

**LA HABRA HEIGHTS COUNTY  
WATER DISTRICT**

**BOARD MEETING**

**JANUARY 23, 2024**

**AGENDA FOR REGULAR MEETING  
BOARD OF DIRECTORS  
LA HABRA HEIGHTS COUNTY WATER DISTRICT  
January 23, 2024 @ 4:00PM**

- 1. Roll call of Directors by Secretary**
- 2. Notation of staff members and others present**
- 3. Public Communications** (Comments will be limited to 3 minutes)
- 4. Directors Report – Individual, Subcommittees and/or Attended Events**
- 5. Consent Items:** It is recommended these items be acted upon simultaneously unless separate discussion or action is requested by a member of the public or a Director.
  - a. Minutes of Regular Board meeting for December 12, 2023 (approve)
  - b. Financial Reports – November 2023 and December 2023 (approve)
  - c. Status of Investments – December 2023
- 6. Approval of warrants and authorize signatures per warrant list**
- 7. Report of Superintendent**
- 8. Report and recommendations of the General Manager:**
  - a. Discuss and Action – West Road Asphalt Replacement
  - b. Discuss and Adopt – Resolution 24-01 Investing in United States Treasury Bills
  - c. Discuss and Action – Purchase a New Trailer or Repair the Existing Trailer
  - d. Discuss and Action – Appoint New General Manager Effective May 5, 2024
  - e. Discuss and Action – Purchasing 16 Acre Feet from EcoGas Inc.
- 9. Closed Session**
  - a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**

In re: Aqueous Film-Forming Foams Products Liability. Case No. 2:18-mn-2873-RMG, pending in the United States District Court for the District of South Carolina, Charleston Division. Discussion of existing litigation pursuant to Government Code section 54956.9, paragraph (1) of subdivision (d).

**b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code section 54956.8

Property: Real property subject to license no. 516436, dated June 1, 1918, between BNSF Railway Company and La Habra Heights County Water District, covering a site for a thirty inch water line from Railway Company's Mile Post 153.11 to 153.42 in Los Nietos, Los Angeles County, California.

**c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov. Code section 54957(b)(1).) Title: Assistant General Manager.

**10. Adjournment**

Any documents that are provided to the Board of Directors regarding items on this agenda less than 72 hours prior to this meeting will be available for public inspection at the front counter of the District office located at 1271 N. Hacienda Road, La Habra Heights, California 90631

# MINUTES

MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS  
LA HABRA HEIGHTS COUNTY WATER DISTRICT  
DECEMBER 12, 2023

A regular meeting of the Board of Directors of La Habra Heights County Water District was held on December 12, 2023, at 4:04 p.m., at the office of the District, located at 1271 North Hacienda Road, La Habra Heights.

Item 1. Roll call of Directors by Secretary/General Manager, Michael Gualtieri.

PRESENT: Directors Baroldi, Cooke, Crabb, and McVicar

ABSENT: Director Perumean

Item 2. Staff members and others present. Staff: Joe Matthews, Assistant General Manager/Superintendent, and Tammy Wagstaff, Treasurer. Others present: Michael Silander, Attorney at Law.

(Michael Gualtieri, General Manager, entered the meeting at 4:14 p.m. via telecommunication)

Item 3. Public Communications – None

(Bob Callanan, Clifton Larson Allen LLP entered the meeting at 4:17 p.m.)

Item 4. Report, Receive, and File the 2022/2023 Audit Report.  
Bob Callanan provided an overview of the audit report. After discussion, the 2022/2023 Audit Report was received and filed.

Item 5. Directors Report – Individual, Subcommittees, and/or Attended Events. – None

Item 6.a. Minutes of Regular Meeting for November 14, 2023. After discussion, there was a motion by Director McVicar and seconded by Director Crabb to approve the minutes. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 7. Approval of warrants and authorized signatures per warrant list. After discussion, there was a motion made by Director McVicar and seconded by Director Baroldi that the warrant numbers 46515 through 46571 in the amount of \$331,018.06 and EFT transfers in the amount of \$14,459.44 be approved and signatures be authorized. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 8. Report of Superintendent. Joe Matthews informed that three service leaks were repaired. Annual testing on oil company meters was completed. Well 11 was taken offline after testing positive for Total Coliform Bacteria on October 17, 2023. We resampled October 19, 2023, November 07, 2023, and November 28, 2023, and the results were negative for Total Coliform. However, with some samples exceeding the plate count limit, we continued to chlorinate and flush the well, a 10 to 14 day process. This is to disinfect and get those plate counts down to meet the required operation levels. We are waiting for the results of bacteria testing done on December 05, 2023, to determine if the well can go back online. Lastly, the District is in the process of getting prices/bids from approved labs for our bacteriologic testing.

Item 9.a. Discussion, and Action – Investment into Treasury Bills and CD's. After discussion, there was a motion by Director Cooke and seconded by Director Crabb to have the subcommittee and staff set a policy and staff was directed to create an account with Charles Schwab Corporation and invest one million dollars into the treasury bills. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 9.b. Discuss and Award – Contract for Well 12 Drilling. After discussion, there was a motion by Director Cooke and seconded by Director Crabb to reject the bid received. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 10.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:  
In re: Aqueous Film-Forming Foams Products Liability. Case No. 2:18-mn-2873-RMG, pending in the United States District Court for the District of South Carolina, Charleston Division. Discussion of existing litigation pursuant to Government Code section 54956.9, paragraph (1) of subdivision (d). This item was not discussed, and no action was taken.

Item 11. There being no further business to come before the Board, a motion was made by Director Cooke and seconded by Director McVicar that the meeting be adjourned at 6:00 p.m. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Dated: January 23, 2024

\_\_\_\_\_  
Brad Cooke, President

(SEAL)

\_\_\_\_\_  
Michael Gualtieri, Secretary

# FINANCIAL REPORT

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF NET POSITION

November 30, 2022 and November 30, 2023

	<u>2022</u>	<u>2023</u>
<b><u>ASSETS:</u></b>		
<b><u>Current Assets:</u></b>		
CASH-PETTY	300.00	300.00
CASH-CHECKING	1,452,125.66	808,851.61
INVESTMENT-LAIF	4,077,793.85	5,489,585.96
ACCOUNTS RECEIVABLE-WATER	374,447.64	424,754.82
ACCOUNTS RECEIVABLE-OTHER	293,015.42	276,095.49
TAXES RECEIVABLE	-	-
LEASE RECEIVABLE	-	127,183.86
ACCRUED INTEREST RECEIVABLE	12,098.00	33,409.00
INVENTORY	224,950.48	207,068.81
PREPAID EXPENSES	79,045.68	101,484.40
Total Current Assets	<u>6,513,776.73</u>	<u>7,468,733.95</u>
<b><u>Noncurrent Assets:</u></b>		
<b>Capital Assets:</b>		
LAND	532,743.65	532,743.65
WATER RIGHTS	1,608,490.80	1,640,490.80
SOURCE OF SUPPLY	2,271,079.60	2,271,079.60
PUMPING PLANT	1,625,877.77	1,668,932.77
TRANSMISSION & DISTRIBUTION	26,356,058.47	26,535,449.89
GENERAL PLANT	1,758,917.51	1,648,500.03
CONSTRUCTION IN PROGRESS	94,591.66	216,279.69
Total Capital Assets	<u>34,247,759.46</u>	<u>34,513,476.43</u>
Accumulated Depreciation	<u>(19,490,202.33)</u>	<u>(19,717,180.60)</u>
Net Capital Assets	<u>14,757,557.13</u>	<u>14,796,295.83</u>
<b>Other Noncurrent Assets:</b>		
CONSTRUCTION ADVANCE RECEIVABLE	19,677.43	9,960.19
INVESTMENTS-CAL DOMESTIC WATER CO	591.00	591.00
LEASE RECEIVABLE	2,542,824.37	2,292,946.83
Total Other Noncurrent Assets	<u>2,563,092.80</u>	<u>2,303,498.02</u>
<b>Total Assets</b>	<u>23,834,426.66</u>	<u>24,568,527.80</u>
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from pension plan	172,529.00	771,900.00
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from OPEB	<u>259,764.00</u>	<u>225,139.00</u>
Total Deferred Outflows of Resources	<u>432,293.00</u>	<u>997,039.00</u>

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF NET POSITION

November 30, 2022 and November 30, 2023

	2022	2023
<b>LIABILITIES</b>		
<u>Current Liabilities:</u>		
ACCOUNTS PAYABLE	204,906.58	320,885.27
CURR PORTION-LONG TERM DEBT	59,938.00	61,359.75
ACCRUED INTEREST-CONTRACT PAYABLE-D/G	1,209.55	612.25
DEPOSITS-CUSTOMERS	5,000.00	5,750.00
DEPOSITS-CONSTRUCTION	4,500.00	40,579.82
ACCRUED PROPERTY TAXES	-	-
ACCRUED PAYROLL	-	-
ACCRUED EMPLOYEE BENEFITS	150,468.34	157,407.33
DEFERRED RENTAL INCOME	-	-
ACCRUED RETIREMENT CONTRIBUTIONS	-	-
NET OPEB OBLIGATION	1,706,103.00	1,038,484.00
NET PENSION LIABILITY	125,862.00	1,248,389.00
Total Current Liabilities	2,257,987.47	2,873,467.42
<u>Long-term Liabilities, net of current portion:</u>		
LOAN PAYABLE-STATE OF CALIF	61,359.75	-
Total Long-term Liabilities	61,359.75	-
<b>Total Liabilities</b>	<b>2,319,347.22</b>	<b>2,873,467.42</b>
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from pension plan	140,358.00	25,928.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from OPEB	385,809.00	1,014,037.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from Leases	2,488,312.17	2,366,451.69
Total Deferred Inflows of Resources	3,014,479.17	3,406,416.69
<u>Net Position:</u>		
INVESTED IN CAPITAL ASSETS, NET RELATED DEBT	14,636,259.38	14,734,936.08
UNRESTRICTED	4,276,956.46	4,540,786.42
RESTRICTED	19,677.43	9,960.19
<b>Total Net Position</b>	<b>18,932,893.27</b>	<b>19,285,682.69</b>

**LA HABRA HEIGHTS COUNTY WATER DISTRICT**  
**STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET POSITION**  
For Five Months Ending November 30, 2022 and November 30, 2023

	Last Year Current Month Actual	Current Month Actual	Last Year YTD Actual	Current YTD Actual	Current Budget	Actual 11/30/2023 % of budget 2023/24
<b>Operating Revenue:</b>	385,734.77	435,553.35	2,359,902.95	2,355,605.02	5,766,549.00	41%
<b>Operating Expenses:</b>						
Source of Supply	32,012.78	137,328.10	756,366.22	872,385.74	2,314,176.00	38%
Pumping	6,743.63	10,162.56	31,092.40	35,838.04	134,429.00	27%
Treatment	3,409.99	5,510.33	18,853.44	25,658.71	53,005.00	48%
Transmission & Distribution	43,883.40	24,106.04	267,836.55	285,592.69	693,989.00	41%
Customer Accounts	9,305.92	8,245.68	78,304.67	125,676.71	197,293.00	64%
Administrative and General	121,725.83	118,058.59	672,499.20	721,677.81	1,700,718.00	42%
Capital Improvements	129,275.08	126,340.58	646,375.40	631,702.90	1,502,147.00	42%
Other	5,750.04	7,133.36	36,262.68	40,147.08	99,880.00	40%
<b>TOTAL OPERATING EXPENSES</b>	<b>352,106.67</b>	<b>436,885.24</b>	<b>2,507,590.56</b>	<b>2,738,679.68</b>	<b>6,695,637.00</b>	<b>41%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>33,628.10</b>	<b>(1,331.89)</b>	<b>(147,687.61)</b>	<b>(383,074.66)</b>	<b>(929,088.00)</b>	<b>41%</b>
<b>Non-Operating Revenues</b>	33,347.40	45,438.36	142,184.70	160,291.97	1,114,773.00	14%
<b>Non-Operating Expenses</b>	241.91	1,422.45	4,179.55	2,912.25	15,072.00	19%
<b>NET NON-OPERATING REVENUES (EXPENSES)</b>	<b>33,105.49</b>	<b>44,015.91</b>	<b>138,005.15</b>	<b>157,379.72</b>	<b>1,099,701.00</b>	<b>14%</b>
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>66,733.59</b>	<b>42,684.02</b>	<b>(9,682.46)</b>	<b>(225,694.94)</b>	<b>170,613.00</b>	<b>-132%</b>
SYSTEM BUY IN FEE			-	36,165.00		
CAPITAL CONTRIBUTIONS			-	4,242.90		
<b>NET INCOME (LOSS) IN NET POSITION</b>			<b>(9,682.46)</b>	<b>(185,287.04)</b>		
<b>NET POSITION-BEGINNING OF YEAR</b>			<b>18,942,575.73</b>	<b>19,470,969.73</b>		
<b>NET POSITION-END OF PERIOD</b>			<b>18,932,893.27</b>	<b>19,285,682.69</b>		

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF REVENUE AND EXPENSES

For Five Months Ending November 30, 2022 and November 30, 2023

	Last Year Current Month Actual 11/30/2022	Current Month Actual 11/30/2023	Last Year YTD Actual 11/30/2022	Current YTD Actual 11/30/2023	Current Budget 2023/24	Actual 11/30/2023 % of budget 2023/24 42%
<b>OPERATING REVENUES</b>						
SALES-WATER	190,450.61	229,982.28	1,397,358.82	1,326,383.62	3,298,111.00	40%
SALES-READINESS TO SERVE	188,724.22	201,760.75	942,435.33	1,011,477.59	2,407,603.00	42%
SALES-MISCELLANEOUS	6,559.94	3,810.32	20,108.80	17,743.81	30,838.00	58%
LEASE-WATER RIGHTS	-	-	-	-	29,997.00	0%
<b>TOTAL OPERATING REVENUES</b>	<b>385,734.77</b>	<b>435,553.35</b>	<b>2,359,902.95</b>	<b>2,355,605.02</b>	<b>5,766,549.00</b>	<b>41%</b>
<b>OPERATING EXPENSES</b>						
PURCHASED WATER	4,122.17	3,309.71	21,815.35	40,463.95	263,615.00	15%
GROUND WATER REPLENISHMENT ASSMT	(29,526.24)	78,635.70	421,040.73	480,794.49	1,175,437.00	41%
POWER	57,416.85	55,382.69	313,510.14	351,127.30	875,124.00	40%
<b>TOTAL SOURCE OF SUPPLY</b>	<b>32,012.78</b>	<b>137,328.10</b>	<b>756,366.22</b>	<b>872,385.74</b>	<b>2,314,176.00</b>	<b>38%</b>
LABOR-PUMPING	5,407.95	5,161.56	22,118.08	23,604.87	79,385.00	30%
MAINTENANCE-PUMPING	1,335.68	5,001.00	8,974.32	12,233.17	55,044.00	22%
<b>TOTAL PUMPING</b>	<b>6,743.63</b>	<b>10,162.56</b>	<b>31,092.40</b>	<b>35,838.04</b>	<b>134,429.00</b>	<b>27%</b>
MAINT & LABOR-TREATMENT	3,409.99	5,510.33	18,853.44	25,658.71	53,005.00	48%
<b>TOTAL TREATMENT</b>	<b>3,409.99</b>	<b>5,510.33</b>	<b>18,853.44</b>	<b>25,658.71</b>	<b>53,005.00</b>	<b>48%</b>
LABOR-TRANS & DISTRIBUTION	20,623.78	24,064.78	103,624.39	113,048.48	283,716.00	40%
MAINT-TRANS & DISTRIBUTION	889.71	5,907.10	94,232.32	116,776.07	190,224.00	61%
JOINT FACILITIES-WELL,LM CONDUIT&RES	25,553.63	10,120.77	121,690.84	138,337.05	441,193.00	31%
ORCHARD DALE PORTION	(3,183.72)	(15,986.61)	(51,711.00)	(82,568.91)	(221,144.00)	37%
<b>TOTAL TRANSMISSION&amp;DISTRIBUTION</b>	<b>43,883.40</b>	<b>24,106.04</b>	<b>267,836.55</b>	<b>285,592.69</b>	<b>693,989.00</b>	<b>41%</b>
LABOR&MAINT-CUSTOMER ACCOUNTS	9,184.14	8,245.68	77,965.24	125,297.43	193,804.00	65%
UNCOLLECTIBLE ACCOUNTS	121.78	-	339.43	379.28	3,489.00	11%
<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>9,305.92</b>	<b>8,245.68</b>	<b>78,304.67</b>	<b>125,676.71</b>	<b>197,293.00</b>	<b>64%</b>
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>63,342.94</b>	<b>48,024.61</b>	<b>396,087.06</b>	<b>472,766.15</b>	<b>1,078,716.00</b>	<b>44%</b>
<b>TOTAL SOURCE OF SUPPLY &amp; OPERATING EXPENSES</b>	<b>95,355.72</b>	<b>185,352.71</b>	<b>1,152,453.28</b>	<b>1,345,151.89</b>	<b>3,392,892.00</b>	<b>40%</b>
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>						
LABOR-FIELD-SICK,VAC,HOLIDAY	6,040.92	10,483.57	28,271.98	31,236.22	84,217.00	37%
WAGES-MANAGEMENT	13,846.98	13,375.72	65,200.02	67,533.35	169,614.00	40%
WAGES-OFFICE	21,472.77	18,232.95	94,761.67	107,802.04	280,506.00	38%
WAGES-MGMT&OFFICE-SICK,VAC,HOLIDAY	5,222.21	8,936.48	30,759.50	29,025.66	97,726.00	30%
OFFICE SUPPLIES	1,978.11	2,785.66	10,035.93	11,701.82	31,216.00	38%
AUTO SERVICE	3,809.18	4,095.49	20,406.96	21,318.32	48,559.00	44%
BANK SERVICE CHARGE	807.24	550.96	3,350.31	1,926.10	10,642.00	18%
DUES & SUBSCRIPTIONS	622.00	871.00	21,108.08	18,977.98	32,141.00	59%
BUILDING SERVICE	914.19	735.00	9,683.57	9,845.02	23,594.00	42%
OFFICE EQUIPMENT MAINT	1,790.62	1,680.65	7,439.75	10,704.64	35,217.00	30%
PROFESSIONAL SERVICES	8,967.66	4,242.45	37,206.65	48,798.86	68,059.00	72%
EDUCATION & MEETINGS	3,851.63	2,633.33	8,796.98	7,025.62	16,608.00	42%

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF REVENUE AND EXPENSES

For Five Months Ending November 30, 2022 and November 30, 2023

	Last Year Current Month Actual 11/30/2022	Current Month Actual 11/30/2023	Last Year YTD Actual 11/30/2022	Current YTD Actual 11/30/2023	Current Budget 2023/24	Actual 11/30/2023 % of budget 2023/24 42%
LEGAL	7,387.50	4,412.50	17,525.00	17,925.00	42,390.00	42%
UTILITIES	3,055.31	2,560.08	17,227.15	14,683.90	45,433.00	32%
ENGINEERING	612.00	(194.01)	7,940.00	6,516.49	33,819.00	19%
INSUR-AUTO, LIABILITY & PROPERTY	6,481.41	9,101.91	31,433.74	40,671.45	76,646.00	53%
INSUR-GROUP HEALTH & LIFE	15,860.33	15,227.84	78,457.74	76,133.81	214,571.00	36%
EMPLOYEE WORKERS COMPENSATION	516.55	233.19	8,384.93	8,985.31	34,153.00	26%
DENTAL	-	970.20	472.80	5,195.00	4,766.00	109%
RETIREMENT-CALPERS	11,148.30	12,890.00	50,472.60	53,426.65	174,435.00	31%
RETIREMENT-DEFERRED COMP	1,596.14	1,730.30	7,599.33	8,341.34	23,551.00	35%
RETIREMENT-CALPERS UNFUND ACCR LIAB	-	-	89,261.00	80,813.00	83,515.00	97%
MAINTENANCE-GENERAL PLANT	5,744.78	2,503.32	26,703.51	43,090.23	69,340.00	62%
CAPITAL IMPROVEMENTS	129,275.08	126,340.58	646,375.40	631,702.90	1,502,147.00	42%
PROPERTY TAXES	444.06	444.73	2,733.23	2,221.67	6,236.00	36%
PAYROLL TAXES	5,305.98	6,688.63	33,529.45	37,925.41	93,644.00	41%
<b>TOTAL ADMIN &amp; GENERAL EXP</b>	<b>256,750.95</b>	<b>251,532.53</b>	<b>1,355,137.28</b>	<b>1,393,527.79</b>	<b>3,302,745.00</b>	<b>42%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>352,106.67</b>	<b>436,885.24</b>	<b>2,507,590.56</b>	<b>2,738,679.68</b>	<b>6,695,637.00</b>	<b>41%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>33,628.10</b>	<b>(1,331.89)</b>	<b>(147,687.61)</b>	<b>(383,074.66)</b>	<b>(929,088.00)</b>	<b>41%</b>
<b>NONOPERATING REVENUES</b>						
INTEREST INCOME	6,898.00	17,766.99	25,457.22	81,679.20	43,206.00	189%
PROPERTY TAX INCOME	13,610.28	15,538.33	46,974.71	15,538.76	916,445.00	2%
RENT INCOME	11,342.16	10,958.80	56,708.39	55,025.83	136,673.00	40%
OIL ROYALTIES	1,211.96	1,174.24	8,879.32	5,260.96	12,635.00	42%
MISCELLANEOUS INCOME	285.00	-	4,165.06	2,787.22	5,814.00	48%
GAIN ON ASSET SOLD	-	-	-	-	-	0%
<b>TOTAL NONOPERATING REVENUES</b>	<b>33,347.40</b>	<b>45,438.36</b>	<b>142,184.70</b>	<b>160,291.97</b>	<b>1,114,773.00</b>	<b>14%</b>
<b>NONOPERATING EXPENSES</b>						
INTEREST EXPENSE-D/G LOAN	241.91	122.45	1,209.55	612.25	609.00	101%
LOSS ON INVESTMENT	-	-	-	-	-	0%
DIRECTORS FEES	-	1,300.00	2,600.00	2,300.00	9,900.00	23%
DIRECTORS EXPENSES	-	-	370.00	-	4,563.00	0%
ELECTION	-	-	-	-	-	0%
<b>TOTAL NONOPERATING EXPENSES</b>	<b>241.91</b>	<b>1,422.45</b>	<b>4,179.55</b>	<b>2,912.25</b>	<b>15,072.00</b>	<b>19%</b>
<b>NET NONOPER REVENUES(EXPENSES)</b>	<b>33,105.49</b>	<b>44,015.91</b>	<b>138,005.15</b>	<b>157,379.72</b>	<b>1,099,701.00</b>	<b>14%</b>
<b>NET INCOME (LOSS) IN NET POSTION</b>	<b>66,733.59</b>	<b>42,684.02</b>	<b>(9,682.46)</b>	<b>(225,694.94)</b>	<b>170,613.00</b>	<b>-132%</b>

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF NET POSITION

December 31, 2022 and December 31, 2023

	<u>2022</u>	<u>2023</u>
<b>ASSETS:</b>		
<b>Current Assets:</b>		
CASH-PETTY	300.00	300.00
CASH-CHECKING	909,234.69	779,174.58
CASH-SWEEP	-	601.33
INVESTMENT-LAIF	4,877,793.85	4,889,585.96
INVESTMENT-TREASURY BILLS	-	999,398.67
ACCOUNTS RECEIVABLE-WATER	337,877.89	392,165.53
ACCOUNTS RECEIVABLE-OTHER	271,405.88	279,845.04
TAXES RECEIVABLE	-	-
LEASE RECEIVABLE	-	127,183.86
ACCRUED INTEREST RECEIVABLE	20,333.00	47,475.00
INVENTORY	220,189.17	203,778.18
PREPAID EXPENSES	83,740.88	111,492.58
Total Current Assets	<u>6,720,875.36</u>	<u>7,831,000.73</u>
<b>Noncurrent Assets:</b>		
<b>Capital Assets:</b>		
LAND	532,743.65	532,743.65
WATER RIGHTS	1,640,490.80	1,640,490.80
SOURCE OF SUPPLY	2,271,079.60	2,271,079.60
PUMPING PLANT	1,625,877.77	1,668,932.77
TRANSMISSION & DISTRIBUTION	26,356,058.47	26,535,449.89
GENERAL PLANT	1,758,917.51	1,648,500.03
CONSTRUCTION IN PROGRESS	108,704.58	265,467.28
Total Capital Assets	<u>34,293,872.38</u>	<u>34,562,664.02</u>
Accumulated Depreciation	<u>(19,619,477.41)</u>	<u>(19,843,521.18)</u>
Net Capital Assets	<u>14,674,394.97</u>	<u>14,719,142.84</u>
<b>Other Noncurrent Assets:</b>		
CONSTRUCTION ADVANCE RECEIVABLE	9,960.19	-
INVESTMENTS-CAL DOMESTIC WATER CO	591.00	591.00
LEASE RECEIVABLE	2,543,610.53	2,293,695.05
Total Other Noncurrent Assets	<u>2,554,161.72</u>	<u>2,294,286.05</u>
<b>Total Assets</b>	<u>23,949,432.05</u>	<u>24,844,429.62</u>
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from pension plan	172,529.00	771,900.00
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from OPEB	<u>259,764.00</u>	<u>225,139.00</u>
Total Deferred Outflows of Resources	<u>432,293.00</u>	<u>997,039.00</u>

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF NET POSITION

December 31, 2022 and December 31, 2023

	<u>2022</u>	<u>2023</u>
<b>LIABILITIES</b>		
<u>Current Liabilities:</u>		
ACCOUNTS PAYABLE	316,704.85	398,689.24
CURR PORTION-LONG TERM DEBT	61,359.75	-
ACCRUED INTEREST-CONTRACT PAYABLE-D/G	-	-
DEPOSITS-CUSTOMERS	6,000.00	4,138.50
DEPOSITS-CONSTRUCTION	4,500.00	45,079.82
ACCRUED PROPERTY TAXES	-	-
ACCRUED PAYROLL	-	-
ACCRUED EMPLOYEE BENEFITS	150,468.34	157,407.33
DEFERRED RENTAL INCOME	-	-
ACCRUED RETIREMENT CONTRIBUTIONS	-	-
NET OPEB OBLIGATION	1,706,103.00	1,038,484.00
NET PENSION LIABILITY	125,862.00	1,248,389.00
Total Current Liabilities	<u>2,370,997.94</u>	<u>2,892,187.89</u>
<u>Long-term Liabilities, net of current portion:</u>		
LOAN PAYABLE-STATE OF CALIF	-	-
Total Long-term Liabilities	<u>-</u>	<u>-</u>
<b>Total Liabilities</b>	<u>2,370,997.94</u>	<u>2,892,187.89</u>
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from pension plan	140,358.00	25,928.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from OPEB	385,809.00	1,014,037.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from Leases	2,478,157.13	2,356,296.65
Total Deferred Inflows of Resources	<u>3,004,324.13</u>	<u>3,396,261.65</u>
<u>Net Position:</u>		
INVESTED IN CAPITAL ASSETS, NET RELATED DEBT	14,613,035.22	14,719,142.84
UNRESTRICTED	4,383,407.57	4,833,876.24
RESTRICTED	9,960.19	-
<b>Total Net Position</b>	<u>19,006,402.98</u>	<u>19,553,019.08</u>

**LA HABRA HEIGHTS COUNTY WATER DISTRICT**  
**STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET POSITION**  
For Six Months Ending December 31, 2022 and December 31, 2023

	Last Year Current Month Actual	Current Month Actual	Last Year YTD Actual	Current YTD Actual	Current Budget 2023/24	Actual 12/31/2023 % of budget 2023/24
<b>Operating Revenue:</b>	348,906.33	400,425.90	2,708,809.28	2,756,030.92	5,766,549.00	48%
<b>Operating Expenses:</b>						
Source of Supply	196,312.47	132,319.71	952,678.69	1,004,705.45	2,314,176.00	43%
Pumping	18,821.74	5,965.13	49,914.14	41,803.17	134,429.00	31%
Treatment	15,582.77	6,143.14	34,436.21	31,801.85	53,005.00	60%
Transmission & Distribution	109,675.35	86,416.19	377,511.90	372,008.88	693,989.00	54%
Customer Accounts	29,395.80	22,902.62	107,700.47	148,579.33	197,293.00	75%
Administrative and General	144,706.68	154,682.26	817,205.88	876,360.07	1,700,718.00	52%
Capital Improvements	129,275.08	126,340.58	775,650.48	758,043.48	1,502,147.00	51%
Other	6,711.08	7,428.21	42,973.76	47,575.29	99,880.00	48%
<b>TOTAL OPERATING EXPENSES</b>	<b>650,480.97</b>	<b>542,197.84</b>	<b>3,158,071.53</b>	<b>3,280,877.52</b>	<b>6,695,637.00</b>	<b>49%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(301,574.64)</b>	<b>(141,771.94)</b>	<b>(449,262.25)</b>	<b>(524,846.60)</b>	<b>(929,088.00)</b>	<b>57%</b>
<b>Non-Operating Revenues</b>	375,886.96	397,450.23	518,071.66	557,742.20	1,114,773.00	50%
<b>Non-Operating Expenses</b>	802.61	396.90	4,982.16	3,309.15	15,072.00	22%
<b>NET NON-OPERATING REVENUES (EXPENSES)</b>	<b>375,084.35</b>	<b>397,053.33</b>	<b>513,089.50</b>	<b>554,433.05</b>	<b>1,099,701.00</b>	<b>50%</b>
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>73,509.71</b>	<b>255,281.39</b>	<b>63,827.25</b>	<b>29,586.45</b>	<b>170,613.00</b>	<b>17%</b>
SYSTEM BUY IN FEE			-	48,220.00		
CAPITAL CONTRIBUTIONS			-	4,242.90		
<b>NET INCOME (LOSS) IN NET POSITION</b>			<b>63,827.25</b>	<b>82,049.35</b>		
<b>NET POSITION-BEGINNING OF YEAR</b>			<b>18,942,575.73</b>	<b>19,470,969.73</b>		
<b>NET POSITION-END OF PERIOD</b>			<b>19,006,402.98</b>	<b>19,553,019.08</b>		

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF REVENUE AND EXPENSES

For Six Months Ending December 31, 2022 and December 31, 2023

	Last Year Current Month Actual 12/31/2022	Current Month Actual 12/31/2023	Last Year YTD Actual 12/31/2022	Current YTD Actual 12/31/2023	Current Budget 2023/24	Actual 12/31/2023 % of budget 2023/24 50%
<b>OPERATING REVENUES</b>						
SALES-WATER	156,051.27	194,517.80	1,553,410.09	1,520,901.42	3,298,111.00	46%
SALES-READINESS TO SERVE	189,401.39	201,904.58	1,131,836.72	1,213,382.17	2,407,603.00	50%
SALES-MISCELLANEOUS	3,453.67	4,003.52	23,562.47	21,747.33	30,838.00	71%
LEASE-WATER RIGHTS	-	-	-	-	29,997.00	0%
<b>TOTAL OPERATING REVENUES</b>	<b>348,906.33</b>	<b>400,425.90</b>	<b>2,708,809.28</b>	<b>2,756,030.92</b>	<b>5,766,549.00</b>	<b>48%</b>
<b>OPERATING EXPENSES</b>						
PURCHASED WATER	5,326.67	5,168.85	27,142.02	45,632.80	263,615.00	17%
GROUND WATER REPLENISHMENT ASSMT	152,049.45	65,201.22	573,090.18	545,995.71	1,175,437.00	47%
POWER	38,936.35	61,949.64	352,446.49	413,076.94	875,124.00	47%
<b>TOTAL SOURCE OF SUPPLY</b>	<b>196,312.47</b>	<b>132,319.71</b>	<b>952,678.69</b>	<b>1,004,705.45</b>	<b>2,314,176.00</b>	<b>43%</b>
LABOR-PUMPING	3,633.14	4,951.92	25,751.22	28,556.79	79,385.00	36%
MAINTENANCE-PUMPING	15,188.60	1,013.21	24,162.92	13,246.38	55,044.00	24%
<b>TOTAL PUMPING</b>	<b>18,821.74</b>	<b>5,965.13</b>	<b>49,914.14</b>	<b>41,803.17</b>	<b>134,429.00</b>	<b>31%</b>
MAINT & LABOR-TREATMENT	15,582.77	6,143.14	34,436.21	31,801.85	53,005.00	60%
<b>TOTAL TREATMENT</b>	<b>15,582.77</b>	<b>6,143.14</b>	<b>34,436.21</b>	<b>31,801.85</b>	<b>53,005.00</b>	<b>60%</b>
LABOR-TRANS & DISTRIBUTION	21,210.93	21,324.53	124,835.32	134,373.01	283,716.00	47%
MAINT-TRANS & DISTRIBUTION	70,149.23	31,185.48	164,381.55	147,961.55	190,224.00	78%
JOINT FACILITIES-WELL, LM CONDUIT&RES	25,100.15	48,275.77	146,790.99	186,612.82	441,193.00	42%
ORCHARD DALE PORTION	(6,784.96)	(14,369.59)	(58,495.96)	(96,938.50)	(221,144.00)	44%
<b>TOTAL TRANSMISSION&amp;DISTRIBUTION</b>	<b>109,675.35</b>	<b>86,416.19</b>	<b>377,511.90</b>	<b>372,008.88</b>	<b>693,989.00</b>	<b>54%</b>
LABOR&MAINT-CUSTOMER ACCOUNTS	29,579.79	22,902.62	107,545.03	148,200.05	193,804.00	77%
UNCOLLECTIBLE ACCOUNTS	(183.99)	-	155.44	379.28	3,489.00	11%
<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>29,395.80</b>	<b>22,902.62</b>	<b>107,700.47</b>	<b>148,579.33</b>	<b>197,293.00</b>	<b>75%</b>
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>173,475.66</b>	<b>121,427.08</b>	<b>569,562.72</b>	<b>594,193.23</b>	<b>1,078,716.00</b>	<b>55%</b>
<b>TOTAL SOURCE OF SUPPLY &amp; OPERATING EXPENSES</b>	<b>369,788.13</b>	<b>253,746.79</b>	<b>1,522,241.41</b>	<b>1,598,898.68</b>	<b>3,392,892.00</b>	<b>47%</b>
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>						
LABOR-FIELD-SICK,VAC,HOLIDAY	13,044.61	13,391.41	41,316.59	44,627.63	84,217.00	53%
WAGES-MANAGEMENT	13,021.67	13,282.18	78,221.69	80,815.53	169,614.00	48%
WAGES-OFFICE	19,962.87	21,446.05	114,724.54	129,248.09	280,506.00	46%
WAGES-MGMT&OFFICE-SICK,VAC,HOLIDAY	13,904.79	13,934.82	44,664.29	42,960.48	97,726.00	44%
OFFICE SUPPLIES	3,538.81	1,688.64	13,574.74	13,390.46	31,216.00	43%
AUTO SERVICE	6,593.51	8,820.58	27,000.47	30,138.90	48,559.00	62%
BANK SERVICE CHARGE	1,360.48	574.06	4,710.79	2,500.16	10,642.00	24%
DUES & SUBCRIPTIONS	1,697.50	1,551.00	22,805.58	20,528.98	32,141.00	64%
BUILDING SERVICE	2,564.27	3,991.34	12,247.84	13,836.36	23,594.00	59%
OFFICE EQUIPMENT MAINT	2,682.95	2,787.58	10,122.70	13,492.22	35,217.00	38%
PROFESSIONAL SERVICES	5,146.33	6,089.89	42,352.98	54,888.75	68,059.00	81%
EDUCATION & MEETINGS	-	1,121.20	8,796.98	8,146.82	16,608.00	49%

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF REVENUE AND EXPENSES

For Six Months Ending December 31, 2022 and December 31, 2023

	Last Year Current Month Actual 12/31/2022	Current Month Actual 12/31/2023	Last Year YTD Actual 12/31/2022	Current YTD Actual 12/31/2023	Current Budget 2023/24	Actual 12/31/2023 % of budget 2023/24 50%
LEGAL	875.00	4,025.00	18,400.00	21,950.00	42,390.00	52%
UTILITIES	2,414.40	3,817.81	19,641.55	18,501.71	45,433.00	41%
ENGINEERING	2,703.00	4,617.50	10,643.00	11,133.99	33,819.00	33%
INSUR-AUTO, LIABILITY & PROPERTY	6,481.41	9,101.91	37,915.15	49,773.36	76,646.00	65%
INSUR-GROUP HEALTH & LIFE	17,380.73	15,227.84	95,838.47	91,361.65	214,571.00	43%
EMPLOYEE WORKERS COMPENSATION	6,525.19	7,870.91	14,910.12	16,856.22	34,153.00	49%
DENTAL	683.20	-	1,156.00	5,195.00	4,766.00	109%
RETIREMENT-CALPERS	17,471.85	12,647.46	67,944.45	66,074.11	174,435.00	38%
RETIREMENT-DEFERRED COMP	2,394.21	2,488.31	9,993.54	10,829.65	23,551.00	46%
RETIREMENT-CALPERS UNFUND ACCR LIAB	-	-	89,261.00	80,813.00	83,515.00	97%
MAINTENANCE-GENERAL PLANT	4,259.90	6,206.77	30,963.41	49,297.00	69,340.00	71%
CAPITAL IMPROVEMENTS	129,275.08	126,340.58	775,650.48	758,043.48	1,502,147.00	51%
PROPERTY TAXES	444.06	444.73	3,177.29	2,666.40	6,236.00	43%
PAYROLL TAXES	6,267.02	6,983.48	39,796.47	44,908.89	93,644.00	48%
TOTAL ADMIN & GENERAL EXP	<u>280,692.84</u>	<u>288,451.05</u>	<u>1,635,830.12</u>	<u>1,681,978.84</u>	<u>3,302,745.00</u>	51%
TOTAL OPERATING EXPENSES	<u>650,480.97</u>	<u>542,197.84</u>	<u>3,158,071.53</u>	<u>3,280,877.52</u>	<u>6,695,637.00</u>	49%
OPERATING INCOME (LOSS)	<u>(301,574.64)</u>	<u>(141,771.94)</u>	<u>(449,262.25)</u>	<u>(524,846.60)</u>	<u>(929,088.00)</u>	57%
<b>NONOPERATING REVENUES</b>						
INTEREST INCOME	8,235.00	14,814.22	33,692.22	96,493.42	43,206.00	223%
PROPERTY TAX INCOME	354,583.89	370,884.93	401,558.60	386,423.69	916,445.00	42%
RENT INCOME	11,342.41	10,556.92	68,050.80	65,582.75	136,673.00	48%
OIL ROYALTIES	1,155.66	1,194.16	10,034.98	6,455.12	12,635.00	51%
MISCELLANEOUS INCOME	570.00	-	4,735.06	2,787.22	5,814.00	48%
GAIN ON ASSET SOLD	-	-	-	-	-	0%
TOTAL NONOPERATING REVENUES	<u>375,886.96</u>	<u>397,450.23</u>	<u>518,071.66</u>	<u>557,742.20</u>	<u>1,114,773.00</u>	50%
<b>NONOPERATING EXPENSES</b>						
INTEREST EXPENSE-D/G LOAN	(6.10)	(3.10)	1,203.45	609.15	609.00	100%
LOSS ON INVESTMENT	-	-	-	-	-	0%
DIRECTORS FEES	500.00	400.00	3,100.00	2,700.00	9,900.00	27%
DIRECTORS EXPENSES	308.71	-	678.71	-	4,563.00	0%
ELECTION	-	-	-	-	-	0%
TOTAL NONOPERATING EXPENSES	<u>802.61</u>	<u>396.90</u>	<u>4,982.16</u>	<u>3,309.15</u>	<u>15,072.00</u>	22%
NET NONOPER REVENUES(EXPENSES)	<u>375,084.35</u>	<u>397,053.33</u>	<u>513,089.50</u>	<u>554,433.05</u>	<u>1,099,701.00</u>	50%
NET INCOME (LOSS) IN NET POSTION	<u>73,509.71</u>	<u>255,281.39</u>	<u>63,827.25</u>	<u>29,586.45</u>	<u>170,613.00</u>	17%

# STATUS OF INVESTMENTS

**LA HABRA HEIGHTS COUNTY WATER DISTRICT**  
**REPORT OF INVESTMENTS**  
**FOR MONTH ENDED DECEMBER 31, 2023**

TYPE OF INVESTMENT	ISSUER	PURCHASE DATE	DAYS TO MATURITY	YIELD	AGENT/ BROKER	SOURCE OF VALUATION	MARKET VALUE	BEGINNING BALANCE	ACTIVITY	ENDING BALANCE	% TO TOTAL PORTFOLIO
Pooled fund	Local Agency Investment Fund (LAIF)	NA	1	2.173	California State Treasurer	NA	4,889,585	5,518,354	-553,226 *	4,965,128	83.2%
United States Treasury Bill	United States Treasury	12/29/2023	91	5.381	Charles Schwab	Charles Schwab Statement	499,714	0	499,391	499,391	8.4%
United States Treasury Bill	United States Treasury	12/29/2023	182	5.255	Charles Schwab	Charles Schwab Statement	500,275	0	500,007	500,007	8.4%
<b>TOTAL</b>							<b>5,889,574</b>	<b>5,518,354</b>	<b>446,172</b>	<b>5,964,526</b>	<b>100.0%</b>

\* Deposited on 10/13/23, \$46,774 interest earned from July - September 2023 and transfer out of LAIF on 12/27/23, \$600,000

LAIF ending balance was adjusted on financial statement by \$46,401 in June 2022 to market value  
 LAIF ending balance was adjusted on financial statement by \$29,142 in June 2023 to market value

All current investments and transactions during the month comply with the investment policy adopted by Resolution 23-02 adopted February 28, 2023

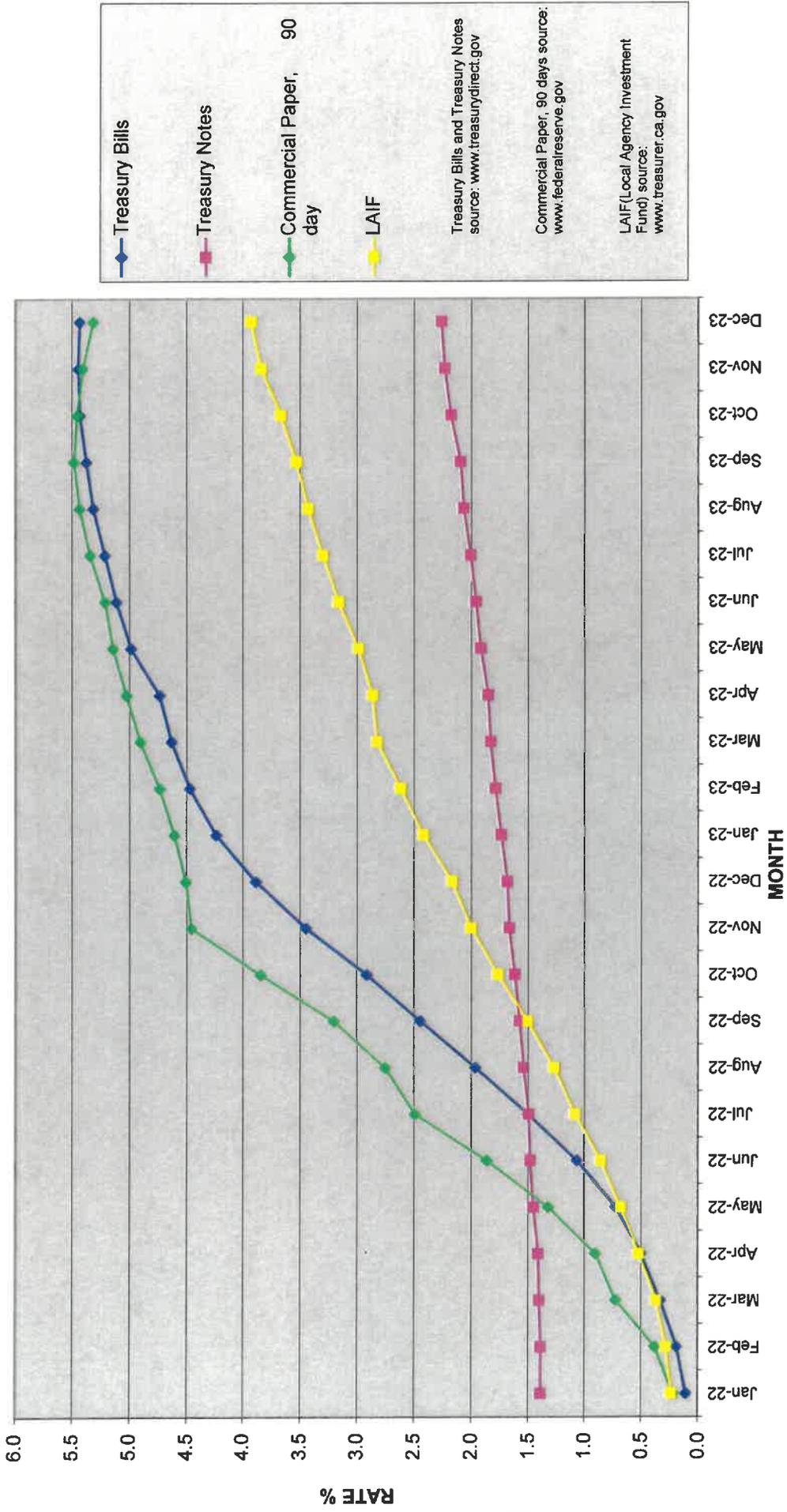
Pending any future action of Board of Directors or any unforeseen catastrophe, I certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months of estimated expenditures.

  
 Tammy S. Wagstaff, Treasurer

**January 23, 2024**  
 Date

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## Historical Interest Rates



# WARRANTS

**La Habra Heights CWD**  
AP Check Register (Current by Bank)  
Check Dates: Greater than 12/7/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: 13100 - EFT TRANSFERS</b>					<b>13110</b>
1002531047	12/19/23	M	0130	CALPERS	\$5,667.38
1002531048	12/19/23	M	0130	CALPERS	\$1,318.69
**1002542037	01/05/24	M	0130	CALPERS	\$5,626.76
1002542038	01/05/24	M	0130	CALPERS	\$1,259.64
<b>BANK 13100 REGISTER TOTAL:</b>					<b>\$13,872.47</b>
 <b>BANK ID: 13110 - CHECKING- WELLS FARGO</b>					<b>13110</b>
46572	12/19/23	P	0116	ACWA-JPIA	\$17,999.46
46573	12/19/23	P	0385	ADMIRAL PEST CONTROL	\$85.00
46574	12/19/23	P	ONETIM	ALEXANDRU DAIANU	\$1,092.07
46575	12/19/23	P	0146	AWWA	\$321.00
46576	12/19/23	P	0354	BEST LAWNMOWER, INC	\$143.56
46577	12/19/23	P	0013	CANNINGS HARDWARE	\$113.84
46578	12/19/23	P	0432	CHARTER COMMUNICATIONS	\$550.00
46579	12/19/23	P	0441	CINTAS CORPORATION	\$84.24
46580	12/19/23	P	0145	CIVILTEC ENGINEERING INC	\$31,333.75
46581	12/19/23	P	0283	CONTINENTAL UTILITY SOLUTIONS	\$12.80
46582	12/19/23	P	0464	ENVIROKLEEN USA	\$650.00
46583	12/19/23	P	0164	EXCEL TELEMESSAGING	\$180.00
46584	12/19/23	P	0389	FRONTIER COMMUNICATIONS	\$885.65
46585	12/19/23	P	0369	HIGHROAD INFO TECHNOLOGY	\$482.87
46586	12/19/23	P	0153	HOME DEPOT CR SERVICES	\$127.30
46587	12/19/23	P	0501	JORDAN KEAR	\$2,700.00
46588	12/19/23	P	0081	JUST WHAT I NEED SUPPLY CO	\$214.03
46589	12/19/23	P	0051	LINCOLN FINANCIAL GROUP	\$3,084.12
46590	12/19/23	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$47.61
46591	12/19/23	P	0363	RWS OF SOUTHERN CALIFORNIA	\$831.03
46592	12/19/23	P	0258	S&J SUPPLY CO, INC	\$2,449.25
46593	12/19/23	P	0415	SAMUEL MUNOZ	\$1,400.00
46594	12/19/23	P	0147	SAN GABRIEL VALLEY WATER CO	\$63.81
46595	12/19/23	P	0068	SOUTHERN CALIF EDISON CO	\$17,043.98
46596	12/19/23	P	0486	TAMMY WAGSTAFF	\$106.57
46597	12/19/23	P	0094	WECK LABORATORIES, INC	\$1,286.00
46598	12/27/23	P	0551	CHARLES SCHWAB	\$1,000,000.00
46599	12/27/23	P	0044	JIM BAUCHER	\$918.00
46600	01/02/24	P	0409	ADVANTAGE,INC	\$362.21
46600	01/02/24	V 1/2/24	0409	ADVANTAGE,INC	(\$362.21)
46601	01/02/24	P	0013	CANNINGS HARDWARE	\$102.53
46601	01/02/24	V 1/2/24	0013	CANNINGS HARDWARE	(\$102.53)
46602	01/02/24	P	0014	CENTRAL BASIN MWD	\$3,964.35
46602	01/02/24	V 1/2/24	0014	CENTRAL BASIN MWD	(\$3,964.35)
46603	01/02/24	P	0047	CHUCK McCRORY	\$450.00
46603	01/02/24	V 1/2/24	0047	CHUCK McCRORY	(\$450.00)
46604	01/02/24	P	0441	CINTAS CORPORATION	\$84.24
46605	01/02/24	P	0145	CIVILTEC ENGINEERING INC	\$26,572.50
46606	01/02/24	P	0036	EPM POWER & WATER SOLUTIONS	\$34,228.59
46607	01/02/24	P	0369	HIGHROAD INFO TECHNOLOGY	\$5,248.87
46608	01/02/24	P	0205	JOE MATTHEWS	\$90.00
46609	01/02/24	P	0372	KERR CONSULTING	\$1,405.88
46610	01/02/24	P	0133	KONICA MINOLTA	\$165.43
46611	01/02/24	P	0402	L G HOLDINGS, INC	\$3,000.00
46612	01/02/24	P	0051	LINCOLN FINANCIAL GROUP	\$3,084.12
46613	01/02/24	P	0503	MICHELLE SAVAGE	\$171.20
46614	01/02/24	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$71.37
46615	01/02/24	P	0175	QUINN COMPANY	\$5,931.68

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT  
 \*\* Denotes broken check sequence.

**La Habra Heights CWD**  
**AP Check Register (Current by Bank)**  
Check Dates: Greater than 12/7/2023

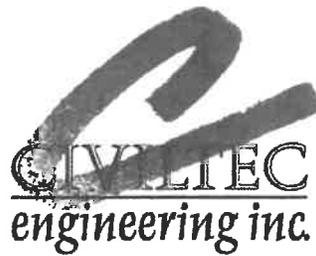
Check No.	Date	Status*	Vendor ID	Payee Name	Amount
46616	01/02/24	P	0258	S&J SUPPLY CO, INC	\$737.39
46617	01/02/24	P	0154	SECURITY FIRE PROTECTION	\$474.30
46618	01/02/24	P	0069	SOCALGAS	\$34.03
46619	01/02/24	P	0068	SOUTHERN CALIF EDISON CO	\$11,806.79
46620	01/02/24	P	0078	UNDERGROUND SERVICE ALERT	\$158.75
46621	01/02/24	P	0268	UNIVAR USA, INC	\$2,005.71
46622	01/02/24	P	0386	VERIZON WIRELESS	\$988.51
46623	01/02/24	P	0172	WARREN GRAPHICS	\$1,397.44
46624	01/02/24	P	0094	WECK LABORATORIES, INC	\$1,873.00
46625	01/02/24	P	0409	ADVANTAGE,INC	\$362.21
46626	01/02/24	P	0013	CANNINGS HARDWARE	\$102.53
46627	01/02/24	P	0014	CENTRAL BASIN MWD	\$3,964.35
46628	01/02/24	P	0047	CHUCK McCRORY	\$450.00
46629	01/09/24	P	0409	ADVANTAGE,INC	\$961.58
46630	01/11/24	P	0068	SOUTHERN CALIF EDISON CO	\$64,525.45
46631	01/16/24	P	0116	ACWA-JPIA	\$17,086.73
46632	01/16/24	P	0139	ACWA/JPIA	\$7,588.11
46633	01/16/24	P	0385	ADMIRAL PEST CONTROL	\$85.00
46634	01/16/24	P	0553	AGWT	\$950.00
46635	01/16/24	P	0490	ALL AMERICAN GASKET	\$362.70
46636	01/16/24	P	0353	ARCO BUSINESS SOLUTIONS	\$2,704.03
46637	01/16/24	P	0414	BRKICH CONSTRUCTION CORP	\$8,768.74
46638	01/16/24	P	0090	CALIF DOMESTIC WATER CO	\$1,204.50
46639	01/16/24	P	0013	CANNINGS HARDWARE	\$39.34
46640	01/16/24	P	0432	CHARTER COMMUNICATIONS	\$550.00
46641	01/16/24	P	0441	CINTAS CORPORATION	\$210.32
46642	01/16/24	P	0283	CONTINENTAL UTILITY SOLUTIONS	\$12.80
46643	01/16/24	P	ONETIM	CYRUS & MELISSA HOSSEINI	\$181.50
46644	01/16/24	P	0464	ENVIROKLEEN USA	\$650.00
46645	01/16/24	P	0036	EPM POWER & WATER SOLUTIONS	\$1,349.60
46646	01/16/24	P	ONETIM	ESSAM A. SOLIMAN	\$239.25
46647	01/16/24	P	0164	EXCEL TELEMESSAGING	\$159.32
46648	01/16/24	P	0389	FRONTIER COMMUNICATIONS	\$86.65
46649	01/16/24	P	ONETIM	GENE RAMIREZ	\$297.00
46650	01/16/24	P	0070	HARRINGTON INDUSTRIAL PLASTICS	\$234.67
46651	01/16/24	P	0153	HOME DEPOT CR SERVICES	\$269.89
46652	01/16/24	P	0252	INFOSEND, INC	\$1,470.19
46653	01/16/24	P	0133	KONICA MINOLTA	\$112.15
46654	01/16/24	P	0402	L G HOLDINGS, INC	\$1,516.00
46655	01/16/24	P	0483	LAVCO DAVE'S BRAKE ALIGNMENT	\$109.02
46656	01/16/24	P	0051	LINCOLN FINANCIAL GROUP	\$6,069.45
46657	01/16/24	P	0120	MICHAEL GUALTIERI	\$26.30
46658	01/16/24	P	0430	MICHAEL SILANDER	\$4,025.00
46659	01/16/24	P	0231	O'REILLY AUTO PARTS	\$95.32
46660	01/16/24	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$82.78
46661	01/16/24	P	0554	ORANGE COUNTY DEMOLITION, INC.	\$2,185.00
46662	01/16/24	P	0092	POLLARDWATER.COM-EAST	\$441.97
46663	01/16/24	P	0495	PUBLIC WATER AGENCIES GROUP	\$875.00
46664	01/16/24	P	0363	RWS OF SOUTHERN CALIFORNIA	\$2,000.99
46665	01/16/24	P	0185	S.C.W.U.A.	\$40.00
46666	01/16/24	P	0415	SAMUEL MUNOZ	\$1,400.00
46667	01/16/24	P	0147	SAN GABRIEL VALLEY WATER CO	\$54.64
46668	01/16/24	P	0427	TPX COMMUNICATIONS	\$1,839.40
46669	01/16/24	P	0168	VALVERDE CONSTRUCTION, INC	\$9,130.94
46670	01/16/24	P	0012	VULCAN MATERIALS COMPANY	\$1,101.60
46671	01/16/24	P	0016	WATER REPLENISHMENT DISTRICT	\$78,635.70
46672	01/16/24	P	0094	WECK LABORATORIES, INC	\$1,730.00

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT  
\*\* Denotes broken check sequence.

**La Habra Heights CWD**  
AP Check Register (Current by Bank)  
Check Dates: Greater than 12/7/2023

<u>Check No.</u>	<u>Date</u>	<u>Status*</u>	<u>Vendor ID</u>	<u>Payee Name</u>	<u>Amount</u>
<b>BANK 13110 REGISTER TOTAL:</b>					<b>\$1,410,073.46</b>
<b>GRAND TOTAL :</b>					<b>\$1,423,945.93</b>

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT  
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Civil, Water, Wastewater, Drainage and Transportation Engineering  
Construction Management • Surveying  
California • Arizona

November 10, 2023

La Habra Heights County Water District  
1271 North Hacienda Road  
La Habra Heights, CA 90631

Attention: Michael Gualtieri, General Manager

Subject: Engineering Activities for the Month of **October 2023**  
Invoice Backup Support - Billing Period through November 3, 2023

Dear Mr. Gualtieri:

The La Habra Heights County Water District requires Engineering Support from **CIVILTEC engineering, inc. (Civiltec)** at times on various projects. This work is provided on a time and materials basis when requested and directed by LHHCWD management. Following is an explanation of time spent to back up the **October 2023** invoicing. The numbering system is the **Civiltec** project number and tracking system.

**2023133.00 – General Engineering Support FY23-24.** This project has been established to aid the District in general engineering inquiries, participate in meetings, hydraulic modeling and calibration and overall engineering support. The total budget for General Engineering Support has been established at \$25,000.00 for each Fiscal Year. Below is an accounting of expenditures under this **Civiltec** job number for FY 2023-24.

There were expenditures of \$6,297.50 for October 2023. The remaining budget is \$14,080.00.

- David reviewed the new Sanitary Survey Report issued by DDW and developed some future action items for discussions with the District. David spent 3 hours for an expenditure of \$795.00.
- David, Gretel and Ariel worked on the Hacienda Road 10" main hydraulic modeling and analysis. A total of 16 hours were invested at a cost of \$2,650.00.
- Shem and Steven worked on the PFAS treatment system cost analysis and report. Updated costs were provided to the District. A total of 12.5 hours were invested at a cost of \$2,852.50.

**2023134.00 – Engineering Fireflow Modeling FY23-24.** This project has been established to aid the District with computer model simulations for fireflow requests by LHHCWD customers. Below is an accounting of expenditures under this **Civiltec** job number for FY 2023-24.



There were expenditures of \$2,386.25 in the month of October 2023. We have set up new project numbers per fire flow simulation. We are using this main number 2023134 and have put extensions starting with .01 for the first request.

1. 2023134.05 Fireflow Modeling 1347 West Rd	\$ 52.50 (\$420 prior billing)
2. 2023134.06 Fireflow Modeling 156 East Rd	\$ 230.00
3. 2023134.07 Carrie Hills Ln Water System Study	\$1,486.25 ✓
4. 2023134.08 Fire Flow Modeling 1360 Popenoe Road	\$ 335.00
5. 2023134.09 Fire Flow Modeling 2015 Kanola Road	\$ 282.50

**2020203.00 – Vigil Reservoir Drain Outlet Repair.** LHHWCWD plans to repair the existing outlet structure that was damaged during a tank overflow event. The drain rock, shotcrete, reinforcing fabric and concrete energy dissipater have been damaged. In order to get a contractor on board, the design must be finalized and placed out to bid. We are currently working on the design to replace the riprap. The District plans to finalize the bidding documents and post the bidding documents through PlanetBids. To support this process, *Civiltec* issued the District an Amendment No. 1 covering additions to the Scope of Services and the associated new budget. The budget includes construction management and full-time inspection services. The Amendment totals \$97,450.00. The overall engineering budget for the project is \$136,950.00. *Civiltec* has completed the design to 95% complete. There were expenditures of \$8,177.50 in the month of October 2023. The remaining budget is \$86,195.00. The 90% complete plans have been issued to the District for review.

**2022169.00 – Well No. 12 Well Siting Study.** LHHWCWD plans to drill a new well in the Judson Well Field. The Board of Directors authorized the *Civiltec* Well Siting Proposal in their meeting of September 27, 2022. A new site at the south end of the Mobile Home Park was field reviewed. LHHWCWD and ODWD authorized *Civiltec* to study this site for the new well. *Civiltec* issued a budget modification request on March 14, 2023 in the amount of \$17,900 that was approved by both District General Managers on March 15, 2023. The engineering budget for the project was increased from \$86,590.00 to \$104,490.00.

Following Team meetings and discussions, it became apparent the Well No. 9 site will be valuable for water discharge in the well drilling phase. *Civiltec* issued the District an Amendment No. 2 covering additions to the Scope of Services and the associated new budget. The budget includes design of the pit expansion and four dry wells to increase the percolation capability at the site. The Amendment totals \$39,480.00. The overall engineering budget for the project is \$143,970.00. A third Amendment has been issued to the District to complete the Drinking Water Source and Protection (DWSAP) assessment which totals \$24,430.00 bringing the overall budget to \$168,400.00.

There were expenditures \$13,633.75 in October 2023. The design work on the Well No. 9 pit was completed per Addendum No. 2. Bidding documents were compiled including Kear Groundwater's technical specifications and bidding schedule. The project was placed out to bid to six prequalified well drilling contractors. The bid was postponed due to lack of interest by contractors. The plans and specifications were updated to add input from contractors and two additional contractors were prequalified bring the total to eight bidders. The project was placed

La Habra Heights County Water District  
Mr. Michael Gualtieri, General Manager  
Engineering Activity Report for October 2023  
November 10, 2023  
Page 3



back out to bid in October 2023. The District met with the Division of Drinking Water regarding the new well. DDW requires the submittal of the DWSAP assessment before they will approve the well location. The DWSAP forms are underway with the goal of issuing to the LHCWD team in early November 2023. The remaining budget is \$50,505.25.

**2023149.00 – Reservoir 10A Rehabilitation.** LHCWD plans to put the Reservoir 10A project back out to bid. The project was bid in 2019 and was not pursued at that time due to high/costs. *Civiltec* resurrected the 2019 project and is designing the current rehabilitation based upon new project goals established by the District. DDW also provided new requirements that have taken affect since 2019. *Civiltec* issued the District a proposal covering the Scope of Services with a budget that includes design, bidding, construction management and full-time observation services. The proposal totals \$89,910.00. *Civiltec* has completed the design to 90% complete. There were expenditures are \$8,622.50 in the month of October 2023. The remaining budget is \$81,287.50. The 90% complete plans have been issued to the District for review.

I hope this information helps with your processing of the project invoices. Please let me know if you have any questions.

Very truly yours,

***CIVILTEC engineering, inc.***

A handwritten signature in black ink, appearing to read 'W. David Byrum'.

W. David Byrum, P.E.  
President, Principal Engineer



Civil, Water, Wastewater, Drainage and Transportation Engineering  
Construction Management • Surveying  
California • Arizona

December 12, 2023

La Habra Heights County Water District  
1271 North Hacienda Road  
La Habra Heights, CA 90631

Attention: Michael Gualtieri, General Manager

Subject: Engineering Activities for the Month of **November 2023**  
Invoice Backup Support - Billing Period through December 1, 2023

Dear Mr. Gualtieri:

The La Habra Heights County Water District requires Engineering Support from **CIVILTEC engineering, inc. (Civiltec)** at times on various projects. This work is provided on a time and materials basis when requested and directed by LHCWD management. Following is an explanation of time spent to back up the **October 2023** invoicing. The numbering system is the **Civiltec** project number and tracking system.

**2023133.00 – General Engineering Support FY23-24.** This project has been established to aid the District in general engineering inquiries, participate in meetings, hydraulic modeling and calibration and overall engineering support. The total budget for General Engineering Support has been established at \$25,000.00 for each Fiscal Year. Below is an accounting of expenditures under this **Civiltec** job number for FY 2023-24.

There were expenditures of \$1,741.25 for November 2023. The remaining budget is \$12,338.75.

- Gretel and Ariel worked on the Hacienda Road 10” main hydraulic modeling and analysis. A total of 3.75 hours were invested at a cost of \$681.25.
- David met in the field with the District to review the pavement at West Road and Hacienda. David worked with the District and Leighton Consulting on an approach to the pavement analysis. A total of 4 hours were invested at a cost of \$1,060.00.

**2023134.00 – Engineering Fireflow Modeling FY23-24.** This project has been established to aid the District with computer model simulations for fireflow requests by LHCWD customers. Below is an accounting of expenditures under this **Civiltec** job number for FY 2023-24.

There were expenditures of \$691.25 in the month of November 2023. We have set up new project numbers per fire flow simulation. We are using this main number 2023134 and have put extensions starting with .01 for the first request.



1.	2023134.10	2416 Las Palomas	\$ 335.00 ✓
2.	2023134.11	858 Reposado	\$ 356.25 ✓

**2020203.00 – Vigil Reservoir Drain Outlet Repair.** LHCWD plans to repair the existing outlet structure that was damaged during a tank overflow event. The drain rock, shotcrete, reinforcing fabric and concrete energy dissipater have been damaged. In order to get a contractor on board, the design must be finalized and placed out to bid. We are currently working on the design to replace the riprap. The District plans to finalize the bidding documents and post the bidding documents through PlanetBids. To support this process, *Civiltec* issued the District an Amendment No. 1 covering additions to the Scope of Services and the associated new budget. The budget includes construction management and full-time inspection services. The Amendment totals \$97,450.00. The overall engineering budget for the project is \$136,950.00. *Civiltec* has completed the design to 95% complete. There were expenditures of \$3,597.50 in the month of November 2023. The remaining budget is \$82,597.50. The 95% complete plans have been issued to the District for review and comments have been received.

**2022169.00 – Well No. 12 Well Siting Study.** LHCWD plans to drill a new well in the Judson Well Field. The Board of Directors authorized the *Civiltec* Well Siting Proposal in their meeting of September 27, 2022. A new site at the south end of the Mobile Home Park was field reviewed. LHCWD and ODWD authorized *Civiltec* to study this site for the new well. *Civiltec* issued a budget modification request on March 14, 2023 in the amount of \$17,900 that was approved by both District General Managers on March 15, 2023. The engineering budget for the project was increased from \$86,590.00 to \$104,490.00.

Following Team meetings and discussions, it became apparent the Well No. 9 site will be valuable for water discharge in the well drilling phase. *Civiltec* issued the District an Amendment No. 2 covering additions to the Scope of Services and the associated new budget. The budget includes design of the pit expansion and four dry wells to increase the percolation capability at the site. The Amendment totals \$39,480.00. The overall engineering budget for the project is \$143,970.00. A third Amendment has been issued to the District to complete the Drinking Water Source and Protection (DWSAP) assessment which totals \$13,800.00 bringing the overall budget to \$157,770.00.

There were expenditures \$8,428.75 in November 2023. The design work on the Well No. 9 pit was completed per Addendum No. 2. Bidding documents were compiled including Kear Groundwater's technical specifications and bidding schedule. The project was placed out to bid to six prequalified well drilling contractors. The bid was postponed due to lack of interest by contractors. The plans and specifications were updated to add input from contractors and two additional contractors were prequalified bring the total to eight bidders. The project was placed back out to bid in October 2023. One bid was received in November. Each contractor was contacted to obtain information on why there was a lack of interest. Ultimately, the bid was rejected by the Board. The District met with the Division of Drinking Water regarding the new well. DDW requires the submittal of the DWSAP assessment before they will approve the well location. The DWSAP forms have been completed and issued to the District for review. The remaining budget is \$31,446.50.



**2023149.00 – Reservoir 10A Rehabilitation.** LHHCWD plans to put the Reservoir 10A project back out to bid. The project was bid in 2019 and was not pursued at that time due to high costs. *Civiltec* resurrected the 2019 project and is designing the current rehabilitation based upon new project goals established by the District. DDW also provided new requirements that have taken affect since 2019. *Civiltec* issued the District a proposal covering the Scope of Services with a budget that includes design, bidding, construction management and full-time observation services. The proposal totals \$89,910.00. *Civiltec* has completed the design to 90% complete. There were expenditures are \$2,187.50 in the month of November 2023. The remaining budget is \$79,100.00. The 90% complete plans have been issued to the District for review and comments have been received. Final bidding documents are being prepared now.

**2023330.00 – Carrie Hills Lane Pipeline Design.** LHHCWD plans to construct approximately 200 LF of 8” pipeline and a new fire hydrant to serve a new house construct on Carrie Hills Lane. *Civiltec* issued the District a proposal covering the design phase Scope of Services with a budget that includes design and bidding, services. The proposal totals \$23,860.00. *Civiltec* started the design and has staged up the survey effort. There were expenditures are \$2,142.50 in the month of November 2023. The remaining budget is \$21,717.50.

I hope this information helps with your processing of the project invoices. Please let me know if you have any questions.

Very truly yours,

*CIVILTEC engineering, inc.*

A handwritten signature in black ink, appearing to read 'W. David Byrum', is written over a horizontal line.

W. David Byrum, P.E.  
President, Principal Engineer

# Michael Silander

Attorney at Law

2629 Townsgate Road, Suite 235

Westlake Village, CA 91361

# INVOICE

DATE: JANUARY 1, 2024

**TO:**

La Habra Heights County Water District  
1271 Hacienda Road  
La Habra Heights, CA 90631

**PLEASE REMIT PAYMENT TO:**

Michael Silander  
2629 Townsgate Road, Suite 235  
Westlake Village, CA 91361

**SPECIFICATIONS:**

**LHHCWD/TOTAL**

Invoice for legal services rendered in December 2023.



MATTER	HOURS	AMOUNT
Transactional - General	22.2	\$2,775.00
Retainer	Flat fee	\$1,250.00
		<b>TOTAL:</b> <b>\$4,025.00</b>

Please make all checks payable to Michael Silander  
If you have any questions concerning this invoice,  
please email [michael@silanderlaw.com](mailto:michael@silanderlaw.com) or call 805-490-9247

# REPORT OF SUPERINTENDENT

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**LA HABRA HEIGHTS COUNTY WATER DISTRICT**

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**MEMORANDUM**

**DATE: 1/17/24**

**TO: MIKE GUALTIERI, GENERAL MANAGER**

**JOE MATTHEWS ASSISTANT GENERAL MANAGER,  
& BOARD OF DIRECTORS**

**FROM: IVAN RAMIREZ, ASSISTANT SUPERINTENDENT**

**SUBJECT: SUPERINTENDENT'S REPORT FOR JANUARY 2024**

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**System Maintenance**

- Repaired three service leaks and two main leaks.

**Well 11**

- Well 11 was placed back online after negative bacteriologic testing and approval from our state engineer.

**Scada System Improvements**

- Two locations were changed from cellular to landline communications.

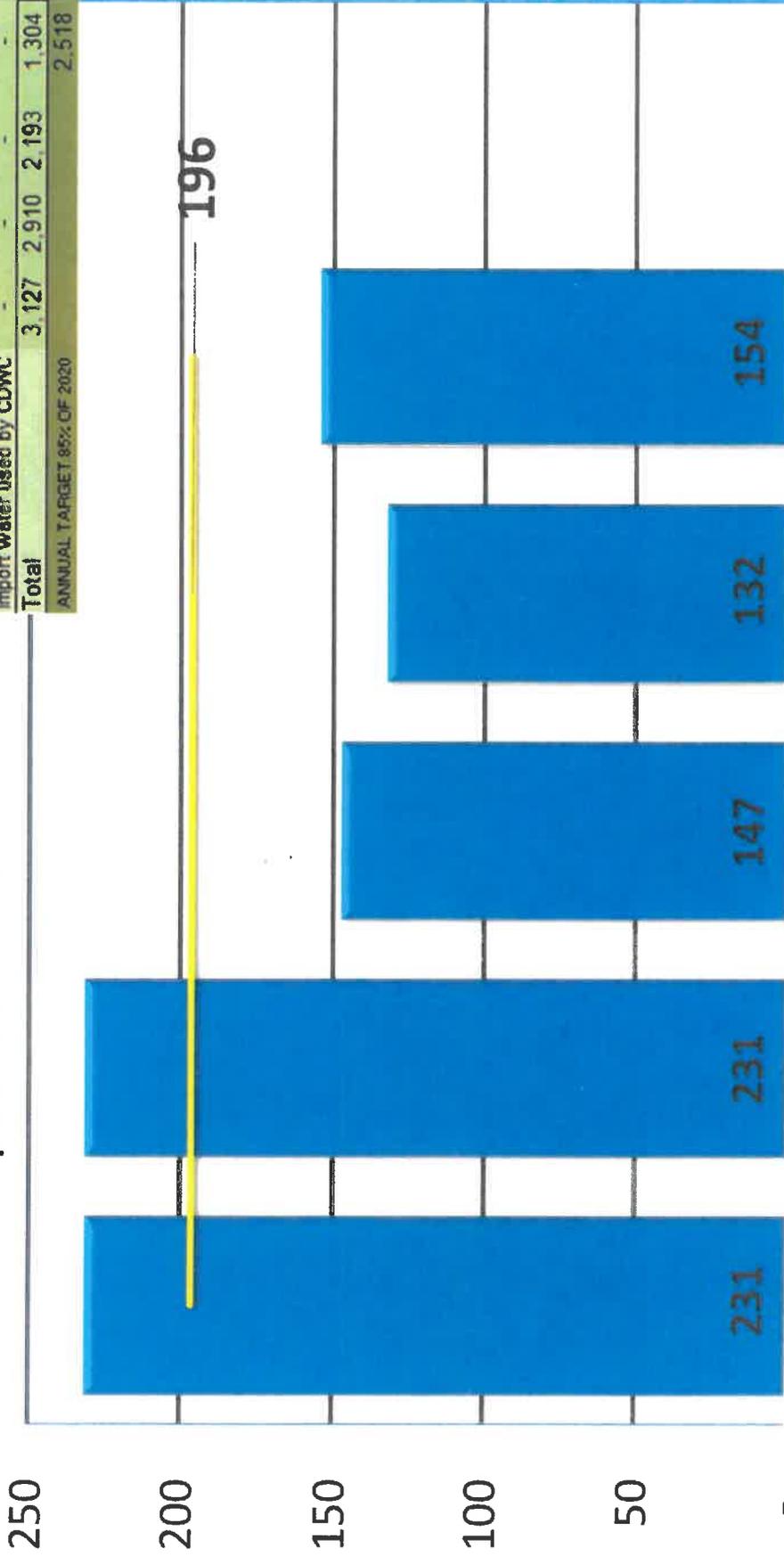
**Demolition of Shop Addition**

- Relocated all parts and equipment from the back of the shop to prepare for demolition which begins on January 22, 2024.

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## Production in acre feet for **DECEMBER**

### Compared to 85% of 2020



2020 20/21 21/22 22/23 23/24

■ Import  
■ Import water used by California Domestic Water Company from District's Central Basin Municipal Water District connection  
■ Groundwater  
— 85% of 2020 Month Target

ANNUAL WATER USAGE					
Water Source	2020/2021	2021/2022	2022/2023	2023/24 thru Dec	
Groundwater	3,070	2,910	2,193	1,290	
Import	57	-	-	14	
Import water used by CDWC	-	-	-	-	
<b>Total</b>	<b>3,127</b>	<b>2,910</b>	<b>2,193</b>	<b>1,304</b>	<b>2,518</b>
ANNUAL TARGET 85% OF 2020					

**DISCUSS AND ACTION  
WEST ROAD ASPHALT  
REPLACEMENT**

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**LA HABRA HEIGHTS COUNTY WATER DISTRICT**

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**MEMORANDUM**

**DATE: JANUARY 18, 2024**  
**TO: BOARD OF DIRECTORS**  
**FROM: JOE MATTHEWS, ASSISTANT GENERAL MANAGER AND  
MICHAEL GUALTIERI, SECRETARY/GENERAL MANAGER**  
**SUBJECT: WEST ROAD ASPHALT REPAIR**

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The main leak on West Road damaged an area of asphalt large enough for us to meet with the City of La Habra Heights (city) engineer and staff to review their requirements for the repair. David Byrum suggested contracting for asphalt coring samples to give us data to use in a response. However, the coring quote drives the cost of repair higher with no indication the city will accept our reply. We have received quotes from three qualified contractors to repair the asphalt per the city's requirements. The District has experience using Regan Paving and G.M. Sager. We will discuss this further at the meeting. The results of the quotes are as follows:

- Regan Paving - \$72,500.00
- MJ Jurado Inc. - \$107,641.95
- G.M. Sager- \$122,331.23

**RESOLUTION NO. 24-01**

**RESOLUTION OF THE BOARD OF  
DIRECTORS OF THE LA HABRA  
HEIGHTS COUNTY WATER DISTRICT  
AUTHORIZING INVESTMENT OF  
MONIES IN THE UNITED STATES  
TREASURY BILLS**

RESOLUTION NO. 24 - 01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LA HABRA  
HEIGHTS COUNTY WATER DISTRICT AUTHORIZING INVESTMENT OF MONIES IN  
THE UNITED STATES TREASURY BILLS

RECITALS:

WHEREAS, the Board of Directors established an Investment Subcommittee on November 14, 2023.

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in United States Treasury Bills are in compliance with La Habra Heights County Water District Investment Policy for the purpose of investment as stated therein as in the best interests of the La Habra Heights County Water District.

RESOLUTION:

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the deposit and withdrawal of La Habra Heights County Water District monies in United States Treasury Bills.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the Investment Subcommittee to direct, choose, authorize and advise La Habra Heights County Water District officers or their successors in office to purchase or sell United States Treasury Bills.

BE IT FURTHER RESOLVED, that the following La Habra Heights County Water District Secretary/General Manager and/or Treasurer or their successors in office shall be authorized to order the deposit or withdrawal of monies in the United States Treasury Bills

PASSED AND ADOPTED by the Board of Directors of La Habra Heights County Water District on this 23<sup>rd</sup> day of January 2024.

(SEAL)

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Brad Cooke, President  
Board of Directors of the  
La Habra Heights County  
Water District

ATTEST:

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Michael Gualtieri, Secretary

I, MICHAEL GUALTIERI, Secretary to the Board of Directors of the La Habra Heights County Water District, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District held on the 23rd day of January 2024, and was adopted at that meeting by the following vote:

AYES:

NOES:

ABSENT:

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Michael Gualtieri, Secretary  
Board of Directors of the  
La Habra Heights County Water District

## Exhibit A

### LA HABRA HEIGHTS COUNTY WATER DISTRICT INVESTMENT POLICY FOR UNITED STATES TREASURY BILLS

#### 1. SCOPE

This investment policy applies to all investments in United States Treasury Bills of La Habra Heights County Water District (District). These funds are accounted for in the District annual audit.

This investment policy is set forth by the District for the following purposes:

- A. To establish a clear understanding for the Board of Directors (board), Investment Subcommittee, District management and responsible employees, citizens and third parties, of the objectives, policies and guidelines for the investment of District's funds that are not required for immediate use.
- B. To offer guidance and authorization to investment staff, brokers and any external investment advisors on the investment of District funds.

#### 2. PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code (CGC) Section 53600.3), which states in relevant part:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

Investment officials acting in accordance with the investment procedures and policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Board and appropriate action is taken to control adverse developments.

### 3. OBJECTIVES

Subject to the overriding requirement of compliance with all Federal, State and other applicable laws governing the investment of moneys under the control of the Investment Ad Hoc Committee, and, as specified in CGC Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing District funds, the primary objectives, in priority order, of the investment activities shall be:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is advisable in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Each investment transaction shall seek to ensure that capital losses are avoided, whether from issuer default, broker/dealer default or erosion of market value. District shall seek to preserve capital by mitigating credit risk and market risk, as identified below:

1. Credit risk is the risk of loss due to failure of the issuer to repay an obligation. It shall be mitigated by investing in only very safe institutions and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm District's cash flow.
2. Market risk is the risk of market value fluctuations due to overall changes in the general level of interest rates and shall be mitigated by:
  - a) Structuring the investment portfolio so that securities mature at the same time major cash outflows occur, thereby eliminating the need to sell securities prior to their maturity; and
  - b) Prohibiting the selling of securities that District does not own (taking short positions); and
  - c) Limiting the maximum maturity of any one security in the investment portfolio to five years.

It is explicitly recognized that in a diversified investment portfolio occasional market value losses may be inevitable even in investments to be held to maturity. Such losses must be considered within the context of overall investment return.

- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating and emergency requirements which might be reasonably anticipated.
- C. **Return on Investments:** State law requires that the objective of return on investments be subordinate to the objectives of safety and liquidity. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics and requirements of District funds and portfolio.

#### **4. DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from CGC Section 53607 which authorizes the Board to delegate authority to invest, reinvest, sell or exchange securities for a period of one year. This responsibility for the purchase of United States Treasuries may be delegated to the Investment Subcommittee, by Board action. The Board establishes and authorizes the Investment Subcommittee as to the amount of monies to invest and what financial institution to use. Procedures for the administration of this investment policy is also set by the Board and may renew this delegation pursuant to State law each year.

#### **5. DELEGATION OF INITIATING INVESTMENTS**

Authority to initiate the investment transaction may be delegated to the General Manager and/or Treasurer by action of the Investment Subcommittee. Attached Exhibit B and/or Exhibit C must be completed and signed by both the Investment Subcommittee members to authorize investment transactions to be executed. Investment Ad Hoc Committee will give direction to General Manager and/or Treasurer the amount, interest rate level and term of investment as a general direction for investing in the United States Treasury Bills. It is preferred that the United States Treasury Bills be purchased in various maturities such that they mature on different ladder dates (ie, three month and six month maturities).

#### **6. INVESTMENT SUBCOMMITTEE MEETINGS**

The Investment Subcommittee will set meetings on the 2<sup>nd</sup> Wednesday of each of the following months: March, June, September and December.

#### **7. ETHICS AND CONFLICTS OF INTEREST**

Board, Officers and employees involved in the investment process shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment policy, or which could impair their ability to make impartial investment decisions.

#### **8. REPORTING**

The District Treasurer shall submit a quarterly report of investment transactions to the Investment Subcommittee in conformance with the CGC Section 53607. The report shall include a complete description of the United States Treasury Bill portfolio, the type of investments, the issuers name, maturity dates, acquisition and current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report will also include the source of the portfolio valuation.

**9. INVESTMENT POLICY ADOPTION**

The Investment Policy for United States Treasury Bills of the District may be reviewed and modifications approved by the Board annually at a public meeting (CGC Sections 53646(a))

EXHIBIT B

LA HABRA HEIGHTS COUNTY WATER DISTRICT

INVESTMENT SUBCOMMITTEE

INVESTMENT AUTHORIZATION FORM

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Amount \$ \_\_\_\_\_

From: Wells Fargo Bank-Analyzed Business Checking-PF  
Account

To: \_\_\_\_\_

Maturity: \_\_\_\_\_

Minimum interest rate: \_\_\_\_\_

Type of Investment: \_\_\_\_\_

\_\_\_\_\_  
James Crabb

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pam McVicar

\_\_\_\_\_  
Date

EXHIBIT C

LA HABRA HEIGHTS COUNTY WATER DISTRICT

INVESTMENT SUBCOMMITTEE

DIVESTMENT AUTHORIZATION FORM

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Amount \$ \_\_\_\_\_

From: \_\_\_\_\_

Maturity: \_\_\_\_\_

Minimum interest rate: \_\_\_\_\_

Type of Investment: \_\_\_\_\_

To: Wells Fargo Bank-Analyzed Business Checking-PF  
Account

\_\_\_\_\_  
James Crabb Date

\_\_\_\_\_  
Pam McVicar Date

**DISCUSS AND ACTION  
PURCHASE A NEW TRAILER OR  
REPAIR THE EXISTING TRAILER**

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**LA HABRA HEIGHTS COUNTY WATER DISTRICT**

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**MEMORANDUM**

**DATE:**           JANUARY 18, 2024  
**TO:**             BOARD OF DIRECTORS  
**FROM:**          JOE MATTHEWS, ASSISTANT GENERAL MANAGER AND  
                      MICHAEL GUALTIERI, SECRETARY/GENERAL MANAGER  
**SUBJECT:**      TRAILER REPLACEMENT

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Our trailer in the yard houses our historical documents and maps. It leaks through the walls and roof. We have researched repair and replacement costs as indicated in the attached memo. Options will be discussed at the Board meeting.

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

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To: Joe Matthews, Mike Gualtieri  
From: Tammy Wagstaff  
Date: January 17, 2024  
RE: Trailer replacement



We currently have a 42'x 12' trailer which was purchased in 1997 for \$11,500. We had \$8,900 of repairs made in 2011 due to leaks in the trailer. Last year an additional \$5,643 was spent to repair the air condition/heating unit in the existing trailer. In addition, the lights need to be replaced in the trailer. We again have a leak that is creating moisture inside the trailer. All historical paperwork is stored in the trailer including maps of the water system. The moisture is of concern as it creates damage to the trailer and documents. Below are results of several options to repair or replace.

**Used Trailer Replacement**

Mobile Modular	12'x42' mobile office	\$59,739 Year 2005
Pacific Mobile	10'x40' mobile office	\$67,071 Year 2022
Willscot	12'x44' mobile office	\$47,814 Year 1994

**Shipping Container**

Conexwest Shipping Containers	40' office	\$40,912
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**New Trailer Replacement**

Berts Office Trailers	12'x44' mobile office	\$78,000 w/o tax, freight, setup
Pacific Mobile	10'x40' mobile office	\$66,648

**Trailer Lease:**

Willscot	12'x44' mobile office	\$ 1,387.79/month;60 months 13,628.15 delivery&install, 243.56 return charges 6,425.00 building plans
	Total cost	\$103,564.41

Mobile Modular	12'x42' mobile office	\$ 720.62/month;60 months 6,479.40 delivery&install 3,983.00 return charges
	Total cost	\$53,699.60

**Trailer Repairs**

John Christopher Construction and Remodeling \$ 6,800  
Repair, replace, paint 3 pieces of siding and top and bottom band -quote 11/29/2022  
More repairs would be quoted once the damage is uncovered

Willscot \$45,000

West Coast Mobile Home Improvement No quote provided

Manufactured Home Inspection No quote provided

West Coast Mobile Home Did not want to provide quote

**DISCUSS AND ACTION  
PURCHASING 16 ACRE FEET  
FROM ECOGAS INC**

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**LA HABRA HEIGHTS COUNTY WATER DISTRICT**

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**MEMORANDUM**

**DATE: JANUARY 18, 2024**  
**TO: BOARD OF DIRECTORS**  
**FROM: JOE MATTHEWS, ASSISTANT GENERAL MANAGER, MICHAEL GUALTIERI, SECRETARY/GENERAL MANAGER**  
**SUBJECT: POTENTIAL PURCHASE OF 16 AF OF CENTRAL BASIN WATER RIGHTS**

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EcoGas Inc. is offering the District 16 acre-feet of water rights in Central Basin. They are flexible regarding the quantity for sale. We will discuss this further at the board meeting.