

**TRIUNFO SANITATION DISTRICT
DISBURSEMENTS
11/1/19-11/30/19**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009502	\$1,303.84	11/7/2019	COUNTY OF VENTURA 7/1-9/30 - CROSS CONNECTION
009503	\$165.69	11/7/2019	GI INDUSTRIES NOV 19 - WASTE MGMT SERVICES
009504	\$24,526.14	11/7/2019	MARK NORRIS CONSULTING, LLC OCT 19 - CONSULTING SERVICES
009505	\$14,375.00	11/7/2019	PRD GROUP, INC. OCT 19 - CONSULTING SERVICES
009506	\$21.78	11/7/2019	ELIZABETH GRAY TWSD REFUND CREDIT BALANCE
009507	\$12.53	11/7/2019	CARI & RAFAEL BARRIOS TWSD REFUND CREDIT BALANCE
009508	\$90.95	11/14/2019	AT&T NOV 19 - U VERSE TWSD PW OPS
009509	\$350.00	11/14/2019	COUNTY OF VENTURA PE19-1000 ENCROACHMENT PERMIT
009510	\$240.98	11/14/2019	FRONTIER COMMUNICATIONS
	\$57.15		11/7-12/6 - LK SHERWOOD STAFFORD
	\$64.54		11/7-12/6 - THOUS OAKS TELE/MAIN
	\$57.15		11/7-12/6 - 654 LAKE SHERWOOD DR
	\$62.14		11/7-12/6 - N RANCH PUMP STATION
009511	\$9,000.00	11/14/2019	MOSS, LEVY & HARTZHEIM, LLP AUDIT FIELDWORK 6/30/19
009512	\$2,625.00	11/14/2019	STATE WATER RESOURCE CONTROL BOARD LRG WTR SYSTEM PERMIT - FY20
009513	\$53.26	11/14/2019	SARAH ANDREA TWSD REFUND CREDIT BALANCE
009514	\$13.59	11/14/2019	CHRIS RICHARD TWSD REFUND CREDIT BALANCE

**TRIUNFO SANITATION DISTRICT
DISBURSEMENTS
11/1/19-11/30/19**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009515	\$167.93	11/21/2019	AT&T
	\$87.01		OCT 19 - MASTER BILL
	\$23.79		OCT 19 - 63 BUCKSKIN RD LD
	\$57.13		OCT 19 - OAK CANYON PROJECT HL
009516	\$75.00	11/21/2019	AWA
			WATERWISE BRKFST MTG 11/21/19
009517	\$150.63	11/21/2019	MCI
			OCT 19 - 800# FOR TWSD CUSTOMERS
009518	\$5,280.00	11/21/2019	VICKIE DRAGAN
			OCT 19 - CONSULTING SERVICES
009519	\$788.87	11/21/2019	MICHAEL-MELISSA CAVALIER TR
			Utility Account: S04231.01
009520	\$440.24	11/21/2019	WARREN S STANLEY TR
			SEWER REFUND - S02314.01
009521	\$18,459.00	11/27/2019	CITY OF LOS ANGELES
	\$8,885.00		NOV 19 - CAP PORTION OF ASSSC
	\$9,574.00		NOV 19 - O&M PORTION OF ASSSC
ACH TXF	\$872.34	11/27/2019	LINCOLN NATIONAL
			11/27/19 - DEFERRED COMP
EFT00000000000000841	\$9,310.00	11/7/2019	CHI HERMANN
			OCT 19 - CONSULTING SERVICES
EFT00000000000000842	\$265,422.14	11/7/2019	VENTURA REGIONAL SANITATION DISTRICT
			VRSD CONTRACT SVCS - SEP 19
EFT00000000000000843	\$107,359.65	11/14/2019	BANC OF AMERICA LEASING
			PAYMENT OF AMI LOAN
EFT00000000000000844	\$18,182.50	11/14/2019	SOUTHERN CALIFORNIA EDISON
			OCT 19 - MASTER BILL
EFT00000000000000845	\$12,616.50	11/26/2019	ARNOLD BLEUEL LAROCHELLE MATHEWS & ZIRBEL LLP.
	\$7,374.00		CENTRAL ADMIN, PW, RW, & WW
	\$5,242.50		LEVAN PROPERTY DAMAGE

**TRIUNFO SANITATION DISTRICT
DISBURSEMENTS
11/1/19-11/30/19**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT000000000000000846	\$333,392.50	11/26/2019	CALLEGUAS MUNICIPAL WATER DISTRICT OCT 19 - POTABLE WATER
EFT000000000000000847	\$340,213.71	11/26/2019	VENTURA REGIONAL SANITATION DISTRICT VRSD CONTRACT SVCS - OCT 19
TOTAL	\$1,165,509.77		



Water & Wastewater Monthly Report

Triunfo Water & Sanitation District

For the month of: September 2019

The billing period for this invoice is 09/01 through 09/28/2019 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 dropped off and picked up the composite sampler for the quarterly effluent sampling. Staff took the samples to the lab for analysis.
- Staff looked for pressurized main valves for homes on Appaloosa that need to connect to the sewer.

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

- Staff checked the Bell Canyon lift station multiple times.
- Staff ran the generator.
- Staff did site maintenance.

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

- Staff worked on Bell Canyon 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.
- Staff worked on line cleaning / hot spots throughout TWSD.
- Staff scanned and saved line cleaning reports.
- Staff worked on will serve work orders.
- Staff confirmed certain addresses were within the TWSD service area.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff did fixture counts for a new ADU at 2569 Calbourne.
- Staff reviewed blueprints and looked for potential easement conflicts.

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

- Staff dropped enzymes into tanks.
- Plan review and inspection of tanks.

TWSD-COL04 (221203) – MANHOLE REHAB

- Staff worked on manhole inspections and rehab.
- Staff scanned and saved confined space reports.

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

- Staff drafted a new letter to the OPUSD regarding their request to keep the ORCA food digester.
- Staff reviewed the FOG and pretreatment ordinance.
- Nanofilm file management.
- Staff reviewed the TWSD ordinance file.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff troubleshot SCADA issues.
- Staff started setting up the new SCADA machine.

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-GEN10 (121109) – NAME CHANGE

- See General Manager for information on this project.

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

- Leak detection program review.

TWSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff worked on the OPWS 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. Water conservation data review / prep for meeting.

TWSD-POT06 (222500) – POTABLE WATER – ENVIRONMENTAL PROGRAMS

- Staff worked on / submitted monthly reports.
- Staff worked on the Annual water loss report.
- Staff had a conference call with a water loss validator.
- Staff reviewed the sample results and updated the sample tracker.
- Staff dropped off and picked up the Triennial copper and lead samples.
- Staff researched water sampling plans and UCMR5.
- Staff started prepping for the Electronic Annual Report.
- Staff met with a Ventura County Environmental Health inspector at the Kilburn Tank.
- Staff created a monthly water loss excel sheet and started entering data.
- Staff entered and saved lab results to the server and database.

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 67 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.
- 92 Delinquent notices were posted on 09/05/19. Pictures were taken of all.
- 10 Services were shut off for nonpayment on 09/10/19. Notices were posted and pictures were taken.
- Multiple high bill/check for leak investigations were conducted.
- 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 assisted customers in signing up on the customer portal.
- Staff downloaded and archived pictures of the delinquent and shut off notices.

TWSD-POT09 (222303) – PW-OPERATIONS-FIRE HYDRANT

- Staff installed brass identification tags on fire hydrants throughout the Conifer Zone.

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

- Staff worked on a list of meters that were not communicating and cleared alarms using a hand held computer, replaced mxu's, cords to resolve the communication issues.
- Staff changed out meters that were defective.
- Staff updated the meter change out list.
- Staff created work orders for meter alarms (communication issues, magnetic alarms, change outs etc.)
- Staff reviewed Sensus meter alarms.
- Staff reviewed customers' accounts for possible leaks.

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff removed and replaced six butterfly valves at the Lambourne Booster Station.
- Staff shut down the Lambourne Booster Station and installed a new flow meter. Staff notified all customers affected by this shut down.
- Staff serviced a Cla-Valve at Lambourne Booster Station.
- Staff worked on the pumps and motors at Lambourne Booster Station.

TWSD-POT17 (222300E) – PW-OPERATIONS CALL OUT

- 09/22/19 – Staff responded to communication fails due to power outage at Lindero.

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

- 09/10/19 – Staff responded to an after hour turn on.
- 09/16/19 – Staff responded to 6602 Maplegrove to turn on service.

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

- Staff worked on the fire service meter route.

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

- Staff installed a cooling fan at the Kilburn Tank panel.
- SCADA troubleshooting with Rockwell.
- SCADA Kepware troubleshooting and reconfiguring.
- SCADA machine repair and OS reinstall.
- Staff set up the new SCADA machine.

- Staff started trending the lower Deerhill Zone pressure at the pump station. Staff looked into the high pressure alarms.
- Staff worked at the Lambourne Booster Station.

TWSD-POT23 (222201) – PW-MAINTENANCE PREVENTATIVE

- Staff removed paint from pipes and valves in preparation for the butterfly valve change outs at Lambourne Booster Station.
- Staff installed fire hydrant identification tags on fire hydrants in the Conifer Zone.

TWSD-POT25 (222203) – PW-MAIN-COATINGS & LININGS

- Labor will show on next billing cycle.

TWSD-POT35 (222412) – PW-SAVOY TANK COATING REHAB

- Staff prepped for the Savoy Tank rehab project, met with the paint specialist, did color samples, square footage, man lifts delivered.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 06/28/19 and 07/31/19 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 meter reads.
- Staff notified landscapers of leaks and assisted with shutting off services.
- Staff marked dig alerts.
- Staff troubleshoot communication issues between the pump station and the tank. Issues were due to Verizon's COLT problems.
- Staff met with the property manager from Regency Hills to discuss usage / customer portal set up.
- Staff started reclaimed water audit prep / setting up dates with landscapers.
- Staff met with Brightview Landscape and set them up with a way to run the pump at the booster station with a push of a button on the HMI.
- Staff met with Mark Norris.
- Staff investigated an issue at the Oak Canyon Park duck pond. Confirmed they were using reclaimed water to fill the pond. The park district removed the hose they were using to manually fill and put up a reclaimed water in use sign.

TOTAL RECLAIMED WATER USE:

Oak Park System 29,690,102 Gallons

Lake Sherwood usage: 6,528,058 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 (223300H) – RW – OPER EMERGENCY CALLOUT

- 09/02/19 – Staff responded to a low level alarm at reclaim pump station.

TWSD-RCL05 (223200) – RW – MAINTENANCE

- SCADA troubleshooting.
- Staff marked dig alerts.
- Staff worked on Kepware issues.
- Staff set up the new SCADA machine.
- Staff worked on 2019 reclaimed water audit work orders.
- Staff investigated a high temperature fault on the VFD at Regency Hills. Staff ordered cooling fans.
- Staff troubleshoot communication issues between the reclaimed pump station and the tank. These issues were due to Verizon's Colt being down.

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: September 2019

	Total Gallons
Lake Station	7,029,667
Polo Fields	3,143,560
Carlisle	315,690
Bell Cyn/TSD	3,150,570
Bell Cyn L/S	235,150

- Staff checked the TW&SD lift stations multiple times per week.
- Site maintenance.
- Staff ordered and set up for a Bioxide delivery to Carlisle Lift Station.
- Staff updated generator logs.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff performed generator pm's at Lakeside Lift Station.
- Staff cleaned and inspected TWSD sites.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff entered monthly data, scanned and saved logs to the server.
- Staff met with Mark Norris.
- Staff reviewed data for the lift stations.

TWSD-WWW13 (221210) – FIXTURE COUNTS

- Staff made updates to the fixture count database.
- Staff performed fixture counts at 2625 Townsgate and 968 Westlake Blvd.

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



RICHARD JONES – OPERATIONS MANAGER

TRIUNFO WATER & SANITATION DISTRICT

Costs by Type - Monthly

INVOICE NO: **TWSD- Sep-19**
 DESCRIPTION: **TRSD CONTRACT SVC Sep-19**

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Supply	Total
9/30/2019							
ADMIN	46,329.25	-	452.38	7,400.25	3,669.20	11,521.83	57,851.08
POTABLE	88,455.00	5,097.00	5,476.78	-	4.55	5,481.33	99,033.33
PW ADMIN	24,007.00	-	-	-	1,084.04	1,084.04	25,091.04
RECYCLED	13,550.00	660.00	1,086.69	-	-	1,086.69	15,296.69
RW ADMIN	572.00	-	-	-	368.34	368.34	940.34
WASTEWATER	49,633.00	9,186.00	1,411.38	-	0.50	1,411.88	60,230.88
WW ADMIN	-	-	1,217.07	4,240.63	1,521.08	6,978.78	6,978.78
9/30/2019 Total	222,546.25	14,943.00	9,644.30	11,640.88	6,647.71	27,932.89	265,422.14
Grand Total	222,546.25	14,943.00	9,644.30	11,640.88	6,647.71	27,932.89	265,422.14

45-100-20000	(57,851.08)		
45-270-20000	(67,209.66)		
45-370-20000	(124,124.37)		
45-470-20000	(16,237.03)		
45-100-52067	46,329.25		
45-100-52068	-		
45-100-52069	11,521.83		
45-100-52001	-	Board Expens	121100
45-100-52040	-	Memberships	121100
45-100-52035	-	Conferences	121100
45-210-52067	49,633.00		
45-210-52068	9,186.00		
45-210-52069	1,411.88		
45-270-52067	-		
45-270-52068	-		
45-270-52069	6,978.78		
45-270-52010	-	Memberships	121101
45-270-52035	-	Conferences	121104
45-310-52067	88,455.00		
45-310-52068	5,097.00		
45-310-52069	5,481.33		
45-370-52067	24,007.00		
45-370-52068	-		
45-370-52069	(1,090.96)		
45-370-52010	-	Memberships	122100
45-370-52035	2,175.00	Conferences	122100
45-410-52067	13,550.00		
45-410-52068	660.00		
45-410-52069	1,086.69		
45-470-52067	572.00		
45-470-52068	-		
45-470-52069	368.34		
45-470-52035	-	Conferences	123100
Total	265,422.14		
Monthly Total	265,422.14		
Crosscheck	-		

APPROVED FOR PAYMENT

FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION	SIGNATURE & DATE		ACCT USE ONLY
AUTHORIZATION FOR PAYMENT	SIGNATURE & DATE		

10/11/19
Albertina Rivas

TRIUNFO WATER & SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
Year-to-Date as of September 30, 2019

Work Order	Description	Budget	Actual Expense	Budget Remaining
121100	TSD-VRSD CA	\$ 917,756	\$ 218,728	\$ 699,029
121101	TSD-WW Administration	\$ 102,511	\$ 21,281	\$ 81,230
121102	TSD-TSD-Bench Mark Project	\$ -	\$ -	\$ -
121103	TSD-FACEBOOK/TWITTER	\$ 20,124	\$ -	\$ 20,124
121104	TSD-JPA-IPR Project	\$ 3,422	\$ 821	\$ 2,601
121105	TSD-Admin-2107 Trentham	\$ -	\$ 1,581	\$ (1,581)
121106	TSD-LAKESIDE LIFT STATION CIP	\$ -	\$ -	\$ -
121107	TSD-WESTLAKE LIFT STATION CIP	\$ -	\$ -	\$ -
121108	TSD-N.S. Gravity System	\$ -	\$ 3,163	\$ (3,163)
121109	TSD-Name Change	\$ -	\$ 20,189	\$ (20,189)
121700	TSD-CA-WW Fixture Unit Audit	\$ -	\$ -	\$ -
121710	TSD-WW Woolsey Fire	\$ -	\$ 345	\$ (345)
122100	TSD-PW Customer Service	\$ 372,875	\$ 102,583	\$ 270,292
122101	TSD-OPWS: E-Bill Implemenation	\$ -	\$ -	\$ -
122102	TSD-PW-Admin-AMR	\$ -	\$ -	\$ -
122103	TSD-PW Hydraulic Model	\$ -	\$ -	\$ -
122401	TSD-PW-IT-Engineering-Proj Conifer	\$ -	\$ -	\$ -
122501	TSD-PW-Admin-OP Water Conservation	\$ 22,765	\$ 1,438	\$ 21,328
122710	TSD-PW Woolsey Fire	\$ -	\$ 7,522	\$ (7,522)
123100	TSD-RW-Admin-Customer Service	\$ 86,203	\$ 4,308	\$ 81,896
123101	TSD-RW-Admin CIP RW System Purch	\$ -	\$ -	\$ -
123102	TSD-Capri Tract RW CIP	\$ -	\$ -	\$ -
123103	TSD-Regency RW Pump Station CIP	\$ -	\$ -	\$ -
123104	TSD-OP Apt RW Improvement CIP	\$ -	\$ -	\$ -
221200	TSD-WW Maintenance	\$ 149,670	\$ 2,191	\$ 147,479
221201	TSD-WW-Maintenance Collection Sys	\$ 453,775	\$ 141,028	\$ 312,746
221202	TSD-N. Shore Tank Maint	\$ 48,825	\$ 6,170	\$ 42,656
221203	TSD-Manhole Rehab	\$ 325,174	\$ 80,861	\$ 244,313
221204	TSD-WW Maintenance-Preventative	\$ 73,680	\$ 4,277	\$ 69,403
221206	TSD-WW-Maintenance SCADA	\$ 97,110	\$ 8,572	\$ 88,538
221207	TSD-Main - BCYN Collection System	\$ 103,405	\$ 22,044	\$ 81,361
221208	TSD-BCYN- Maint - Preventative	\$ 27,961	\$ -	\$ 27,961
221209	TSD-2107 Trentham	\$ -	\$ 390	\$ (390)
221210	TSD – WW Maintenance – Fixture Counts	\$ -	\$ 2,182	\$ (2,182)
221300	TSD-Administration - Wastewater	\$ 36,260	\$ 4,433	\$ 31,827
221301	TSD-Operations - Wastewater	\$ 105,184	\$ 29,175	\$ 76,009
221302	TSD-BCYN-Operations	\$ 13,545	\$ 5,014	\$ 8,531
221303	TSD-BCYN-Operations-Admin	\$ 6,732	\$ 131	\$ 6,602

TRIUNFO WATER & SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
Year-to-Date as of September 30, 2019

Work Order	Description	Budget	Actual Expense	Budget Remaining
221400	TSD-Engineering - Projects	\$ 110,474	\$ 2,650	\$ 107,824
221401	TSD-BCYN - Engineering	\$ -	\$ -	\$ -
221406	TSD-Lakeside Lift Station CIP	\$ -	\$ -	\$ -
221407	TSD-Westlake Lift Station CIP	\$ -	\$ -	\$ -
221408	TSD-WW-NS Gravity System	\$ -	\$ -	\$ -
221500	TSD-WW - EPG - SSMP	\$ 18,960	\$ -	\$ 18,960
221501	TSD-WW-EPG-Source Control	\$ 114,915	\$ 5,095	\$ 109,820
221700	TSD-WW-Fixture Unit Audit	\$ -	\$ -	\$ -
221701	WW-POLO LIFT STATION	\$ -	\$ 2,387	\$ (2,386)
221710	TSD-WW Woolsey Fire	\$ -	\$ -	\$ 1
222200	TSD-PW - Maintenance	\$ 102,700	\$ 34,218	\$ 68,482
222201	TSD-PW-Maintenance Preventative	\$ 143,757	\$ 14,055	\$ 129,702
222202	TSD-PW-Maintenance SCADA/Elect	\$ 114,801	\$ 54,652	\$ 60,149
222203	TSD-PW-Main-Coatings & Linings	\$ 27,316	\$ 64	\$ 27,252
222300	TSD-Operations - Potable Water	\$ 349,568	\$ 116,521	\$ 233,047
222301	TSD-Operations - PW Sys Repairs	\$ 278,757	\$ 58,566	\$ 220,191
222302	TSD-PW Customer Service-Field	\$ 188,340	\$ 43,811	\$ 144,529
222303	TSD-PW - Operations-Fire Hydrant	\$ 78,107	\$ 13,816	\$ 64,291
222304	TSD-PW-Oper-Anode Checks/Leak Det	\$ 47,415	\$ 1,364	\$ 46,051
222305	TSD-PW-Operations Meter Replacemnt	\$ 30,975	\$ 16,885	\$ 14,091
222307	TSD-PW-Operations - Meter Readings	\$ 56,520	\$ 4,849	\$ 51,671
222308	TSD-Automated Meter Reading	\$ -	\$ -	\$ -
222400	TSD-PW-Engineering Projects	\$ 86,375	\$ 173	\$ 86,202
222401	TSD-PW - Eng - Projects Conifer	\$ -	\$ -	\$ -
222402	TSD-PW-Eng-Palo Comado Decommissn	\$ -	\$ -	\$ -
222403	TSD-PW Hydraulic Model CIP	\$ -	\$ -	\$ -
222411	PW - Eng - Savoy BPS Vault	\$ 21,247	\$ 5,980	\$ 15,268
222412		\$ 51,530	\$ 1,890	\$ (1,890)
222500	TSD-PW-Environmental Programs	\$ 73,355	\$ 23,087	\$ 50,268
222501	TSD-PW-EPG-OP Water Conservation	\$ 29,570	\$ 9,750	\$ 19,820
222710	TSD-PW Woolsey Fire	\$ -	\$ -	\$ 1
223200	TSD-RW-Maintenance	\$ 72,837	\$ 36,316	\$ 36,521
223300	TSD-Operations - Recycled Water	\$ 83,099	\$ 14,153	\$ 68,946
223400	TSD-RW-Engineering	\$ -	\$ -	\$ -
223401	TSD-RW-Engineering-RW System Purch	\$ -	\$ -	\$ -
223402	TSD-Capri Tract RW CIP	\$ -	\$ -	\$ -
223403	TSD-Regency RW Pump Station CIP	\$ -	\$ -	\$ -
223404	TSD-OP Apt RW Improvement CIP	\$ -	\$ -	\$ -

TRIUNFO WATER & SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
Year-to-Date as of September 30, 2019

Work Order	Description	Budget	Actual Expense	Budget Remaining
221200E	TSD-WW-Maint Emergency	\$ -	\$ -	\$ -
221200H	TSD - WW - Maintenance Holiday	\$ -	\$ -	\$ -
221201E	TSD-WW-Collection Sys Call-out Emr	\$ 12,180	\$ 2,585	\$ 9,595
221201H	TSD-WW-Collection Sys Call-out Emr Holiday	\$ -	\$ -	\$ -
221202E	TSD-N. Shore Tank Maint-Emergency	\$ 1,896	\$ 1,518	\$ 378
221202H	TSD - WW - Maintenance - N. Shore Tank - Holiday	\$ -	\$ -	\$ -
221206E	TSD-WWW-Maintenance SCADA Callout	\$ -	\$ -	\$ -
221206H	TSD-WWW-Maintenance SCADA Holiday	\$ -	\$ -	\$ -
221207E	TSD-BCYN - Maint - Emergency	\$ -	\$ -	\$ -
221207H	TSD - BCYN - Maint - Collection Sys - Holiday	\$ -	\$ -	\$ -
221301E	TSD-WW-Ops Emergency Call-Outs	\$ 2,370	\$ 474	\$ 1,896
221301H	TSD-Operations - Wastewater- Holiday	\$ -	\$ -	\$ -
222300E	TSD-PW-Operations Call-out	\$ 12,180	\$ 414	\$ 11,766
222300H	TSD-Operations - Potable Water-Holiday Call-Out	\$ -	\$ -	\$ -
222301E	TSD-PW-Oper Sys Rpr Emer Call-Out	\$ -	\$ 3,657	\$ (3,657)
222301H	TSD PW-OPER SYS RPR HOL CALL OUT	\$ -	\$ -	\$ -
222302E	TSD-PW-Cust Srv Emerg Call-outs	\$ 8,526	\$ 7,935	\$ 591
222302H	TSD PW-CUST SRV HOLIDAY CALL-OUT	\$ -	\$ -	\$ 4
222710E	TSD-PW Woolsey Fire - Callout	\$ -	\$ -	\$ 2
222710H	TSD-PW Woolsey Fire - Holiday Call-out	\$ -	\$ -	\$ 3
223200E	TSD - RW - Maint-Emergency	\$ -	\$ -	\$ -
223200H	TSD - RW - Maint-Holiday	\$ -	\$ -	\$ -
223300E	TSD-RW-Oper Emergency Call-out	\$ 3,670	\$ 2,070	\$ 1,600
223300H	TSD RW-OPER HOLIDAY CALL-OUT	\$ -	\$ 2,036	\$ (2,036)
TOTALS		\$ 5,088,417	\$ 1,169,392	\$ 3,867,508

TRIUNFO WATER & SANITATION DISTRICT
Costs by Type - Monthly
Year-to-Date as of September 30, 2019

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Total
7/31/2019						
ADMIN	\$ 70,089	\$ -	\$ 986	\$ 6,871	\$ 601	\$ 78,547
BELL CYN	\$ 14,916	\$ 3,884	\$ 1,561	\$ -	\$ 1	\$ 20,361
POTABLE	\$ 181,987	\$ 6,245	\$ 23,557	\$ 2,588	\$ 8,126	\$ 222,503
RECYCLED	\$ 21,896	\$ 1,780	\$ 938	\$ 719	\$ 727	\$ 26,059
WASTEWATER	\$ 126,216	\$ 20,296	\$ 12,493	\$ 12,998	\$ 2,276	\$ 174,279
7/31/2019 Total	\$ 415,104	\$ 32,205	\$ 39,534	\$ 23,175	\$ 11,731	\$ 521,749
8/31/2019						
ADMIN	\$ 57,123	\$ -	\$ 11,936	\$ 7,331	\$ 5,940	\$ 82,329
BELL CYN	\$ 2,005	\$ 164	\$ 69	\$ -	\$ 1	\$ 2,239
POTABLE	\$ 115,296	\$ 4,493	\$ 15,872	\$ 36,966	\$ 3,973	\$ 176,600
RECYCLED	\$ 14,809	\$ 1,060	\$ 161	\$ 719	\$ (161)	\$ 16,587
WASTEWATER	\$ 74,687	\$ 16,650	\$ 3,680	\$ 9,933	\$ (483)	\$ 104,467
8/31/2019 Total	\$ 263,919	\$ 22,367	\$ 31,717	\$ 54,949	\$ 9,269	\$ 382,221
9/30/2019						
ADMIN	\$ 46,329	\$ -	\$ 452	\$ 7,400	\$ 3,669	\$ 57,851
BELL CYN	\$ 4,227	\$ 751	\$ -	\$ -	\$ 1	\$ 4,979
POTABLE	\$ 112,462	\$ 5,097	\$ 5,477	\$ -	\$ 1,089	\$ 124,124
RECYCLED	\$ 14,122	\$ 660	\$ 1,087	\$ -	\$ 368	\$ 16,237
WASTEWATER	\$ 45,406	\$ 8,435	\$ 2,628	\$ 4,241	\$ 1,521	\$ 62,231
9/30/2019 Total	\$ 222,546	\$ 14,943	\$ 9,644	\$ 11,641	\$ 6,648	\$ 265,422
Grand Total	\$ 901,570	\$ 69,515	\$ 80,895	\$ 89,765	\$ 27,648	\$ 1,169,392



Water & Wastewater Monthly Report

Triunfo Water & Sanitation District

For the month of: **October 2019**

The billing period for this invoice is 09/29 through 10/26/2019 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 responded to a broken manhole ring issue that was called in by the HOA.
- Staff verified that 191 Dapplegray was not connected to our sewer.

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

- Staff checked the Bell Canyon lift station multiple times.
- Staff did site maintenance.
- Staff entered lab results into the server and database.

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 worked on line cleaning / hot spots throughout TWSD.
- Staff scanned and saved line cleaning reports.
- Staff worked on will serve work orders.
- Staff confirmed certain addresses were within the TWSD service area.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff worked on Lakeside Lift Station project design.
- Staff checked for potential easement conflicts.

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

- Staff reviewed TWSD ordinances.
- Staff drafted a letter to OPUSD regarding the removal of the ORCA food digester.
- Staff reviewed Nano film results.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff upgraded the cellular gateway firmware for the lift stations.
- Staff met with Frontier to troubleshoot a phone line issue.
- Staff installed a new Sonicwall security appliance.

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-GEN08 (121105) – ADMIN – 2107 TRENTHAM

- See General Manager for information on this project.

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

- See General Manager for information on this project.

TWSD-GEN10 (121109) – NAME CHANGE

- See General Manager for information on this project.

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 125 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 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 and runs.
- Set up the library for the TWSD board meeting.
- Worked on the TWSD monthly report.
- Staff made changes to the SCADA system, adjusted tank levels.

- Staff updated the continuous usage spreadsheet.
- Staff worked on water loss reporting. Water conservation data review / prep for meeting. Staff submitted the water loss audit.
- Staff worked on / mailed water conservation violation letters.

TWSD-POT06 (222500) – POTABLE WATER – ENVIRONMENTAL PROGRAMS

- Staff worked on / submitted monthly reports.
- Staff reviewed analytical results.
- Staff reviewed the water quality maps.
- Staff worked on the drought numbers.
- Staff worked on the copper / lead sampling.
- Staff updated the tracker file.
- Staff attended a training event on regulatory updates for drinking water.
- Staff prepped for the water loss meeting.
- Staff entered and saved lab results to the server and database.

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 65 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.
- 126 Delinquent notices were posted on 10/3/19. Pictures were taken of all.
- 9 Services were shut off for nonpayment on 10/9/19. Notices were posted and pictures were taken.
- Multiple high bill/check for leak investigations were conducted.
- 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 assisted customers in signing up on the customer portal.
- Staff downloaded and archived pictures of the delinquent and shut off notices.

TWSD-POT09 (222303) – PW-OPERATIONS-FIRE HYDRANT

- Fire hydrant maintenance in the Conifer Zone. Staff is also painting the hydrants.
- Staff replaced a broken fire hydrant on Via Novella. Staff removed concrete to access the bolts.

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

- Staff worked on a list of meters that were not communicating and cleared alarms using a hand held computer, replaced mxu's, cords to resolve the communication issues.
- Staff changed out meters that were defective.
- Staff updated the meter change out list.
- Staff created work orders for meter alarms (communication issues, magnetic alarms, change outs etc.)
- Staff reviewed sensus meter alarms.
- Staff reviewed customer's accounts for possible leaks.

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff worked on P2 at Lambourne Booster Station.
- Staff rebuilt both PRV's (Cla-Val 8" and 4" PRV's) at the Deerhill Pump Station.
- Staff met up to discuss the Savoy Tank Painting project and access to water for the pressure washer.
- Staff worked on site maintenance at Oak Park sites.

TWSD-POT17 (222300E) – PW-OPERATIONS CALL-OUT

- 10/09/19 – Staff responded to a low level alarm and low suction.

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

- 10/05/19 – Staff replaced a broken meter fitting.
- 10/07/19 – Staff responded assist a homeowner on turning on valve.
- 10/17/19 – Staff responded to 565 Myrtle, water coming out of meter box.
- 10/24/19 – Staff responded to 675 Oak Run Lane, pipe blew out.

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

- Staff located meters in route 80 for the apartment manager.
- Staff verified a meter read in the field for finance.

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

- Staff met with SCADA consultants.
- Staff brought the SCADA machine back to Deerhill and set it up.
- Staff installed a cooling fan at the Kilburn Tank panel.
- Staff installed the new Sonicwall security appliance.
- Staff worked on the Lindero Pump Station HMI.
- Staff investigated a loss of communication issue at Lindero PRV.
- Staff troubleshot the SCADA demo mode issue.
- Staff worked on the Kanan radio relocation design.

TWSD-POT23 (222201) – PW-MAINTENANCE PREVENTATIVE

- Staff prepped for the PRV rebuilds at Deerhill Pump Station.
- Staff checked on the progress of the Savoy Tank painting project.

TWSD-POT35 (222412) – PW-SAVOY TANK COATING REHAB

- Staff prepped (pressure washed, sanded, spot primed, masked) and painted the Savoy Tank.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 06/28/19 and 07/31/19 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 meter reads.
- Staff notified landscapers of leaks and assisted with shutting off services.
- Staff marked dig alerts.
- Staff troubleshooted communication issues between the pump station and the tank.
- Staff started reclaimed water audit prep / setting up dates with landscapers.
- Staff responded to a low suction pressure alarm at the reclaimed pump station. Staff troubleshooted and found the issue to be on the Las Virgenes side. Staff notified LVMWD of their issue.
- Staff met with Mark Norris.
- Staff adjusted the water window at the Regency Booster Station (Brightview's request).

TOTAL RECLAIMED WATER USE:

Oak Park System 26,919,712 Gallons

Lake Sherwood usage: 5,217,098 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-RCL05 (223200) – RW – MAINTENANCE

- SCADA troubleshooting with Rovisys.
- Staff updated the cellular gateway firmware.
- Staff worked on a mechanical seal at the reclaimed pump station.
- Staff marked dig alerts.
- Staff worked on the Sonicwall security appliance install.
- Staff tracked meter reads for Las Virgenes due to a potable water supplementation to us.
- HMI / PLC updates / development.
- Staff investigated communication issues with the reclaimed pump station.
- Staff installed a cooling fan at the Regency Booster Station in the VFD cabinet.
- Staff performed pm's at the reclaimed reservoir plc panel.

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: October 2019

Total Gallons

Lake Station	5,411,880
Polo Fields	2,467,960
Carlisle	304,350
Bell Cyn/TSD	3,176,174
Bell Cyn L/S	218,770

- Staff checked the TWSD lift stations multiple times per week.
- Staff did site maintenance.
- Staff met with Mark Norris about the OPUSD ORCA.
- Staff performed monthly generator runs.
- Staff looked into problems with the phone lines at several lift stations.
- Staff worked on the Bell Canyon Flow Letter.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff met with Dial Security at the Carlisle Lift Station to have them install an external antenna.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff entered monthly data, scanned and saved logs to the server.

TWSD-WWW13 (221210) – FIXTURE COUNTS

- Staff performed fixture counts.
- Staff updated the fixture count database.

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

A handwritten signature in blue ink, appearing to read 'RJ', is written over the printed name.

RICHARD JONES – OPERATIONS MANAGER

TRIUNFO WATER & SANITATION DISTRICT

Costs by Type - Monthly

INVOICE NO: **TWSD- Oct-19**
 DESCRIPTION: **VRSD CONTRACT SVCS Oct-19**

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Supply	Total
10/31/2019							
ADMIN	39,480.25	-	695.33	1,926.25	3,824.50	6,446.08	45,926.33
POTABLE	125,515.00	11,529.77	52,841.32	2,350.64	4.50	55,196.46	192,241.23
PW ADMIN	24,403.00	-	673.59	-	5,501.67	6,175.26	30,578.26
RECYCLED	14,968.50	1,278.00	1,675.20	-	-	1,675.20	17,921.70
RW ADMIN	352.00	-	-	-	678.99	678.99	1,030.99
WASTEWATER	28,863.50	3,322.00	8,434.15	4,701.28	-	13,135.43	45,320.93
WW ADMIN	-	-	516.02	4,211.88	2,466.37	7,194.27	7,194.27
10/31/2019 Total	233,582.25	16,129.77	64,835.61	13,190.05	12,476.03	90,501.69	340,213.71
Grand Total	233,582.25	16,129.77	64,835.61	13,190.05	12,476.03	90,501.69	340,213.71

45-100-20000	(45,926.33)		
45-270-20000	(52,515.20)		
45-370-20000	(222,819.49)		
45-470-20000	(18,952.69)		
45-100-52067	39,480.25		
45-100-52068	-		
45-100-52069	6,446.08		
45-100-52001	-	Board Expens	121100
45-100-52040	-	Memberships	121100
45-100-52035	-	Conferences	121100
45-210-52067	28,863.50		
45-210-52068	3,322.00		
45-210-52069	13,135.43		
45-270-52067	-		
45-270-52068	-		
45-270-52069	7,194.27		
45-270-52010	-	Memberships	121101
45-270-52035	-	Conferences	121104
45-310-52067	125,515.00		
45-310-52068	11,529.77		
45-310-52069	55,196.46		
45-370-52067	24,403.00		
45-370-52068	-		
45-370-52069	5,501.67		
45-370-52010	-	Memberships	122100
45-370-52035	673.59	Conferences	122100
45-410-52067	14,968.50		
45-410-52068	1,278.00		
45-410-52069	1,675.20		
45-470-52067	352.00		
45-470-52068	-		
45-470-52069	678.99		
45-470-52035	-	Conferences	123100
Total	340,213.71		
Monthly Total	340,213.71		
Crosscheck	-		

APPROVED FOR PAYMENT

FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION		ACCT USE ONLY	
SIGNATURE & DATE			<i>[Signature]</i>
AUTHORIZATION FOR PAYMENT			
SIGNATURE & DATE			

TRIUNFO WATER & SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
Year-to-Date as of October 31, 2019

Work Order	Description	Budget	Actual Expense	Budget Remaining
121100	TSD-VRSD CA	\$ 917,756	\$ 264,654	\$ 653,102
121101	TSD-WW Administration	\$ 102,511	\$ 26,875	\$ 75,636
121103	TSD-FACEBOOK/TWITTER	\$ 20,124	\$ -	\$ 20,124
121104	TSD-JPA-IPR Project	\$ 3,422	\$ 1,152	\$ 2,270
121105	TSD-Admin-2107 Trentham	\$ -	\$ 2,103	\$ (2,103)
121108	TSD-N.S. Gravity System	\$ -	\$ 3,163	\$ (3,163)
121109	TSD-Name Change	\$ -	\$ 20,692	\$ (20,692)
121710	TSD-WW Woolsey Fire	\$ -	\$ 589	\$ (589)
122100	TSD-PW Customer Service	\$ 372,875	\$ 133,162	\$ 239,713
122501	TSD-PW-Admin-OP Water Conservation	\$ 22,765	\$ 1,438	\$ 21,328
122710	TSD-PW Woolsey Fire	\$ -	\$ 7,522	\$ (7,522)
123100	TSD-RW-Admin-Customer Service	\$ 86,203	\$ 5,339	\$ 80,865
221200	TSD-WW Maintenance	\$ 149,670	\$ 3,983	\$ 145,687
221201	TSD-WW-Maintenance Collection Sys	\$ 453,775	\$ 156,516	\$ 297,258
221202	TSD-N. Shore Tank Maint	\$ 48,825	\$ 6,170	\$ 42,656
221204	TSD-WW Maintenance-Preventative	\$ 73,680	\$ 4,277	\$ 69,403
221206	TSD-WW-Maintenance SCADA	\$ 97,110	\$ 13,107	\$ 84,003
221207	TSD-Main - BCYN Collection System	\$ 103,405	\$ 22,798	\$ 80,607
221208	TSD-BCYN- Maint - Preventative	\$ 27,961	\$ -	\$ 27,961
221209	TSD-2107 Trentham	\$ -	\$ 390	\$ (390)
221210	TSD - WW Maintenance - Fixture Counts	\$ -	\$ 2,686	\$ (2,686)
221300	TSD-Administration - Wastewater	\$ 36,260	\$ 6,069	\$ 30,191
221301	TSD-Operations - Wastewater	\$ 105,184	\$ 44,392	\$ 60,792
221302	TSD-BCYN-Operations	\$ 13,545	\$ 6,522	\$ 7,023
221303	TSD-BCYN-Operations-Admin	\$ 6,732	\$ 131	\$ 6,602
221400	TSD-Engineering - Projects	\$ 110,474	\$ 4,057	\$ 106,417
221500	TSD-WW - EPG - SSMP	\$ 18,960	\$ -	\$ 18,960
221501	TSD-WW-EPG-Source Control	\$ 114,915	\$ 7,777	\$ 107,138
221701	WW-POLO LIFT STATION	\$ -	\$ 2,387	\$ (2,386)
222200	TSD-PW - Maintenance	\$ 102,700	\$ 44,802	\$ 57,898
222201	TSD-PW-Maintenance Preventative	\$ 143,757	\$ 14,835	\$ 128,922
222202	TSD-PW-Maintenance SCADA/Elect	\$ 114,801	\$ 66,116	\$ 48,685
222300	TSD-Operations - Potable Water	\$ 349,568	\$ 146,738	\$ 202,830
222301	TSD-Operations - PW Sys Repairs	\$ 278,757	\$ 97,042	\$ 181,715
222302	TSD-PW Customer Service-Field	\$ 188,340	\$ 55,747	\$ 132,593
222303	TSD-PW - Operations-Fire Hydrant	\$ 78,107	\$ 22,411	\$ 55,696
222304	TSD-PW-Oper-Anode Checks/Leak Det	\$ 47,415	\$ 1,364	\$ 46,051
222305	TSD-PW-Operations Meter Replacemnt	\$ 30,975	\$ 18,491	\$ 12,485

TRIUNFO WATER & SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
Year-to-Date as of October 31, 2019

Work Order	Description	Budget	Actual Expense	Budget Remaining
222307	TSD-PW-Operations - Meter Readings	\$ 56,520	\$ 5,109	\$ 51,411
222400	TSD-PW-Engineering Projects	\$ 86,375	\$ 173	\$ 86,202
222411	PW - Eng - Savoy BPS Vault	\$ 21,247	\$ 5,980	\$ 15,268
222412	Triunfo Sanitation District - PW - Eng - Savoy Tank Coa	\$ 51,530	\$ 61,373	\$ (61,373)
222500	TSD-PW-Environmental Programs	\$ 73,355	\$ 32,292	\$ 41,063
222501	TSD-PW-EPG-OP Water Conservation	\$ 29,570	\$ 15,680	\$ 13,890
223200	TSD-RW-Maintenance	\$ 72,837	\$ 49,064	\$ 23,773
223300	TSD-Operations - Recycled Water	\$ 83,099	\$ 19,327	\$ 63,772
221201E	TSD-WW-Collection Sys Call-out Emr	\$ 12,180	\$ 2,585	\$ 9,595
221202E	TSD-N. Shore Tank Maint-Emergency	\$ 1,896	\$ 1,518	\$ 378
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222302E	TSD-PW-Cust Srv Emerg Call-outs	\$ 8,526	\$ 9,729	\$ (1,203)
223300E	TSD-RW-Oper Emergency Call-out	\$ 3,670	\$ 2,070	\$ 1,600
223300H	TSD RW-OPER HOLIDAY CALL-OUT	\$ -	\$ 2,036	\$ (2,036)
TOTALS		\$ 5,088,417	\$ 1,509,606	\$ 3,527,294

TRIUNFO WATER & SANITATION DISTRICT

Costs by Type - Monthly

Year-to-Date as of October 31, 2019

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Total
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ADMIN	\$ 70,089	\$ -	\$ 986	\$ 6,871	\$ 601	\$ 78,547
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8/31/2019						
ADMIN	\$ 57,123	\$ -	\$ 11,936	\$ 7,331	\$ 5,940	\$ 82,329
BELL CYN	\$ 2,005	\$ 164	\$ 69	\$ -	\$ 1	\$ 2,239
POTABLE	\$ 115,296	\$ 4,493	\$ 15,872	\$ 36,966	\$ 3,973	\$ 176,600
RECYCLED	\$ 14,809	\$ 1,060	\$ 161	\$ 719	\$ (161)	\$ 16,587
WASTEWATER	\$ 74,687	\$ 16,650	\$ 3,680	\$ 9,933	\$ (483)	\$ 104,467
8/31/2019 Total	\$ 263,919	\$ 22,367	\$ 31,717	\$ 54,949	\$ 9,269	\$ 382,221
9/30/2019						
ADMIN	\$ 46,329	\$ -	\$ 452	\$ 7,400	\$ 3,669	\$ 57,851
BELL CYN	\$ 4,227	\$ 751	\$ -	\$ -	\$ 1	\$ 4,979
POTABLE	\$ 112,462	\$ 5,097	\$ 5,477	\$ -	\$ 1,089	\$ 124,124
RECYCLED	\$ 14,122	\$ 660	\$ 1,087	\$ -	\$ 368	\$ 16,237
WASTEWATER	\$ 45,406	\$ 8,435	\$ 2,628	\$ 4,241	\$ 1,521	\$ 62,231
9/30/2019 Total	\$ 222,546	\$ 14,943	\$ 9,644	\$ 11,641	\$ 6,648	\$ 265,422
10/31/2019						
ADMIN	\$ 39,480	\$ -	\$ 695	\$ 1,926	\$ 3,825	\$ 45,926
BELL CYN	\$ 1,853	\$ 268	\$ 141	\$ -	\$ -	\$ 2,262
POTABLE	\$ 149,918	\$ 11,530	\$ 53,515	\$ 2,351	\$ 5,506	\$ 222,819
RECYCLED	\$ 15,321	\$ 1,278	\$ 1,675	\$ -	\$ 679	\$ 18,953
WASTEWATER	\$ 27,011	\$ 3,054	\$ 8,809	\$ 8,913	\$ 2,466	\$ 50,253
10/31/2019 Total	\$ 233,582	\$ 16,130	\$ 64,836	\$ 13,190	\$ 12,476	\$ 340,214
Grand Total	\$ 1,135,152	\$ 85,645	\$ 145,730	\$ 102,955	\$ 40,124	\$ 1,509,606

Chi Hermann Consulting
 707 Via Zamora
 Camarillo, CA 93010

P.O. # 120

INVOICE

DATE		INVOICE NO.	
10/31/2019		101	
FUND	DEPT	EXPENSE	WORK ORDER
45	270	52080	121101
45	370	52080	122100
45	470	52080	123100
EXPENSE CODE VERIFICATION		ACCT USE ONLY	
[Signature]		[Signature]	
10/30/19		[Signature]	
SIGNATURE & DATE		SIGNATURE & DATE	
AUTHORIZATION FOR PAYMENT			
[Signature]		[Signature]	
SIGNATURE & DATE		SIGNATURE & DATE	

4,189.50
 4,189.50
 931.00

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

DESCRIPTION	HOURS	RATE	AMOUNT
Projects/tasks worked on from 10/1/19 through 10/31/19: <ul style="list-style-type: none"> ❖ Ordinance TWSD-200 (Sewer Policy) ❖ Ordinance TWSD-202 (Sewer Rules&Regs) ❖ Ordinance TWSD-250 (Sewer Fees) ❖ Ordinance TWSD-350 (Potable Water Fees) ❖ Ordinance TWSD-450 (Recycled Water Fees) ❖ Meetings (w/ Management Group on various projects, issues, board packet, etc.; w/ Ops [bi-weekly]) ❖ Rate Study (data collection for Raftelis) ❖ Class & Comp RFP ❖ Water Application & Fillable PDF ❖ Budget/Labor Report (VRSD Contract Services) ❖ Monthly Water Sales vs Purchase ❖ Misc (Board Packet Summary, customer service issues, billing issues, etc.) 	98	\$95.00	\$9,310.00
		TOTAL	\$9,310.00

Please make checks payable to: Chi Hermann Consulting

THANK YOU FOR YOUR BUSINESS!

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

P.O. #114

Invoice

APPROVED FOR PAYMENT				DATE	INVOICE #
				10/31/2019	106
(Attached)					
FUND	DEPT	EXPENSE	WORK ORDER		
EXPENSE CODE VERIFICATION		MUST USE ONLY			
11/5/19					
AR					
SIGNATURE & DATE					

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

DUE DATE
11/30/2019

DESCRIPTION	QTY	RATE	AMOUNT
Triunfo Water & Sanitation General Manager Services			0.00
10/01/19 Various TWSD Projects TWSD Agenda Prep Phone conference w/John Mathews regarding potential resident claim Phone conference w/Kristine McCaffrey regarding Lindero Feeder Transfer Agreement Meeting w/Chi Hermann to review Water Purchase/Sales Report Meeting w/Tim Doyle to discuss several projects TWSD Agenda Prep	9	126.75	1,140.75
10/02/19 Various TWSD Projects TWSD Weekly Staff Meeting Rate Study Kick-Off Meeting w/Raftelis Meeting w/Vickie Dragan to discuss several Projects Phone conference w/John Mathews and Rob Congelliere to discuss several matters Review/Approve VRSD/TSD Monthly Invoice	8.5	126.75	1,077.38
10/03/19 Various TWSD Projects Monthly Meeting w/TWSD Legal Counsel Meeting w/Chi Hermann to discuss HR Consultant selection Review water demand vs revenue data Review/Respond to customer concerns TWSD Agenda Prep	9	126.75	1,140.75
10/04/19 Various TWSD Projects Phone conference w/John Mathews regarding several matters Review consultant comments on proposed Verizon Kilburn Site Improvements TWSD Agenda Prep Phone conference w/Tim Doyle regarding several projects	7	126.75	887.25

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

Invoice

DATE	INVOICE #
10/31/2019	106

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

DUE DATE
11/30/2019

DESCRIPTION	QTY	RATE	AMOUNT
10/07/19 Various TWSD Projects Phone conference w/John Mathews regarding several matters Phone conference w/Janna Orkney Meeting w/Tina Rivera regarding several projects TWSD Agenda Prep Travel to and attend JPA Board Meeting	12	126.75	1,521.00
10/08/19 Various TWSD Projects TWSD Weekly Staff Meeting Participate in Financial Software Demonstration Meeting JPA Board Meeting debrief TWSD Agenda Prep	9	126.75	1,140.75
10/09/19 Various TWSD Projects Meeting w/Tim Doyle to review several projects Review Draft JPA License Agreement for use of LV only Facilities TWSD Agenda Prep Phone conference w/Richard Jones regarding OPUSD ORCA Meeting w/Chi Hermann regarding several projects	8.5	126.75	1,077.38
10/10/19 Various TWSD Projects Phone conference w/John Mathews regarding several matters Participate in Financial Software Demonstration Meeting Review Plans and Specs for proposed customer project Review Verizon Kilburn Cell Site Proposed Plans TWSD Agenda Prep Meeting w/Sandy Warren regarding TWSD Email	8	126.75	1,014.00
10/11/19 Various TWSD Projects Meeting w/Vickie Dragan regarding several projects	6	126.75	760.50

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

Invoice

DATE	INVOICE #
10/31/2019	106

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

DUE DATE
11/30/2019

DESCRIPTION	QTY	RATE	AMOUNT
10/14/19 Various TWSD Projects Meeting w/Chi Hermann to discuss FOG Ordinance Update Phone conference w/Verizon regarding Kilburn Tank Site Cell Facilities Improvement Project TWSD Agenda Prep Meeting w/Chris Theisen regarding TWSD issues	9	126.75	1,140.75
10/15/19 Various TWSD Projects TWSD Staff Meeting Review Final Draft- Calleguas Feeder Agreement Review new legislation regarding ADU Review/Respond to customer concerns TWSD Agenda Prep	8.5	126.75	1,077.38
10/16/19 Various TWSD Projects Industrial Waste/FOG Ordinance Review Meeting Meeting w/Tina Rivera to discuss financial data access for Vickie Dragan Draft letter response to customer regarding TWSD Easement encroachment request Phone conference w/Janna Orkney Phone conference w/John Mathews regarding several matters Review TWSD Budget Report	9	126.75	1,140.75
10/17/19 Various TWSD Projects Phone conference w/John Mathews regarding Board issues Review/Respond to customer concerns Meeting w/Tim Doyle to discuss several projects TWSD Agenda Prep	8	126.75	1,014.00
10/18/19 Various TWSD Projects Phone conference w/Richard Jones regarding Lakeside Pump Station Upgrade Proposal Meeting w/Vickie Dragan to discuss several projects Travel to and attend TWSD Ad Hoc Committee Meeting	8	126.75	1,014.00

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

Invoice

DATE	INVOICE #
10/31/2019	106

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

DUE DATE
11/30/2019

DESCRIPTION	QTY	RATE	AMOUNT
10/21/19 Various TWSD Projects Phone conference w/John Mathews regarding District Matters Phone conference w/Brendan Callahan OPUSD regarding ORCA Treatment System Review Potable and R/W water demand report Review VRSD/TWSD Budget Reports TWSD Agenda Prep	8	126.75	1,014.00
10/22/19 Various TWSD Projects TWSD Core Mgmt Team Weekly Staff Meeting TWSD Agenda Prep Meeting w/Tim Doyle to discuss several projects TWSD Agenda Prep Review/Respond to customer concerns	8	126.75	1,014.00
10/23/19 Various TWSD Projects VRSD/TWSD Weekly Staff Meeting Review Draft TWSD Board Meeting Agenda Travel to Oak Park to attend meeting w/OPUSD regarding ORCA Treatment System Phone conference w/John Mathews regarding Board Meeting Agenda Verizon Kilburn Cell Site Project PreCon Meeting	9	126.75	1,140.75
10/24/19 Various TWSD Projects Phone conference w/John Mathews Meeting w/Richard Jones and Tim Doyle regarding OPUSD ORCA Project TWSD Agenda Prep/Review Review HR Consultant Proposals Review/Respond to customer concerns	8	126.75	1,014.00
10/25/19 Various TWSD Projects Meeting w/Vickie Dragan regarding several projects	6	126.75	760.50

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

Invoice

DATE	INVOICE #
10/31/2019	106

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

DUE DATE
11/30/2019

DESCRIPTION	QTY	RATE	AMOUNT
10/28/19 Various TWSD Projects Board Meeting Prep Phone conference w/John Mathews regarding TWSD Board Meeting Agenda Meeting w/Chi and Tim to discuss several projects Review Verizon Kilburn Site Project work plan Travel to and attend TWSD Board Meeting	12	126.75	1,521.00
10/29/19 Various TWSD Projects Phone conference w/Janna Orkney Phone conference w/John Mathews TWSD Board Meeting debrief Core Management Team Weekly Staff Meeting Meeting w/Tim Doyle to discuss Lakeside Lift Station Project Meeting w/TWSD Auditors	8	126.75	1,014.00
10/30/19 Various TWSD Projects TWSD Agenda Prep Review/Respond to customer concerns Review/Respond to Verizon Kilburn Site Project Update Meeting w/Vickie Dragan to discuss several projects	8	126.75	1,014.00
10/31/19 Various TWSD Projects Phone conference w/John Mathews TWSD Agenda Prep	7	126.75	887.25
Please remit to above address.	Total		24,526.14

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
10/01/19	9.00									9.00
	8.50									8.50
	9.00									9.00
	7.00									7.00
	12.00									12.00
	9.00									9.00
	8.50									8.50
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	8.00									8.00
	6.00									6.00
	12.00									12.00
	8.00									8.00
	8.00									8.00
10/31/19	7.00									7.00
	-									-
	-									-
	193.50	-	-	-	-	-	-	-	-	193.50

24,526.13

24,526.13

\$ 126.75 \$ 126.75 24,526.14

(0.01)

PO#114

45-100-52080-121100	16,555.14
45-370-52080-122100	2,391.30
45-470-52080-123100	1,471.57
45-270-52080-121101	1,900.78
45-270-52080-121104	2,207.35
45-100-52080-121100	rounding

4108.13

OH Charge	
2,483.27	121100
358.69	122100
220.74	123100
285.12	121101
331.10	121104
-	121100
\$ 3,678.92	

67.5%
9.8%
6.0%
7.8%
9.0%
100%

FY20 Budget-TWSD Norris Budget

24,526.14
0.01

Jocelyn Adlao

From: Mark Norris
Sent: Tuesday, November 5, 2019 9:30 AM
To: Jocelyn Adlao
Subject: Fwd: Your Invoice No. 106

Please see the attached invoice approval.

Thanks
Sent from my iPhone

Begin forwarded message:

From: Janna Orkney <jorkney22@gmail.com>
Date: November 5, 2019 at 9:24:43 AM PST
To: Mark Norris <MarkNorris@vrzd.com>
Subject: **Your Invoice No. 106**

Mark,

I have reviewed your invoice No. 106 dated 10/31/2019 billed to Triunfo Water & Sanitation District for your service the month of October, and I approve it.

Janna Orkney
TWSD Board of Directors Chair

The PRD Group, Inc.

P.O.# 119

INVOICE

Engineering and Project Management

P.O. Box 8242
Oxnard, CA 93031
Phone 626 422-2754 Fax 805 485-6494

DATE: **October 31, 2019**
INVOICE #: PRD_TWSD-101
FOR: Project Management Services

Bill To:
Triunfo Water & Sanitation District
Accounts Payable
1001 Partridge Drive, Suite 150
Ventura, CA 93003
Phone: 805 658-4669

APPROVED FOR PAYMENT			
(See coding below)			
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION		11/1/19	ACCT USE ONLY
AUTHORIZATION FOR PAYMENT:		SIGNATURE & DATE	
AR		[Signature]	



DESCRIPTION	AMOUNT
<p>115 hours Project Management Services @ \$125.00/hr for Professional Services work for Triunfo Water & Sanitation District's projects as follows:</p> <p>General Admin - \$5,625 — 121100 - 45-100-52080 WW Admin - \$4,750 — 121101 - 45-270-52080 PW Admin - \$2,750 — 122100 - 45-370-52080 RW Admin - \$1,250 — 123100 - 45-470-52080</p> <p>Tasks worked on during the 9/29/19 to 10/31/19 period include:</p> <p><i>Provided project management coordination with various TWSD project components. Draft agenda and Board documentation for the October meeting and attended same; reviewed and organized water billing complaints and requests for special considerations, drafted response forms to address said correspondence; coordinated WW/RW responses for proposed projects from other Agency requests; continued coordination with Legal Counsel for RW issue with billing error between two HOAs in Oak Park; plan checks for District Will Serve process; worked with staff on Ordinance review for updates; worked on various meter issues with PW and RW customers; coordinated with Verizon at Kilburn for tower expansion project and customer issues with COLT; coordinated with Crown Castle for CUP mod at Kilburn and T-Mobile for the CUP at Savoy; worked on lift station portion of LS VGGSS project; continued effort with Hidden Valley and Bridgegate DB for easement transfer with document review for signatures; coordinated with LDC for easement deeds for Tract 4192; worked on organizational issues for District; assisted GM with other administrative requests and directives from the TSD Board</i></p>	\$ 14,375.00
<p>0 hours Inspection Services @ \$100.00/hr for Professional Services work for Triunfo Water & Sanitation District's projects as follows:</p> <p>Tasks worked on during the 9/29/19 to 10/31/19 period include:</p> <p>Reference: TWSD Contract No. T19-004</p>	\$ -
TOTAL	\$ 14,375.00

Make all checks payable to **The PRD Group, Inc.**
Please direct questions about this invoice to Dave Martin at 626 422-2754

THANK YOU FOR YOUR BUSINESS!

VICKIE DRAGAN
P.O. BOX 5789
VENTURA, CA 93003
(805) 407-2268
E-mail: troli40@yahoo.com

P.O. # 121

APPROVED FOR PAYMENT			
45	100	52080	121100
FUND	DEPT	EXPENSE	WORK ORDER
<i>[Signature]</i>	11/19/19		<i>[Signature]</i>
AUTHORITY FOR PAYMENT		DATE	

\$5,280.-



From the ashes we rise

INVOICE NO. 001 NOVEMBER 18, 2019

BILL TO

Triunfo Water & Sanitation District
1190 S. Victoria Avenue, Suite 200
Ventura, CA. 93003

QTY	DESCRIPTION	HOURS	RATE	TOTAL
-----	-------------	-------	------	-------

1	Professional Finance Consulting Services for the month of <u>October 2019</u>	44.00	\$120.00	\$5,280.00
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Attended various meetings (core management staff, general manager, Raftelis Rate Study, and Tyler Technologies utility billing presentation).
Traveled & attended the TWSD Board meeting.

Researched Class & Comp consultants, RFP C&C samples & City of Westlake contracted staff.

Reviewed the TWSD Board Agenda w/ GM, VRSD hourly rates, TSD/VRSD contract, rate study requirements and documentation, TWSD FY2020 adopted budget and YTD actual labor hours.

Other TWSD projects

SUBTOTAL	\$5,280.00
SALES TAX	0
TOTAL DUE BY DATE	\$5,280.00

Thank you for your business!

Make checks payable to: Vickie Dragan
Payment Due Upon Receipt