

**LA HABRA HEIGHTS COUNTY
WATER DISTRICT**

BOARD MEETING

JUNE 23, 2026

**AGENDA FOR REGULAR MEETING
BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
June 23, 2026 @ 4:00 PM**

- 1. Roll call of Directors by Secretary**
- 2. Notation of staff members and others present**
- 3. Public Communications** (Comments will be limited to 3 minutes)
- 4. Directors Report – Individual, Subcommittees and/or Attended Events**
- 5. Consent Items:** It is recommended these items be acted upon simultaneously unless separate discussion or action is requested by a member of the public or a Director.
 - a. Minutes of Regular Board meeting for May 26, 2026 (approve)
 - b. Financial reports – May 2026 (approve)
- 6. Approval of warrants and authorize signatures per warrant list**
- 7. Report from Superintendent**
- 8. Report and recommendations of General Manager:**
 - a. Discuss and Approve – Highroad IT proposed fiscal year 2026/2027 Information Technology Budget
 - b. Discuss and Approve – GK Consulting proposal for Grant Writing Assistance applying to the State Water Resource Control Board Emerging Contaminate Funding Program
 - c. Discuss and Adopt – Resolution 26-05, Fiscal Year 2026/2027 Salary and Benefits
 - d. Discuss and Adopt - Resolution 26-06 Revised Rates, Rules and Regulations

e. Discuss and Adopt - Resolution 26-07 Revised Procurement Policy.

9. General Manager monthly PFAS

10. Closed Session

a. CONFERENCE WITH LEGAL COUNSEL

LIABILITY CLAIM (Govt. Code Section 54956.95(d):

Claimant: Chris L. Gallant on behalf of Francis J. Gallant
Agency claimed against: La Habra Heights County Water District.

11. Adjournment

Any documents that are provided to the Board of Directors regarding items on this agenda less than 72 hours prior to this meeting will be available for public inspection at the front counter of the District office located at 1271 N. Hacienda Road, La Habra Heights, California 90631

MINUTES

MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
May 26, 2026

A regular meeting of the Board of Directors of La Habra Heights County Water District was held on May 26, 2026, at 4:12 p.m., at the office of the District, located at 1271 North Hacienda Road, La Habra Heights.

Item 1. Roll call of Directors by Secretary/General Manager, Joe Matthews.

PRESENT: Directors, Cooke, McVicar and Perumean

ABSENT: Director Baroldi and Crabb

Item 2. Staff members and others present. Staff: Joe Matthews, Secretary/General Manager, Tammy Wagstaff, Treasurer and Ivan Ramirez, Superintendent. Others present: Michael Silander, District Counsel, Shawn Harkness, CV Strategies and Gretel Ochoa-Nhac, Civiltec Engineering.

Item 3. Public Communications – None

Item 4. Directors Report – Individual, Subcommittees and/or Attended Events.
None

Item 5.a. & b. Minutes of Special Board meeting for May 7, 2026, and Financial Reports- April 2026. After discussion, there was a motion by Director Cooke and seconded by Director Perumean to approve minutes and financial reports. The vote was as follows:

AYES: Directors Cooke, McVicar and Perumean

NOES: None

ABSENT: Directors Baroldi and Crabb

Item 6. Approval of warrants and authorized signatures per warrant list. After discussion, there was a motion made by Director McVicar and seconded by Director Perumean that warrant numbers 48622 through 48682 in the amount of \$216,352.47 and EFT transfers in the amount of \$13,181.84 be approved and signatures be authorized. The

vote was as follows:

AYES: Directors Cooke, McVicar and Perumean

NOES: None

ABSENT: Directors Baroldi and Crabb

Item 7. Report of Superintendent. The Superintendent reviewed the Superintendent's Report for May 2026.

(Director Crabb arrived at 5:00 p.m.)

Item 8.a. Discuss and award – Carrie Hills Lane Pipeline Project. After discussion, there was a motion by Director McVicar and seconded by Director Perumean to award J.A. Salazar project subject to the developer pay all associated fees prior to beginning the construction. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

Item 8.b. Discuss and Approve Proposed Fiscal Year 2026/2027 Salary and Benefits. After discussion, there was a motion by Director Cooke and seconded by Director Perumean to approve adding two floating holidays, increasing on-call stipend to \$40.00 per day, paying hourly employees double time for all hours worked in excess of 12 hours per day and paying five days for compassion leave. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

After further discussing salaries, there was a motion by Director Perumean and seconded by Director Crabb to approve a 3.37% cost of living increase and another 2% merit increase at the General Manager's discretion. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

Item 8.c. Discuss and Adopt Resolution 26-04 Fiscal Year 2026/2027 Annual Budget. After discussion, there was a motion by Director McVicar and seconded by Director Perumean to approve Resolution 26-04. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

Item 8.d. Discuss and Approve Revisions to the District's Procurement Policy increasing the General Manager's approval limits. After discussion, there was a motion by Director McVicar and seconded by Director Crabb to approve:

1) Increase approval limit from \$5,000.00 to \$10,000.00 for all goods and services with no purchase order or quote required

2) Increase approval range from (\$5,000.00 to \$15,000.00) to \$10,000.00 to \$25,000.00 for goods and services with one quote required

3) Increase approval range from (\$15,000.00 to \$50,000.00) to \$25,000.00 to \$50,000.00 with three informal quotes required

No other changes were proposed. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

Item 8.e. Discuss and Approve Revising the Districts Rates, Rules, and Regulations to address proposed changes to Section 45 (Claims Procedures) and Section 39 (Returned Checks). After discussion, there was a motion by Director McVicar and seconded by Director Perumean to approve revising the Districts Rates, Rules, and Regulations. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

Item 8.f. Discuss and Action General Manager Salary. After discussion there was a motion by Director Cooke and seconded by Director McVicar to increase the General Manager's salary by 6% and give a \$10,000.00 bonus. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

Item 9. General Manager Monthly PFAS report. The General Manager provided an update.

(Entered closed session 6:41 p.m.)

Item 10.a. CONFERENCE WITH LEGAL COUNSEL LIABILITY CLAIM (Govt. Code Section 54956.95(d):

Claimant: Jose Rangel.

Agency claimed against: La Habra Heights County Water District. After discussion, the board voted unanimously to accept the claim and settle the matter for \$21,616.22.

Item 10.b. CONFERENCE WITH LEGAL COUNSEL LIABILITY CLAIM (Govt. Code Section 54956.95(d):

Claimant: Chris L. Gallant on behalf of Francis J. Gallant.

Agency claimed against: La Habra Heights County Water District. No reportable action was taken.

Item 10.c. Public Employee Performance Evaluation Title: Secretary/General Manager (Closed Session pursuant to Government Code Section 54957) Action was reported in Item 8.f.

(Adjourned closed session at 7:10 p.m.)

Item 11. There being no further business to come before the Board, a motion was made by Director Cooke and seconded by Director McVicar that the meeting be adjourned at 7:14 p.m. The vote was as follows:

AYES: Directors Cooke, Crabb, McVicar and Perumean

NOES: None

ABSENT: Director Baroldi

Dated: June 23, 2026

Brad Cooke, President

(SEAL)

Joe Matthews, Secretary

FINANCIAL REPORT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF NET POSITION

May 31, 2025 and May 31, 2026

	2025	2026
<u>ASSETS:</u>		
<u>Current Assets:</u>		
CASH-PETTY	300.00	300.00
CASH-CHECKING	1,911,349.21	1,442,986.49
CASH-SWEEP	701.24	96.42
INVESTMENT-LAIF	4,108,696.85	8,672,135.35
INVESTMENT-TREASURY BILLS	1,062,565.27	-
ACCOUNTS RECEIVABLE-WATER	358,666.45	470,999.05
ACCOUNTS RECEIVABLE-OTHER	408,485.04	322,091.83
TAXES RECEIVABLE	-	-
LEASE RECEIVABLE	131,188.00	131,226.00
SETTLEMENT RECEIVABLE	-	713,119.70
ACCRUED INTEREST RECEIVABLE	14,725.00	106,655.18
INVENTORY	296,788.17	335,896.20
PREPAID EXPENSES	89,777.44	128,697.49
Total Current Assets	8,383,242.67	12,324,203.71
<u>Noncurrent Assets:</u>		
Capital Assets:		
LAND	532,743.65	532,743.65
WATER RIGHTS	1,640,490.80	1,641,081.80
SOURCE OF SUPPLY	2,278,699.92	2,275,481.80
PUMPING PLANT	1,668,932.77	1,668,932.77
TRANSMISSION & DISTRIBUTION	28,048,251.33	28,101,649.51
GENERAL PLANT	1,666,220.78	1,726,886.96
CONSTRUCTION IN PROGRESS	408,281.08	510,223.42
Total Capital Assets	36,243,620.33	36,456,999.91
Accumulated Depreciation	(21,119,710.83)	(21,647,798.62)
Net Capital Assets	15,123,909.50	14,809,201.29
Other Noncurrent Assets:		
INVESTMENTS-CAL DOMESTIC WATER CO	591.00	-
LEASE RECEIVABLE	2,169,345.97	1,913,651.95
SETTLEMENT RECEIVABLE	-	289,100.00
Total Other Noncurrent Assets	2,169,936.97	2,202,751.95
Total Assets	25,677,089.14	29,336,156.95
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from pension plan		
	853,967.00	595,613.00
DEFERRED OUTFLOWS OF RESOURCES- Deferred amount from OPEB		
	199,012.00	472,335.00
Total Deferred Outflows of Resources	1,052,979.00	1,067,948.00

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF NET POSITION

May 31, 2025 and May 31, 2026

	2025	2026
LIABILITIES		
<u>Current Liabilities:</u>		
ACCOUNTS PAYABLE	360,465.41	370,972.93
DEPOSITS-CUSTOMERS	1,500.00	4,000.00
DEPOSITS-CONSTRUCTION	5,000.00	14,950.00
ACCRUED EMPLOYEE BENEFITS	121,805.03	218,320.83
NET OPEB OBLIGATION	1,076,358.00	1,450,712.00
NET PENSION LIABILITY	1,431,442.00	1,407,148.00
Total Current Liabilities	2,996,570.44	3,466,103.76
Total Liabilities	2,996,570.44	3,466,103.76
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from pension plan	176,276.00	140,658.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from OPEB	914,390.00	782,327.00
DEFERRED INFLOWS OF RESOURCES- Deferred amounts from Leases	2,193,816.01	2,071,955.53
Total Deferred Inflows of Resources	3,284,482.01	2,994,940.53
<u>Net Position:</u>		
INVESTED IN CAPITAL ASSETS, NET RELATED DEBT	15,123,909.50	14,809,201.29
UNRESTRICTED	5,325,106.19	9,133,859.37
RESTRICTED	-	-
Total Net Position	20,449,015.69	23,943,060.66

LA HABRA HEIGHTS COUNTY WATER DISTRICT
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For Eleven Months Ending May 31, 2025 and May 31, 2026

	Last Year Current Month Actual 5/31/2025	Current Month Actual 5/31/2026	Last Year YTD Actual 5/31/2025	Current YTD Actual 5/31/2026	Current Budget 2025/26	Actual 5/31/2026 % of budget 2025/26 92%
Operating Revenue:	409,596.09	494,248.20	4,717,483.29	4,780,637.02	6,092,986.00	79%
Operating Expenses:						
Source of Supply	143,638.61	155,342.52	1,735,439.59	1,611,554.45	2,160,412.00	75%
Pumping	43,823.35	4,070.45	150,526.84	187,813.69	133,495.00	141%
Treatment	6,354.41	4,157.04	77,332.03	69,551.99	95,582.00	73%
Transmission & Distribution	71,891.40	67,545.70	416,110.40	580,549.72	700,407.00	83%
Customer Accounts	13,139.40	5,251.43	158,190.20	205,347.49	223,294.00	92%
Administrative and General	154,949.83	172,225.78	1,552,853.56	1,836,399.33	2,072,614.00	89%
Capital Improvements	154,511.75	158,484.75	1,545,117.50	1,557,036.50	1,874,006.00	83%
Other	7,073.88	8,111.33	78,414.66	85,137.44	98,875.00	86%
TOTAL OPERATING EXPENSES	595,382.63	575,189.00	5,713,984.78	6,133,390.61	7,358,685.00	83%
OPERATING INCOME (LOSS)	(185,786.54)	(80,940.80)	(996,501.49)	(1,352,753.59)	(1,265,699.00)	107%
Non-Operating Revenues	469,651.21	382,721.59	1,358,121.22	2,025,383.28	1,446,658.00	140%
Non-Operating Expenses	700.00	500.00	5,906.80	5,706.20	28,014.00	20%
NET NON-OPERATING REVENUES (EXPENSES)	468,951.21	382,221.59	1,352,214.42	2,019,677.08	1,418,644.00	142%
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	283,164.67	301,280.79	355,712.93	666,923.49	152,945.00	436%
SYSTEM BUY IN FEE			36,166.00	48,222.00		
CAPITAL CONTRIBUTIONS			44,528.09	33,725.50		
NET INCOME (LOSS) IN NET POSITION			436,407.02	748,870.99		
NET POSITION-BEGINNING OF YEAR			20,012,608.67	23,194,189.67		
NET POSITION-END OF PERIOD			20,449,015.69	23,943,060.66		

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For Eleven Months Ending May 31, 2025 and May 31, 2026

	Last Year Current Month Actual 5/31/2025	Current Month Actual 5/31/2026	Last Year YTD Actual 5/31/2025	Current YTD Actual 5/31/2026	Current Budget 2025/26	Actual 5/31/2026 % of budget 2025/26 92%
OPERATING REVENUES						
SALES-WATER	192,578.12	261,459.31	2,514,627.43	2,445,181.92	3,289,482.00	74%
SALES-READINESS TO SERVE	214,420.98	230,399.45	2,158,437.11	2,299,038.22	2,733,327.00	84%
SALES-MISCELLANEOUS	2,596.99	2,389.44	44,418.75	36,416.88	35,854.00	102%
LEASE-WATER RIGHTS	-	-	-	-	34,323.00	0%
TOTAL OPERATING REVENUES	409,596.09	494,248.20	4,717,483.29	4,780,637.02	6,092,986.00	79%
OPERATING EXPENSES						
PURCHASED WATER	5,425.03	4,643.81	74,270.49	79,570.19	271,633.00	29%
GROUND WATER REPLENISHMENT ASSMT	78,681.85	88,915.90	897,641.70	851,799.34	1,103,284.00	77%
POWER	59,531.73	61,782.81	763,527.40	680,184.92	785,495.00	87%
TOTAL SOURCE OF SUPPLY	143,638.61	155,342.52	1,735,439.59	1,611,554.45	2,160,412.00	75%
LABOR-PUMPING	5,318.22	3,897.96	53,499.86	50,157.11	66,869.00	75%
MAINTENANCE-PUMPING	38,505.13	172.49	97,026.98	137,656.58	66,626.00	207%
TOTAL PUMPING	43,823.35	4,070.45	150,526.84	187,813.69	133,495.00	141%
MAINT & LABOR-TREATMENT	6,354.41	4,157.04	77,332.03	69,551.99	95,582.00	73%
TOTAL TREATMENT	6,354.41	4,157.04	77,332.03	69,551.99	95,582.00	73%
LABOR-TRANS & DISTRIBUTION	20,323.97	24,881.09	187,150.80	209,807.35	287,603.00	73%
MAINT-TRANS & DISTRIBUTION	42,236.47	56,992.24	102,593.74	262,719.82	208,926.00	126%
JOINT FACILITIES-WELL, LM CONDUIT&RES	26,806.65	11,488.96	262,902.47	280,356.26	423,601.00	66%
ORCHARD DALE PORTION	(17,475.69)	(25,816.59)	(136,536.61)	(172,333.71)	(219,723.00)	78%
TOTAL TRANSMISSION&DISTRIBUTION	71,891.40	67,545.70	416,110.40	580,549.72	700,407.00	83%
LABOR&MAINT-CUSTOMER ACCOUNTS	13,139.40	5,251.43	155,376.83	201,280.97	219,817.00	92%
UNCOLLECTIBLE ACCOUNTS	-	-	2,813.37	4,066.52	3,477.00	117%
TOTAL CUSTOMER ACCOUNTS	13,139.40	5,251.43	158,190.20	205,347.49	223,294.00	92%
TOTAL OTHER OPERATING EXPENSES	135,208.56	81,024.62	802,159.47	1,043,262.89	1,152,778.00	91%
TOTAL SOURCE OF SUPPLY & OPERATING EXPENSES	278,847.17	236,367.14	2,537,599.06	2,654,817.34	3,313,190.00	80%
ADMINISTRATIVE & GENERAL EXPENSES						
LABOR-FIELD-SICK,VAC,HOLIDAY	2,409.67	14,985.47	61,827.82	90,843.62	84,398.00	108%
WAGES-MANAGEMENT	12,850.96	14,538.46	124,717.81	133,358.43	160,333.00	83%
WAGES-OFFICE	17,348.88	22,486.38	205,041.45	237,295.72	296,733.00	80%
WAGES-MGMT&OFFICE-SICK,VAC,HOLIDAY	7,511.43	4,902.23	81,274.28	79,422.17	99,073.00	80%
OFFICE SUPPLIES	1,741.97	293.35	21,600.58	22,946.49	29,511.00	78%
AUTO SERVICE	2,558.40	999.08	38,128.62	40,010.22	52,399.00	76%
BANK SERVICE CHARGE	1,581.32	1,633.62	7,360.10	16,895.56	11,052.00	153%
DUES & SUBSCRIPTIONS	599.00	599.00	27,900.89	29,820.15	43,107.00	69%
BUILDING SERVICE	1,923.87	1,246.13	34,205.60	23,010.26	22,609.00	102%
OFFICE EQUIPMENT MAINT	16,767.44	20,448.92	33,107.15	82,179.13	37,112.00	221%
PROFESSIONAL SERVICES	10,616.10	5,101.50	93,759.20	91,412.75	126,760.00	72%
EDUCATION & MEETINGS	397.00	2,123.62	16,840.64	15,968.00	17,894.00	89%

LA HABRA HEIGHTS COUNTY WATER DISTRICT

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For Eleven Months Ending May 31, 2025 and May 31, 2026

	Last Year Current Month Actual 5/31/2025	Current Month Actual 5/31/2026	Last Year YTD Actual 5/31/2025	Current YTD Actual 5/31/2026	Current Budget 2025/26	Actual 5/31/2026 % of budget 2025/26 92%
LEGAL	1,537.50	-	39,137.50	31,670.00	61,712.00	51%
UTILITIES	8,102.41	6,319.47	89,676.38	97,509.28	109,604.00	89%
ENGINEERING	4,250.00	13,021.60	20,992.50	106,796.60	66,949.00	160%
INSUR-AUTO,LIABILITY&PROPERTY	12,454.88	21,405.83	117,744.64	128,360.87	154,417.00	83%
INSUR-GROUP HEALTH & LIFE	17,864.29	19,598.26	171,879.50	192,337.62	229,403.00	84%
EMPLOYEE WORKERS COMPENSATION	807.68	480.90	22,709.10	22,495.20	30,356.00	74%
DENTAL	126.40	569.60	12,925.92	7,769.28	12,754.00	61%
RETIREMENT-CALPERS	24,899.16	12,200.58	126,306.08	129,115.41	164,700.00	78%
RETIREMENT-DEFERRED COMP	1,675.46	1,466.59	17,054.40	18,314.79	22,828.00	80%
RETIREMENT-CALPERS UNFUND ACCR LIAB	-	-	108,463.00	136,345.88	139,783.00	98%
MAINTENANCE-GENERAL PLANT	6,926.01	7,805.19	80,200.40	102,521.90	99,127.00	103%
CAPITAL IMPROVEMENTS	154,511.75	158,484.75	1,545,117.50	1,557,036.50	1,874,006.00	83%
PROPERTY TAXES	445.69	428.67	4,555.80	4,902.64	5,630.00	87%
PAYROLL TAXES	6,628.19	7,682.66	73,858.86	80,234.80	93,245.00	86%
TOTAL ADMIN & GENERAL EXP	<u>316,535.46</u>	<u>338,821.86</u>	<u>3,176,385.72</u>	<u>3,478,573.27</u>	<u>4,045,495.00</u>	86%
TOTAL OPERATING EXPENSES	<u>595,382.63</u>	<u>575,189.00</u>	<u>5,713,984.78</u>	<u>6,133,390.61</u>	<u>7,358,685.00</u>	83%
OPERATING INCOME (LOSS)	<u>(185,786.54)</u>	<u>(80,940.80)</u>	<u>(996,501.49)</u>	<u>(1,352,753.59)</u>	<u>(1,265,699.00)</u>	107%
NONOPERATING REVENUES						
INTEREST INCOME	21,533.76	53,061.07	210,206.66	311,302.83	268,764.00	116%
PROPERTY TAX INCOME	303,803.53	318,752.07	885,453.91	914,359.22	1,036,498.00	88%
RENT/LEASE INCOME	142,914.92	11,089.44	237,870.49	106,657.58	127,274.00	84%
OIL ROYALTIES	799.00	746.52	9,136.90	7,748.12	12,133.00	64%
MISCELLANEOUS INCOME	600.00	(927.51)	9,259.79	692,015.84	1,989.00	0%
GAIN ON ASSET SOLD	-	-	6,193.47	(6,700.31)	-	0%
TOTAL NONOPERATING REVENUES	<u>469,651.21</u>	<u>382,721.59</u>	<u>1,358,121.22</u>	<u>2,025,383.28</u>	<u>1,446,658.00</u>	140%
NONOPERATING EXPENSES						
LOSS ON INVESTMENT	-	-	-	-	-	0%
DIRECTORS FEES	700.00	500.00	5,400.00	5,500.00	9,900.00	56%
DIRECTORS EXPENSES	-	-	217.04	206.20	4,481.00	5%
ELECTION	-	-	289.76	-	13,633.00	0%
TOTAL NONOPERATING EXPENSES	<u>700.00</u>	<u>500.00</u>	<u>5,906.80</u>	<u>5,706.20</u>	<u>28,014.00</u>	20%
NET NONOPER REVENUES(EXPENSES)	<u>468,951.21</u>	<u>382,221.59</u>	<u>1,352,214.42</u>	<u>2,019,677.08</u>	<u>1,418,644.00</u>	142%
NET INCOME (LOSS) IN NET POSTION	<u>283,164.67</u>	<u>301,280.79</u>	<u>355,712.93</u>	<u>666,923.49</u>	<u>152,945.00</u>	436%

WARRANTS

La Habra Heights County Water District
AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
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BANK ID: 13100 - EFT TRANSFERS

1003292915	05/20/26	M	0130	CALPERS	\$5,256.23
1003292916	05/20/26	M	0130	CALPERS	\$994.74
1003302881	06/03/26	M	0130	CALPERS	\$5,514.56
1003302882	06/03/26	M	0130	CALPERS	\$1,443.41
BANK 13100 REGISTER TOTAL:					\$13,208.94

BANK ID: 13110 - CHECKING- WELLS FARGO

48683	05/20/26	P	0353	ARCO BUSINESS SOLUTIONS	\$2,905.56
48684	05/27/26	P	0385	ADMIRAL PEST CONTROL	\$203.00
48685	05/27/26	P	0414	BRKICH CONSTRUCTION CORP	\$9,900.00
48686	05/27/26	P	0121	BURLINGTON NORTHRN & SANTA FE	\$12,200.35
48687	05/27/26	P	0237	CALIFORNIA SCHOOL BOARDS ASSOC	\$2,000.00
48688	05/27/26	P	0588	CARDMEMBER SERVICE	\$731.32
48689	05/27/26	P	0014	CENTRAL BASIN MWD	\$3,402.81
48690	05/27/26	P	0441	CINTAS CORPORATION	\$199.85
48691	05/27/26	P	0145	CIVILTEC ENGINEERING INC	\$23,843.35
48692	05/27/26	P	0558	CONEXWEST	\$227.29
48693	05/27/26	P	0575	D.L. AUTO, INC.	\$1,239.61
48694	05/27/26	P	0036	EPM POWER & WATER SOLUTIONS	\$9,504.54
48695	05/27/26	P	0389	FRONTIER COMMUNICATIONS	\$900.00
48696	05/27/26	P	0252	INFOSEND, INC	\$1,799.42
48697	05/27/26	P	0205	JOE MATTHEWS	\$92.48
48698	05/27/26	P	0133	KONICA MINOLTA	\$133.03
48699	05/27/26	P	0051	LINCOLN FINANCIAL GROUP	\$3,639.11
48700	05/27/26	P	0430	MICHAEL SILANDER	\$3,937.50
48701	05/27/26	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$132.89
48702	05/27/26	P	0516	ROBERT'S LIQUID DISPOSAL	\$750.00
48703	05/27/26	P	0258	S&J SUPPLY CO, INC	\$1,005.83
48704	05/27/26	P	0068	SOUTHERN CALIF EDISON CO	\$24,639.73
48705	05/27/26	P	0268	UNIVAR USA, INC	\$2,043.81
48706	05/27/26	P	0012	VULCAN MATERIALS COMPANY	\$1,093.57
48707	05/27/26	P	0577	WARE DISPOSAL	\$331.13
48708	05/27/26	P	0016	WATER REPLENISHMENT DISTRICT (MARCH 2026)	\$91,658.06
48709	05/27/26	P	0094	WECK LABORATORIES, INC	\$674.00
48710	05/27/26	P	0604	WEST YOST WATER	\$3,582.50
48711	06/01/26	P	0033	J A SALAZAR CONSTRUCTION	\$9,331.71
48712	06/09/26	P	0116	ACWA-JPIA	\$17,927.77
48713	06/09/26	P	0565	ALERT 360	\$106.08
48714	06/09/26	P	0353	ARCO BUSINESS SOLUTIONS	\$3,034.98
48715	06/09/26	P	0582	BACKGROUNDS ONLINE	\$163.42
48716	06/09/26	P	0013	CANNINGS HARDWARE	\$40.42
48717	06/09/26	P	0441	CINTAS CORPORATION	\$39.01
48718	06/09/26	P	0164	EXCEL TELEMESSAGING	\$219.41
48719	06/09/26	P	0609	FRANCISCO PALOS	\$450.49
48720	06/09/26	P	0389	FRONTIER COMMUNICATIONS	\$130.11
48721	06/09/26	P	0522	FULLERTON FORD	\$1,111.90
48722	06/09/26	P	0569	GOTO COMMUNICATIONS, INC.	\$354.85
48723	06/09/26	P	0099	GRAINGER INC	\$394.48
48724	06/09/26	P	ONETIM	HARDY & HARPER, INC.	\$1,327.95
48725	06/09/26	P	0070	HARRINGTON INDUSTRIAL PLASTICS	\$468.35
48726	06/09/26	P	0369	HIGHROAD INFO TECHNOLOGY	\$5,938.90
48727	06/09/26	P	0153	HOME DEPOT CR SERVICES	\$217.84
48728	06/09/26	P	0252	INFOSEND, INC	\$1,794.13
48729	06/09/26	P	0033	J A SALAZAR CONSTRUCTION	\$109,882.77
48730	06/09/26	P	0545	J. RODRIGUEZ TREE CARE MAINT.	\$1,590.00

La Habra Heights County Water District AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
48731	06/09/26	P	0579	KONICA MINOLTA BUSINESS SOL.	\$67.64
48732	06/09/26	P	0051	LINCOLN FINANCIAL GROUP	\$3,738.49
48733	06/09/26	P	0430	MICHAEL SILANDER	\$2,675.00
48734	06/09/26	P	0503	MICHELLE SAVAGE	\$427.20
48735	06/09/26	P	0610	MRSP LLC; SPMR LLC (dba)	\$5,918.00
48736	06/09/26	P	0576	NAKAE & ASSOCIATES, INC.	\$972.50
48737	06/09/26	P	0231	O'REILLY AUTO PARTS	\$222.46
48738	06/09/26	P	0196	POSTMASTER	\$398.00
48739	06/09/26	P	0258	S&J SUPPLY CO, INC	\$2,517.95
48740	06/09/26	P	0147	SAN GABRIEL VALLEY WATER CO	\$54.39
48741	06/09/26	P	0179	SNOOKS, DALE	\$1,410.96
48742	06/09/26	P	0068	SOUTHERN CALIF EDISON CO	\$55,027.01
48743	06/09/26	P	0267	STAMPS BY MAIL	\$156.00
48744	06/09/26	P	0427	TPX COMMUNICATIONS	\$4,430.57
48745	06/09/26	P	0078	UNDERGROUND SERVICE ALERT	\$201.35
48746	06/09/26	P	0268	UNIVAR USA, INC	\$2,175.06
48747	06/09/26	P	0562	VERIZON	\$513.19
48748	06/09/26	P	0386	VERIZON WIRELESS	\$1,270.19
48749	06/09/26	P	0012	VULCAN MATERIALS COMPANY	\$329.52
48750	06/09/26	P	0016	WATER REPLENISHMENT DISTRICT (APRIL 2026)	\$88,915.90
48751	06/09/26	P	0094	WECK LABORATORIES, INC	\$1,867.00
48752	06/09/26	P	0583	WIENHOFF DRUG TESTING	\$176.00
BANK 13110 REGISTER TOTAL:					\$530,759.69
GRAND TOTAL :					\$543,968.63

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT** Denotes broken check sequence.



Civil, Water, Wastewater, Drainage and Transportation Engineering
Construction Management • Surveying
California • Arizona

May 19, 2026

La Habra Heights County Water District
1271 North Hacienda Road
La Habra Heights, CA 90631

Attention: Joe Matthews, General Manager

Subject: Engineering Activities for the Month of **April 2026**
Invoice Backup Support - Billing Period through April 30, 2026

Dear Mr. Matthews:

The La Habra Heights County Water District requires Engineering Support from **CIVILTEC engineering, inc. (Civiltec)** at times on various projects. This work is provided on a time and materials basis when requested and directed by LHHCWd management. Following is an explanation of time spent backing up the **April 2026** invoicing. The numbering system is the **Civiltec** project number and tracking system.

2025143.00 – General Engineering Support FY25-26. This project has been established to aid the District in general engineering inquiries, participate in meetings, hydraulic modeling and calibration and overall engineering support. The total budget for General Engineering Support has been established at \$25,000.00 for each Fiscal Year. Below is an accounting of expenditures under this **Civiltec** job number for FY 2025-26.

There were no expenditures in April 2026. The remaining budget is \$4,722.50.

2025144.00 – Engineering Fire flow Modeling FY25-26. This project has been established to aid the District with computer model simulations for fire flow requests by LHHCWd customers. Below is an accounting of expenditures under this **Civiltec** job number for FY 2025-26.

There were expenditures in the month of April 2026 of \$1,800.00. We have set up project numbers per fire flow simulation. We are using this main number 2025144 and have put on extensions starting with .01 for the first request.

2025144.17	Fire Flow Modeling – 962 2448 Vista Rd.	\$600.00
2025144.18	Fire Flow Modeling – 901 Picaacho Dr.	\$600.00
2025144.19	Fire Flow Modeling – 2160 Subtropic Dr.	\$600.00

2022169.00 – Well No. 12 Well Siting Study. LHHCWd plans to drill a new well in the Judson Well Field. The overall budget for the project is \$157,770.00. There were no expenditures in April



2026. The District is currently considering the destruction of Well No. 9 and civil improvements to the Well No. 9 discharge pit. The remaining budget is \$27,946.50.

2024807.00 – PFAS Grant Application. LHHCWD is working with WRD to secure grant funding for a new PFAS Treatment Plant. Grace Kast is preparing the grant funding applications to WRD and assisting with the EPA grant. *Civiltec* staff is supporting Ms. Kast with as needed cost estimating and preparing exhibits. The budget established for the *Civiltec* effort is \$15,915.00. There were no expenditures in the month of April 2026. The remaining budget is \$906.25.

2024814.00 – PFAS Treatment Plant Design. We have stopped the development of the final design documents until proposals from treatment systems suppliers are received, a supplier selected, and supplier equipment data sheets obtained. This approach will allow the project team to have in hand the supplier's equipment submittals for incorporation into the final design documents and the procurement schedule which will provide the ability to better forecast the required timing of obtaining a general contractor for installation. We are on standby awaiting the District's decision to move forward with the RFP. The budget established for the *Civiltec* effort is \$421,360.00. There were no expenditures in the month of April 2026. The remaining budget is \$111,427.00.

2023149.00 – Reservoir 10A Rehabilitation. The Reservoir 10A project is complete and was placed into service in mid January 2025. The Notice of Completion has been signed by all parties and was recorded in February 2025. The overall budget is \$149,630.00. The one-year warranty inspection has been completed by Dive Corr. J. Colon has mobilized to the site and has completed the coatings repair. The Reservoir has been refilled and based upon water quality results; the Reservoir was placed back into service. PRT has signed an agreement to extend the warranty period for another year (February 2027). There were expenditures in the month of April 2026 totaling \$500.00. The remaining budget is \$4.65. The project is closed on the *Civiltec* end.

2023330.00 – Carrie Hills Lane Pipeline Redesign. LHHCWD plans to construct approximately 260 LF of 8" pipeline and a new fire hydrant to serve a new house construct on Carrie Hills Lane. *Civiltec* issued the District an updated proposal to resurrect the design phase Scope of Services with a budget that includes design and bidding services. The proposal adds \$9,950.00 to the original design total of \$23,860.00. There is also a new construction phase budget of \$29,870.00 that brings the overall budget to \$63,680.00. *Civiltec* has completed the redesign and placed the project out to bid. There were expenditures in the month of April 2026 of \$290.00. The remaining budget is \$33,635.00.

2025335.00 – AWIA Risk and Resiliency Assessment. An AWIA Risk and Resiliency Assessment (RRA) is a federally required evaluation that drinking water utilities must complete under the America's Water Infrastructure Act of 2018 (AWIA). Its purpose is to help utilities identify risks, assess vulnerabilities, and strengthen resilience against both intentional attacks and natural or man-made hazards. Gretel Ochoa-Nhac, PE, and her team are performing this assessment and the work is complete. The District has been given instructions on how to upload the assessment prior to June 30, 2026. The overall budget for the project is \$9,840.00. There were no expenditures in April 2026. There is no remaining budget.

La Habra Heights County Water District
Mr. Joe Matthews, General Manager
Engineering Activity Report for April 2026
May 19, 2026
Page 3



2026101.00 – Plant 1 Structural and Electrical Analysis. LHCWD plans to assess the structural condition of the Plant 1 Forebay and deck where the pumps and electrical gear are located. The existing motor control center and switch gear are also being assessed. The goal of the study is to determine the scope of the necessary upgrade work that will be designed and constructed in another phase. The *Civiltec* team has begun work on the study and has completed the geotechnical investigation which provides current design parameters. Our Survey Manager has completed the assembly of the parcel and easement maps, so we have a better understanding of the land area available to the District. The map has been issued to the District for review. The topo survey and map have been completed. The overall budget for the project is \$153,490.00. There were expenditures of \$3,580.00 in April 2026. The remaining budget is \$109,002.06.

2026102.00 – Gualtieri Reservoir Seismic Analysis. LHCWD plans to rehabilitate the Reservoir based upon a Harper dive report. In this phase, the tank's seismic stability and structural condition are being assessed. The goal of the study is to determine the scope of the rehabilitation work that will be designed and constructed in another phase. The *Civiltec* team has begun work on the study and has completed the geotechnical investigation. This study provides current seismic design parameters. The structural analysis work is underway. The overall budget for the project is \$85,585.00. There were expenditures of \$17,673.35 in April 2026. The remaining budget is \$40,461.65.

I hope this information helps with your processing of the project invoices. Please let me know if you have any questions.

Very truly yours,

CIVILTEC engineering, inc.

W. David Byrum, P.E.
President/CEO, Principal Engineer

Michael Silander

Attorney at Law

3625 E. Thousand Oaks Blvd., Suite 224
Westlake Village, CA 91362

INVOICE

DATE: MAY 1, 2026

TO:

La Habra Heights County Water District
1271 Hacienda Road
La Habra Heights, CA 90631

PLEASE REMIT PAYMENT TO:

Michael Silander
3625 E. Thousand Oaks Blvd., Suite 224
Westlake Village, CA 91362

SPECIFICATIONS:

LHHCWD/TOTAL

Invoice for legal services rendered in April 2026.

ok to pay

MATTER	HOURS	AMOUNT
Transactional - General	21.5	\$2,687.50
Retainer	Flat fee	\$1,250.00
		TOTAL: \$3,937.50

Please make all checks payable to Michael Silander
If you have any questions concerning this invoice,
please email michael@silanderlaw.com or call 805-490-9247

Michael Silander

Attorney at Law

3625 E. Thousand Oaks Blvd., Suite 224

Westlake Village, CA 91362

INVOICE

DATE: JUNE 1, 2026

TO:

La Habra Heights County Water District

1271 Hacienda Road

La Habra Heights, CA 90631

PLEASE REMIT PAYMENT TO:

Michael Silander

3625 E. Thousand Oaks Blvd., Suite 224

Westlake Village, CA 91362

SPECIFICATIONS:

LHHCWD/TOTAL

Invoice for legal services rendered in May 2026.

MATTER	HOURS	AMOUNT
Transactional - General	11.4	\$1,425.00
Retainer	Flat fee	\$1,250.00
		TOTAL: \$2,675.00

Please make all checks payable to Michael Silander
If you have any questions concerning this invoice,
please email michael@silanderlaw.com or call 805-490-9247



Credit Card Transactions

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$Amount
04/20	RES* SHERATONGR WEST PALM BEA FL – <i>Canceled Hotel Reservation for ACWA conf.</i>	-1,660.99
04/21	RES* SHERATONGR WEST PALM BEA FL – <i>Canceled Hotel Reservation for ACWA conf.</i>	-830.49
05/01	Payment Thank You- Image Check	-1,325.06
04/16	TST* PARIS BGUETTE – LA HABRA CA – <i>COFFEE, WRD & ODWD MEETING</i>	9.25
04/16	SCWUA April 2026, Meeting 162-6385715 CA – <i>SCUWA Luncheon for Joe & Ivan</i>	90.00
04/18	APPLE.COM/BILL 800-275-2273 CA- <i>Purchased additional data plan Ivan's district phone.</i>	9.99
04/18	APPLE.COM/BILL 800-275-2273 CA- <i>Purchased additional data plan Joe's district phone.</i>	9.99
04/20	U.S. SAWS INC WEBSITE 813-621-8015 FL – <i>Utility Pump for field use</i>	239.99
04/20	EB * CENTRAL BASIN WATE 801-413-7200 CA – <i>CBWA Annual Lunch Meeting</i>	25.00
04/20	SOUTHWES 5262152355466 800 435-9792 TX – <i>Flight expense for Joe – ACWA conference</i>	213.99
04/21	PKG ONLINE GREA 949-788-1620 CA- <i>Lunch for District Staff during CPR Training</i>	218.61
04/24	NORTH AMERICAN RESCUE 864-675-9800 SC – <i>First Aid Bleeding kits</i>	694.88
04/27	VERIZON VICTRA CA WHITTIER CA – <i>Phone purchases for Meter Reading</i>	673.24
05/04	UBER* TRIP HELP. UBER.COM CA – <i>Uber expense from airport to hotel for Joe ACWA CONF.</i>	4.64
05/04	UBER* TRIP HELP. UBER.COM CA – <i>Uber expense from airport to hotel for Joe ACWA CONF.</i>	30.96
05/04	SMF DoCo Market Sacramento CA – <i>Coffee and Juice for Joe ACWA CONF.</i>	21.36
05/04	SMF FarmtoForktoSky Sacramento CA – <i>Breakfast for Joe ACWA CONF.</i>	8.03
05/04	ONT PROVISIONS ST 1878 ONTARIO CA – <i>Soft Drink for Joe ACWA CONF.</i>	4.48
05/05	UBER* TRIP HELP. UBER.COM CA – <i>Uber expense from hotel to airport for Joe ACWA CONF.</i>	21.36
05/04	SHERATION GRD SCRMENTO 916-447-1700 CA – <i>ACWA Conference lunch for Joe</i>	34.58
05/05	OIAA PARKING LOT 4 ONTARIO CA – <i>Airport parking expense for Joe ACWA CONF.</i>	60.00
05/05	SMF SacTownAirportShop Sacramento CA – <i>Breakfast for Joe at ACWA CONF.</i>	14.67
05/05	SHERATON GRD SCRMENTO SACRAMENTO CA – <i>Hotel room expense for Joe at ACWA CONF.</i>	837.21

SUPERINTENDENT'S REPORT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: 6/17/26
TO: JOE MATTHEWS, GENERAL MANAGER
& BOARD OF DIRECTORS
FROM: IVAN RAMIREZ, SUPERINTENDENT
SUBJECT: SUPERINTENDENT'S REPORT FOR JUNE 2026

System and Equipment Maintenance

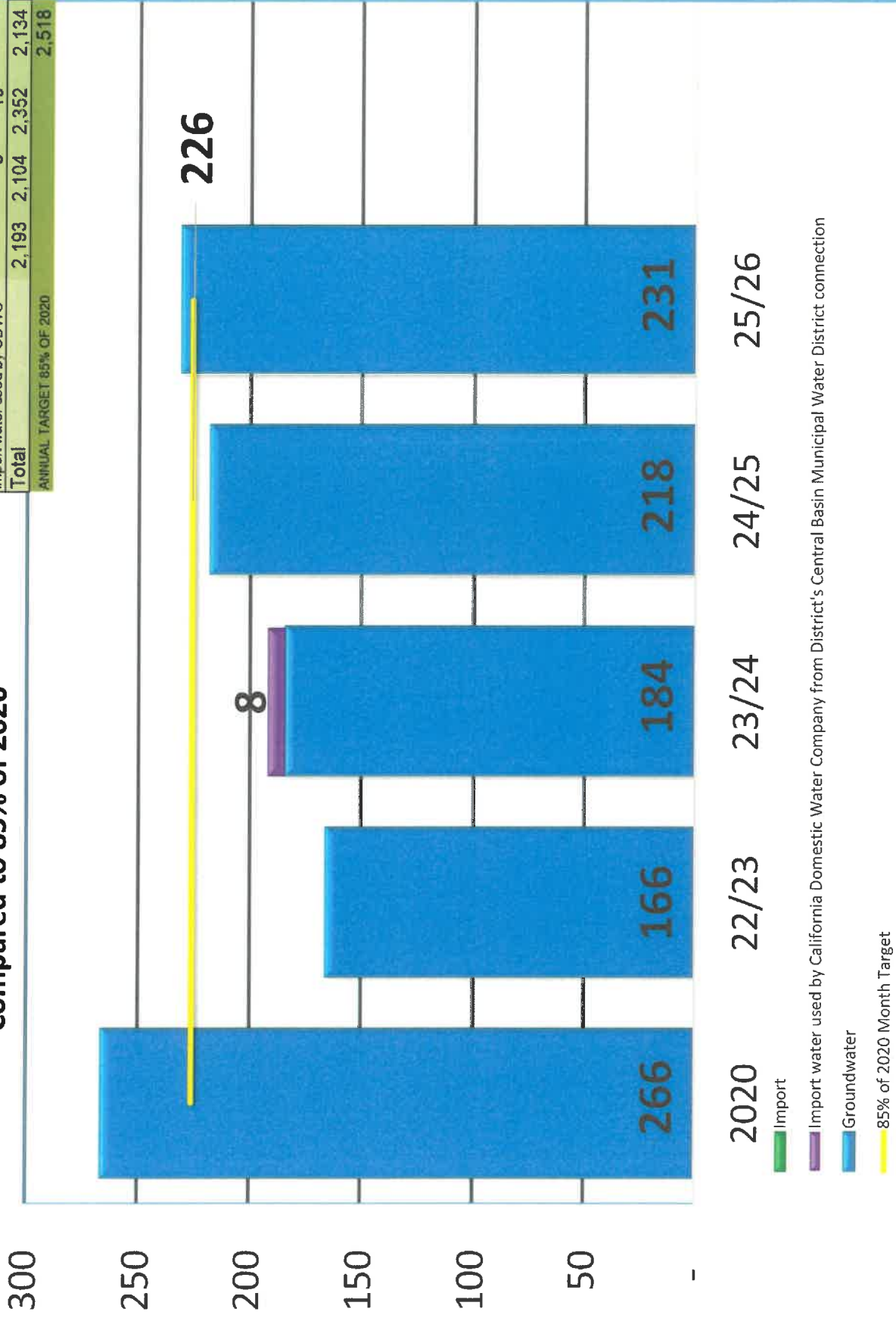
- We repaired four service leaks. One leak at the Park needed an emergency shutdown to completely replace the service, and we will be replacing another service on El Terraza due to a leak.
 - The main leak was next to a previous repair at 1870 Nabal Road, so we are working with Civiltec to assess the condition of AC pipe in this area.
 - We performed a pre-scheduled shut down on West Road to excavate and take measurements of our 18-inch AC main to special order fittings. The contractor finished the work on time, and water was restored sooner than anticipated.
 - Our production meter at the Gualtieri plant failed the same day as the West Road shutdown. An emergency repair and test was performed by a meter testing contractor to get it back online.
-

LA HABRA HEIGHTS COUNTY WATER DISTRICT

Production in acre feet for **MAY**

Compared to **85% of 2020**

ANNUAL WATER USAGE		2022/ 2023	2023/ 2024	2024/ 2025	2025/ THRU MAY
Water Source		2,193	2,083	2,332	2,106
Groundwater		-	13	1	28
Import		-	8	19	-
Import water used by CDWC		2,193	2,104	2,352	2,134
Total					2,518
ANNUAL TARGET 85% OF 2020					



2020 Import
 Import water used by California Domestic Water Company from District's Central Basin Municipal Water District connection
 Groundwater
 85% of 2020 Month Target

**DISCUSS AND APPROVE
HIGHROAD IT PROPOSED FISCAL
YEAR 2026/2027 INFORMATION
TECHNOLOGY BUDGET**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: JUNE 23, 2026
TO: BOARD OF DIRECTORS
FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER
SUBJECT: HIGHROAD IT FISCAL YEAR 2026/2027 PROPOSAL

Highroad IT has submitted their fiscal year 2026/2027 proposal for IT services and software license renewals with a total cost of \$87,207.00. The overall budget has increased by \$11,198.00, versus last year. Last year the Board approved designating Highroad IT as a sole source vendor, requiring Board approval for any proposal over \$15,000.00.

The software renewals portion of the budget of \$53,367.00 has increased from \$49,909.00. This is a pass-through cost that is beyond Highroad IT's control, as they manage our software licensing and renewals for us.

Highroad has proposed to increase the managed services portion of the agreement to \$33,840.00, versus last year's budget of \$26,100.00. This cost includes additional IT services needed for regular on-site maintenance of our new servers purchased with our CalOES grant.

You will find additional explanations for each line item listed on the budget. Many items have not changed in price, and still others have been replaced with newer software, according to our security plan and grant purchase. Those that are partially/fully paid through the CalOES grant are newer security software features.

I recommend the Board approve Highroad IT's proposal for fiscal year 2026/2027.



June 3, 2026

Joe Matthews
 General Manager
 La Habra Heights County Water District
 1271 Hacienda Road
 La Habra Heights, CA 90631

IT Budget - FY26-27

	Billing Frequency	Qty	Unit Cost Per Period	Cost Per Period	Total Per Year	Notes
Managed Services						
Technical Maintenance and User Support	Monthly	1	1,700	1,700	20,400	Increased for on-premise network
Cybersecurity Services						
Data Protection & Recovery	Monthly	1	650	650	7,800	No change
Security Awareness & Phishing Simulation	Monthly	1	250	250	3,000	No change
Advanced Cybersecurity Suite - <i>Beginning Jan 2027</i>	Monthly	1	195	195	2,340	2026 (Jul-Dec) paid through CalOES
Secure IT Asset Disposal	Monthly	1	25	25	300	New (Optional) - NIST Standard compliant
Subtotal					\$ 33,840	
Renewals - Computer Software Licenses and Subscriptions						
Adobe						
Acrobat Pro DC for Business	Annual	4	332	1,328	1,328	Increased qty from 3 to 4
Bluebeam						
Revu Complete	Annual	2	440	880	880	No change
GoDaddy						
.COM Domain - LHHWCWD.com	Annual	1	55	55	55	No change
.NET Domain - LHHWCWD.net	Annual	1	68	68	68	No change
.ORG Domain - LHHWCWD.org	Annual	1	50	50	50	No change
Secure Socket Layer (SSL) Standard - LHHWCWD/ Payments/WS1	Annual	3	170	510	510	Increased qty from 2 to 3 for WS1
Google						
Workspace Business Starter	Annual	1	94	94	94	Not included on FY25-26 Budget
KnowBe4						
Security Awareness	Monthly	11	4	44	528	No change
Microsoft						
Windows Server Data Center	Annual	1	15,872	15,872	-	100% paid through CalOES
Windows Server User CAL	Annual	1	300	300	-	100% paid through CalOES
Windows SQL Standard	Annual	1	4,953	4,953	-	100% paid through CalOES
Azure Cloud Subscriptions	Monthly	1	2,320	2,320	27,840	No change
Azure Cloud Storage for Backups	Monthly	1	810	810	9,720	No change
Exchange Online (Plan 1) - 50GB Storage	Monthly	12	5	60	720	Vendor cost increase
Exchange Online (Plan 2) - 100GB Storage	Monthly	2	8	16	192	No change
Microsoft 365 Business Premium	Monthly	9	24	216	2,592	Vendor cost increase
Microsoft Defender for Servers Plan 2 - <i>Begins Jan 2027</i>	Monthly	10	15	150	900	2026 (Jul-Dec) paid through CalOES
Microsoft Entra ID P2 - <i>Begins Jan 2027</i>	Monthly	10	10	100	600	2026 (Jul-Dec) paid through CalOES
Microsoft Sentinel - <i>Begins Jan 2027</i>	Monthly	1	177	177	1,062	2026 (Jul-Dec) paid through CalOES
SocketLabs						
SMTP Email Relay	Annual	1	504	504	504	Vendor cost increase
SonicWall						
Advanced Protection Services Suite - TZ670	Monthly	1	230	230	2,760	No change

	Billing Frequency	Qty	Unit Cost Per Period	Cost Per Period	Total Per Year	Notes
Veeam Enterprise Plus						
Veeam One	Monthly	1	4	4	48	No change
Server Backup	Monthly	9	20	180	2,160	Increased qty from 6 to 9
Email Backup	Monthly	21	3	63	756	Increased qty from 20 to 21
Subtotal					\$ 53,367	
IT Budget Total					\$ 87,207	

**DISCUSS AND APPROVE
GK CONSULTING PROPOSAL FOR
GRANT WRITING ASSISTANCE
APPLYING TO THE STATE WATER
RESOURCE CONTROL BOARD
EMERGING CONTAMINATE FUNDING
PROGRAM**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: JUNE 23, 2026
TO: BOARD OF DIRECTORS
FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER
SUBJECT: APPROVAL OF GK CONSULTING PROPOSAL FOR GRANT APPLICATION ASSISTANCE FOR THE SWRCB EMERGING CONTAMINATE (EC) FUNDING PROGRAM

The State of California has identified additional grant funding opportunities that may help with the cost of constructing a PFAS treatment facility. To research these opportunities, I contacted Grace Kast of GK Consulting. After researching the available funding programs, Grace determined that the District is eligible to apply for the SWRCB EC Funding Program.

In addition, Grace reviewed the USBR Title XVI grant funding opportunity that Water Replenishment District has been pursuing. However, her research found that the program requirements would be difficult for the District to meet.

At my request, Grace has submitted a proposal to assist the District in pursuing the SWRCB EC Funding Program. The District has previously worked with GK Consulting to secure an EPA grant that will help fund the purchase of PFAS treatment facility equipment.

I recommend that the Board approve the proposal from GK Consulting to provide grant application assistance for the SWRCB EC Funding Program.



GK Consulting

Creating and Managing Solutions for Your Success

Proposal for Grant Application & Management Services

Prepared for:

La Habra Heights County Water District

PFAS Treatment Project

Prepared by: Grace J. Kast
GK Consulting, Inc.

Submitted on June 16, 2026

I am pleased to provide a proposal for professional grant application services to La Habra Heights County Water District "LHHCWD" for the LHHCWD Groundwater Wells PFAS Treatment Project ("Project"). This proposal is specifically to assist LHHCWD with applying for grant funding from the State Water Resources Control Board ("SWRCB") Emerging Contaminant ("EC") Funding Program. Additional services are also included as Items I (B) and I (C).

This is a time and material proposal with a not-to-exceed dollar amount. Estimated hours are used to budget a total contract amount rather than a per task budget.

I. SCOPE OF SERVICES INCLUDED IN THIS PROPOSAL

A. Grant Application for Emerging Contaminant Grant Application for Funding

Establish direct communications with program representatives to provide guidance and oversight. Research, collect, review, prepare and submit grant application through the State's Financial Assistance Applications Submission Tool ("FAAST"). This includes the General Information Package, Technical Application Package, Financial Security Package, Environmental Package and other required documents and data. *(up to 20 hours)*

B. Other Grant Application Support and Assistance Services

If requested and approved by LHHCWD, GKC will provide input and assistance in determining eligibility and use of additional grants for the Project. *(up to 6 hours)*

If additional grant opportunities are deemed eligible and LHHCWD's wishes to pursue additional grant(s), an estimate of hours at the same hourly rate will be agreed upon in writing by LHHCWD and GKC and added to the budget, prior to the grant application work.

C. Grant Post-Award Management and Reporting Services

The following process will be provided for the EC grant, if awarded. If additional grants are awarded, assume a duplication of the estimated hours per grant.

- Develop a smooth and seamless process for preparing and submitting information, reports, documents and reimbursement claims as required by the SWRCB prior to, during and after project completion and grant terms;
- Collect, manage, and organize all project reports and grant eligible invoices and documents, as required by the grant;
- Prepare and submit all required reports and claims for reimbursement to SWRCB;
- Collect, manage, organize and prepare final completion reports, as required after completion of project;
- Coordinate funding matches with LHHCWD for grant reimbursement claims; and
- On-going communication/coordination with LHHCWD; conduct follow-up with SWRCB and respond to SWRCB inquiries, etc. *(up to 30 hours for the life of the grant)*



II. Fees and Term

This proposal is based on a time and materials basis, assumes access to general and project-specific technical data, as well as schedule and cost data developed by others. Fees will be incurred for work performed and will be based on an hourly rate, pro-rated to the nearest quarter hour up to the maximum contract amount. Fees for this proposal are \$130 per hour up to a maximum 56 hours (\$7,280). Invoices will not be broken down by estimated costs for each task to ensure the entire contract can be used before requesting additional funds, if necessary. LHCWD will be notified if additional funds are needed under this contract within 30 days of meeting the maximum of \$7,280. Detailed invoices will be submitted for work completed during the previous month. Payment is due within 30 days of receipt of electronic invoice.

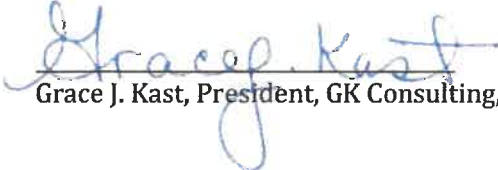
The term of this agreement is effective on date of authorized signature by LHCWD and is good for two years. Additional one year terms may be added by consent of both parties in writing, with or without an increase in the not-to-exceed amount as described above. Either party may cancel this agreement at any time contingent on full payment of all work performed.

III. Insurance

I, at my own expense, will at all times carry, maintain, and keep in full force and effect Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this work and Comprehensive General Liability Insurance with minimum limits of one million dollars (\$1,000,000) per incident or accident for bodily injury, death and property damage and Workers' Compensation insurance as required by the State of California.

IV. Conclusion

It is my pleasure to submit this proposal to LHCWD for professional grant consulting services. If terms are acceptable, please sign, date and return this scope of work electronically to proceed.



Grace J. Kast, President, GK Consulting, Inc.

June 16, 2026

Date

Joe Matthews, General Manager, LHCWD

Date

GRANT PROGRAM	TOTAL PROJECT/GRANT	TOTAL GRANT REQUESTED/AWARDED	COST MATCH
USEPA Notes: This EPA grant application and award was limited to equipment costs only. The grant requires a 20% non-federal cost match which is \$625,000. Thus the total project cost for purposes of this grant award totals \$3,125,000. Confirmed that cost match must be non-Federal.	\$3,125,000	\$2,500,000	\$625,000
		SECURED CANNOT BE USED AS MATCH FOR OTHER FEDERAL FUNDED GRANTS	MUST BE NON-FEDERAL; CANNOT BE USED AS MATCH FOR OTHER FEDERAL FUNDED GRANTS
SWRCB (Emerging Contaminants Funding) Notes: This is the last round for this funding program which is funded from federal Bi-partisan Infrastructure Bill via the USEPA and administered by the State Water Resources Control Board. The post-treatment project serves over 25,000 population (LHHCWD and ODWD) which puts it into the mid-size community project category. This program awards up to a max of 50% with a 50% cost match required. Requires Federal Environmental documentation (NEPA). Program is over-committed already, but agency says to start an application ASAP to get in line for a chance of getting an award. Confirmed w/EPA and SWRCB that cost match may come from EPA grant and fund match.	\$8,500,000	\$4,250,000	\$4,250,000
		RECOMMEND APPLICATION NOTING THAT PROGRAM MAY BE OVER-COMMITTED REDUCING CHANCES FOR AN AWARD (CANNOT REQUEST MORE THAN 50% OF TOTAL PROJECT COST = \$4,250,000)	50% COST MATCH REQUIRED; CAN BE FROM ANY SOURCE (FEDERAL OR NON-FEDERAL)
US Bureau of Reclamation "USBR" Notes: This is Title XVI through assistance from WRD. Title SVI Grant Program limits awards to 25% maximum with a required 75% non-Federal cost match. Requires Federal Environmental (NEPA)documentation.	\$8,500,000	\$2,125,000	\$6,375,000
	NOT RECOMMENDED		LARGE MATCH REQUIREMENT THAT MUST BE NON-FEDERAL

TOTAL ESTIMATED PROJECT COSTS	\$8,500,000	
TOTAL FEDERAL AWARDS (SECURED AND TO BE REQUESTED)	\$6,750,000	\$2.5M + \$4.25M
TOTAL BALANCE REMAINING AFTER GRANT AWARDS	\$1,750,000	LHHCWD OR WRD FUNDS TO FUND PROJECT BALANCE AND FOR USE AS REQ'D COST MATCH FOR BOTH GRANTS (\$625K+\$1.125K)

TOTAL NON-FEDERAL MATCH REQUIRED FOR EPA GRANT	\$625,000	MUST BE NON-FEDERAL NOTE: FUNDS FROM LHHCWD OR WRD
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TOTAL COST MATCH REQUIRED FOR SWRCB EC GRANT	\$4,250,000	CAN BE FROM ANY SOURCE NOTE: FUNDS FROM \$3.125M EPA GRANT & MATCH + LHHCWD OR WRD AMOUNT OF \$1.125M
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DISCUSS AND ADOPT –

**RESOLUTION 26-05, FISCAL
YEAR 2026/2027 SALARY AND
BENEFITS**

RESOLUTION NO. 26-05

RESOLUTION OF THE BOARD OF DIRECTORS OF
LA HABRA HEIGHTS COUNTY WATER DISTRICT
ADJUSTING SALARIES OF DISTRICT EMPLOYEES

A. RECITALS

(i) The Board of Directors of the La Habra Heights County Water District adopts the most recent Monthly Salary Schedule.

(ii) The Board of Directors has, from time-to-time, adopted revised Monthly Salary Schedules.

(iii) The Board of Directors desires to adjust the salaries of District employees.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LA HABRA HEIGHTS COUNTY WATER DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

1. The Monthly Salary Schedule adopted by Resolution No. 25-09 is hereby repealed and a new Monthly Salary Schedule, which is attached hereto as Exhibit "A", is hereby adopted and is effective July 1, 2026.

2. The Secretary/General Manager is hereby directed to replace the repealed Monthly Salary Schedule with the newly adopted Monthly Salary Schedule (Exhibit "A").

ADOPTED AND APPROVED this 23rd day of June 2026.

Brad Cooke, President
Board of Directors, La Habra
Heights County Water District

ATTEST:

Joe Matthews, Secretary

(SEAL)

I, JOE MATTHEWS, Secretary of the Board of Directors of La Habra Heights County Water District do hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the 23rd day of June 2026 and was adopted at that meeting by the following vote:

AYES:

NOES:

ABSENT:

Joe Matthews, Secretary
Board of Directors of La Habra
Heights County Water District

EXHIBIT "A"
 LA HABRA HEIGHTS COUNTY WATER DISTRICT
 Monthly Salary Schedule
 Fiscal Year 2026 – 2027

Management Personnel

	<u>Minimum</u>	<u>Median</u>	<u>Maximum</u>
General Manager	13914	15841	17768
Treasurer/Office Manager	11755	13572	15388
Superintendent	11070	12779	14488

Hourly Personnel

	<u>Minimum</u>	<u>Median</u>	<u>Maximum</u>
Utility Worker III	7733	8928	10123
Utility Worker II	6474	7474	8473
Utility Worker I	5390	6223	7056
Management Assistant/ Accountant	6912	7980	9048
Customer Service/ Accounting Clerk	5795	6691	7587

5% increase for Grade 2 Treatment State Certification for Utility Worker I, Management Assistant/Accountant, and Customer Service/Accounting Clerk

3% increase for Class A Drivers License for any employee required to drive District vehicles

**DISCUSS AND ADOPT –
RESOLUTION 26-06 REVISED
RATES, RULES AND
REGULATIONS**

RESOLUTION NO. 26-06

A RESOLUTION OF THE LA HABRA HEIGHTS COUNTY WATER DISTRICT
AMENDING ITS RATES, RULES AND REGULATIONS TO UPDATE FOR
OTHER FORMS OF PAYMENT RELATED TO RETURNED CUSTOMER
PAYMENTS AND INCREASE DOLLAR AMOUNT OF CLAIMS
SETTLEMENT ALLOWED BY GENERAL MANAGER

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LA HABRA HEIGHTS
COUNTY WATER DISTRICT (“DISTRICT”), as follows:

1. Scope and Purpose.

This resolution revises District’s Rates, Rules and Regulations by amending Resolution No. 20-01 and 25-05. The revised Rates, Rules and Regulations contain revisions and updates, to Section 39 Returned checks and other payments, as well as, Section 45-Claims Procedures.

2. Findings.

(a) Revisions and Updates. Upon review of its current Rates, Rules and Regulations, District found a need to revise and update the Rates, Rules and Regulations

(b) Update Section 39 Returned Checks. The District has for several years collected other forms of payments other than by check from customers. There is a need to include payments by credit card and other forms of payment.

(c) Update Section 45-Claims Procedures. Increase the dollar amount that the General Manager is allowed to compromise or settle a claim against the District from \$10,000.00 to \$25,000.00. The \$10,000.00 allowance was adopted on November 14, 2017, with Resolution No. 17-06 and is amended to \$25,000.00. This requires an amended Section 45-Claims Procedures, paragraph 8.

3. Resolution. Based on the foregoing, it is resolved as follows:

(a) The District, by its Board of Directors, hereby amends its current Regulations, Resolution Nos. 20-01 and 25-05 , and updates Section 39 and 45 of those Regulations with the New Regulation, hereto and incorporated into this resolution as shown in Exhibit A.

4. Other.

This resolution and policy shall become effective immediately after its adoption.

PASSED, APPROVED AND ADOPTED on June 23, 2026.

Brad Cooke, President
Board of Directors La Habra Heights County
Water District

ATTEST:

Joe Matthews, Secretary

(SEAL)

I, JOE MATTHEWS, Secretary of the Board of Directors of the La Habra Heights County Water District, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the 23th day of June 2026, and was adopted at that meeting by the following vote:

AYES:

NOES:

ABSENT:

Joe Matthews, Secretary
Board of Directors of the La Habra
Heights County Water District

EXHIBIT A

Section 39 - Returned Checks Customer Payments

Whenever a bill or charge is paid by a check, credit card, or other form of payment that is not honored by a bank or credit card company and returned to the District for any reason customer will be notified.

If water service was subject to termination customer will be required to redeem the returned check, credit card or other form of payment in three (3) days with cash, money order or a cashier's check.

If water service was not subject to termination the customer has until due date to redeem the check, credit card, or other form of payment returned to District to avoid late fees.

Additionally, a returned ~~check~~ payment charge will be added to the amount to be paid as provided elsewhere herein. Any late fees that were averted by the customer presenting a returned check, credit card, or other form of payment by the bank may be charged to the customer.

If a customer has two returned checks, credit cards, or other forms of payment within a twelve-month period, it will be required that payments be made in cash, money order or cashier's check during the 12 months following the last returned check.

Section 45 – Claims Procedures

The General Manager may allow compromise or settle a claim against the District if the amount to be paid pursuant to such allowance, compromise or settlement does not exceed \$25,000.00. The General Manager shall advise the Board when there has been allowance, settlement or compromise on such claim.

DISCUSS AND ADOPT –

RESOLUTION NO. 26-07
ADOPTING AN AMENDED
PROCUREMENT POLICY

RESOLUTION NO. 26-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
LA HABRA HEIGHTS COUNTY WATER DISTRICT
ADOPTING AN AMENDED PROCUREMENT POLICY**

A. Recitals

- i) California law requires all local agencies to formally adopt policies and procedures governing the acquisition of materials, supplies, equipment and services as referenced below. Government Code section 54202 states that “[e]very local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with said duly adopted policies and in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with statute”.
- ii) The Board of Directors of the La Habra Heights County Water District (“District”) adopted a procurement policy by Resolution 19-05 on August 27, 2019.
- iii) The Board of Directors wishes to amend and clarify the written procurement policy pertaining to the solicitation and purchase of goods and services. Specifically, increase the limits for procurement of goods and services for cost increases over the past seven years.
- iv) This resolution amends Resolution 19-05.

B. Resolution

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LA HABRA HEIGHTS COUNTY WATER DISTRICT as follows:

The District hereby revises its procurement policy, Item I. C.

I. PURCHASING OF GOODS AND SERVICES

- C. The procurement of goods and services may be made by authorized staff as outlined below:
 - 1. Single Items up to \$10,000: No quote and no purchase order necessary.
 - 2. Single Items from \$10,000 up to and including \$25,000: Require at least one price quote and purchase order with the approval of the General Manager. If the General Manager is unavailable, the Treasurer may approve the purchase. If the General Manager and the Treasurer are unavailable, the Superintendent may approve the purchase.
 - 3. Single Items over \$25,000 up to and including \$50,000: Require informal solicitation with at least three competitive bids and approved purchase order by

the General Manager. If the General Manager is unavailable, the Treasurer may approve the purchase.

4. Single Items over \$50,000: Require formal solicitation process and Board approval prior to execution of contract by the General Manager.
5. All contracts for services require Certificates of Insurance as specified in

PASSED, APPROVED AND ADOPTED on June 23, 2026.

Bradley Cooke, President
Board of Directors, La Habra
Heights County Water District

ATTEST:

Joe Matthews, Secretary

[Seal]