DIABLO WATER DISTRICT

Public service is at the heart of everything we do.

AGENDA

The Special Meeting of the Board of Directors of Diablo Water District will be held on November 19, 2025 at 2:30 pm at the District's Corporation Yard, 3990 Main Street, Oakley, California. This meeting is being conducted in person and via webinar. Members of the public and District staff may attend the meeting via conference call / web using the credentials below. Members of the public will continue to have the opportunity to provide public input via the webinar or phone features.

Dial in Number: 1-949-346-1487

Conference ID: 238 275 781#

Or

Web Option: https://www.diablowater.org/web-meeting-portal

Check your browsers' functionality or download the Microsoft Teams App prior to the meeting.

The District's agendas and supporting documents are available on the District's website: www.diablowater.org, or by calling Kait Knight at (925) 625-6587. A fee may be charged for copies.

If you have a special accommodation needs to attend the meeting, please provide at least two (2) business days' notice prior to the meeting by calling Kait Knight at (925) 625-6587.

1. **Call to Order, Roll Call, and Pledge of Allegiance.**

2. **Public Input.**
   Anyone present may address the Board of Directors on any subject within the jurisdiction of Diablo Water District. If the subject item is on this Agenda, please hold public comment until the appropriate item. **All virtual attendees will remain on mute until called upon to address the Board.**

Action Items

3. Consent Calendar.

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately. *The consent calendar may be approved by a single motion to approve, followed by a second and then a call for vote.*

A. Minutes of the Regular Meeting of October 22, 2025.

Staff Recommendation: Approve.

B. Update of District Regulations No. 112, 121, 124 and 128.

Staff Recommendation: Adopt Resolution No. 2025-17 amending Regulation Numbers 112, 121, 124 and 128.

4. Financial Reports.

Staff Recommendation: Approve warrant register 2025-10, ACH and wire transactions for October 2025 and monthly financial report for September 2025.

5. Knightsen Well Site Investigation Contract Award.

Staff Recommendation: Authorize the General Manager to:

1. Execute Task Order No. 1 with Luhdorff & Scalmanini, Consulting Engineers (LSCE) in the amount of $227,620, plus 10% to complete a groundwater site investigation, nested monitoring well, and preliminary well design for the District's Knightsen property.

2. File a CEQA Notice of Exemption for the monitoring well.

6. Purchase of District Vehicles.

Staff Recommendation: Authorize the General Manager to execute a purchase order with Sonora Ford in the amount of $381,664.08 for the procurement of four vehicles as outlined.

7. District Officer and Committee Positions.

Staff Recommendation: Perform confirmations or reassignments.

Discussion Items

8. 2026 Bond Issuance Update.

9. Urban Water Management Plan Overview.

10. Regulation 125 Records Management Program Update.

11. New Website Update.

12. Future Agenda Items.

- Preliminary list of items for the next two months.
- Other items being tracked and awaiting a scheduled date.

13. Next Meetings of the Board of Directors.

- December 10, 2025 Special Meeting – 2:30 pm
- January 28, 2026 Regular Meeting – 6:30 pm
- February 25, 2026 Regular Meeting – 6:30 pm

Closed Session Items

14. Conference with Real Property Negotiations (Government Code § 54956.8)

Property Description: Jersey Island located in Contra Costa County
Negotiation: Diablo Water District General Manager Dan Muelrath and Jean-Marc

Petit, Ironhouse/Reclamation District 830 Representative.
Under Negotiation: Terms and Price

Conference with Real Property Negotiations
(Government Code § 54956.8)

Property: 3760 Neroly Road, Oakley CA 94561
Negotiation: Diablo Water District General Manager Dan Muelrath and Contra Costa Water District Representative (to be determined)
Under Negotiation: Terms and Price

15. Adjournment.

Posted this 13th day of November 2025.

Dan Muelrath

Dan Muelrath, General Manager

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 3

TO: Each Director

FROM: Dan Muelrath

SUBJECT: Consent Calendar.

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately.

The consent calendar may be approved by a single motion to approve, followed by a second, and then a call for a vote.

A. Minutes of the Regular Meeting of October 22, 2025.
Staff Recommendation: Approve.

B. Update of District Regulations No. 112, 121, 124 and 128.
Staff Recommendation: Adopt Resolution No. 2025-17 amending Regulation Numbers 112, 121, 124 and 128.

RECOMMENDATION:

Approve.

Dan Muelrath

Dan Muelrath
General Manager

Integrity

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
DIABLO WATER DISTRICT
HELD ON OCTOBER 22, 2025

The Regular Meeting of the Board of Directors of Diablo Water District was held on October 22, 2025, at 6:30 pm at the District's Corporation Yard, 3990 Main Street, Oakley, California and via conference call / web as noticed in the posted agenda.

1. Call to Order and Roll Call and Pledge of Allegiance.

The regular meeting of the Board of Directors of Diablo Water District (District) was called to order by President Tiernan at 6:30 p.m. on August 27, 2025.

Directors Present:	Tiernan, Shaw, Seger, Kovalick, Moats
Staff Present:	Dan Muelrath, Kait Knight, Jennifer McCoy, Sophia Gonzales, Becky Balesteri
General Counsel:	Wes Miliband (Miliband Water Law)
Others Present:	Bill Brick (CDM Smith), Andria Loutsch (CDM Smith), Angela Lowrey (Ironhouse Sanitary District), Additional District Staff, Members of the General Public

2. Public Input.

Anyone present may address the Board of Directors on any subject within the jurisdiction of Diablo Water District. If the subject item is on this Agenda, please hold public comment until the appropriate item.

Angela Lowrey from Ironhouse Sanitary District thanked Staff for supporting their 80th anniversary celebration, including the Directors support and the Water Monster hydration station.

Action Items

3. Consent Calendar.

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an

item be removed from the Consent Calendar for discussion, it will be considered separately. *The consent calendar may be approved by a single motion to approve, followed by a second and then a call for a vote.*

A. **Minutes of the Regular Meeting of September 24, 2025.**
Staff Recommendation: Approve.

B. **Acceptance of Facilities – 8734 Stonewood 2A Improvements.**
Staff Recommendation: Adopt Resolution Number 2025 – 14.

C. **Annual Review of Investment Policy.**
Staff Recommendation: Receive.

It was moved by Vice President Shaw, seconded by President Tiernan, and approved by the following vote to approve the consent calendar.

AYES: Moats, Seger, Kovalick, Shaw, Tiernan
NOES: None
ABSENT: None

4. Financial Reports.

Staff Recommendation: Approve warrant register 2025-9, ACH and wire transactions for September 2025 and monthly financial report for August 2025.

It was moved by Director Seger, seconded by Vice President Shaw, and approved by the following vote to approve warrant register 2025-9, ACH and wire transactions for September 2025 and monthly financial report for August 2025.

AYES: Moats, Seger, Kovalick, Shaw, Tiernan
NOES: None
ABSENT: None

5. Consulting Services for Organizational Assessment and Compensation.

Staff Recommendation: Authorize the General Manager to execute a consulting services agreement with Gallagher Benefit Services for $48,620, plus a 10% contingency, to conduct a comprehensive compensation study and organizational assessment.

It was moved by Vice President Shaw, seconded by Director Seger, and approved by the following vote to authorize the General Manager to execute a consulting services agreement with Gallagher Benefit Services for $48,620, plus a 10% contingency, to conduct a comprehensive compensation study and organizational assessment.

AYES: Seger, Kovalick, Shaw, Tiernan
NOES: None
ABSTAIN: Moats

6. CEQA Mitigated Negative Declaration for Sandmound Consolidation.

Staff Recommendation: Adopt the Mitigated Negative Declaration for the Sandmound Boulevard Consolidation Project via Resolution No. 2025-15.

It was moved by Director Seger, seconded by Director Kovalick, and approved by the following vote to adopt the Mitigated Negative Declaration for the Sandmound Boulevard Consolidation Project via Resolution No. 2025-15.

AYES: Moats, Seger, Kovalick, Shaw, Tiernan
NOES: None
ABSENT: None

7. Directors' Regulations Update.

Staff Recommendation: Discuss redlines and adopt Resolution No. 2025-16 amending and updating regulation 101 and deleting Regulations 110 and 113.

It was moved by Director Seger, seconded by Director Kovalick, and approved by the following vote to adopt Resolution No. 2025-16 amending and updating regulation 101 and deleting Regulations 110 and 113.

AYES: Moats, Seger, Kovalick
NOES: Shaw, Tiernan
ABSENT: None

Discussion Items

8. Customer Service & Utility Billing Overview.

The Board received an update from Jennifer McCoy, Finance & Accounting Manager, and Becky Balesteri, Senior Utility Billing Representative, on current practices and operations of customer service at the District.

9. General Manager's Report.

- Water Supply Charts

General Manager Muelrath reported on the current water supply.

10. District Engineer's Report.

Bill Brick, CDM Smith, reported on the status and progress of active projects.

11. District Counsel's Report.

General Counsel Miliband reported out on recent legislative updates.

12. Directors' Reports.

- President Tiernan - City of Oakley Meetings
- Director Kovalick - CCWD Meetings

13. Future Agenda Items.

- Preliminary list of items for the next two months.
- Other items being tracked and awaiting a scheduled date.
    - General Manager Muelrath - New website update and contract for the LSCE Knightsen drilling contract for the well
    - Credit Card Processing Fees
    - Officer and Committee Assignments
    - RBWTP JPA

14. Next Meetings of the Board of Directors.

- November 19, 2025 Special Meeting – 2:30 pm
- December 10, 2025 Special Meeting – 2:30 pm
- January 28, 2026 Regular Meeting – 6:30 pm

Closed Session Items

15. Conference with Real Property Negotiations.
(Government Code § 54956.8)
Property Description: Jersey Island located in Contra Costa County
Negotiation: Diablo Water District General Manager Dan Muelrath and Jean-Marc Petit Ironhouse/Reclamation District 830 Representative.
Under Negotiation: Terms and Price

No reportable action.

16. Adjournment.

President Tiernan adjourned the meeting at 12:03 am on October 23, 2025.

Kait Knight, Board Secretary

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 3.B

TO: Each Director

FROM: Jennifer McCoy, Finance & Accounting Manager

SUBJECT: Update of District Regulations No. 112, 121, 124 and 128.

The District reviews regulations annually to ensure:

- Legal compliance.
- Operational needs that are current with District practices.
- Clarification language and title updates.

Many of the updates in the attached regulations were for clarification, title updates, and operational consistency. Updates include, but are not limited to:

Reg 112:

- Revised language for overtime rate to include qualifying fringe benefits.

Reg 121:

- Revised language to include all district staff versus specific titles when interacting with customers.
- Revised language to match what the district uses on customer account applications (Authorized Party versus Payee).
- Update title from Accounting Operations Manager to Finance & Accounting Manager.

Reg 124:

- Adding new authorized titles to the list of credit card users for operational need.
- Increasing the limit for the Accounting Analyst from $5,000 to $7,500 due to several recurring monthly/quarterly/annual charges that will be switched to that card from the Forward Planning Manager's card.
- Revising the title of the Maintenance & Construction Manager.

Attachments: Resolution No. 2025-17
District Regulation 112 (redline and clean copy)
District Regulation 121 (redline and clean copy)
District Regulation 124 (redline and clean copy)
District Regulation 128 (redline and clean copy)

Reg 128:

- Revised language for clarification and operational consistency.

RECOMMENDATION:

Adopt Resolution No. 2025-17 amending Regulation Numbers 112, 121, 124 and 128.

Jennifer McCoy

Jennifer McCoy
Finance & Accounting Manager

Attachments: Resolution No. 2025-17
District Regulation 112 (redline and clean copy)
District Regulation 121 (redline and clean copy)
District Regulation 124 (redline and clean copy)
District Regulation 128 (redline and clean copy)

Resolution No. 2025 – 17

A RESOLUTION OF THE BOARD OF DIRECTORS OF DIABLO WATER DISTRICT AMENDING DISTRICT REGULATIONS 112, 121, 124 and 128

WHEREAS, the District has Administrative Regulations for the effective and efficient operation of the District;

WHEREAS, periodically these regulations need to be updated to reflect current statues and industry trends; and

WHEREAS, these regulations pertain to the Board of Directors and their role and responsibilities; and

WHEREAS, Staff, General Counsel, and the Board have reviewed and provided suggested updates as shown in the Attachment, here-in referenced and incorporated;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Diablo Water District hereby:

1. Update District Regulations 112, 121, 124, and 128 as shown in Attachment.

* * * * *

I certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Directors of Diablo Water District at a special meeting thereof, held on November 19, 2025, by the following vote:

AYES:

NOES:

ABSENT:

DATED: November 19, 2025

_____

Kait Knight, Secretary

DIABLO WATER DISTRICT

REGULATION NO. 112

REIMBURSEMENT OF TRAVEL EXPENSES

Section I. Overview

A. This regulation applies to travel and associated expenses incurred by Directors and employees while conducting business and operations for the District.

B. Whenever possible, travel expenses must be paid for in advance via a District credit card or direct payment to vendor(s) through Accounts Payable.

C. For any travel-related reasonable accommodation requests, please submit to Human Resources.

Section II. Allowable Transportation Expenses

A. Transportation is expected to be conducted by the most economical means possible. If an alternate mode of transportation is chosen solely based on personal preference (e.g., opting to drive instead of flying, even if flying is more cost-effective), reimbursement will be based on the most economical option. In this case, reimbursement will be issued for the equivalent cost of a standard airplane ticket instead of the standard mileage rate.

B. Travel by District Vehicle

1. Employees provided with District vehicles are expected to use them when it is the most economical means of transportation and only when the destination is within a 200-mile radius of the District. Otherwise, employees will be reimbursed for the most economical mode of travel (e.g., mileage, flight).
2. Employees choosing not to use their District vehicle solely based on personal preference will only be reimbursed for gas receipts incurred during the required travel period, not for mileage.

C. Travel by Privately Owned Vehicle

1. Travel by privately owned vehicle will be compensated at the then current Standard Mileage Rate by the Internal Revenue Service.
2. Each time an employee (excluding the General Manager) is called out, mileage compensation is limited to within 40 miles of District facilities, as defined in Regulation 106.

D. Other Transportation Expenses

1. Transportation services (Taxi, Uber, etc.) are reimbursable within the travel area including a tip, not to exceed 15%.
2. Bridge tolls incurred while traveling for District business are reimbursable.
3. Parking fees, including but not limited to parking garage, hotel, and airport parking fees, are reimbursable.

E. Standard airline baggage fees that are not included with the flight fare are reimbursable.

Section III. Other Allowable Expenses

A. Travel Time Compensation

1. Based on the Fair Labor Standards Act (FLSA), non-exempt staff will be compensated for time spent traveling for work-related purposes. They will be compensated at their normal hourly rate for travel during regular business hours. If travel exceeds their regularly scheduled number of work hours, they will be compensated at ~~their overtime rate~~one and one-half times their regular rate of pay, including qualifying fringe benefits.

2. Compensable travel time includes time spent driving or being a passenger on an airplane, train, bus, taxi, or ride-share until arrival at the destination hotel/event. Time spent taking rest breaks to eat a meal, sleep, or engage in personal activities unrelated to travel (such as spending an extra day in a city before or after a conference) is not compensable.

3. Directors will be compensated for travel time in accordance with Regulation 113.

B. Overnight Accommodations

1. For travel requiring overnight accommodation, it is encouraged

to stay at the recommended hotel for the conference or training, unless that hotel is fully booked, in which case they should choose the next nearest location.

i. Overnight accommodation must be in the median price range for hotel single occupancy.

ii. Directors and employees have the option to stay the night before if the start time is early morning, considering travel time.

C. Meals

1. Meals at the regular menu charge plus tip, not to exceed 15%.

i. Alcohol and recreational expenses are not eligible for reimbursement. Non-reimbursable items must be excluded from receipts submitted for reimbursement.

D. WIFI

1. WIFI expenses incurred for exclusive business use are allowable.

Section IV. Expense Reports

A. For all conferences/trainings, a *Travel Authorization Form* must be completed prior to travel.

B. A *Travel Reimbursement Form* must be submitted within one week of returning to work for reimbursement.

C. All expenses must include itemized receipts and mileage detail.

Diablo Water District
Regulation No. 112
Reimbursement of Travel Expenses

Section 1. Overview

a. This regulation applies to travel and associated expenses incurred by Directors and employees while conducting business and operations for the District.
b. Whenever possible, travel expenses must be paid for in advance via a District credit card or direct payment to vendor(s) through Accounts Payable.
c. For any travel-related reasonable accommodation requests, please submit to Human Resources.

Section 2. Allowable Transportation Expenses

a. Transportation is expected to be conducted by the most economical means possible. If an alternate mode of transportation is chosen solely based on personal preference (e.g., opting to drive instead of flying, even if flying is more cost-effective), reimbursement will be based on the most economical option. In this case, reimbursement will be issued for the equivalent cost of a standard airplane ticket instead of the standard mileage rate.
b. Travel by District Vehicle
    1. Employees provided with District vehicles are expected to use them when it is the most economical means of transportation and only when the destination is within a 200-mile radius of the District. Otherwise, employees will be reimbursed for the most economical mode of travel (e.g., mileage, flight).
    2. Employees choosing not to use their District vehicle solely based on personal preference will only be reimbursed for gas receipts incurred during the required travel period, not for mileage.
c. Travel by Privately Owned Vehicle
    1. Travel by privately owned vehicle will be compensated at the then-current Standard Mileage Rate by the Internal Revenue Service.
    2. Each time an employee (excluding the General Manager) is called out, mileage compensation is limited to within 40 miles of District facilities, as defined in Regulation 106.

d. Other Transportation
    1. Transportation services (Taxi, Uber, etc.) are reimbursable within the travel area, including a tip not to exceed 15%.
    2. Bridge tolls incurred while traveling for District business are reimbursable.
    3. Parking fees, including but not limited to parking garage, hotel, and airport parking fees, are reimbursable.
    4. Standard airline baggage fees that are not included with the flight fare are reimbursable.

Section 3. Other Allowable Expenses

a. Travel Time Compensation
    1. Based on the Fair Labor Standards Act (FLSA), non-exempt staff will be compensated for time spent traveling for work-related purposes. They will be compensated at their normal hourly rate for travel during regular business hours. If travel exceeds their regularly scheduled number of work hours, they will be compensated at one and one-half times their regular rate of pay, including qualifying fringe benefits.
    2. Compensable travel time includes time spent driving or being a passenger on an airplane, train, bus, taxi, or ride-share until arrival at the destination hotel/event. Time spent taking rest breaks to eat a meal, sleep, or engage in personal activities unrelated to travel (such as spending an extra day in a city before or after a conference) is not compensable.
    3. Directors will be compensated for travel time in accordance with Regulation 113.
b. Overnight Accommodations
    1. For travel requiring overnight accommodation, it is encouraged to stay at the recommended hotel for the conference or training, unless that hotel is fully booked, in which case they should choose the next nearest location.
        i. Overnight accommodation must be in the median price range for hotel single occupancy.

ii. Directors and employees have the option to stay the night before if the start time is early morning, considering travel time.

c. Meals
    1. Meals at the regular menu charge plus tip, not to exceed 15%.
        i. Alcohol and recreational expenses are not eligible for reimbursement. Non-reimbursable items must be excluded from receipts submitted for reimbursement.

d. WIFI
    1. WIFI expenses incurred for exclusive business use are allowable.

Section 4. Expense Reports

a. For all conferences/trainings, a *Travel Authorization Form* must be completed prior to travel.
b. A *Travel Reimbursement Form* must be submitted within one week of returning to work for reimbursement.
c. All expenses must include itemized receipts and mileage detail.

DIABLO WATER DISTRICT

REGULATION NO. 121

IDENTITY THEFT PREVENTION PROGRAM

Section I. Purpose.

A. This regulation sets forth the policy for identity theft prevention pursuant to the Federal Trade Commission's Red Flags Rule which implements the Fair and Accurate Credit Transactions Act of 2003.

B. Under the Red Flag Rules, creditors are required to establish an Identity Theft Prevention Program (the "Program") tailored to its size, complexity, and the nature of its operation. According to the rule, a municipal utility is a creditor subject to the requirements. Each Program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program.
2. Detect Red Flags that have been incorporated into the Program.
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
4. Ensure the Program is updated periodically to reflect changes in risks to customers and/or to the safety and soundness of the creditor for identity theft.

Section II. Policy.

A. Element I of the Policy - Identification of Red Flags –

1. In order to identify relevant Red Flags, the types of utility accounts, the methods used to open, change, and access accounts, as well as previous experience with identity theft has been taken into account. The following are the categories of Red Flags:

(a) Suspicious Documents

(i) Identification document or card that appears to be forged, altered, or inauthentic.

(ii) Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.

(iii) Identification is not consistent with the information that is on file for the customer.

(iv) Other documentation with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged).

(v) Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address).

(b) Suspicious Activities

(i) Mail sent to the account holder is repeatedly returned as undeliverable.

(ii) Notice that an account has unauthorized activity.

(iii) Unauthorized access to or use of customer account information.

(iv) A customer refuses to provide proof of identity when asked.

(c) Alerts from Others

(i) Notice of fraud from a customer, identity theft victim, law enforcement or other person.

2. Elements II and III – Detection of and Response to Red Flags –

(a) Red Flags will be detected as ~~Customer Service~~district staff interacts with customers and third parties. An employee will be alerted to these Red Flags during the following processes:

(i) Establishing a new water service account - When establishing a new account, a customer is asked to provide their state issued driver's license number or identification card and date of birth for identification purposes.

Response: If the customer refuses to provide any of the required information on the application, the account will not be established.

(ii) Reviewing customer identification in order to establish an account, process a payment, or enroll the customer for an automatic bank draft - Staff may be presented with documents that appear altered or inconsistent with the information provided by the customer.

Response: Do not establish the account or accept payment until the customer's identity has been confirmed.

(iii) Answering customer inquiries on the phone, via email or fax, and at the counter - Someone other than the account holder or co-applicant may ask for information about a water service account or may ask to make changes to the information on an account. A customer may also refuse to verify their identity when asking about an account.

Response: Inform the customer that the account holder or the co-applicant must give permission for them to receive information about the water service account. Do not make changes to or provide any information about the account unless such permission has been granted by the account holder. Permission may be granted over the phone once validation of identification information has taken place. There can be only one ~~PAYEE~~ Authorized Party on an account. They may only receive information about the account, but are not allowed to make any changes to the account. The account holder or co-applicant are the only two that can ~~ADD~~ add an ~~PAYEE~~ Authorized Party to the account.

(iv) Receiving notification that there is unauthorized activity associated with a utility account, bank account, or credit card used to make payments on the account - Customers or others may call to alert the District about fraudulent activity related to their water service account and/or the bank account or credit card used to make payments on the account.

Response: Verify the customer's identity and notify the Finance & Accounting ~~Operations~~ Manager immediately. Take the appropriate actions to correct the account which may include:

a. Issuing a service order to connect or disconnect services. Assist the customer with deactivation of their payment method (automatic draft).

b. Updating personal information on the water services account.

c. Updating the mailing address on the water services account.

d. Updating account notes to document the fraudulent activity.

e. Adding a password to the account.

f. Notifying and working with law enforcement officials.

(v) Receiving notification that a water service account has been established for a person engaged in identity theft

Response: Immediately notify the Finance & Accounting ~~Operations~~ Manager. The claim will be investigated, and appropriate action will be taken to resolve the issue as quickly as possible.

3. Element IV – Updating the Program - This policy will be reviewed at least annually and updated as needed based on experience with identity theft, changes to the types of accounts and/or programs offered, and procedural changes.

Section III. Administration, Oversight and Training.

A. The Finance & Accounting ~~Operations~~ Manager will oversee the daily activities related to identity theft detection and prevention and ensure that all ~~members of Customer Service~~district ~~staff are~~staff are trained to detect and respond to Red Flags. Training will occur annually, when the policy is revised or more frequently as situations of identity theft arise.

B. The Finance & Accounting ~~Operations~~ Manager will review this policy with the General Manager annually. A report will be presented to the Board if any of the following material matters occur:

1. Significant incidents involving identity theft and the response to those incidents.
2. Recommendations of changes to the Program.

Section IV. Confidential Credit Card and Bank Account Information.

A. Credit card and bank account information must be treated as confidential and must not be left unattended. All documents containing this information must be locked when not in use. This confidential information may only be destroyed by shredding and in accordance with the Records Retention Policy.

Diablo Water District
Regulation No. 121
Identity Theft Prevention Program

Section 1. Purpose

a. This regulation sets forth the policy for identity theft prevention pursuant to the Federal Trade Commission's Red Flags Rule which implements the Fair and Accurate Credit Transactions Act of 2003.

b. Under the Red Flag Rules, creditors are required to establish an Identity Theft Prevention Program (Program) tailored to its size, complexity, and the nature of its operation. According to the rule, a municipal utility is a creditor subject to the requirements. Each Program must contain reasonable policies and procedures to:

    1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program.
    2. Detect Red Flags that have been incorporated into the Program.
    3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
    4. Ensure the Program is updated periodically to reflect changes in risks to customers and/or to the safety and soundness of the creditor for identity theft.

Section 2. Policy

a. Element 1 of the Policy - Identification of Red Flags

    1. In order to identify relevant Red Flags, types of utility accounts and the methods used to open, change, and access accounts, as well as previous experience with identity theft, must be taken into account. The following are the categories of Red Flags:

        i. Suspicious Documents

            1. Identification document or card that appears to be forged, altered, or inauthentic.
            2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
            3. Identification is not consistent with the information that is on file for the customer.

4. Other documentation with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged).
5. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address).

ii. Suspicious Activities

1. Mail sent to the account holder is repeatedly returned as undeliverable.
2. Notice that an account has unauthorized activity.
3. Unauthorized access to or use of customer account information.
4. A customer refuses to provide proof of identity when asked.

iii. Alerts from Others

1. Notice of fraud from a customer, identity theft victim, law enforcement, or other person.

b. Elements 2 and 3 – Detection of and Response to Red Flags

1. Red Flags will be detected as district staff interacts with customers and third parties. An employee will be alerted to these Red Flags during the following processes:

i. *Establishing a new water service account*: When establishing a new account, a customer is asked to provide their state-issued driver's license number or identification card and date of birth for identification purposes.

Response: If the customer refuses to provide any of the required information on the application, the account will not be established.

ii. *Reviewing customer identification in order to establish an account, process a payment, or enroll the customer for an automatic bank draft:* Staff may be presented with documents that appear altered or inconsistent with the information provided by the customer.

Response: Do not establish the account or accept payment until the customer's identity has been confirmed.

iii. *Answering customer inquiries on the phone, via email or fax, and at the counter:* Someone other than the account holder or co-applicant may ask for information about a water service account or may ask to make changes to the information on an account. A customer may also refuse to verify their identity when asking about an account.

Response: Inform the customer that the account holder or the co-applicant must give permission for them to receive information about the water service account. Do not make changes to or provide any information about the account unless such permission has been granted by the account holder. Permission may be granted over the phone once validation of identification information has taken place. There can be only one Authorized Party on an account. They may only receive information about the account but are not allowed to make any changes to the account. The account holder or co-applicant is the only one that can add an Authorized Party to the account.

iv. *Receiving notification that there is unauthorized activity associated with a utility account, bank account, or credit card used to make payments on the account*: Customers or others may call to alert the District about fraudulent activity related to their water service account and/or the bank account or credit card used to make payments on the account.

Response: Verify the customer's identity and notify the Finance & Accounting Manager immediately. Take the appropriate actions to correct the account, which may include:

1. Issuing a service order to connect or disconnect services. Assist the customer with deactivation of their payment method (automatic draft).
2. Updating personal information on the water services account.
3. Updating the mailing address on the water services account.

4. Updating account notes to document the fraudulent activity.
5. Adding a password to the account.
6. Notifying and working with law enforcement officials.

v. *Receiving notification that a water service account has been established for a person engaged in identity theft.*

Response: Immediately notify the Finance & Accounting Manager. The claim will be investigated, and appropriate action will be taken to resolve the issue as quickly as possible.

c. Element 4 – Updating the Program

1. This policy will be reviewed at least annually and updated as needed based on experience with identity theft, changes to the types of accounts and/or programs offered, and procedural changes.

Section 3. Administration, Oversight, and Training

a. The Finance & Accounting Manager will oversee the daily activities related to identity theft detection and prevention and ensure that all district staff are trained to detect and respond to Red Flags. Training will occur annually, when the policy is revised, or more frequently as situations of identity theft arise.

b. The Finance & Accounting Manager will review this policy with the General Manager annually. A report will be presented to the Board if any of the following material matters occur:

1. Significant incidents involving identity theft and the response to those incidents.
2. Recommendations of changes to the Program.

Section 4. Confidential Credit Card and Bank Account Information

a. Credit card and bank account information must be treated as confidential and must not be left unattended. All documents containing this information must be locked when not in use. This confidential information may only be destroyed by shredding and in accordance with the Records Retention Policy.

DIABLO WATER DISTRICT

REGULATION NO. 124

DISTRICT CREDIT CARD USE POLICY

Section I. Purpose of Policy.

A. The Purpose of Diablo Water District's Credit Card Use Policy is to provide guidelines for the use of District credit cards. The use of a District credit card may provide better control and accounting of funds than the use of cash or personal credit card in certain situations and in emergency situations. The use of a District credit card is the use of District funds and therefore shall follow the guidelines of this policy.

B. The District has entered into a "Local Agency Subscription Agreement" with U.S. Bank National Association (U.S. Bank) under the terms and conditions of the Purchase Card Services Participating Addendum No. 7-14-99-22 signed September 29, 2014 and entered into by U.S. Bank National Association (U.S. Bank) and the State of California, Department of General Services Under this agreement, the District agrees to accept and perform all duties, responsibilities and obligations required of Participating Agencies as set forth in the Participating Addendum.

Section II. Policy.

A. The District's credit cards are to be used in the conduct of authorized District business. District credit cards shall not be used for any personal expenses,

even if the intent is to reimburse the District at a later date.

Section III. Allowed Uses.

The following uses are allowed:

A. Credit cards are to be used for budgeted or emergency District business only.

B. Credit cards are to be used only if a vendor will not accept a purchase order and/or the purchase cannot wait for the issuance of a check.

C. Making travel arrangements and purchasing lodging, transportation and other minor purchases associated with District business-related travel and activities with limitations as stated in the District's Regulation Number 112. Any charges for personal expenses or incidentals must be paid separately by the District employee and not charged to the District credit card.

D. The purchase of authorized meals for which no cash advance has been received.

E. The purchase of fuel, oil and minor repairs to District owned vehicles.

Section IV. Prohibited Uses.

The following uses are prohibited:

A. Any and all non-business-related expenses;

B. Any personal items and/or personal services even if the intent is to reimburse the District at a later date, including spouse and family member expenses;

C. Cash advances, wire transfers, or money orders;

D. Purchase fuel for privately owned vehicles;

E. Purchasing non-budgeted items without prior approval;

F. Purchase of alcoholic beverages; and

G. Any purchases for which proper authorization has not been received.

Section V. Card Issuance and Credit Limits.

A. District credit cards will be issued by the Finance & Accounting Manager to the following positions (Cardholder) with the monthly limits:

1. Accounting Analyst	$7,500
2. Administrative Technician	$5,000
3. Maintenance & Construction Supervisor	$5,000
4. Human Resources Manager	$7,500
5. Strategic Initiatives Project Manager	$7,500
6. District & Community Relations Manager	$7,500
7. Forward Planning Manager	$7,500
8. Senior Forward Planning Analyst	$5,000
9. Water Operations Manager	$7,500
10. Maintenance & Construction Manager	$7,500
11. Finance & Accounting Manager	$12,500
12. General Manager	$10,000

B. In the event of an emergency, the General Manager is authorized to increase credit card limits as required to make immediate purchases related to the emergency.

Section VI. Procedures.

Cardholders shall complete the following steps with each purchase:

A. Documentation Required for purchases:

1. Receipt must contain the following information:

    (a) Vendor's contact information

    (b) Date of purchase

    (c) Amount of total purchase

    (d) Brief but specific description of item(s) being purchased

2. For internet orders, print a copy of the order form.

3. For mail orders, keep a copy of the order form and shipping slip.

4. Purchase orders are preferred to be used with each purchase.

B. Documentation Required for Training and Travel Expenses

1. Hotel receipts should contain full detail of charges.

2. All charges for meals should contain full detail of charges including tip if applicable.

3. All meals purchased should detail who attended, purpose of the meal, and must be signed by the cardholder.

4. Receipts for car rentals, tolls, and any other miscellaneous charges must accompany a detailed receipt. Receipt must note reason for expense and must be signed by cardholder.

C. <u>Approval of Statements.</u>

1. Each Cardholder will receive their own individual card statement and be responsible for keeping track of their purchases. Once the Cardholder receives their statement, they shall submit the statement along with all

supporting documentation to their direct manager within five (5) days of receiving the statement. Each Cardholder is responsible for detailing the budgeted general ledger account to which each transaction should be charged to.

2. Approving managers will have three days to review statements and supporting receipts, sign and submit to the Accounting Analyst for payment processing.
3. The General Manager's statement and receipts will be reviewed by the Finance & Accounting Manager.

Section VII. Disputes.

A. If items purchased with a District credit card are found defective, the Cardholder has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase.

B. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute and the District will follow the guidelines and procedures outlined in the "Participating Addendum"

Section VIII. Lost or Stolen Credit Cards.

A. The Cardholder is responsible for the security of the District credit card. Should any employee lose or have a District credit card stolen, it is their responsibility to contact the District's Finance & Accounting Manager within 24 hours of discovery.

Section IX. Payment Processing.

A. The Accounting Analyst will process all credit card billings in sufficient time to avoid late penalties and interest. Under no circumstances will the District's Accounts Payable Department "hold" a statement pending the resolution of a dispute or while waiting for backup documentation from Cardholders.

Section X. Surrender Upon Request of Separation.

A. The District reserves the right in its sole discretion to refuse to issue to and/or withdraw authorization to use a District issued credit card from any Cardholder. The Cardholder shall immediately surrender the card upon retirement, termination or upon the request of the District. Use of the card for any purpose after its surrender is prohibited.

Section XI. Violation of Policy.

A. Violations of the District's Credit Card Use Policy may be subject to disciplinary action, up to and including termination.

B. This policy does not claim to have addressed all contingencies and conditions. Any necessary and reasonable expense that may from time-to-time be justified due to circumstances or opportunities for the District may be honored upon approval by the General Manager.

Diablo Water District
Regulation No. 124
District Credit Card Use Policy

Section 1. Purpose

a. This regulation provides guidelines for the use of District credit cards. The use of a District credit card may provide better control and accounting of funds than the use of cash or personal credit cards. The use of a District credit card is the use of District funds and therefore shall follow the guidelines of this policy.

b. The District has entered into a "Local Agency Subscription Agreement" with U.S. Bank National Association (U.S. Bank) under the terms and conditions of the Purchase Card Services Participating Addendum No. 7-14-99-22 signed September 29, 2014 and entered into by U.S. Bank National Association (U.S. Bank) and the State of California, Department of General Services. Under this agreement, the District agrees to accept and perform all duties, responsibilities, and obligations required of Participating Agencies as set forth in the Participating Addendum.

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a. Credit cards are to be used for budgeted or emergency District business only.
b. Credit cards are to be used only if a vendor will not accept a purchase order and/or the purchase cannot wait for the issuance of a check.
c. Making travel arrangements and purchasing lodging, transportation, and other minor purchases associated with District business-related travel and activities with limitations as stated in the District's Regulation Number 112. Any charges for personal expenses or incidentals must be paid separately by the District employee and not charged to the District credit card.
d. The purchase of authorized meals for which no cash advance has been received.
e. The purchase of fuel, oil, and minor repairs to District owned vehicles.

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a. All non-business-related expenses.
b. Any personal items and/or personal services, even if the intent is to reimburse the District at a later date, including spouse and family member expenses.
c. Cash advances, wire transfers, or money orders.
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7.	Forward Planning Manager	$7,500
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9.	Water Operations Manager	$7,500
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11.	Finance & Accounting Manager	$12,500
12.	General Manager	$10,000

b. In the event of an emergency, the General Manager is authorized to increase credit card limits as required to make immediate purchases related to the emergency.

Section 6. Procedures

a. Documentation Required for purchases:
    1. Receipt must contain the following information:
        i. Vendor's contact information.
        ii. Date of purchase.
        iii. Amount of total purchase.
        iv. Brief but specific description of item(s) being purchased.
        v. For internet orders, print a copy of the order form.
        vi. For mail orders, keep a copy of the order form and shipping slip.
        vii. Purchase orders are preferred to be used with each purchase.

b. Documentation Required for Training and Travel Expenses
    1. Hotel receipts should contain full detail of charges.
    2. All charges for meals should contain full detail of charges, including tip if applicable.
    3. All meals purchased should detail who attended and the purpose of the meal and must be signed by the cardholder.
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Section 9. Payment Processing

a. The Accounting Analyst will process all credit card billings in sufficient time to avoid late penalties and interest. Under no circumstances will the Accounts Payable Department "hold" a statement pending the resolution of a dispute or while waiting for backup documentation from Cardholders.

Section 10. Surrender Upon Request of Separation

a. The District reserves the right in its sole discretion to refuse to issue and/or withdraw authorization to use a District-issued credit card from any Cardholder. The Cardholder shall immediately surrender the card upon retirement, termination, or upon the request of the District. Use of the card for any purpose after its surrender is prohibited.

Section 11. Violation of Policy

Violations of the District's Credit Card Use Policy may be subject to disciplinary action, up to and including termination.

a. This policy does not claim to have addressed all contingencies and conditions. Any necessary and reasonable expense that may from time to time be justified due to circumstances or opportunities for the District may be honored upon approval by the General Manager.

DIABLO WATER DISTRICT

REGULATION NO. 128

Reimbursement Policy

Section I. Purpose.

A. Provide finance staff with direction on how to reimburse employees and directors for expenses incurred in the course of business.

Section II. Eligible Expenses.

A. The District prefers that expenditures be placed on the District's credit card (see Regulation No. 124) when possible or through the District's purchasing account with select vendors.

B. Travel: For reimbursable expenses and limits see Regulation No. 112. Expenses include:

1. Mileage rates
2. Airfare allowance
3. Travel by other means
4. Meals while traveling

C. Other Allowable Expenses:For other expenses that are eligible for reimbursement, see District Regulation No. 106. Expenses include, but are not limited to:

1. Uniform allowance (pants, boots, laundry expenses, etc.)

2. Other relevant and prudent expenses authorized by Management

Section III. Reimbursement Process.

A. $250 and below: Petty cash will be used for reimbursement upon submission of all receipts and applicable forms.

B. Over $250: A check will be issued for reimbursement no later than 30 days after submission of all receipts and applicable forms.

Section IV. Reimbursement Annual Reports.

A. According to Government Code Section 530.65.5**,** any reimbursements for individual charges exceeding $100 in a Fiscal Year will be reported and posted to the website in the District's Annual Disclosure of Reimbursements for employees and Directors.

Diablo Water District
Regulation No. 128
Reimbursement Policy

Section 1. Purpose

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Section 2. Eligible Expenses

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DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 4

TO: Each Director

FROM: Jennifer McCoy, Finance & Accounting Manager

SUBJECT: Financial Reports.

Items included for discussion:

- Warrant Register Number:
  - 2025-10
  - ACH and Wire Transactions – October 2025

- Monthly Financial Statements
  - September 2025

RECOMMENDATION:

Approve warrant register 2025-10, ACH and wire transactions for October 2025 and monthly financial report for September 2025.

Jennifer McCoy

Jennifer McCoy
Finance & Accounting Manager

Attachments: Warrant Register 2025-10
ACH and Wire Transactions for October 2025
Monthly Financial Report for September 2025

Quality Integrity

DIABLO WATER DISTRICT

Warrant Register 2025 - 10

November 19, 2025

Check Numbers	Detail	Amount
October AP Checks 59142 - 59183	See Detail Check Register	597,627.66
October Utility Billing Refund Checks 59184 - 59217	See Detail Check Register	20,627.75
Payroll Direct Deposit - JS Final Check	See Detail Check Register	13,475.53
October AP Checks 59218	See Detail Check Register	2,968.75
Payroll Direct Deposit Employees	October Payroll Direct Deposit	215,560.66
Payroll Checks 59219 - 59220	See Detail Check Register	7,019.99
October AP Checks 59221 - 59270	See Detail Check Register	1,729,427.71
TOTAL WARRANTS		2,586,708.05

The foregoing Accounts Payable Warrants 59142 through 59270, payroll for October 2025, Federal, State Income Taxes withheld and retirement are hereby approved for payment.

_____ General Manager

_____ Director

_____ Director

_____ Director

_____ Director

_____ Director

Signatures Required: General Manager and minimum of three (3) Directors

Check Register

Diablo Water District, CA

Packet: APPKT00939 - OCTOBER 2025 WARRANTS 10-8-25 LP

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank -AP Bank						
ACWAHPIT	ACWA/JPIA	10/09/2025	Regular	0.00	18,243.96	59142
ALTAMONT	ALTAMONT LANDSCAPE INC	10/09/2025	Regular	0.00	663.00	59143
AQUA	AQUA METRIC	10/09/2025	Regular	0.00	5,572.83	59144
ARROWHEAD	ARROWHEAD 24HR TOWING & RECC	10/09/2025	Regular	0.00	272.62	59145
ACWA01	ASSOCIATION OF CALIFORNIA WATE	10/09/2025	Regular	0.00	26,290.00	59146
AT&T	AT&T	10/09/2025	Regular	0.00	216.94	59147
AT&TUVRS	AT&T	10/09/2025	Regular	0.00	96.30	59148
AALR&R	ATKINSON, ANDELSON, LOYA, RUUD	10/09/2025	Regular	0.00	880.69	59149
BIGBLUMB	BIG "B" LUMBERTERIA INC	10/09/2025	Regular	0.00	100.54	59150
CALCOM	CALIFORNIA COMMERCIAL SOLAR, I	10/09/2025	Regular	0.00	209,206.00	59151
CCCTAX	CCC TAX COLLECTOR	10/09/2025	Regular	0.00	5,620.22	59152
LINNCHCK	CHUCK LINN	10/09/2025	Regular	0.00	236.17	59153
CITYOAKL	CITY OF OAKLEY	10/09/2025	Regular	0.00	2,670.00	59154
COMCAST2	COMCAST	10/09/2025	Regular	0.00	233.44	59155
CCWD	CONTRA COSTA WATER DIST	10/09/2025	Regular	0.00	1,500.00	59156
CCWD-RB	CONTRA COSTA WATER DIST	10/09/2025	Regular	0.00	15,837.70	59157
COMCOL01	CREDIT CONSULTING SER INC	10/09/2025	Regular	0.00	387.60	59158
MUELRATH, D	DANIEL MUELRATH	10/09/2025	Regular	0.00	319.24	59159
BOWERS01	DANNY BOWERS	10/09/2025	Regular	0.00	236.17	59160
EDUCATION	EDUCATION & TRAINING SERVICES	10/09/2025	Regular	0.00	549.00	59161
HILLCHEM	HILL BROTHERS CHEMICAL CO	10/09/2025	Regular	0.00	1,265.84	59162
HOMEDEPOT	HOME DEPOT CREDIT SERVICES	10/09/2025	Regular	0.00	338.93	59163
INSIGHT	INSIGHT PUBLIC SECTOR, INC	10/09/2025	Regular	0.00	96.06	59164
KOVALICK, J	JOE KOVALICK	10/09/2025	Regular	0.00	643.59	59165
MUNCPA	MANN, URRUTIA, NELSON CPA	10/09/2025	Regular	0.00	10,000.00	59166
MCCAULEY	MCCAULEY AGRICULTURAL & PEST S	10/09/2025	Regular	0.00	300.00	59167
OAKDISP0	MT DIABLO	10/09/2025	Regular	0.00	760.35	59168
OKLYACE	OAKLEY ACE HARDWARE	10/09/2025	Regular	0.00	834.93	59169
	Void	10/09/2025	Regular	0.00	0.00	59170
ODP	ODP BUSINESS SOLUTIONS, LLC	10/09/2025	Regular	0.00	233.43	59171
PACG&E01	PACIFIC GAS & ELECTRIC CO	10/09/2025	Regular	0.00	2,709.32	59172
PAPE	PAPE MACHINERY, INC.	10/09/2025	Regular	0.00	124,193.22	59173
PLATT	PLATT	10/09/2025	Regular	0.00	6,814.11	59174
PURPOSE BUILT	PURPOSE BUILT TRADE CO	10/09/2025	Regular	0.00	103.29	59175
POPE	SARAH POPE	10/09/2025	Regular	0.00	200.00	59176
STREAM	STREAMLINE	10/09/2025	Regular	0.00	11,100.00	59177
EARTH PARTNERS	THE EARTH PARTNERS, LLC	10/09/2025	Regular	0.00	20,000.00	59178
BARCLAYS	THOMSON REUTERS - WEST PAYMEI	10/09/2025	Regular	0.00	994.41	59179
TYLERTEC	TYLER TECHNOLOGIES INC	10/09/2025	Regular	0.00	124,101.89	59180
UNDERGROUND	UNDERGROUND REPUBLIC WATER V	10/09/2025	Regular	0.00	1,311.00	59181
VIP CLEANING	VIP CLEANING SERVICE	10/09/2025	Regular	0.00	1,950.00	59182

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
WATERSAV	WATERSAVERS IRRIGATION	10/09/2025	Regular	0.00	544.87	59183

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	41	0.00	597,627.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	50	**42**	**0.00**	**597,627.66**

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	10/2025	597,627.66
			597,627.66

Diablo Water District, CA

Refund Check Register

Refund Check Detail

UBPKT07301 - REFUNDS OCTOBER 2025

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
004-02496-06	RUIZ, SONIA G	10/13/2025	59184	147.36			147.36	Refund
012-04197-04	MUNOZ, DENAE	10/13/2025	59185	136.48			136.48	Refund
013-07297-07	SANDERS, JORDAN	10/13/2025	59186	140.39			140.39	Refund
099-06871-05	MARQUES GENERAL ENGINEERING	10/13/2025	59187	649.81			649.81	Refund
099-10049-12	MOUNTAIN CASCADE, INC	10/13/2025	59188	1,258.99			1258.99	Refund
099-10951-07	WELLS CONSTRUCTION INC	10/13/2025	59189	2,886.58			2886.58	Refund
099-13263-03	MERITAGE HOMES	10/13/2025	59190	10,857.07			10857.07	Refund
099-13267-03	CORP., CAPRA ENVIRONMENTAL SERVICES	10/13/2025	59191	1,386.58			1386.58	Refund
099-13267-04	SUKUT CONSTRUCTION	10/13/2025	59192	1,035.50			1035.50	Refund
101-08246-03	HE, XUEBING	10/13/2025	59193	52.83			52.83	Refund
103-00028-06	MENDOZA, CHEYENNE	10/13/2025	59194	49.51			49.51	Refund
105-06726-02	SOLANO, AUGUSTA	10/13/2025	59195	157.00			157.00	Refund
109-03651-01	LAGUSIS, COSTAS	10/13/2025	59196	85.10			85.10	Refund
110-00087-05	REID, DENISE	10/13/2025	59197	7.09			7.09	Refund
110-04161-06	GUARDIOLA, MICHAEL	10/13/2025	59198	100.34			100.34	Refund
118-05049-03	MCKEEN, ALYSA	10/13/2025	59199	181.85			181.85	Refund
118-05106-06	MCCOLE, JENNA	10/13/2025	59200	184.99			184.99	Refund
118-07044-06	DUQUETTE, KAMERON	10/13/2025	59201	171.66			171.66	Refund
121-03479-05	PICKETT, BRIDGET	10/13/2025	59202	89.36			89.36	Refund
123-07564-08	QUINTANILLA, MAGDALENA	10/13/2025	59203	200.00			200.00	Refund
124-12850-00	MERITAGE HOMES OF CALIFORNIA INC	10/13/2025	59204	19.18			19.18	Refund
124-12854-00	MERITAGE HOMES OF CALIFORNIA INC	10/13/2025	59205	59.80			59.80	Refund
126-08560-08	CANJURA, PEDRO AND ELVIRA	10/13/2025	59206	45.73			45.73	Refund
126-08943-08	KLUDJIAN, ALAN	10/13/2025	59207	40.77			40.77	Refund
126-09142-04	YAO, JIAN	10/13/2025	59208	94.51			94.51	Refund
129-11598-07	JOHNSON, RUTH	10/13/2025	59209	54.53			54.53	Refund
129-11600-03	NGUYEN, THANH	10/13/2025	59210	75.51			75.51	Refund
129-11723-02	T & L INVESTMENTS LLC	10/13/2025	59211	62.53			62.53	Refund
129-11748-04	RAMIN, AHMAD	10/13/2025	59212	60.28			60.28	Refund
134-10340-02	KIMBLE, CHERYLE	10/13/2025	59213	67.87			67.87	Refund
138-13370-05	LIN, HONGYUAN	10/13/2025	59214	66.64			66.64	Refund
139-12825-03	ESTATE, NEW HORIZON REAL	10/13/2025	59215	68.84			68.84	Refund
139-13378-04	GARCIA, MARIA	10/13/2025	59216	33.07			33.07	Refund
139-13433-03	ALURI, PURUSHOTHAMA	10/13/2025	59217	100.00			100.00	Refund
Total Refunds: 34			**Total Refunded Amount:**	20,627.75				

Revenue Code Summary

Revenue Code	Amount
996 - Unapplied Credits	20627.75
Revenue Total:	20627.75

General Ledger Distribution

Posting Date: 10/13/2025

	Account Number	Account Name	Posting Amount	IFT
Fund: 01 - General Operating				
	01-00-109-000	Claim on Pooled Cash	-20,627.75	Yes
	01-00-110-000	Accounts Receivable - Water Bills	20,627.75	
		01 Total:	0.00	
Fund: 99 - Pooled Cash				
	99-00-100-000	Pooled Cash	-20,627.75	
	99-00-209-000	Due To Other Funds	20,627.75	Yes
		99 Total:	0.00	
		Distribution Total:	0.00	

Diablo Water District, CA

Payroll Check Register

Checks

Pay Period: 9/27/2025-10/13/2025

Packet: PYPKT00562 - JS FINAL PAYCHECK 10-13-25 LP
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number

***** No Checks Created In This Packet *****

Packet: PYPKT00562 - JS FINAL PAYCHECK 10-13-25 LP
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
SMITH, JAMES F	S55	10/15/2025	13,475.53	1336

Diablo Water District, CA

Payroll Check Register

Report Summary

Pay Period: 9/27/2025-10/13/2025

Packet: PYPKT00562 - JS FINAL PAYCHECK 10-13-25 LP
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	1	13,475.53
Total	**1**	**13,475.53**

Check Register

Diablo Water District, CA

Packet: APPKT00943 - CCC CLERK RECORDER 10-27-25 LP

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank -AP Bank						
CCC CLERK	CCC CLERK RECORDER	10/27/2025	Regular	0.00	2,968.75	59218

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,968.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	**1**	**0.00**	**2,968.75**

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	10/2025	2,968.75
			2,968.75

Diablo Water District, CA

Payroll Check Register

Checks

Pay Period: 9/27/2025-10/26/2025

Packet: PYPKT00568 - OCTOBER 2025 PAYROLL 10-29-25 LP
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
PADILLA, GINO L	P02	Regular	10/31/2025	6,757.94	59219
TIERNAN, MARILYN M	T57	Regular	10/31/2025	262.05	59220

Diablo Water District, CA

Payroll Check Register

Direct Deposits

Pay Period: 9/27/2025-10/26/2025

Packet: PYPKT00568 - OCTOBER 2025 PAYROLL 10-29-25 LP
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
ALVARADO, HECTOR A	A85	10/31/2025	599.77	1337
ALVARADO, HECTOR A	A85	10/31/2025	150.00	1337
ALVARADO, HECTOR A	A85	10/31/2025	5,247.95	1337
BELLECI, CHRISTINE	B32	10/31/2025	10,108.94	1338
CRAWFORD, CHAD D	C09	10/31/2025	6,681.25	1339
CARRANZA GUTIERREZ, EDUARDO	C93	10/31/2025	5,807.62	1340
DEJESUS, HUNTER J	D10	10/31/2025	8,078.67	1341
FORD, WILLOW	F01	10/31/2025	5,014.15	1342
FORD, WILLOW	F01	10/31/2025	200.00	1342
GONZALEZ, JORGE R	G17	10/31/2025	15,311.09	1343
GROOVER, MATTHEW J	G21	10/31/2025	5,707.21	1344
GONZALES, SOPHIA M	G91	10/31/2025	9,321.96	1345
HERRERA, JOHN P	H02	10/31/2025	7,092.00	1346
JOHNSON, ASHLEY	J92	10/31/2025	6,045.47	1347
KOVALICK, JOSEPH A	K01	10/31/2025	92.35	1348
KNIGHT, KATHLEEN MARIE	K24	10/31/2025	9,455.21	1349
McCOY, JENNIFER	L21	10/31/2025	14,777.53	1350
LIRA, MICHAEL	L28	10/31/2025	8,008.51	1351
LEYBA, SANDRA	L85	10/31/2025	8,487.24	1352
MENDOZA, ATANACIO	M20	10/31/2025	10,169.97	1353
MILINA, CHERI	M21	10/31/2025	8,365.18	1354
MUELRATH, DANIEL B	M22	10/31/2025	17,699.10	1355
MOATS, CONAN R	M74	10/31/2025	92.35	1356
PLOWMAN, SHELBY	P24	10/31/2025	5,117.11	1357
POSADA, LAUREN A	P89	10/31/2025	8,619.88	1358
BALESTERI, REBECCA	R20	10/31/2025	7,698.44	1359
ROMERO, LUIS J	R22	10/31/2025	8,646.88	1360
SEGER, PAUL S	S65	10/31/2025	92.35	1361
SHAW, JASON R	S74	10/31/2025	92.35	1362
VELAZQUEZ, CAMILO R	V01	10/31/2025	7,354.46	1363
WEAVER, WAYNE A	W27	10/31/2025	15,425.67	1364

Diablo Water District, CA

Payroll Check Register

Report Summary

Pay Period: 9/27/2025-10/26/2025

Packet: PYPKT00568 - OCTOBER 2025 PAYROLL 10-29-25 LP
Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	2	7,019.99
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	215,560.66
Total	**33**	**222,580.65**

Check Register

Diablo Water District, CA

Packet: APPKT00951 - OCTOBER 2025 WARRANTS 10-29-25 LP

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank -AP Bank						
CCCEFCU0	1st NORTHERN CA	10/30/2025	Regular	0.00	3,500.00	59221
AANTEX01	AANTEX PEST CONTROL	10/30/2025	Regular	0.00	475.00	59222
ACCBUSINESS	ACC BUSINESS	10/30/2025	Regular	0.00	606.78	59223
ACWAINSR	ACWA JOINT POWERS	10/30/2025	Regular	0.00	129,615.25	59224
ACWAHPIT	ACWA/JPIA	10/30/2025	Regular	0.00	69,992.47	59225
ALTAMONT	ALTAMONT LANDSCAPE INC	10/30/2025	Regular	0.00	1,287.00	59226
AT&TUVRS	AT&T	10/30/2025	Regular	0.00	182.83	59227
AT&T	AT&T	10/30/2025	Regular	0.00	343.81	59228
BAVCO	BAVCO	10/30/2025	Regular	0.00	5,415.75	59229
BRENNTAG	BRENNTAG PACIFIC, INC	10/30/2025	Regular	0.00	2,644.86	59230
CSDA	CALIFORNIA SPECIAL	10/30/2025	Regular	0.00	9,930.00	59231
CDM01	CDM SMITH	10/30/2025	Regular	0.00	104,660.37	59232
	Void	10/30/2025	Regular	0.00	0.00	59233
CITYOFBW	CITY OF BRENTWOOD	10/30/2025	Regular	0.00	1,117.69	59234
COMCAST2	COMCAST	10/30/2025	Regular	0.00	233.44	59235
CCWD01	CONTRA COSTA WATER DIST	10/30/2025	Regular	0.00	581,523.70	59236
CCWD-RB	CONTRA COSTA WATER DIST	10/30/2025	Regular	0.00	240,467.38	59237
CORE&MAIN	CORE & MAIN	10/30/2025	Regular	0.00	92.68	59238
DELTA	DELTA FENCE, INC	10/30/2025	Regular	0.00	41,049.00	59239
DMV	DEPARTMENT OF MOTOR VEHICLES	10/30/2025	Regular	0.00	32.00	59240
KHURANA	DINESH KHURANA	10/30/2025	Regular	0.00	615.00	59241
EBERT	EBERT ENTERPRISES, INC	10/30/2025	Regular	0.00	4,202.83	59242
FOSTER	FOSTER & FOSTER INC.	10/30/2025	Regular	0.00	1,700.00	59243
FREDPRYR	FRED PRYOR SEMINARS	10/30/2025	Regular	0.00	498.00	59244
HILLCHEM	HILL BROTHERS CHEMICAL CO	10/30/2025	Regular	0.00	1,172.59	59245
HOMEDEPOT	HOME DEPOT CREDIT SERVICES	10/30/2025	Regular	0.00	1,493.34	59246
IPS	INTEGRATED PIPE SOLUTIONS	10/30/2025	Regular	0.00	7,788.46	59247
JDHCORRO	JDH CORROSION	10/30/2025	Regular	0.00	13,975.00	59248
LOWES	LOWE'S	10/30/2025	Regular	0.00	256.45	59249
LUHDORFF	LUHDORFF & SCALMANINI,	10/30/2025	Regular	0.00	170.00	59250
MCCAULEY	MCCAULEY AGRICULTURAL & PEST S	10/30/2025	Regular	0.00	300.00	59251
MCCI	MCCI, LLC	10/30/2025	Regular	0.00	827.73	59252
MILIBAND	MILIBAND WATER LAW	10/30/2025	Regular	0.00	15,081.90	59253
PACG&E01	PACIFIC GAS & ELECTRIC CO	10/30/2025	Regular	0.00	38,942.05	59254
PRDIAMOND	PR DIAMOND PRODUCTS, INC	10/30/2025	Regular	0.00	540.00	59255
PURPOSE BUILT	PURPOSE BUILT TRADE CO	10/30/2025	Regular	0.00	2,668.47	59256
ROEBBELEN	ROEBBELEN CONTRACTING, INC	10/30/2025	Regular	0.00	400,893.08	59257
LEYBA, S	SANDRA LEYBA	10/30/2025	Regular	0.00	501.60	59258
STALLS	STALLS & STRIPES	10/30/2025	Regular	0.00	11,500.00	59259
STANDINS	STANDARD INSURANCE CO	10/30/2025	Regular	0.00	3,593.61	59260
STAPLES	STAPLES CREDIT PLAN	10/30/2025	Regular	0.00	275.86	59261
TELSTAR1	TELSTAR INSTRUMENTS, INC	10/30/2025	Regular	0.00	3,259.40	59262
ULINE	ULINE	10/30/2025	Regular	0.00	5,077.46	59263
UNDERGROUND	UNDERGROUND REPUBLIC WATER V	10/30/2025	Regular	0.00	9,912.79	59264
VERIZON	VERIZON WIRELESS	10/30/2025	Regular	0.00	2,384.31	59265
VIKINGSHRED	VIKING SHRED	10/30/2025	Regular	0.00	63.99	59266
VISIONSR	VISION SERVICE PLAN	10/30/2025	Regular	0.00	704.43	59267
WATEREUSE	WATEREUSE	10/30/2025	Regular	0.00	1,633.26	59268
WEX BANK - CHEVRON	WEX BANK	10/30/2025	Regular	0.00	4,553.07	59269

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
WOODARD	WOODARD & CURRAN	10/30/2025	Regular	0.00	1,673.02	59270

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	49	0.00	1,729,427.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	82	**50**	**0.00**	**1,729,427.71**

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	10/2025	1,729,427.71
			1,729,427.71

DIABLO WATER DISTRICT

Banking Activity for October 2025

November 19, 2025

TRANSACTION TYPE	DATE	PAYABLE TO	DESCRIPTION	AMOUNT
Electronic Debit	10/01/25	State of Idaho	State of Idaho Withholding - September 2025 Payroll Deduction	595.00
Electronic Debit	10/01/25	Multibank	New Investment Purchase - Access BK Omaha CD	37,319.63
Electronic Debit	10/01/25	Lincoln Financial	SIP 457 Deferred Comp - September 2025 Payroll Deductions	4,220.91
Electronic Debit	10/01/25	CalPERS	CalPERS Retirement Contributions - September 2025 Payroll	71,785.06
Electronic Debit	10/01/25	State EDD	State Withholding - September 2025 Payroll	20,865.15
Electronic Debit	10/02/25	CalPERS	SIP 457 Deferred Comp - September 2025 Payroll Deductions	10,292.92
Electronic Debit	10/02/25	Global Payments	Credit Card Processing Fees - Open Edge (September 2025)	19,614.69
Electronic Debit	10/07/25	Merchant Bankcard	Credit Card Processing Fees - Vantiv (September 2025)	218.44
Electronic Debit	10/15/25	DWD Direct Deposit	JS Final Payroll	13,475.53
Electronic Debit	10/16/25	IRS	JS Final Payroll Taxes (Fed/Medi/SS)	6,786.01
Electronic Debit	10/17/25	State EDD	State Withholding - JS Final Payroll	1,915.41
Electronic Debit	10/22/25	BMO	Quarterly Account Analysis Charge	1,871.02
Electronic Debit	10/23/25	US Bank	October 2025 Credit Card Payment	9,827.12
Electronic Debit	10/30/25	IRS	October 2025 Payroll Taxes (Fed/Medi/SS)	79,079.64
Electronic Debit	10/31/25	DWD Direct Deposit	Payroll October 2025 - Direct Deposit (See Warrant Reg)	215,560.66
		TOTAL ACTIVITY		493,427.19

The above Banking Transactions for October 2025 were given to the Board of Directors for their review as part of the November 19, 2025 Board Meeting.

Jennifer McCoy

Jennifer McCoy
Finance & Accounting Manager

11/4/2025

Date

DIABLO WATER DISTRICT
MONTHLY FINANCIAL REPORT
FOR PERIOD SEPTEMBER 1, 2025 TO SEPTEMBER 30, 2025

Balance as of August 31, 2025		***$18,489,212.64***
Receipts, September 2025		
Operating	2,600,243.89	
Non-Operating (MERA, Admin, Inspection & Eng Fees & Contract Services)	266,749.00	
Facilities Reserve	1,910,131.97	
Interest		
General	18,231.94	
MERA	1,005.36	
Facilities Reserve	11,568.37	
Investment activity (+ or -)	(8,752.27)	
Disbursements, September 2025		
Operating	(1,588,325.03)	
Facilities Reserve	(283,617.42)	
Quarterly Bank Analysis Charges	0.00	
Balance as of September 30, 2025		***$21,416,448.45***

FUNDS (as of close of business on September 30, 2025)			AMOUNT
District General Fund			8,717,608.51
Restricted funds			
2019 Series Held in Trust by US Bank			0.00
2022 Loan Project Funds - LAIF Account			1,178,759.17
Facilities Reserve (*AB-1600 Requirements*)			7,420,352.10
Designated Funds			
Rate Stabilization Fund (Target $1M)			1,000,000.00
Reserve Fund - Capital Reserve (Target $2M by 2027)			1,500,000.00
Reserve Fund - Emergency Reserve (Target $3M by 2033)			0.00
Main Extension Reimbursement (MERA)			733,794.61
Knightsen Well System (M25)			33,767.81
Willow Park Marnia Well System (M27)			42,593.84
Customer Deposits			385,600.00
Developer Admin, Inspection & Eng Deposit Totals			(193,485.34)
Current Active Projects	$	(161,998.88)	
Archived Projects	$	3,075.20	
Projects on Hold	$	(14,073.07)	
Project for Tracking Purposes Only	$	(19,202.05)	
Accidents Pending Collection	$	(1,286.54)	
Subdivision #4990 Phase 3 Bond Deposit			300,000.00
51 Carol Lane Performance Bond			105,000.00
Cypress Self Storage Maintenance Bond			0.00
Substandard Street Deposit			
Future Relocation of Bethel Island Road Offsite Waterline			192,000.00
District's Portion of Investment			457.75
TOTAL			***$21,416,448.45***

DIABLO WATER DISTRICT
MONTHLY FINANCIAL REPORT
FOR PERIOD SEPTEMBER 1, 2025 TO SEPTEMBER 30, 2025

INVESTMENTS/BANK ACCOUNTS
(as of close of business on September 30, 2025)

INSTITUTION		PAR VALUE	RATE OF INTEREST	MARKET VALUE
California Local Agency Investment Fund	*		4.2120	11,139,724.65
BMO, General Checking Account	*			3,337,475.50
MBS RMB-028036 *Held Bank of New York* - Value with Interest Earnings				6,939,248.30
MD 10/23/25 88241TJJ0 Texas Exchange BK SSB Crowley/CD Callable 01/23/21		125,000.00	0.60	
MD 11/03/25 61768E-2P-7 Morgan Stanley Private BK Natl Assn/CD		243,000.00	5.05	
MD 01/31/26 TSRYS4789820 United States Treasury Bills		2,710,000.00	4.07	
MD 05/14/26 06048W-L9-9 Bank Amer Corp Medium Term Rated AA- Callable 5/14/22**		200,000.00	1.40	
MD 09/14/26 146102BC1 Carter Bank & Trust Martinsville VA/CD		240,000.00	3.95	
MD 11/27/26 052392CC9 Austin Telco Fed Cr Un Tex Sc/CD		200,000.00	5.05	
MD 01/29/27 42869G-AA-4 Hickam Fed Cr Un Honolulu Hawaii SH/CD		220,000.00	4.40	
MD 02/26/27 560390-DB-9 Maine Community Bk Biddeford ME/CD		249,000.00	3.85	
MD 05/18/27 14042RRF0 Capital One Natl Assn Mclean VA/CD		230,000.00	3.20	
MD 07/12/27 898812-AP-7 Tucson Fed Cr Un Ariz SH CTF - Callable Monthly		151,000.00	4.00	
MD 09/27/27 02007G3R2 Ally BK Sandy Utah/CD		245,000.00	3.75	
MD 10/01/27 Goldman Sachs BK USA New York/CD		245,000.00	3.40	
MD 11/22/27 Workers Federal Credit Union Littleton/MA SH/CD		249,000.00	4.10	
MD 04/10/28 549104-H6-7 Luana Svgs Bk Iowa/CD		240,000.00	3.95	
MD 06/05/28 02589A-HK-1 American Express Natl BK Brokered Intl/CD		244,000.00	4.20	
MD 05/07/29 05584C-X3-5 BNY Mellon N A Instl/CD		245,000.00	3.85	
MD 04/22/30 3134HB-KE-0 Federal Home Ln Mtg Corp Rated AA+ Callable 1/22/26**		400,000.00	4.50	
MD 09/25/30 856288CZ6 State BK India New York N Y/CD		245,000.00	3.75	
MD 09/30/30 00435JBJ1 Access BaK Omaha NEB/CD		249,000.00	3.50	
Multibank Interest, Money Management Fund		-		
TOTAL				***$21,416,448.45***

* Demand Account

** Long-term ratings from Fitch

The monthly Financial Report is in compliance with the District's Investment Policy (Reg. 111).
It is expected that there are sufficient funds to meet anticipated expenses for the next 6 months.

ACRONYMS

ADMIN - Administration
BK - Bank
CD - Certificate of Deposit
ENG - Engineering
MBS - Multi-Bank Securities, Inc
MD - Maturity Date
MERA - Main Extension Reimbursement Account
Mtg - Meeting
RES - Reserve

DIABLO WATER DISTRICT
MONTHLY FINANCIAL REPORT
FOR PERIOD SEPTEMBER 1, 2025 TO SEPTEMBER 30, 2025

HELD IN TRUST BY DIABLO WATER DISTRICT
For Board of Directors Information Only
(as of close of business on September 30, 2025)

INSTITUTION	RATE OF INTEREST	MARKET VALUE
Lincoln National, Deferred Compensation (Quarterly)	Varies	1,513,746.99
CERBT Funds (Quarterly)	4.38% year/year	1,274,264.84
TOTAL		***$2,788,011.83***

Deferred Compensation (Lincoln National) is pre tax money that has been deposited by District employees into the District's 457 Deferred Compensation Plan. All monies in the plan are held in trust by the District for the exclusive benefit of each employee.

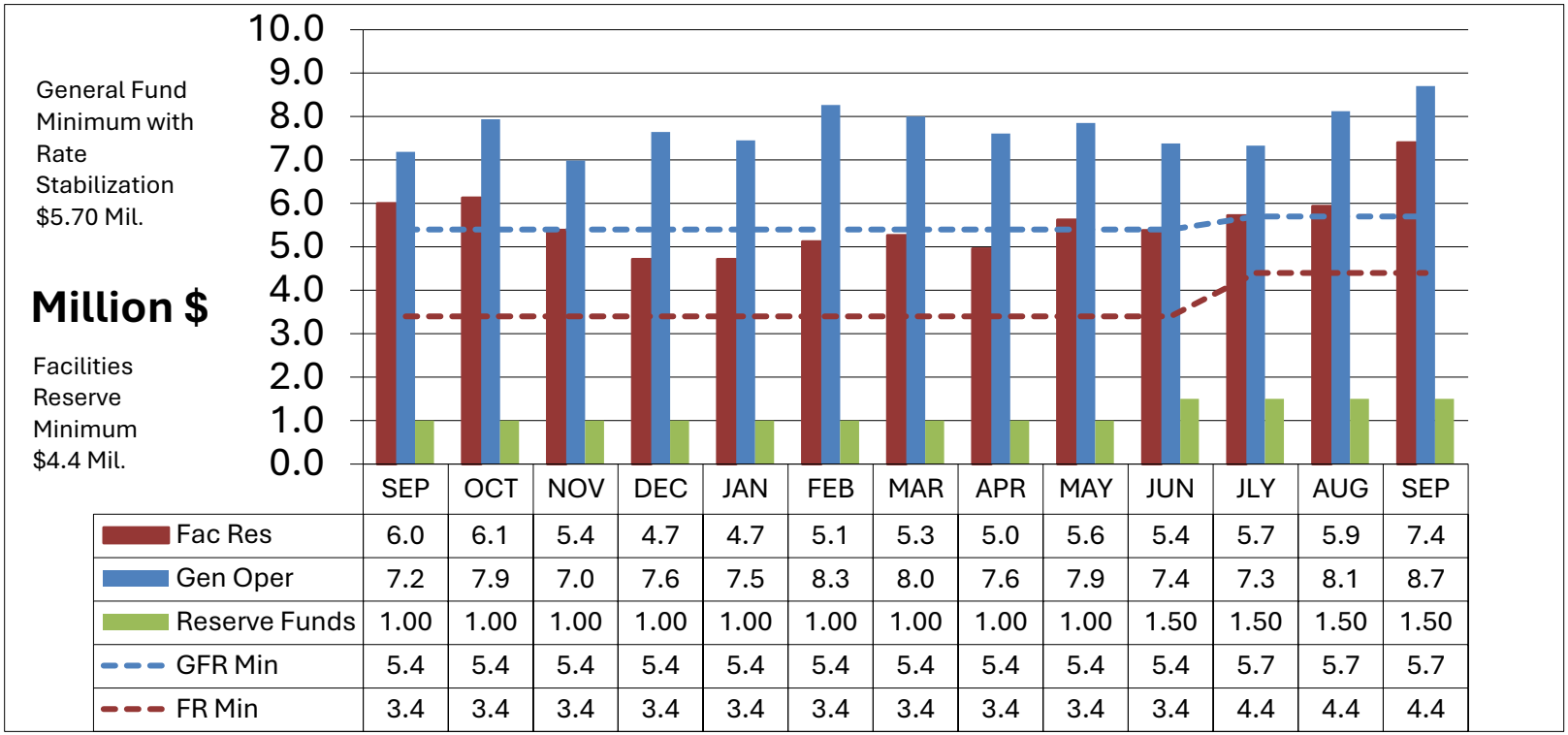
CERBT Funds - California Employers' Retiree Trust Fund is administered by CalPERS. The interest earned on the District's balance in this Trust Fund is used to pay the Diablo Water District portion of retiree medical benefit premiums. If requested by the District, CalPERS reimburses the District each July from the Trust Fund for the previous year's total cost of retiree medical benefit premiums.

COUNTY WELL FUND BALANCES

Knightsen (M25)	Expenses	Income	Total Fund Balance
FY 09/10	(10,755.47)	6,597.68	(28,780.40)
FY 10/11	(14,038.87)	6,436.27	(36,383.00)
FY 11/12	(12,396.89)	8,286.50	(40,493.39)
FY 12/13	(10,137.89)	8,883.84	(41,747.44)
FY 13/14	(6,200.51)	12,272.06	(35,675.89)
FY 14/15	(6,932.58)	15,655.41	(26,953.06)
FY 15/16	(8,416.99)	16,875.62	(18,494.43)
FY 16/17	(8,785.34)	17,273.74	(10,006.03)
FY 17/18	(7,922.88)	20,365.36	2,436.45
FY 18/19	(11,864.02)	17,841.20	8,413.63
FY 19/20	(9,223.40)	19,299.15	18,489.38
FY 20/21	(15,538.25)	16,817.08	19,768.21
FY 21/22	(11,441.81)	18,374.15	26,700.55
FY 22/23	(9,348.58)	20,744.48	38,096.45
FY 23/24	(16,602.60)	23,212.60	44,706.45
FY 24/25	(39,069.38)	23,078.60	28,715.67
FY 25/26 (as of Sep)	(2,244.86)	7,297.00	33,767.81

Willow Park (M27)	Expenses	Income	Total Fund Balance
FY 09/10	(18,061.81)	36,018.24	126,363.56
FY 10/11	(23,516.61)	36,036.01	138,882.96
FY 11/12	(24,035.34)	36,667.17	151,514.79
FY 12/13	(47,529.75)	34,738.68	138,723.72
FY 13/14	(49,171.53)	39,995.81	129,548.00
FY 14/15	(13,720.87)	40,031.50	155,858.63
FY 15/16	(15,238.28)	40,514.09	181,134.44
FY 16/17	(71,763.56)	40,811.23	150,182.11
FY 17/18	(127,061.18)	42,658.12	65,779.05
FY 18/19	(115,739.39)	44,305.39	(5,654.95)
FY 19/20	(36,613.13)	46,080.33	3,812.25
FY 20/21	(98,331.00)	48,344.04	(46,174.71)
FY 21/22	(35,917.18)	56,310.23	(25,781.66)
FY 22/23	(49,426.10)	67,652.30	(7,555.46)
FY 23/24	(50,687.06)	70,934.41	12,691.89
FY 24/25	(51,218.06)	81,817.89	43,291.72
FY 25/26 (as of Sep)	(5,086.04)	4,388.16	42,593.84

DIABLO WATER DISTRICT
FUNDS AVAILABLE 2025 - 2026



	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP
Fac Res	6.0	6.1	5.4	4.7	4.7	5.1	5.3	5.0	5.6	5.4	5.7	5.9	7.4
Gen Oper	7.2	7.9	7.0	7.6	7.5	8.3	8.0	7.6	7.9	7.4	7.3	8.1	8.7
Reserve Funds	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.50	1.50	1.50	1.50
GFR Min	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.7	5.7	5.7
FR Min	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4	4.4	4.4	4.4

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 5

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: Knightsen Well Site Investigation Contract Award.

The Board has approved the concept of meeting future water supply needs by increasing groundwater production and implementing wellhead treatment with the goals of: 1.) Increased resiliency; 2.) Improved water quality; and 3.) Local control of water supply.

The first phase of this project was approved in the current fiscal year's budget and involves exploring opportunities to sustainably increase groundwater production capacity in the Knightsen area. The District currently operates a smaller well at the site and seeks to determine the feasibility of constructing a new, higher-capacity production well.

The proposed scope of work:

1. Site-Specific Investigation – Exploratory drilling of a test hole to approximately 400 feet, installation of two to three nested monitoring wells, and collection of zone-specific groundwater samples for Title 22 water quality analysis.
2. Investigation Summary and Preliminary Well Design – Preparation of a report summarizing lithologic, geophysical, and water quality findings, along with a preliminary production well design and cost estimate.

Under CEQA the monitoring well portion of this project is Categorically Exempt under Class 4 (minor alteration to land), and Class 6 (information collection).

RECOMMENDATION:

Authorize the General Manager to:

1. Execute Task Order No. 1 with Luhdorff & Scalmanini, Consulting Engineers (LSCE) in the amount of $227,620, plus 10% to complete a groundwater site investigation, nested monitoring well, and preliminary well design for the District's Knightsen property.
2. File a CEQA Notice of Exemption for the monitoring well.

Dan Muelrath
Dan Muelrath
General Manager

Attachment: LSCE Proposal

October 29, 2025
File No. 25-1-115

Mr. Dan Muelrath
General Manager
Diablo Water District
87 Carol Lane
Oakley, CA 94561

Subject: Task Order 1- Groundwater Investigation Work Plan and Cost Estimate for Knightsen – Diablo Water District

Dear Mr. Muelrath,

Luhdorff and Scalmanini, Consulting Engineers (LSCE) understands that Diablo Water District (DWD) is considering augmenting their existing Knightsen Well with a larger well that is capable of higher flow rates than the existing well. We further understand that DWD wants to assess the suitability of the site in terms of lithology, potential production rates of a new well, and water quality. LSCE has prepared this detailed work plan and budget to provide DWD with site-specific hydrogeologic investigation services, including borehole drilling, nested monitoring well installation, and water quality sampling and analysis. If the results of the investigation are favorable in terms of anticipated yield and water quality, and after discussion with DWD and DWD's representatives (CDM-Smith), LSCE will prepare production well design recommendations.

Our work plan and budget are based on our current understanding of DWD's project goals and objectives and our experience working on similar projects in the vicinity of Knightsen and throughout California.

The Scope of Work outlined below includes the tasks required to investigate and evaluate the potential of a site for the installation of a new drinking water well to augment DWD's current groundwater supply well network.

SCOPE OF WORK

The Scope of Work includes the following tasks:

Task 1 – Project Coordination, Meetings, and Administration
Task 2 – Site Specific Investigation
Task 3 – Investigation Summary and Preliminary Well Design

Task 1 – Project Coordination, Meetings, and Administration

Task 1.1 – Project Kickoff

LSCE's work on the project will begin with a kickoff meeting with DWD staff, CDM Smith staff and key LSCE team members to discuss the various aspects of the project. Items such as contact information, chain of command, DWD's project expectations, respective roles and responsibilities, schedule, design preferences and parameters, and site access and site constraints shall be discussed at the kick-off meeting.

Task 1.2 – Project Coordination, Meetings, and Administration

Key LSCE team members will attend regular meetings with DWD and CDM-Smith to discuss various aspects of the project. For each meeting, LSCE will prepare and distribute meeting agendas, minutes, and action item summaries. LSCE will also provide frequent updates via email or telephone throughout the project as needed. This task also provides for project management and administrative activities such as: (a) contractual arrangements, (b) ongoing examination regarding adherence to scope, budget, and schedule, (c) coordination of staff resources (d) internal review of work products, (e) management of subcontractors, (f) billing review, and (g) scoping and budgeting.

Task 2 – Site Specific Investigation

Three different approaches for site investigation methods have been identified by LSCE. The first approach includes test hole drilling with zonal sampling. The second approach is to construct a test well, while the third approach includes the drilling of a test hole and the design and construction of a nested monitoring well facility.

The first approach involves drilling a test hole, performing a geophysical survey, collecting groundwater samples from discrete depth intervals (zones) using temporary casing or sampling tools to isolate each aquifer zone interval of interest, and preventing cross-contamination between aquifer zones. These groundwater samples are analyzed to assess groundwater chemistry. This approach ensures that the final well design is based on reliable, depth-specific hydrogeologic and water quality information.

While test hole drilling with zonal sampling provides valuable lithologic, geophysical, and depth-specific water quality data, the method relies on temporary well completions installed within the borehole for sample collection. These temporary wells are destroyed upon completion of drilling, meaning that groundwater samples can only be collected once and cannot be repeated or verified later. The first option would result in an exceedance of the authorized budget for this current fiscal year.

The second approach would provide information on expected well capacities but would only provide general groundwater quality characteristics that would exclude the ability to understand the vertical characteristics of water quality. Despite its usefulness, the test well method has several drawbacks. Constructing a test well requires additional drilling, permitting, and testing costs that may not directly contribute to the final production well. Because test wells are typically smaller in diameter than full-scale wells, hydraulic performance data such as specific capacity and efficiency may not fully represent that of the final well, leading to potential uncertainty when scaling results. In some cases, differences in drilling

methods, well design, or screen length between the test and production wells can further limit data comparability. Test wells also may not be retained for long-term monitoring or production use, meaning the investment is often temporary and cannot be leveraged for future data collection. Finally, while a test well can be designed to isolate specific screen intervals and aquifer zones, if unfavorable water quality is encountered, conducting this type of isolated zone testing significantly increases project costs, as it requires specialized service providers and additional laboratory analyses.

The third approach, along with analysis of nearby well capacities, would improve understanding of vertical groundwater quality, which is key to well design. LSCE recommends this option as the best fit for meeting project goals within the approved budgets for both LSCE's work and CDM Smith's preliminary DWD conveyance design in the Knightsen area.

The third option includes a site-specific investigation that will include exploratory drilling to characterize subsurface materials, identify potential aquifer units, collection of water samples for analysis, collection of lithologic and geophysical data to be used to design a production well, and to estimate potential well yield.

Based on over 40 years of successful hydrogeologic characterization and well design experience, LSCE believes that a properly drilled, designed, and constructed monitoring well is the best way to obtain zone-specific water quality and water level data essential to designing a well that will meet drinking water quality standards. LSCE believes that the test hole/monitoring well approach to site and zone-specific investigations offers several advantages over the zone sampling method, including:

- Capability to re-sample to verify questionable results and the ability to collect time series samples to evaluate trends in water quality from future groundwater extraction activities.
- Provide a dedicated, vertically discrete monitoring facility to measure water levels and obtain aquifer parameters during pump testing following the construction of the production well (in a subsequent scope of work);
- Serve as a tool to evaluate long-term changes in groundwater conditions, with consideration for inclusion in the East Contra Costa Groundwater Subbasin Monitoring Program;
- Superior zone isolation for groundwater quality characterization;
- Shorter schedule to complete the field work phase of the scope of work;
- Smaller work area footprint

Task 2.1 – Test Hole and Monitoring Well Evaluation

Task 2.1 will include test hole drilling and installation of nested monitoring wells. An evaluation of the lithology, depth, and capacity of nearby wells will be completed prior to the start of field activities. A test hole will be drilled to collect lithologic samples for analysis and to conduct a downhole geophysical survey that will be used to evaluate subsurface materials and to design a new production well. Based on the results of test hole drilling and geophysical logging, two to three nested monitoring wells will be constructed within the test hole. The nested monitoring wells will allow for the collection of zone-specific

water levels and water quality samples. A preliminary test hole depth of 400 feet, based on LSCE's initial data review, was used for the purposes of the project cost estimation. LSCE will provide subcontracted test hole drilling services from a licensed drilling contractor and will oversee the work to ensure that it is performed in accordance with our stringent specifications and high expectations. The selected drilling contractor will be required to fully contain and take possession of all drilling fluids and cuttings generated during the project and properly dispose of them offsite. LSCE will obtain all necessary permits, reimbursable by DWD. In compliance with permitting requirements, the drilling contractor will complete all required utility location work.

LSCE will provide documentation and sampling services during the drilling process, including a drilling log, geological samples at a minimum of 10-foot intervals, a geophysical (electric) log, and grain size distribution analysis. If the nature, depth, and thickness of aquifer materials from the test hole are favorable in terms of potential water supply, LSCE will recommend converting the test hole to a nested monitoring facility with two to three monitoring wells. A typical nested monitoring site may include up to three 2-inch-diameter polyvinyl chloride (PVC) monitoring wells, completed in different zones. The screen section(s) of each monitoring well will be isolated from one another using intermediate bentonite seals, allowing for discrete water level measurements and water quality sampling. LSCE will oversee the construction and development of the nested monitoring wells. After development of the monitoring wells, LSCE will mobilize equipment to collect water samples from each monitoring well and submit the samples to a state-certified laboratory for a Title 22 Drinking Water analysis and other constituents of concern in the area.

LSCE will compare the lithology encountered during drilling, geophysical logs, and zonal water quality to that of other wells (production and monitoring) in the vicinity of the project location. The performance of other wells completed in the area will be used to estimate the yield of a well constructed at the site. Based on favorable results from the test hole and monitoring well phases, LSCE will prepare a preliminary production well design.

Task 2.2 – Monitoring Well Sampling

Task 2.2 includes sampling of the newly installed monitoring wells. LSCE will provide technicians and equipment to purge and sample each monitoring well. Each monitoring well will be purged before sampling to ensure that each monitoring well is fully purged and that representative formation water is being pumped from the monitoring well. LSCE will deliver the samples to a California state-certified laboratory contracted by DWD. The water quality analysis will include a Title 22 Drinking Water constituents and other constituents of concern, including PFAS compounds. The results of the water quality laboratory analysis will be tabulated in a water quality summary table for inclusion in the Task 3 deliverable.

Task 3 – Investigation Summary and Preliminary Well Design

LSCE will prepare and deliver to DWD an *Investigation Summary and Preliminary Well Design Report* that will summarize the findings of the site assessment and site characterization work performed as part of Task 2. The report will include:

- A summary of all field activities associated with test hole drilling, monitoring well construction and development, and water quality sampling purge logs
- A lithologic log based upon interpretation of collected lithologic samples and the geophysical log
- Geophysical log
- Grain size distribution chart of selected formation samples
- Monitoring well as-built diagram
- Daily inspection sheets
- A summary of water quality results and laboratory analytical report
- Copies of all project permits
- Copy of the Well Completion Report

LSCE will prepare a site-specific preliminary production well design based on data gathered during test hole and monitoring well evaluation, and our experience in the area. The principal design elements to achieve a hydraulically efficient and sand-free well include:

- Borehole and casing depths and diameters
- Casing material type(s)
- Screen intervals
- Screen type and material
- Casing and screen wall thickness
- Gravel pack gradation
- Screen slot size
- Seal depths
- Accessory pipe depth, material, and diameter

The report will include a drafted preliminary well design profile. The design elements of the well and yield estimation will be discussed in the report. A preliminary engineer's estimate for the construction and testing of the well will be included in the report. LSCE will meet with DWD to discuss the results and findings of the test hole/monitoring well investigation and new well design recommendations. LSCE will incorporate DWD's design comments into the final well design.

Cost Estimate

The estimated budget to complete the Scope of Work described herein is based on our current understanding of the project and the effort that would be reasonably expected for a project of this size and scope. The attached worksheet provides a detailed breakdown of estimated costs and summarizes the estimated costs per Task. As confirmed by DWD, this project budget incorporates prevailing wage costs, where applicable.

Table 1. Budget Estimate

Task	Engineering Services Cost	Outside Services Cost
Task 1. Project Coordination, Meetings, and Administration	$6,280	

Task 2. Site Specific Investigation	$31,360	$181,000
Task 3. Investigation Summary and Preliminary Well Design	$8,980	
Totals	**$46,620**	**$181,000**
Grand Total	**$227,620**	

LSCE proposes to perform the work described in this proposal for a sum of $227,620. LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's 2025 Schedule of Fees (attached).

In the event that DWD directs LSCE to deviate from the proposed scope of work, or as dictated by unforeseen conditions or events, LSCE will provide notification of any potential changes in the estimated cost to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted by DWD.

We appreciate the opportunity to provide you with this scope and budget and would be pleased to respond if you have any questions regarding our work plan or budget.

Sincerely,

LUHDORFF AND SCALMANINI
CONSULTING ENGINEERS

Charlie Jenkins, PG
Senior Geologist

Attachments LSCE 2025 Schedule of Fees
Cost Estimate Worksheet

Luhdorff & Scalmanini
Consulting Engineers

Woodland-Roseville-Chico-Daly City-Meridian, ID

2025 SCHEDULE OF FEES

ENGINEERING AND RELATED FIELD SERVICES

Professional*

Senior Principal	$280/hr.
Principal Professional	$260/hr.
Supervising Professional	$248/hr.
Senior Professional	$220/hr.
Project Professional	$192/hr.
Staff Professional	$170/hr.

Technical

Data Management Specialist**	$160/hr.
Senior GIS Analyst	$160/hr.
GIS Specialist	$120/hr.
Engineering Asst./Scientist	$120/hr.

Project Admin Support

Word Processing, Clerical	$105/hr.
Digital Communications Specialist	$120/hr.
Project Administrator	$120/hr.
Project Accountant	$150/hr.

Vehicle Use	$0.70/mi (or curr. IRS rate)
Subsistence	Cost Plus 15%
Field Equipment (Flow Meters, Transducers, etc.)	$25 to $100/day
Copies	$0.20 ea.
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%
Prevailing Wage Rate	$210/hr.

** Engineer, Geologist, Hydrogeologist, and Hydrologist*

***Information Systems Analyst and Database Specialist*

Note: Send invoice payments to Accounts Receivable, 500 1st Street, Woodland, CA 95695

Client Diablo Water District
Project 25-1-115
Est. By CJ
Date 10/16/2025

Cost Estimate for the Groundwater Investigation of the Knightsen Area
Diablo Water District

Luhdorff & Scalmanini Consulting Engineers		Senior Principal Professional	Senior Professional	Staff Professional	Prevailing Wage	Project Accountant	Bradley & Sons (TH/MW Drilling)	Direct Expenses	Summary
Task	Description	$280	$220	$170	$210	$150	Incurred	Incurred	
Task 1 – Project Coordination, Meetings, and Administration									
Task 1.1 - Project Kickoff	Task Hours	2	2		0	0			4
	Task Cost	$560	$440	$0	$0	$0			$1,000
	Direct Expenses							$320	$320
	Sub Consultant								$0
	SubTotal	$560	$440	$0	$0	$0			**$1,320**
Task 1.2 - Project Coordination, Meetings, and Administration	Task Hours	4	12	0	0	8			24
	Task Cost	$1,120	$2,640	$0	$0	$1,200			$4,960
	Direct Expenses								$0
	Sub Consultant								$0
	SubTotal	$1,120	$2,640	$0	$0	$1,200			**$4,960**
								Total Task Cost Estimate	**$6,280**
Task 2 – Site Specific Investigations									
Task 2.1 - Test Hole and Monitoring Well Evaluation	Task Hours	4	12	16	80	0			112
	Task Cost	$1,120	$2,640	$2,720	$16,800	$0			$23,280
	Direct Expenses							$1,800	$1,800
	Sub Consultant						$181,000		$181,000
	SubTotal	$1,120	$2,640	$2,720	$16,800	$0			**$206,080**
Task 2.2 - Monitoring Well Sampling	Task Hours	1	4	8	16	0			29
	Task Cost	$280	$880	$1,360	$3,360	$0			$5,880
	Direct Expenses							$400	$400
	Outside Services								$0
	SubTotal	$280	$880	$1,360	$3,360	$0			**$6,280**
								Total Task Cost Estimate	**$212,360**
Task 3 - Investigation Summary and Preliminary Well Design									
Task 3 - Investigation Summary and Preliminary Well Design	Task Hours	6	10	30	0	0			46
	Task Cost	$1,680	$2,200	$5,100	$0	$0			$8,980
	Direct Expenses								$0
	Sub Consultant								$0
	SubTotal	$1,680	$2,200	$5,100	$0	$0			**$8,980**
								Total Task Cost Estimate	**$8,980**
Cost Summary									
SUMMARY	Total LSCE Hours	17	40	54	96	8			215
	Total LSCE Cost	$4,760	$8,800	$9,180	$20,160	$1,200			$44,100
	Total Sub-consultant Cost						$181,000		$181,000
	Direct Expenses							$2,520	$2,520
								Total Cost Estimate	**$227,620**

Task 2.1 includes drilling contractor cost that assumes drilling a test hole to 400 feet and installing a triple completion monitoring well

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 6

TO: Each Director

FROM: Wayne Weaver, Maintenance & Construction Manager

SUBJECT: Purchase of District Vehicles.

The approved FY 2025/26 budget includes funding for the replacement of three existing vehicles and one new specialized vehicle. All new vehicles will advance the District's carbon neutrality goals by incorporating cleaner and more efficient technology (electric and/or renewable diesel). The specialized vehicle will support the Maintenance and Construction team, enhancing their ability to safely perform repairs and installations of infrastructure such as valves, fire hydrants, and backflow prevention devices.

In accordance with District Regulation 107, Purchase of Supplies and Equipment, budgeted supplies and equipment that exceed $100,000 must be awarded/authorized by the Board.

The District will purchase the vehicles through Sonora Ford for a price of $381,664.08 ($397,400 is budgeted), which is the net price of the four vehicles. The District is also evaluating the trade-in of several older fleet vehicles, which will help offset the total expenditure.

1. (3) 2026 F150 LIGHTNING FLASH XLT $65,183.19 ea.
2. 2024 FORD F550 MECHANIC CRANE BODY $186,114.51

RECOMMENDATION:

Authorize the General Manager to execute a purchase order with Sonora Ford in the amount of $381,664.08 for the procurement of four vehicles as outlined.

Wayne Weaver

Wayne Weaver
Maintenance & Construction Manager

Attachments: Vehicle Quotes

Quality Innovation Integrity

Commercial Vehicle Center

QUOTE

11/3/2025

DIABLO WATER DISTRICT

- **2026 F150 LIGHTNING FLASH XLT**
- **EXTENDED BATTERY 123KWH**
- **WHITE, 4X4**

★ SELLING PRICE - $ 60,090.00
★ DMV - $ 43.75
★ DOCUMENT FEE - $85.00
★ SALES TAX - $ 4,964.44 (8.25%)

TOTAL - $ 65,183.19

Sonora Ford 13254 Mono Way, Sonora CA. 95370 209-532-5593

Ford PRO Commercial Vehicle Center

QUOTE

10/29/2025

DIABLO WATER DIST

- **2024 FORD F550 SUPERCAB, 4X4, DIESEL**
- **KNAPHIEDE MECHANIC CRANE BODY**
- **VIN - REE83070**

★ SELLING PRICE - $ 171,500.00
★ DMV - $ 45.50
★ DOCUMENT FEE - $85.00
★ SALES TAX - $ 14,485.76 (8.750%)

TOTAL - $ 186,114.51

Sonora Ford 13254 Mono Way, Sonora CA. 95370 209-532-5593

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 7

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: District Officer and Committee Positions.

At the Board's October 22, 2025 meeting, Regulation 101 was thoroughly updated. After the update was approved, Director Seger requested that Officer Confirmations and Committee Assignments be agendized for this meeting.

Pertinent Reg. 101 Citations:

4. *Board Officers and Committee Assignments*
    a. *The Board elects a President and Vice President:*
        i. *At its first meeting in December of even-numbered years. Appointments are effective immediately unless otherwise noted in open session; and*
        ii. *When the Board's composition changes through election, appointment, or vacancy, the Board will, within three months of seating the new Director, hold an Officer Confirmation Meeting that may confirm or elect a new President and Vice President.*
        .....
    e. *Committee Assignments are determined by the Board at the Board's first meeting in December of even-numbered years. Liaison and committee assignments are instruments of public service, intended to strengthen coordination with partner agencies and ensure that the District's advocacy reflects community priorities and Board consensus. Appointments are effective immediately unless otherwise noted in open session.*
        i. *When the Board's composition changes, the Board will, within three months, review and confirm or realign its liaison and committee assignments. This ensures that representation in interagency and legislative settings reflects the current leadership and Board priorities.*
        ii. *The General Manager, in consultation with the President and Vice President, would present a current list of liaison and committee assignments for Board confirmation. The Board may confirm, modify, or nominate replacements by majority vote. The Board may also make realignments at any time by majority vote to maintain balanced and effective representation.*

RECOMMENDATION:

Perform confirmations or reassignments.

Dan Muelrath
Dan Muelrath
General Manager

Attachment: List of officers and committee assignments

Diablo Water District Officers and Committee Assignments

Officers:

- President: Director Tiernan
- Vice President: Director Shaw

Committee and Liaison Assignments:

- Public Relations Ad hoc: Director Tiernan and Director Kovalick
- Recycled Water Ad hoc: Director Kovalick and Director Seger
- City of Oakley: Director Tiernan
- Ironhouse Sanitary District: Director Seger
- Contra Costa Water District: Director Kovalick
- East County Water Management Association: Director Shaw
- ACWA/JPIA Insurance: Director Tiernan
- Contra Costa Special District Association: Vacant
- Others of interest to the Directors?

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 8

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: 2026 Bond Issuance Update.

The District Bond Financing team will provide a verbal update on the District's 2026 Bond issuance.

Items will include:

- Expected rate
- Issuance amount
- Timing of issuance and receiving funds

The Bond Team will be back at the Board's December meeting for final authorization to proceed with the issuance.

RECOMMENDATION:

Receive.

Dan Muelrath

Dan Muelrath
General Manager

DIABLO WATER DISTRICT

November 19, 2025 Board Meeting

Item Number 9

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: Urban Water Management Plan Overview.

The District is about to embark on our 2025 Urban Water Management Plan (UWMP). UWMPs are legally mandated by the State and performed every five years. CDM Smith will be performing our 2025 UWMP and will be presenting an overview of the process.

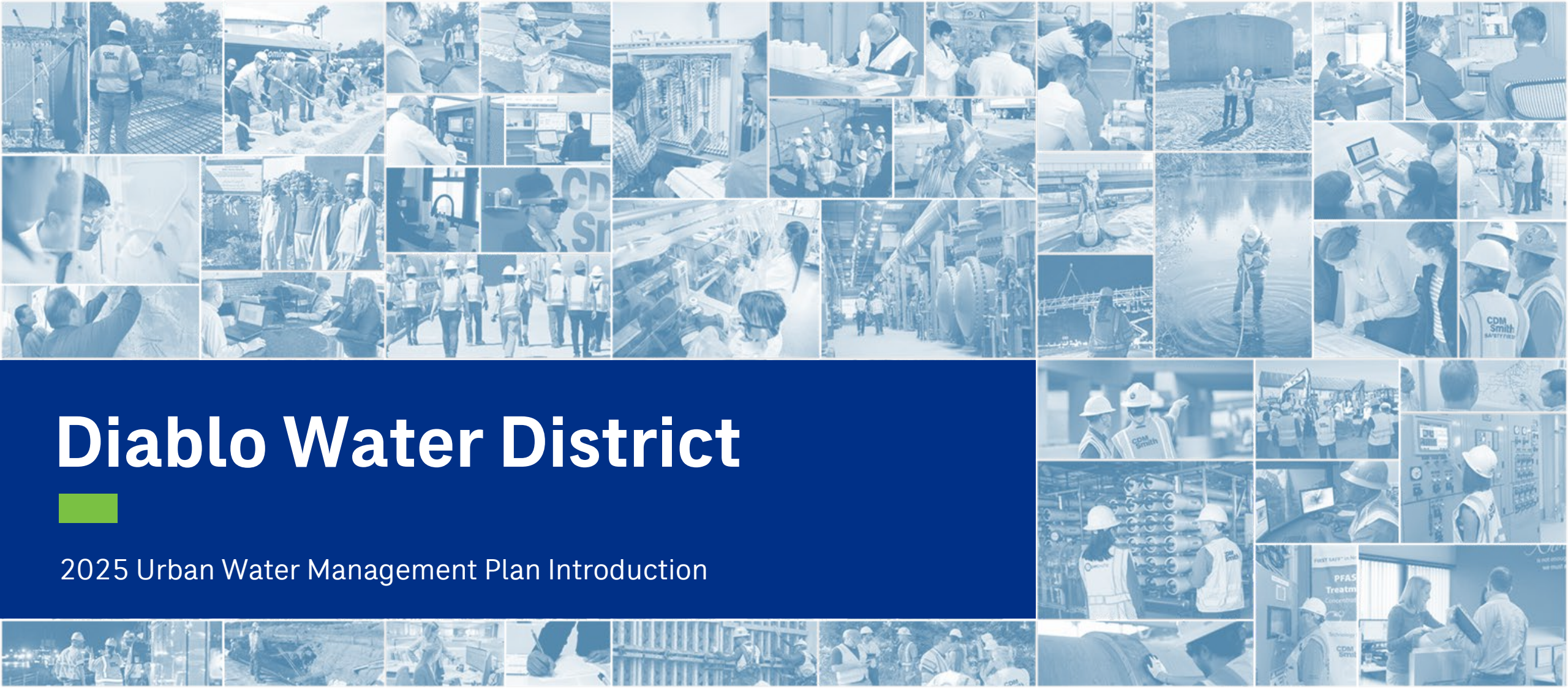
RECOMMENDATION:

Receive.

Dan Muelrath

Dan Muelrath
General Manager

Attachment: UWMP Presentation



Diablo Water District

2025 Urban Water Management Plan Introduction

Andria Loutsch
Water Resources Planner

November 19, 2025

CDM Smith

Agenda

1. UWMP Purpose and Plan Components
2. New Requirements for 2025
3. Schedule

AFY = acre-feet per year
CCWD = Contra Costa Water District
DWR = California Department of Water Resources
gpcd = gallons per capita per day
MG = million gallons
UWMP = Urban Water Management Plan
WSCP = Water Shortage Contingency Plan

UWMP Purpose and Plan Components

Purpose of the UWMP

- Urban Water Management Planning Act (1984)
- Required every 5 years for agencies serving more than 3,000 customers or 3,000 AFY (~978 MG)
- Required for State grant and loan eligibility
- Long-range (2045) planning document for water supply and demand management
- Must be adopted by water supplier and submitted to DWR by July 1, 2026

Plan Components

- Introduction
- Service Area
- Water Demands
- Water Supply Sources
- Water Supply Reliability Assessment and Drought Risk Assessment
- Demand Management Measures
- Energy Intensity Analysis

Data Sources Used for UWMP

- DWD data:
  - 2025 water use, energy use, conservation measures
  - 2020 Facilities Plan, 2020 UWMP, 2021 Recycled Water Feasibility Study
  - Most recent studies:
    - DWD Water Demand Projection Memo, December 2024
    - Water Supply Alternatives Study, December 2024
    - Groundwater Treatment Technology Evaluation, January 2025

Data Sources Used for UWMP

- CCWD
  - Supply reliability projections, conservation data, updates on future supply projects
- Ironhouse Sanitary District
  - Wastewater collected/treated/discharged/recycled

Tentative New Requirements for 2025

- DWR webinar presenting 2025 UWMP guidebook and required tables held 11/17, after this presentation was finalized
  - Expected fairly minor changes
- Most notable in Water Demand chapter
  - New table to show whether water supplier met the distribution loss performance standards enacted by State Water Resources Control Board
  - The 20% demand reduction by 2020 requirements (called “20 by 2020”) summarized in one table


CAT
CDM Smith

Schedule


CDM Smith
SAFETY FIRST
CDM Smith
PFAS Water Treatment Pilot

Tentative Schedule

Activity	Date (2026)
Public notified of UWMP preparation	February
Admin Draft for staff review	Early/mid March
Board update on UWMP results	April 22 Board meeting
Draft UWMP for Board/public review	Late April/early May
Public Hearing	May 27 Board Meeting
Board Adoption of UWMP & WSCP	***June 10 Board Meeting***
Submittal to DWR	by July 1
Final UWMP available to the public	by July 24 (30 days after adoption)

Questions?

2025 Urban Water Management Plan Introduction

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 10

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: Regulation 125 Records Management Program Update.

The District's Records Management Program establishes how long official District records are to be maintained, archived, or destroyed in compliance with applicable state and federal laws, including California Government Code Sections 60200–60203, the Public Records Act (Government Code Section 6250 et seq.), and other statutory or regulatory requirements that govern public agency recordkeeping.

- The program/regulation provides a consistent framework for:
  - Ensuring the District retains records for the legally required periods;
  - Supporting transparency and compliance with the California Public Records Act (CPRA);
  - Ensuring that vital records necessary for District operations and historical preservation are protected and accessible.
  - Provides consistence guidance of ease on implementation, which reduces District liability.

The District's previous Records Retention Schedule was adopted in 2019 and is due for a comprehensive overhaul. Since that time, legal requirements, technology, and administrative practices have evolved significantly.

RECOMMENDATION:

Discuss and prepare for approval at the December Board meeting.

Dan Muelrath
Dan Muelrath
General Manager

Attachment: Regulation 125 Redline and Clean Copy
Exhibit A – Record Retention Schedule

DIABLO WATER DISTRICT

REGULATION NO. 125

RECORDS MANAGEMENT PROGRAM

Section I. Purpose.

A. The main purpose of the District's Record Management Program is to develop guidelines and procedures of maintaining the District's records while complying with the California Public Records Act

B. This Program is designed in conjunction with the recommendations of the Secretary of State's Local Government Records Program guidelines for local government records retention.

C. Ensure that information is available when needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the assigned number of years, and then documented when destroyed.

D. In developing this Records Management Program, the District utilized the following resources for compliance and best practices:

1. California Special District Association best practices
2. California Government Code
3. California Code of Regulations
4. California Public Records Act

Section II. Objectives.

The objectives of the Program are to:

A. identify, protect, and maintain the District's records;

B. provide efficient access to the District's records for the purpose of District operations, legal documentation, or public information;

C. ensure compliance with governmental records retention requirements; and

D. destroy District's records in accordance with approved records retention schedule.

Section III. Responsibility.

A. District Managers - Each Manager shall establish and maintain an active, continuing program for the economical and efficient management of the public records of that department. Such program shall, among other things, provide for:

1. Effective controls over the creation, maintenance, and use of public records in the conduct of business.
2. The maintenance and security of records deemed appropriate for preservation.
3. Segregation and disposal of records of temporary value in accordance with the established retention schedule and this policy.

Section IV. Retention Schedule.

A. The Records Retention Schedule identifies and describes records maintained by the District and specifies a period of time that the record must be retained before being destroyed. Attached Exhibit A is the District's Records Retention Schedule.

B. Reviews of the Schedule will be performed periodically and any revisions to the Records Retention Schedule must be approved by the Board of Directors.

Section V. Converting Hard Copy to Electronic Format.

A. Government Code Section 34090.5 authorizes the conversion of hard copy

A. materials and records onto other electronic mediums.

Section VI. Destruction of Records.

A. Once the retention period of a record has expired, the record will be processed for destruction. Before District records can be destroyed under the approved Records Retention Schedule, the records must be identified, documented, and verified by a District manager. A Records Destruction Form (Exhibit B) must be completed and signed by the Board Secretary or General Manager. This form will be retained indefinitely.

B. The destruction of the records will be performed by a certified document destruction company or other method recommended in Government Code.

C. The destruction of any District record involved in a pending request for investigation, litigation, or auditing is **prohibited**, even if the destruction of the record is authorized by the approved Records Retention Schedule.

D. At least annually, each Department is responsible for reviewing all records in its custody. Records that have reached the end of their retention period are to be destroyed pursuant to the Destruction of Public Records section of this manual. Electronic versions of those records must also be deleted at the same time.

E.

F. The District has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Managers, it shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites.

Section VII. Summary.

A. The District's Records Management Program's primary concern is the efficient, effective and economical management of information.

B. The principle of Records Management is to ensure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment.

Exhibit A – Records Retention Schedule

Former schedule has been removed and updated schedule included.

Diablo Water District
Regulation No. 125
Records Management Program

Section 1. Purpose

a. The main purpose of the District's Record Management Program is to develop guidelines and procedures for maintaining the District's records while complying with the California Public Records Act.
b. This Program is designed in conjunction with the recommendations of the Secretary of State's Local Government Records Program guidelines for local government records retention.
c. Ensure that information is available when needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the assigned number of years, and then documented when destroyed.
d. In developing this Records Management Program, the District utilized the following resources for compliance and best practices:
    a. California Special District Association best practices
    b. California Government Code
    c. California Code of Regulations
    d. California Public Records Act

Section 2. Objectives

The objectives of the Program are to:

a. Identify, protect, and maintain the District's records;
b. provide efficient access to the District's records for the purpose of District operations, legal documentation, or public information;
c. ensure compliance with governmental records retention requirements; and
d. destroy District's records in accordance with the approved records retention schedule.

Section 3. Responsibility

a. District Managers - Each Manager shall establish and maintain an active, continuing program for the economical and efficient management of the public records of that department. Such program shall, among other things, provide for:
    1. Effective controls over the creation, maintenance, and use of public records in the conduct of business.
    2. The maintenance and security of records deemed appropriate for preservation.
    3. Segregation and disposal of records of temporary value in accordance with the established retention schedule and this policy.
    4. Recommendations of changes to the Program.

Section 4. Retention Schedule

a. The Records Retention Schedule identifies and describes records maintained by the District and specifies a period of time that the record must be retained before being destroyed. Attached Exhibit A is the District's Records Retention Schedule.
b. Reviews of the Schedule will be performed periodically, and any revisions to the Records Retention Schedule must be approved by the Board of Directors.

Section 5. Converting Hard Copy to Electronic Format

a. Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums.

Section 6. Destruction of Records

a. Once the retention period of a record has expired, the record will be processed for destruction. Before District records can be destroyed under the approved Records Retention Schedule, the records must be identified, documented, and verified by a District manager. A Records Destruction Form (Exhibit B) must be completed and signed by the Board Secretary or General Manager. This form will be retained indefinitely.
b. The destruction of the records will be performed by a certified document destruction company or other method recommended in Government Code.
c. The destruction of any District record involved in a pending request for investigation, litigation, or auditing is prohibited, even if the destruction of the record is authorized by the approved Records Retention Schedule.
d. At least annually, each Department is responsible for reviewing all records in its custody. Records that have reached the end of their retention period are to be destroyed pursuant to the Destruction of Public Records section of this manual. Electronic versions of those records must also be deleted at the same time.
e. The District has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Managers, it shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites.

Diablo Water District
Records Retention Schedule

PUBLIC RECORD Y / N	ACCOUNTABLE DEPARTMENT	Records Series No.	RECORD TYPE	DESCRIPTION	RETENTION PERIOD	SOURCE RECORD MEDIA TYPE (P)hyscial / (E)lectronic	RETAIN ELECTONICALLY ONLY?	POST TO WEBSITE? Y/N (# of Years)	NOTES	RETENTION LOCATION / PROCESS
Y	Accounts Payable	AP-1	Accounts Payable Source Records (includes Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Travel Expense Reimbursements, etc.)	May contain independent contractor's compensation, expense reimbursement, or District credit card records	7 years	P & E	Y	N	40 CFR 122.410)(2); WC 13263.2(b) et seq.; GC 60201(d)(12)	Tyler Software: Current Plus Historical TCM SharePoint: Current Year Laserfiche: All other years
Y	Accounts Payable	AP-2	Accounts Receivable Source Records	Including Adjustments, Billings, Cash, Payments, Cash Receipts, Damage to District Property / Insurance, Payments, Leases, etc.	5 years	P & E	Y	N	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC 60201	Tyler Software: Current Plus Historical TCM SharePoint: Current Year Laserfiche: All other years
Y	Accounts Payable	AP-3	Check Registers		7 years	P & E	Y	N	District Preference (a different version is presented to the Board of Directors), includes employee compensation or reimbursement; GC 60201 et seq.	Tyler Software: Current Plus Historical TCM SharePoint: Current Year Laserfiche: All other years
Y	Accounts Payable	AP-4	Employee Reimbursements	Employee or Director Reimbursements over $100	7 years	E	Y	Y (1 year)	GC 53065.5	SharePoint: Current year plus 3 Laserfiche: All other years
Y	Board Secretary	BS-1	Agreements & Contracts - JPA and MOUs (Not Personal, Finance or Purchasing related)	Agreement or Contract includes all contractual obligations (e.g. Successful Proposal/ Scope of Work, Amendments)	Permanent	P & E	Y	N	Standard municipal government practice; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP 337. 337.1(a), 337.15, 343; GC 60201, Contractor has retention requirements in 48 CFR 4.703	SharePoint: All years Laserfiche: All years
Y	Board Secretary	BS-2	Board Agenda Packets	All public Board meeting including staff reports	Permanent	E	Y	Y (3 years)	GC 34090; Secretary of State Guidelines	SharePoint: Current year plus 3 Laserfiche: All other years
Y	Board Secretary	BS-3	Board Ad Hocs Minutes	Formal minutes taken and distributed to ad hoc members after the meeting.	2 years	E	Y	N	Ad hoc meetings of the Board are not subject to the Brown Act. Minutes are not required, but if they are taken they are to be retained. GC 34090, 60201	SharePoint: 2 years
Y	Board Secretary	BS-4	Board Meeting Minutes	Written minutes of public District Board meetings, committees, etc.	Permanent	E	Y	Y (3 years)	GC 34090, 60201	SharePoint: Current year plus 3 Laserfiche: All other years
Y	Board Secretary	BS-5	Board of Directors Correspondence	Letters, emails and other written documents from the Board.	2 years	E	Y	N	District preference; GC 60201	SharePoint: 2 years
Y	Board Secretary	BS-6	Board of Directors Policies	Formally adopted policies by Board action during a public meeting.	Permanent	E	Y	N	District preference; GC 60201	SharePoint: All years Laserfiche: All years
Y	Board Secretary	BS-7	Board of Directors Vacancies	Affidavit of Posting, Applications. Correspondence, Notices, etc.	2 years	E	Y	N	GC 60201	SharePoint: 2 years
Y	Board Secretary	BS-8	Chronological History of Board Members	A visual history of the Directors of the District since inception.	Permanent	E	Y	N	Historical Value; GC 60201	SharePoint: Current Laserfiche: All other years
N	Board Secretary	BS-9	Board Closed Session Material	Information and materials related to closed session items	3 years	E	Y	N	GC 34090; 60201	SharePoint: 3 years

Diablo Water District
Records Retention Schedule

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Y	Board Secretary	BS-10	Director Trainings - Mandatory	Ethics, harassment, etc.	5 years	E	Y	Y (current)	GC 53235.2	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Board Secretary	BS-11	District Formation, Changes to Director's Boundaries (Redistricting), Shape Files	Founding records, votes, resolution, etc.	Permanent	E	Y	N	GC 60201	SharePoint: Current year plus 3 Laserfiche: All other years
Y	Board Secretary	BS-12	Elections Files	Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years	E	Y	N	District preference (historical purposes); GC 60201	SharePoint: Most recent Laserfiche: All other years
Y	Board Secretary	BS-13	FPPC 460,470,501,410 Series Forms - Campaign Disclosures	State required forms.	4 years	E	Y	N	GC 81009(f)&(g)	SharePoint: Most recent Laserfiche: All other years
Y	Board Secretary	BS-14	FPPC 700 Series Forms (Statement of Economic Interests): Public Officials, designated employees and designated consultants (as specified in the District's Conflict of Interest code)	State required forms.	7 years	E	Y	Y (current)	GC 81009(e)&(g)	SharePoint: Most recent Laserfiche: All other years
Y	Board Secretary	BS-15	FPPC Form 801, 802, 803, and 806	State required forms.	7 years	E	Y	Y (4 years)	GC 81009(e)	SharePoint: Most recent Laserfiche: All other years
Y	Board Secretary	BS-16	Historical Records	Records with significant historical value	Permanent	P & E	N	N	GC 60201	SharePoint: All years Laserfiche: All years
N	Board Secretary	BS-17	Litigation	Litigation files and court rulings.	Permanent	P & E	Y	N	Department preference; CCP 337 et seq.; GC 911.2, 60201, 60201.6; PC 832.5(b)	SharePoint: Current litigation Laserfiche: All closed litigation
Y	Board Secretary	BS-18	Monthly Board of Directors Reports / Updates		2 years	E	Y	N	Department Preference; GC 60201	SharePoint: 2 years
Y	Board Secretary	BS-19	Notice of Public Meetings	Any meeting where a quorum of the board is expected to participate in District business	2 years	E	Y	N	GC 34090	SharePoint: 2 years
Y	Board Secretary	BS-20	Notices: Affidavits of Postings and Publications		2 years	E	Y	N	Brown Act challenges must be filed within 30 or 90 days of action; GC 60201, 54960.1(c)(1)	SharePoint: 2 years
Y	Board Secretary	BS-21	Oaths of Office (Board of Directors)		Separation + 6 years	P & E	Y	N	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination+ 6 years; GC 36507, 60201; PC 801.5, 803(c); 29 USC 1113	SharePoint: Current Directors Laserfiche: All others
Y	Board Secretary	BS-22	Ordinances / Regulations / Resolutions	Official District documents.	Permanent	P & E	Y	Y (current)	Applies to past, current, and revised documents. GC 60201 et. seq.	SharePoint: Current version Laserfiche: All others
Y	Board Secretary	BS-23	Petitions to Board - Public	Written petitions submitted to District Board by members of the public	Current + 2 years	P & E	Y	N	GC 34090	SharePoint: 3 years
Y	Board Secretary	BS-24	Political Support and Opposition Letters	Letters the District sends in response to local, state, or federal legislations, policies, or positions	5 years	E	Y	N	GC 34090	SharePoint: 5 years

Diablo Water District
Records Retention Schedule

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Y	Board Secretary	BS-25	Proposition 218 Protest Letters	Property related fees	2 years after public hearing	P & E	Y	N	GC 53753(c) (2)	SharePoint: 2 years
Y	Board Secretary	BS-26	Recordings: Recordings of District Board meetings		3 year	E	Y	Y (3 year)	District Preference; Legally required for 90 days for Video, 30 days for audio; GC 54953.5(b), 53161, 60201 et seq.	SharePoint: 3 years
Y	Board Secretary	BS-27	Records Destruction Authorization Forms	Filled out and approved forms prior to destruction of records	Permanent	E	Y	N	GC 60201 et. seq.	SharePoint: Current year Laserfiche: All other years
Y	Board Secretary	BS-28	Records Management Destruction Certification	Certification received each time records subject to the records retention schedule are intentionally destroyed per the schedule	Permanent	P & E	Y	N		SharePoint: Current year Laserfiche: All other years
Y	Board Secretary	BS-29	Subpoenas or Summons		2 years	P & E	Y	N	GC 60201	SharePoint: 2 years
Y	District Wide	DW-1	Agreements & Contracts - Vendors	Software, consultants, vendors and other non construction projects and non real property. Includes any communication that may alter the interpretation of the contract.	10 years after completion	P & E	Y	N	GC 60200	SharePoint: While project is active Laserfiche: 10 years after completion
Y	District Wide	DW-2	Appraisals	For property owned or property the District may purchase.	While project is active	P & E	Y	N	GC 60200	SharePoint: While project is active
N	District Wide	DW-3	Association Records - External Associations	e.g. Association of California Water Agencies, CCSDA, CSDA etc.	When No Longer Required	P & E	Y	N	Non-records; GC 60201 et seq.	SharePoint: Until no longer needed
Y	District Wide	DW-4	Bids - Successful	Includes plan and specifications; notices/affidavits.	4 years	E	Y	N		SharePoint: Current projects Laserfiche: All other years
Y	District Wide	DW-5	Bids - Unsuccessful	Unsuccessful bid packages only	2 years	E	Y	N	Special Districts are required to keep unaccepted bids for 2 years; GC 60201(d)(11)	SharePoint: 2 years
Y	District Wide	DW-6	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations	e.g. Association of California Water Agencies, CCSDA, CSDA etc.	When No Longer Required	P & E	Y	N	Non-records	SharePoint: Until no longer needed
Y	District Wide	DW-7	Complaints - General	Miscellaneous complaints not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	5 years	P & E	Y	N	40 CFR 141.33(b); 22 CCR 64470(a)	SharePoint: 5 years
Y	District Wide	DW-8	Correspondence - General	General correspondence, including letters and e-mail related to District business.	2 years	P & E	Y	N		SharePoint: 5 years
Y	District Wide	DW-9	Correspondence - Regulatory Agencies	General correspondence, including letters and e-mail related to District business.	10 years	P & E	Y	N		SharePoint: Current year plus 1 Laserfiche: All other years

Diablo Water District
Records Retention Schedule

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Y	District Wide	DW-10	Drafts	Draft reports and documents that are circulated for review/comments/etc. are to be retained as appropriate for the type of record described in this Policy. Personal drafts that are not circulated or otherwise are not utilized in the ordinary course for District business are not public records.	When No Longer Required per applicable law or Policy if the Policy is longer.	P & E	Y	N		Retained as appropriate for the type of record described in this Policy
N	District Wide	DW-11	Notes	Transient in nature and not used to make, contribute to, or relay decisions in the ordinary course of business of District business.	When No Longer Required per applciable law or Policy if the Policy is longer.	P & E	Y	N	As long as notes are not retained in the "Regular Course of Business". GC	SharePoint: Until no longer needed
N	District Wide	DW-12	Newspaper Clippings / Display Advertising		When No Longer Required	P & E	Y	N	Non-records	SharePoint: Until no longer needed
N	District Wide	DW-13	Personnel Files - Department-level Copies		Send to Human Resources Upon Separation or Transfer	E	Y	N	Ensure records kept in Department files comply with District policy; Originals are maintained by Human Resources. Supervisors notes should be 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	SharePoint: Current employees only, send to HR upon separation or transfer
Y	District Wide	DW-14	Policies and Procedures	All policies and procedures rendered by the District (staff and/or Board) and not assigned a resolution or regulation number	Permanent	P & E	Y	Y (if pertinent to customers		SharePoint: Current version Laserfiche: All other versions
Y	District Wide	DW-15	Pre-Trip Inspections/Daily Equipment Checks Vehicle Safety Checks/	Relating to District owned vehicles.	1 year	E	Y	N	13 CCR 1234(e); GC 60201	MMS: 1 year
Y	District Wide	DW-16	Purchase Orders		10 years	E	Y	N	Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC 60201 et seq.	Tyler: Current year plus 1 Laserfiche: All other years
N	District Wide	DW-17	Reference Materials: Policies, Procedures, Manuals, etc.: Produced by OUTSIDE ORGANIZATIONS	e.g. Association of California Water Agencies, CCSDA, CSDA etc.	When No Longer Required	P & E	Y	N	Non-Records	SharePoint: Until no longer needed

Diablo Water District
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Y	District Wide	DW-18	Reporting - Regulatory Agencies	All reports that are required to be submitted to local, state, and federal agencies in order for the District to maintain its permit to operate	Permanent	E	Y	N		SharePoint: Current report Laserfiche: All other years
Y	District Wide	DW-19	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)		Permanent	E	Y	N	Department Preference; GC 60201	SharePoint: 3 years Laserfiche: All other years
Y	District Wide	DW-20	Reports and Studies (Historically significant)		Permanent	P & E	N	N	Administratively and Historically significant, therefore retained permanently; GC 60201	SharePoint: 3 years Laserfiche: All other years
Y	District Wide	DW-21	Reports and Studies (other than Historically significant reports)		10 years	P & E	Y	N	Department preference; Information is outdated after 10 years; GC 60201	SharePoint: 3 years Laserfiche: All other years
Y	District Wide	DW-22	Request for Proposals		7 years	E	Y	N	Contract employee compensation and reimbursement records are required for 7 years; GC 60201 et seq.; 40 CFR 122.410)(2); WC 13263.2(b) et seq.; GC 60201(d)(12)	SharePoint: Current projects Laserfiche: All other years
Y	District Wide	DW-23	Used Oil Disposal	Proof of proper disposal	3 years	P & E	Y	N		SharePoint: 3 years
Y	District Wide	DW-24	Visitor Logs / Registers		1 year	P & E	Y	N	Department preference; GC 60201 et. seq.	SharePoint: 1 year
Y	District Wide	DW-25	Work Orders/ Service Requests Generated by the District	CMMS DATABASE (Computerized Maintenance Management System) - Tyler & MMS	Permanent	E	Y	N	Department Preference; Meets California Department of Health requirements; GC 60201; 17 CCR 7605(f)	Tyler & MMS: Permanent
Y	District Wide	DW-26	Voicemails and text messages.		90 days	E	Y	N		Phones: 90 days
Y	District Wide	DW-27	Emails	Emails that relate in the ordinary course of District business and that provide information, context, or otherwise contriubte to District decisions, including without limtiation all emails to elected officials.	1 year or as Required per applicable law.	E	Y	N	Emails that relate to the conduct of District business and that provide information, context, or decisions; plus emails to elected officials will be retained as appropriate for the type of record described in this Policy. All emails in factory default Outlook folders (i.e. inbox, deleted, sent items, etc.) will be deleted after 1 year.	Outlook: 1 year Beyond 1 year: retain as appropriate in project file for the type of record described.
Y	Finance	F-1	1099's, 1096's, DE542 (California Report of Independent Contractors)		7 years	P & E	Y	N	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg 31.6001-1(e)(2), R&T 19530, GC 60201(d)(12); 29 USC 436	Tyler Software: Current year plus 1 Laserfiche: All other years
Y	Finance	F-2	Audits - Operational or Single Audits (Grant Audits. Internal Audits)		5 years	P & E	Y	Y (3 years)	Department Preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years

Diablo Water District
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Y	Finance	F-3	Audits/ Audit Reports/ Annual Comprehensive Financial Report (ACFR)		Permanent	P & E	Y	Y (3 years)	Department Preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-4	Bank Statements / Checking Account Reconciliation / Bank Reconciliation Deposits,	Transaction Statements, Wire Transfers. Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years	P & E	Y	N	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC 60201	Tyler Software: Current Plus Historical TCM Sharepoint: Current Year Laserfiche: All other years
Y	Finance	F-5	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper		Fully Defeased or Matured + 10 years	P & E	Y	N	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.S(a); 26 CFR 1.6001-1(e): GC 43900 et seq., 60201	SharePoint: Bonds/Debt/COPs/Etc. Laserfiche: All other years
Y	Finance	F-6	Budget Adjustments		7 years	P & E	Y	N	Preliminary Drafts Not Retained in the Ordinary Course of Business; GC 60200	Tyler: Current year plus 1 Laserfiche: All other years
N	Finance	F-7	Budgets: Development, Drafts, etc.		When No Longer Required	E	Y	N	Preliminary Drafts Not Retained in the Ordinary Course of Business; GC 60200	SharePoint: Until no longer needed
Y	Finance	F-8	Budgets: Final (Adopted)		Permanent	P & E	Y	Y (3 years)	Department Preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-9	CalPERS Employee Compensation Schedule		5 years	E	Y	Y (current)	Department Preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-10	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)		7 years	P & E	Y	N	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC 60201(d)(12), CCP 337	Tyler/SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-11	Payments (non-Utility Billing)	District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.	2 years	P & E	Y	N	These are bank instruments, and not District records; per bank agreement.	Laserfiche: 2 years
Y	Finance	F-12	DE-6, DE-9. DE-43, W-3, & DE-166, & 941 Forms	Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS/ FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years	E	Y	N	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent;; IRS Reg 31.6001- 1(e)(2), 26 CFR 31.6001-1, R&T 19530, GC 60201	Tyler/SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-13	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account		2 years	P & E	Y	N	Department preference; GC 60201	Tyler/SharePoint: Current year plus 1 Laserfiche: All other years

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Y	Finance	F-14	Financial Ratings & Correspondence		5 years	P & E	Y	N	District Preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-15	Financial Reports	Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, (MONTHLY OR PERIODIC)	When No Longer Required	E	Y	N	Draft I Preliminary documents used to produce final year-end general ledger (financial database is the original); GC 60201	Tyler: All Historical Reports SharePoint: Until no longer needed Laserfiche: Until no longer needed
N	Finance	F-16	Financial System Database	Tyler	Indefinite - Minimum 7 years	E	Y	N	Data is interrelated; Employee compensation and reimbursements are required for 7 years; and reimbursements are required for 7 years; GC 60201 et seq.	Tyler: 7 years Laserfiche: All other years
Y	Finance	F-17	Fixed Asset Retirements - Auction / Disposal /Sales/ Surplused		Disposal of Asset + 2 years	P & E	Y	N	Department preference; GC 60201	Tyler & SharePoint: Current assets Laserfiche: All other years
Y	Finance	F-18	Investment Reports		5 years	P & E	Y	N	Department Preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-19	Journal Entries/ Journal Vouchers		7 years	P & E	Y	N	Department Preference; Meets municipal government auditing standards; GC 60201	Tyler Software: Current Plus Historical SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-20	Long Range Financial Plans & Reports		5 years	E	Y	N	District Preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-21	Returned Payments (NSF, etc.) Checks/ ACH (includes Water Payments)		7 years	P & E	Y	N	Municipal government auditing standards; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-22	State Controller's Report / Special Districts Financial Transactions Report		5 years	E	Y	N	Department Preference; GC 60201	Tyler Software: Current Plus Historical Laserfiche: All other years
Y	Finance	F-23	Tax Returns (Sales Tax, etc.)		5 years	E	Y	N	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent;; IRS Reg 31.6001- 1(e)(2), 26 CFR 31.6001-1, R&T 19530, GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Finance	F-24	Vehicle Titles ("Pink Slips")		Upon Sale or Disposal	P	N	N	Department Preference; GC 60201	Laserfiche: 5 years
Y	Finance	F-25	W-9's		Vendor Inactive + 3 years	P & E	Y	N	Meets IRS auditing standards; GC 60201	Hard file: Current vehicles SharePoint: Current vehicles

Diablo Water District
Records Retention Schedule

PUBLIC RECORD Y / N	ACCOUNTABLE DEPARTMENT	Records Series No.	RECORD TYPE	DESCRIPTION	RETENTION PERIOD	SOURCE RECORD MEDIA TYPE (P)hyscial / (E)lectronic	RETAIN ELECTONICALLY ONLY?	POST TO WEBSITE? Y/N (# of Years)	NOTES	RETENTION LOCATION / PROCESS
Y	Forward Planning	FP-1	Agreements & Contracts - CIP / Capital Improvement	Projects, Infrastructure, Development, Land / Real Property Purchase or Sell, Water Infrastructure, Water Supply and Conveyance Agreement or Contract includes all contractual obligations. Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders. Task Orders) Examples of Infrastructure: Architects, buildings, bridges, development, property restrictions, reservoirs & reservoir maintenance, utilities, water infrastructure	Permanent	P & E	Y	N	Standard municipal government practice; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 1O years for Errors & Omissions; land records are permanent by law; CCP 337. 337.1(a), 337.15, 343; GC 60201, Contractor has retention requirements in 48 CFR 4.703	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Forward Planning	FP-2	Agreements & Contracts - Real Property	Original contracts/agreements regarding the Administration of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	Permanent	P & E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-3	Annexations	Public Notices, Resolutions, Certificates of Completion, Reports, Agreements, Correspondence (Local Agency Formation Commission)	Permanent	P & E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-4	California Environmental Quality Act	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	Permanent	P & E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion

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Records Retention Schedule

PUBLIC RECORD Y / N	ACCOUNTABLE DEPARTMENT	Records Series No.	RECORD TYPE	DESCRIPTION	RETENTION PERIOD	SOURCE RECORD MEDIA TYPE (P)hyscial / (E)lectronic	RETAIN ELECTONICALLY ONLY?	POST TO WEBSITE? Y/N (# of Years)	NOTES	RETENTION LOCATION / PROCESS
Y	Forward Planning	FP-5	Construction Projects - Pre Construction	Planning, design, and construction. Agreements / Contracts, Bid Package (Winning), Change Orders, Consultant Proposals (Successful), Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Permits, Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, Computer Aided Design (CAD) files, Engineer's Calculation Files.	Permanent	P & E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-6	Developer Deposits/ Trust Accounts (Deposits for Developer Projects)		Close+ 5 years	P & E	Y	N	Department Preference (meets auditing standards); GC 60201	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-7	Easements	File with recorded documents	Permanent	P & E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-8	Encroachment Permits	Caltrans, County, City for street opening, road use, construction purposes	Permanent	E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-9	Engineering Files for CIP: Administration File	Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, etc.	Permanent	P & E	Y	N	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	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-10	Engineering Files for CIP: Close Out	Preliminary Notices, Stop Work Notices, Temporary Permits, Field Inspection Reports/ Inspection Diaries, Project Calculations. SAMPs, SWPPP, etc.	Permanent	P & E	Y	N	Statute of Limitations is not applicable to these records; GC 60201	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-11	Engineering Files for CIP: Permanent F	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.	Permanent	P & E	Y	N	For disaster preparedness purposes; GC 60201 et seq.	SharePoint: While project is active Laserfiche: Upon project completion

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Y	Forward Planning	FP-12	Engineering Files for CIP: Large Forma	Files or Private Development Infrastructure - Permanent File - Large Format Drawings, Design Drawings (finals), Record Drawings ("As Built")	Permanent	P & E	N	N	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.	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-13	Engineering Studies and Reports	Corrosion Studies and Reports / Pipeline Integrity Studies and Reports / Root Cause Analysis Reports	Permanent	E	Y	N	District Preference; GC 60201	SharePoint: While project is active Hard File: Upon project completion Laserfiche: Upon project completion
Y	Forward Planning	FP-14	Facilities Installation Agreements	Developer agreements, expansion of district facilities, etc. See Construction Projects for other requirements.	Permanent	P & E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-15	Fixed Assets - Buildings, Main Lines, Water System Appurtenances, etc.	Records of ownership	Permanent	E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-16	Geographic Information System (GIS)		Indefinite	E	Y	N	Data is interrelated; GC 60200, 60201 et seq.	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-17	Hazard Maps / Inundation Maps		When No Longer Needed	E	Y	N	Not a District record	ESRI GIS: Current Laserfiche: Archive annually
Y	Forward Planning	FP-18	Insurance Certificates - Projects	Liability, performance bonds, bonds, property, insurance certificates filed separately from contracts, includes insurance filed by licensees.	10 years after completion	E	Y	N		SharePoint: When no longer needed
Y	Forward Planning	FP-19	LAFCO Reports	Municipal service reviews	Current + immediate past report	E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
N	Forward Planning	FP-20	New Water Service Connection Permits/ Connection Permits, Applications		Permanent	P & E	Y	N	Department Preference; GC 60201 et seq.	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-21	Plans, Reports, & Studies	Water System Master Plans, Urban Water Management Plan, Risk and Resiliency Plans, etc.	Permanent	P & E	Y	N	Department preference; GC 60201 et seq.	SharePoint: While project is active Laserfiche: Upon project acceptance
Y	Forward Planning	FP-22	Private Development / Applicant Projects: Subdivisions/ Tract Files - Permanent File	Water Service Agreements. Easements, Final Drawings, Inspections, Rights of Way, Rights of Entry that run with the land, Studies & Reports (Hydrology, Geotechnical, etc.)	Permanent	P & E	N	N	Department preference; GC 60201	SharePoint: While project is active Laserfiche: Upon project acceptance
Y	Forward Planning	FP-23	Private Development / Applicant Projects: Subdivisions/ Tract Files - Administrative File	Correspondence, Incidents, Project Schedules etc.	Completion + 10 years	P & E	Y	N	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	SharePoint: While project is active Hard File: Upon project completion Laserfiche: Upon project completion

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Y	Forward Planning	FP-24	Real Property	Title, Deeds, title reports, surveys, easements	Permanent	E	N	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-25	Real Property Acquisition / Disposal	Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	10 years	E	N	N		SharePoint: While project is active Hard File: Upon project completion Laserfiche: Upon project completion
Y	Forward Planning	FP-26	Record of Survey / Monuments / Benchmarks		Permanent	E	N	N	District Preference; GC 60201	SharePoint: While project is active Hard File: Upon project completion Laserfiche: Upon project completion
Y	Forward Planning	FP-27	Standard Drawings / Construction Standards Authored by the District		Permanent	E	Y	N	District Preference; GC 60201	SharePoint: While project is active Hard File: Upon project completion Laserfiche: Upon project completion
Y	Forward Planning	FP-28	Water Loss Audits		5 years	E	Y	N	District Preference; GC 60201	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-29	Water Service Connection Record	Maps, water line connections	Permanent	E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-30	Water Service Inquiry	Various investigations and records related to providing water service to various properties (ex. will serve letter, tract files). If project has moved forward a Facilities Installation Agreement will supersede these records	Permanent	E	Y	N	Department Preference: Keep indefinitely until project moves forward. Otherwise, if the property is sold to new owner, research will need to be repeated.	SharePoint: While project is active Laserfiche: Upon project completion
Y	Forward Planning	FP-31	Will Serve Letters/ Water Availability Letters		Permanent	E	Y	N		SharePoint: While project is active Laserfiche: Upon project completion
Y	General Manager	GM-1	District's Counsel (Attorney) Opinions		10 years	E	Y	N	Department Preference; GC 60201	SharePoint: While project is active Laserfiche: Upon project completion
Y	General Manager	GM-2	Executive Committee Agendas, other Records.	Weekly managers meeting and others that involve the entire executive team.	2 years	E	Y	N	Standard practice in municipal governments; GC 60201	SharePoint: 3 years Laserfiche: All other years
Y	General Manager	GM-3	Legislative and Policy Position Framework	Board approved framework	Until superseded + 2 years	E	Y	Y (current)	Department preference; GC 60201	SharePoint: 2 years
Y	General Manager	GM-4	Records Retention Schedules - Authorization for Amendments to Retention Schedules		Permanent	E	Y	N	GC 60201 et. seq.	SharePoint: Current Laserfiche: All other years
Y	General Manager	GM-5	Video Recordings	Routine Video Monitoring (building security or regular and ongoing operations of the District)	1 year	E	Y	N	GC 60201, 53160	Video Server: 90 days Laserfiche: All other days
N	Human Resources	HR-1	EEO Complaints	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)/ Harassment Claims	Final Disposition + 4 years	P & E	N	N	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	SharePoint: Current Laserfiche: All other years

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Y	Human Resources	HR-2	Benefit Cost Comparison Reports / Review of Employee Benefit Plans		3 years	E	Y	N	Department Preference; GC 60201	SharePoint: While complaint is active Hard File: Former complaints Laserfiche: Former complaints
Y	Human Resources	HR-3	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)		Plan Termination + 10 years	E	N	N	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	SharePoint: 3 years
N	Human Resources	HR-4	Claims / Liability Claims		Permanent	E	Y	N	Department Preference; Covers various statute of limitations; CCP 337 et seq.; GC 911.2, 60201	SharePoint: Current plus one year Hard File: All other years Laserfiche: All other years
Y	Human Resources	HR-5	Classification and Compensation Studies / Surveys		3 years	E	Y	N	Department Preference; GC 60201	SharePoint: While claim is active Laserfiche: Upon claim being closed
Y	Human Resources	HR-6	DMV Pull Notices	All employees that are required to have driver's license	When Superseded or Separation	E	Y	N	District preference (OMV record that the District considers a non-record used for reference); OMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC 60201	SharePoint: 3 years
N	Human Resources	HR-7	Drug & Alcohol Test Results (All - Positives and Negatives)		Current + 5 years	E	Y	N	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSNADEA (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.	SharePoint: Current notices Laserfiche: All older notices
N	Human Resources	HR-8	Employee Investigations & Complaints		Separation + 6 years	P & E	Y	N	Department preference; State Law requires 4 years from last action; EEOC/ FLSA / ADEA (Age) statue 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	SharePoint: Current Laserfiche: All other years
N	Human Resources	HR-9	Human Resources Database	Tyler	Indefinite	E	Y	N	Department preference (data is inter-related); GC 60201 et seq	SharePoint: While investigation is active Laserfiche: Upon investigation being closed
N	Human Resources	HR-10	Garnishments, Child Support, Court Orders regarding Employee Wages		Completion + 7 years	E	Y	N	Department preference; GC 60201 et seq.	Tyler: 7 years Laserfiche: All other years

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Y	Human Resources	HR-11	Insurance - Personnel	For employees that drive personal vehicles for work purposes	Current + 2 years	E	Y	N		SharePoint: Current garnishments Laserfiche: All completed garnishments
Y	Human Resources	HR-12	Job Descriptions	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	Current + 4 years	E	Y	N		SharePoint: 3 years
N	Human Resources	HR-13	I-9s		Separation + 3 years	P & E	Y	N	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	SharePoint: Current year plus 1 Laserfiche: All other years
N	Human Resources	HR-14	Labor Relations/ Negotiations (Notes)		Minimum 10 years	P & E	Y	N	Department preference; GC 60201	SharePoint: Current year Laserfiche: All other years
N	Human Resources	HR-15	Legal Opinions (Employment Related)		Minimum 10 years	E	Y	N	Department preference; GC 12946, 12960, 60201	SharePoint: Current negotiations Laserfiche: Completed negotiations
Y	Human Resources	HR-16	Memorandum of Understanding - Personnel		Permanent	E	Y	N		SharePoint: 3 years Laserfiche: All other years
Y	Human Resources	HR-17	Oaths - Personnel	Disaster service worker oaths	Length of employment + 2 years	P & E	Y	N		SharePoint: Current version + previous Laserfiche: All other versions
N	Human Resources	HR-18	OSHA / Cal OSHA - Accident / Illness Reports	Personnel - Employee Exposure Records & Employee Medical Records regarding exposure to toxic substances	Duration of employment + 30 years	P & E	Y	N		SharePoint: Current oaths Laserfiche: At separation
Y	Human Resources	HR-19	OSHA Log 300, 300 A, 301, 301A, etc.		Current + 5 years	P & E	Y	N	OSHA requires 5 years after the year the record covers; State law requires 2 years; 8 CCR 3203(b)(1), 29 CFR 1904.33, 0MB 1220-0029, 8 CCR 14300.33; GC 60201 et seq	SharePoint: Current year plus 1 Laserfiche: All other years
N	Human Resources	HR-20	Personnel Files - General File	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	P & E	Y	N	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSNADEA (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	SharePoint: Current year plus 1 Laserfiche: All other years

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N	Human Resources	HR-21	Personnel Files - Medical File	Includes background checks, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests (Audiograms), miscellaneous medical records, pre-employment physicals, Pulmonary tests, respirator fit tests, Sharps Injury Logs, etc.	Separation + 30 years, or Termination of Benefits+ 5 years, whichever is longer	P & E	Y	N	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	SharePoint: Current employees Laserfiche: At separations
Y	Human Resources	HR-22	Personnel Policies - Rules and Regulations	Including employee handbooks, employee manuals, and other policies/procedures	Permanent	E	Y	N		SharePoint: Current employees Laserfiche: At separations
N	Human Resources	HR-23	Petitions to Board - Personnel	Written petitions submitted to District Board by staff regarding personnel decision	Duration of employment + 10 years	P & E	Y	N		SharePoint: Current plus previous Laserfiche: All other versions
Y	Human Resources	HR-24	Recruitment Database / Applicant Tracking System (NeoGov)		4 years	E	Y	N	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	SharePoint: Current petitions Laserfiche: Completed petitions
Y	Human Resources	HR-25	Recruitment Files	Applications for Employment or Resumes / Recruitment Files: Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years	E	Y	N	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	NeoGov: 4 years
Y	Human Resources	HR-26	Training Employees - ALL COURSE RECORDS	Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, & Safety Training, Tailgates	5 years	E	Y	N	Department preference; Ethics Training is 5 years; 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 for personnel actions; 8 CCR 3203 et seq., 29 CFR 1602.31; LC 6429(c); GC 12946, 12960, 60201, 53235.2(b), 53237.2(b)	Neo Gov and/or SharePoint: 4 years
N	Human Resources	HR-27	Unemployment Claims		Final Disposition + 5 years	E	Y	N	Department preference; GC 12946, 12960, 60201	SharePoint: Current year plus 1 Laserfiche: All other years
N	Human Resources	HR-28	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)		When No Longer Required	E	Y	N	Not District records (outside companies seeking to verify if an employee is currently employed); GC 60201	SharePoint: Current claims Laserfiche: Completed claims

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N	Human Resources	HR-29	Workers Compensation Files ALL		Separation + 30years, or Termination of Benefits + 5 years, whichever is longer	P & E	Y	N	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.	SharePoint: Until no longer needed
Y	Human Resources	HR-30	Workplace Violence	Workplace Violence Prevention Plan, evaluation, correction, incident logs, investigations, etc.	5 years for all documents related to WPVPP, except 1 year only for training records	P & E	Y	N	LC 6401 9(f), GC 60201	SharePoint: 3 years Laserfiche: All other years
N	IT Service Provider	ISP-1	Backups - All Disaster Recovery Computer Backups		When No Longer Required	E	Y	N	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC 60200 et seq.	SharePoint: Current version and open investigations Laserfiche: All other years
N	IT Service Provider	ISP-2	Network Configuration Maps & Plans		When No Longer Required	E	Y	N	Preliminary documents not retained in the ordinary course of business; Information is retained by IT Consultant and is continuously updated; GC 60201 et seq.	Cloud: Until no longer needed
Y	IT Service Provider	ISP-3	Software Licenses, Warrantees, Installation Media		When No Longer Required	E	Y	N	Information is retained by IT Consultant and/or accountable District employee and is continuously updated; GC 60201 et seq.	SharePoint: Until no longer needed
Y	Maintenance & Construction	M&C-1	Backflow Testing/ Cross Connection	Work orders and test results.	5 years	P & E	Y	N	Department Preference; Meets California Department of Health requirements; GC 60201; 17 CCR 7605(f)	SharePoint: Until no longer needed

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Y	Maintenance & Construction	M&C-2	Capital Improvement Projects - Contractor Performed	Records on planning, design, construction, conversion or modification of local government-owned facilities, structures and systems. Agreements / Contracts, Bid Package (Winning), Board Letters (copy), Change Orders, Consultant Proposals (Successful), Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, Computer Aided Design (CAD) files, Engineer's Calculation Files, Inspection Logs, punch lists, progress payments, certified payroll, engineers estimate, insurance certificates, bonds.	Permanent	P & E	Y	N	CCP 337.15	MMS: 5 years Laserfiche: All other years
Y	Maintenance & Construction	M&C-3	Capital Improvement Projects - District Performed	Supporting documents, plans, workorders, etc.	Permanent	P & E	Y	N	GC 34090	SharePoint: Current projects Laserfiche: Completed projects
Y	Maintenance & Construction	M&C-4	Fire Flow/ Flow Tests (for proposed Development projects)	Includes hydraulic model runs, and fields tests performed by the District of Fire District.	Permanent	P & E	Y	N	District Preference; GC 60201	SharePoint: Current projects Laserfiche: Completed projects
Y	Maintenance & Construction	M&C-5	Hazardous Waste Manifests	Manifests	Permanent	P & E	Y	N	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC 60201	SharePoint: Current projects Laserfiche: Completed projects
Y	Maintenance & Construction	M&C-6	Leak / Break Repairs - Contractor Performed	Invoices, work order (with pictures/videos) and any necessary lab reports	Permanent	P & E	Y	N	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Maintenance & Construction	M&C-7	Leak / Break Repairs - District Performed	Work order (with pictures/videos) and any necessary lab reports	Until asset is replaced as part of a CIP	P & E	Y	N	GC 34090	MMS: Permanent Laserfiche: Archive every 5 years
Y	Maintenance & Construction	M&C-8	Reservoirs/ Steel Tanks - Major Assessments, Upgrades and Painting	Reports, findings, photos, inspection logs, permits.	Permanent	E	Y	N	Department Preference; GC 60201 et seq.	MMS: Permanent Laserfiche: Archive every 5 years
N	Maintenance & Construction	M&C-9	Site Surveys / Cross Connection	Work orders, photos, survey results.	5 years	E	Y	N	Department Preference; Meets California Department of Health requirements; GC 60201; 17 CCR 7605(f)	SharePoint: Current projects Laserfiche: Completed projects

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Y	Maintenance & Construction	M&C-10	Stormwater or Discharge Monitoring Reports	NPDES and City/County monitoring reports.	Minimum 3 years	E	Y	N	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR 122.21, 122.41, 122.44; CCP 337 et seq.	MMS: 5 years
Y	Maintenance & Construction	M&C-11	Stormwater or Discharge Permits:- NPDES Permits (Issued by SWRCB)	Monitoring reports.	Superseded +3 years	E	Y	N	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR 122.21, 122.41, 122.44; CCP 337 et seq.	SharePoint: Current projects Laserfiche: Completed projects
Y	Maintenance & Construction	M&C-12	Underground Service Alerts (USA's) / Dig Alerts	Work orders.	3 years	E	Y	N	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.	SharePoint: Current permits Laserfiche: Completed projects
Y	Maintenance & Construction	M&C-13	Vehicle & Heavy Equipment Maintenance (Backhoes, Cars, Trucks, Vac Trucks, etc.)	Invoices, purchase orders, and work orders	Sale or Disposal + 2 year	E	Y	N	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	MMS: 3 years
Y	Maintenance & Construction	M&C-14	Videos - condition assessments	Documentation of inspection	Permanent	E	Y	N	GC 34090; CCP 337.15	SharePoint: Current vehicles Laserfiche: After sale/disposal
Y	Maintenance & Construction	M&C-15	Well Construction / Destruction/ Abandonment, Drilling Logs, etc.	Reports, findings, photos, inspection logs, permits.	Permanent	P & E	Y	N	Department Preference; GC 60201 et seq.	SharePoint: Current projects Laserfiche: Completed projects
Y	Payroll	P-1	State Controller's Board & Staff Compensation Report		5 years	E	Y	Y	District Preference; GC 60201	SharePoint: Current projects Laserfiche: Completed projects
N	Payroll	P-2	Employee Payroll File, including W-4s		Separation + 7 years	P & E	Y	N	Department preference; 26 CFR 31.6001-1; GC 60201	SharePoint: Current employees Laserfiche: Upon separations
Y	Payroll	P-3	Payroll Checks (copies)		7 years	P & E	Y	N	GC 60201(d)(12), CCP 337	Tyler: 7 years Laserfiche: 7 years
Y	Payroll	P-4	Payroll Registers / Payroll Reports		7 years	P & E	Y	N	Department preference; GC 60201	Tyler: 7 years Laserfiche: 7 years
Y	Payroll	P-5	Timesheets		7 years	E	Y	N	Department Preference to meet auditing standards; IRS Reg 31.6001-1(e)(2), R&T 19530; LC 1174(d); 29 CFR 516.5 & 516.6(c); GC 60201 et seq.	Tyler: Current Plus Historical Laserfiche: All other years
N	Payroll	P-6	W-2's		Permanent	P & E	Y	N	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001 1(e)(2), R&T 19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC 60201	Tyler: All Historical Laserfiche: All Historical
Y	Public Information	PI-1	Public Facing Publications	Bill Inserts, Brochures, Flyers Newsletters, Publications, etc.	2 years	P & E	Y	Y (2 years)	Department preference; GC 60201	SharePoint: 2 years
Y	Public Information	PI-2	Crisis Communication Plans		When Superseded	E	Y	N	Department preference; GC 60201	SharePoint: Current Plan
Y	Public Information	PI-3	Education Programs & Contests		When No Longer Required	P & E	Y	N	GC 60201	SharePoint: When no longer needed

Diablo Water District
Records Retention Schedule

PUBLIC RECORD Y / N	ACCOUNTABLE DEPARTMENT	Records Series No.	RECORD TYPE	DESCRIPTION	RETENTION PERIOD	SOURCE RECORD MEDIA TYPE (P)hyscial / (E)lectronic	RETAIN ELECTONICALLY ONLY?	POST TO WEBSITE? Y/N (# of Years)	NOTES	RETENTION LOCATION / PROCESS
Y	Public Information	PI-4	Events (Public/ Workshops, Tours etc.)		When No Longer Required	P & E	Y	N	GC 60201	SharePoint: When no longer needed
Y	Public Information	PI-5	Forms	Letterhead, District branded forms, etc.	Until Superseded	P & E	Y	N		SharePoint: Current forms
Y	Public Information	PI-6	Legal Notices/Affidavits of Publication	Notices of public hearings, proof of publication of notices	2 years	P & E	Y	N		SharePoint: 2 years
Y	Public Information	PI-7	Photographs, Videos (other than Board Meetings)		When No Longer Required	E	Y	N	Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC 60201	SharePoint: Until no longer needed
Y	Public Information	PI-8	Press Releases / Media Alerts	Related to District business	2 years	E	Y	N	Department preference; GC 60201	SharePoint: 2 years
Y	Public Information	PI-9	Public Records Request	Requests from the public to inspect or copy public documents	2 years	P & E	Y	N	District Preference; GC 60201	SharePoint: 2 years
Y	Public Information	PI-10	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. Internal surveys may be protected if the related to HR items.	When No Longer Required	P & E	Y	N	GC 60201	SharePoint: 2 years
Y	Public Information	PI-11	Website content and pages		When Superseded	E	Y	N		Streamline: Current version
Y	Risk Management	RM-1	Accident/ Incident/ Injury/ Damage Reports: PUBLIC - Not Resulting in a Claim (Employees - see Workers Compensation)		2 years	P & E	Y	N	Department preference; GC 60201	SharePoint: 2 years
Y	Risk Management	RM-2	District Insurance Policies - Liability, Workers Compensation Insurance, etc.		Permanent	E	Y	N	Department Preference; Covers various statute of limitations; CCP 337 et seq.; GC 911.2, 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Risk Management	RM-3	District Insurance - Liability and Property	May include liability, property, Certificates of Participation, deferred, use of facilities; Losses resulting from fraudulent acts of covered employees.	Current + 2 years	E	Y	N		SharePoint: Current year plus 1 Laserfiche: All other years
Y	Risk Management	RM-4	Insurance Appraisals		10 years	E	Y	N	Department preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Risk Management	RM-5	Insurance Reports and Studies	Occupational Safety and Health Administration Reports; Loss Analysis Report; Safety Reports; Actuarial Studies, etc.	10 years	E	Y	N		SharePoint: Current year plus 1 Laserfiche: All other years
Y	Risk Management	RM-6	Loss Runs		Minimum 5 years	E	Y	N	Department Preference (actuary wants 10 years of data - these can be acquired from TPA); GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Risk Management	RM-7	Material Safety Data Sheets		30 years	P & E	Y	N		SharePoint: Current version Laserfiche: All previous versions

Diablo Water District
Records Retention Schedule

PUBLIC RECORD Y / N	ACCOUNTABLE DEPARTMENT	Records Series No.	RECORD TYPE	DESCRIPTION	RETENTION PERIOD	SOURCE RECORD MEDIA TYPE (P)hyscial / (E)lectronic	RETAIN ELECTONICALLY ONLY?	POST TO WEBSITE? Y/N (# of Years)	NOTES	RETENTION LOCATION / PROCESS
Y	Risk Management	RM-8	Safety Inspections	Facility Inspection Records / Equipment Inspections Records / Hazardous Waste Inspections, etc.	2 years	E	Y	N	Department Preference; GC 60201	SharePoint: 2 years
Y	Strategic Initiatives	SI-1	Aboveground Storage Tanks - Diesel or Gasoline (Agency Owned)	Inspections, Vapor Testing	20 years	E	Y	N	Department Preference (Tier II tanks are required to have an integrity test every 20 years); GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Strategic Initiatives	SI-2	Air Quality Management District (AQMD)	Permits & Applications (Generators, Construct, Operate, etc.)	Expiration + 5 years	E	Y	N	40 CFR 70.6; GC 60201	SharePoint: Current permit Laserfiche: All other permits
Y	Strategic Initiatives	SI-3	Air Quality Management District (AQMD)	Reports / Compliance Reports	Expiration + 5 years	E	Y	N	40 CFR 70.6; GC 60201	SharePoint: Current reports Laserfiche: All other reports
Y	Strategic Initiatives	SI-4	California Air Resource Board Reports		Expiration + 5 years	E	Y	N	41 CFR 70.6; GC 60201	SharePoint: Current reports Laserfiche: All other reports
Y	Strategic Initiatives	SI-5	Federal Emergency Management Agency - Claims	Storm or natural disaster claims.	5 years	E	Y	N	Past final status report by FEMA / Cal OES	SharePoint: Current claims Laserfiche: All other claims
Y	Strategic Initiatives	SI-6	Grants (SUCCESSFUL - all records, including FEMA or OES claims	Local, state, and federal. Includes all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.	After Funding Agency Audit Permanent	E	Y	N	Past final report acceptance by granting agency. Timeline may be longer if specified in grant. Must meets grant auditing standards 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; 0MB Circular A-110 & A-133; GC 60201; GC 8546.7	SharePoint: Current claims Laserfiche: All other claims
Y	Strategic Initiatives	SI-7	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)		2 years	E	Y	N	Department Preference; GC 60201	SharePoint: 2 years
N	Utility Billing	UB-1	ACH Authorization		2 years	E	Y	N	Documented or attached to Customer Record in database GC 60201; H&S 116908	Tyler Software TCM: 2 years
Y	Utility Billing	UB-2	Audio Recordings from Customers / Customer Relations / Utility or Customer Service Audio Recordings		Minimum 100 days	E	Y	N	GC 53160	Verizon VOIP: 100 days
N	Utility Billing	UB-3	Collection Agency Assignments & Collections (Statements)/ Write-Offs/ Uncollectible Accounts		5 years	E	Y	N	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC 60201	Tyler Software: Current Plus Historical TCM SharePoint: Current year plus 1 Laserfiche: All other years
N	Utility Billing	UB-4	Collection List of Delinquent Accounts & Penalties		When No Longer Required	E	Y	N	District preference (Database is the original); GC	Laserfiche: Until no longer needed
N	Utility Billing	UB-5	Customer Bankruptcies		When No Longer Required	P & E	Y	N	Department preference (account is closed and notes indicate bankruptcy); GC 60201	Tyler Software: Until no longer needed
Y	Utility Billing	UB-6	Customer Correspondence and Comment Cards		2 years	P & E	Y	N	District preference; GC 60201	SharePoint: 2 years
N	Utility Billing	UB-7	Customer Service Database / Service Order Database / Utility Billing Database		Indefinite - Minimum 5 years	E	Y	N	Data is interrelated; meets municipal government auditing standards; GC 60201, 12168.7	Tyler: 7 years Laserfiche: All other years MMS Software: All Historical

Diablo Water District
Records Retention Schedule

PUBLIC RECORD Y / N	ACCOUNTABLE DEPARTMENT	Records Series No.	RECORD TYPE	DESCRIPTION	RETENTION PERIOD	SOURCE RECORD MEDIA TYPE (P)hyscial / (E)lectronic	RETAIN ELECTONICALLY ONLY?	POST TO WEBSITE? Y/N (# of Years)	NOTES	RETENTION LOCATION / PROCESS
Y	Utility Billing	UB-8	Hydrant Meters: Applications for Temporary Water Service, rules for Hydrant Meters for Construction Water Service		2 years	E	Y	N	District preference; GC 60201	Tyler Software: 2 years SharePoint: 2 years
Y	Utility Billing	UB-9	Liens, Lien Releases		10 years	E	Y	N	Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b), GC 60201	Tyler Software: All Historical SharePoint: Current year plus 1 Laserfiche: All other years
N	Utility Billing	UB-10	Meter Reading Reports/ Highs, Lows, Errors (stored in Tyler database)		When No Longer Required	E	Y	N	Draft I Preliminary documents (database is the original); GC 60201	Laserfiche: Until no longer needed
N	Utility Billing	UB-11	Payments	Deposit register, payment stubs, and bank receipts	2 years	P & E	Y	N	District preference; GC 60201	Physical: 2 years
Y	Utility Billing	UB-12	Survey Cards		When No Longer Required	P & E	Y	N	District preference; GC 60201	SharePoint: Until no longer needed
N	Utility Billing	UB-13	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation		Final Decision + 2 years	P & E	Y	N	Documented or attached to Customer Record in database GC 60201; H&S 116908	Tyler Software: All Historical Laserfiche: All other years
N	Utility Billing	UB-14	Water Billing: Non-payment Notices/ Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)		When No Longer Required	P & E	Y	N	Documented or attached to Customer Record in database GC 60201; H&S 116908	Tyler: Until no longer needed Laserfiche: Until no longer needed
N	Utility Billing	UB-15	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.		Expiration or Completion of Payment Plan + 2 years	P & E	Y	N	Documented or attached to Customer Record in database GC 60201; H&S 116910	Tyler: Until no longer needed
Y	Utility Billing	UB-16	Water Billing: Report of Annual Discontinuations of Residential Service		Minimum 2 years	E	Y	Y	H&S 116918; GC 60201	SharePoint: 2 years
N	Utility Billing	UB-17	Water Service Applications		2 years	E	Y	N	District preference; GC 60201	Tyler: Permanent Sharepoint: Current Plus 1 year
Y	Water Operations	WO-1	Generator Operation Logs	For Fixed or Portable /Emergency Generators	5 years	P & E	Y	N	AQMD Rule 1470; Form 400-E-13a instructions, GC 60201	MMS: 5 years
Y	Water Operations	WO-2	Lab Reports & Chains of Custody / Tabular Summaries: Chemical (Includes Chlorine Residuals)		Minimum 12 years	P & E	Y	N	Department preference; State Law requires 12 years; Federal 1O years; Actual laboratory reports may be kept, or data may be transferred to tabular summaries; 40 CFR 141.33(a)	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Water Operations	WO-3	Lab Reports & Chains of Custody / Tabular Summaries: Lead, Copper, Asbestos		Minimum 12 years	P & E	Y	N	Department Preference; Law requires for 12 years or 2 compliance cycles (18 years); Actual laboratory reports may be kept, or data may be transferred to tabular summaries; 22 CCR 64400.25; 22 CCR 64470, 40 CFR 141.33(a); 40 CFR 141.91	SharePoint: Current year plus 1 Laserfiche: All other years

Diablo Water District
Records Retention Schedule

PUBLIC RECORD Y / N	ACCOUNTABLE DEPARTMENT	Records Series No.	RECORD TYPE	DESCRIPTION	RETENTION PERIOD	SOURCE RECORD MEDIA TYPE (P)hyscial / (E)lectronic	RETAIN ELECTONICALLY ONLY?	POST TO WEBSITE? Y/N (# of Years)	NOTES	RETENTION LOCATION / PROCESS
Y	Water Operations	WO-4	Lab Reports & Chains of Custody / Tabular Summaries: Non-Compliance Chemistry and Bacterial		10 years	P & E	Y	N	Department preference; State Law requires 12 years; Federal 10 years; Actual laboratory reports may be kept, or data may be transferred to tabular summaries; 40 CFR 141.33(a)	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Water Operations	WO-5	Lab Reports & Chains of Custody / Tabular Summaries: Bacteriological, Organics & Turbidity		Minimum 12 years	P & E	Y	N	Department Preference; Law requires 5 years; Actual laboratory reports may be kept, or data may be transferred to tabular summaries; 40 CFR 141.33(b)	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Water Operations	WO-6	Monitoring Well Logs		Permanent	P & E	Y	N	Department preference; GC 60201	MMS: 5 years Laserfiche: All other years
Y	Water Operations	WO-7	Operations & Maintenance Manuals / O & M Manuals		Disposal of Equipment	P & E	Y	N	Department preference; GC 60201	SharePoint: Until disposal of equipment Hard File: Corporation Yard and Onsite
Y	Water Operations	WO-8	Reservoirs/ Steel Tanks - Inspections, Roofing, Minor Repairs		Permanent	P & E	Y	N	Department Preference; GC 60201 et seq.	SharePoint: 3 years Laserfiche: All other years
Y	Water Operations	WO-9	Sanitary Surveys		10 years	P & E	Y	N	22 CCR 64470 GC 60201	SharePoint: Current survey Laserfiche: All other years
N	Water Operations	WO-10	SCADA Database (Water) (Supervisory Control and Data Acquisition)		Indefinite	E	Y	N	Data is interrelated; GC 60201	SCADA: 3 years Hard File: All other years in fire proof cabinet
Y	Water Operations	WO-11	Water Quality Monitoring Plan		Superseded + 5 years	E	Y	N	Department preference; GC 60201	SharePoint: Current plan Laserfiche: All other plans
Y	Water Operations	WO-12	Water Quality Reports/ Consumer Confidence Reports		Permanent	P & E	Y	Y (3 years)	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 64470, 64483(9), 40 CFR 141.33(a); 40 CFR 141.91; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Water Operations	WO-13	Well and Blending Logs		5 years	E	Y	N	Department Preference; Meets California Department of Health requirements; GC 60201; 17 CCR 7605(f)	MMS: 5 years
Y	Water Use Efficiency	WUE-1	Annual Water Supply and Demand Assessment	Performed annually	5 years	E	Y	N	District preference; GC 60200	SharePoint: Current year plus 1 Laserfiche: All other years
Y	Water Use Efficiency	WUE-2	Conservation Reports (e.g., Monthly Reports to SWRCB)		5 years	E	Y	N	District preference; GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
N	Water Use Efficiency	WUE-3	Conservation Violation Complaints (wasteful water practices, photos, etc.)		When No Longer Required	P & E	Y	N	District preference; GC 60201	SharePoint: Until no longer needed
N	Water Use Efficiency	WUE-4	Rebate Verifications		5 years	P & E	Y	N	District preference (Meets municipal government auditing standards); GC 60201	SharePoint: Current year plus 1 Laserfiche: All other years
N	Water Use Efficiency	WUE-5	Water Use Efficiency Surveys		When No Longer Required	P & E	Y	N	Department Preference; GC 60200	SharePoint: Until no longer needed

DIABLO WATER DISTRICT
November 19, 2025 Board Meeting
Item Number 11

TO: Each Director

FROM: Kait Knight, District & Community Relations Manager

SUBJECT: New Website Update.

The District recently updated the website to a new platform with Streamline. This website update was approved in the FY 2025/26 budget and supports the District's compliance with new unfunded state-mandated requirements for ADA compliance.

We are excited to launch this platform, which will help us reach more customers and provide a more equitable and accessible online experience.

RECOMMENDATION:

Receive.

Kait Knight

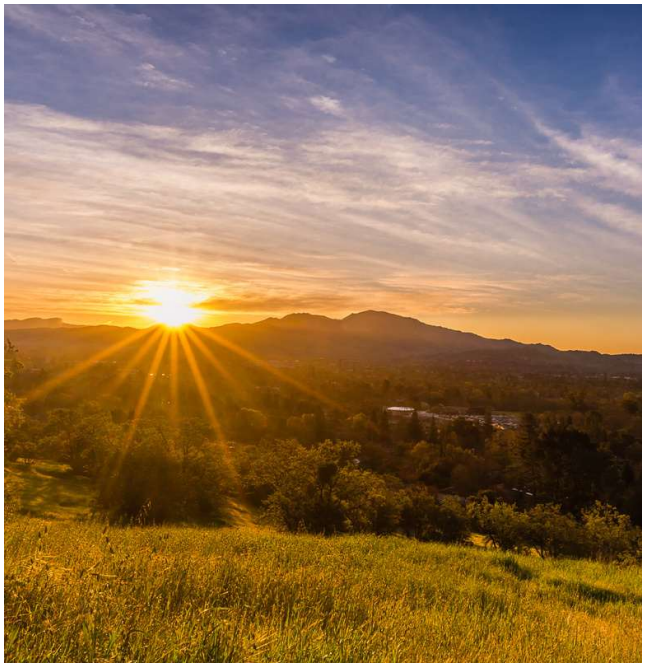
Kait Knight
District & Community Relations Manager

Attachments: New Website Presentation

WEBSITE UPGRADE FOR IMPROVED ACCESSIBILITY

Kait Knight, District & Community Relations Manager
November 19, 2025

Agenda



Overview

- Why the website needed to be updated
- Accessibility and Compliance

About Streamline

- Compliance Features
- Doc Access
- What’s Next

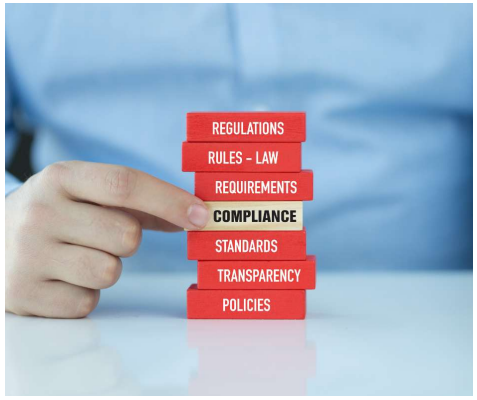
Why Did We Make the Switch?

Why We Moved to a New Website

- Current website was due for an accessibility audit
- Did not provide ongoing support or compliance needs
- Vendor announced they are retiring from website maintenance
- ADA Document Compliance Remediation Needed

New Website Accessibility Compliance

- All special district websites must meet WCAG 2.1 AA standards
- All website attachments (PDFs, Word files, videos, etc.) must also be accessible
- DOJ enforcement begins in 2027 for Special Districts (**unfunded state-mandated law**)
- ADA requirements are already in effect



A first violation for ADA non-compliance can carry a maximum civil penalty of up to $75,000, and subsequent violations can reach a maximum of $150,000.

Under the Unruh Act, a plaintiff is entitled to recover up to three times actual damages or minimum statutory damages of $4,000 per violation. Civil Code §52(a).

About Streamline

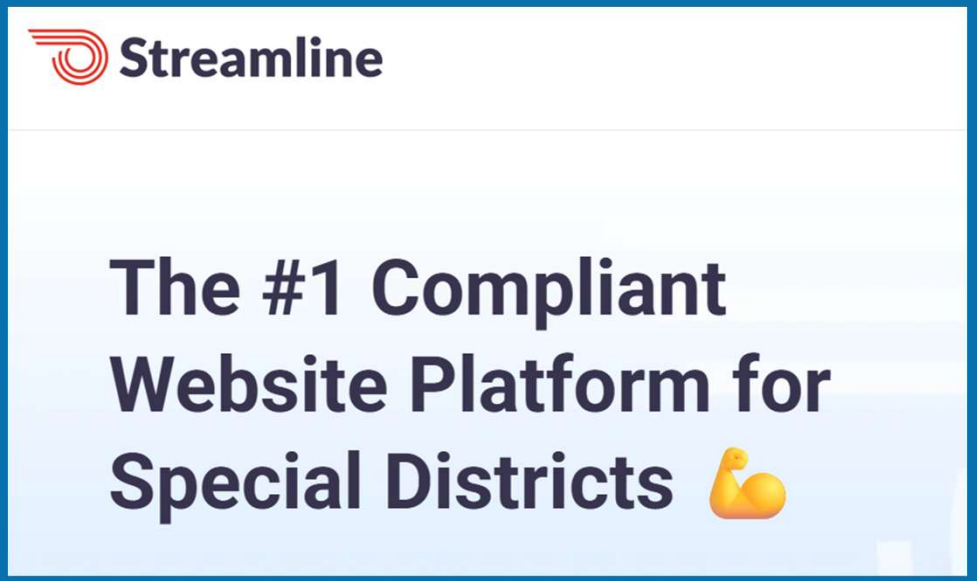
About Streamline

Why Streamline?

The District worked with Streamline over the past year to identify solutions for current District needs.

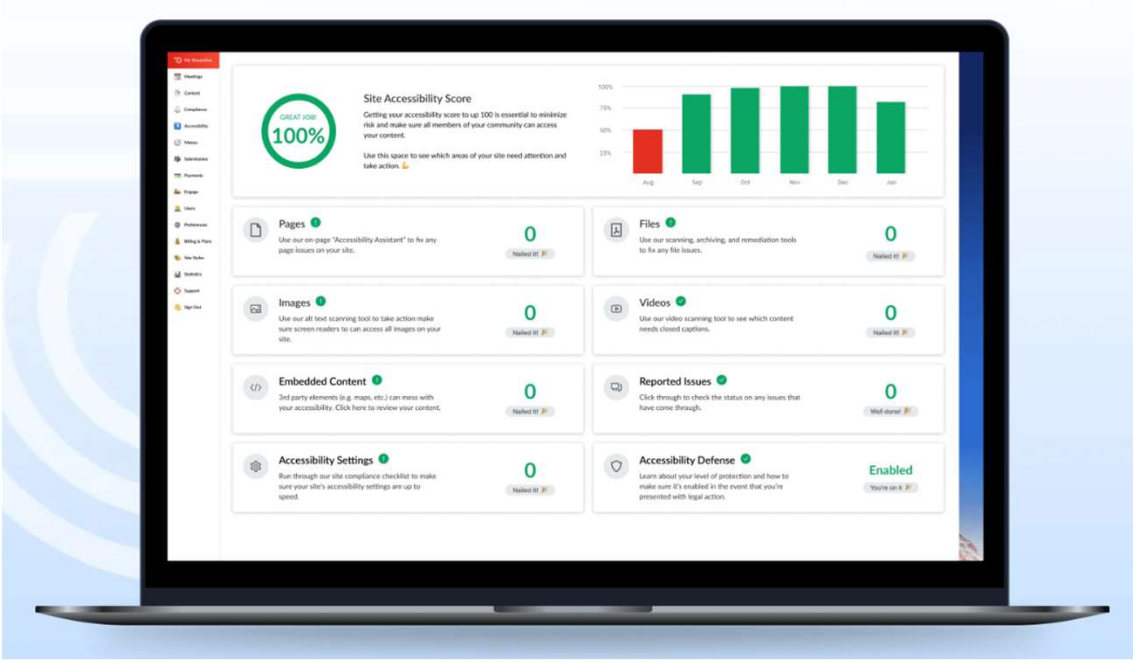
About Streamline

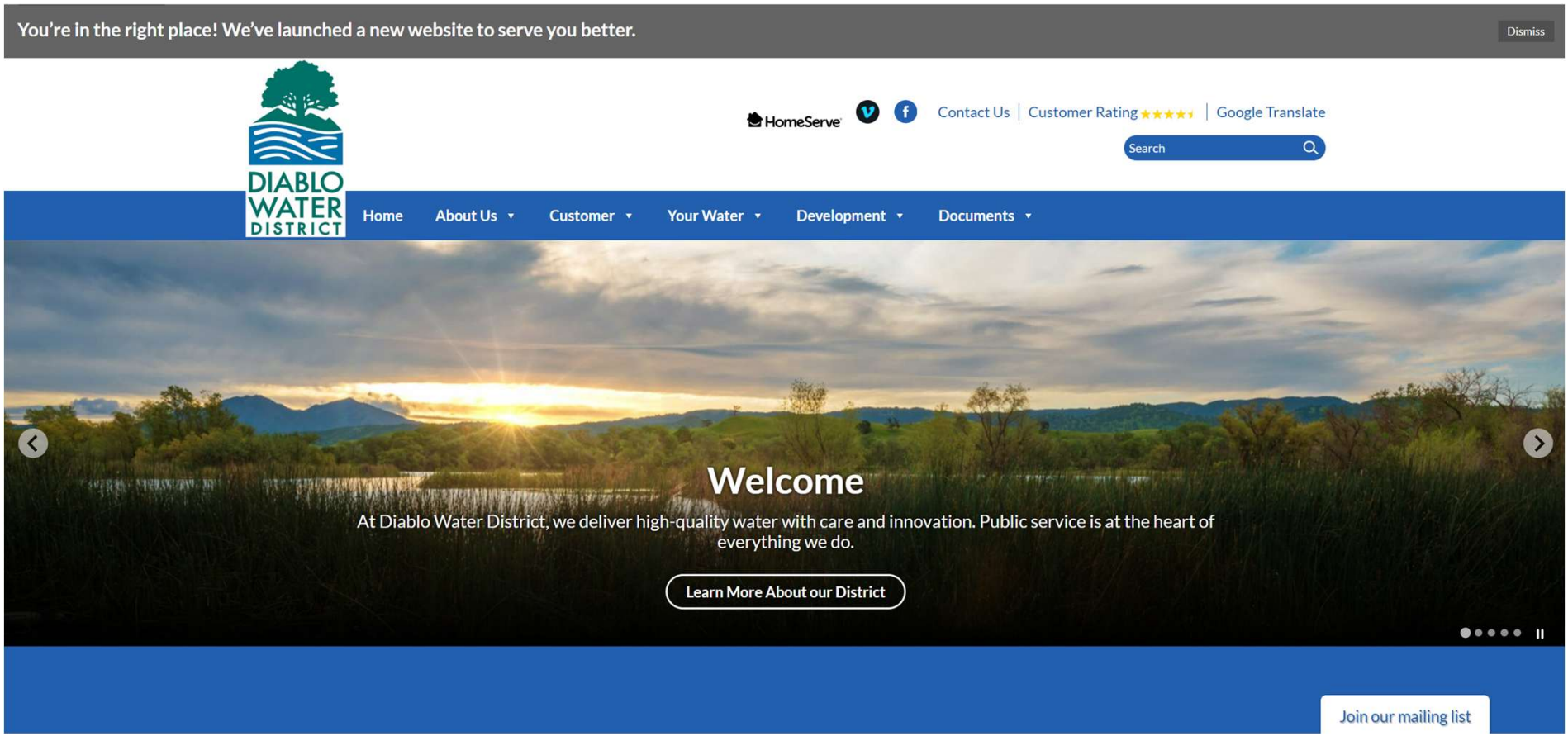
- Established in 2015
- Works exclusively with special districts
- Partner of CSDA
- Includes compliance tools for state and federal requirements



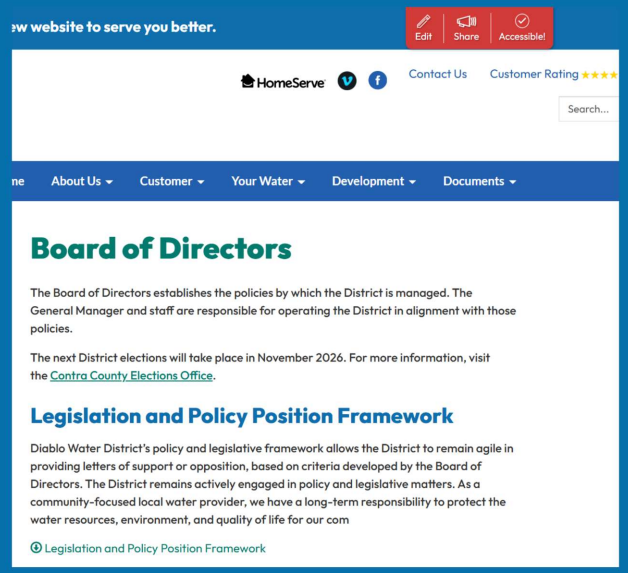
Streamline Compliance Features

- Built-in compliance tab for tracking legislation
- Meets highest federal accessibility standards
- Doc Access: transcribes, searchable, translated, visual interpreter support
    - (PDF Remediation is $7/page)
- Fully WCAG 2.1 AA compliant



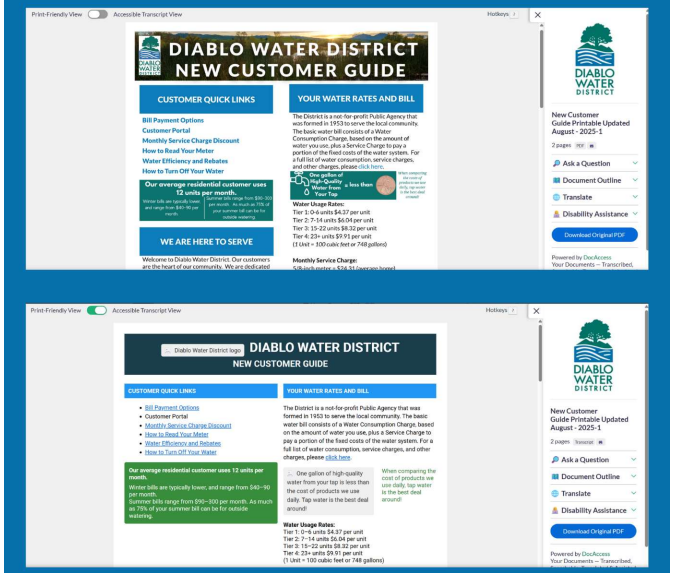

You're in the right place! We've launched a new website to serve you better.
Dismiss
DIABLO WATER DISTRICT
HomeServe
Contact Us | Customer Rating | Google Translate
Search
Home
About Us
Customer
Your Water
Development
Documents
Welcome
At Diablo Water District, we deliver high-quality water with care and innovation. Public service is at the heart of everything we do.
Learn More About our District
Join our mailing list

Website Highlights



One-Click Page Sharing

Accessibility Tools



Doc Access

What’s Next?

Next Steps

- Move the E-Newsletter onto the website
- Transition to a .gov domain by January 1, 2029 (recently changed from 2027) **(unfunded state-mandated requirement)**

Questions?

Thank You

Kait Knight, District & Community Relations Manager

(925) 625-6587

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kknight@diablowater.org

87 Carol Lane, PO Box 127, Oakley, CA 94561

DIABLO WATER DISTRICT

November 19, 2025 Board Meeting

Item Number 12

TO: Each Director

FROM: Dan Muelrath, General Manager

SUBJECT: Future Agenda Items.

December 10, 2025	
Cell Tower Lease Renewal	Action
Record Retention Policy	Action
Bond and Counsel Team Financing Plan	Action
Acceptance of Annual Audit	Action
GFOA Distinguished Budget Award Presentation	Presentation
Bond and Counsel Team Financing Plan	Action
January XX, 2026 – Strategic Planning Session	
Marsh Creek Options	
January 28, 2026	
Change of Banking Services Vendor	Action
Credit Card Fee Options	Discussion
Good Governance Refresher	Discussion
Purchasing and Contracting Related Regulations Updates	Action
Other Items	**Future Date**
Cross-Connection Control Plan Update	Once Adopted by State
Sub-Awardee Approval for Recycled Water Grant via EPA / Ironhouse	TBD
Joint Mtg w/ City of Oakley and ISD	Tentatively looking at February 2026

Integrity