

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****9/1/21-9/30/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
10240 - 10243			VOID DUE TO PRINTING ERROR
10244	\$50.50	9/2/2021	SUZANNE CLOUTIER REFUND WATER CUSTOMER CREDIT BALANCE
10245	\$26.95	9/2/2021	GAYLE MUSCATEL REFUND WATER CUSTOMER CREDIT BALANCE
10246	\$18.55	9/2/2021	GAYLE FUTERNICK REFUND WATER CUSTOMER CREDIT BALANCE
10247	\$127.59	9/2/2021	ERIN BAGAASON REFUND WATER CUSTOMER CREDIT BALANCE
10248	\$127.48	9/2/2021	TYLER PACIFIC V LLC PROJECT COMPLETTION DEPOSIT REFUND
10249	\$151.72	9/2/2021	IGOR MEGRISH REFUND WATER CUSTOMER CREDIT BALANCE
10250	\$36.81	9/2/2021	MALIHA SAYED REFUND WATER CUSTOMER CREDIT BALANCE
10251	\$15.34	9/2/2021	MICHAEL LEIGHTON REFUND WATER CUSTOMER CREDIT BALANCE
10252	\$4.92	9/2/2021	DANICA LOPEZ REFUND WATER CUSTOMER CREDIT BALANCE
10253	\$11.16	9/2/2021	RICHARD KIM REFUND WATER CUSTOMER CREDIT BALANCE
10254	\$3.63	9/2/2021	KELLE ERWIN REFUND WATER CUSTOMER CREDIT BALANCE
10255	\$81.64 \$29.77 \$22.10 \$29.77	9/2/2021	COUNTY OF VENTURA 7/20-8/17 - WW LIFT STATION 3 7/20-8/17 - 62 BUCKSKIN RD 7/20-8/17 - WW LIFT STATION 3A
10256	\$617.67	9/2/2021	GRAPHIC ELLAMENTS TWSO SHUT-OFF NOTICES

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****9/1/21-9/30/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
10257	\$19,085.00	9/2/2021	CITY OF LOS ANGELES
	\$10,792.00		SEP 21 - O&M PORTION OF ASSSC.
	\$8,293.00		SEP 21 - CAP PORTION OF ASSSC
10258	\$9.80	9/2/2021	FLORELA CATANESCU
			REFUND WATER CUSTOMER CREDIT BALANCE
10259	\$356.35	9/9/2021	AT&T
	\$176.55		SEP 21 - SCADA NETWORK
	\$110.95		SEP 21 - U VERSE TWSD PW OPS
	\$68.85		SEP 21 - BELL CANYON INTERNET
10260	\$370.00	9/9/2021	COUNTY OF VENTURA
			ENCROACHMENT PERMIT PE21-0646
10261	\$170.24	9/9/2021	WM CORPORATE SERVICES, INC.
			SEP 21 - WASTE MGMT SERVICES
10262	\$608.54	9/23/2021	AT&T MOBILITY
			AUG 21 - WIRELESS SERVICE
10263	\$46,831.00	9/23/2021	CITY OF LOS ANGELES
	\$16,256.00		O & M PORTION - FY19/20 RECON
	\$30,575.00		CAPITAL PORTION FY 19/20 RECON
10264	\$128.31	9/23/2021	MCI
			AUG 21 - 800# FOR TWSD CUSTOMERS
10265	\$1,000.00	9/23/2021	ALLIED THOUSAND OAKS LESSOR
			PROJECT COMPLETTION DEPOSIT REFUND
10266	\$1.85	9/23/2021	ANDREW POWELL
			REFUND WATER CUSTOMER CREDIT BALANCE
10267	\$1,000.00	9/23/2021	CABRILLO PARK
			PROJECT COMPLETTION DEPOSIT REFUND
10268	\$127.48	9/23/2021	CSC INVESTMENTS INC
			PROJECT COMPLETTION DEPOSIT REFUND
ACH TXF	\$288.42	9/1/2021	LINCOLN FINANCIAL GROUP
			9/1/21 - DEFERRED COMP - BOARD

TRIUNFO WATER & SANITATION DISTRICT
DISBURSEMENTS
9/1/21-9/30/21

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
ACH TXF	\$6,091.20	9/1/2021	LINCOLN FINANCIAL GROUP
			9/1/21 - 401A PLAN
ACH TXF	\$850.00	9/1/2021	LINCOLN FINANCIAL GROUP
			9/1/21 - DEFERRED COMP
ACH TXF	\$692.67	9/9/2021	PAYCHEX
			9/9/21 - ADMIN FEES
ACH TXF	\$14,919.66	9/10/2021	PAYCHEX
			9/10/21 - PAYROLL TAXES
ACH TXF	\$850.00	9/13/2021	LINCOLN FINANCIAL GROUP
			9/13/21 - DEFERRED COMP
ACH TXF	\$6,056.23	9/13/2021	LINCOLN FINANCIAL GROUP
			9/13/21 - 401A PLAN
ACH TXF	\$5,617.66	9/14/2021	US BANK CORPORATE PAYMENT SYSTEMS
			PURCHASE CARD PAYMENT
ACH TXF	\$5,946.72	9/21/2021	PAYMENTUS
			AUG 21 - ON-LINE PAYMENT PROCESSING FEES
ACH TXF	\$10,566.89	9/22/2021	CALIFORNIACHOICE
			OCT 21 - MEDICAL BENEFITS
ACH TXF	\$692.67	9/23/2021	PAYCHEX
			9/23/21 - ADMIN FEES
ACH TXF	\$14,813.93	9/24/2021	PAYCHEX
			9/24/21 - PAYROLL TAXES
ACH TXF	\$1,350.00	9/29/2021	LINCOLN FINANCIAL GROUP
			9/29/21 - DEFERRED COMP
ACH TXF	\$6,062.68	9/29/2021	LINCOLN FINANCIAL GROUP
			09/29/21 - 401A PLAN
EFT00000000000001012	\$8,259.69	9/2/2021	FTI SERVICES
			AUG 21 - IT SERVICES

TRIUNFO WATER & SANITATION DISTRICT

DISBURSEMENTS

9/1/21-9/30/21

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT000000000000001013	\$3,001.28	9/2/2021	MAIL MANAGER,INC. AUG 21 BILLING
EFT000000000000001014	\$1,000.00	9/2/2021	STEPHEN'S VIDEO & PHOTOGRAPHY VIDEO - AUG 2021 MEETINGS
EFT000000000000001015	\$1,657.50	9/2/2021	DEBRA WEST AUG 21 - CONSULTING SERVICES
EFT000000000000001016	\$1,865.44	9/13/2021	ARNOLD BLEUEL LAROCHELLE MATHEWS & ZIRBEL LLP. AUG 21 - LEGAL SERVICES
EFT000000000000001017	\$1,400.00	9/13/2021	FTI SERVICES SEP 21 - IT SERVICES
EFT000000000000001018	\$22,333.39	9/13/2021	SOUTHERN CALIFORNIA EDISON AUG 21 - MASTER BILL
EFT000000000000001019	\$9,961.64 \$4,986.64 \$4,975.00	9/13/2021	SEARLE CREATIVE GROUP LLC JUL 21 - PR & MARKETING SVCS AUG 21 - PR & MARKETING SVCS
EFT000000000000001020	\$760.84	9/13/2021	JOSEPH WARREN AUG 21 - PUBLIC OUTREACH & EVENT COORDINATION
EFT000000000000001021	\$348,769.11 \$113,046.59 \$235,722.52	9/13/2021	VENTURA REGIONAL SANITATION DISTRICT VRSD CONTRACT SVCS-JUN 20-30 VRSD CONTRACT SVCS - JUL 21
EFT000000000000001022	\$384,439.42	9/23/2021	CALLEGUAS MUNICIPAL WATER DISTRICT AUG 21 - POTABLE WATER
EFT000000000000001023	\$458.50 \$214.41 \$58.51 \$57.39 \$62.55 \$65.64	9/23/2021	FRONTIER COMMUNICATIONS SEP 21 - 56K NETWORK SCADA OP SEP 21 - LAKE SHERWOOD STAFFORD SEP 21 - 654 LAKE SHERWOOD DR SEP 21 - N RANCH PUMP STATION SEP 21 - THOUS OAKS TELE/MAINT
EFT000000000000001024	\$1,896.19	9/23/2021	SDRMA OCT 21 - ANCILLARY HEALTH INS

TRIUNFO WATER & SANITATION DISTRICT**DISBURSEMENTS****9/1/21-9/30/21**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT000000000000001025	\$269,875.33	9/23/2021	VENTURA REGIONAL SANITATION DISTRICT
			VRSD CONTRACT SVCS - AUG 21
TOTAL	\$1,201,439.59		



Water & Wastewater Monthly Report
Triunfo Water & Sanitation District

For the month of: July 2021

The billing period for this invoice is June 20 through July 31, 2021 for labor and equipment. This report is arranged in the order of the invoice: Collection System, General Administration, Potable Water System, Reclaimed/Recycled Water System, and Wastewater Operations.

BELL CANYON

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

- Staff worked on line cleaning / hot spots.
- Staff checked the generator to make sure it was standby ready.
- Staff worked on marking dig alerts.
- Staff prepped the hydro trailer.
- Staff used the push camera to inspect a line.
- Staff used the easement trailer to clean roots from the main line at 12 Mustang.
- Staff responded to an odor complaint.
- Staff inspected a lateral connection and took pictures to document the work.

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

- Staff checked the Bell Canyon lift station multiple times.
- Staff performed the monthly generator run.
- Staff provided an engineer with lateral and forced main information for a potential conversion from septic to a grinder pump.

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

- Staff worked on the flow letter.
- Staff reviewed analytical results and scanned the information to the server.

COLLECTION SYSTEM

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

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

- Staff used the CCTV in TWSD areas. Staff set up traffic control as needed.
- Staff marked dig alerts and logged them after they were completed.
- Staff worked on line cleaning / hot spots.

- Staff confirmed sewer service for multiple addresses.
- Staff created and dispatched work orders.
- Staff scanned and saved line cleaning reports.
- Staff took the emergency generator to the Lakeside lift station.
- Staff responded to a sewer backup. Staff used the cctv and confirmed it was a homeowner's lateral issue.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff worked on the high gate project.
- Staff reviewed blueprints and confirmed there were no easement conflicts for potential ADU's being built.

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

- Staff set up the composite sampler in a manhole. After the samples were taken (24 hours), staff picked up the composite sampler and delivered the samples to the Fruit Growers Laboratory.
- Staff worked on source control database updates.
- Staff worked on Nanofilms new industrial wastewater discharge permit.
- Staff worked on Nanofilms semiannual report for LVMWD.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff worked on rebooting the PLC at the Lakeside and Polo lift stations (SCADA comm fail).
- Staff checked on a power failure alarm at the North Ranch list station.

GENERAL ADMINISTRATION

TWSD-GEN01 (121100) – CENTRAL ADMINISTRATION

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

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 153 samples were analyzed from the tank sites and sample stations. These samples included total chlorine, coliform bacteria, HPC's, Nitrite-N, TTHM's, HAA5's, Monochloramines and Free Ammonia.
- USA Dig Alerts (marking our lines for utility digging).
- Monthly generator checks / runs.
- Staff monitored and made changes to the SCADA system due to the weather.
- Staff worked on SEMS work orders.
- Staff worked on notifying customers whose meters were showing continuous flow. Staff met with these customers to help them locate and isolate their leaks.

- Staff monitored meter communication issues. Staff cleared alarms and fixed any issues such as replacing MXU'S and or bad cords.
- Staff responded to multiple leaks and notified the appropriate customers.
- Staff created and dispatched SEMS work orders.
- Staff worked on gathering water loss information.
- Staff sanitized work areas and bathrooms daily.
- Staff met to discuss budgets.
- Staff checked and cleaned out PRV vaults.
- Staff attended safety meetings via go to meeting.
- Staff worked on the 2020 UWMP.
- Staff replaced broken meter box lids.
- Staff attended a Calleguas purveyor meeting (via zoom).
- Staff created and dispatched work orders.
- Staff attended a Total Coliform Rule class online.
- Staff responded to alarms.
- Staff worked with Chris Berg from Aquametric to get access to control the Ally meters remotely.
- Staff calculated how much water was in the potable water tanks at 12:00 AM on 7/1/21 – Fiscal year audit.
- Staff attended a CPR / First Aid training class.
- Staff performed fire flow tests for Woolsey Fire rebuilds.

Potable Water Use:

Falling Star Turn out 96,248,900 Gallons = Monthly Flow Total

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

Emergency Generator Use:

Lindero Generator Run Hours – Routine Maintenance: 0.0 hrs

Lindero Generator Run Hours – Emergency Use: 0.6 hrs

Deerhill Generator Run Hours – Routine Maintenance: 0.0 hrs

Deerhill Generator Run Hours – Emergency Use: 2.2 hrs

TWSD-POT02 (222304) – PW-OPER-ANODE CHECK/LEAK DETECTION

- Staff created and dispatched possible service line leak work order.
- Staff tried to locate possible leak.

TWSD-POT03 (222400) – PW-ENGINEERING PROJECTS

- Mark Norris meeting

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

- Staff repaired a leak on the sample station upstream from sample station 3.
- Staff replaced broken / leaking angle stops.
- Staff worked with a contractor to replace a leaking service line on Wagner Way.

TWSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff worked on the 2020 UWMP.
- Staff reviewed customer accounts for possible leaks + continuous usage. Staff updated the spreadsheet.
- Staff worked on the monthly drought report and submitted it.
- Staff attended a CMWD monthly purveyor's meeting.
- Staff worked on the water conservation / penalty phrase door hanger development.

TWSD-POT06 (222500) – PW-ENVIRONMENTAL PROGRAMS

- Staff worked on and submitted monthly reports to the CDPH.
- Staff reviewed analytical results.
- Staff reviewed water quality maps.
- Staff updated the sample tracker.
- Staff entered lab results to the database and server.
- Staff completed the monochloramine, free ammonia, nitrite field sheet.
- Staff uploaded the completed 2020 CCR into the state portal.
- Staff reviewed the resilience document for the potable water system.
- Staff worked on water loss updates for FY 21.

TWSD-POT08 (222302) – CUSTOMER SERVICE – FIELD

- A total of 57 service calls were completed this month. These consisted of move in and move outs, off notices, shut offs for residents not applying for service and services being reconnected.
- Multiple high bill / check for leak investigations were conducted.
- Staff set up water audit appointments.
- Assisted customers with finding / isolating leaks.
- Assisted customers with pressure related questions.
- Shut off angle stops for plumbers that needed to make repairs on customer's homes / apartment buildings.
- Staff updated the leak spreadsheet.
- Staff created and dispatched work orders.
- Staff notified customers whose meters were showing continuous usage (SEMS work orders).
- Staff updated the HOA / Property Management contact list.
- Staff reviewed missed customer calls, voicemails and emails.
- Staff downloaded and archived door hanger posted pictures.
- Staff assisted customers with the customer portal.
- Staff restricted flow to a delinquent customer.

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

- Staff performed fire hydrant maintenance.
- Staff painted fire hydrants.

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

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

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff worked on the hydro pneumatic air system at the Deerhill Pump Station.
- Staff removed the internal assembly of the Cla-valve at the Doubletree turnout.
- Staff worked on electrical troubleshooting at the Lambourne Booster Station. Staff increased the overload relay from 15 amps to 21 amps. Staff put the station back in operation.
- Staff worked on site maintenance at the Smoketree Booster Station yard. Staff removed all of the old straw wattle that was no longer good.
- Staff worked on a SCADA windows update.

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

- 06/25/21 – Lambourne low pressure alarm.
- 07/13/21 – Deerhill pump station alarm. Lower PSI alarm at Lambourne, P1 was down. P2 would not run in auto and P3 was running but could not keep up.
- 07/27/21 – Dial called - power outage at Deerhill.
- 07/30/21 – Call out to 5805 Oak Bend. Resident said hallway/front of building flooded. Investigated and found a sewer leak on customer's side.

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

- 07/04/21 – Dial call to 1058 Thistlegate for possible leak. Located broken irrigation line that had flooded the planter.
- 07/10/21 – Dial call to 4778 Rhapsody Drive. Water service not being turned out before the weekend.
- 07/10/21 – Call out to Oak Park apartments. Investigated and found irrigation leak, notified facilities worker on site.
- 07/24/21 – Call to 416 Oak Haven for water to be turned back on.
- 07/25/21 – Call to 509 Savona, water pouring out of meter box.

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

- Staff created and dispatched work orders.
- Staff investigated meters with communication alarms. Staff replaced cords, and or mxu radios if needed.
- Staff assisted customers with the customer portal.
- Staff remotely reset meters for reads.

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

- Staff worked on the hydro pneumatic tank project at the Deerhill pump station.
- Staff worked on SCADA updates.
- Staff worked on communication to the Polo and Lakeside lift stations.
- Staff worked on the new alarm email name and address programming.
- Staff worked on screen development for all TWSD water sites.
- Staff worked on the Kilburn Tank programming update.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 06/29/21 & 07/28/21 for Oak Park and Lake Sherwood. Staff submitted the reclaimed water meter reads to Finance for billing. Rounds at the Reclaimed Booster Station were performed three times a week.

Other (non-routine) activities included:

- Staff did reclaimed system rounds.
- Staff grabbed the Lake Sherwood reclaimed meter reads.
- Staff notified landscapers of leaks and assisted with shutting off services.
- Staff marked dig alerts.
- Staff provided CMWD with reclaimed water data that was requested (5 year forecast for purchases).
- Staff investigated meters with alarms.
- Staff performed water audits with landscapers.
- Staff responded to a low line pressure alarm at the Regency Hills booster station.

TOTAL RECLAIMED WATER USE:

Oak Park System 25,622,134 Gallons

Lake Sherwood usage: 5,473,976 Gallons

TWSD-RCL05 (223200) – RW – MAINTENANCE

- Staff investigated meters that had low usage and changed them out if they were defective.
- Staff performed site maintenance at the reclaimed sites.
- Staff dispatched reclaimed water audit work orders.
- Staff marked dig alerts.
- Staff fixed the clock on the hmi at the Regency Hills booster station.
- Staff worked on pump stop programming at the reclaimed pump station.

- Staff replaced a broken air regulator at the reclaimed pump station.

TWSD-RCL06 (223400) – RW-ENGINEERING

- Mark Norris Meeting

WASTEWATER SYSTEM

TWSD-WW01 (221301) – WASTEWATER OPERATIONS

Bell Canyon Pump Station and flow meter

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

Carlisle Pump Station

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

Lake Sherwood Pump Station

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

The generator was tested under load.

Lake Sherwood Polo Field Station

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

North Ranch Pump Station

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

Westlake Pump Station

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

Monthly

TWSD Lift Stations – Flow Calculator

Month of: July 2021

	Total Gallons
Lake Station	4,136,633
Polo Fields	Meter is being Replaced
Carlisle	354,350
Bell Cyn/TSD	3,901,436
Bell Cyn L/S	372,850

- Staff checked the TWSD lift stations multiple times per week.
- Staff performed site maintenance.
- Staff did the monthly generator run.
- Staff met with APCD for generator inspections at Polo, Carlisle, Lakeside and North Ranch.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff sandblasted the lower end of a pump at the North Ranch lift station. Staff repaired two holes using a product called Belzona. Staff coated the pump. Staff installed the finished pump and put it back in operation.
- Staff performed corrective maintenance at 898 Lakeside Dr. – Staff installed a new grinder pump and hooked up the electrical. Staff tested and put the pump back in operation.
- Staff troubleshot electrical issues at 890 Lakeside Dr. – Staff replaced a GFCI and some burned wiring.
- Staff met with Rhino Construction to discuss a sewer lateral tie in at Lake Sherwood Drive.
- Staff removed old and installed new high level floats at the Polo lift station. Staff installed new wiring in the control panel and set the correct heights for the floats to sit at.
- Staff performed cctv work.
- Staff picked up valves for the Polo lift station.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff scanned and saved monthly data into the server and database.
- Staff worked on setting up a time to meet with Dial Security at the North Ranch lift station.

TWSD-WWW13 (221210) – FIXTURE COUNTS

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

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



RICHARD JONES – DIRECTOR OF OPERATIONS



Ventura Regional Sanitation

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

INVOICE DATE

7/31/2021

This invoice is due upon

FY21

INVOICE

APPROVED FOR PAYMENT			
<i>(Attached)</i>			
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION			ACCT USE ONLY
<i>Adrian 9/1/21</i>			<i>[Signature]</i>
SIGNATURE & DATE			
AUTHORIZATION FOR PAYMENT			
<i>V. Dragon 9/2</i>			<i>[Signature]</i>
SIGNATURE & DATE			

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

For the Period June 20-30, 2021

AR Customer No 1018

Invoice #	Project Name	Amount
1018-222300-6/30/21	TWSD - PW OPERATIONS	14,943.00
1018-223400-6/30/21	TWSD - RW ENGINEERING	43.75
1018-222305-6/30/21	TWSD - PW OPS METER REPLACEMENT	216.00
1018-222303-6/30/21	TWSD - PW OPS FIRE HYDRANT	2,725.50
1018-222301-6/30/21	TWSD - PW OPS SYSTEM REPAIRS	2,160.00
1018-222302-6/30/21	TWSD - PW CUST SERVICE	4,727.00
1018-222400-6/30/21	TWSD - PW-ENGINEERING	43.75
1018-222500-6/30/21	TWSD - PW-EPG POTABLE WATER	1,493.00
1018-222501-6/30/21	TWSD - PW-EPG OP WATER CONSERVATION	608.00
1018-222202-6/30/21	TWSD - PW-MAINT SCADA/ELECTRIC	4,006.00
1018-222200-6/30/21	TWSD - PW-MAINTENANCE	5,274.50
1018-222307-6/30/21	TWSD - PW-OPER-METER READINGS	105.00
1018-223200-6/30/21	TWSD - RW MAINTENANCE	1,039.00
1018-223300-6/30/21	TWSD - RW OPERATIONS	2,371.00
1018-221207-6/30/21	TWSD - WW BELL CYN - COLLECTION SYSTEM	4,967.25
1018-221302-6/30/21	TWSD - WW BELL CYN OPERATIONS	1,115.00
1018-221201-6/30/21	TWSD - WW MAINT COL SYSTEM	18,122.75
1018-221210-6/30/21	TWSD - WW MAINT FIXTURE COUNTS	302.50
1018-221202-6/30/21	TWSD - WW MAINT N SHORE TANK	6,522.50
1018-221206-6/30/21	TWSD - WW MAINT SCADA	271.00
1018-221200-6/30/21	TWSD - WW MAINTENANCE	4,402.00
1018-221203-6/30/21	TWSD - WW MANHOLE REHAB	1,785.00
1018-221301-6/30/21	TWSD - WW OPERATIONS	3,383.50
1018-221400-6/30/21	TWSD - WW ENGINEERING	656.75
1018-221501-6/30/21	TWSD - WW-EPG-SOURCE CONTROL	2,987.50
1018-121100-6/30/21	TWSD ADMINISTRATION	17,689.34
1018-122100-6/30/21	TWSD ADMINISTRATION PW	10,613.00
1018-123100-6/30/21	TWSD ADMINISTRATION RW	473.00
Grand Total		113,046.59



Ventura Regional Sanitation

1001 Partridge Drive Suite 150

Ventura, CA 93003-0704

Tel: (805) 658-4656

Fax: (805) 658-4660





billing-ar@vrsd.com

INVOICE DATE

7/31/2021

This invoice is due upon

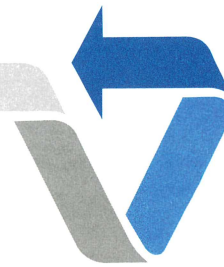
INVOICE

APPROVED FOR PAYMENT			
(attached)			
FUND	DEPT	EXPENSE	WORK ORDER
EXPENSE CODE VERIFICATION		ACCT USE ONLY	
		9/1/21	
SIGNATURE & DATE			
AUTHORIZATION FOR PAYMENT			
			
SIGNATURE & DATE			

AR Customer No

1018

Invoice #	Project Name	Amount
121100-7/31/21	TWSD ADMINISTRATION	20,682.58
221200-7/31/21	TWSD - WW MAINTENANCE	11,546.79
221201-7/31/21	TWSD - WW MAINT COL SYSTEM	33,900.22
221203-7/31/21	TWSD - WW MANHOLE REHAB	24,399.73
221206-7/31/21	TWSD - WW MAINT SCADA	307.00
221207-7/31/21	TWSD - WW BELL CYN - COLLECTION SYSTEM	5,599.00
221210-7/31/21	TWSD - WW MAINT FIXTURE COUNTS	4,072.75
221300-7/31/21	TWSD - WW OPERATIONS ADMIN FIELD	273.00
221301-7/31/21	TWSD - WW OPERATIONS	10,582.46
221302-7/31/21	TWSD - WW BELL CYN OPERATIONS	1,655.50
221303-7/31/21	TWSD - WW BELL CYN OPER-ADMIN FIELD	127.01
221400-7/31/21	TWSD - WW ENGINEERING	2,140.78
221501-7/31/21	TWSD - WW-EPG-SOURCE CONTROL	3,651.25
222200-7/31/21	TWSD - PW-MAINTENANCE	5,325.60
222202-7/31/21	TWSD - PW-MAINT SCADA/ELECTRIC	12,497.53
222300-7/31/21	TWSD - PW OPERATIONS	52,966.96
222300E-7/31/21	TWSD - PW OPERATIONS EMERGENCY	912.00
222301-7/31/21	TWSD - PW OPS SYSTEM REPAIRS	2,807.50
222302-7/31/21	TWSD - PW CUST SERVICE	17,276.79
222302E-7/31/21	TWSD - PW CUST SERVICE EMERG	2,774.00
222304-7/31/21	TWSD - PW OPS ANODE CK/LEAK DET	223.00
222305-7/31/21	TWSD - PW OPS METER REPLACEMENT	1,089.50
222307-7/31/21	TWSD - PW-OPER-METER READINGS	961.07
222400-7/31/21	TWSD - PW-ENGINEERING	1,675.28
222500-7/31/21	TWSD - PW-EPG POTABLE WATER	4,235.51
222501-7/31/21	TWSD - PW-EPG OP WATER CONSERVATION	7,319.79
223200-7/31/21	TWSD - RW MAINTENANCE	2,100.00
223300-7/31/21	TWSD - RW OPERATIONS	4,436.52
223400-7/31/21	TWSD - RW ENGINEERING	124.50
222303-7/31/21	TWSD - PW OPS FIRE HYDRANT	58.93
Grand Total		235,722.52



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

The billing period for this invoice is August 1 through August 31, 2021 for labor and equipment.

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

BELL CANYON

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

- Staff worked on dig alerts.
- Staff met with an AT&T technician at the Bell Canyon lift station to troubleshoot the phone line. Technician found the issue and corrected the problem.

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

- Staff checked the Bell Canyon lift station multiple times.
- Staff performed the monthly generator run.

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

- Staff worked on the flow letter.

COLLECTION SYSTEM

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

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

- Staff used the CCTV van in TWSD areas. Staff set up traffic control as needed.
- Staff marked dig alerts and logged them after they were completed.
- Staff worked on line cleaning / hot spots.
- Staff confirmed sewer service for multiple addresses.
- Staff created and dispatched work orders.
- Staff logged, scanned and saved line cleaning reports.
- Staff set up for confined space entries.

TWSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff looked for potential easement conflicts with upcoming construction projects (90 Giles Rd.)

TWSD-COL04 (221203) – MANHOLE REHAB

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

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

- Staff worked on source control database updates.
- Staff researched grease interceptor installations.
- Staff met with a business owner to talk about the difference between a grease interceptor and a grease trap (butcher shop).
- Staff attended a webinar (Environmental Compliance).
- FOG program research.

TWSD-COL09 (221206) – WW MAINTENANCE SCADA

- Staff pulled wires for the new blower control at Polo LS.
- Staff worked on the Carlisle schematic update (hmi redesign).
- Staff worked on rewiring at the Carlisle lift station. Staff also worked on a pump pedestal drawing.

TWSD-COL14 (221701) – WW POLO LIFT STATION

- Staff dug a trench for new conduit.

TWSD-COL17 (221410) – WW – POLO LS NEW CNTRL CABINET

- Staff prepped for the Polo lift station project.

GENERAL ADMINISTRATION

TWSD-GEN01 (121100) – CENTRAL ADMINISTRATION

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

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-GEN11 (121120) – ADMIN-COVID19

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

POTABLE WATER SYSTEM

TWSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 158 samples were analyzed from the tank sites and sample stations. These samples included total chlorine, coliform bacteria, HPC's, Nitrite-N, TTHM's, HAA5's, Monochloramines and Free Ammonia.
- Routine facility rounds were conducted on Monday and Friday of each week at all of the pump stations and tank sites. This includes maintenance at all the sites and fire extinguisher inspections.
- USA Dig Alerts. Marking our lines for utility digging.
- Monthly generator checks / runs.
- Staff monitored and made changes to the SCADA system due to the weather.
- Staff worked on SEMS work orders.
- Staff worked on notifying customers whose meters were showing continuous flow. Staff met with these customers to help them locate and isolate their leaks.
- Staff monitored meter communication issues. Staff cleared alarms and fixed any issues such as replacing MXU'S and or bad cords.
- Staff responded to multiple leaks and notified the appropriate customers.
- Staff created and dispatched SEMS work orders.
- Staff worked on gathering water loss information.
- Staff sanitized work areas and bathrooms daily.
- Staff met to discuss budgets.
- Staff checked and cleaned out PRV vaults.
- Staff attended safety meetings via go to meeting.
- Staff worked on the 2020 UWMP.
- Staff replaced broken meter box lids.
- Staff attended a Calleguas purveyor meeting (via zoom).
- Staff created and dispatched work orders.
- Staff responded to alarms.
- Staff performed fire flow tests for Woolsey Fire rebuilds.
- Staff worked on the meter box maintenance / inspection project. Staff cleaned out meter boxes and exposed buried boxes. Staff replaced broken lids.
- Staff attended a forklift training class with Joe C.
- Staff notified Calleguas of a pressure issue at the Falling Star turnout. Calleguas replaced a 4-way valve and the issue went away.
- Staff ordered parts for stock. Staff picked up parts from Famcon.

Potable Water Use:

Falling Star Turn out

73,631,624 Gallons = Monthly Flow Total

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

Emergency Generator Use:

Lindero Generator Run Hours – Routine Maintenance: 0.2 hrs

Lindero Generator Run Hours – Emergency Use: 0.0 hrs

Deerhill Generator Run Hours – Routine Maintenance: 0.3 hrs

Deerhill Generator Run Hours – Emergency Use: 0.0 hrs

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

- Staff created service line leak detection work orders.

TWSD-POT03 (222400) – PW-ENGINEERING PROJECTS

- Mark Norris meeting

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

- Staff created, dispatched and closed out work orders.
- Staff worked with a contractor to upgrade the water service at 18 Peregrine Circle from a ¾” to a 1” service and meter.
- Staff worked with a contractor to replace a leaking service at 15 Oak Leaf.

TWSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff worked on the 2020 UWMP.
- Staff reviewed customer accounts for possible leaks + continuous usage. Staff updated the spreadsheet.
- Staff worked on the monthly drought report and submitted it.
- Staff worked on the water conservation / penalty phrase door hanger development.
- Staff created and dispatched leak notices.
- Staff created water conservation violation warning door tags.
- Staff patrolled for potential water usage violations.

TWSD-POT06 (222500) – PW-ENVIRONMENTAL PROGRAMS

- Staff worked on and submitted monthly reports to the CDPH.
- Staff reviewed analytical results.
- Staff reviewed water quality maps.
- Staff updated the sample tracker.
- Staff entered lab results to the database and server.
- Staff completed the monochloramine, free ammonia, nitrite field sheet.
- Staff worked on water loss updates for FY 21.
- Staff responded to and investigated water quality complaints.
- FY 2019 water loss response for the State Water Board.
- 2020 Consumer Confidence Report Certification form submitted to the State Water Board.

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

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

- Staff prepped and painted fire hydrants in the Kilburn Zone.

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

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

TWSD-POT12 (222200) – PW MAINTENANCE

- Staff worked on site maintenance at TWSD stations in Oak Park.
- Staff worked on cleaning out meter boxes in route 21.

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

- 08/10/21 – Responded to a low level alarm at Savoy tank. Tank was not filling, turnout not responding, and communication was down.
- 08/14/21 – Responded to a hit airvac at Kanan and Churchwood.

TWSD-RCL06 (223400) – RW-ENGINEERING

- Mark Norris Meeting

WASTEWATER SYSTEM

TWSD-WW01 (221301) – WASTEWATER OPERATIONS

Bell Canyon Pump Station and flow meter

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

Carlisle Pump Station

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

Lake Sherwood Pump Station

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

The generator was tested under load.

Lake Sherwood Polo Field Station

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

North Ranch Pump Station

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

Westlake Pump Station

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

Monthly

TWSD Lift Stations – Flow Calculator

Month of: August 2021

	Total Gallons
Lake Station	5,077,511
Polo Fields	Meter is being Replaced
Carlisle	306,610
Bell Cyn/TSD	3,111,102
Bell Cyn L/S	282,350

- Staff checked the TWSD lift stations multiple times per week.
- Staff performed site maintenance.
- Staff entered lab results to the database and saved the results in the server.

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

- 8/27/21 – Water turn on at 175 Conifer Circle.

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

- Staff created and dispatched work orders.
- Staff investigated meters with communication alarms. Staff replaced cords, and or mxu radios if needed.
- Staff assisted customers with the customer portal.
- Staff remotely reset meters for reads.

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

- Staff worked on troubleshooting communication issues.
- Staff reset HMI's and radios.

RECLAIMED/RECYCLED WATER SYSTEM

TWSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 08/26/21 for Oak Park and Lake Sherwood. Staff submitted the reclaimed water meter reads to Finance for billing. Rounds at the Reclaimed Booster Station were performed three times a week.

Other (non-routine) activities included:

- Reclaimed system rounds.
- Staff grabbed the Lake Sherwood reclaimed meter reads.
- Staff notified landscapers of leaks and assisted with shutting off services.
- Staff marked dig alerts.
- Staff investigated meters with alarms.
- Staff performed reclaimed water audits.

TOTAL RECLAIMED WATER USE:

Oak Park System 25,531,043 Gallons

Lake Sherwood usage: 6,156,885 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

- Staff performed site maintenance at the reclaimed sites.
- Staff dispatched reclaimed water audit work orders.
- Staff marked dig alerts.
- Staff worked on the irrigation system at the reclaimed pump station.

TWSD-WWW02 (221200) – WW MAINTENANCE

- Staff removed and replaced check valves and isolation valves at the Polo LS.
- Staff installed a new blower at the Polo LS.
- Staff installed a new pressure transducer at the Polo LS.
- Staff prepped the Polo LS for a new meter install.
- Staff troubleshoot communication issues at the Polo and Lakeside Lift Stations.
- Staff pulled the pumps at the North Ranch Lift Station for repairs. Staff fixed a broken pipe that connected the motor to a flange.
- Staff worked on the Carlisle Lift Station project. Staff vacuumed the wet well and removed a pump for repair.
- Staff set up for confined space entries.

TWSD-WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff scanned and saved monthly data into the server and database.
- Staff printed and put together the rounds sheets for all of the sites.

TWSD-WWW13 (221210) – FIXTURE COUNTS

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

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



RICHARD JONES – DIRECTOR OF OPERATIONS

Project Number	Object	Sum of Total Charges	Natural	Proj Prefix	Dept	Account String
	121100	40101	30.46	52069	121	100 45-100-52069
	121100	40103	9,975.54	52069	121	100 45-100-52069
	221200	40100	29,755.50	52067	221	210 45-210-52067
	221200	40101	5,329.43	52069	221	210 45-210-52069
	221200	40102	5,570.25	52068	221	210 45-210-52068
	221201	40100	28,529.50	52067	221	210 45-210-52067
	221201	40101	263.75	52069	221	210 45-210-52069
	221201	40102	10,056.00	52068	221	210 45-210-52068
	221203	40100	16,441.50	52067	221	210 45-210-52067
	221203	40102	2,212.50	52068	221	210 45-210-52068
	221206	40100	6,912.00	52067	221	210 45-210-52067
	221206	40102	1,185.00	52068	221	210 45-210-52068
	221207	40100	990.00	52067	221	210 45-210-52067
	221207	40102	201.00	52068	221	210 45-210-52068
	221210	40100	4,419.60	52067	221	210 45-210-52067
	221210	40102	72.00	52068	221	210 45-210-52068
	221300	40100	168.00	52067	221	210 45-210-52067
	221300	40101	2.35	52069	221	210 45-210-52069
	221301	40100	7,433.00	52067	221	210 45-210-52067
	221301	40101	230.05	52069	221	210 45-210-52069
	221301	40102	1,981.50	52068	221	210 45-210-52068
	221302	40100	963.00	52067	221	210 45-210-52067
	221302	40102	322.50	52068	221	210 45-210-52068
	221303	40100	42.00	52067	221	210 45-210-52067
	221400	40100	486.00	52067	221	210 45-210-52067
	221410	40100	2,258.00	52067	221	210 45-210-52067
	221410	40102	282.00	52068	221	210 45-210-52068
	221501	40100	4,667.25	52067	221	210 45-210-52067
	221701	40100	1,312.00	52067	221	210 45-210-52067
	221701	40102	94.50	52068	221	210 45-210-52068
	222200	40100	2,338.50	52067	222	310 45-310-52067
	222200	40102	172.50	52068	222	310 45-310-52068
	222201	40100	0.00	52067	222	310 45-310-52067
	222202	40100	1,024.00	52067	222	310 45-310-52067
	222202	40101	69.01	52069	222	310 45-310-52069
	222202	40102	72.00	52068	222	310 45-310-52068
	222300	40100	46,583.75	52067	222	310 45-310-52067
	222300	40101	1,214.74	52069	222	310 45-310-52069
	222300	40102	4,062.00	52068	222	310 45-310-52068
222300E		40100	684.00	52067	222	310 45-310-52067
	222301	40100	2,618.00	52067	222	310 45-310-52067
	222301	40101	24,138.69	52069	222	310 45-310-52069
	222302	40100	19,041.50	52067	222	310 45-310-52067
	222302	40102	195.00	52068	222	310 45-310-52068
222302E		40100	456.00	52067	222	310 45-310-52067
	222303	40100	909.00	52067	222	310 45-310-52067

222303	40102	54.00	52068 222	310 45-310-52068
222304	40100	147.00	52067 222	310 45-310-52067
222305	40100	1,952.00	52067 222	310 45-310-52067
222305	40102	28.50	52068 222	310 45-310-52068
222307	40100	693.00	52067 222	310 45-310-52067
222307	40101	115.03	52069 222	310 45-310-52069
222400	40100	373.50	52067 222	310 45-310-52067
222500	40100	6,635.75	52067 222	310 45-310-52067
222500	40101	2,217.55	52069 222	310 45-310-52069
222500	40102	9.00	52068 222	310 45-310-52068
222501	40100	3,606.25	52067 222	310 45-310-52067
222501	40101	0.06	52069 222	310 45-310-52069
223200	40100	2,336.00	52067 223	410 45-410-52067
223200	40101	65.73	52069 223	410 45-410-52069
223300	40100	5,689.50	52067 223	410 45-410-52067
223300	40101	92.09	52069 223	410 45-410-52069
223300	40102	54.00	52068 223	410 45-410-52068
223400	40100	41.50	52067 223	410 45-410-52067
Grand Total		269,875.33		

DEBRA WEST
 30463 KINGS VALLEY DRIVE
 CONIFER, COLORADO 80433

Invoice

DATE	INVOICE #
8/31/2021	3884

APPROVED FOR PAYMENT			
PO	128		
FUND	DEPT	EXPENSE	WORK ORDER
45	210	52080	
EXPENSE CODE VERIFICATION		ACCT USE ONLY	
SIGNATURE & DATE		SIGNATURE & DATE	
AUTHORIZATION FOR PAYMENT		SIGNATURE & DATE	

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

DESCRIPTION	HOURS	AMOUNT
<p>Provide training, support, and assistance on sewer related customer service, recordkeeping, and accounting.</p> <p>Tasks worked on during the month of August 2021 include: Train on responding to customer requests through emails and calls; processing tenant improvement and Will Serve applications, billing, sewer audit, and Project Completion Deposit refunds; and providing assistance as requested my management.</p>	25.5	1,657.50

Total	\$1,657.50
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