

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**

DECEMBER 21, 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
December 21, 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.

Link to join webinar: <https://tvmwd.zoom.us/j/89325473995>

OR

Dial in: (669) 900-9128, Webinar ID: 893 2547 3995

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) for those attending the meeting in person, completing a speaker’s card and providing it to the Executive Assistant prior to the close of public comment.

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

A. METROPOLITAN WATER DISTRICT'S PURE WATER SOUTHERN CALIFORNIA PROJECT UPDATE

John Bednarski, Chief Engineer and Group Manager of Engineering Services for Metropolitan Water District will brief the Board on Pure Water Southern California.

6. PUBLIC COMMENT (*Government Code Section 54954.3*)

ROBERTO

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.

7. CONSENT CALENDAR

ROBERTO

The Board will consider consent calendar items 7.A – 7.I 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.

A. RECEIVE, APPROVE AND FILE BOARD MEETING MINUTES

- November 2, 2022 – Regular Board Meeting
- November 15, 2022 – Special Board Meeting Workshop
- November 16, 2022 – Regular Board Meeting

B. RECEIVE, APPROVE AND FILE FINANCIAL REPORTS AND INVESTMENT UPDATE, NOVEMBER 2022

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

C. IMPORTED WATER SALES, NOVEMBER 2022

The Board will review the imported water sales report for November 2022.

D. MIRAMAR OPERATIONS REPORT, NOVEMBER 2022

The Board will review the Miramar Operations report for November 2022.

E. APPROVE DIRECTOR EXPENSE REPORTS, NOVEMBER 2022

The Board will consider approval of the November 2022 Director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

(ITEM 7 CONTINUED)

F. RESOLUTION NO. 22-12-952 APPOINTING A REPRESENTATIVE AND ALTERNATE TO SERVE ON THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY BOARD OF DIRECTORS

The Board will consider adopting Resolution No. 22-12-952 appointing a representative and alternate to serve on the San Gabriel Basin Water Quality Authority Board of Directors.

G. APPROVAL OF SPONSORSHIP FOR SOUTHERN CALIFORNIA WATER COALITION'S BOARD MEETING AND LUNCHEON

The Board will consider approval of a Southern California Water Coalition sponsorship request.

H. APPROVAL OF POLICY MANUAL UPDATE

The Board will consider approval of the updated Policy Manual.

I. AWARD CONTRACT TO HYDROTECH ELECTRIC FOR MIRAMAR GENERATOR UPGRADE

The Board will consider awarding a contract to Hydrotech Electric for the Miramar Generator Upgrade project.

BOARD ACTION REQUIRED 7.A – 7.I

Staff Recommendation: Approve as Presented

8. REPORTS

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. METROPOLITAN WATER DISTRICT UPDATE

DE JESUS

The Board will be provided an update on current MWD activities.

B. LEGISLATIVE UPDATE

HOWIE

The Board will be provided a current legislative status update.

C. CONSERVATION PROGRAMMING UPDATE

HOWIE

The Board will be provided an update on current conservation efforts.

D. EDUCATION AND OUTREACH UPDATE

TURNER

The Board will be provided an education and outreach status update.

E. WATER SUPPLY UPDATE

LEE

The Board will be provided an oral update on current water supply conditions.

9. ACTION AGENDA LITCHFIELD

The following items on the Action Agenda call for discussion and action by the Board. All items are placed on the agenda so that the Board may discuss and take action on the item if the Board is so inclined.

A. PENSION TRUST – CONSIDERATION OF ADDITIONAL CONTRIBUTION LINTHICUM

The Board will consider a contribution to the Pension Trust.

BOARD ACTION REQUIRED 9.A

Staff Recommendation: Approve as Presented

10. 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.

11. CLOSED SESSION ROBERTO

A. 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

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4)

- One potential case

12. FUTURE AGENDA ITEMS ROBERTO

13. ADJOURNMENT AND NEXT MEETING ROBERTO

The Board will adjourn to a regular Board Meeting on January 4, 2023 at 8:00 AM.

In compliance with the Americans with Disabilities Act Government Code Section 54954.2(a), if special assistance is needed to participate in this public 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.



THREE VALLEYS MUNICIPAL WATER DISTRICT
REGULAR BOARD MEETING MINUTES

November 2, 2022 – 8:00 a.m.

I. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Ave., Claremont, CA, and via teleconference. The presiding officer was President Jody Roberto.

2. ROLL CALL

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

DIRECTORS PRESENT

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

STAFF PRESENT

Matthew Litchfield, General Manager
Steve Kennedy, Legal Counsel
Nadia Aguirre, Executive Assistant
Liz Cohn, Senior Financial Analyst
Freeman Ensign, Operations Supervisor
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resources Officer
Kevin Panzer, Assistant Engineer
Robert Peng, I.T. Manager
Ryan Sonnenberg, Operator
Marissa Turner, Admin./Communications Assistant

Virtual Attendees: Russell Ackerman, City of Glendora; Julie Carver, City of Pomona; Chris Clarke, National Parks Conservation Association; Hugh Coxe, resident; Colleen Coxe, resident; Neal Desai, National Parks Conservation Association; Cat Goytia, resident; Kevin Hayakawa, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Arrica Jimenez, Main San Gabriel Basin Watermaster; Richard Lambros, Engineering Contractors' Association; Ben Lewis, Golden State Water Company; Szu Lu, Rowland Water District; Martin Ludlow; Richard Martinez, City of La Verne; John Mendoza; Dave Michalko, Valencia Heights Water Company; John Mosen, Sierra Club; Toby Moore, Golden State Water Company; Stephanie Moreno, San Gabriel Basin Water Quality Authority; Laer Pearce, San Gabriel Valley Coalition; Drew Ready, Council for Watershed Health; Mick Rhodes; Gabriela Sanchez, Rowland Water District; Ed Sanders; Jennifer Stark, City of Claremont; Sorrel Stielstra; Stuart Wood; Marcella Zita; Ben; Tony & Alexander; JW Consulting Group

In Person Attendee: Krista Guerrero, Metropolitan Water District; Jeff Hanlon, citizen; Deborah K., resident; Tony Lima, Rowland Water District; Jared Macias, Walnut Valley Water District; Dusty Moisiso, Rowland Water District; Pamela Nagler, citizen; Steven Nagler, citizen

3. FLAG SALUTE

The flag salute was led by President Roberto.

4. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

5. PUBLIC COMMENT

Chris Clarke provided public comment.

Jeff Hanlon provided public comment.

Pamela Nagler provided public comment.

Edward Sanders provided public comment.

Sorrel Stielstra provided public comment.

Hugh Coxe provided public comment.

Tony & Alexander provided public comment.

Richard Lambros provided public comment.

John Monsen provided public comment.

6. PRESENTATION**A. MWD TURF REPLACEMENT PROGRAM, NON-FUNCTIONAL TURF, AND SWRCB EMERGENCY DROUGHT REGULATIONS**

Krista Guerrero of MWD provided an overview on drought and conservation programs. Requirements for the Turf Replacement Program include a storm water feature, 3 plants per 100 sq ft, permeable hardscape/mulch, and efficient irrigation. The turf replacement incentive for residential and commercial customers is \$3/square foot and \$4/square foot for public agencies. The Non-Functional Turf (NFT) irrigation ban expires June 10, 2023. MWD signed a Memorandum of Understanding (MOU) on August 24, 2022, to reduce the quantity of NFT grass by 30%. In addition, MWD adopted a resolution encouraging municipalities to ban irrigation of NFT with potable water. MWD is encouraging its member agencies to adopt a similar resolution. NFT legislation will send a unified message with statewide outreach and marketing. An NFT dashboard is being developed to assist member agencies with decision making.

7. GENERAL MANAGER'S REPORT**A. LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK APPOINTMENT IN LIEU OF ELECTION, DIVISION 5**

President Roberto was appointed to Division 5 in lieu of election, since only one person was nominated. The Los Angeles County Board of Supervisors will appoint President Roberto at a future board meeting and forward to TVMWD the oath of office for completion and submittal.

B. ORGANIZATIONAL CHART AND SALARY SCHEDULE MODIFICATIONS

As a result of the Project Managers retirement, the position has been evaluated and proposed to be eliminated. Two positions will be added, a Water Resources Analyst I, II, III flex position, and a Water Resources Intern, effective January 1, 2023.

Director Ti encouraged outreach to local colleges and universities to fill the Water Resources Intern position.

This item will be brought back to the November 16, 2022 board meeting for consideration of approval.

C. PROJECTS SUMMARY UPDATE

Engineer Panzer reported on district projects. The Miragrand Well project is 80% complete, with site work 95% complete. The motor has been tested with the pump and will be delivered in the next couple of weeks. The project cost to date is \$2,360,491. The anticipated start up is December 2022. The Emergency Generator Connection Upgrades project was recently put out for construction bid solicitation. The projected cost of the project is \$125,000. The Electrical Switchgear Replacement project will retrofit existing equipment. The project is scheduled for February 2024 and will cost \$190,000. The Miramar System Leak Detection program will identify potential sources of system leaks and deficiencies. The project will occur in February 2023 and is projected to cost \$190,000. The Six Basins Groundwater project addresses the Old Baldy Well and Durward Well. This project is in partnership with Puente Basin Water Agency.

D. COLORADO RIVER BASIN MEMORANDUM OF UNDERSTANDING

The U.S. Department of Interior requested urgent action to improve and protect sustainability of the Colorado River. MWD has requested its member agencies provide commitments to water conservation in the Colorado River basin through participation in the MOU. The MOU commits programs to increase indoor and outdoor water use efficiency, reduce the quantity of NFT grass by 30%, increase water reuse and recycling programs where feasible, and implement best practices and share lessons learned. This item will be brought back to the November 16, 2022 board meeting for consideration of approval of the MOU.

E. DELTA CONVEYANCE PROJECT DRAFT ENVIRONMENTAL IMPACT REPORT COMMENTS

A comprehensive review of the Delta Conveyance Project (DCP) Draft Environmental Impact Review (EIR) was completed by staff and professional environmental services consultant, Tom Dodson and Associates. The project considered nine different alternatives and each of them had different ways the project would divert water flow from the north Delta to existing facilities in the south. Based on the findings in the Draft EIR, TVMWD supports implementation of Alternative #5, the Bethany Reservoir Alternative. This option will result in less overall adverse impacts on the environment than the other eight alternatives. This item will be brought back to the November 16, 2022 board meeting for consideration of approval of the DCP Draft EIR comment letter.

F. REVERSE-CYCLIC PROGRAM AGREEMENT

The Reverse- Cyclic program was approved by MWD earlier this year and guarantees delivery of water within five years of payment at the current MWD rate. This will defer State Water Project deliveries to wetter years when possible. A commitment of 3,000 acre-feet of water purchase through the Reverse-Cyclic program is recommended. The delivery will be to the Main San Gabriel Basin to help meet the replenishment needs of the TVMWD member agencies. Chino Basin Watermaster will potentially commit to 1,800 acre-feet for the Chino Basin. The fiscal impact to TVMWD will be \$2.4 million from the investment portfolio for the purchase. This item will be brought back to the November 16, 2022 board meeting for consideration of approval.

G. 2022 URBAN DROUGHT COMMUNITY FUNDING RESOLUTION

DWR has opened a funding opportunity through the Urban Drought Community Funding Program. Potential projects include regional turf replacement and urban conservation, groundwater quality improvement, and drought planning. Funding for the 2022 program is \$300 million. The resolution will be brought back to the November 16, 2022 board meeting for consideration of approval.

8. DIRECTORS'/GENERAL MANAGER'S ORAL REPORTS

Chief Administrative Officer Howie announced that TVMWD was recognized as the top ACWA 2022 Outreach winner for Region 8. TVMWD will be recognized at the ACWA conference Opening Breakfast on November 30, 2022, where the overall winner among all regions in the state will be announced.

General Manager Litchfield announced he will be a moderator on the *Region 8 Postmortem After the Emergency Pipeline Repair* panel at the ACWA conference.

President Roberto thanked Administrative/Communications Assistant Turner for organizing the MWD Inspection Tour this past weekend. President Roberto thanked Operations Supervisor Ensign and Engineer Panzer for stepping in and assisting with the virtual tour.

9. CLOSED SESSION

The Board convened into closed session at 10:51 a.m. to discuss the following items:

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

The Board convened out of closed session and into open session at 12:35 p.m. Legal Counsel Kennedy stated no reportable action was taken.

Director Ti departed the meeting at 12:20 p.m.

10. FUTURE AGENDA ITEMS

No future agenda items were requested.

11. ADJOURNMENT AND NEXT MEETING

The board meeting adjourned at 12:36 p.m. to the next regular board meeting scheduled for Wednesday, November 16, 2022.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant



THREE VALLEYS MUNICIPAL WATER DISTRICT SPECIAL BOARD MEETING WORKSHOP MINUTES

Vita Italian Bar & Grill
3101 W. Temple Ave.
Pomona, CA 91768

November 15, 2022 - 10:00 AM

I. CALL TO ORDER

The Special Board Meeting Workshop was called to order by President Roberto at 10:05 a.m. at Vita Italian Bar & Grill.

2. ROLL CALL

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

DIRECTORS PRESENT

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

STAFF PRESENT

Matthew Litchfield, General Manager
Steve Kennedy, Legal Counsel

DIRECTORS ABSENT

Danielle Soto, Director

Other attendees present: Charles Wilson, PC Consulting Services, Inc.

3. PUBLIC COMMENT

President Roberto called for public comment and there was none.

4. ACTION AGENDA

A. ADOPT RESOLUTION NO. 22-11-945 RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361

Upon motion and second, President Roberto called for a roll call vote.

Moved: Director Kuhn	Second: Director Ti
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Ti	
Noes:	
Absent: Soto	
Motion No. 22-11-5402 Adopting Resolution No. 22-11-945	
Motion passed 6-0-1	

5. WORKSHOP**A. PREPARATION FOR POLICY AND PROCEDURE CHANGE**

Mr. Wilson moderated a discussion focused on TVMWD's Policy Manual. The area of focus was primarily Section 2.3 of the manual as it relates to board officer positions. Discussion focused on whether the board officer position assignments should be placed on an automatic annual rotation between the board members or continue as with the current process of nominations followed by a vote. It was concluded that the annual selection of board officer positions would continue via nominations followed by a vote.

It was also agreed upon that the term of the Board President shall be changed to two years instead of one year, with the option to extend the term by one year if the sitting president so desires. General Manager Litchfield agreed to modify the TVMWD Policy Manual based on the input received and place on the December 2022 Board agenda cycle for consideration and approval.

6. FUTURE AGENDA ITEMS

No future agenda items were requested.

7. ADJOURNMENT AND NEXT MEETING

President Robert adjourned the workshop at 1:55 p.m. to the next regular meeting scheduled for Wednesday, November 16, 2022.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant



THREE VALLEYS MUNICIPAL WATER DISTRICT
REGULAR BOARD MEETING MINUTES

Wednesday, November 16, 2022 – 8:00 a.m.

I. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Ave., Claremont, CA, and via teleconference. The presiding officer was President Jody Roberto.

2. ROLL CALL

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

DIRECTORS PRESENT

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

STAFF PRESENT

Matthew Litchfield, General Manager
Steve Kennedy, Legal Counsel
Dominique Aguiar, Operations Supervisor
Nadia Aguirre, Executive Assistant
Wade Burroughs, Shift Operator
Liz Cohn, Senior Financial Analyst
Freeman Ensign, Operations Supervisor
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resource Officer
James Linthicum, Chief Finance Officer
Kevin Panzer, Assistant Engineer
Robert Peng, I.T. Manager
Viviana Robles, Human Resources/Risk Manager
Esther Romero, Accounting Technician
Marissa Turner, Admin./Communications Assistant

Virtual Attendees: Jacquelyn Badejo, Watts Clean Air and Energy Committee; Dr. Cassandra Bailey, Ignited Light; Steven Belhumeur, Groundswell; Josh Byerrum, Walnut Valley Water District; Julie Carver, City of Pomona; Chris Clarke, National Parks Conservation Association; Linda Cleveland, Wattskanda; Cedric Farmer; Kelly Gardner, Main San Gabriel Basin Watermaster; Cat Goytia; Rick Hansen, Cal Poly Pomona; Konstantin Hatcher, Kevin Hayakawa, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Dr. Kathye Jenkins, Cynthia Perry Ray Foundation; Arrica Jimenez, Main San Gabriel Basin Watermaster; Denise Kniter; Richard Lambros, Engineering Contractors' Association; Ben Lewis, Golden State Water Company; Journey Lipscomb; Szu Lu, Rowland Water District; Martin Ludlow; Myra Malner, Rowland Water District; Mike Melinte, City of Covina; Dave Michalko, Valencia Heights Water Company; Thomas Monk, Walnut Valley Water District; John Monsen, Sierra Club; Toby Moore, Golden State Water Company; Stephanie Moreno, Water Quality Authority; Karla Salazar, Groundswell; Ed Sanders, Groundswell for Water Justice; Sherry Shaw, Walnut Valley Water District; Daude Sherrills; Sorrel Stielstra; Lisa Tarpin, Southern California Group; De'Andre Valencia, Building Industry Association of Southern California; Tony Zampello, Main San Gabriel Basin Watermaster; Marcella Zita

6. PUBLIC COMMENT

Peter Kavounas provided public comment.

Denise Kniter provided public comment.

Ray Baca submitted public comment to be read.

Cedric Farmer provided public comment.

Linda Cleveland provided public comment.

Daude Sherrills provided public comment.

San Gabriel Valley Economic Partnership submitted public comment to be read on their behalf.

De'Andre Valencia provided public comment.

Chris Clarke provided public comment.

Ed Sanders provided public comment.

Dr. Cassandra Bailey provided public comment.

Dr. Kathye Jenkins provided public comment.

Jacquelyn Badejo provided public comment.

Karla Salazar provided public comment.

John Monsen provided public comment.

7. CONSENT CALENDAR

The Board considered consent calendar items 7.A – 7.K for the November 16, 2022 Board meeting that included: (7.A) Receive, Approve and File Minutes, October 5 and 19, 2022; (7.B) Receive, Approve and File Financial Reports and Investment Update, October 2022; (7.C) Imported Water Sales, October 2022; (7.D) Miramar Operations Report, October 2022; (7.E) Approve Director Expense Reports, October 2022; (7.F) CY 2023 Meeting Schedule (7.G) FY 2022/23 First Quarter Reserve Schedule; (7.H) Adopt Resolution No. 22-11-947 Tax Sharing Exchange County Sanitation District No. 22, Annexation No. 22-441; (7.I) Adopt Resolution No. 22-11-948 Tax Sharing Exchange County Sanitation District No. 22, Annexation No. 22-443; (7.J) Organizational Chart And Salary Schedule Modifications; (7.K) Adopt Resolution Nos. 22-11-949 And 22-11-950 For Grant Funding Applications.

Director Kuhn having questions on item 7.K, requested the item be pulled for discussion.

9. ACTION AGENDA

A. COLORADO RIVER BASIN MEMORANDUM OF UNDERSTANDING

Chief Water Resources Officer Lee discussed the cooperative efforts of the Californian agencies joining the call to conserve water supplies. Director Ti inquired about the plan to implement the Memorandum of Understanding (MOU) to the member agencies. General Manager Litchfield stated that the water allocation saving plan is the implementation. Director De Jesus and Director Ti commented on the current water supply conditions and the commitments we need to take to ensure water supply. General Manager Litchfield commented on the MOU and the agencies intent. Tom Coleman commented that Rowland Water District will not be signing onto the MOU. Director De Jesus and President Roberto brought up areas of concern with the MOU. General Manager Litchfield assured the Board that there will be time to provide comments before it goes into the next legislative cycle.

Upon motion and second, President Roberto called for a roll call vote.

Moved: Director Soto	Second: Director De Jesus
Ayes: Bowcock, De Jesus, Goytia, Roberto, Soto, Ti	
Noes: Kuhn	
Absent:	
Motion No. 22-11-5407 Approval of Colorado River Basin Memorandum of Understanding	
Motion passed 6-1-0	

B. DELTA CONVEYANCE PROJECT DRAFT ENVIRONMENTAL IMPACT REPORT COMMENTS

Upon motion and second, and no discussion, President Roberto called for a roll call vote.

Moved: Director Soto	Second: Director Roberto
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 22-11-5408 Approval of the Delta Conveyance Environmental Impact Report	
Motion passed 7-0-0	

C. REVERSE-CYCLIC PROGRAM AGREEMENT

General Manager Litchfield announced MWD accepted the changes that were submitted to the agreement. The MWD program will allow member agencies to pre-purchase recharged water in advance and take advantage of the CY 2022 tier I untreated rate that is currently in place.

Upon motion and second, President Roberto called for a roll call vote.

12. FUTURE AGENDA ITEMS

No future agenda items were requested.

13. ADJOURNMENT

President Roberto adjourned the meeting in honor and memory of MWD Director Phillip Hawkins and former MWD Chairman Phillip J. Pace at 10:55 a.m. to the next regular meeting scheduled for Wednesday, December 7, 2022.


Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant

DRAFT



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Change in Cash and Cash Equivalents Report**

Funds Budgeted: \$

Fiscal Impact: \$

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 November 30, 2022.

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

November 1 through November 30, 2022

		<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 11/30/2022			
	Petty Cash	6,000.00	
	Local Agency Investment Fund		7,356.04
	California Asset Management Program(CAMP)		72,413.72
	General Checking	1,745,165.80	
	Sweep Account	1,723,017.04	
	U.S. Bank	5,000.00	
	TOTAL CASH IN BANKS & ON HAND	\$ 3,479,182.84	\$ 79,769.76
	TOTAL CASH IN BANKS & ON HAND 11/30/22	\$ 3,479,182.84	\$ 79,769.76
	TOTAL CASH IN BANKS & ON HAND 10/31/22	\$ 2,844,563.85	\$ 79,538.10
	PERIOD INCREASE (DECREASE)	\$ 634,618.99	\$ 231.66
CHANGE IN CASH POSITION DUE TO:			
	Water Sales/Charges Revenue	5,884,471.82	
	Interest Revenue	241.85	
	Subvention/RTS Standby Charge Revenue	67,278.52	
	Hydroelectric Revenue	-	
	Other Revenue	4,822.44	
	Investment Xfer From Chandler Asset Mgt		
	LAIF Quarterly Interest		
	California Asset Mgmt Program Interest		231.66
	Transfer to CAMP		
	Transfer from LAIF		
	Transfer to LAIF		
	INFLOWS	5,956,814.63	231.66
	Expenditures	(5,527,870.97)	
	Current Month Outstanding Payables	262,731.89	
	Prior Month Cleared Payables	(56,442.26)	
	Bank/FSA Svc Fees		
	HRA Payment	(614.30)	
	CalPers Unfunded Liability /1959 Survivor Ben		
	PARS Pension Trust		
	Investment Xfer to Chandler Asset Mgt		
	Transfer from LAIF		
	Transfer From CAMP		
	OUTFLOWS	(5,322,195.64)	-
	PERIOD INCREASE (DECREASE)	634,618.99	231.66
		\$ -	\$ (0.00)



THREE VALLEYS MUNICIPAL WATER DISTRICT
CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO
 November 30, 2022

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	2.37%	256,046.49	256,066.52	247,689.88
Bonds - Agency	1.54%	708,806.95	707,000.00	669,981.16
Commercial Paper	0.00%	0.00	0.00	0.00
Money Market Fund	3.35%	9,846.59	9,846.59	9,846.59
Supranational	0.97%	59,813.99	60,000.00	53,871.66
US Corporate	3.06%	1,244,817.89	1,270,000.00	1,198,078.23
US Treasury	1.44%	3,575,197.31	3,565,000.00	3,355,119.33
	1.84%	5,854,529.22	5,867,913.11	5,534,586.85
Local Agency Invest Fund TVMWD	1.77%	7,356.04	7,356.04	7,356.04
California Asset Management Program	3.90%	72,413.72	72,413.72	72,413.72
Reserve Fund		\$ 5,934,298.98	\$ 5,947,682.87	\$ 5,614,356.61
<hr/>				
Checking (Citizens)	0.55%	1,745,165.80	1,745,165.80	1,745,165.80
Sweep Account (Citizens)	0.10%	1,723,017.04	1,723,017.04	1,723,017.04
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		\$ 3,479,182.84	\$ 3,479,182.84	\$ 3,479,182.84
<hr/>				
TOTAL PORTFOLIO	1.28%	\$ 9,413,481.82	\$ 9,426,865.71	\$ 9,093,539.45

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 21-05-895). 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

NOVEMBER 1, 2022 THROUGH NOVEMBER 30, 2022

Chandler Team:

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

Custodian

US Bank
Alexander Bazan
(503) 402-5305

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	2.40
Average Coupon	1.88%
Average Purchase YTM	1.84%
Average Market YTM	4.41%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.65 yrs
Average Life	2.53 yrs

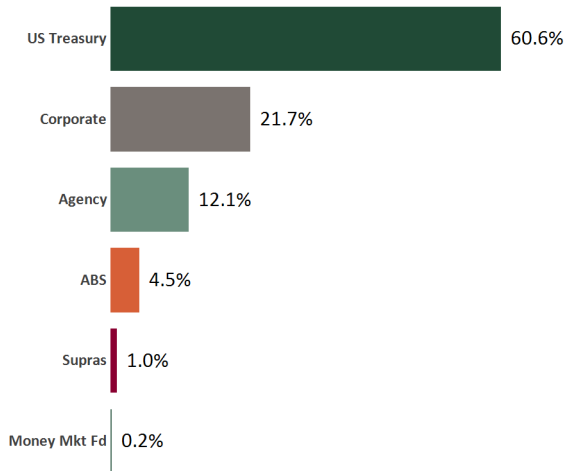
ACCOUNT SUMMARY

	Beg. Values as of 10/31/22	End Values as of 11/30/22
Market Value	5,467,872	5,534,587
Accrued Interest	23,893	21,785
Total Market Value	5,491,765	5,556,372
Income Earned	8,579	8,550
Cont/WD		-654
Par	5,859,385	5,867,913
Book Value	5,845,951	5,854,529
Cost Value	5,862,198	5,869,491

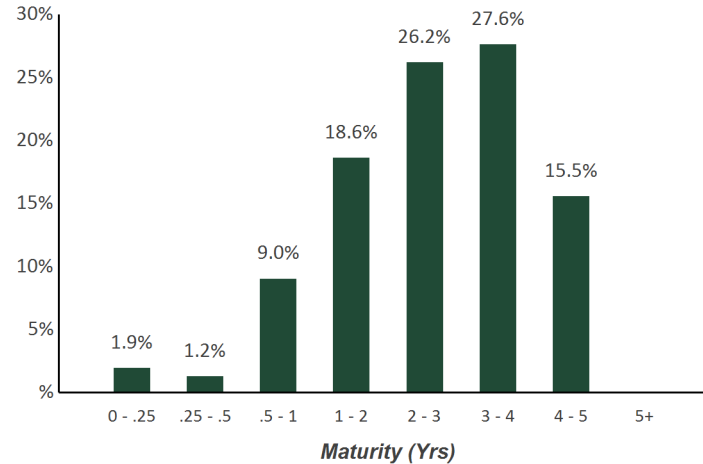
TOP ISSUERS

Government of United States	60.6%
Federal Home Loan Mortgage Corp	4.0%
Federal National Mortgage Assoc	3.7%
Federal Home Loan Bank	3.6%
Deere & Company	1.9%
John Deere ABS	1.7%
Bank of America Corp	1.5%
State Street Bank	1.5%
Total	78.4%

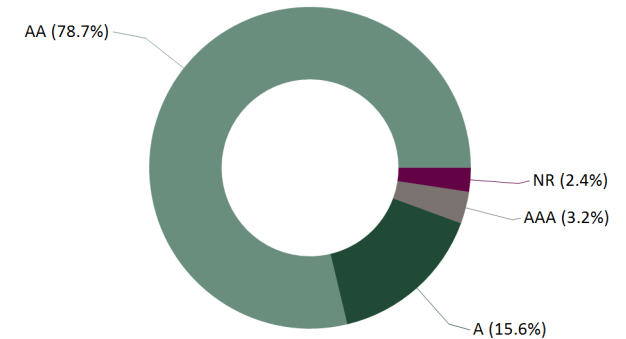
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	Annualized									
	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	4/30/2009	
Three Valleys Municipal Water District	1.19%	-0.72%	-4.70%	-4.90%	-2.78%	-0.42%	0.97%	0.98%	1.47%	
ICE BofA 1-5 Yr US Treasury & Agency Index	1.07%	-0.84%	-5.31%	-5.57%	-3.19%	-0.76%	0.64%	0.70%	1.15%	

Statement of Compliance

As of November 30, 2022



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 November 30, 2022



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$5,845,950.87
Acquisition		
+ Security Purchases	\$160,862.50	
+ Money Market Fund Purchases	\$12,240.04	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$173,102.54
Dispositions		
- Security Sales	\$148,998.05	
- Money Market Fund Sales	\$12,279.42	
- MMF Withdrawals	\$654.07	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$778.93	
Total Dispositions		\$162,710.47
Amortization/Accretion		
+/- Net Accretion	(\$387.96)	
		(\$387.96)
Gain/Loss on Dispositions		
+/- Realized Gain/Loss	(\$1,425.76)	
		(\$1,425.76)
ENDING BOOK VALUE		\$5,854,529.22

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$10,540.04
Acquisition		
Contributions	\$0.00	
Security Sale Proceeds	\$148,998.05	
Accrued Interest Received	\$546.02	
Interest Received	\$11,427.25	
Dividend Received	\$33.86	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$778.93	
Total Acquisitions	\$161,784.11	
Dispositions		
Withdrawals	\$654.07	
Security Purchase	\$160,862.50	
Accrued Interest Paid	\$960.99	
Total Dispositions	\$162,477.56	
ENDING BOOK VALUE		\$9,846.59

Holdings Report

As of November 30, 2022



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									
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	15,000.00	06/22/2021 0.40%	14,998.87 14,999.50	96.60 5.54%	14,490.38 2.67	0.26% (509.12)	NR / AAA AAA	1.96 0.66
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	15,000.00	09/08/2021 0.34%	14,998.45 14,999.27	97.25 5.50%	14,587.47 0.83	0.26% (411.80)	Aaa / NR AAA	2.07 0.53
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	15,000.00	01/11/2022 1.11%	14,997.76 14,998.65	96.27 5.45%	14,439.77 2.75	0.26% (558.88)	NR / AAA AAA	2.32 0.87
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	11,066.52	02/02/2021 0.27%	11,064.46 11,065.66	97.24 4.90%	10,760.59 1.28	0.19% (305.07)	Aaa / NR AAA	2.46 0.59
36266FAC3	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 6/20/2025	30,000.00	05/03/2022 3.45%	29,996.87 29,997.67	97.50 5.37%	29,249.89 31.35	0.53% (747.78)	NR / AAA AAA	2.56 1.31
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	15,000.00	11/16/2021 0.89%	14,996.84 14,997.83	94.54 5.19%	14,180.73 3.67	0.26% (817.10)	Aaa / NR AAA	3.15 1.28
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	15,000.00	07/13/2021 0.52%	14,998.66 14,999.16	94.57 5.29%	14,184.87 3.47	0.26% (814.29)	Aaa / NR AAA	3.29 1.15
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	15,000.00	11/09/2021 0.71%	14,999.68 14,999.78	93.87 6.16%	14,080.07 4.73	0.25% (919.71)	NR / AAA AAA	3.38 1.14
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	25,000.00	02/15/2022 1.89%	24,996.24 24,997.14	94.74 5.16%	23,684.32 20.89	0.43% (1,312.82)	Aaa / AAA NR	3.46 1.63
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	20,000.00	04/07/2022 2.95%	19,999.53 19,999.62	96.27 5.22%	19,253.04 26.04	0.35% (746.58)	Aaa / AAA NR	3.79 1.66
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	15,000.00	03/10/2022 2.34%	14,996.68 14,997.35	95.38 5.32%	14,306.97 15.47	0.26% (690.38)	Aaa / NR AAA	3.80 1.56
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	25,000.00	07/12/2022 3.77%	24,997.61 24,997.86	97.59 5.14%	24,398.22 41.56	0.44% (599.64)	Aaa / NR AAA	4.22 1.77

Holdings Report

As of November 30, 2022



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									
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	40,000.00	10/12/2022 5.15%	39,996.90 39,997.00	100.18 5.06%	40,073.56 237.53	0.73% 76.56	Aaa / NR AAA	4.54 2.21
Total ABS		256,066.52	2.37%	256,038.55 256,046.49	5.29%	247,689.88 392.24	4.46% (8,356.61)	Aaa / AAA AAA	3.34 1.41

AGENCY									
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	100,000.00	09/27/2018 3.03%	98,785.00 99,859.13	98.89 4.81%	98,888.70 1,237.50	1.80% (970.43)	Aaa / AA+ AAA	0.55 0.53
313383YJ4	FHLB Note 3.375% Due 9/8/2023	100,000.00	02/26/2019 2.57%	103,413.00 100,579.84	98.86 4.89%	98,860.60 778.13	1.79% (1,719.24)	Aaa / AA+ NR	0.77 0.75
3137EAey1	FHLMC Note 0.125% Due 10/16/2023	30,000.00	10/22/2020 0.26%	29,875.50 29,963.50	95.98 4.85%	28,794.90 4.69	0.52% (1,168.60)	Aaa / AA+ AAA	0.88 0.86
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	50,000.00	01/16/2019 2.74%	51,743.00 50,372.25	98.42 5.06%	49,208.85 782.64	0.90% (1,163.40)	Aaa / AA+ AAA	1.05 1.00
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	100,000.00	06/18/2019 1.96%	104,323.00 101,331.07	97.28 4.73%	97,279.00 1,333.68	1.77% (4,052.07)	Aaa / AA+ NR	1.54 1.46
3137EAEP0	FHLMC Note 1.5% Due 2/12/2025	22,000.00	03/24/2020 0.95%	22,571.34 22,257.34	94.04 4.37%	20,688.89 99.92	0.37% (1,568.45)	Aaa / AA+ AAA	2.21 2.12
3135G03U5	FNMA Note 0.625% Due 4/22/2025	100,000.00	04/27/2020 0.67%	99,768.00 99,888.72	91.58 4.37%	91,582.80 67.71	1.65% (8,305.92)	Aaa / AA+ AAA	2.39 2.33
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	20,000.00	07/21/2020 0.48%	19,900.40 19,947.42	90.53 4.20%	18,106.92 27.08	0.33% (1,840.50)	Aaa / AA+ AAA	2.64 2.57
3135G05X7	FNMA Note 0.375% Due 8/25/2025	60,000.00	08/25/2020 0.47%	59,719.20 59,846.36	90.27 4.17%	54,163.26 60.00	0.98% (5,683.10)	Aaa / AA+ AAA	2.74 2.67
3137EAEX3	FHLMC Note 0.375% Due 9/23/2025	60,000.00	09/23/2020 0.44%	59,819.40 59,898.31	89.98 4.18%	53,990.76 42.50	0.97% (5,907.55)	Aaa / AA+ AAA	2.82 2.74

Holdings Report

As of November 30, 2022



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									
3135G06G3	FNMA Note 0.5% Due 11/7/2025	65,000.00	11/09/2020 0.57%	64,767.30 64,863.01	89.87 4.20%	58,416.48 21.67	1.05% (6,446.53)	Aaa / AA+ AAA	2.94 2.86
Total Agency		707,000.00	1.54%	714,685.14 708,806.95	4.59%	669,981.16 4,455.52	12.14% (38,825.79)	Aaa / AA+ AAA	1.70 1.65
CORPORATE									
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 69,935.56	99.68 4.72%	69,776.00 649.25	1.27% (159.56)	A2 / A A	0.15 0.15
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	70,000.00	11/29/2018 3.49%	66,895.50 69,705.89	99.00 4.78%	69,302.52 130.67	1.25% (403.37)	Aaa / AA+ NR	0.42 0.42
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	70,000.00	09/10/2018 3.37%	70,099.40 70,013.92	99.06 4.79%	69,343.47 740.44	1.26% (670.45)	A1 / A+ NR	0.69 0.67
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	25,000.00	03/01/2021 0.47%	24,982.25 24,993.03	95.46 4.62%	23,864.08 41.88	0.43% (1,128.95)	A2 / A A	1.13 1.10
023135BW5	Amazon.com Inc Note 0.45% Due 5/12/2024	25,000.00	05/10/2021 0.50%	24,963.50 24,982.42	94.39 4.49%	23,598.38 5.94	0.42% (1,384.04)	A1 / AA AA-	1.45 1.41
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	5,000.00	06/29/2021 0.64%	4,997.45 4,998.63	93.81 4.63%	4,690.25 11.81	0.08% (308.38)	A2 / A+ NR	1.62 1.58
06051GHR3	Bank of America Corp Callable Note 1X 3/15/2024 3.458% Due 3/15/2025	55,000.00	05/19/2021 0.75%	59,143.15 56,892.40	97.35 5.61%	53,540.63 401.51	0.97% (3,351.77)	A2 / A- AA-	2.29 1.23
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	85,000.00	04/21/2022 3.35%	85,000.00 85,000.00	96.91 4.72%	82,373.50 284.75	1.49% (2,626.50)	A1 / A AA-	2.40 2.27
931142EW9	Wal-Mart Stores Note 3.9% Due 9/9/2025	15,000.00	09/06/2022 3.92%	14,989.50 14,990.30	98.76 4.38%	14,813.31 133.25	0.27% (176.99)	Aa2 / AA AA	2.78 2.58
06051GJG5	Bank of America Corp Callable Note Cont 9/25/2024 0.981% Due 9/25/2025	35,000.00	03/16/2022 3.55%	33,246.85 33,598.30	91.60 5.53%	32,061.02 62.95	0.58% (1,537.28)	A2 / A- AA-	2.82 2.69

Holdings Report

As of November 30, 2022



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
CORPORATE									
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	90,000.00	Various 3.64%	86,597.25 87,138.54	93.09 5.13%	83,778.30 501.97	1.52% (3,360.24)	A1 / A AA-	3.19 2.08
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	90,000.00	03/22/2022 3.87%	86,833.80 87,369.29	92.90 5.28%	83,611.26 203.09	1.51% (3,758.03)	A1 / A- AA-	3.39 2.28
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 5/12/2026	25,000.00	05/26/2021 0.97%	25,040.25 25,027.77	89.14 4.43%	22,284.23 13.19	0.40% (2,743.54)	A1 / AA AA-	3.45 3.32
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 5/15/2026	90,000.00	Various 3.13%	83,257.50 84,254.20	90.00 4.29%	81,000.36 46.01	1.46% (3,253.84)	A3 / A+ A	3.46 3.32
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 6/18/2026	90,000.00	Various 2.26%	85,879.40 86,552.60	88.89 4.55%	80,001.36 458.44	1.45% (6,551.24)	A1 / A+ A+	3.55 3.39
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 7/17/2026	30,000.00	07/18/2022 4.68%	30,000.00 30,000.00	98.86 5.14%	29,658.69 510.79	0.54% (341.31)	A1 / A- A+	3.63 2.40
931142ER0	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 9/17/2026	10,000.00	09/08/2021 1.09%	9,981.10 9,985.65	88.81 4.27%	8,880.61 21.58	0.16% (1,105.04)	Aa2 / AA AA	3.80 3.64
24422EVW6	John Deere Capital Corp Note 1.3% Due 10/13/2026	90,000.00	04/21/2022 3.31%	82,534.50 83,540.88	88.91 4.45%	80,021.43 156.00	1.44% (3,519.45)	A2 / A A	3.87 3.69
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.95% Due 1/15/2027	25,000.00	01/19/2022 1.99%	24,957.50 24,964.77	91.42 4.24%	22,853.75 184.17	0.41% (2,111.02)	A2 / A A	4.13 3.86
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 3/15/2027	90,000.00	Various 2.70%	88,360.10 88,562.41	93.08 4.07%	83,771.46 437.00	1.52% (4,790.95)	Aa2 / AA A+	4.29 4.00
09247XAN1	Blackrock Inc Note 3.2% Due 3/15/2027	85,000.00	04/25/2022 3.41%	84,219.70 84,315.10	95.94 4.24%	81,545.52 574.22	1.48% (2,769.58)	Aa3 / AA- NR	4.29 3.93
023135CF1	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 4/13/2027	30,000.00	04/11/2022 3.35%	29,938.20 29,946.05	95.87 4.35%	28,762.14 132.00	0.52% (1,183.91)	A1 / AA AA-	4.37 3.99

Holdings Report

As of November 30, 2022



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
CORPORATE									
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	70,000.00	09/28/2022 4.70%	67,975.60 68,050.18	97.92 4.52%	68,545.96 163.33	1.24% 495.78	A2 / A+ A+	4.44 4.01
Total Corporate		1,270,000.00	3.06%	1,237,906.60 1,244,817.89	4.68%	1,198,078.23 5,864.24	21.67% (46,739.66)	A1 / A+ A+	2.91 2.54
MONEY MARKET FUND									
31846V203	First American Govt Obligation Fund Class Y	9,846.59	Various 3.35%	9,846.59 9,846.59	1.00 3.35%	9,846.59 0.00	0.18% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		9,846.59	3.35%	9,846.59 9,846.59	3.35%	9,846.59 0.00	0.18% 0.00	Aaa / AAA AAA	0.00 0.00
SUPRANATIONAL									
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 4/20/2026	60,000.00	04/13/2021 0.97%	59,725.20 59,813.99	89.79 4.14%	53,871.66 59.79	0.97% (5,942.33)	Aaa / AAA AAA	3.39 3.27
Total Supranational		60,000.00	0.97%	59,725.20 59,813.99	4.14%	53,871.66 59.79	0.97% (5,942.33)	Aaa / AAA AAA	3.39 3.27
US TREASURY									
912828N30	US Treasury Note 2.125% Due 12/31/2022	25,000.00	01/31/2018 2.54%	24,527.34 24,992.10	99.84 3.96%	24,960.85 222.32	0.45% (31.25)	Aaa / AA+ AAA	0.08 0.08
9128285K2	US Treasury Note 2.875% Due 10/31/2023	125,000.00	09/23/2021 0.29%	131,762.70 127,944.90	98.36 4.72%	122,949.25 307.75	2.22% (4,995.65)	Aaa / AA+ AAA	0.92 0.89
9128285P1	US Treasury Note 2.875% Due 11/30/2023	80,000.00	03/30/2021 0.26%	85,546.88 82,072.96	98.14 4.80%	78,512.48 6.32	1.41% (3,560.48)	Aaa / AA+ AAA	1.00 0.97
912828V80	US Treasury Note 2.25% Due 1/31/2024	150,000.00	03/24/2022 2.17%	150,222.66 150,140.11	97.31 4.64%	145,962.90 1,128.06	2.65% (4,177.21)	Aaa / AA+ AAA	1.17 1.13
91282CBR1	US Treasury Note 0.25% Due 3/15/2024	125,000.00	09/23/2021 0.39%	124,580.08 124,781.44	94.56 4.64%	118,198.25 66.47	2.13% (6,583.19)	Aaa / AA+ AAA	1.29 1.26
912828XT2	US Treasury Note 2% Due 5/31/2024	150,000.00	Various 1.37%	152,993.76 151,385.63	96.27 4.60%	144,410.10 8.25	2.60% (6,975.53)	Aaa / AA+ AAA	1.50 1.45

Holdings Report

As of November 30, 2022



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
US TREASURY									
912828XX3	US Treasury Note 2% Due 6/30/2024	150,000.00	Various 1.68%	152,161.33 150,723.88	96.15 4.55%	144,222.60 1,255.44	2.62% (6,501.28)	Aaa / AA+ AAA	1.58 1.52
91282CCT6	US Treasury Note 0.375% Due 8/15/2024	125,000.00	08/25/2021 0.46%	124,687.50 124,820.56	93.29 4.50%	116,611.38 137.57	2.10% (8,209.18)	Aaa / AA+ AAA	1.71 1.67
9128282Y5	US Treasury Note 2.125% Due 9/30/2024	150,000.00	Various 1.66%	152,623.44 151,226.66	96.00 4.42%	144,000.00 542.93	2.60% (7,226.66)	Aaa / AA+ AAA	1.84 1.76
912828YV6	US Treasury Note 1.5% Due 11/30/2024	150,000.00	Various 1.02%	152,798.83 151,402.26	94.55 4.37%	141,832.05 6.18	2.55% (9,570.21)	Aaa / AA+ AAA	2.00 1.93
91282CDN8	US Treasury Note 1% Due 12/15/2024	100,000.00	12/22/2021 0.94%	100,167.97 100,115.02	93.54 4.34%	93,543.00 461.75	1.69% (6,572.02)	Aaa / AA+ AAA	2.04 1.97
912828Z52	US Treasury Note 1.375% Due 1/31/2025	150,000.00	Various 1.65%	148,960.94 149,139.70	94.04 4.28%	141,058.65 689.37	2.55% (8,081.05)	Aaa / AA+ AAA	2.17 2.09
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	100,000.00	Various 0.59%	99,630.47 99,784.16	91.88 4.19%	91,878.90 85.16	1.66% (7,905.26)	Aaa / AA+ AAA	2.33 2.27
912828XB1	US Treasury Note 2.125% Due 5/15/2025	150,000.00	Various 1.16%	155,085.94 153,449.07	95.15 4.22%	142,722.60 140.88	2.57% (10,726.47)	Aaa / AA+ AAA	2.46 2.36
9128284Z0	US Treasury Note 2.75% Due 8/31/2025	150,000.00	Various 1.31%	158,617.19 155,774.97	96.43 4.14%	144,638.70 1,048.35	2.62% (11,136.27)	Aaa / AA+ AAA	2.75 2.59
9128285C0	US Treasury Note 3% Due 9/30/2025	150,000.00	Various 1.45%	158,929.68 156,357.77	97.07 4.11%	145,599.60 766.48	2.63% (10,758.17)	Aaa / AA+ AAA	2.84 2.67
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	100,000.00	Various 0.70%	98,518.75 99,044.53	89.64 4.08%	89,636.71 1.03	1.61% (9,407.82)	Aaa / AA+ AAA	3.00 2.93
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	85,000.00	Various 0.65%	83,906.44 84,292.49	89.53 4.02%	76,098.21 133.39	1.37% (8,194.28)	Aaa / AA+ AAA	3.09 3.00
91282CBH3	US Treasury Note 0.375% Due 1/31/2026	100,000.00	Various 0.78%	98,076.64 98,739.39	89.17 4.05%	89,168.00 125.34	1.61% (9,571.39)	Aaa / AA+ AAA	3.17 3.08
91282CBQ3	US Treasury Note 0.5% Due 2/28/2026	100,000.00	Various 0.82%	98,480.86 98,996.21	89.29 4.05%	89,285.20 127.07	1.61% (9,711.01)	Aaa / AA+ AAA	3.25 3.16
91282CBT7	US Treasury Note 0.75% Due 3/31/2026	100,000.00	Various 0.85%	99,523.24 99,677.11	89.93 4.01%	89,925.80 127.75	1.62% (9,751.31)	Aaa / AA+ AAA	3.33 3.23
91282CCF6	US Treasury Note 0.75% Due 5/31/2026	125,000.00	08/25/2021 0.80%	124,702.15 124,781.28	89.39 4.03%	111,738.25 2.58	2.01% (13,043.03)	Aaa / AA+ AAA	3.50 3.39

Holdings Report

As of November 30, 2022



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
US TREASURY									
91282CCP4	US Treasury Note 0.625% Due 7/31/2026	125,000.00	08/25/2021 0.82%	123,813.48 124,118.02	88.59 4.00%	110,737.25 261.12	2.00% (13,380.77)	Aaa / AA+ AAA	3.67 3.55
9128282A7	US Treasury Note 1.5% Due 8/15/2026	125,000.00	09/16/2021 0.82%	129,057.62 128,061.89	91.46 4.00%	114,326.13 550.27	2.07% (13,735.76)	Aaa / AA+ AAA	3.71 3.53
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	150,000.00	Various 1.84%	145,220.70 145,966.00	89.80 3.96%	134,695.35 144.51	2.43% (11,270.65)	Aaa / AA+ AAA	3.92 3.76
91282CEF4	US Treasury Note 2.5% Due 3/31/2027	90,000.00	05/25/2022 2.73%	89,050.78 89,152.14	94.43 3.91%	84,990.24 383.24	1.54% (4,161.90)	Aaa / AA+ AAA	4.33 4.03
91282CET4	US Treasury Note 2.625% Due 5/31/2027	150,000.00	06/21/2022 3.38%	144,855.47 145,317.45	94.91 3.87%	142,365.30 10.82	2.56% (2,952.15)	Aaa / AA+ AAA	4.50 4.19
91282CFB2	US Treasury Note 2.75% Due 7/31/2027	125,000.00	08/30/2022 3.30%	121,923.83 122,081.49	95.28 3.86%	119,101.50 1,148.95	2.16% (2,979.99)	Aaa / AA+ AAA	4.67 4.28
91282CFM8	US Treasury Note 4.125% Due 9/30/2027	160,000.00	11/21/2022 4.00%	160,862.50 160,858.12	101.22 3.85%	161,950.08 1,124.18	2.93% 1,091.96	Aaa / AA+ AAA	4.84 4.32
Total US Treasury		3,565,000.00	1.44%	3,591,289.17 3,575,197.31	4.23%	3,355,119.33 11,013.53	60.58% (220,077.98)	Aaa / AA+ AAA	2.70 2.57
TOTAL PORTFOLIO		5,867,913.11	1.84%	5,869,491.25 5,854,529.22	4.41%	5,534,586.85 21,785.32	100.00% (319,942.37)	Aa1 / AA AAA	2.65 2.40
TOTAL MARKET VALUE PLUS ACCRUED						5,556,372.17			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	11/01/2022	31846V203	33.86	First American Govt Obligation Fund Class Y	1.000	2.61%	33.86	0.00	33.86	0.00
Purchase	11/03/2022	31846V203	840.00	First American Govt Obligation Fund Class Y	1.000	2.61%	840.00	0.00	840.00	0.00
Purchase	11/07/2022	31846V203	162.50	First American Govt Obligation Fund Class Y	1.000	2.61%	162.50	0.00	162.50	0.00
Purchase	11/10/2022	31846V203	1,400.00	First American Govt Obligation Fund Class Y	1.000	2.61%	1,400.00	0.00	1,400.00	0.00
Purchase	11/12/2022	31846V203	181.25	First American Govt Obligation Fund Class Y	1.000	2.61%	181.25	0.00	181.25	0.00
Purchase	11/15/2022	31846V203	2,111.25	First American Govt Obligation Fund Class Y	1.000	2.61%	2,111.25	0.00	2,111.25	0.00
Purchase	11/15/2022	31846V203	781.50	First American Govt Obligation Fund Class Y	1.000	2.61%	781.50	0.00	781.50	0.00
Purchase	11/15/2022	31846V203	8.88	First American Govt Obligation Fund Class Y	1.000	2.61%	8.88	0.00	8.88	0.00
Purchase	11/15/2022	31846V203	48.83	First American Govt Obligation Fund Class Y	1.000	2.61%	48.83	0.00	48.83	0.00
Purchase	11/15/2022	31846V203	5.00	First American Govt Obligation Fund Class Y	1.000	2.61%	5.00	0.00	5.00	0.00
Purchase	11/15/2022	31846V203	77.92	First American Govt Obligation Fund Class Y	1.000	2.61%	77.92	0.00	77.92	0.00
Purchase	11/15/2022	31846V203	6.50	First American Govt Obligation Fund Class Y	1.000	2.61%	6.50	0.00	6.50	0.00
Purchase	11/15/2022	31846V203	29.00	First American Govt Obligation Fund Class Y	1.000	2.61%	29.00	0.00	29.00	0.00
Purchase	11/15/2022	31846V203	39.17	First American Govt Obligation Fund Class Y	1.000	2.61%	39.17	0.00	39.17	0.00
Purchase	11/21/2022	31846V203	85.50	First American Govt Obligation Fund Class Y	1.000	2.61%	85.50	0.00	85.50	0.00
Purchase	11/21/2022	31846V203	11.00	First American Govt Obligation Fund Class Y	1.000	2.61%	11.00	0.00	11.00	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	11/22/2022	91282CFM8	160,000.00	US Treasury Note 4.125% Due 9/30/2027	100.539	4.00%	160,862.50	960.99	161,823.49	0.00
Purchase	11/25/2022	31846V203	4.13	First American Govt Obligation Fund Class Y	1.000	2.61%	4.13	0.00	4.13	0.00
Purchase	11/25/2022	31846V203	13.75	First American Govt Obligation Fund Class Y	1.000	2.61%	13.75	0.00	13.75	0.00
Purchase	11/30/2022	31846V203	6,400.00	First American Govt Obligation Fund Class Y	1.000	3.35%	6,400.00	0.00	6,400.00	0.00
Subtotal			172,240.04				173,102.54	960.99	174,063.53	0.00
TOTAL ACQUISITIONS			172,240.04				173,102.54	960.99	174,063.53	0.00
DISPOSITIONS										
Sale	11/22/2022	31846V203	12,279.42	First American Govt Obligation Fund Class Y	1.000	2.61%	12,279.42	0.00	12,279.42	0.00
Sale	11/22/2022	9128284D9	150,000.00	US Treasury Note 2.5% Due 3/31/2023	99.332	1.26%	148,998.05	546.02	149,544.07	-1,425.76
Subtotal			162,279.42				161,277.47	546.02	161,823.49	-1,425.76
Paydown	11/15/2022	43815BAC4	0.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	100.000		0.00	39.17	39.17	0.00
Paydown	11/15/2022	47787JAC2	0.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	100.000		0.00	29.00	29.00	0.00
Paydown	11/15/2022	47789QAC4	0.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	100.000		0.00	6.50	6.50	0.00
Paydown	11/15/2022	47800AAC4	0.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	100.000		0.00	77.92	77.92	0.00
Paydown	11/15/2022	58769KAD6	0.00	Mercedes-Benz Auto Lease Trust 2021- B A3 0.4% Due 11/15/2024	100.000		0.00	5.00	5.00	0.00
Paydown	11/15/2022	89238FAD5	0.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	100.000		0.00	48.83	48.83	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	11/15/2022	89238JAC9	0.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	100.000		0.00	8.88	8.88	0.00
Paydown	11/15/2022	89240BAC2	778.93	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	100.000		778.93	2.57	781.50	0.00
Paydown	11/21/2022	36266FAC3	0.00	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 6/20/2025	100.000		0.00	85.50	85.50	0.00
Paydown	11/21/2022	43815GAC3	0.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	100.000		0.00	11.00	11.00	0.00
Paydown	11/25/2022	05601XAC3	0.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	100.000		0.00	13.75	13.75	0.00
Paydown	11/25/2022	09690AAC7	0.00	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	100.000		0.00	4.13	4.13	0.00
Subtotal			778.93				778.93	332.25	1,111.18	0.00
Security Withdrawal	11/15/2022	31846V203	549.90	First American Govt Obligation Fund Class Y	1.000		549.90	0.00	549.90	0.00
Security Withdrawal	11/28/2022	31846V203	104.17	First American Govt Obligation Fund Class Y	1.000		104.17	0.00	104.17	0.00
Subtotal			654.07				654.07	0.00	654.07	0.00
TOTAL DISPOSITIONS			163,712.42				162,710.47	878.27	163,588.74	-1,425.76
OTHER TRANSACTIONS										
Interest	11/03/2022	037833AK6	70,000.00	Apple Inc Note 2.4% Due 5/3/2023	0.000		840.00	0.00	840.00	0.00
Interest	11/07/2022	3135G06G3	65,000.00	FNMA Note 0.5% Due 11/7/2025	0.000		162.50	0.00	162.50	0.00
Interest	11/10/2022	665859AW4	70,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.000		1,400.00	0.00	1,400.00	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	11/12/2022	023135BW5	25,000.00	Amazon.com Inc Note 0.45% Due 5/12/2024	0.000		56.25	0.00	56.25	0.00
Interest	11/12/2022	023135BX3	25,000.00	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 5/12/2026	0.000		125.00	0.00	125.00	0.00
Interest	11/15/2022	912828XB1	150,000.00	US Treasury Note 2.125% Due 5/15/2025	0.000		1,593.75	0.00	1,593.75	0.00
Interest	11/15/2022	91324PEC2	90,000.00	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 5/15/2026	0.000		517.50	0.00	517.50	0.00
Interest	11/30/2022	9128285P1	80,000.00	US Treasury Note 2.875% Due 11/30/2023	0.000		1,150.00	0.00	1,150.00	0.00
Interest	11/30/2022	912828XT2	150,000.00	US Treasury Note 2% Due 5/31/2024	0.000		1,500.00	0.00	1,500.00	0.00
Interest	11/30/2022	912828YV6	150,000.00	US Treasury Note 1.5% Due 11/30/2024	0.000		1,125.00	0.00	1,125.00	0.00
Interest	11/30/2022	91282CAZ4	100,000.00	US Treasury Note 0.375% Due 11/30/2025	0.000		187.50	0.00	187.50	0.00
Interest	11/30/2022	91282CCF6	125,000.00	US Treasury Note 0.75% Due 5/31/2026	0.000		468.75	0.00	468.75	0.00
Interest	11/30/2022	91282CET4	150,000.00	US Treasury Note 2.625% Due 5/31/2027	0.000		1,968.75	0.00	1,968.75	0.00
Subtotal			1,250,000.00				11,095.00	0.00	11,095.00	0.00
Dividend	11/01/2022	31846V203	10,540.04	First American Govt Obligation Fund Class Y	0.000		33.86	0.00	33.86	0.00
Subtotal			10,540.04				33.86	0.00	33.86	0.00
TOTAL OTHER TRANSACTIONS			1,260,540.04				11,128.86	0.00	11,128.86	0.00

Income Earned

As of November 30, 2022



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						
023135BW5	Amazon.com Inc Note 0.45% Due 05/12/2024	05/10/2021 05/12/2021 25,000.00	24,981.42 0.00 0.00 24,982.42	52.81 56.25 5.94 9.38	1.00 0.00 1.00 10.38	10.38
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 05/12/2026	05/26/2021 05/28/2021 25,000.00	25,028.45 0.00 0.00 25,027.77	117.36 125.00 13.19 20.83	0.00 0.68 (0.68) 20.15	20.15
023135CF1	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 04/13/2027	04/11/2022 04/13/2022 30,000.00	29,945.04 0.00 0.00 29,946.05	49.50 0.00 132.00 82.50	1.01 0.00 1.01 83.51	83.51
037833AK6	Apple Inc Note 2.4% Due 05/03/2023	11/29/2018 11/30/2018 70,000.00	69,648.22 0.00 0.00 69,705.89	830.67 840.00 130.67 140.00	57.67 0.00 57.67 197.67	197.67
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 03/25/2025	01/11/2022 01/19/2022 15,000.00	14,998.56 0.00 0.00 14,998.65	2.75 13.75 2.75 13.75	0.09 0.00 0.09 13.84	13.84
06051GHR3	Bank of America Corp Callable Note 1X 3/15/2024 3.458% Due 03/15/2025	05/19/2021 05/21/2021 55,000.00	57,013.19 0.00 0.00 56,892.40	243.02 0.00 401.51 158.49	0.00 120.79 (120.79) 37.70	37.70
06051GJG5	Bank of America Corp Callable Note Cont 9/25/2024 0.981% Due 09/25/2025	03/16/2022 03/18/2022 35,000.00	33,557.43 0.00 0.00 33,598.30	34.34 0.00 62.95 28.61	40.87 0.00 40.87 69.48	69.48
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 04/25/2025	04/21/2022 04/26/2022 85,000.00	85,000.00 0.00 0.00 85,000.00	47.46 0.00 284.75 237.29	0.00 0.00 0.00 237.29	237.29
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 03/15/2027	Various Various 90,000.00	88,534.84 0.00 0.00 88,562.41	264.50 0.00 437.00 172.50	27.57 0.00 27.57 200.07	200.07



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
09247XAN1	Blackrock Inc Note 3.2% Due 03/15/2027	04/25/2022 04/27/2022 85,000.00	84,301.98 0.00 0.00 84,315.10	347.56 0.00 574.22 226.66	13.12 0.00 13.12 239.78	239.78
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	09/08/2021 09/15/2021 15,000.00	14,999.22 0.00 0.00 14,999.27	0.83 4.13 0.83 4.13	0.05 0.00 0.05 4.18	4.18
24422EVN6	John Deere Capital Corp Note 0.45% Due 01/17/2024	03/01/2021 03/04/2021 25,000.00	24,992.52 0.00 0.00 24,993.03	32.50 0.00 41.88 9.38	0.51 0.00 0.51 9.89	9.89
24422EVW6	John Deere Capital Corp Note 1.3% Due 10/13/2026	04/21/2022 04/25/2022 90,000.00	83,403.65 0.00 0.00 83,540.88	58.50 0.00 156.00 97.50	137.23 0.00 137.23 234.73	234.73
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	06/18/2019 06/19/2019 100,000.00	101,402.25 0.00 0.00 101,331.07	1,094.10 0.00 1,333.68 239.58	0.00 71.18 (71.18) 168.40	168.40
313383YJ4	FHLB Note 3.375% Due 09/08/2023	02/26/2019 02/27/2019 100,000.00	100,641.74 0.00 0.00 100,579.84	496.88 0.00 778.13 281.25	0.00 61.90 (61.90) 219.35	219.35
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	01/16/2019 01/17/2019 50,000.00	50,401.34 0.00 0.00 50,372.25	636.81 0.00 782.64 145.83	0.00 29.09 (29.09) 116.74	116.74
3135G03U5	FNMA Note 0.625% Due 04/22/2025	04/27/2020 04/28/2020 100,000.00	99,884.89 0.00 0.00 99,888.72	15.63 0.00 67.71 52.08	3.83 0.00 3.83 55.91	55.91
3135G05X7	FNMA Note 0.375% Due 08/25/2025	08/25/2020 08/27/2020 60,000.00	59,841.74 0.00 0.00 59,846.36	41.25 0.00 60.00 18.75	4.62 0.00 4.62 23.37	23.37



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	64,859.18 0.00 0.00 64,863.01	157.08 162.50 21.67 27.09	3.83 0.00 3.83 30.92	30.92
3137EAEN5	FHLMC Note 2.75% Due 06/19/2023	09/27/2018 09/28/2018 100,000.00	99,838.00 0.00 0.00 99,859.13	1,008.33 0.00 1,237.50 229.17	21.13 0.00 21.13 250.30	250.30
3137EAEP0	FHLMC Note 1.5% Due 02/12/2025	03/24/2020 03/25/2020 22,000.00	22,266.95 0.00 0.00 22,257.34	72.42 0.00 99.92 27.50	0.00 9.61 (9.61) 17.89	17.89
3137EAEU9	FHLMC Note 0.375% Due 07/21/2025	07/21/2020 07/23/2020 20,000.00	19,945.78 0.00 0.00 19,947.42	20.83 0.00 27.08 6.25	1.64 0.00 1.64 7.89	7.89
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	09/23/2020 09/25/2020 60,000.00	59,895.34 0.00 0.00 59,898.31	23.75 0.00 42.50 18.75	2.97 0.00 2.97 21.72	21.72
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	10/22/2020 10/23/2020 30,000.00	29,960.06 0.00 0.00 29,963.50	1.56 0.00 4.69 3.13	3.44 0.00 3.44 6.57	6.57
36266FAC3	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 06/20/2025	05/03/2022 05/11/2022 30,000.00	29,997.55 0.00 0.00 29,997.67	31.35 85.50 31.35 85.50	0.12 0.00 0.12 85.62	85.62
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 05/15/2026	02/15/2022 02/23/2022 25,000.00	24,997.04 0.00 0.00 24,997.14	20.89 39.17 20.89 39.17	0.10 0.00 0.10 39.27	39.27
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 01/21/2026	11/16/2021 11/24/2021 15,000.00	14,997.75 0.00 0.00 14,997.83	3.67 11.00 3.67 11.00	0.08 0.00 0.08 11.08	11.08



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
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 04/20/2026	04/13/2021 04/20/2021 60,000.00	59,809.48 0.00 0.00 59,813.99	16.04 0.00 59.79 43.75	4.51 0.00 4.51 48.26	48.26
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 04/22/2026	03/22/2022 03/24/2022 90,000.00	87,305.54 0.00 0.00 87,369.29	46.87 0.00 203.09 156.22	63.75 0.00 63.75 219.97	219.97
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 09/16/2026	03/10/2022 03/16/2022 15,000.00	14,997.28 0.00 0.00 14,997.35	15.47 29.00 15.47 29.00	0.07 0.00 0.07 29.07	29.07
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 03/16/2026	07/13/2021 07/21/2021 15,000.00	14,999.13 0.00 0.00 14,999.16	3.47 6.50 3.47 6.50	0.03 0.00 0.03 6.53	6.53
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 02/16/2027	07/12/2022 07/20/2022 25,000.00	24,997.80 0.00 0.00 24,997.86	41.56 77.92 41.56 77.92	0.06 0.00 0.06 77.98	77.98
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 06/15/2027	10/12/2022 10/19/2022 40,000.00	39,996.93 0.00 0.00 39,997.00	67.87 0.00 237.53 169.66	0.07 0.00 0.07 169.73	169.73
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	06/22/2021 06/29/2021 15,000.00	14,999.47 0.00 0.00 14,999.50	2.67 5.00 2.67 5.00	0.03 0.00 0.03 5.03	5.03
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 07/17/2026	07/18/2022 07/20/2022 30,000.00	30,000.00 0.00 0.00 30,000.00	393.82 0.00 510.79 116.97	0.00 0.00 0.00 116.97	116.97
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 05/10/2027	09/28/2022 09/30/2022 70,000.00	68,014.09 0.00 0.00 68,050.18	1,330.00 1,400.00 163.33 233.33	36.09 0.00 36.09 269.42	269.42



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
69371RP59	Paccar Financial Corp Note 3.4% Due 08/09/2023	09/10/2018 09/12/2018 70,000.00	70,015.59 0.00 0.00 70,013.92	542.11 0.00 740.44 198.33	0.00 1.67 (1.67) 196.66	196.66
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 07/15/2024	06/29/2021 07/12/2021 5,000.00	4,998.56 0.00 0.00 4,998.63	9.20 0.00 11.81 2.61	0.07 0.00 0.07 2.68	2.68
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	69,900.41 0.00 0.00 69,935.56	494.67 0.00 649.25 154.58	35.15 0.00 35.15 189.73	189.73
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 02/06/2026	Various Various 90,000.00	87,064.73 0.00 0.00 87,138.54	371.03 0.00 501.97 130.94	73.81 0.00 73.81 204.75	204.75
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.95% Due 01/15/2027	01/19/2022 01/24/2022 25,000.00	24,964.07 0.00 0.00 24,964.77	143.54 0.00 184.17 40.63	0.70 0.00 0.70 41.33	41.33
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 06/18/2026	Various Various 90,000.00	86,472.74 0.00 0.00 86,552.60	374.06 0.00 458.44 84.38	79.86 0.00 79.86 164.24	164.24
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 09/15/2026	04/07/2022 04/13/2022 20,000.00	19,999.61 0.00 0.00 19,999.62	26.04 48.83 26.04 48.83	0.01 0.00 0.01 48.84	48.84
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 04/15/2026	11/09/2021 11/15/2021 15,000.00	14,999.77 0.00 0.00 14,999.78	4.73 8.88 4.73 8.88	0.01 0.00 0.01 8.89	8.89
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 05/15/2025	02/02/2021 02/08/2021 11,066.52	11,844.48 0.00 778.93 11,065.66	1.37 2.57 1.28 2.48	0.11 0.00 0.11 2.59	2.59

Income Earned

As of November 30, 2022



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
9128282A7	US Treasury Note 1.5% Due 08/15/2026	09/16/2021 09/17/2021 125,000.00	128,129.78 0.00 0.00 128,061.89	397.42 0.00 550.27 152.85	0.00 67.89 (67.89) 84.96	84.96
9128282Y5	US Treasury Note 2.125% Due 09/30/2024	Various Various 150,000.00	151,281.68 0.00 0.00 151,226.66	280.22 0.00 542.93 262.71	0.00 55.02 (55.02) 207.69	207.69
9128284D9	US Treasury Note Due 03/31/2023	Various Various 0.00	150,492.81 0.00 150,423.81 0.00	329.67 546.02 0.00 216.35	0.00 69.00 (69.00) 147.35	147.35
9128284Z0	US Treasury Note 2.75% Due 08/31/2025	Various Various 150,000.00	155,947.53 0.00 0.00 155,774.97	706.50 0.00 1,048.35 341.85	0.00 172.56 (172.56) 169.29	169.29
9128285C0	US Treasury Note 3% Due 09/30/2025	Various Various 150,000.00	156,542.22 0.00 0.00 156,357.77	395.61 0.00 766.48 370.87	0.00 184.45 (184.45) 186.42	186.42
9128285K2	US Treasury Note 2.875% Due 10/31/2023	09/23/2021 09/24/2021 125,000.00	128,209.42 0.00 0.00 127,944.90	9.93 0.00 307.75 297.82	0.00 264.52 (264.52) 33.30	33.30
9128285P1	US Treasury Note 2.875% Due 11/30/2023	03/30/2021 03/31/2021 80,000.00	82,243.81 0.00 0.00 82,072.96	967.76 1,150.00 6.32 188.56	0.00 170.85 (170.85) 17.71	17.71
912828N30	US Treasury Note 2.125% Due 12/31/2022	01/31/2018 01/31/2018 25,000.00	24,984.20 0.00 0.00 24,992.10	179.01 0.00 222.32 43.31	7.90 0.00 7.90 51.21	51.21
912828V80	US Treasury Note 2.25% Due 01/31/2024	03/24/2022 03/25/2022 150,000.00	150,149.97 0.00 0.00 150,140.11	852.92 0.00 1,128.06 275.14	0.00 9.86 (9.86) 265.28	265.28

Income Earned

As of November 30, 2022



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
912828XB1	US Treasury Note 2.125% Due 05/15/2025	Various Various 150,000.00	153,564.55 0.00 0.00 153,449.07	1,472.49 1,593.75 140.88 262.14	0.00 115.48 (115.48) 146.66	146.66
912828XT2	US Treasury Note 2% Due 05/31/2024	Various Various 150,000.00	151,461.63 0.00 0.00 151,385.63	1,262.31 1,500.00 8.25 245.94	0.00 76.00 (76.00) 169.94	169.94
912828XX3	US Treasury Note 2% Due 06/30/2024	Various Various 150,000.00	150,761.52 0.00 0.00 150,723.88	1,010.87 0.00 1,255.44 244.57	0.00 37.64 (37.64) 206.93	206.93
912828YV6	US Treasury Note 1.5% Due 11/30/2024	Various Various 150,000.00	151,459.89 0.00 0.00 151,402.26	946.72 1,125.00 6.18 184.46	21.62 79.25 (57.63) 126.83	126.83
912828Z52	US Treasury Note 1.375% Due 01/31/2025	Various Various 150,000.00	149,107.11 0.00 0.00 149,139.70	521.23 0.00 689.37 168.14	54.41 21.82 32.59 200.73	200.73
912828ZF0	US Treasury Note 0.5% Due 03/31/2025	Various Various 100,000.00	99,776.56 0.00 0.00 99,784.16	43.95 0.00 85.16 41.21	7.60 0.00 7.60 48.81	48.81
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	Various Various 100,000.00	99,018.35 0.00 0.00 99,044.53	157.79 187.50 1.03 30.74	26.21 0.03 26.18 56.92	56.92
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	Various Various 85,000.00	84,273.65 0.00 0.00 84,292.49	107.41 0.00 133.39 25.98	18.84 0.00 18.84 44.82	44.82
91282CBH3	US Treasury Note 0.375% Due 01/31/2026	Various Various 100,000.00	98,706.71 0.00 0.00 98,739.39	94.77 0.00 125.34 30.57	32.68 0.00 32.68 63.25	63.25

Income Earned

As of November 30, 2022



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
91282CBQ3	US Treasury Note 0.5% Due 02/28/2026	Various Various 100,000.00	98,970.80 0.00 0.00 98,996.21	85.64 0.00 127.07 41.43	25.41 0.00 25.41 66.84	66.84
91282CBR1	US Treasury Note 0.25% Due 03/15/2024	09/23/2021 09/24/2021 125,000.00	124,767.49 0.00 0.00 124,781.44	40.57 0.00 66.47 25.90	13.95 0.00 13.95 39.85	39.85
91282CBT7	US Treasury Note 0.75% Due 03/31/2026	Various Various 100,000.00	99,669.13 0.00 0.00 99,677.11	65.93 0.00 127.75 61.82	7.98 0.00 7.98 69.80	69.80
91282CCF6	US Treasury Note 0.75% Due 05/31/2026	08/25/2021 08/26/2021 125,000.00	124,776.14 0.00 0.00 124,781.28	394.47 468.75 2.58 76.86	5.14 0.00 5.14 82.00	82.00
91282CCP4	US Treasury Note 0.625% Due 07/31/2026	08/25/2021 08/26/2021 125,000.00	124,098.24 0.00 0.00 124,118.02	197.44 0.00 261.12 63.68	19.78 0.00 19.78 83.46	83.46
91282CCT6	US Treasury Note 0.375% Due 08/15/2024	08/25/2021 08/26/2021 125,000.00	124,811.92 0.00 0.00 124,820.56	99.35 0.00 137.57 38.22	8.64 0.00 8.64 46.86	46.86
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	Various Various 150,000.00	145,881.37 0.00 0.00 145,966.00	4.66 0.00 144.51 139.85	84.63 0.00 84.63 224.48	224.48
91282CDN8	US Treasury Note 1% Due 12/15/2024	12/22/2021 12/23/2021 100,000.00	100,119.65 0.00 0.00 100,115.02	379.78 0.00 461.75 81.97	0.00 4.63 (4.63) 77.34	77.34
91282CEF4	US Treasury Note 2.5% Due 03/31/2027	05/25/2022 05/26/2022 90,000.00	89,136.05 0.00 0.00 89,152.14	197.80 0.00 383.24 185.44	16.09 0.00 16.09 201.53	201.53

Income Earned

As of November 30, 2022



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
91282CET4	US Treasury Note 2.625% Due 05/31/2027	06/21/2022 06/22/2022 150,000.00	145,231.90 0.00 0.00 145,317.45	1,656.76 1,968.75 10.82 322.81	85.55 0.00 85.55 408.36	408.36
91282CFB2	US Treasury Note 2.75% Due 07/31/2027	08/30/2022 08/31/2022 125,000.00	122,030.08 0.00 0.00 122,081.49	868.72 0.00 1,148.95 280.23	51.41 0.00 51.41 331.64	331.64
91282CFM8	US Treasury Note 4.125% Due 09/30/2027	11/21/2022 11/22/2022 160,000.00	0.00 160,862.50 0.00 160,858.12	0.00 (960.99) 1,124.18 163.19	0.00 4.38 (4.38) 158.81	158.81
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 05/15/2026	Various Various 90,000.00	84,117.51 0.00 0.00 84,254.20	477.24 517.50 46.01 86.27	137.23 0.54 136.69 222.96	222.96
931142ERO	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 09/17/2026	09/08/2021 09/17/2021 10,000.00	9,985.34 0.00 0.00 9,985.65	12.83 0.00 21.58 8.75	0.31 0.00 0.31 9.06	9.06
931142EW9	Wal-Mart Stores Note 3.9% Due 09/09/2025	09/06/2022 09/09/2022 15,000.00	14,990.01 0.00 0.00 14,990.30	84.50 0.00 133.25 48.75	0.29 0.00 0.29 49.04	49.04
			5,835,410.83	23,893.14	1,240.88	
			160,862.50	11,012.28	1,628.84	
			151,202.74	21,785.32	(387.96)	
Total Fixed Income		5,858,066.52	5,844,682.63	8,904.46	8,516.50	8,516.50

Income Earned

As of November 30, 2022



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
CASH & EQUIVALENT						
31846V203	First American Govt Obligation Fund Class Y	Various Various 9,846.59	10,540.04 12,240.04 12,933.49 9,846.59	0.00 33.86 0.00 33.86	0.00 0.00 0.00 33.86	33.86
			10,540.04	0.00	0.00	
			12,240.04	33.86	0.00	
			12,933.49	0.00	0.00	
Total Cash & Equivalent		9,846.59	9,846.59	33.86	33.86	33.86
			5,845,950.87	23,893.14	1,240.88	
			173,102.54	11,046.14	1,628.84	
			164,136.23	21,785.32	(387.96)	
TOTAL PORTFOLIO		5,867,913.11	5,854,529.22	8,938.32	8,550.36	8,550.36



Account #10065

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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 BofA 1-5 Yr US Treasury & Agency Index	The ICE BofA 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.



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **YTD District Budget Status Report**

Funds Budgeted: \$ **Fiscal Impact:** \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Attached for your review is the YTD District Budget Status Report for the period ending November 30, 2022.

The **Interest Income** line item reflects negative YTD actuals due to the downward trend in the market this fiscal year.

The first receipt of payments on the **MWD RTS Standby Charge** is expected in December 2022.

Due to the payment schedule for **Membership Dues & Fees**, the actuals are high but as expected. This line item is not expected to exceed budget.

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 2022-2023			
Month Ending November 30, 2022			
	2022-2023 YTD Actuals	Annual Budget All Funds	2022-2023 Percent of Budget
REVENUES			
OPERATING REVENUES			
Water Sales	25,674,591	68,404,581	37.5%
MWD RTS Standby Charge	59,498	4,800,755	1.2%
MWD Capacity Charge Assessment	726,408	1,604,680	45.3%
TVMWD Fixed Charges	341,383	845,637	40.4%
Hydroelectric Revenue	24,660	230,000	10.7%
NON-OPERATING REVENUES			
Property Taxes	125,506	2,654,044	4.7%
Interest Income	(95,561)	83,374	-114.6%
Pumpback O&M Reimbursement	432	10,000	4.3%
Grants and Other Revenue	6,479	5,517	117.4%
TOTAL REVENUES	26,863,395	78,638,587	34.2%
EXPENSES			
OPERATING EXPENSES			
MWD Water Purchases	23,575,037	60,768,527	38.8%
MWD RTS Standby Charge	2,232,071	4,800,755	46.5%
Staff Compensation	2,146,433	5,167,273	41.5%
MWD Capacity Charge	871,690	1,604,680	54.3%
Operations and Maintenance	506,084	2,076,500	24.4%
Professional Services	317,951	625,176	50.9%
Directors Compensation	87,085	273,680	31.8%
Communication and Conservation Programs	50,897	170,700	29.8%
Planning & Resources	18,794	275,000	6.8%
Membership Dues and Fees	71,653	93,022	77.0%
Hydroelectric Facilities	47,957	30,000	159.9%
Board Elections	-	-	0.0%
NON OPERATING EXPENSES			
Pumpback O&M Expenses	1,085	10,000	10.9%
RESERVE EXPENSES			
Reserve Replenishment	-	90,000	0.0%
CAPITAL INVESTMENT			
Capital Repair & Replacement	136,025	2,041,919	6.7%
Capital Investment Program	254,987	1,412,123	18.1%
TOTAL EXPENSES	30,317,748	79,439,355	38.2%
NET INCOME (LOSS) BEFORE TRANSFERS		(800,768)	
TRANSFER FROM/(TO) CAPITAL RESERVES		(1,029,044)	
TRANSFER IN FROM BOARD ELECTION RESERVES			
TRANSFER IN FROM ENCUMBERED RESERVES		1,673,757	
NET INCOME (LOSS) AFTER TRANSFERS		\$ (156,055)	

***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 ACTION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Warrant List**

Funds Budgeted: \$ Fiscal Impact: \$ 5,489,870.97

Staff Recommendation

Receive and file the **Warrant List** for the period ending **November 30, 2022**, as presented.

Discussion

The monthly warrant list is provided for your information.

General checks 52195 through 52249 totaling \$594,124.35 are listed on pages 1 to 2.

MWD September water invoice totaling \$4,566,820.90 is listed on page 2.

Wire transfers for taxing agencies, benefit payments and PERS totaling \$135,762.31 are listed on pages 2 to 3.

Total payroll checks 15109 through 15163 totaling \$193,163.41 are listed on page 3.

Umpqua Bank invoices details are listed on pages 4 to 5.

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

Item 7.B - Exhibit A

November 2022

General Checks 52195 through 52249
Payroll Wire Transfer 3390 through 3406 and 1283333
Payroll Checks 15109 through 15163

Check Number	Vendor	Description	Paid Amount
52195	CONTRERAS, MARIA	RETIREE HEALTH BENEFITS - NOV	256.44
52196	DECHAINED, CYNTHIA	RETIREE HEALTH BENEFITS - NOV	146.48
52197	FAULK, GEORGE	RETIREE HEALTH BENEFITS - NOV	355.00
52198	HANSEN, RICHARD W.	RETIREE HEALTH BENEFITS - NOV	600.00
52199	KRIEZEL, BETTY	RETIREE HEALTH BENEFITS - NOV	148.10
52200	LAREZ, MARY PAT	RETIREE HEALTH BENEFITS - NOV	165.10
52201	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: OCTOBER 30 PAYROLL	11,495.82
52202	PALM, JAMES	RETIREE HEALTH BENEFITS - NOV	170.10
52203	PANZER, KEVIN	PROFESSIONAL ENGINEERS LICENSE RENEWAL	180.00
52204	CADIZ INC.	CADIZ BONANZA SPRINGS STUDY UNSPENT FUNDS REFUND	3,817.63
52205	CELL BUSINESS EQUIPMENT	PLOTTER LEASE - NOV	268.27
52206	HIGHROAD INFORMATION TECH, LLC	IT SERVICES/MICROSOFT BACKUP STORAGE/365 LICENSING - NOV/WI-FI SUBSCRIPTION	4,269.49
52207	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: SEPTEMBER 4 PAYROLL	11,048.32
52208	PRIME SYSTEMS IND AUTOMATION	GENERAL SCADA PROGRAMMING - SEPT/OCT	7,920.00
52209	SOUTHERN CALIFORNIA EDISON	MIRAMAR - OCT	5,368.08
52210	SOUTHERN CALIFORNIA EDISON	FULTON - SEPT	1,250.00
52211	JEFFREY C. SCHENKEL, DBA SOUTH COAST MEDIA SVC	OUTREACH AD	564.00
52212	LAYFIELD USA CORP	REPAIR RESERVOIR #2	8,700.00
52213	LOWE'S	SAW BLADES/CEMENT/STUDS/TUBING/GRINDING WHEEL/PAINT/COUPLINGS/PLYWOOD/SEALANTS	2,067.36
52214	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT NOV/OCT EXPENSES	6,084.00
52215	MWH CONSTRUCTORS, INC.	MIRAGRAND WELL EQUIPPING CONSTRUCTION INSPECTION	3,410.00
52216	PEST OPTIONS INC.	MICE/RATS CONTROL	197.95
52217	SAN ANTONIO WATER COMPANY	WATER AVAILABILITY CHARGE 8/31/22 - 10/31/22	4.00
52218	SOCALGAS	FULTON SERVICE 10/05/22 - 11/03/22	14.30
52219	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON - OCT	389.33
52220	TOM DODSON & ASSOCIATES	DELTA CONVEYANCE PROJECT DRAFT ENVIRONMENTAL IMPACT REPORT REVIEW - SEPT/OCT	9,000.00
52221	TURNER, MARISSA	11/6-9/22 CSDA BOARD SECRETARY CONFERENCE EXPENSES	34.19
52222	WEX BANK	FUEL 10/1/22 - 10/31/22	2,431.66
52223	JCI JONES CHEMICALS, INC.	CHLORINE	11,739.55
52224	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - OCT	480.35
52225	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	30,463.45
52226	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	5,757.42
52227	ACWA/JPIA	AUTO & GENERAL LIABILITY PROGRAM - 10/1/22 - 10/1/23	90,010.00
52228	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - DECEMBER 2022	45,797.96



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List

Item 7.B - Exhibit A

November 2022

General Checks 52195 through 52249
Payroll Wire Transfer 3390 through 3406 and 1283333
Payroll Checks 15109 through 15163

Check Number	Vendor	Description	Paid Amount
52229	AFLAC	AFLAC SUPP. INS: NOVEMBER 2022 (EMPLOYEE REIMBURSED)	1,146.90
52230	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES- OCT	18,870.00
52231	CALLTOWER INC.	TELEPHONE SYSTEM REPLACEMENT	9,210.84
52232	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - NOV	1,845.08
52233	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE/FUEL SURCHARGE - NOV	3,025.26
52234	LANCASTER, CHRISTOPHER W.	CALIFORNIA WATER 2022 - TVMWD ENHANCES WATER SUPPLY ADS	7,800.00
52235	LIEBERT CASSIDY WHITMORE	LEGAL FEES - OCT	3,610.50
52236	PUBLIC WATER AGENCIES GROUP	EMERGENCY PREPAREDNESS MONTHLY ASSESSMENT	963.75
52237	RELIANCE STANDARD LIFE INS CO.	GROUP LIFE INSURANCE: NOVEMBER 2022	1,371.63
52238	RELIANCE STANDARD LIFE INS.	ST/LT DISAB: NOVEMBER 2022	1,000.66
52239	SGV ECONOMIC PARTNERSHIP	DIRECTOR LEVEL MEMBERSHIP DUES	6,000.00
52240	SGV WATER ASSOCIATION	11/10/22 ANNUAL MEETING - GOYTIA	30.00
52241	BLUE CAN COMPANY LLC	CAN PURE DRINKING WATER	4,965.00
52242	CLS LANDSCAPE MANAGEMENT	MIRAMAR IRRIGATION LEAKING LINE REPAIR	274.00
52243	COLE, JONATHAN J.	DENTAL & VISION PREMIUM OVERPAYMENT - DEC	50.93
52244	HARRIS & ASSOCIATES, INC.	WATER STANDBY CHARGE ASSESSMENT ADMINISTRATION FEES FY 22/23	12,500.00
52245	PC CONSULTING SERVICES INC.	11/15/22 TVMWD TEAM BUILDING AND BOARD TRAINING AND WORKSHOP	4,000.00
52246	SAN ANTONIO WATER COMPANY	PURCHASE 500 AF OF STORAGE WATER	250,000.00
52247	SOUTHERN CALIFORNIA EDISON	MIRAMAR/GRAND AVE - NOV	318.45
52248	SOUTHERN CALIFORNIA EDISON	FULTON/WILLIAMS - OCT	2,500.00
52249	UNITED STATES TREASURY	2019 PATIENT-CENTERED OUTCOMES RESEARCH PENALTIES/INTEREST	37.00
TOTAL AMOUNT OF CHECKS LISTED			\$ 594,124.35
12832	METROPOLITAN WATER DISTRICT	SEPTEMBER 2022 MWD WATER INVOICE	4,566,820.90
TOTAL AMOUNT OF WIRE TRANSFERS			\$ 4,566,820.90
3390	FEDERAL TAX PAYMENT	FED TAX: OCTOBER 30 PAYROLL	21,631.12
3391	BASIC	HEALTH SAVINGS ACCT: OCTOBER 30 PAYROLL	1,564.98
3392	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: OCTOBER 30 PAYROLL	22,754.01
3393	STATE TAX PAYMENT	STATE TAX: OCTOBER 30 PAYROLL	7,648.66
3394	LINCOLN FINANCIAL GROUP	401A DEFERD: OCTOBER 30 PAYROLL	1,750.00
3395	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: OCTOBER 30 PAYROLL	3,193.15
3396	FEDERAL TAX PAYMENT	FED TAX: NOVEMBER 13 PAYROLL	21,425.76
3397	BASIC	HEALTH SAVINGS ACCT: NOVEMBER 13 PAYROLL	1,344.98
3398	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: NOVEMBER 13 PAYROLL	22,913.01



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List

Item 7.B - Exhibit A

November 2022

General Checks 52195 through 52249
Payroll Wire Transfer 3390 through 3406 and 1283333
Payroll Checks 15109 through 15163

Check Number	Vendor	Description	Paid Amount
3399	STATE TAX PAYMENT	STATE TAX: NOVEMBER 13 PAYROLL	7,468.84
3400	LINCOLN FINANCIAL GROUP	401A DEFRD: NOVEMBER 13 PAYROLL	1,750.00
3401	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: NOVEMBER 13 PAYROLL	3,025.00
3402	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: BOARD-NOVEMBER 2022	4,646.75
3403	FEDERAL TAX PAYMENT	FED TAX: BOARD-NOVEMBER 2022	1,388.80
3404	BASIC	HEALTH SAVINGS ACCT: BOARD-NOVEMBER 2022	541.66
3405	STATE TAX PAYMENT	STATE TAX: BOARD-NOVEMBER 2022	314.77
3406	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: BOARD-NOVEMBER 2022	905.00
1283333	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: NOVEMBER 13 PAYROLL	11,495.82
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 135,762.31

PAYROLL SUMMARY

Check# 15109 - 15163

TOTAL AMOUNT OF PAYROLL CHECKS LISTED	\$ 193,163.41
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TOTAL November 2022 CASH DISBURSEMENTS	\$ 5,489,870.97
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THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
November 2022
Umpqua Bank E-Payables Invoice Detail Check 52225
Umpqua Bank Credit Cards Invoice Detail Check 52226

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
52225	APPLIED TECHNOLOGY GROUP, INC	PWAG RADIO MONTHLY CHARGE - OCT	30.00
52225	AT&T MOBILITY LLC	WIRELESS SERVICE 10/3/22 - 11/2/22	33.00
52225	AZUSA LIGHT & WATER	ELECTRIC UTILITY 8/12/22 TO 9/13/22	27.56
52225	B & K ELECTRIC WHOLESAL	REMOTE CABLE/ETHERNET TCP/IP COMMUNICATION MODULES	4,240.85
52225	BASIC	FSA & HRA ADMINISTRATION FEES	125.00
52225	CHARTER COMMUNICATIONS	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 9/09/22 - 10/20/22	349.97
52225	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - SEPT	179.14
52225	CLAREMONT COURIER	NEWSPAPER SUBSCRIPTION	138.32
52225	DISTRIBUTOR OPERATIONS INC.	UPS BATTERIES FOR 5TH & WHITE/INDIAN HILL	192.72
52225	ENVIRONMENTAL RESOURCE ASSOC.	RESIDUAL CHLORINE	151.77
52225	FRONTIER	DSL FOR SCADA 9/10/22 - 10/09/22	95.98
52225	GOLDEN STATE WATER COMPANY	MIRAGRAND WELL WATER PURCHASE 8/15/22 - 9/15/22	133.37
52225	GRAINGER	HEAT OR COOL MECH TSTAT	121.38
52225	HACH COMPANY	NITRITE/AMMONIA MONOCHLORAMINE/AMMONIA SALICYTE/HARDNESS KIT	1,024.57
52225	HARRINGTON IND PLASTICS, LLC	VALVE BALL/CLAMP PIPES/TEES/SOLVENT CEMENT/PRIMER/TUBINGS/CAPS/ELBOWS	3,043.30
52225	HD SUPPLY FACILITIES MAINT LTD	AMMONIA MONOCHLORAMINE/HARDNESS MONITOR KIT/DILUTION WATER/DESICCANT CARTRIDGE/SALT	1,737.26
52225	KNOWBE4 INC	3 YRS CYBER SECURITY TRAINING SUBSCRIPTION	5,643.00
52225	LIGHT BULBS ETC.	LIGHT BULBS	114.36
52225	MC MASTER-CARR SUPPLY CO.	WORM-DRIVE CLAMP	114.06
52225	MERCER, DUSTIN DBA MCC QUALITY	JANITORIAL SERVICE - OCT	1,375.00
52225	OFFICE DEPOT	PAPER	101.84
52225	TELEPACIFIC COMMUNICATIONS	TELEPHONE/INTERNET SERVICES 9/16/22 - 10/15/22	2,204.27
52225	THE CRANE GUYS LLC	CRANE SERVICES	1,226.50
52225	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - OCT	85.25
52225	UPS	SHIPPING CHARGES	94.57
52225	VERIZON WIRELESS	CELLULAR/IPAD/HARNESS FLEET SERVICES/MOBILE BROADBAND 9/26/22 - 10/25/22	878.84
52225	VIA PROMOTIONALS	SPORT & FITNESS WATER BOTTLES/POLO SHIRTS WITH LOGO	5,925.72



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2022
 Umpqua Bank E-Payables Invoice Detail Check 52225
 Umpqua Bank Credit Cards Invoice Detail Check 52226

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
52225	VWR INTERNATIONAL INC.	HARDNESS STABILIZING UNIT/THERMOMETER MAGNIFIER/TRYPIC SOY BROTH/TRYPIC GLUCOSE AGAR	891.89
52225	WESTERN WATER WORKS SUPPLY CO	NON-ASBESTOS GASKET MATERIAL	183.96
TOTAL AMOUNT OF UMPQUA BANK E-PAYABLES SERVICES INVOICE			\$ 30,463.45
LANG	AMERICA'S TIRE COMPANY	TIRES FOR DISTRICT VEHICLE	1,531.62
52226	CLAREMONT CHAMBER OF COMMERCE	10/11/22 CHAMBER BUSINESS OVER BREAKFAST - BOWCOCK	20.00
52226	HIRSCH PIPE & SUPPLY	CAUSTIC LINE PVC PIPES/TURBIDITY METER BUSH/COUPLING/PVC PIPES	165.18
52226	MCFADDEN-DALE INDUST HARDWARE	WEDGE ANCHORS/FLAT WASHERS/LAG BOLTS	207.74
52226	MICROBIOLOGICS INC	ESCHERICHIA COLI	1,087.07
52226	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - OCT	1,688.08
52226	NEWEGG	SURFACE PRO CHARGER	35.58
52226	OTTO SYSTEMS	CL2 HOISTS CONTRACTORS/SHOES	432.92
52226	QUICK QUACK CAR WASH	DISTRICT VEHICLE CAR WASH MEMBERSHIP	31.99
52226	SCWUA	11/1/22 LARIOS/LARSON/SUAREZ / 11/7/22 AGUIAR/HARBERSON/LANG/LARIOS / 11/17/22 BOWCOCK/DE JESUS	310.04
52226	SGV WATER ASSOCIATION	11/10/22 ANNUAL MEETING - DE JESUS/HOWIE/LEE/LITCHFIELD	120.00
52226	UPS	ROLL OF STAMPS	85.00
52226	ZOOM VIDEO COMMUNICATIONS INC.	CLOUD RECORDING	42.20
TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE			\$ 5,757.42



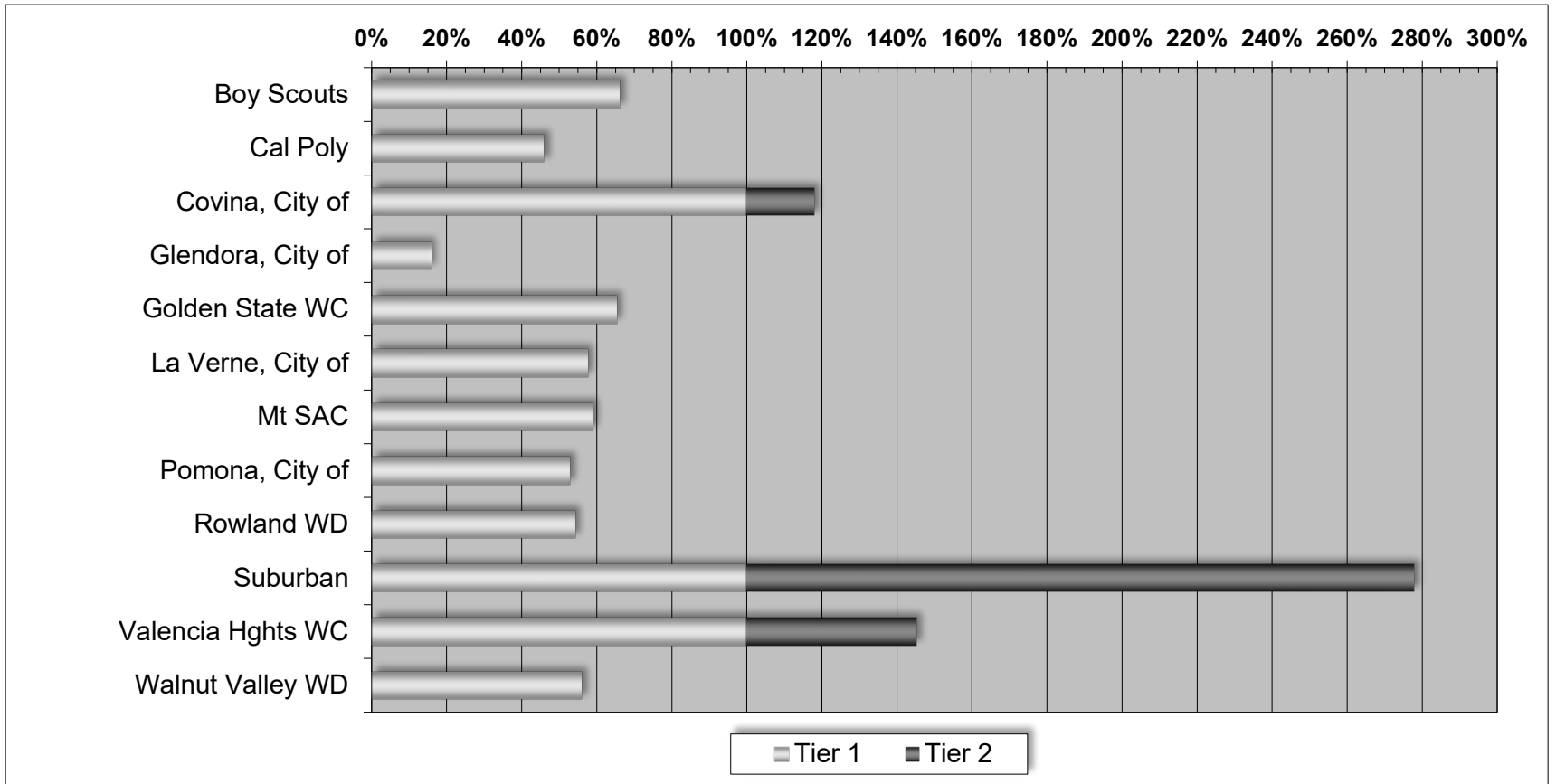
**Tier 1 Balance (in Acre-Feet)
Calendar Year 2022
(through November 2022)**

Agency	Tier 1 Allocation					Balance
		Weymouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	23.5	0.0	0.0	0.0	12.1
Cal Poly Pomona	269	123.5	0.0	0.0	0.0	145.5
Covina, City of *	1,568	67.9	0.0	1,780.3	0.0	-280.2
Glendora, City of *	4,101	635.9	0.0	0.0	0.0	3,465.4
Golden State Water Company *	15,714	6,993.6	3,065.3	189.3	0.0	5,465.6
La Verne, City of	8,026	0.0	4,611.4	0.0	0.0	3,414.9
Mt San Antonio College	699	410.8	0.0	0.0	0.0	288.2
Pomona, City of *	7,052	3,538.9	175.7	0.0	0.0	3,337.7
Rowland Water District *	14,741	7,396.4	576.4	0.0	0.0	6,768.1
Suburban Water Systems *	1,961	2,779.1	0.0	2,668.8	0.0	-3,486.9
Three Valleys MWD	NA				0.0	NA
Valencia Heights Water Co *	464	452.7	0.0	220.9	0.0	-209.5
Walnut Valley Water District *	26,057	13,798.8	781.4	0.0	0.0	11,476.5

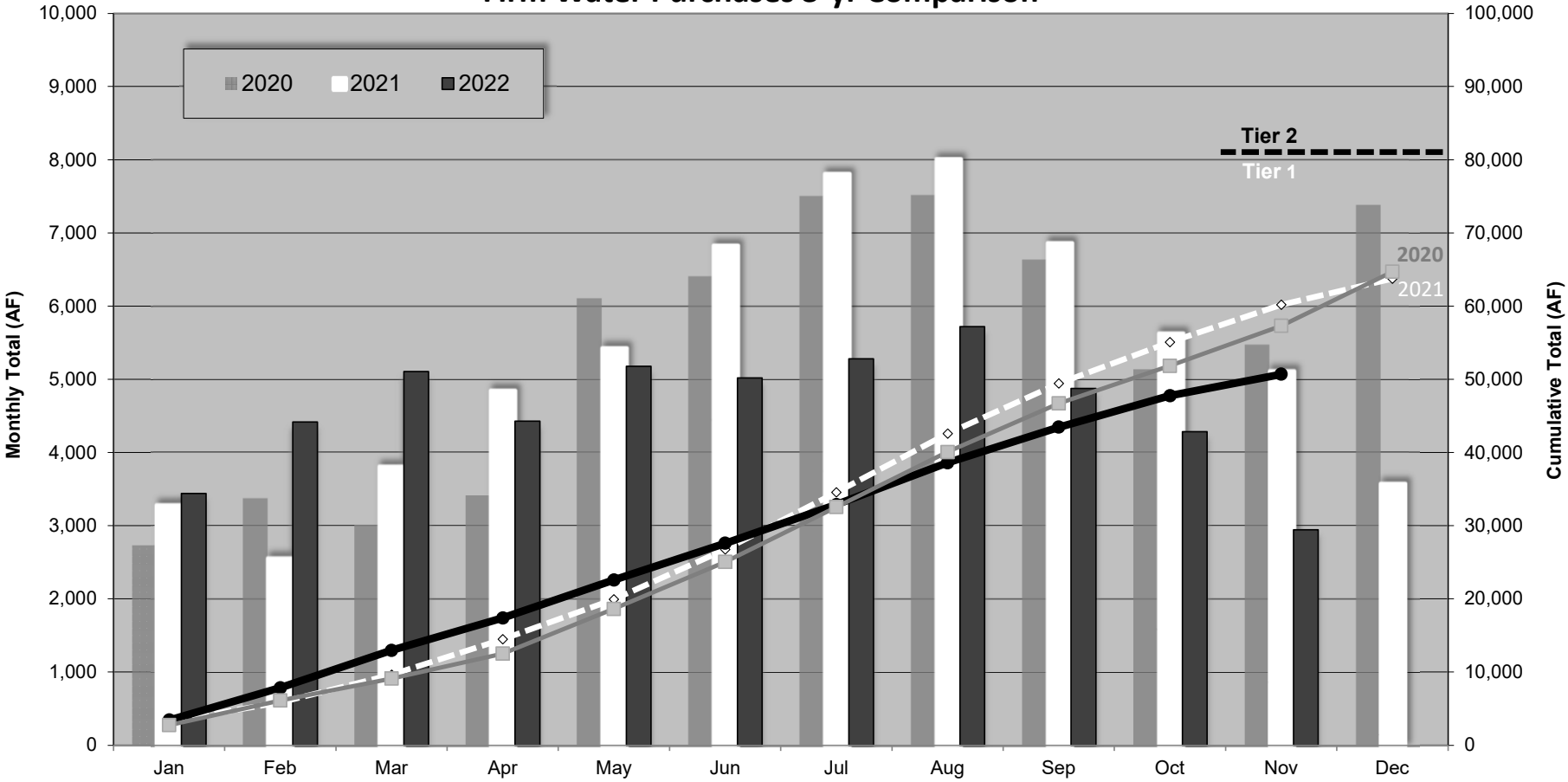
* Deliveries to JWL are assigned to Pomona, RWD, and WVWD.
 Deliveries to BGL are assigned to Suburban, VHWC, GSWC and WVWD.
 Deliveries to CIC are assigned to Covina, Glendora, GSWC, SWS, and VHWC.
 Quantities apportioned to above agencies are preliminary based on available data.

TVMWD Tier 1 Allowable = 80,688
MWD Tier 1 Deliveries = 50,694
TVMWD Tier 1 Balance = 29,994

Overage by Individual Agencies -3,976.6



TVMWD Firm Water Purchases 3-yr Comparison



2022 Firm Water Usage (AF)													
Direct Delivery	3,439.7	4,417.0	5,106.7	4,429.2	5,177.5	5,020.3	5,278.5	5,719.3	4,875.9	4,285.1	2,945.1	0.0	50,694.5
Spreading Delivery	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	3,439.7	4,417.0	5,106.7	4,429.2	5,177.5	5,020.3	5,278.5	5,719.3	4,875.9	4,285.1	2,945.1	0.0	50,694.5

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

NOVEMBER 2022

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 November (unless otherwise noted)

	Location	Results		Limits	Water Quality Goals
Turbidity	Raw	0.44	NTU	N/A	
Turbidity	Reservoir Effluent	0.05	NTU	0.3	0.04-0.08 NTU
MIB	Lake Silverwood	2	ng/L	N/A	DWR results as of Nov 30, 2022
Geosmin	Lake Silverwood	4	ng/L	N/A	DWR results as of Nov 30, 2022
Total Trihalomethanes	Distribution System	37.5-38.4	µg/l	80	Ranges from 4 distribution locations (Sep 2022 results)
Haloacetic Acids	Distribution System	2.9-5.3	µg/l	60	
Nitrate	Reservoir Effluent	0.7	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)	1.10		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	574.4 AF	1785.1 AF	32.2%

Monthly Well Production

	Days in service		Same month prior year	Days in service
Well #1	0	0.0 AF	24.0 AF	25
Well #2	0	0.0 AF	53.2 AF	29
Grand Ave Well	0	0.0 AF	63.6 AF	29
Total Monthly Well Production		0.0 AF	140.7 AF	

Monthly Sales

La Verne	279.9 AF	48.7%
GSWC (Claremont)	145.8 AF	25.4%
GSWC (San Dimas)	0.0 AF	0.0%
PWR-JWL	148.2 AF	25.8%
Pomona (Mills)	0.0 AF	0.0%
TVMWD Admin	0.6 AF	0.1%
Total Potable Water Sold	574.4 AF	100.0%

Year To Date 2022-23

	Actual	Budget	% of Budget
Potable Water Sold from Miramar Plant (100%)	3,680.4 AF	10,189.7 AF	36.1%
Total Well Production (0%)	0.0 AF	861.1 AF	0.0%
Total Potable Water Sold (Plant & Wells)	3,680.4 AF	11,050.8 AF	33.3%
Average monthly water sold	736.1 AF		

Hydroelectric Generation (kWh) FY 2022-23

	Monthly kWh		YTD kWh		
	Actual	Budget	Actual	Budget	% of Budget
Miramar					
Hydro 1	17,078	166,084	266,147	553,613	48.1%
Hydro 2	0	16,014	79	89,680	0.1%
Hydro 3	226	32,461	15,606	181,780	8.6%
Williams	17,840	57,832	17,840	355,256	5.0%
Fulton	0	46,410	0	154,701	0.0%
	35,144	318,801	299,672	1,335,030	22.4%

Operations/Maintenance Review

Special Activities

- ▶ New batteries were installed in the plant golf cart.
- ▶ Operations staff received training on the new portacount device which is used for respirator fit testing. This allows TVMWD to conduct in-house fit testing for the Operators instead of hiring a contractor.
- ▶ Operations staff Installed a new battery disconnect switch on the Vactor trailer to help with battery drawdown during storage.
- ▶ Cla-Val service work has begun at Williams, 6th/White, Emerald and 5th/White service connections.
- ▶ Williams Hydro was rebuilt and is now operational.
- ▶ The M541 backwash recovery pump motor was removed due to a ground fault short in the motor winding.
- ▶ The L.A. County Fire CalARP conducted a inspection of the Miramar Treatment Plant. They had several recommendations including some seismic modifications to the ammonia tank.

Outages/Repairs

- ▶ None

Unbudgeted Activities

- ▶ None

Other

- ▶ The District hosted T5 training classes for approximately 3 in-house Operations staff and several Operators from outside agencies. This is in preparation for the upcoming T5 exam.

Submitted by: Steve Lang
 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 \$	
11/2/2022	TVMWD BOD Meeting	La Verne	Claremont	10	\$6.25	\$200.00
Regular Board meeting to discuss issues within the district and receive my 20 year pin given to me by the district.						
11/7/2022	Executive TVMWD BOD Meeting	La Verne	Diamond Bar	18	\$11.25	\$200.00
Regular meeting with the GM and the Board President to discuss upcoming meeting.						
11/8/2022	Claremont Chamber Breakfast	La Verne	Claremont	8	\$5.00	\$200.00
Regular monthly meeting of the local business in Claremont.						
11/9/2022	ACWA Region 8 Meeting	La Verne	Virtual	0	\$0.00	\$200.00
Preparing for the upcoming Conference in Palm Desert.						
11/14/2022	Citrus BOD Meeting and Investment Committee Meeting	La Verne	Glendora	18	\$11.25	\$200.00
Regular monthly meeting to discuss Scholarships and Investments for the Foundation.						
11/15/2022	TVMWD Special BOD Meeting	La Verne	Diamond Bar	18	\$11.25	\$200.00
A retreat type meeting with a moderator to discuss ways of improving the Board of Directors.						
11/16/2022	TVMWD BOD Meeting	La Verne	Claremont	10	\$6.25	\$200.00
Regular monthly meeting to discuss issues within the district.						
11/17/2022	SCWUA Meeting	La Verne	Pomona	8	\$5.00	\$200.00
Recipients for their Doctor of Water and Scholarships for USC students.						
11/28/2022	ACWA JPIA Conference	La Verne	Palm Desert	115	\$71.88	\$200.00
Conference for all agencies within California meet and attend special training for their district. (mileage is one way)						
11/29/2022	ACWA JPIA Conference	La Verne	Palm Desert	0	\$0.00	\$200.00
Water professionals from all over California meet in special classes and workshops for training.						

Approved

Brian Bowcock

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Deferred Comp 7.5 %	(\$150.00)
Subtotal Mileage Reimbursement	\$128.13
Total	\$1,978.13

Tuesday, December 13, 2022

Name: David De Jesus, Division 2

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
11/1/2022	San Gabriel Valley Directors Meeting	Walnut	Arcadia	34	\$21.25	\$200.00
A meeting with several "foothill district" MWD directors met to discuss current issues impacting both operations and at the board level.						
11/2/2022	Board Meeting Workshop	Walnut	Claremont	36	\$22.50	\$200.00
MWD Staff presented a report on non-functional turf replacement program. Other staff related matters were presented for discussion such as the MWD reverse cyclic storage program.						
11/3/2022	Northern Caucus Group Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended the meeting where staff (GM, AGM, and CFO and legislative staff provided updates on their areas of responsibility.						
11/4/2022	Meeting with the GM and Chino Basin Director Kuhn	Walnut	Glendora	17	\$10.63	\$200.00
The meeting held with the GM to discuss issues related with MWD staff and Board related matters. In addition, discussion shifted to Chino Basin issues.						
11/10/2022	San Gabriel Valley Water Assoc. Annual Membership Meeting	Walnut	Pomona	12	\$7.50	\$200.00
Attended the annual meeting and heard a Sacramento Legislative update from the Association's Lobbyist Paul Gonsalves (in particular on SB 1157 regarding indoor water use) . In addition the attendees also heard a presentation titled "City Works Workshop on Drought Management by Tony Zampielo.						
11/15/2022	TVMWD Special Board Workshop	Walnut	Pomona	8	\$5.00	\$200.00
The 3rd in a series of Board mini retreats to address Board related aspects and roles of the Chair. Policy amendments were discussed with staff to bring back a draft for possible adoption.						
11/16/2022	Three Valleys Board Meeting	Walnut	Claremont	36	\$22.50	\$200.00
Routine staff and board member reports addressing the MOU for the Colorado River Basin were provided including special recognition and tribute for outgoing Board Member Brian Bowcock.						
11/17/2022	So. Cal Water Utilities Assoc. Meeting	Walnut	Pomona	10	\$6.25	\$200.00
James D. Ciampa, a partner with the firm of Lagerlof provided the attendees with Sacramento updates and the legal implications to water agencies in the coming year.						
11/28/2022	ACWA Conference	Walnut	Palm Desert	0	\$0.00	\$200.00
Meetings with Directors Kuhn, Bowcock and others during the ACWA JPIA Insurance meetings throughout the day.						
11/30/2022	ACWA Conference (day 3)	Walnut	Palm Desert	0	\$0.00	\$200.00
The highlight of the day was the afternoon Federal Issue Forum. At the meeting, Department of Interior's top officials provided key policy and water supply updates, including 2023 Colorado River and Central Valley Project water supply scenarios, implementation of federal infrastructure funding and the latest on Buy America provisions.						

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)		Miles	Mileage \$	Compensation
		From City	To City			
<hr/>						
Approved						
Subtotal Meeting Compensation:					\$2,000.00	
Mandatory Deferred Comp 7.5 %					(\$150.00)	
Subtotal Mileage Reimbursement					\$95.63	
Total					\$1,945.63	

David De Jesus

Tuesday, December 13, 2022

Name: David De Jesus, MWD

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
11/7/2022	MWD Committee Meeting Day	Walnut	Virtual	0	\$0.00	\$200.00
Attended the meetings via Zoom, will provide oral summary of meetings that provided pertinent information at the board.						
11/8/2022	MWD Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended the monthly meetings via zoom as did most directors. Oral report to be provided.						
11/9/2022	Colorado River Board Meeting	Walnut	Ontario	0	\$0.00	\$200.00
Attended the board meeting as the voting alternate. Colorado River supplies seem to be the main focus of the meeting as negotiations commence.						
11/11/2022	Meeting with Brent Yamasaki Operational Manager	Walnut	Virtual	0	\$0.00	\$200.00
Meeting was held to discuss sensitive information regarding the Sepulveda Feeder shutdown per GM letter dated November 9th. Follow-up meeting later in the month once more information is obtained with head of security.						
11/14/2022	Meeting with AGM Upadahay	Walnut	Virtual	0	\$0.00	\$200.00
In depth discussion with AGM regarding a number of various matters. Items included One Water (Pure Water) project program including the strategy to secure more grant funding.						
11/18/2022	Meeting with William Hasencamp CRA Resource Manager	Walnut	Virtual	0	\$0.00	\$200.00
Monthly update which included a post-Colorado Board Meeting that led to the discussion of developing water supply scenarios and the upcoming Colorado Water Users Association talking points.						
11/21/2022	Meeting with MWD Security Manager Tomer Benito	Walnut	Virtual	0	\$0.00	\$200.00
Meeting was held to discuss the status of the discovery of human remains in the Sepulveda Pipeline. The details of which must remain in confidence pending a thorough investigation by multiple agencies and information as may be released at the conclusion.						
11/22/2022	MSU Class Session #4 of 6	Walnut	Virtual	0	\$0.00	\$200.00
Presenter provided an analysis on the effects of the Flint, MI water infrastructure deficiencies. Focus revolved around the Water treatment plant and its inability to handle the water quality issues resulting from the issues arising from the switching of source water between Lake Huron and the Flint River. The increase in iron content led to a Legionella outbreak that as we all read led to several deaths.						
11/23/2022	MSU Class Session #5 of 6	Walnut	Virtual	0	\$0.00	\$200.00
Review of the devastating effects of Hurricanes and accompanying flooding. Focus was placed on FEMA's policies and designation/definition of 100 year storm events throughout the United States. New Orleans was used as the example and methods provided on how best to prepare for such events. Certificate of completion pending the final session on December 2nd.						
11/29/2022	ACWA Conference (day 2)	Walnut	Palm Desert	0	\$0.00	\$200.00
At the request of MWD Chairwoman attended the multiple agency meeting with GM and staff to represent MWD in her absence.						

Approved

David De Jesus

#####

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

Name: Carlos Goytia, Division 1

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
11/2/2022	TVMWD Board Meeting	Pomona	Claremont	32	\$20.00	\$200.00
Attended and participated in board discussions and deliberations.						
11/4/2022	TVMWD Leadership Workshop series	Pomona	Virtual	0	\$0.00	\$200.00
Met with moderator Charley Wilson for one on one discussion on leadership workshop agenda.						
11/7/2022	Spadra Basin Executive Committee Meeting	Pomona	Virtual	0	\$0.00	\$200.00
Attended and participated in committee discussions as TVMWD Rep.						
11/8/2022	SGVCOG Water policy committee	Pomona	Virtual	0	\$0.00	\$200.00
Attended and participated in board discussions and deliberations.						
11/9/2022	Pomona C19 Action Committee	Pomona	Virtual	0	\$0.00	\$200.00
Hosted by Mayor Tim Sandoval/COVID 19 Action Committee group panel discussions on how to continue to meet the basic needs of community post pandemic.						
11/10/2022	SGV Water Association.	Pomona	Pomona	12	\$7.50	\$200.00
Attended quarterly breakfast meeting and presentation by guest speaker.						
11/15/2022	TVMWD Special Board Meeting	Pomona	Pomona	8	\$5.00	\$200.00
Leadership Series 3. attended and participated in workshop discussions and exercises.						
11/16/2022	TVMWD Board Meeting	Pomona	Claremont	32	\$20.00	\$200.00
Attended and participated in Board discussions and deliberations.						
11/21/2022	Pomona City Council Meeting	Pomona	Pomona	8	\$5.00	\$200.00
Attended meeting as TVMWD Rep./ met with Mayor Sandoval and Councilmember Preciado to discuss issues related to Division 1. Districts 2,3 and 5.						
11/22/2022	Pomona Water Resources Dept. Meeting	Pomona	Pomona	8	\$5.00	\$200.00
Attended meeting with WRD Director Chris Diggs to discuss water related issues that pertain to my Division and to discuss future collaborations and methods to strengthen our relations with our constituency.						

Approved:

Carlos Goytia

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Deferred Comp 7.5%	(\$150.00)
Subtotal Mileage Reimbursement	\$62.50
Total	\$1,912.50

Name: Bob Kuhn, Division 4

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
11/2/2022	Board Workshop	Glendora	Claremont	20	\$12.50	\$200.00
Krista Guerrero MWD Turf Replacement update, Review Colorado River Memorandum of understanding, update on Delta Conveyance project						
11/3/2022	One on One Meeting with Charley Wilson	Glendora	Virtual	0	\$0.00	\$200.00
Up date of issues with Charlie Wilson and Board						
11/15/2022	Meeting with TVMWD Board and Charlie Wilson	Glendora	Pomona	18	\$11.25	\$200.00
Update on the last two meetings with Charlie Wilson, Specific issue rotation of board officer if needed or not.						
11/16/2022	Board meeting	Glendora	Claremont	20	\$12.50	\$200.00
Business of the District issues discussed at the workshop this months acted on.						
11/27/2022	Travel to JPIA and ACWA conference	Glendora	Indian Wells	110	\$68.75	\$200.00
Time traveling to the convention (mileage is one way)						
11/28/2022	JPIA Board of Directors meeting	Glendora	Indian Wells	0	\$0.00	\$200.00
Business of JPIA and updates on coming trends for Property Coverage and Cyber Insurance						
11/29/2022	ACWA Conference	Glendora	Indian Wells	0	\$0.00	\$200.00
Attended the ACWA Conference and meeting with Senator Barbara Boxer and WQA staff. Introduction to her Son that is doing recovery work on PFOF.						

Approved

Bob Kuhn

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

Tuesday, December 13, 2022



Expenses

Bob Kuhn

Meeting Date	Meeting name	
	Membership dues for Glendora Chamber of Commerce, paid on October 24, 2022 w/personal checking acct	
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	\$300.00	\$300.00

Tuesday, December 13, 2022

Total Reimbursement: \$300.00



Glendora Chamber of Commerce

224 N. Glendora Ave., Glendora, CA 91741

Phone 626.963.4128

Fax 626.914.4822

info@Glendora-Chamber.org

www.Glendora-Chamber.org

Dear Chamber Partner:

On behalf of the Glendora Chamber of Commerce Staff and our Board of Directors, we would like to thank you for your partnership over the last year.

Your continued commitment to the Chamber enables us to:

- **Stimulate the local economy** through programs, events, and services that spotlight area business, promote business activities, and encourage entrepreneurs.
- **Advocate for business** by building positive relationships with local, state, and federal elected officials to promote a pro-business climate and adopt positions to influence public policy.
- **Administer** the Glendora COVID Relief Grant Program, where we delivered over **\$1.8 Million** to our businesses in the form of grants.
- And much more!

If you have any questions or want to discuss your chamber investment further, please reach out to our *Membership & Events Coordinator Michele Street* at **(626) 963-4128** or **Michele@Glendora-Chamber.org**.

For future updates about upcoming events, education opportunities, and more, keep an eye on our E-Newsletters delivered to your email and Chamber calendar at **Glendora-Chamber.org**.

Thank you for your continued support of the Glendora Chamber of Commerce. We look forward to serving you in the coming year, and please let us know what we can do to help *Promote, Connect, and Grow* your business.

Sincerely yours,

Joe Cina
President/CEO

Promote, Connect, & Grow



Glendora Chamber of Commerce
 224 N Glendora Ave
 Glendora, CA 91741
 (626) 963-4128 | fax: 626-914-4822
 info@glendora-chamber.org

Chamber

Renewal

Invoice Date: 10-1-2022
 Invoice Number: 21425081

Three Valleys MWD
 Bob Kuhn
 1021 E. Miramar Ave.
 Claremont, CA 91711

Thank you for your membership!

Terms **Due Date**
 Net 30 10/31/2022

Description	Quantity	Rate	Amount
Valued at more than \$3000: Directory Listings on the Chamber, Shop Glendora, Glendora City News Sites & Chamber App, Business Advocacy, Exclusive Discounts on Events & Services, No Additional Cost Marketing in our Newsletters, e-blasts, and lobby, Outreach & Visibility Networking & Referrals, Information, Resources & Much Much More!	1	\$300.00	\$300.00

P A I D

Date: 10/24/22 Chk # _____

Subtotal: \$300.00
 Tax: \$0.00
 Total: \$300.00
 Payment/Credit Applied: \$0.00
 Balance: \$300.00

Login to your Member Center to pay online.

- Go to <http://glendora-chamber.chambermaster.com/login> to login or retrieve forgotten login credentials. Or create your login account for the first time at this registration page: <https://glendora-chamber.chambermaster.com/CreateAccount?ccid=2149&email=bgkuhn@aol.com&repID=4025>.
- Pay online, check out your additional Member Benefits, update your member page and contact information



Name: Jody Roberto, Division 5

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
11/7/2022	General Manager Executive Meeting	Diamond Bar	Pomona	10	\$6.25	\$200.00
Met with Matt and Brian to discuss the upcoming agenda and district business.						
11/8/2022	Rowland Water District Board Meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
Mike and Sylvie attended the meeting in person and I attended virtually. Board discussed and voted on regular district business. GM Tom Coleman expressed concern to Mike regarding the Colorado River Basin MOU between TVMWD and MWD.						
11/14/2022	San Gabriel Valley Chamber of Commerce Government Affairs Committee	Diamond Bar	Virtual	0	\$0.00	\$200.00
Anthony Duarte reported on the election results for the State and Local races. The committee elected Larry Black as the new Chair for the committee. Legislative reps gave reports from their offices and Kirk provided TVMWD update.						
11/15/2022	TVMWD Board Workshop	Diamond Bar	Pomona	10	\$6.25	\$200.00
The board held a workshop to discuss policy changes regarding leadership roles and responsibilities.						
11/16/2022	TVMWD Board meeting	Diamond Bar	Claremont	38	\$23.75	\$200.00
The board discussed and approved district business. Brian received his 20 year pin along with a resolution from the board for his many contributions to Three Valleys. Board members shared our heart felt appreciation to Brian.						
11/17/2022	Meeting with Jeff Hanlon	Diamond Bar	Claremont	38	\$23.75	\$200.00
I joined Matt in welcoming Jeff to Three Valleys when Jeff went in for his orientation and meet and greets with staff.						
11/22/2022	Meeting with Matt	Diamond Bar	Virtual	0	\$0.00	\$200.00
Matt and I met virtually to discuss district business and board assignments.						
Approved					Subtotal Meeting Compensation:	\$1,400.00
					Mandatory Deferred Comp 7.5%	(\$105.00)
Jody Roberto					Subtotal Mileage Reimbursement	\$60.00
					Total	\$1,355.00

Monday, December 12, 2022

Name: Jody Roberto, Division 5

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
11/7/2022	Spadra Basin Executive Committee Meeting	Virtual

The committee discussed going back to in-person meetings starting in January. Sherry Shaw reported the new monitoring well has been completed.

11/16/2022	Six Basins Watermaster Board Meeting	Claremont
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Brian introduced me and announced I would be taking his place on the committee. The board adopted the 2023 Operating Safe Yield and the 2023 Budget.

Monday, December 12, 2022

Name: Danielle Soto, Division 6
 Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
11/2/2022	TVMWD Regular Meeting	Pomona	Virtual	0	\$0.00	\$200.00

I virtually attended and participated in the regular meeting of Three Valleys.

11/7/2022	Facilitator One-on One	Pomona	virtual	0	\$0.00	\$200.00
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Met virtually with facilitator Charlie Wilson in advance of the Board Workshop.

Approved

 Danielle Soto

Monday, December 12, 2022

Subtotal Meeting Compensation:	\$400.00
Mandatory Deferred Comp 7.5%	(\$30.00)
Subtotal Mileage Reimbursement	\$0.00
Total	\$370.00



Name: Mike Ti, Division 7

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
11/2/2022	Three Valleys MWD Regular Board Meeting	West Covina	Claremont	36	\$22.50	\$200.00
Three Valleys MWD Regular Board Meeting - heard public comments, discussions on organization chart and salary schedule, the Colorado River Basin MOU, Delta Conveyance Project draft EIR comment letter, reverse cyclic program, and urban drought community funding opportunities from DWR.						
11/3/2022	Pre-Board Workshop Meeting with Facilitator Charley Wilson	West Covina	Virtual	0	\$0.00	\$200.00
Pre-Board Workshop Meeting with Facilitator Charley Wilson - discussed issues related to and preferences for board leadership terms and policy in preparation for upcoming special board workshop.						
11/8/2022	Rowland Water District Regular Board Meeting	West Covina	Rowland Heights	7	\$4.38	\$200.00
Rowland Water District Regular Board Meeting - heard presentation on administrative changes for automobile allowance for assistant GM, consideration for Juneteenth as a district holiday, update on P-W-R joint water line commission financial statement, and additional funding for security upgrades.						
11/9/2022	Main San Gabriel Basin Water Management Committee Meeting	West Covina	Virtual	0	\$0.00	\$200.00
Main San Gabriel Basin Water Management Committee Meeting - heard discussions on water supply resulting from recent rain, update on imported water supply conditions, Colorado River MOU, quagga mussels plan for recharging CRA water, and PFAS monitoring.						
11/14/2022	Walnut Valley WD Regular Board Meeting	West Covina	Virtual	0	\$0.00	\$200.00
Walnut Valley WD Regular Board Meeting - heard presentation on the district's investment portfolio and economic update and wholesale potable water rate adjustment.						
11/15/2022	Three Valleys MWD Special Board Workshop	West Covina	Pomona	15	\$9.38	\$200.00
Three Valleys MWD Special Board Workshop - discussed policy principles for selection procedures for board president and vice president and terms.						
11/16/2022	Three Valleys MWD Regular Board Meeting	West Covina	Claremont	36	\$22.50	\$200.00
Three Valleys MWD Regular Board Meeting - recognized Director Bowcock for his 20-year service, heard public comments, legislative update, water supply update, Colorado River MOU, Delta Conveyance Project draft EIR comment letter, and reverse cyclic program.						
11/28/2022	2022 Fall ACWA	West Covina	Indian Wells	104	\$65.00	\$200.00
2022 Fall ACWA - Travel to Indian Wells, CA and network with other water professionals.						
11/29/2022	2022 Fall ACWA Day #2	West Covina	Indian Wells	0	\$0.00	\$200.00
2022 Fall ACWA Day #2 - Attended PFAS contamination discussion and water management committee; networked with water professionals.						

Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
11/30/2022	2022 Fall ACWA Day #3	West Covina	Indian Wells	0	\$0.00	\$200.00
2022 Fall ACWA Day #3 - Attended Learning from Israel and the Netherlands - Innovative Water Management in Times of Climate Change; meeting and networking.						

Approved

Mike Ti

Monday, December 12, 2022

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Defered Comp 7.5%	(\$150.00)
Subtotal Mileage Reimbursement	\$123.75
Total	\$1,973.75



Expenses

Mike Ti

Meeting Date	Meeting name		
11/28/2022	2022 Fall ACWA		
Travel Expenses (e.g. Airline Ticket, Train Ticket, Parking)		Meal Expenses	
		\$0.00	\$41.45
Lodging Expenses (e.g. Hotel, Motel)		Miscellaneous Expenses	Total Expenses
\$0.00		\$0.00	\$41.45

Meeting Date	Meeting name		
11/29/2022	2022 Fall ACWA Day #2		
Travel Expenses (e.g. Airline Ticket, Train Ticket, Parking)		Meal Expenses	
		\$0.00	\$33.82
Lodging Expenses (e.g. Hotel, Motel)		Miscellaneous Expenses	Total Expenses
\$0.00		\$0.00	\$33.82

Meeting Date	Meeting name		
11/30/2022	2022 Fall ACWA Day #3		
Travel Expenses (e.g. Airline Ticket, Train Ticket, Parking)		Meal Expenses	
		\$0.00	\$95.65
Lodging Expenses (e.g. Hotel, Motel)		Miscellaneous Expenses	Total Expenses
\$0.00		\$0.00	\$95.65

Monday, December 12, 2022

Total Reimbursement:**\$170.92**

Name: Mike Ti, Division 7

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
11/2/2022	Main San Gabriel Watermaster Board	Virtual

Main San Gabriel Watermaster Board Meeting - heard discussions on the fiscal year 2021-22 annual report, draft annual 5-year water quality and supply plan, and authorization to purchase reliability storage water using RDA funds for fiscal year 2021-22.

Monday, December 12, 2022

Casuelas Cafe

73-703 Hwy 111
Palm Desert, CA. 92260
(760)568-0011

Check 65	Table 64
Gail R.	11/28/2022
Guests 1	7:07 PM

Soft Drink Rg	3.95
Steak Picado	28.95

Subtotal	32.90
Tax	2.55

TOTAL	35.45

BALANCE DUE	35.45

Thank You For Dining With Us
Please Pay Your Server

Merchant Copy
Casuelas Cafe


73-703 Hwy 111
Palm Desert, CA. 92260
(760)568-0011

Current Batch: 11282022
Mon 11/28/2022 7:09:20 PM
Check 65 Table 64
Gail R.
Station Term1

Cardholder acknowledges receipt of goods
and/or services in the amount of the
TOTAL shown hereon and agrees to perform
the obligations set forth in the
Cardholder agreement with the Issuer

Visa XXXXXXXXXX [REDACTED]
Approval 07648C

BASE	\$35.45
TIP	<u>6.00</u>
TOTAL	<u>41.45</u>

SIGN X 
TI/MIKE
Merchant Copy

-----VUE GRILLE & BAR-----

Server: Gfa D
 Name: IM Guest
 Area: RESTAURANT
 Table: 110 Covers:
 Receipt: 01607823
 Date: Nov 29/22 Time: 12:11pm

1	Angus Cheese Burge	22.00
1	Fountain Drinks	4.75
Sub-Total:		26.75
Sales Tax		2.07
Receipt Total:		\$28.82

FB Visa \$28.82-
 VS XXXXXXXXXXXX [REDACTED]

Shift4 PRE-AUTH 00702C

Card Name: TI/MIKE

Remaining Balance \$0.00

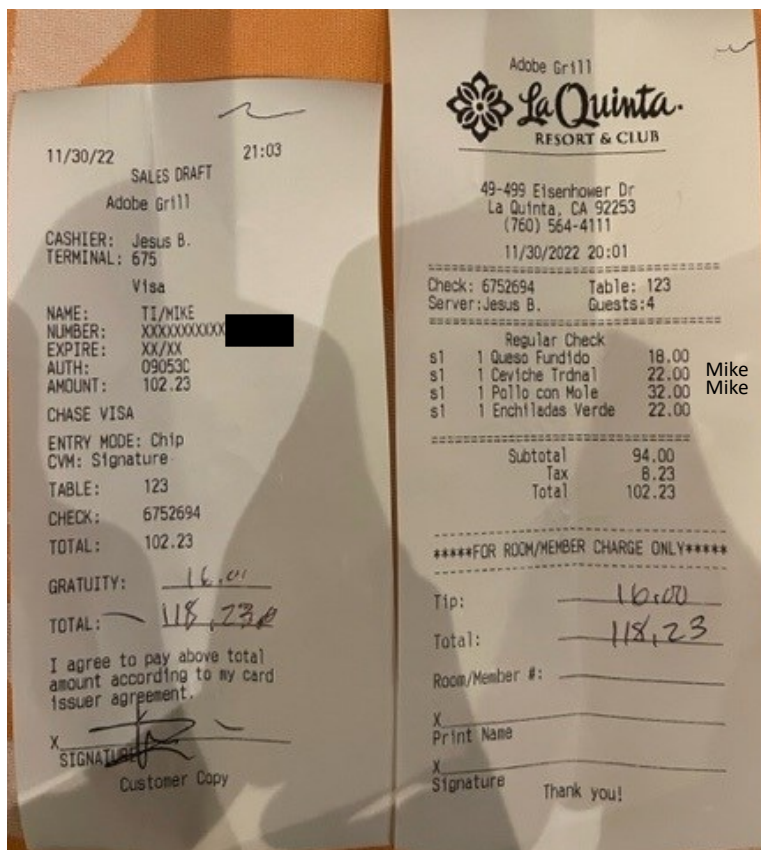
~~This section is for Room Charge only.~~

Gratuity: 5.00

Total: 33.82

Signature _____

ROOM # _____
 HOTEL _____



Meal \$54.00

Tax \$4.73

Tip \$8.00

Total: \$66.73




Mike—Sandwich & soda

Bob—Fruit salad

**BOARD ACTION**

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Resolution No. 22-12-952 Appointing a Representative and Alternate to Serve on the San Gabriel Basin Water Quality Authority Board of Directors**

 Funds Budgeted: \$ Fiscal Impact: \$

Staff Recommendation

The Board will consider adopting Resolution No. 22-12-952 appointing Director Kuhn as representative and President Roberto as alternate to serve on the San Gabriel Basin Water Quality Authority Board of Directors for a four-year term.

Background

The San Gabriel Basin Water Quality Authority (WQA) was established by the State Legislature (SB 1679) on February 11, 1993, to develop, finance, and implement groundwater treatment programs in the San Gabriel Basin. The WQA Board of Directors is comprised of seven members with three appointed members from each of the three municipal water districts, one from a city with prescriptive water pumping rights, one from a city without prescriptive water pumping rights, and two members representing water producers in the San Gabriel Valley.

Discussion

TVMWD's new four-year term to the WQA Board of Directors will commence on January 1, 2023. The current appointed representative is Director Kuhn and the alternate representative is Director Bowcock. At the December 7, 2022 Board meeting, the Board discussed returning Resolution No. 22-12-952 attached as **Exhibit A**, to the December 21, 2022 Board meeting with Director Kuhn continuing as the representative and President Roberto as the alternate on the WQA Board.

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Resolution No. 22-12-952

Meeting History

Board of Directors Meeting, December 7, 2022, Informational Item Only

NA/ML

RESOLUTION NO. 22-12-952

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT
APPOINTING THE REPRESENTATIVE AND ALTERNATE
TO THE BOARD OF THE SAN GABRIEL BASIN
WATER QUALITY AUTHORITY**

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority (WQA); and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive pumping rights, one elected city council person from cities in the San Gabriel Basin without prescriptive pumping rights, and two appointed members representing water producers in the San Gabriel Basin; and

WHEREAS, the Three Valleys Municipal Water District is one of the municipal water districts in the San Gabriel Basin; and

WHEREAS, it is now time to appoint the municipal water district's representatives and alternates for the four-year term commencing on January 1, 2023; and

WHEREAS, said appointments shall be made by a resolution adopted by the majority of the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of Three Valleys Municipal Water District does hereby find and resolve as follows:

Section 1. Bob Kuhn is hereby appointed as the representative to the governing Board of the WQA.

Section 2. Jody Roberto is hereby appointed as the alternate representative to the governing Board of the WQA.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 21st day of December 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jody Roberto
President, Board of Directors


ATTEST:

Carlos Goytia, Secretary

SEAL:



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Southern California Water Coalition Board Meeting and Luncheon Sponsorship**

Funds Budgeted: \$2,500.00

Fiscal Impact: \$2,500.00

Staff Recommendation

The Board will consider approval of a Southern California Water Coalition (SCWC) sponsorship request.

Discussion

SCWC will hold its first quarterly board meeting and luncheon program on Friday, January 23, 2023, at the Sheraton Fairplex Hotel and Conference Center. The meeting will focus on aligning strategic priorities for 2023 and a discussion on Climate Action.

With the meeting being held within TVMWD's district boundaries, SCWC has asked TVMWD to consider a sponsorship of \$2,500. The sponsorship will include a table of 10 for lunch and TVMWD's logo on promotional materials. The Board President is invited to formally welcome the luncheon gathering attendees at the commencement of the program.

According to TVMWD's *Outreach Program Policy*, the event must align with the TVMWD Strategic Plan and provide a direct nexus to water. The discussion on Climate Action will focus on what actions need to be taken to secure a needed water supply and resiliency for Southern California.

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

None


Meeting History

Board of Directors Meeting, December 7, 2022, Informational Item Only

NA/ML

**BOARD ACTION**

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Policy Manual Update**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

The Board will consider approval of the updated Policy Manual.

Background

The Policy Manual is approved by the Board biennially or more often as needed. With recent Board input following the Special Board Workshop meeting on November 15, 2022, staff has made edits to the Policy Manual.

Discussion

Included in this draft are general cleanup language suggested by staff and the Board. In addition, the most significant addition was the modification of language pertaining to Board of Directors – Organization (Sec. 2.3).

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Policy Manual revised December 2022

Meeting History

Board of Directors Meeting, December 7, 2022, Informational Item Only

NA/VR



Policy Manual 2022

A handwritten signature in blue ink, appearing to read "M. Litchfield", is positioned above the name of the General Manager/Chief Engineer.

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 needed 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 meeting in the month of January of each-odd-numbered year, the Board shall elect one of its members President. The term of the Board President shall generally be two years, but may be extended by the Board for an additional year. At its first Board meeting in January of each year, the Board of Directors elects from among its members a President (if required that year), 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 all workshops and ensures all proper parliamentary procedures are followed during public meetings and workshops. The President shall serve as the spokesperson for the District. 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 following:

- (1) Metropolitan Water District of Southern California (MWD)
- (2) San Gabriel Valley Basin Water Quality Authority (WQA) – selected representative serves a four-year term designated by resolution.
 - a. The representative/alternate members of these two 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 following:

- (1) Main San Gabriel Basin Watermaster
- (2) Chino Basin Watermaster
- (3) Six Basins Watermaster.

All 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 comportsment 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.

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:* 20-05-5279; *Resolution Number: 20-05-877*

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:

 <p>THREE VALLEYS MWD</p>	<p>POLICY TITLE DISTRIBUTION OF TICKETS AND PASSES</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 5</p>
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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.

	<p>POLICY TITLE GIFT ACCEPTANCE POLICY</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 2</p>
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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.

 <p>THREE VALLEYS MWD</p>	<p>POLICY TITLE POLICY FOR USE OF DISTRICT PROVIDED COMPUTER TABLET DEVICES</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 4</p>
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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.

	<p>POLICY TITLE EMAIL ACCEPTABLE USE POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 3</p>
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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:
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.

	<p>POLICY TITLE INTERNET ACCEPTABLE USE POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 2</p>
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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.

	<p>POLICY TITLE PASSWORD POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 2</p>
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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.

	<p>POLICY TITLE DISTRICT-ISSUED CELL PHONES FOR DIRECTORS - POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 2</p>
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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, 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.

 <p>The logo for Three Valleys Metropolitan Water District (MWD) features a stylized sun with rays on the left, and a central graphic of three green mountains with blue wavy lines representing water at their base. The text 'THREE VALLEYS MWD' is positioned to the right of the sun and mountains.</p>	<p>POLICY TITLE OUTREACH PROGRAM POLICY</p>	<p>APPROVAL DATE NOVEMBER 17, 2021</p>	<p>Page i of 2</p>
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SECTION 1: Purpose of policy

Situations may arise where a member of the TVMWD Board is requested to have TVMWD participate in a public outreach program in the form of sponsorships or community events. Directors may exercise discretion to authorize approval of the request consistent with the requirements set forth herein.

SECTION 2: Background

Directors may request that TVMWD pay for sponsorships and/or community event participation, not to exceed a pre-determined amount in the TVMWD's annual Public Outreach Program budget, for events that are not prohibited based on this policy.


This policy expressly prohibits any expenditure that would (1) constitute an unconstitutional gift of public funds, (2) qualify as an unlawful mass mailing, or (3) contribute in any manner to an organization in which a director has a personal financial and/or management interest.

SECTION 3: Application of policy

1. Directors may exercise discretion for TVMWD to pay for sponsorships and/or community events not to exceed a total of \$1,000 per event, which shall include funding support, the providing of materials, supplies and promotional giveaways for such events.
2. Any requests by Directors more than \$1,000 to pay for sponsorships and/or community events shall be brought to the full board for input and approval.
3. Sponsorships shall provide a direct nexus to water awareness, conservation, education, groundwater quality and the protection of water-related resources.
4. TVMWD-sponsored events may not be political and/or partisan in nature. Example: TVMWD may not sponsor a fundraiser for a political candidate using any public funds.
5. Proceeds from a TVMWD-sponsored event may not be used to contribute to campaign type activities. Example: TVMWD funds may not be used to print literature for a director's reelection to the water board.
6. Outreach funds may not be used for purchasing media advertisements.
7. TVMWD will only issue payments through checks or credit card paid directly to host organizations which meet these guidelines. No cash disbursements or reimbursements will be made for TVMWD-sponsored events covered by these guidelines.
8. TVMWD staff shall provide a quarterly summary of the outreach program funding and

remaining balance.

9. Directors that are up for election/reelection in an election year shall not participate in such public awareness activities from the date of filing for office until the second business day following the election- or as currently prescribed by FPPC regulations.
10. Events sponsored by religious/church organizations are not eligible for TVMWD- sponsored funds unless the event is open to the general public and is for a non-sectarian purpose.
11. The purpose of a sponsorship and/or community event participation must align with the TVMWD Strategic Plan.

 <p>THREE VALLEYS MWD</p>	<p>POLICY TITLE SOCIAL MEDIA POLICY – ELECTED OFFICIALS</p>	<p>APPROVAL DATE JUNE 15, 2022</p>	<p>Page i of 5</p>
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SECTION 1: Purpose of policy

Three Valleys Municipal Water District (“District”) understands that its elected officials, officers, and employees use social media sites and other online engagement platforms to share events in their lives, to communicate, and to discuss their opinions with others, including family, friends, and co-workers. However, the use of social media and other online engagement platforms may present certain risks and carries with it certain responsibilities.

To assist the District’s Board of Directors (“Board”) in making responsible decisions about their use of social media and other online engagement platforms, the District provides these guidelines and recommendations for appropriate use.

SECTION 2: Background

The District does not create or provide support for individual social media accounts for Board members. Board members who maintain personal social and other digital media accounts should be aware that--similar to District email or any other written or recorded communication related to the official conduct of District business--digital communications, social media posts and messages by Board members regarding matters that are before the District for action or within District jurisdiction can be “official District business” subject to laws and policies regarding freedom of speech, records retention and production, and public transparency. Those laws and policies include, but are not necessarily limited to: the California and United States Constitution, the California Public Records Act, the Ralph M. Brown Act, and the District’s records retention regulations.

SECTION 3: Understanding Rights/Responsibilities Using Social Media Technology

Complying with the Ralph M. Brown Act

One potential pitfall elected officials face in using social media is in ensuring compliance with the Ralph M. Brown Act (the “Act”). Elected members of a Board must be careful, through their use of social media, not to engage in “serial meetings” with other members of the Board. A serial meeting is covered by the Act. It involves communications by individual members of less-than-a-quorum group, which ultimately involves a majority of the body’s members. Outside a meeting, a majority of members of the Board may not use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate or take action on any item of business that is within the subject matter jurisdiction of the Board,

whether or not the members of the Board reach a collective concurrence. This communication may involve several separate conversations between different members, or several separate conversations between members and a single person (e.g., attorney, agency staff member) for the purpose of discussing, deliberating, or taking any action on any item of business.

Conceivably, a prohibited serial meeting could take place through private messaging or even public messaging on social media.

The Act does not prevent Board members from engaging in separate conversations or communications on an internet-based social media platform to answer questions, to provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the Board, but this is provided that a majority of the members of the Board do not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the Board's subject matter jurisdiction. "Discuss among themselves" here means communications made, posted, or shared on an internet-based social media platform between members of the Board, including comments or use of digital icons that express reactions to communications made by other members of the Board. This means that even a single "emoji" or "like" could constitute part of a discussion that falls within the scope of the Act.

As a member of the Board, there is one other item of importance to consider. Under recent law, you should **not respond directly** to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the Board that is made, posted, or shared by **any other member** of the Board. Doing so alone could result in a violation of the Act.

To avoid any violations of the Act, consistent with the update provided by AB 992, Board members are permitted to use a social media site to engage in conversations or communications on matters within the subject matter jurisdiction of the Board:

1. To answer questions;
2. To provide information to the public; and
3. To solicit information from the public.

However, a majority of Board members may not use social media to "discuss among themselves" official business. AB 992 broadly defines the meaning of "discuss among themselves" to include any "communications made, posted, or shared on an internet-based social media network between members of [the Board], including comments or use of digital icons that express reactions to communications made by other members of the [Board]." AB 992 prohibits a Board member from communicating directly with the social media of **any other member** on a subject within the jurisdiction of the Board.

Board members must refrain from using the District's official social media sites or any form of electronic communication to respond to, blog, or engage in serial meetings, or otherwise

discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body without complying with the Act.

If there are questions about whether communications could potentially violate the Act, Board members should consult with the District's management and/or legal counsel.

Accuracy and Honesty

Strive for accuracy in any blog or post. Include a link to your sources of information. If a Board member makes a mistake, correct the information, or retract it promptly. Never post any information or rumors that you know to be false about employees, other officials, or anyone.

Board members should be honest and accurate when posting information or news, especially when communicating during a crisis or emergency. Any mistakes, misstatements and/or factual errors must be corrected quickly upon discovery. When possible, news of District-wide importance should first be announced by the District's official social media sites. This information can then be shared by Board members, linking back to the original post or official District website, when possible. Unless the Board member has been designated to serve as a District spokesperson, a Board member should never represent themselves as a spokesperson for the entire Board or the District. Board members should be mindful of recognizing that accomplishments of the District or the Board are achieved by collective action of the entire body or organization.

Avoiding Commingling Social Media Accounts

Board members should not use District email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Board members participating in digital or social media communications shall maintain and clearly delineate between separate accounts for official and personal/campaign statements, taking precaution not to convey personal/campaign communications in a manner that suggests such communications represent the position of the District or the Board as a whole. To avoid ambiguity, all statements, headings, profile pictures, or biographies on personal or campaign accounts shall:

1. Not be made in the name of the position to which the Board member was elected or appointed;
2. Clearly reflect that content on such accounts does not represent the official positions of the District or the Board; and
3. Not display the District logo or any other official District mark or title.

The District requires that Board members use only District accounts to send or receive electronic communications in connection with the conduct of District business. As a result, there is no expectation of privacy if personal accounts are used to conduct District business or District accounts are used to conduct personal business. If a Board member receives an electronic communication regarding District business on a personal account, he or she should copy that information to his or her official District account for transparency and ease of access for public records requests.

Digital records relating to public business are required to be in a manner capable of maintaining the record for the applicable retention period, including through the use of highlights, bins, or archives for temporary and disappearing stories, reels, posts, or otherwise.

Hosting Comments on Blog, Website, Facebook Page, or Other Social Media Platforms

Another potential pitfall Board members face in using social media is by hosting a site or social media platform in your capacity as a government officer in which the public can post comments. Although the law in this area is murky and currently under development, some authority suggests that a Board member who hosts comments in his or her capacity as a government official and deletes, hides, or otherwise obscures any comment by a member of the public has thereby engaged in censorship in violation of the First Amendment. This is under the theory that the page hosting the comments constitutes a forum opened up by a government official, so that those who participate have constitutional rights to provide expression. Violation of the First Amendment can create liability, including liability for the plaintiff's attorneys' fees. Accordingly, if you host comments, you should make a clear distinction to those who visit your page or platform whether the page is yours in a strictly personal or other capacity or instead in your capacity as an elected official or member of the government. If the latter, Board members should avoid deleting comments or blocking individuals on official pages or sites they maintain. Social media content should be treated the same as any written document and retained in accordance with the District retention schedules or the minimum period required under applicable law, whichever is longest.

Exercising Sound Discretion

Use good and ethical judgment. To the extent your social media use impacts District employees, Board members should follow District policies and regulations as applicable, including but not limited to those that protect individual privacy rights, anti-discrimination and harassment policies, and the anti-workplace violence policy.

Board Members shall not post complaints or criticism of fellow Board members, District employees, or personnel (or anyone). Board members should avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful harassment or

discrimination or other violation of the law such as unlawful threatening conduct. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or any other status protected by law. Examples of unlawful threatening conduct include posting material that would make a reasonable person afraid for one's safety or the safety of one's family.

Do not disclose information that may violate the rights of others. For example, do not disclose another individual's social security number, medical information, financial information, or other protected information in a manner that violates that person's rights.


If, as a Board member, you publish a blog or post online related to your work as an elected official, make it clear that you are not speaking on behalf of the District itself. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District."

For more information

If you have questions or need further guidance, please contact the General Manager.

**BOARD ACTION**

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Award Contract to Hydrotech Electric for Miramar Generator Upgrade**

Funds Budgeted: \$269,530 **Fiscal Impact: \$87,295**

Staff Recommendation

The Board will consider awarding a contract to Hydrotech Electric for the Miramar Generator Upgrade project.

Background

The Miramar Generator Upgrade Project [Project] was designed to increase the Miramar Treatment Plant operational reliability and provide redundancy during unexpected power interruptions. The Project will install two strategically located generator connections which will provide backup connections at the administration building and Miramar Well 2, located at the southeast portion of the Miramar Treatment Plant. The administration building generator connection will serve as a back-up source to the existing emergency diesel generator in the event the generator fails during a power disruption. This location provides power to all communications and control to the plant and maintains power during an emergency. Similarly, Miramar Well 2's connection will provide power to allow for groundwater extraction in the event of a main power disruption. It will provide the flexibility of an alternate water source if a large magnitude disruption occurs affecting the Rialto Feeder.

Discussion

The construction plans and specifications were sent to six electrical contractors via TVMWD's newly implemented Planetbids platform which resulted in two bids on November 17th. Staff reviewed both bids and determined both to be responsive and complete. Hydrotech Electric was the apparent low bidder with a bid of \$87,295, which is under the engineers estimate of \$115,000. A summary of both bids received is attached as Exhibit "A". Hydrotech Electric has completed several TVMWD capital and maintenance projects in the past and exceeded all expectations.

The project is expected to be completed by August 2023 due to the long procurement time of the electrical equipment. Staff's recommendation is to award the contract to Hydrotech Electric.

Strategic Plan Objective(s)

I.4 – Maintain water infrastructure to assure 100% reliability

I.5 – Prepare for long-term MWD shutdown or catastrophic event that affects operations

Attachment

Exhibit A – Bid Solicitation Results

Meeting History

Board of Directors Meeting, December 7, 2022, Informational Item Only

During the August 9th Board of Directors meeting, staff presented an informational item on the Miramar Generator Upgrade.

NA/ KP

Three Valleys Municipal Water District

Bid Results for Project MIRAMAR EMERGENCY GENERATOR CONNECTION UPGRADES (22-02)

Issued on 10/17/2022

Bid Due on November 17, 2022 2:00 PM (PST)

Exported on 11/17/2022

Line Totals (Unit Price * Quantity)

Item Num	Description	Unit of Measure	Quantity	Engineers Estimate	Hydrotech Electric	Halcyon Electric
1	Mobilization/ Demobilization (not to exceed 10%)	Lump Sum	1	\$8,000.00	\$500.00	\$7,000.00
2	Procurement of Control Building Generator Connection Enclosure	Lump Sum	1	\$20,000.00	\$13,100.00	\$12,000.00
3	Installation of Pull Boxes, Conduit and Wiring at Control Building	Lump Sum	1	\$15,000.00	\$12,775.00	\$28,500.00
4	Control Building Concrete Equipment Pad	Lump Sum	1	\$2,000.00	\$500.00	\$2,000.00
5	Procurement of Well #2 Generator Connection and Manual Transfer Switch Enclosure	Lump Sum	1	\$35,000.00	\$26,570.00	\$26,000.00
6	Demolish and Installation of new Conduit and Wiring at Well #2	Lump Sum	1	\$25,000.00	\$25,050.00	\$20,000.00
7	Installation of New Equipment Pad and (2) Bollards	Lump Sum	1	\$8,000.00	\$7,700.00	\$5,000.00
8	Start-up & Testing	Lump Sum	1	\$2,000.00	\$1,100.00	\$2,000.00
Subtotal				\$115,000.00	\$87,295.00	\$102,500.00
Total				\$115,000.00	\$87,295.00	\$102,500.00


Over/Under Engineers Estimate -\$27,705.00 -24.09%

Gap Delta Between Bids \$15,205.00 17.42%



INFORMATION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Metropolitan Water District Update**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Director De Jesus will provide a periodic update on Metropolitan Water District (MWD) activities. Attached are the MWD Board Meeting summaries for October and November 2022.

Strategic Plan Objective(s)

2.4 - Increase involvement and awareness of all aspects of MWD

Attachment(s)

Exhibit A – MWD Board Meeting Summaries for October and November 2022

Meeting History

None

NA/ML

**Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
October 11, 2022**

CONSENT CALENDAR OTHER ITEMS – ACTION

Voted against waiver of Metropolitan Administrative Code Section 2201 regarding term limits for Board Chairwoman Gray. **(Agenda Item 6D)**

Adán Ortega was elected as Board Chair for two-year term effective January 1, 2023. **(Agenda Item 6E)**

CONSENT CALENDAR ITEMS - ACTION

Adopted the resolution authorizing the reimbursement of capital expenditures from bond proceeds for FY 2022/23 and FY 2023/24 as contained in Attachment 1 of the Board letter. **(Agenda Item 7-1)**

(a) Authorized the General Manager to sign a PLA with the trade councils of Los Angeles, Orange, Riverside, San Bernardino, San Diego Counties and the Tri-Counties and the signatory unions, and approve its use as a bid condition for select construction contracts within the Capital Investment Plan for a term of five years. (b) Authorized an agreement with Parsons Constructors, Inc. in an amount not to exceed \$5,750,000 to administer the PLA. **(Agenda Item 7-2)**

Authorized an agreement with MWA Architects, in an amount not to exceed \$990,000, for preliminary design of La Verne warehouse facilities. **(Agenda Item 7-3)**

Authorized on-call agreements with Brown and Caldwell, CDM Smith, Inc., Carollo Engineers, Inc., Jacobs Engineering Group, Inc., and Parsons Transportation Group, in amounts not to exceed \$10 million each, for a maximum period of five years for engineering services. **(Agenda Item 7-4)**

Authorized on-call agreements with: (1) MARRS Services, Inc. in an amount not to exceed \$6.7 million; (2) Butier Engineering, Inc. in an amount not to exceed \$4.4 million; and (3) Berg & Associates, Inc. in an amount not to exceed \$3.5 million for construction management and inspection services, each with a duration of three years. **(Agenda Item 7-5)**

Approved the attached salary schedules **(Agenda Item 7-6)**

Declared that the 41 parcels are surplus land and not necessary for Metropolitan's use based on the written grounds set forth in the staff board letter and authorized their disposal according to Metropolitan's surplus land disposal policies and procedures. **(Agenda Item 7-7)**

Authorized to extend the term of the Operational Shift Cost Offset Program to provide credits in CY 2023, consistent with the terms in Attachment 1 of the Board letter. **(Agenda Item 7-8)**

Adopted the revision and restatement of Bay-Delta Policies, including amendments offered by Directors Ackerman and Smith, as shown on “Attachment 1 with redlines”. **(Agenda Item 7-9)**

Authorized a \$300,000 settlement of Metropolitan claims against the federal government for the recovery of costs resulting from damages to Metropolitan infrastructure due to the crash of a military helicopter. **(Agenda Item 7-10)**

Adopted resolution encouraging action to reduce or eliminate irrigation of non-functional turf with potable water. **(Agenda Item 7-11)**

Approved amendments to the Administrative Code. **(Agenda Item 7-12)**

Adopted a resolution designating Metropolitan’s maximum contribution for medical benefits for retirees to comply with the current authorized Memoranda of Understandings and align to active employees and retirees under Government Code 22892(a). **(Agenda Item 7-13)**

OTHER MATTERS AND REPORTS

Presented 5-year Service Pin to Director Barry D. Pressman, representing the city of Beverly Hills. **(Agenda Item 5G)**

Reported from Executive Committee on nominations for Board Chair. **(Agenda Item 5H)**

THIS INFORMATION SHOULD NOT BE CONSIDERED THE OFFICIAL MINUTES OF THE MEETING.

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This database contains archives from the year 1928 to June 30, 2021:
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**Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
November 8, 2022**

CONSENT CALENDAR OTHER ITEMS – ACTION

Director Lois Fong-Sakai was elected Board Secretary for a two-year term effective January 1, 2023. **(Agenda Item 6B)**

CONSENT CALENDAR ITEMS - ACTION

Approved recommended amendments to Administrative Code Sections 2131 and 2416, as set forth in Attachment 1 and Attachment 2 of the Board letter, and approved Equal Employment Opportunity Investigative Procedures for the Board and its direct reports. **(Agenda Item 7-1)**

Ratified an emergency contract with PCL Construction, Inc. in the amount of \$855,623.78 for replacement of the expansion joint on the Upper Feeder pipeline at the Santa Ana River bridge crossing. [Requires four-fifths vote of the Board.] **(Agenda Item 7-2)**

Awarded a \$1,228,607.10 contract to Howard Ridley Company, Inc. to rehabilitate the concrete liner of the Rainbow Tunnel at ten locations. **(Agenda Item 7-3)**

Authorize on-call agreements with GEI Consultants, Inc., HDR, Inc., and Stantec Consulting Services Inc., in an amount not to exceed \$2.5 million each, for a maximum period of five years to support dam safety projects. **(Agenda Item 7-4) (Item was withdrawn from the agenda)**

Adopted CEQA determination that the environmental effects of the East County Advanced Water Purification Local Resources project that is the subject of the proposed action was previously addressed in Padre Dam Municipal Water District's Mitigated Negative Declaration and related CEQA actions and that no further CEQA review is required, and authorized the General Manager to amend the existing Local Resources Program agreement with SDCWA and East County Advanced Water Purification Joint Powers Authority for the East County Advanced Water Purification Project. **(Agenda Item 7-5)**

Awarded an \$820,852.53 procurement contract to Whipps, Inc. to furnish three slide gates and appurtenances to rehabilitate the San Jacinto Diversion Structure. **(Agenda Item 7-6)**

Authorized an increase in maximum amount payable under contract for legal services with Horvitz & Levy, LLP in the SDCWA v. Metropolitan, et al. rate litigation in the amount of \$350,000 for a total amount not to exceed \$1,250,000; and authorized increase in maximum amount payable under contract for consulting services with Cogent Legal, LLC in the amount of \$100,000 for a total amount not to exceed \$150,000. **(Agenda Item 7-7)**

OTHER MATTERS AND REPORTS

Reported from Executive Committee on nominations for Board Secretary. **(Agenda Item 5G)**

Department Head Performance Evaluations [Public Employees' performance evaluations; General Manager, General Counsel, and Ethics Officer. **(Agenda Item 10-1)**
(Item was deferred)

Reported on Department Head 2022 Salary Survey. **(Agenda Item 10-2) (Item was deferred)**

Discussed and approved Compensation Recommendations for General Manager, General Counsel, and Ethics Officer. **(Agenda Item 10-3) (Item was deferred)**


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BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Legislative Update – December 2022**

Funds Budgeted: \$ Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

The legislature is currently on recess until the new two-year legislative session commences in January 2023, though the legislative members informally returns to office this month. January will be busy as all 2022 legislative statutes become effective on January 1. In addition, the state budget must be submitted by January 10 and the final date to introduce new bill requests is February 17.

Attached is the one-page calendar of significant state legislative deadlines in 2023. Staff will be working closely with our local Congressional, Senate and Assembly offices on important bill initiatives as they become introduced in the coming months.

New California State Legislature Sworn in at Capitol

After the election in November, the Democrats held onto the two thirds super majority they had in both the Assembly and Senate, however, final numbers are still pending the results in two races (Assembly District 47 and Senate District 16). The Secretary of State must certify all election results by December 15th.

- Assembly Split: 62 Democrats; 17 Republicans; +AD 47.
- Senate Split: 31 Democrats; 8 Republicans: + SD 16.

Assembly Democrats voted unanimously to name Anthony Rendon, D-Lakewood, as speaker until June 30, 2023, when Robert Rivas, D-Hollister, will take over. The vote marks the conclusion of an intra-caucus struggle over the gavel, with Rendon set to term out in 2024. We have been told that the internal Democratic Caucus was acrimonious with hard feelings between

some members remaining. Only time will tell if things hold things together until Rivas officially takes over on July 1st.

On the Republican side of the aisle, Assembly Member James Gallagher remains as the Assembly Minority Leader.

In the Senate, Democrat Toni Atkins, D-San Diego, will continue as President Pro tempore of the Senate. Senator Scott Wilk, R-Santa Clarita will be replaced as Senate Republican leader by Senator Brian Jones, R-Santee on Jan. 1, 2023.

Bill Introduction Has Begun

The first day of session on December 5 mostly consisted of the swearing-in ceremony and some bill introductions. By the end of the first official day of the new session, members had introduced several bills and resolutions in the Assembly and Senate. Since the session has officially started, members can continue to introduce legislation up until the bill introduction deadline in February.

There were 113 total bills introduced the first day of Session

- Assembly – 56 regular session bills and 2 special session bills
- Senate – 53 regular session bills and 2 special session bills

Members have since returned to their districts for the rest of December and are due back to Sacramento on Wednesday, January 4, 2023.

Special Session on Gas Prices

The Governor has called the First Extraordinary Session to deal with his proposal for some type of windfall profit tax (or penalty) on the oil industry. A “tax” requires a two-thirds vote, so some democrats are proposing a “penalty” rather than a tax. The Special Session was officially called to order last week. Members introduced legislation to penalize oil companies for alleged price gouging, setting up a showdown with the oil industry. At the urging of Governor Gavin Newsom, Senate Budget Chair Nancy Skinner, D-Berkeley, proposed a new bill that would levy a penalty on oil companies when their profits exceed a legally established threshold. The money raised by the penalty would then be placed in a fund that would be directed back to taxpayers in the form of rebates.

2023-2024 State Budget

As mentioned, the Governor will release his proposed 2023-2024 State Budget by January 10, 2023. We already have some indication of the financial shape of the State of California due to release of the Legislative Analyst’s Office (LAO) Fiscal Outlook. California’s non-partisan Legislative Analyst, Gabriel Petek, released his budget projections a few weeks ago. In this document Mr. Petek outlined that the state is facing a projected \$25 billion deficit. The LAO

report looks at state revenue and spending trends to make predictions for the coming fiscal year. As highlighted in the report, the state has collected less revenue than expected due to personal income taxes and capital gains taxes generating lower revenue.

This is a very different situation from the last two years when the state had budget surpluses of \$97 billion and \$76 billion. Legislators will have to make some tough decisions for the first time in many years. They will be helped by the \$23 billion balance in the general-purpose reserve fund, but that money will go fast.

Normally the budget deliberations don't get serious until publication of the Governor's "May Revision" of the budget around May 15th. It will be interesting to see how the economy holds up and how the budget situation changes over the next five months.

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

3.5 – Maintain awareness of legislation that may affect TVMWD

Attachment(s)

Exhibit A – 2023 Legislative Priorities & Principles

Meeting History

None

NA/KRH

Arnold and Associates, Inc.

Legislative Advocates and Consultants


2023 Legislative Calendar

Dec. 5	2023-24 Two-year Legislative Session begins—new bills may be introduced Governor’s Special Session on Windfall Profits Tax begins—runs concurrently with the regular session
Jan. 1	2022 Statutes take effect.
Jan. 4	<u>Legislature reconvenes.</u>
Jan. 10	Budget must be submitted by Governor.
Jan. 20	Last day to submit bill requests to the Office of Legislative Counsel for drafting.
Feb. 17	Last Day for bills to be introduced.
March 30	Spring Recess begins upon adjournment of session.
April 10	Legislature reconvenes from Spring Recess.
April 28	Last Day for policy committees to hear fiscal bills introduced in their house.
May 5	Last Day for policy committees to hear nonfiscal bills introduced in their house.
May 12	Last Day for policy committees to meet prior to June 5 th .
May 19	Last Day for fiscal committees to hear bills introduced in their house. Last day for fiscal committees to meet prior to June 5 th .
May 30- June 2	Floor Session Only
June 2	First House Floor Deadline: Last Day for each house to pass bills introduced in that house.
June 5	Committee meetings may resume.
June 15	Budget Bill must be passed by midnight.
July 14	Last Day for policy committees to meet. Summer Recess begins upon adjournment of session provided Budget Bill has been passed
July 15-August 13	Summer Recess
Aug. 14	Legislature reconvenes from Summer Recess
Sept. 1	Last Day for fiscal committees to meet and report bills to the floor
Sept. 5-14	Floor Sessions Only.
Sept. 8	Last day to amend a bill on the Floor.
Sept. 14	Last Day for each house to pass bills. Interim Study Recess begins the end of this day’s session.
Oct. 14	Last Day for Governor to sign or veto bill passed by the Legislature on or before Sep. 14 th .

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BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Conservation Programming Update**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Conservation and water use efficiency continue to remain significant areas of concern and discussion, both statewide and locally, during the ongoing record drought in California and in the midst of State Water Project restrictions and growing Colorado River Aqueduct supply constraints.

As reported previously, TVMWD continues to encourage conservation programming among its member agencies, especially in promoting funding availability through MWD's Member Agency Administered Program (MAAP). The agencies have responded by submitting projects that, upon approval by MWD and project completion by the submitting agencies to date, will consume just about all of the \$374,000 funding allocated to TVMWD for the current two-year cycle (July 2022 to June 2024). Attached is the updated one-page project funding summary to date.

Of the \$374,000 allocation available to TVMWD and its member agencies, \$93,500 (or 25%) may be utilized for what is considered "non-documented" water savings projects and programs that are not specifically tied to actual, calculable water savings as with device-based programs. This typically goes towards educational learning workshops and residential surveys that are intended to drive new water saving habits and practices among the customer participants. It should be noted that up to 100% of the total funding can be utilized for projects in designated disadvantaged community (DAC) areas – a feature that has been historically woven into several of the approved projects.

The newer Emergency Water Conservation Program will allow member agencies in the State Water Project Dependent areas, as defined by MWD, to use the MAAP allocation for projects

for enforcement activities that will assist the respective member agencies in complying with the water restrictions set forth in MWD's Emergency Water Conservation Program. In the TVMWD service area, this includes the City of La Verne and Golden State Water Company (Claremont) and funding approved to date has exceeded \$25,000.

TVMWD board received a robust presentation from MWD on turf programming and updated rebate information in November. The Turf Replacement Program and residential/commercial device rebates are part of the MWD Regional Program and are not eligible for the aforementioned MAAP funds. Member agencies can promote the Regional Program to their residential and commercial customers, who in turn can access rebates through SoCalWaterSmart and BeWaterWise. Over the last few months, applications have grown threefold.

Finally, TVMWD and the City of Pomona have taken advantage of supplemental funding from MWD for a pair of Leak Detection/Repair projects to the tune of the \$100,000 allotment available to us during the current two-year funding period. The approval process is quite stringent, but the funds will help tremendously with these long-term water-saving projects.

Strategic Plan Objective(s)

1.3 – Maintain diverse sources of water supplies and storage

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – MWD/TVMWD Funding Allocation Summary

Meeting History

None

KRH

**THREE VALLEYS MWD
MWD FUNDING ALLOCATION REQUESTS
FY 2022-24**

Rev. 12/12/2022


MAAP Allocation	\$ 374,000.00	100%	EWCP/DOC-WS/DAC Allocation	\$ 280,500.00
Funds Committed	\$ 373,400.00	100%	EWCP/DOC-WS/DAC Committed	\$ 289,100.00
Balance	\$ 600.00	0%	Balance	\$ (8,600.00)
Leak Detection	\$ 100,000.00	100%	Non-Doc Allocation	\$ 93,500.00
Funds Committed	\$ 100,000.00	100%	Non-Doc Committed	\$ 84,300.00
Balance	\$ -	0%	Balance	\$ 9,200.00

	Agency	Program	Doc/Non-Doc	MWD Project #	Amount	Expensed	Remaining
1	Walnut Valley WD	WVWD - Customer Learning Workshops	Non-Doc	MET-36	\$ 23,000.00	\$ -	\$ 23,000.00
2	City of Pomona	Pomona Irrigation Tune-Up Program	Non-Doc	MET-37	\$ 5,000.00	\$ -	\$ 5,000.00
3	City of Pomona	Pomona Parks Watering Stations - Phase 2	Non-Doc-DAC	MET-38	\$ 140,000.00	\$ -	\$ 140,000.00
4	Walnut Valley WD	WVWD - ERIP Grant Project - Ecotech-1a	Doc-WS	MET-39	\$ 12,200.00	\$ -	\$ 12,200.00
5	Walnut Valley WD	WVWD - ERIP Grant Project - Ecotech-1b	Non-Doc	MET-119	\$ 23,800.00	\$ -	\$ 23,800.00
6	Walnut Valley WD	Walnut Valley WD AMI Meter Customer Portal	Doc WS	MET-58	\$ 31,900.00	\$ 31,900.00	\$ -
7	GSWC/La Verne	EWCP - Drought Outreach Messaging-1a	EWCP	MET-64	\$ 65,000.00	\$ 16,828.15	\$ 48,171.85
8	GSWC/La Verne	TVMWD-GSWC/La Verne Drought Outreach Messaging-1b PA-Drought		MET-124	\$ 10,000.00	\$ 8,938.44	\$ 1,061.56
9	Rowland WD	RWD - GMC Learning Workshops	Non-Doc		\$ 7,500.00	\$ -	\$ 7,500.00
10	Walnut Valley WD	WVWD - Leak Repair Kits - Ecotech	Non-Doc		\$ 25,000.00	\$ -	\$ 25,000.00
11	City of Pomona	Pomona Parks Watering Stations - Phase 3	Non-Doc-DAC		\$ 30,000.00	\$ -	\$ 30,000.00
				Totals	\$ 373,400.00	\$ 57,666.59	\$ 315,733.41
	Agency	Program	Doc/Non-Doc	MWD Project #	Amount	Expensed	Remaining
12	City of Pomona	Leak Detection/Repair Project	Leak Detection	MET-78	\$ 80,000.00	\$ -	\$ 80,000.00
13	Three Valleys MWD	Leak Detection/Repair Project	Leak Detection		\$ 20,000.00	\$ -	\$ 20,000.00

DOC-WS:	Documented Water Savings	Totals	\$ 100,000.00	\$ -	\$ 100,000.00
Non-Doc:	Non-Documented Water Savings				
DAC:	Disadvantaged Community				
EWCP:	Emergency Water Conservation Program				



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Education and Outreach Update**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Three Valleys Municipal Water District (TVMWD) continues to promote educational outreach to our member agencies and communities through our tri-annual leadership breakfast meetings. This upcoming meeting is scheduled for Thursday, February 23, 2023 at 7:30 a.m. at Mt. Meadows Golf Course. The guest speaker Mr. Charley Wilson, Executive Director and CEO of Southern California Water Coalition, will be discussing California's current drought conditions and what comes next. TVMWD will continue its efforts to educate the public through our outreach programs, and for over the past 20 years the Leadership Breakfast has been a very successful program presenting topics that affect the industry and the public's daily decisions regarding water.

The STEAM online Engineering 4 Good Program is set to kick off later this month through MWD. The competition for middle school and high school students will end in March of 2023. Students will create engineering solutions for current water issues and build a small-scale model out of recycled materials and an animated CAD model of their engineering solution along with a multimedia presentation that will be brought to a panel of judges to award the top 3 teams prizes next year. This program essentially replaces the long-running Solar Cup Program.

TVMWD has partnered with the PWAG-CET (Conservation & Education Team) to promote water-use efficiency and increase public awareness of the importance of water in Southern California, specifically in Los Angeles County. The Group strives to enrich the public's appreciation for the value of water through educational programs, initiatives, teacher grants, scholarships, and community events, while collaborating on issues of concern among public agency water suppliers. CET believes it is critical to make an impact in students' lives and does so by offering interesting and compelling educational programs and contests to its service areas.

Last month TVMWD hosted a group of Cal Poly Pomona Students involved in an Engineering Club and provided an in-depth technical tour of our facility and our Miragrand Well site. Senator Bob Archuleta this past week visited our treatment facility and met with some of our Executive Staff along with receiving a tour of our treatment facility.

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

None

Meeting History


None

NA/MT



BOARD ACTION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 21, 2022
Subject: **Pension Trust – Funded Status**

Funds Budgeted: \$ 300,000 **Fiscal Impact:**

Staff Recommendation:

Staff recommends Board approval of a \$300,000 contribution to the Pension Trust.

Background:

TVMWD provides defined pension benefits to retirees. Retiree pensions are paid by CalPERS. CalPERS determines how much TVMWD must pay annually and every pay period to meet these future pension obligations.

Discussion:

An actuarial valuation is performed annually to determine the current liability for these future obligations. A copy of the most recent valuation and associated calculations to determine TVMWD’s share can be provided upon request.

TVMWD has 3 funding sources to cover this liability:

- CalPERS
- TVMWD Reserves
- I 15 Trust - Pension

TVMWD established an IRS Section 115 Trust with PARS in November of 2016 to legally set-aside funds for TVMWD’s Pension liabilities. Our stated goal is to be 100% funded.

	<u>As of 6/30/21</u>	<u>As of 6/30/22</u>
CalPERS	\$15,717,000	\$19,495,000
TVMWD Reserves	\$378,000	\$678,000
I 15 Trust Balance	\$885,000	\$933,000
Total Funding Sources	\$16,980,000	\$21,106,000
Pension Liability	\$19,963,000	\$21,438,000
Funded Status	85%	98%

The average CalPERS funded status is 80%. While our current status is very good, there are two things that will decrease this prior to our next valuation.

- The positive change between years detailed above is reflective of a 21% net return for CalPERS during FY 20/21. This significant return triggered an action in CalPERS' Funding Risk Mitigation policy that lowered the discount rate from 7% to 6.8%. The purpose of this action is to reduce investment volatility. The lowering of the discount rate will be reflected in the next valuation and will decrease our funded status.
- The net return for FY 21/22 was -6%. This will be reflected in the next valuation and will decrease our funded status.

Our goal is to be 100% funded, which is why TVMWD's board had committed to funding \$300,000 annually with a goal of being fully funded by 2028. The board did decide to pause funding for FY 22/23 to help stabilize the TVMWD Surcharge for 2023 at \$0 per acre foot.

Staff recommends a contribution to the Pension Trust of \$300,000 as was originally planned in the FY 21/22 budget.

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):

None

Meeting History:

Board of Directors Meeting, December 7, 2022, Informational Item Only

NA/JL