

**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 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 & Environment

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

TO: (NAME AND ADDRESS) WATEREUSE ASSOCIATION 610 MADISON STREET, SUITE 101 Box 621 ALEXANDRIA, VA 22314 ATTN: ERIN CARR (571) 445-5505	PLEASE FURNISH TO THE CITY OF LOS ANGELES, CARE OF (GIVE ADDRESS) 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
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LINE NO.	FUND	DEPT.	APPR. UNIT	OBJECT	DOBJ	DESCRIPTION	AMOUNT	ID			
NL	760	50	50AX82		60106	Renewal of Professional Organization Membership	\$ 20,744.52				
QUANTITY	I/D	U.O.M.	UNIT	M PROJ	PROJECT	ACTIVITY	WORK ORDER	TASK	S/TASK	CHANGE ORDER	FUNCTION
			82007000				S10FSPON	TTT	TTT		SCM

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QUANTITY	I/D	U.O.M.	UNIT	M PROJ	PROJECT	ACTIVITY	WORK ORDER	TASK	S/TASK	CHANGE ORDER	FUNCTION

FOR:
 LA Sanitation & Environment (LASAN) requests to renew membership in the national trade organization, the WateReuse Association (WateReuse) for the period of January 01, 2025 to December 31, 2025. WateReuse 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 \$ 20,744.52
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	HEAD OF DEPARTMENT DATE
<i>Barbara Romero</i> 2/27/25	
ACCOUNTING MIGUEL DE LA PENA, DIRECTOR	CITY ATTORNEY APPROVAL OF AFE OVER \$25,000 VIRGINIA CHOI, DEPUTY CITY ATTORNEY
<i>CBordador</i> 04.18.25	

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.

(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.

CONTROLLER'S APPROVAL

Print

OK FOR SANITATION 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><input checked="" type="checkbox"/> New Contract 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, SKIP TO Question 3.</p> <p>If you checked off the Contract Amendment box, CONTINUE TO 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, THIS FORM IS NOW COMPLETE - PLEASE SUBMIT PAGE 1 ONLY TO THE OCC.</p> <p>If you checked off NO to 2a AND 2b, CONTINUE TO Question 3.</p>
<p>3. Check off any box(es) from the list that describes the contract.</p> <p style="text-align: center;">TYPE A</p> <p><input type="checkbox"/> Service contract that is less than 3 months OR less 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 both the LWO CFAR thresholds:</p> <p><input type="checkbox"/> (a) Financial assistance must be less than \$1 Million in a 12-month period AND (b) Is less than \$100,000 if on a continuing basis.</p>	<p>If you checked off one of the boxes under TYPE A¹, your contract is NOT SUBJECT to the LWO. THIS FORM IS NOW COMPLETE - PLEASE SUBMIT PAGE 1 ONLY TO THE OCC.</p>
<p style="text-align: center;">TYPE B</p> <p><input type="checkbox"/> Service contract that is at least 3 months AND \$25,000 or more.</p>	<p>If you checked off the box under TYPE B, your contract MAY OR MAY NOT BE SUBJECT to the LWO. CONTINUE TO 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

LA Sanitation and Environment (LASAN) requests approval of request to encumber \$20,744.52 to pay WaterReuse Association (WaterReuse) 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.

WaterReuse 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, WaterReuse is a trade association and is recognized as a tax-exempt organization under Section 501(c)(6) of the Internal Revenue Code. As such, WaterReuse 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. WaterReuse 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
		TOTAL USD	\$20,744.52

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

Back

New Search

Sanitation

Commissioner Briefing Form

Authority Number/ LOA Subject Title	AE25760099M RENEWAL OF PROFESSIONAL ORGANIZATION MEMBERSHIP
Division	82007000
Vendor	WATEREUSE ASSOCIATION
Service Description (list complete description below)	
<p>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.</p> <p>Duration of funding: January 01,2025 to December 31, 2025 Estimated Amount:\$20,744.52</p>	
Date of Briefing	MARCH 11, 2025
Time of Briefing	10:00 A.M.
Commissioner Name	VAHID KHORSAND
Commissioner Signature	

* 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

Authority Number/ LOA Subject Title	AE25760099M RENEWAL OF PROFESSIONAL ORGANIZATION MEMBERSHIP
Division	82007000
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<p>Duration of funding: January 01,2025 to December 31, 2025 Estimated Amount:\$20,744.52</p>	
Date of Briefing	MARCH 10, 2025
Time of Briefing	2:00 P.M.
Commissioner Name	JENNY CHAVEZ
Commissioner Signature	

* 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"

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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)**

AE #	VENDOR NAME
AE25760099M	WATEREUSE ASSOCIATION

PUBLIC WORKS/ ACCOUNTING

CITY HALL, 9TH FLOOR – MAIL STOP 470

Attention: Jefferson & Maria