

**TRIUNFO WATER & SANITATION DISTRICT
DISBURSEMENTS
9/1/20-9/30/20**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009818	\$176.55	9/3/2020	AT&T SEP 20 - SCADA NETWORK
009819	\$116.88	9/3/2020	COUNTY OF VENTURA
	\$57.44		7/14-8/18 - WW LIFT STATION 3
	\$24.72		7/14-8-18 - 62 BUCKSKIN RD
	\$34.72		7/14-8/18 - WW LIFT STATION 3A
009820	\$23,531.78	9/3/2020	MARK NORRIS CONSULTING, LLC AUG 20 - CONSULTING SERVICES
009821	\$16,920.93	9/3/2020	VICKIE DRAGAN AUG 20 - CONSULTING SERVICES
009822	\$169.24	9/3/2020	WM CORPORATE SERVICES, INC. SEP 20 - WASTE MGMT SERVICES
009823	\$47.67	9/3/2020	NANCY KUPERSMID REFUND WATER CUSTOMER CREDIT BALANCE
009824	\$11.12	9/3/2020	RAJMEET CHHABDA REFUND WATER CUSTOMER CREDIT BALANCE
009825	\$241.22	9/3/2020	LSR LIMITED PARTNERSHIP PROJECT COMPLETION DEPOSIT REFUND
009826	\$179.80	9/10/2020	AT&T
	\$68.85		SEP 20 - BELL CANYON INTERNET
	\$110.95		SEP 20 - U VERSE TWSD PW OPS
009827	\$370.00	9/10/2020	COUNTY OF VENTURA ENCROACHMENT PERMIT PE20-0529
009828	\$450.41	9/24/2020	FRONTIER COMMUNICATIONS
	\$212.44		SEP 20 - 56K NETWORK SCADA OP
	\$56.32		SEP 20 - LK SHERWOOD STAFFORD
	\$56.32		SEP 20 - 654 LAKE SHERWOOD DR
	\$61.35		SEP 20 - N RANCH PUMP STATION
	\$63.98		SEP 20 - THOUS OAKS TELE/MAINT
009829	\$128.62	9/24/2020	MCI AUG 20 - 800# FOR TWSD CUSTOMERS

**TRIUNFO WATER & SANITATION DISTRICT
DISBURSEMENTS
9/1/20-9/30/20**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009830	\$36.00	9/24/2020	MARK S. NORRIS REIMBURSE - ACORN SUBSCRIPTION
009831	\$23.98	9/24/2020	MICHAEL WITHERS REFUND WATER CUSTOMER CREDIT BALANCE
009832	\$379.18	9/24/2020	T LOVE PROPERTY INC PROJECT COMPLETION DEPOSIT REFUND
009833	\$269.00	9/30/2020	AT&T
	\$89.03		JUL 20 - MASTER BILL
	\$90.53		AUG 20 - MASTER BILL
	\$89.44		SEP 20 - MASTER BILL
009834	\$169.24	9/30/2020	WM CORPORATE SERVICES, INC. OCT 20 - WASTE MGMT SERVICES
ACH TXF	\$234.54	9/30/2020	STATE OF CALIFORNIA STATE INCOME TAX - 9/30/20
ACH TXF	\$1,773.23	9/30/2020	INTERNAL REVENUE SERVICE 3RD QTR FED TAX, MEDICARE, SS
ACH TXF	\$494.34	9/30/2020	LINCOLN NATIONAL 9/30/20 - DEFERRED COMP
EFT00000000000000908	\$3,858.00	9/4/2020	ARNOLD BLEUEL LAROCHELLE MATHEWS & ZIRBEL LLP. JUL 20 - CENTRAL ADMIN & WW
EFT00000000000000909	\$10,975.97	9/4/2020	CHI HERMANN AUG 20 - CONSULTING SERVICES
EFT00000000000000910	\$1,950.00	9/4/2020	DEBRA WEST AUG 20 - CONSULTING SERVICES
EFT00000000000000911	\$612,623.02	9/4/2020	VENTURA REGIONAL SANITATION DISTRICT VRSD CONTRACT SVCS - JUL 20
EFT00000000000000912	\$19,811.55	9/10/2020	DOYLE CONSULTING SERVICES AUG 20 - CONSULTING SERVICES
EFT00000000000000913	\$22,542.17	9/17/2020	SOUTHERN CALIFORNIA EDISON AUG 20 - MASTER BILL

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DISBURSEMENTS
9/1/20-9/30/20**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT000000000000000914	\$222.90	9/18/2020	CHRISTOPHER S-CLAIRE H CHOI BELL CANYON SEWER EXTENSION REFUND
EFT000000000000000915	\$384,789.33	9/24/2020	CALLEGUAS MUNICIPAL WATER DISTRICT AUG 20 - POTABLE WATER
EFT000000000000000916	\$704.80	9/24/2020	JAMES WALL AIRFARE REIMBURSE LAX -WASH D.C
EFT000000000000000917	\$1,000.00	9/24/2020	REGENCY CENTERS PROJECT COMPLETION DEPOSIT REFUND



**Water & Wastewater Monthly Report
Triunfo Water & Sanitation District**

For the month of: July 2020

The billing period for this invoice is June 21 through August 1, 2020 for labor and equipment.

This report is arranged in the order of the invoice: Collection System, General Administration, Potable Water System, Reclaimed/Recycled Water System, and Wastewater Operations.

BELL CANYON

TWSD-BCN01 (221207) – MAIN- BCYN COLLECTION SYSTEM

- Staff marked dig alerts.
- Staff performed CCTV work.
- Staff met with a contractor to get estimates for lowering a manhole.

TWSD-BCN02 (221302) – WASTEWATER – BELL CYN – OPERATIONS

- Staff checked the Bell Canyon lift station multiple times.
- Staff ran the generator / monthly inspections.
- Staff did site maintenance.
- Staff picked up maps from the printing shop.
- Staff researched lift station specs for pump size for a new control unit.
- Staff worked with AT&T – Phone line repair.

TWSD-BCN03 (221401) – BCYN – ENGINEERING

- Staff gathered labor hours, equipment usage, invoices, and pictures to create and close out work orders.

COLLECTION SYSTEM

TWSD-COL01 (221201) – WASTEWATER – COLLECTION SYSTEM MAINTENANCE

A variety of activities were performed throughout the collection system this period, including:

- Staff used the CCTV in TWSD areas. Staff set up traffic control as needed.
- Staff marked dig alerts. Staff logged the dig alerts after they were completed.
- Staff confirmed sewer service at multiple addresses.
- Staff checked on hot spots in Oak Park.
- Staff worked on generator maintenance.
- Staff inspected sewer lateral reconnections.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff reviewed blueprints to look for potential easement conflicts for homes being rebuilt from the Woolsey Fire.
- Staff met with Mark Norris

TWSD-COL03 (221202) – N. SHORE TANK MAINT

- Staff worked on tank maintenance. Staff pumped out tanks and cleaned filter screens.
- Staff responded to a high level alarm. Staff pumped the tank down and fixed a float that was stuck.
- Staff troubleshooted electrical boxes, repaired and put them back in service.
- Staff created, dispatched and closed out work orders.

TWSD-COL04 (221203) – MANHOLE REHAB

- Staff worked on manhole inspections and manhole rehab. Staff set up appropriate traffic control as needed.
- Staff scanned and saved confined space entry forms.

TWSD-COL06 (221501) – WW-EPG SOURCE CONTROL

- Staff worked on the FOG program database (updates & preparations).
- Staff worked on the Dental Amalgam updates.
- Staff worked on updating the Nanofilm permit.
- Staff delivered dental amalgam packets to dental offices in TWSD service areas.

TWSD-COL08 (221204) – WW MAINTENANCE-PREVENTATIVE

- Staff worked on lift station pms.
- Staff cleaned up lift stations.
- Staff worked on the Lakeside Lift Station upgrade plan.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff worked on building a new panel for the Polo Lift Station.
- Staff worked on Bell Canyon communications.
- Staff worked on Lakeside project development and scheduling.
- Staff configured a VPN tunnel to Bell Canyon and Deerhill.
- Staff troubleshooted ups issues at the Polo Lift Station.
- Staff updated Bell Canyon SCADA.

TWSD-COL15 (221710) – WW-MAINT-WOOLSEY FIRE

- Staff gathered sewer capping information for Tim Doyle.

TWSD-COL18 (221411) – WW-ENG-BC COMMUNICATIONS & CNT

- Staff configured a multi smart controller and vpn.

TWSD-COL21 (221414) – WW-LAKE SHERWOOD VGGSS

- Staff met with a landscape contractor to get an estimate for tree removal.

GENERAL ADMINISTRATION

TWSD-GEN01 (121100) – CENTRAL ADMINISTRATION

- The Finance Department staff provides general accounting services including processing of accounts payables, accounts receivables, bank reconciliation, fixed asset management and depreciation calculation, purchasing processing, deposit preparation, cash receipts, and daily cash management of the District's funds.

TWSD-GEN04 (121101) – CENTRAL ADMINISTRATION – WW ADMIN

- Questions about costs billed to this project should be directed to the Director of Finance.

TWSD-GEN07 (121104) – JPA-IPR PROJECT

- See General Manager for information on this project.

TWSD-GEN09 (121710) – WW – ADMIN WOOLSEY FIRE

- See General Manager for information on this project.

TWSD-GEN11 (121120) – ADMIN-COVID19

- Questions about costs billed to this project should be directed to the Director of Finance.

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 124 samples were analyzed from the tank sites and sample stations. These samples include total chlorine, coliform bacteria, HPC, Nitrite-N, Monochloramines and Free Ammonia.
- Routine facility rounds were conducted on Monday and Friday of each week at all of the pump stations and tank sites. This includes maintenance at all the sites and fire extinguisher inspections.
- USA Dig Alerts. Marking our lines for utility digging.
- Monthly generator checks / runs.
- Worked on the TWSD monthly report.
- Staff made changes to the SCADA system.
- Sample station flushing / ran cl2 residuals.
- Staff worked on SEMS work orders.
- Staff worked on notifying customers whose meters were showing continuous flow. Staff met with these customers and helped them identify where their leaks may be.
- Monitored meter communication issues. Cleared alarms, fixed any issues such as replacing MXU'S and or bad cords.
- Staff was called out to multiple leaks and notified appropriate customers.
- Staff created / dispatched SEMS work orders.
- Staff worked on gathering water loss information.

- Staff replaced broken meter box lids.
- Staff attended safety meetings via Go to Meeting.
- Staff sanitized work areas / bathrooms daily after hours.
- Staff troubleshot surge tank level issues at Deerhill Pump Station.
- Staff performed fire flow tests and sent the completed applications to the customer.
- Staff met to discuss budgets.
- Staff worked on year end potable water tank inventory.
- Staff posted TWSD board meeting agendas.
- Staff watched a webinar from AWA/CCWUC – Topic was “Ventura County Waterworks Manual”

Potable Water Use:

Falling Star Turn out 98,836,980 Gallons = Monthly Flow Total

*All water coming into the distribution system is now being metered through the Falling Star turnout.

Emergency Generator Use:

Lindero Generator Run Hours – Routine Maintenance: 0.3 hrs

Lindero Generator Run Hours – Emergency Use: 0.0 hrs

Deerhill Generator Run Hours – Routine Maintenance: 0.4 hrs

Deerhill Generator Run Hours – Emergency Use: 0.0 hrs

TWSD-POT02 (222304) – PW-OPER-ANODE CHECKS/LEAK DET

- Staff proactively went through meter routes listening for system leaks using leak detection equipment.

TWSD-POT03 (222400) – PW-ENGINEERING PROJECTS

- Staff met with Mark Norris.

TWSD-POT04 (222301) – OPERATIONS – PW SYS REPAIRS

- Staff inspected the sewer lateral tie in at 709 Quail View Ct.
- Staff worked with a contractor to replace a leaking service line at 709 Quailview Ct.
- Staff worked with Arizona Pipeline to locate poly services on Wembly Ave.
- Staff replaced broken meter boxes.
- Staff worked with a contractor to replace two leaking services – One on Singletree Lane and another on Pheasant Lane. Staff shut down the main line and installed corp stops on both services. New 1” cts poly pipe was used.
- Staff replaced a broken angle stop at 5505 Napoleon Ave. Staff worked with the customer’s plumber who was installing a customer side ball valve.

TWSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff worked on and submitted the TWSD Drought report.
- Staff reviewed customer accounts for possible leaks / continuous usage.
- Staff created and dispatched leak check / continuous usage work orders.
- Staff updated the continuous usage spreadsheet.
- Staff worked on water loss reporting.

TWSD-POT06 (222500) – PW-ENVIRONMENTAL PROGRAMS

- Staff worked on / submitted monthly reports to the CDPH.
- Staff reviewed analytical results.
- Staff reviewed the water quality maps.
- Staff updated the sample tracker.
- Staff updated the water loss spreadsheet.
- Staff worked on Emergency Drought Reporting.
- Staff exported and saved lab results to the server and database.
- Staff ordered sampling supplies for the weekly in house samples.

TWSD-POT07 (122100) – CUSTOMER SERVICE – ADMINISTRATION

- Administrative staff assists Oak Park Water Service customers by mail or by telephone; processes payments and generates monthly water billings, and performs payment follow-up for non-paying accounts.

TWSD-POT08 (222302) – CUSTOMER SERVICE – FIELD

- A total of 112 service calls were completed this month. These consisted of move in and move outs. High bill calls, off notices, verified reads, shut offs for residents not applying for service and services being reconnected for new residents that have moved in.
- Multiple high bill / check for leak investigations were conducted.
- Staff set up water audit appointments.
- Assisted customers with isolating / finding leaks.
- Assisted customers with pressure related questions.
- Shut off angle stops for plumbers that needed to make repairs on customer's homes / apartment buildings.
- Staff updated the leak spreadsheet.
- Staff created and dispatched work orders.
- Staff notified customers whose meters were showing continuous usage (SEMS work orders).
- Staff updated the HOA / Property Management contact list.
- Staff reviewed missed customer calls, voicemails and emails.
- Staff downloaded and archived door hanger posted pictures.
- Staff created notices for a water shut down on Quail View. Staff notified all affected customers.
- Staff assisted customers with the customer portal.

TWSD-POT10 (222305) – POTABLE WATER-OPS-METER REPLACEMENT

- Staff worked on Analytics meter alarms. Staff created and dispatched work orders.
- Staff remotely reset meter alarms via RNI.
- Staff changed out defective meters.
- Staff updated the meter change out spreadsheet and sent the new meter information to finance.
- Staff downloaded, organized, and archived meter replacement and mxu pictures.

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff worked on electrical pm's at the Savoy Pump Station.
- Staff removed and is working on replacing the mechanical seal on P4 at the Deerhill Pump Station.
- Staff installed all new pressure gauges at the Deerhill Pump Station.

TWSD-POT18 (222302E) – PW – CUST SVC – EMERG CALL-OUTS

- 06/21/20 – Call out to a broken line shooting water at Kanan and Hollytree. It was at the OC Park, staff called Simi Parks and Recreation.
- 06/22/20 – Call out to a shut off for a repair.
- 06/28/20 – Call out to 1225 Buttonwood – no water.
- 07/09/20 – Call out to 6319 Smoke Tree – water coming out of meter box. It was leaking on the customer's side.
- 07/17/20 – Call out to 5505 Napoleon – broken angle stop.
- 07/23/20 – Call out for running water near Oak Canyon Park.
- 07/24/20 – Call out to 220 Saint Croix – water coming out of meter box.
- 07/24/20 – Call out to 6821 Eaglehaven for a broken water line before the house valve.
- 07/25/20 – Call out to 6821 Eaglehaven after repair was made.
- 07/31/20 – Call out to 365 Southridge for leak detection notice.

TWSD-POT21 (222307) – PW-OPERATIONS – METER READINGS

- Staff reviewed Analytics meter alarms.
- Staff created and dispatched work orders.
- Staff downloaded and completed meter read work orders.
- Staff investigated meters in the field with communication alarms.

TWSD-POT22 (222202) – POTABLE WATER – MAINTENANCE – SCADA

- Staff worked on SCADA communication issues / network configuration.
- Staff inspected the Kilburn tank conduit and troubleshot power issues.
- Staff worked on the Kilburn to Lindero landline and power wiring. Staff worked on tank level calibration.
- Staff worked on alarming.
- Staff met with AT&T onsite at Deerhill for internet installation.
- Staff reviewed the Deerhill Pump Station hydro pneumatic tank level control design.
- Cellular comms VPN testing, SCADA updates.
- Deerhill SonicWALL troubleshooting.

TWSD-POT23 (222201) – PW-MAINTENANCE PREVENTATIVE

- Staff cleaned up Oak Park sites.
- Staff performed generator pm's.
- Staff performed pm's at pump stations in Oak Park.

- Staff prepped and cleaned pump heads for a mechanical seal install at the Deerhill Pump Station.
- Staff used the easement trailer to clean the drain at the Lindero Pump Station.
- Staff rebuilt Cla-valves at the Lindero Pump Station.
- Staff met with Arizona Pipeline to locate our service lines / dig alert.

TWSD-POT32 (122710) – WOOLSEY FIRE RESPONSE

- See General Manager for information on this project.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 06/30/20 and 07/30/20 for Oak Park and Lake Sherwood. Staff submitted the reclaimed water meter reads to Finance for billing. Rounds at the Reclaimed Booster Station were performed three times a week.

Other (non-routine) activities included:

- Reclaimed system rounds.
- Staff grabbed the Lake Sherwood reclaimed meter reads.
- Staff notified landscapers of leaks and assisted with shutting off services.
- Staff marked dig alerts.
- Staff completed reclaimed water audits with landscapers.
- Staff purchased and received 30 composite airvac canisters with the reclaimed purple identification ring. Staff started to install these canisters on Kanan Rd.

TOTAL RECLAIMED WATER USE:

Oak Park System 24,604,345 Gallons

Lake Sherwood usage: 4,526,582 Gallons

TWSD-RCL03 (123100) – RW – ADMIN – CUSTOMER SERVICE

- Administrative staff assists the users of the reclaimed water system by mail or by telephone; processes payments and generates monthly billings, and other reporting duties.

TWSD-RCL04 (223300E) – RW-OPER EMERGENDY CALL-OUT

- 07/14/20 – Call out to Kanan and Doubletree. Irrigation on Kanan got stuck.

TWSD-RCL05 (223200) – RW – MAINTENANCE

- Staff investigated meters with low or no usage and replaced them if they were defective.
- Staff worked on creating and dispatching work orders for the 2020 reclaimed water audits.
- Staff installed a new 3” gate valve at the Lake Sherwood fill station meter.
- Staff performed cla-valve maintenance at the Agoura Rd. meter / cla-valve vault. This was a confined space entry. Staff inspected the cla-valve vault in front of the Fire Station on Lake Sherwood Drive.
- Staff worked on getting a proposal for landscape work at the reclaimed pump station.
- Staff removed the old metal Calleguas airvac canister lids and installed the new composite lids with the reclaimed purple ring.

- SonicWALL VPN troubleshooting at the Agoura Rd. meter.
- Staff troubleshot a low flow shutdown at the reclaimed pump station.

TWSD-RCL06 (223400) – RW-ENGINEERING

- Meeting with Mark Norris.

WASTEWATER SYSTEM

TWSD-WW01 (221301) – WASTEWATER OPERATIONS

Bell Canyon Pump Station and flow meter

The lift station and flow meter were checked each week. The generator was tested under load. Weed abatement was performed in and around the station. A safety inspection was conducted, and the level probe was cleaned.

Carlisle Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station and the station’s fire extinguishers were checked. The generator was tested under load.

Lake Sherwood Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station’s fire extinguishers were checked.

The generator was tested under load.

Lake Sherwood Polo Field Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station’s fire extinguishers were checked. The generator was tested under load. The wet well was cleaned.

North Ranch Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station’s fire extinguishers were checked. The generator was tested under load.

Westlake Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station.

Monthly

TWSD Lift Stations – Flow Calculator

Month of: July 2020

Total Gallons

Lake Station	5,983,076
Polo Fields	2,758,840
Carlisle	347,160
Bell Cyn/TSD	4,208,958
Bell Cyn L/S	269,400

- Staff checked the TWSD lift stations multiple times per week.
- Staff performed site maintenance.
- Staff performed monthly generator checks / runs.
- Staff monitored SCADA remotely.
- Staff provided the Sheriff's department with TWSD site locations along with requested information such as (which sites have backup power).

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff prepped and painted the generator and electrical panels at the Polo Lift Station.
- Staff cleaned TWSD sites.
- Staff worked on wiring for an instrumentation panel at the Polo Lift Station.
- Staff set up rodent traps at TWSD sites.
- Staff performed CCTV work.
- Staff marked dig alerts throughout the TWSD area.
- Staff worked on the Bell Canyon level probe. Staff troubleshot network issues.
- Staff reviewed the plans for HOA security at North Ranch.
- Staff met with a tree removal contractor in Lake Sherwood.
- Staff prepped for the Lakeside meter install.
- Staff cleaned the Carlisle wet well with the Vactor truck.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff scanned and saved monthly data into the server and database.
- Staff worked on the flow letter.

TWSD-WWW05 (221301E) – WW-OPS EMERGENCY CALL-OUTS

- 07/17/20 – Call out to Polo for UPS failure.

TWSD-WWW13 (221210) – FIXTURE COUNTS

- Staff performed fixture counts.
- Staff updated the fixture count database.
- Staff reviewed blueprints to provide preliminary fixture counts.

If you have other questions or concerns, please contact me at (805) 658-4648.



RICHARD JONES – INTERIM DIRECTOR OF OPERATIONS

TRIUNFO WATER & SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
Year-to-Date as of July 31, 2020

Work Order	Description	Adjusted Budget	Actual Expense	Budget Remaining
121100	TSD-VRSD CA	\$ 603,806	\$ 66,458	\$ 537,348
121101	TSD-WW Administration	\$ 58,175	\$ 5,530	\$ 52,645
121103	TSD-FACEBOOK/TWITTER	\$ 19,656	\$ -	\$ 19,656
121104	TSD-JPA-IPR Project	\$ 3,551	\$ 317	\$ 3,234
121120	TWSD – Admin – COVID19	\$ -	\$ 63	\$ (63)
121710	TSD-WW Woolsey Fire	\$ -	\$ 144	\$ (144)
122100	TSD-PW Customer Service	\$ 360,201	\$ 44,129	\$ 316,071
122501	TSD-PW-Admin-OP Water Conservation	\$ 22,195	\$ -	\$ 22,195
122710	TSD-PW Woolsey Fire	\$ -	\$ 570	\$ (570)
123100	TSD-RW-Admin-Customer Service	\$ 68,975	\$ 1,697	\$ 67,278
221200	TSD-WW Maintenance	\$ 159,655	\$ 32,297	\$ 127,358
221201	TSD-WW-Maintenance Collection Sys	\$ 490,103	\$ 28,141	\$ 461,962
221202	TSD-N. Shore Tank Maint	\$ 49,688	\$ 8,654	\$ 41,034
221203	TSD-Manhole Rehab	\$ 326,772	\$ 68,411	\$ 258,361
221204	TSD-WW Maintenance-Preventative	\$ 74,044	\$ 3,304	\$ 70,741
221206	TSD-WW-Maintenance SCADA	\$ 98,997	\$ 17,852	\$ 81,145
221207	TSD-Main - BCYN Collection System	\$ 115,078	\$ 3,552	\$ 111,526
221208	TSD-BCYN- Maint - Preventative	\$ 27,057	\$ -	\$ 27,057
221210	TSD – WW Maintenance – Fixture Counts	\$ -	\$ 4,457	\$ (4,457)
221300	TSD-Administration - Wastewater	\$ 35,940	\$ 1,262	\$ 34,678
221301	TSD-Operations - Wastewater	\$ 90,577	\$ 15,420	\$ 75,157
221302	TSD-BCYN-Operations	\$ 13,826	\$ 4,250	\$ 9,576
221303	TSD-BCYN-Operations-Admin	\$ 4,584	\$ -	\$ 4,584
221400	TSD-Engineering - Projects	\$ 121,317	\$ 1,239	\$ 120,078
221401	TSD-BCYN - Engineering	\$ 102,422	\$ 6,992	\$ 95,430
221411	TSD-WW-Eng-BC Communication & Controls	\$ -	\$ 9,942	\$ (9,942)
221414	TSD-WW - Lake Sherwood VGGSS	\$ -	\$ 524	\$ (524)
221500	TSD-WW - EPG - SSMP	\$ 15,568	\$ -	\$ 15,568
221501	TSD-WW-EPG-Source Control	\$ 106,190	\$ 8,466	\$ 97,725
221710	TSD-WW Woolsey Fire	\$ -	\$ 393	\$ (393)
222200	TSD-PW - Maintenance	\$ 85,760	\$ 9,456	\$ 76,304
222201	TSD-PW-Maintenance Preventative	\$ 131,724	\$ 25,246	\$ 106,478
222202	TSD-PW-Maintenance SCADA/Elect	\$ 111,481	\$ 12,414	\$ 99,067
222203	TSD-PW-Main-Coatings & Linings	\$ 27,984	\$ -	\$ 27,984
222300	TSD-Operations - Potable Water	\$ 361,315	\$ 50,757	\$ 310,558
222301	TSD-Operations - PW Sys Repairs	\$ 251,048	\$ 19,734	\$ 231,314
222302	TSD-PW Customer Service-Field	\$ 200,585	\$ 21,070	\$ 179,514
222303	TSD-PW - Operations-Fire Hydrant	\$ 78,784	\$ 368	\$ 78,416
222304	TSD-PW-Oper-Anode Checks/Leak Det	\$ 45,645	\$ 1,044	\$ 44,601
222305	TSD-PW-Operations Meter Replacemnt	\$ 30,433	\$ 96,119	\$ (65,686)
222307	TSD-PW-Operations - Meter Readings	\$ 37,320	\$ 3,284	\$ 34,036
222400	TSD-PW-Engineering Projects	\$ 133,035	\$ 44	\$ 132,991
222500	TSD-PW-Environmental Programs	\$ 67,247	\$ 10,873	\$ 56,374
222501	TSD-PW-EPG-OP Water Conservation	\$ 29,315	\$ 1,782	\$ 27,533
223200	TSD-RW-Maintenance	\$ 69,737	\$ 16,754	\$ 52,983
223300	TSD-Operations - Recycled Water	\$ 98,884	\$ 4,182	\$ 94,702

TRIUNFO WATER & SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
 Year-to-Date as of July 31, 2020

Work Order	Description	Adjusted Budget	Actual Expense	Budget Remaining
223400	TSD-RW-Engineering	\$ -	\$ 44	\$ (44)
221201E	TSD-WW-Collection Sys Call-out Emr	\$ 12,030	\$ -	\$ 12,030
221202E	TSD-N. Shore Tank Maint-Emergency	\$ 1,872	\$ -	\$ 1,872
221301E	TSD-WW-Ops Emergency Call-Outs	\$ 2,340	\$ 936	\$ 1,404
222300E	TSD-PW-Operations Call-out	\$ 12,030	\$ -	\$ 12,030
222302E	TSD-PW-Cust Srv Emerg Call-outs	\$ 8,421	\$ 4,050	\$ 4,371
223300E	TSD-RW-Oper Emergency Call-out	\$ 3,617	\$ 405	\$ 3,212
TOTALS		\$ 4,768,984	\$ 612,623	\$ 4,156,361

TRIUNFO WATER & SANITATION DISTRICT
Costs by Type - Monthly
Year-to-Date as of July 31, 2020

Company TSD

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Totals
7/31/2020						
ADMIN	\$ 59,977	\$ -	\$ 57	\$ 1,369	\$ 5,055	\$ 66,458
BELL CYN	\$ 5,867	\$ 1,871	\$ 107	\$ 6,950	\$ -	\$ 14,794
POTABLE	\$ 167,041	\$ 11,682	\$ 12,467	\$ 104,570	\$ 5,179	\$ 300,940
RECYCLED	\$ 20,675	\$ 1,334	\$ 581	\$ -	\$ 493	\$ 23,082
WASTEWATER	\$ 126,403	\$ 55,922	\$ 18,999	\$ 4,212	\$ 1,814	\$ 207,350
7/31/2020 Total	\$ 379,963	\$ 70,808	\$ 32,211	\$ 117,100	\$ 12,541	\$ 612,623
Grand Total	\$ 379,963	\$ 70,808	\$ 32,211	\$ 117,100	\$ 12,541	\$ 612,623

TRIUNFO WATER & SANITATION DISTRICT

Costs by Type - Monthly

INVOICE NO: **TWSD- Jul-20**
 DESCRIPTION: **VRSD CONTRACT SVCS Jul-20**

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Supply	Total
7/31/2020							
ADMIN	59,976.75	-	57.49	1,368.50	5,055.11	6,481.10	66,457.85
POTABLE	128,326.25	11,682.00	11,662.27	104,569.87	-	116,232.14	256,240.39
PW ADMIN	38,715.00	-	805.00	-	5,179.41	5,984.41	44,699.41
RECYCLED	19,643.25	1,333.50	408.01	-	-	408.01	21,384.76
RW ADMIN	1,032.00	-	172.50	-	492.84	665.34	1,697.34
WASTEWATER	132,269.75	57,792.75	19,042.36	6,949.60	34.52	26,026.48	216,088.98
WW ADMIN	-	-	63.24	4,211.88	1,779.17	6,054.29	6,054.29
7/31/2020 Total	379,963.00	70,808.25	32,210.87	117,099.85	12,541.05	161,851.77	612,623.02
Grand Total	379,963.00	70,808.25	32,210.87	117,099.85	12,541.05	161,851.77	612,623.02

45-100-20000	(66,457.85)		
45-270-20000	(222,143.27)		
45-370-20000	(300,939.80)		
45-470-20000	(23,082.10)		
45-100-52067	59,976.75		
45-100-52068	-		
45-100-52069	6,481.10		
45-100-52001	-	Board Expens	121100
45-100-52040	-	Memberships	121100
45-100-52035	-	Conferences	121100
45-210-52067	132,269.75		
45-210-52068	57,792.75		
45-210-52069	26,026.48		
45-270-52067	-		
45-270-52068	-		
45-270-52069	6,054.29		
45-270-52010	-	Memberships	121101
45-270-52035	-	Conferences	121104
45-310-52067	128,326.25		
45-310-52068	11,682.00		
45-310-52069	116,232.14		
45-370-52067	38,715.00		
45-370-52068	-		
45-370-52069	5,984.41		
45-370-52010	-	Memberships	122100
45-370-52035	-	Conferences	122100
45-410-52067	19,643.25		
45-410-52068	1,333.50		
45-410-52069	408.01		
45-470-52067	1,032.00		
45-470-52068	-		
45-470-52069	665.34		
45-470-52035	-	Conferences	123100
Total	612,623.02		
Monthly Total	612,623.02		
Crosscheck	-		

121104 -
 -
 121100 -
 -

APPROVED FOR PAYMENT			
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION		ACCT USE ONLY	
<i>Jocelyn Adlao</i>			
SIGNATURE & DATE		SIGNATURE & DATE	
AUTHORIZATION FOR PAYMENT			
SIGNATURE & DATE			

Mark S Norris Consulting
 LLC
 5572 Lafayette St
 Ventura, Ca 93003

Invoice

DATE	INVOICE #
8/31/2020	116

BILL TO
Triunfo Water & Sanitation District 1001 Partridge Drive Suite 150 Ventura, CA 93003-0704

DUE DATE
9/30/2020

DESCRIPTION	QTY	RATE	AMOUNT
Triunfo Water & Sanitation District General Manager Services			0.00
08/03/20 Various TWSD Projects Phone conference w/John Mathews Review/Respond to customer concerns Phone conference w/Tim Doyle to discuss several projects TWSD Agenda Prep Develop TWSD Personnel Committee Presentation outline Attend JPA Board Meeting	10	127.89	1,278.90
08/04/20 Various TWSD Projects Core Management Team Weekly Meeting Meeting w/Vickie Dragan to discuss Transition Plan Continue review of Pure Water Project Owners Representative Proposals Meeting w/Chi Hermann to discuss several projects	8.5	127.89	1,087.07
08/05/20 Various TWSD Projects Meeting w/Core Management Team and Tina Rivera to address her concerns regarding the accuracy of TWSD's Draft Transition Plan Phone conference w/Chris Theisen to review TWSD/VRSD Contract and discuss potential updates Meeting w/Core Management Team to discuss several projects Review Paychex employee insurance plan options	9	127.89	1,151.01
08/06/20 Various TWSD Projects Phone conference w/John Mathews regarding Draft Management Employee Contracts Meeting w/Vickie Dragan to discuss Transition Plan update Attend TWSD Personnel Committee Meeting Phone conference w/John Mathews	8	127.89	1,023.12
08/07/20 Various TWSD Projects Phone conference w/Tim Doyle regarding several projects Phone conference w/John Mathews Review/Respond to customer concerns Office filing/organizing	8	127.89	1,023.12

Mark S Norris Consulting
 LLC
 5572 Lafayette St
 Ventura, Ca 93003

Invoice

DATE	INVOICE #
8/31/2020	116

BILL TO
Triunfo Water & Sanitation District 1001 Partridge Drive Suite 150 Ventura, CA 93003-0704

DUE DATE
9/30/2020

DESCRIPTION	QTY	RATE	AMOUNT
08/10/20 Various TWSD Projects Review/Update Transition Plan Powerpoint Presentation Review/Respond to customer concern TWSD Agenda Prep Phone conference w/Tim Doyle regarding several projects Phone conference w/Chi Hermann regarding employee benefits Phone conference w/Juliet Rodriguez regarding TWSD Board Meeting Agenda			0.00
08/10/20 Phone conference w/Chair Wall regarding Special TWSD Board Meeting	10	127.89	1,278.90
08/11/20 Various TWSD Projects	2.5	127.89	319.73
08/12/20 Various TWSD Projects TWSD/VRSD Weekly Staff Meeting Core Management Team Meeting Review Employee Benefit Provider Proposals/Options Review status of TWSD Final Budget Document Phone conference w/John Mathews Meeting w/Tim to discuss status of pending legal review for several projects	9	127.89	1,151.01
08/13/20 Various TWSD Projects Phone conference w/John Mathews Finalize TWSD Special Board Meeting Agenda Packet Meeting w/Vickie Dragan to review and finalize Transition Plan Powerpoint Presentation Meeting w/Chi Hermann to review Employee Benefits Board Presentation Phone conference w/Janna Orkney	9	127.89	1,151.01
08/14/20 Various TWSD Projects General organizing and filing Phone conference w/Tim Doyle regarding several projects Travel to VRSD Office to print several documents	6.5	127.89	831.29

Mark S Norris Consulting
 LLC
 5572 Lafayette St
 Ventura, Ca 93003

Invoice

DATE	INVOICE #
8/31/2020	116

BILL TO
Triunfo Water & Sanitation District 1001 Partridge Drive Suite 150 Ventura, CA 93003-0704

DUE DATE
9/30/2020

DESCRIPTION	QTY	RATE	AMOUNT
08/17/20 Various TWSD Projects Phone conference w/John Mathews Meeting w/Tim Doyle regarding several projects Prepare for TWSD Board Meeting Attend TWSD Board Meeting	9	127.89	1,151.01
08/18/20 Various TWSD Projects TWSD Board Meeting debrief Core management Team Weekly Meeting TWSD Agenda Prep Phone conference w/John Mathews Meeting w/Chi Hermann and Vickie Dragan regarding regarding employee benefits	9	127.89	1,151.01
08/19/20 Various TWSD Projects TWSD/VRSD Weekly Staff Meeting Review/Respond to cusstomer concerns TWSD Agenda Prep Phone conference w/Janna Orkney Phone conference w/John Mathews Meeting w/Core Management Team to review and revise Management Employee Contracts	9.5	127.89	1,214.96
08/20/20 Various TWSD Projects TWSD Agenda Prep Phone conference w/Janna Orkney Review TWSD Budget Report Phone conference w/Chris Thelsen Meeting w/Tim Doyle and Vickie Dragan to discuss several Projects	8	127.89	1,023.12
08/21/20 Various TWSD Projects Finalize TWSD Board Meeting Agenda Packet Meeting w/Vickie Dragan to develop TWSD Board Meeting Employee Benefits Presentation Phone conference w/Tim Doyle regarding several projects	7	127.89	895.23
08/22/20 Various TWSD Projects Acom interview w/Ian Bradley	2	127.89	255.78

Mark S Norris Consulting
 LLC
 5572 Lafayette St
 Ventura, Ca 93003

Invoice

DATE	INVOICE #
8/31/2020	116

BILL TO
Triunfo Water & Sanitation District 1001 Partridge Drive Suite 150 Ventura, CA 93003-0704

DUE DATE
9/30/2020

DESCRIPTION	QTY	RATE	AMOUNT
08/24/20 Various TWSD Projects Meeting w/Vickie Dragan to review Board Meeting Presentation Phone conference w/John Mathews Phone conference w/Janna Orkney Review Paychex Contract Board Meeting Preparation Attend TWSD Board Meeting	12	127.89	1,534.68
08/25/20 Various TWSD Projects Participate in Pure Water Project Owners Advisor interviews Phone conference w/Paychex Representative TWSD Board Meeting debrief Owners Advisor Interview debrief	10	127.89	1,278.90
08/26/20 Various TWSD Projects TWSD/VRSD Weekly Staff Meeting TWSD Agenda Prep Core Management Team Weekly Meeting Meeting w/Vickie Dragan to discuss Employee Benefits Resolution Phone conference w/John Mathews regarding Special Board Meeting Agenda Review/Respond to customer concerns	8	127.89	1,023.12
08/27/20 Various TWSD Projects TWSD Agenda Prep Phone conference w/John Mathews Phone conference w/Sandy Warren regarding TWSD Website update Mandatory Covid-19 Training Meeting w/Tina Rivera regarding TWSD Transition Plan implementation Meeting w/Vickie Dragan regarding TWSD Employee Resolution Meeting w/Tim Doyle	10	127.89	1,278.90

Mark S Norris Consulting
 LLC
 5572 Lafayette St
 Ventura, Ca 93003

Invoice

DATE	INVOICE #
8/31/2020	116

BILL TO
Triunfo Water & Sanitation District 1001 Partridge Drive Suite 150 Ventura, CA 93003-0704

DUE DATE
9/30/2020

DESCRIPTION	QTY	RATE	AMOUNT
08/28/20 Various TWSD Projects Phone conference w/John Mathews regarding TWSD Employee Resolution Review/Comment on Draft TWSD Draft Employee Resolution Phone conference w/Core Management Team for review TWSD Board Meeting Packet Phone conference w/Vickie Dragan to provide Tina Rivera Meeting debrief Phone conference w/Tom Richardson regarding PWP	9	127.89	1,151.01
08/31/20 Various TWSD Projects Phone conference w/John Mathews regarding TWSD Employee Resolution TWSD Agenda Prep Phone conference w/Paychex regarding Deferred Comp Plans Phone conference w/Juliet Rodriguez regarding TWSD Special Board Meeting Agenda Packet Meeting w/Vickie Dragan regarding several projects			0.00
08/31/20 Meeting w/Tina Rivera regarding TWSD Transition Plan Issues Phone conference w/Chris Theisen regarding TWSD Transition Plan Phone conference w/Tim Doyle regarding TWSD Special Board Meeting Agenda Packet	10	127.89	1,278.90
Total			23,531.78

Please remit to above address.

Mark Norris Invoice - TSD

121701 121101 123100

	121100	122100	123100	121101	121109	121106	123101	121104	121105	Total
Date	CA	Potable Water	Recycled Water	Wastewater	Name Change	Lakeside Lft	RW CIP	JPA-IPR	Trentham Levan	Hours
08/01/20	10.00									10.00
	8.50									8.50
	9.00									9.00
	8.00									8.00
	8.00									8.00
	10.00									10.00
	2.50									2.50
	9.00									9.00
	9.00									9.00
	6.50									6.50
	9.00									9.00
	9.00									9.00
	9.50									9.50
	8.00									8.00
	7.00									7.00
	2.00									2.00
	12.00									12.00
	10.00									10.00
	8.00									8.00
	10.00									10.00
	9.00									9.00
08/31/20	10.00									10.00
	-									-
	174.00	-	-	-	-	-	-	-	-	184.00
	22,252.86	-	-	-	-	-	-	-	-	23,531.76

\$ 127.89 \$ 127.89 23,531.78 (0.02)

PO#125

45-100-52080-121100	16,065.15	
45-370-52080-122100	2,263.76	
45-470-52080-123100	1,357.78	
45-270-52080-121101	1,809.59	
45-270-52080-121104	2,035.50	
45-100-52080-121100		rounding
	<u>23,531.78</u>	
	0.02	

OH Charge	
2,409.77	121100
339.56	122100
203.67	123100
271.44	121101
305.32	121104
-	121100
\$ 3,529.77	

68.27%	} FY20 Budget-TWSD Norris Budget
9.62%	
5.77%	
7.69%	
8.65%	
100%	

Jocelyn Adlao

From: Mark Norris <marksnorris@hotmail.com>
Sent: Tuesday, September 1, 2020 3:02 PM
To: Jocelyn Adlao
Subject: Fwd: Sharp-Printer_20200901_103211.pdf

FYI
Sent from my iPhone

Begin forwarded message:

From: James Wall <jlwall2016@gmail.com>
Date: September 1, 2020 at 2:37:34 PM PDT
To: Mark Norris <marksnorris@hotmail.com>
Subject: Re: Sharp-Printer_20200901_103211.pdf

Mark,

Invoice approved.

James Wall

On Tue, Sep 1, 2020 at 10:36 AM Mark Norris <marksnorris@hotmail.com> wrote:

Hi James,
Sorry for the confusion. Please find attached my corrected August Invoice for your review and approval.

Thanks, Mark

Chi Hermann Consulting
 707 Via Zamora
 Camarillo, CA 93010

INVOICE

DATE	INVOICE NO.
8/31/2020	111

PO#123

APPROVED FOR PAYMENT				
45	270	52080	121101	\$4,939.19
45	370	52080	122100	\$4,939.18
45	470	52080	123100	\$1,097.60

BILL TO
Triunfo Water & Wastewater Sanitation District 1001 Partridge Drive, Suite 150 Ventura, CA 93003-0704

FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION			ACCT USE ONLY
<i>Jocelyn Adlas</i>		9/1/2020	EAZ
AUTHORIZATION FOR PAYMENT		SIGNATURE & DATE	

DESCRIPTION	HOURS	RATE	AMOUNT
Projects/tasks worked on from 8/1/20 through 8/31/20:	114.5	\$95.86	\$10,975.97
<ul style="list-style-type: none"> ❖ TWSD Transition (Transitions cost estimates, Core management employee contracts, Employee benefit resolution, HR/Payroll agency comps and recommendations, Employee medical insurance comps and recommendations, Paychex service agreement, Employee defined contribution plans, Board compensation transfer from VRSD, etc.) ❖ Potable Water Customer Assistance Program (Application and implementation) ❖ Accessory Dwelling Unit Guideline (update) ❖ Meetings (Core Group on projects and issues, board packet agenda and review, Ops weekly, Board meetings, etc.) ❖ Monthly Budget/Labor Report (VRSD Contract) ❖ Monthly Water Sales vs Purchase ❖ Misc (new legislation, customer service issues, billing issues, etc.) 			
		TOTAL	\$10,975.97

Please make checks payable to: Chi Hermann Consulting

THANK YOU FOR YOUR BUSINESS!

DEBRA WEST

30463 KINGS VALLEY DRIVE
CONIFER, COLORADO 80433

Invoice

DATE	INVOICE #
8/31/2020	3860

PO#128

BILL TO
Triunfo Water & Sanitation District 1001 Partridge Dr., Suite 150 Ventura, CA 93003-0704

APPROVED FOR PAYMENT			
45	270	52080	121101
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION			ACCT USE ONLY
<i>Jocelyn Adlao</i>		08/31/2020	EAZ
		SIGNATURE & DATE	
AUTHORIZATION FOR PAYMENT			

DESCRIPTION	HOURS	MSN SIGNATURE & DATE	AMOUNT
<p>Provide training, support, and assistance to core management on sewer related customer service, recordkeeping, and accounting.</p> <p>Tasks worked on during the month of August 2020 include: Responding to customer requests through emails and calls; processing tenant improvement applications, Will Serve/Sewer Availability/ADU-WS requests, Tenant improvement and Will Serve billing, and audit sewer and Project Completion Deposit refunds, Bell Canyon refund follow up and providing assistance as requested my management General TWSD - \$1950.00 Woolsey Fire - \$-0-</p>	30		1,950.00

Total	\$1,950.00
--------------	-------------------

VICKIE DRAGAN
 1014 VIA ONDULANDO
 VENTURA, CA 93003
 (805) 407-2268
 E-mail: troli40@yahoo.com

APPROVED FOR PAYMENT			
P.O. 126			
45	100	52080	121100
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION		ACCT USE ONLY	
Jidrao		9/3/2020	EAZ
SIGNATURE & DATE		SIGNATURE & DATE	
AUTHORIZATION FOR PAYMENT			



From the ashes we rise

INVOICE NO. 011

SEPTEMBER 2, 2020

BILL TO

Triunfo Water & Sanitation District
 1001 Partridge Drive, Suite 150
 Ventura, CA 93003

QTY	DESCRIPTION	HOURS	RATE	TOTAL
1	Professional Finance Consulting Services for the month of August 2020	139.75	\$121.08	\$16,920.93

Attended various meetings with core management staff and general manager, TWSD Personnel Committee (8/6 & 8/17), Regular Board meeting (8/24). Conference calls with Doug Dove, Bartle & Wells-loans, Tina Rivera, DOF to discuss her concerns in the accuracy of the TWSD's Draft Transition Plan, Paychex to discuss HR/payroll/ benefits services, and legal counsel to review core management contracts & employee resolution. Attended the weekly core management meeting to discuss various current & upcoming projects.

Updated the Draft Transition Plan to incorporate the Approved Koff & Associates C&C Plan. Updated the PowerPoint presentation to be presented at the Personnel Committee meeting and Special Board meeting. Reviewed the Paychex Agreement and fees, core management contracts, management resolution, and Sewer Service Annual Update Procedures. Reviewed various reports, minutes, and board letters.

Attended the Notary Public training and examination.

SUBTOTAL	\$16,920.93
SALES TAX	0
TOTAL DUE BY DATE	\$16,920.93

Thank you for your business!

Make checks payable to: Vickie Dragan
 Payment Due Upon Receipt

Doyle Consulting Services

Engineering and Construction Services

1046 Heron Dr.
Vista, CA 92081
Phone 760 599-0935
License # BL-00019215

Bill To:

Triunfo Water & Sanitation District
Accounts Payable
1001 Partridge Drive, Suite 150
Ventura, CA 93003
Phone: 805 658-4619

APPROVED FOR PAYMENT			
PC#124			
(Per coding below)			
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION			ACCT USE ONLY
Jocelyn Adlao			[Signature]
SIGNATURE & DATE			
AUTHORIZATION FOR PAYMENT			
[Signature]			
SIGNATURE & DATE			

DATE: August 31, 2020
INVOICE #: DCS_TWSD-108
FOR: Project Management Services



DESCRIPTION	AMOUNT
165 hours of contract services @ \$120.07/hr for Triunfo Water & Sanitation District's projects as follows: General Admin - \$9,905.75 45-100-52080 121100 WW Admin - \$6,934.05 45-270-52080 121101 PW Admin - \$2,971.75 45-370-52080 122100 RW Admin - \$0	\$ 19,811.55
Tasks worked on during the 8/1/20 to 8/31/20 period include: Provided project management coordination with various TWSD project components. Drafted Board documentation for the August meeting and attended same via teleconferenced due to COVID-19 pandemic; drafted documents and attended Personnel Committee and Special Board meetings; reviewed and organized water billing complaints and requests for special considerations, drafted response forms to address said correspondence; coordinated WW/PW/RW responses for proposed projects from other Agency requests, continued coordination of final transfer documents; provided plan checks and other reviews for District Will Serve process (including new ADU legislation) for TO and Bell Canyon for reconnects and water meter upgrades; worked with staff on Ordinance updates; worked on various meter issues with PW and RW customers; continued coordination with Verizon at Kilburn for tower expansion project and caisson redesign; worked with staff on lift station portion of LS VGGSS project and resident complaints on work there; continued effort with Hidden Valley and Bridgegate DB for easement transfer with document signatures, final documents are pending site walk (delayed); coordinated with LDC for easement deeds for Tract 4192, final docs received and Legal Counsel modified; continued coordination with Legal Counsel and Developer for Saddlebow Road main line sewer extension (BC); coordinated discussions for HOA requested use of District lift station power for security purposes (Westlake Village and North Ranch); working with Legal Counsel to draft amendments to AT&T Lease Agreement with Octagon Towers; participated in numerous teleconferences with staff, contractors, and outside agencies (no in-person meetings due to the COVID-19 pandemic); worked on organizational issues for District transition to autonomous agency; participated with core mgmt. in discussions with VRSD and Paychex for admin transition to TWSD; worked with staff, RSRPD, and film production company to secure access for filming project near OCR; assisted GM with other administrative requests and directives from the TWSD Board.	
Reference: TWSD Contract No. T19-008-1	
TOTAL	\$ 19,811.55

Make checks payable to: Doyle Consulting Services

Please direct questions about this invoice to Tim Doyle at 760 599-0935

THANK YOU FOR YOUR BUSINESS!

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