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AGENDA
REGULAR BOARD MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
1021 E. MIRAMAR AVENUE, CLAREMONT, CA 91711

Wednesday, February 17, 2021 – 8:00 a.m.

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to our Board of Directors, staff and the public, Three Valleys MWD will hold its Board meeting via teleconference. The public’s physical attendance at the district is not allowed. The public may participate in the teleconference by clicking on the link below:

<https://attendee.gotowebinar.com/register/6698183467845914127>
(Dial-in instructions are provided after registering at the link above)

Any member of the public wishing to participate in Public Comment may do so by filling out the speaker’s card at the following link: **<https://arcq.is/0z5GqO>** or by sending an email to **naquirre@tvmwd.com**

The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region’s needs in a reliable and cost-effective manner.

Item 1 – Call to Order **Kuhn**

Item 2 – Roll Call **Aguirre**

Item 3 – Additions to Agenda [Government Code Section 54954.2(b)(2)] **Kuhn**

Additions to the agenda may be considered when two-thirds of the board members present determine a need for immediate action, and the need to act came to the attention of TVMWD after the agenda was posted; this exception requires a degree of urgency. If fewer than two-thirds of the board members are present, all must affirm the action to add an item to the agenda. *The Board shall call for public comment prior to voting to add any item to the agenda after posting.*

Item 4 – Reorder Agenda **Kuhn**

Item 5 – Public Comment (Government Code Section 54954.3) **Kuhn**

Opportunity for members of the public to directly address the Board on items of public interest within its jurisdiction. The public may also address the Board on items being considered on this agenda. TVMWD requests that all public speakers complete a speaker’s card and provide it to the Executive Assistant.

We request that remarks be limited to three minutes or less. Pursuant to Government Code Section 54954.3, if speaker is utilizing a translator, the total allotted time will be doubled.

Item 6 – Consent Calendar

The Board will consider consent calendar items 6.A – 6.G listed below. Consent calendar items are routine in nature and approved by a single motion. Any member of the Board may request that a specific item be pulled from the consent calendar for further discussion.

6.A – Receive, Approve and File Minutes, January 2021 – [enc]

- January 6, 2021 – Regular Board Meeting
- January 20, 2021 – Regular Board Meeting
- January 27, 2021 – Special Board Meeting

6.B – Receive, Approve and File Financial Reports and Investment Update, January 2021 – [enc]

- Change in Cash and Cash Equivalents Report
- Consolidated Listing of Investment Portfolio and Investment Report
- YTD District Budget Monthly Status Report
- Warrant List

6.C – Imported Water Sales, January 2021 – [enc]

The Board will review the imported water sales report for January 2021.

6.D – Miramar Operations Report, January 2021 – [enc]

The Board will review the Miramar Operations report for January 2021.

6.E – Approve Director Expense Reports, January 2021 – [enc]

The Board will consider approval of the January 2021 Director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

6.F – Resolution No. 21-02-884 Tax Sharing Exchange for County Lighting Maintenance District 1687, Annexation of Project Parcel Map 74517 – [enc]

Approval of Resolution No. 21-02-884 signifies acceptance of the tax sharing exchange by the County Lighting Maintenance District 1687

6.G – FY 2020-21 Second Quarter Reserve Update – [enc]

The Board will be provided a FY 2020-21 second quarter update of TVMWD’s reserve schedule.

Items 6.A - 6.G – Board Action Required

Staff recommendation: Approve as presented

Item 7 – General Manager’s Report

Litchfield

The Executive Leadership Team will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

7.A – Resolution No. 21-02-885 Concurring in Nomination of Randall Reed to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) –[enc]

Howie

The Board will consider Resolution No. 21-02-885 and direct staff to prepare and forward any documentation to ACWA/JPIA.

Items 7.A – Board Action Required

Staff recommendation: Approve as presented

7.B – Legislative Update, February 2021 – [enc]

Howie

The Board will be provided a current legislative status update.

7.C – CSDA Board Election – Southern Network Seat “A” – [enc]

Howie

CSDA is accepting nominations for the 2022-2024 term Seat A.

7.D – ACWA JPIA Risk Management Update – [enc]

Howie

The Board will be provided an update on the District’s risk management standings with ACWA JPIA.

7.E – Consider Sunshine Ordinance No. 21-02-22 – [enc]

Kennedy

The Board will consider adoption of Sunshine Ordinance No. 21-02-22.

Items 7.E – Board Action Required

Staff recommendation: Approve as presented

7.F – Resolution No. 21-02-886 Adopting TVMWD Policy Manual – Biennial Update – [enc]

Litchfield

The Board will consider approval of Resolution No. 21-02-886 adopting updates to the Policy Manual.

Items 7.F – Board Action Required

Staff recommendation: Approve as presented

7.G – Strategic Plan Fiscal Year 2021/2022 – [enc]

Litchfield

The Board will consider approval of the Strategic Plan for Fiscal Year 2021/2022.

Items 7.G – Board Action Required

Staff recommendation: Approve as presented

7.H – Consider Agreement for Operation and Maintenance of Miramar Water Treatment, Water Transmission and Hydroelectric Generating Facilities – [enc]

Litchfield

The Board will consider approval of the Miramar 2.0 agreement.

Items 7.H – Board Action Required

Staff recommendation: Approve as presented

Item 8 – Directors’ / General Manager’s Oral Reports

Kuhn

Directors and the Managers may report on activities for meetings to which they are assigned to serve as the representative or alternate of TVMWD, and on other areas of interest.

Item 9 – Closed Session

Kuhn

9.A – Conference with Legal Counsel – Anticipated Litigation

- Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
- One potential case

9.B – Threat to Public Services or Facilities (Government Code Section 54957)

- Consultation with: Robert Peng, IT Manager

Item 10 – Future Agenda Items

Kuhn

Item 11 – Adjournment and Next Meeting

Kuhn

The Board will adjourn to a Regular Board Meeting on Wednesday, March 3, 2021 at 8:00 a.m.

American Disabilities Act Compliance Statement
Government Code Section 54954.2(a)



Any request for disability-related modifications or accommodations (including auxiliary aids or services) sought to participate in the above public meeting should be directed to the TVMWD’s Executive Assistant at (909) 621-5568 at least 24 hours prior to meeting.

Agenda items received after posting
Government Code Section 54957.5

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the TVMWD office located at, 1021 East Miramar Avenue, Claremont, CA, 91711. The materials will also be posted on the TVMWD website at www.threevalleys.com.

Three Valleys MWD Board Meeting packets and agendas are available for review on its website at www.threevalleys.com.

MINUTES
REGULAR BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
VIA TELECONFERENCE

Wednesday, January 6, 2021
8:00 a.m.

1. Call to Order

The Board meeting was called to order at 8:01 a.m. via teleconference. The presiding officer was President Bob Kuhn.

2. Roll Call

Roll call was taken with a quorum of the Board present.

Directors Present

Bob Kuhn, President
 David De Jesus, Vice President
 Carlos Goytia, Secretary
 Brian Bowcock, Treasurer
 Jody Roberto, Director
 Danielle Soto, Director
 Mike Ti, Director

Staff Present

Matt Litchfield, General Manager
 Steve Kennedy, Legal Counsel
 Nadia Aguirre, Executive Assistant
 Liz Cohn, Senior Financial Analyst
 Maria Contreras, Admin./Communications Assistant
 Ray Evangelista, Engineering Assistant
 Karen Harberson, Compliance Specialist
 Kirk Howie, Chief Administrative Officer
 Tim Kellett, Chief Water Resources Officer
 Steve Lang, Chief Operations Officer
 James Linthicum, Chief Finance Officer
 Lucy Peña, HR/Risk Manager
 Robert Peng, I.T. Manager
 Ben Peralta, Project Manager
 Esther Romero, Accounting Technician

Virtual Attendees: Ray Baca, Engineering Contractors' Association; Susy Boyd, Mojave Desert Land Trust; Jordan Brandman, Building Industry Association of Southern California; Chris Clarke, National Parks Conservation Association; Tom Coleman, Rowland Water District; Neal Desai, National Parks Conservation Association; Demi Espinoza, National Parks Conservation Association; Gregory Foster, Southern California Group; Naomi Fraga, California Botanic Garden; Victoria Hahn, Pomona resident; Rick Hansen, Cal Poly Pomona; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Denise Jackman, resident; Richard Lambros, Southern California Group; Ben Lewis, Golden State Water Company; Szu Lu, Rowland Water District; Myra Malner, Rowland Water District; Dave Milchalko, Valencia Heights Water Company; John Monsen, National Parks Conservation Association; Stephanie Moreno, Water Quality Authority; Steve Patton, City of Glendora; Columba Quintero, Native American Land Conservancy; Marci Stannage, Rebuild Social Partnership; Jennifer Stark, City of Claremont; Brian

Teuber, Walnut Valley Water District; DeAndre Valencia; BizFed; Dave Warren, Rowland Water District; Janet Zimmerman, CV Strategies.

3. Additions to Agenda

No additions to the agenda were requested.

4. Reorder Agenda

It was requested to combine items 7.A and 7.B.

5. Public Comment

Naomi Fraga commented on concerns for the Cadiz Project.

Deandre Valencia spoke in support of the Bonanza Springs study.

Columba Quintero spoke in opposition of the Cadiz Project.

Chris Clarke spoke in opposition of the Cadiz Project.

6. Presentation – Legal Update: Annual Sunshine Ordinance Review

Legal Counsel Steve Kennedy briefed the Board on the Sunshine Ordinance. The current Ordinance was adopted in April 2013. Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, adheres to COVID-19 pandemic social distancing guidelines. The order allows for meetings to be held remotely via teleconference as long as members of the public have access to the meetings in the same manner as the Board of Directors. Details of the order are included in the staff report provided by Mr. Kennedy. Proposed legislation has been submitted for these requirements to become permanent as an option for agencies to use.

AB 992 was signed into law on September 18, 2020, which modified the Brown Act with respect to social media postings by Directors. AB 992 allows public officials to communicate via social media regarding a matter within the Board's jurisdiction. However, this is only allowed as long as a majority of the Directors do not use the social media platform to "discuss among themselves" official business. This includes making posts, commenting and using emojis on comments or posts where other Board members have already commented. The Board should not "reply all" when a quorum of the board is included in an email. Director Roberto requested a more specific Board policy on social media.

The Board agreed to change public comment to a 3-minute limit instead of 5-minute limit on Board meeting agendas. Director Soto requested language be modified on Section 2.3.5 of the Sunshine Ordinance.

7. General Manager's Report

(Items 7.A & 7.B were combined for discussion)

7.A – TVMWD Policy Manual – Biennial Update

The Policy Manual was updated and is ready for input from the Board of Directors. Included in the draft are general cleanup language suggested by staff. In addition, there are changes/clarifications regarding Board of Directors Compensation and Reimbursement protocols. Email, social media and computer equipment polices were added to the manual for review. Director Soto recommended adding audio recordings of Board meetings to the district website. A discussion ensued on Section 2.3, Board of Directors-Organization, of the manual regarding the roles of the Officers of the District and the adoption of Board appointments.

Director Roberto suggested changes to the manual and will work with staff on those changes. A discussion ensued on Section 2.7, Board of Directors-Compensation, and the ability to list compensated and non-compensated meetings on the monthly expense form. Directors compensation will be further discussed at a Board Workshop in February/March 2021.

This item will be brought back to a future meeting for consideration of approval.

7.B – Review of TVMWD Resolution No. 17-06-802

The Board discussed Resolution No. 17-06-802 and the use of Director cell phones. It was recommended cell phone expenses, including insurance, come out of each Director's annual budget limit of \$7,500. The cell phone is to be used only for district business and there should be no expectation of privacy. Staff will work on incorporating a cell phone policy into the Policy Manual and update Section 2.8, Board of Directors-Reimbursement.

7.C – CY 2021 Board Officers and Board Appointments

The Board discussed the process of nominating and voting of Board Officers and Appointments. The role of the President, Vice President, Secretary and Treasurer were reviewed. President Kuhn recommended moving Board Appointments to the January 20, 2021 Board meeting.

Director Bowcock motioned to accept the current slate of officers and was seconded by President Kuhn and a discussion ensued thereafter. A roll call vote was taken and the following Board Officers for CY 2021 was approved:

- Bob Kuhn, President
- David De Jesus, Vice President
- Carlos Goytia, Secretary
- Brian Bowcock, Treasurer

Moved: Director Bowcock **Second: Director Kuhn**
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti
Noes:
Absent:
Motion No. 20-12-5299 – Adoption of CY 2021 Slate of Officers
Motion passed 7-0

Director Roberto motioned and Director Goytia seconded for the formation of a Nominating Committee as an Ad Hoc Committee with three board members to discuss Officers for the upcoming year.

Upon motion and second, President Kuhn called for discussion. There being no further discussion, President Kuhn called for a roll call vote.

Moved: Director Roberto **Second: Director Goytia**
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti
Noes:
Absent:
Motion No. 20-12-2300 – Formation of a Nominating Committee as an Ad Hoc Committee
Motion passed 7-0

Directors made recommendations for Board Appointments which will be voted upon at the January 20, 2021 Board meeting.

8. Future Agenda Items

Director Ti requested a COVID-19 update and whether staff is overworked or overstressed.

Director Roberto requested an ongoing agenda item for Director De Jesus to report on MWD activities.

9. Adjournment

The Board adjourned at 12:23 p.m. to its next regular Board meeting scheduled for Wednesday, January 20, 2021 at 8:00 a.m.

Bob Kuhn
President, Board of Directors
 Three Valleys Municipal Water District

Recorded by: Nadia Aguirre
 Executive Assistant

**MINUTES
REGULAR BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
VIA TELECONFERENCE**

**Wednesday, January 20, 2021
8:00 a.m.**

1. Call to Order

The Board meeting was called to order at 8:02 a.m. via teleconference. The presiding officer was President Bob Kuhn.

2. Roll Call

Roll call was taken with a quorum of the Board present.

Directors Present

Bob Kuhn, President
David De Jesus, Vice President
Carlos Goytia, Secretary
Brian Bowcock, Treasurer
Jody Roberto, Director
Danielle Soto, Director
Mike Ti, Director

Staff Present

Matt Litchfield, General Manager
Steve Kennedy, Legal Counsel
Dominique Aguiar, Operations Supervisor
Nadia Aguirre, Executive Assistant
Liz Cohn, Senior Financial Analyst
Maria Contreras, Admin./Communications Assistant
Freeman Ensign, Operations Supervisor
Ray Evangelista, Engineering Assistant
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Tim Kellett, Chief Water Resources Officer
Steve Lang, Chief Operations Officer
James Linthicum, Chief Financial Officer
Lucy Pena, HR/Risk Manager
Robert Peng, I.T. Manager
Richard Quintero, Inst./Elec. System Operator
Esther Romero, Accounting Technician

Virtual Attendees: Michael Arnold, Arnold & Associates; Robert Bowcock, Integrated Resource Management, Inc.; Jordan Brandman, BIASC; Chris Clarke, National Parks Conservation Association; Hugh Coxe, Sustainable Claremont; Neal Desai, National Parks Conservation Association; Demi Espinoza, National Parks Conservation Association; Gregory Foster, Southern California Group; Kristi Foy, Arnold & Associates; Victoria Hahn, Pomona resident; Rick Hansen, Cal Poly Pomona; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Joan Holtz, SGV Task Force Angeles Chapter; Luis Juarez, Pomona resident; Richard Lambros, Engineering Contractors Association; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Szu Pei Lu, Rowland Water District; Myra Malner, Rowland Water District; Dave Michalko, Valencia Heights Water Company; Tom Monk, Walnut Valley Water District; John Monsen, National Parks Conservation Association; Stephanie Moreno, Water

Quality Authority; Steve Patton, City of Glendora; Jennifer Stark, City of Claremont; Dave Warren, Rowland Water District.

3. Additions to Agenda

No additions to the agenda were requested.

4. Reorder Agenda

No reorder to the agenda was requested.

5. Public Comment

Michael Cohen submitted a public comment card to be read on his behalf regarding the Bonanza Springs and Cadiz Project.

Demi Espinoza commented on the Cadiz Project.

Richard Haskell submitted a public comment card to be read on his behalf regarding the Cadiz Project.

John Monsen commented on the Cadiz Project.

Neal Desai commented on the Cadiz Project.

Joan Holtz submitted a public comment card to be read on her behalf regarding the Bonanza Springs study.

Chris Clarke commented on the Cadiz Project.

Hugh Coxe commented on the Bonanza Springs study.

Richard Lambros commented on the Bonanza Springs study.

6. Presentation

Mr. Steve Lang briefed the Board on the yearly shutdown that occurred in December 2020. MWD and Department of Water Resources shut down the Rialto Feeder, which is the primary pipeline coming into the District and feeds several other agencies. The shutdown is scheduled by MWD, but the District takes advantage of the opportunity for maintenance to the plant. Operations Supervisors Dominique Aguiar and Freeman Ensign coordinated the shutdown with member agencies. Directors thanked staff for their efforts during the shutdown.

7. Consent Calendar

The Board was asked to consider consent calendar items (7.A - 7.F) for the January 20, 2021 Board meeting that included: (7.A) Receive, Approve and File Minutes: December 2, 2020 and December 16, 2020; (7.B) Receive, Approve and File Financial Reports and Investment Update, December 2020; (7.C) Imported Water Sales,

December 2020; (7.D) Miramar Operations Report, December 2020; (7.E) Approve Director Expense Reports, December 2020; (7.F) CY 2021 Board Appointments.

President Kuhn requested to discuss Item 7.F before the vote. The San Gabriel Valley Chamber of Commerce was added to the Board Appointments list. Director Roberto will serve as the Representative and Director Goytia as the alternate.

Upon motion and second, President Kuhn called for discussion. There being no discussion, President Kuhn called for a roll call vote.

Moved: Director Roberto Second: Director Soto
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti
Noes:
Absent:
Motion No. 21-01-5301 – Approval of Consent Calendar Items 7.A –
7.F for January 20, 2021
Motion passed 7-0

8. General Manager's Report

8.A – Legislative Update, January 2021

Mr. Mike Arnold and Ms. Kristi Foy briefed the Board on the current legislative session, which is the first year of the new two-year session. Bills are starting to be introduced. The Governor presented his proposal for the state budget and there is a \$15 billion surplus. The Governor is asking for immediate action on four items: \$2 billion package to reopen schools, \$575 million small business grant program, \$71 million fee waiver for small businesses and \$2.4 billion golden state stimulus check for low-income California residents. The bill introduction deadline is February 19. The District's proposed legislation of enhancing public access through a teleconferencing platform continues to be worked on. There has been a good response in support of the bill. Director Roberto and Director Soto are the primary contacts for legislative meetings in Sacramento.

8.B – COVID-19 District Update

Mr. Matthew Litchfield provided an update on COVID-19 impacts on the District. Staff continues to work on a "pandemic schedule". COVID-19 polices were adopted in July 2020 and include Social Distancing policies and disinfecting protocols. IT Manger Robert Peng has been instrumental in improving staff's work from home efficiencies, thus allowing staff to meet the District's mission. The District's family-oriented culture has been maintained with weekly all staff meetings and weekly Operations staff meetings, where HR Manager Lucy Peña provides COVID updates. Mr. Lang has planned after hours online events such as a family Halloween costume party, dance party and Secret Santa Christmas party. The draft Strategic Plan will include a short-term challenge to reintegrate staff upon returning to the office. Three staff members have contracted the virus and fully recovered. Director Ti was glad to hear staff is safe and safe drinking water continues to be delivered.

8.C – Metropolitan Water District Update

Director De Jesus provided an update on MWD activities. Meetings will begin this year to discuss a storage agreement among seven basin states and Mexico. The General Manager job description has been finalized and is ready for recruitment. The MWD Board approved Appendix A, a financial document sent to agencies for bond to maintain and repair systems bringing water to Southern California. The MWD Board also received Brown act training. MWD conservation efforts were discussed. Rebates, incentives and education are part of this year's conservation program. Director Roberto recommended the District take a stronger stance and take an active role in supporting the Delta Conveyance Project.

9. Directors' / General Manager's Oral Reports

Director Goytia had nothing to report.

Director Ti reported he attended the Rowland Water District (RWD) board meeting and extended condolences to President Teresa Rios' family and RWD for her passing.

Director Bowcock reported the Main San Gabriel Basin Watermaster key well level is at 200.6 and gave a brief update on Watermaster happenings.

Director Roberto offered condolences to President Rios' family and RWD.

Director Soto extended condolences to President Rios' family.

Director Kuhn will attend the WQA board meeting today. Chino Basin Watermaster officers will be elected at the next board meeting.

Director De Jesus had nothing additional to report.

Mr. Litchfield reported LAFCO has three vacancies to fill in supervisorial districts 2, 4 and 5. Districts 4 and 5 are in the TVMWD area. Director Soto is interested in running.

10. Closed Session

The Board convened into closed session at 10:19 a.m. to discuss the following item:

Conference with Legal Counsel – Existing Litigation [Government Code Section 54956.9(d)(1)]

Name of Case: Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV RS 51010

The Board reconvened to regular session at 10:48 a.m. and Mr. Kennedy advised no reportable action was taken.

11. Future Agenda Items

No future agenda items were requested.

12. Adjournment

The Board adjourned in memory and honor of Rowland Water District Board of Directors President Teresa P. Rios at 10:48 a.m. to the next regular meeting scheduled for Wednesday, February 3, 2021.

Bob Kuhn
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant

DRAFT

MINUTES
SPECIAL BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
VIA TELECONFERENCE

Wednesday, January 27, 2021
8:00 a.m.

1. Call to Order

The Board meeting was called to order at 8:02 a.m. via teleconference. The presiding officer was President Bob Kuhn.

2. Roll Call

Roll call was taken with a quorum of the Board present. Director De Jesus was not present during roll call and joined the meeting at 8:52 a.m.

Directors Present

Bob Kuhn, President
 David De Jesus, Vice President
 Carlos Goytia, Secretary
 Brian Bowcock, Treasurer
 Jody Roberto, Director
 Danielle Soto, Director
 Mike Ti, Director

Staff Present

Matt Litchfield, General Manager
 Steve Kennedy, Legal Counsel
 Dominique Aguiar, Operations Supervisor
 Nadia Aguirre, Executive Assistant
 Liz Cohn, Senior Financial Analyst
 Maria Contreras, Admin./Communications Assistant
 Karen Harberson, Compliance Specialist
 Kirk Howie, Chief Administrative Officer
 Tim Kellett, Chief Water Resources Officer
 Steve Lang, Chief Operations Officer
 James Linthicum, Chief Finance Officer
 Lucy Peña, HR/Risk Manager
 Robert Peng, I.T. Manager

Virtual Attendees: Maritza Alvarez, Sacred Places Institute for Indigenous Peoples; Ileene Anderson, Center for Biological Diversity; Ray Anderson, Anderson Business Coaching; Ray Baca, Engineering Contractors' Association; Allison Bailey, Vet Voice Foundation; Jayson Baiz, LiUNA; Steve Bardwell, Morongo Basin Conservation Association; Jordan Brandman, Building Industry Association of Southern California; Anthony Brown, Aquilogic; Sara Catalan, Catalan Consulting; Moises Cisneros, Ignite Movements; Chris Clarke, National Parks Conservation Association; Tom Coleman, Rowland Water District; Hugh Coxe, Sustainable Claremont; Courtney Degener, Cadiz, Inc.; Neal Desai, National Parks Conservation Association; Demi Espinoza, National Parks Conservation Association; Pat Flanagan, Morongo Basin Conservation Association; Gregory Foster, Southern California Group; Matthew Gaines, Operating Engineers Local 12; Jose Garcia, LiUNA; Charles Gibson, Santa Margarita Water District; Kareem Gongora, Center for Community Action and Environmental Justice; Kevin Hayakawa, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District;

Erik Hitchman, Walnut Valley Water District; Joan Holtz, SGV Task Force Angeles Chapter; John Husing, Economics & Politics, Inc.; Denise Jackman, resident; Brad Jensen SGV Economic Partnership; Judy Kuhn, resident; Scarlett Kwong, Walnut Valley Water District; Richard Lambros, Engineering Contractors' Association; Jim Leach, Santa Margarita Water District; Michael Lewis, Construction Industry Coalition on Water Quality; Tony Lima, Rowland Water District; Gabriella Mendez, Center for Community Action and Environmental Justice; Peter Mitchell, California State Law Enforcement Association; John Monsen, National Parks Conservation Association; Stephanie Moreno, Water Quality Association; Kris Murray, Cadiz, Inc.; Gayle Pacheco, Western Hardware Company; Laer Pearce, Laer Pearce & Associates; Columba Quintero, Native American Land Conservancy; Carlos Rodriguez, BIA; Thomas Ruiz, LiUNA 783; Mary Ann Ruiz, retired; Ronald Sikorski, IUOE Local Union No. 12; Parker Simon, Independent; C. Robin Smith, Sierra Club; Marci Stange, Rebuild Social Partnership; Jennifer Stark, City of Claremont; Ron Sundergill, National Parks Conservation Association; Lisa Tarpin, Southern California Group; Gracie Torres, RCFC; Ralph Velador, LiUNA; Blanca Villalobos, Cultural Worker-Community Member; Sarah Wiltfong, BizFed; Adam Wood, Southern California Group; Roel Zamora, Sierra Club; Janet Zimmerman, CV Strategies.

3. Receipt by Board of Update on Bonanza Springs Study

- a. The staff report provides (1) a brief history of Three Valleys MWD involvement in the study, along with six other water agencies that entered into an options agreement with Cadiz, Inc., (2) an update of the ongoing Bonanza Springs Study and (3) an update of the permitting process with the Bureau of Land Management (BLM). Milestones are highlighted in the staff report. The BLM advised portions of field work are being recommended for approval under a categorical exemption to National Environmental Policy Act (NEPA). In addition, portions of Part B & C of the scope of work will be approved.
- b. Mr. Anthony Brown provided a presentation on the Bonanza Springs Study. He provided a historical perspective of the study and BLM approvals. Objectives of the study are (1) to answer remaining questions on whether a hydrologic connection exists between the Cadiz Water Conservation and Storage Project and Bonanza Spring, (2) even if a connection exists, determine whether the Water Project can proceed in a manner protective to the spring and (3) if necessary, recommend amendments to the GMMMP to protect the spring.

A discussion amongst Board members and Mr. Brown ensued. Quarterly updates have not been provided because of delays and the lack of progress. Once the BLM approves field work, quarterly memos will be provided and posted on the District website.

- c. Mr. John Monsen and Ms. Demi Espinoza spoke on behalf of the National Parks Conservation Association (NPCA) and addressed five main claims. A discussion and several questions were raised by Directors. The NPCA provided a list of questions and a response will be provided at a later date.

- d. Mr. Ray Baca and Mr. Rich Lambros provided a PowerPoint presentation on behalf of study supporters and reviewed facts and myths of the project.
- e. Public Comment

Barbara Thomas submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Mayor Robert Pacheco submitted public comment to be read on his behalf regarding Item 3 of the agenda.

Doug Zielasko submitted public comment to be read on his behalf regarding Item 3 of the agenda.

Robin Smith commented on Item 3 of the agenda.

Columba Quintero commented on Item 3 of the agenda.

Marci Stanage commented on Item 3 of the agenda.

Charming Evelyn submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Carlos Rodriguez commented on Item 3 of the agenda.

Chuck Gibson commented on Item 3 of the agenda.

Jennifer Ward submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Dr. John Husing commented on Item 3 of the agenda.

Sarah Wiltfong commented on Item 3 of the agenda.

Jayson Baiz commented on Item 3 of the agenda.

Gayle Pacheco submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Pat Flanagan commented on Item 3 of the agenda.

Ileene Anderson commented on Item 3 of the agenda.

Diane Staff submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Shirley Wilson submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Jennifer Riley submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Roel Zamora commented on Item 3 of the agenda.

Steve Bardwel commented on Item 3 of the agenda.

Mary Ann Ruiz submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Richard Haskell submitted public comment to be read on his behalf regarding Item 3 of the agenda.

Chris Clarke commented on Item 3 of the agenda.

Jose Garcia commented on Item 3 of the agenda.

Hugh Coxe submitted public comment to be read on his behalf regarding Item 3 of the agenda.

Ralph Velador commented on Item 3 of the agenda.

Joan Holtz submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Kris Murray commented on Item 3 of the agenda.

Martiza Alvarez commented on Item 3 of the agenda.

Michael Lewis commented on Item 3 of the agenda.

Blanca Villalobos commented on Item 3 of the agenda.

Neal Desai commented on Item 3 of the agenda.

Ray Anderson submitted public comment to be read on his behalf regarding Item 3 of the agenda.

Matthew Gaines commented on Item 3 of the agenda.

Brad Jensen commented on Item 3 of the agenda.

Gabriella Mendez Ulloa submitted public comment to be read on her behalf regarding Item 3 of the agenda.

Kareem Gongora commented on Item 3 of the agenda.

Gracie Torres commented on Item 3 of the agenda.

Jordan Brandman commented on Item 3 of the agenda.

4. Directors Comments

Director Kuhn thanked all presenters and speakers for attending the meeting. The District is still seeking information to make a decision and it is not a decision he will take lightly.

Director Ti stated he gained a better appreciation for how the community feels about the project and understands the passion on both sides. He is curious as to what options the Board has to move forward. Director Ti exited meeting at 1:04 pm.

Director Soto would like to continue and improve public transparency on the District's website and thanked staff for being responsive. She requested contact information from various public speakers to gain a better understanding of their concerns. Director Soto would like the Board to consider off ramp options and requested to agendaize a discussion on how to proceed with the study.

Director Roberto left the meeting at 11:58 p.m. for a previously scheduled meeting and returned to the meeting at 12:47 p.m. Director Roberto apologized for missing a portion of the meeting. She has mixed emotions on the study and wants to have all the information before making a decision. She inquired how TVMWD got involved and why Santa Margarita Water District is not the lead agency.

Director De Jesus asked Mr. Litchfield to review work plans from the previous General Manager around the time the initial study was authorized. The previous General Manager was directed by the Board with seeking additional water supply and circulated with member agency managers for concurrence. Director De Jesus has not made a decision yet on how he will proceed.

Director Bowcock advised the previous General Manager was asked to put together a list of projects that would bring water into the area. It was brought to the Board via agenda as Directors at that time wanted to learn more about the study and see the results. Director Bowcock stated each Director has a fiduciary responsibility to the District.

Director Goytia stated he represents a diverse community and wants to hear everyone's concerns. The Native American community should not be disregarded in this process. Director Goytia asked for all to have an open mind on decisions as the District continues to look for reliable water resources.

5. Future Agenda Items

No future agenda items were requested.

6. Adjournment

The Board adjourned at 1:54 p.m. to its next regular Board meeting scheduled for Wednesday, February 3, 2021 at 8:00 a.m.


Bob Kuhn
President, Board of Directors
Three Valleys Municipal Water District

Recorded by: Nadia Aguirre
Executive Assistant

DRAFT



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: February 17, 2021
Subject: Change in Cash and Cash Equivalents Report

<input type="checkbox"/>	For Action	<input type="checkbox"/>	Fiscal Impact	\$
<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Funds Budgeted:	

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

Attached for your review is the Change in Cash and Cash Equivalents Report for the period ending January 31, 2021.

Strategic Plan Objective(s):

3.1 – Utilize and comply with a set of financial policies to maintain TVMWD’s financial health

Attachment(s):

Exhibit A – Change in Cash and Cash Equivalents Report

Meeting History:

None

NA/LC



CHANGE IN CASH AND CASH EQUIVALENTS REPORT

January 1 through January 31, 2021

	<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 01/31/2021		
Petty Cash	6,000.00	
Local Agency Investment Fund		66,931.88
California Asset Management Program(CAMP)		11,577.51
General Checking	1,300,000.00	
Sweep Account	1,694,938.30	
U.S. Bank	5,000.00	
	\$ 3,005,938.30	\$ 78,509.39
TOTAL CASH IN BANKS & ON HAND	\$ 3,005,938.30	\$ 78,509.39
TOTAL CASH IN BANKS & ON HAND	01/31/21 \$ 3,005,938.30	\$ 78,509.39
TOTAL CASH IN BANKS & ON HAND	12/31/20 \$ 2,254,063.16	\$ 78,402.56
PERIOD INCREASE (DECREASE)	\$ 751,875.14	\$ 106.83
CHANGE IN CASH POSITION DUE TO:		
Water Sales/Charges Revenue	5,576,051.01	
Interest Revenue	348.56	
Subvention/RTS Standby Charge Revenue	774,541.90	
Hydroelectric Revenue	10,046.56	
Other Revenue	13,373.48	
Cadiz Water Project Peer Review	50,000.00	
Investment Xfer From Chandler Asset Mgt		
LAIF Quarterly Interest		105.66
California Asset Mgmt Program Interest		1.17
Transfer from LAIF		
Transfer to LAIF		
INFLOWS	6,424,361.51	106.83
Expenditures	(5,819,945.50)	
Current Month Outstanding Payables	271,610.61	
Prior Month Cleared Payables	(101,387.01)	
Bank/FSA Svc Fees	(525.00)	
HRA/HSA Payment	(22,239.47)	
CalPers Unfunded Liability /1959 Survivor Ben		
PARS Pension Trust		
Investment Xfer to CA Asset Mgt Pgm		
Transfer from LAIF		
Transfer From CAMP		
OUTFLOWS	(5,672,486.37)	-
PERIOD INCREASE (DECREASE)	751,875.14	106.83
	\$ (0.00)	\$ 0.00



THREE VALLEYS MUNICIPAL WATER DISTRICT
CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO
 January 31, 2021

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	3.07%	101,480.38	101,482.24	102,646.94
Bonds - Agency	1.62%	861,663.00	857,000.00	889,985.10
Commercial Paper	0.00%	0.00	0.00	0.00
Money Market Fund	0.01%	3,248.42	3,248.42	3,248.42
Supranational	0.00%	0.00	0.00	0.00
US Corporate	3.28%	376,416.44	380,000.00	394,564.70
US Treasury	1.78%	427,448.30	425,000.00	445,120.36
	2.09%	1,770,256.54	1,766,730.66	1,835,565.52
Local Agency Invest Fund TVMWD	0.54%	66,931.88	66,931.88	66,931.88
California Asset Management Program	0.12%	11,577.51	11,577.51	11,577.51
Reserve Fund		\$ 1,848,765.93	\$ 1,845,240.05	\$ 1,914,074.91
<hr/>				
Checking (Citizens)	0.65%	1,300,000.00	1,300,000.00	1,300,000.00
Sweep Account (Citizens)	0.15%	1,694,938.30	1,694,938.30	1,694,938.30
Emergency Checking (U.S. Bank)	0.00%	5,000.00	5,000.00	5,000.00
Petty Cash Fund	0.00%	6,000.00	6,000.00	6,000.00
Working Cash		\$ 3,005,938.30	\$ 3,005,938.30	\$ 3,005,938.30
<hr/>				
TOTAL PORTFOLIO	1.01%	\$ 4,854,704.23	\$ 4,851,178.35	\$ 4,920,013.21

I certify that this report accurately reflects all investments of Three Valleys Municipal Water District and that all investments and this report are in conformity with Sections 53600 et seq of the California Government Code and the District's annual statement of investment policy (Resolution 20-03-871). The District's investment program herein shown provides sufficient cash flow and liquidity to meet all budgeted expenditures for the next six months.

MATTHEW H. LITCHFIELD, General Manager/Assistant Treasurer



Three Valleys Municipal Water District - Account #10065

MONTHLY ACCOUNT STATEMENT

JANUARY 1, 2021 THROUGH JANUARY 31, 2021

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact operations@chandlerasset.com

Custodian

US Bank
Christopher Isles
(503) 464-3685

CHANDLER ASSET MANAGEMENT
chandlerasset.com

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.



PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.57
Average Coupon	2.10%
Average Purchase YTM	2.09%
Average Market YTM	0.26%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.77 yrs
Average Life	2.64 yrs

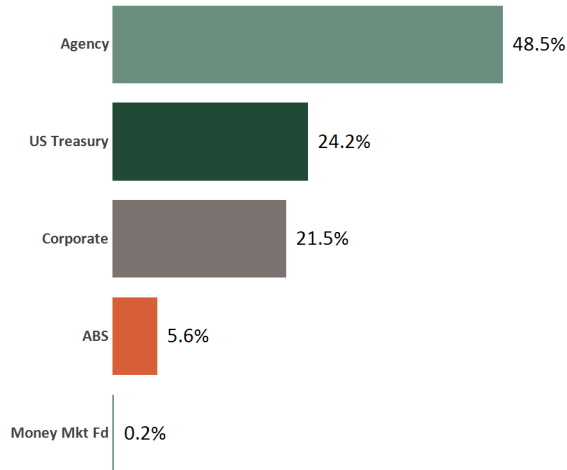
ACCOUNT SUMMARY

	Beg. Values as of 12/31/20	End Values as of 1/31/21
Market Value	1,836,311	1,835,566
Accrued Interest	7,639	7,411
Total Market Value	1,843,950	1,842,977
Income Earned	3,126	3,101
Cont/WD		-288
Par	1,763,618	1,766,731
Book Value	1,767,216	1,770,257
Cost Value	1,765,259	1,768,307

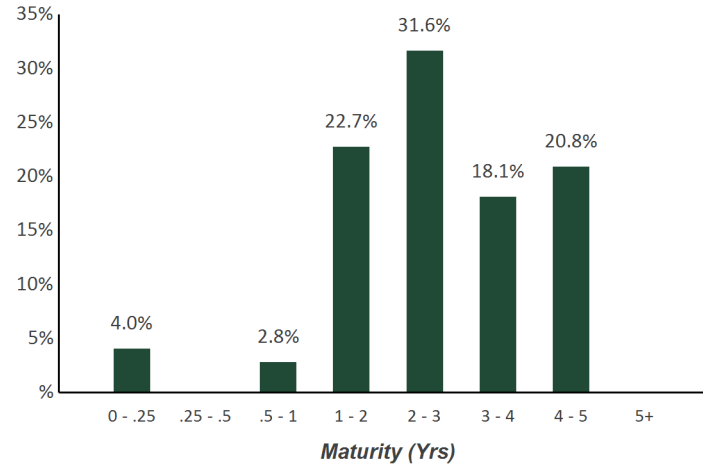
TOP ISSUERS

Government of United States	24.2%
Federal Home Loan Bank	14.6%
Federal Home Loan Mortgage Corp	13.0%
Federal National Mortgage Assoc	12.3%
Federal Farm Credit Bank	8.6%
JP Morgan Chase & Co	4.2%
Paccar Financial	4.1%
Apple Inc	4.0%
Total	85.0%

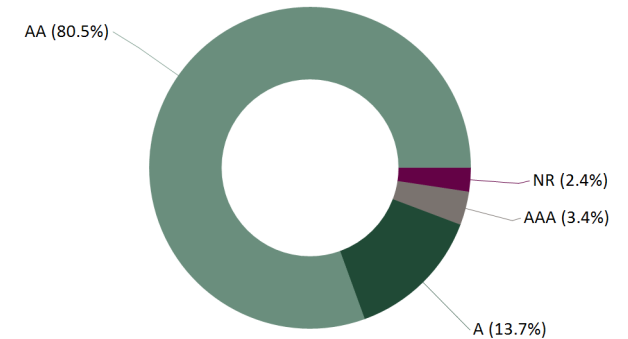
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	4/30/2009
Three Valleys Municipal Water District	-0.04%	0.21%	-0.04%	3.50%	4.36%	3.76%	2.42%	2.03%	2.20%
ICE BAML 1-5 Year US Treasury/Agency Index	-0.04%	0.10%	-0.04%	3.28%	4.01%	3.48%	2.10%	1.75%	1.89%

Statement of Compliance

As of January 31, 2021



Three Valleys Municipal Water District

Assets managed by Chandler Asset Management are in full compliance with state law and with the District's investment policy.

Category	Standard	Comment
Treasury Issues	No Limitation	Complies
Agency Issues	No Limitation	Complies
Municipal Securities/ Local Agency Bonds	Bonds issued by TVMWD; Issued by local agency within the state of California, including pooled investment accounts sponsored by the state of California, County Treasurers, or Joint Power Agencies	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or higher by a NRSRO; 30% maximum; 10% max per issuer	Complies
Banker's Acceptances	"A" rated or higher by a NRSRO; 40% maximum; 5% max per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" rated or equivalent by a NRSRO; "A" rated issuer or equivalent by a NRSRO; 25% maximum; 5% max per issuer; 270 days max maturity; Issuer must be organized and operating within the US, have AUM >\$500 mil	Complies
Corporate Medium Term Notes	"A" rated or better by a NRSRO; 30% maximum; 5% max per issuer; Issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S.	Complies
Negotiable Certificates of Deposit	30% maximum; 5% max per issuer	Complies
Certificates of Deposits/Time Deposit	Collateralized/ FDIC insured	Complies
Money Market Mutual Funds	"AAA" rated by 2 NRSROs; 20% maximum; 10% per fund	Complies
Mortgage Pass-throughs, CMOs and Asset Backed Securities	"AA" rated or higher by a NRSRO; 20% maximum; 5% max per issuer	Complies
Local Agency Investment Fund - LAIF	Max program limitation	Complies
Repurchase Agreements	102% Collateralized; 1year max maturity	Complies
Reverse Repurchase Agreements	20% maximum; 92 days max maturity	Complies
Prohibited Securities	Inverse floaters; Ranges notes, Interest-only strips from mortgaged backed securities; Zero interest accrual securities	Complies
Max Per Issuer	5% of portfolio per issuer (except U.S. Government, Agencies/GSEs, Supranationals, Money Market Mutual Funds, LAIF, LGIP)	Complies
Maximum maturity	5 years	Complies

Reconciliation Summary

As of January 31, 2021



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$1,767,215.92
Acquisition		
+ Security Purchases	\$34,935.74	
+ Money Market Fund Purchases	\$17,252.89	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$52,188.63
Dispositions		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$34,946.25	
- MMF Withdrawals	\$288.45	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$13,905.75	
Total Dispositions		\$49,140.45
Amortization/Accretion		
+/- Net Accretion	(\$7.56)	
		(\$7.56)
Gain/Loss on Dispositions		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
ENDING BOOK VALUE		\$1,770,256.54

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$21,230.23
Acquisition		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$3,347.03	
Dividend Received	\$0.11	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$13,905.75	
Total Acquisitions	\$17,252.89	
Dispositions		
Withdrawals	\$288.45	
Security Purchase	\$34,935.74	
Accrued Interest Paid	\$10.51	
Total Dispositions	\$35,234.70	
ENDING BOOK VALUE		\$3,248.42

Holdings Report

As of January 31, 2021



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
47788CAC6	John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022	2,640.15	02/21/2018 2.68%	2,639.96 2,640.09	100.19 0.59%	2,645.20 3.12	0.14% 5.11	Aaa / NR AAA	1.21 0.10
43814UAG4	Honda Auto Receivables Trust 2018-2 A3 3.01% Due 5/18/2022	12,481.70	05/22/2018 3.03%	12,481.43 12,481.61	100.75 0.21%	12,575.59 13.57	0.68% 93.98	NR / AAA AAA	1.29 0.27
47788EAC2	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	40,714.14	07/18/2018 3.10%	40,711.05 40,712.86	101.03 0.24%	41,133.37 55.73	2.23% 420.51	Aaa / NR AAA	1.79 0.36
65479GAD1	Nissan Auto Receivables Trust 2018-B A3 3.06% Due 3/15/2023	45,646.25	07/17/2018 3.08%	45,644.78 45,645.82	101.42 0.14%	46,292.78 62.08	2.52% 646.96	Aaa / AAA NR	2.12 0.49
Total ABS		101,482.24	3.07%	101,477.22 101,480.38	0.20%	102,646.94 134.50	5.58% 1,166.56	Aaa / AAA AAA	1.86 0.40

AGENCY									
3130AABG2	FHLB Note 1.875% Due 11/29/2021	50,000.00	12/28/2016 2.10%	49,485.00 49,913.69	101.47 0.09%	50,736.45 161.46	2.76% 822.76	Aaa / AA+ AAA	0.83 0.82
3133EAYP7	FFCB Note 1.95% Due 7/19/2022	100,000.00	07/28/2017 1.92%	100,138.00 100,040.55	102.68 0.12%	102,680.00 65.00	5.57% 2,639.45	Aaa / AA+ AAA	1.46 1.45
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	100,000.00	09/27/2018 3.03%	98,785.00 99,388.63	106.17 0.15%	106,173.40 320.83	5.78% 6,784.77	Aaa / AA+ AAA	2.38 2.32
313383YJ4	FHLB Note 3.375% Due 9/8/2023	100,000.00	02/26/2019 2.57%	103,413.00 101,958.24	108.25 0.20%	108,248.60 1,340.63	5.95% 6,290.36	Aaa / AA+ NR	2.60 2.49
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	30,000.00	10/22/2020 0.26%	29,875.50 29,887.06	99.86 0.18%	29,958.78 10.94	1.63% 71.72	Aaa / AA+ AAA	2.71 2.70
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	50,000.00	01/16/2019 2.74%	51,743.00 51,019.82	109.42 0.22%	54,709.10 199.31	2.98% 3,689.28	Aaa / AA+ AAA	2.88 2.76
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	100,000.00	06/18/2019 1.96%	104,323.00 102,916.01	108.87 0.23%	108,868.30 375.35	5.93% 5,952.29	Aaa / AA+ NR	3.37 3.23
3137EAEP0	FHLMC Note 1.5% Due 2/12/2025	22,000.00	03/24/2020 0.95%	22,571.34 22,471.16	104.59 0.35%	23,010.57 154.92	1.26% 539.41	Aaa / AA+ AAA	4.04 3.90
3135G03U5	FNMA Note 0.625% Due 4/22/2025	100,000.00	04/27/2020 0.67%	99,768.00 99,803.56	100.97 0.39%	100,973.40 171.88	5.49% 1,169.84	Aaa / AA+ AAA	4.22 4.16

Holdings Report

As of January 31, 2021



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	20,000.00	07/21/2020 0.48%	19,900.40 19,910.94	99.76 0.43%	19,951.64 2.08	1.08% 40.70	Aaa / AA+ AAA	4.47 4.43
3135G05X7	FNMA Note 0.375% Due 8/25/2025	60,000.00	08/25/2020 0.47%	59,719.20 59,743.52	99.70 0.44%	59,822.40 96.25	3.25% 78.88	Aaa / AA+ AAA	4.57 4.51
3137EAEX3	FHLMC Note 0.375% Due 9/23/2025	60,000.00	09/23/2020 0.44%	59,819.40 59,832.17	99.57 0.47%	59,739.42 78.75	3.25% (92.75)	Aaa / AA+ AAA	4.65 4.59
3135G06G3	FNMA Note 0.5% Due 11/7/2025	65,000.00	11/09/2020 0.57%	64,767.30 64,777.65	100.17 0.46%	65,113.04 71.32	3.54% 335.39	Aaa / AA+ AAA	4.77 4.70
Total Agency		857,000.00	1.62%	864,308.14 861,663.00	0.27%	889,985.10 3,048.72	48.46% 28,322.10	Aaa / AA+ AAA	3.15 3.08
CORPORATE									
084670BQ0	Berkshire Hathaway Callable Note Cont 2/15/2021 2.2% Due 3/15/2021	70,000.00	03/23/2018 2.69%	69,020.00 69,962.03	100.16 0.26%	70,109.20 581.78	3.84% 147.17	Aa2 / AA A+	0.12 0.04
44932HAC7	IBM Credit Corp Note 2.2% Due 9/8/2022	25,000.00	12/28/2017 2.60%	24,556.00 24,848.81	103.35 0.11%	25,837.40 218.47	1.41% 988.59	A2 / A NR	1.60 1.57
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	75,000.00	10/30/2018 3.73%	72,801.00 73,979.90	102.53 0.32%	76,895.55 99.07	4.18% 2,915.65	A2 / A- AA-	1.96 0.95
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	70,000.00	06/01/2018 3.31%	68,014.10 69,152.92	104.43 0.31%	73,103.94 30.92	3.97% 3,951.02	A2 / A A	1.98 1.87
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	70,000.00	11/29/2018 3.49%	66,895.50 68,421.80	104.73 0.29%	73,313.38 410.67	4.00% 4,891.58	Aa1 / AA+ NR	2.25 2.20
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	70,000.00	09/10/2018 3.37%	70,099.40 70,050.98	107.58 0.38%	75,305.23 1,137.11	4.15% 5,254.25	A1 / A+ NR	2.52 2.40
Total Corporate		380,000.00	3.28%	371,386.00 376,416.44	0.30%	394,564.70 2,478.02	21.54% 18,148.26	A1 / A+ A+	1.77 1.51



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
MONEY MARKET FUND FI									
31846V203	First American Govt Obligation Fund Class Y	3,248.42	Various 0.01%	3,248.42 3,248.42	1.00 0.01%	3,248.42 0.00	0.18% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		3,248.42	0.01%	3,248.42	0.01%	3,248.42 0.00	0.18% 0.00	Aaa / AAA AAA	0.00 0.00
US TREASURY									
912828N30	US Treasury Note 2.125% Due 12/31/2022	80,000.00	01/31/2018 2.54%	78,487.50 79,411.85	103.81 0.13%	83,046.88 150.28	4.51% 3,635.03	Aaa / AA+ AAA	1.92 1.88
9128284D9	US Treasury Note 2.5% Due 3/31/2023	80,000.00	04/29/2019 2.29%	80,631.25 80,347.61	105.11 0.13%	84,087.52 681.32	4.60% 3,739.91	Aaa / AA+ AAA	2.16 2.10
912828XT2	US Treasury Note 2% Due 5/31/2024	50,000.00	07/25/2019 1.83%	50,384.77 50,263.97	105.88 0.23%	52,937.50 173.08	2.88% 2,673.53	Aaa / AA+ AAA	3.33 3.23
912828XX3	US Treasury Note 2% Due 6/30/2024	80,000.00	08/26/2019 1.43%	82,109.38 81,484.56	105.99 0.24%	84,790.64 141.44	4.61% 3,306.08	Aaa / AA+ AAA	3.41 3.31
9128282Y5	US Treasury Note 2.125% Due 9/30/2024	80,000.00	11/12/2019 1.77%	81,337.50 81,002.94	106.75 0.27%	85,400.00 579.12	4.67% 4,397.06	Aaa / AA+ AAA	3.67 3.52
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	20,000.00	12/15/2020 0.37%	20,001.56 20,001.52	99.78 0.42%	19,956.24 12.98	1.08% (45.28)	Aaa / AA+ AAA	4.83 4.78
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	35,000.00	01/28/2021 0.41%	34,935.74 34,935.85	99.72 0.43%	34,901.58 11.60	1.89% (34.27)	Aaa / AA+ AAA	4.92 4.86
Total US Treasury		425,000.00	1.78%	427,887.70 427,448.30	0.23%	445,120.36 1,749.82	24.25% 17,672.06	Aaa / AA+ AAA	3.12 3.03
TOTAL PORTFOLIO		1,766,730.66	2.09%	1,768,307.48 1,770,256.54	0.26%	1,835,565.52 7,411.06	100.00% 65,308.98	Aa1 / AA AAA	2.77 2.57
TOTAL MARKET VALUE PLUS ACCRUED						1,842,976.58			

Transaction Ledger

As of January 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	01/04/2021	31846V203	0.11	First American Govt Obligation Fund Class Y	1.000	0.01%	0.11	0.00	0.11	0.00
Purchase	01/15/2021	31846V203	1,114.50	First American Govt Obligation Fund Class Y	1.000	0.01%	1,114.50	0.00	1,114.50	0.00
Purchase	01/15/2021	31846V203	1,700.04	First American Govt Obligation Fund Class Y	1.000	0.01%	1,700.04	0.00	1,700.04	0.00
Purchase	01/15/2021	31846V203	5,751.89	First American Govt Obligation Fund Class Y	1.000	0.01%	5,751.89	0.00	5,751.89	0.00
Purchase	01/15/2021	31846V203	4,431.17	First American Govt Obligation Fund Class Y	1.000	0.01%	4,431.17	0.00	4,431.17	0.00
Purchase	01/19/2021	31846V203	975.00	First American Govt Obligation Fund Class Y	1.000	0.01%	975.00	0.00	975.00	0.00
Purchase	01/19/2021	31846V203	2,315.60	First American Govt Obligation Fund Class Y	1.000	0.01%	2,315.60	0.00	2,315.60	0.00
Purchase	01/21/2021	31846V203	37.08	First American Govt Obligation Fund Class Y	1.000	0.01%	37.08	0.00	37.08	0.00
Purchase	01/25/2021	31846V203	927.50	First American Govt Obligation Fund Class Y	1.000	0.01%	927.50	0.00	927.50	0.00
Purchase	01/29/2021	91282CBC4	35,000.00	US Treasury Note 0.375% Due 12/31/2025	99.816	0.41%	34,935.74	10.51	34,946.25	0.00
Subtotal			52,252.89				52,188.63	10.51	52,199.14	0.00
TOTAL ACQUISITIONS			52,252.89				52,188.63	10.51	52,199.14	0.00
DISPOSITIONS										
Sale	01/29/2021	31846V203	34,946.25	First American Govt Obligation Fund Class Y	1.000	0.01%	34,946.25	0.00	34,946.25	0.00
Subtotal			34,946.25				34,946.25	0.00	34,946.25	0.00
Paydown	01/15/2021	47788CAC6	1,690.44	John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022	100.000		1,690.44	9.60	1,700.04	0.00
Paydown	01/15/2021	47788EAC2	5,632.93	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100.000		5,632.93	118.96	5,751.89	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	01/15/2021	65479GAD1	4,303.80	Nissan Auto Receivables Trust 2018-B A3 3.06% Due 3/15/2023	100.000		4,303.80	127.37	4,431.17	0.00
Paydown	01/19/2021	43814UAG4	2,278.58	Honda Auto Receivables Trust 2018-2 A3 3.01% Due 5/18/2022	100.000		2,278.58	37.02	2,315.60	0.00
Subtotal			13,905.75				13,905.75	292.95	14,198.70	0.00
Security Withdrawal	01/06/2021	31846V203	184.28	First American Govt Obligation Fund Class Y	1.000		184.28	0.00	184.28	0.00
Security Withdrawal	01/26/2021	31846V203	104.17	First American Govt Obligation Fund Class Y	1.000		104.17	0.00	104.17	0.00
Subtotal			288.45				288.45	0.00	288.45	0.00
TOTAL DISPOSITIONS			49,140.45				49,140.45	292.95	49,433.40	0.00
OTHER TRANSACTIONS										
Interest	01/15/2021	48128BAB7	75,000.00	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	0.000		1,114.50	0.00	1,114.50	0.00
Interest	01/19/2021	3133EAYP7	100,000.00	FFCB Note 1.95% Due 7/19/2022	0.000		975.00	0.00	975.00	0.00
Interest	01/21/2021	3137EAEU9	20,000.00	FHLMC Note 0.375% Due 7/21/2025	0.000		37.08	0.00	37.08	0.00
Interest	01/25/2021	808513AT2	70,000.00	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	0.000		927.50	0.00	927.50	0.00
Subtotal			265,000.00				3,054.08	0.00	3,054.08	0.00

Transaction Ledger

As of January 31, 2021



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Dividend	01/04/2021	31846V203	21,230.23	First American Govt Obligation Fund Class Y	0.000		0.11	0.00	0.11	0.00
Subtotal			21,230.23				0.11	0.00	0.11	0.00
TOTAL OTHER TRANSACTIONS			286,230.23				3,054.19	0.00	3,054.19	0.00

Income Earned

As of January 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
FIXED INCOME						
037833AK6	Apple Inc Note 2.4% Due 05/03/2023	11/29/2018 11/30/2018 70,000.00	68,362.21 0.00 0.00 68,421.80	270.67 0.00 410.67 140.00	59.59 0.00 59.59 199.59	199.59
084670BQ0	Berkshire Hathaway Callable Note Cont 2/15/2021 2.2% Due 03/15/2021	03/23/2018 03/27/2018 70,000.00	69,934.00 0.00 0.00 69,962.03	453.44 0.00 581.78 128.34	28.03 0.00 28.03 156.37	156.37
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	06/18/2019 06/19/2019 100,000.00	102,989.56 0.00 0.00 102,916.01	135.76 0.00 375.35 239.59	0.00 73.55 (73.55) 166.04	166.04
3130AABG2	FHLB Note 1.875% Due 11/29/2021	12/28/2016 12/29/2016 50,000.00	49,904.80 0.00 0.00 49,913.69	83.33 0.00 161.46 78.13	8.89 0.00 8.89 87.02	87.02
313383YJ4	FHLB Note 3.375% Due 09/08/2023	02/26/2019 02/27/2019 100,000.00	102,022.21 0.00 0.00 101,958.24	1,059.38 0.00 1,340.63 281.25	0.00 63.97 (63.97) 217.28	217.28
3133EAYP7	FFCB Note 1.95% Due 07/19/2022	07/28/2017 07/31/2017 100,000.00	100,042.91 0.00 0.00 100,040.55	877.50 975.00 65.00 162.50	0.00 2.36 (2.36) 160.14	160.14
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	01/16/2019 01/17/2019 50,000.00	51,049.87 0.00 0.00 51,019.82	53.47 0.00 199.31 145.84	0.00 30.05 (30.05) 115.79	115.79
3135G03U5	FNMA Note 0.625% Due 04/22/2025	04/27/2020 04/28/2020 100,000.00	99,799.61 0.00 0.00 99,803.56	119.79 0.00 171.88 52.09	3.95 0.00 3.95 56.04	56.04
3135G05X7	FNMA Note 0.375% Due 08/25/2025	08/25/2020 08/27/2020 60,000.00	59,738.75 0.00 0.00 59,743.52	77.50 0.00 96.25 18.75	4.77 0.00 4.77 23.52	23.52



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3135G06G3	FNMA Note 0.5% Due 11/07/2025	11/09/2020 11/12/2020 65,000.00	64,773.69 0.00 0.00 64,777.65	44.24 0.00 71.32 27.08	3.96 0.00 3.96 31.04	31.04
3137EAEN5	FHLMC Note 2.75% Due 06/19/2023	09/27/2018 09/28/2018 100,000.00	99,366.79 0.00 0.00 99,388.63	91.67 0.00 320.83 229.16	21.84 0.00 21.84 251.00	251.00
3137EAEP0	FHLMC Note 1.5% Due 02/12/2025	03/24/2020 03/25/2020 22,000.00	22,481.08 0.00 0.00 22,471.16	127.42 0.00 154.92 27.50	0.00 9.92 (9.92) 17.58	17.58
3137EAEU9	FHLMC Note 0.375% Due 07/21/2025	07/21/2020 07/23/2020 20,000.00	19,909.25 0.00 0.00 19,910.94	32.92 37.08 2.08 6.24	1.69 0.00 1.69 7.93	7.93
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	09/23/2020 09/25/2020 60,000.00	59,829.10 0.00 0.00 59,832.17	60.00 0.00 78.75 18.75	3.07 0.00 3.07 21.82	21.82
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	10/22/2020 10/23/2020 30,000.00	29,883.51 0.00 0.00 29,887.06	7.81 0.00 10.94 3.13	3.55 0.00 3.55 6.68	6.68
43814UAG4	Honda Auto Receivables Trust 2018-2 A3 3.01% Due 05/18/2022	05/22/2018 05/30/2018 12,481.70	14,760.17 0.00 2,278.58 12,481.61	16.04 37.02 13.57 34.55	0.02 0.00 0.02 34.57	34.57
44932HAC7	IBM Credit Corp Note 2.2% Due 09/08/2022	12/28/2017 12/28/2017 25,000.00	24,840.78 0.00 0.00 24,848.81	172.64 0.00 218.47 45.83	8.03 0.00 8.03 53.86	53.86
47788CAC6	John Deere Owner Trust 2018-A A3 2.66% Due 04/18/2022	02/21/2018 02/28/2018 2,640.15	4,330.49 0.00 1,690.44 2,640.09	5.12 9.60 3.12 7.60	0.04 0.00 0.04 7.64	7.64

Income Earned

As of January 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
47788EAC2	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	07/18/2018 07/25/2018 40,714.14	46,345.54 0.00 5,632.93 40,712.86	63.44 118.96 55.73 111.25	0.25 0.00 0.25 111.50	111.50
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 01/15/2023	10/30/2018 10/31/2018 75,000.00	73,935.55 0.00 0.00 73,979.90	1,027.82 1,114.50 99.07 185.75	44.35 0.00 44.35 230.10	230.10
65479GAD1	Nissan Auto Receivables Trust 2018-B A3 3.06% Due 03/15/2023	07/17/2018 07/25/2018 45,646.25	49,949.54 0.00 4,303.80 45,645.82	67.93 127.37 62.08 121.52	0.08 0.00 0.08 121.60	121.60
69371RP59	Paccar Financial Corp Note 3.4% Due 08/09/2023	09/10/2018 09/12/2018 70,000.00	70,052.70 0.00 0.00 70,050.98	938.78 0.00 1,137.11 198.33	0.00 1.72 (1.72) 196.61	196.61
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 01/25/2023	06/01/2018 06/05/2018 70,000.00	69,116.60 0.00 0.00 69,152.92	803.83 927.50 30.92 154.59	36.32 0.00 36.32 190.91	190.91
9128282Y5	US Treasury Note 2.125% Due 09/30/2024	11/12/2019 11/13/2019 80,000.00	81,026.19 0.00 0.00 81,002.94	434.34 0.00 579.12 144.78	0.00 23.25 (23.25) 121.53	121.53
9128284D9	US Treasury Note 2.5% Due 03/31/2023	04/29/2019 04/30/2019 80,000.00	80,361.28 0.00 0.00 80,347.61	510.99 0.00 681.32 170.33	0.00 13.67 (13.67) 156.66	156.66
912828N30	US Treasury Note 2.125% Due 12/31/2022	01/31/2018 01/31/2018 80,000.00	79,385.73 0.00 0.00 79,411.85	4.70 0.00 150.28 145.58	26.12 0.00 26.12 171.70	171.70
912828XT2	US Treasury Note 2% Due 05/31/2024	07/25/2019 07/26/2019 50,000.00	50,270.71 0.00 0.00 50,263.97	87.91 0.00 173.08 85.17	0.00 6.74 (6.74) 78.43	78.43

Income Earned

As of January 31, 2021



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
912828XX3	US Treasury Note 2% Due 06/30/2024	08/26/2019 08/27/2019 80,000.00	81,521.52 0.00 0.00 81,484.56	4.42 0.00 141.44 137.02	0.00 36.96 (36.96) 100.06	100.06
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	12/15/2020 12/16/2020 20,000.00	20,001.55 0.00 0.00 20,001.52	6.59 0.00 12.98 6.39	0.00 0.03 (0.03) 6.36	6.36
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	01/28/2021 01/29/2021 35,000.00	0.00 34,935.74 0.00 34,935.85	0.00 (10.51) 11.60 1.09	0.11 0.00 0.11 1.20	1.20
			1,745,985.69	7,639.45	254.66	
			34,935.74	3,336.52	262.22	
			13,905.75	7,411.06	(7.56)	
Total Fixed Income		1,763,482.24	1,767,008.12	3,108.13	3,100.57	3,100.57
CASH & EQUIVALENT						
31846V203	First American Govt Obligation Fund Class Y	01/15/2021 01/15/2021 3,248.42	21,230.23 17,252.89 35,234.70 3,248.42	0.00 0.11 0.00 0.11	0.00 0.00 0.00 0.11	0.11
			21,230.23	0.00	0.00	
			17,252.89	0.11	0.00	
			35,234.70	0.00	0.00	
Total Cash & Equivalent		3,248.42	3,248.42	0.11	0.11	0.11
			1,767,215.92	7,639.45	254.66	
			52,188.63	3,336.63	262.22	
			49,140.45	7,411.06	(7.56)	
TOTAL PORTFOLIO		1,766,730.66	1,770,256.54	3,108.24	3,100.68	3,100.68



Account #10065

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Custody: Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

Valuation: Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance: Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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Ratings: Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.


Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



Benchmark Index	Disclosure
ICE BAML 1-5 Year US Treasury/Agency Index	The ICE BAML 1-5 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than five years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies. (Index: GVA0. Please visit www.mlindex.ml.com for more information)



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: February 17, 2021
Subject: YTD District Budget Status Report

<input type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	\$
<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

Attached for your review is the YTD District Budget Status Report for the period ending January 31, 2021.

The ***Grants and Other Revenue*** line item reflects the following:

- \$110,000 final payment received for Termination and Release of the 1984 Grant Easement for the 901 Corporate Center Drive, Pomona property.
- \$125,000 received to offset expected expenses for the Bonanza Springs Study.

The ***Membership Dues & Fees*** line item is slightly over budget due to a few membership dues that were higher than planned.

Strategic Plan Objective(s):

3.1 – Utilize and comply with a set of financial policies to maintain TVMWD’s financial health

Attachment(s):

Exhibit A – YTD District Budget Status Report

Meeting History:

None

NA/LC

THREE VALLEYS MUNICIPAL WATER DISTRICT				
DISTRICT BUDGET - FISCAL YEAR 2020-2021				
Month Ending January 31, 2021				
	2020-2021 YTD Actual	Annual Budget All Funds	2020-2021 Percent of Budget	2020-2021 Balance Remaining
REVENUES				
OPERATING REVENUES				
Water Sales	46,480,869	63,627,104	73.1%	17,146,235
MWD RTS Standby Charge	1,929,663	3,687,227	52.3%	1,757,564
MWD Capacity Charge Assessment	757,499	1,394,595	54.3%	637,096
TVMWD Fixed Charges	406,913	717,787	56.7%	310,874
Hydroelectric Revenue	168,527	164,000	102.8%	(4,527)
NON-OPERATING REVENUES				
Property Taxes	1,420,188	2,346,337	60.5%	926,149
Interest Income	75,557	146,350	51.6%	70,793
Pumpback O&M/Reservoir #2 Reimbursement	683	20,000	3.4%	19,317
Grants and Other Revenue	224,006	5,317	4213.0%	(218,689)
TOTAL REVENUES	51,463,905	72,108,717	71.4%	20,644,812
EXPENSES				
OPERATING EXPENSES				
MWD Water Purchases	42,014,046	57,641,851	72.9%	15,627,805
MWD RTS Standby Charge	1,871,414	3,687,227	50.8%	1,815,813
Staff Compensation	2,828,295	4,377,912	64.6%	1,549,617
MWD Capacity Charge	628,760	1,394,595	45.1%	765,835
Operations and Maintenance	1,089,997	1,671,585	65.2%	581,588
Professional Services	397,639	566,255	70.2%	168,616
Directors Compensation	134,520	323,892	41.5%	189,372
Communication and Conservation Programs	69,722	183,000	38.1%	113,278
Planning & Resources	156,319	90,500	172.7%	(65,819)
Membership Dues and Fees	88,681	87,989	100.8%	(692)
Hydroelectric Facilities	4,922	39,000	12.6%	34,078
Board Elections	-	-	0.0%	-
NON OPERATING EXPENSES				
Pumpback O&M/Reservoir #2 Expenses	5,519	20,000	27.6%	14,481
RESERVE EXPENSES				
Reserve Replenishment	-	238,182	0.0%	238,182
CAPITAL INVESTMENT				
Capital Repair & Replacement	137,753	500,780	27.5%	363,027
Capital Investment Program	1,260,755	1,975,581	63.8%	714,826
TOTAL EXPENSES	50,688,342	72,798,349	69.6%	22,110,007
NET INCOME (LOSS) BEFORE TRANSFERS		(689,632)		
TRANSFER FROM/(TO) CAPITAL RESERVES		(210,337)		
TRANSFER IN FROM OPPORTUNITY RESERVE				
TRANSFER IN FROM ENCUMBERED RESERVES		396,462		
NET INCOME (LOSS) AFTER TRANSFERS		\$ (503,507)		

***This budget is prepared on a modified cash-basis of accounting, which is a basis of accounting other than generally accepted accounting principles (GAAP).*



**Board of Directors
Staff Report**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager *[Signature]*
Date: February 17, 2021
Subject: **Warrant List**

<input checked="" type="checkbox"/>	For Action	<input checked="" type="checkbox"/>	Fiscal Impact	\$ 5,817,445.50
<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Funds Budgeted:	

Staff Recommendation:

Receive and file the Warrant List for the period ending January 31, 2021 as presented.

Discussion:

The monthly warrant list is provided for your information.
 General checks 50873 through 50931 totaling \$550,538.61 are listed on pages 1 to 3.
 MWD November water invoice totaling \$4,985,712.80 is listed on page 3.
 Wire transfers for taxing agencies, benefit payments and PERS totaling \$104,299.40 are listed on pages 3 to 4.
 Total payroll checks 13798 through 13853 totaling \$176,894.69 are listed on page 4.
 Umpqua Bank invoices details are listed on pages 5 to 6.

Strategic Plan Objective(s):

3.1 – Utilize and comply with a set of financial policies to maintain TVMWD’s financial health

Attachment(s):

Exhibit A – Warrant List

Meeting History:

None
 NA/LC



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

January 2021

General Checks 50873 through 50931

Payroll Wire Transfer 3020 through 3035

Payroll Checks 13798 through 13853

Check Number	Vendor	Description	Paid Amount
50873	ACWA	2021 MEMBERSHIP DUES	23,038.04
50874	BRENTAG PACIFIC, INC.	SODIUM HYDROXIDE	7,377.88
50875	BURROUGHS, WADE	D3 CERTIFICATION RENEWAL	90.00
50876	CELL BUSINESS EQUIPMENT	PLOTTER LEASE - JAN	268.27
50877	CLS LANDSCAPE MANAGEMENT	WEEDS/SHRUBS AND BRANCHES REMOVAL/POTS IRRIGATION INSTALL AT MIRAMAR	856.69
50878	D & H WATER SYSTEMS INC.	CHLORINE/AMMONIA SYSTEMS MAINTENANCE	28,731.21
50879	METROPOLITAN WATER DISTRICT	SERVICE CONNECTION PM-26A PROJECT DEPOSIT	75,000.00
50880	OFFICE DEPOT	PAPER TOWELS	81.01
50881	PEST OPTIONS INC.	MICE/RATS CONTROL	185.00
50882	SGV WATER ASSOCIATION	2021 MEMBERSHIP DUES	100.00
50883	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - NOV/DEC	10,239.21
50884	SWRCB - ELAP FEES	LABORATORY ACCREDITATION AMENDMENT FEE	1,021.00
50885	SWRCB-DWOCP	D2 CERTIFICATION RENEWAL - HARBERSON	60.00
50886	ACWA/JPIA	WORKER'S COMPENSATION 10/01/20 - 12/31/20	12,180.01
50887	BBVA COMPASS	OIL & FILTER CHANGE/INSPECTION & TIRE ROTATION FOR DISTRICT VEHICLE	53.97
50888	LARRY BURKE ENTERPRISES	BATTERY	126.53
50889	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEF RD: JANUARY 10 PAYROLL	8,977.50
50890	SAN ANTONIO WATER COMPANY	WATER AVAILABILITY CHARGE 10/25/20 - 12/24/20	4.00
50891	SIX BASINS WATERMASTER	SIX BASINS ASSESSMENT FIRST INSTALLMENT PAYMENT CY 2021	8,626.66
50892	SOUTHERN CALIFORNIA EDISON	MIRAMAR - DEC	209.03
50893	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	41,966.98
50894	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	1,815.93
50895	WEX BANK	FUEL 12/01/20 - 12/31/20	1,014.39



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

January 2021

General Checks 50873 through 50931

Payroll Wire Transfer 3020 through 3035

Payroll Checks 13798 through 13853

Item 6.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
50896	AGUIAR, DOMINIQUE	SAFETY FOOTWEAR	172.79
50897	ARAMARK UNIFORM&CAREER GRP INC	COUGH DROPS/ALLERGY RELIEF/BURN DRESSING/ASPIRIN/IBUPROFEN/ANTIBIOTIC OINTMENT	458.10
50898	BRENTAG PACIFIC, INC.	SODIUM HYPOCHLORITE	2,235.99
50899	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - DEC	18,854.00
50900	CA DEPT OF TAX & FEE ADMIN	2020 USE TAX QUARTER 4	163.00
50901	CLS LANDSCAPE MANAGEMENT	LANDSCAPCE MAINTENANCE - JAN	2,940.00
50902	DENALI WATER SOLUTIONS, LLC	SLUDGE REMOVAL - DEC	6,514.76
50903	GREEN MEDIA CREATIONS, INC.	12/5/20 EDIBLE GARDENING CLASS HOSTED BY WALNUT VALLEY WD (REIMBURSED BY MWD)	1,250.00
50904	GUTIERREZ, JOSEPH	MIRAGRAND WELL DISCHARGE PIPELINE ENGINEERING SERVICES	467.90
50905	HACH COMPANY	STABLICAL/CHLORINE REAGENT SETS/CL17 ANALYZER MAINT KIT/AMMONIUM HYDROXIDE	1,192.87
50906	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	17,160.70
50907	LANCASTER, CHRISTOPHER W.	SUSTAINABILITY TAKES SIZEABLE PROJECTS AD	7,800.00
50908	LEWIS ENGRAVING, INC	NAME BADGES/PLATES	66.00
50909	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEF RD: BOARD-JANUARY 2021	4,527.32
50910	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT JAN/DEC EXPENSES	6,084.00
50911	OFFICE DEPOT	DISHWASHER DETERGENT PODS/TRASH BAGS/DISHWASHING SOAP	139.03
50912	PUBLIC WATER AGENCIES GROUP	EMERGENCY PREPAREDNESS PROGRAM - JAN/PWAG ASSESSMENT 1ST QTR 2021	1,838.75
50913	SOCALGAS	FULTON SERVICE 12/04/20 - 1/06/21	16.27
50914	SYNCB/AMAZON	LED MONITOR/HDMI CABLE/FLASH DRIVE/TIRE COVERS/TUBING CUTTER/INK CARTRIDGES	522.40
50915	UNIVAR SOLUTIONS USA INC.	SODIUM HYPOCHLORITE	1,984.98
50916	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - FEBRUARY 2021	47,987.49
50917	AFLAC	AFLAC SUPP. INS: JANUARY 2021 (EMPLOYEE REIMBURSED)	1,057.80
50918	CITY OF GLENDORA	REIMBURSEMENT OF UNTREATED WATER SALES FOR NOV 2020	114,533.50
50919	DE LAGE LANDEN FIN SVCS, INC.	POSTAGE METER LEASING CHARGES 1/15/21 - 2/14/21	124.52



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

January 2021

General Checks 50873 through 50931

Payroll Wire Transfer 3020 through 3035

Payroll Checks 13798 through 13853

Item 6.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
50920	GEOSCIENCE SUPPORT SVCS INC	MIRAGRAND WELL DESIGN PROJECT - DEC	17,396.00
50921	HACH COMPANY	AMMONIA/CHLORINE/MONOCHLORAMINE/HARDNESS/STAINLESS STEEL MUG	2,224.88
50922	IDEAL COMFORT CORP.	HEAT & AIR CONDITIONING PREVENTATIVE MAINTENANCE	714.00
50923	LINCOLN FINANCIAL GROUP	ANNUAL 401A PLAN ADMINISTRATION FEE FOR 1/1/20 - 12/31/20	100.00
50924	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFERD: JANUARY 24 PAYROLL	8,977.50
50925	MC MASTER-CARR SUPPLY COMPANY	STRUT CHANNEL/FLOOR MOUNT/NUTS WITH SPRING/CLAMPING HANGER	465.24
50926	NATIONAL RAM BUSINESS SYSTEMS	COLOR/LASERJET PRINTERS MAINTENANCE AGREEMENT 1/11/21 - 1/10/22	626.00
50927	P&D VENTURES INC, DBA JAN-PRO CLEANING SYST	JANITORIAL SERVICE - FEB	414.20
50928	POLYDYNE, INC	CLARIFLOC	10,265.13
50929	POMONA WHOLESALE ELECTRIC	CHEM SHADE STRUCTURE MATERIALS	85.55
50930	RELIANCE STANDARD LIFE INS.	ST/LT DISAB: JANUARY 2021	976.13
50931	STETSON ENGINEERS, INC.	SERVICES FOR PREPARATION OF THE 2020 REGIONAL URBAN WATER MANAGEMENT	48,178.50
TOTAL AMOUNT OF CHECKS LISTED			\$ 550,538.61
12810	METROPOLITAN WATER DISTRICT	NOVEMBER 2020 MWD WATER INVOICE	4,985,712.80
TOTAL AMOUNT OF WIRE TRANSFERS			\$ 4,985,712.80
3020	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: JANUARY 10 PAYROLL	19,678.04
3021	FEDERAL TAX PAYMENT	FED TAX: JANUARY 10 PAYROLL	17,985.82
3022	STATE TAX PAYMENT	STATE TAX: JANUARY 10 PAYROLL	7,459.49
3023	CALPERS-457 PLAN	PERS-457 DEFERRED COMP/EMPL LOAN: JANUARY 10 PAYROLL	3,609.37
3024	BASIC PACIFIC	HEALTH SAVINGS ACCT: JANUARY 10 PAYROLL	1,579.16
3025	LINCOLN FINANCIAL GROUP	401A DEFERD: JANUARY 10 PAYROLL	600.00
3026	BASIC PACIFIC	HEALTH SAVINGS ACCT: BOARD-JANUARY 2021	533.25



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

January 2021

General Checks 50873 through 50931

Payroll Wire Transfer 3020 through 3035

Payroll Checks 13798 through 13853

Item 6.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
3027	FEDERAL TAX PAYMENT	FED TAX: BOARD-JANUARY 2021	1,342.20
3028	STATE TAX PAYMENT	STATE TAX: BOARD-JANUARY 2021	313.54
3029	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: BOARD-JANUARY 2021	1,035.00
3030	FEDERAL TAX PAYMENT	FED TAX: JANUARY 24 PAYROLL	17,912.48
3031	BASIC PACIFIC	HEALTH SAVINGS ACCT: JANUARY 24 PAYROLL	1,579.16
3032	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: JANUARY 24 PAYROLL	19,502.00
3033	STATE TAX PAYMENT	STATE TAX: JANUARY 24 PAYROLL	7,259.89
3034	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: JANUARY 24 PAYROLL	3,310.00
3035	LINCOLN FINANCIAL GROUP	401A DEFRD: JANUARY 24 PAYROLL	600.00
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 104,299.40
PAYROLL SUMMARY			
Check# 13798 - 13853	TOTAL AMOUNT OF PAYROLL CHECKS LISTED		\$ 176,894.69
TOTAL January 2021 CASH DISBURSEMENTS			\$ 5,817,445.50



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 January 2021
 Umpqua Bank E-Payables Invoice Detail Check 50893
 Umpqua Bank Credit Cards Invoice Detail Check 50894

Item 6.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
50893	ACCENT COMPUTER SOLUTIONS, INC.	IT SERVICES - DEC/PROTECH/OFFICE 365 BUSINESS/WI-FI RENEWAL/MULTI-FACTOR AUTHENTICATION	6,832.53
50893	AIRGAS SPECIALTY PRODUCTS	AMMONIA/AMMONIUM HYDROXIDE	4,928.45
50893	ALS GROUP USA, CORP	LABORATORY TESTING - THM	400.00
50893	AWWA	MEMBERSHIP DUES	1,864.00
50893	AZUSA LIGHT & WATER	ELECTRIC UTILITY 10/6/20 TO 11/9/20	24.27
50893	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - NOV	1,931.11
50893	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - DEC	156.58
50893	CLINICAL LABORATORY OF SB, INC	LABORATORY TESTING - OCT	235.00
50893	CSDA	MEMBERSHIP DUES	7,805.00
50893	EUROFINS EATON ANALYTICAL	LABORATORY TESTING - WTP/TOC	90.00
50893	FRANCOTYP-POSTALIA, INC.	POSTAGE MACHINE RENTAL 11/8/20 - 2/7/21	111.69
50893	FRONTIER	DSL FOR SCADA 11/10/20 - 12/9/20	95.98
50893	GROUND CONTROL SYSTEMS, INC.	IDIRECT EMERGENCY RESPONDER SERVICES FEE - DEC	279.00
50893	HARRINGTON IND PLASTICS, LLC	CONNECTORS/TUBING/VALVE BALL	442.94
50893	HD SUPPLY FACILITIES MAINT LTD	ORGANIC DILUTION WATER/AMMONIA/MONOCHLORAMINE/CL17 MOTOR ASSEMBLY/ACID SURFACTANT	758.97
50893	INTERFACE SECURITY SYSTEMS LLC	EOC WIRELESS BROADBAND SERVICE - DEC/JAN	269.76
50893	SULZER ELECTRO-MECHANICAL SVCS	15HP ELECTRIC MOTOR FOR BACKWASH RECOVERY PUMP	3,095.95
50893	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 11/16/20 - 12/15/20	1,537.99
50893	TIME WARNER CABLE	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 11/9/20 - 12/20/20	239.97
50893	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - NOV	56.20
50893	VERIZON WIRELESS	CELLULAR/IPAD/HARNESS FLEET SERVICES/MOBILE BROADBAND 11/26/20 - 12/25/20	1,079.38
50893	VIA PROMOTIONALS	SHIRTS WITH LOGO	3,667.76
50893	VIRTUAL GRAFFITI INC.	EMAIL FILTER/BACKUP/PHISHING TRAINING RENEWALS	6,064.45
TOTAL AMOUNT OF UMPQUA BANK E-PAYABLES SERVICES INVOICE			\$41,966.98



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
January 2021
Umpqua Bank E-Payables Invoice Detail Check 50893
Umpqua Bank Credit Cards Invoice Detail Check 50894

Item 6.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
50894	CSDA	RECOGNITION IN GOOD GOVERNANCE APPLICATION FEE - JACKMAN	65.00
50894	GFOA	MEMBERSHIP DUE - LINTHICUM	160.00
50894	GRISWOLD INDUSTRIES	12/03/20 CLA VAL TRAINING - QUINTERO	50.00
50894	LIEBERT CASSIDY WHITMORE	CAL/OSHA-COMPLIANT TEMPLATE COVID-19 PREVENTION PROGRAM - PEÑA	149.00
50894	LINCO	PROCLAMATIONS FRAMES - JACKMAN/MENDOZA	346.02
50894	LOWE'S	SPILL CLEAN UP SUPPLIES	81.65
50894	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - DEC	340.61
50894	QUICK QUACK CAR WASH	DISTRICT VEHICLE CAR WASH MEMBERSHIP	29.99
50894	UPS	SHIPPING CHARGES FOR RESOLUTIONS / CERTIFIED OATH OF OFFICE - BOARD OF SUPERVISORS	155.69
50894	THOMPSON INDUSTRIAL SUPPLY	FLEX ELEMENT WITH HARDWARE	437.97
TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE			\$ 1,815.93



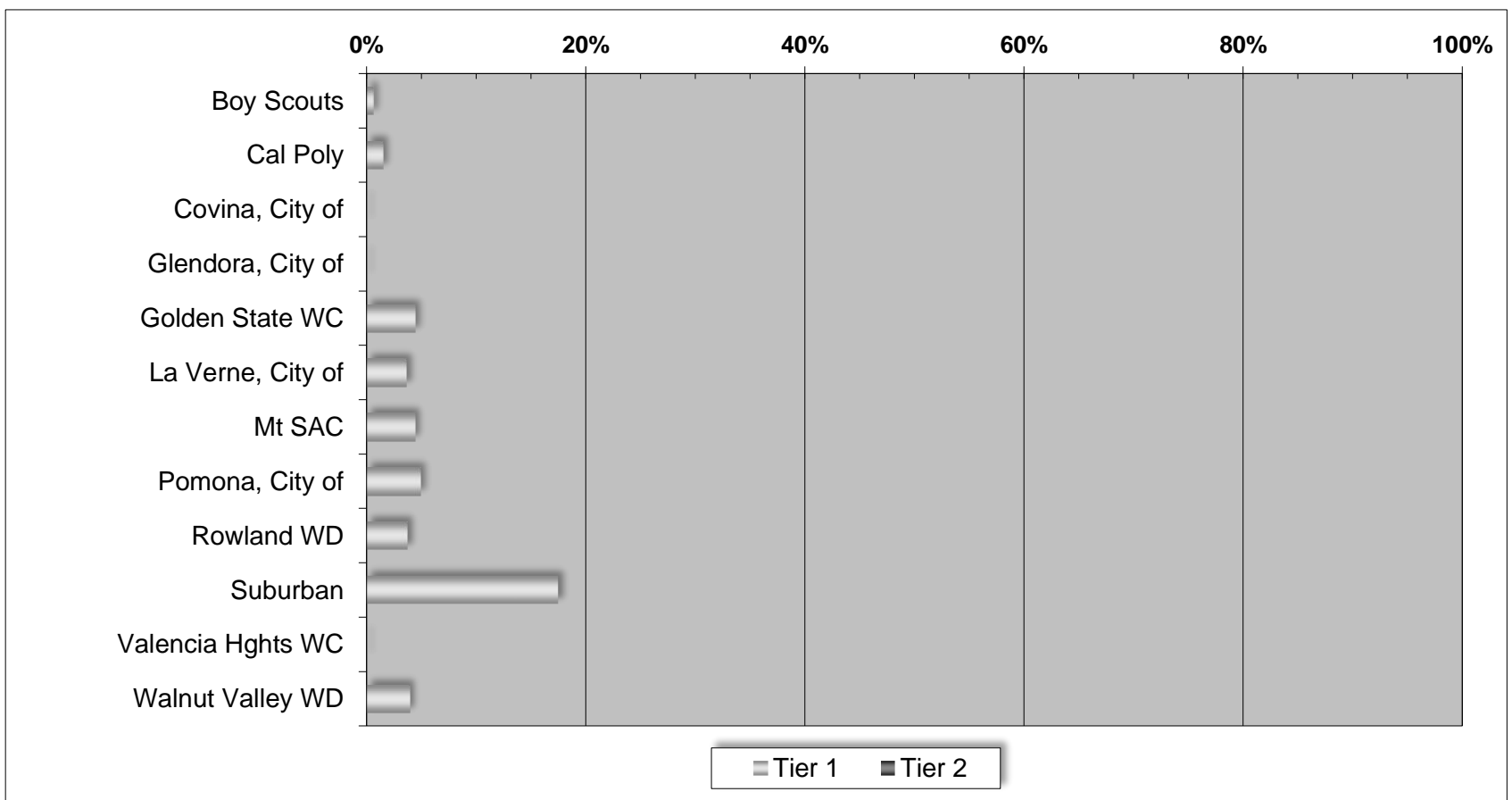
**Tier 1 Balance (in Acre-Feet)
Calendar Year 2021
(through January 2021)**

Agency	Tier 1 Allocation					Balance
		Weymouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	0.2	0.0	0.0	0.0	35.4
Cal Poly Pomona	269	3.9	0.0	0.0	0.0	265.1
Covina, City of *	1,568	0.0	0.0	0.0	0.0	1,568.0
Glendora, City of *	4,101	0.0	0.0	0.0	0.0	4,101.3
Golden State Water Company *	15,714	436.4	260.5	0.0	0.0	15,016.9
La Verne, City of	8,026	0.0	290.5	0.0	0.0	7,735.8
Mt San Antonio College	699	30.6	0.0	0.0	0.0	668.4
Pomona, City of *	7,052	244.1	103.2	0.0	0.0	6,704.9
Rowland Water District *	14,741	449.5	96.9	0.0	0.0	14,194.5
Suburban Water Systems *	1,961	342.7	0.0	0.0	0.0	1,618.3
Three Valleys MWD	NA				0.0	NA
Valencia Heights Water Co *	464	0.0	0.0	0.0	0.0	464.0
Walnut Valley Water District *	26,057	823.1	189.4	0.0	0.0	25,044.2

* Deliveries to JWL are assigned to Pomona, RWD, and WVWD.
 Deliveries to BGL are assigned to Suburban, VHWC, GSWC and WVWD.
 Deliveries to CIC are assigned to Covina, Glendora, GSWC, SWS, and VHWC.
 Quantities apportioned to above agencies are preliminary based on available data.

TVMWD Tier 1 Allowable = 80,688
MWD Tier 1 Deliveries = 3,282
TVMWD Tier 1 Balance = 77,406

Overage by Individual Agencies 0.0



**Three Valleys Municipal Water District
Miramar Operations Report**

JANUARY 2021

Water Quality

The treatment plant produced treated water that met or exceeded state and federal drinking water standards.

Water quality data for the month of January (unless otherwise noted)

	Location	Results	Limits	Water Quality Goals
Turbidity	Raw	0.36 NTU	N/A	
Turbidity	Reservoir Effluent	0.06 NTU	0.3	0.04-0.08 NTU
MIB	Lake Silverwood	ND ng/L	N/A	DWR results as of Feb 3, 2021
Geosmin	Lake Silverwood	4 ng/L	N/A	DWR results as of Feb 3, 2021
Total Trihalomethanes	Distribution System	39.7-41.1 µg/l	80	Ranges from 4 distribution locations (Dec 2020 results)
Haloacetic Acids	Distribution System	7.56-11.7 µg/l	60	
Nitrate	Reservoir Effluent	0.4 mg/L	10	<2.0 mg/L
Nitrite	Reservoir Effluent	0.009 mg/L	1	<0.008 mg/L
PFAS	Raw	ND µg/l	N/A	June 2019 results
Total Organic Carbon	RAA Ratio (Running Annual Average)		1.00	* RAA results should be greater than minimum limit to comply

Reportable violations made to SWRCB:

NONE

*RAA - Running Annual Average

Monthly Plant Production

	Capacity	Monthly %
Potable water produced from Miramar Plant	937.2 AF	50.8%
	1844.6 AF	

Monthly Well Production

	Days in service	Same month prior year	Days in service
Well #1	8	27.5	22
Well #2	22	63.1	22
Grand Ave Well	21	-	0
Total Monthly Well Production	155.0 AF	90.6 AF	

Monthly Sales

La Verne	337.0 AF	30.9%
GSWC (Claremont)	208.5	19.1%
GSWC (San Dimas)	93.8	8.6%
PWR-JWL	451.9	41.4%
Pomona (Mills)	0.0	0.0%
TVMWD Admin	1.2	0.1%
Total Potable Water Sold	1092.3 AF	100.0%

Year To Date 2020-21

	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Potable Water Sold from Miramar Plant (89.7%)	11,000.6 AF	9,675.8 AF	113.7%
Total Well Production (10.3%)	1,268.2	1,040.3	121.9%
Total Potable Water Sold (Plant & Wells)	12,268.8 AF	10,716.1 AF	114.5%
Average monthly water sold	1,752.7 AF		

Hydroelectric Generation (kWh) FY 2020-21

	<u>Monthly kWh</u>		<u>YTD kWh</u>		<u>% of Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Miramar					
Hydro 1	38,922	138,403	1,166,003	858,101	135.9%
Hydro 2	66	14,413	32,168	120,107	26.8%
Hydro 3	10,406	29,215	275,722	243,456	113.3%
Williams	120,880	57,832	738,240	470,920	156.8%
Fulton	80,320	38,675	720,280	239,786	300.4%
	250,594	278,538	2,932,413	1,932,370	151.8%

Operations/Maintenance Review

Special Activities

- ▶ Due to the COVID-19 Pandemic, all Administrative staff is now working remotely. Operations staff has been decreased to limit contact as much as possible. Distribution sampling and lab analysis continues as normal.
- ▶ Operations staff replaced the air relief valve at the Baseline and Live Oak connection.
- ▶ The contractor began the rehabilitation work for Well #1.
- ▶ The ammonia/monochloramine in the lab required servicing and maintenance from Hach.
- ▶ Operations staff replaced the packing at the Grand Well to stop the water leak from the pump.
- ▶ The contractor began work on the shade structures to cover the chemical pumps and prevent damage from the elements.

Outages/Repairs

- ▶ There were a number of planned outages by SCE so they could make critical work on the electrical system. The power has since been restored.

Unbudgeted Activities

- ▶ None

Other

- ▶ All tours were canceled due to the COVID-19 Pandemic until further notice.

Submitted by: _____

Steve Lang
Chief Operations Officer





Name: Brian Bowcock, Division 3

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)		Compensation		
		From City	To City	Miles	Mileage \$	
1/5/2021	Claremont Chamber of Commerce	La Verne	Virtual	0	\$0.00	\$200.00
Meeting with Senator Portantino, discuss issues and the virus within our district.						
1/6/2021	TVMWD BOD meeting	La Verne	Virtual	0	\$0.00	\$200.00
Regular board meeting (workshop setting) to discuss issues and or solutions within our district.						
1/7/2021	AALRR Attorney Group	La Verne	Virtual	0	\$0.00	\$200.00
New Cal/Osha covid-19 Regulations AB 685						
1/12/2021	WQA meeting Finance Committee	La Verne	Virtual	0	\$0.00	\$200.00
Discussion of the Budget, Reserves and the financial stability of the Agency						
1/13/2021	WQA meeting (Legislative and Public Information Committees)	La Verne	Virtual	0	\$0.00	\$200.00
Update on Sacramento Legislation relating to the agency.						
1/19/2021	USC Backflow Foundation meeting	La Verne	Virtual	0	\$0.00	\$200.00
Overview of the foundation expenses and update on special Webinars, Training classes and onsite instruction classes throughout the different states.						
1/20/2021	TVMWD BOD meeting	La Verne	Virtual	0	\$0.00	\$200.00
Regular monthly meeting to discuss issues within the District. Including Finance, Capital projects and the Covid virus and how it affects the district						
1/22/2021	Citrus Foundation Committees (Fund raising, Community Relations, Outreach, Communications, Finance and Investments.	La Verne	Virtual	0	\$0.00	\$200.00
3 different meetings all working for the foundation to become stronger.						
1/25/2021	SGVW Association	La Verne	Virtual	0	\$0.00	\$200.00
Board of Directors meeting. Comments from all agencies in the San Gabriel Valley on their specific agencies. Including a report by our representative Director De Jesus.						
1/27/2021	TVMWD special workshop meeting	La Verne	Virtual	0	\$0.00	\$200.00
Meeting to discuss the Cadiz project with the public input.						

Item 6.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation
		From City	To City	Miles Mileage \$	
Approved		Subtotal Meeting Compensation:			\$2,000.00
		Mandatory Deferred Comp 7.5%			(\$150.00)
<hr/> Brian Bowcock		Subtotal Mileage Reimbursement			\$0.00
		Total			\$1,850.00

Thursday, February 4, 2021

Name: Brian Bowcock, Division 3

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
1/6/2021	San Gabriel Watermaster meeting	Virtual
Monthly meeting or Watermaster to discuss issues within the area relating to the water table which is 200 feet.		
1/18/2021	SGV Government Affairs Committee	Virtual
Discussion of issues such as the virus in our area. Businesses closing etc. Also an update on Sacramento pertaining to AB bills and SB bills the affect on the area.		
1/19/2021	La Verne Chamber of Commerce, University of La Verne	Virtual
Chamber, regular monthly meeting, Univ. LV, committee for new student programs, we give tours at the district every year for them. Citrus Foundation, welcoming 3 new Board of Trustees.		
1/25/2021	David & Margaret Youth and Family Services	Virtual
Regular monthly meeting. The objective was discussion on a possible merger between D & M and Leroy Haynes.		
1/27/2021	Sis Basins Watermaster	Virtual
Regular monthly meeting. Elect new officers . I'm the designated representative.		

Thursday, February 4, 2021



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
1/5/2021	San Gabriel Valley MWD Directors Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Meeting was conducted with MWD directors only consisting of Board Vice Chair Kurtz (Pasadena), Executive Committee Directors Atwater (Foothill MWD), and Trevino (Upper SGVMWD District, and Director Morris. The meeting reviewed actions taken at the previous board meeting and a over view of the agenized items for discussion in the current month.						
1/8/2021	IRP Leadership Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Weekly (Friday) meeting with IRP assigned staff and committee chair Pressman to discuss recent requests or staff developments related to the Integrated Resource Plan Program.						
1/9/2021	Board Leadership Conference call	Walnut	Virtual	0	\$0.00	\$200.00
Meeting held with the Board Chairwoman to discuss matters related to the Board including feedback offered on the following issues: Board committee leadership positions, suggested protocol on SDCWA response letter addressed to the IRP Committee. Issues related to the upcoming executive meeting and the changes to the committee.						
1/11/2021	MWD Committee Meeting Day	Walnut	Virtual	0	\$0.00	\$200.00
Attended numerous meetings throughout the day. Pertinent items will be reported on during the Districts regularly scheduled board meeting.						
1/12/2021	MWD Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Monthly Meeting of the board of directors. Various items were voted and approved. The most pertinent of which will be reported to the District board during my report.						
1/13/2021	Colorado River Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended the meeting as the MWD alternate board voting member. The board was provided with up dated information and a look into 2021. The emphasis is on the incoming administration and who will lead the the Bureau of Reclamation as discussions regarding the River and future drought contingency protocols take effect.						
1/15/2021	IRP Leadership Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Weekly (Friday) meeting with IRP assigned staff and committee chair Pressman to discuss recent requests or staff developments related to the Integrated Resource Plan Program						
1/22/2021	IRP Leadership Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Weekly (Friday) meeting with IRP assigned staff and committee chair Pressman to discuss recent requests or staff developments related to the Integrated Resource Plan Program						
1/26/2021	MWD IRP and Executive Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended various meetings throughout the day including both the Integrated Resource Plan and Board Executive Committee meetings. Both provided developments and updates in connection with the plan and activities of the district respectively.						
1/27/2021	Meeting with Chief Operating Officer Devan Upadhyay	Walnut	Virtual	0	\$0.00	\$200.00
Monthly meeting was conducted to discuss both existing and developing issues, the summary of which will be incorporated into my monthly board oral report if and/or when appropriate.						

Approved	Subtotal Meeting Compensation:	\$2,000.00
	Mandatory Defered Comp 7.5	(\$150.00)
	Subtotal Mileage Reimbursement	\$0.00
	Total	\$1,850.00

David De Jesus
Monday, February 8, 2021



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
1/4/2021	Meeting with GM and Board President	Walnut	Virtual	0	\$0.00	\$200.00
<p>Meeting was held to affirm board agenda items and to ensure that items as previously requested (as future agendas items) were thoroughly prepared for presentation. In addition, MWD matters to be addressed for the month were also discussed.</p>						
1/6/2021	TVMWD Board Workshop	Walnut	Virtual			\$200.00
<p>Monthly Meeting of the Board to review and discuss items of interest to be agenzized if agreed upon by the Board for action at the regularly scheduled Board meeting later in the month.</p>						
1/7/2021	IEUA/MWDOC Caucus Meeting	Walnut	Virtual	0	\$0.00	\$200.00
<p>As requested by the caucus, I was afforded the privilege of chairing the meeting. Approximately 9 directors and 23 supporting staff attended the meeting including MWD GM and AGM's and its General Counsel. All agenda items were reviewed as posted for the committee and regular board meetings.</p>						
1/14/2021	Chino Basin Annual Appropriative Pool Meeting	Walnut	Virtual	0	\$0.00	\$200.00
<p>Meeting was held to determine the years representatives. Staff provided the committee and those in attendance with updates and what to expect going forward as the year progresses.</p>						
1/18/2021	Meeting with Legal Counsel, GM and President of the Board	Walnut	Virtual	0	\$0.00	\$200.00
<p>Meeting was held to determine how best to conduct the workshop. After some discussion, and in fairness to all attending and largely for the benefit of the directors, the workshop will be opened to allow for presentations to be made by both those supporting the Study and those in opposition to it. This open workshop format is in addition to the required public speaking section of the agenda.</p>						
1/19/2021	Walnut Valley Water District Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
<p>Attended the board meeting as assigned and reported to the board as requested by Director Hilden. Other TVMWD directors were also in attendance including the GM. Matthew introduced the new directors (Soto and Ti) along with alternate Roberto. I reported on MWD activities (GM recruitment, Appendix A approval, and Brown Act Training).</p>						
1/20/2021	TVMWD District Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
<p>Attended the monthly board meeting in representation of Division 2. Provided the board and those in attendance with an MWD update and other pertinent information regarding my activities at MWD.</p>						
1/21/2021	Chino Basin Advisory Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
<p>Along with the affirmation to the committee members, Staff presented reports to the group. The highlight was the 43rd Annual Report (2019/2020) of the Chino Basin. Additional Legal and GM reports and updates were also provided.</p>						
1/25/2021	San Gabriel Valley Water Association	Walnut	Virtual	0	\$0.00	\$200.00
<p>Attended the Legislative meeting before the board meeting where I was able to the basin representatives with an update to the proposed bill TVMWD is sponsoring. At the board meeting I was able to provide the group with information related to MWD activities.</p>						
1/28/2021	Chino Basin Watermaster Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
<p>Attended the meeting as the assigned board voting alternate as backup to Bob Kuhn. The pertinent contents if any will be reported on by Mr. Kuhn as usual at the districts board meeting.</p>						

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)		Compensation
		From City	To City	

Item 6.E

Approved

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Deferred Comp 7.5	(\$150.00)
Subtotal Mileage Reimbursement	\$0.00
Total	\$1,850.00

David De Jesus

Monday, February 8, 2021



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
1/4/2021	Spadra Basin Exec. committee meeting participated in committee discussions and deliberations	Pomona	Virtual	0	\$0.00	\$200.00
1/6/2021	TVMWD Board Meeting attended and participated in board deliberations and discussions	Pomona	Virtual	0	\$0.00	\$200.00
1/11/2021	City of Pomona/Three Valleys new Director introductions/ water resources director/GM and council member Victor Preciado	Pomona	Virtual	0	\$0.00	\$200.00
1/13/2021	Pomona Covid 19 Action Committee meeting w/mayor sandoval and address basic needs during pandemic. deliver basic needs to community	Pomona	Virtual	0	\$0.00	\$200.00
1/18/2021	Pomona/Division1 Meeting Meeting w/councilmembers Nolte/Garcia/Preciado to discuss issues related to our constituents and to discuss future collaborations,also water related issues	Pomona	Virtual	0	\$0.00	\$200.00
1/20/2021	TVMWD Board Meeting participated in board discussions and deliberations /regular board meeting	Pomona	Virtual	0	\$0.00	\$200.00
1/22/2021	Meeting w/City Manager A.Martinez & CM Victor Preciado meeting to discuss a joint collaboration project. also to discuss Pomona & regional projects	Pomona	Virtual	0	\$0.00	\$200.00
1/27/2021	TVMWD Special Board Meeting Bonanza Springs /Cadiz workshop meeting	Pomona	Virtual	0	\$0.00	\$200.00
1/28/2021	SGVCOG Gov.Board Meeting attended monthly governing board meeting	Pomona	Virtual	0	\$0.00	\$200.00
1/29/2021	SGVPAN Meeting legislative updates with Senator Josh Newman	Pomona	Virtual	0	\$0.00	\$200.00

Approved:	Subtotal Meeting Compensation:	\$2,000.00
	Mandatory Deferred Comp 7.5%	(\$150.00)
	Subtotal Mileage Reimbursement	\$0.00
	Total	\$1,850.00

Carlos Goytia

Expenses

Carlos Goytia

Item 6.E



Meeting Date	Meeting name	
12/9/2020	SGV Economic Partnership Merry Mingle - District Reimbursement	
Travel Expenses (e.g. Airline Ticket, Train Ticket, Parking)	Meal Expenses	
	\$0.00	\$0.00
Lodging Expenses (e.g. Hotel, Motel)	Miscellaneous Expenses	Total Expenses
\$0.00	(\$200.00)	(\$200.00)

Thursday, February 4, 2021

Total Reimbursement: (\$200.00)



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
1/4/2021	Meeting with General Manager and Vice President	Glendora	Virtual	0	\$0.00	\$200.00
Met with General Manager Matthew Litchfield and Vice President De Jesus via Teams to discuss agenda items.						
1/6/2021	TVMWD Board of Directors Meeting	Glendora	Virtual	0	\$0.00	\$200.00
Board meeting to discuss business of the district on the agenda.						
1/7/2021	Glendora Chamber of Commerce	Glendora	Virtual	0	\$0.00	\$200.00
Legislative committee meeting with Senator Anthony Portantino						
1/13/2021	Expense Form Training	Glendora	Virtual	0	\$0.00	\$200.00
Training meeting with Nadia Aguirre and Timothy Kellett on the new expense form.						
1/14/2021	Chino Basin Watermaster Ag Pool Meeting	Glendora	Virtual	0	\$0.00	\$200.00
Election of Officers and brief update on mediation.						
1/20/2021	TVMWD Board meeting	Glendora	Virtual	0	\$0.00	\$200.00
Regular Board of Directors meeting to discuss various agenda items and discuss district issues.						
1/27/2021	Special TVMWD Board Meeting	Glendora	Virtual	0	\$0.00	\$200.00
Special Board of Directors meeting to update the board on the Bonanza Springs study and listen to public comment.						

Approved	Subtotal Meeting Compensation:	\$1,400.00
	Mandatory Deferred Comp 7.5%	(\$105.00)
	Subtotal Mileage Reimbursement	\$0.00
	Total	\$1,295.00

Bob Kuhn



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
1/6/2021	TVMWD Board meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
Steve Kennedy reviewed the Sunshine Ordinance, board discussed Policy Manual updates and 2021 board appointments.						
1/12/2021	Rowland Water District	Diamond Bar	Virtual	0	\$0.00	\$200.00
It was a somber meeting as the announcement was made that Board President Theresa Rios had died in the morning of Covid. The board condensed the meeting to handle action items only.						
1/13/2021	Main San Gabriel Basin Watermaster Basin Water Management committee meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
David, Matt and I attended. Staff provided an update on the Carson Project - Regional Recycled Recharge Project.						
1/18/2021	Cadiz Briefing Meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
Dani, Mike and I were briefed on Cadiz by Anthony Brown, Matt and Steve Kennedy. We had a chance to ask questions and obtain more information about the study.						
1/19/2021	Walnut Valley Water District	Diamond Bar	Virtual	0	\$0.00	\$200.00
David, Dani, Mike, Matt and I attended the meeting. Board approved GM enter public water agencies group regional hazard mitigation grant process. WVWD audit report received Award of Excellence. Matt provided TVMWD report and David gave MWD report.						
1/20/2021	TVMWD Board Meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
Regular board meeting for TVMWD was held to approve district business. Kristi Foy and Mike Arnold, our state legislative lobbyist, provided an update on the Governor's budget and TVMWD proposed legislation.						
1/21/2021	San Gabriel Valley COG meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
Discussion on LA County Homeless Plan. Cities want more involvement on County homeless commission and in oversight of funding. Several cities such as Diamond Bar have developed homeless response program.						
1/27/2021	TVMWD	Diamond Bar	Virtual	0	\$0.00	\$200.00
Special board meeting focused on Cadiz. Had presentations and comments for and against the Cadiz study.						
1/29/2021	San Gabriel Valley Economic Partnership Legislative meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
Senator Josh Newman gave a legislative update; he announced his senate committee assignments and discussed the state budget, school funding, rent relief, transportation funding, housing, and Covid.						

Approved

Jody Roberto

Subtotal Meeting Compensation:	\$1,800.00
Mandatory Deferred Comp 7.5%	(\$135.00)
Subtotal Mileage Reimbursement	\$0.00
Total	\$1,665.00

Expenses

Jody Roberto

Item 6.E



Meeting Date	Meeting name	
12/9/2020	SGV Economic Partnership Merry Mingle - District Reimbursement	
Travel Expenses (e.g. Airline Ticket, Train Ticket, Parking)	Meal Expenses	
\$0.00		\$0.00
Lodging Expenses (e.g. Hotel, Motel)	Miscellaneous Expenses	Total Expenses
\$0.00	(\$200.00)	(\$200.00)

Thursday, February 4, 2021

Total Reimbursement: (\$200.00)

Name: Jody Roberto, Division 5

Non-Compensated Meetings



Item 6.E

Meeting Date	Meeting / Description	Meeting Location
1/18/2021	San Gabriel Valley Chamber Government Meeting	Virtual

Executive Director Anthony Duarte provided a list of new bills going into effect as of January 2021. Prop 19 approved in November will be discussed in more detail at a later meeting.

1/27/2021	Six Basins Watermaster Board Meeting	Virtual
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Brian and I attended the Six Basins meeting. They had annual election of officers; President Tom Thomas, VP Chris Diggs, Secretary Jennifer Stark and Treasurer Ben Lewis. There was discussion on leasing rights to non parties in the Six Basins Watermaster

Thursday, February 4, 2021



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
1/5/2021	Pomona Rotary Club-Guest Speaker	Pomona	Virtual	0	\$0.00	\$200.00
<p>Director Goytia was a scheduled speaker. As a newly elected TVMWD Director, also in Pomona, the invitation was later extended to me to speak as well. I attended the meeting from noon to 1:00 pm. I introduced myself, provided background and why I ran. I answered questions about water supply and where we see the future going. Director Goytia provided a presentation on TVMWD and answered questions.</p>						
1/6/2021	TVMWD Regular Board Meeting	Pomona	Virtual	0	\$0.00	\$200.00
<p>The TVMWD met and had robust discussion on the policy manual among other posted items for discussion. This meeting began at 8 a.m. and went to either noon or 1 p.m.</p>						
1/11/2021	TVMWD and City of Pomona	Pomona	Virtual	0	\$0.00	\$200.00
<p>I met with TVMWD GM, City of Pomona water department staff, Pomona Councilmember Victor Preciado, and Director Goytia from about 4 p.m. to 5:30 p.m.</p>						
1/12/2021	Rowland Water District Board Meeting	Pomona	Virtual	0	\$0.00	\$200.00
<p>I monitored the Board meeting and was introduced as a new TVMWD Board member. I attended to learn and become more educated and informed.</p>						
1/18/2021	Bonanza Spring/Cadiz History	Pomona	Virtual	0	\$0.00	\$200.00
<p>For approximately 1.5 hours I attended a meeting with the GM and fellow board members Ti and Roberto to learn some history and context for TVMWD involvement with a water project in the desert. For the beginning portion of the meeting the Auqalogic consultant Anthony Brown attended, introduced himself, and provided some background.</p>						
1/20/2021	TVMWD Regular Board Meeting	Pomona	Virtual	0	\$0.00	\$200.00
<p>I attended and participated in the regularly scheduled board meeting from about 8 a.m. to noon.</p>						
1/27/2021	TVMWD Special Board Meeting - Bonanza Spring Study Background	Pomona	Virtual	0	\$0.00	\$200.00
<p>I attended and participated in a special meeting of the board to learn the background of TVMWD involvement in the Bonanza Springs Study. The meeting was from 8 a.m. to about 2 p.m. A handful of presentations were provided as well as robust public participation.</p>						

Approved

Danielle Soto

Monday, February 8, 2021

Subtotal Meeting Compensation:	\$1,400.00
Mandatory Deferred Comp 7.5	(\$105.00)
Subtotal Mileage Reimbursement	\$0.00
Total	\$1,295.00

Name: Mike Ti, Division 7

Compensated Meetings

Item 6.E



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
1/6/2021	TVMWD Regular Board Meeting	West Covina	Virtual	0	\$0.00	\$200.00
Regularly scheduled board meeting. Heard public comments on the Bonanza Spring study. Reviewed the Sunshine Ordinance and policy.						
1/12/2021	Rowland WD Board Meeting	West Covina	Virtual	0	\$0.00	\$200.00
RWD regular board meeting. Announcement of the untimely passing of board president; discussion on the logistics of filling the position as required by law; and discussion of district business.						
1/15/2021	Meeting with CFO James Linthicum on the District's Finances	West Covina	Virtual	0	\$0.00	\$200.00
Orientation meeting with the CFO on the district's finances. Overview of the district's financial structure, revenue, O&M budget, and capital improvement funds.						
1/18/2021	New Directors Briefing on Bonanza Spring Study	West Covina	Virtual	0	\$0.00	\$200.00
Briefing on the Bonanza Spring study by project lead Anthony Brown; discussed various components of the study; further discussion (without Anthony Brown) among Matt Litchfield, Steve Kennedy, directors Soto and Roberto.						
1/19/2021	Meeting with GM Matt Litchfield	West Covina	Virtual	0	\$0.00	\$200.00
Discussed my role and responsibility as TVMWD's director at Rowland Water District board meetings.						
1/20/2021	TVMWD Regular Board Meeting	West Covina	Virtual	0	\$0.00	\$200.00
Regular scheduled board meeting. Heard public comments on the Bonanza Spring study, presentation on recent facility shutdown for maintenance, update on new legislative agenda and activities.						
1/21/2021	Expense Form Training	West Covina	Virtual	0	\$0.00	\$200.00
Training by Tim Kellett and Nadia Aguirre on new director expense report form and expense criteria.						
1/27/2021	TVMWD Special Board Workshop on the Bonanza Spring Study and the Cadiz Project	West Covina	Virtual	0	\$0.00	\$200.00
Special Board Meeting on the Bonanza Spring Study and the Cadiz Project. Heard presentations from the Bonanza Study project lead, proponents and opponents of the project; received public comments from more than three dozens individuals on the study.						
1/29/2021	SGV Economic Partnership Guest Speaker Senator Josh Newman	West Covina	Virtual	0	\$0.00	\$200.00
A chance to meet Senator Josh Newman. Wide-ranging discussion included: COVID impacts on economy, schools, rental moratorium, vaccine distribution; access to water bond; changes in land use to ease housing shortages; pension reforms						

Approved

Mike Ti

Subtotal Meeting Compensation:	\$1,800.00
Mandatory Deferred Comp 7.5%	(\$135.00)
Subtotal Mileage Reimbursement	\$0.00
Total	\$1,665.00

Name: Mike Ti, Division 7

Non-Compensated Meetings



Item 6.E

Meeting Date	Meeting / Description	Meeting Location
1/19/2021	Walnut Valley WD Board Meeting	Virtual


Attended Walnut Valley WD board meeting. Introduced myself to their board and listened their meeting discussions.

Thursday, February 4, 2021



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: February 17, 2021

Subject: **Resolution No. 21-02-884 Tax Sharing Exchange for County Lighting Maintenance District (CLMD) 1687, Annexation of Project Parcel Map 74517**

<input checked="" type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	<input type="checkbox"/> Funds Budgeted
<input type="checkbox"/> Information Only	<input type="checkbox"/> Cost Estimate:	\$

Requested Action:

Approve the following:

- 1. Three Valleys Municipal Water District Resolution No. 21-02-884 for CLMD Tax Sharing Resolution Annexation of Project Parcel Map 74517; and**
- 2. Direct staff to return the documents back to the County Lighting Maintenance District of Los Angeles County with proper documentation.**

Alternative Action:

The TVMWD Board may deny the request, upon which the CLMD will make this request to the County Board of Supervisors for a final determination.

Discussion:

The applicants for projects have requested annexation of their respective properties to the County Lighting Maintenance District to partially fund the operation and maintenance of street lighting services to CLMD 1687. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected agencies prior to approval.

Listed below is a matrix and description for the pending tax sharing resolutions that require Board approval:

Project No.	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
<i>The property consists of: Tax Rate Area 08347</i>				
Tract No. 74517	0.004343104	0.4343%	-0.000090779	0.004252325

Upon execution and receipt of the documents, fully conformed copies will be provided back to Three Valleys Municipal Water District.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 21-02-884

Meeting History:

None

ML/NA

TVMWD Resolution No. 21-02-884

**JOINT RESOLUTION OF
THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES,
THE BOARD OF DIRECTORS OF THE COUNTY SANITATION DISTRICT NO. 21
OF LOS ANGELES COUNTY, THE BOARD OF DIRECTORS OF THE ROWLAND
WATER DISTRICT, AND THE BOARD OF DIRECTORS OF THE THREE VALLEYS
MUNICIPAL WATER DISTRICT – ROWLAND AREA APPROVING AND ACCEPTING
THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING
FROM ANNEXATION OF PARCEL MAP 74517
TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687**

WHEREAS, pursuant to Section 99.01 of the California Revenue and Taxation Code, prior to the effective date of any jurisdictional change that will result in a special district providing one or more services to an area where those services have not previously been provided by any local agency, the special district and each local agency that receives an apportionment of property tax revenue from the area must negotiate an exchange of property tax increment generated in the area subject to the jurisdictional change and attributable to those local agencies; and

WHEREAS, the Board of Supervisors of the County of Los Angeles, acting on behalf of the County Lighting Maintenance District (CLMD) 1687, the County General Fund, the Los Angeles County Public Library, the Los Angeles County Road District 1, the Consolidated Fire Protection District of Los Angeles County, the Los Angeles County Flood Control Drainage Improvement Maintenance District, and the Los Angeles County Flood Control District; the Board of Directors of the County Sanitation District No. 21 of Los Angeles County; the Board of Directors of the Rowland Water District; and the Board of Directors of the Three Valleys Municipal Water District – Rowland Area have determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of the annexation proposal identified as Parcel Map 74517 to CLMD 1687 are as shown on the attached Property Tax Transfer Resolution Worksheet.

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NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues between the CLMD 1687, the County General Fund, the Los Angeles County Public Library, the Los Angeles County Road District 1, the Consolidated Fire Protection District of Los Angeles County, the Los Angeles County Flood Control Drainage Improvement Maintenance District, the Los Angeles County Flood Control District, the County Sanitation District No. 21 of Los Angeles County, the Rowland Water District, and the Three Valleys Municipal Water District – Rowland Area resulting from the annexation of Parcel Map 74517 to CLMD 1687 is approved and accepted.

2. For fiscal years commencing on or after July 1, 2021, or the July 1 after the effective date of this jurisdictional change, whichever is later, the property tax revenue increment generated from the area within Parcel Map 74517, Tax Rate Area 08347, shall be allocated to the affected agencies as indicated on the attached Property Tax Transfer Resolution Worksheet.

3. No transfer of property tax revenues other than those specified in Paragraph 2 shall be made as a result of the annexation of Parcel Map 74517.

4. If at any time after the effective date of this resolution the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect, thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

PASSED, APPROVED, AND ADOPTED this 17th day of February 2021,
by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

THREE VALLEYS MUNICIPAL WATER
DISTRICT - ROWLAND AREA

By _____
Chairperson, Board of Directors
Bob Kuhn, President

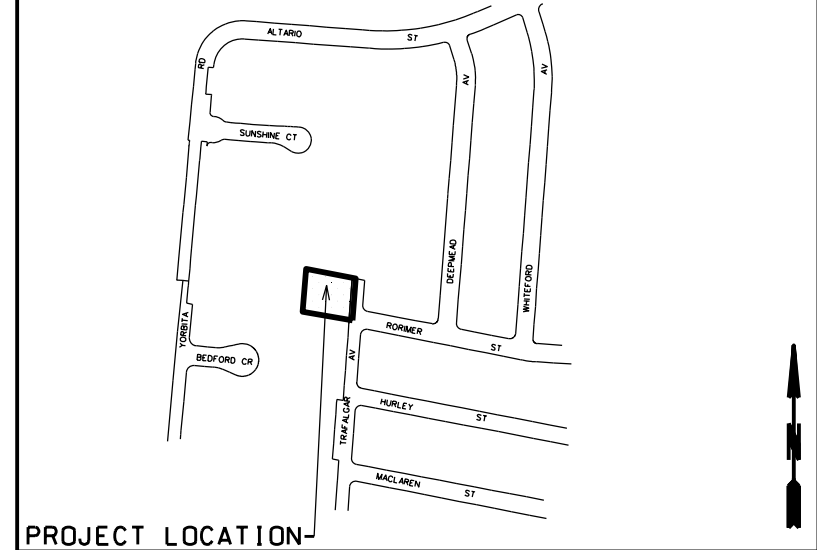
ATTEST:

Secretary, Carlos Goytia

February 17, 2021

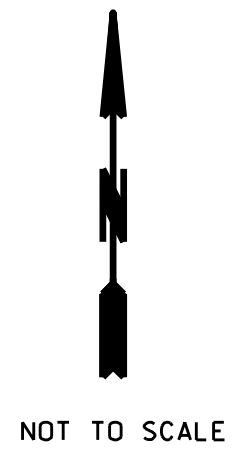
Date

PARCEL MAP 74517



PROJECT LOCATION
VICINITY MAP
T. G. page 679-A2

TRA
08347



LEGEND

- PROPOSED ANNEXATION AREA
- EXISTING LIGHTING MAINTENANCE DISTRICT 1687

PROPOSED ANNEXATION TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687 AND COUNTY LIGHTING DISTRICT LLA-1 (UNINCORPORATED ZONE)

LOS ANGELES COUNTY PUBLIC WORKS TRAFFIC SAFETY AND MOBILITY DIVISION STREET LIGHTING SECTION		
CLMD 1687 VAL INDA AREA		
Prepared By TD	Sheet 1 of 1	SUP. DIST. 1
Recommended By <i>Tigist Desta</i>	Date 07/20/2020	
Approved By <i>joaquin herrera</i>	Date 7/20/2020	

ANNEXATION TO: CO LIGHTING MAINT DIST NO 1687
 ACCOUNT NUMBER: 019.40
 TRA: 08347
 EFFECTIVE DATE: 07/01/2020
 ANNEXATION NUMBER: PM 74517 PROJECT NAME: PARCEL MAP 74517
 DISTRICT SHARE: 0.020901952


ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.343049390	34.3058 %	0.020901952	0.007170410	-0.007337575	0.335711815
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000120021	0.0120 %	0.020901952	0.000002508	0.000000000	0.000120021
003.01	L A COUNTY LIBRARY	0.024895548	2.4895 %	0.020901952	0.000520365	-0.000520365	0.024375183
005.05	ROAD DIST # 1	0.006144291	0.6144 %	0.020901952	0.000128427	-0.000128427	0.006015864
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.184563892	18.4563 %	0.020901952	0.003857745	-0.003857745	0.180706147
007.31	L A C FIRE-FFW	0.007877632	0.7877 %	0.020901952	0.000164657	0.000000000	0.007877632
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001876123	0.1876 %	0.020901952	0.000039214	-0.000039214	0.001836909
030.70	LA CO FLOOD CONTROL MAINT	0.010617415	1.0617 %	0.020901952	0.000221924	-0.000221924	0.010395491
066.80	CO SANIT DIST NO 21 OPERATING	0.013531334	1.3531 %	0.020901952	0.000282831	-0.000282831	0.013248503
300.70	ROWLAND WATER DISTRICT	0.005565421	0.5565 %	0.020901952	0.000116328	-0.000116328	0.005449093
365.15	THREE VY MWD ROWLAND AREA	0.004343104	0.4343 %	0.020901952	0.000090779	-0.000090779	0.004252325
400.00	EDUCATIONAL REV AUGMENTATION FD	0.068167130	6.8167 %	0.020901952	0.001424826	EXEMPT	0.068167130
400.01	EDUCATIONAL AUG FD IMPOUND	0.131877650	13.1877 %	0.020901952	0.002756500	EXEMPT	0.131877650
400.15	COUNTY SCHOOL SERVICES	0.001488634	0.1488 %	0.020901952	0.000031115	EXEMPT	0.001488634
400.21	CHILDREN'S INSTIL TUITION FUND	0.002954464	0.2954 %	0.020901952	0.000061754	EXEMPT	0.002954464
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.031886407	3.1886 %	0.020901952	0.000666488	EXEMPT	0.031886407
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000307798	0.0307 %	0.020901952	0.000006433	EXEMPT	0.000307798
918.03	ROWLAND UNIFIED SCHOOL DISTRICT	0.152419449	15.2419 %	0.020901952	0.003185864	EXEMPT	0.152419449
918.06	CO.SCH.SERV.FD.-ROWLAND	0.007477510	0.7477 %	0.020901952	0.000156294	EXEMPT	0.007477510

ANNEXATION NUMBER: PM 74517 PROJECT NAME: PARCEL MAP 74517 TRA: 08347

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
918.07	DEV.CTR.HDCPD.MINOR-ROWLAND	0.000836787	0.0836 %	0.020901952	0.000017490	EXEMPT	0.000836787
***019.40	CO LIGHTING MAINT DIST NO 1687	0.000000000	0.0000 %	0.020901952	0.000000000	0.000000000	0.012595188
TOTAL:		1.000000000	100.0000 %		0.020901952	-0.012595188	1.000000000



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: February 17, 2021
Subject: FY 20-21 2nd Quarter Reserve Schedule

<input type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	\$
<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

Attached for Board review is the Reserve Schedule as of December 31, 2020. This schedule identifies encumbered reserves that have been set aside for specific projects and Board designated reserves.

Strategic Plan Objective(s):

- 3.1 – Utilize and comply with a set of financial policies to maintain TVMWD's financial health
- 3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – FY 20-21 2nd Quarter Reserve Schedule

Meeting History:

None

NA/LC

TVMWD RESERVES SCHEDULE

FUND BALANCE	June 30, 2020 BALANCE	SOURCES	USES	TRANSFERS	December 31, 2020 BALANCE
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RESERVE GOAL

RESERVED FOR ENCUMBRANCE

Vehicle Replacement	-	40,000	-	(40,000)	-
SCADA Modification & Upgrades	100,170	-	(66,634)	-	33,536
Admin Bldg Improvements	-	66,000	-	-	66,000
Bldg Modifications-Bathroom Upgrades	68,072	-	(53,167)	(11,414)	3,491
Filter Aid System Upgrades	30,000	-	-	-	30,000
Carpet Replacement	17,952	-	(17,952)	-	-
CIP- Well - Grand Ave. Claremont	-	-	(41,414)	41,414	(0)
MiraGrand Well	-	1,700,000	(1,196,982)	-	503,018
Miramar Plant-Alternative Disinfectn	124,167	-	-	-	124,167
Backwash Pond Gate Valves	36,100	-	-	-	36,100
AWIA Project	20,000	-	(18,696)	-	1,304
Emergency Electrical Upgrades	-	-	-	75,000	75,000
Well #1 Rehabilitation	-	200,000	-	(65,000)	135,000
Emerald Relocation	-	20,000	-	-	20,000
PM-27 Connection	-	25,000	-	-	25,000
PM-29 Connection	-	25,000	-	-	25,000
Chemical Area Cover Structures	-	60,000	(4,410)	-	55,590
	\$ 396,461	\$ 2,136,000	\$ (1,399,255)	\$ -	\$ 1,133,206

BOARD DESIGNATED

Board Elections	\$ 121,818	38,182	-	-	\$ 160,000
Water Management	200,000	-	-	-	200,000
Water Rate Stabilization	1,353,755	-	-	-	1,353,755
Capital Asset R/R	5,509,584	-	-	-	5,509,584
Opportunity	2,350,000	-	-	-	2,350,000
Employee Benefits - Pension & OPEB	378,237	-	-	-	378,237
Emergency	-	-	-	-	-
	\$ 9,913,394	\$ 38,182	\$ -	\$ -	\$ 9,951,576

Lower	Upper
\$ 160,000	\$ 240,000
-	5,000,000
1,200,000	\$ 1,800,000
4,800,000	10,400,000
2,000,000	3,000,000
-	3,400,000
-	48,424
\$ 8,160,000	\$ 23,888,424

UNASSIGNED

General	\$ 121,384	-	-	-	\$ 121,384
	\$ 121,384	\$ -	\$ -	\$ -	\$ 121,384



10440 Ashford Street, Rancho Cucamonga, CA 91730-2799
P.O. Box 638, Rancho Cucamonga, CA 91729-0638
(909) 987-2591 Fax (909) 476-8032

John Bosler
Secretary/General Manager/CEO

January 27, 2021

Dear Fellow ACWA/JPIA Member:

On January 26, 2021 the Cucamonga Valley Water District Board of Directors adopted Resolution No. 2021-1-2 nominating President Randall James Reed for the position of ACWA/JPIA Executive Committee. We are formally requesting your support of President Reed’s nomination through the adoption of a concurring resolution from your agency.

President Reed is well qualified to take on this leadership role in ACWA/JPIA as you will see in his attached statement of qualifications, and he is committed to continuing the great work of providing quality insurance and employee benefit services that ensure our agencies and ratepayers are receiving the most cost-effective service possible.

I have attached a sample concurring resolution in support of his nomination, as well as his candidate statement. The elections for ACWA/JPIA Executive Committee will be held this spring, and the deadline to submit nominations is March 19, 2021. Should you desire to adopt a resolution or if you have questions please contact our Executive Assistant to the Board, Taya Victorino at 909.987.2591 or tayav@cvwdwater.com.

Thank you in advance for your consideration.

John Bosler
General Manager/CEO

Attachments:
Resolution No. 2021-1-2 Nominating Randall Reed
Candidate Statement – President Reed
Sample Concurring Resolution

Randall James Reed
Statement of Qualifications
Association of California Water Agencies
Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee

I am pleased to share with you my interest in continuing my service on the Executive Committee for ACWA/JPIA. I am prepared and ready to help lead the organization as we continue to uphold ACWA/JPIA's mission "*to consistently and cost effectively provide the broadest possible affordable insurance coverage and related services to its member agencies.*"



My experience with ACWA/JPIA began over a year ago when I was appointed by the Cucamonga Valley Water District (CVWD) to serve as their ACWA/JPIA representative. In that same year I was elected to the Executive Committee to fill a vacancy and eagerly rose to the challenge. Now I am dedicated to ensuring the success of ACWA/JPIA. We provide a vital service to the water community and they provide a vital service to their communities. I know how important this organization is for the member agencies who depend on our success.

I have served on the CVWD board of directors for approximately 18 years, and currently serve as their President. At CVWD, we have taken full advantage of all the programs the ACWA/JPIA has to offer to ensure our employees are working in the safest environment possible. Our board of directors has also adopted a *Commitment to Excellence* pledge putting into place best management practices which bolsters our effectiveness for loss prevention and safety.

I currently serve on the board of the Association of San Bernardino County Special Districts. In my past roll as board president, I was focused on increasing my understanding of our members needs so that I may know how to better serve and lead the association. I will continue to use this same approach if re-elected to serve on the ACWA/JPIA Executive Committee.

Professionally, I am retired from a 32 year career in the wastewater management field as an electrical and instrumentation supervisor. I earned a Bachelor's degree in Information Management Systems from California State University San Bernardino and have been an active member in the Association of California Water Agencies, California Special Districts Association and the California Water Environment Association. I'm a proud veteran of the United States Marine Corp.

Thank you for allowing me to share my experience, leadership and knowledge. I look forward to the opportunity to represent you and your agency. Please feel free to contact me directly at (909) 240-1344 should you have questions or if you would like to support my candidacy.

Thank you in advance for your consideration,

A handwritten signature in blue ink that reads "Randall Reed". The signature is fluid and cursive, written in a professional style.

RESOLUTION NO. 21-02-885

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
THREE VALLEYS MUNICIPAL WATER DISTRICT
CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY ("JPIA")

WHEREAS, this district is a member district of the JPIA; and

WHEREAS, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's Executive Committee, three member districts must concur with the nominating district; and

WHEREAS, another JPIA member district, the Cucamonga Valley Water District, has requested that the Three Valleys Municipal Water District concur in its nomination of its member of the JPIA Board of Directors to the Executive Committee of the JPIA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Three Valleys Municipal Water District that the district concurs with the nomination of Randall Reed of Cucamonga Valley Water District to the Executive Committee of the JPIA.

BE IT FURTHER RESOLVED that the District Executive Assistant is hereby directed to transmit a certified cop of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District Board of Directors held via teleconference, on the 17th day of February 2021 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Bob G. Kuhn, President


ATTEST:

Carlos Goytia, Secretary

SEAL:



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: February 17, 2021
Subject: **Legislative Update – February 2021**

<input type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	\$
<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

TVMWD Legislative Proposal Update

Staff is pleased to formally announce that the district has obtained a sponsor for its legislative proposal - Assembly Member Blanca Rubio. The proposal will be submitted by the Member as part of her 2021 legislative package and we should have a formal bill number soon. This bill would keep in effect the Governor's Executive Order N 29-20, which allows the legislative body of a local agency to use teleconferencing for the benefit of the public and the legislative body of a local agency, in connection with any meeting or proceeding authorized by law.

Legislative Calendar & Legislative Status Report

Attached is the legislative calendar for the 2021 Legislative year. Of note, the last day for bills to be introduced is this upcoming Friday, February 19. Also included is the initial Legislative Status Report for bills of potential interest to the district. This list will grow considerably in the months ahead and staff will periodically report on the bills that we are acting on.

Climate Resiliency Bond

Senate Democrats are lining up behind SB 45 by Senator Anthony Portantino, a \$5.5 billion general obligation bond measure to finance wildfire prevention, safe drinking water, drought preparation and flood protection projects. Attached is a copy of the author's fact sheet and breakdown of the funding categories within the proposed bond.

Assembly Member Eduardo Garcia (D-Coachella Valley) is expected to introduce his version of a climate resiliency bond in the coming weeks. Both bond measures will target the **November 2022** ballot.

Redistricting Process

As reported to the board in the Fall of 2020, Federal and California law requires public agencies to conduct a redistricting study following each ten-year census period. Prior to the somewhat extensive TVMWD district map modifications required from the 2010 census, the last change was 20 years earlier, following the 1990 census (no changes were required in 2000). The TVMWD service area is fairly built-out, but many new homes have been added in the last decade in various areas of the district. There is the possibility we will *not* need to change any of our maps as the population data may not yet be out of “near-equal” proportions. However, an initial redistricting study of the census data will still need to be conducted to determine if that is the case. If so, then we can avoid the extended hearing process and maintain the map boundaries is currently in place. Some important planning points to consider:

- Census data won't be available until at least **July 2021** due to COVID-related delays
- TVMWD will have until **April 17, 2022** to complete its redistricting process
- Public hearing(s) must be held during the redistricting review process
- Changes in map boundaries can be adopted via resolution, as was done in 2012

Staff has reached out to redistricting/demographic consultants in preparation for selecting one to commence with the upcoming process for the district. Preliminary cost estimates are in the \$40,000 range for a full-scale study. We are expecting to receive three (3) proposals back from among the five (5) consultants that were invited to submit. Staff will report back next month with a formal recommendation.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

3.5 – Ensure that all the region's local government policy makers understand TVMWD's role in the delivery of water.

Attachment(s):

Exhibit A – 2021 Legislative Calendar

Exhibit B – Lobbyist Legislative Status Report

Exhibit C – SB 45 – Climate Resiliency Bond Fact Sheet

Exhibit D – SB 45 – Climate Resiliency Bond Cost Breakdown

Meeting History:

None

NA/KH

Arnold and Associates, Inc.

Legislative Advocates and Consultants

2021 Legislative Calendar

Jan. 1	Statutes take effect.
Jan. 6	<u>Legislature reconvenes.</u>
Jan. 10	Budget must be submitted by Governor.
Jan. 22	Last day to submit bill requests to the Office of Legislature Counsel.
Feb. 19	<u>Last day for bills to be introduced.</u>
March 25	Spring Recess begins upon adjournment of session.
Apr. 5	Legislature reconvenes from Spring Recess.
Apr. 30	<u>Last day for policy committees to hear and report to fiscal committees fiscal bills.</u>
May 7	<u>Last day for policy committees to hear and report to the floor nonfiscal bills introduced in their house.</u>
May 14	<u>Last day for policy committees to meet prior to June 1</u>
May 21	<u>Last day for fiscal committees to hear and report bills to the floor bills introduced in their house. Last day for fiscal committees to meet prior to June 7</u>
June 1-4	Floor session only. No committees, other than conference or Rules committee, may meet for any purpose
June 4	Last day for bills to be passed out of the house of origin.
June 7	Committee meetings may resume.
June 15	<u>Budget bill must be passed by midnight.</u>
July 14	<u>Last day for policy committee to meet and report bills</u>
July 16	Summer Recess begins upon adjournment, provided Budget Bill has been passed.
Aug. 16	Legislature reconvenes from Summer Recess.
Aug. 27	<u>Last day for fiscal committees to meet and report bills to the floor</u>
Aug 30 – Sept 10	Floor Session Only. No committee, other than conference and Rules committees, may meet for any purpose.
Sept. 3	Last day to amend bills on the Floor.
Sept. 10	<u>Last day for each house to pass bills.</u>
Oct. 10	Last day for Governor to sign or veto bills passed by Legislature on or before Sept. 10th

Phone: (916) 446-2646 ♦ Fax: (916) 446-6095
 1127 11th Street, Suite 820, Sacramento, CA 95814



Three Valleys Municipal Water Department

Legislative Status Report 2/4/2021

[AB 29](#)

[Cooper D](#)

State bodies: meetings.

Text Version:

Introduced: 12/7/2020

Position: Watch

[html](#) [pdf](#)

Status:

1/11/2021-Referred to Com. on G.O.

Existing law, the Bagley-Keene Open Meeting Act, requires that all meetings of a state body, as defined, be open and public, and that all persons be permitted to attend any meeting of a state body, except as otherwise provided in that act. Existing law requires the state body to provide notice of its meeting, including specified information and a specific agenda of the meeting, as provided, to any person who requests that notice in writing and to make that notice available on the internet at least 10 days in advance of the meeting. This bill would require that notice to include all writings or materials provided for the noticed meeting to a member of the state body by the staff of a state agency, board, or commission, or another member of the state body that are in connection with a matter subject to discussion or consideration at the meeting. The bill would require those writings or materials to be made available on the state body's internet website, and to any person who requests the writings or materials in writing, on the same day as the dissemination of the writings and materials to members of the state body or at least 72 hours in advance of the meeting, whichever is earlier. The bill would prohibit a state body from discussing those writings or materials, or from taking action on an item to which those writings or materials pertain, at a meeting of the state body unless the state body has complied with these provisions.

An act to amend Section 11125 of the Government Code, relating to public meetings.

[AB 100](#)

[Holden D](#)

Drinking water: pipes and fittings: lead content.

Text Version:

Introduced: 12/11/2020

Position: Watch

[html](#) [pdf](#)

Status:

1/11/2021-Read first time. Referred to Com. on E.S. & T.M.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. The act prohibits, with certain exceptions, the use of any pipe, pipe or plumbing fitting or fixture, solder, or flux that is not lead free in the installation or repair of any public water system or any plumbing in a facility providing water for human consumption. The act defines "lead free" for purposes of conveying or dispensing water for human consumption to mean not more than 0.2% lead when used with respect to solder and flux and not more than a weighted average of 0.25% lead when used with respect to the wetted surfaces of pipes and pipe fittings, plumbing fittings, and fixtures. This bill would additionally define "lead free," with respect to endpoint devices, as defined, to mean that the devices do not leach more than one microgram of lead under certain tests and meeting a specified certification. This bill contains other related provisions and other existing laws.

An act to amend Sections 25214.4.3 and 116875 of the Health and Safety Code, relating to drinking water.

[AB 361](#)

[Rivas, Robert D](#)

Open meetings: local agencies: teleconferences.

Text Version:

Introduced: 2/1/2021

Position: Watch

[html](#) [pdf](#)

Status:

2/2/2021-From printer. May be heard in committee March 4.

Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act

provides an exemption to the jurisdictional requirement for health authorities, as defined in this bill, to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting for the purpose of declaring or ratifying a local emergency, during a declared state or local emergency, as those terms are defined, when state or local health officials have imposed or recommended measures to promote social distancing, and during a declared local emergency provided the legislative body makes certain determinations by majority vote. The bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, as provided, to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. This bill contains other related provisions and other existing laws.

An act to amend Section 54953 of the Government Code, relating to local government.

AB 377**Rivas, Robert D****Water quality: impaired waters.**

Text Version:

Introduced: 2/1/2021

Position: Watch

[html](#) [pdf](#)

Status:

2/2/2021-From printer. May be heard in committee March 4.

(1) Under existing law, the State Water Resources Control Board and the 9 California regional water quality control boards regulate water quality and prescribe waste discharge requirements in accordance with the federal national pollutant discharge elimination system (NPDES) permit program established by the federal Clean Water Act and the Porter-Cologne Water Quality Control Act. Existing law requires each regional board to formulate and adopt water quality control plans for all areas within the region, as provided. This bill would require all California surface waters to be fishable, swimmable, and drinkable by January 1, 2050, as prescribed. The bill would prohibit the state board and regional boards from authorizing an NPDES discharge, waste discharge requirement, or waiver of a waste discharge requirement that causes or contributes to an exceedance of a water quality standard, or from authorizing a best management practice permit term to authorize a discharge that causes or contributes to an exceedance of a water quality standard in receiving waters. The bill would prohibit, on or after January 1, 2030, a regional water quality control plan from including a schedule for implementation for achieving a water quality standard that was adopted as of January 1, 2021, and would prohibit a regional water quality control plan from including a schedule for implementation of a water quality standard that is adopted after January 1, 2021, unless specified conditions are met. The bill would prohibit an NPDES permit, waste discharge requirement, or waiver of a waste discharge requirement from being renewed, reissued, or modified to contain effluent limitations or conditions that are less stringent than those in the previous permit, requirement, or waiver. This bill contains other related provisions and other existing laws.

An act to add Chapter 3.5 (commencing with Section 13150) to Chapter 3 of Division 7 of the Water Code, relating to water quality.

ACR 17**Voepel R****Special Districts Week.**

Text Version:

Introduced: 2/1/2021

Position: Watch

[html](#) [pdf](#)

Status:

2/2/2021-From printer.

This measure proclaims the week of May 16, 2021, to May 22, 2021, to be Special Districts Week.

Relative to Special Districts Week.

SB 45**Portantino D****Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2022.**

Text Version:

Introduced: 12/7/2020

Position: Watch

[html](#) [pdf](#)

Status:

1/28/2021-Referred to Coms. on N.R. & W., GOV. & F., and EQ. Referral to Com. on E.Q. rescinded because of the limitations placed on committee hearings due to ongoing health and safety risks of the COVID-19 virus.

The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018, approved by the voters as Proposition 68 at the June 5, 2018, statewide primary direct election, authorizes the issuance of bonds in the amount of \$4,100,000,000 pursuant to the State General Obligation Bond Law to finance a drought, water, parks, climate, coastal protection, and outdoor access for all program. Article XVI of the California Constitution requires measures authorizing general obligation bonds to specify the single object or work to be funded by the bonds and further requires a bond act to be approved by a 2/3 vote of each house of the Legislature and a majority of the voters. This bill would enact the Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2022, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$5,510,000,000 pursuant to the State General Obligation Bond Law to finance projects for a wildfire prevention, safe drinking water, drought preparation, and flood protection program. This bill contains other related provisions.

An act to add Division 47 (commencing with Section 80200) to the Public Resources Code, relating to a wildfire prevention, safe

drinking water, drought preparation, and flood protection program, by providing the funds necessary therefor through a referendum for the issuance and sale of bonds of the State of California and for the handling and disposition of those funds.

[SB 222](#)**Dodd D****Water Affordability Assistance Program.**

Text Version: Introduced: 1/14/2021 Position: Watch
[html](#) [pdf](#)

Status: 1/28/2021- Referred to Coms. on EQ., E., U. & C., and JUD. Referral to Com. on JUD. rescinded because of the limitations placed on committee hearings due to ongoing health and safety risks of the COVID-19 virus.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. This bill would establish the Water Affordability Assistance Fund in the State Treasury to help provide water affordability assistance, for both drinking water and wastewater services, to low-income ratepayers and ratepayers experiencing economic hardship in California. The bill would make moneys in the fund available upon appropriation by the Legislature to the state board to provide, as part of the Water Affordability Assistance Program established by the bill, direct water bill assistance, water bill credits, water crisis assistance, affordability assistance, and short-term assistance to public water systems to administer program components. The bill would impose requirements on the state board in connection with the program, including, among others, developing guidelines and fund oversight procedures for implementation of the program by January 1, 2023, consulting with an advisory group, and adopting an annual fund expenditure plan. This bill contains other related provisions and other existing laws.

An act to add Chapter 6.5 (commencing with Section 116930) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[SB 223](#)**Dodd D****Discontinuation of residential water service.**

Text Version: Introduced: 1/14/2021 Position: Watch
[html](#) [pdf](#)

Status: 1/28/2021- Referred to Coms. on E., U. & C., EQ., and JUD. Referral to Com. on JUD. rescinded because of the limitations placed on committee hearings due to ongoing health and safety risks of the COVID-19 virus.

Existing law prohibits an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, from discontinuing residential water service for nonpayment until a payment by a customer has been delinquent for at least 60 days. Existing law requires an urban and community water system to have a written policy on discontinuation of residential service for nonpayment, including, among other things, specified options for addressing the nonpayment. Existing law requires an urban and community water system to provide notice of that policy to customers, as provided. This bill would apply those provisions, on and after July 1, 2022, to a very small community water system, defined as a public water system that supplies water to 200 or fewer service connections used by year-long residents. The bill would require the written policy on discontinuation of residential service for nonpayment to include an arrearage management plan, as specified, and, for those systems that provide water audits or have the capacity to do so, to include a free water audit offered to low-income households with water usage that is above the annual average volume usage of their customer class. This bill contains other related provisions and other existing laws.

An act to amend Sections 116902, 116904, 116906, 116908, 116910, 116912, 116914, 116916, 116918, 116920, 116922, and 116926 of the Health and Safety Code, relating to water.

[SB 230](#)**Portantino D****State Water Resources Control Board: Constituents of Emerging Concern Program.**

Text Version: Introduced: 1/19/2021 Position: Watch
[html](#) [pdf](#)

Status: 1/28/2021- Referred to Com. on EQ.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. The state board's duties include, but are not limited to, conducting research, studies, and demonstration programs relating to the provision of a dependable and safe supply of drinking water, enforcing the federal Safe Drinking Water Act, and adopting and enforcing regulations. This bill would require the state board to establish, maintain, and direct an ongoing, dedicated program called the Constituents of Emerging Concern Program to assess the state of information and recommend areas for further study on, among other things, the occurrence of constituents of emerging concern (CEC) in drinking water sources and treated drinking water. The bill would require the state board to convene, by an unspecified date, the Science Advisory Panel to review and provide recommendations to the state board on CEC for further action, among other duties. The bill would require the state board to provide an annual report to the Legislature on the ongoing work conducted by the panel. This bill contains other related provisions.

An act to add Article 3.6 (commencing with Section 116416) to Chapter 4 of Part 12 of Division 104 of the Health and Safety Code, relating to drinking water.

[SB 273](#)[Hertzberg D](#)**Water quality: municipal wastewater agencies.**

Text Version:

Introduced: 1/29/2021

Position: Watch

[html](#) [pdf](#)

Status: 2/1/2021-From printer. May be acted upon on or after March 3. Read first time.

Under existing law, the State Water Resources Control Board and the California regional water quality control boards prescribe waste discharge requirements for the discharge of stormwater by municipalities and industries in accordance with the National Pollutant Discharge Elimination System permit program and the Porter-Cologne Water Quality Control Act. Existing law requires regulated municipalities and industries to obtain a stormwater permit. This bill would authorize a municipal wastewater agency, as defined, to enter into agreements with entities responsible for stormwater management for the purpose of managing stormwater and dry weather runoff, to acquire, construct, expand, operate, maintain, and provide facilities for specified purposes relating to managing stormwater and dry weather runoff, and to levy taxes, fees, and charges consistent with the municipal wastewater agency's existing authority in order to fund projects undertaken pursuant to the bill. The bill would require the exercise of any new authority granted under the bill to comply with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. To the extent this requirement would impose new duties on local agency formation commissions, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.

An act to add Chapter 11.5 (commencing with Section 13910) to Division 7 of the Water Code, relating to water quality.

[SB 274](#)[Wieckowski D](#)**Local government meetings: agenda and documents.**

Text Version:

Introduced: 1/29/2021

Position: Watch

[html](#) [pdf](#)

Status: 2/1/2021-From printer. May be acted upon on or after March 3. Read first time.

Existing law, the Ralph M. Brown Act, requires meetings of the legislative body of a local agency to be open and public and also requires regular and special meetings of the legislative body to be held within the boundaries of the territory over which the local agency exercises jurisdiction, with specified exceptions. Existing law authorizes a person to request that a copy of an agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. This bill would require a local agency with an internet website, or its designee, to email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda packet if the person requests that the items be delivered by email. If a local agency determines it to be technologically infeasible to send a copy of the documents or a link to a website that contains the documents by mail or by other electronic means, the bill would require the legislative body or its designee to send by mail a copy of the agenda or a website link to the agenda and to mail a copy of all other documents constituting the agenda packet, as specified. By requiring local agencies to comply with these provisions, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.

An act to amend Section 54954.1 of the Government Code, relating to local government.

[SB 282](#)[Dahle R](#)**State Water Resources Control Board.**

Text Version:

Introduced: 2/1/2021

Position: Watch

[html](#) [pdf](#)

Status: 2/2/2021-From printer. May be acted upon on or after March 4.

Existing law establishes the State Water Resources Control Board, consisting of 5 members, in the California Environmental Protection Agency to exercise certain powers relating to water rights, water quality, and safe and reliable drinking water. This bill would make a nonsubstantive change in these provisions.

An act to amend Section 175 of the Water Code, relating to water.

Total Measures: 12

Total Tracking Forms: 12

SB 45 – Wildfire, Drought, and Flood Protection Bond Act of 2022

SENATORS PORTANTINO, ALLEN, STERN, HURTADO

Fact Sheet

SUMMARY

SB 45 will provide the necessary investment to help our state become more resilient to climate change and reduce the impacts of climate-related natural disasters. This legislation, if enacted and passed by the voters, will provide funding for concrete steps that will help reduce the impacts of rising global temperatures and invest in necessary preventative measures to protect vulnerable communities and our natural resources.

BACKGROUND

According to California's 4th Climate Assessment prepared by the California Natural Resources Agency, the California Energy Commission, and the California Governor's Office of Planning and Research, the cost of climate change for California alone could be more than \$113 billion annually by 2050. The report determined that these costs will only compound if the state does not take action now to reduce the risk of climate change impacts such as more severe wildfires, prolonged drought, and deadly floods. Investing in preventative measures early will not only protect lives and property, but will save the state billions of dollars in avoided damage costs.

Wildfires

The wildfire season is becoming longer and more intense each year due to hotter temperatures and wide scale tree death resulting from prolonged drought. In fact, between 2010-2017 an estimated 129 million trees died, leaving behind massive amounts of highly combustible fuel. This phenomenon has led to the worst fires on record. A record 4.2 million acres burned in 2020, and over the last four years, fires have killed 134 people, destroyed 44,000 structures, and polluted the air for millions.

While the severity of these fires is heightened by climate change, the fires themselves are undoing progress to reign in greenhouse gas emissions. The 2018 fires are estimated to have released 68 million tons of CO₂, dwarfing the

progress California has made reducing emissions from the energy and transportation sectors.

The drought-induced tree die-off coupled with hundreds of acres of scorched woodlands is also reducing our ability to sequester carbon, further exacerbating climate impacts.

Urban expansion is increasing the population living in high fire risk zones, with an estimated 15 percent of California homes in high risk or extremely high-risk fire areas. This means the increase in number and severity of fires is being compounded by the cost to protect lives and homes and to rebuild after a fire.

Sea-level Rise

Sea-level rise already is affecting California's coastline, causing more extensive coastal flooding during storms, periodic tidal flooding and increased coastal erosion. According to the Ocean Protection Council, the rate of ice loss from Greenland and Antarctica is increasing and will soon become the primary contributor to global sea-level rise, overtaking ocean expansion from warming waters and the melting of mountain glaciers and ice caps. In California, frequent coastal flooding exacerbated by sea-level rise is expected to threaten nearly half a million people, \$150 billion in property, and 3500 miles of roads within the next 80 years. The number of hazardous sites, like wastewater plants, which are susceptible to 100-year flood events is expected to increase by nearly 2.5 times over a similar period, drastically increasing the risk of pollutant disasters if adaptation measures are not taken.

Droughts

Droughts are an expected feature of California's arid climate, but the four-year period between fall 2011 and fall 2015, which correlated with the hottest two years on record in 2014 and 2015, was the driest since record keeping began in 1895. The winter of 2017 provided only



SB 45 – Wildfire, Drought, and Flood Protection Bond Act of 2022

SENATORS PORTANTINO, ALLEN, STERN, HURTADO

Fact Sheet

a brief respite before historic rainfall lows again in the winter of 2018.

Not only are we seeing less precipitation, but compounding the problem, warmer temperatures and prolonged drought have devastated the Sierra snowpack, which has historically been the source of most of the State's fresh drinking water. More precipitation is falling as rain instead of snow and the snow that does fall is melting early. Traditionally a robust Sierra snowpack gradually melting over the summer has recharged groundwater basins, storing water for later in the year when supplies are low. Now, not only are we getting less rain as a result of climate change, but we are losing our natural ability to store what does fall. Six of the past seven winters have had snowpack below 60 percent of average levels with 2015 recording the lowest snowpack levels in 120 years, surpassing another historic low in 2014.

Floods

Growing and sprawling rural and urban communities increase the state's population susceptible to flood risk. Twenty percent of the state's population lives in flood prone areas, with that number expected to grow as climate change causes more concentrated rainstorms instead of more frequent smaller showers. The value of buildings vulnerable to flooding is estimated to be around \$575 billion, without the inclusion of public infrastructure such as roads, airports, and seaports. Warming temperatures are expected to increase the frequency of both large-scale and small-scale floods. While stormwater can be used to recharge groundwater basins and supplement dwindling surface supplies, rain from these more intense weather events is more difficult to capture.

The state is currently investing less than half of what is needed to properly address the growing flood risks, with the estimated cost to repair existing levee and defensive flood control infrastructure alone more than \$34 billion. Proper investment in flood infrastructure can simultaneously protect buildings and agriculture, while

preserving and often enhancing ecosystems and wildlife habitat.

SOLUTION

This year's deadly wildfires, on the heels of last year's catastrophic events and a devastating multi-year drought, clearly demonstrate that the impacts of climate change are here now and are already costing California billions of dollars every year. Even with recent investments to reduce fire risks, the state is still far behind the curve. We must take aggressive steps to ensure communities and natural resources can adapt to a changing climate and to increase resiliency in the face of mounting climate impacts.

SB 45 proposes a general obligation bond to inject much needed revenue to address these impacts. The measure proposes to fund projects to reduce fire risk and restore already damaged areas; restore and protect impacted wetlands, watersheds, waterways, coastal resources, and fish and wildlife populations; reduce impacts in local communities and on vulnerable populations; and improve the resiliency of the state's water supplies and agricultural lands.

For example, this bond would be able to fund projects like the successful City of Campbell Hacienda Ave Green Streets project that while rehabilitating the roadway also installed landscaped parkways to capture stormwater and planted trees to reduce heat island effect. Another example is the North Yuba River forest restoration project that is removing debris and invasive species and restoring meadows in an effort to reduce the risk of devastating fires while also improving watershed health and flood control.

SUPPORT

Alliance of Nurses for Healthy Environments
Big Sur Land Trust
California Coastkeeper Alliance



**SB 45 – Wildfire, Drought, and Flood Protection
Bond Act of 2022
SENATORS PORTANTINO, ALLEN, STERN, HURTADO
Fact Sheet**

California Invasive Plant Council
County of Marine
Eastern Sierra Land Trust
Friends of Desert Mountains
Surfrider Foundation
Mountains Recreation and Conservation Authority
The Nature Conservancy
Outdoor Alliance California
Peninsula Open Space Trust
Placer County Water Agency
Planning and Conservation League
Sacramento County
Safe Agriculture Safe Schools
Santa Clara Valley Open Space Authority
Smith River Alliance
Sonoma Water
Transition Habitat Conservancy
Trust for Public Land
Western Rivers Conservancy
Wholly H2O
Wildlands Conservancy

CONTACT

Tara McGee
Office of Senator Anthony J. Portantino
Tara.McGee@sen.ca.gov

Tina Andolina
Office of Senator Ben Allen
tina.andolina@sen.ca.gov



**SB 45 (Portantino, Allen, Durazo & Stern)
Wildfire Prevention, Safe Drinking Water,
Drought Preparation, and Flood Protection
Bond Act of 2020
Total: \$5.5 billion**

**Chapter 2 (80220): Wildfire Prevention and
Community Resilience from Climate Impacts
Total: \$2.24 billion**

- 80221 - \$175 M to OES for a pre-hazard mitigation grant program
- 80222 - \$280M to CNRA for fire resilience and wildfire prevention
- 80223 \$75 M to CalFire for equipment and grants to local agencies
- 80224 - \$300M to CNRA for implementation of the RFFCP program
- 80225 (a) - \$225 M to CNRA for forest health
 - 80225 (a)(1) - \$50 M minimum to SNC WIP
 - 80225 (b) - \$50 M minimum to CARB for innovative technology to reduce GHG emissions
 - 80225 (d) - \$25 M for a Forest Carbon Monitoring Program
- 80226 - \$50 M to DPR for projects to reduce the risks of climate impacts on state park lands
- 80227 - \$460M to the state conservancies for climate resilience and wildfire prevention
 - 80227 (1) - \$10M for Baldwin Hills Conservancy
 - 80227 (2) - \$40M for Tahoe Conservancy
 - 80227 (3) - \$20M for Coachella Valley Mountains Conservancy
 - 80227 (4) - \$40M for Delta Conservancy
 - 80227 (5) - \$85M for San Diego River Conservancy
 - 80227 (6) - \$85M for Rivers and Mountains Conservancy
 - 80227 (7) - \$10M for San Joaquin River Conservancy
 - 80227 (8) - \$85M for Santa Monica Mountains Conservancy
 - 80227 (9) - \$85M for Sierra Nevada Conservancy
- 80228 - \$395 M for improving climate resilience of urban areas and vulnerable populations
 - 80228 (b) - \$75 M for urban greening projects
 - 80228 (c/d) - \$40 M for LA urban greening
- 80229 - \$240M to SGC for regional climate planning and implementation
 - \$20M for Regional Climate Collaboratives
 - \$135 M for Transformative Climate Communities

**Chapter 3 (80230): Safe Drinking Water, Protecting
Water Supply and Water Quality from Climate Risks
Total: \$1.47 billion**

- 80231 - \$190 M for safe drinking water, water supply, flood management, and water quality projects
- 80232 - \$200M to WCB or other entity established by the Legislature for groundwater projects that provide wildlife habitat and support the implementation of SGMA
- 80232.5 - \$130 M to DWR for SGMA implementation

- 80233 - \$250 M for the protection and restoration of rivers, lakes, and streams
 - (a) \$65M for multibenefit river projects
 - (b) \$185 M for the Salton Sea:
 - 80233 (b) (1) - \$165 M for projects that implement CNRA SSMP
 - 80233 (b) (2) - \$20 M for the New River Parkway Development Program
- 80233.5 - \$240M for urban streams and river parkways
 - (a) \$70 M for multibenefit urban stream and river parkways projects
 - (b) \$70 M for the Lower LA River Revitalization Plan
 - (c) \$70 M for the Upper LA River and Tributaries Revitalization Plan
 - (d) \$30M for Lower American River Conservancy
- 80234 - \$140 M for flood management projects
 - 80234 (h) - \$50 M for multibenefit coastal flood management projects
- 80235 - \$100 M for recycled water projects
- 80236 - \$90M for water data & groundwater monitoring
- 80237 - \$100 M for San Joaquin River Restoration/Friant Kern Canal
- 80238 - \$30 M for water infrastructure upgrades

**Chapter 4 (80240): Protecting Fish and Wildlife from
Climate Risks**

Total: \$620 million to WCB

- 80242 - \$20 million to DFW for climate resilience of fish and wildlife habitat

**Chapter 5 (80255): Protecting Agricultural Lands
from Climate Risks**

Total: \$190 million

- 80250 - \$100 M to CDFA to improve climate resilience on agricultural lands and ecosystem health
 - 80250 (a) - \$45 M for ecosystem health on agricultural lands
 - 80250 (b) - \$45 M for multibenefit water efficiency projects on agricultural lands
 - 80250 (c) - \$10 M for invasive species projects recommended by ISCC
- 80251 - \$90 M to DOC for protection and restoration of farmlands and rangelands

**Chapter 6 (80260): Protecting Coastal Lands, Bays,
and Oceans from Climate Risks**

Total: \$970 million

- 80261 - \$100 M to SCC for wetland restoration projects consistent with SF Bay Restoration Authority
- 80262 - \$700M to SCC to improve coastal resiliency
- 80263 - \$50 M to the Ocean Protection Trust Fund for climate resiliency
- 80264 - \$10 M to CDFW for kelp ecosystems
- 80265 - \$10 M to CDFW for fisheries management
- 80266 - \$100 M for dam removal

**Chapter 7 (80270) Climate Resilience, Workforce
Development, and Education**

Total: \$60 million

- (b) (1) - \$30 M to California Conservation Corps
 - \$15 M to local conservation corps

Item 7.B - Exhibit D

- (c) - \$5 M for California Community Colleges
- (d) - \$15 M to UC Extension
- (e) \$10 M for Cal State Universities for fire education



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: February 17, 2021
Subject: **CSDA Board Election – Southern Network Seat “A”**

<input type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	\$
<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

The district recently received notice of a “call for nominations” for the California Special District Association (CSDA) board of directors for the upcoming 2022-2024, three-year term. CSDA leadership is made up of six geographical networks, each containing three board members. Seat “A” is up this year in each network. Attached is the formal CSDA notification letter and details about the election process.

TVMWD resides within the Southern Network, which covers L.A. and San Bernardino counties to the north and runs east to the AZ border and also includes all other counties south to the border of Mexico. A map of the CSDA networks is attached.

The CSDA Board of Directors is responsible for all policy decisions related to member services, legislative advocacy, education and resources, as well as the representation of the common interests of all California’s special districts before the Legislature and the State Administration.

The commitment is extensive and involves attendance at several board and committee meetings at the Capitol each year, in addition to attending special events, conferences and special district leadership training through CSDA. Board seats are open only to the elected officials and general managers of CSDA’s special district members.

Nominations with board action must be submitted to CSDA by March 29, 2021. Electronic voting will commence on May 28, 2021 and close on July 16, 2021. The successful candidate for each network will be notified no later than July 20, 2021. New board members officially take office on January 1, 2022.

If there is interest among the TVMWD board in pursuing a seat on the CSDA board, staff will bring this item back in March for formal board action by resolution.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

3.5 – Ensure that all of the region’s local government policy makers understand TVMWD’s role in the delivery of water.

Attachment(s):

Exhibit A – CSDA *Board of Directors Call for Nominations* Letter

Exhibit B – CSDA Network Map

Meeting History:

None

NA/KH

RECEIVED

FEB 01 2021



**California Special
Districts Association**
Districts Stronger Together

THREE VALLEYS MWD

DATE: January 28, 2021
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
 SEAT A

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A – Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A – Noelle Mattock, Director, El Dorado Hills Community Services District*
Bay Area Network Seat A – Chad Davisson, GM, Ironhouse Sanitary District*
Central Network Seat A – Vacant
Coastal Network Seat A – Elaine Magner, Director, Pleasant Valley Recreation and Park District*
Southern Network Seat A – Jo MacKenzie, Director, Vista Irrigation District*

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district May 28, 2021.* All votes must be received through the system no later than 5:00 p.m. July 16, 2021.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by **March 29, 2021** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 28, 2021 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

(* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

California Special District Association (CSDA)

What Network is Your District In?

The heart of District NetWorks consists of district leaders – like you – inspiring and catalyzing action and collaboration in their own communities. District NetWorks help special districts connect and take action on any issues that concern your district, locally or statewide.



RECEIVED

JAN 25 2020

THREE VALLEYS MWD



YOUR BEST PROTECTION

ACWA JPIA

P. O. Box 619082
Roseville, CA 95661-9082

phone
916.786.5742
800.231.5742

www.acwajpia.com

President

E.G. "Jerry" Gladbach

Vice President

Tom Cuquet

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Fred Bockmiller

Tom Cuquet

David Drake

E.G. "Jerry" Gladbach

Brent Hastey

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Pamela Tobin

Core Values

- People
- Service
- Integrity
- Innovation

January 13, 2021

Three Valleys Municipal Water District (P006)
1021 E. Miramar Avenue
Claremont, CA 91711-2052

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Three Valleys Municipal Water District (P006) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2021.

Sincerely,

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Three Valleys Municipal Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2016 - 09/30/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



December 15, 2020

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Three Valleys Municipal Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2016 - 03/31/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.*



December 15, 2020

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Three Valleys Municipal Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/2016 - 06/30/2019
announced at the Board of Directors' Meeting in a Virtual Meeting.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



December 15, 2020

BRUNICK, MCELHANEY & KENNEDY

PROFESSIONAL LAW CORPORATION

1839 COMMERCENTER WEST

SAN BERNARDINO, CALIFORNIA 92408

TELEPHONE: (909) 889-8301

FAX: (909) 388-1889

WILLIAM J. BRUNICK
LELAND P. MCELHANEY
STEVEN M. KENNEDY

MAILING ADDRESS:

POST OFFICE BOX 13130

SAN BERNARDINO, CALIFORNIA 92423-3130

February 11, 2021

TO: Board of Directors
THREE VALLEYS MUNICIPAL WATER DISTRICT

FROM: Steven M. Kennedy, General Counsel

RE: Sunshine Ordinance

The Board conducted its annual review of the above-referenced Ordinance during its regular meetings of January 6 and February 3, 2021. Based upon the comments received during that review, I have prepared the draft Ordinance attached hereto which, if adopted, would (i) modify Section 2.3.3 thereof to authorize the Board President to limit public comment for each individual speaker to three minutes pursuant to Government Code Section 54954.3(b) and (ii) modify Section 2.3.5 thereof to expand the availability of background agenda materials to the public beyond the Brown Act requirements set forth in Government Code Section 54957.5.

If any member of the Board has any questions or comments, please feel free to address them to me as appropriate.

Enclosure: Draft Sunshine Ordinance

ORDINANCE NO. 21-02-22

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT
CONCERNING THE CONDUCT OF ITS PUBLIC MEETINGS**

WHEREAS, the Board of Directors of the Three Valleys Municipal Water District finds as follows:

A. The Three Valleys Municipal Water District (“the District”) is a municipal water district organized and operating pursuant to California Water Code Section 71000 et seq.

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”).

C. On March 7, 2001, the Board adopted Ordinance No. 3-01-8 in order to clarify and supplement the Brown Act and to ensure that the Board’s deliberations and the District’s operations are open to the public to the full extent permitted by law.

D. On May 7, 2001, the Board adopted Ordinance No. 5-01-9 which amended Ordinance No. 3-01-8 to impose further requirements upon itself which allow greater access to the meetings of the Board than prescribed in the Brown Act.

E. On February 22, 2002, the Board adopted Ordinance No. 02-02-11 which further amended Ordinance No. 3-01-8 with respect to the date, time, and place of the Board’s regular meetings.

F. On June 25, 2003, the Board adopted Ordinance No. 6-03-12 which further amended Ordinance No. 3-01-8 with respect to closed session agenda descriptions and the date, time, and place of the Board’s regular meetings.

G. On May 19, 2004, the Board adopted Ordinance No. 05-04-13 which further amended Ordinance No. 3-01-8 with respect to the date, time, and place of the Board's regular meetings, and consolidated all of the amendments to Ordinance No. 3-01-8 into a single comprehensive document.

H. On January 18, 2012, the Board adopted Ordinance No. 12-01-19 which amended Ordinance No. 05-04-13 with respect to the dates of the Board's regular meetings and the posting of its agendas.

I. On April 17, 2013, the Board adopted Ordinance No. 13-04-20 which amended Ordinance No. 12-01-19 with respect to the closed session descriptions attached hereto as Exhibit A so as to maintain compliance with statutory amendments to the Brown Act.

J. The purpose of this ordinance is to modify Section 2.3.5 hereof to expand the availability of background material to the public beyond the requirements of Government Code Section 54957.5 and to ensure that the Board's deliberations are performed in a manner that reflect a dedication to the highest standards of integrity and accountability so as to continue to earn the trust and confidence of the parties served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Three Valleys Municipal Water District does hereby adopt and ordain as follows:

Section 1. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular

meetings of the Board shall be held at 8:00 a.m. on the first and third Wednesdays of each month at the District offices located at 1021 East Miramar Avenue, Claremont, California, unless otherwise provided in the agenda that is prepared and posted therefor in accordance with Section 2.3 hereof.

2.2. **Special Meetings.** Special meetings of the Board may be called from time to time and will be conducted in accordance with Government Code Section 54956. The Board shall not add any non-agendized item to the agenda of a special meeting. Further, no agenda for a special meeting shall provide an opportunity for the Board to consider the possible addition of any non-agendized item to the agenda.

2.3. **Agendas.**

2.3.1. **Descriptions.** The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning is not known to the general public. The agendas may refer to explanatory documents, including but not limited to correspondence or reports, within the written material prepared and/or forwarded by District staff to the Board concerning the subject matter of any agenda item. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

2.3.2. **Additions.** The Board shall not discuss or take action on any item not appearing on the posted agenda for the meeting unless otherwise authorized by the Brown Act.

All findings and/or determinations required by Government Code Section 54954.2(b) shall be expressly made by the Board and duly reflected in the minutes of the meeting.

2.3.3. Public Comment. The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board. While testimony and input received from the public during Board meetings is a valuable part of the Board's decision-making process, the Board President is nevertheless authorized pursuant to Government Code Section 54954.3(b) to limit public testimony to three minutes for each individual speaker.

2.3.4. Posting. The agendas of all Board meetings and all committee meetings which are open to the public shall be posted in the following locations: (1) an exterior bulletin board located outside the District headquarters that is accessible twenty-four (24) hours a day; (2) on-line at the District's website known as www.threevalleys.com; and (3) an interior bulletin board located in the lobby of the District headquarters.

2.3.5. Background Material. Staff material, consisting of agendas, staff reports,

and other material prepared and forwarded by staff which provide background information and recommendations, regarding agenda items, when distributed to all or to a majority of the members of the Board in connection with a matter which is subject to discussion or consideration in open session at a public meeting, shall be made readily available to the public on the District's website and upon request.

2.4. **Closed Sessions.**

2.4.1. Agenda Descriptions. Substantial compliance with the permissive provisions of Government Code Section 54954.5, as generally reflected in Exhibit A attached hereto and incorporated herein by this reference, is mandatory under this ordinance with respect to the description of any closed session items on any Board meeting agenda. For closed sessions held pursuant to Government Code Section 54957, the agenda will use the description in Exhibit A that best describes the purpose of the closed session. When the purpose of the closed session is to conduct a hearing on specific complaints or charges brought against an employee of the District, the agenda description shall read "PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, employee given 24-hour notice."

2.4.2. Advance Announcement. Prior to holding any closed session, the Board shall state in open session the item or items to be discussed in the closed session. The statement may take the form of a reference to the item or items as they are listed by number or letter on the agenda, and must include any and all matters otherwise required to be disclosed under the Brown Act. For closed sessions held pursuant to Government Code Section 54956.9(d)(3), the Board must announce the existing facts and circumstances which authorize the holding of the closed session or specifically state that it believes that facts and circumstances that might result in

litigation against the District are not yet known to a potential plaintiff or plaintiffs. In the closed session, the Board shall consider only those matters covered in its statement. Nothing in this section shall require or authorize the release of information which is exempt from disclosure under state or federal law.

2.4.3. Public Reports on Closed Session Actions. The Board shall publicly report any action taken in closed session, and the vote or abstention of every member present thereon, in the manner and to the extent required by Government Code Section 54957.1.

2.5. Ad Hoc Committees. In order to be exempt from the notice, agenda, and public participation requirements of the Brown Act, all ad hoc committees of the Board shall substantially comply with the following guidelines: (1) The committee shall be comprised of less than a quorum of the Board; (2) The committee's life should be restricted to a relatively short period of time; (3) The committee's purpose should be limited to a single and specific task; (4) The committee shall not be given any independent discretionary authority to make ultimate decisions on behalf of the Board with respect to the final resolution of the task; (5) The committee's charge should not be automatically renewed upon completion of its particular assignment or expiration of its fixed term; (6) The committee's meeting schedule should not be on a regular basis or established by formal action of the Board; and (7) Public notice of the formation of the committee shall be given in a timely manner.

Section 3. REVIEW OF ORDINANCE ON ANNUAL BASIS.

Each year, the Board may review this ordinance to determine its effectiveness and the necessity for its continued operation. As such time, the District's General Manager shall report to the Board on the operation of this ordinance, and make any recommendations deemed

appropriate, including proposals to amend the ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this ordinance. Nothing herein shall preclude the Board from taking action on the ordinance at times other than upon conclusion of the annual review. The Board's failure to conduct the annual review shall result in the continued operation of this ordinance for another year or until otherwise modified by the Board.

Section 4. **SEVERABILITY.**

If any provision of this ordinance, or the application thereof to any person or circumstance, is held to be invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this ordinance shall supersede all prior inconsistent ordinances and shall take effect immediately upon adoption.

Adopted this 17th day of February, 2021.

ROLL CALL:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

EXHIBIT A

Under Government Code Section 54954.5, the following language has been provided by the State Legislature as sample language which will meet the mandate of the Brown Act for properly identifying closed session items on the Board's agenda:

LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)

Applicant(s): (Specify number of applicants)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: (Specify street address; parcel number if no street address; or other unique reference of parcel under negotiation)

District Negotiator: (Specify names of negotiators attending closed session) (If the specified negotiator is to be absent, an agent or designee may participate provided the name of the agent or designee is announced publicly prior to the closed session.)

Negotiating parties: [Specify name of party (not agent)]

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [Government Code Section 54956.9(d)(1)]

Name of case: (Specify by reference to claimant's name, name of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2):
(Specify number of potential cases)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (Specify
number of potential cases)

LIABILITY CLAIMS (Government Code Section 54956.95)

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section 54957)

Consultation with: (Specify name of law enforcement agency and title of officer, or name
of applicable District representative and title)

PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section
54957)

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section
54957)

(No additional information is required in connection with a closed session to consider
discipline, dismissal, or release.)

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

District designated representatives: (Specify names of designated representatives)

attending the closed session) (If circumstances necessitate the absence of a specified representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of negotiations)

CASE REVIEW/PLANNING (Government Code Section 54957.8)

(No additional information is required in connection with a closed session to consider case review or planning.)



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: February 17, 2021

Subject: **Resolution No. 21-02-886 Adopting TVMWD Policy Manual – Biennial Update**

<input checked="" type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	\$
<input type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Recommendation:

That the Board approve Resolution No. 21-02-886 adopting updates to the Policy Manual.

Discussion:

The manuals are approved by the board biennially or more often as needed. At the January 6, 2021 Board meeting, staff presented recommended changes and Board members provided input and suggestions for some additional changes for consideration.

Policy Manual

Included in the manual are general cleanup language suggested by staff and the Board. In addition, there are changes/clarifications regarding Board of Directors Compensation and Reimbursement protocols as well as policy additions addressing email acceptable use, internet acceptable use, password protocol, social media use, and District-Issued Cell Phones for Directors.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 21-02-886

Exhibit B – Policy Manual revised February 2021

Meeting History:

Board of Directors Meeting – February 3, 2021, Informational Item

Board of Directors Meeting – January 6, 2021, Informational Item

NA/ML

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
ADOPTING THE POLICY MANUAL**

WHEREAS, the Three Valleys Municipal Water District (“the District”) is a municipal water district organized and operating pursuant to the Municipal Water District Law of 1911 (“the Act”), California Water Code Section 71000 et seq.; and

WHEREAS, the District is governed by an elected Board of Directors (“the Board”) that is empowered by the Act to adopt rules and regulations concerning the operations of the District; and

WHEREAS, the Policy Manual will be reviewed and revised as deemed necessary by the Board at least every ten years by Ordinance, last adopted on January 18, 2017, Ordinance No. 17-01-21. Interim changes to the Manual may be approved by the Board through motion or resolution.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Three Valleys Municipal Water District that the Policy Manual attached hereto and incorporated herein by this reference is hereby adopted in its entirety.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District’s Board of Directors held via teleconference, on this 17th day of February 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Bob G. Kuhn, President

ATTEST:

Carlos Goytia, Secretary

SEAL:



Policy Manual 2021

Matthew H. Litchfield, P.E.
General Manager/Chief Engineer

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1. PURPOSE AND ORGANIZATION

1.1. Mission

The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.¹

1.2. Vision Statement

The District meets its regional water supply needs through:

- 1.2.1. Collaboration with its member agencies to understand their short-term and long-term needs
- 1.2.2. Development and implementation of a plan to address these needs in a cost-effective manner based on current water conditions
- 1.2.3. Periodic update of the plan as needs or as major changes in water conditions occur
- 1.2.4. Adaptive management strategies that seek a combination of operational and cost efficiency.¹

1.3. Core Values

The Core Values of Three Valleys Municipal Water District are as follows:

- 1.3.1. Teamwork – The coordination, collaboration, participation and understanding of everyone's role in fulfilling the mission and vision.
- 1.3.2. Communication – The exchanging of information and sharing of ideas .
- 1.3.3. Customer Service – The process of ensuring customer satisfaction.
- 1.3.4. Personal Responsibility – Being accountable for something within one's control.
- 1.3.5. Professional Integrity – The manner in which people behave and act in the workplace.
- 1.3.6. Employee Development – The steps taken to encourage each employee's professional and personal growth.
- 1.3.7. Innovation – The process of inventing or introducing something new.
- 1.3.8. Recognition – Appreciating the value of an achievement.

1.4. Functions and Powers

The District is a Municipal Water District, organized under and subject to the provisions of the Municipal Water District Law of 1911.² The District's primary functions are to acquire, control, distribute, store, purify, and conserve water for the beneficial use of its entire area (Water Code Sections 71610-71612). The District has the power of eminent domain (Water Code Sections 71693-71694); the right to acquire, use, and dispose of easements and other interests in real property (Water Code Sections 71690-71691); the right to use the public right-of-way for operating facilities (Water Code Sections 71695-71698); the power to fix water rates and fees (Water Code Sections 71613-71617); incur bonded indebtedness (Water Code

Sections 71312.5, 72028-72028.4, 72073-72077); levy standby charges (Water Code Sections 71630-71637, 71638-71638.4, 71639; Government Code Sections 54984-54984.9); impose water replenishment assessments (Water Code Sections 71682-71689.9), special taxes (Water Code Sections 72090-72099), and utility taxes (Water Code Sections 72072-72072.12); and the authority to issue bonds for system maintenance and development.³ The District also has the power to sue or be sued (Water Code Sections 71750-71752), and to contract (Water Code Section 71592), and to enter into a variety of legally recognized relationships with other public and/or private entities (Water Code Sections 71720-71723). The District exercises its power to generate electricity for direct use and for sale to other parties and reserves the right to exercise other latent powers in the future.⁴ As a member public agency of the Metropolitan Water District of Southern California, the District is entitled to certain rights and privileges, and may be responsible for carrying out certain duties.⁵

1.5. Member Agencies as Customers

The District wholesales water for the benefit and use of its customers (commonly referred to as “Member Agencies”). Member Agencies include: Golden State Water Company; Rowland Water District; Walnut Valley Water District; Valencia Heights Water Company; Boy Scouts of America; California State Polytechnic University, Pomona; Mount San Antonio College; Suburban Water Systems; Covina Irrigating Company and the cities of Covina, Glendora, La Verne, and Pomona. For the benefit of any or all of these Member Agencies, the District may also sell water to a Watermaster that administers a court judgment, and/or a Joint Powers Authority with any of these Member Agencies as a participating member. Through the Member Agencies, water is provided to the following cities or unincorporated areas: Charter Oak, Claremont, Covina, Covina Hills, Diamond Bar, Glendora, Industry, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Walnut and West Covina. Any significant initiation or change of service, change in boundaries, sphere of influence, jurisdiction, or organization, must be approved by the Local Agency Formation Commission for Los Angeles County (LAFCO).⁶

2. GOVERNANCE

2.1. Board of Directors - Principal Functions

The major functions of the Board of Three Valleys Municipal Water District are to define District goals and objectives; to act as custodian of District property and resources; to establish District policies; to review all District operations; to direct the development of management plans; to employ the General Manager of the District who shall implement the goals, plans and policies established by the Board of Directors; and to communicate with the District's Member Agencies and the general public (Water Code Sections 71270-71314). Policies that supplement obligations of the District as set forth in the law are established by ordinances, resolutions, or motions passed by the Board of Directors.⁷

2.2. Election

A seven-member Board of Directors governs the District.⁸ Directors are elected to four-year terms at elections in November of even-numbered years. Elections are staggered, with Directors for Divisions I, III, and V elected at one election and the Directors for Division II, IV, VI and VII elected at another election. A candidate for the Board of Directors must be a resident of the District, as well as the Division the candidate wishes to represent.

Candidate Statements of Qualification, which appear on sample ballot pamphlets, are limited to 200 words [California Water Code Section 71505; California Elections Code Sections 10540 and 13307(a) (1)]. The District does not pay any costs associated with the printing, mailing and/or handling of these.⁹

If an incumbent Board member is unchallenged in an election, the District will be notified that the Los Angeles County Board of Supervisors will appoint him or her to a new term.¹⁰

The events causing a vacancy before the expiration of a Director's term are set forth in California Water Code Section 71250.5 and California Government Code Section 1770. Procedures contained in the California Government Code allow a vacancy to be filled by appointment by the remaining Board, or by election, or by appointment by the Los Angeles County Board of Supervisors.¹¹

2.3. Board of Directors – Organization

At its first Board meeting in December of each year, the Board of Directors elects from among its members a President, Vice-President, Secretary, and Treasurer.¹² Roles and responsibilities of these officers are as follows:

President: The President presides over all public meetings as well as workshops. The President is responsible for ensuring proper parliamentary procedures are followed during all public meetings and workshops. The President signs contracts binding on the District as well as all board-approved resolutions, ordinances and minutes. The President signs all District checks.

Vice President: The Vice President carries out the duties and responsibilities of the President when the President is not available to perform those duties.

Secretary: The Secretary is responsible for signing all board-approved resolutions and ordinances.

Treasurer: The Treasurer is responsible for reviewing the District's financial institution statements on a monthly basis and reconcile the statements to the monthly reports prepared by staff.

The Board of Directors' selects or confirms District representatives to the Metropolitan Water District of Southern California (MWD) and the San Gabriel Valley Basin Water Quality Authority (WQA), the latter of which serves a four-year term designated by resolution. The representative/alternate members of these Boards serve at the pleasure of the Three Valleys Board of Directors. Following the election of officers, the Board of Directors shall appoint District representatives to the Main San Gabriel Basin Watermaster, Chino Basin Watermaster and Six Basins Watermaster. Additionally, the current Board Members serve on the TVMWD Financing Corporation. Members of the Board of Directors may also be appointed as the District's representative/alternate to observe at other organizations, which shall be listed and approved by the Board of Directors. All assignments are for the calendar year and begin on January 1. The Board President may defer action on appointing representatives / alternates for up to 60 days. Predecessors will serve in their assigned role as representative or alternate until replaced.

2.4. Board of Directors - Public Meetings

Regular Board meetings are generally held on the first and third Wednesday of each month at 8:00 a.m. at the District Headquarters, 1021 E. Miramar Avenue, Claremont, California.

The District's meetings of the Board of Directors are subject to the requirements of the Ralph M. Brown Act.¹³ To clarify and supplement the Brown Act and to ensure that the Board's deliberations and the District's operations are open to the public to the full extent permitted by law, the Board originally adopted Ordinance No. 3-01-8, superseded by Ordinance No. 13-04-20 and most recently amended it with Ordinance No. 21-02-22 (aka Sunshine Ordinance).

Robert's Rules of Order provide guidance for the conduct of the Board's business except where otherwise provided by resolution, law, order, or motion of the District. The Board President will rule on all matters of procedure, with the advice of legal counsel.

Except as set forth in California Government Code Section 54954.2, the Board of Directors will only consider items placed on the public agenda for each Board meeting. During its meetings, the Board of Directors may go into a closed session to discuss confidential personnel matters, labor negotiations, possible litigation, or matters related to attorney-client privilege. The President or a majority of the Board of Directors may call a Special Board Meeting.

District legal counsel attends meetings as requested by the Board of Directors or the General Manager. All legal counsel directives shall go through the Board of Directors or the General Manager. The General Manager may delegate to other employees the authority to request legal counsel for certain routine matters, such as review of contracts and agreements.

2.5. Board of Directors - Norms of Conduct and Communication

- 2.5.1. Personal Conduct: The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors shall, at all times, conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings. Directors shall defer to the Board President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). When responding to requests and concerns from Member Agencies and other customers, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 2.5.2. Conflicts of Interest: The Board of Directors has adopted a Conflict of Interest Code, as required by the California Political Reform Act of 1974, as amended.¹⁴ This Code sets guidelines for the Directors' disclosure of their economic interests to meet requirements of State law. Additionally, Directors shall abstain from participating in consideration of any item involving a prohibited conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 2.5.3. Campaign Disclosures: District Board members and employees shall not accept, solicit, or direct a political contribution from (a) existing District vendors, consultants, or contractors, or (b) vendors, consultants, or contractors who have a financial interest in a contract or other matter while that contract or other matter is pending before the District.

The District shall not enter into a contract with a proposed vendor, consultant, or contractor who has made a political contribution to or at the behest of a District Board member or employee.

To ensure full transparency in these matters, the District will request disclosure requirements in its bid processes that will obligate a potential vendor, consultant, or contractor to disclose any material financial relationship they may have or may have had with a District Board member or employee that includes, but is not limited to, payment of a salary or commission and/or donation to his or her political campaign.

- 2.5.4. Communication of Views and Positions: The Board of Directors is committed to providing excellence in leadership and the highest quality of service to its member agencies and customers.
- 2.5.5. The Board of Directors shall observe the following:
- a. The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged.
 - b. The needs of the public and the District's Member Agencies and other customers should be the priority of the Board of Directors.
 - c. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.
 - d. Directors commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues will be avoided.
 - e. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, in a constructive and forthright manner. Once the Board of Directors takes action, Directors should commit to support said action and not create barriers to the implementation of said action.
- 2.5.6. Involvement in Elections: The District does not contribute funds directly or indirectly to candidates for elected public office [Government Code Section 3205(a)]. Furthermore, the District prohibits any political activity of officers or employees of the District during working hours or on the premises of the District [Government Code Section 3207].
- 2.5.7. Board Discipline: In the exercise of its discretion, the District's Board of Directors, by affirmative vote of five (5) of its members, may censure any of its members for a period of time deemed appropriate by said super majority of the Board of Directors. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured Director by said supermajority of the Board of Directors during the period of such censure shall be the following:
- a. The suspension of all spending of District funds by the censured Director and of all reimbursement from District funds of any costs incurred by the censured Director, unless otherwise allowed by the Board of Directors.
 - b. The removal of the censured Director from service on all committees and other assignments on behalf of the District and/or the Board of Directors, unless subsequently authorized by the Board of Directors and/or the President of the Board of Directors.
 - c. The withholding of all compensation by the District to the censured Director except as otherwise allowed for attending meetings of the District's Board of Directors and other meetings subsequently authorized by the Board of Directors and/or President of the Board of Directors.
 - d. The withholding of all or some of the benefits provided by the District to the censured director as determined by the Board of Directors.

2.5.8. Miscellaneous

- a. The District shall not purchase alcoholic beverages for consumption at meetings of the Board, or functions sponsored by the District.
- b. Directors will be expected to maintain proper decorum and comportment while representing the District.
- c. Subject to California Government Code Section 89001 and Section 18901 of Title 2 of the California Code of Regulations, Directors may use District letterhead for routine correspondence as a normal part of their duties, but are restricted from representing the Board of Directors or from using staff time excessively on all other matters without prior approval by the Board of Directors in an open session. The following guidelines shall apply:
 - 1) Letterhead may not be used for partisan activities or positions or in connection with a director's outside employment.
 - 2) All correspondence will be prepared for a Director by District staff, and a copy will be placed in the next regular Board packet.
- d. If Directors or staff has any question whether the correspondence is routine, it should be submitted to the full Board of Directors for prior approval. The following examples are guidelines for this policy:
 - 1) Board Approval Required: If District letterhead is used to express opinions or positions on which the Board of Directors has not taken an official position, or has an opposing position to that of the Board member, the letter/memo must state that the position expressed is his/her individual position and does not reflect the official position of the Board of Directors, and a copy must be provided to the Board of Directors for their information prior to mailing the letter/memo out. In addition, if letter/memo subject matter requires excessive use of staff time prior approval is required.
 - 2) Board Approval Not Required: If the letter/memo expresses or requests support/opposition to actions in accordance with a Board adopted position; merely makes an inquiry or requests information on a District related matter; may respond to an inquiry or invitation to participate in a District related activity. In addition, approval is not required for thank you letters.
- e. Directors may be provided computer tablet or like devices to conduct District business. Use of these devices shall be limited to District business and any use thereof may be subject to disclosure under the Brown Act and/or Public Records Act.

2.6. Board of Directors - Orientation Meeting

Following the certification of the general election, staff will schedule an orientation with any newly elected Director, or any Director who is re-elected with a lapse of four years or greater. The purpose of the orientation will be to review, but not limited to, the following: The Ralph M. Brown Act, Robert's Rules of Orders, Conflicts of Interest, Directors' Compensation,

Directors Travel and Reimbursement, a general review of Board Policies, Ethical behavior and conduct. Additionally, a facility tour will be scheduled to share information regarding TVMWD's operations and projects that are underway.

2.6.1. District of Distinction

TVMWD was originally awarded the District of Distinction designation by California Special Districts Leadership Foundation during 2014; this designation is recertified every three years. In order to maintain this designation all newly elected Directors are required to complete six hours of Governance training. Staff will work with newly elected Directors during the first quarter following their installation to coordinate this required training.

2.7. Board of Directors - Compensation

Pursuant to California Water Code, Section 20200 et seq., Three Valleys Municipal Water District has limited its compensation each Director shall receive as permitted by State law in an amount not to exceed \$200 per day for each day's attendance at meetings of the Board of Directors and Board authorized agency or committee meetings, and water related meetings, seminars and workshops which the Board of Directors determines are of benefit to the District, or for each day's service rendered as a Director that has a substantial relationship to the District's purpose (Ordinance No. 2-07-15 adopted on February 21, 2007), not exceeding a total of ten (10) days in any calendar month (Ordinance No 2-01-7 adopted on February 7, 2001).¹⁵

2.7.1. For purposes of determining eligibility for compensation, the term "meeting" as used herein is defined as a meeting reasonably necessary to further the interests of the District and its projects that afford an opportunity for Directors to discuss many issues informally with other agencies and leaders in the community and achieving a goal of maintaining consistent, effective and open channels of communication with other entities, including the following:

- a. Any occurrence that is listed in Government Code Section 53232.1(a):
 - 1) A regular, special, or emergency meeting of the Board;
 - 2) A meeting of a standing, ad hoc, or advisory committee of the Board;
 - 3) A conference, seminar, or organized educational activity involving matters related to functions and operations of the District.
- b. Other occurrences:
 - 1) Any meeting of an agency where the District has appointed a specific representative.
 - 2) Conference calls to discuss matters related to the functions and operations of the District.
 - 3) Any other meetings determined by the Board to be reasonably necessary in furthering the interests of the District.

2.7.2. Compensation for a day of service will be permitted on the day before and/or the

day after a meeting or conference if circumstances required the Director to travel on the day before and/or after.

- 2.7.3. Meetings must be relevant to the District and constituents the Director is elected to serve.
 - a. Fundraising and other campaign type events for state-level and federal-level campaigns for elected officials are not compensable.
- 2.7.4. To receive compensation for attendance or participation at approved meetings, a Board member shall:
 - a. Submit their expense reports for the preceding calendar month to the District's General Manager or designee by the fourth calendar day following the end of the month.
 - b. Directors may list compensated and non-compensated meetings, but will only receive compensation on meetings as listed above in Section 2.7.
 - c. Provide a brief written report justifying how the meeting was reasonably necessary to further the interests of the District. Include descriptive information such as other TVMWD directors in attendance, name of person(s) the meeting was with and agency or organization affiliation.
 - d. Directors are expected to be on time for each meeting and participate for the entire duration of each meeting, unless an emergency or unexpected situation requires the Director to arrive late or leave the meeting early.
 - e. Request compensation for each meeting at \$200.

The Board will consider approval of compensation at the monthly Board meeting the following month.
- 2.7.5. If a Director is unable to attend a meeting for which they have been appointed to represent the District, they are to notify staff in a timely manner to contact the designated alternate to attend. The WQA, Chino Basin Watermaster and Six Basins' alternate representatives are expected to attend meetings of those agencies regularly.
- 2.7.6. The TVMWD Director serving as an MWD Director, may receive compensation for each day's attendance at meetings of the MWD Board and committees, in the same amount and upon the same terms as is provided with respect to service on the Board of Directors of the District.¹⁶
- 2.7.7. Compensation is not to exceed a total of ten (10) days in any calendar month. Where two (2) or more meetings, including meetings of MWD and the District, occur on the same day, it shall count as one day's service for purposes of compensation. Miscellaneous expense reimbursement requests of the MWD Director should be made to MWD.

2.8. Board of Directors – Reimbursement

The District shall reimburse Board members for costs incurred related to attendance or participation at meetings as defined in section 2.7.4, as provided herein.

- 2.8.1. Eligible Expenses: Expenses eligible for reimbursement shall be limited to:
- a. Registration costs, or other charges for participation at the meeting;
 - b. Transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, train, Uber, Lyft, parking, etc.).
 - c. Lodging at the single-room rate; and
 - d. Reasonable costs of meals (see section 2.8.3 d).
- 2.8.2. Budget Limits: The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$7,500 each fiscal year (Resolution No. 18-04-823, adopted April 18, 2018).
- 2.8.3. Reimbursement Rate:
- a. Registration and Meeting Charges

The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor or timely registration after applying all applicable deductions for any available discounts. Registration and meeting charges incurred by the District shall be reflected on a monthly status report issued to each Board member. In the event that a Board member must withdraw from a conference or activity after registration and payment has been made, and a refund or credit may not be obtained from the organizing group or agency, the expense will be charged against the Board members annual budget limit of \$7,500. However, if a credit may be obtained and applied by the District for a future conference or activity of the same type or by the same organization, the expense account of the Board member will not be debited until such time that the credit is applied or expires, if applicable.

Directors are encouraged to work with assigned staff to coordinate registration at all meetings to ensure consistency, as well as to ensure that all applicable discounts are applied. It is important to register within the prescribed deadlines as a courtesy to those outside entities planning the events. Requests to attend an event after a prescribed deadline passes will be the sole responsibility of the director, including any related costs, which may be submitted for reimbursement with proper documentation on the monthly expense report. Directors may not direct outside entities to bill the District for events they have attended without working through the District first.

Directors are encouraged to utilize payment administered by the Executive Assistant when registering for conferences and events. If a Director pre-registers and pays for the conference or event on their own, reimbursement for that expense will not be considered until the reimbursement form is submitted the month following the conference or event.

b. Transportation

- 1) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach air fare.
- 2) Reasonable private vehicle expenses are reimbursable up to the cost of coach airfare and the attendant cost of ground transportation. Vehicle versus airfare costs are expected to be documented to verify reimbursement is the most economical. A Board member may not appropriate a District vehicle solely for his or her own individual use as a means of transportation to conferences or seminars. Mileage reimbursement shall be given when personal vehicles are used for District business. The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage. Mileage will only be reimbursed for meetings approved for compensation as outlined in Section 2.7.
- 3) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.
- 4) If an alternative private aircraft is used in lieu of commercial air travel, written documentation of actual cost incurred by the director must be provided along with comparison of the lowest commercial air charges. If additional supplemental ground transportation such as taxi or shuttle would normally be required to reach the destination, these charges may be included at the lowest rate for comparison purposes. All efforts should be exercised to obtain comparison rates at least 21 days prior to scheduled travel date to obtain the lowest rates. The latest comparison date permitted will coincide with the latest published RSVP date for any scheduled event and/or conference. Note: if there is no direct cost to the Director for the alternate private aircraft, the expense is not subject to reimbursement, and, may be subject to gift limitations and filing on the annual Form 700-Statement of Economic Interest form.

c. Lodging

Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging. No reimbursement requests will be approved for lodging expenses incurred within the District's service area. However, lodging costs will be paid by the District under the following circumstances:

- 1) The Board member is attending a conference or other qualifying function held more than 50 miles from their home; OR
 - a. Lodging for the night before will be reimbursed if the Board member would have needed to leave their home before 6am;
 - b. Lodging for the night of will be reimbursed if the Board member would have arrived home that night after 7pm.

Lodging requests not covered by this section will not be reimbursed, except upon authorization of the Board given at a public meeting. Actual and reasonable lodging expenses will be reimbursed only for authorized personnel and as such will not be reimbursed for guests or family members of the authorized personnel. Where reasonably possible, lodging will be obtained in proximity to the conference or function site. In most cases, lodging should be arranged and paid for through the District. With adequate notice, staff is able to arrange for prepayment of authorized charges via the District credit card. Staff will be unable to acquire any lodging for events that are requested after the prescribed RSVP deadline has passed.

- 2) At some conference venues, a Director may have access to alternate lodging due to the availability of time shares, a secondary residence, etc. Reimbursement for any alternate lodging is limited to the cost of scheduled actual conference lodging costs or the lesser of the two venues. Documentation in the form of a receipt paid for alternate lodging must be provided to receive reimbursement.

d. Meals

The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed \$100.00 per day's service. The District does not pay for or reimburse for alcoholic beverages. When the District pays for meals, which are included in a conference/seminar registration packet, outside meals will not be reimbursed.

1) Gift Acceptance

On occasion at different events and/or conferences, a Director may be extended an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements on an individual Form 700 Statement of Economic Interest form if the amount of the dinner exceeds \$50. The meal host (district vendor, consultant) should be asked to provide written documentation that includes an itemization of items consumed. In the case of hosted alcoholic beverages shared by many (e.g. bottle of wine), the cost of the beverage may be prorated by the total number of guests at the meal function. Alternately, TVMWD will accept this invitation under the guidance of FPPC Form 801 – Payment to agency and complete the required documentation in accordance with the supplemental TVMWD Gift Acceptance policy. If TVMWD completes and files a Form 801, individuals are not required to include the information on their annual Form 700.

2) Distribution of Tickets and Passes

In compliance with the Fair Political Practices Commission Regulation Section 18944.1, when complimentary tickets or passes are conveyed to a Director to attend an event that normally would have been paid for, TVMWD will complete and file FPPC Form 802 – Ceremonial Role Events and Ticket / Pass Distribution. If TVMWD completes and files a Form 802, individuals are not required to include the information on their annual Form 700, in accordance with the supplemental TVMWD Distribution of Tickets and Passes policy.

e. Other

District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred. If the Board member chooses to incur additional costs that are above the rates established herein, and those costs have not been approved by the Board in a public meeting before the expense is incurred, then the Board member may do so at his or her own expense.

- 2.8.4. Ineligible Expenses: The District will not advance cash to a director. Directors will not be issued District credit cards or car allowances. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. Any expenses related to meetings not approved by the Board will be deducted from the Director's compensation and reimbursement payment. Gratuity exceeding 15% of the subtotal will be ineligible for reimbursement.
- 2.8.5. Expense Forms: The District shall provide expense report forms to be filed by the members of the Board for reimbursement of actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this document for the expenditure of public resources. Board members shall submit their expense reports to the District's General Manager or designee for the preceding calendar month by the fourth calendar day following the end of the month. All reports shall be accompanied by the original, itemized receipts for ancillary expenses such as meals, parking, etc. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense report. Otherwise, missing receipts will not be reimbursed. Approval of Director expenses for the preceding month will be included on the agenda of the Board meeting held on the third Wednesday of each month. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.9. Board of Directors - Ethics Training

2.9.1. Requirement:

a. Elected Officials

AB1234 was chaptered in 2005, effective January 1, 2006, and requires all elected officials shall receive ethics training within one year of taking office and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this requirement for its elected officials.

b. Staff

TVMWD requires that all regular employees complete ethics training within one year of hire and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this requirement for its employees. TVMWD may assign Target Solutions ethics training to any employee that is hired during the off-training cycle to insure compliance with this law.

2.9.2. Application:

Local Agency Official: As used in Section 2.9.1, the term “local agency official” means all of the following:

- a. All Board members; and
- b. All executive staff of the District.

Ethics Laws: As used in Section 2.9.1, the phrase “ethics laws” includes, but is not limited to, the following:

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of- interest laws;
- b. Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
- d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

2.9.3. District Responsibilities

Records: The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 2.9 and (b) the entity that provided the training. The District shall maintain these records for at least five

years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Notice: The District is required to provide information on training available to meet the requirements of Section 2.9 to its local agency officials at least once annually.

2.10. Board of Directors – Workplace Harassment Training

2.10.1. Requirement

a. Elected Officials

Effective January 1, 2017, new legislation (AB1661) clarifies an elected officials' responsibility to complete this training. Within six months of taking office an elected official must complete this training. Thereafter, each Board member must participate in such training at least once every two years.

b. Supervisory Staff.

All district staff must participate in the District's program of providing at least two hours of classroom or other effective interactive training and education regarding workplace harassment no later than six months from their first day of service with the District. Thereafter, each district staff member must participate in such training at least once every two years.

c. Biennial Training

During the first quarter of odd years, following the General Election, TVMWD will provide training to elected officials and district staff. TVMWD will utilize Target Solutions for interim training for district staff.

2.10.2. District Responsibilities

The training and education required by Section 2.10 shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of workplace harassment and the remedies available to victims of workplace harassment in employment. The training and education shall also include practical examples aimed at instructing District supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

2.11. Board of Directors – Governance/Management Connection

With the exception of the Board's relationship with General Counsel, the Board's sole official connection to the operational organization, its achievements and conduct will be through a chief executive officer, titled General Manager. The Water Code states that the General Manager has "full charge and control" of the District's system, subject to Board approval (Section 71362). The District's definition of "full charge and control" includes technical aspects such as construction, operations, repair and maintenance, and engineering; as well as day-to-day administrative functions such as accounting, billing, and financial services; and management functions over employees, suppliers and consultants. The definition also includes the General Manager's ability to accomplish these functions, and their accountability for them.

Item 7.F - Exhibit B

The primary, binding authority with respect to the General Manager's role and responsibilities is stated in California Water Code Sections 71362 and 71363. Consistent with that foundational policy, several important policy concepts are highlighted in this and subsequent sections.

Only officially passed ordinances, resolutions, and motions of the Board are binding on the General Manager except in rare instances when the Board has specifically authorized such exercise of authority. In initiating communication with District staff, Directors should generally contact the General Manager. In the absence of the General Manager, Directors may contact the appropriate management staff member to obtain the requested assistance. Any Board member requests that require substantial work must come to the Board for direction.

The General Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager. The Board, as a whole, will not give direction to a person who reports directly or indirectly to the General Manager. The Board as a whole will not evaluate, either formally or informally, any staff other than the General Manager. The Board will evaluate the General Manager performance qualitatively, using as guidelines the General Manager's stated annual objectives. Adjustments in the General Manager's remuneration or contract will be consistent with the Board's evaluation of performance and achievement of stated objectives.

3. GENERAL MANAGER AND STAFF

3.1. General Policy

The General Manager will ensure that conditions for the employees are maintained and conducted in a fair, dignified and organized manner. Also, the General Manager may not:

- 3.1.1. Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as grossly preferential treatment for personal reasons.
- 3.1.2. Retaliate against any staff member for non-disruptive expression of dissent.
- 3.1.3. Fail to acquaint staff with the rules and his/her interpretation of their protections and responsibilities under this policy.

3.2. General Manager Authority - Limits Set by Board

Within guidelines set by state law, District policy establishing the responsibilities and authority of the General Manager and the responsibilities reserved for the Board of Directors is set forth by Resolution 17-10-811, which is incorporated herein by reference.

3.3. Safety

The District will maintain a safety program to ensure the protection of the public, contractors and staff from injury and illnesses. The program shall comply with applicable federal and state laws.

3.4. Loyalty Oath

In accordance with the Government Code 3100 et seq. all public employees are classified as “disaster service workers” and are required to take a public employee oath upon hire. Failure to subscribe to the oath will null and void the offer of employment by the District. The Code states that all disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath.¹⁷

4. WATER PLANNING AND SUPPLY

4.1. General Policy

In the pursuit of its mission, the TVMWD Board of Directors has articulated some objectives related to water planning and supply. These objectives form the general water planning and supply policy of the District:

- 4.1.1. Assure an adequate, safe and reliable supply of imported and local water that meets the needs of our customer agencies.
- 4.1.2. Provide leadership in addressing and resolving water supply, water quality and infrastructure issues affecting water agencies in the District's service area and region. Serve as collaborator, facilitator, and integrator of the interests of water agencies and other stakeholders within the District's service area and region.
- 4.1.3. Prepare and implement long range plans that meet District and member needs, while distributing the benefits and costs equitably.

4.2. Water Management Plan

In accordance with State law, the District prepares an Urban Water Management Plan as a comprehensive assessment and description of the District's ultimate needs for water and plan for the provision of related facilities and water management actions. The content and development process of the Plan shall be consistent with, but may surpass, the elements prescribed by the Urban Water Management Planning Act.¹⁸

4.3. Water Quality

Drinking water provided by the District shall be of the highest quality possible at a reasonable cost, but shall at no time violate any adopted federal or state primary or secondary drinking water standard.

Drinking water quality may sometimes be protected effectively at the source, or in the watershed from which it is withdrawn for human use. Therefore, it is the policy of Three Valleys Municipal Water District to promote the protection and, when appropriate, the enhancement or restoration of watershed and groundwater resources of the region.

4.4. Water Use Efficiency, Public Outreach & Water Conservation

The District actively promotes the achievement of a high level of efficiency by all types of retail water users, by supporting water conservation planning and project implementation at the regional and local levels. Also, the District will endeavor to maintain an active and comprehensive approach in its outreach efforts by participating in a wide variety of activities throughout the service area.

5. CAPITAL IMPROVEMENTS

5.1. Service Connections

It is the District's policy to facilitate the construction of new imported water connections as needed. The approval, design, and construction of new service connections to Metropolitan Water District (MWD) facilities shall comply with applicable sections of MWD's Administrative Code. The District shall be responsible for all approvals, design, and construction of new service connections to District-owned facilities. Although the District may consider appropriate funding arrangements, such as funds from state or federal grants or loans, in collaboration with the benefiting agency(ies), the cost of design and construction is the responsibility of the local agencies in proportion to their benefit.

5.2. System Maintenance and Repairs

District policy is to plan, budget money for, and implement a thorough program of maintenance and repair for all District facilities, to achieve the goal of keeping all equipment, machinery, and processes in good working order.

5.3. Other Capital Improvements

The District may undertake the design and construction of capital improvements that provide regional water resource or water quality benefit. The costs of such projects may be shared with those directly benefiting from the project or may be wholly included in the District's budget. Funding may be rate-based, from grants or other outside sources.

6. FINANCIAL INTEGRITY

6.1. General Policy

Consistent with District policies established herein, the General Manager as the Chief Executive Officer of the District shall ensure that Three Valleys Municipal Water District meets all laws, regulations, and sound financial management practices.

6.2. Annual Budget

The General Manager shall annually prepare and follow a budget in which anticipated expenses do not exceed anticipated revenues. Budget preparation will include ample consultation with member agencies, before its approval by the Board of Directors.

6.3. Rates, Charges, Assessments and Penalties

The Board of Directors shall set rates, charges, assessments and penalties in accordance with its mission, state law, and prudent fiscal management practices. Invoices for water deliveries shall be done on a monthly basis. Invoices shall be mailed no later than the twelfth (12th) working day of the month following the month in which water was delivered. The invoice shall indicate the mailing date (invoice date), the month for which the charges were incurred, the total amount of water delivered for each class of service, and the total amount of charges and water delivered. Payment of the amount shown on such invoices shall be due in the month following mailing and shall be delinquent if not received by the Chief Finance Officer (CFO) of the District before the close of crediting activity five (5) business days prior to the last business day of the month following such date of mailing. The term "business day" shall mean any day other than a Saturday, Sunday, or holiday. The term "received by the CFO" shall mean receipt either (1) at the District headquarters or (2) by crediting to the District's general demand account at the office of the District's bank in such form that the funds are immediately available for investment or other use or disposal by the District. The term "close of crediting activity" shall mean either (1) 2:00 p.m. if payment is delivered to the Office of the CFO of District headquarters, or (2) the cutoff time for crediting by the District's bank of the day's transactions if payment is initiated by wire transfer, inter-branch transfer, direct deposit, or by other means pursuant to advance agreement with the CFO. In the event that a mistake is discovered in a District water sales record, the General Manager shall initiate appropriate corrective action, except that no mistake made more than five (5) years prior to its discovery shall be corrected. If an incorrect invoice has been issued to a member agency, the General Manager shall notify the affected agency of any adjustment and the manner of making any required credit or charge, neither of which shall bear interest. All invoices are due and payable as described and any dispute concerning the amount due should be filed with the District immediately. In the event any member agency shall be delinquent in the payment for water delivered by the District, or through an MWD connection, and/or other charges levied, an additional charge equal to two (2) percent of such delinquent payment for each month or portion thereof (days delinquent divided by 30) that such payment remains delinquent shall be assessed, and the member agency shall pay such charge to the District in addition to the amount of such delinquent payment. Notwithstanding the above, if the total period of

delinquency does not exceed five (5) business days, the additional charge shall be equal to one (1) percent of such delinquent payment. Invoices for delinquencies including additional charges shall be mailed not later than the tenth day of each month. In the event that any member agency shall be delinquent for more than thirty (30) days in the payment for water, such delinquency shall be reported by the General Manager to the Board of Directors at its next meeting. The Board of Directors, in its discretion and upon such other conditions as it may prescribe after giving the member agency a reasonable opportunity to be heard, may order the termination of service to such member agency until all delinquent payments, including additional charges, is made to the District, or the Board of Directors may authorize such other actions as may be legally available to effect collection.

6.4. Reserves

The District will maintain sufficient revenue to meet its operating expenses, debt service and depreciation expenses and hold cash and/or other investments in reserve. Reserves will be segregated into various funds for specified purposes according to the District’s Investment Policy and in compliance with state and federal laws. They will include committed reserves for specific, ongoing capital projects, non-spendable reserves invested in capital assets, restricted reserves for debt service, and assigned reserve funds made up of the following Board designated categories:

Board Elections	Opportunity	Employee Benefits
	Emergency	Capital Investment Program
Water Rate Stabilization	Board Election	Opportunity
Employee Benefit		

6.5. Investment of Funds

Funds accumulated temporarily by the District to finance planned improvements, along with operating reserve funds, are invested in instruments and accounts as allowed by the California Government Code and in conformance with adopted District investment policy.¹⁹ Management of non-cash investments shall be administered by a competitive investment manager. Custody of the investments shall be administered by a competitive investment manager.

The General Manager shall render an annual statement of investment policy to the Board of Directors. The General Manager shall also render a quarterly report to the Board of Directors showing the type of investment, date of maturity, amount of deposit, and current market value for all securities with a maturity of more than twelve (12) months, and the rate of interest.

6.6. Risk Management

The District will identify, analyze and implement reasonable techniques to protect against the adverse financial effects of accidental losses, including the purchasing of insurance, contractual transfer, exposure avoidance and retention of unfunded reserves.

6.7. Audit

The District will contract with a reputable public accounting firm to conduct an annual audit of its financial activities using a Certified Public Accountant familiar with the operations of a municipal water district in California. The audit will be made available for review by member agencies and the public and will comply with the Generally Accepted Accounting Principles (GAAP) in addition to state and federal law.

7. PUBLIC INVOLVEMENT

7.1. General Policy

It is the policy and desire of the Board of Directors that the public is kept adequately informed as to District activities, thus promoting public confidence in the District.

7.2. Public Information and Education

The District endeavors to inform and educate its various “stakeholders” on general, historical, and current issues through multiple means, including: open, public meetings; the media; and, various educational forums including, but not limited to, District-sponsored tours, tri-annual leadership breakfasts, and conservation education classes.

7.3. District Spokesperson

The General Manager is the principal spokesperson for the District, and the President of the Board also takes an active part in communicating District policies. Some of this responsibility may be delegated to others, as appropriate.

7.4. Requests for Public Records

- 7.4.1. All District records and documents not deemed to be exempt under the California Public Records Act (“the Act”), California Government Code Section 6250 et seq., shall be open to the public for inspection and copying pursuant to the requirements of the Act and the procedures established herein.
- 7.4.2. Any person who wishes to inspect or copy any document or record of the District shall submit or unequivocally convey such a request to the District which reasonably and particularly describes an existing and identifiable record. The person seeking the record may, but need not, state his or her reason for making the request and/or the use to which the information will be put.
- 7.4.3. When a member of the public requests to inspect a public record or obtain a copy of a public record, the District, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, shall perform all of the following, to the extent reasonable under the circumstances:
 - a. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
 - b. Describe the information technology and physical location in which the records exist; and
 - c. If the requested record exists on the TVMWD website, the requester may be directed to the website to obtain the item; however, requests to inspect or request a copy of the record shall be accommodated.
 - d. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

- 7.4.4. If the District receives a request for approved minutes, publicly-posted agendas, adopted budgets, and/or other simple, routine, and otherwise readily-available documents in the District's immediate possession, said records shall be released to the party so requesting for inspection as soon as possible. If copies thereof are requested, said records shall be released to the party requesting as soon as possible after payment of the fee adopted by the District pursuant to Section 7.4.8 hereof.
- 7.4.5. All requests for records that are outside the scope of Section 7.4.4 hereof shall be reduced to written form. The District shall furnish the requesting party with a standard form for his or her convenience in describing the records sought, but the use of that form shall not be the exclusive means by which a member of the public may identify said documents in writing. If the requesting party refuses or is unable to submit a request in writing, the District shall prepare a written memorandum articulating the request as it is understood.
- 7.4.6. Within ten (10) calendar days after receipt of a request to inspect or copy any document or record of the District identified in the writing prepared pursuant to Section 7.4.5 hereof, the District shall determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District, and shall immediately notify the person making the request of such determination and the reasons therefore.
- 7.4.7. Under unusual circumstances as defined in the Act, the time limit prescribed in Section 7.4.6 hereof may be extended by written notice by the General Manager of the District, or his or her designee, to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than fourteen (14) calendar days.
- 7.4.8. If the District determines that the records requested shall be made available for public inspection or copying, the District shall promptly make the records available to the requesting party. If copies are requested, the District shall promptly provide copies of the records to the requesting party upon payment of a duly-adopted fee to cover the District's direct cost of duplication, which shall be calculated in the following manner:
- a. If the copies are made by the District's staff, the total fees pursuant to the adopted fee schedule by Resolution No. 17-06-802 will be shared with the requestor. Such fees will only apply to the direct cost of duplication and shall not include the ancillary tasks necessarily associated with the retrieval, inspection, and handling of the file from which the record is extracted for reproduction.
 - b. If the records for which copies are requested are being held by consultants of the District, including the District's legal counsel, the direct cost of duplication shall be no different than the fee established pursuant to Section 7.4.8(a) above.

- c. If the size, quantity, or unique nature of the records for which copies are requested is such that the District determines in the reasonable exercise of its discretion that the reproduction thereof should not be conducted by District staff or consultants, then the District shall attempt to coordinate a mutually-acceptable alternative arrangement with the requesting party. No such arrangement shall permit a copying protocol that would expose any District records to being permanently removed, damaged, defaced, or destroyed. If the District is unable to reach such an agreement with the requesting party, then the District shall send said records to a printer or commercial copying service for reproduction and the direct cost of duplication shall be the same amount that is charged by the printer or commercial copying service for the services so performed.
- 7.4.9. If the District determines that the records requested shall not be made available for public inspection or copying, the District shall justify withholding any record by demonstrating that the record in question is exempt under the Act, that the District is unable to identify the information requested in the writing prepared pursuant to Section 7.4.5 thereof after making a reasonable effort to provide the assistance described in Section 7.4.3 hereof and elicit additional clarifying information from the requester that would help identify the record or records, or that, based on the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. Any notification of denial of any request for records shall set forth the names and titles of each person responsible for the denial.
- 7.4.10. If the District determines that any part of an otherwise public record shall not be made available for public inspection or copying, any reasonably segregable portion of the record shall be provided to the person requesting such record after deletion of the portions which are exempt by law and upon (a) compliance with Section 7.4.8 hereof as to the portions released to the requesting party and (b) satisfaction of Section 7.4.9 hereof as to the portions deleted there from.

APPENDIX A Resolutions and Motions Superseded by Adoption of this Policy**1 PURPOSE AND ORGANIZATION**

- 1.1 Mission** — *Motion Numbers: 9-94-3164, 2-97-3472 and 4-00-3807*
- 1.3 Objectives** ²⁰— *Resolution Number: 7-52-262*
- 1.4 Functions and Powers** — *Motion Numbers: 7-50-8, 9-56-450, 1-68-101, 1-68-104, 8-71-142, 5-74-93, 1-79-576, 1-79-577, 4-79-612, 5-79-621, 8-81-982, 9-81-1012, 4-82-1153, 7-82-1202, 5-86-1844, 2-90-2428, 6-92-2839, 7-92-2871 and 1-95-3194*

2 GOVERNANCE

- 2.1 Board of Directors - Principal Functions** — *Ordinance Number: 2-01-7 (2001); Motion Numbers: 197, 208, 1-70-1072-79-589, 2-79-594, 7-79-647, 7-82-262, 3-85-1645, 4-89-2324, 11-89-2391, 5-92-2530, 8-92-2897 and 12-95-3288. Ordinance Number 17-01-21 (2017) was adopted to clarify process for approval of TVMWD Manuals.*
- 2.2 Election** — *Motion Numbers: 7, 6-84-1534, 7-84-1541 and 7-94-3151*
- 2.3 Board of Directors – Organization** — *Resolution Numbers: 12-88-301, 01-02-408; Motion Numbers: 561, 11-78-555, 1-79-571, 1-79-574, 11-81-1061, 9-86-1912, 12-86-1962, 7-92-2869, 1-93-2951, 1-93-2952, 1-93-2953, 1-93-2954, 1-93-2985, 1-93-2983, 1-93-3954, 4-93-2992, 4-93-2993, 4-93-2994, 6-93-3012, 1-94-3096, 1-95-3196 and 10-95-3265*
- 2.4 Board of Directors - Public Meetings** — *Ordinance Numbers: 3-01-8, 5-01-9, 02-02-11, 6-03-12, 05-04-13 and 12-01-19, 13-04-20 (2013); Resolution Numbers: 8, 48, 450, 1021; Motion Numbers: 1-84-1464, 4-89-1670, 4-91-2624, 4-91-2626, 2-93-2959, 2-93-2962, 7-91-2674, 3-93-2973, 10-93-3068, 1-94-3095, 1-95-3196, 1-95-3197, 4-95-3217, 10-95-3265, 2-98-3571 and 8-98-3625*
- 2.5 Board of Directors - Norms of Conduct and Communication** — *Resolution Numbers: 4-74-170, 1-77-203, 8-81-256, 08-02-424, 06-06-550 and 09-07-639; Motion Numbers: 9-82-1228, 5-83-1361, 5-87-2053, 10-87-2112, 4-89-2334, 3-90-2447, 4-91-2625, 6-91-2653, 7-91-2672, 6-92-2844, 7-93-3040, 12-93-3083, 2-94-3103, 3-94-3109, 12-95-3288, 5-97-3501, 8-97-3526, 6-98-3607 and 9-98-3630*
- 2.7 Board of Directors - Compensation** — *Ordinance Numbers: 3-98-6, 7-90-4, 2-01-07 and 2-07-15 (2007); Resolution Numbers: 5-81-254 and 8-81-256; Motion Numbers: 80, 560, 690, 694, 1-84-1460, 5-85-1673, 9-86-1912, 9-89-2379, 9-89-2380, 8-90-2512, 1-91-2580, 6-92-2845, 6-92-2880, 2-93-2968, 2-93-2969, 7-93-3032, 8-93-3055, 12-93-3083, 7-94-3151, 6-95-3234, 9-95-3250, 5-97-3501, 3-98-3583, 3-98-3596, 2-01-3882 and 09-01-4670*
- 2.8 Board of Directors – Reimbursement** — *Ordinance Number: 2-01-7 (2001)*
- 2.11 Board of Directors – Governance/Management Connection** — *Ordinance Number: 2-01-7 (2001); Resolution Number: 7-82-263*

3 GENERAL MANAGER AND STAFF

- 3.1 General Policy** — *Ordinance Number: 11-04-14; Motion Numbers: 3-69-115, 12-69-164, 12-70-167, 11-72-147, 4-73-161, 5-76-285, 12-76-352, 11-79-697, 11-80-841, 3-81-902, 3-81-909, 9-81-1002, 11-81-1060, 3-82-259, 12-82-266, 6-83-270, 6-84-1525, 2-85-1635, 3-85-1655, 3-85-1656, 6-85-1699, 4-86-1811, 4-86-1812, 4-86-1813, 4-86-1824, 6-87-2060, 8-89-2358, 8-89-2363, 8-89-2364, 6-90-2482, 9-91-2700, 9-91-2704, 4-94-3130, 6-95-3232, 6-95-3233, 1-96-3305, 3-96-3336, 6-97-3512, 10-99-3748, 4-00-3813, 7-00-3836 and 8-00-3841*
- 3.2 General Manager Authority - Limits Set by Board** — *Motion Numbers: 09-01-406, 09-11-645; Resolution Number: 17-10-811*

4 WATER PLANNING AND SUPPLY

- 4.1 **General Policy** — *Resolution Number: 10-02-647*
- 4.3 **Water Quality** — *Resolution Number: 6-80-243*
- 4.4 **Water Use Efficiency, Public Outreach & Water Conservation** — *Resolution Numbers: 3-77-205 and 7-88-2997*

5 CAPITAL IMPROVEMENTS

- 5.1 **Service Connections** — *Resolution Numbers: 151, 239; Motion Numbers: 12-57-196*
- 5.2 **System Maintenance and Repairs** — *Resolution Numbers: 196, 208, 295, 348; Motion Numbers: 2-70-115 and 6-70-135*

6 FINANCIAL INTEGRITY

- 6.1 **General Policy** — *Resolution Number: 1015; Motion Numbers: 8-50-17, 7-52-242, 6-67-1015, 9-90-2538, 1-96-3304 and 3-96-3339*
- 6.3 **Rates, Charges, Assessments and Penalties** — *Resolution Numbers: 242, 293, 1034, 6-75-1932, 04-03-439, 05-03-441, 03-04-466, 05-05-519; Motion Numbers: 10-70-155, 11-78-559 and 1-84-1464*
- 6.4 **Reserves** — *Resolution Numbers: 1-85-278, 05-03-440, 03-05-505, 03-05-506*
- 6.5 **Investment of Funds** — *Resolution Numbers: 10-86-288; Motion Numbers: 4-82-1661, 4-90-2456, 12-90-2570, 8-94-3160, 8-94-3161, 3-96-3337, 8-97-3525, 10-98-3629, 10-98-3630, 8-99-3732, 9-99-3739, 01-05-495 and 09-02-4677*
- 6.6 **Risk Management** — *Resolution Number: 05-04-471*
- 6.7 **Audit** — *Motion Number: 4-92-2798*

7 PUBLIC INVOLVEMENT

- 7.1 **General Policy** — *Resolution Number: 7-82-262*
- 7.2 **Public Information and Education** — *Motion Numbers: 3-81-913 and 5-82-1169*
- 7.4 **Request for Public Records** — *Resolution Number: 17-06-802*

APPENDIX B **End Notes**

1. The Mission Statement of TVMWD was updated and unanimously approved by the Board of Directors at its September 19, 2012 meeting by *Motion Number. 12-09-4889*. The Vision Statement of TVMWD was updated as a part of the FY 20-21 Strategic Plan that was unanimously approved by the Board of Directors at its February 19, 2020 meeting by *Motion Number. 20-02-5265*. TVMWD Action Plan 2001-2002 adopted on September 19, 2001 and ratified again on February 22, 2003 and set forth the Objectives of the District, incorporated as Section 1.3 of this Policy Manual. The 2015 update of the Policy Manual changed the title of Section 1.3 from Objectives to Core Values.
2. California Water Code, Section 71000 et seq.
3. California Water Code, Section 71000 et seq.
4. These powers, whether currently exercised or latent, are generally authorized by the Municipal Water District Act (Ibid.)
5. Administrative Code, Metropolitan Water District of Southern California
6. Government Code Section 56000 et seq.
7. California Water Code Section 71276. Effective January 1, 2015 all resolutions and ordinances are adopted by roll call vote of the legislative body.
8. California Water Code Section 71260 and Water Code Section 71262
9. California Government Code Section 85300 and Government Code Section 3205(a); Water Code Section 71505; Election Code Section 10540 and Election Code Section 13307(c) and (e)
10. California Water Code Section 71505; California Election Code Section 10515
11. California Government Code Section 1780
12. California Water Code Section 71273 and Water Code Section 71340
13. California Government Code Section 54950 et seq.
14. California Government Code Section 81000 et seq.; Title 2, California Code of Regulations, Section 18109 et seq.
15. California Water Code Section 71255, Government Code Section 53232.2, Government Code Section 53232.3, Water Code Sections 20200, 20201, 20202, 20203, 20204, 20205, 20206 and 20207
16. California Water Code Section 71256; California Water Code – Appendix Section 109-51
17. California Government Code Section 3100

¹⁸ California Water Code Section 10610 et seq.

¹⁹ California Government Code Section 53601, Government Code Section 53601.1, Government Code Section 53630, and Government Code Section 53646 et seq.

²⁰ This section was renamed to Core Values during the CY 2015 update.

APPENDIX C **Policy Addendums**

This section includes policies that were adopted outside the normal cycle of policy review and approval and in a different format thereof as follows:

DISTRIBUTION OF TICKETS AND PASSES – APPROVAL DATE 6/17/2015

SECTION 1: PURPOSE OF POLICY

The purpose of this policy is to establish a fair and equitable process for the distribution of complimentary tickets or passes by TVMWD in compliance with the requirements of Section 18944.1 of the Fair Political Practices Commission Regulations. This policy is subject to all applicable Fair Political Practices Commission Regulations and the Political Reform Act, as now exist or may hereafter be added or amended, including, without limitation, definitions. (These regulations can be found at Title 2 of the California Code of Regulations and will be referred to as “FPPC Regulations.”)

SECTION 2: DEFINITIONS

Unless otherwise expressly provided herein, words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended).

- A. “TVMWD” shall mean and include the Three Valleys Municipal Water District, and any other affiliated agency created or activated by the Board of Directors of Three Valleys Municipal Water District, and any departments, committees, and commissions thereof.
- B. “TVMWD Official” shall mean every officer, agent and employee of TVMWD who is obligated to file an Annual Statement of Economic Interests (FPPC Form 700) under state law or TVMWD’s current Conflict of Interest Code.
- C. “TVMWD Venue” shall mean and refer to any facility owned, controlled or operated by TVMWD.
- D. “FPPC” shall mean and refer to the California Fair Political Practices Commission.
- E. “Immediate Family” shall mean and refer to the spouse and dependent children of a TVMWD Official. The term “spouse” includes registered domestic partners recognized by state law, and “dependent children” shall mean a child, including an adoptive child or stepchild, of a TVMWD Official who is under 18 years old and who the TVMWD Official is entitled to claim as a dependent on his or her federal tax return.
- F. “Policy” shall mean and refer to this policy regarding the *Distribution of Complimentary Tickets* pursuant to FPPC Regulation 18944.1.
- G. “Ticket” shall mean and refer to a “ticket or pass” as that term is defined in FPPC Regulation 18944.1, as amended from time to time, but which currently defines a “ticket or pass” as

admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.

SECTION 3: APPLICATION OF POLICY

- A. This policy shall be applicable to every officer, agent and employee of TVMWD who is obligated to file an FPPC Form 700 under state law or TVMWD's current Conflict of Interest Code.
- B. This policy governs the distribution of complimentary tickets received by TVMWD that are either:
 - 1. Gratuitously provided to TVMWD by an outside source;
 - 2. Acquired by TVMWD by purchase;
 - 3. Acquired by TVMWD as consideration pursuant to the terms of a contract for the use of a TVMWD Venue; or
 - 4. Acquired and distributed by TVMWD in any other manner.
- C. This policy does not apply to:
 - 1. Any other item of value provided to TVMWD or any TVMWD Official, regardless of whether received gratuitously or for which consideration is provided.
 - 2. Tickets directly provided to a TVMWD Official by a third party other than TVMWD.

SECTION 4: GENERAL PROVISIONS

- A. No Right to Tickets: The use of complimentary tickets is a privilege extended by TVMWD and not the right of any person to which the privilege may from time to time be extended.
- B. Limitation on Transfer of Tickets: Tickets distributed to a TVMWD Official pursuant to this policy shall not be transferred to any other person, except to members of such TVMWD Official's immediate family or no more than one guest solely for their attendance at the event. If a TVMWD Official transfers a ticket he or she has received from TVMWD to another person, as opposed to returning the ticket to TVMWD for redistribution, then the value of the ticket or tickets he or she transfers shall constitute a gift to him or her and shall be reportable as provided by the regulations of the FPPC.

- C. Prohibition Against Sale of or Receiving Reimbursement for Tickets: No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

SECTION 5: TICKET ADMINISTRATOR

- A. TVMWD delegates the authority to the general manager or his/her designee to be the ticket administrator for purposes of implementing the provisions of this policy.
- B. The ticket administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets in accordance with this policy. Such authority includes the power to distribute such a ticket to the general manager provided that doing so is otherwise consistent with this policy. All requests for tickets that fall within the scope of this policy shall be made in accordance with the procedures established by the ticket administrator.
- C. The ticket administrator shall determine the face value of tickets distributed by TVMWD for purposes of Section 6.A and 6.B of this policy.
- D. The ticket administrator, in his or her sole discretion, may revoke or suspend the ticket privileges of any person who violates any provision of this policy or the procedures established by the ticket administrator for the distribution of tickets.
- E. For the purpose of implementing this policy, and completing and posting the FPPC California Form 802, the ticket administrator shall be the “Agency Head”.

SECTION 6: CONDITIONS UNDER WHICH TICKETS MAY BE DISTRIBUTED

The ticket administrator may distribute complimentary tickets to TVMWD Officials under any one of the following conditions:

- A. TVMWD Official reimburses TVMWD for the face value of the ticket(s).
- B. TVMWD Official treats the ticket(s) as income consistent with applicable federal and state income tax laws and TVMWD reports the ticket as income on FPPC Form 802 pursuant to Section 10 of this Policy.
- C. The ticket is not earmarked by the outside source for a particular TVMWD Official, and the distribution of the ticket to, or at the behest of, TVMWD Official accomplishes or furthers one or more of the following public purposes:
 - 1. Performing a ceremonial role on behalf of TVMWD at an event.

2. Facilitating the performance of a ceremonial role by a TVMWD Official on behalf of TVMWD at an event, as part of one's job duties.
3. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public official from other jurisdictions, their staff members and their guests.
4. Promotion of TVMWD resources and/or facilities available to residents within TVMWD.
5. Promotion of TVMWD-run sponsored or supported community events, activities or programs.
6. To monitor and evaluate the value of TVMWD-run, sponsored or supported community events, activities or programs to TVMWD including but not limited to evaluation of the venue, quality of performances and compliance with TVMWD policies, agreements and other requirements.
7. Promotion and evaluation of events, activities or programs at TVMWD Venues, including but not limited to evaluation of the venue, quality of performances and compliance with TVMWD policies, agreements and other requirements.
8. Encouraging or rewarding significant academic or public service achievements by students, residents or businesses within TVMWD.
9. As an incident to the above public purposes, allowing for the immediate family of TVMWD Official to accompany TVMWD Official to events to accomplish any of the purposes listed in this policy.

SECTION 7: TICKETS DISTRIBUTED AT THE BEHEST OF A TVMWD OFFICIAL

- A. Tickets shall be distributed at the behest of a TVMWD Official only for one or more public purposes set forth in Section 6.C. above.
- B. If tickets are distributed at the behest of a TVMWD Official, such TVMWD Official shall not use one of the tickets so distributed to attend the event.

SECTION 8: OTHER BENEFITS

The distribution of tickets pursuant to this policy shall not constitute a "gift" to TVMWD Official receiving the ticket; however, other benefits, such as food or beverages or other gifts provided to

TVMWD Official that are not part of the admission provided by the complimentary ticket, will need to be accounted for as gifts if over the applicable dollar limit.

SECTION 9: EARMARKED TICKETS

If TVMWD receives tickets that are earmarked by the outside source for a particular TVMWD Official, the tickets are gifts to TVMWD Official individually, unless:

- A. TVMWD Official reimburses TVMWD for the tickets;
- B. TVMWD Official treats the tickets as income consistent with applicable federal and state income tax laws, and TVMWD reports the tickets as income on FPPC Form 802 pursuant to Section 10 of this Policy; or
- C. The tickets are returned unused to the outside source within 30 days of receipt.

SECTION 10: POSTING AND DISCLOSURE REQUIREMENTS

- A. This policy and Form 802 reports required by Section 18944.1 of the FPPC Regulations shall be posted on TVMWD's website.
- B. The distribution of tickets pursuant to this policy shall be documented by the preparation and certification of FPPC Form 802. Within thirty (30) calendar days of the distribution of a ticket, the ticket administrator shall prepare and certify a Form 802 and shall forward it to the FPPC for posting on the FPPC's website.
- C. Tickets distributed by TVMWD for which TVMWD receives reimbursement from TVMWD Official shall not be subject to the disclosure provisions set forth herein.

GIFT ACCEPTANCE POLICY – APPROVAL DATE 6/17/2015

SECTION 1: PURPOSE OF POLICY

TVMWD is committed to providing and maintaining an ethical work environment for its employees. This policy is intended to set forth the guidelines for ethical conduct to be followed by all employees regarding the acceptance of gifts.

SECTION 2: SCOPE

This policy applies to all employees. Any violation may result in disciplinary action up to and including termination of employment. If an employee has questions or needs clarification regarding this policy, the employee should check with the general manager. Exceptions to the gift acceptance policy may be made only with the permission of the general manager.

SECTION 3: STATEMENT OF POLICY

TVMWD's gift policy is a no-gift policy. To avoid a conflict of interest, the appearance of a conflict of interest, or the need for employees to examine the ethics of acceptance, TVMWD and its employees do not accept gifts from (current or potential) vendors, customers, or any other individual or organization. A **“gift” is anything of value (tangible or intangible) provided for which the donor has not received equal or greater consideration.** Gifts include – but are not limited to – meals, lodging, loans, cash, favorable terms or discounts on any product or service, services, equipment, prizes, products, transportation, use of vehicles, vacation or other facilities, stocks or other securities, tickets, gift certificates, gift cards, discount cards, memberships.

Employees are required to demonstrate TVMWD's commitment to treating everyone impartially. Employees are to practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all individuals and organizations.

Employees should professionally inform individuals and organizations of this no-gift policy and the reason TVMWD has adopted the policy. If an employee or department receives a gift:

- If feasible, the gift is returned to the donor.
- If not feasible to return the gift, the gift must be raffled off to employees. Proceeds from the raffle will be donated to TVMWD's designated charity, SCWUA-Water for People. If employees are uninterested in the raffled item, the gift will be donated as determined by the general manager.
- Plants or flowers will be displayed in the lobby or the board room where all employees may enjoy their presence.
- Gifts of food will be placed in the kitchen to be shared with all staff.

SECTION 4: EXCEPTIONS

Many of the exemptions allowed per FPPC (Fair Political Practices Commission) Regulations are listed below. This list is only a summary, so please check with the general manager for clarification on each of these.

1. Return gift unused within 30 days
2. Deliver gift to a non-profit organization without claiming the gift as a tax deduction
3. Reimburse the donor for the fair market value of the gift
4. Gifts of informational material provided to assist in the performance of duties
5. Gifts from close family relatives
6. Campaign contributions
7. Plaques, awards or certificates
8. Home hospitality is hospitality provided by a donor in his/her home when the donor or member of his/her family is present
9. Gift exchange (other than a lobbyist) so long as not substantially disproportionate in value
10. Devise or inheritance
11. Inexpensive items (pens, bags, novelties, food, beverages, etc.) while attending conferences, seminars, et al. that are offered equally to all members of the public attending the event
12. Food, beverages, and moderately priced (<\$75) meals supplied and attended by current customers, partners, and vendors in the interest of building positive business relationships. This moderately priced entertainment is provided as part of a “working” meeting to benefit and advance positive working relationships and company interests. These activities are expected to be reciprocated by TVMWD in turn of equal value.
13. Exempted are tickets/passes to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose if the distribution of tickets is pursuant to TVMWD’s Policy on Distribution of Complimentary Tickets.

SECTION 5: LIMITATIONS

Gifts from a single source may not exceed \$500 in a calendar year for elected officials and employees whose designated positions are listed in TVMWD’s conflict of interest code.

SECTION 6: REPORTING

Regardless of whether a gift meets the definition of an exception, elected officials and employees whose designated positions are listed in TVMWD’s conflict of interest code may be required to report such gifts. Please refer to FPPC guidelines for reporting requirements, which can be found at www.fppc.ca.gov.

**POLICY FOR USE OF DISTRICT PROVIDED COMPUTER TABLET DEVICES –
APPROVAL DATE 6/17/2015**

The Three Valleys Municipal Water District shall establish a policy of providing the members of the board of directors and management staff with the equipment and technology needed to allow electronic delivery of agendas, reports and other material pertaining to items of business to be transacted or discussed at board meetings and other meetings attended by board members and management staff (users), and to allow for easier communication via e-mail.

Based upon cost estimates researched by staff, providing agendas and board meeting materials to the users electronically, for viewing on a computer tablet device (hereinafter “tablet”), would result in a cost savings to the district of approximately \$600 per year per recipient, by eliminating the preparation and distribution of individual paper packets of the meeting materials, and would improve the efficiency of providing information to the users.

The district shall provide a tablet to each user with appropriate software and internet access for the purpose of allowing agendas, agenda materials, reports and other materials (board packets), pertaining to business of the district to be transacted or discussed at meetings of the board. When the board packets are transmitted to the users electronically via email, staff shall not provide a “hard copy” printed version to the directors and management staff members.

A district-purchased tablet shall include sufficient capacity and features to meet the business needs of the users. The district shall purchase and install all software necessary for the devices to perform the functions required and shall provide maintenance and upgrades as necessary. The district shall arrange for and pay the cost of internet and e-mail service to the devices, and provide any and all IT services needed in connection with the use of the devices.

The district-provided tablets shall ensure compliance with the Ralph M. Brown Act, the Public Records Act and other laws pertaining to the use of public property. A policy agreement between the district and tablet users follows below.

TERMS AND CONDITIONS

SECTION 1: CUSTODY

The user identified below is a licensee with rights to utilize the Three Valleys Municipal Water District (“district”) computer tablet device and related accessories (hereinafter defined as “tablet”) during the term of this agreement, contingent upon all other terms and conditions stated herein. This agreement establishes the user’s right to use the subject tablet and shall in no way be construed to convey to user any ownership right in that tablet. The district provided tablet shall remain the property of the district and shall be used exclusively for district business.

SECTION 2: TERM

The term of this agreement shall begin upon the date signed and terminates upon the first to occur of:

- a. when the user's term as a director/employee of the district ends; or
- b. if the user decides to return the tablet to the district prior to the expiration or earlier termination of the user's term as a district director/employee; or
- c. if the district elects to terminate its Tablet User Program.

SECTION 3: GENERAL CONDITIONS FOR USE

The tablet resources are provided for use in the pursuit of district-related business and to reduce the paperwork, copying and delivery expenses the district incurs annually.

In order to avoid improper use of the district-provided tablet, the users will comply with the following rules for use:

- a. The tablet is to be used exclusively for district business and not for personal business, entertainment, personal communications, or other non-authorized purposes. Tablet use for personal business will subject the user to be taxed, according to the IRS.
- b. Users will be responsible for downloading the e-mailed board packets to their tablet and for bringing the devices with them to every meeting for which materials have been sent.
- c. Users shall not use the tablet in such a way as to cause the district to be charged for goods or services not previously authorized by the board.
- d. All programming, software and features on the tablet shall be supplied by the district for district purposes. Users shall not install software, download files or make any other alterations to the computer tablet devices for their own purposes or which are not expressly authorized by the district.
- e. Directors shall not use the tablets to communicate with other directors in violation of the Ralph M. Brown Act, including but not limited to communicating with a majority of the members of the board of directors on any matter which will be addressed by the board at a meeting, or which is within the subject matter jurisdiction of the board of directors which may become an item of business at a future board meeting. In general, directors should not communicate with other directors by e-mail. Communications regarding availability for meetings, requests for information and other matters which must be dealt with outside of meetings should be coordinated through the general manager, to avoid the appearance of a Brown Act violation.

SECTION 4: PRIVACY

During and after the term of this agreement, the user has no right of privacy as to any information or files maintained in or on the tablet or transmitted by or to, or stored on the tablet.

Any personal materials, software, applications, Apps, pictures, emails, etc., that remain on the tablet after it is returned to the district., and any right to privacy of such items, to the extent it may exist, will be forfeited.

Unless otherwise exempted, all information provided electronically to the users shall constitute public records and shall be provided by the district to any person requesting a copy of such information, in the same electronic format as provided to the users, or at the option of the person requesting the records, in hard copy format, upon payment of the copying costs. Notwithstanding the foregoing, material transmitted with a board packet which pertains to a closed session item on the agenda, or which is otherwise exempt from disclosure under the Public Records Act, shall not become disclosable by virtue of transmission to the users by electronic means, unless and until such time as the material becomes subject to disclosure under the Public Records Act. Users receiving non-disclosable material by electronic means shall not forward or disclose such material to any other person without the authorization of the board of directors.

All communications using the tablets are public records subject to review by district staff, for purposes of determining their status under the district's Records Retention Policy. Communications and information contained on the tablets shall be retained by the district for a period of six months, or until a determination has been made that the item is not a record to be retained under the Records Retention Policy, in which case it may be deleted from the district's electronic files. Users may delete any unnecessary files on the devices provided a copy is available in the district's electronic files.

SECTION 5: MAINTENANCE AND REPAIR

The user shall keep the tablet and all software in good working order and condition. If repairs are necessary, the tablet and software shall be repaired by the district, or another entity designated and approved by the general manager. All software, applications and Apps loaded onto the tablet shall be properly licensed and shall not consist of pirated or illegal materials.

The users shall have possession of the tablet for their use for district business and shall be subject to returning the device to the district at any time as requested by the general manager for periodic maintenance, upgrades and service.

SECTION 6: TERMINATION AND RETURN OF TABLET

Upon the termination of this agreement or expiration of the term specified in SECTION II above, the user will, within three business days of such termination or expiration, return the tablet and any accompanying accessories to the district, as originally provided by the district, in its original condition. Ordinary wear and tear expected.

SECTION 7: THEFT OR LOSS

The users shall be responsible for the care and safekeeping of the tablets in their possession and shall reimburse the district for the cost of replacing a device that is damaged due to negligence or misuse.

Users are required to create a pin code on their tablet in order to safeguard access and content. The district shall bear the risk of theft or loss of the tablet, as long as the user exercises due care to protect and safeguard the tablet during the term of this agreement. However, the district makes no warranties of any kind and will not be responsible for any damages whatsoever which users may suffer arising from or related to their use of any district electronic information resources, whether such damages be incidental, consequential, or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by either the district's negligence, errors, or omissions.

The district may obtain insurance to cover loss or damage to the computer tablet devices if it is economically advantageous to do so.

SECTION 8: ENFORCEMENT

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the tablet, including internet and e-mail usage, and is not necessarily exhaustive (*refer to the district's Internet & Email Policy, revised 04/23/13*). Questions about specific uses should be directed to the general manager. Alleged or suspected violations of this policy and violations thereof may result in loss of tablet use. Any user violating these provisions or applicable local, state, or federal laws is subject to immediate loss or restrictions of tablet privileges and additional disciplinary actions, up to and including criminal prosecution for any individual user and/or termination of employment from the district. The district's general manager shall be responsible for the manner in which this policy will be implemented, including the monitoring of use thereof, and the archiving of information stored and retained in connection therewith.

SECTION 9: CONSENT

As a condition of this policy, all district tablet users must acknowledge that all district-issued tablets are the property of the district, and therefore, they should not consider any activity to be private, as specified in Section IV above. Users of a district-issued tablet must sign the consent form attached hereto within fifteen (15) days of receiving a copy of this policy. Prior to obtaining a tablet provided by the district, directors/employees must sign and return the consent form provided. By signing the consent form, the user acknowledges that they have received a copy of the policy, read it, and understand the district's policy and the potential penalties for non-compliance.

TABLET POLICY – CONSENT FORM

I acknowledge that a TVMWD-issued tablet is the property of the district, and therefore, I should not consider any activity to be private.

By signing the consent form, I acknowledge that I have received a copy of this policy and agree to read it, and understand the district's policy and the potential penalties for non-compliance.

Signature

Date

EMAIL ACCEPTABLE USE POLICY

SECTION 1: PURPOSE

Email is a critical mechanism for business communications at the District. Use of the District's electronic mail systems and services must be used with respect and in accordance with the policies of the District.

SECTION 2: SCOPE

This policy applies to all email systems used at the District offices and remote locations. This policy applies to all email account holders, District employees, Board Members, and those working on behalf of the District.

SECTION 3: POLICY

- A. Email access at the District is controlled through individual accounts and passwords. Each user of the District's email system is required to read and sign a copy of this policy prior to receiving an email access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information in accordance with the Password Policy.
- B. All employees of the District will receive an email account. Email accounts will be granted to those working on behalf of the District on a case-by-case basis. Access will be terminated when the employee or third party terminates their association with the District, unless other arrangements are made.
- C. Email users are responsible for mailbox management, including organization and cleaning.
- D. Email users are expected to remember that email sent from the District's email accounts reflects on the District. Please comply with normal standards of professional courtesy and conduct as emails are subjected to the public records request act.
- E. Email users will not automatically forward incoming emails to accounts outside the control of the District.
- F. The District email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead of pointing to a location on a shared drive).
- G. Email use at the District will comply with all applicable laws, all District policies, and all District contracts. Use in a manner that is not consistent with the mission and values of the District, misrepresents the District, or violates any District policy is prohibited.
- H. The following activities are deemed inappropriate uses of the District email system and services and is strictly prohibited. Inappropriate use includes, but is not limited to:

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1. Use for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer malware).
 2. Viewing, copying, altering, or deletion of accounts or files belonging to the District or another individual without authorized permission.
 3. Opening email attachments from unknown or unverified sources. Emails are a common source of computer malware and should be treated with caution.
 4. Sharing account passwords with another person or attempting to obtain another person's account password.
 5. Excessive personal use of the District resources.
 6. The District prohibits personal use of its email system and services for unsolicited mass mailings, non-District commercial activity, political campaigning, and dissemination of chain letters.
- I. The email system and services used are owned by the District and are therefore its property. This gives the District the right to monitor any and all email traffic passing through its systems. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the email systems, review by the legal counsel, observation by management in cases of suspected abuse, or to monitor employee efficiency.
- J. Emails that are retained in electronic folders or in hard copy and are not intended for temporary purposes may be public records and should follow the District's retention schedule in terms of how long the records may be kept pursuant to legal requirements.
- K. All incoming, sent, and deleted emails will be automatically deleted in accordance with record retention policy and legislative requirements. Emails that serve a useful business purpose can be preserved by manually moving the email to a subfolder of the mailbox.
- L. Use extreme caution when communicating confidential or sensitive information via email as this is not considered a secure means of communication. Keep in mind that all email messages sent outside of the District become the property of the receiver.
- M. Any allegations of misuse should be promptly reported to the Human Resources Manager. If you receive an offensive email, do not forward, delete, or reply to the message.
- N. Truly sensitive communications should be conducted through paper-based correspondences or in-person meetings. Employees are prohibited from sending personal identifiable information such as credit card information, banking information, driver's license numbers, social security numbers, and other sensitive information through the District's email.
- O. Email users must seek approval from the Chief Operations Officer prior to sending email with sensitive content related to the District's operational technology that include infrastructure maps, process control system (PCS), supervisor control and data acquisition (SCADA) system,

video monitoring system, physical security systems, cybersecurity information, and any other system that could possibly reveal vulnerabilities, or otherwise increase the potential for an attack on systems of the District.

SECTION 4: NON-COMPLIANCE

Violations of this policy may result in disciplinary action up to and including termination.

INTERNET ACCEPTABLE USE POLICY

SECTION 1: PURPOSE

The goal of this policy is to outline appropriate and inappropriate use of District Internet resources, including the use of browsers, file uploads and downloads, and voice communications.

SECTION 2: SCOPE

The Internet Acceptable Use Policy applies to all employees, Board Members, and those working on behalf of the District regardless of employment status.

Internet access at the District is controlled through individual accounts and passwords. The Information Technology Manager is responsible for defining appropriate Internet access levels for the people in their department.

SECTION 3: ACCEPTABLE USE

- A. Individuals at the District are encouraged to use the Internet to further the goals and objectives of the District. The types of activities that are encouraged include:
1. Communicating with fellow employees, business partners of the District, and the public within the context of an individual's assigned responsibilities.
 2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
 3. Participating in educational or professional development activities.
 4. Only approved IM services by the Information Technology Manager shall be installed and used on the District's network. Free IM services commonly used within the consumer market are not approved or supported by the IT department.

SECTION 4: UNACCEPTABLE USE

- A. Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at the District will comply with all Federal and State laws, all District policies, and all District contracts. This includes, but is not limited to, the following:
1. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the District or another individual without authorized permission.
 2. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
 3. The Internet may not be used in any way that violates District policies, rules, or administrative orders including, but not limited to, Social Media Policy, Email and Instant Messaging Acceptable Use Policy, any applicable code of conduct policies, etc.

- Use of the Internet in a manner that is not consistent with the mission and values of the District, misrepresents the District, or violates any District policy is prohibited.
4. Individuals should limit their personal use of the Internet. The District allows limited personal use for communication with family and friends, independent learning, and public service.
 5. The District prohibits use for mass unsolicited mailings, access for non-employees to District resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity, and the dissemination of chain letters.
 6. Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by the Information Technology Manager.
 - 7.
 8. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
 9. Employees of the District will treat all other individuals, clients, employees, etc. they interact with in any virtual, online forum or network capacity, in accordance with District values, District policies, and basic business social decorum.

SECTION 5: SECURITY

- A. For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

SECTION 6: MONITORING AND FILTERING

- A. The District may monitor any Internet activity occurring on District equipment or accounts. The District currently does employ filtering software to limit access to sites on the Internet. If the District discovers activities that do not comply with applicable law or District policy, records retrieved may be used to document the wrongful content in accordance with due process.

SECTION 7: NON-COMPLIANCE

Violations of this policy may result in disciplinary action up to and including termination.

PASSWORD POLICY

SECTION 1: PURPOSE

Passwords are the primary form of user authentication used to grant access to District information systems. To ensure that passwords provide as much security as possible, they must be carefully created and used. Without strict usage guidelines, the potential exists that passwords will be created that are easy to break, thus allowing easier illicit access to the District's information systems, and thereby compromising the security of those systems.

It is the intent of the District to protect all its resources. These resources include computer hardware, software, data, and all computer related items. This document will set forth the policy of maintaining logical security, protecting the software and utilization of systems by persons with legitimate access rights.

SECTION 2: SCOPE

The Password Policy applies to all information systems, information components, and to all user account holders, District employees, and those working on behalf of the District.

SECTION 3: POLICY

- A. Passwords will have a maximum lifespan determined by the Information Technology Manager.
- B. Passwords may not be reused. Reuse includes the use of the exact same password or the use of the same root password with appended or pre-pended sequential characters.
- C. Passwords are to be used and stored in a secure manner. As such, passwords are not to be written down or stored electronically in plain text. Passwords are to be obscured during entry into information system login screens and are to be transmitted in an encrypted format.
- D. Passwords are to be individually owned and kept confidential and are not to be shared under any circumstances.
- E. Vendor supplied default passwords must be changed prior to installing a system on the network.
- F. Information Technology professionals or system account credentials for non-console administrative access must be encrypted using technologies such as SSH, VPN, or SSL/TLS. Encryption technologies must include the following:
 - 1. Must use strong cryptography, and the encryption method must be invoked before the administrator's password is requested.
 - 2. System services and parameter files must be configured to prevent the use of telnet and

other insecure remote login commands.

3. Must include administrator access to web-based management interfaces.
4. Use vendor documentation and knowledge of personnel to verify that strong cryptography is in use for all non-console access and that for the technology in use it is implemented according to industry best practices and vendor recommendations.

SOCIAL MEDIA POLICY

The Internet has become an accessible and powerful means of public communication, including through Social Media. Social Media as used in this policy includes e-mail, chat rooms, websites, blogs, and wikis (whether maintained by the employee or by a third party), and social networking sites including but not limited to Facebook, Twitter, LinkedIn and others. TVMWD respects the right of employees to use these vehicles of self-expression and communication.

TVMWD expect and insist, however, that our employees' use of Social Media be confined to non-work time and to employees' own electronic equipment. We do not permit employees to use Social Media during work time or on Company equipment. We also expect and insist that employees' use of Social Media does not damage TVMWD, its customers or the working environment. Employees should observe the following guidelines to ensure that their public activities on Social Media do not conflict with their responsibilities to TVMWD.

First and foremost, be thoughtful and exercise good judgment in how you present yourself online. If you identify yourself as a TVMWD employee or your affiliation with TVMWD is well known, what you say could have an impact TVMWD, our employees and customers. Be aware that posting inappropriate information or content on Social Media potentially brings disrepute either to TVMWD or to you in your capacity as a TVMWD employee. Because Social Media typically is public space, we request that you be respectful to TVMWD, our employees, supervisors, General Manager, Board of Directors, customers, partners and affiliates.

Our strong preference is that you do not discuss TVMWD or TVMWD-related matters in any Social Media. However, if you choose to do so, note the following:

- Employees whom choose to identify themselves as a TVMWD employee in Social Media, you are expected to also make clear to your readers that the views you express do not necessarily reflect the views of TVMWD, by posting a disclaimer in a prominent place (e.g., "The views expressed are mine alone and do not necessarily reflect the views of the Three Valleys Municipal Water District.")
- Employees may not disparage TVMWD.
- Respect your audience and your coworkers. If you have disagreements or problems with TVMWD your fellow employees, supervisors, General Manager, Board of Directors, customers, partners, or vendors, you are prohibited from engaging in personal attacks.
- If you are unsure whether it is appropriate to post certain information, please check with a member of the Management Team or Human Resources.

When using Social Media, use good judgment. Be aware that there may be consequences to what you post or publish online. These consequences may include discipline up to and including termination of employment if the conduct violates TVMWD rules or policies, or if TVMWD

determines that your posting or publication is not legally protected and harms (or has the potential to harm) TVMWD interests and obligations.

DISTRICT-ISSUED CELL PHONES FOR DIRECTORS - POLICY

SECTION 1: PURPOSE

The goal of this policy is to outline appropriate use of District-issued cellular phones for use by Directors.

SECTION 2: SCOPE

The District-Issued Cell Phones For Directors Policy applies to any Director who wishes to have a District issued cell phone for District business.

The Information Technology Manager is responsible for administering the District cell phones.

SECTION 3: POLICY


1. The District shall provide a cellular phone and District-paid cellular phone service for the use of the any Director that requests a District cell phone. Issuance of District cell phones to Directors is voluntary only. All cellular phones provided at District expense shall remain property of the District and Directors shall carry such phones for use on District business.
2. The General Manager shall select and contract for those cellular services necessary for District purposes, including text and internet service to the extent required for communications likely to be required in carrying out the Director's duties. In addition, the General Manager shall select a calling plan and services which provides the Director's with services reasonably necessary, including, if available at a cost-effective price, unlimited minutes and text messaging within the continental United States.
3. The Directors shall not use District-provided cellular phones or cellular service in any manner which results in additional charge to the District, over and above the cost of the cellular service plan provided by the District, including international calls, or phone, text or internet sites which charge a fee through the cellular phone service provider.
4. The purpose of providing District-paid cellular phones and service to Directors is to meet the needs of the District for communication in connection with District business. The personal use of the cellular service by the Director is prohibited. The Director shall return the cellular phone to the District upon leaving office.
5. The initial purchase cost of the cell phone shall be paid for from that Director's annual travel expense budget. The monthly cellular service fees and charges shall be paid for from that Director's annual travel expense allowance on a monthly basis. Insuring the cell phone for loss or damage shall be mandatory and included in the monthly fees and charges.
6. Directors assigned a TVMWD-owned cell phone are responsible for its safekeeping, maintenance, and proper use, and are required to take appropriate precautions to prevent the loss,

Item 7.F - Exhibit B

theft, damage, and unauthorized access to said communication technology device or cell phone. Loss, theft, or damage of a TVMWD-owned cell phone shall be immediately reported to the General Manager.



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: February 17, 2021
Subject: **FY 2021-22 Strategic Plan**

<input checked="" type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	\$
<input type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

Approve the FY 2021-22 Strategic Plan as presented.

Background:

The Strategic Plan is derived from TVMWD's mission and vision statements, as they provide a big picture perspective regarding TVMWD. The Strategic Plan outlines the challenges that need to be addressed and sets a roadmap for achieving TVMWD's mission and vision. The Strategic Plan also establishes the priorities for the upcoming fiscal year.

Discussion:

Attached for review is a draft of the FY 2021-22 Strategic Plan. Staff has made mostly minor changes from the prior year:

- **Current Challenges:**
 - Extended the likely date of the Rialto Feeder Shutdown from 2029 to 2035
 - Determining how best to efficiently and effectively incorporate groundwater
 - Pandemic and post pandemic related employee work environment
- **Objectives**
 - Increase ability to store water for future use
 - Build upon efficiencies gained while working remotely

TVMWD's four main goals remain:

1. Provide an adequate, reliable, high-quality water supply
2. Provide water supplies in the most cost-effective manner
3. Be financially responsible and maintain public trust
4. Continuously implement organizational enhancements

Strategic Plan Objective(s):

- 3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – FY 2021-22 Strategic Plan (Draft)

Meeting History:

None

NA/JL

STRATEGIC PLAN

FY 2021-2022



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PURPOSE OF STRATEGIC PLAN

The strategic plan sets the short-term and long-term path for achieving TVMWD’s mission and vision. The plan provides the opportunity to reflect on challenges at TVMWD and in the water industry to ensure we are setting goals, objectives and actions that best serve the regional needs of TVMWD.

MISSION

The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region’s needs in a reliable and cost-effective manner.

VISION

TVMWD meets its regional water supply needs through:

- 1. Collaboration with its member agencies to understand their short-term and long-term needs**
- 2. Development and implementation of a plan to address these needs in a cost-effective manner based on current water conditions**
- 3. Periodic update of the plan as needs or as major changes in water conditions occur**
- 4. Adaptive management strategies that seek a combination of operational and cost efficiency**

CORE VALUES

To achieve success, TVMWD must have a set of core values from which it bases its policies and actions. To meet current and future challenges, the single most important factor to our success is faithful and consistent adherence to these values.



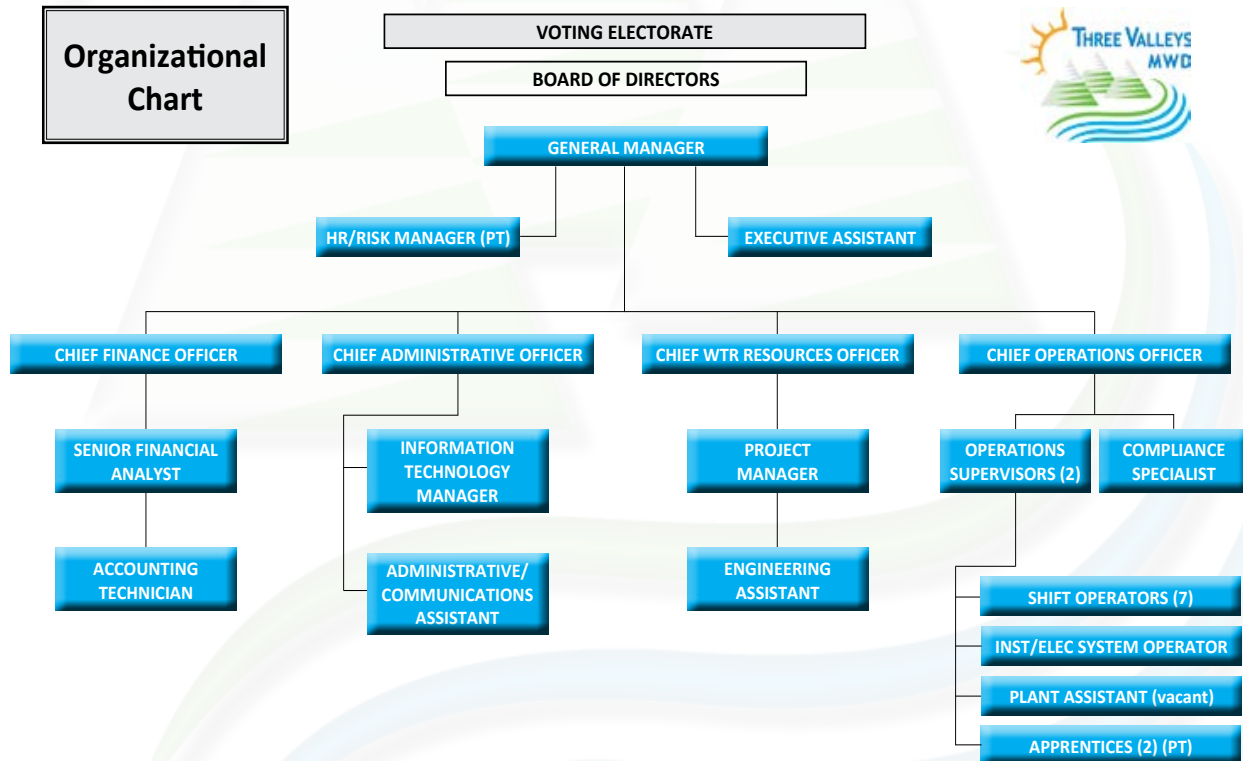
- Teamwork – the coordination, collaboration, participation and understanding of everyone’s role in fulfilling the mission and vision
- Communication – the exchanging of information and sharing of ideas
- Customer Service – the process of ensuring customer satisfaction
- Personal Responsibility – being accountable for something within one’s control
- Employee Development – the steps taken to encourage each employee’s professional and personal growth
- Professional Integrity – the manner in which people behave and act in the workplace
- Innovation – the process of inventing or introducing something new
- Recognition – appreciating the value of an achievement

PROFILE

TVMWD is a special district formed by public election in 1950 and is the area’s primary source of supplemental water covering the Pomona, Walnut and East San Gabriel Valleys. TVMWD is one of 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and Northern California. The region served by TVMWD spans over 133 square miles and serves 13 retail member agencies that in turn serve a population of over 500,000.

TVMWD’s operations consist of a conventional surface water treatment plant, a state certified laboratory, three groundwater production wells, five hydroelectric generators, residual solids removal, groundwater recharge pipelines, pump stations, and transmission pipelines. Water is treated at the Miramar Treatment Plant and wholesaled to local agencies by way of several miles of pipeline. Approximately 30% of TVMWD’s total treated sales are from the Miramar Treatment Plant, while the remaining 70% is from MWD’s Weymouth Treatment Plant. TVMWD receives a Tier 1 water supply allotment from MWD of 80,688 AFY. TVMWD has water storage accounts in Six Basins (stored: approx. 3,000 AF; capacity: 3,500 AF) and Main San Gabriel Basin (stored: approx. 9,000 AF; capacity: 50,000 AF).

TVMWD is governed by a seven-member Board of Directors elected by the registered voters residing within TVMWD’s boundaries. The Board has a combined 77 years of experience with TVMWD. TVMWD employs a team of 24 staff members who are responsible for administering the day-to-day operations of the facility and implementing strategic objectives and policies set forth by the Board. The average tenure of TVMWD employees is 10 years. This stability provides a tremendous benefit to TVMWD.



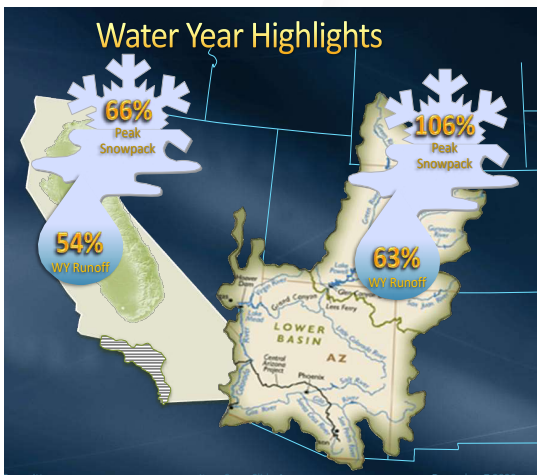
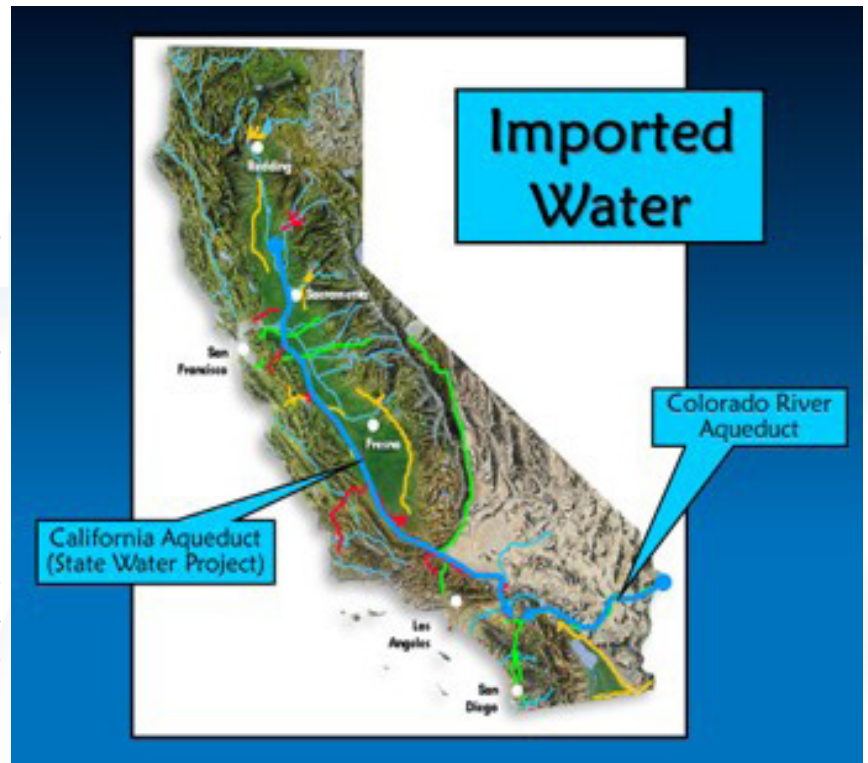
Matthew Litchfield, P.E.
General Manager

July 1, 2020
Date

FTE-25.5

INDUSTRY OUTLOOK

MWD imports water supplies to Southern California from two main sources: the Sacramento and San Joaquin Rivers through the State Water Project (SWP) and the Colorado River via the Colorado River Aqueduct (CRA). The SWP is operated and maintained by the California Department of Water Resources, who allocates water annually to each of the twenty-nine SWP contractors throughout the state. MWD is the largest contractor of the SWP, receiving about 50% of the supplies. The CRA is owned, operated and maintained by MWD. Operation of the CRA is dictated by The Law of the Colorado River, which provides for the benefit of the seven western states that rely on the Colorado River or its tributaries.



California's weather conditions continue to be unpredictable and fluctuate from year-to-year. Southern California received above average precipitation in November and December of 2019 but that was followed by some extremely dry conditions in January and February. The statewide snowpack only peaked at 64% of normal. Despite the deficient snowpack, California's reservoir levels continue to remain in good condition. As of June 30, 2020, 60% of the state is seeing drought conditions, mostly in Central and Northern California, with Southern California in the clear for now. Southern California must deal with challenges such as climate change, demographic shifts and increasing water supply costs. MWD is preparing for the future by addressing these challenges and striving to provide a reliable water supply through an evolving

long-term water strategy known as its Integrated Water Resources Plan (IRP). In late January 2020, MWD formed a special committee to provide input on how the region's water supplies will be developed and managed over the next two decades. The committee will make recommendations to the MWD board on preparing a new IRP that incorporates various scenarios for the future.

On the horizon, the Delta Conveyance Project is moving forward. This project is an infrastructure upgrade that will improve the reliability and sustainability of California's aging water system, improve river flows and benefit the fragile Sacramento-San Joaquin Delta (Delta) ecosystem. The main infrastructure improvement is a single tunnel pipeline to carry the water under the Delta to the existing aqueduct systems in the southern Delta that deliver water to cities and farms. The project will take approximately 13 years for completion. Recently, MWD approved funding for moving forward with their portion of the environmental study.

CHALLENGES

The Executive Team has identified the following items as current or ongoing challenges.

CURRENT CHALLENGES

Financial/
HR software
inefficient
and support
declining

Reduce costs
by finding a
beneficial use
for residual
solids

Shutdown of
MWD's Rialto
Feeder for PCCP
Rehabilitation
(2035)

Efficiently &
effectively
incorporating
groundwater

Maintain
and improve
employee
engagement

Development
of remote
working
protocols

Managing
reintegration of
employees back
into the workplace
in a post-pandemic
environment

ONGOING CHALLENGES

Maximizing
Miramar
Treatment
Plant
efficiencies

Maximizing
water
resources

Aging
infrastructure

Readiness
for an
emergency
event

Regional approach
while meeting
individual member
agency's needs

Staying up-
to-date with
technology and
cybersecurity

Continue MWD
engagement

Impact of
regulatory
or legislative
changes

Reliability of water
supplies; current
and future water
quality issues

Preparing next
generation of
water professionals

GOALS

The following goals have been identified to assist TVMWD in executing its mission:

1. Provide an adequate, reliable, high-quality water supply
2. Provide water supplies in the most cost-effective manner
3. Be financially responsible and maintain public trust
4. Continuously implement organizational enhancements

Each goal has several specific objectives and actions to support the goals and address the challenges above.

GOALS

Goal #1 - Provide an Adequate, Reliable, High-Quality Water Supply

Objective	Action
1.1 Secure water supplies that exceed the estimated annual demands by 10%	<ul style="list-style-type: none"> § Obtain short-term and long-term needs annually from member agencies; obtain additional supplies if necessary § Maintain one-year supply of storage in local groundwater basins
1.2 Maintain 100% compliance with water quality standards	<ul style="list-style-type: none"> § Comply with all EPA and State Water Board standards for safe drinking water § Update treatment methods as needed
1.3 Maintain diverse sources of water supplies and storage	<ul style="list-style-type: none"> § Comply with MWD 10-year Purchase Order agreement § Determine need for additional spreading capabilities in local groundwater basins § Participate in regional collaborative efforts to bolster local water supplies § Communicate importance of Delta Conveyance Project and Carson Project
1.4 Maintain water infrastructure to assure 100% reliability	<ul style="list-style-type: none"> § Utilize asset management/GIS to identify infrastructure needing repair/replacement § Budget for replacement based on estimated remaining useful life
1.5 Prepare for long-term MWD shutdown or catastrophic event that affects operations	<ul style="list-style-type: none"> § Continue working with MWD, IEUA, WFA and other agencies on potential solutions to minimize impact of planned Rialto Feeder shutdown for PCCP Rehabilitation (2035) § Coordinate plans and resource sharing with member agencies and PWAG § Conduct emergency operations exercises at least three times per year § Address business recovery and continuity

Goal #2 – Provide Water Supplies in the Most Cost-Effective Manner

Objective	Action
2.1 Increase Miramar Treatment Plant deliveries to 60%-70% of available capacity	<ul style="list-style-type: none"> § Shift more demand from the Weymouth plant to the Miramar Treatment Plant § Consider additional connections to Miramar Treatment Plant § Operate Puente Basin Water Agency Six Basins Groundwater Project
2.2 Reduce residual solids disposal costs	<ul style="list-style-type: none"> § Increase efficiency of belt filter press § Put hauling/disposal costs out to annual bid § Consult other agencies to see if beneficial use for solids
2.3 Maintain well efficiency at industry standards	<ul style="list-style-type: none"> § Consider pulling equipment; brush and bail, spinner testing, design new pump bowls to maximize efficiency
2.4 Increase involvement and awareness of all aspects of MWD	<ul style="list-style-type: none"> § Increase participation and staff presence at all MWD meetings
2.5 Increase ability to store water for future use	<ul style="list-style-type: none"> § Review options within local basins for purchasing and storing more groundwater

GOALS

Goal #3 – Be Financially Responsible and Maintain Public Trust

Objective	Action
3.1 Utilize and comply with a set of financial policies to maintain TVMWD's financial health	<ul style="list-style-type: none"> § Maintain financial policies: <ul style="list-style-type: none"> • Annual budget and rate making process • Debt management • Reserves • Cash management & investments § Maintain accreditation of SDLF's "District of Distinction"
3.2 Maintain website with useful information	<ul style="list-style-type: none"> § Maintain one-year history: board agendas, packets, minutes, and recordings § Maintain two-year history: financial and water quality reports § Maintain SDLF's "District Transparency Certificate of Excellence" § Place board meeting audio/video recordings on website for public viewing
3.3 Be accountable and transparent with major decisions	<ul style="list-style-type: none"> § Board staff reports will specify the strategic plan objective achieved with the requested action § Obtain board approval as needed for policy changes
3.4 Communicate to residents and local government policy makers what TVMWD's role is in the delivery of water	<ul style="list-style-type: none"> § Promote achievement of TVMWD goals and objectives § Communicate the importance of TVMWD so the value provided is recognized and supported § Coordinate communication efforts with member agencies so they reiterate the benefit provided § Provide tours of TVMWD facilities § Facilitate tours of MWD facilities
3.5 Maintain awareness of legislation that may affect TVMWD	<ul style="list-style-type: none"> § Track and support/oppose all proposed legislation affecting TVMWD and keep apprised of bills potentially impacting TVMWD

Goal #4 – Continuously Implement Organizational Enhancements

Objective	Action
4.1 Implement new accounting and human resource software by 2022 that provides for efficient use for all departments	<ul style="list-style-type: none"> § Finalize associated needs for all departments § Issue RFP, select a vendor and plan timeline for effective implementation
4.2 Prepare for transition to the next generation of water professionals	<ul style="list-style-type: none"> § Invest in qualified personnel and provide proper training § Provide opportunities for staff interaction and feedback § Maintain a succession plan that fosters qualified internal candidates for vacancies and retains institutional knowledge § Adhere to a compensation philosophy that retains staff § Maintain a health and wellness program to minimize absences and improve employee's overall well-being
4.3 Increase use of technology to secure information and keep current with industry standards	<ul style="list-style-type: none"> § Create a technology master plan § Implement full enterprise GIS § Upgrade Miramar and offsite facility access security controls
4.4 Align agreements to current business practices	<ul style="list-style-type: none"> § Meet with all parties to agreements, discuss terms and draft new agreements § Consider whether additional agreements are necessary
4.5 Build upon efficiencies gained while working remotely	<ul style="list-style-type: none"> § Add more equipment that facilitates remote operations by staff § Improve public engagement by pushing for legislation that continues remote public meetings § Require scheduled remote work by staff to continue readiness for emergency events

RESERVE POLICIES

- a. Consistent with sound and prudent fiscal practices as well as legal requirements, TVMWD will maintain reserve funds that comply with adopted policy and legal bond documents.
- b. Objectives of reserve funds:
 - i. To balance short-term fluctuations in revenues/expenses without adopting unplanned rate increases.
 - ii. To provide a safety net in the event of emergency.
 - iii. To minimize external borrowing and interest expense.
 - iv. To determine the most opportune time to issue debt when necessary.
- c. In setting reserve goals TVMWD will consider that reserve levels affect bond ratings and ultimately the ability to access debt markets at favorable interest rates.
- d. The Board shall annually reevaluate what is reasonable for each reserve fund.

Reserve	Goal	Description	Source
Board Election	\$160,000 - \$240,000	To cover biennial election and associated costs.	Water rate over the 2 subsequent years.
Water Rate Stabilization	\$1,200,000 - \$1,800,000	To help fund operations when water sales are less than projected. Reserve shall be set at an amount to supplant lost income in the event of 10% water sales shortages over a 2-3 year period.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years unless rate stabilization utilized to balance upcoming budget.
Capital Investment Program	\$4,000,000 - \$9,600,000	To cover expected and actual capital project/repair/replacement costs over the next 2-4 year period.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years.
Opportunity	\$2,000,000 - \$3,000,000	For unbudgeted, unplanned or opportunistic projects that can increase supply reliability or decrease rates.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years.
Employee Benefit	\$3,800,000	To accumulate funds to offset net OPEB and pension liabilities. Funds to be deposited at the close of each fiscal year to the Post Employment Benefit Trust until the balance of the trust and CalPERS assets reaches approximately 90% of the total liability. This reserve will maintain the remaining 10% to offset the unfunded liability and to ensure the trust is not overfunded.	Unassigned Reserves. The board will approve a rate funding strategy during the annual budget process.
Emergency	Total available reserve balances of at least \$10,000,000	To cover unexpected costs from litigation, catastrophic events, business interruptions, or other events deemed as emergencies by the Board.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years.
Unassigned	Remaining balance of unrestricted net assets	To replenish all other reserves and then accumulate excess reserves above goal amounts.	Excess retained earnings.

DEBT MANAGEMENT ANALYSIS

TVMWD DEBT SUMMARY

TVMWD is debt free.

ANALYSIS

Based on budget/rate forecasts and the five-year capital improvement plan, TVMWD should not need to issue debt in the foreseeable future. However, TVMWD is well positioned to obtain debt at favorable rates should the need arise.



FIVE-YEAR CAPITAL PROGRAM

DRAFT

Project Enhanced Groundwater Production

Description Continued strategy to develop additional groundwater production capability within the groundwater basins that underlie TVMWD. Place the Miragrand Well into service for a total of four operating wells. Pursue the acquisition of a parcel on Caltrans property near Padua Ave and Montana Lane north of I-210 for a future well site. This supply will augment imported water in the Miramar system for water delivery to the member agencies. Enhancing the capability to use local resources lessens the overall cost of water from Miramar and improves the reliability of supplies during emergencies. To the extent possible, existing wells that can be utilized will be incorporated into the strategy. In some cases, treatment may be required. In addition, Well No.2 will need inspection and rehab work as it is approaching 10 years of being in service.



Purpose

- Serves as a cost-efficient source of water.
- Provides additional options during emergency situations or drought conditions.



TVMWD Objective

- 1.3 - Maintain diverse sources of water supplies and storage.
- 1.5 - Prepare for long-term MWD shutdown or catastrophic event that affects operations.
- 2.3 - Maintain well efficiency at industry standards.

Fiscal Year	21/22	22/23	23/24	24/25	25/26
Cost Estimate	1,050,000	1,000,000	-	200,000	3,500,000
Encumbered					
Grant or Other Funding					
Budget Needs	1,050,000	1,000,000	-	200,000	3,500,000

FIVE-YEAR CAPITAL PROGRAM

DRAFT

Project **Miramar Pipeline Repairs & Improvements**

Description Repair and improvement costs associated with the Miramar Transmission Pipeline. All phases of the initial visual inspections of the transmission main were completed by FY 2017-2018. Based on those observations, there were no major deficiencies requiring immediate repairs. In the future, TVMWD will conduct inspections involving more sophisticated non-destructive techniques to acquire a more precise assessment of the 30-plus-year-old pipeline. Next inspections are scheduled for FY 2023-2024. Repair phases will then follow based on those inspection outcomes. Other improvements will also be undertaken to address pipeline reliability and/or water quality issues. An electrical system upgrade is already in process, which will add the ability to connect a portable generator. This connection will provide service to the Miramar Plant and allow Wells No.1 and No.2 to be operated during a power outage. In addition, TVMWD is planning to perform necessary maintenance on the existing chlorine delivery system and possibly upgrading the capacity. This effort will be focused on maintaining system reliability and continuing to meet all water quality goals and objectives.



- Purpose**
- Maintains pipeline integrity.
 - Ensure water deliveries during emergency situations.
 - Lengthens the useful life of the facilities.
 - Improve water quality.

- TVMWD Objective**
- 1.2 - Maintain 100% compliance with water quality standards.
 - 1.4 - Maintain water infrastructure to assure 100% reliability.
 - 2.1 - Increase Miramar Treatment Plant deliveries to 60%-70% of available capacity.



Fiscal Year	21/22	22/23	23/24	24/25	25/26
Cost Estimate	250,000	-	75,000	200,000	-
Encumbered					
Grant or Other Funding					
Budget Needs	250,000	-	75,000	200,000	-

FIVE-YEAR CAPITAL PROGRAM

DRAFT

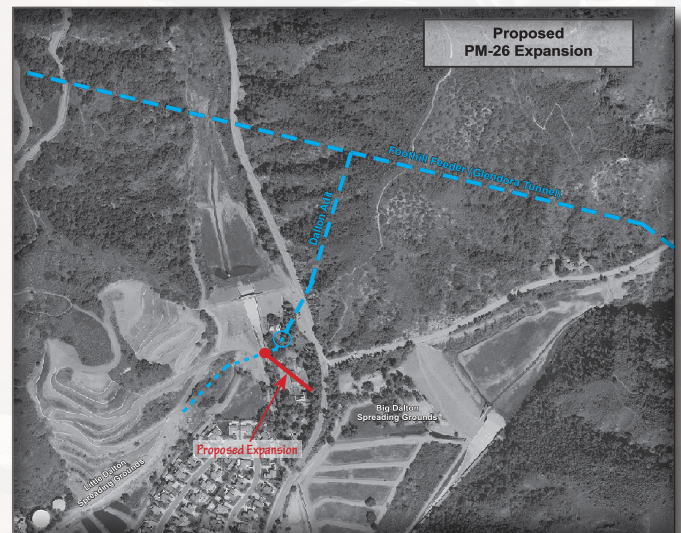
Project MWD Service Connections Enhancements

Description Planning, design, environmental and construction costs to add a new PM-26A spreading connection near the existing PM-26 location. The existing connection currently delivers untreated import water to the Little Dalton Spreading Grounds, for which delivery rates are very limited. The addition of a new service connection and pipeline would allow delivery of water from the Rialto Pipeline into the adjacent Big Dalton Spreading Grounds and other potential recharge facilities downstream. This added capacity would allow TVMWD to utilize more spreading water over shorter periods of time in the Main San Gabriel Basin. This is a joint effort among TVMWD, City of Glendora, and LA County Public Works. Two new service connections (PM-27 & PM-29) are in the exploration and planning phase; both are being considered for enhancing ability to deliver water for groundwater recharge.



Purpose • Increases spreading capabilities.

TVMWD Objective 1.3 - Maintain diverse sources of water supplies and storage.
1.5 - Prepare for long-term MWD shutdown or catastrophic event that affects operations.



Fiscal Year	21/22	22/23	23/24	24/25	25/26
Cost Estimate	100,000	1,000,000	1,000,000	-	-
Encumbered					
Grant or Other Funding					
Budget Needs	100,000	1,000,000	1,000,000	-	-

FIVE-YEAR CAPITAL PROGRAM

DRAFT

Project **Miramar Building and Site Improvements**

Description Design and construction of various upgrades and improvements for the Miramar buildings and site as well as at other TVMWD-owned facilities. Some of the projects envisioned over the next several years include installing additional security, office lighting efficiency upgrade, installing additional roof structure over various areas, replacing the belt on the belt filter press, and replacing the carports covers.



- Purpose**
- Maintain TVMWD facilities in modern, working order to accommodate the needs of staff and visitors.
 - Improve security at TVMWD facilities.
 - Make efficient use of available space.



TVMWD Objective 1.4 - Maintain water infrastructure to assure 100% reliability.

Fiscal Year	21/22	22/23	23/24	24/25	25/26
Cost Estimate	200,000	359,000	75,000	375,000	-
Encumbered				(17,952)	
Grant or Other Funding					
Budget Needs	200,000	359,000	75,000	357,048	-

PRIORITIES FOR FY 21-22

Based on TVMWD's goals and objectives, the following priorities have been identified:

1. Increase Ability to Store and Extract Water

- a. Enhanced Groundwater Production – Construction of and placing into service the MiraGrand Well. Acquisition of an additional well site parcel on Caltrans property.
- b. MWD Service Connections Enhancements – Planning will continue on PM-27 and PM-29 service connections that can enhance TVMWD's ability to deliver water for groundwater recharge. Executing a Memorandum of Agreement between L.A. County and Glendora for PM-26A connection for the Big Dalton Spreading Grounds.

2. Focus on Regional Collaborative Efforts to Bolster Water Supplies

- a. Rialto Feeder Shutdown tentatively in 2035 – Potential solutions will take a significant amount of time and planning to come together. Continue working with MWD, IEUA, WFA and other agencies on options to minimize the impact of this planned event.
- b. MWD's 2020 Integrated Resources Plan Update – Participate and contribute, as outcome will affect future resources and their associated costs.
- c. MWD's Regional Water Recycling Project (Carson Project) – Continue to participate and contribute to the planning environmental phase of the project.
- d. MWD's Delta Conveyance Project – Continue to participate and contribute to the environmental phase of the project.
- e. MWD's Rate Refinement Process – Continue to participate in the committee of Member Agencies working directly with MWD staff on proposals to modify MWD's water rates and charges.

3. Continuous Organizational Improvement

- a. Align Agreements to Current Business Practices – Six Basins Groundwater Project Operating Agreement, Pump-Back Agreement and modify other agreements as needed.
- b. Geographic Information System and Technology Master Plan – Complete RFP and contract with a consultant to plan and implement full-scale enterprise GIS system for asset management and operations work flow enhancements. Develop Technology Master Plan to provide a roadmap for technological advancements to increase workflow efficiencies.

ACRONYMS AND ABBREVIATIONS


- AF – Acre-Feet
- AFY – Acre-Feet per Year
- CRA – Colorado River Aqueduct
- EPA – Environmental Protection Agency
- FY – Fiscal Year
- GIS – Geographic Information System
- IEUA – Inland Empire Utilities Agency
- MWD – Metropolitan Water District of Southern California
- OPEB – Other Post-Employment Benefits
- PCCP – Prestressed Concrete Cylinder Pipe
- PWAG – Public Water Agencies Group
- RFP – Request for Proposal
- SDLF – Special District Leadership Foundation
- SWP – State Water Project
- TVMWD – Three Valleys Municipal Water District
- WFA – Water Facilities Authority





Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: February 17, 2021

Subject: **Consider Agreement for Operation and Maintenance of Miramar Water Treatment, Water Transmission and Hydroelectric Generating Facilities**

<input checked="" type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	\$
<input type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

The Board will consider approval of the agreement for Operation and Maintenance of Miramar Water Treatment, Water Transmission and Hydroelectric Generating Facilities.

Discussion:

In October of 1984, Three Valleys Municipal Water District (“TVMWD”), Southern California Water Company (now Golden State Water Company “GSWC”), and the City of La Verne (“La Verne”) entered into an agreement titled *Agreement for the Construction, Operation and Maintenance of Miramar Water Treatment, Water Transmission, and Hydroelectric Generating Facilities* (“Miramar Agreement”) in response to the need for a supplemental, reliable, energy efficient source of treated water for present and future needs of the Partners. Soon after, construction of the Miramar Treatment Plant commenced, and the plant was placed into operation in 1986.

In April of 1991, TVMWD and GSWC entered into an additional agreement titled *Agreement for Capital Improvement for Construction, Operation, and Maintenance of a new 8 million-gallon (MG) Reservoir No. 2 Project* (“Reservoir 2 Agreement”). Construction of Reservoir No. 2 was completed and placed into operation soon thereafter.

TVMWD, GSWC, and La Verne acknowledge and agree that all original construction activities associated with the Miramar Agreement and the Reservoir 2 Agreement have been completed and that the provisions in the original Miramar Agreement and the Reservoir 2 Agreement related to the responsibilities of each Party during the construction of the Miramar System and Reservoir No. 2 are no longer valid or in force. The Partners agree that a new agreement that addresses current operations and maintenance activities is long overdue.

Attached as **Exhibit A** is a draft agreement negotiated by the Partners titled *Agreement for Operation and Maintenance of Miramar Water Treatment, Water Transmission and Hydroelectric Generating Facilities*, also referred to as “Miramar 2.0 Agreement”.

The Partners goals and objectives for Miramar 2.0 Agreement is to memorialize the capacity rights for the Partners at the nominal capacity of 30 cubic feet per second (“cfs”) and memorialize the service area for GSWC to include service areas for both GSWC-Claremont and GSWC-San Dimas. In addition, GSWC wishes to memorialize their peaking capacity rights from Reservoir No. 2. Lastly, the Partners agree that the execution of the Miramar 2.0 Agreement will terminate the original Miramar Agreement and the Reservoir 2 Agreement and restate the respective rights and duties of the Partners concerning the operation and maintenance of the Miramar System.

GSWC has indicated they are prepared to execute the agreement and the City of La Verne City Council approved the Miramar 2.0 Agreement on January 19, 2021.

Strategic Plan Objective(s):

2.1 - Increase Miramar Treatment Plant deliveries to 60% - 70% of available capacity

3.3 – Be accountable and transparent with major decisions

3.5 – Ensure that all of the region’s local government policy makers understand TVMWD’s role in the delivery of water

4.4 - Align agreements to current business practices

Attachment(s):

Exhibit A – Agreement for Operation and Maintenance of Miramar Water Treatment, Water Transmission and Hydroelectric Generating Facilities.

Meeting History:

Board of Directors Meeting – November 4, 2020, Informational Item

Board of Directors Meeting – February 3, 2021, Informational Item

NA/ML

**AGREEMENT FOR OPERATION
AND MAINTENANCE OF MIRAMAR WATER
TREATMENT, WATER TRANSMISSION,
AND HYDROELECTRIC GENERATING FACILITIES**

This Agreement is by and between THREE VALLEYS MUNICIPAL WATER DISTRICT, a Municipal Water District organized and existing pursuant to Section 71000 et seq. of the California Water Code (“TVMWD” herein), the CITY OF LA VERNE, a California general law city (“LA VERNE” herein), and GOLDEN STATE WATER COMPANY (formerly known as Southern California Water Company), a California corporation (“GSWC” herein). LA VERNE and GSWC are each referred to as “Partner” and jointly referred to as “Partners” herein. TVMWD, LA VERNE, and GSWC are each referred to as “Party” and jointly referred to as “Parties” herein.

RECITALS:

A. On or about October 5, 1984, the Parties hereto entered into an Agreement for Construction, Operation and Maintenance of Miramar Water Treatment, Water Transmission, and Hydroelectric Generating Facilities (“Miramar Agreement”) in response to the need for a

supplemental reliable, energy efficient source of treated water for present and future needs of Partners.

B. On or about April 26, 1991, TVMWD and GSWC entered into an Agreement for Capital Improvement for construction, operation, and maintenance of a new 8 million-gallon (MG) Reservoir No. 2 Project (“Reservoir 2 Agreement”).

C. The Parties acknowledge and agree that all original construction activities associated with the Miramar Agreement and the Reservoir 2 Agreement have been completed and that the provisions in the Miramar Agreement and the Reservoir 2 Agreement related to the responsibilities of each Party during the construction of the Miramar System and Reservoir No. 2 (as defined below) are no longer valid or in force.

D. The Parties further acknowledge that TVMWD is a member agency of the Metropolitan Water District of Southern California (“MWD”) and TVMWD will operate the Metropolitan Service Connections (specifically PM-21) in accordance with applicable provisions of MWD’s Administrative Code.

E. The Parties acknowledge the Agreement is not intended or expected to change the current practice of charging a single rate for treated water deliveries.

F. The Partners acknowledge and agree that they are member agencies of TVMWD and are therefore subject to all policies adopted by the TVMWD Board of Directors.

G. The intent of the Agreement is to memorialize the capacity rights for the Partners at the nominal capacity of 30 cubic feet per second (“cfs”) and memorialize the service area for GSWC includes service areas for both GSWC-Claremont and GSWC-San Dimas.

H. This Agreement memorializes that the Partners can deliver water to their service areas that are within TVMWD’s service area.

I. The Parties further acknowledge and agree that the Parties have paid in full, individually and collectively, all debt that was encumbered under the Miramar Agreement and Reservoir 2 Agreement, and that there are no outstanding bonds, certificates of participation, and/or loans that remain to be paid in association with the Miramar System or Reservoir No. 2 (as defined below); and

J. The Parties wish by execution of this Agreement to terminate the Miramar Agreement and the Reservoir 2 Agreement and restate the respective rights and duties of the Parties concerning the operation and maintenance of the Miramar System (as defined below).

COVENANTS:

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereof, the Parties hereto do agree as follows:

SECTION I EFFECTIVE DATE; EFFECT; TERM.

A. EFFECTIVE DATE.

This Agreement must be executed by each Party before it is binding on any Party. TVMWD shall be the last Party to execute this Agreement, which shall become effective on the date executed by TVMWD (“Effective Date”).

B. EFFECT.

As of the Effective Date, this Agreement shall supersede the Miramar Agreement and the Reservoir 2 Agreement, which are hereby expressly terminated by mutual consent of the Parties. In the event of any inconsistency between the provisions of this Agreement and any prior contracts between and/or among any of the Parties regarding the Miramar System or Reservoir No. 2 (as defined below), the provisions of this Agreement shall control.

C. TERM.

Unless earlier terminated, extended, and/or amended in accordance with the provisions hereof, the term of this Agreement shall commence on the Effective Date and continue so long as the Miramar System remains in an operational capacity. (“Term”).

SECTION II DEFINITIONS.

A. MIRAMAR SYSTEM.

The “Miramar System” means the Miramar Water Treatment, Water Transmission and Hydroelectric Generating Facilities as depicted in Exhibit A hereof and incorporated herein by this reference. Additionally, the Miramar System includes any future metered service connections, Repairs and Replacements and/or Capital Improvements.

B. RESERVOIR NO. 2.

“Reservoir No. 2” means the 8 MG Finished Water Reservoir constructed to address GSWC peak water demands. Reservoir No. 2 is inclusive of the Miramar System.

C. PUMPBACK FACILITIES.

The “Pumpback Facilities” means the facilities as depicted in Exhibit B hereof and incorporated herein by this reference.

D. HYDRO UNITS.

The “Hydro Units” means the hydroelectric generating facilities as depicted in Exhibit C hereof and incorporated herein by this reference.

E. WELLS.

The “Wells” means the groundwater production wells as depicted in Exhibit D hereof and incorporated herein by this reference.

F. CAPACITY.

For purposes of this Agreement, “Capacity” means the right to purchase and receive a specific amount or percentage of the flow of water available through the Miramar System; provided, however, said right shall be subject to availability of water supplies. Each Partner is entitled to an equal share of capacity up to 30 cfs of combined flow. All flow above 30 cfs is delivered at the sole discretion of TVMWD.

G. REPAIRS AND REPLACEMENTS.

For purposes of this Agreement, “Repairs and Replacements” means those modifications to the Miramar System that are not a Capital Improvement.

H. CAPITAL IMPROVEMENTS.

For purposes of this Agreement, “Capital Improvements” means modifications to the Miramar System that enhance or expand its operation.

SECTION III OWNERSHIP; CAPACITY; AVAILABLE FLOW.

A. OWNERSHIP.

The Miramar System shall be owned, operated and maintained by TVMWD.

TVMWD shall hold clear and unencumbered title in and to the Miramar System and shall have all rights to operate the Miramar System, including flows and reservoir levels, subject to the capacity rights of the Partners.

B. CAPACITY.

1. The design capacity of the Miramar System is thirty (30) cfs. The Parties acknowledge that the actual capacity of the Miramar System may vary depending on many factors, including but not limited to availability of water from MWD, water quality concerns, and maintenance and repair activities.

2. LA VERNE shall be allocated a nominal capacity of up to fifteen (15) cfs of available Capacity from the Miramar System.

3. GSWC shall be allocated a nominal capacity of up to fifteen (15) cfs of available Capacity from the Miramar System.

4. The Capacity of each Partner must be used within the Partner's service areas.

5. Each Partner shall have the right to the use of its Capacity, provided it is not in default.

6. All water shall be withdrawn from the Pipeline at metered service connections as provided for and in the manner as set forth in this Agreement.

C. SHARE OF AVAILABLE FLOW.

1. At such times when the capacity of the Miramar System is fully subscribed, Partners shall be entitled to a share of the available flow not exceeding 30 cfs of combined flow.

2. At such times when the capacity of the Miramar System is not fully subscribed, each Partner shall have the right to exceed its respective Capacity by purchase of water from the Miramar System at the then current Water Rate.

3. Water from the Miramar System may be sold by TVMWD to agencies other than the Partners. The water sold to other agencies is on an interruptible basis when flow is available in excess of the then-demands of the Partners, provided the Partners demands are less than a combined 30 cfs.

4. This Agreement recognizes the right of GSWC to temporarily increase flow from the Miramar System to meet the peak daily demands of GSWC's system. This right to meet peak daily demands does not supersede La Verne's 15 cfs capacity right.

5. The Partners agree that operational situations may occur that are outside the consideration of this Agreement. These situations could be, but are not limited to, emergency situations, fires, earthquakes, or other scenarios. The Partners agree to work collaboratively to achieve and maintain reliable water deliveries.

D. ASSIGNMENT OF CAPACITY.

Each Partner may temporarily assign part or all its Capacity up to 15 cfs to another TVMWD Member Agency. Each assignment shall receive the prior written consent by TVMWD and the other Partner.

SECTION IV OPERATION AND MAINTENANCE.

A. TVMWD TO OPERATE AND MAINTAIN.

1. TVMWD shall manage, operate, and maintain the Miramar System.
2. TVMWD shall control all devices, meters, and valves appurtenant to the Miramar System. The costs of operation and maintenance of the Miramar System shall be borne by TVMWD.

3. Subject to the provisions of this Agreement, TVMWD shall not be impaired from exercising its rights, powers and duties as a Municipal Water District under law and as set forth in the Water Code of the State of California.

4. The Board of Directors of TVMWD shall determine all matters of policy concerning the Miramar System and TVMWD's General Manager shall be responsible for the management, operation and maintenance of the Miramar System, subject to the provisions of this Agreement and applicable law.

5. In the event of an emergency, TVMWD may, without notice, take such action as it deems necessary to prevent damage to persons or property.

B. WATER RATES AND CHARGES.

1. TVMWD shall establish rates and charges necessary to manage, operate and maintain the Miramar System and other TVMWD operations, including Repairs and Replacements and Capital Improvements. Rates and charges shall be determined by TVMWD's Board of Directors via resolution.

2. The Partners shall each pay the applicable rates and charges as established by TVMWD for all member agencies for water purchases.

SECTION V EXTRAORDINARY PROJECT ACTIVITIES.

A. REPAIRS AND REPLACEMENTS.

1. TVMWD shall administer and make all Repairs and Replacements.

2. The cost of Repairs and Replacements shall be paid by TVMWD and

included in its annual budget, to be recovered through its annual rates and charges.

3. In the event of an emergency, TVMWD is authorized to cause Repairs or Replacements to be made in order to preserve the continuous operation of the Miramar System.

4. All Repairs or Replacements shall be consistent with sound engineering, construction, and operating practices.

B. CAPITAL IMPROVEMENTS.

TVMWD, in the exercise of its sole discretion, may undertake Capital Improvements, provided that such Capital Improvements do not impact the capacity rights of the Partners.

SECTION VI DEFAULT; REMEDIES.

A. DEFINITION OF DEFAULT BY PARTNER.

A default by a Partner shall be a failure to make any rate or charge payment required hereunder within thirty (30) days from the date such payment is due, or any failure

to comply with or perform any other terms, covenants, or conditions hereof for a period of thirty (30) days after written notice thereof from TVMWD to the Partner.

B. TVMWD'S REMEDIES ON DEFAULT BY PARTNER.

If a Partner should fail to remedy any default with all reasonable dispatch, then TVMWD shall have the right, at its option, without any further demand or notice, to pursue any one or all of the remedies available to TVMWD under its rules and regulations.

C. DEFINITION OF DEFAULT BY TVMWD.

1. A default by TVMWD shall be the intentional and willful failure or refusal of TVMWD to provide water from the Miramar System to any Partner, provided such failure or refusal is not due to or the result of any of the following: unavailability of water from MWD; physical defects or operational failure of the Miramar System; required operation and maintenance activities; riots, wars, sabotage, civil disturbances, insurrection, explosion, natural disasters such as floods, earthquakes, wind, landslides, and fire, or labor disputes or other catastrophic events beyond the reasonable control of TVMWD; or compliance with any order or directive of a court of competent jurisdiction or of any Federal, State or local government agency exercising applicable jurisdiction over TVMWD, the operation of the Miramar System, or the quality or quantity of water produced therefrom.

2. "Default by TVMWD" does not include the exercise of any right and authority of TVMWD to terminate the Capacity of a Partner on account of default by such Partner.

D. PARTNERS REMEDIES ON DEFAULT BY TVMWD.

For any financially calculable losses incurred by a Partner as a result of default by TVMWD, the Partner shall submit a claim to TVMWD to be reviewed and approved by the TVMWD Board of Directors for payment.

E. ALL OTHER REMEDIES IN LAW AND EQUITY AVAILABLE.

The Parties agree that the remedies set forth herein are not exclusive, and any one or all or other remedies provided by law or equity may be exercised against a defaulting Party.

F. ATTORNEYS FEES AND COSTS TO PREVAILING PARTY.

Should any Party commence an action to enforce the provisions of, or actions arising out of, this Agreement, then such Party that prevails in that action, proceeding, or suit shall be entitled to recover reasonable attorneys fees, costs, expert witness fees, consultant's fees and testing fees in connection therewith, including such fees for prosecuting, defending any appeal, or incurred in any supplemental proceeding, until judgment is satisfied in full.

SECTION VII DISPUTE RESOLUTION.

Except as specifically provided herein to the contrary, if any dispute shall arise among any of the Parties regarding the Miramar System, or otherwise arising out of or related to this Agreement, and if such dispute cannot be settled by conference among the Parties within a period of thirty (30) consecutive calendar days after such dispute arises, or within such additional time as the Parties may agree upon, in writing, then such dispute shall be submitted to mediation for possible resolution prior to any Party initiating legal action in a court of competent jurisdiction under the terms of this Agreement.

SECTION VIII NOTICE.

A. PRESENTATION.

Any notice or written approval to be given under this Agreement shall be given by personal delivery to the Parties or by addressing it as set forth below, depositing it in any United States Post Office, Registered or Certified mail, postage prepaid, and effective two days after the date of deposit.

B. ADDRESS.

Notice or written approval shall be addressed as follows:

Three Valleys Municipal Water District

1021 E. Miramar Avenue
Claremont, California 91711

City of La Verne Public Works Department
City Hall
3660 "D" Street
La Verne, California 91750
Attn: Public Works Director

Golden State Water Company
630 East Foothill Blvd.
San Dimas, California 91773
Attn: President

C. CHANGE.

Any Party may change its address for notices or written approvals by written notice to the other Parties.

SECTION IX INDEMNIFICATION AND INSURANCE.

A. INDEMNIFICATION.

Neither TVMWD nor any of its officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water from the Miramar System after such water has been delivered to a Partner; nor for claim of damage of any nature whatsoever, including but not limited to property damage, personal injury or death, arising out

of or connected with the control, carriage handling, use, disposal, or distribution of such water beyond the point of such delivery; and the Partner to which such water was delivered shall indemnify and hold harmless TVMWD and its officers, agents, and employees from any such damage or claims of damages, and shall reimburse TVMWD for costs of repair of the Miramar System and other damages resulting from the operations of said Partner. Neither the Partners nor any of their respective officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water from the Miramar System prior to such water being delivered to said Partners; nor for claim of damage of any nature whatsoever, including but not limited to property damage, personal injury or death, arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water prior to its delivery to said Partners, excepting, however, claims by TVMWD for costs of repair to the Miramar System and other damages resulting from the operations of a Partner or Partners; and TVMWD shall indemnify and hold harmless the Partners and their respective officers, agents, and employees from any such damages or claims, except claims by TVMWD for costs of repair of the Miramar System and other damages resulting from the operations of a Partner or Partners.

B. INSURANCE.

During the Term, each Party shall procure and maintain such policies of insurance as will reasonably protect it and the other Parties from any and all exposure to loss or liability arising out of this Agreement.

SECTION X GENERAL PROVISIONS.

A. SUCCESSORS AND ASSIGNS.

1. This Agreement shall inure to the benefit of and be binding upon each of the Parties and their successors and assigns.

2. The Parties shall not assign any of their rights or duties under this Agreement without the prior written consent of the other Parties, which consent shall not be unreasonably withheld.

B. INTEGRATION AND AMENDMENT.

1. This Agreement constitutes the entire understanding of the Parties with respect to the Miramar System and supersedes any and all prior agreements, whether oral or written, between and/or among the Parties in connection therewith.

2. This Agreement may not be amended unless by written instrument duly executed by all Parties.

C. INTERPRETATION AND ENFORCEMENT.

1. This Agreement shall be construed as if it was jointly prepared by all Parties, and any uncertainty or ambiguity contained herein shall not be interpreted against the Party drafting same.

2. This Agreement shall be enforced and governed by the laws of the State of California. Venue for any action brought to interpret or enforce any provision of this Agreement shall be a state or federal Court of competent jurisdiction situated in the County of Los Angeles, State of California.

D. HEADINGS.

The paragraph headings contained herein are for convenience and reference and are not intended to define or limit the scope of any provision of this Agreement.

E. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this Agreement, or the application thereof to a Party or any other person or circumstance is for any reason held invalid, it shall be deemed severable, and the validity of the remainder of the Agreement or the application of such provision to the other Parties or to any person or circumstance shall not be affected thereby.

F. COUNTERPARTS.

This Agreement shall be executed by all parties in duplicate counterparts, each of which shall be considered an original Agreement.

[Signatures on following pages]

IN WITNESS WHEREOF the parties hereto have executed this Agreement which is effective the date executed by TVMWD.

Dated _____

THREE VALLEYS MUNICIPAL WATER DISTRICT

By: _____
President

By: _____
Secretary

Approved as to form:

By: _____
Attorney for TVMWD

Dated _____

CITY OF LA VERNE

By: _____
Mayor

By: _____
Assistant City Clerk

Approved as to form:

By: _____
City Attorney

Dated _____

GOLDEN STATE WATER COMPANY

By: _____
Vice President of Operations

By: _____
Senior Vice President and CFO

By: _____
Attorney for GSWC

Exhibit A
Definition of Miramar System

The Miramar System begins at TVMWD service connection PM-21 and terminates at all of the service connections for the Partners. The Miramar System also includes the Pumpback System, Hydro Units, and Wells as defined in subsequent Exhibits. For each of the City of La Verne metered connections, the point of termination is the flange downstream/after the flow control valve. For the Golden State Water Company metered connections the point of termination is the flange upstream/before the flow control valve. TVMWD shall have sole responsibility for the ownership, operations, maintenance, and repair of all facilities included in the Miramar System up to these points.

Exhibit B
Pumpback System

The Pumpback System is defined as the specific facilities necessary to operate the Miramar System when utilizing only TVMWD Service connection PM-15A/B via the Pomona Walnut Roland Joint Water Line (JWL). A separate agreement is in place for the maintenance and cost sharing to operate these facilities.

Exhibit C
Hydro Units

Hydro Units are defined as any existing facility including future builds or upgrades. The facilities include: Builds, Turbine, Generator, Switchgear, Valves and associated Piping. TVMWD shall have sole responsibility for the ownership, operations, maintenance, and repair of all facilities included in the Hydro Units.

Exhibit D
Wells

TVMWD currently owns and operates wells that serve as an additional local supply source to the Miramar System. All of these existing wells and any future wells are considered part of the Miramar System. TVMWD shall have sole responsibility for the ownership, maintenance, operation and repair of these wells.