MAMMOTH COMMUNITY WATER DISTRICT

Post Office Box 597
Mammoth Lakes, California 93546-0597

819th Regular Meeting of the
Mammoth Community Water District
Board of Directors

Thursday, September 18, 2025

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following information to join the Zoom Videoconference Meeting:
https://zoom.us/j/7609342596 (meeting ID: 760 934 2596) OR
Join via teleconference by dialing 1-669-444-9171, 760-934-2596#

AGENDA

(Amended)

5:30 P.M.

Roll Call

Directors Cage, Domaille, Hylton, Smith, and Thompson

Public Forum

Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda, and presentation should be limited to three (3) minutes. No formal action by the Board will be taken on these items.

Consent Agenda A

All matters listed are considered to be routine by the Board and may be enacted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

A-1 Approve the July 2025 and August 2025 Check Disbursements

A-2 Approve the Minutes from the Regular Board Meeting held July 17, 2025

A-3 Approve the Minutes from the Special Board Meeting held July 30, 2025

A-4 Approve AmeriGas Propane Tank Site Lease Agreement Extension

Consent Agenda B — Department Reports

All matters listed are considered to be routine by the Board and may be acted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

B-1 Operations Department Report

B-2 Maintenance Department Report

B-3 Finance Department Report

B-4 Engineering Department Report

B-5 Information Services Report

B-6 Personnel Services Report

B-7 Regulatory Support Services Report

B-8 General Manager's Report

Current Business

C-1 Presentation and Discussion of the Results of the 2025 Employee Engagement Survey

- Jose Gonzalez, CPS HR Consulting

C-2 Discuss and Consider Adopting Revised MCWD Board Policies:

- Rules for Board Proceedings Policy (PL-BOD-001)
- Directors Compensation and Expense Reimbursement Policy (PL-BOD-002)
- Board Delegation of Authority Policy (PL-BOD-003)
- Ethics Policy (PL-BOD-004)
- Sexual Harassment and Abusive Conduct Prevention Training Policy (PL-BOD-005)

C-3 Discuss and Consider Adopting New MCWD Prohibition of Rooftop Sprinkler Systems Policy (PL-ADM-027)

C-4 Discuss and Consider Adopting Resolution No. 09-18-25-13 Establishing a Records Retention Schedule, Superseding All Previous Policies, and Authorizing Staff to Make Changes to the Schedules When Required

Board Member's Committee Reports

Committee Meetings Held:

Pension Committee – *August 26, 2025*
Code/Policy Committee – *September 9, 2025*
Finance Committee – *September 17, 2025*
Technical Services Committee – *September 17, 2025*

Directors Comments, Requests, and Reports

Attorney's Report

Closed Session

D-1 Conference with Real Property Negotiators
Pursuant to Government Code Sections 54954.5(e) and 54956.8
Property Description: Mono County APNs – 022-400-023-000; 022-400-024-000; 022-400-025-000
Under Negotiation: Price and Terms of Payment
MCWD Negotiators: Mark Busby
Property Owner Negotiator: Terrance Plum

D-2 Public employee appointment involving the position of General Manager;
Government Code sections 54954.5(e) and 54957(b)(1).

Adjournment

NOTE: Items listed on the agenda may be reviewed or acted upon by the Board in any order or sequence. The items are listed for identification purposes only.

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Monday, September 15, 2025

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

In compliance with the Americans with Disabilities Act, if you need a disability related modification or accommodation to participate in this meeting, please call Stephanie Hake at (760) 934-2596 at least one full day before the meeting.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.

MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF A TECHNICAL SERVICES COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Technical Services Committee of the Board of Directors of the Mammoth Community Water District will hold a **TECHNICAL SERVICES COMMITTEE MEETING** to be held **WEDNESDAY, SEPTEMBER 17, 2025** at **8:00 A.M.**

Please Note:
Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

The agenda items are:

1. Review of the Operations Department Report (B-1)
2. Review of the Maintenance Department Report (B-2)
3. Review of the Engineering Department Report (B-4)
4. Review of the Information Services Report (B-5)
5. Review of the Regulatory Services Report (B-7)
6. Discuss the AmeriGas Tank Lease Renewal (A-4)
7. Discussion / Questions Regarding Other Department Reports

    B-3 Finance Department Report
    B-6 Personnel Services Report
    B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Friday, September 12, 2025

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Mrs. Hake at: SHake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.

MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF A FINANCE COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Finance Committee of the Board of Directors of the Mammoth Community Water District will hold a **FINANCE COMMITTEE MEETING** on **WEDNESDAY, SEPTEMBER 17, 2025** at **1:00 P.M.**

Please Note:
Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

The agenda items are:

1. Review and Approve the Board of Director Payment Requests for July and August 2025
2. Review and Approve the Accounts Payable Payment Vouchers for July and August 2025
3. Discuss and Review the July and August 2025 Check Registers (A-1)
4. Discuss the Finance Department Report (B-3)
5. Discussion / Questions Regarding Other Department Reports
   - B-1 Operations Department Report
   - B-2 Maintenance Department Report
   - B-4 Engineering Department Report
   - B-5 Information Services Report
   - B-6 Personnel Services Report
   - B-7 Regulatory Services Report
   - B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.

MARK BUSBY
General Manager

Date of Issuance: Monday, September 15, 2025

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Mrs. Hake at: SHake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



Mammoth Community Water District, CA

Board Check Register

By Vendor Name

Payment Dates 7/1/2025 - 7/31/2025

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00295 - A Better Fireplace					
07/24/2025	6065	Pellet Stove Service - TL11	96-000-6115		214.40
07/24/2025	6065	Annual Pellet Stove Service - MV1	96-000-6115		214.40
				Vendor 00295 - A Better Fireplace Total:	**428.80**
Vendor: 00007 - Aaron DeRue					
07/08/2025	11480	Reimbursement for Personal Devices/Services	10-320-6210		270.00
				Vendor 00007 - Aaron DeRue Total:	**270.00**
Vendor: 00016 - ACWA / JPIA (HBA)					
07/11/2025	11522	Dental	10-000-2150		540.61
07/11/2025	11522	Life Insurance	10-000-2150		41.34
07/11/2025	11522	Medical Insurance	10-000-2150		9,338.99
07/11/2025	11522	Vision Insurance	10-000-2150		122.00
07/11/2025	11522	Dental	10-000-2150		2,085.34
07/11/2025	11522	Dental	20-000-2150		1,348.09
07/11/2025	11522	Dental	30-000-2150		1,347.70
07/11/2025	11522	EAP Admin. Fee	10-000-2150		42.16
07/11/2025	11522	EAP Admin. Fee	20-000-2150		19.98
07/11/2025	11522	EAP Admin. Fee	30-000-2150		22.18
07/11/2025	11522	Life Ins Dependent	10-000-2150		4.96
07/11/2025	11522	Life Ins Dependent	20-000-2150		3.11
07/11/2025	11522	Life Ins Dependent	30-000-2150		3.09
07/11/2025	11522	Life Insurance	10-000-2150		732.00
07/11/2025	11522	Life Insurance	20-000-2150		160.04
07/11/2025	11522	Life Insurance	30-000-2150		157.96
07/11/2025	11522	Life Insurance	10-000-2150		152.31
07/11/2025	11522	Life Insurance	20-000-2150		154.44
07/11/2025	11522	Life Insurance	30-000-2150		132.90
07/11/2025	11522	Life Ins Supplemental	20-000-2150		15.00
07/11/2025	11522	Life Ins Supplemental	30-000-2150		15.00
07/11/2025	11522	Medical Insurance	10-000-2150		33,645.07
07/11/2025	11522	Medical Insurance	20-000-2150		21,111.60
07/11/2025	11522	Medical Insurance	30-000-2150		21,111.19
07/11/2025	11522	Vision Insurance	10-000-2150		488.00
07/11/2025	11522	Vision Insurance	20-000-2150		280.78
07/11/2025	11522	Vision Insurance	30-000-2150		280.42
07/11/2025	11522	Premium Adjustment	10-000-6020		4,604.47
				Vendor 00016 - ACWA / JPIA (HBA) Total:	**97,960.73**
Vendor: 00017 - ACWA JPIA (WC)					
07/11/2025	11521	Work Comp	10-000-2165		781.24
07/11/2025	11521	Work Comp	20-000-2165		1,391.31
07/11/2025	11521	Work Comp	30-000-2165		1,337.67
07/11/2025	11521	Work Comp	10-000-2165		818.59
07/11/2025	11521	Work Comp	20-000-2165		1,303.65
07/11/2025	11521	Work Comp	30-000-2165		1,222.05
07/11/2025	11521	Work Comp	10-000-2165		752.88
07/11/2025	11521	Work Comp	20-000-2165		1,338.76
07/11/2025	11521	Work Comp	30-000-2165		1,285.35
07/11/2025	11521	Work Comp	10-000-2165		770.56
07/11/2025	11521	Work Comp	20-000-2165		1,487.33
07/11/2025	11521	Work Comp	30-000-2165		1,431.79
07/11/2025	11521	Work Comp	10-000-2165		768.69

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/11/2025	11521	Work Comp	20-000-2165		1,577.72
07/11/2025	11521	Work Comp	30-000-2165		1,532.54
07/11/2025	11521	Work Comp	10-000-2165		771.98
07/11/2025	11521	Work Comp	20-000-2165		1,588.42
07/11/2025	11521	Work Comp	30-000-2165		1,538.77
07/11/2025	11521	Premium Adjustment	10-000-6022		-613.75
07/18/2025	11534	Underground Storage Tank Insurance Premium	10-000-6130		2,061.91
07/25/2025	11544	Cyber Liability Insurance Premium	10-000-6130		7,619.00
				Vendor 00017 - ACWA JPIA (WC) Total:	**30,766.46**
Vendor: 00023 - Advanced Stainless & Alloys, Inc.					
07/11/2025	11523	Pipe, Elbow, Tee	23-000-1301	24WW04CE	562.79
07/31/2025	11555	6" Pipe, Flanges, Elbows, Coupling, Nipple	22-000-1301	25W08CM	953.59
				Vendor 00023 - Advanced Stainless & Alloys, Inc. Total:	**1,516.38**
Vendor: 00025 - AFLAC					
07/31/2025	DFT0001392	AFLAC Pre Tax	10-000-2170		25.48
07/31/2025	DFT0001392	AFLAC After Tax	20-000-2170		6.05
07/31/2025	DFT0001392	AFLAC Pre Tax	20-000-2170		51.57
07/31/2025	DFT0001392	AFLAC After Tax	30-000-2170		3.65
07/31/2025	DFT0001392	AFLAC Pre Tax	30-000-2170		27.57
07/31/2025	DFT0001408	AFLAC Pre Tax	10-000-2170		25.48
07/31/2025	DFT0001408	AFLAC Pre Tax	20-000-2170		51.57
07/31/2025	DFT0001408	AFLAC After Tax	20-000-2170		6.06
07/31/2025	DFT0001408	AFLAC Pre Tax	30-000-2170		27.57
07/31/2025	DFT0001408	AFLAC After Tax	30-000-2170		3.64
				Vendor 00025 - AFLAC Total:	**228.64**
Vendor: 00039 - Alex Printing					
07/10/2025	6009	Business Cards - Holt	10-400-6180		48.94
07/10/2025	6009	Business Cards - Carlson	10-400-6180		48.94
				Vendor 00039 - Alex Printing Total:	**97.88**
Vendor: 02508 - Alpine Landscape					
07/24/2025	6066	Landscaping - 4 Locations	10-000-6150		2,000.00
				Vendor 02508 - Alpine Landscape Total:	**2,000.00**
Vendor: 00063 - American Business Machines Co.					
07/18/2025	11535	Printer/Copier Agreement	10-000-6180		995.80
07/25/2025	11545	Copier/Printer Agreement	10-000-6180		200.57
				Vendor 00063 - American Business Machines Co. Total:	**1,196.37**
Vendor: 02739 - AMP United, LLC					
07/17/2025	6050	Tank 7 Rehab Progress Payment	22-000-1301	24W04CS	262,722.50
				Vendor 02739 - AMP United, LLC Total:	**262,722.50**
Vendor: 02271 - Amy Larson					
07/08/2025	11481	Reimbursement for Personal Devices/Services	10-120-6210		150.00
				Vendor 02271 - Amy Larson Total:	**150.00**
Vendor: 00111 - AT&T					
07/17/2025	6051	FirstNet	10-130-6211		1,050.46
				Vendor 00111 - AT&T Total:	**1,050.46**
Vendor: 02746 - Audrey Hansen					
07/30/2025	6083	Rebate - HECW	10-105-6237		400.00
				Vendor 02746 - Audrey Hansen Total:	**400.00**
Vendor: 02598 - Avineon, Inc.					
07/11/2025	11524	Utility Network Progress Payment	21-000-1301	24A01MS	5,806.00
				Vendor 02598 - Avineon, Inc. Total:	**5,806.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00123 - Babcock Laboratories, Inc.					
07/10/2025	6010	Lab Testing	30-210-6111		105.27
07/10/2025	6010	Lab Testing	20-210-6111		653.73
07/10/2025	6010	Lab Testing	30-210-6111		170.90
07/10/2025	6010	Lab Testing	30-210-6111		810.07
07/10/2025	6010	Lab Testing	30-210-6111		65.65
07/10/2025	6010	Lab Testing	30-210-6111		2,451.82
07/10/2025	6010	Lab Testing	10-210-6111		59.45
07/10/2025	6010	Lab Testing	30-210-6111		105.27
07/10/2025	6010	Lab Testing	30-210-6111		352.97
07/10/2025	6010	Lab Testing	30-210-6111		2,372.54
07/10/2025	6010	Lab Testing	20-210-6111		59.43
07/10/2025	6010	Lab Testing	30-210-6111		105.27
07/31/2025	11556	Lab Testing	30-210-6111		105.27
07/31/2025	11556	Lab Testing	30-210-6111		297.25
07/31/2025	11556	Lab Testing	30-210-6111		170.90
07/31/2025	11556	Lab Testing	20-210-6111		39.62
07/31/2025	11556	Lab Testing	30-210-6111		105.27
07/31/2025	11556	Lab Testing	30-210-6111		414.90
				Vendor 00123 - Babcock Laboratories, Inc. Total:	**8,445.58**
Vendor: 00125 - Backgrounds Online					
07/11/2025	11525	Background Testing	10-110-6100		194.42
				Vendor 00125 - Backgrounds Online Total:	**194.42**
Vendor: 02688 - Bay Area Coating Consultants, Inc.					
07/10/2025	6011	Tank 7 Task Order 2	22-000-1301	24W04CS	8,531.60
				Vendor 02688 - Bay Area Coating Consultants, Inc. Total:	**8,531.60**
Vendor: 00131 - BKS Law Firm, PC					
07/31/2025	11557	Legal Services	10-100-6140		2,371.00
				Vendor 00131 - BKS Law Firm, PC Total:	**2,371.00**
Vendor: 00189 - Britt's Diesel & Automotive					
07/10/2025	6012	Trailer Brake Repair - #114	30-240-6155		1,107.00
07/30/2025	6084	Replace 8 Tires #114	30-240-6155		5,498.40
07/30/2025	6084	Travel and Mobilization	10-000-6155		2,280.00
07/30/2025	6084	Yearly Service - Admin Generator	10-330-6145		1,115.51
07/30/2025	6084	Annual Service - WW Generator	30-240-6145		1,697.43
07/30/2025	6084	Yearly Service - LMTP Generator	20-230-6145		919.30
07/30/2025	6084	BIT Inspection and Smoke Test #1	30-240-6155		500.00
07/30/2025	6084	BIT Inspection #51	22-340-6155		250.00
07/30/2025	6084	BIT Inspection #105	22-340-6155		250.00
07/30/2025	6084	BIT Inspection #77	10-310-6155		375.00
07/30/2025	6084	BIT Inspection #107	10-310-6155		250.00
07/30/2025	6084	BIT Inspection #93	10-310-6155		250.00
07/30/2025	6084	BIT Inspection #87	22-340-6155		250.00
07/30/2025	6084	BIT Inspection and CTC Test #123	10-320-6155		375.00
07/30/2025	6084	BIT Inspection #114	30-240-6155		125.00
07/30/2025	6084	BIT Inspection and Tire Repair #109	30-240-6155		180.00
07/30/2025	6084	BIT Inspection #108	30-240-6155		125.00
07/30/2025	6084	BIT Inspection and Smoke Test #53	22-340-6155		500.00
				Vendor 00189 - Britt's Diesel & Automotive Total:	**16,047.64**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02094 - Bruce Medhurst					
07/08/2025	11482	Reimbursement for Personal Devices/Services	10-210-6210		150.00
				Vendor 02094 - Bruce Medhurst Total:	**150.00**
Vendor: 00201 - CA Tax Payment ACH					
07/02/2025	DFT0001394	State Withholding	10-000-2210		4,739.77
07/02/2025	DFT0001394	CA State Disibility	10-000-2210		1,215.34
07/02/2025	DFT0001394	State Withholding	20-000-2210		1,863.19
07/02/2025	DFT0001394	CA State Disibility	20-000-2210		634.97
07/02/2025	DFT0001394	State Withholding	30-000-2210		1,877.02
07/02/2025	DFT0001394	CA State Disibility	30-000-2210		628.69
07/16/2025	DFT0001410	State Withholding	10-000-2210		4,841.53
07/16/2025	DFT0001410	CA State Disibility	10-000-2210		1,226.98
07/16/2025	DFT0001410	CA State Disibility	20-000-2210		661.94
07/16/2025	DFT0001410	State Withholding	20-000-2210		2,017.83
07/16/2025	DFT0001410	CA State Disibility	30-000-2210		645.07
07/16/2025	DFT0001410	State Withholding	30-000-2210		1,955.47
07/30/2025	DFT0001421	CA State Disibility	10-000-2210		1,336.37
07/30/2025	DFT0001421	State Withholding	10-000-2210		5,281.07
07/30/2025	DFT0001421	CA State Disibility	20-000-2210		632.26
07/30/2025	DFT0001421	State Withholding	20-000-2210		1,849.23
07/30/2025	DFT0001421	State Withholding	30-000-2210		1,852.68
07/30/2025	DFT0001421	CA State Disibility	30-000-2210		625.21
				Vendor 00201 - CA Tax Payment ACH Total:	**33,884.62**
Vendor: 00205 - California Broadband Cooperative					
07/18/2025	11536	Internet Service	10-130-6211		1,277.95
				Vendor 00205 - California Broadband Cooperative Total:	**1,277.95**
Vendor: 02179 - California State Disbursement Unit					
07/02/2025	DFT0001387	Ca. Child Support	20-000-2170		46.16
07/02/2025	DFT0001387	Ca. Child Support	30-000-2170		46.14
07/16/2025	DFT0001403	Ca. Child Support	20-000-2170		46.16
07/16/2025	DFT0001403	Ca. Child Support	30-000-2170		46.14
07/30/2025	DFT0001416	CA Child Support	20-000-2170		46.16
07/30/2025	DFT0001416	CA Child Support	30-000-2170		46.14
				Vendor 02179 - California State Disbursement Unit Total:	**276.90**
Vendor: 00220 - Carmichael Business Technology					
07/10/2025	6013	Blackpoint	10-130-6105		345.00
07/10/2025	6013	VOIP	10-000-6210		639.99
07/10/2025	6013	Monthly IT Agreement	10-130-6106		3,356.66
07/24/2025	6067	Monthly Blackpoint Agreement	10-130-6105		345.00
07/24/2025	6067	Annual Web Hosting Agreement	10-130-6105		180.00
07/24/2025	6067	Monthly VOIP Agreement	10-000-6210		639.18
07/24/2025	6067	Annual Visio Agreement - 2 Users	10-130-6105		360.00
07/24/2025	6067	Monthly IT Agreement	10-130-6106		3,356.66
				Vendor 00220 - Carmichael Business Technology Total:	**9,222.49**
Vendor: 02736 - Cathy Janecek					
07/10/2025	6014	HET Rebate (4)	10-105-6237		600.00
				Vendor 02736 - Cathy Janecek Total:	**600.00**
Vendor: 02359 - Cecil Bundesen					
07/08/2025	11483	Reimbursement for Personal Devices/Services	10-105-6210		150.00
				Vendor 02359 - Cecil Bundesen Total:	**150.00**
Vendor: 00270 - Chris Weibert					
07/08/2025	11484	Reimbursement for Personal Devices/Services	10-110-6210		150.00
				Vendor 00270 - Chris Weibert Total:	**150.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02017 - Christopher Monroe					
07/08/2025	11485	Reimbursement for Personal Devices/Services	20-220-6210		270.00
				Vendor 02017 - Christopher Monroe Total:	**270.00**
Vendor: 00281 - Chuck Villar Construction					
07/10/2025	6015	Sludge Hauling	30-240-6100		5,846.62
07/24/2025	6068	Sludge Hauling	30-240-6100		9,430.90
				Vendor 00281 - Chuck Villar Construction Total:	**15,277.52**
Vendor: 01957 - City of Fallon					
07/17/2025	6052	Sludge Disposal	30-240-6102		4,018.99
				Vendor 01957 - City of Fallon Total:	**4,018.99**
Vendor: 00292 - Clay Murray					
07/08/2025	11486	Reimbursement for Personal Devices/Services	10-200-6210		270.00
				Vendor 00292 - Clay Murray Total:	**270.00**
Vendor: 00306 - Conriquez Cleaning					
07/10/2025	6016	Janatorial Services	10-000-6150		2,873.11
				Vendor 00306 - Conriquez Cleaning Total:	**2,873.11**
Vendor: 00326 - Creative Image Embroidery					
07/17/2025	6053	Embroidery, Hat	20-220-6124		66.81
07/17/2025	6053	Embroidery	10-300-6124		10.78
07/30/2025	6085	Embroidery	20-220-6124		53.88
				Vendor 00326 - Creative Image Embroidery Total:	**131.47**
Vendor: 02475 - Creative Management Solutions, Inc.					
07/10/2025	6017	Compensation and Benefits Survey Progress Payment	10-110-6110		3,780.00
				Vendor 02475 - Creative Management Solutions, Inc. Total:	**3,780.00**
Vendor: 02517 - Daniel Pijuan					
07/08/2025	11487	Reimbursement for Personal Devices/Services	10-330-6210		270.00
				Vendor 02517 - Daniel Pijuan Total:	**270.00**
Vendor: 02740 - David Beltran					
07/24/2025	6069	HEDW Rebate	10-105-6237		200.00
				Vendor 02740 - David Beltran Total:	**200.00**
Vendor: 00377 - David Carlson					
07/08/2025	11488	Reimbursement for Personal Devices/Services	10-400-6210		190.00
				Vendor 00377 - David Carlson Total:	**190.00**
Vendor: 02447 - Denise Schneider					
07/08/2025	11489	Reimbursement for Personal Devices/Services	20-220-6210		270.00
				Vendor 02447 - Denise Schneider Total:	**270.00**
Vendor: 00438 - Designs Unlimited					
07/10/2025	6018	Sweatshirts	22-340-6124		146.54
07/10/2025	6018	Shirts for 4th of July	10-000-6190		420.18
				Vendor 00438 - Designs Unlimited Total:	**566.72**
Vendor: 00439 - Dewey Pest Control					
07/10/2025	6049	Pest Control - MM11	96-000-6115		150.00
07/10/2025	6048	New Service Setup Charges - LMTP	10-000-6150		300.00
07/10/2025	6048	New Service Setup Charges - GWTP 1	10-000-6150		300.00
07/10/2025	6048	New Service Setup Charges - GWTP 2	10-000-6150		300.00
				Vendor 00439 - Dewey Pest Control Total:	**1,050.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02677 - Diego Garcia Villalobos					
07/08/2025	11490	Reimbursement for Personal Devices/Services	10-310-6210		180.00
				Vendor 02677 - Diego Garcia Villalobos Total:	**180.00**
Vendor: 00452 - DIY Home Center					
07/11/2025	11526	Fittings, Electrical Supplies	20-230-6145		54.22
07/11/2025	11526	Fittings, Conduit	23-000-1301	24WW04CE	83.37
07/11/2025	11526	Cord	23-000-1301	24WW04CE	43.98
07/11/2025	11526	Fittings, Electrical Parts	23-000-1301	24WW04CE	15.46
07/11/2025	11526	Electrical Parts	23-000-1301	24WW04CE	48.41
07/11/2025	11526	Hitch Ball - #110	22-340-6155		13.57
07/11/2025	11526	Saw Blades	10-310-6180		55.22
07/11/2025	11526	Misc. HW, Cement Board	21-000-1301	24A02CS	56.04
07/11/2025	11526	Bleach	10-310-6180		16.46
07/11/2025	11526	Concrete	20-310-6145		240.20
07/11/2025	11526	Misc. Supplies - Compressor Enclosure	10-330-6145		56.85
07/11/2025	11526	Mosquito Traps, Light Bulbs	30-240-6180		29.07
07/11/2025	11526	Tarp	10-000-6190		15.51
07/11/2025	11526	Chlorine Tablets	30-240-6180		53.30
07/11/2025	11526	Tarps	10-000-6190		53.31
07/11/2025	11526	Staple Gun	10-320-6120		33.93
07/11/2025	11526	Misc. HW and Supplies	22-000-1301	23W02CM	63.54
07/18/2025	11537	Wrenches, Scrapers	10-320-6120		50.38
07/18/2025	11537	Tape	22-000-1301	25W01CM	29.05
07/18/2025	11537	Eye Bolts	20-320-6145		42.78
07/25/2025	11546	Socket Sets	20-220-6120		106.65
07/25/2025	11546	Rubbing Alcohol	20-220-6180		3.68
07/25/2025	11546	Sealant	30-240-6180		33.91
07/31/2025	11558	Fill Valves	22-000-1301	25W01CM	38.77
07/31/2025	11558	Angle Valve	22-000-1301	25W01CM	15.51
07/31/2025	11558	Sprinkler	10-330-6180		11.63
07/31/2025	11558	Rope	10-320-6180		8.72
				Vendor 00452 - DIY Home Center Total:	**1,273.52**
Vendor: 02731 - Dustin Fenstermacher					
07/08/2025	11491	Reimbursement for Personal Devices/Services	30-240-6210		62.50
				Vendor 02731 - Dustin Fenstermacher Total:	**62.50**
Vendor: 00497 - Eastside Auto Glass					
07/17/2025	6054	Side Window Replacement - #79	22-340-6155		300.00
				Vendor 00497 - Eastside Auto Glass Total:	**300.00**
Vendor: 02610 - Empire Southwest, LLC					
07/11/2025	11527	Erskine SB360X Snowblower Attachment	22-000-1317		6,924.55
07/11/2025	11527	270XE Skid Steer	22-000-1317		58,589.60
07/11/2025	11527	Erskine SB360X Snowblower Attachment	23-000-1317		6,924.56
07/11/2025	11527	270XE Skid Steer	23-000-1317		58,589.60
				Vendor 02610 - Empire Southwest, LLC Total:	**131,028.31**
Vendor: 02360 - Eric Solomon					
07/08/2025	11492	Reimbursement for Personal Devices/Services	20-220-6210		270.00
				Vendor 02360 - Eric Solomon Total:	**270.00**
Vendor: 02303 - Fast & Fair Plumbing					
07/11/2025	11528	Shower Valve Cartridge Replacement - CS2	96-000-6115		249.00
				Vendor 02303 - Fast & Fair Plumbing Total:	**249.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00569 - Federal Tax Payment ACH					
07/02/2025	DFT0001393	Federal Withholding	10-000-2200		11,781.35
07/02/2025	DFT0001393	Social Security	10-000-2200		152.76
07/02/2025	DFT0001393	Medicare	10-000-2200		2,945.40
07/02/2025	DFT0001393	Social Security	20-000-2200		708.56
07/02/2025	DFT0001393	Medicare	20-000-2200		1,544.80
07/02/2025	DFT0001393	Federal Withholding	20-000-2200		5,108.99
07/02/2025	DFT0001393	Medicare	30-000-2200		1,533.16
07/02/2025	DFT0001393	Federal Withholding	30-000-2200		5,348.34
07/02/2025	DFT0001393	Social Security	30-000-2200		708.56
07/03/2025	DFT0001395	Medicare	10-000-2200		11.24
07/03/2025	DFT0001395	Social Security	10-000-2200		48.08
07/16/2025	DFT0001409	Medicare	10-000-2200		2,968.64
07/16/2025	DFT0001409	Social Security	10-000-2200		277.76
07/16/2025	DFT0001409	Federal Withholding	10-000-2200		11,944.06
07/16/2025	DFT0001409	Social Security	20-000-2200		682.64
07/16/2025	DFT0001409	Medicare	20-000-2200		1,602.36
07/16/2025	DFT0001409	Federal Withholding	20-000-2200		5,584.21
07/16/2025	DFT0001409	Social Security	30-000-2200		682.60
07/16/2025	DFT0001409	Medicare	30-000-2200		1,565.66
07/16/2025	DFT0001409	Federal Withholding	30-000-2200		5,576.26
07/30/2025	DFT0001420	Social Security	10-000-2200		277.76
07/30/2025	DFT0001420	Medicare	10-000-2200		3,246.16
07/30/2025	DFT0001420	Federal Withholding	10-000-2200		12,987.02
07/30/2025	DFT0001420	Federal Withholding	20-000-2200		5,096.44
07/30/2025	DFT0001420	Medicare	20-000-2200		1,544.20
07/30/2025	DFT0001420	Social Security	20-000-2200		699.38
07/30/2025	DFT0001420	Social Security	30-000-2200		699.34
07/30/2025	DFT0001420	Medicare	30-000-2200		1,527.02
07/30/2025	DFT0001420	Federal Withholding	30-000-2200		5,286.12
				Vendor 00569 - Federal Tax Payment ACH Total:	**92,138.87**
Vendor: 00572 - Ferguson Waterworks # 1423					
07/10/2025	6020	4" Meter - Highmark Hotel	22-000-6165		3,643.03
				Vendor 00572 - Ferguson Waterworks # 1423 Total:	**3,643.03**
Vendor: 00608 - Frontier					
07/10/2025	6021	Internet Service for GWTPs	10-130-6211		203.48
07/10/2025	6021	Land Lines	10-000-6210		245.87
07/24/2025	6070	Internet Service - GWTPs	10-130-6211		126.93
07/24/2025	6070	Land Lines	10-000-6210		245.40
				Vendor 00608 - Frontier Total:	**821.68**
Vendor: 01955 - Garrett Higerd					
07/08/2025	11493	Reimbursement for Personal Devices/Services	10-400-6210		270.00
				Vendor 01955 - Garrett Higerd Total:	**270.00**
Vendor: 02743 - Garrett Talbott					
07/24/2025	6071	HEDW Rebate	10-105-6237		200.00
07/30/2025	6086	Rebate - HET	10-105-6237		200.00
				Vendor 02743 - Garrett Talbott Total:	**400.00**
Vendor: 02707 - Global Power Supply, LLC					
07/11/2025	11529	ASCO ATS Power Transfer Switch (75%)	22-000-1301	25W15CE	10,537.70
				Vendor 02707 - Global Power Supply, LLC Total:	**10,537.70**
Vendor: 00662 - Grainger, Inc.					
07/11/2025	11530	Disposable Gloves	10-310-6180		280.84
07/11/2025	11530	Pipe Wrenches	10-320-6120		1,238.25
07/18/2025	11538	Trash Bags	10-000-6180		50.27
07/25/2025	11547	Chisel for Construction Crew Jack Hammer	22-340-6120		113.06
07/25/2025	11547	Trash Cans	10-000-6120		30.45

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/25/2025	11547	Trash Cans	10-000-6120		50.27
				Vendor 00662 - Grainger, Inc. Total:	**1,763.14**
Vendor: 00663 - Granite Construction					
07/10/2025	6022	Cold Mix	22-000-1301	25W01CM	3,363.09
				Vendor 00663 - Granite Construction Total:	**3,363.09**
Vendor: 00685 - Hach Company					
07/10/2025	6023	Lab Supplies	20-210-6180		323.74
07/10/2025	6023	Lab Supplies	30-210-6180		57.44
07/30/2025	6087	Lab Supplies	30-210-6180		135.65
				Vendor 00685 - Hach Company Total:	**516.83**
Vendor: 00687 - Hardy Diagnostics					
07/31/2025	11559	Lab Supplies	10-210-6180		51.41
				Vendor 00687 - Hardy Diagnostics Total:	**51.41**
Vendor: 02388 - Health Equity, Inc.					
07/02/2025	DFT0001390	HSA	10-000-2151		397.93
07/16/2025	DFT0001406	HSA	10-000-2151		397.93
				Vendor 02388 - Health Equity, Inc. Total:	**795.86**
Vendor: 00693 - Heidi Christensen					
07/08/2025	11494	Reimbursement for Personal Devices/Services	10-120-6210		150.00
				Vendor 00693 - Heidi Christensen Total:	**150.00**
Vendor: 00705 - High Country Lumber, Inc.					
07/10/2025	6024	Concrete Mix	20-310-6145		1,120.02
07/10/2025	6024	Structural Lag, Misc. HW	22-000-1301	25W06CM	82.31
07/10/2025	6024	Mulch, Grass Seed	22-000-1301	25W06CM	59.24
07/10/2025	6024	Face Shield	10-320-6120		75.39
07/10/2025	6024	Pliers	10-330-6120		35.55
07/10/2025	6024	Electrical Supplies	10-330-6145		73.78
07/10/2025	6024	Electrical Supplies	23-000-1301	24WW04CE	6.02
07/10/2025	6024	Locking Connector, Small Engine Oil	10-310-6180		69.68
07/10/2025	6024	Shims	10-310-6180		16.15
07/10/2025	6024	Saw Blade	22-000-1301	25W06CM	25.85
07/10/2025	6024	Electrical Supplies	23-000-1301	24WW04CE	2.78
07/10/2025	6024	Spray Paint, Trash Can	10-000-6190		62.98
07/10/2025	6024	Spraypaint	10-000-6190		21.53
07/10/2025	6024	Lumber	10-330-6145		92.39
07/10/2025	6024	Lumber	10-330-6145		229.20
07/10/2025	6024	Screws, Lumber	10-330-6145		150.18
07/10/2025	6024	Mud Mixer	30-310-6145		21.54
07/17/2025	6055	Lumber	10-330-6145		102.42
07/24/2025	6072	Closet Rod - MM11	96-000-6115		13.47
				Vendor 00705 - High Country Lumber, Inc. Total:	**2,260.48**
Vendor: 01949 - Honovaa Lewis					
07/08/2025	11495	Reimbursement for Personal Devices/Services	10-330-6210		270.00
				Vendor 01949 - Honovaa Lewis Total:	**270.00**
Vendor: 02152 - Huoy Sytha					
07/08/2025	11496	Reimbursement for Personal Devices/Services	10-330-6210		150.00
				Vendor 02152 - Huoy Sytha Total:	**150.00**
Vendor: 00723 - Idexx Distribution, Inc.					
07/10/2025	6025	Lab Supplies	30-210-6180		207.96
				Vendor 00723 - Idexx Distribution, Inc. Total:	**207.96**
Vendor: 00725 - Infosend, Inc.					
07/25/2025	11548	UB Statement Processing	10-120-6100		1,878.05
				Vendor 00725 - Infosend, Inc. Total:	**1,878.05**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00728 - International Union of Operating Engineers					
07/10/2025	6026	Union Dues	10-000-2170		154.00
07/10/2025	6026	Union Dues	20-000-2170		143.06
07/10/2025	6026	Union Dues	30-000-2170		120.94
				Vendor 00728 - International Union of Operating Engineers Total:	**418.00**
Vendor: 00740 - Ixom Watercare, Inc					
07/10/2025	6027	Solar Bee Mixer M & R Plan	20-320-6100		4,126.10
				Vendor 00740 - Ixom Watercare, Inc Total:	**4,126.10**
Vendor: 02741 - James Todd					
07/24/2025	6073	HET Rebate (2)	10-105-6237		400.00
				Vendor 02741 - James Todd Total:	**400.00**
Vendor: 00791 - Jason Blakey					
07/10/2025	6028	HET Rebate	10-105-6237		200.00
				Vendor 00791 - Jason Blakey Total:	**200.00**
Vendor: 00805 - Jeffrey Beatty					
07/08/2025	11497	Reimbursement for Personal Devices/Services	10-120-6210		270.00
				Vendor 00805 - Jeffrey Beatty Total:	**270.00**
Vendor: 02247 - Jessy Ruiz					
07/08/2025	11498	Reimbursement for Personal Devices/Services	10-320-6210		270.00
				Vendor 02247 - Jessy Ruiz Total:	**270.00**
Vendor: 00907 - Julie Burkhart					
07/08/2025	11499	Reimbursement for Personal Devices/Services	10-130-6210		270.00
				Vendor 00907 - Julie Burkhart Total:	**270.00**
Vendor: 00915 - Justin Mulbay					
07/08/2025	11500	Reimbursement for Personal Devices/Services	10-130-6210		270.00
				Vendor 00915 - Justin Mulbay Total:	**270.00**
Vendor: 00958 - Keith Weiland					
07/08/2025	11501	Reimbursement for Personal Devices/Services	10-310-6210		270.00
				Vendor 00958 - Keith Weiland Total:	**270.00**
Vendor: 00993 - KIBS-FM					
07/11/2025	11531	Advertising	10-105-6190		350.00
07/11/2025	11531	Advertising	10-105-6190		350.00
				Vendor 00993 - KIBS-FM Total:	**700.00**
Vendor: 01003 - KMMT-FM					
07/10/2025	6029	Advertising	10-105-6190		500.00
				Vendor 01003 - KMMT-FM Total:	**500.00**
Vendor: 02718 - Kraftsman, Inc.					
07/21/2025	6063	HP-40 PS Trailer	22-000-1317		13,849.50
07/21/2025	6063	Spare Wheel & Tire	22-000-1317		200.00
07/21/2025	6063	8' x 34" Air Ramps	22-000-1317		150.00
07/21/2025	6063	Spare Wheel & Tire	23-000-1317		200.00
07/21/2025	6063	HP-40 PS Trailer	23-000-1317		13,849.50
07/21/2025	6063	8' x 34" Air Ramps	23-000-1317		150.00
				Vendor 02718 - Kraftsman, Inc. Total:	**28,399.00**
Vendor: 01012 - Kristina Roberts					
07/08/2025	11502	Reimbursement for Personal Devices/Services	10-400-6210		150.00
				Vendor 01012 - Kristina Roberts Total:	**150.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02136 - Kyle Burnett					
07/08/2025	11503	Reimbursement for Personal Devices/Services	30-240-6210		270.00
				Vendor 02136 - Kyle Burnett Total:	**270.00**
Vendor: 01037 - Lawson Products					
07/10/2025	6030	Sandpaper, Gloves, Cut-Off Wheels	10-310-6180		501.82
				Vendor 01037 - Lawson Products Total:	**501.82**
Vendor: 02150 - Leanna Block					
07/08/2025	11504	Reimbursement for Personal Devices/Services	10-100-6210		150.00
				Vendor 02150 - Leanna Block Total:	**150.00**
Vendor: 01054 - Liebert Cassidy Whitmore					
07/10/2025	6031	Legal Services	10-110-6140		855.00
07/24/2025	6074	Consortium Membership and Library Access	10-110-6160		2,685.00
07/24/2025	6074	Legal Services	10-110-6140		180.00
				Vendor 01054 - Liebert Cassidy Whitmore Total:	**3,720.00**
Vendor: 00052 - Linde Gas & Equipment, Inc.					
07/24/2025	6075	Welding Supplies	10-000-6180		123.13
07/24/2025	6075	Welding Supplies	10-000-6180		85.07
07/24/2025	6075	Welding Supplies	10-000-6180		85.07
				Vendor 00052 - Linde Gas & Equipment, Inc. Total:	**293.27**
Vendor: 02683 - Luis Vaca					
07/08/2025	11505	Reimbursement for Personal Devices/Services	10-400-6210		103.57
07/25/2025	11549	UC Conference - Meal	10-400-6220		12.40
07/25/2025	11549	UC Conference - Personal Vehicle Mileage	10-400-6220		554.40
07/25/2025	11549	UC Conference - Hotel	10-400-6220		2,445.10
				Vendor 02683 - Luis Vaca Total:	**3,115.47**
Vendor: 02657 - Lyndsey Cox					
07/08/2025	11506	Reimbursement for Personal Devices/Services	10-310-6210		52.50
				Vendor 02657 - Lyndsey Cox Total:	**52.50**
Vendor: 01099 - Mammoth Disposal					
07/10/2025	6032	Trash Service	10-000-6100		1,686.30
07/10/2025	6032	Recycling	10-000-6100		151.20
07/10/2025	6032	Recycling	10-000-6100		140.40
07/10/2025	6032	Contruction Toilet Rental	22-000-1301	25W01CO	345.47
				Vendor 01099 - Mammoth Disposal Total:	**2,323.37**
Vendor: 01112 - Mammoth Ready Mix					
07/10/2025	6033	Slurry	22-000-1301	25W01CM	1,687.03
				Vendor 01112 - Mammoth Ready Mix Total:	**1,687.03**
Vendor: 02737 - Mark Henricksen					
07/10/2025	6034	Vehicle Cleaning for Parade	10-000-6190		400.00
				Vendor 02737 - Mark Henricksen Total:	**400.00**
Vendor: 01183 - McMaster-Carr Supply Co.					
07/24/2025	6076	Steel Enclosure, Signal/Power Connectors	30-240-6145		255.59
				Vendor 01183 - McMaster-Carr Supply Co. Total:	**255.59**
Vendor: 01191 - Melissa Bretz					
07/08/2025	11507	Reimbursement for Personal Devices/Services	10-120-6210		270.00
				Vendor 01191 - Melissa Bretz Total:	**270.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 01193 - Melissa Reeves					
07/08/2025	11508	Reimbursement for Personal Devices/Services	10-110-6210		150.00
				Vendor 01193 - Melissa Reeves Total:	**150.00**
Vendor: 02449 - Michael Draper					
07/08/2025	11509	Reimbursement for Personal Devices/Services	10-105-6210		270.00
				Vendor 02449 - Michael Draper Total:	**270.00**
Vendor: 02323 - Michael Lesiak					
07/08/2025	11510	Reimbursement for Personal Devices/Services	10-320-6210		270.00
				Vendor 02323 - Michael Lesiak Total:	**270.00**
Vendor: 01240 - Mission Linen Supply					
07/10/2025	6035	Linen Service	10-000-6180		847.51
				Vendor 01240 - Mission Linen Supply Total:	**847.51**
Vendor: 01252 - Mono County Health Department					
07/10/2025	6036	HAZMAT Facility Charge - FA0000622	10-000-6205		1,726.00
07/10/2025	6036	HAZMAT Facility Charge - FA0000907	10-000-6205		3,234.00
07/10/2025	6036	HAZMAT Facility Charge - FA0001066	10-000-6205		237.00
07/10/2025	6036	HAZMAT Facility Charge - FA0001218	10-000-6205		237.00
07/10/2025	6036	HAZMAT Facility Charge - FA0001219	10-000-6205		237.00
				Vendor 01252 - Mono County Health Department Total:	**5,671.00**
Vendor: 01257 - Mono County Tax Collector					
07/30/2025	6088	Posessory Interest Tax CS2	96-000-6115		805.81
07/30/2025	6098	Posessory Interest Tax SM101	96-000-6115		501.22
07/30/2025	6090	Posessory Interest Tax T140	96-000-6115		782.62
07/30/2025	6093	Posessory Interest Tax MM11	96-000-6115		761.60
07/30/2025	6097	Posessory Interest Tax MV1	96-000-6115		467.11
07/30/2025	6095	Posessory Interest Tax SM55	96-000-6115		471.95
07/30/2025	6091	Posessory Interest Tax 229 Manzanita	96-000-6115		664.53
07/30/2025	6094	Posessory Interest Tax L9	96-000-6115		483.01
07/30/2025	6096	Posessory Interest Tax L10	96-000-6115		533.17
07/30/2025	6092	Posessory Interest Tax	96-000-6115		538.38
07/30/2025	6089	Posessory Interest Tax TL11	96-000-6115		537.12
				Vendor 01257 - Mono County Tax Collector Total:	**6,546.52**
Vendor: 01259 - Montrose Environmental Solutions, Inc.					
07/25/2025	11550	CARB Compliance Consulting	10-120-6110		341.60
				Vendor 01259 - Montrose Environmental Solutions, Inc. Total:	**341.60**
Vendor: 01262 - Mountain Meadows HOA					
07/10/2025	6037	HOA Dues Increase	96-000-6115		750.00
07/10/2025	6037	Roofing Assessment	96-000-6115		3,102.00
				Vendor 01262 - Mountain Meadows HOA Total:	**3,852.00**
Vendor: 02693 - NAAG Tag Engraving					
07/30/2025	6099	Name Plate	10-000-6180		12.45
				Vendor 02693 - NAAG Tag Engraving Total:	**12.45**
Vendor: 02547 - Nicholas Holt					
07/08/2025	11511	Reimbursement for Personal Devices/Services	10-400-6210		150.00
				Vendor 02547 - Nicholas Holt Total:	**150.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02546 - Nolan Ferguson					
07/08/2025	11512	Reimbursement for Personal Devices/Services	10-400-6210		150.00
				Vendor 02546 - Nolan Ferguson Total:	**150.00**
Vendor: 01945 - Northern Inyo Healthcare District					
07/10/2025	6038	Pre-Employment Physical - Garcia	10-110-6100		198.00
				Vendor 01945 - Northern Inyo Healthcare District Total:	**198.00**
Vendor: 01318 - NTU Technologies, Inc.					
07/31/2025	11560	929 Polymer for Recycled Water (Gal)	30-240-6179		22,560.59
				Vendor 01318 - NTU Technologies, Inc. Total:	**22,560.59**
Vendor: 00609 - Orion					
07/02/2025	DFT0001383	Deferred Comp 457B Roth (%%)	10-000-2161		333.70
07/02/2025	DFT0001383	Deferred Comp 457B Roth (%%)	20-000-2161		503.53
07/02/2025	DFT0001383	Deferred Comp 457B Roth (%%)	30-000-2161		503.44
07/02/2025	DFT0001384	457B Roth Deferred Comp (Flat Amount)	10-000-2161		670.00
07/02/2025	DFT0001384	457B Roth Deferred Comp (Flat Amount)	20-000-2161		262.01
07/02/2025	DFT0001384	457B Roth Deferred Comp (Flat Amount)	30-000-2161		551.99
07/02/2025	DFT0001385	Deferred Comp 457B (%%)	10-000-2161		1,926.55
07/02/2025	DFT0001385	Deferred Comp 457B (%%)	20-000-2161		896.83
07/02/2025	DFT0001385	Deferred Comp 457B (%%)	30-000-2161		1,348.84
07/02/2025	DFT0001386	457B Deferred Comp (Flat Amount)	10-000-2161		8,487.11
07/02/2025	DFT0001386	457B Deferred Comp (Flat Amount)	20-000-2161		2,535.26
07/02/2025	DFT0001386	457B Deferred Comp (Flat Amount)	30-000-2161		2,337.11
07/02/2025	DFT0001391	457 ER Match	10-000-2160		1,763.22
07/02/2025	DFT0001391	457 ER ROTH Match	10-000-2160		204.33
07/02/2025	DFT0001391	401A Pension	10-000-2160		20,008.86
07/02/2025	DFT0001391	457 ER Match	20-000-2160		785.99
07/02/2025	DFT0001391	457 ER ROTH Match	20-000-2160		86.97
07/02/2025	DFT0001391	401A Pension	20-000-2160		9,437.59
07/02/2025	DFT0001391	457 ER Match	30-000-2160		775.73
07/02/2025	DFT0001391	457 ER ROTH Match	30-000-2160		86.94
07/02/2025	DFT0001391	401A Pension	30-000-2160		9,337.64
07/16/2025	DFT0001399	Deferred Comp 457B Roth (%%)	10-000-2161		333.70
07/16/2025	DFT0001399	Deferred Comp 457B Roth (%%)	20-000-2161		519.65
07/16/2025	DFT0001399	Deferred Comp 457B Roth (%%)	30-000-2161		519.49
07/16/2025	DFT0001400	457B Roth Deferred Comp (Flat Amount)	10-000-2161		670.00
07/16/2025	DFT0001400	457B Roth Deferred Comp (Flat Amount)	20-000-2161		262.02
07/16/2025	DFT0001400	457B Roth Deferred Comp (Flat Amount)	30-000-2161		551.98
07/16/2025	DFT0001401	Deferred Comp 457B (%%)	10-000-2161		1,610.53
07/16/2025	DFT0001401	Deferred Comp 457B (%%)	20-000-2161		881.90
07/16/2025	DFT0001401	Deferred Comp 457B (%%)	30-000-2161		1,362.54
07/16/2025	DFT0001402	457B Deferred Comp (Flat Amount)	10-000-2161		8,237.11
07/16/2025	DFT0001402	457B Deferred Comp (Flat Amount)	20-000-2161		2,535.24

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/16/2025	DFT0001402	457B Deferred Comp (Flat Amount)	30-000-2161		2,337.13
07/16/2025	DFT0001407	401A Pension	10-000-2160		20,001.12
07/16/2025	DFT0001407	457 ER ROTH Match	10-000-2160		204.33
07/16/2025	DFT0001407	457 ER Match	10-000-2160		1,671.59
07/16/2025	DFT0001407	457 ER ROTH Match	20-000-2160		104.49
07/16/2025	DFT0001407	457 ER Match	20-000-2160		838.94
07/16/2025	DFT0001407	401A Pension	20-000-2160		9,926.83
07/16/2025	DFT0001407	401A Pension	30-000-2160		9,654.82
07/16/2025	DFT0001407	457 ER Match	30-000-2160		811.45
07/16/2025	DFT0001407	457 ER ROTH Match	30-000-2160		104.44
07/30/2025	DFT0001412	Deferred Comp 457B Roth (%%)	10-000-2161		333.70
07/30/2025	DFT0001412	Deferred Comp 457B Roth (%%)	20-000-2161		541.46
07/30/2025	DFT0001412	Deferred Comp 457B Roth (%%)	30-000-2161		541.35
07/30/2025	DFT0001413	457B Roth Deferred Comp (Flat Amount)	10-000-2161		670.00
07/30/2025	DFT0001413	457B Roth Deferred Comp (Flat Amount)	20-000-2161		262.02
07/30/2025	DFT0001413	457B Roth Deferred Comp (Flat Amount)	30-000-2161		551.98
07/30/2025	DFT0001414	Deferred Comp 457B (%%)	10-000-2161		1,641.40
07/30/2025	DFT0001414	Deferred Comp 457B (%%)	20-000-2161		901.30
07/30/2025	DFT0001414	Deferred Comp 457B (%%)	30-000-2161		1,338.01
07/30/2025	DFT0001415	457B Deferred Comp (Flat Amount)	10-000-2161		8,237.11
07/30/2025	DFT0001415	457B Deferred Comp (Flat Amount)	20-000-2161		2,535.25
07/30/2025	DFT0001415	457B Deferred Comp (Flat Amount)	30-000-2161		2,337.12
07/30/2025	DFT0001419	457 ER ROTH Match	10-000-2160		204.33
07/30/2025	DFT0001419	457 ER Match	10-000-2160		1,787.74
07/30/2025	DFT0001419	401A Pension	10-000-2160		21,824.47
07/30/2025	DFT0001419	401A Pension	20-000-2160		9,407.12
07/30/2025	DFT0001419	457 ER ROTH Match	20-000-2160		115.93
07/30/2025	DFT0001419	457 ER Match	20-000-2160		775.52
07/30/2025	DFT0001419	457 ER Match	30-000-2160		764.09
07/30/2025	DFT0001419	401A Pension	30-000-2160		9,295.08
07/30/2025	DFT0001419	457 ER ROTH Match	30-000-2160		115.84
				Vendor 00609 - Orion Total:	**190,163.76**
Vendor: 02518 - Parker Gregory					
07/08/2025	11513	Reimbursement for Personal Devices/Services	10-130-6210		270.00
				Vendor 02518 - Parker Gregory Total:	**270.00**
Vendor: 01360 - PDM Steel Service Centers, Inc.					
07/18/2025	11539	Steel Pipe	20-310-6145		1,784.78
				Vendor 01360 - PDM Steel Service Centers, Inc. Total:	**1,784.78**
Vendor: 01380 - Phenova					
07/30/2025	6100	Lab Services	20-210-6110		199.02
07/30/2025	6100	Lab Services	30-210-6110		386.33
				Vendor 01380 - Phenova Total:	**585.35**
Vendor: 02660 - Ralph Kelly Simpkins					
07/08/2025	11514	Reimbursement for Personal Devices/Services	10-330-6210		270.00
07/25/2025	11551	D2 Exam Fee	10-330-6160		65.00
				Vendor 02660 - Ralph Kelly Simpkins Total:	**335.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02745 - Ramona J. Feliz					
07/30/2025	6101	Rebate - HET	10-105-6237		200.00
				Vendor 02745 - Ramona J. Feliz Total:	**200.00**
Vendor: 01438 - Rich Environmental Services					
07/24/2025	6077	UST Inspection	10-000-6100		150.00
				Vendor 01438 - Rich Environmental Services Total:	**150.00**
Vendor: 02597 - Robert D. Niehaus, Inc.					
07/11/2025	11532	Rate Study Progress Payment	10-120-6110		8,120.00
				Vendor 02597 - Robert D. Niehaus, Inc. Total:	**8,120.00**
Vendor: 01476 - Robert Gonzalez					
07/08/2025	11515	Reimbursement for Personal Devices/Services	10-310-6210		270.00
				Vendor 01476 - Robert Gonzalez Total:	**270.00**
Vendor: 01484 - Robert Larson					
07/08/2025	11516	Reimbursement for Personal Devices/Services	10-310-6210		270.00
				Vendor 01484 - Robert Larson Total:	**270.00**
Vendor: 01462 - Robert Motley					
07/08/2025	11517	Reimbursement for Personal Devices/Services	10-300-6210		270.00
				Vendor 01462 - Robert Motley Total:	**270.00**
Vendor: 02578 - Robertson Stephens Wealth Management					
07/18/2025	11540	Fiduciary Monitoring Fee - 457	10-000-6110		279.00
07/18/2025	11540	Fiduciary Monitoring Fee - 401	10-000-6110		627.00
				Vendor 02578 - Robertson Stephens Wealth Management Total:	**906.00**
Vendor: 01952 - Sarah Minich					
07/08/2025	11518	Reimbursement for Personal Devices/Services	10-210-6210		150.00
				Vendor 01952 - Sarah Minich Total:	**150.00**
Vendor: 01608 - Shred Pro, Inc.					
07/17/2025	6056	Document Shredding	10-000-6100		68.00
				Vendor 01608 - Shred Pro, Inc. Total:	**68.00**
Vendor: 01617 - Sierra Geotechnical Services					
07/17/2025	6057	Consulting Services - Campus Paving & Drainage	21-000-1301	24A02CS	20,130.00
				Vendor 01617 - Sierra Geotechnical Services Total:	**20,130.00**
Vendor: 01628 - Silver State Barricade & Sign					
07/10/2025	6039	Traffic Cones	10-300-6120		2,720.70
				Vendor 01628 - Silver State Barricade & Sign Total:	**2,720.70**
Vendor: 01639 - Snowcreek Athletic Club					
07/17/2025	6058	Snowcreek Dues	10-000-2170		484.00
07/17/2025	6058	Snowcreek Dues	20-000-2170		320.58
07/17/2025	6058	Snowcreek Dues	30-000-2170		160.42
				Vendor 01639 - Snowcreek Athletic Club Total:	**965.00**
Vendor: 01650 - Southern California Edison - District					
07/10/2025	6040	Electricity	10-000-6230		3,767.15
07/10/2025	6040	Electricity	20-220-6230		18,623.21
07/10/2025	6040	Electricity	20-230-6230		6,122.14
07/10/2025	6040	Electricity	30-240-6230		2,449.81
				Vendor 01650 - Southern California Edison - District Total:	**30,962.31**
Vendor: 01648 - Southern California Edison - WWTP					
07/24/2025	6078	Electricity	30-240-6230		3,700.64
				Vendor 01648 - Southern California Edison - WWTP Total:	**3,700.64**
Vendor: 01652 - Spiess Construction Co., Inc.					
07/25/2025	11552	Paving Project	21-000-1301	24A02CS	1,374,218.70
				Vendor 01652 - Spiess Construction Co., Inc. Total:	**1,374,218.70**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 01662 - Standard Insurance Company					
07/01/2025	DFT0001382	Premium Adjustment	10-000-6020		20.40
07/31/2025	DFT0001388	Long Term	10-000-2150		513.23
07/31/2025	DFT0001388	Long Term	20-000-2150		237.74
07/31/2025	DFT0001388	Long Term	30-000-2150		234.84
07/31/2025	DFT0001389	Short Term	10-000-2150		80.05
07/31/2025	DFT0001389	Short Term	20-000-2150		37.22
07/31/2025	DFT0001389	Short Term	30-000-2150		36.47
07/31/2025	DFT0001404	Long Term	10-000-2150		513.04
07/31/2025	DFT0001404	Long Term	20-000-2150		254.90
07/31/2025	DFT0001404	Long Term	30-000-2150		247.38
07/31/2025	DFT0001405	Short Term	10-000-2150		80.02
07/31/2025	DFT0001405	Short Term	20-000-2150		39.93
07/31/2025	DFT0001405	Short Term	30-000-2150		38.38
07/31/2025	DFT0001417	Long Term	10-000-2150		559.81
07/31/2025	DFT0001417	Long Term	20-000-2150		241.44
07/31/2025	DFT0001417	Long Term	30-000-2150		238.25
07/31/2025	DFT0001418	Short Term	10-000-2150		87.32
07/31/2025	DFT0001418	Short Term	20-000-2150		37.83
07/31/2025	DFT0001418	Short Term	30-000-2150		36.96
				Vendor 01662 - Standard Insurance Company Total:	**3,535.21**
Vendor: 02005 - State of California Franchise Tax Board					
07/10/2025	6041	XXX	10-000-2170		50.00
07/17/2025	6059	XXX	10-000-2170		50.00
07/30/2025	6102	XXX	10-000-2170		50.00
				Vendor 02005 - State of California Franchise Tax Board Total:	**150.00**
Vendor: 01669 - Stephanie Hake					
07/08/2025	11519	Reimbursement for Personal Devices/Services	10-100-6210		270.00
				Vendor 01669 - Stephanie Hake Total:	**270.00**
Vendor: 01699 - Steven Sornoso					
07/08/2025	11520	Reimbursement for Personal Devices/Services	30-240-6210		270.00
				Vendor 01699 - Steven Sornoso Total:	**270.00**
Vendor: 01701 - Steve's Auto & Truck Parts					
07/10/2025	6042	Battery	10-330-6155		146.48
07/10/2025	6042	Wrenches	10-300-6120		74.52
07/10/2025	6042	Battery	10-310-6180		42.66
07/10/2025	6042	Trailer Hitch	10-300-6155		98.03
07/24/2025	6079	Fuel Cap - #91	30-240-6155		10.66
07/30/2025	6103	Trailer Tongue	10-320-6155		82.42
07/30/2025	6103	Socket, Trailer Tongue Jack and Foot Base	10-320-6155		162.79
				Vendor 01701 - Steve's Auto & Truck Parts Total:	**617.56**
Vendor: 01715 - Surface Pumps, Inc.					
07/10/2025	6043	Chopper Pump	30-240-6145		13,043.54
07/30/2025	6104	Surface Pump Motor	30-320-6145		1,192.55
				Vendor 01715 - Surface Pumps, Inc. Total:	**14,236.09**
Vendor: 01740 - Tamarack Owners Association					
07/10/2025	6044	Work Weekend Non-Participation Fee	96-000-6115		100.00
				Vendor 01740 - Tamarack Owners Association Total:	**100.00**
Vendor: 01750 - Telstar Instruments					
07/17/2025	6060	Chlorine System Annual Maintenance - WWTP	30-240-6145		18,209.11
07/17/2025	6060	Chlorine System Repair Parts - WWTP	30-240-6145		652.97

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/17/2025	6060	Chlorine System Annual Maintenance - LMTP	20-230-6145		17,290.78
				Vendor 01750 - Telstar Instruments Total:	**36,152.86**
Vendor: 01755 - Terrence Foley					
07/30/2025	6105	Resolution of Claim #25-001	10-000-6130		1,336.00
				Vendor 01755 - Terrence Foley Total:	**1,336.00**
Vendor: 01763 - Thatcher Company, Inc					
07/25/2025	11553	Chlorine Cylinder Deposit	30-240-6179		15,000.00
07/25/2025	11553	Chlorine (lbs.)	30-240-6179		19,692.32
07/25/2025	11553	Refund of Chlorine Cylinder Deposit	30-240-6179		-15,000.00
				Vendor 01763 - Thatcher Company, Inc Total:	**19,692.32**
Vendor: 01770 - The Sheet, Inc.					
07/17/2025	6061	Advertising	10-105-6190		468.00
				Vendor 01770 - The Sheet, Inc. Total:	**468.00**
Vendor: 01792 - Timberline HOA					
07/24/2025	6080	Dues Increase - July - March	96-000-6115		360.00
				Vendor 01792 - Timberline HOA Total:	**360.00**
Vendor: 01828 - Tyler Technologies, Inc.					
07/10/2025	6045	Portal Transaction Fees - Q1	10-120-6108		2,439.00
07/10/2025	6045	Portal SMS Fees - Q1	10-120-6108		16.40
07/24/2025	6081	EnerGov Annual SW Maintenance Fee	10-130-6105		19,026.00
07/24/2025	6081	EnerGov Community Development Annual Fee	10-130-6105		5,064.15
				Vendor 01828 - Tyler Technologies, Inc. Total:	**26,545.55**
Vendor: 02456 - UES Professional Solutions 30, LLC					
07/31/2025	11561	LP Study 5/19/25 - 6/15/25	30-400-6110		3,152.50
07/31/2025	11561	LP Monitoring Wells 5/19/25 - 6/15/25	30-400-6110		300.00
07/31/2025	11561	GMRP 5/19/25 - 6/15/25	20-000-1106		29,006.82
07/31/2025	11561	LP Study 6/23/25 - 7/20/25	30-400-6110		2,822.50
				Vendor 02456 - UES Professional Solutions 30, LLC Total:	**35,281.82**
Vendor: 01840 - USA Blue Book					
07/18/2025	11541	Water Testing Supplies	20-220-6180		159.35
				Vendor 01840 - USA Blue Book Total:	**159.35**
Vendor: 01856 - Verizon Wireless - Data Collectors					
07/18/2025	11542	Data Plan for Meter Data Collectors	20-320-6210		120.48
				Vendor 01856 - Verizon Wireless - Data Collectors Total:	**120.48**
Vendor: 01890 - Wells Fargo VISA					
07/15/2025	DFT0001411	4th of July SWAG - Coozies	10-000-6190		237.05
07/15/2025	DFT0001411	hotel for backflow test	10-310-6220		115.07
07/15/2025	DFT0001411	weed trimmer consumables	10-330-6180		118.49
07/15/2025	DFT0001411	Metal rod to fix tarp on sludge trailers	30-240-6155		53.37
07/15/2025	DFT0001411	Pants	10-320-6124		106.40
07/15/2025	DFT0001411	Lunch meeting with the USFS	10-100-6215		126.75
07/15/2025	DFT0001411	CALPELRA Annual Membership	10-110-6160		390.00
07/15/2025	DFT0001411	CALPELRA 11/2025 Annual Conference	10-110-6215		825.00
07/15/2025	DFT0001411	Candy for Parade	10-000-6190		207.85
07/15/2025	DFT0001411	Two Replacement AED Units	10-110-6120		3,484.22
07/15/2025	DFT0001411	Tie down chains for new trailer	10-300-6120		261.18
07/15/2025	DFT0001411	Shirts	20-220-6124		105.00
07/15/2025	DFT0001411	Adobe pro editing software	10-100-6105		19.99
07/15/2025	DFT0001411	Document Editing - Monthly	10-100-6105		19.99
07/15/2025	DFT0001411	Adobe	10-120-6105		19.99

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/15/2025	DFT0001411	Monthly Acrobat subscription	10-200-6105		19.99
07/15/2025	DFT0001411	Monthly subscription	20-220-6105		19.99
07/15/2025	DFT0001411	Adobe Acrobat annual plan	30-240-6105		239.88
07/15/2025	DFT0001411	monthly subscription	30-240-6105		12.99
07/15/2025	DFT0001411	filling propane tanks for torches	10-310-6180		113.48
07/15/2025	DFT0001411	Training Fuel	10-320-6220		47.02
07/15/2025	DFT0001411	Fuel Collections test	10-320-6220		38.87
07/15/2025	DFT0001411	Fuel - Travel for Exams	10-400-6220		42.11
07/15/2025	DFT0001411	truck 110 service	22-340-6155		386.88
07/15/2025	DFT0001411	Flagger Training	10-110-6200		58.50
07/15/2025	DFT0001411	Annual membership To CMTA	10-120-6160		125.00
07/15/2025	DFT0001411	Probe calibration standards shipment	30-240-6180		44.18
07/15/2025	DFT0001411	Padded Folios - Logo	10-000-6180		1,571.00
07/15/2025	DFT0001411	Sun Safety Kit Materials	10-110-6200		125.00
07/15/2025	DFT0001411	4th of July Banners	10-000-6190		241.27
07/15/2025	DFT0001411	Collections and Maint.Tech cert renewal	30-310-6160		222.00
07/15/2025	DFT0001411	backflow test Lunch	10-310-6220		23.84
07/15/2025	DFT0001411	Meal - Travel for Exams	10-400-6220		12.76
07/15/2025	DFT0001411	New hose for water bar	10-000-6120		77.56
07/15/2025	DFT0001411	Coffee Grinder	10-000-6120		16.29
07/15/2025	DFT0001411	Spray Bottles	10-000-6180		10.76
07/15/2025	DFT0001411	Spray Adhesive	10-000-6190		21.42
07/15/2025	DFT0001411	Float Decor	10-000-6190		31.22
07/15/2025	DFT0001411	Float Decor	10-000-6190		40.45
07/15/2025	DFT0001411	Float Decor	10-000-6190		94.36
07/15/2025	DFT0001411	Parade Float Decor	10-000-6190		107.70
07/15/2025	DFT0001411	Float Decor	10-000-6190		130.67
07/15/2025	DFT0001411	Float Decor	10-000-6190		16.15
07/15/2025	DFT0001411	Foil Tape for Float	10-000-6190		20.34
07/15/2025	DFT0001411	Float Decor and Costumes	10-000-6190		173.22
07/15/2025	DFT0001411	Cocktail Napkins	10-100-6180		49.01
07/15/2025	DFT0001411	Drawstring Bags	10-110-6200		66.78
07/15/2025	DFT0001411	Cables for New Board Room TV	10-130-6182		149.66
07/15/2025	DFT0001411	Portable Computer Monitor	10-130-6182		68.51
07/15/2025	DFT0001411	TV for Board Room	10-130-6182		706.36
07/15/2025	DFT0001411	Ethernet Couplers	10-130-6182		30.12
07/15/2025	DFT0001411	Ground Connector	10-130-6182		26.02
07/15/2025	DFT0001411	Wet/Dry Vac	10-330-6120		154.91
07/15/2025	DFT0001411	Marking Whiskers	20-310-6145		192.87
07/15/2025	DFT0001411	Spray Paint	20-310-6145		326.72
07/15/2025	DFT0001411	Waterproof Connectors	23-000-1301	24WW04CE	47.57
07/15/2025	DFT0001411	Poly Patch	30-310-6145		4,936.00
07/15/2025	DFT0001411	Asphalt blade for ARV project	22-000-1301	25W06CM	312.63
07/15/2025	DFT0001411	DirecTV	10-000-6123		149.49
07/15/2025	DFT0001411	Materials for Parade	10-000-6190		47.03
07/15/2025	DFT0001411	IT supplies	10-130-6180		29.59
07/15/2025	DFT0001411	Room for Kelly for training	10-330-6220		359.88
07/15/2025	DFT0001411	Room for Daniel for PLC Training	10-330-6220		359.88
07/15/2025	DFT0001411	PLC training class in Buena Park, Ca	10-330-6220		26.01
07/15/2025	DFT0001411	Class A ELDT Training - Diego Garcia	10-110-6100		180.79
07/15/2025	DFT0001411	Fuel for vehicle 84	10-100-6220		28.88
07/15/2025	DFT0001411	Employee lunch meeting	10-200-6123		56.18
07/15/2025	DFT0001411	4th of July Banner	10-000-6190		35.65
07/15/2025	DFT0001411	4th of July Banners	10-000-6190		45.54
07/15/2025	DFT0001411	Hotel receipt	10-320-6220		52.52

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/15/2025	DFT0001411	Collections Expense	10-320-6220		161.70
07/15/2025	DFT0001411	Credit for Returned Merchandise	10-000-6180		-5.87
07/15/2025	DFT0001411	4th of July SWAG - Pint Cups	10-000-6190		1,552.52
07/15/2025	DFT0001411	Staff meeting treats	10-000-6123		38.38
07/15/2025	DFT0001411	Parade Float Supplies	10-000-6190		15.06
07/15/2025	DFT0001411	Parade Float Supplies	10-000-6190		37.48
07/15/2025	DFT0001411	Parade Float Supplies	10-000-6190		21.19
07/15/2025	DFT0001411	Hotel - Travel for Exams	10-400-6220		183.00
07/15/2025	DFT0001411	Training Meal	10-320-6220		20.30
07/15/2025	DFT0001411	hotel expenses plus breakfasts	10-320-6220		577.48
07/15/2025	DFT0001411	Collections Test	10-320-6220		10.66
07/15/2025	DFT0001411	food expenses	10-320-6220		11.69
07/15/2025	DFT0001411	food expenses for training	10-320-6220		11.69
07/15/2025	DFT0001411	Training Meal	10-320-6220		11.69
07/15/2025	DFT0001411	Lunch	10-330-6220		24.91
07/15/2025	DFT0001411	PLC training class in Buena Park, Ca	10-330-6220		60.03
07/15/2025	DFT0001411	PLC training class in Buena Park, Ca	10-330-6220		8.58
07/15/2025	DFT0001411	Safety toe boots for (KR, NH, MG, DC)	10-400-6124		639.24
07/15/2025	DFT0001411	Coffee for building staff	10-000-6180		37.98
07/15/2025	DFT0001411	Hotel charge	10-200-6220		469.76
07/15/2025	DFT0001411	Hotel charge	10-200-6220		5.00
07/15/2025	DFT0001411	Cell phone data storage	10-100-6210		0.99
07/15/2025	DFT0001411	Staff Picnic - June	10-000-6123		805.00
07/15/2025	DFT0001411	Shield for hard hats safety glasses	10-320-6200		161.42
07/15/2025	DFT0001411	Batteries for Twin PR	22-000-1301	23W02CM	631.18
07/15/2025	DFT0001411	Dinner for both Kelly and Daniel	10-330-6220		84.87
07/15/2025	DFT0001411	Flash cards for studying	10-320-6215		6.61
07/15/2025	DFT0001411	Training Meal	10-320-6220		10.92
07/15/2025	DFT0001411	Collections test	10-320-6220		19.04
07/15/2025	DFT0001411	4th of July Parade Registration	10-000-6190		40.00
07/15/2025	DFT0001411	Tire service	10-300-6155		140.00
07/15/2025	DFT0001411	Ford f-150 rear brakes and rotors	20-220-6155		572.76
07/15/2025	DFT0001411	Pants	20-220-6124		47.37
07/15/2025	DFT0001411	Pants	20-220-6124		43.09
07/15/2025	DFT0001411	Application fee	30-240-6160		5.78
07/15/2025	DFT0001411	Owl Accessory for Board Room	10-130-6182		106.68
07/15/2025	DFT0001411	Credit for Returned Merchandise	10-130-6182		-1,880.95
07/15/2025	DFT0001411	Gas monitor shipped back to the District.	20-220-6185		20.17
07/15/2025	DFT0001411	Hydrant Meter	20-300-6145		1,629.97
07/15/2025	DFT0001411	Twin Lakes PR	22-000-1301	23W02CM	94.51
07/15/2025	DFT0001411	Refund - Insect Repellent	10-000-6180		-84.18
07/15/2025	DFT0001411	PLC Training	10-330-6215		1,850.00
07/15/2025	DFT0001411	Meal for 3 at CSDA conference	10-100-6220		133.76
07/15/2025	DFT0001411	Kitchen Supplies	10-000-6180		92.40
07/15/2025	DFT0001411	Video Surveillance Signs	21-000-1301	24A02CM	84.82
07/15/2025	DFT0001411	Hotel - Travel for Exams	10-400-6220		90.40
07/15/2025	DFT0001411	backflow test dinner	10-310-6220		16.33
07/15/2025	DFT0001411	Car wash for vehicle 88	10-200-6155		12.00
07/15/2025	DFT0001411	Car wash for vehicle 88	10-200-6155		12.00
07/15/2025	DFT0001411	Office Supplies	10-000-6180		56.18
07/15/2025	DFT0001411	Office Supplies	10-000-6180		77.65
07/15/2025	DFT0001411	Office Supplies	10-000-6180		21.86

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/15/2025	DFT0001411	backflow bobby breakfast	10-310-6220		12.04
07/15/2025	DFT0001411	Starlink	10-130-6183		120.00
07/15/2025	DFT0001411	Sunburn Sensing Stickers	10-110-6200		308.00
07/15/2025	DFT0001411	Sun Safety Kit Materials	10-110-6200		1,241.28
07/15/2025	DFT0001411	Certification Application	30-240-6160		210.00
07/15/2025	DFT0001411	Advance wastewater treatment class	30-240-6215		825.00
07/15/2025	DFT0001411	WW Tech Grade 3 class	30-240-6215		825.00
07/15/2025	DFT0001411	Arc Flash training food expenses	10-320-6220		29.91
07/15/2025	DFT0001411	HMI, Pressure Transmitter, Glands	22-000-1301	23W02CM	902.68
07/15/2025	DFT0001411	Twin PR	22-000-1301	23W02CM	313.01
07/15/2025	DFT0001411	Tires - #84	10-100-6155		568.95
07/15/2025	DFT0001411	Tires - #84	10-100-6155		568.95
07/15/2025	DFT0001411	Tires for truck 90	10-300-6155		1,373.23
07/15/2025	DFT0001411	Tires - #73	22-340-6155		1,524.08
07/15/2025	DFT0001411	Uniforms	20-220-6124		153.44
07/15/2025	DFT0001411	Checks	10-120-6180		763.39
07/15/2025	DFT0001411	Uplift Desk - Vaca	10-400-6120		1,294.08
07/15/2025	DFT0001411	Service Fees and Shipping Charges	10-000-6180		18.87
07/15/2025	DFT0001411	Service Fees and Shipping Charges	10-000-6185		30.66
07/15/2025	DFT0001411	Service Fees and Shipping Charges	10-000-6185		30.40
07/15/2025	DFT0001411	Service Fees & Shipping Charges	10-000-6185		21.32
07/15/2025	DFT0001411	Service Fees & Shipping Charges	10-000-6185		21.32
07/15/2025	DFT0001411	Service Fees and Shipping Charges	10-000-6185		27.17
07/15/2025	DFT0001411	Service Fees & Shipping Charges	10-210-6185		97.46
07/15/2025	DFT0001411	Service Fees & Shipping Charges	10-210-6185		98.68
07/15/2025	DFT0001411	Service Fees and Shipping Charges	10-210-6185		171.24
07/15/2025	DFT0001411	Service Fees and Shipping Charges	10-210-6185		240.41
07/15/2025	DFT0001411	Service Fees and Shipping Charges	10-210-6185		265.85
07/15/2025	DFT0001411	Service Fees and Shipping Charges	20-320-6145		15.92
07/15/2025	DFT0001411	Service Fees and Shipping Charges	22-000-1301	25W15CM	178.23
07/15/2025	DFT0001411	Backflow Annual Renewal	10-105-6160		150.00
07/15/2025	DFT0001411	AED x 2 Return for Trade-In Program	10-110-6185		58.00
07/15/2025	DFT0001411	DMV Registrations to Bakersfield	10-120-6185		19.05
07/15/2025	DFT0001411	Staff Meeting and Kitchen Supplies	10-000-6123		124.33
07/15/2025	DFT0001411	June BBQ Supplies	10-000-6123		67.75
07/15/2025	DFT0001411	June Staff BBQ - Ice	10-000-6123		19.63
07/15/2025	DFT0001411	Staff Picnic	10-000-6123		15.96
07/15/2025	DFT0001411	JPIA Supervisor Training Meals	10-110-6200		26.95
07/15/2025	DFT0001411	Lab cleaning and shipping supplies	10-210-6180		31.32
07/15/2025	DFT0001411	Standby/fuel	30-240-6125		20.10
07/15/2025	DFT0001411	Board ad-hoc committee lunch meeting	10-100-6215		98.07

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
07/15/2025	DFT0001411	Lunch for new employee facility tours	10-200-6123		85.31
07/15/2025	DFT0001411	Welding gear	10-330-6120		643.64
07/15/2025	DFT0001411	welding PPE	10-330-6120		312.88
07/15/2025	DFT0001411	utility tool sharpener	10-310-6120		134.58
07/15/2025	DFT0001411	Turbidity probe for LPM Wells	30-240-6145		1,407.02
07/15/2025	DFT0001411	Replacement ODO cap	30-240-6180		163.38
07/15/2025	DFT0001411	Meeting recordings	10-000-6215		40.00
07/15/2025	DFT0001411	Conduit boxes for new generator set	22-000-1301	25W15CM	2,111.86
				Vendor 01890 - Wells Fargo VISA Total:	**45,189.35**
Vendor: 01900 - Western Nevada Supply Company					
07/11/2025	11533	2" Relief Valves	10-000-1200		1,569.87
07/11/2025	11533	2" Relief Valve	10-000-1200		780.41
07/11/2025	11533	Inventory Restock	10-000-1200		2,579.75
07/11/2025	11533	Credit for Returned Merchandise	22-000-1301	25W08CM	-1,801.18
07/11/2025	11533	Credit for Returned Merchandise	20-310-6145		-691.49
07/11/2025	11533	Credit for Over-Charged Merchandise	10-000-1200		-169.07
07/18/2025	11543	1 1/2" Meter Pads	22-000-1301	25W06CM	2,023.98
07/25/2025	11554	Saddles	10-000-1200		2,056.41
07/25/2025	11554	Refund for Defective Merchandise	10-000-1200		-129.06
				Vendor 01900 - Western Nevada Supply Company Total:	**6,219.62**
Vendor: 02375 - William Kasting					
07/10/2025	6046	HET Rebate	10-105-6237		200.00
				Vendor 02375 - William Kasting Total:	**200.00**
Vendor: 01930 - WQI					
07/24/2025	6082	D2 Review Course - Simpkins	10-330-6215		600.00
				Vendor 01930 - WQI Total:	**600.00**
Vendor: 02735 - Yvonne Cauzza					
07/10/2025	6047	HET (2) and HEDW Rebates	10-105-6237		600.00
				Vendor 02735 - Yvonne Cauzza Total:	**600.00**
				Grand Total:	**2,686,291.93**

Report Summary

Fund Summary

Fund	Payment Amount
10 - Administration	378,234.34
20 - Water Operations	192,056.06
21 - Admin Capital Replacement	1,400,295.56
22 - Water Capital Replacement	380,312.96
23 - Wastewater Capital Replacement	80,524.04
30 - Wastewater Operations	243,169.18
96 - New Enterprise	11,699.79
Grand Total:	**2,686,291.93**

Account Summary

Account Number	Account Name	Payment Amount
10-000-1200	Inventory - Warehouse	6,688.31
10-000-2150	Ee Insurance Benefits Pa…	49,026.25
10-000-2151	Health Saving Acct. Paya…	795.86
10-000-2160	Pension Contribution Pa…	67,669.99
10-000-2161	Ee Deferred Comp Contr…	33,150.91
10-000-2165	Accrued Workers Comp	4,663.94
10-000-2170	Employee Deductions - …	838.96
10-000-2200	Payroll Taxes - Federal	46,640.23
10-000-2210	Payroll Taxes - State	18,641.06
10-000-6020	Employee Benefits - Gro…	4,624.87
10-000-6022	Employee Benefits - Wor…	-613.75
10-000-6100	Outside Services	2,195.90
10-000-6110	Professional Services	906.00
10-000-6120	Operating Tools/Equipm…	174.57
10-000-6123	Employee Engagement	1,220.54
10-000-6130	Insurance	11,016.91
10-000-6150	M & R - Buildings	5,773.11
10-000-6155	M & R - Vehicles	2,280.00
10-000-6180	Operating Supplies	4,196.52
10-000-6185	Postage/Freight	130.87
10-000-6190	Advertising Publications…	4,089.68
10-000-6205	Permits & Licensing	5,671.00
10-000-6210	Telephone	1,770.44
10-000-6215	Training & Meetings	40.00
10-000-6230	Utilities - Electric	3,767.15
10-100-6105	Software Licenses/Agre…	39.98
10-100-6140	Legal Services	2,371.00
10-100-6155	M & R - Vehicles	1,137.90
10-100-6180	Operating Supplies	49.01
10-100-6210	Telephone	420.99
10-100-6215	Training & Meetings	224.82
10-100-6220	Travel Expenses	162.64
10-105-6160	Memberships/Certificati…	150.00
10-105-6190	Advertising Publications…	1,668.00
10-105-6210	Telephone	420.00
10-105-6237	Water Conservation	3,200.00
10-110-6100	Outside Services	573.21
10-110-6110	Professional Services	3,780.00
10-110-6120	Operating Tools/Equipm…	3,484.22
10-110-6140	Legal Services	1,035.00
10-110-6160	Memberships/Certificati…	3,075.00
10-110-6185	Postage/Freight	58.00
10-110-6200	Safety	1,826.51
10-110-6210	Telephone	300.00
10-110-6215	Training & Meetings	825.00
10-120-6100	Outside Services	1,878.05

Account Summary

Account Number	Account Name	Payment Amount
10-120-6105	Software Licenses/Agre…	19.99
10-120-6108	Banking Fees	2,455.40
10-120-6110	Professional Services	8,461.60
10-120-6160	Memberships/Certificati…	125.00
10-120-6180	Operating Supplies	763.39
10-120-6185	Postage/Freight	19.05
10-120-6210	Telephone	840.00
10-130-6105	Software Licenses/Agre…	25,320.15
10-130-6106	IT Services	6,713.32
10-130-6180	Operating Supplies	29.59
10-130-6182	Peripherals	-793.60
10-130-6183	IT Network	120.00
10-130-6210	Telephone	810.00
10-130-6211	Internet Service	2,658.82
10-200-6105	Software Licenses/Agre…	19.99
10-200-6123	Employee Engagement	141.49
10-200-6155	M & R - Vehicles	24.00
10-200-6210	Telephone	270.00
10-200-6220	Travel Expenses	474.76
10-210-6111	Outside Lab Services	59.45
10-210-6180	Operating Supplies	82.73
10-210-6185	Postage/Freight	873.64
10-210-6210	Telephone	300.00
10-300-6120	Operating Tools/Equipm…	3,056.40
10-300-6124	Employee Uniform	10.78
10-300-6155	M & R - Vehicles	1,611.26
10-300-6210	Telephone	270.00
10-310-6120	Operating Tools/Equipm…	134.58
10-310-6155	M & R - Vehicles	875.00
10-310-6180	Operating Supplies	1,096.31
10-310-6210	Telephone	1,042.50
10-310-6220	Travel Expenses	167.28
10-320-6120	Operating Tools/Equipm…	1,397.95
10-320-6124	Employee Uniform	106.40
10-320-6155	M & R - Vehicles	620.21
10-320-6180	Operating Supplies	8.72
10-320-6200	Safety	161.42
10-320-6210	Telephone	810.00
10-320-6215	Training & Meetings	6.61
10-320-6220	Travel Expenses	1,003.49
10-330-6120	Operating Tools/Equipm…	1,146.98
10-330-6145	M & R - Line Repair/Equi…	1,820.33
10-330-6155	M & R - Vehicles	146.48
10-330-6160	Memberships/Certificati…	65.00
10-330-6180	Operating Supplies	130.12
10-330-6210	Telephone	960.00
10-330-6215	Training & Meetings	2,450.00
10-330-6220	Travel Expenses	924.16
10-400-6120	Operating Tools/Equipm…	1,294.08
10-400-6124	Employee Uniform	639.24
10-400-6180	Operating Supplies	97.88
10-400-6210	Telephone	1,013.57
10-400-6220	Travel Expenses	3,340.17
20-000-1106	A/R - Other	29,006.82
20-000-2150	Ee Insurance Benefits Pa…	23,942.10
20-000-2160	Pension Contribution Pa…	31,479.38
20-000-2161	Ee Deferred Comp Contr…	12,636.47
20-000-2165	Accrued Workers Comp	8,687.19

Account Summary

Account Number	Account Name	Payment Amount
20-000-2170	Employee Deductions - …	717.37
20-000-2200	Payroll Taxes - Federal	22,571.58
20-000-2210	Payroll Taxes - State	7,659.42
20-210-6110	Professional Services	199.02
20-210-6111	Outside Lab Services	752.78
20-210-6180	Operating Supplies	323.74
20-220-6105	Software Licenses/Agre…	19.99
20-220-6120	Operating Tools/Equipm…	106.65
20-220-6124	Employee Uniform	469.59
20-220-6155	M & R - Vehicles	572.76
20-220-6180	Operating Supplies	163.03
20-220-6185	Postage/Freight	20.17
20-220-6210	Telephone	810.00
20-220-6230	Utilities - Electric	18,623.21
20-230-6145	M & R - Line Repair/Equi…	18,264.30
20-230-6230	Utilities - Electric	6,122.14
20-300-6145	M & R - Line Repair/Equi…	1,629.97
20-310-6145	M & R - Line Repair/Equi…	2,973.10
20-320-6100	Outside Services	4,126.10
20-320-6145	M & R - Line Repair/Equi…	58.70
20-320-6210	Telephone	120.48
21-000-1301	Construction in Progress	1,400,295.56
22-000-1301	Construction in Progress	293,222.15
22-000-1317	Equipment	79,713.65
22-000-6165	Permit Meters	3,643.03
22-340-6120	Operating Tools/Equipm…	113.06
22-340-6124	Employee Uniform	146.54
22-340-6155	M & R - Vehicles	3,474.53
23-000-1301	Construction in Progress	810.38
23-000-1317	Equipment	79,713.66
30-000-2150	Ee Insurance Benefits Pa…	23,902.72
30-000-2160	Pension Contribution Pa…	30,946.03
30-000-2161	Ee Deferred Comp Contr…	14,280.98
30-000-2165	Accrued Workers Comp	8,348.17
30-000-2170	Employee Deductions - …	482.21
30-000-2200	Payroll Taxes - Federal	22,927.06
30-000-2210	Payroll Taxes - State	7,584.14
30-210-6110	Professional Services	386.33
30-210-6111	Outside Lab Services	7,633.35
30-210-6180	Operating Supplies	401.05
30-240-6100	Outside Services	15,277.52
30-240-6102	Sludge Disposal	4,018.99
30-240-6105	Software Licenses/Agre…	252.87
30-240-6125	Gasoline	20.10
30-240-6145	M & R - Line Repair/Equi…	35,265.66
30-240-6155	M & R - Vehicles	7,599.43
30-240-6160	Memberships/Certificati…	215.78
30-240-6179	Operating Chemicals	42,252.91
30-240-6180	Operating Supplies	323.84
30-240-6210	Telephone	602.50
30-240-6215	Training & Meetings	1,650.00
30-240-6230	Utilities - Electric	6,150.45
30-310-6145	M & R - Line Repair/Equi…	4,957.54
30-310-6160	Memberships/Certificati…	222.00
30-320-6145	M & R - Line Repair/Equi…	1,192.55
30-400-6110	Professional Services	6,275.00
96-000-6115	Employee Housing Expe…	11,699.79
	Grand Total:	**2,686,291.93**

Project Account Summary

Project Account Key	Payment Amount
None	991,963.84
23W02CM	2,004.92
24A01MS	5,806.00
24A02CM	84.82
24A02CS	1,394,404.74
24W04CS	271,254.10
24WW04CE	810.38
25W01CM	5,133.45
25W01CO	345.47
25W06CM	2,504.01
25W08CM	-847.59
25W15CE	10,537.70
25W15CM	2,290.09
Grand Total:	**2,686,291.93**

Merchant Name	Account	Cardholder	Amount	Description
24hour	10-000-6190	S. Hake	237.05	4th of July SWAG - Coozies
24hour Total			**237.05**	
Adobe	10-120-6105	M. Bretz	19.99	Adobe
Adobe	30-240-6105	D. Fenstermacher	239.88	Adobe Acrobat annual plan
Adobe	10-100-6105	M. Busby	19.99	Adobe pro editing software
Adobe	10-100-6105	S. Hake	19.99	Document Editing - Monthly
Adobe	10-200-6105	C. Murray	19.99	Monthly Acrobat subscription
Adobe	20-220-6105	E. Solomon	19.99	Monthly subscription
Adobe	30-240-6105	S. Sornoso	12.99	monthly subscription
Adobe Total			**352.82**	
Amazon	10-000-6180	M. Vendors	(5.87)	Credit for Returned Merchandise
Amazon	10-130-6182	M. Vendors	149.66	Cables for New Board Room TV
Amazon	10-100-6180	M. Vendors	49.01	Cocktail Napkins
Amazon	10-000-6120	M. Vendors	16.29	Coffee Grinder
Amazon	10-110-6200	M. Vendors	66.78	Drawstring Bags
Amazon	10-130-6182	M. Vendors	30.12	Ethernet Couplers
Amazon	10-000-6190	M. Vendors	31.22	Float Decor
Amazon	10-000-6190	M. Vendors	94.36	Float Decor
Amazon	10-000-6190	M. Vendors	16.15	Float Decor
Amazon	10-000-6190	M. Vendors	130.67	Float Decor
Amazon	10-000-6190	M. Vendors	40.45	Float Decor
Amazon	10-000-6190	M. Vendors	173.22	Float Decor and Costumes
Amazon	10-000-6190	M. Vendors	20.34	Foil Tape for Float
Amazon	10-130-6182	M. Vendors	26.02	Ground Connector
Amazon	20-310-6145	M. Vendors	192.87	Marking Whiskers
Amazon	10-000-6120	M. Draper	77.56	New hose for water bar
Amazon	10-000-6190	M. Vendors	107.70	Parade Float Decor
Amazon	10-130-6182	M. Vendors	68.51	Portable Computer Monitor
Amazon	10-000-6190	M. Vendors	21.42	Spray Adhesive
Amazon	10-000-6180	M. Vendors	10.76	Spray Bottles
Amazon	20-310-6145	M. Vendors	326.72	Spray Paint
Amazon	10-130-6182	M. Vendors	706.36	TV for Board Room
Amazon	23-000-1301	M. Vendors	47.57	Waterproof Connectors
Amazon	10-330-6120	M. Vendors	154.91	Wet/Dry Vac
Amazon Total			**2,552.80**	
Anypromo	10-000-6190	S. Hake	1,552.52	4th of July SWAG - Pint Cups
Anypromo Total			**1,552.52**	
Apple	10-100-6210	M. Busby	0.99	Cell phone data storage
Apple Total			**0.99**	
Ariat	20-220-6124	D. Schneider	47.37	Pants
Ariat	20-220-6124	D. Schneider	43.09	Pants
Ariat Total			**90.46**	
Atlantis	10-400-6220	N. Ferguson	90.40	Hotel - Travel for Exams
Atlantis Total			**90.40**	
Automation	22-000-1301	M. Vendors	902.68	HMI, Pressure Transmitter, Glands
Automation	22-000-1301	D. Pijuan	313.01	Twin PR
Automation Total			**1,215.69**	
Bakers Gas	10-330-6120	D. Pijuan	643.64	Welding gear

Bakers Gas	10-330-6120	H. Lewis	312.88	welding PPE
Bakers Gas Total			**956.52**	
Best Western	10-310-6220	R. Larson	115.07	hotel for backflow test
Best Western Total			**115.07**	
Big Outdoors	10-330-6180	H. Lewis	118.49	weed trimmer consumables
Big Outdoors Total			**118.49**	
Browns Supply	30-240-6155	S. Sornoso	53.37	Metal rod to fix tarp on sludge trailers
Browns Supply Total			**53.37**	
Brunt Workwear	10-320-6124	A. Derue	106.40	Pants
Brunt Workwear Total			**106.40**	
Burgers	10-100-6215	M. Busby	126.75	Lunch meeting with the USFS
Burgers Total			**126.75**	
CALPERLA	10-110-6215	M. Reeves	825.00	CALPELRA 11/2025 Annual Conference
CALPERLA	10-110-6160	M. Reeves	390.00	CALPELRA Annual Membership
CALPERLA Total			**1,215.00**	
Candy Whse.	10-000-6190	M. Vendors	207.85	Candy for Parade
Candy Whse. Total			**207.85**	
Cardio	10-110-6120	C. Weibert	3,484.22	Two Replacement AED Units
Cardio Total			**3,484.22**	
Cargo Control	10-300-6120	R. Motley	261.18	Tie down chains for new trailer
Cargo Control Total			**261.18**	
Carhartt	20-220-6124	C. Monroe	105.00	Shirts
Carhartt Total			**105.00**	
Chevron	10-310-6180	R. Larson	113.48	filling propane tanks for torches
Chevron	10-400-6220	N. Ferguson	42.11	Fuel - Travel for Exams
Chevron	10-320-6220	J. Ruiz	38.87	Fuel Collections test
Chevron	10-320-6220	J. Ruiz	47.02	Training Fuel
Chevron	22-340-6155	R. Larson	386.88	truck 110 service
Chevron Total			**628.36**	
Clicksafety	10-110-6200	M. Reeves	58.50	Flagger Training
Clicksafety Total			**58.50**	
CMTA	10-120-6160	J. Beatty	125.00	Annual membership To CMTA
CMTA Total			**125.00**	
Core & Main	30-240-6180	S. Sornoso	44.18	Probe calibration standards shipment
Core & Main Total			**44.18**	
Custom Ink	10-000-6180	S. Hake	1,571.00	Padded Folios - Logo
Custom Ink Total			**1,571.00**	
Custom Store	10-110-6200	M. Reeves	125.00	Sun Safety Kit Materials
Custom Store Total			**125.00**	
CustomPrints	10-000-6190	S. Hake	241.27	4th of July Banners
CustomPrints Total			**241.27**	
CWEA	30-310-6160	K. Weiland	222.00	Collections and Maint.Tech cert renewal
CWEA Total			**222.00**	
Dairy Queen	10-310-6220	R. Larson	23.84	backflow test Lunch
Dairy Queen Total			**23.84**	
Del Taco	10-400-6220	N. Ferguson	12.76	Meal - Travel for Exams
Del Taco Total			**12.76**	
Delta Chemical	30-310-6145	M. Vendors	4,936.00	Poly Patch
Delta Chemical Total			**4,936.00**	
Diamond Prod.	22-000-1301	K. Weiland	312.63	Asphalt blade for ARV project

Diamond Prod. Total			**312.63**	
DirecTV	10-000-6123	M. Vendors	149.49	DirecTV
DirecTV Total			**149.49**	
DIY	10-130-6180	J. Mulbay	29.59	IT supplies
DIY	10-000-6190	L. Block	47.03	Materials for Parade
DIY Total			**76.62**	
Doubletree	10-330-6220	R. Simpkins	26.01	PLC training class in Buena Park, Ca
Doubletree	10-330-6220	D. Pijuan	359.88	Room for Daniel for PLC Training
Doubletree	10-330-6220	D. Pijuan	359.88	Room for Kelly for training
Doubletree Total			**745.77**	
Driving-Tests	10-110-6100	M. Reeves	180.79	Class A ELDT Training - Diego Garcia
Driving-Tests Total			**180.79**	
Golden Gate	10-100-6220	M. Busby	28.88	Fuel for vehicle 84
Golden Gate Total			**28.88**	
Good Life	10-200-6123	C. Murray	56.18	Employee lunch meeting
Good Life Total			**56.18**	
Gotprint.Com	10-000-6190	S. Hake	35.65	4th of July Banner
Gotprint.Com	10-000-6190	S. Hake	45.54	4th of July Banners
Gotprint.Com Total			**81.19**	
GSR	10-320-6220	J. Ruiz	161.70	Collections Expense
GSR	10-320-6220	J. Ruiz	52.52	Hotel receipt
GSR Total			**214.22**	
Hing's Donuts	10-000-6123	R. Motley	38.38	Staff meeting treats
Hing's Donuts Total			**38.38**	
Home Depot	10-000-6190	M. Vendors	21.19	Parade Float Supplies
Home Depot	10-000-6190	M. Vendors	37.48	Parade Float Supplies
Home Depot	10-000-6190	M. Vendors	15.06	Parade Float Supplies
Home Depot Total			**73.73**	
Hotel.com	10-400-6220	N. Ferguson	183.00	Hotel - Travel for Exams
Hotel.com Total			**183.00**	
Hyatt Place	10-320-6220	J. Ruiz	577.48	hotel expenses plus breakfasts
Hyatt Place	10-320-6220	J. Ruiz	20.30	Training Meal
Hyatt Place Total			**597.78**	
In-N-Out	10-320-6220	J. Ruiz	10.66	Collections Test
In-N-Out	10-320-6220	J. Ruiz	11.69	food expenses
In-N-Out	10-320-6220	J. Ruiz	11.69	food expenses for training
In-N-Out	10-330-6220	D. Pijuan	24.91	Lunch
In-N-Out	10-320-6220	J. Ruiz	11.69	Training Meal
In-N-Out Total			**70.64**	
Izakaya Ichie	10-330-6220	R. Simpkins	60.03	PLC training class in Buena Park, Ca
Izakaya Ichie Total			**60.03**	
Jack In The Box	10-330-6220	R. Simpkins	8.58	PLC training class in Buena Park, Ca
Jack In The Box Total			**8.58**	
Keen	10-400-6124	D. Carlson	639.24	Safety toe boots for (KR, NH, MG, DC)
Keen Total			**639.24**	
Keurig	10-000-6180	R. Motley	37.98	Coffee for building staff
Keurig Total			**37.98**	
Larkspur	10-200-6220	C. Murray	5.00	Hotel charge
Larkspur	10-200-6220	C. Murray	469.76	Hotel charge
Larkspur Total			**474.76**	

Latin Market	10-000-6123	S. Hake	805.00	Staff Picnic - June
Latin Market Total			**805.00**	
Lift Safety	10-320-6200	A. Derue	161.42	Shield for hard hats safety glasses
Lift Safety Total			**161.42**	
LTUS	22-000-1301	D. Pijuan	631.18	Batteries for Twin PR
LTUS Total			**631.18**	
Magal Town	10-330-6220	D. Pijuan	84.87	Dinner for both Kelly and Daniel
Magal Town Total			**84.87**	
MB Essentials	10-320-6215	J. Ruiz	6.61	Flash cards for studying
MB Essentials Total			**6.61**	
McDonalds	10-320-6220	J. Ruiz	10.92	Training Meal
McDonalds Total			**10.92**	
Mimis Café	10-320-6220	J. Ruiz	19.04	Collections test
Mimis Café Total			**19.04**	
ML Chamber	10-000-6190	S. Hake	40.00	4th of July Parade Registration
ML Chamber Total			**40.00**	
MMobile Tire	10-300-6155	R. Motley	140.00	Tire service
MMobile Tire Total			**140.00**	
Norco	20-220-6155	C. Monroe	572.76	Ford f-150 rear brakes and rotors
Norco Total			**572.76**	
OPC State	30-240-6160	D. Fenstermacher	5.78	Application fee
OPC State Total			**5.78**	
Owl Labs	10-130-6182	M. Vendors	(1,880.95)	Credit for Returned Merchandise
Owl Labs	10-130-6182	M. Vendors	106.68	Owl Accessory for Board Room
Owl Labs Total			**(1,774.27)**	
PK Safety Supply	20-220-6185	E. Solomon	20.17	Gas monitor shipped back to the District.
PK Safety Supply Total			**20.17**	
Pollard Water	20-300-6145	M. Vendors	1,629.97	Hydrant Meter
Pollard Water Total			**1,629.97**	
Renogy	22-000-1301	D. Pijuan	94.51	Twin Lakes PR
Renogy Total			**94.51**	
Safewerks	10-000-6180	A. Larson	(84.18)	Refund - Insect Repellent
Safewerks Total			**(84.18)**	
Sage Designs	10-330-6215	D. Pijuan	1,850.00	PLC Training
Sage Designs Total			**1,850.00**	
Sandys Pub	10-100-6220	M. Busby	133.76	Meal for 3 at CSDA conference
Sandys Pub Total			**133.76**	
Smart & Final	10-000-6180	S. Hake	92.40	Kitchen Supplies
Smart & Final Total			**92.40**	
SmartSign	21-000-1301	A. Larson	84.82	Video Surveillance Signs
SmartSign Total			**84.82**	
Sonic	10-310-6220	R. Larson	16.33	backflow test dinner
Sonic Total			**16.33**	
Speedway	10-200-6155	C. Murray	12.00	Car wash for vehicle 88
Speedway	10-200-6155	C. Murray	12.00	Car wash for vehicle 88
Speedway Total			**24.00**	
Staples	10-000-6180	L. Block	21.86	Office Supplies
Staples	10-000-6180	L. Block	77.65	Office Supplies
Staples	10-000-6180	L. Block	56.18	Office Supplies
Staples Total			**155.69**	

Starbucks	10-310-6220	R. Larson	12.04	backflow bobby breakfast
Starbucks Total			**12.04**	
Starlink	10-130-6183	M. Vendors	120.00	Starlink
Starlink Total			**120.00**	
Sunburn Alert	10-110-6200	M. Vendors	308.00	Sunburn Sensing Stickers
Sunburn Alert Total			**308.00**	
Sunshields	10-110-6200	M. Reeves	1,241.28	Sun Safety Kit Materials
Sunshields Total			**1,241.28**	
SWRCB	30-240-6160	D. Fenstermacher	210.00	Certification Application
SWRCB Total			**210.00**	
Tech Training	30-240-6215	S. Sornoso	825.00	Advance wastewater treatment class
Tech Training	30-240-6215	D. Fenstermacher	825.00	WW Tech Grade 3 class
Tech Training Total			**1,650.00**	
The Hub	10-320-6220	J. Ruiz	29.91	Arc Flash training food expenses
The Hub Total			**29.91**	
Tire Rack	22-340-6155	M. Vendors	1,524.08	Tires - #73
Tire Rack	10-100-6155	M. Vendors	568.95	Tires - #84
Tire Rack	10-100-6155	M. Vendors	568.95	Tires - #84
Tire Rack	10-300-6155	R. Motley	1,373.23	Tires for truck 90
Tire Rack Total			**4,035.21**	
Truewerk	20-220-6124	E. Solomon	153.44	Uniforms
Truewerk Total			**153.44**	
Tyler Forms	10-120-6180	M. Vendors	763.39	Checks
Tyler Forms Total			**763.39**	
Uplift Desk	10-400-6120	M. Vendors	1,294.08	Uplift Desk - Vaca
Uplift Desk Total			**1,294.08**	
UPS	10-000-6185	M. Vendors	21.32	Service Fees & Shipping Charges
UPS	10-210-6185	M. Vendors	98.68	Service Fees & Shipping Charges
UPS	10-000-6185	M. Vendors	21.32	Service Fees & Shipping Charges
UPS	10-210-6185	M. Vendors	97.46	Service Fees & Shipping Charges
UPS	10-210-6185	M. Vendors	265.85	Service Fees and Shipping Charges
UPS	10-000-6185	M. Vendors	27.17	Service Fees and Shipping Charges
UPS	10-000-6180	M. Vendors	18.87	Service Fees and Shipping Charges
UPS	10-210-6185	M. Vendors	240.41	Service Fees and Shipping Charges
UPS	10-000-6185	M. Vendors	30.40	Service Fees and Shipping Charges
UPS	10-210-6185	M. Vendors	171.24	Service Fees and Shipping Charges
UPS	20-320-6145	M. Vendors	15.92	Service Fees and Shipping Charges
UPS	22-000-1301	M. Vendors	178.23	Service Fees and Shipping Charges
UPS	10-000-6185	M. Vendors	30.66	Service Fees and Shipping Charges
UPS Total			**1,217.53**	
USC	10-105-6160	C. Bundesen	150.00	Backflow Annual Renewal
USC Total			**150.00**	
USPS	10-110-6185	M. Reeves	58.00	AED x 2 Return for Trade-In Program
USPS	10-120-6185	A. Larson	19.05	DMV Registrations to Bakersfield
USPS Total			**77.05**	
Vons	10-110-6200	M. Reeves	26.95	JPIA Supervisor Training Meals
Vons	10-000-6123	L. Block	67.75	June BBQ Supplies
Vons	10-000-6123	L. Block	19.63	June Staff BBQ - Ice
Vons	10-210-6180	S. Minich	31.32	Lab cleaning and shipping supplies
Vons	10-000-6123	S. Hake	124.33	Staff Meeting and Kitchen Supplies

Vons	10-000-6123	S. Hake	15.96	Staff Picnic
Vons Total			**285.94**	
Vons Fuel	30-240-6125	S. Sornoso	20.10	Standby/fuel
Vons Fuel Total			**20.10**	
Warming Hut	10-100-6215	M. Busby	98.07	Board ad-hoc committee lunch meeting
Warming Hut	10-200-6123	C. Murray	85.31	Lunch for new employee facility tours
Warming Hut Total			**183.38**	
Work Sharp	10-310-6120	R. Larson	134.58	utility tool sharpener
Work Sharp Total			**134.58**	
YSI	30-240-6180	K. Burnett	163.38	Replacement ODO cap
YSI	30-240-6145	K. Burnett	1,407.02	Turbidity probe for LPM Wells
YSI Total			**1,570.40**	
Zoom	10-000-6215	S. Hake	40.00	Meeting recordings
Zoom Total			**40.00**	
Zoro Tools	22-000-1301	R. Motley	2,111.86	Conduit boxes for new generator set
Zoro Tools Total			**2,111.86**	
June Visa Transaction Total			**45,189.35**	

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00007 - Aaron DeRue					
08/15/2025	11571	Travel Reimbursement	10-320-6220		443.80
				Vendor 00007 - Aaron DeRue Total:	**443.80**
Vendor: 00016 - ACWA / JPIA (HBA)					
08/15/2025	11572	Dental	10-000-2150		540.61
08/15/2025	11572	Life Insurance	10-000-2150		41.34
08/15/2025	11572	Medical Insurance	10-000-2150		9,338.99
08/15/2025	11572	Vision Insurance	10-000-2150		122.00
08/15/2025	11572	Dental	10-000-2150		2,085.34
08/15/2025	11572	Dental	20-000-2150		1,348.10
08/15/2025	11572	Dental	30-000-2150		1,347.69
08/15/2025	11572	EAP Admin. Fee	10-000-2150		42.16
08/15/2025	11572	EAP Admin. Fee	20-000-2150		19.93
08/15/2025	11572	EAP Admin. Fee	30-000-2150		22.23
08/15/2025	11572	Life Ins Dependent	10-000-2150		4.96
08/15/2025	11572	Life Ins Dependent	20-000-2150		3.11
08/15/2025	11572	Life Ins Dependent	30-000-2150		3.09
08/15/2025	11572	Life Insurance	10-000-2150		732.00
08/15/2025	11572	Life Insurance	20-000-2150		161.03
08/15/2025	11572	Life Insurance	30-000-2150		158.97
08/15/2025	11572	Life Insurance	10-000-2150		183.64
08/15/2025	11572	Life Insurance	20-000-2150		155.54
08/15/2025	11572	Life Insurance	30-000-2150		133.71
08/15/2025	11572	Life Ins Supplemental	20-000-2150		15.00
08/15/2025	11572	Life Ins Supplemental	30-000-2150		15.00
08/15/2025	11572	Medical Insurance	10-000-2150		33,645.07
08/15/2025	11572	Medical Insurance	20-000-2150		21,111.61
08/15/2025	11572	Medical Insurance	30-000-2150		21,111.18
08/15/2025	11572	Vision Insurance	10-000-2150		488.00
08/15/2025	11572	Vision Insurance	20-000-2150		280.76
08/15/2025	11572	Vision Insurance	30-000-2150		280.44
08/15/2025	11572	Premium Adjustment	10-000-6020		1,693.06
				Vendor 00016 - ACWA / JPIA (HBA) Total:	**95,084.56**
Vendor: 02752 - ACWA JPIA - Premiums					
08/13/2025	6130	Excess Crime Premium	10-000-6130		587.00
08/13/2025	6130	Poperty Insurance Premium	10-000-1130		144,563.58
				Vendor 02752 - ACWA JPIA - Premiums Total:	**145,150.58**
Vendor: 00023 - Advanced Stainless & Alloys, Inc.					
08/15/2025	11573	Sch-10 Elbows & Reducers, Sch-40 Nipples	22-000-1301	25W14CM	179.28
				Vendor 00023 - Advanced Stainless & Alloys, Inc. Total:	**179.28**
Vendor: 00025 - AFLAC					
08/31/2025	DFT0001431	AFLAC Pre Tax	10-000-2170		25.48
08/31/2025	DFT0001431	AFLAC Pre Tax	20-000-2170		51.57
08/31/2025	DFT0001431	AFLAC After Tax	20-000-2170		6.07
08/31/2025	DFT0001431	AFLAC After Tax	30-000-2170		3.63
08/31/2025	DFT0001431	AFLAC Pre Tax	30-000-2170		27.57
				Vendor 00025 - AFLAC Total:	**114.32**
Vendor: 02508 - Alpine Landscape					
08/14/2025	6131	Landscape - 4 Locations	10-000-6150		2,000.00

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
08/14/2025	6131	Sod Installation - 227 Manzanita	23-000-1301	21WW06CM	8,000.00
				Vendor 02508 - Alpine Landscape Total:	**10,000.00**
Vendor: 00063 - American Business Machines Co.					
08/15/2025	11574	Printer/Copier Agreement	10-000-6180		96.19
08/22/2025	11581	OPS Printer/Copier Agreement	10-000-6180		70.60
				Vendor 00063 - American Business Machines Co. Total:	**166.79**
Vendor: 02739 - AMP United, LLC					
08/21/2025	6147	Tank 7 Rehab Progress Payment	22-000-1301	24W04CS	222,846.25
				Vendor 02739 - AMP United, LLC Total:	**222,846.25**
Vendor: 02748 - Aris Electric					
08/27/2025	6160	Install Electrical Outlet for Garage Door MV1	96-000-6115		540.00
08/27/2025	6160	Electrical Work TL51	96-000-1304		770.00
				Vendor 02748 - Aris Electric Total:	**1,310.00**
Vendor: 00111 - AT&T					
08/14/2025	6132	FirstNet	10-130-6211		1,056.37
				Vendor 00111 - AT&T Total:	**1,056.37**
Vendor: 02598 - Avineon, Inc.					
08/15/2025	11575	Utility Network Support Services	21-000-1301	24A01MS	4,822.50
				Vendor 02598 - Avineon, Inc. Total:	**4,822.50**
Vendor: 00123 - Babcock Laboratories, Inc.					
08/08/2025	11563	Lab Services	20-210-6111		2,995.09
08/08/2025	11563	Lab Services	30-210-6111		105.27
08/08/2025	11563	Lab Services	10-210-6111		59.45
08/08/2025	11563	Lab Services	20-210-6111		435.86
08/08/2025	11563	Lab Services	20-210-6111		237.72
08/08/2025	11563	Lab Services	20-210-6111		820.00
08/28/2025	11592	Lab Services	30-210-6111		105.27
08/28/2025	11592	Lab Services	30-210-6111		2,372.54
08/28/2025	11592	Lab Services	30-210-6111		2,372.54
08/28/2025	11592	Lab Services	20-210-6111		515.06
08/28/2025	11592	Lab Services	20-210-6111		118.86
08/28/2025	11592	Lab Services	30-210-6111		105.27
08/28/2025	11592	Lab Services	30-210-6111		170.90
				Vendor 00123 - Babcock Laboratories, Inc. Total:	**10,413.83**
Vendor: 02753 - Bad Elf, LLC					
08/27/2025	6161	Geodnet Subscription - 5 Year	10-130-6105		2,999.97
08/27/2025	6161	Flex Mini (Extreme)	10-310-6120		1,616.24
08/27/2025	6161	Flex Mini (Extreme)	10-320-6120		1,616.24
08/27/2025	6161	GPS Pole Kit	10-400-6120		107.71
08/27/2025	6161	Flex Extreme	10-400-6120		6,517.99
08/27/2025	6161	Pioneer Package - Virtual Training	10-400-6215		377.11
				Vendor 02753 - Bad Elf, LLC Total:	**13,235.26**
Vendor: 02688 - Bay Area Coating Consultants, Inc.					
08/07/2025	6106	Inspection T7 06/25/25 - 07/22/25	22-000-1301	24W04CS	24,216.86
08/29/2025	6179	Inspection T7 7/23/25 - 8/26/25	22-000-1301	24W04CS	17,419.42
				Vendor 02688 - Bay Area Coating Consultants, Inc. Total:	**41,636.28**
Vendor: 00156 - Bishop Heating & Air Conditioning, Inc.					
08/21/2025	6148	Replace A/C Blower Motor Relay - Finance	10-330-6150		277.56
				Vendor 00156 - Bishop Heating & Air Conditioning, Inc. Total:	**277.56**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00131 - BKS Law Firm, PC					
08/28/2025	11593	Legal Services	10-100-6140		8,510.00
				Vendor 00131 - BKS Law Firm, PC Total:	**8,510.00**
Vendor: 02747 - Blizzard Fire Protection, LLC					
08/21/2025	6149	Annual Fire Extingusher Inspection	10-110-6150		1,285.95
				Vendor 02747 - Blizzard Fire Protection, LLC Total:	**1,285.95**
Vendor: 00191 - Brown's Supply, Inc.					
08/07/2025	6107	Rebar	22-000-1301	25W15CM	525.99
				Vendor 00191 - Brown's Supply, Inc. Total:	**525.99**
Vendor: 00201 - CA Tax Payment ACH					
08/13/2025	DFT0001433	State Withholding	10-000-2210		5,596.89
08/13/2025	DFT0001433	CA State Disibility	10-000-2210		1,361.22
08/13/2025	DFT0001433	CA State Disibility	20-000-2210		644.23
08/13/2025	DFT0001433	State Withholding	20-000-2210		1,931.19
08/13/2025	DFT0001433	CA State Disibility	30-000-2210		658.08
08/13/2025	DFT0001433	State Withholding	30-000-2210		2,037.82
08/27/2025	DFT0001448	State Withholding	10-000-2210		5,400.96
08/27/2025	DFT0001448	CA State Disibility	10-000-2210		1,319.05
08/27/2025	DFT0001448	State Withholding	20-000-2210		2,131.85
08/27/2025	DFT0001448	CA State Disibility	20-000-2210		703.77
08/27/2025	DFT0001448	State Withholding	30-000-2210		1,989.75
08/27/2025	DFT0001448	CA State Disibility	30-000-2210		651.14
				Vendor 00201 - CA Tax Payment ACH Total:	**24,425.95**
Vendor: 00205 - California Broadband Cooperative					
08/22/2025	11582	Internet Service	10-130-6211		1,277.95
				Vendor 00205 - California Broadband Cooperative Total:	**1,277.95**
Vendor: 02179 - California State Disbursement Unit					
08/13/2025	DFT0001426	CA Child Support	20-000-2170		46.16
08/13/2025	DFT0001426	CA Child Support	30-000-2170		46.14
08/27/2025	DFT0001441	CA Child Support	20-000-2170		46.16
08/27/2025	DFT0001441	CA Child Support	30-000-2170		46.14
				Vendor 02179 - California State Disbursement Unit Total:	**184.60**
Vendor: 00220 - Carmichael Business Technology					
08/27/2025	6162	Monthly Blackpoint Agreement	10-130-6105		345.00
08/27/2025	6162	Monthly VOIP Phone	10-000-6210		639.99
08/27/2025	6162	Monthly IT Agreement	10-130-6106		3,356.66
				Vendor 00220 - Carmichael Business Technology Total:	**4,341.65**
Vendor: 02751 - Chateau De Montagne HOA					
08/07/2025	6108	Turf Rebate (1,196 sq ft)	10-105-6237		2,392.00
				Vendor 02751 - Chateau De Montagne HOA Total:	**2,392.00**
Vendor: 00281 - Chuck Villar Construction					
08/29/2025	6180	Sludge Hauling	30-240-6100		10,673.70
				Vendor 00281 - Chuck Villar Construction Total:	**10,673.70**
Vendor: 01957 - City of Fallon					
08/21/2025	6150	Sludge Disposal	30-240-6102		4,856.21
				Vendor 01957 - City of Fallon Total:	**4,856.21**
Vendor: 00287 - Cla-Val					
08/27/2025	6163	Seat Driver - Twin PR Project	22-000-1301	23W02CM	1,616.25
				Vendor 00287 - Cla-Val Total:	**1,616.25**
Vendor: 00292 - Clay Murray					
08/30/2025	11603	Reimbursement - 4th of July Banner	10-000-6190		200.00
				Vendor 00292 - Clay Murray Total:	**200.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00306 - Conriquez Cleaning					
08/07/2025	6109	Janatorial Services	10-000-6150		2,873.11
				Vendor 00306 - Conriquez Cleaning Total:	**2,873.11**
Vendor: 02475 - Creative Management Solutions, Inc.					
08/14/2025	6133	Compensation and Benefits Study Phase III	10-110-6110		3,035.00
				Vendor 02475 - Creative Management Solutions, Inc. Total:	**3,035.00**
Vendor: 02447 - Denise Schneider					
08/15/2025	11576	Travel Reimbursemet	20-220-6220		443.80
				Vendor 02447 - Denise Schneider Total:	**443.80**
Vendor: 00439 - Dewey Pest Control					
08/07/2025	6110	Pest Control - Initial Service, District	10-000-6150		662.00
08/07/2025	6110	Pest Control - GWTP2	10-000-6150		162.00
08/07/2025	6110	Pest Control - GWTP1	10-000-6150		187.00
08/07/2025	6110	Pest Control - LMTP	10-000-6150		225.00
08/07/2025	6110	Pest Control - District	10-000-6150		662.00
				Vendor 00439 - Dewey Pest Control Total:	**1,898.00**
Vendor: 00452 - DIY Home Center					
08/08/2025	11564	Acetone	10-310-6180		106.66
08/08/2025	11564	Parade Float Supplies	10-000-6190		114.94
08/08/2025	11564	Cutoff Wheel	10-300-6180		14.54
08/08/2025	11564	Tarp	30-240-6180		7.75
08/08/2025	11564	Clamps	22-000-1301		12.18
08/08/2025	11564	Loppers	10-320-6120		32.96
08/15/2025	11577	Shock Granule	22-000-1301	25W08CM	11.63
08/15/2025	11577	Hose & Nozzle	10-330-6180		79.50
08/15/2025	11577	Lock Entry - SM51 & Closet Knob MM11	96-000-6115		40.70
08/15/2025	11577	Misc Hardware	30-330-6180		22.99
08/15/2025	11577	5 Gallon Bucket	10-320-6180		5.81
08/15/2025	11577	Utility Tub, 5 Gal Bucket, & Hose Nozel	30-240-6180		62.00
08/22/2025	11583	Porch Light and Light Bulbs TL51	96-000-6115		79.50
08/22/2025	11583	Shovel and Levels	10-320-6120		42.63
08/22/2025	11583	Pliers, Wrenches, Brushes, Tool Box	10-320-6120		275.27
08/22/2025	11583	Hose Nozzle and Trimmers	10-320-6120		56.18
08/22/2025	11583	Hornet Spray	20-220-6180		9.69
08/22/2025	11583	Misc. Hardware	22-000-1301	25W06CM	24.46
08/22/2025	11583	Misc. Hardware	96-000-6115		4.61
08/22/2025	11583	Tape, Drill Bits, and Sandpaper	10-330-6180		105.21
08/28/2025	11594	Battery	10-310-6180		29.05
08/28/2025	11594	16 Gauge Wire	22-000-1301	25W15CM	34.89
08/28/2025	11594	LED Receptacle Tester	10-330-6120		14.54
08/28/2025	11594	Drop Cloth, Pail, and Pain...	10-320-6180		21.97
08/30/2025	11604	Conduit	30-240-6145		38.74
08/30/2025	11604	Misc. Hardware	23-000-1301	24WW04CE	19.56
08/30/2025	11604	Drill Bits	22-000-1301	25W06CM	19.17
				Vendor 00452 - DIY Home Center Total:	**1,287.13**
Vendor: 00208 - DMV					
08/29/2025	6181	Heavy Equip. Trailer - Sales Tax & Registraion Fee	22-000-1317		1,031.00
08/29/2025	6181	Heavy Equip. Trailer - Sales Tax & Registraion Fee	23-000-1317		1,031.00
				Vendor 00208 - DMV Total:	**2,062.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02360 - Eric Solomon					
08/28/2025	11595	Employee BBQ	10-000-6123		41.58
				Vendor 02360 - Eric Solomon Total:	**41.58**
Vendor: 00569 - Federal Tax Payment ACH					
08/13/2025	DFT0001432	Federal Withholding	10-000-2200		14,227.77
08/13/2025	DFT0001432	Medicare	10-000-2200		3,298.02
08/13/2025	DFT0001432	Social Security	10-000-2200		277.76
08/13/2025	DFT0001432	Medicare	20-000-2200		1,562.48
08/13/2025	DFT0001432	Social Security	20-000-2200		703.48
08/13/2025	DFT0001432	Federal Withholding	20-000-2200		5,304.76
08/13/2025	DFT0001432	Social Security	30-000-2200		703.42
08/13/2025	DFT0001432	Medicare	30-000-2200		1,599.44
08/13/2025	DFT0001432	Federal Withholding	30-000-2200		5,836.40
08/21/2025	DFT0001434	Medicare	10-000-2200		119.92
08/21/2025	DFT0001434	Social Security	10-000-2200		512.86
08/27/2025	DFT0001447	Medicare	10-000-2200		3,196.12
08/27/2025	DFT0001447	Social Security	10-000-2200		93.74
08/27/2025	DFT0001447	Federal Withholding	10-000-2200		13,655.05
08/27/2025	DFT0001447	Social Security	20-000-2200		699.36
08/27/2025	DFT0001447	Medicare	20-000-2200		1,708.92
08/27/2025	DFT0001447	Federal Withholding	20-000-2200		6,238.95
08/27/2025	DFT0001447	Federal Withholding	30-000-2200		5,831.51
08/27/2025	DFT0001447	Social Security	30-000-2200		699.36
08/27/2025	DFT0001447	Medicare	30-000-2200		1,581.66
				Vendor 00569 - Federal Tax Payment ACH Total:	**67,850.98**
Vendor: 00571 - FedEx Freight					
08/07/2025	6111	Shipment From Advanced Stainless	22-000-1301	25W08CS	361.70
				Vendor 00571 - FedEx Freight Total:	**361.70**
Vendor: 00572 - Ferguson Waterworks # 1423					
08/07/2025	6112	6" T/T Registers	10-000-1200		299.38
08/27/2025	6164	Highmark Hotel Radio	22-000-6165		215.50
				Vendor 00572 - Ferguson Waterworks # 1423 Total:	**514.88**
Vendor: 00608 - Frontier					
08/27/2025	6165	Internet GWTP	10-130-6211		158.02
08/27/2025	6165	Land Lines	10-000-6210		245.40
				Vendor 00608 - Frontier Total:	**403.42**
Vendor: 00662 - Grainger, Inc.					
08/22/2025	11584	Latex Gloves, Pipe Thread Tape, and Marking Paint	10-000-1200		647.38
08/22/2025	11584	Lens Wipes, Trash Bags, Batteries, Safety Glasses	10-000-6180		965.75
08/22/2025	11584	Safety Vests	10-000-1200		286.14
08/22/2025	11584	Impact Wrench, Pipe Cutter, and Batteries	10-320-6120		1,004.76
08/22/2025	11584	Trash and Recyling Cans	10-000-6180		24.82
08/28/2025	11596	Push Broom and Flaring Tool	10-320-6120		500.10
08/28/2025	11596	Boxes	10-000-6180		12.39
08/28/2025	11596	Shovels	10-000-1200		519.36
08/30/2025	11605	Hydraulic Crimp Tool	10-330-6120		1,070.64
				Vendor 00662 - Grainger, Inc. Total:	**5,031.34**
Vendor: 00663 - Granite Construction					
08/29/2025	6182	Bagged Coldmix	30-310-6145		1,870.54
				Vendor 00663 - Granite Construction Total:	**1,870.54**
Vendor: 00684 - Haaker Equipment Company					
08/08/2025	11565	Repair Parts #123	10-320-6155		754.15
				Vendor 00684 - Haaker Equipment Company Total:	**754.15**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 00685 - Hach Company					
08/27/2025	6166	Lab Supplies	30-210-6180		500.10
				Vendor 00685 - Hach Company Total:	**500.10**
Vendor: 02388 - Health Equity, Inc.					
08/13/2025	DFT0001429	HSA	10-000-2151		397.93
08/27/2025	DFT0001444	HSA	10-000-2151		397.93
				Vendor 02388 - Health Equity, Inc. Total:	**795.86**
Vendor: 00693 - Heidi Christensen					
08/22/2025	11585	DMV Physical #106 - Reimbursement	10-000-6155		127.40
08/28/2025	11597	Employee BBQ	10-000-6123		22.76
				Vendor 00693 - Heidi Christensen Total:	**150.16**
Vendor: 00705 - High Country Lumber, Inc.					
08/07/2025	6113	Multi-purpose Oil	10-330-6180		5.38
08/07/2025	6113	Key	10-100-6180		8.60
08/07/2025	6113	Mulch	22-000-1301	25W01CM	55.53
08/07/2025	6113	Mulch	22-000-1301	25W01CM	92.56
08/07/2025	6113	Mulch	22-000-1301	25W01CM	46.28
08/14/2025	6134	Keys TL51	96-000-6115		8.60
08/27/2025	6167	Wood and Misc. Hardware	22-000-1301	25W15CM	146.08
08/27/2025	6167	Stakes	22-000-1301	25W15CM	42.67
08/27/2025	6167	Strand Board	22-000-1301	25W01CM	78.59
				Vendor 00705 - High Country Lumber, Inc. Total:	**484.29**
Vendor: 00721 - Huber Technology, Inc.					
08/30/2025	11606	Step Screen Retentio…	23-000-1301	24WW04CE	10,704.69
				Vendor 00721 - Huber Technology, Inc. Total:	**10,704.69**
Vendor: 00725 - Infosend, Inc.					
08/22/2025	11586	UB Statement Processing	10-120-6100		1,989.12
				Vendor 00725 - Infosend, Inc. Total:	**1,989.12**
Vendor: 00728 - International Union of Operating Engineers					
08/14/2025	6135	Union Dues	10-000-2170		154.00
08/14/2025	6135	Union Dues	20-000-2170		165.09
08/14/2025	6135	Union Dues	30-000-2170		164.91
				Vendor 00728 - International Union of Operating Engineers Total:	**484.00**
Vendor: 00907 - Julie Burkhart					
08/08/2025	11566	Mileage Reimbursement	10-130-6220		554.40
				Vendor 00907 - Julie Burkhart Total:	**554.40**
Vendor: 00943 - Kathryn Wright					
08/07/2025	6114	Rebate - HEDW	10-105-6237		200.00
				Vendor 00943 - Kathryn Wright Total:	**200.00**
Vendor: 01003 - KMMT-FM					
08/14/2025	6136	Advertising	10-105-6190		500.00
				Vendor 01003 - KMMT-FM Total:	**500.00**
Vendor: 02750 - Lance Stevenson					
08/07/2025	6115	Rebate - HET	10-105-6237		200.00
				Vendor 02750 - Lance Stevenson Total:	**200.00**
Vendor: 01037 - Lawson Products					
08/14/2025	6137	Crimp Fittings, Hose, Nuts, Screws, & Washers	10-310-6155		751.73
				Vendor 01037 - Lawson Products Total:	**751.73**
Vendor: 02749 - Liberty Mutual Group					
08/07/2025	6116	Homeowners Insurance - Draper	96-000-2000		810.00
				Vendor 02749 - Liberty Mutual Group Total:	**810.00**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 01054 - Liebert Cassidy Whitmore					
08/21/2025	6151	Legal Services	10-110-6140		630.50
				Vendor 01054 - Liebert Cassidy Whitmore Total:	**630.50**
Vendor: 00052 - Linde Gas & Equipment, Inc.					
08/27/2025	6168	Welding Supplies	10-000-6180		123.13
08/27/2025	6168	Welding Supplies	10-000-6180		85.07
08/27/2025	6168	Welding Supplies	10-000-6180		85.07
				Vendor 00052 - Linde Gas & Equipment, Inc. Total:	**293.27**
Vendor: 01099 - Mammoth Disposal					
08/07/2025	6117	Recycling	10-000-6100		1,680.64
08/07/2025	6117	Trash Service	10-000-6100		140.40
08/07/2025	6117	Toilet Rental	22-000-1301	25W01CO	313.47
				Vendor 01099 - Mammoth Disposal Total:	**2,134.51**
Vendor: 01100 - Mammoth Hospital					
08/14/2025	6138	Pre-Employment Physical - M. Gordon	10-110-6100		127.40
				Vendor 01100 - Mammoth Hospital Total:	**127.40**
Vendor: 01106 - Mammoth Lock & Key					
08/28/2025	11598	Replace/Repair Doorknobs with Locks	30-330-6150		250.00
				Vendor 01106 - Mammoth Lock & Key Total:	**250.00**
Vendor: 01112 - Mammoth Ready Mix					
08/07/2025	6118	Slurry	22-000-1301	25W08CM	3,266.30
08/07/2025	6118	Slurry	22-000-1301	25W01CM	2,322.41
				Vendor 01112 - Mammoth Ready Mix Total:	**5,588.71**
Vendor: 01117 - Mammoth Times					
08/22/2025	11587	Recruitment Ad	10-110-6190		193.08
				Vendor 01117 - Mammoth Times Total:	**193.08**
Vendor: 01183 - McMaster-Carr Supply Co.					
08/07/2025	6119	Bolt Clamp	23-000-1301	24WW04CE	32.37
				Vendor 01183 - McMaster-Carr Supply Co. Total:	**32.37**
Vendor: 02469 - Mike Kenney Roofing, Inc.					
08/27/2025	6169	Panels,Metal Flashing, & Screws	30-330-6150		1,102.00
				Vendor 02469 - Mike Kenney Roofing, Inc. Total:	**1,102.00**
Vendor: 01240 - Mission Linen Supply					
08/07/2025	6120	Linen Service & Gloves	10-000-6100		1,145.21
08/07/2025	6120	Linen Service & Gloves	10-210-6180		264.60
				Vendor 01240 - Mission Linen Supply Total:	**1,409.81**
Vendor: 01251 - Mono County LAFCO					
08/21/2025	6152	Annual LAFCO Budget MCWD	10-000-6100		1,908.00
				Vendor 01251 - Mono County LAFCO Total:	**1,908.00**
Vendor: 01263 - Mountain Motors Auto Repair					
08/07/2025	6121	Lube, Oil, Filter #91	30-240-6155		323.50
08/21/2025	6153	45k Mile Service #3	10-400-6155		584.12
				Vendor 01263 - Mountain Motors Auto Repair Total:	**907.62**
Vendor: 02726 - Nigro and Nigro, PC					
08/07/2025	6122	Final Audit Work	10-120-6110		16,000.00
				Vendor 02726 - Nigro and Nigro, PC Total:	**16,000.00**
Vendor: 00609 - Orion					
08/13/2025	DFT0001422	Deferred Comp 457B Roth (%%)	10-000-2161		333.70
08/13/2025	DFT0001422	Deferred Comp 457B Roth (%%)	20-000-2161		524.89
08/13/2025	DFT0001422	Deferred Comp 457B Roth (%%)	30-000-2161		524.78

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
08/13/2025	DFT0001423	457B Roth Deferred Comp (Flat Amount)	10-000-2161		1,270.00
08/13/2025	DFT0001423	457B Roth Deferred Comp (Flat Amount)	20-000-2161		262.00
08/13/2025	DFT0001423	457B Roth Deferred Comp (Flat Amount)	30-000-2161		552.00
08/13/2025	DFT0001424	Deferred Comp 457B (%%)	10-000-2161		1,892.00
08/13/2025	DFT0001424	Deferred Comp 457B (%%)	20-000-2161		879.28
08/13/2025	DFT0001424	Deferred Comp 457B (%%)	30-000-2161		1,571.32
08/13/2025	DFT0001425	457B Deferred Comp (Flat Amount)	10-000-2161		8,237.11
08/13/2025	DFT0001425	457B Deferred Comp (Flat Amount)	20-000-2161		2,535.23
08/13/2025	DFT0001425	457B Deferred Comp (Flat Amount)	30-000-2161		2,337.14
08/13/2025	DFT0001430	457 ER Match	10-000-2160		1,676.64
08/13/2025	DFT0001430	457 ER ROTH Match	10-000-2160		179.33
08/13/2025	DFT0001430	401A Pension	10-000-2160		22,238.64
08/13/2025	DFT0001430	401A Pension	20-000-2160		9,600.52
08/13/2025	DFT0001430	457 ER ROTH Match	20-000-2160		106.54
08/13/2025	DFT0001430	457 ER Match	20-000-2160		800.82
08/13/2025	DFT0001430	401A Pension	30-000-2160		9,835.86
08/13/2025	DFT0001430	457 ER Match	30-000-2160		824.15
08/13/2025	DFT0001430	457 ER ROTH Match	30-000-2160		106.46
08/27/2025	DFT0001437	Deferred Comp 457B Roth (%%)	10-000-2161		526.12
08/27/2025	DFT0001437	Deferred Comp 457B Roth (%%)	20-000-2161		403.39
08/27/2025	DFT0001437	Deferred Comp 457B Roth (%%)	30-000-2161		403.31
08/27/2025	DFT0001438	457B Roth Deferred Comp (Flat Amount)	10-000-2161		1,270.00
08/27/2025	DFT0001438	457B Roth Deferred Comp (Flat Amount)	20-000-2161		262.00
08/27/2025	DFT0001438	457B Roth Deferred Comp (Flat Amount)	30-000-2161		552.00
08/27/2025	DFT0001439	Deferred Comp 457B (%%)	10-000-2161		1,963.32
08/27/2025	DFT0001439	Deferred Comp 457B (%%)	20-000-2161		798.50
08/27/2025	DFT0001439	Deferred Comp 457B (%%)	30-000-2161		1,350.55
08/27/2025	DFT0001440	457B Deferred Comp (Flat Amount)	10-000-2161		8,237.11
08/27/2025	DFT0001440	457B Deferred Comp (Flat Amount)	20-000-2161		2,731.51
08/27/2025	DFT0001440	457B Deferred Comp (Flat Amount)	30-000-2161		2,140.86
08/27/2025	DFT0001445	457 ER ROTH Match	10-000-2160		204.33
08/27/2025	DFT0001445	457 ER Match	10-000-2160		1,849.56
08/27/2025	DFT0001445	401A Pension	10-000-2160		21,832.95
08/27/2025	DFT0001445	401A Pension	20-000-2160		10,599.85
08/27/2025	DFT0001445	457 ER Match	20-000-2160		838.57
08/27/2025	DFT0001445	457 ER ROTH Match	20-000-2160		107.34
08/27/2025	DFT0001445	457 ER ROTH Match	30-000-2160		107.29
08/27/2025	DFT0001445	401A Pension	30-000-2160		9,726.04
08/27/2025	DFT0001445	457 ER Match	30-000-2160		750.99
				Vendor 00609 - Orion Total:	**132,944.00**
Vendor: 01360 - PDM Steel Service Centers, Inc.					
08/28/2025	11599	Meter Lids	10-000-1200		50.67
08/28/2025	11599	Meter Lids	10-000-1200		2,300.61
				Vendor 01360 - PDM Steel Service Centers, Inc. Total:	**2,351.28**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 01379 - Peterbilt Truck Parts & Equipment, LLC					
08/29/2025	6183	Exhaust Mounting Kit #107	10-310-6155		71.46
				Vendor 01379 - Peterbilt Truck Parts & Equipment, LLC Total:	**71.46**
Vendor: 01394 - Pitney Bowes Global					
08/14/2025	6139	Postage Meter Quarterly Lease	10-000-6185		195.25
				Vendor 01394 - Pitney Bowes Global Total:	**195.25**
Vendor: 01396 - Pitney Bowes-Purchase Power					
08/14/2025	6140	Postage	10-000-6185		502.25
				Vendor 01396 - Pitney Bowes-Purchase Power Total:	**502.25**
Vendor: 02592 - Pocketstop					
08/22/2025	11588	RedFlag Annual License	10-130-6105		3,373.70
				Vendor 02592 - Pocketstop Total:	**3,373.70**
Vendor: 01438 - Rich Environmental Services					
08/14/2025	6141	Annual UST Monitoring Certification	10-000-6100		875.00
08/27/2025	6170	Monthly Tank Inspection	10-000-6100		150.00
				Vendor 01438 - Rich Environmental Services Total:	**1,025.00**
Vendor: 02597 - Robert D. Niehaus, Inc.					
08/15/2025	11578	Rate Study Progress Payment	10-120-6110		4,280.00
				Vendor 02597 - Robert D. Niehaus, Inc. Total:	**4,280.00**
Vendor: 01548 - Safety-Kleen Systems, Inc.					
08/08/2025	11567	Parts Washer Service	10-000-6180		319.44
				Vendor 01548 - Safety-Kleen Systems, Inc. Total:	**319.44**
Vendor: 01222 - Scott & Michelle Quirsfeld					
08/07/2025	6123	Turf Rebate (786 sq ft)	10-105-6237		1,572.00
				Vendor 01222 - Scott & Michelle Quirsfeld Total:	**1,572.00**
Vendor: 01611 - Sierra Carpet Cleaning					
08/27/2025	6171	Carpet Cleaning - Admin Building	10-000-6150		740.00
08/27/2025	6171	Carpet Cleaning - Engineering Building	10-000-6150		800.00
				Vendor 01611 - Sierra Carpet Cleaning Total:	**1,540.00**
Vendor: 01617 - Sierra Geotechnical Services					
08/21/2025	6154	Lab/Compaction Testing and Construction Inspection	21-000-1301	24A02CS	8,025.63
				Vendor 01617 - Sierra Geotechnical Services Total:	**8,025.63**
Vendor: 02338 - Sierra Manors HOA					
08/21/2025	6155	Rebate (HECW)	10-105-6237		400.00
				Vendor 02338 - Sierra Manors HOA Total:	**400.00**
Vendor: 01639 - Snowcreek Athletic Club					
08/27/2025	6172	Snowcreek Dues	10-000-2170		484.00
08/27/2025	6172	Snowcreek Dues	20-000-2170		320.53
08/27/2025	6172	Snowcreek Dues	30-000-2170		160.47
				Vendor 01639 - Snowcreek Athletic Club Total:	**965.00**
Vendor: 01650 - Southern California Edison - District					
08/21/2025	6156	Electricity	10-000-6230		180.41
08/21/2025	6156	Electricity	20-220-6230		27,117.16
08/21/2025	6156	Electricity	20-230-6230		2,747.25
08/21/2025	6156	Electricity	30-240-6230		10,775.45
				Vendor 01650 - Southern California Edison - District Total:	**40,820.27**
Vendor: 01648 - Southern California Edison - WWTP					
08/21/2025	6157	Electricity	30-240-6230		6,125.86
				Vendor 01648 - Southern California Edison - WWTP Total:	**6,125.86**
Vendor: 01662 - Standard Insurance Company					
08/28/2025	DFT0001449	Premium Adjustment	10-000-6020		28.68
				Vendor 01662 - Standard Insurance Company Total:	**28.68**

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
Vendor: 02005 - State of California Franchise Tax Board					
08/14/2025	6142	XXX	10-000-2170		50.00
08/27/2025	6173	XXX	10-000-2170		50.00
				Vendor 02005 - State of California Franchise Tax Board Total:	**100.00**
Vendor: 01701 - Steve's Auto & Truck Parts					
08/07/2025	6124	Toggle Switch - Parade Float	10-000-6190		24.23
08/07/2025	6124	Battery - Timber Ridge Collector	10-320-6150		144.45
08/14/2025	6143	Connector #93	10-310-6155		13.73
08/14/2025	6143	Antifreeze	20-220-6155		12.06
08/14/2025	6143	Parts Cleaner, Brake Pads & Lug Nut #73	10-000-6180		45.13
08/14/2025	6143	Parts Cleaner, Brake Pads & Lug Nut #73	10-310-6155		197.70
08/14/2025	6143	5W Motor Oil & Windshield Wash	10-000-1200		56.76
08/14/2025	6143	5W Motor Oil & Windshield Wash	10-000-6180		43.02
08/21/2025	6158	Locking Pin	10-320-6155		12.59
08/21/2025	6158	Car Wash	10-320-6180		18.83
08/27/2025	6174	Air & Oil Filter #60	10-310-6155		76.22
08/27/2025	6174	Disc Brake Spray	10-000-6155		11.30
08/27/2025	6174	Lug Nuts #118	10-320-6155		23.53
08/27/2025	6174	BAtteries	10-320-6150		464.17
08/27/2025	6174	Vacuum Tubing #69	20-220-6155		6.68
08/29/2025	6184	Multi Purpose Grease	10-000-6155		75.37
				Vendor 01701 - Steve's Auto & Truck Parts Total:	**1,225.77**
Vendor: 00004 - Summit Fire & Security					
08/15/2025	11579	Fire Sprinkler Inspections	10-000-6150		2,000.00
08/15/2025	11579	Annual Fire Alarm Inspection	10-000-6150		620.00
08/15/2025	11579	Fire Sprinkler Inspections	10-000-6150		824.12
08/15/2025	11579	Fire Sprinkler Inspections	10-000-6150		1,425.00
				Vendor 00004 - Summit Fire & Security Total:	**4,869.12**
Vendor: 01715 - Surface Pumps, Inc.					
08/07/2025	6125	Pump Motor	30-320-6145		1,189.78
08/27/2025	6175	Pump Motor for Lift Stations	30-320-6145		2,266.92
				Vendor 01715 - Surface Pumps, Inc. Total:	**3,456.70**
Vendor: 01731 - SWRCB					
08/07/2025	6126	T-3 Certification Renewal	30-240-6160		149.00
08/14/2025	6144	Water Treatment Certification Renewal	10-330-6160		60.00
				Vendor 01731 - SWRCB Total:	**209.00**
Vendor: 01762 - Tesco Controls, LLC					
08/08/2025	11568	Issue Resolution	10-130-6106		1,350.00
08/22/2025	11589	Professional Services/Problem Resolution	20-220-6100		450.00
				Vendor 01762 - Tesco Controls, LLC Total:	**1,800.00**
Vendor: 01763 - Thatcher Company, Inc					
08/28/2025	11600	Ferric Chloride - GWTP 1 (lbs.)	20-220-6179		4,320.00
08/28/2025	11600	Hypochlorite - Plant 1 (gal.)	20-220-6179		3,380.48
08/28/2025	11600	Ferric Chloride - GWTP 2 (lbs.)	20-220-6179		5,868.48
08/28/2025	11600	Hypochlorite - Plant 2 (gal.)	20-220-6179		4,100.98
				Vendor 01763 - Thatcher Company, Inc Total:	**17,669.94**
Vendor: 01770 - The Sheet, Inc.					
08/14/2025	6145	Advertising and Job Ads	10-105-6190		478.00
08/14/2025	6145	Advertising and Job Ads	10-110-6190		100.80
08/29/2025	6185	Notice of Resolution	10-100-6190		448.00

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
08/29/2025	6185	Notice of Resolution	10-100-6190		320.00
				Vendor 01770 - The Sheet, Inc. Total:	**1,346.80**
Vendor: 01826 - Twilight Window Cleaning					
08/07/2025	6127	Exerior Window Cleaning - Admin & Eng	10-000-6150		250.00
				Vendor 01826 - Twilight Window Cleaning Total:	**250.00**
Vendor: 01828 - Tyler Technologies, Inc.					
08/07/2025	6128	UB Training	10-120-6215		480.00
08/14/2025	6146	Incode Smart Meter Portal - Annual SaaS, Year 5	10-130-6105		10,587.00
08/27/2025	6176	PCI Service Fee	10-120-6108		165.00
08/29/2025	6186	Tyler Tutoring Session	10-120-6215		320.00
				Vendor 01828 - Tyler Technologies, Inc. Total:	**11,552.00**
Vendor: 01830 - Underground Service Alert of Northern CA & NV					
08/08/2025	11569	USA Membership & Billable Ticket Fees	20-310-6105		658.77
				Vendor 01830 - Underground Service Alert of Northern CA & NV Total:	**658.77**
Vendor: 01840 - USA Blue Book					
08/22/2025	11590	Phosphate Chloride	30-210-6180		171.38
08/28/2025	11601	Lab Supplies	30-210-6180		184.59
08/28/2025	11601	Membrane Cap Kits	30-240-6180		622.42
08/28/2025	11601	Testing Supplies	30-240-6180		97.39
08/30/2025	11607	Manhole Ladder	10-320-6120		579.80
				Vendor 01840 - USA Blue Book Total:	**1,655.58**
Vendor: 01852 - Verilee D'Amato					
08/07/2025	6129	Turf Rebate (370 sq ft)	10-105-6237		740.00
				Vendor 01852 - Verilee D'Amato Total:	**740.00**
Vendor: 01856 - Verizon Wireless - Data Collectors					
08/15/2025	11580	Data Plan for Meter Data Collectors	20-320-6210		120.68
				Vendor 01856 - Verizon Wireless - Data Collectors Total:	**120.68**
Vendor: 01877 - VWR International					
08/27/2025	6177	Lab Supplies	30-210-6180		219.15
				Vendor 01877 - VWR International Total:	**219.15**
Vendor: 01890 - Wells Fargo VISA					
08/19/2025	DFT0001436	Parking	10-130-6220		36.00
08/19/2025	DFT0001436	Uniform	10-310-6124		280.10
08/19/2025	DFT0001436	work clothes	20-220-6124		160.21
08/19/2025	DFT0001436	Meal purchase for UC Conference	10-400-6220		22.09
08/19/2025	DFT0001436	Fuel for travel to training	10-200-6220		52.10
08/19/2025	DFT0001436	Repairs to Truck #52	10-310-6155		1,088.91
08/19/2025	DFT0001436	Fuel expense for UC Conference	10-400-6220		30.00
08/19/2025	DFT0001436	Meal for travel to training	10-200-6220		14.10
08/19/2025	DFT0001436	Meal	10-130-6220		35.51
08/19/2025	DFT0001436	Paper Goods, Coffee	10-000-6180		571.62
08/19/2025	DFT0001436	Meal purchase for UC Conference	10-400-6220		28.61
08/19/2025	DFT0001436	CSDA Recruitment Ad	10-110-6190		175.00
08/19/2025	DFT0001436	CWEA membership fee	10-330-6160		251.00
08/19/2025	DFT0001436	CWEA membership	30-210-6160		271.00
08/19/2025	DFT0001436	Poly Patch Freight	30-310-6145		290.00
08/19/2025	DFT0001436	Adobe Subscription - Annual	10-100-6105		239.88
08/19/2025	DFT0001436	Document Editing	10-100-6105		19.99
08/19/2025	DFT0001436	Adobe pro editing software	10-100-6105		19.99
08/19/2025	DFT0001436	Adobe	10-120-6105		19.99
08/19/2025	DFT0001436	Software	10-130-6105		19.99

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
08/19/2025	DFT0001436	monthly acrobat subscription	10-200-6105		19.99
08/19/2025	DFT0001436	Adobe subscription	20-220-6105		19.99
08/19/2025	DFT0001436	monthly subscription	30-240-6105		12.99
08/19/2025	DFT0001436	Compactor parts	10-320-6145		233.43
08/19/2025	DFT0001436	DirecTV	10-000-6123		150.99
08/19/2025	DFT0001436	Parts for parade float	10-000-6190		14.42
08/19/2025	DFT0001436	Key copy	10-100-6180		7.08
08/19/2025	DFT0001436	Storage Bins	10-100-6180		40.88
08/19/2025	DFT0001436	Water bar filters	10-105-6120		43.09
08/19/2025	DFT0001436	Returned Unused Parade Items	10-000-6190		-30.89
08/19/2025	DFT0001436	ELDT Class A Training for Lyndsey Cox	10-110-6200		180.79
08/19/2025	DFT0001436	Powdered chlorine for the vactor	30-240-6180		34.47
08/19/2025	DFT0001436	Utility Network Book	10-130-6192		32.31
08/19/2025	DFT0001436	Lodging CSDA conference	10-100-6220		651.41
08/19/2025	DFT0001436	Lodging for CSDA conference	10-200-6220		701.67
08/19/2025	DFT0001436	Hotel for CSDA GM Summit conference	10-400-6220		572.52
08/19/2025	DFT0001436	Lunch for investment committee meeting	10-000-6215		120.30
08/19/2025	DFT0001436	Nitrile Gloves	30-240-6180		418.90
08/19/2025	DFT0001436	Fuel for vehicle 84	10-100-6220		24.12
08/19/2025	DFT0001436	Food and beverage CSDA conference	10-100-6220		3.39
08/19/2025	DFT0001436	Coffee	10-000-6180		23.36
08/19/2025	DFT0001436	Calendar	10-000-6180		14.52
08/19/2025	DFT0001436	Webcam	10-130-6182		61.41
08/19/2025	DFT0001436	Memory Card Reader	10-130-6182		9.15
08/19/2025	DFT0001436	Mouse	10-130-6182		21.45
08/19/2025	DFT0001436	Dewalt Power Grease Gun	10-330-6120		183.16
08/19/2025	DFT0001436	Rolling White Board	30-240-6120		247.81
08/19/2025	DFT0001436	Lunch meeting with IS Manager	10-100-6215		52.72
08/19/2025	DFT0001436	Spare backup UPS	10-130-6180		520.24
08/19/2025	DFT0001436	Parts for LMTP Backwash Tank modification	22-000-1301	24W05CM	253.28
08/19/2025	DFT0001436	Parts for LMTP Backwash Tank modification	22-000-1301	24W05CM	236.76
08/19/2025	DFT0001436	Parts for LMTP Backwash Tank modification	22-000-1301	24W05CM	119.95
08/19/2025	DFT0001436	Meal	10-130-6220		33.41
08/19/2025	DFT0001436	Meal purchase for UC Conference	10-400-6220		42.08
08/19/2025	DFT0001436	Staff meeting treats	10-000-6215		38.38
08/19/2025	DFT0001436	Refund for Returned Parade Supplies	10-000-6190		-73.73
08/19/2025	DFT0001436	Hotel Deposit - IMGIS	10-130-6220		17.99
08/19/2025	DFT0001436	Lodging for training	10-200-6220		645.87
08/19/2025	DFT0001436	lodging for travel	10-200-6220		3.77
08/19/2025	DFT0001436	Food for travel from CSDA	10-200-6220		33.83
08/19/2025	DFT0001436	Meal	10-130-6220		14.25
08/19/2025	DFT0001436	Meal	10-130-6220		13.71
08/19/2025	DFT0001436	Meal	10-130-6220		6.30
08/19/2025	DFT0001436	Refund for Returned Parade Supplies	10-000-6190		-64.62
08/19/2025	DFT0001436	Cell phone data storage/ management	10-100-6210		0.99
08/19/2025	DFT0001436	Meal	10-130-6220		39.04
08/19/2025	DFT0001436	44 count k cups coffee for office staff	10-000-6180		37.98
08/19/2025	DFT0001436	Wall lettering for board room.	10-000-6180		186.97

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
08/19/2025	DFT0001436	Coffee for operations building.	10-000-6180		33.90
08/19/2025	DFT0001436	Safety toe work boots	30-240-6124		212.27
08/19/2025	DFT0001436	Office coffee for 12 shipments	10-000-6180		212.52
08/19/2025	DFT0001436	Well one generator wires	22-000-1301	25W15CM	1,633.20
08/19/2025	DFT0001436	Well 1 Generator	22-000-1301	25W15CM	1,781.21
08/19/2025	DFT0001436	Trolley Pass	10-130-6220		32.00
08/19/2025	DFT0001436	Hr Mgr Job Posting	10-110-6190		199.00
08/19/2025	DFT0001436	lunch with line maintenance team	10-300-6123		63.13
08/19/2025	DFT0001436	Hr Mgr Job Posting	10-110-6190		299.00
08/19/2025	DFT0001436	Klein Screwdriver	10-330-6120		684.89
08/19/2025	DFT0001436	Power Tool Batteries	10-330-6120		42.69
08/19/2025	DFT0001436	Modbus SCADA agreement	10-130-6105		625.17
08/19/2025	DFT0001436	Job Posting Pkg CWEA CA Jobs (Annual)	10-110-6190		2,090.00
08/19/2025	DFT0001436	Grease for solar farm.	10-330-6180		118.93
08/19/2025	DFT0001436	Meal	10-130-6220		50.00
08/19/2025	DFT0001436	PROPERTY INSPECTION - TIMBERLINE #51	96-000-1304		400.00
08/19/2025	DFT0001436	Class Enrollment and Book	30-240-6215		243.25
08/19/2025	DFT0001436	Meal	10-130-6220		12.15
08/19/2025	DFT0001436	Meal purchase for UC Conference	10-400-6220		22.63
08/19/2025	DFT0001436	Meal for 3 at CSDA conference	10-100-6220		89.93
08/19/2025	DFT0001436	Hr Mgr Job Posting	10-110-6190		200.00
08/19/2025	DFT0001436	travel	10-320-6220		10.48
08/19/2025	DFT0001436	Fuel expense for UC Conference	10-400-6220		69.86
08/19/2025	DFT0001436	Fuel expense for UC Conference	10-400-6220		66.71
08/19/2025	DFT0001436	SHRM Recruitment Ad	10-110-6190		399.00
08/19/2025	DFT0001436	Food for employ lunch	10-000-6123		266.60
08/19/2025	DFT0001436	Hotel for Tri-State conference	20-220-6220		367.88
08/19/2025	DFT0001436	carwash for vehicle 88	10-200-6155		10.00
08/19/2025	DFT0001436	Hotel ESRI Conference	10-130-6220		1,814.64
08/19/2025	DFT0001436	Office Supplies	10-000-6180		27.58
08/19/2025	DFT0001436	Office Supplies	10-000-6180		196.92
08/19/2025	DFT0001436	Office Supplies	10-000-6180		35.10
08/19/2025	DFT0001436	Office Supplies	10-000-6180		95.01
08/19/2025	DFT0001436	File Drawers for Finance Office	10-120-6120		1,483.33
08/19/2025	DFT0001436	Return - Office Supplies	10-000-6180		-27.58
08/19/2025	DFT0001436	Starlink	10-130-6211		120.00
08/19/2025	DFT0001436	Storage bins	10-100-6180		10.78
08/19/2025	DFT0001436	Meal purchase for UC Conference	10-400-6220		24.54
08/19/2025	DFT0001436	High school sports poster	10-105-6190		400.00
08/19/2025	DFT0001436	Tires - #74	10-310-6155		1,157.73
08/19/2025	DFT0001436	Food and beverage CSDA conference	10-100-6220		6.50
08/19/2025	DFT0001436	Classes Force Main and Valves	10-310-6215		50.00
08/19/2025	DFT0001436	Tri State Class Vibration Analysis	10-310-6215		25.00
08/19/2025	DFT0001436	Classes for Robert for CWEA	30-310-6215		75.00
08/19/2025	DFT0001436	Road Work Ahead Signs	10-310-6200		424.97
08/19/2025	DFT0001436	Service Fees and Shipping Charges	10-000-6180		25.18
08/19/2025	DFT0001436	Service Fee & Shipping Charges	10-000-6185		24.96
08/19/2025	DFT0001436	Service Fees and Shipping Charges	10-000-6185		30.57
08/19/2025	DFT0001436	Service Fee & Shipping Charges	10-000-6185		24.62
08/19/2025	DFT0001436	Service Fee & Shipping Charges	10-000-6185		24.29
08/19/2025	DFT0001436	Service Fee & Shipping Charges	10-210-6185		141.71

Payment Date	Payment Number	Description (Item)	Account Number	Project Account Key	Amount
08/19/2025	DFT0001436	Service Fees and Shipping Charges	10-210-6185		242.80
08/19/2025	DFT0001436	Service Fee & Shipping Charges	10-210-6185		125.00
08/19/2025	DFT0001436	Service Fee & Shipping Charges	10-210-6185		112.90
08/19/2025	DFT0001436	Snacks for 4th of July parade participants	10-000-6123		82.14
08/19/2025	DFT0001436	Snacks for staff meeting and parade	10-000-6123		135.83
08/19/2025	DFT0001436	BBQ	10-000-6123		220.72
08/19/2025	DFT0001436	District BBQ	10-000-6123		77.51
08/19/2025	DFT0001436	District BBQ	10-000-6123		46.99
08/19/2025	DFT0001436	District BBQ	10-000-6123		23.42
08/19/2025	DFT0001436	Line maintenance barbecue	10-000-6123		86.04
08/19/2025	DFT0001436	Board snacks	10-100-6215		103.00
08/19/2025	DFT0001436	Lock out, tag out locks	10-300-6120		274.99
08/19/2025	DFT0001436	Office chairs - WWTP	30-240-6120		1,486.95
08/19/2025	DFT0001436	Standards for Laurel Pond monitoring wells.	30-240-6145		543.37
08/19/2025	DFT0001436	Turbidity probe for Laurel Pond	30-240-6145		1,410.45
08/19/2025	DFT0001436	Tariff surcharge	30-240-6145		68.46
08/19/2025	DFT0001436	Refund	30-240-6145		-1,407.02
08/19/2025	DFT0001436	Meeting Recording	10-000-6215		40.00
08/19/2025	DFT0001436	Service for chainsaw	10-330-6145		138.06
08/19/2025	DFT0001436	Work shirt	10-100-6124		47.41
08/19/2025	DFT0001436	Work shirts	10-100-6124		153.99
				Vendor 01890 - Wells Fargo VISA Total:	**30,038.23**
Vendor: 01900 - Western Nevada Supply Company					
08/08/2025	11570	Romac Saddle	20-230-6145		470.32
08/08/2025	11570	6" Nut & Bolt Kit	10-000-1200		294.80
08/22/2025	11591	ARI Air Relief Valves	10-000-1200		1,445.32
08/28/2025	11602	Snowcreek PR Project	22-000-1301	25W13CM	15,984.21
08/28/2025	11602	SDR 35 PVC Pipe	20-320-6145		1,090.65
08/28/2025	11602	Brass Nipples, Curb Stop, Adapters, & Couplings	10-000-1200		7,838.17
08/28/2025	11602	Snowcreek PR Project	22-000-1301	25W13CM	24,011.97
08/28/2025	11602	Snowcreek PR Project	22-000-1301	25W13CM	484.49
08/30/2025	11608	Brass Fittings	10-000-1200		5,644.91
08/30/2025	11608	Brass 90 Elbow	10-000-1200		478.60
08/30/2025	11608	Sewer Saddles & Brass Fittings	10-000-1200		5,123.50
08/30/2025	11608	Stiffeners	10-000-1200		1,119.74
				Vendor 01900 - Western Nevada Supply Company Total:	**63,986.68**
				Grand Total:	**1,088,595.12**

Report Summary

Fund Summary

Fund	Payment Amount
10 - Administration	475,103.00
20 - Water Operations	132,277.76
21 - Admin Capital Replacement	12,848.13
22 - Water Capital Replacement	319,383.54
23 - Wastewater Capital Replacement	19,787.62
30 - Wastewater Operations	126,541.66
96 - New Enterprise	2,653.41
Grand Total:	**1,088,595.12**

Account Summary

Account Number	Account Name	Payment Amount
10-000-1130	Prepaid Insurance	144,563.58
10-000-1200	Inventory - Warehouse	26,105.34
10-000-2150	Ee Insurance Benefits Pa…	47,224.11
10-000-2151	Health Saving Acct. Paya…	795.86
10-000-2160	Pension Contribution Pa…	47,981.45
10-000-2161	Ee Deferred Comp Contr…	23,729.36
10-000-2170	Employee Deductions - …	763.48
10-000-2200	Payroll Taxes - Federal	35,381.24
10-000-2210	Payroll Taxes - State	13,678.12
10-000-6020	Employee Benefits - Gro…	1,721.74
10-000-6100	Outside Services	5,899.25
10-000-6123	Employee Engagement	1,154.58
10-000-6130	Insurance	587.00
10-000-6150	M & R - Buildings	13,430.23
10-000-6155	M & R - Vehicles	214.07
10-000-6180	Operating Supplies	3,303.69
10-000-6185	Postage/Freight	801.94
10-000-6190	Advertising Publications…	184.35
10-000-6210	Telephone	885.39
10-000-6215	Training & Meetings	198.68
10-000-6230	Utilities - Electric	180.41
10-100-6105	Software Licenses/Agre…	279.86
10-100-6124	Employee Uniform	201.40
10-100-6140	Legal Services	8,510.00
10-100-6180	Operating Supplies	67.34
10-100-6190	Advertising Publications…	768.00
10-100-6210	Telephone	0.99
10-100-6215	Training & Meetings	155.72
10-100-6220	Travel Expenses	775.35
10-105-6120	Operating Tools/Equipm…	43.09
10-105-6190	Advertising Publications…	1,378.00
10-105-6237	Water Conservation	5,504.00
10-110-6100	Outside Services	127.40
10-110-6110	Professional Services	3,035.00
10-110-6140	Legal Services	630.50
10-110-6150	M & R - Buildings	1,285.95
10-110-6190	Advertising Publications…	3,655.88
10-110-6200	Safety	180.79
10-120-6100	Outside Services	1,989.12
10-120-6105	Software Licenses/Agre…	19.99
10-120-6108	Banking Fees	165.00
10-120-6110	Professional Services	20,280.00
10-120-6120	Operating Tools/Equipm…	1,483.33
10-120-6215	Training & Meetings	800.00
10-130-6105	Software Licenses/Agre…	17,950.83
10-130-6106	IT Services	4,706.66

Account Summary

Account Number	Account Name	Payment Amount
10-130-6180	Operating Supplies	520.24
10-130-6182	Peripherals	92.01
10-130-6192	Books & Subscriptions	32.31
10-130-6211	Internet Service	2,612.34
10-130-6220	Travel Expenses	2,659.40
10-200-6105	Software Licenses/Agre…	19.99
10-200-6155	M & R - Vehicles	10.00
10-200-6220	Travel Expenses	1,451.34
10-210-6111	Outside Lab Services	59.45
10-210-6180	Operating Supplies	264.60
10-210-6185	Postage/Freight	622.41
10-300-6120	Operating Tools/Equipm…	274.99
10-300-6123	Employee Engagement	63.13
10-300-6180	Operating Supplies	14.54
10-310-6120	Operating Tools/Equipm…	1,616.24
10-310-6124	Employee Uniform	280.10
10-310-6155	M & R - Vehicles	3,357.48
10-310-6180	Operating Supplies	135.71
10-310-6200	Safety	424.97
10-310-6215	Training & Meetings	75.00
10-320-6120	Operating Tools/Equipm…	4,107.94
10-320-6145	M & R - Line Repair/Equi…	233.43
10-320-6150	M & R - Buildings	608.62
10-320-6155	M & R - Vehicles	790.27
10-320-6180	Operating Supplies	46.61
10-320-6220	Travel Expenses	454.28
10-330-6120	Operating Tools/Equipm…	1,995.92
10-330-6145	M & R - Line Repair/Equi…	138.06
10-330-6150	M & R - Buildings	277.56
10-330-6160	Memberships/Certificati…	311.00
10-330-6180	Operating Supplies	309.02
10-400-6120	Operating Tools/Equipm…	6,625.70
10-400-6155	M & R - Vehicles	584.12
10-400-6215	Training & Meetings	377.11
10-400-6220	Travel Expenses	879.04
20-000-2150	Ee Insurance Benefits Pa…	23,095.08
20-000-2160	Pension Contribution Pa…	22,053.64
20-000-2161	Ee Deferred Comp Contr…	8,396.80
20-000-2170	Employee Deductions - …	635.58
20-000-2200	Payroll Taxes - Federal	16,217.95
20-000-2210	Payroll Taxes - State	5,411.04
20-210-6111	Outside Lab Services	5,122.59
20-220-6100	Outside Services	450.00
20-220-6105	Software Licenses/Agre…	19.99
20-220-6124	Employee Uniform	160.21
20-220-6155	M & R - Vehicles	18.74
20-220-6179	Operating Chemicals	17,669.94
20-220-6180	Operating Supplies	9.69
20-220-6220	Travel Expenses	811.68
20-220-6230	Utilities - Electric	27,117.16
20-230-6145	M & R - Line Repair/Equi…	470.32
20-230-6230	Utilities - Electric	2,747.25
20-310-6105	Software Licenses/Agre…	658.77
20-320-6145	M & R - Line Repair/Equi…	1,090.65
20-320-6210	Telephone	120.68
21-000-1301	Construction in Progress	12,848.13
22-000-1301	Construction in Progress	318,137.04
22-000-1317	Equipment	1,031.00

Account Summary

Account Number	Account Name	Payment Amount
22-000-6165	Permit Meters	215.50
23-000-1301	Construction in Progress	18,756.62
23-000-1317	Equipment	1,031.00
30-000-2150	Ee Insurance Benefits Pa…	23,072.31
30-000-2160	Pension Contribution Pa…	21,350.79
30-000-2161	Ee Deferred Comp Contr…	9,431.96
30-000-2170	Employee Deductions - …	448.86
30-000-2200	Payroll Taxes - Federal	16,251.79
30-000-2210	Payroll Taxes - State	5,336.79
30-210-6111	Outside Lab Services	5,231.79
30-210-6160	Memberships/Certificati…	271.00
30-210-6180	Operating Supplies	1,075.22
30-240-6100	Outside Services	10,673.70
30-240-6102	Sludge Disposal	4,856.21
30-240-6105	Software Licenses/Agre…	12.99
30-240-6120	Operating Tools/Equipm…	1,734.76
30-240-6124	Employee Uniform	212.27
30-240-6145	M & R - Line Repair/Equi…	654.00
30-240-6155	M & R - Vehicles	323.50
30-240-6160	Memberships/Certificati…	149.00
30-240-6180	Operating Supplies	1,242.93
30-240-6215	Training & Meetings	243.25
30-240-6230	Utilities - Electric	16,901.31
30-310-6145	M & R - Line Repair/Equi…	2,160.54
30-310-6215	Training & Meetings	75.00
30-320-6145	M & R - Line Repair/Equi…	3,456.70
30-330-6150	M & R - Buildings	1,352.00
30-330-6180	Operating Supplies	22.99
96-000-1304	Housing	1,170.00
96-000-2000	Payable	810.00
96-000-6115	Employee Housing Expe…	673.41
	Grand Total:	**1,088,595.12**

Project Account Summary

Project Account Key	Payment Amount
None	738,865.51
21WW06CM	8,000.00
23W02CM	1,616.25
24A01MS	4,822.50
24A02CS	8,025.63
24W04CS	264,482.53
24W05CM	609.99
24WW04CE	10,756.62
25W01CM	2,595.37
25W01CO	313.47
25W06CM	43.63
25W08CM	3,277.93
25W08CS	361.70
25W13CM	40,480.67
25W14CM	179.28
25W15CM	4,164.04
Grand Total:	**1,088,595.12**

Merchant Name	Fund GL Account	Cardholder	Amount	Description
Ace Parking	10-130-6220	J. Burkhart	36.00	Parking
Ace Parking Total			**36.00**	
Adobe	10-200-6105	C. Murray	19.99	monthly acrobat subscription
Adobe	20-220-6105	E. Solomon	19.99	Adobe subscription
Adobe	10-100-6105	L. Block	239.88	Adobe Subscription - Annual
Adobe	10-100-6105	M. Busby	19.99	Adobe pro editing software
Adobe	10-120-6105	M. Bretz	19.99	Adobe
Adobe	10-130-6105	P. Gregory	19.99	Software
Adobe	10-100-6105	S. Hake	19.99	Document Editing
Adobe	30-240-6105	S. Sornoso	12.99	monthly subscription
Adobe Total			**372.81**	
Amazon	10-000-6190	M. Vendors	(64.62)	Refund for Returned Parade Supplies
Amazon	10-130-6182	M. Vendors	61.41	Webcam
Amazon	30-240-6120	M. Vendors	247.81	Rolling White Board
Amazon	10-130-6182	M. Vendors	21.45	Mouse
Amazon	10-130-6182	M. Vendors	9.15	Memory Card Reader
Amazon	10-000-6180	M. Vendors	14.52	Calendar
Amazon	10-000-6180	M. Vendors	23.36	Coffee
Amazon	10-330-6120	M. Vendors	183.16	Dewalt Power Grease Gun
Amazon Total			**496.24**	
Apple.Com	10-100-6210	M. Busby	0.99	Cell phone data storage/ management
Apple.Com Total			**0.99**	
AWWA	10-110-6190	C. Weibert	299.00	HR Mgr Job Posting
AWWA Total			**299.00**	
BCWJ	10-110-6190	C. Weibert	200.00	HR Mgr Job Posting
BCWJ Total			**200.00**	
Big Game Promo	10-105-6190	M. Draper	400.00	High school sports poster
Big Game Promo Total			**400.00**	
Big Outdoors	10-330-6145	H. Lewis	138.06	Service for chainsaw
Big Outdoors Total			**138.06**	
Cabelas	10-100-6124	M. Busby	153.99	Work shirts
Cabelas	10-100-6124	M. Busby	47.41	Work shirt
Cabelas Total			**201.40**	
Carhartt	20-220-6124	D. Schneider	160.21	work clothes
Carhartt	10-310-6124	L. Cox	280.10	Uniform
Carhartt Total			**440.31**	
Cava	10-400-6220	L. Vaca	22.09	Meal purchase for UC Conference
Cava Total			**22.09**	
Chevron	10-200-6220	C. Murray	52.10	Fuel for travel to training
Chevron	10-400-6220	L. Vaca	30.00	Fuel expense for UC Conference
Chevron	10-310-6155	R. Motley	1,088.91	Repairs to Truck #52
Chevron Total			**1,171.01**	
Chick-Fil-A	10-200-6220	C. Murray	14.10	Meal for travel to training
Chick-Fil-A Total			**14.10**	
Corner Bakery	10-130-6220	J. Burkhart	35.51	Meal
Corner Bakery Total			**35.51**	
Cosco	10-000-6180	M. Vendors	571.62	Paper Goods, Coffee
Cosco Total			**571.62**	
Crack Shack	10-400-6220	L. Vaca	28.61	Meal purchase for UC Conference
Crack Shack Total			**28.61**	
CSDA	10-110-6190	C. Weibert	175.00	CSDA Recruitment Ad
CSDA Total			**175.00**	

CWEA	10-330-6160	R. Simpkins	251.00	CWEA membership fee
CWEA	30-210-6160	R. Medhurst	271.00	CWEA membership
CWEA Total			**522.00**	
Delta Chemical	30-310-6145	M. Vendors	290.00	Poly Patch Freight
Delta Chemical Total			**290.00**	
DHS Equipment	10-320-6145	A. Derue	233.43	Compactor parts
DHS Equipment Total			**233.43**	
DirecTV	10-000-6123	M. Vendors	150.99	DirecTV
DirecTV Total			**150.99**	
DIY	10-000-6190	L. Block	(30.89)	Returned Unused Parade Items
DIY	10-105-6120	C. Bundesen	43.09	Water bar filters
DIY	10-100-6180	S. Hake	7.08	Key copy
DIY	10-100-6180	S. Hake	40.88	Storage Bins
DIY	10-000-6190	S. Hake	14.42	Parts for parade float
DIY Total			**74.58**	
Driving-Tests	10-110-6200	M. Reeves	180.79	ELDT Class A Training for Lyndsey Cox
Driving-Tests Total			**180.79**	
Eastern Sierra Spa	30-240-6180	D. Fenstermacher	34.47	Powdered chlorine for the vactor
Eastern Sierra Spa Total			**34.47**	
ESRI Store	10-130-6192	J. Burkhart	32.31	Utility Network Book
ESRI Store Total			**32.31**	
Everline Resort	10-200-6220	C. Murray	701.67	Lodging for CSDA conference
Everline Resort	10-400-6220	G. Higerd	572.52	Hotel for CSDA GM Summit conference
Everline Resort	10-100-6220	M. Busby	651.41	Lodging CSDA conference
Everline Resort Total			**1,925.60**	
Giovannis	10-000-6215	C. Murray	120.30	Lunch for investment committee meeting
Giovannis Total			**120.30**	
Glovesvr	30-240-6180	S. Sornoso	418.90	Nitrile Gloves
Glovesvr Total			**418.90**	
Golden Gate	10-100-6220	M. Busby	3.39	Food and beverage CSDA conference
Golden Gate	10-100-6220	M. Busby	24.12	Fuel for vehicle 84
Golden Gate Total			**27.51**	
Good Life	10-100-6215	M. Busby	52.72	Lunch meeting with IS Manager
Good Life Total			**52.72**	
GovConnection	10-130-6180	J. Mulbay	520.24	Spare backup UPS
GovConnection Total			**520.24**	
Grainger	22-000-1301	N. Ferguson	119.95	Parts for LMTP Backwash Tank modification
Grainger	22-000-1301	N. Ferguson	253.28	Parts for LMTP Backwash Tank modification
Grainger	22-000-1301	N. Ferguson	236.76	Parts for LMTP Backwash Tank modification
Grainger Total			**609.99**	
Hasta Manana	10-130-6220	J. Burkhart	33.41	Meal
Hasta Manana	10-400-6220	L. Vaca	42.08	Meal purchase for UC Conference
Hasta Manana Total			**75.49**	
Hing's Donuts	10-000-6215	R. Motley	38.38	Staff meeting treats
Hing's Donuts Total			**38.38**	
Home Depot	10-000-6190	M. Vendors	(73.73)	Refund for Returned Parade Supplies
Home Depot Total			**(73.73)**	
Hotelbooking	10-130-6220	J. Burkhart	17.99	Hotel Deposit - IMGIS
Hotelbooking Total			**17.99**	
Hyatt Place	10-200-6220	C. Murray	3.77	lodging for travel
Hyatt Place	10-200-6220	C. Murray	645.87	Lodging for training
Hyatt Place Total			**649.64**	
In-N-Out Reno	10-200-6220	C. Murray	33.83	Food for travel from CSDA
In-N-Out Reno Total			**33.83**	

Intercontinental	10-130-6220	J. Burkhart	14.25	Meal
Intercontinental	10-130-6220	J. Burkhart	13.71	Meal
Intercontinental	10-130-6220	J. Burkhart	6.30	Meal
Intercontinental Total			**34.26**	
Ketch Brewing	10-130-6220	J. Burkhart	39.04	Meal
Ketch Brewing Total			**39.04**	
Keurig	10-000-6180	R. Motley	37.98	44 count k cups coffee for office staff
Keurig Total			**37.98**	
Lettering.Com	10-000-6180	C. Murray	186.97	Wall lettering for board room.
Lettering.Com Total			**186.97**	
Looney Bean	10-000-6180	E. Solomon	33.90	Coffee for operations building.
Looney Bean Total			**33.90**	
Midwest Boot	30-240-6124	D. Fenstermacher	212.27	Safety toe work boots
Midwest Boot Total			**212.27**	
Mistobox	10-000-6180	R. Motley	212.52	Office coffee for 12 shipments
Mistobox Total			**212.52**	
Monroe Titan	22-000-1301	D. Pijuan	1,781.21	Well 1 Generator
Monroe Titan	22-000-1301	D. Pijuan	1,633.20	Well one generator wires
Monroe Titan Total			**3,414.41**	
Mts- Pronto	10-130-6220	J. Burkhart	32.00	Trolley Pass
Mts- Pronto Total			**32.00**	
NeoGov	10-110-6190	C. Weibert	199.00	HR Mgr Job Posting
NeoGov Total			**199.00**	
Nik-N-Willies	10-300-6123	R. Motley	63.13	lunch with line maintenance team
Nik-N-Willies Total			**63.13**	
Northern Tool	10-330-6120	H. Lewis	42.69	Power Tool Batteries
Northern Tool	10-330-6120	H. Lewis	684.89	Klein Screwdriver
Northern Tool Total			**727.58**	
Parametric Tech	10-130-6105	J. Mulbay	625.17	Modbus SCADA agreement
Parametric Tech Total			**625.17**	
Paypal	10-110-6190	C. Weibert	2,090.00	Job Posting Pkg CWEA CA Jobs (Annual)
Paypal Total			**2,090.00**	
PSC	10-330-6180	D. Pijuan	118.93	Grease for solar farm.
PSC Total			**118.93**	
Puesto	10-130-6220	J. Burkhart	50.00	Meal
Puesto Total			**50.00**	
Ridgeline	96-000-1304	J. Beatty	400.00	PROPERTY INSPECTION - TIMBERLINE #51
Ridgeline Total			**400.00**	
Sacramento State	30-240-6215	D. Fenstermacher	243.25	Class Enrollment and Book
Sacramento State Total			**243.25**	
San Diego CC	10-130-6220	J. Burkhart	12.15	Meal
San Diego CC	10-400-6220	L. Vaca	22.63	Meal purchase for UC Conference
San Diego CC Total			**34.78**	
Sandys Pub	10-100-6220	M. Busby	89.93	Meal for 3 at CSDA conference
Sandys Pub Total			**89.93**	
Shell Oil	10-320-6220	J. Ruiz	10.48	travel
Shell Oil	10-400-6220	L. Vaca	69.86	Fuel expense for UC Conference
Shell Oil	10-400-6220	L. Vaca	66.71	Fuel expense for UC Conference
Shell Oil Total			**147.05**	
SHRM	10-110-6190	C. Weibert	399.00	SHRM Recruitment Ad
SHRM Total			**399.00**	
Smart And Final	10-000-6123	R. Gonzalez	266.60	Food for employ lunch
Smart And Final Total			**266.60**	
South Point Hotel	20-220-6220	E. Solomon	367.88	Hotel for Tri-State conference

South Point Hotel Total			**367.88**	
Speedway	10-200-6155	C. Murray	10.00	carwash for vehicle 88
Speedway Total			**10.00**	
Springhill Suites	10-130-6220	J. Burkhart	1,814.64	Hotel ESRI Conference
Springhill Suites Total			**1,814.64**	
Staples	10-000-6180	L. Block	(27.58)	Return - Office Supplies
Staples	10-000-6180	L. Block	196.92	Office Supplies
Staples	10-000-6180	L. Block	27.58	Office Supplies
Staples	10-000-6180	L. Block	35.10	Office Supplies
Staples	10-000-6180	L. Block	95.01	Office Supplies
Staples	10-120-6120	L. Block	1,483.33	File Drawers for Finance Office
Staples Total			**1,810.36**	
Starlink	10-130-6211	M. Vendors	120.00	Starlink
Starlink Total			**120.00**	
Target	10-100-6180	S. Hake	10.78	Storage bins
Target Total			**10.78**	
Tiger Cafe	10-400-6220	L. Vaca	24.54	Meal purchase for UC Conference
Tiger Cafe Total			**24.54**	
Tire Rack	10-310-6155	M. Vendors	1,157.73	Tires - #74
Tire Rack Total			**1,157.73**	
Travel Traders	10-100-6220	M. Busby	6.50	Food and beverage CSDA conference
Travel Traders Total			**6.50**	
Tri-State Seminar	10-310-6215	K. Weiland	50.00	Classes Force Main and Valves
Tri-State Seminar	10-310-6215	K. Weiland	25.00	Tri State Class Vibration Analysis
Tri-State Seminar	30-310-6215	R. Gonzalez	75.00	Classes for Robert for CWEA
Tri-State Seminar Total			**150.00**	
Uline	10-310-6200	K. Weiland	424.97	Road Work Ahead Signs
Uline Total			**424.97**	
UPS	10-000-6185	M. Vendors	24.96	Service Fee & Shipping Charges
UPS	10-210-6185	M. Vendors	141.71	Service Fee & Shipping Charges
UPS	10-000-6185	M. Vendors	24.62	Service Fee & Shipping Charges
UPS	10-210-6185	M. Vendors	125.00	Service Fee & Shipping Charges
UPS	10-000-6185	M. Vendors	24.29	Service Fee & Shipping Charges
UPS	10-210-6185	M. Vendors	112.90	Service Fee & Shipping Charges
UPS	10-000-6180	M. Vendors	25.18	Service Fees and Shipping Charges
UPS	10-210-6185	M. Vendors	242.80	Service Fees and Shipping Charges
UPS	10-000-6185	M. Vendors	30.57	Service Fees and Shipping Charges
UPS Total			**752.03**	
Vons	10-000-6123	D. Garcia	86.04	Line maintenance barbecue
Vons	10-000-6123	L. Cox	46.99	District BBQ
Vons	10-000-6123	L. Cox	23.42	District BBQ
Vons	10-000-6123	L. Cox	77.51	District BBQ
Vons	10-000-6123	R. Gonzalez	220.72	BBQ
Vons	10-100-6215	S. Hake	103.00	Board snacks
Vons	10-000-6123	S. Hake	82.14	Snacks for 4th of July parade participants
Vons	10-000-6123	S. Hake	135.83	Snacks for staff meeting and parade
Vons Total			**775.65**	
Wilson Bohannan	10-300-6120	R. Motley	274.99	Lock out, tag out locks
Wilson Bohannan Total			**274.99**	
X-Chair	30-240-6120	K. Burnett	1,486.95	Office chairs - WWTP
X-Chair Total			**1,486.95**	
YSI	30-240-6145	K. Burnett	(1,407.02)	Refund
YSI	30-240-6145	K. Burnett	68.46	Tariff surcharge
YSI	30-240-6145	K. Burnett	543.37	Standards for Laurel Pond monitoring wells.

YSI	30-240-6145	K. Burnett	1,410.45	Turbidity probe for Laurel Pond
YSI Total			**615.26**	
Zoom	10-000-6215	S. Hake	40.00	Meeting Recording
Zoom Total			**40.00**	
Grand Total			**30,038.23**	

MINUTES

Thursday, July 17, 2025
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:32 p.m. No recess was taken, and the meeting was adjourned at 8:00 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

DRAFT

THE REGULAR MEETING of the Board of Directors of the Mammoth Community Water District was held on Thursday, July 17, 2025 at 5:32 p.m.

ROLL CALL

Board Present
Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton *(remote attendance via Zoom)*
Director: Tom Smith
Director: Gary Thompson

Board Absent
None

Staff Present
General Manager: Mark Busby
District Engineer: Garrett Higerd
Finance Manager: Jeff Beatty
Operations Superintendent: Clay Murray
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake
District Counsel: Joshua Horowitz *(attending via Zoom)*

Guests Present
Leanna Block – MCWD Staff

PUBLIC FORUM

President Smith opened the public forum at 5:32 p.m.

No one addressed the Board and President Smith closed the public forum at 5:32 p.m.

CONSENT AGENDA A

A-1 Approve the May and June 2025 Check Disbursements
A-2 Approve the Minutes from the Regular Meeting held May 17, 2025

There was no discussion. Director Cage made a motion.

BOARD ACTION – To approve Consent Agenda A

MOVED BY:	Director Cage
SECONDED BY:	Director Thompson
AYES:	Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS:	None
ABSENT:	None

CONSENT AGENDA B – DEPARTMENT REPORTS

B-1 Operations Department Report
B-2 Maintenance Department Report
B-3 Finance Department Report
B-4 Engineering Department Report
B-5 Information Services Report
B-6 Personnel Services Report
B-7 Regulatory Support Services Report
B-8 General Manager's Report

Director Domaille made a motion.

BOARD ACTION – To approve Consent Agenda B

MOVED BY:	Director Domaille
SECONDED BY:	Director Cage
AYES:	Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS:	None
ABSENT:	None

CURRENT BUSINESS

C-1 Presentation of the MCWD 2024 Annual Report on Key Projects, Programs, and System Improvements

Michael Draper presented the District's Annual Report on Key Projects, Programs, and System Improvements to the Board. He briefly discussed the highlights from the past fiscal year.

Board members complimented Mr. Draper for a great report that showcased the many accomplishments by staff and the District throughout the past year.

BOARD ACTION – None, informational only

C-2 Water Supply Update

Clay Murray provided a brief summary of the current water supply. He said the recommendation was to remain at Conservation Level 0 during the remainder of the summer season.

A brief discussion followed.

BOARD ACTION – None, informational only

C-3 Quarterly Cybersecurity Report

Justin Mulbay introduced the new quarterly cybersecurity report to the Board. The report detailed the many metrics and measures that staff are employing to keep the District's cybersecurity awareness a top priority. Mr. Mulbay said after this month's report it would be included in the Information Systems department report to the Board on a quarterly basis.

President Smith commended Mr. Mulbay on a great summary of the departments ongoing and innovative efforts.

BOARD ACTION – None, informational only

DRAFT

C-4 Discuss and Consider Approving an Amendment to the Fiscal Year 2026 Budget to Increase the Line Item for the MCWD Campus Paving Project by $332,000

Garrett Higerd provided a brief history of the extensive paving project taking place at the District over the past two summers. He described the project's complexity; the many challenges of estimating the volume of asphalt that would be required for the project during the bid process; as well as the need to include some enhanced features.

Director Cage said the Finance Committee had thoroughly reviewed the proposal and supported staff's request to increase the project's budget.

There was no discussion and Director Cage made a motion.

BOARD ACTION – To amend the fiscal year 2026 budget to increase the line item for the MCWD Campus Paving Project by $332,000

MOVED BY:	Director Cage
SECONDED BY:	Director Hylton
AYES:	Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS:	None
ABSENT:	None

C-5 Discuss Strategy and Process for Selecting a New General Manager, including Possible Appointment of an Ad Hoc General Manager Selection Committee

President Smith stated that Mark Busby has given his notice of retirement and the Board needed to begin the process of selecting a replacement General Manager. He briefly described the process the Board has done in the past to fill the General Manager's position.

He suggested that the process start with an internal posting for a minimum of seven days to allow any staff that meets the minimum qualifications to apply for the position. Interviews of qualified candidates would then be conducted by the entire Board.

President Smith requested that Director Cage join him on an ad-hoc committee that would do the preliminary work with the Human Resources Manager to prepare for selecting a replacement General Manager.

Following was a brief discussion about the process and the timing considerations. Attorney Horowitz clarified that interviews of an employee for the position could be conducted in closed session.

BOARD ACTION – None

COMMITTEE MEETINGS HELD DURING THE MONTH

Mono LAFCO – *June 12, 2025*
Tom Cage
Employee Housing Committee – *July 10, 2025*
Tom Smith
Gary Thompson

Ad-Hoc Rate Study Committee – *July 15, 2025*
Tom Smith
Tom Cage
Technical Services Committee – *July 16, 2025*
Dennis Domaille
Gary Thompson
Investment Committee – *July 16, 2025*
Tom Cage
Elizabeth Hylton
Finance Committee – *July 16, 2025*
Tom Cage
Elizabeth Hylton

Mono LAFCO:

Director Cage reported that LAFCO staff would formally respond to the Mono County Grand Jury's report on the handling of Spheres of Influence and the suggestion of expanding the commission's responsibilities.

~

Employee Housing Committee:

Director Smith said that the items discussed at the committee meeting fell under closed session and the details would be shared with the Board during tonight's closed session.

~

Ad-Hoc Rate Study Committee:

Director Cage said that the committee is continuing to define the various considerations with the consultant conducting the rate study. Director Smith added that the committee is focusing on individual characteristics specific to the District and has been provided with models for both 2.5% and 3% rate increases which appears to be prudent particularly when projecting eight to ten years out.

~

Technical Services Committee:

Director Domaille said the committee discussed the department reports. Garrett Higerd added that the Laurel Pond Study was on hold until after the new monitoring wells go in later this summer.

~

Investment Committee:

Director Cage said the District's investment portfolio continues to generate good returns. He added that the property tax payment was a little less than expected.

~

Finance Committee:

Director Hylton reported that the meeting was routine, and staff answered all questions.

DRAFT

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

Director Cage said he received an email from a customer asking who to thank for work done on a sewer line near Sierra Meadows Ranch and the equestrian center. Rob Motley described more of the details of the project and that the Line Maintenance team did an excellent job on it.

ATTORNEY REPORT

Attorney Horowitz said there wasn't much to report that is of interest to the District except Senate Bill 707 is being monitored and contains many changes to the Ralph M. Brown Act that are not necessarily favorable to the District. He will continue to watch its development and report as needed.

No recess was taken, and the Board went into closed session at 7:02 p.m.

CLOSED SESSION

D-1 Conference with Real Property Negotiators
Pursuant to Government Code Sections 54954.5(e) and 54956.8
Property Description: Mono County APNs – 022-400-023-000; 022-400-024-000; 022-400-025-000
Under Negotiation: Price and Terms of Payment
MCWD Negotiators: Mark Busby
Property Owner Negotiator: Plum Family Limited Partnership

Note: Due to a potential conflict of interest, Directors Smith and Domaille recused themselves, left the boardroom and did not participate in the discussion of Closed Session item D-1.

D-2 Conference with Real Property Negotiators
Pursuant to Government Code Sections 54954.5(e) and 54956.8
Property Description: Mono County APN – 035-160-078-000
Under Negotiation: Price and Terms of Payment
MCWD Negotiators: Mark Busby and Jeff Beatty
Property Owner Negotiator: Destination Real Estate

D-3 Conference with Real Property Negotiators
Pursuant to Government Code Sections 54954.5(e) and 54956.8
Property Description: Mono County APN – 035-245-014-000
Under Negotiation: Price and Terms of Payment
MCWD Negotiators: Mark Busby and Jeff Beatty
Property Owner Negotiator: Mammoth Realty Group

ADJOURNMENT

The Board returned from closed session and there was no report out.

President Smith adjourned the meeting at 8:00 p.m.

DRAFT

MINUTES

Wednesday, July 30, 2025
Mammoth Community Water District
Special Board Meeting

The Board of Directors convened in session at the hour of 3:02 p.m. and the meeting was adjourned at 3:47 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

DRAFT

THE SPECIAL BOARD MEETING of the Board of Directors of the Mammoth Community Water District was held on Wednesday, July 30, 2025 at 3:02 p.m.

ROLL CALL

Board Present
Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton *(remote attendance via zoom)*
Director: Tom Smith
Director: Gary Thompson

Board Absent
None

Staff Present
General Manager: Mark Busby
Finance Manager: Jeff Beatty
Executive Assistant: Stephanie Hake

Guests Present
None

CLOSED SESSION

1. Conference with Real Property Negotiators
Pursuant to Government Code Sections 54954.5(e) and 54956.8
Property Description: Mono County APN – 035-160-078-000
Under Negotiation: Price and Terms of Payment
MCWD Negotiators: Mark Busby and Jeff Beatty
Property Owner Negotiator: Destination Real Estate

Following role call Stephanie Hake left the Boardroom and the Board went into closed session. The Board returned from closed session at 3:44 p.m. and Stephanie Hake returned to the meeting.

CURRENT BUSINESS

1. Consider Adopting Resolution No. 07-30-25-12 Approving the Purchase of a Condominium Located at 2290 Sierra Nevada Road, Mammoth Lakes, California in the Amount of $600,000

President Smith said the closed session discussion resulted in direction for the General Manager to amend the offer to purchase the referenced condominium from $600,000 to $585,000. There was no further discussion and Director Cage made a motion.

BOARD ACTION – To adopt Resolution No. 07-30-25-12 approving the purchase of a condominium located at 2290 Sierra Nevada Road, Mammoth Lakes, California in the amount of $585,000

MOVED BY:	Director Cage
SECONDED BY:	Director Thompson
AYES:	Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS:	None

ADJOURNMENT

Director Domaille made a motion to adjourn the meeting.

BOARD ACTION – To adjourn the special meeting

MOVED BY:	Director Domaille
SECONDED BY:	Director Cage
AYES:	Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS:	None

The meeting was adjourned at 3:47 p.m.

DRAFT

AmeriGas®
America's Propane Company

May 18, 2024

Via Email: shake@mcwd.dst.ca.us
Mammoth Community Water District
1315 Meridian Blvd.
P.O. Box 597
Mammoth Lakes, CA 93546
Attn: Mark Busby, General Manager

RE: ***Lease Agreement between Mammoth Community Water District and AmeriGas Propane, L.P. for real properties at 596 N. Waterford Avenue, known as District Well #1, and 11 Juniper Road, known as Juniper Ridge Tank Site in Mammoth Lakes, CA***

Dear Mr. Busby:

Our records indicate that the above-referenced Lease Agreement expires on June 30, 2024. AmeriGas Propane, L.P. ("AmeriGas") would like to extend the term of the Lease Agreement for an additional two (2) year tenancy (the "Extended Option"). The Extended Option will begin on July 1, 2024 and terminate on June 30, 2026. All other terms and conditions of the Lease Agreement will remain in full force and effect during the Extended Option.

If you are agreeable to extending the Lease Agreement as outlined above, please sign a duplicate copy of this letter and return the executed copy to my attention via email at banksm@oneugi.com.

Should you have any questions or concerns regarding this notice, please contact our local Territory Manager, Kyle Muir, at 760-709-0195. You may also contact me directly at 610-768-3617.

Sincerely,

Mary P. Banks
Senior Paralegal

AGREED AND ACCEPTED
MAMMOTH COMMUNITY WATER DISTRICT

By: _____
Name: Mark Busby
Title: General Manager

cc: *via email*
Kyle Muir, Territory Manager
Richard Kieser, Insurance
Kyle Burke, Accounts Payable
Timothy Spiotta, Tax

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-1

Operations Department Report

09-18-2025

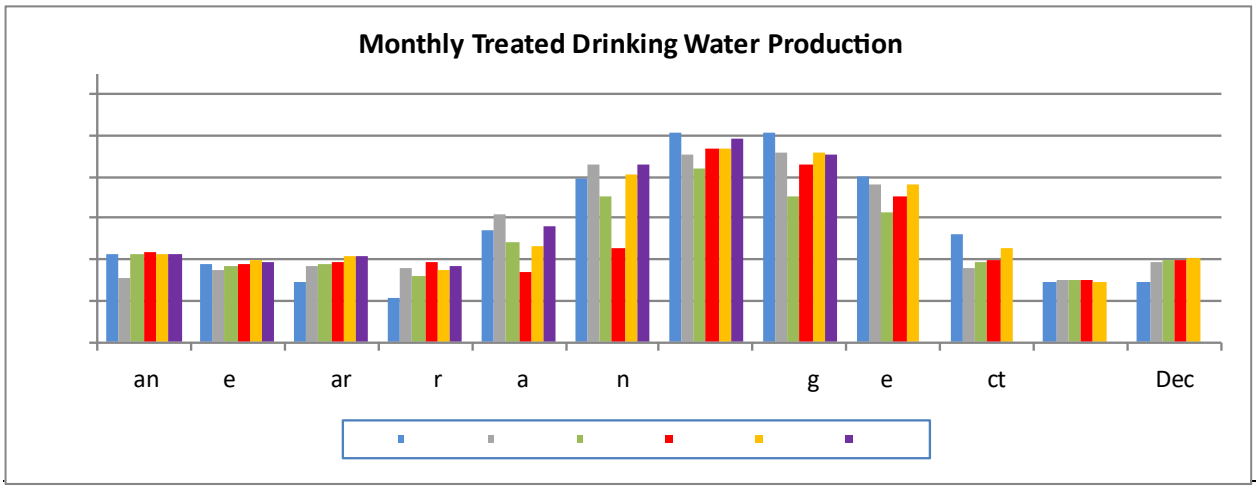
September 2025

Report Summary			
August Production Data *(In Million Gallons)*	2023	2024	**2025**
Treated Surface Water	76.0	81.6	**48.3**
Treated Groundwater	10.3	10.5	**42.8**
Untreated Groundwater	0.0	3.0	**6.3**
Reclaimed Wastewater	6.6	14.3	**3.6**
Totals	92.9	109.5	**101.0**
Non-Revenue Water	3.9	4.4	**5.1**
Treated Wastewater	50.8	42.7	**46.5**
Photovoltaic Power Produced (kWh)	173,284	198,887	**163,529**
Photovoltaic Solar Irradiance (kW/m^2)	881	965	**873**

Monthly - Water Treatment, Production & Supply Management

- **Drinking Water Treatment**

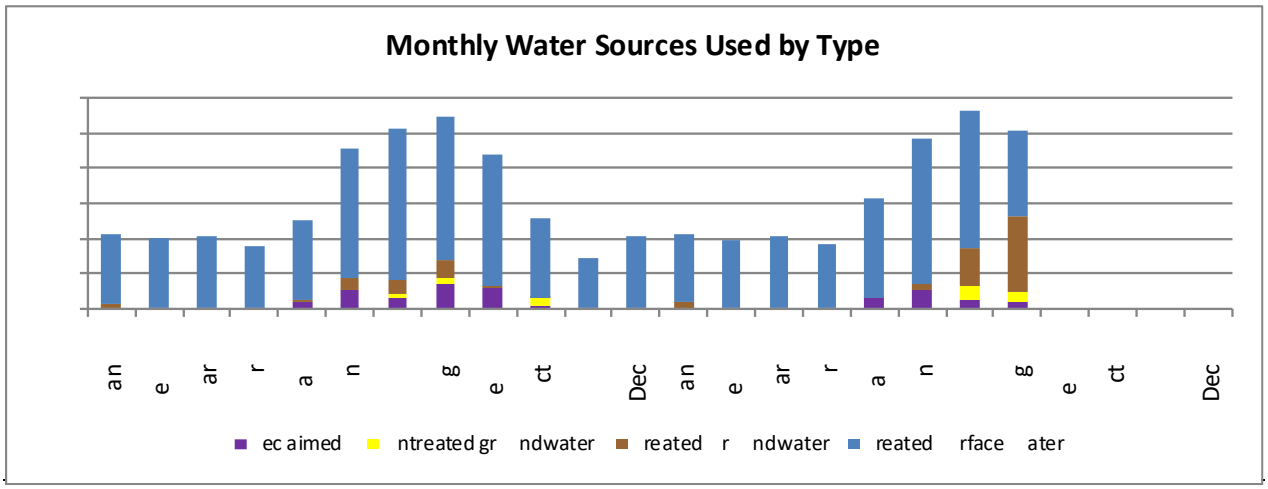
Routine samples for clarity, chlorine residual, and bacteriological analysis of the District's drinking water were conducted during the month. The results of all sampling for the month were in compliance with the standards set by the State Water Resources Control Board Drinking Water Division. A total of 91.076 million gallons (MG) were treated for drinking water with an average of 2.94 million gallons per day (MGD). Drinking water was produced from surface and groundwater supplies, 53% and 47% respectively. Surface water capacity has been temporarily reduced during the planned rehab of the backwash supply tank at the Lake Mary Treatment Plant.



MAMMOTH COMMUNITY WATER DISTRICT

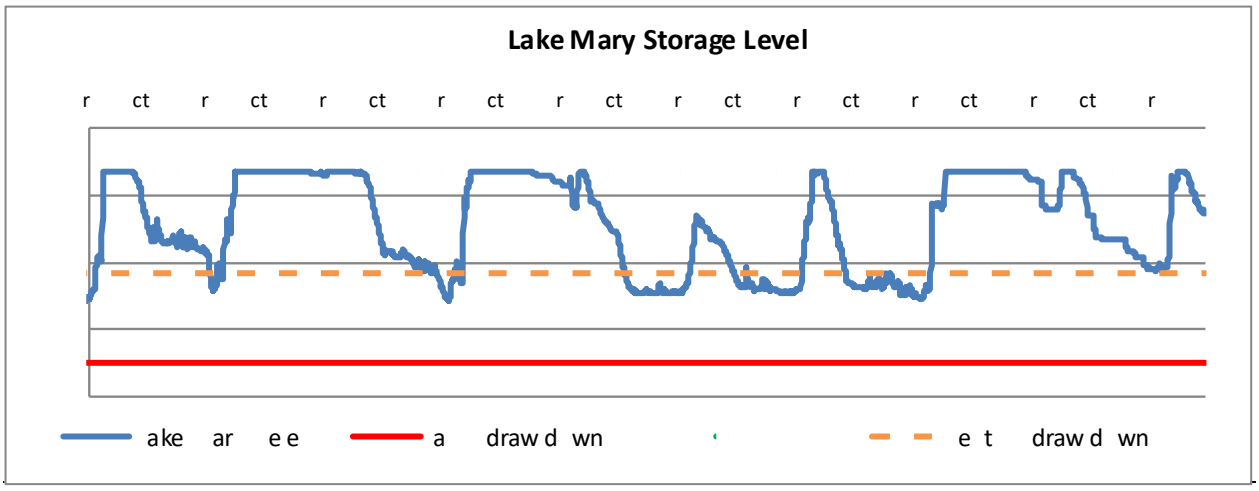
Operations Department Report

September 2025



- **Surface Water**

The minimum daily stream flow requirement for the month was 7.2 *cfs* for Mammoth Creek, as measured at Old Mammoth Road. Flow rates in the creek ranged from 4.9 *cfs* to 15.7 *cfs* with an average flow of 8.2 *cfs.* The flow requirement for September decreases to 5.5 *cfs* and current flows are near the requirement. Lake Mary is currently 1.3' fr m full with a balance of 465 ac-ft in storage. Surface water will continue to be the primary source of supply using a combination of direct diversion and lake storage depending on stream flows meeting the requirements.



- **Groundwater**

Approximately 42.8 MG or forty-seven percent (47%) of the drinking water produced was fr m the District's groundwater sources during the month. Groundwater production Wells 1, 6, 10, 17, 18, 20, 25, and 32 are operating as expected and are available for service. Well 32 began normal production into the drinking water supply in early August. Well 15 is currently offline while the back up generator project is being completed.

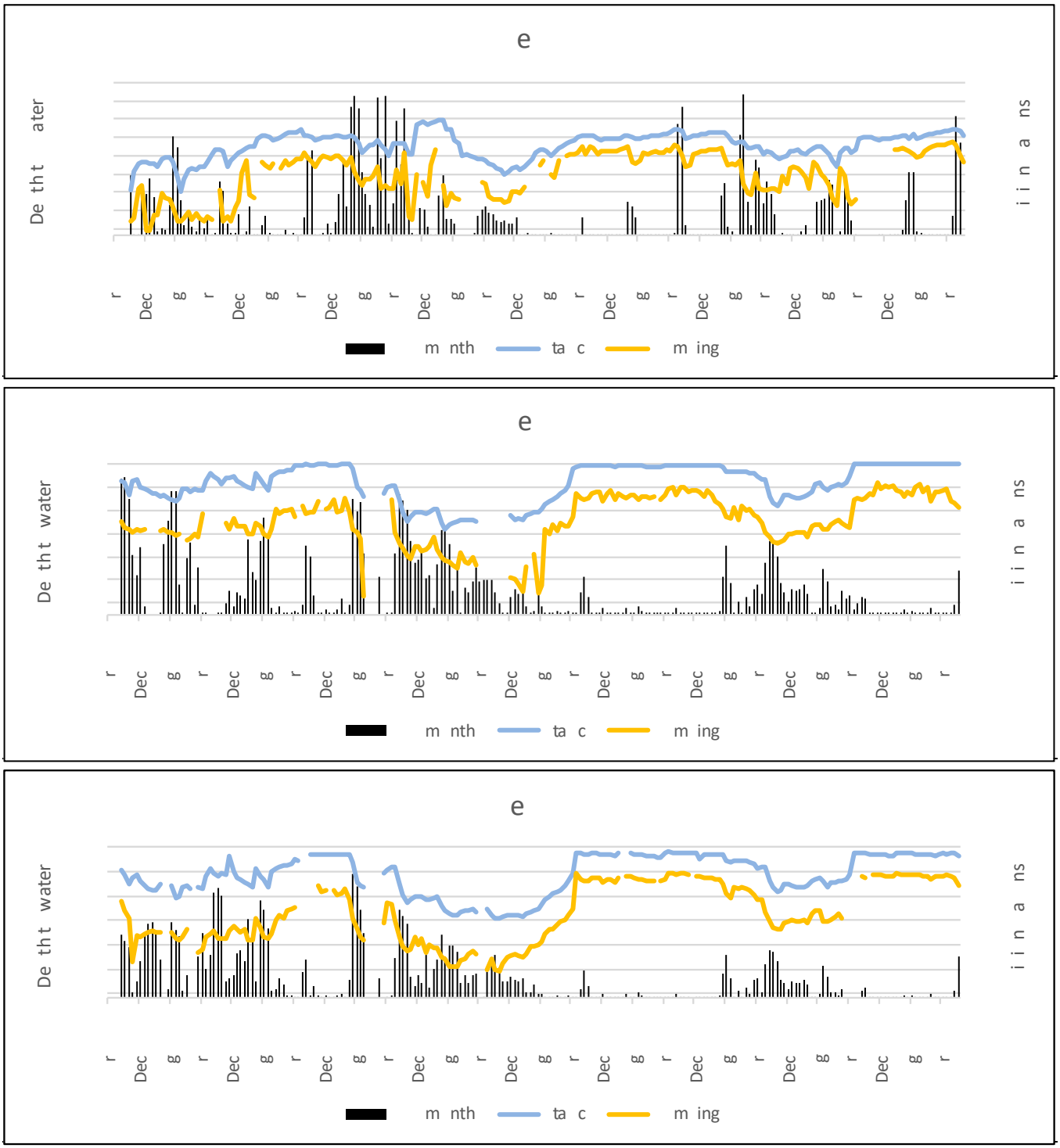
MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-1

Operations Department Report

09-18-2025

September 2025



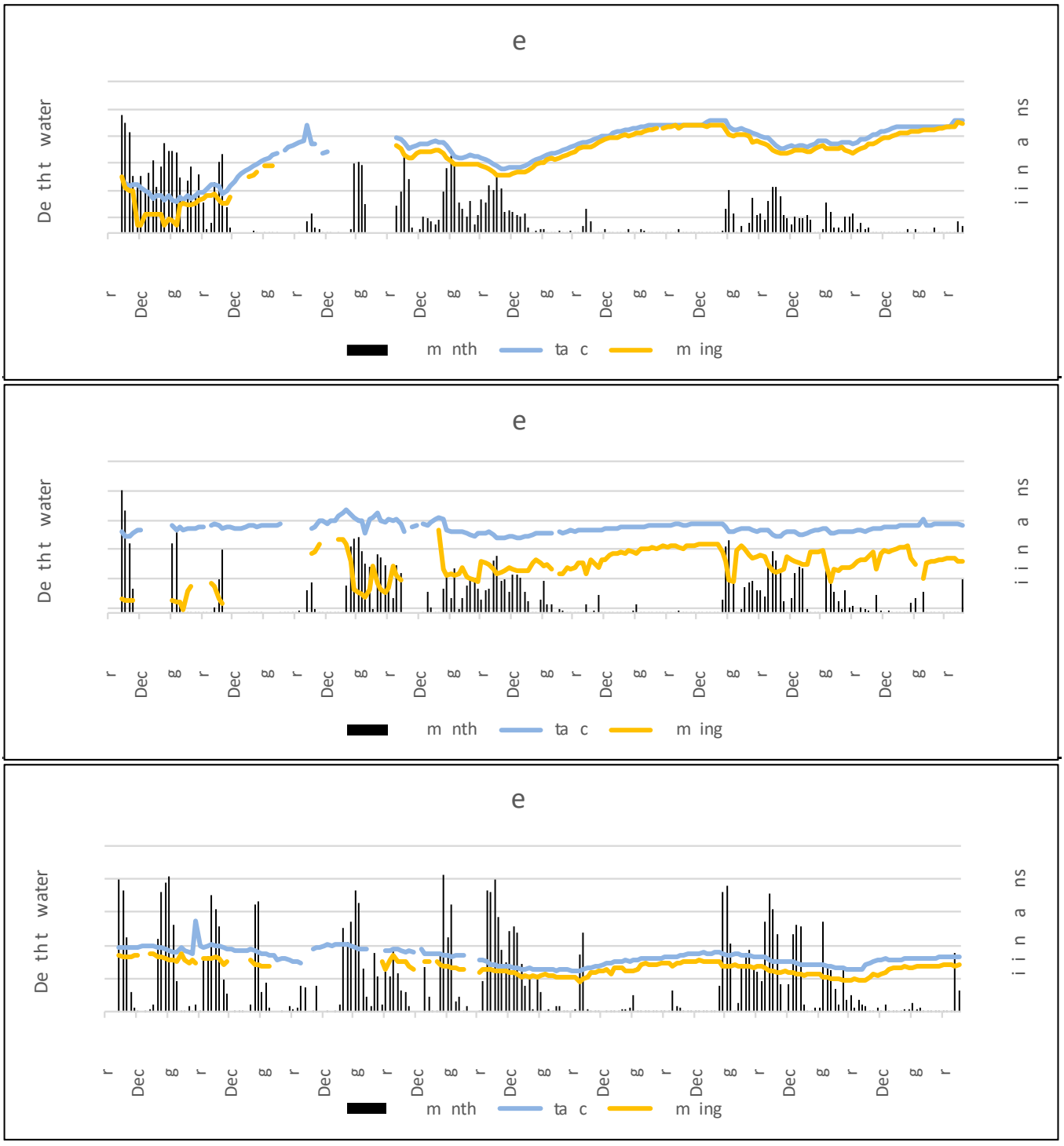
MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-1

Operations Department Report

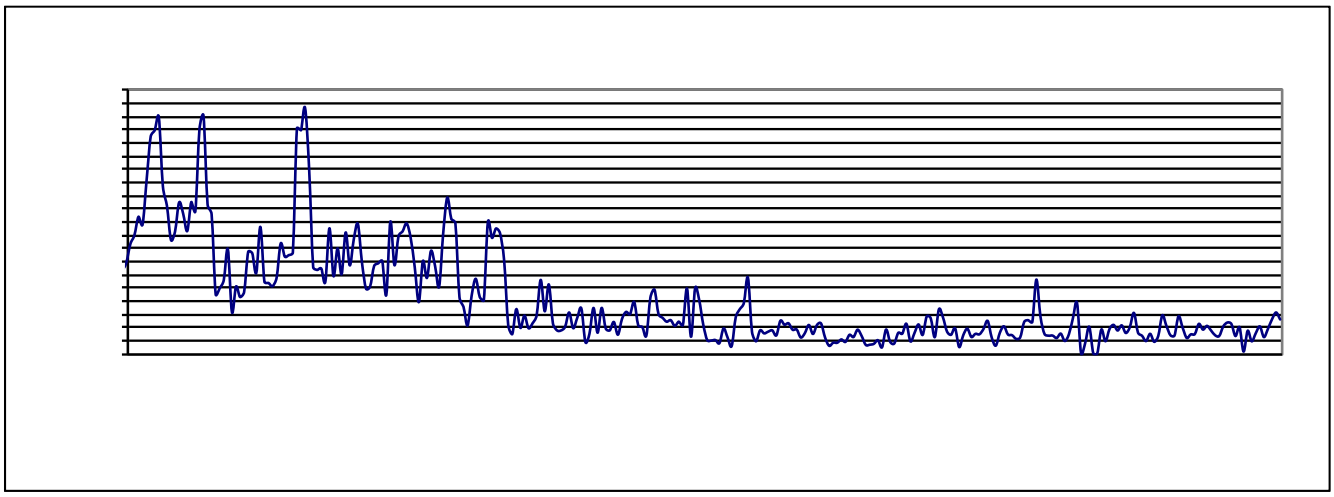
09-18-2025

September 2025



- **Water Audit Information**

The water audit for this billing period shows a total of 5.117 MG of non-revenue water.



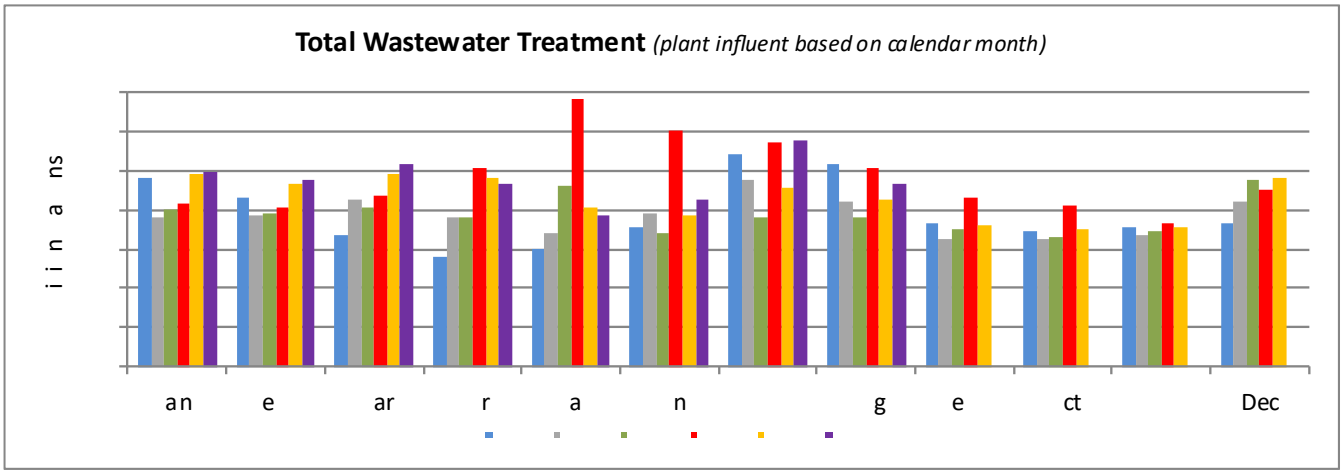
Wastewater – Treatment & Flow

- **Wastewater Treatment**

Wastewater treatment samples have met all compliance requirements for the month.

- **Wastewater Flows**

The total volume of wastewater treated during the month was 46.476 MG. This results in an average of 1.5 MGD of wastewater flow.



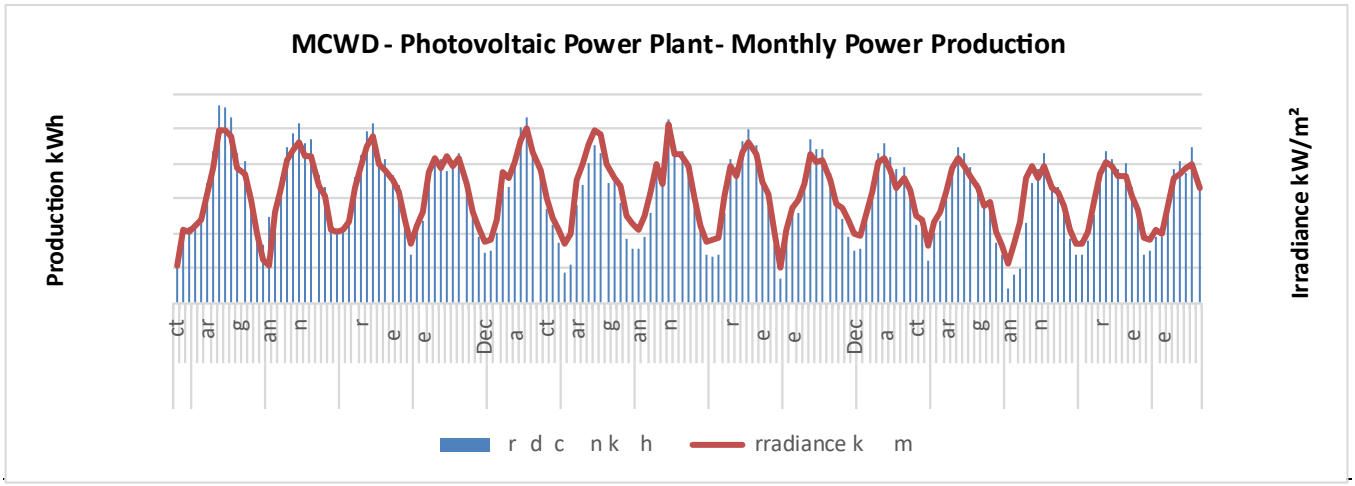
MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report
September 2025

Photovoltaic Power Plant Operations & Total District Electrical Usage

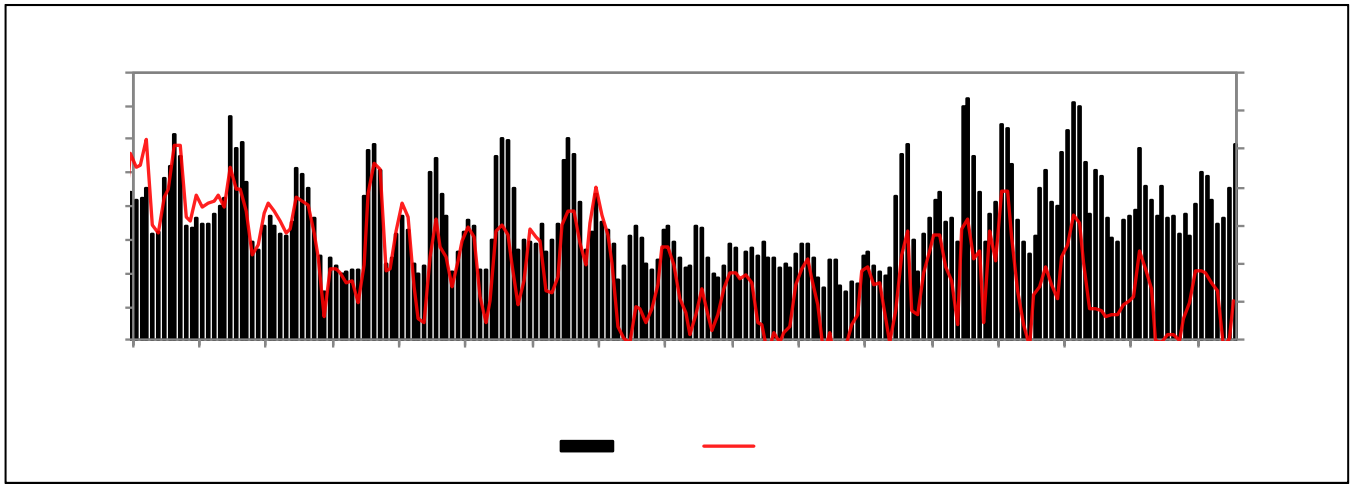
- **Solar Plant Production**

The total kilowatt hours of energy produced for the month was 163,529 kWh. The irradiance and production were 10% and 18% less than in the same month in 2024, respectively.



- **Total Electrical Energy Use**

Monthly energy usage chart from 2009 through July 2025.



MAMMOTH COMMUNITY WATER DISTRICT

Maintenance Department Report

September 2025

Agenda Item: B-2

09-18-2025

Report Summary

All maintenance divisions are currently executing preventative maintenance activities and capital improvement construction projects. Facilities across all divisions remain in optimal operational condition. Staff continue ongoing routine maintenance, preventive maintenance, and capital system improvement projects.

Wastewater Treatment Plant and Recycled Water Maintenance

The Plant Maintenance team has recently completed several critical repairs and initiated key upgrade projects to enhance system reliability and performance. Highlights include:

- **Plant influent flow meter:** A new meter was ordered to replace the aged-out unit currently installed. This unit is no longer supported by the manufacturer. New conduits have been installed to repair the electrical feed to the Main Street flow meter. This conduit was damaged during the pavement project.
- **Step screen installation:** Installation of a new step screen has been completed. Staff are continuing to monitor operations and fine tune the systems.
- **Grit trap lift pump:** Staff have installed a new chopper pump in the grit trap. This pump lifts the grit, trash, and water to the grit machine for cleaning and separation. The old unit was fouled several times due to clothing eventually ruining the pump. The new pump can better manage these large solids and rags.

Wastewater Collection System Operations & Maintenance

The maintenance divisions perform year-round preventative maintenance operations on both the lift stations and collection systems to ensure smooth operations without spills or overflows, highlights are:

- Replacing control PLC's at many of the older lift stations as the current units are no longer supported by the manufacturers.
- A contractor is performing manhole collar replacements in various locations throughout town. This work is scheduled to be completed by the end of September.
- Repaired a lateral connection at 1404 Sierra Park Road that was broken by tree roots. The property owner removed the trees.



Surface Water Treatment Plant and Related Facilities Maintenance

The Plant Maintenance team continues to address ongoing communication challenges between Tank 6 and the Lake Mary Water Treatment Plant (LMWTP). Efforts are underway to identify and implement more reliable communication methods to ensure consistent and dependable connectivity between the two facilities.

- Fabrication of the Wildland Fire Protection System for the treatment plant is underway. The goal is to complete this project this fall, along with routine maintenance.
- Teams modified the plant to accommodate the rehabilitation of the backwash water supply tank. These efforts have allowed the plant to continue to operate, although at a reduced capacity, during the rehabilitation project.

Groundwater Treatment and Related Facilities Maintenance

Groundwater treatment plants continue to be operated monthly to maintain operational readiness. All systems are regularly maintained, ensuring they remain in a ready-to-run condition.

Maintenance teams have started procuring the necessary equipment to install the new generator at Groundwater Treatment Plant 1. The concrete pad has been poured for the generator, and the transfer switch has been received. Installation is scheduled for the coming months. Additionally, a new portable generator has been received for Well 1. Staff have installed a dedicated connection point on the building exterior to facilitate efficient hookup and are working on the wiring changes necessary to complete the project. Once completed, these upgrades, in conjunction with the Groundwater Treatment Plant 1 enhancements, will provide MCWD with the capability to supply up to 1,200 gallons per minute (gpm), or approximately 1.7 million gallons (MG) per day, into the lower pressure zones of the town.

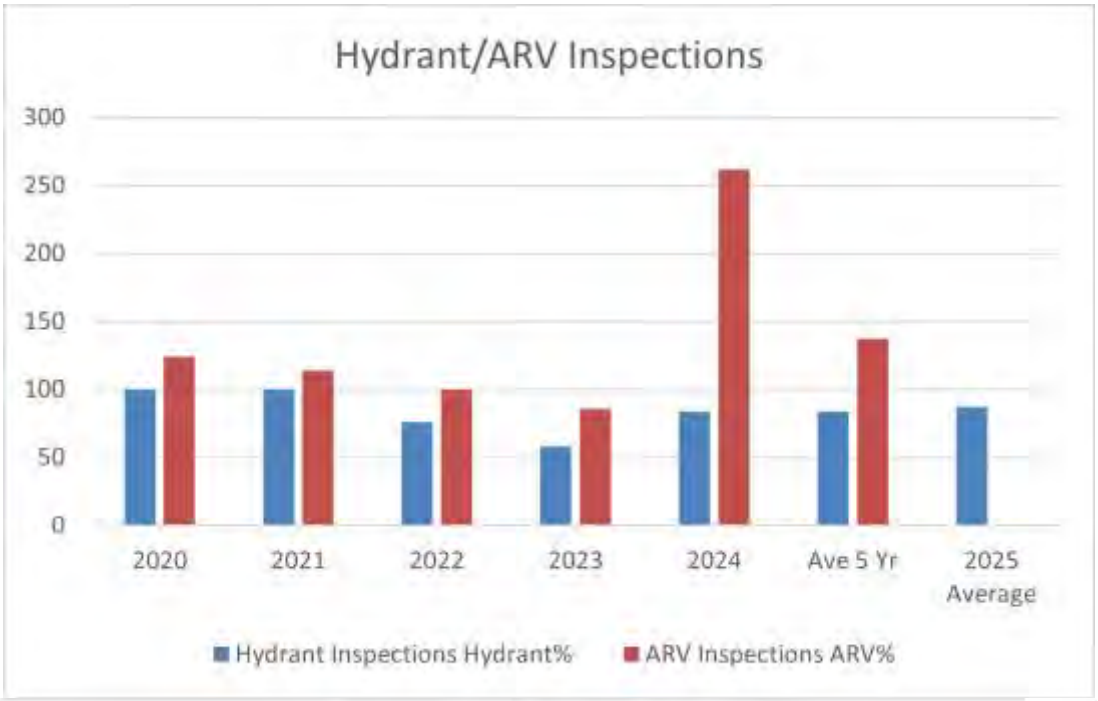
Solar Power Plant Maintenance

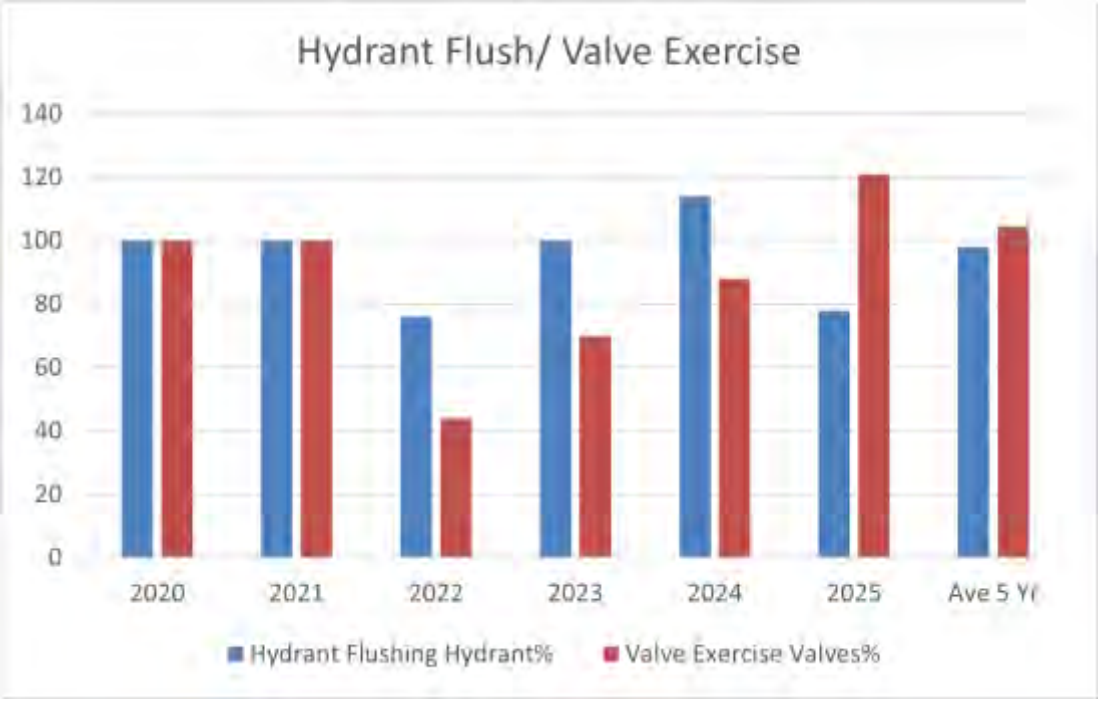
The solar array continues to perform exceptionally well, consistently exceeding forecasted production targets. The tracker screw drive on array #4 failed and was replaced with the spare unit we keep in stock. Routine inspections and preventative maintenance were conducted as scheduled, ensuring optimal system performance. The overall system to date for the year is performing at 114% of the expected power generation goal.

Water Distribution System Operations & Maintenance

No major leaks were reported this month. Key activities included:

- AMI Water Meter System Health: Conducted 21 system repairs and 25 manual reads over the past two months. The system is reporting 97.5% read rate.
- Responded to 8 service requests for meter shut-offs, turn-ons, or leak investigations.
- Completed annual maintenance at the Ranch Road and Bigwood pressure reducing stations.
- Air Release Valve (ARV) repair and replacement project underway with 25 valves completed.


Hydrant/ARV Inspections
300
250
200
150
100
50
0
2020
2021
2022
2023
2024
Ave 5 Yr
2025 Average
Hydrant Inspections Hydrant%
ARV Inspections ARV%


Hydrant Flush/ Valve Exercise
140
120
100
80
60
40
20
0
2020
2021
2022
2023
2024
2025
Ave 5 Yr
Hydrant Flushing Hydrant%
Valve Exercise Valves%

Special Projects/Programs

In-House Construction Projects

- All underground electrical conduits to support ongoing District campus communication system upgrades have been installed or located. The pulling of the new fiber optic cables is on the summer construction list.
- Air Release Valve Replacement (ARV) Project. Crews are replacing all the valves and laterals around town. There are over 50 of these on our system. Twenty-five have been repaired or replaced.
- Hill Street lateral replacement and meter pit upgrades project is complete.
- Installation of additional fire hydrants.
- Emergency power to Well 1.
- Emergency power to Groundwater Treatment Plant 1 and Well 15.
- Fire apparatus fill station at Lake Mary Water Treatment Plant.
- Temporary re-piping of backwash supply pump to facilitate the supply tank rehab project has been done and the project is scheduled to be wrapped up by mid-September.

Contracted Improvements

- Manhole collar replacement.
- Contracted lowering and raising of surface features to support town paving projects.
- Top Hat installations at known troubled sewer lateral connections.
- Hot mix paving contract for fall to permanently repair all summer road patches.

Departmental/General

- Staff have responded to and marked 361 tickets for USA dig alerts to date in 2025.
- New TV van Is scheduled for delivery next month.
- Equipment maintenance.

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

Finance Department Report

09-18-2025

September 2025

Finance Department Update

At the end of August, total revenue (excluding the change in market value of the investment portfolio) is $453,937 (3%) below budget. Revenue is under budget primarily because the property tax payment received in June was less than expected and the property tax payment expected in July was not received until September. Personnel expenses are $72,190 (2%) below budget, and operating expenses are $533,305 (22%) below budget.

In the months of July and August, we purchased a condo for our employee housing rental program and an employee purchased a home using the District's home purchase assistance program.

Significant expenditures for July and August include:

- $1,374,219 to Spiess Construction for this year's work on the District paving project
- $485,569 to AMP United for the Tank 7 rehab capital project
- $131,028 to Empire Southwest for the new skid steer and blower attachment
- A total of $50,168 to Bay Area Coating Consultants for the Tank 7 inspections
- $35,282 to UES Professional Solutions, $29,007 of which is related to the groundwater monitoring and response plan and will be reimbursed by Ormat
- $28,399 to Kraftsman for the new 24' trailer

Payroll Expenses for July 2025 (3 Pay Periods):

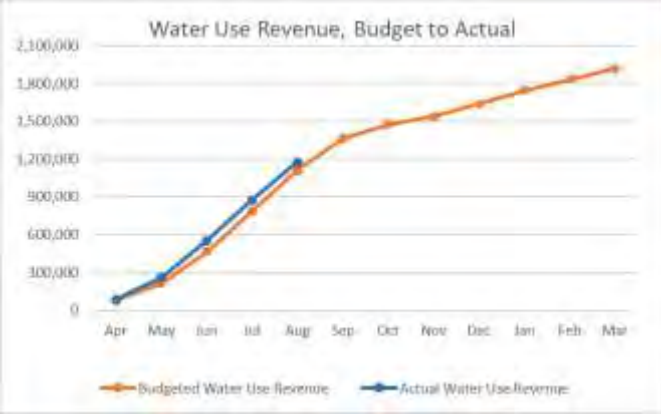
Gross Payroll	$634,286
Net Payroll	$298,022
Employer Paid Payroll Taxes	$11,731
Employer Paid 401a	$118,894
Employer Paid 457b Match	$11,202
Employee Paid 457b Contributions	$60,068
Other Employer Paid Benefits	$121,468

Payroll Expenses for August 2025:

Gross Payroll	$448,927
Net Payroll	$318,546
Employer Paid Payroll Taxes	$8,378
Employer Paid 401a	$83,834
Employer Paid 457b Match	$7,552
Employee Paid 457b Contributions	$41,558
Other Employer Paid Benefits	$98,708

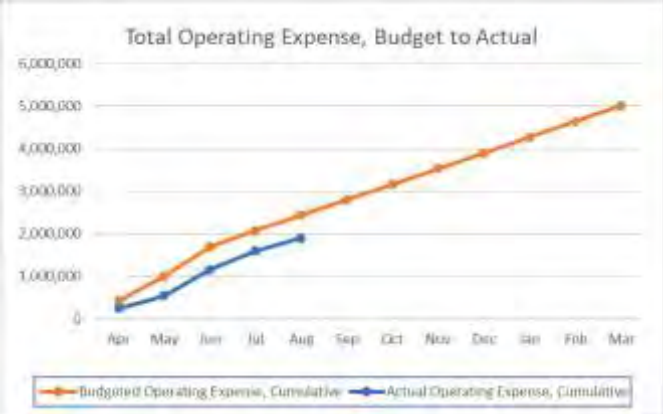
Graphs and Tables

Details on capital expenditures are listed in Table A, revenue and expenses in Table B, fund balance in Table C, and utility bill aging in Table D, followed by a summary of the District's investment portfolio including the monthly report of transactions. Summary graphs of revenue and expenses are presented below.

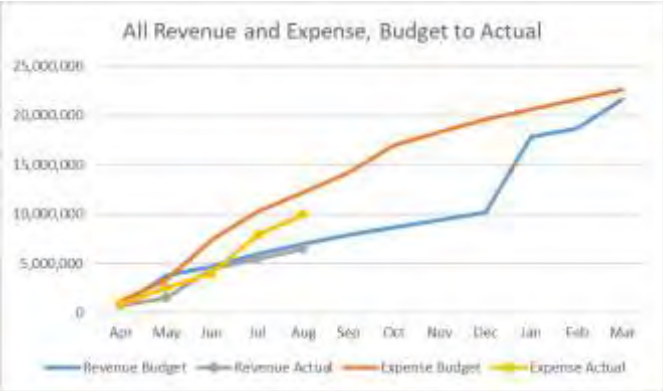












* Total revenue excludes the change in market value of the District's investment portfolio.

Financial Reports

Table A Capital Project Management

Capital Project Summary
Fiscal Year: 2026
Spending through August 2025

Project Name	Original Budget	FY 2026 Budget	FY 2026 YTD Expenditure	Prior Project Expenditure	Total Project Expenditure
Parcel Relief Main	400,000	-	8,000	350,375	358,375
Twin Lakes PR Remote Monitoring and Control	81,360	57,513	9,369	-	9,369
GIS Utility Network Implementation	249,912	92,775	63,082	150,162	213,244
MCWD Paving	2,900,000	1,358,693	1,426,126	1,447,418	2,873,544
Tank 7 Rehab	642,508	642,508	540,614	15,209	555,823
LMTP Backwash Tank Rehab	139,618	134,154	6,031	1,630	7,661
WWTP Step Screen	225,504	141,007	151,794	82,950	234,744
Laurel Pond Monitoring Wells	345,459	345,459	2,404	20,459	22,863
Hill Street Distribution System Improvements	103,484	103,484	75,888	-	75,888
Zone 4-5 Connection	743,388	743,388	5,869	3,441	9,310
Air Relief Valve Upgrade	294,199	294,199	180,417	-	180,417
Bridges Distribution System Improvements	103,234	103,234	0	-	-
Perimeter Fire Hydrants	162,192	162,192	72,952	220	73,172
Tank 2 Pump Station Roof (Juniper Ridge)	132,762	132,762	2,987	-	2,987
Tank 3 Pump Station Roof (Timber Ridge)	74,941	74,941	3,178	-	3,178
Tank 5 Pump Station Roof (Knolls)	190,583	190,583	3,082	-	3,082
Cathodic Protection	339,755	219,755	378	1,882	2,260
Snowcreek PRV Rehab	60,037	60,037	40,481	-	40,481
LMTP Wildland Fire Protection			10,209	-	10,209
Groundwater Emergency Backup Power	400,000	400,000	297,570	-	297,570
Collection System Sliplining & Top Hats	446,079	446,079	98	-	98
Sewer Manhole Rehab	240,035	240,035	9,111	-	9,111
Filter Building Roof	1,071,559	1,071,559	9,539	-	9,539
Capital Equipment					
Small Excavator		135,000	182,947		
Skid Steer		121,000	131,028		
Replace Truck 70 - F450		55,000	63,508		
Replace Truck 53 - F550 and Service Bed		93,000	63,291		
Replace Truck 58 - F550 and Service Bed		104,000	65,643		
TV Van		420,000			
Employee housing					
EHPA loan		800,000	749,000		
Condo purchase		800,000	587,932		
Total Capital		**9,542,355**	**4,762,528**		

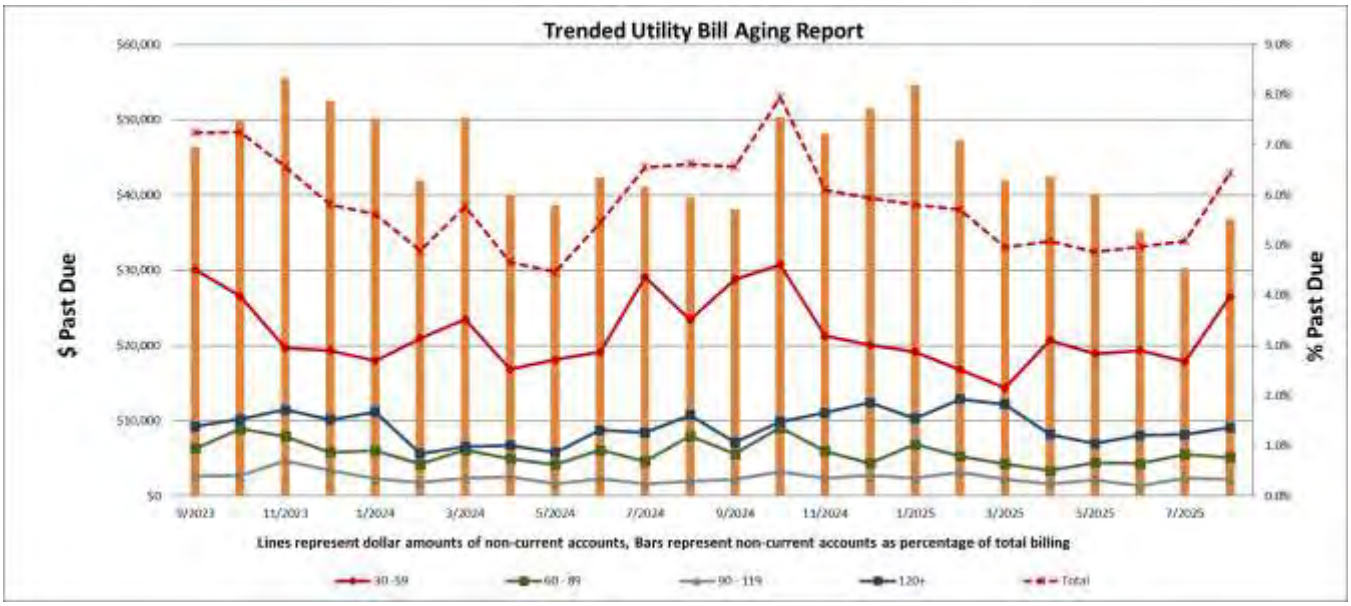
Table B Revenue and Expenses

Account	YTD Actual	YTD Budget	Annual Budget	YTD Better/Worse	% Diff
Billing - Water Usage	1,178,441	1,110,696	1,918,300	67,746	6%
Water Base Rates	835,348	839,414	2,015,400	(4,066)	0%
Wastewater Base Rates	1,192,488	1,183,443	2,841,400	9,044	1%
Wastewater Flow Rates	241,527	220,370	529,100	21,157	10%
Taxes and Assessments	1,959,067	2,401,980	11,438,000	(442,913)	-18%
Interest Income	709,213	706,176	1,695,500	3,037	0%
Permits - Connection Fees	176,698	187,425	450,000	(10,727)	-6%
Engineering Fees	10,559	16,660	40,000	(6,101)	-37%
Lab Fees	24,692	27,073	65,000	(2,380)	-9%
Housing Rents	85,115	91,988	220,860	(6,873)	-7%
Miscellaneous Revenue	82,704	164,565	374,100	(81,861)	-50%
Subtotal Revenue	**6,495,853**	**6,949,790**	**21,587,660**	(453,937)	-7%
Investment Gain (Loss)	258,252	-	-	258,252	
Total Revenue	**6,754,105**	**6,949,790**	**21,587,660**	**(195,685)**	**-3%**
Salaries & Wages	2,182,038	2,213,880	5,533,421	31,842	1%
Employee Benefits - Group Insu	576,110	599,350	1,198,700	23,240	4%
Employee Benefits - Pension	453,434	466,522	1,166,305	13,088	3%
Employer Paid Taxes	82,049	86,069	215,172	4,020	5%
Total Personnel Expense	**3,293,631**	**3,365,821**	**8,113,599**	72,190	**2%**
Outside Services	66,923	82,564	198,233	15,641	19%
Property Tax Admin. Fee	56,996	220,000	220,000	163,004	74%
Sludge Disposal	15,536	19,471	46,750	3,935	20%
Software Licenses/Agreements	58,331	111,546	267,819	53,215	48%
IT Services	18,133	20,943	50,284	2,810	13%
Banking Fees	30,511	28,289	67,920	(2,223)	-8%
Professional Services	96,377	213,706	513,100	117,330	55%
Outside Lab Services	22,124	28,739	69,000	6,615	23%
Equipment Rental	-	4,165	10,000	4,165	100%
Employee Housing Expenses	73,531	78,733	108,320	5,203	7%
Operating Tools/Equipment	58,318	24,136	57,950	(34,182)	-142%
Employee Engagement	4,543	8,834	21,210	4,291	49%
Employee Uniform	10,065	9,438	22,650	(627)	-7%
Gasoline	19,988	14,942	35,875	(5,046)	-34%
Diesel Fuel	10,262	10,204	24,500	(58)	-1%
Insurance	146,598	159,499	382,950	12,901	8%
Legal Services	14,030	33,320	80,000	19,291	58%
M & R - Line Repair/Equipment	480,432	485,199	700,318	4,767	1%
M & R - Buildings	40,070	58,922	141,470	18,852	32%
M & R - Vehicles	50,589	53,636	128,778	3,047	6%
Memberships/Certifications	6,170	25,058	60,163	18,888	75%
Permit Meters	76,189	23,741	57,000	(52,448)	-221%
Operating Chemicals	138,886	157,791	378,850	18,905	12%
Operating Supplies	64,056	55,713	133,765	(8,343)	-15%
Computer Systems/Equipment	38,763	13,245	31,800	(25,518)	-193%
Computer Peripherals	9,314	2,083	5,000	(7,231)	-347%
IT Network	6,642	11,495	27,600	4,853	42%
Postage/Freight	3,930	4,211	10,110	281	7%
Advertising Publications & PR	15,289	12,065	28,968	(3,224)	-27%
Books & Subscriptions	509	666	1,598	157	24%
Safety	14,481	11,533	27,690	(2,948)	-26%
Permits & Licensing	5,953	51,065	122,604	45,112	88%
Settlement Cost	14,430	14,400	14,400	(30)	
Telephone	14,091	13,594	32,640	(497)	-4%
Internet Service	12,547	12,645	30,360	98	1%
Training & Meetings	15,361	37,809	90,777	22,448	59%
Travel Expenses	22,961	32,091	77,050	9,130	28%
Utilities - Electric	155,356	235,281	564,900	79,925	34%
Utilities - Propane	3,443	4,940	38,000	1,497	30%
Water Conservation	14,839	54,162	130,040	39,323	73%
Total Operating Expense	**1,906,566**	**2,439,871**	**5,010,441**	**533,305**	**22%**

Table C Fund Balance

	Operating Funds			Capital R&R Funds					
	10	20	30	21	22	23	96	98	
	Admin	Water	Wastewater	Admin	Water	Wastewater	Enterprise	LADWP	Total
Cash Total	-717,343	5,028,969	4,519,770	1,353,951	8,399,641	14,841,001	3,701,773	2,277,258	39,405,019
Current Assets	915,593	539,949	222,964	-103	23,291	11,193	31,111	0	1,743,999
Non-current Assets	0	0	0	0	0	0	5,261,448	0	5,261,448
Capital Assets	0	0	0	5,052,456	36,574,093	25,416,425	4,624,350	0	71,667,325
Total Assets	198,249	5,568,918	4,742,733	6,406,304	44,997,026	40,268,619	13,618,683	2,277,258	118,077,791
Current Liabilities	-88,441	-65,696	-26,059	60	-20,423	-11,735	-53,159	0	-265,452
Non-current Liabilities	-567,144	-131,341	-137,702	0	0	0	0	0	-836,187
Assets - Liabilities	-457,335	5,371,882	4,578,972	6,406,364	44,976,603	40,256,885	13,565,524	2,277,258	116,976,152
Target Fund Balance	370,000	4,875,000	4,905,000	2,420,000	9,244,000	15,479,000	3,200,000	2,250,000	42,743,000
Available Fund Balance	-805,784	4,963,273	4,493,710	1,354,010	8,379,219	14,829,267	3,648,614	2,277,258	39,139,568
Over/(Under)	-1,175,784	88,273	-411,290	-1,065,990	-864,781	-649,733	448,614	27,258	-3,603,433

Table D Trended Utility Bill Aging Report

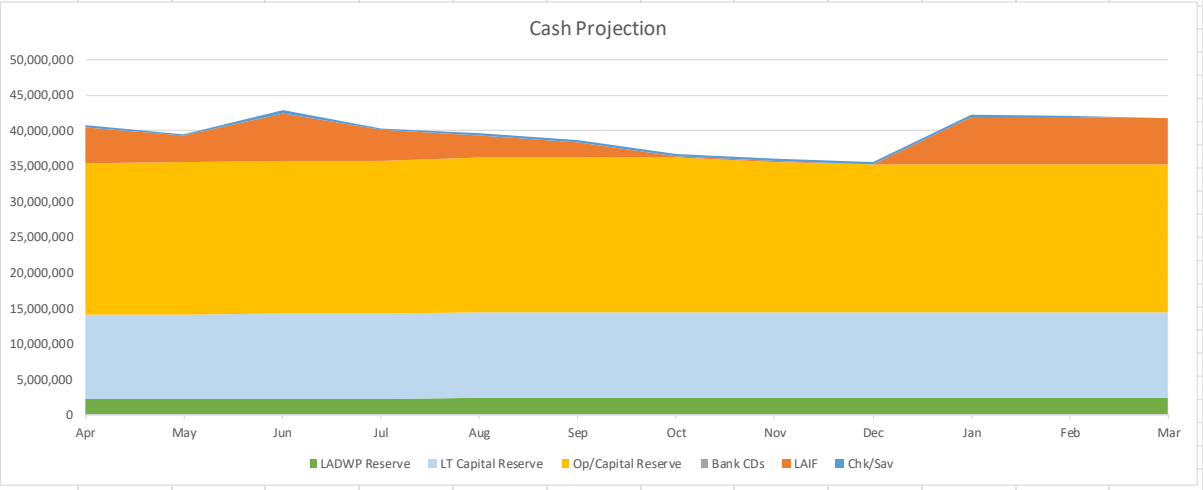


The total amount past due is $42,931 as of August 31, 2025.

Table E Investment Summary and Cash Balance

The District's reserve funds have been separated into a multi-layer investment strategy to match the liquidity needs of operations and capital projects while maximizing the opportunity for interest earnings.
The chart below illustrates the allocation, from most liquid to least liquid, and the projected balance through the end of the fiscal year.

FY 2026	Apr	May	Jun	Jul	Aug	Projection Sep	Oct	Nov	Dec	Jan	Feb	Mar
Chk/Sav	222,655	171,864	476,975	234,579	283,051	318,518	348,029	368,669	285,075	340,178	111,360	23,226
LAIF	5,144,426	3,789,766	6,589,766	4,343,708	3,143,708	2,143,708	143,708	143,708	143,708	6,743,708	6,743,708	6,543,708
Bank CDs	122	128	128	128	128	128	128	128	128	128	128	128
Op/Capital Reserve	21,303,148	21,427,722	21,571,466	21,569,272	21,774,804	21,774,804	21,774,804	21,174,804	20,774,804	20,774,804	20,774,804	20,774,804
LT Capital Reserve	11,827,205	11,877,358	11,982,599	11,944,667	12,120,310	12,120,310	12,120,310	12,120,310	12,120,310	12,120,310	12,120,310	12,120,310
LADWP Reserve	2,238,432	2,250,313	2,271,548	2,265,576	2,299,150	2,299,150	2,299,150	2,299,150	2,299,150	2,299,150	2,299,150	2,299,150
Total	40,735,988	39,517,151	42,892,482	40,357,929	39,621,150	38,656,617	36,686,128	36,106,768	35,623,175	42,278,277	42,049,459	41,761,325





PORTFOLIO SUMMARY

CHANDLER ASSET MANAGEMENT

MCWD Long Term Reserves | Account #11043 | As of August 31, 2025

Portfolio Characteristics

Average Modified Duration	3.43
Average Coupon	3.79%
Average Purchase YTM	4.04%
Average Market YTM	3.88%
Average Credit Quality*	AA
Average Final Maturity	3.99
Average Life	3.51

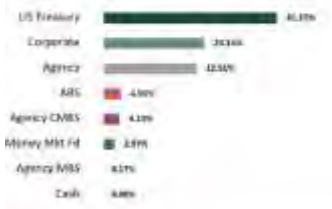
Account Summary

	Beg Values as of 07/31/2025	End Values as of 08/31/2025
Market Value	11,944,867.00	12,120,508.08
Accrued Interest	116,893.84	94,199.74
Total Market Value	12,061,560.65	12,214,509.71
Income Earned	42,206.94	34,247.69
Cost/WD	0.00	0.00
Par	12,099,383.37	12,158,715.03
Book Value	11,884,082.90	11,949,182.14
Cost Value	11,765,117.89	11,827,719.18

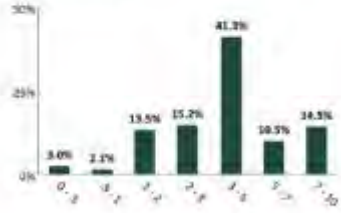
Top Issuers

Government of The United States	41.27%
Federal Home Loan Banks	12.12%
Farm Credit System	7.25%
FHLMC	4.33%
Tennessee Valley Authority	3.14%
First American Govt Oblg Fund	2.97%
Northern Trust Corporation	2.06%
Honda Motor Co., Ltd.	1.80%

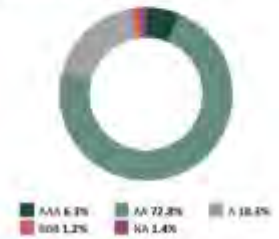
Sector Allocation



Maturity Distribution



Credit Quality (S&P)



Performance Review

Total Rate of Return**	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (02/01/21)
MCWD Long Term Reserves	1.27%	2.08%	5.15%	4.51%	5.70%	--	--	--	4.84%
Benchmark Return	1.22%	1.92%	4.93%	4.23%	5.23%	--	--	--	3.92%

PORTFOLIO SUMMARY

CHANDLER ASSET MANAGEMENT

MCWD LADWP Settlement Fund | Account #10992 | As of August 31, 2025

Portfolio Characteristics

Average Modified Duration	3.45
Average Coupon	3.80%
Average Purchase YTM	4.31%
Average Market YTM	3.92%
Average Credit Quality*	AA
Average Final Maturity	4.00
Average Life	3.53

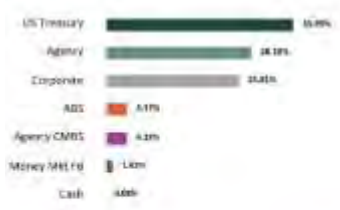
Account Summary

	Beg Values as of 07/31/2025	End Values as of 08/31/2025
Market Value	3,265,575.51	2,299,148.77
Accrued Interest	20,470.14	15,708.07
Total Market Value	2,286,045.65	2,314,857.84
Income Earned	8,214.80	8,361.55
Cost/WD	0.00	0.00
Par	2,307,427.12	2,318,956.77
Book Value	2,261,854.69	2,275,185.65
Cost Value	2,228,767.89	2,241,335.80

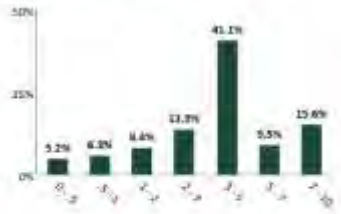
Top Issuers

Government of The United States	55.99%
Farm Credit System	12.19%
Federal Home Loan Banks	10.79%
FHLMC	4.13%
BlackRock, Inc.	2.01%
PACCAR Inc	1.99%
Tennessee Valley Authority	1.95%
UnitedHealth Group Incorporated	1.95%

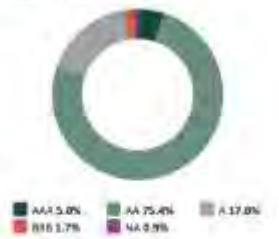
Sector Allocation



Maturity Distribution



Credit Quality (S&P)



Performance Review

Total Rate of Return**	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (09/01/21)
MCWD LADWP Settlement Fund	1.26%	2.05%	5.12%	4.48%	5.71%	--	--	--	4.76%
Benchmark Return	1.22%	1.92%	4.93%	4.23%	5.23%	--	--	--	4.57%

TRANSACTION LEDGER

Mammoth Community Water District Cons | Account #10988 | As of July 31, 2025

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	07/02/2025	31846V203	559.54	FIRST AMER:GVT OBLG Y	1.000	3.95%	(559.54)	0.00	(559.54)	0.00
Purchase	07/02/2025	31846V203	101.06	FIRST AMER:GVT OBLG Y	1.000	3.95%	(101.06)	0.00	(101.06)	0.00
Purchase	07/02/2025	31846V203	208.31	FIRST AMER:GVT OBLG Y	1.000	3.95%	(208.31)	0.00	(208.31)	0.00
Purchase	07/07/2025	31846V203	330,000.00	FIRST AMER:GVT OBLG Y	1.000	3.91%	(330,000.00)	0.00	(330,000.00)	0.00
Purchase	07/07/2025	31846V203	800.00	FIRST AMER:GVT OBLG Y	1.000	3.91%	(800.00)	0.00	(800.00)	0.00
Purchase	07/08/2025	31846V203	4,500.00	FIRST AMER:GVT OBLG Y	1.000	3.91%	(4,500.00)	0.00	(4,500.00)	0.00
Purchase	07/15/2025	31846V203	47,964.36	FIRST AMER:GVT OBLG Y	1.000	3.91%	(47,964.36)	0.00	(47,964.36)	0.00
Purchase	07/15/2025	31846V203	10,368.79	FIRST AMER:GVT OBLG Y	1.000	3.91%	(10,368.79)	0.00	(10,368.79)	0.00
Purchase	07/15/2025	31846V203	75,553.64	FIRST AMER:GVT OBLG Y	1.000	3.91%	(75,553.64)	0.00	(75,553.64)	0.00
Purchase	07/16/2025	31846V203	178.33	FIRST AMER:GVT OBLG Y	1.000	3.93%	(178.33)	0.00	(178.33)	0.00
Purchase	07/16/2025	31846V203	17.83	FIRST AMER:GVT OBLG Y	1.000	3.93%	(17.83)	0.00	(17.83)	0.00
Purchase	07/16/2025	31846V203	107.00	FIRST AMER:GVT OBLG Y	1.000	3.93%	(107.00)	0.00	(107.00)	0.00
Purchase	07/17/2025	47800UAD8	15,000.00	JDOT 2025-B A3 4.17 12/17/2029	99.977	4.52%	(14,996.51)	0.00	(14,996.51)	0.00
Purchase	07/17/2025	47800UAD8	75,000.00	JDOT 2025-B A3 4.17 12/17/2029	99.977	4.52%	(74,982.57)	0.00	(74,982.57)	0.00
Purchase	07/17/2025	31846V203	6,937.50	FIRST AMER:GVT OBLG Y	1.000	3.92%	(6,937.50)	0.00	(6,937.50)	0.00
Purchase	07/21/2025	31846V203	6,863.99	FIRST AMER:GVT OBLG Y	1.000	3.90%	(6,863.99)	0.00	(6,863.99)	0.00
Purchase	07/21/2025	31846V203	609.13	FIRST AMER:GVT OBLG Y	1.000	3.90%	(609.13)	0.00	(609.13)	0.00
Purchase	07/21/2025	31846V203	4,309.34	FIRST AMER:GVT OBLG Y	1.000	3.90%	(4,309.34)	0.00	(4,309.34)	0.00
Purchase	07/22/2025	31846V203	5,566.50	FIRST AMER:GVT OBLG Y	1.000	3.88%	(5,566.50)	0.00	(5,566.50)	0.00
Purchase	07/23/2025	31846V203	259,824.88	FIRST AMER:GVT OBLG Y	1.000	3.88%	(259,824.88)	0.00	(259,824.88)	0.00
Purchase	07/25/2025	31846V203	4,450.79	FIRST AMER:GVT OBLG Y	1.000	3.89%	(4,450.79)	0.00	(4,450.79)	0.00
Purchase	07/25/2025	31846V203	1,027.63	FIRST AMER:GVT OBLG Y	1.000	3.89%	(1,027.63)	0.00	(1,027.63)	0.00
Purchase	07/25/2025	31846V203	5,015.58	FIRST AMER:GVT OBLG Y	1.000	3.89%	(5,015.58)	0.00	(5,015.58)	0.00
Purchase	07/28/2025	31846V203	2,437.50	FIRST AMER:GVT OBLG Y	1.000	3.92%	(2,437.50)	0.00	(2,437.50)	0.00
Purchase	07/30/2025	62479LY33	400,000.00	MUFG Bank, Ltd., New York Branch 11/03/2025	98.840	4.40%	(395,360.00)	0.00	(395,360.00)	0.00
Purchase	07/30/2025	31846V203	1,000.00	FIRST AMER:GVT OBLG Y	1.000	3.93%	(1,000.00)	0.00	(1,000.00)	0.00
Purchase	07/30/2025	31846V203	3,750.00	FIRST AMER:GVT OBLG Y	1.000	3.93%	(3,750.00)	0.00	(3,750.00)	0.00

TRANSACTION LEDGER

Mammoth Community Water District Cons | Account #10988 | As of July 31, 2025

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Purchase	07/31/2025	31846V203	1,035.00	FIRST AMER:GVT OBLG Y	1.000	3.92%	(1,035.00)	0.00	(1,035.00)	0.00
Purchase	07/31/2025	31846V203	3,220.00	FIRST AMER:GVT OBLG Y	1.000	3.92%	(3,220.00)	0.00	(3,220.00)	0.00
Purchase	07/31/2025	91282CFT3	375,000.00	UNITED STATES TREASURY 4.0 10/31/2029	100.332	3.91%	(376,245.12)	(3,750.00)	(379,995.12)	0.00
Total Purchase			**1,641,406.70**				**(1,637,990.90)**	**(3,750.00)**	**(1,641,740.90)**	**0.00**
TOTAL ACQUISITIONS			**1,641,406.70**				**(1,637,990.90)**	**(3,750.00)**	**(1,641,740.90)**	**0.00**
DISPOSITIONS										
Maturity	07/07/2025	62479LU78	(330,000.00)	MUFG Bank, Ltd., New York Branch 07/07/2025	100.000	4.39%	330,000.00	0.00	330,000.00	0.00
Maturity	07/23/2025	6174468C6	(250,000.00)	MORGAN STANLEY 4.0 07/23/2025	100.000	4.18%	250,000.00	0.00	250,000.00	0.00
Total Maturity			**(580,000.00)**				**580,000.00**	**0.00**	**580,000.00**	**0.00**
Sale	07/07/2025	31846V203	(2,809.58)	FIRST AMER:GVT OBLG Y	1.000	3.91%	2,809.58	0.00	2,809.58	0.00
Sale	07/15/2025	91282CFM8	(65,000.00)	UNITED STATES TREASURY 4.125 09/30/2027	100.574	4.51%	65,373.24	(776.54)	66,149.78	887.49
Sale	07/15/2025	9128284N7	(10,000.00)	UNITED STATES TREASURY 2.875 05/15/2028	97.395	4.23%	9,739.45	(47.66)	9,787.11	84.60
Sale	07/17/2025	31846V203	(14,996.51)	FIRST AMER:GVT OBLG Y	1.000	3.92%	14,996.51	0.00	14,996.51	0.00
Sale	07/17/2025	31846V203	(74,982.57)	FIRST AMER:GVT OBLG Y	1.000	3.92%	74,982.57	0.00	74,982.57	0.00
Sale	07/24/2025	31846V203	(275.98)	FIRST AMER:GVT OBLG Y	1.000	3.88%	275.98	0.00	275.98	0.00
Sale	07/30/2025	31846V203	(395,360.00)	FIRST AMER:GVT OBLG Y	1.000	3.93%	395,360.00	0.00	395,360.00	0.00
Sale	07/31/2025	31846V203	(362,713.87)	FIRST AMER:GVT OBLG Y	1.000	3.92%	362,713.87	0.00	362,713.87	0.00
Total Sale			**(926,138.51)**				**926,251.20**	**(824.20)**	**927,075.40**	**972.09**
TOTAL DISPOSITIONS			**(1,506,138.51)**				**1,506,251.20**	**(824.20)**	**1,507,075.40**	**972.09**
OTHER TRANSACTIONS										
Coupon	07/01/2025	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.34%	656.04	0.00	656.04	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	07/01/2025	3137FJXV6	0.00	FHMS K-083 A2 4.05 09/25/2028		4.31%	793.13	0.00	793.13	0.00
Coupon	07/01/2025	3137FJXV6	0.00	FHMS K-083 A2 4.05 09/25/2028		4.31%	151.88	0.00	151.88	0.00
Coupon	07/01/2025	3137FPJG1	0.00	FHMS K-099 A2 2.595 09/25/2029		4.29%	346.00	0.00	346.00	0.00
Coupon	07/01/2025	3137FEZU7	0.00	FHMS K-076 A2 3.9 04/25/2028		4.16%	162.50	0.00	162.50	0.00
Coupon	07/01/2025	3137FEZU7	0.00	FHMS K-076 A2 3.9 04/25/2028		4.16%	893.75	0.00	893.75	0.00
Coupon	07/01/2025	31307PNB1	0.00	FH J33086 3.0 11/01/2030		2.38%	20.87	0.00	20.87	0.00
Coupon	07/01/2025	3138YDAS8	0.00	FN AY0016 2.5 01/01/2030		2.16%	12.49	0.00	12.49	0.00
Coupon	07/01/2025	31307PEF2	0.00	FH J32834 2.5 09/01/2030		2.08%	16.30	0.00	16.30	0.00
Coupon	07/01/2025	3137BSRE5	0.00	FHMS K-059 A2 3.12 09/25/2026		1.98%	715.00	0.00	715.00	0.00
Coupon	07/06/2025	3133EN5N6	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.0 01/06/2028		3.75%	800.00	0.00	800.00	0.00
Coupon	07/08/2025	24422EXF1	0.00	JOHN DEERE CAPITAL CORP 4.5 01/08/2027		4.06%	4,500.00	0.00	4,500.00	0.00
Coupon	07/15/2025	47786WAD2	0.00	JDOT 2024-B A3 5.2 03/15/2029		5.81%	390.00	0.00	390.00	0.00
Coupon	07/15/2025	26444HAC5	0.00	DUKE ENERGY FLORIDA LLC 3.2 01/15/2027		5.56%	480.00	0.00	480.00	0.00
Coupon	07/15/2025	47787CAC7	0.00	JDOT 2023-C A3 5.48 05/15/2028		5.55%	708.93	0.00	708.93	0.00
Coupon	07/15/2025	44934QAD3	0.00	HART 2024-B A3 4.84 03/15/2029		5.45%	181.50	0.00	181.50	0.00
Coupon	07/15/2025	58768PAC8	0.00	MBART 2022-1 A3 5.21 08/16/2027		5.27%	389.29	0.00	389.29	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	07/15/2025	161571HT4	0.00	CHAIT 2023-1 A 5.16 09/15/2028		5.23%	752.50	0.00	752.50	0.00
Coupon	07/15/2025	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		5.15%	294.01	0.00	294.01	0.00
Coupon	07/15/2025	448979AD6	0.00	HART 2023-A A3 4.58 04/15/2027		5.14%	158.60	0.00	158.60	0.00
Coupon	07/15/2025	91324PEU2	0.00	UNITEDHEALTH GROUP INC 4.25 01/15/2029		5.05%	4,781.25	0.00	4,781.25	0.00
Coupon	07/15/2025	26444HAC5	0.00	DUKE ENERGY FLORIDA LLC 3.2 01/15/2027		5.03%	2,400.00	0.00	2,400.00	0.00
Coupon	07/15/2025	05522RDJ4	0.00	BACCT 2024-1 A 4.93 05/15/2029		4.93%	369.75	0.00	369.75	0.00
Coupon	07/15/2025	44935CAD3	0.00	HART 2025-A A3 4.32 10/15/2029		4.84%	468.00	0.00	468.00	0.00
Coupon	07/15/2025	89240JAD3	0.00	TAOT 25A A3 4.64 08/15/2029		4.69%	483.33	0.00	483.33	0.00
Coupon	07/15/2025	58768YAD7	0.00	MBALT 2025-A A3 4.61 04/16/2029		4.66%	422.58	0.00	422.58	0.00
Coupon	07/15/2025	02582JKM1	0.00	AMXCA 2025-1 A 4.56 12/17/2029		4.57%	893.00	0.00	893.00	0.00
Coupon	07/15/2025	92970QAJ4	0.00	WFCIT 2025-1 A 4.34 05/15/2030		4.33%	84.39	0.00	84.39	0.00
Coupon	07/15/2025	92970QAJ4	0.00	WFCIT 2025-1 A 4.34 05/15/2030		4.33%	400.85	0.00	400.85	0.00
Coupon	07/15/2025	92970QAE5	0.00	WFCIT 2024-2 A 4.29 10/15/2029		4.29%	375.38	0.00	375.38	0.00
Coupon	07/15/2025	3130AYPN0	0.00	FEDERAL HOME LOAN BANKS 4.125 01/15/2027		4.16%	5,156.25	0.00	5,156.25	0.00
Coupon	07/15/2025	437921AD1	0.00	HAROT 252 A3 4.15 10/15/2029		4.15%	17.29	0.00	17.29	0.00
Coupon	07/15/2025	437921AD1	0.00	HAROT 252 A3 4.15 10/15/2029		4.15%	121.04	0.00	121.04	0.00
Coupon	07/15/2025	89231CAD9	0.00	TAOT 2022-C A3 3.76 04/15/2027		3.80%	107.65	0.00	107.65	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	07/15/2025	47800AAC4	0.00	JDOT 2022-B A3 3.74 02/16/2027		3.77%	87.00	0.00	87.00	0.00
Coupon	07/15/2025	87612EBM7	0.00	TARGET CORP 1.95 01/15/2027		1.96%	2,437.50	0.00	2,437.50	0.00
Coupon	07/16/2025	362549AD9	0.00	GMCAR 2025-2 A3 4.28 04/16/2030		4.71%	178.33	0.00	178.33	0.00
Coupon	07/16/2025	362549AD9	0.00	GMCAR 2025-2 A3 4.28 04/16/2030		4.71%	17.83	0.00	17.83	0.00
Coupon	07/16/2025	362549AD9	0.00	GMCAR 2025-2 A3 4.28 04/16/2030		4.71%	107.00	0.00	107.00	0.00
Coupon	07/17/2025	3133EPQC2	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 07/17/2026		4.64%	6,937.50	0.00	6,937.50	0.00
Coupon	07/20/2025	379929AD4	0.00	GMALT 2023-3 A3 5.38 11/20/2026		5.38%	88.78	0.00	88.78	0.00
Coupon	07/20/2025	24422EWR6	0.00	JOHN DEERE CAPITAL CORP 4.75 01/20/2028		4.93%	3,562.50	0.00	3,562.50	0.00
Coupon	07/20/2025	362962AD4	0.00	GMALT 2025-2 A3 4.58 05/22/2028		4.84%	381.67	0.00	381.67	0.00
Coupon	07/20/2025	362962AD4	0.00	GMALT 2025-2 A3 4.58 05/22/2028		4.84%	38.17	0.00	38.17	0.00
Coupon	07/20/2025	362962AD4	0.00	GMALT 2025-2 A3 4.58 05/22/2028		4.84%	209.92	0.00	209.92	0.00
Coupon	07/20/2025	36271VAD9	0.00	GMALT 2025-1 A3 4.66 02/21/2028		4.66%	349.50	0.00	349.50	0.00
Coupon	07/20/2025	36271VAD9	0.00	GMALT 2025-1 A3 4.66 02/21/2028		4.66%	38.83	0.00	38.83	0.00
Coupon	07/20/2025	36271VAD9	0.00	GMALT 2025-1 A3 4.66 02/21/2028		4.66%	194.17	0.00	194.17	0.00
Coupon	07/20/2025	92348KDY6	0.00	VZMT 2025-3 A1A 4.51 03/20/2030		4.51%	601.33	0.00	601.33	0.00
Coupon	07/20/2025	24422EWR6	0.00	JOHN DEERE CAPITAL CORP 4.75 01/20/2028		4.34%	475.00	0.00	475.00	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	07/21/2025	438123AC5	0.00	HAROT 2023-4 A3 5.67 06/21/2028		5.74%	259.88	0.00	259.88	0.00
Coupon	07/21/2025	43813YAC6	0.00	HAROT 2024-3 A3 4.57 03/21/2029		4.66%	380.83	0.00	380.83	0.00
Coupon	07/21/2025	43814VAC1	0.00	HAROT 2025-1 A3 4.57 09/21/2029		4.57%	609.33	0.00	609.33	0.00
Coupon	07/21/2025	43814VAC1	0.00	HAROT 2025-1 A3 4.57 09/21/2029		4.57%	57.13	0.00	57.13	0.00
Coupon	07/21/2025	43814VAC1	0.00	HAROT 2025-1 A3 4.57 09/21/2029		4.57%	342.75	0.00	342.75	0.00
Coupon	07/22/2025	06051GKW8	0.00	BANK OF AMERICA CORP 4.948 07/22/2028		4.51%	5,566.50	0.00	5,566.50	0.00
Coupon	07/23/2025	46647PAM8	0.00	JPMORGAN CHASE & CO 3.509 01/23/2029		5.06%	4,824.88	0.00	4,824.88	0.00
Coupon	07/23/2025	6174468C6	0.00	MORGAN STANLEY 4.0 07/23/2025		4.18%	5,000.00	0.00	5,000.00	0.00
Coupon	07/25/2025	05592XAD2	0.00	BMWOT 2023-A A3 5.47 02/25/2028		5.47%	102.89	0.00	102.89	0.00
Coupon	07/25/2025	096919AD7	0.00	BMWOT 2024-A A3 5.18 02/26/2029		5.18%	345.33	0.00	345.33	0.00
Coupon	07/25/2025	096924AD7	0.00	BMWOT 2025-A A3 4.56 09/25/2029		4.56%	57.00	0.00	57.00	0.00
Coupon	07/25/2025	096924AD7	0.00	BMWOT 2025-A A3 4.56 09/25/2029		4.56%	285.00	0.00	285.00	0.00
Coupon	07/25/2025	096924AD7	0.00	BMWOT 2025-A A3 4.56 09/25/2029		4.56%	532.00	0.00	532.00	0.00
Coupon	07/25/2025	3133EN7B0	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.75 01/25/2030		4.36%	2,812.50	0.00	2,812.50	0.00
Coupon	07/25/2025	3133EN7B0	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.75 01/25/2030		3.88%	656.25	0.00	656.25	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	07/28/2025	3133END64	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.25 07/28/2032		5.25%	2,437.50	0.00	2,437.50	0.00
Coupon	07/30/2025	3133EPZY4	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 5.0 07/30/2026		5.01%	1,000.00	0.00	1,000.00	0.00
Coupon	07/30/2025	3133EPZY4	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 5.0 07/30/2026		5.01%	3,750.00	0.00	3,750.00	0.00
Coupon	07/31/2025	69371RS80	0.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		4.68%	3,220.00	0.00	3,220.00	0.00
Coupon	07/31/2025	69371RS80	0.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		4.52%	1,035.00	0.00	1,035.00	0.00
Coupon	07/31/2025	91282CHQ7	0.00	UNITED STATES TREASURY 4.125 07/31/2028		4.39%	9,281.25	0.00	9,281.25	0.00
Coupon	07/31/2025	91282CLC3	0.00	UNITED STATES TREASURY 4.0 07/31/2029		3.56%	8,000.00	0.00	8,000.00	0.00
Total Coupon			**0.00**				**94,764.60**	**0.00**	**94,764.60**	**0.00**
Custody Fee	07/24/2025	CCYUSD	(275.98)	Cash		0.00%	(275.98)	0.00	(275.98)	0.00
Total Custody Fee			**(275.98)**				**(275.98)**	**0.00**	**(275.98)**	**0.00**
Dividend	07/31/2025	31846V203	0.00	FIRST AMER:GVT OBLG Y		3.92%	1,770.43	0.00	1,770.43	0.00
Total Dividend			**0.00**				**1,770.43**	**0.00**	**1,770.43**	**0.00**
Management Fee	07/07/2025	CCYUSD	(2,809.58)	Cash		0.00%	(2,809.58)	0.00	(2,809.58)	0.00
Total Management Fee			**(2,809.58)**				**(2,809.58)**	**0.00**	**(2,809.58)**	**0.00**
Principal Paydown	07/01/2025	31307PNB1	292.93	FH J33086 3.0 11/01/2030		2.38%	292.93	--	292.93	0.00
Principal Paydown	07/01/2025	3138YDAS8	218.71	FN AY0016 2.5 01/01/2030		2.16%	218.71	--	218.71	0.00
Principal Paydown	07/01/2025	31307PEF2	195.43	FH J32834 2.5 09/01/2030		2.08%	195.43	--	195.43	(0.00)
Principal Paydown	07/15/2025	47787CAC7	8,901.59	JDOT 2023-C A3 5.48 05/15/2028		5.55%	8,901.59	--	8,901.59	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Principal Paydown	07/15/2025	58768PAC8	9,466.31	MBART 2022-1 A3 5.21 08/16/2027		5.27%	9,466.31	--	9,466.31	0.00
Principal Paydown	07/15/2025	47800BAC2	5,662.43	JDOT 2022-C A3 5.09 06/15/2027		5.15%	5,662.43	--	5,662.43	0.00
Principal Paydown	07/15/2025	448979AD6	5,062.23	HART 2023-A A3 4.58 04/15/2027		5.14%	5,062.23	--	5,062.23	0.00
Principal Paydown	07/15/2025	89231CAD9	3,898.90	TAOT 2022-C A3 3.76 04/15/2027		3.80%	3,898.90	--	3,898.90	(0.00)
Principal Paydown	07/15/2025	47800AAC4	2,472.82	JDOT 2022-B A3 3.74 02/16/2027		3.77%	2,472.82	--	2,472.82	0.00
Principal Paydown	07/20/2025	379929AD4	4,192.67	GMALT 2023-3 A3 5.38 11/20/2026		5.38%	4,192.67	--	4,192.67	0.00
Principal Paydown	07/25/2025	05592XAD2	1,753.53	BMWOT 2023-A A3 5.47 02/25/2028		5.47%	1,753.53	--	1,753.53	(0.00)
Total Principal Paydown			**42,117.55**				**42,117.55**	**--**	**42,117.55**	**0.02**
TOTAL OTHER TRANSACTIONS			**39,031.99**				**135,567.02**	**0.00**	**135,567.02**	**0.02**

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	08/01/2025	31846V203	1,752.83	FIRST AMER:GVT OBLG Y	1.000	3.94%	(1,752.83)	0.00	(1,752.83)	0.00
Purchase	08/01/2025	31846V203	8,764.12	FIRST AMER:GVT OBLG Y	1.000	3.94%	(8,764.12)	0.00	(8,764.12)	0.00
Purchase	08/04/2025	31846V203	1,602.79	FIRST AMER:GVT OBLG Y	1.000	3.91%	(1,602.79)	0.00	(1,602.79)	0.00
Purchase	08/04/2025	31846V203	40.41	FIRST AMER:GVT OBLG Y	1.000	3.91%	(40.41)	0.00	(40.41)	0.00
Purchase	08/04/2025	31846V203	127.23	FIRST AMER:GVT OBLG Y	1.000	3.91%	(127.23)	0.00	(127.23)	0.00
Purchase	08/05/2025	31846V203	175.00	FIRST AMER:GVT OBLG Y	1.000	3.91%	(175.00)	0.00	(175.00)	0.00
Purchase	08/12/2025	31846V203	275,000.00	FIRST AMER:GVT OBLG Y	1.000	3.91%	(275,000.00)	0.00	(275,000.00)	0.00
Purchase	08/12/2025	31846V203	5,018.75	FIRST AMER:GVT OBLG Y	1.000	3.91%	(5,018.75)	0.00	(5,018.75)	0.00
Purchase	08/14/2025	31846V203	2,625.00	FIRST AMER:GVT OBLG Y	1.000	3.91%	(2,625.00)	0.00	(2,625.00)	0.00
Purchase	08/15/2025	31846V203	60,973.04	FIRST AMER:GVT OBLG Y	1.000	3.90%	(60,973.04)	0.00	(60,973.04)	0.00
Purchase	08/15/2025	31846V203	4,279.53	FIRST AMER:GVT OBLG Y	1.000	3.90%	(4,279.53)	0.00	(4,279.53)	0.00
Purchase	08/15/2025	31846V203	41,807.25	FIRST AMER:GVT OBLG Y	1.000	3.90%	(41,807.25)	0.00	(41,807.25)	0.00
Purchase	08/18/2025	31846V203	3,778.33	FIRST AMER:GVT OBLG Y	1.000	3.92%	(3,778.33)	0.00	(3,778.33)	0.00
Purchase	08/18/2025	31846V203	17.83	FIRST AMER:GVT OBLG Y	1.000	3.92%	(17.83)	0.00	(17.83)	0.00
Purchase	08/18/2025	31846V203	107.00	FIRST AMER:GVT OBLG Y	1.000	3.92%	(107.00)	0.00	(107.00)	0.00
Purchase	08/20/2025	31846V203	5,833.84	FIRST AMER:GVT OBLG Y	1.000	3.93%	(5,833.84)	0.00	(5,833.84)	0.00
Purchase	08/20/2025	31846V203	77.00	FIRST AMER:GVT OBLG Y	1.000	3.93%	(77.00)	0.00	(77.00)	0.00
Purchase	08/20/2025	31846V203	404.09	FIRST AMER:GVT OBLG Y	1.000	3.93%	(404.09)	0.00	(404.09)	0.00
Purchase	08/21/2025	31846V203	4,705.72	FIRST AMER:GVT OBLG Y	1.000	3.90%	(4,705.72)	0.00	(4,705.72)	0.00
Purchase	08/21/2025	31846V203	57.13	FIRST AMER:GVT OBLG Y	1.000	3.90%	(57.13)	0.00	(57.13)	0.00
Purchase	08/21/2025	31846V203	342.75	FIRST AMER:GVT OBLG Y	1.000	3.90%	(342.75)	0.00	(342.75)	0.00
Purchase	08/25/2025	31846V203	9,750.77	FIRST AMER:GVT OBLG Y	1.000	3.91%	(9,750.77)	0.00	(9,750.77)	0.00
Purchase	08/25/2025	31846V203	371.38	FIRST AMER:GVT OBLG Y	1.000	3.91%	(371.38)	0.00	(371.38)	0.00
Purchase	08/25/2025	31846V203	402,872.28	FIRST AMER:GVT OBLG Y	1.000	3.91%	(402,872.28)	0.00	(402,872.28)	0.00
Purchase	08/26/2025	61747YFQ3	250,000.00	MORGAN STANLEY 5.656 04/18/2030	104.290	4.37%	(260,725.00)	(5,027.56)	(265,752.56)	0.00
Purchase	08/26/2025	149123CH2	250,000.00	CATERPILLAR INC 2.6 04/09/2030	93.711	4.11%	(234,277.50)	(2,473.61)	(236,751.11)	0.00
Purchase	08/26/2025	31846V203	10,210.42	FIRST AMER:GVT OBLG Y	1.000	3.93%	(10,210.42)	0.00	(10,210.42)	0.00
Purchase	08/26/2025	31846V203	970.00	FIRST AMER:GVT OBLG Y	1.000	3.93%	(970.00)	0.00	(970.00)	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Purchase	08/26/2025	31846V203	3,637.50	FIRST AMER:GVT OBLG Y	1.000	3.93%	(3,637.50)	0.00	(3,637.50)	0.00
Purchase	08/27/2025	025816EJ4	30,000.00	AMERICAN EXPRESS CO 4.351 07/20/2029	100.427	4.19%	(30,128.10)	(116.03)	(30,244.13)	0.00
Purchase	08/27/2025	025816EJ4	150,000.00	AMERICAN EXPRESS CO 4.351 07/20/2029	100.427	4.19%	(150,640.50)	(580.13)	(151,220.63)	0.00
Purchase	08/27/2025	31846V203	15,991.56	FIRST AMER:GVT OBLG Y	1.000	3.93%	(15,991.56)	0.00	(15,991.56)	0.00
Purchase	08/28/2025	3137FLN91	400,000.00	FHMS K-091 A2 3.505 03/25/2029	98.328	3.99%	(393,312.50)	(1,051.50)	(394,364.00)	0.00
Purchase	08/28/2025	31846V203	1,012.50	FIRST AMER:GVT OBLG Y	1.000	3.93%	(1,012.50)	0.00	(1,012.50)	0.00
Total Purchase			**1,942,306.05**				**(1,931,389.65)**	**(9,248.83)**	**(1,940,638.48)**	**0.00**
TOTAL ACQUISITIONS			**1,942,306.05**				**(1,931,389.65)**	**(9,248.83)**	**(1,940,638.48)**	**0.00**
DISPOSITIONS										
Maturity	08/12/2025	14913R2Z9	(275,000.00)	CATERPILLAR FINANCIAL SERVICES CORP 3.65 08/12/2025	100.000	3.69%	275,000.00	0.00	275,000.00	0.00
Maturity	08/25/2025	3135G05X7	(400,000.00)	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025	100.000	0.52%	400,000.00	0.00	400,000.00	0.00
Total Maturity			**(675,000.00)**				**675,000.00**	**0.00**	**675,000.00**	**0.00**
Sale	08/08/2025	31846V203	(2,823.74)	FIRST AMER:GVT OBLG Y	1.000	3.91%	2,823.74	0.00	2,823.74	0.00
Sale	08/26/2025	912828X88	(150,000.00)	UNITED STATES TREASURY 2.375 05/15/2027	97.719	4.88%	146,578.13	(997.11)	147,575.24	2,438.15
Sale	08/26/2025	91282CKE0	(350,000.00)	UNITED STATES TREASURY 4.25 03/15/2027	100.699	3.79%	352,447.27	(6,629.08)	359,076.35	104.10
Sale	08/27/2025	91282CHE4	(45,000.00)	UNITED STATES TREASURY 3.625 05/31/2028	99.988	3.98%	44,994.73	(392.21)	45,386.94	392.86
Sale	08/27/2025	31846V203	(147,583.13)	FIRST AMER:GVT OBLG Y	1.000	3.93%	147,583.13	0.00	147,583.13	0.00
Sale	08/28/2025	31846V203	(384,642.20)	FIRST AMER:GVT OBLG Y	1.000	3.93%	384,642.20	0.00	384,642.20	0.00
Total Sale			**(1,080,049.07)**				**1,079,069.20**	**(8,018.40)**	**1,087,087.60**	**2,935.12**

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
TOTAL DISPOSITIONS			**(1,755,049.07)**				**1,754,069.20**	**(8,018.40)**	**1,762,087.60**	**2,935.12**
OTHER TRANSACTIONS										
Coupon	08/01/2025	61747YFA8	0.00	MORGAN STANLEY 5.123 02/01/2029		4.64%	3,842.25	0.00	3,842.25	0.00
Coupon	08/01/2025	61747YFA8	0.00	MORGAN STANLEY 5.123 02/01/2029		4.64%	768.45	0.00	768.45	0.00
Coupon	08/01/2025	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.34%	656.04	0.00	656.04	0.00
Coupon	08/01/2025	3137FJXV6	0.00	FHMS K-083 A2 4.05 09/25/2028		4.31%	793.13	0.00	793.13	0.00
Coupon	08/01/2025	3137FJXV6	0.00	FHMS K-083 A2 4.05 09/25/2028		4.31%	151.88	0.00	151.88	0.00
Coupon	08/01/2025	3137FPJG1	0.00	FHMS K-099 A2 2.595 09/25/2029		4.29%	346.00	0.00	346.00	0.00
Coupon	08/01/2025	880591FB3	0.00	TENNESSEE VALLEY AUTHORITY 4.375 08/01/2034		4.24%	984.38	0.00	984.38	0.00
Coupon	08/01/2025	880591FB3	0.00	TENNESSEE VALLEY AUTHORITY 4.375 08/01/2034		4.24%	4,921.87	0.00	4,921.87	0.00
Coupon	08/01/2025	3137FEZU7	0.00	FHMS K-076 A2 3.9 04/25/2028		4.16%	162.50	0.00	162.50	0.00
Coupon	08/01/2025	3137FEZU7	0.00	FHMS K-076 A2 3.9 04/25/2028		4.16%	893.75	0.00	893.75	0.00
Coupon	08/01/2025	31307PNB1	0.00	FH J33086 3.0 11/01/2030		2.38%	20.13	0.00	20.13	0.00
Coupon	08/01/2025	3138YDAS8	0.00	FN AY0016 2.5 01/01/2030		2.16%	12.03	0.00	12.03	0.00
Coupon	08/01/2025	31307PEF2	0.00	FH J32834 2.5 09/01/2030		2.08%	15.89	0.00	15.89	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	08/01/2025	3137BSRE5	0.00	FHMS K-059 A2 3.12 09/25/2026		1.98%	715.00	0.00	715.00	0.00
Coupon	08/05/2025	3135G05Q2	0.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.875 08/05/2030		3.62%	175.00	0.00	175.00	0.00
Coupon	08/12/2025	14913R2Z9	0.00	CATERPILLAR FINANCIAL SERVICES CORP 3.65 08/12/2025		3.69%	5,018.75	0.00	5,018.75	0.00
Coupon	08/14/2025	532457CQ9	0.00	ELI LILLY AND CO 4.2 08/14/2029		4.25%	2,625.00	0.00	2,625.00	0.00
Coupon	08/15/2025	47786WAD2	0.00	JDOT 2024-B A3 5.2 03/15/2029		5.81%	390.00	0.00	390.00	0.00
Coupon	08/15/2025	47787CAC7	0.00	JDOT 2023-C A3 5.48 05/15/2028		5.55%	668.28	0.00	668.28	0.00
Coupon	08/15/2025	44934QAD3	0.00	HART 2024-B A3 4.84 03/15/2029		5.45%	181.50	0.00	181.50	0.00
Coupon	08/15/2025	58768PAC8	0.00	MBART 2022-1 A3 5.21 08/16/2027		5.27%	348.19	0.00	348.19	0.00
Coupon	08/15/2025	161571HT4	0.00	CHAIT 2023-1 A 5.16 09/15/2028		5.23%	752.50	0.00	752.50	0.00
Coupon	08/15/2025	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		5.15%	269.99	0.00	269.99	0.00
Coupon	08/15/2025	448979AD6	0.00	HART 2023-A A3 4.58 04/15/2027		5.14%	139.28	0.00	139.28	0.00
Coupon	08/15/2025	05522RDJ4	0.00	BACCT 2024-1 A 4.93 05/15/2029		4.93%	369.75	0.00	369.75	0.00
Coupon	08/15/2025	44935CAD3	0.00	HART 2025-A A3 4.32 10/15/2029		4.84%	468.00	0.00	468.00	0.00
Coupon	08/15/2025	9128284V9	0.00	UNITED STATES TREASURY 2.875 08/15/2028		4.71%	575.00	0.00	575.00	0.00
Coupon	08/15/2025	89240JAD3	0.00	TAOT 2025-A A3 4.64 08/15/2029		4.69%	483.33	0.00	483.33	0.00
Coupon	08/15/2025	58768YAD7	0.00	MBALT 2025-A A3 4.61 04/16/2029		4.66%	422.58	0.00	422.58	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	08/15/2025	02582JKM1	0.00	AMXCA 2025-1 A 4.56 12/17/2029		4.57%	893.00	0.00	893.00	0.00
Coupon	08/15/2025	47800UAD8	0.00	JDOT 2025-B A3 4.17 12/17/2029		4.52%	48.65	0.00	48.65	0.00
Coupon	08/15/2025	47800UAD8	0.00	JDOT 2025-B A3 4.17 12/17/2029		4.52%	243.25	0.00	243.25	0.00
Coupon	08/15/2025	171239AL0	0.00	CHUBB INA HOLDINGS LLC 4.65 08/15/2029		4.52%	3,487.50	0.00	3,487.50	0.00
Coupon	08/15/2025	171239AL0	0.00	CHUBB INA HOLDINGS LLC 4.65 08/15/2029		4.52%	697.50	0.00	697.50	0.00
Coupon	08/15/2025	91282CHT1	0.00	UNITED STATES TREASURY 3.875 08/15/2033		4.52%	871.88	0.00	871.88	0.00
Coupon	08/15/2025	912810FG8	0.00	UNITED STATES TREASURY 5.25 02/15/2029		4.51%	5,381.25	0.00	5,381.25	0.00
Coupon	08/15/2025	171239AL0	0.00	CHUBB INA HOLDINGS LLC 4.65 08/15/2029		4.50%	4,417.50	0.00	4,417.50	0.00
Coupon	08/15/2025	91282CHT1	0.00	UNITED STATES TREASURY 3.875 08/15/2033		4.46%	4,359.37	0.00	4,359.37	0.00
Coupon	08/15/2025	92970QAJ4	0.00	WFCIT 2025-1 A 4.34 05/15/2030		4.33%	72.33	0.00	72.33	0.00
Coupon	08/15/2025	92970QAJ4	0.00	WFCIT 2025-1 A 4.34 05/15/2030		4.33%	343.58	0.00	343.58	0.00
Coupon	08/15/2025	912810FE3	0.00	UNITED STATES TREASURY 5.5 08/15/2028		4.32%	10,312.50	0.00	10,312.50	0.00
Coupon	08/15/2025	91282CFF3	0.00	UNITED STATES TREASURY 2.75 08/15/2032		4.30%	3,437.50	0.00	3,437.50	0.00
Coupon	08/15/2025	92970QAE5	0.00	WFCIT 2024-2 A 4.29 10/15/2029		4.29%	375.38	0.00	375.38	0.00
Coupon	08/15/2025	912810FP8	0.00	UNITED STATES TREASURY 5.375 02/15/2031		4.23%	5,375.00	0.00	5,375.00	0.00
Coupon	08/15/2025	9128286B1	0.00	UNITED STATES TREASURY 2.625 02/15/2029		4.22%	3,281.25	0.00	3,281.25	0.00
Coupon	08/15/2025	9128286B1	0.00	UNITED STATES TREASURY 2.625 02/15/2029		4.21%	4,593.75	0.00	4,593.75	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	08/15/2025	437921AD1	0.00	HAROT 252 A3 4.15 10/15/2029		4.15%	17.29	0.00	17.29	0.00
Coupon	08/15/2025	437921AD1	0.00	HAROT 252 A3 4.15 10/15/2029		4.15%	121.04	0.00	121.04	0.00
Coupon	08/15/2025	9128284V9	0.00	UNITED STATES TREASURY 2.875 08/15/2028		4.00%	2,875.00	0.00	2,875.00	0.00
Coupon	08/15/2025	9128286B1	0.00	UNITED STATES TREASURY 2.625 02/15/2029		3.97%	590.63	0.00	590.63	0.00
Coupon	08/15/2025	91282CFF3	0.00	UNITED STATES TREASURY 2.75 08/15/2032		3.80%	618.75	0.00	618.75	0.00
Coupon	08/15/2025	91282CGM7	0.00	UNITED STATES TREASURY 3.5 02/15/2033		3.80%	3,850.00	0.00	3,850.00	0.00
Coupon	08/15/2025	89231CAD9	0.00	TAOT 2022-C A3 3.76 04/15/2027		3.80%	95.43	0.00	95.43	0.00
Coupon	08/15/2025	47800AAC4	0.00	JDOT 2022-B A3 3.74 02/16/2027		3.77%	79.30	0.00	79.30	0.00
Coupon	08/15/2025	91282CGM7	0.00	UNITED STATES TREASURY 3.5 02/15/2033		3.74%	787.50	0.00	787.50	0.00
Coupon	08/15/2025	912828V98	0.00	UNITED STATES TREASURY 2.25 02/15/2027		3.30%	5,062.50	0.00	5,062.50	0.00
Coupon	08/16/2025	362549AD9	0.00	GMCAR 2025-2 A3 4.28 04/16/2030		4.71%	178.33	0.00	178.33	0.00
Coupon	08/16/2025	362549AD9	0.00	GMCAR 2025-2 A3 4.28 04/16/2030		4.71%	17.83	0.00	17.83	0.00
Coupon	08/16/2025	362549AD9	0.00	GMCAR 2025-2 A3 4.28 04/16/2030		4.71%	107.00	0.00	107.00	0.00
Coupon	08/18/2025	713448FL7	0.00	PEPSICO INC 3.6 02/18/2028		4.49%	3,600.00	0.00	3,600.00	0.00
Coupon	08/20/2025	379929AD4	0.00	GMALT 2023-3 A3 5.38 11/20/2026		5.38%	69.98	0.00	69.98	0.00
Coupon	08/20/2025	362962AD4	0.00	GMALT 2025-2 A3 4.58 05/22/2028		4.84%	381.67	0.00	381.67	0.00
Coupon	08/20/2025	362962AD4	0.00	GMALT 2025-2 A3 4.58 05/22/2028		4.84%	38.17	0.00	38.17	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	08/20/2025	362962AD4	0.00	GMALT 2025-2 A3 4.58 05/22/2028		4.84%	209.92	0.00	209.92	0.00
Coupon	08/20/2025	36271VAD9	0.00	GMALT 2025-1 A3 4.66 02/21/2028		4.66%	349.50	0.00	349.50	0.00
Coupon	08/20/2025	36271VAD9	0.00	GMALT 2025-1 A3 4.66 02/21/2028		4.66%	38.83	0.00	38.83	0.00
Coupon	08/20/2025	36271VAD9	0.00	GMALT 2025-1 A3 4.66 02/21/2028		4.66%	194.17	0.00	194.17	0.00
Coupon	08/20/2025	92348KDY6	0.00	VZMT 2025-3 A1A 4.51 03/20/2030		4.51%	601.33	0.00	601.33	0.00
Coupon	08/21/2025	438123AC5	0.00	HAROT 2023-4 A3 5.67 06/21/2028		5.74%	259.88	0.00	259.88	0.00
Coupon	08/21/2025	43813YAC6	0.00	HAROT 2024-3 A3 4.57 03/21/2029		4.66%	380.83	0.00	380.83	0.00
Coupon	08/21/2025	43814VAC1	0.00	HAROT 2025-1 A3 4.57 09/21/2029		4.57%	609.33	0.00	609.33	0.00
Coupon	08/21/2025	43814VAC1	0.00	HAROT 2025-1 A3 4.57 09/21/2029		4.57%	57.13	0.00	57.13	0.00
Coupon	08/21/2025	43814VAC1	0.00	HAROT 2025-1 A3 4.57 09/21/2029		4.57%	342.75	0.00	342.75	0.00
Coupon	08/23/2025	3133EPBM6	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.125 08/23/2027		4.35%	5,568.75	0.00	5,568.75	0.00
Coupon	08/25/2025	05592XAD2	0.00	BMWOT 2023-A A3 5.47 02/25/2028		5.47%	94.90	0.00	94.90	0.00
Coupon	08/25/2025	096919AD7	0.00	BMWOT 2024-A A3 5.18 02/26/2029		5.18%	345.33	0.00	345.33	0.00
Coupon	08/25/2025	096924AD7	0.00	BMWOT 2025-A A3 4.56 09/25/2029		4.56%	57.00	0.00	57.00	0.00
Coupon	08/25/2025	096924AD7	0.00	BMWOT 2025-A A3 4.56 09/25/2029		4.56%	285.00	0.00	285.00	0.00
Coupon	08/25/2025	096924AD7	0.00	BMWOT 2025-A A3 4.56 09/25/2029		4.56%	532.00	0.00	532.00	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	08/25/2025	3135G05X7	0.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025		0.52%	750.00	0.00	750.00	0.00
Coupon	08/26/2025	17275RBR2	0.00	CISCO SYSTEMS INC 4.85 02/26/2029		4.91%	3,637.50	0.00	3,637.50	0.00
Coupon	08/26/2025	17275RBR2	0.00	CISCO SYSTEMS INC 4.85 02/26/2029		4.84%	6,062.50	0.00	6,062.50	0.00
Coupon	08/26/2025	17275RBR2	0.00	CISCO SYSTEMS INC 4.85 02/26/2029		4.84%	970.00	0.00	970.00	0.00
Coupon	08/27/2025	14913UAJ9	0.00	CATERPILLAR FINANCIAL SERVICES CORP 4.85 02/27/2029		5.05%	848.75	0.00	848.75	0.00
Coupon	08/27/2025	14913UAJ9	0.00	CATERPILLAR FINANCIAL SERVICES CORP 4.85 02/27/2029		4.40%	3,637.50	0.00	3,637.50	0.00
Coupon	08/28/2025	857477CU5	0.00	STATE STREET CORP 4.536 02/28/2028		4.51%	5,896.80	0.00	5,896.80	0.00
Coupon	08/28/2025	3133EPUN3	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 08/28/2028		4.32%	3,825.00	0.00	3,825.00	0.00
Coupon	08/28/2025	3133EPUN3	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 08/28/2028		4.32%	1,012.50	0.00	1,012.50	0.00
Coupon	08/31/2025	91282CFJ5	0.00	UNITED STATES TREASURY 3.125 08/31/2029		4.43%	5,937.50	0.00	5,937.50	0.00
Coupon	08/31/2025	91282CGQ8	0.00	UNITED STATES TREASURY 4.0 02/28/2030		4.05%	900.00	0.00	900.00	0.00
Coupon	08/31/2025	91282CGQ8	0.00	UNITED STATES TREASURY 4.0 02/28/2030		4.02%	4,400.00	0.00	4,400.00	0.00
Coupon	08/31/2025	91282CFJ5	0.00	UNITED STATES TREASURY 3.125 08/31/2029		3.94%	859.38	0.00	859.38	0.00
Coupon	08/31/2025	91282CFJ5	0.00	UNITED STATES TREASURY 3.125 08/31/2029		3.85%	2,968.75	0.00	2,968.75	0.00
Total Coupon			**0.00**				**145,484.89**	**0.00**	**145,484.89**	**0.00**

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Custody Fee	08/25/2025	CCYUSD	(275.69)	Cash		0.00%	(275.69)	0.00	(275.69)	0.00
Total Custody Fee			**(275.69)**				**(275.69)**	**0.00**	**(275.69)**	**0.00**
Dividend	08/31/2025	31846V203	0.00	FIRST AMER:GVT OBLG Y		3.90%	1,300.94	0.00	1,300.94	0.00
Total Dividend			**0.00**				**1,300.94**	**0.00**	**1,300.94**	**0.00**
Management Fee	08/08/2025	CCYUSD	(2,823.74)	Cash		0.00%	(2,823.74)	0.00	(2,823.74)	0.00
Total Management Fee			**(2,823.74)**				**(2,823.74)**	**0.00**	**(2,823.74)**	**0.00**
Principal Paydown	08/01/2025	31307PNB1	161.73	FH J33086 3.0 11/01/2030		2.38%	161.73	--	161.73	0.00
Principal Paydown	08/01/2025	3138YDAS8	138.37	FN AY0016 2.5 01/01/2030		2.16%	138.37	--	138.37	(0.00)
Principal Paydown	08/01/2025	31307PEF2	185.36	FH J32834 2.5 09/01/2030		2.08%	185.36	--	185.36	(0.00)
Principal Paydown	08/15/2025	47787CAC7	10,003.77	JDOT 2023-C A3 5.48 05/15/2028		5.55%	10,003.77	--	10,003.77	(0.00)
Principal Paydown	08/15/2025	58768PAC8	9,192.72	MBART 2022-1 A3 5.21 08/16/2027		5.27%	9,192.72	--	9,192.72	(0.00)
Principal Paydown	08/15/2025	47800BAC2	8,399.41	JDOT 2022-C A3 5.09 06/15/2027		5.15%	8,399.41	--	8,399.41	0.00
Principal Paydown	08/15/2025	448979AD6	4,972.53	HART 2023-A A3 4.58 04/15/2027		5.14%	4,972.53	--	4,972.53	(0.00)
Principal Paydown	08/15/2025	89231CAD9	3,938.24	TAOT 2022-C A3 3.76 04/15/2027		3.80%	3,938.24	--	3,938.24	0.00
Principal Paydown	08/15/2025	47800AAC4	2,813.01	JDOT 2022-B A3 3.74 02/16/2027		3.77%	2,813.01	--	2,813.01	(0.00)
Principal Paydown	08/20/2025	379929AD4	4,431.36	GMALT 2023-3 A3 5.38 11/20/2026		5.38%	4,431.36	--	4,431.36	(0.00)
Principal Paydown	08/21/2025	438123AC5	3,455.68	HAROT 2023-4 A3 5.67 06/21/2028		5.74%	3,455.68	--	3,455.68	(0.00)
Principal Paydown	08/25/2025	05592XAD2	1,768.44	BMWOT 2023-A A3 5.47 02/25/2028		5.47%	1,768.44	--	1,768.44	(0.01)
Total Principal Paydown			**49,460.62**				**49,460.62**	**--**	**49,460.62**	**(0.02)**

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
TOTAL OTHER TRANSACTIONS			**46,361.19**				**193,147.02**	**0.00**	**193,147.02**	**(0.02)**

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-4

Engineering Department Report

09-18-2025

September 2025

*****Text shown in bold has changed from the previous update*****

Active Capital Projects

Project	Status
Seismic/Snow Risk Assessment	Phase 2 will further vet high risks identified in Phase 1.
Structural Roof Replacements	This project will replace structural components and waterproofing for 3 pump station buildings and the Wastewater Treatment Filter Building. **This project is under construction.**
Fire Protection Projects (in partnership with MLFPD and INF)	These projects have been engineered in coordination with MLFPD to improve the ability to fight fires in the Wildland Urban Interface. **A new fire hydrant at the entrance to Valentine Reserve is complete**. A new fire hydrant on the Scenic Loop and additional locations for fire trucks to draft water for fire fighting in the Lakes Basin are **ready for construction but have been delayed due to USFS permitting issues.**
MCWD Facility Defensible Space Clearing	Staff are working with the USFS to fast-track defensible space clearing around MCWD infrastructure.
Campus Pavement Rehab	**In July the Board approved a $332,000 budget increase for change orders for quantity adjustments and to add asphalt paving around the WWTP and lab buildings, slurry seal of asphalt placed in 2024, and an asphalt walkway connecting the Admin parking lot to the WWTP. This project is complete except for a few minor punch list items.**
Admin Building Seismic/ADA/Energy Assessment and Alternatives	This new project will evaluate key performance measures of the Admin Building. An RFQ for architectural services is being prepared to procure technical support to complete the assessment and develop alternatives for consideration.
GIS Utility Network	**This project is now in the Support phase. Staff have completed subnetwork configurations and are working on integrations with infraMap and Wincan software. Full cutover to the new GIS will happen soon.**
Wells Study	The scope and fee for this project will be negotiated with UES after more progress is made on the Laurel Pond hydrogeology work.
Tank Coatings and Cathodic Protection	**Coating work on Tank T-7 (Bluffs) and the Lake Mary Treatment Plant Backwash Tank is complete.** Coating work on Tank T-2 (Juniper Ridge) is scheduled for 2026. The tank cathodic protection project is being engineered and an RFB is being prepared.
Water Distribution Improvements	**Hill Street lateral replacements are complete and more are underway on Creek Lane. Miscellaneous air relief valve upgrades are underway.**

Industrial Park (Zone 4/5) Connector	This project will connect the Mammoth Mountain RV Park to the Industrial Park with a new ductile iron water pipeline to improve water distribution system reliability. **Permits with the USFS are underway. Easement agreements are being finalized with property owners.**
Wastewater Collection Improvements	**2025 sewer "top hats", spot repairs, and manhole collar replacements are being scheduled.**
Laurel Pond Monitoring Wells	**Well drilling is underway and will be complete by the end of September.**
Laurel Pond Basin Plan Amendment Study	**The study proposal is on hold and will be re-evaluated after the first round of samples are collected from the new monitoring wells.**
Shady Rest Park Recycled Water	This is on hold while opportunities for using additional recycled water at Snowcreek Golf Course are explored. Staff continue to look for funding opportunities that would improve the benefit-cost ratio.

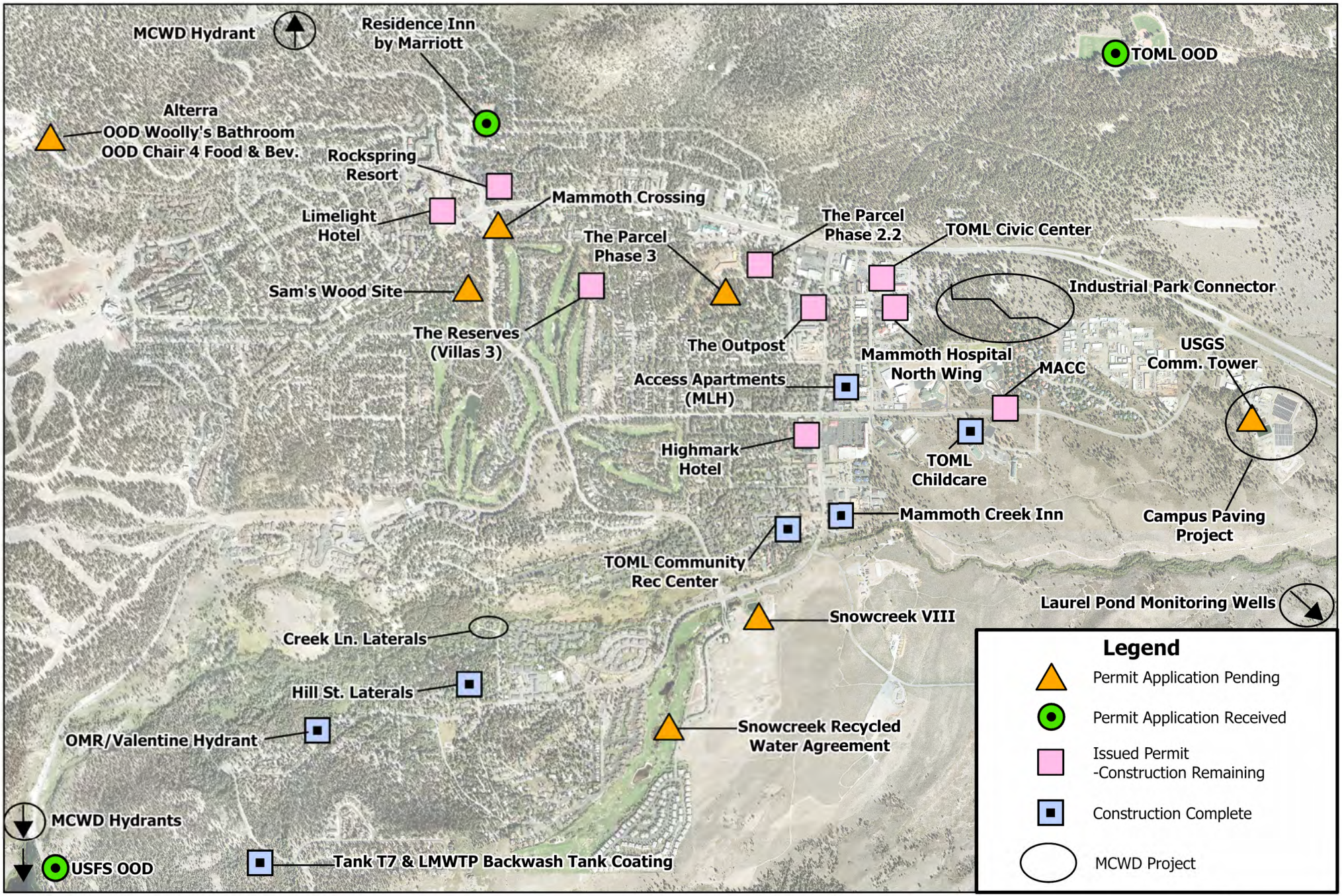
Engineering Department Activities

Activities	**Status**
Ormat CD IV Geothermal Monitoring and Response Plan (GMRP)	UES continues to perform ongoing monitoring and the pass-through agreement with Ormat is functioning as planned. **A 3rd Party Report is being prepared analyzing three years of data since CD-IV has been on-line. Since September of 2024 Ormat has had to reduce energy production because of new capacity ratings on SCE transmission lines south of Bishop to Southern California. Ormat is working with SCE and regulators on solutions so that they can operate the CD-IV plant as designed.**
Residential Wildland Fire Suppression Systems Policy	**See Item C-3 Prohibition of Rooftop Sprinkler Systems Policy.**
Sludge Hauling Contract	**The current sludge hauling contract will expire at the end of 2025. Engineering is working with Wastewater Operations to prepare an RFB for a new five-year hauling contract. The contract will index rates to the Producer Price Index for General Freight Trucking to adjust to economic changes.**
Out-of-District (OOD) Service	OOD agreements for the Inyo National Forest **and TOML have been drafted.** RSD plans to work on a new OOD agreement for MMSA next.
Irrigation Meter Sizing Procedure	This is a follow-up item from the 2025 Capacity Fee Study. Staff will draft a procedure to standardize meter sizing as time allows.
Rate Study Update	The rate study consultant is incorporating feedback from the ad-hoc committee.

Permits with Recent Activity

Project Name	Description	Status
Mammoth Hospital North Wing	Permits have been issued for the North Wing. **Construction is underway and expected to last three years.**	Construction
Snowcreek VIII	The developer says no construction will occur in 2025. The golf course operator has indicated that they will operate the golf course exclusively on surface water and Snowcreek well water this season. The following items are outstanding: • Phase 1A Water and Sewer plan review and permitting (in process) • 2-year Untreated Water Sale Agreement (updated for time delays and re-sent to developer for approval in April) • Negotiate new long-term Recycled Water Agreement • Snowcreek Recycled Water System Engineering Report Update and System Re-design (required from developer/developer's engineer)	Engineering/ Permitting
The Parcel 2.2	Connection and Construction permits have been issued for Phase 2.2. MCWD is working with the developer on a transfer agreement for water mains. **Construction is underway.**	Construction
The Parcel 3	Phase 3 will be a "planned unit development", allowing ownership. The Town has hired a consultant to do the civil engineering and utility design.	Engineering/ Permitting
The Villas (Obsidian)	Construction of water and sewer mains to be accepted by MCWD is complete. **Construction of condos is ongoing.**	Construction
Limelight Hotel	**Construction is progressing and they want to be open by November/December. Major inspections are required.**	**Construction**
Residence Inn by Marriott	The Connection Permit is ready and, **depending on the developer's financing, may be issued in fall of 2025**.	Permitting
Rockspring Resort (6060 Minaret Road)	**Construction is underway.**	Construction
College Pkwy Daycare Center	The foundation and shell construction is complete, and the interior is in design. Occupancy is expected in 2026.	Design/Interior
TOML Civic Center	**Construction is underway. Occupancy is expected by fall 2026.**	Construction

Highmark Hotel (Sierra Center Mall)	MCWD has issued a construction and connection permit for the demolition and "core and shell" phase of this project. The developer has requested TOML Building Permit extensions. No estimated construction start date has been provided.	Permitting
McCoy Arts and Cultural Center (MACC) 100 College Parkway	Mammoth Lakes Foundation, in partnership with other local agencies, is planning an expansion to the Edison Theater located at 100 College Pkwy. **This project is under construction.**	**Permitting**
Woodsite Condos	**This is a new proposal to construct approximately 70 condo units on the Sam's Woodsite parcels. Well #17 is located on a small parcel that is surrounded by the project and significant coordination is needed to ensure the development does not negatively impact our operation and maintenance activities.**	**Permitting**
Mammoth Crossing	**Engineers have submitted requests for water and sewer as-builts to begin planning construction of three "large buildings" on each of the three corners at Minaret Road and Lake Mary Road.**	**Planning**
Alterra Main Lodge Redevelopment	The President and COO of Mammoth and June Mountains paused planning and environmental work indefinitely and closed their escrow account with the Town of Mammoth Lakes for this purpose.	On-Hold
"Golden Connect" Last Mile Fiber Project	This is a new project funded by grants that is expected to bring improved fiberoptic service to the Town of Mammoth Lakes. The project will likely produce a lot of utility marking work for Line Maintenance staff. It may benefit MCWD communications.	Planning
Caltrans Highway 203 Rehab	This project will rehabilitate Highway 203 from Highway 395 to Minaret Summit. MCWD has provided as-built records to assist the design process. Construction is anticipated in 2029.	Planning



Mammoth Community Water District
P.O. Box 597, Mammoth Lakes, CA 93546
(760) 934-2596 FAX: (760) 934-2143

Land Development Activity and Projects - September 2025

Engineering Department Report

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-5

Information Systems Report

09-18-2025

September 2025

Executive Summary

The Utility Network (UN) and District security projects remain the primary focus for ISD staff since the July report. The UN project is wrapping up well as District GIS mapping systems are being configured for the new UN architecture, and infraMap and Wincan software integrations are still underway. ISD also contributed to current District security initiatives, attending training and meetings with local and federal security peers, and implementing recommendations accordingly. Lastly, ISD assimilated data from the UN GIS and Manager Plus systems for inclusion in a new asset replacement and depreciation model being developed by the Finance Department. Please see below for further details.

Hardware Systems

- *SCADA System* – The MCWD SCADA system is performing well. Routine maintenance was performed on the system and new staff have been added and trained in secure SCADA access protocol. Ongoing inclement weather and related power outages have caused intermittent disruptions within the SCADA network. ISD, in collaboration with Maintenance and Operations, is actively diagnosing issues, implementing troubleshooting measures, and strengthening system resilience.
- *AMI System* - The Automated Meter Infrastructure (AMI) Committee continues monthly meetings to support the health of the District's R450/R900 systems. All collectors are currently working properly, but two of the five R450 collectors (Juniper Ridge and Knolls) have required additional troubleshooting and maintenance after experiencing problematic symptoms throughout the summer. However, the AMI system maintained a 97.5% read rate as of September 9th, 2025. MCWD intends to run a dual R900/R450 network for the duration of the twenty-year AMI life cycle. The AMI system is entering its thirteenth year of operation since installation in fall of 2012. Staff will continue to utilize the monthly meetings to optimize the District AMI system.
- *FY 26 Workstation Replacement Program* - Overall, nine of the eighteen Dell bulk order FY26 workstation PCs (50%) have been set up and deployed. In addition, a new PC will be arriving soon with the new TV truck.
- Ongoing hardware support, maintenance, and updates.

Software Systems

- *EnerGov Permitting and Licensing (EPL*) – No change to this item as ISD remains in queue with Tyler Technologies to conduct the Crystal Reports to SSRS custom report conversion plan. Unfortunately, due to the volume of clients in the queue, it may be until Q1 2026 until MCWD reports can be converted, but staff are able to continue generating Crystal Reports up until the Q4 2026 deadline.
- *Wincan Sewer Maintenance Software* – ISD has been working closely with Line Maintenance to transition sewer maintenance TV truck hardware and software to the Wincan software platform and integrate over 15 years of historic Granite Net data and media. In addition, the Wincan software has been configured to utilize Sewer Utility Network data schema and services. ISD staff continue to work on this significant new software implementation as they await the arrival of the new TV truck and camera system.
- *infraMap Water Maintenance Software* – ISD staff continue implementation work with infraMap as well for water asset integration with Water Utility Network GIS layers. Staff designed and implemented a solution for the related table issue and are now integrating the necessary fields

directly into the GIS feature service. Staff are currently tying in all data connections and creating activity forms in the test database before migration to production environment as final step.
- ISD and Administration staff are collaborating to develop a progress plan for the District Laserfiche system and overall Records Retention Program. Staff are conducting training activity with LaserFiche support and integrating recent revisions and workflows for the Records Retention Schedule into the software.
- Created new Outlook rules for Line Maintenance staff to track and positively respond to 811 tickets.
- Ongoing software support, maintenance, and updates.

Administrative

- *Safety and Security Committee* – The committee had a busy period of activity monitoring digital and physical protection measures for District property and personnel. The committee conducted their quarterly meeting on August 14th, as well as a separate Security Liaison meeting with Mammoth Lakes Police Department (MLPD) and Cybersecurity and Infrastructure Security Agency (CISA) representatives on September 11th. In addition, two of the committee members recently completed a certification training for International and Domestic Terrorism hosted by the California Office of Emergency Services (Cal OES) to provide an overview of international and domestic terrorism threats to critical infrastructure within the U.S. homeland, and advanced strategies for the recognition and deterrence of such threats. The next Safety and Security Committee quarterly meeting is scheduled for November.
- *9/11 Security Liaison Meeting* – Staff met with MLPD and CISA to discuss overall security aspects at MCWD, security gates and fences, recommendations for MCWD's Facility Access Control Plan (FACP), CISA cyber resiliency services in place, upcoming training and grant opportunities, tabletop exercise resources, and other prevention/deterrence measures for District physical and cyber assets.
- Conducted ISD related onboarding/offboarding activities as needed.
- ISD extracted all asset data from Manager Plus Lightning and GIS Utility Network platforms and delivered to Finance staff for inclusion in newly developed long-term asset replacement and depreciation model for all MCWD assets.
- Conducted Office 365 maintenance, distribution group and email account administration.
- Continued administration of VoIP phones, iPads and laptops.

Network and Cybersecurity

- *Quarterly MCWD Cybersecurity Report* – The next quarterly Cybersecurity Report will be part of this department report in at the October Board meeting packet. The report will provide an overall posture of District cybersecurity measures.
- All ISP redundancy and failover measures are in place and tested quarterly.
- ISD and maintenance staff are still planning to run new fiber lines to support a 10GB fiber backbone for the MCWD campus. The project will involve new fiber lines for the Administration, Engineering and WWTP buildings. The fiber will be pulled by District staff and installed on network patch panels all the way back to the point of entry at the Server Room for all three fiber runs to support a 10GB District network for long-term needs. ISD is awaiting maintenance seasonal availability to start this project.

- Continued administration of District cybersecurity measures and services, CISA cyber services, and backup/disaster recovery procedures. Re-addition of KnowBe4 employee cybersecurity training program under ACWA JPIA cyber liability coverage.
- Managing remote access client connection software and devices, administering additional machines and users as necessary for remote access.
- All network systems are secure, no data loss or intrusions.

GIS

- *Utility Network* – ISD is pleased to report that the UN project is officially in the support phase through the remainder of the year as staff continue to rollout the UN through the District. Some punch list items, template work, and quality control items continue with the consultant, but overall, the project is wrapping up nicely. Staff are currently editing data and conducting training within the new UN environment, as well as working on UN integrations with infraMap and Wincan software systems that consume UN GIS data. Staff plan to undergo further network tracing configuration and container template work with the consultant soon. The project remains on track for full implementation and completion by the end of the year.
- All UN GIS data continues to be integrated with MCWD GIS project templates with several user and departmental maps already completed, as well as ongoing integrations with Wincan and infraMap field maintenance software.
- Developing a new MLFPD Hydrant Fire Flow Field Map application for tracking and testing hydrant pressures using new UN hydrant layer schema.

MCWD Websites

- Continued maintenance and security for all MCWD web platforms: MCWD Internet, MCWD Intranet, and MCWD GIS Portal sites.
- Postings or updates to Internet/Social Media sites:
    - Mammoth Creek Streamflow Data ending 8-31-25.
    - Human Resources Manager Job Bulletin and Supplemental Application posted and removed.
    - Posted all July Board meeting materials.
    - Posted all August Board meeting Notice of Cancellation materials.
    - Updated Summer Construction page as requested.
    - Posted 2024-2025 MCWD Annual Report.
    - Posted Board meeting Minutes through current.
    - Posted Roof Replacement Request for Bids and Addendum 1.
    - Posted 7-30-25 Special Board meeting materials.
    - Posted MCWD Paving and Hot Mix Asphalt Request for Bids 2025.
    - Posted Laurel Pond Road Closures Press Release 9-3-25.
- Postings or updates to Intranet site:
    - Performed general maintenance and updated department pages as requested.
    - Met with all Intranet update staff to discuss best practices for linking documents.

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-6

Personnel Services Department Report

09-18-2025

September 2025

Administration

- Continuous and ongoing activities associated with day-to-day administration, including but not limited to:
  - Administrative, organizational, and operational policy development, guidelines, implementation, and related day-to-day projects
  - Non-personnel and personnel-based legal matters, e.g., ADA/FEHA, COBRA/CalCOBRA, etc.
- Facilitated Oram & Kaylor on-site individual meetings with employees 09/09/2025
- Legislative/Client Update 09/2025 (provided by LCW/CSDA):
  - None to report at this time

Workforce Planning

- Ongoing administration of two recruitments for the Personnel Services Department and General Manager's Office
- Employee Engagement Survey Kickoff Meeting 07/29/2025; Survey Opened 08/04/2025, Closed 08/22/2025

Risk/Safety/Training

- Risk/Safety:
  - Completed monthly restock of Cal/OSHA compliant first aid safety kits at all locations
  - Continuous and ongoing activities associated with the Injury and Illness Prevention Program written program development and guidelines
  - Schedule, coordinate, and facilitate Annual Fire Extinguisher Safety Exam, Firepan Exercise, and Servicing, concluded Wednesday, 08/13/2025
  - Claims received and/or processed:
    - One claim received and processed
- Training:
  - Webcasts/onsite/offsite training processed, provided, attended, and/or proctored this month:
    - LCW: Union Access Rights 07/22/2025
    - Tyler Technologies: ERP Pro 10 Tutoring 07/23/2025
    - Government Tax Seminars: The Big Beautiful Bill: What It Means for Public Agencies 07/29/2025
    - ACWA JPIA: Employee Benefits Renewal Webinar 09/10/2025
    - ACWA JPIA: Performance Appraisals 08/07/2025
    - OSTS, Inc.: Responsibility of Safety Managers 08/12/2025
    - ACWA JPIA: HR Group Meeting 08/14/2025
    - CPS HR Consulting: Writing That Works 08/20/2025
    - ACWA JPIA Hot Java: Mastering the Lens of Understanding 08/21/2025
    - ACWA JPIA: Employee Benefits Renewal Webinar 09/10/2025
    - LCW: You're a Supervisor, Now What? Webinar 09/11/2025
    - ACWA JPIA: Onboarding New Staff 09/16/2025
    - ACWA JPIA Hot Java: Navigating Maternity & Paternity Leave in CA 09/18/2025

Chris Weibert – Human Resources Manager **MCWD**

Conservation

Leaks

Staff continue to use WaterSmart for leak detection and sending direct messages to customers. Staff communication includes a message and a link to the Tyler Customer Portal, where customers can enroll in leak notifications.

Customers Contacted	
July	71
August	40

The most common cause of leaks during this time of the year are due to irrigation system malfunctions or broken parts. These leaks have the potential to be significant as water can continually leak from the irrigation system when sprinklers are not running in some instances, or leak at multiple points while it is running, reducing the system's pressure and causing an increase in consumption.

Rebate Program

The FY2026 Indoor Rebate Program began April 1 and to date, staff have approved 41 applications. Rebates have been approved for 36 toilets, 5 clothes washers, and 8 dishwashers. The table below displays the results thus far of the FY2026 program, along with the previous four years for comparison.

Indoor Rebate Program	**FY 2026**	**FY 2025**	**FY 2024**	**FY 2023**	**FY 2022**
Applications Processed	41	141	121	116	199
High-efficiency Toilets	36	144	112	186	223
Clothes Washers	5	22	18	25	32
Dishwashers	8	31	22	38	33
Estimated Annual Savings (gallons)	136,641	640,741	608,004	944,387	1,458,643
Rebate Awards	$10,544	$42,377	$33,388	$48,612	$82,437



Figure 1. Chateau De Montagne's new landscaping.

The FY2026 Turf Replacement Rebate Program application acceptance period opened May 1. Currently, three applications have been approved and one project is pending completion for a multifamily condominium complex. The applications approved have been for one multifamily condominium complex (Chateau De Montagne). RSD will continue to advertise the Turf Replacement Rebate Program with messaging focused on cost savings. Applications will be accepted until October 15, 2025.

Turf Replacement Rebate Program	**FY 2025**	**FY 2024**	**FY 2023**
Applications processed	3	2	12
Square-feet converted	2,352	3,122	50,270
Estimated water savings (gallons)	53,073	70,215	1,052,559
Rebate Awards	$4,704	$6,244	$87,620

RSD continues to work on amending the Water Code and developing a policy that will consolidate and further define the rebate programs.

Violations

Daily watering has been the most common Irrigation Violation cited in the last two months. Contact with customers regarding their irrigation is an opportunity for staff to educate District customers about responsible watering. To date, a one-time fine of $400 was issued to a multifamily condominium after noncompliance for seven days following issuance of a Third Violation. A Forth Violation was issued to the customer and the customer corrected their irrigation schedule to comply with the 2025 Watering Schedule and no additional violations or fines needed to be issued to the customer.

	First Violation	Second Violation	Third Violation	Forth Violation	Total Violations
July	48	22	3	0	73
August	10	14	10	1	35

Violations for exceeding the Maximum Allowed Water Allocation (MAWA) (properties with dedicated irrigation meters):

	MAWA First Violation	MAWA Second Violation	MAWA Third Violation	Total MAWA Violations
July	1	4	3	8
August	1	1		

No fines have been issued to date for exceeding MAWA. RSD staff have worked with property managers to adjust their irrigation schedules to lower consumption and thereby meet their respective MAWAs.

Variance

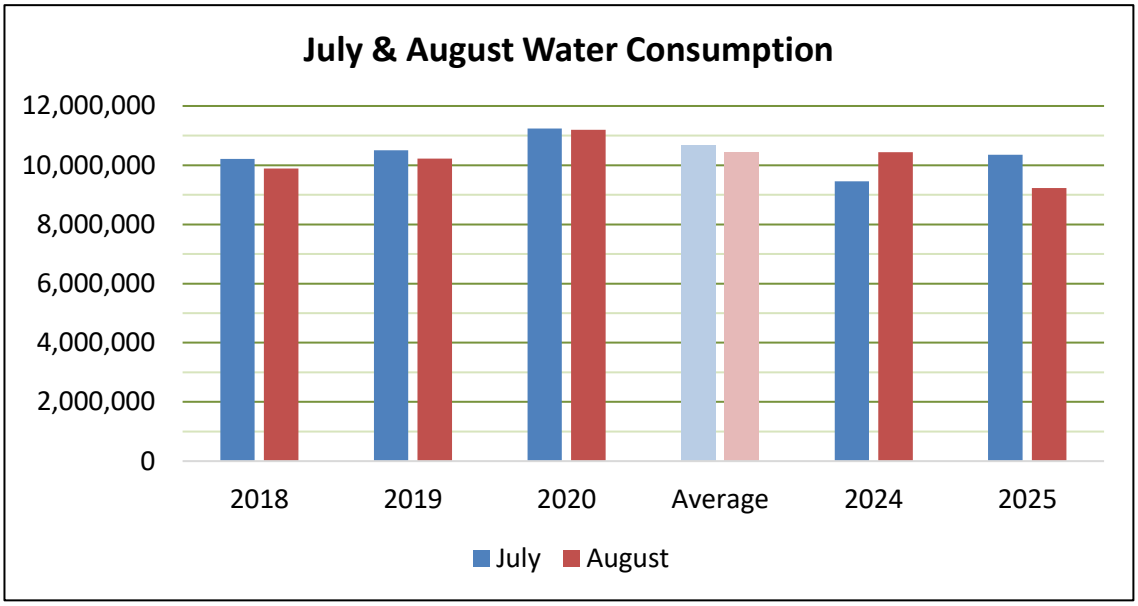
After issuance of a violation, there are often instances when customers express the need for additional watering days to reestablish landscapes. These instances provide RSD staff the opportunity to explain the availability of the Variance application and inquire whether thresholds are met requiring a Landscape Permit. In July, 1 Variance was approved to a single-family residential customer for the purpose of reestablishing landscape. In August, two Variances were approved: one for a single-family residence and one for resort/commercial business.

One Variance application was denied in August for a single-family residence; the customer was non-responsive to two violations issued for irrigating outside of the Watering Schedule after repeated attempts by staff to contact the customer. Upon notice of the Third Violation and outreach by staff, the customer submitted a Variance request for the purpose of re-establishing landscape. Staff contacted the landscaper who completed the work for the customer to determine the scope of work and explained the thresholds requiring a Landscape Permit from the District, purpose of the Landscape Permit, and ability to apply for a Variance. Staff determined a Landscape Permit was not required, however the customer had been non-compliant with the Watering Schedule for over two months. A site visit was completed and found well established turf landscaping, and the request was denied on September 2. The customer may appeal the decision to the Board of Directors within thirty (30) days of denial. As of the preparation of this report, no appeal request has been submitted.

MCWD Customer Water Consumption

Water consumption for July and August is displayed in the chart below. The chart presents consumption for 2018, 2019, and 2020, which is used to set the average. July 2025 consumption was approximately 3% less than average consumption and 9% greater than the previous year's consumption. August 2025

consumption was approximately 12% less than average consumption and approximately 12% less than the previous year.



Regulatory

Fats, Oil and Grease Control Program (FOG)
Regulatory Services Division (RSD) continues to conduct regular inspections and monitor grease interceptors. In July, seven inspections were completed, and no violations were issued; in August, one inspection was completed, and no violations were issued. In July, RSD staff assisted with an issue occurring at a business's grease trap, and once resolved, the grease trap was in working order again. In August, staff approved one FOG application for a new Food Service Establishment.

Cross Contamination Control (Backflow) Program
The utility network upgrade affected the operations of this program however it is back on track after RSD staff completed numerous updates to customer information and added completed test reports.

To date, there are a total of 1,916 backflow assemblies in the system, with 1,889 active assemblies. Staff issued 27 waivers this season for unused irrigation assemblies, and removed 193 assemblies from the system that have removed or disconnected entirely. Currently 489 tests are past due, and approximately 600 are still due for 2025. 340 test reminder notices have been sent to customers (new this year); 797 Past Due notices have been sent; and, 248 Final notices have been sent. 14 customers asked for paper mailed notices, and 19 Special notices were sent to customers that did not complete tests in 2024. A total of 7 Shut-off notices were issued, and all of these have now been tested to comply with the program.

RSD contracted with Backflow Solutions Incorporated (BSI) to conduct the 2025 Cross-Connection Control Survey. BSI mailed a postcard containing a QR Code and website address to all customers on June 16, 2025, for the purpose of completing the survey. BSI reported a return rate of approximately 12%.

On August 22, BSI provided staff with the final report containing a list of 59 residential customers and 48 commercial customers requiring corrective actions. On September 4, staff met digitally with BSI to discuss the report. RSD will complete outreach to all customers requiring corrective actions to gain compliance with the program. BSI complimented the District on its robust program and efforts to protect the water system.

Public Affairs and Outreach

Local Agency Formation Commission (LAFCO)
The Mono LAFCO has not met since June 12th and there are no updates to report.

Mammoth Lakes Wildfire Task Force (MLWTF)
In April, the Mammoth Lakes Wildfire Task Force was established for the purpose of developing a strategic plan and community activities and outreach related to wildfire prevention. The group is comprised of staff from Town of Mammoth Lakes, the Mammoth Lakes Fire Protection District (MLFPD), Mammoth Disposal, the Whitebark Institute, and MCWD. The group meets bi-weekly, and is currently focused on community outreach. Town staff and MLFPD have contracted with Fire Aside, a software company, for the purpose of managing MLFPD defensible space evaluations, and providing community outreach materials.

On July 25, the group held an event in The Knolls neighborhood, and on August 29th in the Old Mammoth Road residential neighborhood. Mammoth Disposal provides a woodchipper and yard-waste bags, and the event includes a barbeque for participants. The next event will take place September 26th in the Sierra Valley Estates neighborhood. RSD staff will continue to participate and provide support as needed.

Inyo National Forest (INF) Service Affairs
The District continues to pursue two projects located on the INF; installation of three fire hydrants on INF land, and the Zone 5 Connection through the Mammoth Mountain RV Park for system redundancy. The application to install new monitoring wells at Laurel Pond was approved and the work has begun.

After much discussion with INF staff, RSD has retracted its request to amend the current Operations and Maintenance Plan apart of the Master Special Use Permit, for the purpose of increasing defensible space around facilities located on the INF. INF staff determined the amendment would constitute a new agreement which must be reviewed by the U.S. Department of Agriculture Washington D.C. office. The amendment would also require new biological, archaeological, and additional studies to be completed and approved. Given the lengthy process of completing this amendment prior to the Permit's expiration (2040), staff decided to retract the request.

MCWD will pursue defensible space clearing around facilities as allowed by the existing Operation and Maintenance Plan, and as an alternative, RSD will work with The Whitebark Institute to complete greater thinning approved around facilities per the ESCCRP. MCWD may function as a subcontractor for Whitebark or provide financial contributions.

The Whitebark's approved forest thinning permit is valid for 15-20 years and encompasses the Lake Mary Treatment Plant along with land covering other MCWD facilities. It is anticipated that when this permit expires MCWD's Master Special Use Permit will be up for renewal (2040), and staff will again pursue updates to the Operation and Maintenance Plan to incorporate increased defensible space clearing.

Lead and Copper Rule (LCR/The Rule)
Staff continue to record responses to the survey as they are provided and will conduct additional outreach to non-responsive customers in the coming months. Staff are preparing a notification to be mailed to all customers who have not identified their service line material, and customers with identified lead lines. The notification will include information about the harms of lead exposure, as required by the EPA and SWRCB.

Out-Of-District Service Agreements
RSD submitted for signature an agreement for out-of-district service to the Town of Mammoth Lakes, Shady Rest Park during the last week of August and is awaiting response. No response has been received from the INF regarding the agreement provided in May 2025, and staff will continue to follow-up with INF staff.

Conservation Advertisements
Currently advertisements are running on KMMT and KIBS for the indoor rebate program, turf rebate program, the customer portal, and outdoor watering schedule. Print ads within The Sheet newspaper were published throughout July and August highlighting the watering schedule. As temperatures begin to cool, winterizing advertisements will begin to run.

Press Release
No press releases have been issued in July or August. Staff were anticipating releasing information on approved INF projects, however that never occurred.

MCWD in the Community
On July 4, District staff participated in the Town of Mammoth Lake's Fourth of July parade, accompanied by family members and an array of service vehicles. MCWD-branded reusable cups and District swag was handed out to onlookers. The District's Water Bar, water bottle filling station, was set up outside Footloose Sports on Main Street, to provide the public with free drinking water.

On July 30, MCWD Board members and staff attended the Clean Up The Lake appreciation dinner where the program's successes and future goals were presented. Roughly 3,000 lbs of litter was removed from Lake George and Lake Mary in the Mammoth Lakes Basin in 2025, and the work will continue through 2026. Management is currently considering a list of choices between Twin Lakes, Lake Mamie, Horseshoe Lake and backcountry lakes within Mammoth. The event was well attended by local businesses.

Also on July 30, the District provided a letter of support to the Mammoth Lakes Fire Protection District (MLFPD) for a grant from the CAL FIRE Wildfire Prevention program. The grant will support MLFPD's Green Waste Removal Program, expand service beyond Mammoth Lakes to surrounding communities in Mono and Inyo counties. The expansion of the program capabilities with a grapple truck will also support the longer-term plans to construct a biomass facility in the vicinity of Mammoth Lakes whereby all forms of green waste could be directly transported to the site for processing as feedstock without the need to do the intermediate step of curbside chipping.

Mammoth Festival of Beers & Bluesapalooza ran from July 31 through August 3. The MCWD Water Bar

was again showcased at the event to provide festival-goers with free water.



The 22nd Annual Brian Venneman Memorial Cancer Outreach Golf Tournament occurred on August 9. The District provided a Hole Sponsorship at the event, where $130,000 was raised for the Hospital's Cancer Out-Reach Program. The Foundation is very appreciative of MCWD's continued support for this event.

In August, the District also made financial contributions to Mammoth Lakes High School Husky Fest. The contribution supports high school sports teams with uniforms, travel, equipment, and referee fees. The contribution provides MCWD exposure on the Husky Fest banner, a golf-hole sponsorship sign during their annual golf tournament, and exposure on the Booster's website.

In August, the District also had a contribution for the high school's Sports Poster, printed in the fall, winter, and spring. The poster promotes teams, players, and schedules of games throughout the season and will include the District's logo.

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-8

General Manager's Report

09-18-2025

September 2025

The General Manager's report is designed to summarize important District activities and to highlight developments that may require Board action in the future.

Key items for the past two months included workforce planning, participation in the Mammoth Lakes Wildfire Task Force and reviewing District Code and policies.

Other ongoing items included working with the local development community, supporting District Capital Improvement activities, local agency meetings, groundwater monitoring related to geothermal pumping, and working with state regulators on the District's waste discharge requirements.

Departmental/General

Staff Resources and Management

- Held monthly General/All-Staff, Board Staff, and Senior Management Staff meetings.
- Engineering, Operations, and Maintenance hold weekly collaborative meetings, reporting on and tracking progress of current and future capital projects and programs.
- Discussions with management staff regarding short-term and long-term workforce planning strategies are ongoing. Considerations for both current and anticipated vacancies, specific workflow needs to support District operations, department head input and recommendations, along with agency benchmarking comparisons.

District Employee Home Purchase Assistance and Rental Programs

The Mammoth Community Water District (MCWD) values its employees and has two policies which address local housing challenges. The policies include an Employee Home Purchase Assistance Policy (EHPAP) to facilitate home ownership for District employees and a Rental Housing Policy which offers District-owned rental housing opportunities in or near the town of Mammoth Lakes. Both policies are designed to promote and support retention and also provide an incentive for recruiting potential employees to ensure the District maintains the most skilled and professional workforce possible. The combined programs currently provide housing for around 50% of the District's permanent workforce.

- The District currently has 12 employees participating in the EHPAP program: 5 in the shared value option, 6 in the shared value/loan option, and 1 in the loan only option. Employees continue to actively look for potential properties which would utilize this program.
- The District currently has 11 rental units occupied by MCWD staff and 1 unoccupied maintained for potential recruitment needs. The District maintains a waiting list which currently has 2 staff members who are interested in District owned rental units. District management staff continue to monitor local economic conditions for potential opportunities to increase the number of rental units available for staff.

Water Conservation and Supply Update

Staff continually monitor the District's water supply and demand conditions and based on this analysis make recommendations to the Board regarding water conservation levels. The District's various levels of water conservation measures are designed to balance water use with ongoing conservation needs for maintaining a consistent water supply for our community during both heavy water years and drought years.

Current surface and groundwater supply projections, along with water demand ratios continue to show that the District will have an adequate supply to meet demand for the remainder of 2025. This anticipated level of water

availability allowed the District to remain at Water Conservation Level 0 throughout the summer irrigation season.

Water and Wastewater

Water Operations are utilizing a mix of surface water and groundwater, for meeting the community's overall water supply demands.

Total water produced in August 2025 was 101 million gallons, which is down from the 109.5 million gallons produced in August 2024. Water sources included 48% surface water, 48% groundwater and 4% recycled water. Currently, Lake Mary has a balance of 465 ac/ft, which is 78% of the District's total surface water storage capacity of 606 ac/ft.

Total wastewater treated in August 2025 was 46.5 million gallons, which is up from the 42.7 million gallons treated in August 2024. (See B-1 Operations Department Report for more details.)

Financial Management

FY 2026 revenue is tracking below budgeted projections, primarily due to property tax received being less than projected. Operating expenses continue to track below budgeted projections. The Finance Department continues to work with RDN consulting on a new Water and Wastewater rate study. (See B-3 Finance Department Report for more details.)

Letters of Support, Contracts, and Agreements

- Provided two letters of support for the MLFPD and ESCCRP to receive grant funding in support of their wildfire fuels reduction efforts.
- Signed two contract change orders with Spiess Construction totaling $756,841 for work to complete AC paving work at the District.
- Signed a new contract with Spiess Construction in the amount of $1,017,300 for roof and roof structure replacements on four buildings.
- Signed a contract with Villar Construction in the amount of $93,209 for work on sewer manholes.

Departmental Activities

- Engineering Department staff continue supporting operations and maintenance activities along with working on the many active and planned construction projects at the District and throughout the community. (See B-4 Engineering Department Report for more details.)
- Regulatory Services Division staff continue to provide regulatory support for community fuels reduction projects, conservation efforts monitoring and notifying customers of water leaks, processing rebates, administering Backflow and FOG programs, and PR/advertising support. (See B-7 Regulatory Services Division Report for more details.)
- Personnel Services Department activities included onboarding new employees, updating job descriptions, workforce planning, and communicating with L12 Union as needed. (See B-6 Personnel Services Department Report for more details.)
- Information Services Department staff continue to support all of the District's technology needs. (See B-5 Information Services Report for more details.)
- Operations Department staff continue to monitor water and wastewater production for compliance with all State Water Resources Control Board regulations. (See B-1 Operations Department Report for more details.)

- Maintenance Department staff continue working on in-house construction project activities and meeting maintenance goals and requirements. (See B-2 Maintenance Department Report for more details.)

Projects/Related

Wildland Fire Mitigation Support and Planned Projects

The General Manger and District staff continue to look for opportunities to support wildland firefighting and mitigation efforts. These efforts currently include:

- Coordinating with the MLFPD and USFS on a project which will add fire hydrants in key perimeter locations in the Lakes Basin, Old Mammoth, and on the Scenic Loop. The additional hydrants will further support fire suppression efforts in the event of a wildland fire.
- Coordinating a project which will increase the defensible space adjacent to MCWD facilities.
- Participating in Mono County multi-jurisdictional planning process to identify and mitigate hazards.
- Attending meetings as a member of the Mammoth Lakes Wildfire Task Force and discussing opportunities for coordinating local agency hazard mitigation efforts.
- Continued participating in the Whitebark Institute's Eastern Sierra Climate and Communities Resilience Project (ESCCRP) and associated Financial Advisory Team meetings.
- MCWD, along with other local stakeholder agencies, signed an MOU with Blue Forest Financial to explore stakeholder benefits related to expanding funding options for forest fuels reduction projects. Blue Forest Financial will study and report how forest fuels reduction projects benefit local stakeholders related to funding. Blue Forest utilizes this approach to assign agencies with potential funding responsibilities managed through a forest resilience bond. A forest resilience bond could ultimately provide additional forest treatment capacity.

Water and Wastewater Rate Study

Following the completion of the Water and Wastewater capacity/connection fee study, the District initiated a new study to update its water and wastewater rates. The Board's ad-hoc committee is working with staff and RDN consulting on the process with a goal of implementing the study's results in April 2026.

MCWD Code and Policy Review and Update

MCWD staff and the Board's Code/Policy Committee continue to work on reviewing and updating the District's Code and policies. This extensive project will bring the District's Code into alignment with current laws and practices.

The MCWD Code Book has three chapters remaining. Staff and legal counsel continue to work on extensive updates to Chapters 11 and 12, the MCWD Sewer Code and Water Code respectively. The primary focus is to restructure the two Codes related to Engineering and permit fees. These fees will be restructured to align more closely with the District's actual permit process. As part of this proposed restructuring, Chapters 11 and 12 will be repealed and renamed the MCWD Sewer Code and the MCWD Water Code respectively. The final remaining chapter contains procedures for environmental review of District projects.

MCWD Water Discharge Requirements (WDR)

District staff are working with Lahontan to better identify the appropriateness of specific use classifications. Specifically, Lahontan staff expressed concerns regarding the sampling depth of the previously constructed Laurel Pond monitoring wells. A driller is currently on site working to construct four new monitoring wells. Once the new

wells are completed and sampled, staff will work the Lahontan to potentially develop a study which would likely take three-four years. Following any study period Lahontan would likely provide comments on Laurel Pond's use classification and potentially update the District's WDR which has the associated potential for treatment process changes at the WWTP. (See B-4 Engineering Department Report for more details.)

Institute for Public Sector Employee Engagement™

BY CPS HR CONSULTING

2025 Engagement Survey Results

Mammoth Community Water District

- Water is Our Future -

CPS HR CONSULTING™

Background

- The survey was conducted by the Institute for Public Sector Employee Engagement, a division of CPS HR Consulting, an independent government agency.
- The survey included:
  - 58 questions utilizing a 1-5 answer scale ("strongly disagree" to "strongly agree;" "don't know or no basis to judge" – 10 different categories
  - 1 free responses/ open-ended question
- Tenure and workgroup (supervisory/nonsupervisory) were tracked for accurate reports.
- CPS HR administered the survey from August 4th through August 22nd, 2025.
- 93% (40) of employees responded to the survey.

Understanding Employee Engagement

"A heightened connection between the employee and their organization"

U.S. Merit Systems Protection Board

The Power of Federal Employee Engagement



Beyond Job Satisfaction



Personal Meaning

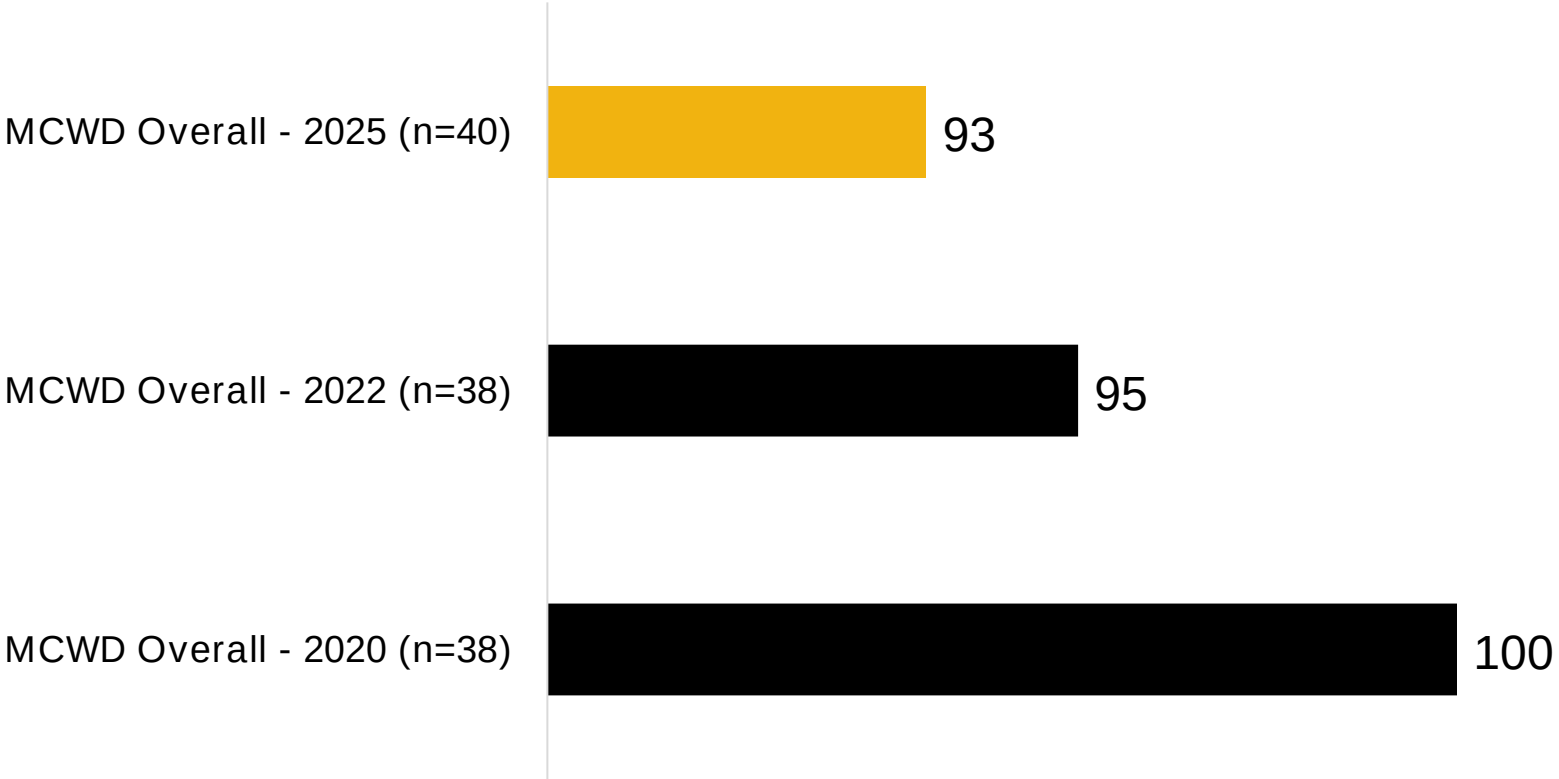


Discretionary Effort

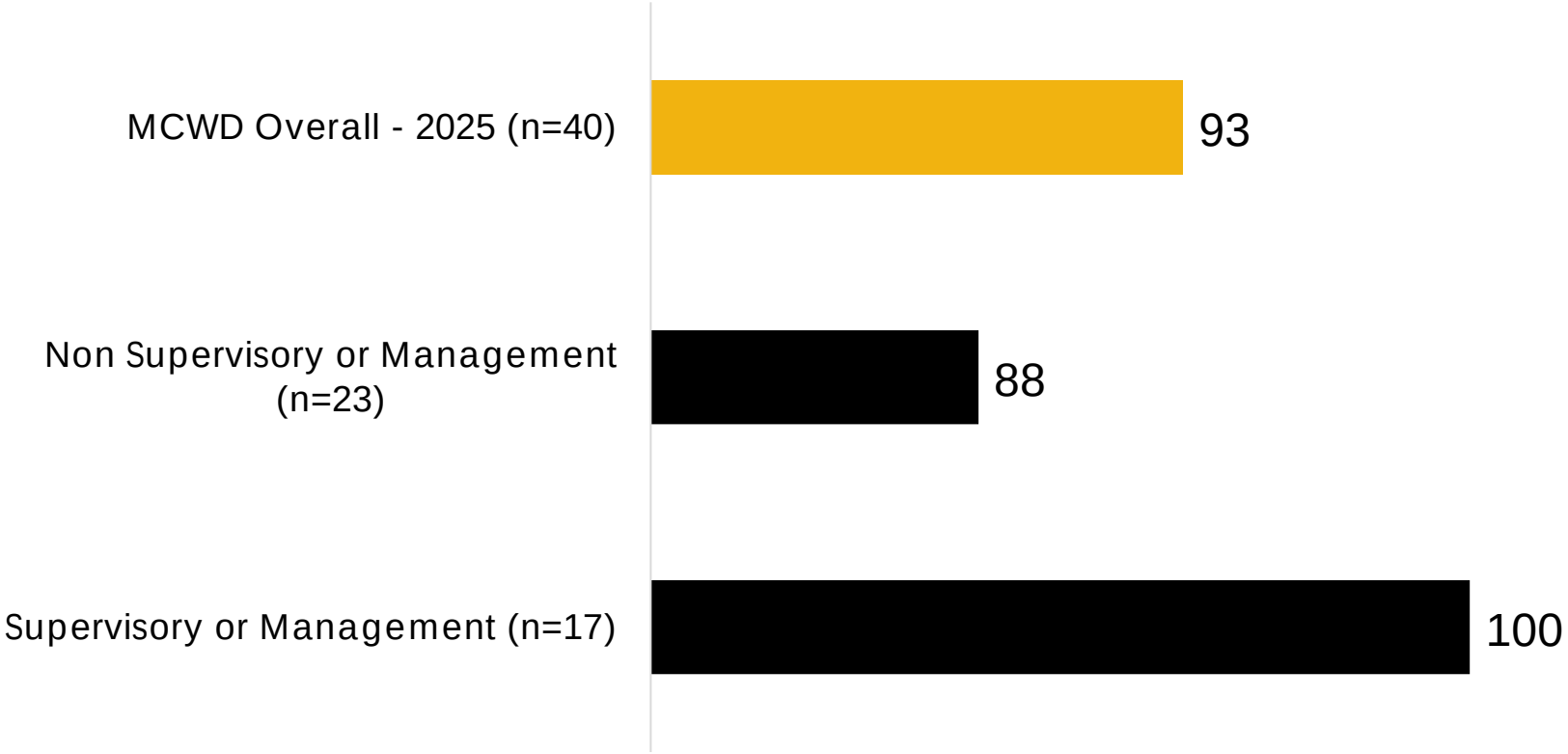


Pride

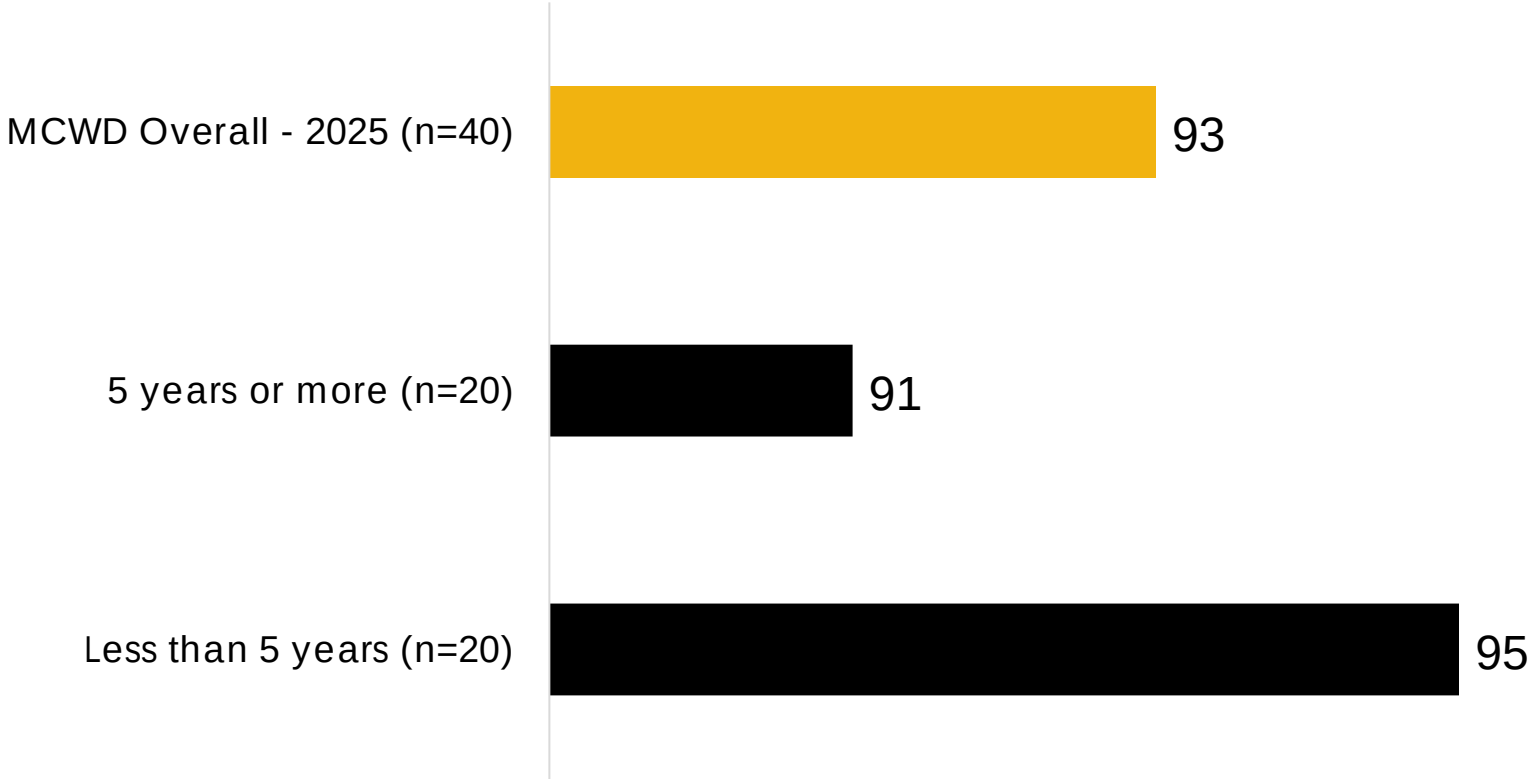
Response Rate (%) – Trend



Response Rate (%) – Group



Response Rate (%) – Tenure



Levels of Engagement

CPS HR CONSULTING™

Calculating Engagement Scores

Engagement Index Questions

1) I would recommend MCWD as a good place to work
2) I am proud when I tell others I am part of MCWD
3) I feel a strong personal attachment to MCWD
4) MCWD inspires me to do the best in my job
5) I feel comfortable being myself at work
6) MCWD motivates me to help achieve its mission

Survey respondents rated their level of agreement with 6 engagement questions, using the following scale:

1 = strongly disagree
2 = disagree
3 = neither agree or disagree
4 = agree
5 = strongly agree
X = don't know or no basis to judge

We then calculated a mean engagement score for each employee.

Calculating Engagement Levels

Note:

We require responses to at least four (4) of the six (6) engagement index questions to calculate a score. Two (2) employees did not respond to at least four (4) engagement index questions and did not receive an engagement score.

Calculating Engagement Levels



Fully Engaged

Mean score 4 or above



Somewhat Engaged

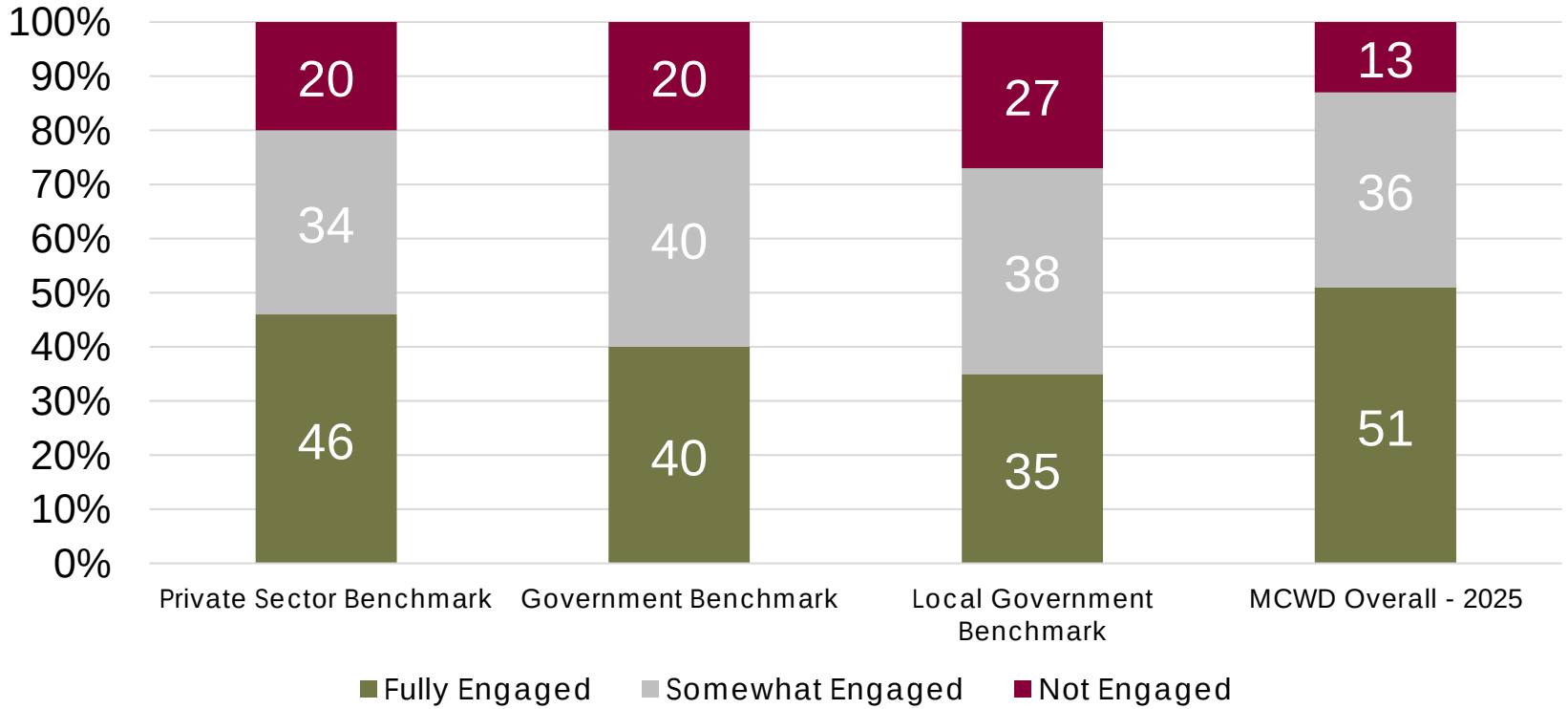
Mean score between 3 and 4



Not Engaged

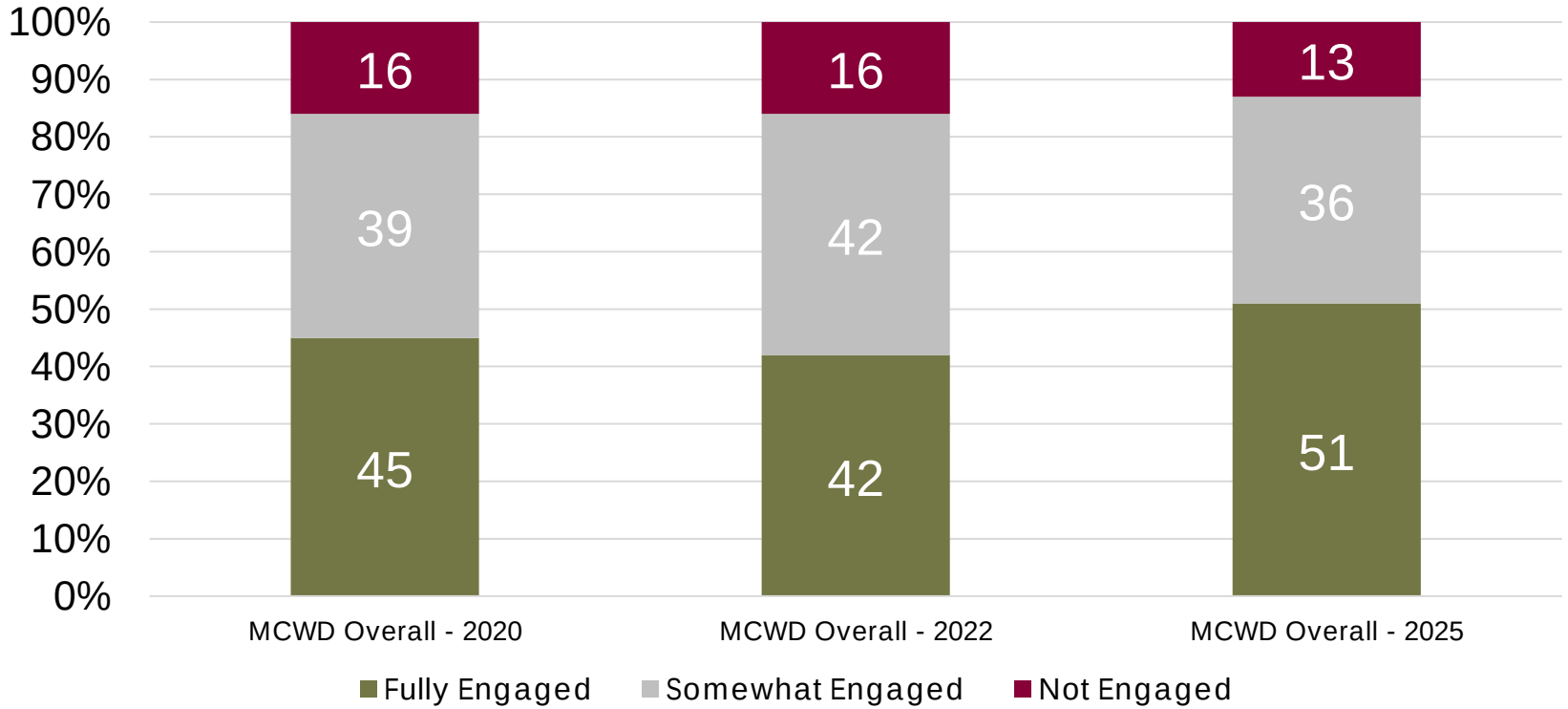
Mean score 3 or below

Overall Engagement Levels vs. Benchmarks



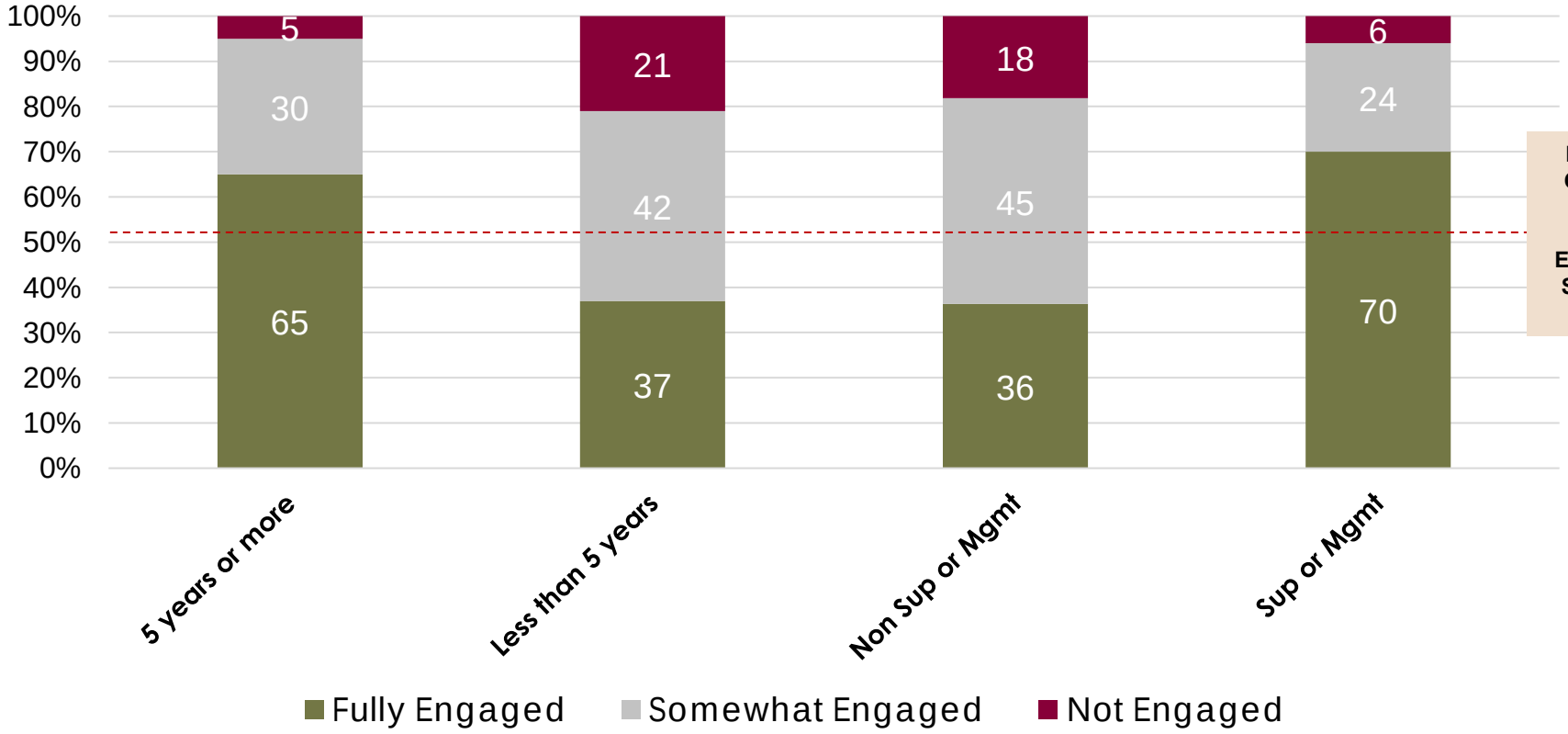
CPS HR's benchmarks are from a national poll designed to represent employees in the private sector, government sector, and each level of government (federal, state, and local) in a wide variety of industries. The most recent biennial poll was conducted in November 2023.

Overall Engagement Levels - Trends

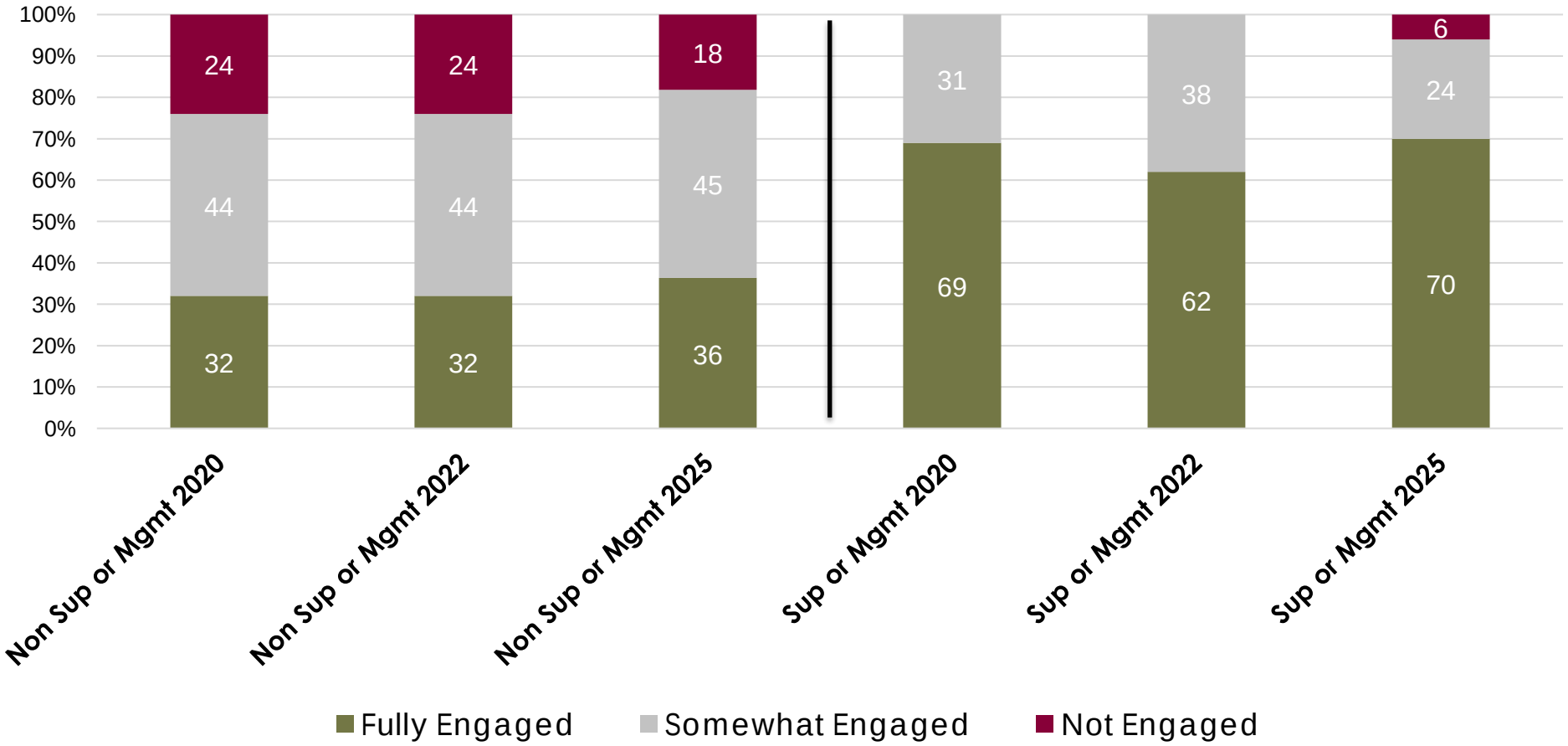


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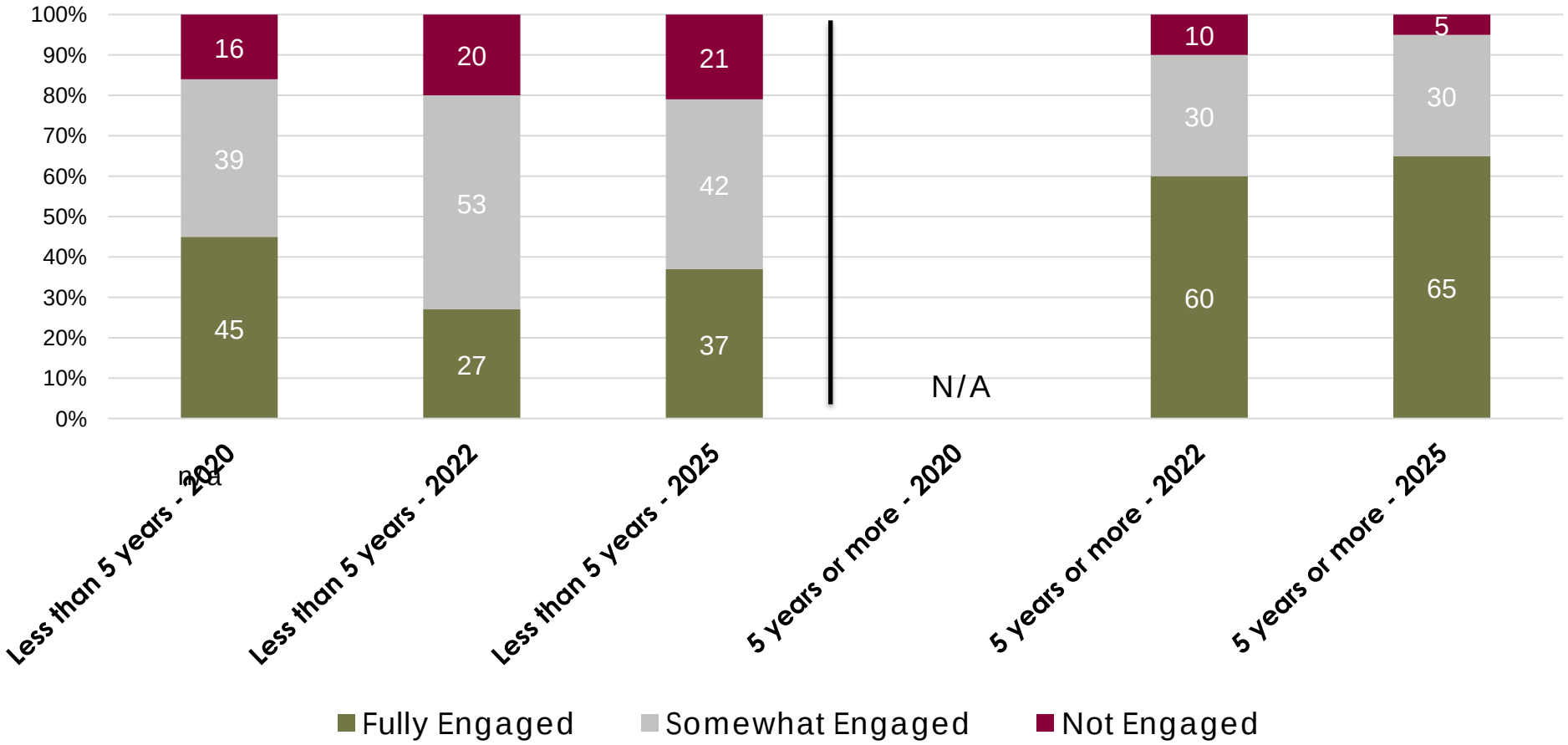
Engagement Levels



Engagement Level – Group Trends



Engagement Levels – Tenure Trends



Question-Level Analysis

Highest-Scoring Questions (% Positive)

Employees were MOST positive (above 92%) on the following questions:

QUESTION	NEGATIVE	NEUTRAL	POSITIVE ▼
I feel that I personally contribute to MCWD successes	0%	2.5%	97.5%
The vision and goals of MCWD are important to me	0%	7.5%	92.5%
People on my team cooperate to get the job done	0%	7.5%	92.5%
I have the resources I need to do my job well	0%	7.5%	92.5%

Lowest-Scoring Questions (% Positive)

Employees were LEAST positive (below 62%) on the following questions:

QUESTION	NEGATIVE	NEUTRAL	POSITIVE ▲
Compared to people doing a similar job in other organizations, I feel my pay is reasonable	27.5%	20%	52.5%
I think it is safe to challenge the way things are done at MCWD	25%	17.5%	57.5%
MCWD inspires me to do the best in my job	5%	35%	60%
MCWD motivates me to help achieve its mission	2.6%	36.8%	60.5%

Largest Increases – Since 2022

Questions where employees were MORE positive than the 2022 MCWD Overall results.
"Gap" is percentage point difference (on positive responses) from 2022 scores.

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▼
My workload is reasonable	7.5%	7.5%	85%	4.08	14
I feel a strong personal attachment to MCWD	7.7%	15.4%	76.9%	4.08	14
When changes are made at MCWD they are usually for the better	5.1%	28.2%	66.7%	3.85	13
I feel that my pay adequately reflects my performance	20%	12.5%	67.5%	3.68	13

Largest Decreases – Since 2022

Questions where employees were LESS positive than the 2022 MCWD Overall results.
"Gap" is percentage point difference (on positive responses) from 2022 scores.

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▲
MCWD motivates me to help achieve its mission	2.6%	36.8%	60.5%	3.89	-15
MCWD inspires me to do the best in my job	5%	35%	60%	3.88	-14
I have a choice in deciding how I do my work	7.5%	12.5%	80%	4.13	-12
I am satisfied with my total benefits package (e.g., retirement, health insurance)	10%	12.5%	77.5%	4.1	-12

Largest Positive Gaps

Questions where employees were MORE positive than the local government benchmarks.
"Gap" is percentage point difference (on positive responses) from local government benchmarks.

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▼
When changes are made at MCWD they are usually for the better	5.1%	28.2%	66.7%	3.85	20
MCWD senior management value ideas from employees	13.2%	18.4%	68.4%	3.76	19
I get the training I need to do my job well	7.5%	5%	87.5%	4.18	19
Training and development activities I have completed while working for MCWD are helping me to grow in my career	2.6%	15.4%	82.1%	4.21	19

Largest Negative Gaps

Questions where employees were LESS positive than the local government benchmarks.
"Gap" is percentage point difference (on positive responses) from local government benchmarks.

QUESTION	NEGATIVE	NEUTRAL	POSITIVE	MEAN	GAP ▲
MCWD inspires me to do the best in my job	5%	35%	60%	3.88	-23
I have a clear understanding of MCWD's mission	7.5%	12.5%	80%	4.13	-11
I am satisfied with my employment conditions (e.g., vacation or leave options, flexible work arrangements)	20%	10%	70%	3.83	-11

Group Comparisons

Non Supervisory or Management

More positive on the following questions:

1. I can tolerate the pressure of my work very well (14)
2. My workload is reasonable (5)

Supervisory or Management

More positive on the following questions:

1. MCWD motivates me to help achieve its mission (39)
2. My supervisor helps me to understand how I contribute to MCWD's mission (37)
3. I believe that MCWD senior management will take action on the results from this survey (37)

Tenure Comparisons

Less than 5 years

More positive on the following questions:

1. I have a clear understanding of MCWD's mission (10)
2. MCWD is successful at accomplishing its mission (10)
3. MCWD's senior management communicates effectively with all employees regarding District business (9)

5 or more years

More positive on the following questions:

1. MCWD's senior management communicates effectively with all employees regarding District business (41)
2. MCWD senior management is sufficiently visible (e.g., can be seen in action) (30)
3. I am satisfied with my employment conditions (e.g., vacation or leave options, flexible work arrangements) (30)

Institute for Public Sector Employee Engagement™

BY CPS HR CONSULTING

Contact Information

Jose Gonzalez
Institute for Public Sector Employee Engagement
jgonzalez@cpshr.us

CPS HR CONSULTING™

MCWD 2025 Employee Engagement Survey (1 of 2)

My Work

1) I enjoy the day to day work I perform
2) My job makes good use of my skills and abilities
3) I have a choice in deciding how I do my work
4) I know what is expected of me on the job
5) I have opportunities to provide input on decisions that affect my work

MCWD's Mission

6) I have a clear understanding of MCWD's mission
7) I know how my work supports MCWD's mission
8) The vision and goals of MCWD are important to me
9) I feel that I personally contribute to MCWD successes
10) MCWD is successful at accomplishing its mission

My Team

Team – This includes all the staff in your department that work together to provide a specific service for MCWD.

11) People on my team care about me as a person
12) People on my team cooperate to get the job done
13) People on my team share information with each other
14) People on my team work together to find ways to improve
15) People on my team can be relied upon to help when things get difficult in my job

My Supervisor

Supervisor – This is your immediate supervisor responsible for your performance review and leave approval, and for providing direction on your work.

16) My supervisor keeps me informed about the issues affecting my work
17) My supervisor helps me to understand how I contribute to MCWD's mission
18) My supervisor motivates me to be more effective in my job
19) My supervisor provides constructive feedback on my job performance
20) My supervisor recognizes when I have done my job well
21) My supervisor is open to my ideas

Leadership and Managing Change

22) MCWD senior management is sufficiently visible (e.g., can be seen in action)
23) I believe the actions of senior management are consistent with MCWD's values
24) I feel that MCWD as a whole is managed well
25) MCWD keeps me informed about matters that affect me
26) MCWD's senior management communicates effectively with all employees regarding District business [srleader_add1]
27) When changes are made at MCWD they are usually for the better
28) MCWD senior management value ideas from employees
29) I believe that MCWD senior management will take action on the results from this survey

Training and Development

30) I get the training I need to do my job well
31) I get the information I need to do my job well
32) I am given a real opportunity to improve my skills at MCWD
33) Training and development activities I have completed while working for MCWD are helping me to grow in my career
34) Training and development activities I have completed in the past 12 months have helped to improve my performance

Notes: Group (supervisory/non-supervisory) and Tenure were tracked for accurate reports

Questions are on agreement scale (unless noted): Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree, or Don't Know Or No Basis To Judge.

MCWD 2025 Employee Engagement Survey (2 of 2)

Resources and Workload
35) I have clear work objectives
36) I have the resources I need to do my job well
37) My workload is reasonable
38) I can tolerate the pressure of my work very well
39) I achieve a good balance between my work life and my private life

Pay and Benefits
40) I am paid fairly for the work that I do
41) Compared to people doing a similar job in other organizations, I feel my pay is reasonable
42) I feel that my pay adequately reflects my performance
43) I am satisfied with my total benefits package (e.g., retirement, health insurance)
44) I am satisfied with my employment conditions (e.g., vacation or leave options, flexible work arrangements)

Organizational Culture
45) I am treated fairly at work
46) I think it is safe to challenge the way things are done at MCWD
47) MCWD cares about its employees [orgculture_add1]
48) I feel encouraged to learn from my mistakes at work
49) I can report a suspected violation of any law, rule or regulation without fear
50) I think that MCWD respects individual differences (e.g., cultures, working styles, backgrounds, ideas)
51) I feel encouraged to come up with new and better ways of doing things
52) I feel valued for the work I do

Engagement
53) I would recommend MCWD as a good place to work
54) I am proud when I tell others I am part of MCWD
55) I feel a strong personal attachment to MCWD
56) MCWD inspires me to do the best in my job
57) I feel comfortable being myself at work
58) MCWD motivates me to help achieve its mission

Comments (Optional)
Please Note: Comments will be shared word-for-word with the General Manager before review by senior management. Your name will not be associated with your comment, but please do not reveal any personal information that would make you identifiable in your comments.
59) What is one thing you would recommend to make MCWD a better place to work?

Next Steps

Institute's Model



Preview – Taking Action

Phase 1	Phase 2	Phase 3	Phase 4
• Review and share results with departments, employees • Leaders to meet with CPS HR, obtain recommendations • Additional follow-on work – focus groups, etc. if needed	• Develop and finalize an action plan • Communicate action plan • Begin implementing actions	•Continue action implementation •Monitor progress	• Review and evaluate action implementation • Report on successes and areas of improvement

AGENDA ITEM

Subject: Discuss and Consider Adopting Revised MCWD Board Policies

- Rules for Board Proceedings Policy (PL-BOD-001)
- Directors Compensation and Expense Reimbursement Policy (PL-BOD-002)
- Board Delegation of Authority Policy (PL-BOD-003)
- Ethics Policy (PL-BOD-004)
- Sexual Harassment and Abusive Conduct Prevention Training Policy (PL-BOD-005)

Information Provided By: Mark Busby, General Manager

Background

Best practice for a county water district such as MCWD is to maintain a code of ordinances supported by Board-adopted policies. The code of ordinances is limited to its core business purposes – the provision of drinking water and wastewater services. The administration of the District, governance, human resources, and employee relations are best administered as Board-adopted policies.

By adopting and regularly updating policies as laws and circumstances change, the Board provides general direction to the General Manager, who then implements the Board's policy decisions. District policies are intended to be living documents, periodically reviewed by the Board to ensure that they remain current and aligned with the Board's direction and vision for the District.

Discussion

The attached Board policies have been reviewed by staff, the District's General Counsel, as well as the District's Code and Policy Committee. All proposed edits are shown in Track Changes format. The revisions in the Board Rules for Board Proceedings and Harassment Prevention Training Policies reflect recent changes in the law. The Board Delegation of Authority, Directors Compensation and Expense Reimbursement and Ethics Policies have only minor edits.

Fiscal Impact

There is no fiscal impact associated with this agenda item.

Requested Action

The Board of Directors is requested to adopt the following revised MCWD Board Policies:

- Rules for Board Proceedings Policy (PL-BOD-001)
- Directors Compensation and Expense Reimbursement Policy (PL-BOD-002)
- Board Delegation of Authority Policy (PL-BOD-003)
- Ethics Policy (PL-BOD-004)
- Sexual Harassment and Abusive Conduct Prevention Training Policy (PL-BOD-005)

MAMMOTH COMMUNITY WATER DISTRICT

RULES FOR PROCEEDINGS OF THE BOARD OF DIRECTORS

Adopted: March 18, 2021

Revised: September xx, 2025

Introduction

These are the rules for proceedings of the Board of Directors of Mammoth Community Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq*.), Brown Act (Government Code section 54950, *et seq*.) and any other applicable law will control over any inconsistent provision contained in these rules. These rules, as adopted March 18, 2021 shall, to the extent permitted by law, prevail over any inconsistent, redundant, or conflicting sections of the Mammoth Community Water District Code of Ordinances.

Rule 1 – Selection of Officers

The President of the Board shall be elected by the members of the Board for a one year term. The Board, in its discretion, may elect or appoint a Vice President from remaining members of the Board. The election will be held at the regular meeting in December of each year, *or in the event the December meeting is cancelled by the Board at the next regularly scheduled meeting* or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice- President under which the Vice President will normally be elected President at the conclusion of the President's one year term. If the membership on the Board of the President is terminated before the expiration of his or her one year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the

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nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after nominations have been closed and before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her yea or nay vote on each nominee, e.g., "For the first nominee for President, Director X, please state your vote by yea or nay;" (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice President of the Board will perform such duties. If both the President and Vice President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (1315 Meridian Boulevard, Mammoth Lakes, California) on the third Thursday of each month, commencing at 5:30 p.m. The location, day, and time for holding regular meetings may be changed by the Board of Directors from time to time by amendment of these rules or resolution. If a regular meeting falls on a holiday (as listed in Government Code section 6700) or the Board determines that the day of an upcoming regular meeting should be changed, the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524)

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Rule 5 – Majority Vote

Three members of the Board will be required to approve any ordinance, resolution, or motion, unless a different voting requirement to approve a particular action is specified under State law. (See Water Code section 30525)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a "no" vote. An "abstain" vote will constitute an "aye" vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board may (a) call for "aye" and "no" votes, or (b) ask if there are any "no" votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest

A member of the Board may not make, participate in making or in any way attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission's ["FPPC"] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, or (d) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager, or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103)

If a member of the Board believes he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination

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that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation, or vote on the matter for which a conflict of interest exists, and (2) leave the Board room until after the discussion, vote, and any other disposition of the matter has been concluded, unless that matter has been placed on the consent agenda, except that the Director may speak on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation, or vote on this matter."

A Board member also is prohibited from having a financial interest in a contract with the District, or be the purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation is authorized under Government Code section 1090, 1091, or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mister/Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and voting, the ayes and noes taken upon the passage of all ordinances, resolutions, or motions will be

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entered upon the minutes. (See Water Code section 30526)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: "Be it ordained by the Board of Directors of Mammoth Community Water District as follows:" (See Water Code section 30527) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing and *ad hoc* committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District's website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., seven working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements: (a) "The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item." (See Government Code section 54954.3(a).); (b) "Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above." (See Government Code section 54957.5(b)(2).); and (c) "In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting." (See Government Code section 54954.2(a).)

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager or his/her designee will distribute copies of the requested

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materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section ~~6250~~7920.000), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets, or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy. (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording for at least thirty days following the meeting, after which it may be erased or destroyed. The public may inspect the recording on a computer or other device made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds

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vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a "consent agenda," which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports, staff reports, and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. Regular meeting agendas will include specific items for Directors' reports and comments. The Board also may call on the General Manager, District staff or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: "Opportunity for public comment on non-agenda items within the Board's jurisdiction." During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public, or ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue (ten minutes or less normally will be standard), and may limit the time allocated for public comment by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order, irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

It is the general policy of the Board to refer to the General Manager for resolution complaints

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received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board's consideration of that agenda item. (See Government Code section 54954.3(a).)

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)
In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or

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(c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District's website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a "workshop meeting," during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Board committees will be composed of less than three Directors, and may be either standing committees or *ad hoc* advisory committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.) In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board meetings. In addition, the President may from time to time establish, and appoint the members of, *ad hoc* advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an *ad hoc* advisory

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committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.) Directors who are not members of an *ad hoc* committee may not attend an *ad hoc* committee meeting.

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1);_____v._____[insert name of case, e.g., *Jones* v. *District*].

b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either "disclosure would jeopardize service of process" or "disclosure would jeopardize existing settlement negotiations"].

c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].

d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].

e. Public employee appointment involving _____ [insert positions(s) to be filled]; Government code sections 54954.5(e) and 54957(b)(1).

f. Public employee performance evaluation involving _____ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of District negotiator] and _____[insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

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i. Conference with labor negotiator involving _____[insert name of District negotiator] and unrepresented employee(s) in position(s) of _____[insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 654957.6.

j. Conference with real property negotiator involving the purchase, sale, lease, or exchange of _____[insert street address or other description of property], _____and _____[insert name of District negotiator(s)], District negotiator(s) will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both; Government Code sections 54954.5(b) and 54956.8.

k. Closed session consultation _____ [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities; Government Code sections 54954.5(e) and 54957(a).

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning <u>final</u> approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate

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review will be reported in open session at the public meeting during which the closed session was held. (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her

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official duties may be guilty of a misdemeanor under Government Code section 1098. (See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference. (See Government Code section 54953(b).) For purposes of this rule, "meetings by teleconference" include meetings at which one or more Board member attends and participates in the meeting by telephone, video conferencing, or any other electronic means using live audio or video, or both. For any meeting by teleconference conducted by the Board, the following requirements will apply:

a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District's boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.

b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.

c. All votes taken at a meeting by teleconference will be by roll call.

d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.

e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

> "All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows:_____. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location."

g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

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~~g.~~h. Special rules for holding teleconference meetings during state-declared emergencies that modify certain of the above requirements have been temporarily enacted through December 31, 2025, and then permanently effective January 1, 2026. If such an emergency is declared, the Board may determine to use the modified rules by making the required findings. (See AB 361, Stats. 2021, Ch. 165, Sec. 3, codified in various versions of Government Code section 54953.) In addition, through December 31, 2025, a Director may attend a meeting remotely for just cause or in emergency circumstances, subject to complying with the rules provided in the version of Government Code section 54953 currently in effect and to be repealed by operation of law on January 1, 2026.

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both. As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a "non-dire emergency" (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a "dire emergency" (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of

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persons who the Board President or his/her designee notified or attempted to notify of the meeting, if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings ~~biennially~~ every two years and either (1) recommend changes for Board consideration and action; or (2) present these rules without change for ratification.

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MAMMOTH COMMUNITY WATER DISTRICT

DIRECTOR'S COMPENSATION AND EXPENSE REIMBURSEMENT POLICY

Adopted: December 15, 2022
Revised: September xx, 2025

I. PURPOSE

This document sets forth the policy of the Mammoth Community Water District concerning Directors' compensation and the payment of actual and necessary expenses incurred in the performance of official duties and is intended to comply with the requirements of Government Code sections 53232 through 53232.4.

II. DIRECTOR'S COMPENSATION

2.1 Amount of Compensation

Each member of the Board of Directors of the District will be entitled to receive $~~225.50~~258.50 per day for each day's attendance at meetings of the Board or for each day's service rendered as a member of the Board by request of the Board, as provided for in Article 2.2. A Director's attendance at a single Board committee meeting is considered a half day's service and shall be compensated at a rate of $~~112.75~~129.25. Notwithstanding the foregoing, a Director attending two or more Board committee meetings in a single day shall be deemed to have provided a full day's service and shall be entitled to be paid the authorized maximum daily stipend of $~~225~~258.50.

2.2 Types of Services for Which Compensation Will Be Provided

Applicable law (Government Code section 53232.1) permits the District to compensate Directors for each day's attendance at meetings of the Board, or for each day's service rendered as a Director, subject to a written policy adopted in a public meeting. A Director can be compensated for up to 10 days per calendar month of service in accordance with the Board's adoption of Ordinance No. 04-18-19-07. (Water Code section 20202.) The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager or his or her designee will provide to the Board on a monthly basis a list of meetings attended by each Director for which the Director was compensated under this policy. Directors will be compensated in the applicable amount provided for in Article 2.1~~,~~ (for up to 10 days per calendar month) for attending the following types of meetings:

a. Meetings of the Board of Directors of the District;

b. Meetings of Board-appointed committees, attended as a member of the

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committee;

c. Meetings of other governmental entities, associations or duly-recognized committees on which the District is officially represented, attended by the liaison representative of the Board and/or the liaison representative alternate who has been appointed to represent the District on the governmental entity or committee (both liaison representative and liaison representative alternate should attend all meetings to be informed on the issues and therefore both will be compensated for attending those meetings);

d. Conferences, seminars, workshops and other events held within the State of California, State of Nevada, and State of Washington D.C. that are sponsored by industry associations or nonprofit entities for the purpose of discussing relevant water and local government issues, including days while attending the conference, seminar, workshop or event, but excluding days in transit to or from the conference, seminar, workshop or event (attendance at conferences, seminars, workshops and events held outside the State of California, State of Nevada, and State of Washington D.C. will be approved by the Board of Directors on a case-by-case basis);

e. Educational training, seminars, and courses designed to improve Directors' understanding of District business and their obligations as public officials, including ethics training mandated under Government Code section 53235(a) and harassment prevention training under Government Code section 12950.1;

f. Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and

In connection with business, educational and ceremonial events for which the District has prepaid for a Director's attendance, the Director shall attend such events. If the Director is unable to attend the pre-paid event, the Director shall immediately notify the District. If the District cannot obtain a refund of fees paid, then the District shall bill the Director for reimbursement for all amounts paid, unless the Director's failure to attend the event arises from circumstances beyond the control of the Director.

2.3 Director Compensation Adjustments

The Board may increase the compensation paid to each Director for each day's service by no more than the annual rate of inflation as stated for the immediately preceding September in the Consumer Price Index for Los Angeles-Long Beach-Anaheim, California - All Urban Consumers (CPI-U). Consistent with Water Code Section 20202 and Ordinance

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04-18-19-07, no annual increase in Director compensation may exceed five percent (5%) over the amount paid in the previous calendar year.

At the November 2021 Board meeting and at each subsequent November Board meeting, the Board shall review the proposed adjustment in its compensation for the following year and decide whether to ratify that increase as proposed, reduce the amount of the proposed increase to a lesser amount, or forego the increase entirely.

2.4 Director Insurance Benefits

Each member of the Board of Directors and their eligible dependents will be entitled to receive group medical, dental, vision, and life insurance benefits consistent with the District's ordinances, resolutions, regulations, and policies applicable to employees.

Coverage for any Director or their dependents is subject to the terms and conditions of each plan, any limitations imposed by federal or state law, and any changes made from time to time at the Board's discretion. Coverage is not immediate or automatic and may be subject to waiting periods, documentation requirements, exclusions, or other limitations as set for in the terms of each plan.

III. REIMBURSEMENT OF DIRECTORS' EXPENSES

3.1 Policy and General Rules

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the amount of the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties. When a Director pre-pays expenses (e.g. registration, airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence as described in article 3.2.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with article 3.4. If requested, staff will register a Director for qualifying meetings as described in article 2.2.

The District's annual budget will set an appropriate level of funding for payment of Directors' expenses. A Director will not be entitled to receive in excess of $2,500 per fiscal year for reimbursable expenses, exclusive of registration fees, unless the Board of Directors preapproves a Director's request to increase this amount for the applicable fiscal year. A maximum of five paid meeting days per conference will be allowed with the following exception: ancillary programs that are not a part of the main conference (e.g. ACWA/JPIA meetings). The General Manager or his or her designee will be

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responsible for ensuring that the budgeted amount is not exceeded without prior approval of the Board.

Any exceptions for expenses that do not come within the District's expense reimbursement policy must be approved by the Board in a public meeting. (Government Code section 53232.2, subd. (f).) Any question concerning the propriety of a particular expense should be resolved by the Board.

3.2 Reimbursable Expenses

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and federal per diem rates published by the General Services Administration (GSA). A copy of these documents can be obtained from the Finance Manager.

The following expenses are authorized business-related expenditures:

a. Personal Vehicle Mileage. A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided as defined in article 2.2, Director's Compensation, above. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted in accordance with article 3.4. The District will not reimburse Directors for any other personal vehicle expenses.

b. Hotel Expenses. A Director will be reimbursed for lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars or meetings, if the Director stays at the hotel or other lodging listed in the event's registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she will be reimbursed at the per diem hotel rate published by the GSA for the city in which the hotel is located.

c. Meals. A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars or meetings away from the District based on the per meal rate published by the GSA. A Director may either (a) report meals at the GSA per diem rate or (b) use the Director's personal

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funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to the maximum per diem meal rates published by the GSA. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to the maximum per diem meal rate published by the GSA. If the District pre-pays the cost of one or more meals with a meeting, function or conference registration, a Director must attend the prepaid meals. If a Director fails to attend a pre-paid meal, a Director may not submit a claim for reimbursement for an alternative meal taken in lieu of the pre-paid meal.

d. Incidental Allowance. Tips for meals will be reimbursed up to a maximum of 20% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District will reimburse a Director for tips actually given to cabbies, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.

e. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly-scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, taxi, or ride share will travel by the least-expensive fare actually available for the date and time of the travel. When possible, travel should be planned in advance to permit use of advance fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with article 3.4.

f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

3.3 Types of Expenses for Which Reimbursement Will Not Be Provided

Director expenses that are not deemed to be reimbursable business expenses may

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include, but are not limited to:

a. Barber and/or beauty shop charges
b. Fines for traffic or parking violations
c. Expenses of any person accompanying a Director on a District-approved trip or event
d. Personal telephone calls
e. Fitness/Health Facility or Massages
f. Alcoholic beverages
g. Entertainment expenses (movies, sporting events, etc.)
h. Non-Mileage vehicle expenses
i. Charitable contributions

3.4 Expense Reporting Procedures

In order to be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form available from the Finance Department. The expense report form is designed to ensure that Directors' expense reimbursements comply with the requirements of Government Code section 53232.3 and IRS Publication 463. Accordingly, the General Manager will review each expense report form, and sign it to indicate compliance with the requirements of this policy. In all cases when a Director seeks reimbursement for expenses incurred while attending a conference, seminar or other meeting, a copy of the conference registration form must either be attached to his or her expense report or on file at the District (e.g. copy attached to check request or purchasing card paperwork). In addition, a Director will be required to attach the following documentation to his or her expense reimbursement report as a condition of receiving reimbursement for an appropriately-incurred business expense:

a. Personal Vehicle Mileage. To verify mileage, the General Manager or designee will document personal vehicle mileage, using tools such as Google or MapQuest, which will be attached to the Director's expense report.

b. Lodging Expenses. If a Director wishes to be reimbursed for lodging expenses, he or she must attach to the expense report an itemized bill issued by the hotel and a copy of the credit card receipt or other proof of the Director's payment. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred at the pre-arranged rate at the convention hotel or up to the GSA per diem rate for events that do not have a host hotel.

c. Meal Expenses. If a Director wishes to be reimbursed for meal expenses

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at the GSA per diem rate, he or she may fill out the expense report form and claim the expense without further documentation. If a Director pays for meals with his or her own funds, he or she must attach to the expense report an itemized bill, copy of a credit card receipt or other proof of the Director's payment. In such cases, the District will reimburse a Director only for the actual amount of the meal expense incurred up to a maximum amount of the applicable per diem rate published by the GSA.

d. Common Carrier Travel. A Director must attach to his or her expense report the fare, coupon, or itemized bill from a travel agency, airline, rental vehicle, bus or train showing the actual amount expended for such travel. A boarding pass, conference badge, business receipt from the destination or other documentation indicating the travel occurred must be attached to the Director's expense report.

e. Incidental Expenses. Whenever possible, a Director should obtain a receipt for incidental expenses such as tolls, parking fees, and taxis or ride-sharing. For incidental expenses where no receipt is available, such as tips and parking meter costs, a reimbursement request for such expenses may be claimed on the District approved expense report. Certification that such expenses were related to District business, reasonable, appropriate, and actually incurred by the Director is made when signing the District approved expense report form.

In all cases, the Director will remain responsible for filing an expense report and attaching the appropriate documentation obtained by the Director in conformance with paragraphs a. through e. above. Flat-rate advances or payments of expenses are prohibited under Government Code section 53232.2, except for per diem payments authorized in accordance with the GSA published rates.

A Director must substantiate all expenses on an expense report with the appropriate documentation attached within 60 days of incurring or paying the expense. An expense report submitted after the 60 days will only be paid if approved by the Board at a regular meeting. Any mis- or late-reported expenses incurred by a Director will be considered income to the affected Director. To comply with the applicable tax laws, the District will issue to a Director a Form W-2 including all mis- or late-reported expenses as income.

3.5 Disclosure

To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be included

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with the agenda materials for each regular monthly Board of Directors meeting. At the next regular Board meeting, Directors also must provide either an oral or written report of meetings or other authorized events attended for which they were compensated by the District. If multiple officials attended the same event, a joint report may be made.

All expenses are subject to verification that they comply with this Policy. Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act, except that the District will ensure that no Director personal information, such as credit card numbers and home addresses, is provided to the public in the event of a request for such records.

3.6 Penalties

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to $1,000 per day for each day of violation and three times the value of the public resources misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

3.7 Payment of Compensation and Expenses

All reimbursable expenses as outlined in this policy will be paid within the next payroll cycle upon receipt of a completed expense reporting form approved by the General Manager or designee.

III. POLICY REVIEW

District staff will review this Policy every two years and either (1) recommend changes for Board consideration and action or (2) present to the Board for ratification without changes.~~District staff will review this Policy every two years and recommend changes for Board consideration and action.~~~~This Policy shall be reviewed at least biennially~~.

IV. APPLICABILITY

This Policy shall take effect immediately upon adoption by the Board of Directors and its terms shall prevail over any sections of the MCWD Code of Ordinances which are inconsistent, redundant, or in conflict with the terms contained herein.

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MAMMOTH COMMUNITY WATER DISTRICT

BOARD DELEGATION OF AUTHORITY TO GENERAL MANAGER POLICY

Adopted: September 16, 2021
Revised: September 18~~21~~, 2025~~23~~

I. PURPOSE

The primary purpose of this policy is to define the role and responsibilities of the General Manager. The Board of Directors sets the policy for the District and the General Manager's role is to implement those policies in the operation and administration of the District's services, facilities, and personnel system.

II. POLICY

The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened Board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees. The General Manager shall be responsible for the overall operations of the District in the manner set forth in Water Code sections 30580 and 30581, and his/her employment agreement.

Subject to the Board-approved budget, policy direction, and contract approvals, the District's General Manager is delegated the: (a) full charge and control of the construction, maintenance and operation of the water, wastewater and other facilities of the District, (b) full power and authority to employ and discharge employees consistent with District policy and other provisions of law, (c) authority to prescribe the duties of employees consistent with District policy, and (d) power to alter the compensation of employees subject to Board-approved salary schedules.

In an effort to establish and maintain clear delegation of authority, the Board of Directors authorizes the following powers to the General Manager and such other powers and duties as the Board may assign or authorize from time to time:

Claims: To investigate and resolve third party claims against the District as provided in the District's Claims Processing Policy.

Accepting of Easements and Transfer Agreements: To develop easement values using the services of a land appraiser or other prudent methods and acquire easements up to a cash value of $50,000.

Budget Expenditures: To authorize approval of contracts and purchases up to the amount included in the annual adopted budget.

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Check Signing: To sign District checks pursuant to the following: checks in an amount less than $10,000 only require one signature and may be signed by the General Manager or his or her designee, checks in amounts of $10,000 or more require two signatures and may be signed by the General Manager and either the Finance Manager or one Board Member, or in the absence of the General Manager, either two current board members may sign or the General Manager's designee and one Board Member.

Disbursement of Monies: To process any disbursements for operations, maintenance, and capital expenses that have been authorized in the District's approved budget. The General Manager or designee shall submit to the Board at each regular Board meeting a list reflecting all disbursements of budgeted expenditures, including check number, payee, amount, and description of the disbursement.

Unbudgeted purchases, where the General Manager has determined that the purchase is in the best interest of the District and the purchase will bring the total projected overall budget amount over the amount authorized in the operating and capital budget adopted by the Board of Directors.

- Unbudgeted purchases over $100,000 require a budget amendment approved by the full Board of Directors in advance of the purchase.
- For unbudgeted purchases under $100,000 the General Manager or designee is authorized to make such purchases. The General Manager shall report in writing to the Board of Directors, at the next regular Board meeting, the amount, description, and justification for all such purchases.

Emergency Expenditures: To declare emergencies and to make emergency expenditures. An emergency is an unexpected occurrence that significantly impacts the District's ability to provide continuous clean, safe, and reliable water and wastewater services. The General Manager shall confer with the Board President and one other Director and receive their concurrence in the declaration of an emergency, and as soon as possible, the Board shall meet to review and ratify that declaration and continuation of emergency expenditures as provided by law.

Employees: The General Manager is authorized to fill vacant existing positions, add temporary employees, direct the activities of all employees and use District or contract personnel in District operations as deemed in the best interest of the District. The Board of Directors has the authority to approve new regular full-time and part-time positions in the District.

The General Manager may designate a person to assume his or her authority during his or her absence. In the absence of the General Manager and any temporary designee appointed by the General Manager, in order for District operations to continue uninterrupted, Department Managers have full authority to make decisions affecting their departments during any such absence. Should any event occur that affects more than one department, then the Managers of all affected departments shall confer and

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agree to the proper solution and enact the appropriate measures.

The General Manager is fully responsible and accountable for the proper performance of these responsibilities.

The delegation of authority provided in this policy reflects the statutory delegation of duties to general managers of county water districts as provided in Water Code sections 30580 and 30581, and also is intended to clarify the division of authority between the Board and General Manager consistent with the best practices employed by well-governed and efficiently operated public agencies.

III. POLICY REVIEW

District staff will review this Policy every two years and either (1) recommend changes for Board consideration and action or (2) present to the Board for ratification without changes.~~District staff will review this Policy every two years and recommend changes for Board consideration and action.~~ ~~This Policy shall be reviewed at least every two years.~~

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MAMMOTH COMMUNITY WATER DISTRICT

ETHICS POLICY

Adopted: March 18, 2021

Revised: September xx, 2025

I. PURPOSE

The policy of the Mammoth Community Water District is to maintain the highest standards of ethics from its Directors and employees. The proper operation of the District requires that decisions and policy be made in the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Directors and District employees will maintain the highest standard of personal honesty and fairness in carrying out their duties.

This policy contains two parts. The first part addresses mandated ethics training requirements for Directors and certain designated officers. The second part of this policy sets ethics standards for Directors. The ethical standards to be followed by District employees, including the General Manager, Treasurer, and Secretary (if an employee), are provided in the District's Employee Handbook.

The primary purpose of the ethics training policy (Article II) is to ensure that all District Directors and certain designated officers comply with the ethics training and reporting mandates imposed by Government Code sections 53234 through 53235.2.

The primary purpose of the ethics guidelines for Directors (Article III) is to set forth the minimum ethical standards to be followed by the Board of Directors of the Mammoth Community Water District. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Directors' conduct, and (3) improve ethical decision making and values-based management.

II. MANDATORY ETHICS TRAINING

2.1 Positions Requiring Training

Ethics training is required for all Directors. (Government Code section 53235, subd. (a).) The following District officers also will be required to receive ethics training:
(1) General Manager and (2) Finance Manager. (Government Code section 53234 subdivision (c)(2).) Collectively, Directors and the designated officers are the District's "Covered Officials" under this policy. The Board encourages all other District employees to receive ethics training, although such training is not a legal requirement.

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2.2 Training Curriculum

The required ethics training must cover general ethics principles and ethics laws relevant to the Covered Officials' public service. All Covered Officials must receive ethics training in the following topics relevant to the service to the District:

a) Laws relating to personal financial gain by public servants, such as prohibitions on conflict of interest and bribery;

b) Laws relating to the privileges of office, such as limitations on personal receipt of gifts and travel, use of public resources, mass-mailing restrictions, and prohibitions on gifts of public funds;

c) Government transparency laws, such as the Brown Act, the Public Records Act, and financial interest disclosure laws; and

d) Laws relating to fair public process, such as due process and competitive bidding Requirements, bias prohibitions, and incompatible office restrictions.

Covered Officials may fulfill their required ethics training obligations by participating in any approved form of training, including but not limited to seminars, webinars, group or individual training, or self-study at home, in-person, or on-line. If self-study courses are used, a test component must be included. (Government Code section 53235, subd. (d).)

2.3 Frequency of Training

Every two years, all Covered Officials must receive at least two hours of ethics training that complies with the requirements of Article 2.2. (Government Code section 53235, subd. (b).) All Covered Officials may take more than two hours of training every two years and the Board encourages all Covered Officials to obtain more than the required minimum training.

Newly elected or appointed Covered Officials must complete their first two hours of ethics training within one year after taking office. After completing the initial training requirement, Covered Officials must receive a minimum of two hours of ethics training every two years for as long as they remain in office.

2.4 Training Documentation

Compliance with the Government Code sections 53234 through 53235.2 ethics training requirements must be documented. The person or entity providing the training must provide a proof of participation to the Covered Official. (Government Code section 53235, subd. (e).) The District will also keep records of its Covered Officials' dates of participation in ethics training and the person or entity providing the training for five years.

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(Government Code section 53235.2, subd. (a).) The Executive Assistant to the General Manager will maintain the ethics training records. All Covered Officials must submit a copy of their proof of participation in all ethics training completed to the Executive Assistant to the General Manager within 30 days of completing any ethics training. All ethics training policies and attendance records are public records subject to disclosure under the California Public Records Act. (Government Code section 53235.2, subd. (b).)

2.5 Miscellaneous Training Rules

The District will inform its Covered Officials of available ethics training opportunities at least once annually. (Government Code section 53235, subd. (f).)

It is the responsibility of each Covered Official to ensure his or her compliance with this policy, including selecting the ethics training courses and securing and submitting the ethics training documentation to the Executive Assistant to the General Manager as required in Article 2.4.

If a Covered Official holds more than one position covered by the ethics training mandate, he or she need only complete the minimum two hours every two years to comply. (Government Code section 53235.1, subd. (c).) If a Covered Official wishes to receive District credit for ethics training completed on behalf of another agency, he or she should submit the relevant documentation to the District Secretary or designee.

III. ETHICS GUIDELINES FOR DIRECTORS

3.1 Responsibilities of Public Office

Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure, and open government laws. Directors will work in cooperation with other public officials unless prohibited from so doing by law or officially-recognized confidentiality of their work, or if doing so would be contrary to the best interests of the District.

(Article 20, section 3 of the California Constitution; Government Code section 1360.)

3.2 Fair and Equal Treatment

Directors will not, in the performance of their official functions, discriminate against any person on the basis of race, sex, color, national origin, ancestry, disability, or any other protected class under federal, state, or local laws. A Director will not grant any special consideration, treatment, or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

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(See, e.g., Article 1, section 31 of the California Constitution; Age Discrimination in Employment Act of 1967 (29 U.S.C. sections 621 and following); Americans with Disabilities Act of 1990 (42 U.S.C. sections 12101 and following); California Fair Employment and Housing Act (Government Code sections 12900 and following and Chapter 5 of Title 47, U.S.C.); Rehabilitation Act of 1973 (29 U.S.C. sections 701 and following); Title VII of the Civil Rights Act of 1964 (42 U.S.C. sections 2000e and following).)

3.3 Proper Use and Safeguarding of District Property and Resources

Except as specifically authorized, a Director will not use or permit the use of District-owned vehicles, equipment, telephones, materials, or property for personal convenience or profit. A Director will not ask or require a District employee to perform services for the personal convenience or profit of a Director or employee. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Directors are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Directors.

(Article 16, section 6 of the California Constitution; Government Code sections 8314 and 53232.3; Penal Code section 424; see People v. Battin (1978) 77 Cal.App.3d 635.)

3.4 Use of Confidential Information

a) A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.

b) This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District or an elected official or employee, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information

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acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Director will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

c) A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(Government Code section 54963.)

3.5 Conflict of Interest

a) A Director will not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Director's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation, or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 and following, relating to conflicts of interest. Generally, a Director has a disqualifying financial interest in a matter if a Board decision would have a reasonably foreseeable material financial effect (as defined by the Fair Political Practices Commission ("FPPC") regulations) on the Director, or his or her immediate family, that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment of $2,000 or more, (b) real property in which the Director has a direct or indirect interest worth $2,000 or more, (c) a source of income of the Director amounting to a total of $500 or more within 12 months before the Board decision, (d) a source of gifts to the Director amounting to $470 or more within 12 months before the Board decision, or (e) a business entity in which the Director holds a position as a director, officer, partner, trustee, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Director will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income, and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. The dollar limitations referred to in this section are adjusted from time to time by the FPPC,

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and any such adjustment shall automatically be incorporated into this policy when made effective by the FPPC.

(Government Code sections 87100 and following.)

b) If a Director believes that he or she may be disqualified from participation in the discussion, deliberations, or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager and the District's legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation, or vote on the matter for which a conflict of interests exist, which will be so noted in the Board minutes and (2) will leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters (e.g., the consent calendar), in which case the Director will identify the nature of the conflict and not vote on the specified item. If the item is agendized for discussion and possible action, the Director may speak on his or her personal interests in the matter during the time the general public speaks on the issue but must leave the room during Board discussion and action on that item.

c) A Director will not recommend the employment of a relative to the District. In addition, a Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.

d) A Director who knowingly asks for, accepts, or agrees to receive any gift, reward, or promise thereof for doing an official act, except as may be authorized by law, may be guiltyof a misdemeanor under Penal Code section 70.

(Government Code sections 1090 and following, 81000 and following, and 87105; Penal Code sections 68 and 70.)

3.6 Soliciting Political Contributions

Directors are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Director will not accept, solicit, or direct a political

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contribution from (a) District employees, officers, consultants, or contractors, or (b) any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

(Government Code section 3205.)

3.7 Incompatible Offices and "Revolving Door" Policy

A. Any Director appointed or elected to a public office of another public entity, the duties of which may require action contradictory or inconsistent with the interest of the first entity (as determined under applicable law), is deemed to have vacated his or her office with the District upon taking the second, incompatible office.

B. For a period of one year after leaving office, Directors will not represent for compensation non-governmental entities before the District with regard to any issues over which that Director had decision-making authority during the three years prior to leaving office.

C. For purposes of this section, "represent" will mean for compensation to actively support or oppose a particular decision in a proceeding by lobbying in person the officers or employees of the District or otherwise acting to influence the officers of the District.

D. These restrictions will not apply to representation of not-for-profit charitable entities before the District.

E. Nothing in this section is intended or will be applied to prevent a former Director from participating in meetings of the Board in the same manner as other members of the public. (See, for example, Government Code section 54954.3.)

(Government Code sections 1099, 53227 and 87406.3; see also, 73 Ops.Cal.Atty.Gen. 357 (1990).)

3.8 Board-General Manager Relationship

A. The Board sets the policy for the District. Under the County Water District Law, the District's General Manager (a) has full charge and control of the maintenance, operation, and construction of the water and wastewater systems of the District, (b) has full power and authority to employ and discharge all employees at pleasure, consistent with other provisions of law, (c) prescribes the duties of employees, consistent with District policy, and (d) fixes and alters the compensation of employees subject to approval by the Board. The Board will, after considering the recommendation of the General Manager, appoint

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the District's Finance Manager/Treasurer (who will report to the General Manager). The Finance Manager/Treasurer will install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The Board will retain an auditor as an independent contractor of the District (other than the Finance Manager/Treasurer) to conduct an annual audit of the District's books, records, and financial affairs in accordance with generally accepted auditing standards. The auditor will report to the Board who will periodically review the auditor's work.

B. The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened Board meetings and Board committee meetings. Directors will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, except as it pertains to the functions of the Finance Manager/Treasurer and District consultants, including the District auditor. Directors will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. Directors may request non-confidential, factual information regarding District operations from District employees.

   (Water Code sections 30540 and 30580 through 30582.)

3.9 Improper Activities and the Reporting of Such Activities; Protection of "Whistle Blowers"

A. The General Manager has primary responsibility for (1) ensuring compliance with the District's Employee Handbook and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge. Directors will not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

B. A Director will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening,

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coercing, commanding, or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Director or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Director or District employee.

C. A Director will not use or threaten to use any official authority or influence to effect any action as a reprisal against another Director or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

D. Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager or (2) a Director, if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or the Board in the case of a complaint against the General Manager) will take appropriate action consistent with the District's Employee Handbook, related human resources policies and procedures, and applicable law.

(Labor Code section 1102.5, and following, and Government Code sections 53298 and 53298.5.)

3.10 Compliance with the Brown Act

Directors, and persons elected but who have not yet assumed office as Directors, will fully comply with the provisions of the Brown Act, the State's open meeting law for public agencies. The Board has adopted "Rules for Proceedings of the Board of Directors" (PL - BOD 001) to guide the Board in ensuring that Board decisions are made during meetings of the Board that are open to the public in compliance with the Brown Act.

(Government Code sections 54950 and following, and 54952.1 and 54959.)

3.11 Director's Compensation and Expense Reimbursement

Directors will fully comply with the provisions of the Board's "Directors' Compensation and Expense Reimbursement Policy" (PL - BOD 002).

(Government Code sections 53232 and following; Water Code sections 20200 and following.)

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3.12 Changes in Compensation

Changes in the compensation of the Board may be made pursuant to Article 2.3 of the Board's adopted "Directors' Compensation and Expense Reimbursement Policy." (PL-BOD-002).

(Water Code sections 20200 and following.)

3.13 Candidate's Statement

A Director will not include false or misleading information in a candidate's statement for a general District election filed pursuant to section 13307 of the Elections Code.

(Elections Code section 13313.)

3.14 Violation of Ethics Guidelines

A perceived violation of the ethics guidelines (Ethics Policy articles 3.0 – 3.7) by a Director should be referred to the President of the Board or the full Board of Directors for investigation and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Director who has violated this policy, (b) injunctive relief, (c) referral of the violation to the District Attorney and/or the grand jury; or (d) investigation and action under the District's Workplace Dishonesty Policy and Procedures.

IV. POLICY REVIEW

District staff will review this Policy every two years and either (1) recommend changes for Board consideration and action or (2) provide for ratification without changes. ~~This Policy shall be reviewed at least biennially.~~

V. APPLICABILITY

This Policy shall, to the extent permitted by law, take effect immediately upon adoption by the Board of Directors and its terms shall prevail over any sections of the MCWD Code of Ordinances which are inconsistent, redundant, or in conflict with the terms contained herein.

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MAMMOTH COMMUNITY WATER DISTRICT

DIRECTOR SEXUAL HARASSMENT AND ABUSIVE CONDUCT PREVENTION TRAINING POLICY

Adopted: March 18, 2021

Revised: September xx, 2025

I. PURPOSE

Under California law and regulations established by the Civil Rights Council of the California ~~Fair Employment and Housing Commission~~Civil Rights Department ("~~FEHC~~CRD"), Directors are required to receive at least two hours of effective interactive training and education regarding sexual harassment prevention and abusive conduct prevention upon taking office and then at least once every two years. The ~~sexual harassment prevention~~ training and education required by this policy is intended to establish a minimum threshold and a Director may participate in additional training as he or she deems appropriate. (Gov't Code sections 12950.1(a) and 53237.1.)

II. HARASSMENT PREVENTION TRAINING REQUIREMENT

Within six months after a Director assumes office, he or she must attend at least two hours of classroom or other effective interactive training and education regarding sexual harassment prevention abusive conduct prevention in the workplace. After meeting the initial training requirement, each Director must attend sexual harassment prevention and abusive conduct prevention training and education at least once every two years for as long as the Director remains in office. (Gov't Code sections 53237.1(b) & 12950.1(a); 2 C.C.R.~~,~~ section 11024, subds. (b)(1) & (b)(4).)

The education and training must include information and guidance regarding the definition, prohibition against, prevention, and correction of sexual harassment and abusive conduct, and the remedies available to victims in employment. The training shall include practical examples aimed at instructing the Director in the response to sexual harassment, discrimination, retaliation, and prevention of abusive conduct. The training shall also be inclusive of preventing harassment based on sex, gender, gender identity, gender expression, and sexual orientation, and other definitions contained in Government Code section 12940(a); and shall include, but not be limited to, all subjects described in Gov't Code sections 53237.1(d) and 12950.1, subds. (a), (b), and (c), and 2 C.C.R. section 11024, subd. (c).) ~~The education and training must identify behaviors that create or contribute to "sexual harassment" as that term is defined in California and federal law, and help instill values in Directors that will assist them in preventing and effectively responding to incidents of sexual harassment. The training shall include, but is not limited to, all subjects described in Government Code sections 53237.1(d) and 12950.1(a), and 2 C.C.R. section 11024, subd. (c)(2).~~

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A Director is not required to receive the training in two consecutive hours so long as the applicable total hourly requirement is met with minimum training segments of not less than half an hour, and all of the first required training is completed within the six-month period and all of each subsequent training is completed within the same calendar year. (Gov't Code sections 12950.1(a) and 53237.1(~~e~~b); 2 C.C.R.~~,~~ section 11024, subd. (b)(~~6~~7).)

Training may be received by any of the following methods: (1) classroom training that is conducted in-person; (2) e-learning that is individualized, interactive, and computer-based containing content created by a qualified trainer who shall be available to answer questions and provide guidance within two business days; or (3) webinar or other "interactive" training consisting of an internet-based seminar whose content is created and taught by a qualified trainer and transmitted digitally in real time and of which the District will maintain a copy of all associated materials for two years. (Gov't Code section 53237.1(e); 2 C.C.R. section 11024, subd. (a)(2).) The required training and education must be presented by trainers or educators with knowledge and expertise in the prevention of abusive conduct, harassment, discrimination, and retaliation. (Gov't Code sections 12950.1(a) and 53237.1(d), and 2 C.C.R. section 11024, subd. (a)(10).)~~Training may be received by any of the following methods: (1) attendance in a classroom setting; (2) participation in an internet-based interactive seminar conducted in real-time ("webinar"); or (3) by interactive computer-based training ("e-learning"). (Gov't Code section 53237.1(e); 2 C.C.R, section 11024, subdivision (a)(2).) The required training and education must be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Gov't Code sections 53237.1(d); 2 C.C.R, section 11024, subd. (a)(10).)~~

A Director who receives supervisor sexual harassment and abusive conduct prevention training as a result of his/her service with an employer or another agency is not required to receive separate training because of his or her service with the District. However, such Director must: (1) receive, read, and acknowledge receipt in writing of the District's anti-harassment policy; and (2) submit to the Executive Assistant to the General Manager a duplicate copy of the proof of his/her participation in the mandated training that was obtained on behalf of the Director's employer or other agency. (Gov't Code sections 53237.1(f) and (h) & 53237.2; 2 C.C.R.~~,~~ section 11024, subd. (b)(5).)

III. REPORTING

The Executive Assistant to the General Manager will inform Directors of available harassment and abusive conduct prevention training opportunities, including any training opportunities offered at District facilities for staff supervisors subject to the training requirement. Each Director must obtain proof of his or her participation after he or she completed the mandated periodic training and submit proof of completion of such training to the Executive Assistant to the General Manager within thirty days of completing any training component. Each Director's personnel file shall include records

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of the dates of participation in sexual harassment prevention training and the person or entity providing the training. (Gov't Code sections 53237.1(f) and (g) & 53237.2; 2 C.C.R.~~,~~ section 11024, subd. (b)(2).) All sexual harassment and abusive conduct prevention policies and attendance records are public records subject to disclosure under the California Public Records Act and must be retained by the District for a minimum of five years after a Director receives the training. (Gov't Code section 53237.2(b).)

IV. PENALTIES FOR POLICY VIOLATION

It is the responsibility of each Director to ensure his or her compliance with this policy, including choosing the sexual harassment prevention and abusive conduct prevention training courses and securing and submitting the training completion documentation to the Executive Assistant to the General Manager as required in Article ~~3.0~~III. While failure to comply with this policy does not impose strict liability on the District or a non-complying Director in any legal action involving a sexual harassment or abusive conduct claim, such non-compliance can be used as evidence against the District and any non-complying Director in the prosecution of such claims. (Gov't Code sections 53237.5 & 12950.1(c).)

A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of a Director who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the CRD~~FEHC~~, which has the legal authority to issue an order compelling any Director violating this policy to comply with the sexual harassment and abusive conduct prevention training requirements within sixty days of the issuance of such an order. (Gov't Code section 12950.1(d); 2 C.C.R.~~,~~ section 11024, subd. (d).)

V. POLICY REVIEW

District staff will review this Policy every two years and either (1) recommend changes for Board consideration and action or (2) present to the Board for ratification without changes. ~~District staff will review this Policy every two years and recommend changes for Board consideration and action.~~ ~~This Policy shall be reviewed at least biennially.~~

VI. APPLICABILITY

This Policy shall take effect immediately upon adoption by the Board of Directors and its terms shall prevail over any sections of the MCWD Code of Ordinances which are inconsistent, redundant, or in conflict with the terms contained herein.

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AGENDA ITEM

Subject: Discuss and Consider Adopting New MCWD Prohibition of Rooftop Sprinkler Systems Policy (PL-ADM-027)

Information Provided By: Mark Busby, General Manager

Background and Discussion

Earlier this year, a homeowner requested a permit from the District to install a rooftop sprinkler system as a potential mitigation in the case of wildfire. Staff then brought the concept to the Board's Code/Policy Committee and received direction to draft a policy for future consideration by the Board.

Following direction from the committee, staff drafted a policy. The attached draft policy has been reviewed by the District's General Counsel and the Code/Policy Committee.

Fiscal Impact

There is no fiscal impact associated with this agenda item.

Requested Action

The Board of Directors is requested to adopt the MCWD Prohibition of Rooftop Sprinkler Systems Policy.

MAMMOTH COMMUNITY WATER DISTRICT

PROHIBITION OF ROOFTOP SPRINKLER SYSTEMS POLICY

Adopted: xxx xx, 2025

I. PURPOSE

This policy establishes a prohibition on the direct connection of rooftop sprinkler systems installed for any purpose to the Mammoth Community Water District's water system. The intent of this policy is to protect the integrity of the public water supply system, promote responsible water usage, and reduce risks to public safety and infrastructure during wildfire events, and to the extent possible ensure water assets are available to support emergency services during a wildfire event.

II. POLICY

During a wildfire event, high water demand caused by rooftop sprinkler systems could significantly compromise the availability and pressure of water necessary for firefighting operations. Such systems are typically ineffective at preventing structure loss during wildfires and can result in loss of pressure for fire service operations, water waste, and damage public water infrastructure. As a result, the Mammoth Community Water District ("MCWD" or "District") does not permit direct connection of rooftop sprinkler systems to the District's water system on private residential or commercial structures for any purpose, including for fire suppression.

III. POLICY PROVISIONS

A. **Prohibited Use:**
Property owners within the District's service area may not install, maintain, or operate rooftop sprinkler systems or other external fire suppression systems using the public water supply not approved by the District, the Mammoth Lakes Fire Protection District ("MLFPD"), and the Town of Mammoth Lakes ("TOML").

B. **Exemptions:**
Exceptions may be granted by the District for systems designed, approved, and installed under the direction of MLFPD and TOML, and that are not connected to the District's public water system. Any exemption granted would be in the District's sole discretion.

C. **Enforcement:**
1. The District reserves the right to inspect properties suspected of violating this policy consistent with its general access and inspection rights under the District Water Code.
2. Violations may result in the issuance of a written notice, water service restrictions, or administrative penalties as defined in the District's enforcement regulations, policies, and

procedures.

3. Repeated or egregious violations may result in the disconnection of a customer's District water service.

D. **Coordination with Fire Agencies:**

The District will work in partnership with the MLFPD and TOML to promote defensible space, ember-resistant construction, and other best practices for wildfire resilience that do not compromise water system reliability.

IV. POLICY REVIEW

District staff will review this Policy every two years and either (1) recommend changes for Board consideration and action or (2) provide for ratification without changes.

DRAFT

AGENDA ITEM

Subject: Discuss and Consider Adopting Resolution No. 09-18-25-13 Establishing a Records Retention Schedule, Superseding All Previous Policies, and Authorizing Staff to Make Changes to the Schedules When Required

Information Provided By: Stephanie Hake, Executive Assistant

Background

The Mammoth Community Water District (MCWD) contracted with Gladwell Governmental Services, Inc. (GGS) in 2018 to develop its Records Retention Schedules. The Board adopted this document by resolution. Since 2018, GGS provides staff with recommended updates annually which are reviewed and approved by the District's legal counsel prior to being presented to the Board for adoption. The 2018 resolution did not include a provision for staff to make changes without first getting Board approval.

Discussion

Recent advice from legal counsel is that a replacement resolution should be brought to the Board that includes a provision that authorizes staff to update the schedules without prior Board approval. This authorization is contingent on review and consent of the District General Manager and General Counsel and that the General Manager or their designee shall report on any changes to the Board at its next regular board meeting.

Fiscal Impact

There is no fiscal impact associated with this agenda item.

Requested Action

The Board of Directors is requested to adopt Resolution No. 09-18-25-13, which supersedes Resolution No. 06-21-18-14.

RESOLUTION NO. 09-18-25-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF MAMMOTH COMMUNITY WATER DISTRICT ESTABLISHING RECORDS RETENTION SCHEDULES, SUPERSEDING ALL PREVIOUS POLICIES, AND AUTHORIZING STAFF TO MAKE CHANGES TO THE SCHEDULES WHEN REQUIRED

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Mammoth Community Water District;

WHEREAS, Government Code section 60200 provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district;

WHEREAS, Government Code section 60201 provides that district records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the district or public may be destroyed;

WHEREAS, the Board of Directors previously adopted Resolution 06-21-18-14 establishing a records retention schedule;

WHEREAS, the General Manager has developed policies and procedures relating to records management, including the requirement of the approval of a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

WHEREAS, Government Code section 60201 also authorizes the Board to delegate the decision to make changes to the District records retention schedules when required or authorized by applicable law to District management, subject to appropriate reporting to the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mammoth Community Water District as follows:

Section 1. Repeal of Previous Resolution.

Resolution 06-21-18-14 establishing records retention schedules and designating responsibilities is hereby repealed and superseded in its entirety by this resolution.

Section 2. Destruction of Records will not Adversely Affect Any Interest of the District.

The Board of Directors finds that the destruction or disposition of records that have exceeded their retention periods as set forth in the Records Retention Schedules attached to and made a part of this resolution

as Exhibit A will not adversely affect any interest of the District or the public. Furthermore, the Board hereby approves the updated Records Retention Schedules shown in Exhibit A.

Section 3. Authorization to Destroy Records in Compliance with Exhibit A.

The records of the Mammoth Community Water District, as set forth in the attached Records Retention Schedules, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, without further action by the Board of Directors of the Mammoth Community Water District.

Section 4. Authorization for Future Updates to Exhibit A.

With the review and consent of the District General Manager and General Counsel, staff is authorized to make updates to the Records Retention Schedules without further action by the Board of Directors of the Mammoth Community Water District; provided, however, that the General Manager or their designee shall report on any such changes to the Board at its next regular board meeting.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District at its regular meeting held on September 18, 2025, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

MAMMOTH COMMUNITY WATER DISTRICT

_____
Thomas R. Smith, President
Board of Directors

ATTEST:

_____
Mark Busby, Secretary
Board of Directors

Mammoth Community Water District

RECORD RETENTION SCHEDULES

~COMPILED~

Mammoth Community Water District
Record Retention and Destruction Schedules

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HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include all records as defined by the California Public Records Act.

STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS

The District-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the District with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the District
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("**Minimum 2 years**"), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the "Destroy Paper after Imaged & QC'd" below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active *(guideline)*: How long the file remains in the immediate office area
Inactive *(guideline)*: How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media which does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

Mammoth Community Water District

Record Retention Schedule

~ DISTRICT WIDE ~

RECORDS RETENTION SCHEDULE LEGEND

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Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
DISTRICT-WIDE (Used by All Departments)										
Finance / Accounts Payable	DW-001	Accounts Payable (Invoices, Petty Cash, Travel Expense Reimbursements, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. copies; GC §60200
District Secretary	DW-002	Agendas, Agenda Packets Board of Directors, Subcommittees (Technical Services, Finance)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §60200
District Secretary	DW-003	Agreements & Contracts **(ALL,** Except for Employee Loans or General Manager's Contract)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the District Secretary; GC §60200
Lead Department	DW-004	Agreements & Contracts - ALL: **ADMINISTRATIVE RECORDS** (Correspondence, project schedules, copies of invoices, backup, insurance certificates etc.) Also see grant retention, if applicable.	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201
Lead Department	DW-005	Agreements & Contracts: **Unsuccessful bids**	Bid Opening + 2 years		Bid Opening + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Special Districts are required to keep public works unaccepted bids for 2 years; GC §60201(d)(11)

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RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
	DW-006	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §60201 et seq.
	DW-007	Bids: See Agreements					Mag, Ppr			
	DW-008	Brochures: See Reference Materials					Mag, Ppr			
Finance	DW-009	Budgets - Finals, Drafts, Reports, Worksheets	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§60200, 53901
Personnel Services / Risk Manage.	DW-010	Claims / Litigation	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§60200, 60201 et seq.
Lead Dept.	DW-011	Clippings / Newspaper Clippings	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §60201 et seq.
Lead Dept.	DW-012	Committees, Task Forces, Associations, Commissions, & Boards: **External** Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
	DW-013	Contracts: See Agreements					Mag, Ppr			
	DW-014	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60200

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Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	DW-015	Correspondence - **Regulatory Agencies**	Minimum 10 years		Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Dept. that **Authors** Document or Receives the District's Original Document	DW-016	Correspondence - **ROUTINE (Content relates in a substantive way to the conduct of the public's business)** (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §60201;

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Dept. that Authors Document or Receives the District's Original Document	DW-017	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS,** Interagency and Intraagency Memoranda not retained in the ordinary course of business **Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference** (e.g. calendars, checklists, e-mail or social media posting, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages. transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT E-mails, electronic records, or social media postings where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing them in a file folder, or saving them electronically. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500; 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	DW-018	Credit Card Slips (Signed by Employees)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For auditing purposes; GC §60201 et seq.
Lead Dept.	DW-019	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §§7927.500, 7928.705
Lead Dept.	DW-020	Grants **(SUCCESSFUL** - all records, including FEMA claims, OES Claims)	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-021	Grants: **UNSUCCESSFUL** (Applications, Correspondence, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-022	Index to Inactive Records / Records Stored in Records Center / Inventory of Records in Records Center	Indefinite - Permanent		Indefinite - Permanent		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
	DW-023	Invoices - see Accounts Payable					Mag, Ppr			
District Secretary	DW-024	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Personnel Services	DW-025	Personnel Files - Department-level **Supervisor's Notes**	After Performance Evaluation or Documented Discipline		After Performance Evaluation or Documented Discipline	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Lead Dept.	DW-026	Photographs	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §60201
	DW-027	Policies & Procedures - See Reference Manuals					Mag, Ppr			
Lead Dept.	DW-028	Public Relations / Press Releases	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
District Secretary	DW-029	Records Destruction Lists	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §60200

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Authoring Dept.	DW-030	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Documents of historical significance should be retained longer; GC §60201
Lead Dept.	DW-031	Reports and Studies - White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
District Secretary	DW-032	Resolutions	Copies - When No Longer Required		Copies - When No Longer Required	Yes, depending upon subject	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §60200
Lead Dept.	DW-033	Surveys / Questionnaires (that the District issues). If a **summary** of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§60200, 60201
Finance / Payroll	DW-034	Time Cards / Time Sheets	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

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Mammoth Community Water District

Record Retention Schedule

~ CONSERVATION ~

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the "Destroy Paper after Imaged & QC'd" below for the Legal Requirements for the electronic record to be the official (original) record.

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Active *(guideline)*: How long the file remains in the immediate office area
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For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
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OD = Optical Disk or other **Unalterable Media which does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
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"M" indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

Legend for legal citations (§: Section)
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RECORDS RETENTION SCHEDULE: CONSERVATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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CONSERVATION										
Conservation	CONS-001	Conservation / Rebate Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §60201
Conservation	CONS-002	Data Disclosure Forms (Authorization for Third Parties to access data for high usage / leak / violation data)	Upon Expiration or Rescission by Customer		Upon Expiration or Rescission by Customer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Conservation	CONS-003	Indoor/Outdoor Incentive Program: Application Denied	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Conservation	CONS-004	Indoor/Outdoor Incentive Program: Application, Payment Request, & Receipts.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Conservation	CONS-005	Irrigation Account Letters: Maximum Applied Water Allowances	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Conservation	CONS-006	Urban Water Management Plans (UWMP)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Conservation	CONS-007	Violation Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §60201

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Mammoth Community Water District

Record Retention Schedule

~ ENGINEERING & PERMITS ~

RECORDS RETENTION SCHEDULE LEGEND

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H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (*Guideline* - in office)	Inactive (*Guideline* - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for District-Wide Standards.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
ENGINEERING										
Engineering	EN-001	Aerials	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	EN-002	Annexations / Boundary Changes Index, Maps, Documents	P		P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-003	Comment Letters: No Comment, Non-Interference Letters to City or County for their proposed projects	20 years		20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	EN-004	Correspondence with **Regulatory Agencies**	Minimum 10 years		Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Engineering	EN-005	Easements, Rights of Way, & Recorded Grant Deeds	While active	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	EN-006	Inspection Reports	While active	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	EN-007	Plans, Reports & Studies (EIRs, Fishery Reports, Groundwater Management Plan, Groundwater Quality, Surface Water Quality, etc.)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.

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Engineering	EN-008	Projects (CIP or Private Development): **Large Format Drawings** Design Drawings (finals), Record Drawings ("As Builts")	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Engineering	EN-009	Projects (CIP or Private Development): **Permanent File** / **Permits** Agreements / Contracts (copies), Bid Package (Winning), Change Orders, Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Operations & Maintenance Manuals, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §60201

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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Engineering	EN-010	Projects (CIP or Private Development): **Administration - 10 year file** Project Administration, Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Bid Bonds (returned), Bond Copies of Drawings, Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, NPDES, Permits (Construction & Street Opening), Project Schedules, Requests for Information, Stop Notices - Claims, CCTV	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	**Completion + 10 years** or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §60201
Engineering	EN-011	Projects (CIP or Private Development): **Unsuccessful Proposals**	20 years		20 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
District Secretary	EN-012	Real Estate Acquisition or Sale: Deeds, Easements, Rights of Way, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Engineering	EN-013	Real Estate Appraisal Reports ALL (Whether Purchased or Not)	Minimum 5 years		Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (not accessible to the public until close of escrow); USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §§60201, 7927.500, 7928.705.
Engineering	EN-014	Sewer Improvement Districts / Assessment Districts / CFDs	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-015	Studies / Technical Studies / Meter Replacement Advance Studies	5 years		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Engineering	EN-016	Tracts / Subdivisions / Parcel Maps / Tentative Tracts (may contain drawings of our easements)	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Tracts maintained by appropriate County and/or City); GC §60201
Engineering	EN-017	Wastewater Special Studies	Minimum 10 years		Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to comply with NPDES regulations; 40 CFR §§122.21, 122.41; GC §60201 et seq.
Engineering	EN-018	Water Master Plans	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (updated every 5 years); GC §60201 et seq.

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Engineering	EN-019	Well Extraction Verifications	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	EN-020	Will-Serve Letters / Availability Letters	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
PERMITS										
Engineering / Permits	EN-021	Construction Permits	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-022	Customer Service / Changes to System or Meters / Mechanical Meters - **ALL FINAL RECORDS**	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-023	Customer Service / Permit **Database**	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §60201

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Mammoth Community Water District

Record Retention Schedule

~ FINANCE & CUSTOMER SERVICE ~

RECORDS RETENTION SCHEDULE LEGEND

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RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE ADMINISTRATION / GENERAL ACCOUNTING										
Finance / General Accounting	FN-001	Audit Annual Reports / Audited Financial Statements / Audit Reports	5 years	P	P		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Finance / General Accounting	FN-002	Audits - Single Audits	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-003	Bank Statements / Checking Account Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-004	Bond Registers	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq., 337.5(a); 26 CFR 1.6001-1(e): GC §43900 et seq.

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RECORDS RETENTION SCHEDULE: FINANCE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / General Accounting	FN-005	Bonds / Certificates of Participation / Transcripts / Disclosure Reports	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-006	Bonds Issue Records	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-007	Budgets: Adopted	5 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/ I	Yes: After QC & OD	Department Preference; GC §60200
Finance / General Accounting	FN-008	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Preliminary drafts; GC §60200

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Finance / General Accounting	FN-009	Cash Drawer Reconciliation	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-010	Financial Reports created from Database: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Billing Registers for New Financial System, Edit Lists, (**MONTHLY OR PERIODIC**)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-011	Financial System **Database** / ERP Database	Indefinite - Minimum 7 years		Indefinite - Minimum 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Meets municipal government auditing standards; May include Employee Reimbursement; GC §60201(d)(12)

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Finance / General Accounting	FN-012	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Accounts Receivable; Statute of limitations is 3 years; GC §60201, CCP §337
Finance / General Accounting	FN-013	Fund Transfers / Wire Transfers / Adjustments	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-014	Inventory Reports	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the Financial Database is the original); GC §60200
Finance / General Accounting	FN-015	Investment Files / Portfolio Manager Statements / Cal Trust / LAIF (Local Agency Investment Fund)	2 years	3 years	5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / General Accounting	FN-016	Journal Vouchers / Journal Entries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; ; GC §60201, CCP §337
Finance / General Accounting	FN-017	Loans to the District - USDA, etc.	Loan Payoff + 5 years		Loan Payoff + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-018	State Reports: State Controllers Report / Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; Meets auditing standards; GC §60201
ACCOUNTS PAYABLE										

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounts Payable	FN-019	1099's 1096's, DE542 (California Report of Independent Contractors)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12)

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounts Payable	FN-020	Accounts Payable Source Records / Invoices & Receivers / Credit Card Statements **ALL**	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; Sewage Sludge is required for 5 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable	FN-021	Check Copies / Cancelled Checks	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounts Payable	FN-022	Check Register	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Financial Database is the original; Reports can be recreated on demand and are considered a copy or preliminary draft; GC §60201
Finance / Accounts Payable	FN-023	Customer Refunds & Backup	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
Finance / Accounts Payable	FN-023.1	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §60201
ACCOUNTS RECEIVABLE / CUSTOMER SERVICE										

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounts Receivable & Customer Service	FN-024	Assessor Tax Roll (unpaid balances)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §60201 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounts Receivable & Customer Service	FN-025	Bankruptcies (Where District does NOT pursue a claim)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-026	Bankruptcies (Where District DOES pursue a claim)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-027	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not District records; per bank agreement.
Finance / Accounts Receivable & Customer Service	FN-028	Customer Correspondence, Appeals, etc. (letters from and to customers)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Clean Water Act actions are 5 years); GC §60201
Finance / Accounts Receivable & Customer Service	FN-029	Customer Invoices / Customer Billing **Database**	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounts Receivable & Customer Service	FN-030	Direct Payment Applications / copies of voided checks	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-031	Liens	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b),
Finance / Accounts Receivable & Customer Service	FN-032	Payment Coupons Stubs (mailed) / Utility Receipts (when payment is made at the counter)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Transitory records not retained in the ordinary course of business; GC §60201
Finance / Accounts Receivable & Customer Service	FN-032.5	Property-based Fee Increases / Prop. 218 proceedings, Ballots / Protest Letters, Tabulation	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2), 53755(d)
Finance / Accounts Receivable & Customer Service	FN-033	Relief Letters / Fines / Adjustment	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §60201 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounts Receivable & Customer Service	FN-034	Returned Checks (NSF, etc.)	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.1	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.2	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.3	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.4	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910

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Finance / Accounts Receivable & Customer Service	FN-034.5	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.6	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
CASH MANAGEMENT										
Finance / Cash Manag.	FN -035	Bank Deposit Receipts	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -036	Bank Signature Cards	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -037	Cash Receipts	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -038	Customer Deposits	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201

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PAYROLL										
Finance / Payroll	FN -039	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §60201
Finance / Payroll	FN -040	Billing: COBRA and Retiree Medical	Termination of Service	7 years	Termination of Service + 7 years	Yes: During Service	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201
Finance / Payroll	FN -041	Cancelled Payroll Checks, Including Voided copies for Automatic Deposits	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -042	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201

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Finance / Payroll	FN -043	Employee Payroll File Includes automatic payroll deposit authorizations, education loans, deductions, voluntary deductions, etc.	Separation + 1 year	2 years	Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; FLSA requires 3 years; 29 CFR 516; GC §60201 et seq.
Finance / Payroll	FN -044	Garnishments	Fully Satisfied or Separated + 2 years		Fully Satisfied or Separated + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Finance / Payroll	FN -045	Loans to Employees - Housing Assistance, Down payment Assistance	Loan Payoff + 5 years		Loan Payoff + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Payroll	FN -046	Payroll Checks	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -047	Payroll Registers Includes Deferred Compensation Reports, PERS reports, 401A, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The software can accurately reproduce reports); GC §60201(d)(12)
Finance / Payroll	FN -048	Reports: Vacation / Sick Leave Usage	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Payroll	FN -049	Timesheets / Timecards	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12); 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)

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Finance / Payroll	FN -050	W-2's	2 years	5 years	7 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)
Finance / Payroll	FN -051	W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; GC §60201(d)(12)
PURCHASING										
Finance / Purchasing	FN-052	Purchase Orders	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (software can accurately re-create Purchase Order); GC §60201
Maint.	FN-053	Used Oil Disposal	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Finance / Purchasing	FN-054	Vehicle and Equipment Folders (for Service provided by contractors / outside vendors, Smog Certificates, etc.)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
If the record is not listed here, refer to the Retention for District-Wide Standards.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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Finance / Purchasing	FN-055	Vehicle Titles (Pink Slips)	Upon Sale of the Vehicle		Upon Sale of the Vehicle	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Given to the new owner upon sale of the vehicle; GC §60201 et seq.

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Mammoth Community Water District

Record Retention Schedule

~ GENERAL MANAGER & DISTRICT SECRETARY ~

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the "Destroy Paper after Imaged & QC'd" below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active *(guideline)*: How long the file remains in the immediate office area
Inactive *(guideline)*: How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media which does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

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RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
ADMINISTRATION / GENERAL MANAGER / PUBLIC RELATIONS										
General Manager	GM-001	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
General Manager	GM-002	Public Relations / Press Releases	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
General Manager	GM-003	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes, drafts, or preliminary documents; GC §60201 et seq.
DISTRICT SECRETARY										
District Secretary	DS-001	Agendas & Agenda Packets - Board of Directors, Subcommittees (Technical Services, Finance)	2 years	P	P	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-002	Agreements & Contracts - **INFRASTRUCTURE - Engineering, JPAs, etc.** Agreement or Contract, Insurance Certificates, Amendments Examples of Infrastructure: Architects, Treatment Plants, Lines, Buildings, etc.	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.

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RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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District Secretary	DS-003	Agreements & Contracts **- NON INFRASTRUCTURE - Administration & Operations - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.** Agreement or Contract, Insurance Certificates, Amendments Examples of Non-Infrastructure: Consultants, Painting, Maintenance, Franchise Agreements, etc.	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
District Secretary	DS-004	Agreements & Contracts: **Political & Outside Jurisdictions** Conjunctive Agreements, Cooperative Agreements, JPAs (Joint Powers Authorities), Water Supply Agreements	2 years	P	P	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-005	Appointments / Resignations to the Board of Directors	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-006	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §60201 et seq.

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District Secretary	DS-007	District Formation Records, Acquisition of other Districts	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (historical purposes); GC §60201
District Secretary	DS-008	Elections - Historical (Sample Ballot, Election Results)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (historical purposes); GC §60201
District Secretary	DS-009	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (historical purposes); GC §60201
District Secretary	DS-010	FPPC 700 Series Forms (Statement of Economic Interests): **DESIGNATED EMPLOYEES & CONSULTANTS** (specified in the District's Conflict of Interest code)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-011	FPPC 700 Series Forms (Statement of Economic Interests): **PUBLIC OFFICIALS** (elected & not elected. Includes District Board Members, General Manager)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-012	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18944(c)(3)(G); GC §81009(e)
District Secretary	DS-013	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website for 4 years; GC §81009€

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RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
District Secretary	DS-014	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009e
District Secretary	DS-015	FPPC Form 804 (Agenda Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e; GC §60201
District Secretary	DS-016	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e; GC §60201
District Secretary	DS-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009e&(g); 2 CCR 18702.5(b)(3)
District Secretary	DS-018	Historical Records	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
District Secretary	DS-019	Minutes: Board of Directors, Subcommittees (Technical Services, Finance)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)
District Secretary	DS-020	Notices: Affidavits of Postings and Publications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
District Secretary	DS-021	Oaths of Office (Board of Directors Only)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
District Secretary	DS-022	Ordinances	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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District Secretary	DS-023	Organization Charts - In Agenda Packets	5 years	P	P		Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	GC §60201 et seq.
District Secretary	DS-024	Proclamations	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §60201
District Secretary	DS-025	Public Records Act Requests	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
District Secretary	DS-026	Records Destruction Authorization Forms	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
District Secretary	DS-027	Resolutions	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
District Secretary	DS-028	Secretary of State Statement of Facts	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et. seq.
District Secretary	DS-029	Subpoenas	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(5)

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Mammoth Community Water District

Record Retention Schedule

~ INFORMATION TECHNOLOGY ~

RECORDS RETENTION SCHEDULE LEGEND

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RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups - **DAILY**	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60201 et seq.
Information Technology	IT-002	Backups - **WEEKLY**		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; GC §60201 et seq.
Information Technology	IT-003	GIS Database / Geographic Information Database	Indefinite - Permanent		Indefinite - Permanent		Mag			Data is interrelated; GC §§60201, 12168.7
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Technology	IT-005	**UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP** (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 60201, 12168.7, EVC 1550, 2 CCR 22620 et seq

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Exhibit A

Mammoth Community Water District

Record Retention Schedule

~ MAINTENANCE ~

RECORDS RETENTION SCHEDULE LEGEND

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RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for District-Wide Standards.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
MAINTENANCE										
Maint.	MNT-001	Aboveground Storage Tanks (Agency Owned - Water Storage Tanks) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Maint. & Personnel Services / Safety	MNT-002	Asbestos Disposal - Chain of Custody	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Maint.	MNT-003	Backflow Testing / Cross Connection	3 years	2 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years,; GC §60201
Maint.	MNT-004	CCTV - Sewers	Minimum 5 years		Minimum 5 years		Mag			Department preference; GC §60201
Operations or Maint.	MNT-005	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	MNT-006	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 13 CCR 1234(c); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Operations / Wastewater	MNT-007	Emergency Call Out Logs / Storm Call Out Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (used for FEMA / OES reimbursements); GC §60201
Maint.	MNT-008	Encroachment Permits (for Maintenance Work: Road / Street Cuts, etc.)	Upon Expiration		Upon Expiration		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Issued by other agencies for our work; GC §60201
Lead Dept.	MNT-009	Flow Meter Reading	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Maint.	MNT-010	Generator Operation Logs & Inspections - **Fixed / Stationary Generators**	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; GC §60201
Maint.	MNT-011	Generator Operation Logs & Inspections - **Portable / Emergency Generators**	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400–E–13a instructions; GC §60201
Maint. & Personnel Services / Safety	MNT-012	Hazardous Waste Manifests / Disposal	5 years	P	P	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §60201
Maint.	MNT-013	Hydrant Maintenance Logs / Exercises and Flushes (prior to CMMS)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Maint.	MNT-014	Incidents / Unauthorized Discharges: Main Breaks, Spills, Investigations and Corrective Actions, Notice to Comply - **ALL**	Last Action + 5 years		Last Action + 5 years	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470
Maint.	MNT-015	Leak Reports	5 years	`	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Maint.	MNT-016	Meter Calibration Records (Production Meters)	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lead & Copper Analysis; 40 CFR 141.33(a)
Operations or Maint.	MNT-017	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Maint.	MNT-018	Pressure Tests (Potable Water System) / Boil Alerts	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Maint.	MNT-019	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201; 13 CCR 1234(c)
Maint.	MNT-020	Pump Tests / Meter Tests / Calibration	Upon Change of Pump or Meter		Upon Change of Pump or Meter		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Maint.	MNT-021	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §60201
Operations or Maint.	MNT-022	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	MNT-023	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §§60201
Maint.	MNT-024	Sewer Complaints (written)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Maint.	MNT-025	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §60201
Maint. & Operations	MNT-026	Two-Way Radio Licensing and Information	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Covers statute of limitations for written contracts (4 years); CCP § 337 et. Seq.; GC § 60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Maint.	MNT-027	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §60201
Maint.	MNT-028	Vehicle & Equipment History Files (If Work is performed by Maintenance staff)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §60201
Division Providing Service / Work	MNT-029	Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60201
Division Providing Service / Work	MNT-030	Work Orders / Service Requests - **All Information Entered in CMMS Database** (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Division Providing Service / Work	MNT-031	Work Orders / Service Requests - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	Minimum 5 year		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

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Mammoth Community Water District

Record Retention Schedule

~ OPERATIONS ~

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the "Destroy Paper after Imaged & QC'd" below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active *(guideline)*: How long the file remains in the immediate office area
Inactive *(guideline)*: How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media which does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: OPERATIONS

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OPERATIONS / LABORATORY										
Operations / Water Resources	OP-001	Lab Reports & Chains of Custody: **Groundwater**	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §60201 et seq.
Operations / Water Dist.	OP-002	Lab Reports & Chains of Custody: **Potable Water Bacteriological and Organics**	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; 40 CFR 141.33(a); and (b)(1); 22 CCR §64470
Operations / Water Dist.	OP-003	Lab Reports & Chains of Custody: **Potable Water Chemical** (Includes Chlorine Residuals Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537, 64692
Operations / Water Dist.	OP-004	Lab Reports & Chains of Custody: **Potable Water Lead & Copper**	Minimum 12 years		Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Operations / Water Dist.	OP-005	Lab Reports & Chains of Custody: **Recycled Water**	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations / Water Resources	OP-006	Lab Reports & Chains of Custody: **Surface water**	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §60201 et seq.
SOLAR POWER										
Operations / Solar Power Generation	OP-007	Solar Power Production Operating Data Logs / Diaries	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
WASTEWATER COLLECTION										
Operations or Maint.	OP-008	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Operations or Maint.	OP-009	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Operations / Wastewater	OP-010	Reclaimed Water / Recycled Water	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference (only 5 years is required for reclaimed water; no requirement for salt water); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations or Maint.	OP-011	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	OP-012	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Operations / Wastewater	OP-013	Treatment Plant - Water Quality / Outfall Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference (only 5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470

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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
WATER DISTRIBUTION (DRINKING WATER / POTABLE WATER)										
Operations or Maint.	OP-014	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Operations / Water Dist.	OP-015	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints - Potable Water (Entered into CMMS)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Lead Dept.	OP-016	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 13 CCR 1234(e); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Lead Dept.	OP-017	Flow Meter Reading	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations or Maint.	OP-018	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Operations / Water Dist.	OP-018.2	Public Notices - Potable Water (Tier 1, 2, or 3)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470(b)(5); GC §60201
Operations / Water Dist.	OP-018.5	Reservoirs: **Dive Videos**	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §60201

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Operations / Water Dist.	OP-018.6	Reservoirs: **Flushing, Disinfection and Cleaning**	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §60201
Operations / Water Dist.	OP-018.7	Reservoirs: **Inspection Reports, Maintenance Records**	P		P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §60201
Operations or Maint.	OP-019	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	OP-020	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Data is interrelated; GC §§60201
Operations / Water Dist.	OP-021	Well Water Production Reports (to State DHS / DPH & DWR)	Life of Well		Life of Well		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~'d~~	Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Operations / Water Dist.	OP-022	Well Water Quality Reports	Life of Well		Life of Well		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Operations / Water Dist.	OP-023	Wells Depth to Water measurements, Sounding, Compiled Reports, etc.	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

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Mammoth Community Water District

Record Retention Schedule

~ PERSONNEL SERVICES ~

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the "Destroy Paper after Imaged & QC'd" below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active *(guideline)*: How long the file remains in the immediate office area
Inactive *(guideline)*: How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media which does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
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HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
PERSONNEL SERVICES										
Personnel Services	PER-001	Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims	Separation + 10 years		Separation + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Personnel Services	PER-002	Applications for Employment / Recruitment Files: **Solicited (Not Hired)** (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks, etc.)	1 year After Hiring Decision	3 years	4 years After Hiring Decision		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 60201
Personnel Services	PER-003	Cal-OSHA Log 200, 300, 300A, 301, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33;GC §60201 et seq.; LC §6429c

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Personnel Services	PER-004	Classification and Compensation Studies / Surveys / Salary Surveys	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Personnel Services	PER-005	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 1 year	1 year	Plan Termination + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 8 CCR 1300.85.1; GC §60201
Personnel Services	PER-006	DMV Pull Notices	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§60201, 60201 et seq.
Personnel Services	PER-007	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc., 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 229 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

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Personnel Services	PER-008	General Manager Contract	Completion	10 years	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201
Personnel Services	PER-009	Grievances	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 229 CFR 1602.31 & 1627.3(b)(1);, GC §§12946, 12960, 60201; 29 USC 1113, LC 1174

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Personnel Services	PER-010	I-9s	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 60201
Personnel Services	PER-011	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Minimum of Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with District-wide standards; GC §60201
Personnel Services	PER-012	Job Descriptions	Superseded + 4 years		Superseded + 4 years	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 60201
Personnel Services	PER-013	Personnel Files - **Medical File** (Includes pre-employment physicals, hazmat exposure records, pulmonary tests, Class B medicals, medical leaves, Respiratory Fit Tests, etc.)	Separation + 1 year	29 years, years; OR Termination of Benefits + 5 years (whichever is longer)	Separation + 30 years, years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144; 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 60201

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Personnel Services	PER-014	Personnel Files - **Official Personnel file** (Includes Application, Awards, Backgrounds, Employee Action Forms, DMV Reports, Disciplinary Actions, Certifications, Commendations, Evaluations, Grievances, Licenses, Oath of Office, Policy acknowledgements, Supplemental Life Insurance, etc. - **Excludes** Medical Records)	Separation + 1 year	9 years	Separation + 10 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105
Personnel Services	PER-015	Training Database (Tracks what employees have received what training)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §60201
Personnel Services	PER-016	Training: **ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES**	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention Training are 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), LC §6401.9(f),

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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Personnel Services	PER-016.5	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §60201
Personnel Services	PER-017	Worker's Compensation Claims Files	Close	Separation + 30 years or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 5144; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201. CCP §337 et seq.
Personnel Services	PER-017.5	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §60201
RISK MANAGEMENT										
Personnel Services	PER-018	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)
Personnel Services	PER-019	Insurance Policies - **ALL**	Expiration + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)
SAFETY										

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Personnel Services / Safety	PER-020	Cal-OSHA Inspections & Citations	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Personnel Services / Safety	PER-021	Respirator Inventory & Maintenance	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Personnel Services / Safety	PER-022	Respiratory Fit Tests for Employee Masks	Separation + 1 year	29 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 60201
Personnel Services / Safety	PER-023	Permits: Hazardous Materials Storage, other regulatory permits	Expiration + 3 years		Expiration + 3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Personnel Services / Safety	PER-024	Business Plans / Hazardous Materials Inventory / Disclosures (for Local Fire Authorities / Districts)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (this is performed annually); GC §60201
Maint. & Personnel Services / Safety	PER-025	Hazardous Waste Manifests / Disposal	5 years	P	P	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201

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Personnel Services / Safety	PER-026	MSDS / SDS **Masters** (Material Safety Data Sheets / Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Superseded + 2 years	28 years	Superseded + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §60201
Maint. & Personnel Services / Safety	PER-027	Asbestos Disposal - Chain of Custody	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Personnel Services / Safety	PER-028	Emergency Exercises / Drills / After Action Reports	When No Longer Required		When No Longer Required	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Personnel Services / Safety	PER-029	Industrial Hygiene Surveys / Sampling Plan, Data	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (actuary wants 10 years of data); GC §60201 et seq.
Personnel Services / Safety	PER-030	Safety Committee / Safety Steering Committee	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq.; GC §60201 et seq.

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Personnel Services / Safety	PER-031	Safety Inspections	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Personnel Services / Safety	PER-032	Training Database (Tracks what employees have received what training)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §60201
Personnel Services / Safety	PER-033	Training: **ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES**	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention Training are 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), LC §6401.9(f),

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Mammoth Community Water District Record Retention Schedule

~ REGULATORY SERVICES ~

RECORDS RETENTION SCHEDULE LEGEND

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PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for District-Wide Standards.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
REGULATORY SUPPORT										
Regulatory Support	RS-001	Air Quality Monitoring / Compliance Reporting	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 40 CFR 70.6; GC §60201
Regulatory Support	RS-002	CEQA / NEPA Documents: **Prepared by others for NON-District Projects** (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §60200
Regulatory Support	RS-003	CEQA / NEPA Documents: **Prepared for District Purposes** (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.)	2 years	P	P	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in Project File; GC §60201

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RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for District-Wide Standards.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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Regulatory Support	RS-002.1	CEQA / NEPA Documents: **Prepared for District Purposes** (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.) **Correspondence and staff notes** that provide insight into the project or the agency's CEQA compliance with respect to the project	Completion + 180 days		Completion + 180 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201
Regulatory Support	RS-005	Classes, Sign-in Sheets	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Regulatory Support	RS-005.1	Consumer Confidence Reports / Annual Water Quality Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91

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Lead Dept.	RS-006	Correspondence with **Regulatory Agencies**	Minimum 10 years		Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Regulatory Support	RS-007	FOG (Fats, Oil & Grease) / **Source Control / Pretreatment Reports / Maintenance / Line Cleaning**	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; POTW reports are required for 3 years; 40 CFR 403.12; GC §60201
Regulatory Support	RS-008	FOG (Fats, Oil & Grease) **FSE - Food Service Establishment** Inspections Sheets	Superseded		Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-009	FOG (Fats, Oil & Grease) **Permits**	Superseded + 3 years		Superseded 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-010	NPDES Permits & Monitoring Reports	Minimum Expiration + 3 years		Minimum Expiration + 3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Regulatory Support	RS-014	Permits: DPH, Forest Service, etc.	Minimum Expiration + 2 years		Minimum Expiration + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Regulatory Support	RS-011	Plans: IRWMP (Integrated Regional Water Management Plan), etc.	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

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Regulatory Support	RS-012	Sanitary Surveys of Drinking Water Systems (Open Sources of Water - Lake, Open Reservoirs, Dams, etc.)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; 40 CFR 141.33©
Regulatory Support	RS-004	Stakeholder Meetings	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Regulatory Support	RS-013	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded Minimum 5 ~~2~~ years		When Superseded - Minimum 5 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Regulatory Support	RS-015	Water Diversion Permits	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Regulatory Support	RS-016	Water Rights	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department preference; GC §60201
Regulatory Support	RS-017	Water Supply Permits / Water Supply Reports	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

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Mammoth Community Water District

Record Retention Schedule

~ RECORDS RETENTION DESTRUCTION FORM ~

Date: _____ Department: _____

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period

Check one option for destruction:

☐ Shredding is Required (Records contain private information) OR

☐ Recycle (Records do NOT contain private information)

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

_____ _____
Department Head / Division Manager Date

_____ _____
General Manager Date

Return this form to the originating department following approval (contact Executive Assistant to coordinate the shredder arrangements)

(Complete after destruction has been performed, if done by Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with policies and procedures:

_____ _____
Employee Performing Destruction Date

Return this form to the District Secretary/General Manager after completed

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Authorization to Destroy Records:

All original records that have exceeded their retention period must be authorized for destruction according to District Policies & Procedures prior to destroying them.

• If there is a **minimum** retention ("**Minimum 2 years**"), it must be authorized for destruction before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

• If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized for destruction prior to destruction, as it is a preliminary draft / transitory record or a copy.

• On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"