

As a matter of proper business decorum, the Board of Directors respectfully request that all cell phones be turned off or placed on vibrate. To prevent any potential distraction of the proceeding, we request that side conversations be taken outside the meeting room.

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

Wednesday, December 18, 2019
8:00 a.m.

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

Item 1 – Call to Order

Kuhn

Item 2 – Pledge of Allegiance

Kuhn

Item 3 – Roll Call

Executive
Assistant

Item 4 – Additions to Agenda [Government Code Section 54954.2(b)(2)]

Kuhn

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

Item 5 – Reorder Agenda

Kuhn

Item 6 – Public Comment (Government Code Section 54954.3)

Kuhn

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

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

Item 7 – Consent Calendar

Kuhn

7.A – Receive, Approve and File Minutes, November 2019 – [enc]

- November 6, 2019 – Regular Board Meeting
- November 20, 2019 – Regular Board Meeting

7.B – Receive, Approve and File Financial Reports and Investment Update, November 2019 - [enc]

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

7.C – Imported Water Sales, November 2019 – [enc]

The Board will review the imported water sales report for November 2019.

7.D – Miramar Operations Report, November 2019 – [enc]

The Board will review the Miramar Operations report for November 2019.

7.E – Salary Schedule Effective December 18, 2019 – [enc]

The Board will consider approval of the Salary Schedule effective December 18, 2019.

7.F – Approval of Resolution No. 19-12-866 Adopting the Conflict of Interest Code – [enc]

The Board will consider approval of Resolution No. 19-12-866 adopting the Conflict of Interest Code that was approved by the Los Angeles County Board of Supervisors effective November 13, 2019.

Items 7.A – 7.F – Board Action Required – Motion No. 19-12-5251

Staff recommendation: Approve as presented

Item 8 – General Manager’s Report

Litchfield

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

8.A – Approve Director Expense Reports, November 2019 – [enc]

Kuhn

The Board will consider approval of the November 2019 Director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

Item 8.A – Board Action Required – Motion No. 19-12-5252

Staff recommendation: Approve as presented

8.B – CY 2020 Board Reorganization and Board Appointments – [enc]

Kuhn

The Board will consider its CY 2020 annual reorganization and elect the Board President and Officers to include, Vice President, Secretary and Treasurer. Following the election, the Board will consider the CY 2020 Board appointments to attend various member agency and other industry related meetings on behalf of Three Valleys MWD.

Item 8.B – Board Action Required – Motion No. 19-12-5253

Staff Recommendation: None

8.C – TVMWD Manual - Personnel and Benefits Manuals – [enc]

Linthicum

The Board will consider approval to receive and file updates to the District manuals (Personnel and Benefits) that were last updated during CY 2018.

Item 8.C – Board Action Required – Motion No. 19-12-5254

Staff Recommendation: Approve as presented

8.D – American Water Infrastructure Act Update – [enc]

Howie

The Board will consider approval of the American Water Infrastructure update.

Item 8.D – Board Action Required – Motion No. 19-12-5255

Staff Recommendation: Approve as presented

Item 9 – Directors’ / General Manager’s Oral Reports

Litchfield

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

Item 10 – Closed Session

10.A – Conference with Real Property Negotiators (Government Code Section 54956.8)

- Property: 1500 N. College Avenue, Claremont, California [District is considering purchase of a small portion (10,000 sq. ft.) of this parcel]
- District Negotiator: Matthew Litchfield, General Manager
- Negotiating Parties: Rancho Santa Ana Botanic Garden
- Under Negotiation: Price and terms of payment

10.B – Conference with Real Property Negotiators (Government Code Section 54956.8)

- Property: 901 Corporate Center Drive, Pomona, California
- District Negotiator: Matthew Litchfield, General Manager
- Negotiating Parties: Foremost Corporate, LLC
- Under Negotiation: Price and Terms of Payment for Revised Easement

10.C – Public Employee Performance Evaluation (Government Code Section 54957)

Title: General Manager

10.D – Threat to Public Services or Facilities (Government Code Section 54957)

- Consultation with Matthew H. Litchfield, General Manager and Robert Peng, Information Technology Manager

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

Name of Case: San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case No. CPF-10-510830 (Consolidated with Case No. CPF-12-512466)

10.F – Conference with Legal Counsel – Anticipated Litigation

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

Item 11 – Future Agenda Items

Kuhn

Item 12 – Adjournment and Next Meeting

Kuhn

The Board will adjourn to a Regular Board Meeting on Wednesday, January 15, 2020 at 8:00 a.m.

Note: During the October 16, 2019 meeting the Board acted to cancel the January 1, 2020 regular meeting.

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



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

Agenda items received after posting
Government Code Section 54957.5

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

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

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

Wednesday, November 6, 2019

8:00 a.m.

1. Call to Order

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

2. Pledge of Allegiance

The flag salute was led by President Bob Kuhn.

3. Roll Call

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

Directors Present

Bob Kuhn, President
David De Jesus, Vice President
Brian Bowcock, Secretary
Joe Ruzicka, Treasurer
Carlos Goytia, Director
Denise Jackman, Director
John Mendoza, Director

Staff Present

Matt Litchfield, General Manager
Steve Kennedy, Legal Counsel
Dominique Aguiar, Operations Supervisor
Nadia Aguirre, Executive Assistant
Liz Cohn, Senior Financial Analyst
Freeman Ensign, Operations Supervisor
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Tim Kellett, Chief Water Resources Officer
Steve Lang, Chief Operations Officer
James Linthicum, Chief Finance Officer
Robert Peng, I.T. Manager
Ben Peralta, Project Manager

Guests present: Ted Ebenkamp, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Tom Coleman, Rowland Water District; Tony Lima, Rowland Water District; Szu Pei Lu-Yang, Rowland Water District; Dave Warren, Rowland Water District; Ben Lewis, Golden State Water Company; Darron Poulsen, City of Pomona; John Brettl, Suburban Water Systems; Steve Patton, City of Glendora; Brad Johnson, City of Claremont; Jeremy Swan, City of Claremont; Lenet Pacheco, Valley County Water District; Mike Holmes, Public Water Agencies Group (PWAG).

4. Additions to Agenda

No additions to the agenda were requested.

5. Reorder Agenda

No reorder to the agenda was requested.

6. Public Comment

President Kuhn called for public comment. Mr. Brad Johnson, City of Claremont Community Development Director, addressed the Board regarding the Miragrand Well Project.

7. Presentations

Mr. Andy Malone's Satellite Mapping Systems presentation was rescheduled to the November 20, 2019 board meeting.

8. General Manager's Report**8.A – American Water Infrastructure Act Update (AWIA)**

Mr. Mike Holmes of PWAG provided the Board with an update on the American Water Infrastructure Act. According to the Act, TVMWD must conduct a Risk and Resilience Assessment by March 31, 2020; update the Emergency Response Plan (ERP) by September 30, 2020; submit self-certification to EPA, review risk assessments and ERP's every five years, coordinate with local emergency planning committees and maintain records. TVMWD is working with PWAG and member agencies in a joint Request RFP solicitation and contract which will have a phased approach. Staff has entered into the initial joint agreement with PWAG and Claris for completion of Phase 1 of the project at an amount of \$9,718. The estimated cost of Phase 2 (RRA) and Phase 3 (ERP) is \$125,000.

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

8.B – Annual Consideration of Contributions to Pension and OPEB Trust

Mr. James Linthicum presented the annual consideration of contributions to the Pension and OPEB Trust. The OPEB Trust contains a balance of \$929,000 as of June 30, 2019. The Pension Trust contains a balance of \$415,000 as of June 30, 2019. Staff recommends a \$200,000 contribution to the pension trust as planned in the FY 19-20 budget.

8.C – Chino Basin Watermaster 2020 Optimum Basin Management Program Update (OBMPU) Progress Report, September 2019

Mr. Matthew Litchfield provided an update on the Chino Basin Watermaster 2020 OBMP. Listening Session #7 was held on October 17, 2019. Listening Session #8 will be held on December 11, 2019. The CEQA process will begin in early 2020 with completion by June 2020. OBMP updates will continue on a monthly basis as an informational item.

8.D – Miragrand Well CEQA Update

Mr. Ben Peralta provided an update on the Miragrand Well CEQA process. The 30-day public review and comment period of the draft environmental documentation and public notice was from September 27 through October 28, 2019. Comments have been received from MWD, Caltrans, City of Claremont and residents. Responses will be incorporated into the CEQA document and will be brought to the board for public hearing on November 20, 2019.

A neighborhood meeting was held at the district on October 24, 2019. Approximately 12 residents attended and provided comment. Notices were hand delivered to 50 residents near the proposed site.

Before moving into closed session President Kuhn asked for comments from the board. Director Jackman thanked staff for an excellent job on the Solar Cup event that was held at the district on November 2, 2019.

Mr. Tom Coleman complimented the Board on their selection of General Manager Mr. Litchfield. Mr. Coleman stated Mr. Litchfield has been proactive and engaged in a refreshing way. He also acknowledged Director Jackman as a new board member that is beneficial and engaged in the Rowland community.

9. Closed Session

The Board convened into closed session at 8:48 a.m. to discuss the following items:

- Conference with Real Property Negotiators (Government Code Section 54956.8). Property: 1500 N. College Avenue, Claremont, California [District is considering purchase of a small portion (10,000 sq. ft.) of this parcel]. District Negotiator: Matthew Litchfield, General Manager. Negotiating Parties: Rancho Santa Ana Botanic Garden. Under Negotiation: Price and terms of payment.
- Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2). One potential case.

The Board reconvened to regular session at 9:50 a.m. No reportable action was taken during closed session.

10. Future Agenda Items

None.

11. Adjournment

The Board adjourned at 9:50 a.m. to its next regular Board meeting scheduled for Wednesday, November 20, 2019 at 8:00 a.m.

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

Recorded by: Nadia Aguirre
Executive Assistant

DRAFT

MINUTES
REGULAR BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT

Wednesday, November 20, 2019
8:00 a.m.

1. Call to Order

The Board meeting was called to order at 8:01 a.m. at the District office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

2. Pledge of Allegiance

The flag salute was led by President Bob Kuhn.

3. Roll Call

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

Directors Present

Bob Kuhn, President
 David De Jesus, Vice President
 Brian Bowcock, Secretary
 Joe Ruzicka, Treasurer
 Carlos Goytia, Director
 Denise Jackman, Director
 John Mendoza, Director

Staff Present

Matt Litchfield, General Manager
 Steve Kennedy, Legal Counsel
 Dominique Aguiar, Operations Supervisor
 Nadia Aguirre, Executive Assistant
 Liz Cohn, Sr. Financial Analyst
 Maria Contreras, Administrative/Comm. Assistant
 Freeman Ensign, Operations Supervisor
 Ray Evangelista, Engineering Assistant
 Karen Harberson, Compliance Specialist
 Tim Kellett, Chief Water Resources Officer
 Steve Lang, Chief Operations Officer
 James Linthicum, Chief Financial Officer
 Robert Peng, I.T. Manager
 Ben Peralta, Project Manager

Guest present: Ted Ebenkamp, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Brian Teuber, Walnut Valley Water District; Ben Lewis, Golden State Water; Tom Coleman, Rowland Water District; Tony Lima, Rowland Water District; Szu Pei Lu-Yang, Rowland Water District; Dave Warren, Rowland Water District; John Brettll, Suburban Water Systems; Brad Johnson, City of Claremont; Ed Reece, City of Claremont; Jennifer Stark, City of Claremont; Steve Patton, City of Glendora; Chris Diggs, City of Pomona; Darron Poulsen, City of Pomona; Robert DeLoach, DeLoach & Associates, Inc.; Andy Malone, Wildermuth Environmental; Chris Clarke, National Parks Conservation Association; Sorrel Stielstra; Rachel Wing; Karen May; Angelica Gonzalez; Pamela Nagler; Ilene Anderson; Robin Smith; Joan Holtz; Joan Licari; Karen Suarez; John Monsen; Mark Gosnell; Paul Simonian; Mark Bedol; Linda

Smith; Judith Wagner; Terry Masl; Richard Haskell; Richard Contreras; Bill Villalobos; Shelly Vanderveen; Rhonda Speier; Elaine Scriven.

4. Additions to Agenda

No additions to the agenda were requested.

5. Reorder Agenda

No reorder to the agenda was originally requested. However, Item 7 was reordered after Public Comment and rescheduled after the Public Hearing to the January 15, 2020 board meeting.

6. Public Comment

President Kuhn called for public comment.

Mr. Chris Clarke of the National Parks Conservation Association spoke in opposition of the Cadiz study.

Ms. Sorrel Stielstra, Claremont resident, spoke in opposition of the Cadiz study.

Ms. Rachel Wing, Pasadena resident, spoke in opposition of the Cadiz study.

Ms. Karen May spoke in opposition of the Cadiz study.

Ms. Angelica Gonzalez, Claremont resident, spoke in opposition of the Cadiz study.

Ms. Pamela Nagler, Claremont resident, spoke in opposition of the Cadiz study.

Ms. Ilene Anderson of the Center for Biological Diversity spoke in opposition of the Cadiz study.

Ms. Robin Smith, Diamond Bar resident, spoke in opposition of the Cadiz study.

Ms. Joan Holtz, El Monte resident, spoke in opposition of the Cadiz study.

Dr. Joan Licari, San Gabriel Valley resident, spoke in opposition of the Cadiz study.

Ms. Karen Suarez, Monrovia resident, spoke in opposition of the Cadiz study.

Mr. John Monsen of the National Parks Conservation Association spoke in opposition of the Cadiz study.

Legal Counsel Mr. Steve Kennedy confirmed President Kuhn's request to include the names of all attendees at the November 20, 2019 board meeting that are in objection to the Cadiz study on the staff report for Phase II.

President Kuhn called for a break at 9:14 a.m.

The board meeting reconvened at 9:20 a.m.

President Kuhn reordered the agenda moving the Public Hearing before Item 7 – Presentation.

7. Presentation

The presentation by Mr. Andy Malone was rescheduled to the January 15, 2020 board meeting.

8. Public Hearing – Initial Study and Mitigated Negative Declaration for Miragrand Well, Project No. 58463

President Kuhn announced that the Board would convene into a public hearing to consider the initial study and mitigated negative declaration for Miragrand Well, Project No. 58463. All required public notices were completed and are available upon request.

President Kuhn called for the staff report. Mr. Matthew Litchfield stated the next step in the CEQA process was to open the public hearing and listen to public testimony. President Kuhn opened the public hearing at 9:22 a.m.

Mr. Mark Gosnell, Claremont resident, spoke regarding concerns of the Miragrand Well Project. Mr. Gosnell stated the residents have an issue with the way the project has been communicated or lack thereof. He is concerned about the value of his property, noise impact on his family and aesthetics. Mr. Gosnell is concerned about the location of the well within the lot. He inquired about moving the well to the center of the lot and the number of parking spots the lot will hold.

Mr. Brad Johnson, City of Claremont Community Development Director, stated the city is not scientifically challenging the CEQA document, but is asking the board to pause the Miragrand Well Project and meet with concerned residents again. The city submitted formal comments to the CEQA document which were addressed and is requesting the project to be aesthetically pleasing to the area.

Mr. Paul Simonian, Claremont resident, spoke regarding concerns of the Miragrand Well Project. Mr. Simonian stated residents did not know about well project and found out one month ago. He would like something done to make project palatable to the neighborhood. Mr. Simonian stated wrought iron fencing is more pleasing than a wall and building a sub-basement will drop the level of the project 6-8 feet.

Mr. Mark Bedol, Claremont resident, spoke regarding concerns of the Miragrand Well Project. Mr. Bedol did not know about the project until a few weeks ago and is concerned the well will be out of character for the neighborhood. He would like a compromise for the project to go forward with the fence going around the building, not to the street, and landscaped with drought tolerant plants.

Item 7.A

Ms. Linda Smith, Claremont resident, spoke regarding concerns of the Miragrand Well Project. Ms. Smith found out about the project last week and is concerned about the way the project came about. Ms. Smith believes the study is questionable if it was done by a member of the active Claremont committee and asked if it is a conflict of interest. She is concerned about the building dimensions, noise impact and property value.

Mr. Ed Reece, Claremont City Council Member, spoke regarding the Miragrand Well Project and residents' concerns. Mr. Reece stated residents are concerned about the size of the building and would like the well dropped 300 feet. He is asking for something attractive and appealing to the neighborhood. Mr. Reece believes communication between the district and neighbors can be improved. He confirmed the Claremont City Council did not make any approvals to a zone change or property change as it is outside the jurisdiction of the Claremont City Council. Mr. Reece is asking to pause the project so the city and the district can work with the neighbors going forward.

Ms. Judith Wagner, Claremont resident, spoke regarding concerns of the Miragrand Well Project. Ms. Wagner prefers the project be moved to a different location. If this is not possible, she would like the project postponed to give the neighbors time to think about the situation and collaborate with the district. She would like the building to look like the rest of the neighborhood and landscaped similar to the district.

President Kuhn closed the public hearing at 10:17 a.m.

9. Adopt Resolution No. 19-11-865 to Approve Initial Study/Mitigated Negative Declaration and CEQA Documentation for the TVMWD Miragrand Groundwater Well, Project No. 58463

President Kuhn stated he does not approve of the project as currently designed.

President Kuhn advised residents that Project Manager Ben Peralta and Mr. Litchfield can be contacted for questions. Mr. Litchfield suggested TVMWD host multiple workshops with residents and will prepare 3-D color options on what project will look like upon completion

Director De Jesus motioned to table Item 9 to the February 19, 2020 board meeting with the staff report including communication enhancements to residents and a redesign of the Miragrand Well Project. Director Jackman added to the motion for staff to provide an update on residential outreach efforts at the January 15, 2020 board meeting. Director Ruzicka seconded the motion. President Kuhn called for the vote and passed unanimously with a 7-0 vote.

Director Jackman departed the meeting at 10:39 am for a previously scheduled meeting.

President Kuhn called for a break at 10:44 a.m.

The board meeting reconvened at 10:50 a.m.

Moved: Director De Jesus Second: Director Ruzicka
Motion No. 19-11-5248 – Table Item 9 to the February 19, 2020 board meeting with communication enhancements and redesign of Miragrand Well Project and provide an update on residential outreach efforts at the January 15, 2020 board meeting.
Motion passed by a 7-0 unanimous vote.

After the break, President Kuhn advised the presentation by Mr. Malone would be rescheduled to the January 15, 2020 board meeting.

10. Consent Calendar

The Board was asked to consider consent calendar items (10.A-10.H) for the November 20, 2019 Board meeting that included: (10.A) Receive, Approve and File Minutes, October 2, 2019 and October 16, 2019; (10.B) Receive, Approve and File Financial Reports and Investment Update, October 2019; (10.C) Imported Water Sales, October 2019; (10.D) Miramar Operations Report, October 2019; (10.E) Fiscal Year 2019-20 First Quarter Reserve Update; (10.F) Approval of Contribution to Pension Trust; (10.G) CY 2020 Meeting Schedule; (10.H) Approval of Organizational Chart Effective November 20, 2019.

Upon motion and second, President Kuhn called for discussion. There being no discussion, President Kuhn called for the vote.

Moved: Director De Jesus Second: Director Goytia
Motion No. 19-11-5249 – Approval of Consent Calendar Items 10.A – 10.H for November 20, 2019.
Motion passed by a 6-0 vote; Director Jackman was absent from the vote.

11. General Manager's Report

11.A – Approve Director Expense Reports, October 2019

The Board was asked to consider approval of the director expense reports submitted for reimbursement for October 2019. President Kuhn advised he would discuss Director Jackman's TSA reimbursement with her. Director De Jesus called for a board workshop in February as a refresher on district policies for board members.

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

Moved: Director Ruzicka Second: Director De Jesus
Motion No. 19-11-5250 – Approval of Director Expense Reports for October 2019.
Motion passed by a 6-0 vote; Director Jackman was absent from the vote.

11.B – Legislative Update, November 2019

Mr. Litchfield provided the board with a brief update on legislative activities TVMWD has engaged in through to November 2019.

11.C – JPIA Insurance Program Recognition

Mr. Litchfield advised the board that ACWA JPIA has awarded TVMWD with the *President's Special Recognition Award* certificates. The district will be recognized at the ACWA Fall Conference on December 5, 2019.

12. Directors' / General Manager's Oral Reports

No oral reports were given.

13. Closed Session

13.A – Conference with Real Property Negotiators (Government Code Section 54956.8)

- Property: 1500 N. College Avenue, Claremont, California [District is considering purchase of a small portion (10,000 sq. ft.) of this parcel]
- District Negotiator: Matthew Litchfield, General Manager
- Negotiating Parties: Rancho Santa Ana Botanic Garden
- Under Negotiation: Price and terms of payment

13.B – Public Employee Performance Evaluation (Government Code Section 54957)

Title: General Manager

13.C – Threat to Public Services or Facilities (Government Code Section 54957)

- Consultation with Matthew H. Litchfield, General Manager and Robert Peng, Information Technology Manager

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

The board convened into closed session at 10:57 a.m. to discuss the above-mentioned items. They reconvened out of closed session at 11:23 a.m. Mr. Kennedy advised no reportable action was taken.

13. Future Agenda Items

No future agenda items were requested.

14. Adjournment

The Board adjourned at 11:23 a.m. to its next regular meeting scheduled for Wednesday, December 18, 2019 at 8:00 a.m. During the October 16, 2019 meeting the Board acted to cancel the December 4, 2019 regular meeting.


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

Recorded by: Nadia Aguirre
Executive Assistant

DRAFT



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: Change in Cash and Cash Equivalents Report

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

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

Attached for your review is the Change in Cash and Cash Equivalents Report for the period ending November 30, 2019.

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, 2019

| | | <u>CASH</u> | <u>CASH EQUIVALENTS</u> |
|---------------------------------|---|--------------------------|-----------------------------|
| SUMMARY 11/30/2019 | | | |
| | Petty Cash | 6,000.00 | |
| | Local Agency Investment Fund | | 5,529,905.80 |
| | California Asset Management Program(CAMP) | | 11,476.69 |
| | General Checking | 1,300,000.00 | |
| | Sweep Account | 1,186,498.03 | |
| | U.S. Bank | 5,000.00 | |
| | TOTAL CASH IN BANKS & ON HAND | \$ 2,497,498.03 | \$ 5,541,382.49 |
| | TOTAL CASH IN BANKS & ON HAND 11/30/19 | \$ 2,497,498.03 | \$ 5,541,382.49 |
| | TOTAL CASH IN BANKS & ON HAND 10/31/19 | \$ 7,106,050.68 | \$ 1,041,364.75 |
| | PERIOD INCREASE (DECREASE) | \$ (4,608,552.65) | \$ 4,500,017.74 |
| CHANGE IN CASH POSITION DUE TO: | | | |
| | Water Sales/Charges Revenue | 6,473,595.04 | |
| | Interest Revenue | 1,775.67 | |
| | Subvention/RTS Standby Charge Revenue | 162,510.39 | |
| | Hydroelectric Revenue | 8,884.06 | |
| | Other Revenue | 5,805.25 | |
| | Cadiz Water Project Peer Review | | |
| | Investment Xfer From Chandler Asset Mgt | | |
| | LAIF Quarterly Interest | | |
| | California Asset Mgmt Program Interest | | 17.74 |
| | Transfer To LAIF | | 4,500,000.00 |
| | Transfer From LAIF | | |
| | INFLOWS | 6,652,570.41 | 4,500,017.74 |
| | Expenditures | (6,563,253.80) | |
| | Current Month Outstanding Payables | 149,552.32 | |
| | Prior Month Cleared Payables | (145,068.22) | |
| | Bank/FSA Svc Fees | (175.00) | |
| | HRA/HSA Payment | (2,178.36) | |
| | PARS Pension Trust | (200,000.00) | |
| | Investment Xfer to CA Asset Mgt Pgm | | |
| | Transfer to LAIF | (4,500,000.00) | |
| | Transfer From CAMP | | |
| | OUTFLOWS | (11,261,123.06) | - |
| | PERIOD INCREASE (DECREASE) | (4,608,552.65) | 4,500,017.74 |



THREE VALLEYS MUNICIPAL WATER DISTRICT
CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO
 November 30, 2019

| ITEM | BOOK YIELD | BOOK VALUE | PAR VALUE | MARKET VALUE |
|-------------------------------------|--------------|-------------------------|-------------------------|-------------------------|
| Chandler Asset Management | | | | |
| ABS - Asset Backed Securities | 2.98% | 262,587.69 | 262,596.93 | 265,391.99 |
| Bonds - Agency | 1.87% | 1,813,921.42 | 1,800,000.00 | 1,830,936.93 |
| Commercial Paper | 0.00% | 0.00 | 0.00 | 0.00 |
| Money Market Fund | 1.26% | 20,716.76 | 20,716.76 | 20,716.76 |
| Supranational | 0.00% | 0.00 | 0.00 | 0.00 |
| US Corporate | 2.81% | 1,311,495.23 | 1,320,000.00 | 1,340,783.44 |
| US Treasury | 1.88% | 1,205,680.93 | 1,200,000.00 | 1,214,684.44 |
| | 2.19% | 4,614,402.03 | 4,603,313.69 | 4,672,513.56 |
| Local Agency Invest Fund TVMWD | 2.10% | 5,529,905.80 | 5,529,905.80 | 5,529,905.80 |
| California Asset Management Program | 1.88% | 11,476.69 | 11,476.69 | 11,476.69 |
| Reserve Fund | | \$ 10,155,784.52 | \$ 10,144,696.18 | \$ 10,213,896.05 |
| Checking (Citizens) | 0.65% | 1,300,000.00 | 1,300,000.00 | 1,300,000.00 |
| Sweep Account (Citizens) | 0.40% | 1,186,498.03 | 1,186,498.03 | 1,186,498.03 |
| 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 | | \$ 2,497,498.03 | \$ 2,497,498.03 | \$ 2,497,498.03 |
| TOTAL PORTFOLIO | 1.83% | \$ 12,653,282.55 | \$ 12,642,194.21 | \$ 12,711,394.08 |

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 19-02-845). 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, 2019 THROUGH NOVEMBER 30, 2019

Chandler Team:

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

Custodian

US Bank
Christopher Isles
(503) 464-3685

CHANDLER ASSET MANAGEMENT
chandlerasset.com

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



PORTFOLIO CHARACTERISTICS

| | |
|---------------------------|----------|
| Average Modified Duration | 2.45 |
| Average Coupon | 2.22% |
| Average Purchase YTM | 2.20% |
| Average Market YTM | 1.76% |
| Average S&P/Moody Rating | AA/Aa1 |
| Average Final Maturity | 2.73 yrs |
| Average Life | 2.56 yrs |

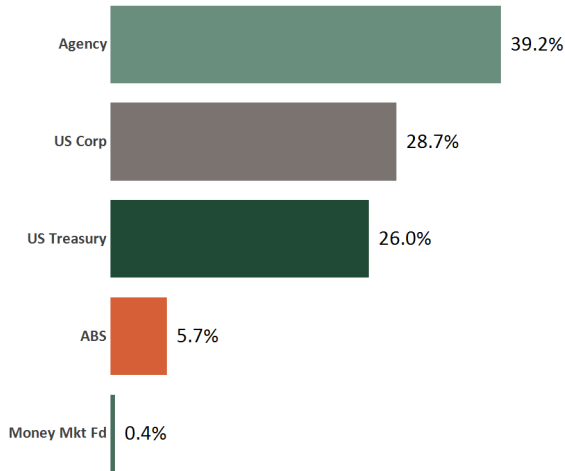
ACCOUNT SUMMARY

| | Beg. Values as of 10/31/19 | End Values as of 11/30/19 |
|---------------------------|-------------------------------|------------------------------|
| Market Value | 4,674,751 | 4,672,514 |
| Accrued Interest | 24,887 | 26,922 |
| Total Market Value | 4,699,638 | 4,699,436 |
| Income Earned | 11,631 | 9,539 |
| Cont/WD | | -850 |
| Par | 4,598,910 | 4,603,314 |
| Book Value | 4,608,413 | 4,614,402 |
| Cost Value | 4,604,770 | 4,607,128 |

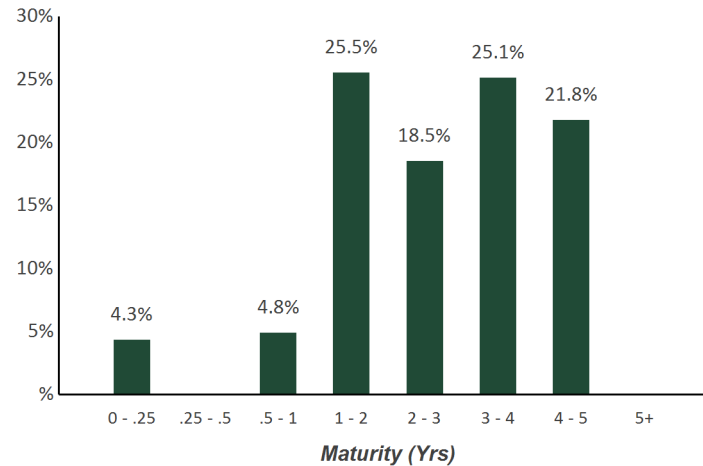
TOP ISSUERS

| | |
|---------------------------------|--------------|
| Government of United States | 26.0% |
| Federal National Mortgage Assoc | 13.6% |
| Federal Home Loan Bank | 12.8% |
| Federal Home Loan Mortgage Corp | 8.3% |
| Federal Farm Credit Bank | 4.5% |
| Bank of America Corp | 3.3% |
| John Deere ABS | 3.0% |
| Paccar Financial | 2.8% |
| Total | 74.4% |

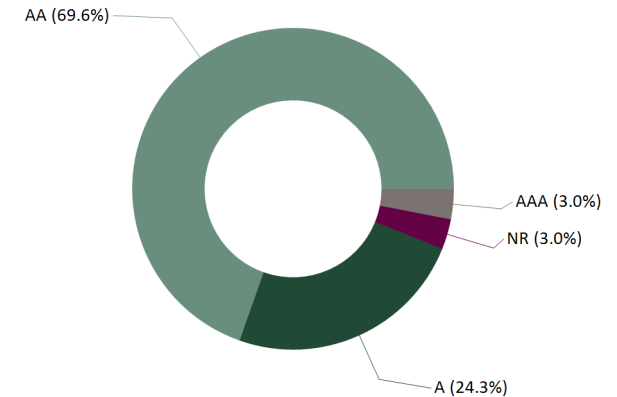
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

| TOTAL RATE OF RETURN | 1M | 3M | YTD | 1YR | Annualized | | | | |
|--|--------|--------|-------|-------|------------|-------|-------|-------|-----------|
| | | | | | 2YRS | 3YRS | 5YRS | 10YRS | 4/30/2009 |
| Three Valleys Municipal Water District | 0.01% | 0.37% | 4.65% | 5.67% | 3.10% | 2.43% | 1.88% | 1.88% | 2.01% |
| ICE BAML 1-5 Yr US Treasury/Agency Index | -0.10% | -0.03% | 4.04% | 5.18% | 2.77% | 2.07% | 1.59% | 1.57% | 1.69% |

Statement of Compliance

As of November 30, 2019

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 | <i>Complies</i> |
| Agency Issues | No Limitation | <i>Complies</i> |
| 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 | <i>Complies</i> |
| Supranationals | Issued by IBRD, IFC or IADB only; "AA" rated or higher by a NRSRO; 30% maximum; 10% max per issuer | <i>Complies</i> |
| Banker's Acceptances | "A" rated or higher by a NRSRO; 40% maximum; 5% max per issuer; 180 days max maturity | <i>Complies</i> |
| 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 | <i>Complies</i> |
| 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. | <i>Complies</i> |
| Negotiable Certificates of Deposit | 30% maximum; 5% max per issuer | <i>Complies</i> |
| Certificates of Deposits/Time Deposit | Collateralized/ FDIC insured | <i>Complies</i> |
| Money Market Mutual Funds | "AAA" rated by 2 NRSROs; 20% maximum; 10% per fund | <i>Complies</i> |
| Mortgage Pass-throughs, CMOs and Asset Backed Securities | "AA" rated or higher by a NRSRO; "A" rated issuer or higher by a NRSRO; 20% maximum; 5% max per issuer | <i>Complies</i> |
| Local Agency Investment Fund - LAIF | Max program limitation | <i>Complies</i> |
| Repurchase Agreements | 102% Collateralized; 1year max maturity | <i>Complies</i> |
| Reverse Repurchase Agreements | 20% maximum; 92 days max maturity | <i>Complies</i> |
| Prohibited Securities | Inverse floaters; Ranges notes, Interest-only strips from mortgaged backed securities; Zero interest accrual securities | <i>Complies</i> |
| Max Per Issuer | 5% of portfolio per issuer (except U.S. Government, Agencies/GSEs, Supranationals, Money Market Mutual Funds, LAIF,LGIP) | <i>Complies</i> |
| Maximum maturity | 5 years | <i>Complies</i> |

Reconciliation Summary

As of November 30, 2019



| BOOK VALUE RECONCILIATION | | |
|----------------------------------|--------------|-----------------------|
| BEGINNING BOOK VALUE | | \$4,608,412.50 |
| Acquisition | | |
| + Security Purchases | \$183,009.38 | |
| + Money Market Fund Purchases | \$20,185.11 | |
| + Money Market Contributions | \$0.00 | |
| + Security Contributions | \$0.00 | |
| + Security Transfers | \$0.00 | |
| Total Acquisitions | | \$203,194.49 |
| Dispositions | | |
| - Security Sales | \$180,689.06 | |
| - Money Market Fund Sales | \$2,048.29 | |
| - MMF Withdrawals | \$850.37 | |
| - Security Withdrawals | \$0.00 | |
| - Security Transfers | \$0.00 | |
| - Other Dispositions | \$0.00 | |
| - Maturities | \$0.00 | |
| - Calls | \$0.00 | |
| - Principal Paydowns | \$12,882.97 | |
| Total Dispositions | | \$196,470.69 |
| Amortization/Accretion | | |
| +/- Net Accretion | (\$69.89) | |
| | | (\$69.89) |
| Gain/Loss on Dispositions | | |
| +/- Realized Gain/Loss | (\$664.38) | |
| | | (\$664.38) |
| ENDING BOOK VALUE | | \$4,614,402.03 |

| CASH TRANSACTION SUMMARY | | |
|--------------------------------|---------------------|--------------------|
| BEGINNING BALANCE | | \$3,430.31 |
| Acquisition | | |
| Contributions | \$0.00 | |
| Security Sale Proceeds | \$180,689.06 | |
| Accrued Interest Received | \$731.87 | |
| Interest Received | \$6,171.66 | |
| Dividend Received | \$1,130.48 | |
| Principal on Maturities | \$0.00 | |
| Interest on Maturities | \$0.00 | |
| Calls/Redemption (Principal) | \$0.00 | |
| Interest from Calls/Redemption | \$0.00 | |
| Principal Paydown | \$12,882.97 | |
| Total Acquisitions | \$201,606.04 | |
| Dispositions | | |
| Withdrawals | \$850.37 | |
| Security Purchase | \$183,009.38 | |
| Accrued Interest Paid | \$459.84 | |
| Total Dispositions | \$184,319.59 | |
| ENDING BOOK VALUE | | \$20,716.76 |

Holdings Report

As of November 30, 2019



| 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 | | | | | | | | | |
| 89238BAB8 | Toyota Auto Receivables Trust 2018-A A2A 2.1% Due 10/15/2020 | 755.14 | 01/23/2018 2.12% | 755.06 755.11 | 100.00 2.40% | 755.17 0.70 | 0.02% 0.06 | Aaa / AAA NR | 0.88 0.03 |
| 47788BAD6 | John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021 | 10,439.15 | 07/11/2017 1.83% | 10,438.39 10,438.81 | 99.91 2.08% | 10,429.70 8.44 | 0.22% (9.11) | Aaa / NR AAA | 1.88 0.36 |
| 47788CAC6 | John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022 | 31,402.64 | 02/21/2018 2.68% | 31,400.38 31,401.34 | 100.36 2.04% | 31,515.58 37.12 | 0.67% 114.24 | Aaa / NR AAA | 2.38 0.56 |
| 43814UAG4 | Honda Auto Receivables Trust 2018-2 A3 3.01% Due 5/18/2022 | 40,000.00 | 05/22/2018 3.03% | 39,999.13 39,999.46 | 101.01 1.91% | 40,405.92 43.48 | 0.86% 406.46 | NR / AAA AAA | 2.47 0.90 |
| 47788EAC2 | John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022 | 100,000.00 | 07/18/2018 3.10% | 99,992.42 99,994.80 | 101.15 1.95% | 101,145.30 136.89 | 2.16% 1,150.50 | Aaa / NR AAA | 2.96 0.99 |
| 65479GAD1 | Nissan Auto Receivables Trust 2018-B A3 3.06% Due 3/15/2023 | 80,000.00 | 07/17/2018 3.08% | 79,997.41 79,998.17 | 101.43 1.93% | 81,140.32 108.80 | 1.73% 1,142.15 | Aaa / AAA NR | 3.29 1.24 |
| Total ABS | | 262,596.93 | 2.98% | 262,582.79 262,587.69 | 1.96% | 265,391.99 335.43 | 5.65% 2,804.30 | Aaa / AAA AAA | 2.87 0.97 |

| AGENCY | | | | | | | | | |
|---------------|------------------------------------|------------|---------------------|--------------------------|-----------------|----------------------|---------------------|------------------|--------------|
| 3135G0J20 | FNMA Note 1.375% Due 2/26/2021 | 200,000.00 | Various 1.41% | 199,699.04 199,927.76 | 99.64 1.67% | 199,288.00 725.69 | 4.26% (639.76) | Aaa / AA+ AAA | 1.24 1.22 |
| 3135G0K69 | FNMA Note 1.25% Due 5/6/2021 | 180,000.00 | 06/29/2016 1.18% | 180,612.00 180,180.39 | 99.45 1.64% | 179,013.24 156.25 | 3.81% (1,167.15) | Aaa / AA+ AAA | 1.43 1.41 |
| 3137EAEC9 | FHLMC Note 1.125% Due 8/12/2021 | 185,000.00 | 08/30/2016 1.33% | 183,185.15 184,377.31 | 99.14 1.64% | 183,413.63 630.16 | 3.92% (963.68) | Aaa / AA+ AAA | 1.70 1.67 |
| 3135G0Q89 | FNMA Note 1.375% Due 10/7/2021 | 160,000.00 | 10/27/2016 1.50% | 159,025.60 159,635.07 | 99.53 1.63% | 159,243.36 330.00 | 3.40% (391.71) | Aaa / AA+ AAA | 1.85 1.82 |
| 3130AABG2 | FHLB Note 1.875% Due 11/29/2021 | 100,000.00 | 12/28/2016 2.10% | 98,970.00 99,581.92 | 100.50 1.62% | 100,499.70 10.42 | 2.14% 917.78 | Aaa / AA+ AAA | 2.00 1.95 |
| 3135G0S38 | FNMA Note 2% Due 1/5/2022 | 100,000.00 | 01/11/2017 2.02% | 99,922.50 99,967.36 | 100.72 1.65% | 100,723.00 811.11 | 2.16% 755.64 | Aaa / AA+ AAA | 2.10 2.03 |
| 3137EADB2 | FHLMC Note 2.375% Due 1/13/2022 | 100,000.00 | 01/27/2017 2.03% | 101,596.70 100,683.17 | 101.48 1.66% | 101,484.20 910.42 | 2.18% 801.03 | Aaa / AA+ AAA | 2.12 2.05 |



| 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 | | | | | | | | | |
| 313379Q69 | FHLB Note 2.125% Due 6/10/2022 | 100,000.00 | 09/28/2017 1.92% | 100,903.00 100,485.46 | 101.13 1.67% | 101,126.50 1,009.38 | 2.17% 641.04 | Aaa / AA+ AAA | 2.53 2.43 |
| 3133EAYP7 | FFCB Note 1.95% Due 7/19/2022 | 100,000.00 | 07/28/2017 1.92% | 100,138.00 100,073.11 | 100.76 1.65% | 100,758.80 715.00 | 2.16% 685.69 | Aaa / AA+ AAA | 2.64 2.54 |
| 3137EAEN5 | FHLMC Note 2.75% Due 6/19/2023 | 100,000.00 | 09/27/2018 3.03% | 98,785.00 99,087.17 | 103.84 1.63% | 103,837.70 1,237.50 | 2.24% 4,750.53 | Aaa / AA+ AAA | 3.55 3.35 |
| 313383YJ4 | FHLB Note 3.375% Due 9/8/2023 | 100,000.00 | 02/26/2019 2.57% | 103,413.00 102,841.42 | 106.25 1.66% | 106,250.30 778.13 | 2.28% 3,408.88 | Aaa / AA+ NR | 3.78 3.53 |
| 3130AAHE1 | FHLB Note 2.5% Due 12/8/2023 | 75,000.00 | 02/26/2019 2.55% | 74,830.50 74,857.41 | 103.18 1.68% | 77,384.70 901.04 | 1.67% 2,527.29 | Aaa / AA+ NR | 4.02 3.78 |
| 3133EDBU5 | FFCB Note 3.5% Due 12/20/2023 | 100,000.00 | 01/16/2019 2.74% | 103,486.00 102,869.45 | 107.33 1.63% | 107,326.10 1,565.28 | 2.32% 4,456.65 | Aaa / AA+ AAA | 4.06 3.74 |
| 3130A1XJ2 | FHLB Note 2.875% Due 6/14/2024 | 100,000.00 | 06/18/2019 1.96% | 104,323.00 103,931.51 | 105.23 1.67% | 105,229.50 1,333.68 | 2.27% 1,297.99 | Aaa / AA+ NR | 4.54 4.21 |
| 3130A2UW4 | FHLB Note 2.875% Due 9/13/2024 | 100,000.00 | 10/21/2019 1.69% | 105,547.00 105,422.91 | 105.36 1.70% | 105,358.20 622.92 | 2.26% (64.71) | Aaa / AA+ AAA | 4.79 4.45 |
| Total Agency | | 1,800,000.00 | 1.87% | 1,814,436.49 1,813,921.42 | 1.65% | 1,830,936.93 11,736.98 | 39.21% 17,015.51 | Aaa / AA+ AAA | 2.60 2.48 |
| MONEY MARKET FUND FI | | | | | | | | | |
| 31846V203 | First American Govt Obligation Fund Class Y | 20,716.76 | Various 1.26% | 20,716.76 20,716.76 | 1.00 1.26% | 20,716.76 0.00 | 0.44% 0.00 | Aaa / AAA AAA | 0.00 0.00 |
| Total Money Market Fund FI | | 20,716.76 | 1.26% | 20,716.76 20,716.76 | 1.26% | 20,716.76 0.00 | 0.44% 0.00 | Aaa / AAA AAA | 0.00 0.00 |
| US CORPORATE | | | | | | | | | |
| 94974BGF1 | Wells Fargo Corp Note 2.15% Due 1/30/2020 | 100,000.00 | 01/26/2015 2.18% | 99,864.00 99,995.52 | 100.02 1.99% | 100,023.50 722.64 | 2.14% 27.98 | A2 / A- A+ | 0.17 0.17 |
| 22160KAGO | Costco Wholesale Corp Note 1.75% Due 2/15/2020 | 80,000.00 | 02/05/2015 1.77% | 79,916.00 79,996.50 | 100.00 1.73% | 80,001.44 412.22 | 1.71% 4.94 | Aa3 / A+ NR | 0.21 0.21 |
| 857477AS2 | State Street Bank Note 2.55% Due 8/18/2020 | 100,000.00 | 06/28/2017 1.86% | 102,098.00 100,477.82 | 100.47 1.89% | 100,466.90 729.58 | 2.15% (10.92) | A1 / A AA- | 0.72 0.70 |

Holdings Report

As of November 30, 2019



| 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 CORPORATE | | | | | | | | | |
| 00440EAT4 | Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020 | 125,000.00 | 02/06/2017 2.16% | 125,588.75 125,135.70 | 100.27 1.98% | 125,335.13 223.61 | 2.67% 199.43 | A3 / A A | 0.93 0.83 |
| 084670BQ0 | Berkshire Hathaway Callable Note Cont 2/15/2021 2.2% Due 3/15/2021 | 80,000.00 | 03/23/2018 2.69% | 78,880.00 79,514.39 | 100.50 1.78% | 80,403.20 371.56 | 1.72% 888.81 | Aa2 / AA A+ | 1.29 1.18 |
| 91159HHP8 | US Bancorp Callable Cont 12/23/2021 2.625% Due 1/24/2022 | 60,000.00 | 01/19/2017 2.66% | 59,896.80 59,955.63 | 101.54 1.86% | 60,926.16 555.63 | 1.31% 970.53 | A1 / A+ AA- | 2.15 1.99 |
| 44932HAC7 | IBM Credit Corp Note 2.2% Due 9/8/2022 | 125,000.00 | 12/28/2017 2.60% | 122,780.00 123,690.01 | 100.39 2.05% | 125,489.13 634.03 | 2.68% 1,799.12 | A2 / A NR | 2.78 2.66 |
| 48128BAB7 | JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023 | 125,000.00 | 10/30/2018 3.73% | 121,335.00 122,279.27 | 101.74 2.13% | 127,169.75 1,403.44 | 2.74% 4,890.48 | A2 / A- AA- | 3.13 2.53 |
| 808513AT2 | Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023 | 125,000.00 | 06/01/2018 3.31% | 121,453.75 122,591.90 | 101.94 1.99% | 127,430.50 1,159.38 | 2.74% 4,838.60 | A2 / A A | 3.16 2.91 |
| 037833AK6 | Apple Inc Note 2.4% Due 5/3/2023 | 125,000.00 | 11/29/2018 3.49% | 119,456.25 120,712.60 | 101.53 1.94% | 126,906.38 233.33 | 2.71% 6,193.78 | Aa1 / AA+ NR | 3.42 3.27 |
| 69371RP59 | Paccar Financial Corp Note 3.4% Due 8/9/2023 | 125,000.00 | 09/10/2018 3.37% | 125,177.50 125,133.42 | 104.57 2.11% | 130,715.50 1,322.22 | 2.81% 5,582.08 | A1 / A+ NR | 3.69 3.44 |
| 06051GHF9 | Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024 | 150,000.00 | 04/04/2019 3.08% | 152,319.00 152,012.47 | 103.94 2.29% | 155,915.85 1,272.08 | 3.34% 3,903.38 | A2 / A- A+ | 4.27 3.06 |
| Total US Corporate | | 1,320,000.00 | 2.81% | 1,308,765.05 1,311,495.23 | 2.01% | 1,340,783.44 9,039.72 | 28.72% 29,288.21 | A1 / A A+ | 2.38 2.08 |
| US TREASURY | | | | | | | | | |
| 912828Q37 | US Treasury Note 1.25% Due 3/31/2021 | 100,000.00 | 12/13/2016 1.81% | 97,683.93 99,282.14 | 99.42 1.69% | 99,418.00 211.75 | 2.12% 135.86 | Aaa / AA+ AAA | 1.33 1.31 |
| 912828T34 | US Treasury Note 1.125% Due 9/30/2021 | 185,000.00 | 11/09/2016 1.48% | 181,871.52 183,827.48 | 99.05 1.65% | 183,251.20 352.56 | 3.91% (576.28) | Aaa / AA+ AAA | 1.84 1.80 |
| 912828J43 | US Treasury Note 1.75% Due 2/28/2022 | 100,000.00 | 03/13/2017 2.14% | 98,191.74 99,181.24 | 100.28 1.62% | 100,277.30 442.31 | 2.14% 1,096.06 | Aaa / AA+ AAA | 2.25 2.19 |

Holdings Report

As of November 30, 2019



| 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 | | | | | | | | | |
| 912828N30 | US Treasury Note 2.125% Due 12/31/2022 | 160,000.00 | 01/31/2018 2.54% | 156,975.00 158,102.42 | 101.57 1.60% | 162,506.24 1,422.83 | 3.49% 4,403.82 | Aaa / AA+ AAA | 3.09 2.95 |
| 9128284D9 | US Treasury Note 2.5% Due 3/31/2023 | 200,000.00 | 04/29/2019 2.29% | 201,578.13 201,341.02 | 102.88 1.61% | 205,765.60 846.99 | 4.40% 4,424.58 | Aaa / AA+ AAA | 3.33 3.18 |
| 912828XT2 | US Treasury Note 2% Due 5/31/2024 | 50,000.00 | 07/25/2019 1.83% | 50,384.77 50,356.96 | 101.63 1.62% | 50,812.50 2.73 | 1.08% 455.54 | Aaa / AA+ AAA | 4.50 4.29 |
| 912828XX3 | US Treasury Note 2% Due 6/30/2024 | 225,000.00 | 08/26/2019 1.43% | 230,932.62 230,610.67 | 101.60 1.64% | 228,603.60 1,883.15 | 4.90% (2,007.07) | Aaa / AA+ AAA | 4.59 4.33 |
| 9128282Y5 | US Treasury Note 2.125% Due 9/30/2024 | 180,000.00 | 11/12/2019 1.77% | 183,009.38 182,979.00 | 102.25 1.64% | 184,050.00 647.95 | 3.93% 1,071.00 | Aaa / AA+ AAA | 4.84 4.57 |
| Total US Treasury | | 1,200,000.00 | 1.88% | 1,200,627.09 1,205,680.93 | 1.63% | 1,214,684.44 5,810.27 | 25.97% 9,003.51 | Aaa / AA+ AAA | 3.34 3.18 |
| TOTAL PORTFOLIO | | 4,603,313.69 | 2.20% | 4,607,128.18 4,614,402.03 | 1.76% | 4,672,513.56 26,922.40 | 100.00% 58,111.53 | Aa1 / AA AAA | 2.73 2.45 |
| TOTAL MARKET VALUE PLUS ACCRUED | | | | | | 4,699,435.96 | | | |



| Transaction Type | Settlement Date | CUSIP | Quantity | Security Description | Price | Acq/Disp Yield | Amount | Interest Pur/Sold | Total Amount | Gain/Loss |
|---------------------------|-----------------|-----------|-------------------|---|---------|----------------|-------------------|-------------------|-------------------|-------------|
| ACQUISITIONS | | | | | | | | | | |
| Purchase | 11/01/2019 | 31846V203 | 1,130.48 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 1,130.48 | 0.00 | 1,130.48 | 0.00 |
| Purchase | 11/03/2019 | 31846V203 | 2,937.50 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 2,937.50 | 0.00 | 2,937.50 | 0.00 |
| Purchase | 11/06/2019 | 31846V203 | 1,125.00 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 1,125.00 | 0.00 | 1,125.00 | 0.00 |
| Purchase | 11/13/2019 | 9128282Y5 | 180,000.00 | US Treasury Note 2.125% Due 9/30/2024 | 101.672 | 1.77% | 183,009.38 | 459.84 | 183,469.22 | 0.00 |
| Purchase | 11/15/2019 | 31846V203 | 204.00 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 204.00 | 0.00 | 204.00 | 0.00 |
| Purchase | 11/15/2019 | 31846V203 | 256.67 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 256.67 | 0.00 | 256.67 | 0.00 |
| Purchase | 11/15/2019 | 31846V203 | 1,406.86 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 1,406.86 | 0.00 | 1,406.86 | 0.00 |
| Purchase | 11/15/2019 | 31846V203 | 3,674.94 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 3,674.94 | 0.00 | 3,674.94 | 0.00 |
| Purchase | 11/15/2019 | 31846V203 | 7,911.83 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 7,911.83 | 0.00 | 7,911.83 | 0.00 |
| Purchase | 11/18/2019 | 31846V203 | 100.33 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 100.33 | 0.00 | 100.33 | 0.00 |
| Purchase | 11/29/2019 | 31846V203 | 937.50 | First American Govt Obligation Fund Class Y | 1.000 | 1.26% | 937.50 | 0.00 | 937.50 | 0.00 |
| Purchase | 11/30/2019 | 31846V203 | 500.00 | First American Govt Obligation Fund Class Y | 1.000 | 1.26% | 500.00 | 0.00 | 500.00 | 0.00 |
| Subtotal | | | 200,185.11 | | | | 203,194.49 | 459.84 | 203,654.33 | 0.00 |
| TOTAL ACQUISITIONS | | | 200,185.11 | | | | 203,194.49 | 459.84 | 203,654.33 | 0.00 |
| DISPOSITIONS | | | | | | | | | | |
| Sale | 11/13/2019 | 31846V203 | 2,048.29 | First American Govt Obligation Fund Class Y | 1.000 | 1.44% | 2,048.29 | 0.00 | 2,048.29 | 0.00 |



| Transaction Type | Settlement Date | CUSIP | Quantity | Security Description | Price | Acq/Disp Yield | Amount | Interest Pur/Sold | Total Amount | Gain/Loss |
|---------------------------|-----------------|-----------|-------------------|--|---------|----------------|-------------------|-------------------|-------------------|----------------|
| DISPOSITIONS | | | | | | | | | | |
| Sale | 11/13/2019 | 912828B90 | 180,000.00 | US Treasury Note 2% Due 2/28/2021 | 100.383 | 1.70% | 180,689.06 | 731.87 | 181,420.93 | -664.38 |
| Subtotal | | | 182,048.29 | | | | 182,737.35 | 731.87 | 183,469.22 | -664.38 |
| Paydown | 11/15/2019 | 47788BAD6 | 1,388.92 | John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021 | 100.000 | | 1,388.92 | 17.94 | 1,406.86 | 0.00 |
| Paydown | 11/15/2019 | 47788CAC6 | 3,597.36 | John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022 | 100.000 | | 3,597.36 | 77.58 | 3,674.94 | 0.00 |
| Paydown | 11/15/2019 | 47788EAC2 | 0.00 | John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022 | 100.000 | | 0.00 | 256.67 | 256.67 | 0.00 |
| Paydown | 11/15/2019 | 65479GAD1 | 0.00 | Nissan Auto Receivables Trust 2018-B A3 3.06% Due 3/15/2023 | 100.000 | | 0.00 | 204.00 | 204.00 | 0.00 |
| Paydown | 11/15/2019 | 89238BAB8 | 7,896.69 | Toyota Auto Receivables Trust 2018-A A2A 2.1% Due 10/15/2020 | 100.000 | | 7,896.69 | 15.14 | 7,911.83 | 0.00 |
| Paydown | 11/18/2019 | 43814UAG4 | 0.00 | Honda Auto Receivables Trust 2018-2 A3 3.01% Due 5/18/2022 | 100.000 | | 0.00 | 100.33 | 100.33 | 0.00 |
| Subtotal | | | 12,882.97 | | | | 12,882.97 | 671.66 | 13,554.63 | 0.00 |
| Security Withdrawal | 11/06/2019 | 31846V203 | 746.20 | First American Govt Obligation Fund Class Y | 1.000 | | 746.20 | 0.00 | 746.20 | 0.00 |
| Security Withdrawal | 11/25/2019 | 31846V203 | 104.17 | First American Govt Obligation Fund Class Y | 1.000 | | 104.17 | 0.00 | 104.17 | 0.00 |
| Subtotal | | | 850.37 | | | | 850.37 | 0.00 | 850.37 | 0.00 |
| TOTAL DISPOSITIONS | | | 195,781.63 | | | | 196,470.69 | 1,403.53 | 197,874.22 | -664.38 |
| OTHER TRANSACTIONS | | | | | | | | | | |
| Interest | 11/03/2019 | 00440EAT4 | 125,000.00 | Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020 | 0.000 | | 1,437.50 | 0.00 | 1,437.50 | 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 | 11/03/2019 | 037833AK6 | 125,000.00 | Apple Inc Note 2.4% Due 5/3/2023 | 0.000 | | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| Interest | 11/06/2019 | 3135G0K69 | 180,000.00 | FNMA Note 1.25% Due 5/6/2021 | 0.000 | | 1,125.00 | 0.00 | 1,125.00 | 0.00 |
| Interest | 11/29/2019 | 3130AABG2 | 100,000.00 | FHLB Note 1.875% Due 11/29/2021 | 0.000 | | 937.50 | 0.00 | 937.50 | 0.00 |
| Interest | 11/30/2019 | 912828XT2 | 50,000.00 | US Treasury Note 2% Due 5/31/2024 | 0.000 | | 500.00 | 0.00 | 500.00 | 0.00 |
| Subtotal | | | 580,000.00 | | | | 5,500.00 | 0.00 | 5,500.00 | 0.00 |
| Dividend | 11/01/2019 | 31846V203 | 3,430.31 | First American Govt Obligation Fund Class Y | 0.000 | | 1,130.48 | 0.00 | 1,130.48 | 0.00 |
| Subtotal | | | 3,430.31 | | | | 1,130.48 | 0.00 | 1,130.48 | 0.00 |
| TOTAL OTHER TRANSACTIONS | | | 583,430.31 | | | | 6,630.48 | 0.00 | 6,630.48 | 0.00 |



Account #10065

Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at www.chandlerasset.com.

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

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

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

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

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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

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


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



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



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: YTD District Budget Status Report

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

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

Attached for your review is the YTD District Budget Status Report for the period ending November 30, 2019.

Revenues for the ***MWD RTS Standby Charge*** and ***Property Taxes*** will remain low until the first round of property tax payments are received in December.

The ***Grants and Other Revenue*** line item reflects funds received in the amount of \$72,000 for Termination and Release of the 1984 Grant of Easement for the 901 Corporate Center Drive, Pomona, property.

The first of two payments for the ***MWD RTS Charge*** and the ***MWD Capacity Charge*** were billed by MWD in October. The remaining payments will be due in April 2020.

Due to the payment schedule for ***Membership Dues & Fees***, the YTD actuals are higher than expected. This line item may exceed budget slightly as a result of LAFCO fees increasing more than was planned.

Strategic Plan Objective(s):

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

Attachment(s):

Exhibit A – YTD District Budget Status Report

Meeting History:

None

NA/LC

| THREE VALLEYS MUNICIPAL WATER DISTRICT | | | | |
|---|----------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| DISTRICT BUDGET - FISCAL YEAR 2019-2020 | | | | |
| Month Ending November 30, 2019 | | | | |
| | 2019-2020 YTD Actual | Annual Budget All Funds | 2019-2020 Percent of Budget | 2019-2020 Balance Remaining |
| REVENUES | | | | |
| OPERATING REVENUES | | | | |
| Water Sales | 32,363,705 | 58,985,405 | 54.9% | 26,621,700 |
| MWD RTS Standby Charge | 50,576 | 3,551,583 | 1.4% | 3,501,007 |
| MWD Capacity Charge Assessment | 452,933 | 1,173,600 | 38.6% | 720,667 |
| TVMWD Fixed Charges | 283,884 | 685,623 | 41.4% | 401,739 |
| Hydroelectric Revenue | 18,128 | 126,609 | 14.3% | 108,481 |
| NON-OPERATING REVENUES | | | | |
| Property Taxes | 211,246 | 2,300,944 | 9.2% | 2,089,698 |
| Interest Income | 170,711 | 212,900 | 80.2% | 42,189 |
| Pumpback O&M/Reservoir #2 Reimbursement | 1,660 | 20,000 | 8.3% | 18,340 |
| Grants and Other Revenue | 280,507 | 202,798 | 138.3% | (77,709) |
| TOTAL REVENUES | 33,833,350 | 67,259,462 | 50.3% | 33,426,112 |
| EXPENSES | | | | |
| OPERATING EXPENSES | | | | |
| MWD Water Purchases | 29,262,941 | 52,837,522 | 55.4% | 23,574,581 |
| MWD RTS Standby Charge | 1,677,486 | 3,551,583 | 47.2% | 1,874,097 |
| Staff Compensation | 1,803,050 | 4,200,756 | 42.9% | 2,397,706 |
| MWD Capacity Charge | 543,520 | 1,173,600 | 46.3% | 630,080 |
| Operations and Maintenance | 838,213 | 1,383,532 | 60.6% | 545,319 |
| Professional Services | 285,732 | 524,982 | 54.4% | 239,250 |
| Directors Compensation | 105,437 | 331,520 | 31.8% | 226,083 |
| Communication and Conservation Programs | 78,415 | 193,000 | 40.6% | 114,585 |
| Planning & Resources | 123,703 | 287,628 | 43.0% | 163,925 |
| Membership Dues and Fees | 64,095 | 81,054 | 79.1% | 16,959 |
| Hydroelectric Facilities | 1,996 | 39,000 | 5.1% | 37,004 |
| Board Elections | - | - | 0.0% | - |
| NON OPERATING EXPENSES | | | | |
| Pumpback O&M/Reservoir #2 Expenses | 11,511 | 20,000 | 57.6% | 8,489 |
| RESERVE EXPENSES | | | | |
| Reserve Replenishment | - | 238,181 | 0.0% | 238,181 |
| CAPITAL INVESTMENT | | | | |
| Capital Repair & Replacement | 119,154 | 734,297 | 16.2% | 615,143 |
| Capital Investment Program | 2,728,926 | 5,024,508 | 54.3% | 2,295,582 |
| TOTAL EXPENSES | 37,644,179 | 70,621,163 | 53.3% | 32,976,984 |
| NET INCOME (LOSS) BEFORE TRANSFERS | | (3,361,701) | | |
| TRANSFER FROM/(TO) CAPITAL RESERVES | | 1,217,269 | | |
| TRANSFER IN FROM BOARD ELECTION RESERVES | | - | | |
| TRANSFER IN FROM ENCUMBERED RESERVES | | 2,276,692 | | |
| NET INCOME (LOSS) AFTER TRANSFERS | | \$ 132,260 | | |

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



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: **Warrant List**

| | | |
|---|--|------------------------|
| <input checked="" type="checkbox"/> For Action | <input checked="" type="checkbox"/> Fiscal Impact | \$ 6,559,753.80 |
| <input type="checkbox"/> Information Only | <input type="checkbox"/> Funds Budgeted: | |

Staff Recommendation:

Receive and file the Warrant List for the period ending November 30, 2019 as presented.

Discussion:

The monthly warrant list is provided for your information.

General checks 49931 through 50006 totaling \$671,829.52 are listed on pages 1 to 4.

MWD September water invoice totaling \$5,632,975.06 is listed on page 4.

Wire transfers for taxing agencies, benefit payments and PERS totaling \$89,848.31 are listed on pages 4 to 5.

Total payroll checks 12942 through 12996 totaling \$165,100.91 are listed on page 5.

Umpqua Bank invoices details are listed on pages 6 to 7.

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
November 2019
General Checks 49931 through 50006
Payroll Wire Transfer 2798 through 2811
Payroll Checks 12942 through 12996

| Check Number | Vendor | Description | Paid Amount |
|--------------|--|---|-------------|
| 49931 | CITY OF CLAREMONT | CONSTRUCTION TEMPORARY BIN RENTAL | 29.60 |
| 49932 | CLS LANDSCAPE MANAGEMENT | BROKEN SPRINKLERS AND TIMER REPLACED/LATERAL LINES AND VALVE WIRE REPAIRED | 1,821.86 |
| 49933 | COHN, ELIZABETH M. | 10/27-30/19 CALPERS EDUCATIONAL FORUM EXPENSES - COHN | 59.87 |
| 49934 | DE LAGE LANDEN FIN SVCS, INC. | POSTAGE METER LEASING CHARGES 10/15/19 - 11/14/19 | 114.85 |
| 49935 | EUROFINS EATON ANALYTICAL | LABORATORY TESTING - WATER SUITABILITY/TOC | 385.00 |
| 49936 | HACH COMPANY | RUST REMOVER/UNIVERSAL CONTROLLERS WITH DIGITAL SENSORS | 7,496.07 |
| 49937 | JEFFREY C. SCHENKEL, DBA SOUTH COAST MEDIA SVC | OUTREACH AD | 564.00 |
| 49938 | LINCOLN FINANCIAL GROUP | 401A DEFRD: NOVEMBER 3 PAYROLL | 600.00 |
| 49939 | LINCOLN LIFE, EMPL SVCS(5H-26) | 457 DEFRD: NOVEMBER 3 PAYROLL | 9,005.00 |
| 49940 | OFFICE DEPOT | MULTIFOLD PAPER TOWELS/TRASH CAN LINERS/FILE FOLDERS/CLASSIFICATION FOLDERS | 193.14 |
| 49941 | POLYDYNE, INC | CLARIFLOC | 9,952.97 |
| 49942 | R & B AUTOMATION, INC. | AUMA THRUST BASE NUT/BEARINGS REPLACED/BRIDGE FRAME FABRICATED/INSTALL | 39,976.60 |
| 49943 | SOUTHERN CALIFORNIA EDISON | MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - OCT | 1,105.31 |
| 49944 | SOUTHERN CALIFORNIA EDISON | FULTON - AUG/SEPT | 303.81 |
| 49945 | STEPHEN DORECK, EQUIPMENT RENTALS, INC. | JWL CONTROL VALVE CONSTRUCTION/RETENTION | 8,279.25 |
| 49946 | UNIVAR USA INC | CAUSTIC SODA | 7,453.55 |
| 49947 | BBVA COMPASS | OIL & FILTER CHANGE/MULTI-POINT INSPECTION & TIRE ROTATION FOR DISTRICT VEHICLE | 53.79 |
| 49948 | CELL BUSINESS EQUIPMENT | PLOTTER LEASE - NOV | 268.27 |
| 49949 | DELT BUILDERS | ADMIN BLDG IMPROVEMENTS - LIBRARY CONVERSION PROJECT | 43,509.20 |
| 49950 | HARRINGTON IND PLASTICS, LLC | BUSHINGS/VALVE BALL/UNIONS | 974.68 |
| 49951 | LOWE'S | ROPES/DESK GROMMETS/TOWING BALL MOUNT/FLUKE NETWORKS TONE & PROBE/GLOVES/PAINT | 743.15 |
| 49952 | MC MASTER-CARR SUPPLY COMPANY | CARRIAGE BOLT/STEEL HEX NUT/OVERSIZED WASHER | 49.63 |
| 49953 | R & B AUTOMATION, INC. | LIMITORQUE QX5 ELECTRIC ACTUATOR/INSTALLATION AT 5TH & WHITE | 10,707.33 |



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2019
 General Checks 49931 through 50006
 Payroll Wire Transfer 2798 through 2811
 Payroll Checks 12942 through 12996

Item 7.B

| Check Number | Vendor | Description | Paid Amount |
|--------------|---|--|-------------|
| 49954 | SAM'S CLUB | JANITORIAL/OFFICE/SOLAR CUP SUPPLIES | 1,329.09 |
| 49955 | SMITH-EMERY LABORATORIES | GRAND AVE WELL EQUIPPING PROJECT - FIELD TESTING | 640.00 |
| 49956 | SOUTHERN CALIFORNIA EDISON | MIRAMAR - OCT | 17,079.03 |
| 49957 | SOUTHERN CALIFORNIA EDISON | WILLIAMS/FULTON - OCT | 245.07 |
| 49958 | STEPHEN DORECK, EQUIPMENT RENTALS, INC. | JWL CONTROL VALVE CONSTRUCTION/RETENTION | 9,845.59 |
| 49959 | THOMPSON PLUMBING SUPPLY | FOOT TREADLE ASSEMBLY | 203.42 |
| 49960 | UNIVAR USA INC | LIQUID CHLORINE | 1,984.98 |
| 49961 | WEX BANK | FUEL 10/1/19 - 10/31/19 | 1,806.17 |
| 49962 | WILLDAN FINANCIAL SERVICES | WATER STANDBY CHARGE ASSESSMENT DISTRICT ADMINISTRATION FY 2019/20 | 5,000.00 |
| 49963 | UMPQUA BANK | UMPQUA BANK INVOICE DETAIL - LAST PAGE | 22,205.50 |
| 49964 | UMPQUA BANK | UMPQUA BANK INVOICE DETAIL - LAST PAGE | 21,906.63 |
| 49965 | ACWA/JPIA | ACWA EMPLOYEE BENEFITS - DECEMBER 2019 | 49,593.93 |
| 49966 | AFLAC | AFLAC SUPP. INS: NOVEMBER 2019 (EMPLOYEE REIMBURSED) | 1,074.06 |
| 49967 | BRUNICK, MCELHANEY & KENNEDY | LEGAL FEES - OCT | 12,315.00 |
| 49968 | CANON FINANCIAL SERVICES, INC. | COPY MACHINE LEASE - NOV/PROPERTY TAXES | 2,139.79 |
| 49969 | CARQUEST AUTO PARTS | FUEL STABILIZER/CAR WASH/SHOP TOWELS | 36.88 |
| 49970 | CITY OF CLAREMONT | REFUSE PICKUP/STREET SWEEPING - OCT | 153.67 |
| 49971 | DATA BUSINESS SYSTEMS INC | W-2/1099-MISC FORMS & ENVELOPES | 81.93 |
| 49972 | E.J. MEYER COMPANY, INC. | GRAND AVE WELL EQUIPPING-ELECTRICAL/BUILDING/PIPING/PAVING/VALVES/CONCRETE | 206,680.00 |
| 49973 | ESRI, INC. | ARCGIS ONLINE | 2,300.00 |
| 49974 | GOURMET GOURMET CATERING, INC | 11/21/19 MEETING EXPENSE BALANCE | 569.60 |
| 49975 | HACH COMPANY | AMMONIA ASSY PACK/CHLORINE REAGENT SETS/SODIUM CHLORIDE/AMMONIA/MONOCHLORAMINE | 834.28 |
| 49976 | INTERFACE SECURITY SYSTEMS LLC | EOC WIRELESS BROADBAND SERVICE 12/1/19 - 12/31/19 | 134.88 |
| 49977 | JCI JONES CHEMICALS, INC. | CHLORINE | 5,452.85 |



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2019
 General Checks 49931 through 50006
 Payroll Wire Transfer 2798 through 2811
 Payroll Checks 12942 through 12996

Item 7.B

| Check Number | Vendor | Description | Paid Amount |
|--------------|--------------------------------|---|-------------|
| 49978 | JERICO SYSTEMS, INC. | SIX BASIN STRATEGIC PLAN PROGRAMMATIC EIR - EIR DEVELOPMENT | 48,469.70 |
| 49979 | JOHN ROBINSON CONSULTING, INC | CONSULTING SERVICES - SIX BASINS GRANT FUNDING SUPPORT | 750.00 |
| 49980 | LARSON, JONATHAN | SAFETY FOOTWEAR | 200.00 |
| 49981 | LIGHT BULBS ETC. | CORDLESS LED WORK LIGHT | 37.75 |
| 49982 | LINCOLN FINANCIAL GROUP | 401A DEFRD: NOVEMBER 17 PAYROLL | 600.00 |
| 49983 | LINCOLN LIFE, EMPL SVCS(5H-26) | 457 DEFRD: NOVEMBER 17 PAYROLL | 9,005.00 |
| 49984 | MC MASTER-CARR SUPPLY COMPANY | EQUIPMENT-COOLING FAN KIT/SURFACE MOUNT ENCLOSURE LOUVER | 147.69 |
| 49985 | MICHAEL J ARNOLD & ASSOC, INC. | LEGISLATIVE CONSULTANT NOV/OCT EXPENSES | 7,044.48 |
| 49986 | PACIFIC PREMIER BANK | GRAND AVE WELL EQUIPPING RETENTION - OCT | 10,877.89 |
| 49987 | RELIANCE STANDARD LIFE INS. | ST/LT DISAB: NOVEMBER 2019 | 976.29 |
| 49988 | RISK MANAGEMENT PROFESSIONALS | CLAREMONT CALARP/RMP/PSM PROGRAM UPDATE | 6,887.50 |
| 49989 | SMITH-EMERY LABORATORIES | GRAND AVE WELL EQUIPPING PROJECT - FIELD TESTING | 320.00 |
| 49990 | SOCALGAS | FULTON SERVICE 10/03/19 - 11/01/19 | 14.30 |
| 49991 | SOUTHERN CALIFORNIA EDISON | MIRAMAR - OCT | 209.03 |
| 49992 | SYNCB/AMAZON | BLDG MODIFICATIONS EQUIPMENT/TONER/OFFICE CHAIR/SAFETY EQUIPMENT/ESCAPE MASKS | 2,455.89 |
| 49993 | AQUILOGIC, INC. | CADIZ STUDY PLAN | 19,749.60 |
| 49994 | BRENNTAG PACIFIC, INC. | SODIUM HYDROXIDE | 7,289.40 |
| 49995 | CDW GOVERNMENT LLC | WORKSTATION | 1,032.99 |
| 49996 | CLS LANDSCAPE MANAGEMENT | LANDSCAPE MAINTENANCE - NOV | 2,965.00 |
| 49997 | DENALI WATER SOLUTIONS, LLC | SLUDGE REMOVAL - OCT | 5,477.69 |
| 49998 | GUTIERREZ, JOSEPH | MIRAGRAND WELL PRELIMINARY DESIGN REPORT | 1,000.00 |
| 49999 | KEMIRA WATER SOLUTIONS, INC. | PAX-XL19 | 15,052.00 |
| 50000 | LINCOLN LIFE, EMPL SVCS(5H-26) | 457 DEFRD: BOARD-NOVEMBER 2019 | 4,281.00 |
| 50001 | MC MASTER-CARR SUPPLY COMPANY | EQUIPMENT-COOLING FAN KIT/MULTIPURPOSE RECTANGULAR TUBE | 89.91 |



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
November 2019
General Checks 49931 through 50006
Payroll Wire Transfer 2798 through 2811
Payroll Checks 12942 through 12996

Item 7.B

| Check Number | Vendor | Description | Paid Amount |
|---------------------------------------|---|--|------------------------|
| 50002 | P&D VENTURES INC, DBA JAN-PRO CLEANING SYST | JANITORIAL SERVICE - DEC | 661.00 |
| 50003 | PRIME SYSTEMS IND AUTOMATION | SCADA PROGRAMMING/WELL 2 SHARK POWER METER HARDWARE | 12,435.02 |
| 50004 | SGV ECONOMIC PARTNERSHIP | 11/15/19 ANNUAL DEVELOPERS SUMMIT - MENDOZA | 25.00 |
| 50005 | SWRCB | NPDES ANNUAL PERMIT FEE 7/1/19 - 6/30/20 | 2,572.00 |
| 50006 | VIA PROMOTIONALS | PROMOTIONAL ITEMS | 3,944.11 |
| TOTAL AMOUNT OF CHECKS LISTED | | | \$ 671,829.52 |
| 12796 | METROPOLITAN WATER DISTRICT | SEPTEMBER 2019 MWD WATER INVOICE | 5,632,975.06 |
| TOTAL AMOUNT OF WIRE TRANSFERS | | | \$ 5,632,975.06 |
| 2798 | FEDERAL TAX PAYMENT | FED TAX: NOVEMBER 3 PAYROLL | 15,292.06 |
| 2799 | BASIC PACIFIC | HEALTH SAVINGS ACCT: NOVEMBER 3 PAYROLL | 1,019.17 |
| 2800 | PUBLIC EMPLOYEES RETIREMENT SY | PERS CONTR: NOVEMBER 3 PAYROLL | 17,681.19 |
| 2801 | STATE TAX PAYMENT | STATE TAX: NOVEMBER 3 PAYROLL | 5,464.75 |
| 2802 | CALPERS-457 PLAN | PERS-457 DEFERRED COMP/EMPL LOAN: NOVEMBER 3 PAYROLL | 3,954.37 |
| 2803 | FEDERAL TAX PAYMENT | FED TAX: NOVEMBER 17 PAYROLL | 15,592.23 |
| 2804 | BASIC PACIFIC | HEALTH SAVINGS ACCT: NOVEMBER 17 PAYROLL | 1,019.17 |
| 2805 | PUBLIC EMPLOYEES RETIREMENT SY | PERS CONTR: NOVEMBER 17 PAYROLL | 18,024.64 |
| 2806 | STATE TAX PAYMENT | STATE TAX: NOVEMBER 17 PAYROLL | 5,506.52 |
| 2807 | CALPERS-457 PLAN | PERS-457 DEFERRED COMP: NOVEMBER 17 PAYROLL | 3,655.00 |
| 2808 | FEDERAL TAX PAYMENT | FED TAX: BOARD-NOVEMBER 2019 | 1,236.83 |
| 2809 | BASIC PACIFIC | HEALTH SAVINGS ACCT: BOARD-NOVEMBER 2019 | 516.66 |
| 2810 | STATE TAX PAYMENT | STATE TAX: BOARD-NOVEMBER 2019 | 535.72 |
| 2811 | CALPERS-457 PLAN | PERS-457 DEFERRED COMP: BOARD-NOVEMBER 2019 | 350.00 |



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
November 2019
General Checks 49931 through 50006
Payroll Wire Transfer 2798 through 2811
Payroll Checks 12942 through 12996

Item 7.B

| Check Number | Vendor | Description | Paid Amount |
|--|--------|--|------------------------|
| TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED | | | \$ 89,848.31 |
| PAYROLL SUMMARY | | | |
| Check# 12942 - 12996 | | TOTAL AMOUNT OF PAYROLL CHECKS LISTED | \$ 165,100.91 |
| TOTAL November 2019 CASH DISBURSEMENTS | | | \$ 6,559,753.80 |



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2019
 Umpqua Bank E-Payables Invoice Detail Check 49963
 Umpqua Bank Credit Cards Invoice Detail Check 49964

Item 7.B

| Check Number | Vendor | Description | Paid Amount |
|--|---------------------------------|---|---------------------|
| 49963 | ACCENT COMPUTER SOLUTIONS, INC. | IT SERVICES - OCT/PROTECH/BACKUP/SERVER LICENSE/MICROSOFT OFFICE 365 | 4,537.68 |
| 49963 | AIRGAS SPECIALTY PRODUCTS | AMMONIA | 5,054.00 |
| 49963 | AIRGAS USA, LLC | OXYGEN CYLINDER RENTAL | 54.25 |
| 49963 | ALS GROUP USA, CORP | LABORATORY TESTING FOR THM | 730.00 |
| 49963 | AZUSA LIGHT & WATER | ELECTRIC UTILITY 8/08/19 TO 9/11/19 | 20.47 |
| 49963 | CLINICAL LABORATORY OF SB, INC | OUTSIDE LABORATORY TESTING - AUG | 230.00 |
| 49963 | CONSOLIDATED ELECTRICAL | ALUM FILTER/FLEX CONNECTION/RELAY TERM ASSY/GENERAL PUMP RELAY | 493.38 |
| 49963 | FRONTIER | DSL FOR SCADA 9/10/19 - 10/09/19 | 95.98 |
| 49963 | GRAINGER | PAPER TOWELS/THERMA LEVEL GAUGE TANK/BOLLARD COVERS/ENCLOSURE WINDOW KIT | 1,726.95 |
| 49963 | GROUND CONTROL SYSTEMS, INC. | IDIRECT EMERGENCY RESPONDER SERVICES FEE - OCT | 338.00 |
| 49963 | IDEXX | VESSELS WITH STANDS | 693.07 |
| 49963 | INLAND VALLEY DAILY BULLETIN | NOTICES OF AVAILABILITY & INTENT TO ADOPT STUDY-MIRAGRAND WELL/NEWSPAPER SUBSCRIPTION | 754.47 |
| 49963 | KONECRANES, INC. | QUARTERLY CAL OSHA INSPECTION WITH PREVENTATIVE MAINTENANCE | 345.00 |
| 49963 | TELEPACIFIC COMMUNICATIONS | TELEPHONE SERVICE 9/16/19 - 10/15/19 | 1449.35 |
| 49963 | TIME WARNER CABLE | BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 9/9/19 - 10/20/19 | 239.97 |
| 49963 | UNDERGROUND SERVICE ALERT | DIGALERT TICKETS - OCT | 133.75 |
| 49963 | VERIZON WIRELESS | CELLULAR/IPAD/HARNESS FLEET SERVICES/MOBILE BROADBAND/IPADS 9/26/19 - 10/25/19 | 1,037.74 |
| 49963 | VIRTUAL GRAFFITI INC. | WATCHGUARD TOTAL SECURITY SUITE RENEWAL | 1,557.00 |
| 49963 | VWR INTERNATIONAL INC. | RAGS/ALKALINE REAGENT/HYDROGEN PEROXIDE/BUFFER SOLUTIONS/GLOVES/INDICATOR STRIPS | 1,550.70 |
| 49963 | WECK LABORATORIES INC. | LABORATORY TESTING FOR ALKALINITY | 300.00 |
| 49963 | WESTERN WATER WORKS SUPPORT | VITA-D-DECHLORINATING TABLETS | 863.74 |
| TOTAL AMOUNT OF UMPQUA BANK E-PAYABLES SERVICES INVOICE | | | \$ 22,205.50 |



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2019
 Umpqua Bank E-Payables Invoice Detail Check 49963
 Umpqua Bank Credit Cards Invoice Detail Check 49964

Item 7.B

| Check Number | Vendor | Description | Paid Amount |
|--|------------------------------|---|---------------------|
| 49964 | ACWA | 2019 FALL CONFERENCE - AGUIRRE / 10/10/19 REGION 9 TOUR & PROGRAM - MENDOZA | 425.00 |
| 49964 | APORTSTORAGE CONTAINERS, LLC | STORAGE CONTAINER FOR SOLAR CUP (REIMBURSED BY MWD) | 5,006.56 |
| 49964 | BLUEROCK TOOLS | CONCRETE CORE DRILL WITH STAND & ROLLING BASE | 1,198.00 |
| 49964 | BY DESIGN ORNAMENTALS | IRON FENCE - DEPOSIT | 5,272.72 |
| 49964 | CSDA | 9/25-28/19 CONFERENCE CREDIT - LITCHFIELD | (375.00) |
| 49964 | EVENTWRISTBANDS.COM | EVENT WRISTBANDS FOR SOLAR CUP (REIMBURSED BY MWD) | 35.49 |
| 49964 | JURY GALLEGOS | STAFF PORTRAITS | 86.78 |
| 49964 | MISCELLANEOUS VENDORS | EVENTS REGISTRATIONS & EXPENSES - OCT | 3,118.49 |
| 49964 | NATIONAL BUSINESS FURNITURE | CONFERENCE ROOM TABLE | 3,062.48 |
| 49964 | SCWUA | 10/17/19 THE FUTURE OF WATER MANAGEMENT - BOWCOCK, GOYTIA, MENDOZA, RUZICKA | 128.00 |
| 49964 | SIBER SYSTEMS | PASSWORD ANNUAL SUBSCRIPTION - COHN | 23.88 |
| 49964 | STAPLES | PRESENTATION FOLDERS | 19.81 |
| 49964 | SYNCB/AMAZON | ADOBE ACROBAT SOFTWARE UPGRADE - LINTHICUM | 298.00 |
| 49964 | TITAN ATTACHMENTS | FORKLIFT HITCH AND RECEIVER | 192.68 |
| 49964 | TPC TRAINCO | 12/11-13/19 ARC FLASH ELECTRICAL SAFETY TRAINING - QUINTERO | 1,650.00 |
| 49964 | WATERWISEPRO TRAINING LLC | 11/2/19 & 11/16/19 T5 EXAM WORKSHOP - AGUIAR, SONNENBERG | 1,763.74 |
| TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE | | | \$ 21,906.63 |



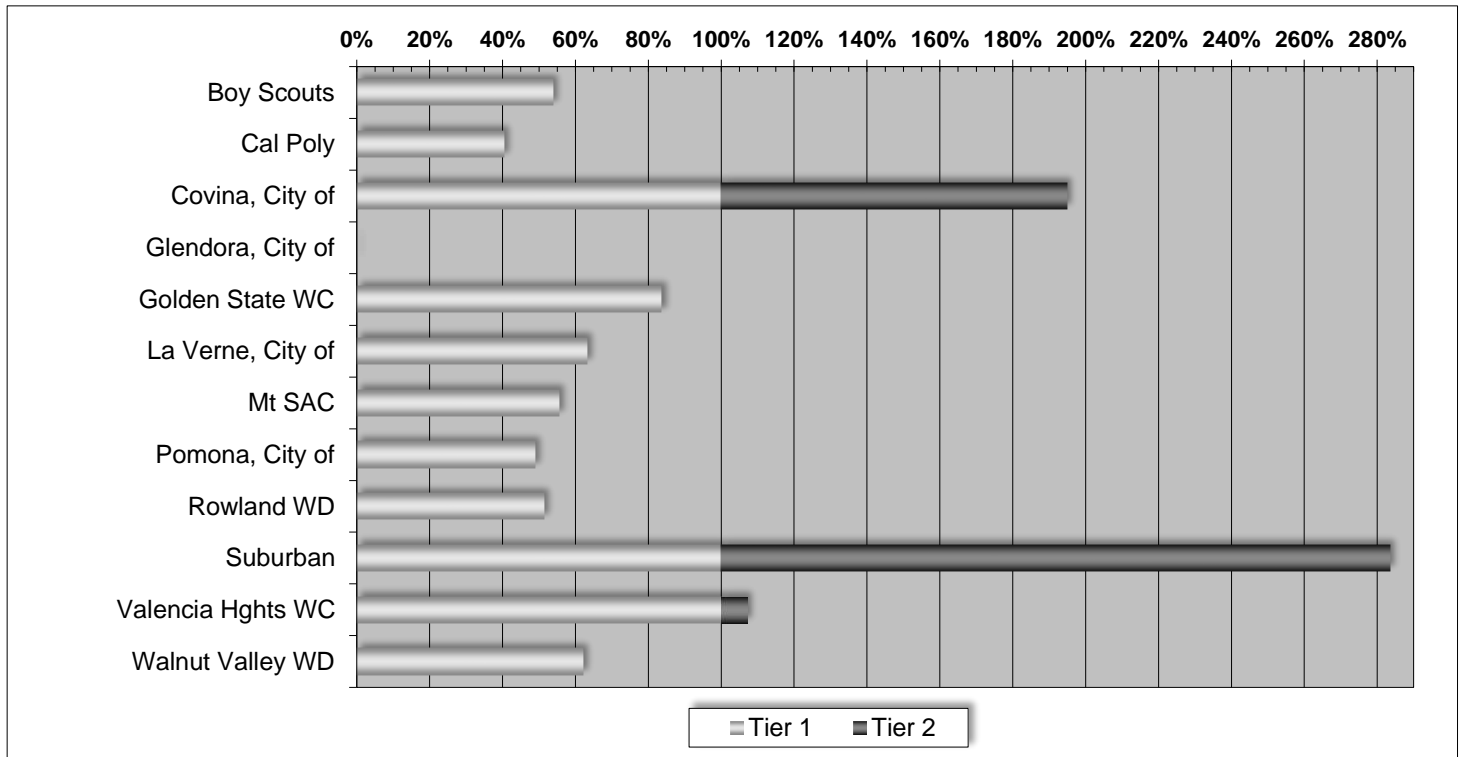
**Tier 1 Balance (in Acre-Feet)
Calendar Year 2019
(through November 2019)**

| Agency | Tier 1 Allocation | | | | | Balance |
|--------------------------------|-------------------|----------|---------|---------|-----------|-----------------|
| | | Weymouth | Miramar | CIC | Spreading | |
| Boy Scouts of America | 36 | 19.2 | 0.0 | 0.0 | 0.0 | 16.4 |
| Cal Poly Pomona | 269 | 108.4 | 0.0 | 0.0 | 0.0 | 160.6 |
| Covina, City of * | 1,568 | 0.0 | 0.0 | 3,057.3 | 0.0 | -1,489.3 |
| Glendora, City of * | 4,101 | 0.0 | 0.0 | 0.0 | 0.0 | 4,101.3 |
| Golden State Water Company * | 15,714 | 5,203.2 | 7,588.5 | 351.2 | 0.0 | 2,570.9 |
| La Verne, City of | 8,026 | 0.0 | 4,566.6 | 0.0 | 505.5 | 2,954.2 |
| Mt San Antonio College | 699 | 388.1 | 0.0 | 0.0 | 0.0 | 310.9 |
| Pomona, City of * | 7,052 | 2,880.0 | 569.5 | 0.0 | 0.0 | 3,602.7 |
| Rowland Water District * | 14,741 | 6,692.1 | 863.4 | 0.0 | 0.0 | 7,185.4 |
| Suburban Water Systems * | 1,961 | 2,967.7 | 0.0 | 2,592.9 | 0.0 | -3,599.6 |
| Three Valleys MWD | NA | | | | 1,962.6 | NA |
| Valencia Heights Water Co * | 464 | 2.3 | 0.0 | 495.0 | 0.0 | -33.3 |
| Walnut Valley Water District * | 26,057 | 14,453.4 | 1,718.1 | 0.0 | 0.0 | 9,885.2 |

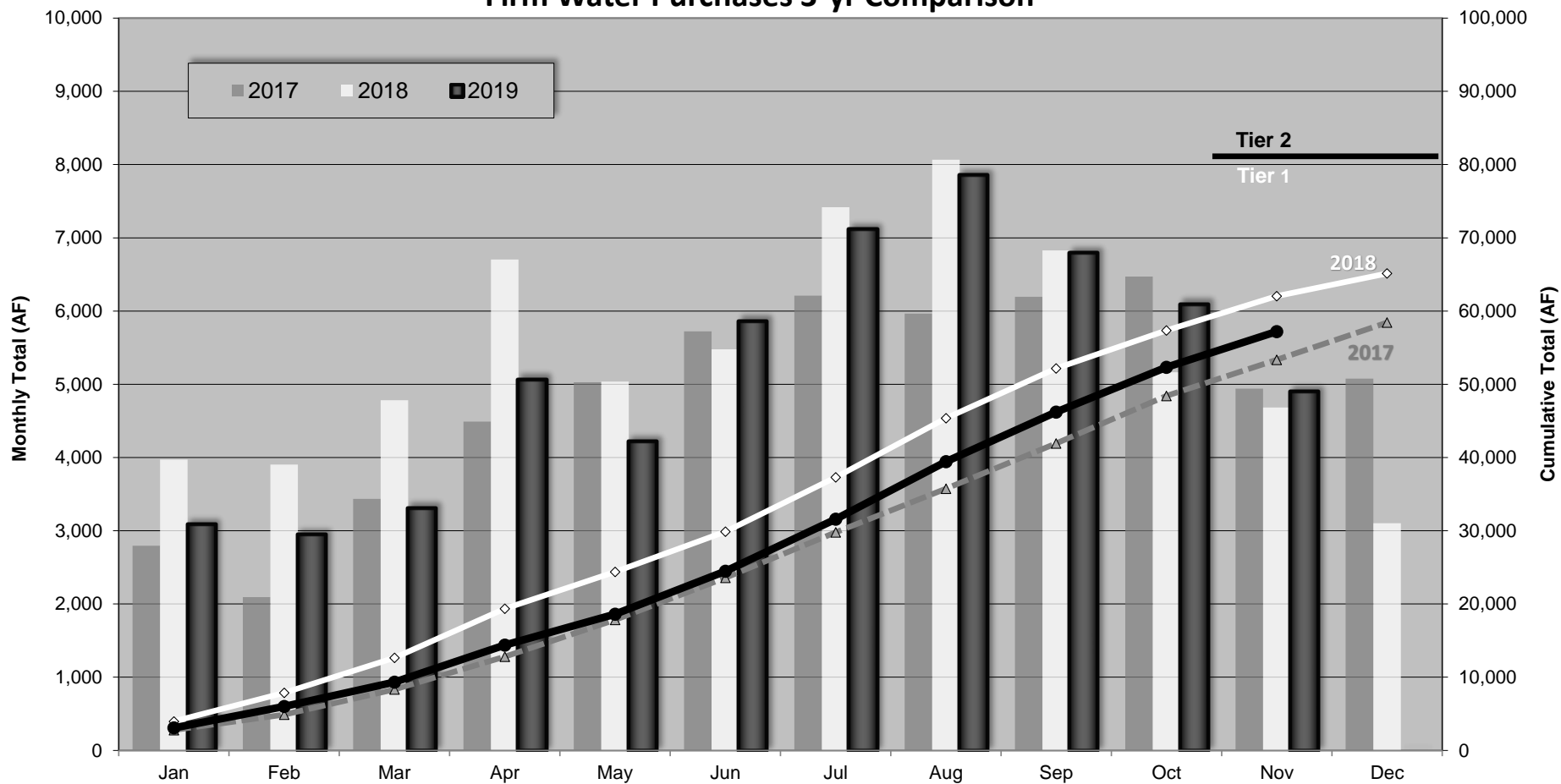
* Deliveries to JWV are assigned to Pomona, RWD, and WVWD.
 Deliveries to BGL are assigned to Suburban, VHWC, GSWC and WVWD.
 Deliveries to CIC are assigned to Covina, Glendora, GSWC, SWS, and VHWC.
 Quantities apportioned to above agencies are preliminary based on available data.

TVMWD Tier 1 Allowable = 80,688
MWD Tier 1 Deliveries = 57,206
TVMWD Tier 1 Balance = 23,482

Overage by Individual Agencies -5,122.2



TVMWD Firm Water Purchases 3-yr Comparison



2019 Firm Water Usage (AF)

| | | | | | | | | | | | | | |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|-----------------|
| Direct Delivery | 3,080.8 | 2,417.5 | 3,009.3 | 4,826.1 | 4,212.4 | 5,858.9 | 7,086.2 | 7,216.8 | 6,171.9 | 5,867.5 | 4,860.9 | 0.0 | 54,608.3 |
| Spreading Delivery | 0.0 | 528.3 | 297.0 | 235.0 | 1.7 | 0.0 | 27.0 | 634.0 | 619.0 | 221.7 | 33.9 | 0.0 | 2,597.6 |
| Total | 3,080.8 | 2,945.8 | 3,306.3 | 5,061.1 | 4,214.1 | 5,858.9 | 7,113.2 | 7,850.8 | 6,790.9 | 6,089.2 | 4,894.8 | 0.0 | 57,205.9 |

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

NOVEMBER 2019

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 (results of the combined filter effluent)

| | Location | Results | Limits | Water Quality Goals |
|-----------------------|---------------------|-----------------------|--------|--|
| Turbidity | Raw | 0.77 | N/A | |
| Turbidity | Reservoir Effluent | 0.05 | 0.3 | 0.04-0.08 NTU |
| MIB | Reservoir Effluent | N/A | N/A | <5 ng/L |
| Geosmin | Reservoir Effluent | 8.2 ng/L | N/A | <5 ng/L |
| Total Trihalomethanes | Distribution System | 48.5-48.9 µg/l | 80 | Ranges from 4 distribution locations (Sep results) |
| Haloacetic Acids | Distribution System | 13.5-15.4 µg/l | 60 | |
| Nitrate | Reservoir effluent | 0.48 mg/L | 10 | <2.0 mg/L |
| Nitrite | Reservoir Effluent | 0.007 mg/L | 1 | <0.008 mg/L |
| PFAS | Raw | ND µg/l | N/A | June results |
| Total Organic Carbon | RAA Ratio | 1.1 | 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 | 1500.6 AF | <u>1785.1</u> AF | <u>84.1%</u> |

Monthly Well Production

| | Days in service | | Same month prior year | Days in service |
|--------------------------------------|-----------------|------------------------|-----------------------|-----------------|
| Well #1 | 26 | 28.7 AF | 1.4 AF | 1 |
| Well #2 | 26 | 73.9 AF | 66.2 AF | 30 |
| Total monthly Well production | | <u>102.6</u> AF | <u>67.6</u> AF | |

Monthly Sales

| | | |
|---------------------------------|-------------------------|---------------|
| La Verne | 451.2 AF | 28.1% |
| GSWC (Claremont) | 396.8 | 24.8% |
| GSWC (San Dimas) | 264.8 | 16.5% |
| PWR-JWL | 488.7 | 30.5% |
| Pomona (Mills) | 0.0 | 0.0% |
| TVMWD Admin | 1.7 | 0.1% |
| Total Potable Water Sold | <u>1603.2</u> AF | <u>100.0%</u> |

Year To Date 2019-20

| | <u>Actual</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|-------------------|---------------|--------------------|
| Potable Water Sold from Miramar Plant (93.8%) | 8,948.0 AF | 9,753.3 AF | 91.7% |
| Total Well Production (6.2%) | 594.5 | 485.5 | 122.5% |
| Total Potable Water Sold (Plant & Wells) | 9,542.5 AF | 10,238.8 AF | 93.2% |
| Average monthly water sold | 1,908.5 AF | | |

Hydroelectric Generation (kWh) FY 2019-20

| | <u>Monthly kWh</u> | | <u>YTD kWh</u> | | |
|----------|--------------------|---------------|----------------|------------------|--------------------|
| | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>% of Budget</u> |
| Miramar | | | | | |
| Hydro 1 | 4,910 | 166,084 | 4,910 | 553,613 | 0.9% |
| Hydro 2 | 5,935 | 16,014 | 10,892 | 89,680 | 12.1% |
| Hydro 3 | 187,992 | 32,461 | 191,130 | 181,780 | 105.1% |
| Williams | 164,400 | 57,832 | 82,720 | 46,410 | 178.2% |
| Fulton | 82,720 | 46,410 | 251,480 | 154,701 | 162.6% |
| | 445,957 | 318,801 | 541,132 | 1,026,184 | 52.7% |

Operations/Maintenance Review

Special Activities

- ▶ Operations staff cleaned Pond 2 using the new hydrovactor excavator.
- ▶ The treatment plant driveways were given a new coat of slurry seal due to pipeline construction for the Grand Avenue Well as well as striping of the parking spaces.
- ▶ Shift Operator, John Cole retired after 28 years of service. Wade Burroughs will be covering John's position until January 6 when the Shift Operators change to a four-man rotation.
- ▶ Water deliveries totaling 500 acre feet went through the Live Oak Spreading Grounds.
- ▶ Annual maintenance was done to the chlorine scrubber and ammonia diffuser systems.
- ▶ Security upgrades were added to harden equipment access.
- ▶ Operations staff hosted a meeting with PWAG and several of our member agencies to discuss the new EPA Americas Water Infrastructure Act of 2018.
- ▶ Operations staff setup for and participated in the Solar Boat building events held on the first Saturday in November.
- ▶ Operations staff met with our SWRCB Engineer, James Ko to conduct a site visit to the Grand Avenue Well and discuss amendments to our existing operations permit.

Outages/Repairs

- ▶ None

Unbudgeted Activities

- ▶ None

Other

- ▶ Operations staff conducted interviews for the Intern position. A candidate was selected, Rahim Andrews, who will begin his internship on December 5.


Submitted by: _____



Steve Lang
Chief Operations Officer



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: **Salary Schedule - Effective December 18, 2019**

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

Staff Recommendation:

Staff is recommending approval of the update to the salary schedule effective December 18, 2019.

Background:

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

Discussion:

Provided is the salary schedule effective December 18, 2019, which reflects a change in the Human Resource/Risk Manager part-time position salary from Annual to Hourly. This change was made based on a recommendation by the CalPERS Compliance Division in order to separate the full-time positions from the part-time position and avoid incorrect service credit calculations.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Salary Schedule effective December 18, 2019

Meeting History:

None

LC/NA

Item 7.E - Exhibit A

THREE VALLEYS MUNICIPAL WATER DISTRICT SALARY RANGE BY CLASSIFICATION Effective: December 18, 2019

| CLASSIFICATION | ANNUAL | |
|--|----------------------|----------------------|
| | Minimum Salary Range | Maximum Salary Range |
| ACCOUNTING TECHNICIAN | \$ 50,018 | \$ 80,029 |
| ADMINISTRATIVE/COMMUNICATIONS ASSISTANT | \$ 48,542 | \$ 77,667 |
| CHIEF ADMINISTRATIVE OFFICER | \$ 140,549 | \$ 224,878 |
| CHIEF FINANCE OFFICER | \$ 140,549 | \$ 224,878 |
| CHIEF OPERATIONS OFFICER | \$ 140,549 | \$ 224,878 |
| CHIEF WATER RESOURCES OFFICER | \$ 140,549 | \$ 224,878 |
| COMPLIANCE SPECIALIST | \$ 65,592 | \$ 104,947 |
| ENGINEERING ASSISTANT | \$ 78,068 | \$ 124,910 |
| EXECUTIVE ASSISTANT | \$ 57,596 | \$ 92,154 |
| GENERAL MANAGER | \$ 220,000 | \$ 275,000 |
| INFORMATION TECHNOLOGY MANAGER | \$ 108,512 | \$ 173,620 |
| INSTRUMENTATION/ELECTRICAL SYSTEM OPERATOR | \$ 69,876 | \$ 111,801 |
| OPERATIONS SUPERVISOR | \$ 82,643 | \$ 132,229 |
| PLANT ASSISTANT | \$ 40,198 | \$ 64,316 |
| PROJECT MANAGER | \$ 102,497 | \$ 163,995 |
| SENIOR FINANCIAL ANALYST | \$ 77,237 | \$ 123,579 |
| SHIFT OPERATOR II | \$ 49,473 | \$ 79,157 |
| SHIFT OPERATOR III | \$ 60,890 | \$ 97,424 |
| SHIFT OPERATOR IV | \$ 67,188 | \$ 107,501 |
| SHIFT OPERATOR V | \$ 69,876 | \$ 111,801 |
| HOURLY | | |
| HUMAN RESOURCES/RISK MANAGER (PT) | \$ 30.26 | \$ 37.08 |

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

Shift Differential Pay

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

Standby Pay

- Standby operators who serve as the on-call standby operator each evening will be paid \$35 per day (\$70 on holidays).
- Laptop operators who serve as the on-call plant operator each evening will be paid \$90 per day (\$180 on holidays).
- In addition to receiving the on-call pay noted above, the on-call operators will be paid for the additional time spent responding to situations.
 - If responding by phone/tablet/laptop only, the on-call operator will be guaranteed at least 15 minutes of additional pay. All time over 15 minutes will be rounded up to the nearest 15 minute increment.
 - If responding in person, the on-call operator will be guaranteed at least two hours of additional pay. All time over two hours (portal to portal) will be rounded up to the nearest 15 minute increment.
 - Operators will be eligible for OT and shift differential pay as applicable for time spent responding.
- On-call pay is not considered special compensation and thus will not be included as a part of final compensation in calculating CalPERS pension.

Holiday Pay

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



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: **Approval of Resolution No. 19-12-866 Adopting the TVMWD Conflict of Interest Code**

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

Staff Recommendation:

Approve Resolution No. 19-12-866 adopting the Conflict of Interest Code approved by the Los Angeles County Board of Supervisors effective November 13, 2019.

Background:

On September 18, 2019, staff brought a proposed draft amendment to the TVMWD Conflict of Interest Code for approval. Due to recent reorganization efforts, there were several revisions to various district classifications and titles. The Board approved the proposed amendments to the District's Conflict of Interest Code and directed staff to file said amendments with the Los Angeles County Board of Supervisors – Executive Office. The Conflict of Interest Code was previously approved by the Los Angeles County Board of Supervisors with an effective date of May 15, 2019.

On November 12, 2019, the Los Angeles County Board of Supervisors approved the amended Conflict of Interest Code for TVMWD with an effective date of November 13, 2019. Staff is requesting to approve the amended Conflict of Interest Code via resolution with an immediate effective date.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Conflict of Interest Code for the Three Valleys Municipal Water District

Exhibit B – Resolution No. 19-12-866 Adopting a Conflict of Interest Code

Meeting History:

Board of Directors Meeting – September 18, 2019, Action Item

NA/ML



COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

KENNETH HARR HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 282
LOS ANGELES, CALIFORNIA 90012
4242 • 874-1419 • www.co.sos.la-county.gov

CELIA ZAVALA
EXECUTIVE OFFICER

November 27, 2019

RECEIVED

DEC 02 2019

THREE VALLEYS MWD

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

Dear Mr. Litchfield:

CONFLICT OF INTEREST CODE FOR THE THREE VALLEY MUNICIPAL WATER DISTRICT

The Board of Supervisors, at its meeting of November 12, 2019, approved the enclosed amended Conflict of Interest Code for the Three Valleys Municipal Water District. The effective date of the Code is November 13, 2019.

It will be necessary for those persons holding designated positions which were added to your Code to complete an Assuming Statement of Economic Interests (Form 700) within 30 days of the effective date of this Code, if they have not already done so. When filing Form 700s, please refer to the instructions as noted on the first page of your Code under "Place of Filing of Statements of Economic Interests".

Please ensure that your district's Form 700 Filing Officer takes all appropriate actions to implement your amended Code.

Should you have any questions regarding this process, please call Don Garcia at (213) 974-1578.

Sincerely,

Kathy Markarian
Deputy Executive Officer

KM:pn

Enclosures

c: Don Garcia, Chief, Conflict/Lobbyist Division (w/o enclosures)
Kirk Howie, Agency Code Officer



CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

November 12, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

12 November 12, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

CONFLICT OF INTEREST CODES (ALL DISTRICTS) (3-VOTES)

SUBJECT

Approval of Conflict of Interest Codes.

IT IS RECOMMENDED THAT THE BOARD:

Approve the Conflict of Interest Codes for the Disaster Management Area "G" Joint Powers Authority; Safe, Clean Water Program Committees; Antelope Valley Transit Authority; Charter Oak Unified School District; Garvey School District; Green Dot Public Schools California; Internal Services Department; Palos Verdes Peninsula Unified School District; Three Valleys Municipal Water District; and recognize the dissolution of La Puente Valley Regional Occupational Program effective June 30, 2019, as well as the dissolution of Termination Pay Pick-Up Plan Administrative Committee effective August 23, 2019, and the abolishment of their respective Conflict of Interest Codes to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest Code. Agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances pursuant to Government Code Section 87306.

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County. The Board of Supervisors must approve an agency's code before it can take effect.

The proposed Conflict of Interest Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County's strategic plan strategy of pursuing Operational Effectiveness, Fiscal Responsibility and Accountability.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest Codes for the agencies listed below.

NEW CONFLICT OF INTEREST CODES:

(Disaster Management Area "G" Joint Powers Authority)

- Adopts by reference Regulation 18730 (2 California Code of Regulations, Sections 18730) as its Conflict of Interest Code and will use a specialized disclosure category that is tailored to their unique duties and responsibilities.
- Designates the following positions as code filers: Board Member, Board Member Alternate, Disaster Management Area Coordinator, and Consultants/New Positions.

(Safe, Clean Water Program Committees)

- Adopts by reference Regulation 18730 (2 California Code of Regulations, Sections 18730) as its Conflict of Interest Code and will use the County's Model Code disclosure categories.
- Designates the following positions as code filers: Watershed Area Steering Committee Member & Alternate Member, Regional Oversight Committee Member, Scoring Committee Member, and Consultants/New Positions.
- In Exhibit "B", a footnote is added to clarify jurisdictional boundaries for the reporting committees.

SUBSTANTIVE CHANGES:

(Antelope Valley Transit Authority)

- Adds six (6) positions to the code.
- Changes the titles of three (3) positions.
- Expands the disclosure of two (2) positions.

(Charter Oak Unified School District)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Adds two (2) positions to the code.
- Changes the title of one (1) position.

(Garvey School District)

- In Exhibit "A", wording is included to clarify Category 1.
- In Exhibit "A", an unnecessary disclosure category is removed.
- Deletes three (3) positions from the code as they no longer exist in the district.
- Adds two (2) positions to the code.
- Changes the titles of two (2) positions.
- Expands the disclosure of one (1) position.
- Reduces the disclosure of one (1) position.

(Green Dot Public Schools California)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Changes the title of one (1) position.
- Adds three (3) positions to the code.
- Deletes two (2) positions from the code due to reorganization.

(Internal Services Department)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Deletes one (1) position from the code as it is no longer budgeted.
- Adds four (4) positions to the code.

(Palos Verdes Peninsula Unified School District)

- In Exhibit "A", an unnecessary disclosure category is removed.
- Changes the titles of four (4) positions.

(Three Valley Municipal Water District)

- Adds a new disclosure category in Exhibit "A".
- Deletes one (1) position from the code as it no longer exists.
- Changes the titles of two (2) positions.
- Expands the disclosure of one (1) position.
- Adds two (2) positions to the code.

DISSOLVED AGENCIES:

(La Puente Valley Regional Occupational Program)

- Recognize the dissolution of the La Puente Valley Regional Occupational Program and the abolishment of the Conflict of Interest Code effective June 30, 2019.

(Termination Pay Pick-Up Plan Administrative Committee)

- Recognize the dissolution of the Termination Pay Pick-Up Plan Administrative Committee and the abolishment of the Conflict of Interest Code effective August 23, 2019.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency's code to disclose appropriate economic interests.

CONCLUSION

If you have any questions, you may contact Kathy Markarian, Deputy Executive Officer, at (213) 974-0935 or your staff may contact Don Garcia, Chief Conflict of Interest/Lobbyist Division at (213) 974-1578.

11/12/2019

Page 5

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Celia Zavala".

CELIA ZAVALA

Executive Officer, Board of Supervisors

CZ:pn

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

THREE VALLEYS MUNICIPAL WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Directors and General Manager/Chief Engineer and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**THREE VALLEYS MUNICIPAL WATER DISTRICT
EXHIBIT "A"**

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any Three Valleys Municipal Water District employee, any representative or association of such employee; and business positions or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee's spouse or other financial dependent.

**THREE VALLEYS MUNICIPAL WATER DISTRICT
EXHIBIT "B"**

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|--------------------------------|------------------------------|
| Director | 1, 2, 3 |
| General Manager/Chief Engineer | 1, 2, 3 |
| Chief Administrative Officer | 1, 2, 3 |
| Chief Finance Officer | 1, 2, 3 |
| Senior Financial Analyst | 4 |
| Chief Water Resources Officer | 1, 2, 3 |
| Project Manager | 4 |
| Chief Operations Officer | 1, 2, 3 |
| Operations Supervisor | 4 |
| Executive Assistant | 4 |
| Information Technology Manager | 4 |
| Human Resources/Risk Manager | 4, 5 |
| Consultants/New Positions* | |

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager/Chief Engineer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/Chief Engineer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE DATE: 11/13/2019

RESOLUTION NO. 19-12-866

**A RESOLUTION OF THE
THREE VALLEYS MUNICIPAL WATER DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, the Three Valleys Municipal Water District is a municipal water district located within the County of Los Angeles and organized and operating pursuant to California Water Code Section 71000 et seq.;

WHEREAS, the District is a local government agency subject to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq.;

WHEREAS, Section 87300 of the Act requires all local government agencies to adopt and promulgate conflict of interest codes pursuant to the provisions of the Act;

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference, and which may be amended by the FPPC after public notice and hearing to conform to amendments in the Act;

WHEREAS, the District desires to comply with its statutory requirements under the Act and to provide a method to ensure that its Conflict of Interest Code is current and consistent with the prevailing provisions of the Act and the regulations of the FPPS; and

WHEREAS, on November 12, 2019 the County of Los Angeles Board of Supervisors approved the attached amended Conflict of Interest and Disclosure Code for the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Three Valleys Municipal Water District as follows:

Section 1.

The Conflict of Interest Code attached hereto and incorporated herein by this reference is hereby adopted.

Section 2.

This Resolution supersedes Resolution No. 19-06-855 and the Conflict of Interest and Disclosure Code approved by the District's Board of Directors on June 19, 2019 and shall take effect immediately upon its adoption.

Item 7.F - Exhibit B

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 18th day of December 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bob Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Brian Bowcock, Division 3

MONTH / YEAR

November

2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|---|-----|--------------------------------|--|------------------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 4 | Twin Oaks Mobile home park | La Verne | | | | \$ 200.00 |
| Evening program on water in California and local issues the Manager and myself | | | | | | | |
| 2 | 5 | Cal/Nev section office | La Verne | Rancho Cucamonga | 26.0 | \$ 15.08 | \$ 200.00 |
| Working with 8 other GM s to identify old water pictures for the section all day. | | | | | | | |
| 3 | 6 | TVMWD BOD MEETING | La Verne | Claremont | 10.0 | \$ 5.80 | \$ 200.00 |
| Discuss the water issues in our district . | | | | | | | |
| 4 | 13 | ICWA meeting | La Verne | Jurupa | 52.0 | \$ 30.16 | \$ 200.00 |
| Regular monthly meeting of the inland empire. | | | | | | | |
| 5 | 15 | CTEC at Fairplex | La Verne | | | | \$ 200.00 |
| Regular meeting of the water committee | | | | | | | |
| 6 | 18 | Citrus College Foundation | La Verne | Glendora | 18.0 | \$ 10.44 | \$ 200.00 |
| Regular monthly meeting of the foundation board of directors. | | | | | | | |
| 7 | 19 | La Verne Chamber BOD | La Verne | | | | \$ 200.00 |
| Regular monthly meeting of the board to discuss issues in La Verne. | | | | | | | |
| 8 | 20 | TVMWD BOD | La Verne | Claremont | 10.0 | \$ 5.80 | \$ 200.00 |
| Regular monthly meeting discussed water issues in the region | | | | | | | |
| 9 | 21 | SCWUA | La Verne | | | | \$ 200.00 |
| Regular monthly meeting gave out scholarships and sponsored Doctors of Water | | | | | | | |
| 10 | 25 | David and Margaret BOD meeting | La Verne | | | | \$ 200.00 |
| Regular monthly meeting to discuss issues and finances at the property | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | 13 | ICWA luncheon meeting | \$ 25.00 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

I certify the above is correct and accurate to the best of my knowledge

Signature _____

| | |
|--|--------------------|
| Subtotal Miscellaneous Expense | \$ 25.00 |
| Subtotal Mileage | \$ 67.28 |
| Subtotal Meeting Compensation | \$ 2,000.00 |
| Subtotal All | \$ 2,092.28 |
| Mandatory Deferred Compensation @ 7.5% | (\$ 150.00) |
| Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i> | (\$ 800.00) |
| TOTAL | \$ 1,142.28 |

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15

**INLAND COUNTIES
WATER ASSOCIATION**

RECEIPT

1 LUNCHEON(S) \$ 25.00

Martha Duran/Gen Trotter
DATE 11-13-19 ICWA *MD*



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: David De Jesus, MWD

MONTH / YEAR

November 2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|--|-----|--|--|---------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 1 | Meeting with Water System Operations Micky Chaudhuri | | | | | \$ 200.00 |
| Operations staff assistant group manager and I discussed issues related to water supply operations and the expected changes to flow in the San Gabriel Valley due to LA County and DWR maintenance schedules. MWD was also planning on undergoing a USG3 orifice plate change from 250 to 190 CFS and it would require to 2 day shutdown. Notices were to go out shortly. | | | | | | | |
| 2 | 2 | Annual Solar Boat build at Three Valleys HQ | | | | | \$ 200.00 |
| This one day event under the revised and renewed partnership with Three Valleys and MWDSC was well received and based on my observation with staff of both agencies and the those I spoke with from different schools indicate clearly that the level of collaborative approach toward an injury free and very efficient manner in which the event was conducted should be acknowledged. | | | | | | | |
| 3 | 4 | Committee Meetings | | | | | \$ 200.00 |
| Attended various meetings to discuss staff recommendations slated for action at the upcoming board meeting. | | | | | | | |
| 4 | 5 | Board Meeting | | | | | \$ 200.00 |
| Attended the board meeting as required and took action on staff recommended items. Oral report pending at the Three Valleys Board Meeting | | | | | | | |
| 5 | 8 | MWD Security Meeting | | | | | \$ 200.00 |
| Exchanged information on progress relating to the formation of a new committee that will specifically address physical facilities, Cyber security, and employee safety. Additional security related information was discussed. | | | | | | | |
| 6 | 13 | Colorado River Board Meeting | | | | | \$ 200.00 |
| Attended the meeting as the Districts Governors appointee alternate. Various reports were provided on the condition of the reservoirs in the CRA system and the potential impacts to neighboring states under the new drought contingency program parameters. Next meeting to be held at the Annual Colorado River Water Users Assoc. | | | | | | | |
| 7 | 14 | Engineering and Operations Directors Tour (Day1) | | | | | \$ 200.00 |
| Attended the 2 day tour visiting numerous facilities including Iron Mountain pumping station. Several presentations on projects were provided by management. | | | | | | | |
| 8 | 15 | Engineering and Operations Directors Tour (Day2) | | | | | \$ 200.00 |
| Day 2 of 2 ... see above | | | | | | | |
| 9 | 22 | Monthly Update Meeting held with Deven Upadhyay | | | | | \$ 200.00 |
| Conference call with the Assist GM/Chief Operating Officer. Various updates/discussions regarding progress made on cyclic storage agreements and the furtherance of advancements made in forecasting weather related events was shared as MWD begins the process of outlining what demands and supply reliability for the next 10, 20 and even 30 years out. | | | | | | | |
| 10 | 26 | Meeting with Operations Manager Brent Yamasaki | | | | | \$ 200.00 |
| Conference call with Water Systems Operations Group Manager to discuss operational supplies into various basins including both the San Gabriel and Chino Basins. Shut downs and flows through the end of the year was also discussed along with both State Project water flows and expected allocation and the flows out of the Colorado River and its respective impacts into 2020. | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Subtotal Miscellaneous Expense \$ 0.00

Subtotal Mileage \$ 0.00

Subtotal Meeting Compensation \$ 2,000.00

Subtotal All \$ 2,000.00

Mandatory Deferred Compensation @ 7.5% (\$ 150.00)

Voluntary Deferred Compensation *(negative entry; default @ 0)* (\$ 891.50)

TOTAL \$ 958.50

I certify the above is correct and accurate to the best of my knowledge

Signature _____

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: David De Jesus, Division 2

MONTH / YEAR

November 2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|---|-----|--|--|------------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 6 | Board Workshop Meeting | Walnut | Claremont | 38.0 | \$ 22.04 | \$ 200.00 |
| Staff provided the board with items to be included in the agenda for later in the month to include additional contributions to the employee pension and OPEB trust fund. Also in closed session the board heard updates on potential well site at the Rancho Santa Ana Botanic Gardens | | | | | | | |
| 2 | 7 | Meeting with executive secretary and board President | Walnut | Claremont | 38.0 | \$ 22.04 | \$ 200.00 |
| The meeting was held to discuss and review various forms as required by governing entities and how best to address the process to assist directors in maintaining the information and assuring the timely submission when due or required. Input was provided and further review and suggestions will be provided at a later date. | | | | | | | |
| 3 | 12 | Meeting the President of the Board and GM | Walnut | Glendora | 18.0 | \$ 10.44 | \$ 200.00 |
| Attended the meeting as requested by the GM with the President to discuss the format for the upcoming GM review process. As agreed to the GM's review will be discussed in close session prior to the end of the calendar year. An outline of work performed in correlation to his work plan was suggested to offer directors a clear road map to his accomplishments thus far. | | | | | | | |
| 4 | 18 | Walnut Valley Water District Board Meeting | Walnut | Walnut | 4.0 | \$ 2.32 | \$ 200.00 |
| Attended the board meeting and availed myself to the board to address any questions of concerns or interest as it related to the MWDC. | | | | | | | |
| 5 | 19 | SGV PAN with Senator Bob Archuleta | Walnut | Montebello | 42.0 | \$ 24.36 | \$ 200.00 |
| Attended the legislative update event and heard the Senator offer a number of options for assistance from his office ranging from school, business and water related matters. His message was well received by all who attended. | | | | | | | |
| 6 | 20 | Board Meeting | Walnut | Claremont | 38.0 | \$ 22.04 | \$ 200.00 |
| Attended the board as required and took action as appropriate refer to agenda for details. In addition I reported on actions and activities associated with MWDC and the Districts representative to the board. | | | | | | | |
| 7 | 21 | Chino Basin Water Master Board Meeting | Walnut | Rancho C | 42.0 | \$ 24.36 | \$ 200.00 |
| Attended the Board meeting as the alternate voting member. various reports were provided by staff. Representative Kuhn to report to the board further. | | | | | | | |
| 8 | 25 | Meeting with Board President regarding Pomona related Issues | Walnut | Covina | | | \$ 200.00 |
| Attended meeting by request with Board President and Pomona rep Carlos Goytia to discuss issues arising out of Pomona regarding recent discussions at dais. It was agreed that the matter would be referred to the GM for inclusion into a future workshop to allow for an open public process to ensue and develop allowing all directors to express their thoughts and opinions as they should. | | | | | | | |
| 9 | 27 | Conference call with representatives of Partnership for Jobs | | | | | \$ 200.00 |
| As requested participated with others including Director Goytia, board president, and GM Litchfield to obtain information and input from the representatives of this group regarding potential jobs creation should the Cadiz project move toward reality. They were instructed to voice their opinion during the public session of the board meetings if they felt that strongly about the project to maintain | | | | | | | |
| 10 | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

| | |
|--|------------------|
| Subtotal Miscellaneous Expense | \$ 0.00 |
| Subtotal Mileage | \$ 127.60 |
| Subtotal Meeting Compensation | \$ 1,800.00 |
| Subtotal All | \$ 1,927.60 |
| Mandatory Deferred Compensation @ 7.5% | (\$ 135.00) |
| Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i> | (\$ 891.50) |
| TOTAL | \$ 901.10 |

I certify the above is correct and accurate to the best of my knowledge

Signature _____

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Carlos Goytia, Division 1

MONTH / YEAR

November 2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|---|-----|---|--|-------------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 4 | Spadra Basin Committee Meeting | Pomona | Pomona | 8.0 | \$ 4.64 | \$ 200.00 |
| Participated in committee discussions regarding Spadra Basin. | | | | | | | |
| 2 | 5 | Meeting w/Native American Community | Pomona | Pomona | 8.0 | \$ 4.64 | \$ 200.00 |
| Met w/ Tribal Chairman Tony Cerda and others from Native American Community to discuss issues related to water on sacred native land and social issues. | | | | | | | |
| 3 | 6 | TVMWD Board Workshop | Pomona | Claremont | 32.0 | \$ 18.56 | \$ 200.00 |
| Participated in Board Meeting discussions and deliberations | | | | | | | |
| 4 | 9 | City of Pomona District Event | Pomona | Pomona | 8.0 | \$ 4.64 | \$ 200.00 |
| Met w/ Councilmember Nora Garcia and assisted with District Community Event. Met with various stakeholders in Community. | | | | | | | |
| 5 | 14 | Meeting w/ City Commissioner C.Gonzalez | Pomona | Pomona | 8.0 | \$ 4.64 | \$ 200.00 |
| Met to discuss and develop Community outreach programs and water education. | | | | | | | |
| 6 | 18 | Pomona City Council Meeting | Pomona | Pomona | 8.0 | \$ 4.64 | \$ 200.00 |
| Attended and participated in discussions and meeting deliberations. | | | | | | | |
| 7 | 19 | Spadra Basin Advisory Committee | Pomona | Pomona | 8.0 | \$ 4.64 | \$ 200.00 |
| Attended and participated in discussions . Strategic planning presentation | | | | | | | |
| 8 | 20 | TVMWD Board Meeting | Pomona | Claremont | 32.0 | \$ 18.56 | \$ 200.00 |
| Attended and participated in discussions and deliberations | | | | | | | |
| 9 | 25 | Meeting w/ Director B.Kuhn & D.deJesus | Pomona | Covina | 15.0 | \$ 8.70 | \$ 200.00 |
| Met to discuss Board Decorum @present and for future meetings. | | | | | | | |
| 10 | 26 | Assemblymember B.Rubio Network Event | Pomona | West Covina | 15.0 | \$ 8.70 | \$ 200.00 |
| Met w/ Senator Susan Rubio and Assemblymember Blanca Rubio, also meet w Various Elected Officials from throughout the San Gabriel Valley. | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

I certify the above is correct and accurate to the best of my knowledge

Signature _____

| | |
|--|--------------------|
| Subtotal Miscellaneous Expense | \$ 0.00 |
| Subtotal Mileage | \$ 82.36 |
| Subtotal Meeting Compensation | \$ 2,000.00 |
| Subtotal All | \$ 2,082.36 |
| Mandatory Deferred Compensation @ 7.5% | (\$ 150.00) |
| Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i> | \$ 0.00 |
| TOTAL | \$ 1,932.36 |

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Denise Jackman, Division VII

MONTH / YEAR

November 2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|--|-----|---|--|------------------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 4 | Spadra Basin Initial meeting | Rowland Heights | Pomona | 26.0 | \$ 15.08 | \$ 200.00 |
| Attended the meeting to hear what is being done in Spadra Basin and future plans. | | | | | | | |
| 2 | 6 | Three Valleys Municipal Board meeting | Rowland Heights | Claremont | 42.0 | \$ 24.36 | \$ 200.00 |
| Attend meeting and review policy of district. | | | | | | | |
| 3 | 7 | Meeting with Chris Palmer re LA Chapter of CSDA | Rowland Heights | Claremont | 42.0 | \$ 24.36 | \$ 200.00 |
| Attended meeting and plan for formation of San Gabriel LA Chapter of CSDA | | | | | | | |
| 4 | 12 | Rowland Water District | Rowland Heights | Rowland Heights | 2.0 | \$ 1.16 | \$ 200.00 |
| Attend and get updates on information related to Rowland Water. | | | | | | | |
| 5 | 14 | Tour with Rowland Water | Rowland Heights | Rowland Heights | 2.0 | \$ 1.16 | \$ 200.00 |
| Toured Rowland Water district and their infrastructure to understand more about water needs in local area. | | | | | | | |
| 6 | 18 | Hacienda Heights Community Meeting | Rowland Heights | Hacienda Heights | 10.2 | \$ 5.92 | \$ 200.00 |
| | | | | | | | |
| 7 | 20 | Three Valleys Municipal Water Meeting | Rowland Heights | Claremont | 42.0 | \$ 24.36 | \$ 200.00 |
| Attended meeting and participated in policy of district. | | | | | | | |
| 8 | 21 | San Gabriel Valley COG | Rowland Heights | West Covina | 18.0 | \$ 10.44 | \$ 200.00 |
| Attended meeting regarding water issues in the San Gabriel Valley | | | | | | | |
| 9 | 22 | Leadership meeting with Chino Watermaster group | Rowland Heights | Moreno Valley | 128.0 | \$ 74.24 | \$ 200.00 |
| Attend and learn about Water issues and about Western water and watermaster. | | | | | | | |
| 10 | 26 | Rowland Water District | Rowland Heights | Rowland Heights | 2.0 | \$ 1.16 | \$ 200.00 |
| Attend and participate in the General meeting regarding water issues in Rowland Heights. | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

I certify the above is correct and accurate to the best of my knowledge

Signature _____

| | |
|--|--------------------|
| Subtotal Miscellaneous Expense | \$ 0.00 |
| Subtotal Mileage | \$ 182.24 |
| Subtotal Meeting Compensation | \$ 2,000.00 |
| Subtotal All | \$ 2,182.24 |
| Mandatory Deferred Compensation @ 7.5% | (\$ 150.00) |
| Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i> | \$ 0.00 |
| TOTAL | \$ 2,032.24 |

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Bob Kuhn, Division 4

MONTH / YEAR

November 2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|---|-----|--------------------------------|--|------------------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 6 | TVMWD Board Workshop | Glendora | Claremont | 20.0 | \$ 11.60 | \$ 200.00 |
| | | | | | | | |
| 2 | 7 | SGVEP Board Retreat | Glendora | Pasadena | 37.0 | \$ 21.46 | \$ 200.00 |
| Talk about who will be involved with and subjects for the upcoming retreat | | | | | | | |
| 3 | 12 | Executive Committee | Glendora | San Dimas | 10.0 | \$ 5.80 | \$ 200.00 |
| | | | | | | | |
| 4 | 13 | LAFCO Board Meeting | Glendora | Diamond Bar - LA | 87.0 | \$ 50.46 | \$ 200.00 |
| Attended the meeting with Joe, update report on Spetiva Water issues | | | | | | | |
| 5 | 22 | Mike Lewis | Glendora | Glendora | 0.0 | \$ 0.00 | \$ 200.00 |
| Issues with Cities in the San Gabriel Valley and how it could effect TVMWD and Glendora City | | | | | | | |
| 6 | 25 | Meeting with Carlos and David | Glendora | Covina | 12.0 | \$ 6.96 | \$ 200.00 |
| Talked about several issues regarding TVMWD. Reappointments to committees, relations with City, County, and State Reps. Water sales where we think we could be in five years. | | | | | | | |
| 7 | | | Glendora | | | | |
| | | | | | | | |
| 8 | | | Glendora | | | | |
| | | | | | | | |
| 9 | | | Glendora | | | | |
| | | | | | | | |
| 10 | | | Glendora | | | | |
| | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | 22 | Lunch meeting with Mike Lewis | \$ 26.71 |
| 2 | 25 | Breakfast meeting with Carlos and David | \$ 29.31 |
| 3 | | | |
| 4 | | | |
| 5 | | | |

I certify the above is correct and accurate to the best of my knowledge

Signature _____

| | |
|--|------------------|
| Subtotal Miscellaneous Expense | \$ 56.02 |
| Subtotal Mileage | \$ 96.28 |
| Subtotal Meeting Compensation | \$ 1,200.00 |
| Subtotal All | \$ 1,352.30 |
| Mandatory Deferred Compensation @ 7.5% | (\$ 90.00) |
| Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i> | (\$ 1,110.00) |
| TOTAL | \$ 152.30 |

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15

Item 8.A

David & Cheryl
GEORGIA'S BUN N BURGER
180 E ROWLAND ST
COVINA, CA 91723 09:17:42
11/25/2019
DEBIT CARD
DEBIT SALE
Card # XXXXXXXXXXXX3575
Network: MASTERCARD
Chip Card: Debit
AID: A0000000042203
SEQ #: 12
Batch #: 1398
INVOICE 12
Approval Code: 011742
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed
PRE-TIP AMT \$24.31
TIP 5.00
TOTAL AMOUNT 29.31
CUSTOMER COPY

(020) 855-4001
www.glendoracountryclub.com
Tkt #: 280127 11/22/19 12:10 PM
Grille Room Tbl: [Quick Ticket]
Covers: 1 Staff: Bryan B.
(K36) Kuhn, Robert
1 Petite Cornucopia Salad \$9.00
1 Petite Cornucopia Salad \$9.00
1 Iced Tea \$1.75
Sub Total: \$19.75
Service Charge: \$0.00
Tax: \$2.02
Total: \$21.77
Gratuity: 5.00
Grand Total: 26.71
[Signatures]

2 breakfasts

3 cups of coffee



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: John Mendoza, Division 6

MONTH / YEAR

November 2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|--|-----|---------------------------------------|--|-----------------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 1 | Legislative Update with Senator Leyva | Pomona | Pomona | | | \$ 200.00 |
| Open house for community and local officials with brief summation of Legislative activity 2019 | | | | | | | |
| 2 | 4 | Pomona City Council meeting | Pomona | Pomona | | | \$ 200.00 |
| Attended City Council meeting. Water issue related was the departure of Water Resource Manger. | | | | | | | |
| 3 | 6 | TVMWD Board of Directors meeting | Pomona | Claremont | | | \$ 200.00 |
| Meeting of the BOD to vote on issues of district importance and here member agencies and community concerns. | | | | | | | |
| 4 | 7 | Community Leaders Water briefing | Pomona | Norwalk | | | \$ 200.00 |
| State Senator Bob Archuleta Water related issues reach out. Presentation also by Jeff Kightlinger GM at MWD | | | | | | | |
| 5 | 12 | SGVEP Future of Work Conference | Pomona | Pasadena | | | \$ 200.00 |
| Day long conference held at Pasadena Community College related to the future work force. | | | | | | | |
| 6 | 13 | SGV Water Committee Annual Breakfast | Pomona | Pomona | | | \$ 200.00 |
| Annual breakfast of the committee with presentation by Lobbyists Anthony Gonsalves | | | | | | | |
| 7 | 15 | Opportunity Zone Summit Fairplex | Pomona | Pomona | | | \$ 200.00 |
| Summit by area business sectors and officials about establishing Zones for Economic revitalization. | | | | | | | |
| 8 | 18 | SGV Government Affairs | Pomona | Rowland Heights | | | \$ 200.00 |
| Meeting of local officials and business sector to discuss and vote on important issues | | | | | | | |
| 9 | 20 | TVMWD Board of Directors meeting | Pomona | Pomona | | | \$ 200.00 |
| Meeting to discuss and vote on important issues affecting the District. | | | | | | | |
| 10 | 21 | SCWUA | Pomona | Pomona | | | \$ 200.00 |
| Meeting of Regional water agencies and elected officials, business to learn important topics. Water education outreach was the topic | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

I certify the above is correct and accurate to the best of my knowledge

Signature _____

| | |
|--|--------------------|
| Subtotal Miscellaneous Expense | \$ 0.00 |
| Subtotal Mileage | \$ 0.00 |
| Subtotal Meeting Compensation | \$ 2,000.00 |
| Subtotal All | \$ 2,000.00 |
| Mandatory Deferred Compensation @ 7.5% | (\$ 150.00) |
| Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i> | \$ 0.00 |
| TOTAL | \$ 1,850.00 |

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Joe Ruzicka, Division 5

MONTH / YEAR November 2019

| No | Day | Title of Meeting / Description | Mileage (assumed as round trip unless noted) | | | | Meeting Compensation |
|---|-----|--------------------------------|--|--------------|-------|----------|----------------------|
| | | | From City | To City | Miles | Miles \$ | |
| 1 | 6 | TVMWD - Board Meeting | Diamond Bar | Claremont | 40.0 | \$ 23.20 | \$ 200.00 |
| Attended and participated in the deliberations. | | | | | | | |
| 2 | 12 | RWD - Board Meeting | Diamond Bar | Rowland Hgts | 14.0 | \$ 8.12 | \$ 200.00 |
| Attended and apprised myself of issues of concern to a member agency. | | | | | | | |
| 3 | 13 | LAFCO - Commission Meeting | Diamond Bar | Los Angeles | | | \$ 200.00 |
| Attended and participated in the deliberations as Alternate Special Representative for the County of Los Angeles. | | | | | | | |
| 4 | 18 | WVWD - Board Meeting | Diamond Bar | Walnut | 10.0 | \$ 5.80 | \$ 200.00 |
| Attended and apprised myself of issues of concern to a member agency. | | | | | | | |
| 5 | 20 | TVMWD - Board Meeting | Diamond Bar | Claremont | 40.0 | \$ 23.20 | \$ 200.00 |
| Attended and participated in the deliberations. | | | | | | | |
| 6 | 21 | SCWUA - Membership Meeting | Diamond Bar | Pomona | 22.0 | \$ 12.76 | \$ 200.00 |
| Attended and met with water, legislative and local leaders and discussed local issues. | | | | | | | |
| 7 | | | Diamond Bar | | | | |
| | | | | | | | |
| 8 | | | Diamond Bar | | | | |
| | | | | | | | |
| 9 | | | Diamond Bar | | | | |
| | | | | | | | |
| 10 | | | Diamond Bar | | | | |
| | | | | | | | |

| No | Day | Miscellaneous Expense (please itemize each expense) | Misc. Expense |
|----|-----|---|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

I certify the above is correct and accurate to the best of my knowledge

Signature

| | |
|--|--------------------|
| Subtotal Miscellaneous Expense | \$ 0.00 |
| Subtotal Mileage | \$ 73.08 |
| Subtotal Meeting Compensation | \$ 1,200.00 |
| Subtotal All | \$ 1,273.08 |
| Mandatory Deferred Compensation @ 7.5% | (\$ 90.00) |
| Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i> | \$ 0.00 |
| TOTAL | \$ 1,183.08 |

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: CY 2020 Board Reorganization and Board Appointments

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

Staff Recommendation:

The Board of Directors will select members to serve as Officers during CY 2020:

1. Nominate and select Board Officers
2. Receive and file CY 2020 Board Appointments

Discussion:

Per the District's Policy, Section 2.3, Board of Directors – Organization, the organizational activities for selecting its officers occurs during the first meeting in December.

Below is the recommended slate of officers for CY 2020.

CY 2020 BOARD OFFICERS

| Name | Position |
|----------------|----------------|
| Bob Kuhn | President |
| David De Jesus | Vice President |
| Brian Bowcock | Secretary |
| Joseph Ruzicka | Treasurer |

Following the election of officers, the Board will act to receive and file the proposed CY 2020 Board Appointments as follows:

CY 2020 PROPOSED BOARD APPOINTMENTS

| Committee / Board | Representative | Alternate |
|--|-----------------------|------------------|
| ACWA Region 8 Delegate | Brian Bowcock | Bob Kuhn |
| ACWA / JPIA Representative | Brian Bowcock | Bob Kuhn |
| BizFed | John Mendoza | Carlos Goytia |
| Chino Basin Watermaster ¹ | Bob Kuhn | David De Jesus |
| City of Pomona Council Meeting | John Mendoza | Carlos Goytia |
| Local Agency Formation Commission (LAFCO) | Joe Ruzicka | Bob Kuhn |
| Main San Gabriel Basin Watermaster | Brian Bowcock | Carlos Goytia |
| MWD Board Representative | David De Jesus | N/A |
| PWR Joint Water Line Commission | Carlos Goytia | Joe Ruzicka |
| Rowland Water District | Joe Ruzicka | David De Jesus |
| San Gabriel Basin WQA ¹² | Bob Kuhn | Brian Bowcock |
| San Gabriel Valley Council of Governments (SGV-COG) ³ | Carlos Goytia | Joe Ruzicka |
| San Gabriel Valley Economic Partnership (SGVEP) | Bob Kuhn | John Mendoza |
| Six Basins Watermaster ¹ | John Mendoza | Brian Bowcock |
| Southern California Water Coalition | Brian Bowcock | John Mendoza |
| Walnut Valley Water District | David De Jesus | Joe Ruzicka |

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

None

Meeting History:

None

NA/ML


¹ Both the representative and alternate will attend these meetings due to voting requirements.

² Resolution No. 18-09-831 was submitted to the San Gabriel Valley Water Quality Authority to appoint a delegate and alternate to serve for a four-year term.

³ For CY 2020 TVMWD will be on hiatus



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: Personnel and Benefits Schedule - Effective December 18, 2019

For Action **Fiscal Impact**
 Information Only **Funds Budgeted:**

Staff Recommendation:

Staff is recommending approval of the personnel and benefits manuals effective December 18, 2019.

Discussion:

The manuals are approved by the board biennial or more often as needed.

Personnel Manual

General cleanup language. Specifically addressed benefit eligibility for part-time staff.

Benefits Manual

General cleanup language. Specifically addressed benefit eligibility for part-time staff.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Personnel Manual revised December 2019

Exhibit B – Benefits Manual revised December 2019

Meeting History:

None

JL



PERSONNEL MANUAL 2020

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

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1. PURPOSE AND ADMINISTRATION

The purpose of the District's personnel policies shall be to create a fair and uniform system of rights, incentives, and work rules for current and prospective employees.

1.1 Merit and Fair Employment Principles

The District maintains a merit system governing personnel action. Employment and promotion shall be based on merit and ability, free of personal or political considerations, and shall in no way be affected or influenced by race, religion, color, national origin, ancestry, gender, marital status or disability, provided, however, that the District may make employment decisions on the basis of a bona fide occupational qualification when permitted by law. Continued employment of those employees covered by these principles shall be subject to satisfactory work performance and the needs of the District.

1.2 Application of Rules

The District's personnel rules shall apply to all officers and employees in the service of the District except: members of the Board of Directors; the General Manager; voluntary personnel; persons engaged under contract to supply expert, professional, technical, or any other services. *Section 5.8 Workplace Violence and Section 14 Harassment* shall apply to all officers, employees, members of the Board of Directors, contractors and consultants.

1.3 Prior Rules

These Rules shall supersede any and all District policies, rules, regulations and procedures previously adopted.

1.4 Severability of Provisions

If any section, subsection, sentence, clause or phrase of these Rules is found to be illegal, such findings shall not affect the validity of the remaining portion of these Rules.

2. ADMINISTRATION

2.1 General Manager

The General Manager has the authority to provide day-to-day supervision of employees, hire, fire, discipline, assign duties to, and direct the activities of all District employees. The General Manager also shall have the authority to establish District employee positions and job classifications, subject to the periodic review of the Board.

2.2 Executive Managers

The four executive managers who report to the General Manager shall act and supervise in the absence of the General Manager.

2.3 Personnel Officer

The ~~Chief Administrative Officer~~Human Resources Manager shall serve as the Personnel Officer and shall perform and/or ~~delegate~~be delegated, as necessary, the following duties and responsibilities:

- a. Administer the provisions of these Rules.
- b. Prepare revisions to and/or interpretation of these Rules.
- c. Provide for the recruitment, examination, evaluation and recommendation of persons to District employment.
- d. Prepare and revise, as necessary, a plan for a position classification system.
- e. Recommend to the General Manager the reclassification of positions for approval by the Board of Directors.

3. FILLING VACANCIES

3.1 Recruitment Policy

While recognizing the need for introduction of persons from outside District employment, the policy of the District is to transfer or promote persons already employed by the District when their qualifications, training, work performance, and experience are determined to be comparable to applicants from other sources.

3.2 Selection

When a vacancy occurs, the Department Head shall notify the General Manager. The General Manager shall then decide whether to fill the position or leave it vacant. The General Manager shall fill vacant positions by reinstatement, transfer, demotion, promotion, acting appointment, temporary appointment, emergency appointment, or regular appointment. All appointments shall be made in accordance with merit and fair employment principles, as outlined in Section 1.2.

3.3 Examinations

Examinations shall be given to applicants and employees to determine the following:

- a. Physical and mental ability to perform the duties of their job, considering reasonable accommodation.
- b. Problems that could potentially interfere with or otherwise have an adverse impact on the ability to perform their job.
- c. Factors that would create an undue risk to persons or property or bring discredit upon the District. Examinations may include physical ability, mental fitness, job skills, drug/alcohol screening, credit history, background check, criminal history and other tests as allowed by law.

3.4 Nepotism

A closely related person of a District employee may be employed, unless such employment would cause problems with supervision, safety or morale. The District shall not place a person in a position where a conflict of interest could exist or where a relationship with an employee would create a problem that a non-related person would not encounter. For purposes of this Section, a closely related person shall be defined as any of the following:

| | | | |
|----------|---------------|-----------------|----------------|
| Spouse | Adopted child | Stepfather | Stepson |
| Daughter | Grandmother | Stepmother | Father-in-law |
| Son | Grandfather | Stepbrother | Mother-in-law |
| Father | Granddaughter | Stepsister | Brother-in-law |
| Mother | Grandson | Daughter-in-law | Sister-in-law |
| Brother | Aunt | Son-in-law | |
| Sister | Uncle | Stepdaughter | |

4. SEPARATION, PROMOTION AND INTRODUCTORY PERIOD

4.1 Separation

Employees of the District are considered "at will" employees and shall be subject to the requirements of these policies with respect to the tenure of employment. An employee who is in their introductory period (six months or one year, depending on position) may be discharged at any time without cause by the General Manager. An employee who has failed to satisfactorily meet the requirements of their position or has violated District work rules as detailed in Section 5, may be discharged according to the procedures set forth in Section 6.

4.2 Layoff

An employee of the District may be laid off for reasons of economy, efficiency or other non-disciplinary purposes. All layoffs will be made at the discretion of the General Manager based on a combination of factors, including, but not limited to, qualifications, productivity, performance and seniority. As far as practical, the employee shall be given two weeks' notice prior to a layoff.

4.3 Resignation

An employee who wishes to voluntarily terminate employment with the District in good standing shall submit a written resignation, dated and signed, to their supervisor at least two weeks prior to the date of resignation. The resignation shall be deemed accepted upon receipt by the Personnel Officer.

4.4 Promotion

Appointment to a vacant position in the shift rotation or to a job class that is compensated at a higher rate shall constitute a promotion. All promotions are subject to a new Introductory Period and the establishment of a new anniversary date, for the purpose of conducting the employee's annual performance evaluation. New performance goals may also be issued at

the time of the promotion. Consistent with merit and fair employment principles, all vacancies should be filled by promotion from District personnel where qualified candidates exist.

4.5 Introductory Period

All original and promotional appointments shall be tentative and subject to an introductory period of not less than one (1) year of actual service, except for executive management employees, who shall have an introductory period of not less than six (6) months. Appointments resulting in a demotion may be subject to an introductory period of not less than one (1) year.

4.6 Introductory Period Defined

The introductory period shall be regarded as an extension of the examination process. During the introductory period the employee's work performance shall be closely observed and evaluated to determine the capability of the employee in their new position.

4.7 Introductory Period Procedures

The Personnel Officer shall notify the Department Head and General Manager three (3) weeks prior to the conclusion of an employee's introductory period. Thereafter, the General Manager shall confer with the Personnel Officer and the Department Head regarding the performance of the introductory employee. If the General Manager determines that the performance of the introductory employee has been satisfactory, the General Manager may find that the employee has successfully passed the introductory period and should become a regular employee.

4.8 Termination of Introductory Employee

If the General Manager determines that the work or conduct of the introductory employee is below satisfactory standards, the employee may be terminated by the General Manager without cause, prior notice, right of review, or appeal. A written termination notice shall be served on the introductory employee and a copy filed in their personnel file.

4.9 Promotional Introductory Period

In the event an employee does not satisfactorily complete the introductory period for a promoted position, they may be reinstated to their previous position if a vacancy exists.

4.10 Extension of Introductory Period

In the discretion of the General Manager, an employee's introductory period may be extended for an additional period not to exceed one year. Under no circumstances shall any employee's introductory period be extended more than once.

5. WORK RULES

5.1 Participation in Work Action

Participation by a District employee in a strike, work stoppage, or work slowdown shall subject the employee to disciplinary action as allowed by State law. As used in this section, "strike, work stoppage, or slowdown" means the concerted failure to report for work, the willful absence from the work place, the refusal to work, the stoppage of work being done by others, picketing or the abstinence in whole or part from the full and faithful performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions to compensation, or the rights, privileges or obligations of employment. Picketing on an employee's own time, outside District property, on public property, is permitted.

5.2 Participation on Boycott

While on duty, no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual, or employer that has a business relationship with the District.

5.3 Outside Employment or Activities

Full time employees shall not carry on, concurrent with their public service, any private business or undertaking which affects the time or quality of their District employment, or which casts discredit upon or creates embarrassment for the District, or which creates any conflict of interest whether or not reportable under the District's Conflict of Interest Rules. Outside employment may be allowed upon written authorization of the General Manager.

5.4 Employee Dress and Conduct

Employees shall at all time dress and conduct themselves in such a manner as to reflect no discredit upon the District.

5.5 Rest Periods

The U.S. Department of Labor states that rest periods promote the efficiency of an employee, are customarily paid for as working time and must be counted towards hours worked. However, legal counsel has opined that certain California labor code sections regarding paid rest periods do not apply to public agencies and the Fair Labor Standards Act (FLSA) does not require employers to allow rest periods. However, participation by employees in a daily rest period is encouraged by the District and should be taken at intervals that do not interfere with critical or time sensitive duties. A rest period of up to 15 minutes may be taken during each half of the regular work shift for full-time employees and once during the work shift for part-time, intern and apprentice employees working less than 8 hours in a workday.

5.6 Financial Affairs

Employees shall conduct their personal financial affairs in such a manner that creditors and

collectors will not have to make use of the District offices, resources, or employee time for the purpose of collecting legal debts.

5.7 Workplace Civility

Employees shall speak positively about the District and its employees in the course of performing daily tasks and functions.

5.8 Workplace Violence

The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated. Any person who makes threats, exhibits threatening behavior or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees, members or the public while conducting business for the District, is a violation of this policy. Off-site threats include, but are not limited to, threats made via telephone, text, social media, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District property, termination of business relationships with that individual, and/or prosecution of the person(s). Employees are responsible for notifying the Personnel Officer, or any other available manager, of any threats that they witness, receive or have been told that another person has witnessed or received. Employees should also report any behavior they witness which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment. Each employee who receives a protective or restraining order which lists the District premises as a protected area is required to provide the Personnel Officer with a copy of such order.

5.9 Internet & E-Mail

When using a District computer or other portable electronic devices to access the Internet and e-mail, employees shall conduct themselves professionally and appropriately in accordance with the procedures detailed in the District's Internet and E-Mail policy.

5.10 Cell Phone Use

The District establishes guidelines for the use of employee-owned cellular telephone (cell phone) and service plans by employees of the District.

If the District determines that use of a cell phone is a necessary component of an employee's job function, the employee shall be provided a monthly allowance to use their personal cell phone to conduct District business. The District shall continue to operate District-owned cell phones only for the on-duty operator and for maintenance/standby.

For more complete information on cell phone usage, please refer to the District's Cell Phone Policy.

5.11 iPad Use

The District establishes guidelines for the employee use of district-owned iPad tablets and service plans provided by the District.

If the District determines that use of an iPad is a necessary component of an employee's job function, the employee shall be provided with an iPad tablet to conduct District business.

For more complete information on iPad usage, please refer to the District's iPad Policy (*See Appendix C – Policy Manual*).

5.12 Standards of Conduct

The following examples are given in order to provide some guidance concerning unacceptable behavior. If the District chooses to discipline an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including possible termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- a. Poor performance.
- b. Using abusive or vulgar language or causing disruption to the work place or to fellow employees or visitor.
- c. Unavailability for work, i.e. absenteeism or tardiness.
- d. Misuse of District monies.
- e. Conducting non-business activities during working hours.
- f. Any action indicating a disrespect or disregard for the District, its vendors or member agencies.
- g. Release of confidential information about the District or its members.
- h. Possessing or bringing open containers of alcohol, illegal drugs or chemicals on or to the District's property.
- i. Unauthorized possession or removal of property, records, or other materials that belong to the District.
- j. Smoking of tobacco products and electronic cigarettes in restricted areas, subject to Government Code 7596, 7597 & 7598.
- k. Leaving District property without supervisor approval prior to the end of a scheduled work day.
- l. Sexual harassment or other unlawful harassment of another employee (see Section 14).
- m. Giving false or misleading information during the application and/or selection process.
- n. Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- o. Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.

- p. Threatening or intimidating other employees or supervisors.
- q. Behavior unbecoming of a District employee; that behavior or action which would adversely prejudice public opinion of the District.
- r. Failure to immediately report the loss of a California drivers' license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. Further, employees are responsible for all tickets received when driving a District or personal vehicle. This rule applies to all employees of the District.
- s. Installing unauthorized software on the District's computer system.
- t. Misuse of electronic systems (email, internet, fax, telephones, cellular phones, iPads).
- u. Inability to establish and maintain effective working relationships with co-workers and those contacted during the course of work.

Since all employees are "at will" employees, the employment relationship may be terminated at any time by either the District or the employee with or without cause.

5.13 Cause for Disciplinary Action

The following is a non-exclusive list of conduct which is declared to be cause for disciplinary action against an employee, up to and including oral or written warnings and/or reprimands, suspension, demotion, or dismissal from employment with the District, although charges may also be based upon causes other than those identified below:

- a. The receipt or placement of non-emergency personal telephone calls during working hours.
- b. Failure to immediately report an accident or injury occurring on the District premises, or involving District equipment, or giving false information in accident or insurance reports.
- c. Failure to maintain equipment assigned to the employee.
- d. Failure to immediately report breakdowns or unsafe operation of equipment or facilities.
- e. Failure to perform assigned tasks that are within the scope of the employee's position in a workmanlike manner without undue waste or delay.
- f. Intentionally placing the District in a position of liability for damages or injury to another person or their property.
- g. Unauthorized binding of the District to a contract.
- h. Failure to maintain a positive working attitude in the daily course of District business.
- i. Use of intoxicants, narcotics, hallucinatory drugs or non-prescribed stimulating or depressing drugs, or being under the influence thereof while on duty. Employees suspected of being under the influence of any of the above will be required to undergo a medical evaluation at District expense to prove or disprove suspicion.
- j. Any form of insubordination or refusal to take direction from supervisors, including refusal to perform assigned tasks for any reason other than personal safety.
- k. Theft or misappropriation of any property of the District or its employees.

- l. Careless, negligent or intentional mishandling of any District property, records, vehicles, materials or equipment.
- m. Careless, negligent, abusive or other actions that endanger or threaten to endanger an employee or the public.
- n. Falsifying work records or the practice of fraud of any type.
- o. Leaving the job during duty hours without approval of supervisor.
- p. Violation of safety rules, procedures and regulations.
- q. Becoming uninsurable by standards of the District's insurance carrier for any reason.
- r. Sleeping on the job or repeatedly reporting to work later than the assigned hour, after having been duly warned.
- s. Unlawful possession of firearms or illegal weapons while on District property.
- t. Conviction of a felony, or misdemeanor involving moral turpitude, and incarceration for more than thirty (30) days.
- u. Unsatisfactory work performance.
- v. Discourteous treatment of the public or fellow employees, or other conduct unbecoming an officer or employee of the District.
- w. Unexcused and/or repeated tardiness or absenteeism.
- x. Insubordination or failure to comply with instructions.
- y. Any action which is inconsistent with, in violation of, or not in compliance with, this Personnel Manual or any other rules, policies, practices, or regulations adopted by the District.

6. DISCIPLINARY PROCEDURES

6.1 Forms of Discipline

Employees shall be subject to discipline in accordance with the provisions set forth in this Personnel Manual. Introductory employees serve at the pleasure of the General Manager and may be disciplined, warned, reprimanded, dismissed, demoted, reduced in salary step, or suspended without cause, prior notice, right of review, or appeal. A regular employee may be demoted, reduced in salary step, suspended, or dismissed only for cause in accordance with these procedures. A regular employee who receives an oral or written warning or reprimand may file a response thereto but shall have no further right of appeal.

6.2 Notice of Proposed Disciplinary Action

Prior to issuance of a written order to either suspend, demote, reduce in step, or dismiss a regular employee, written notice of at least five (5) working days of the proposed disciplinary action shall be given before such action is to be taken, and such notice must include:

- a. Notice of the proposed action.
- b. Reasons for the proposed action.

- c. A copy of the charges stating specific incidences or specific courses of conduct and a copy of the written materials pertaining to those incidences or course of conduct.
- d. A notice that the employee has the right to respond in writing and/or orally to the proposed disciplinary action before said discipline is imposed. The notice to the employee of the right to respond must specify at least a five (5) working day period except as provided below. A longer notice might be warranted in specific cases because of the volume of material or complexity of the issues involved but only upon written request and with the approval of the General Manager.

The notice of proposed disciplinary action must be in writing and signed by the General Manager or the General Manager's designee. Upon receipt of the employee's response, the General Manager, or designee, shall review the response and determine the appropriate course of action. This may include imposing the same level of disciplinary action, modifying with less severe disciplinary action, or rescinding the notice of proposed action.

6.3 Limitations and Exclusions

Oral notice is insufficient as full notice to an employee and may be given only as the initial notice in extraordinary circumstances which call for immediate action. Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. Extraordinary circumstances include, but are not limited to, situations involving misappropriation of public funds or property, working while under the influence of alcohol or drugs, open insubordination, commission of a crime involving moral turpitude punishable by imprisonment for one (1) year, and disruption of the District's business through misconduct.

6.4 Order of Disciplinary Action

Any employee response submitted in accordance with Section 6.2 will be considered and a determination made by the General Manager or designee of appropriate action. The imposition of disciplinary action to suspend, demote, reduce in step, or dismiss is constituted by the written order. Said order is similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right to appeal and specific charges upon which the disciplinary action is based. The effective date may be prior to the order, provided the circumstances warranted such immediate action. The order shall be signed by the General Manager. Notice of the time allowed for appeal and answer shall be stated in the order. A copy of the order shall be personally served on the employee or sent by certified mail to the employee's last known address.

6.5 Appeal Procedure

Notice of Appeal and Request for Hearing. A regular employee may appeal an order of suspension of more than three (3) days, demotion, reduction in salary step, or dismissal, and request a hearing as provided for in these rules. The notice of appeal and request for a hearing must be in writing and must be filed with the District within five (5) working days of receipt of the order.

Appellant's Answer to the Charges. If the employee appeals, a written answer to the charges must also be filed with the District within five (5) working days of the receipt of the order. The

answer to the charges must be attached to the notice of appeal and request for a hearing. The answer must address each cause for discipline set forth in the order and may state specific facts or reasons as grounds for the appeal. If an answer denying the causes for discipline set forth in an order is not filed, said causes for discipline will be deemed admitted.

6.6 Hearing Procedure

Review of the Appeal

- a. After receipt of the appeal and request for hearing, the Board of Directors shall review the appeal and answer to the charges at an executive session at the next regularly scheduled Board meeting subsequent to formal receipt of the appeal, or at such later date as mutually agreed upon by the Board of Directors and the appellant.
- b. The Board of Directors may elect to have the appeal heard by one of the following methods within thirty (30) days after their election:
 1. A full hearing by the Board of Directors.
 2. Appoint a hearing officer who shall present findings and a recommendation to the Board of Directors for a final disposition.
 3. Appoint a Disciplinary Review Board comprised of three members: one member to be selected by the District, one member to be selected by the employee, and the third member to be selected by the two members previously described. The Disciplinary Review Board shall present findings and recommendations to the Board of Directors for final disposition.
- c. The Board of Directors shall have the final authority on all appeals and may uphold, reverse, or modify the disciplinary action.
- d. The Board of Directors shall notify the Appellant in writing as to the governing hearing proceedings.

Hearing

- a. Time and Place
 1. Pursuant to the Board's decision in Section 6.6.a., the General Manager shall take every appropriate action necessary and reasonable to convene a hearing within the time prescribed.
 2. The District's representative, the appellant and/or their representative, and the hearing officer or Review Board shall meet in a pre-hearing conference to determine the time, place and manner in which the hearing will be conducted.
- b. Purpose - The purpose of the hearing is to determine the accuracy and the sufficiency of the facts attendant to the disciplinary action. The District shall have the burden of proof. The parties may stipulate to certain facts or evidence which shall be considered without abridgment or adulteration by the hearing body or officers upon whom the action was based and any pertinent information which may establish the truth or falsity of such evidence.

- c. Parties - The Appellant and their representative, if any, and the District's representative shall attend the meeting. Failure of the Appellant, with or without a representation, to appear in person at the time and place set for the hearing shall be deemed a withdrawal of the appeal, unless otherwise excused by the Board of Directors.
- d. Rights - Each party shall have the right to:
 - 1. Choose a representative.
 - 2. Testify under oath.
 - 3. Call witnesses and present documentary evidence.
 - 4. Question all witnesses and examine the evidence.
 - 5. Argue a case.
- e. Order of the Proceedings
 - 1. The hearing shall be opened by the recording of the time, place and date of the hearing and the presence of the parties and representatives, if any. The District shall first present its case on which the disciplinary action was based. A hearing guide may be used and will be made available to all parties.
 - 2. If the appeal is to be heard by the Board of Directors, the President of the Board shall conduct the hearing. If the appeal is to be heard by the Disciplinary Review Board, the Disciplinary Review Board shall select a chairman to conduct the hearing. If a hearing officer is appointed to hear the appeal, the hearing officer shall have the sole discretion and authority to conduct the hearing.
- f. Report of the Hearings: A record of the proceedings shall be taken and maintained by the District. The District may choose to make a mechanical or electronic record of the proceedings. Costs for transcripts shall be borne by the requesting party.
- g. Adjournment: The hearing may be adjourned or recessed for good cause, upon the request of a party, hearing body or hearing officer.
- h. Exhibits and Witnesses:
 - 1. The names of witnesses and exhibits shall be properly identified and shall be made part of the official record. The hearing body or officer may exclude witnesses not under examination and admonish witnesses to refrain from discussing the subject of their testimony with other witnesses or potential witnesses. The parties may remain at all times during the proceeding.
 - 2. Witnesses shall be required to testify under oath and affirmation. The oath shall read: "Do you solemnly swear (or affirm) that the testimony that you are about to give in this matter shall be the truth, the whole truth and nothing but the truth."
- i. Confidentiality: The hearing shall be closed to the public and shall not be a public record unless an open public hearing is requested by the appellant.
- j. Expenses: The expenses of witnesses for either party shall be paid by the party producing such witnesses.

- k. Closing of Hearing: The hearing body or hearing officer shall inquire if either side has anything further to offer. Upon receiving negative replies, the hearing shall be closed. The hearing body or hearing officer shall report its written recommendation to the Board of Directors and the parties within thirty (30) days after the closing of the hearing. The Board of Directors shall act upon that recommendation by upholding, reversing, or modifying the decision. The Board of Directors shall notify the parties within five (5) working days of the outcome of its final decision.

7. EFFECTS OF DISMISSAL

7.1 Effect of Dismissal

Dismissal of an employee from the District service shall, unless otherwise ordered:

- a. Constitute a dismissal as of the same date from all positions that the employee may hold in the District service.
- b. Terminate the salary of the employee as of the effective date of the dismissal, except that they shall be compensated for any unpaid salary, unused vacation, unused universal leave for senior management employees, and qualifying unused comp time for non-exempt employees as of the date of dismissal.

8. RECORDS

8.1 Personnel Records

The ~~Personnel Officer~~Human Resources Manager shall maintain personnel records for each employee in the service of the District, showing the name, title of the position held, the department in which the employee is assigned, salary, changes in employment status, employee performance reviews, and such other information as the ~~Personnel Officer~~Human Resources Manager may consider pertinent. All employees are permitted access to their personnel files upon written request; however, all information contained therein is District property and may not be removed by the employee. Employees have the right to copy any documents enclosed in their personnel files for their own files. All personnel records of District employees are of a confidential nature and are not subject to distribution to persons or agencies outside the District without the written permission of the ~~Personnel Officer~~Human Resources Manager and employee, or by a court order.

8.2 Change of Status Report

Every appointment, promotion, change of salary rate, and any other temporary or permanent change in status of employees shall be approved by the General Manager and reported in such a manner as they may prescribe, prior to the effective date of the change.

9. SALARY ADJUSTMENTS

9.1 Determinations

Merit increases within salary ranges and reductions in pay within salary ranges shall be determined by the General Manager in accordance with Section 9.

9.2 Merit Increases

Regular, full time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for merit increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Merit increases within an established salary range shall not be automatic but may be granted only for continued improvement by the employee in the effective performance of the duties of their position. For promoted employees who receive a pay increase upon their promotion, the increase will include any projected merit increase. Merit increases shall require the specific recommendation of the employee's immediate supervisor or Department Head and the approval of the General Manager.

9.3 Eligibility

A new employee or reclassified employee placed at the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of the required introductory period. A new employee or reclassified employee originally placed higher than the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of one year of service in the new or reclassified position.

9.4 Accelerated Merit Increases

Accelerated merit increases for exceptional job performance in addition to those granted as a result of an employee's regular annual evaluation may be approved by the General Manager provided the increase is within budgetary constraints. Accelerated merit increases that are outside budgetary constraints may be recommended by the General Manager for approval by the Board of Directors.

9.5 Certification Pay Increases

Regular, full-time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for certification pay increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Certification pay increases within an employee's established salary range are not automatic; such increases may be granted upon attaining a Treatment, Distribution or Lab Analyst certification. Such increases shall amount to 2% of pay upon verification of each new qualified certification and must be within budgetary constraints and salary range. No certification pay will be granted for a college degree, unless an opportunity for promotion is available and upon the discretion of the General Manager. Certification pay increases are only granted to employees where a Treatment, Distribution, or Lab Analyst certification is essential ~~must be related~~ to the classification duties of the employee (as determined by the General Manager) and are not retroactive.

10. ATTENDANCE, HOURS, PAY PERIODS AND PREMIUM PAY

10.1 Attendance

Employees shall be in attendance at their work in accordance with Section 10. All departments

shall keep daily time records of employees that shall be reported to the General Manager in the form and on the dates they shall specify. Employees who are absent without leave and fail to return to duty within 48 hours after notice to return has been provided shall be subject to immediate discharge, and such employees automatically waive all rights under these rules. The depositing in the United States mail of a certified postage paid letter, addressed to the employee's last known place of address shall be reasonable notice.

10.2 Pay Periods and Procedure

Employees shall be compensated bi-weekly every Friday. If these dates should occur on a scheduled fixed holiday, compensation shall take place on the last working day prior to such events. In the event an underpayment or overpayment is identified, appropriate corrections will be made on the next regular paycheck. Upon separation from TVMWD, compensation for any unpaid earnings, leave time, or any other compensation earned will occur on the same regularly scheduled days listed above.

10.3 Meal Periods

For administrative or part-time employees:

- A one-hour non-compensated meal period will be provided to all full-time administrative and part-time employees each day they work five hours or more.
- Employees can request their meal period at a time agreed to by their supervisor.

For operations employees:

- Meal periods are compensated because operations employees are required to be available to respond to any operational demands of the TVMWD system. Because of this, employees are expected to stay at the treatment plant or their field location for their meal period. Exceptions permitted:
 - Attendance at an offsite meeting, conference, etc.
 - At the specific approval of the operations manager
 - Employees are permitted 20 minutes to utilize a TVMWD vehicle to obtain their meal from a local establishment
- Employees can request their meal period at a time agreed to by their supervisor.
- Depending upon operational demands, supervisors will try to accommodate up to a one-hour meal period each day the employee works five hours or more.

10.4 ~~40-Hour~~ Work Week

The regular work week shall commence on ~~Saturday-Monday~~ at ~~7:00~~12:01am-am for all employees— and conclude on Sunday at Midnight~~except the Operations Manager and Operations Supervisors, whose workweek shall commence on Friday at 11:00 a.m.~~ The average regular work week for full-time employees shall be 40 hours. ~~For all employees with an average regular work week of 40 hours, and~~ the hourly rate of pay shall be twelve times the monthly rate divided by 2,080 (40 hours x 52 weeks). For part-time employees working 24 hours per week, the hourly rate of pay shall be twelve times the monthly rate divided by 1,248 (24 hours x 52 weeks).

10.5 Exempt Employees

Based upon the Fair Labor Standards Act, the following job classifications are exempt from

the overtime pay requirements: senior management (General Manager, Chief Administrative Officer, Chief of Engineering/Operations Officer, Chief Finance Officer and Water Operations Manager) and non-senior management (Project Manager, Senior Financial Analyst and Operations Supervisor).

10.6 Management Leave

Exempt, non-senior management employees shall be eligible for five days of Management Leave annually (pro-rated based on date of eligibility for leave). Management Leave shall be credited in a lump sum at the beginning of each calendar year. Unused Management Leave will be carried over as vacation days to the following year. Use of Management Leave must be approved by the General Manager and at times that are convenient to the District.

10.7 Overtime

A non-exempt employee who performs work in excess of 40-hours in a work week shall be compensated for such overtime work at the rate of one and one-half times their regular hourly rate of pay. A non-exempt operations employee who performs work in excess of 10-hours per workday (excluding weekends) shall be compensated for such overtime work at the rate of one and one-half times a regular hourly rate of pay. Overtime shall be rounded to the nearest quarter-hour of overtime worked. All non-emergency overtime must be authorized in advance by the appropriate Department Head.

10.8 Flexible Work Schedules

At the discretion of the General Manager, employees may be permitted to work a flexible work schedule equivalent to 40 hours in a work week.

10.9 Compensatory Time

Hours accrued in addition of 40-hours in a work week and not compensated as overtime shall accrue at a rate of one and one-half times as compensatory (comp) hours. Comp hours can be used at the approval of your supervisor. Comp time is not available to exempt or operations employees. Comp time is capped at 240 hours, so any additional time earned will be compensated to the employee. Comp time balances will be paid down to a balance of 50 hours, once per year, on December 31.

10.10 On-Call Operators

Two operators will be designated to serve in an on-call capacity each day. Failure to respond to an alarm/call while assigned to the on-call duty shift may be subject to disciplinary action. If an employee claims on their timesheet phone/tablet/laptop time incurred but later found to be invalidated by the supervisor, that employee shall be subject to disciplinary action.

On-Call pay is not considered CalPERS pensionable compensation.

Standby Operator: One operator will serve as the on-call standby operator and will respond to the on-call plant operator or supervisor as needed. The stand-by operator is expected to and be capable of returning to the plant within 30 minutes of receiving a call.

Standby Operators who serve in an on-call capacity will be paid \$35 per day (\$70 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call operator is unable to fulfill their on-call duty shift, the employee is responsible for locating a substitute operator from those that regularly serve in the Standby Operator role. The substitute operator will instead receive the standby pay. In addition to receiving the standby pay, the on-call operator will be paid for the additional time spent responding to the situation.

Lab Operator: One operator will serve as the on-call plant operator and will be responsible for responding to plant operation alarms and incidents as needed during non-working hours (4 pm-6 am). This operator is expected to and be capable of responding to alarms remotely within 15 minutes and be ready for work as in any other instance.

Lab Operators who serve in an on-call capacity will be paid \$90 per day (\$180 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call Lab Operator is unable to fulfill their on-call duty shift, the Lab Operator duties will be fulfilled by the designated backup (Plant Operator). The substitute operator will instead receive the Lab Operator pay. In addition to receiving the Lab Operator pay, the on-call operator will be paid for the additional time spent responding to the situation as described below.

The following pertains to either the Standby or Lab Operator:

- If responding by phone/tablet/laptop only, the Operator will be guaranteed at least 15 minutes of additional pay. All time over 15 minutes will be rounded up to the nearest 15-minute increment.
- If responding in person, the Operator will be guaranteed at least two hours of additional pay. All time over two hours (portal to portal) will be rounded up to the nearest 15-minute increment.
- Operators will be eligible for overtime and shift differential pay as applicable for time spent responding.

10.11 Shift Differential Pay

Operators and plant assistants~~Non-exempt operations staff~~ will be compensated with 10% additional pay for hours worked Friday, Saturday or Sunday.

Shift differential is considered special compensation and will be reported to CalPERS as such.

10.12 Fatigue Pay

Fatigue pay is a function of safety and should be carried out using an interactive process between the employee and the supervisor or manager.

Any employee who accumulates two (2) hours or more of worktime between 10 pm and 6 am before a scheduled workday shall be eligible for fatigue pay, which means the employee will take an equivalent number of hours off during that scheduled workday to rest. In addition to granting the time off, TVMWD will pay the employee for the time taken off during that scheduled workday. The combination of fatigue time and time worked during the next scheduled workday will not exceed ten (10) hours.

As an example, if an employee is required to work from 10 pm to 1 am on Monday (and the employee is scheduled to work Tuesday), the employee will be given three (3) hours off during their Tuesday workday. The employee will be compensated three (3) hours of overtime for the hours worked during the night, plus they will be compensated for their regular workday of ten (10) hours, three (3) hours of fatigue pay and seven (7) hours regular pay for time actually worked).

Time off will generally be as follows:

If hours worked during the night ends between:

- 10 pm - 3 am – Employee will be given the equivalent number of hours off prior to starting their scheduled workday.
- 3 am - 6 am – Employee may stay at work and in turn leave the equivalent number of hours early that scheduled workday.
- If hours worked accumulates over eight (8) hours from 4 pm – 6 am, with Supervisor or managers approval, the employee will be eligible to take off the next day and receive ten (10) hours of fatigue pay.

11. HOLIDAYS, VACATION AND LEAVES

11.1 Holidays

The District shall observe the following holidays:

New Year's Day (January 1)
Presidents' Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veterans' Day (November 11)
Thanksgiving Day & Day After (Fourth Thursday and Friday in November)
Christmas Day (December 25)

Additional holidays may be approved and observed. Unassigned floating holidays will be provided to full-time employees at the beginning of each calendar year to make a total of 12 holidays each calendar year.

11.2 Holiday Observance

Any holiday falling on a Friday, Saturday or Sunday may be designated by the General Manager on an alternate day for the observance of a holiday, or its conversion to a floating holiday, when a holiday conflicts with a work schedule. A holiday may only be applied to a scheduled workday. Employees are not eligible to receive unassigned floating holidays until they satisfactorily complete their introductory period. Any employee scheduled who works on either the actual holiday or the observed holiday will be paid at one and one-half times the employee's regular rate of pay. Since the employee is working the holiday, the employee will also be paid an additional eight hours at regular pay for that holiday. ~~To coordinate with the different schedules, holidays begin at 11 pm the prior day and end at 11 pm that day.~~

11.3 Vacation Accrual

Based on a 40-hour work week, vacation time shall be accrued as follows for full-time non-senior management employees: During the first through fourth years of service, 3.08 hours per pay period; during the fifth through ninth year of service, 4.62 hours per pay period; during the tenth year of service, 4.93 hours per pay period; during the eleventh year of service, 5.23 hour per pay period; during the twelfth year of service, 5.54 hours per pay period; during the thirteenth year of service, 5.85 hours per pay period; during the fourteenth year of service and thereafter, 6.16 hour per pay period. Employees eligible for vacation accrual that regularly work less than a 40-hour work week will accrue at a rate equal to the number of hours worked divided by 40. Part-time employees working 24 hours per week will accrue vacation time at 60% of the full-time employee accrual.

11.4 Introductory Period Vacation Accrual

Vacation time shall accrue as described above during the introductory period. An employee shall be entitled to use the vacation time accrued upon successful completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.5 Use of Vacation Time

Timing of vacations must be approved by the Department Head or General Manager at a time that is convenient to the District.

11.6 Vacation Buy Back

On December 31 of each year, vacation balances will be paid down to 420 hours for full-time non-senior management employees and 320 hours for all other employees.

11.7 Universal Leave

Senior management employees are eligible for universal leave, which shall accrue as follows: During the first through fourth years of service, 8.93 hours per pay period; during the fifth through ninth year of service, 10.77 hours per pay period; during the tenth through fourteenth year of service, 11.70 hours per pay period; during the fifteenth year of service and thereafter, 13.54 hour per pay period. On December 31 of each year, universal leave balances will be paid down to 620 hours. A senior management employee shall be entitled to use the universal leave accrued upon completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.8 Sick Leave Accrual

All full-time, non-senior management employees shall be credited with 3.7 hours per pay period of sick leave for each month of employment. ~~Employees eligible for sick accrual that regularly work less than a 40-hour work week will accrue at a rate equal to the number of hours worked divided by 40.~~

To comply with the Paid Sick Leave Law, part-time employees will accrue 1 hour of sick leave per every 30 hours worked.

- Accrual begins immediately but employee must work 30 days to become eligible
- Maximum accrual is 24 hours per employment year
- Employee may carry over hours to the following employment year, to a maximum of 48 hours
- Employee may use hours after the 90th day of employment

11.9 Use of Sick Leave

Sick leave is to be used for a bona fide medical condition that prevents an employee from performing the duties of their position. Sick leave may be used for yourself as well as for the illness or injury of a child, spouse or parent.

11.10 Sickness Verification

If an employee is absent from work and misses more than three (3) days of service, that employee may be required to provide a medical release before returning to work upon the request of the Department Head.

11.11 Notification of Supervisor

Absent employees must notify their supervisor prior to the beginning of their work shift each day they will be off.

11.12 Bereavement Leave

In the event of a death of a member of an employee's family, the employee shall be granted a maximum of five (5) days of paid bereavement leave. Subject to the approval of the General Manager, employees may take additional days of bereavement leave for deaths outside the state boundaries, with such time to be deducted from the employee's sick, vacation or comp leave. For purposes of this Rule, a family member shall be defined as any of the following:

| | | | |
|----------|---------------|-----------------|------------------|
| Spouse | Adopted child | Stepfather | Stepson |
| Daughter | Grandmother | Stepmother | Father-in-law |
| Son | Grandfather | Stepbrother | Mother-in-law |
| Father | Granddaughter | Stepsister | Brother-in-law |
| Mother | Grandson | Daughter-in-law | Sister-in-law |
| Brother | Aunt | Son-in-law | Domestic Partner |
| Sister | Uncle | Stepdaughter | Legal Guardian |

11.13 Funeral of Deceased Employee

District employees may be excused by immediate supervisors to attend the funeral of deceased District employees without loss of pay.

11.14 Military Leave

Military leave shall be granted in accordance with the provisions of state law.

11.15 Jury Duty Leave

Employees are authorized leave of absence with pay for jury duty service selection. The District will pay for a maximum of ten (10) days during any 24-month period. Employee will remit to the District any jury compensation (excluding mileage) received for the ten (10) days. Employees are required to notify their supervisors as far in advance of their reporting date as possible. All such leave must be coordinated with the immediate supervisor.

The General Manager is authorized to allow employees leave of absence with pay for selection to perform jury duty service. Notify your supervisor that you have been selected for jury duty service. You must provide proof of your selection prior to serving. At the conclusion of your service, you must provide court certification of the day(s) served to the District's payroll department. The court will issue this certification to you on the last day of your jury duty service.

11.16 Quarantine Leave

An employee who is quarantined may elect to take as much of their accumulated sick leave or their accumulated vacation as is necessary to avoid loss of pay.

11.17 Time Off to Vote

If an employee cannot make sufficient time outside of working hours to vote in a statewide election, they can take off up to two hours of working time to vote without loss of pay. This time must be used at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from working. The employee must notify their supervisor at least two working days in advance to arrange a voting time.

11.18 Time Off for Training

TVMWD will allow up to one (1) day of paid time off for employees to attend a work-related seminar or training course, subject to Supervisor approval, when it overlaps an employee's work shift. Time off for more than one (1) training day within the same occurrence, that overlaps an employee's work shift, may be taken as paid personal time off, subject to Supervisor approval. Paid time off must be approved by the Department Head or General Manager.

11.19 Family Leave

The District will comply with the Family Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) and amendments thereto, or similar law. Special leave with pay may be taken and charged against sick, vacation or comp leave, or may be taken without pay as provided by law. The employer designated 12-month period for FMLA is the 12-month period measured forward from the date of the first FMLA leave usage by the employee.

11.20 Workers Compensation Leave

An employee injured in the scope and course of employment with the District may elect to take accumulated sick, vacation or comp leave, in minimum of one (1) hour increments, as when added to their workers' compensation indemnity will result in a payment of not more than their full salary.

11.21 Disability Leave

An employee who is absent due to a non-work-related illness or injury will be required to utilize their accumulated sick, vacation or comp leave, prior to receiving disability insurance payments, during the initial seven (7) day qualification period. After this period, the employee may elect to take accumulated sick vacation or comp leave, in minimum of one (1) hour increments, provided that when added to their disability indemnity it will not result in a payment of more than their full salary.

11.22 Leave Without Pay

The General Manager shall have the power to grant a leave of absence without pay when the employee has two (2) or more years of continuous regular employment. In special cases, the General Manager may waive the two (2) year employment requirement if it is in the best interest of the District. An employee shall not be eligible for a leave of absence without pay until all of the employee's accumulated leave time with pay has been used. While on leave, the employee will not accrue any additional leave time. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager. An employee on such a leave may continue within, the limits set by the provider, any insurance available to him/her as an employee by paying, in advance, all costs of such continued insurance. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.

11.23 Return to Work Program

The District recognizes that our employees are a critical part of our operation, and even if an employee becomes injured (on or off the job) or has a temporary disability because of surgery or an illness, they remain a valuable part of the staff. A Return to Work Program (RTW) is a proven essential cost containment element of our overall risk management program and is used in conjunction with our Safety Program.

If you are injured on or off the job, or have a temporary disability because of surgery or illness, the Program will look at ways to bring you back to work as soon as the doctor determines that you are medically ready. This may mean making temporary modifications to your job duties or work hours to accommodate your recovery.

If the employee does not report to work (modified duty or regular work) when the doctor releases the employee or leave has expired, the employee may not be eligible for temporary disability payments, workers' compensation payments, or regular wages, and the employee could be subject to disciplinary action, up to and including termination.

For complete information and to obtain the appropriate forms, please refer to the RTW Program documentation.

12. TRAVEL ALLOWANCE

The District reimburses employees traveling on District business for typical expenses incurred: conference/seminar registration, meals, lodging and door-to-door transportation. Employees are expected to use the most economical means possible for travel expenses. A conference *Request to Attend* form must be submitted for approval prior to registering for the conference or booking any travel. To be reimbursed, a request form for expense reimbursement must be completed with all original receipts attached. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense reimbursement form. Otherwise, missing receipts will not be reimbursed.

Lodging - Employees are expected to request government or group rates for lodging when available. The following stipulations must occur for the employee to incur lodging expenses:

- The event/conference occurs more than 50 miles from the employee's home, and:
 - To incur lodging expenses for the night before, the event/conference would cause the employee to leave their home before 6 am.
 - To incur lodging expenses for the night of, the event/conference would cause the employee to not return to their home that night until after 7 pm.

Transportation - Employees are expected to request government rates for transportation costs when available. Employees will be reimbursed for transportation based on most economical means possible. For instance, if transportation normally would require flying, the employee may instead choose to drive. However, reimbursement will not be provided for mileage or the cost of rental vehicle and fuel that exceeds the cost of round-trip coach airfare. If an employee chooses something other than logical transportation, they are expected to document costs to verify reimbursement is the most economical.

Airfare - Employees will be reimbursed for round-trip coach airfare, transportation to the airport and parking if necessary. Non-exempt employees will be compensated for flight time and time from destination airport until the employee reaches their hotel/event/conference. Likewise, employees will be compensated for time from hotel/event/conference to destination airport and flight time.

Automobile - Use of the District's vehicles is encouraged whenever possible. Use of your personal vehicle requires use of your insurance for any accidents encountered. Mileage reimbursement shall be given when personal vehicles are used. If an employee attends an all-day event instead of coming to work, mileage will be calculated based on round-trip miles to the event less normal miles the employee would incur driving back and forth to work. The reimbursable mileage rate will be set equal to what is allowed by the Internal Revenue Service. Employees will also be reimbursed for parking if necessary. If the employee is choosing to drive rather than fly, non-exempt employees will be compensated only for the amount of time necessary had they flown, as outlined above.

Meals - Expenditures for meals shall be reimbursed only with original, itemized receipts. Alcohol will not be reimbursed. When meals are included in a conference/seminar registration packet, outside meals will not be reimbursed. Expenses for spouses/guest and special activities provided in conjunction with conferences will not be reimbursed. If employees are away from work for a portion of the day, meals will be reimbursed up to \$100 per day at their discretion.

Compensation for Travel Time – Employees will be compensated for all hours worked. Travel time is considered compensable time, less the normal home-to-work commute. Travel time includes all necessary time spent driving, waiting to board a flight, time in flight and time commuting to the hotel.

13. COMPLAINT PROCEDURE - NON-DISCIPLINARY MATTERS

13.1. Purpose

The purpose of this section is to enhance communications between the District and its employees by providing a fair and impartial review and consideration of complaints at the level closest to their point of origin within a reasonable time without jeopardizing the employee's position or employment.

13.2. Matters Subject to the Complaint Procedure

A complaint may be filed for the alleged violation of the Personnel Rules; alleged improper treatment of an employee; or alleged violation of commonly accepted safety practices or procedures.

13.3. Limitations of Complaint Procedure

The complaint procedure shall not be used to establish new policies or change any existing rules. It shall not be used in matters resulting from disciplinary action.

13.4. Confidentiality of Complaint Procedure

Any matter leading to a complaint by an employee shall be kept confidential.

13.5. Informal Complaint Adjustment

Whenever possible, an employee who has a complaint should try to solve the problem through informal discussion with their supervisor without delay. The supervisor shall make whatever investigation they deem necessary and reply within five (5) calendar days. All matters, for which they do not have authority to make a decision, should be brought to the attention of a higher-level supervisor who does have the proper authority.

13.6. Next Level of Authority

If the employee is not satisfied with the decision reached through the informal discussion, and/or some other extenuating circumstances exist, they may bring the matter to the attention of the next level of authority. If the employee is still not satisfied with the decision, they may

file a formal complaint within 15 calendar days of the occurrence of the event or action giving rise to the complaint.

13.7. Formal Complaint Procedure

The formal complaint procedure may be followed only after failure to resolve a problem through informal complaint adjustment. If the employee is not in agreement with the decision reached, they may, within 15 calendar days of the occurrence of the event or action giving rise to the complaint, file a formal complaint in writing with the General Manager. The General Manager shall make whatever investigation they deem necessary to allow fair consideration of the situation and shall present a written reply to the employee within ten (10) calendar days after receipt of the complaint. In the case of a complaint against the General Manager, an employee may file a complaint in writing with any member of the Board of Directors. The member with whom the complaint is filed shall submit the complaint to an Executive Committee. The committee will review the matter and shall then make a recommendation to the Board of Directors. Subsequently, the Board will make a written decision.

The written decision of the General Manager and/or the Board shall constitute the final step of the District's administrative process. All matters complained of by an employee in writing shall be kept confidential, except as to those matters required by law.

13.8. General Consideration

The General Manager shall receive and retain copies of all written material pertaining to the complaint. Employees may represent themselves or select whomever they desire to represent them in the complaint procedure. If an employee fails to proceed with a complaint within any of the time limits specified in this section, the complaint shall be deemed settled on the basis of the last decision reached. Any of the time limits specified in this section may be extended when mutually agreed upon by all parties concerned.

13.9. Alternative Dispute Resolution

The District may, as an option, offer arbitration for workplace disputes involving alleged wrongful termination, workplace harassment, or discrimination based on race, color, religion, gender, national origin, age and disability.

14. HARASSMENT

- Harassment of employees due to their age, ancestry, color, creed, marital status, medical condition, national origin, physical disability, race, religion, or gender by fellow employees, officers, directors, consultants, or non-employees will not be tolerated by the District. Harassment shall be reported in writing to the General Manager, or the President of the Board of Directors if the complaint is against the General Manager. Upon receipt of a harassment complaint, the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct a confidential investigation to determine whether harassment has taken place and/or is presently taking place. Where found appropriate, actions shall be taken to effectively stop such behavior where it does exist.

- Sexual harassment of the District's employees, by a person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or other physical conduct of a sexual nature when:
 - Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment.
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. Sexual harassment conduct need not be motivated by sexual desire.

If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, immediately contact your supervisor, Personnel Officer or the General Manager. Any and all complaints will be treated with confidentiality to the extent possible. The complaint will be responded to in a timely fashion, investigated promptly and thoroughly by impartial and competent personnel; documented and tracked to insure reasonable progress; met with appropriate remedial action when misconduct is found; and afforded a timely closure.

Any person who is found to condone, participate, or initiate any of the above forms of harassment will be disciplined, in the form of written warning, demotion, suspension or termination. No employee will be disciplined or otherwise retaliated against for initiating a harassment complaint, or for participating in a harassment investigation.

15. EMPLOYER-EMPLOYEE RELATIONS

The Employer-Employee Relations Policy provides procedures for the administration of employer-employee relations between the District and its employee organizations. Resolution 9-95-347

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BENEFITS MANUAL DECEMBER 2019

A handwritten signature in blue ink, appearing to read "M. Litchfield", is positioned above the name.

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

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INTRODUCTION

TVMWD has established a number of benefit programs for its eligible employees. Although this summary does not state all of the features of these benefit programs, it provides brief summaries to acquaint employees with some of the key features of the programs. It is important that employees remember that additional terms, conditions, and limitations regarding program eligibility and benefit entitlements often exist. Official plan documents and, where applicable, actual insurance policies should be consulted for further information regarding each benefit program. In the case of actual or apparent conflict between the benefit summaries set forth in this summary and the terms of the official plan documents, the provisions of the official plan documents, as interpreted in the sole and absolute discretion of the plan administrator, shall control.

In addition, while it is TVMWD's present intention to continue the benefits described in this summary, TVMWD expressly reserves the right, whether in an individual case or, more generally, to modify, supplement, curtail, reduce, or eliminate any benefit, in whole or in part, either with or without notice, to the fullest extent permitted by law, if TVMWD determines, in the exercise of its sole discretion, that such action is warranted. Neither the benefit program nor their descriptions contained in this summary are intended to create any guarantees regarding continued and/or future availability.

| <u>BENEFIT</u> | <u>DETAILS</u> |
|--|--|
| <p>AFLAC <u>Eligibility</u> Full-time staff, <u>part-time staff (20+ hours per week)</u> and elected officials</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: None</p> | <p>Supplemental insurance to help pay benefits your major medical insurance doesn't cover.</p> <p>Employee payments may be made with a payroll deduction. Amount may or may not be pre-tax, depending upon the type of insurance.</p> |
| <p>CalPERS Retirement <u>Eligibility</u> Immediate for full-time staff, <u>part-time staff (20+ hours per week) and-</u> Ppart-time staff with prior CalPERS (or reciprocal agency) service.</p> <p><u>FY 19/20 Information:</u></p> <p><u>Cost: 2% @55</u> Employee: 7% (of pensionable compensation) Employer: 18%</p> <p><u>Cost: 2% @62</u> Employee: 6.75% Employer: 6.985%</p> | <p>TVMWD participates in the California Public Employees Retirement System (CalPERS).</p> <p>The retirement formula for employees hired prior to January 1, 2013 (or otherwise qualify as "Classic PERS employees" is 2% @55 and benefits are based on the following:</p> <ul style="list-style-type: none"> • years of service • age at retirement (age 50 or over with min 5 yrs. PERS service) • highest 12 consecutive month period <p>The retirement formula for employees hired on or after January 1, 2013 is 2% @62 and benefits are based on the following:</p> <ul style="list-style-type: none"> • years of service • age at retirement (age 52 or over with min 5 yrs. PERS service) • highest 36 consecutive month period |
| <p>Deferred Compensation Plans <u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u></p> <ul style="list-style-type: none"> • <u>Elected Officials & part-time staff who are not eligible for CalPERS</u> – 7.5% of compensation <p>Employer:</p> <ul style="list-style-type: none"> • <u>Full-time staff</u> – matches employee deferral up to \$200.00 per pay period (except pay periods that are the 3rd pay period in a month) | <p>Voluntary participation in a Section 457 deferred compensation plan is made available through Lincoln Financial Group or California Public Employees Retirement System (Voya). Employee contributions are made with a pre-taxed payroll deduction <u>or a post-tax roth plan</u>. Employee may "catch up" for unmatched amounts earlier in the calendar year but may not receive match early for future periods. Total deferred contributions cannot exceed limits of the Internal Revenue Service.</p> <p>Employer contributions may also be made by TVMWD to a Section 401a plan with Lincoln Financial Group.</p> |

| <u>BENEFIT</u> | <u>DETAILS</u> |
|---|--|
| <p>Dental <u>Eligibility</u> Full-time staff, <u>part-time staff (20+ hours per week)</u> and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the GM.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p> | <p>TVMWD provides dental coverage through ACWA/JPIA. Employees can select from the following two plans:</p> <ul style="list-style-type: none"> • Delta Dental of California PPO – allows visits to any dentist of choice. Maximum benefit provided by using a DPO dentist. • DeltaCare USA (HMO) – pre-paid dental plan which offers affordable HMO coverage. |
| <p>Flexible Spending Account <u>Eligibility</u> Immediate for newly hired full-time staff, <u>part-time staff (20+ hours per week)</u> & elected officials; otherwise only during open enrollment or with a HIPPA qualifying event.</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: No Cost</p> | <p>TVMWD offers a Flexible Spending Account (FSA) Program which enables employees to set aside an estimated portion of their annual salary on a pre-tax basis to cover qualified medical expenses for the employee & dependents & qualified dependent care expenses incurred during the calendar year. For the FSA-Health Care, any unused contributions in excess of \$500 by calendar year end will be forfeited. Plan limits are as follows:</p> <ul style="list-style-type: none"> • Health Care = \$2,750 per calendar year • Dependent Care = \$5,000 per calendar year <p>Employee deductions are a pre-taxed payroll deduction.</p> <p>TVMWD also offers a Limited Flex Spending Account (LFSA) that covers dental and vision only that can be combined with a Health Savings Account.</p> |
| <p>Health Benefit Allowance <u>Eligibility</u> Full-time staff starting on or before 12/31/10 who choose Kaiser.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premiums</p> | <p>TVMWD provides an allowance for employees to help cover the premium costs of Kaiser medical, dental and vision. Excess funds from this allowance will be paid to employees in their paycheck.</p> <ul style="list-style-type: none"> • Single \$ 518 • Two-party \$1,033 • Family \$1,387 <p>Cash back is not available for elected officials.</p> |

| <u>BENEFIT</u> | <u>DETAILS</u> |
|--|--|
| <p>Health Reimbursement Arrangement <u>Eligibility</u> Immediate for full-time staff and elected officials.</p> <p><u>Cost</u> Employee: No Cost Employer: Admin Fees plus \$1,000 annually</p> | <p>TVMWD pays administration fees & \$1,000 annually (calendar year) for reimbursement of qualified out-of-pocket health expenses for you or your qualifying dependents and up-front medical premiums. The \$1,000 will be prorated based on date of hire during the 1st year. For those with an HSA, the \$1,000 will be contributed there instead. Any unused balance may be carried over and utilized in future years up to a max of \$3,500.</p> |
| <p>Health Savings Account <u>Eligibility</u> Employees enrolled in the Anthem Blue Cross ABHP, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: No Cost Employer: Annual contribution of:</p> <ul style="list-style-type: none"> • Single \$400 • Two-party \$800 • Family \$800 | <p>HSAs provide for employee health benefits in the face of rising health insurance costs. They were created to encourage consumer-driven health plans. Plan participants pay directly for routine health care services for yourself or your qualifying dependents, making participants more responsible consumers while reducing the cost of high-deductible insurance coverage. The annual contribution will be prorated based on date of hire during the 1st year.</p> |
| <p>Life Insurance & Dismemberment <u>Eligibility</u> Immediate for full-time staff and elected officials effective the 1st day of the month following 30 days of service.</p> <p><u>Cost</u> Employee: Taxes on coverage exceeding \$50,000 and/or if employee elects to increase the benefit at their own expense. Employer: 100% of premium</p> | <p>In the event of death, a sum equal to 2 times the annual salary of the insured, not to exceed \$200,000 (\$10,000 for elected officials) will be paid to the designated beneficiary.</p> <p>Employee is also enrolled in dependent life coverage, which provides death benefits up to \$1,500 for a spouse and \$1,000 for dependent children.</p> <p>Employee may add supplemental coverage at their own expense.</p> |
| <p>Long-Term Care <u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: None</p> | <p>CalPERS Long-Term Care Program offers a variety of daily benefit and total coverage amounts to help with the cost of receiving long-term care services. The program is available to California public employees and retirees, as well as their spouses, parents, parents-in-law, adult children and adult siblings.</p> |

| <u>BENEFIT</u> | <u>DETAILS</u> |
|---|--|
| <p>Medical <u>Eligibility</u> Full-time staff, <u>part-time staff (20+ hours per week)</u> and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: 10% of medical premiums except:</p> <ul style="list-style-type: none"> • employees who utilize health benefit allowance • employees who choose employee only coverage for least expensive plan • employees enrolling in the Anthem Blue Cross CDHP <p>Employer: remaining cost of medical premiums</p> | <p>TVMWD provides health coverage through ACWA/JPIA. Employees can select from:</p> <ul style="list-style-type: none"> • Anthem Blue Cross PPO • Anthem Blue Cross HMO • Anthem Blue Cross CDHP • Kaiser Permanente HMO <p>Other Notes:</p> <ul style="list-style-type: none"> • Premiums vary depending on the health plan. • Employees will pay the 10% medical premium as a pre-taxed monthly payroll deduction. • Employee may opt themselves and/or family members out of medical coverage during open enrollment with proof of a comparable alternative medical coverage. The opt out amount is 70% of the average plan cost (based on family status) not to exceed the least costly plan (Kaiser). Re-enrollment is not allowed until open enrollment or with a HIPPA qualifying event. ACWA/JPIA requires medical coverage for 75% of TVMWD employees, so opt out is first-come first-serve. • Cash back is not available for elected officials. |
| <p>Medicare Tax <u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u> Employee: 1.45% of earnings (additional 0.9% for earnings over \$200,000) Employer: 1.45% of earnings</p> | <p>A mandatory tax for all public employees hired after March 31, 1986. Medicare is a national social insurance program that guarantees access to health insurance for Americans age 65 and older and younger people with disabilities.</p> |
| <p>Retiree Health <u>Eligibility</u> Full-time staff who retire from TVMWD at age 50 or older with a minimum of 10 years of service.</p> <p><u>Cost</u> Employee: Medical, dental & vision premium cost in excess of TVMWD percentage of the medical premium cap. Employer: A maximum of \$600 per month depending on years of service.</p> | <p>Retiree may choose to maintain the medical plan they have with TVMWD at the time of retirement or be covered under another licensed plan outside TVMWD with proof of coverage. Enrollment in Medicare part A & B is required if the retiree remains on TVMWD's plan. Retiree is eligible for open enrollment annually as long as they have maintained continuous coverage with TVMWD.</p> <p>The retiree's spouse and/or other dependents are eligible for medical coverage at the retiree's cost.</p> <p>Retiree may also use benefit to cover dental and vision premiums obtained from an outside licensed plan.</p> |

| <u>BENEFIT</u> | <u>DETAILS</u> |
|---|---|
| <p>Short/Long Term Disability (STD/LTD) <u>Eligibility</u> Full-time staff on the 1st day of the month following 30 days of service.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p> | <p>Disability compensation if you experience a non-work related injury or illness or a pregnancy causing disability in excess of 60 days. STD becomes effective on the 61st day of a disability. LTD is available after 180 days if applicable.</p> <p>The monthly disability payment is 2/3 of the first \$11,250 of your regular monthly earnings. If you remain disabled, payments continue until age 65.</p> |
| <p>State Disability Insurance (SDI) <u>Eligibility</u> Immediate for all staff.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of SDI contribution rate</p> | <p>California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. Workers covered by SDI are eligible for the following two programs:</p> <p>Disability Insurance provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non work-related illness or injury, or due to pregnancy or childbirth.</p> <p>Paid Family Leave was established for workers who suffer a loss of wages when they need to take time off to care for a seriously ill child, spouse, parent, parent-in-law, grandparent, grandchild, sibling, registered domestic partner, or to bond with a new child.</p> |
| <p>Technology Loan Program <u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period & elected officials.</p> <p><u>Cost</u> Employee: Up-front costs Employer: No cost</p> | <p>TVMWD offers an interest free loan for the purchase of home technology to assist in professional development of the employee which will enhance their performance at TVMWD. Upon approval by the General Manager with the following loan provisions:</p> <ul style="list-style-type: none"> • Maximum loan amount is \$3,500 • Repayment via payroll deductions, minimum of \$30 per pay period, for a period not to exceed 5 years. Unpaid balance due upon termination. • Reassignment or transfer of equipment violates agreement and cancels the right to participate in the program. • Allowed: Computers and peripherals, tablets, smart phones • Not allowed: cameras, music devices, gaming or entertainment software <p>Only one loan at a time.</p> |


| <u>BENEFIT</u> | <u>DETAILS</u> |
|---|---|
| <p>Tuition Reimbursement</p> <p><u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period or received General Manager approval.</p> <p><u>Cost</u> Employee: Up-front tuition & associated costs.</p> <p>Employer: Upon course completion with acceptable grade, up to \$3,000 will be reimbursed in a calendar year.</p> | <p>Reimbursement of tuition and associated costs up to \$3,000 per calendar year. Courses must be work-related or count toward a degree. A grade of "C" or better in the specified course is required for reimbursement.</p> <p>For a non-accredited program, completion of the course with proof of passing all related course work and exams is required.</p> <p>The General Manager must approve tuition reimbursement in advance of starting course work.</p> |
| <p>Unemployment Insurance</p> <p><u>Eligibility</u> Immediate for all employees</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p> | <p>Unemployment Insurance provides workers, who lose their jobs through no fault of their own, with weekly unemployment insurance payments.</p> <p>Weekly payments for as long as 26 weeks (6 months). State & Federal extensions can periodically extend the benefit period.</p> <p>Benefit payments are based on the amount of wages earned over a 52-week period.</p> <p>Elected officials are not eligible for unemployment insurance upon separation from TVMWD.</p> |
| <p>Vision</p> <p><u>Eligibility</u> Full-time staff, <u>part-time staff (20+ hours per week)</u> and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premiums</p> | <p>TVMWD provides vision coverage through ACWA/JPIA, Vision Service Plan (VSP). The program allows visits to any eye doctor of choice. Maximum benefit is provided by using a VSP eye doctor.</p> <p>Co-pays apply plus any costs for products/services above the VSP contract limits.</p> |
| | |

| <u>BENEFIT</u> | <u>DETAILS</u> |
|---|---|
| <p><u>Water Related Certification Fees</u></p> <p><u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period or receive General Manager approval. Eligibility requirements for introductory staff may be waived if the certification is required as part of the job classification.</p> <p><u>Cost</u> Employee: Up-front application, registration and/or course fees. Employer: Upon acquiring certification, up to 100% of fees will be reimbursed.</p> | <p>New certifications are the initial responsibility of the employee. Upon successfully obtaining the certification and providing a copy, TVMWD will reimburse up to 100% of the<u>water related</u> certification fees. Any late fees, penalties or unsuccessful attempts will not be reimbursed.</p> <p>Renewals for existing certifications will be paid directly by TVMWD.</p> <p>Reimbursement and renewals must be approved by the department head or General Manager.</p> |
| <p><u>Worker's Compensation</u></p> <p><u>Eligibility</u> Immediate for all employees</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p> | <p>Benefit begins when you experience a work-related injury or illness. The benefit structure below defines what injured workers are entitled to:</p> <ul style="list-style-type: none"> • Medical care • Temporary disability benefits • Permanent disability benefits • Supplemental job displacement benefits • Death benefits |

For additional information on any of the benefits listed please contact the Finance Department.



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: December 18, 2019
Subject: **American Water Infrastructure Act Update**

| | | |
|---|--|-------------------|
| <input checked="" type="checkbox"/> For Action | <input checked="" type="checkbox"/> Fiscal Impact | \$ 141,251 |
| <input type="checkbox"/> Information Only | <input type="checkbox"/> Funds Budgeted | |

Staff Recommendation:

Approve a professional services agreement with Claris Strategy to complete the remaining phases of the AWIA required Risk & Resilience Assessments and Emergency Response Plan.

Discussion:

This item was originally shared with the board at the November 6 board meeting and staff wanted to take the opportunity to provide an update on the progress of this project. As a refresher, Congress last year signed into law the America's Water Infrastructure Act (AWIA). The AWIA requires agencies to conduct Risk and Resilience Assessments (RRA) of their community water systems and develop a corresponding Emergency Response Plan (ERP). Upon completion of the RRA, the utility is to submit self-certification to the U.S. Environmental Protection Agency (USEPA) indicating that the RRA is complete and complies with AWIA. Within six (6) months of submitting the RRA certification letter, the utility is required to submit a self-certification to USEPA for the corresponding ERP.

The compliance due dates for TVMWD, which are based on population served, are:

| <u>Population Served</u> | <u>Risk Assessment</u> | <u>Emergency Response Plan (ERP)</u> |
|--------------------------|------------------------|--------------------------------------|
| ≥100,000 | March 31, 2020 | September 30, 2020 |
| 50,000-99,999 | December 31, 2020 | June 30, 2021 |
| 3,301-49,999 | June 30, 2021 | December 30, 2021 |

The Public Water Agency Group (PWAG), of which the District is a member, worked with its member agencies to select consultant Claris Strategy (Claris) for a three-phase compliance approach. The Phase 1 Crosswalk for the district has been completed and Claris is in the process of preparing the report and refined cost proposal to complete the next two phases. An excerpt from the report and the proposed fee of \$141,251 for Phases 2 & 3 are included with this memo for board consideration.

The scope of work includes provisions to create a Risk and Resiliency Assessment and to update the District’s Emergency Response Plan, which includes a comprehensive cyber security assessment. The three phases to meet the AWIA requirements are:

- Phase 1: Design and Complete a Crosswalk Review
- Phase 2: Completion of the Risk and Resiliency Assessment (RRA)
- Phase 3: Emergency Response Plan (ERP) Update

The benefit of a phased approach gives the district the ability to opt out after the initial Phase 1 Crosswalk and conduct the remaining work in-house pending time and information availability. In this case, the district would be required to self-certify that all areas of compliance have been met.

However, not all information is readily available and there are a number of benefits to completing the phased process with Claris, including: competitive pricing, a consistent final product, and a comprehensive all-hazards response strategy that will further benefit agencies in their regional emergency response efforts.

Listed below is a brief outline of the cost proposal to complete the assessment for the District. The cost may change slightly based on the level of work completed in-house by district staff.

| Phase 1 - Crosswalk (12/31/019) | Phase 2 - RRA (03/31/2020) | Phase 3 - ERP (09/30/2020) |
|------------------------------------|-------------------------------|-------------------------------|
| \$9,718 | \$94,511 | \$46,740 |

Staff recommends that the district move ahead with the services provided by Claris in order to meet the required deadlines in CY 2020.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – AWIA Compliance Crosswalk Report Final

KH/ML

COMPLIANCE CROSSWALK

for

America's Water Infrastructure Act (AWIA) Compliance

Prepared for



Prepared by

Claris Strategy
HDR Engineering
Terra Firma Enterprises
Launch! Consulting

December 11, 2019

WARNING: FOR OFFICIAL USE ONLY

Information contained in this document is exempt from FOIA (Exemption 2). Any authorized individual who knowingly or recklessly divulges information from this document may be imprisoned for one year, fined or both.

December 11, 2019

Mr. Kirk Howie
Chief Administrative Officer
Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, CA, 91711

Subject: PWAG Compliance Crosswalk for America's Water Infrastructure Act (AWIA)

Dear Mr. Howie,

The America's Water Infrastructure Act (AWIA), which became law in October 2018, requires water utilities to conduct a Risk and Resilience Assessment (RRA) of their water systems, develop an Emergency Response Plan (ERP) and update these documents every five years. Three Valleys Municipal Water District (TVMWD), a community system serving 100,000 people or more, is required by this Act to provide certification to the U.S. EPA for the RRA no later than March 31, 2020 and for the ERP no later than September 30, 2020.

As a first step towards certification, the Claris Strategy team has produced the Compliance Crosswalk report for TVMWD. In this report, we have:

1. Identified the requirements to meet EPA compliance
2. Reviewed the relevant documentation provided by TVMWD
3. Produced an analysis identifying the gaps between the information provided and the information required for compliance
4. Made recommendations on the actions necessary for compliance
5. Proposed a fee to complete the RRA and ERP for TVMWD

Our recommendations for RRA Compliance are:

1. Compile information from all risk and resilience assessments related to TVMWD in the past two (2) years into a single "umbrella" document
2. Facilitate a set of workshops for AWIA compliance using the AWWA/ANSI J100-10 Standard¹ as follows:
 - Workshop 1: identify current threats (all hazards) and potentially critical assets

¹ In joint collaboration, the American Water Works Association (AWWA) and the American National Standard Institute (ANSI) developed a standardized process, called the *J100-10 Risk and Resilience Management of Water and Wastewater Systems Standard*, to analyze and manage risks associated with malevolent attacks and naturally occurring hazards against critical infrastructure.

- Update the asset list from the Security Vulnerability Assessment (SVA)
- Expand threat list to include potential natural disasters, and all types of human-caused events in addition to malevolent acts
- Workshop 2: Conduct a consequence analysis to determine Critical Assets
- Field Assessment of Critical Assets
 - Conduct site visits of specific and key facilities to help in determining risks and mitigation measures at each asset location
- Workshop 3: Complete threat-asset pair analysis of risk (Risk = Threat Likelihood x Consequence x Vulnerability) and identify mitigation measures
- Develop Risk and Resilience Assessment report to include cost-benefit analysis of mitigation measures for high risk threat-asset pairs
- Workshop 4: Review RRA report and implementation plan of mitigation measures; prepare for ERP development


Our recommendations for ERP Compliance are:

1. Add resilience strategies, mitigation actions, detection strategies and planning actions with Local Emergency Planning Committee in the ERP
2. Align the TVMWD ERP to state and federal regulations, standards and guidelines
3. Perform a comprehensive update to the ERP since it has not been substantially updated since 2007
4. Develop missing key components to the ERP as identified in the detailed checklist
5. Standardize the ERP to a PWAG template to enable better communication, coordination and collaboration among PWAG agencies during an emergency

Based on our recommendations, we are proposing a fee of \$141,251 to complete the RRA and ERP phases of the work.

Thank you for your cooperation and responsiveness in this Compliance Crosswalk effort. If you have any questions, please contact me at (626) 437-4365 or at wlim@clarisstrategy.com. We look forward to hearing from you.

Best regards,



William Lim
CEO



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3 Recommendations

3.1 Obtaining AWIA compliance

3.1.1 RRA

Based on the J100 standard and our findings in the RRA Compliance Crosswalk Assessment, we recommend that TVMWD do the following to be able to certify AWIA compliance:

1. Compile information from all risk and resilience assessments related to TVMWD in the past two (2) years into a single “umbrella” document.
2. Facilitate a set of workshops for AWIA compliance using the AWWA/ANSI J100 Standard as follows:
 - Workshop 1: identify current threats (all hazards) and potentially critical assets
 - Update the asset list from the SVA
 - Expand threat list to include potential natural disasters, and all types of human-caused events in addition to malevolent acts
 - Workshop 2: Conduct a consequence analysis to determine Critical Assets
 - Field Assessment of Critical Assets
 - Conduct site visits of specific and key facilities to help in determining risks and mitigation measures at each asset location
 - Workshop 3: Complete threat-asset pair analysis of risk (Risk = Threat Likelihood x Consequence x Vulnerability) and identify mitigation measures
 - Develop Risk and Resilience Assessment report to include cost-benefit analysis of mitigation measures for high risk threat-asset pairs
 - Workshop 4: Review RRA report and implementation plan of mitigation measures; prepare for ERP development

3.1.2 ERP

Although the EPA does not dictate which format must be used for the ERP, the following missing components are critical for AWIA compliance and to meet state and federal regulations, standards and guidelines. Additionally, we recommend that TVMWD use industry best practices and standardize your ERP to a common PWAG template. Following are our recommendations:

1. Comply with AWIA regulations to include:
 - Resilience strategies
 - Mitigation actions
 - Detection strategies
 - Planning with Local Emergency Planning Committee
2. State regulations, standards and guidelines
 - Align ICS with national standards and include resource request procedures
3. Federal regulations, standards and guidelines
 - Align with FEMA’s CPG 101 guidelines
4. Industry best practices
 - Perform a complete update of the ERP since it has not been comprehensively updated since 2007.
 - Include plan components that are considered necessary parts of an ERP



5. Detailed Review of Key Components of a Public Water System ERP
 - Add key missing components of the plan that were identified including more complete hazard-specific response plans or annexes, elements in the appendices and annexes and description of Disaster Service Workers
6. PWAG standardization
 - Use a common PWAG template to update the ERP

3.2 Additional Resiliency Services (Optional)

Our team also offers the following additional services that will help build resilience of your utility's assets:

- Emergency Response Plan training and exercises
- Crisis Communications planning
- Continuity or Operations Planning/Business Continuity Planning
- Disaster Recovery Planning
- Cybersecurity Response Planning
- Threat and Vulnerability Assessment/Physical Security Assessments
- Local Hazard Mitigation Planning
- Detailed risk mitigation recommendations and implementation plans
- Water System Design Services



4 Compliance Crosswalk Proposed Fee

4.1 Fee Table from Claris Strategy Proposal

We have included the Fee Table from the Claris Strategy Fee Proposal for reference.

Table 4.1: Claris Strategy PWAG Proposal Fee Table

| Phase | Component of Scope of Work | Previous Assessment | Population Size | Cost Per Agency ¹ Pricing for Component (5 agencies) | Cost Per Agency ¹ Pricing for Component (increments of 5 more agencies) |
|---|--|---------------------|-------------------|---|--|
| 1 | Phase 1 - Compliance Crosswalks | NA | NA | \$9,718 | \$9,718 |
| 2 | Analysis Tool Selection ² | NA | NA | \$5,351 | \$5,351 |
| | Physical Infrastructure | 2003 VA & ERP | 100,000+ | \$30,372 | \$27,334 |
| | | | 50,000 - 99,999 | \$28,079 | \$25,271 |
| | | | 3,301 - 49,999 | \$25,145 | \$22,630 |
| | | No Previous | 100,000+ | \$40,495 | \$36,446 |
| | | | 50,000 - 99,999 | \$37,505 | \$33,755 |
| | | | 3,301 - 49,999 | \$33,559 | \$30,203 |
| | | | PWAG ³ | NA | NA |
| | Financial Systems | | All Sizes | \$11,500 | \$10,350 |
| | Cyber Security Systems | NA | Only Network | \$13,500 | \$12,150 |
| | | NA | Network and SCADA | \$18,000 | \$16,200 |
| | Operations and Maintenance | NA | 100,000+ | \$12,650 | \$11,385 |
| | | | 50,000 - 99,999 | \$10,850 | \$9,765 |
| | | | 3,301 - 49,999 | \$9,950 | \$8,955 |
| Chemical Operations | NA | 100,000+ | \$9,250 | \$8,325 | |
| | | 50,000 - 99,999 | \$8,300 | \$7,470 | |
| Participating Agency Training on Assessment Processes & Tools (one 4-hour training session for all Participating Agencies) ² | NA | NA | \$1,060 | \$1,060 | |
| 3 | Low - ERP Compliance: Chapter/Section | NA | NA | \$7,655 | \$6,750 |
| | Medium - ERP Compliance: Chapter/Section, plus one Annex | NA | NA | \$17,036 | \$15,025 |
| | High - ERP Compliance: New/Updated ERP | NA | NA | \$46,740 | \$39,400 |

NOTES:

1. Prices shown are per agency.
2. The highlighted rows are included to clarify additional items to be considered.
3. No pricing was included for PWAG because we do not think it has any physical infrastructure.
If PWAG does have physical infrastructure, it would be included in the small agency category.



4.2 Proposed Fee for RRA and ERP

Based on our Compliance Crosswalk Assessment for AWIA Compliance, we propose the following:

Table 4.2: TVMWD RRA and ERP Compliance Level of Effort and Proposed Fee

| Phase | Component of Scope of Work | Level of Effort | Fee |
|---------------------------|--|-----------------|------------------|
| 2 | Risk and Resilience Assessment | | |
| | Analysis Selection Tool <ul style="list-style-type: none"> Select tool for RRA Assessment | No Change | \$5,351 |
| | Physical Infrastructure (Population 100,000+) <ul style="list-style-type: none"> 2003 VA & ERP was not available for review The DHS Infrastructure Survey dated March 2016 provided some applicable physical security information particularly on fencing at the Miramar site. | Reduced | \$38,500 |
| | Financial Systems | No Change | \$11,500 |
| | Cyber Security Systems (Network and SCADA) <ul style="list-style-type: none"> Cybersecurity Guidance Tool is Complete. However, cybersecurity, networks, and SCADA still must be considered in the RRA assessment using the J100 Standard along with the other assets. | Reduced | \$16,200 |
| | Operations and Maintenance (Population 100,000+) | No Change | \$12,650 |
| | Chemical Operations (Population 100,000+) <ul style="list-style-type: none"> The data collected and analyzed by TVMWD must be considered in the RRA assessment using the J100 Standard along with the other assets. | No Change | \$9,250 |
| | Participating Agency Training <ul style="list-style-type: none"> Agency training for RRA tool for future self-assessment | No Change | \$1,060 |
| 3 | Emergency Response Plan | | |
| | ERP Compliance: New/Updated ERP <ul style="list-style-type: none"> Missing areas for AWIA compliance Not fully aligned with State and Federal regulations, standards and guidelines Over 10 years since last comprehensive, updated ERP Missing key components for an ERP PWAG standardization | High | \$46,740 |
| Total Proposed Fee | | | \$141,251 |