

**LA HABRA HEIGHTS COUNTY
WATER DISTRICT**

BOARD MEETING

AUGUST 26, 2025

**AGENDA FOR REGULAR MEETING
BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
August 26, 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 July 22, 2025 (approve)
 - b. Financial Reports – July 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 Approve – District Class A driver's license salary policy
 - b. Discuss and Approve – Miscellaneous Fee's
 - c. Discuss and Approve – GK consulting revised proposal for EPA grant administration
 - d. Discuss and Approve – PFAS public communications agreement with CV Strategies
 - e. General Manager report on PFAS

9. Closed Session

a. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION:

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

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
July 22, 2025

A regular meeting of the Board of Directors of La Habra Heights County Water District was held on July 22, 2025, at 4:00 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 Baroldi, Cooke, Crabb, McVicar, and Perumean

ABSENT: None

Item 2. Staff members and others present. Staff: Joe Matthews, Secretary/General and Ivan Ramirez, Superintendent. Others present: Michael Silander, District Counsel.

Item 3. Public Communications – None

Item 4. Directors Report – Individual, Subcommittees and/or Attended Events.

Director McVicar discussed increased costs in waste services, signing checks, and mentioned the District has a new Charles Schwab account representative.

Item 5. a. b. &c. Minutes of Regular Board meeting for June 24, 2025, Financial Reports June 2025, and Status of Investments June 2025. After discussion there was a motion by Director McVicar and seconded by Director Perumean to approve minutes, financials, and status of investments. The vote was as follows:

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

NOES: None

ABSENT: None

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 Perumean that warrant numbers 47904 through 47974 in the amount of \$204,897.13 and EFT transfers in the amount of \$14,391.71 be approved and signatures be authorized. The vote was as follows:

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

NOES: None

ABSENT: None

Item 7. Report of Superintendent. The Superintendent discussed that three service leaks and two main leaks were repaired. A wood retaining wall was installed around a fire hydrant near 1800 Dorothea Road. Tri County Pump installed pump two at Plant 1 and is back online after repairs. Staff continues to flush customer's line at 2085 El Cajonita due to sediment in his line from our three-inch steel main that needs replacement. Superintendent received quotes from contractors to replace this line however all three prices are above our limit of approval.

Item 8.a. Discuss and Adopt– Resolution 25-06, Fiscal Year 2025/2026 Annual Budget. After discussion, there was a motion by Director McVicar and seconded by Director Baroldi to approve Resolution 25-06. The vote was as follows:

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

NOES: None

ABSENT: None

Item 8.b. Discuss and Adopt – Resolution 25-08, Fiscal Year 2025/2026 Salary and Benefits. After discussion, there was a motion by Director McVicar and seconded by Director Baroldi to approve Resolution 25-08. The vote was as follows:

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

NOES: None

ABSENT: None

Item 8.c. Discuss and Approve – El Cajonita Drive service line replacements. After discussion, a motion was made by Director Cooke and seconded by Director Crabb to approve the proposal from Robert Brkich Construction Corporation in the amount of \$58,311.00 for work in accordance with pre-job walk with contractor. The vote was as follows:

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

NOES: None

ABSENT: None

Item 8.d. Discuss and Approve – GIS platform agreement for District maps and maintenance management. After discussion, there was a motion by Director McVicar and seconded Director Baroldi to approve Nobel Systems proposals of \$32,000.00 per year for the first three years for cloud services and a single cost of \$24,800.00 for unlimited GIS DATA creation, with a stipulation to insert language drafted by our attorney into the contract that our data and information are confidential. The vote was as follows:

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

NOES: None

ABSENT: None

Item 8.e. Discuss and Adopt: WRD PFAS Remediation Program Participation Agreement. After discussion, no action was taken on this item.

(Closed Session began at 6:13 p.m. and ended at 6:15 p.m.)

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 6:15 p.m. The vote was as follows:

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

NOES: None

ABSENT: None

Dated: August 26, 2025

Brad Cooke, President

(SEAL)

Joe Matthews, Secretary

FINANCIAL REPORT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF NET POSITION

July 31, 2024 and July 31, 2025

	2024	2025
<u>ASSETS:</u>		
<u>Current Assets:</u>		
CASH-PETTY	300.00	300.00
CASH-CHECKING	784,050.28	2,180,434.74
CASH-SWEEP	409.71	92.71
INVESTMENT-LAIF	5,112,910.71	4,177,556.29
INVESTMENT-TREASURY BILLS	1,026,170.36	1,074,214.08
ACCOUNTS RECEIVABLE-WATER	521,566.22	550,973.38
ACCOUNTS RECEIVABLE-OTHER	311,206.42	373,505.49
LEASE RECEIVABLE	131,188.00	131,226.00
ACCRUED INTEREST RECEIVABLE	19,312.00	14,806.00
INVENTORY	237,828.76	308,955.82
PREPAID EXPENSES	83,312.02	86,471.15
Total Current Assets	<u>8,240,830.72</u>	<u>8,898,535.66</u>
<u>Noncurrent Assets:</u>		
<u>Capital Assets:</u>		
LAND	532,743.65	532,743.65
WATER RIGHTS	1,640,490.80	1,640,490.80
SOURCE OF SUPPLY	2,278,699.92	2,275,481.80
PUMPING PLANT	1,668,932.77	1,668,932.77
TRANSMISSION & DISTRIBUTION	26,552,921.13	28,052,424.01
GENERAL PLANT	1,656,096.36	1,666,748.78
CONSTRUCTION IN PROGRESS	800,796.43	433,440.27
Total Capital Assets	<u>35,130,681.06</u>	<u>36,270,262.08</u>
Accumulated Depreciation	<u>(19,729,105.08)</u>	<u>(20,245,273.87)</u>
Net Capital Assets	<u>15,401,575.98</u>	<u>16,024,988.21</u>
<u>Other Noncurrent Assets:</u>		
INVESTMENTS-CAL DOMESTIC WATER CO	591.00	591.00
LEASE RECEIVABLE	2,162,954.62	2,039,462.04
Total Other Noncurrent Assets	<u>2,163,545.62</u>	<u>2,040,053.04</u>
Total Assets	<u>25,805,952.32</u>	<u>26,963,576.91</u>
 DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from pension plan	 853,967.00	 595,613.00
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from OPEB	 199,012.00	 430,354.00
Total Deferred Outflows of Resources	<u>1,052,979.00</u>	<u>1,025,967.00</u>

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF NET POSITION

July 31, 2024 and July 31, 2025

	<u>2024</u>	<u>2025</u>
LIABILITIES		
<u>Current Liabilities:</u>		
ACCOUNTS PAYABLE	845,331.45	696,139.78
DEPOSITS-CUSTOMERS	2,649.50	4,500.00
DEPOSITS-CONSTRUCTION	13,500.00	5,000.00
ACCRUED EMPLOYEE BENEFITS	121,805.03	139,854.83
NET OPEB OBLIGATION	1,076,358.00	1,450,712.00
NET PENSION LIABILITY	1,431,442.00	1,407,148.00
Total Current Liabilities	<u>3,491,085.98</u>	<u>3,703,354.61</u>
Total Liabilities	<u>3,491,085.98</u>	<u>3,703,354.61</u>
 DEFERRED INFLOWS OF RESOURCES- Deferred amounts from pension plan	 176,276.00	 140,658.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from OPEB	914,390.00	782,327.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from Leases	2,285,211.37	2,163,350.89
Total Deferred Inflows of Resources	<u>3,375,877.37</u>	<u>3,086,335.89</u>
 <u>Net Position:</u>		
INVESTED IN CAPITAL ASSETS, NET RELATED DEBT	15,401,575.98	16,024,988.21
UNRESTRICTED	4,590,391.99	5,174,865.20
RESTRICTED	-	-
Total Net Position	<u><u>19,991,967.97</u></u>	<u><u>21,199,853.41</u></u>

LA HABRA HEIGHTS COUNTY WATER DISTRICT
STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
For One Month Ending July 31, 2024 and July 31, 2025

	Last Year Current Month Actual 7/31/2024	Current Month Actual 7/31/2025	Last Year YTD Actual 7/31/2024	Current YTD Actual 7/31/2025	Current Budget 2025/26	Actual 7/31/2025 % of budget 2025/26 8%
Operating Revenue:	547,014.68	568,447.28	547,014.68	568,447.28	6,092,986.00	9%
Operating Expenses:						
Source of Supply	201,288.89	226,605.84	201,288.89	226,605.84	2,160,412.00	11%
Pumping	5,920.48	57,757.76	5,920.48	57,757.76	133,495.00	43%
Treatment	6,346.76	5,933.86	6,346.76	5,933.86	95,582.00	6%
Transmission & Distribution	14,345.30	34,001.27	14,345.30	34,001.27	700,407.00	5%
Customer Accounts	6,799.82	14,302.16	6,799.82	14,302.16	223,294.00	6%
Administrative and General	214,499.26	304,152.44	214,499.26	304,152.44	2,072,614.00	15%
Capital Improvements	154,511.75	154,511.75	154,511.75	154,511.75	1,874,006.00	8%
Other	7,411.62	11,547.27	7,411.62	11,547.27	98,875.00	12%
TOTAL OPERATING EXPENSES	611,123.88	808,812.35	611,123.88	808,812.35	7,358,685.00	11%
OPERATING INCOME (LOSS)	(64,109.20)	(240,365.07)	(64,109.20)	(240,365.07)	(1,265,699.00)	19%
Non-Operating Revenues	31,413.50	35,799.02	31,413.50	35,799.02	1,446,658.00	3%
Non-Operating Expenses	-	800.00	-	800.00	28,014.00	3%
NET NON-OPERATING REVENUES (EXPENSES)	31,413.50	34,999.02	31,413.50	34,999.02	1,418,644.00	3%
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(32,695.70)	(205,366.05)	(32,695.70)	(205,366.05)	152,945.00	-134%
SYSTEM BUY IN FEE			12,055.00	-		
CAPITAL CONTRIBUTIONS			-	-		
NET INCOME (LOSS) IN NET POSITION			(20,640.70)	(205,366.05)		
NET POSITION-BEGINNING OF YEAR			20,012,608.67	21,405,219.46		
NET POSITION-END OF PERIOD			19,991,967.97	21,199,853.41		

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUE AND EXPENSES

For One Month Ending July 31, 2024 and July 31, 2025

	Last Year Current Month Actual 7/31/2024	Current Month Actual 7/31/2025	Last Year YTD Actual 7/31/2024	Current YTD Actual 7/31/2025	Current Budget 2025/26	Actual 7/31/2025 % of budget 2025/26 8%
OPERATING REVENUES						
SALES-WATER	327,077.52	335,756.56	327,077.52	335,756.56	3,289,482.00	10%
SALES-READINESS TO SERVE	215,162.05	228,746.96	215,162.05	228,746.96	2,733,327.00	8%
SALES-MISCELLANEOUS	4,775.11	3,943.76	4,775.11	3,943.76	35,854.00	11%
LEASE-WATER RIGHTS	-	-	-	-	34,323.00	0%
TOTAL OPERATING REVENUES	547,014.68	568,447.28	547,014.68	568,447.28	6,092,986.00	9%
OPERATING EXPENSES						
PURCHASED WATER	4,141.00	5,861.30	4,141.00	5,861.30	271,633.00	2%
GROUND WATER REPLENISHMENT ASSMT	122,325.04	126,856.68	122,325.04	126,856.68	1,103,284.00	12%
POWER	74,822.85	93,887.86	74,822.85	93,887.86	785,495.00	12%
TOTAL SOURCE OF SUPPLY	201,288.89	226,605.84	201,288.89	226,605.84	2,160,412.00	11%
LABOR-PUMPING	2,557.01	4,303.38	2,557.01	4,303.38	66,869.00	6%
MAINTENANCE-PUMPING	3,363.47	53,454.38	3,363.47	53,454.38	66,626.00	80%
TOTAL PUMPING	5,920.48	57,757.76	5,920.48	57,757.76	133,495.00	43%
MAINT & LABOR-TREATMENT	6,346.76	5,933.86	6,346.76	5,933.86	95,582.00	6%
TOTAL TREATMENT	6,346.76	5,933.86	6,346.76	5,933.86	95,582.00	6%
LABOR-TRANS & DISTRIBUTION	7,435.70	18,990.51	7,435.70	18,990.51	287,603.00	7%
MAINT-TRANS & DISTRIBUTION	11,322.27	1,433.76	11,322.27	1,433.76	208,926.00	1%
JOINT FACILITIES-WELL,LM CONDUIT&RES	11,420.09	32,586.75	11,420.09	32,586.75	423,601.00	8%
ORCHARD DALE PORTION	(15,832.76)	(19,009.75)	(15,832.76)	(19,009.75)	(219,723.00)	9%
TOTAL TRANSMISSION&DISTRIBUTION	14,345.30	34,001.27	14,345.30	34,001.27	700,407.00	5%
LABOR&MAINT-CUSTOMER ACCOUNTS	6,799.82	14,302.16	6,799.82	14,302.16	219,817.00	7%
UNCOLLECTIBLE ACCOUNTS	-	-	-	-	3,477.00	0%
TOTAL CUSTOMER ACCOUNTS	6,799.82	14,302.16	6,799.82	14,302.16	223,294.00	6%
TOTAL OTHER OPERATING EXPENSES	33,412.36	111,995.05	33,412.36	111,995.05	1,152,778.00	10%
TOTAL SOURCE OF SUPPLY & OPERATING EXPENSES	234,701.25	338,600.89	234,701.25	338,600.89	3,313,190.00	10%
ADMINISTRATIVE & GENERAL EXPENSES						
LABOR-FIELD-SICK,VAC,HOLIDAY	3,794.02	8,380.56	3,794.02	8,380.56	84,398.00	10%
WAGES-MANAGEMENT	5,978.77	6,951.20	5,978.77	6,951.20	160,333.00	4%
WAGES-OFFICE	11,672.85	23,803.33	11,672.85	23,803.33	296,733.00	8%
WAGES-MGMT&OFFICE-SICK,VAC,HOLIDAY	2,134.91	8,876.47	2,134.91	8,876.47	99,073.00	9%
OFFICE SUPPLIES	2,674.93	1,947.24	2,674.93	1,947.24	29,511.00	7%
AUTO SERVICE	4,924.82	3,885.60	4,924.82	3,885.60	52,399.00	7%
BANK SERVICE CHARGE	113.85	774.61	113.85	774.61	11,052.00	7%
DUES & SUBSCRIPTIONS	4,908.39	5,720.93	4,908.39	5,720.93	43,107.00	13%
BUILDING SERVICE	1,275.74	2,141.13	1,275.74	2,141.13	22,609.00	10%
OFFICE EQUIPMENT MAINT	3,179.79	6,168.55	3,179.79	6,168.55	37,112.00	17%
PROFESSIONAL SERVICES	11,378.00	20,731.16	11,378.00	20,731.16	126,760.00	16%
EDUCATION & MEETINGS	727.00	135.00	727.00	135.00	17,894.00	1%

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUE AND EXPENSES

For One Month Ending July 31, 2024 and July 31, 2025

	Last Year Current Month Actual 7/31/2024	Current Month Actual 7/31/2025	Last Year YTD Actual 7/31/2024	Current YTD Actual 7/31/2025	Current Budget 2025/26	Actual 7/31/2025 % of budget 2025/26 8%
LEGAL	875.00	875.00	875.00	875.00	61,712.00	1%
UTILITIES	8,659.12	11,696.69	8,659.12	11,696.69	109,604.00	11%
ENGINEERING	260.00	-	260.00	-	66,949.00	0%
INSUR-AUTO, LIABILITY & PROPERTY	11,209.88	13,486.61	11,209.88	13,486.61	154,417.00	9%
INSUR-GROUP HEALTH & LIFE	16,866.23	18,857.05	16,866.23	18,857.05	229,403.00	8%
EMPLOYEE WORKERS COMPENSATION	548.24	284.97	548.24	284.97	30,356.00	1%
DENTAL	573.12	1,108.80	573.12	1,108.80	12,754.00	9%
RETIREMENT-CALPERS	4,969.55	19,092.11	4,969.55	19,092.11	164,700.00	12%
RETIREMENT-DEFERRED COMP	2,459.01	2,500.43	2,459.01	2,500.43	22,828.00	11%
RETIREMENT-CALPERS UNFUND ACCR LIAB	108,463.00	135,260.00	108,463.00	135,260.00	139,783.00	97%
MAINTENANCE-GENERAL PLANT	6,853.04	11,475.00	6,853.04	11,475.00	99,127.00	12%
CAPITAL IMPROVEMENTS	154,511.75	154,511.75	154,511.75	154,511.75	1,874,006.00	8%
PROPERTY TAXES	444.74	445.70	444.74	445.70	5,630.00	8%
PAYROLL TAXES	6,966.88	11,101.57	6,966.88	11,101.57	93,245.00	12%
TOTAL ADMIN & GENERAL EXP	376,422.63	470,211.46	376,422.63	470,211.46	4,045,495.00	12%
TOTAL OPERATING EXPENSES	611,123.88	808,812.35	611,123.88	808,812.35	7,358,685.00	11%
OPERATING INCOME (LOSS)	(64,109.20)	(240,365.07)	(64,109.20)	(240,365.07)	(1,265,699.00)	19%
NONOPERATING REVENUES						
INTEREST INCOME	20,021.05	22,824.08	20,021.05	22,824.08	268,764.00	9%
PROPERTY TAX INCOME	-	-	-	-	1,036,498.00	0%
RENT/LEASE INCOME	10,556.92	11,057.42	10,556.92	11,057.42	127,274.00	9%
OIL ROYALTIES	835.53	717.52	835.53	717.52	12,133.00	6%
MISCELLANEOUS INCOME	-	1,200.00	-	1,200.00	1,989.00	60%
GAIN ON ASSET SOLD	-	-	-	-	-	0%
TOTAL NONOPERATING REVENUES	31,413.50	35,799.02	31,413.50	35,799.02	1,446,658.00	3%
NONOPERATING EXPENSES						
LOSS ON INVESTMENT	-	-	-	-	-	0%
DIRECTORS FEES	-	800.00	-	800.00	9,900.00	8%
DIRECTORS EXPENSES	-	-	-	-	4,481.00	0%
ELECTION	-	-	-	-	13,633.00	0%
TOTAL NONOPERATING EXPENSES	-	800.00	-	800.00	28,014.00	3%
NET NONOPER REVENUES(EXPENSES)	31,413.50	34,999.02	31,413.50	34,999.02	1,418,644.00	3%
NET INCOME (LOSS) IN NET POSTION	(32,695.70)	(205,366.05)	(32,695.70)	(205,366.05)	152,945.00	-134%

WARRANTS

La Habra Heights County Water District
AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
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BANK ID: 13100 - EFT TRANSFERS

1002956117	07/16/25	M	0130	CALPERS	\$5,186.66
1002956118	07/16/25	M	0130	CALPERS	\$2,062.77
1002966312	07/28/25	M	0130	CALPERS	\$1,086.00
1002972198	08/04/25	M	0130	CALPERS	\$5,186.66
1002972199	08/04/25	M	0130	CALPERS	\$2,062.77
1002972411	08/04/25	M	0130	CALPERS	\$134,174.00
1002979416	08/13/25	M	0130	CALPERS	\$80.00
1002979418	08/13/25	M	0130	CALPERS	\$5,186.66
1002979419	08/13/25	M	0130	CALPERS	\$2,062.77
BANK 13100 REGISTER TOTAL:					\$157,088.29

BANK ID: 13110 - CHECKING- WELLS FARGO

47975	07/22/25	P	0139	ACWA/JPIA	\$1,657.00
47976	07/22/25	P	0385	ADMIRAL PEST CONTROL	\$203.00
47977	07/22/25	P	0232	AICPA	\$650.00
47978	07/22/25	P	0013	CANNINGS HARDWARE	\$321.05
47979	07/22/25	P	0588	CARDMEMBER SERVICE	\$90.00
47980	07/22/25	P	0160	CENTRAL BASIN WATER ASSOC	\$1,464.04
47981	07/22/25	P	0432	CHARTER COMMUNICATIONS	\$599.00
47982	07/22/25	P	0441	CINTAS CORPORATION	\$75.92
47983	07/22/25	P	0145	CIVILTEC ENGINEERING INC	\$2,542.50
47984	07/22/25	P	0558	CONEXWEST	\$230.95
47985	07/22/25	P	0062	ENERGY CONTROL HVAC	\$297.00
47986	07/22/25	P	0464	ENVIROKLEEN USA	\$650.00
47987	07/22/25	P	0389	FRONTIER COMMUNICATIONS	\$900.00
47988	07/22/25	P	0099	GRAINGER INC	\$24.38
47989	07/22/25	P	0369	HIGHROAD INFO TECHNOLOGY	\$2,475.00
47990	07/22/25	P	0153	HOME DEPOT CR SERVICES	\$815.86
47991	07/22/25	P	0252	INFOSEND, INC	\$1,706.28
47992	07/22/25	P	0133	KONICA MINOLTA	\$133.03
47993	07/22/25	P	0051	LINCOLN FINANCIAL GROUP	\$3,484.44
47994	07/22/25	P	0581	MICHAEL GUALTIERI	\$150.00
47995	07/22/25	P	0231	O'REILLY AUTO PARTS	\$295.86
47996	07/22/25	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$65.13
47997	07/22/25	P	0495	PUBLIC WATER AGENCIES GROUP	\$875.00
47998	07/22/25	P	0373	RUSH TRUCK CENTER	\$300.00
47999	07/22/25	P	0258	S&J SUPPLY CO, INC	\$7,844.12
48000	07/22/25	P	0147	SAN GABRIEL VALLEY WATER CO	\$42.16
48001	07/22/25	P	0068	SOUTHERN CALIF EDISON CO	\$22,184.67
48002	07/22/25	P	0477	STURDIVAN EMERGENCY MGMT	\$4,642.58
48003	07/22/25	P	0268	UNIVAR USA, INC	\$1,941.51
48004	07/22/25	P	0577	WARE DISPOSAL	\$331.13
48005	07/22/25	P	0016	WATER REPLENISHMENT DISTRICT	\$95,327.18
48006	07/22/25	P	0016	WATER REPLENISHMENT DISTRICT	\$8,482.00
48007	07/22/25	P	0094	WECK LABORATORIES, INC	\$1,814.00
48008	08/05/25	P	0116	ACWA-JPIA	\$19,057.53
48009	08/05/25	P	0139	ACWA/JPIA	\$33,538.31
48010	08/05/25	P	0353	ARCO BUSINESS SOLUTIONS	\$2,712.93
48011	08/05/25	P	0013	CANNINGS HARDWARE	\$51.75
48012	08/05/25	P	0570	CAPIO	\$45.00
48013	08/05/25	P	0014	CENTRAL BASIN MWD	\$3,110.01
48014	08/05/25	P	0441	CINTAS CORPORATION	\$75.92
48015	08/05/25	P	0145	CIVILTEC ENGINEERING INC	\$4,727.50
48016	08/05/25	P	0558	CONEXWEST	\$228.86
48017	08/05/25	P	0575	D.L. AUTO, INC.	\$371.71
48018	08/05/25	P	0164	EXCEL TELEMESSAGING	\$150.00
48019	08/05/25	P	0389	FRONTIER COMMUNICATIONS	\$103.20
48020	08/05/25	P	0569	GOTO COMMUNICATIONS, INC.	\$352.43
48021	08/05/25	P	0032	HACH COMPANY	\$2,028.30

La Habra Heights County Water District
AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
48022	08/05/25	P	0263	HI-WAY SAFETY, INC	\$3,047.65
48023	08/05/25	P	0369	HIGHROAD INFO TECHNOLOGY	\$5,895.00
48024	08/05/25	P	ONETIM	JESUS MEDINA	\$250.73
48025	08/05/25	P	0402	L G HOLDINGS, INC	\$1,586.38
48026	08/05/25	P	0051	LINCOLN FINANCIAL GROUP	\$3,379.88
48027	08/05/25	P	0453	MATTHEW CERDA	\$90.00
48028	08/05/25	P	0430	MICHAEL SILANDER	\$3,500.00
48029	08/05/25	P	0258	S&J SUPPLY CO, INC	\$1,147.15
48030	08/05/25	P	0068	SOUTHERN CALIF EDISON CO	\$94,555.74
48031	08/05/25	P	0477	STURDIVAN EMERGENCY MGMT	\$9,285.16
48032	08/05/25	P	0427	TPX COMMUNICATIONS	\$4,323.08
48033	08/05/25	P	0592	TRENCH SAFETY RENTALS	\$87.45
48034	08/05/25	P	0466	TRI COUNTY PUMP COMPANY	\$51,868.00
48035	08/05/25	P	0078	UNDERGROUND SERVICE ALERT	\$176.00
48036	08/05/25	P	0078	UNDERGROUND SERVICE ALERT	\$695.63
48037	08/05/25	P	0268	UNIVAR USA, INC	\$1,979.34
48038	08/05/25	P	0562	VERIZON	\$500.96
48039	08/05/25	P	0386	VERIZON WIRELESS	\$944.08
48040	08/05/25	P	0016	WATER REPLENISHMENT DISTRICT	\$105,054.80
48041	08/05/25	P	0094	WECK LABORATORIES, INC	\$2,042.00
48042	08/05/25	P	0591	ZENNER USZ, INC.	\$17,387.88
48043	08/20/25	P	0385	ADMIRAL PEST CONTROL	\$203.00
48044	08/20/25	P	ONETIM	BRASH ENGINEERING	\$1,106.38
48045	08/20/25	P	0013	CANNINGS HARDWARE	\$178.36
48046	08/20/25	P	0014	CENTRAL BASIN MWD	\$2,751.29
48047	08/20/25	P	0432	CHARTER COMMUNICATIONS	\$599.00
48048	08/20/25	P	0441	CINTAS CORPORATION	\$98.80
48049	08/20/25	P	0518	CLIFTON LARSON ALLEN LLP	\$2,100.00
48050	08/20/25	P	0558	CONEXWEST	\$228.86
48051	08/20/25	P	0464	ENVIROKLEEN USA	\$650.00
48052	08/20/25	P	0580	EXCEL BACKFLOW SERVICE, INC.	\$80.00
48053	08/20/25	P	0389	FRONTIER COMMUNICATIONS	\$900.00
48054	08/20/25	P	0569	GOTO COMMUNICATIONS, INC.	\$424.79
48055	08/20/25	P	0099	GRAINGER INC	\$620.99
48056	08/20/25	P	0369	HIGHROAD INFO TECHNOLOGY	\$108.08
48057	08/20/25	P	0153	HOME DEPOT CR SERVICES	\$1,605.16
48058	08/20/25	P	0252	INFOSEND, INC	\$3,633.59
48059	08/20/25	P	0133	KONICA MINOLTA	\$133.03
48060	08/20/25	P	0579	KONICA MINOLTA BUSINESS SOL.	\$74.41
48061	08/20/25	P	0051	LINCOLN FINANCIAL GROUP	\$3,379.88
48062	08/20/25	P	0453	MATTHEW CERDA	\$95.20
48063	08/20/25	P	0593	MICHAEL TAFOLLA	\$60.00
48064	08/20/25	P	0174	MICHELLE PEREZ	\$100.80
48065	08/20/25	P	0503	MICHELLE SAVAGE	\$213.60
48066	08/20/25	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$80.06
48067	08/20/25	P	0258	S&J SUPPLY CO, INC	\$1,079.04
48068	08/20/25	P	0415	SAMUEL MUNOZ	\$1,500.00
48069	08/20/25	P	0147	SAN GABRIEL VALLEY WATER CO	\$64.11
48070	08/20/25	P	0068	SOUTHERN CALIF EDISON CO	\$25,174.90
48071	08/20/25	P	0267	STAMPS BY MAIL	\$156.00
48072	08/20/25	P	0094	WECK LABORATORIES, INC	\$312.00
BANK 13110 REGISTER TOTAL:					\$584,676.48
GRAND TOTAL :					\$741,764.77

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

Michael Silander

Attorney at Law

3625 E. Thousand Oaks Blvd., Suite 224

Westlake Village, CA 91362

INVOICE

DATE: JULY 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

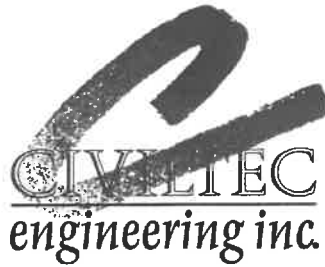
Invoice for legal services rendered in June 2025.

MATTER	HOURS	AMOUNT
Transactional - General	18.0	\$2,250.00
Retainer	Flat fee	\$1,250.00
		TOTAL: \$3,500.00

Please make all checks payable to Michael Silander

If you have any questions concerning this invoice,

please email michael@silanderlaw.com or call 805-490-9247



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

July 23, 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 **June 2025**
Invoice Backup Support - Billing Period through June 30, 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 LHCWD management. Following is an explanation of time spent backing up the **June 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 \$2,327.50.00 in June 2025. The remaining budget is \$12,630.00. The **Civiltec** team worked with Joe Mathews regarding planning for a new GIS platform by scanning maps, reviewed the services for El Cajonita Drive, and assessed electrical documentation for Plant 1 and Plant 5. This is the final invoice for FY 24-25. A new job number with a budget reset has been set up for FY 25-26.

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 LHCWD customers. Below is an accounting of expenditures under this **Civiltec** job number for FY 2024-25. This is the final invoice for FY 24-25. A new job number with a budget reset has been set up for FY 25-26.

There were expenditures in the month of June 2025 totaling \$2,400.00. We have set up project numbers per fire flow simulation. We are using this main number 2024141 and have put on extensions starting with .01 for the first request. This is the final invoice for FY 24-25. A new job number with a budget reset has been set up for FY 25-26.



2024141.27	Fire Flow Modeling- 359 West Rd	\$600.00
2024141.28	Fire Flow Modeling- 1581 Le Flore Dr	\$600.00
2024141.29	Fire Flow Modeling- 1352 Dorothea Road	\$600.00
2024141.30	Fire Flow Modeling- 948 Picaacho Dr.	\$600.00

2022169.00 – Well No. 12 Well Siting Study. LHHWCWD 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 June 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. LHHWCWD 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 June 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. The budget established for the *Civiltec* effort is \$421,360.00. There were no expenditures in the month of June 2025 totaling. The remaining budget is \$111,427.00.

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

Credit Card Transactions

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$Amount
06/28	Payment Thank You Image Check	-355.22
06/26	EB* ANNUAL JOINT MEETI 801-413-7200 CA -- CBWA Lunch Meeting for Joe M.	25.00
07/01	July 2025 Meeting 8887643480 ca-- SCWUA Luncheon for Joe M.	40.00
07/03	EB* ANNUAL JOINT MEETI 801-413-7200 CA -- CBWA Lunch Meeting for Ivan R.	25.00

REPORT OF SUPERINTENDENT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: 8/21/25

TO: JOE MATTHEWS, GENERAL MANAGER
& BOARD OF DIRECTORS

FROM: IVAN RAMIREZ, SUPERINTENDENT

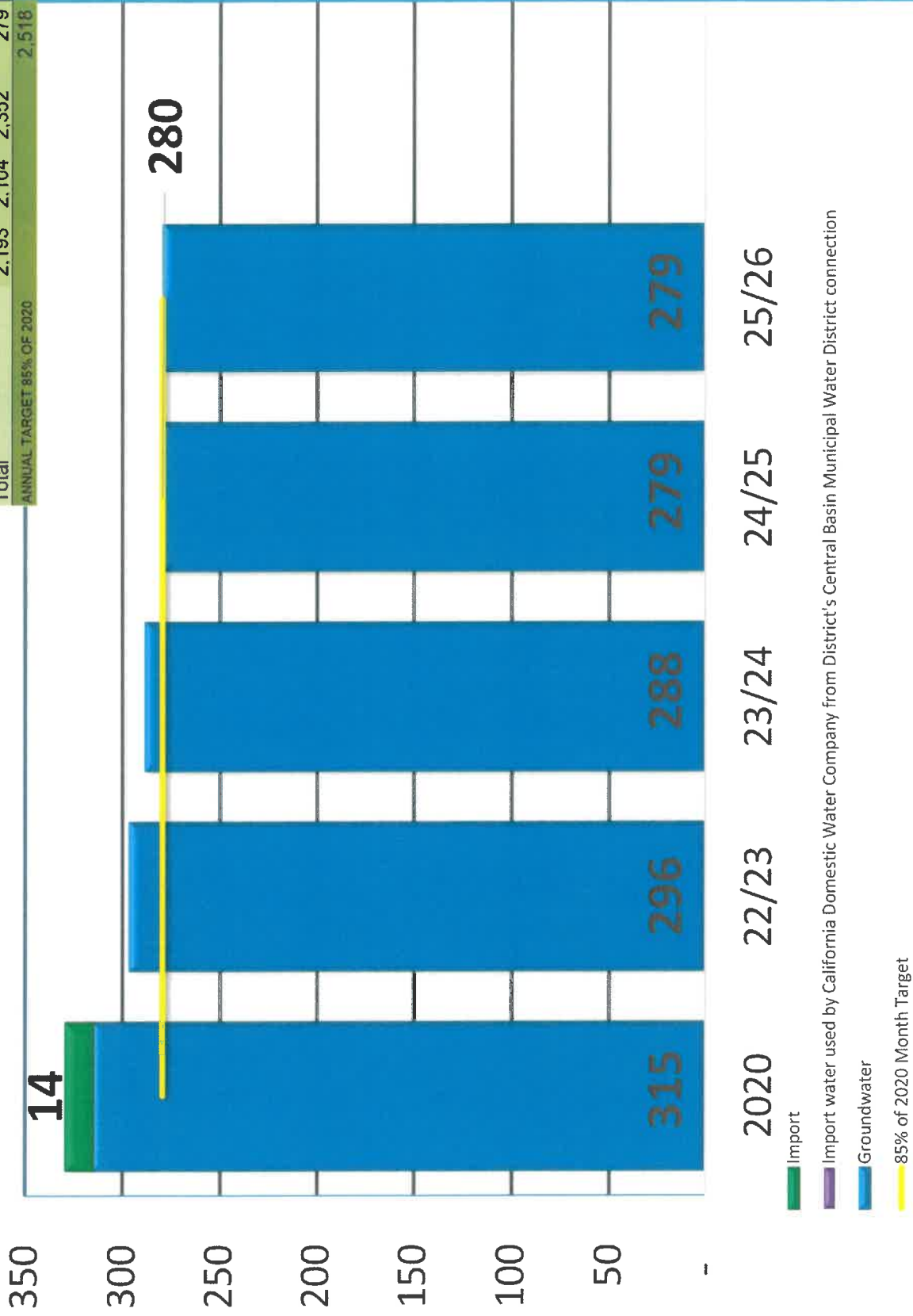
SUBJECT: SUPERINTENDENT'S REPORT FOR AUGUST 2025

System and Equipment Maintenance

- Repaired three service leaks, two main leaks, and replaced one rusty hydrant on Whitehill Drive.
- Noble has completed the scanning of all of our maps for our GIS mapping system.
- Brkich Construction abandoned the 3-inch steel line that fed customers at 2085 and 2111 El Cajonita. Their services have been relocated to our 6-inch A.C. water main, this work has resolved our water quality issues with these customers.

LA HABRA HEIGHTS COUNTY WATER DISTRICT

Production in acre feet for **JULY**
Compared to 85% of 2020



**DISCUSS AND APPROVE
DISTRICT'S CLASS A DRIVERS
LICENSE SALARY POLICY**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: AUGUST 26, 2025
TO: BOARD OF DIRECTORS
FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER
**SUBJECT: REVISE EMPLOYEE POLICIES AND PROCEDURES TO
ESTABLISH CLASS A LICENSE COMPENSATION BONUS**

The Board requested I research Class A license compensation at other agencies for consideration of Class A license compensation for District employees. I reviewed Class A license policy and compensation at eight agencies. Four of the eight agencies pay a bonus without having vehicles in the fleet that require a Class A license. Only Walnut Valley Water District has mobile emergency generators like ours that require a Class A license for transportation.

Our District has four emergency power generators that require a Class A license for transportation. We have three employees currently holding Class A licenses. They constantly train in transporting our generators to all our facilities and how to use them.

The following page shows the compensation of other agencies, and the District being one of only two agencies having equipment requiring a Class A license.

I propose offering a 3% pay increase for any employee other than the General Manager who voluntarily holds or obtains a Class A license and is required to drive vehicles for the District. If having a Class A license is made mandatory, I recommend offering a 5% increase.

For reference, we offer a 5% pay increase for a T-2 water treatment certificate for anyone other than temporary employees, Utility Worker II and above, and any management position, even if they are not assigned to work in the field.

<u>AGENCY</u>	<u>CLASS A LICENSE PAY INCENTIVE PER CLASS A LICENSE</u>	
City of Whittier No Class A vehicles in fleet	Additional \$100 per month	\$1,200 annual
City of Fullerton No Class A vehicles in fleet	Additional \$50 per pay period (every 2 weeks)	\$1,300 annual
City of Seal Beach No Class A vehicles in fleet	Additional \$50 per pay period (every 2 weeks)	\$1,300 annual
Valley County Water District No Class A vehicles in fleet	Additional \$100 per month	\$1,200 annual
Orchard Dale Water District No Class A vehicles in fleet	N/A	N/A
Rowland Water District No Class A vehicles in fleet	N/A	N/A
San Gabriel County Water District No Class A vehicles in fleet	N/A	N/A
Walnut Valley Water District Own large emergency generators that require a class A license	5% increase through 6/30/27 \$161 - \$356 per pay period (estimated) On 7/1/27 the license becomes mandatory with pay scale reflecting	\$4,193 - \$9,240 annual
La Habra Heights County Water District Own large emergency generators that require a class A license	Proposed 3% bonus increase Must keep Class A to continue to receive increase \$81 to \$182 per pay period	\$2,093 - \$4,722 annual
	Proposed 5% increase if Class A becomes mandatory \$135 to \$303 per pay period	\$3,510 - \$7,878 annual

**DISCUSS AND APPROVE
MISCELLANEOUS FEE'S**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

To: Joe Matthews
From: Tammy Wagstaff
Date: August 19, 2025
RE: Miscellaneous fees

Using the 2023 Rate Study model by IB Consulting, staff calculated the miscellaneous fees that customers are charged for various job tasks. I used the attached format provided by IB Consulting to calculate the fees. These fees are rounded up from the attached calculations.

Below are the miscellaneous fees:

	<u>Previous fee</u> 7% of balance	<u>Proposed fee</u> 7% of balance
Late Charge		
Flow Restriction Delinquent Charge	\$ 150.00	\$ 220.00
Returned Payment Charge-NSF	\$ 50.00	\$ 115.00
Door Tag Fee	\$ 50.00	\$ 75.00
Water Availability Charge	\$ 600.00	\$ 670.00
Meter Certification Fee	\$ 530.00	\$ 500.00
Fire Hydrant-set/remove/relocate Fee	\$ 80.00	\$ 90.00
Meter Clear Out Fee-brush removal	\$ 390.00	\$ 290.00
Fire Service Charge	\$ 32.41/inch	\$ 32.41/inch
Fire Hydrant Meter Deposit	\$ 1,500.00	\$ 2,000.00
Increase/decrease Meter Size Deposit	\$ 620.00	\$ 620.00

System Buy-In-Fee

Meter Size

1"	\$ 12,055.00	\$ 12,055.00
1.5"	\$ 24,111.00	\$ 24,111.00
2"	\$ 38,577.00	\$ 38,577.00
3"	\$ 84,387.00	\$ 84,387.00
4"	\$151,897.00	\$151,897.00
6"	\$313,438.00	\$313,438.00

Late Charge

Description: Late Charge for Utility Bill

Labor Costs			Travel Costs			Materials Costs		Late Charge Calculation		
Position	Estimated Hours of Labor	FBHR (\$/hr)	Labor Costs	Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Travel Costs	Materials / Supplies	Materials Costs	Cost-Based
Customer Service/Accounting Clerk	0.07	\$92.92	\$6.50	None				Placeholder	\$0.00	\$10.76
Management Assistant/Accountant	0.04	\$106.29	\$4.25	None				Placeholder	\$0.00	\$0.00
Placeholder	0.00	\$0.00	\$0.00	None				Placeholder	\$0.00	\$0.00
Placeholder	0.00	\$0.00	\$0.00	None				Placeholder	\$0.00	\$0.00
Placeholder	0.00	\$0.00	\$0.00	None				Placeholder	\$0.00	\$0.00
Total Labor Costs			\$10.76	Total Travel Costs			\$0.00	Total Materials Costs		\$10.76

Flow Restriction Delinquent Charge

Description: Remove meter, add flow restrictor, and reconnect

Labor Costs			Travel Costs			Materials Costs		Flow Restriction Delinquent Charge Calculation		
Position	Estimated Hours of Labor	FBHR (\$/hr)	Labor Costs	Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Travel Costs	Materials / Supplies	Materials Costs	Cost-Based
Customer Service/Accounting Clerk	0.02	\$92.92	\$1.86	1st Vehicle	10 miles	\$0.70	\$7.00	Door hanger	\$0.21	\$202.93
Management Assistant/Accountant	0.02	\$106.29	\$2.13	1st Vehicle	10 miles	\$0.70	\$7.00	Placeholder	\$0.00	\$14.00
Utility Worker II	1.50	\$132.63	\$198.95	None				Placeholder	\$0.00	\$0.21
Placeholder	0.00	\$0.00	\$0.00	None				Placeholder	\$0.00	
Placeholder	0.00	\$0.00	\$0.00	None				Placeholder	\$0.00	
Total Labor Costs			\$202.93	Total Travel Costs			\$14.00	Total Materials Costs		\$217.14
								Flow Restriction Delinquent Charge		

Returned Payment Charge - NSF

Description: NSF Fee

Labor Costs			Travel Costs			Materials Costs		Returned Payment Charge - NSF Calculation		
Position	Estimated Hours of Labor	FBHR (\$/hr)	Labor Costs	Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Travel Costs	Materials / Supplies	Materials Costs	Cost-Based
Customer Service/Accounting Clerk	0.42	\$92.92	\$39.02	1st Vehicle	10 miles	\$0.70	\$7.00	Paper	\$0.01	\$83.23
Utility Worker II	0.50	\$88.42	\$44.21	None				Envelope	\$0.02	\$7.00
Placeholder	0.00	\$0.00	\$0.00	None				Reply Envelope	\$0.02	\$22.20
Placeholder	0.00	\$0.00	\$0.00	None				Postage	\$0.78	
Placeholder	0.00	\$0.00	\$0.00	None				Bank Charges	\$21.37	
Total Labor Costs			\$83.23	Total Travel Costs			\$7.00	Total Materials Costs		
								Returned Payment Charge - NSF	\$22.20	\$112.43

Door Tag Fee - Past due / NSF

(during business hours)

Description:

Non-Payment and Flow Restrictions Door Tags

Labor Costs		Travel Costs		Materials Costs		Door Tag Fee - Past due / NSF Calculation	
Position	Estimated Hours of Labor	FBHR (\$/hr)	Labor Costs	Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Travel Costs
Customer Service/Accounting Clerk	0.21	\$92.92	\$19.51	1st Vehicle	10 miles	\$0.70	\$7.00
Management Assistant/Accountant	0.12	\$106.29	\$12.75	None			
Utility Worker II	0.40	\$88.42	\$35.37	None			
Placeholder	0.00	\$0.00	\$0.00	None			
Placeholder	0.00	\$0.00	\$0.00	None			
Total Labor Costs			\$67.64	Total Travel Costs			\$7.00
				Total Materials Costs			\$0.21
				Door Tag Fee - Past due / NSF			\$74.85

Water Availability Charge

Description: Pass-Through charge from third-party vendor to certify that fire flow is available for new build or addition

Labor Costs				Travel Costs			Materials Costs		Water Availability Charge Calculation	
Position	Estimated Hours of Labor	FBHR (\$/hr)	Labor Costs	Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Materials / Supplies	Materials Costs		Cost-Based
Customer Service/Accounting Clerk	0.2	\$92.92	\$18.58	1st Vehicle			Engineering	\$600.00	Labor Costs	\$66.97
Superintendent	0.3	\$161.29	\$48.39	None			Placeholder	\$0.00	Travel Costs	\$0.00
Placeholder	0.0	\$0.00	\$0.00	None			Placeholder	\$0.00	Materials Cost	\$600.00
Placeholder	0.0	\$0.00	\$0.00	None			Placeholder	\$0.00		
Placeholder	0.0	\$0.00	\$0.00	None					Water Availability Charge	\$666.97
Total Labor Costs			\$66.97	Total Travel Costs		\$0.00	Total Materials Costs			

Meter Certification Fee

Description: Pull Meter, Meter is Tested, and Meter is Reinstalled

Labor Costs				Travel Costs			Materials Costs		Meter Certification Fee Calculation	
Position	Estimated Hours of Labor	FBHR (\$/hr)	Labor Costs	Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Materials / Supplies	Materials Costs		Cost-Based
Customer Service/Accounting Clerk	0.2	\$92.92	\$18.58	1st Vehicle	10 miles	\$0.70	Meter Test Vendor	\$250.00	Labor Costs	\$227.68
Utility Worker II	2.0	\$88.42	\$176.84	1st Vehicle	10 miles	\$0.70	Placeholder	\$0.00	Travel Costs	\$14.00
Superintendent	0.2	\$161.29	\$32.26	None			Placeholder	\$0.00	Materials Cost	\$250.00
Placeholder	0.0	\$0.00	\$0.00	None			Placeholder	\$0.00		
Placeholder	0.0	\$0.00	\$0.00	None					Meter Certification Fee	\$491.68
Total Labor Costs			\$227.68	Total Travel Costs		\$14.00	Total Materials Costs			

Fire Hydrant Meter - Set/Removal/Relocate

Description: Set / Removal / Relocate

Labor Costs				Travel Costs			Materials Costs		Fire Hydrant Meter - Set/Removal/Relocate Calculation	
Position	Estimated Hours of Labor	FBHR (\$/hr)	Labor Costs	Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Materials / Supplies	Materials Costs		Cost-Based
Utility Worker II	0.5	\$88.42	\$44.21	1st Vehicle	10 miles	\$0.70	Service order paper	\$0.01	Labor Costs	\$72.09
Customer Service/Accounting Clerk	0.3	\$92.92	\$27.87	1st Vehicle	10 miles	\$0.70	Placeholder	\$0.00	Travel Costs	\$14.00
Placeholder	0.0	\$0.00	\$0.00	None			Placeholder	\$0.00	Materials Cost	\$0.01
Placeholder	0.0	\$0.00	\$0.00	None			Placeholder	\$0.00		
Placeholder	0.0	\$0.00	\$0.00	None					Fire Hydrant Meter - Set/Removal/Relocate	\$86.10
Total Labor Costs			\$72.09	Total Travel Costs		\$14.00	Total Materials Costs			

Meter Clear Out

Description: Clear debris/plants from meter to be able to read meter

Labor Costs		Estimated Hours of Labor		FBHR (\$/hr)		Labor Costs		Travel Costs		Materials Costs		Meter Clear Out Calculation		
Position								Vehicles	Distance Traveled (mi)	Mileage Rate (\$/mi)	Travel Costs	Materials / Supplies	Materials Costs	Cost-Based
Customer Service/Accounting Clerk	1.0			\$92.92		\$92.92		1st Vehicle	10 miles	\$0.70	\$7.00	Postage	\$0.78	Labor Costs \$269.76
Utility Worker II	2.0			\$88.42		\$176.84		None				Paper	\$0.01	Travel Costs \$7.00
Placeholder	0.0			\$0.00		\$0.00		None				Window envelope	\$0.02	Materials Costs \$7.63
Placeholder	0.0			\$0.00		\$0.00		None				Reply envelope	\$0.02	
Placeholder	0.0			\$0.00		\$0.00		None				Certified letter/return	\$6.80	
Total Labor Costs						\$269.76		Total Travel Costs			\$7.00	Total Materials Costs	\$7.63	Meter Clear Out \$284.39

**DISCUSS AND APPROVE
GK CONSULTING REVISED
PROPOSAL FOR EPA GRANT
ADMINISTRATION**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: AUGUST 26, 2025
TO: BOARD OF DIRECTORS
FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER
SUBJECT: PROPOSAL TO INCREASE THE BUDGET FOR GK
CONSULTING PFAS TREATMENT EPA GRANT APPLICATION
ASSISTANCE

The District's contract with GK Consulting for the EPA Grant application assistance will meet its approved amount sooner now that we are working directly with the EPA. The first agreement was based on time and materials at a rate of \$130.00 per hour, not to exceed \$6,500.00. The term of the contract was two years, ending in December 2025.

Last August, we amended that contract and approved adding 50 more hours at the same rate of \$130.00 per hour, not to exceed an additional \$6,500.00. This was to account for the unanticipated additional hours needed for working with both Water Replenishment District (WRD) and the EPA. The term was also extended to June 30, 2026.

Now that WRD has been removed from the EPA grant we are responsible for working directly with the EPA, causing a change in scope and hours needed to fulfill the contract. Grace Kast has submitted a proposal to amend the contract to fund the remainder of the application and post-award process, based on her experience performing similar services involving EPA.

Grace has proposed an additional 65 hours at the same hourly rate of \$130.00 per hour with a not-to-exceed amount of \$8,450.00 to fulfill the revised scope of work and extending the contract term another year to June 30, 2027.

Please see the original contract and the amendment, in addition to this latest proposal for your review.

Due to the complexity of the services needed, I recommend approving the amended contract with GK Consulting.

July 30, 2025

Mr. Joe Matthews
La Habra Heights County Water District
127 N. Hacienda Road
La Habra Heights, CA 90631

PROPOSED AMENDMENT #2

Dear Mr. Matthews:

GK Consulting, Inc ("GKC") is pleased to submit this letter proposal, as requested, to amend our current contract for services in support of the LHHCWDP PFAS Treatment EPA Grant Application and Post-Award Services. This proposal, if accepted, would be Amendment 2 of the contract.

This amendment proposal adds a new scope of work not previously included and revises the original scope to remove WRD. Given the recent news from WRD/EPA regarding the direct recipient arrangement for the EPA Grant, the level of effort will increase significantly for professional grant management services. The revised scope will include the following:

1) NEW SCOPE ADDITION

Grant Transition

Coordination and collection of all past WRD/EPA work products and written communications. Organization of all data collected. During the transition period, GKC will begin working directly with EPA (rather than WRD) to update the application documents to reflect the direct relationship between LHHCWDP and EPA with the ultimate goal of LHHCWDP being awarded the EPA grant directly. As such, GKC will not be coordinating grant efforts with WRD to fulfill the grant requirements. Instead, GKC will now work directly with EPA on LHHCWDP's behalf to complete the grant project.

2) ORIGINAL SCOPE CHANGES (redlined)

Grant Application and Award

- Continuous review of U.S. EPA Community Grants Guidelines and Application
- Coordinate with LHHCWDP Engineers and Staff;
- Review all available planning documents and reports including budget and costs, schedule, and other data;
- Update grant application information as needed by EPA;
- Collect, manage, organize all project information and data, as necessary to complete the application, including technical data and analysis from technical experts, if needed;
- Coordinate information and documentation for requirements to meet grant funding application eligibility (i.e., CEQA/NEPA, Permits, Board Resolution(s), financial commitment for non-Federal cost share, letters of support, if needed);
- Submit final grant application and documents to EPA upon LHHCWDP's final approval;
- Follow-up on grant application submittals, as needed and/or requested by LHHCWDP or EPA.



Creating and Managing Solutions for Your Success

- Attend project/grant-specific meetings as requested - contingent upon availability. Virtual meetings preferred.

Grant Post-Award Management and Reporting

- Develop a smooth and seamless process for preparing and submitting information, reports, documents and reimbursement claims as required by EPA prior to, during and after project completion and grant terms;
- Collect, manage, and organize all project reports and grant eligible invoices and documents, as required by the grant;
- Prepare and submit all required reports and claims for reimbursement to EPA;
- Collect, manage, organize and prepare final completion reports, as required after completion of project;
- Coordinate funding matches with LHHWCWD for grant reimbursement claims; and
- On-going communication/coordination with LHHWCWD; conduct follow-up with EPA and respond to EPA inquiries, etc.

The general terms of the original contract remain the same. Changes to the contract are limited to scope revisions/additions, increase to the budget and a term extension. The current amended contract is for a not-to-exceed amount of \$13,000. Due to the unexpected change of LHHWCWD being the direct grant recipient (rather than WRD), it is anticipated that GKC's grant management/coordination role and responsibilities will increase substantially. As of July 2025, the remaining budget is \$3,705 which is expected to be utilized quickly during the transition work.

SECOND AMENDMENT PROPOSAL TO CURRENT AMENDED CONTRACT: Based on the current status and expected changes, and barring further unexpected changes outside of GKC's control, GKC is estimating the need for an additional 65 hours at the same hourly rate of \$130/hr with a not-to-exceed amount of \$8,450 to fulfill the revised scope of work and to extend the contract term from June 30, 2026 to June 30, 2027. The amended total contract will then be for a total not-to-exceed amount of \$21,450 which will continue to be charged on an hourly basis with detailed invoices and the new term will end June 30, 2027.

If this is acceptable to LHHWCWD, please sign below approving the amended contract as described above. LHHWCWD's counter signature will serve as a notice-to-proceed.

Grace J. Kast, President, GK Consulting, Inc.

July 30, 2025

Date

Joe Matthews, General Manager, LHHWCWD

Date



Creating and Managing Solutions for Your Success

ORIGINAL AGREEMENT

Proposal for Grant Application and Grant Management Services

Prepared for:

La Habra Heights County Water District

PFAS Treatment Grant

**Coordinate/Collect, Prepare, Submit Grant
Application Data, Information and Reports as well as
Post-Award Grant Management Services for the U.S.
EPA Community Infrastructure Grant Application**

Prepared by: Grace J. Kast
GK Consulting, Inc.

Submitted on December 7, 2023

ORIGINAL AGREEMENT

I am pleased to provide a proposal to La Habra Heights County Water District "LHHCWD" for professional grant consulting services to coordinate/collect, prepare, submit grant application data, information and reports as well as for post-award grant management services for a grant from the U.S. EPA Community Infrastructure Grant Program. WRD is the direct recipient of the EPA grant and will reimburse costs to LHHCWD once received from EPA. This is a time and material proposal with a not-to-exceed dollar amount.

SCOPE OF SERVICES INCLUDED IN THIS PROPOSAL**Grant Application**

- Review U.S. EPA Community Grants Guidelines and Application
 - Coordinate with WRD Staff and LHHCWD Engineers and Staff
- Review all available planning documents and reports including budget and costs, schedule, and other data;
 - Prepare and develop information for grant application as needed by WRD
 - Collect, manage, organize all project information and data, as necessary to complete both applications, including technical data and analysis from technical experts, if needed;
 - Coordinate information and documentation for requirements to meet grant funding application eligibility (i.e., CEQA/NEPA, Permits, Board Resolution(s), financial commitment for non-Federal cost share, letters of support, if needed);
 - Support and assist with final grant application submittal(s);
 - Follow-up on grant submittals, as needed and/or requested by LHHCWD.
- Attend project/grant-specific meetings as requested - contingent upon availability. Virtual meetings preferred.

Grant Post-Award Management and Reporting

- Develop a smooth and seamless process for preparing and submitting information, reports, documents and reimbursement claims as required by WRD and EPA prior to, during and after project completion and grant terms;
 - Collect, manage, and organize all project reports and grant eligible invoices and documents, as required by the grant;
 - Prepare and submit reports and claims for reimbursement to WRD;
Collect, manage, organize and prepare final completion reports, as required after completion of project;
 - Coordinate funding matches with grant claims; AND
 - On-going communication/coordination with WRD and LHHCWD; conduct follow-up with WRD and respond to WRD inquiries, etc.
-



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Fees and Term

ORIGINAL AGREEMENT

This proposal is based on a time and materials basis, assumes access to general and project-specific technical data, as well as schedule and cost data developed by others. Fees will be incurred for work performed and will be based on an hourly rate, pro-rated to the nearest quarter hour. Fees for this proposal are \$130 per hour up to a maximum of \$6,500. LHCWD will be notified if additional time and work are needed for this contract within 30 days of meeting the maximum of \$6,500. Detailed invoices will be submitted for work completed during the previous month. Payment is due within 30 days of receipt of electronic invoice.


The term of this agreement is effective on date of authorized signature by LHCWD and is good for two years. Additional one year terms may be added by consent of both parties in writing, with or without an increase in the not-to-exceed amount as described above. Either party may cancel this agreement at any time contingent on full payment of all work performed.

Insurance

I, at my own expense, will at all times carry, maintain, and keep in full force and effect Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this work and Comprehensive General Liability Insurance with minimum limits of one million dollars (\$1,000,000) per incident or accident for bodily injury, death and property damage and Workers' Compensation insurance as required by the State of California.

Conclusion


It is my pleasure to submit this proposal to LHCWD for professional grant consulting services. If terms are acceptable, please sign, date and return this scope of work electronically to proceed.



Grace J. Kast, President, GK Consulting, Inc.

December 7, 2023

Date



Michael Gualtieri, General Manager, LHCWD

12/19/23
Date



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August 13, 2024

AMENDMENT #1

Mr. Joe Matthews
La Habra Heights County Water District
127 N. Hacienda Road
La Habra Heights, CA 90631

Dear Mr. Matthews:

GK Consulting, Inc ("GKC") is pleased to submit this letter proposal, as you have requested, to amend our current contract for services in support of the LHCWD PFAS Treatment EPA Grant Application and Post-Award Services.

This amendment proposal request does not change the scope and general terms of the original contract other than an increase to the budget and a term extension. The current contract is for a not-to-exceed amount of \$6,500 (see attached) for a 2-year term ending December of 2025. Due to the unexpected need for multi-agency coordination activities and many discussions/meetings to facilitate the development of the EPA Grant to the current point, the previously approved maximum budget will be expended before August 31, 2024. It is my hope that the application will be ready for submittal within 30 days from today (barring any unforeseen delays). Once it is submitted by WRD to EPA, GKC will continue to support the grant application process as well as post-award activities as described in the original contract to help ensure reports and invoices are submitted properly and that grant requirements are being met.

AMENDMENT PROPOSAL TO CURRENT CONTRACT: Based on the current status and barring unexpected delays outside of GKC's control, I am estimating the need for an additional 50 hours at the same hourly rate of \$130/hr with a not-to-exceed amount of \$6,500 to fulfill the scope of work and to extend the contract term to June 30, 2026. The amended total contract will then be for a total not-to-exceed amount of \$13,000 which will continue to be charged on an hourly basis with detailed invoices and the new term will end June 30, 2026.

If this is acceptable to LHCWD, please sign below approving the amended contract as described above. LHCWD's counter signature will serve as a notice-to-proceed.



Grace J. Kast, President, GK Consulting, Inc.

August 13, 2024

Date



Joe Matthews, General Manager, LHCWD

8/27/2024
Date

**DISCUSS AND APPROVE
PFAS PUBLIC COMMUNICATIONS
AGREEMENT WITH CV STRATEGIES**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: AUGUAT 26, 2025
TO: BOARD OF DIRECTORS
FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER
SUBJECT: PFAS PUBLIC COMMUNICATIONS AGREEMENT

The District is planning to hold public meetings to inform the community about PFAS in the Central Basin's groundwater. I met with CV Strategies, a well-regarded public communications firm with extensive experience in public outreach related to PFAS, to discuss our needs. This company comes highly recommended by several agencies that have contracted them for similar work. They provided multiple options for our consideration and will attend the board meeting to deliver a presentation.

Attached are proposals from CV Strategies for your review.

August 21, 2025

Joe Matthews
General Manager
La Habra Heights County Water District
1271 North Hacienda Rd.
La Habra Heights, CA 90631
joe@lhhcwd.com

Project Goal: Provide comprehensive outreach on a retainer basis to help La Habra Heights County Water District educate customers through a redesigned website, quarterly newsletters, an informative Consumer Confidence Report and a community meeting about PFAS

Quote/ Scope of Work

OUTREACH STRATEGY	DESCRIPTION	MONTHLY HOURS	MONTHLY COST
PFAS educational Outreach	<ul style="list-style-type: none"> « Research the latest PFAS information regarding state and federal regulations, health impacts, District actions and responses and other details relevant to promoting accurate information for customers « Provide a comprehensive list of key points for Directors and staff to share unified messages of accurate information with the public « Develop postcards to inform LHHCWD customers about the time, location and topic of the community meeting « Utilize key messages to create a visually-compelling and informative PowerPoint presentation « Create flyers in English, Spanish, Korean and Simplified Chinese to distribute at the community meeting containing key messages « Facilitate live Spanish, Korean and Simplified Chinese interpreters « Provide in-person support during the live community meeting « Ensure information shared at the community meeting is available online for future reference 	5.5	\$1,090

Website Redesign	<ul style="list-style-type: none"> « Develop the LHHWCWD website as a visually compelling communications tool and information depository <ul style="list-style-type: none"> ○ Collaborate with staff to identify critical components and determine site map ○ Update content to engage audiences and streamline the user experience ○ Design layout and graphics with interactivity in mind ○ Incorporate photography into the overall design ○ Integrate social media accounts into the website ○ Ensure seamless integration with third-party platforms such as ePay ○ Utilize WordPress CMS to ensure staff ability to update as needed ○ Include Google Analytics to increase organizational understanding of customer behavior ○ Populate with required documents and review with staff ○ Create information update forms for customers to complete and submit online « Host with a third-party vendor for no more than \$22/mo. « Assess need for images to enhance website « Determine which District facilities, staff, local landmarks, conservation and other water usage elements to include « Schedule and coordinate a 3-hour photography shoot « Capture photography with a crew of two <ul style="list-style-type: none"> ○ Photographer ○ Field producer 	7.5	\$1,450
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Quarterly Digital Newsletters	<ul style="list-style-type: none"> « Collaborate with staff to identify and prioritize relevant newsletter topics « Create compelling written articles promoting District news, programs, PFS information and other relevant messages beneficial to residents « Incorporate graphics, icons, photos, and other images to establish a colorful and visually appealing layout that captures readers' attention « Translate all content into Spanish, Korean and simplified Mandarin « Design a digital newsletter including all four languages « Create a multilingual bill insert promoting the newsletter, including a QR code to direct visitors to the online version 	5.5	\$1,050
Consumer Confidence Report	<ul style="list-style-type: none"> « Produce content to inform and educate LHHCWD customers about water quality and other key District messages « Create a visually appealing 8-page Consumer Confidence Report (CCR), including infographics, photography, icons and other design elements « Provide LHHCWD with review opportunities throughout the CCR creation process « Incorporate design and content revisions as needed « Provide digital and print-ready files of designed documents « Translate and produce full 8-page versions in Spanish, Korean and Simplified Chinese 	5.5	\$1,050
Additional Support	<ul style="list-style-type: none"> « Facilitate monthly meetings to discuss project progress and District needs « Provide strategic counseling on current, future and potential outreach 	2	\$375
Monthly Subtotal		26	\$5,015
Total Month Cost (Not to exceed)			\$5,015



..... *Rates for Communication Services*

- | | |
|---------------------------|--|
| » President – \$275/hour | » Specialist/Design/Video/Photography – \$175/hour |
| » Executives – \$250/hour | » Translator – \$125/hour |
| » Directors – \$200/hour | » Support Staff – \$100/hour |

..... *Terms & Compensation*

Strategies shall be paid for all hours and expenses accrued up to the date of termination. Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate. All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

..... *Agreed & Approved*

Name

Signature

Title

Date



August 21, 2025

Joe Matthews
General Manager
La Habra Heights County Water District
1271 North Hacienda Rd.
La Habra Heights, CA 90631
joe@lhhcwd.com

Project Goal: Write, design and distribute newsletters to effectively communicate information about La Habra Heights County Water District services and programs

Quote/ Scope of Work

OUTREACH STRATEGY	DESCRIPTION	COST
Digital Newsletters	<ul style="list-style-type: none"> « Collaborate with staff to identify and prioritize relevant newsletter topics « Create compelling written articles promoting District news, programs, PFAS information and other relevant messages beneficial to residents « Incorporate graphics, icons, photos, and other images to establish a colorful and visually appealing layout that captures readers' attention « Translate all content into Spanish, Korean and simplified Chinese « Design a digital newsletter including all four languages « Create a multilingual bill insert promoting the newsletter, including a QR code to direct visitors to the online version 	\$3,500
Per-Newsletter Subtotal		\$3,500
Total Cost Per Newsletter (Not to exceed)		\$3,500

..... Rates for Communication Services

- » President – \$275/hour
- » Executives – \$250/hour
- » Directors – \$200/hour
- » Specialist/Design/Video/Photography – \$175/hour
- » Translator – \$125/hour
- » Support Staff – \$100/hour

..... Terms & Compensation

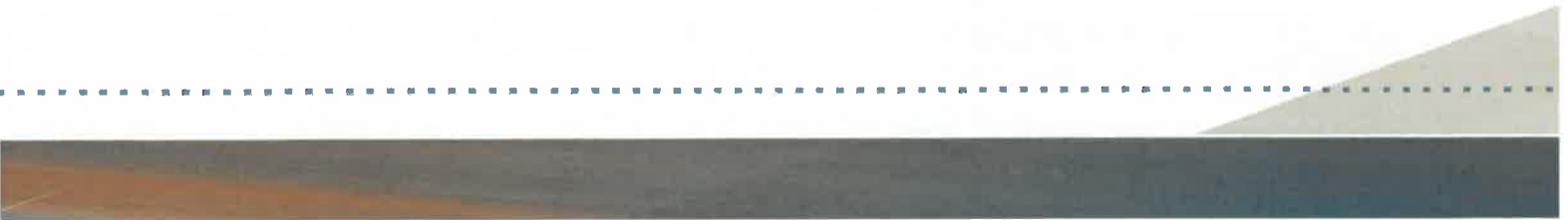
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..... *Agreed & Approved*

Name	Signature
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Title	Date
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August 21, 2025

Joe Matthews
General Manager
La Habra Heights County Water District
1271 North Hacienda Rd.
La Habra Heights, CA 90631
joe@lhwcwd.com

Project Goal: Create a contemporary, visually compelling, aesthetically pleasing and easy-to-navigate website to engage with customers and provide relevant information.

Quote/ Scope of Work

OUTREACH STRATEGY	DESCRIPTION	COST
Website redesign	<ul style="list-style-type: none"> « Develop the LHCWD website as a visually compelling communications tool and information depository <ul style="list-style-type: none"> ○ Collaborate with staff to identify critical components and determine site map ○ Update content to engage audiences and streamline the user experience ○ Design layout and graphics with interactivity in mind ○ Incorporate photography into the overall design ○ Integrate social media accounts into the website ○ Ensure seamless integration with third-party platforms such as ePay ○ Utilize WordPress CMS to ensure staff ability to update as needed ○ Include Google Analytics to increase organizational understanding of customer behavior ○ Populate with required documents and review with staff ○ Create information update forms for customers to complete and submit online « Host with a third-party vendor for no more than \$22/mo. 	\$12,750
Photography	<ul style="list-style-type: none"> « Assess need for images to enhance website « Determine which District facilities, staff, local landmarks, conservation and other water usage elements to include « Schedule and coordinate a 3-hour photography shoot « Capture photography with a crew of two <ul style="list-style-type: none"> ○ Photographer ○ Field producer 	\$1,750
Subtotal		\$14,500
Total Cost (Not to exceed)		\$14,500



..... *Rates for Communication Services*

- | | |
|---------------------------|--|
| » President – \$275/hour | » Specialist/Design/Video/Photography – \$175/hour |
| » Executives – \$250/hour | » Translator – \$125/hour |
| » Directors – \$200/hour | » Support Staff – \$100/hour |

..... *Terms & Compensation*

Strategies shall be paid for all hours and expenses accrued up to the date of termination. Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate. All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

..... *Agreed & Approved*

_____	_____
Name	Signature

_____	_____
Title	Date



August 21, 2025

Joe Matthews
 General Manager
 La Habra Heights County Water District
 1271 North Hacienda Rd.
 La Habra Heights, CA 90631
joe@lhhcwd.com

Project Goal: Create a compelling Consumer Confidence Report to educate and inform customers about their water supply and other significant District news

Quote/ Scope of Work

OUTREACH STRATEGY	DESCRIPTION	COST
Content Development & Design	« Produce content to inform and educate LHHCWD customers about water quality and other key District messages « Create a visually appealing 8-page Consumer Confidence Report (CCR), including infographics, photography, icons and other design elements « Provide LHHCWD with review opportunities throughout the CCR creation process « Incorporate design and content revisions as needed « Provide digital and print-ready files of designed documents	\$6,000
Multilingual Support	« Translate and produce full 8-page versions in Spanish, Korean and Simplified Chinese	\$4,500
Subtotal		\$10,500
Total Cost (Not to exceed)		\$10,500

..... Rates for Communication Services

- | | |
|---------------------------|--|
| » President – \$275/hour | » Specialist/Design/Video/Photography – \$175/hour |
| » Executives – \$250/hour | » Translator – \$125/hour |
| » Directors – \$200/hour | » Support Staff – \$100/hour |



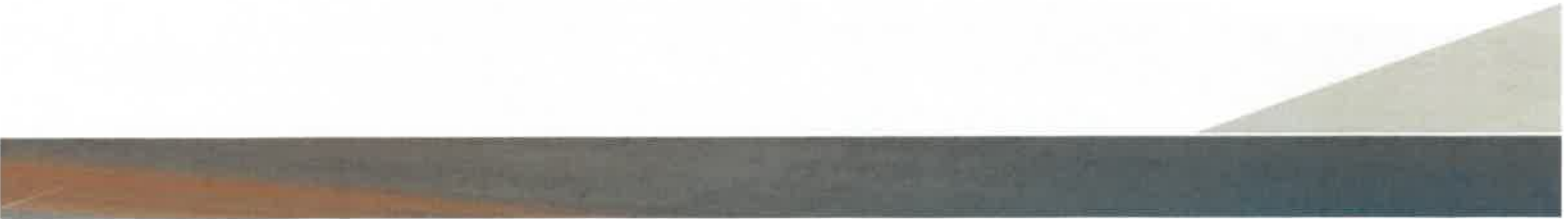
..... *Terms & Compensation*

Strategies shall be paid for all hours and expenses accrued up to the date of termination. Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate. All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

..... *Agreed & Approved*

Name	Signature
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Title	Date
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August 21, 2025

Joe Matthews
General Manager
La Habra Heights County Water District
1271 North Hacienda Rd.
La Habra Heights, CA 90631
joe@lhwcwd.com

Project Goal: Educate LHHCWD customers about PFAS, including health impacts, state and federal regulations and treatment options and costs, through unified messaging and a community meeting

Quote/ Scope of Work

OUTREACH STRATEGY	DESCRIPTION	COST
Develop Key Messages	<ul style="list-style-type: none"> « Research the latest PFAS information regarding state and federal regulations, health impacts, District actions and responses and other details relevant to promoting accurate information for customers « Provide a comprehensive list of key points for Directors and staff to share unified messages of accurate information with the public 	\$1,800
Meeting Presentation	<ul style="list-style-type: none"> « Utilize key messages to create a visually-compelling and informative PowerPoint presentation 	\$1,200
Community Meeting	<ul style="list-style-type: none"> « Provide in-person support during the live community meeting 	\$1,200
Live Interpretation	<ul style="list-style-type: none"> « Facilitate live Spanish, Korean and Simplified Chinese interpreters 	\$3,000
Meeting Outreach	<ul style="list-style-type: none"> « Develop postcards to inform LHHCWD customers about the time, location and topic of the community meeting 	\$600
Collateral Support	<ul style="list-style-type: none"> « Create flyers in English, Spanish, Korean and Simplified Chinese to distribute at the community meeting containing key messages 	\$800
Video Recording	<ul style="list-style-type: none"> « Record video and audio of the community meeting « Share the unedited video online for those unable to attend the community meeting in person 	\$600



Website Support	« Ensure information shared at the community meeting is available online for future reference	\$400
Subtotal		\$9,600
Total Cost (Not to exceed)		\$9,600

..... *Rates for Communication Services*

- » President – \$275/hour
- » Executives – \$250/hour
- » Directors – \$200/hour
- » Specialist/Design/Video/Photography – \$175/hour
- » Translator – \$125/hour
- » Support Staff – \$100/hour

..... *Terms & Compensation*

Strategies shall be paid for all hours and expenses accrued up to the date of termination. Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate. All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

..... *Agreed & Approved*

Name Signature

Title Date

