

**LA HABRA HEIGHTS COUNTY
WATER DISTRICT**

SPECIAL BOARD MEETING

MAY 19, 2025

**AGENDA FOR SPECIAL MEETING
BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
May 19, 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 April 22, 2025 (approve)
 - b. Financial Reports – April 2025 (approve)
- 6. Approval of warrants and authorize signatures per warrant list**
- 7. Report of Superintendent**
- 8. Report and recommendations of General Manager:**
 - a. Discuss and Approve– Proposed Fiscal Year 2025/2026 Budget
 - b. Discuss and Approve – Proposed Fiscal Year 2025/2026 Salary and Benefits
 - c. Discuss and Action – Approve 2025/2026 agreement for services with Highroad IT
 - d. Monthly 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
April 22, 2025

A regular meeting of the Board of Directors of La Habra Heights County Water District was held on April 22, 2025, at 4:01 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, and McVicar

ABSENT: Director Perumean

Item 2. Staff members and others present. Staff: Joe Matthews, Secretary/General Manager, Tammy Wagstaff, Treasurer, and Ivan Ramirez, Superintendent. Others present: Michael Silander, District Counsel and Brian Bergman, resident.

Item 3. Public Communications – None

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

Director Cooke reported that the PFAS subcommittee met with our Water Replenishment District Division 5 Director Vera Robles DeWitt to discuss PFAS treatment funding.

Item 5. a. Minutes of Regular Board meeting for March 25, 2025. After discussion there was a motion by Director McVicar and seconded by Director Baroldi to approve minutes. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 5.b.c.& d. Financial Reports – February 2025 and March 2025 and Status of Investments March 2025 - After discussion, there was a motion by Director McVicar and seconded by Director Crabb to approve financials and status of investments. 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 47696 through 47767 in the amount of \$276,734.02 and EFT transfers in the amount of \$13,165.62 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 three service leaks were repaired. Salazar Construction replaced a leaking fire hydrant and failing wood structure that was replaced with a block structure. On April 1, 2025, Edison began monitoring Plant 5 electrical incoming power at no cost. Plant 1 is also being monitored for 30 days.

Item 8.a. Discuss and Approve— Proposed Fiscal Year 2025/2026 Budget. No action was taken on this item and will be discussed at the next scheduled board meeting.

Item 8.b. Discuss and Approve— Proposed Fiscal Year 2025/2026 Salary and Benefits. No action was taken on this item and will be discussed at the next scheduled board meeting.

Item 8.c. Discuss and Action – Approve WRD Reimbursement Agreement for NEPA consultation After discussion, there was a motion by Director Cooke and seconded by Director Baroldi to approve contingent on receiving and owning the subject matter of National Environmental Policy Act consultation report. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 8.d. Discuss and Approve – Request for Proposals for PFAS Treatment Plant equipment purchase. No action was taken. General Manager was instructed to bring this item back for discussion after receiving documentation that the Environmental Protection Agency Grant is approved and a second grant agreement with Water Replenishment District is finalized.

Items 8.e. & f. Discuss and Action – Approve the District's revised Cross Connection Control Plan and Discuss and Adopt– Resolution 25-05 Revising the District's Rates, Rules, and Regulations, Section 42- Cross Connection Control Program. After discussion, there was a motion by Director Cooke and seconded by Director McVicar to approve the District's revised Cross Connection Control Plan and Resolution 25-05. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 8.g. Discuss and Approve – Audit Proposal for fiscal year ending June 30, 2025, 2026, and 2027. After discussion, there was a motion by Director Cooke and seconded by Director Crabb to reject the proposals and retain our current auditing firm Clifton Larson Allen LLP. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 8.h. Discuss and Action – Pursuing possible grant funding from San Gabriel & Lower Los Angeles Rivers & Mountains Conservancy to fund Skyline Dr water main replacement. The General Manager was directed to negotiate with the Habitat Authority and possibly the City of La Habra Heights to see if either is willing to apply for the grant as the lead agency. No action was taken.

Item 8. i. Monthly report on PFAS. The General Manager updated the Board on PFAS.

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 6:44 p.m. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Dated: May 19, 2025

Brad Cooke, President

(SEAL)

Joe Matthews, Secretary

FINANCIAL REPORT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF NET POSITION

April 30, 2024 and April 30, 2025

	2024	2025
<u>ASSETS:</u>		
<u>Current Assets:</u>		
CASH-PETTY	300.00	300.00
CASH-CHECKING	1,076,073.92	1,911,349.21
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	301,873.56	358,666.45
ACCOUNTS RECEIVABLE-OTHER	270,331.99	408,485.04
LEASE RECEIVABLE	131,188.00	131,226.00
ACCRUED INTEREST RECEIVABLE	18,065.00	14,725.00
INVENTORY	208,885.95	296,788.17
PREPAID EXPENSES	72,806.97	89,777.44
Total Current Assets	8,084,836.78	8,383,280.67
<u>Noncurrent Assets:</u>		
Capital Assets:		
LAND	532,743.65	532,743.65
WATER RIGHTS	1,640,490.80	1,640,490.80
SOURCE OF SUPPLY	2,271,079.60	2,278,699.92
PUMPING PLANT	1,668,932.77	1,668,932.77
TRANSMISSION & DISTRIBUTION	26,537,970.57	28,048,251.33
GENERAL PLANT	1,648,500.03	1,666,220.78
CONSTRUCTION IN PROGRESS	289,854.74	408,281.08
Total Capital Assets	34,589,572.16	36,243,620.33
Accumulated Depreciation	(20,348,883.50)	(21,119,710.83)
Net Capital Assets	14,240,688.66	15,123,909.50
Other Noncurrent Assets:		
INVESTMENTS-CAL DOMESTIC WATER CO	591.00	591.00
LEASE RECEIVABLE	2,292,686.13	2,169,307.97
Total Other Noncurrent Assets	2,293,277.13	2,169,898.97
Total Assets	24,618,802.57	25,677,089.14
 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

April 30, 2024 and April 30, 2025

	2024	2025
LIABILITIES		
<u>Current Liabilities:</u>		
ACCOUNTS PAYABLE	204,176.15	360,465.41
DEPOSITS-CUSTOMERS	2,756.74	1,500.00
DEPOSITS-CONSTRUCTION	40,579.82	5,000.00
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	2,691,793.04	2,996,570.44
Total Liabilities	2,691,793.04	2,996,570.44
 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	2,315,676.49	2,193,816.01
Total Deferred Inflows of Resources	3,355,641.49	3,284,482.01
 <u>Net Position:</u>		
INVESTED IN CAPITAL ASSETS,NET RELATED DEBT	14,240,688.66	15,123,909.50
UNRESTRICTED	5,327,718.38	5,325,106.19
RESTRICTED	-	-
Total Net Position	19,568,407.04	20,449,015.69

LA HABRA HEIGHTS COUNTY WATER DISTRICT
STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
For Ten Months Ending April 30, 2024 and April 30, 2025

	Last Year Current Month Actual 4/30/2024	Current Month Actual 4/30/2025	Last Year YTD Actual 4/30/2024	Current YTD Actual 4/30/2025	Current Budget 2024/25	Actual 4/30/2025 % of budget 2024/25
Operating Revenue:	325,349.06	409,596.09	3,979,888.63	4,717,483.29	5,871,412.00	80%
Operating Expenses:						
Source of Supply	105,744.23	143,638.61	1,365,451.40	1,735,439.59	2,145,853.00	81%
Pumping	11,033.64	43,823.35	111,197.50	150,526.84	133,523.00	113%
Treatment	3,813.48	6,354.41	61,816.48	77,332.03	77,146.00	100%
Transmission & Distribution	124,663.08	71,891.40	656,974.00	416,110.40	723,007.00	58%
Customer Accounts	23,939.61	13,139.40	219,725.20	158,190.20	199,040.00	80%
Administrative and General	120,973.44	154,949.83	1,420,999.82	1,552,853.56	1,851,365.00	84%
Capital Improvements	126,340.58	154,511.75	1,263,405.80	1,545,117.50	1,854,141.00	83%
Other	8,078.02	7,073.88	83,849.30	78,414.66	94,089.00	83%
TOTAL OPERATING EXPENSES	524,586.08	595,382.63	5,183,419.50	5,713,984.78	7,078,164.00	81%
OPERATING INCOME (LOSS)	(199,237.02)	(185,786.54)	(1,203,530.87)	(996,501.49)	(1,206,752.00)	83%
Non-Operating Revenues	449,554.24	469,651.21	1,252,209.05	1,358,121.22	1,351,095.00	101%
Non-Operating Expenses	815.30	700.00	6,224.45	5,906.80	14,424.00	41%
NET NON-OPERATING REVENUES (EXPENSES)	448,738.94	468,951.21	1,245,984.60	1,352,214.42	1,336,671.00	101%
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	249,501.92	283,164.67	42,453.73	355,712.93	129,919.00	274%
SYSTEM BUY IN FEE			48,220.00	36,166.00		
CAPITAL CONTRIBUTIONS			6,763.58	44,528.09		
NET INCOME (LOSS) IN NET POSITION			97,437.31	436,407.02		
NET POSITION-BEGINNING OF YEAR			19,470,969.73	20,012,608.67		
NET POSITION-END OF PERIOD			19,568,407.04	20,449,015.69		

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUE AND EXPENSES

For Ten Months Ending April 30, 2024 and April 30, 2025

	Last Year Current Month Actual 4/30/2024	Current Month Actual 4/30/2025	Last Year YTD Actual 4/30/2024	Current YTD Actual 4/30/2025	Current Budget 2024/25	Actual 4/30/2025 % of budget 2024/25 83%
OPERATING REVENUES						
SALES-WATER	119,595.72	192,578.12	1,920,466.55	2,514,627.43	3,238,075.00	78%
SALES-READINESS TO SERVE	202,237.64	214,420.98	2,022,308.23	2,158,437.11	2,564,254.00	84%
SALES-MISCELLANEOUS	3,515.70	2,596.99	37,113.85	44,418.75	34,462.00	129%
LEASE-WATER RIGHTS	-	-	-	-	34,621.00	0%
TOTAL OPERATING REVENUES	325,349.06	409,596.09	3,979,888.63	4,717,483.29	5,871,412.00	80%
OPERATING EXPENSES						
PURCHASED WATER	5,382.00	5,425.03	63,437.80	74,270.49	273,803.00	27%
GROUND WATER REPLENISHMENT ASSMT	51,677.91	78,681.85	709,607.88	897,641.70	1,105,821.00	81%
POWER	48,684.32	59,531.73	592,405.72	763,527.40	766,229.00	100%
TOTAL SOURCE OF SUPPLY	105,744.23	143,638.61	1,365,451.40	1,735,439.59	2,145,853.00	81%
LABOR-PUMPING	5,130.45	5,318.22	53,819.14	53,499.86	63,706.00	84%
MAINTENANCE-PUMPING	5,903.19	38,505.13	57,378.36	97,026.98	69,817.00	139%
TOTAL PUMPING	11,033.64	43,823.35	111,197.50	150,526.84	133,523.00	113%
MAINT & LABOR-TREATMENT	3,813.48	6,354.41	61,816.48	77,332.03	77,146.00	100%
TOTAL TREATMENT	3,813.48	6,354.41	61,816.48	77,332.03	77,146.00	100%
LABOR-TRANS & DISTRIBUTION	31,416.53	20,323.97	255,818.54	187,150.80	254,222.00	74%
MAINT-TRANS & DISTRIBUTION	86,293.16	42,236.47	294,401.78	102,593.74	270,102.00	38%
JOINT FACILITIES-WELL, LM CONDUIT&RES	18,069.39	26,806.65	254,525.92	262,902.47	403,284.00	65%
ORCHARD DALE PORTION	(11,116.00)	(17,475.69)	(147,772.24)	(136,536.61)	(204,601.00)	67%
TOTAL TRANSMISSION&DISTRIBUTION	124,663.08	71,891.40	656,974.00	416,110.40	723,007.00	58%
LABOR&MAINT-CUSTOMER ACCOUNTS	23,939.61	13,139.40	215,729.04	155,376.83	195,103.00	80%
UNCOLLECTIBLE ACCOUNTS	-	-	3,996.16	2,813.37	3,937.00	72%
TOTAL CUSTOMER ACCOUNTS	23,939.61	13,139.40	219,725.20	158,190.20	199,040.00	80%
TOTAL OTHER OPERATING EXPENSES	163,449.81	135,208.56	1,049,713.18	802,159.47	1,132,716.00	71%
TOTAL SOURCE OF SUPPLY & OPERATING EXPENSES	269,194.04	278,847.17	2,415,164.58	2,537,599.06	3,278,569.00	77%
ADMINISTRATIVE & GENERAL EXPENSES						
LABOR-FIELD-SICK,VAC,HOLIDAY	3,283.01	2,409.67	74,621.64	61,827.82	75,125.00	82%
WAGES-MANAGEMENT	10,756.70	12,850.96	136,469.74	124,717.81	158,194.00	79%
WAGES-OFFICE	22,161.90	17,348.88	227,454.02	205,041.45	296,395.00	69%
WAGES-MGMT&OFFICE-SICK,VAC,HOLIDAY	7,608.18	7,511.43	74,509.59	81,274.28	98,527.00	83%
OFFICE SUPPLIES	3,473.05	1,741.97	24,257.98	21,600.58	45,080.00	48%
AUTO SERVICE	3,165.31	2,558.40	50,920.03	38,128.62	52,853.00	72%
BANK SERVICE CHARGE	1,135.87	1,581.32	6,514.95	7,360.10	10,527.00	70%
DUES & SUBSCRIPTIONS	550.00	599.00	24,000.68	27,900.89	29,953.00	93%
BUILDING SERVICE	2,778.86	1,923.87	22,134.03	34,205.60	22,671.00	151%
OFFICE EQUIPMENT MAINT	11,465.85	16,767.44	31,684.56	33,107.15	39,519.00	84%
PROFESSIONAL SERVICES	1,717.94	10,616.10	76,559.06	93,759.20	114,604.00	82%
EDUCATION & MEETINGS	3,524.01	397.00	12,679.82	16,840.64	17,495.00	96%

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUE AND EXPENSES

For Ten Months Ending April 30, 2024 and April 30, 2025

	Last Year Current Month Actual 4/30/2024	Current Month Actual 4/30/2025	Last Year YTD Actual 4/30/2024	Current YTD Actual 4/30/2025	Current Budget 2024/25	Actual 4/30/2025 % of budget 2024/25 83%
LEGAL	(1,062.50)	1,537.50	39,862.50	39,137.50	61,594.00	64%
UTILITIES	2,129.50	8,102.41	35,487.78	89,676.38	43,622.00	206%
ENGINEERING	207.24	4,250.00	12,540.11	20,992.50	37,995.00	55%
INSUR-AUTO, LIABILITY & PROPERTY	9,191.91	12,454.88	77,169.09	117,744.64	115,065.00	102%
INSUR-GROUP HEALTH & LIFE	16,562.55	17,864.29	160,769.28	171,879.50	223,968.00	77%
EMPLOYEE WORKERS COMPENSATION	8,562.71	807.68	28,645.35	22,709.10	31,273.00	73%
DENTAL	1,121.60	126.40	8,156.80	12,925.92	10,180.00	127%
RETIREMENT-CALPERS	5,659.57	24,899.16	116,248.89	126,306.08	160,053.00	79%
RETIREMENT-DEFERRED COMP	1,770.92	1,675.46	17,543.41	17,054.40	22,088.00	77%
RETIREMENT-CALPERS UNFUND ACCR LIAB	-	-	80,813.00	108,463.00	112,090.00	97%
MAINTENANCE-GENERAL PLANT	5,209.26	6,926.01	81,957.51	80,200.40	72,494.00	111%
CAPITAL IMPROVEMENTS	126,340.58	154,511.75	1,263,405.80	1,545,117.50	1,854,141.00	83%
PROPERTY TAXES	444.73	445.69	4,445.32	4,555.80	5,547.00	82%
PAYROLL TAXES	7,633.29	6,628.19	79,403.98	73,858.86	88,542.00	83%
TOTAL ADMIN & GENERAL EXP	255,392.04	316,535.46	2,768,254.92	3,176,385.72	3,799,595.00	84%
TOTAL OPERATING EXPENSES	524,586.08	595,382.63	5,183,419.50	5,713,984.78	7,078,164.00	81%
OPERATING INCOME (LOSS)	(199,237.02)	(185,786.54)	(1,203,530.87)	(996,501.49)	(1,206,752.00)	83%
NONOPERATING REVENUES						
INTEREST INCOME	21,060.92	21,533.76	176,702.16	210,206.66	202,727.00	104%
PROPERTY TAX INCOME	285,227.04	303,803.53	823,179.24	885,453.91	1,004,509.00	88%
RENT/LEASE INCOME	141,706.31	142,914.92	238,557.94	237,870.49	126,683.00	188%
OIL ROYALTIES	851.86	799.00	10,274.38	9,136.90	12,982.00	70%
MISCELLANEOUS INCOME	708.11	600.00	3,495.33	9,259.79	4,194.00	221%
GAIN ON ASSET SOLD	-	-	-	6,193.47	-	0%
TOTAL NONOPERATING REVENUES	449,554.24	469,651.21	1,252,209.05	1,358,121.22	1,351,095.00	101%
NONOPERATING EXPENSES						
INTEREST EXPENSE-D/G LOAN	-	-	609.15	-	-	0%
LOSS ON INVESTMENT	-	-	-	-	-	0%
DIRECTORS FEES	1,000.00	700.00	5,800.00	5,400.00	9,900.00	55%
DIRECTORS EXPENSES	(184.70)	-	(184.70)	217.04	4,524.00	5%
ELECTION	-	-	-	289.76	-	0%
TOTAL NONOPERATING EXPENSES	815.30	700.00	6,224.45	5,906.80	14,424.00	41%
NET NONOPER REVENUES(EXPENSES)	448,738.94	468,951.21	1,245,984.60	1,352,214.42	1,336,671.00	101%
NET INCOME (LOSS) IN NET POSTION	249,501.92	283,164.67	42,453.73	355,712.93	129,919.00	274%

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

1002892569	04/23/25	M	0130	CALPERS	\$4,526.88
1002892570	04/23/25	M	0130	CALPERS	\$1,988.88
1002905463	05/07/25	M	0130	CALPERS	\$5,000.69
1002905464	05/07/25	M	0130	CALPERS	\$1,988.88
BANK 13100 REGISTER TOTAL:					\$13,505.33

BANK ID: 13110 - CHECKING- WELLS FARGO

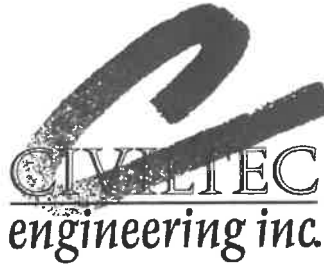
47768	04/29/25	P	0587	A&F METAL SALES, INC.	\$159.96
47769	04/29/25	P	0385	ADMIRAL PEST CONTROL	\$93.00
47770	04/29/25	P	0013	CANNINGS HARDWARE	\$395.63
47771	04/29/25	P	0014	CENTRAL BASIN MWD	\$11,129.03
47772	04/29/25	P	0441	CINTAS CORPORATION	\$36.08
47773	04/29/25	P	0558	CONEXWEST	\$230.42
47774	04/29/25	P	0283	CONTINENTAL UTILITY SOLUTIONS	\$10,878.00
47775	04/29/25	P	0540	DUTHIE POWER SERVICES	\$3,601.80
47776	04/29/25	P	0464	ENVIROKLEEN USA	\$650.00
47777	04/29/25	P	0036	EPM POWER & WATER SOLUTIONS	\$15,468.51
47778	04/29/25	P	0389	FRONTIER COMMUNICATIONS	\$900.00
47779	04/29/25	P	0099	GRAINGER INC	\$468.18
47780	04/29/25	P	0043	GRISWOLD INDUSTRIES	\$27,543.40
47781	04/29/25	P	0369	HIGHROAD INFO TECHNOLOGY	\$10,136.71
47782	04/29/25	P	0051	LINCOLN FINANCIAL GROUP	\$3,411.74
47783	04/29/25	P	0503	MICHELLE SAVAGE	\$126.40
47784	04/29/25	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$121.54
47785	04/29/25	P	0258	S&J SUPPLY CO, INC	\$1,196.86
47786	04/29/25	P	0185	S.C.W.U.A.	\$220.00
47787	04/29/25	P	0147	SAN GABRIEL VALLEY WATER CO	\$77.89
47788	04/29/25	P	0179	SNOOKS, DALE	\$70.00
47789	04/29/25	P	0069	SOCALGAS	\$21.13
47790	04/29/25	P	0068	SOUTHERN CALIF EDISON CO	\$9,018.34
47791	04/29/25	P	0267	STAMPS BY MAIL	\$146.00
47792	04/29/25	P	0477	STURDIVAN EMERGENCY MGMT	\$4,642.58
47793	04/29/25	P	0466	TRI COUNTY PUMP COMPANY	\$2,880.00
47794	04/29/25	P	0386	VERIZON WIRELESS	\$706.53
47795	04/29/25	P	0577	WARE DISPOSAL	\$330.87
47796	04/29/25	P	0094	WECK LABORATORIES, INC	\$520.00
47797	05/06/25	P	0116	ACWA-JPIA	\$19,054.27
47798	05/06/25	P	0353	ARCO BUSINESS SOLUTIONS	\$2,508.39
47799	05/06/25	P	0013	CANNINGS HARDWARE	\$50.49
47800	05/06/25	P	0441	CINTAS CORPORATION	\$36.08
47801	05/06/25	P	0145	CIVILTEC ENGINEERING INC	\$14,333.75
47802	05/06/25	P	0355	CYMA SYSTEMS, INC	\$384.78
47803	05/06/25	P	0282	D&H WATER SYSTEMS	\$877.56
47804	05/06/25	P	0164	EXCEL TELEMESSAGING	\$150.00
47805	05/06/25	P	0389	FRONTIER COMMUNICATIONS	\$103.67
47806	05/06/25	P	0569	GOTO COMMUNICATIONS, INC.	\$367.48
47807	05/06/25	P	0099	GRAINGER INC	\$610.91
47808	05/06/25	P	0369	HIGHROAD INFO TECHNOLOGY	\$6,265.00
47809	05/06/25	P	0153	HOME DEPOT CR SERVICES	\$664.42
47810	05/06/25	P	0033	J A SALAZAR CONSTRUCTION	\$33,774.50
47811	05/06/25	P	0579	KONICA MINOLTA BUSINESS SOL.	\$74.41
47812	05/06/25	P	0430	MICHAEL SILANDER	\$3,950.00
47813	05/06/25	P	0258	S&J SUPPLY CO, INC	\$2,299.59
47814	05/06/25	P	0229	SOUTH COAST AQMD	\$167.47

La Habra Heights County Water District

AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
47815	05/06/25	P	0068	SOUTHERN CALIF EDISON CO	\$51,037.54
47816	05/06/25	P	0427	TPX COMMUNICATIONS	\$4,323.16
47817	05/06/25	P	ONETIM	TRAVIS BLALACK	\$919.28
47818	05/06/25	P	0078	UNDERGROUND SERVICE ALERT	\$180.20
47819	05/06/25	P	0268	UNIVAR USA, INC	\$2,113.09
47820	05/06/25	P	0386	VERIZON WIRELESS	\$495.74
47821	05/06/25	P	0094	WECK LABORATORIES, INC	\$1,217.00
BANK 13110 REGISTER TOTAL:					\$251,139.38
GRAND TOTAL :					\$264,644.71

* 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

April 20, 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 **March 2025**
Invoice Backup Support - Billing Period through March 28, 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 **March 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 \$1,385.00 in March 2025. The remaining budget is \$19,815.00. The **Civiltec** team met with Joe Mathews and Esri regarding planning for a new GIS platform.

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 March 2025 totaling \$1,665.00. We have set up new project numbers per fire flow simulation. We are using this main number 2024141 and have put extensions starting with .01 for the first request.

2024141.17 Fire Flow Modeling for 888 Avocado Crest	\$555.00
2024141.18 Fire Flow Modeling for 1730 Kaola Road	\$555.00
2024141.19 Fire Flow Modeling for 2360 Fullerton Road	\$555.00



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 March 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 March 2025. The remaining budget is \$906.25.

2024814.00 – PFAS Treatment Plant Design. LHHCWd and *Civiltec* have executed a professional services agreement for the design of the new PFAS Treatment Plant. The design team has completed and submitted the draft PFAS treatment system equipment prepurchase request for proposals (RFP) document to the LHHCWd project team and received/incorporated their internal review comments. The RFP has been reviewed by the LHHCWd Board in their January meeting. The RFP has been sent to WRD for review and comments. With LHHCWd and WRD approvals in hand the RFP will be provided to reputable PFAS treatment system suppliers for proposals/pricing. Because the RFP is on the critical path the design team has focused on expediting the document revisions to keep it moving through the review processes. In addition to the RFP focus, we have submitted for review to LHHCWd the draft Basis of Design Report (BODR 30% submittal) and the 60% design documents and anticipating review comments from LHHCWd and WRD in the coming weeks. At this point we anticipate slowing 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. The budget established for the *Civiltec* effort is \$421,360.00. There were expenditures in the month of March 2025 totaling \$10,083.75. The remaining budget is \$151,965.25.

2025302.00 – Development of Maps for Demand Scenarios. LHHCWd has requested new water system maps that show Average Day Demand (ADD) and Maximum Day Demand (MDD) pressure residuals. A third map has been requested that will indicate MDD plus Fire Flow (MDD+FF) capability at each fire hydrant in the system. These maps have been issued as final. The overall budget for the project is \$5,290.00. After providing final exhibits on February 18, 2025, the exhibits updated with corrected values at each appropriate hydrant. With that, expenditures of \$1,200.00 were accrued to make the final updates. Final exhibits were provided to LHHCWd, and the project is now complete and closed.

La Habra Heights County Water District
Mr. Joe Matthews, General Manager
Engineering Activity Report for March 2025
April 20, 2025
Page 3



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', with a long horizontal flourish extending to the right.

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

X:\Agency\CA\Water District\LaHabraHeights\CoWD\Engineering Backups\La Habra Heights CWD March 2025 Work.docx

Michael Silander

Attorney at Law

3625 E. Thousand Oaks Blvd., Suite 224

Westlake Village, CA 91362

INVOICE

DATE: MAY 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 April 2025.

MATTER	HOURS	AMOUNT
Transactional - General	21.6	\$2,700.00
Retainer	Flat fee	\$1,250.00
		TOTAL: \$3,950.00

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

REPORT OF SUPERINTENDENT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: 5/13/25

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

FROM: IVAN RAMIREZ, SUPERINTENDENT

SUBJECT: SUPERINTENDENT'S REPORT FOR MAY 2025

System and Equipment Maintenance

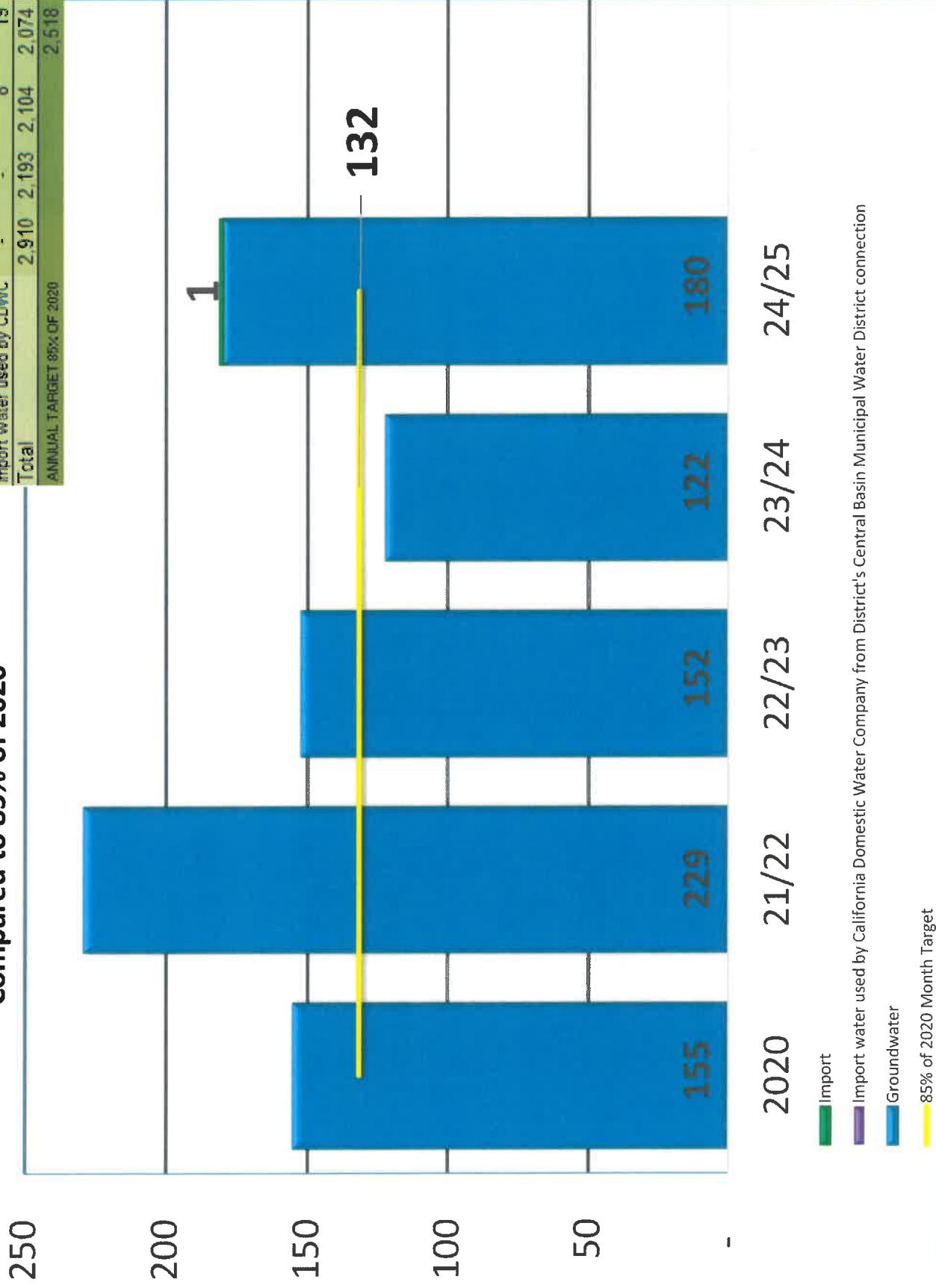
- Repaired one service leak and one main leak.
- A SCADA cyber security exercise was conducted internally at all our sites with internet connections to our system.
- Civiltec was provided with the information we received from Edison related to Plant 5 electrical incoming power. Civiltec is working on 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.

LA HABRA HEIGHTS COUNTY WATER DISTRICT

Production in acre feet for **APRIL**

Compared to **85% of 2020**

ANNUAL WATER USAGE				
Water Source	2021/2022	2022/2023	2023/2024	2024/25 THRU APR
Groundwater	2,910	2,193	2,083	2,054
Import	-	-	13	1
Import water used by CDWC	-	-	8	19
Total	2,910	2,193	2,104	2,074
ANNUAL TARGET 85% OF 2020				
				2,518



Import water used by California Domestic Water Company from District's Central Basin Municipal Water District connection

Groundwater

85% of 2020 Month Target

**DISCUSS AND APPROVE
PROPOSED FISCAL YEAR 2025/2026
BUDGET**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

To: Joe Matthews
From: Tammy Wagstaff
Date: May 14, 2025
RE: 2025/2026 Draft Budget



OPERATING BUDGET

Below reflect some of the assumptions in the attached budget, as well as, the proposed water rates. Projected water sales are 2,400 acre feet (AF) for the year.

I used the projected 2023 Water Rate Study projections for Commodity-Upper & Lower Zones and Readiness to Serve rates for fiscal year 2025/26 proposed rate increases.

<u>Zone</u>	<u>2024/25 Board Approved Rate</u>	<u>2025/26 Budget Rate</u>	<u>Difference</u>	<u>Percent Increase</u>
Upper:	3.18	3.39	.21	6.6
Lower:	2.78	2.97	.19	6.8

Readiness to serve charges:

<u>Meter Size</u>				
3/4" & 5/8"	56.22	59.88	\$3.66	6.5
1"	92.14	98.13	5.99	6.5
1-1/2"	181.96	193.79	11.83	6.5
2"	289.73	308.57	18.84	6.5
3"	631.03	672.05	41.02	6.5
4"	1,134.00	1,207.71	73.71	6.5
6"	2,337.52	2,489.46	151.94	6.5
Fire Meter	631.03	672.05	41.02	6.5

The budget reflects 95.0% supply from groundwater of 2,430 AF. It allows for a 6% water loss. Water Replenishment District water rates are projected to increase from \$437 per acre foot to \$453, an 3.7% increase.

Central Basin Municipal Water District's water rates are projected to increase on January 1, 2026 from \$1,616 to \$1,697 which is a 5.0% increase. Water service, capacity and fixed service charges amounted to \$460.20 per cubic feet per second (cfs) each month; last year was \$438.29, which is a 5.0% change.

The budget reflects:

- Inflation projection of 3.0% (Los Angeles, Long Beach, Anaheim: Consumer Price Index-All Urban Consumers) (CPI-U)
- Depreciation funded based on 15 year capital improvement plan from Master Water Plan
- Funding GASB 45 Other Post Employment Benefits “pay as you go”
- Wage increase – propose an 3.5% cost of living adjustment (Consumer Price Index-Urban Wage Earners and Clerical Workers) (CPI-W). In addition, it is proposed to implement a merit pool of 2.0% to reward those employees who have high performance results.
- The 6 month average CPI-W from November 2024 through April 2025 is 3.23%. CPI-W 6 month average from last year was 3.0%.

The budget reflects net income of \$123,717. Per the projected 2023 Water Rate Study the water and readiness to serve rates are to be increased to build reserves. These reserves are needed to meet the long term goals of replacing pipelines and wells, in addition to, a treatment plant identified in the 2022 Master Plan.

OPERATING BUDGET-implementation of:

Cross Connection consultant-backflow inspection	\$10,000
Hazard Mitigation Plan	\$ 9,286
Emergency Response Plan	\$ 6,102

CAPITAL BUDGET

One vehicle
Well 12
Electrical improvements-Plant 5
PFOS treatment plant
Shop upgrade
Fire hydrant upgrades
Software for mapping and asset management

The budget will be discussed at the next Board meeting. You may contact either Joe or myself at any time with questions.

EXHIBIT "A"

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) 2024/26 PROJ ACT
OPERATING REVENUE						
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
	TOTAL OPERATING REVENUE	4,717,483	5,746,661	5,871,412	6,092,986	346,325
OPERATING EXPENSE						
	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)
	Total Source of Supply	1,735,438	2,103,352	2,145,853	2,156,942	53,590
	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
	Total Other Operating Expenses	863,984	1,033,353	1,207,841	1,256,752	223,399
	TOTAL OPERATING EXPENSES	2,599,422	3,136,704	3,353,694	3,413,694	276,990
ADMINISTRATIVE & GENERAL EXPENSES						
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
	TOTAL ADMINISTRATIVE & GENERAL EXPENSES	3,114,551	3,737,828	3,724,470	3,974,219	236,391
	NET OPERATING INCOME (LOSS)	(996,490)	(1,127,872)	(1,206,752)	(1,294,927)	(167,056)
NON-OPERATING REVENUE						
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)

EXHIBIT "A"

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
	TOTAL NON-OPERATING REVENUE	1,226,263	1,421,257	1,351,095	1,446,659	25,402
	NON-OPERATING EXPENSE					
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	
	Greenview 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
	ENDING CASH AVAILABLE		7,678,991
	6 months operating expense		3,539,082
	*not in Water Master Plan update		7,630,373
		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

**DISCUSS AND APPROVE
PROPOSED FISCAL YEAR 2025/2026
SALARY AND BENEFITS**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

To: Joe Matthews
From: Tammy Wagstaff
Date: May 14, 2025
RE: 2025 Salary Survey



Attached is the Comparable Salary Survey which includes agencies considered to be in rivalry for our current employees.

If the number in the last row is negative it indicates the District's current pay maximum should be evaluated for a decrease/no change; a positive number indicates an increase should be evaluated. Annual Consumer Price Index-Wage Earners and Clerical Workers (CPI-W) for Los Angeles area for April 2025 is 2.90%. The 6 month average for November 2024 through April 2025 is 3.23%

In addition, the Board's salary schedule is attached. This schedule reflects the actual wages by position as of June 2025 in the first column. The second column reflects the maximum wage level for the position. Third column adds 3.23% to actual wages representing cost of living adjustment (COLA). The fourth column adds 5.73%; 3.23% COLA plus 2.50% merit to the actual wages. Column five through eight reflect the percentage increase to the maximum wage level as indicated in the heading.

Historical Salary Increases:

	Employee			General Manager(GM)	
	% Increase	Merit	Dollar Limit	% Increase	Bonus
2024/25	3.9%	2.0%	\$1,092,000	NA, hired new GM	
2023/24	5.0%	-0-	\$1,092,000	2.0%	\$6,000
2022/23	6.0%	2.0%	\$1,040,000	8.0%	NA
2021/22	3.0%	3.0%	NA	5.0%	\$5,000
2020/21	2.0%	-0-	\$918,000	2.0%	\$3,000
2019/20	2.7%	3.0%	\$889,960	5.7%	NA
2018/19	5.0%	-0-	\$863,100	5.0%	\$2,000
2017/18	2.5%	1.7%	NA	-0-	\$5,000
2016/17	2.0%	-0-	\$822,000	-0-	\$8,000
2015/16	2.0%	-0-	NA	2.0%	\$5,000
2014/15	3.0%	-0-	\$790,000	3.0%	NA
2013/14	2.0%	-0-	\$801,324	5.0%	NA
2012/13	2.0%	-0-	NA	2.0%	\$5,000
2011/12	2.0%	-0-	no employee gets same increase	3.6%	\$3,000

CONFIDENTIAL - STAFF USE ONLY

LA HABRA HEIGHTS COUNTY WATER DISTRICT
COMPARABLE SALARY SURVEY
2025

AGENCY	# OF EMPLOYEES	COST OF LIVING	GENERAL MANAGER		TREASURER		SUPERINTENDENT		UTILITY WORKER III		UTILITY WORKER II		UTILITY WORKER I		MANAGEMENT ASSISTANT/ACCOUNTANT		CUSTOMER SERVICE/ACCOUNTING CLERK	
			MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Orchard Dale																		
Water District	8	3.8%	11,029	18,750	10,417	11,667	7,752	14,898	5,306	10,245			4,143	7,685	5,008	9,166		
Pico		#																
Water District	12	5.0%		14,472			11,111	13,505	8,294	10,081	5,670	6,892	4,909	5,967	8,864	10,775	4,898	5,954
Rowland		#																
Water District	28	3.0%	24,825	30,175	17,144	20,839	17,144	20,839			7,411	9,007	6,441	7,829			6,337	7,702
San Gabriel County		#																
Water District	16	3.0%	16,527	20,089	11,692	14,212	10,529	12,798	7,671	9,324	6,561	7,975	5,151	6,261	6,607	8,031	6,554	7,966
Valley County		#																
Water District	31	3.0%	22,562	22,562	11,636	15,268	11,927	15,649	7,279	9,550	5,974	7,838	5,412	7,101	8,652	11,352	6,276	8,235
Walnut Valley																		
Water District	57	4.0%	Not available		11,171	15,399	10,741	14,806			5,735	7,906	5,069	6,988			5,735	7,906
MAXIMUM AVERAGE		3.6%	21,210		15,477		15,416			9,800		7,923		6,972		9,831		7,553
La Habra Heights																		
County Water District	10		13,068	16,688	11,041	14,454	10,397	13,608	7,263	9,507	6,081	7,958	5,062	6,627	6,214	8,133	5,340	6,991
Percentage Difference						7.1%		13.3%		3.1%		-0.4%		5.2%		20.9%		8.0%
Under average: -Over average																		
Dollar Difference																		
Increase: -Decrease				4522		1023		1808		293		-35		345		1698		562
MAXIMUM AVERAGE																		
EXCLUDING HIGH/LOW			20,467		14,960		14,715		9,816		7,906		7,009		9,970		7,858	
Percentage Difference																		
Under average: -Over average				22.6%		3.5%		8.1%		3%		-0.7%		5.8%		22.6%		12.4%
Dollar Difference																		
Increase: -Decrease				3779		506		1107		309		-52		382		1837		867

* Position is part time, recalculated for full time

Increases are made in January

LA HABRA HEIGHTS COUNTY WATER DISTRICT
COMPARABLE BENEFITS- DENTAL COVERAGE, HOLIDAYS & SAFETY SHOE ALLOWANCE
2025

CONFIDENTIAL - STAFF USE ONLY

AGENCY	ORCHARD DALE WATER DISTRICT MAXIMUM	PICO WATER DISTRICT MAXIMUM	ROWLAND WATER DISTRICT MAXIMUM	SAN GABRIEL COUNTY WATER DISTRICT MAXIMUM	VALLEY COUNTY WATER DISTRICT MAXIMUM	WALNUT VALLEY WATER DISTRICT MAXIMUM	LA HABRA HEIGHTS COUNTY WATER DISTRICT MAXIMUM	AVERAGE
Dental:								
Employer Premium Cost	100%	NA	100%	NA	100%	Subject to maximum allowed cafeteria plan benefit	NA	
Provider	ACWA/UPIA Delta PPO	Self Insured	ACWA/UPIA Delta PPO	Self Insured	ACWA/UPIA Delta PPO	ACWA/UPIA Delta PPO/HMO	Self Insured	
Maximum	\$ 2,000	\$ 1,500	\$ 3,000	\$ 2,000	2,000	\$ 2,000	\$ 2,500	\$ 2,083
Deductible/Co-pay	\$25/\$50	\$ -	\$25/\$50	\$ -	\$25/\$50	\$25/\$50	\$25/\$50	
Coverage %	100/85/50	100	100/85/50	100	100/85/50	100/85/50	80	
Monthly Premium \$/employee:						PPO	HMO	
Single	47.86	NA	49.77	NA	47.86	46.23	29.19	\$ 48
2	94.96	NA	-	NA	94.96	94.11	45.36	\$ 71
Family	169.30	NA	176.07	NA	169.30	164.17	64.72	\$ 170
Social Security Coverage								
Yes	Yes	No	No	No	Yes	No	Yes	
1-4 yr 5;	1-4 yr 4;			1-4 yr 5;				
5-9 11; 10-	2-4 8;		1-4 yr 10;	5-11 15;	1-9 yr 5;	1-9 yr 8;	1-4 10;	
14 15; 15-	5-14 12;		5-15 15;	12-16 17;	10-24 20;	10-14 13;	5-14 15;	
30 20	15-30 16	320	16-30 20	17-30 20	25-30 25	15-30 17	15-30 20	180
Vacation by year								
Holidays:	11 +2 Floating	10 +2 Floating	11.5 +0 Floating	13 +1 Floating	14 +0 Floating	11 +3 Floating	9 +2 Floating	12
Paid time off:								13
Sick/yr. Maximum	12 192	10 240	12 None	25 240	10 240	10 96	10 400	202
Personal business	-	3	-	-	-	-	-	
Bereavement								
Leave Days	Varies	5/3	5	NA	5	3	3	4
Cash Out:								
Vacation	No	max 40 hours/6 months	Yes	No	Yes	Yes	No	
Sick-annual	Yes	>240 hours	Yes	Yes, 1/2 pay	No	Yes	Yes	
Sick-termination	Yes	Yes	No	280, 1/2 pay	25%	1/4 of leave	Yes	>400
Sick-retirement	Yes	Convert to service years	Yes	280, 1/2 pay	25%, 75% PERS svc cr	Yes	Yes	
Sick-death	Yes	Yes	No	280, 1/2 pay	25%	Yes	Yes	
Safety Shoe Allowance:	\$250 per year	\$200 per year	\$450 per year	\$200 per year	\$225 per year	\$250 per year	NONE	\$ 263
Auto Allowance	steel toe required	steel toe required		steel toe required	steel toe required	steel toe required		
per month	NA	\$ 585	-	NA	\$ 500	NA	NA	
Class A License	NA	NA	NA	NA	NA	5% differential pay		

LA HABRA HEIGHTS COUNTY WATER DISTRICT

2025/2026

Position	June 2025 Current Wage	Current Max Wage	** Budgeted wage 3.23% COL increase 7/2025 of Current Wage	** Budgeted wage 3.23% COL increase plus 2.5% merit 7/2025 of Current Wage	CPI 2% increase to Max Wage	CPI 3% increase to Max Wage	CPI 4% increase to Max Wage	CPI 5% increase to Max Wage
General Manager	180,000	200,256	185,814	190,314	204,261	206,264	208,266	210,269
Treasurer	164,184	173,448	169,487	173,592	176,917	178,651	180,386	182,120
Management								
Assistant/Accountant *	97,596	97,596	100,748	103,188	99,548	100,524	101,500	102,476
Customer Service/								
Accounting Clerk	83,885	83,892	86,595	88,692	85,570	86,409	87,248	88,087
Admin. & General								
Expenses subtotal	525,665	555,192	542,644	555,786	566,296	571,848	577,400	582,952
Superintendent	152,796	163,296	157,731	161,551	166,562	168,195	169,828	171,461
Utility Worker III *	114,084	114,084	117,769	120,621	116,366	117,507	118,647	119,788
Utility Worker II	83,640	95,496	86,342	88,433	97,406	98,361	99,316	100,271
Utility Worker I *	79,524	79,524	82,093	84,081	81,114	81,910	82,705	83,500
Utility Worker I	67,704	79,524	69,891	71,583	81,114	81,910	82,705	83,500
Utility Worker I	65,628	79,524	67,748	69,388	81,114	81,910	82,705	83,500
Operating Expenses subtotal	563,376	611,448	581,574	595,657	623,676	629,793	635,906	642,020
TOTAL	1,089,041	1,166,640	1,124,218	1,151,443	1,189,972	1,201,641	1,213,306	1,224,972

** Budgeted not actual

* These positions are at maximum of current salary schedule

This spreadsheet does not include overtime - budgeted \$67,458 overtime

Budget reflects 40 hours each for General Manager, Treasurer and Superintendent of executive leave contributed to 457 deferred compensation plan

**DISCUSS AND ACTION
APPROVE 2025/2026 AGREEMENT
FOR SERVICES WITH HIGHROAD IT**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: MAY 19, 2025
TO: BOARD OF DIRECTORS
FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER
SUBJECT: HIGHROAD IT FISCAL YEAR 2025/2026 PROPOSAL

Highroad IT has submitted their fiscal year 2025/2026 proposal for information technology (IT) services and software license renewals. As discussed last year, our software renewals portion of the budget is \$49,909.00 and it is a pass-through cost that is beyond Highroad IT's control. Highroad IT has proposed the managed services portion of the agreement at \$26,100.00. This cost includes additional IT services needed for regular maintenance for a back-up server scheduled for purchase this year through our CalOES grant.

I recommend the Board approve Highroad IT's proposal for fiscal year 2025/2026, and designate Highroad IT as a sole source provider per our procurement policy. The designation would require board approval for any subsequent proposal over \$15,000.00.



4060 Campus Drive • Suite 150 • Newport Beach, CA 92660
T 949-885-9891 • www.highroadit.com

March 12, 2025

Joe Matthews
General Manager
La Habra Heights County Water District
1271 Hacienda Road
La Habra Heights, CA 90631

IT Budget - FY25-26

	Billing Frequency	Qty	Unit Cost Per Period	Cost Per Period	Total Per Year
Managed Services					
Technical Maintenance and User Support	Monthly	1	1,275	1,275	15,300
Cybersecurity Services					
Phishing Tests and Training	Monthly	1	250	250	3,000
Data Backup Management and Maintenance	Monthly	1	650	650	7,800
Subtotal				\$	26,100
Renewals - Computer Software Licenses and Subscriptions					
Adobe					
Acrobat Pro DC for Business	Annual	3	332	996	996
Bluebeam					
Revu Complete	Annual	2	440	880	880
ESET NOD32 AntiVirus Software - <i>Phase Out with CalOES: Cybersecurity Elevation Workstations</i>	Monthly	10	7	70	840
GoDaddy					
.COM Domain - LHHWCWD.com	Annual	1	55	55	55
.NET Domain - LHHWCWD.com	Annual	1	68	68	68
.ORG Domain - LHHWCWD.com	Annual	1	50	50	50
Secure Socket Layer (SSL) Standard - Payments.LHHWCWD.com / ws1.LHHWCWD.com	Annual	2	170	340	340
KnowBe4					
Security Awareness	Monthly	11	4	44	528
Microsoft					
Azure Cloud Subscriptions	Monthly	1	2,320	2,320	27,840
Azure Cloud Storage for Backups	Monthly	1	810	810	9,720
Exchange Online (Plan 1) - 50GB Storage	Monthly	12	4	48	576
Exchange Online (Plan 2) - 100GB Storage	Monthly	2	8	16	192
MS 365 Business Premium	Monthly	9	22	198	2,376
SocketLabs					
SMTP Email Relay	Annual	1	480	480	480
SonicWall					
Advanced Protection Services Suite - TZ670	Monthly	1	230	230	2,760
Veeam Enterprise Plus					
Veeam One	Monthly	1	4	4	48
Server Backup	Monthly	6	20	120	1,440
Email Backup	Monthly	20	3	60	720
Subtotal				\$	49,909

Projects**CalOES: IT Infrastructure Enhancement**

Dell AX7525 (32 Core) - Qty 1	One Time	-	95,753.00	-	-
Azure Stack HCI (32 core) -Qty 1	Monthly	-	400.00	-	-
Windows Server Standard - 2 Core Pack (3 year - Full upfront) - Qty 64	One Time	-	240.00	-	-
Windows Server User CAL (3 year - Full upfront) - Qty 10	One Time	-	81.00	-	-
SQL Server Standard - 2 Core Pack (3 year - Full upfront) - Qty 2	One Time	-	6,930.00	-	-
I7 16GB 32GB SSD - Qty 1	One Time	-	1,346.00	-	-
27" Standard Monitor - Qty 1	One Time	-	385.00	-	-
Wireless Keyboard & Mouse - Qty 1	One Time	-	83.00	-	-
Windows 11 Pro - Qty 1	One Time	-	256.00	-	-
Netgear 28-Port Ethernet 10G - Qty 2	One Time	-	2,969.00	-	-
10GBASE Transceiver - Qty 12	One Time	-	72.00	-	-
Network Cabling - Qty 1	One Time	-	3,860.00	-	-
APC UPS 2200VA Unit - Qty 1	One Time	-	2,695.00	-	-
UPS Network Management Card - Qty 1	One Time	-	261.00	-	-
UPS Extended Battery - Qty 1	One Time	-	1,052.00	-	-
Professional Services - Qty 172	One Time	-	100.00	-	-

CalOES: Cybersecurity Elevation

Advanced Cybersecurity Suite - Qty 1	Monthly	-	250.00	-	-
Defender / Intune Suite Implementation - Qty 168	One Time	-	100.00	-	-
Defender for Servers - Qty 10	Monthly	-	5.00	-	-
Intune Suite Subscription - Qty 11	Monthly	-	10.00	-	-
Sentinel Implementation - Qty 80	One Time	-	100.00	-	-
Sentinel Subscription (Added to Azure Subscription Costs) - Qty 1	Monthly	-	177.00	-	-

CalOES: Grant Management - Qty 1

One Time	-	11,500	-	-
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Miscellaneous - Contingency

One Time	-	7,601	-	-
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Subtotal			\$	-
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IT Budget Total			\$	76,009
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