

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.



**BOARD OF DIRECTORS
REGULAR MEETING**

NOVEMBER 2, 2022

8:00 AM

1021 E. Miramar Avenue | Claremont, California 91711-2052

909.621.5568 | www.threevalleys.com



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING AGENDA

1021 E. Miramar Avenue, Claremont, CA 91711
November 2, 2022 – 8:00 AM

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.

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Assembly Bill 361, which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff and general public as a result of the ongoing COVID-19 pandemic, Three Valleys MWD will hold this meeting of its Board of Directors both in-person at the above location and via teleconference. The public may participate in the meeting by physical attendance or by teleconference by clicking on the link below:

https://tvmwd.zoom.us/webinar/register/WN_qWExmhgWRSuOXhrQt2lgKA

(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 in any of the following manners: (1) when prompted by the President during the public comment period, (2) by filling out the electronic speaker’s card at the following link <https://arcg.is/0z5GqO> prior to the close of public comment, (3) by sending an email to PublicComment@tvmwd.com prior to the close of public comment, or (4) those attending the meeting in person may complete a speaker’s card and provide it to the Executive Assistant prior to the close of public comment.

- | | |
|---|---------|
| 1. CALL TO ORDER | ROBERTO |
| 2. ROLL CALL | AGUIRRE |
| Jody Roberto, President
Brian Bowcock, Vice President
Carlos Goytia, Secretary
Mike Ti, Treasurer
David De Jesus, Director
Bob Kuhn, Director
Danielle Soto, Director | |
| 3. FLAG SALUTE | ROBERTO |
| 4. AGENDA REORDER/ADDITIONS [<i>Government Code Section 54954.2(b)(2)</i>] | ROBERTO |

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.

5. PUBLIC COMMENT (*Government Code Section 54954.3*) ROBERTO
- Opportunity for members of the public to directly address the Board on items of public interest that is within the subject matter jurisdiction of TVMWD. The public may also address the Board on items being considered on this agenda.
- 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.
6. PRESENTATION HOWIE
- A. KRISTA GUERRERO OF MWD WILL REPORT ON THE TURF REPLACEMENT PROGRAM, NON-FUNCTIONAL TURF, AND SWRCB EMERGENCY DROUGHT REGULATIONS.
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.
- A. LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK (RRCC) APPOINTMENT IN LIEU OF ELECTION, DIVISION 5 LITCHFIELD
- The RRCC appointed the incumbent for Division 5, in lieu of election.
- B. ORGANIZATIONAL CHART AND SALARY SCHEDULE MODIFICATIONS ROBLES
- The Board will review the Organizational Chart and Salary Schedule.
- C. PROJECTS SUMMARY UPDATE PANZER
- The Board will be provided an oral update of ongoing TVMWD projects.
- D. COLORADO RIVER BASIN MEMORANDUM OF UNDERSTANDING LEE
- The Board will review an MOU regarding the Colorado River Municipal Conservation efforts within the service area.
- E. DELTA CONVEYANCE PROJECT DRAFT ENVIRONMENTAL IMPACT REPORT COMMENTS LEE
- The Board will review the Delta Conveyance Project Draft Environmental Impact Report comment letter.
- F. REVERSE-CYCLIC PROGRAM AGREEMENT LEE
- The Board will be presented with a draft agreement with Metropolitan Water District of Southern California for the Reverse-Cyclic Program.

(ITEM 7 CONTINUED)

G. 2022 URBAN DROUGHT COMMUNITY FUNDING RESOLUTION

LEE

The Board will be presented with a draft resolution authorizing the grant application, and execution for the Department of Water Resources 2022 Urban Community Drought Relief Program.

8. DIRECTORS'/GENERAL MANAGER'S ORAL REPORTS

ROBERTO

Directors 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.

9. CLOSED SESSION

ROBERTO

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

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

Consultation with: Robert Peng, Information Technology Manager

10. FUTURE AGENDA ITEMS

ROBERTO

11. ADJOURNMENT AND NEXT MEETING

ROBERTO

The Board will adjourn to a regular Board Meeting on November 16, 2022 at 8:00 AM.


In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at (909) 621-5568 at least 24 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, materials related to an item on this agenda submitted after distribution of the agenda packet will be posted on the TVMWD website at www.threevalleys.com.

Three Valleys MWD Board meeting packets and agendas are available for review at www.threevalleys.com.



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: November 2, 2022
Subject: **Los Angeles County Registrar-Recorder/County Clerk Appointment in Lieu of Election, Division 5**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

The Los Angeles County Registrar-Recorder/County Clerk's (RRCC) office has notified TVMWD of an appointment in lieu of election for Division 5. President Jody Roberto will be appointed to the Division 5 seat as of December 2, 2022 for a full term ending December 4, 2026. The Los Angeles County Board of Supervisors (BOS) will, at a regular or special meeting held prior to December 2, 2022, appoint to the office of Director, the person nominated. Upon appointment, the BOS will forward TVMWD the Oath of Office for completion and submittal.

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – RRCC Certificate of Appointment

Meeting History

None

NA/ML



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

RECEIVED

SEP 26 2022

DEAN C. LOGAN
Registrar-Recorder/County Clerk

September 19, 2022

THREE VALLEYS MWD

Matthew Litchfield, General Manager
Three Valleys Municipal Water District
1021 East Miramar Avenue
Claremont, California 91711

Dear General Manager:

This is to inform you that for the election scheduled, to be held in your District on November 8, 2022, only one person has been nominated for the one office of Director, Division 5, for the full term ending December 4, 2026.

Attached is a copy of the certificate pursuant to Section 10515 stating that no election will be held, but that the Board of Supervisors will appoint the person nominated to such office.

Please call Sonia Corona, Head of the Election Planning Section at (562) 462-2323 if you have any questions.

Sincerely,

DEAN C. LOGAN
Registrar- Recorder/County Clerk

SONIA CORONA, Head
Election Planning Section

Enclosure

I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, do hereby certify that, at the close of nominations, only one person was nominated for the office of Director in Division 5 for the

THREE VALLEYS MUNICIPAL WATER DISTRICT

for the full term ending December 4, 2026, namely:

MARY "JODY" ROBERTO - DIVISION 5

Pursuant to Section 10515 of the Elections Code, there being only one candidate nominated for the office to be filled, and no petition having been filed, the election scheduled for the 8th day of November, 2022 shall not be held. The Board of Supervisors, therefore, shall at a regular or special meeting held prior to December 2, 2022 appoint to the office of Director, the person nominated. Such person shall take office and serve exactly as if elected at a general district election.


Dated this 19th day of September, 2022.



Dean Logan
DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: November 2, 2022
Subject: **Organizational Chart and Salary Schedule Modifications**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Background

Pursuant to CalPERS and California Code of Regulations Section 570.5, salary schedule changes must be approved and adopted by the employer's governing body according to the requirements of applicable public meeting laws.

Discussion

The following changes are proposed within the Engineering/Water Resources section, to be effective beginning January 1, 2023:

- Elimination of the Project Manager position
- Addition of the Water Resources Analyst I/II/III Flex position
- Addition of the Part-time Water Resources Intern position

The updated organizational chart, job class specification and salary schedule for each of the respective added positions are included as Exhibits A through D.

Water Resources Analyst I/II/III Flex: This new job classification is proposed to replace Project Manager classification. Retirement of the incumbent in TVMWD's Project Manager position provided an opportunity to reevaluate staffing needs to meet TVMWD's strategic objectives. Staff is recommending the elimination of the Project Manager position and replacing it with the Water Resources Analyst position. The position will perform duties of professional planning and research related to water supply planning, water demand and conservation analyses and prepare technical reports.

Water Resources Intern: Staff is recommending the addition of one new position of Water Resources Intern. This position will be classified as a part-time position, eligible to work up to 20 hours per week. This is a student intern position receiving training and mentoring in the Engineering/Planning/Water Resources areas and performing assignments in the same areas that serve to offer practical experience and broad exposure to TVMWD and the water industry.

Staff recommends the approval of the revised organized structure and the revised salary schedule incorporating the elimination of the Project Manager position and the addition of the two new positions of Water Resources Analyst I/II/III Flex and Water Resources Intern.

Strategic Plan Objective(s)

- 3.3 – Be accountable and transparent with major decisions
- 4.2 – Prepare for transition to the next generation of water professionals
- 4.6 – Employee retention

Attachment(s)

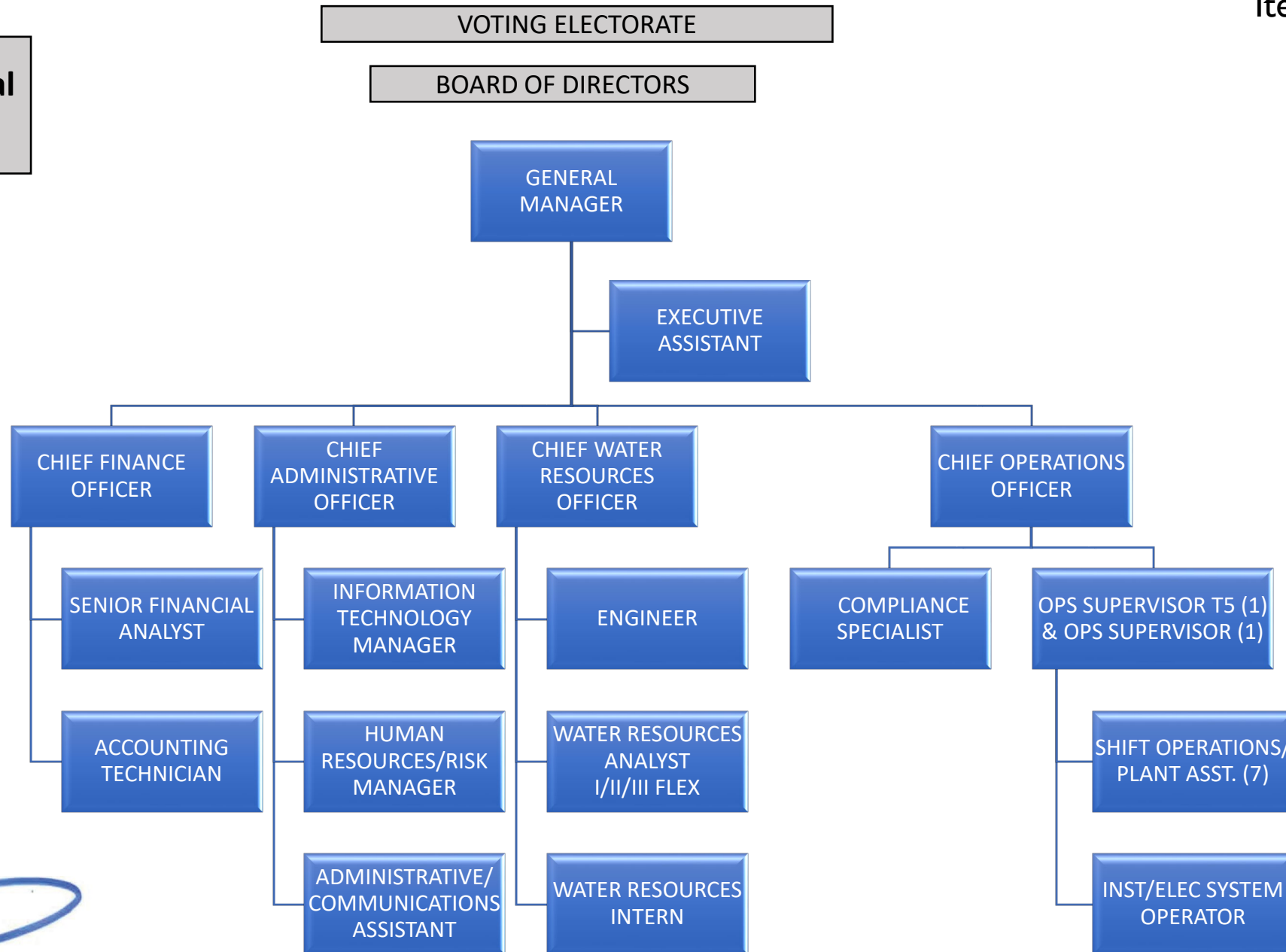
- Exhibit A – Organizational Chart Effective January 1, 2023
- Exhibit B – Salary Schedule Revised Effective January 1, 2023
- Exhibit C – Water Resources Analyst I/II/III Flex - Job Description
- Exhibit D – Water Resources Intern - Job Description

Meeting History

None

NA/VR/SL

Organizational Chart




Matthew Litchfield, P.E
 General Manager

January 1, 2023

Date

FTE-24

**THREE VALLEYS MUNICIPAL WATER DISTRICT
ANNUAL SALARY RANGE BY CLASSIFICATION
Effective: January 1, 2023**

CLASSIFICATION	Minimum	Mid	Maximum
	Salary Range	Salary Range	Salary Range
ANNUAL			
ACCOUNTING TECHNICIAN	\$ 59,038	\$ 76,749	\$ 94,461
ADMINISTRATIVE/COMMUNICATIONS ASSISTANT	\$ 52,226	\$ 67,893	\$ 83,561
ASSISTANT ENGINEER	\$ 72,198	\$ 93,857	\$ 115,517
CHIEF ADMINISTRATIVE OFFICER	\$ 159,862	\$ 207,821	\$ 255,780
CHIEF FINANCE OFFICER	\$ 159,862	\$ 207,821	\$ 255,780
CHIEF OPERATIONS OFFICER	\$ 159,862	\$ 207,821	\$ 255,780
CHIEF WATER RESOURCES OFFICER	\$ 159,862	\$ 207,821	\$ 255,780
COMPLIANCE SPECIALIST	\$ 78,812	\$ 102,456	\$ 126,099
ENGINEER	\$ 92,253	\$ 119,929	\$ 147,605
ENGINEERING ASSISTANT	\$ 68,038	\$ 88,449	\$ 108,860
EXECUTIVE ASSISTANT	\$ 69,204	\$ 89,965	\$ 110,727
GENERAL MANAGER	\$ 203,846	\$ 265,000	\$ 326,154
HUMAN RESOURCES/RISK MANAGER	\$ 90,172	\$ 117,224	\$ 144,275
INFORMATION TECHNOLOGY MANAGER	\$ 116,747	\$ 151,772	\$ 186,796
INSTRUMENTATION/ELECTRICAL SYSTEM OPERATOR	\$ 81,694	\$ 106,203	\$ 130,711
OPERATIONS SUPERVISOR	\$ 96,461	\$ 125,400	\$ 154,338
OPERATIONS SUPERVISOR (T5)	\$ 115,753	\$ 150,479	\$ 185,205
PLANT ASSISTANT	\$ 44,596	\$ 57,974	\$ 71,353
SENIOR FINANCIAL ANALYST	\$ 90,172	\$ 117,224	\$ 144,275
SHIFT OPERATOR II	\$ 54,887	\$ 71,353	\$ 87,819
SHIFT OPERATOR III	\$ 67,553	\$ 87,819	\$ 108,085
SHIFT OPERATOR IV	\$ 76,114	\$ 98,948	\$ 121,782
SHIFT OPERATOR V	\$ 78,647	\$ 102,241	\$ 125,835
WATER RESOURCES ANALYST I	\$ 65,000	\$ 84,500	\$ 104,000
WATER RESOURCES ANALYST II	\$ 79,062	\$ 102,781	\$ 126,500
WATER RESOURCES ANALYST III	\$ 93,125	\$ 121,063	\$ 149,001
HOURLY			
WATER RESOURCES INTERN (PT)	\$ 17.00		\$ 22.00

Based on Board approval, an adjustment to each salary range classification will be considered for July 1 of each year. Range adjustments are tied to changes in the Consumer Price Index - Urban Wage Earners and Clerical Workers for Los Angeles-Long Beach-Anaheim as prepared by the Bureau of Labor Statistics, from current year annual to the prior year annual. The adjustment to each salary range is intended to keep TVMWD's salary ranges at the market level and may not necessarily impact individual salaries. The opportunity for individual salary increases will continue under the merit-based system employed by TVMWD. An important note is that an employee's annual salary may be below the minimum salary range if: (1) their annual evaluation has not yet occurred in the current fiscal year or (2) their performance documented in prior annual evaluations has not merited an increase that has kept up with index adjustments to the salary ranges.

Shift Differential Pay

- Operators and plant assistants who work on Friday, Saturday or Sunday will be compensated with 10% additional pay for those hours.
- Shift differential pay is considered special compensation and will be reported to CalPERS as such.

On-Call Pay

- Standby operators who serve as the on-call standby operator each evening will be paid \$45 per day (\$90 on holidays).
- Lab operators who serve as the on-call plant operator each evening will be paid \$100 per day (\$200 on holidays).
- In addition to receiving the on-call pay noted above, the on-call operators will be paid for the additional time spent responding to situations.
 - If responding by phone/tablet/laptop only, the on-call operator will be guaranteed at least 15 minutes of additional pay. All time over 15 minutes will be rounded up to the nearest 15 minute increment.
 - If responding in person, the on-call operator will be guaranteed at least two hours of additional pay. All time over two hours (portal to portal) will be rounded up to the nearest 15 minute increment.
 - Operators will be eligible for OT and shift differential pay as applicable for time spent responding.
- On-call pay is not considered special compensation and thus will not be included as a part of final compensation in calculating CalPERS pension.

Holiday Pay

- Any employee scheduled who works on either the actual holiday or the observed holiday will be paid at one and one-half times the employee's regular rate of pay. Since the employee is working the holiday, the employee will also be paid an additional eight hours at regular pay for that holiday.

**Three Valleys Municipal Water District
Job Classification**

Title:	WATER RESOURCES ANALYST I, II, and III Flex	
FLSA:	TBD	
Status:	Full Time	
Salary:	Water Resources Analyst I	\$65,000 - \$104,000
	Water Resources Analyst II	\$79,062 - \$126,500
	Water Resources Analyst III	\$93,125 - \$149,001

Summary

Under general supervision, performs routine to complex professional planning and research work related to water demand and conservation, groundwater management, water supply planning, and other water resources planning tasks; compiles, integrates, and analyzes planning-related data; conducts grant management and customer agency support activities related to water planning programs; conducts research and prepares technical reports and research papers; and perform related duties as assigned.

Supervision Received And Exercised

- Reports to the Chief Water Resources Officer or the Engineer.

Essential Functions

The Water Resources Analyst I is the entry-level class in this series. Incumbents are responsible for performing routine duties in the collection and basic analysis of data, program coordination, and report development for water resource planning programs. Incumbents work under close supervision while being trained and gradually work more independently as knowledge and skills increase.

The Water Resources Analyst II is the journey-level class in this series. Incumbents are responsible for performing higher-level data and cost-benefit analysis, program administration, and water resource planning of moderate difficulty and complexity. Incumbents work under general supervision while exercising independent judgment within established systems and procedures.

The Water Resources Analyst III is the advanced-level class in this series. Incumbents are responsible for performing a variety of complex duties related to program coordination and administration, consultation on water resource planning as well as the assessment of strategic programs. Incumbents exercise independent judgment in the interpretation of procedures and regulations, while leading special water supply and water use efficiency-related projects.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Item 7.B - Exhibit C

- Using GIS, databases, and other tools, researches, collects, receives, compiles, integrates, and analyzes information in support of planning, water resources, capital improvement projects, growth projections, environmental studies, and demographic analyses; writes scripts to access and format data from databases.
- Prepares comprehensive reports and technical research papers for presentation and/or publication; prepares maps, stratigraphic cross-sections, diagrams, and factsheets.
- Analyzes and tracks programs; develops and maintains working relationships with the Metropolitan Water District of Southern California (MWD) and other agency staff on water resource matters; keeps abreast of technologies and programs in water resource planning; and recommends, develops, and coordinates implementation of such programs.
- Administers and maintains appropriate databases including spatial data; collects and compiles critical data in a variety of formats to generate and document alternatives for comparison.
- Analyzes availability and feasibility of grant funding for water resource planning programs and initiatives; completes grant applications to secure funding; ensures all reports and program budgets required by grant programs are completed as required.
- Develops and evaluates computer-generated statistical models of a variety of interdependent variables, using extrapolative and econometric methods to forecast water resource requirements in the District's service area; develops future water resource utilization scenarios and forecasting and explanatory models of water demand; ensures that research and forecasting methodologies utilize optimum research techniques.
- Performs a wide range of professional-level analyses in support of ongoing and ad hoc reporting requirements as assigned.
- Conducts studies or project analyses of groundwater, surface water, recycled water, conservation, and other water-related data; coordinates and monitors the work of assigned project consultants and contractors; reviews, evaluates, and critiques work products of consultants and contractors.
- Maintains, researches and plans the District's water use efficiency programs and policies, reviews documents to ensure accurate information, examines supporting documentation to establish proper authorization and conformance with District policies, agreements, contracts, and state and federal requirements.
- Representative to the community for implementation of water use efficiency programs and measures and determine customer eligibility for incentive programs.
- Designs and develops report formats based on presentation style and to meet management information needs; works with Information Technology and other departments to develop or modify systems to analyze and develop required data.
- Coordinates with internal stakeholders, consultants, other agencies, and developers to communicate District policies and requirements for project initiations and development.
- Presents technical project and policy information to internal and external stakeholders and to the public.

- May provide work direction to support staff on special projects or routine duties; provides support to system users regarding custom data and mapping products and provides training to users on GIS software.
- Adhere to office procedures including record management policies and procedures, ensuring compliance with the District's record retention policy.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Perform other related duties as required.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, procedures, standards, practices, trends, and information sources in the field of water resources planning.
- Research and statistical methods and techniques.
- Application of ordinances, legislation, policies, standards, procedure, and historical practices associated with water resources planning.
- Terminology, symbols, and techniques used in water resource planning.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- State and regional organizations in assigned areas of responsibility.
- The District's and MWD's delivery system.
- The District's pricing policies.
- Content and use of District water resource databases.
- GIS concepts and analytical techniques.
- Principles and practices of effective business and public communication.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Accurately collect, assemble, and interpret data from multiple sources applicable to water resources planning.
- Participate in technical projects and studies.
- Identify relevant issues and problems, develop alternatives, and make sound recommendations.

- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Work with and integrate ESRI ArcGIS and ESRI extensions with related software.
- Participate in the selection of consultants, review work products, and coordinate consultant work.
- Understand legal and statistical data in technical reports.
- Perform water resource management and water quality analyses using computer models, GIS, and multiple databases.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedure, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education And Experience

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined:

Job Title	Education	Experience*
Water Resources Analyst I	Equivalent to Bachelor’s degree in Environmental Studies, Engineering, Water Resources Management, Urban Planning, Public or Business Administration or related field *Master’s degree in a related field may be substituted for one year of experience	0-2 years of water supply planning or engineering
Water Resources Analyst II		4 years of progressive responsibilities in water supply planning/engineering
Water Resources Analyst III		6 years of progressive responsibilities in water supply planning/engineering

Physical Demands And Working Conditions

Requires ability to receive, understand, and act upon verbal and written communication from others, and to communicate to others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear.

The work may regularly require lifting supplies and/or equipment weighing up to 25 pounds and occasionally lifting approximately 55 pounds

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends and at various locations that will require operating a motor vehicle; therefore, must possess and maintain (or have the ability to obtain) a valid California driver's license, vehicle insurance and an acceptable driving record.

Certificates, Licenses and Registrations

- Must have and maintain a current California driver's license.



**Three Valleys Municipal Water District
Job Classification**

Title: WATER RESOURCES INTERN
FLSA: Non-Exempt
Status: Part-Time (up to 20 hours per week)
Salary: \$17.00 - \$22.00 hourly

Summary

This is a student intern position receiving training and mentoring in an assigned area of responsibility performing assignments that serve to offer practical experience and broad exposure to TVMWD's organizational structure.

Oversight

- Receives direction from the Chief Water Resources Officer or the Engineer.

Essential Functions

- Performs research as assigned and applies academic theory, training and education to real life work situations and environments.
- Participates on project teams as required.
- Learns and assists with tasks related to their areas of discipline and assigned area of responsibility.
- Learns and assists to plan, conduct studies and research, and compile information from various sources; provides updates and prepares reports.
- Learns and assists to collect and analyze statistical data, generates and maintains records and report findings, makes recommendations.
- Learns and assists in inputting, maintaining, and verifying data.
- Learns and assists in the implementation of goals and objectives.
- Learns and assists in identifying opportunities for improving processes to optimize efficiency.
- Performs office duties and activities as required.
- Performs other related Student Intern job duties as required.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Principles and practices of water resources management, procedures of urban planning, design, construction, research and data analytics, standard business English.

Ability to: Gather, organize, interpret, and analyze information and data; prepare and interpret tables, charts, graphs, and flow charts; organize, set priorities and exercise sound judgment within

areas of assigned responsibility; understand and follow written and oral instructions; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact and diplomacy in dealing with sensitive, varied and confidential personnel issues and employee situations; organize and maintain specialized files; establish and maintain effective working relationships with those encountered in the course of the work; operate office equipment including a computer and applicable software; communicate effectively, both orally and in writing; understand and follow verbal and written instructions; formulate options and make recommendations.

Education And Experience

Graduation from high school or G.E.D. equivalent.

Graduation or current enrollment in undergraduate or graduate studies in an accredited college or university with major course work in Urban Planning, Data Science, Business Administration, Engineering, Construction Management Technology, or closely related field.

Current enrollment in undergraduate or graduate studies is preferred.

While no prior work experience is required, preference may be given to individuals with prior related professional work experience and/or students who have completed significant related coursework.

Attention to detail, excellent verbal and written communication skills as well as proficiency in computer applications such as Microsoft Word and Excel are critical.

Physical Demands And Working Conditions

Requires ability to receive, understand, and act upon verbal and written communication from others, and to communicate to others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. The work may regularly require lifting supplies and/or equipment weighing up to 25 pounds and occasionally lifting approximately 55 pounds


Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends and at various locations that will require operating a motor vehicle; therefore, must possess and maintain (or have the ability to obtain) a valid California driver's license, vehicle insurance and an acceptable driving record.

Certificates, Licenses and Registrations

- Must have and maintain a current California driver's license.



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: November 2, 2022
Subject: **Colorado River Basin Memorandum of Understanding**

Funds Budgeted: \$

Fiscal Impact:

Staff Recommendation

No Action Necessary – Informational Item Only

Background

On October 5, 2022, the Colorado River Board of California and several of its member agencies, including Metropolitan Water District of Southern California (Metropolitan), sent a letter to the U.S. Department of the Interior and the Bureau of Reclamation proposing to conserve an additional 400,000 acre-feet of water in Lake Mead each year from 2023-2026, actions that will meaningfully contribute to stabilizing the Colorado River reservoir system. This water, which would otherwise be used by California's communities and farms, will meaningfully contribute to stabilizing the Colorado River reservoir system.

Metropolitan along with the other Colorado River Basin municipal and public water providers have signed a Memorandum of Understanding (MOU) committing to actions that would do more to reduce water consumption and increase reuse and recycling. Metropolitan has requested its member agencies and other stakeholders to provide commitments through participation in the MOU and showing the region's commitment to the water conservation efforts in the Colorado River Basin.

Discussion

As the worsening drought crisis continues to impact communities across the West, the Department of the Interior (Department) in August 2022 requested urgent action to improve and protect the long-term sustainability of the Colorado River System, including commitments for continued engagement with impacted states and Tribes.

Given the 23-year ongoing historic drought and low runoff conditions in the Colorado River Basin, downstream releases from Glen Canyon and Hoover Dams – which created Lakes Powell

and Mead – will be reduced again in 2023 due to declining reservoir levels. In the Lower Basin, the reductions represent the second year of additional shortage declarations, demonstrating the severity of the drought and critically low reservoir conditions. United States Bureau of Reclamation’s “Protection Volume Analysis” details that, depending on future snowpack and runoff, a range of actions will be needed to stabilize elevations at Lake Powell and Lake Mead over the next four years (2023-2026). The analysis shows, depending on Lake Powell’s inflow, that the additional water or conservation needed ranges from 600,000 acre-feet to 4.2 maf annually.

California’s water agencies have voluntarily conserved nearly 2.0 million acre-feet of water supplies in Lake Mead since 2007 that has added more than twenty feet to Lake Mead elevations and aided other Lower Basin water users from experiencing previously agreed upon shortage reductions that would have otherwise occurred as early as 2015. The California agencies are also preparing to create and store additional quantities of Intentionally Created Surplus water supplies in Lake Mead pursuant to the 2007 Interim Shortage Guidelines, under future favorable hydrologic and water supply conditions.

Metropolitan along with the other Colorado River Basin municipal and public water providers have signed the MOU committing to actions that would do more to reduce water consumption and increase reuse and recycling. Highlight of the commitments are provided below and are included as Exhibit A.

1. Continue and expand programs to increase indoor and outdoor water use efficiency.
2. Reduce the quantity of non-functional turf grass by 30% through replacement with drought- and climate-resilient landscaping, while maintaining vital urban landscapes and tree canopies that benefit our communities, wildlife, and the environment.
3. Increase water reuse and recycling programs where feasible, contingent on the dependability and security of our existing Colorado River supplies essential to support these efforts.
4. Implement best practices and sharing lessons learned to help one another accelerate our efficiency strategies. Water providers will select from the following approaches those tactics best tailored to preserve thriving communities, environmental health, and strong economies:
 - a. Transforming urban environments to improve climate resilience wise water use ethic through mandatory watering schedules and compliance enforcement, incentivized turf removal, and limitations on new turf;
 - b. Increasing efficiency of indoor fixtures and appliances;
 - c. Employing best practices for industrial processes and commercial operations, including minimization of evaporative cooling;
 - d. Adopting conservation-oriented rate structures to incentivize efficiency;
 - e. Accelerating water loss control by prioritizing supply considerations in asset management programs and exploring water loss control regulations to minimize water loss;

Staff recommends TVMWD to be a signatory to the MOU continuing our commitment to be an environmental steward in using the water resources responsibly. The item will be presented to the Board of Directors on November 16, 2022 for its consideration to be a signatory to the MOU.

Strategic Plan Objective(s)

1.3 – Maintain diverse and environmentally responsible sources of water supplies and storage

3.3 – Be accountable and transparent on major decisions

Attachment(s)

Exhibit A – Draft Memorandum of Understanding

Exhibit B – Draft MOU Cover Letter

Exhibit C – Colorado River Board of California Letter

Meeting History

Board of Directors Meeting, October 19, 2022, Oral Update

NA/SL

Memorandum of Understanding
by and among Colorado River Basin Municipal and Public Water Providers
November 1, 2022

Over the past two decades, the Colorado River basin has experienced the worst drought in the last 1,200 years, which has reduced storage levels in Lakes Powell and Mead to unprecedented and critical levels. Water users throughout the basin must reduce demands to bring supply and use back into balance.

For over 20 years, communities have adapted to persistent and intensifying drought and reduced water supplies by achieving significant efficiencies in water use through direct and indirect conservation programs, including improved technology for indoor water fixtures, changes to landscapes and watering practices, conservation-oriented rates and fees, reuse and recycling programs, marketing and education campaigns, and efficient land use and development policies. Yet, climate change and the resulting hydrological shifts we are experiencing require all water users in the basin to redouble our efforts to conserve our water resources.

Together, since 2000 we have decreased annual water use by over a million acre-feet while also adding over five million people to our communities.

Much of this savings has been achieved through indoor and outdoor water use efficiencies. Recognizing that a clean, reliable water supply is critical to our communities, we can and must do more to reduce water consumption and increase reuse and recycling within our service areas. We pledge to be part of the solution.

Specifically, we commit to take the following actions:¹

1. Continue and expand our programs to increase indoor and outdoor water use efficiency.
2. Introduce a program to reduce the quantity of non-functional turf grass by 30% through replacement with drought- and climate-resilient landscaping, while maintaining vital urban landscapes and tree canopies that benefit our communities, wildlife, and the environment.

¹ Certain water wholesalers may not have regulatory authority over the use of water by end users. In such instances, those parties commit to encourage their contractors, members, and water users to pursue these actions in order achieve the stated goals.

3. Increase water reuse and recycling programs where feasible, contingent on the dependability and security of our existing Colorado River supplies essential to support these efforts.

4. Implement best practices and sharing lessons learned to help one another accelerate our efficiency strategies. Water providers will select from the following approaches those tactics best tailored to preserve thriving communities, environmental health, and strong economies:

- a. Transforming our outdoor landscapes and urban environments in a manner that improves climate resilience and promotes an ethic of wise water use through mandatory watering schedules and compliance enforcement, incentivized turf removal, and limitations on new turf;
- b. Increasing efficiency of indoor fixtures and appliances;
- c. Employing best practices for industrial processes and commercial operations, including minimization of evaporative cooling;
- d. Adopting conservation-oriented rate structures to incentivize efficiency;
- e. Accelerating water loss control by prioritizing supply considerations in asset management programs and exploring water loss control regulations to minimize water loss;
- f. Improving coordination between land use and water planning efforts through improved processes, best management practices, and additional regulations, where appropriate; and
- g. Employing other strategies tailored to the unique needs of each community.

5. Collaborate with other water users in the Colorado River basin to bring the supply and use of the river into balance. A robust agricultural economy, healthy watersheds, opportunities to recreate, and vibrant communities are all vital to our western way of life. No one sector, nor one state, can achieve sufficient use reductions independently. For the sake of current and future generations, we all must work together to achieve a balance of supply and use and thereby preserve a functioning and healthy river system.

6. Parties to this Memorandum of Understanding have signed below. Additional parties may join the Memorandum of Understanding without amendment by contacting Colby Pellegrino at Colby.pellegrino@snwa.com.

Aurora Water

Denver Water

Marshall Brown, General Manager

James S. Lochhead, Chief Executive Officer

Metropolitan Water District of Southern California

Pueblo Water

Adel Hagekhalil, General Manager

Seth Clayton, Executive Director

Southern Nevada Water Authority

Entity

John J. Entsminger, General Manager

Signatory, Title

Entity

Entity

Signatory, Title

Signatory, Title

November 16, 2022

Commissioner Touton
U.S. Bureau of Reclamation
1849 C St., NW
Washington, DC 20240-0001

SUBJECT: MUNICIPAL CONSERVATION ACTIONS

Dear Commissioner Touton,

The Colorado River sustains hundreds of communities throughout the West, nourishing the lives and livelihoods of the millions of residents that rely on this essential water supply. Decades of drought, climate change and overuse have reduced the river's once-plentiful flows and upended the supply certainty that has allowed our communities to develop, grow and flourish. Like you, we recognize that achieving balance within the basin is an extraordinary and complex challenge that requires both swift and significant steps to protect the river and its many beneficiaries.

Answering this critical call to action requires individual and collective efforts to conserve the river's limited water supply and protect the vital environmental resources on which we depend. Innovation, action, adaptation, and a shared commitment to stewardship are fundamental steps in this journey and a responsibility we all share.

The Three Valleys Municipal Water District recognizes our role in reducing demands in the Colorado River Basin and join other water providers across the West in taking action by participating in the Memorandum of Understanding by and among Colorado River Basin Municipal and Public Water Providers. While our customers have demonstrated their commitment to conserving our essential water resources by reducing per capita water use by **[INSERT PERCENT DECREASE]** since 2000, we recognize there is more we can and must accomplish. We pledge our commitment to continued water conservation, reducing our water demands, and expanding our efforts to reuse and recycle our water supplies.

The Memorandum of Understanding includes prudent municipal water conservation actions that every community that relies on the Colorado River should be using. We sincerely hope our commitment to action inspires other stakeholders that share the river to do the same.

Sincerely,

Three Valleys Municipal Water District
Matthew H. Litchfield, P.E.
General Manager/Chief Engineer

Attachment a/s

Cc: Colby Pellegrino, Southern Nevada Water Authority



October 5, 2022

Deputy Secretary of the Interior Tommy Beaudreau
Assistant Secretary for Water and Science Tanya Trujillo
U.S. Bureau of Reclamation Commissioner Camille Calimlim Touton

Dear Deputy Secretary Beaudreau, Assistant Secretary Trujillo, and Commissioner Touton:

Thank you for your leadership and collaboration as we work together to stabilize the Colorado River Basin amidst an unprecedented, climate change-driven drought stretching over two decades. Given dire drought conditions across the region and dangerously low reservoir levels, we firmly believe that **all water users within the Basin must take immediate voluntary actions** to stabilize water supplies in the Basin's major reservoirs.

California water agencies that utilize Colorado River water supplies propose to conserve up to an additional 400,000 acre-feet of water in Lake Mead each year, beginning in 2023 and running through 2026. This water, which would otherwise be used by California's communities and farms, will meaningfully contribute to stabilizing the Colorado River reservoir system.

We have identified a collection of proposed water conservation and water use reduction opportunities that would yield approximately 400,000 acre-feet of System Conservation water supplies that could be retained in Lake Mead each year through 2026. California's Colorado River water agencies are also prepared to create and store additional quantities of Intentionally Created Surplus water supplies in Lake Mead pursuant to the 2007 Interim Shortage Guidelines, under future favorable hydrologic and water supply conditions.

In order to enable this water conservation, our agencies will need to utilize funding opportunities provided by the Inflation Reduction Act and other federal programs. Each of the California agencies involved in developing this package of proposed conserved water supplies will also require your support in developing agreements for funding, potential intra- and inter-state coordination, water use accounting, and in obtaining necessary board and agency approvals over the coming weeks and months.

The State of California and its Colorado River agencies appreciate the collaboration of the Department of the Interior and Reclamation to stabilize the Salton Sea, which has been shrinking due to California's existing water conservation actions and will further shrink when additional conservation actions are taken. Voluntary water conservation actions outlined in this

letter depends on a clear federal commitment to contribute meaningfully to stabilization efforts at the Salton Sea.

California has long been a leader in water conservation within the Colorado River Basin, including through the nation's largest agricultural to urban water conservation and transfer program, the Quantification Settlement Agreement, and through billions of dollars in investments in agricultural and urban water conservation. In fact, through a variety of activities, California's water agencies have voluntarily conserved nearly 2.0 million acre-feet of water supplies in Lake Mead since 2007 that has added more than twenty feet to Lake Mead elevations and aided other Lower Basin water users from experiencing previously agreed upon shortage reductions that would have otherwise occurred as early as 2015.

Most recently, our water agencies have been committed to constructive participation in discussions among the basin states that began even before to the Commissioner's call in June for urgent voluntary water conservation. While a broad multi-state agreement to conserve water across the Basin has not been reached, the California agencies propose to take voluntary action now to conserve water in coming months. It is California's intention that this proactive voluntary action builds on existing agreements, contracts, compacts, and water rights to catalyze broader basin-wide conservation and helps to avoid protracted litigation that might otherwise result from regulatory or mandated actions.

California and its Colorado River agencies believe that it is imperative for the Department of the Interior and Reclamation to immediately reengage the seven Basin States, Tribes, and Mexico in efforts to identify additional water conservation and water use reduction activities to stabilize the Colorado River reservoir system. Additionally, California and the agencies look forward to working with you and others across the Basin with respect to the administrative actions identified in Reclamation's August 16, 2022, News Release.

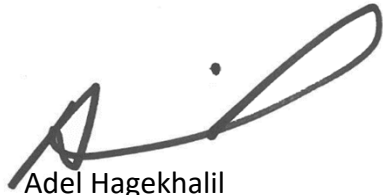
Sincerely,



Peter Nelson
Chair
Colorado River Board of California



Enrique Martinez
General Manager
Imperial Irrigation District



Adel Hagekhalil
General Manager
The Metropolitan Water District of
Southern California



James Barrett
General Manager
Coachella Valley Water District


A handwritten signature in black ink, appearing to read "Bart Fisher". The signature is fluid and cursive, with the first name "Bart" and the last name "Fisher" clearly distinguishable.

Bart Fisher
President
Palo Verde Irrigation District Board
of Trustees

CC: California Secretary for Natural Resources Wade Crowfoot
California Department of Water Resources Director Karla Nemeth
Colorado River Basin States Principals



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: November 2, 2022
Subject: **Delta Conveyance Project Draft Environmental Impact Report
Comments**

Funds Budgeted: \$

Fiscal Impact:

Staff Recommendation

No Action Necessary – Informational Item Only

Background

California is in a drought emergency. In Southern California, we don't have enough water in some parts of the region to meet normal demands, specifically in the State Water Project (SWP) dependent areas of Metropolitan Water District of Southern California's (Metropolitan) service area, such as Three Valley Municipal Water District's (TVMWD) service area located in the eastern Los Angeles County. Metropolitan and its member agencies are taking extraordinary efforts to ensure we have what we need in the coming months. In December 2021, the California Department of Water Resources (DWR) issued its first-ever zero percent allocation on the SWP, which meant that communities from the Bay Area to San Diego received only "health and safety" water. Water managers up and down the state agree that, with proper investments by the State to modernize our water system, this crisis can be avoided in the future. In addition to developing "new" supplies through recycling, reuse and desalination, it is critical to invest in existing facilities to withstand the uncertainties in water resources planning primarily associated with climate change.

TVMWD supports the proposed Delta Conveyance Project (DCP) which modernizes the water infrastructure in the Delta by adding new facilities to divert water and upgrading the current conveyance system to include a single underground tunnel.

Discussion

On July 27, 2022, the DWR released the Draft Environmental Impact Report (Draft EIR) for the DCP, marking an important step in evaluating a key strategy to adapt to a changing climate and

provide reliable water for future generations. Staff along with its professional environmental services consultant, Tom Dodson and Associates, completed a comprehensive review of the DCP Draft EIR; it was an extremely well thought out product and included more substantiation for controversial issues, addressing them in a transparent manner, the results of which are exemplary and should be commended. The DCP Draft EIR included evaluation of nine project alternatives that varied in: the volume of flows that would be diverted from the Sacramento River; where the intake facilities would be located; and the alignment of infrastructure (a single tunnel and support facilities) to transport the Sacramento River diversions to the south Delta for delivery into the California Aqueduct. Based on findings in the Draft EIR, TVMWD supports implementation of Alternative #5, the Bethany Reservoir Alternative, which we conclude will result in less overall adverse impacts on the environment than the other eight alternatives.

The DCP Draft EIR comment letter (Exhibit A) was prepared to provide comments to assist the DWR to further substantiate/strengthen certain findings/issues reached in the Draft EIR.

Strategic Plan Objective(s)

1.3 – Maintain diverse and environmentally responsible sources of water supplies and storage

1.4 – Maintain water infrastructure to assure 100% reliability

3.3 – Be accountable and transparent on major decisions

3.4 – Communicate to residents and local government policy makers what TVMWD's role is in the delivery of water

Attachment(s)

Exhibit A – TVMWD DCP Draft EIR Comment Letter

Meeting History

Board of Directors Meeting, October 5, 2022, Informational Item Only

NA/SL

November 16, 2022

Department of Water Resources
Attention: Delta Conveyance Office
P. O. Box 942836
Sacramento, CA 94236-0001

Subject: Delta Conveyance Project Draft Environmental Impact Report Comments

The Three Valleys Municipal Water District (TVMWD/Three Valleys) appreciates this opportunity to review and provide comments on the Delta Conveyance Project (DCP) Draft Environmental Impact Report (DEIR). TVMWD would like to take the opportunity to express its strong support of the Delta Conveyance Project as well as provide comments to assist the Department of Water Resources (DWR) to further substantiate/strengthen certain findings/issues reached in the DCP DEIR.

California is in a drought emergency. In Southern California, we don't have enough water in some parts of the region to meet normal demands, specifically in the State Water Project (SWP) dependent areas of Metropolitan Water District of Southern California's (Metropolitan) service area, such as TVMWD's service area located in the eastern Los Angeles County. Metropolitan and its member agencies are taking extraordinary efforts to ensure we have what we need in the coming months. In December 2021, DWR issued its first-ever zero percent allocation on the SWP, which meant that communities from the Bay Area to San Diego received only "health and safety" water. Water managers up and down the state agree that, with proper investments by the State to modernize our water system, this crisis can be avoided in the future. In addition to developing "new" supplies through recycling, reuse and desalination, it is critical to invest in existing facilities to withstand the uncertainties in water resources planning primarily associated with climate change.

TVMWD supports the proposed DCP which modernizes the water infrastructure in the Delta by adding new facilities to divert water and upgrading the current conveyance system to include a single underground tunnel. Based on our comprehensive review of this DCP EIR, the document is extremely well thought out and included more substantiation for controversial issues which is an exemplary effort to build consensus and provide transparency. The DCP DEIR included evaluation of nine project alternatives that varied in: the volume of flows that would be diverted from the Sacramento River; where the intake facilities would be located; and the alignment of infrastructure (a single tunnel and support facilities) to transport the Sacramento River diversions to the south Delta for delivery into the California Aqueduct. In essence, the DEIR provides a good foundation for the document to be used by the U.S. Army Corps of Engineers (Corps) to comply with NEPA. Based on findings in the DEIR, Three Valleys supports implementation of Alternative #5, the Bethany Reservoir Alternative, which we conclude will result in less overall adverse impacts on the environment than the other eight alternatives.

Regarding the No Project Alternative (NPA) the DCP DEIR chose an interesting approach that uses the language in the State CEQA Guidelines (para. 15126.6) to include lengthy discussions of

what will happen to water resource issues in the future if the Delta Conveyance Project is not implemented. Thus, without the DCP, the EIR addresses projects in each area served by the SWP that the EIR concludes will be needed to meet future water demand and water supply resiliency, including ocean desalination; brackish water desalination; increased use of recycled water; increased capture of stormwater; and other sources of water supply. Three Valleys supports the DWR's NPA forecast that without the DCP, the future is likely to be a scramble by local water purveyors to identify possible projects to offset the loss of future SWP water deliveries.

Finally, we support the inclusion of the separate chapters compiled for Environmental Justice (CH 29), Climate Change (CH 30), Community Benefits Program (CH 34), Socioeconomics (CH 17), and Public Health (CH 26). Based on a review of the comments submitted in response to the Notice of Preparation (NOP), DWR's inclusion of these separate chapters better explains overall impacts to the public, and ultimately if required, to the courts, by handling topics in this distinct and forthright manner.

Three Valley comments are provided as Exhibit A. As indicated above, the goal is to include additional information in the record to enhance substantiation for specific topics in the DEIR. We appreciated the opportunity to review this comprehensive DCP DEIR and look forward to it advancing the Delta Conveyance Project closer to implementation.

Sincerely,

Matthew H. Litchfield, PE
General Manager, TVMWD

Attachment A – TVMWD DCP EIR Comments

ATTACHMENT A
DELTA CONVEYANCE PROJECT (DCP) EIR COMMENTS
THREE VALLEYS MUNICIPAL WATER DISTRICT

Three Valleys Municipal Water District provides the following comments to assist the California Department of Water Resources to further strengthen certain findings/issues reach in the DCP EIR.

DCP EIR's analysis of cumulative impacts. In the analysis of individual environmental issues, the document relies to a large extent on quantitative evaluations, some of them quite sophisticated. For cumulative analysis, the EIR uses a comprehensive list of projects that are being or could be implemented concurrent with the DCP. For example, when a cumulative traffic study evaluation is prepared for a project, the traffic engineer identifies these projects, the number of estimated trips they will generate and then distributes all these trips onto the affected circulation system to assess cumulative impacts. In almost all instances in the DCP EIR the cumulative projects are listed, and no quantitative data is provided. The evaluation relies on qualitative assessments, which for the most part is logical, but not based on any quantitative information, and the analysis could be strengthened with the quantitative information.

Page 1-8, bottom two paragraphs: In the discussion of the Delta's water balance, some discussion of Evapotranspiration (ET_o) appears merited, primarily for native habitats and the surface water bodies within the Delta. This parameter was not addressed in the water balance discussion, and it should be included.

Page 1-15, top of page: After reviewing the whole document, we could not find a good forecast or estimate of how much additional fresh water in the future will be required to be retained in the surface water under various scenarios to counteract the anticipated sea level increase, and how it correlates with the overall freshwater availability in the Delta. Please reference this information in the document or provide it in the Final EIR.

Page 3-27: After reviewing the EIR, we did not find further discussion of how the Reusable Tunnel Material (RTM) would be managed if Alternative 5 is implemented. Will it simply be permanently stored at the two proposed locations or if not, how will all of the RTM be re-used.

Page 3-34: The discussion of odor controls for Reusable Tunnel Material (RTM) does not explain what may need to be done if the sulfides and odors persist. How would this circumstance be managed?

Page 3-43, 4th paragraph: The information about bridges is not clear. It is stated that some bridges will be repaired or replaced by local agencies, but it is not clear how many bridges DWR may have to replace and no discussion in the document regarding the need for regulatory permits or resources that may be impacted. Please clarify.

Page 3-64: It is not clear whether the fueling stations will contain electrical charging stations for electric vehicles. Please clarify.

Page 4-5: There is a disconnect because evaluations for operations focus on 2020 as the baseline condition when none of the DCP facility operations will begin until the late 2030s under best case circumstances. This circumstance appears to be unavoidable, but it implies that there will need to be document updates periodically in the future utilizing the review procedures under Section 15162 of the State CEQA Guidelines.

Page 5-2, top of page. The basis for the conclusory findings regarding the long-term average flows on this page should at a minimum be referenced to locations in the document where these findings are supported. This is because the findings are not self-evident.

ATTACHMENT A
DELTA CONVEYANCE PROJECT (DCP) EIR COMMENTS
THREE VALLEYS MUNICIPAL WATER DISTRICT

Page 8-68, Table 8-10: Most of the cumulative projects on the list have had environmental impact document completed. A more complete evaluation of these projects should have been considered by the EIR authors. Such substantiating information is needed to perform an independent evaluation of the cumulative impacts.

Chapter 9 Water Quality: The DCP EIR is proposing to shift the locations where water will be diverted and then delivered to SWP contractors. There should be a direct comparison of the water quality parameters from both locations that should be provided to recipients of SWP water to allow them to independently evaluate whether the differences pose any changes in their respective existing treatment systems.

Page 9-116: In the discussion regarding the potential for methyl mercury contamination, the mitigation is deferred to future in the form of preparation of a mercury management plan. Some evaluation of the potential for successful mercury management in the future should be included in this measure, such as a discussion of a management process that has achieved success in managing mercury in similar circumstances.

Page 9-128: Discussion that there will be small increases in Dissolved Organic Carbon. There does not appear to be sufficient discussion regarding the need to meet the Disinfection Byproduct Rule which may require additional reductions for SWP water deliveries from the DCP. Please discuss this issue in the Final EIR.

Page 9-194 thru 198, discussion of cumulative effects. It is not clear, based on the evaluation provided, that the Electrical Conductivity [EC] effects of the project do not contribute a cumulatively considerable amount to the cumulative significant impact.

Chapter 10 Geology and Seismicity: Regarding cumulative ground shaking impacts, it appears that analysis has been deferred and it weakens the cumulative impact finding under this topic.

Chapter 11 Soils: All of the findings for soils being used for subsurface wastewater disposal are Less Than Significant [LTS]. Therefore, why is Mitigation Measure SOILS-5 being proposed?

Chapter 14 Land Use: Page 14-1: in the discussion regarding conflicts with policies, conflicts appear to be dismissed with no substantiation or rationale. Please address in the Final EIR.

Chapter 21 Public Services: Although the conclusions reached in this section are acceptable, there is very little quantitative data to indicate whether demand for law enforcement and emergency response services will require additional personnel within the project area.

Chapter 22 Energy: Greater emphasis should have been identified to reduce or offset construction and operation demand for energy, including solar and wind generation at individual project locations and to reduce demand for fuels to support construction operations. Each project site should be considered for the amount of energy that could be generated to offset project energy demand.

Chapter 24 Noise: Prior to finalizing the DCP EIR, it would make sense to contact and ask owners of residences whether they would agree to allow noise attenuation features to be installed on their homes prior to construction occurring in their vicinity. With a maximum of 230 residences this appears to be within reason and would address the uncertainty of the only significant noise impact identified in conjunction with proposed DCP.

**ATTACHMENT A
DELTA CONVEYANCE PROJECT (DCP) EIR COMMENTS
THREE VALLEYS MUNICIPAL WATER DISTRICT**


Chapter 25 Hazards and Hazardous Materials: Mitigation Measure HAZ-2 appears to tilt towards deferral and should be reworded to ensure its effectiveness as a performance standard.

Chapter 29 Environmental Justice: Suggest linking the environmental justice discussion more closely with community benefits in the text of this chapter to further offset the impacts on this community.

DRAFT



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: November 2, 2022
Subject: **Reverse-Cyclic Program Agreement**

Funds Budgeted: \$

Fiscal Impact: \$2,397,000

Staff Recommendation

No Action Necessary – Informational Item Only

Background

In order to save its limited State Water Project (SWP) supplies for potential future drought years, Metropolitan Water District of Southern California (Metropolitan) has determined that it will need to defer deliveries of SWP supplies when possible. Deferring deliveries of SWP supplies wherever possible preserves storage that is available to the portions of Metropolitan's system that are more reliant on SWP deliveries. By deferring these deliveries to years when supplies are higher, Metropolitan can avoid the additional resource and operational costs that would be necessary to make these deliveries under current conditions.

The reverse cyclic program guarantees delivery of water into TVMWD's cyclic storage account in the Main San Gabriel Basin within five years, in return for payment at the 2022 Metropolitan rate structure.

Discussion

The State of California's new water year began October 1, and there are concerns that the State will be entering a fourth year of extreme drought. The three-year period from 2020-2022 is now the driest on record going back to 1896. Metropolitan developed various programs beginning in 2021 to assist in the preservation of the SWP supplies to ensure long term availability for areas such as TVMWD's service area which are dependent on SWP.

The Metropolitan Board of Directors approved the Reverse-Cyclic Program on February 8, 2022. The program is currently offered for calendar year (CY) 2022 and allows member agencies to purchase supplies in CY 2022 for deferred delivery in a future wet year. Metropolitan will certify that the purchases that are to be deferred preserve State Water Project (SWP) supplies and that

the deferred deliveries are completed within five full years from the purchase date. Metropolitan member agencies benefit from the additional regional reliability and removes financial barrier agencies may face by taking a deferral at Metropolitan's request. Without this program a member agency would be asked to not only defer but to also pay a higher water rate in the future for the returned water.

The Reverse-Cyclic program also preserves water for use in the portions of the service area where Metropolitan relies more on the SWP to meet demands. The Reverse-Cyclic Program terms of agreement are included as Exhibit A.

Staff recommends commitment of 3,000 acre-feet of water purchase through the Reverse-Cyclic program to be delivered to the Main San Gabriel Basin to help meet the replenishment needs of the TVMWD member agencies. Staff is also working with the Chino Basin Watermaster to potentially include their replenishment delivery needs for the Chino Basin, currently estimated at 1,800 acre-feet; Reverse-Cyclic Program participation in the Chino Basin will be paid by the Chino Basin Watermaster. Staff will finalize the quantities for the Main Basin, Six Basins and Chino Basin and will present for the Board of Director's consideration on November 16, 2022.

TVWMD would utilize \$2.4M from its investment portfolio to make this purchase and expects to convert this water back to cash by December 2027, earning about a 10% return and providing a good return on investment that benefits TVMWD. Although this depletes cash reserves for a period of time, staff does not foresee any situations that will demand a large draw on our cash reserves during this time

Strategic Plan Objective(s)

- 1.3 – Maintain diverse and environmentally responsible sources of water supplies and storage
- 1.6 – Support Water Conservation Programs and Water Use Efficiency.
- 2.5 – Increase ability to store water for future use.
- 3.3 – Be accountable and transparent with major decisions.

Attachment(s)

Exhibit A – Draft Reverse Cyclic Program Agreement

Meeting History

None

NA/SL

DRAFT Agreement Between Metropolitan Water District of Southern California
and
Three Valleys Municipal Water District for the Reverse Cyclic Program

This Agreement is effective as of the date of execution by all parties, by and between the METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA (“Metropolitan”), a public agency of the State of California, and THREE VALLEYS MUNICIPAL WATER DISTRICT (“Three Valleys”), a public agency of the State of California (collectively, the “Parties”).

Section 1. The Parties

- a. Metropolitan is a voluntary cooperative providing wholesale water services to its 26 member agencies, created under The Metropolitan Water District Act (“MWD Act”). Wat. Code appen., §§ 109-25, 109-130.
- b. Three Valleys is a member public agency of Metropolitan under the Act, and is a wholesale purchaser within its service area of water developed, stored, and distributed by Metropolitan. Three Valleys is a municipal water district organized and operating under the Municipal Water District Law of 1911 (Water Code Section 71000 et seq.).

Section 2. Purpose of the Agreement

Through this Agreement, the Parties intend to provide for a means of preserving State Water Project (SWP) supplies during low SWP allocation years through deferment of Metropolitan deliveries of water purchased by Three Valleys to a future wet year, pursuant to the Reverse Cyclic Program (RCP) approved by the Metropolitan Board of Directors on February 8, 2022.

Three Valleys purchases full service treated water from Metropolitan for storage in the Main San Gabriel Basin (“Main Basin”), a groundwater basin located in Los Angeles County. Three Valleys’ member agencies produce water from the Main Basin. Metropolitan has determined that its deliveries to Three Valleys for the Main Basin consist of Metropolitan’s SWP supplies.

In order to save its limited SWP supplies for potential future drought years, Metropolitan has determined that it will need to defer deliveries of SWP supplies when possible. Deferring deliveries of SWP supplies wherever possible preserves storage that is available to the portions of Metropolitan’s system that are more reliant on SWP deliveries. By deferring these deliveries to years when supplies are higher, Metropolitan can avoid the additional resource and operational costs that would be necessary to make these deliveries under current conditions.

Section 3. Purchase and Deferment of Deliveries

Three Valleys agrees Metropolitan may defer deliveries in accordance with this Agreement and Three Valleys agrees to pay for the deliveries in accordance with this Agreement. The amount, location, and timing of RCP purchases for deferred deliveries will be mutually agreed upon in writing prior to the purchase of said amount by Three Valleys. RCP purchases will be made upon Metropolitan’s written request and Three Valleys’ written acceptance, which may be made pursuant to an email communication to avoid delay in

communications. Metropolitan will certify that the RCP purchase reduces its deliveries of SWP supplies prior to making the written request.

All communications arranging purchases of deferred deliveries pursuant to this Agreement must reference this Agreement. In the event of a force majeure event or a circumstance that may result in a critical need in the Main Basin, Metropolitan will prioritize deliveries to address the critical need.

Section 4. Term

This Agreement shall be effective as of the date of execution by all parties and terminate December 31, 2022, coterminous with the term approved by the Metropolitan Board of Directors for the RCP. Metropolitan may cancel, terminate, or interrupt this Agreement during the effective term by providing 15 days' written notice to Three Valleys. Three Valleys, at its sole discretion, may cancel or terminate its participation in the RCP by providing 15 days' written notice to Metropolitan. Such termination or change by either party shall not interrupt the delivery deferrals of water purchased prior to the termination or change. The provisions of Section 7 and Metropolitan's obligation to make deliveries under the Agreement shall remain until the completion of the last delivery obligation under this Agreement.

Section 5. Service Rates for Purchases

In exchange for Three Valleys agreeing to and accommodating Metropolitan's written request to defer deliveries, Metropolitan agrees to bill Three Valley the full-service water rate for 2022 and any applicable treatment charge at the time of the purchase. Purchases made under the RCP will be included in the determination of Three Valleys' Readiness-to-Serve Charge at the time of purchase. Three Valleys' RCP purchase will also be considered as part of Three Valleys' Revised-Base-Firm Demand for the year in which the RCP purchases are made. The deliveries will not be counted towards the determination of Three Valleys' Capacity Charge at the time of purchase and deferral, nor at the time of delivery, because the deferred delivery of water will be made at Metropolitan's discretion.

Section 6. Determination of Amounts of Purchases to be Deferred

Metropolitan will determine and certify the purchase amount for deferred deliveries necessary to reduce Metropolitan's deliveries of SWP supplies. Metropolitan will make such determination based on an analysis of available SWP storage and projected demands. Metropolitan will submit a written request to Three Valleys once Metropolitan has certified that the purchase amount reduces its deliveries of SWP supplies. The purchase amount for deferred deliveries will be limited to a portion of Three Valleys' normal demands and shall not exceed Three Valleys' annual purchase from Metropolitan for any year in the past five years at the same service connections as the deferral. Three Valleys' RCP purchases will be included as allocated supply under a Metropolitan Water Allocation Plan implementation, or under any other allocation or shortage program that may be implemented.

Section 7. Schedule of Deferred Deliveries

Metropolitan will complete the deferred deliveries of water Three Valleys purchased under the RCP no later than five full calendar years from the date of purchase. When the SWP allocation is higher than 40%, or when Metropolitan determines water is available, Metropolitan will make deliveries to Three Valleys to an amount equivalent to the Metropolitan-requested deferment and purchased by Three Valleys under the RCP. Metropolitan, at its discretion, shall determine when the water shall be returned. Metropolitan will make deliveries to Three Valleys if there is a critical need, for example, the groundwater storage basin reaches low levels where wells are not operable or the basin reaches emergency storage levels. Critical need water is subject to an allocation if Three Valleys is under a Metropolitan allocation. There shall be no losses associated with Metropolitan's delivery of purchased water under the RCP.

Section 8. Application of the Metropolitan Administrative Code

All provisions of the Metropolitan Administrative Code shall apply to deliveries made pursuant to this Agreement, in the same manner as other Metropolitan deliveries, unless specifically and expressly excluded in this Agreement.

Section 9. Billing Procedures

All rates and charges applicable to deliveries to Three Valleys, outside of this Program, will apply, unless expressly excluded under this Agreement. Metropolitan will bill Three Valleys any RCP purchases requested by Metropolitan and agreed to by Three Valleys at the time of deferment, in the same manner as Metropolitan bills Three Valleys for all other water sales. Metropolitan will bill Three Valleys the full-service water rate for 2022 and any applicable treatment charge at the time of the purchase pursuant to Section 5 at the time Metropolitan invoices Three Valleys.

[Signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Approved as to Form:

Three Valleys Municipal Water District

By: _____
Matthew Litchfield, P.E.
General Manager

Date: _____

Approved as to Form:

The Metropolitan Water District
of Southern California

Marcia L. Scully
General Counsel

Adel Hagekhalil
General Manager

By: _____
Patty Quilizapa
Senior Deputy General Counsel

By: _____
Brad Coffey
Manager, Water Resources Management

Date: _____

Date: _____

Appendix A

Reverse Cyclic Purchase and Return Example

The following purchase provisions apply:

- a. Metropolitan will make a written-request to Three Valleys that will identify the service-connection(s) and purchase amounts for delivery deferment.
- b. In agreement with Metropolitan's written request, Three Valleys will make a purchase in CY 2022 for deferred delivery.
- c. The purchase amounts shall not cause Three Valleys to exceed its total annual purchase from Metropolitan for any year in the past five years at the same service connections as the deferral.
 - a. Historical purchase records from 2017 to 2021 are shown in the table below.

Treatment Type	Meter ID	2017 (AF)	2018 (AF)	2019 (AF)	2020 (AF)	2021 (AF)
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The following deferred delivery provisions apply:

- a. Metropolitan will complete the deferred deliveries within 5 years from the date of purchase.
- b. Metropolitan at its sole discretion, shall determine when the water shall be returned. Water may be returned if:
 - a. the SWP allocation is at least 40%
 - b. Metropolitan determines that it has surplus supplies to return water
 - c. Three Valleys has expressed a critical need for the deferred water, for example, the groundwater storage basin has reached low levels where wells are not operable or the basin reached emergency storage levels.
- c. If Three Valleys expresses a critical need for the deferred water, Metropolitan will make deliveries to Three Valleys. Three Valleys must express the critical need in writing, identifying the service connections and total amount needed at each service connection. The critical need shall not exceed the purchase amount nor the balance.
- d. The balance will be updated following each completed deferred delivery.

Purchase and Return, Example 1:

Scenario 1: Metropolitan makes a written request for Three Valleys to defer 10 TAF at service connection **TBD**. Three Valleys does not express a critical need at any point during the agreement terms.

Three Valleys purchases 10 TAF on November 1, 2022 for deferred delivery.

Service Connection **TBD Purchases and Deferred Deliveries**

Year	Year Dates	SWP Allocation (%)	Purchase Amount (AF)	Deferred Delivery Made (AF)
0	11/1/2022	< 40%	10,000	0
1	11/1/2022 to 11/1/2023	<40%	0	0
2	11/1/2023 to 11/1/2024	≥ 40%	0	5,000
3	11/1/2024 to 11/1/2025	≥ 40%	0	5,000
4	11/1/2025 to 11/1/2026	≥ 40%	0	0
5	11/1/2026 to 11/1/2027	< 40%	0	0

Balance = 0 AF

Purchase and Return, Example 2:

Scenario 2: Metropolitan makes a written request for Three Valleys to defer 10 TAF at service connection **TBD**. Three Valleys expresses a critical need in year 2023.

Three Valleys purchases 10 TAF on November 1, 2022 for deferred delivery.

Service Connection **TBD Purchases and Deferred Deliveries**

Year	Year Dates	SWP Allocation (%)	Purchase Amount (AF)	Deferred Delivery Made (AF)
0	11/1/2022	< 40%	10,000	0
1	11/1/2022 to 11/1/2023	<40%	0	5,000
2	11/1/2023 to 11/1/2024	≥ 40%	0	5,000
3	11/1/2024 to 11/1/2025	≥ 40%	0	0
4	11/1/2025 to 11/1/2026	≥ 40%	0	0
5	11/1/2026 to 11/1/2027	< 40%	0	0

Balance = 0 AF

Appendix B

2022 Reverse Cyclic Tracking Table

Metropolitan-Requested Purchases for Deferred Delivery and Returned Water

Purchases for Deferred Deliveries

<u>Year</u>	<u>Month</u>	<u>Service Connection</u>	<u>Total Purchase (AF)</u>	<u>Invoiced Total</u>
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Deferred Deliveries Completed

<u>Year</u>	<u>Month</u>	<u>Service Connection</u>	<u>Total Delivered (AF)</u>
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Remaining Balance (AF): _____

Notes:



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: November 2, 2022
Subject: 2022 Urban Drought Community Funding Resolution

Funds Budgeted: \$

Fiscal Impact: \$2,397,000

Staff Recommendation

No Action Necessary – Informational Item Only

Background

The Urban Community Drought Relief Program is one of three Department of Water Resources' (DWR's) Drought Relief Grant Programs that offers financial assistance to address drought impacts. DWR is combining a portion of the Urban Community, Conservation for Urban Suppliers, and Turf Replacement Funding into a \$300 million program for the 2022 program. A resolution adopted by the applicant's governing body authorizing the application for a grant under this program that designates a representative to sign the application, and in the event of an award of grant funds, to execute the funding agreement and all necessary documentation must be received prior to the execution of a grant agreement with the State.

Discussion

In June 2022, the California legislature amended the Budget Act of to allocate an additional \$545 million to DWR to award grants for drought relief. These grants are intended to provide water to communities that face the loss or contamination of their water supplies, to address immediate impacts on human health and safety, to secure the future of California's water supply, and to protect fish and wildlife resources.

TVMWD is in the process of developing a regional approach to pursue funding that could augment local funding for turf replacement with drought tolerant landscaping including climate appropriate turf species for functional turf. Staff has begun a survey to include the interests of TVMWD's member agencies. Funding is also available for drought resilient planning, water conservation activities including education, outreach, direct installation, fixture replacement and other activities that provide reduction in water consumption or improvements to water supply reliability, new or rehabilitation of existing wells, interconnections and fish and wildlife protection.

Staff is also considering funding opportunities for the Water Resources Master Plan and Groundwater Reliability Projects in the Main Basin and Six Basins.

Draft resolution for the acceptance of the grant is included as Exhibit A. The final resolution will be presented to the Board of Directors on November 16, 2022 for consideration for adoption.

Strategic Plan Objective(s)

- 1.3 – Maintain diverse sources of water supplies and storage
- 1.4 – Maintain infrastructure to assure 100% reliability
- 1.5 – Prepare for long term MWD shutdown or catastrophic event that affects operations
- 2.5 – Increase ability to store water for future use
- 3.3 – Be accountable and transparent with major decisions
- 3.4 – Communicate what TVMWD’s role is in the delivery of water

Attachment(s)

Exhibit A – Draft Resolution Urban Drought Community Funding

Meeting History

None

NA/SL

RESOLUTION NO. 22-11-DRAFT

**RESOLUTION OF THE BOARD OF DIRECTORS OF THREE VALLEYS
MUNICIPAL WATER DISTRICT AUTHORIZING THE GRANT APPLICATION,
AND EXECUTION FOR THE DEPARTMENT OF WATER RESOURCES 2022
URBAN COMMUNITY DROUGHT RELIEF PROGRAM**

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

WHEREAS, imported water supply in the TVMWD service area is facing a growing list of challenges associated with a prolonged drought, regulatory cutbacks on State Water Project and Colorado River deliveries, Delta instability, climate change, aging infrastructure, and growing population; and

WHEREAS, TVMWD proposes to implement the Regional Turf Replacement and Conservation Measures, Water Resources Master Plan and Groundwater Reliability Project that meets the objectives of the 2022 Urban Community Drought Relief Program; and

WHEREAS, TVMWD has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, TVMWD intends to apply for grant funding from the California Department of Water Resources for the 2022 Urban Community Drought Relief Program;

THEREFORE BE IT RESOLVED by the TVMWD’s Board of Directors as follows:

1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021 (Stats. 2021, ch. 240, § 80) as amended (Stats. 2022, ch. 44, § 25), the TVMWD General Manager, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions necessary or appropriate to obtain grant funding.
2. The TVMWD General Manager, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The TVMWD General Manager or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.
4. This Resolution shall be effective as of the date of adoption.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors held via teleconference, on this 16th day of November 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jody Roberto
President, Board of Directors

ATTEST:

Carlos Goytia
Secretary, Board of Directors

SEAL: