

**TRIUNFO WATER & SANITATION DISTRICT
DISBURSEMENTS
2/1/20-2/29/20**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009580	\$164.00	2/6/2020	AT&T
	\$85.57		JAN 20 - MASTER BILL
	\$21.33		JAN 20 - 63 BUCKSKIN RD LD
	\$57.10		JAN 20 - OAK CANYON PROJECT HL
009581	\$120.20	2/6/2020	AT&T
			JAN 20 - U VERSE TWSD PW OPS
009582	\$169.24	2/6/2020	GI INDUSTRIES
			FEB 20 - WASTE MGMT SERVICES
009583	\$9,150.00	2/6/2020	VICKIE DRAGAN
			JAN 20 - CONSULTING SERVICES
009584	\$5,806.59	2/6/2020	TIMOTHY BRAMET
			2081 TRENTHAM - SWR TANK REPAIR
009585*	\$0.00	2/6/2020	ROTARY CLUB OF WESTLAKE VILLAGE
			*CHECK #9585 VOIDED, CHECK #9593 REPLACEMENT
009586	\$23,575.54	2/6/2020	MARK NORRIS CONSULTING, LLC
			JAN 20 - CONSULTING SERVICES
009587	\$1,303.84	2/6/2020	COUNTY OF VENTURA
			10/1-12/31 - CROSS CONNECTION
009588	\$73.14	2/6/2020	COUNTY OF VENTURA
	\$27.75		12/17-1/14 - WW LIFT STATION 3
	\$17.64		12/17-1/14 - 62 BUCKSKIN RD
	\$27.75		12/17-1/14 - WW LIFT STATION 3A
009589	\$55.85	2/6/2020	CHANDRA SEKHAR
			REFUND TWSD CREDIT BALANCE
009590	\$451.50	2/21/2020	FRONTIER COMMUNICATIONS
	\$56.65		2/7-3/6 - 654 LAKE SHERWOOD DR
	\$56.65		2/7-3/6 - LAKE SHERWOOD STAFFORD
	\$61.57		2/7-3/6 - N RANCH PUMP STATION
	\$212.44		2/7-3/6 - 56K NETWORK SCADA OP
	\$64.19		2/7-3/6 - THOUS OAKS TELE/MAINT
009591	\$545,340.26	2/21/2020	LAS VIRGENES MUNICIPAL WATER DISTRICT
	\$210,449.74		DEC 19 - JPA & RW
	\$334,890.52		JAN 20 - JPA & RW

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2/1/20-2/29/20**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009592	\$143.03	2/21/2020	MCI JAN 20 - 800# FOR TWSD CUSTOMERS
009593	\$1,000.00	2/21/2020	ROTARY CLUB OF WESTLAKE VILLAGE 2020 STREET FESTIVAL SPNSRSHIP
009594	\$20,425.35	2/21/2020	STATE WATER RESOURCE CONTROL BOARD LRG WTR SYS FEE 7/1/19-6/30/20
009595	\$79.31	2/21/2020	HOLLY & NELIUS O'CONNELL REFUND TWSD CREDIT BALANCE
009596	\$42.18	2/21/2020	DUK KI KIM REFUND TWSD CREDIT BALANCE
009597	\$39.74	2/21/2020	JISUK PARK, JUNHEE KIM REFUND TWSD CREDIT BALANCE
009598	\$5.07	2/21/2020	PERSIA GOLDMAN REFUND TWSD CREDIT BALANCE
009599	\$18.07	2/21/2020	OLIVIA & NICHOLAS RIPORELLA REFUND TWSD CREDIT BALANCE
009600	\$145.21 \$86.16 \$1.69 \$57.36	2/27/2020	AT&T FEB 20 - MASTER BILL FEB 20 - 63 BUCKSKIN RD LD FEB 20 - OAK CANYON PROJECT HL
009601	\$172.64	2/27/2020	SUZANNE SEIGEL REFUND TWSD CREDIT BALANCE
009602	\$80.36	2/27/2020	JEREMY BARNETT REFUND TWSD CREDIT BALANCE
009603	\$30.75	2/27/2020	CORY PECK REFUND TWSD CREDIT BALANCE
009604	\$32.78	2/27/2020	MIRIAM FEDORCHAK REFUND TWSD CREDIT BALANCE
009605	\$54.09	2/27/2020	DENISE SNAVELY REFUND TWSD CREDIT BALANCE

**TRIUNFO WATER & SANITATION DISTRICT
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CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009606	\$105.08	2/27/2020	PRIME RENTAL LLC REFUND TWSD CREDIT BALANCE
009607	\$97.31	2/27/2020	STEVEN BIALEK REFUND TWSD CREDIT BALANCE
009608	\$118.62	2/27/2020	CHARLES HOUGHTON REFUND TWSD CREDIT BALANCE
009609	\$53.86	2/27/2020	CHARLES MOND REFUND TWSD CREDIT BALANCE
009610	\$4.20	2/27/2020	JESSICA SHINN REFUND TWSD CREDIT BALANCE
009611	\$11.85	2/27/2020	LEAH LUCHS REFUND TWSD CREDIT BALANCE
009612	\$5.95	2/27/2020	MARDEE STACK-ROUS REFUND TWSD CREDIT BALANCE
009613	\$16.17	2/27/2020	ERIN CARROLL REFUND TWSD CREDIT BALANCE
009614	\$11.34	2/27/2020	PAMELA L MELNIKOFF REFUND TWSD CREDIT BALANCE
009615	\$8.80	2/27/2020	BLAGO LEKO REFUND TWSD CREDIT BALANCE
009616	\$41.61	2/27/2020	SEYMOUR & FRANCINE MICHELSON REFUND TWSD CREDIT BALANCE
009617	\$51.49	2/27/2020	DAVE WALTER REFUND TWSD CREDIT BALANCE
ACH TXF	\$494.34	2/28/2020	LINCOLN NATIONAL 2/28/20 - DEFERRED COMP
EFT000000000000000859	\$488,698.83	2/14/2020	BANC OF AMERICA LEASING LOAN PAYMENT - RW SYSTEM
EFT000000000000000860	\$5,159.00	2/20/2020	ARNOLD BLEUEL LAROCHELLE MATHEWS & ZIRBEL LLP.
	\$4,994.00		CENTRAL ADMIN, WW
	\$165.00		LEVAN PROPERTY DAMAGE

**TRIUNFO WATER & SANITATION DISTRICT
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CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT00000000000000861	\$232,463.65	2/20/2020	CALLEGUAS MUNICIPAL WATER DISTRICT JAN 20 - POTABLE WATER
EFT00000000000000862	\$440,838.72	2/27/2020	VENTURA REGIONAL SANITATION DISTRICT VRSD CONTRACT SVCS JAN - 20
EFT000000000000006	\$8,645.00	2/6/2020	CHI HERMANN JAN 20 - CONSULTING SERVICES
EFT000000000000007	\$17,850.00	2/6/2020	TIMOTHY M. DOYLE JAN 20 - CONSULTING SERVICES
EFT000000000000008	\$366,597.38	2/6/2020	VENTURA REGIONAL SANITATION DISTRICT VRSD CONTRACT SVCS - DEC 19
EFT000000000000009	\$3,988.60	2/6/2020	ARNOLD BLEUEL LAROCHELLE MATHEWS & ZIRBEL LLP. CENTRAL ADMIN, PW, & RW
EFT000000000000010	\$698.07	2/6/2020	RAYMOND TJULANDER REIMBURSE - CASA CONFERENCE
EFT000000000000011	\$300,857.67	2/6/2020	BANC OF AMERICA LEASING LOAN PAYMENT - CONIFER TANK
TOTAL	\$2,475,296.28		



Water & Wastewater Monthly Report
Triunfo Water & Sanitation District

For the month of: December 2019

The billing period for this invoice is 11/24 through 12/21/2019 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 worked on hot spots. Staff set up traffic control as needed.
- Staff performed CCTV work.
- Staff marked dig alerts.
- Bell Canyon quarterly effluent sampling. Staff took the samples to the lab for analysis.

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

- Staff checked the Bell Canyon lift station multiple times.
- Staff ran the generator and did the monthly inspection.
- Staff did site maintenance.
- Staff checked on the phone line at the lift station and installed a handset.
- Staff cleaned the probe and washed down the station.
- Staff sorted and scanned the monthly rounds sheets.

TWSD-BCN04 (221208) – BCYN – MAINT - PREVENTATIVE

- Sam Hill repaired 3 manhole rings and covers that the HOA requested be addressed.

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 editing the grinder pump map for Bell Canyon.
- Staff worked on the GIS project and had correspondence with Teri R.
- Staff pulled a pump, changed the float, and reinstalled the pump in the Lakeside wet well.
- Staff inspected lines in Lake Sherwood due to an odor complaint from a homeowner.
- Staff confirmed sewer service.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff checked system maps for potential easement conflicts at multiple addresses.
- Staff inspected 25 Appaloosa to see if it had a grinder tank and was connected to the sewer.
- Staff emailed contractors about the capped sewer laterals.
- Staff worked on the GIS project.

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

- Staff put enzymes inside tanks at North Shore.
- Staff repaired a float inside a sewer tank.
- Staff vacuumed tanks, cleaned filters and flushed the system.

TWSD-COL04 (221203) – MANHOLE REHAB

- Staff inspected and rehabbed manholes within the TWSD area.

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

- Staff made updates to the FOG program and database.
- Staff did Source control document updates.
- Staff set up odor loggers in Lake Sherwood. Staff downloaded the H2S meter data, analyzed the results and printed the graphs.
- Staff put Bioxide and Simple Green into the lift station and flushed the line.

TWSD-COL07 (221201E) – WW – COLLECTION SYS CALL-OUT EMR

- 12/14/2019 – Staff responded to high level alarm at 898 Lake Sherwood Dr. Staff installed a temporary submersible pump.
- 12/15/2019 – Staff checked on Lake House.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff reviewed a bid from a contractor.
- Staff worked on a new Polo Lift Station design.
- Staff met with Edison to discuss meter panel upgrades.
- Short Circuit Current Rating diagramming and preliminary calculations.
- Staff worked on electrical drawings.
- Staff updated firmware on the Lakeside, North Ranch and Polo HMIs.
- Staff collected data from the SCADA machine to compile information regarding an odor complaint near Carlisle.

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.

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 149 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 TSD board meeting.
- Worked on the TSD monthly report.
- Staff made changes to the SCADA system, adjusted tank levels.
- Sample station flushing/ran cl2 residuals.
- Staff worked on SEMS work orders.
- Staff worked on notifying customers whose meters were showing continuous flow. Staff met with these customers and helped them identify where their leaks may be.
- Monitored meter communication issues. Cleared alarms, fixed any issues such as replacing MXU'S and or bad cords.
- Staff was called out to multiple leaks and notified appropriate customers.
- Staff created/dispatched SEMS work orders.
- Staff flushed the airvac at OCR for sampling.
- Staff met with Mark Norris.
- Staff worked on gathering water loss information.
- Staff worked on creating SOP's
- Staff worked on fire flow tests.
- Staff prepped for rain storms by setting up straw wattle and sandbags. Staff also cleared v-ditches.
- Staff troubleshooted a high discharge pressure alarm at Lindeo Pump Station.

- Staff entered and saved lab results to the server and database.
- Staff made updates to the water loss tracking sheet.

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 61 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.
- 128 Delinquent notices were posted on 12/5/19. Pictures were taken of all.
- 6 Services were shut off for nonpayment on 12/10/19. 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 performed a fire flow test on Sassafrass Way.
- Staff worked on fire hydrant maintenance (including painting).

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 site maintenance at all Oak Park sites.
- Staff prepped for the rain by setting up sandbags and straw wattle.
- Staff worked on the Smoketree booster station wiring diagram.
- Staff performed pm's on the Lindero and Deerhill generators.
- Staff troubleshot electrical issues at Los Arcos PRV vault.
- Staff troubleshot the OCR inlet meter issue and got a quote for a replacement.
- Staff set up a dehumidifier in the Savoy Pump Station.

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

- 11/29/19 – Staff responded to a high pressure discharge alarm at Lindero Pump Station.
- 12/14/19 – Staff responded to an alarm at Deerhill.

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

- 12/13/19 – Turned on water at 313 Sprucewood.
- 12/14/19 – Water leak in meter box on El Retiro.
- 12/20/19 – Follow up with 5440 Napoleon.

TWSD-POT19 (222301E) – PW – OPER SYS RPR EMER CALL-OUT

- 12/19/19 – Service line repair on Heatherview.
- 12/20/19 – Continue service line repair on Heatherview.

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

- Staff worked on SEMS work orders for meters with communication issues. Staff cleared alarms, replaced cords, and replaced radios if necessary.

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

- Staff troubleshot a high discharge pressure alarm at the Lindero Pump Station and replaced the analog module.
- Staff investigated a flow meter alarm at OCR. The meter is bad and staff is working on getting a replacement.

TWSD-POT23 (222201) – PW-MAINTENANCE PREVENTATIVE

- Staff troubleshot an issue with P2 tripping at the Lambourne Booster Station.
- Staff looked into a communication issue with the reclaimed tank / pump station (Verizon had a cellular outage).
- Staff did fire hydrant pm's.

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

- Staff prepped and painted three surge tanks at Deerhill Pump Station.
- Staff worked on I&I at the Doubletree and Los Arcos vaults.
- Staff patched the roof at the Lindero Pump Station.

TWSD-POT32 (122710) – WOOLSEY FIRE RESPONSE

- See General Manager for information on this project.

TWSD-POT33 (222410) – PW – SAVOY BPS VAULT

- Staff prepped and repaired expansion joints at the Savoy Pump Station. Staff sealed the lids with Sikaflex and sealed the concrete with an oil based sealer.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 11/27/2019 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 troubleshoot communication issues between the pump station and the tank.
- Staff started reclaimed water audit prep / setting up dates with landscapers.
- Staff marked dig alerts.

TOTAL RECLAIMED WATER USE:

Oak Park System 3,795,083 Gallons

Lake Sherwood usage: 82,504 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

- Troubleshoot communication issues at reclaimed tank. Climbed tank with safety gear. Found damaged cable on radio on top of tank. Removed damaged portion and terminated a new connector. Radios memory had been completely wiped. Located backup on our server and downloaded backup configuration into radio, tested communication.

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: December 2019

Total Gallons

Lake Station	6,968,882
Polo Fields	3,286,880
Carlisle	331,810
Bell Cyn/TSD	4,063,193
Bell Cyn L/S	314,580

- Staff performed monthly generator runs.
- Staff rebuilt the Bioxide pump that was leaking due to a damaged diaphragm.
- Staff was called out to a pump failure alarm at Polo LS.
- Staff worked with a homeowner (2081 Trentham) on tank problems.
- Staff checked the TWSD lift stations multiple times per week.
- Staff did site maintenance.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff pulled, cleaned, repaired and put back in service a pump at the Lakeside Lift Station.
- Staff tested and replaced the battery for the portable pump that is onsite at the Lakeside Lift Station.
- Staff replaced the main breaker on the North Ranch generator.
- Staff performed CCTV work at the golf course.
- Staff organized and logged completed dig alerts.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

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

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

- 12/01/19 – Call out to 2081 Trentham for high level alarm.
- 12/06/19 – Call out to Polo – P1 failed, reset starter block.

TWSD-WWW06 (221200E) – WW – MAINT EMERGENCY

- 11/26/19 – Troubleshoot electrical and pump at Lakeside.
- 12/14/19 – Respond to high level alarm at the pool.

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.



RICHARD JONES – OPERATIONS MANAGER

TRIUNFO WATER & SANITATION DISTRICT

Costs by Type - Monthly

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

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Supply	Total
12/31/2019							
ADMIN	39,891.00	-	1,448.01	23,900.57	4,121.91	29,470.49	69,361.49
POTABLE	88,388.50	5,745.00	8,838.27	17,063.76	-	25,902.03	120,035.53
PW ADMIN	21,528.00	-	1,190.00	-	6,278.11	7,468.11	28,996.11
RECYCLED	5,101.00	131.00	1,096.39	-	-	1,096.39	6,328.39
RW ADMIN	264.00	-	-	-	644.77	644.77	908.77
WASTEWATER	101,473.00	17,351.00	15,989.82	-	-	15,989.82	134,813.82
WW ADMIN	-	-	-	4,456.26	1,697.01	6,153.27	6,153.27
12/31/2019 Total	256,645.50	23,227.00	28,562.49	45,420.59	12,741.80	86,724.88	366,597.38
Grand Total	256,645.50	23,227.00	28,562.49	45,420.59	12,741.80	86,724.88	366,597.38

45-100-20000	(69,361.49)		
45-270-20000	(140,967.09)		
45-370-20000	(149,031.64)		
45-470-20000	(7,237.16)		
45-100-52067	39,891.00		
45-100-52068	-		
45-100-52069	29,470.49		
45-100-52001	-	Board Expens	121100
45-100-52040	-	Memberships	121100
45-100-52035	-	Conferences	121100
45-210-52067	101,473.00		
45-210-52068	17,351.00		
45-210-52069	15,989.82		
45-270-52067	-		
45-270-52068	-		
45-270-52069	6,153.27		
45-270-52010	-	Memberships	121101
45-270-52035	-	Conferences	121104
45-310-52067	88,388.50		
45-310-52068	5,745.00		
45-310-52069	25,902.03		
45-370-52067	21,528.00		
45-370-52068	-		
45-370-52069	7,917.17		
45-370-52010	-	Memberships	122100
45-370-52035	(449.06)	Conferences	122100
45-410-52067	5,101.00		
45-410-52068	131.00		
45-410-52069	1,096.39		
45-470-52067	264.00		
45-470-52068	-		
45-470-52069	644.77		
45-470-52035	-	Conferences	123100
Total	366,597.38		
Monthly Total	366,597.38		
Crosscheck	-		

121104 -
 121100 -
 121100 -
 121100 -

APPROVED FOR PAYMENT

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

[Signature] 1/10/20

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

Work Order	Description	Adjusted Budget	Actual Expense	Budget Remaining
121100	TSD-VRSD CA	\$ 1,062,021	\$ 389,586	\$ 672,435
121101	TSD-WW Administration	\$ 124,532	\$ 36,945	\$ 87,587
121103	TSD-FACEBOOK/TWITTER	\$ 20,124	\$ -	\$ 20,124
121104	TSD-JPA-IPR Project	\$ 3,422	\$ 1,740	\$ 1,682
121105	TSD-Admin-2107 Trentham	\$ (804)	\$ 2,103	\$ (2,908)
121108	TSD-N.S. Gravity System	\$ (1,611)	\$ 3,163	\$ (4,773)
121109	TSD-Name Change	\$ (293)	\$ 20,692	\$ (20,985)
121710	TSD-WW Woolsey Fire	\$ -	\$ 1,279	\$ (1,279)
122100	TSD-PW Customer Service	\$ 381,712	\$ 190,186	\$ 191,526
122501	TSD-PW-Admin-OP Water Conservation	\$ 23,471	\$ 1,438	\$ 22,034
122710	TSD-PW Woolsey Fire	\$ -	\$ 8,831	\$ (8,831)
123100	TSD-RW-Admin-Customer Service	\$ 88,970	\$ 7,530	\$ 81,439
220200	TSD-MAINTENANCE - PREVENTATIVE	\$ 982	\$ -	\$ 982
221200	TSD-WW Maintenance	\$ 151,634	\$ 12,458	\$ 139,176
221201	TSD-WW-Maintenance Collection Sys	\$ 453,775	\$ 257,603	\$ 196,171
221202	TSD-N. Shore Tank Maint	\$ 48,825	\$ 15,553	\$ 33,272
221203	TSD-Manhole Rehab	\$ 325,174	\$ 110,286	\$ 214,888
221204	TSD-WW Maintenance-Preventative	\$ 73,680	\$ 4,277	\$ 69,403
221206	TSD-WW-Maintenance SCADA	\$ 99,074	\$ 28,801	\$ 70,273
221207	TSD-Main - BCYN Collection System	\$ 103,405	\$ 36,101	\$ 67,304
221208	TSD-BCYN- Maint - Preventative	\$ 27,961	\$ 11,045	\$ 16,916
221209	TSD-2107 Trentham	\$ -	\$ 390	\$ (390)
221210	TSD – WW Maintenance – Fixture Counts	\$ -	\$ 5,362	\$ (5,362)
221300	TSD-Administration - Wastewater	\$ 36,260	\$ 9,142	\$ 27,118
221301	TSD-Operations - Wastewater	\$ 105,184	\$ 63,938	\$ 41,246
221302	TSD-BCYN-Operations	\$ 13,545	\$ 11,423	\$ 2,122
221303	TSD-BCYN-Operations-Admin	\$ 6,732	\$ 174	\$ 6,558
221400	TSD-Engineering - Projects	\$ 104,724	\$ 4,701	\$ 100,023
221500	TSD-WW - EPG - SSMP	\$ 18,960	\$ -	\$ 18,960
221501	TSD-WW-EPG-Source Control	\$ 114,915	\$ 15,252	\$ 99,663
221701	WW-POLO LIFT STATION	\$ -	\$ 2,387	\$ (2,387)
222200	TSD-PW - Maintenance	\$ 102,700	\$ 57,906	\$ 44,794
222201	TSD-PW-Maintenance Preventative	\$ 143,757	\$ 17,408	\$ 126,349
222202	TSD-PW-Maintenance SCADA/Elect	\$ 116,765	\$ 71,748	\$ 45,017
222203	TSD-PW-Main-Coatings & Linings	\$ 27,316	\$ 8,104	\$ 19,212
222300	TSD-Operations - Potable Water	\$ 349,568	\$ 219,265	\$ 130,303
222301	TSD-Operations - PW Sys Repairs	\$ 278,757	\$ 119,827	\$ 158,930

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

Work Order	Description	Adjusted Budget	Actual Expense	Budget Remaining
222302	TSD-PW Customer Service-Field	\$ 196,413	\$ 81,004	\$ 115,409
222303	TSD-PW - Operations-Fire Hydrant	\$ 78,107	\$ 32,633	\$ 45,474
222304	TSD-PW-Oper-Anode Checks/Leak Det	\$ 47,415	\$ 2,836	\$ 44,579
222305	TSD-PW-Operations Meter Replacemnt	\$ 30,975	\$ 22,390	\$ 8,585
222307	TSD-PW-Operations - Meter Readings	\$ 56,520	\$ 7,684	\$ 48,836
222400	TSD-PW-Engineering Projects	\$ 86,375	\$ 5,402	\$ 80,974
222410	PW - Eng - Savoy BPS Vault	\$ 19,632	\$ 4,533	\$ 15,099
222411	PW - Eng - Dive Inspection of PW Tanks	\$ 21,247	\$ 5,980	\$ 15,267
222412	Triunfo Sanitation District - PW - Eng - Savoy Tank Coating Rehab		\$ 74,041	\$ (74,041)
222500	TSD-PW-Environmental Programs	\$ 73,355	\$ 42,179	\$ 31,176
222501	TSD-PW-EPG-OP Water Conservation	\$ 29,570	\$ 20,970	\$ 8,600
223200	TSD-RW-Maintenance	\$ 72,837	\$ 64,178	\$ 8,659
223300	TSD-Operations - Recycled Water	\$ 83,282	\$ 28,333	\$ 54,949
221200E	TSD-WW-Maint Emergency	\$ -	\$ 365	\$ (365)
221201E	TSD-WW-Collection Sys Call-out Emr	\$ 12,180	\$ 3,689	\$ 8,491
221202E	TSD-N. Shore Tank Maint-Emergency	\$ 1,896	\$ 1,518	\$ 378
221301E	TSD-WW-Ops Emergency Call-Outs	\$ 2,370	\$ 1,403	\$ 967
222300E	TSD-PW-Operations Call-out	\$ 12,180	\$ 2,940	\$ 9,240
222300H	TSD-Operations - Potable Water-Holiday Call-Out	\$ -	\$ 552	\$ (552)
222301E	TSD-PW-Oper Sys Rpr Emer Call-Out	\$ -	\$ 4,968	\$ (4,968)
222302E	TSD-PW-Cust Srv Emerg Call-outs	\$ 8,526	\$ 12,972	\$ (4,446)
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		\$ 5,241,788	\$ 2,171,322	\$ 3,070,466

TRIUNFO WATER & SANITATION DISTRICT

Costs by Type - Monthly

Year-to-Date as of December 31, 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
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
11/30/2019						
ADMIN	\$ 45,002	\$ -	\$ 2,942	\$ 1,725	\$ 5,903	\$ 55,571
BELL CYN	\$ 6,653	\$ 967	\$ 91	\$ -	\$ 1	\$ 7,711
POTABLE	\$ 90,938	\$ 4,262	\$ 18,656	\$ 1,255	\$ 5,609	\$ 120,720
RECYCLED	\$ 16,853	\$ 877	\$ 678	\$ -	\$ 667	\$ 19,075
WASTEWATER	\$ 69,389	\$ 13,626	\$ 2,125	\$ 5,199	\$ 1,703	\$ 92,042
11/30/2019 Total	\$ 228,835	\$ 19,732	\$ 24,491	\$ 8,179	\$ 13,882	\$ 295,119
12/31/2019						
ADMIN	\$ 39,891	\$ -	\$ 1,448	\$ 23,901	\$ 4,122	\$ 69,361
BELL CYN	\$ 9,000	\$ 2,181	\$ 10,400	\$ -	\$ -	\$ 21,581
POTABLE	\$ 109,917	\$ 5,745	\$ 10,028	\$ 17,064	\$ 6,278	\$ 149,032
RECYCLED	\$ 5,365	\$ 131	\$ 1,096	\$ -	\$ 645	\$ 7,237
WASTEWATER	\$ 92,473	\$ 15,170	\$ 5,590	\$ 4,456	\$ 1,697	\$ 119,386
12/31/2019 Total	\$ 256,646	\$ 23,227	\$ 28,562	\$ 45,421	\$ 12,742	\$ 366,597
Grand Total	\$ 1,620,632	\$ 128,604	\$ 198,784	\$ 156,555	\$ 66,747	\$ 2,171,322



Water & Wastewater Monthly Report

Triunfo Water & Sanitation District

For the month of: January 2020

The billing period for this invoice is 12/22/2019 through 02/01/2020 for labor and equipment.

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

BELL CANYON

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

- Staff received an odor complaint call near 135 Bell Canyon Rd. Staff cleaned this section of line and found no debris nor grease. Traffic control was set up for the line cleaning.
- Staff used the CCTV after the line was cleaned.
- Staff inspected sewer connections.
- Staff marked dig alerts.

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

- Staff checked the Bell Canyon lift station multiple times.
- Staff ran the generator and did monthly inspection.
- Staff did site maintenance.
- Staff cleaned the probe and washed down the station.
- Staff sorted and scanned January's rounds sheets.

TWSD-BCN03 (221401) – BCYN – ENGINEERING

- Staff inspected 25 Appaloosa sewer connection.

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 logged dig alerts after they were completed.
- Staff worked on line cleaning / hot spots throughout TWSD.
- Staff scanned and saved line cleaning reports.
- Staff met with Teri Reynolds and worked on the GIS project.
- Staff worked with Debbie West on tenant improvement.
- Staff inspected lateral connections.
- Staff tested the jet scan nozzle (CCTV nozzle) and downloaded the videos.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff checked system maps for potential easement conflicts at multiple addresses.
- Staff worked on the GIS project.

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

- Staff put enzymes inside tanks at North Shore.
- Staff cleaned tanks, screen filters, flushed lines, adjusted alarm floats and put tanks back in service.
- Staff located and exposed the main on Trentham. Staff had to remove pavers and chip through slurry to get to the main. Staff is trying to locate a pig port.
- Staff repaired broken tracer wire and backfilled with sand and slurry. Pavers were reinstalled.
- Staff replaced the activated carbon in a manhole on Lake Sherwood Dr.

TWSD-COL04 (221203) – MANHOLE REHAB

- Staff got measurements on sewer manhole rings and covers.

TWSD-COL05 (221500) – WW – EPG – SSMP

- Conference call with DYK for SSMP update.

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

- Staff moved H2S odor loggers and downloaded the meter data.
- Staff reviewed the FOG documents and the FOG food service establishment database.
- FOG program prep.
- Nanofilm results, file management.
- Staff reviewed TWSD ordinances.
- Staff reviewed the ORCA letter.
- Staff prepped for the Dental Amalgam program.
- Staff worked on the Pretreatment Annual and Semi-Annual report for LVMWD.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff worked on creating alarms at Carlisle Lift Station.
- Staff worked on the flow meter and totalizer at Carlisle LS. Staff worked on getting the HMI and flowmeter totals to match.
- Staff updated the HMI firmware at wastewater sites.
- Staff confirmed that the backup batteries were working during a planned Edison power outage at Kilburn Tank.
- Staff troubleshooted alarms at the Savoy Pump Station.
- Staff is working on alarms at the Oak Canyon Reservoir (low and high level alarms).

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.

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 128 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 TSD board meeting.
- Worked on the TSD monthly report.
- Staff made changes to the SCADA system, adjusted tank levels.
- Sample station flushing/ran cl2 residuals.
- Staff worked on SEMS work orders.
- Staff worked on notifying customers whose meters were showing continuous flow. Staff met with these customers and helped them identify where their leaks may be.
- Monitored meter communication issues. Cleared alarms, fixed any issues such as replacing MXU'S and or bad cords.
- Staff was called out to multiple leaks and notified appropriate customers.

TWSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff worked on and submitted 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.
- 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 updated the sample tracker file.
- Staff entered and saved lab results to the server and database.
- Staff made updates to the water loss tracking sheet.
- Staff met to discuss water loss tracking / prep for the yearly audit.
- Staff worked on the 2019 Electronic Annual Report.

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.
- 113 Delinquent notices were posted on 01/07/20. Pictures were taken of all.
- 9 Services were shut off for nonpayment on 01/09/20. 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.
- Staff posted notices at customer's homes that were affected by a shutdown for a leak repair.
- Staff reviewed missed customer calls, voicemails and emails.

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

- Staff worked on fire hydrant maintenance (including painting).
- Staff replaced old fire hydrants in the Conifer Zone.
- Staff responded to a hit fire hydrant. Staff met with the fire and police departments and the person responsible. Staff installed a new fire hydrant and cleaned up the area. Staff took down the insurance information from the person that hit the hydrant.

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 / analytics meter alarms.
- Staff reviewed customer's accounts for possible leaks.
- Staff reset meter alarms in RNI.

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff worked on site maintenance at all Oak Park sites.
- Staff pulled P2 at the Lambourne Booster Station and installed a replacement.
- Staff reinstalled the thermal protection device on P2 at Lambourne Booster Station.
- Staff investigated water intrusion at the Lindero Pump Station meter vault. Staff used the hydro excavator to expose the 10" pipe and pinpoint the leak.
- Staff worked on OCR HMI alarms.

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

- 01/12/2020 – Staff responded to a power failure at Lindero.
- 01/12/2020 – Staff responded to a valve failure at Oak Canyon.
- 01/12/2020 – Staff responded to Savoy P1 failure.

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

- 01/03/2020 – Staff responded to 1340 Tottenham to shut off anglestop.
- 01/09/2020 – Staff turn water back on at 16 Sparrowhawk.
- 01/11/2020 – Staff turned water off at 370 Southridge per customer's need.
- 01/19/2020 – Staff responded to water running down the curb at 154 Syphany.

TWSD-POT19 (222301E) – PW-OPER SYS RPR EMER CALL OUT

- 01/27/2020 - Staff worked on Lindero Pump Station mainline leak repair.

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

- Staff worked on SEMS work orders for meters with communication issues. Staff cleared alarms, replaced cords, replaced radios if necessary.
- Staff checked on the high school fire service meter. The fire department was using the private hydrants on the campus.

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

- Verizon Data/Network charge.

TWSD-POT23 (222201) – PW-MAINTENANCE PREVENTATIVE

- Staff prepared for the upcoming storms. Staff cleared v-ditches and set up straw wattle and sandbags.

TWSD-POT32 (122710) – WOOLSEY FIRE RESPONSE

- See General Manager for information on this project.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 06/28/19 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.
- Staff performed reclaimed water audits with multiple landscape contractors.
- Staff met with Mark Norris.
- Staff troubleshoot communication issues with the Agoura Rd. 10” meter.

TOTAL RECLAIMED WATER USE:

Oak Park System 5,188,367 Gallons

Lake Sherwood usage: 1,041,141 Gallons

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

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

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

- 01/04/2020 – Staff responded to 481 Cresthill – water coming out of the meter box with green lid.

TWSD-RCL05 (223200) – RW – MAINTENANCE

- Staff worked on the mechanical seal on P4 at the reclaimed pump station. Staff adjusted, tested, and put it back on service. Staff performed pm's at the station.
- Staff checked on the sump pump in the Agoura Road meter vault. Staff adjusted the pump float and confirmed it was working correctly.
- Staff worked on the Polo Lift Station PLC panel design.
- Polo lift station 40A circuit tracing.
- Staff worked on PLC / HMI programming for the Reclaimed Pump Station.
- Staff inspected / prepped for the servicing of the reclaimed cla-valves in Oak Park and Westlake Village.
- Staff troubleshot a low level alarm for Indian Hills Reservoir that was preventing our pumps from running. Staff found a bad isolator in the panel and replaced it with a spare that was onsite. Staff cleared the alarms and the station was back in normal operation.

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: January 2020

	Total Gallons
Lake Station	5,980,667
Polo Fields	2,602,160
Carlisle	272,930
Bell Cyn/TSD	3,082,402
Bell Cyn L/S	229,810

- Staff checked the TWSD lift stations multiple times per week.
- Staff did site maintenance.
- Staff performed monthly generator runs.
- Staff worked on the Bioxide flow meter at Carlisle LS. Staff took apart, cleaned and reassembled the meter and it is now working.
- Staff monitored the flow on the rebuilt pump at the Lakeside Lift Station.
- SCADA review of the lift stations was done. North Ranch surveillance cameras checks.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff pulled pump #1 and pump #2 from Lakeside Lift Station. Pump #1 was rebuilt and put back in service. Pump #2 was cleaned up (de-ragged) and put back in service. A temporary 4” inch pump was used while P1 and P2 were out of service.
- Staff troubleshot P2 at Polo Lift Station. Staff pulled, cleaned pump, and put back in service.
- Staff delivered a spare pump for the Lambourne Booster Station to Deerhill.
- Staff performed CCTV work in Oak Park.
- Staff created and dispatched work orders.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff checked TWSD lift stations.
- Staff scanned and saved monthly data into the server and database.
- Staff met with Mark Norris.

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

- 02/01/2020 – Staff responded to a high level alarm at Lakeside.

TWSD-WWW13 (221210) – FIXTURE COUNTS

- Staff performed fixture counts.
- Staff updated the fixture count database.
- Staff worked on gathering home owner association contacts and gate codes to access areas needed for fixture counts.

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- Jan-20**
 DESCRIPTION: **VRSD CONTRACT SVCS Jan-20**

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Supply	Total
1/31/2020							
ADMIN	50,768.75	-	6,847.47	1,150.00	6,400.98	14,398.45	65,167.20
POTABLE	92,679.50	5,514.00	10,258.36	39,775.35	37.25	50,070.96	148,264.46
PW ADMIN	31,775.00	-	36.29	-	5,096.47	5,132.76	36,907.76
RECYCLED	21,928.50	1,384.00	160.35	-	-	160.35	23,472.85
RW ADMIN	572.00	-	131.10	-	609.61	740.71	1,312.71
WASTEWATER	132,817.00	23,457.00	3,345.73	-	0.50	3,346.23	159,620.23
WW ADMIN	-	-	75.00	4,039.38	1,979.13	6,093.51	6,093.51
1/31/2020 Total	330,540.75	30,355.00	20,854.30	44,964.73	14,123.94	79,942.97	440,838.72
Grand Total	330,540.75	30,355.00	20,854.30	44,964.73	14,123.94	79,942.97	440,838.72

45-100-20000	(65,167.20)		
45-270-20000	(165,713.74)		
45-370-20000	(185,172.22)		
45-470-20000	(24,785.56)		
45-100-52067	50,768.75		
45-100-52068	-		
45-100-52069	14,398.45		121104
45-100-52001	-	Board Expens	121100
45-100-52040	-	Memberships	121100
45-100-52035	-	Conferences	121100
45-210-52067	132,817.00		121100
45-210-52068	23,457.00		
45-210-52069	3,346.23		
45-270-52067	-		
45-270-52068	-		
45-270-52069	6,093.51		
45-270-52010	-	Memberships	121101
45-270-52035	-	Conferences	121104
45-310-52067	92,679.50		
45-310-52068	5,514.00		
45-310-52069	50,070.96		
45-370-52067	31,775.00		
45-370-52068	-		
45-370-52069	5,057.76		
45-370-52010	75.00	Memberships	122100
45-370-52035	-	Conferences	122100
45-410-52067	21,928.50		
45-410-52068	1,384.00		
45-410-52069	160.35		
45-470-52067	572.00		
45-470-52068	-		
45-470-52069	740.71		
45-470-52035	-	Conferences	123100
Total	440,838.72		
Monthly Total	440,838.72		
Crosscheck	-		

APPROVED FOR PAYMENT

FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION		SIGNATURE & DATE	ACCT USE ONLY
2/18/20		2/18/20	2/18/20
AUTHORIZATION FOR PAYMENT			
AR		2/18/20	

TRIUNFO WATER & SANITATION DISTRICT

Costs by Type - Monthly

Year-to-Date as of January 31, 2020

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
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
11/30/2019						
ADMIN	\$ 45,002	\$ -	\$ 2,942	\$ 1,725	\$ 5,903	\$ 55,571
BELL CYN	\$ 6,653	\$ 967	\$ 91	\$ -	\$ 1	\$ 7,711
POTABLE	\$ 90,938	\$ 4,262	\$ 18,656	\$ 1,255	\$ 5,609	\$ 120,720
RECYCLED	\$ 16,853	\$ 877	\$ 678	\$ -	\$ 667	\$ 19,075
WASTEWATER	\$ 69,389	\$ 13,626	\$ 2,125	\$ 5,199	\$ 1,703	\$ 92,042
11/30/2019 Total	\$ 228,835	\$ 19,732	\$ 24,491	\$ 8,179	\$ 13,882	\$ 295,119
12/31/2019						
ADMIN	\$ 39,891	\$ -	\$ 1,448	\$ 23,901	\$ 4,122	\$ 69,361
BELL CYN	\$ 9,000	\$ 2,181	\$ 10,400	\$ -	\$ -	\$ 21,581
POTABLE	\$ 109,917	\$ 5,745	\$ 10,028	\$ 17,064	\$ 6,278	\$ 149,032
RECYCLED	\$ 5,365	\$ 131	\$ 1,096	\$ -	\$ 645	\$ 7,237
WASTEWATER	\$ 92,473	\$ 15,170	\$ 5,590	\$ 4,456	\$ 1,697	\$ 119,386
12/31/2019 Total	\$ 256,646	\$ 23,227	\$ 28,562	\$ 45,421	\$ 12,742	\$ 366,597
1/31/2020						
ADMIN	\$ 50,769	\$ -	\$ 6,847	\$ 1,150	\$ 6,401	\$ 65,167
BELL CYN	\$ 7,859	\$ 1,833	\$ 35	\$ -	\$ 1	\$ 9,727
POTABLE	\$ 124,455	\$ 5,514	\$ 10,295	\$ 39,775	\$ 5,134	\$ 185,172
RECYCLED	\$ 22,501	\$ 1,384	\$ 291	\$ -	\$ 610	\$ 24,786
WASTEWATER	\$ 124,959	\$ 21,624	\$ 3,386	\$ 4,039	\$ 1,979	\$ 155,987
1/31/2020 Total	\$ 330,541	\$ 30,355	\$ 20,854	\$ 44,965	\$ 14,124	\$ 440,839
Grand Total	\$ 1,951,173	\$ 158,959	\$ 219,638	\$ 201,520	\$ 80,871	\$ 2,612,161

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

Work Order	Description	Adjusted Budget	Actual Expense	Budget Remaining
121100	TSD-VRSD CA	\$ 1,062,021	\$ 454,754	\$ 607,268
121101	TSD-WW Administration	\$ 124,532	\$ 42,720	\$ 81,812
121103	TSD-FACEBOOK/TWITTER	\$ 20,124	\$ -	\$ 20,124
121104	TSD-JPA-IPR Project	\$ 3,422	\$ 2,058	\$ 1,364
121105	TSD-Admin-2107 Trentham	\$ (804)	\$ 2,103	\$ (2,908)
121108	TSD-N.S. Gravity System	\$ (1,611)	\$ 3,163	\$ (4,773)
121109	TSD-Name Change	\$ (293)	\$ 20,692	\$ (20,985)
121710	TSD-WW Woolsey Fire	\$ -	\$ 1,279	\$ (1,279)
122100	TSD-PW Customer Service	\$ 381,712	\$ 226,344	\$ 155,369
122501	TSD-PW-Admin-OP Water Conservation	\$ 23,471	\$ 1,438	\$ 22,034
122710	TSD-PW Woolsey Fire	\$ -	\$ 9,581	\$ (9,581)
123100	TSD-RW-Admin-Customer Service	\$ 88,970	\$ 8,843	\$ 80,127
220200	TSD-MAINTENANCE - PREVENTATIVE	\$ 982	\$ -	\$ 982
221200	TSD-WW Maintenance	\$ 151,634	\$ 27,884	\$ 123,750
221201	TSD-WW-Maintenance Collection Sys	\$ 453,775	\$ 318,460	\$ 135,315
221202	TSD-N. Shore Tank Maint	\$ 48,825	\$ 53,244	\$ (4,419)
221203	TSD-Manhole Rehab	\$ 325,174	\$ 113,599	\$ 211,575
221204	TSD-WW Maintenance-Preventative	\$ 73,680	\$ 4,277	\$ 69,403
221206	TSD-WW-Maintenance SCADA	\$ 99,074	\$ 32,711	\$ 66,363
221207	TSD-Main - BCYN Collection System	\$ 103,405	\$ 43,037	\$ 60,368
221208	TSD-BCYN- Maint - Preventative	\$ 27,961	\$ 11,045	\$ 16,916
221209	TSD-2107 Trentham	\$ -	\$ 390	\$ (390)
221210	TSD - WW Maintenance - Fixture Counts	\$ -	\$ 13,906	\$ (13,906)
221300	TSD-Administration - Wastewater	\$ 36,260	\$ 10,517	\$ 25,743
221301	TSD-Operations - Wastewater	\$ 105,184	\$ 76,264	\$ 28,920
221302	TSD-BCYN-Operations	\$ 13,545	\$ 13,569	\$ (24)
221303	TSD-BCYN-Operations-Admin	\$ 6,732	\$ 218	\$ 6,515
221400	TSD-Engineering - Projects	\$ 104,724	\$ 4,981	\$ 99,743
221401	TSD-BCYN - Engineering	\$ -	\$ 600	\$ (600)
221500	TSD-WW - EPG - SSMP	\$ 18,960	\$ 201	\$ 18,759
221501	TSD-WW-EPG-Source Control	\$ 114,915	\$ 20,646	\$ 94,269
221701	WW-POLO LIFT STATION	\$ -	\$ 2,387	\$ (2,387)
222200	TSD-PW - Maintenance	\$ 102,700	\$ 68,556	\$ 34,144
222201	TSD-PW-Maintenance Preventative	\$ 143,757	\$ 18,253	\$ 125,504
222202	TSD-PW-Maintenance SCADA/Elect	\$ 116,765	\$ 71,868	\$ 44,897
222203	TSD-PW-Main-Coatings & Linings	\$ 27,316	\$ 8,104	\$ 19,212
222300	TSD-Operations - Potable Water	\$ 349,568	\$ 262,566	\$ 87,002

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

Work Order	Description	Adjusted Budget	Actual Expense	Budget Remaining
222301	TSD-Operations - PW Sys Repairs	\$ 278,757	\$ 173,076	\$ 105,681
222302	TSD-PW Customer Service-Field	\$ 196,413	\$ 98,014	\$ 98,399
222303	TSD-PW - Operations-Fire Hydrant	\$ 78,107	\$ 35,793	\$ 42,314
222304	TSD-PW-Oper-Anode Checks/Leak Det	\$ 47,415	\$ 3,031	\$ 44,384
222305	TSD-PW-Operations Meter Replacemnt	\$ 30,975	\$ 25,746	\$ 5,229
222307	TSD-PW-Operations - Meter Readings	\$ 56,520	\$ 9,164	\$ 47,356
222400	TSD-PW-Engineering Projects	\$ 86,375	\$ 8,292	\$ 78,083
222410	PW - Eng - Savoy BPS Vault	\$ 19,632	\$ 4,533	\$ 15,099
222411	PW - Eng - Dive Inspection of PW Tanks	\$ 21,247	\$ 5,980	\$ 15,267
222412	Triunfo Sanitation District - PW - Eng - Savoy Tank Coating Rehab		\$ 74,041	\$ (74,041)
222500	TSD-PW-Environmental Programs	\$ 73,355	\$ 48,958	\$ 24,397
222501	TSD-PW-EPG-OP Water Conservation	\$ 29,570	\$ 23,370	\$ 6,200
223200	TSD-RW-Maintenance	\$ 72,837	\$ 78,816	\$ (5,979)
223300	TSD-Operations - Recycled Water	\$ 83,282	\$ 36,892	\$ 46,390
221200E	TSD-WW-Maint Emergency	\$ -	\$ 469	\$ (469)
221201E	TSD-WW-Collection Sys Call-out Emr	\$ 12,180	\$ 3,689	\$ 8,491
221202E	TSD-N. Shore Tank Maint-Emergency	\$ 1,896	\$ 1,518	\$ 378
221301E	TSD-WW-Ops Emergency Call-Outs	\$ 2,370	\$ 1,877	\$ 493
222300E	TSD-PW-Operations Call-out	\$ 12,180	\$ 3,630	\$ 8,550
222300H	TSD-Operations - Potable Water-Holiday Call-Out	\$ -	\$ 552	\$ (552)
222301E	TSD-PW-Oper Sys Rpr Emer Call-Out	\$ -	\$ 5,451	\$ (5,451)
222302E	TSD-PW-Cust Srv Emerg Call-outs	\$ 8,526	\$ 14,628	\$ (6,102)
223300E	TSD-RW-Oper Emergency Call-out	\$ 3,670	\$ 2,346	\$ 1,324
223300H	TSD RW-OPER HOLIDAY CALL-OUT	\$ -	\$ 2,036	\$ (2,036)
TOTALS		\$ 5,241,788	\$ 2,612,161	\$ 2,629,627

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

P.O. #121



From the ashes we rise

APPROVED FOR PAYMENT			
45	100	52080	121100
FULLY RECEIVED EXPENSE RECEIPT		2/4/2020	COPY ORDER RECEIVED FULLY
<i>[Signature]</i>			<i>[Signature]</i>
			SIGNATURE & DATE

INVOICE NO. 004 FEBRUARY 4, 2020

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 January 2020	76.25	\$120.00	\$9,150.00

Attended various meetings with core management staff and general manager. Traveled & attended the TWSD Personnel Committee meeting (1/16), Public Facilities Corporation and regular Board meeting (1/27). Provided minutes the Personnel Committee meeting minutes & presentation to the Clerk of the Board.

Set-up Salaries & Benefits worksheets, researched comparable benefit package, reasonable workers' compensation rates, unemployment rates, FICA, Medicare, OPEB, etc.. Created S&B worksheet for the fiscal year with Administration & Finance directly with TWSD.

Created worksheets for estimated on-going and transitional costs. In addition, created worksheet to calculate PTO/CAL accrual. Created PowerPoint presentation for the Personnel Committee and Board.

Made necessary revisions and changes to the presentation & worksheets based on meetings with the GM and Personnel Committee.

Attended Raftelis webinar to discuss the proposed rates to the PW, RW, and SS services.

SUBTOTAL	\$9,150.00
SALES TAX	0
TOTAL DUE BY DATE	\$9,150.00

Approved for Payment
[Signature]

Thank you for your business!

Make checks payable to: Vickie Dragan
 Payment Due Upon Receipt

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

Invoice

APPROVED FOR PAYMENT			
		DATE	INVOICE #
		1/31/2020	109
	DEPT	EXPENSE	WORK ORDER
	EXPENSE	ACCT USE ONLY	
		2/3/20	
		SUBMIT DATE	
			SIGNATURE & DATE

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

DUE DATE
2/29/2020

DESCRIPTION	QTY	RATE	AMOUNT
Triunfo Water & Sanitation District General Manager Services			0.00
01/02/2020 Various TWSD Projects Follow up on board member recruitment Phone conference w/John Mathews regarding several District matters Phone conference w/Tim Doyle regarding several projects	8.5	126.75	1,077.38
01/03/2020 Various TWSD Projects Phone conference w/Tim Doyle regarding several projects Follow up on Board Member recruitment process TWSD Agenda Prep Review JPA Board Meeting Agenda Packet Review Draft FOG Customer Fee Letter Phone conference w/Janna Orkney	8	126.75	1,014.00
01/06/2020 Various TWSD Projects Meeting w/Chi Hermann regarding several projects Phone conference w/John Mathews regarding several matters Financial Analysis - TWSD Administrative and Finance functions Travel to and attend JPA Board Meeting TWSD Agenda Prep	12	126.75	1,521.00
01/07/2020 Various TWSD Projects JPA Board Meeting debrief Core Management Team Weekly Meeting Meeting w/Vickie Dragan to review several projects Phone conference w/Janna Orkney to discuss several issues	9	126.75	1,140.75

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

Invoice

DATE	INVOICE #
1/31/2020	109

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

DUE DATE
2/29/2020

DESCRIPTION	QTY	RATE	AMOUNT
01/08/2020 Various TWSD Projects VRSD/TWSD Weekly Staff Meeting TWSD Agenda Prep Meeting w/Tim Doyle to discuss Dedication Agreements for(2) projects Phone conference w/John Mathews regarding several matters	8	126.75	1,014.00
01/09/2020 Various TWSD Projects Meeting w/Tim Doyle to discuss several projects Review CASA Monthly Newsletter Review/Approve VRSD/TWSD Monthly Invoice Follow up on board member solicitation/recruitment efforts	8.5	126.75	1,077.38
01/10/2020 Various TWSD Projects Update/Purge various files Review/Respond to customer concerns	7	126.75	887.25
01/13/2020 Various TWSD Projects Phone conference w/John Mathews regarding several matters Phone conference w/Ken Hume regarding contract services TWSD Agenda Prep Meeting w/Chi Hermann to discuss VRSD vs TWSD Financial Analysis Phone conference w/Tim Doyle to discuss several projects	8.5	126.75	1,077.38
01/14/2020 Various TWSD Projects Core Management Team Weekly Staff Meeting Core Management Team Meeting w/John Mathews to review VRSD vs TWSD Financial Analysis Presentation Review TWSD Budget Report Meeting w/Chris Theisen and Tina Rivera to discuss several issues	9	126.75	1,140.75

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

Invoice

DATE	INVOICE #
1/31/2020	109

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

DUE DATE
2/29/2020

DESCRIPTION	QTY	RATE	AMOUNT
01/15/2020 Various TWSD Projects VRSD/TWSD Weekly Staff Meeting TWSD Agenda Prep Review revised FOG Program Permit Documents Meeting w/Tim Doyle to discuss several projects Filing and review of records retention plan	8	126.75	1,014.00
01/16/2020 Various TWSD Projects Meeting w/Vickie Dragan to review several projects Review/Respond to customer concerns Phone conference w/John Mathews regarding Personnel Committee Meeting Travel to and attend Personnel Committee Meeting Review status of board member recruitment process	8.5	126.75	1,077.38
01/17/2020 Various TWSD Projects Personnel Committee Meeting debrief	7	126.75	887.25
01/20/2020 Various TWSD Projects Site Visit- Oak Park and Lake Sherwood Phone conference w/Tim Doyle regarding Several projects	6.5	126.75	823.88
01/21/2020 Various TWSD Projects Review status of several ongoing VRSD/TWSD Projects Preview Draft Raftelis Rate Study TWSD Agenda Prep Review/Respond to customer concerns Review comments On NextDoor Website	9	126.75	1,140.75
01/22/2020 Various TWSD Projects Review/Respond to customer concerns Rate Study Meeting w/Raftelis Meeting w/Vickie Dragan regarding TWSD vs VRSD Financial Analysis Travel to and attend monthly meeting with legal counsel Core Management Team Weekly Staff Meeting TWSD Agenda Prep	9	126.75	1,140.75

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

Invoice

DATE	INVOICE #
1/31/2020	109

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

DUE DATE
2/29/2020

DESCRIPTION	QTY	RATE	AMOUNT
01/23/2020 Various TWSD Projects Board Letter Review Meeting w/Tim Doyle Phone conference w/Richard Jones regarding several Projects Meeting w/Tim Doyle regarding the Highgate Project Follow up meeting w/Vickie Dragan to review Financial Analysis Presentation Phone conference w/Janna Orkney	8	126.75	1,014.00
01/24/2020 Various TWSD Projects Review/Respond to customer concerns Review status of Board Member recruitment Phone conference w/John Mathews regarding Board Meeting Agenda	6.5	126.75	823.88
01/27/2020 Various TWSD Projects Meeting w/Vickie Dragan to discuss several projects Review TWSD Board Meeting Agenda Packet Meeting w/Tim Doyle regarding several projects Phone conference w/John Mathews Travel to and attend TWSD Board Meeting	12.5	126.75	1,584.38
01/28/2020 Various TWSD Projects TWSD Board Meeting debrief Core Management Team Weekly Staff Meeting Meeting w/Tim Doyle regarding Cell Site Contractors Meeting w/Chris Theisen to discuss TWSD Board request For meeting w/VRSD regarding TWSD inhouse services Meeting w/Notary to execute cell site documents	9	126.75	1,140.75
01/29/2020 Various TWSD Projects Meeting w/Chi Hermann to develop diagram to clarify billing timeline in TWSD Ordinance 300 Phone conference w/John Mathews Phone conference w/Janna Orkney TWSD Agenda Prep Review/Respond to customer concerns Meeting w/Tim Doyle and Chi Herman to discuss several projects	8	126.75	1,014.00

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

Invoice

DATE	INVOICE #
1/31/2020	109

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

DUE DATE
2/29/2020

DESCRIPTION	QTY	RATE	AMOUNT
01/30/2020 Various TWSD Projects TWSD Agenda Prep TWSD Budget review Phone conference w/Ken Hume regarding contract service options Review water demand report Phone conference w/John Mathews Phone conference w/Leon Shapiro regarding NextDoor Website concerns	8.5	126.75	1,077.38
01/31/2020 Various TWSD Projects Site Visit-Oak Park and Lake Sherwood Meeting w/Ken Hume regarding contract service options	7	126.75	887.25

Please remit to above address.	Total	23,575.54
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Jocelyn Adlao

From: Mark Norris
Sent: Saturday, February 1, 2020 1:10 AM
To: Yagnesh Prajapati; Jocelyn Adlao; Regina Williams
Subject: Fwd: Scanned image from Ventura Regional Sanitation District

Please see the attached approval for my January Invoice.

Mark

Sent from my iPhone

Begin forwarded message:

From: "Janet M. Wall" <jlwall2016@gmail.com>
Date: January 31, 2020 at 9:21:10 PM PST
To: Mark Norris <MarkNorris@vrsd.com>
Subject: **Re: Scanned image from Ventura Regional Sanitation District**

Mark,

Your January invoice is approved.

James Wall

On January 31, 2020, at 5:16 PM, Mark Norris <MarkNorris@vrsd.com> wrote:

Hi James,
Please find attached my January Invoice for your review and approval. Call me if you have any questions.

Thanks, Mark

-----Original Message-----

From: Sharp-Printer@vrsd.com [mailto:Sharp-Printer@vrsd.com]
Sent: Thursday, January 30, 2020 11:21 AM
To: Mark Norris <MarkNorris@vrsd.com>
Subject: Scanned image from Ventura Regional Sanitation District

Reply to: Sharp-Printer <Sharp-Printer@vrsd.com> **Device Name:** Ventura Regional Sanitation District **Device Model:** MX-2651
Location: Not Set

File Format: PDF MMR(G4)
Resolution: 600dpi x 600dpi

Attached file is scanned image in PDF format.
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:
Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or

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
12/01/19	8.50									8.50
	8.00									8.00
	12.00									12.00
	9.00									9.00
	8.00									8.00
	8.50									8.50
	7.00									7.00
	8.50									8.50
	9.00									9.00
	8.00									8.00
	8.50									8.50
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	9.00									9.00
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	8.00									8.00
	6.50									6.50
	12.50									12.50
	9.00									9.00
	8.00									8.00
	8.50									8.50
01/31/20	7.00									7.00
	-									-
	-									-
	-									-
	186.00									186.00

23,575.50

23,575.50

\$ 126.75 \$ 126.75 23,575.54

(0.04)

PO#114

45-100-52080-121100	15,913.49
45-370-52080-122100	2,298.62
45-470-52080-123100	1,414.53
45-270-52080-121101	1,827.10
45-270-52080-121104	2,121.80
45-100-52080-121100	rounding

23,575.54
0.04

OH Charge	
2,387.02	121100
344.79	122100
212.18	123100
274.07	121101
318.27	121104
-	121100
\$ 3,536.33	

67.5%
9.8%
6.0%
7.8%
9.0%

100%

FY20 Budget-TWSD Norris Budget

Chi Hermann Consulting
 707 Via Zamora
 Camarillo, CA 93010

INVOICE

DATE	INVOICE NO.
1/31/2020	104

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 1/1/20 through 1/31/20:	91	\$95.00	\$8,645.00																																				
<ul style="list-style-type: none"> ❖ TWSD-300 Water Policy revision (i.e., drop box, meter upgrade, OPWS name change) ❖ TWSD Transition (Contractor Proposals and Cost Analysis) ❖ Fats, Oil and Grease packet for food services establishments ❖ AMALGAM packet for dental offices ❖ Meetings (Management Group on various projects and issues, board packet agenda and review, Ops bi-weekly, Board meetings, etc.) ❖ Budget/Labor Report (VRSD Contract Services) ❖ Monthly Water Sales vs Purchase ❖ Misc (Customer service issues, billing issues, rate study, etc.) 	<p style="text-align: center;"><i>P.O.#120</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; color: red;">APPROVED FOR PAYMENT</th> </tr> <tr> <td style="text-align: center;"><i>45</i></td> <td style="text-align: center;"><i>270</i></td> <td style="text-align: center;"><i>52080</i></td> <td style="text-align: center;"><i>121101</i></td> </tr> <tr> <td style="text-align: center;"><i>45</i></td> <td style="text-align: center;"><i>370</i></td> <td style="text-align: center;"><i>52080</i></td> <td style="text-align: center;"><i>122100</i></td> </tr> <tr> <td style="text-align: center;"><i>45</i></td> <td style="text-align: center;"><i>470</i></td> <td style="text-align: center;"><i>52080</i></td> <td style="text-align: center;"><i>123100</i></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="3" style="text-align: center; font-size: small;">EXPENSE CODE VERIFICATION</td> <td style="text-align: center; font-size: small;">ACCT USE ONLY</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>[Signature]</i></td> <td style="text-align: center;"><i>[Signature]</i></td> </tr> <tr> <td colspan="3" style="text-align: center; font-size: small;">SIGNATURE & DATE</td> <td style="text-align: center; font-size: small;">SIGNATURE & DATE</td> </tr> <tr> <td colspan="4" style="text-align: center; font-size: small;">AUTHORIZATION FOR PAYMENT</td> </tr> </table>			APPROVED FOR PAYMENT				<i>45</i>	<i>270</i>	<i>52080</i>	<i>121101</i>	<i>45</i>	<i>370</i>	<i>52080</i>	<i>122100</i>	<i>45</i>	<i>470</i>	<i>52080</i>	<i>123100</i>	FUND	DEPT	EXPENSE	WORK ORDER	EXPENSE CODE VERIFICATION			ACCT USE ONLY	<i>[Signature]</i>			<i>[Signature]</i>	SIGNATURE & DATE			SIGNATURE & DATE	AUTHORIZATION FOR PAYMENT			
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		TOTAL	\$8,645.00																																				

Please make checks payable to: Chi Hermann Consulting

THANK YOU FOR YOUR BUSINESS!

Doyle Consulting Services

INVOICE

Engineering and Construction Services

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

Bill To:

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

APPROVED FOR PAYMENT			
P.O. #122			
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE COV. VERIFICATION		1/31/20	ACCT USE ONLY
SIGNATURE & DATE			
AUTHORIZATION FOR PAYMENT			
			SIGNATURE & DATE

DATE: January 31, 2020
 INVOICE #: DCS_TWSD-101
 FOR: Project Management Services



DESCRIPTION	AMOUNT
150 hours of contract services @ \$119.00/hr for Triunfo Water & Sanitation District's projects as follows: General Admin - \$7,140 45-100-52080 121100 WW Admin - \$5,355 45-270-52080 121101 PW Admin - \$3,570 45-370-52080 122100 RW Admin - \$1,785 45-470-52080 123100	\$ 17,850.00
Tasks worked on during the 1/1/20 to 1/31/20 period include: Provided project management coordination with various TWSD project components. Drafted Board documentation for the January meeting and attended same; reviewed and organized water billing complaints and requests for special considerations, drafted response forms to address said correspondence; coordinated WW/PW/RW responses for proposed projects from other Agency requests, including intertie between CMWD and LV and subsequent new TWSD meter station for Board approval; coordinated with Legal Counsel for contract and Ordinance edits; provided plan checks and other reviews for District Will Serve process for TO and Bell Canyon (3 parcels); worked with staff on Ordinance updates and scheduled public hearings for 1 Ordinance; worked on various meter issues with PW and RW customers; completed WW customer repair issue at Lake Sherwood; continued coordination with Verizon at Kilburn for tower expansion project and customer issues with COLT; coordinated NLUE signing by GM for T-Mobile and Crown Castle/Sprint; worked with staff 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; continued coordination with Legal Counsel and Developer for Highgate Estates Project and main line sewer extension, drafted special Board documents to have approved; continued effort for the PW/RW/WW rate studies and pending workshop; worked on organizational issues for District; assisted GM with other administrative requests and directives from the TWSD Board	
Reference: TWSD Contract No. T19-008	
TOTAL	\$ 17,850.00

Make checks payable to: Doyle Consulting Services

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

THANK YOU FOR YOUR BUSINESS!

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