and policies of the work unit. May perform work of a confidential nature as assigned by the Administrative Services Manager. Individuals are required to have prior related experience which meets the qualification standards of the Senior Administrative Assistant level.

### ESSENTIAL FUNCTIONS:

These examples are illustrative of the various types of work which may be performed and in no particular order of more or less significance. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification. Duties, responsibilities and activities may change at any time.

- Performs a wide variety of responsible and complex administrative duties in support of the office.
- Plans, organizes and carries out administrative assignments; ensures follow-up to unanswered and/or unresolved matters.
- Types from rough draft, verbal instruction or transcribing electronic recordings.
- Independently composes letters, documents, memoranda or basic reports from general instructions or from information related to assigned responsibilities.
- Provides assistance to members of the public and outside stakeholders regarding policies, procedures, services and operations.

- Receives, scans and distributes daily incoming mail, materials and packages and applies specialized knowledge of departmental and program policies and procedures to determine and implement distribution.
- Maintains files and information with the utmost in discretion and in a confidential manner in accordance with assignment.
- Maintains various calendars of activities, meetings and various events in accordance with policy and instruction.
- Create and maintain databases as instructed.
- Serves as administrative support for various committees, commissions and task forces; takes meeting notes; types and/or transcribes meeting minutes from notes and recordings; performs input and maintains records, logs and databases of specialized a or technical documents for a variety of purposes and information; generates periodic reports.
- Types, prepares, copies and distributes meeting agenda and related materials, minutes, resolutions or other formal documents.
- Maintain a variety electronic documents/public records in accordance with policies and procedures.
- Document scanning, indexing and importing into Agency's data management system in accordance with uniform standards and Agency policies and procedures.
- Adhere to office procedures including record management policies and procedures, ensuring compliance with Agency's record retention policy.
- Type and prepare procurement, purchase order, work order and contract documents, in approved format and in accordance with policies and procedures, route for required signatures, distribute to consultants, contractors and vendors; monitor applicable contract and insurance expiration dates and inform supervisor of impending expiration and/or need to extend contract of necessary; maintain records on all consultant, contractor and vendor certification of insurance forms.
- Follow up with relevant staff to resolve discrepancies and inconsistencies in accordance with established policies.
- Receive and input project data; generate and distribute applicable monthly, quarterly, annual and special reports as directed.
- Perform purchasing duties including communications with vendors regarding scope, price and price comparisons; prepare, type, and process appropriate documentation; receive and verify orders; maintain and stock office and first aid supplies inventory; process incoming invoices.
- Maintain inventory control; process and inventory/tag new equipment and furniture; maintain records on database files; discard old equipment, furniture and/or materials.
- Perform document imaging, scanning and indexing in accordance with policies and procedures.
- As assigned and in accordance with applicable policies and procedures, upload accurate, applicable documentation to Agency website.
- Conducts research on a wide variety of topics; verifies information accuracy; addresses discrepancies.
- Greets, answers, screens and refers visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound, independent judgment; performs receptionist duties, greeting and referring visitors and customers and operating the front desk telephone exchange (switchboard) equipment; maintains a high level of customer service quality while assisting customers in person and by telephone; conducts research, responds to requests for information and complaints, customers and the public in accordance with instruction and training and refers requests or complaints to appropriate staff to resolve the issue.
- Maintains a high level of customer service quality while assisting customers, in person and by telephone, in accordance with Agency policies and procedures and refers requests or complaints to appropriate staff to resolve the issue.

- Meeting setup and cleanup; plan, order, pickup and oversee delivery of meeting refreshments as assigned.
- Offsite errands in support of SAWPA functions and operations.
- Operate, troubleshoot and maintain a variety of office machines and equipment including copiers, printers, binding machines, postage machines and related equipment; attend to office equipment malfunctions; arrange for repair as necessary.
- Assist with special projects and events as assigned.
- As assigned and in accordance with applicable policies and procedures, assist with information and document gathering to requests for public records.
- Uses math and mathematical reasoning.
- Design and maintain charts, graphs, database tables, logs and other materials relative to assigned department functions.
- Assists in developing and administering Requests for Proposals and Qualifications and requests for bid documents; assists in facilitating proposal evaluation; assists in preparing legal agreements and task orders used for contract award.
- Performs contract administration and management documentation in accordance with assigned functions.
- As assigned and approved in writing, may perform Notary Public duties as required for SAWPA documents.
- Perform related duties and responsibilities as assigned.

*When assigned human resources responsibilities, may be responsible for one or more of the following:*

- Maintains the highest level of discretion and confidentiality; ensures files and information are maintained in accordance with applicable laws, policies and procedures.
- Supports recruitment activities for position vacancies, including creation of job postings, screening applications, scheduling interviews, and conducting background checks as directed.
- Conducts new employee orientation sessions, assists in preparation and processing of onboarding documentation, maintains a working knowledge of Agency human resources policies and procedures, benefits plans and benefits provided.
- Assists in open enrollment activities.
- Assists in monitoring training databases, certification and training requirements as well as voluntary education.
- Maintain all legally mandated employment postings and notices.
- Support responses to employment verifications, salary and benefit surveys and similar information requests.

*When assigned Agency-wide records management responsibilities, may be responsible for one or more of the following:*

- Serve as the lead support for all requests for records and requests for information within scope of support to include all Agency committees, commission, boards and task forces, and Joint Powers Authorities of which SAWPA is a member agency.
- Assist in maintaining records management program including applicable legal retention periods and destruction schedules; establish/revise file categories and indexing criteria.
- Assist with electronic document management systems to ensure proper retention, retrieval and accessibility.

- Assist with developing and updating document management procedures.
- Organize, coordinate and monitor Agency's offsite records storage program, including offsite record filing and retrieval; conduct period audits of offsite file storage.

**ANCILLARY FUNCTIONS:**

- Assist with various conference, summit, and/or outreach activities as assigned.
- Provide support for Sanitary Sewer Overflow (SSO) emergency responses as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- General principles and practices of special district administration.
- Office procedures, methods and equipment including computers, smartphones, tablets and applicable applications including word processing, spreadsheets and databases.
- Concept, principles and procedures of records management and workflow, including software applications such as OnBase.
- Recordkeeping, filing and purchasing practices and procedures.
- Basic terminology used in a governmental setting and in preparation of applicable documents.
- General contractual terminology and administration.
- Principles and process relating to Requests for Proposals, Qualifications, Bids, etc.
- Principles and process relating to public hearings.
- Principles of public meetings; roles and responsibilities of public governing boards.
- Correct English usage, including spelling, grammar and punctuation.
- Customer service techniques and methods.
- Familiar with process mapping and structured problem solving.
- Agency organization, rules, policies and procedures applicable to assigned areas of responsibility.
- Agency personnel rules and policies; operation and requirements of the Agency payroll system.
- Applicable business and technical software, maintained at a progressive skill level required of the position.

Skills and Abilities:

- Maintain skills and abilities in applicable business and technical software applications at an intermediate-to-advanced level.
- Advanced time management skills and ability to multi-task and prioritize work with intensive deadlines on multiple concurrent tasks.
- Efficiently operative computer equipment utilizing word processing, spreadsheet, database and other applicable software.
- Troubleshoot computer, software and office equipment issues; research and implement solutions.
- Maintain and utilize process flow charts for applicable processes.
- Prepare clear and concise correspondence and reports on a variety of assigned projects.
- Timely complete accurate research on a wide variety of topics in an efficient, proficient manner.
- Receive and apply knowledge and information; continue to build upon and apply toward future knowledge base.
- Plan, organize, and carry out assignments independently in accordance with training and Agency policies and procedures.
- Ability to pay attention to detail and maintain accuracy; proofread work and work of others.
- Communicate clearly and concisely, both orally and in writing.



- Analyze and solve problems.
- Advanced time-management and efficiency.
- Apply critical thinking to reach sound, logical conclusions regarding user needs and business requirements.
- Set priorities and balance responsibilities for multiple projects and initiatives to ensure timely, high-quality results.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to possess a valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.

#### **QUALIFICATIONS:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Experience: 5 years of increasingly responsible office administrative experience involving a high level of interaction with the public. Experience in a government setting is desirable. Associate degree in business or a related field may substitute for one year of experience.
- Education | Training:
  - Graduation from high school or G.E.D. equivalent.
  - College level course work or an Associate degree or equivalent college level course units from an accredited community/junior college or university in business, public administration, project management or a related field is desired.
  - Advanced proficiency in Microsoft Office Word, Excel, PowerPoint and Outlook; proficient in SharePoint.
  - Microsoft Office Specialist (MOS) Certification for Word, Excel, PowerPoint and Outlook is desirable; must attain MOS Certification within six months of hire/promotion date.
  - Microsoft Office Specialist (MOS) Certification for Word Expert, Excel Expert, SharePoint Expert and Access Expert is desirable.
- License: A valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.
- Notary Public Commission or attain within six months of hire/promotion date, as assigned and approved in writing.

#### **WORKING CONDITIONS | PHYSICAL REQUIREMENTS | CONDUCT:**

- **Working Conditions:**
  - Office Environment: 90% or more work time spent inside an office building; exposure to computer screens; exposure to office lighting (florescent, LED, etc.); exposure to sunlight through windows; exposure to wireless and cordless devices. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
  - Exposure to sun: 10% or less work time may be spent outside a building and exposed to the sun; exposure to sunlight through windows. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
  - Irregular or extended work hours: A 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
  - Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions, exposure to sunlight through windows, and no direct exposure to potentially hazardous physical substances. Employees may interact with staff and/or public and

private representatives in a fast-paced environment while interpreting and enforcing agency/departamental processes and procedures. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.

- **Essential Physical Requirements:** Ability to communicate orally with elected representatives, management and other staff and the public in a face-to-face, one-on-one and group setting. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Regularly work in areas with exposure to sunlight through windows. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment. Routinely carry, push, pull, reach and lift binders up to 10 lbs. and boxes up to 35 lbs. Read at, above, and below shoulder height. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment.
- **Conduct Standard:** Interact with elected representatives, management and other staff and the public in a positive, cooperative, and supportive manner. Maintain the highest standards regarding diversity and inclusion.



## CLASSIFICATION SPECIFICATION EXECUTIVE ASSISTANT

Status: At-Will  
FLSA Status: Non-Exempt

Santa Ana Watershed Project Authority  
Effective Date: March 20, 2018  
Revision Dates: None

### POSITION SUMMARY:

Under general supervision, performs a variety of high-level administrative duties of a complex, confidential nature requiring knowledge of Agency procedures and priorities involving project and records management, interaction with staff and members of the public, business correspondence, research and analysis, reports, spreadsheets, and database fundamentals; provides leadership for other Administrative Assistant positions to ensure high performance and quality of work; performs complex and highly responsible support work requiring independence, initiative and discretion; performs a variety of coordination and research functions; coordinates work with multiple departments; may serve as Deputy Clerk of the Board, and related duties as assigned.

All SAWPA employees are designated Disaster Service Workers pursuant to state law (California Government Code Sections 3100-3109) and are expected to work overtime, weekends, evenings and holidays as required to accommodate the Agency needs, in addition to responding as a Disaster Service Worker.

### SUPERVISION RECEIVED AND EXERCISED:

The Executive Assistant classification reports to and receives direction from the Administrative Services Manager and exercises no supervision. May provide direct or technical and functional direction to staff as assigned by the Administrative Services Manager.

### DISTINGUISHING CHARACTERISTICS:

Incumbents in this class are responsible for performing advanced-level administrative and confidential duties. Within an advanced scope of support, exercises independent judgment and initiative and maintains discretion and confidentiality. Receives only occasional instruction or assistance as new or unusual situations arise, and is fully aware of operating procedures and policies of the work unit. Incumbents in this class operate in an environment characterized by involvement in broad Agency-wide issues. Incumbents coordinate activities and lead special administrative-related projects, including the education of staff relative to technical and functional policies and procedures.

### ESSENTIAL FUNCTIONS:

These examples are illustrative of the various types of work which may be performed and in no particular order of more or less significance. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification. Duties, responsibilities and activities may change at any time.

- Performs a wide variety of responsible and complex administrative duties in support of the office.
- Plans, organizes and completes advanced administrative support functions; engages with management to address unanswered and/or unresolved matters.
- Types from rough draft, verbal instruction or transcribing electronic recordings.
- Independently composes letters, documents, memoranda or basic reports from general instructions or from information related to assigned responsibilities.
- Provides assistance to members of the public and outside stakeholders regarding policies, procedures,

services and operations.

- Instructs and provides guidance to Administrative Services staff on policies and procedures within an advanced scope of support.
- Serves as the lead support for all requests for records and requests for information within scope of support to include all Agency committees, commission, boards and task forces, and Joint Powers Authorities of which SAWPA is a member agency.
- Maintains files and information with the utmost in discretion and in a confidential manner in accordance with assignment.
- Maintains various calendars of activities, meetings and various events in accordance with policy and instruction.
- Create and maintain databases as instructed.
- Serves as administrative support to various committees, commissions, boards and task forces; takes meeting notes; types and/or transcribes meeting minutes from notes and recordings; performs data input and maintains records, logs and databases of specialized or technical documents for a variety of purposes and information; generates periodic reports.
- May serve as Deputy Clerk of the Board.
- Prepares and distributes meeting agenda and related materials, minutes, resolutions or other formal documents.
- Maintain a variety file electronic documents/public records in accordance with policies and procedures; instructs staff and ensures adherence with policies and procedures.
- Document scanning, indexing and importing into Agency's data management system in accordance with uniform standards and Agency policies and procedures.
- Adhere to office procedures including record management policies and procedures, ensuring compliance with Agency's record retention policy.
- As assigned and in accordance with applicable policies and procedures, prepare procurement, purchase order, work order and contract documents, in approved format and in accordance with policies and procedures, route for required signatures, distribute to consultants, contractors and vendors; monitor applicable contract and insurance expiration dates and inform supervisor of impending expiration and/or need to extend contract of necessary; maintain electronic records on relating to consultant, contractor and vendor, including certification of insurance forms.
- Follow up with relevant staff to resolve discrepancies and inconsistencies in accordance with established policies.
- Receive and input project data; generate and distribute applicable monthly, quarterly, annual and special reports as directed.
- Perform purchasing duties including communications with vendors regarding scope, price and price comparisons; prepare and process appropriate documentation; receive and verify orders; maintain and stock office and first aid supplies inventory; process incoming invoices.
- Maintain inventory control; process and inventory/tag new equipment and furniture; maintain records on database files; discard old equipment, furniture and/or materials.
- Perform document imaging, scanning and indexing in accordance with policies and procedures.
- As assigned and in accordance with applicable policies and procedures, upload accurate, applicable documentation to Agency website.
- Conducts research on a wide variety of topics; verifies information accuracy; addresses discrepancies.
- Greets, answers, screens and refers visitors and telephone calls, providing information and handling issues that may require discretion, sensitivity and independent judgment; may perform backup and vacation relief receptionist duties.
- Maintains a high level of customer service quality while assisting customers in person and by telephone;

conducts research, responds to requests for information and complaints, customers and the public in accordance with instruction and training and refers requests or complaints to appropriate staff to resolve the issue.

- Meeting setup and cleanup; plan, order, pickup and oversee delivery of meeting refreshments as assigned.
- Offsite errands in support of SAWPA functions and operations.
- Operate, troubleshoot and maintain a variety of office machines and equipment including copiers, printers, binding machines, postage machines and related equipment; attend to office equipment malfunctions; arrange for repair as necessary.
- Coordinate special projects and events as assigned.
- Coordinate responses to requests for information and requests for records.
- Uses math and mathematical reasoning.
- Design and maintain charts, graphs, database, logs and other materials relative to assigned department functions.
- Assists in developing and administering Requests for Proposals and Qualifications and requests for bid documents; assists in facilitating proposal evaluation; assists in preparing legal agreements and task orders used for contract award.
- Performs contract administration and management documentation in accordance with assigned functions.
- As assigned and approved in writing, may perform Notary Public duties as required for SAWPA documents.
- Serves as backup support, vacation and other, for Administrative Department support staff; may oversee the work of and provide guidance to other administrative support staff.
- In partnership with Administrative Services Manager, oversees the direction and training of new employees on administrative support practices, policies, and procedures including the use of computer equipment and Agency policies and procedures; directs, advises and assists new employees with technical and procedural problems.
- Perform related duties and responsibilities as assigned.

*When assigned human resources responsibilities, may be responsible for one or more of the following:*

- Maintains the highest level of discretion and confidentiality; ensures files and information are maintained in accordance with applicable laws, policies and procedures.
- Supports recruitment activities for position vacancies, including creation of job postings, screening applications, scheduling interviews, and conducting background checks as directed.
- Conducts new employee orientation sessions, assists in preparation and processing of onboarding documentation, maintains a working knowledge of Agency human resources policies and procedures, benefits plans and benefits provided.
- Assists in open enrollment activities.
- Assists in monitoring training databases, certification and training requirements as well as voluntary education.
- Maintain all legally mandated employment postings and notices.
- Support responses to employment verifications, salary and benefit surveys and similar information requests.

*When assigned Agency-wide records management responsibilities, may be responsible for one or more of the following:*

- Serve as the lead support for all requests for records and requests for information within scope of support to include all Agency committees, commission, boards and task forces, and Joint Powers Authorities of which SAWPA is a member agency.
- Assist in maintaining records management program including applicable legal retention periods and destruction schedules; establish/revise file categories and indexing criteria.
- Assist with electronic document management systems to ensure proper retention, retrieval and accessibility.
- Assist with developing and updating document management procedures.
- Organize, coordinate and monitor Agency's offsite records storage program, including offsite record filing and retrieval; conduct period audits of offsite file storage.

**ANCILLARY FUNCTIONS:**

- Assist with various conference, summit, and/or outreach activities as assigned.
- Provide support for Sanitary Sewer Overflow (SSO) emergency responses as assigned.
- Receives, scans and distributes daily incoming mail, materials and packages and applies specialized knowledge of departmental and program policies and procedures to determine and implement distribution.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- General principles and practices of special district administration.
- Office procedures, methods and equipment including computers, smartphones, tablets and applicable applications including word processing, spreadsheets and databases.
- Concept, principles and procedures of records management and workflow, including software applications such as OnBase.
- Recordkeeping, filing and purchasing practices and procedures.
- Basic terminology used in a governmental setting and in preparation of applicable documents.
- General contractual terminology and administration.
- Principles and process relating to Requests for Proposals, Qualifications, Bids, etc.
- Principles and process relating to public hearings.
- Principles of public meetings; roles and responsibilities of public governing boards.
- Correct English usage, including spelling, grammar and punctuation.
- Customer service techniques and methods.
- Familiar with process mapping and structured problem solving.
- Agency organization, rules, policies and procedures applicable to assigned areas of responsibility.
- Agency personnel rules and policies; operation and requirements of the Agency payroll system.
- Applicable business and technical software, maintained at a progressive skill level required of the position.

Skills and Abilities:

- Maintain skills and abilities in applicable business and technical software applications at a beginning-to-intermediate level.

- Advanced time management skills and ability to multi-task and prioritize work with intensive deadlines on multiple concurrent tasks.
- Efficiently operative computer equipment utilizing word processing, spreadsheet, database and other applicable software.
- Troubleshoot computer, software and office equipment issues; research and implement solutions.
- Maintain and utilize process flow charts for applicable processes.
- Prepare clear and concise correspondence and reports on a variety of assigned projects.
- Timely complete accurate research on a wide variety of topics in an efficient, proficient manner.
- Receive and apply knowledge and information; continue to build upon and apply toward future knowledge base.
- Plan, organize, and carry out assignments independently in accordance with training and Agency policies and procedures.
- Ability to pay attention to detail and maintain accuracy; proofread work and work of others.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and solve problems.
- Advanced time-management and efficiency.
- Apply critical thinking to reach sound, logical conclusions regarding user needs and business requirements.
- Set priorities and balance responsibilities for multiple projects and initiatives to ensure timely, high-quality results.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to possess a valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.

#### **QUALIFICATIONS:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Experience: More than 5 years of increasingly responsible, complex office administrative experience involving a high level of interaction with the public. Experience in a government setting is desirable. Associate degree in business or a related field may substitute for one year of experience.
- Education | Training:
  - Graduation from high school or G.E.D. equivalent.
  - College level course work or an Associate degree or equivalent college level course units from an accredited community/junior college or university in business, public administration, project management or a related field is desired.
  - Advanced proficiency in Microsoft Office Word, Excel, PowerPoint and Outlook; proficient in SharePoint.
  - Microsoft Office Specialist (MOS) Certification for Word, Excel, PowerPoint and Outlook is desirable; must attain MOS Certification within six months of hire/promotion date.
  - Microsoft Office Specialist (MOS) Certification for Word Expert, Excel Expert, SharePoint Expert and Access Expert is desirable.
- License: A valid California Class C driver's license, which must be maintained throughout employment with the agency; maintain a driving record acceptable to the Agency's automobile insurance provider.
- Notary Public Commission or attain within six months of hire/promotion date, as assigned and approved in writing.

**WORKING CONDITIONS | PHYSICAL REQUIREMENTS | CONDUCT**

- **Working Conditions:**
  - Office Environment: 90% or more work time spent inside an office building; exposure to computer screens; exposure to office lighting (florescent, LED, etc.); exposure to sunlight through windows; exposure to wireless and cordless devices. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
  - Exposure to sun: 10% or less work time may be spent outside a building and exposed to the sun; exposure to sunlight through windows. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
  - Irregular or extended work hours: A 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
  - Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions, exposure to sunlight through windows, and no direct exposure to potentially hazardous physical substances. Employees may interact with staff and/or public and private representatives in a fast-paced environment while interpreting and enforcing agency/departmental processes and procedures. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment.
- **Essential Physical Requirements:** Ability to communicate orally with elected representatives, management and other staff and the public in a face-to-face, one-on-one and group setting. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Regularly work in areas with exposure to sunlight through windows. Support for Sanitary Sewer Overflow (SSO) emergency responses may include periods of time working outside in an unsheltered environment. Routinely carry, push, pull, reach and lift binders up to 10 lbs. and boxes up to 35 lbs. Read at, above, and below shoulder height. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment.
- **Conduct Standard:** Interact with elected representatives, management and other staff and the public in a positive, cooperative, and supportive manner. Maintain the highest standards regarding diversity and inclusion.



## SAWPA Bill List

- [AB 18](#) (Garcia, Eduardo D) California Clean Water, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.**  
**Introduced:** 12/5/2016  
**Last Amend:** 8/30/2017  
**Status:** 9/1/2017-From committee: Do pass and re-refer to Com. on APPR. (Ayes 4. Noes 1.) (August 31). Re-referred to Com. on APPR.  
**Location:** 9/1/2017-S. APPR.  
**Summary:** Under current law, programs have been established pursuant to bond acts for, among other things, the development and enhancement of state and local parks and recreational facilities. This bill would enact the California Clean Water, Climate, Coastal Protection, and Outdoor Access For All Act of 2018, which, if approved by the voters, would authorize the issuance of bonds in an amount of \$3,470,000,000 pursuant to the State General Obligation Bond Law to finance a clean water, climate, coastal protection, and outdoor access for all program.
- [AB 1654](#) (Rubio D) Water conservation.**  
**Introduced:** 2/17/2017  
**Last Amend:** 7/12/2017  
**Status:** 7/17/2017-Withdrawn from committee. Re-referred to Com. on RLS. (Set for hearing ) (1/23/2018 - Immune to Deadlines according to JR61(f). Deadlines do not apply to bills in a Rules committee.)  
**Location:** 7/17/2017-S. RLS.  
**Summary:** Would state the intent of the Legislature to enact legislation necessary to help make water conservation a California way of life.
- [AB 1668](#) (Friedman D) Water management planning.**  
**Introduced:** 2/17/2017  
**Last Amend:** 9/8/2017  
**Status:** 9/15/2017-From committee: Do pass and re-refer to Com. on RLS. (Ayes 5. Noes 0.) (September 15). Re-referred to Com. on RLS.  
**Location:** 9/15/2017-S. RLS.  
**Summary:** Current law requires the state to achieve a 20% reduction in urban per capita water use in California by December 31, 2020. Current law requires each urban retail water supplier to develop urban water use targets and an interim urban water use target, as specified. This bill would require the State Water Resources Control Board, in coordination with the Department of Water Resources, to adopt long-term standards for the efficient use of water, as provided, and performance measures for commercial, industrial, and institutional water use on or before June 30, 2021.
- [AB 1876](#) (Frazier D) Sacramento-San Joaquin Delta: Delta Stewardship Council.**  
**Introduced:** 1/16/2018  
**Status:** 1/29/2018-Referred to Com. on W.,P., & W.  
**Location:** 1/29/2018-A. W.,P. & W.  
**Calendar:** 3/20/2018 9 a.m. - State Capitol, Room 444 ASSEMBLY WATER, PARKS AND WILDLIFE, GARCIA, Chair  
**Summary:** The Sacramento-San Joaquin Delta Reform Act of 2009 establishes the Delta Stewardship Council, which consists of 7 members, and requires the council to develop, adopt, and commence implementation of a comprehensive management plan for the Delta, known as the Delta Plan. This bill would increase the membership of the council to 13 members, including 11 voting members and 2 nonvoting members, as specified.
- [AB 1991](#) (Mathis R) Safe Drinking Water State Revolving Fund Law of 1997.**  
**Introduced:** 2/1/2018  
**Status:** 2/2/2018-From printer. May be heard in committee March 4.  
**Location:** 2/1/2018-A. PRINT  
**Summary:** Current law, the Safe Drinking Water State Revolving Fund Law of 1997, establishes the Safe Drinking Water State Revolving Fund to provide grants or revolving fund loans for the design and construction of projects for public water systems that will enable those systems to meet safe drinking water standards. This bill would make nonsubstantive changes in those provisions.
- [AB 2017](#) (Chiu D) Public employers: employee organizations.**  
**Introduced:** 2/5/2018  
**Last Amend:** 3/6/2018  
**Status:** 3/7/2018-Re-referred to Com. on P.E., R., & S.S.  
**Location:** 2/12/2018-A. P.E.,R. & S.S.  
**Summary:** Would prohibit a public employer from deterring or discouraging prospective public

employees, as defined, from becoming or remaining members of an employee organization.

**AB 2042 (Steinorth R) Residential graywater reuse systems: incentives.**

**Introduced:** 2/6/2018

**Status:** 2/7/2018-From printer. May be heard in committee March 9.

**Location:** 2/6/2018-A. PRINT

**Summary:** Would express the intent of the Legislature to enact legislation to extend financial incentives to single-family and multi-family homeowners to incentivize the purchase of residential graywater reuse systems.

**AB 2050 (Caballero D) Small System Water Authority Act of 2018.**

**Introduced:** 2/6/2018

**Status:** 2/7/2018-From printer. May be heard in committee March 9.

**Location:** 2/6/2018-A. PRINT

**Summary:** Would create the Small System Water Authority Act of 2018 and state legislative findings and declarations relating to authorizing the creation of small system water authorities that will have powers to absorb, improve, and competently operate noncompliant public water systems. The bill would define various terms and require a change in organization to be carried out as set forth in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

**AB 2060 (Garcia, Eduardo D) Water: grants: advanced payments.**

**Introduced:** 2/6/2018

**Status:** 2/22/2018-Referred to Coms. on W.,P., & W. and E.S. & T.M.

**Location:** 2/22/2018-A. E.S. & T.M.

**Calendar:** 3/20/2018 9 a.m. - State Capitol, Room 444 ASSEMBLY WATER, PARKS AND WILDLIFE, GARCIA, Chair

**Summary:** Current law requires a regional water management group, within 90 days of notice that a grant has been awarded, to provide the Department of Water Resources with a list of projects to be funded by the grant funds where the project proponent is a nonprofit organization or a disadvantaged community, or the project benefits a disadvantaged community. Current law requires the department, within 60 days of receiving the project information, to provide advanced payment of 50% of the grant award for those projects that satisfy specified criteria, including that the grant award for the project is less than \$1,000,000 and requires the advanced funds to be handled as prescribed. This bill would instead require the department to provide advanced payment for those projects of \$500,000 or 50% of the grant award, whichever is less.

**AB 2064 (Gloria D) Integrated regional water management plans: grants: advanced payment.**

**Introduced:** 2/7/2018

**Status:** 2/16/2018-Referred to Com. on W.,P., & W.

**Location:** 2/16/2018-A. W.,P. & W.

**Calendar:** 3/20/2018 9 a.m. - State Capitol, Room 444 ASSEMBLY WATER, PARKS AND WILDLIFE, GARCIA, Chair

**Summary:** Current law, until January 1, 2025, requires a regional water management group, within 90 days of notice that a grant has been awarded, to provide the Department of Water Resources with a list of projects to be funded by the grant funds if the project proponent is a nonprofit organization or a disadvantaged community or the project benefits a disadvantaged community. Current law requires the department, within 60 days of receiving this project information, to provide advanced payment of 50% of the grant award for those projects that satisfy specified criteria and require the advanced funds to be handled, including that the funds are required to be spent within 6 months of the date of receipt unless the department waives this requirement. The bill, until January 1, 2025, would require a project proponent, upon completion of the first one-half of a project receiving an above-described grant award, to provide a first one-half project accountability report to the department that reports the completion of objectives for the first one-half of the project and documents the expenditure and use of advanced grant funds.

**AB 2072 (Quirk D) State Water Resources Control Board: contaminants of emerging concern.**

**Introduced:** 2/7/2018

**Status:** 2/16/2018-Referred to Com. on E.S. & T.M.

**Location:** 2/16/2018-A. E.S. & T.M.

**Calendar:** 3/20/2018 1:30 p.m. - State Capitol, Room 444 ASSEMBLY ENVIRONMENTAL SAFETY AND TOXIC MATERIALS, QUIRK, Chair

**Summary:** Would require the State Water Resources Control Board, to the extent that the state board determines funds are available, to establish and maintain a dedicated program to research contaminants of emerging concern to understand the contaminants entering drinking water supplies. The bill would require the program to research the impacts of contaminants of emerging concern on human health and the environment, as prescribed.

- [AB 2241](#) (Rubio D) Sustainable water use and demand reduction: legislative findings and declarations.**  
**Introduced:** 2/13/2018  
**Status:** 2/14/2018-From printer. May be heard in committee March 16.  
**Location:** 2/13/2018-A. PRINT  
**Summary:** Current law requires the State Water Resources Board to implement and administer various water conservation and demand reduction programs in the state. Current law makes legislative findings and declarations regarding the need to reduce urban water use statewide by 20% and to effectively measure a water supplier's efforts to reduce urban water use in its service area. This bill would make nonsubstantive changes in those legislative findings and declarations.
- [AB 2242](#) (Rubio D) Urban water management planning.**  
**Introduced:** 2/13/2018  
**Status:** 2/14/2018-From printer. May be heard in committee March 16.  
**Location:** 2/13/2018-A. PRINT  
**Summary:** Current law declares that certain provisions relating to urban water management planning are intended to provide assistance to water agencies in carrying out their long-term resource planning responsibilities to ensure adequate water supplies to meet current and future demands for water. Current law makes related legislative findings and declarations. This bill would make a nonsubstantive change in those findings and declarations.
- [AB 2249](#) (Cooley D) Public contracts: local agencies: alternative procedure.**  
**Introduced:** 2/13/2018  
**Status:** 3/1/2018-Referred to Com. on L. GOV.  
**Location:** 3/1/2018-A. L. GOV.  
**Summary:** Would authorize public projects of \$60,000 or less to be performed by the employees of a public agency, authorize public projects of \$200,000 or less to be let to contract by informal procedures, and require public projects of more than \$200,000 to be let to contract by formal bidding procedures.
- [AB 2252](#) (Limón D) State grants: state grant administrator.**  
**Introduced:** 2/13/2018  
**Status:** 3/1/2018-Referred to Com. on A. & A.R.  
**Location:** 3/1/2018-A. A. & A.R.  
**Calendar:** 3/21/2018 9:30 a.m. - State Capitol, Room 437 ASSEMBLY ACCOUNTABILITY AND ADMINISTRATIVE REVIEW, EGGMAN, Chair  
**Summary:** Would establish, within the State Clearinghouse, a state grant administrator who is designated by the Governor to serve as the state's primary point of contact for information on grants provided by state agencies. The bill would authorize the state grant administrator, among other things, to support the establishment of a statewide network of individuals who serve as point of contact for state grant opportunities in state agencies.
- [AB 2266](#) (Bigelow R) Urban water management planning.**  
**Introduced:** 2/13/2018  
**Status:** 2/14/2018-From printer. May be heard in committee March 16.  
**Location:** 2/13/2018-A. PRINT  
**Summary:** The Urban Water Management Planning Act requires every public and private urban water supplier that directly or indirectly provides water for municipal purposes to prepare and adopt an urban water management plan and to update its plan once every 5 years on or before December 31 in years ending in 5 and zero, except as specified. Current law declares that these provisions relating to urban water management planning are intended to provide assistance to water agencies in carrying out their long-term resource planning responsibilities to ensure adequate water supplies meet existing and future demands for water. Current law makes related legislative findings and declarations. This bill would make a nonsubstantive change in those findings and declarations.
- [AB 2334](#) (Thurmond D) Occupational injuries and illnesses.**  
**Introduced:** 2/13/2018  
**Status:** 2/14/2018-From printer. May be heard in committee March 16.  
**Location:** 2/13/2018-A. PRINT  
**Summary:** Current law requires an employer to file a report of every occupational injury or occupational illness, as defined, of each employee that results in lost time beyond the date of the injury or illness, and that requires medical treatment beyond first aid, with the Department of Industrial Relations, on a form prescribed by the department. This bill would make nonsubstantive changes in these provisions.
- [AB 2339](#) (Gipson D) Water utility service: sale of water utility property by a city.**  
**Introduced:** 2/13/2018  
**Status:** 3/1/2018-Referred to Coms. on W., P., & W. and L. GOV.

**Location:** 3/1/2018-A. W.,P. & W.

**Calendar:** 3/20/2018 9 a.m. - State Capitol, Room 444 ASSEMBLY WATER, PARKS AND WILDLIFE, GARCIA, Chair

**Summary:** Would permit a city that owns and operates a public utility for furnishing water service to sell the public utility for the purpose of consolidating its public water system with another public water system pursuant to the procedures that are generally applicable to the sale of real property by a city, only if the potentially subsumed water system is wholly within the boundaries of the city, if the city determines that it is uneconomical and not in the public interest to own and operate the public utility and if certain requirements are met. The bill would prohibit the city from selling the public utility for one year if 50% of interested persons, as defined, protest the sale.

**AB 2371 (Carrillo D) Water use sustainability: irrigation.**

**Introduced:** 2/14/2018

**Status:** 2/15/2018-From printer. May be heard in committee March 17.

**Location:** 2/14/2018-A. PRINT

**Summary:** Current law, the Water Conservation in Landscaping Act, requires the Department of Water Resources to update its model water-efficient landscape ordinance by regulation and prescribes various requirements for the updated model ordinance. This bill would state the intent of the Legislature to enact legislation that would improve water use sustainability in California's outdoor irrigation practices.

**AB 2501 (Chu D) Drinking water: consolidation and extension of service.**

**Introduced:** 2/14/2018

**Status:** 3/8/2018-Referred to Com. on E.S. & T.M.

**Location:** 3/8/2018-A. E.S. & T.M.

**Summary:** The California Safe Drinking Water Act authorizes the State Water Resources Control Board to order extension of service to an area within a disadvantaged community that does not have access to an adequate supply of safe drinking water so long as the extension of service is an interim extension of service in preparation of consolidation. The act defines "disadvantaged community" for these purposes to mean a disadvantaged community that is in an unincorporated area, is in a mobilehome park, or is served by a mutual water company or small public water system. This bill would redefine "small public water system" for these purposes as a system with 200 connections of less.

**AB 2538 (Rubio D) Stormwater.**

**Introduced:** 2/14/2018

**Status:** 2/15/2018-From printer. May be heard in committee March 17.

**Location:** 2/14/2018-A. PRINT

**Summary:** Current law requires the State Water Resources Control Board to develop monitoring requirements for municipalities and industries that are required to obtain a stormwater permit in accordance with the federal Clean Water Act. This bill would make nonsubstantive changes to that provision.

**AB 2541 (Salas D) Water quality.**

**Introduced:** 2/14/2018

**Status:** 2/15/2018-From printer. May be heard in committee March 17.

**Location:** 2/14/2018-A. PRINT

**Summary:** The Porter-Cologne Water Quality Control Act establishes a statewide program for the control of the quality of all the waters in the state and makes certain legislative findings and declarations. This bill would make technical, nonsubstantive changes to the legislative findings and declarations.

**AB 2543 (Eggman D) State agencies: infrastructure project budget and schedule: report.**

**Introduced:** 2/15/2018

**Status:** 3/5/2018-Referred to Com. on A. & A.R.

**Location:** 3/5/2018-A. A. & A.R.

**Summary:** Would require each state agency or department authorized to undertake large and complex infrastructure projects to develop and implement a policy for publicly reporting any significant change in the cost or schedule of a large and complex infrastructure project that would result in the project exceeding its projected budget by 10 percent or more or being delayed by 12 months or longer. The bill would require that the report include documentation and an explanation justifying a decision to proceed with the large and complex infrastructure project.

**AB 2654 (Quirk-Silva D) Design-build: Orange County.**

**Introduced:** 2/15/2018

**Status:** 3/8/2018-Referred to Com. on L. GOV.

**Location:** 3/8/2018-A. L. GOV.

**Summary:** Current law, until January 1, 2025, authorizes local agencies, as defined, to use the design-

build procurement process for specified public works with prescribed cost thresholds. This bill would establish similar provisions specific to Orange County. The bill would authorize the County of Orange and the Orange County Flood Control District, indefinitely and without exclusion, to use design-build for public works infrastructure projects in excess of \$1,000,000. The bill would require specified information to be verified under penalty of perjury. By expanding the crime of perjury, the bill would impose a state-mandated local program.

**[AB 2692](#) (Arambula D) Water: infrastructure funding.**

**Introduced:** 2/15/2018

**Status:** 2/16/2018-From printer. May be heard in committee March 18.

**Location:** 2/15/2018-A. PRINT

**Summary:** Under current law, various measures, including legislative and initiative general obligation bond acts and budget act appropriations, provide funding for water resources projects, facilities, and programs. This bill would state the intent of the Legislature to enact legislation to establish a permanent source of water infrastructure funding.

**[AB 2937](#) (Nazarian D) The California Water Plan.**

**Introduced:** 2/16/2018

**Status:** 2/17/2018-From printer. May be heard in committee March 19.

**Location:** 2/16/2018-A. PRINT

**Summary:** Current law requires the Department of Water Resources to update every 5 years the plan for the orderly and coordinated control, protection, conservation, development, and use of the water resources of the state, which is known as The California Water Plan. This bill would make nonsubstantive changes to that requirement.

**[AB 2957](#) (Gallagher R) Safe and reliable water supplies.**

**Introduced:** 2/16/2018

**Status:** 2/17/2018-From printer. May be heard in committee March 19.

**Location:** 2/16/2018-A. PRINT

**Summary:** The California Constitution declares that the general welfare requires that the water resources of the state be put to beneficial use to the fullest extent of which they are capable, and that the right to the use of water does not extend to the waste or unreasonable use, method of use, or method of diversion of water. This bill would state the intent of the Legislature to enact legislation that would offer incentives to encourage innovation to ensure Californians have access to safe and reliable water supplies.

**[AB 2975](#) (Friedman D) Wild and scenic rivers.**

**Introduced:** 2/16/2018

**Status:** 3/8/2018-Referred to Com. on NAT. RES.

**Location:** 3/8/2018-A. NAT. RES.

**Summary:** Would, if the federal government takes action to remove or delist any river or segment of a river in California that is included in the national wild and scenic rivers system and not in the state wild and scenic rivers system, or if the secretary determines that the federal government has exempted a river or segment of a river in California that is not in the state wild and scenic river system from the protection of certain federal provisions governing restrictions on water resources projects, require the secretary, after holding a public hearing on the issue, to take any necessary action to add the river or segment of a river to the state wild and scenic rivers system and to classify that river or segment of a river.

**[AB 3035](#) (Rubio D) Water supply.**

**Introduced:** 2/16/2018

**Status:** 2/17/2018-From printer. May be heard in committee March 19.

**Location:** 2/16/2018-A. PRINT

**Summary:** Current law authorizes local and regional public agencies that are authorized by law to serve water to the persons or entities within the service area of the agency to sell, lease, exchange, or otherwise transfer water for use outside the agency, as specified. Current law makes findings and declarations relating to local or regional level water management decisions. This bill would make a nonsubstantive change in the latter provision.

**[AB 3062](#) (Harper R) Recycled water: recycling criteria.**

**Introduced:** 2/16/2018

**Status:** 2/17/2018-From printer. May be heard in committee March 19.

**Location:** 2/16/2018-A. PRINT

**Summary:** Current law, the Porter-Cologne Water Quality Control Act, requires the State Water Resources Control Board to establish uniform statewide recycling criteria for each varying type of use of recycled water if the use involves the protection of public health. The act defines recycling criteria to mean the levels of constituents of recycled water, and the means for assurance of reliability under the



design concept that will result in recycled water that is safe for the uses to be made. This bill would make nonsubstantive changes to that definition.

- [AB 3214](#) (Fong R) Water appropriations: permits.**  
**Introduced:** 2/16/2018  
**Status:** 2/17/2018-From printer. May be heard in committee March 19.  
**Location:** 2/16/2018-A. PRINT  
**Summary:** Under current law, the State Water Resources Control Board administers a water rights program pursuant to which the state board grants permits and licenses to appropriate water. Current law requires the board to consider and act upon all applications for permits to appropriate water. This bill would make a nonsubstantive change to those provisions.
- [SB 49](#) (De León D) California Environmental, Public Health, and Workers Defense Act of 2017.**  
**Introduced:** 12/5/2016  
**Last Amend:** 9/12/2017  
**Status:** 9/12/2017-From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS.  
**Location:** 9/11/2017-A. RLS.  
**Summary:** Would require specified agencies to take prescribed actions to maintain and enforce certain requirements and standards pertaining to air, water, and protected species. By imposing new duties on local agencies, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.
- [SB 606](#) (Skinner D) Water management planning.**  
**Introduced:** 2/17/2017  
**Last Amend:** 9/6/2017  
**Status:** 9/13/2017-Assembly Rule 96 suspended. Withdrawn from committee. Ordered to third reading.  
**Location:** 9/13/2017-A. THIRD READING  
**Calendar:** 3/12/2018 #17 ASSEMBLY THIRD READING FILE - SENATE BILLS  
**Summary:** Current law requires the state to achieve a 20% reduction in urban per capita water use in California by December 31, 2020. Current law requires each urban retail water supplier to develop urban water use targets and an interim urban water use target, as specified. The bill would require an urban retail water supplier to calculate an urban water use objective no later than July 1, 2022, and by July 1 every year thereafter, and its actual urban water use by those same dates.
- [SB 623](#) (Monning D) Water quality: Safe and Affordable Drinking Water Fund.**  
**Introduced:** 2/17/2017  
**Last Amend:** 8/21/2017  
**Status:** 9/1/2017-From committee: Without recommendation. (Ayes 11. Noes 0.) (September 1) Re-referred to Com. on RLS.  
**Location:** 9/1/2017-A. RLS.  
**Summary:** Would establish the Safe and Affordable Drinking Water Fund in the State Treasury and would provide that moneys in the fund are continuously appropriated to the State Water Resources Control Board. The bill would require the board to administer the fund to secure access to safe drinking water for all Californians, while also ensuring the long-term sustainability of drinking water service and infrastructure. The bill would authorize the state board to provide for the deposit into the fund of federal contributions, voluntary contributions, gifts, grants, bequests, and settlements from parties responsible for contamination of drinking water supplies.
- [SB 919](#) (Dodd D) Water resources: stream gages.**  
**Introduced:** 1/22/2018  
**Last Amend:** 2/26/2018  
**Status:** 2/26/2018-From committee with author's amendments. Read second time and amended. Re-referred to Com. on N.R. & W.  
**Location:** 2/1/2018-S. N.R. & W.  
**Calendar:** 3/13/2018 9:30 a.m. - Room 112 SENATE NATURAL RESOURCES AND WATER, HERTZBERG, Chair  
**Summary:** Would require the Department of Water Resources, upon appropriation by the Legislature, to develop a plan to deploy a network of stream gages that includes a determination of funding needs and opportunities for reactivating existing gages. The bill would require the department, in consultation with the State Water Resources Control Board, the Department of Fish and Wildlife, the Central Valley Flood Protection Board, interested stakeholders, and, to the extent they wish to consult, local agencies, to prioritize the deployment of stream gages based upon gaps in the existing system of gages and specified considerations.
- [SB 934](#) (Allen D) Water quality: minor violations.**  
**Introduced:** 1/25/2018

**Status:** 2/8/2018-Referred to Com. on RLS.

**Location:** 1/25/2018-S. RLS.

**Summary:** The Porter-Cologne Water Quality Control Act authorizes the State Water Resources Control Board and the California regional water quality control boards to conduct inspections and utilize other enforcement measures for violations of specified law relating to water quality. The act requires the state board and the regional boards to determine the types of violations that are minor violations and requires the state board to implement the minor violation provisions through adoption of regulations or state policy for water quality control, as prescribed. This bill would make nonsubstantive changes to the provision relating to minor violations.

**SB 952 (Anderson R) Water conservation: local water supplies.**

**Introduced:** 1/30/2018

**Status:** 2/8/2018-Referred to Com. on RLS.

**Location:** 1/30/2018-S. RLS.

**Summary:** Would state the intent of the Legislature to enact legislation that would require the State Water Resources Control Board to recognize local water agency investment in water supply and will ensure that local agencies receive sufficient credit for these investments in meeting any water conservation or efficiency mandates.

**SB 979 (Cannella R) Water Quality, Supply, and Infrastructure Improvement Act of 2014.**

**Introduced:** 2/1/2018

**Status:** 2/14/2018-Referred to Com. on RLS.

**Location:** 2/1/2018-S. RLS.

**Summary:** The Water Quality, Supply, and Infrastructure Improvement Act of 2014 provides that the sum of \$810,000,000 is to be available, upon appropriation by the Legislature, for expenditures on, and competitive grants and loans to, projects that are included in and implemented in an adopted integrated regional water management plan and respond to climate change and contribute to regional water security. The bond act requires \$200,000,000 of that amount to be available for grants for multibenefit stormwater management projects. This bill would make a nonsubstantive change in those grant provisions.

**SB 998 (Dodd D) Water shutoffs: urban and community water systems.**

**Introduced:** 2/5/2018

**Status:** 2/22/2018-Referred to Coms. on E., U. & C., EQ., and JUD.

**Location:** 2/22/2018-S. E. U., & C.

**Calendar:** 4/3/2018 9 a.m. - Room 3191 SENATE ENERGY, UTILITIES AND COMMUNICATIONS, HUESO, Chair

**Summary:** Would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on residential service shutoff available in English, Spanish, or any other language spoken by at least 5% of the people residing in its service area. The bill would require the policy to include certain components and be available on the system's Internet Web site and be provided annually to customers in writing.

**SB 1140 (Berryhill R) State Water Resources Control Board.**

**Introduced:** 2/13/2018

**Status:** 2/22/2018-Referred to Com. on RLS.

**Location:** 2/13/2018-S. RLS.

**Summary:** Current law declares that to provide for the orderly and efficient administration of the water resources in the state, it is necessary to establish the State Water Resources Control Board to exercise the adjudicatory and regulatory functions of the state in the field of water resources. Current law declares the intent of the Legislature to combine the water rights, water quality, and drinking water functions of the state government to provide for coordinated consideration of water rights, water quality, and safe and reliable drinking water. This bill would make nonsubstantive changes to these declarations.

**SB 1215 (Hertzberg D) Drinking water systems and sewer systems: consolidation and extension of service.**

**Introduced:** 2/15/2018

**Status:** 3/1/2018-Referred to Coms. on EQ. and GOV. & F.

**Location:** 3/1/2018-S. E.Q.

**Summary:** Current law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. This bill would also authorize the state board to set timeline and performance measures to facilitate completion of extension of service of drinking water. This bill contains other related provisions and other current laws.

**SB 1364 (Vidak R) Safe, Clean, Reliable Water Supply Act.**



**Introduced:** 2/16/2018

**Status:** 3/8/2018-Referred to Com. on RLS.

**Location:** 2/16/2018-S. RLS.

**Summary:** Current law, the Safe, Clean, Reliable Water Supply Act, approved by the voters as Proposition 204 at the November 5, 1996, statewide general election, authorizes the issuance of general obligation bonds in the amount of \$995,000,000 for the purposes of financing a safe, clean, reliable water supply program. The bond act states various legislative findings and declarations. This bill would make a nonsubstantive change in those findings and declarations.

**SB 1422 (Portantino D) Water quality: plastic and human health.**

**Introduced:** 2/16/2018

**Status:** 3/8/2018-Referred to Com. on RLS.

**Location:** 2/16/2018-S. RLS.

**Summary:** Would declare the intent of the Legislature to enact legislation relating to levels of plastic that are found in water and the impacts of those levels on human health.

**SB 1469 (Skinner D) Discharge of stormwater: industrial activity.**

**Introduced:** 2/16/2018

**Status:** 3/8/2018-Referred to Com. on RLS.

**Location:** 2/16/2018-S. RLS.

**Summary:** Under the Porter-Cologne Water Quality Control Act, the State Water Resources Control Board and the California regional water quality control boards are the principal state agencies with authority over matters relating to water quality. The act requires appropriate state agencies, as requested by the executive director of the state board, to provide the state board with the names, addresses, and standard industrial classifications or types of business facilities that are subject to stormwater programs under the act. This bill would make nonsubstantive changes in these provisions.

**SCA 4 (Hertzberg D) Water conservation.**

**Introduced:** 2/2/2017

**Status:** 2/16/2017-Referred to Com. on RLS.

**Location:** 2/2/2017-S. RLS.

**Summary:** The California Constitution requires that the water resources of the state be put to beneficial use to the fullest extent of which they are capable and that the waste or unreasonable use or unreasonable method of use of water be prevented. This measure would declare the intent of the Legislature to amend the California Constitution to provide a program that would ensure that affordable water is available to all Californians and to ensure that water conservation is given a permanent role in California's future.

**SCA 10 (Moorlach R) Public employee retirement benefits.**

**Introduced:** 2/17/2017

**Status:** 6/20/2017-June 26 set for first hearing canceled at the request of author.

**Location:** 3/2/2017-S. P.E. & R.

**Summary:** Would prohibit a government employer from providing public employees any retirement benefit increase until that increase is approved by a 2/3 vote of the electorate of the applicable jurisdiction and that vote is certified. The measure would define retirement benefit to mean any postemployment benefit and would define benefit increase as any change that increases the value of an employee's retirement benefit. The measure would define a government employer to include, among others, the state and any of its subdivisions, cities, counties, school districts, special districts, the Regents of the University of California, and the California State University.

**Total Measures: 46**

**Total Tracking Forms: 46**