

**LA HABRA HEIGHTS COUNTY  
WATER DISTRICT**

**BOARD MEETING**

**JUNE 24, 2025**

**AGENDA FOR REGULAR MEETING  
BOARD OF DIRECTORS  
LA HABRA HEIGHTS COUNTY WATER DISTRICT  
June 24, 2025 @ 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 May 19, 2025 (approve)
  - b. Financial Reports – May 2025 (approve)
- 6. Approval of warrants and authorize signatures per warrant list**
- 7. Report from Superintendent**
- 8. Report and recommendations of General Manager:**
  - a. Discuss and Adopt – Resolution 25-06, Fiscal Year 2025 / 2026 Annual Budget
  - b. Discuss and Adopt - Resolution 25 – 07, Support of Filing Application with Cal OES Federal Non-Disaster Grant Program
  - c. Discuss and Approve – District’s Safety work boot reimbursement policy
  - d. Report on fire hydrant maintenance as a mandatory work activity
  - e. Monthly report on PFAS
  - f. Discuss and Action – General Manager Salary

## **9. Closed Session**

### **a. Public Employee Performance Evaluation**

Title: Secretary/General Manager

(Closed Session pursuant to Government Code Section 54957)

### **b. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION:**

Discussions with legal counsel re. potential initiation of litigation pursuant to § 54956.9(c): One case.

### **c. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

In Re: Aqueous Film-Forming Foams Products Liability, Case No. 2:16-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 (b).

## **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 SPECIAL BOARD MEETING  
OF THE BOARD OF DIRECTORS  
LA HABRA HEIGHTS COUNTY WATER DISTRICT  
May 19, 2025

A special meeting of the Board of Directors of La Habra Heights County Water District was held on May 19, 2025, at 4:05 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, Joe Matthews.

PRESENT: Directors, Cooke, Crabb, and McVicar

ABSENT: Director Baroldi and Perumean

Item 2. Staff members and others present. Staff: Joe Matthews, Secretary/General Manager, Tammy Wagstaff, Treasurer, Ivan Ramirez, Superintendent and Matt Cerda, Utility Worker III. Others present: Michael Silander, District Counsel.

Item 3. Public Communications – None

Item 4. Directors Report – Individual, Subcommittees and/or Attended Events.  
None

(Director Baroldi entered the meeting at 4:10 p.m.)

Item 5. a. & b. Minutes of Regular Board meeting for April 22, 2025, and Financial Reports April 2025. After discussion there was a motion by Director McVicar and seconded by Director Crabb to approve minutes and financials. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 6. Approval of warrants and authorized signatures per warrant list. After discussion, there was a motion made by Director McVicar and seconded by Director Crabb that warrant numbers 47768 through 47821 in the amount of \$251,139.38 and EFT transfers in the amount of \$13,505.33 be approved and signatures be authorized. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 7. Report of Superintendent. The Superintendent discussed that one service leak and one main leak was repaired. A SCADA cyber security exercise was conducted internally at all our sites with internet connections to our system. Civiltec was provided with the information we received from Edison related to Plant 5 electrical incoming power. Civiltec is providing us with options on how to protect our equipment at this location. Plant 1 is still being monitored; GJR & Halco are scheduled for May 15, 2025, to remove equipment and download data.

Item 8.a. Discuss and Approve– Proposed Fiscal Year 2025/2026 Budget. After discussion, there was a motion by Director McVicar and seconded by Director Crabb to approve the budget excluding salaries. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

(Director Perumean entered the meeting at 4:39 p.m.)

Item 8.b. Discuss and Approve– Proposed Fiscal Year 2025/2026 Salary and Benefits. After discussion, there was a motion by Director Cooke and seconded by Director Perumean to approve a 3% increase with a maximum overall salary of \$1,125,000.00. The vote was as follows:

AYES: Directors Baroldi, Cooke, McVicar and Perumean

NOES: Crabb

ABSENT: None

Item 8.c. Discuss and Action – Approve 2025/2026 agreement for services with Highroad IT. After discussion, there was a motion by Director Cooke and seconded by Director McVicar to approve the service agreement with Highroad IT and to designate IT professional services as a sole source procurement for the future. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar, and Perumean

NOES: None

ABSENT: None

Closed Session:

Item 9.a. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED  
LITIGATION: re. potential initiation of litigation pursuant to § 54956.9(c): One case  
No reportable action was taken.

Item 10. 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 5:40 p.m. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, McVicar, and Perumean

NOES: None

ABSENT: None

Dated: June 24, 2025

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

(SEAL)

\_\_\_\_\_  
Joe Matthews, Secretary

# FINANCIAL REPORT



# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF NET POSITION

May 31, 2024 and May 31, 2025

	2024	2025
<b><u>ASSETS:</u></b>		
<b><u>Current Assets:</u></b>		
CASH-PETTY	300.00	300.00
CASH-CHECKING	1,099,813.31	2,047,821.81
CASH-SWEEP	601.33	701.24
INVESTMENT-LAIF	4,998,807.78	4,108,696.85
INVESTMENT-TREASURY BILLS	1,005,902.28	1,062,565.27
ACCOUNTS RECEIVABLE-WATER	356,905.50	397,984.35
ACCOUNTS RECEIVABLE-OTHER	325,569.90	350,333.18
LEASE RECEIVABLE	131,188.00	131,226.00
ACCRUED INTEREST RECEIVABLE	36,384.00	29,450.00
INVENTORY	211,605.87	298,731.82
PREPAID EXPENSES	62,990.86	77,995.96
Total Current Assets	8,230,068.83	8,505,806.48
<b><u>Noncurrent Assets:</u></b>		
<b><u>Capital Assets:</u></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	2,286,046.77
PUMPING PLANT	1,668,932.77	1,668,932.77
TRANSMISSION & DISTRIBUTION	26,542,528.88	28,040,904.48
GENERAL PLANT	1,648,500.03	1,666,748.78
CONSTRUCTION IN PROGRESS	387,376.19	449,920.43
Total Capital Assets	34,691,651.92	36,285,787.68
Accumulated Depreciation	(20,475,224.08)	(21,274,222.58)
Net Capital Assets	14,216,427.84	15,011,565.10
<b><u>Other Noncurrent Assets:</u></b>		
INVESTMENTS-CAL DOMESTIC WATER CO	591.00	591.00
LEASE RECEIVABLE	2,293,394.74	2,038,120.45
Total Other Noncurrent Assets	2,293,985.74	2,038,711.45
<b>Total Assets</b>	<b>24,740,482.41</b>	<b>25,556,083.03</b>
 DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from pension plan	 771,900.00	 853,967.00
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from OPEB	225,139.00	199,012.00
Total Deferred Outflows of Resources	997,039.00	1,052,979.00

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF NET POSITION

May 31, 2024 and May 31, 2025

	2024	2025
<b>LIABILITIES</b>		
<u>Current Liabilities:</u>		
ACCOUNTS PAYABLE	363,813.97	397,287.59
DEPOSITS-CUSTOMERS	5,539.62	-
DEPOSITS-CONSTRUCTION	39,959.82	14,793.63
ACCRUED EMPLOYEE BENEFITS	157,407.33	121,805.03
NET OPEB OBLIGATION	1,038,484.00	1,076,358.00
NET PENSION LIABILITY	1,248,389.00	1,431,442.00
Total Current Liabilities	2,853,593.74	3,041,686.25
<b>Total Liabilities</b>	2,853,593.74	3,041,686.25
 DEFERRED INFLOWS OF RESOURCES- Deferred amounts from pension plan	25,928.00	176,276.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from OPEB	1,014,037.00	914,390.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from Leases	2,305,521.45	2,183,660.97
Total Deferred Inflows of Resources	3,345,486.45	3,274,326.97
 <u>Net Position:</u>		
INVESTED IN CAPITAL ASSETS,NET RELATED DEBT	14,216,427.84	15,011,565.10
UNRESTRICTED	5,322,013.38	5,281,483.71
RESTRICTED	-	-
<b>Total Net Position</b>	19,538,441.22	20,293,048.81

**LA HABRA HEIGHTS COUNTY WATER DISTRICT**  
**STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET POSITION**  
For Eleven Months Ending May 31, 2024 and May 31, 2025

	Last Year Current Month Actual	Current Month Actual	Last Year YTD Actual	Current YTD Actual	Current Budget	Actual 5/31/2025 % of budget 2024/25
<b>Operating Revenue:</b>	424,699.21	435,630.41	4,404,587.84	5,153,113.70	5,871,412.00	88%
<b>Operating Expenses:</b>						
Source of Supply	152,842.65	156,845.94	1,518,294.05	1,892,285.53	2,145,853.00	88%
Pumping	6,353.98	18,957.87	117,551.48	169,484.71	133,523.00	127%
Treatment	13,923.81	3,665.23	75,740.29	80,997.26	77,146.00	105%
Transmission & Distribution	95,390.04	101,191.70	752,364.04	517,302.10	723,007.00	72%
Customer Accounts	10,925.75	23,526.58	230,650.95	181,716.78	199,040.00	91%
Administrative and General	202,114.41	138,465.01	1,623,114.23	1,691,318.57	1,851,365.00	91%
Capital Improvements	126,340.58	154,511.75	1,389,746.38	1,699,629.25	1,854,141.00	92%
Other	12,083.40	7,436.81	95,932.70	85,851.47	94,089.00	91%
TOTAL OPERATING EXPENSES	619,974.62	604,600.89	5,803,394.12	6,318,585.67	7,078,164.00	89%
OPERATING INCOME (LOSS)	(195,275.41)	(168,970.48)	(1,398,806.28)	(1,165,471.97)	(1,206,752.00)	97%
<b>Non-Operating Revenues</b>	148,344.57	13,903.60	1,400,553.62	1,372,024.82	1,351,095.00	102%
<b>Non-Operating Expenses</b>	300.00	900.00	6,524.45	6,806.80	14,424.00	47%
NET NON-OPERATING REVENUES (EXPENSES)	148,044.57	13,003.60	1,394,029.17	1,365,218.02	1,336,671.00	102%
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	(47,230.84)	(155,966.88)	(4,777.11)	199,746.05	129,919.00	154%
SYSTEM BUY IN FEE			60,275.00	36,166.00		
CAPITAL CONTRIBUTIONS			11,973.60	44,528.09		
NET INCOME (LOSS) IN NET POSITION			67,471.49	280,440.14		
NET POSITION-BEGINNING OF YEAR			19,470,969.73	20,012,608.67		
NET POSITION-END OF PERIOD			19,538,441.22	20,293,048.81		

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF REVENUE AND EXPENSES

For Eleven Months Ending May 31, 2024 and May 31, 2025

	Last Year Current Month Actual 5/31/2024	Current Month Actual 5/31/2025	Last Year YTD Actual 5/31/2024	Current YTD Actual 5/31/2025	Current Budget 2024/25	Actual 5/31/2025 % of budget 2024/25 92%
<b>OPERATING REVENUES</b>						
SALES-WATER	190,159.64	216,498.85	2,110,626.19	2,731,126.28	3,238,075.00	84%
SALES-READINESS TO SERVE	201,526.08	214,946.49	2,223,834.31	2,373,383.60	2,564,254.00	93%
SALES-MISCELLANEOUS	2,952.09	4,185.07	40,065.94	48,603.82	34,462.00	141%
LEASE-WATER RIGHTS	30,061.40	-	30,061.40	-	34,621.00	0%
TOTAL OPERATING REVENUES	424,699.21	435,630.41	4,404,587.84	5,153,113.70	5,871,412.00	88%
<b>OPERATING EXPENSES</b>						
PURCHASED WATER	16,176.44	3,262.56	79,614.24	77,533.05	273,803.00	28%
GROUND WATER REPLENISHMENT ASSMT	78,022.35	95,327.18	787,630.23	992,968.88	1,105,821.00	90%
POWER	58,643.86	58,256.20	651,049.58	821,783.60	766,229.00	107%
TOTAL SOURCE OF SUPPLY	152,842.65	156,845.94	1,518,294.05	1,892,285.53	2,145,853.00	88%
LABOR-PUMPING	6,301.39	4,031.18	60,120.53	57,531.04	63,706.00	90%
MAINTENANCE-PUMPING	52.59	14,926.69	57,430.95	111,953.67	69,817.00	160%
TOTAL PUMPING	6,353.98	18,957.87	117,551.48	169,484.71	133,523.00	127%
MAINT & LABOR-TREATMENT	13,923.81	3,665.23	75,740.29	80,997.26	77,146.00	105%
TOTAL TREATMENT	13,923.81	3,665.23	75,740.29	80,997.26	77,146.00	105%
LABOR-TRANS & DISTRIBUTION	26,396.37	27,579.97	282,214.91	214,730.77	254,222.00	85%
MAINT-TRANS & DISTRIBUTION	40,593.77	39,409.06	334,995.55	142,002.80	270,102.00	53%
JOINT FACILITIES-WELL, LM CONDUIT&RES	41,733.30	50,441.15	296,259.22	313,343.62	403,284.00	78%
ORCHARD DALE PORTION	(13,333.40)	(16,238.48)	(161,105.64)	(152,775.09)	(204,601.00)	75%
TOTAL TRANSMISSION&DISTRIBUTION	95,390.04	101,191.70	752,364.04	517,302.10	723,007.00	72%
LABOR&MAINT-CUSTOMER ACCOUNTS	9,427.91	23,526.58	225,156.95	178,903.41	195,103.00	92%
UNCOLLECTIBLE ACCOUNTS	1,497.84	-	5,494.00	2,813.37	3,937.00	72%
TOTAL CUSTOMER ACCOUNTS	10,925.75	23,526.58	230,650.95	181,716.78	199,040.00	91%
TOTAL OTHER OPERATING EXPENSES	126,593.58	147,341.38	1,176,306.76	949,500.85	1,132,716.00	84%
<b>TOTAL SOURCE OF SUPPLY &amp; OPERATING EXPENSES</b>	<b>279,436.23</b>	<b>304,187.32</b>	<b>2,694,600.81</b>	<b>2,841,786.38</b>	<b>3,278,569.00</b>	<b>87%</b>
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>						
LABOR-FIELD-SICK,VAC,HOLIDAY	1,810.35	2,144.24	76,431.99	63,972.06	75,125.00	85%
WAGES-MANAGEMENT	11,875.26	9,735.59	148,345.00	134,453.40	158,194.00	85%
WAGES-OFFICE	25,237.03	24,515.01	252,691.05	229,556.46	296,395.00	77%
WAGES-MGMT&OFFICE-SICK,VAC,HOLIDAY	61,496.78	6,185.18	136,006.37	87,459.46	98,527.00	89%
OFFICE SUPPLIES	2,817.93	2,085.81	27,075.91	23,686.39	45,080.00	53%
AUTO SERVICE	4,868.64	6,105.01	55,788.67	44,233.63	52,853.00	84%
BANK SERVICE CHARGE	669.64	1,581.85	7,184.59	8,941.95	10,527.00	85%
DUES & SUBSCRIPTIONS	1,756.16	788.00	25,756.84	28,688.89	29,953.00	96%
BUILDING SERVICE	3,099.71	1,384.13	25,233.74	35,589.73	22,671.00	157%
OFFICE EQUIPMENT MAINT	3,842.10	1,387.41	35,526.66	34,494.56	39,519.00	87%
PROFESSIONAL SERVICES	6,254.49	10,619.08	82,813.55	104,378.28	114,604.00	91%
EDUCATION & MEETINGS	8,534.43	1,647.01	21,214.25	18,487.65	17,495.00	106%

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## STATEMENTS OF REVENUE AND EXPENSES

For Eleven Months Ending May 31, 2024 and May 31, 2025

	Last Year Current Month Actual 5/31/2024	Current Month Actual 5/31/2025	Last Year YTD Actual 5/31/2024	Current YTD Actual 5/31/2025	Current Budget 2024/25	Actual 5/31/2025 % of budget 2024/25 92%
LEGAL	7,137.50	2,150.00	47,000.00	41,287.50	61,594.00	67%
UTILITIES	6,805.71	7,311.44	42,293.49	96,987.82	43,622.00	222%
ENGINEERING	20.87	3,837.50	12,560.98	24,830.00	37,995.00	65%
INSUR-AUTO, LIABILITY & PROPERTY	9,056.91	12,319.88	86,226.00	130,064.52	115,065.00	113%
INSUR-GROUP HEALTH & LIFE	17,115.98	17,864.29	177,885.26	189,743.79	223,968.00	85%
EMPLOYEE WORKERS COMPENSATION	130.50	87.10	28,775.85	22,796.20	31,273.00	73%
DENTAL	910.40	620.00	9,067.20	13,545.92	10,180.00	133%
RETIREMENT-CALPERS	19,620.22	12,179.57	135,869.11	138,485.65	160,053.00	87%
RETIREMENT-DEFERRED COMP	2,478.11	1,696.11	20,021.52	18,750.51	22,088.00	85%
RETIREMENT-CALPERS UNFUND ACCR LIAB	-	-	80,813.00	108,463.00	112,090.00	97%
MAINTENANCE-GENERAL PLANT	6,575.69	12,220.80	88,533.20	92,421.20	72,494.00	128%
CAPITAL IMPROVEMENTS	126,340.58	154,511.75	1,389,746.38	1,699,629.25	1,854,141.00	92%
PROPERTY TAXES	444.73	445.69	4,890.05	5,001.49	5,547.00	90%
PAYROLL TAXES	11,638.67	6,991.12	91,042.65	80,849.98	88,542.00	91%
TOTAL ADMIN & GENERAL EXP	340,538.39	300,413.57	3,108,793.31	3,476,799.29	3,799,595.00	92%
TOTAL OPERATING EXPENSES	619,974.62	604,600.89	5,803,394.12	6,318,585.67	7,078,164.00	89%
OPERATING INCOME (LOSS)	(195,275.41)	(168,970.48)	(1,398,806.28)	(1,165,471.97)	(1,206,752.00)	97%
<b>NONOPERATING REVENUES</b>						
INTEREST INCOME	19,027.61	21,232.02	195,729.77	231,438.68	202,727.00	114%
PROPERTY TAX INCOME	117,737.10	111,102.90	940,916.34	996,556.81	1,004,509.00	99%
RENT/LEASE INCOME	10,556.92	(121,702.96)	249,114.86	116,167.53	126,683.00	92%
OIL ROYALTIES	1,022.94	871.64	11,297.32	10,008.54	12,982.00	77%
MISCELLANEOUS INCOME	-	2,400.00	3,495.33	11,659.79	4,194.00	278%
GAIN ON ASSET SOLD	-	-	-	6,193.47	-	0%
TOTAL NONOPERATING REVENUES	148,344.57	13,903.60	1,400,553.62	1,372,024.82	1,351,095.00	102%
<b>NONOPERATING EXPENSES</b>						
INTEREST EXPENSE-D/G LOAN	-	-	609.15	-	-	0%
LOSS ON INVESTMENT	-	-	-	-	-	0%
DIRECTORS FEES	300.00	900.00	6,100.00	6,300.00	9,900.00	64%
DIRECTORS EXPENSES	-	-	(184.70)	217.04	4,524.00	5%
ELECTION	-	-	-	289.76	-	0%
TOTAL NONOPERATING EXPENSES	300.00	900.00	6,524.45	6,806.80	14,424.00	47%
NET NONOPER REVENUES(EXPENSES)	148,044.57	13,003.60	1,394,029.17	1,365,218.02	1,336,671.00	102%
NET INCOME (LOSS) IN NET POSTION	(47,230.84)	(155,966.88)	(4,777.11)	199,746.05	129,919.00	154%

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

## MEMORANDUM

\*\*\*\*\*

To: Joe Matthews  
From: Tammy Wagstaff  
Date: June 24, 2025  
RE: Lease payments and Rental Income



### **BACKGROUND**

In October 2014 the Board asked that staff report lease payments and rental income.

Lease payment to BNSF Railway Company in June 2025 was \$11,845.

Rental income:

Whittier Mobile Country Club in April 2025 of \$131,857.50

Interhealth (PIH Health Inc) for July 2024 through June 2025 of \$5,364.97

# WARRANTS

# La Habra Heights County Water District

## AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: 13100 - EFT TRANSFERS</b>					
1002913553	05/21/25	M	0130	CALPERS	\$4,526.88
1002913554	05/21/25	M	0130	CALPERS	\$1,988.88
1002923068	06/04/25	M	0130	CALPERS	\$5,000.69
1002923069	06/04/25	M	0130	CALPERS	\$1,988.88
<b>BANK 13100 REGISTER TOTAL:</b>					<b>\$13,505.33</b>

### BANK ID: 13110 - CHECKING- WELLS FARGO

47822	05/27/25	P	0587	A&F METAL SALES, INC.	\$125.42
47823	05/27/25	P	0385	ADMIRAL PEST CONTROL	\$511.00
47824	05/27/25	P	0565	ALERT 360	\$106.08
47825	05/27/25	P	ONETIM	ALEX LEZAMA	\$1,285.45
47826	05/27/25	P	0150	AWWA	\$189.00
47827	05/27/25	P	0011	BADGER METER, INC	\$35,344.77
47828	05/27/25	P	0121	BURLINGTON NORTHRN & SANTA FE	\$11,845.00
47829	05/27/25	P	0013	CANNINGS HARDWARE	\$225.44
47830	05/27/25	P	0588	CARDMEMBER SERVICE (CHASE)	\$2,213.17
47831	05/27/25	P	0432	CHARTER COMMUNICATIONS	\$599.00
47832	05/27/25	P	0441	CINTAS CORPORATION	\$239.18
47833	05/27/25	P	0145	CIVILTEC ENGINEERING INC	\$5,771.25
47834	05/27/25	P	0558	CONEXWEST	\$230.42
47835	05/27/25	P	0575	D.L. AUTO, INC.	\$330.71
47836	05/27/25	P	0464	ENVIROKLEEN USA	\$650.00
47837	05/27/25	P	0389	FRONTIER COMMUNICATIONS	\$900.00
47838	05/27/25	P	0049	GOLDEN METERS SERVICE INC	\$2,295.00
47839	05/27/25	P	0099	GRAINGER INC	\$1,494.01
47840	05/27/25	P	0252	INFOSEND, INC	\$3,109.47
47841	05/27/25	P	0133	KONICA MINOLTA	\$278.18
47842	05/27/25	P	0402	L G HOLDINGS, INC	\$1,740.00
47843	05/27/25	P	0051	LINCOLN FINANCIAL GROUP	\$6,821.20
47844	05/27/25	P	0231	O'REILLY AUTO PARTS	\$50.01
47845	05/27/25	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$192.66
47846	05/27/25	P	0516	ROBERT'S LIQUID DISPOSAL	\$700.00
47847	05/27/25	P	0258	S&J SUPPLY CO, INC	\$99.68
47848	05/27/25	P	0415	SAMUEL MUNOZ	\$9,300.00
47849	05/27/25	P	0147	SAN GABRIEL VALLEY WATER CO	\$47.41
47850	05/27/25	P	0069	SOCALGAS	\$2.11
47851	05/27/25	P	0068	SOUTHERN CALIF EDISON CO	\$27,753.66
47852	05/27/25	P	0527	STERICYCLE, INC.	\$271.74
47853	05/27/25	P	0577	WARE DISPOSAL	\$331.13
47854	05/27/25	P	0016	WATER REPLENISHMENT DISTRICT	\$57,513.57
47855	05/27/25	P	0094	WECK LABORATORIES, INC	\$1,750.00
47856	05/27/25	P	0583	WIENHOFF DRUG TESTING	\$327.00
47857	05/27/25	P	0145	CIVILTEC ENGINEERING INC	\$38,329.50
47858	06/11/25	P	0116	ACWA-JPIA	\$19,054.27
47859	06/11/25	P	0353	ARCO BUSINESS SOLUTIONS	\$2,361.33
47860	06/11/25	P	0582	BACKGROUNDS ONLINE	\$9.50
47861	06/11/25	P	0011	BADGER METER, INC	\$10,642.48
47862	06/11/25	P	0354	BEST LAWNMOWER, INC	\$248.10
47863	06/11/25	P	0013	CANNINGS HARDWARE	\$73.10
47864	06/11/25	P	0014	CENTRAL BASIN MWD	\$4,859.68
47865	06/11/25	P	0432	CHARTER COMMUNICATIONS	\$599.00
47866	06/11/25	P	0441	CINTAS CORPORATION	\$74.04
47867	06/11/25	P	0460	CONTINENTAL POWER TOOLS, INC	\$299.62
47868	06/11/25	P	0442	DAVID DOWELL	\$5,500.00

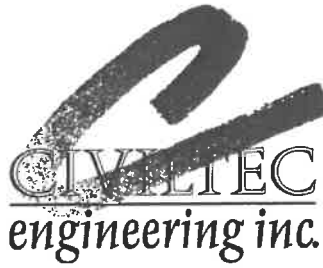


# La Habra Heights County Water District

## AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
47869	06/11/25	P	0164	EXCEL TELEMESSAGING	\$150.00
47870	06/11/25	P	0456	FLUID MECHANICS VALVE COMPANY	\$953.00
47871	06/11/25	P	0389	FRONTIER COMMUNICATIONS	\$103.45
47872	06/11/25	P	0124	G M SAGER CONSTRUCTION CO	\$18,086.60
47873	06/11/25	P	0519	GK CONSULTING	\$650.00
47874	06/11/25	P	0569	GOTO COMMUNICATIONS, INC.	\$352.64
47875	06/11/25	P	0043	GRISWOLD INDUSTRIES	\$40,028.69
47876	06/11/25	P	0070	HARRINGTON INDUSTRIAL PLASTICS	\$819.80
47877	06/11/25	P	0369	HIGHROAD INFO TECHNOLOGY	\$6,258.00
47878	06/11/25	P	0153	HOME DEPOT CR SERVICES	\$941.96
47879	06/11/25	P	0033	J A SALAZAR CONSTRUCTION	\$3,204.55
47880	06/11/25	P	0579	KONICA MINOLTA BUSINESS SOL.	\$74.41
47881	06/11/25	P	0051	LINCOLN FINANCIAL GROUP	\$3,460.21
47882	06/11/25	P	0453	MATTHEW CERDA	\$439.20
47883	06/11/25	P	0430	MICHAEL SILANDER	\$2,600.00
47884	06/11/25	P	0503	MICHELLE SAVAGE	\$180.80
47885	06/11/25	P	0576	NAKAE & ASSOCIATES, INC.	\$972.50
47886	06/11/25	P	0231	O'REILLY AUTO PARTS	\$260.50
47887	06/11/25	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$110.46
47888	06/11/25	P	0105	PDQ RENTALS	\$1,653.35
47889	06/11/25	P	0196	POSTMASTER	\$382.00
47890	06/11/25	P	0068	SOUTHERN CALIF EDISON CO	\$65,610.35
47891	06/11/25	P	0477	STURDIVAN EMERGENCY MGMT	\$4,642.58
47892	06/11/25	P	0427	TPX COMMUNICATIONS	\$4,323.16
47893	06/11/25	P	0078	UNDERGROUND SERVICE ALERT	\$154.30
47894	06/11/25	P	0268	UNIVAR USA, INC	\$2,007.42
47895	06/11/25	P	0562	VERIZON	\$495.74
47896	06/11/25	P	0386	VERIZON WIRELESS	\$1,586.96
47897	06/11/25	P	0012	VULCAN MATERIALS COMPANY	\$1,138.75
47898	06/11/25	P	0016	WATER REPLENISHMENT DISTRICT	\$4,109.46
47899	06/11/25	P	0016	WATER REPLENISHMENT DISTRICT	\$78,681.85
47900	06/11/25	P	0589	WDR CONTRACTING	\$1,860.00
47901	06/11/25	P	0094	WECK LABORATORIES, INC	\$305.00
47902	06/11/25	P	0583	WIENHOFF DRUG TESTING	\$125.00
47903	06/18/25	P	0090	CALIF DOMESTIC WATER CO	\$1,241.00
<b>BANK 13110 REGISTER TOTAL:</b>					<b>\$504,657.03</b>
<b>GRAND TOTAL :</b>					<b>\$518,162.36</b>

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



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

May 27, 2025

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

Attention: Joe Matthews, General Manager

Subject: Engineering Activities for the Month of **April 2025**  
Invoice Backup Support - Billing Period through May 2, 2025

Dear Mr. Matthews:

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 **April 2025** invoicing. The numbering system is the **Civiltec** project number and tracking system.

**2024140.00 – General Engineering Support FY24-25.** 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 2024-25.

There were expenditures of \$2,315.00 in April 2025. The remaining budget is \$17,500.00. The **Civiltec** team worked with Joe Mathews regarding planning for a new GIS platform, updated budgets for the Skyline Drive pipeline, and accomplished electrical engineering work and cost estimates for Plants 1 and 5.

**2024141.00 – Engineering Fire flow Modeling FY24-25.** This project has been established to aid the District with computer model simulations for fire flow requests by LHHCWd customers. Below is an accounting of expenditures under this **Civiltec** job number for FY 2024-25.

There were expenditures in the month of April 2025 totaling \$1,522.500. We have set up project numbers per fire flow simulation. We are using this main number 2024141 and have put extensions starting with .01 for the first request.

2024141.20 Fire Flow Modeling for 1429 La Riata Drive	\$500.00
2024141.21 Fire Flow Modeling for 1452 Airoso Drive	\$500.00
2024141.22 Fire Flow Modeling for Carrie Hills Lane	\$522.50



**2022169.00 – Well No. 12 Well Siting Study.** LHHCWD plans to drill a new well in the Judson Well Field. The overall budget for the project is \$157,770.00. There were no expenditures in April 2025. The District is currently considering the destruction of Well No. 9 and civil improvements to the Well No. 9 discharge pit. The remaining budget is \$27,946.50.

**2024807.00 – PFAS Grant Application.** LHHCWD is working with WRD to secure grant funding for a new PFAS Treatment Plant. Grace Kast is preparing the grant funding applications to WRD and assisting with the EPA grant. *Civiltec* staff is supporting Ms. Kast with as needed cost estimating and preparing exhibits. The budget established for the *Civiltec* effort is \$15,915.00. There were no expenditures in the month of April 2025. The remaining budget is \$906.25.

**2024814.00 – PFAS Treatment Plant Design.** We have slowed the development of the final design documents until proposals from treatment systems suppliers are received, a supplier selected, and supplier equipment data sheets obtained. This approach will allow the project team to have in hand the supplier's equipment submittals for incorporation into the final design documents and the procurement schedule which will provide the ability to better forecast the required timing of obtaining a general contractor for installation. We are on standby awaiting the District's decision to move forward with the RFP. *Civiltec* also worked with Bess Utility Services to perform potholing services for the new pipeline crossing of Norwalk Boulevard. The work was performed between October 15, 2024 and January 15, 2025. We have provided the invoice for this potholing work and totals \$38,329.50. The budget established for the *Civiltec* effort is \$421,360.00. There were expenditures in the month of April 2025 totaling \$1,933.75 on the Plant design effort plus the \$38,329.50 invoice for Bess Utility. The remaining budget is \$111,702.00.

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

# Michael Silander

Attorney at Law

3625 E. Thousand Oaks Blvd., Suite 224

Westlake Village, CA 91362

## INVOICE

DATE: JUNE 1, 2025

**TO:**

La Habra Heights County Water District

1271 Hacienda Road

La Habra Heights, CA 90631

**PLEASE REMIT PAYMENT TO:**

Michael Silander

3625 E. Thousand Oaks Blvd., Suite 224

Westlake Village, CA 91362

**SPECIFICATIONS:**

**LHHCWD/TOTAL**

Invoice for legal services rendered in May 2025.

OK to pay

MATTER	HOURS	AMOUNT
Transactional - General	10.8	\$1,350.00
Retainer	Flat fee	\$1,250.00
		<b>TOTAL:</b> <b>\$2,600.00</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

Vendor No.	
Account No.	
Job No.	
Approve:	
Enter:	Date:

# REPORT OF SUPERINTENDENT

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## LA HABRA HEIGHTS COUNTY WATER DISTRICT

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### MEMORANDUM

**DATE: 6/17/25**

**TO: JOE MATTHEWS, GENERAL MANAGER  
& BOARD OF DIRECTORS**

**FROM: IVAN RAMIREZ, SUPERINTENDENT**

**SUBJECT: SUPERINTENDENT'S REPORT FOR JUNE 2025**

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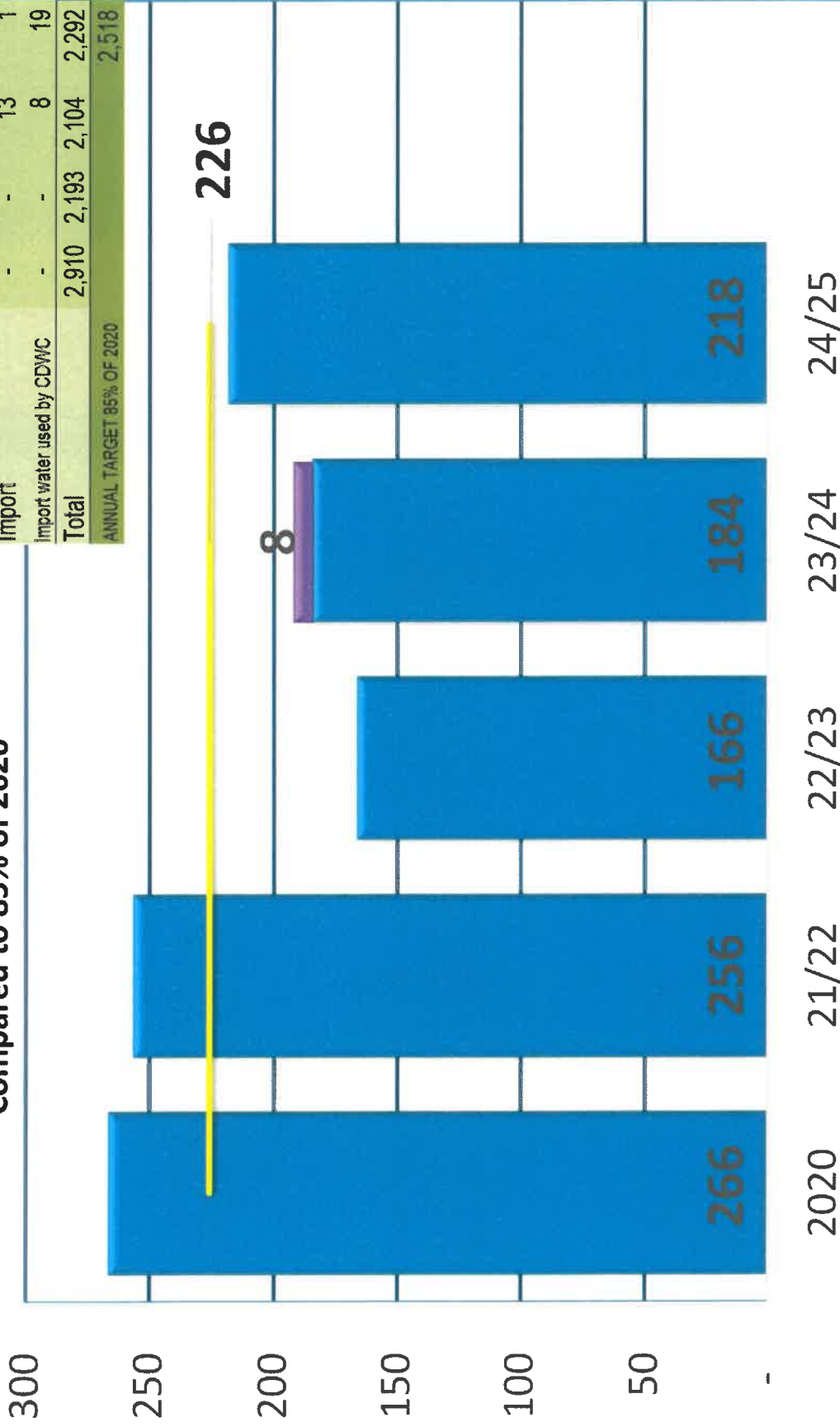
#### **System and Equipment Maintenance**

- Repaired one service leak, two main leaks, and replaced one fire hydrant.
- Valverde Construction upgraded a customer line at 1700 Kanola Road to a two-inch water service. During the same shutdown we replaced a one-inch water service at 1713 Kanola Road.
- Completed our annual weed abatement requirements for fire safety. We are in the process of obtaining quotes to cut down plants/bushes up to our property line with the Habitat Authority. The Fire Marshall said this is beneficial to protect our reservoir in the event of a fire.

# LA HABRA HEIGHTS COUNTY WATER DISTRICT

Production in acre feet for MAY

Compared to 85% of 2020



■ 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	2021/2022	2022/2023	2023/2024	2024/25 THRU MAY		
Groundwater	2,910	2,193	2,083	2,272		
Import	-	-	13	1		
Import water used by CDWC	-	-	8	19		
Total	2,910	2,193	2,104	2,292		
ANNUAL TARGET 85% OF 2020					2,518	

**RESOLUTION NO. 25-06**

**RESOLUTION OF THE BOARD OF  
DIRECTORS OF  
LA HABRA HEIGHTS COUNTY  
WATER DISTRICT  
ADOPTING THE OPERATION AND  
MAINTENANCE BUDGET  
AND THE APPROPRIATIONS LIMIT  
FOR  
FISCAL YEAR JULY 1, 2025  
THROUGH JUNE 30, 2026**



RESOLUTION NO. 25-06

RESOLUTION OF THE BOARD OF DIRECTORS OF  
LA HABRA HEIGHTS COUNTY WATER DISTRICT  
ADOPTING THE OPERATION AND MAINTENANCE BUDGET  
AND THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR JULY 1, 2025 THROUGH JUNE 30, 2026

THEREFORE, BE IT RESOLVED BY THE BOARD OF  
DIRECTORS OF THE LA HABRA HEIGHTS COUNTY WATER DISTRICT as  
follows:

1. The Operation and Maintenance Budget for fiscal year  
July 1, 2025, through June 30, 2026, which is attached hereto as Exhibit "A" and  
incorporated herein by this reference, is hereby adopted.

2. The Appropriations Limit for fiscal year July 1, 2025,  
through June 30, 2026, which is included in Exhibit "A", is hereby adopted.

ADOPTED AND APPROVED this 24<sup>th</sup> day of June 2025.

(SEAL)

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

ATTEST:

\_\_\_\_\_  
Joe Matthews,  
Secretary/General Manager

I, JOE MATTHEWS, Secretary to the Board of Directors of La  
Habra Heights County Water District, hereby certify that the foregoing Resolution  
was introduced at a regular meeting of the Board of Directors of said District,  
held on the 24<sup>TH</sup> day of June 2025, and was adopted at that meeting by the  
following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Joe Matthews, Secretary  
Board of Directors, La Habra  
Heights County Water District

## LA HABRA HEIGHTS COUNTY WATER DISTRICT

## 2025/2026 BUDGET

GENERAL LEDGER ACCT #	DESCRIPTION	ACTUAL 4/30/2025	PROJECTED ACTUAL FISCAL YEAR 2024/2025	BUDGET FISCAL YEAR 2024/2025	FINAL BUDGET FISCAL YEAR 2025/2026	FINAL 2025/26 BUDGET HIGHER (LOWER) 2024/25 PROJ ACT
<b>OPERATING REVENUE</b>						
41100	Water Sales-Consumption	2,514,627	3,069,011	3,238,075	3,289,482	220,471
41200	Water Sales-Readiness to Serve	2,158,437	2,590,124	2,564,254	2,733,327	143,203
42300	Administrative & Turn on fee	44,419	53,303	34,462	35,854	(17,449)
49100	Water Rights Lease	-	34,222	34,621	34,323	101
	<b>TOTAL OPERATING REVENUE</b>	<b>4,717,483</b>	<b>5,746,661</b>	<b>5,871,412</b>	<b>6,092,986</b>	<b>346,325</b>
<b>OPERATING EXPENSE</b>						
	Source of Supply					
51300	Purchased Water	74,270	83,034	273,803	269,111	186,077
51400	Ground Water Replenishment	897,642	1,096,257	1,105,821	1,102,336	6,079
52300	Power	763,526	924,060	766,229	785,495	(138,565)
	<b>Total Source of Supply</b>	<b>1,735,438</b>	<b>2,103,352</b>	<b>2,145,853</b>	<b>2,156,942</b>	<b>53,590</b>
	Other Operating Expenses					
50000	Labor-Vacation, Sick & Holiday	61,828	76,549	75,125	88,243	11,694
52100	Labor-Pumping	53,499	66,237	63,706	69,916	3,679
52200	Maintenance-Pumping	97,026	116,431	69,817	66,626	(49,805)
53200	Maintenance & Labor-Treatment	77,332	92,798	77,146	95,582	2,784
54100	Labor-Trans & Distribution	187,151	231,711	254,222	300,705	68,994
54200	Maint-Trans & Distribution	102,593	119,032	270,102	208,926	89,895
62000	Joint Facilities-Wells	72,185	86,622	166,325	171,243	84,621
62100	Joint Facilities-Wells-Power	170,909	191,416	203,277	215,968	24,552
72000	Joint Facilities-LaMirada Conduit	2,886	3,463	9,311	9,357	5,894
82000	Joint Facilities-Reservoir	16,922	20,306	24,371	27,029	6,723
82200	Less: Orchard Dale portion	(136,537)	(163,844)	(204,601)	(220,373)	(56,529)
55100;55105	Labor& Maint-Customer Service	151,238	184,132	190,294	214,623	30,491
55110	Labor-Customer Account	4,139	5,124	4,808	5,430	306
55200	Uncollectible Accounts	2,813	3,376	3,937	3,477	101
	<b>Total Other Operating Expenses</b>	<b>863,984</b>	<b>1,033,353</b>	<b>1,207,841</b>	<b>1,256,752</b>	<b>223,399</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,599,422</b>	<b>3,136,704</b>	<b>3,353,694</b>	<b>3,413,694</b>	<b>276,990</b>
<b>ADMINISTRATIVE &amp; GENERAL EXPENSES</b>						
56100;56110	Wages-Mgmt,Office&Sick/Vac/Holiday	411,033	508,898	553,116	561,760	52,862
56200	Office Supplies	21,600	25,920	45,080	29,511	3,591
56201	Auto Service	38,128	45,754	52,853	52,399	6,645
56202	Bank Service Charge	7,360	8,832	10,527	11,052	2,220
56203	Dues & Subscription	27,901	41,852	29,953	43,107	1,256
56204	Building Service	34,205	41,046	22,671	22,609	(18,437)
56205	Office Equipment Maint	33,107	39,728	39,519	37,112	(2,616)
56206	Professional	93,759	107,681	114,604	126,760	19,079
56207	Education & Meetings	16,840	20,208	17,495	17,894	(2,314)
56208	Legal	39,137	46,964	61,594	61,712	14,748
56209	Utilities	89,676	105,011	43,622	109,604	4,593
56220	Engineering	20,992	25,190	37,995	66,949	41,759
56300	Insurance-Auto, Liability, Property & Bond	117,744	141,293	115,065	154,417	13,124
56310	Insurance-Group Health & Life	171,879	206,255	223,968	229,403	23,148
56400	Employee Workers Compensation	22,709	27,251	31,273	31,488	4,237
56410	Dental	12,926	15,511	10,180	12,754	(2,757)
56420	Retirement-CalPERS	126,306	156,379	160,053	167,810	11,431
56421	Retirement-Deferred Compensation	17,054	21,114	22,088	23,462	2,348
56422	Retirement-CalPERS-Unfunded Accrued Liab.	108,463	108,463	112,090	139,783	31,320
57210	Payroll Taxes	73,859	88,631	88,542	95,870	7,239
56700	Maint-General Plant	80,200	96,240	72,494	99,127	2,887
57100	Capital Improvement	1,545,118	1,854,141	1,854,141	1,874,006	19,865
57200	Property Taxes	4,555	5,466	5,547	5,630	164
	<b>TOTAL ADMINISTRATIVE &amp; GENERAL EXPENSES</b>	<b>3,114,551</b>	<b>3,737,828</b>	<b>3,724,470</b>	<b>3,974,219</b>	<b>236,391</b>
	<b>NET OPERATING INCOME (LOSS)</b>	<b>(996,490)</b>	<b>(1,127,872)</b>	<b>(1,206,752)</b>	<b>(1,294,927)</b>	<b>(167,056)</b>
<b>NON-OPERATING REVENUE</b>						
49200	Interest Income	210,206	252,247	202,727	268,765	16,518
49300	Property Tax Income	885,454	1,013,525	1,004,509	1,036,498	22,973
49700	Rent Income	4,463	5,356	4,823	5,414	58
49750	Lease Income	101,550	121,860	121,860	121,860	-
49800	Oil Royalties	9,137	10,964	12,982	12,133	1,169
49810	Miscellaneous Income	9,260	11,112	4,194	1,989	(9,123)
49900	Gain on asset sold	6,193	6,193	-	-	(6,193)

## LA HABRA HEIGHTS COUNTY WATER DISTRICT

## 2025/2026 BUDGET

GENERAL LEDGER		ACTUAL	PROJECTED	BUDGET	FINAL	FINAL
ACCT #	DESCRIPTION	4/30/2025	FISCAL YEAR 2024/2025	FISCAL YEAR 2024/2025	BUDGET FISCAL YEAR 2025/2026	2025/26 BUDGET HIGHER (LOWER) 2024/25 PROJ ACT
	TOTAL NON-OPERATING REVENUE	1,226,263	1,421,257	1,351,095	1,446,659	25,402
	<b>NON-OPERATING EXPENSE</b>					
59120	Interest Expense-Davis Grunsky loan	-	-	-	-	-
59120	Principal-Davis Grunsky loan	-	-	-	-	-
59400	Director's Fees	5,400	6,480	9,900	9,900	3,420
59900	Director's Expenses	217	260	4,524	4,481	4,221
59910	Election Expense	289	289	-	13,633	13,344
	TOTAL NON-OPERATING EXPENSE	5,906	7,029	14,424	28,014	20,985
	NET NON-OPERATING REVENUE(EXP)	1,220,357	1,414,228	1,336,671	1,418,645	4,417
	NET INCREASE (DECREASE) IN NET ASSETS	223,868	286,356	129,919	123,717	(162,639)

**SUMMARY OF BUDGET**

REVENUE	\$ 7,167,918	\$ 7,222,507	\$ 7,539,645
EXPENSE	\$ 6,881,562	\$ 7,092,588	\$ 7,415,928
NET INCREASE (DECREASE) IN NET ASSETS	\$ 286,356	\$ 129,919	\$ 123,717

**CAPITAL IMPROVEMENT PLAN**

	NET INC (DEC) NET ASSETS LESS CIP INTEREST INCOME	143,161	(15,759)
49650	SYSTEM BUY IN FEES	-	12,055
	INTEREST INCOME	143,195	139,476
	CAPITAL IMPROVEMENT	309,024	1,874,006
	Pipeline	5,944,000	-
	Vehicles*	715,000	55,000
	Reservoir Snooks	247,000	
	Well 12	3,740,000	68,000
	Electrical Improvement-Plant 5	100,000	150,000
	PFOS Treatment Plant	4,080,000	2,040,000
	Shop Upgrade	75,000	75,000
	Fire Hydrant upgrades	100,000	100,000
	Software-Mapping & Asset management*	25,000	25,000
	La Mirada Reservoir recoat	1,094,442	
	Add pump capacity Plant 1	1,125,000	
	Reservoir 2 recoat	855,000	
	Reservoir 5A recoat	702,000	
	Greenville PRV & pipeline	611,000	
	Generators-Wells, La Mirada Plt, Plant 1	450,000	
	Install PRV various locations	339,000	
	Vigil Reservoir recoat	739,000	
	Lyon Reservoir recoat	728,000	
	Plant 5 & 6 generator	375,000	
	New well	3,750,000	
	Master Plan*	163,647	
	Water Rate Study*	150,000	
	Water Rights*	128,000	128,000
	TOTAL CAPITAL IMPROVEMENTS	26,236,089	2,641,000
	BEGINNING CASH AVAILABLE	7,083,611	7,678,991
	ENDING CASH AVAILABLE	7,678,991	7,047,769
	6 months operating expense	3,539,082	3,693,957
	*not in Water Master Plan update	7,630,373	7,363,380
		2024/2025	2025/2026

The District's 2025/2026 operational budget is not in excess of the Gann Appropriations Limitation, Prop. 4-1979 creating State Constitution Article XIII B, as calculated by staff using factors from 2024/2025

Appropriation Limit	1,164,500
Appropriations Subject to Limit, reduced by construction costs	-1,382,535
Remaining Appropriations Capacity	2,547,035

**RESOLUTION NO. 25-07**

**RESOLUTION OF THE BOARD OF  
LA HABRA HEIGHTS COUNTY  
WATER DISTRICT  
IN SUPPORT OF FILING AN  
APPLICATION WITH THE  
CALIFORNIA OFFICE OF  
EMERGENCY SERVICES FEDERAL  
NON-DISASTER GRANT PROGRAM**

RESOLUTION NO. 25-07

RESOLUTION OF THE BOARD OF  
LA HABRA HEIGHTS COUNTY WATER DISTRICT  
IN SUPPORT OF FILING AN APPLICATION WITH THE CALIFORNIA OFFICE OF  
EMERGENCY SERVICES FEDERAL NON-DISASTER GRANT PROGRAM

WHEREAS, the La Habra Heights County Water District (LHHCWD) is to serve as the prime applicant for the filing of the application with the California Office of Emergency Services (Cal OES) Federal Non-Disaster Grant Program pertinent to the 2024 Cal OES Cybersecurity Grants; and

WHEREAS, the LHHCWD was formed in 1976 as a Special Water District under Water Code 30000, et seq.; and

WHEREAS, LHHCWD has a 6 square mile service area with 1,993 service connections; and

WHEREAS, LHHCWD is committed to securing its computer systems from cybersecurity threats; and

WHEREAS, LHHCWD plans to further protect its computer systems that will aid in protecting the water system operations, as well as help to ensure the computer systems are protected within LHHCWD's applications and systems; and

WHEREAS, staff and consultants have formulated a plan of improvements, referred to as the LHHCWD 2024 Cybersecurity Grant; and

WHEREAS, the Cal OES is currently soliciting proposals for grant funding assistance under their 2024 Cal OES Cybersecurity Grants program; and

WHEREAS, LHHCWD staff has prepared a grant application under the 2024 Cal OES Cybersecurity Grant program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the LHHCWD as follows:

1. The LHHCWD Board of Directors supports the submission of a grant application to Cal OES for the 2024 Cal OES Cybersecurity Grant; and
2. LHHCWD, the applicant, will provide all matching funds required for the grant project and that any cash match will be appropriated as required; and

3. LHCWD will agree to any liability arising out of the performance of this agreement shall be the responsibility of LHCWD and the Board of Directors; and
4. LHCWD will agree that grant funds shall not be used to supplant expenditures controlled by LHCWD and the Board of Directors;
5. The LHCWD General Manager, Joe Matthews, is directed to submit the grant application and is authorized to enter into an agreement with the Cal OES on behalf of LHCWD for grant funding under the 2024 Cal OES Cybersecurity Grant program; and
6. The LHCWD General Manager, Joe Matthews is the official executing this agreement and is authorized by the Board of Directors;
7. Notwithstanding the foregoing, LHCWD reserves the right, at any time and in its sole discretion, to opt-out of the application process and opt-out of entering into any agreement for grant funding provided for in this resolution, without incurring any fees, costs, or penalties.

ADOPTED, SIGNED AND APPROVED this 24<sup>th</sup> day of June 2025.

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Brad Cooke, President  
La Habra Heights County Water District

ATTEST:

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Joe Matthews, Secretary  
La Habra Heights County Water District

[SEAL]

I, JOE MATTHEWS, 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 24th day of June 2025, and was adopted at that meeting by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Joe Matthews, Secretary  
Board of Directors of the  
La Habra Heights County Water District

**DISCUSS AND APPROVE  
DISTRICT'S SAFETY WORK BOOT  
REIMBURSEMENT POLICY**



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## LA HABRA HEIGHTS COUNTY WATER DISTRICT

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### MEMORANDUM

**DATE: JUNE 15, 2025**  
**TO: BOARD OF DIRECTORS**  
**FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER**  
**SUBJECT: REVISE EMPLOYEE POLICIES AND PROCEDURES TO  
ESTABLISH A SAFETY WORK BOOT REIMBURSEMENT  
POLICY**

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At the last meeting I was asked to present a safety work boot reimbursement policy. A policy was created that adheres to JPIA recommendations and OSHA safety requirements and fits the needs of the District.

I recommend approving this safety work boot reimbursement policy and adding it to the District's Employee Policies and Procedures Manual.

## LA HABRA HEIGHTS COUNTY WATER DISTRICT SAFETY-TOED WORKBOOT REIMBURSEMENT POLICY

The District requires employees assigned to work in the field to wear safety-toed workboots. Effective July 1, 2025, the District will reimburse a maximum allowance for safety-toed boots of \$250.00 per year for each employee required to wear such boots. This maximum amount of \$250.00 shall increase by the Los Angeles/Long Beach/Anaheim CPI-W each July 1<sup>st</sup> effective July 1, 2026. Such allowance will also include in-soles and other related items that increase the life expectancy of the boot or as recommended by the District's Workers' Compensation carrier.

Boots should be sturdy and have an impact-resistant toe, all safety-toed boots shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection. The General Manager shall permit each field staff employee to purchase his or her own boots that meet these requirements. Any employee seeking reimbursement for boots shall submit the receipt to the Superintendent within thirty days of purchase for reimbursement by the District. The District shall reimburse no more than \$250.00 per year and the employee is responsible for any remaining costs. Any unused portion of the annual allowance shall revert to the District and shall not be paid to the employee or added to the following year's allowance.

The General Manager may approve an additional pair of safety-toed work boots prior to the completion of one full year, which shall not exceed the \$250.00 per pair maximum for any employee, if an employee's safety-toed work boots show excessive wear, provided the employee wears the boots at work only. Any such authorization must be pre-approved in writing by the General Manager prior to the purchase of additional work boots.

If a field staff employee is assigned to do work which, in the opinion of the Superintendent, would expose the employee to foot injuries and that employee does not, in the opinion of the Superintendent, have suitable boots, that employee may be removed from that work site. Subsequent instances of failure to have appropriate boots may, in the discretion of the Superintendent, result in the employee being sent home without pay. Repeated violations of the safety-toed boot requirements may subject the employee to discipline, up to and including dismissal.

**REPORT ON FIRE HYDRANT  
MAINTENANCE AS A MANDATORY  
WORK ACTIVITY**

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## LA HABRA HEIGHTS COUNTY WATER DISTRICT

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### MEMORANDUM

**DATE: JUNE 16, 2025**  
**TO: BOARD OF DIRECTORS**  
**FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER**  
**SUBJECT: ESTIMATED TIME USED TO INCLUDE FIRE HYDRANT  
MAINTENANCE AND VALVE PROGRAM IN MANDATORY  
FIELD WORK ACTIVITIES**

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In February I provided a tabulation of field time spent completing water system maintenance for the 2024 calendar year that detailed over 40% of available time dedicated to mandatory activities. After reviewing the calendar year 2025 through April, I plan to increase time dedicated to fire hydrant maintenance to 12% and valve program to 5.5% to make both mandatory activities. This plan estimates 73.5% of the field time available will be used for completing all mandatory activities. The remaining 26.5% of time available will be used for other duties.

### MANDATORY WORK

#### Including an estimated percentage of time needed to complete

Meter reading, meter exchanges, service leaks, onsite customer service, and backflow program	20.0 %
All work hours spent pumping	12.0 %
Fire hydrant maintenance	12.0 %
PTO	8.5 %
Marking Dig Alert tickets	5.5 %
Valve program	5.5 %
Collecting weekly and emergency bacteriological water samples and flushing	4.0 %
Repairing mainline leaks average (varies by pay period)	3.0 %
All chlorine related maintenance	2.0 %

All work hours spent serving delinquent notices and performing flow restrictions	<u>1.0 %</u>
Percentage of total time used to perform mandatory work	73.5 %

## **FIRE HYDRANT MAINTENACE AND VALVE PROGRAM WORK INCLUDES THE FOLLOWING**

### **1. Fire hydrant maintenance:**

- Determine if hydrant needs fire department to address clearance issues and report, as needed.
- Exercising the main valve and record the amount of turns and valve condition
- List valve for replacement, as needed
- Determine if hydrant is flanged and install break away spool, as needed
- List hydrants bury for replacement or welded flange, as needed
- Determine condition of hydrant barrel and replace hydrant, as needed
- Remove rust and paint the hydrant and bollards, as needed
- Replace reflective tape on bollards, as needed
- Flow water through diffuser using both 2 ½" and 4" port
- Check and record static PSI and mark it on top of hydrant
- Install retaining block or other protective measures, as needed
- Report any defects to superintendent for repair or replacement, as needed

### **2. Valve Exercise Program**

- Exercising the main valve and record the amount of turns and valve condition
- List valve for replacement, as needed
- Flush nearby hydrants to remove rust in water
- Report any defects to superintendent for repair or replacement, as needed

### **3. Other duties, including but not limited to the following:**

- Tank inspections and grounds maintenance
- Well pump, motor, packing, pre-lube valve assembly, and grounds maintenance
- Well flushing & sampling with labs not included in bacteriological sampling
- Plant pump, motor, packing, and cleaning and other maintenance

- Emergency generator maintenance
- Electrical preventative maintenance and generator power testing
- Dead end line flushing
- Sample station maintenance
- Production of meter testing, repair, and calibration
- SCADA maintenance and repairs
- Truck and equipment maintenance
- Cla-Val and pressure reducing station maintenance
- Working with contractors including SCADA, electrical, meter & pipeline
- Safety and other training
- Working larger projects like 10A rehab

Lastly, we have added a timekeeping application for field employees that will give me a more detailed breakdown of where all their time is used. I intend to adjust work priorities in the future based on the data from this application.

# MONTHLY REPORT ON PFAS

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## LA HABRA HEIGHTS COUNTY WATER DISTRICT

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### MEMORANDUM

**DATE:** JUNE 15, 2025  
**TO:** BOARD OF DIRECTORS  
**FROM:** JOE MATTHEWS, SECRETARY/GENERAL MANAGER  
**SUBJECT:** MONTHLY REPORT ON PFAS

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On May 19, 2025, Water Replenishment District (WRD) made a presentation of its proposed PFAS treatment funding with annual production requirements to Ed Castaneda, Orchard Dale Water District (ODWD), and me. The funding is far from our desired amount. The production requirements are unattainable for the District and may go against ODWD's mandated reduction in flow. I met with Ed and Mike Gualtieri to discuss and coordinate our response and have forwarded info to our subcommittee.

On June 3, 2025, WRD's Board of Directors approved both the Memorandum of Understanding and the Reimbursement Agreement. I have requested copies of the signed agreements; however, I am still waiting to receive them.