

NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS

DATE: Wednesday, March 19, 2025  
TIME: 5:00 p.m. Closed Session  
7:00 p.m. Open Session (time approximate)  
LOCATION: Zone 7 Administration Building  
100 North Canyons Parkway, Livermore, California

For the limited purposes of this meeting and in compliance with AB 2449, remote participation will be made available at the following link:

ZOOM WEBINAR: <https://us02web.zoom.us/j/86224340220>  
(669) 444-9171, Meeting ID: 862 2434 0220  
LIVE STREAMING: Comcast Channel 29  
AT&T U-Verse Channel 99 (Livermore)  
Streaming Live at [tv29live.org](http://tv29live.org)

Any member of the public wishing to address the Board on an item under discussion may do so upon receiving recognition from the President. If the public wishes to provide comment before the meeting, please email [publiccomment@zone7water.com](mailto:publiccomment@zone7water.com) by 12:00 p.m. on Wednesday, March 19<sup>th</sup>.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available at the Zone 7 Administrative Building lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the Executive Assistant, Donna Fabian, at (925) 454-5000. Notification 48 hours prior to the meeting will enable Zone 7 to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II}.

## AGENDA

1. Call Zone 7 Water Agency Meeting to Order
2. Closed Session
  - a. Government Code section 54957(b); Public Employee Performance Evaluation: Title: General Manager
  - b. Conference with Labor Negotiators pursuant to Government Code § 54954.5: Agency Negotiators: Valerie Pryor/Osborn Solitei Employee Organizations: Alameda County Management Employees Association; Alameda County Building and Construction Trades Council, Local 342, AFL-CIO; International Federation of Professional and Technical Engineers, Local 21, AFL-CIO; Local 1021 of the Service Employees International Union, CTW; Unrepresented Management
  - c. Conference with Legal Counsel – Existing litigation pursuant to Gov't Code § 54956.9(d) (1): (1) State Water Contractors v. California Department of Fish & Wildlife (JCCP Case No. 5117), (2) Stark v. Alameda County Flood Control and Water Conservation District, Zone 7 (Alameda County Superior Court Case No. 22-CV-5837), (3) Bautista v. Alameda County Flood Control and Water Conservation District, Zone 7 (Alameda County Superior Court Case No. 22-CV-10679); (4) Alameda County Flood Control & Water Conservation District, Zone 7 v. City of Pleasanton (Alameda County Superior Court Case No. 24-CV-61595); (5) In re: Aqueous Film-Forming Foams Products Liability Litigation (S.D. South Carolina, MDL No. 2: 18-mn-2873-RMG); (6) Munsell v. County of Alameda Civil Service Commission et al (Alameda County Superior Court, Case No. 24-CV-77110). (7) (Paragraph (1) of subdivision (d) of § 54956.9) Tulare Lake Basin Water Storage District v. California Department of Water Resources, Sacramento County Superior Court Case No. 24WM000006 and related cases.
  - d. Conference with Legal Counsel (Anticipated Litigation) – Initiation of litigation pursuant to § 54956.9(c) (two cases)
3. Open Session and Report Out of Closed Session
4. Pledge of Allegiance
5. Roll Call of Directors
6. Public Comment on Non-Agenda Items

*The Public Comment section provides an opportunity to address the Board of Directors on items that are not listed on the agenda, or informational items pertinent to the agency's business. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the agency or are within the jurisdiction of the agency. The Board will not be able to act on matters brought to its attention under this item until a future board meeting.*

7. Minutes
  - a. Regular Board Meeting Minutes of February 19, 2025
8. Consent Calendar
  - a. Authorize Property Exchange with BART at East Dublin Pleasanton Station
  - b. Authorize a Grant of Easement to the City of Livermore at the Arroyo Mocho Bypass
  - c. Personnel Action: Computerized Maintenance Management System Analyst, Zone 7
  - d. Adopt Records Retention Schedule
  - e. Award a Contract for Routine Mowing Services

Recommended Action: Adopt Resolutions

9. Award a Consulting Services Contract for the 2025 Water Demand Assessment and the Urban Water Management Plan

Recommended Action: Adopt Resolution

10. Committees
  - a. Water Resources Committee Meeting Notes of February 5, 2025
  - b. Finance Committee Meeting Notes of February 13, 2025

11. Reports – Directors
  - a. Verbal Comments by President
  - b. Written Reports
  - c. Verbal Reports

12. Items for Future Agenda – Directors

13. Staff Reports
  - a. General Manager’s Report
  - b. February Outreach Activities
  - c. Monthly Water Inventory and Water Budget Update
  - d. Legislative Update
  - e. Investment Report as of December 31, 2024
  - f. FY 2024-25 Unaudited Second Quarter Revenue and Expenditure Report

14. Adjournment

15. Upcoming Board Schedule: (All meeting locations are in the Boardroom at 100 North Canyons Parkway, Livermore, unless otherwise noted.)
  - a. Chain of Lakes PFAS Treatment Facility Ribbon Cutting Ceremony: March 26, 2025, 10:00 a.m. (Chain of Lakes Wellfield)
  - b. Regular Board Meeting: April 16, 2025, 7:00 p.m.

MINUTES OF THE BOARD OF DIRECTORS  
ZONE 7

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

REGULAR MEETING

February 19, 2025

Directors Present: Catherine Brown  
Sandy Figuers  
Laurene Green  
Kathy Narum  
Sarah Palmer

Directors Absent: Dawn Benson  
Dennis Gambs

Staff Present: Valerie Pryor, General Manager  
Chris Hentz, Assistant General Manager – Engineering  
Osborn Solitei, Treasurer/Assistant General Manager – Finance  
Alexandra Bradley, Communications Specialist  
Donna Fabian, Executive Assistant

General Counsel: Rebecca Smith, Downey Brand

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Item 1 – Call Zone 7 Water Agency Meeting to Order

The Zone 7 Water Agency meeting was called to order by Acting President Narum at 7:00 p.m.

Item 2 – Closed Session

The Board entered Closed Session at 6:08 p.m., Director Figuers arrived at 6:41 p.m., and the Board adjourned at 6:43 p.m.

Item 3 – Open Session and Report Out of Closed Session

There were no actions to report out of Closed Session.

Item 4 – Pledge of Allegiance

Director Green led the Pledge of Allegiance.

### Item 5 – Roll Call of Directors

President Gambs and Director Benson were absent.

### Item 6 – Public Comment

No public comments were made.

### Item 7 – Minutes

Director Palmer moved to approve the minutes from the regular Board meeting on January 15, 2025, seconded by Director Green. The motion was approved by a 5-0 roll call vote.

### Item 8 – Consent Calendar

Director Palmer moved to approve Items 8a and 8b and Director Green seconded the motion. The Consent Calendar was approved by a roll call vote of 5-0.

### Item 9 – Ratify Resolution to Dissolve the Los Vaqueros Reservoir Expansion Joint Powers Authority

Valerie Pryor, General Manager, provided an overview of the Los Vaqueros Reservoir Expansion Project, which would have expanded an existing Contra Costa Water District reservoir and allowed agencies such as Zone 7 to participate in additional water storage. However, in September 2024, the Contra Costa Water District Board decided to withdraw from the project, effectively ending its feasibility. As part of the original initiative, a Joint Powers Authority (JPA) was formed, with Zone 7 being a member. Director Narum served as Zone 7's representative, with President Gambs as the alternate. With the project no longer viable, the JPA sought to dissolve. In December, the Zone 7 Board had voted to direct its representatives to support the dissolution. The JPA subsequently passed a resolution to terminate its Joint Exercise of Powers Agreement, requiring ratification by at least 75% of the governing bodies. The item before the Board was to formally vote in favor of dissolving the JPA by adopting the Resolution.

Ms. Pryor reassured the Board that Zone 7 continues to evaluate multiple water supply reliability options, including storage, new water sources, and conveyance. While the Los Vaqueros project was considered an attractive option, planning studies indicated that there were multiple viable approaches to meeting future water needs, ensuring that Zone 7 was not solely dependent on this project.

Director Green inquired about the ability to document lessons learned from the project, noting that similar initiatives might arise in the future. She emphasized the importance of preserving institutional knowledge so that future efforts would not have to start from scratch. Ms. Pryor responded that the California Water Commission was particularly interested in this topic and that an upcoming study on the matter was expected.

Director Narum thanked Ms. Pryor for mentioning alternative water supply options and asked about the timeline for discussing these at the Board level. Ms. Pryor provided an update, stating that the Board had recently approved continued funding for the Delta Conveyance Project to enhance the reliability of the State Water Project. Additionally, Zone 7 had been participating in the Sites Reservoir Project, with a Board decision expected by the end of 2025. She noted that one or two Board workshops, possibly incorporated into regular meetings, would be held to discuss the Sites Reservoir Project further. Zone 7 was also actively considering interim and long-term water transfer options, including an option agreement approved by the Board a few months prior. A feasibility study on local storage within the Chain of Lakes conveyance system was also underway, with potential next steps expected by the end of the year.

Director Green expressed her disappointment that the Los Vaqueros expansion did not come to fruition and hoped that it might be revived in the future. Director Narum agreed, acknowledging the many benefits the expansion could have provided. She informed the Board that all project-related work had been compiled and stored, with the dam's design fully completed and approved by the Division of Safety of Dams. She remained hopeful that the project might be reconsidered at a later date. Director Narum also pointed out the positive aspects of the JPA, highlighting that it successfully demonstrated collaboration among diverse water agencies. She speculated that some agencies might pursue alternative projects together and that Zone 7 could potentially be involved in such efforts. Lastly, she noted that although funds had been expended on the project, they should be viewed as research and development investments that contributed to a broader understanding of water infrastructure planning.

Director Palmer made a motion to approve the Resolution and Director Green seconded it. The Resolution was approved by a roll call vote of 5-0.

#### Item 10 – Declaration of Fix a Leak Week March 10-16, 2025

Alexandra Bradley, Communications Specialist, presented Zone 7's participation in the U.S. Environmental Protection Agency WaterSense Program's annual Fix a Leak Week. The initiative aims to raise public awareness about water waste caused by leaks in common household fixtures such as faucets, toilets, showerheads, outdoor irrigation systems, and hose bibs.

As part of Fix a Leak Week, Zone 7 and its retail partners will encourage customers to identify and repair leaks. This year, the Agency will hold its second annual Waterwise Wendy Fix the Leak Challenge, which invites residents to inspect their homes using a leak detective checklist. The checklist, designed for both individuals and families, guides participants through a step-by-step process to detect leaks inside and outside their households.

To promote the campaign, Zone 7 will implement several outreach efforts. A dedicated homepage slider on the Agency's website will direct visitors to a landing page containing contest details and downloadable resources. Social media graphics, digital flyers, and a dedicated Facebook reel will further support the campaign. Additionally, outreach will extend to local school districts through Peachjar, an electronic flyer distribution tool, ensuring students and their families are informed about the challenge.

This year, Zone 7 will offer three identical prize packages—one for each service area. The prize package includes an inflatable paddle board, an insulated beverage cooler, a Zone 7 water bottle, a waterproof football, water wings for kids, a beach bingo game, a children’s beach towel, and a sandcastle kit, all designed to encourage outdoor water-related activities.

Director Green inquired about how the campaign's reach and effectiveness would be measured. Ms. Bradley responded that multiple metrics would be tracked, including website landing page traffic, contest participation, and social media engagement rates. Additionally, Zone 7 has allocated a marketing budget for paid media, and performance data from these efforts will be included in a follow-up report in the months following the contest.

Director Palmer made a motion to approve the Resolution and Director Green seconded it. The Resolution was approved by a roll call vote of 5-0.

#### Item 11 – Committees

No comments were made regarding the notes from the Legislative Committee.

#### Item 12 – Reports - Directors

Director Palmer provided an update on ACWA’s strategic planning efforts, noting that Tiffany Giammona is serving as Interim Executive Director until Marwan Khalifa assumes the role on February 24. Recruitment for a permanent Executive Director is ongoing, with a goal of finalizing the position by the end of the year. She also mentioned the Board’s participation in Donut Day on February 5, delivering donuts to various worksites in Zone 7. Additionally, she reminded the Board of the 34<sup>th</sup> Annual Alameda County Special District Association Dinner on March 13.

Director Green reported on a recent ACWA PFAS working group meeting, where potential legislation for PFAS funding was discussed. The group will continue reviewing the legislation to determine whether to support it.

#### Item 13 – Items for Future Agenda – Directors

No items were requested for consideration at an upcoming Board meeting.

#### Item 14 – Staff Reports

Ms. Pryor provided highlights from her report, noting that the Chain of Lakes Wells PFAS Treatment Facility project is nearly complete and will be brought online in early March, with a ribbon-cutting ceremony scheduled for March 26. The Agency is also working on a new early storm flood warning system utilizing rainfall and streamflow gauges.

She reported that the State Water Project allocation for 2025 has increased to 20%, which, combined with existing water storage, ensures sufficient supply for the year. A slight additional increase in allocation may be possible given recent weather conditions.

Additional highlights included the ribbon-cutting ceremony for the Patterson Ranch Trail, a collaborative effort with the Livermore Area Regional Park District, and a February 4<sup>th</sup> tour of the Agency's PFAS treatment facility by officials from Japan. Ms. Pryor thanked directors and staff for their participation in the successful event.

Director Narum congratulated the finance team, led by Osborn Solitei, for receiving the Operating Budget Excellence Award for the fiscal year 2024-25 two-year budget, emphasizing its alignment with the Agency's commitment to transparency and fiscal responsibility.

Director Green commended staff on the rapid development of the first PFAS treatment system, noting the opportunity to showcase the Agency's work during the tour with Japanese dignitaries.

#### Item 15 – Adjournment

Director Narum adjourned the meeting at 7:26 p.m.



**ORIGINATING SECTION:** Flood Protection Engineering

**CONTACT:** Jeff Tang/Edward Reyes

**AGENDA DATE:** March 19, 2025

**SUBJECT:** Authorize Property Exchange with BART at East Dublin Pleasanton Station

**SUMMARY:**

- To support Zone 7's mission to deliver safe, reliable, efficient, and sustainable flood protection services, Zone 7 manages its real property and collaborates with other agencies in the Tri-Valley. The proposed action is in support of Strategic Plan Initiative 13 – Continue to repair and maintain the flood protection facilities.
- The San Francisco Bay Area Rapid Transit District (BART) is implementing the Dublin Pleasanton Access Improvement Project (Project) along the Iron Horse Trail alignment which runs through the East Dublin Pleasanton BART station to improve pedestrian and bicycle access to the station. As part of the Project, the existing transportation corridor for vehicular and pedestrian access is being realigned.
- Zone 7 owns and maintains a flood protection facility, Line G-2, that is currently located within BART's existing transportation corridor at the East Dublin Pleasanton station. BART proposes that Zone 7 quitclaim the impacted right-of-way. In exchange, BART would grant access easements and an access license agreement to Zone 7 to enable continued access to Line G-2 for maintenance through the East Dublin Pleasanton Station.
- Three parcels are proposed for quit claim from Zone 7, totaling 14,220 square feet. In exchange, BART will provide easements, including reservations over the quitclaimed parcels, and an access license agreement totaling 140,806 square feet over six parcels.
- Zone 7 has determined that the proposed real property transactions will not interfere with use of the property by Zone 7 for flood protection purposes.
- Alameda County Flood Control and Water Conservation District holds legal title to the property, which requires its Board of Supervisors to approve the easement. Zone 7 Board must first request and authorize the Board of Supervisors to approve the easement.
- Staff recommends that the Board:
  1. Approve the quitclaim deeds to BART as part of their Dublin Pleasanton Access Improvement Project;

2. Authorize the General Manager to negotiate and finalize quitclaim deed and easement reservation documents with BART; and
3. Accept the access easements and access license agreement from BART; and
4. Request and recommend that the Board of Supervisors of the Alameda County Flood Control and Water Conservation District approve the quitclaim deeds for BART.

**FUNDING:**

There is no funding impact.

**RECOMMENDED ACTION:**

Adopt the attached Resolution.

**ATTACHMENTS:**

1. Resolution
2. Vicinity and Location Map
3. Draft Quitclaim Deeds and attachments
4. Draft Grant of Easements and attachments
5. Draft Access License Agreement with BART

ZONE 7  
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR  
SECONDED BY DIRECTOR

**Authorize Property Exchange with BART at East Dublin Pleasanton Station**

WHEREAS, to support Zone 7's mission to deliver safe, reliable, efficient, and sustainable flood protection services, Zone 7 manages its real property and collaborates with other agencies in the Tri-Valley; and

WHEREAS, the proposed action is in support of Strategic Plan Initiative 13 – Continue to repair and maintain the flood protection facilities; and

WHEREAS, Alameda County Flood Control and Water Conservation District is the owner of the real properties known as Line G-2 in Pleasanton; and

WHEREAS, the San Francisco Bay Area Rapid Transit District (BART), has requested fee title for a portion of Line G-2 to allow realignment of their transportation corridor at the East Dublin Pleasanton Station; and

WHEREAS, BART will grant access easements and an access license agreement to Zone 7 to allow Zone 7 to continue to have access to Line G-2; and

WHEREAS, draft of quitclaim deeds with reservation of perpetual and exclusive easements for Zone 7 have been prepared conveying fee title to BART on the lands more particularly designated and described in the attached Exhibits A-1/7, A-2/8, and A-3/9 (R/W Nos. 70220/70221; 70222/70223; and 70224/70225) and Exhibit B-1, B-2, and B-3 (RF-10168, RF-10169, and RF-10170); and

WHEREAS, draft of grant of easements and an access license agreement have been prepared by BART to convey to Zone 7 on the lands more particularly designated and described in the attached Exhibits A-4, A-5, and A-6 (R/W Nos. 70220, 70222, and 70224) and Exhibit B-4, B-5, and B-6 (RF-10165, RF-10166, and RF-10167).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby find and determine that the quitclaim deeds on flood control properties as described in the attached Exhibits A-1, A-2, and A-3 (R/W Nos. 70220, 70222, and 70224) and Exhibit B-1, B-2, and B-3 (RF-10168, RF-10169, and RF-10170), will not interfere with Zone 7's use of the property for flood control purposes; and

BE IT FURTHER RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby accept the grant of access easements and access license agreement from BART as described in the attached Exhibits A-4, A-5, and A-6 (R/W Nos. 70220, 70222, and 70224) and Exhibit B-4, B-5, and B-6 (RF-10168, RF-10169, and RF-10170), will not interfere with Zone 7's use of the property for flood control purposes; and

BE IT FURTHER RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate and finalize quitclaim deeds and supporting documents, for the Board of Supervisors consideration, for granting said quitclaim deeds to BART; and

BE IT FURTHER RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby request and recommend that the Board of Supervisors of the Alameda County Flood Control and Water Conservation District approve the quitclaim deeds and authorize the President of the Board of Supervisors to execute same.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

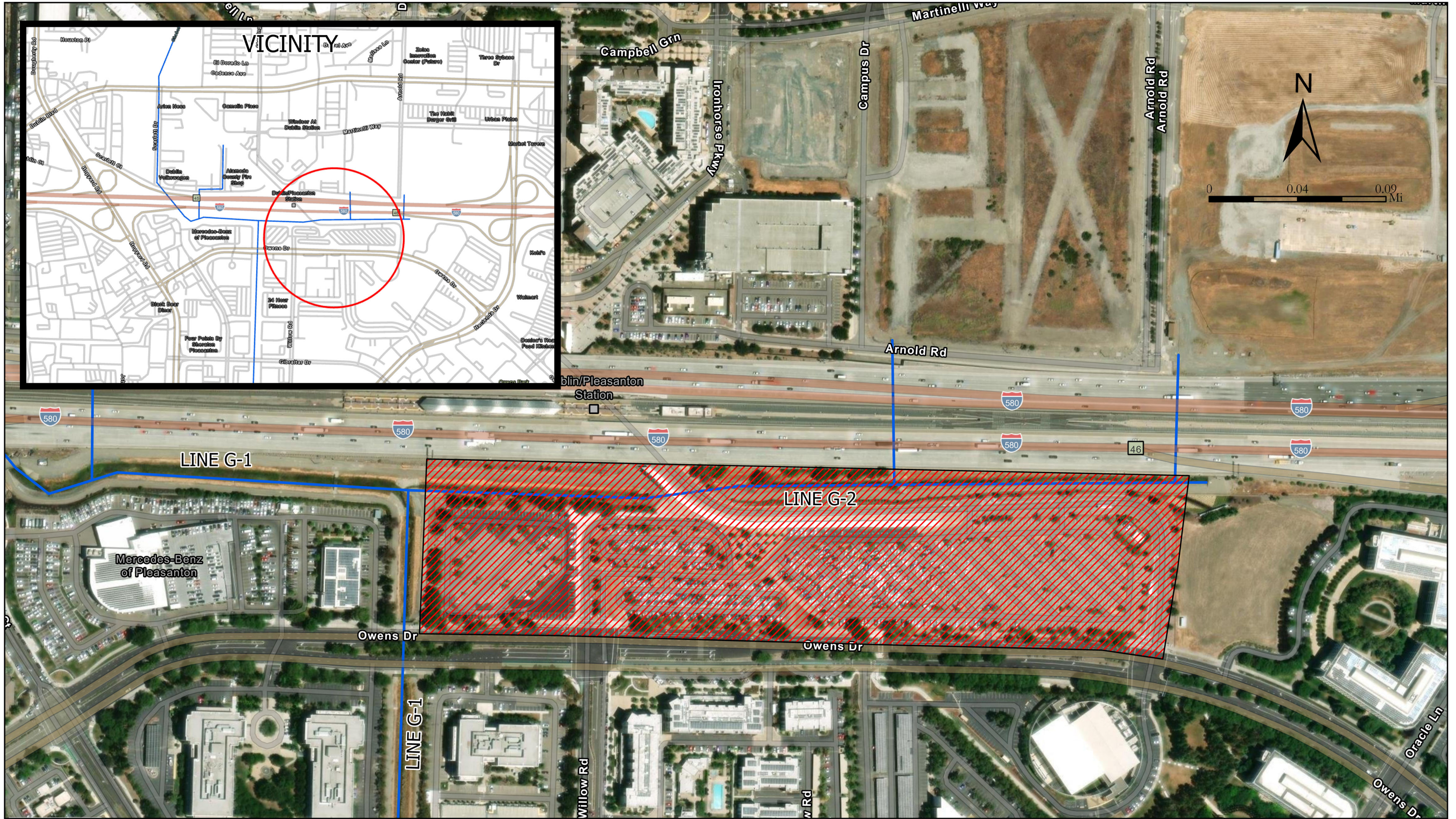
NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 19, 2025.

By: \_\_\_\_\_  
President, Board of Directors



**ZONE 7 WATER AGENCY**  
**100 N. Canyons Parkway**  
**Livermore, CA 94551**

DRAWN: JT

REVIEWED:

**ZONE 7**  
**Property Exchange with BART -**  
**Vicinity and Location**

Scale: Not to Scale

Date: 02/25/2025

FIGURE 1

RECORDING REQUESTED BY AND

WHEN RECORDED RETURN TO:

BAY AREA RAPID TRANSIT DISTRICT  
2150 Webster Street, 9<sup>th</sup> Floor  
Oakland, CA 94612  
Attn.: Real Estate & Property Mgmt.

ABOVE THIS LINE FOR RECORDER'S USE

APN 941-2771-14 (portion of)  
R/W No. 70220  
RF-10168  
BART Parcel: L-3011-1A

**QUITCLAIM DEED**  
**LINE G-2, APN: 941-2771-14**

For valuable consideration, the receipt of which is hereby acknowledged, **ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7 (Zone 7)**, a body corporate and politic, being the present title owner(s) of record of the herein described parcel of land, does hereby quitclaim to the **Bay Area Rapid Transit District**, a rapid transit district, that portion of the real property situated in the City of Pleasanton, County of Alameda, State of California, Assessor's Parcel No. 941-2771-14 (Portion), described in Exhibit **A-1** (Legal Description – R/W No. 70220) and depicted in Exhibit **B-1** (Plat Map – RF-10168), attached hereto and incorporated herein.

Reserving, however, to Zone 7, its successors and assigns, a perpetual and exclusive easement as described in Exhibit **A-7** (Legal Description – R/W No. **70221**) and depicted in Exhibit **B-1** (Plat Map – RF-10168), attached hereto and incorporated herein. The purpose of this easement is to allow for access for maintenance, repair, replacement, modification, and additions to the existing Line G-2 facility.

IN WITNESS WHEREOF, this instrument is duly executed pursuant to Alameda County Flood Control and Water Conservation District Resolution No. \_\_\_\_\_, adopted \_\_\_\_\_, 20\_\_\_\_, a certified copy of which is attached hereto and made a part hereof.

**ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT**

By: \_\_\_\_\_  
David Haubert, President  
Board of Supervisors  
Alameda County Flood Control and Water Conservation District

Dated: \_\_\_\_\_

RECORDING REQUESTED BY AND

WHEN RECORDED RETURN TO:

BAY AREA RAPID TRANSIT DISTRICT  
2150 Webster Street, 9<sup>th</sup> Floor  
Oakland, CA 94612  
Attn.: Real Estate & Property Mgmt.

ABOVE THIS LINE FOR RECORDER'S USE

APN 941-2778-1-4 (portion of)  
R/W No. 70222  
RF-10169  
BART Parcel: L-3014-1A

**QUITCLAIM DEED**  
**LINE G-2, APN: 941-2778-1-4**

For valuable consideration, the receipt of which is hereby acknowledged, **ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7 (Zone 7)**, a body corporate and politic, being the present title owner(s) of record of the herein described parcel of land, does hereby quitclaim to the **Bay Area Rapid Transit**, a California municipal corporation, that portion of the real property situated in the City of Pleasanton, County of Alameda, State of California, Assessor's Parcel No. 941-2778-1-4 (Portion), described in Exhibit **A-2** (Legal Description – R/W No. 70222) and depicted in Exhibit **B-2** (Plat Map – RF-10169), attached hereto and incorporated herein.

Reserving, however, to Zone 7, its successors and assigns, a perpetual and exclusive easement as described in Exhibit A-8 (Legal Description – R/W No. **70223**) and depicted in Exhibit **B-2** (Plat Map – RF-10169), attached hereto and incorporated herein. The purpose of this easement is to allow for access for maintenance, repair, replacement, modification, and additions to the existing Line G-2 facility.

IN WITNESS WHEREOF, this instrument is duly executed pursuant to Alameda County Flood Control and Water Conservation District Resolution No. \_\_\_\_\_, adopted \_\_\_\_\_, 20\_\_\_\_\_, a certified copy of which is attached hereto and made a part hereof.

**ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT**

By: \_\_\_\_\_  
David Haubert, President  
Board of Supervisors  
Alameda County Flood Control and Water Conservation District

Dated: \_\_\_\_\_

RECORDING REQUESTED BY AND

WHEN RECORDED RETURN TO:

BAY AREA RAPID TRANSIT DISTRICT  
2150 Webster Street, 9<sup>th</sup> Floor  
Oakland, CA 94612  
Attn.: Real Estate & Property Mgmt.

ABOVE THIS LINE FOR RECORDER'S USE

APN 941-2771-007 (portion of)  
R/W No. 70224  
RF-10170  
BART Parcel: L-3016-1A

**QUITCLAIM DEED**  
**LINE G-2, APN: 941-2771-007**

For valuable consideration, the receipt of which is hereby acknowledged, **ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7 (Zone 7)**, a body corporate and politic, being the present title owner(s) of record of the herein described parcel of land, does hereby quitclaim to the **Bay Area Rapid Transit**, a California municipal corporation, that portion of the real property situated in the City of Pleasanton, County of Alameda, State of California, Assessor's Parcel No. 941-2771-007 (Portion), described in Exhibit **A-3** (Legal Description – R/W No. 70224) and depicted in Exhibit **B-3** (Plat Map – RF-10170), attached hereto and incorporated herein.

Reserving, however, to Zone 7, its successors and assigns, a perpetual and exclusive easement as described in Exhibit **A-9** (Legal Description – R/W No. **70225**) and depicted in Exhibit **B-3** (Plat Map – RF-10170), attached hereto and incorporated herein. The purpose of this easement is to allow for access for maintenance, repair, replacement, modification, and additions to the existing Line G-2 facility.

IN WITNESS WHEREOF, this instrument is duly executed pursuant to Alameda County Flood Control and Water Conservation District Resolution No. \_\_\_\_\_, adopted \_\_\_\_\_, 20\_\_\_\_, a certified copy of which is attached hereto and made a part hereof.

**ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT**

By: \_\_\_\_\_  
David Haubert, President  
Board of Supervisors  
Alameda County Flood Control and Water Conservation District

Dated: \_\_\_\_\_





**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

2150 Webster Street, 9<sup>th</sup> Floor  
Oakland, CA 94612  
(510) 464-6861  
Attn: Thang Nguyen  
Real Estate and Property Management

BART Parcel Nos.: L-3011-1A, L-3014-1A,  
L-30161A, L-3001L1 and L-3002E1  
APNs: 941-2771-014, 941-2778-001-04,  
941-2771-007, 941-2771-015 and 941-2778-002

*Sent Via Email*

January 28, 2025

Valerie L. Pryor  
General Manager  
Alameda County Flood Control  
And Water Conservation District, Zone 7  
100 North Canyons Parkway  
Livermore, CA 94551

2025

Robert Raburn, Ph.D.  
PRESIDENT

Melissa Hernandez  
VICE PRESIDENT

Robert Powers  
GENERAL MANAGER

**Re: BART Dublin Pleasanton Access Improvement Project**

Dear Ms. Pryor,

The San Francisco Bay Area Rapid Transit District (“BART”) has initiated a project to improve its transportation facility through the Dublin Pleasanton BART Station area corresponding to the Iron Horse Trail alignment, which will make it safer for all users, particularly pedestrians and cyclists. The Dublin/Pleasanton Access Improvement Project is to improve pedestrian and bicycle access to the station by closing a gap in the Iron Horse Trail and improve the connection between Cities of Dublin and Pleasanton across the I-580 Freeway. This project will install a 0.35-mile Class 4 cycle-track, 0.15-mi ADA-compliant raised crosswalk, secure bike parking, sidewalks, landscaping and stormwater management improvements. Additionally, there will be installation of pedestrian scale lights, wayfinding, art, and replacement of underpass lights (the “PROJECT”).

DIRECTORS

Matt Rinn  
1ST DISTRICT

Mark Foley  
2ND DISTRICT

Barnali Ghosh  
3RD DISTRICT

Robert Raburn, Ph.D.  
4TH DISTRICT

Melissa Hernandez  
5TH DISTRICT

Elizabeth Ames  
6TH DISTRICT

VICTOR FLORES  
7TH DISTRICT

Janice Li  
8TH DISTRICT

Edward Wright  
9TH DISTRICT

The PROJECT requires property acquisition from Alameda County Flood Control & Water Conservation District, Zone 7 (“ZONE 7”). BART’s East Dublin Pleasanton Extension (“DPX”) was completed and opened in 1997. As part of the DPX Project, a road was constructed for a bus lane and BART maintenance vehicle access connecting to the Dublin Pleasanton BART Station. For whatever reason, the Right of Way activities were never completed between both parties. Portions of the bus lane are still owned by the ZONE 7.

BART currently uses portions of parcel numbers 941-2771-014 (BART Parcel L-3011), 941-2778-001-04 (BART Parcel L-3014), and 941-2771-007 (BART Parcel L-3016) owned by ZONE 7. BART seeks to reconcile these property rights through the property acquisition from ZONE 7, while reserving easements for ZONE 7.

ZONE 7 currently accesses its facility through BART property on parcel numbers 941-2771-015 (BART Parcel L-3001) and 941-2778-002 (BART Parcel L-3002). BART seeks to grant ZONE 7 an Access License and an Access Easement respectively on the BART parcels.

Attached please find the draft Property Exchange Agreement, Appraisal Maps, Plats and Legals associated with this project. Please commence the review of the documents. Once the review is completed, we can take the next steps which include signing the Property Exchange Agreement, preparing the Quitclaim Deeds, Easement Deed and Access License and getting approval from the County Board of Supervisors for the property transaction.

Please let me know if you have any questions. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Thang Nguyen". The signature is written in a cursive, flowing style.

Thang Nguyen  
Principal Right of Way Officer  
San Francisco Bay Area Rapid Transit District (BART)

Portion of APN  
941-2771-015  
R/W No. 70217  
Map: RF-10165

Exhibit "A-4"

ACCESS & UTILITY EASEMENT (L-3001E1)  
OVER THE LANDS OF S.F.B.A.R.T.D.  
APN 941-2771-015

Lying within the City of Pleasanton, County of Alameda, State of California, being a portion of the lands of San Francisco Bay Area Rapid Transit District as described in Corporation Grant Deed recorded September 28, 1993, under Document Number 1993-343174, Alameda County Records, said portion is more particularly described as follows:

BEGINNING at the northeastern most corner of said lands of San Francisco Bay Area Rapid Transit District, said corner also being the eastern most corner of "Parcel A" as shown on that certain Parcel Map 3863 filed in Book 161 of Parcel Maps at Pages 15 through 30 in the office of Alameda County Recorder;

thence along the easterly boundary of said lands, on the bearings based on NAD'83 California Zone 3, South 46°27'24" East 57.20 feet to the beginning of a curve concave to the north having a radius of 276.00 feet and the radial center of which bears North 01°29'07" East;

thence westerly 47.62 feet along said curve, through a central angle of 09°53'08" to the beginning of a compound curve having a radius of 322.00 feet;

thence westerly 45.18 feet along said curve, through a central angle of 08°02'23" to the southeastern lines of said "Parcel A";

thence along said southeastern lines North 46°27'28" West 30.95 feet and North 89°22'32" East 71.76 feet to the POINT OF BEGINNING.

Containing 2,427 square feet more or less.

END OF DESCRIPTION

Being a portion of APN 941-2771-015

Prepared by Cinquini & Passarino, Inc.

**Preliminary**

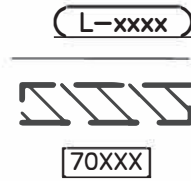
02/20/2025 2:14:03 PM

Davit Can Sulam, PLS 8224

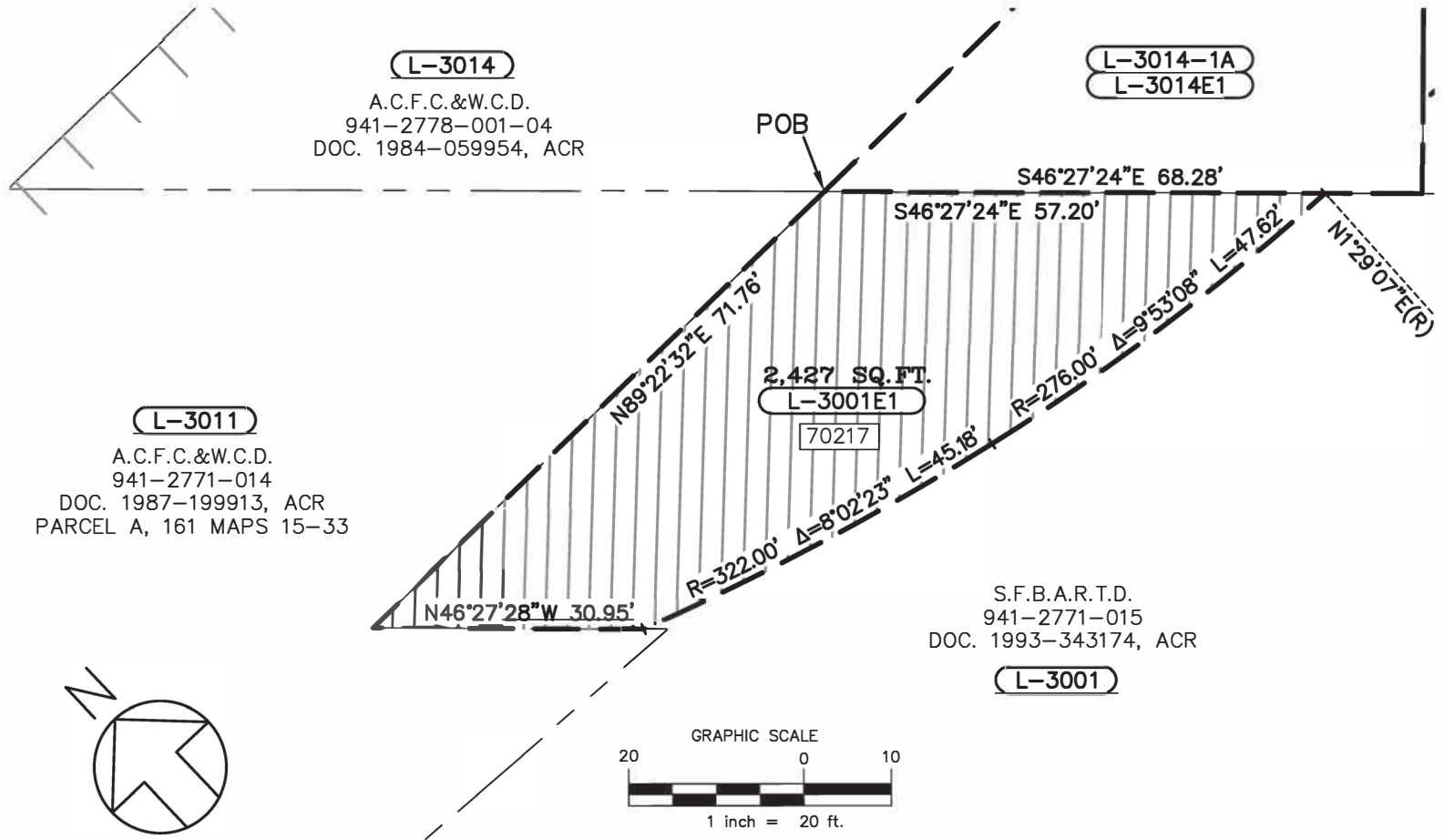
Date

ACR ALAMEDA COUNTY RECORDS  
 A.C.F.C.&W.C.D. ALAMEDA COUNTY FLOOD CONTROL  
 AND WATER CONSERVATION DISTRICT  
 S.F.B.A.R.T.D. SAN FRANCISCO BAY AREA RAPID TRANSIT  
 DISTRICT  
 POB POINT OF BEGINNING  
 POC POINT OF COMMENCEMENT  
 (R) RADIAL

PORTION OF APN 941-2771-015



S.F.B.A.R.T.D. PARCEL NUMBER  
 EXISTING PROPERTY LINE  
 PROPOSED EASEMENT AREA  
 ZONE 7 RIGHT-OF-WAY NUMBER



S.F.B.A.R.T.D. (Doc. No. 1993-343174)

ACCESS EASEMENT TO A.C.F.C.&W.C.D. (L-3001E1)



EXHIBIT 'B-4'

CO. ALAMEDA RTE. I 580 SHEET 1 OF 1

CAD FILE NO: Y:\7874\Cad\7874ESMT\_20250220.dwg  
 Feb 20, 2025 - 2:03pm

SCALE: 1"=20' DATE: SEP., 2024

Exhibit "A-5"

ACCESS LICENSE TO A.C.F.C.&W.C.D. (L-3001L1)  
OVER THE LANDS OF S.F.B.A.R.T.D.  
APN 941-2771-015

Lying within the City of Pleasanton, County of Alameda, State of California, being a portion of the lands of San Francisco Bay Area Rapid Transit District as described in Corporation Grant Deed recorded September 28, 1993, under Document Number 1993-343174, Alameda County Records, said portion is more particularly described as follows:

**AREA #1:**

COMMENCING at the standard city monument as shown at the intersection of Owens Drive and Willow Road on that certain Parcel Map 3863 filed in Book 161 of Parcel Maps at Pages 15 through 30 in the office of Alameda County Recorder;

thence along the centerline of said Owens Drive, on the bearings based on NAD'83 California Zone 3, North 88°57'30" West 95.05 feet;

thence leaving said centerline, North 01°02'30" East 40.50 feet to the northerly right-of-way of said Owens Drive and the POINT OF BEGINNING, said point also being the beginning of a curve concave to the northwest, having a radius of 30.00 feet and the radial center of which bears North 01°02'30" East;

thence leaving said right-of way, the following twenty-four (24) courses and distances:

- 1) northeasterly 47.22 feet along said curve, through a central angle of 90°10'54";
- 2) North 00°51'35" East 80.75 feet to the beginning of a tangent curve concave to the southwest, having a radius of 15.00 feet;
- 3) northwesterly 23.55 feet along said curve, through a central angle of 89°57'56";
- 4) North 89°06'21" West 39.39 feet;
- 5) North 01°19'06" East 122.82 feet;
- 6) North 87°40'47" West 315.34 feet;
- 7) North 01°41'49" East 64.44 feet;
- 8) South 87°37'27" East 40.00 feet;
- 9) South 01°41'49" West 40.40 feet;

- 10) South 87°40'47" East 299.18 feet;
- 11) South 01°19'06" West 101.05 feet to the beginning of a tangent curve concave to the north, having a radius of 15.00 feet;
- 12) southerly, easterly and northerly 47.12 feet along said curve, through a central angle of 180°00'00";
- 13) North 01°19'06" East 40.72 feet to the beginning of a tangent curve concave to the southeast, having a radius of 75.00 feet;
- 14) northeasterly 118.54 feet along said curve, through a central angle of 90°33'29";
- 15) South 01°47'48" West 28.00 feet to the beginning of a non-tangent curve concave to the southeast having a radius of 51.00 feet and the radial center of which bears South 01°52'35" West, said point also called as POINT 'A' for future reference hereinbelow;
- 16) southwesterly 80.61 feet along said curve, through a central angle of 90°33'29";
- 17) South 01°19'06" West 24.52 feet to the beginning of a tangent curve concave to the northeast, having a radius of 30.00 feet;
- 18) southeasterly 46.83 feet along said curve, through a central angle of 89°26'31";
- 19) South 88°07'25" East 27.15 feet;
- 20) South 01°52'35" West 24.00 feet to the beginning of a non-tangent curve concave to the southeast, having a radius of 15.00 feet, the radial center of which bears South 01°52'35" West;
- 21) southwesterly 23.83 feet along said curve, through a central angle of 91°01'00";
- 22) South 00°51'35" West 83.38 feet to the beginning of a tangent curve concave to the northeast, having a radius of 30.00 feet;
- 23) southeasterly 47.03 feet along said curve, through a central angle of 89°49'06";
- 24) North 88°57'30" West 125.00 feet to the POINT OF BEGINNING.

**AREA #2:**

BEGINNING at the POINT 'A' hereinabove referred to;

thence the following twenty-three (23) courses and distances:

- 1) North 01°47'48" East 28.00 feet;

- 2) South 88°07'25" East 133.63 feet;
- 3) North 46°27'24" West 33.92 feet;
- 4) South 87°37'27" East 67.95 feet;
- 5) South 46°27'24" East 33.03 feet;
- 6) South 88°07'25" East 5.39 feet to the beginning of a tangent curve concave to the southwest, having a radius of 120.00 feet;
- 7) easterly 62.00 feet along said curve, through a central angle of 29°36'04" to the beginning of a compound curve having a radius of 100.00 feet;
- 8) southeasterly 103.76 feet along said curve, through a central angle of 59°27'06";
- 9) South 00°55'45" West 13.10 feet to the beginning of a tangent curve concave to the northeast, having a radius of 20.00 feet;
- 10) southeasterly 34.73 feet along said curve, through a central angle of 99°30'22" to the beginning of a compound curve having a radius of 84.00 feet;
- 11) northeasterly 55.56 feet along said curve, through a central angle of 37°53'45";
- 12) North 43°31'38" East 55.57 feet;
- 13) South 46°27'24" East 24.00 feet;
- 14) South 43°31'38" West 55.57 feet to the beginning of a tangent curve concave to the northwest, having a radius of 108.00 feet;
- 15) southwesterly 71.43 feet along said curve, through a central angle of 37°53'45" to the beginning of a compound curve having a radius of 44.00 feet;
- 16) westerly 8.03 feet along said curve, through a central angle of 10°27'14";
- 17) North 88°07'25" West 329.95 feet;
- 18) North 01°52'35" East 24.00 feet;
- 19) South 88°07'25" East 265.94 feet to the beginning of a tangent curve concave to the northwest, having a radius of 20.00 feet;
- 20) northeasterly 31.75 feet along said curve, through a central angle of 90°56'50";
- 21) North 00°55'45" East 15.57 feet to the beginning of a tangent curve concave to the southwest, having a radius of 71.00 feet;

22) northwesterly 110.35 feet along said curve, through a central angle of 89°03'10";

23) North 88°07'25" West 221.08 feet to the POINT OF BEGINNING.

Containing a total area of 51,381 square feet more or less.

END OF DESCRIPTION

Being a portion of APN 941-2771-015

Prepared by Cinquini & Passarino, Inc.

**Preliminary**

02/20/2025 2:13:51 PM

\_\_\_\_\_  
Davit Can Sulam, PLS 8224

\_\_\_\_\_  
Date



INTERSTATE 580

PORTION OF APN 941-2771-015

A.C.F.C.&W.C.D.  
941-2771-007  
DOC. 1984-059953, ACR

L-3016

L-3016-1A  
L-3016E1

L-3011

A.C.F.C.&W.C.D.  
941-2771-014  
DOC. 1987-199913, ACR

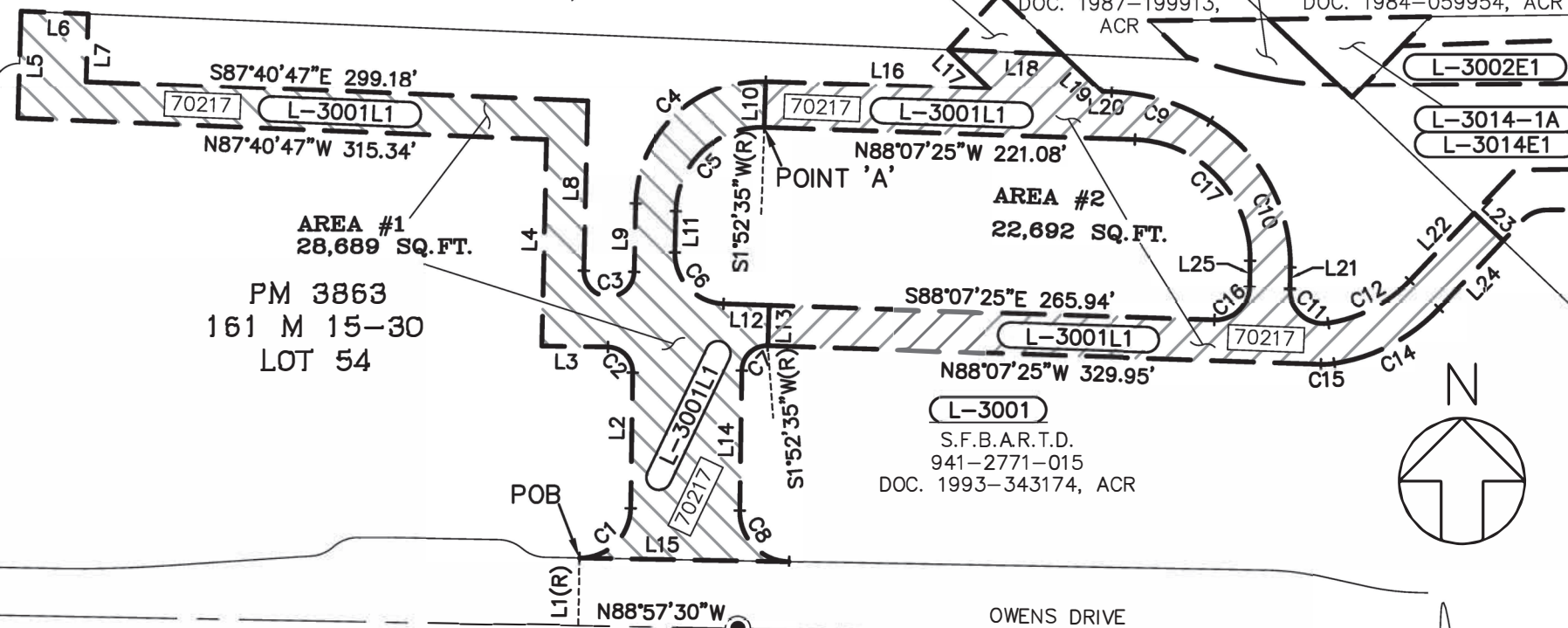
L-3014

A.C.F.C.&W.C.D.  
941-2778-001-04  
DOC. 1984-059954, ACR

L-3001E1

L-3002E1

L-3014-1A  
L-3014E1

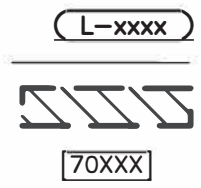


AREA #1  
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PM 3863  
161 M 15-30  
LOT 54

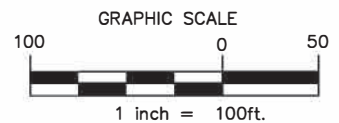
AREA #2  
22,692 SQ. FT.

SEE SHEET 2 FOR LINE & CURVE TABLE

- ACR ALAMEDA COUNTY RECORDS
- A.C.F.C.&W.C.D. ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
- S.F.B.A.R.T.D. SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- (R) RADIAL



- S.F.B.A.R.T.D. PARCEL NUMBER
- EXISTING PROPERTY LINE
- PROPOSED ACCESS LICENSE AREA
- ZONE 7 RIGHT-OF-WAY NUMBER



S.F.B.A.R.T.D. (Doc. No. 1993-343174)  
ACCESS LICENSE TO A.C.F.C.&W.C.D. L-3001L1



EXHIBIT 'B-5'

CO. ALAMEDA	RTE. I 580	SHEET 1 OF 2
CAD FILE NO:	Y: \7874\Cad\7874ESMT_20250220.dwg Feb 20, 2025 - 2:03pm	

SCALE: 1"=100'      DATE: JULY, 2024

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N1°02'30"E	40.50'
L2	N0°51'35"E	80.75'
L3	N89°06'21"W	39.39'
L4	N1°19'06"E	122.82'
L5	N1°41'49"E	64.44'
L6	S87°37'27"E	40.00'
L7	S1°41'49"W	40.40'
L8	S1°19'06"W	101.05'
L9	N1°19'06"E	40.72'
L10	S1°47'48"W	28.00'
L11	S1°19'06"W	24.52'
L12	S88°07'25"E	27.15'
L13	S1°52'35"W	24.00'
L14	S0°51'35"W	83.38'
L15	N88°57'30"W	125.00'
L16	S88°07'25"E	133.63'
L17	N46°27'24"W	33.92'
L18	S87°37'27"E	67.95'
L19	S46°27'24"E	33.03'
L20	S88°07'25"E	5.39'
L21	S0°55'45"W	13.10'
L22	N43°31'38"E	55.57'
L23	S46°27'24"E	24.00'

LINE TABLE		
LINE #	DIRECTION	LENGTH
L24	S43°31'38"W	55.57'
L25	N0°55'45"E	15.57'

CURVE TABLE			
CURVE #	RADIUS	LENGTH	DELTA
C1	30.00'	47.22'	90°10'54"
C2	15.00'	23.55'	89°57'56"
C3	15.00'	47.12'	180°00'00"
C4	75.00'	118.54'	90°33'29"
C5	51.00'	80.61'	90°33'29"
C6	30.00'	46.83'	89°26'31"
C7	15.00'	23.83'	91°01'00"
C8	30.00'	47.03'	89°49'06"
C9	120.00'	62.00'	29°36'04"
C10	100.00'	103.76'	59°27'06"
C11	20.00'	34.73'	99°30'22"
C12	84.00'	55.56'	37°53'45"
C14	108.00'	71.43'	37°53'45"
C15	44.00'	8.03'	10°27'14"
C16	20.00'	31.75'	90°56'50"
C17	71.00'	110.35'	89°03'10"

**LINE & CURVE TABLES**



SCALE: N/A

DATE: JULY, 2024

**EXHIBIT 'B-5'**

CO. ALAMEDA

RTE. I 580

SHEET 2 OF 2

CAD FILE NO:

Y: \7874\Cad\7874ESMT\_20250220.dwg  
Feb 20, 2025 - 3:21pm

Exhibit "A-6"

ACCESS EASEMENT TO A.C.F.C.&W.C.D. (L-3002E1)  
OVER THE LANDS OF S.F.B.A.R.T.D.  
APN 941-2778-002

Lying within the City of Pleasanton, County of Alameda, State of California, being a portion of the lands of San Francisco Bay Area Rapid Transit District as described in Corporation Grant Deed recorded September 28, 1993, under Document Number 1993-343174, Alameda County Records, said portion is more particularly described as follows:

COMMENCING at the standard city monument as shown in the centerline of Owens Drive on that certain Parcel Map 3863 filed in Book 161 of Parcel Maps at Pages 15 through 30 in the office of Alameda County Recorder, where another standard city monument bears on the bearings based on NAD'83 California Zone 3, North 88°57'30" West 1146.92 feet, said point also being the beginning of a tangent curve concave to the south, having a radius of 1470.00 feet;

thence southeasterly 171.96 feet along said curve, through a central angle of 06°42'08"; thence leaving said centerline, North 07°44'38" East 28.50 feet to the northerly right-of-way of said Owens Drive and the POINT OF BEGINNING, said point also being the beginning of a curve concave to the northwest, having a radius of 33.00 feet and the radial center of which bears North 07°44'38" East;

thence leaving said right-of way, the following thirty-four (34) courses and distances:

- 1) northeasterly 51.70 feet along said curve, through a central angle of 89°45'17";
- 2) North 07°59'21" East 221.82 feet to the beginning of a non-tangent curve concave to the southwest, having a radius of 75.00 feet, the radial center of which bears North 82°00'38" West;
- 3) northwesterly 126.32 feet along said curve, through a central angle of 96°30'05";
- 4) North 88°30'43" West 86.47 feet;
- 5) South 87°47'55" West 294.40 feet;
- 6) South 07°29'53" West 9.43 feet to the beginning of a tangent curve concave to the northwest, having a radius of 43.00 feet;
- 7) southwesterly 53.29 feet along said curve, through a central angle of 71°00'20";
- 8) South 78°30'13" West 97.64 feet;
- 9) South 89°20'02" West 324.18 feet to the beginning of a tangent curve concave to the

- southeast, having a radius of 20.00 feet;
- 10) southwesterly 15.99 feet along said curve, through a central angle of 45°48'24";
  - 11) South 43°31'38" West 16.69 feet;
  - 12) North 46°27'24" West 24.00 feet;
  - 13) North 43°31'38" East 35.27 feet;
  - 14) North 89°20'02" East 319.20 feet;
  - 15) North 78°30'13" East 116.27 feet to the beginning of a tangent curve concave to the northwest, having a radius of 15.00 feet;
  - 16) northeasterly 18.59 feet along said curve, through a central angle of 71°00'20";
  - 17) North 07°29'53" East 17.01 feet;
  - 18) South 89°24'52" West 536.89 feet;
  - 19) North 43°35'58" East 32.61 feet;
  - 20) North 88°01'20" East 313.96 feet;
  - 21) North 13°12'27" East 10.30 feet;
  - 22) South 62°53'35" East 21.47 feet;
  - 23) North 88°46'07" East 42.94 feet;
  - 24) North 69°55'22" East 31.62 feet;
  - 25) South 11°03'43" East 10.13 feet;
  - 26) North 86°49'22" East 143.85 feet;
  - 27) North 87°56'14" East 281.75 feet;
  - 28) South 88°30'43" East 87.91 feet to the beginning of a tangent curve concave to the southwest, having a radius of 124.00 feet;
  - 29) southeasterly 193.87 feet along said curve, through a central angle of 89°34'51";
  - 30) South 01°04'08" West 127.17 feet to the beginning of a tangent curve concave to the west, having a radius of 150.00 feet;
  - 31) southerly 18.52 feet along said curve, through a central angle of 07°04'27";

- 32) South 08°08'36" West 96.91 feet to the beginning of a non-tangent curve concave to the northeast, having a radius of 33.00 feet, the radial center of which bears South 81°51'26" East;
- 33) southeasterly 49.26 feet along said curve, through a central angle of 85°31'36" to said northerly right-of-way of Owens Drive, said point also being the beginning of a non-tangent curve concave to the south having a radius of 1498.50 feet and the radial center of which bears South 12°37'00" West;
- 34) westerly 127.44 feet along said curve, through a central angle of 04°52'22" to the POINT OF BEGINNING.

Containing 72,778 square feet more or less.

END OF DESCRIPTION

Being a portion of APN 941-2778-002

Prepared by Cinquini & Passarino, Inc.

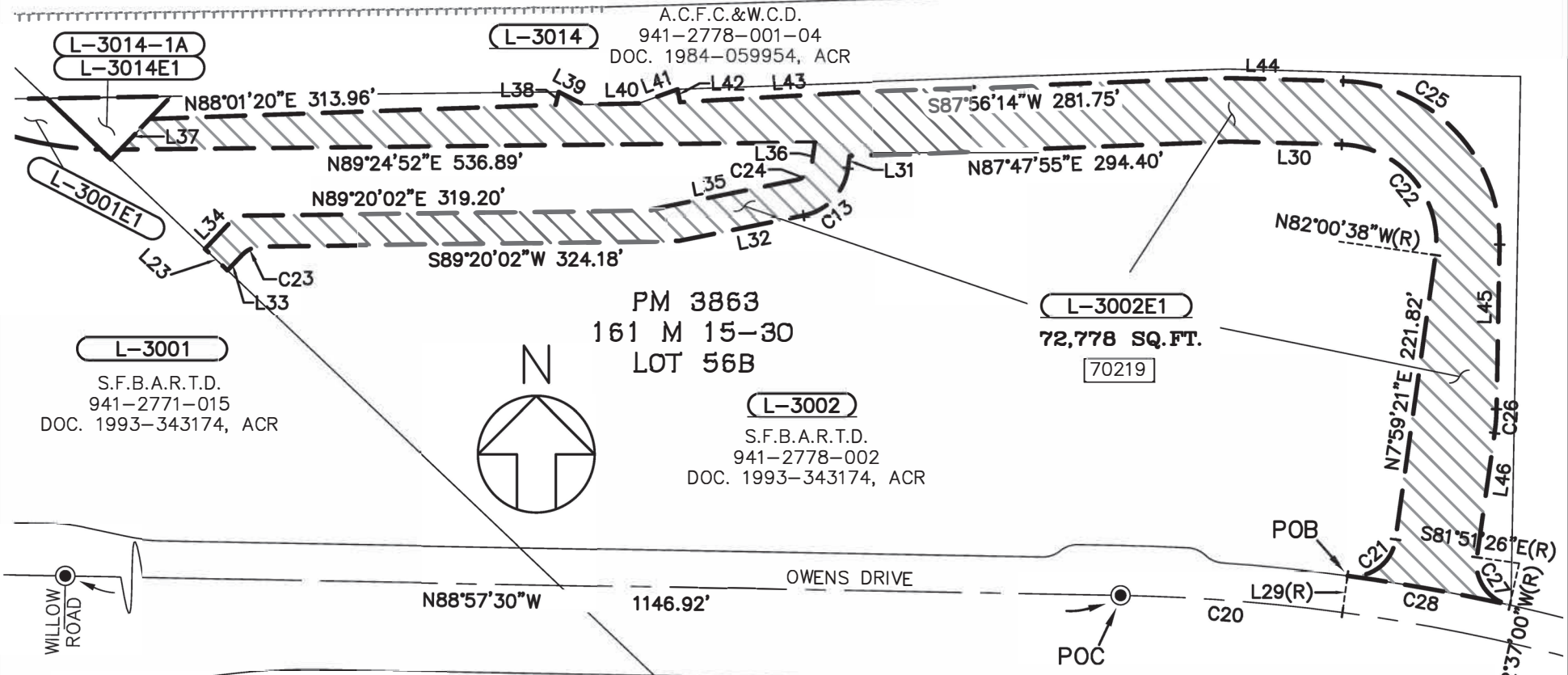
**Preliminary**

02/20/2025 2:13:25 PM

Davit Can Sulam, PLS 8224

Date

INTERSTATE 580



PM 3863  
161 M 15-30  
LOT 56B

L-3002E1  
72,778 SQ.FT.  
70219

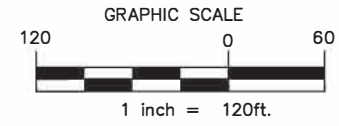
L-3001  
S.F.B.A.R.T.D.  
941-2771-015  
DOC. 1993-343174, ACR

L-3002  
S.F.B.A.R.T.D.  
941-2778-002  
DOC. 1993-343174, ACR

SEE SHEET 2 FOR LINE & CURVE TABLE

- ACR ALAMEDA COUNTY RECORDS
- A.C.F.C.&W.C.D. ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
- S.F.B.A.R.T.D. SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- (R) RADIAL

- L-xxxx S.F.B.A.R.T.D. PARCEL NUMBER
- EXISTING PROPERTY LINE
- PROPOSED ACCESS EASEMENT AREA
- 70xxx ZONE 7 RIGHT-OF-WAY NUMBER



S.F.B.A.R.T.D. (Doc. No. 1993-343174)  
ACCESS EASEMENT TO A.C.F.C.&W.C.D. L-3002E1



EXHIBIT 'B-6'

CO. ALAMEDA	RT. I 580	SHEET 1 OF 2
CAD FILE NO:	Y:\7874\Cad\7874ESMT_20250220.dwg Feb 20, 2025 - 2:03pm	

SCALE: 1"=120'      DATE: JULY, 2024

LINE TABLE		
LINE #	DIRECTION	LENGTH
L23	S46°27'24"E	24.00'
L29	N7°44'38"E	28.50'
L30	N88°30'43"W	86.47'
L31	S7°29'53"W	9.43'
L32	S78°30'13"W	97.64'
L33	S43°31'38"W	16.69'
L34	N43°31'38"E	35.27'
L35	N78°30'13"E	116.27'
L36	N7°29'53"E	17.01'
L37	N43°35'58"E	32.61'
L38	N13°12'27"E	10.30'
L39	S62°53'35"E	21.47'
L40	N88°46'07"E	42.94'
L41	N69°55'22"E	31.62'
L42	S11°03'43"E	10.13'
L43	N86°49'22"E	143.85'
L44	S88°30'43"E	87.91'
L45	S1°04'08"W	127.17'
L46	S8°08'36"W	96.91'

CURVE TABLE			
CURVE #	RADIUS	LENGTH	DELTA
C13	43.00'	53.29'	71°00'20"
C21	33.00'	51.70'	89°45'17"
C22	75.00'	126.32'	96°30'05"
C23	20.00'	15.99'	45°48'24"
C24	15.00'	18.59'	71°00'20"
C25	124.00'	193.87'	89°34'51"
C26	150.00'	18.52'	7°04'27"
C27	33.00'	49.26'	85°31'36"
C28	1498.50'	127.44'	4°52'22"

**LINE & CURVE TABLES**



**EXHIBIT 'B-6'**

SCALE: N/A

DATE: JULY, 2024

CO. ALAMEDA

RTE. I 580

SHEET 2 OF 2

CAD FILE NO:

Y:\7874\Cad\7874ESMT\_20250220.dwg  
Feb 20, 2025 - 3:22pm

Portion of APN  
941-2771-014  
R/W No. 70220  
Map: RF-10168

Exhibit "A-1"

FEE PARCEL TO S.F.B.A.R.T.D. (L-3011-1A)  
THE LANDS OF ALAMEDA COUNTY FLOOD CONTROL & WATER  
CONSERVATION DISTRICT  
APN 941-2771-014

Lying within the City of Pleasanton, County of Alameda, State of California, over, along and across all of the lands of Alameda County Flood Control and Water Conservation District as described in Corporation Grant Deed recorded July 16, 1987 under Document Number 1987-199913, Alameda County Records, said lands are more particularly described as follows:

BEGINNING at the northernmost corner of said lands of Alameda County Flood Control and Water Conservation District, said corner also being on the southerly boundary of Interstate 580;

thence along said southerly boundary, on the bearings based on NAD'83 California Zone 3, South 88°45'09" West 141.94 feet;

thence leaving said southerly boundary, the following 5 (five) courses and distances:

- 1) South 46°27'24" East 119.12 feet;
- 2) South 87°37'27" East 75.96 feet;
- 3) North 46°27'24" West 33.75 feet;
- 4) North 89°22'32" East 71.76 feet;
- 5) North 46°27'24" West 93.29 feet to the POINT OF BEGINNING.

Containing 10,763 square feet more or less.

END OF DESCRIPTION

Prepared by Cinquini & Passarino, Inc.

**Preliminary**

02/20/2025 2:13:12 PM

Davit Can Sulam, PLS 8224

\_\_\_\_\_  
Date



Portion of APN  
941-2771-014  
R/W No. 70221  
Map: RF-10168

Exhibit "A-7"

ACCESS & UTILITY EASEMENT (L-3011E1)  
OVER THE LANDS S.F.B.A.R.T.D.  
APN 941-2771-014

Lying within the City of Pleasanton, County of Alameda, State of California, over, along and across all of the lands of Alameda County Flood Control and Water Conservation District as described in Corporation Grant Deed recorded July 16, 1987 under Document Number 1987-199913, Alameda County Records, said lands are more particularly described as follows:

BEGINNING at the northernmost corner of said lands of Alameda County Flood Control and Water Conservation District, said corner also being on the southerly boundary of Interstate 580;

thence along said southerly boundary, on the bearings based on NAD'83 California Zone 3, South 88°45'09" West 141.94 feet;

thence leaving said southerly boundary, the following 5 (five) courses and distances:

- 1) South 46°27'24" East 119.12 feet;
- 2) South 87°37'27" East 75.96 feet;
- 3) North 46°27'24" West 33.75 feet;
- 4) North 89°22'32" East 71.76 feet;
- 5) North 46°27'24" West 93.29 feet to the POINT OF BEGINNING.

Containing 10,763 square feet more or less.

END OF DESCRIPTION

Prepared by Cinquini & Passarino, Inc.

**Preliminary**

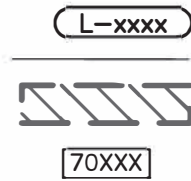
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Davit Can Sulam, PLS 8224

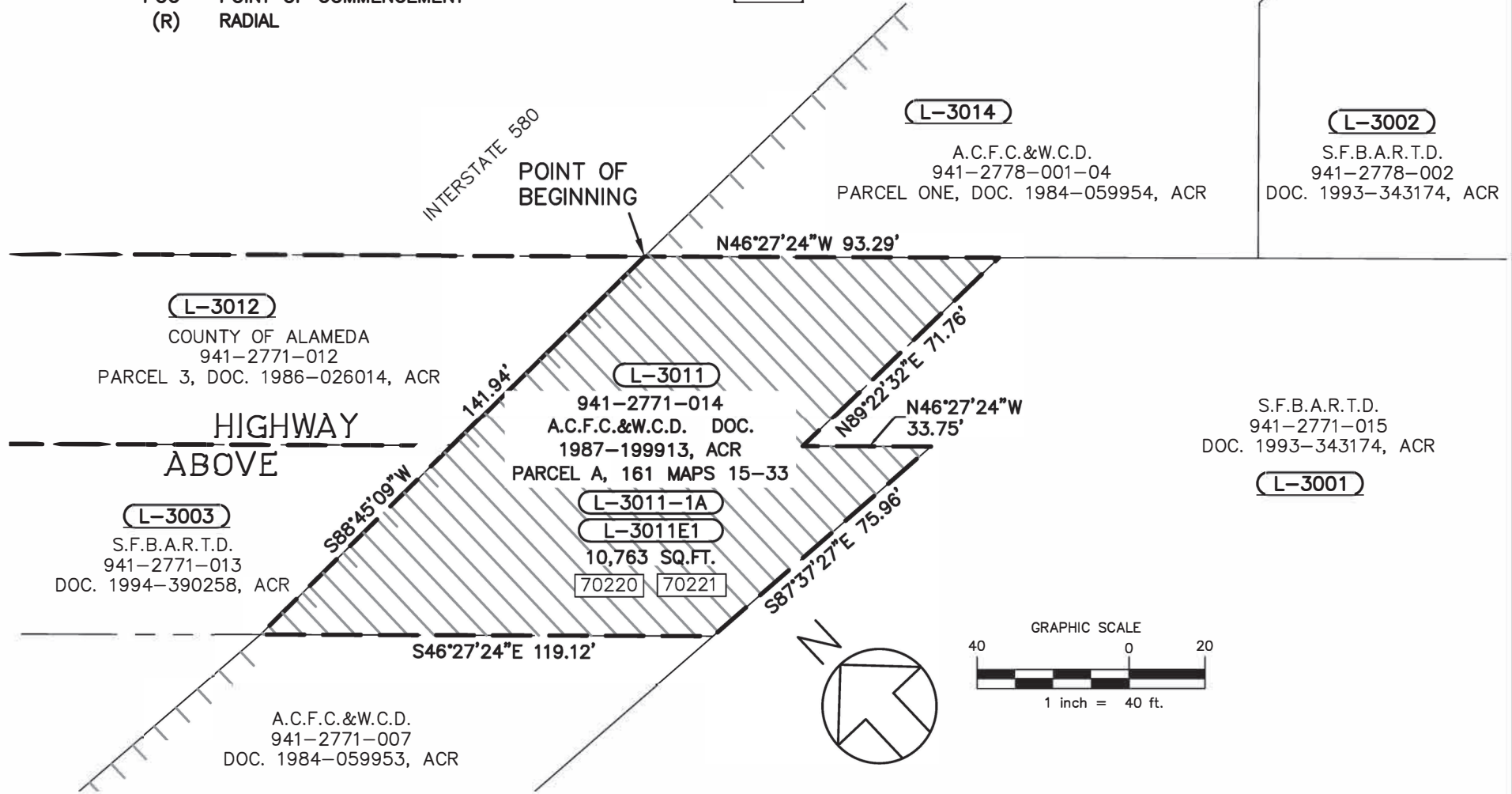
\_\_\_\_\_  
Date

ACR ALAMEDA COUNTY RECORDS  
 A.C.F.C.&W.C.D. ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT  
 S.F.B.A.R.T.D. SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT  
 POB POINT OF BEGINNING  
 POC POINT OF COMMENCEMENT  
 (R) RADIAL

PORTION OF APN 941-2771-014



S.F.B.A.R.T.D. PARCEL NUMBER  
 EXISTING PROPERTY LINE  
 PROPOSED EASEMENT & IN FEE AREA  
 ZONE 7 RIGHT-OF-WAY NUMBER



A.C.F.C.&W.C.D. (Doc. No. 1987-199913)

IN FEE TO S.F.B.A.R.T.D.

ACCESS EASEMENT TO A.C.F.C.&W.C.D.

L-301 1-1A

L-3011E1



EXHIBIT 'B-1'

CO. ALAMEDA

RTE. I 580

SHEET 1 OF 1

CAD FILE NO:

Y:\7874\Cad\7874ESMT\_20250220.dwg  
 Feb 20, 2025 - 4:31pm

SCALE: 1"=40'

DATE: JULY, 2024

Portion of APN  
941-2778-001-04  
R/W No. 70222  
Map: RF-10169

Exhibit "A-2"

FEE PARCEL TO S.F.B.A.R.T.D. (L-3014-1A)  
A PORTION OF THE LANDS OF ALAMEDA COUNTY FLOOD CONTROL &  
WATER CONSERVATION DISTRICT  
APN 941-2778-001-04

Lying within the City of Pleasanton, County of Alameda, State of California, being a portion of the lands of Alameda County Flood Control and Water Conservation District described as "Parcel One" in Grant Deed recorded March 28, 1984 under Document Number 1984-059954, Alameda County Records, said portion is more particularly described as follows:

COMMENCING at the westernmost corner of said lands of Alameda County Flood Control and Water Conservation District, said corner also being on the southerly boundary of Interstate 580;

thence along the westerly boundary of said lands, on the bearings based on NAD'83 California Zone 3, South 46°27'24" East 93.29 feet to the POINT OF BEGINNING;

thence South 46°27'24" East 68.28 feet;

thence along the southeasterly boundary of said lands, North 43°35'58" East 67.21 feet to an angle point therein;

thence leaving said southeasterly boundary, South 89°01'15" West 95.86 feet to the POINT OF BEGINNING.

Containing 2,295 square feet more or less.

END OF DESCRIPTION

Being a portion of APN 941-2778-001-04

Prepared by Cinquini & Passarino, Inc.

**Preliminary**

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Davit C. Sulam, PLS 8224

\_\_\_\_\_  
Date

Portion of APN  
941-2778-001-04  
R/W No. 70223  
Map: RF-10169

Exhibit "A-8"

ACCESS & UTILITY EASEMENT (L-3014E1)  
OVER THE LANDS OF S.F.B.A.R.T.D.  
APN 941-2778-001-04

Lying within the City of Pleasanton, County of Alameda, State of California, being a portion of the lands of Alameda County Flood Control and Water Conservation District described as "Parcel One" in Grant Deed recorded March 28, 1984 under Document Number 1984-059954, Alameda County Records, said portion is more particularly described as follows:

COMMENCING at the westernmost corner of said lands of Alameda County Flood Control and Water Conservation District, said corner also being on the southerly boundary of Interstate 580;

thence along the westerly boundary of said lands, on the bearings based on NAD'83 California Zone 3, South 46°27'24" East 93.29 feet to the POINT OF BEGINNING;

thence South 46°27'24" East 68.28 feet;

thence along the southeasterly boundary of said lands, North 43°35'58" East 67.21 feet to an angle point therein;

thence leaving said southeasterly boundary, South 89°01'15" West 95.86 feet to the POINT OF BEGINNING.

Containing 2,295 square feet more or less.

END OF DESCRIPTION

Being a portion of APN 941-2778-001-04

Prepared by Cinquini & Passarino, Inc.

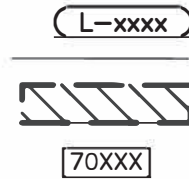
**Preliminary**

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Davit C. Sulam, PLS 8224

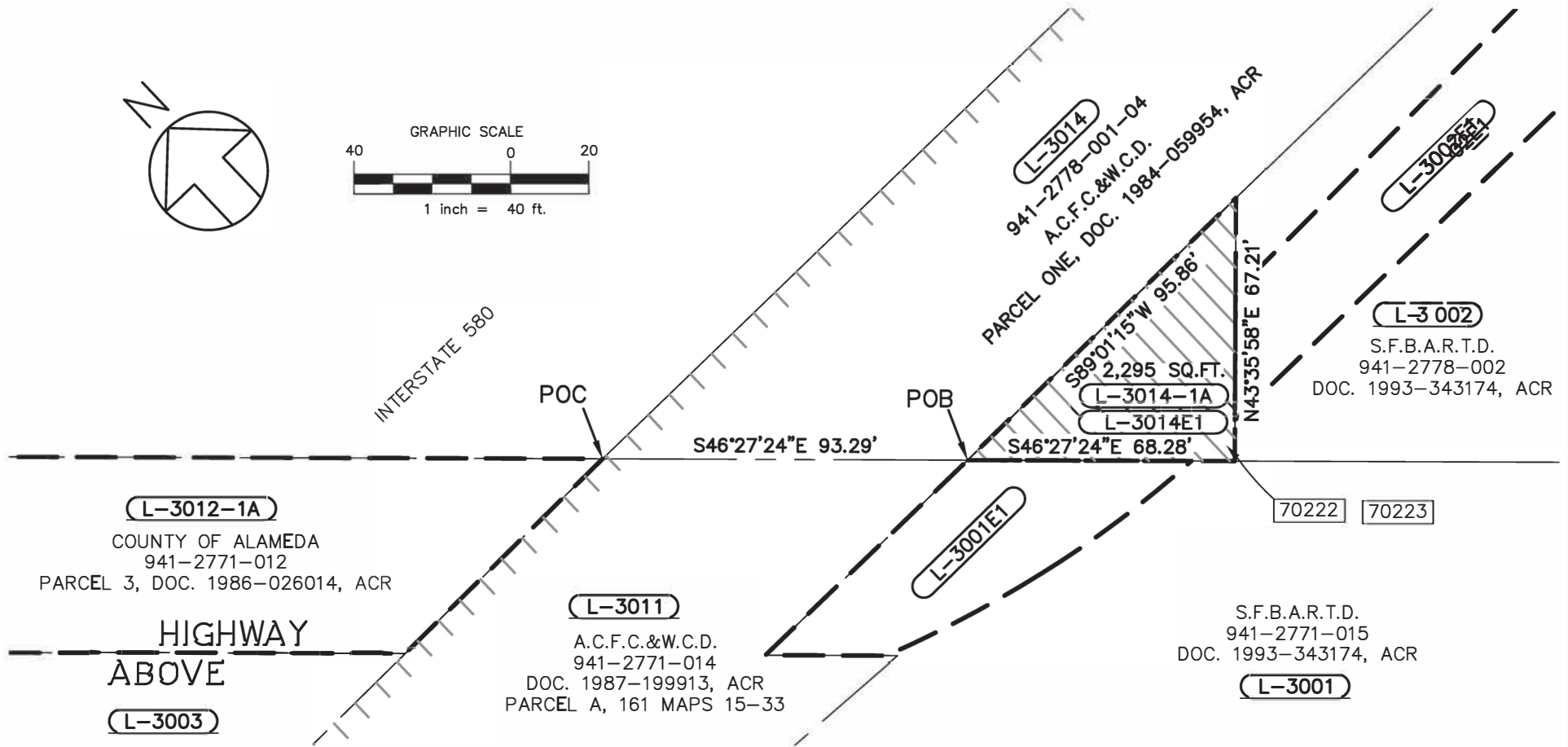
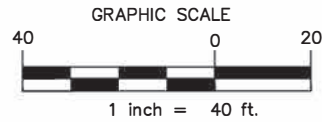
\_\_\_\_\_  
Date

ACR ALAMEDA COUNTY RECORDS  
 A.C.F.C.&W.C.D. ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT  
 S.F.B.A.R.T.D. SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT  
 POB POINT OF BEGINNING  
 POC POINT OF COMMENCEMENT  
 (R) RADIAL



S.F.B.A.R.T.D. PARCEL NUMBER  
 EXISTING PROPERTY LINE  
 PROPOSED EASEMENT & IN FEE AREA  
 ZONE 7 RIGHT-OF-WAY NUMBER

PORTION OF APN 941-2778-001-04



A.C.F.C.&W.C.D. (Doc. No. 1984-059954)

IN FEE TO S.F.B.A.R.T.D.

ACCESS EASEMENT TO A.C.F.C.&W.C.D.

(L-3014 -1A)

(L-3014E1)



SCALE: 1"=40'

DATE: JULY, 2024

EXHIBIT 'B-2'

CO. ALAMEDA

RTE. I 580

SHEET 1 OF 1

CAD FILE NO:

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 Feb 20, 2025 - 2:03pm

Portion of APN  
941-2771-007  
R/W No. 70224  
Map: RF-10170

Exhibit "A-3"

FEE PARCEL TO S.F.B.A.R.T.D. (L-3016-1A)  
A PORTION OF THE LANDS OF ALAMEDA COUNTY FLOOD CONTROL &  
WATER CONSERVATION DISTRICT  
APN 941-2771-007

Lying within the City of Pleasanton, County of Alameda, State of California, being a portion of the lands of Alameda County Flood Control and Water Conservation District described as "Parcel One" in Grant Deed recorded March 28, 1984 under Document Number 1984-059953, Alameda County Records, said portion is more particularly described as follows:

COMMENCING at the northeast corner of said lands of Alameda County Flood Control and Water Conservation District, said corner also being on the southerly boundary of Interstate 580;

thence along the easterly boundary of said lands, on the bearings based on NAD'83 California Zone 3, South 46°27'24" East 67.14 feet to the POINT OF BEGINNING;

thence continue along said easterly boundary of said lands South 46°27'24" East 51.98 feet to the southeast corner thereof;

thence along the southerly boundary of said lands, North 87°37'27" West 67.95 feet;

thence leaving said southerly boundary, North 42°28'27" East 44.73 feet to the POINT OF BEGINNING.

Containing 1,162 square feet more or less.

END OF DESCRIPTION

Being a portion of APN 941-2771-007

Prepared by Cinquini & Passarino, Inc.

**Preliminary**

02/20/2025 2:11:48 PM

Davit C. Sulam, PLS 8224

\_\_\_\_\_  
Date

Portion of APN  
941-2771-007  
R/W No. 70225  
Map: RF-10170

Exhibit "A-9"

ACCESS & UTILITY EASEMENT (L-3016E1)  
OVER THE LANDS OF S.F.B.A.R.T.D.  
APN 941-2771-007

Lying within the City of Pleasanton, County of Alameda, State of California, being a portion of the lands of Alameda County Flood Control and Water Conservation District described as "Parcel One" in Grant Deed recorded March 28, 1984 under Document Number 1984-059953, Alameda County Records, said portion is more particularly described as follows:

COMMENCING at the northeast corner of said lands of Alameda County Flood Control and Water Conservation District, said corner also being on the southerly boundary of Interstate 580;

thence along the easterly boundary of said lands, on the bearings based on NAD'83 California Zone 3, South 46°27'24" East 67.14 feet to the POINT OF BEGINNING;

thence continue along said easterly boundary of said lands South 46°27'24" East 51.98 feet to the southeast corner thereof;

thence along the southerly boundary of said lands, North 87°37'27" West 67.95 feet;

thence leaving said southerly boundary, North 42°28'27" East 44.73 feet to the POINT OF BEGINNING.

Containing 1,162 square feet more or less.

END OF DESCRIPTION

Being a portion of APN 941-2771-007

Prepared by Cinquini & Passarino, Inc.

**Preliminary**

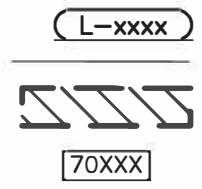
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Davit C. Sulam, PLS 8224

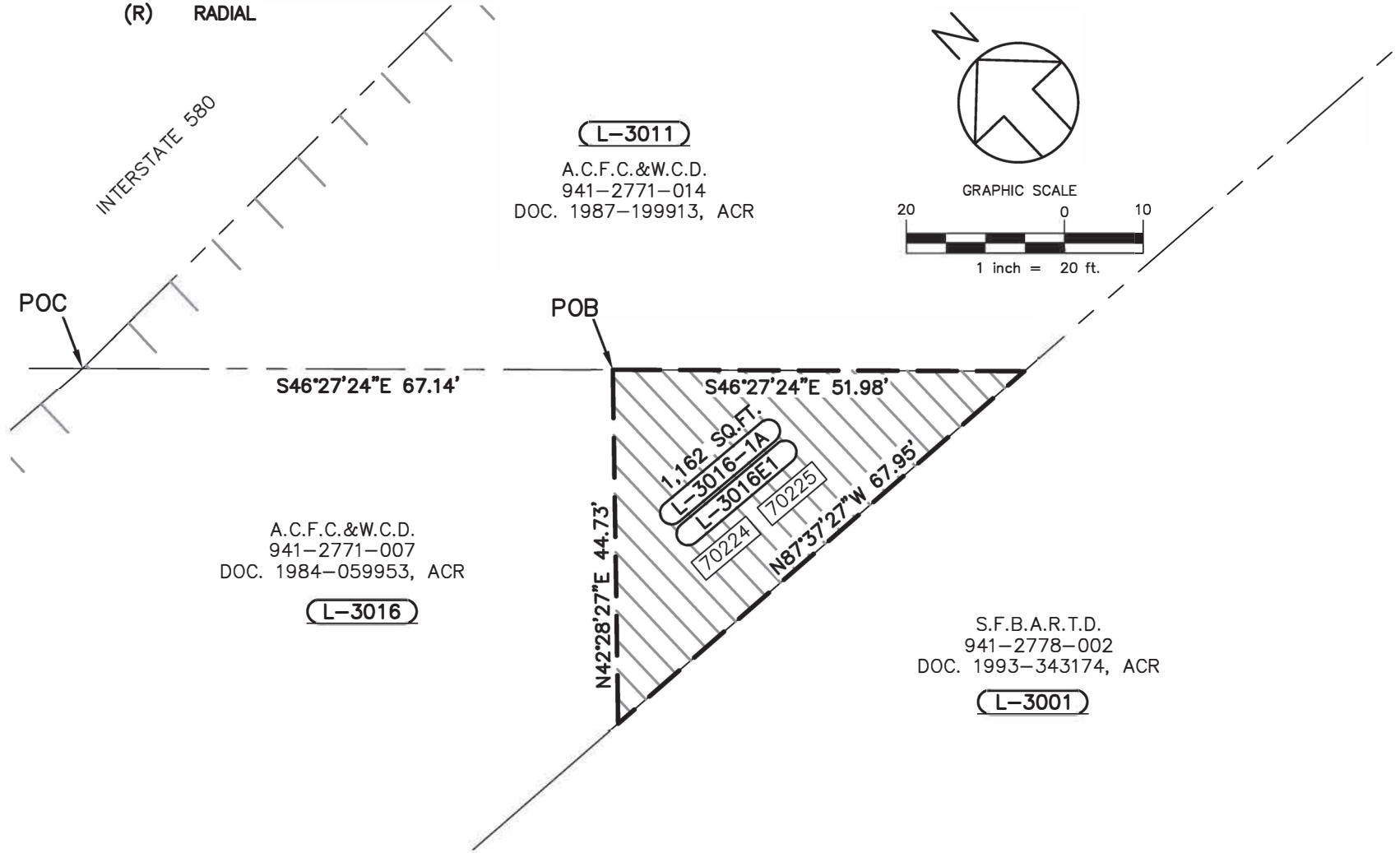
\_\_\_\_\_  
Date

ACR ALAMEDA COUNTY RECORDS  
 A.C.F.C.&W.C.D. ALAMEDA COUNTY FLOOD CONTROL  
 AND WATER CONSERVATION DISTRICT  
 S.F.B.A.R.T.D. SAN FRANCISCO BAY AREA RAPID TRANSIT  
 DISTRICT  
 POB POINT OF BEGINNING  
 POC POINT OF COMMENCEMENT  
 (R) RADIAL

PORTION OF APN 941-2771-007



S.F.B.A.R.T.D. PARCEL NUMBER  
 EXISTING PROPERTY LINE  
 PROPOSED EASEMENT & IN FEE AREA  
 ZONE 7 RIGHT-OF-WAY NUMBER



A.C.F.C.&W.C.D. (Doc. No. 1984-059953)

IN FEE TO S.F.B.A.R.T.D.

ACCESS EASEMENT TO A.C.F.C.&W.C.D.

L-3016-1A  
 L-3016E1



EXHIBIT 'B-3'

CO. ALAMEDA	RTE. I 580	SHEET 1 OF 1
CAD FILE NO:	Y:\7874\Cad\7874ESMT_20250220.dwg Feb 20, 2025 - 2:04pm	

SCALE: 1"=20' DATE: SEP., 2024



RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

Zone 7 Water Agency  
100 North Canyons Parkway  
Livermore, CA 94551  
Attention: Real Property Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The undersigned Grantee hereby declares this instrument to be exempt from Recording Fees (Govt. Code §27383) and Documentary Transfer Tax (Revenue and Taxation Code §11922).

APN: 941-2771-15 (portion of)  
R/W No. 70217  
RF-10165  
BART Parcel: L-3001E1

## GRANT OF ACCESS EASEMENT

**BAY AREA RAPID TRANSIT DISTRICT**, a rapid transit district, hereinafter designated "Grantor", in consideration of value paid, the adequacy and receipt of which are hereby acknowledged, hereby grants to the **ZONE 7 WATER AGENCY aka ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7**, a body corporate and politic, hereinafter designated "Grantee", its agents, regulatory agents, and its successors and assigns, a perpetual non-exclusive easement for maintenance ingress and egress purposes in, over, upon and across all that certain real property in the City of Pleasanton, County of Alameda, State of California, described in attached Exhibit "A-4" and depicted in Exhibit "B-4," attached hereto and incorporated herein by reference ("Easement Area").

### RECITALS

- A. Grantor is the owner, in fee, of that certain parcel of land in the City of Pleasanton, Alameda County, California, which is more particularly described in recorded document number 1993-343174, official records of County of Alameda.
- B. Grantee is the owner, in fee, of that certain parcel of land in the City of Pleasanton, Alameda County, California, surrounded by Grantor Parcel, which parcel of land is more particularly described in recorded document number 1987-199913, official records of County of Alameda.

- C. Grantor has agreed to grant to Grantee, and Grantee desires to accept from Grantor, an access easement described in attached Exhibit "A" and depicted in Exhibit "B", subject to the terms and conditions of this Grant, so as to permit the Grantee to access Grantee's Parcel across the Grantor's.

NOW, THEREFORE, in consideration of the above recitals of fact, and the mutual covenants and obligations hereunder, the parties, for themselves and their successors and assigns, hereby agree as follows:

This Grant of Access Easement is executed and delivered to Grantee upon the following terms and conditions, to wit:

1. It is understood and agreed by Grantor that the purpose for which Grantee has acquired the Access Easement is for flood protection and water management activities associated with the Line G-2 right-of-way located within the City of Pleasanton's BART parcel.
2. Grantor understands and agrees that Grantee has a Zone 7 flood protection facility, which requires unimpeded access to the facility to operate and maintain.
3. Grantee shall, under normal operation and maintenance activities, notify Grantor at least forty-eight hours ahead of time of its intent to inspect and maintain Grantee's facility. In the event that emergency-related maintenance activities are required, Grantee will make every attempt to notify Grantor beforehand of the need to perform the emergency maintenance activity.
4. Grantee shall repair any damage to the access road caused by Grantee's use of the Easement Area. Grantee shall make such repairs, in a reasonable time after the damage is caused and, in no event more than 60 days after receiving notice from BART that Grantee's use of the Easement Area has caused damage requiring repair. In the event that Grantee does not timely repair said damage, Grantor may, at its sole discretion, perform any necessary repair. Grantee shall be obligated to reimburse Grantor for its costs in performing said repair.
5. Grantor reserves the right to convey easement rights in, over, upon and across said Easement Area to others so long as such easement(s) do not conflict or interfere with Grantee's easement rights herein conveyed.
6. Grantor and the Grantor's heirs, successors or assigns shall not place or permit to be placed on said Easement Area, or access thereto, any building or structure, including but not limited to houses, garages, outbuildings, swimming pools, tennis courts, retaining walls, decks, and patios nor to allow to be done anything which could prevent vehicles and equipment from operating anywhere within the easement which may interfere with the full enjoyment by Grantee of the rights herein granted. Grantor shall submit all proposed improvements surrounding Grantee's facility in writing for review and consent.

7. Notwithstanding anything to the contrary herein, Grantee agrees to indemnify Grantor against all damages, expenses, costs and charges, and to save Grantor harmless from any and all claims for damages by third parties, and all loss and liability caused by the wrongful or negligent act or omission of Grantee, its agents, employees, contractors or subcontractors in connection with Grantee's use of the Easement Area.
  
8. Grantee further agrees that if future improvements on the parcel described in Recital A of this instrument necessitate the relocation of this access easement, Grantee shall cooperate with Grantor regarding such relocation, provided that any such relocation shall not be at Grantee's cost or expense.

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force and effect except by a subsequent modification in writing, signed by the party to be charged.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

Acceptance and recordation of the Grant of Easement by Grantee shall signify Grantee's acceptance of the terms and conditions of this Grant of Access Easement.

IN WITNESS WHEREOF, this instrument is duly executed as of the dates set forth below.

Dated: \_\_\_\_\_

BAY AREA RAPID TRANSIT DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
---

State of California  
County of Alameda

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and she acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

\_\_\_\_\_  
Name (typed or printed), Notary Public in  
and for said County and State.

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

Zone 7 Water Agency  
100 North Canyons Parkway  
Livermore, CA 94551  
Attention: Real Property Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The undersigned Grantee hereby declares this instrument  
to be exempt from Recording Fees (Govt. Code §27383)  
and Documentary Transfer Tax (Revenue and Taxation Code §11922).

APN: 941-2778-2 (portion of)  
R/W No. 70219  
RF-10167  
BART Parcel: L-3002E1

## GRANT OF ACCESS EASEMENT

**BAY AREA RAPID TRANSIT DISTRICT**, a rapid transit district, hereinafter designated "Grantor", in consideration of value paid, the adequacy and receipt of which are hereby acknowledged, hereby grants to the **ZONE 7 WATER AGENCY aka ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7**, a body corporate and politic, hereinafter designated "Grantee", its agents, regulatory agents, and its successors and assigns, a perpetual non-exclusive easement for maintenance ingress and egress purposes in, over, upon and across all that certain real property in the City of Pleasanton, County of Alameda, State of California, described in attached Exhibit "A-6" and depicted in Exhibit "B-6," attached hereto and incorporated herein by reference ("Easement Area").

### RECITALS

- A. Grantor is the owner, in fee, of that certain parcel of land in the City of Pleasanton, Alameda County, California, which is more particularly described in recorded document number 1993-343174, official records of County of Alameda.
- B. Grantee is the owner, in fee, of that certain parcel of land in the City of Pleasanton, Alameda County, California, surrounded by Grantor Parcel, which parcel of land is more particularly described in recorded document number 1984-059954, official records of County of Alameda.

- C. Grantor has agreed to grant to Grantee, and Grantee desires to accept from Grantor, an access easement described in attached Exhibit "A" and depicted in Exhibit "B", subject to the terms and conditions of this Grant, so as to permit the Grantee to access Grantee's Parcel across the Grantor's.

NOW, THEREFORE, in consideration of the above recitals of fact, and the mutual covenants and obligations hereunder, the parties, for themselves and their successors and assigns, hereby agree as follows:

This Grant of Access Easement is executed and delivered to Grantee upon the following terms and conditions, to wit:

1. It is understood and agreed by Grantor that the purpose for which Grantee has acquired the Access Easement is for flood protection and water management activities associated with the Line G-2 right-of-way located within the City of Pleasanton's BART parcel.
2. Grantor understands and agrees that Grantee has a Zone 7 flood protection facility, which requires unimpeded access to the facility to operate and maintain.
3. Grantee shall, under normal operation and maintenance activities, notify Grantor at least forty-eight hours ahead of time of its intent to inspect and maintain Grantee's facility. In the event that emergency-related maintenance activities are required, Grantee will make every attempt to notify Grantor beforehand of the need to perform the emergency maintenance activity.
4. Grantee shall repair any damage to the access road caused by Grantee's use of the Easement Area. Grantee shall make such repairs, in a reasonable time after the damage is caused and, in no event more than 60 days after receiving notice from BART that Grantee's use of the Easement Area has caused damage requiring repair. In the event that Grantee does not timely repair said damage, Grantor may, at its sole discretion, perform any necessary repair. Grantee shall be obligated to reimburse Grantor for its costs in performing said repair.
5. Grantor reserves the right to convey easement rights in, over, upon and across said Easement Area to others so long as such easement(s) do not conflict or interfere with Grantee's easement rights herein conveyed.
6. Grantor and the Grantor's heirs, successors or assigns shall not place or permit to be placed on said Easement Area, or access thereto, any building or structure, including but not limited to houses, garages, outbuildings, swimming pools, tennis courts, retaining walls, decks, and patios nor to allow to be done anything which could prevent vehicles and equipment from operating anywhere within the easement which may interfere with the full enjoyment by Grantee of the rights herein granted. Grantor shall submit all proposed improvements surrounding Grantee's facility in writing for review and consent.

7. Notwithstanding anything to the contrary herein, Grantee agrees to indemnify Grantor against all damages, expenses, costs and charges, and to save Grantor harmless from any and all claims for damages by third parties, and all loss and liability caused by the wrongful or negligent act or omission of Grantee, its agents, employees, contractors or subcontractors in connection with Grantee's use of the Easement Area.
8. Grantee further agrees that if future improvements on the parcel described in Recital A of this instrument necessitate the relocation of this access easement, Grantee shall cooperate with Grantor regarding such relocation, provided that any such relocation shall not be at Grantee's cost or expense..

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force and effect except by a subsequent modification in writing, signed by the party to be charged.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

Acceptance and recordation of the Grant of Easement by Grantee shall signify Grantee's acceptance of the terms and conditions of this Grant of Access Easement.

IN WITNESS WHEREOF, this instrument is duly executed as of the dates set forth below.

Dated: \_\_\_\_\_

BAY AREA RAPID TRANSIT DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
---

State of California  
County of Alameda

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and she acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

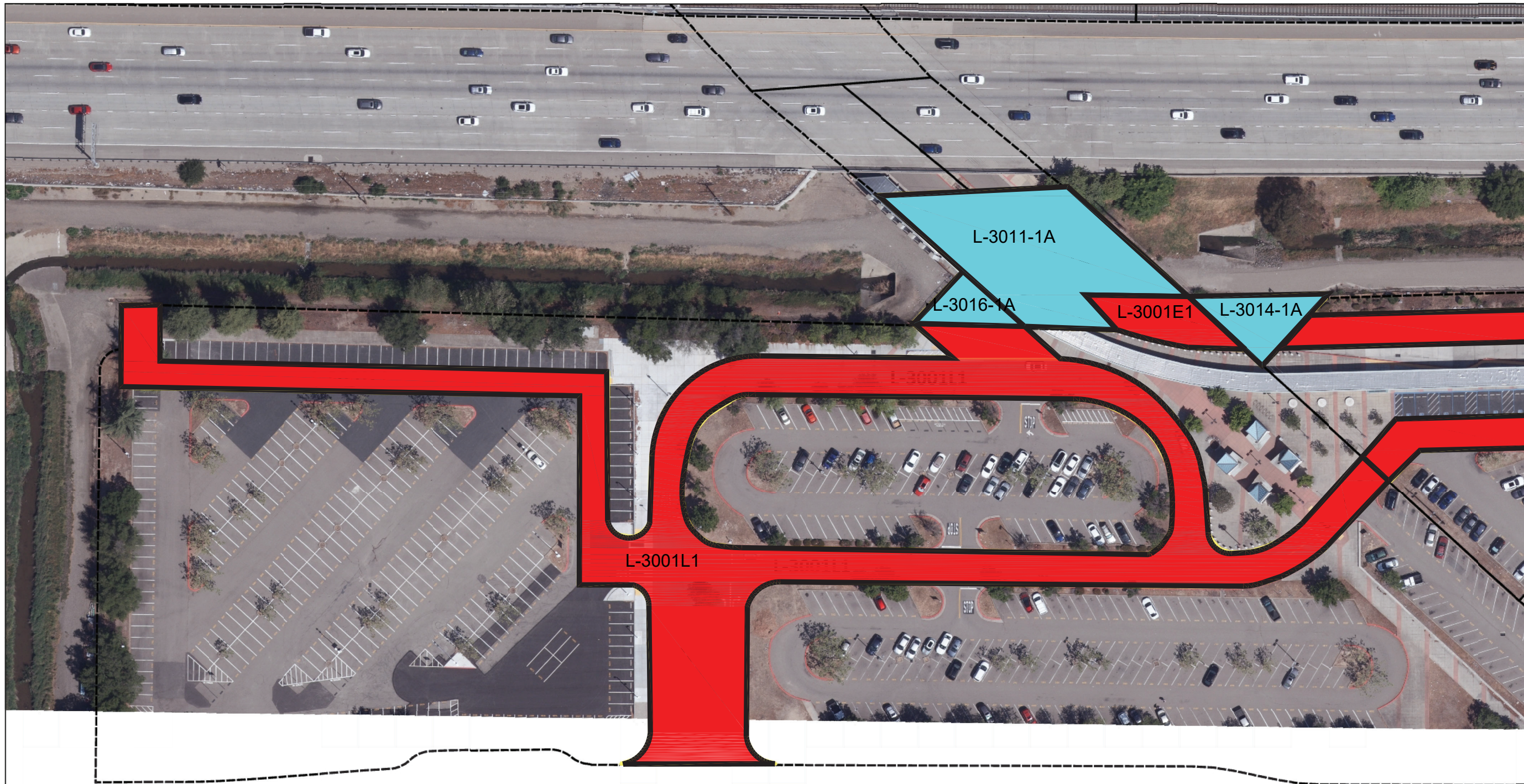
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

\_\_\_\_\_  
Name (typed or printed), Notary Public in  
and for said County and State.





**LEGEND**



Access License and Easement From BART to Zone 7



Fee Parcels From Zone 7 to BART and Easement Reservations for Zone 7

1:1,128



188.1 0 94.04 188.1 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

**Notes**

ALAMEDA COUNTY FLOOD CONTROL  
ACCESS MAINTENACE LICENSE PARCEL  
L-3001L1



**LEGEND**



Access Easement From BART to Zone 7

1:1,128



188.1 0 94.04 188.1 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

**Notes**  
ALAMEDA COUNTY FLOOD CONTROL  
PARCEL FOR ACCESS EASEMENT L-3002E1

ACCESS LICENSE AGREEMENT

THIS LICENSE AGREEMENT (hereinafter "LICENSE"), is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Alameda County Flood Control and Water Conservation District, Zone 7, a body corporate and politic (hereinafter "ZONE 7") and San Francisco Bay Area Rapid Transit District, a rapid transit district (hereinafter "BART").

RECITAL

- A. Both parties are authorized by the acts governing them to plan, improve, maintain and operate facilities and transportation;
- B. ZONE 7 and BART have a common goal of having the transportation facility through the Dublin/Pleasanton BART Station area corresponding to the Iron Horse Trail alignment improved and made safer for all users, particularly pedestrians and cyclists;
- C. BART has a plan and the required funding to improve said transportation facility by installing the following: a Class IV cycle-track separated from the pedestrian sidewalk and from the bus access road, pedestrian-scale lighting, landscaping, storm water management, wayfinding, secure bicycle parking, and art (the "PROJECT").
- D. BART currently uses portions of parcel numbers 941-2771-014 and 941-2778-001-04 belonging to ZONE 7 as a bus road connecting to the Dublin/Pleasanton BART Station.
- E. ZONE 7 is currently using portions of parcel numbers 941-2771-015 and 941-2778-002 belonging to BART as access road to ZONE 7 facilities.
- F. The right-of-way required for the PROJECT includes acquiring fee rights on portions of parcel numbers 941-2771-014 and 941-2778-001-04 belonging to ZONE 7.
- G. In exchange, BART will grant a easements on a portion of parcel numbers 941-2778-002 and 941-2771-015 pursuant to a separate agreement, and an access license on another portion of parcel number 941-2771-015 to ZONE 7;

- H. BART is agreeable to such use by ZONE 7 of the LICENSED AREA and hereby grants a non-exclusive LICENSE for said use upon the following terms and conditions.

NOW, THEREFORE, BE IT MUTUALLY AGREED as follows:

1. Permitted Use. Subject to the terms of this LICENSE, ZONE 7 is permitted to use the LICENSED AREAS to access its facilities.
2. Licensed Areas. The LICENSED AREAS are described in Exhibit A-5 and delineated in Exhibit B-5, which are attached hereto and made a part hereof.
3. Additional Licensed Areas and Modifications to Licensed Areas. Additional LICENSED AREAS, as mutually agreed upon by BART and ZONE 7, may be added by written amendment to this LICENSE. In addition, ZONE 7 agrees that if future public or private improvements by BART or its lessee(s) on its property within or adjacent to the LICENSED AREAS necessitate the modification or relocation of the LICENSED AREAS, ZONE 7 shall cooperate with BART in amending this LICENSE implement such relocation, provided that any such relocation shall reasonably accommodate ZONE 7's needs to access its utilities.
4. License Fee. This LICENSE shall not require payment of any rent or other charges to ZONE 7 by BART for the use of the LICENSED AREAS for the purposes for which it is permitted.
5. Term of License.
  - a. The term of this LICENSE shall be for fifteen (15) years from the date of execution of this LICENSE with an option to ZONE 7 of renewal for additional periods of fifteen (15) years thereafter upon application therefore accompanied by a showing of faithful exercise thereof according to the covenants herein; either this original LICENSE or any renewal thereof to be subject to termination under the covenants provided herein to govern such termination. Renewals shall be subject to updating the conditions on use of the LICENSED AREAS. Notwithstanding the foregoing, either party may terminate this Agreement during the Term, for any reason or for no reason, upon not less than thirty (30) days' written notice to the other party stating such party's intention to terminate this Agreement and the date such termination shall occur.
  - b. ZONE 7's obligations under Section 11 ("Indemnity") and Section 13 ("Waiver of Claims") shall survive the termination of this LICENSE.
6. Limitations

- a. This LICENSE is granted solely for the purpose of authorizing ZONE 7 use as an access path at the LICENSED AREAS to its facilities without discrimination as to place of National origin, Ancestry, Ethnicity, race, color, gender, age, marital status, pregnancy, sexual orientation (real or perceived), medical condition, physical or mental disability, or religion.
- b. It is understood and agreed by ZONE 7 that the primary purpose for which BART has acquired and owns the LICENSED AREA is for BART customer access to the Dublin/Pleasanton BART Station and that operations in furtherance of said purpose must take precedence over any and all other uses of the subject LICENSED AREA.
- c. BART shall have all reasonable and necessary rights of entry to the subject LICENSED AREAS, including the right to alteration or repair and maintenance and operation for BART purposes. Use of the LICENSED AREAS by ZONE 7 or the public in general, shall be at all times subject to the primary use of the aforesaid LICENSED AREAS for BART purposes.
- d. ZONE 7 shall obtain and comply with all required permits, agreements and/or regulatory approvals relating to the improvement, maintenance, or operation of the LICENSED AREAS for access purposes including all federal, state, or local government requirements. This requirement includes compliance with CEQA as well as any necessary construction, building or use permits, including any progress inspections that may be required by any regulatory body.
- e. [Not used.]
- f. Should BART, in its sole discretion, reasonably determine that any of ZONE 7's activities or improvements interfere with any BART activities or operations, BART may require ZONE 7 to eliminate said interference, by providing ZONE 7 with written notice of BART's requirement and the reasons, therefore. Within 30 days of its receipt of such notice, ZONE 7 shall proceed forthwith to remedy the problem, as directed by BART. In the event ZONE 7 fails to remedy or correct the problem within such thirty-day period, BART may take such action as BART deems reasonably necessary to remedy such interference, all at ZONE 7's sole expense.
- g. ZONE 7 agrees to abide by any future LICENSED AREAS Rules and Regulations which may be adopted by BART's Board of Directors after BART provides ZONE 7 with notice of the same.
- h. ZONE 7 agrees to accept this LICENSE to the LICENSED AREAS on an "as-is" basis, and BART has no obligation for maintenance or repair of LICENSED AREAS during the term of this LICENSE.

- i. ZONE 7 shall be solely responsible for any damage or loss to ZONE 7's improvements resulting from theft or vandalism or resulting from any other cause. BART shall not provide security for ZONE 7's improvements nor LICENSED AREA in general. BART shall not be responsible for any loss or damage suffered by ZONE 7 (including direct or indirect loss or damage, or incidental or consequential loss or damage) resulting from any damage to ZONE 7's improvements or loss of use thereof suffered in connection with this LICENSE.
- j. Suspension or Limitation of Use: BART shall have the right, without liability to ZONE 7, to suspend any licensed uses temporarily or to limit this LICENSE and the use of the LICENSED AREAS by the ZONE 7 during such periods of time as BART determines that such suspension or limitation is necessary in the interest of public safety, national security, or the operation or maintenance of its flood or water facilities. BART will provide notice of its determination to suspend or limit use to ZONE 7 pursuant to Section 14 of this License Agreement.

a. [Not used.]

- 8. Violations of Permitted Use. Should ZONE 7, its employees, contractors, subcontractors, agents, or the general public construct, install, operate or maintain any access improvements in violation of the terms of this LICENSE, or in violation of any of the approvals granted hereunder, BART may direct ZONE 7, at ZONE 7's sole cost, to remove the improvements from the LICENSED AREAS or to take other remedial action, as BART may, in its sole discretion, determine to be appropriate. ZONE 7 shall be afforded a period of fifteen (15) days, within which to cure any such violations and comply with BART's directive. In the event ZONE 7 fails to cure within the above stated period, BART shall have the right to take any and all actions to remediate the LICENSED AREAS and ZONE 7 shall reimburse BART for all costs associated therewith. BART, as it reasonably determines, may extend the period as may be necessary to cure the default, provided that the ZONE 7 has commenced the cure within the fifteen (15) day period.
- 9. Assignment. ZONE 7 may assign all of its rights, duties and liabilities under this LICENSE to another public agency provided that such assignment is agreeable to BART and provided further that such agency gives written notice to BART that it accepts all of the rights, duties and liabilities imposed upon ZONE 7 under this LICENSE.
- 10. Acknowledgment of Title. It is understood and agreed that ZONE 7, by the acceptance of this LICENSE and by the use or occupancy of said LICENSED AREAS, has not acquired and shall not acquire hereafter any property rights or interest in or to said LICENSED AREAS through this LICENSE, and that ZONE 7 may use the LICENSED AREAS only as herein provided. BART shall retain the right to sell or change areas, but in the event that ZONE 7 is damaged by such action, ZONE 7 shall be compensated for any damage to facilities which it has installed based on an agreed upon value.

11. Indemnity

ZONE 7 shall indemnify, defend, reimburse and hold harmless BART, its officers, agents, contractors and, employees (collectively, "Indemnitees") from and against any and all demands, claims, legal or administrative proceedings, losses, costs, penalties, fines, liens, judgments, damages and liabilities of any kind (collectively, "Liabilities"), arising in any manner out of: (a) any injury to or death of any person or damage to or destruction of any property occurring in, on or about the LICENSED AREAS, or any part thereof, whether the person or property of ZONE 7, its officers, agents, employees, contractors and subcontractors (collectively, "Agents"), its invitees, guests or business visitors or third persons (collectively, "Invitees"), relating in any manner to any use or activity under the LICENSE and modifications thereto; (b) any failure by ZONE 7 to faithfully observe or perform any of the terms, covenants or conditions of this LICENSE or (c) the use of the LICENSED AREAS or any activities conducted thereon by ZONE 7, its Agents or Invitees. This provision applies except to the extent of Liabilities resulting directly from the sole negligence or willful misconduct of BART or BART's authorized representatives.

The foregoing indemnity shall include, without limitation, reasonable attorneys' and consultants' fees, investigation and remediation costs and all other reasonable costs and expenses incurred by the Indemnitees, including, without limitation, damages for decrease in the value of the LICENSED AREAS and claims for damages or decreases in the value of adjoining property. ZONE 7 shall have an immediate and independent obligation to defend BART from any claim which actually or potentially falls within this indemnity provision even if such allegation is or may be groundless, fraudulent or false, which obligation arises at the time such claim is tendered to ZONE 7 by BART and continues at all times thereafter. ZONE 7's obligations under this Condition shall survive the expiration or termination of the LICENSE and modifications thereto.

12. Minimum Insurance Requirements

ZONE 7 shall procure and maintain for the duration of the use of the LICENSED AREAS, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the use of the LICENSED AREAS and the activities of ZONE 7, guests, agents, representatives, employees or sub- contractors. At all times during the life of this LICENSE, or as may further be required by this LICENSE, ZONE 7 at its own cost and expense, shall provide the following insurance:

Coverage - Coverage shall be at least as broad as the following:

1. General Liability Insurance for bodily injury (including death) and property damage which provides limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate as applicable. Coverage shall include premises and operations, products/completed operations, broad form property damage, blanket contractual liability coverage, personal injury liability, cross-liability and severability of interests, and independent contractors liability. Such

insurance shall include the following endorsements: (a) Inclusion of the District, its directors, officers, representatives, agents and employees as additional insured as respects to ZONE 7's ongoing and completed operations in connection with this LICENSE, (b) Stipulation that the insurance is primary insurance and that no insurance or self-insurance of District will be called upon to contribute to a loss, and (c) Waiver of Subrogation Endorsement in favor of the District, its directors, officers, representatives, agents and employees.

2. Automobile Liability for bodily injury (including death) and property damage which provides coverage limit of at least One Million Dollars (\$1,000,000) combined single limit per occurrence applicable for all owned, non-owned and hired vehicles. Coverage shall be endorsed to include the inclusion of the District, its directors, officers, representatives, agents and employees as additional insureds as respects services or operations in connection with this LICENSE.
3. Statutory Workers' Compensation and Employer's Liability Insurance for not less than One Million Dollars (\$1,000,000) per accident applicable to Employer's Liability coverage for all employees engaged in services or operations under this LICENSE. The policy shall include broad form all-states/other states coverage. Coverage shall be specifically endorsed to include the insurer's Waiver of Subrogation in favor of the District, its directors, officers, representatives, agents and employees.

### Special Provisions

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by ZONE 7, and any approval of said insurance by District is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Zone 7 pursuant to this LICENSE, including but not limited to the provisions concerning indemnification.
2. The District acknowledges that some insurance requirements contained in this article may be fulfilled by a funded self-insurance program of ZONE 7. However, this shall not in any way limit liabilities assumed by Zone 7 under this Permit. Any self-insurance program must be approved by the District.
3. The District reserves the right to terminate or suspend the LICENSE in the event of non-compliance with the insurance requirements of this Article. In no event shall any suspension entitle ZONE 7 to an extension of the term of the LICENSE specified in this Article.



All policies shall be endorsed to provide District with thirty (30) days prior written notice of any cancellation, reduction or material change in coverage. Notices shall be sent to the Department Manager, Insurance, San Francisco Bay Area Rapid Transit District, P. O. Box 12688, Oakland, California 94604-2688. ZONE 7 shall annually submit to the District's Department Manager, Insurance, certifications confirming that the insurance required has been renewed and continues in place (if required).

All policies shall be issued by California admitted companies which hold a current policy holders alphabetic and financial size category rating of not less than A:VIII according to Best's Insurance Reports.

At or before execution of this LICENSE, ZONE 7 shall provide District with a certificate of insurance executed by an authorized representative of the insurer(s) evidencing that ZONE 7's insurance complies with this Article, including a copy of all required endorsements. Verification of Coverage – ZONE 7 shall furnish BART with certificates and amendatory endorsements effecting coverage required by the above provisions.

13. Waiver of Claims

ZONE 7 fully releases, waives, and discharges forever any and all claims, demands, rights and cause of action against, and covenants not to sue, Indemnities, under any present or future laws, statutes, or regulations: (a) for any claim or event relating to the condition of the LICENSED AREAS or ZONE 7's use thereof; or (b) in the event that BART exercises its right to suspend, revoke or terminate the LICENSE.

14. Duties of BART. BART agrees to give ZONE 7 reasonable notice of BART operations and maintenance which would affect access of ZONE 7 and keep ZONE 7 informed of any conditions which might result in such operations and maintenance. BART further agrees to furnish any plans for improvements to the LICENSED AREAS to the ZONE 7 for review and comments. BART will maintain the LICENSED AREAS to the extent necessary for flood control and water management purposes. Repairs to BART facilities/structures shall be the responsibility of BART except when such repairs arise from damage caused to these facilities/structures by ZONE 7, its officers, agents, employees, contractors and subcontractors, its invitees, guests or business visitors or third persons. Such BART responsibilities shall not relieve the ZONE 7 from its Liabilities as described in Section 11.

15. Property Taxes. Pursuant to California Revenue and Taxation Code section 107.6, notice is hereby given that ZONE 7 is responsible for any possessory interest taxes that may be imposed as a result of, or related to, this LICENSE.

16. Notice. Any demand or notice which either party shall be required, or may desire to make upon or give to the other shall be in writing and shall be delivered personally upon the other or be sent by prepaid certified mail to the respective parties as follows:

BART: Director of Real Estate and Property Management  
2150 Webster Street, 9<sup>th</sup> Floor  
Oakland, CA 94612

ZONE 7: General Manager  
Alameda County Flood Control  
And Water Conservation District, Zone 7  
100 North Canyons Parkway  
Livermore, CA 94551

Either party may, from time to time, designate any other address for this purpose by written notice to the other party, given with 10 business day notice.

17. Miscellaneous

- a. This LICENSE constitutes the entire LICENSE and understanding between the parties, and supersedes all offers, negotiations and other agreements concerning the subject matter contained herein. Any amendments to this LICENSE must be in writing and executed by both parties.
- b. If any provision of this LICENSE is invalid or unenforceable with respect to any party, the remainder of this LICENSE or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this LICENSE shall be valid and enforceable to the fullest extents permitted by law.
- c. This LICENSE shall be governed by the laws of the State of California.
- d. This LICENSE may be executed in counterparts, each of which shall be an original, but all counterparts shall constitute one agreement.

IN WITNESS WHEREOF, the parties hereto have executed this LICENSE on the dates appearing below their respective authorized signatures.

[Signatures on next page]

**BART:**

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT,  
a rapid transit district

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Joseph M. Basuino, Director  
Real Estate and Property Management  
Department

APPROVED AS TO FORM:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Stephen Muzio  
Attorney III  
Office of the General Counsel

**ZONE 7:**

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT,  
ZONE 7, a body corporate and politic

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Valerie L. Pryor  
General Manager

APPROVED AS TO FORM:  
, County Counsel

By: \_\_\_\_\_  
Rebecca Smith, Zone 7 Counsel

**ORIGINATING SECTION:** Flood Protection Engineering

**CONTACT:** Jeff Tang/Edward Reyes

**AGENDA DATE:** March 19, 2025

**SUBJECT:** Authorize a Grant of Easement to the City of Livermore at the Arroyo Mocho Bypass

**SUMMARY:**

- To support Zone 7's mission to deliver safe, reliable, efficient, and sustainable flood protection services, Zone 7 manages its real property and collaborates with other agencies in the Tri-Valley. The proposed action is in support of Strategic Plan Initiative 13 – Continue to repair and maintain the flood protection facilities.
- Surface Mining Pit (SMP) 40 is being developed by Overton Moore Properties for industrial purposes. The City of Livermore (City) requires a 36-inch storm drain and outfall constructed by the Developer to discharge into the Arroyo Mocho (Line G) Bypass (Bypass) located north of the development.
- The Bypass, owned by Zone 7, was designed as one component needed to route future Arroyo Mocho stormwaters around the Chain of Lakes in Livermore. The Bypass is incomplete and currently conveys stormwater from the Oaks Business Park. The City of Livermore is responsible for maintenance of the basin during the interim.
- The new storm drain and outfall structure in the Bypass basin requires a storm drain easement. Alameda County Flood Control and Water Conservation District holds legal title to the property, which requires its Board of Supervisors to approve the easement. Zone 7 Board must first request and authorize the Board of Supervisors to approve the easement.
- The City (through the Developer) will pay \$5,000 to Zone 7 to cover the administration costs for the grant of easement, with a total area of approximately 2,760 square feet.
- Zone 7 has determined that the easement and proposed storm drain and outfall will not interfere with the use of the property by Zone 7 for flood protection purposes.
- Staff recommends that the Board:
  1. Approve the granting of the easement to the City of Livermore for the new storm drain pipeline and outfall; and

2. Authorize the General Manager to negotiate and finalize grant of easement documents, for the Board of Supervisors consideration, for granting the easement to the City of Livermore; and
3. Request and recommend that the Board of Supervisors of the Alameda County Flood Control and Water Conservation District approve granting of the easement to the City of Livermore.

**FUNDING:**

The City (through the Developer) will pay a \$5,000 administrative fee to Zone 7, which will be deposited into Fund 200 – Flood Protection Operations Fund.

**RECOMMENDED ACTION:**

Adopt the attached Resolution.

**ATTACHMENTS:**

1. Resolution
2. Vicinity and Location Map
3. Draft Grant of Easement and Attachments

ZONE 7

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR  
SECONDED BY DIRECTOR

**Authorize a Grant of Easement to the City of Livermore at the Arroyo Mocho Bypass**

WHEREAS, to support Zone 7's mission to deliver safe, reliable, efficient, and sustainable flood protection services, Zone 7 manages its real property and collaborates with other agencies in the Tri-Valley; and

WHEREAS, the proposed action is in support of Strategic Plan Initiative 13 – Continue to repair and maintain the flood protection facilities; and

WHEREAS, Alameda County Flood Control and Water Conservation District is the owner of the real properties known as Arroyo Mocho (Line G); and

WHEREAS, the City of Livermore has requested a storm drain easement to allow for a new storm drain pipeline and outfall system to be constructed for a new industrial development located adjacent to Zone 7's Arroyo Mocho Bypass facility; and

WHEREAS, draft grant of easement documents have been prepared conveying an easement to the City of Livermore on the lands more particularly designated and described in the attached Exhibit A (R/W Nos. 70215) and Exhibit B (RF-10163).

WHEREAS, Zone 7 determines that the grant of an easement within Zone 7's flood protection right-of-way, as described in Exhibit A (R/W Nos. 70215) and Exhibit B (RF-10163), will not interfere with Zone 7's use of the property for flood protection purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby approve the granting of the easement to the City of Livermore for the new storm drain pipeline and outfall; and

BE IT FURTHER RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate and finalize grant of easement documents, for the Board of Supervisors consideration, for granting said easement to the City of Livermore; and

BE IT FURTHER RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby request and recommend that the Board of Supervisors of the Alameda County Flood Control and Water Conservation District approve granting of said easement and authorize the President of the Board of Supervisors to execute same.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

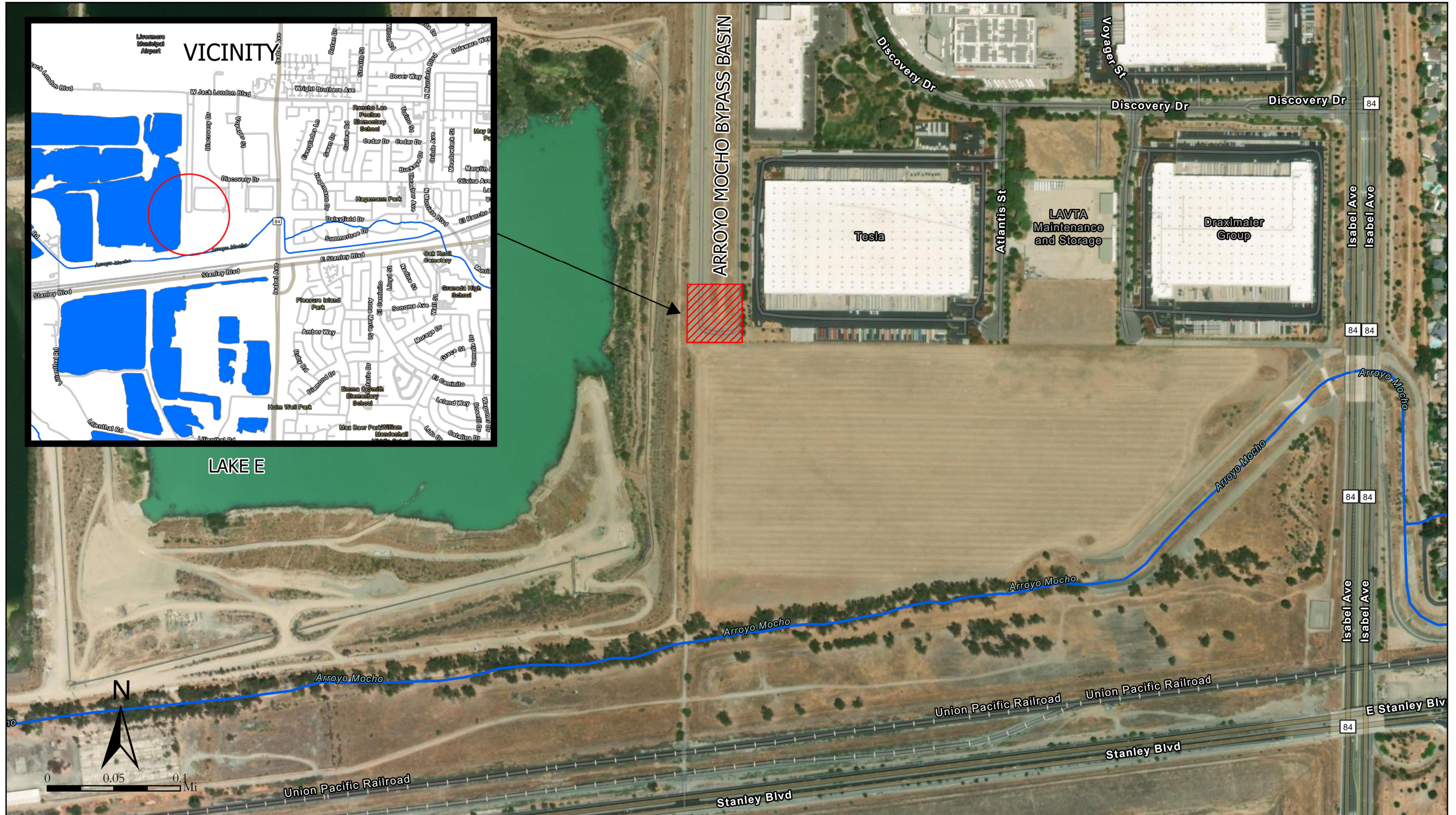
NOES:


ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 19, 2025.

By: \_\_\_\_\_  
President, Board of Directors



	<b>ZONE 7 WATER AGENCY</b> <b>100 N. Canyons Parkway</b> <b>Livermore, CA 94551</b>	DRAWN: JT REVIEWED:	<b>ZONE 7</b> <b>Storm Drain Easement Transfer to City of Livermore -</b> <b>Vicinity and Location</b>	Scale: Not to Scale
				Date: 02/25/2025
				FIGURE 1



RECORDING REQUESTED BY AND

WHEN RECORDED RETURN TO:

City Clerk  
City of Livermore  
1052 South Livermore Avenue  
Livermore, CA 94550

ABOVE THIS LINE FOR RECORDER'S USE

MAIL TAX STATEMENTS TO:

The Undersigned grantor(s) declare(s):  
CITY TRANSFER TAX \$ 0.00  
DOCUMENTARY TRANSFER TAX \$ 0.00  
SURVEY MONUMENT FEE \$ 0.00

SAME AS ABOVE

R & T CODE 11922, Government agency acquiring title

Exempt from filing fees per Government Code §§ 27383 and 6103

APN 904-0012-017 (portion of)  
R/W No. 70215  
RF-10163

**EASEMENT DEED**  
**(Storm Drain)**

**ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7**, hereinafter designated "GRANTOR", in consideration of value paid, the adequacy and receipt of which are hereby acknowledged, hereby grants to the **CITY OF LIVERMORE**, hereinafter designated "GRANTEE", its successors and assigns, a perpetual, exclusive Public Storm Drain EASEMENT for the purpose of excavating, installing, inspecting, constructing, reconstructing, repairing, replacing, relocating, renewing, removing, maintaining and operating improvements, including but not limited to storm drain lines, storm drain manholes, storm drain outfalls, and all appurtenances thereto, together with the right of ingress and egress therefore, in, upon, under, over, along, through and across that certain real property ("EASEMENT AREA") in the City of Pleasanton, County of Alameda, State of California, said easement being more particularly described as follows:

A portion of Assessor's Parcel Number: 904-0012-017 and more particularly described in **Exhibit "A"** and shown on **Exhibit "B"** incorporated by reference hereto.

This EASEMENT is executed and delivered to GRANTEE upon the following terms and

conditions to wit:

1. GRANTEE acknowledges and agrees that the primary purpose of GRANTOR's property is for flood protection and water management and that the operations in furtherance of said purpose must take precedence over any and all other uses of the subject Easement Area.
  - a. GRANTOR acknowledges and agrees that GRANTEE's above-stated use and purposes of the Easement Area are consistent and compatible with GRANTOR's primary purpose of GRANTOR's property, as of the time of the execution of this Easement Deed.
  - b. If GRANTEE's above-stated use and purposes of the Easement Area become inconsistent and/or incompatible with GRANTOR's primary purpose of GRANTOR's property, GRANTOR shall provide 30-days written notice to GRANTEE before:
    - i. revoking any rights granted herein;
    - ii. taking any action that interferes with GRANTEE's use and/or operation of any sanitary sewer lines, potable water lines, or recycled water lines; and
    - iii. taking any action that causes an interruption in any of GRANTEE's services.
  - c. If GRANTEE's above-stated use and purposes of the Easement Area become inconsistent and/or incompatible with GRANTOR's primary purpose of GRANTOR's property, the parties shall work cooperatively and in good faith to bring their respective uses back into compatibility to the extent practicable.
2. GRANTEE or their designee, shall have the non-exclusive right of ingress and egress to and from the EASEMENT AREA across the lands of GRANTOR for all purposes useful or convenient in connection with or incidental to the exercise of rights granted herein, at locations which shall not interfere with GRANTOR's reasonable use and enjoyment of its remainder property. Except for emergencies, prior to entering upon GRANTOR's property or engaging in excavating, installing, inspecting, constructing, reconstructing, repairing, replacing, relocating, renewing, removing, maintaining, or operating the improvements, GRANTEE or their designee, shall first obtain the standard form encroachment permit from GRANTOR. GRANTOR shall issue said permit within three (3) working days, if possible, at no cost to GRANTEE.
3. GRANTEE shall only construct improvements with at least a minimum vertical clearance of five (5) feet and a minimum horizontal clearance of five (5) feet from GRANTOR's facilities.

4. GRANTEE agrees that upon the completion of any of work performed by GRANTEE or designee within GRANTOR's property, to restore the surface of the ground to the condition in which it was prior to the commencement of said work or to a condition as agreed upon by GRANTOR and GRANTEE. GRANTEE shall, at GRANTEE's sole cost, promptly repair any damage to GRANTOR's real and personal property, arising out of or in connection with GRANTEE's excavating, installing, inspecting, constructing, reconstructing, repairing, replacing, relocating, renewing, removing, maintaining and operating its improvements. GRANTEE shall maintain the EASEMENT AREA and GRANTEE's improvements in good repair and prevent the EASEMENT AREA and GRANTEE's improvements from causing any nuisance.
5. Grantor reserves the right to convey easement rights to others so long as such easement(s) do not conflict or interfere with Grantee's easement rights herein conveyed, but prior to making such a conveyance, Grantor will provide written notice to Grantee.
6. GRANTEE or their designee agrees to indemnify, defend, and hold harmless GRANTOR against all damages, expenses, costs and charges, including attorney's fees, and to save GRANTOR harmless from any and all loss, liability, and claims for damages by third parties (together "Claims") arising from the act or omission of GRANTEE, its agents, employees, contractors or subcontractors, arising from or relating to GRANTEE's use of the EASEMENT AREA, including the excavating, installing, inspecting, constructing, reconstructing, repairing, replacing, relocating, renewing, removing, maintaining and operating of sanitary sewer, potable water, and/or recycled water lines.
7. Any notice which GRANTOR or GRANTEE is required to provide related to this EASEMENT shall be given in writing and may be personally served, sent by overnight courier delivery, or deposited in the United States Mail as certified mail, postage prepaid, addressed to the other party at the following address:

GRANTOR: Alameda County Flood Control & Water Conservation  
District, Zone 7  
Attn: General Manager  
100 North Canyons Parkway  
Livermore, CA 94551

GRANTEE: City of Livermore  
Attn: City Manager  
1052 South Livermore Avenue  
Livermore, CA 94550

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force and effect except by a subsequent modification in writing, signed by the party to be charged.

The provisions of this EASEMENT DEED shall inure to the benefit of and be binding upon the heirs, successors, assigns, and personal representatives of the respective parties and this EASEMENT shall run with the land.

IN WITNESS WHEREOF, this instrument is duly executed pursuant to Alameda County Flood Control and Water Conservation District Resolution No. \_\_\_\_\_, adopted \_\_\_\_\_, 20\_\_\_\_, a certified copy of which is attached hereto and made a part hereof.

**ALAMEDA COUNTY FLOOD CONTROL AND  
WATER CONSERVATION DISTRICT**

By: \_\_\_\_\_

David Haubert, President

Board of Supervisors

Alameda County Flood Control and Water Conservation District

Dated: \_\_\_\_\_

## CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Storm Drian Easement Deed (portion of APN 904-0012-017), dated and titled from Alameda County Flood Control and Water Conservation District, Zone 7, as shown in the Storm Drian Easement attached, to the City of Livermore, a municipal corporation, for the purpose of excavating, installing, inspecting, constructing, reconstructing, repairing, replacing, relocating, renewing, removing, maintaining and operating improvements, including but not limited to storm drain lines, storm drain manholes, storm drain outfalls, and all appurtenances thereto, together with the right of ingress and egress therefore, in, upon, under, over, along, through and across that certain real property, is hereby accepted by the undersigned City Clerk on behalf of the City Council pursuant to authority conferred by Resolution No. 1-65 of the City Council adopted on January 4, 1965, and the grantee consents to the recordation thereof by its duly authorized officer.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Deborah L. Elam, City Clerk  
City of Livermore  
1052 South Livermore Avenue  
Livermore, CA 94550

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**  
**PUBLIC STORM DRAIN EASEMENT**

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF LIVERMORE, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING A PORTION OF LOT 9 AS SHOWN ON THAT CERTAIN TRACT MAP NO. 7300 FILED FOR RECORD ON APRIL 11, 2006 IN BOOK 291 OF MAPS AT PAGES 3 THROUGH 10, OFFICIAL RECORDS OF ALAMEDA COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE SOUTHEAST CORNER OF SAID LOT 9;

THENCE ALONG THE SOUTHERLY LINE OF SAID LOT 9, NORTH 89° 25' 04" WEST, 15.95 FEET;

THENCE LEAVING SAID SOUTHERLY LINE, THE FOLLOWING FOUR (4) COURSES:

- 1) NORTH 00°56'07" EAST, 100.02 FEET,
- 2) NORTH 89°26'33" WEST, 61.43 FEET,
- 3) NORTH 00°33'27" EAST, 15.00 FEET, AND
- 4) SOUTH 89°26'33" EAST, 77.48 FEET TO A POINT ON THE EASTERLY LINE OF SAID LOT 9.

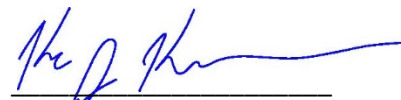
THENCE ALONG SAID EASTERLY LINE, SOUTH 00°56'07" WEST, 115.03 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 2,757 SQUARE FEET MORE OR LESS.

THE BEARING OF NORTH 89° 25' 04" WEST TAKEN ON THE MONUMENT LINE OF DISCOVERY DRIVE AS SHOWN ON THAT CERTAIN MAP OF TRACT 7300 FILED FOR RECORD ON APRIL 11, 2006, IN BOOK 291 OF MAPS AT PAGES 3-10, OFFICIAL RECORDS OF ALAMEDA COUNTY WAS TAKEN AS THE BASIS FOR ALL BEARINGS SHOWN HEREON.

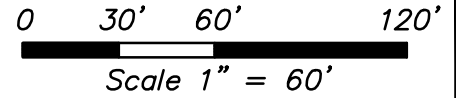
AS SHOWN ON EXHIBIT "B", ATTACHED HERETO AND MADE A PART HEREOF.

DESCRIPTION PREPARED BY KIER & WRIGHT CIVIL ENGINEERS & SURVEYORS, INC.

  
\_\_\_\_\_  
KC J. KELLER, P.L.S. 9731

2/11/2025  
\_\_\_\_\_  
DATE



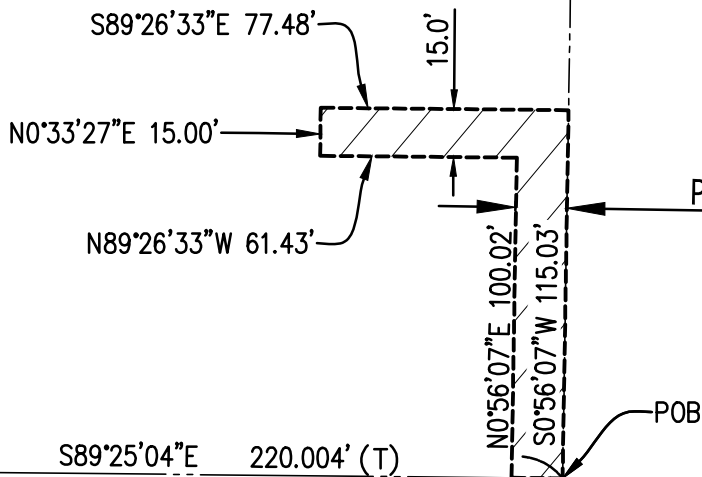


LOT 9  
TRACT 7300  
(291 M 3)

LOT 8  
TRACT 7300  
(291 M 3)

N0°56'07"E 2318.826' (T)

N0°56'07"E 2317.246' (T)



70215

PUBLIC STORM DRAIN EASEMENT  
AREA = 2,757± SF

S89°25'04"E 220.004' (T)

NEW PARCEL 1  
GRANT DEED  
2023059059 O.R.

GRANT DEED  
2024113782 O.R.

### LEGEND

- PROPERTY LINE
- ▨ PROPOSED EASEMENT
- M MAPS
- O.R. OFFICIAL RECORDS
- POB POINT OF BEGINNING
- S.F. SQUARE FEET
- T TOTAL



## KIER+WRIGHT

2850 Collier Canyon Road  
Livermore, CA 94551

Phone: (925) 245-8788  
www.kierwright.com

EXHIBIT "B"  
PUBLIC STORM  
DRAIN EASEMENT  
LIVERMORE, CALIFORNIA

DATE	FEBRUARY, 2025
SCALE	1" = 60'
BY	CJ
JOB NO.	A96562-54
SHEET	1 OF 1



## Parcel Map Check Report

**Client:**           **Prepared by:**

Kier +Wright Civil Eng & Surveyors' Inc.

Date: 1/10/2025 9:53:21 AM

---

Parcel Name: PROPOSED PUBLIC STORM DRAINAGE EASEMENT

Description:

North:10,821.0190'

East:14,517.6216'

Segment# 1: Line

Course: N89°25'04"W

Length: 15.95'

North: 10,821.1811'

East: 14,501.6724'

Segment# 2: Line

Course: N0°56'07"E

Length: 100.02'

North: 10,921.1877'

East: 14,503.3050'

Segment# 3: Line

Course: N89°26'33"W

Length: 61.43'

North: 10,921.7855'

East: 14,441.8779'

Segment# 4: Line

Course: N0°33'27"E

Length: 15.00'

North: 10,936.7847'

East: 14,442.0239'

Segment# 5: Line

Course: S89°26'33"E

Length: 77.48'

North: 10,936.0309'

East: 14,519.5002'

Segment# 6: Line

Course: S0°56'07"W

Length: 115.03'

North: 10,821.0162'

East: 14,517.6226'

Perimeter: 384.91'

Area: 2,756.71Sq.Ft.

Error Closure: 0.0030

Course: S19°46'20"E

Error North : -0.00280

East: 0.00101

Precision 1: 128,303.33



City of Livermore  
Community Development Department  
1052 South Livermore Avenue  
Livermore, CA 94550

February 11, 2025

Jeff Tang, Associated Civil Engineer  
Alameda County Flood Control and Water Conservation District, Zone 7  
100 N Canyons Pkwy  
Livermore, CA 94551  
Phone: (925) 454-5000

Subject: Zone 7 Public Storm Drain Easement for SMP 40

Location of Easement: East of Atlantis Court, Portion of APN 904-12-17

On March 25, 2024, City Council approved the entitlement for the SMP 40 Vesting Tentative Parcel Map 11219 and in May 2024, the Developer Overton Moore Properties (Developer) submitted the Final Map for review. The approved tentative improvement plans for this project required the Developer to construct a storm drain system that discharges the sites storm water runoff to the Zone 7 property, east of the Oaks Business Park. All construction for the storm drain system is to be performed by the Developer, and the maintenance and operation of the storm drain system within the Zone 7 property, will be performed by the City of Livermore (City).

Zone 7 informed the City that they would require an easement for the storm drain outfall system and will only grant a storm drain easement to the City, a public entity, and not the Developer.

This requires the City to obtain a storm drain easement from Zone 7, in order to construct, operate, and maintain the storm drain system for this project. This letter serves as a request that Zone 7 provide the required storm drain easement to the City.

The Developer has agreed to be responsible for all costs associated with obtaining the public storm drain easement. The Developer will pay the agreed upon Zone 7 appraisal and administration fee of \$5,000 for the public storm drain easement (~2,757 square feet) and the City will provide the fee on behalf of the developer to Zone 7. Please note that all constructions required for the storm drain system is to be performed and paid by the Developer and future Property Owner.

Please let us know if you have any questions or need additional information .

February 11, 2025  
Page 2 of 2

Sincerely,



Jarrett Rasmussen  
Associate Civil Engineer  
925-960-4519  
jsrasmussen@livermoreca.gov

CC: Farnoush Levers, Assistant City Engineer  
Debbie Salgado, Senior Civil Engineer  
Parcel Map 11219 File



**ORIGINATING SECTION:** Administrative Services  
**CONTACT:** Shelisa Jackson/Osborn Solitei

**AGENDA DATE:** March 19, 2025

**SUBJECT:** Personnel Action: Computerized Maintenance Management System (CMMS)  
 Analyst, Zone 7

**SUMMARY:**

- The Agency continues to assess staffing needs, as we maintain a lean, cost-effective organizational model aligned with our goals. This proposed action is in support of Strategic Plan Goal A, Initiative No. 1 – Maintain a high-quality workforce to meet current and future needs and challenges.
- Based on operational need, the CMMS Analyst, Zone 7 classification will develop, direct, implement, maintain, and manage Zone 7 Water Agency’s CMMS program to meet the evolving needs of the Agency by defining practices and procedures, data collection and management, records maintenance, quality control, and advanced reporting. The CMMS Analyst will ensure alignment between technology and operational goals, identify efficiency improvements, control expenditures in maintenance activities, and support the integration of short and long-term goals and strategies for optimizing the Agency’s engineering, operations, and maintenance functions. The position serves as a key resource for leadership teams to align CMMS capabilities with overall Agency priorities.
- The CMMS Analyst, Zone 7 classification was approved by the Alameda County Civil Service Commission at the January 8, 2025, meeting.
- The proposed salary structure will be deep class with the salary based on the external market survey as follows:

<b>Computerized Maintenance Management System Analyst, Zone 7</b>					
<b>Effective: March 30, 2025</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>Bi-Weekly</b>	<b>\$5,243.20</b>				<b>\$6,068.00</b>
<b>Hourly</b>	<b>\$65.54</b>				<b>\$75.85</b>

**FUNDING:**

The cost for the CMMS, Zone 7 position is approximately \$246,000 per year, including benefits. Funding for this position is available in Fund 100 – Water Enterprise Operations.

**RECOMMENDED ACTION:**

The General Manager recommends that the Board adopt the attached Resolution to (1) approve the addition of one position at the proposed salary schedule; and (2) authorize the General Manager to approve and sign the salary schedule for this position.

**ATTACHMENT:**

Resolution

ZONE 7

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR  
SECONDED BY DIRECTOR

**Personnel Action: Computerized Maintenance Management System Analyst, Zone 7**

WHEREAS, Zone 7 of the Alameda County Flood Control and Water Conservation District is committed to delivering safe, reliable, efficient, and sustainable water and flood protection services; and

WHEREAS, Zone 7 continues to assess the staffing needs of the Agency as we maintain a lean, cost-effective organizational model aligned with our goals and Strategic Plan Goal A, Initiative No. 1 – Maintain a high-quality workforce to meet current and future needs and challenges.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby approve the following personnel action:

New classification and salary schedule for Computerized Maintenance Management System Analyst, Zone 7, effective March 30, 2025:

<b>Computerized Maintenance Management System Analyst, Zone 7</b>					
<b>Effective: March 30, 2025</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>Bi-Weekly</b>	<b>\$5,243.20</b>				<b>\$6,068.00</b>
<b>Hourly</b>	<b>\$65.54</b>				<b>\$75.85</b>

; and

BE IT FURTHER RESOLVED that the General Manager of Zone 7 is hereby authorized and directed to approve and sign the salary schedule for this position; and

BE IT FURTHER RESOLVED that the Auditor Controller of Alameda County is authorized and directed to draw the necessary payroll warrants from Zone 7 funds in accordance with the adopted schedule.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 19, 2025.

By: \_\_\_\_\_  
President, Board of Directors





100 North Canyons Parkway  
Livermore, CA 94551  
(925) 454-5000

**ORIGINATING SECTION:** Office of the General Manager  
**CONTACT:** Donna Fabian

**AGENDA DATE:** March 19, 2025

**SUBJECT:** Adopt Revised Records Retention Schedule

**SUMMARY:**

As part of the Agency's ongoing records management initiative, we have updated and refined the Records Retention Schedule across all departments to improve efficiency and reduce costs. This item supports Goal F, Initiative #18, Develop and implement an agency-wide strategy for document management.

To advance this effort, Zone 7 Water Agency engaged Gladwell Governmental Services, Inc. (GGS), a specialist in special district records management, to develop a comprehensive retention schedule tailored to the Agency's needs. This ensures compliance with legal standards, reduces records storage costs, eliminates redundancy, and leverages modern technology for improved efficiency.

Key reasons for updating the records retention schedule:

- Recent legislative changes affecting special district records
- Managing a substantial volume of permanent records
- Rising records storage costs
- Advancements in technology

GGS has extensive experience, having supported over 200 California municipalities, special districts, and agencies in developing records retention policies and document management programs.

This updated schedule was developed collaboratively, with input from each department, to ensure clear descriptions and retention periods for all record categories. The new guidelines designate the responsible units for maintaining original records and establish retention standards that improve efficiency, reduce storage needs, and optimize office space usage.

The retention schedule has been reviewed and approved by Department Heads and General Counsel.

In line with standard practices among California local governments, the Agency authorizes the routine destruction of records that have surpassed their designated retention periods, with

written consent from the Department Head, General Manager, and Board Secretary, as outlined in Section 2 of the Resolution. Additionally, Section 3 allows for updates to the schedule without further Board action, ensuring continued compliance with evolving standards.

**FUNDING:**

No funding required.

**RECOMMENDED ACTION:**

Adopt the attached Resolution and Records Retention Schedule.

**ATTACHMENTS:**

- Resolution
- Records Retention Schedule

ZONE 7  
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR  
SECONDED BY DIRECTOR

**Adoption of a Records Retention Schedule and  
Authorizing Destruction of Certain Agency Records**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of Zone 7 of the Alameda County Flood Control and Water Conservation District; and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may, at any time, authorize the destruction or disposition of any duplicate record, paper, or document, provided that the original or a permanent photographic record is retained in the files of an authorized officer or department of the Agency; and

WHEREAS, Section 60201 of the Government Code of the State of California provides that Agency records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the Agency or public may be destroyed; and

WHEREAS, the Agency has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District, does resolve as follows:

Section 1. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule Exhibit A will not adversely affect any interest of the Agency or the public.

Section 2. The records of Zone 7 of the Alameda County Flood Control and Water Conservation District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 and related provisions of the California Government Code and in accordance with the provision of said schedule in accordance with Agency policies and procedures, and with the approval of the Department Head, General Manager, and Board Secretary.

Section 3. With the consent of the Department Head, General Manager, and Board Secretary, updates are hereby authorized to be made to the Records Retention Schedule.

Section 4. For the purposes of this Resolution, 'records' include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, and papers, as defined by the California Public Records Act.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 19, 2025.

By: \_\_\_\_\_  
President, Board of Directors

## HOW TO USE RETENTION SCHEDULES

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted/erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

**Copies** or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required. This applies to all electronically stored locations and email folders. Under no circumstances should an email "Drafts" folder or other folders be used to store or retain copies or duplicates of records otherwise subject to destruction under this schedule.

The term "records" shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

### **STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS**

The District-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the official (original) record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule. An index will be provided for your reference.

### **AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an official (original) record that has exceeded its retention period must be authorized according to District Policies & Procedures prior to destroying it.

If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) there are important instructions, including instructions regarding holds on destroying records. **"Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution)."**

## RECORDS RETENTION SCHEDULE LEGEND

**OFR (Office of Record):** The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

**Records Description:** The record series (a group of like records).

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition: Active:** How long the file remains in the immediate office area (*guideline*)

**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)

**Total Retention:** The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) terms used in State law: Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)

Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets) Ppr = Paper

OD = Optical Disk, Immutable Cloud Media, CD-r, DVD-r, WORM (Write Once, Read Many) media), or other **Unalterable Media** which does not allow changes.

**Scan/Import** (*guideline*): "S" indicates the record should be scanned into the document imaging system; "I" indicates the record should be electronically imported into the document imaging system; "M" indicates the record was microfilmed.

**Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record:** "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### **Legend for legal citations**

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC: Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>DISTRICT-WIDE (Used by All Departments)</b>								
Lead Dept. (managing the contract)	DW-001	Agreements & Contracts - <b>ADMINISTRATIVE RECORDS</b> (Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.) Send all Originals to Administration / General Manager, who is the Office of Record	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS, or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	DW-003	Association Records (external associations- e.g., ACWA, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-004	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-005	Committees, Task Forces, Associations, Commissions, & Boards: <b>External</b> Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-007	Correspondence - <b>Regulatory Agencies</b>	Minimum 10 years	Yes: While Active Issues	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; some correspondence with Regulatory Agencies needs to be retained for longer periods of time than other types of correspondence; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-008	Correspondence – ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business). (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)  IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; District of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-009	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business.  Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference. (e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from others, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017



## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §§7927.500
Lead Dept.	DW-011	GIS (Geographic Information System) / ESRI / Arc Info	Indefinite Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	DW-012	Grants (SUCCESSFUL - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims)	After Funding Agency Audit, if required - Minimum 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-013	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-014	Personnel Files - Department-level Supervisor's Notes  Ensure current Supervisors notes / Oral Counseling, etc. are forwarded to an employee's new Supervisor when transferring.	After Incorporation into Documented Discipline, or Performance Appraisal	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-015	Photographs, Videos (other than Board Meetings)	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §60201
Lead Dept.	DW-016	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Ppr			Copies; GC §60200
	DW-017	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (ACWA, CSDA, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Authoring Dept.	DW-018	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>YOUR</b> Department	Minimum of Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
	DW-019	Reference or Working Files: See Correspondence						
Lead Dept.	DW-020	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-021	Reports and Studies ( <b>Historically significant</b> )	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-022	Reports and Studies (other than Historically significant reports)	10 years		Mag, Ppr			Department preference; Information is outdated after 10 years; GC §60201

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-023	Special Projects / Subject Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201 et seq.
Lead Dept.	DW-024	Surveys / Questionnaires (that the District issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §60201
Lead Dept.	DW-025	Training Presented by District Staff - COURSE RECORDS  (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-026	Visitor Logs / Registers	1 year		Mag, Ppr			Department preference; GC §60201 et. seq.

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ADMINISTRATION - GENERAL MANAGER</b>								
Admin / General Manager	GM-001	Agreements & Contracts (originals) - <b>ALL</b> Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Admin / General Manager	GM-002	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Ppr			GC §60201
<b>ADMINISTRATION / BOARD SECRETARY</b>								
Admin. / Board Secretary	GM-003	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors and Committees (Ad-Hoc Subcommittees and Standing Subcommittees)	P	Yes: Before Meeting Date	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Board Secretary	GM-004	Annexations or Acquisitions	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Admin. / Board Secretary	GM-005	Board of Directors Correspondence	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Board Secretary	GM-006	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years		Mag, Mfr, OD, Ppr			GC §60201
Admin. / Board Secretary	GM-007	Chronological History of Board Members	P		Mag, Ppr			Historical Value; GC §60201

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-008	District Formation, Changes to Director's Boundaries (Redistricting),	P		Mag, Mfr, OD, Ppr	S / M / I	No	Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201
Admin. / Board Secretary	GM-009	Economic Interest Filings (FPPC Form 602 / 635) - <b>Lobbyist Authorization / Reporting</b>	5 years		Mag, Ppr	S / I	Yes: After 2 years	2 CCR 18615(f)
Admin. / Board Secretary	GM-010	Elections - GENERAL, <b>WORKING</b> or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	2 years		Mag, Ppr			Used for a model for the next election, GC §60201
Admin. / Board Secretary	GM-011	Elections - <b>HISTORICAL</b> File (Sample ballot, copies of results / resolution declaring results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §60201
Admin. / Board Secretary	GM-012	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
Admin. / Board Secretary	GM-013	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years		Mag, Ppr			District preference (historical purposes); GC §60201
Admin. / Board Secretary	GM-014	Ethics Training Certificates for Board of Directors	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
Admin. / Board Secretary	GM-015	FPPC 460, 470, 501, 410 Series Forms - <b>Campaign Disclosures</b>	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	County ROV maintains original statements; GC §81009(f)&(g)

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-016	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District maintains original statements; GC §81009(e)&(g)
Admin. / Board Secretary	GM-017	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes District Board Members, General Manager)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	District preference (only required for 4 years); GC §81009(f)&(g)
Admin. / Board Secretary	GM-018	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e)
Admin. / Board Secretary	GM-019	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
Admin. / Board Secretary	GM-020	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009(e); FPPC Regulation 18734(c)
Admin. / Board Secretary	GM-021	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5; GC §60201; GC §81009(e)
Admin. / Board Secretary	GM-022	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
Admin. / Board Secretary	GM-023	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5(b)
Admin. / Board Secretary	GM-024	Minutes: District Board of Directors and Committees	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-025	Notices: Affidavits of Postings and Publications, Legal Advertising, Proof of Publication	4 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Admin. / Board Secretary	GM-026	Oaths of Office (Board of Directors)	Separation + 6 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 60201; PC §§801.5, 803(c); 29 USC 1113
Admin. / Board Secretary	GM-027	Ordinances / Regulations	P	Yes (all)	Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-028	Prop. 218 Fees & Charges: <b>Ballots and/or protest letters</b>	2 years		Ppr			GC §53753(e)(2)
Admin. / Board Secretary	GM-029	Prop. 218 Fees & Charges: <b>Master Mailing List</b>	2 years		Ppr			GC §60201
Admin. / Board Secretary	GM-030	Prop. 218 Fees & Charges: <b>Undeliverable Mail</b>	3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §60201
Admin. / Board Secretary	GM-031	Public Records Act Requests	2 years		Mag, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. / Board Secretary	GM-032	Recordings: Audio or Video Recordings of District Board meetings	Indefinite - Minimum 4 years		Mag			District Preference; Legally required for 90 days for Video, 30 days for audio; GC §§54953.5(b), 53161, 60201 et seq.
Admin. / Board Secretary	GM-033	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.

# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Board Secretary	GM-034	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-035	Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Board Secretary	GM-036	Secretary of State Statement of Facts	1 year		Mag, Ppr			District preference; GC §60201 et. seq.
Admin. / Board Secretary	GM-037	Subpoenas or Summons	2 years		Mag, Ppr			GC §60201
<b>COMMUNICATIONS</b>								
Admin / General Manager / Commun.	GM-038	Annual Agency Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin / General Manager / Commun.	GM-039	Brochures, Flyers, Newsletters	When No Longer Required		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Content Not Substantive); GC §60201
Admin / General Manager / Commun.	GM-040	Consumer Confidence Reports / Annual Water Quality Reports	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Admin / General Manager / Commun.	GM-041	Education Programs - Contests	When No Longer Required	Yes: While Active Issues	Mag, Ppr			GC §60201



# RECORDS RETENTION SCHEDULE: ADMINISTRATION / OFFICE OF THE GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin / General Manager / Commun.	GM-042	Events (Public / Workshops, Tours etc.)	When No Longer Required	Yes: While Active Issues	Mag, Ppr			GC §60201
Admin / General Manager / Commun.	GM-043	Newsletters	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin / General Manager / Commun.	GM-044	Newspaper Clippings / Display Advertising	When No Longer Required		Mag, Ppr			Non-records
Admin / General Manager / Commun.	GM-045	Photos & Videos (Event-related)	When No Longer Required		Mag, Ppr			Drafts; final photos may become part of a final document; GC §60201
Admin / General Manager / Commun.	GM-046	Press Releases / Media Alerts	2 years		Mag, Ppr			Department preference; GC §60201
Admin / General Manager / Commun.	GM-047	Public Notices - Potable Water (Tier 1, 2, or 3)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required; GC §60201, 22 CCR §64470
<b>GOVERNMENT RELATIONS</b>								
Admin / General Manager / Government Relations	GM-048	Legislative Platforms / Legislation / Advocacy - Correspondence, Reports	4 years		Mag, Ppr			Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE</b>								
Finance / Lead Div.	FIN-001	Financial System Database (Tyler)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance	FIN-002	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Defeased or Matured + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I		Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e): GC §§43900 et seq., 60201
Finance	FIN-003	Budget Adjustments	7 years		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance	FIN-004	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance	FIN-005	Budgets: Final (Adopted - Includes Organization Charts)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance	FIN-006	Check Registers	7 years		Mag, Ppr			Department Preference (a different version is presented to the Board of Directors), includes employee compensation or reimbursement; GC §60201 et seq.
Finance	FIN-007	Financial Ratings & Correspondence	5 years		Mag, Ppr			Department Preference; GC §60201
Finance	FIN-008	Flood Control Endowments Trust Fund	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance	FIN-009	Investments (Including Arbitrage)	5 years	Yes: Until Maturity	Mag, Ppr			Department Preference (meets auditing standards); GC §60201
Finance	FIN-010	Long Range Financial Plans & Reports	5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-011	State Controller's Report / Special Districts Financial Transactions Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
<b>ACCOUNTING</b>								
Finance / Lead Div.	FIN-012	Financial System <b>Database</b> (Tyler)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance / Accounting	FIN-013	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-014	Accounts Payable Source Records (Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Travel Expense Reimbursements, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-015	Accounts Receivable Source Records including Billings, Adjustments, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, etc.	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-016	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance / Accounting	FIN-017	Audits - Working Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Accounting	FIN-018	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounting	FIN-019	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-020	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounting	FIN-021	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not District records; per bank agreement.
Finance / Accounting	FIN-022	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounting	FIN-023	Journal Entries / Journal Vouchers	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-024	Reports, Finance Reports created from Database Journals, Ledgers, Reconciliations, Registers, <b>Reports</b> , Transaction Histories, Balance Sheets, Budget Adjustments ( <b>ANNUAL, MONTHLY OR PERIODIC</b> )	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Draft / Preliminary documents' financial database is the original and can re-create reports; GC §60201
Finance / Accounting	FIN-025	Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-026	Tax Returns (Sales Tax, etc.)	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); CA. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounting	FIN-027	W-9's	Vendor Inactive + 3 years		Mag, Ppr			Meets IRS auditing standards; GC §60201
<b>PURCHASING</b>								
Finance / Purchasing	FIN-028	Purchase Order <b>Database</b> (OpenGov)	Indefinite - Minimum 5 years		Mag			Department preference; meets municipal government auditing standards; GC §60201 et seq.; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Purchasing	FIN-029	Purchase Orders - Includes copies of bids and quotes, NIB (Notice Inviting Bids), RFPs (Request for Proposal), RIB (Request Inviting Bids)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §60201 et seq.; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Purchasing	FIN-030	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal		Ppr			Department Preference; GC §60201
<b>RISK MANAGEMENT</b>								
Finance / Risk Manage.	FIN-031	Accident / Incident / Injury / Damage Reports: <b>PUBLIC</b> - Not Resulting in a Claim (Employees - see Workers Compensation)	2 years		Mag, Ppr			Department preference; GC §60201
Finance / Risk Manage.	FIN-032	BIT Inspection & Audits (Biennial Inspection of Terminals) / DOT Program / CHP Inspections	2 years		Mag, Ppr			Department Preference (CHP audits every 25 months); GC §60201
Finance / Risk Manage.	FIN-033	Claims / Liability Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Finance / Risk Manage.	FIN-034	District Insurance Policies - Liability, Workers Compensation Insurance, etc.	30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Finance / Risk Manage.	FIN-035	Insurance Appraisals	10 years		Mag, Ppr			Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Risk Manage.	FIN-036	Loss Runs	Minimum 5 years		Mag, Ppr			Department Preference (actuary wants 10 years of data - these can be acquired from TPA); GC §60201

## RECORDS RETENTION SCHEDULE: FLOOD PROTECTION ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ENGINEERING - FLOOD PROTECTION</b>								
Lead Dept.	FLOOD-001	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	FLOOD-002	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Flood Protection Engineering	FLOOD-003	Flood Protection Engineering: <b>CEQA Documents:</b> Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Correspondence and Internal Staff Notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project  The final is retained Permanently - see Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project—are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Flood Protection Engineering	FLOOD-004	Flood Protection Engineering: CIP (Capital Improvement Project) Files - <b>Close-Out:</b> Preliminary Notices, Stop Work Notices, Temporary Permits, Certified Payrolls, etc.	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201
Flood Protection Engineering	FLOOD-005	Flood Protection Engineering: CIP (Capital Improvement Project) Files - <b>Administration:</b> Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPP, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

## RECORDS RETENTION SCHEDULE: FLOOD PROTECTION ENGINEERING

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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Flood Protection Engineering	FLOOD-006	Flood Protection Engineering: CIP (Capital Improvement Project) Files - <b>Permanent:</b>  Change Orders, Drillers Logs, Deeds, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Flood Protection Engineering	FLOOD-007	Flood Protection Engineering: CIP (Capital Improvement Project) Files or Private Development Infrastructure - <b>Permanent File - Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Flood Protection Engineering	FLOOD-008	Flood Protection Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Flood Protection Engineering	FLOOD-009	Flood Protection Engineering Hazard Maps / Inundation Maps	When Superseded		Mag, Ppr			Not a District record (Federal / FEMA records)
Flood Protection Engineering	FLOOD-010	Flood Protection Engineering Plans, Reports, & Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES (with Alameda County)</b>								
Human Resources	HR-001	Affirmative Action Complaints – California Civil Rights Department / Department of Fair Employment & Housing or Equal Opportunity Commission (EEOC) / Harassment Claims	Final Disposition + 4 years		Mag, Ppr			Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-002	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 60201
Human Resources	HR-003	Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-004	DMV Pull Notices	When Superseded or Separation		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Human Resources	HR-005	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	Employee Investigations & Complaints	Separation + 6 years		Mag, Ppr			Department preference; State Law requires 4 years from last action; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201
Human Resources	HR-007	Employee Relations – program administration/documents related to employee engagement activities, employee surveys, suggestion box, participation waivers, etc.	Minimum 2 years		Mag, Ppr			GC §60201
Human Resources	HR-008	I-9s	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 4 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201
Human Resources	HR-009	Labor Relations / Negotiations, Meet and Confers, Labor Management Team Meetings, etc.	Minimum 10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-010	Legal Opinions (Employment Related)	Minimum 10 years		Mag, Ppr			Department preference; GC §§12946, 12960, 60201
Human Resources	HR-011	Occupational Health and Safety – Ergonomic Program	Minimum 2 years		Mag, Ppr			GC §60201
Human Resources	HR-012	OSHA Log 300, 300 A, 301, 301 A, etc.	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013	Personnel Files - <b>General File</b> (Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Ethics Training Certificates, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements etc. - Excludes Medical Records)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5
Human Resources	HR-014	Personnel Files - <b>Medical File</b> (Includes background checks, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Human Resources	HR-015	Recruitment Database / Applicant Tracking System (NeoGov)	4 years		Mag, Ppr			Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-016	Recruitment Files: Applications for Employment or Resumes / Recruitment Files: <b>Solicited:</b> Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-017	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		Mag, Ppr			Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Workers Compensation Files ALL	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.
Human Resources	HR-019	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag Ppr			LC §6401.9(f), GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>MAINTENANCE / ELECTRICAL - INSTRUMENTATION</b>								
Lead Dept.	MNT-001	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-002	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-003	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-004	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>MAINTENANCE / FLEET</b>								
Maint. / Fleet	MNT-005	Air Pollution Control District (APCD) <b>Permits</b> (for Generators, etc.)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Lead Dept.	MNT-006	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Maint. / Fleet	MNT-007	Pre-Trip Inspections / Vehicle Safety Checks / Daily Equipment Checks	90 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); GC §60201
Maint. / Fleet	MNT-008	Vehicle & Heavy Equipment Maintenance (Backhoes, Cars, Trucks, Vac Trucks, etc.)	Sale or Disposal + 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201

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Adopted:

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## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	MNT-009	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-010	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-011	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>MAINTENANCE / FLOOD</b>								
Lead Dept.	MNT-012	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-013	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-014	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-015	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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<b>MAINTENANCE / MECHANICAL</b>								
Maint. / Mechanical	MNT-016	Aboveground Storage Tanks - Diesel or Gasoline (Agency Owned) <b>Maintenance, Repairs</b>	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Maint. / Mechanical OR Engineering / Water	MNT-017	Backflow Testing / Cross Connection Testing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets SWRCB, DDW requirements; 17 CCR 7605(f); GC §60201
Maint. / Mechanical	MNT-018	Generator Operation Logs (for <b>Fixed or Portable /Emergency Generators</b> )	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §60201
Lead Dept.	MNT-019	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Division Providing Service / Work	MNT-020	Work Orders / Service Requests – <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	MNT-021	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-022	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<b>SAFETY</b>								
Maint. / Safety	MNT-023	Accident / Incident / Injury Reports - <i>Employees: <b>Near Misses, First Aid, etc.</b></i>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for consistency with OSHA regulations; 8 CCR 14300.33(a); 8 CCR 5144, 8 CCR 15400.2; GC §§12946, 12960, 60201
Maint. / Safety	MNT-024	Accident Prevention Files / Loss Control / Safety Files (contains safety correspondence)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(1), 8 CCR 14300.33(a); GC §§12946, 12960, 60201
Maint. / Safety	MNT-025	Air Pollution Control District (APCD) <b>Reports</b> / Compliance Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Maint. / Safety	MNT-026	Business Plans / Hazardous Materials Inventory / Disclosures / Hot Air Toxics Inventory Plan / Reports and Joint Emission Inventory (for Local Fire Authorities)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (this is performed annually); GC §60201
Maint. / Safety	MNT-027	Cal-OSHA Inspections & Citations, Log 200, 300, 300 A, 301, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c)
Maint. / Safety	MNT-028	Confined Space Entries / Hot Work Permits / Lockout - Blockout / Lockout - Tagouts / Energy Control Procedures / Air Monitoring Calibrations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201

Ver 1.0

Adopted:

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## RECORDS RETENTION SCHEDULE: MAINTENANCE & SAFETY (Electrical / Instrumentation, Fleet, Flood, Mechanical)

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Maint. / Safety	MNT-029	Emergency Response Plan (ERP)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Maint. / Safety	MNT-030	Hazardous Waste Manifests / Disposal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; District has "cradle to grave" liability; 22 CCR § 66262.40; GC §60201
Maint. / Safety	MNT-031	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with District-wide standards; GC §60201
Maint. / Safety	MNT-032	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B); GC §60201
Maint. / Safety	MNT-033	Safety Inspections: Facility Inspection Records / Equipment Inspections Records / Hazardous Waste Inspections, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: OPERATIONS

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<b>OPERATIONS</b>								
Operations	OPS-001	SCADA <b>Database</b> (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §§60201
Operations	OPS-002	Calibration Records (Ph Meters, Chlorine Analyzers, etc.)	3 years		Mag, Ppr			40 CFR §122.41; GC §60201
Operations	OPS-002.5	Meter Reading Reports / Highs, Lows, Errors (stored in Tyler database)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (database is the original); GC §60201
Operations	OPS-003	Operating Permits - Treatment Plants	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	OPS-004	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Operations	OPS-005	Permits - <b>Treatment Plant</b> SWRCB (State Water Resources Control Board.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Operations	OPS-006	Plant Diaries	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Operations	OPS-007	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201
Operations	OPS-008	Tank Maintenance / Water Storage Tanks / Reservoir Maintenance Reports (includes dive and tank inspection reports, other inspection reports, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Some inspection and maintenance is in CMMS Database; GC §60201
Operations	OPS-008.5	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), GC §60201 et seq.
Operations	OPS-009	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

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## RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

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<b>WATER QUALITY</b>								
Water Quality	WQ-001	Cross Connection Testing / Backflow Testing	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB; Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; GC §60201
Water Quality	WQ-002	Permits - <b>Wells</b> (DDW (Division of Drinking Water))	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Quality	WQ-003	Sanitary Surveys of Drinking Water Systems / Field Inspections	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 22 CCR §64470; 40 CFR 141.33(c); GC §60201
Water Quality	WQ-004	Water Quality Monitoring Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
<b>WATER QUALITY / LABORATORY</b>								
Water Quality / Lab	WQ-005	LIMS <b>Database</b> / Laboratory Information Management System Database / Excel Spreadsheets (Tabular Summaries)	Indefinite - Permanent	Yes	Mag			Data is Inter-related; Lead and Copper for Potable Water is required for 12 years; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; CA ELAP regulation (Title 22 Ch 19) 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Water Quality / Lab	WQ-006	Customer Concerns: Odor / Taste / Visual Complaints about Potable Water (retained in Database)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years is required in State and Federal law for any complaints; CA ELAP regulation (Title 22 Ch 19) and TNI standards. 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 66470; GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

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Water Quality / Lab	WQ-007	Lab Reports & Chains of Custody / Tabular Summaries, Non-compliance Chemistry and Bacteriological: <b>Groundwater Quality</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Lab report and Chain of Custody (COC) are maintained for not less than 5 years; ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-008	Lab Reports & Chains of Custody / Tabular Summaries: <b>Wells, Well Heads</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Lab report and Chain of Custody (COC) are maintained for not less than 5 years; ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-009	Lab Reports & Chains of Custody: <b>Potable Water - Bacteriological and Organics</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Water Quality / Lab	WQ-010	Lab Reports & Chains of Custody: <b>Potable Water - Chemical</b> (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537 64692
Water Quality / Lab	WQ-011	Lab Reports & Chains of Custody: <b>Potable Water - Lead &amp; Copper</b>	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Water Quality / Lab	WQ-012	Laboratory Certification	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Maintain the Laboratory Certification for not less than 5 years; and ELAP/TNI requirements 22 CCR §64470
Water Quality / Lab	WQ-013	Laboratory Chemical Hygiene Plans	30 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 14300.33(a); GC §§12946, 12960, 60201

## RECORDS RETENTION SCHEDULE: WATER QUALITY (Laboratory)

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Water Quality / Lab	WQ-014	Laboratory Equipment Calibration / Proficiency Test Results / Certifications	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Equipment calibration data and sample analysis data are maintained in the instrument computer , corrective Action Logs, complaints logs, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-015	Laboratory Log Books, Notebooks, Corrective Action Logs, etc.	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Corrective Action Logs, complaints logs, Notebooks, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470
Water Quality / Lab	WQ-016	Laboratory Testing Procedures / SOPs (Standard Operating Procedures)	Superseded + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. All TNI required documents, testing or admirative Standard Operating Procedures (SOP), Quality Manual, Audit Reports, Management Review Reports, Certificate of Analysis of Standards are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470

## RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

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<b>WATER RESOURCES / INTEGRATED PLANNING</b>								
Water Resources / Integrated Planning	WR-001	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Correspondence and Staff Notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Completion of Project		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Water Resources / Integrated Planning	WR-002	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Final Permits, Mitigation and Monitoring Reports</b>	P		Mag, Ppr			Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201
Water Resources / Integrated Planning	WR-003	Comment Letters / Conditions for Development (In response to a Development Application from an outside agency)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-004	Conservation Reports to SWRCB (Annual and 5-year update)	10 years		Mag, Ppr			District Preference; GC §60200
Water Resources / Integrated Planning	WR-005	Demand Databases	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

## RECORDS RETENTION SCHEDULE: WATER RESOURCES (INTEGRATED PLANNING, GROUNDWATER)

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Water Resources / Integrated Planning	WR-006	Models, Calculations, Projections	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-007	Plans: Integrated Regional Water Management Plan (IRWMP), Water Use Efficiency Master Plan (WUEMP), Long-Term Planning, Master Plans, Water Infrastructure Plans, Reports, Studies, etc..	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Water Resources / Integrated Planning	WR-008	Project Studies, Plans, Reports, Feasibility Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Integrated Planning	WR-009	Reports: California Urban Water Conservation Council (CUWCC), Conservation, etc.	20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference (Commercial baseline is 10 years); GC §60201
Water Resources / Integrated Planning	WR-010	Urban Water Management Plans (UWMP)	20 years		Mag, Ppr			Department Preference (copies) GC §60201
<b>WATER RESOURCES / GROUNDWATER</b>								
Water Resources / Groundwater	WR-011	Basin Management Data (Data collected and notes for groundwater reporting. Includes well water levels, groundwater quality data, climatological, surface water flows, surface water quality, land use, groundwater storage, well ordinance program, toxic site program)	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-012	Groundwater Databases: Aquarius for Surface water / HydroGeo Analyst for Groundwater quality	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

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Water Resources / Groundwater	WR-013	Groundwater Modeling	Indefinite (Perm.)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-014	Groundwater Studies & Reports / Annual Groundwater Monitoring Report / Hydrogeological Analysis, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	District Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-015	Permits - Groundwater / Drilling Permits and OWTS commercial use approvals / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board, etc.)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-016	Plans: Ground Water Management Plan (GWMP) / Well Master Plan & Salt Management Plan	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Water Resources / Groundwater	WR-017	Reports - <b>Groundwater</b> Department of Water Resources (DWR) / State Water Resources Control Board (SWRCB) Monthly and Annual Water System Reports (Water Production Reports, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Resources / Integrated Planning	WR-018	Septic Comments / Environmental Comments about Septic (Permitted by the County)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Resources / Groundwater	WR-019	Surface Water Studies & Reports / Field Notes and Data	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	District Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-020	Well Depth to Water Levels (both Static and Dynamic)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-021	Well Destruction (Well Completion Report, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.



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Water Resources / Groundwater	WR-022	Well History (repair, modification, etc.)	P	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Resources / Groundwater	WR-023	Well Logs & Reports / Well reports and Boring Logs (Includes Well Completion Report for destroyed or abandoned wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201

## RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

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<b>WATER SUPPLY ENGINEERING</b>								
Lead Dept.	WS-001	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	WS-002	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Water Supply Engineering	WS-003	Incidents / Unauthorized Discharges: Pipeline Breaks, Spills, Investigations and Corrective Actions, Notice to Comply	Last Action + 5 years	Yes: Before Resolution	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470
Water Supply Engineering	WS-004	New Water Service Connection Permits / Connection Permits, Applications	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Supply Engineering	WS-005	NPDES Monitoring / Compliance Reports Complaints, Illicit Connections, Illicit Discharge, Stormwater Annual Reports, Watershed Annual Reports, Construction Inspections, etc.	Minimum 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Water Supply Engineering	WS-006	NPDES Permits	Minimum Superseded + 3 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 40 CFR 60.7(f); 40 CFR §§122.21, 122.41, 122.44; GC §60201
Water Supply Engineering	WS-007	Reservoirs / Steel Tanks - Assessments, Inspection Reports, Upgrades and Painting	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Water Supply Engineering	WS-008	Standard Drawings / Construction Standards Authored by the District	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Supply Engineering	WS-009	Water Supply Engineering Hazard Maps / Inundation Maps	When Superseded		Mag, Ppr			Not a District record (Federal / FEMA records)
Water Supply Engineering	WS-010	Water Supply Engineering Plans, Reports, & Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.

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<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Supply Engineering	WS-011	Water Supply Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Water Supply Engineering	WS-012	Water Supply Engineering: <b>CEQA Documents:</b> Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Correspondence and Internal Staff Notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project  The final is retained Permanently - see Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent:	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal. App. 5th 733); PRC 21167,6; GC §60201
Water Supply Engineering	WS-013	Water Supply Engineering: CIP (Capital Improvement Project) Files - <b>Close-Out:</b> Preliminary Notices, Stop Work Notices, Temporary Permits, Certified Payrolls, etc.	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201
Water Supply Engineering	WS-014	Water Supply Engineering: CIP (Capital Improvement Project) Files - <b>Administration:</b> Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPs, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

## RECORDS RETENTION SCHEDULE: WATER SUPPLY ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Supply Engineering	WS-015	Water Supply Engineering: CIP (Capital Improvement Project) Files - <b>Permanent:</b> Change Orders, Drillers Logs, Deeds, Design Changes, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, Requests for Information (RFIs), Request for Proposal (RFPs), Request Inviting Bids (RIB), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Water Supply Engineering	WS-016	Water Supply Engineering: CIP (Capital Improvement Project) Files or Private Development Infrastructure - <b>Permanent File - Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.



100 North Canyons Parkway  
Livermore, CA 94551  
(925) 454-5000

**ORIGINATING SECTION:** Flood Maintenance

**CONTACT:** Michael Miller

**AGENDA DATE:** March 19, 2025

**SUBJECT:** Award a Contract for Routine Mowing Services

**SUMMARY:**

- To support Zone 7 Water Agency's (Zone 7) mission to deliver safe, reliable, efficient, and sustainable flood protection services, Zone 7 implements fuel abatement and related activities to the risk of destructive fires. This related activity is in support of Strategic Plan Initiative #13 – Continue to repair and maintain the flood protection facilities.
- Fire fuel abatement services provide labor, materials, and equipment to mow flood control facilities including embankments, open spaces, and Chain of Lakes facilities. The flood maintenance department does not have sufficient in-house resources to perform this volume of work.
- Consistent with Zone 7's purchasing policy, staff solicited quotes for the fire fuel abatement services. Two quotes were received and staff reviewed the quotes and determined that the lowest responsive and responsible bidder is Falkon Development DBA Bay Area Weed Eaters (Falkon Development).
- The proposed agreement is in an amount not to exceed \$486,000 for the three-year contract (approximately \$162,000 per year), with the option to extend the contract for two additional years. The bids represent a reduction in unit pricing from the past contract, which was approximately \$200,000 per year to complete the same work. The proposed contract is structured such that payments will be made on a time and materials basis using the unit prices included in Falkon Development's bid.
- Staff recommends that the Board:
  1. Authorize the General Manager to execute a three-year contract with Falkon Development DBA Bay Area Weed Eaters, in a total amount not to exceed \$486,000; and
  2. Authorize the General Manager to extend the contract for up to two additional one-year terms, based on satisfactory performance, in an amount of \$162,000 per year, for a total five year not-to-exceed contract amount of \$810,000.

**FUNDING:**

Funding is included in the proposed two-year budget for FYs 2024-25 and 2025-26 for Fund 200 – Flood Maintenance. Funding for additional years will be requested in subsequent budget requests.

**RECOMMENDED ACTION:**

Adopt the attached Resolution.

**ATTACHMENT:**

Resolution

ZONE 7  
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR  
SECONDED BY DIRECTOR

**Award a Contract for Routine Mowing Services**

WHEREAS, Zone 7 of the Alameda County Flood Control and Water Conservation District has a need to contract for specialized mowing services for flood protection facilities and the Chain of Lakes area to meet annual fire suppression requirements; and

WHEREAS, the mowing of slopes requires specialized equipment that is not readily available for use by typical contractors or Zone 7 maintenance staff; and

WHEREAS, following established practices, Zone 7 issued a request for quotes and received quotes from two (2) contractors; and

WHEREAS, staff has reviewed the quotes and determined that the lowest responsive and responsible bidder is Falkon Development DBA Bay Area Weed Eaters,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District hereby authorizes the General Manager to negotiate, execute, and amend a contract with Falkon Development DBA Bay Area Weed Eaters, for mowing services for a three-year term in an amount not-to-exceed \$486,000; and

BE IT FURTHER RESOLVED that the Board of Directors does hereby authorize the General Manager to extend the contract for up to two additional one-year periods for a total five-year contract in an amount not to exceed \$810,000 based on satisfactory performance.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 19, 2025.

By: \_\_\_\_\_  
President, Board of Directors



100 North Canyons Parkway  
Livermore, CA 94551  
(925) 454-5000

**ORIGINATING SECTION:** Integrated Planning

**CONTACT:** Lillian Xie/Neeta Bijoor

**AGENDA DATE:** March 19, 2025

**SUBJECT:** Award a Consulting Service Contract for the 2025 Water Demand Assessment and the 2025 Urban Water Management Plan

**SUMMARY:**

- To support Zone 7's mission to deliver safe, reliable, efficient, and sustainable water, Zone 7 is preparing to conduct the 2025 Water Demand Assessment and complete the 2025 Urban Water Management Plan (UWMP). This action aligns with Strategic Plan Goal B – Reliable Water Supply and Infrastructure and Strategic Plan Initiative #5 – Develop a diversified water supply plan and implement supported projects and programs.
- The purpose of the 2025 Water Demand Assessment is to develop updated forecasts of Municipal & Industrial water demand to support the 2025 UWMP, a future Water Supply Evaluation Update, and the water conservation program.
- The 2025 Water Demand Assessment will be completed in close coordination with Zone 7's retailers. Three of the retailers, California Water Service Company, City of Pleasanton, and Dublin San Ramon Services District, have completed independent demand forecasts. Zone 7 will review, validate, and integrate these demand forecasts into the 2025 Water Demand Assessment. Zone 7's demand model will be used to develop an updated forecast for the City of Livermore as part of the 2025 Water Demand Assessment.
- In compliance with the Urban Water Management Planning Act (1983), Zone 7 is required to complete and adopt a UWMP once every five years on or before July 1 in years ending in six and one. The UWMP serves as a planning, water management, and communication tool that assesses the condition and management of water supply and demands for a planning horizon of at least 20 years. The next UWMP, the 2025 UWMP, is due to the California Department of Water Resources by July 1, 2026. The 2025 UWMP will be completed in close collaboration with the retailers.
- In accordance with the Agency's Purchasing Policy, the Request for Proposals to provide consulting services for UWMP was advertised in early January 2025. Two proposals were received from Black Water Consulting Engineers, Inc. and EKI Environment and Water, Inc. A selection committee representing Zone 7 and retailer(s) evaluated the proposals and selected EKI Environment and Water, Inc. based on the selection criteria.



- The proposed total budget for the Demand Assessment and the Urban Water Management Plan is \$278,300, including a 10% contingency. For comparison, the budget for the 2020 Demand Study and the 2020 UWMP was \$274,700.
- Staff recommends that the Board authorize the General Manager to negotiate, execute, and amend a contract with EKI Environment and Water, Inc. to complete the 2025 Water Demand Assessment and 2025 Urban Water Management Plan in an amount not to exceed \$278,300, which includes a 10% contingency.

**FUNDING:**

Funding is available in the FY 2024-26 Budget from Fund 100 (Water Enterprise Fund).

**RECOMMENDED ACTION:**

Adopt the attached Resolution.

**ATTACHMENT:**

Resolution

ZONE 7  
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO. 25-

INTRODUCED BY DIRECTOR  
SECONDED BY DIRECTOR

**Award a Contract for the 2025 Water Demand Assessment and  
2025 Urban Water Management Plan**

WHEREAS, to support Zone 7's mission to deliver safe, reliable, efficient, and sustainable water, Zone 7 seeks to complete the 2025 Water Demand Assessment to update its long-term municipal and industrial water demand forecasts and complete the 2025 Urban Water Management Plan; and

WHEREAS, this action aligns with Strategic Plan Goal B – Reliable Water Supply and Infrastructure and Strategic Plan Initiative #5 – Develop a diversified water supply plan and implement supported projects and programs; and

WHEREAS, Zone 7 followed the Agency's Purchasing Policy, which allows for procurement of professional services based on qualifications and experience, and advertised a Requests for Proposals for consulting services; and

WHEREAS, two proposals were received and evaluated, and EKI Environment and Water, Inc. was found to be best-qualified to complete the 2025 Water Demand Assessment and 2025 Urban Water Management Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate, execute, and amend a contract with EKI Environment and Water, Inc. to complete the 2025 Water Demand Assessment and 2025 Urban Water Management Plan in an amount not to exceed \$278,300, which includes a 10% contingency.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 19, 2025.

By: \_\_\_\_\_  
President, Board of Directors

ZONE 7 BOARD OF DIRECTORS  
SUMMARY NOTES OF THE WATER RESOURCES COMMITTEE

February 5, 2025  
10:00 a.m.

Directors Present: Sandy Figuers  
Laurene Green  
Sarah Palmer

Staff Present: Valerie Pryor, General Manager  
Chris Hentz, Assistant General Manager – Engineering  
Osborn Solitei, Treasurer/Assistant General Manager – Finance  
Ken Minn, Water Resources Manager  
Colleen Winey, Associate Geologist  
Jacob Danielsen, Water Resources Technician  
Donna Fabian, Executive Assistant

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### 1. Call Meeting to Order

Director Figuers called the meeting to order at 10:02 a.m.

### 2. Public Comment on Items Not on the Agenda

There was no public comment.

### 3. Project Status Update for the Regional Groundwater Facilities Improvement Project – Phase I (Feasibility Study)

The Committee received a status update on the Regional Groundwater Facilities Improvement Project – Phase I (Feasibility Study). Colleen Winey, Associate Geologist, presented an overview of the project, discussing its background, community outreach efforts, upcoming steps, and the project schedule. The feasibility study was initiated due to water quality challenges faced by both Zone 7 and the City of Pleasanton, leading to the need for new production wells in the Bernal subbasin. A cost-share agreement was entered into in August 2024, with both entities splitting expenses equally. Drilling and consultant contracts were approved in October 2024, followed by an amendment to the cost-share agreement in November to accommodate increased costs.

Jacob Danielsen, Water Resources Technician, provided an update on project construction. Three test wells were being constructed in Pleasanton at Del Prado Park, Pleasanton Tennis and Community Park, and Hansen Park. The wells will be tested for design optimization, and water quality samples will be collected. Data from the testing is being used to update the groundwater model, which will assist in the feasibility analysis. Consultant engineers are also working on the design of production wells, well houses, a new pipeline, electrical components,

and improvements to the Hopyard treatment facility. The final feasibility report and recommendations will be presented to the Board later this year.

Mr. Danielsen detailed the construction process, including site preparation, well drilling, sample collection, and well development. The Committee discussed various technical aspects, including the types of logs used for data collection, the need for digital records, and the importance of heat flow testing to understand groundwater movement. Director Figuers strongly advocated for a heat flow log, emphasizing its value in determining the bottom of the groundwater basin. However, Valerie Pryor, General Manager, noted that such an addition was not within the current project scope or budget and would require approval from the City of Pleasanton. Staff agreed to explore the possibility of conducting this study as a separate research initiative.

Community outreach efforts were also discussed. Since all test well sites are located within Pleasanton parks, the City of Pleasanton is leading outreach efforts with support from Zone 7. Notifications have been sent to residents, and public meetings have been held at City Council and Zone 7 Board meetings. The City has also organized community outreach events, including an upcoming water open house on March 1, where a booth will be dedicated to the project.

Ms. Winey provided an update on the next project phases, including upcoming well testing and continued coordination with consultants on the groundwater model. The feasibility study remains on track for completion by September 2025. Director Green expressed interest in extending one of the wells beyond the current 800-foot depth to determine the bottom of the basin and potentially discover another aquifer. Staff noted that such an extension was not currently planned but could be considered in future budget discussions.

The Committee also discussed water quality testing, with particular interest in PFAS contamination. Ms. Winey explained that testing was pending due to the need for a discharge permit, but results were expected within three weeks. Directors expressed the importance of obtaining and reviewing this data as soon as it becomes available.

#### **4. Adjournment**

Director Figuers adjourned the meeting at 10:44 a.m.

ZONE 7 BOARD OF DIRECTORS  
SUMMARY NOTES OF THE FINANCE COMMITTEE

February 13, 2025  
3:00 p.m.

Directors Present: Dawn Benson  
Catherine Brown  
Kathy Narum

Staff Present: Valerie Pryor, General Manager  
Osborn Solitei, Treasurer/Assistant General Manager - Finance  
JaVia Green, Financial Analyst  
Donna Fabian, Executive Assistant

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### **1. Call Meeting to Order**

Director Narum called the meeting to order at 3:00 p.m.

### **2. Public Comment on Items Not on the Agenda**

There were no public comments.

### **3. Investment Report as of December 31, 2024**

Justin Resuello from PFM Asset Management presented the Investment Report for the quarter ending December 31, 2024. He began by discussing the overall economic landscape, highlighting that while the economy is on track for a soft landing, inflation remains a concern, with the Consumer Price Index rising to 3.0% in January 2025. He noted that unemployment has increased slightly, but job growth remains strong, with 256,000 new jobs reported in December. Mr. Resuello also touched on key policy areas under the new presidential administration, including potential tax changes, tariffs, immigration policies, and regulatory adjustments, all of which could impact market conditions.

Mr. Resuello then reviewed the Agency's investment performance, explaining that rising interest rates led to a decrease in market values within the portfolio, though it still outperformed the benchmark. The portfolio increased by \$2.7 million over the quarter, reaching a total of \$151.4 million, with a yield at cost of 3.84% and a market yield of 4.45%. Credit quality remained strong, with 85% of investments rated AA or higher. The district's allocations shifted, with increased investments in agency commercial mortgage-backed securities and corporate notes, while treasury holdings declined.

Director Narum raised concerns about reported losses on sales of certain securities and asked why they were sold rather than held to maturity. Resuello explained that while some securities were sold at a loss, the proceeds were reinvested in higher-yield investments expected to generate greater long-term returns. He emphasized that the strategy aims to optimize earnings

over time. Director Narum further inquired about the policy on investment maturities, and Osborn Solitei confirmed that the maximum maturity allowed is five years.

The discussion also covered investment fees, with Director Narum questioning whether reported returns were net of fees. Mr. Resuello clarified that the reported figures did not yet include fees due to an accounting system transition, and Mr. Solitei confirmed that the district pays approximately \$8,000 per month in fees. Director Narum and Valerie Pryor discussed the impact of market fluctuations on reported values, emphasizing that while losses appear on paper due to interest rate volatility, they do not represent realized losses unless assets are sold. Ms. Pryor noted the importance of recognizing market values for transparency and compliance with accounting standards, particularly in case of emergency liquidity needs. Mr. Solitei added that the Agency books market value adjustments annually per GASB requirements but reverses them at the start of the new fiscal year.

The Finance Committee recommended forwarding the investment report to the full Board.

#### **4. FY 2024-25 Unaudited Second Quarter Revenue and Expenditure Report**

JaVia Green, Financial Analyst, presented the FY 2024-25 Unaudited Second Quarter Revenue and Expenditure Report, covering actual revenues and expenditures from July 1, 2024, through December 31, 2024. She emphasized that the report aligns with the agency's strategic goal H of fiscal responsibility and Initiative 21, which focuses on effective financial resource management. Ms. Green highlighted several key developments, including the State Water Project allocation increase to 20% for calendar year 2025, the December 2024 amendment to the reserve policy through Resolution 24-106, and the Board's October 2024 decision to maintain treated water rates for calendar years 2025 and 2026. Additionally, she noted that Contra Costa Water District ended its participation in the Los Vaqueros Reservoir Expansion Project, with the Joint Powers Authority scheduled to dissolve in April 2025.

Ms. Green explained that the Agency's funds are divided into unrestricted and restricted categories. Unrestricted funds, primarily influenced by Board policy, include Fund 100 (Water Enterprise Operations) and Fund 120 (Water Renewal and Replacement). Fund 100, which receives revenue from water rates to fund operations and maintenance, is performing well, with water sales slightly exceeding budget due to increased usage and favorable market conditions boosting investment earnings. Expenses are projected to be \$6.1 million under budget, largely due to there being no required payment for the Delta Conveyance Project in calendar year 2025, lower-than-expected imported water costs, and cost savings in professional services. Year-end reserves for Fund 100 are expected to meet target levels.

Fund 120, which funds water system capital projects, is tracking close to budget, with some variance due to the multi-year nature of capital projects. Ms. Green reported that while \$17 million in grant revenue was budgeted, \$11.5 million had been received in the prior fiscal year, leaving the remaining amount to be collected this year. She highlighted key ongoing projects, including the Chain of Lakes PFAS Treatment Facility, the Joint Regional Wells Project with the City of Pleasanton, and the Wells Electrical Upgrade and Replacement Project. Year-end reserves for Fund 120 are also expected to comply with the reserve policy.

Regarding restricted funds, Ms. Green reviewed four major funds: Fund 110 (State Water Facilities), Fund 130 (Water Enterprise Capital Expansion), Fund 200 (Flood Protection Operations), and Fund 210 (Flood Protection Development Impact Fees). Fund 110, which covers fixed costs for the State Water Project, is performing close to budget, with interest income exceeding projections. Green noted that a recent amendment to the reserve policy removed the fund's maximum reserve level, allowing for the accumulation of reserves to offset increasing State Water Project costs.

Fund 130, which supports growth-related water system projects through connection fee revenue, is also close to budget, with expenses slightly lower due to multi-year capital projects. Ms. Green emphasized that a connection fee study is underway to determine future growth within the service area and to guide the Capital Improvement Program (CIP). Fund 200, which funds flood protection maintenance, has revenue and expenses in line with budget, though some project expenditures are delayed due to permit timelines. Work on flood protection projects is expected to begin in July 2025. Finally, Fund 210, which collects impact fees for new development, has remained stable, with its most significant expense being a \$3 million developer reimbursement for the Camp Parks Detention Basin.

During the discussion, Director Benson inquired whether property tax revenue was sufficient to maintain flood protection efforts. Ms. Pryor responded that flood protection funding comes solely from the Agency's share of the 1% property tax and is outside the Agency's control. She noted that while current expenditures match revenues, long-term funding challenges may require voter-approved debt, as flood protection lacks a direct fee structure like water rates. Ms. Green added that the County determines the amount of property tax revenue the Agency receives.

Director Narum asked about the projected favorable labor costs and whether a vacancy factor was included in the budget. Ms. Green confirmed that a vacancy factor is incorporated and that higher-than-expected vacancies contribute to cost savings. Director Narum also inquired whether any financial red flags had emerged at the six-month mark. Mr. Solitei stated that the Agency's financial position remains stable through June, though a closer review of large CIP projects and connection fee revenue will be necessary in the latter half of the fiscal year.

The Committee recommended forwarding the revenue and expenditure report to the full Board.

## **5. Adjournment**

Director Narum adjourned the meeting at 3:55 p.m.

March 2025 Report - PALMER

February 27 Delta Stewardship Council

**Lead Scientist's Report** (Information Item)

Delta Lead Scientist Dr. Lisamarie Windham-Myers will update the Council on Delta Science Program activities. The Lead Scientist Report provides the Council with unbiased advice on matters of scientific importance in the Delta.

Dr W-M reported on technologies that help monitor Groundwater remotely. These are hydrogeodesic tools that are available via globally available satellite download. These include:

GNSS (a microwave system)

Altimetry

InSAR

Gravimetry

Use of these technologies enables monitoring of groundwater/surface water systems. Collectively they can be used to monitor, subsidence and recharge capabilities. Increases study of " Pools" of water: Groundwater and "working water". This can be used to determine where the most effective recharge locations are. Past subsidence can compact soils/clays and make recharge difficult if not impossible. In many cases, subsidence has even changed the course of rivers. Recharge is mainly useful for shallow aquifers in the Central Valley. Deep aquifers recharge from the foothills and if you "punch a hole" in them to artificially recharge, the pressure they are under may actually cause the aquifer to flow out (artesian well).

Q from board: What is/are the effects of the federal water recently released-controversy involved.

From Dr. W-M: there are no results yet. She will channel this on to USGS and to DWR. hopefully there will be a report. TBD

Dr. Winham-Myers also reported o the Recent American Geophysical Union Conference. Several reports on California Atmospheric Rivers with effects of "pulse" deliveries. Not conducive to protecting against drought conditions aside from filling dams. Studies on "loops" of hydrology in the Delta where water circulates back and forth.

Note: the Delta Science Plan Draft will be released in the Fall.

Week of March 3 there is an Interagency Ecological Program on Cyanobacterial HABs including strategies.

May 9: Microplastic symposium on impacts, not just tracking.

**Delta Plan Performance Measures: 2024 Year in Retrospect** -PANEL

Council staff presented an annual update on several of the Delta Plan performance measures. The panel highlighted the need for performance measures for environmental and administrative metrics.

State called for differentiation between indoor/outdoor water use measured from 2010 per capita data and called for 20% reduction.

Measures of:

Delta salinity: requirements have been amended to benefit different species.

HABs affected by flows/temperature/nutrients.



SGMA administration: formation of GSAs and GSPs with improvement of Groundwater tracking.

Ecosystem Restoration measures

Subsidence Reversal and Carbon Capture (Delta Specific with elevation changes)

Floodplain Inundation : benefits juvenile Chinook salmon

Fish Passage performance

Invasive Species:

Nutria

Quagga Mussel

Golden Mussel (near Stockton, the first sighting in North America September 2024). No controls yet, attempt containment.

Outreach: see Delta Dispatch Podcasts

March 27 next Delta Stewardship Board Meeting

**ORIGINATING SECTION:** Administration

**CONTACT:** Valerie Pryor

**AGENDA DATE:** March 19, 2025

**SUBJECT:** General Manager's Report

**SUMMARY:**

The following highlights a few of the key activities which occurred last month. Also attached is a list of the General Manager contracts executed during February.

Engineering and Water Quality:

**Cross-Connection Control Program:** Staff is developing a Cross-Connection Control Plan to comply with new state requirements by July 1, 2025. This plan will detail procedures for compliance, including conducting hazard assessments, performing backflow prevention inspections, ensuring personnel qualifications, responding to incidents, maintaining records, and engaging in public outreach. Staff plans to present the updated Cross-Connection Control policy for adoption at the May Board meeting.

**Chain of Lakes Wells PFAS Treatment Facility Project:** The vessel system and underground/above-ground piping have been installed. Also complete is the functional testing phase, which consisted of testing individual components of the system such as valves, instrumentation, and electrical equipment. Ion exchange media was installed the week of March 3. The plant is currently in the performance testing phase to test different modes of operation of the plant without running water to the transmission system. The Division of Drinking Water inspection is scheduled for March 18. Once approval is received, treated water will be able to be sent to the transmission system. The ribbon-cutting ceremony is scheduled for March 26.

**Mocho PFAS Treatment Plant.** The Mocho PFAS Treatment Plant (MTP) will remove PFAS from Mocho wellfield supplies to meet drinking water standards and to restore production capacity and water supply reliability. The conceptual design of MTP determined that ion exchange resin was the most suitable media, evaluated options to eliminate PFAS from the Mocho Groundwater Demineralization Plant (MGDP) waste discharge, completed a siting study, and developed initial plant layouts. The siting study determined that the Mocho Well 3 site is well suited for the MTP and is the only viable site given the proximity to the Mocho wells, pipelines, and MGDP. The site is on the southwest corner of Stoneridge Drive and Santa Rita Road, which is owned by the City of Pleasanton and Dublin San Ramon Services District.

Coordination of rights-of-way needs will begin in the coming months. Pre-conceptual architectural renderings were prepared to show visions of how the project could work at this site and to facilitate discussions but are not the actual design.



Integrated Water Resources:

On February 25, the California Department of Water Resources (DWR) announced an increase from 20% to 35% for the SWP allocation for 2025. This was the third allocation change this water year. The initial allocation announced on December 2, 2024, was only 5%. The allocation is typically adjusted throughout the winter months based on hydrology and operations. February treated water supply was comprised of 96% surface water and 4% groundwater.

**Delta Conveyance Project (DCP):** The Change in Point of Diversion hearing process with the State Water Resources Control Board (SWRCB) Administrative Hearings Office (AHO) started on February 18. At that hearing, Director Palmer gave a policy statement on behalf of Zone 7 to the AHO hearing officer and members of the SWRCB on why the DCP is in public interest and how it would benefit Zone 7. Governor Newsom also made a policy statement (by

letter) in support of the DCP as part of the AHO process. On February 14, the California Department of Fish and Wildlife issued an Incidental Take Permit (ITP) for the DCP which will cover construction and initial operations. The ITP covers the project through 2045. Completion of this permit is an important milestone in the planning process, advancing this critical project closer to implementation.

DWR released an estimate the week of February 22 that if the DCP was currently operational, it would have conveyed an additional 700,000 AF so far this winter. This is the equivalent of a 15-20% allocation increase for the SWP.

The Delta Conveyance Design and Construction Authority (DCA) also released its first newsletter which contains additional information on the project and recent accomplishments. The newsletter can be found at <https://www.dcdca.org/wp-content/uploads/2025/03/2025-03-DCA-Digest.pdf>

Board packets for both the DCA and the Delta Conveyance Finance Authority (DCFA) can be found at <https://www.dcdca.org/meetings/>.

**Sites Reservoir:** The Sites Reservoir Committee and Authority Board met on February 21. The Reservoir Committee and Authority Board approved the execution of documents to effectuate the closure of escrow on a property that is needed to construct the Golden Gate Dam and associated infrastructure. The project continues to make progress in developing an updated operations model to support the federal permitting process.

**Calendar Year 2023 Electricity Usage Update:** Staff prepared the attached annual summary of electricity usage covering the last three calendar years (2022–2024). The summary illustrates that in 2024, electricity usage saw a minor to moderate increase over 2023. In 2023, the 100% SWP allocation resulted in very low levels of groundwater production and, in turn, low total electricity usage. In 2024, while surface water availability remained relatively good, some additional groundwater production resulted in increased electricity usage compared to 2023, though still far below the levels observed during the last drought. The portfolio was 100% renewable and 100% carbon-free.

#### Operations and Maintenance:

Staff worked on several projects including support work for various Capital Improvement Projects including the Chain of Lakes PFAS Treatment Facility Project. Staff replaced the Mocho 3 well motor starter and well was returned to service.

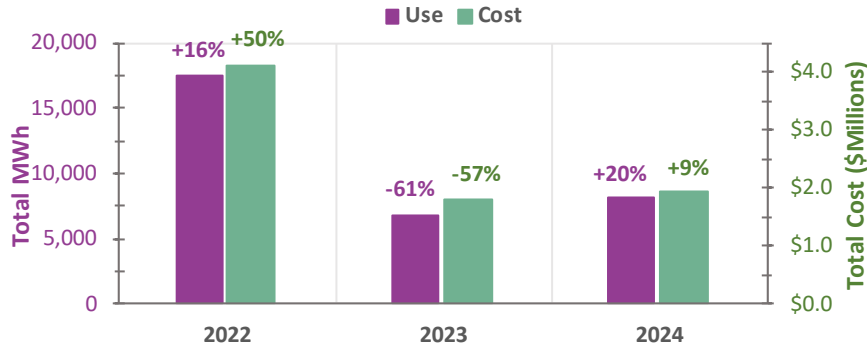
## February 2025

<u>Contracts</u>	<u>Amount</u>	<u>Purpose</u>
Water Quality & Treatment Solutions, Inc.	\$50,000	Corrosion Control Study
Waterology Consulting	\$9,900	Chain of Lakes Conveyance System Workshops
<b>Total February 2025</b>	<b>\$59,900</b>	

# ZONE 7 ELECTRICITY USAGE PORTFOLIO

## Summary of 2022–2024 Trends

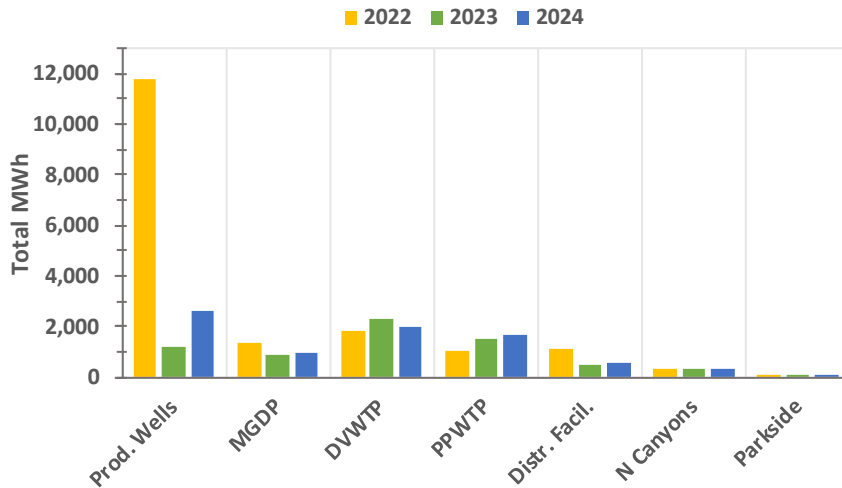
### TOTAL USE & COST (with change year-to-year)



Energy use includes electricity served to Zone 7 facilities. Energy cost includes billings for this electricity.

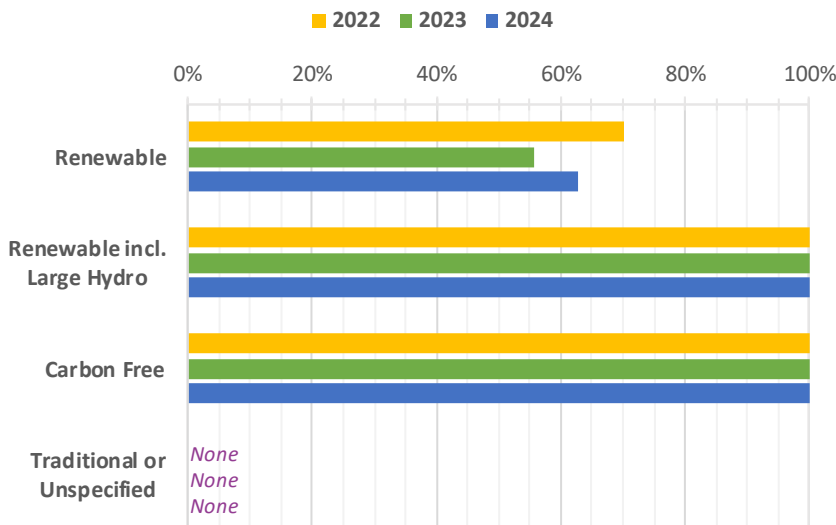
Use and cost shown here exclude indirect energy (e.g., State Water Project energy for conveyance), as well as other Zone 7 energy uses and costs (e.g., vehicle fuel).

### USE BY FACILITY



In 2024, Zone 7's production continued to rely predominately on surface water, resulting in electricity usage moderately higher than 2023 but still below 2022 levels.

### SUSTAINABILITY



This chart summarizes whether energy used is renewable or carbon free.

Renewable is defined as energy that is consistent with California's Renewable Portfolio Standard (RPS). Notably, the RPS excludes large hydroelectric generation from its definition of renewable.

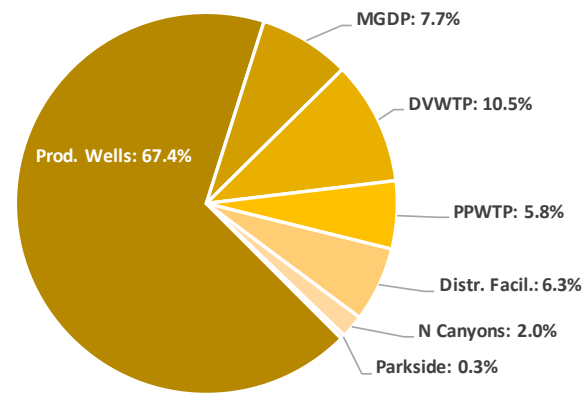
Traditional sources are any sources that are not renewable or carbon free.

Unspecified sources are energy that was procured on the open market and could not be categorized.

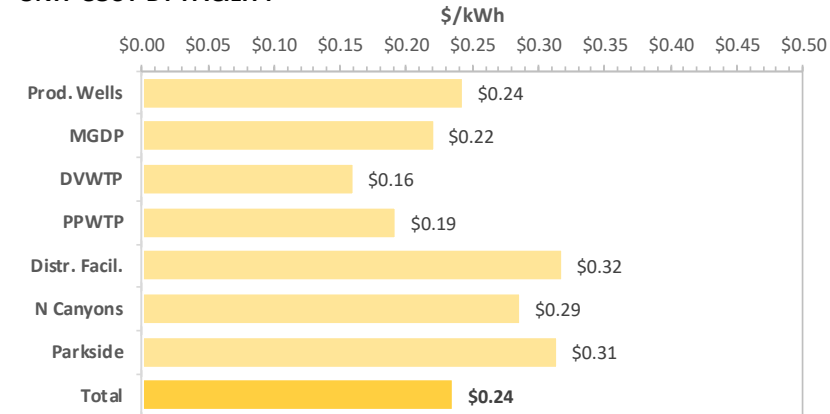
## 2022 Electricity Use Portfolio

### TOTAL USE AND COST BY FACILITY

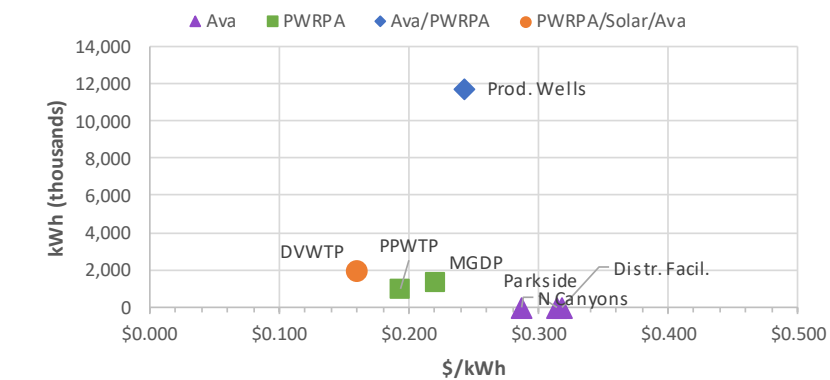
Facility	Energy Use		Energy Cost		
	kWh	%	\$	%	\$/kWh
Prod. Wells	11,785,000	67%	\$2,868,000	70%	\$0.24
MGDP	1,351,000	7.7%	\$299,000	7.2%	\$0.22
DVWTP	1,831,000	10%	\$294,000	7.1%	\$0.16
PPWTP	1,007,000	5.8%	\$194,000	4.7%	\$0.19
Distr. Facil.	1,108,000	6.3%	\$353,000	8.5%	\$0.32
N Canyons	344,000	2.0%	\$98,000	2.4%	\$0.29
Parkside	61,000	0.3%	\$19,000	0.5%	\$0.31
<b>Total</b>	<b>17,487,000</b>	<b>100%</b>	<b>\$4,125,000</b>	<b>100%</b>	<b>\$0.24</b>



### UNIT COST BY FACILITY



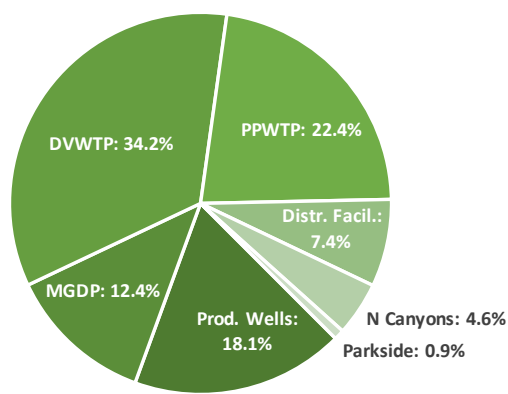
### TOTAL USE vs. UNIT COST



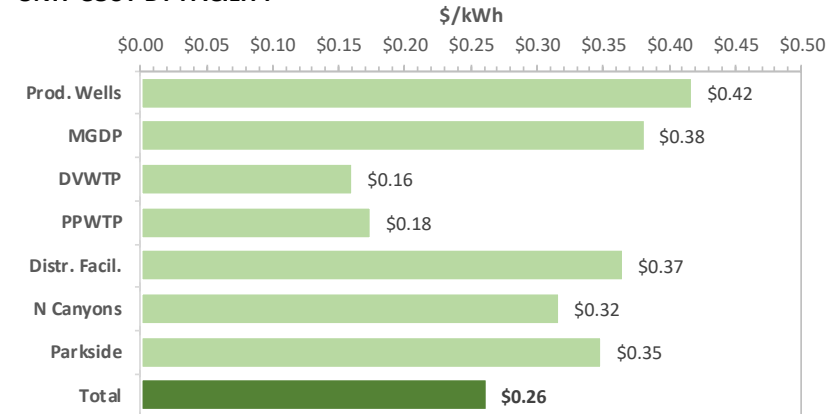
## 2023 Electricity Use Portfolio

### TOTAL USE AND COST BY FACILITY

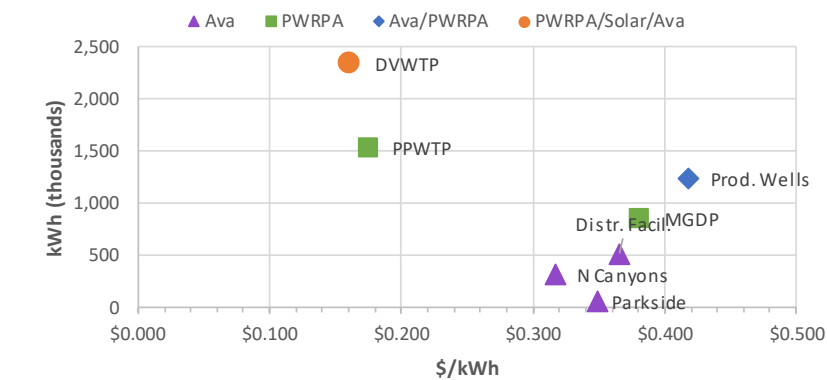
Facility	Energy Use		Energy Cost		
	kWh	%	\$	%	\$/kWh
Prod. Wells	1,234,000	18%	\$515,000	29%	\$0.42
MGDP	847,000	12.4%	\$323,000	18.1%	\$0.38
DVWTP	2,338,000	34%	\$377,000	21.1%	\$0.16
PPWTP	1,533,000	22.4%	\$268,000	15.0%	\$0.18
Distr. Facil.	506,000	7.4%	\$185,000	10.3%	\$0.37
N Canyons	312,000	4.6%	\$99,000	5.5%	\$0.32
Parkside	58,600	0.9%	\$20,000	1.1%	\$0.35
<b>Total</b>	<b>6,827,000</b>	<b>100%</b>	<b>\$1,788,000</b>	<b>100%</b>	<b>\$0.26</b>



### UNIT COST BY FACILITY



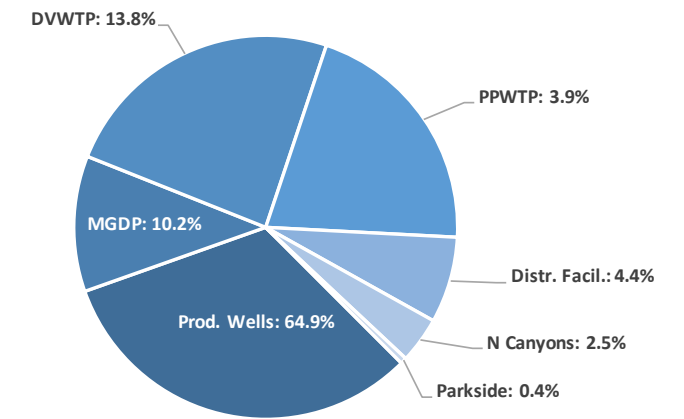
### TOTAL USE vs. UNIT COST



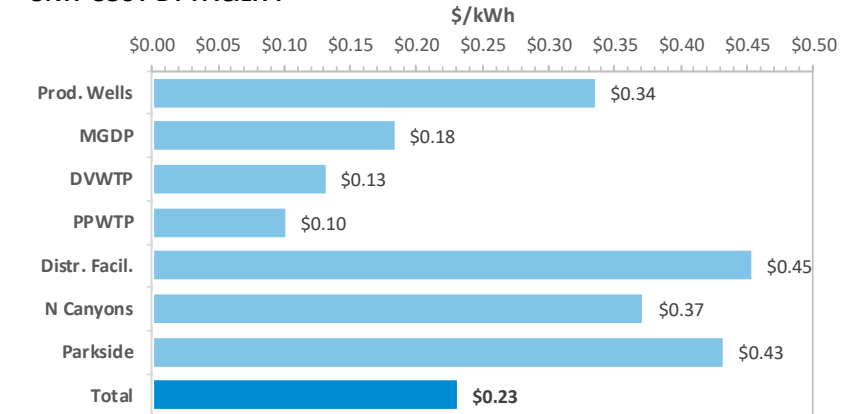
## 2024 Electricity Use Portfolio

### TOTAL USE AND COST BY FACILITY

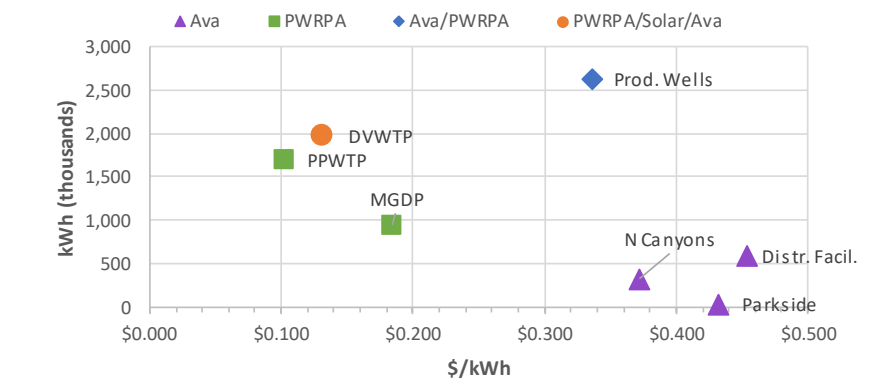
Facility	Energy Use		Energy Cost		
	kWh	%	\$	%	\$/kWh
Prod. Wells	2,634,000	32%	\$884,000	47%	\$0.34
MGDP	939,000	11.4%	\$173,000	9.1%	\$0.18
DVWTP	1,979,000	24%	\$262,000	13.8%	\$0.13
PPWTP	1,699,000	20.7%	\$173,000	9.1%	\$0.10
Distr. Facil.	596,000	7.3%	\$271,000	14.2%	\$0.45
N Canyons	319,000	3.9%	\$119,000	6.3%	\$0.37
Parkside	43,000	0.5%	\$19,000	1.0%	\$0.43
<b>Total</b>	<b>8,208,000</b>	<b>100%</b>	<b>\$1,900,000</b>	<b>100%</b>	<b>\$0.23</b>



### UNIT COST BY FACILITY



### TOTAL USE vs. UNIT COST



## 2022 Electricity Use Portfolio

### SUSTAINABILITY

Facility	Energy Sustainability %			
	Renewable	Renewable + Large Hydro	Carbon-Free	Traditional or Unspecified
Prod. Wells	75%	100%	100%	0%
MGDP	36%	100%	100%	0%
DVWTP	55%	100%	100%	0%
PPWTP	36%	100%	100%	0%
Distr. Facil.	100%	100%	100%	0%
N Canyons	100%	100%	100%	0%
Parkside	100%	100%	100%	0%
<b>Total</b>	<b>70%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

### PROVIDER MIX BY FACILITY

Facility	Energy Provider Mix %			
	PG&E	PWRPA	Ava	Del Valle Solar
Prod. Wells		39%	61%	
MGDP		100%		
DVWTP		70%	2%	27%
PPWTP		100%		
Distr. Facil.			100%	
N Canyons			100%	
Parkside			100%	
<b>Total</b>		<b>47%</b>	<b>50%</b>	<b>3%</b>

### GENERATION SOURCE MIX BY PROVIDER

Generation Facility Type	Energy Provider			
	PG&E /1	PWRPA /2	Ava /1	Del Valle Solar
Coal				
Natural Gas	4.8%			
Nuclear	49%			
Large Hydro /3	7.6%	64%		
Unspecified /4				
Eligible Hydro	1.8%	0.3%		
Wind	9%		50%	
Solar	22%	36%	50%	100%
Biomass/waste	4.6%			
Geothermal	0.5%			
<b>Sustainability Type</b>				
Renewable, RPS	38%	36%	100%	100%
Renewable, RPS + Large Hydro	46%	100%	100%	100%
Carbon-Free	95%	100%	100%	100%
Traditional & Unspecified	5%			

1/ 2022 PG&E Power Content Label, Base Plan, and Ava Renewable 100 Plan

2/ 2022 PWRPA Power Content Label, Zero-Carbon Water Portfolio.

3/ Large hydro does not qualify as renewable under California's Renewable Portfolio Standards.

4/ Purchased on open market without ability to assign generation source.

## 2023 Electricity Use Portfolio

### SUSTAINABILITY

Facility	Energy Sustainability %			
	Renewable	Renewable + Large Hydro	Carbon-Free	Traditional or Unspecified
Prod. Wells	67%	100%	100%	0%
MGDP	36%	100%	100%	0%
DVWTP	54%	100%	100%	0%
PPWTP	36%	100%	100%	0%
Distr. Facil.	100%	100%	100%	0%
N Canyons	100%	100%	100%	0%
Parkside	100%	100%	100%	0%
<b>Total</b>	<b>70%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

*Note: 2023 data is preliminary and subject to revision.*

### PROVIDER MIX BY FACILITY

Facility	Energy Provider Mix %			
	PG&E	PWRPA	Ava	Del Valle Solar
Prod. Wells		51%	49%	
MGDP		100%		
DVWTP		72%	10%	18%
PPWTP		100%		
Distr. Facil.			100%	
N Canyons			100%	
Parkside			100%	
<b>Total</b>		<b>47%</b>	<b>50%</b>	<b>3%</b>

### GENERATION SOURCE MIX BY PROVIDER

Generation Facility Type	Energy Provider			
	PG&E /1	PWRPA /2	Ava /1	Del Valle Solar
Coal				
Natural Gas				
Nuclear	53%			
Large Hydro /3	14%	64%		
Unspecified /4				
Eligible Hydro	2.5%	0.5%		
Wind	6.3%		32%	
Solar	20%	35%	68%	100%
Biomass/waste	3.4%			
Geothermal	0.3%			
<b>Sustainability Type</b>				
Renewable, RPS	33%	36%	100%	100%
Renewable, RPS + Large Hydro	47%	100%	100%	100%
Carbon-Free	100%	100%	100%	100%
Traditional & Unspecified				

1/ 2023 PG&E Power Content Label, Base Plan, and Ava Renewable 100 Plan

2/ Reflects 2023 PWRPA Power Content Label, Zero-Carbon Water Portfolio.

3/ Large hydro does not qualify as renewable under California's Renewable Portfolio Standards.

4/ Purchased on open market without ability to assign generation source.

## 2024 Electricity Use Portfolio

### SUSTAINABILITY

Facility	Energy Sustainability %			
	Renewable	Renewable + Large Hydro	Carbon-Free	Traditional or Unspecified
Prod. Wells	79%	100%	100%	
MGDP	36%	100%	100%	
DVWTP	60%	100%	100%	
PPWTP	36%	100%	100%	
Distr. Facil.	100%	100%	100%	
N Canyons	100%	100%	100%	
Parkside	100%	100%	100%	
<b>Total</b>	<b>63%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

### PROVIDER MIX BY FACILITY

Facility	Energy Provider Mix %			
	PG&E	PWRPA	Ava	Del Valle Solar
Prod. Wells		33%	67%	
MGDP		100%		
DVWTP		62%	6%	32%
PPWTP		100%		
Distr. Facil.			100%	
N Canyons			100%	
Parkside			100%	
<b>Total</b>		<b>58%</b>	<b>35%</b>	<b>8%</b>

### GENERATION SOURCE MIX BY PROVIDER

Generation Facility Type	Energy Provider			
	PG&E /1	PWRPA /2	Ava /1	Del Valle Solar
Coal				
Natural Gas				
Nuclear	53%			
Large Hydro /3	14%	64%		
Unspecified /4				
Eligible Hydro	2.5%	0.5%		
Wind	6.3%		32%	
Solar	20%	35%	68%	100%
Biomass/waste	3.4%			
Geothermal	0.3%			
<b>Sustainability Type</b>				
Renewable, RPS	33%	36%	100%	100%
Renewable, RPS + Large Hydro	47%	100%	100%	100%
Carbon-Free	100%	100%	100%	100%
Traditional & Unspecified				

1/ 2023 PG&E Power Content Label, Base Plan, and Ava Renewable 100 Plan

2/ Reflects 2023 PWRPA Power Content Label, Zero-Carbon Water Portfolio.

3/ Large hydro does not qualify as renewable under California's Renewable Portfolio Standards.

4/ Purchased on open market without ability to assign generation source.



**ORIGINATING SECTION:** Office of the General Manager  
**CONTACT:** Alexandra Bradley

**AGENDA DATE:** March 19, 2025

**SUBJECT:** February Outreach Activities

**SUMMARY:**

In alignment with the Agency's 2025-2029 Strategic Plan Goal G—Stakeholder Engagement—Zone 7 is dedicated to fostering understanding of community needs, the Agency, and its functions. Initiative #19 emphasizes transparency and effective communication as essential for building trust and upholding our commitment to customer service and integrity. The Agency delivers proactive updates, promotes key initiatives, and engages stakeholders through public education campaigns, outreach programs, and digital tools. This report highlights progress and key activities that strengthen community relationships and advance these goals.

**Communications Plan Updates**

**Annual Report:** Staff launched an outreach campaign which will highlight relevant topics within the digital annual report throughout the year in order to maximize engagement with the website. Postcard flyers with QR codes linked to the report have been printed and will be distributed at events. The report can be viewed at [www.zone7water.report](http://www.zone7water.report).

Zone 7 Water Agency's commitment to transparency and public engagement was recognized with two prestigious international awards for its [2023 Annual Report](#).

In January 2025, the Agency's interactive Annual Report website received a Silver Award in the 2025 BETTER FUTURE GOV Design Awards for Graphic Design in the Publication category. This award honors outstanding government-funded projects that drive economic, social, and environmental progress.

In February 2025, the website was named a Gold Winner in the 2025 AVA Digital Awards, an international competition celebrating excellence in digital communication. The report was recognized for its engaging, user-friendly design, which enhances accessibility and allows Tri-Valley residents to explore Zone 7's efforts in water security, quality, and sustainability.

*A full summary report for the promotional campaign for the 2023 Annual Report is attached.*

**Water Wise Wendy Fix-A-Leak Challenge 2025:** Zone 7 Water Agency, in partnership with its retailers, launched the 2025 Water Wise Wendy Fix-A-Leak Challenge on February 24 to promote water conservation and leak detection. This engaging, month-long contest

encourages residents to track down and repair common household leaks, which can waste thousands of gallons of water each year. In support of the U.S. Environmental Protection Agency's Fix-a-Leak Week (March 17–23), the challenge provides participants with a downloadable checklist and practical water-saving tips. By submitting photos of their leak-detecting efforts by March 31, participants have a chance to win one of four outdoor adventure prize packages valued at \$400, perfect for enjoying local recreational spots like Lake Del Valle or Shadow Cliffs. Winners will be randomly selected on April 15. For contest details and entry information, visit [zone7water.com/challenge](https://zone7water.com/challenge).

The graphic features the title "2025 Water Wise Wendy Fix-A-Leak Challenge" in blue and orange text. To the right are logos for "Water Wise Wendy" and "ZONE 7 WATER AGENCY". A central image shows a young girl in a detective hat and coat, looking through a magnifying glass. To the left, a blue box contains the following instructions:

- Use your **detective skills**
- **Find and fix leaks** around your home
- **Submit a pic** to our website
- And you could **win** a water adventure prize pack!

Below the instructions is a water tap with a yellow handle and a pipe leading to a circular frame containing the girl. A yellow banner with the URL [zone7water.com/challenge](https://zone7water.com/challenge) is positioned near the pipe. At the bottom, logos for "Dublin San Ramon Services District", "THE CITY OF PLEASANTON", "LIVERMORE", and "SOLANO COUNTY" are displayed.

**Retailer Coordination:** Staff coordinated with the retailers to promote various outreach priorities including the Pleasanton Water Open House, the Tri-Valley Water Conservation Art Contest, the Qualified Water Efficient Landscaper training and the Fix-A-Leak Challenge.

**Press:**

- Staff sent out the February [enewsletter](#).
- Staff sent out one joint press release: [Zone 7 Water Agency Highlights Resilience and Innovation in FY 2023-2024 Annual Report](#)

**Tri-Valley Water Conservation Art Contest:** The Tri-Valley Water Conservation Art Contest received 243 submissions, reflecting strong engagement in its expanded format. Finalists will be selected in March and in April the public will get to vote for their favorite artwork. In May, residents can find the finalists artwork displayed throughout the community in celebration of Water Awareness Month and the finalists will be invited to be recognized by Zone 7 and its retailers at the monthly Zone 7 Board Meeting. More information can be found at [zone7water.com/artcontest](https://zone7water.com/artcontest).

**Baywork:** Staff attended the Baywork Water Industry Summit and provided support by photographing the event. Experts presented on topics related to cybersecurity best practices, adapting to extreme weather, and strengthening our infrastructure resilience. Key topics included information technology, operational technology, collaboration with state & federal agencies, and workforce training.

## **Outreach Program Updates**

**Schools' Program:** Staff taught 59 classes throughout the service area in February. The program is being heavily promoted through March to ensure increased signups with two new videos in circulation.

Staff had a very successful meeting with Livermore Valley Joint Unified School District's (LVJUSD) Coordinator of Community engagement to strengthen relationships and educate administrators about Zone 7's Water Academy. We have also partnered with LVJUSD to gain increased recognition and awareness for the Water Academy program and are preparing submissions for the National School Public Relations Association Golden Medallion and Golden Achievement Awards.

Staff released two new videos to promote the Water Academy. One introduces the program, the other provides testimonials from teachers who have utilized and benefited from the inviting the Water Academy into their classrooms. Both videos are being utilized to encourage signups before the end of the school year and are performing well with nearly 6,000 views combined in just a month after launch:

- [\*Introducing the Zone 7 Water Academy\*](#)
- [\*Zone 7 Water Academy Testimonials\*](#)

## **In-Person Events:**

Arroyo Seco Elementary School Family Science Night Thursday, February 20, 5:30pm – 7:30pm at Arroyo Seco Elementary, Livermore. Well over 100 students and their family members visited the Zone 7 booth that featured the floodplain model and information on rebates, conservation and flood readiness.

Granada High School Career Fair: Wednesday, February 26, 9:30am-12:45pm. Granada High School, Livermore. Many students visited the Zone 7 table to chat with two of our water operators about their jobs as Zone 7 and check out their instruments. A colorful game attracted students to discuss career paths, training requirements, and salaries with our human resources staff.

Pleasanton Water Open House: March 1, 9:00am-1:00pm at Veterans Memorial Building 301 Main St, Pleasanton. We joined the City of Pleasanton employees in greeting attendees and answering questions about their water supply. The Zone 7 table featured the California groundwater model used in our sixth-grade lessons. This helped facilitate answering questions about Zone 7's role in supplying drinking water to Pleasanton. Many people asked very

detailed questions that our groundwater staff was able to answer in great depth. It was such a successful day that we were not able to keep track of how many people visited the tables. The City of Pleasanton estimated that 200 residents attended the event.

A Day by The Water: Saturday, March 22, 10:00am-3:00pm at Del Valle Regional Park, Livermore. Booths will be set up outside of the Del Valle Visitors Center focusing on the importance of water in our valley. Zone 7 will join other community organizations in interacting with families in the exploration and celebration of all things water.

Dublin Farmers' Market, Thursday, April 3, 2025, 4:00pm-8:00pm at Emerald Glen Park, Dublin. Zone 7 was invited to table at the first Farmers' Market of the season. Non-profit and service organizations will be featured during the kickoff event. An activity will be available to engage families in discussions about responsible water usage.

Marylin Avenue Family Science Night: Monday, April 7 6:00pm-8:00pm at Marylin Avenue School, Livermore. Zone 7 will participate in this STEM school's family science night and provide water related educational activities.

Livermore Science Odyssey Thursday, April 10, 4:30pm - 7:30pm. Joe Mitchell Elementary School, Livermore. Zone 7 will join other Livermore groups in celebrating science at this district wide annual event. We will support students and their families with a hands-on booth, and by joining sponsoring the One Water Award recognizing students with exemplary projects focused on water and wastewater.

Tri-Valley Innovation Fair: Saturday, April 12, 10:00am-5:00pm at Alameda County Fairgrounds in Pleasanton. Zone 7 will be represented at this hands-on event with over 50 exhibitors. We will have interactive activities, giveaways, and information about rebates.

City of Pleasanton Earth and Arbor Day Celebration: Saturday, April 19, 10:00am-2:00pm at the Pleasanton Library, 400 Old Bernal Avenue. The Earth and Arbor Day Celebration is an opportunity for community members of all ages to learn about environmental issues and sustainability solutions in an interactive, family friendly atmosphere. Zone 7 will have an interactive booth at which participants will create newspaper pots and plant native seeds to take home.

Ag & Enviro Adventure Day: Tuesday, April 29, 8:00am-3:00pm at Livermore High School. For the ninth year, Zone 7 will participate in this special event for Livermore third graders offering an interactive movement-based activity which highlights our watershed and its connection with the community.

Altamont Creek, Earth Day Family Science Night: Tuesday, April 29, 6:00pm-7:30pm at Altamont Creek Elementary School in Livermore. Zone 7 will host a booth with science-based activities for kids.

Bring Back the Natives Tour, Sunday, May 4, 10:00am-5:00pm. Zone 7 will have a booth at a resident's home during the tour to educate visitors about native plants and lawn rebates. The booth will feature rebate information, an activity for children and snacks for volunteers.

Please visit [www.zone7water.com/calendar](http://www.zone7water.com/calendar) for the most up-to-date schedule of public events. Those interested in having Zone 7 attend a school or public event in the service area can email [schools@zone7water.com](mailto:schools@zone7water.com) for more information.

**ATTACHMENTS:**

1. February Social Media Dashboard
2. February Zone 7 Website Dashboard
3. Summary Report for the 2023 Annual Report

## Highlights:

Total users  
**5,988**  
↑ 9.5%

Views  
**14,405**  
↑ 12.1%

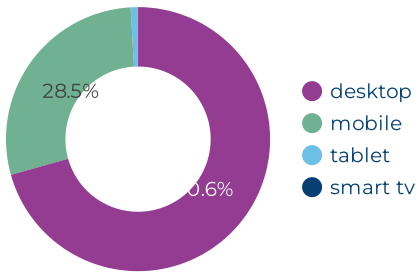
New users  
**5,611**  
↑ 8.6%

Engagement rate  
**48.83%**  
↓ -6.2%

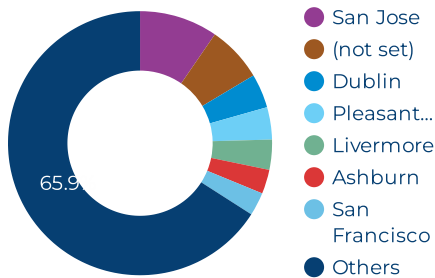
Sessions  
**9.0K**  
↑ 14.3%

User engagement  
**114:07:05**  
↑ 25.5%

## Device Type:



## Users by City



## Most visited pages on the website - users and pageviews

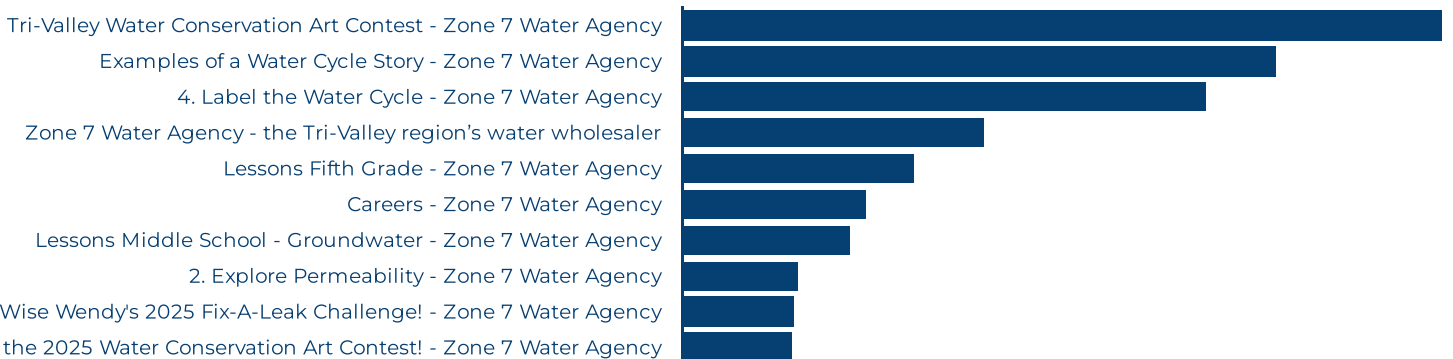
	Page title	Views	Total users
1.	Zone 7 Water Agency - the Tri-Valley region's water wholesaler	1,859	1,232
2.	Tri-Valley Water Conservation Art Contest - Zone 7 Water Agency	1,745	978
3.	Careers - Zone 7 Water Agency	1,133	602
4.	Examples of a Water Cycle Story - Zone 7 Water Agency	958	637
5.	4. Label the Water Cycle - Zone 7 Water Agency	769	645
6.	Construction & Business Opportunities - Zone 7 Water Agency	431	261
7.	For Teachers - Zone 7 Water Agency	387	280
8.	Board Meetings - Zone 7 Water Agency	354	209
9.	Join Water Wise Wendy's 2025 Fix-A-Leak Challenge! - Zone 7 Water Agency	311	27
10.	Lessons Middle School - Groundwater - Zone 7 Water Agency	282	177

## Acquisition source/medium - where traffic sessions come from

	Session source	Session medium	Sessions
1.	google	organic	3,571
2.	(direct)	(none)	3,222
3.	bing	organic	262
4.	google	cpc	247
5.	FB	POST	160
6.	governmentjobs.com	referral	154
7.	Flyer	QR	147
8.	jobs.cwea.org	referral	81
9.	pleasantonusd.net	referral	80
10.	dsrsd.com	referral	76

1 - 100 / 120 < >

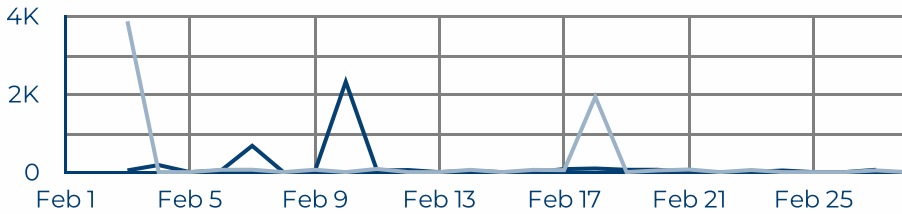
## Pages with the most time spent by users



## Facebook Analytics

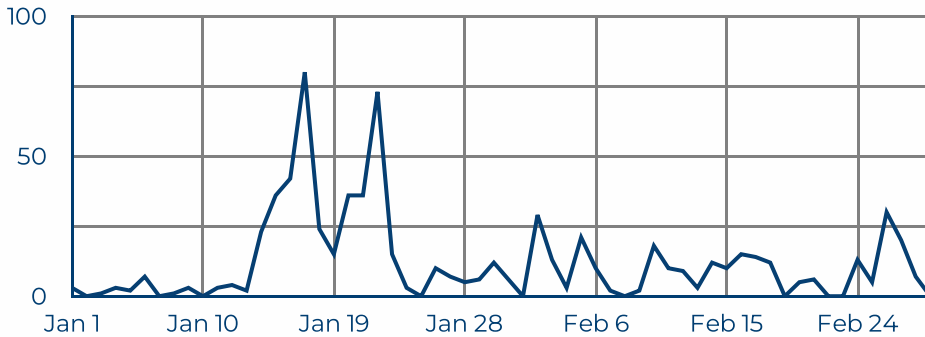
Total Posts	Engagement	Page Followers	Impressions
15	78.15	1,363	67,316
↑ 7.1%	↑ 86.2%	↑ 5.5%	↑ 522.4%

Facebook Daily Average Reach per Post

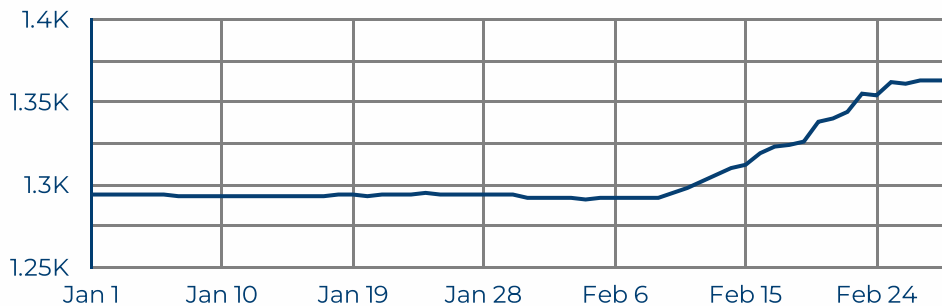


Paid Reach	Organic Reach	Total Reach
2,869	982	3,817
↓ -60.0%	↓ -48.6%	↓ -53.3%

Facebook Page Visits



Facebook Page Followers - Year-to-Date Growth



## Mailchimp Delivery Analytics

Total Eblasts Sent

2

Total Deliveries

1,794

Avg. Open Rate %

42.5%

Total Clicks

95

New Signups

5

## Monthly YouTube Performance

Total Views

6,759

Watch Time (Minutes)

6,750.22

Average View Duration

00:00:47

Top Five Videos of Month

Video Title	Views
Zone 7 Water Academy Testimonials	2,350
Introducing the Zone 7 Water Academy	1,715
Wondrous World of Water - Ion Exchange PFAS Treatment	750
Patterson Pass Water Treatment Plant - Treatment and Plant Upgrades	690
Zone 7 Addresses PFAS - Timeline - Wondrous World of Water	339

## Insights & Opportunities

### Website

- **Summary:** February saw a steady increase in website traffic, with more users engaging with educational and conservation-focused content. Total website views rose to 14,405 (+12.1%), sessions increased to 9,000 (+14.3%), and total users grew to 5,988 (+9.5%). While visits grew, engagement slightly declined to 48.83% (-6.2%), suggesting potential areas to enhance interactivity and user experience.
- **Increase in traffic:** The Tri-Valley Water Conservation Art Contest page was a major driver, with 1,745 views and 978 users, while the Examples of a Water Cycle Story page attracted 958 views and 637 users.
- **Engagement rate decline:** Despite 5,611 new users (+8.6%), the engagement rate fell slightly, indicating that while more people visited the site, they may not have interacted as deeply with the content.
- **Key traffic sources:** Organic search remained the dominant traffic source, with Google organic search contributing 3,571 sessions, followed by direct traffic at 3,222 sessions.

### Social Media

- **Summary:** Engagement saw a notable rise, showing that content resonated well with the audience, but overall reach declined due to reduced paid promotions. Total engagement increased to 78.15 (+86.2%), while total reach fell to 3,817 (-53.3%), with organic reach at 982 (-48.6%) and paid reach at 2,869 (-60.0%).
- **Decline in reach:** The reduction in paid advertising efforts impacted visibility, as total impressions dropped to 67,316 (-522.4%).
- **Engagement growth:** Despite lower reach, total posts increased to 15 (+7.1%), and the interaction rate surged, indicating a more engaged audience.
- **Page growth:** Facebook followers grew to 1,363 (+5.5%), demonstrating steady audience expansion due to new ads focused on increasing our following.

### Mailchimp

- **Summary:** Email campaigns maintained strong open rates, indicating that subscribers find value in Zone 7's updates. Two e-blasts were sent, achieving a 42.5% open rate across 1794 total deliveries.
- **Click engagement:** Emails generated 95 total clicks, suggesting that while the open rate was strong, there is room for improving engagement with call-to-action content.

### YouTube

- **Summary:** Video content, particularly those focused on community education, continued to perform well, suggesting that audiences find value in visual storytelling. Total views reached 6,759, with a total watch time of 6,750.22 minutes and an average view duration of 00:00:47.
- **Top performing content:** The "Zone 7 Water Academy Testimonials" video led with 2,350 views, followed by "Introducing the Zone 7 Water Academy" at 1,715 views, both driven by a new investment designed to increase lesson sign-ups. Wondrous World of Water videos covering water quality and treatment also performed well, including "Ion Exchange PFAS Treatment" (750 views) and "Patterson Pass Water Treatment Plant Upgrades" (690 views).





### Opportunities for February 2025

1. **Enhance paid social reach** – Continue to invest in a strategic mix of organic and paid content to engage audiences.
2. **Leverage educational content** – Continue focusing on water treatment materials to sustain audience interest, particularly given the strong performance of related web pages and videos.
3. **Expand email signup campaigns** – Develop targeted outreach strategies to boost subscriber growth and enhance email engagement.
4. **Continue video creation and promotion** – Build on successful educational video campaign with new content and additional targeted promotions to maintain strong viewer engagement and encourage more sustained watch times.



# Social Media Insights

01 Feb 25 - 28 Feb 25

-  Zone 7 Water Agency
-  Zone 7 Water Agency
-  Zone 7 Official
-  Zone 7 Water Agency

# Followers

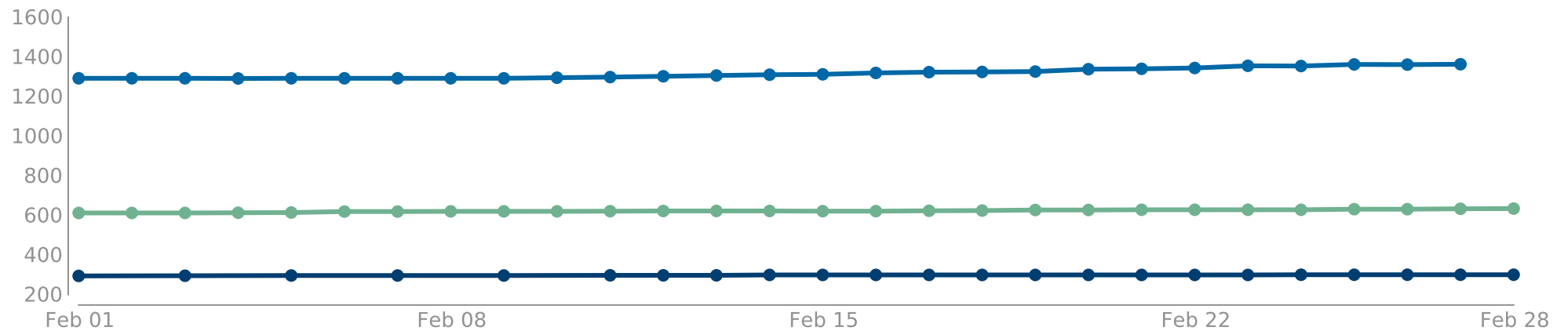
## Zone 7 Water Agency

2,297  
+4.55%

1,363  
+5.5%  
Facebook

634  
+3.59%  
LinkedIn

300  
+2.39%  
YouTube



Feb 01 - Feb 28



# Impressions

Zone 7 Water Agency

72.35K

+445.8%



64.01K

+491.82%

Facebook

2,099

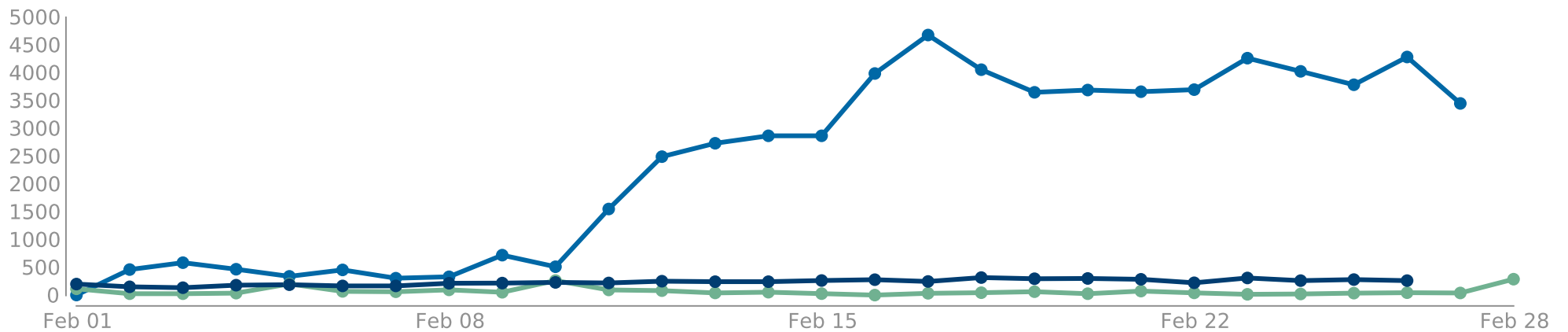
+267.6%

LinkedIn

6,242

+233.98%

YouTube



Feb 01 - Feb 28



# Post interactions

Zone 7 Water Agency

431

+99.54%

184

-2.13%

Facebook

247

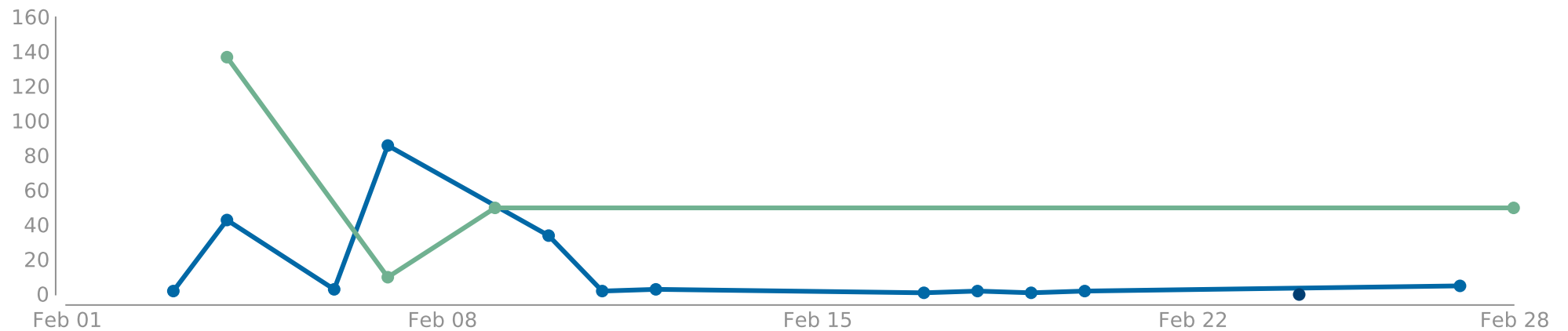
+1076.19%

LinkedIn

0

-100%

YouTube



Feb 01 - Feb 28



# Posts

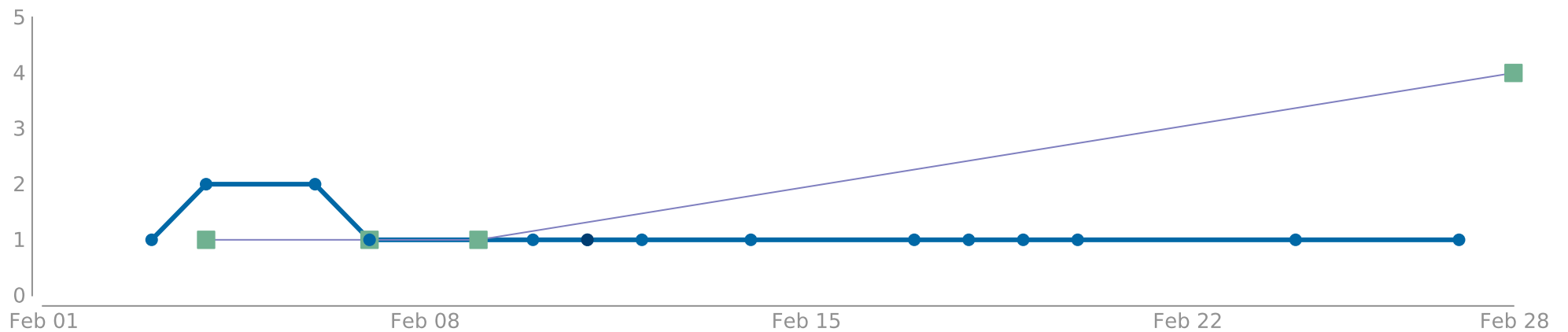
## Zone 7 Water Agency

24  
+33.33%

16  
+14.29%  
Facebook

7  
+600%  
LinkedIn















1  
-66.67%  
YouTube



















# Ranking of posts

## Zone 7 Water Agency











Showing 20 posts sorted by Impressions

Date	Text	Network	Impressions	Interactions
Feb 10, 2025 09:27 PM	Have you read our award winning digital Annua... 	<a href="#">Go</a> 	3,100	34
Feb 01, 2025 12:30 AM	The Zone 7 Annual Report is now available t... 	<a href="#">Go</a> 	2,431	44
Feb 08, 2025 12:47 AM	FREE TRAINING OPPORTUNITY!!!Calling all lands... 	<a href="#">Go</a> 	1,021	86
Feb 10, 2025 01:03 AM	Opportunity is knocking! Zone 7 Water Agency is... 	<a href="#">Go</a> 	600	46
Feb 05, 2025 02:25 AM	Now hiring for Water Quality Chemist! Join Zone... 	<a href="#">Go</a> 	592	131
Feb 01, 2025 12:31 AM	The Zone 7 Annual Report is now available t... 	<a href="#">Go</a> 	346	20
Feb 08, 2025 12:47 AM	FREE TRAINING OPPORTUNITY!!!Calling all lands... 	<a href="#">Go</a> 	190	10



Date	Image	Text	Link	Network	Impressions	Interactions
Feb 05, 2025 02:05 AM		Today, we had the honor of hosting officials fr...	<a href="#">Go</a>		188	42
Feb 05, 2025 02:13 AM		Zone 7 hosts officials from Kakamigahara, Japan...	<a href="#">Go</a>		130	1
Feb 18, 2025 07:36 PM		Our monthly board meeting is this Wednesday, ...	<a href="#">Go</a>		97	2
Feb 17, 2025 09:51 PM		🕒 We are down to our last few weeks of the cont...	<a href="#">Go</a>		80	1
Feb 19, 2025 09:07 PM		There are two days left to register for our F...	<a href="#">Go</a>		61	1
Feb 20, 2025 08:04 PM		We will be joining the City of Pleasanton CA - ...	<a href="#">Go</a>		59	2
Feb 12, 2025 11:01 PM		Traditional lawns are so last decade! Plus, the...	<a href="#">Go</a>		55	3
Feb 27, 2025 09:44 PM		Zone 7 Water Agency is committed to ensuring a ...	<a href="#">Go</a>		52	5



Date	Text	Network	Impressions	Interactions
Feb 03, 2025 09:02 PM	 If you haven't been able to make it to any of L...	<a href="#">Go</a> 	47	2
Feb 12, 2025 12:35 AM	 Living Arroyos creek cleanups are still happeni...	<a href="#">Go</a> 	43	2
Feb 07, 2025 01:01 AM	 Flood Ready Freddy says: Keep those storm drain...	<a href="#">Go</a> 	42	3
Feb 24, 2025 10:01 PM	 If you missed our latest newsletter, you're in ...	<a href="#">Go</a> 	39	0
Feb 06, 2025 08:36 PM		<a href="#">Go</a> 	39	0



# Campaign impressions

Zone 7 Water Agency

35.39K

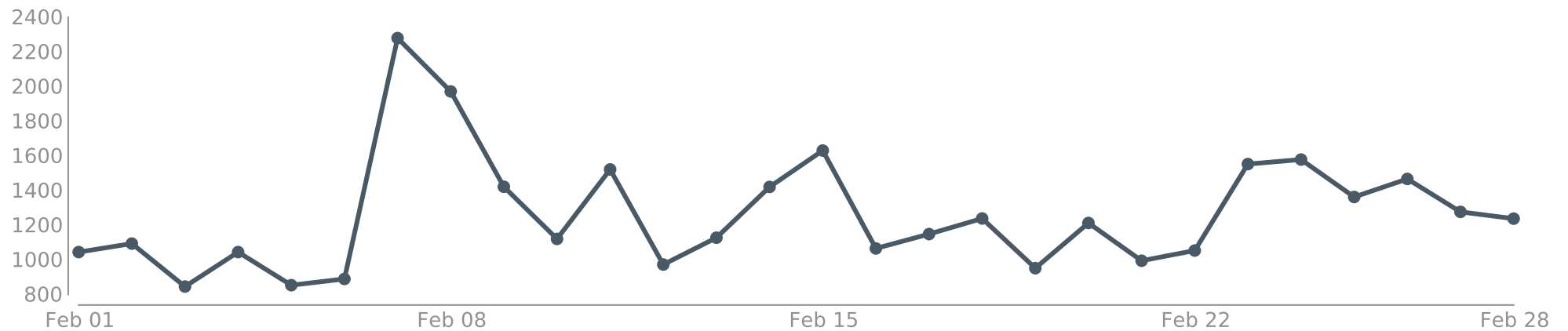
+268.64%



35.39K

+268.64%

Google Ads



Feb 01 - Feb 28



# Campaign clicks

Zone 7 Water Agency

276

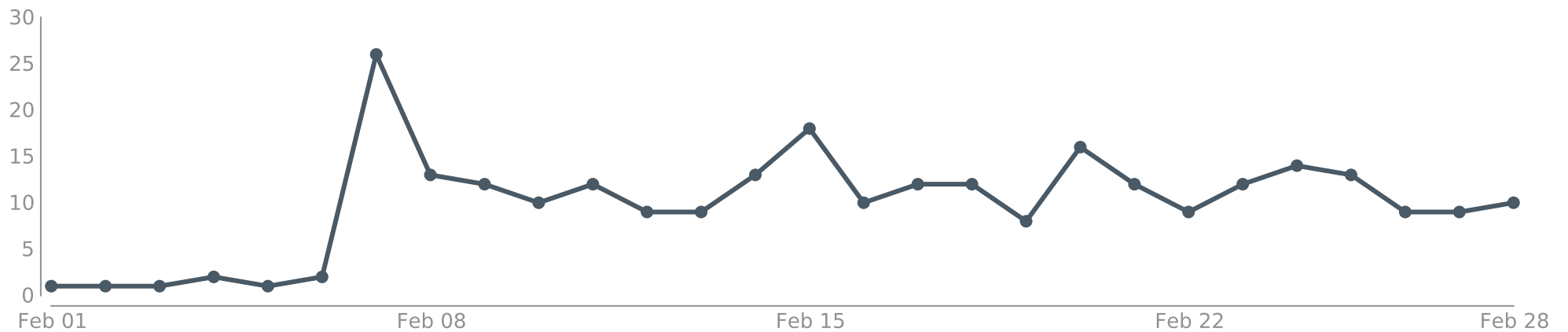
+411.11%



276

+411.11%

Google Ads



Feb 01 - Feb 28





# 2023

## ANNUAL REPORT

### SUMMARY



The award-winning 2023 Annual Report marked a significant milestone for Zone 7 Water Agency working collaboratively with our communications partner.

#### 2024 PROMOTIONAL CAMPAIGN

For the first time, Zone 7 introduced a year-round digital promotion campaign to complement the online annual report's complete redesign.

This innovative approach enhanced transparency, accessibility and engagement with the Tri-Valley community resulting in more than **1.7 million** impressions and a **212% increase** in website traffic to the 2023 Annual Report.

Together, these efforts highlighted Zone 7's reliable water and flood protection to 262,000 residents during the fiscal year from July 1, 2022, to June 30, 2023.

#### OBJECTIVES



Zone 7 redesigned the Online Annual Report with a more dynamic, user-friendly approach to increase engagement and help make the site and the work of the agency easier to understand for the Tri-Valley community.

The team incorporated a digital campaign to engage residents and partners more proactively. The campaign was **designed to increase and extend our reach and build awareness** of the agency's critical role in water quality, reliability and flood protection while highlighting achievements associated with specific service areas at relevant times of the year through interactive, accessible content.



# SUMMARY OF PROMOTIONAL EFFORTS

To achieve this objective, the team launched the promotional campaign in January with a proactive campaign showcasing the report's interactive elements, including short videos, infographics, and clickable data points.

Targeted digital marketing through **Google Ads**, **Facebook**, and **YouTube** expanded its reach, while the Zone 7 website, **social media** and **newsletters** maintained visibility throughout the year. By leveraging key moments throughout the calendar year like groundwater awareness week and flood preparedness seasons, the team repurposed these creative assets to educate and engage the community far beyond previous years.



Performance metrics now guide refinements, optimize engagement and reveal what aspects of Zone 7's service areas are receiving the most interest and engagement from the community.

These insights help the Zone 7 communications team craft more effective outreach and create tailored content to better connect with Tri-Valley residents. Building on this success and all that we learned from user experiences, the 2025 promotional strategy of the 2023-2024 Annual Report will continue utilizing targeted digital marketing and interactive elements once the website is refreshed with new content, optimizing the budget to enhance engagement with Tri-Valley residents.

## DIGITAL CAMPAIGN RESULTS

Jan - Dec 2024

**1,799,772**  
Total Impressions

Google Display Ads  
**1,750,063**  
impressions

Google Search  
**22,856**  
impressions

Facebook  
**3,751**  
impressions

YouTube  
**20,308**  
impressions

MailChimp Newsletters (3)  
**2,794**  
impressions

On the following pages, we have included an annual dashboard of site performance, samples of assets and links to where you can view the microsite, promo reels, promo graphics and other materials used to conduct community outreach.

# WEBSITE TRAFFIC

[zone7water.report/2023](https://zone7water.report/2023)

Total Users  
**2,204**  
↑ 212.2%

zone7water.report  
**6,569**  
page views

New Users  
**2,194**  
↑ 218.4%

Engaged Sessions  
**1,724**  
↑ 173.2%

Sessions  
**3K**  
↑ 135.1%

User Engagement  
**53:57:49**  
↑ 93.3%



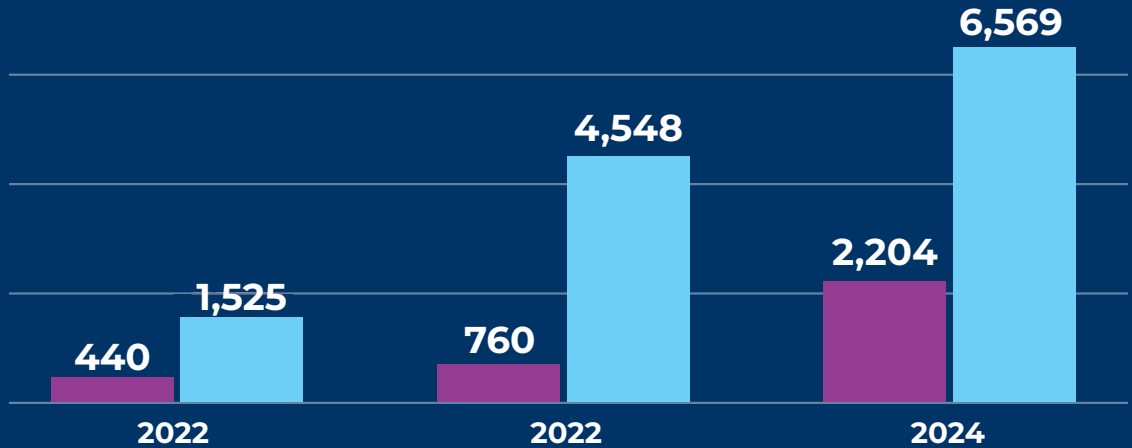
USERS

212% increase this year!



PAGE VIEWS

44% increase this year!



## AWARD-WINNING DESIGN

### BETTER FUTURE GOV DESIGN AWARDS 2025

SILVER AWARD  
GRAPHIC DESIGN-PUBLICATION



The GOV Design Awards program celebrates the courage of commissioners and creators of design projects within the government, community and public sectors from local, state and federal government funded projects worldwide.

### 2025 AVA DIGITAL AWARDS

GOLD AWARD  
WEBSITE - GOVERNMENT

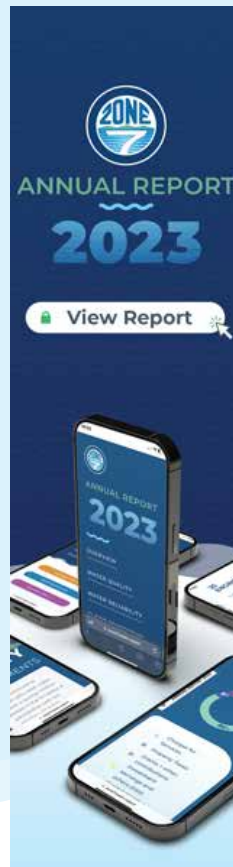


The AVA Digital Awards is an international competition honoring exceptional work by creative professionals involved in the concept, direction, design and production of media that advances digital communication. With over 2,500 entries from across the globe, earning Gold places the 2023 interactive online Annual Report was among the top 31% of submissions, surpassing thousands in a highly competitive field.

# GOOGLE SEARCH & ADS

Google Display Ads  
**1,750,063**  
impressions

Google Search  
**22,856**  
impressions



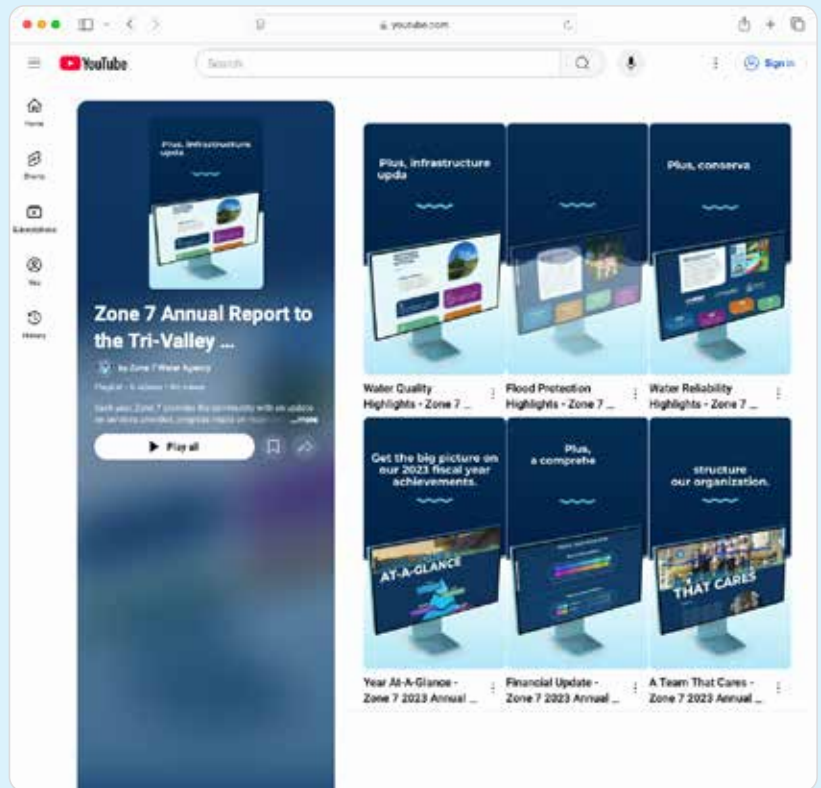
# FACEBOOK CAMPAIGN

Facebook  
**3,751**  
impressions



# YOUTUBE REELS

YouTube  
**20,308**  
impressions



# MAILCHIMP NEWSLETTERS



MailChimp Newsletters (3)  
**2,794**  
impressions



## LOOKING FORWARD TO 2025



A strategic blend of modest paid digital outreach, along with organic and earned media, extended the 2023 Annual Report's impact year-round—delivering an impressive **return on investment with a CPM of just \$1.39** (Cost-Per-Mille: cost per thousand impressions).

We are building on these successful strategies as we launch the 2025 promotional campaign for the newly published 2023-2024 Annual Report, starting with a January press release. In its second year, the campaign will refine content updates, enhance design for greater engagement, and highlight the solutions Zone 7 delivered in 2023-24 to address both new and ongoing challenges. This approach serves as a model for public agencies seeking to maximize impact, foster trust, promote transparency, and engage the community on critical issues like water quality, reliability, and flood protection.



**PRESS RELEASE**



**ORIGINATING SECTION:** Integrated Planning

**CONTACT:** Sal Segura/Neeta Bijoor

**AGENDA DATE:** March 19, 2025

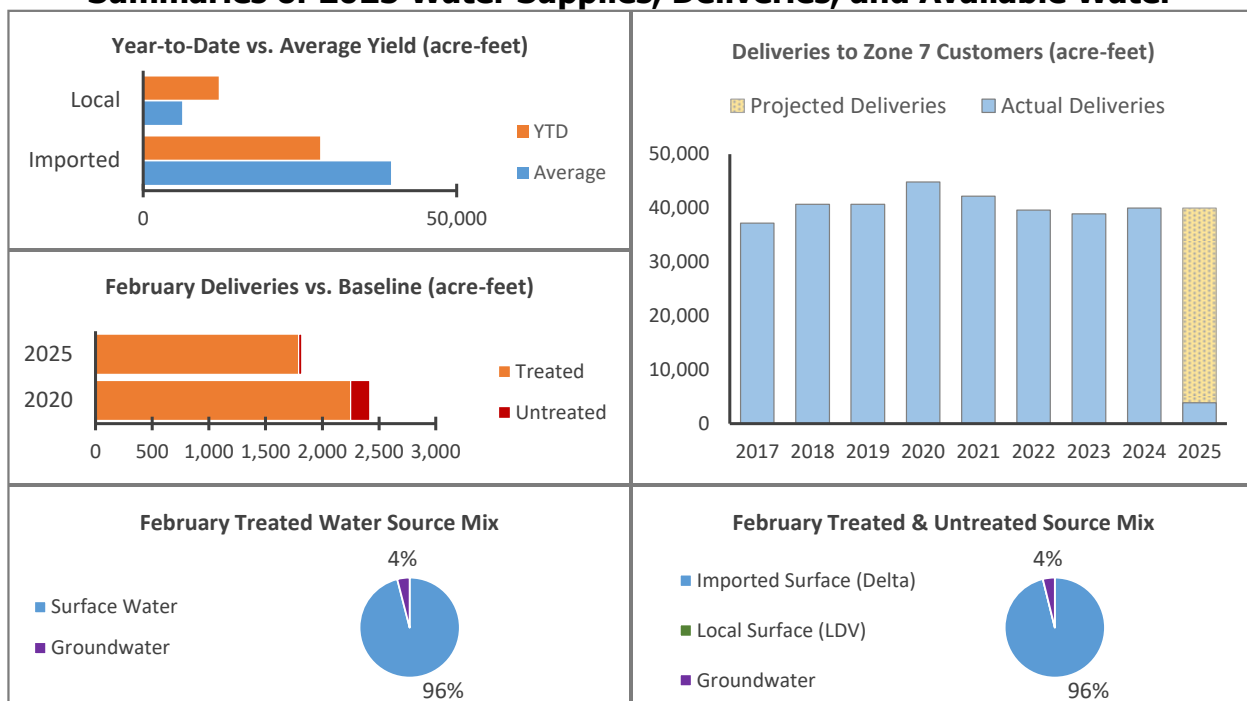
**SUBJECT:** Monthly Water Inventory and Water Budget Update

**SUMMARY:**

To support the mission to deliver safe, reliable, efficient, and sustainable water, Zone 7 Water Agency (Zone 7) manages its water supply portfolio. This report summarizes current water supply, usage, and storage conditions to support Strategic Plan Goal B – Reliable Water Supply and Infrastructure and promote Strategic Plan Initiative #5 to develop a diversified water supply plan and implement supported projects and programs.

The 2025 Annual Review of the Sustainable Water Supply Report will discuss an overall analysis of the annual water supply and is tentatively scheduled to be completed in April. A summary of long-term water supply planning is also included in the Urban Water Management Plan (UWMP), which is updated every five years and assesses water supply reliability on a 20-year time horizon. The next update of the UWMP is due on July 1, 2026. These plans and evaluations consider the various sources of supply and storage available to Zone 7 locally, in State Water Project (SWP) facilities, and in Kern County storage and recovery programs.

**Summaries of 2025 Water Supplies, Deliveries, and Available Water**



## ZONE 7 WATER INVENTORY AND WATER BUDGET (February 2025)

### Supply and Demand

*(See Table 3, Figure 1, Figure 2, Figure 3, and Figure 4)*

- Monthly totals: 1,820 acre-feet (AF) delivered to customers (1,790 AF treated production and 30 AF estimated untreated deliveries).
- 0 AF was released for artificial recharge in the Arroyos.
- Total treated water production decreased by 13% compared to last month.
- Treated water sources were 96% surface water and 4% groundwater this month.
  - Treatment plant production was 20.0 million gallons per day (MGD).
  - Wellfield production was 0.9 MGD.

### Comparison of Demands: 2025 vs 2020 baseline

*(See Table 1)*

- In February 2025, Zone 7's overall water demands were 25% lower than February 2020: treated water production was 20% lower, and estimated untreated deliveries were 82% lower.

**Table 1: February 2025 comparison – Treated and Untreated Demands**

	<b>Treated Production</b>	<b>Untreated Delivery</b>	<b>Total</b>
February 2025 (AF)	1,790	30	1,820
February 2020 (AF)	2,250	170	2,420
February 2025 vs February 2020	20% lower	82% lower	25% lower

### Imported Water

*(See Table 2 and Table 3)*

- On February 25, 2025 DWR announced a new allocation of 35%, which amounts to 28,220 AF for Zone 7. This was the third allocation change this water year. The initial allocation announced on December 2, 2024, was 5%.

**Table 2: Available Water Supplies (as of March 1, 2025)**

<b>Sources of Water Supplies</b>	<b>Acre-Feet (AF)</b>
Table A	28,220
Water Transfers/ Exchanges	0
SWP Carryover Water	5,310
Lake Del Valle (Carryover + New Yield)	12,050
Livermore Valley Groundwater Basin (AF above Minimum Thresholds)	127,100
Kern Storage and Recovery Programs	100,600
<b>Total</b>	<b>273,280</b>

## **Groundwater**

*(See Table 3 and Figure 5)*

- The Livermore Valley Groundwater Basin comprises four subbasins. The Basin’s estimated maximum storage capacity is 254,000 AF, including the storage capacity below the Minimum Thresholds established in the Alternative Groundwater Sustainability Plan. The estimated storage capacity above the Minimum Thresholds (operational storage) is 126,000 AF.
- Currently, the Basin is at approximately 100% of its operational storage capacity.
- It is also important to note that not all of the storage above the Minimum Thresholds is accessible with Zone 7’s existing wells, as 80% of Zone 7’s groundwater facilities are in the Amador West subbasin. Furthermore, the presence of Per- and polyfluoroalkyl substances (PFAS) compounds in the groundwater basin limits the use of some wells.
- In February, the total pumping from Zone 7’s wellfield was approximately 70 AF, making up 4% of the treated supply.
- Estimated groundwater basin overflow on the west side of the Basin is 200 AF in February. This groundwater exfiltrates into Arroyo De La Laguna due to a high water table in that region.
- In February, Zone 7 released 0 AF into the Arroyo Valle for artificial recharge.
- In February, Zone 7 released 0 AF into the Arroyo Mocho for artificial recharge.

## **Stream Outflow**

*(See Table 3)*

- Surface runoff exceeded the 10 cubic feet per second (CFS) baseflow at Arroyo De La Laguna at the Verona stream gauge for most of the month of February, resulting in approximately 8,620 AF of stream outflow.

- Note: Some surface flows out of the Livermore-Amador Valley are mandated for other downstream purposes.

## Local Precipitation

*(See Figure 7)*

- 3.4 inches of precipitation were recorded at Livermore Airport in February.
- Thus far in Water Year 2025, Livermore has received 8.1 inches of rain or 78% of average for the Water Year-to-Date.

## Sierra Precipitation

*(See Figure 8)*

- 16.7 inches of precipitation were recorded in the Northern Sierras in February. The historical average precipitation in February is 8.9 inches.
- Cumulative precipitation in the Northern Sierra for Water Year 2025 is 43.5 inches or 118% of the seasonal average-to-date.

## Sierra Snowpack

*(See Figure 9)*

- Statewide snow accumulation is 85% of normal seasonal average-to-date and Northern Sierra snow accumulation is 104% of normal seasonal average-to-date.

## Lake Oroville

*(See Figure 10)*

- As of February 27, 2025, Lake Oroville storage is 84% of total capacity representing 130% of average storage condition for this time of the year.
  - Storage: 2,868,457 AF
  - Storage as a percentage of total capacity increased by 6% over the month of February.

## San Luis Reservoir

*(See Figure 11)*

- San Luis Reservoir is a joint-use facility between the State Water Project and the Central Valley Project. Its total storage capacity is 2,027,835 AF, and the SWP's share of the total capacity is 1,062,180 AF. As of February 27, 2025, the total reservoir storage is 1,663,701 AF, of which approximately 959,000 AF belongs to SWP. Currently, the SWP's share of the reservoir capacity is 90% full.

- Zone 7 staff is monitoring spill potential for Zone 7's carryover water stored in San Luis Reservoir.

## Lake Del Valle

*(See Table 3 and Figure 6)*

- Lake Del Valle holds 33,830 AF as of February 28, 2025.
- Zone 7's estimated water storage in Lake Del Valle at the end of February is approximately 12,050 AF.
- Zone 7 did not utilize any of its Lake Del Valle Local Water supply to meet demand in February.

**NOTE:** Numbers presented are estimated and subject to refinement over the course of the year.

**Table 3: Water Inventory**

Note: Values are rounded. All units in AF unless noted otherwise. Subject to adjustment over the year.

	<b>2024</b> <i>Jan-Dec</i>	<b>2025</b> <i>Feb</i>	<b>2025–YTD</b> <i>Jan-Dec</i>
<b>Source</b>			
<b>Incoming Supplies</b>			
State Water Project (SWP) - Table A	23,140	0	0
SWP - Article 21	0	0	0
Lake Del Valle Local Water	5,290	0	0
Water Transfers/Exchanges	0	0	0
<b>Subtotal</b>	<b>28,430</b>	<b>0</b>	<b>0</b>
<b>From Storage</b>			
SWP - Carryover	25,240	0	3,860
Livermore Valley Groundwater Basin	3,580	1,750	270
Kern Storage and Recovery Programs	0	70	0
<b>Subtotal</b>	<b>28,820</b>	<b>0</b>	<b>4,130</b>
<b>Total Supply</b>	<b>57,250</b>	<b>1,820</b>	<b>4,130</b>
<b>Water Use</b>			
<b>Customer Deliveries</b>			
Treated Water Demand <sup>1</sup>	35,440	1,790	3,860
Untreated Water Demand	4,380	30	70
<b>Subtotal</b>	<b>39,820</b>	<b>1,820</b>	<b>3,930</b>
<b>To Storage</b>			
Livermore Valley Groundwater Basin Recharge	6,180	0	200
Kern Storage and Recovery Programs	10,000	0	0
<b>Subtotal</b>	<b>16,180</b>	<b>0</b>	<b>200</b>
<b>SWP Transfer</b>			
Napa County Repayment <sup>2</sup>	1,250	0	0
<b>Subtotal</b>	<b>1,250</b>	<b>0</b>	<b>0</b>
<b>Total Water Use</b>	<b>57,250</b>	<b>1,820</b>	<b>4,130</b>
<b>Available Water Supplies</b>			
<b>Incoming Supplies</b>			
	End-of-2024		
SWP - Table A (%)	40%	35%	35%
SWP - Table A Remaining	0	28,200	28,200
Water Transfers/Exchanges	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>28,200</b>	<b>28,200</b>
<b>Storage Balance</b>			
	End-of-2024		
SWP Carryover	9,170	5,310	5,310
Lake Del Valle Local Water	8,550	12,050	12,050
Livermore Valley Groundwater Basin <sup>3</sup>	125,300	127,100	127,100
Kern Storage and Recovery Programs	100,600	100,600	100,600
<b>Subtotal</b>	<b>243,620</b>	<b>245,060</b>	<b>245,060</b>
<b>Total Available Water</b>	<b>243,620</b>	<b>273,260</b>	<b>273,260</b>
<b>Watershed Conditions</b>			
Precipitation at Livermore Station (in) <sup>4</sup>	16	3.44	3.64
Lake Del Valle Local Water Net Yield	9,290	3,500	3,500
Measured Change in Groundwater Basin Storage	0	500	1,800
Surface Water Outflow <sup>5</sup>	43,910	8,620	9,360

1/ Includes a small amount of unaccounted-for water.

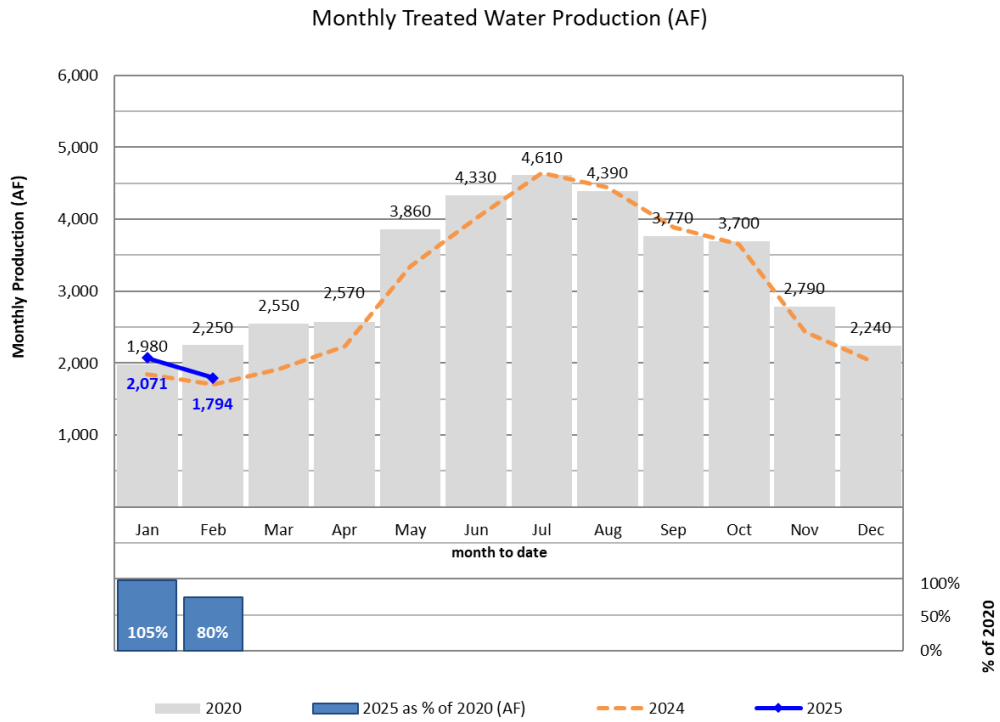
2/ In 2024, Zone 7 repaid Napa County for a water exchange agreement executed in 2020.

3/ Storage volume based on most recent groundwater level data; amount shown excludes 128,000 AF of storage below the minimum thresholds.

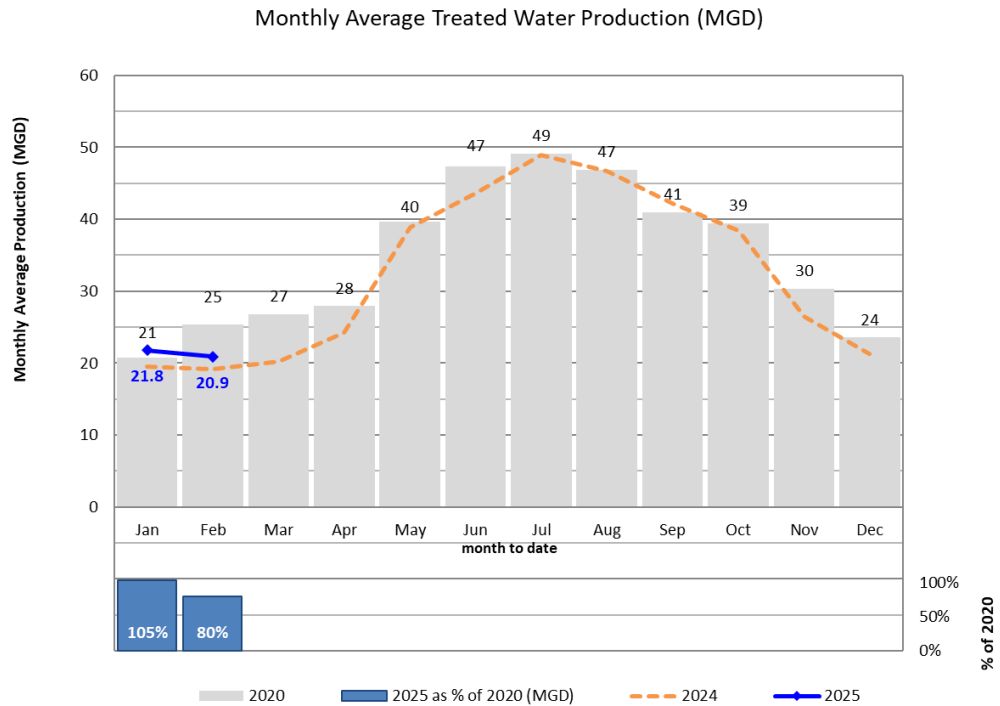
4/ Local precipitation reported in Table 3 for 2025 YTD is reported on a calendar year basis.

5/ Surface Water Outflow is estimated based on flow at USGS gage Arroyo De La Laguna at Verona.

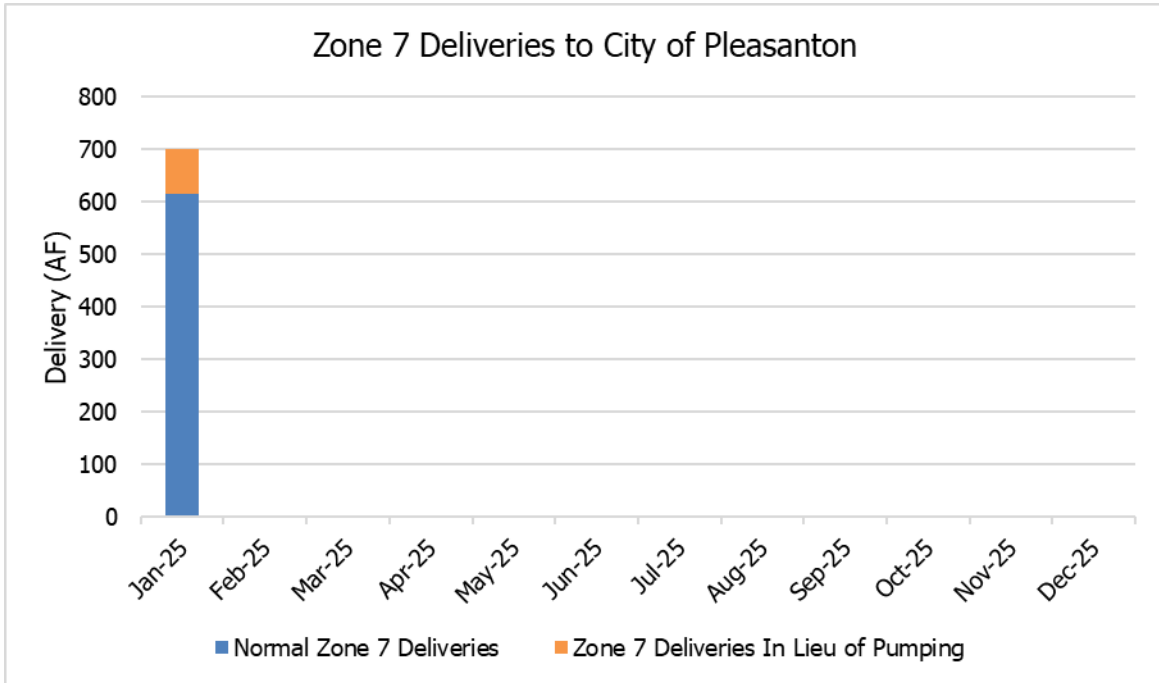
**Figure 1: Monthly Treated Water Production in Acre-Feet (AF)**



**Figure 2: Monthly Treated Water Production in Average Million Gallons Per Day (MGD)**

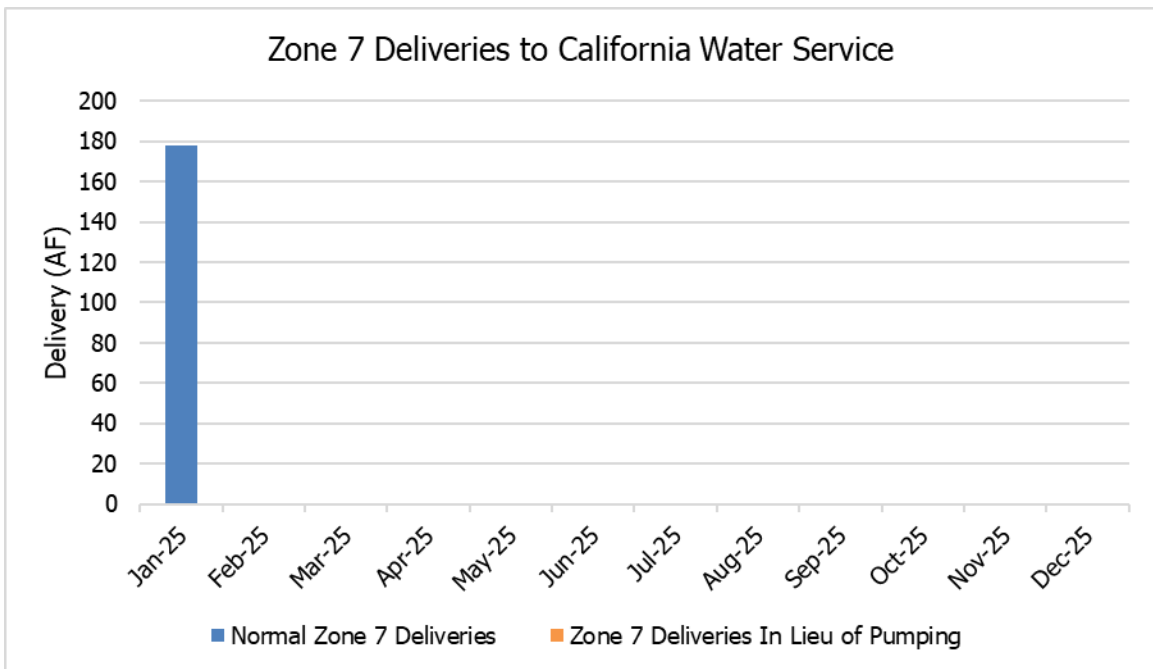


**Figure 3: Pleasanton Estimated In-Lieu Demand  
(Based on 2018-2021 Pumping)**



*\*Pleasanton's pumping data for February is not yet available and will be reflected in future inventories.*

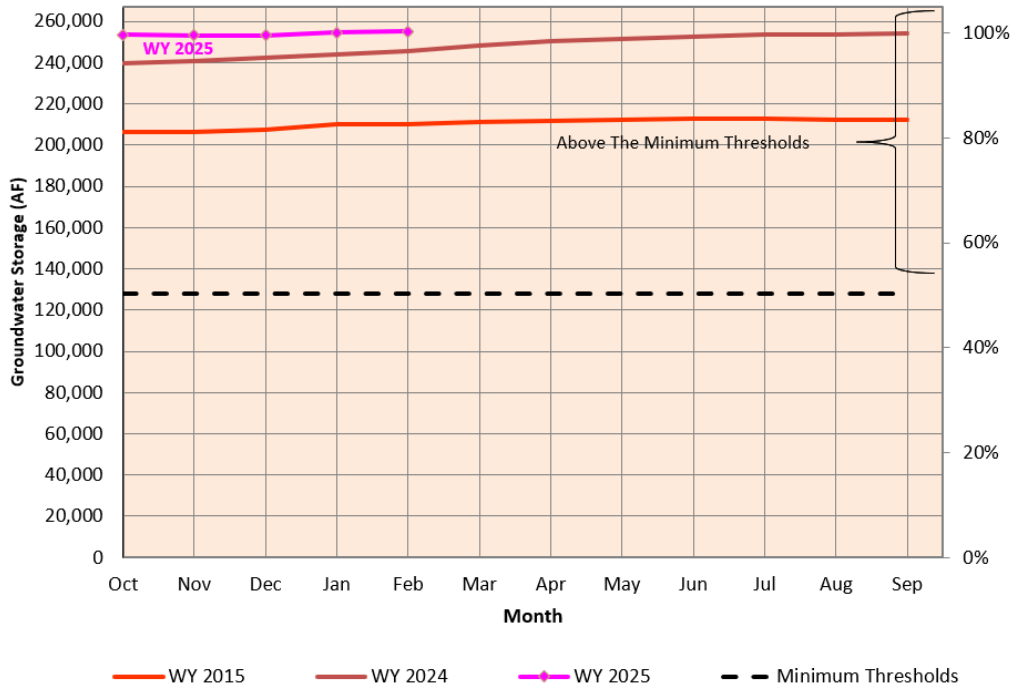
**Figure 4: California Water Service Estimated In-Lieu Demand  
(Based on 2018-2021 Pumping)**



*\*Cal Water's pumping data for February is not yet available and will be reflected in future inventories.*



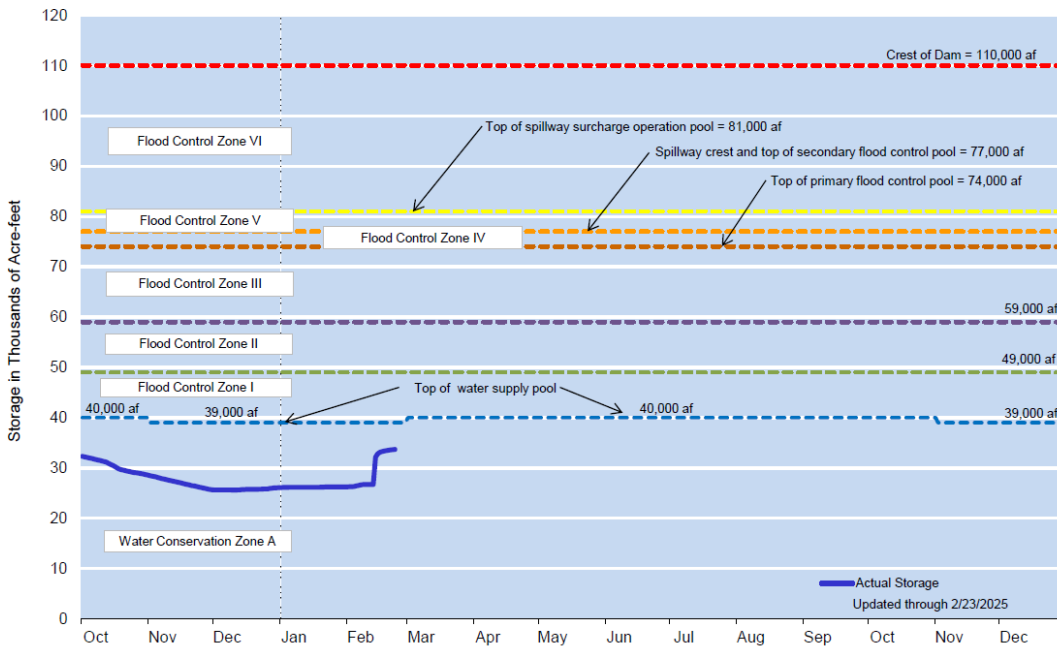
**Figure 5: Livermore Valley Groundwater Basin Storage\***



\*The estimated groundwater basin storage represents the combined total storage from all four subbasins.

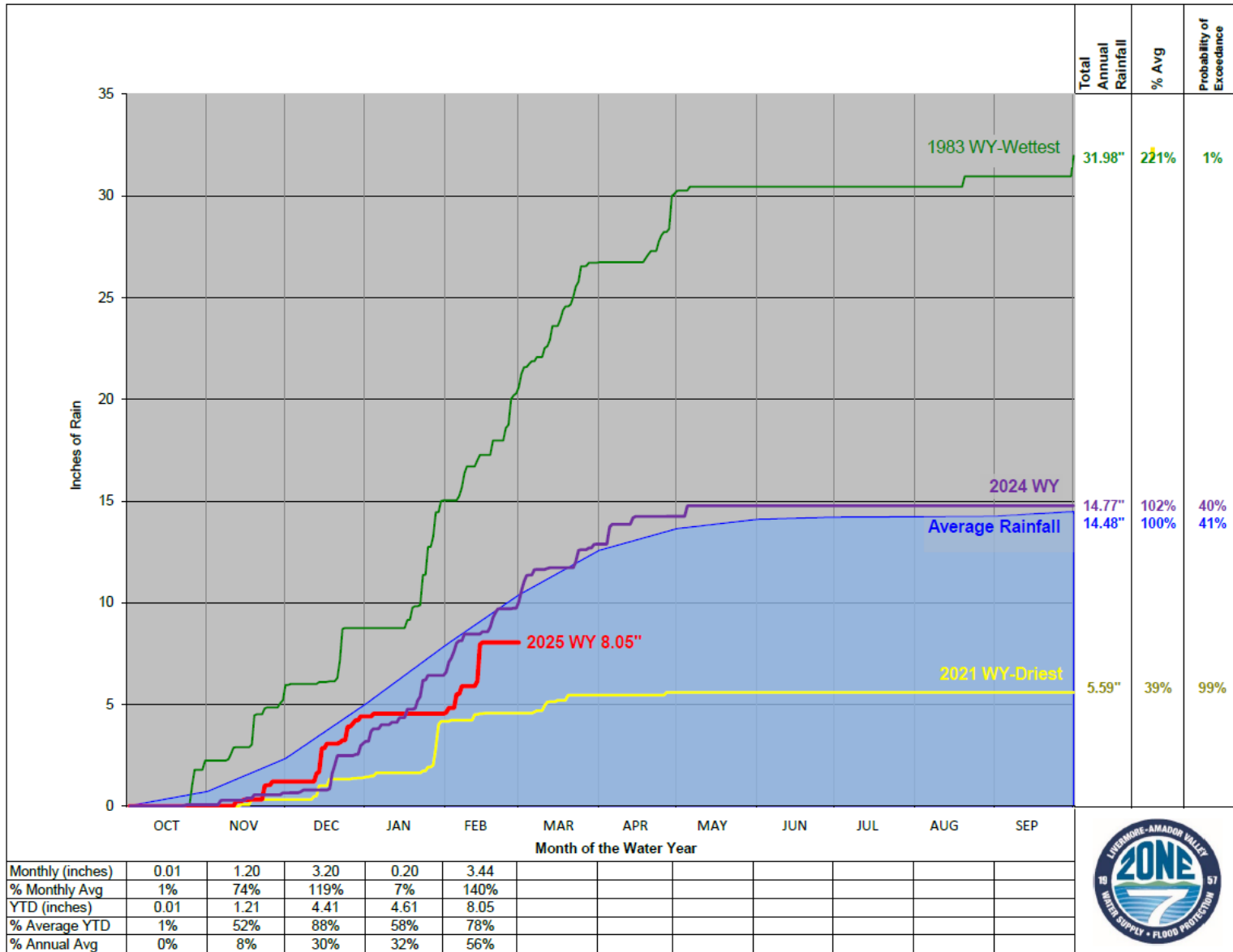
**Figure 6: Lake Del Valle Storage**

October 1, 2024 to December 31, 2025

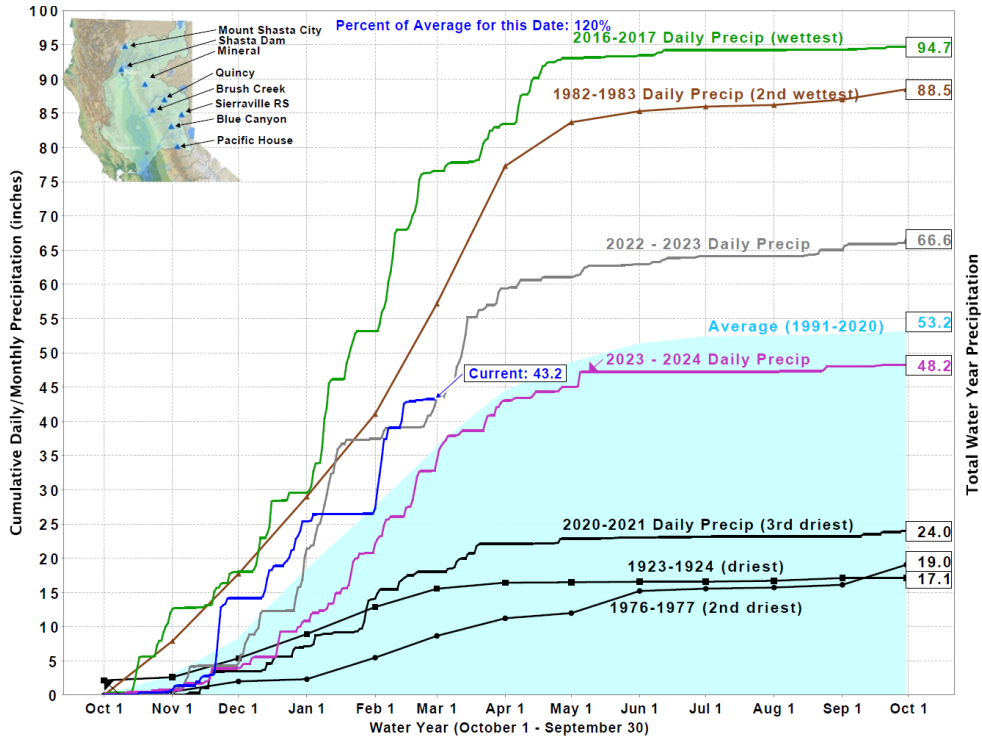


Source : <https://water.ca.gov/-/media/DWR-Website/>

### Figure 7: Local Precipitation



**Figure 8: Cumulative Precipitation in the North Sierra**



**Figure 9: Sierra Snowpack**

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of February 28, 2025	
Number of Stations Reporting	27
Average snow water equivalent (Inches)	23.5
Percent of April 1 Average (%)	91
Percent of normal for this date (%)	104

CENTRAL	
Data as of February 28, 2025	
Number of Stations Reporting	53
Average snow water equivalent (Inches)	19.4
Percent of April 1 Average (%)	70
Percent of normal for this date (%)	80

SOUTH	
Data as of February 28, 2025	
Number of Stations Reporting	24
Average snow water equivalent (Inches)	14.0
Percent of April 1 Average (%)	62
Percent of normal for this date (%)	70

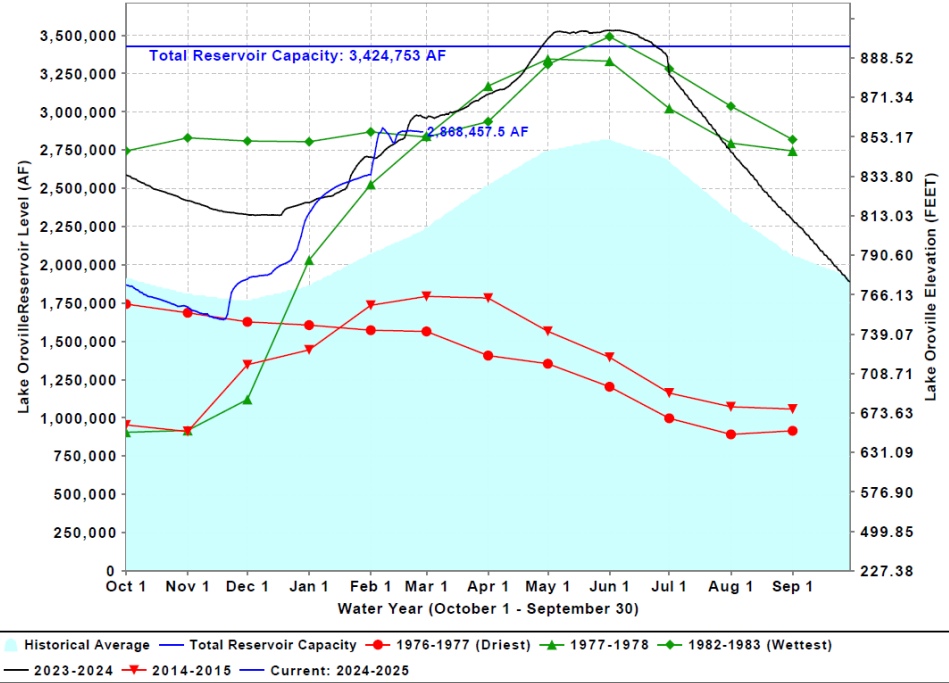
STATE	
Data as of February 28, 2025	
Number of Stations Reporting	104
Average snow water equivalent (Inches)	19.2
Percent of April 1 Average (%)	74
Percent of normal for this date (%)	85

Statewide Average: 74% / 85%

Source : <https://cdec.water.ca.gov/reportapp/javareports?name=swccond.pdf>

**Figure 10: Lake Oroville Storage**

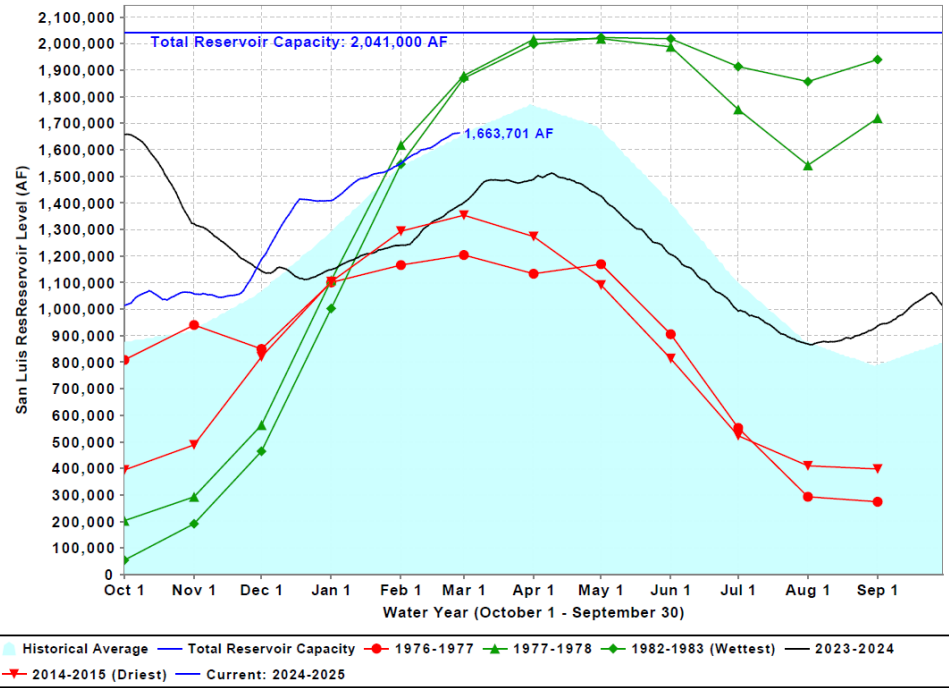
Lake Oroville Levels: Various Past Water Years and Current Water Year, Ending At Midnight February 27, 2025



Source : <https://cdec.water.ca.gov/resapp/ResDetail.action?resid=ORO>

**Figure 11: San Luis Reservoir Storage**

San Luis Res Levels: Various Past Water Years and Current Water Year, Ending At Midnight February 27, 2025



Source : <https://cdec.water.ca.gov/resapp/ResDetail.action?resid=SNL>

**ORIGINATING SECTION:** Office of the General Manager  
**CONTACT:** Carol Mahoney/Valerie Pryor

**AGENDA DATE:** March 19, 2025

**SUBJECT:** Legislative Update

**SUMMARY:**

Zone 7 staff, with the support of Agency consultants, monitors legislation that is being considered in Sacramento, as well as other political activities of interest. This item supports Strategic Plan, Goal G – Stakeholder Engagement, engage our stakeholders to foster understanding of their needs, the Agency, and its function. California’s Assembly, Senate, and Committees began the first year of their two-year legislative cycle on January 6, 2025.

The deadline for new bill submission was February 21, 2025. Many of the newest bills are just showing the section of code that will be the topic of the legislation (known as “spot bills”) and will be monitored for the specific language that will be added. Over the next few months, bills will be assigned to various committees for review and hearings.

The attached is a summary of bills of potential interest to Zone 7 monitored by SKV Associates. The format of the attached report conforms to that used by organizations like the Association of California Water Agencies. If other membership organizations have taken a position on a tracked bill, that will be indicated in the notes, if known.

**FUNDING:**

N/A

**RECOMMENDED ACTION:**

Information only.

**ATTACHMENT:**

Zone 7 – Bill Tracker/Status Report

# Zone 7 Water Agency Board Report

Wednesday, 03/12/2025

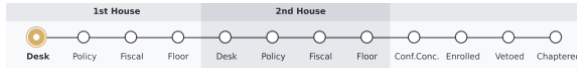
Bills Tracked for the Board

Sorted by: Measure

[AB 21](#) [DeMaio \(R\)](#) [HTML](#) [PDF](#)

## Taxpayer Protection Act of 2025.

### Progress bar



### Tracking form

**Position**  
Watch

Notes

### Bill information

**Status:** 12/03/2024 - From printer. May be heard in committee January 2.  
**Summary:** Would declare the intent of the Legislature to enact a constitutional amendment to limit the ability of state and local governments to raise taxes, restore a 2/3 vote requirement on local special tax increases, impose voter approval requirements on specific categories of new taxes, and regulate the titles on state and local ballot measures relating to tax increases. (Based on 12/02/2024 text)

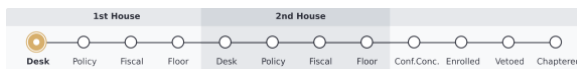
**Location:** 12/02/2024 - Assembly  
PRINT

**Current Text:** 12/02/2024 - Introduced

[AB 93](#) [Papan \(D\)](#) [HTML](#) [PDF](#)

## Water resources: demands: artificial intelligence.

### Progress bar



### Tracking form

**Position**  
Watch

Notes

**Notes**  
Monitor

### Bill information

**Status:** 01/08/2025 - From printer. May be heard in committee February 7.  
**Summary:** Would express the intent of the Legislature to enact future legislation that would maintain water and energy efficiency to the extent that new technology, including, but not limited to, artificial intelligence, increases the demands on already limited resources. (Based on 01/07/2025 text)

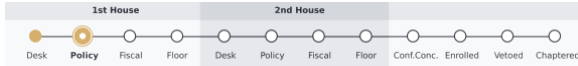
**Location:** 01/07/2025 - Assembly  
PRINT

**Current Text:** 01/07/2025 - Introduced

[AB 259](#) [Rubio, Blanca \(D\)](#) [HTML](#) [PDF](#)

## Open meetings: local agencies: teleconferences.

### Progress bar



### Tracking form

#### Position

Watch

#### Notes

#### Notes

CSDA = Sponsor

### Bill information

#### Status:

02/10/2025 - Referred to Com. on L. GOV.

#### Summary:

The Ralph M. Brown Act authorizes the legislative body of a local agency to use teleconferencing, as specified, and requires a legislative body of a local agency that elects to use teleconferencing to comply with specified requirements, including that the local agency post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Current law requires a member to satisfy specified requirements to participate in a meeting remotely pursuant to these alternative teleconferencing provisions, including that specified circumstances apply. Current law establishes limits on the number of meetings a member may participate in solely by teleconference from a remote location pursuant to these alternative teleconferencing provisions, including prohibiting such participation for more than 2 meetings per year if the legislative body regularly meets once per month or less. This bill would remove the January 1, 2026, date from those provisions, thereby extending the alternative teleconferencing procedures indefinitely. (Based on 01/16/2025 text)

#### Location:

02/10/2025 - Assembly L. GOV.

#### Current Text:

01/16/2025 - Introduced

[AB 295](#)

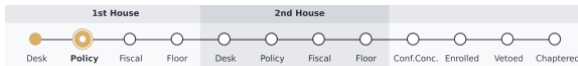
[Macedo \(R\)](#)

[HTML](#)

[PDF](#)

### California Environmental Quality Act: environmental leadership development projects: water storage, water conveyance, and groundwater recharge projects: streamlined review.

### Progress bar



### Tracking form

#### Position

Watch

#### Notes

### Bill information

#### Status:

02/10/2025 - Referred to Coms. on NAT. RES. and W. P., & W.

#### Summary:

The Jobs and Economic Improvement Through Environmental Leadership Act of 2021 authorizes the Governor, until January 1, 2032, to certify environmental leadership development projects that meet specified requirements for certain streamlining benefits related to the California Environmental Quality Act (CEQA). The act, among

other things, requires a lead agency to prepare the record of proceedings for an environmental leadership development project, as provided, and to provide a specified notice within 10 days of the Governor certifying the project. The act is repealed by its own term on January 1, 2034. This bill would extend the application of the act to water storage projects, water conveyance projects, and groundwater recharge projects that provide public benefits and drought preparedness. Because a lead agency would be required to prepare the record of proceedings for water storage projects, water conveyance projects, and groundwater recharge projects pursuant to the act, this bill would impose a state-mandated local program. (Based on 01/23/2025 text)

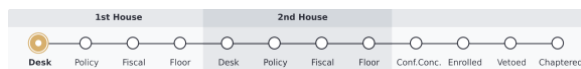
**Location:** 02/10/2025 - Assembly NAT.  
RES.

**Current Text:** 01/23/2025 - Introduced

[AB 362](#) [Ramos \(D\)](#) [HTML](#) [PDF](#)

**Water policy: California tribal communities.**

**Progress bar**



**Tracking form**

**Position**  
Watch

**Notes**  
**Notes**  
Monitor  
ACWA = Oppose Unless Amended

**Bill information**

**Status:** 01/31/2025 - From printer. May be heard in committee March 2.

**Summary:** The Porter-Cologne Water Quality Control Act establishes a statewide program for the control of the quality of all the waters in the state and makes certain legislative findings and declarations. Current law defines the term “beneficial uses” for the purposes of water quality as certain waters of the state that may be protected against quality degradation, to include, among others, domestic, municipal, agricultural, and industrial supplies. This bill would add findings and declarations related to California tribal communities and the importance of protecting tribal water use, as those terms are defined. The bill would add tribal water uses as waters of the state that may be protected against quality degradation for purposes of the defined term “beneficial uses.” (Based on 01/30/2025 text)

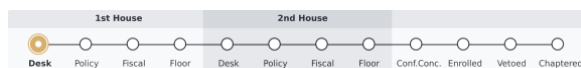
**Location:** 01/30/2025 - Assembly  
PRINT

**Current Text:** 01/30/2025 - Introduced

[AB 497](#) [Wilson \(D\)](#) [HTML](#) [PDF](#)

**San Francisco Bay/Sacramento-San Joaquin Delta Estuary Water Quality Control Plan.**

**Progress bar**



**Tracking form**

**Position**  
Watch



Notes

Bill information

**Status:** 02/11/2025 - From printer. May be heard in committee March 13.

**Summary:** Current law makes available to the Natural Resources Agency bond funds for, among other things, implementing an updated State Water Resources Control Board's San Francisco Bay/Sacramento-San Joaquin Delta Estuary Water Quality Control Plan (Bay-Delta Water Quality Control Plan), which establishes water quality control measures and flow requirements needed to provide reasonable protection of beneficial uses in the watershed. This bill would state the intent of the Legislature to enact future legislation relating to the Bay-Delta Water Quality Control Plan. (Based on 02/10/2025 text)

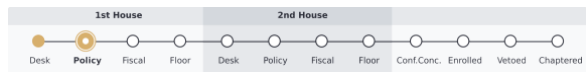
**Location:** 02/10/2025 - Assembly  
PRINT

**Current Text:** 02/10/2025 - Introduced

[AB 514](#) [Petrie-Norris \(D\)](#) [HTML](#) [PDF](#)

**Water: emergency water supplies.**

Progress bar



Tracking form

**Position**

Watch

Notes

Bill information

**Status:** 02/24/2025 - Referred to Com. on W. P., & W.

**Summary:** The Urban Water Management Planning Act requires every public and private urban water supplier that directly or indirectly provides water for municipal purposes to prepare and adopt an urban water management plan. The act requires an urban water management plan to include a water shortage contingency plan, as provided. This bill would declare that it is the established policy of the state to encourage, but not mandate, the development of emergency water supplies by local water suppliers, and to support their use during times of drought or unplanned service or supply disruption, as provided. (Based on 02/10/2025 text)

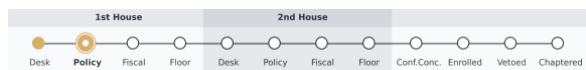
**Location:** 02/24/2025 - Assembly W.,P. & W.

**Current Text:** 02/10/2025 - Introduced

[AB 794](#) [Gabriel \(D\)](#) [HTML](#) [PDF](#)

**California Safe Drinking Water Act: emergency regulations.**

Progress bar



Tracking form

**Position**

Watch

Notes

Bill information

**Status:** 03/03/2025 - Referred to Com. on E.S & T.M.

**Summary:**

The California Safe Drinking Water Act requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. The state board's duties include, but are not limited to, enforcing the federal Safe Drinking Water Act (federal act) and adopting and enforcing regulations. Current law authorizes the state board to adopt as an emergency regulation, a regulation that is not more stringent than, and is not materially different in substance and effect than, the requirements of a regulation promulgated under the federal act, with a specified exception. This bill would provide that the authority of the state board to adopt an emergency regulation pursuant to these provisions includes the authority to adopt requirements of a specified federal regulation that was in effect on January 19, 2025, regardless of whether the requirements were repealed or amended to be less stringent. The bill would prohibit an emergency regulation adopted pursuant to these provisions from implementing less stringent drinking water standards, as provided, and would authorize the regulation to include requirements that are more stringent than the requirements of the federal regulation. (Based on 02/18/2025 text)

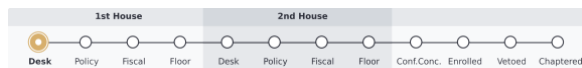
**Location:** 03/03/2025 - Assembly E.S. & T.M.

**Current Text:** 02/18/2025 - Introduced

[AB 1373](#)
[Soria \(D\)](#)
[HTML](#)
[PDF](#)

**Water delivery systems.**

**Progress bar**



**Tracking form**

**Position**

Watch

Notes

**Bill information**

**Status:** 02/24/2025 - Read first time.

**Summary:** Current law declares that the protection of the public interest in the development of the water resources of the state is of vital concern to the people of the state and that the state shall determine in what way the water of the state, both surface and underground, should be developed for the greatest public benefit. This bill would express the intent of the Legislature to enact future legislation that would improve water delivery systems. (Based on 02/21/2025 text)

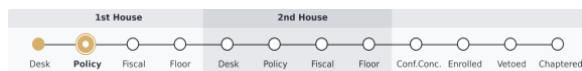
**Location:** 02/21/2025 - Assembly PRINT

**Current Text:** 02/21/2025 - Introduced

[SB 72](#)
[Caballero \(D\)](#)
[HTML](#)
[PDF](#)

**The California Water Plan: long-term supply targets.**

**Progress bar**



**Tracking form**

**Position**

Support

Notes

**Notes**

ACWA = Support and Amend  
CMUA/CSAC = Sponsor

**Bill information**

**Status:** 03/05/2025 - From committee with author's amendments. Read second time and amended. Re-referred to Com. on N.R. & W.

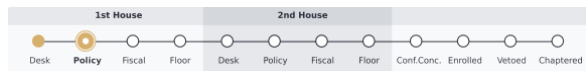
**Summary:** Current law requires the Department of Water Resources to update every 5 years the plan for the orderly and coordinated control, protection, conservation, development, and use of the water resources of the state, which is known as "The California Water Plan." Current law requires the department to include a discussion of various strategies in the plan update, including, but not limited to, strategies relating to the development of new water storage facilities, water conservation, water recycling, desalination, conjunctive use, and water transfers, that may be pursued in order to meet the future needs of the state. Current law requires the department to establish an advisory committee to assist the department in updating the plan. This bill would revise and recast certain provisions regarding The California Water Plan to, among other things, require the department to expand the membership of the advisory committee to include tribes, labor, and environmental justice interests. The bill would require the department, as part of the 2033 update to the plan, to update the interim planning target for 2050, as provided. The bill would require the target to consider the identified and future water needs for a sustainable urban sector, agricultural sector, and environment, and ensure safe drinking water for all Californians, among other things. (Based on 03/05/2025 text)

**Location:** 01/29/2025 - Senate N.R. & W.      **Current Text:** 03/05/2025 - Amended  
**Last Amend:** 03/05/2025

[SB 224](#)   [Hurtado \(D\)](#)   [HTML](#)   [PDF](#)

**Department of Water Resources: water supply forecasting.**

**Progress bar**



**Tracking form**

**Position**

Watch

Notes

**Bill information**

**Status:** 03/11/2025 - From committee with author's amendments. Read second time and amended. Re-referred to Com. on N.R. & W.

**Summary:** Would require the Department of Water Resources, on or before January 1, 2027, to adopt a new water supply forecasting model and procedures that better address the effects of climate change and implement a formal policy and procedures for documenting the department's operational plans and the department's rationale for its operating procedures, including the department's rationale for water releases from reservoirs. The bill would also require the department to establish, and publish on the department's internet website, the specific criteria that it will employ to determine when its updated water supply forecasting model has demonstrated sufficient predictive capability to be ready for use in each of the watersheds. The bill would require the department, on or before January 1, 2028, and annually thereafter, to prepare and submit to the Legislature a report on its progress toward implementing the new forecasting model and to post the report on the department's internet website. The bill would also require the department, on or before January 1, 2028, and annually thereafter, to prepare and submit to the Legislature a report that explains the rationale for the department's operating procedures specific to the previous water year. (Based on 03/11/2025 text)

**Location:** 02/05/2025 - Senate N.R. & W.

**Current Text:** 03/11/2025 - Amended  
**Last Amend:** 03/11/2025

SB 454

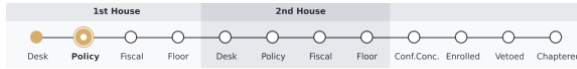
McNerney (D)

HTML

PDF

**State Water Resources Control Board: PFAS Mitigation Program.**

**Progress bar**



**Tracking form**

**Position**

Watch

**Notes**

**Bill information**

**Status:** 03/11/2025 - Set for hearing April 2.

**Summary:** Would create the PFAS Mitigation Fund in the General Fund and would authorize the fund to be expended by the State Water Resources Control Board, upon appropriation by the Legislature, for purposes of these provisions. The bill would authorize the state board to seek out and accept nonstate, federal, and private funds, require those funds to be deposited into the PFAS Reduction Account within the PFAS Mitigation Fund, and continuously appropriate the moneys in the account to the state board for purposes of these provisions, thereby making an appropriation. The bill would authorize the state board to expend moneys from the fund and account in the form of a grant, loan, or contract, or to provide assistance services to water suppliers and wastewater operators, as those terms are defined, for multiple purposes, including, among other things, to cover or reduce the costs for water suppliers associated with treating drinking water to meet the applicable state and federal maximum PFAS contaminant levels. The bill would require a water supplier or wastewater operator to include a clear and definite purpose for how the funds will be used to provide a public benefit related to safe drinking water or treated wastewater in order to be eligible to receive funds. The bill would authorize the state board to adopt guidelines to implement these provisions. (Based on 02/19/2025 text)

**Location:** 02/26/2025 - Senate E.Q.

**Current Text:** 02/19/2025 - Introduced

**Total Measures: 12**

**Total Tracking Forms: 12**



100 North Canyons Parkway  
 Livermore, CA 94551  
 (925) 454-5000

December 31, 2024

Board of Directors  
 Zone 7 Water Agency  
 100 North Canyons Parkway  
 Livermore, CA 94551

Subject: **Investment Report as of December 31, 2024 (Unaudited)**

Dear Board Members,

Pursuant to Resolution No. 24-45, dated June 11, 2024, the Board adopted the Agency investment policy. In accordance with Strategic Plan Initiative No. 24 – Continue to effectively manage financial resources for the Agency in a prudent manner and in accordance with the Investment Policy, attached is the Agency quarterly informational investment report as of December 31, 2024. Enclosed with this report is a detailed composition of investments held in Zone 7’s name by securities category as of December 31, 2024. This report reflects the market value and cost of purchase of the securities.

All Agency investments in this investment management portfolio conform to the investment policy and are in accordance with California Government Code Section 53600, et. seq. Below is the Agency’s investment portfolio management summary:

Investment Type	Face Amount	Market Value	Book Value	% of Portfolio	Permitted by Agency Policy	In Compliance	Book Yield (YTM at Cost)
U.S. Treasury Bond/ Note	\$ 85,585,000	\$ 82,613,728	\$ 84,606,325	54.83%	No Limit	Yes	3.26%
Corporate Bonds (Medium Term Notes)	27,440,000	27,190,461	27,506,460	18.05%	30%	Yes	4.30%
Federal Agency Commercial Mortgage-Backed Security	29,256,814	29,255,062	29,357,038	19.42%	No Limit	Yes	4.79%
Negotiable Certificate of Deposit (CD)	1,350,000	1,376,217	1,381,242	0.91%	30%	Yes	5.08%
Asset-Backed Securities	4,855,000	4,900,693	4,865,655	3.25%	20%	Yes	5.07%
Money Market (1)	5,332,919	5,332,919	5,332,919	3.54%	20%	Yes	4.29%
<b>Total Investments</b>	<b>\$ 153,819,733</b>	<b>\$ 150,669,080</b>	<b>\$ 153,049,638</b>	100.00%			<b>3.84%</b>
US Bank	2,242,701	2,242,701	2,242,701				
<b>Total Cash &amp; Investments</b>	<b>\$ 156,062,434</b>	<b>\$ 152,911,781</b>	<b>\$ 155,292,339</b>				<b>3.84%</b>

(1) **Money Market:** The Money Market Book Yield (Yield to Maturity at Cost) is not part of the overall securities YTM at Cost from PFM Asset Management, it’s from the U.S. Bank as custody bank.

In addition, the Agency has cash and investments pooled with the Alameda County Treasury. The County Treasurer acts as the disbursing agent for these funds for the Agency and the cash and investments are invested pursuant to investment policy guidelines established by the County Treasurer for the County.



As of December 31, 2024, the County Treasurer held approximately \$167,058,305 (unaudited) for the Agency. The amount held by the County Treasurer is sufficient to meet all operating cash needs for the Agency within the next six months. Here is a link to the County investment reports: <https://treasurer.acgov.org/reports/>

I hereby certify that, to the best of my actual knowledge, this report includes all investments in the Agency pool investment portfolio and is in conformity with the Agency's current investment policy dated July 1, 2024.

Market value amounts are from PFM Asset Management, which provides investment management services for the Agency. U.S. Bank provides the Agency custody services. Book value amounts include premiums or discounts and are adjusted at year end on the general ledger.

Sincerely,

*Osborn Solitei*

Osborn Solitei  
Treasurer

Attachment:

Zone 7 Investment Performance Review for the Quarter Ended December 31, 2024

c: Valerie Pryor, General Manager



# ZONE 7 WATER AGENCY

## Investment Performance Review For the Quarter Ended December 31, 2024

### Client Management Team

Monique Spyke, Managing Director  
Justin Resuello, Institutional Sales & Relationship Manager  
Joseph Creason, Portfolio Manager  
Jeremy King, Key Account Manager

### PFM Asset Management A division of U.S. Bancorp Asset Management, Inc

1 California Street Ste. 1000  
San Francisco, CA 94111-5411  
415-393-7270

213 Market Street  
Harrisburg, PA 17101-2141  
717-232-2723

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Docusign Envelope ID: D9CA362E-68C0-4DA5-80E9-FAE3A2CE32FA

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## Market Update



## Current Market Themes



- ▶ U.S. economic soft landing remains on track
  - ▶ Inflation and labor markets are in line with Fed expectations despite slower recent progress
  - ▶ Strong economic growth prospects remain intact, aided by a resilient consumer
  - ▶ Changes to fiscal policy may impact growth and inflation trajectory



- ▶ Fed easing cycle moves forward as expected, but looks to slow in 2025
  - ▶ The Fed cut the federal funds target rate by an additional 50 basis points (bps) during the fourth quarter to 4.25% - 4.50%
  - ▶ The Fed's December "dot plot" implies another 50 bps of cuts in 2025, less than the 100 bps of cuts previously projected in September
  - ▶ Fed Chair Powell noted the slower pace of cuts reflect "stickier" inflation heading into 2025

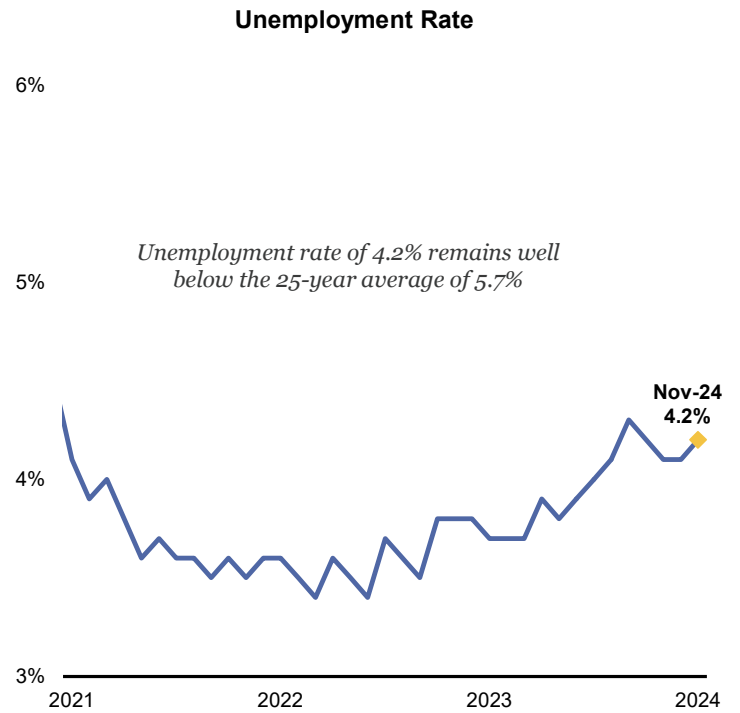
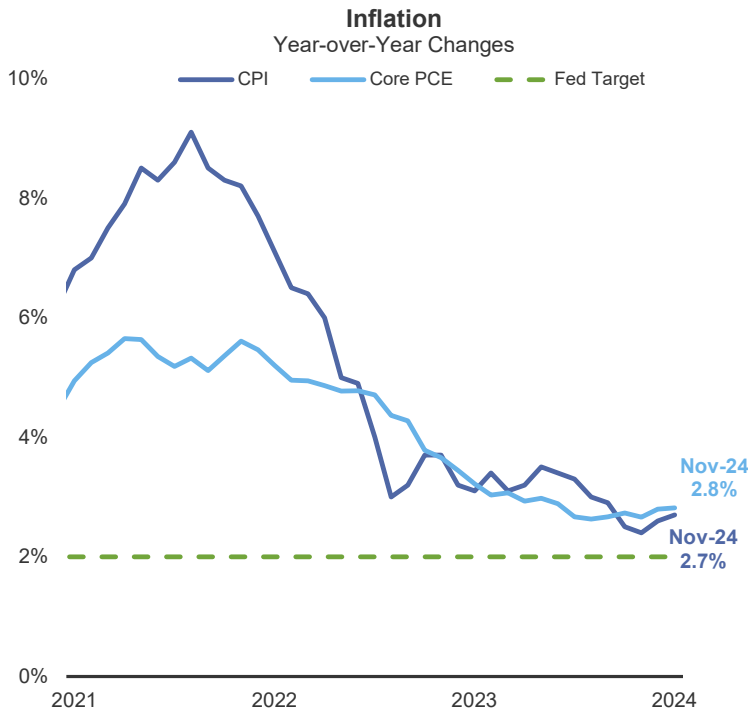


- ▶ Treasury yields responded to expected monetary and fiscal policy
  - ▶ Yields on maturities between 2 years and 10 years rose 60-83 bps during the 4<sup>th</sup> quarter
  - ▶ The yield curve disinversion continued and was flatter at the front end and positively sloped beyond 1-year
  - ▶ Yield spreads remained near historically tight levels across most sectors aided by robust demand and strength in the economy

Source: Details on market themes and economic indicators provided throughout the body of the presentation. Bloomberg Finance L.P., as of December 31, 2024.

### The Fed's Dual Mandate

*Fed Chair Powell: "Downside risks to the labor market do appear to have diminished ... Inflation, we see that story as still broadly on track."*



Source: FOMC Chair Jerome Powell Press Conference, December 18, 2024. Bureau of Labor Statistics, Bureau of Economic Analysis, and Bloomberg Finance L.P., as of November 2024. Data is seasonally adjusted. Historical average unemployment rate calculated from January 1990-November 2024.

## Election & Potential Policy Implications on the Fed



### Taxes

Lower taxes viewed as positive for growth but negative for the deficit



### Tariffs

Uncertainty surrounding the scope and scale of tariff policy and viewed as inflationary



### Immigration

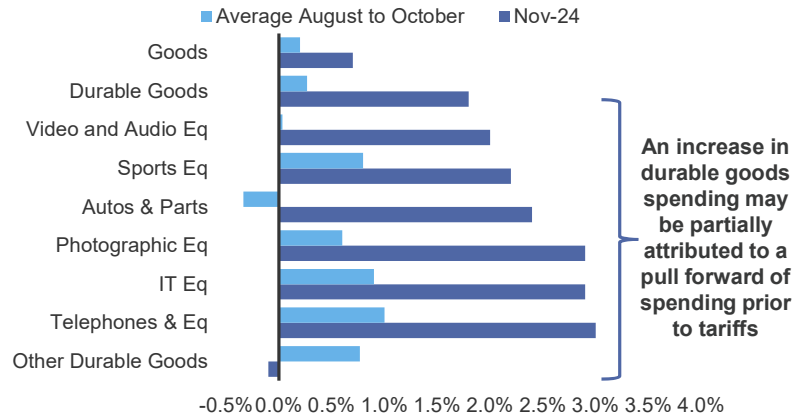
Tighter border policy may have adverse impacts on the labor market



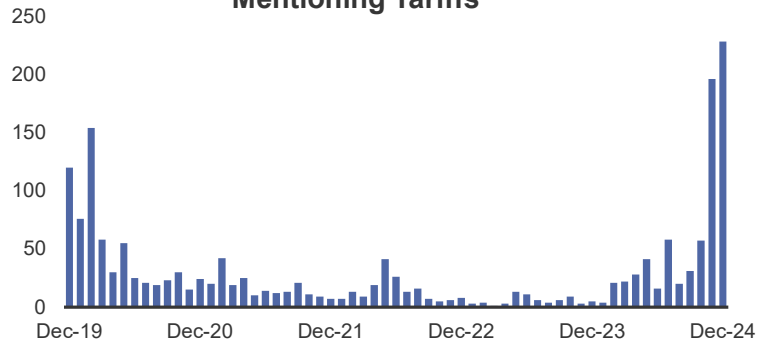
### Regulation

Easing regulation is generally viewed as positive for growth

MoM % Change In Real Consumption



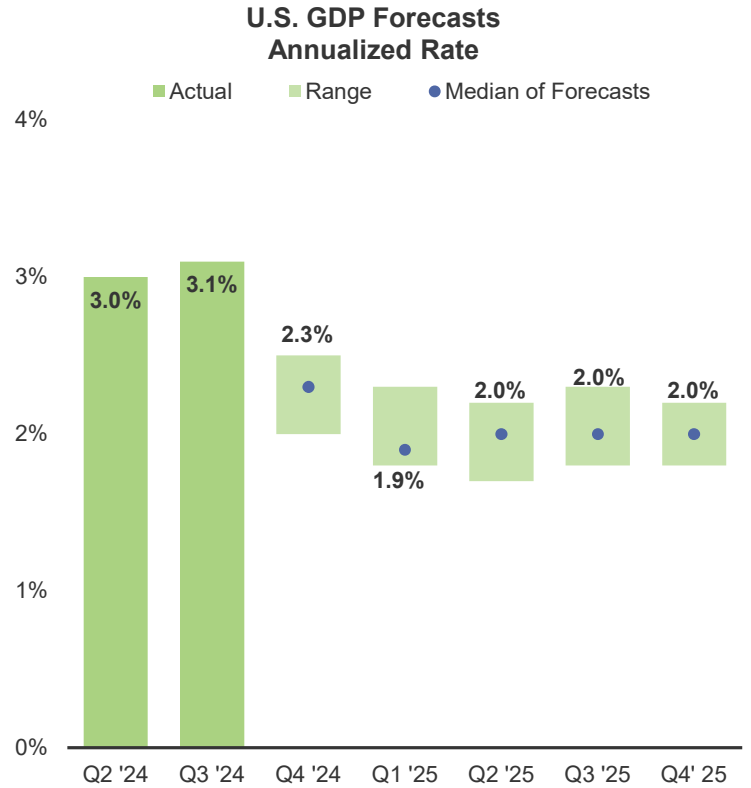
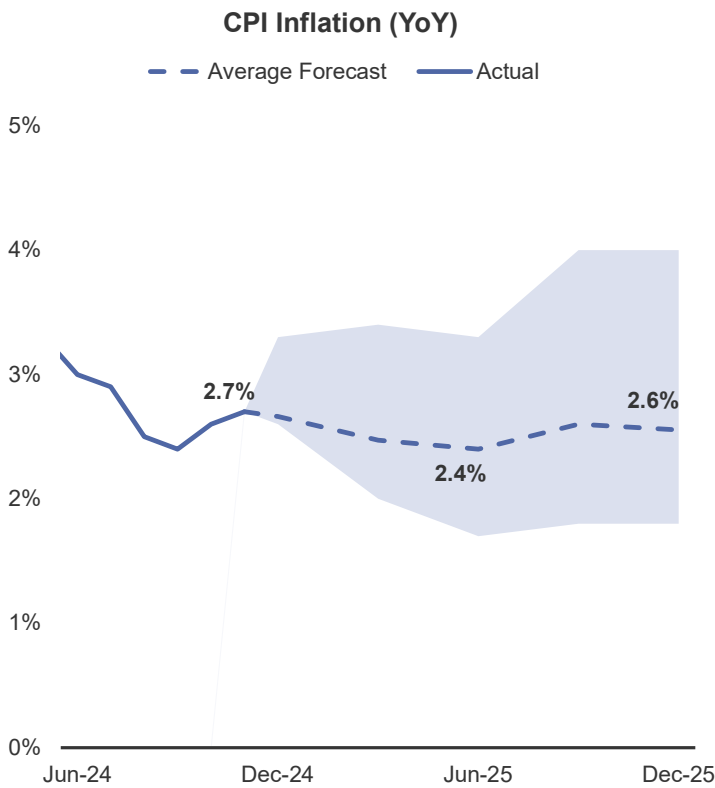
Word Count of S&P500 Companies Mentioning Tariffs



Sources: U.S. Bank: [Stock Market Under The Trump Administration | U.S. Bank \(usbank.com\)](#); Bloomberg Finance L.P. and Bureau of Economic Analysis as of November 2024 (top right). Bloomberg Finance L.P. as of December 2024 (bottom right).

### Inflation and Growth Forecasted To Remain Stable

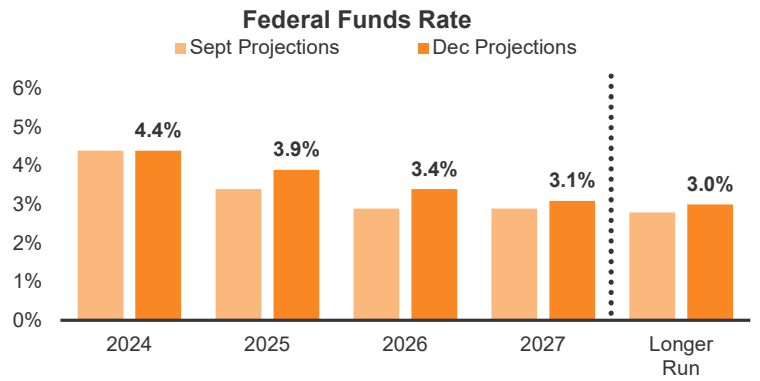
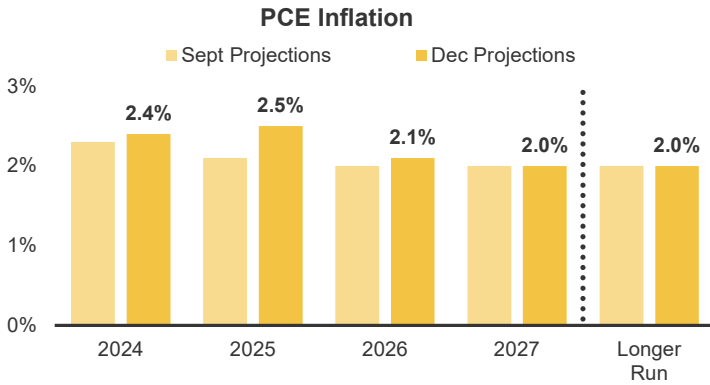
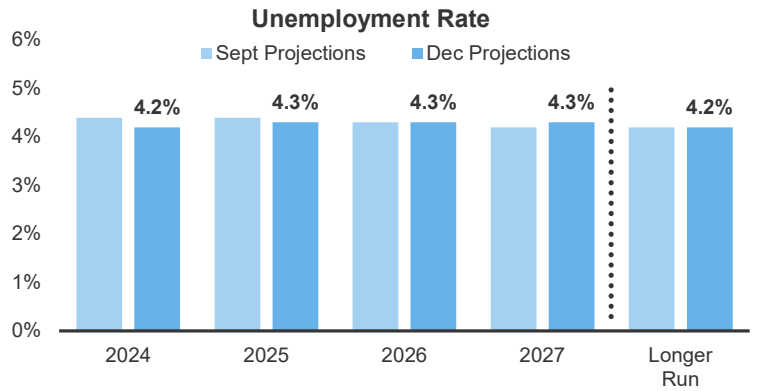
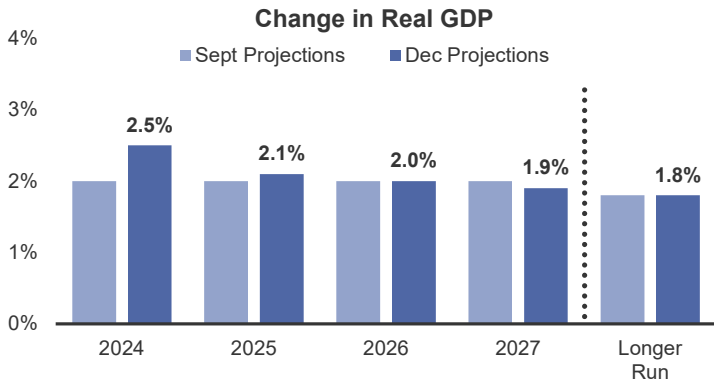
*Fed Chair Powell: "I think it's pretty clear we've avoided a recession. I think growth this year has been solid, it really has...Again the U.S. economy has just been remarkable."*



Source: Federal Reserve Chair Jerome Powell Press Conference as of December 18, 2024; Bureau of Labor Statistics and Bloomberg Finance L.P. as of December 2024 (left). Bureau of Economic Analysis and Bloomberg Finance L.P., as of December 2024 (right).

### Fed's Updated Summary of Economic Projections

*Fed Chair Powell: "These median projections are somewhat higher than in September, consistent with the firmer inflation projection."*

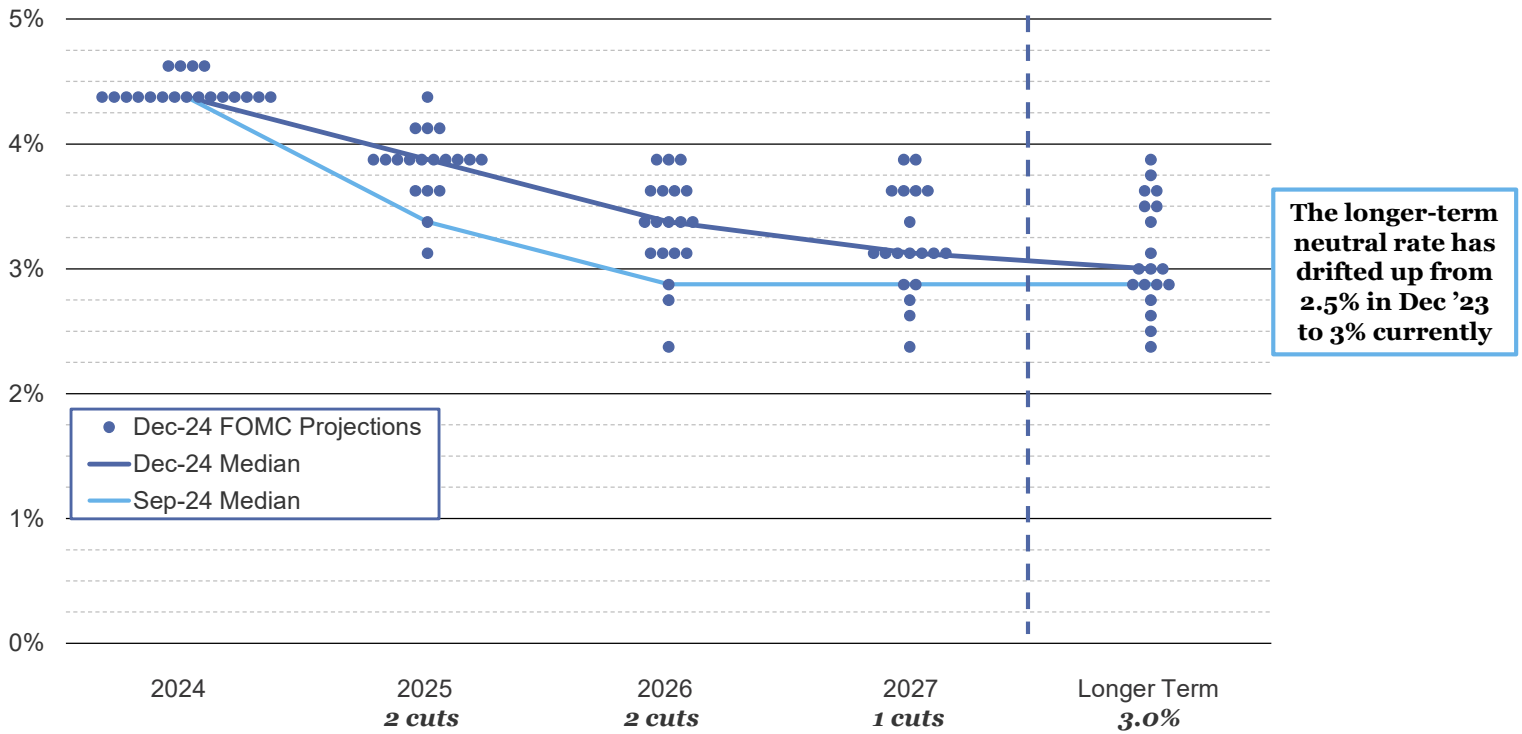


Source: Federal Reserve Chair Jerome Powell Press Conference as of December 18, 2024; Federal Reserve. As of December 2024.

### The Fed's Latest "Dot Plot"

*Fed Chair Powell: "You see a slower path ... meaningful progress to get inflation down to [2.5%] ... we have the labor market forecast as being in good shape, we are also mindful that it is ... very gradually cooling"*

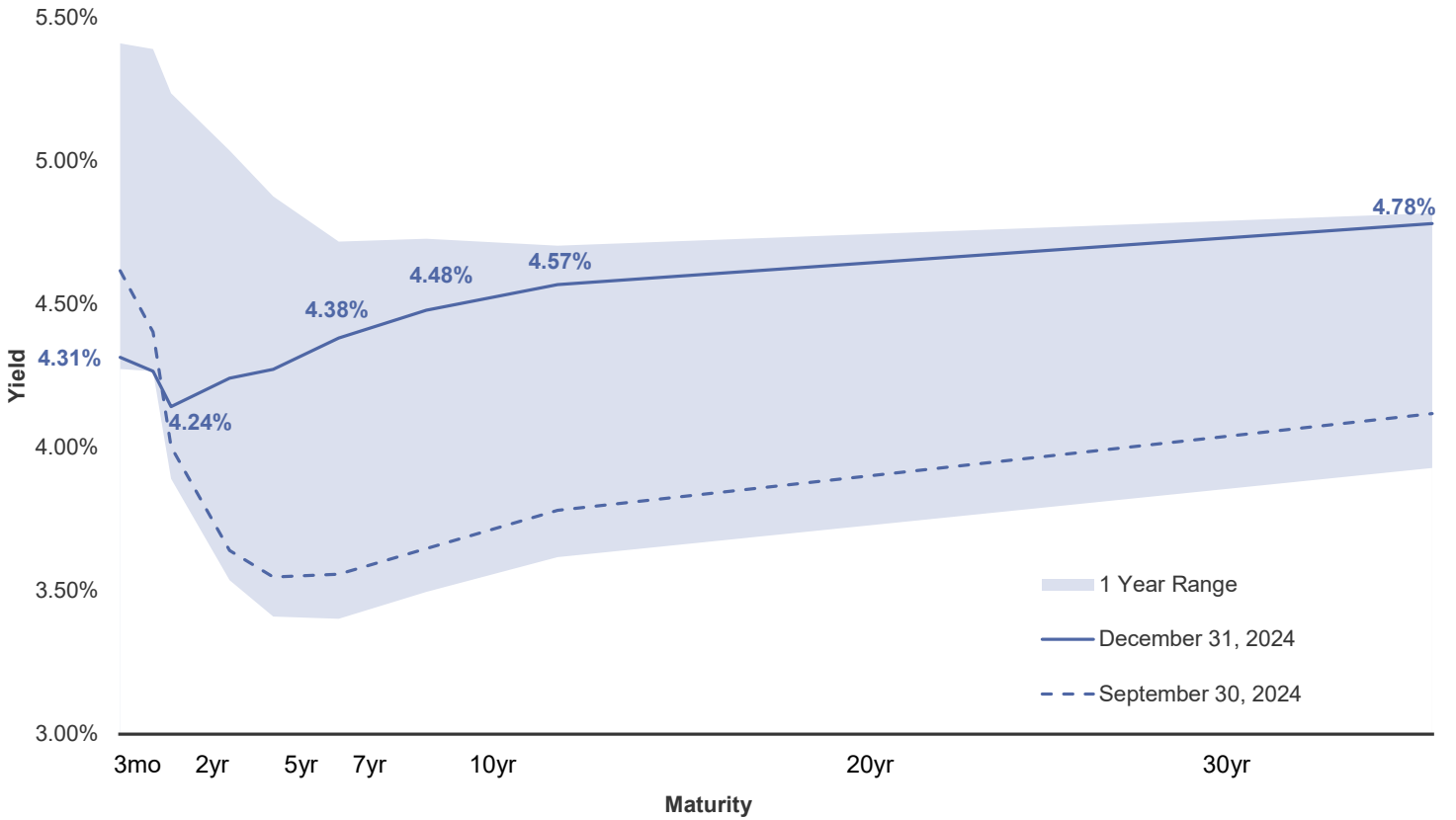
#### Fed Participants' Assessments of 'Appropriate' Monetary Policy



Source: Federal Reserve Chair Jerome Powell Press Conference as of December 18, 2024; Federal Reserve; Bloomberg Finance L.P.. Individual dots represent each Fed members' judgement of the midpoint of the appropriate target range for the federal funds rate at each year-end. As of December 2024.

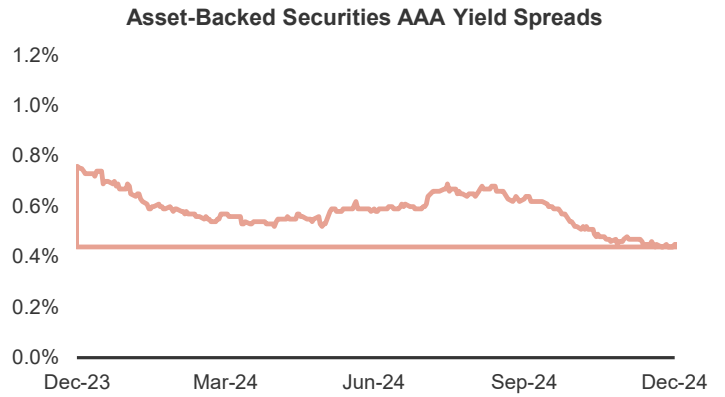
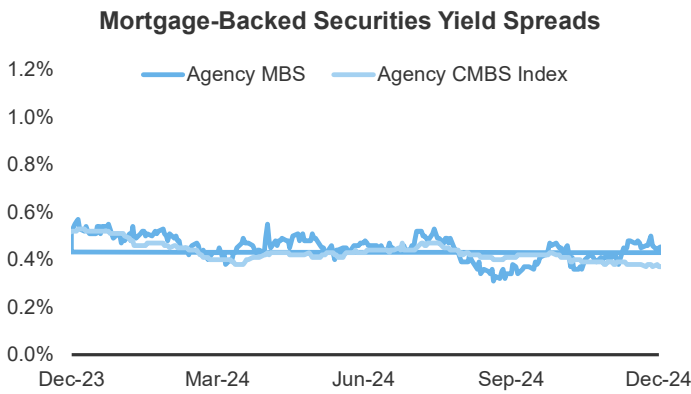
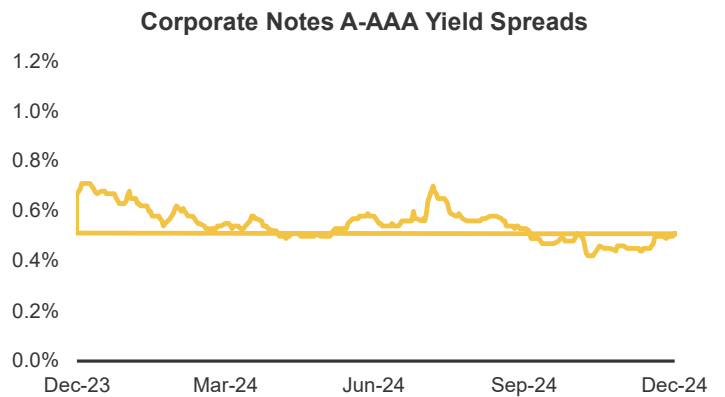
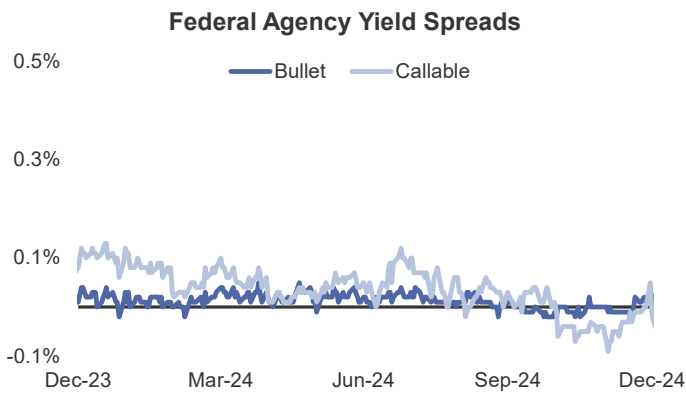
### U.S. Treasury Yield Curve Steepens

#### U.S. Treasury Yield Curve



Source: Bloomberg Finance L.P., as of December 31, 2024.

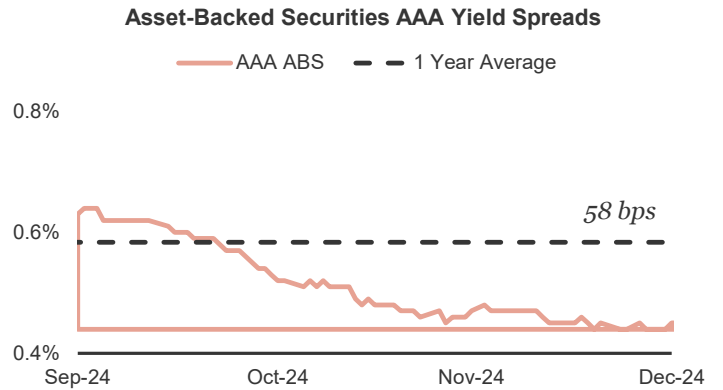
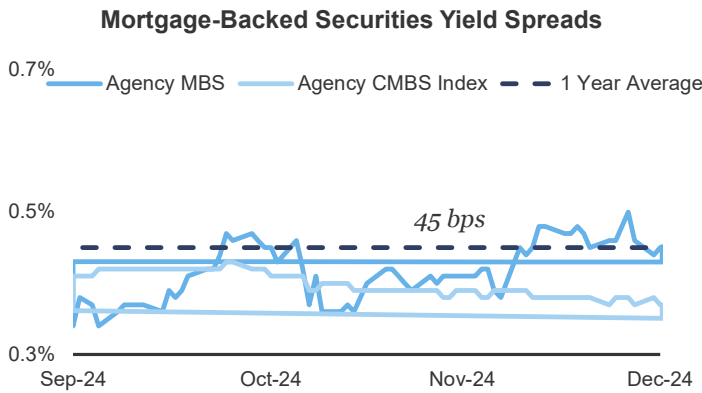
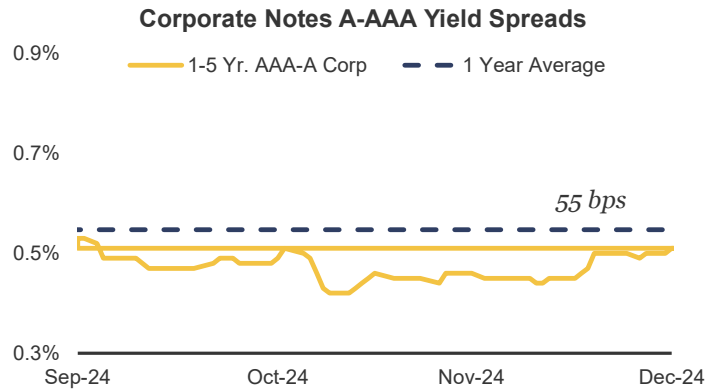
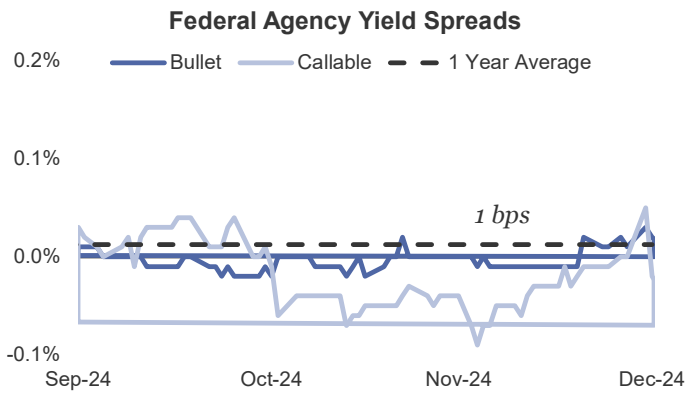
### Sector Yield Spreads



Source: ICE BofA 1-5 year Indices via Bloomberg, MarketAxess and PFMAM as of December 31, 2024. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities and represented by the ICE BofA Agency CMBS Index.



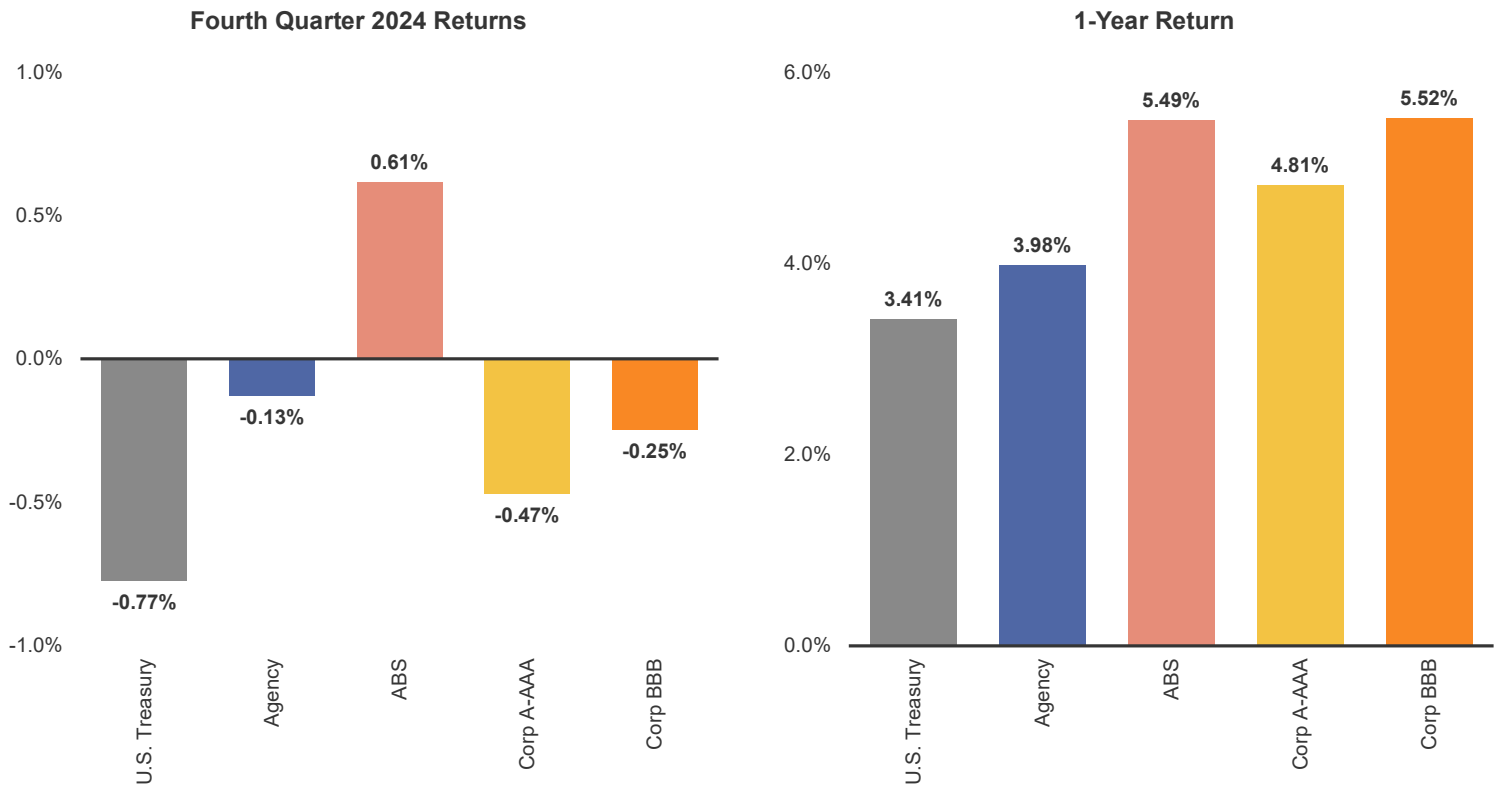
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Source: ICE BofA 1-5 year Indices via Bloomberg, MarketAxess and PFMAM as of December 31, 2024. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities and represented by the ICE BofA Agency CMBS Index.

### Fixed-Income Index Total Returns in 4Q 2024

#### 1-5 Year Indices



Source: ICE BofA Indices. ABS indices are 0-5 year, based on weighted average life. As of December 31, 2024.

## Fixed-Income Sector Commentary – 4Q 2024

- ▶ **U.S. Treasury** yields reacted to the market attempting to digest the potential impacts of the new administration's policy proposals. Areas of focus include taxes, tariffs, immigration, and deregulation, which the market generally expects will result in more growth but larger budget deficits and higher inflation. Additionally, the Federal Open Market Committee (FOMC) continued with rate cuts, as expected, cutting a total of 100 bps (basis points) in 2024. While the Fed cut rates at both FOMC meetings in the 4th quarter, guidance on future rate cuts point toward a much slower pace of cuts than previously anticipated. The culmination of both fiscal and monetary impulses led the Treasury curve steeper with the 2-year Treasury yield rising 60 bps in the quarter while longer 10-year Treasuries rose 79 bps. As a result of the Treasury sell-off, total returns were negative for the period.
- ▶ **Federal Agency & Supranational** spreads remained low and range bound throughout Q4. These sectors produced muted excess returns relative to other investment grade fixed income sectors as issuance has remained quite light and the incremental income from the sectors is minimal.
- ▶ **Investment-Grade (IG) Corporates** posted another strong relative quarter as robust investor demand remained intact while issuance slowed into year end. Yield spreads tightened further toward multi-year tights. From an excess return perspective, lower-quality and longer-duration issuers outperformed in Q4. Excess returns of financial and banking issuers once again led most other industries across much of the yield curve during the quarter.
- ▶ **Asset-Backed Securities** spreads are tighter than their historical average while their underlying technicals remain strong. Cross-sector spread comparisons relative to corporates have shifted notably, as ABS spreads tightened substantially through year-end and now trade through corporates. As a result, ABS was a top of class performer for Q4.
- ▶ **Mortgage-Backed Securities** were adversely affected by heightened rate volatility and headwinds in the housing market. After an exceptionally strong Q3, agency-backed mortgages underperformed Treasuries in the fourth quarter. On the other hand, well-structured Agency-backed commercial MBS (CMBS) performed better for the quarter and saw positive excess returns.
- ▶ **Short-term credit** (commercial paper and negotiable bank CDs) yields on the front end fell in response to the Fed rate cuts, but the money market yield curve steepened on prospects for "higher for longer." Yield spreads also widened modestly across the money market curve, most notably towards the back end.

*The views expressed within this material constitute the perspective and judgment of PFM Asset Management at the time of distribution (12/31/2024) and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management cannot guarantee its accuracy, completeness, or suitability.*

## Fixed-Income Sector Outlook – 1Q 2025

- ▶ **U.S. Treasury** yields moved notably higher throughout the 4th quarter as markets pared back expectations for aggressive Fed rate cuts in 2025 and now price a more tepid pace. We expect to see ongoing steepening of the yield curve with higher volatility as both fiscal and monetary policy evolve.
- ▶ **Federal Agency & Supranational** spreads are likely to remain at tight levels. Government-heavy accounts may find occasional value on an issue-by-issue basis, particularly in Supranationals as issuance increases in the new year.
- ▶ **Taxable Municipals** continue to see little activity due to an ongoing lack of supply and strong demand which continues to suppress yields in both the new issue and secondary markets. We expect few opportunities in the near term.
- ▶ **Investment-Grade Corporate** yield spreads are historically tight and our view is that the combination of heightened market volatility, fiscal policy uncertainty, and higher Q1 issuance seasonality may create opportunities to increase allocations at more attractive levels. Strength in market technicals and favorable fundamentals in the sector will likely limit significant downside. As a result, we will look to tactically reduce allocations in the sector to make room for future opportunities, with a focus on industry and credit quality-specific selectivity.
- ▶ **Asset-Backed Securities** fundamentals remain intact and have led to strong performance in the past quarter. New-year consumer credit trends will depend on the labor market, the resiliency of economic growth, and the consumer's response to monetary policy easing, which tends to work on a lagging basis. Credit metrics are expected to be constructive through 2025 and we will therefore seek to maintain allocations in the sector via the reinvestment of passive cash flows in new issuance over the coming months.
- ▶ **Mortgage-Backed Securities** are expected to produce muted excess returns entering the new year. Since the sector is highly rate sensitive, policy uncertainty and Fed caution may increase volatility. We may use any meaningful spread widening to add at more attractive levels.
- ▶ **Short-term credit** (commercial paper and negotiable bank CDs) yields have drifted higher in response to a slower pace of rate cuts in 2025. Yield spreads also begin to drift wider, and we believe spreads of 20 to 30 basis points offer good relative value. Given a money market yield curve that is now positively sloped, we favor a mix of floating rate in the front end with fixed rate in longer maturities.







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### Fixed-Income Sector Outlook – 1Q 2025

Sector	Our Investment Preferences
COMMERCIAL PAPER / CD	
TREASURIES	
T-Bill	
T-Note	
FEDERAL AGENCIES	
Bullets	
Callables	
SUPRANATIONALS	
CORPORATES	
Financials	
Industrials	
SECURITIZED	
Asset-Backed	
Agency Mortgage-Backed	
Agency CMBS	
MUNICIPALS	



### Factors to Consider for 6-12 Months

<p><b>Monetary Policy (Global):</b></p>  <ul style="list-style-type: none"> <li>The Fed continued its easing cycle with a total of 100 basis points (bps) of rate cuts in 2024. The FOMC's December median "dot plot" projection suggests another 50 bps in cuts by the end of 2025, which is significantly less than previously implied, in large part due to uncertainty surrounding implications of potential fiscal policy changes.</li> <li>While the Fed and other major central banks (excluding the Bank of Japan) continue to ease, expectations are for policy rates to settle higher in the longer term given the higher inflation outlook.</li> </ul>	<p><b>Economic Growth (Global):</b></p>  <ul style="list-style-type: none"> <li>U.S. economic growth remains strong on consumer spending which remains quite resilient.</li> <li>Fiscal policies discussed on the campaign trail are expected to boost growth, however actual policy implementation and timing are uncertain and subject to change.</li> <li>Economic growth outside the U.S. remains modest. Tariffs pose some risks with trading partners.</li> <li>Declines in foreign direct investment and weak domestic demand continue to impact China.</li> </ul>	<p><b>Inflation (U.S.):</b></p>  <ul style="list-style-type: none"> <li>While inflation has fallen since its peak in 2022, progress has stalled in the past few months.</li> <li>The Fed has acknowledged higher inflation expectations going into 2025. Further rate cuts will depend on inflation moving closer to its 2% target.</li> <li>Proposed fiscal policies may put pressure on wages and goods costs. Some policymakers have already incorporated these impacts into their outlooks.</li> </ul>
<p><b>Financial Conditions (U.S.):</b></p>  <ul style="list-style-type: none"> <li>Market metrics such as narrow corporate yield spreads and strong equity returns continue to point to the stability of financial conditions. The potential for decreased regulation under the incoming administration has buoyed economic confidence.</li> <li>We remain attentive to further cooling in the labor markets and fiscal policy considerations as these will play a large role in the evolution of future conditions. While our base case is not for a dramatic shift in conditions, the potential impact of future policies warrants attention.</li> </ul>	<p><b>Consumer Spending (U.S.):</b></p>  <ul style="list-style-type: none"> <li>Broad consumer metrics show spending fueled by the stability of the labor market continuing to support economic strength. A growing divergence among consumers exists as lower-income cohorts continue to feel more strain due to the higher overall level of prices.</li> <li>An unexpected material deterioration of labor market conditions is the biggest risk factor to consumer spending. Other headwinds may include slower real wage growth, which could reduce purchasing power, and higher interest rates persisting.</li> </ul>	<p><b>Labor Markets:</b></p>  <ul style="list-style-type: none"> <li>The labor market remains well-positioned and in balance despite intra-quarter data volatility caused by weather events and strikes which have now been resolved.</li> <li>Layoffs remain near historically low levels; however, the pace of hiring has slowed considerably. The Fed has acknowledged labor market conditions have loosened, and a further cooling of labor conditions is not necessary to achieve its dual mandate of maximum employment and stable prices.</li> </ul>

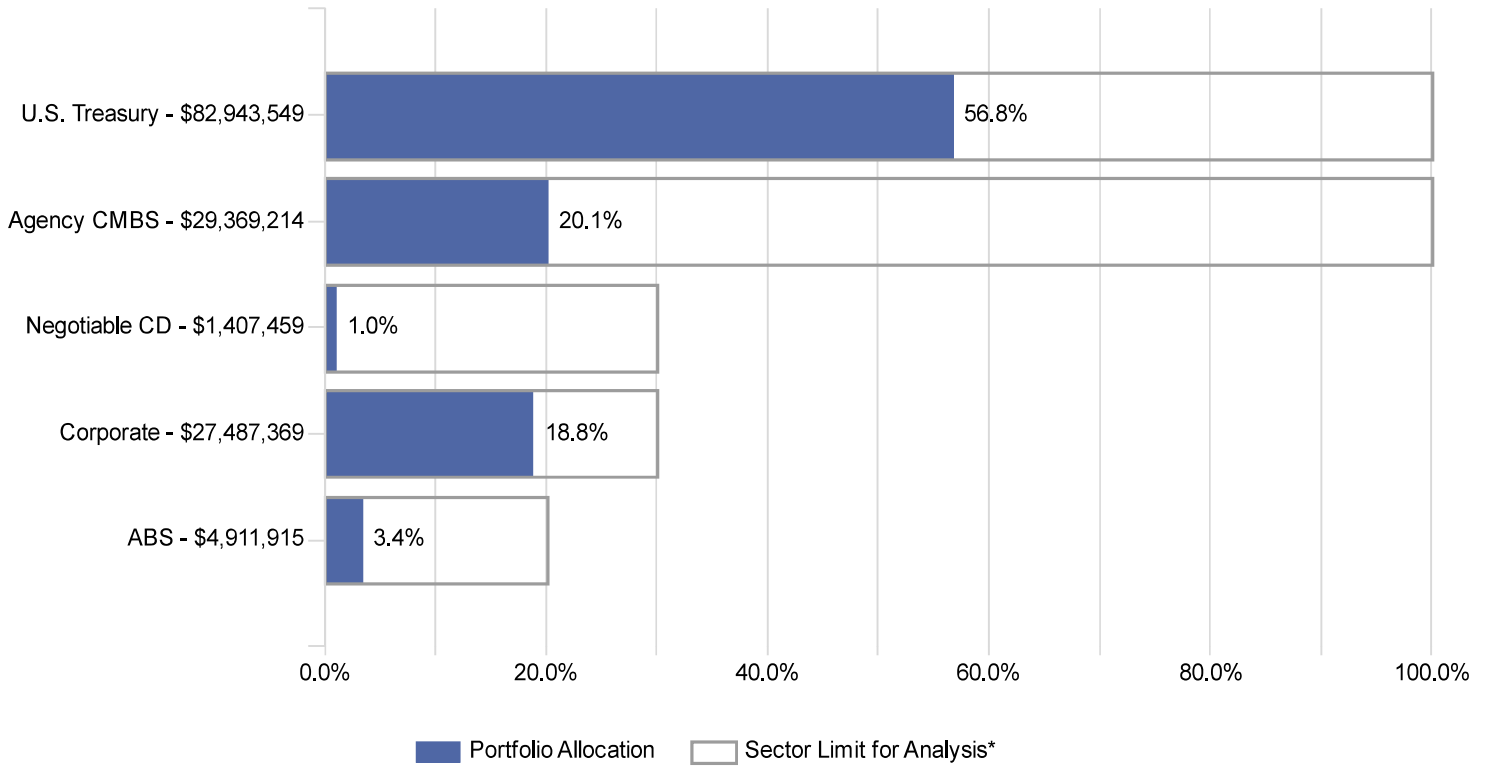
● Current outlook    ○ Outlook one quarter ago



Statements and opinions expressed about the next 6-12 months were developed based on our independent research with information obtained from Bloomberg and FactSet. The views expressed within this material constitute the perspective and judgment of PFM Asset Management at the time of distribution (12/31/2024) and are subject to change. Information is obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management cannot guarantee its accuracy, completeness, or suitability.

## Account Summary

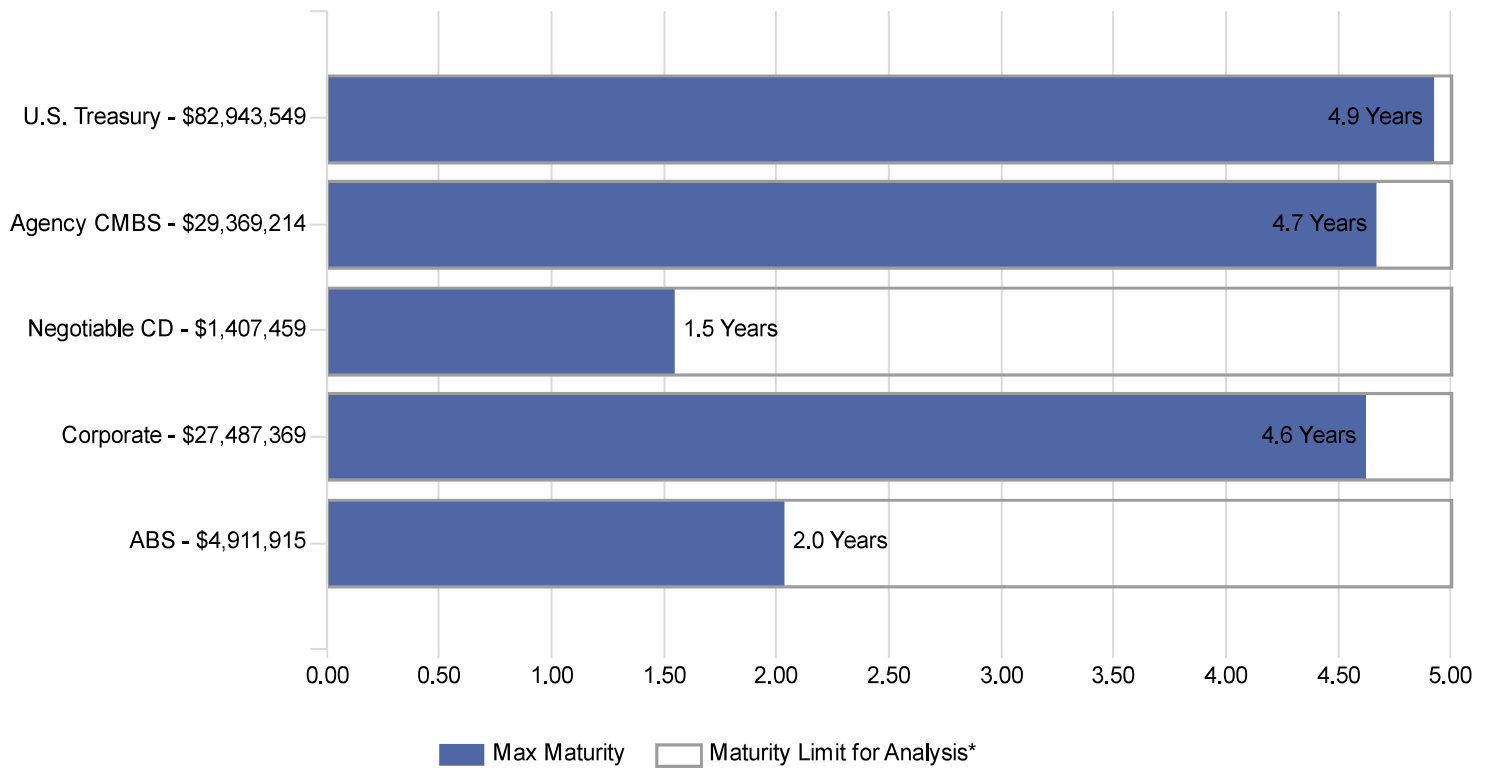
### Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.  
\*Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.



### Max Maturity Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest and excludes balances invested in overnight funds.  
\*Maturity Limit for Analysis is derived from our interpretation of your most recent Investment Policy as provided.  
Mortgage-backed securities and asset-backed securities, if any, limit is based on weighted average life, if applicable. Callable securities, if any, limit is based on maturity date.

## Certificate of Compliance

During the reporting period for the quarter ended December 31, 2024, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management, a division of U.S. Bancorp Asset Management, Inc.*

*Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Financial LP Asset and Investment Management ("AIM").*

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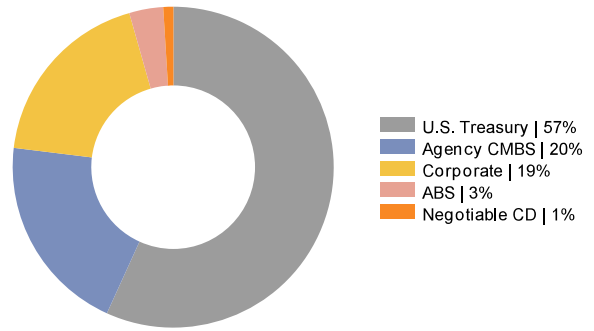
# Portfolio Review: ZONE 7 WATER AGENCY

### Portfolio Snapshot - ZONE 7 WATER AGENCY<sup>1</sup>

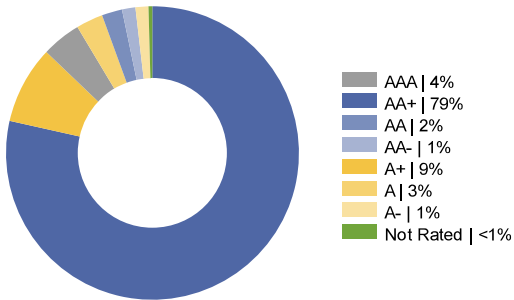
#### Portfolio Statistics

<b>Total Market Value</b>	\$151,452,425.66
Securities Sub-Total	\$145,336,160.78
Accrued Interest	\$783,345.81
Cash	\$5,332,919.07
<b>Portfolio Effective Duration</b>	2.52 years
<b>Benchmark Effective Duration</b>	2.48 years
<b>Yield At Cost</b>	3.84%
<b>Yield At Market</b>	4.45%
<b>Portfolio Credit Quality</b>	AA

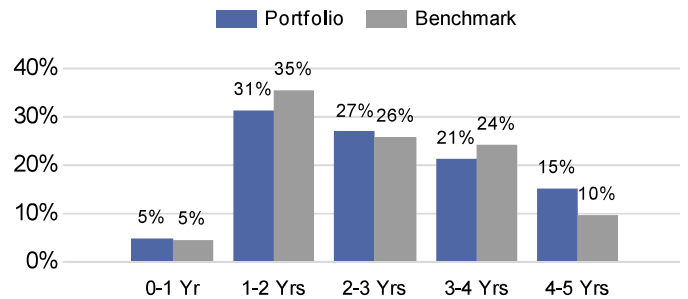
#### Sector Allocation



#### Credit Quality - S&P



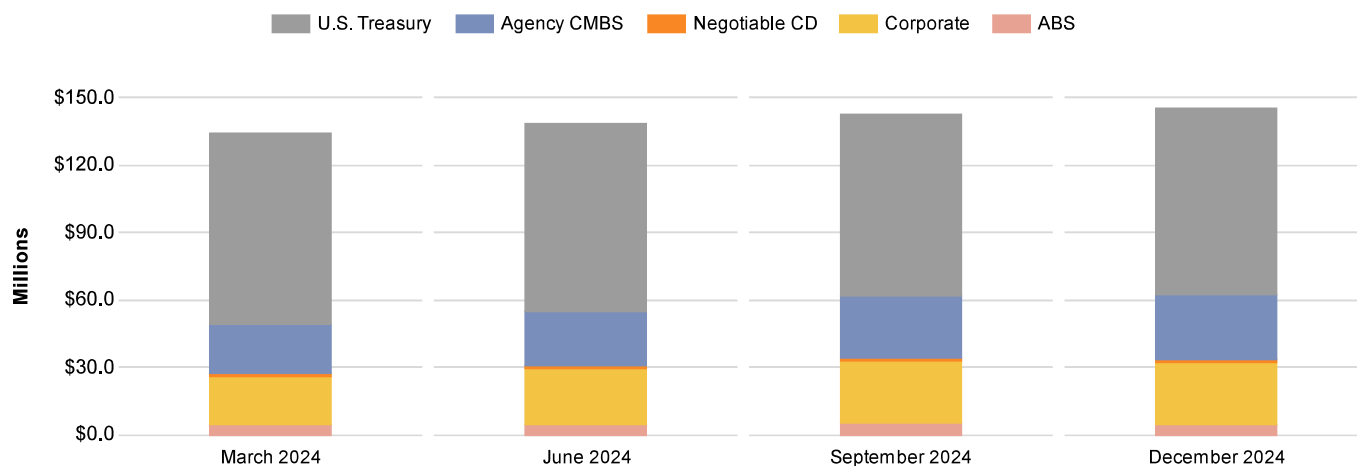
#### Duration Distribution



<sup>1</sup> Yield and duration calculations exclude cash and cash equivalents. Sector allocation includes market values and accrued interest. The portfolio's benchmark is the ICE BofA 1-5 Year U.S. Treasury Index. Source: Bloomberg Financial LP. An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

### Sector Allocation Review - ZONE 7 WATER AGENCY

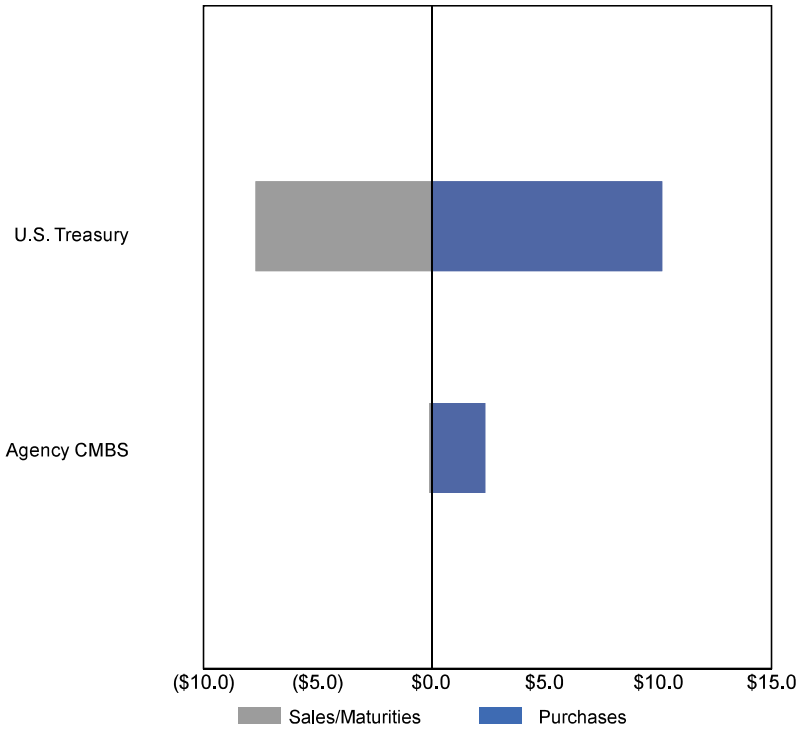
Security Type	Mar-24	% of Total	Jun-24	% of Total	Sep-24	% of Total	Dec-24	% of Total
U.S. Treasury	\$85.0	63.3%	\$83.7	60.4%	\$81.1	56.7%	\$82.6	56.8%
Agency CMBS	\$21.9	16.3%	\$24.0	17.4%	\$27.6	19.4%	\$29.3	20.1%
Negotiable CD	\$1.3	1.0%	\$1.3	1.0%	\$1.4	1.0%	\$1.4	1.0%
Corporate	\$21.2	15.8%	\$24.4	17.7%	\$27.6	19.4%	\$27.2	18.7%
ABS	\$4.9	3.6%	\$4.8	3.5%	\$4.9	3.5%	\$4.9	3.4%
<b>Total</b>	<b>\$134.3</b>	<b>100.0%</b>	<b>\$138.2</b>	<b>100.0%</b>	<b>\$142.6</b>	<b>100.0%</b>	<b>\$145.3</b>	<b>100.0%</b>



Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM. Detail may not add to total due to rounding.

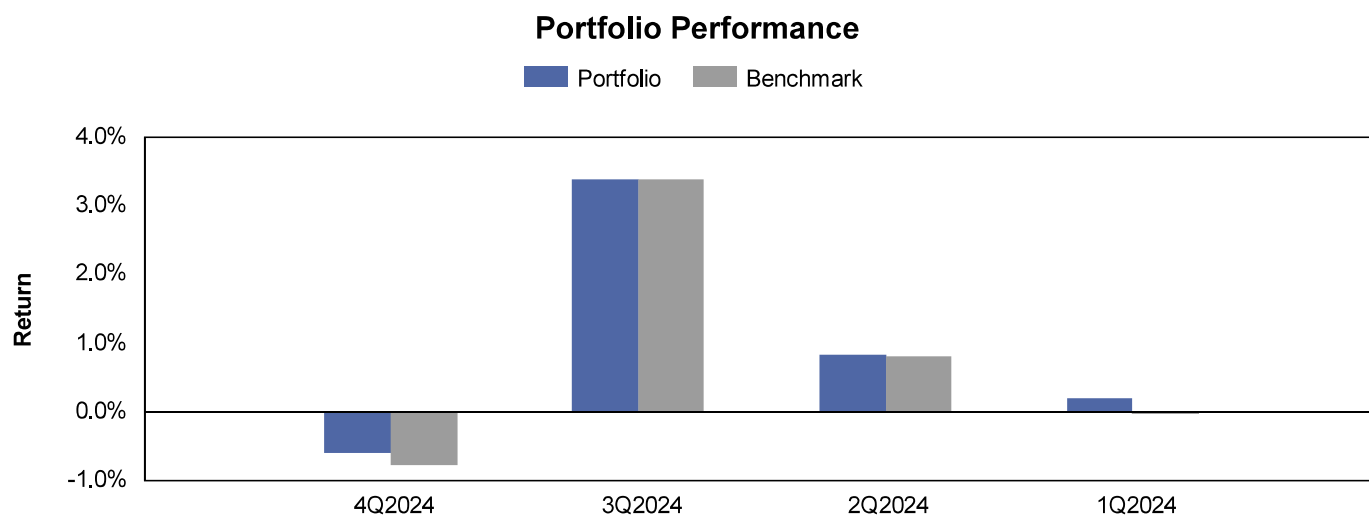
### Portfolio Activity - ZONE 7 WATER AGENCY

**Net Activity by Sector**  
(\$ millions)



Sector	Net Activity
U.S. Treasury	\$2,454,527
Agency CMBS	\$2,310,282
<b>Total Net Activity</b>	<b>\$4,764,809</b>

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.



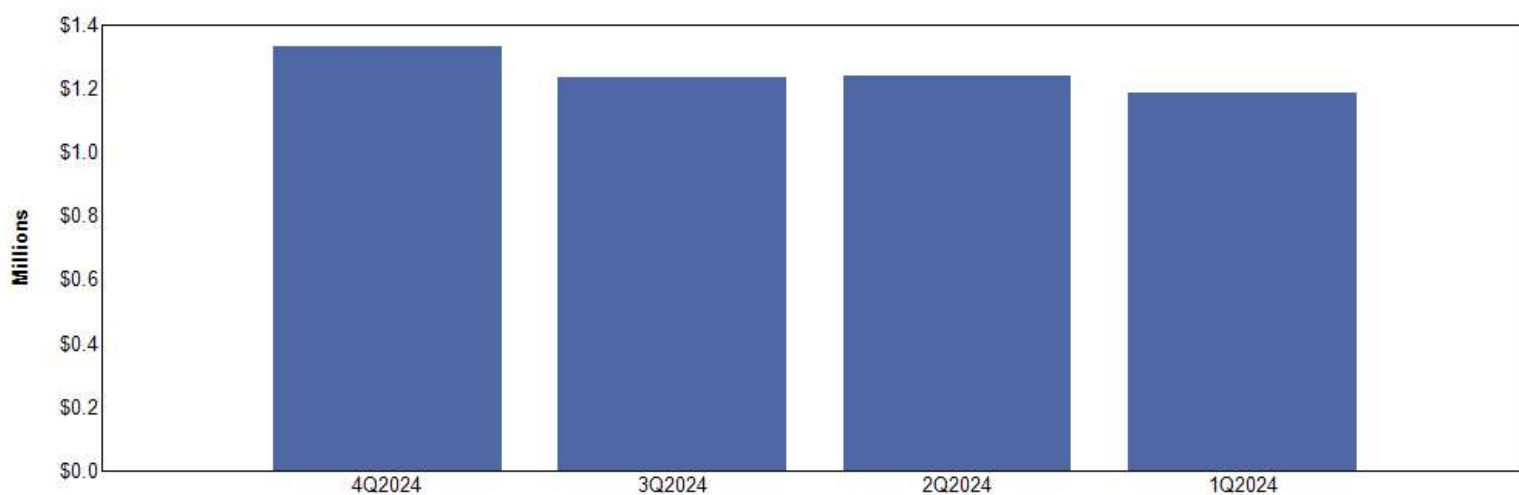
Market Value Basis Earnings	4Q2024	3Q2024	2Q2024	1Q2024
Interest Earned <sup>1</sup>	\$1,179,794	\$1,116,399	\$1,015,062	\$917,674
Change in Market Value	(\$2,048,149)	\$3,774,402	\$195,620	(\$659,386)
<b>Total Dollar Return</b>	<b>(\$868,355)</b>	<b>\$4,890,801</b>	<b>\$1,210,682</b>	<b>\$258,288</b>
<b>Total Return<sup>2</sup></b>				
Portfolio	-0.59%	3.40%	0.84%	0.19%
Benchmark <sup>3</sup>	-0.77%	3.39%	0.82%	-0.02%

1. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.

2. Returns are presented on a periodic basis.

3. The portfolio's benchmark is the ICE BofA 1-5 Year U.S. Treasury Index. Source: Bloomberg Financial LP.

### Accrual Basis Earnings - ZONE 7 WATER AGENCY



Accrual Basis Earnings	4Q2024	3Q2024	2Q2024	1Q2024
Interest Earned <sup>1</sup>	\$1,179,794	\$1,116,399	\$1,015,062	\$917,674
Realized Gains / (Losses) <sup>2</sup>	(\$93,804)	(\$143,247)	(\$60,064)	(\$36,910)
Change in Amortized Cost	\$244,213	\$260,606	\$286,265	\$304,774
<b>Total Earnings</b>	<b>\$1,330,203</b>	<b>\$1,233,757</b>	<b>\$1,241,263</b>	<b>\$1,185,538</b>

1. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.

2. Realized gains / (losses) are shown on an amortized cost basis.



## Portfolio Holdings and Transactions

For the Quarter Ended December 31, 2024

ZONE 7 WATER AGENCY

Portfolio Composition

**Issuer Distribution  
As of December 31, 2024**

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	82,613,728	56.83 %
FEDERAL HOME LOAN MORTGAGE CORP	27,967,192	19.24 %
JPMORGAN CHASE & CO	4,256,328	2.93 %
CITIGROUP INC	2,333,385	1.61 %
APPLE INC	2,264,658	1.56 %
BANK OF AMERICA CORP	2,090,925	1.44 %
MICROSOFT CORP	2,031,506	1.40 %
AMAZON.COM INC	1,981,996	1.36 %
WELLS FARGO & CO	1,968,284	1.35 %
COOPERATIEVE RABOBANK UA	1,376,217	0.95 %
MORGAN STANLEY	1,368,822	0.94 %
HOME DEPOT INC	1,331,695	0.92 %
TARGET CORP	1,307,996	0.90 %
WALMART INC	1,294,183	0.89 %
FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,287,870	0.89 %
AMERICAN EXPRESS CO	1,083,617	0.75 %
ELI LILLY & CO	1,078,562	0.74 %
DEERE & CO	1,004,612	0.69 %
ADOBE INC	995,260	0.68 %
PACCAR INC	982,512	0.68 %
TOYOTA MOTOR CORP	977,794	0.67 %
MASTERCARD INC	933,116	0.64 %
PEPSICO INC	718,553	0.49 %
STATE STREET CORP	677,261	0.47 %

For the Quarter Ended December 31, 2024

ZONE 7 WATER AGENCY

Portfolio Composition

Issuer	Market Value (\$)	% of Portfolio
BA CREDIT CARD TRUST	484,623	0.33 %
HYUNDAI AUTO RECEIVABLES TRUST	400,808	0.28 %
TOYOTA AUTO RECEIVABLES OWNER TRUST	268,885	0.19 %
GM FINANCIAL CONSUMER AUTOMOBILE RECEIV	130,664	0.09 %
BLACKROCK INC	125,111	0.09 %
<b>Grand Total</b>	<b>145,336,161</b>	<b>100.00 %</b>

### Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury</b>											
US TREASURY N/B DTD 09/30/2020 0.250% 09/30/2025	91282CAM3	2,235,000.00	AA+	Aaa	5/3/2022	5/4/2022	2,039,612.11	2.97	1,427.58	2,192,312.85	2,170,028.55
US TREASURY N/B DTD 11/30/2020 0.375% 11/30/2025	91282CAZ4	1,600,000.00	AA+	Aaa	4/13/2022	4/18/2022	1,477,187.50	2.61	527.47	1,569,064.63	1,545,036.80
US TREASURY N/B DTD 02/01/2021 0.375% 01/31/2026	91282CBH3	3,160,000.00	AA+	Aaa	2/7/2022	2/8/2022	2,998,420.31	1.71	4,958.97	3,116,074.34	3,031,994.72
US TREASURY N/B DTD 03/31/2021 0.750% 03/31/2026	91282CBT7	3,225,000.00	AA+	Aaa	4/1/2022	4/4/2022	2,995,848.63	2.64	6,179.77	3,153,596.62	3,088,946.93
US TREASURY N/B DTD 03/31/2021 0.750% 03/31/2026	91282CBT7	3,405,000.00	AA+	Aaa	5/3/2022	5/4/2022	3,126,614.65	2.98	6,524.69	3,316,431.71	3,261,353.27
US TREASURY N/B DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	1,225,000.00	AA+	Aaa	2/17/2022	2/18/2022	1,170,162.11	1.86	1,573.55	1,207,675.24	1,170,018.33
US TREASURY N/B DTD 06/01/2021 0.750% 05/31/2026	91282CCF6	6,760,000.00	AA+	Aaa	6/6/2022	6/8/2022	6,195,434.38	2.99	4,457.14	6,559,895.87	6,438,109.08
US TREASURY N/B DTD 06/01/2021 0.750% 05/31/2026	91282CCF6	1,665,000.00	AA+	Aaa	3/8/2022	3/9/2022	1,592,546.48	1.82	1,097.80	1,640,833.18	1,585,717.70
US TREASURY N/B DTD 09/30/2021 0.875% 09/30/2026	91282CCZ2	3,420,000.00	AA+	Aaa	5/3/2022	5/4/2022	3,122,353.13	3.00	7,645.67	3,302,235.37	3,227,224.86
US TREASURY N/B DTD 11/15/2016 2.000% 11/15/2026	912828U24	6,450,000.00	AA+	Aaa	6/6/2022	6/8/2022	6,181,669.92	3.01	16,748.62	6,336,940.50	6,189,987.60
US TREASURY N/B DTD 02/15/2017 2.250% 02/15/2027	912828V98	5,300,000.00	AA+	Aaa	7/5/2022	7/7/2022	5,162,945.31	2.85	45,042.80	5,236,925.54	5,085,721.00
US TREASURY N/B DTD 04/30/2020 0.500% 04/30/2027	912828ZN3	5,775,000.00	AA+	Aaa	8/3/2022	8/5/2022	5,161,406.25	2.92	4,945.44	5,473,703.82	5,296,760.70
US TREASURY N/B DTD 05/15/2017 2.375% 05/15/2027	912828X88	6,220,000.00	AA+	Aaa	6/10/2022	6/13/2022	5,966,826.56	3.28	19,179.77	6,098,273.87	5,956,135.16
US TREASURY N/B DTD 06/30/2020 0.500% 06/30/2027	912828ZV5	2,750,000.00	AA+	Aaa	8/9/2022	8/10/2022	2,440,410.16	2.99	37.98	2,592,169.89	2,507,012.75
US TREASURY N/B DTD 08/15/2017 2.250% 08/15/2027	9128282R0	2,570,000.00	AA+	Aaa	9/1/2022	9/6/2022	2,436,580.86	3.40	21,841.51	2,499,296.73	2,442,605.10

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Portfolio Holdings

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury</b>											
US TREASURY N/B DTD 09/30/2022 4.125% 09/30/2027	91282CFM8	1,940,000.00	AA+	Aaa	11/1/2022	11/3/2022	1,927,344.53	4.27	20,445.95	1,932,923.67	1,932,119.72
US TREASURY N/B DTD 10/31/2022 4.125% 10/31/2027	91282CFU0	5,890,000.00	AA+	Aaa	12/13/2022	12/14/2022	6,019,303.91	3.63	41,612.36	5,964,955.63	5,866,074.82
US TREASURY N/B DTD 11/17/1997 6.125% 11/15/2027	912810FB9	1,560,000.00	AA+	Aaa	1/26/2023	1/30/2023	1,730,685.94	3.62	12,405.66	1,662,216.49	1,638,304.20
US TREASURY N/B DTD 02/28/2023 4.000% 02/29/2028	91282CGP0	600,000.00	AA+	Aaa	2/14/2024	2/15/2024	593,203.12	4.31	8,154.70	594,682.31	594,468.60
US TREASURY N/B DTD 03/31/2023 3.625% 03/31/2028	91282CGT2	850,000.00	AA+	Aaa	5/31/2023	5/31/2023	842,263.67	3.83	7,872.42	844,808.86	832,402.45
US TREASURY N/B DTD 05/01/2023 3.500% 04/30/2028	91282CHA2	865,000.00	AA+	Aaa	5/1/2023	5/1/2023	860,877.73	3.61	5,185.22	862,257.09	843,070.52
US TREASURY N/B DTD 04/30/2024 4.625% 04/30/2029	91282CKP5	1,530,000.00	AA+	Aaa	5/30/2024	5/31/2024	1,532,211.33	4.59	12,119.54	1,531,973.15	1,544,463.09
US TREASURY N/B DTD 04/30/2024 4.625% 04/30/2029	91282CKP5	475,000.00	AA+	Aaa	5/2/2024	5/3/2024	476,076.17	4.57	3,762.60	475,946.94	479,490.18
US TREASURY N/B DTD 07/01/2024 4.250% 06/30/2029	91282CKX8	4,740,000.00	AA+	Aaa	7/2/2024	7/3/2024	4,713,152.34	4.38	556.49	4,715,570.20	4,713,152.64
US TREASURY N/B DTD 07/31/2024 4.000% 07/31/2029	91282CLC3	230,000.00	AA+	Aaa	8/1/2024	8/2/2024	231,608.20	3.84	3,850.00	231,487.22	226,325.29
US TREASURY N/B DTD 09/03/2024 3.625% 08/31/2029	91282CLK5	3,420,000.00	AA+	Aaa	9/4/2024	9/5/2024	3,427,080.47	3.58	42,124.10	3,426,667.35	3,310,987.50
US TREASURY N/B DTD 10/31/2024 4.125% 10/31/2029	91282CLR0	445,000.00	AA+	Aaa	10/30/2024	10/31/2024	444,634.96	4.14	3,143.89	444,646.98	439,819.76
US TREASURY N/B DTD 12/02/2024 4.125% 11/30/2029	91282CMA6	7,280,000.00	AA+	Aaa	12/5/2024	12/6/2024	7,293,081.25	4.08	26,400.00	7,292,936.88	7,196,396.48
<b>Security Type Sub-Total</b>		<b>85,585,000.00</b>					<b>82,159,541.98</b>	<b>3.26</b>	<b>329,821.69</b>	<b>84,276,502.93</b>	<b>82,613,727.80</b>
<b>Negotiable CD</b>											
COOPERAT RABOBANK UA/NY DTD 07/20/2023 5.080% 07/17/2026	21684LGS5	1,350,000.00	A+	Aa2	7/17/2023	7/20/2023	1,350,000.00	5.08	31,242.00	1,350,000.00	1,376,217.00
<b>Security Type Sub-Total</b>		<b>1,350,000.00</b>					<b>1,350,000.00</b>	<b>5.08</b>	<b>31,242.00</b>	<b>1,350,000.00</b>	<b>1,376,217.00</b>

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Portfolio Holdings

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate</b>											
AMAZON.COM INC DTD 04/13/2022 3.000% 04/13/2025	023135CE4	1,990,000.00	AA	A1	4/11/2022	4/13/2022	1,986,835.90	3.06	12,935.00	1,989,701.17	1,981,996.22
WALMART INC (CALLABLE) DTD 06/27/2018 3.550% 06/26/2025	931142ED1	1,300,000.00	AA	Aa2	2/7/2022	2/9/2022	1,372,527.00	1.84	640.97	1,307,208.82	1,294,182.50
WELLS FARGO BANK NA (CALLABLE) DTD 08/09/2023 5.450% 08/07/2026	94988J6D4	1,945,000.00	A+	Aa2	8/18/2023	8/22/2023	1,942,335.35	5.50	42,401.00	1,943,558.84	1,968,283.60
JP MORGAN CHASE BANK NA (CALLABLE) DTD 12/08/2023 5.110% 12/08/2026	48125LRU8	2,000,000.00	AA-	Aa2	12/5/2023	12/8/2023	2,000,000.00	5.11	6,529.44	2,000,000.00	2,021,144.00
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	1,375,000.00	A	A2	2/7/2022	2/9/2022	1,366,915.00	2.08	12,363.54	1,371,658.56	1,307,996.25
MICROSOFT CORP (CALLABLE) DTD 02/06/2017 3.300% 02/06/2027	594918BY9	2,075,000.00	AAA	Aaa	12/14/2022	12/16/2022	2,015,634.25	4.06	27,580.21	2,044,918.70	2,031,505.92
BANK OF AMERICA CORP (CALLABLE) DTD 03/11/2021 1.658% 03/11/2027	06051GJQ3	2,170,000.00	A-	A1	4/13/2022	4/18/2022	2,000,761.70	3.40	10,993.46	2,094,164.35	2,090,925.20
HOME DEPOT INC (CALLABLE) DTD 09/14/2017 2.800% 09/14/2027	437076BT8	1,390,000.00	A	A2	1/26/2023	1/30/2023	1,311,326.00	4.16	11,567.89	1,343,996.51	1,331,695.06
TOYOTA MOTOR CREDIT CORP DTD 01/12/2023 4.625% 01/12/2028	89236TKQ7	980,000.00	A+	A1	8/14/2023	8/16/2023	967,946.00	4.94	21,277.57	971,708.12	977,794.02
APPLE INC (CALLABLE) DTD 05/10/2023 4.000% 05/10/2028	037833ET3	2,300,000.00	AA+	Aaa	5/10/2023	5/11/2023	2,302,001.00	3.98	13,033.33	2,301,333.62	2,264,658.20
MORGAN STANLEY BANK NA (CALLABLE) DTD 05/30/2024 5.504% 05/26/2028	61690U8B9	890,000.00	A+	Aa3	5/30/2024	5/31/2024	891,877.90	5.45	4,762.49	891,426.81	902,408.38
MORGAN STANLEY BANK NA (CALLABLE) DTD 05/30/2024 5.504% 05/26/2028	61690U8B9	460,000.00	A+	Aa3	5/28/2024	5/30/2024	460,000.00	5.50	2,461.51	460,000.00	466,413.32
JOHN DEERE CAPITAL CORP DTD 07/14/2023 4.950% 07/14/2028	24422EXB0	345,000.00	A	A1	7/14/2023	7/18/2023	348,381.00	4.73	7,922.06	347,396.44	348,332.70
JOHN DEERE CAPITAL CORP DTD 07/14/2023 4.950% 07/14/2028	24422EXB0	455,000.00	A	A1	7/11/2023	7/14/2023	454,322.05	4.98	10,447.94	454,520.54	459,395.30
JOHN DEERE CAPITAL CORP DTD 07/14/2023 4.950% 07/14/2028	24422EXB0	195,000.00	A	A1	7/13/2023	7/14/2023	197,652.00	4.64	4,477.69	196,875.55	196,883.70

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Portfolio Holdings

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate</b>											
PACCAR FINANCIAL CORP DTD 08/10/2023 4.950% 08/10/2028	69371RS64	975,000.00	A+	A1	8/17/2023	8/21/2023	970,407.75	5.06	18,902.81	971,665.55	982,512.38
CITIBANK NA (CALLABLE) DTD 09/29/2023 5.803% 09/29/2028	17325FBB3	1,975,000.00	A+	Aa3	9/26/2023	9/29/2023	1,975,000.00	5.80	29,289.03	1,975,000.00	2,036,471.88
STATE STREET CORP (CALLABLE) DTD 08/20/2024 4.530% 02/20/2029	857477CN1	685,000.00	A	Aa3	8/14/2024	8/20/2024	685,000.00	4.53	11,291.65	685,000.00	677,260.87
BLACKROCK FUNDING INC (CALLABLE) DTD 03/14/2024 4.700% 03/14/2029	09290DAA9	125,000.00	AA-	Aa3	3/5/2024	3/14/2024	124,773.75	4.74	1,746.18	124,806.83	125,110.88
ADOBE INC (CALLABLE) DTD 04/04/2024 4.800% 04/04/2029	00724PAF6	545,000.00	A+	A1	4/1/2024	4/4/2024	544,187.95	4.83	6,322.00	544,296.79	547,895.59
ADOBE INC (CALLABLE) DTD 04/04/2024 4.800% 04/04/2029	00724PAF6	445,000.00	A+	A1	4/2/2024	4/4/2024	444,256.85	4.84	5,162.00	444,356.44	447,364.29
MASTERCARD INC (CALLABLE) DTD 05/31/2019 2.950% 06/01/2029	57636QAM6	1,000,000.00	A+	Aa3	6/26/2024	6/27/2024	918,740.00	4.82	2,458.33	926,314.83	933,116.00
PEPSICO INC (CALLABLE) DTD 07/17/2024 4.500% 07/17/2029	713448FX1	720,000.00	A+	A1	7/15/2024	7/17/2024	718,884.00	4.53	14,760.00	718,978.54	718,552.80
ELI LILLY & CO (CALLABLE) DTD 08/14/2024 4.200% 08/14/2029	532457CQ9	245,000.00	A+	A1	8/12/2024	8/14/2024	244,463.45	4.25	3,915.92	244,501.34	240,225.20
ELI LILLY & CO (CALLABLE) DTD 08/14/2024 4.200% 08/14/2029	532457CQ9	855,000.00	A+	A1	8/13/2024	8/14/2024	856,248.30	4.17	13,665.75	856,163.65	838,336.91
<b>Security Type Sub-Total</b>		<b>27,440,000.00</b>					<b>27,100,477.20</b>	<b>4.30</b>	<b>296,907.77</b>	<b>27,209,552.00</b>	<b>27,190,461.17</b>
<b>Agency CMBS</b>											
FHMS K061 A2 DTD 01/01/2017 3.347% 11/01/2026	3137BTUM1	940,902.52	AA+	Aaa	5/19/2023	5/24/2023	911,940.37	4.29	2,624.33	925,192.68	918,334.03
FHMS K064 A2 DTD 05/01/2017 3.224% 03/01/2027	3137BXQY1	1,320,000.00	AA+	Aaa	8/16/2023	8/18/2023	1,245,131.25	4.94	3,546.40	1,273,589.46	1,283,822.76
FHMS K066 A2 DTD 08/01/2017 3.117% 06/01/2027	3137F2LJ3	1,165,000.00	AA+	Aaa	8/17/2023	8/22/2023	1,089,457.03	4.97	3,026.09	1,116,167.45	1,126,565.49
FHMS K506 A1 DTD 09/01/2023 4.650% 05/01/2028	3137HAMG8	641,882.39	AA+	Aaa	9/7/2023	9/14/2023	632,283.06	5.01	2,487.29	634,703.85	641,508.18

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ZONE 7 WATER AGENCY

Portfolio Holdings

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Agency CMBS</b>											
FHMS KJ46 A1 DTD 07/01/2023 4.777% 06/01/2028	3137HAD45	1,073,814.39	AA+	Aaa	7/19/2023	7/27/2023	1,073,787.54	4.78	4,274.68	1,073,795.34	1,070,713.21
FHMS K505 A2 DTD 07/01/2023 4.819% 06/01/2028	3137HACX2	1,350,000.00	AA+	Aaa	7/13/2023	7/20/2023	1,363,483.80	4.59	5,421.38	1,359,526.02	1,353,073.95
FNA 2023-M6 A2 DTD 07/01/2023 4.181% 07/01/2028	3136BQDE6	1,313,867.37	AA+	Aaa	7/18/2023	7/31/2023	1,291,593.21	4.58	4,577.73	1,297,925.33	1,287,869.88
FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6	1,300,000.00	AA+	Aaa	9/7/2023	9/14/2023	1,280,769.10	4.99	5,037.50	1,285,347.16	1,297,181.60
FHMS KJ47 A1 DTD 09/01/2023 5.272% 08/01/2028	3137HAMN3	691,346.84	AA+	Aaa	9/19/2023	9/28/2023	691,343.38	5.27	3,037.32	691,344.54	697,621.51
FHMS K508 A2 DTD 10/01/2023 4.740% 08/01/2028	3137HAQ74	1,325,000.00	AA+	Aaa	10/11/2023	10/19/2023	1,295,934.80	5.25	5,233.75	1,302,431.70	1,324,614.43
FHMS K507 A2 DTD 09/01/2023 4.800% 09/01/2028	3137HAMS2	1,300,000.00	AA+	Aaa	9/20/2023	9/28/2023	1,284,461.10	5.07	5,200.00	1,287,824.41	1,302,527.20
FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4	1,015,000.00	AA+	Aaa	10/25/2023	10/31/2023	982,638.76	5.60	4,102.29	989,153.11	1,018,958.50
FHMS K510 A2 DTD 11/01/2023 5.069% 10/01/2028	3137HB3D4	515,000.00	AA+	Aaa	11/14/2023	11/21/2023	513,511.14	5.14	2,175.45	513,814.20	520,588.78
FHMS K511 A2 DTD 12/01/2023 4.860% 10/01/2028	3137HB3G7	750,000.00	AA+	Aaa	11/28/2023	12/7/2023	747,845.25	4.93	3,037.50	748,271.49	752,420.25
FHMS K512 A2 DTD 12/01/2023 5.000% 11/01/2028	3137HBFC9	680,000.00	AA+	Aaa	12/11/2023	12/21/2023	686,349.84	4.79	2,833.33	685,151.30	685,869.76
FHMS K513 A2 DTD 01/01/2024 4.724% 12/01/2028	3137HBFY5	770,000.00	AA+	Aaa	1/10/2024	1/18/2024	777,691.53	4.50	3,031.23	776,342.70	769,084.47
FHMS K514 A2 DTD 02/01/2024 4.572% 12/01/2028	3137HBLV4	780,000.00	AA+	Aaa	2/1/2024	2/8/2024	787,799.22	4.34	2,971.80	786,493.22	774,526.74
FHMS K518 A2 DTD 03/01/2024 5.400% 01/01/2029	3137HC2L5	975,000.00	AA+	Aaa	3/19/2024	3/28/2024	998,541.38	4.83	4,387.50	995,521.56	998,039.25
FHMS K516 A2 DTD 03/01/2024 5.477% 01/01/2029	3137HBPM0	1,350,000.00	AA+	Aaa	2/29/2024	3/7/2024	1,390,495.95	4.79	6,161.63	1,384,391.10	1,385,290.35
FHMS K517 A2 DTD 03/01/2024 5.355% 01/01/2029	3137HC2C5	1,210,000.00	AA+	Aaa	3/5/2024	3/14/2024	1,246,283.06	4.67	5,399.63	1,240,909.40	1,236,266.68
FHMS K515 A2 DTD 02/01/2024 5.400% 01/01/2029	3137HBPD0	1,350,000.00	AA+	Aaa	2/14/2024	2/22/2024	1,386,369.00	4.79	6,075.00	1,380,653.97	1,378,426.95



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Portfolio Holdings

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<b>Agency CMBS</b>											
FHMS K520 A2 DTD 04/01/2024 5.180% 03/01/2029	3137HCKV3	765,000.00	AA+	Aaa	4/23/2024	4/30/2024	768,105.14	5.09	3,302.25	767,769.55	776,425.28
FHMS K522 A2 DTD 06/01/2024 4.803% 05/01/2029	3137HDJJ0	1,400,000.00	AA+	Aaa	6/5/2024	6/13/2024	1,399,995.80	4.80	5,603.50	1,400,000.00	1,400,732.20
FHMS K524 A2 DTD 07/01/2024 4.720% 05/01/2029	3137HDV56	1,145,000.00	AA+	Aaa	7/16/2024	7/25/2024	1,152,031.44	4.58	4,503.67	1,151,568.40	1,142,651.61
FHMS K526 A2 DTD 08/01/2024 4.543% 07/01/2029	3137HDXL9	1,300,000.00	AA+	Aaa	8/7/2024	8/15/2024	1,312,160.20	4.33	4,921.58	1,311,324.46	1,287,215.80
FHMS K528 A2 DTD 09/01/2024 4.508% 07/01/2029	3137HFNZ4	510,000.00	AA+	Aaa	9/4/2024	9/12/2024	520,189.80	4.06	1,915.90	519,616.01	504,451.71
FHMS K530 A2 DTD 11/01/2024 4.792% 09/01/2029	3137HHJL6	1,465,000.00	AA+	Aaa	11/19/2024	11/27/2024	1,472,628.26	4.67	5,850.23	1,472,613.29	1,465,405.81
FHMS K529 A2 DTD 10/01/2024 4.791% 09/01/2029	3137HH6C0	855,000.00	AA+	Aaa	10/8/2024	10/16/2024	872,088.89	4.34	3,413.59	871,443.26	854,875.17
<b>Security Type Sub-Total</b>		<b>29,256,813.52</b>					<b>29,174,909.30</b>	<b>4.79</b>	<b>114,152.55</b>	<b>29,242,884.96</b>	<b>29,255,061.55</b>
<b>ABS</b>											
CCCIT 2023-A1 A1 DTD 12/11/2023 5.230% 12/08/2027	17305EGW9	295,000.00	AAA	Aaa	12/4/2023	12/11/2023	294,963.01	5.23	985.71	294,972.24	296,913.08
TAOT 2023-D A3 DTD 11/14/2023 5.540% 08/15/2028	89239FAD4	265,000.00	AAA	NR	11/7/2023	11/14/2023	264,971.43	5.54	652.49	264,978.30	268,884.64
AMXCA 2023-3 A DTD 09/19/2023 5.230% 09/15/2028	02582JKD1	1,070,000.00	AAA	NR	9/12/2023	9/19/2023	1,069,952.17	5.23	2,487.16	1,069,964.03	1,083,616.82
CHAIT 2023-A1 A DTD 09/15/2023 5.160% 09/15/2028	161571HT4	1,045,000.00	AAA	NR	9/7/2023	9/15/2023	1,044,710.33	5.17	2,396.53	1,044,778.41	1,057,238.00
HART 2023-C A3 DTD 11/13/2023 5.540% 10/16/2028	44918CAD4	395,000.00	AAA	NR	11/3/2023	11/13/2023	394,948.06	5.54	972.58	394,959.56	400,808.08
BACCT 2023-A2 A2 DTD 12/14/2023 4.980% 11/15/2028	05522RDH8	480,000.00	NR	Aaa	12/7/2023	12/14/2023	479,935.54	4.98	1,062.40	479,949.38	484,622.88
GMCAR 2024-1 A3 DTD 01/17/2024 4.850% 12/18/2028	36268GAD7	130,000.00	NR	Aaa	1/9/2024	1/17/2024	129,973.86	4.85	262.71	129,978.48	130,664.04

For the Quarter Ended December 31, 2024

ZONE 7 WATER AGENCY

Portfolio Holdings

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>ABS</b>											
CHAIT 2024-A1 A DTD 01/31/2024 4.600% 01/16/2029	161571HV9	1,175,000.00	AAA	NR	1/24/2024	1/31/2024	1,174,821.05	4.60	2,402.22	1,174,852.92	1,177,945.72
<b>Security Type Sub-Total</b>		<b>4,855,000.00</b>					<b>4,854,275.45</b>	<b>5.07</b>	<b>11,221.80</b>	<b>4,854,433.32</b>	<b>4,900,693.26</b>
<b>Managed Account Sub Total</b>		<b>148,486,813.52</b>					<b>144,639,203.93</b>	<b>3.84</b>	<b>783,345.81</b>	<b>146,933,373.21</b>	<b>145,336,160.78</b>
<b>Securities Sub Total</b>		<b>\$148,486,813.52</b>					<b>\$144,639,203.93</b>	<b>3.84%</b>	<b>\$783,345.81</b>	<b>\$146,933,373.21</b>	<b>\$145,336,160.78</b>
<b>Accrued Interest</b>											<b>\$783,345.81</b>
<b>Total Investments</b>											<b>\$146,119,506.59</b>

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>BUY</b>									
10/8/2024	10/16/2024	855,000.00	3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	873,795.68	4.34%	
10/10/2024	10/10/2024	885,000.00	912797LT2	UNITED STATES TREASURY BILL	0.00%	10/15/2024	884,422.23	4.70%	
10/30/2024	10/31/2024	445,000.00	91282CLR0	US TREASURY N/B	4.12%	10/31/2029	444,634.96	4.14%	
11/19/2024	11/20/2024	1,480,000.00	912797MD6	TREASURY BILL	0.00%	11/26/2024	1,478,894.81	4.48%	
11/19/2024	11/27/2024	1,465,000.00	3137HHJL6	FHMS K530 A2	4.79%	9/1/2029	1,477,698.46	4.67%	
12/5/2024	12/6/2024	7,280,000.00	91282CMA6	US TREASURY N/B	4.12%	11/30/2029	7,298,031.25	4.08%	
<b>Total BUY</b>		<b>12,410,000.00</b>					<b>12,457,477.39</b>		<b>0.00</b>
<b>INTEREST</b>									
10/1/2024	10/1/2024		MONEY0002	MONEY MARKET FUND	0.00%		21,280.56		
10/1/2024	10/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	1,915.90		
10/1/2024	10/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	2,833.33		
10/1/2024	10/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	5,233.75		
10/1/2024	10/25/2024		3137HBPM0	FHMS K516 A2	5.47%	1/1/2029	6,161.63		
10/1/2024	10/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	5,421.38		
10/1/2024	10/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	3,037.50		
10/1/2024	10/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	5,037.50		
10/1/2024	10/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	4,387.50		

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>INTEREST</b>									
10/1/2024	10/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	4,102.29		
10/1/2024	10/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	4,647.46		
10/1/2024	10/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	2,175.45		
10/1/2024	10/25/2024		3137HAMS2	FHMS K507 A2	4.80%	9/1/2028	5,200.00		
10/1/2024	10/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	5,603.50		
10/1/2024	10/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	4,921.58		
10/1/2024	10/25/2024		3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	2,493.88		
10/1/2024	10/25/2024		3137HC2C5	FHMS K517 A2	5.35%	1/1/2029	5,399.63		
10/1/2024	10/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	4,503.67		
10/1/2024	10/25/2024		3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	4,284.34		
10/1/2024	10/25/2024		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	3,026.09		
10/1/2024	10/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	2,640.45		
10/1/2024	10/25/2024		3137BXQY1	FHMS K064 A2	3.22%	3/1/2027	3,546.40		
10/1/2024	10/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	2,971.80		
10/1/2024	10/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	3,302.25		
10/1/2024	10/25/2024		3137HBPD0	FHMS K515 A2	5.40%	1/1/2029	6,075.00		
10/1/2024	10/25/2024		3137HBFY5	FHMS K513 A2	4.72%	12/1/2028	3,031.23		

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>INTEREST</b>									
10/1/2024	10/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	4,578.01		
10/4/2024	10/4/2024		00724PAF6	ADOBE INC (CALLABLE)	4.80%	4/4/2029	23,760.00		
10/13/2024	10/13/2024		023135CE4	AMAZON.COM INC	3.00%	4/13/2025	29,850.00		
10/15/2024	10/15/2024		02582JKD1	AMXCA 2023-3 A	5.23%	9/15/2028	4,663.42		
10/15/2024	10/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	1,992.00		
10/15/2024	10/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	1,223.42		
10/15/2024	10/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	4,504.17		
10/15/2024	10/15/2024		161571HT4	CHAIT 2023-A1 A	5.16%	9/15/2028	4,493.50		
10/15/2024	10/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	1,823.58		
10/16/2024	10/16/2024		36268GAD7	GMCAR 2024-1 A3	4.85%	12/18/2028	525.42		
10/31/2024	10/31/2024		91282CBW0	US TREASURY N/B	0.75%	4/30/2026	4,593.75		
10/31/2024	10/31/2024		91282CFU0	US TREASURY N/B	4.12%	10/31/2027	121,481.25		
10/31/2024	10/31/2024		912828ZN3	US TREASURY N/B	0.50%	4/30/2027	14,437.50		
10/31/2024	10/31/2024		91282CKP5	US TREASURY N/B	4.62%	4/30/2029	46,365.63		
10/31/2024	10/31/2024		91282CHA2	US TREASURY N/B	3.50%	4/30/2028	15,137.50		
11/1/2024	11/1/2024		MONEY0002	MONEY MARKET FUND	0.00%		21,204.85		
11/1/2024	11/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	5,603.50		

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>INTEREST</b>									
11/1/2024	11/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	2,175.45		
11/1/2024	11/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	2,634.99		
11/1/2024	11/25/2024		3137HBPD0	FHMS K515 A2	5.40%	1/1/2029	6,075.00		
11/1/2024	11/25/2024		3137HBFY5	FHMS K513 A2	4.72%	12/1/2028	3,031.23		
11/1/2024	11/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	1,915.90		
11/1/2024	11/25/2024		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	3,026.09		
11/1/2024	11/25/2024		3137HC2C5	FHMS K517 A2	5.35%	1/1/2029	5,399.63		
11/1/2024	11/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	5,421.38		
11/1/2024	11/25/2024		3137BXQY1	FHMS K064 A2	3.22%	3/1/2027	3,546.40		
11/1/2024	11/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	4,587.64		
11/1/2024	11/25/2024		3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	3,413.59		
11/1/2024	11/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	3,037.50		
11/1/2024	11/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	5,037.50		
11/1/2024	11/25/2024		3137HAMS2	FHMS K507 A2	4.80%	9/1/2028	5,200.00		
11/1/2024	11/25/2024		3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	2,491.59		
11/1/2024	11/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	5,233.75		
11/1/2024	11/25/2024		3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	4,281.00		

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>INTEREST</b>									
11/1/2024	11/25/2024		3137HBPM0	FHMS K516 A2	5.47%	1/1/2029	6,161.63		
11/1/2024	11/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	3,052.00		
11/1/2024	11/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	4,921.58		
11/1/2024	11/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	2,833.33		
11/1/2024	11/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	4,102.29		
11/1/2024	11/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	2,971.80		
11/1/2024	11/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	4,387.50		
11/1/2024	11/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	3,302.25		
11/1/2024	11/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	4,503.67		
11/10/2024	11/10/2024		037833ET3	APPLE INC (CALLABLE)	4.00%	5/10/2028	46,000.00		
11/15/2024	11/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	1,823.58		
11/15/2024	11/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	1,223.42		
11/15/2024	11/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	1,992.00		
11/15/2024	11/15/2024		912828U24	US TREASURY N/B	2.00%	11/15/2026	64,500.00		
11/15/2024	11/15/2024		02582JKD1	AMXCA 2023-3 A	5.23%	9/15/2028	4,663.42		
11/15/2024	11/15/2024		161571HT4	CHAIT 2023-A1 A	5.16%	9/15/2028	4,493.50		
11/15/2024	11/15/2024		912828X88	US TREASURY N/B	2.37%	5/15/2027	73,862.50		

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>INTEREST</b>									
11/15/2024	11/15/2024		912810FB9	US TREASURY N/B	6.12%	11/15/2027	47,775.00		
11/15/2024	11/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	4,504.17		
11/16/2024	11/16/2024		36268GAD7	GMCAR 2024-1 A3	4.85%	12/18/2028	525.42		
11/26/2024	11/26/2024		61690U8B9	MORGAN STANLEY BANK NA (CALLABLE)	5.50%	5/26/2028	36,326.40		
11/30/2024	11/30/2024		91282CCF6	US TREASURY N/B	0.75%	5/31/2026	31,593.75		
11/30/2024	11/30/2024		91282CAZ4	US TREASURY N/B	0.37%	11/30/2025	3,000.00		
12/1/2024	12/1/2024		57636QAM6	MASTERCARD INC (CALLABLE)	2.95%	6/1/2029	14,750.00		
12/1/2024	12/25/2024		3137HHJL6	FHMS K530 A2	4.79%	9/1/2029	5,850.23		
12/1/2024	12/25/2024		3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	2,489.59		
12/1/2024	12/25/2024		3137BXQY1	FHMS K064 A2	3.22%	3/1/2027	3,546.40		
12/1/2024	12/25/2024		3137HBPD0	FHMS K515 A2	5.40%	1/1/2029	6,075.00		
12/1/2024	12/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	3,037.50		
12/1/2024	12/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	2,833.33		
12/1/2024	12/25/2024		3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	4,278.22		
12/1/2024	12/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	1,915.90		
12/1/2024	12/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	5,603.50		
12/1/2024	12/25/2024		3137HBFY5	FHMS K513 A2	4.72%	12/1/2028	3,031.23		



### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>INTEREST</b>									
12/1/2024	12/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	5,421.38		
12/1/2024	12/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	5,233.75		
12/1/2024	12/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	4,102.29		
12/1/2024	12/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	2,175.45		
12/1/2024	12/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	4,387.50		
12/1/2024	12/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	3,302.25		
12/1/2024	12/25/2024		3137HAMS2	FHMS K507 A2	4.80%	9/1/2028	5,200.00		
12/1/2024	12/25/2024		3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	3,413.59		
12/1/2024	12/25/2024		3137HC2C5	FHMS K517 A2	5.35%	1/1/2029	5,399.63		
12/1/2024	12/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	5,037.50		
12/1/2024	12/25/2024		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	3,026.09		
12/1/2024	12/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	3,045.57		
12/1/2024	12/25/2024		3137HBPM0	FHMS K516 A2	5.47%	1/1/2029	6,161.63		
12/1/2024	12/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	2,971.80		
12/1/2024	12/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	4,503.67		
12/1/2024	12/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	4,577.95		
12/1/2024	12/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	2,629.83		

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>INTEREST</b>									
12/1/2024	12/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	4,921.58		
12/2/2024	12/2/2024		MONEY0002	MONEY MARKET FUND	0.00%		21,483.37		
12/8/2024	12/8/2024		17305EGW9	CCCIT 2023-A1 A1	5.23%	12/8/2027	7,714.25		
12/8/2024	12/8/2024		48125LRU8	JP MORGAN CHASE BANK NA (CALLABLE)	5.11%	12/8/2026	51,100.00		
12/15/2024	12/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	4,504.17		
12/15/2024	12/15/2024		02582JKD1	AMXCA 2023-3 A	5.23%	9/15/2028	4,663.42		
12/15/2024	12/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	1,823.58		
12/15/2024	12/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	1,223.42		
12/15/2024	12/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	1,992.00		
12/15/2024	12/15/2024		161571HT4	CHAIT 2023-A1 A	5.16%	9/15/2028	4,493.50		
12/16/2024	12/16/2024		36268GAD7	GMCAR 2024-1 A3	4.85%	12/18/2028	525.42		
12/26/2024	12/26/2024		931142ED1	WALMART INC (CALLABLE)	3.55%	6/26/2025	23,075.00		
12/31/2024	12/31/2024		91282CKX8	US TREASURY N/B	4.25%	6/30/2029	100,725.00		
12/31/2024	12/31/2024		912828ZV5	US TREASURY N/B	0.50%	6/30/2027	6,875.00		
<b>Total INTEREST</b>		<b>0.00</b>					<b>1,213,619.91</b>		<b>0.00</b>
<b>MATURITY</b>									
10/15/2024	10/15/2024	885,000.00	912797LT2	UNITED STATES TREASURY BILL	0.00%	10/15/2024	885,000.00		

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>MATURITY</b>									
11/26/2024	11/26/2024	1,480,000.00	912797MD6	TREASURY BILL	0.00%	11/26/2024	1,480,000.00		
<b>Total MATURITY</b>		<b>2,365,000.00</b>					<b>2,365,000.00</b>		<b>0.00</b>
<b>PAYDOWNS</b>									
10/1/2024	10/25/2024	1,957.99	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	1,957.99		36.99
10/1/2024	10/25/2024	588.58	3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	588.58		7.02
10/1/2024	10/25/2024	27,940.53	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	27,940.53		0.10
10/1/2024	10/25/2024	8.31	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	8.31		0.10
10/1/2024	10/25/2024	838.85	3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	838.85		0.02
11/1/2024	11/25/2024	7.44	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	7.44		0.09
11/1/2024	11/25/2024	698.66	3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	698.66		0.01
11/1/2024	11/25/2024	1,462.37	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,462.37		
11/1/2024	11/25/2024	1,851.25	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	1,851.25		33.62
11/1/2024	11/25/2024	516.14	3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	516.14		6.03
12/1/2024	12/25/2024	890.66	3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	890.66		0.01
12/1/2024	12/25/2024	1,879.30	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,879.30		
12/1/2024	12/25/2024	593.61	3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	593.61		6.79
12/1/2024	12/25/2024	1,970.36	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	1,970.36		34.34

### Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
<b>PAYDOWNS</b>									
12/1/2024	12/25/2024	8.40	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	8.40		0.11
<b>Total PAYDOWNS</b>		<b>41,212.45</b>					<b>41,212.45</b>		<b>125.23</b>
<b>SELL</b>									
10/9/2024	10/10/2024	500,000.00	91282CAB7	US TREASURY N/B	0.25%	7/31/2025	484,264.61		-10,582.80
11/19/2024	11/20/2024	1,235,000.00	91282CAB7	US TREASURY N/B	0.25%	7/31/2025	1,200,722.87		-23,752.11
12/5/2024	12/6/2024	945,000.00	91282CAB7	US TREASURY N/B	0.25%	7/31/2025	921,126.23		-16,477.72
12/5/2024	12/6/2024	1,685,000.00	91282CAJ0	US TREASURY N/B	0.25%	8/31/2025	1,636,368.61		-31,121.05
12/5/2024	12/6/2024	1,075,000.00	91282CAJ0	US TREASURY N/B	0.25%	8/31/2025	1,043,974.04		-11,995.53
<b>Total SELL</b>		<b>5,440,000.00</b>					<b>5,286,456.36</b>		<b>-93,929.21</b>

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
BUY	10/8/2024	10/16/2024	855,000.00	3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	873,795.68	4.34%	
BUY	10/10/2024	10/10/2024	885,000.00	912797LT2	UNITED STATES TREASURY BILL	0.00%	10/15/2024	884,422.23	4.70%	
BUY	10/30/2024	10/31/2024	445,000.00	91282CLR0	US TREASURY N/B	4.12%	10/31/2029	444,634.96	4.14%	
BUY	11/19/2024	11/20/2024	1,480,000.00	912797MD6	TREASURY BILL	0.00%	11/26/2024	1,478,894.81	4.48%	
BUY	11/19/2024	11/27/2024	1,465,000.00	3137HHJL6	FHMS K530 A2	4.79%	9/1/2029	1,477,698.46	4.67%	
BUY	12/5/2024	12/6/2024	7,280,000.00	91282CMA6	US TREASURY N/B	4.12%	11/30/2029	7,298,031.25	4.08%	
INTEREST	10/1/2024	10/1/2024		MONEY0002	MONEY MARKET FUND	0.00%		21,280.56		
INTEREST	10/1/2024	10/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	1,915.90		
INTEREST	10/1/2024	10/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	2,833.33		
INTEREST	10/1/2024	10/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	5,233.75		
INTEREST	10/1/2024	10/25/2024		3137HBPM0	FHMS K516 A2	5.47%	1/1/2029	6,161.63		
INTEREST	10/1/2024	10/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	5,421.38		
INTEREST	10/1/2024	10/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	3,037.50		
INTEREST	10/1/2024	10/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	5,037.50		
INTEREST	10/1/2024	10/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	4,387.50		
INTEREST	10/1/2024	10/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	4,102.29		
INTEREST	10/1/2024	10/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	4,647.46		
INTEREST	10/1/2024	10/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	2,175.45		

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST	10/1/2024	10/25/2024		3137HAMS2	FHMS K507 A2	4.80%	9/1/2028	5,200.00		
INTEREST	10/1/2024	10/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	5,603.50		
INTEREST	10/1/2024	10/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	4,921.58		
INTEREST	10/1/2024	10/25/2024		3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	2,493.88		
INTEREST	10/1/2024	10/25/2024		3137HC2C5	FHMS K517 A2	5.35%	1/1/2029	5,399.63		
INTEREST	10/1/2024	10/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	4,503.67		
INTEREST	10/1/2024	10/25/2024		3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	4,284.34		
INTEREST	10/1/2024	10/25/2024		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	3,026.09		
INTEREST	10/1/2024	10/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	2,640.45		
INTEREST	10/1/2024	10/25/2024		3137BXQY1	FHMS K064 A2	3.22%	3/1/2027	3,546.40		
INTEREST	10/1/2024	10/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	2,971.80		
INTEREST	10/1/2024	10/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	3,302.25		
INTEREST	10/1/2024	10/25/2024		3137HBPD0	FHMS K515 A2	5.40%	1/1/2029	6,075.00		
INTEREST	10/1/2024	10/25/2024		3137HBFY5	FHMS K513 A2	4.72%	12/1/2028	3,031.23		
INTEREST	10/1/2024	10/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	4,578.01		
INTEREST	10/4/2024	10/4/2024		00724PAF6	ADOBE INC (CALLABLE)	4.80%	4/4/2029	23,760.00		
INTEREST	10/13/2024	10/13/2024		023135CE4	AMAZON.COM INC	3.00%	4/13/2025	29,850.00		
INTEREST	10/15/2024	10/15/2024		02582JKD1	AMXCA 2023-3 A	5.23%	9/15/2028	4,663.42		

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST	10/15/2024	10/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	1,992.00		
INTEREST	10/15/2024	10/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	1,223.42		
INTEREST	10/15/2024	10/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	4,504.17		
INTEREST	10/15/2024	10/15/2024		161571HT4	CHAIT 2023-A1 A	5.16%	9/15/2028	4,493.50		
INTEREST	10/15/2024	10/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	1,823.58		
INTEREST	10/16/2024	10/16/2024		36268GAD7	GMCAR 2024-1 A3	4.85%	12/18/2028	525.42		
INTEREST	10/31/2024	10/31/2024		91282CBW0	US TREASURY N/B	0.75%	4/30/2026	4,593.75		
INTEREST	10/31/2024	10/31/2024		91282CFU0	US TREASURY N/B	4.12%	10/31/2027	121,481.25		
INTEREST	10/31/2024	10/31/2024		912828ZN3	US TREASURY N/B	0.50%	4/30/2027	14,437.50		
INTEREST	10/31/2024	10/31/2024		91282CKP5	US TREASURY N/B	4.62%	4/30/2029	46,365.63		
INTEREST	10/31/2024	10/31/2024		91282CHA2	US TREASURY N/B	3.50%	4/30/2028	15,137.50		
INTEREST	11/1/2024	11/1/2024		MONEY0002	MONEY MARKET FUND	0.00%		21,204.85		
INTEREST	11/1/2024	11/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	5,603.50		
INTEREST	11/1/2024	11/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	2,175.45		
INTEREST	11/1/2024	11/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	2,634.99		
INTEREST	11/1/2024	11/25/2024		3137HBPD0	FHMS K515 A2	5.40%	1/1/2029	6,075.00		
INTEREST	11/1/2024	11/25/2024		3137HBFY5	FHMS K513 A2	4.72%	12/1/2028	3,031.23		
INTEREST	11/1/2024	11/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	1,915.90		

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST	11/1/2024	11/25/2024		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	3,026.09		
INTEREST	11/1/2024	11/25/2024		3137HC2C5	FHMS K517 A2	5.35%	1/1/2029	5,399.63		
INTEREST	11/1/2024	11/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	5,421.38		
INTEREST	11/1/2024	11/25/2024		3137BXQY1	FHMS K064 A2	3.22%	3/1/2027	3,546.40		
INTEREST	11/1/2024	11/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	4,587.64		
INTEREST	11/1/2024	11/25/2024		3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	3,413.59		
INTEREST	11/1/2024	11/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	3,037.50		
INTEREST	11/1/2024	11/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	5,037.50		
INTEREST	11/1/2024	11/25/2024		3137HAMS2	FHMS K507 A2	4.80%	9/1/2028	5,200.00		
INTEREST	11/1/2024	11/25/2024		3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	2,491.59		
INTEREST	11/1/2024	11/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	5,233.75		
INTEREST	11/1/2024	11/25/2024		3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	4,281.00		
INTEREST	11/1/2024	11/25/2024		3137HBPM0	FHMS K516 A2	5.47%	1/1/2029	6,161.63		
INTEREST	11/1/2024	11/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	3,052.00		
INTEREST	11/1/2024	11/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	4,921.58		
INTEREST	11/1/2024	11/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	2,833.33		
INTEREST	11/1/2024	11/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	4,102.29		
INTEREST	11/1/2024	11/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	2,971.80		



### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST	11/1/2024	11/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	4,387.50		
INTEREST	11/1/2024	11/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	3,302.25		
INTEREST	11/1/2024	11/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	4,503.67		
INTEREST	11/10/2024	11/10/2024		037833ET3	APPLE INC (CALLABLE)	4.00%	5/10/2028	46,000.00		
INTEREST	11/15/2024	11/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	1,823.58		
INTEREST	11/15/2024	11/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	1,223.42		
INTEREST	11/15/2024	11/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	1,992.00		
INTEREST	11/15/2024	11/15/2024		912828U24	US TREASURY N/B	2.00%	11/15/2026	64,500.00		
INTEREST	11/15/2024	11/15/2024		02582JKD1	AMXCA 2023-3 A	5.23%	9/15/2028	4,663.42		
INTEREST	11/15/2024	11/15/2024		161571HT4	CHAIT 2023-A1 A	5.16%	9/15/2028	4,493.50		
INTEREST	11/15/2024	11/15/2024		912828X88	US TREASURY N/B	2.37%	5/15/2027	73,862.50		
INTEREST	11/15/2024	11/15/2024		912810FB9	US TREASURY N/B	6.12%	11/15/2027	47,775.00		
INTEREST	11/15/2024	11/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	4,504.17		
INTEREST	11/16/2024	11/16/2024		36268GAD7	GMCAR 2024-1 A3	4.85%	12/18/2028	525.42		
INTEREST	11/26/2024	11/26/2024		61690U8B9	MORGAN STANLEY BANK NA	5.50%	5/26/2028	36,326.40		
INTEREST	11/30/2024	11/30/2024		91282CCF6	US TREASURY N/B	0.75%	5/31/2026	31,593.75		
INTEREST	11/30/2024	11/30/2024		91282CAZ4	US TREASURY N/B	0.37%	11/30/2025	3,000.00		
INTEREST	12/1/2024	12/1/2024		57636QAM6	MASTERCARD INC (CALLABLE)	2.95%	6/1/2029	14,750.00		

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST	12/1/2024	12/25/2024		3137HHJL6	FHMS K530 A2	4.79%	9/1/2029	5,850.23		
INTEREST	12/1/2024	12/25/2024		3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	2,489.59		
INTEREST	12/1/2024	12/25/2024		3137BXQY1	FHMS K064 A2	3.22%	3/1/2027	3,546.40		
INTEREST	12/1/2024	12/25/2024		3137HBPD0	FHMS K515 A2	5.40%	1/1/2029	6,075.00		
INTEREST	12/1/2024	12/25/2024		3137HB3G7	FHMS K511 A2	4.86%	10/1/2028	3,037.50		
INTEREST	12/1/2024	12/25/2024		3137HBCF9	FHMS K512 A2	5.00%	11/1/2028	2,833.33		
INTEREST	12/1/2024	12/25/2024		3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	4,278.22		
INTEREST	12/1/2024	12/25/2024		3137HFNZ4	FHMS K528 A2	4.50%	7/1/2029	1,915.90		
INTEREST	12/1/2024	12/25/2024		3137HDJJ0	FHMS K522 A2	4.80%	5/1/2029	5,603.50		
INTEREST	12/1/2024	12/25/2024		3137HBFY5	FHMS K513 A2	4.72%	12/1/2028	3,031.23		
INTEREST	12/1/2024	12/25/2024		3137HACX2	FHMS K505 A2	4.81%	6/1/2028	5,421.38		
INTEREST	12/1/2024	12/25/2024		3137HAQ74	FHMS K508 A2	4.74%	8/1/2028	5,233.75		
INTEREST	12/1/2024	12/25/2024		3137HAST4	FHMS K509 A2	4.85%	9/1/2028	4,102.29		
INTEREST	12/1/2024	12/25/2024		3137HB3D4	FHMS K510 A2	5.06%	10/1/2028	2,175.45		
INTEREST	12/1/2024	12/25/2024		3137HC2L5	FHMS K518 A2	5.40%	1/1/2029	4,387.50		
INTEREST	12/1/2024	12/25/2024		3137HCKV3	FHMS K520 A2	5.18%	3/1/2029	3,302.25		
INTEREST	12/1/2024	12/25/2024		3137HAMS2	FHMS K507 A2	4.80%	9/1/2028	5,200.00		
INTEREST	12/1/2024	12/25/2024		3137HH6C0	FHMS K529 A2	4.79%	9/1/2029	3,413.59		

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST	12/1/2024	12/25/2024		3137HC2C5	FHMS K517 A2	5.35%	1/1/2029	5,399.63		
INTEREST	12/1/2024	12/25/2024		3137HAMH6	FHMS K506 A2	4.65%	8/1/2028	5,037.50		
INTEREST	12/1/2024	12/25/2024		3137F2LJ3	FHMS K066 A2	3.11%	6/1/2027	3,026.09		
INTEREST	12/1/2024	12/25/2024		3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	3,045.57		
INTEREST	12/1/2024	12/25/2024		3137HBPM0	FHMS K516 A2	5.47%	1/1/2029	6,161.63		
INTEREST	12/1/2024	12/25/2024		3137HBLV4	FHMS K514 A2	4.57%	12/1/2028	2,971.80		
INTEREST	12/1/2024	12/25/2024		3137HDV56	FHMS K524 A2	4.72%	5/1/2029	4,503.67		
INTEREST	12/1/2024	12/25/2024		3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	4,577.95		
INTEREST	12/1/2024	12/25/2024		3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	2,629.83		
INTEREST	12/1/2024	12/25/2024		3137HDXL9	FHMS K526 A2	4.54%	7/1/2029	4,921.58		
INTEREST	12/2/2024	12/2/2024		MONEY0002	MONEY MARKET FUND	0.00%		21,483.37		
INTEREST	12/8/2024	12/8/2024		17305EGW9	CCCIT 2023-A1 A1	5.23%	12/8/2027	7,714.25		
INTEREST	12/8/2024	12/8/2024		48125LRU8	JP MORGAN CHASE BANK NA	5.11%	12/8/2026	51,100.00		
INTEREST	12/15/2024	12/15/2024		161571HV9	CHAIT 2024-A1 A	4.60%	1/16/2029	4,504.17		
INTEREST	12/15/2024	12/15/2024		02582JKD1	AMXCA 2023-3 A	5.23%	9/15/2028	4,663.42		
INTEREST	12/15/2024	12/15/2024		44918CAD4	HART 2023-C A3	5.54%	10/16/2028	1,823.58		
INTEREST	12/15/2024	12/15/2024		89239FAD4	TAOT 2023-D A3	5.54%	8/15/2028	1,223.42		
INTEREST	12/15/2024	12/15/2024		05522RDH8	BACCT 2023-A2 A2	4.98%	11/15/2028	1,992.00		

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST	12/15/2024	12/15/2024		161571HT4	CHAIT 2023-A1 A	5.16%	9/15/2028	4,493.50		
INTEREST	12/16/2024	12/16/2024		36268GAD7	GMCAR 2024-1 A3	4.85%	12/18/2028	525.42		
INTEREST	12/26/2024	12/26/2024		931142ED1	WALMART INC (CALLABLE)	3.55%	6/26/2025	23,075.00		
INTEREST	12/31/2024	12/31/2024		91282CKX8	US TREASURY N/B	4.25%	6/30/2029	100,725.00		
INTEREST	12/31/2024	12/31/2024		912828ZV5	US TREASURY N/B	0.50%	6/30/2027	6,875.00		
MATURITY	10/15/2024	10/15/2024	885,000.00	912797LT2	UNITED STATES TREASURY BILL	0.00%	10/15/2024	885,000.00		
MATURITY	11/26/2024	11/26/2024	1,480,000.00	912797MD6	TREASURY BILL	0.00%	11/26/2024	1,480,000.00		
PAYDOWN	10/1/2024	10/25/2024	1,957.99	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	1,957.99		36.99
PAYDOWN	10/1/2024	10/25/2024	588.58	3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	588.58		7.02
PAYDOWN	10/1/2024	10/25/2024	27,940.53	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	27,940.53		0.10
PAYDOWN	10/1/2024	10/25/2024	8.31	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	8.31		0.10
PAYDOWN	10/1/2024	10/25/2024	838.85	3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	838.85		0.02
PAYDOWN	11/1/2024	11/25/2024	7.44	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	7.44		0.09
PAYDOWN	11/1/2024	11/25/2024	698.66	3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	698.66		0.01
PAYDOWN	11/1/2024	11/25/2024	1,462.37	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,462.37		
PAYDOWN	11/1/2024	11/25/2024	1,851.25	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	1,851.25		33.62
PAYDOWN	11/1/2024	11/25/2024	516.14	3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	516.14		6.03
PAYDOWN	12/1/2024	12/25/2024	890.66	3137HAD45	FHMS KJ46 A1	4.77%	6/1/2028	890.66		0.01

### Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWN	12/1/2024	12/25/2024	1,879.30	3137HAMN3	FHMS KJ47 A1	5.27%	8/1/2028	1,879.30		
PAYDOWN	12/1/2024	12/25/2024	593.61	3137HAMG8	FHMS K506 A1	4.65%	5/1/2028	593.61		6.79
PAYDOWN	12/1/2024	12/25/2024	1,970.36	3137BTUM1	FHMS K061 A2	3.34%	11/1/2026	1,970.36		34.34
PAYDOWN	12/1/2024	12/25/2024	8.40	3136BQDE6	FNA 2023-M6 A2	4.18%	7/1/2028	8.40		0.11
SELL	10/9/2024	10/10/2024	500,000.00	91282CAB7	US TREASURY N/B	0.25%	7/31/2025	484,264.61		-10,582.80
SELL	11/19/2024	11/20/2024	1,235,000.00	91282CAB7	US TREASURY N/B	0.25%	7/31/2025	1,200,722.87		-23,752.11
SELL	12/5/2024	12/6/2024	945,000.00	91282CAB7	US TREASURY N/B	0.25%	7/31/2025	921,126.23		-16,477.72
SELL	12/5/2024	12/6/2024	1,685,000.00	91282CAJ0	US TREASURY N/B	0.25%	8/31/2025	1,636,368.61		-31,121.05
SELL	12/5/2024	12/6/2024	1,075,000.00	91282CAJ0	US TREASURY N/B	0.25%	8/31/2025	1,043,974.04		-11,995.53
<b>TOTALS</b>			<b>20,256,212.45</b>					<b>21,363,766.11</b>		<b>-93,803.98</b>

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## Important Disclosures

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- ICE Bank of America Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

## Glossary

- **Accrued Interest:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **Agencies:** Federal agency securities and/or Government-sponsored enterprises.
- **Amortized Cost:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **Asset-Backed Security:** A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- **Bankers' Acceptance:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **Commercial Paper:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **Contribution to Total Return:** The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- **Effective Duration:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **Effective Yield:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **Interest Rate:** Interest per year divided by principal amount and expressed as a percentage.
- **Market Value:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable Certificates of Deposit:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **Par Value:** The nominal dollar face amount of a security.
- **Pass-through Security:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.



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## Glossary

- Repurchase Agreements: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- Settle Date: The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- Supranational: A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- Trade Date: The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- Unsettled Trade: A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- U.S. Treasury: The department of the U.S. government that issues Treasury securities.
- Yield: The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- YTM at Cost: The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- YTM at Market: The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



**ORIGINATING SECTION:** Administration

**CONTACT:** Osborn Solitei

**AGENDA DATE:** March 19, 2025

**SUBJECT:** FY 2024-25 Unaudited Second Quarter Revenue and Expenditure Report

**SUMMARY:**

The proposed action is in support of Strategic Plan Goal H – Fiscal Responsibility: Operate the Agency in a fiscally responsible manner, and Strategic Plan Initiative No. 21 – Continue to effectively manage financial resources for the Agency. In carrying out these fiscal responsibilities, staff provides quarterly financial reports to the Finance Committee and the Board. This quarterly report provides a summary of unaudited revenue and expenditures, fiscal year-end projections, and explanations of any major variances through the second quarter of fiscal year (FY) 2024-25 (July 1, 2024 – December 31, 2024) for the following funds:

- › Fund 100 – Water Enterprise Operations
- › Fund 110 – State Water Facilities
- › Fund 120 – Water Enterprise Renewal/Replacement & System-Wide Improvements
- › Fund 130 – Water Enterprise Capital Expansion
- › Fund 200 – Flood Protection Operations
- › Fund 210 – Flood Protection Development Impact Fee Fund (DIF)

This report was presented to the Finance Committee on February 13, 2025. The Committee unanimously recommended the report be submitted to the next Regular Board meeting.

Highlights of this report include:

- › **2025 State Water Project Allocation** – On January 28, 2025, DWR announced an increase in the State Water Project (SWP) allocation to 20% for calendar year (CY) 2025. The increase comes as the state’s reservoir water levels came in higher than forecasted at the end of December 2024. In addition, strong storms in late November and early December helped boost statewide precipitation to just above average for this time of year. On February 25, 2025, DWR increased the 2025 SWP allocation from 20% to 35%.
- › **Amended Reserve Policy** - Staff reviewed and proposed amendments to the Agency’s reserve policy. The proposed amendments included removing the maximum level from the State Water Facilities Reserve and adding a Policy Review section to ensure the policy is formally reviewed every five years. The amended Reserve Policy was adopted by the Board on December 18, 2024, via Resolution No. 24-106.
- › **Adopted Treated Water Rates Review** – Staff performed a review of the CY 2025 and 2026 treated water rates adopted via Resolution No. 22-93, dated November 16,

2022. Based on the results of the review, the adopted rates proved to be sufficient to meet the Water Enterprise revenue requirements and objectives, with no additional adjustments required. The Board unanimously agreed with the findings. CY 2025 water rates became effective January 1, 2025.

- › **Los Vaqueros Reservoir Expansion Project** – At the Contra Costa Water District (CCWD) November 6 meeting, the CCWD Board passed Resolution No. 24-014, formally ending CCWD’s participation in the Los Vaqueros Reservoir Expansion Project. At the January 8, 2025, Los Vaqueros Reservoir Expansion Joint Powers Authority Board meeting, the Board members voted to formally dissolve the Joint Powers Authority. The dissolution date is scheduled for April 2025.

**ANALYSIS:**

The Agency maintains several funds that are grouped into two categories – Unrestricted Fund Balances and Restricted Fund Balances.

**UNRESTRICTED FUNDS**

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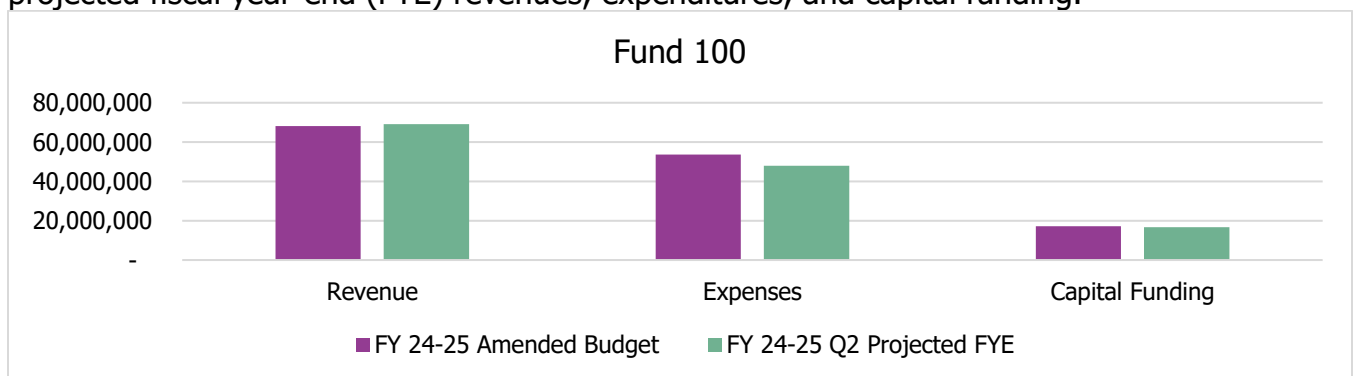
**Unrestricted Fund Balance:** This describes the portion of fund balance which is not restricted to use. To facilitate the discussion of reserve funds, this report will categorize the various funds as “Unrestricted Reserves” and “Restricted Reserves.” In general, Board policy can most affect Unrestricted Reserves.

**Fund 100 – Water Enterprise Operations Fund**

*Primary Funding Source: Water Rates*

The purpose of this fund is to ensure the delivery of high-quality drinking and irrigation water to the Livermore-Amador Valley. This operations and maintenance fund includes water treatment and distribution of potable (drinking) water, distribution of untreated agricultural/irrigation water, surface water, and groundwater management. Water distributed is a combination of locally stored and imported water from the SWP. Activities include water treatment, water quality analysis, water resource management, groundwater recharge and protection, maintenance, out-of-area water banking infrastructure, and water supply planning and engineering.

The following graph shows the FY 2024-25 Amended Budget and second quarter (Q2) projected fiscal year-end (FYE) revenues, expenditures, and capital funding.



## Details of Revenue and Expenses for Fund 100

Fund 100 - Water Enterprise Operations	FY 24-25 Amended Budget	FY 24-25 Q2 YTD Actual	FY 24-25 Q2 Projected FYE	Year-End Over / (Under) Budget
<b>Audited Beg. Fund Balance</b>	<b>\$32,050,000</b>	<b>\$32,031,810</b>	<b>\$32,032,000</b>	<b>(\$18,000)</b>
<b>Revenue</b>				
Water Sales <sup>1</sup>	67,393,000	36,604,091	67,744,000	351,000
Investment Earnings <sup>2</sup>	479,000	442,074	881,000	402,000
Other Revenue <sup>3</sup>	313,000	520,908	521,000	208,000
<b>Total Revenue</b>	<b>\$68,185,000</b>	<b>\$37,567,073</b>	<b>\$69,146,000</b>	<b>\$961,000</b>
<b>Expenses</b>				
Labor <sup>4</sup>	20,801,000	10,572,170	20,703,000	(98,000)
Professional Services <sup>5</sup>	4,964,000	1,078,698	3,795,000	(1,169,000)
Legal Services	455,000	122,644	455,000	-
County Services	1,133,000	538,086	1,133,000	-
Insurance Services	850,000	819,839	850,000	-
Water <sup>6</sup>	9,268,000	3,098,584	5,085,000	(4,183,000)
Chemicals <sup>6</sup>	4,000,000	2,262,953	4,000,000	-
Utilities <sup>6</sup>	2,308,000	1,090,307	2,308,000	-
Repairs and Maintenance	2,388,000	1,362,909	2,388,000	-
Rental Services	556,000	370,411	556,000	-
General/Other Supplies	1,491,000	726,671	1,302,000	(189,000)
Other Services	475,000	289,135	475,000	-
Debt Service	4,976,000	4,975,088	4,976,000	-
<b>Total Operating Expenses</b>	<b>\$53,665,000</b>	<b>\$27,307,494</b>	<b>\$48,026,000</b>	<b>(\$5,639,000)</b>
Capital Funding <sup>7</sup>	17,118,000	8,316,919	16,647,000	(471,000)
<b>Total Expenses</b>	<b>\$70,783,000</b>	<b>\$35,624,413</b>	<b>\$64,673,000</b>	<b>(\$6,110,000)</b>
Estimated Revenue over Expenses	(2,598,000)	1,942,660	4,473,000	7,071,000
<b>Ending Fund Balance</b>	<b>\$29,452,000</b>	<b>\$33,974,470</b>	<b>\$36,505,000</b>	<b>\$7,053,000</b>

Note: Projected values are rounded to the thousands.

### Revenue

- 1. Water Sales:** Year-to-date (YTD) water sales revenue reflects water sales through December 31, 2024. Water sales revenue is up approximately 8% from this time last year due to the Board adopted rate revenue increase (5.5% for CY 2024) and a 4% increase in treated water deliveries as compared to the second quarter of FY 2023-24.
- 2. Investment Earnings:** Projected year-end investment earnings exceed budget and reflect current favorable market conditions.
- 3. Other Revenue:** YTD revenue is primarily made up of DWR refunds. The year-end projection reflects the YTD actual.

### Expenditures

- 4. Labor:** YTD labor includes payroll through December 31, 2024. A 4% cost of living adjustment took effect July 1, 2024, and three positions were added to the budget via

Resolution No. 24-95, dated November 20, 2024. As of December 31, 2024, the Agency had a 15% vacancy rate. The year-end projection reflects YTD trends.

**5. Professional Services:** Includes professional services related to water enterprise operations. The year-end projection is less than budget because of multi-year services such as:

- › Water supply model (~\$113K)
- › ADV Water Rights CEQA Compliance (~\$175K)
- › Demand Study (~\$78K)
- › Legislative Advocacy Services (~\$54K)
- › Groundwater model update (~\$115K)

The projection is also less than budget due to as-needed services (~\$300K), and budgeted contingency (~\$200K).

**6. Water production costs:** Includes Water, Chemicals, and Utilities.

*Water:* The SWP allocation for CY 2024 was 40%. The current allocation for CY 2025 is 20%. YTD expenses are primarily made up of the SWP conveyance costs and the Agency’s Delta Conveyance Project (DCP) participation costs for CY 2024. The table below summarizes the primary driving forces for the reduced year-end projection.

	2024-25 Adopted Budget	Q2 Year-end Projection	Difference	Reason for Projected Variance
Delta Conveyance Project Funding	\$3,300,000	\$1,187,000	(\$2,113,000)	Per Resolution No. 24-28, dated October 16, 2024 – Agency approved funding for pre-construction for CYs 2026 and 2027. No funding is required for CY 2025.
Water Transfers	\$1,000,000	\$0	(\$1,000,000)	No water transfers anticipated this FY per current water operations plan.
Water Banking Program	\$1,778,000	\$908,000	(\$870,000)	The current water operations plan indicates some recovery could occur before the end of the FY.

*Chemicals and Utilities:* The YTD chemical expenditure is up 20% from this time last year due to inflationary cost increases. YTD utility costs are trending closely to last year’s costs. The year-end projection is based on trends and reflects the budget.

**7. Capital Funding:** The projected capital funding is less than budget as the budget assumes a 3% annual adjustment, and the actual Engineering News Record Construction Cost Index (ENRCCI) adjustment from June 2023 to June 2024 was 0.001%.

**Water Supply Conditions**

The current State Water Project (SWP) allocation is 20% for CY 2025. The state’s reservoir water levels came in higher than forecasted at the end of December 2024. In addition, strong storms in late November and early December helped boost statewide precipitation to just above average for this time of year. (see the Monthly Water Inventory and Water Budget Update in the January 15, 2025, Board Agenda packet). The United States Drought Monitor shows no drought in Northern California, abnormally dry to moderate drought in Central

California, and extreme drought in the southern part of the State.  
<https://droughtmonitor.unl.edu/CurrentMap/StateDroughtMonitor.aspx?CA>)

**Reserves**

Per Initiative #21 of the Agency’s Strategic Plan, the Agency shall maintain target levels of reserves. As of December 31, 2024, Fund 100 reserves are fully funded at the target level. The projected fiscal year-end unallocated fund balance is approximately \$7.9M, of which \$1.3M is planned for use in FY 2025-26 to balance the Adopted Budget. At the February 2024 Finance Committee Meeting, staff were given directions on the Committee’s preferred use of unallocated fund balance. These options included:

- › Offsetting future rate increases,
- › Funding the annual contribution to the IRS Section 115 Pension Trust per the adopted Board policy, and
- › Funding for water supply reliability projects.

The table below compares Minimum, Target, and Maximum reserves to projected fiscal year-end reserves.

<b>Fund 100 Reserves</b>	<b>Minimum</b>	<b>Target</b>	<b>Maximum</b>	<b>FY 24-25 Q2 Projected FYE</b>	<b>Actual Above / (Below) Target</b>
Operating Reserves <sup>1</sup>	\$8,601,000	\$12,902,000	\$17,202,000	\$12,902,000	-
Emergency Reserves <sup>2</sup>	6,803,000	8,503,000	10,204,000	8,503,000	-
Reserve for Economic Uncertainties <sup>3</sup>	3,532,000	5,298,000	7,065,000	5,298,000	-
<b>Subtotal</b>	<b>\$18,936,000</b>	<b>\$26,703,000</b>	<b>\$34,471,000</b>	<b>\$26,703,000</b>	-
Pension Trust Fund				1,920,000	-
Projected Unallocated Fund Balance				7,882,000	7,882,000
<b>Total Reserves</b>	<b>\$18,936,000</b>	<b>\$26,703,000</b>	<b>\$34,471,000</b>	<b>\$36,505,000</b>	<b>\$7,882,000</b>

Note: Values rounded to the thousands.

<sup>1</sup>The FY 24-25 Q2 projected FYE Operating Reserve is funded at the target level of 90 days of operating expenses.

<sup>2</sup>The FY 24-25 Q2 projected FYE Emergency Reserve is funded at the target level of 2.5% of Water Enterprise assets.

<sup>3</sup>The FY 24-25 Q2 projected FYE Reserve for Economic Uncertainties is funded at 15% of FY 24-25 budgeted volume-based water sales revenue.

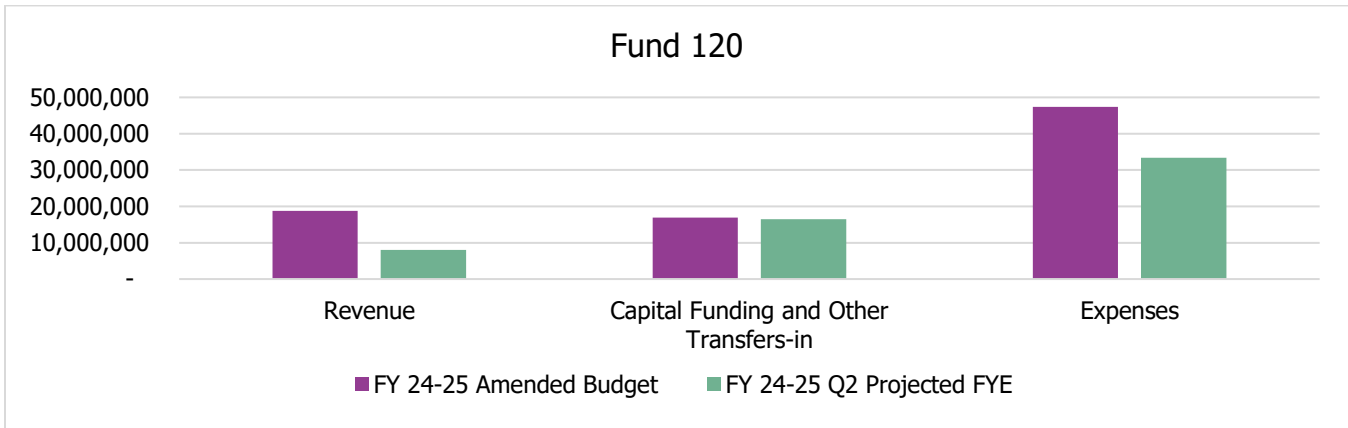
**Fund 120 – Water Renewal/Replacement & System-Wide Improvements**

*This is a sub-fund of the Fund 100 – Water Enterprise Operations Fund*

*Primary Funding Source: Water Rates via a transfer from Fund 100*

The purpose of this fund is to ensure funding is available for capital renewal, replacement, and system-wide improvement projects needed to keep the current water treatment and delivery systems functioning effectively. Fund 120 pays for capital projects as outlined in the Agency’s asset management program and the capital improvement program.

The following graph shows the FY 2024-25 Amended Budget and Q2 projected fiscal year-end revenue, capital funding, and expenditures.



Note: When expenses exceed revenue, capital reserves (working capital) are being expended.

### Details of Revenue and Expenses for Fund 120

Fund 120 - Water Enterprise Renewal/Replacement & Systemwide Improvements	FY 24-25 Amended Budget	FY 24-25 Q2 YTD Actual	FY 24-25 Q2 Projected FYE	Year-End Over/(Under) Budget
<b>Audited Beginning Fund Balance</b>	<b>\$70,914,000</b>	<b>\$81,633,309</b>	<b>\$81,633,000<sup>1</sup></b>	<b>\$10,719,000</b>
<b>Revenue</b>				
Investment Earnings <sup>1</sup>	1,378,000	1,405,682	2,121,000	743,000
Other Revenue <sup>2</sup>	452,000	1,961	452,000	-
DWR Grant <sup>3</sup>	16,958,000	-	5,460,000	(11,498,000)
<b>Total Revenue</b>	<b>\$18,788,000</b>	<b>\$1,407,643</b>	<b>\$8,033,000</b>	<b>(\$10,755,000)</b>
<b>Other Financing Sources</b>				
Capital Funding <sup>4</sup>	16,912,000	8,220,364	16,441,000	(471,000)
<b>Total Other Financing Sources</b>	<b>\$16,912,000</b>	<b>\$8,220,364</b>	<b>\$16,441,000</b>	<b>(\$471,000)</b>
<b>Expenses</b>				
Labor <sup>5</sup>	2,118,000	737,904	1,476,000	(642,000)
Capital Projects <sup>6</sup>	45,296,000	13,204,059	31,907,000	(13,389,000)
<b>Total Expenses</b>	<b>\$47,414,000</b>	<b>\$13,941,962</b>	<b>\$33,383,000</b>	<b>(\$14,031,000)</b>
Estimated Revenue/Other Financing Sources over Expenses	(11,714,000)	(4,313,955)	(8,909,000)	2,805,000
<b>Ending Fund Balance</b>	<b>\$59,200,000</b>	<b>\$77,319,354</b>	<b>\$72,724,000</b>	<b>\$13,524,000</b>

Note: Projected values are rounded to the thousands.

<sup>1</sup> The audited beginning fund balance is approximately \$10.7M higher than budget due to the partial receipt of the Stoneridge PFAS Treatment Facility grant in FY 2023-24.

### Revenue

- 1. Investment Earnings:** Projected investment earnings exceed budget and reflect current favorable market conditions.
- 2. Other Revenue:** Includes the City of Pleasanton’s 50% cost share of the Regional Groundwater Project. The project is underway and construction of the first test well has been completed.

- 3. DWR Grant:** The Agency was formally awarded \$16M for the Stoneridge PFAS Treatment Facility project in September 2023. The year-end projection is less than budget because the Agency received approximately \$11.5M in FY 2023-24 and expects to receive the remaining proceeds in FY 2024-25.
- 4. Capital Funding:** The projected capital funding is less than budget as the budget assumes a 3% annual adjustment, and the actual Engineering News Record Construction Cost Index (ENRCCI) adjustment from June 2023 to June 2024 was 0.001%.

**Expenses**

- 5. Labor costs:** YTD labor includes payroll through December 31, 2024. The year-end projection is based on trends.
- 6. Capital Projects:** The year-end projection is less than budget because of multi-year projects currently in the planning/construction phases or nearing completion/close-out, including:
  - Mocho Wellfield PFAS Treatment Facility
  - Chain of Lakes PFAS Treatment Facility
  - Patterson Pass Improvements and Replacements
  - DVWTP Booster Pump Station VFDs and Sludge Bed Underdrain Pump Station Replacement

**Reserves**

The table below compares the FY 2024-25 Amended Budget ending reserve balances to the Q2 projected ending reserve balances.

<b>Fund 120 Reserves</b>	<b>FY 24-25 Amended Budget FYE</b>	<b>FY 24-25 Q2 Projected FYE</b>
Debt Service Rate Stabilization Reserve	\$6,300,000	\$6,300,000
Pension Trust	57,000	50,000
Designated for Capital Projects Reserve <sup>1</sup>	52,843,000	66,374,000
<b>Total Reserve</b>	<b>\$59,200,000</b>	<b>\$72,724,000</b>

<sup>1</sup>Reserve is designated for capital projects to fund the Fund 120 CIP projects the Agency has committed to over the next five years. The Zone 7 Board adopted the Five-Year Water System CIP on June 21, 2023 (Resolution No. 17-81).



The following table summarizes the Agency's major projects in progress. For more information on capital projects, see the Capital Projects Status Report to be included in the February 19, 2025, Board meeting agenda packet.

Project	Total Estimated Cost	Fund 120 Share	Fund 120 Cash Financed	Fund 120 Bond Financing	Status	In-Service
Asset Management Program and Ten-Year CIP Update	\$1.15M	\$902K	\$902K	\$-	Planning	Fall 2025
Pipeline Inspection Study	\$250K	\$250K	\$250K	\$-	In-process	Fall 2025
MGDP Concentrate Conditioning	\$7.8M	\$7.8M	\$7.8M	\$-	Construction	Spring 2025
Chain of Lakes PFAS Treatment Facility Project	\$24.4M	\$24.4M	\$2.4M	\$22M	Construction	Spring 2025
Stoneridge Well PFAS Project	\$16.3M	\$16.3M	\$16.3M	\$-	Functional completion September 2023	Winter 2025 (PWRPA Switch)
Wells & MGDP Electrical Upgrades/ Replacement Project	\$7.3M	\$7.3M	\$7.3M	\$-	Construction	Spring 2025
Electric Vehicle Chargers	\$651K	\$651K	\$651K	\$-	Design	Spring 2025
DVWTP Booster Pump Station VFD and Underdrain Pump Station Replacement	\$1.91M	1.91M	\$1.91M	\$-	Construction	Spring 2026
Mocho PFAS Treatment Facility Conceptual Design Report	\$500K	\$500K	\$500K	\$-	Planning	Spring 2025
Risk and Resilience Assessment and Emergency Response Plan	\$200K	\$200K	\$200K	\$-	Planning	March 2025
Joint Regional Groundwater Development Project	\$2.7M	\$1.35M	\$1.35M	\$-	In-process	Fall 2025
<b>Total</b>	<b>\$63.16M</b>	<b>\$61.56M</b>	<b>\$39.56M</b>	<b>\$22.0M</b>		

## RESTRICTED FUNDS ANALYSIS

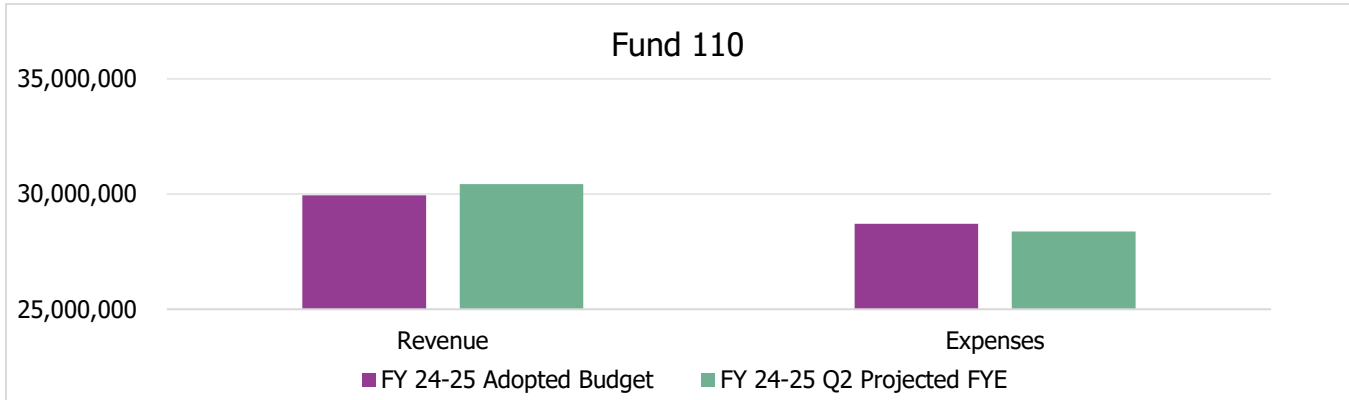
**Restricted Fund Balance:** Includes the portion of the fund balance that can only be spent for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers. The restricted fund balance also includes a legally enforceable requirement that the resources can only be used for specific purposes enumerated in the law. The restricted funds are not available to serve as operating or emergency reserves. These primarily include property taxes, connection and developer fees received for capital projects, debt service requirements, and fees charged for the provision of future water resources.

## Fund 110 – State Water Facilities Fund

*Primary Funding Source: Property Taxes. The property tax override is exempt from the ad valorem property tax levy limitations of Article XIII A of the Constitution of the State of California as the indebtedness was approved prior to July 1, 1978.*

Fund 110 funds the fixed cost payment to DWR to import water to the Agency which includes repayment of voter-approved, State-incurred, long-term debt.

The following graph shows the FY 2024-25 Adopted Budget and Q2 projected fiscal year-end revenue and expenditures.



When expenses exceed revenue, operating reserves (working capital) are being expended.

### Details of Revenue and Expenses for Fund 110

Fund 110 - State Water Facilities	FY 24-25 Adopted Budget	FY 24-25 Q2 YTD Actual	FY 24-25 Q2 Projected FYE	Year-End Over / (Under) Budget
<b>Audited Beg. Fund Balance</b>	<b>\$51,731,000</b>	<b>\$52,340,307</b>	<b>\$52,340,000</b>	<b>\$609,000</b>
<b>Revenue</b>				
Dougherty Valley Surcharge	2,773,000	-	2,773,000	-
Property Taxes <sup>1</sup>	22,201,000	10,779,324	22,201,000	-
DWR Refunds	3,675,000	3,216,296	4,000,000	325,000
Investment Earnings <sup>2</sup>	1,292,000	800,489	1,464,000	172,000
<b>Total Revenue</b>	<b>\$29,941,000</b>	<b>\$14,796,109</b>	<b>\$30,438,000</b>	<b>\$497,000</b>
<b>Expenses<sup>3</sup></b>	<b>\$28,712,000</b>	<b>\$22,841,715</b>	<b>\$28,371,000</b>	<b>(\$341,000)</b>
Estimated Revenue over Expenses	1,229,000	(8,045,606)	2,067,000	838,000
<b>Ending Fund Balance</b>	<b>\$52,960,000</b>	<b>\$44,294,701</b>	<b>\$54,407,000</b>	<b>\$1,447,000</b>

Note: Projection values are rounded to the thousands.

### Revenue

This is a pass-through fund for fixed charges associated with the SWP, assessed as a property tax override.

- Property Taxes:** YTD revenue includes the first installment of property tax. The second installment is due in April and will be reflected in the fourth quarter report. The year-end revenue projection reflects budget.

**2. Investment Earnings:** Projected investment earnings exceed budget and reflect current favorable market conditions.

**Expenses**

**3. Expenditures:** Include DWR fixed charges that occur both monthly and semi-annually. Transportation capital charges and the improvement portion of the SBA Improvement and Enlargement Project debt service payments are paid in January/July and March/September, respectively. The year-end projected expenses reflect anticipated payments through June 2025 based on the 2025 Statement of Charges.

**Reserves**

The following table compares the FY 2024-25 Adopted Budget ending reserve balance to the Q2 projected ending reserve balance. In December 2024, the Board formally adopted the amended Reserve Policy, via Resolution No. 24-106, removing the maximum level from the State Water Facilities Reserve. The reserve will accumulate funds to offset volatile future increases in State Water Project capital costs.

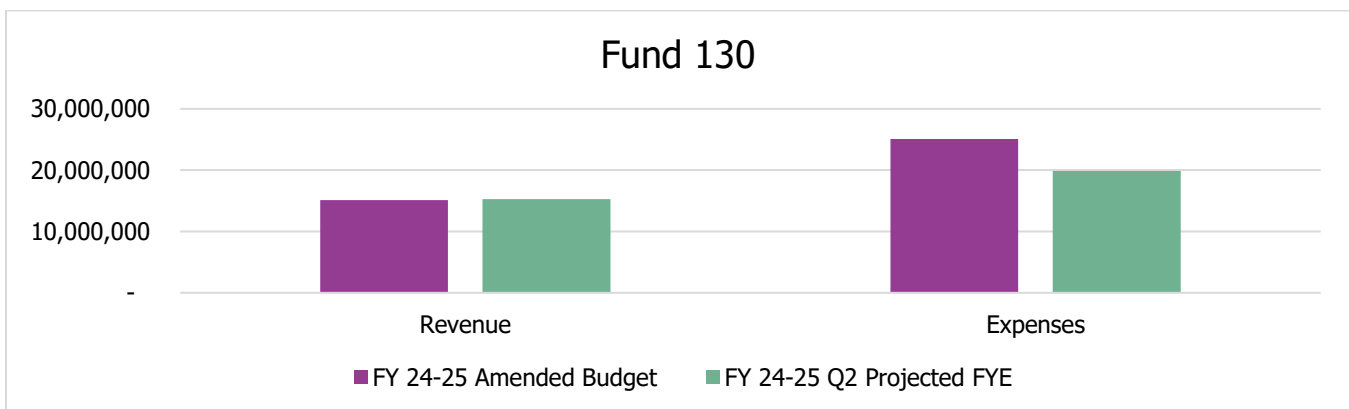
<b>Fund 110 Reserves</b>	<b>FY 24-25 Adopted Budget FYE</b>	<b>FY 24-25 Q2 Projected FYE</b>
Operating Reserve	\$52,960,000	\$54,407,000
Total Reserve	\$52,960,000	\$54,407,000

**Fund 130 – Water Enterprise Capital Expansion**

*Primary Funding Source: Water Connection Fees.*

The purpose of this fund is to ensure the Agency can meet the future needs of new customers with development paying its own way. The program is primarily intended to provide funding for new or expanded facilities and additional water supplies to serve additional capacity requirements of development. Most expenses in this fund are fixed (i.e., bond payment obligations for debt incurred by others to increase capacity, such as the enlargement portion of the South Bay Aqueduct Improvement and Enlargement Project). Developer fees can only be used for projects related to water system expansion.

The following graph shows the FY 2024-25 Amended Budget and Q2 projected fiscal year-end revenue and expenditures.



## Details of Revenue and Expenses for Fund 130

Fund 130 - Water Enterprise Capital Expansion	FY 24-25 Amended Budget	FY 24-25 Q2 YTD Actual	FY 24-25 Q2 Projected FYE	Year-End Over/(Under) Budget
<b>Audited Beg. Fund Balance</b>	<b>\$69,651,000</b>	<b>\$68,034,191</b>	<b>\$68,034,000</b>	<b>(\$1,617,000)</b>
<b>Revenue</b>				
Connection Fees <sup>1</sup>	10,000,000	4,070,801	10,000,000	-
Investment Earnings <sup>2</sup>	1,669,000	1,111,902	1,822,000	153,000
DWR Refunds	3,000,000	1,628,480	3,000,000	-
Other Revenue <sup>3</sup>	450,000	-	450,000	-
<b>Total Revenue</b>	<b>\$15,119,000</b>	<b>\$6,811,183</b>	<b>\$15,272,000</b>	<b>\$153,000</b>
<b>Expenses</b>				
Labor <sup>4</sup>	379,000	115,525	231,000	(148,000)
Professional Services	4,407,000	235,412	550,000	(3,857,000)
Water <sup>5</sup>	16,790,000	12,454,310	16,594,000	(196,000)
Capital Projects <sup>6</sup>	2,443,000	161,478	1,400,000	(1,043,000)
Debt Service	1,092,000	789,152	1,092,000	-
<b>Total Expenses</b>	<b>\$25,111,000</b>	<b>\$13,755,878</b>	<b>\$19,867,000</b>	<b>(5,244,000)</b>
Estimated Revenue over Expenses	(9,992,000)	(6,944,695)	(4,595,000)	5,397,000
<b>Ending Fund Balance</b>	<b>\$59,659,000</b>	<b>\$61,089,496</b>	<b>\$63,439,000</b>	<b>\$3,780,000</b>

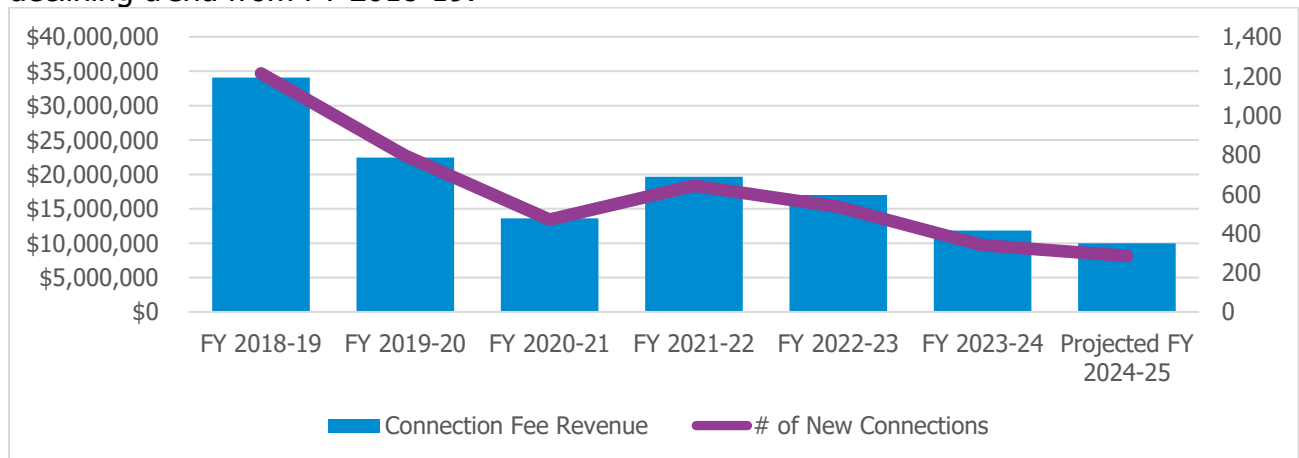
Note: Projected values are rounded to the thousands.

### Revenue

The primary source of revenue is connection fees.

- 1. Connection Fees:** YTD revenue is comprised of connection fees from approximately 116 connections primarily from the Dublin San Ramon Services District service area. At the October 16, 2024, Board Meeting, the Board approved the normal inflationary adjustment to the CY 2025 water connection fees. The adjusted fees went into effect January 1, 2025.

Connection fee revenue has continued to decline since 2019. The connection fee study will inform staff of future development in the service area. The following graph illustrates the declining trend from FY 2018-19.



	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Projected FY 2024-25
Connection Fee Revenue	\$34,068,092	\$22,461,926	\$13,609,527	\$19,669,510	\$17,023,627	\$11,860,411	\$10,000,000
# of New Connections	1,214	796	470	643	535	340	285

**2. Investment Earnings:** Projected investment earnings exceed budget and reflect current favorable market conditions.

**3. Other Revenue:** Includes the City of Pleasanton’s 50% cost share of the Regional Groundwater Project. The project is underway and construction of the first test well has been completed.

### Expenses

**4. Labor:** Includes this fund’s share of payroll through December 31, 2024, for capital expansion projects. The projected year-end amount is based on trends.

**5. Water:** YTD expenses are made up of the first installment of the South Bay Aqueduct debt service payment, due annually in September. The projected year-end reflects the first and second installment payments.

**6. Capital Projects:** Includes water expansion capital project expenses approved in the FY 2024-25 budget, including continued participation in the Sites Reservoir project, the well master plan, the Chain of Lakes Conveyance System, and the 10-year capital improvement plan update. The year-end projection includes the FY 2024-25 Sites participation payment and final close out costs for the PPWTP Ozone and Upgrades project.

### Reserves

The table below compares the FY 2024-25 Amended Budget ending reserve balances to the Q2 projected ending reserve balances.

Fund 130 Reserves	FY 24-25 Amended Budget FYE	FY 24-25 Q2 Projected FYE
Sinking Funds <sup>1</sup>	\$29,170,000	\$29,170,000
Debt Service Rate Stabilization Reserve	2,300,000	2,300,000
Designated for Capital Projects Reserve <sup>2</sup>	28,170,000	31,954,000
Pension Trust Fund	19,000	15,000
<b>Total Reserves</b>	<b>\$59,659,000</b>	<b>\$63,439,000</b>

<sup>1</sup>Reserve established by the Board to fund SBA debt service payments that continue after service is built out.

<sup>2</sup>Reserve designated for capital projects to fund expansion CIP projects the Agency has committed to over the next ten years.

Below is a summary of the Agency's major projects in progress or recently completed.

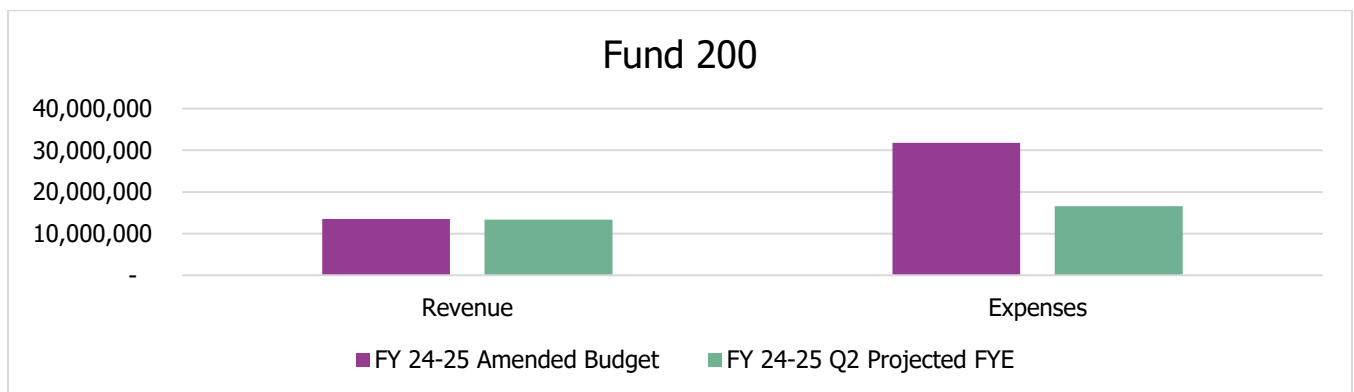
Project	Total Cost	Fund 130 Share	Status	In-Service/Completion
Asset Management Program and Ten-Year CIP Update	\$1.15M	\$250K	In-process	Fall 2025
Non-discretionary obligations	~\$20M annually	~\$20M	n/a	ongoing
Joint Regional Groundwater Development Project	\$2.7M	\$1.35M	In-process	Fall 2025

### Fund 200 – Flood Protection Operations

*Primary Funding Source: Property Taxes. Ad valorem property taxes equal to one percent (1%) of the full cash value, of which Zone 7 of the Alameda County Flood and Water Conservation District receives a proportionate share.*

This fund uses property taxes to provide general administration, maintenance, and operation of regional flood protection facilities. The Agency manages a watershed of 425 square miles in eastern Alameda County, receiving drainage from parts of Contra Costa, Santa Clara, and San Joaquin Counties. More than 37 miles of flood control channels and regional drainage facilities are owned and maintained by the Agency. This fund finances a comprehensive year-round maintenance program that includes repairing slides and erosion, refurbishing access roads and associated drainage ditches, installing and repairing gates and fences, and maintaining landscaped areas. This fund pays for renewal/replacement and improvement projects for the existing flood protection system.

The following graph shows FY 2024-25 Amended Budget and Q2 projected fiscal year-end revenue and expenditures.



## Details of Revenue and Expenses for Fund 200

Fund 200 - Flood Protection Operations	FY 24-25 Amended Budget	FY 24-25 Q2 YTD Actual	FY 24-25 Q2 Projected FYE	Year-End Over/(Under) Budget
<b>Audited Beg. Fund Balance</b>	<b>\$27,790,000</b>	<b>\$27,800,556</b>	<b>\$27,801,000</b>	<b>\$11,000</b>
<b>Revenue</b>				
Property Taxes <sup>1</sup>	12,573,000	6,527,676	12,171,000	(402,000)
Investment Earnings <sup>2</sup>	595,000	414,716	710,000	115,000
Grants <sup>3</sup>	94,000	64,130	64,000	(30,000)
Other Revenue	236,000	342,042	412,000	176,000
<b>Total Revenue</b>	<b>\$13,498,000</b>	<b>\$7,348,565</b>	<b>\$13,357,000</b>	<b>(\$141,000)</b>
<b>Expenses</b>				
Labor <sup>4</sup>	3,133,000	1,468,279	2,937,000	(196,000)
Professional Services <sup>5</sup>	6,319,000	1,233,117	4,550,000	(1,769,000)
Repairs and Maintenance <sup>6</sup>	21,277,000	1,306,246	8,230,000	(13,047,000)
Rental Services	88,000	12,560	88,000	-
Other Services/Supplies	953,000	420,669	790,000	(163,000)
<b>Total Expenses</b>	<b>\$31,770,000</b>	<b>\$4,440,871</b>	<b>\$16,595,000</b>	<b>(\$15,175,000)</b>
Estimated Revenue over Expenses	(18,272,000)	2,907,694	(3,238,000)	15,034,000
<b>Ending Fund Balance</b>	<b>\$9,518,000</b>	<b>\$30,708,250</b>	<b>\$24,563,000</b>	<b>\$15,045,000</b>

Note: Projected values are rounded to the thousands.

### Revenue

The primary source of revenue for this fund is property taxes.

- 1. Property Tax:** The YTD revenue is comprised of the first installment of property tax as well as revenue received to-date through unsecured property taxes. The year-end revenue projection is based on the property tax estimate provided by the County.
- 2. Investment Earnings:** Projected investment earnings exceed budget and reflect current favorable market conditions.
- 3. Grants:** The YTD actual reflects a \$43K federal grant received from Cal OES for prior expenses incurred from the high-priority maintenance work from the 2023 storms and a \$21K State grant for prior expenses incurred on the Arroyo Mocho Floodplain and Riparian Forest Restoration Project. The year-end projection conservatively reflects the YTD actual as grant reimbursement timing is challenging to predict.

### Expenses

- 4. Labor:** Includes this fund's share of payroll through December 31, 2024. The year-end projection is based on trends.
- 5. Professional Services:** Includes professional services for Flood operations and ongoing services related to the Flood Management Plan. The year-end projection is less than budget primarily due to as-needed services and contingency. The year-end projection reflects ongoing design and permitting efforts for the Phase 1 and high priority flood sites.

**6. Repairs and Maintenance:** The Amended Budget includes ongoing routine flood engineering repair services and repairs related to the Phase 1 and high priority projects resulting from damages caused by the 2023 storms. The year-end projection includes the Agency’s 20% upfront cost share payment to the U.S. Army Corps of Engineers to repair 48 damaged sites (~\$5.3M), and annual routine maintenance efforts (~\$2.8M). The projection is less than the budget as repairs related to Phase 1 and the high priority projects will continue in FY 2025-26, once the Agency receives permits, likely in June 2025.

**Reserves**

The table below compares the FY 2024-25 Amended Budget ending reserve balance to the Q2 projected ending reserve balance.

<b>Fund 200 Reserves</b>	<b>FY 24-25 Amended Budget</b>	<b>FY 24-25 Q2 Projected FYE</b>
Operating Reserves <sup>1</sup>	\$9,312,000	\$11,854,000
Designated for Capital Projects Reserve <sup>2</sup>	-	12,501,000
Section 115 Pension Trust	206,000	208,000
<b>Total Reserves</b>	<b>\$9,518,000</b>	<b>\$24,563,000</b>

<sup>1</sup> This fund may be routinely utilized by staff to cover temporary cash flow deficiencies caused by timing differences between revenue and expenses and/or shifts in the allocation of property taxes to Zone 7. For example, the 2023 Storm Damage Repair project expenses will be incurred in advance of grant reimbursement.

<sup>2</sup> Per the Agency’s Reserve Policy, there is no minimum or maximum level required for the Flood capital projects reserve.

The Agency is in the process of developing and implementing a Flood Management Plan to direct the Agency’s future flood maintenance activities and capital projects. Flood Management Plan Phase 2A professional and project management services were approved at the February 15, 2023, Board meeting.

The following table lists major repairs/projects that are in progress or recently completed.

<b>Project</b>	<b>Total Cost</b>	<b>Fund 200 Share</b>	<b>Status</b>	<b>In-service</b>
Alamo Creek Bank Stabilization Pilot Project <sup>1</sup>	\$6.1M	\$1.5M	Permitting	Winter 2025
2022-23 Storm Damage High Priority Repairs	\$2.4M	\$2.4M	Permitting	Fall 2025
2023 Storm Damage Repairs – Phase 1	\$9.0	\$9.0M	Design/Permitting	Winter 2025

<sup>1</sup>DWR has awarded up to \$4.6M in grants through the Floodplain Management, Protection, and Risk Awareness (FMPRA) Grant program. Proceeds of this grant are not reflected in the projected ending fund balance.

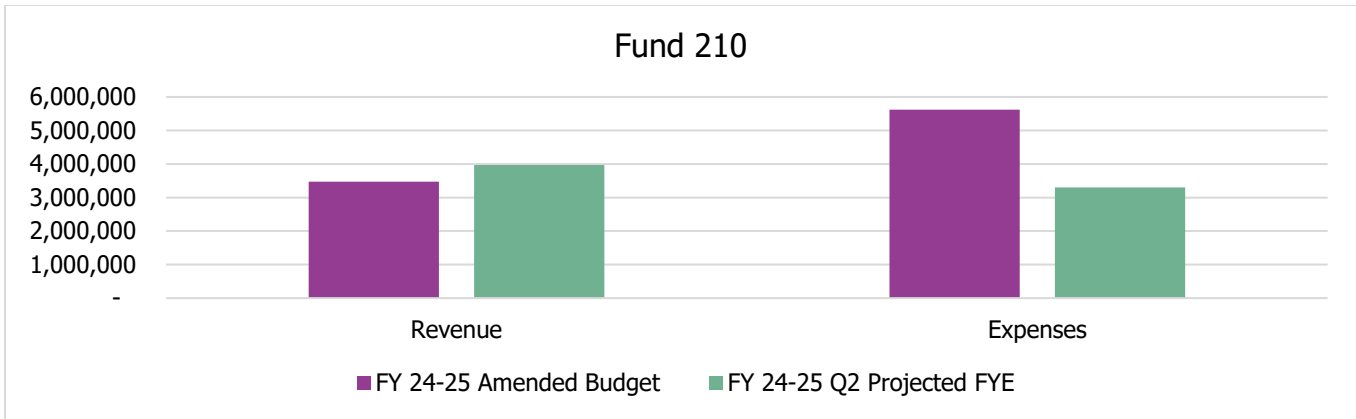
**Fund 210 – Flood Protection Development Impact Fee Fund**

*Primary Funding Source: Development Impact Fees.*

The purpose of this fund is to ensure the Agency can meet future needs for expansion-related flood control facilities. The program is primarily intended to provide funding for any flood control facilities required for new development. Funds are expended on the planning, design, lands and right of way acquisition, environmental review, permitting, and construction for drainage projects.



The following graph shows the FY 2024-25 Amended Budget and Q2 projected fiscal year-end revenue and expenditures.



### Details of Revenue and Expenses for Fund 210

Fund 210 - Flood Protection DIF Fund	FY 24-25 Amended Budget	FY 24-25 Q2 YTD Actual	FY 24-25 Q2 Projected FYE	Year-End Over/(Under) Budget
<b>Audited Beg. Fund Balance</b>	<b>\$78,092,000</b>	<b>\$79,773,869</b>	<b>\$79,774,000</b>	<b>\$1,682,000</b>
<b>Revenue</b>				
Development Fees <sup>1</sup>	1,500,000	754,974	1,500,000	-
Investment Earnings <sup>2</sup>	1,952,000	1,104,922	2,244,000	292,000
Other Revenue	25,000	221,105	221,000	196,000
<b>Total Revenue</b>	<b>\$3,477,000</b>	<b>\$2,081,001</b>	<b>\$3,965,000</b>	<b>\$488,000</b>
<b>Expenses</b>				
Labor <sup>3</sup>	147,000	16,350	33,000	(114,000)
Capital Projects <sup>4</sup>	5,470,000	72,241	3,269,000	(2,201,000)
<b>Total Expenses</b>	<b>\$5,617,000</b>	<b>\$88,591</b>	<b>\$3,302,000</b>	<b>(\$2,315,000)</b>
Revenue over Expenses	(2,140,000)	1,992,409	663,000	2,803,000
<b>Estimated Ending Fund Balance</b>	<b>\$75,952,000</b>	<b>\$81,766,278</b>	<b>\$80,437,000</b>	<b>\$4,485,000</b>

Note: Values are rounded to the thousands.

### Revenue

- 1. Development Impact Fees:** Revenue is primarily generated from development impact fees and interest earnings. The year-end projection is based on trends and reflects budget.
- 2. Investment Earnings:** Projected investment earnings exceed budget and reflect current favorable market conditions.

### Expenses

- 3. Labor:** Includes staff labor through December 31, 2024. The year-end projection is based on trends.

**4. Capital Projects:** Includes as-needed professional services, professional services related to the ongoing Flood Management Plan effort, and the Board approved \$3.03M reimbursement to Dublin Crossing, LLC for construction and easements required for the Camp Park Detention Basin (Resolution No. 24-89).

**Reserves**

The following table and chart compare the FY 2024-25 Amended Budget ending reserve balance to the Q2 projected ending reserve balance.

<b>Fund 210 Reserves</b>	<b>FY 24-25 Amended Budget FYE</b>	<b>FY 24-25 Q2 Projected FYE</b>
Capital Projects Reserve	\$75,952,000	\$80,437,000
Total Reserves	\$75,952,000	\$80,437,000

The Agency is in the process of developing and implementing a Flood Management Plan to direct the Agency’s future flood maintenance activities and capital projects. Flood Management Plan Phase 2A professional and project management services were approved at the Board meeting on February 15, 2023.