

**Department of Public Works  
Transmittal of Authority for Expenditure Document for  
Approval by the Board**

**Date:** April 23, 2025

**To:** TJ Knight, Assistant Executive Officer  
Board of Public Works

**From:** BPW-Office of Accounting  
For – Bureau of Sanitation

**Re:** Authority for Expenditure Number: AE 25760099M \$20,744.52

The Department's procedures require that the attached Authority for Expenditure be approved by the Board of Public Works.

Please schedule it on the Board agenda for next meeting.

After approval by the Board, please transmit it to a Commissioner for approval as "Head of Department." The approved document should then be returned to the Office of Accounting for further processing. Please contact the following person for pick-up.

**OOA**

**Attn: Jefferson Eligio**

Email: [jefferson.eligio@lacity.org](mailto:jefferson.eligio@lacity.org) or (213) 978-0915

Room 924, City Hall

For additional information on this AE if needed, please call DEBORAH PEOPLES (213) 485-2696

## AUTHORITY FOR EXPENDITURE

Dept. PW/LA Sanitation &amp; Environment

DOC CODE <b>GAEAE</b>	DOC DEPT. CD. <b>50</b>	DOCUMENT ID.			DOC. DATE M M D D Y Y <b>02/10/25</b>	ACCTG. PERIOD P P Y Y	BUDGET F.Y. Y Y <b>25</b>	
		TYPE <b>AE</b>	F.Y. <b>25</b>	AUTHORITY NO. <b>760099M</b>				
ACTION <input checked="" type="checkbox"/> ORIG. ENTRY (E) <input type="checkbox"/> ADJUSTMENT (M)		EVENT TYPE <b>PRAE</b>	VENDOR CODE <b>100020222</b>		SS OR IRS ID NO.	COMMENTS OR BTRC NO. <b>0002458232</b>	DOCUMENT TOTAL <b>\$ 20,744.52</b>	

TO: (NAME AND ADDRESS) <b>WATEREUSE ASSOCIATION 610 MADISON STREET, SUITE 101 Box 621 ALEXANDRIA, VA 22314  ATTN: ERIN CARR (571) 445-5505</b>	PLEASE FURNISH TO THE CITY OF LOS ANGELES, CARE OF (GIVE ADDRESS) <b>HYPERION WATER RECLAMATION PLANT 12000 VISTA DEL MAR PLAYA DEL REY, CA 90293  PROJECT MANAGER: Hubertus Cox (310) 648-5001 ADMINISTRATION: Arnold Taylor (310) 648-5426</b>
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LINE NO. <b>NL</b>	FUND <b>760</b>	DEPT. <b>50</b>	APPR. UNIT <b>50AX82</b>	OBJECT	DOBJ <b>60106</b>	DESCRIPTION <b>Renewal of Professional Organization Membership</b>					AMOUNT <b>\$ 20,744.52</b>	ID
QUANTITY		I/D	U.O.M.	UNIT <b>82007000</b>	M PROJ	PROJECT	ACTIVITY	WORK ORDER <b>S10FSPON</b>	TASK <b>TTT</b>	S/TASK <b>TTT</b>	CHANGE ORDER	FUNCTION <b>SCM</b>

FOR:

LA Sanitation & Environment (LASAN) requests to renew membership in the national trade organization, the WaterReuse Association (WaterReuse) for the period of January 01, 2025 to December 31, 2025. WaterReuse is a nonprofit organization whose mission is to advance the beneficial and efficient uses of high-quality, locally produced, sustainable water sources through advocacy, education and outreach, research, and membership. Utilities pay a flat annual membership fee based on the service area population. The total 2025 membership fee is \$20,744.52. No General Fund impact. Council District: All. Fund name: Sewer Operations and Maintenance.

*Hi Sang Kim* 2/11/2025  
HI SANG KIM, PLANT MANAGER (Acting)

TO THE OFFICE OF THE CONTROLLER:		ORIGINAL/ADJUSTED AUTH. TOTAL <b>\$ 20,744.52</b>
PURSUANT TO PROVISIONS OF THE CITY CHARTER AND TO THE ANNUAL DEPARTMENTAL BUDGET APPROPRIATIONS OR OF APPROPRIATIONS MADE SUBSEQUENT TO THE BUDGET. THIS IS AUTHORITY TO ISSUE A DEMAND ON THE FUND AND DEPARTMENT DESCRIBED ABOVE.		
CONTRACT OR OFFER NO. (STRIKE OUT ONE)		
BUREAU OR DIVISION HEAD BARBARA ROMERO, DIRECTOR	DATE <i>Barbara Romero</i> 2/27/25	HEAD OF DEPARTMENT DATE
ACCOUNTING MIGUEL DE LA PENA, DIRECTOR	DATE 04.18.25	CITY ATTORNEY APPROVAL OF AFE OVER \$25,000 VIRGINIA CHOI, DEPUTY CITY ATTORNEY

READ THIS CAREFULLY: THIS A.F.E. MUST BE APPROVED FOR FUNDS BY THE CITY CONTROLLER BEFORE SERVICE IS RENDERED. THIS FORM SHALL NOT BE USED FOR THE PURCHASE OF MATERIALS, SUPPLIES OR RENTAL OF EQUIPMENT. INVOICES IN DUPLICATE MUST BE FORWARDED TO THE DEPARTMENT TO WHICH SERVICES WERE RENDERED.	CONTROLLER'S APPROVAL
(1) DOCUMENT NUMBER, NAME AND ADDRESS OF DEPARTMENT MUST APPEAR ON ALL INVOICES.	
(2) IN CASE OF A DELAY IN PAYMENT OF INVOICE BEYOND 30 DAYS FOLLOWING THE DATE OF INVOICE, PLEASE NOTIFY THE CONTROLLER IN WRITING GIVING REFERENCE TO A.F.E. NUMBER, AND STATE TO WHAT DEPARTMENT SERVICE WAS RENDERED.	

Print

OK FOR SANITATION  
2/20/25 10  
02/12/25

# LWO - DEPARTMENTAL GUIDANCE FORM

## REQUIRED DOCUMENTATION FOR ALL CONTRACTS

This form must be completed by the AWARDING DEPARTMENT and submitted to the Office of Contract Compliance (OCC) AFTER THE CONTRACT HAS BEEN EXECUTED. **INCOMPLETE SUBMISSIONS WILL BE RETURNED.** Please refer to the endnotes for more details.

This form is intended only as an initial determination by the Awarding Department on the applicability of the Living Wage Ordinance (LWO) to a contract. If a final LWO determination is needed, please contact the OCC.

AWARDING DEPARTMENT INFO	
Dept: <u>50</u>	Contract Administrator: <u>Hubertus Cox</u> Phone #: <u>(310) 648-5001</u>
CONTRACTOR INFO	
Contractor Name: <u>WateReuse Association</u>	
Contractor Address: <u>610 MADISON STREET, SUITE 101 Box 621</u>	
City: <u>ALEXANDRIA,</u>	State: <u>VA</u> Zip: <u>22314</u>
CONTRACT INFO	
Contract Name: <u>WateReuse Association</u> Contract #: <u>AE25760099M</u>	
Purpose: <u>Renewal of Professional Organization Membership</u>	
Contract Amount: <u>\$20,744.52</u>	Start Date: <u>01/01/2025</u> End Date: <u>12/31/2025</u>
Location of Service: <u>Not applicable</u>	
SECTION I: DETERMINING APPLICABILITY TO THE LWO	
<p>1. Check off ONE box that best describes the contract.</p> <p> <b>New Contract</b> There is no Service Contract associated with this request.</p> <p><input type="checkbox"/> Contract Amendment # _____</p>	<p style="text-align: center;"><u>INSTRUCTIONS</u></p> <p>If you checked off the New Contract box, <b>SKIP TO</b> Question 3.</p> <p>If you checked off the Contract Amendment box, <b>CONTINUE TO</b> Question 2a.</p>
<p>2a. Was the original contract subject to the LWO? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2b. Was the original contract approved for an exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you checked off YES to 2a OR 2b, <b>THIS FORM IS NOW COMPLETE - PLEASE SUBMIT PAGE 1 ONLY TO THE OCC.</b></p> <p>If you checked off NO to 2a AND 2b, <b>CONTINUE TO</b> Question 3.</p>
<p>3. Check off any box(es) from the list that describes the contract.</p> <p style="text-align: center;"><b>TYPE A</b></p> <p><input type="checkbox"/> Service contract that is <b>less</b> than 3 months <b>OR less</b> than \$25,000. With another governmental entity.</p> <p><input type="checkbox"/> Purchase or rental of goods, equipment, property.</p> <p><input type="checkbox"/> With a utility company for work pursuant to an order of the Public Utilities Commission.</p> <p>Financial assistance is below <b>both</b> the LWO CFAR thresholds:</p> <p><input type="checkbox"/> (a) Financial assistance must be less than \$1 Million in a 12-month period <b>AND</b> (b) Is less than \$100,000 if on a continuing basis.</p>	<p>If you checked off one of the boxes under <b>TYPE A</b><sup>1</sup>, your contract is <b>NOT SUBJECT</b> to the LWO. <b>THIS FORM IS NOW COMPLETE - PLEASE SUBMIT PAGE 1 ONLY TO THE OCC.</b></p>
<p style="text-align: center;"><b>TYPE B</b></p> <p><input type="checkbox"/> Service contract that is at least 3 months <b>AND</b> \$25,000 or more.</p>	<p>If you checked off the box under <b>TYPE B</b>, your contract <b>MAY OR MAY NOT BE SUBJECT</b> to the LWO. <b>CONTINUE TO</b> Question 4a.</p>

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** February 10, 2025

**TO:** Rick Cole, Chief Deputy Controller  
Office of the Controller

Attn: James Robinson, PR Deputy Controller  
Office of the Controller

**FROM:** Hi Sang Kim, Plant Manager (Acting)  
Hyperion Water Reclamation Plant



**SUBJECT: AFTER THE FACT MEMO: 2025 WATEREUSE ASSOCIATION  
MEMBERSHIP FEE AE25760099M**

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LA Sanitation and Environment (LASAN) requests approval of request to encumber \$20,744.52 to pay WateReuse Association (WateReuse) annual membership dues for the period of January 1, 2025 to December 31, 2025. There is no impact to the General Fund. The payment of this annual membership fee was necessarily delay due to the need to verify available funding. The encumbrance request was submitted following the identification and approval of funding sufficient for payment.

WateReuse is a nonprofit organization whose mission is to advance the beneficial and efficient uses of high-quality, locally produced sustainable water sources for the betterment of society and the environment through advocacy, education and outreach, research, and membership. In addition, WateReuse is a trade association and is recognized as a tax-exempt organization under Section 501(c)(6) of the Internal Revenue Code. As such, WateReuse is allowed to engage in advocacy (i.e. lobbying) at both the national and state levels of government. It lobbies for funding support for reuse research and local water reuse. WateReuse also works to secure grant and loan funding for local reuse projects, obtain research funding, and remove barriers to reuse.

Please contact Hubertus Cox, Division Manager at (310) 648-5001 or Arnold Taylor, Sr. Management Analyst at (310) 648-5426 for additional information, if needed.

Thank you.


AT/HK: at

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** February 10, 2025

**TO:** Rick Cole, Chief Deputy Controller  
Office of the Controller

Attn: James Robinson, PR Deputy Controller  
Office of the Controller

**FROM:** Hi Sang Kim, Plant Manager (Acting)   
Hyperion Water Reclamation Plant

**RE: ADVANCE PAYMENT REQUEST: 2025 WATEREUSE ASSOCIATION  
ANNUAL MEMBERSHIP FEE (AE25760099M)**

LA Sanitation and Environment (LASAN) requests approval to encumber funds for advance payment of LASAN's annual membership to the WaterReuse Association for the period January 01, 2025 through December 31, 2025.

The WaterReuse Association is a nonprofit organization whose mission is to advance the beneficial and efficient uses of high-quality, locally produced sustainable water sources for the betterment of society and the environment through advocacy, education and outreach, research, and membership.

Cost of membership is charged in advance and on an annual basis. Utilities pay a flat annual membership fee based on the service area population. California members also pay a supplemental fee in addition to the base fee. The total 2025 membership fee is \$20,744.52.

Please contact Hubertus Cox, Division Manager at (310) 648-5001 or Arnold Taylor, Sr. Management Analyst at (310) 648-5426 for additional information, if needed.

AT/HK:at



## INVOICE

City of Los Angeles, LA Sanitation  
1149 S Broadway  
Los Angeles, CA 90015  
United States

**Invoice Date:**  
10/01/2024  
**Invoice Number:**  
D55425  
**Reference:**  
2025 Annual Membership Dues

WaterReuse  
610 Madison Street, Suite 101  
Box 621  
Alexandria, VA 22314  
United States  
571.445.5500  
membership@watereuse.org

File COPY

Description	Quantity	Unit Price	Amount USD
Population - Membership Type: Water Utility - Population: 2,500,000 - 4,999,999	1	\$12,601.81	\$12,601.81
Please indicate your location - Primary Section: California	1	\$6,785.59	\$6,785.59
CA Supplement	1	\$1,357.12	\$1,357.12
Sub Total			\$20,744.52
<b>TOTAL USD</b>			<b>\$20,744.52</b>

**DUE DATE: 30 days from Invoice Date**

For questions, please contact Member Services at membership@watereuse.org.

WaterReuse Association (WRA) is a 501(c)6 organization. For income tax purposes, member dues may be deducted as a business expense but not as a charitable contribution. WRA estimates that 20% of dues paid to WRA are not deductible because of WRA's lobbying activities on behalf of its members. The WaterReuse Association Taxpayer Identification Number is 68-0235568.

Thank you for your support of the WaterReuse Association! The WaterReuse Association is a trade organization whose primary purpose is to support the common interests of the water reuse industry. We're honored to serve you.



## PAYMENT ADVICE

**To:**  
WaterReuse  
610 Madison Street, Suite 101  
Box 621  
Alexandria, VA 22314  
United States  
571.445.5500  
membership@watereuse.org

**Member:** City of Los Angeles, LA  
Sanitation  
**Invoice Number:** D55425

**Amount Due:** \$20,744.52  
**Due Date:** 30 days from Invoice Date

### Pay by Check

WaterReuse Association  
610 Madison Street, Suite 101  
Box 621  
Alexandria, VA 22314  
Please include your Invoice# D55425 on the check memo line.

### Pay by Electronic Funds Transfer

Beneficiary Bank: United Bank VA  
11185 Fairfax Blvd  
Fairfax, VA 22030  
Beneficiary Name: WaterReuse Association  
Routing/Transit #: 056004445  
Beneficiary Acct #: 88452215  
Please include your Invoice# D55425 as a memo or note.





# CITY OF LOS ANGELES

## Office of Finance - LATAX Report

**ACCOUNT NUMBER**

0002458232

**LEGAL NAME**

WATEREUSE ASSOCIATION

**TAX STATUS**

CLEAR

<u>LOCATION</u>	<u>DBA NAME</u>	<u>LOCATION ADDRESS</u>	<u>STARTED AT LOCATION</u>	<u>END DATE</u>	<u>IN CITY</u>	<u>COUNCIL</u>	<u>EMP ZONE</u>
0001		1199 N FAIRFAX ST STE 410 ALEXANDRIA VA 22314 1448	08/13/2009		N	Where no zone is applicable	None


<u>FCC</u>	<u>DESCRIPTION</u>	<u>START OF ACTIVITY</u>
L049	Professions / Occupations	08/13/2009

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# Sanitation

## Commissioner Briefing Form

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<b>Authority Number/ LOA Subject Title</b>	AE25760099M RENEWAL OF PROFESSIONAL ORGANIZATION MEMBERSHIP
<b>Division</b>	82007000
<b>Vendor</b>	WATEREUSE ASSOCIATION
<b>Service Description (list complete description below)</b>	
<p>LA Sanitation &amp; Environment (LASAN) requests to renew membership in the national trade organization, the WaterReuse Association (WaterReuse) for the period of January 01, 2025 to December 31, 2025. WaterReuse is a nonprofit organization whose mission is to advance the beneficial and efficient uses of high-quality, locally produced, sustainable water sources through advocacy, education and outreach, research and membership. Utilities pay a flat annual membership fee based on the service area population. The total 2025 membership.</p> <p>Duration of funding: January 01, 2025 to December 31, 2025 Estimated Amount: \$20,744.52</p>	
<b>Date of Briefing</b>	MARCH 11, 2025
<b>Time of Briefing</b>	10:00 A.M.
<b>Commissioner Name</b>	VAHID KHORSAND
<b>Commissioner Signature</b>	

\* For an AE with LOA attached that will be submitted to the board (\$20,000 and greater), the following language is to be included on the golden rod, "Authorize the President or two members of the Board of Public Works to execute this service agreement"

\* All acronyms are to be spelled out

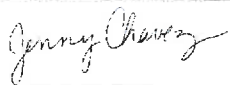
**Note:** Please contact David Santos in Contracts Section to schedule a briefing with the Commissioner.



# Sanitation

## Commissioner Briefing Form

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<b>Authority Number/ LOA Subject Title</b>	AE25760099M RENEWAL OF PROFESSIONAL ORGANIZATION MEMBERSHIP
<b>Division</b>	82007000
<b>Vendor</b>	WATEREUSE ASSOCIATION
<b>Service Description (list complete description below)</b>	
<p>LA Sanitation &amp; Environment (LASAN) requests to renew membership in the national trade organization, the WaterReuse Association (WaterReuse) for the period of January 01, 2025 to December 31, 2025. WaterReuse is a nonprofit organization whose mission is to advance the beneficial and efficient uses of high-quality, locally produced, sustainable water sources through advocacy, education and outreach, research and membership. Utilities pay a flat annual membership fee based on the service area population. The total 2025 membership.</p> <p>Duration of funding: January 01, 2025 to December 31, 2025 Estimated Amount: \$20,744.52</p>	
<b>Date of Briefing</b>	MARCH 10, 2025
<b>Time of Briefing</b>	2:00 P.M.
<b>Commissioner Name</b>	JENNY CHAVEZ
<b>Commissioner Signature</b>	

\* For an AE with LOA attached that will be submitted to the board (\$20,000 and greater), the following language is to be included on the golden rod, "Authorize the President or two members of the Board of Public Works to execute this service agreement"

\* All acronyms are to be spelled out

**Note:** Please contact David Santos in Contracts Section to schedule a briefing with the Commissioner.

**PUBLIC WORKS/SANITATION**

**Fund 760**

**DOCUMENT TRANSMITTAL LOG**

**DATE DELIVERED:** 03/21/2025  
**SUBMITTED BY:** Jasmine Perez

**CITY DOCUMENT TYPE:** **AUTHORITY FOR EXPENDITURE (AE)**

<b>AE #</b>	<b>VENDOR NAME</b>
AE25760099M	WATEREUSE ASSOCIATION

**PUBLIC WORKS/ ACCOUNTING**  
**CITY HALL, 9<sup>TH</sup> FLOOR – MAIL STOP 470**

**Attention: Jefferson & Maria**