

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****1/1/22-1/31/22**

| CHECK # | CHECK AMT | CHECK DATE | VENDOR NAME |
|----------------|------------------|-------------------|-----------------------------------|
| | DIST AMT | | DESCRIPTION |
| 10319 | \$95.95 | 1/13/2022 | AT&T |
| | \$72.65 | | DEC 21 - OAK CANYON PROJECT HL |
| | \$23.30 | | DEC 21 - 63 BUCKSKIN RD LD |
| 10320 | \$87.71 | 1/13/2022 | COUNTY OF VENTURA |
| | \$29.77 | | 11-16-12/14 - WW LIFT STATION 3 |
| | \$28.17 | | 11/16-12/14 - 62 BUCKSKIN RD |
| | \$29.77 | | 11/16-12/14 - WW LIFT STATION 3A |
| 10321 | \$1,625.00 | | COUNTY OF VENTURA |
| | | | ENCROACHMENT PERMIT PA-0028 |
| 10322 | \$19,085.00 | 1/13/2022 | CITY OF LOS ANGELES |
| | \$10,792.00 | | JAN 22 - O&M PORTION OF ASSC |
| | \$8,293.00 | | JAN 22 - CAP PORTION OF ASSC |
| 10323 | \$152.66 | 1/13/2022 | MCI |
| | | | NOV 21 - 800# FOR TWSD CUSTOMERS |
| 10324 | \$343.50 | 1/13/2022 | STATE COMPENSATION INSURANCE FUND |
| | | | 1/1/22-4/1/22 PREMIUM CHARGE |
| 10325 | \$219.62 | 1/13/2022 | VENTURA COUNTY STAR |
| | | | LEGAL NOTICES 11/8 & 11/29 |
| 10326 | \$1,000.00 | 1/13/2022 | WESTLAKE OWNER LLC |
| | | | PROJECT COMPLETION DEPOSIT REFUND |
| 10327 | \$186.48 | 1/19/2022 | AT&T |
| | \$92.75 | | NOV 21 - MASTER BILL |
| | \$93.73 | | DEC 21 - MASTER BILL |
| 10328 | \$662.61 | 1/19/2022 | AT&T MOBILITY |
| | | | DEC 21 - WIRELESS SERVICE |
| 10329 | \$168.49 | 1/19/2022 | MCI |
| | | | DEC 21 - 800# FOR TWSD CUSTOMERS |
| 10330 | \$170.24 | 1/19/2022 | WM CORPORATE SERVICES, INC. |
| | | | JAN 22 - WASTE MGMT SERVICES |
| 10331 | \$100.00 | 1/27/2022 | FISERV, INC. |
| | | | DEC 21 - SERVICE FEES |

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****1/1/22-1/31/22**

| CHECK # | CHECK AMT | CHECK DATE | VENDOR NAME |
|----------------|------------------|-------------------|---|
| | DIST AMT | | DESCRIPTION |
| 10332 | \$11,520.00 | 1/27/2022 | KEH GROUP, INC |
| | | | ENGINEERING SERVICES |
| 10333 | \$19,085.00 | 1/27/2022 | CITY OF LOS ANGELES |
| | \$10,792.00 | | MAR 22 - O&M PORTION OF ASSSC |
| | \$8,293.00 | | MAR 22 - CAP PORTION OF ASSSC |
| 10334 | \$25,886.61 | 1/27/2022 | STATE WATER RESOURCE CONTROL BOARD |
| | | | LARGE WATER SYSTEM FEE 7/1/21-6/30/22 |
| 10335 | \$3,912.00 | 1/27/2022 | VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT |
| | \$652.00 | | LAKE ST LIFT STATION - PERMIT FEE |
| | \$652.00 | | TWSD PUMP STATION - PERMIT FEE |
| | \$652.00 | | POLO ST LIFT STATION - PERMIT FEE |
| | \$652.00 | | N RANCH LIFT STATION - PERMIT FEE |
| | \$652.00 | | BISHOPSWOOD LN - PERMIT FEE |
| | \$652.00 | | CARLISLE LIFT STATION - PERMIT FE |
| 10336 | \$1,706.16 | 1/27/2022 | JONATHAN A-DEBORAH L ABELSON |
| | | | WOOLSEY FIRE SEWER SERVICES FEE REFUND |
| 10337 | \$78.94 | 1/27/2022 | CATHY ENDERWOOD |
| | | | REFUND WATER CUSTOMER CREDIT BALANCE |
| 10338 | \$127.48 | 1/27/2022 | JOAN E SMITH |
| | | | REFUND WATER CUSTOMER CREDIT BALANCE |
| 10339 | \$49.08 | 1/27/2022 | SCOTT FAULHABER |
| | | | REFUND WATER CUSTOMER CREDIT BALANCE |
| ACH TXF | \$513.06 | 1/3/2022 | US BANK CORPORATE PAYMENT SYSTEMS |
| | | | PURCHASE CARD PAYMENT |
| ACH TXF | \$23.50 | 1/6/2022 | PAYCHEX |
| | | | ADMIN FEES - YEAR END HANDLING |
| ACH TXF | \$673.85 | 1/13/2022 | PAYCHEX |
| | | | ADMIN FEES |
| ACH TXF | \$13.56 | 1/14/2022 | PAYCHEX |
| | | | PAYROLL TAXES - BOARD |

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****1/1/22-1/31/22**

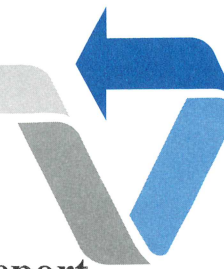
| CHECK # | CHECK AMT | CHECK DATE | VENDOR NAME |
|----------------|------------------|-------------------|--|
| | DIST AMT | | DESCRIPTION |
| ACH TXF | \$16,950.94 | 1/14/2022 | PAYCHEX |
| | | | PAYROLL TAXES |
| ACH TXF | \$872.97 | 1/14/2022 | US BANK ACCOUNT ANALYSIS & BILLING |
| | | | DEC 21 - BANK SERVICE FEES |
| ACH TXF | \$1,350.00 | 1/18/2022 | LINCOLN FINANCIAL GROUP |
| | | | DEFERRED COMP |
| ACH TXF | \$225.28 | 1/18/2022 | LINCOLN FINANCIAL GROUP |
| | | | DEFERRED COMP - BOARD |
| ACH TXF | \$6,453.34 | 1/18/2022 | LINCOLN FINANCIAL GROUP |
| | | | 401A PLAN |
| ACH TXF | \$1,350.00 | 1/19/2022 | LINCOLN FINANCIAL GROUP |
| | | | DEFERRED COMP |
| ACH TXF | \$6,443.84 | 1/19/2022 | LINCOLN FINANCIAL GROUP |
| | | | 401A PLAN |
| ACH TXF | \$3,676.58 | 1/21/2022 | CALIFORNIACHOICE |
| | | | FEB 22 - MEDICAL BENEFITS |
| ACH TXF | \$6,249.48 | 1/21/2022 | PAYMENTUS |
| | | | DEC 21 - ON-LINE PAYMENT PROCESSING FEES |
| ACH TXF | \$673.85 | 1/27/2022 | PAYCHEX |
| | | | ADMN FEES |
| ACH TXF | \$17,097.73 | 1/28/2022 | PAYCHEX |
| | | | PAYROLL TAXES |
| ACH TXF | \$370.92 | 1/31/2022 | LINCOLN FINANCIAL GROUP |
| | | | DEFERRED COMP - BOARD |
| ACH TXF | \$385.81 | 1/31/2022 | PAYCHEX |
| | | | PAYROLL TAXES - BOARD |
| ACH TXF | \$2,309.07 | 1/31/2022 | US BANK CORPORATE PAYMENT SYSTEMS |
| | | | PURCHASE CARD PAYMENT |

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****1/1/22-1/31/22**

| CHECK # | CHECK AMT | CHECK DATE | VENDOR NAME |
|-----------------------|------------------|-------------------|--------------------------------------|
| | DIST AMT | | DESCRIPTION |
| EFT000000000000001079 | \$38.08 | 1/4/2022 | JANNA ORKNEY |
| | | | FY22 - 2ND QTR MILEAGE |
| EFT000000000000001080 | \$695.96 | 1/4/2022 | RAYMOND TJULANDER |
| | \$600.76 | | AWCA REIMBURSE 12/3/21 |
| | \$95.20 | | 2ND QTR MILEAGE |
| EFT000000000000001081 | \$77.95 | 1/4/2022 | LEON SHAPIRO |
| | | | 2ND QTR MILEAGE |
| EFT000000000000001082 | \$2,405.00 | 1/18/2022 | DEBRA WEST |
| | | | DEC 21 - CONSULTING SERVICES |
| EFT000000000000001083 | \$1,778.00 | 1/18/2022 | FTI SERVICES |
| | \$1,400.00 | | JAN 22 - IT SERVICES |
| | \$378.00 | | DEC 21 - IT SERVICES |
| EFT000000000000001084 | \$62.72 | 1/18/2022 | JAMES WALL |
| | | | 2ND QTR MILEAGE |
| EFT000000000000001085 | \$891.25 | 1/18/2022 | KOFF & ASSOCIATES, INC. |
| | | | DEC 21 - PROFESSIONAL SERVICES |
| EFT000000000000001086 | \$13,590.49 | 1/18/2022 | SOUTHERN CALIFORNIA EDISON |
| | | | DEC 21 - MASTER BILL |
| EFT000000000000001087 | \$7,553.27 | 1/18/2022 | SEARLE CREATIVE GROUP LLC |
| | \$3,425.00 | | NOV 21 - PR & MARKETING SERVICES |
| | \$50.00 | | NOV 21 - PR & MARKETING SERVICES |
| | \$3,875.00 | | DEC 21 - PR & MARKETING SERVICES |
| | \$203.27 | | DEC 21 - PR & MARKETING SERVICES |
| EFT000000000000001088 | \$1,000.00 | 1/18/2022 | STEPHEN'S VIDEO & PHOTOGRAPHY |
| | | | VIDEO - DEC 21 MEETINGS |
| EFT000000000000001089 | \$1,384.72 | 1/18/2022 | JOSEPH WARREN |
| | | | DEC 21 - PUBLIC OUTREACH |
| EFT000000000000001090 | \$232,584.80 | 1/18/2022 | VENTURA REGIONAL SANITATION DISTRICT |
| | | | VRSD CONTRACT SERVICES - NOV 21 |
| EFT000000000000001091 | \$23,705.00 | 1/20/2022 | ASSOC OF CALIFORNIA WATER AGENCIES |
| | | | 2022 ANNUAL AGENCY DUES |

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****1/1/22-1/31/22**

| CHECK # | CHECK AMT | CHECK DATE | VENDOR NAME |
|-----------------------|---------------------|-------------------|---|
| | DIST AMT | | DESCRIPTION |
| EFT000000000000001092 | \$1,892.00 | 1/20/2022 | ARNOLD LAROCHELLE MATHEWS VANCONAS & ZIRBEL LLP DEC 21 - PROFESSIONAL SERVICES |
| EFT000000000000001093 | \$207,910.65 | 1/20/2022 | CALLEGUAS MUNICIPAL WATER DISTRICT DEC 21 - POTABLE WATER |
| EFT000000000000001094 | \$455.40 | 1/20/2022 | FRONTIER COMMUNICATIONS |
| | \$214.41 | | JAN 22 - 56K NETWORK SCADA OP |
| | \$57.76 | | JAN 22 - LAKE SHERWOOD STAFFORD |
| | \$56.59 | | JAN 22 - 654 LAKE SHERWOOD DR |
| | \$61.60 | | JAN 22 - N RANCH PUMP STATION |
| | \$65.04 | | JAN 22 - THOUSAND OAKS TELE/MAINT |
| EFT000000000000001095 | \$5,353.84 | 1/20/2022 | MAIL MANAGER,INC. |
| | \$2,503.84 | | DEC 21 BILLING - PRINTING & MAILING |
| | \$2,850.00 | | POSTAGE - SPECIAL MAILING |
| EFT000000000000001096 | \$5,130.00 | 1/20/2022 | ROGERS, ANDERSON, MALODY & SCOTT, LLP DEC 21 - AUDIT FY21 |
| EFT000000000000001097 | \$1,637.18 | 1/20/2022 | SDRMA FEB 22 - ANCILLARY HEALTH INS |
| TOTAL | \$660,042.62 | | |



Water & Wastewater Monthly Report
Triunfo Water & Sanitation District
For the month of: November 2021

The billing period for this invoice is November 1 through November 30, 2021 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 did dig alerts in this area.

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

- Staff checked the Bell Canyon lift station multiple times. Rounds and reads.

TWSD-BCN05 (221303) – BCYN – OPERATIONS-ADMIN

- Staff worked on the flow letter.

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 and logged them after they were completed.
- Staff worked on line cleaning / hot spots. Staff set up traffic control.
- Staff confirmed sewer service for multiple addresses.
- Staff created and dispatched work orders.
- Staff scanned and saved line cleaning reports.
- Staff investigated odor complaints.
- Staff located and marked sewer laterals in Lake Sherwood.
- Staff inspected a new sewer lateral tie in at 99 Lake Sherwood Dr.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff looked for potential easement conflicts with upcoming construction projects.
- Staff spoke with a homeowner about a grinder pump installation.

TWSD-COL03 (221202) – NORTH SHORE TANK MAINTENANCE

- Staff cleaned tanks, flushed lines and replaced batteries in alarm boxes.
- Staff purchased addition hoses in order to be able to clean out tanks.
- Staff investigated an odor complaint.

TWSD-COL04 (221203) – MANHOLE REHAB

- Staff worked on manhole rehab work orders throughout the TWSD areas. Staff set up traffic control as needed.
- Staff created, dispatched and closed out work orders.
- Staff scanned and saved confined space entries.
- Staff worked on locating manholes in Lake Sherwood.
- Staff set up for confined space entries.

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

- Staff worked on source control database updates.
- FOG program review and updates.
- Staff prepared to mail out new FOG program packets.

TWSD-COL08 (221204) – WW MAINTENANCE PREVENTATIVE

- Staff cleaned up TWSD lift stations.
- Staff sealed electrical boxes using Sikaflex.
- Staff re-primed a bioxide pump at the Carlisle lift station.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff worked on troubleshooting communication issues at the Lakeside and Polo lift stations.

TWSD-COL14 (221701) – WW POLO LIFT STATION

- Charge is for supplies bought for this project.

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.

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 138 samples were analyzed from the tank sites and sample stations. These samples included total chlorine, coliform bacteria, HPC's, Nitrite-N, TTHM's, HAAS's, Monochloramines and Free Ammonia.

TWSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff reviewed customer accounts for possible leaks + continuous usage. Staff updated the spreadsheet.
- Staff worked on the monthly drought report and submitted it.
- Staff worked on the water conservation.
- Staff created and dispatched leak notices.
- Staff processed violation letters.
- Staff processed water conservation waivers and adjustment.
- Staff patrolled for potential water usage violations.
- Staff attended a Calleguas purveyor meeting via zoom.

TWSD-POT06 (222500) – PW-ENVIRONMENTAL PROGRAMS

- Staff worked on and submitted monthly reports to the CDPH.
- Staff reviewed analytical results.
- Staff reviewed water quality maps.
- Staff updated the sample tracker.
- Staff entered lab results to the database and server.
- Staff completed the monochloramine, free ammonia, nitrite field sheet.
- Staff worked on the fiscal year 21' water loss updates.

TWSD-POT08 (222302) – CUSTOMER SERVICE – FIELD

- A total of 13 service calls were completed this month. These consisted of move in and move outs, off notices, shut offs for residents not applying for service and services being reconnected.
- Multiple high bill / check for leak investigations were conducted.
- Staff set up water audit appointments.
- Assisted customers with finding / isolating 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 assisted customers with the customer portal.
- Staff prepared and distributed 152 delinquent notices. Staff took pictures of all the posted notices.
- Staff posted 14 shut off notices. Staff shut off and locked off 4 services. Staff restored these services after the customers paid their delinquent accounts.
- Staff uploaded all of the delinquent and shut off notice pictures into the server.

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

- Staff changed out defective meters, tagged them and prepared them to be sent back to Sensus for warranty replacement.
- Staff updated the meter change out spreadsheet and sent the new meter information to finance.
- Staff created and dispatched SEMS work orders.
- Staff dug out meter boxes to prep for meter change outs.
- Staff downloaded and archived meter change out slips.

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff worked on the Smoketree panel development project and design review.
- Staff worked on troubleshooting a pump issue at the Savoy pump station. Staff contacted West Coast Motor to request service.

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

- Staff created meter read work orders.

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

- Staff worked on hmi and plc programming at the Smoketree booster station.
- Staff replaced the ups battery at the Oak Canyon Reservoir cabinet.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 11/29/21 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 investigated meters with alarms.
- Staff shut down the reclaimed line at the fire station in Lake Sherwood due to a leak on their side.

TOTAL RECLAIMED WATER USE:

Oak Park System 13,592,963 Gallons

Lake Sherwood usage: 2,978,147 Gallons

TWSD-RCL04 (223300E) – RW-OPE EMERGENCY CALL-OUT

- 11/26/21 – Staff responded to a low suction tank level at Reclaim station and Indian Hill tank. Staff closed air compressor valve and notified Las Virgenes.

TWSD-RCL05 (223200) – RW – MAINTENANCE

- Staff performed site maintenance at the reclaimed sites.
- Staff marked dig alerts.
- Staff replaced the ups device at the reclaimed pump station.
- Staff troubleshot a ground fault alarm on the vfd at the Regency Booster Station.
- Staff changed out a bad air pressure regulator on the suction side surge tank.

TWSD-RCL06 (223400) – RW-ENGINEERING

- Mark Norris Meeting

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: November 2021

| Total Gallons | |
|----------------------|------------|
| Lake Station | 4,806,215 |
| Polo Fields | 3,342,830 |
| Carlisle | 723,620 |
| Bell Cyn/TSD | 3,003,8326 |
| Bell Cyn L/S | 507,740 |

- Staff checked the TWSD lift stations multiple times per week.
- Staff performed site maintenance.
- Staff performed monthly generator checks / runs.
- Staff scanned and saved the rounds sheets into the server.
- Staff responded to a high level alarm at the Carlisle lift station.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff delivered a rebuilt pump to the Carlisle lift station.
- Staff reviewed the Polo lift station flowmeter wiring.
- Staff grabbed oil samples from the TWSD emergency generators and prepped them to be sent to the laboratory for analysis.
- Staff set up traffic control to perform sewer line inspections in North Ranch.
- Staff troubleshooted a pump station failure at the Carlisle lift station. Staff identified the problem and set up a temporary bypass until the appropriate repair could be made.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff scanned and saved monthly data into the server and database.
- Staff worked on gathering generator work order details.

TWSD-WWW13 (221210) – FIXTURE COUNTS

- Staff performed fixture counts.
- Staff updated the fixture count database.
- Staff reviewed blueprints to check for possible easement conflicts.

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


RICHARD JONES – DIRECTOR OF OPERATIONS



Ventura Regional Sanitation District

1001 Partridge Drive, Suite 150
 Ventura, CA 93003-0704
 Tel: (805) 658-4656
 Fax: (805) 658-4660
 billing-ar@vrsd.com

| |
|--------------|
| INVOICE DATE |
| 11/30/2021 |

| | | |
|----------------------------------|---------------|------------|
| APPROVED FOR PAYMENT | | |
| This invoice is due upon receipt | | |
| (Attached) | | |
| DEPT | EXPENSE | WORK ORDER |
| EXPENSE CODE VERIFICATION | ACCT USE ONLY | |
| SIGNATURE & DATE | | |
| AUTHORIZATION FOR PAYMENT | | |
| V. Drayn 1/12/22 | | |
| SIGNATURE & DATE | | |

INVOICE - SUMMARY

Triunfo Sanitation District
 1001 Partridge Drive, Suite 100
 Ventura, CA 93003

| | |
|-----------------|------|
| Customer Number | 1018 |
|-----------------|------|

| Invoice # | Project Name | Fee Code | Extended Total |
|------------------------------|--|---------------|------------------|
| 121100-11/30/21 | TWSD ADMINISTRATION | 1 - Labor | 202.00 |
| 121100-11/30/21 | TWSD ADMINISTRATION | 3 - Mat&Supp | 218.66 |
| 121100-11/30/21 | TWSD ADMINISTRATION | 4 - Other | 9,975.54 |
| 121100-11/30/21 Total | | | 10,396.20 |
| 221200-11/30/21 | TWSD - WW MAINTENANCE | 1 - Labor | 4,326.50 |
| 221200-11/30/21 | TWSD - WW MAINTENANCE | 2 - Equipment | 498.00 |
| 221200-11/30/21 | TWSD - WW MAINTENANCE | 3 - Mat&Supp | 4,612.18 |
| 221200-11/30/21 Total | | | 9,436.68 |
| 221201-11/30/21 | TWSD - WW MAINT COL SYSTEM | 1 - Labor | 26,627.00 |
| 221201-11/30/21 | TWSD - WW MAINT COL SYSTEM | 2 - Equipment | 8,649.00 |
| 221201-11/30/21 | TWSD - WW MAINT COL SYSTEM | 3 - Mat&Supp | 404.64 |
| 221201-11/30/21 Total | | | 35,680.64 |
| 221202-11/30/21 | TWSD - WW MAINT N SHORE TANK | 1 - Labor | 11,009.00 |
| 221202-11/30/21 | TWSD - WW MAINT N SHORE TANK | 2 - Equipment | 2,052.00 |
| 221202-11/30/21 | TWSD - WW MAINT N SHORE TANK | 3 - Mat&Supp | 79.03 |
| 221202-11/30/21 Total | | | 13,140.03 |
| 221203-11/30/21 | TWSD - WW MANHOLE REHAB | 1 - Labor | 20,143.00 |
| 221203-11/30/21 | TWSD - WW MANHOLE REHAB | 2 - Equipment | 2,373.00 |
| 221203-11/30/21 | TWSD - WW MANHOLE REHAB | 3 - Mat&Supp | 128.09 |
| 221203-11/30/21 Total | | | 22,644.09 |
| 221204-11/30/21 | TWSD - WW MAINT PREVENTATIVE | 1 - Labor | 3,980.00 |
| 221204-11/30/21 | TWSD - WW MAINT PREVENTATIVE | 2 - Equipment | 682.50 |
| 221204-11/30/21 | TWSD - WW MAINT PREVENTATIVE | 3 - Mat&Supp | 62.01 |
| 221204-11/30/21 Total | | | 4,724.51 |
| 221206-11/30/21 | TWSD - WW MAINT SCADA | 1 - Labor | 256.00 |
| 221206-11/30/21 | TWSD - WW MAINT SCADA | 2 - Equipment | 129.00 |
| 221206-11/30/21 | TWSD - WW MAINT SCADA | 3 - Mat&Supp | 500.79 |
| 221206-11/30/21 Total | | | 885.79 |
| 221207-11/30/21 | TWSD - WW BELL CYN - COLLECTION SYSTEM | 1 - Labor | 202.00 |
| 221207-11/30/21 | TWSD - WW BELL CYN - COLLECTION SYSTEM | 2 - Equipment | 37.50 |
| 221207-11/30/21 Total | | | 239.50 |
| 221210-11/30/21 | TWSD - WW MAINT FIXTURE COUNTS | 1 - Labor | 1,905.00 |
| 221210-11/30/21 Total | | | 1,905.00 |



Ventura Regional Sanitation District

1001 Partridge Drive, Suite 150
 Ventura, CA 93003-0704
 Tel: (805) 658-4656
 Fax: (805) 658-4660
 billing-ar@vrsd.com

INVOICE DATE

11/30/2021

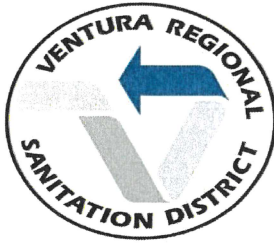
This invoice is due upon receipt

INVOICE - SUMMARY

Triunfo Sanitation District
 1001 Partridge Drive, Suite 100
 Ventura, CA 93003

| | |
|-----------------|------|
| Customer Number | 1018 |
|-----------------|------|

| Invoice # | Project Name | Fee Code | Extended Total |
|------------------------------|---------------------------------------|---------------|------------------|
| 221300-11/30/21 | TWSD - WW OPERATIONS ADMIN FIELD | 1 - Labor | 168.00 |
| 221300-11/30/21 Total | | | 168.00 |
| 221301-11/30/21 | TWSD - WW OPERATIONS | 1 - Labor | 6,726.00 |
| 221301-11/30/21 | TWSD - WW OPERATIONS | 2 - Equipment | 1,564.50 |
| 221301-11/30/21 | TWSD - WW OPERATIONS | 3 - Mat&Supp | 6,066.07 |
| 221301-11/30/21 Total | | | 14,356.57 |
| 221302-11/30/21 | TWSD - WW BELL CYN OPERATIONS | 1 - Labor | 1,485.00 |
| 221302-11/30/21 | TWSD - WW BELL CYN OPERATIONS | 2 - Equipment | 580.50 |
| 221302-11/30/21 | TWSD - WW BELL CYN OPERATIONS | 3 - Mat&Supp | 34.50 |
| 221302-11/30/21 Total | | | 2,100.00 |
| 221303-11/30/21 | TWSD - WW BELL CYN - OPER-ADMIN FIELD | 1 - Labor | 63.00 |
| 221303-11/30/21 | TWSD - WW BELL CYN - OPER-ADMIN FIELD | 4 - Other | 0.53 |
| 221303-11/30/21 Total | | | 63.53 |
| 221400-11/30/21 | TWSD - WW ENGINEERING | 1 - Labor | 295.50 |
| 221400-11/30/21 Total | | | 295.50 |
| 221501-11/30/21 | TWSD - WW-EPG-SOURCE CONTROL | 1 - Labor | 4,953.00 |
| 221501-11/30/21 Total | | | 4,953.00 |
| 221701-11/30/21 | TWSD - WW ENGINEERING POLO LIFT | 3 - Mat&Supp | 13.09 |
| 221701-11/30/21 Total | | | 13.09 |
| 222200-11/30/21 | TWSD - PW-MAINTENANCE | 1 - Labor | 1,152.00 |
| 222200-11/30/21 | TWSD - PW-MAINTENANCE | 2 - Equipment | 124.50 |
| 222200-11/30/21 | TWSD - PW-MAINTENANCE | 3 - Mat&Supp | 2.75 |
| 222200-11/30/21 Total | | | 1,279.25 |
| 222202-11/30/21 | TWSD - PW-MAINT SCADA/ELECTRIC | 1 - Labor | 8,640.00 |
| 222202-11/30/21 | TWSD - PW-MAINT SCADA/ELECTRIC | 2 - Equipment | 1,083.00 |
| 222202-11/30/21 | TWSD - PW-MAINT SCADA/ELECTRIC | 3 - Mat&Supp | 627.56 |
| 222202-11/30/21 Total | | | 10,350.56 |
| 222300-11/30/21 | TWSD - PW OPERATIONS | 1 - Labor | 42,893.50 |
| 222300-11/30/21 | TWSD - PW OPERATIONS | 2 - Equipment | 3,919.50 |
| 222300-11/30/21 | TWSD - PW OPERATIONS | 3 - Mat&Supp | 2,435.55 |
| 222300-11/30/21 Total | | | 49,248.55 |
| 222301-11/30/21 | TWSD - PW OPS SYSTEM REPAIRS | 1 - Labor | 303.00 |
| 222301-11/30/21 | TWSD - PW OPS SYSTEM REPAIRS | 2 - Equipment | 42.00 |



Ventura Regional Sanitation District

1001 Partridge Drive, Suite 150
 Ventura, CA 93003-0704
 Tel: (805) 658-4656
 Fax: (805) 658-4660
 billing-ar@vrsd.com

INVOICE DATE

11/30/2021

This invoice is due upon receipt

INVOICE - SUMMARY

Triunfo Sanitation District
 1001 Partridge Drive, Suite 100
 Ventura, CA 93003

| Customer Number | 1018 | | |
|-------------------------------|-------------------------------------|---------------|---------------------|
| Invoice # | Project Name | Fee Code | Extended Total |
| 222301-11/30/21 | TWSD - PW OPS SYSTEM REPAIRS | 3 - Mat&Supp | 74.00 |
| 222301-11/30/21 Total | | | 419.00 |
| 222302-11/30/21 | TWSD - PW OPS - CUSTOMER SERVICE | 1 - Labor | 17,376.00 |
| 222302-11/30/21 | TWSD - PW OPS - CUSTOMER SERVICE | 2 - Equipment | 118.50 |
| 222302-11/30/21 Total | | | 17,494.50 |
| 222305-11/30/21 | TWSD - PW OPS - METER REPLACEMENT | 1 - Labor | 2,928.50 |
| 222305-11/30/21 Total | | | 2,928.50 |
| 222307-11/30/21 | TWSD - PW-OPER-METER READINGS | 1 - Labor | 336.00 |
| 222307-11/30/21 Total | | | 336.00 |
| 222400-11/30/21 | TWSD - PW-ENGINEERING | 1 - Labor | 41.50 |
| 222400-11/30/21 Total | | | 41.50 |
| 222500-11/30/21 | TWSD - PW-EPG POTABLE WATER | 1 - Labor | 7,703.50 |
| 222500-11/30/21 | TWSD - PW-EPG POTABLE WATER | 3 - Mat&Supp | 1,827.70 |
| 222500-11/30/21 Total | | | 9,531.20 |
| 222501-11/30/21 | TWSD - PW-EPG OP WATER CONSERVATION | 1 - Labor | 4,427.75 |
| 222501-11/30/21 | TWSD - PW-EPG OP WATER CONSERVATION | 2 - Equipment | 37.50 |
| 222501-11/30/21 | TWSD - PW-EPG OP WATER CONSERVATION | 3 - Mat&Supp | 2,230.02 |
| 222501-11/30/21 | TWSD - PW-EPG OP WATER CONSERVATION | 4 - Other | 0.73 |
| 222501-11/30/21 Total | | | 6,696.00 |
| 223200-11/30/21 | TWSD - RW MAINTENANCE | 1 - Labor | 3,019.00 |
| 223200-11/30/21 | TWSD - RW MAINTENANCE | 2 - Equipment | 352.50 |
| 223200-11/30/21 | TWSD - RW MAINTENANCE | 3 - Mat&Supp | 335.61 |
| 223200-11/30/21 Total | | | 3,707.11 |
| 223300-11/30/21 | TWSD - RW OPERATIONS | 1 - Labor | 9,053.00 |
| 223300-11/30/21 Total | | | 9,053.00 |
| 223300E-11/30/21 | TWSD - RW OPERATIONS EMERG | 1 - Labor | 456.00 |
| 223300E-11/30/21 Total | | | 456.00 |
| 223400-11/30/21 | TWSD - RW ENGINEERING | 1 - Labor | 41.50 |
| 223400-11/30/21 Total | | | 41.50 |
| Grand Total | | | \$232,584.80 |

DEBRA WEST
 30463 KINGS VALLEY DRIVE
 CONIFER, COLORADO 80433

Invoice

P.O. 128

| | |
|----------|-----------|
| DATE | INVOICE # |
| 1/3/2022 | 3892 |

| | | | |
|---------------------------|------|------------------|------------|
| APPROVED FOR PAYMENT | | | |
| 45 | 210 | 52080 | |
| FUND | DEPT | EXPENSE | WORK ORDER |
| EXPENSE CODE VERIFICATION | | ACCT USE ONLY | |
| SIGNATURE & DATE | | SIGNATURE & DATE | |
| AUTHORIZATION FOR PAYMENT | | | |
| J. Dragan | | [Signature] | |
| SIGNATURE & DATE | | SIGNATURE & DATE | |

| |
|--|
| BILL TO |
| Triunfo Water & Sanitation District 1001 Partridge Dr., Suite 100 Ventura, CA 93003-0704 |

| DESCRIPTION | HOURS | AMOUNT |
|---|-------|----------|
| <p>Provide training, support, and assistance on sewer related customer service, recordkeeping, and accounting.</p> <p>Tasks worked on during the month of December 2021 include: Train on responding to customer requests through emails and calls; processing tenant improvement and Will Serve applications, billing, sewer audit, and Project Completion Deposit refunds; and providing assistance as requested my management.</p> | 37 | 2,405.00 |

| | |
|--------------|-------------------|
| Total | \$2,405.00 |
|--------------|-------------------|

SearleCreative

MARKETING & DESIGN GROUP™

INVOICE

| DATE | INVOICE # |
|------------|------------|
| 11/30/2021 | 21372-SVCS |

Please Make Payable To:
Searle Creative Group, LLC
 1802 Eastman Ave. Suite 111
 Ventura, CA 93003

BILL TO:

Triunfo Sanitation District
 Jocelyn Adlao
 1001 Partridge Dr # 150
 Ventura, CA 9300

| P.O. NUMBER | TERMS | PROJECT |
|---------------|----------------|----------|
| November 2021 | Due on receipt | Outreach |

| SERVICE | DESCRIPTION | HOURS | AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|---|------------|--|--|----|-----|-------|--|------|------|---------|------------|---------------------------|--|---------------|--|--|--|---|--|---------------------------|--|------------------|--|--|--|--|--|-------|----------|
| Public Relations & Marke... | November 2021 Services PR & Outreach Communications services, including press releases, strategy, graphic design, meetings, utility bill mailer, social media, website content updates. <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">APPROVED FOR PAYMENT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">PO</td> <td style="width: 25%; text-align: center;">130</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">45</td> <td style="text-align: center;">100</td> <td style="text-align: center;">52075</td> <td></td> </tr> <tr> <td style="text-align: center; font-size: small;">FUND</td> <td style="text-align: center; font-size: small;">DEPT</td> <td style="text-align: center; font-size: small;">EXPENSE</td> <td style="text-align: center; font-size: small;">WORK ORDER</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">EXPENSE CODE VERIFICATION</td> <td colspan="2" style="text-align: center; font-size: small;">ACCT USE ONLY</td> </tr> <tr> <td colspan="2" style="text-align: center;"> </td> <td colspan="2" style="text-align: center;"> 12/21/21 <small>SIGNATURE & DATE</small> </td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">AUTHORIZATION FOR PAYMENT</td> <td colspan="2" style="text-align: center; font-size: small;">SIGNATURE & DATE</td> </tr> <tr> <td colspan="2" style="text-align: center;"> </td> <td colspan="2" style="text-align: center;"> 12/21 <small>SIGNATURE & DATE</small> </td> </tr> </table> </div> | PO | 130 | | | 45 | 100 | 52075 | | FUND | DEPT | EXPENSE | WORK ORDER | EXPENSE CODE VERIFICATION | | ACCT USE ONLY | | | | 12/21/21 <small>SIGNATURE & DATE</small> | | AUTHORIZATION FOR PAYMENT | | SIGNATURE & DATE | | | | 12/21 <small>SIGNATURE & DATE</small> | | 34.25 | 3,425.00 |
| PO | 130 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45 | 100 | 52075 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FUND | DEPT | EXPENSE | WORK ORDER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPENSE CODE VERIFICATION | | ACCT USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 12/21/21 <small>SIGNATURE & DATE</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUTHORIZATION FOR PAYMENT | | SIGNATURE & DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 12/21 <small>SIGNATURE & DATE</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

We really appreciate your business. Thank you.

| | |
|-------------------------|-------------------|
| PAYMENTS/CREDITS | \$0.00 |
| TOTAL DUE | \$3,425.00 |

**Triunfo Water & Sanitation District
November 2021 Outreach Update**

Project Meetings

1. Weekly project meetings and communications with Sandy Warren
2. Call with Mike McNutt regarding joint messaging.
3. Zoom meeting 11/23 with Las Virgenes and Calleguas

Media Relations

1. *Triunfo Water & Sanitation District Offering \$15 Reduction On Monthly Water Bills* - prepared news release. Distributed on November 17. Requested a graphic from Caitlynn so it could be added to OakParkNow.com
2. *0% Allocation* – joint release with photos. Riki prepared a news release to go out December 1. Made suggestions to the release. Sent to Sandy; more edits sent to Riki. Sent approved release with photo to the media.

Clips

Agoura Acorn (mentioned in photo caption)

<https://www.theacorn.com/articles/water-officials-turn-up-the-heat-on-conservation-measures/>
(November 4, 2021)

Agoura Hills Patch

<https://patch.com/california/agourahills/triunfo-water-sanitation-district-offering-15-reduction-mon>

AmericanTowns/Oak Park

<https://www.americantowns.com/news/triunfo-water-sanitation-district-offering-15-reduction-on-monthly-water-bills-31241458-oak-park-ca.html>

Amigos 805

<http://amigos805.com/triunfo-water-sanitation-district-offering-15-reduction-on-monthly-water-bills/>

Citizens Journal

<https://www.citizensjournal.us/triunfo-water-sanitation-district-offering-15-reduction-on-monthly-water-bills/>

Conejo Valley Guide

See attached.

Greater Conejo Valley Chamber

<https://www.conejochamber.org/news/details/triunfo-water-sanitation-district-offering-15-reduction-on-monthly-water-bills-11-17-2021>

OakParkNow.com

Published TWSD's graphic based on utility bill insert.

PRLog.org

<https://www.prlog.org/12894079-triunfo-water-sanitation-district-offering-15-reduction-on-monthly-water-bills.html>

(97 views)

Plus, Facebook posts on: VC Star Community News, Oak Park, CA

Social Media

Social posts & social media management

Daily social check-ins for questions and responses

Social media geotargeted advertising (Facebook), setup and monitor

Reporting

Website

Content updates, callout updates, news posts and general maintenance

Print

Utility bill insert - illustration, layout & file prep



Diane Zakian Rumbaugh 13d in Events and Activities

Triunfo Water & Sanitation District Offering \$15 Reduction On Monthly Water Bills

Eligible Triunfo Water & Sanitation District potable water customers can receive a \$15 reduction on their monthly water bill.

To qualify, water customers must submit one of three documents: a copy of their Southern California Edison or Southern California Gas bill showing enrollment in the California Alternate Rates For Energy (CARE) program, a copy of the first page of their federal tax return or Form SSA 1099 if only receiving Social Security income. The document must show that the customer meets income threshold levels (i.e., \$34,480 maximum for a household of one or two people).

Completed applications can be submitted by mail or email. Additional information, instructions and a submittal form are at www.trunfowd.com (click on Water Customer Assistance Program). Reductions will be applied 30 days after district approval.



Take Advantage of
WATER-SAVING REBATES

For a list of available rebates and to learn how to apply, visit the Triunfo Water & Sanitation website

For a limited time, a \$3 per square foot rebate is available to replace lawns with organic, drought-tolerant landscaping and water-saving irrigation systems. Other rebates can offer significant savings.

trunfowd.com **TRIUNFO**
WATER & SANITATION DISTRICT

Triunfo Water & Sanitation

ONLINE MARKETING REPORT

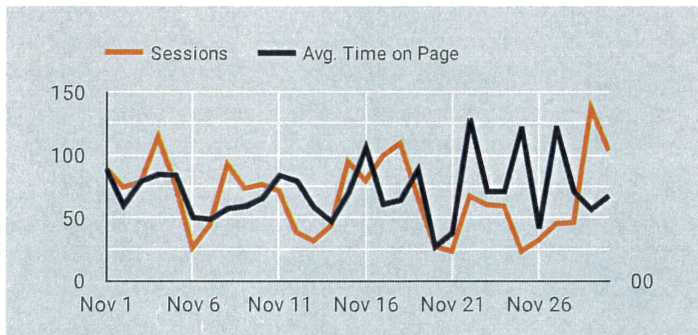
Prepared by **SearleCreative**
MARKETING & DESIGN GROUP

Nov 1, 2021 - Nov 30, 2021

ANALYTICS TRAFFIC OVERVIEW

TRAFFIC OVERVIEW - COMPARED TO PREVIOUS PERIOD

| | | | | | |
|-------------------------------------|--------------------------------------|----------------------------------|---|--|--|
| Sessions 1,995 ↓ -6.5% | Pageviews 4,261 ↓ -4.6% | Users 1,485 ↓ -7.0% | Bounce Rate 36.79% ↓ -2.8% | Avg. Session Duration 00:01:52 ↑ 0.3% | Pages / Session 2.14 ↑ 2.0% |
|-------------------------------------|--------------------------------------|----------------------------------|---|--|--|

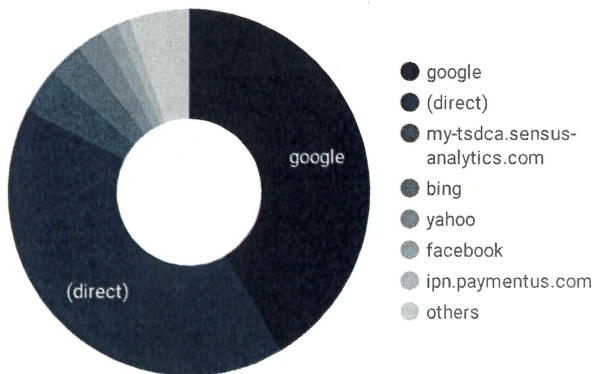


AMOUNT OF TRAFFIC PER SOURCE

| Default Channel Grouping | Sessions |
|--------------------------|----------|
| Organic Search | 925 |
| Direct | 804 |
| Referral | 182 |
| Social | 84 |

TRAFFIC ACQUISITION CHANGE VS LAST MONTH

| | |
|--------------|---------------|
| Organic ▼ 4% | Social ▲ 26% |
| Direct ▼ 12% | Referral ▼ 8% |



AMOUNT OF TRAFFIC PER SOURCE

| Source | Sessions |
|------------------------------|----------|
| google | 815 |
| (direct) | 804 |
| my-tdca.sensus-analytics.com | 77 |
| bing | 62 |
| yahoo | 47 |
| facebook | 31 |
| ipn.paymentus.com | 22 |
| Facebook | 18 |
| conejochamber.org | 15 |
| linkedin | 11 |

TOP TRAFFIC BY CITY

| City | Sessions |
|---------------------|----------|
| 1. Agoura Hills | 923 |
| 2. Los Angeles | 202 |
| 3. Thousand Oaks | 174 |
| 4. Ventura | 153 |
| 5. (not set) | 60 |
| 6. Ashburn | 43 |
| 7. Simi Valley | 31 |
| 8. Westlake Village | 30 |
| 9. Calabasas | 19 |

TOP TRAFFIC BY DEVICE

| Device Category | Sessions |
|-----------------|----------|
| 1. desktop | |
| 2. mobile | |
| 3. tablet | |

Triunfo Water & Sanitation

ONLINE MARKETING REPORT

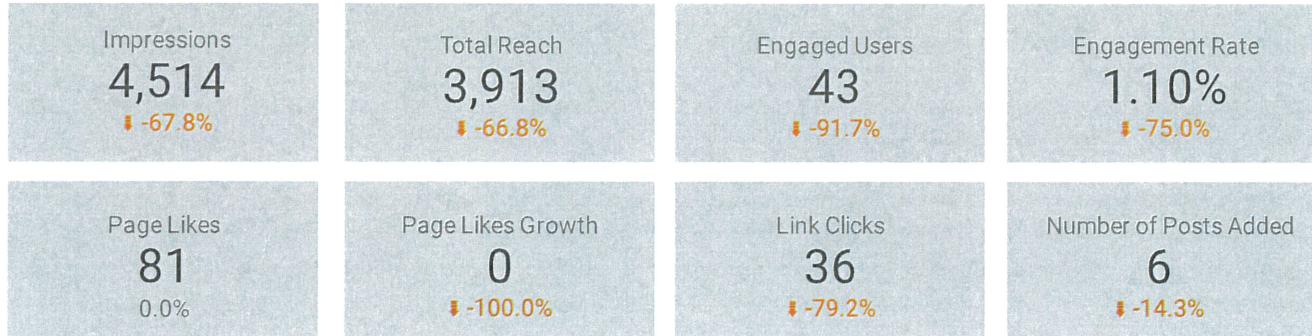
Prepared by **SearleCreative**
MARKETING & DESIGN GROUP

Nov 1, 2021 - Nov 30, 2021

SOCIAL MEDIA PERFORMANCE - FACEBOOK



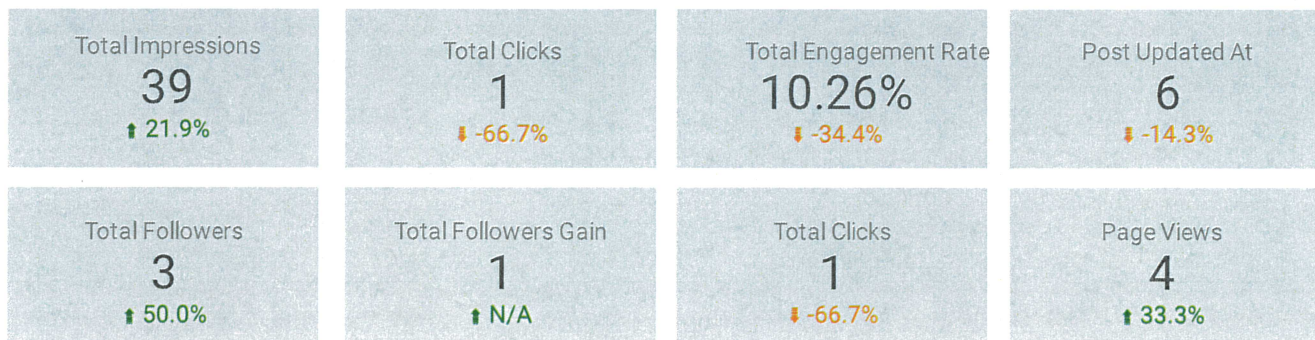
FACEBOOK OVERVIEW VS PREVIOUS MONTH



FACEBOOK TOP POSTS

| Post Message | Post Lik... | Post Shares | Engaged Users |
|---|-------------|-------------|---------------|
| 1. When you set your clocks back, did you remember to adjust your sprinkler timer? ... | 0 | 0 | 34 |
| 2. Eligible Triunfo Water & Sanitation District potable water customers can receive a ... | 0 | 0 | 18 |
| 3. In light of Gov. Gavin Newsom's recent declaration of a statewide drought emerge... | 0 | 0 | 1 |
| 4. Rain harvesting is an excellent way to manage stormwater and protect our local ... | 0 | 0 | 1 |
| 5. Triunfo Water & Sanitation District's offices will be closed on Thursday, November ... | 0 | 0 | 0 |

SOCIAL MEDIA PERFORMANCE - LinkedIn



SearleCreative

MARKETING & DESIGN GROUP™

INVOICE

| DATE | INVOICE # |
|------------|-----------|
| 11/30/2021 | 21373-EXP |

Please Make Payable To:
Searle Creative Group, LLC
 1802 Eastman Ave. Suite 111
 Ventura, CA 93003

BILL TO:

Triunfo Sanitation District
 Jocelyn Adlao
 1001 Partridge Dr # 150
 Ventura, CA 9300

| P.O. NUMBER | TERMS | PROJECT |
|-------------|----------------|----------|
| Nov 2021 | Due on receipt | Expenses |

| SERVICE | DESCRIPTION | HOURS | AMOUNT |
|-----------|---|-------|--------|
| Media Buy | November Expenses Social advertising, Facebook | | 50.00 |

APPROVED FOR PAYMENT

| | | | |
|---|-------|---------------|------------|
| PO 130 | | | |
| 45 100 | 52075 | | |
| FUND | DEPT | EXPENSE | WORK ORDER |
| EXPENSE CODE VERIFICATION | | ACCT USE ONLY | |
| SIGNATURE & DATE | | | |
| AUTHORIZATION FOR PAYMENT SIGNATURE & DATE | | | |

We really appreciate your business. Thank you.

| | |
|------------------|----------------|
| PAYMENTS/CREDITS | \$0.00 |
| TOTAL DUE | \$50.00 |

Triunfo November Social Spend

Total Spend = \$50

Performance Overview

Customize metrics

| | | |
|---------------------------------------|--|---|
| Link Clicks 28 -- | Per Link Click \$1.79 -- | Amount Spent \$50.00 -- |
|---------------------------------------|--|---|

Link Clicks



| Campaign Name | Results | Reach | Impressions | Cost per Result | Amount Spent ↓ | Ends |
|------------------------------------|-------------------|-------|-------------|--------------------------|----------------|--------------|
| Triunfo - set clocks back - Nov 21 | 28 Link Clicks | 2,413 | 4,322 | \$1.79 Per Link Click | \$50.00 | Nov 16, 2021 |

SearleCreative

MARKETING & DESIGN GROUP™

INVOICE

| DATE | INVOICE # |
|------------|------------|
| 12/31/2021 | 21395-SVCS |

Please Make Payable To:
Searle Creative Group, LLC
 1802 Eastman Ave. Suite 111
 Ventura, CA 93003

BILL TO:

Triunfo Sanitation District
 Jocelyn Adlao
 1001 Partridge Dr # 150
 Ventura, CA 9300

| P.O. NUMBER | TERMS | PROJECT |
|---------------|----------------|----------|
| December 2021 | Due on receipt | Outreach |

| SERVICE | DESCRIPTION | HOURS | AMOUNT |
|-----------------------------|---|-------|----------|
| Public Relations & Marke... | December 2021 Services PR & Outreach Communications services, including press releases, strategy, graphic design, meetings, utility bill mailer, social media, website content updates. <div style="text-align: center;"> <p>PO# 130</p> </div> | 38.75 | 3,875.00 |

We really appreciate your business. Thank you.

| | |
|------------------|-------------------|
| PAYMENTS/CREDITS | \$0.00 |
| TOTAL DUE | \$3,875.00 |

**Triunfo Water & Sanitation District
December 2021 Outreach Update**

Project Meetings

1. Weekly project meetings and email communications with Sandy Warren
2. Drought Collaborative - participated in the December 14 meeting. Sent Sandy our account of the highlights from the meeting.

Media Relations

1. *Triunfo Water & Sanitation District Board Member Leon Shapiro Appointed To Ventura Regional Sanitation District Board* - prepared news release. Distributed on December 14.
2. Drought Collaborative news release - sent out by Riki/LVMWD. Posted it on additional online news sites.

December 2021 Clips

Agoura Acorn - December 13, 2021

<https://www.theacorn.com/articles/triunfo-water-board-member-named-to-sanitation-district/>

Agoura Hills Patch

<https://patch.com/california/agourahills/local-water-districts-call-urgent-conservation-action>
<https://patch.com/california/agourahills/leon-shapiro-appointed-regional-sanitation-district-board>

AmericanTowns/Oak Park

<https://www.americantowns.com/news/triunfo-water-sanitation-district-board-member-leon-shapiro-appointed-to-ventura-regional-sanitation-district-board-31256280-oak-park-ca.html>

<https://www.americantowns.com/news/local-water-districts-call-for-urgent-conservation-action-in-response-to-0-allocation-announcement-as-drought-impacts-worsen-31249757-oak-park-ca.html>

Amigos805.com

<https://amigos805.com/triunfo-water-sanitation-district-board-member-leon-shapiro-appointed-to-ventura-regional-sanitation-district-board/>

CitizensJournal.us

<https://www.citizensjournal.us/triunfo-water-sanitation-district-board-member-leon-shapiro-appointed-to-ventura-regional-sanitation-district-board/>

Greater Conejo Valley Chamber

<https://www.conejochamber.org/news/details/triunfo-water-sanitation-district-board-member-leon-shapiro-appointed-to-ventura-regional-sanitation-district-board-12-14-2021>

PRLog.org (news release distribution site)

<https://www.prlog.org/12897615-triunfo-water-sanitation-district-board-member-leon-shapiro-appointed-to-sanitation-district-board.html> (100 views)

Plus, Facebook posts on: VC Star Community News, Oak Park, CA

Social Media

Social posts & social media management

Daily social check-ins for questions and responses

Social media geotargeted advertising (Facebook), setup and monitor

Reporting

Website

Content updates, callout updates, news posts and general maintenance

Print

Utility bill insert - illustration, layout & file prep

###

SearleCreative

MARKETING & DESIGN GROUP™

INVOICE




| DATE | INVOICE # |
|-----------|-----------|
| 1/10/2022 | 21004-EXP |

Please Make Payable To:
Searle Creative Group, LLC
 1802 Eastman Ave. Suite 111
 Ventura, CA 93003

BILL TO:

Triunfo Sanitation District
 Jocelyn Adlao
 1001 Partridge Dr # 150
 Ventura, CA 93000

| P.O. NUMBER | TERMS | PROJECT |
|---------------|----------------|----------|
| December 2021 | Due on receipt | Outreach |

| SERVICE | DESCRIPTION | HOURS | AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|--|----------------------|--|--|--|----|-----|-------|--|------|------|---------|------------|----------------------------|--|------------------|---------------|---|--|---|--|---------------------------|--|--|------------------|---|--|--|--|
| Media Buy Media Buy | December 2021 Expenses Social media advertising (boosting) - November Social media advertising (boosting) - December | | 50.00 153.27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>PO# 130</p> <table border="1" style="margin: auto;"> <thead> <tr> <th colspan="4">APPROVED FOR PAYMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">45</td> <td style="text-align: center;">100</td> <td style="text-align: center;">52075</td> <td></td> </tr> <tr> <td style="text-align: center;">FUND</td> <td style="text-align: center;">DEPT</td> <td style="text-align: center;">EXPENSE</td> <td style="text-align: center;">WORK ORDER</td> </tr> <tr> <td colspan="2" style="text-align: center;">EXPENSE CONT. VERIFICATION</td> <td style="text-align: center;">SIGNATURE & DATE</td> <td style="text-align: center;">ACCT USE ONLY</td> </tr> <tr> <td colspan="2" style="text-align: center;">  SIGNATURE & DATE </td> <td colspan="2" style="text-align: center;">  ACCT USE ONLY </td> </tr> <tr> <td colspan="3" style="text-align: center;">AUTHORIZATION FOR PAYMENT</td> <td style="text-align: center;">SIGNATURE & DATE</td> </tr> <tr> <td colspan="3" style="text-align: center;">  SIGNATURE & DATE </td> <td style="text-align: center;">  SIGNATURE & DATE </td> </tr> </tbody> </table> | | | | APPROVED FOR PAYMENT | | | | 45 | 100 | 52075 | | FUND | DEPT | EXPENSE | WORK ORDER | EXPENSE CONT. VERIFICATION | | SIGNATURE & DATE | ACCT USE ONLY |  SIGNATURE & DATE | |  ACCT USE ONLY | | AUTHORIZATION FOR PAYMENT | | | SIGNATURE & DATE |  SIGNATURE & DATE | | |  SIGNATURE & DATE |
| APPROVED FOR PAYMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45 | 100 | 52075 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FUND | DEPT | EXPENSE | WORK ORDER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPENSE CONT. VERIFICATION | | SIGNATURE & DATE | ACCT USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  SIGNATURE & DATE | |  ACCT USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUTHORIZATION FOR PAYMENT | | | SIGNATURE & DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  SIGNATURE & DATE | | |  SIGNATURE & DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

We really appreciate your business. Thank you.

| | |
|------------------|-----------------|
| PAYMENTS/CREDITS | \$0.00 |
| TOTAL DUE | \$203.27 |

Triunfo Water & Sanitation

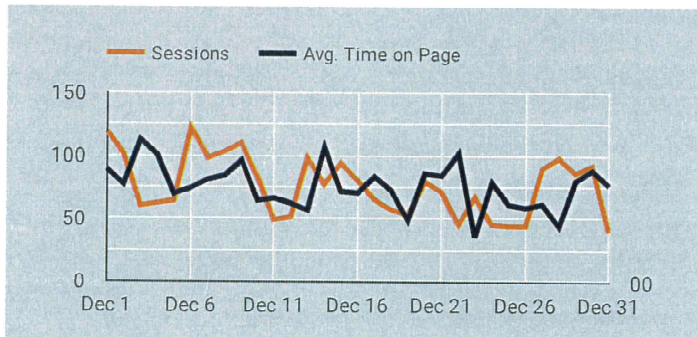
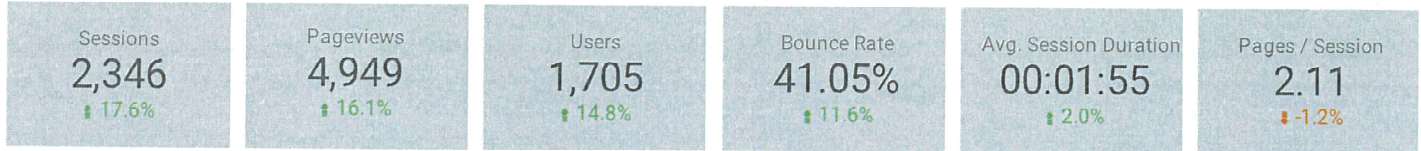
ONLINE MARKETING REPORT

Prepared by **SearleCreative**
MARKETING & DESIGN GROUP

Dec 1, 2021 - Dec 31, 2021

ANALYTICS TRAFFIC OVERVIEW

TRAFFIC OVERVIEW - COMPARED TO PREVIOUS PERIOD

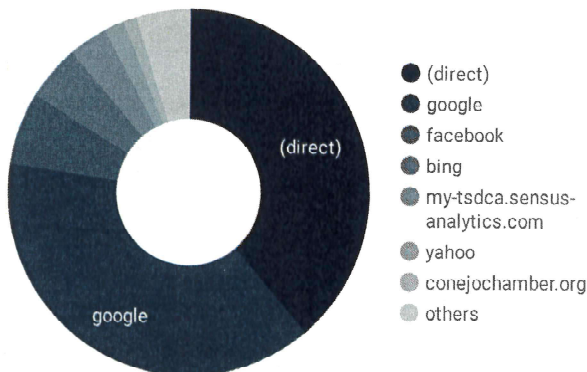


AMOUNT OF TRAFFIC PER SOURCE

| Default Channel Grouping | Sessions |
|--------------------------|----------|
| Organic Search | 1,060 |
| Direct | 903 |
| Referral | 192 |
| Social | 191 |

TRAFFIC ACQUISITION CHANGE VS LAST MONTH

Organic ▲ 11% Social ▲ 165%
Direct ▲ 10% Referral ▼ 12%



AMOUNT OF TRAFFIC PER SOURCE

| Source | Sessions |
|------------------------------|----------|
| (direct) | 903 |
| google | 902 |
| facebook | 149 |
| bing | 115 |
| my-tdca.sensus-analytics.com | 81 |
| yahoo | 42 |
| conejochamber.org | 27 |
| ipn.paymentus.com | 24 |
| m.facebook.com | 17 |
| facebook.com | 17 |

TOP TRAFFIC BY CITY

| City | Sessions |
|------------------|----------|
| 1. Agoura Hills | 893 |
| 2. Los Angeles | 262 |
| 3. Thousand Oaks | 254 |
| 4. Ventura | 192 |
| 5. (not set) | 61 |
| 6. Ashburn | 60 |
| 7. San Francisco | 47 |
| 8. Anaheim | 34 |
| 9. Long Beach | 24 |

TOP TRAFFIC BY DEVICE

| Device Category | Sessions |
|-----------------|----------|
| 1. desktop | |
| 2. mobile | |
| 3. tablet | |

Triunfo Water & Sanitation

ONLINE MARKETING REPORT

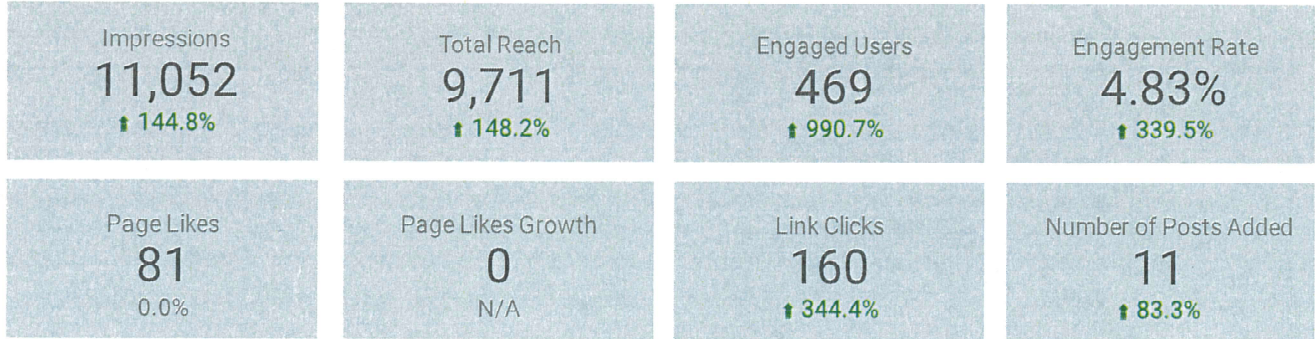
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SOCIAL MEDIA PERFORMANCE - FACEBOOK



FACEBOOK OVERVIEW VS PREVIOUS MONTH



FACEBOOK TOP POSTS

| Post Message | Post Lik... | Post Shares | Engaged Users |
|--|-------------|-------------|---------------|
| 1. Triunfo Water & Sanitation District (TWSD), Las Virgenes Municipal Water District (...) | 6 | 6 | 310 |
| 2. Did you know that up to 70 percent of residential water is used for landscape purp... | 0 | 0 | 48 |
| 3. Education plays a vital role in preserving our precious water resources. The Metro... | 1 | 0 | 6 |
| 4. The Triunfo Water & Sanitation District Board of Directors meets at 5:15 this eveni... | 0 | 0 | 1 |
| 5. On December 20th, Leon Shapiro (far left), was elected Chairman of the Triunfo W... | 0 | 0 | 1 |

SOCIAL MEDIA PERFORMANCE - LinkedIn

