



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING AGENDA

1021 E. Miramar Avenue, Claremont, CA 91711
March 16, 2022 – 8:00 AM

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

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

https://tvmwd.zoom.us/webinar/register/WN_OyB5-GriTBimr5ATfjNK8w

(Dial-in instructions are provided after registering at the link above)

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

1. CALL TO ORDER ROBERTO

2. ROLL CALL AGUIRRE

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

3. FLAG SALUTE ROBERTO

4. AGENDA REORDER/ADDITIONS [*Government Code Section 54954.2(b)(2)*] ROBERTO

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

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

ROBERTO

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

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

6. PRESENTATION

A. FEBRUARY 2022 MIRAMAR PLANT SHUTDOWN

LANG

B. TVMWD TEAM ACHIEVEMENTS & MILESTONES

ROBLES

7. CONSENT CALENDAR

ROBERTO

The Board will consider consent calendar items 7.A – 7.G listed below. Consent calendar items are routine in nature and approved by a single motion. Any member of the Board may request that a specific item be pulled from the consent calendar for further discussion.

A. RECEIVE, APPROVE AND FILE MINUTES, FEBRUARY 2022

- February 2, 2022 – Regular Board Meeting
- February 16, 2022 – Regular Board Meeting

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

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

C. IMPORTED WATER SALES, FEBRUARY 2022

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

D. MIRAMAR OPERATIONS REPORT, FEBRUARY 2022

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

E. APPROVE DIRECTOR EXPENSE REPORTS, FEBRUARY 2022

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

F. APPROVE FY 2022-23 ANNUAL PURCHASE ORDERS

The Board will consider approval of a list of purchase orders for ongoing goods and services for FY 2022-23.

G. MODIFIED BOARD MEETING SCHEDULE

The Board will consider the cancellation of the May 4, 2022, board meeting as it conflicts with the ACWA 2022 Spring Conference.

BOARD ACTION REQUIRED 7.A – 7.G

Staff Recommendation: Approve as Presented

8. REPORTS

LITCHFIELD

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

A. METROPOLITAN WATER DISTRICT UPDATE

DE JESUS

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

B. CONSERVATION/OUTREACH PROGRAMMING UPDATE

HOWIE

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

C. ALTERNATIVE COST OF LIVING ADJUSTMENT METHODS

ROBLES

The Board will discuss alternative methods to determine employee's cost of living adjustment.

9. ACTION AGENDA

LITCHFIELD

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

A. APPROVE SALARY SCHEDULE EFFECTIVE JULY 1, 2022

ROBLES

The Board will consider approval of the salary schedule that is to be effective July 1, 2022.

BOARD ACTION REQUIRED 9.A

Staff Recommendation: Approve as Presented

B. ADOPT RESOLUTION NO. 22-03-921 PERSONNEL MANUAL UPDATES

ROBLES

The Board will consider adopting Resolution No. 22-03-921 approving updates to the Personnel Manual.

BOARD ACTION REQUIRED 9.B

Staff Recommendation: Approve as Presented

C. SPECIAL DISTRICT LAFCO REPRESENTATIVE BALLOT

LITCHFIELD

The Board will consider nominating a voting member and alternate member for the Special District LAFCO representative.

BOARD ACTION REQUIRED 9.C

Staff Recommendation: Approve as Presented

D. ADOPT RESOLUTION NO. 22-03-922 CONCURRING IN NOMINATION OF SCOTT QUADY OF CALLEGUAS MUNICIPAL WATER DISTRICT TO THE CALIFORNIA WATER INSURANCE FUND BOARD

LITCHFIELD

The Board will consider adopting Resolution No. 22-03-922 concurring in the nomination of Scott Quady to the California Water Insurance Fund Board.

BOARD ACTION REQUIRED 9.D

Staff Recommendation: Approve as Presented

E. LEGISLATIVE UPDATE, MARCH 2022

HOWIE

The Board will consider support for Assembly Bill 2163.

BOARD ACTION REQUIRED 9.E

Staff Recommendation: Approve as Presented

10. DIRECTORS'/GENERAL MANAGER'S ORAL REPORTS

ROBERTO

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

11. FUTURE AGENDA ITEMS

ROBERTO

12. ADJOURNMENT AND NEXT MEETING

ROBERTO

The Board will adjourn to a regular Board Meeting on April 6, 2022 at 8:00 AM.

In compliance with the Americans with Disabilities Act Government Code Section 54954.2(a), if special assistance is needed to participate in this public meeting, please contact the Executive Assistant at (909) 621-5568 at least 24 hours prior to the meeting.

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

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

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

Wednesday, February 2, 2022
8:00 a.m.

I. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. via teleconference. The presiding officer was President Jody Roberto.

2. FLAG SALUTE

The flag salute was led by President Roberto.

3. ROLL CALL

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

DIRECTORS PRESENT

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

STAFF PRESENT

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

Virtual Attendees: Ray Baca, Engineering Contractors' Association; Josh Byerrum, Walnut Valley Water District; Ed Chavez, Upper San Gabriel Valley Municipal Water District; Tom Coleman, Rowland Water District; Courtney Degener, Cadiz Inc.; Kevin Hayakawa, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Richard Lambros, Engineering Contractors' Association; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Szu Lu, Rowland Water District; Myra Malner, Rowland Water District; John Mendoza, resident; Dusty Moisio, Rowland Water District; Tom Monk, Walnut Valley Water District; Carolee Monroe, League of Women Voters; Stephanie Moreno, Water Quality Authority; John Poehler, Rowland Water District; Gabriela Sanchez, Rowland Water District; Jennifer Stark, City of Claremont; Lisa Tarpin, Southern California Group.

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4. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

5. PUBLIC COMMENT

President Roberto opened public comment and there was none.

6. GENERAL MANAGER'S REPORT**A. SOCIAL MEDIA POLICY – ELECTED OFFICIALS**

The Social Media Policy will assist elected officials in making responsible decisions about their use of social media and other online engagement platforms. President Roberto requested to focus on consistent social media messaging and include employees. Director De Jesus asked to consider incorporating follow up to any violations that could potentially take place. General Manager Litchfield suggested a meeting between President Roberto, Director De Jesus and Human Resources/Risk Manager Robles to ensure all comments suggested today are included in the policy. This item will be brought back to a future board meeting for consideration of approval.

B. FY 2022-23 BUDGET REVIEW SCHEDULE

Chief Finance Officer Linthicum provided a tentative schedule of the FY 2022-23 budget process. Meeting dates are listed in the staff report and are subject to change. It is anticipated that MWD will adopt their two-year budget and two-year rates on April 12, 2022. TVMWD's budget will be adopted on April 20, 2022.

C. STRATEGIC PLAN FISCAL YEAR 2022-23

The Strategic Plan is derived from TVMWD's mission and vision statements. Some of the highlighted changes to the Strategic Plan are an updated industry outlook to reflect current water conditions, addition of three new objectives, and updated reserve goal amounts based on changing needs. TVMWD's four main goals remain the same and are listed on the staff report. The Strategic Plan will be brought back to a future board meeting for consideration of approval.

D. BIG DALTON SPREADING GROUNDS IMPROVEMENTS LETTER OF INTENT

General Manager Litchfield has been working with the Los Angeles County Flood Control District (LACFCD) and the City of Glendora on the Big Dalton Spreading Grounds Improvements and Multi-Use Facility and PM-26 Recharge Pipeline Projects in the City of Glendora. LACFCD received a \$2.2 million grant that will help fund the Big Dalton Spreading Grounds improvements. A letter of intent to memorialize the partnership among the agencies is needed to move forward with the project's planning and design. Director Soto requested this project be added to the TVMWD website to highlight project support. A formal agreement will be developed later this year for the Board's consideration. This item will be brought to a future board meeting for consideration of approval.

E. SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS – WATER DISTRICTS REPRESENTATIVE

Director Goytia requested this item to discuss potentially pursuing a full-time seat on the San Gabriel Valley Council of Governments (COG). TVMWD, Upper San Gabriel Valley Municipal Water District (USGVMWD) and San Gabriel Valley Municipal Water District (SGVMWD) share a full board seat on the COG. The total annual cost to participate is \$40,000 per year with TVMWD's cost being \$12,164 per year. A joint powers agency was originally formed to allow the districts to participate and share a seat. An annual rotation of delegate, alternate and dormant was established and for CY 2022 TVMWD is the delegate. Director Goytia stated there is a lack of communication between TVMWD, USGVMWD and SGVMWD during the dormant years. Potential alternatives are going to a two-year rotation as the delegate, for General Manager Litchfield to discuss other alternatives with the other agency General Managers and going directly to the COG for more information. Quarterly meetings are to be scheduled with USGVMWD and SGVMWD representatives and General Managers. President Roberto requested to appoint a member to the COG's Water & TAC committee.

Following the COG discussion, Director Soto requested an update on Bonanza Springs. General Manager Litchfield stated that in September 2021 the Bureau of Land Management (BLM) did not issue permits. There have been no monthly meetings with Aquilogic, Inc. and the BLM since October 2021 and no progress to report.

7. FUTURE AGENDA ITEMS

No future agenda items were requested.

8. ADJOURNMENT AND NEXT MEETING

The Board adjourned at 9:28 a.m. to the next regular meeting scheduled for Wednesday, February 16, 2022.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
 Executive Assistant

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

Wednesday, February 16, 2022
8:00 a.m.

I. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. via teleconference. The presiding officer was President Jody Roberto.

2. FLAG SALUTE

The flag salute was led by President Roberto.

3. ROLL CALL

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

DIRECTORS PRESENT

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Carlos Goytia, Secretary
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Bob Kuhn, Director
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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
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resource Officer
James Linthicum, Chief Financial Officer
Kevin Panzer, Assistant Engineer
Robert Peng, I.T. Manager
Ben Peralta, Project Manager
Viviana Robles, Human Resources/Risk Manager
Esther Romero, Accounting Technician
Marissa Turner, Admin./Communications Assistant

Virtual Attendees: Josh Byerrum, Walnut Valley Water District; Ed Chavez, Upper San Gabriel Valley Municipal Water District; Tom Coleman, Rowland Water District; Kelly Gardner, Main San Gabriel Basin Watermaster; Kevin Hayakawa, Walnut Valley Water District; Edwin Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Jack Kunz, California Assembly 52nd District; Richard Lambros, Engineering Contractors' Association; Ben Lewis, Golden State Water Company; Szu Lu, Rowland Water District; John Mendoza; Dusty Moisiu, Rowland Water District; Tom Monk, Walnut Valley Water District; Carolee Monroe, League of Women Voters; Stephanie Moreno, Water Quality Authority; Chisom Obegolu, City of Glendora; Rosemarie Perea, Rowland Water District; Gabriela Sanchez, Rowland Water District; Sherry Shaw, Walnut Valley Water

Ms. Perea appreciated the honor and stated it was an honor to work in the water industry.

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

Moved: Director Roberto	Second: Director Kuhn
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Abstain:	
Motion No. 22-02-5358 Adoption of Resolution No. 22-02-918	
Motion passed 7-0	

B. APPROVE THE FY 2022-23 STRATEGIC PLAN

Chief Finance Officer Linthicum stated this item was previously brought to the Board and Member Agencies for consideration and no feedback was received.

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

Moved: Director Kuhn	Second: Director Goytia
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 22-02-5359 Approval of FY 2022-23 Strategic Plan	
Motion passed 7-0	

9. REPORTS

A. LEGISLATIVE UPDATE, FEBRUARY 2022

Chief Administrative Officer Howie reported on current legislative activities TVMWD is involved in. Assembly Member Blanca Rubio has officially submitted TVMWD's teleconference legislative bill. A bill number will be assigned within the next few days. The goal is to get the bill into the committee and get a hearing. More information will be provided as it is received. Several organizations including MWD, ACWA, CSDA, Southern California Water Coalition and San Gabriel Valley Economic Partnership have been supportive of the bill. A brief update was provided on 2022 legislative district changes due to the redistricting process. Mr. Howie will invite new legislatures to meet with district staff. President Roberto and Mr. Howie will travel to Sacramento in May to meet with the lobbyist team and legislative representatives.

B. ACWA JPIA RISK MANAGEMENT UPDATED

Human Resources/Risk Manager Robles briefed the Board on the ACWA JPIA President's Special Recognition Award TVMWD received. This year the liability loss ratio is 3%, property loss ratio is 9.1% and workers compensation loss ratio is .2%. Director De Jesus thanked and encouraged staff to continue what they are doing. He is extremely proud of the way TVMWD operates and keeps staff safe.

10. CLOSED SESSION

The Board convened into closed session at 8:45 a.m. to discuss the following items:

A. 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-14-514004

(Consolidated with Case Nos. CPF-16-515282 and CPF-18-516389)

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

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

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

The Board convened out of closed session and into regular session at 10:45 a.m. Legal counsel Kennedy reported no reportable action was taken on any of the items.

11. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

Director Bowcock provided an annual report for the Citrus College Oversight Committee on Measure G.

Director De Jesus reported on MWD's water supply challenges and actions to address it. MWD will select a new board chair later this year.

President Roberto thanked the Directors for attending the board meeting in person. Rowland Water District Board President Tony Lima attended today's meeting in person. President Roberto thanked Rowland Water District's General Manager Tom Coleman, Assistant General Manager Dusty Moisio and Executive Assistant Gabby Sanchez for hosting her and Director Ti for a district tour.

Director Soto will attend a virtual WELL leadership class on Thursday and will have the opportunity to interview a water storage professor from UC Santa Cruz.

General Manager Litchfield stated the TVMWD Leadership Breakfast is on February 24, 2022 with guest speaker Mr. Brad Coffey from MWD. ACWA conference registration is open. Chief Water Resources Officer Lee will provide a quarterly water resources update starting in April. The PWR Commission has approved the JWLPumpback agreement. The annual

Miramar plant shutdown was performed the week of February 6. Staff did an excellent job of maintaining the system and a presentation will be given at a future board meeting.

12. FUTURE AGENDA ITEMS

No future agenda items were requested.

13. ADJOURNMENT

The meeting adjourned at 10:45 a.m. to the next regular meeting scheduled for Wednesday, March 2, 2022.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant

DRAFT



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 16, 2022
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 February 28, 2022.

Strategic Plan Objective(s):

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

Attachment(s):

Exhibit A – Change in Cash and Cash Equivalents Report

Meeting History:

None

NA/LC



CHANGE IN CASH AND CASH EQUIVALENTS REPORT

February 1 through February 28, 2022

		<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 2/28/2022			
	Petty Cash	6,000.00	
	Local Agency Investment Fund		67,139.17
	California Asset Management Program(CAMP)		11,584.73
	General Checking	1,600,000.00	
	Sweep Account	4,483,238.92	
	U.S. Bank	5,000.00	
	TOTAL CASH IN BANKS & ON HAND	\$ 6,094,238.92	\$ 78,723.90
	TOTAL CASH IN BANKS & ON HAND 02/28/22	\$ 6,094,238.92	\$ 78,723.90
	TOTAL CASH IN BANKS & ON HAND 01/31/22	\$ 3,982,615.73	\$ 78,723.35
	PERIOD INCREASE (DECREASE)	\$ 2,111,623.19	\$ 0.55
CHANGE IN CASH POSITION DUE TO:			
	Water Sales/Charges Revenue	5,869,983.51	
	Interest Revenue	390.81	
	Subvention/RTS Standby Charge Revenue	408,265.39	
	Hydroelectric Revenue	4,752.83	
	Other Revenue	5,365.40	
	Cadiz - Bonanza Springs Study		
	Investment Xfer From Chandler Asset Mgt		
	LAIF Quarterly Interest		
	California Asset Mgmt Program Interest		0.55
	Transfer from LAIF		
	Transfer to LAIF		
	INFLOWS	6,288,757.94	0.55
	Expenditures	(4,282,763.73)	
	Current Month Outstanding Payables	284,820.80	
	Prior Month Cleared Payables	(177,579.44)	
	Bank/FSA Svc Fees	(112.33)	
	HRA/HSA Payment	(1,500.05)	
	CalPers Unfunded Liability /1959 Survivor Ben		
	PARS Pension Trust		
	Investment Xfer to Chandler Asset Mgt		
	Transfer from LAIF		
	Transfer From CAMP		
	OUTFLOWS	(4,177,134.75)	-
	PERIOD INCREASE (DECREASE)	2,111,623.19	0.55
		\$ -	\$ (0.00)



THREE VALLEYS MUNICIPAL WATER DISTRICT
CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO
 February 28, 2022

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	0.87%	131,129.89	131,143.96	129,415.41
Bonds - Agency	1.59%	810,012.20	807,000.00	804,160.81
Commercial Paper	0.00%	0.00	0.00	0.00
Money Market Fund	0.01%	8,401.25	8,401.25	8,401.25
Supranational	0.97%	59,772.61	60,000.00	57,643.68
US Corporate	2.13%	441,768.23	440,000.00	439,699.33
US Treasury	0.80%	2,852,037.15	2,820,000.00	2,792,230.04
	1.09%	4,303,121.33	4,266,545.21	4,231,550.52
Local Agency Invest Fund TVMWD	0.23%	67,139.17	67,139.17	67,139.17
California Asset Management Program	0.06%	11,584.73	11,584.73	11,584.73
Reserve Fund		\$ 4,381,845.23	\$ 4,345,269.11	\$ 4,310,274.42
<hr/>				
Checking (Citizens)	0.55%	1,600,000.00	1,600,000.00	1,600,000.00
Sweep Account (Citizens)	0.10%	4,483,238.92	4,483,238.92	4,483,238.92
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		\$ 6,094,238.92	\$ 6,094,238.92	\$ 6,094,238.92
<hr/>				
TOTAL PORTFOLIO	0.57%	\$ 10,476,084.15	\$ 10,439,508.03	\$ 10,404,513.34

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

 MATTHEW H. LITCHFIELD, General Manager/Assistant Treasurer



Three Valleys Municipal Water District - Account #10065

MONTHLY ACCOUNT STATEMENT

FEBRUARY 1, 2022 THROUGH FEBRUARY 28, 2022

Chandler Team:

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

Custodian

US Bank
Ryan Morris
(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	2.53
Average Coupon	1.45%
Average Purchase YTM	1.09%
Average Market YTM	1.50%
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	2.66 yrs
Average Life	2.60 yrs

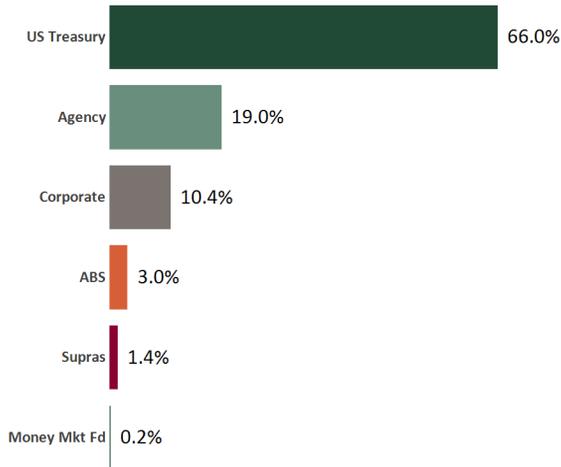
ACCOUNT SUMMARY

	Beg. Values as of 1/31/22	End Values as of 2/28/22
Market Value	4,250,889	4,231,551
Accrued Interest	13,782	15,515
Total Market Value	4,264,671	4,247,065
Income Earned	4,327	3,609
Cont/WD		-533
Par	4,268,061	4,266,545
Book Value	4,301,813	4,303,121
Cost Value	4,311,280	4,313,594

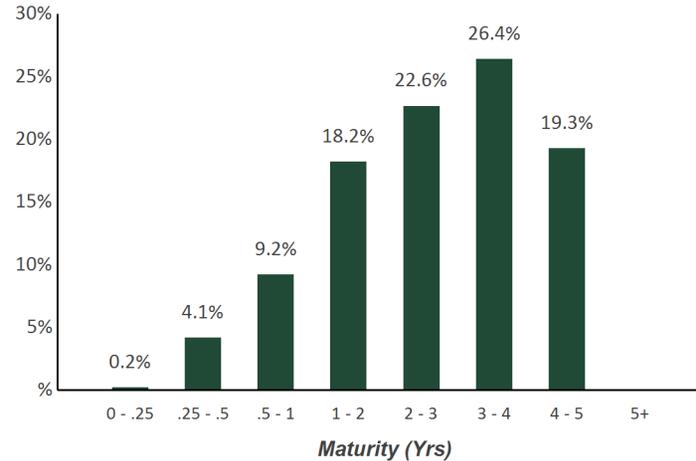
TOP ISSUERS

Government of United States	66.0%
Federal Home Loan Mortgage Corp	5.4%
Federal National Mortgage Assoc	5.1%
Federal Home Loan Bank	4.9%
Federal Farm Credit Bank	3.6%
Paccar Financial	1.7%
Apple Inc	1.7%
Charles Schwab Corp/The	1.7%
Total	90.0%

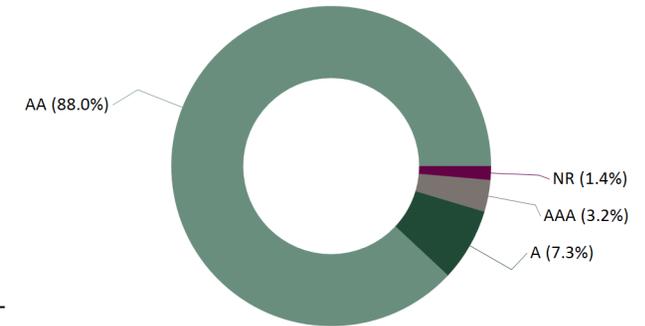
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	Annualized									
	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	4/30/2009	
Three Valleys Municipal Water District	-0.40%	-1.48%	-1.28%	-1.77%	0.10%	2.09%	1.82%	1.50%	1.83%	
ICE BofA 1-5 Yr US Treasury & Agency Index	-0.43%	-1.60%	-1.33%	-1.99%	-0.15%	1.83%	1.55%	1.21%	1.54%	

Statement of Compliance

As of February 28, 2022



Three Valleys Municipal Water District

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

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



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$4,301,813.22
Acquisition		
+ Security Purchases	\$143,898.58	
+ Money Market Fund Purchases	\$6,655.03	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$150,553.61
Dispositions		
- Security Sales	\$74,973.63	
- Money Market Fund Sales	\$70,115.12	
- MMF Withdrawals	\$532.56	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$2,522.71	
Total Dispositions		\$148,144.02
Amortization/Accretion		
+/- Net Accretion	(\$1,065.25)	
		(\$1,065.25)
Gain/Loss on Dispositions		
+/- Realized Gain/Loss	(\$36.23)	
		(\$36.23)
ENDING BOOK VALUE		\$4,303,121.33

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$72,393.90
Acquisition		
Contributions	\$0.00	
Security Sale Proceeds	\$74,973.63	
Accrued Interest Received	\$54.34	
Interest Received	\$4,132.12	
Dividend Received	\$0.20	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$2,522.71	
Total Acquisitions	\$81,683.00	
Dispositions		
Withdrawals	\$532.56	
Security Purchase	\$143,898.58	
Accrued Interest Paid	\$1,244.51	
Total Dispositions	\$145,675.65	
ENDING BOOK VALUE		\$8,401.25



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									
65479GAD1	Nissan Auto Receivables Trust 2018-B A3 3.06% Due 3/15/2023	1,143.96	07/17/2018 3.08%	1,143.92 1,143.96	100.09 1.33%	1,144.98 1.56	0.03% 1.02	Aaa / AAA NR	1.04 0.04
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	15,000.00	06/22/2021 0.40%	14,998.87 14,999.17	98.36 1.61%	14,754.48 2.67	0.35% (244.69)	NR / AAA AAA	2.72 1.36
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	15,000.00	09/08/2021 0.34%	14,998.45 14,998.76	98.49 1.50%	14,773.55 0.83	0.35% (225.21)	Aaa / NR AAA	2.83 1.30
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	15,000.00	01/11/2022 1.11%	14,997.76 14,997.88	99.24 1.57%	14,885.81 2.75	0.35% (112.07)	NR / AAA AAA	3.07 1.65
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	15,000.00	02/02/2021 0.27%	14,997.22 14,998.17	98.77 1.56%	14,814.86 1.73	0.35% (183.31)	Aaa / NR AAA	3.21 0.95
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	15,000.00	11/16/2021 0.89%	14,996.84 14,997.10	98.40 1.70%	14,760.21 3.67	0.35% (236.89)	Aaa / NR AAA	3.90 1.97
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	15,000.00	07/13/2021 0.52%	14,998.66 14,998.88	97.37 1.90%	14,605.52 3.47	0.34% (393.36)	Aaa / NR AAA	4.05 1.92
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	15,000.00	11/09/2021 0.71%	14,999.68 14,999.71	97.84 2.32%	14,676.00 4.73	0.35% (323.71)	NR / AAA AAA	4.13 1.36
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	25,000.00	02/15/2022 1.89%	24,996.24 24,996.26	100.00 1.89%	25,000.00 10.44	0.59% 3.74	Aaa / AAA NR	4.21 2.26
Total ABS		131,143.96	0.87%	131,127.64 131,129.89	1.76%	129,415.41 31.85	3.05% (1,714.48)	Aaa / AAA AAA	3.55 1.63
AGENCY									
3133EAYP7	FFCB Note 1.95% Due 7/19/2022	100,000.00	07/28/2017 1.92%	100,138.00 100,010.65	100.53 0.59%	100,532.00 227.50	2.37% 521.35	Aaa / AA+ AAA	0.39 0.39
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	100,000.00	09/27/2018 3.03%	98,785.00 99,665.43	101.96 1.24%	101,958.10 550.00	2.41% 2,292.67	Aaa / AA+ AAA	1.30 1.28
313383YJ4	FHLB Note 3.375% Due 9/8/2023	100,000.00	02/26/2019 2.57%	103,413.00 101,147.30	103.08 1.33%	103,076.70 1,621.88	2.47% 1,929.40	Aaa / AA+ NR	1.53 1.47



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									
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	30,000.00	10/22/2020 0.26%	29,875.50 29,932.03	98.05 1.34%	29,414.85 14.06	0.69% (517.18)	Aaa / AA+ AAA	1.63 1.62
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	50,000.00	01/16/2019 2.74%	51,743.00 50,638.84	103.75 1.40%	51,874.90 345.14	1.23% 1,236.06	Aaa / AA+ AAA	1.81 1.75
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	100,000.00	06/18/2019 1.96%	104,323.00 101,983.55	102.94 1.56%	102,942.20 614.93	2.44% 958.65	Aaa / AA+ NR	2.29 2.21
3137EAEPO	FHLMC Note 1.5% Due 2/12/2025	22,000.00	03/24/2020 0.95%	22,571.34 22,345.36	99.57 1.65%	21,906.35 17.42	0.52% (439.01)	Aaa / AA+ AAA	2.96 2.88
3135G03U5	FNMA Note 0.625% Due 4/22/2025	100,000.00	04/27/2020 0.67%	99,768.00 99,853.66	96.82 1.67%	96,820.10 223.96	2.28% (3,033.56)	Aaa / AA+ AAA	3.15 3.09
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	20,000.00	07/21/2020 0.48%	19,900.40 19,932.40	95.66 1.69%	19,132.86 8.33	0.45% (799.54)	Aaa / AA+ AAA	3.39 3.35
3135G05X7	FNMA Note 0.375% Due 8/25/2025	60,000.00	08/25/2020 0.47%	59,719.20 59,804.03	95.43 1.73%	57,255.78 3.75	1.35% (2,548.25)	Aaa / AA+ AAA	3.49 3.44
3137EAEX3	FHLMC Note 0.375% Due 9/23/2025	60,000.00	09/23/2020 0.44%	59,819.40 59,871.08	95.29 1.74%	57,176.58 98.75	1.35% (2,694.50)	Aaa / AA+ AAA	3.57 3.51
3135G06G3	FNMA Note 0.5% Due 11/7/2025	65,000.00	11/09/2020 0.57%	64,767.30 64,827.87	95.49 1.77%	62,070.39 102.92	1.46% (2,757.48)	Aaa / AA+ AAA	3.69 3.62
Total Agency		807,000.00	1.59%	814,823.14 810,012.20	1.41%	804,160.81 3,828.64	19.02% (5,851.39)	Aaa / AA+ AAA	2.20 2.16
CORPORATE									
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	70,000.00	06/01/2018 3.31%	68,014.10 69,613.36	101.09 1.32%	70,765.66 185.50	1.67% 1,152.30	A2 / A A	0.91 0.81
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	70,000.00	11/29/2018 3.49%	66,895.50 69,177.26	101.28 1.30%	70,896.63 550.67	1.68% 1,719.37	Aaa / AA+ NR	1.18 1.16
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	70,000.00	09/10/2018 3.37%	70,099.40 70,029.18	102.56 1.61%	71,789.13 145.44	1.69% 1,759.95	A1 / A+ NR	1.44 1.41
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	25,000.00	03/01/2021 0.47%	24,982.25 24,988.38	97.81 1.63%	24,452.63 13.75	0.58% (535.75)	A2 / A A	1.88 1.86
023135BW5	Amazon.com Inc Note 0.45% Due 5/12/2024	25,000.00	05/10/2021 0.50%	24,963.50 24,973.26	97.65 1.54%	24,411.50 34.06	0.58% (561.76)	A1 / AA AA-	2.20 2.18

Holdings Report

As of February 28, 2022



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	5,000.00	06/29/2021 0.64%	4,997.45 4,997.99	97.29 1.79%	4,864.72 3.99	0.11% (133.27)	A2 / A+ NR	2.38 2.34
06051GHR3	Bank of America Corp Callable Note 1X 3/15/2024 3.458% Due 3/15/2025	55,000.00	05/19/2021 0.75%	59,143.15 57,999.66	101.99 2.16%	56,093.29 876.99	1.34% (1,906.37)	A2 / A- AA-	3.04 2.84
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	15,000.00	02/02/2022 1.75%	15,000.00 15,000.00	98.89 2.06%	14,834.24 17.46	0.35% (165.76)	A1 / A AA-	3.94 3.77
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 5/12/2026	25,000.00	05/26/2021 0.97%	25,040.25 25,033.99	96.35 1.91%	24,088.00 75.69	0.57% (945.99)	A1 / AA AA-	4.20 4.08
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 5/15/2026	10,000.00	Various 1.08%	10,031.90 10,027.24	95.81 2.20%	9,580.64 33.86	0.23% (446.60)	A3 / A+ A	4.21 4.06
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 6/18/2026	35,000.00	06/15/2021 1.13%	34,984.60 34,986.76	95.78 2.16%	33,523.39 79.84	0.79% (1,463.37)	A1 / A+ A+	4.30 4.16
931142ER0	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 9/17/2026	10,000.00	09/08/2021 1.09%	9,981.10 9,982.81	96.05 1.96%	9,604.57 47.83	0.23% (378.24)	Aa2 / AA AA	4.55 4.39
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.95% Due 1/15/2027	25,000.00	01/19/2022 1.99%	24,957.50 24,958.34	99.18 2.13%	24,794.93 50.10	0.58% (163.41)	A2 / A A	4.88 4.62
Total Corporate		440,000.00	2.13%	439,090.70 441,768.23	1.71%	439,699.33 2,115.18	10.40% (2,068.90)	A1 / A+ A+	2.37 2.27
MONEY MARKET FUND									
31846V203	First American Govt Obligation Fund Class Y	8,401.25	Various 0.01%	8,401.25 8,401.25	1.00 0.01%	8,401.25 0.00	0.20% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		8,401.25	0.01%	8,401.25	0.01%	8,401.25 0.00	0.20% 0.00	Aaa / AAA AAA	0.00 0.00

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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
SUPRANATIONAL									
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 4/20/2026	60,000.00	04/13/2021 0.97%	59,725.20 59,772.61	96.07 1.86%	57,643.68 191.04	1.36% (2,128.93)	Aaa / AAA AAA	4.14 4.03
Total Supranational		60,000.00	0.97%	59,725.20 59,772.61	1.86%	57,643.68 191.04	1.36% (2,128.93)	Aaa / AAA AAA	4.14 4.03
US TREASURY									
912828ZR4	US Treasury Note 0.125% Due 5/31/2022	75,000.00	06/22/2021 0.10%	75,020.51 75,005.46	99.91 0.47%	74,934.98 23.44	1.76% (70.48)	Aaa / AA+ AAA	0.25 0.25
91282CAG6	US Treasury Note 0.125% Due 8/31/2022	125,000.00	06/23/2021 0.12%	125,014.65 125,006.19	99.72 0.68%	124,653.38 0.42	2.94% (352.81)	Aaa / AA+ AAA	0.50 0.50
91282CAX9	US Treasury Note 0.125% Due 11/30/2022	125,000.00	06/22/2021 0.16%	124,941.41 124,969.42	99.43 0.89%	124,282.25 39.06	2.93% (687.17)	Aaa / AA+ AAA	0.75 0.75
912828N30	US Treasury Note 2.125% Due 12/31/2022	70,000.00	01/31/2018 2.54%	68,676.56 69,775.13	100.94 0.99%	70,658.98 246.55	1.67% 883.85	Aaa / AA+ AAA	0.84 0.83
9128284D9	US Treasury Note 2.5% Due 3/31/2023	100,000.00	Various 1.85%	101,507.03 100,682.97	101.47 1.13%	101,472.70 1,043.95	2.41% 789.73	Aaa / AA+ AAA	1.08 1.06
9128285K2	US Treasury Note 2.875% Due 10/31/2023	125,000.00	09/23/2021 0.29%	131,762.70 130,369.60	102.45 1.39%	128,056.63 1,201.23	3.04% (2,312.97)	Aaa / AA+ AAA	1.67 1.62
9128285P1	US Treasury Note 2.875% Due 11/30/2023	80,000.00	03/30/2021 0.26%	85,546.88 83,639.07	102.56 1.39%	82,050.00 575.00	1.95% (1,589.07)	Aaa / AA+ AAA	1.75 1.70
91282CBR1	US Treasury Note 0.25% Due 3/15/2024	125,000.00	09/23/2021 0.39%	124,580.08 124,653.55	97.55 1.47%	121,943.38 144.16	2.87% (2,710.17)	Aaa / AA+ AAA	2.04 2.02
912828XT2	US Treasury Note 2% Due 5/31/2024	100,000.00	Various 1.08%	102,933.21 102,020.50	101.09 1.50%	101,093.80 500.00	2.39% (926.70)	Aaa / AA+ AAA	2.25 2.19
912828XX3	US Treasury Note 2% Due 6/30/2024	80,000.00	08/26/2019 1.43%	82,109.38 81,015.94	101.10 1.52%	80,881.28 265.19	1.91% (134.66)	Aaa / AA+ AAA	2.34 2.27
91282CCT6	US Treasury Note 0.375% Due 8/15/2024	125,000.00	08/25/2021 0.46%	124,687.50 124,741.36	97.17 1.55%	121,464.88 18.13	2.86% (3,276.48)	Aaa / AA+ AAA	2.46 2.44
9128282Y5	US Treasury Note 2.125% Due 9/30/2024	100,000.00	Various 1.49%	102,482.81 101,587.85	101.41 1.57%	101,406.20 887.36	2.41% (181.65)	Aaa / AA+ AAA	2.59 2.49

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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									
912828YV6	US Treasury Note 1.5% Due 11/30/2024	100,000.00	Various 0.52%	103,511.72 102,654.94	99.74 1.60%	99,742.20 375.00	2.36% (2,912.74)	Aaa / AA+ AAA	2.76 2.68
91282CDN8	US Treasury Note 1% Due 12/15/2024	100,000.00	12/22/2021 0.94%	100,167.97 100,157.47	98.37 1.60%	98,367.20 208.79	2.32% (1,790.27)	Aaa / AA+ AAA	2.80 2.73
912828Z52	US Treasury Note 1.375% Due 1/31/2025	50,000.00	10/26/2021 0.83%	50,867.19 50,776.25	99.34 1.61%	49,667.95 55.08	1.17% (1,108.30)	Aaa / AA+ AAA	2.93 2.85
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	100,000.00	Various 0.59%	99,630.47 99,714.42	96.60 1.63%	96,601.60 208.79	2.28% (3,112.82)	Aaa / AA+ AAA	3.09 3.03
912828XB1	US Treasury Note 2.125% Due 5/15/2025	100,000.00	09/29/2021 0.71%	105,039.06 104,460.12	101.45 1.66%	101,453.10 622.24	2.40% (3,007.02)	Aaa / AA+ AAA	3.21 3.08
9128284Z0	US Treasury Note 2.75% Due 8/31/2025	80,000.00	05/26/2021 0.62%	87,162.50 85,883.65	103.57 1.69%	82,859.36 5.98	1.95% (3,024.29)	Aaa / AA+ AAA	3.51 3.34
9128285C0	US Treasury Note 3% Due 9/30/2025	150,000.00	Various 1.45%	158,929.68 158,048.66	104.54 1.69%	156,814.50 1,879.12	3.74% (1,234.16)	Aaa / AA+ AAA	3.59 3.36
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	100,000.00	Various 0.70%	98,518.75 98,804.57	95.16 1.71%	95,164.11 93.75	2.24% (3,640.46)	Aaa / AA+ AAA	3.76 3.69
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	85,000.00	Various 0.65%	83,906.44 84,119.70	95.08 1.70%	80,819.70 52.83	1.90% (3,300.00)	Aaa / AA+ AAA	3.84 3.78
91282CBH3	US Treasury Note 0.375% Due 1/31/2026	100,000.00	Various 0.78%	98,076.64 98,439.77	94.93 1.72%	94,925.80 30.04	2.24% (3,513.97)	Aaa / AA+ AAA	3.93 3.86
91282CBQ3	US Treasury Note 0.5% Due 2/28/2026	100,000.00	Various 0.82%	98,480.86 98,763.26	95.29 1.72%	95,289.11 1.35	2.24% (3,474.15)	Aaa / AA+ AAA	4.00 3.93
91282CBT7	US Treasury Note 0.75% Due 3/31/2026	100,000.00	Various 0.85%	99,523.24 99,604.08	96.17 1.73%	96,168.00 313.19	2.27% (3,436.08)	Aaa / AA+ AAA	4.09 3.98
91282CCF6	US Treasury Note 0.75% Due 5/31/2026	125,000.00	08/25/2021 0.80%	124,702.15 124,734.18	95.98 1.73%	119,980.50 234.38	2.83% (4,753.68)	Aaa / AA+ AAA	4.25 4.15
91282CCP4	US Treasury Note 0.625% Due 7/31/2026	125,000.00	08/25/2021 0.82%	123,813.48 123,936.75	95.28 1.74%	119,101.50 62.59	2.81% (4,835.25)	Aaa / AA+ AAA	4.42 4.33
9128282A7	US Treasury Note 1.5% Due 8/15/2026	125,000.00	09/16/2021 0.82%	129,057.62 128,684.22	99.01 1.73%	123,759.75 72.51	2.92% (4,924.47)	Aaa / AA+ AAA	4.46 4.29

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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									
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	50,000.00	11/18/2021 1.22%	49,775.39 49,788.07	97.23 1.74%	48,617.20 188.02	1.15% (1,170.87)	Aaa / AA+ AAA	4.67 4.50
Total US Treasury		2,820,000.00	0.80%	2,860,425.88 2,852,037.15	1.48%	2,792,230.04 9,348.15	65.97% (59,807.11)	Aaa / AA+ AAA	2.77 2.69
TOTAL PORTFOLIO		4,266,545.21	1.09%	4,313,593.81 4,303,121.33	1.50%	4,231,550.52 15,514.86	100.00% (71,570.81)	Aaa / AA+ AAA	2.66 2.53
TOTAL MARKET VALUE PLUS ACCRUED						4,247,065.38			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	02/01/2022	31846V203	0.20	First American Govt Obligation Fund Class Y	1.000	0.01%	0.20	0.00	0.20	0.00
Purchase	02/07/2022	857477BR3	15,000.00	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	100.000	1.75%	15,000.00	0.00	15,000.00	0.00
Purchase	02/09/2022	31846V203	1,190.00	First American Govt Obligation Fund Class Y	1.000	0.01%	1,190.00	0.00	1,190.00	0.00
Purchase	02/12/2022	31846V203	165.00	First American Govt Obligation Fund Class Y	1.000	0.01%	165.00	0.00	165.00	0.00
Purchase	02/15/2022	31846V203	1,171.88	First American Govt Obligation Fund Class Y	1.000	0.01%	1,171.88	0.00	1,171.88	0.00
Purchase	02/15/2022	31846V203	2,532.06	First American Govt Obligation Fund Class Y	1.000	0.01%	2,532.06	0.00	2,532.06	0.00
Purchase	02/15/2022	31846V203	3.25	First American Govt Obligation Fund Class Y	1.000	0.01%	3.25	0.00	3.25	0.00
Purchase	02/15/2022	31846V203	8.88	First American Govt Obligation Fund Class Y	1.000	0.01%	8.88	0.00	8.88	0.00
Purchase	02/15/2022	31846V203	6.50	First American Govt Obligation Fund Class Y	1.000	0.01%	6.50	0.00	6.50	0.00
Purchase	02/15/2022	31846V203	5.00	First American Govt Obligation Fund Class Y	1.000	0.01%	5.00	0.00	5.00	0.00
Purchase	02/22/2022	31846V203	11.00	First American Govt Obligation Fund Class Y	1.000	0.01%	11.00	0.00	11.00	0.00
Purchase	02/23/2022	43815BAC4	25,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	99.985	1.89%	24,996.24	0.00	24,996.24	0.00
Purchase	02/25/2022	31846V203	112.50	First American Govt Obligation Fund Class Y	1.000	0.01%	112.50	0.00	112.50	0.00
Purchase	02/25/2022	31846V203	16.50	First American Govt Obligation Fund Class Y	1.000	0.01%	16.50	0.00	16.50	0.00
Purchase	02/25/2022	31846V203	4.13	First American Govt Obligation Fund Class Y	1.000	0.01%	4.13	0.00	4.13	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	02/28/2022	31846V203	1,428.13	First American Govt Obligation Fund Class Y	1.000	0.01%	1,428.13	0.00	1,428.13	0.00
Purchase	02/28/2022	9128285C0	100,000.00	US Treasury Note 3% Due 9/30/2025	103.902	1.87%	103,902.34	1,244.51	105,146.85	0.00
Subtotal			146,655.03				150,553.61	1,244.51	151,798.12	0.00
TOTAL ACQUISITIONS			146,655.03				150,553.61	1,244.51	151,798.12	0.00

DISPOSITIONS										
Sale	02/07/2022	31846V203	15,000.00	First American Govt Obligation Fund Class Y	1.000	0.01%	15,000.00	0.00	15,000.00	0.00
Sale	02/23/2022	31846V203	24,996.24	First American Govt Obligation Fund Class Y	1.000	0.01%	24,996.24	0.00	24,996.24	0.00
Sale	02/28/2022	31846V203	30,118.88	First American Govt Obligation Fund Class Y	1.000	0.01%	30,118.88	0.00	30,118.88	0.00
Sale	02/28/2022	912828ZG8	25,000.00	US Treasury Note 0.375% Due 3/31/2022	100.020	0.08%	25,004.88	38.89	25,043.77	-1.30
Sale	02/28/2022	912828ZR4	50,000.00	US Treasury Note 0.125% Due 5/31/2022	99.938	0.10%	49,968.75	15.45	49,984.20	-34.93
Subtotal			145,115.12				145,088.75	54.34	145,143.09	-36.23
Paydown	02/15/2022	47789QAC4	0.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	100.000		0.00	6.50	6.50	0.00
Paydown	02/15/2022	58769KAD6	0.00	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	100.000		0.00	5.00	5.00	0.00
Paydown	02/15/2022	65479GAD1	2,522.71	Nissan Auto Receivables Trust 2018-B A3 3.06% Due 3/15/2023	100.000		2,522.71	9.35	2,532.06	0.00
Paydown	02/15/2022	89238JAC9	0.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	100.000		0.00	8.88	8.88	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	02/15/2022	89240BAC2	0.00	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	100.000		0.00	3.25	3.25	0.00
Paydown	02/22/2022	43815GAC3	0.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	100.000		0.00	11.00	11.00	0.00
Paydown	02/25/2022	05601XAC3	0.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	100.000		0.00	16.50	16.50	0.00
Paydown	02/25/2022	09690AAC7	0.00	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	100.000		0.00	4.13	4.13	0.00
Subtotal			2,522.71				2,522.71	64.61	2,587.32	0.00
Security Withdrawal	02/03/2022	31846V203	428.39	First American Govt Obligation Fund Class Y	1.000		428.39	0.00	428.39	0.00
Security Withdrawal	02/25/2022	31846V203	104.17	First American Govt Obligation Fund Class Y	1.000		104.17	0.00	104.17	0.00
Subtotal			532.56				532.56	0.00	532.56	0.00
TOTAL DISPOSITIONS			148,170.39				148,144.02	118.95	148,262.97	-36.23
OTHER TRANSACTIONS										
Interest	02/09/2022	69371RP59	70,000.00	Paccar Financial Corp Note 3.4% Due 8/9/2023	0.000		1,190.00	0.00	1,190.00	0.00
Interest	02/12/2022	3137EAEPO	22,000.00	FHLMC Note 1.5% Due 2/12/2025	0.000		165.00	0.00	165.00	0.00
Interest	02/15/2022	9128282A7	125,000.00	US Treasury Note 1.5% Due 8/15/2026	0.000		937.50	0.00	937.50	0.00
Interest	02/15/2022	91282CCT6	125,000.00	US Treasury Note 0.375% Due 8/15/2024	0.000		234.38	0.00	234.38	0.00
Interest	02/25/2022	3135G05X7	60,000.00	FNMA Note 0.375% Due 8/25/2025	0.000		112.50	0.00	112.50	0.00
Interest	02/28/2022	9128284Z0	80,000.00	US Treasury Note 2.75% Due 8/31/2025	0.000		1,100.00	0.00	1,100.00	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	02/28/2022	91282CAG6	125,000.00	US Treasury Note 0.125% Due 8/31/2022	0.000		78.13	0.00	78.13	0.00
Interest	02/28/2022	91282CBQ3	100,000.00	US Treasury Note 0.5% Due 2/28/2026	0.000		250.00	0.00	250.00	0.00
Subtotal			707,000.00				4,067.51	0.00	4,067.51	0.00
Dividend	02/01/2022	31846V203	72,393.90	First American Govt Obligation Fund Class Y	0.000		0.20	0.00	0.20	0.00
Subtotal			72,393.90				0.20	0.00	0.20	0.00
TOTAL OTHER TRANSACTIONS			779,393.90				4,067.71	0.00	4,067.71	0.00

Income Earned

As of February 28, 2022



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
FIXED INCOME						
023135BW5	Amazon.com Inc Note 0.45% Due 05/12/2024	05/10/2021 05/12/2021 25,000.00	24,972.33 0.00 0.00 24,973.26	24.69 0.00 34.06 9.37	0.93 0.00 0.93 10.30	10.30
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 05/12/2026	05/26/2021 05/28/2021 25,000.00	25,034.62 0.00 0.00 25,033.99	54.86 0.00 75.69 20.83	0.00 0.63 (0.63) 20.20	20.20
037833AK6	Apple Inc Note 2.4% Due 05/03/2023	11/29/2018 11/30/2018 70,000.00	69,123.44 0.00 0.00 69,177.26	410.67 0.00 550.67 140.00	53.82 0.00 53.82 193.82	193.82
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 03/25/2025	01/11/2022 01/19/2022 15,000.00	14,997.80 0.00 0.00 14,997.88	5.50 16.50 2.75 13.75	0.08 0.00 0.08 13.83	13.83
06051GHR3	Bank of America Corp Callable Note 1X 3/15/2024 3.458% Due 03/15/2025	05/19/2021 05/21/2021 55,000.00	58,112.40 0.00 0.00 57,999.66	718.50 0.00 876.99 158.49	0.00 112.74 (112.74) 45.75	45.75
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	09/08/2021 09/15/2021 15,000.00	14,998.71 0.00 0.00 14,998.76	0.83 4.13 0.83 4.13	0.05 0.00 0.05 4.18	4.18
24422EVN6	John Deere Capital Corp Note 0.45% Due 01/17/2024	03/01/2021 03/04/2021 25,000.00	24,987.90 0.00 0.00 24,988.38	4.38 0.00 13.75 9.37	0.48 0.00 0.48 9.85	9.85
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	06/18/2019 06/19/2019 100,000.00	102,049.98 0.00 0.00 101,983.55	375.35 0.00 614.93 239.58	0.00 66.43 (66.43) 173.15	173.15
313383YJ4	FHLB Note 3.375% Due 09/08/2023	02/26/2019 02/27/2019 100,000.00	101,205.07 0.00 0.00 101,147.30	1,340.63 0.00 1,621.88 281.25	0.00 57.77 (57.77) 223.48	223.48

Income Earned

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CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3133EAYP7	FFCB Note 1.95% Due 07/19/2022	07/28/2017 07/31/2017 100,000.00	100,012.78 0.00 0.00 100,010.65	65.00 0.00 227.50 162.50	0.00 2.13 (2.13) 160.37	160.37
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	01/16/2019 01/17/2019 50,000.00	50,665.98 0.00 0.00 50,638.84	199.31 0.00 345.14 145.83	0.00 27.14 (27.14) 118.69	118.69
3135G03U5	FNMA Note 0.625% Due 04/22/2025	04/27/2020 04/28/2020 100,000.00	99,850.09 0.00 0.00 99,853.66	171.88 0.00 223.96 52.08	3.57 0.00 3.57 55.65	55.65
3135G05X7	FNMA Note 0.375% Due 08/25/2025	08/25/2020 08/27/2020 60,000.00	59,799.71 0.00 0.00 59,804.03	97.50 112.50 3.75 18.75	4.32 0.00 4.32 23.07	23.07
3135G06G3	FNMA Note 0.5% Due 11/07/2025	11/09/2020 11/12/2020 65,000.00	64,824.29 0.00 0.00 64,827.87	75.83 0.00 102.92 27.09	3.58 0.00 3.58 30.67	30.67
3137EAEN5	FHLMC Note 2.75% Due 06/19/2023	09/27/2018 09/28/2018 100,000.00	99,645.71 0.00 0.00 99,665.43	320.83 0.00 550.00 229.17	19.72 0.00 19.72 248.89	248.89
3137EAEP0	FHLMC Note 1.5% Due 02/12/2025	03/24/2020 03/25/2020 22,000.00	22,354.33 0.00 0.00 22,345.36	154.92 165.00 17.42 27.50	0.00 8.97 (8.97) 18.53	18.53
3137EAEU9	FHLMC Note 0.375% Due 07/21/2025	07/21/2020 07/23/2020 20,000.00	19,930.87 0.00 0.00 19,932.40	2.08 0.00 8.33 6.25	1.53 0.00 1.53 7.78	7.78
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	09/23/2020 09/25/2020 60,000.00	59,868.31 0.00 0.00 59,871.08	80.00 0.00 98.75 18.75	2.77 0.00 2.77 21.52	21.52



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	10/22/2020 10/23/2020 30,000.00	29,928.82 0.00 0.00 29,932.03	10.94 0.00 14.06 3.12	3.21 0.00 3.21 6.33	6.33
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 05/15/2026	02/15/2022 02/23/2022 25,000.00	0.00 24,996.24 0.00 24,996.26	0.00 0.00 10.44 10.44	0.02 0.00 0.02 10.46	10.46
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 01/21/2026	11/16/2021 11/24/2021 15,000.00	14,997.02 0.00 0.00 14,997.10	3.67 11.00 3.67 11.00	0.08 0.00 0.08 11.08	11.08
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 04/20/2026	04/13/2021 04/20/2021 60,000.00	59,768.39 0.00 0.00 59,772.61	147.29 0.00 191.04 43.75	4.22 0.00 4.22 47.97	47.97
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 03/16/2026	07/13/2021 07/21/2021 15,000.00	14,998.86 0.00 0.00 14,998.88	3.47 6.50 3.47 6.50	0.02 0.00 0.02 6.52	6.52
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	06/22/2021 06/29/2021 15,000.00	14,999.13 0.00 0.00 14,999.17	2.67 5.00 2.67 5.00	0.04 0.00 0.04 5.04	5.04
65479GAD1	Nissan Auto Receivables Trust 2018-B A3 3.06% Due 03/15/2023	07/17/2018 07/25/2018 1,143.96	3,666.67 0.00 2,522.71 1,143.96	4.99 9.35 1.56 5.92	0.00 0.00 0.00 5.92	5.92
69371RP59	Paccar Financial Corp Note 3.4% Due 08/09/2023	09/10/2018 09/12/2018 70,000.00	70,030.73 0.00 0.00 70,029.18	1,137.11 1,190.00 145.44 198.33	0.00 1.55 (1.55) 196.78	196.78
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 07/15/2024	06/29/2021 07/12/2021 5,000.00	4,997.92 0.00 0.00 4,997.99	1.39 0.00 3.99 2.60	0.07 0.00 0.07 2.67	2.67

Income Earned

As of February 28, 2022



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 01/25/2023	06/01/2018 06/05/2018 70,000.00	69,580.56 0.00 0.00 69,613.36	30.92 0.00 185.50 154.58	32.80 0.00 32.80 187.38	187.38
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 02/06/2026	02/02/2022 02/07/2022 15,000.00	0.00 15,000.00 0.00 15,000.00	0.00 0.00 17.46 17.46	0.00 0.00 0.00 17.46	17.46
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.95% Due 01/15/2027	01/19/2022 01/24/2022 25,000.00	24,957.69 0.00 0.00 24,958.34	9.48 0.00 50.10 40.62	0.65 0.00 0.65 41.27	41.27
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 06/18/2026	06/15/2021 06/18/2021 35,000.00	34,986.52 0.00 0.00 34,986.76	47.03 0.00 79.84 32.81	0.24 0.00 0.24 33.05	33.05
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 04/15/2026	11/09/2021 11/15/2021 15,000.00	14,999.70 0.00 0.00 14,999.71	4.73 8.88 4.73 8.88	0.01 0.00 0.01 8.89	8.89
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 05/15/2025	02/02/2021 02/08/2021 15,000.00	14,998.10 0.00 0.00 14,998.17	1.73 3.25 1.73 3.25	0.07 0.00 0.07 3.32	3.32
9128282A7	US Treasury Note 1.5% Due 08/15/2026	09/16/2021 09/17/2021 125,000.00	128,747.58 0.00 0.00 128,684.22	866.17 937.50 72.51 143.84	0.00 63.36 (63.36) 80.48	80.48
9128282Y5	US Treasury Note 2.125% Due 09/30/2024	Various Various 100,000.00	101,634.95 0.00 0.00 101,587.85	723.90 0.00 887.36 163.46	0.00 47.10 (47.10) 116.36	116.36
9128284D9	US Treasury Note 2.5% Due 03/31/2023	Various Various 100,000.00	100,731.39 0.00 0.00 100,682.97	851.65 0.00 1,043.95 192.30	0.00 48.42 (48.42) 143.88	143.88

Income Earned

As of February 28, 2022



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
9128284Z0	US Treasury Note 2.75% Due 08/31/2025	05/26/2021 05/27/2021 80,000.00	86,012.45 0.00 0.00 85,883.65	935.91 1,100.00 5.98 170.07	0.00 128.80 (128.80) 41.27	41.27
9128285C0	US Treasury Note 3% Due 09/30/2025	Various Various 150,000.00	54,238.05 103,902.34 0.00 158,048.66	510.99 (1,244.51) 1,879.12 123.62	0.00 91.73 (91.73) 31.89	31.89
9128285K2	US Treasury Note 2.875% Due 10/31/2023	09/23/2021 09/24/2021 125,000.00	130,616.48 0.00 0.00 130,369.60	923.26 0.00 1,201.23 277.97	0.00 246.88 (246.88) 31.09	31.09
9128285P1	US Treasury Note 2.875% Due 11/30/2023	03/30/2021 03/31/2021 80,000.00	83,798.53 0.00 0.00 83,639.07	398.08 0.00 575.00 176.92	0.00 159.46 (159.46) 17.46	17.46
912828N30	US Treasury Note 2.125% Due 12/31/2022	01/31/2018 01/31/2018 70,000.00	69,754.48 0.00 0.00 69,775.13	131.49 0.00 246.55 115.06	20.65 0.00 20.65 135.71	135.71
912828XB1	US Treasury Note 2.125% Due 05/15/2025	09/29/2021 09/30/2021 100,000.00	104,566.77 0.00 0.00 104,460.12	457.87 0.00 622.24 164.37	0.00 106.65 (106.65) 57.72	57.72
912828XT2	US Treasury Note 2% Due 05/31/2024	Various Various 100,000.00	102,089.31 0.00 0.00 102,020.50	346.16 0.00 500.00 153.84	0.00 68.81 (68.81) 85.03	85.03
912828XX3	US Treasury Note 2% Due 06/30/2024	08/26/2019 08/27/2019 80,000.00	81,049.32 0.00 0.00 81,015.94	141.44 0.00 265.19 123.75	0.00 33.38 (33.38) 90.37	90.37
912828YV6	US Treasury Note 1.5% Due 11/30/2024	Various Various 100,000.00	102,728.91 0.00 0.00 102,654.94	259.61 0.00 375.00 115.39	0.00 73.97 (73.97) 41.42	41.42

Income Earned

As of February 28, 2022



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
912828Z52	US Treasury Note 1.375% Due 01/31/2025	10/26/2021 10/27/2021 50,000.00	50,796.62 0.00 0.00 50,776.25	1.90 0.00 55.08 53.18	0.00 20.37 (20.37) 32.81	32.81
912828ZF0	US Treasury Note 0.5% Due 03/31/2025	Various Various 100,000.00	99,707.31 0.00 0.00 99,714.42	170.33 0.00 208.79 38.46	7.11 0.00 7.11 45.57	45.57
912828ZG8	US Treasury Note Due 03/31/2022	06/24/2021 06/25/2021 0.00	25,011.57 0.00 25,006.18 0.00	31.94 38.89 0.00 6.95	0.00 5.39 (5.39) 1.56	1.56
912828ZR4	US Treasury Note 0.125% Due 05/31/2022	06/22/2021 06/23/2021 75,000.00	125,011.89 0.00 50,003.68 75,005.46	27.04 15.45 23.44 11.85	0.00 2.75 (2.75) 9.10	9.10
91282CAG6	US Treasury Note 0.125% Due 08/31/2022	06/23/2021 06/24/2021 125,000.00	125,007.14 0.00 0.00 125,006.19	66.47 78.13 0.42 12.08	0.00 0.95 (0.95) 11.13	11.13
91282CAX9	US Treasury Note 0.125% Due 11/30/2022	06/22/2021 06/23/2021 125,000.00	124,966.30 0.00 0.00 124,969.42	27.04 0.00 39.06 12.02	3.12 0.00 3.12 15.14	15.14
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	Various Various 100,000.00	98,780.13 0.00 0.00 98,804.57	64.91 0.00 93.75 28.84	24.46 0.02 24.44 53.28	53.28
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	Various Various 85,000.00	84,102.11 0.00 0.00 84,119.70	28.17 0.00 52.83 24.66	17.59 0.00 17.59 42.25	42.25
91282CBH3	US Treasury Note 0.375% Due 01/31/2026	Various Various 100,000.00	98,409.26 0.00 0.00 98,439.77	1.04 0.00 30.04 29.00	30.51 0.00 30.51 59.51	59.51

Income Earned

As of February 28, 2022



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CBQ3	US Treasury Note 0.5% Due 02/28/2026	Various Various 100,000.00	98,739.55 0.00 0.00 98,763.26	212.71 250.00 1.35 38.64	23.71 0.00 23.71 62.35	62.35
91282CBR1	US Treasury Note 0.25% Due 03/15/2024	09/23/2021 09/24/2021 125,000.00	124,640.53 0.00 0.00 124,653.55	119.99 0.00 144.16 24.17	13.02 0.00 13.02 37.19	37.19
91282CBT7	US Treasury Note 0.75% Due 03/31/2026	Various Various 100,000.00	99,596.65 0.00 0.00 99,604.08	255.49 0.00 313.19 57.70	7.43 0.00 7.43 65.13	65.13
91282CCF6	US Treasury Note 0.75% Due 05/31/2026	08/25/2021 08/26/2021 125,000.00	124,729.38 0.00 0.00 124,734.18	162.26 0.00 234.38 72.12	4.80 0.00 4.80 76.92	76.92
91282CCP4	US Treasury Note 0.625% Due 07/31/2026	08/25/2021 08/26/2021 125,000.00	123,918.29 0.00 0.00 123,936.75	2.16 0.00 62.59 60.43	18.46 0.00 18.46 78.89	78.89
91282CCT6	US Treasury Note 0.375% Due 08/15/2024	08/25/2021 08/26/2021 125,000.00	124,733.29 0.00 0.00 124,741.36	216.54 234.38 18.13 35.97	8.07 0.00 8.07 44.04	44.04
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	11/18/2021 11/19/2021 50,000.00	49,784.59 0.00 0.00 49,788.07	144.51 0.00 188.02 43.51	3.48 0.00 3.48 46.99	46.99
91282CDN8	US Treasury Note 1% Due 12/15/2024	12/22/2021 12/23/2021 100,000.00	100,161.79 0.00 0.00 100,157.47	131.87 0.00 208.79 76.92	0.00 4.32 (4.32) 72.60	72.60
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 05/15/2026	Various Various 10,000.00	10,027.75 0.00 0.00 10,027.24	24.28 0.00 33.86 9.58	0.00 0.51 (0.51) 9.07	9.07

Income Earned

As of February 28, 2022



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
931142ERO	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 09/17/2026	09/08/2021 09/17/2021 10,000.00	9,982.52 0.00 0.00 9,982.81	39.08 0.00 47.83 8.75	0.29 0.00 0.29 9.04	9.04
			4,229,419.32	13,782.44	314.98	
			143,898.58	2,941.95	1,380.23	
			77,532.57	15,514.86	(1,065.25)	
Total Fixed Income		4,258,143.96	4,294,720.08	4,674.37	3,609.12	3,609.12
CASH & EQUIVALENT						
31846V203	First American Govt Obligation Fund Class Y	Various Various 8,401.25	72,393.90 6,655.03 70,647.68 8,401.25	0.00 0.20 0.00 0.20	0.00 0.00 0.00 0.20	0.20
			72,393.90	0.00	0.00	
			6,655.03	0.20	0.00	
			70,647.68	0.00	0.00	
Total Cash & Equivalent		8,401.25	8,401.25	0.20	0.20	0.20
			4,301,813.22	13,782.44	314.98	
			150,553.61	2,942.15	1,380.23	
			148,180.25	15,514.86	(1,065.25)	
TOTAL PORTFOLIO		4,266,545.21	4,303,121.33	4,674.57	3,609.32	3,609.32



Account #10065

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

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

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

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



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 16, 2022
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 February 28, 2022.

The **Grants and Other Revenue** line item reflects \$31,700 received to offset expenses for the Bonanza Springs Study. The expenses are reported under the **Planning & Resources** line item.

The credit reflected in the **Planning & Resources** line item is due to refunds from MWD for the unused portion of TVMWD's deposit for studies performed on two new service connections PM-27, San Dimas Wash, and PM-29, Thompson Creek.

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 2021-2022				
Month Ending February 28, 2022				
	2021-2022 YTD Actual	Annual Budget All Funds	2021-2022 Percent of Budget	2021-2022 Balance Remaining
REVENUES				
OPERATING REVENUES				
Water Sales	49,762,750	62,771,483	79.3%	13,008,733
MWD RTS Standby Charge	2,382,424	4,076,264	58.4%	1,693,840
MWD Capacity Charge Assessment	1,055,078	1,636,205	64.5%	581,127
TVMWD Fixed Charges	509,381	754,617	67.5%	245,236
Hydroelectric Revenue	113,717	270,000	42.1%	156,283
NON-OPERATING REVENUES				
Property Taxes	1,593,901	2,362,573	67.5%	768,672
Interest Income	32,783	44,864	73.1%	12,081
Pumpback O&M Reimbursement	1,996	10,000	20.0%	8,004
Grants and Other Revenue	47,511	5,457	870.6%	(42,054)
TOTAL REVENUES	55,499,541	71,931,463	77.2%	16,431,922
EXPENSES				
OPERATING EXPENSES				
MWD Water Purchases	45,114,921	55,438,081	81.4%	10,323,160
MWD RTS Standby Charge	1,877,176	4,076,264	46.1%	2,199,088
Staff Compensation	3,377,718	4,726,314	71.5%	1,348,596
MWD Capacity Charge	764,515	1,636,205	46.7%	871,690
Operations and Maintenance	1,091,515	1,979,750	55.1%	888,235
Professional Services	396,197	636,718	62.2%	240,521
Directors Compensation	156,871	320,321	49.0%	163,450
Communication and Conservation Programs	70,149	167,000	42.0%	96,851
Planning & Resources	(7,946)	90,000	-8.8%	97,946
Membership Dues and Fees	86,951	126,956	68.5%	40,005
Hydroelectric Facilities	10,060	30,000	33.5%	19,940
Board Elections	-	-	0.0%	-
NON OPERATING EXPENSES				
Pumpback O&M Expenses	3,482	10,000	34.8%	6,518
RESERVE EXPENSES				
Reserve Replenishment	-	390,000	0.0%	390,000
CAPITAL INVESTMENT				
Capital Repair & Replacement	122,737	745,377	16.5%	622,640
Capital Investment Program	776,110	3,671,544	21.1%	2,895,434
TOTAL EXPENSES	53,840,456	74,044,530	72.7%	20,204,074
NET INCOME (LOSS) BEFORE TRANSFERS		(2,113,067)		
TRANSFER FROM/(TO) CAPITAL RESERVES		1,796,427		
TRANSFER IN FROM BOARD ELECTION RESERVES				
TRANSFER IN FROM ENCUMBERED RESERVES		307,921		
NET INCOME (LOSS) AFTER TRANSFERS		\$ (8,719)		

****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: March 16, 2022
Subject: **Warrant List**

<input checked="" type="checkbox"/> For Action	<input checked="" type="checkbox"/> Fiscal Impact	\$ 4,281,513.73
<input type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

Receive and file the Warrant List for the period ending February 28, 2022, as presented.

Discussion:

The monthly warrant list is provided for your information.

General checks 51612 through 51667 totaling \$467,191.93 are listed on pages 1 to 2.

MWD December water invoice totaling \$3,534,272.70 is listed on page 2.

Wire transfers for taxing agencies, benefit payments and PERS totaling \$105,980.94 are listed on pages 2 to 3.

Total payroll checks 14579 through 14633 totaling \$174,068.16 are listed on page 3.

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

Strategic Plan Objective(s):

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

Attachment(s):

Exhibit A – Warrant List

Meeting History:

None

NA/LC



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
February 2022

General Checks 51612 through 51667
Payroll Wire Transfer 3241 through 3256
Payroll Checks 14579 through 14633

Check Number	Vendor	Description	Paid Amount
51612	CITY OF LA VERNE	ENCROACHMENT PERMIT FEE FOR EMERALD SERVICE METER	355.00
51613	DECHAINED, CYNTHIA	RETIREE HEALTH BENEFITS - FEB	146.48
51614	FAULK, GEORGE	RETIREE HEALTH BENEFITS - FEB	355.00
51615	HAAKER EQUIPMENT CO.	HOSE/COUPLER/LANCE/SOCKET/PLUG	278.67
51616	HANSEN, RICHARD W.	RETIREE HEALTH BENEFITS - FEB	600.00
51617	HEYES FILTERS INC.	ALPHA CAPSULE FILTER/VENT/DRAIN PORTS	1,256.73
51618	KRIEDEL, BETTY	RETIREE HEALTH BENEFITS - FEB	148.10
51619	LAREZ, MARY PAT	RETIREE HEALTH BENEFITS - FEB	165.10
51620	MC MASTER-CARR SUPPLY COMPANY	STEEL DRILL BITS/MINIATURE LIGHT BULBS	321.69
51621	SOUTHERN CALIFORNIA EDISON	MIRAMAR/FULTON/GRAND AVE - APR/DEC/JAN	4,211.57
51622	CIVILTEC ENGINEERING INC.	MIRAGRAND WELL EQUIPPING DESIGN SERVICES - DEC	4,742.50
51623	DE LAGE LANDEN FIN SVCS, INC.	POSTAGE METER LEASING CHARGES 1/15/22 - 2/14/22	135.16
51624	HIGHROAD INFORMATION TECH, LLC	IT SERVICES - FEB/MICROSOFT BACKUP STORAGE/MICROSOFT 365 LICENSING AUG THRU FEB	7,726.55
51625	HOWIE, KIRK	WELLNESS PROGRAM FITNESS TRACKER DEVICE	150.00
51626	MC MASTER-CARR SUPPLY COMPANY	AUTOMATIC-WIND CORD REEL	114.82
51627	SOUTHERN CALIFORNIA EDISON	MIRAMAR - DEC/JAN	32.06
51628	BRENTAG PACIFIC, INC.	SODIUM HYPOCHLORITE	3,246.78
51629	CELL BUSINESS EQUIPMENT	PLOTTER LEASE - FEB	268.27
51630	DIVE/CORR, INC	RESERVOIRS #1 & #2 UNDERWATER INSPECTION	3,000.00
51631	EMPLOYMENT DEVELOPMENT DEPT.	UNEMPLOYMENT BENEFIT - GALARNEAU	53.67
51632	LEE, SYLVIE	WELLNESS PROGRAM FITNESS TRACKER DEVICE	149.99
51633	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRO: FEBRUARY 6 PAYROLL	15,273.32
51634	LOWE'S	GAUGE CHANNEL STRUT/SQUEEGEE/PAINT/QUICK CHANGE D'VERSIBIT KIT/DRILL BITS/GLOVES	565.06
51635	MC MASTER-CARR SUPPLY COMPANY	HEX SCREWS/WASHERS/HEX NUTS	322.35
51636	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT FEB/JAN EXPENSES	6,084.00
51637	MWH CONSTRUCTORS, INC.	MIRAGRAND WELL EQUIPPING CONSTRUCTION INSPECTION	6,045.00
51638	PEOPLES BANK OF ALABAMA	NEW BATTERY/INSPECTION FOR DISTRICT VEHICLE	167.76
51639	PEST OPTIONS INC.	MICE/RATS CONTROL	185.00
51640	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON/SCADA/PUMPBACK-APR/MAY/JUN/JUL/AUG/SEPT/OCT/NOV/DEC/JAN	6,274.83
51641	CAL POLY POMONA	MWD LRP AGREEMENT DEC 2021 & JAN 2022 CREDIT	6,125.00
51642	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE - FEB/HIGH WINDS DOWN PINE TREE REMOVAL	6,360.00
51643	LEE, SYLVIE	MEETING EXPENSE - JAN	80.24



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 February 2022

Item 7.B - Exhibit A

General Checks 51612 through 51667
 Payroll Wire Transfer 3241 through 3256
 Payroll Checks 14579 through 14633

Check Number	Vendor	Description	Paid Amount
51644	LITCHFIELD, MATTHEW H.	WELLNESS PROGRAM ATHLETIC FOOTWEAR	150.00
51645	PACIFIC STAR CHEMICAL, LLC	SODIUM HYDROXIDE	11,760.00
51646	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	55,755.79
51647	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	4,042.86
51648	WEX BANK	FUEL 1/01/22 - 1/31/22	1,714.10
51649	ACOUSTIBLOK, INC.	SOUND PANELS/BEAMS/PLATES/HARDWARE	5,295.92
51650	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - MARCH 2022	45,607.35
51651	AFLAC	AFLAC SUPP. INS: FEBRUARY 2022 (EMPLOYEE REIMBURSED)	1,179.40
51652	AMERICAN BUSINESS BANK	MIRAGRAND WELL EQUIPPING RETENTION	8,854.13
51653	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - JAN	13,890.00
51654	COHN, ELIZABETH M.	WELLNESS PROGRAM ATHLETIC FOOTWEAR	150.00
51655	D & H WATER SYSTEMS INC.	VACUUM REGULATORS/CONTAINER ADAPTERS	41,345.74
51656	DENALI WATER SOLUTIONS, LLC	SLUDGE REMOVAL - JAN	6,797.51
51657	GREEN MEDIA CREATIONS, INC.	REMOTE LEARNING CLASSES HOSTED BY WALNUT VALLEY WD - JAN (REIMBURSED BY MWD)	1,250.00
51658	LIEBERT CASSIDY WHITMORE	LEGAL FEES - JAN	301.50
51659	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFIRD: FEBRUARY 20 PAYROLL	15,273.32
51660	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFIRD: BOARD-FEBRUARY 2022	4,446.75
51661	PACIFIC HYDROTECH CORP.	MIRAGRAND WELL EQUIPPING MOBIL/DEMO/WELL BLDG/FIELDSTONE STORM SWALES/FENCE	168,228.37
51662	PUBLIC WATER AGENCIES GROUP	EMERGENCY PREPAREDNESS MONTHLY ASSESSMENT	963.75
51663	RELIANCE STANDARD LIFE INS CO.	GROUP LIFE INSURANCE: FEBRUARY 2022	1,360.68
51664	RELIANCE STANDARD LIFE INS.	ST/LT DISAB: FEBRUARY 2022	995.34
51665	SOCALGAS	FULTON SERVICE 1/06/22 - 2/07/22	29.53
51666	SYNCB/AMAZON	KEURIG/FILTER/FLASHLIGHTS/FLAG/DISINFECTANT SUPPLIES/CALIBRATION GAS/MASKS/FAN	2,409.19
51667	WATERWISE CONSULTING, INC.	WALNUT VALLEY WATER DISTRICT VIRTUAL SURVEY PROGRAM - JAN (REIMBURSED BY MWD)	450.00
TOTAL AMOUNT OF CHECKS LISTED			\$ 467,191.93
12833	METROPOLITAN WATER DISTRICT	DECEMBER 2021 MWD WATER INVOICE	3,534,272.70
TOTAL AMOUNT OF WIRE TRANSFERS			\$ 3,534,272.70
3241	FEDERAL TAX PAYMENT	FED TAX: FEBRUARY 6 PAYROLL	17,394.60
3242	BASIC PACIFIC	HEALTH SAVINGS ACCT: FEBRUARY 6 PAYROLL	1,539.98
3243	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: FEBRUARY 6 PAYROLL	21,002.53



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
February 2022

Item 7.B - Exhibit A

General Checks 51612 through 51667
Payroll Wire Transfer 3241 through 3256
Payroll Checks 14579 through 14633

Check Number	Vendor	Description	Paid Amount
3244	STATE TAX PAYMENT	STATE TAX: FEBRUARY 6 PAYROLL	6,594.70
3245	LINCOLN FINANCIAL GROUP	401A DEFRD: FEBRUARY 6 PAYROLL	1,250.00
3246	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: FEBRUARY 6 PAYROLL	3,185.00
3247	FEDERAL TAX PAYMENT	FED TAX: BOARD-FEBRUARY 2022	1,371.40
3248	BASIC PACIFIC	HEALTH SAVINGS ACCT: BOARD-FEBRUARY 2022	541.66
3249	STATE TAX PAYMENT	STATE TAX: BOARD-FEBRUARY 2022	314.77
3250	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: BOARD-FEBRUARY 2022	1,075.00
3251	FEDERAL TAX PAYMENT	FED TAX: FEBRUARY 20 PAYROLL	17,918.06
3252	BASIC PACIFIC	HEALTH SAVINGS ACCT: FEBRUARY 20 PAYROLL	1,564.98
3253	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: FEBRUARY 20 PAYROLL	21,013.08
3254	STATE TAX PAYMENT	STATE TAX: FEBRUARY 20 PAYROLL	6,780.18
3255	LINCOLN FINANCIAL GROUP	401A DEFRD: FEBRUARY 20 PAYROLL	1,250.00
3256	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: FEBRUARY 20 PAYROLL	3,185.00
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 105,980.94
PAYROLL SUMMARY			
TOTAL AMOUNT OF PAYROLL CHECKS LISTED			\$ 174,068.16
TOTAL February 2022 CASH DISBURSEMENTS			\$ 4,281,513.73



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 February 2022
 Umpqua Bank E-Payables Invoice Detail Check 51646
 Umpqua Bank Credit Cards Invoice Detail Check 51647

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
51646	AIRGAS SPECIALTY PRODUCTS	AMMONIA/AMMONIUM HYDROXIDE	4,258.17
51646	AT&T MOBILITY LLC	MOBILE WIRELESS SERVICE 1/3/22-2/2/22	201.20
51646	AZUSA LIGHT & WATER	ELECTRIC UTILITY 11/5/21 TO 12/7/21	20.26
51646	CHARTER COMMUNICATIONS	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 12/09/21 - 1/20/22	329.97
51646	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - DEC	173.94
51646	CLINICAL LABORATORY OF SB, INC	OUTSIDE LABORATORY TESTING - NOV	155.00
51646	DISTRIBUTOR OPERATIONS INC.	JWL UPS BATTERY/SCADA BATTERIES	204.04
51646	EUROFINS EATON ANALYTICAL, LLC	LAB TESTING - WTP/TOC	115.00
51646	FRONTIER	DSL FOR SCADA 12/10/21 - 1/9/22	95.98
51646	GOLDEN STATE WATER COMPANY	MIRAGRAND WELL WATER PURCHASE 11/16/21 - 12/15/21	147.14
51646	GRAINGER	ROCKER SWITCH	54.32
51646	HACH COMPANY	AMMONIA/MONOCHLORAMINE/CHLORINE REAGENT SETS/INDICATOR/BUFFER SOLUTIONS	4,175.32
51646	HARRINGTON IND PLASTICS, LLC	TANKS/BUSHINGS/COUPLINGS/PIPES/ADAPTERS/TUBINGS/GRAB RINGS/O-RINGS/ELBOWS	5,496.94
51646	HD SUPPLY FACILITIES MAINT LTD	STABLCAL TURBIDITY/AMMONIA/MONOCHLORAMINE/CALCIUM	720.28
51646	INTERFACE SECURITY SYSTEMS LLC	EOC WIRELESS BROADBAND FINAL INVOICE	400.00
51646	JOHNSON CNTRLS SECURITY SOLUTN	ACCESS CONTROL SECURITY SYSTEM DEPOSIT AT MIRAMAR	13,286.85
51646	KONECRANES, INC.	CRANES REPAIRS	9,112.33
51646	LIGHT BULBS ETC.	LED LIGHTS BULBS	88.94
51646	MC MASTER-CARR SUPPLY COMPANY	PLASTIC BINS/DIVIDERS/HEX-SHANK DRILL CHUCK	114.63
51646	MERCER, DUSTIN DBA MCC QUALITY	JANITORIAL SERVICE - DEC	972.22
51646	RED WING BUSINESS ADVNTGE	SAFETY FOOTWEAR - HERNANDEZ	200.00
51646	SARTORIUS CORPORATION	LAB PRECISION BALANCE MAINTENANCE AND CALIBRATION	395.00
51646	SUEZ WTS ANALYTICAL INSTRUMENT	TOC 5310C PREVENTIVE MAINTENANCE	7,871.00
51646	TAYLOR TECHNOLOGY SVCS, INC.	A/P CHECK STOCK	394.20
51646	TELEPACIFIC COMMUNICATIONS	TELEPHONE/INTERNET SERVICES 12/16/21 - 1/15/22	2,115.16
51646	THE NELAC INSTITUTE	MEMBERSHIP DUES - HARBERSON	75.00
51646	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - JAN	46.30



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 February 2022
 Umpqua Bank E-Payables Invoice Detail Check 51646
 Umpqua Bank Credit Cards Invoice Detail Check 51647

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
51646	VALLEN DISTRIBUTION, INC.	FACEPIECES ADAPTERS/FIT TEST ADAPTERS/CARTRIDGES WITH CONNECTIONS	2,343.41
51646	VERIZON WIRELESS	CELLULAR/IPAD/HARNESS FLEET SERVICES/MOBILE BROADBAND 12/26/21 - 1/25/22	953.82
51646	WESTERN WATER WORKS SUPPLY CO	DIAPH/DISC/WASHERS/METER BOX/COVER	1,239.37
TOTAL AMOUNT OF UMPQUA BANK E-PAYABLES SERVICES INVOICE			\$ 55,755.79
51647	ACWA/JPIA	3/15/22 HR GROUP MEETING - ROBLES	35.00
51647	ALARDO, VANESSA NUTRITION	2/17/22 WELLNESS PROGRAM - NUTRITION TRAINING	361.25
51647	APWA-EI	1/13/22 FUND TO BUILD VIRTUAL EVENT - LEE	12.24
51647	GFOA	GAAFR PLUS SUBSCRIPTION - LINTHICUM	65.00
51647	HOME DEPOT	SALT	713.54
51647	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - JAN	214.45
51647	NEWEGG	SCADA LAPTOP	2,369.19
51647	QUICK QUACK CAR WASH	DISTRICT VEHICLE CAR WASH MEMBERSHIP	29.99
51647	SCWC	1/21/22 PREPARING FOR DRIER FUTURE ALONG THE COLORADO RIVER LUNCHEON - ROBERTO/TI	200.00
51647	ZOOM VIDEO COMMUNICATIONS INC.	CLOUD RECORDING	42.20
TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE			\$ 4,042.86



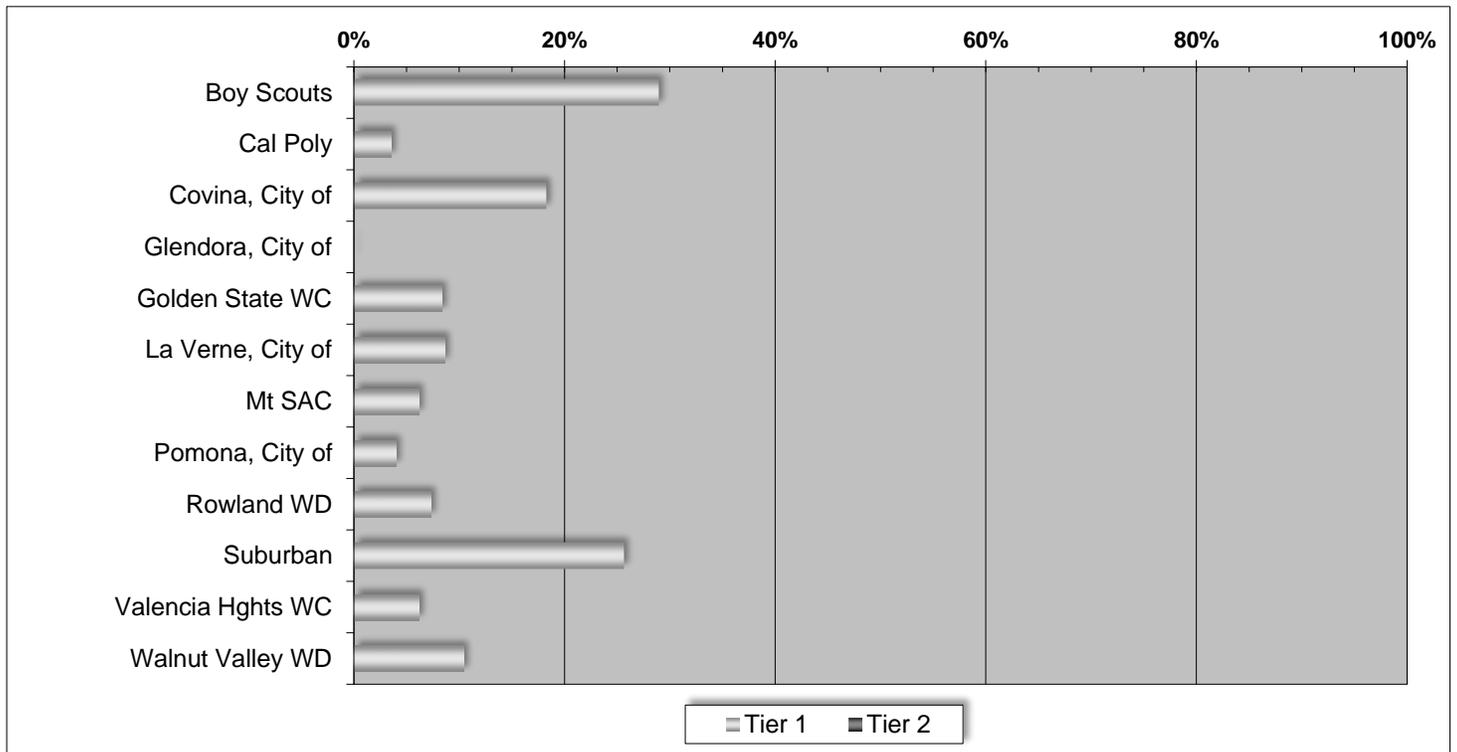
**Tier 1 Balance (in Acre-Feet)
Calendar Year 2022
(through February 2022)**

Agency	Tier 1 Allocation					Balance
		Weymouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	10.3	0.0	0.0	0.0	25.3
Cal Poly Pomona	269	9.4	0.0	0.0	0.0	259.6
Covina, City of *	1,568	0.0	0.0	285.2	0.0	1,282.8
Glendora, City of *	4,101	0.0	0.0	0.0	0.0	4,101.3
Golden State Water Company *	15,714	853.6	424.6	34.6	0.0	14,401.2
La Verne, City of	8,026	0.0	690.3	0.0	0.0	7,336.0
Mt San Antonio College	699	42.9	0.0	0.0	0.0	656.1
Pomona, City of *	7,052	215.5	63.3	0.0	0.0	6,773.5
Rowland Water District *	14,741	929.9	144.5	0.0	0.0	13,666.5
Suburban Water Systems *	1,961	177.8	0.0	324.4	0.0	1,458.8
Three Valleys MWD	NA				0.0	NA
Valencia Heights Water Co *	464	0.0	0.0	28.4	0.0	435.7
Walnut Valley Water District *	26,057	2,445.4	265.0	0.0	0.0	23,346.3

* 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 = 7,857
TVMWD Tier 1 Balance = 72,831

Overage by Individual Agencies 0.0



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

FEBRUARY 2022

Water Quality

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

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

	Location	Results		Limits	Water Quality Goals
Turbidity	Raw	0.68	NTU	N/A	
Turbidity	Reservoir Effluent	0.04	NTU	0.3	0.04-0.08 NTU
MIB	Lake Silverwood	ND	ng/L	N/A	DWR results as of Mar 2, 2022
Geosmin	Lake Silverwood	ND	ng/L	N/A	DWR results as of Mar 2, 2022
Total Trihalomethanes	Distribution System	25.40-30.40	µg/l	80	Ranges from 4 distribution locations (Dec 2021 results)
Haloacetic Acids	Distribution System	6.80-9.30	µg/l	60	
Nitrate	Reservoir Effluent	0.8	mg/L	10	<2.0 mg/L
Nitrite	Reservoir Effluent	0.008	mg/L	1	<0.008 mg/L
PFAS	Raw	ND	µg/l	N/A	June 2019 results
Total Organic Carbon	RAA Ratio (Running Annual Average)	1.40		1.00	*RAA results should be greater than minimum limit to comply (Jan 2022 results)

Reportable violations made to SWRCB:

NONE

*RAA - Running Annual Average

Monthly Plant Production

		Capacity	Monthly %
Potable water produced from Miramar Plant	648.9 AF	1666.1 AF	38.9%

Monthly Well Production

	Days in service		Same month prior year	Days in service
Well #1	3	6.5 AF	0.0 AF	0
Well #2	3	14.7 AF	28.9 AF	9
Grand Ave Well	0	2.3 AF	31.7 AF	9
Total Monthly Well Production		23.5 AF	60.6 AF	

Monthly Sales

La Verne	362.7 AF	54.0%
GSWC (Claremont)	244.8 AF	36.4%
GSWC (San Dimas)	5.3 AF	0.8%
PWR-JWL	58.7 AF	8.7%
Pomona (Mills)	0.0 AF	0.0%
TVMWD Admin	0.8 AF	0.1%
Total Potable Water Sold	672.4 AF	100.0%

Year To Date 2021-22

	Actual	Budget	% of Budget
Potable Water Sold from Miramar Plant (92.3%)	11,159.2 AF	11,209.4 AF	99.6%
Total Well Production (7.7%)	937.1 AF	1,733.4 AF	54.1%
Total Potable Water Sold (Plant & Wells)	12,096.3 AF	12,942.7 AF	93.5%
Average monthly water sold	1,512.0 AF		

Hydroelectric Generation (kWh) FY 2021-22

	Monthly kWh		YTD kWh		% of Budget
	Actual	Budget	Actual	Budget	
Miramar					
Hydro 1	16,460	83,042	1,623,560	941,143	172.5%
Hydro 2	0	12,811	2,398	132,918	1.8%
Hydro 3	0	25,969	39,599	269,424	14.7%
Williams	11,920	57,832	883,280	528,753	167.0%
Fulton	0	23,205	136,160	262,991	51.8%
	28,380	202,859	2,684,997	2,135,229	125.7%

Operations/Maintenance Review

Special Activities

- ▶ The automatic transfer switch received its annual inspection. This switch is used to transfer electrical loads between normal and emergency power sources during emergencies for critical power systems.
- ▶ Access control systems were installed throughout the Miramar Treatment Plant.
- ▶ Operations staff worked with Hampton Tedder to repair the faulty 1600 AMP circuit breaker (main breaker) in the Miramar Hydro. SCE was onsite to power down the facility to allow for the repair.
- ▶ The plant was shutdown from February 7-11 for annual maintenance. A partial pumpback ran all week and a full pumpback was run for two days during a portion of the shutdown. Operations staff did a great job: the sedimentation basins, prefilter area and the flocculation basins were drained and cleaned. The chlorine tank actuators were rebuilt and tubing was replaced. The traveling bridge trough bushes were installed to assist in lessening the buildup of sludge.
- ▶ The 10" and 16" Cla-Val at Williams Hydro were rebuilt.
- ▶ Operations staff installed an acoustic block wall around the backwash recovery pump to filter noise to the surrounding neighbors
- ▶ The water tank in the trailer used for the EOC was replaced by Operations staff.

Outages/Repairs

- ▶ SCE was onsite for a planned outage to allow the contractor to make repairs.

Unbudgeted Activities

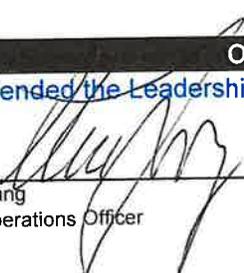
- ▶ None

Other

- ▶ Several of the Operations Staff attended the Leadership Breakfast held at the Fairplex Sheraton.

Submitted by:

Steve Lang
Chief Operations Officer





Name: Brian Bowcock, Division 3

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)		Compensation		
		From City	To City	Miles	Mileage \$	
2/2/2022	TVMWD	La Verne	Claremont	10	\$5.85	\$200.00
Workshop type meeting to prepare for the next meeting no voting just info						
2/3/2022	Mt. San Antonio Oversight Committee and tour	La Verne	Walnut	20	\$11.70	\$200.00
Looking at the funds for the tax measure and tour of all facilities being built.						
2/7/2022	Citrus College Foundation Meeting	La Verne	Citrus College	18	\$10.53	\$200.00
Regular meeting of the Board and President/Trustees.						
2/8/2022	Meet with GM and President of the Board	La Verne	Diamond Bar	12	\$7.02	\$200.00
Discuss issues in the upcoming meeting						
2/9/2022	WQA	La Verne	virtual	0	\$0.00	\$200.00
Legislative and Public Info committee						
2/15/2022	Citrus College Oversight Committee	La Verne	Citrus College	18	\$10.53	\$200.00
A full report of Measure Y and Measure G to the Trustees and the general public as the President of the Oversight Committee.						
2/16/2022	TVMWD	La Verne	Claremont	10	\$5.85	\$200.00
Regular Board meeting to discuss the District issues and Finances						
2/17/2022	TVMWD	La Verne	virtual	0	\$0.00	\$200.00
Diversity, Equity, Inclusion Training						
2/23/2022	Six Basins Water Master Meeting	La Verne	virtual	0	\$0.00	\$200.00
Regular monthly meeting Discussion of the Strategic Plan						
2/24/2022	SCWUA meeting	La Verne	virtual	0	\$0.00	\$200.00
Water Sense, leveraging Water Sense for local water Conservation and efficient programs Speaker Veronica Blette Chief of Water Sense branch of the EPA						

Approved

Brian Bowcock

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Deferred Comp 7.5%	(\$150.00)
Subtotal Mileage Reimbursement	\$51.48
Total	\$1,901.48

Name: Brian Bowcock, Division 3



Non-Compensated Meetings

Meeting Date	Meeting / Description	Meeting Location
2/2/2022	SGVW Master	virtual
Regular monthly meeting with engineers report of water level in the basin		

2/2/2022	WQA	virtual
Finance committee		

2/4/2022	Citrus College Foundation /Event	Citrus College
Dedication of new facility		

2/8/2022	Claremont Chamber	virtual
State of the Chamber for Claremont		

2/8/2022	University Club of Claremont	virtual
Regular monthly meeting speakers Steve Lianusa Claremont school Board President and Jeff Wilson Supt.		

2/15/2022	La Verne Chamber BOD meeting	La Verne
Regular monthly meeting		

2/16/2022	WQA BOD meeting	virtual
Regular BOD meeting discussion of issues within the region		

2/18/2022	Charlie Wilson Retreat interview	phone
Discussion for the upcoming retreat		

Meeting Date	Meeting / Description	Meeting Location
2/22/2022	Claremont University Club	virtual
New vaccine for Covid. Both people and animals. Speaker Larry Gill, KECK Graduate Institute Dean of Research.		
2/23/2022	ACWA Region 8 meeting	virtual
Committee to discuss the membership programs and 11 other committees		

Monday, March 7, 2022

Name: David De Jesus, Division 2

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
2/2/2022	TVMWD Board Workshop	Walnut	Virtual	0	\$0.00	\$200.00
Reviewed several upcoming items including the 2022-2023 Fiscal year budget schedule, the annual strategic plan and the proposed social media policy. Concerns over first amendment rights were shared and a special ad-hoc committee was requested by the President to further address the issue.						
2/4/2022	Chino Basin Court Call Hearing	Walnut	Virtual	0	\$0.00	\$200.00
Participated as a board alternate on the call in of the court proceedings regarding ongoing dispute of legal fees. Director Kuhn to report on the details as usual.						
2/10/2022	Meeting with GM and Chino Basin Rep Bob Kuhn	Walnut	Virtual	0	\$0.00	\$200.00
This meeting was held to discuss the recent implications of the court hearing held on Friday the 4th (Bob to report in close session the details of the settlement proposal on the current legal issues). In addition, based on the draft budget from MWD a special request was made to have staff begin monitoring the development of the budgets and its potential impacts to Three Valleys and its member agencies.						
2/14/2022	Social Media Policy Review ad-hoc Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Meeting was held with an ad-hoc committee comprising of myself, Board and President Roberto, including staff to discuss what such a policy might mean when infringing on individuals rights on free speech.						
2/15/2022	SCWUA Seminar on PFAS Best Practices	Walnut	Virtual	0	\$0.00	\$200.00
Attended the webinar wherein the attendees were presented with a number of options and issues related to the manner in which PFOS is treated.						
2/16/2022	TVMWD Board Meeting	Walnut	Claremont	34	\$19.89	\$200.00
Attended the meeting and closed session at the district and provided those board members in attendance (and on Zoom) with an MWD report						
2/17/2022	Board Workshop on Diversity, Equity, and Inclusion	Walnut	Virtual	0	\$0.00	\$200.00
The board held a DE&I seminar and we were able to hear perspectives and participate during the presentation with numerous question. I suggested at least one other session to continue the positive interaction among those in attendance.						
2/23/2022	Intro Meeting with CWRO and GM	Walnut	Glendora	18	\$10.53	\$200.00
Meeting was to introduce the District water resource officer for the purposes of coordinating issues currently and anticipated at MWD and how to pursue those matters of benefit to the member agencies of TVMWD.						
2/24/2022	Quarterly Three Valleys Leadership Breakfast	Walnut	Pomona	14	\$8.19	\$200.00
With the return of the Districts Leadership Breakfast Series since COVID, the attendees were treated to a very information presentation provide by Water Resource Group Manager Brad Coffey on the present and future state of MWD's water supply.						
2/28/2022	San Gabriel Valley Water Association Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended the monthly meeting and provided the group with an update on the Budget and other matters regarding water supplies.						

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)		Compensation	
		From City	To City	Miles	Mileage \$
Approved					
				Subtotal Meeting Compensation:	\$2,000.00
				Mandatory Deferred Comp 7.5%	(\$150.00)
				Subtotal Mileage Reimbursement	\$38.61
				Total	\$1,888.61

David De Jesus

Monday, March 7, 2022

Name: David De Jesus, MWD

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
2/1/2022	Meeting with SGV MWD Directors	Walnut	Arcadia	0	\$0.00	\$200.00
Meeting with several San Gabriel Valley MWD directors (Kurtz, Fellow, and Morris) to discuss current water supply and budget issues.						
2/3/2022	Northern Group Caucus Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended the meeting to hear staffs general report on agenized items and allow those directors to ask for additional clarification. Current operational updates were also provided.						
2/7/2022	MWD Committee meeting Day	Walnut	Virtual	0	\$0.00	\$200.00
Attended a number of meetings throughout the day addressing various issues in greater detail as found in the agenda and staff presentations. Oral report to be provided.						
2/8/2022	MWD Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended the monthly board meeting which included ethics training on FPPC Rules and regulations as it related to conflict of interest. . Oral report to be provided.						
2/9/2022	Colorado River Board	Walnut	Virtual	0	\$0.00	\$200.00
Attended the board meeting as the voting alternate. Various updates were provided by each of the participating agencies and staff members. The focus was on water supply and storage.						
2/11/2022	Federal Update on the Infrastructure Investment and Jobs Act	Walnut	Virtual	0	\$0.00	\$200.00
The Infrastructure Investment and Jobs Act (IIJA) was signed into law on November 15, 2021. This legislation includes \$50 billion for water/wastewater infrastructure, distributed over 5 years, and many states have started to prepare for their allocation of the funds. The webinar discussed what is known so far about the Infrastructure Bill's provisions for water.						
2/18/2022	MWD Ethics/Legal Office Staff Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Meeting was requested by assignment from the Board Chair to prepare for the establishment of a special Ethics ad-hoc committee						
2/21/2022	MWD Ethics Office Staff Meeting	Walnut	Virtual	0	\$0.00	\$200.00
In this follow-up meeting in which the ethic's office staff had provided me with documentations relative to the changes made last year to the policies and procedures for addressing complaints against board members. Now under the responsibility of the Executive Committee and not the board chairperson, the responsibility fell on the Executive Committee to form such an ad-hoc committee. The final draft for Tuesday meeting was approved.						
2/22/2022	Executive Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
In addition to the reports of upcoming meetings in March and monthly report updates from the Direct Reports to the board, I conducted the formation of the investigative ad-hoc committee as requested by the board chair.						
2/25/2022	IRP Leadership Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Discussions with staff regarding the 30 day delay request from a handful of agencies was discussed. Staff was confident that resolution to certain portions of the final draft would be accomplished in the time requested.						

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

David De Jesus

Monday, March 7, 2022

Name: Carlos Goytia, Division 1

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Miles	Mileage \$	Compensation
		From City	To City					
2/1/2022	City of Pomona/Community Pull Up Event.	Pomona	Pomona		8	\$4.68	\$200.00	
Co-Sponsored event w/Councilmember V. Preciado and various non-profits to provide basic needs for constituents in Div. 1								
2/2/2022	TVMWD Board Meeting	Pomona	Virtual		0	\$0.00	\$200.00	
Attended and participated in board room deliberations and discussions								
2/3/2022	SGVCOG - Transit Study Briefing	Pomona	Virtual		0	\$0.00	\$200.00	
Transit Study briefing with Alex Fung and staff on future mass transit projects in the South Eastern San Gabriel Valley								
2/7/2022	Spadra Advisory Committee	Pomona	Virtual		0	\$0.00	\$200.00	
Attended and participated in advisory committee deliberations and discussions								
2/8/2022	SGVCOG - Water Policy Committee & TAC	Pomona	Virtual		0	\$0.00	\$200.00	
Attended and participated in water committee discussions and deliberations								
2/10/2022	PWR Commission Meeting	Pomona	Virtual		0	\$0.00	\$200.00	
Attended and participated as TVMWD Rep.								
2/15/2022	Supervisor H. Solis, District 1 Pomona Valley Meeting	Pomona	Virtual		0	\$0.00	\$200.00	
Met with Supervisor H. Solis and District Director Andrea Moreno to discuss future collaborations for events in Division 1								
2/16/2022	TVMWD Board Meeting	Pomona	Virtual		0	\$0.00	\$200.00	
Attended and participated in board meeting discussions and deliberations								
2/17/2022	TVMWD - Diversity/Equity/Inclusion	Pomona	Virtual		0	\$0.00	\$200.00	
Why it matters training.								
2/24/2022	TVMWD - Leadership Breakfast	Pomona	Pomona		10	\$5.85	\$200.00	
Leadership breakfast with special guest speaker from MWD								

Approved:

Carlos Goytia

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Deferred Comp 7.5%	(\$150.00)
Subtotal Mileage Reimbursement	\$10.53
Total	\$1,860.53

Name: Bob Kuhn, Division 4

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
2/1/2022	Meeting with City of Glendora	Glendora	Glendora	0	\$0.00	\$200.00
Met with Matthew Litchfield, Sylvie Lee, Alison Sweet and Chisom Obegolu to discuss well issues						
2/2/2022	TVMWD board meeting	Glendora	Claremont	20	\$11.70	\$200.00
Attended the board workshop and discussed items pertaining to the district						
2/3/2022	Glendora Chamber of Commerce	Glendora	Glendora	0	\$0.00	\$200.00
Attended the Legislative committee meeting and discussed legislation to be presented this year including TVMWD's bill.						
2/10/2022	Teams Meeting	Glendora	Virtual	0	\$0.00	\$200.00
Met virtually with Matthew Litchfield and Director De Jesus to discuss various well projects.						
2/16/2022	TVMWD Board Meeting	Glendora	Claremont	20	\$11.70	\$200.00
Discussed district issues including the FY 22-23 strategic plan and a legislative update was provided.						
2/23/2022	Introductory Meeting - CWRO	Glendora	Glendora	0	\$0.00	\$200.00
Met with new Chief Water Resources Officer Sylvie Lee, Matthew Litchfield and Director De Jesus.						
2/24/2022	TVMWD Leadership Breakfast	Glendora	Pomona	18	\$10.53	\$200.00
Brad Coffey from MWD provided a presentation on planning and managing the drought.						

Approved

Bob Kuhn

Subtotal Meeting Compensation:	\$1,400.00
Mandatory Deferred Comp 7.5	(\$105.00)
Subtotal Mileage Reimbursement	\$33.93
Total	\$1,328.93

Tuesday, March 8, 2022

Name: Bob Kuhn, Division 4

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
2/24/2022	One on One with Charles Wilson	Virtual

Met with Charles Wilson regarding the upcoming team building meeting.

Tuesday, March 8, 2022



Name: Jody Roberto, Division 5

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
2/1/2022	Rowland Water District Facility tour	Diamond Bar	Rowland Water Distr	15	\$8.78	\$200.00
<p>Assistant GM Dusty and Gabby took Mike and I on a tour of the facilities RWD oversees in their district. They provided background information as well as an overview of various programs they are working on. Special thanks to Dusty and Gabby for a great tour and visit.</p>						
2/2/2022	TVMWD Board meeting	Diamond Bar	Claremont	38	\$22.23	\$200.00
<p>Regular board meeting to review and discuss district business. There was a good discussion on the San Gabriel Valley Council of Governments membership and whether we should have an individual membership rather than sharing with 2 other water districts. The board decided to continue with joint membership and get more involved on water committees.</p>						
2/7/2022	Spadra Basin Advisory Committee Meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
<p>Carlos, Matt, Sylvie and I attended the meeting. Final Groundwater Sustainability Plan for Spadra Basin was completed on January 19.</p>						
2/8/2022	Rowland Water District Meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
<p>Mike, Sylvie and I attended the meeting (Mike in person). After a brief update by Best Best and Krieger, Rowland Water District approved their new district maps.</p>						
2/10/2022	Pomona Walnut Rowland Joint Water Line Commission meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
<p>Carlos, Matt, Steve Lang and I attended the meeting. New officers were selected and Victor Preciado is the new Chair and Scarlett Kwong is Vice Chair. They approved the TVMWD pumpback agreement. Steve provided TVMWD update.</p>						
2/16/2022	TVMWD Board Meeting	Diamond Bar	Claremont	38	\$22.23	\$200.00
<p>Regular board meeting to discuss and approve district business. Approved Strategic Plan for fiscal year 2022-2023.</p>						
2/17/2022	Diversity, Equity and Inclusion - Why it Matters Training	Diamond Bar	Virtual	0	\$0.00	\$200.00
<p>The board and staff participated in Diversity training. Several people shared their backgrounds and experiences. The facilitator did an excellent job providing a safe space to share and gave us all things to think about.</p>						
2/22/2022	Walnut Valley Water District Board Meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
<p>Mike, Matt and I attended the meeting. Matt reported on our legislation AB 2449 that was introduced last week. The WVWD attorney also shared some of the provisions in our bill. The board approved the new district maps and a revision to the district capacity fee structure for new development.</p>						
2/23/2022	Six Basins Watermaster Board Meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
<p>Brian, Matt and I attended the meeting. Staff gave update on San Antonio spreading grounds improvement project. Board reviewed draft 2021 Annual Report.</p>						

Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
2/24/2022	Three Valleys MWD Leadership Breakfast	Diamond Bar	Pomona	18	\$10.53	\$200.00

Brad Coffey, Water Resource Manager at MWD, was the featured speaker. His topic was planning and managing through the drought and he shared what MWD is doing to address the drought in So Cal.

Approved

Jody Roberto

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Deferred Comp 7.5	(\$150.00)
Subtotal Mileage Reimbursement	\$63.77
Total	\$1,913.77

Thursday, March 3, 2022

Name: Jody Roberto, Division 5

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
2/8/2022	GM meeting with Matt	Pomona
Matt met with Brian and I to go over the board agenda and discuss upcoming district business.		
2/8/2022	Legislative Meeting with Matt and Kirk	Virtual
Met with Matt and Kirk for update on our proposed legislation for continuation of virtual meetings.		
2/14/2022	Social Media Policy Review	Virtual
Viviana, Matt, David and I met to discuss the draft social media policy and changes we would like to see.		
2/17/2022	San Gabriel Valley Council of Government Board Meeting	Virtual
Carlos represented the three water districts at the meeting. The Strategic Plan update was presented. It contains a section on water, primarily MS4 permits for storm water and safe, clean water.		
2/18/2022	One on One with Charley Wilson	Virtual
Met with Charley Wilson to prepare for upcoming team building with board.		
2/24/2022	Municipal Water District Orange County (MWD OC) Water Policy Dinner	Costa Mesa
Mike, Bob, Matt, Sylvie, Dom and I attended the dinner. Joaquin Esquivel, Chair of State Water Resource Control Board, was featured speaker.		
2/25/2022	Virtual Breakfast Club with Assemblywoman Sharon Quirk Silva	Virtual
State Controller Betty Yee was the speaker and gave an overview of the state's economy. She reported California is in good financial position. The budget surplus is \$45.7 billion. Concerns include housing inequality driving Californians out of state and inflation.		

Thursday, March 3, 2022

Name: Danielle Soto, Division 6

Compensated Meetings



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
2/2/2022	TVMWD Regular Meeting	Pomona	virtual	0	\$0.00	\$200.00
I attended and participated in the regularly scheduled meeting.						
2/16/2022	TVMWD Regular Meeting & Closed Session	Pomona	virtual	0	\$0.00	\$200.00
I attended and participated in the regularly scheduled board meeting, including closed session.						
2/17/2022	WELL UnTapped Leadership Session	Pomona	virtual	0	\$0.00	\$200.00
I virtually attended my 2 hour class where we interviewed a professor from UC Santa Cruz about his knowledge of the relationship between surface water and underground water.						

Approved

Danielle Soto

Thursday, March 3, 2022

Subtotal Meeting Compensation:	\$600.00
Mandatory Deferred Comp 7.5	(\$45.00)
Subtotal Mileage Reimbursement	\$0.00
Total	\$555.00



Name: Mike Ti, Division 7

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
2/1/2022	Rowland Water District Facility Tour	West Covina	Rowland Heights	7	\$4.10	\$200.00
Rowland Water District facility tour: Toured RWD's with President Roberto, conducted by RWD's Asst GM Dusty Moisio, and Gabby Sanchez - visited various storage facilities, reservoirs, booster stations, learned about the district's service connections and distribution systems.						
2/2/2022	Three Valleys Regular Board Meeting	West Covina	Virtual	0	\$0.00	\$200.00
Three Valleys MWD Regular Board Meeting - discussed social media policy, budget review, strategic plan, Big Dalton Spreading Grounds Letter of Intent with LA County Flood Control, and San Gabriel Valley Council of Governments membership (potential for TVMWD to be a full member instead of current share member with USGVMWD and SGVMWD).						
2/8/2022	Rowland Water District	West Covina	Rowland Heights	7	\$4.10	\$200.00
Rowland Water District regular board meeting - heard public hearing for redistricting, adoption of ordinance to establish water conservation and water supply shortage restriction, financial audit report, community outreach and education update.						
2/9/2022	Main San Gabriel Water Master Committee Meeting	West Covina	Virtual	0	\$0.00	\$200.00
Main San Gabriel Water Master Committee Meeting - Heard discussion on imported water deliveries update, available funds for purchase water for Upper District, remaining funds for RDA, public health goal report, managing the basin with 15% SWP allocation.						
2/15/2022	PFAS- Best Practices presented by EVOQUA Water Technologies	West Covina	Virtual	0	\$0.00	\$200.00
PFAS - Best Practices presented by Patricia Tinnerino of Evoqua Water Technologies - heard descriptions of the PFAS family of chemical compound and its presence in water supply and in-depth discussions of different types of technologies for treating PFAS.						
2/16/2022	Three Valleys MWD Regular Board Meeting	West Covina	Claremont	48	\$28.08	\$200.00
Three Valleys WD regular board meeting - approved resolution recognizing Rose Perea for her service at RWD, approved FY2022/23 strategic plan, heard legislative update, ACWA JPIA risk management, and closed session discussion.						
2/17/2022	Three Valleys MWD Diversity, Equity, and Inclusion Training	West Covina	Virtual	0	\$0.00	\$200.00
Three Valleys MWD Diversity, Equity, and Inclusion Training facilitated by Jenine Jenkins of CPS HR Consulting - heard presentation of the impact of lack of DEI, examined the dimensions of diversity, discussions of why diversity matters, shared personal perspective and experience on being a minority individual.						
2/22/2022	Walnut Valley WD Regular Board Meeting	West Covina	Virtual	0	\$0.00	\$200.00
Walnut Valley WD regular board meeting - heard public hearing on redistricting, public hearing on district capacity fees schedule, presentation of treasurer's report, engineering and special project committee, personnel committee, and financial report.						
2/23/2022	MWDOC Water Policy Forum	West Covina	Costa Mesa	62	\$36.27	\$200.00
MWDOC Water Policy Forum - Guest speaker E. Joaquin Esquivel of the SWRCB - Attended the forum with Jody Roberto, we heard presentation on SWRCB's efforts to manage drought through conservation, question and answer with audience.						
2/24/2022	Three Valleys MWD Leadership Breakfast	West Covina	Pomona	22	\$12.87	\$200.00
Three Valleys MWD Leadership Breakfast - Guest speaker Mr. Brad Coffey of MWD presented on planning for an undetermined drought, question and answer by the audience.						

Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation
		From City	To City	Miles Mileage \$	
Approved		Subtotal Meeting Compensation:			\$2,000.00
		Mandatory Deferred Comp 7.5%			(\$150.00)
<hr/>		Subtotal Mileage Reimbursement			\$85.41
Mike Ti		Total			\$1,935.41

Monday, March 7, 2022

Name: Mike Ti, Division 7

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
2/25/2022	Meeting with Charley Wilson	Virtual
Meeting with Charley Wilson - interview by Charley Wilson in preparation for upcoming board team building workshop		

Monday, March 7, 2022



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 16, 2022
Subject: **FY 2022/2023 Annual Purchase Orders**

<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 purchase orders for FY 2022/2023 for the ongoing vendors listed below.

Background:

In compliance with TVMWD's purchasing policy, general purchases exceeding \$75,000 and public projects exceeding \$200,000 are to be approved by the Board.

Discussion:

Staff has listed below vendors/contractors used for an ongoing basis. Staff felt it appropriate to bring these before the Board for consideration for next fiscal year.

- ACWA Joint Powers Insurance Authority (JPIA) - \$630,000 for medical, dental, vision, employee assistance program, liability, property and workers' compensation insurance. This activity is categorized as section E professional services of the purchasing policy. Staff feels JPIA qualifies as a single source vendor.
- Brunick, McElhane & Kennedy Professional Law Corporation - \$212,000 for legal services. This activity is categorized as section E professional services of the purchasing policy. Brunick, McElhane & Kennedy has been with TVMWD for decades. Staff feels Mr. Kennedy's qualifications and history with TVMWD at a very reasonable fee justifies qualification as a single source vendor.
- Michael J. Arnold and Associates - \$75,000 to serve as state legislative lobbyist. This activity is categorized as section E professional services of the purchasing policy. Mr. Arnold has served as TVMWD's state lobbyist for over 18 years. Staff feels Mr. Arnold's qualifications and history with TVMWD justifies qualification as a single source vendor.
- Chemicals - Chemicals are categorized as section B general supplies of the purchasing policy, normally requiring competitive bids. However, chemicals meet the exception to competitive offer requirements as a good with significant market fluctuation. Requiring a

guaranteed price for a year would cost more than simply paying the ebbs and flows of the current market price. Senior staff frequently compares pricing to obtain the lowest cost for each order.

- JCI Jones Chemicals - \$135,000 for chlorine
 - Kemira Water Solutions - \$220,000 for aluminum chlorohydrate
 - Univar USA and Brenntag Pacific - \$135,000 for sodium hydroxide
 - Advanced Water Science - \$85,000 for algaecide
- Denali Water Solutions - \$120,000 for sludge removal services. This activity is categorized as section E professional services of the purchasing policy. Denali removes, transports and disposes the sludge generated during the residual management process. Denali has provided service to TVMWD since 2014. In recent years the cost for this service has increased due to an increased distance required for disposal. Staff has and continues to evaluate disposal options to minimize the costs.
 - Hach Company - \$75,000 for lab supplies, specialized equipment and servicing, categorized as section C proprietary equipment and goods and section E professional services of the purchasing policy. TVMWD uses multiple items of Hach equipment where the corresponding supplies and servicing can only be from Hach.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

None

Meeting History:

Board of Directors Meeting - March 2, 2022, Information Item

NA/JL



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager
Date: March 16, 2022
Subject: Metropolitan Water District Update

<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:

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

Strategic Plan Objective(s):

2.4 - Increase involvement and awareness of all aspects of MWD

Attachment(s):

Exhibit A – MWD Board Meeting Summaries for January, February, and March 2022

Meeting History:

None

NA/ML

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

CONSENT CALENDAR ITEMS – ACTION

The Board:

Authorized on-call agreements with Aspen Environmental Group and Environmental Science Associates, in an amount not to exceed \$750,000 per year each, for a maximum of four years for environmental planning services to support O&M and board-authorized Capital Investment Plan projects. **(Agenda Item 7-1)**

Awarded a \$1,936,977 contract to All American Asphalt for the rehabilitation of asphalt pavement at the Skinner plant. **(Agenda Item 7-2)**

Approved The Metropolitan Water District of Southern California's salary schedules pursuant to CalPERS regulations. **(Agenda Item 7-3)**

Reviewed and considered the County of Riverside's adopted Mitigated Negative Declaration and take related CEQA actions, and authorized the granting of a permanent easement for drainage purposes to the County of Riverside Flood Control and Water Conservation District. **(Agenda Item 7-4)**

Authorized the execution of an amendment to the existing license with Fountains La Verne MHP Associates, L.P. for additional recreational vehicle parking. **(Agenda Item 7-5)**

Authorized modifications of the On-Site Retrofit Program to increase the \$195 per acre-foot incentive term from five to 10 years, and to also allow untreated imported water as eligible for retrofit under the Program. **(Agenda Item 7-6)**

Authorized the General Manager to execute the agreement with WaterWise Consulting, Inc. for inspection and verification services for Metropolitan's water conservation programs. **Agenda Item 7-7)**

Authorized the General Manager to: (a) Execute a renewal of the Municipal Water Quality Investigations Agreement between the Department of Water Resources, the State Water Contractors, and participating urban State Water Project Contractors and continue the MWQI Program for an additional three-year term of January 1, 2023 to December 31, 2025; and (b) Execute a renewal of the Municipal Water Quality Investigations Program Specific Project Agreement between the State Water Contractors and participating urban State Water Project Contractors and continue the MWQI Program for an additional three-year term of January 1, 2023 to December 31, 2025. **(Agenda Item 7-8)**

Authorized the General Manager to execute the Agreement for Temporary Emergency Delivery of a Portion of the Mexican Treaty Waters of the Colorado River to the International Boundary in the Vicinity of Tijuana, Baja California, Mexico, and for Operation of Facilities in the United States for five years, subject to the proposed agreement being in a form approved by the General Counsel and further providing that the proposed agreement will become effective only upon approval and execution by the parties of Minute 327 to the Treaty and adoption of the joint engineering report that are both consistent with the terms of the proposed agreement. **(Agenda Item 7-9)**

Approved, as modified, the recommendations for changes in the Metropolitan Administrative Code to modify the Board Committee structure as set forth in Attachment 1 to Board Letter 7-10 to reflect the new committee structure and duties; and: (1) with the changes recommended by Director Quinn's written revisions distributed to the Board modified to: (a) changing the word "authority" to the word "oversight"; and (b) changing "demand management or supply projects" to "demand management or local and regional supply projects"; and (2) in Item 3b of the Board Letter: deleting "reclamation and their development" and in its place adding "recycling and reuse." **(Agenda Item 7-10)**

CONSENT CALENDAR OTHER ITEMS – ACTION

Adopted resolution to continue remote teleconference meetings pursuant to the Brown Act Section 54953(e) for meetings of Metropolitan's legislative bodies for a period of 30 days. **(Agenda Item 6B)**

OTHER MATTERS AND REPORTS

Presentation of Commendatory Resolution for Director Michael T. Hogan representing San Diego County Water Authority. **(Agenda Item 5G)**

Presentation of Commendatory Resolution for Director John Murray, Jr. representing the city of Los Angeles. **(Agenda Item 5H)**

Presentation of Commendatory Resolution for Director Jerry Butkiewicz representing the San Diego County Water Authority. **(Agenda Item 5I)**

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

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**Summary Report for
The Metropolitan Water District of Southern California
Special Board Meeting
January 25, 2022**

CONSENT CALENDAR ITEMS – ACTION

The Board failed to approve appointments of the Board Vice Chairs and appointment of Chairs and Vice Chairs of standing committees for the term commencing January 25, 2022 through January 1, 2023. (**Agenda Item 7-1**)

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**Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
February 8, 2022**

CONSENT CALENDAR ITEMS – ACTION

The Board:

Set a combined public hearing on March 8, 2022, regarding: (1) the proposed water rates and charges for calendar years 2023 and 2024 necessary to meet the revenue requirements for fiscal years 2022/23 and 2023/24; and (2) review of the applicability of the MWD Act Section 124.5 ad valorem property tax limitation for fiscal years 2022/23 through 2025/26. **(Agenda Item 7-1)**

(a) Authorized an agreement with Parsons Transportation Group Inc. for a not-to-exceed amount of \$2,650,000 for design to replace the utilities at Iron Mountain and Gene pumping plants; (b) Authorized an agreement with Jacobs Engineering Group Inc. for a not-to-exceed amount of \$650,000 for preliminary design to improve physical security at the CRA pumping plants; (c) Authorized an agreement with Tetra Tech, Inc. in an amount not to exceed \$650,000 for preliminary design to rehabilitate the station power and lighting switchrack at the Iron Mountain pumping plant. **(Agenda Item 7-2)**

(a) Authorized an agreement with La Cañada Design Group, Inc. for a not-to-exceed amount of \$4,400,000 to provide preliminary design to upgrade the functional capabilities of Metropolitan's Water Quality Laboratory at the La Verne site; (b) Authorized an agreement with Rincon Consultants, Inc. for a not-to-exceed amount of \$550,000 to provide environmental support services for the planned facility upgrades at the La Verne site. **(Agenda Item 7-3)**

(a) Amended the current CIP to include planning and implementation of infrastructure projects to improve water supply reliability for the western service area; and (b) Authorized a new agreement with Carollo Engineers, Inc. in an amount not to exceed \$300,000 for technical investigations. **(Agenda Item 7-4)**

Reviewed and considered Addendum No. 4 to the 2017 Programmatic Environmental Impact Report; and Awarded \$4,759,000 contract to Facility Builders & Erectors, Inc. for construction of the PCCP Rehabilitation Valve and Equipment Storage Building. **(Agenda Item 7-5)**

Approved Metropolitan's annual membership in the NWRI and authorize annual dues of \$50,000, and approved Metropolitan's annual membership in CCEEB's Air Project and Climate Change Project and authorize annual dues payments of \$30,500 and \$34,000, respectively. **(Agenda Item 7-6)**

Authorized the General Manager to sign the Equity in Infrastructure Project pledge and participate in the project to support opportunities for historically underserved and underutilized businesses. **(Agenda Item 7-7) (Item was deferred)**

(a) Authorized the General Manager to enter into an agreement with the State Water Contractors, Inc. to pursue 2022 Sacramento Valley water transfer supplies, in a form approved by the General Counsel; and (b) Authorized making a \$5 per acre-foot initial administrative deposit and disbursements from that deposit consistent with the agreement not-to-exceed \$500,000. **(Agenda Item 7-8)**

Authorized the General Manager to enter into reverse-cyclic agreements with participating agencies to preserve the availability of SWP supplies to Metropolitan consistent with the terms in Attachment 1 of the Board letter. **(Agenda Item 7-9)**

CONSENT CALENDAR OTHER ITEMS – ACTION

Adopted resolution to continue remote teleconference meetings pursuant to the Brown Act Section 54953(e) for meetings of Metropolitan’s legislative bodies for a period of 30 days. **(Agenda Item 6B)**

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**Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
March 8, 2022**

CONSENT CALENDAR ITEMS – ACTION

The Board:

Authorized the General Manager to negotiate a Project Labor Agreement for application on construction contracts with a value of \$5 million or greater within Metropolitan's Capital Investment Plan. **(Agenda Item 7-1)**

(a) Authorized an agreement with Hazen and Sawyer for a not-to-exceed amount of \$890,000 for design to upgrade the Cabazon Radial Gate Facility; and (b) Authorized an agreement with LEE + RO, Inc. for a not-to-exceed amount of \$904,000 for design to replace radial gates along the San Diego Canal. **(Agenda Item 7-2)**

(a) Adopted CEQA determination that the proposed action was previously addressed in the certified 2020 Program EIR and related CEQA actions; and (b) Awarded \$677,898 contract to Jeremy Harris Construction, Inc. for Stage 1 Right-of-Way and Infrastructure Protection improvements in Western San Bernardino region of Metropolitan's distribution system. **(Agenda Item 7-3)**

Authorized an agreement with HDR Engineering, Inc. for a not-to-exceed amount of \$2,800,000 for preliminary design to improve erosion protection structures along the aqueduct. **(Agenda Item 7-4)**

Authorized the General Manager to enter into a three-year agreement with GP Generate, LLC for media placement and advertising consulting services not to exceed \$10.5 million. **(Agenda Item 7-5)**

Adopt the General Manager's Strategic Priorities. **(Agenda Item 7-6)**
(Item was deferred)

Authorized the General Manager to sign the Equity in Infrastructure Project pledge and participate in the project to support opportunities for historically underserved and underutilized businesses. **(Agenda Item 7-7)**

Authorized an agreement with Kennedy Jenks Consultants in an amount not to exceed \$1.5 million for design of on-site utility systems to serve the Diamond Valley Lake East Marina. **(Agenda Item 7-8)**

Reviewed and considered the County of Riverside's certified Final Environmental Impact Report and Addendum No. 1, and take related CEQA actions; and authorized the granting of a permanent easement for public road purposes to the County of Riverside.
(Agenda Item 7-9)

CONSENT CALENDAR OTHER ITEMS – ACTION

Adopted resolution to continue remote teleconference meetings pursuant to the Brown Act Section 54953(e) for meetings of Metropolitan's legislative bodies for a period of 30 days.
(Agenda Item 6B)

Approved Committee Assignments. Director Fong-Sakai was appointed to the One Water (Conservation and Local Resources) Committee and the Engineering and Operations Committee; Director Miller was appointed to the Water Planning and Stewardship Committee, and the Integrated Resources Plan Special Committee; and Director Smith was removed from the Integrated Resources Plan Special Committee. **(Agenda Item 6C)**

OTHER MATTERS AND REPORTS

Member Agency Overview: Richard Wilson, Assistant General Manager, Water, City of Burbank. **(Agenda Item 4a)**

Public hearing held regarding: (1) the proposed water rates and charges for calendar years 2023 and 2024 necessary to meet the revenue requirements for fiscal years 2022/23 and 2023/24; and (2) Review of the applicability of Metropolitan Water District Act Section 124.5 ad valorem property tax limitation for fiscal years 2022/23 through 2025/26. **(Agenda Item 4b)**

Presentation of 20-year Service Pin to Director David D. De Jesus, representing Three Valleys Municipal Water District. **(Agenda Item 5G)**

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

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Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 16, 2022
Subject: **Conservation/Outreach Programming Update**

<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:

Conservation:

Conservation and water use efficiency continue to remain significant areas of concern during yet another “below average” snowpack season, coupled with the ongoing drought. The state water contractors continue to manage with a 15% state water project allocation and the threat of seeing the percentage drop to an anemic 8%.

All the while, TVMWD continues to encourage conservation programming among its member agencies, especially by promoting funding availability through MWD’s Member Agency Administered Program (MAAP). To recap from the last quarterly update in December, the \$374,000 funding allocated to TVMWD for the current two-year cycle (July 2020 to June 2022) has been all but committed to projects/programs submitted by our member agencies, however, we anticipate that MWD will soon be announcing a new funding amount for the July 2022 to June 2024 cycle.

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

The Turf Replacement Program and device rebates are part of the MWD Regional Program and do not draw from the MAAP funds. Member agencies can promote the regional program to their residential customers who can in turn access rebates through SoCal WaterSmart.

Outreach & Education:

The district continues to work with MWD and its member agencies on the delivery of a unified message pertaining to the drought. Many agencies have already declared a Shortage Level 2 as part of the Water Shortage Contingency Plan, which calls for up to a 20% reduction in water use. TVMWD moved to a Level 2 back in October 2021 and continues to promote conservation messaging through print material outreach, press releases, timely leadership breakfast topics and in the collective outside meetings that staff attends.

In the months ahead, we will be hosting *Young Legislator Programs* for our local assembly members. We are also working with MWD on a timeline for the return of the tri-annual inspection trips and the Solar Cup program. Finally, we are beginning to pick up again with on-site educational school tours of the Miramar Treatment Plant.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – MWD/TVMWD Funding Allocation Summary

Meeting History:

None

KRH

Rev. 03/10/22

**THREE VALLEYS MWD
MWD FUNDING ALLOCATION REQUESTS
FY 2020-22**

Total Allocation	\$ 374,000.00	100%	DOC-WS & DAC Allocation	\$ 280,500.00
Funds Committed	\$ 371,311.57	99%	Non-Doc Allocation	\$ 93,500.00
Balance	\$ 2,688.43	1%	DOC-WS & DAC Committed	\$ 278,500.00
			Non-Doc Committed	\$ 92,811.57
			Balance	\$ 2,688.43

	Agency	Program	Doc/Non-Doc	MWD Project #	Amount	Expensed	Remaining
1	Walnut Valley WD	WVWD Res. Irrigation Survey Program Postcards	Non-Doc	MET 210	\$ 850.00	\$ 817.75	\$ 32.25
2	Walnut Valley WD	WVWD Firescaping Webinars	Non-Doc	MET 158	\$ 3,450.00	\$ 2,750.00	\$ 700.00
3	Walnut Valley WD	WVWD Edible Gardening for Beginners Workshop	Non-Doc	MET 236	\$ 1,250.00	\$ 1,250.00	\$ -
4	Walnut Valley WD	WVWD Residential Leak Detection Workshops	Non-Doc	MET 240	\$ 2,500.00	\$ 2,500.00	\$ -
5	Walnut Valley WD	WVWD "On Demand" Remote Learning Workshops	Non-Doc	MET 241	\$ 1,750.00	\$ 1,750.00	\$ -
6	Rowland WD	RWD "On Demand" Remote Learning Workshops	Non-Doc	MET 255	\$ 5,000.00	\$ 5,000.00	\$ -
7	Walnut Valley WD	WVWD Greywater Education Workshops	Non-Doc	MET 265	\$ 750.00	\$ 750.00	\$ -
8	Walnut Valley WD	WVWD Multiple Device Installation Project - Baker Homes - DAC Community	Non-Doc-DAC	MET 277	\$ 21,000.00	\$ -	\$ 21,000.00
9	Walnut Valley WD	WVWD Toilet Sensor Device Installation - Walnut Park Apartments - DAC Community	Non-Doc-DAC	MET 278	\$ 22,000.00	\$ -	\$ 22,000.00
10	Walnut Valley WD	WVWD Toilet Sensor Device Installation - California Villages - DAC Community	Non-Doc-DAC	MET 279	\$ 37,000.00	\$ -	\$ 37,000.00
11	Walnut Valley WD	WVWD Virtual Survey Program - WaterWise Consulting	Non-Doc	MET 271	\$ 20,000.00	\$ 9,542.46	\$ 10,457.54
12	Walnut Valley WD	WVWD Virtual Survey Program (DAC) - WaterWise Consulting	Non-Doc-DAC	MET 272	\$ 18,500.00	\$ 6,037.98	\$ 12,462.02
13	City of Pomona	Pomona Remote Learning Workshops (GMC)	Non-Doc	MET 280	\$ 1,250.00	\$ 1,250.00	\$ -
14	City of Pomona	Pomona Remote Learning Workshop (GMC)	Non-Doc	MET 281	\$ 500.00	\$ 500.00	\$ -
15	Walnut Valley WD	WVWD "On Demand" Remote Learning Workshops	Non-Doc	MET 282	\$ 500.00	\$ 500.00	\$ -
16	Walnut Valley WD	Walnut Valley WD CII Urinal Rebate Program	Non-Doc	MET 289	\$ 800.00	\$ 800.00	\$ -
17	Rowland WD	RWD "On Demand" Remote Learning Workshops	Non-Doc	MET 288	\$ 7,750.00	\$ 7,750.00	\$ -
18	Walnut Valley WD	Walnut Valley WD AMI Meter Customer Portal	Doc-WS	MET 294	\$ 39,425.00	\$ -	\$ 39,425.00
19	Walnut Valley WD	Walnut Valley WD CII Water Audit Program	Non-Doc	MET 293	\$ 17,500.00	\$ -	\$ 17,500.00
20	Walnut Valley WD	WVWD Educational Learning Workshops	Non-Doc	MET 303	\$ 14,400.00	\$ 8,900.00	\$ 5,500.00
21	Walnut Valley WD	WVWD RES Educational Leak Detection	Non-Doc	MET 308	\$ 1,518.48	\$ 1,518.48	\$ -
22	Walnut Valley WD	WVWD CII Educational Leak Detection	Non-Doc	MET 307	\$ 718.09	\$ 718.09	\$ -
23	Walnut Valley WD	WVWD RES Educational Learning Workshops	Non-Doc	MET 309	\$ 400.00	\$ -	\$ 400.00
24	Walnut Valley WD	WVWD RES Educational Learning Workshops	Non-Doc	MET 310	\$ 500.00	\$ 500.00	\$ -
25	City of Pomona	Pomona Remote Learning Workshops (GMC)	Non-Doc	MET 311	\$ 625.00	\$ 625.00	\$ -
26	Rowland WD	RWD RES Leak Detection Sensors for DAC	Non-Doc-DAC	MET 313	\$ 16,000.00	\$ 15,426.90	\$ 573.10
27	City of Pomona	Pomona Irrigation Tune-Up Program	Non-Doc	MET 325	\$ 5,000.00	\$ -	\$ 5,000.00
28	Walnut Valley WD	WVWD RES Educational Learning Workshops	Non-Doc	MET 333	\$ 800.00	\$ -	\$ 800.00
29	Walnut Valley WD	WVWD RES Firescaping Workshop	Non-Doc	MET 338	\$ 900.00	\$ -	\$ 900.00
30	Walnut Valley WD	WVWD RES Succulent Planting Workshops	Non-Doc	MET 337	\$ 4,500.00	\$ -	\$ 4,500.00
31	City of Pomona	Pomona Water Filling Stations	Non-Doc-DAC	MET ____	\$ 200,000.00	\$ -	\$ 200,000.00
32	Rowland WD	RWD RES Leak Detection Sensors for DAC	Non-Doc-DAC	MET ____	\$ 23,000.00	\$ -	\$ 23,000.00

DOC-WS:	Documented Water Savings	Totals	\$ 371,311.57	\$ 68,886.66	\$ 302,424.91
Non-Doc:	Non-Documented Water Savings				
DAC:	Disadvantaged Community				



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 16, 2022

Subject: **Alternative Cost of Living Adjustment Methods**

<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

Background:

With recent board discussions, staff is providing alternative methods to determine the Cost of Living Adjustment (COLA).

Discussion:

Historically the COLA has been determined using the Consumer Price Index (CPI)- Urban Wage Earners and Clerical Workers prepared by the Bureau of Labor Statistics. The CPI uses information from the Los Angeles, Long Beach and Anaheim area. The current process includes the CPI annual average data points from January through December to determine the COLA every year. Using the annual average data point eliminates inconsistencies in any one particular month. A downside of using the annual data points of January through December is that it creates a delay when the data is collected and when the COLA is effective.

The Board can consider selecting different data points, such as a different 12 month period for annual average or a single month data point. If a different period is considered, staff feels February data is the latest that can be incorporated into the annual budget for a July 1st effective date. The BLS information for February is pending so staff will present the data at next week's meeting.

The ten (10) year average of the current process or potential alternative methods do not result in a CPI number that is substantially different in the long run.

As for budget and rates, every 1% of COLA equates to roughly \$1 of surcharge.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

None

Meeting History:

Board of Directors Meeting - March 2, 2022, Information

Item NA/VR



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 16, 2022

Subject: **Approve Salary Schedule Effective July 1, 2022**

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

Staff Recommendation:

Board approval of the attached salary schedule to be effective July 1, 2022.

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 for consideration of approval is a salary schedule to be effective July 1, 2022, which reflects a 4.29% increase to salary ranges, based on the change from calendar year 2020 to 2021 in the Consumer Price Index - Urban Wage Earners and Clerical Workers, as prepared by the Bureau of Labor Statistics. These ranges were included in calculating the budget for FY 2022-23.

As a reminder, these adjustments are made to the salary ranges, not to the individual employee's salary. Salary changes continue to be based on the merits of the employee's annual evaluation.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Salary Schedule effective July 1, 2022

Meeting History:

Board of Directors Meeting - March 2, 2022, Information Item

NA/VR

Item 9.A - Exhibit A

THREE VALLEYS MUNICIPAL WATER DISTRICT ANNUAL SALARY RANGE BY CLASSIFICATION Effective: July 1, 2022

CLASSIFICATION	Miniumum	Maximum
	Salary Range	Salary Range
	ANNUAL	
ACCOUNTING TECHNICIAN	\$ 59,038	\$ 94,461
ADMINISTRATIVE/COMMUNICATIONS ASSISTANT	\$ 52,226	\$ 83,561
ASSISTANT ENGINEER	\$ 72,198	\$ 115,517
CHIEF ADMINISTRATIVE OFFICER	\$ 159,862	\$ 255,780
CHIEF FINANCE OFFICER	\$ 159,862	\$ 255,780
CHIEF OPERATIONS OFFICER	\$ 159,862	\$ 255,780
CHIEF WATER RESOURCES OFFICER	\$ 159,862	\$ 255,780
COMPLIANCE SPECIALIST	\$ 78,812	\$ 126,099
ENGINEER	\$ 92,253	\$ 147,605
ENGINEERING ASSISTANT	\$ 68,038	\$ 108,860
EXECUTIVE ASSISTANT	\$ 69,204	\$ 110,727
GENERAL MANAGER	\$ 203,846	\$ 326,154
HUMAN RESOURCES/RISK MANAGER	\$ 90,172	\$ 144,275
INFORMATION TECHNOLOGY MANAGER	\$ 116,747	\$ 186,796
INSTRUMENTATION/ELECTRICAL SYSTEM OPERATOR	\$ 81,694	\$ 130,711
OPERATIONS SUPERVISOR	\$ 96,461	\$ 154,338
OPERATIONS SUPERVISOR (T5)	\$ 115,753	\$ 185,205
PLANT ASSISTANT	\$ 44,596	\$ 71,353
PROJECT MANAGER	\$ 116,386	\$ 186,217
SENIOR FINANCIAL ANALYST	\$ 90,172	\$ 144,275
SHIFT OPERATOR II	\$ 54,887	\$ 87,819
SHIFT OPERATOR III	\$ 67,553	\$ 108,085
SHIFT OPERATOR IV	\$ 76,114	\$ 121,782
SHIFT OPERATOR V	\$ 78,647	\$ 125,835

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

Shift Differential Pay

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

On-Call Pay

- Standby operators who serve as the on-call standby operator each evening will be paid \$35 per day (\$70 on holidays).
- Lab 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: March 16, 2022
Subject: **Adopt Resolution No. 22-03-921 Personnel Manual Updates**

<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 adoption of Resolution No. 22-03-921 approving updates to the TVMWD Personnel Manual.

Discussion:

The intent of the updates to the Personnel is to do a general language clean up and clarification. With recent Board and staff input, the following changes were made to the draft Personnel Manual since the last Board meeting.

- **4.2 Layoff:** Language added to allow the General Manager the discretion to provide two (2) weeks’ salary in lieu of a layoff notice.
- **5.3 Computer, Internet, Instant Messaging & E-Mail:** A section was added to this policy advising user that there is no reasonable expectation of privacy while using TVMWD’s network/system.
- **5.16 Social Media:** The Social Media Policy pertaining to employees was moved from the Policy Manual to the Personnel Manual. A Social Media Policy for the Board is currently being created and will be hosted in the Policy Manual.

The draft manual has been reviewed by our legal counsel.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Personnel Manual revised February 2022, Redlined/Strikeout Draft & Clean Draft

Exhibit B – Resolution No. 22-03-921

Meeting History:

Board of Directors Meeting - March 2, 2022, Information Item

NA/VR



PERSONNEL MANUAL 2022

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

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1. PURPOSE AND ADMINISTRATION

The purpose of the District's ~~p~~Personnel ~~m~~Manual ~~p~~olicies shall be to create a fair and uniform system of rights, incentives, and work rules for current and prospective employees. This manual applies to employees (collectively, "employee", "staff", "you", "they", "their") of Three Valley's Municipal Water District (collectively "TVMWD", "District" "we", "our").

This manual describes many rules, policies and procedures regarding employment at TVMWD. It is important that new and existing employees read and understand the material within this manual. Employees should contact the General Manager or Human Resources with any questions relating to the TVMWD Personnel Manual.

This Manual is intended only to summarize and highlight TVMWD Personnel Rules.- No Personnel Manual can anticipate every circumstance or question about personnel rules. TVMWD will address situations as we become aware of them, and we expect and encourage employees to bring to our attention any employment issues that need to be addressed. As circumstances change, the rules described in the manual may also change from time to time. TVMWD reserves the right to change, add to or discontinue any of the rules in this manual, as it deems appropriate.

~~It is the employees' responsibility to read and understand this manual. Please feel free to speak to the General Manager or Human Resources about any questions, comments, or concerns you have about any of the rules described in this manual or about your employment in general.~~

1.1 Equal Employment Opportunity

TVMWD is an Equal Opportunity Employer. It is our policy to comply with all federal, state and local equal opportunity and non-discrimination laws. Our policy is to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of age (over 40), race, religion/creed (including religious dress and grooming practices), color, national origin, ancestry, gender/sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, gender identity and gender expression, medical conditions, marital status, genetic information, military and veterans status, and/or disability (mental and physical including HIV/AIDS, cancer, and generic characteristics) and any other status protected by law, 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.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.2 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 the protected classes listed in section 1.1. 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.

1.3 —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. Sections 5.98 Workplace Violence, Section 5.10 Drug & Alcohol Policy, Section 5.11 Ethics, Section 5.16 Social Media, and Section 154 Harassment, and Section 16 Protections Against Retaliation shall apply to all officers, employees, voluntary personnel, members of the Board of Directors, contractors and consultants.

1.4 —Prior Rules

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

1.5 —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.

In the event that any provision of this Manual conflicts with an otherwise applicable federal or state legal requirement, the federal and/or state requirement shall govern and control.

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 ~~by~~ of the Board.

2.2 Chief—Executive Managers

The ~~four Chief e~~Executive ~~M~~managers, ~~who report~~ing to the General Manager, shall act and supervise in the absence of the General Manager.

2.3 —Personnel Officer

The ~~Chief Administrative Officer, in consultation with the Human Resources/Risk Manager,~~ shall serve as the Personnel Officer and shall perform, as necessary, the following duties and responsibilities:

- a. Administer the provisions of these ~~R~~rules, policies, and guidelines.
- b. Prepare revisions to and/or interpretation of these ~~R~~rules, policies, and guidelines.
- 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.

2.4 Classification & Reclassification Plan

Full-Time ~~Regular~~ Employee

Defined as employees who have successfully completed their initial introductory period, unless otherwise stated. Full-time employees ~~appraisal process and~~ are assigned a definite work schedule of at least 30 hours per week and their employment is expected to continue for an indefinite period of time. Full-time ~~regular~~ employees are eligible for ~~employee~~ benefits as described ~~later~~ in this ~~Handbook~~ manual.

Part-Time ~~Regular~~ Employee

Defined as employees who have successfully completed their ~~initial appraisal process~~ introductory period, unless otherwise stated. ~~and are~~ Part-time employees are assigned a work schedule of less than 30 hours per week and it is expected to continue for an indefinite period of time. Part-time ~~regular~~ employees may be eligible for vacation, sick leave, and holiday benefits as described later in this ~~Handbook~~ manual.

Exempt/Non-Exempt Employee

Employees whose jobs are governed by the FLSA are either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are non-exempt. ~~Some jobs are classified as exempt by definition. For most employees, however, whether they are exempt or non-exempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do. The requirements to determine this status are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). See the General Manager or Human Resources Manager if you have questions.~~

Reclassification Plan

The Chief Administration Officer, in consultation with the Human Resources/Risk Manager, shall ascertain and record the duties and responsibilities of all positions and, after consulting with affected department heads, shall recommend a classification plan, including job descriptions, for such positions. The plan and any revisions thereof shall become effective upon approval ~~of~~ by the ~~TVMWD~~ General Manager.

Following the approval of the classification plan, the Chief Administration Officer shall allocate every position to one of the classifications established by the plan.

When a new position is created, such position may not be filled, until the classification plan has been amended to provide for the new position.

The Human Resources/Risk Manager may initiate a job audit to determine whether the duties of a position have changed to such an extent that they necessitate reclassification of the position from the existing classification to a more appropriate classification. Upon completion of the job audit, ~~the Chief Administration Officer, in partnership with Human~~

Resources shall make a recommendation regarding reclassification to the General Manager.

3. FILLING VACANCIES

3.1 Recruitment Policy

3.1

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.

Candidates must meet the minimum qualifications in order to compete in a recruitment and any specific parameters noted in the job announcement. Only those candidates that meet or exceed the minimum qualifications may be invited to participate in the interview and assessment process.

Applicants requesting reasonable accommodation should contact the District's Human Resources/Risk Manager.

3.2 Qualifications of Applicants

Only those applicants who ~~appear to~~ possess the desirable qualifications may be considered and advanced to the next step in the interview process. Those candidates that meet the minimum qualifications ~~depending on the factors such as the Municipal needs of the Districts,~~ number of positions anticipated to be filled, and the volume and quality of the applicant pool, will be invited to participate in the recruitment process.

A candidate/applicant may not rate, score, or otherwise influence their own assessment evaluation. Whenever practical, panel members who have a close personal relationship with a candidate should be recused and replaced with an alternate rater.

3.3 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.

3.4 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 ~~permissible as allowed~~ by law.

3.5 –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	<u>Cousin</u>
Sister	Uncle	Stepdaughter	

4. ~~SEPARATION, PROMOTION~~PROMOTION, AND INTRODUCTORY PERIOD

4.1 —Separations

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 (6) months or one (1) 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, policies or procedures, 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 (2) weeks’ notice prior to a layoff. Employees provided this two (2) weeks’ notice period will be expected to continue fulfilling their position roles and responsibilities throughout their notice period. . The General Manager has the discretion to provide two (2) weeks’ pay in lieu of a layoff notice.

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 and Human Resources at least two (2) weeks prior to the date of resignation. This will enable TVMWD to arrange for a replacement and assist in the smooth transition of responsibilities. The resignation shall be deemed accepted upon receipt by the Supervisor and Human Resources. ~~Personnel Officer.~~

4.4 —Job Abandonment

An employee is deemed to have resigned from their position if they are absent for five (5) consecutive scheduled work days/shifts without prior authorization and without notification during the period of the absence. The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee’s unauthorized absence. An employee who promptly responds to the agency’s written notice, within the timeframe set forth in the written notice, can arrange for an appointment with the General Manager before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

4.44.5 —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.

4.54.6 –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 Chief Executive Managersment 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.

4.64.7 –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.

4.74.8 Introductory Period Procedures

Human Resources~~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 Human Resources~~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.~~

4.84.9 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.

4.94.10Promotional 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.

4.104.11 Extension of Introductory Period

At the discretion of the General Manager, an employee's introductory period may be extended for an additional period not to exceed one (1) year. Under no circumstances shall any

employee's introductory period be extended more than once per classification.

4.12 -Return of District Property

All TVMWD property in the employee's possession must be returned prior to separation, including keys, key fobs, identification cards, equipment, credit cards, gas cards, devices, and any other TVMWD equipment.

4.13 Employee Reference Requests

All TVMWD property in the employee's possession must be returned prior to separation, including keys, key fobs, identification cards, equipment, credit cards, gas cards, cell phones, pagers, devices, and any other TVMWD equipment.

4.13 Employee Reference Requests

All requests for references must be directed to ~~the~~ Human Resources, ~~or Personnel Officer~~. No other manager, ~~team leader~~ supervisors, or employee is authorized to release references for current or former employees. TVMWD discloses only the dates of employment and the title of the last position held of former employees. If former or current employees ~~you~~ authorize a disclosure in writing, TVMWD will also inform prospective employers or lenders of the amount of salary or wages you last earned.

5 WORK RULES

4.115.1 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 ~~permissible~~ ~~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.

4.125.2 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.

4.135.3 Outside Employment or Activities

~~Full-time e~~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.

4.145.4 Employee Dress and Conduct

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

4.155.5 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 (exemption from California IWC Orders: 1, 2, 4, 10, and 20). -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 Accommodation for Nursing Mothers

The District will accommodate nursing mothers who wish to express breast milk while at work. TVMWD will provide a private area (other than a restroom) for expressing breast

milk. Employees can use their regular rest breaks for this purpose. Employees who need a different time or additional time will be accommodated and should make arrangements with their supervisor. -Regular rest break time used for expressing breast milk will be paid, but additional break time may be unpaid.

4.165.7Financial 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.

4.175.8 —Workplace Civility

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

4.185.9Workplace Violence

The safety and security of employees and ~~customers~~ visitors 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~~ Human Resources with a copy of such order.

5.10 —Drug & Alcohol Use

It is TVMWD's desire to promote a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on TVMWD premises and while conducting business-related activities of TVMWD, no employee may use, possess, distribute, sell, or be under the influence of alcohol and/or marijuana, and/or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe

manner that does not endanger the employee or other individuals in the workplace. Employees are required to notify Human Resources ~~their supervisor~~ if they are taking any prescription drug that is likely to impair their performance. Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

For the purpose of this policy, substance abuse includes the use or possession of illegal drugs, alcohol, marijuana, sharing of prescription drugs, or abuse of prescription drugs, which could impair your work performance and/or ability to perform your job safely. It is expected that:

Employee shall not be at work, drive a vehicle on TVMWD business, or operate the TVMWD's equipment with any amount of alcohol, marijuana or illegal drugs in their system which would result in a confirmed positive test; shall not use alcohol or marijuana, possess open containers of alcohol, possess marijuana or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide alcohol, marijuana or illegal drugs to any person while on duty.

If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your supervisor or Human Resources Manager and Administration prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.

4.195.11 Ethics

The successful operation and reputation of TVMWD is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as ~~a~~ maintaining the highest standards of conduct and personal integrity. TVMWD will comply with all applicable laws and regulations and conduct business in accordance with the intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

4.205.12 Visitors in the Workplace

All visitors must check-in at the Reception Desk and disclose the visitors' name, company, reason for visit, phone number, arrival time and departure time using the check-in form located at the reception desk. If an unauthorized or suspicious individual is observed on TVMWD's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

4.215.13 Computer, Internet, Instant MessagingInternet & E-Mail Policy

When using a District computer or other portable electronic devices to access the Internet, Instant Messaging and E-mail, employees shall conduct themselves professionally and

appropriately in accordance with the Internet Acceptable Use Policy, Email Acceptable Use Policy and Password Policy procedures detailed in the District's Policy Manual. ~~Internet and E-Mail policy.~~

Users have no reasonable expectation of privacy regarding communications or data transiting, stored on or traveling to or from this network/system. Any communications or data transiting, stored on or traveling to or from this network/system will be monitored and may be disclosed to third parties, including other governmental entities, or used for any lawful government purpose.

4.225.14 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.

4.235.15 ~~iPad~~ Electronic Devices Use

The District establishes guidelines for the employee use of district-owned ~~iPad tablets~~ devices and service plans provided by the District. Electronic devices include but are not limited to tablets, laptops, workstations, and smartphones.

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

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

5.16 Social Media

~~Employees shall conduct themselves professionally and appropriately in accordance with the Social Media Policy detailed in the Policy Manual.~~

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

TVMWD expect and insist, however, that our employees' use of Social Media be confined to non-work time and to employees' own electronic equipment. We do not permit

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

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

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

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

When using Social Media, use good judgment. Be aware that there may be consequences to what you post or publish online. These consequences may include discipline up to and including termination of employment if the conduct violates TVMWD rules or policies, or if TVMWD determines that your posting or publication is not legally protected and harms (or has the potential to harm) TVMWD interests and obligations.

4.245.17 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. ~~Peer~~ **Unsatisfactory job** performance **and/or inefficiency.**
- b. Using abusive or vulgar language or causing disruption to the ~~work place~~ **workplace** 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.
- ~~i.~~ j. ~~Theft~~
- ~~j.~~ k. Smoking of tobacco products and electronic cigarettes in restricted areas, subject to Government Code 7596, 7597 & 7598.
- ~~k.~~ l. Leaving District property without supervisor approval prior to the end of a scheduled work day.
- ~~l.~~ m. Sexual harassment, discrimination, or other unlawful harassment of another employee (see Section 154).
- ~~m.~~ n. Giving false or misleading information during the application and/or selection process.
- ~~n.~~ o. Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- ~~o.~~ p. 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.
- v. Violation of any department rules, TVMWD policies or regulations, ordinances or resolutions.
- ~~u.~~ Ma
- w. making any false representation or statement or making any omission of a material fact.
- ~~w.~~ x. Dishonesty

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.

4.255.18 ——— 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.~~ Making excessive non-emergency personal calls during working hours that interfere with productivity.
- ~~b.~~a. 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.~~b. Failure to maintain equipment assigned to the employee.
- ~~d.~~c. Failure to immediately report breakdowns or unsafe operation of equipment or facilities.
- ~~e.~~d. Failure to perform assigned tasks that are within the scope of the employee’s position in a professional workmanlike manner without undue waste or delay.
- ~~f.~~e. Intentionally placing the District in a position of liability for damages or injury to another person or their property.
- ~~g.~~f. Unauthorized binding of the District to a contract.
- ~~h.~~g. Failure to maintain a positive working attitude in the daily course of District business.
- ~~i.~~h. 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.~~i. 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.~~j. Theft or misappropriation of any property of the District or its employees.
- ~~l.~~k. Careless, negligent or intentional mishandling of any District property, records, vehicles, materials or equipment.
- ~~m.~~l. Careless, negligent, abusive or other actions that endanger or threaten to endanger an employee or the public.
- ~~n.~~m. Falsifying work records or the practice of fraud of any type.
- ~~o.~~n. Leaving the job during duty hours without approval of supervisor.
- ~~p.~~o. Violation of safety rules, procedures and regulations.
- ~~q.~~p. Becoming uninsurable by standards of the District’s insurance carrier for any reason.
- ~~r.~~q. Sleeping on the job or repeatedly reporting to work later than the assigned hour, after having been duly warned.

- ~~s.r.~~ Unlawful possession of firearms or illegal weapons while on District property.
- ~~t.s.~~ Conviction of a felony, or misdemeanor involving moral turpitude, and incarceration for more than thirty (30) days.
- ~~u.t.~~ Unsatisfactory work performance.
- ~~v.u.~~ Discourteous treatment of the public or fellow employees, or other conduct unbecoming an officer or employee of the District.
- ~~w.v.~~ Unexcused and/or repeated tardiness or absenteeism.
- ~~x.w.~~ Insubordination or failure to comply with instructions.
- ~~y.x.~~ 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

4.266.1—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, at the discretion of the General Manager. An ~~regular~~-employee may be demoted, reduced in salary step, suspended, or dismissed only for cause in accordance with these procedures. An ~~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 Types of Counseling, Reprimands and Discipline

The following are types of counseling, reprimands and discipline which TVMWD may impose:

- ~~• Counseling Memo: A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to the discipline or discipline appeal procedures described below.~~
- Counseling Memo: A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to the discipline or discipline appeal procedures described below.
- Verbal Reprimand: A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the performance evaluation, as the supervisor deems necessary. A verbal reprimand is not subject to the discipline or discipline appeal procedures described below.
- Written Reprimand: A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is not subject to the discipline or discipline appeal procedures described below. The employee has the right to have their written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the General Manager within 14 days after the reprimand is received.

- Suspension Without Pay: TVMWD may suspend an employee from their position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation.- A suspension without pay is subject to the discipline and discipline appeal procedures described below. Employees who are FLSA exempt from Fair Labor Standards Act (FLSA) overtime will only be suspended as authorized permitted by the FLSA law.
- Reduction in Pay or Paid Leave: TVMWD may reduce an employee's pay or paid leave for cause.- A reduction in pay for disciplinary purposes may take one of three following forms: -1) a decrease in salary to a lower step within the salary range; or 2) a decrease in salary paid to an employee for a fixed period of time; or 3) loss of accrued paid vacation or administrative leave, floating holiday, or compensatory time off.—Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the performance evaluation.- A reduction in pay is subject to the discipline and discipline appeal procedures described below.—Employees who are exempt from the Fair Labor Standards Act (FLSA) overtime requirements are not subject to pay reduction, except loss of accrued vacation, floating holiday, or administrative leave.
- Demotion: TVMWD may demote an employee from their position to a lower position for cause. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the performance evaluation.- A demotion is subject to the discipline and discipline appeal procedures described below.
- Dismissal: TVMWD may dismiss an employee from the employees' position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. -A dismissed employee is entitled to the discipline and discipline appeal procedures described below.

4.276.3—Notice of Proposed Disciplinary Action

Prior to issuance of a written order to either suspend, demote, ~~reduce in step~~ reduction in salary, or dismiss an ~~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 and the level of intended discipline.
- 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.

d.e. Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.

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.

4.286.4—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.

4.296.5—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 ~~to~~ the employee or sent by certified mail to the employee's ~~last known~~ address on file.

4.306.6—Appeal Procedure

Notice of Appeal and Request for Hearing. ~~An 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-business~~ 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) business 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.

4.316.7—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

Item 9.B - Exhibit A

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) business working days of the outcome of its final decision.

7 EFFECTS OF DISMISSAL

5.17.1 — Effect of Dismissal

Dismissal of an employee from the District's 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 Chief senior Executive Mmanagementsment employees, administrative leave and qualifying unused comp time for non-exempt employees as of the date of dismissal.
- c. -Medical, Dental, and Vision benefits will end on the last day of the month of employment. Life and Disability coverages require "active" employment; therefore, coverage for these twobenefits will end on their last day worked. COBRA notification will be sent directly to employee's address on file. home.
- ~~d.~~ -Employee must contact will be notified directly by CalPERS directly to determine regarding their options.
- ~~e.~~ -If employee is enrolled in a deferred compensation program, employee must contact _____ t _____ the plan carrier to discuss options.

8 RECORDS

8.1 ~~_____~~—Personnel Records

~~The Personnel Officer/Human Resources 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 pertinent information. as the Personnel Officer 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 and employee, or by a court order.~~

~~Inspection of File: A current employee may inspect their own personnel file, at a reasonable time and at reasonable intervals, within 30 days of a written request.- A former employee is entitled to inspect his or her their personnel records one (1) time per year.- A current or former employee and/or their representative, who wishes to review the employees personnel file should make a written request to the Human Resources/Risk- Manager. The inspection must occur in the presence of the Human Resources/Risk Manager, General Manager, or designee and: at a location where the employee works the District and at a time other than the employee's work time at another agreed upon location without loss of compensation to the employee.~~

~~Copies: A current or former employee is entitled to receive a copy of their personnel records within 30 days after TVMWD receives a written request. A current or former employee who wishes to receive such a copy should contact the Human Resources/Risk Manager in writing. TVMWD may charge a fee for the actual cost of copying.~~

~~Representative's Inspection: If the current or former employee wishes to have another person/representative inspect their personnel file, the current or former employee must provide the person/representative with written authorization. -The Human Resources Manager will notify the employee and/or representative of the date, time and place of the inspection in writing.~~

~~No Removal of File Documents: No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.~~

~~Limitations on access or copying of personnel file: Prior to making a copy of personnel records or allowing inspection, TVMWD may redact the names of nonsupervisory employees. Under no circumstances will TVMWD provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.~~

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

~~9.1~~

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

~~FRegular, full-time~~ 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 (1) 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

~~FRegular, full-time~~ 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~~ attend 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 ~~forty-eight (48) hours~~ five (5) consecutive scheduled work days/shifts ~~working days~~ 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 other 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:

- Up to a ~~A~~ one- (1) hour non-compensated meal period will be provided to all full-time administrative and part-time employees each day they work five (5) 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 Chief Operations Officer or Operations Supervisor(s) Operations Manager
 - Employees are permitted twenty (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 (1)-hour meal period each day the employee works five (5) 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: Chief Officers senior management (General Manager, Chief Administrative Officer, Chief of Engineering/Operations Officer, Chief Finance Officer and Chief Water Resources Officer Water Operations Manager) and non-senior management (Information Technology Manager, Project Manager, Senior Financial Analyst and Operations Supervisor).~~

In accordance with the Fair Labor Standards Act (FLSA) regulations, job classifications determined to be exempt are not eligible for overtime. Based upon the FLSA, the following job classifications are exempt:

- Chief Administrative Officer
- Chief Financial Officer
- Chief Operations Officer
- Chief Water Resources Officer
- Compliance Specialist
- Human Resources/Risk Manager
- Information Technology Manager
- Operations Supervisor
- Project Manager
- Senior Financial Analyst

TVMWD recognizes that on occasion exempt employees may have to attend to personal matters. TVMWD will attempt every effort to accommodate the employee's time off requested. However, TVMWD must ensure the District's needs are maintained at all times. Therefore, time off must be scheduled in advance and with prior approval of the employee's manager.

Exempt employees, in good standing with TVMWD, that request time off in increments of four (4) hours or less, do not have to use their available leaves.

There is no legal requirement or obligation of TVMWD to grant such arrangement. Therefore, the General Manager reserves the right to modify or terminate this practice at any time. Any abuse of this benefit will be immediately addressed with the employee. If it is determined that the employee abused such benefit, the benefit will be revoked for a period of time or revoked permanently, as determined by the General Manager.

10.6 — ~~Management~~Administrative Leave

Exempt ~~employees, excluding non-Chief Executive senior Mmanagersment employees~~ shall be eligible for ~~five days~~ 50 hours of ~~Management~~Administrative Leave annually (pro-rated based on date of eligibility for leave). ~~Administrative Management~~ Leave shall be credited in a lump sum at the beginning of each calendar year. Unused ~~Administrative Management~~ Leave hours will be carried over from year-to-year, unless the exempt employees non-senior manager has met their vacation cap. Administrative Management Leave would then be converted to vacation hours for mandatory vacation cash-out purposes, as vacation days to the following year. Use of ~~Administrative Management~~ Leave hours must be approved by employee's 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 forty (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. The regular work week shall commence on Monday at 12:01am for all employees and conclude on Sunday at Midnight. A non-exempt operations employee who performs work in excess of ten (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 or employee's direct supervisor, employees may be permitted to work a flexible work schedule equivalent to forty (40) hours in a work week.

Flexible Work Schedules allows an employee to work hours that differ from the normal district start and end time, while continuing to meet the needs of TVMWD.

10.9 — Compensatory Time

Hours accrued in addition of forty (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 the employee's your supervisor. Comp time is not available to exempt or operations employees. Comp time is capped at 240 hours, ~~so a~~ Any additional time earned will be compensated to the employee. Comp time balances will be paid down to a balance of fifty (50) hours, once per year, on December 31. Earned and unused comp time will be paid-out at time of separation of employment.

10.10 — On-Call Operators

Two (2) 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 (1) 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 thirty (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 (1) 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 an additional 10% of their hourly additional pay for hours worked Friday, Saturday ~~and~~ Sunday.

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

10.12 —Fatigue Pay and Adjusted Hours Worked

Fatigue ~~Pay~~ and adjusted hours worked 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 10:00-pm and 6:00-am before a scheduled workday shall be eligible for fatigue pay and be subject to an adjustment to their work schedule the following day.; ~~This which~~ means the employee will take an equivalent number of hours off during ~~the~~ the following 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.

Example # 1: an employee who is scheduled to work Monday from 6:00am – 4:00pm and Tuesday from 6:00am – 4:00pm and is called in to work for additional hours on Monday from 10:00pm – 1:00am would log their hours as follows –

<u>Monday</u>	<u>6:00am – 4:00pm (10 regular hours of pay) + 10:00pm – 1:00am (3 hours of overtime pay)</u>
<u>Tuesday</u>	<u>6:00am – 9:00am (3 hours fatigue pay paid at regular hourly rate) + 9:00am – 4:00pm (7-regular hours of pay) The employee will report to work at 9:00am to ensure they are given appropriate rest time between work shifts and will be compensated for this rest time (fatigue pay)</u>

Example # 2: an employee who is scheduled to work Monday from 6:00am – 4:00pm and is called in to work for additional hours on Monday from 3:00am – 6:00am may stay at work and in turn leave the equivalent number of hours early. In this scenario, the employee would log their hours as follows:—

<u>Monday</u>	<u>3:00am – 6:00am (3 hours of overtime pay) + 6:00am – 1:00pm (7-hours of regular pay) + 1:00pm – 4:00pm (3 hours of fatigue pay at regular hourly rate)</u>
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~~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.~~

Item 9.B - Exhibit A

If hours worked accumulates over eight (8) hours from 4:00–pm – 6:00–am, with sSupervisor or managers approval, the employee will be eligible to take off the next day and receive ten (10) hours of fatigue pay.

If an employee reports to work on Friday, Saturday and/or Sunday, the employee would be eligible for shift differential ~~and Fatigue Pay.~~

11. HOLIDAYS, VACATION AND LEAVES

11.1 -Holidays

The District shall observe the following holidays:

1. New Year's Day (January 1)
2. Presidents' Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4)
5. Labor Day (First Monday in September)
6. Veterans' Day (November 11)
7. Thanksgiving Day & Day After (Fourth Thursday and Friday in November)
8. 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. Holiday hours must be taken in full day increments and must be approved by the supervisor.

The District will recognize a holiday break, typically between Christmas and New Years. The holiday break will be designated every year by the General Manager. Employees will receive an equivalent number of holidays based on their normal work schedule during the holiday break.

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 the~~ additional ~~ten~~^{eight} hours they are scheduled to work at regular pay for that holiday.

11.3 —Vacation Accrual

Based on a ~~bi-weekly pay period, 40-hour work week~~, vacation time shall be accrued as follows for full-time ~~non-senior management~~ employees (except for Chief Executive Managers Chief Level Officers): ~~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.~~

<u>Years of Service</u>	<u>Bi-weekly Pay Period Vacation Accrual Rate</u>
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<u>0 – 4 years</u>	<u>3.08 hours</u>
<u>5 – 9 years</u>	<u>4.62 hours</u>
<u>10 years</u>	<u>4.93 hours</u>
<u>11 years</u>	<u>5.23 hours</u>
<u>12 years</u>	<u>5.54 hours</u>
<u>13 years</u>	<u>5.85 hours</u>
<u>14 + years</u>	<u>6.16 hours</u>

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 a prorated rate of 40 hours per week 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 successfully completing on three (3) months of employment 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 31st of each year, vacation balances will be paid down to 420 hours for full-time non-senior management exempt employees and 320 hours for all other non-employees.

11.7 —Universal Leave

Chief Senior Executive Managers ment Chief Level Officers 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.

<u>Years of Service</u>	<u>Bi-weekly Pay Period Universal Leave Accrual Rate</u>
<u>0 – 4 years</u>	<u>8.93 hours</u>
<u>5 – 9 years</u>	<u>10.77 hours</u>
<u>10 – 14 years</u>	<u>11.70 hours</u>
<u>11 years</u>	<u>11.70 hours</u>
<u>12 years</u>	<u>11.70 hours</u>
<u>13 years</u>	<u>11.70 hours</u>
<u>14 years</u>	<u>11.70 hours</u>
<u>15+ years</u>	<u>13.54 hours</u>

On December 31st of each year, universal leave balances will be paid down to 620 hours. ~~Chief A-seniorExecutive Mmanagements-employee~~ shall be entitled to use the universal leave accrued upon completing three (3) months of employment completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

To comply with the Paid Sick Leave Act, Chief Executive Managers may use universal leave prior to completing the introductory period for the following purposes:

- Medical condition that prevents an employee from performing the duties of their position
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employees' family member
- For an employee who is a victim of domestic violence, sexual assault, or stalking

For the purposes of Sick Leave, a "family member" is defined as

- A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis).
- A biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employees' spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor.
- A spouse, registered domestic partner, grandparent, grandchild, and/or sibling.

11.8 -Sick Leave Accrual

All full-time, ~~non-senior-management~~ employees, with the exception of Chief Executive Managers, shall be credited with 3.7 sick 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 one (1) hour of sick leave per every 30 hours worked.

- Accrual begins immediately for those employees who work 30 or more days within a yearbut 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

11.9 —Use of Sick Leave

~~Sick leaveUpon the verbal or written request of an employee, sick leave will be provided for the following purposes: 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.~~

- Medical condition that prevents an employee from performing the duties of their position
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member
- For an employee who is a victim of domestic violence, sexual assault, or stalking

For the purposes of Sick Leave, a “family member” is defined as

- A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis).
- A biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employees' spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor.
- A spouse, registered domestic partner, grandparent, grandchild, and/or sibling.

Employees that retire from CalPERS and meets the TVMWD retiree eligibility will get their unused sick hours converted to CalPERS service credit upon retirement from TVMWD.

11.10 —Sickness Verification

If an employee is absent from work and misses more than three (3) consecutive days of service, ~~the~~ 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/unable to work. Employees are required to notify their supervisors as far in advance as possible of known absences. If the employee's supervisor is unavailable, the employee must contact the front office and notify a TVMWD employee of their absence.

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, administrative, universal 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
			<u>Cousin?</u>

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 and federal law. In general, if the employee has been absent from a position of civilian employment by reason of service in the uniformed services, the employee will be eligible for reemployment under the Uniformed Services Employment and Reemployment Rights Act (USERRA) by meeting the following criteria:

- The employer had advance notice of the employee's military obligation;
- The employee has been away from this employer five (5) years or less due to military obligations (excluding exemptions);
- The employee returns to work in a timely manner as defined under USERRA; and,
- The employee has not been separated from uniformed services with a disqualifying discharge or under other than honorable conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA also requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued vacation or annual leave while performing military duty.

11.15 —Jury Duty Leave

Employees are authorized to take a 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, if the need of a jury duty leave is in excess of ten (10) working days. 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 leaves~~ 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 (2) 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 or conflicts with the an employee's work shift. TVMWD allows sufficient time for employees to complete any required certification renewal. Employees should plan training appropriately to avoid requesting for various training that will interfere with operations.

~~If time off for more than one (1) training day within the same occurrence, that overlaps or conflicts an employee's work shift, the employee may request 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 & Medical Leave

11.19

~~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.~~

The District will provide job-protected Leave to eligible employees requiring time off from work for family and/or medical reasons in accordance with applicable federal and state leave of absence laws.

1. Family care, medical, and military family leave for up to 12 or 26 weeks per year, depending on the reason, in accordance with the California Family Rights Act ("CFRA") and the Federal Family and Medical Leave Act of 1993, as amended ("FMLA");
2. Pregnancy leave for up to four (4) months in accordance with the California Fair Employment and Housing Act ("FEHA");
3. Disability leave as required to reasonably accommodate employees with a workplace injury or a qualified disability under the Americans with Disabilities Act ("ADA") or the FEHA; and
4. Leave for other legally required absences as set forth below.

TVMWD complies with applicable family care, medical leave, and military family leave laws. Under the FMLA it is unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

To be eligible for family care, medical, and military family leave, an employee must have

worked for TVMWD for at least twelve (12) months prior to the date on which the leave is to commence.

In the case of a pregnancy-related disability or other legally protected disability or medical condition or work-related injury, an employee may not need to satisfy all the above requirements. In such circumstances, the employee should contact Human Resources for clarification about ~~his or her~~their rights for other types of leave.

- Employee's Obligation to Periodically Report: Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.
- Fitness for Duty Certification: As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his or her job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

If you have questions or would like further clarification about your rights under the FMLA, CFRA or other types of leave, please contact Human Resources.

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~~ leaves, in minimum of one (1) hour increments, ~~as when added~~ to offset their workers' compensation indemnity ~~will result in a payment of not more than~~ up to 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~~ leaves, where permitted by law, 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~~ leaves, 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.

In addition to family, medical or pregnancy-related disability leaves described in previous section 11.19, employee may be eligible take a temporary disability leave of absence, if necessary, to reasonably accommodate a workplace injury or a disability under the ADAAA or the FEHA. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled.

11.22 —Leave of AbsenceWithout 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.

The District may recover from the employee the premiums that TVMWD paid to maintain coverage for the employee under the group health plan if the employee fails to remit such payment during the course of their leave of absence or if the employee failure to return from their leave of absence.

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.

12.1 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 350 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 6:00-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 7:00-pm.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

12.6 Compensation for Travel Time

Non-exempt 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, or other matters pertaining to employment with the District.

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, to the extent permissible by law. During the course of workplace investigations, the District can only guarantee limited confidentiality – that the information will be limited to those who need to know, because it may be necessary to disclose information obtained during the investigation in order to complete the investigation and take appropriate action. It is not possible to promise that a complaint can be kept entirely confidential for several reasons:

- If the complaint is of potential violation of law or policy, the employer will need to investigate, and in the process of investigating it is likely that people will know or assume details about the allegations, including the identity of the person who complained. This is true even when the name of the complainant is kept confidential since allegations are often clear enough for people to figure out who complained about what.
- The individual receiving the complaint will usually have to consult with someone else at the company about what steps to take and to collect information about whether there have been past complaints involving the same employee, etc. That means the complaint will be discussed with others within the organization.
- The District may need to take disciplinary action. Again, while the identity of the person who brought the complaint may in some cases be kept confidential, the complaint itself cannot be.

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 and/or Human Resources. The General Manager and/or Human Resources 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 in partnership with Human Resources 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 The General Manager and Human Resources Department 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 the protected classes outlined in section 1.1. race, color, religion, gender, national origin, age and disability.

14 WHISTLEBLOWER POLICY

It is TVMWD's intent to protect its integrity, ensure the highest standards of conduct among its employees, and adhere to all applicable laws and regulations. TVMWD therefore encourages employees to report any reasonable belief that a violation has potentially occurred due to any rule, policy, procedure, practice or activity by TVMWD or its employees, districts, or vendors.- Reports of any such potentially improper activity may be submitted on a confidential basis to any of the Chief Executive Managers a Chief Level Officer or Human Resources.- Alternatively, employees may provide an anonymous report through the Fraud Hotline by calling: 1-855-FRAUD-HL (1-855-372-8345).

Reports of discrimination, harassment or retaliation should be made under the Discrimination, Harassment, and Retaliation Prevention Policy, below.

TVMWD will not retaliate against an employee who, in good faith, reports any potentially improper activity, whether to TVMWD or to a government enforcement agency. Nor will TVMWD tolerate any other employee retaliating against or attempting to influence the employee for such reports. Any employee who engages in retaliation will be subject to discipline up to and including termination of employment. TVMWD will conduct a prompt and appropriate investigation into all reports of potentially improper activity.

All employees are required to cooperate with TVMWD's internal investigations by providing any requested information and truthfully and fully answering questions. Failure to cooperate with or impeding an investigation, or knowingly providing false information, will result in disciplinary action. Reports of potentially improper activity and related investigations will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation.

Anyone found to have engaged in improper activity will be subject to disciplinary action up to and including termination of employment.

1415 HARASSMENT & DISCRIMINATION

This Discrimination, Harassment and Retaliation Prevention Policy reflects TVMWD's commitment to a respectful workplace and commitment to preventing unlawful discrimination, harassment and retaliation from occurring in the work environment. This policy protects individuals who perform services for TVMWD in the workplace, including District employees, contractors, interns, and volunteers. This policy refers to this broad category of protected persons as "individuals."

Sexual harassment is the unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment. Discriminatory harassment is any unwelcome, typically repeated offensive conduct that is directed at an individual because of their/his/her membership in a legally protected class.

State and federal law protect individuals from workplace discrimination and harassment based on certain legally protected characteristics. This policy uses the term "Legally Protected Characteristics" to encompass all legally protected categories, including:

- Age (over 40)
- Race
- Religion/creed (including religious dress and grooming practices)
- Color
- National origin
- Ancestry
- Gender/sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Sexual orientation
- Gender identity and gender expression
- Medical conditions
- Marital status
- Genetic information
- Military and Veteran status
- Disability (mental and physical)

Harassment of employees due to their Legally Protected Class, ~~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 either verbally or in writing to the General Manager, Human Resources or the President of the Board of Directors if the complaint is against the General Manager. Upon receipt of a harassment complaint, Human Resources in partnership with the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct an ~~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, but are not limited to, 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 harassed or sexually harassed or are aware of or suspect the occurrence of harassment or sexual harassment, immediately contact your supervisor, Human Resources, Personnel Officer, Chief Executive Managers 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.

Any individual who engages in prohibited harassment, including Supervisors or Managers who knew about the harassment but took no action to stop it, may be held personally liable under the law for monetary damages. Any Supervisor or Manager who knew about prohibited harassment and failed to report the harassment as stated in this policy, may also be subject to disciplinary action, up to and including termination of employment.

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent permissible by law. Complete confidentiality cannot occur due to the

need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss their interview with a designated representative. TVMWD will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

16 PROTECTIONS AGAINST RETAILATION

Retaliation is strictly prohibited against any individual by another employee or supervisor for using the employee complaint procedure, reporting proscribed harassment or discrimination, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the District.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire or promote. Anyone found to be engaging in any type of prohibited discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

17 OPEN DOOR POLICY

TVMWD has an open-door policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication. Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, as soon as possible after the events that cause the concern.

Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although TVMWD cannot guarantee that in each instance the employee will be satisfied with the result, the District will attempt in each instance to explain the result to the employee if the employee is not satisfied. TVMWD will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. Furthermore, if employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. We believe that TVMWD amply demonstrates its commitment to employees by responding effectively to employee concerns.

18 REASONABLE ACCOMODATION

TVMWD is committed to complying fully with the federal and state laws regarding equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. TVMWD will make reasonable accommodations for the known physical or mental limitations or an otherwise qualified individual with a disability who is an applicant or an employee, unless doing so would result in an undue hardship to the organization.

If the disability or the need for reasonable accommodation is not obvious, TVMWD may require the individual to provide reasonable medical documentation confirming the existence

of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the agency will: 1) explain the insufficiency; 2) allow the employee or applicant to supplement the documentation; and 3) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, TVMWD will provide the employee with notice of the need for a medical certification within two (2) business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: a description of the requested accommodation or transfer; a statement describing the medical advisability of the accommodation or transfer due to pregnancy; and the date that the need for the accommodation or transfer will become necessary and the estimated duration of the accommodation or transfer.

TVMWD will also make reasonable accommodations for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

- An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:
 - (a) A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and
 - (b) A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

1519 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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PERSONNEL MANUAL 2022

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

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

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DRAFT

1. PURPOSE AND ADMINISTRATION

The purpose of the District's Personnel Manual shall be to create a fair and uniform system of rights, incentives, and work rules for current and prospective employees. This manual applies to employees (collectively, "employee", "staff", "you", "they", "their") of Three Valleys Municipal Water District (collectively "TVWMD", "District" "we", "our").

This manual describes many rules, policies and procedures regarding employment at TVMWD. It is important that new and existing employees read and understand the material within this manual. Employees should contact the General Manager or Human Resources with any questions relating to the TVMWD Personnel Manual.

This Manual is intended only to summarize and highlight TVMWD Personnel Rules. No Personnel Manual can anticipate every circumstance or question about personnel rules. TVMWD will address situations as we become aware of them, and we expect and encourage employees to bring to our attention any employment issues that need to be addressed. As circumstances change, the rules described in the manual may also change from time to time. TVMWD reserves the right to change, add to or discontinue any of the rules in this manual, as it deems appropriate.

1.1 Equal Employment Opportunity

TVMWD is an Equal Opportunity Employer. It is our policy to comply with all federal, state and local equal opportunity and non-discrimination laws. Our policy is to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of age (over 40), race, religion/creed (including religious dress and grooming practices), color, national origin, ancestry, gender/sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, gender identity and gender expression, medical conditions, marital status, genetic information, military and veterans status, disability (mental and physical including HIV/AIDS, cancer, and generic characteristics) and any other status protected by law, 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.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.2 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 the protected classes listed in section 1.1.

1.3 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. *Sections 5.9 Workplace Violence, Section 5.10 Drug & Alcohol Policy, Section 5.11 Ethics, Section 5.16 Social Media, Section 15 Harassment, and Section 16 Protections Against Retaliation* shall apply to all officers, employees, voluntary personnel, members of the Board of Directors, contractors and consultants.

1.4 Prior Rules

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

1.5 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.

In the event that any provision of this Manual conflicts with an otherwise applicable federal or state legal requirement, the federal and/or state requirement shall govern and control.

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 review by the Board.

2.2 Chief Executive Managers

The Chief Executive Managers, reporting to the General Manager, shall act and supervise in the absence of the General Manager.

2.3 Personnel Officer

The Human Resources/Risk Manager, shall serve as the Personnel Officer and shall perform, as necessary, the following duties and responsibilities:

- a. Administer the provisions of these rules, policies, and guidelines.
- b. Prepare revisions to and/or interpretation of these rules, policies, and guidelines.
- 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.

2.4 Classification & Reclassification Plan

Full-Time Employee

Defined as employees who have successfully completed their initial introductory period, unless otherwise stated. Full-time employees are assigned a definite work schedule of at least 30 hours per week and their employment is expected to continue for an indefinite period of time. Full-time employees are eligible for benefits as described in this manual.

Part-Time Employee

Defined as employees who have successfully completed their introductory period, unless otherwise stated. Part-time employees are assigned a work schedule of less than 30 hours per week and it is expected to continue for an indefinite period of time. Part-time employees may be eligible for vacation, sick leave, and holiday benefits as described later in this manual.

Exempt/Non-Exempt Employee

Employees whose jobs are governed by the FLSA are either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are non-exempt.

Reclassification Plan

The Chief Administration Officer, in consultation with the Human Resources/Risk Manager, shall ascertain and record the duties and responsibilities of all positions and, after consulting with affected department heads, shall recommend a classification plan, including job descriptions, for such positions. The plan and any revisions thereof shall become effective upon approval by the General Manager.

Following the approval of the classification plan, the Chief Administration Officer shall allocate every position to one of the classifications established by the plan.

When a new position is created, such position may not be filled, until the classification plan has been amended to provide for the new position.

The Human Resources/Risk Manager may initiate a job audit to determine whether the duties of a position have changed to such an extent that they necessitate reclassification of the position from the existing classification to a more appropriate classification. Upon completion of the job audit, Human Resources shall make a recommendation regarding reclassification to the General Manager.

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.

Candidates must meet the minimum qualifications in order to compete in a recruitment and any specific parameters noted in the job announcement. Only those candidates that meet or exceed the minimum qualifications may be invited to participate in the interview and assessment process.

Applicants requesting reasonable accommodation should contact the District's Human Resources/Risk Manager.

3.2 Qualifications of Applicants

Only those applicants who possess the desirable qualifications may be considered and advanced to the next step in the interview process. Those candidates that meet the minimum qualifications, number of positions anticipated to be filled, and the volume and quality of the applicant pool, will be invited to participate in the recruitment process.

A candidate/applicant may not rate, score, or otherwise influence their own assessment evaluation. Whenever practical, panel members who have a close personal relationship with a candidate should be recused and replaced with an alternate rater.

3.3 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.

3.4 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 permissible by law.

3.5 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	Cousin
Sister	Uncle	Stepdaughter	

4. SEPARATION, PROMOTION, AND INTRODUCTORY PERIOD

4.1 Separations

Employees of the District are considered “at will” 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 (6) months or one (1) 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, policies or procedures, 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 (2) weeks’ notice prior to a layoff. Employees provided this two (2) weeks’ notice period will be expected to continue fulfilling their position roles and responsibilities throughout their notice period. The General Manager has the discretion to provide two (2) weeks’ pay in lieu of a layoff notice.

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 and Human Resources at least two (2) weeks prior to the date of resignation. This will enable TVMWD to arrange for a replacement and assist in the smooth transition of responsibilities. The resignation shall be deemed accepted upon receipt by the supervisor and Human Resources.

4.4 Job Abandonment

An employee is deemed to have resigned from their position if they are absent for five (5) consecutive scheduled work days/shifts without prior authorization and without notification during the period of the absence. The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee's unauthorized absence. An employee who promptly responds to the agency's written notice, within the timeframe set forth in the written notice, can arrange for an appointment with the General Manager before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

4.5 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.

4.6 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 Chief Executive Managers, 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.

4.7 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.

4.8 Introductory Period Procedures

Human Resources 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 Human Resources 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.

4.9 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.

4.10 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.

4.11 Extension of Introductory Period

At the discretion of the General Manager, an employee's introductory period may be extended for an additional period not to exceed one (1) year. Under no circumstances shall any employee's introductory period be extended more than once per classification.

4.12 Return of District Property

All TVMWD property in the employee's possession must be returned prior to separation, including keys, key fobs, identification cards, equipment, credit cards, gas cards, devices, and any other TVMWD equipment.

4.13 Employee Reference Requests

All requests for references must be directed to Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees. TVMWD discloses only the dates of employment and the title of the last position held of former employees. If former or current employees authorize a disclosure in writing, TVMWD will also inform prospective employers or lenders of the amount of salary or wages.

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 permissible 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

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 times 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, 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 (exemption from California IWC Orders: 1, 2, 4, 10, and 20). 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 Accommodation for Nursing Mothers

The District will accommodate nursing mothers who wish to express breast milk while at work. TVMWD will provide a private area (other than a restroom) for expressing breast milk. Employees can use their regular rest breaks for this purpose. Employees who need a different time or additional time will be accommodated and should make arrangements with their supervisor. Regular rest break time used for expressing breast milk will be paid, but additional break time may be unpaid.

5.7 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.

5.8 Workplace Civility

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

5.9 Workplace Violence

The safety and security of employees and visitors 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 Human Resources with a copy of such order.

5.10 Drug & Alcohol Use

It is TVMWD's desire to promote a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on TVMWD premises and while conducting business-related activities of TVMWD, no employee may use, possess, distribute, sell, or be under the influence of alcohol and/or marijuana, and/or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees are required to notify Human Resources if they are taking any prescription drug that is likely to impair their performance. Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

5.11 Ethics

The successful operation and reputation of TVMWD is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as maintaining the highest standards of conduct and personal integrity. TVMWD will comply with all applicable laws and regulations and conduct business in accordance with the intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

5.12 Visitors in the Workplace

All visitors must check-in at the Reception Desk and disclose the visitors' name, company, reason for visit, phone number, arrival time and departure time using the check-in form located at the reception desk. If an unauthorized or suspicious individual is observed on TVMWD's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

5.13 Computer, Internet, Instant Messaging & E-Mail

When using a District computer or other portable electronic devices to access the Internet, Instant Messaging and E-mail, employees shall conduct themselves professionally and appropriately in accordance with the Internet Acceptable Use Policy, Email Acceptable Use Policy and Password Policy detailed in the District's Policy Manual.

Users have no reasonable expectation of privacy regarding communications or data transiting, stored on or traveling to or from this network/system. Any communications or data transiting, stored on or traveling to or from this network/system will be monitored and may be disclosed to third parties, including other governmental entities, or used for any lawful government purpose

5.14 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.

5.15 Electronic Devices

The District establishes guidelines for the employee use of district-owned devices and service plans provided by the District. Electronic devices include but are not limited to tablets, laptops, workstations, and smartphones.

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

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

5.16 Social Media

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

TVMWD expect and insist, however, that our employees' use of Social Media be confined to

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

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

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

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

When using Social Media, use good judgment. Be aware that there may be consequences to what you post or publish online. These consequences may include discipline up to and including termination of employment if the conduct violates TVWMD rules or policies, or if TVMWD determines that your posting or publication is not legally protected and harms (or has the potential to harm) TVMWD interests and obligations.

5.17 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. Unsatisfactory job performance and/or inefficiency.
- b. Using abusive or vulgar language or causing disruption to the workplace 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. Theft
- k. Smoking of tobacco products and electronic cigarettes in restricted areas, subject to Government Code 7596, 7597 & 7598.
- l. Leaving District property without supervisor approval prior to the end of a scheduled work day.
- m. Sexual harassment, discrimination, or other unlawful harassment of another employee (see Section 15).
- n. Giving false or misleading information during the application and/or selection process.
- o. Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- p. 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.
- v. Violation of any department rules, TVMWD policies or regulations, ordinances or resolutions.
- w. Making any false representation or statement or making any omission of a material fact.
- x. Dishonesty

Since all employees are "at will", the employment relationship may be terminated at any time

by either the District or the employee with or without cause.

5.18 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. Making excessive non-emergency personal calls during working hours that interfere with productivity. 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.
- b. Failure to maintain equipment assigned to the employee.
- c. Failure to immediately report breakdowns or unsafe operation of equipment or facilities.
- d. Failure to perform assigned tasks that are within the scope of the employee's position in a professional manner without undue waste or delay.
- e. Intentionally placing the District in a position of liability for damages or injury to another person or their property.
- f. Unauthorized binding of the District to a contract.
- g. Failure to maintain a positive working attitude in the daily course of District business.
- h. 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.
- i. Any form of insubordination or refusal to take direction from supervisors, including refusal to perform assigned tasks for any reason other than personal safety.
- j. Theft or misappropriation of any property of the District or its employees.
- k. Careless, negligent or intentional mishandling of any District property, records, vehicles, materials or equipment.
- l. Careless, negligent, abusive or other actions that endanger or threaten to endanger an employee or the public.
- m. Falsifying work records or the practice of fraud of any type.
- n. Leaving the job during duty hours without approval of supervisor.
- o. Violation of safety rules, procedures and regulations.
- p. Becoming uninsurable by standards of the District's insurance carrier for any reason.
- q. Sleeping on the job or repeatedly reporting to work later than the assigned hour, after having been duly warned.
- r. Unlawful possession of firearms or illegal weapons while on District property.
- s. Conviction of a felony, or misdemeanor involving moral turpitude, and incarceration for more than thirty (30) days.

- t. Unsatisfactory work performance.
- u. Discourteous treatment of the public or fellow employees, or other conduct unbecoming an officer or employee of the District.
- v. Unexcused and/or repeated tardiness or absenteeism.
- w. Insubordination or failure to comply with instructions.
- x. 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 may be disciplined, warned, reprimanded, dismissed, demoted, reduced in salary step, or suspended without cause, prior notice, right of review, or appeal, at the discretion of the General Manager. An employee may be demoted, reduced in salary step, suspended, or dismissed only for cause in accordance with these procedures. An 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 Types of Counseling, Reprimands and Discipline

The following are types of counseling, reprimands and discipline which TVMWD may impose:

- **Counseling Memo:** A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to the discipline or discipline appeal procedures described below.
- **Verbal Reprimand:** A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the performance evaluation, as the supervisor deems necessary. A verbal reprimand is not subject to the discipline or discipline appeal procedures described below.
- **Written Reprimand:** A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is not subject to the discipline or discipline appeal procedures described below. The employee has the right to have their written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the General Manager within 14

days after the reprimand is received.

- **Suspension Without Pay:** TVMWD may suspend an employee from their position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation. A suspension without pay is subject to the discipline and discipline appeal procedures described below. Employees who are FLSA exempt will only be suspended as permitted by the law.
- **Reduction in Pay or Paid Leave:** TVMWD may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may take one of the following forms: 1) a decrease in salary; or 2) a decrease in salary paid to an employee for a fixed period of time; Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the performance evaluation. A reduction in pay is subject to the discipline and discipline appeal procedures described below.
- **Demotion:** TVMWD may demote an employee from their position to a lower position for cause. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the performance evaluation. A demotion is subject to the discipline and discipline appeal procedures described below.
- **Dismissal:** TVMWD may dismiss an employee from the employees' position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. A dismissed employee is entitled to the discipline and discipline appeal procedures described below.

6.3 Notice of Proposed Disciplinary Action

Prior to issuance of a written order to either suspend, demote, reduction in salary, or dismiss an 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 and the level of intended discipline.
- 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.
- e. Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.

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.

6.4 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.

6.5 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 to the employee or sent by certified mail to the employee's address on file.

6.6 Appeal Procedure

Notice of Appeal and Request for Hearing. An employee may appeal an order of suspension of more than three (3) days, demotion, reduction in salary, 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) -business 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) business 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.

6.7 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, 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 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) business days of the outcome of its final decision.

7 EFFECTS OF DISMISSAL

7.1 Effect of Dismissal

Dismissal of an employee from the District's 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 Chief Executive Managers, administrative leave and qualifying unused comp time for non-exempt employees as of the date of dismissal.
- c. Medical, Dental, and Vision benefits will end on the last day of the month of employment. Life and Disability coverages require "active" employment; therefore, coverage for these benefits will end on their last day worked. COBRA notification will be sent directly to employee's address on file.
- d. Employee must contact CalPERS directly to determine their options.
- e. If employee is enrolled in a deferred compensation program, employee must contact the plan carrier to discuss options.

8 RECORDS

8.1 Personnel Records

Human Resources 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 pertinent information.

Inspection of File: A current employee may inspect their own personnel file, at a reasonable time and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect their personnel records one (1) time per year. A current or former employee and/or their representative, who wishes to review the employees personnel file should make a written request to the Human Resources/Risk Manager. The inspection must occur in the presence of the Human Resources/Risk Manager, General Manager, or designee and: at the District and at a time other than the employee's work time at another agreed upon location without loss of compensation to the employee.

Copies: A current or former employee is entitled to receive a copy of their personnel records within 30 days after TVMWD receives a written request. A current or former employee who wishes to receive such a copy should contact the Human Resources/Risk Manager in writing. TVMWD may charge a fee for the actual cost of copying.

Representative's Inspection: If the current or former employee wishes to have another person/representative inspect their personnel file, the current or former employee must provide the person/representative with written authorization. The Human Resources Manager will notify the employee and/or representative of the date, time and place of the inspection in writing.

No Removal of File Documents: No person inspecting a personnel file is permitted to add or

remove any document or other item to/from the personnel file.

Limitations on access or copying of personnel file: Prior to making a copy of personnel records or allowing inspection, TVMWD may redact the names of nonsupervisory employees. Under no circumstances will TVMWD provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

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

Full-time employees who have successfully completed the required introductory period may be considered for merit increases. 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 shall be eligible for consideration of a merit increase upon completion of the required introductory period. A new employee or reclassified employee shall be eligible for consideration of a merit increase upon completion of one (1) 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

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 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 attend 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 five (5) consecutive scheduled work days/shifts 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 other 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:

- Up to a one (1) hour non-compensated meal period will be provided to all full-time administrative and part-time employees each day they work five (5) 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 Chief Operations Officer or Operations Supervisor(s)

- Employees are permitted twenty (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 (1) hour meal period each day the employee works five (5) hours or more.

10.4 Work Week

The regular work week shall commence on Monday at 12:01am for all employees and conclude on Sunday at Midnight

10.5 Exempt Employees

In accordance with the Fair Labor Standards Act (FLSA) regulations, job classifications determined to be exempt are not eligible for overtime. Based upon the FLSA, the following job classifications are exempt:

- Chief Administrative Officer
- Chief Financial Officer
- Chief Operations Officer
- Chief Water Resources Officer
- Compliance Specialist
- Human Resources/Risk Manager
- Information Technology Manager
- Operations Supervisor
- Project Manager
- Senior Financial Analyst

TVMWD recognizes that on **occasion** exempt employees may have to attend to personal matters. TVMWD will attempt every effort to accommodate the employee's time off requested. However, TVMWD must ensure the District's needs are maintained at all times. Therefore, time off must be scheduled in advance and with prior approval of the employee's manager.

Exempt employees, in good standing with TVMWD, that request time off in increments of four (4) hours or less, do not have to use their available leaves.

There is no legal requirement or obligation of TVMWD to grant such arrangement. Therefore, the General Manager reserves the right to modify or terminate this practice at any time. Any abuse of this benefit will be immediately addressed with the employee. If it is determined that the employee abused such benefit, the benefit will be revoked for a period of time or revoked permanently, as determined by the General Manager.

10.6 Administrative Leave

Exempt employees, excluding Chief Executive Managers shall be eligible for 50 hours of Administrative Leave annually (pro-rated based on date of eligibility for leave). Administrative Leave shall be credited in a lump sum at the beginning of each calendar year. Unused Administrative Leave hours will be carried over from year-to-year, unless the exempt

employees has met their vacation cap. Administrative Leave would then be converted to vacation hours for mandatory vacation cash-out purposes. Use of Administrative Leave hours must be approved by employee's Manager and at times that are convenient to the District.

10.7 Overtime

A non-exempt employee who performs work in excess of forty (40) hours in a work week shall be compensated for such overtime work at the rate of one and one-half times their regular rate of pay. The regular work week shall commence on Monday at 12:01am for all employees and conclude on Sunday at Midnight. A non-exempt operations employee who performs work in excess of ten (10) hours per workday (excluding weekends) shall be compensated for such overtime work at the rate of one and one-half times a regular 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 or employee's direct supervisor, employees may be permitted to work a flexible work schedule equivalent to forty (40) hours in a work week.

Flexible Work Schedules allows an employee to work hours that differ from the normal district start and end time, while continuing to meet the needs of TVMWD.

10.9 Compensatory Time

Hours accrued in addition of forty (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 the employee's supervisor. Comp time is not available to exempt or operations employees. Comp time is capped at 240 hours. Any additional time earned will be compensated to the employee. Comp time balances will be paid down to a balance of fifty (50) hours, once per year, on December 31. Earned and unused comp time will be paid-out at time of separation of employment.

10.10 On-Call Operators

Two (2) 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 (1) 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 thirty (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 (1) 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 will be compensated with an additional 10% of their hourly pay for hours worked Friday, Saturday and Sunday.

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

10.12 Fatigue Pay and Adjusted Hours Worked

Fatigue Pay and adjusted hours worked 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 10:00pm and 6:00am before a scheduled workday shall be eligible for fatigue pay and be subject to an adjustment to their work schedule the following day. This means the employee will take an equivalent number of hours off during the following 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.

Example # 1: an employee who is scheduled to work Monday from 6:00am – 4:00pm and Tuesday from 6:00am – 4:00pm and is called in to work for additional hours on Monday from

10:00pm – 1:00am would log their hours as follows –

Monday	6:00am – 4:00pm (10 regular hours of pay) + 10:00pm – 1:00am (3 hours of overtime pay)
Tuesday	6:00am – 9:00am (3 hours fatigue pay paid at regular hourly rate) + 9:00am – 4:00pm (7-regular hours of pay) The employee will report to work at 9:00am to ensure they are given appropriate rest time between work shifts and will be compensated for this rest time (fatigue pay)

Example # 2: an employee who is scheduled to work Monday from 6:00am – 4:00pm and is called in to work for additional hours on Monday from 3:00am – 6:00am may stay at work and in turn leave the equivalent number of hours early. In this scenario, the employee would log their hours as follows:

Monday	3:00am – 6:00am (3 hours of overtime pay) + 6:00am – 1:00pm (7-hours of regular pay) + 1:00pm – 4:00pm (3 hours of fatigue pay at regular hourly rate)
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If hours worked accumulates over eight (8) hours from 4:00pm – 6:00am, with supervisor or managers approval, the employee will be eligible to take off the next day and receive ten (10) hours of fatigue pay.

If an employee reports to work on Friday, Saturday and/or Sunday, the employee would be eligible for shift differential.

11. HOLIDAYS, VACATION AND LEAVES

11.1 Holidays

The District shall observe the following holidays:

1. New Year’s Day (January 1)
2. Presidents’ Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4)
5. Labor Day (First Monday in September)
6. Veterans’ Day (November 11)
7. Thanksgiving Day & Day After (Fourth Thursday and Friday in November)
8. 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. Holiday hours must be taken in full day increments and must be approved by the supervisor.

The District will recognize a holiday break, typically between Christmas and New Years. The

holiday break will be designated every year by the General Manager. Employees will receive an equivalent number of holidays based on their normal work schedule during the holiday break.

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 the additional hours they are scheduled to work at regular pay for that holiday.

11.3 Vacation Accrual

Based on a bi-weekly pay period, vacation time shall be accrued as follows for full-time employees (except for Chief Executive Managers):

Years of Service	Bi-weekly Pay Period Vacation Accrual Rate
0 – 4 years	3.08 hours
5 – 9 years	4.62 hours
10 years	4.93 hours
11 years	5.23 hours
12 years	5.54 hours
13 years	5.85 hours
14 + years	6.16 hours

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 a prorated rate of 40 hours per week.

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 successfully completing three (3) months of employment 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 31st of each year, vacation balances will be paid down to 420 hours for full-time exempt employees and 320 hours for all other non-employees.

11.7 Universal Leave

Chief Executive Managers are eligible for universal leave, which shall accrue as follows:

Years of Service	Bi-weekly Pay Period Universal Leave Accrual Rate
0 – 4 years	8.93 hours
5 – 9 years	10.77 hours
10 – 14 years	11.70 hours
15+ years	13.54 hours

On December 31st of each year, universal leave balances will be paid down to 620 hours. Chief Executive Managers shall be entitled to use the universal leave accrued upon completing three (3) months of employment or prior if approved by the General Manager.

To comply with the Paid Sick Leave Act, Chief Executive Managers may use universal leave prior to completing the introductory period for the following purposes:

- Medical condition that prevents an employee from performing the duties of their position
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employees' family member
- For an employee who is a victim of domestic violence, sexual assault, or stalking

For the purposes of Sick Leave, a “family member” is defined as

- A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis).
- A biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employees' spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor.
- A spouse, registered domestic partner, grandparent, grandchild, and/or sibling.

11.8 Sick Leave Accrual

All full-time employees, with the exception of Chief Executive Managers, shall be credited with 3.7 sick hours per pay period.

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

- Accrual begins immediately for those employees who work 30 or more days within a year
- Maximum accrual is 24 hours per employment year
- Employee may carry over hours to the following employment year, to a maximum of 48 hours

11.9 Use of Sick Leave

Upon the verbal or written request of an employee, sick leave will be provided for the following purposes:

- Medical condition that prevents an employee from performing the duties of their position
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member
- For an employee who is a victim of domestic violence, sexual assault, or stalking

For the purposes of Sick Leave, a "family member" is defined as

- A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis).
- A biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employees' spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor.
- A spouse, registered domestic partner, grandparent, grandchild, and/or sibling.

Employees that retire from CalPERS and meet the TVMWD retiree eligibility will get their unused sick hours converted to CalPERS service credit upon retirement from TVMWD.

11.10 Sickness Verification

If an employee is absent from work and misses more than three (3) consecutive days of service, the 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/unable to work. Employees are required to notify their supervisors as far in advance as possible of known absences. If the employee's supervisor is unavailable, the employee must contact the front office and notify a TVMWD employee of their absence.

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, administrative, universal 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 and federal law. In general, if the employee has been absent from a position of civilian employment by reason of service in the uniformed services, the employee will be eligible for reemployment under the Uniformed Services Employment and Reemployment Rights Act (USERRA) by meeting the following criteria:

- The employer had advance notice of the employee's military obligation;
- The employee has been away from this employer five (5) years or less due to military obligations (excluding exemptions);
- The employee returns to work in a timely manner as defined under USERRA; and,
- The employee has not been separated from uniformed services with a disqualifying discharge or under other than honorable conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA also requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued vacation or annual leave while performing military duty.

11.15 Jury Duty Leave

Employees are authorized to take a 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, if the need of a jury duty leave is in excess of ten (10) working days. 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 leaves 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 (2) 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 paid time off for employees to attend a work-related seminar or training course, subject to Supervisor approval, when it overlaps or conflicts with the employee's work shift. TVMWD allows sufficient time for employees to complete any required certification renewal. Employees should plan training appropriately to avoid requesting for various training that will interfere with operations.

If time off for training overlaps or conflicts an employee's work shift, the employee may request paid personal time off, subject to Supervisor approval.

11.19 Family & Medical Leave

The District will provide job-protected Leave to eligible employees requiring time off from work for family and/or medical reasons in accordance with applicable federal and state leave of absence laws.

1. Family care, medical, and military family leave for up to 12 or 26 weeks per year, depending on the reason, in accordance with the California Family Rights Act ("CFRA") and the Federal Family and Medical Leave Act of 1993, as amended ("FMLA");
2. Pregnancy leave for up to four (4) months in accordance with the California Fair Employment and Housing Act ("FEHA");
3. Disability leave as required to reasonably accommodate employees with a workplace injury or a qualified disability under the Americans with Disabilities Act ("ADA") or the FEHA; and
4. Leave for other legally required absences as set forth below.

TVMWD complies with applicable family care, medical leave, and military family leave laws. Under the FMLA it is unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

To be eligible for family care, medical, and military family leave, an employee must have worked for TVMWD for at least twelve (12) months prior to the date on which the leave is to commence.

In the case of a pregnancy-related disability or other legally protected disability or medical condition or work-related injury, an employee may not need to satisfy all the above requirements. In such circumstances, the employee should contact Human Resources for clarification about their rights for other types of leave.

- **Employee's Obligation to Periodically Report:** Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.
- **Fitness for Duty Certification:** As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his or her job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

If you have questions or would like further clarification about your rights under the FMLA, CFRA or other types of leave, please contact Human Resources.

11.20 Workers Compensation Leave

An employee injured in the scope and course of employment with the District may elect to take accumulated leaves, in minimum of one (1) hour increments, to offset their workers' compensation indemnity up to 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 leaves, where permitted by law, prior to receiving disability insurance payments, during the initial seven (7) day qualification period. After this period, the employee may elect to take accumulated leaves, 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.

In addition to family, medical or pregnancy-related disability leaves described in previous section 11.19, employee may be eligible take a temporary disability leave of absence, if necessary, to reasonably accommodate a workplace injury or a disability under the ADA or the FEHA. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled.

11.22 Leave of Absence

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 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.

The District may recover from the employee the premiums that TVMWD paid to maintain coverage for the employee under the group health plan if the employee fails to remit such payment during the course of their leave of absence or if the employee failure to return from their leave of absence.

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.

12.1 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 30 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 6:00am.
 - 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 7:00pm.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

12.6 Compensation for Travel Time

Non-exempt 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, or other matters pertaining to employment with the District.

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, to the extent permissible by law. During the course of workplace investigations, the District can only guarantee limited confidentiality – that the information will be limited to those who need to know, because it may be necessary to disclose information obtained during the investigation in order to complete the investigation and take appropriate action. It is not possible to promise that a complaint can be kept entirely confidential for several reasons:

- If the complaint is of potential violation of law or policy, the employer will need to investigate, and in the process of investigating it is likely that people will know or assume details about the allegations, including the identity of the person who complained. This is true even when the name of the complainant is kept confidential since allegations are often clear enough for people to figure out who complained about what.
- The individual receiving the complaint will usually have to consult with someone else at the company about what steps to take and to collect information about whether there have been past complaints involving the same employee, etc. That means the complaint will be discussed with others within the organization.
- The District may need to take disciplinary action. Again, while the identity of the person who brought the complaint may in some cases be kept confidential, the complaint itself cannot be.

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 and/or Human Resources. The General Manager and/or Human Resources 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 in partnership with Human Resources 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 Human Resources Department 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 the protected classes outlined in section 1.1.

14 WHISTLEBLOWER POLICY

It is TVMWD's intent to protect its integrity, ensure the highest standards of conduct among its employees, and adhere to all applicable laws and regulations. TVMWD therefore encourages employees to report any reasonable belief that a violation has potentially occurred due to any rule, policy, procedure, practice or activity by TVMWD or its employees, districts, or vendors. Reports of any such potentially improper activity may be submitted on a confidential basis to any of the Chief Executive Managers or Human Resources. Alternatively,

employees may provide an anonymous report through the Fraud Hotline by calling: 1-855-FRAUD-HL (1-855-372-8345).

Reports of discrimination, harassment or retaliation should be made under the Discrimination, Harassment, and Retaliation Prevention Policy, below.

TVMWD will not retaliate against an employee who, in good faith, reports any potentially improper activity, whether to TVMWD or to a government enforcement agency. Nor will TVMWD tolerate any other employee retaliating against or attempting to influence the employee for such reports. Any employee who engages in retaliation will be subject to discipline up to and including termination of employment. TVMWD will conduct a prompt and appropriate investigation into all reports of potentially improper activity.

All employees are required to cooperate with TVMWD's internal investigations by providing any requested information and truthfully and fully answering questions. Failure to cooperate with or impeding an investigation, or knowingly providing false information, will result in disciplinary action. Reports of potentially improper activity and related investigations will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation.

Anyone found to have engaged in improper activity will be subject to disciplinary action up to and including termination of employment.

15 HARASSMENT & DISCRIMINATION

This Discrimination, Harassment and Retaliation Prevention Policy reflects TVMWD's commitment to a respectful workplace and commitment to preventing unlawful discrimination, harassment and retaliation from occurring in the work environment. This policy protects individuals who perform services for TVMWD in the workplace, including District employees, contractors, interns, and volunteers. This policy refers to this broad category of protected persons as "individuals."

Sexual harassment is the unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment. Discriminatory harassment is any unwelcome, typically repeated offensive conduct that is directed at an individual because of their membership in a legally protected class.

State and federal law protect individuals from workplace discrimination and harassment based on certain legally protected characteristics. This policy uses the term "Legally Protected Characteristics" to encompass all legally protected categories, including:

- Age (over 40)
- Race
- Religion/creed (including religious dress and grooming practices)
- Color
- National origin
- Ancestry
- Gender/sex (including pregnancy, childbirth, breastfeeding and/or related medical

- conditions)
- Sexual orientation
- Gender identity and gender expression
- Medical conditions
- Marital status
- Genetic information
- Military and Veteran status
- Disability (mental and physical)

Harassment of employees due to their Legally Protected Class, by fellow employees, officers, directors, consultants, or non-employees will not be tolerated by the District. Harassment shall be reported either verbally or in writing to the General Manager, Human Resources or the President of the Board of Directors if the complaint is against the General Manager. Upon receipt of a harassment complaint, Human Resources in partnership with the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct an 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.

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 harassment complaint.

Other examples of sexual harassment include, but are not limited to, 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 harassed or sexually harassed or are aware of or suspect the occurrence of harassment or sexual harassment, immediately contact your

supervisor, Human Resources, Chief Executive Managers 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 ensure 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 for initiating a harassment complaint, or for participating in a harassment investigation.

Any individual who engages in prohibited harassment, including Supervisors or Managers who knew about the harassment but took no action to stop it, may be held personally liable under the law for monetary damages. Any Supervisor or Manager who knew about prohibited harassment and failed to report the harassment as stated in this policy, may also be subject to disciplinary action, up to and including termination of employment.

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent permissible by law. Complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss their interview with a designated representative. TVMWD will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

16 PROTECTIONS AGAINST RETAILATION

Retaliation is strictly prohibited against any individual by another employee or supervisor for using the employee complaint procedure, reporting proscribed harassment or discrimination, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the District.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire or promote. Anyone found to be engaging in any type of prohibited discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

17 OPEN DOOR POLICY

TVMWD has an open-door policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication. Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, as soon as possible after the events that cause the concern.

Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although TVMWD cannot guarantee that in each instance the employee will be satisfied with the result, the District will attempt in each instance to explain the result to the employee if the employee is not satisfied. TVMWD will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. Furthermore, if employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. We believe that TVMWD amply demonstrates its commitment to employees by responding effectively to employee concerns.

18 REASONABLE ACCOMODATION

TVMWD is committed to complying fully with the federal and state laws regarding equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. TVMWD will make reasonable accommodations for the known physical or mental limitations or an otherwise qualified individual with a disability who is an applicant or an employee, unless doing so would result in an undue hardship to the organization.

If the disability or the need for reasonable accommodation is not obvious, TVMWD may require the individual to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the agency will: 1) explain the insufficiency; 2) allow the employee or applicant to supplement the documentation; and 3) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, TVMWD will provide the employee with notice of the need for a medical certification within two (2) business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: a description of the requested accommodation or transfer; a statement describing the medical advisability of the accommodation or transfer due to pregnancy; and the date that the need for the accommodation or transfer will become necessary and the estimated duration of the accommodation or transfer.

TVMWD will also make reasonable accommodations for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

- An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:
 - (a) A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety

concerns while at work; and

(b) A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

19 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.

###

RESOLUTION NO. 22-03-921

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

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

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

WHEREAS, the Personnel Manual will be reviewed and revised as deemed necessary by the Board at least every ten years by Ordinance, last adopted on December 18, 2019. Interim changes to the Personnel Manual may be approved by the Board through motion or resolution.

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

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

AYES:
NOES:
ABSTAIN:
ABSENT:

Jody Roberto, President

ATTEST:

Carlos Goytia, Secretary

SEAL:



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 16, 2022
Subject: **Special District LAFCO Representative Ballot**

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

Staff Recommendation:

1. **The Board will select one (1) nominee for Special District LAFCO Voting Member and one (1) nominee for Special District LAFCO Alternate Member.**
2. **Direct staff to return the voting ballots by the filing deadline.**

Discussion:

On March 10, 2022, TVMWD received a ballot and supporting materials for each of the candidates for Special District LAFCO Voting Member and for Special District LAFCO Alternate Member for the term expiring May 2022. The candidates are as follows:

Special District LAFCO Voting Member

Steven Appleton
 E.G. "Jerry" Gladbach
 Sharon S. Raghavachary

Special District LAFCO Alternate Member

Melvin L. Matthews
 Baru Sanchez

Ballots must be returned to Lagerlof, LLP by 5:00 p.m. on April 22, 2022.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – LAFCO Letter and ballots with candidate statements

Meeting History:

None

NA/ML



THREE VALLEYS MWD

MAR 01 2022

RECEIVED

Item 9.C - Exhibit A

Lagerlof
LAWYERS

MEMORANDUM

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN
LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE

RE: BALLOT; SPECIAL DISTRICT LAFCO REPRESENTATIVE

DATE : February 23, 2022

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for Special District LAFCO **VOTING MEMBER** and for Special District LAFCO **ALTERNATE MEMBER** for the term expiring in May 2022. Nominations closed as of 5:00 p.m. on February 18, 2022.

Please vote for ONE candidate for **each** of the two positions. The marked ballots should be placed in the envelope marked "Ballot Envelope." Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballots by mail to:

William F. Kruse, Esq.
Lagerlof, LLP
155 N. Lake Avenue, 11th Floor
Pasadena, CA 91101.

No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.

The candidates receiving the highest number of votes will be declared the special district **voting member** and **alternate member** to LAFCO.

Ballots must be returned by 5:00 p.m. on April 22, 2022.

WFK/bb
Enclosures

cc: Paul Novak, w/enc.

G:\LAFCO 2022\BALLOT - letter 2022.docx

Lagerlof LLP
155 N Lake Avenue, 11th Flr
Pasadena, CA 91101

Lagerlof.com
Email: wkruse@lagerlof.com

T: (626)-793-9400
F: (626)-793-5900

BALLOT

SPECIAL DISTRICT LAFCO **VOTING MEMBER**

Please vote for no more than one candidate.

STEVEN APPLETON

Occupation: Board of Trustee Member

Sponsor: Greater Los Angeles County Vector Control District

E. G. "JERRY" GLADBACH

Occupation: Water District Director

Sponsor: Santa Clarita Valley Water Agency

SHARON S. RAGHAVACHARY

Occupation: Water District Director

Sponsor: Crescenta Valley Water District

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

Date: FEBRUARY 18, 2022

Name of Candidate: STEVEN APPLETON

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT is pleased to nominate STEVEN APPLETON as a candidate for appointment as special district **voting member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: BOARD OF TRUSTEE, LOS ANGELES CITY

Agency: GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

Type of Agency: SPECIAL DISTRICT

Term Expires: JANUARY 6, 2025

Residence Address: 2825 BENEDICT STREET

LOS ANGELES, CA 90039

Telephone: 310-740-7294

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

(Name of Agency)

By: Mary-Joy Coburn

Its: Mary-Joy Coburn, Communications Director / Board Liaison



Steven Appleton

A citizen public servant with technical knowledge, interdisciplinary skill and a collaborative approach.

Mr. Appleton is the past President of the Greater Los Angeles County Vector Control District (2020), where he continues to serve as Trustee for the City of Los Angeles. Appointed in 2011, he has encouraged collaboration among public agencies in the planning of parklands, such as by assuring a place at the table for vector control experts in the design of engineered wetlands. He is a Board Member on the Los Angeles County Second District Consolidated Oversight Board and has served in a variety of capacities on watershed issues, including as a Technical Stakeholder to the yearly "State of the Watershed" report for the Los Angeles Region by the Council on Watershed Health.

Steve balances his role as a citizen public servant with his career in public art and education. He has taught at local institutions, including Otis College of Art and Design, USC, and California State University, Northridge. He recently founded the Water Institute of Science Policy that collaborates with California State University Northridge's Institute for Sustainability at California and Center for the Geospatial Science and Technology (CGST) in the creation of community service and educational programming.

As a public artist, he has created permanent and temporary public artworks in Los Angeles, Seattle, Denver, Brazil, Denmark, and Finland. Americans for the Arts recognized his work "FaceTime" with a national award in 2007. Most recently, he collaborated with Artichoke Dance Company in a three-day series performances, sculptures and participatory workshops called "Future Currents," sponsored by the Soraya Performing Arts Center. His public art projects have often included internship opportunities for local youth, such as his Metro Green Line project in Watts.

His seasonal business LA River Kayak Safari, has been the leading vendor of kayaking in the Los Angeles river since 2013, bringing more than 12,000 people on a unique tour of the naturalized section of the river in Elysian Valley. His group has broadened the audience for nature recreation by sponsoring more than 20% of its offerings for at-risk youth and underserved communities. As part of the yearly permitting for this business, Appleton is in dialog with US Army Corp of Engineers and regional Park Authorities.

Appleton received his Bachelor of Arts in Sculpture at the University of California, Santa Cruz and studied for his Master of Fine Arts at University of Southern California. He is a resident of the "Frogtown" district of Los Angeles, where he lives with his wife Agnieszka and son Janis.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee
From: Santa Clarita Valley Water Agency Board of Directors
Date: February 1, 2022
Name of Candidate: E. G. "Jerry" Gladbach

Santa Clarita Valley Water Agency is pleased to nominate
Jerry Gladbach as a candidate for appointment as special district **voting member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Division 2 Director
Agency: Santa Clarita Valley Water Agency
Type of Agency: Special Act Water Agency
Term Expires: January 2023
Residence Address: 27491 Hillcrest Place, Valencia, CA 91354
Telephone: (661) 297-2200

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Santa Clarita Valley Water Agency
(Name of Agency)
By: *[Signature]*
Its: President



E.G. "Jerry" Gladbach

27491 Hillcrest Place / Valencia, CA 91354
Phone: (661) 297-2200 / Email: ejglad@aol.com

EXPERIENCE / COMMITMENT / DEDICATION

I would be honored to continue serving you on the Local Agency Formation Commission for Los Angeles County. As Chair of Los Angeles LAFCO I have urged the Commission to become more customer oriented. If reelected I would also be able to continue representing Los Angeles County on the California Association of Local Agency Formation Commissions' Board of Directors, even though I am not a member of the CALAFCO Board. Recognizing that Special Districts are an important segment of government in California, I will represent your concerns at LAFCO for Los Angeles County and CALAFCO.

LAFCO

Chair	2006 – present
First Vice-Chair	2005 – 2006
Commissioner	2002 – present
Alternate Commissioner	2001 – 2002

California Association of LAFCOs

President	2011 – 2012
Vice President	2010 – 2011
Treasurer	2008 – 2010
Secretary	2006 – 2008
Chair, CALAFCO Conference Committee	2008
Member, Board of Directors	2005 – 2013

Association of California Water Agencies (ACWA)

President	2004 – 2005
Vice President	2002 – 2003
Region Chair	1998 – 2001
Board of Directors	1998 – present

ACWA – Joint Powers Insurance Authority

President	2010 – present
Executive Committee	2002 – 2003, 2006 – present
Board of Directors	2002 – present

Santa Clarita Valley Water Agency/Castaic Lake Water Agency

Board of Directors	1985 – present
President	1987 – 1990
Vice President	2021– present
Chair, Public Outreach and Legislative Committee	2021– present
Chair, Water Resources Committee	2003 – 2017
Chair, Finance, Administration, PR Committee	1991 – 2002

CALAFCO's "Lifetime Achievement" Award 2021

CALAFCO's "Outstanding Commissioner" Award 2013

Water Education Foundation, Board of Directors 1987 – 2009

Member of the Special District Leadership Foundation Task Force that developed the Leadership Series of Classes 2002– 2004

Los Angeles Department of Water and Power

Leadership in Engineering, Management, Environmental Planning / retired after 35 years

Past Member, United States EPA's Groundwater Task Force

Provided technical assistance to U.S. Commission on Water Quality

**Past Member, Advisory Committee, CalPoly State University,
Civil and Environmental Engineering**

Professional Engineer, Registered in California

Fellow/Life Member, American Society of Civil Engineers

Master of Science Degree in Civil Engineering / Water Resources

PERSONAL

Married with 3 children, and 6 grandchildren, I have lived in the Santa Clarita Valley for over 50 years and have been devoted to community service for that entire period.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee
From: President James D. Bodnar and Member of the Board of Directors
Date: January 25, 2022
Name of Candidate: Sharon S. Raghavachary

The Board of Directors of the Crescenta Valley Water District is pleased to nominate Sharon S. Raghavachary as a candidate for appointment as special district **voting member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director of the Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2024

Residence Address: 2209 Maurice Avenue

La Crescenta, CA 91214

Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District

(Name of Agency)

By: 

Its: Chairman of the Board of Directors

Sharon S. Raghavachary



Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary has been a member of the Crescenta Valley Water District Board of Directors since June of 2019 and served as President in 2021.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee that wrote design standards for Foothill Boulevard and was a member of Supervisor Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years. For over five years she wrote a featured column for the Glendale News Press and the Crescenta Valley Weekly. She is currently serving her fourth year on the Clark Magnet High School's School Site Council.

Ms. Raghavachary has teenage twins, a boy, and a girl, who attend Clark Magnet High School and Crescenta Valley High School.

BALLOT

SPECIAL DISTRICT LAFCO **ALTERNATE MEMBER**

Please vote for no more than one candidate.

MELVIN L. MATTHEWS

Occupation: Water District Director
Sponsor: Foothill Municipal Water District

BARU SANCHEZ

Occupation: Board of Trustee Member
Sponsor: Greater Los Angeles County Vector Control District

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **ALTERNATE MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Foothill Municipal Water District

Date: 1/27/2022

Name of Candidate: Melvin L. Matthews

Foothill Municipal Water District is pleased to nominate Melvin L. Matthews as a candidate for appointment as special district **alternate member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: FMWD Director, Division 2

Agency: Foothill Municipal Water District

Type of Agency: Special District

Term Expires: 12/6/22

Residence Address: 2121 Glen Springs Road Pasadena, CA 91107-1015

Telephone: Phone: 626-794-4167, Mobile: 626-622-9137

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Foothill Municipal Water District

(Name of Agency)

By: *Loren Olsen*

Its: *Admin. Mgr. & Treasurer*



Meivin L. Matthews
2121 Glen Springs Road
Pasadena, CA 91107-1015
Phone: 626-794-4167
Mobile: 626-622-9137
E-mail: melmatthews@outlook.com

Mel is the general manager of the Kinneloa Irrigation District, a water company serving the Kinneloa Ranch area east of Altadena and portions of the City of Pasadena. He has served in this position for 18 years. Before becoming general manager, he was elected to the Board of Directors of the Kinneloa Irrigation District in 1997 and served as chairman of the board or treasurer for seven years.

Mel is also concurrently serving as a director and vice-president on the board of the Foothill Municipal Water District. FWMD is a member of the Metropolitan Water District of Southern California and provides supplemental imported water to eight local water agencies. He also serves on the finance committee which oversees the financial matters of the district including the preparation of the budget.

Mel is also the Special District Alternate Director on the Board of the Local Agency Formation Commission of Los Angeles County.

Previously, Mel was in the cable television business for 32 years as founder and president of KTS Corporation and later with Charter Communications serving as the director of government and community relations after selling his cable systems to Charter in 1993.

Mel is a graduate of the University of California at Berkeley with a BS in Chemical Engineering. He has also earned a MBA in Operations Management from the Anderson Graduate School of Business at UCLA. He was born in Pasadena and still lives there with his wife, Donna. They have six children and 12 grandchildren.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **ALTERNATE MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

Date: FEBRUARY 18, 2022

Name of Candidate: BARU SANCHEZ

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT is pleased to nominate BARU SANCHEZ as a candidate for appointment as special district **alternate member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: BOARD OF TRUSTEE, CUDAHY

Agency: GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

Type of Agency: SPECIAL DISTRICT

Term Expires: JANUARY 2, 2023

Residence Address: 4414 HARTLE AVENUE
CUDAHY, CA 90201

Telephone: 323-203-6306

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

(Name of Agency)

By: Mary-Joy Coburn
MARY-JOY COBURN

Its: COMMUNICATIONS DIRECTOR / BOARD LIAISON

**GREATER LOS ANGELES COUNTY VECTOR CONTROL
DISTRICT**

12545 Florence Avenue, Santa Fe Springs, CA 90670

Office (562) 944-9656 | Fax (562) 944-7976

Email: info@GLAmosquito.org | Website: www.GLAmosquito.org

**For your consideration for the LAFCO Alternate Seat:
Trustee Baru Sanchez**



Mister Baru Sanchez is a Board of Trustee Member for the Greater Los Angeles County Vector Control District. He began his service in 2015 and has also previously served as the President of the Board from 2018 - 2019.

He is a former Council Member and Mayor for the City of Cudahy from 2013 - 2018.

Trustee Sanchez currently works for a top 20 CPA firm as the IT SOX Manager, and he has been a Certified Public Accountant (CPA) for almost 10 years.

Photo Credit: OC Register



**Board of Directors
Staff Report**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 16, 2022
Subject: **Adopt Resolution No. 22-03-922 Concurring in Nomination of Scott Quady of Calleguas Municipal Water District to the California Water Insurance Fund Board**

<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 adopt Resolution No. 22-03-922 concurring in nomination of Scott Quady to the California Water Insurance Fund Board.

Background:

ACWA JPIA has set up a “captive insurance company” called the California Water Insurance Fund (CWIF). It is a wholly owned private insurance company set up in Utah as a non-profit organization. It is expected to save members money with discounted excess and reinsurance costs, higher investment earnings, and a wider variety of risk financing options. CWIF is owned by ACWA JPIA, has its own Board of Directors, and is managed by ACWA JPIA staff.

Discussion:

There are two positions to be filled on the CWIF Board of Directors. Candidates must be nominated by resolution by their own agency and receive concurring resolutions from three other ACWA JPIA members.

Calleguas Municipal Water District (CMWD) has nominated Director Scott Quady to the CWIF Board of Directors and has requested that TVMWD adopt a concurring resolution in support of that nomination. Director Quady has represented CMWD on the ACWA JPIA Board of Directors for the past six years and on this CWIF Board for three years. He has extensive knowledge of both the water industry and public agency finance and would apply that knowledge to a role on the CWIF Board of Directors.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 22-03-922

Exhibit B – Nominating Procedures & Biographical Information

Meeting History:

None

NA/ML

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT CONCURRING
IN NOMINATION OF ACWA JPIA BOARD MEMBER SCOTT QUADY
TO THE CALIFORNIA WATER INSURANCE FUND BOARD AN
ACWA JPIA CAPTIVE INSURANCE COMPANY**

WHEREAS, Three Valleys Municipal Water District is a member district of the ACWA JPIA that participates in the JPIA's Liability Program and at least one of the other programs: Property, Workers' Compensation, or Employee Benefits; and

WHEREAS, another JPIA member district, the Calleguas Municipal Water District, has requested that the Three Valleys Municipal Water District concur in its nomination of its member selection to the California Water Insurance Fund Board, an ACWA JPIA Captive Insurance Company; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Three Valleys Municipal Water District that the District concurs with the nomination of Scott Quady of Calleguas Municipal Water District for the California Water Insurance Fund Board for the election to be held on May 2, 2022.

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

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

AYES:
NOES:
ABSTAIN:
ABSENT:

Jody Roberto
President, Board of Directors

ATTEST:

Carlos Goytia
Secretary, Board of Directors

SEAL:

California Water Insurance Fund Board

A JPIA Captive Insurance Company

Nomination Procedures

Approximately 90 Days before Election (February 1, 2022)

All JPIA Directors and Member Districts are to be notified of:

- A) Date and place of Election;
- B) California Water Insurance Fund Board positions and terms of office to be filled by election; and
- C) Nomination Procedures.

90 to 45 Days before Election (February 1 – March 18, 2022)

- A) A district (that participates in the JPIA Liability Program and at least one of the other programs: Property, Workers' Compensation, or Employee Benefits) may place into nomination its member of the Board of Directors of JPIA with the concurrence of three districts, then members of the JPIA, in addition to the nominating district.
- B) Sample resolutions are available on the JPIA website.
- C) The **district is solely responsible** for timely submission of the nominating resolution and the three additional concurring in nomination resolutions of its candidate for office.

45 Days before Election (March 18, 2022)

- A) Deadline and location for receiving the nominating and concurring in nomination resolutions in the JPIA office:

Friday – March 18, 2022, – 4:30 p.m.

Sylvia Robinson, Publications & Web Editor
JPIA

P. O. Box 619082, Roseville, CA 95661-9082
(srobinson@acwajpia.com)

- B) Candidates' statement of qualifications must be submitted, if desired, with the nominating resolutions. The statement of qualifications must be submitted on one side of an 8½ x 11" sheet of paper suitable for reproduction and distribution to all districts. (MSWord or PDF documents preferred).

14 Days before Election (April 18, 2022)

Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. Final notice shall include:

- A) Date, Time, and Place of Election;
- B) Name and District of all qualified candidates;
- C) Candidate's statement of qualifications (if received); and
- D) Election Procedures and Rules.



Scott H. Quady

Treasurer

[Division 2 - Map](#)

(Scalable version of [map](#). To display, select Layers - Specials Districts - Water - Calleguas Municipal Water Divisions.)

Term Expires December 2024

Scott H. Quady was elected Calleguas Municipal Water District Board representative of Division 2 in November, 2008, served as Board President 2012-2016, and currently serves as Board Treasurer. Retired in 2017 from employment as an Environmental Resource Analyst, he has long-term experience in the non-profit, private and municipal agency sectors.

Academically, he holds a Master of Science degree in environmental science, a Bachelor of Science degree in biochemistry, and is a Thousand Oaks High School alumnus.

Career track and training include:

- Engineer-In-Training (EIT) certificate from the California Department of Consumer Affairs.
- Water Treatment Operator (Grade II) from the California Department of Health Services.
- Management level certifications (Grade 4) from the California Water Environment Association (CWEA) for two vocations: Laboratory Analyst and Environmental Compliance Inspector.

Director Quady is chair of the Calleguas Water Quality Committee and the Finance Committees. He serves on the Association of California Water Agencies (ACWA) Water Quality and Water Management Committees. He is Calleguas' representative on the Board of Directors of the ACWA/Joint Powers Insurance Authority (ACWA/JPIA) and was elected to its California Water Insurance Fund Board in May 2019. He also serves on the Board of Directors of the Ventura County Regional Energy Alliance.

Other affiliations: Mr. Quady serves on the Emmett R. Quady Foundation, where he advocates for educational categories in science/mathematics, and U.S. Naval History.



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 16, 2022
Subject: **Legislative Update – March 2022**

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

Staff Recommendation:

Consideration of Support for AB 2163 (Rubio), extending the Water Quality Authority (WQA) sunset date to the year 2050.

Discussion:

Attached is the legislative calendar for the 2022 Legislative year. Spring recess is already upon the legislature during the early part of April. Once they return, it will be a short sprint for all active bills to be heard in the committee process.

Also attached is the latest version of the legislative status report (LSR), provided by our Sacramento lobbyist, with the status of bills we are tracking. We are planning to have our lobbyist provide a year-to-date update on legislative activities at the second meeting in April.

The districts legislative effort on teleconferencing, AB 2449 (Rubio), is already receiving significant support in the water community and we are in the process of acquiring signatories for a coalition letter to send to the Assembly Local Government Committee - in preparation for a hearing on the bill. No date has been scheduled yet, but we anticipate the bill will be heard sometime in April.

Plans are still being made for a one-day Capitol trip in May, to meet with our lobbyist and to conduct meetings with several of our local senators and assembly members. This provides us with the opportunity to promote AB 2449 in person and to reconnect with our legislators on the various projects and activities taking place at TVMWD and within their constituency.

Staff would also like to request board consideration of support for AB 2163 (Rubio), which would extend the sunset date of the WQA to the year 2050. The current sunset date is 2030.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

3.5 – Maintain awareness of legislation that may affect TVMWD

Attachment(s):

Exhibit A – 2022 Legislative Calendar

Exhibit B – March Legislative Status Report (LSR)

Exhibit C – AB 2163 (Rubio) – WQA Support Letter

Meeting History:

None

NA/KH

Arnold and Associates, Inc.

Legislative Advocates and Consultants

2022 Legislative Calendar

Jan. 1	Statutes take effect.
Jan. 3	<u>Legislature reconvenes.</u>
Jan. 10	Budget must be submitted by Governor.
Jan. 14	Last day for policy committees to hear and report to fiscal committee fiscal bills introduced in their house in the odd-numbered year.
Jan. 21	Last day for any committee to hear and report to the floor bills introduced in that house in the odd-numbered year.
Jan. 21	Last day to submit bill requests to the Office of Legislative Counsel.
Jan. 31	Last day for each house to pass bills introduced in that house in the odd-numbered year.
Feb. 18	Last day for bills to be introduced.
April 7	Spring Recess begins upon adjournment of session.
April 18	Legislature reconvenes from Spring Recess.
April 29	Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house.
May 6	Last day for policy committees to hear and report to the floor nonfiscal bills introduced in their house.
May 13	Last day for policy committees to meet prior to May 31 st .
May 20	Last day for fiscal committees to meet prior to May 31 st .
May 27	Last day for each house to pass bills introduced in that house.
June 15	Budget Bill must be passed by midnight.
June 30	Last day for a legislative measure to qualify for the Nov. 8 General Election.
July 1	Last day for policy committees to meet and report bills.
July 1	Summer Recess begins upon adjournment, provided Budget Bill has been passed.
Aug. 1	Legislature reconvenes from Summer Recess.
Aug. 12	Last day for fiscal committees to meet and report.
Aug 15 – Aug.31	Floor Session Only. No committee, other than conference and Rules committees, may meet for any purpose.
Aug. 25	Last day to amend bills on the Floor.
Aug. 31	<u>Last day for each house to pass bills.</u>
Sept 30	Last day for Governor to sign or veto bills passed by Legislature on or before Sept. 1st

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

Three Valleys Municipal Water District Item 9.E - Exhibit B

Legislative Status Report 3/7/2022

[AB 754](#) ([Mathis R](#)) **Sustainable groundwater management: groundwater sustainability plan.**

Current Text: Amended: 4/15/2021 [html](#) [pdf](#)

Status: 7/14/2021-Failed Deadline pursuant to Rule 61(a)(11). (Last location was N.R. & W. on 6/16/2021)(May be acted upon Jan 2022)

Location: 7/14/2021-S. 2 YEAR

Summary: The Sustainable Groundwater Management Act authorizes the State Water Resources Control Board to designate a high- or medium-priority basin as a probationary basin if the basin is not entirely covered by an adopted groundwater sustainability plan or plans or a department-approved alternative by the applicable deadline. The act authorizes the board to adopt an interim plan for a probationary basin, as specified. This bill would authorize the department to extend the deadline for a high- or medium-priority basin not subject to critical conditions of overdraft to be managed under a groundwater sustainability plan or coordinated plans by up to 180 days after January 31, 2022, upon request of a local agency or groundwater sustainability agency in the basin for an extension of a specified period of time. The bill would require a request to be submitted by January 3, 2022, and to be responded to by the department by January 10, 2022.

Position

Watch

[AB 1195](#) ([Garcia, Cristina D](#)) **Drinking water.**

Current Text: Amended: 5/24/2021 [html](#) [pdf](#)

Status: 7/14/2021-Failed Deadline pursuant to Rule 61(a)(11). (Last location was N.R. & W. on 6/9/2021)(May be acted upon Jan 2022)

Location: 7/14/2021-S. 2 YEAR

Summary: Current law establishes the Safe and Affordable Drinking Water Fund in the State Treasury to help water systems provide an adequate and affordable supply of safe drinking water in both the near and long terms. Current law authorizes the state board to provide for the deposit into the fund of certain moneys and continuously appropriates the moneys in the fund to the state board for grants, loans, contracts, or services to assist eligible recipients. This bill would prohibit a public water system from transferring or abandoning a water right held by the public water system except upon approval of the state board, as prescribed.

Position

Watch

[AB 1642](#) ([Salas D](#)) **California Environmental Quality Act: water system well and domestic well projects: exemption.**

Current Text: Introduced: 1/12/2022 [html](#) [pdf](#)

Status: 1/20/2022-Referred to Com. on NAT. RES.

Location: 1/20/2022-A. NAT. RES.

Summary: Current law establishes the Safe and Affordable Drinking Water Fund in the State Treasury to help water systems provide an adequate and affordable supply of safe drinking water in both the near and long terms. Current law requires the state board to annually adopt, and update every 3 years, a fund expenditure plan that contains specified information, including, but not limited to, a list of water systems that consistently fail to provide an adequate supply of safe drinking water. Current law requires the state board to develop a drinking water needs assessment to inform the board's annual fund expenditure plan. This bill would exempt from CEQA a project that relates to a well that is part of a water system or to a domestic well that has been designated by the state board as high risk or medium risk in the state board's drinking water assessment and that is designed to mitigate or prevent a failure of the well or the domestic well that would leave residents that rely on the well, the water system to which the well is connected, or the domestic well without an adequate supply of safe drinking water. The bill would require a lead agency that determines that a project is exempt from CEQA pursuant to these provisions to file a notice of exemption with the Office of Planning and Research and the county clerk, as provided.

Position

Watch

[AB 1733](#) ([Quirk D](#)) **State bodies: open meetings.**

Current Text: Introduced: 1/31/2022 [html](#) [pdf](#)

Status: 2/18/2022-Referred to Coms. on G.O. and B. & P.

Location: 2/18/2022-A. G.O.

Summary: The Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. Current law requires a state body to provide notice of its meeting to any person who requests that notice in writing and to provide notice of the meeting of its internet website at least 10 days in

advance of the meeting, as prescribed. Current law exempts from the advance notice requirement special meetings and emergency meetings in accordance with specified provisions. Current law authorizes a state body to adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment, and authorizes a state body to similarly continue or recontinue any hearing being held, or noticed, or ordered to be held by a state body at any meeting. This bill would specify that a "meeting" under the act, includes a meeting held entirely by teleconference.

Position

Watch

AB 1774 (Seyarto R) California Environmental Quality Act: water conveyance or storage projects: judicial review.

Current Text: Introduced: 2/3/2022 [html](#) [pdf](#)

Status: 2/10/2022-Referral to Coms. on NAT. RES. and JUD.

Location: 2/10/2022-A. NAT. RES.

Summary: The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report (EIR) on a project that the lead agency proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA establishes a procedure by which a person may seek judicial review of the decision of the lead agency made pursuant to CEQA. This bill would require the Judicial Council to adopt rules of court applicable to actions or proceedings brought to attack, review, set aside, void, or annul the certification or adoption of an environmental impact report for water conveyance or storage projects, as defined, or the granting of project approvals, including any appeals to the court of appeal or the Supreme Court, to be resolved, to the extent feasible, within 270 days of the filing of the certified record of proceedings with the court to an action or proceeding seeking judicial review of the lead agency's action related to those projects.

Position

Watch

AB 1784 (Smith R) Water Quality, Supply, and Infrastructure Improvement Act of 2014: groundwater sustainability projects: grants and loans.

Current Text: Introduced: 2/3/2022 [html](#) [pdf](#)

Status: 2/4/2022-From printer. May be heard in committee March 6.

Location: 2/3/2022-A. PRINT

Summary: Current law provides for the sum of \$900,000,000 to be available, upon appropriation by the Legislature from the Water Quality, Supply, and Infrastructure Improvement Fund of 2014, for expenditures on, and competitive grants, and loans for, projects to prevent or clean up the contamination of groundwater that serves or has served as a source of drinking water, as provided. Current law requires a project that receives funding to be selected by a competitive grant or loan process with added consideration for those projects that leverage private, federal, or local funding, and outlines the additional requirements and processes applicable to projects that receive funding. This bill would make nonsubstantive changes to these latter provisions.

Position

Watch

AB 1795 (Fong R) Open meetings: remote participation.

Current Text: Introduced: 2/7/2022 [html](#) [pdf](#)

Status: 2/18/2022-Referral to Com. on G.O.

Location: 2/18/2022-A. G.O.

Summary: The Bagley-Keene Open Meeting Act, requires state bodies to allow all persons to attend meetings and provide an opportunity for the public to address the state body regarding any item included in its agenda, except as specified. This bill would require state bodies, subject to existing exceptions, to provide all persons the ability to participate both in-person and remotely, as defined, in any meeting and to address the body remotely.

Position

Watch

AB 1811 (Medina D) Water: State Water Resources Control Board: fully appropriated stream systems.

Current Text: Introduced: 2/7/2022 [html](#) [pdf](#)

Status: 2/8/2022-From printer. May be heard in committee March 10.

Location: 2/7/2022-A. PRINT

Summary: Current law authorizes the State Water Resources Control Board, after notice and hearing,

Position

Watch

[AB 1845](#) (Calderon D) Metropolitan Water District of Southern California: alternative project delivery methods.

Current Text: Introduced: 2/8/2022 [html](#) [pdf](#)

Status: 2/18/2022-Referred to Coms. on L. GOV. and W.,P., & W.

Location: 2/18/2022-A. L. GOV.

Summary: Would authorize the Metropolitan Water District of Southern California to use the design-build procurement process for certain regional recycled water projects or other water infrastructure projects. The bill would define "design-build" to mean a project delivery process in which both the design and construction of a project are procured from a single entity. The bill would require the district, if using this procurement process, to follow certain procedures, including preparing and issuing a request for qualifications, preparing a request for proposals including the scope and needs of the project or contract, and awarding projects based on certain criteria for projects utilizing either lowest responsible bidder or best value selection criteria.

Position

Watch

[AB 1879](#) (Mathis R) California regional water quality control boards: investigations.

Current Text: Introduced: 2/8/2022 [html](#) [pdf](#)

Status: 2/18/2022-Referred to Com. on E.S. & T.M.

Location: 2/18/2022-A. E.S. & T.M.

Summary: Under current law, the State Water Resources Control Board and the California regional water quality control boards implement the Federal Water Pollution Control Act and the Porter-Cologne Water Quality Control Act by prescribing waste discharge requirements for discharges to the waters of the state, as specified. This bill would authorize a regional board to decline to investigate one or more complaints if the regional board determines, after an initial investigation, that repeated demands for subsequent investigations regarding a matter that is within the jurisdiction of the regional board are not warranted. If the regional board determines a demand or complaint is not warranted, the bill would require the regional board to notify the complainant and the subject of the complaint, as specified, of that determination and the decision to decline to investigate. If demands for investigations or complaints alleging violations regarding matters that are within the jurisdiction of the regional board persist, the bill would authorize the regional board to investigate the accused agency, business, or other entity not more than once per quarter and up to 4 times per calendar year.

Position

Watch

[AB 1944](#) (Lee D) Local government: open and public meetings.

Current Text: Introduced: 2/10/2022 [html](#) [pdf](#)

Status: 2/18/2022-Referred to Com. on L. GOV.

Location: 2/18/2022-A. L. GOV.

Summary: Current law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. Current law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with those specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health. This bill would specify that if a member of a legislative body elects to teleconference from a location that is not public, the address does not need to be identified in the notice and agenda or be accessible to the public when the legislative body has elected to allow members to participate via teleconferencing.

Position

Watch

[AB 1953](#) (Maienschein D) Drinking water: accessible water bottle refill stations.

Current Text: Amended: 2/28/2022 [html](#) [pdf](#)

Status: 3/1/2022-Re-referred to Com. on E.S. & T.M.

Location: 2/24/2022-A. E.S. & T.M.

Summary: Would require, by January 1, 2025, the owner or operator of a transit hub, local park, public building, publicly owned building, shopping mall, or municipal golf course to install and maintain at least one, or maintain at least one existing, accessible water bottle refill station, as prescribed. The bill would also require those owners and operators that have a water bottle refill station that is not accessible to upgrade, by January 1, 2025, the water bottle refill station to an accessible water bottle refill station.

AB 2041 (Garcia, Eduardo D) California Safe Drinking Water Act: primary drinking water standards: compliance.

Current Text: Introduced: 2/14/2022 [html](#) [pdf](#)

Status: 2/24/2022-Referred to Com. on E.S. & T.M.

Location: 2/24/2022-A. E.S. & T.M.

Summary: Would require the State Water Resources Control Board to take specified actions if the state board adopts a primary drinking water standard with a compliance period for which public water systems are given a designated period of time to install necessary measures, including, but not limited to, installation of water treatment systems, to comply with the primary drinking water standard without being held in violation of the primary drinking water standard. Those actions would include, among other actions, developing a financial plan to assist public water systems that will require financial assistance in procuring and installing the necessary measures.

Position
Watch

AB 2081 (Garcia, Eduardo D) Municipal water districts: water service: Indian lands.

Current Text: Introduced: 2/14/2022 [html](#) [pdf](#)

Status: 2/24/2022-Referred to Com. on L. GOV.

Location: 2/24/2022-A. L. GOV.

Summary: Te Municipal Water District Law of 1911 provides for the formation of municipal water districts and grants to those districts specified powers. Current law permits a district to acquire, control, distribute, store, spread, sink, treat, purify, recycle, recapture, and salvage any water for the beneficial use of the district, its inhabitants, or the owners of rights to water in the district. Current law, upon the request of certain Indian tribes and the satisfaction of certain conditions, requires a district to provide service of water at substantially the same terms applicable to the customers of the district to the Indian tribe's lands that are not within a district, as prescribed. Current law also authorizes a district, until January 1, 2023, under specified circumstances, to apply to the applicable local agency formation commission to provide this service of water to Indian lands, as defined, that are not within the district and requires the local agency formation commission to approve such an application. This bill would extend the above provisions regarding the application to the applicable local agency formation commission to January 1, 2025.

Position
Watch

AB 2142 (Gabriel D) Income taxes: exclusion: turf replacement water conservation program.

Current Text: Introduced: 2/15/2022 [html](#) [pdf](#)

Status: 2/24/2022-Referred to Com. on REV. & TAX.

Location: 2/24/2022-A. REV. & TAX

Summary: The Personal Income Tax Law and the Corporation Tax Law, in conformity with federal income tax law, generally defines "gross income" as income from whatever source derived, except as specifically excluded, and provides various exclusions from gross income. Current law provides an exclusion from gross income for any amount received as a rebate or voucher from a local water or energy agency or supplier for the purchase or installation of a water conservation water closet, energy efficient clothes washers, and plumbing devices, as specified. This bill would, for taxable years beginning on or after January 1, 2022, and before January 1, 2027, under both of these laws, provide an exclusion from gross income for any amount received as a rebate, voucher, or other financial incentive issued by a local water agency or supplier for participation in a turf replacement water conservation program.

Position
Watch

AB 2157 (Rubio, Blanca D) Urban water use objectives: indoor residential water use.

Current Text: Introduced: 2/15/2022 [html](#) [pdf](#)

Status: 2/15/2022-From printer. May be heard in committee March 18.

Location: 2/15/2022-A. PRINT

Summary: Current law requires the Department of Water Resources, in coordination with the State Water Resources Control Board, and in collaboration with and input from stakeholders, to conduct necessary studies and investigations and authorizes the department and the board to jointly recommend to the Legislature a standard for indoor residential water use. Current law, until January 1, 2025, establishes 55 gallons per capita daily as the standard for indoor residential water use, beginning January 1, 2025, establishes the greater of 52.5 gallons per capita daily or a standard recommended by the department and the board as the standard for indoor residential water use, and beginning January 1, 2030, establishes the greater of 50 gallons per capita daily or a standard

recommended by the department and the board as the standard for in the residential water. This bill would make a nonsubstantive change to the provision requiring the department and the board to collaborate with, and seek input from, stakeholders with regard to the studies, investigations, and report.

Position
Watch

AB 2163 (Rubio, Blanca D) San Gabriel Basin Water Quality Authority Act.

Current Text: Introduced: 2/15/2022 [html](#) [pdf](#)

Status: 2/24/2022-Referred to Com. on E.S. & T.M.

Location: 2/24/2022-A. E.S. & T.M.

Summary: The San Gabriel Basin Water Quality Authority Act establishes the San Gabriel Basin Water Quality Authority and provides for its powers and duties. Current law repeals the act on July 1, 2030. Upon the act's repeal, existing law prescribes various requirements for the administration of the authority's debts and assets. This bill would extend the July 1, 2030, date of repeal of the act to July 1, 2050, thereby imposing a state-mandated local program by extending the period of time in which the authority and other local public entities are required to carry out various duties under the act.

Position
Watch

AB 2201 (Bennett D) State water policy: water rights.

Current Text: Introduced: 2/15/2022 [html](#) [pdf](#)

Status: 2/15/2022-From printer. May be heard in committee March 18.

Location: 2/15/2022-A. PRINT

Summary: Current law declares general state policies regarding water use, water rights, and the regulation of the waters of California. This bill would make nonsubstantive changes to one of those provisions relating to water rights.

Position
Watch

AB 2255 (Medina D) University of California regents: open meetings.

Current Text: Introduced: 2/16/2022 [html](#) [pdf](#)

Status: 2/17/2022-From printer. May be heard in committee March 19.

Location: 2/16/2022-A. PRINT

Summary: Current law establishes the University of California, under the administration of the Regents of the University of California, as one of the segments of public postsecondary education in this state. Current law requires the regents to provide a copy of specified provisions related to the meetings of the regents and a copy of the Bagley-Keene Open Meeting Act to each regent upon that regent's appointment to the board or assumption of the office of regent. This bill would make nonsubstantive changes to that provision.

Position
Watch

AB 2313 (Bloom D) Water: judges and adjudications.

Current Text: Introduced: 2/16/2022 [html](#) [pdf](#)

Status: 3/3/2022-Referred to Coms. on JUD. and W.,P., & W.

Location: 3/3/2022-A. JUD.

Summary: (1) Current law authorizes the Judicial Council to conduct institutes and seminars for the purpose of orienting judges to new judicial assignments, keeping them informed concerning new developments in the law, and promoting uniformity in judicial procedure, as specified. This bill would encourage the Judicial Council to establish a program that provides training and education to judges in specified actions relating to water, as defined. The bill would provide that the program may be funded by an appropriation from the General Fund in the annual Budget Act or another statute. The bill would authorize the Chairperson of the Judicial Council to assign to certain actions relating to water a judge with that training or education. This bill contains other related provisions and other existing laws.

Position
Watch

AB 2449 (Rubio, Blanca D) Open meetings: local agencies: teleconferences.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/3/2022-Referred to Com. on L. GOV.

Location: 3/3/2022-A. L. GOV.

Summary: Current law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health. This bill would

authorize a local agency to use teleconferencing without complying with the specified teleconferencing requirements if at least a quorum of the members of the legislative body participates in person from a singular location clearly identified on the agenda that is open to the public and situated within the local agency's jurisdiction. The bill would impose prescribed requirements for this exception relating to notice, agendas, the means and manner of access, and procedures for disruptions. The bill would require the legislative body to implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with federal law.

Position

Sponsor

AB 2451 (Wood D) State Water Resources Control Board: drought planning.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/3/2022-Referred to Com. on W.,P., & W.

Location: 3/3/2022-A. W.,P. & W.

Summary: Would require the State Water Resources Control Board to establish a Drought Section within the Division of Water Rights, as specified. The bill would require the state board, in consultation with the Department of Fish and Wildlife, to adopt principles and guidelines for diversion and use of water in coastal watersheds during times of water shortage for drought preparedness and climate resiliency and for the development of watershed-level contingency plans to support public trust uses, public health and safety, and the human right to water in times of water shortage. The bill would require the state board to adopt those principles and guidelines no later than March 31, 2023, as specified.

Position

Watch

AB 2605 (Villapudua D) Water quality: state certification.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/19/2022-From printer. May be heard in committee March 21.

Location: 2/18/2022-A. PRINT

Summary: The State Water Resources Control Board and the California regional water quality control boards prescribe waste discharge requirements in accordance with the Federal Water Pollution Control Act and the Porter-Cologne Water Quality Control Act. Under federal law, any applicant seeking a federal license or permit for an activity that may result in any discharge into the navigable waters of the United States is required to first seek a state water quality certification, as specified. The Porter-Cologne Water Quality Control Act authorizes the state board to certify or provide a statement to a federal agency, as required pursuant to federal law, that there is reasonable assurance that an activity of any person subject to the jurisdiction of the state board will not reduce water quality below applicable standards. The federal act provides that if a state fails or refuses to act on a request for this certification within a reasonable period of time, which shall not exceed one year after receipt of the request, then the state certification requirements are waived with respect to the federal application. This bill would authorize the state board to delegate its authority regarding the above-described issuance of a certificate or statement to the regional boards.

Position

Watch

AB 2639 (Quirk D) Water quality control plans and water rights permits.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/19/2022-From printer. May be heard in committee March 21.

Location: 2/18/2022-A. PRINT

Summary: Would require the State Water Resources Control Board, on or before December 31, 2023, to adopt a final update of a specified water quality control plan for the Bay-Delta and to implement the final San Joaquin River/Southern Delta update of that specified water quality control plan, as provided. The bill would prohibit the state board from approving any new water right permits or extensions of time for any existing permits resulting in new or increased diversions to surface water storage from the Sacramento River/San Joaquin River watershed until the state board has taken those actions.

Position

Watch

AB 2647 (Levine D) Local government: open meetings.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/19/2022-From printer. May be heard in committee March 21.

Location: 2/18/2022-A. PRINT

Summary: The Ralph M. Brown Act requires the meetings of the legislative body of a local agency to be conducted openly and publicly, with specified exceptions. Current law makes agendas of public meetings and other writings distributed to the members of the governing board disclosable public

records, with certain exceptions. Current law requires a local agency to post those writings distributed to the members of the governing board available for public inspection at a public office or location that the agency designates. This bill would instead require a local agency to make those writings distributed to the members of the governing board available for public inspection at a public office or location that the agency designates or post the writings on the local agency's internet website in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

Position

Watch

AB 2742 (Friedman D) Water meters: urban water suppliers.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/19/2022-From printer. May be heard in committee March 21.

Location: 2/18/2022-A. PRINT

Summary: The Water Measurement Law generally requires the installation of a water meter as a condition of new water service on and after January 1, 1992. The law, with certain exceptions, requires an urban water supplier to install water meters on all municipal and industrial service connections that are located in its service area on or before January 1, 2025. This bill would delay that requirement for an urban water supplier to install the water meters to on or before January 1, 2030.

Position

Watch

SB 37 (Cortese D) Contaminated Site Cleanup and Safety Act.

Current Text: Amended: 9/3/2021 [html](#) [pdf](#)

Status: 9/10/2021-Failed Deadline pursuant to Rule 61(a)(15). (Last location was INACTIVE FILE on 9/8/2021)(May be acted upon Jan 2022)

Location: 9/10/2021-A. 2 YEAR

Summary: Current law requires designated local enforcement agencies to compile and submit to the Department of Resources Recycling and Recovery a list of all solid waste disposal facilities from which there is a known migration of hazardous waste, and requires the department to compile these lists into a statewide list. Current law requires these agencies to update the information as appropriate, but at least annually, and to submit the information to the Secretary for Environmental Protection. Under existing law, the Secretary for Environmental Protection is required to consolidate the information provided by these state agencies and distribute the information in a timely fashion to each city and county in which sites on the lists are located and to any other person upon request. This bill would enact the Contaminated Site Cleanup and Safety Act and would recodify the above-described provisions with certain revisions. The bill would repeal the requirement for the State Department of Health Care Services to compile a list of all public drinking water wells, as described above.

Position

Watch

SB 45 (Portantino D) Short-lived climate pollutants: organic waste reduction goals: local jurisdiction assistance.

Current Text: Amended: 1/3/2022 [html](#) [pdf](#)

Status: 1/24/2022-Read third time. Passed. (Ayes 36. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Location: 1/24/2022-A. DESK

Summary: Current law requires the Department of Resources Recycling and Recovery, in consultation with the State Air Resources Board, to adopt regulations to achieve the organic waste reduction goals established by the state board for 2020 and 2025, as provided. Current law requires the department, no later than July 1, 2020, and in consultation with the state board, to analyze the progress that the waste sector, state government, and local governments have made in achieving these organic waste reduction goals. This bill would require the department, in consultation with the state board, to provide assistance to local jurisdictions, including, but not limited to, any funding appropriated by the Legislature in the annual Budget Act, for purposes of assisting local agencies to comply with these provisions, including any regulations adopted by the department.

Position

Watch

SB 114 (Committee on Budget and Fiscal Review) Employment: COVID-19: supplemental paid sick leave.

Current Text: Chaptered: 2/9/2022 [html](#) [pdf](#)

Status: 2/9/2022-Approved by the Governor. Chaptered by Secretary of State. Chapter 4, Statutes of 2022.

Location: 2/9/2022-S. CHAPTERED

Summary: Would, beginning January 1, 2022, until September 30, 2022, provide for COVID-19

supplemental paid sick leave for covered employees who are unable to perform work due to reasons related to COVID-19, including that the employee is attending a COVID-19 vaccine or vaccine booster appointment for themselves or a family member, or is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster. The bill would entitle a covered employee to 40 hours of COVID-19 supplemental paid sick leave if that employee works full time or was scheduled to work, on average, at least 40 hours per week for the employer in the 2 weeks preceding the date the covered employee took COVID-19 supplemental paid sick leave. The bill would provide a different calculation for supplemental paid sick leave for a covered employee who is a firefighter subject to certain work schedule requirements and for a covered employee working fewer or variable hours, as specified.

Position
Watch

SB 222 (Dodd D) Water Rate Assistance Program.

Current Text: Amended: 8/30/2021 [html](#) [pdf](#)

Status: 9/10/2021-Failed Deadline pursuant to Rule 61(a)(15). (Last location was INACTIVE FILE on 9/3/2021)(May be acted upon Jan 2022)

Location: 9/10/2021-A. 2 YEAR

Summary: Would establish the Water Rate Assistance Fund in the State Treasury to help provide water affordability assistance, for both drinking water and wastewater services, to low-income ratepayers and ratepayers experiencing economic hardship in California. The bill would require the Department of Community Services and Development to develop and administer the Water Rate Assistance Program established by the bill.

Position
Watch

SB 230 (Portantino D) State Water Resources Control Board: Constituents of Emerging Concern in Drinking Water Program.

Current Text: Amended: 1/20/2022 [html](#) [pdf](#)

Status: 1/26/2022-Read third time. Passed. (Ayes 37. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Location: 1/26/2022-A. DESK

Summary: Would require the State Water Resources Control Board to establish, maintain, and direct a dedicated program called the Constituents of Emerging Concern in Drinking Water Program for 5 years to assess the state of information and recommend areas for further study on, among other things, the occurrence of constituents of emerging concern (CEC) in drinking water sources and treated drinking water. The bill would require the state board to convene, by an unspecified date, the Science Advisory Panel for 3 years to review and provide recommendations to the state board on CECs for further action, among other duties. The bill would require the state board to provide a final report to the Legislature by June 1, 2026, on the work conducted by the panel.

Position
Support

SB 559 (Hurtado D) Department of Water Resources: water conveyance systems: Water Conveyance Restoration Fund.

Current Text: Amended: 8/30/2021 [html](#) [pdf](#)

Status: 9/10/2021-Failed Deadline pursuant to Rule 61(a)(15). (Last location was INACTIVE FILE on 9/8/2021)(May be acted upon Jan 2022)

Location: 9/10/2021-A. 2 YEAR

Summary: Would establish the Water Conveyance Restoration Fund in the State Treasury to be administered by the Department of Water Resources in consultation with the State Water Resources Control Board and the Department of Fish and Wildlife. The bill would require all moneys deposited in the fund to be expended, upon appropriation by the Legislature, in support of subsidence repair costs, including environmental planning, permitting, design, and construction and necessary road and bridge upgrades required to accommodate capacity improvements. The bill would require the Director of Water Resources to apportion money appropriated from the fund, subject to specified requirements, for the Friant-Kern Canal, Delta-Mendota Canal, San Luis Field Division of the California Aqueduct, and San Joaquin Division of the California Aqueduct.

Position
Support

SB 832 (Dodd D) Water rights: measurement of diversion.

Current Text: Introduced: 1/3/2022 [html](#) [pdf](#)

Status: 3/4/2022-Set for hearing March 22.

Location: 1/19/2022-S. N.R. & W.

Summary: Current law requires a person who diverts 10 acre-feet or more of water per year under a

permit or license to install and maintain a device or employ a method of measurement of the rate of direct diversion, rate of collection to storage, and rate of withdrawal or release from storage. Current law requires the measurements to be made using the best available technologies and best professional practices using a device or methods satisfactory to the State Water Resources Control Board, as specified in regulations adopted by the state board. Current law requires a permittee or licensee to maintain a record of all diversion monitoring, as provided, and to include those records with annual reports required to be submitted to the state board. Current law authorizes the state board to modify these requirements if the state board finds that strict compliance with these requirements is infeasible, is unreasonably expensive, would unreasonably affect public trust uses, or would result in the waste or unreasonable use of water, or that the need for monitoring and reporting is adequately addressed by other conditions of the permit or license. This bill would clarify existing law that a person diverting 10 acre-feet or more of water per year under a registration is subject to these water diversion measurement, recording, and reporting requirements.

Position
Watch

SB 890 (Nielsen R) Department of Water Resources: Water Storage and Conveyance Fund: water storage and conveyance.

Current Text: Amended: 2/23/2022 [html](#) [pdf](#)

Status: 2/23/2022-From committee with author's amendments. Read second time and amended. Referred to Com. on N.R. & W.

Location: 2/9/2022-S. N.R. & W.

Summary: Would establish the Water Storage and Conveyance Fund in the State Treasury to be administered by the Department of Water Resources. The bill would require all moneys deposited in the fund to be expended, upon appropriation by the Legislature, in support of subsidence repair and reservoir storage costs, including environmental planning, permitting, design, and construction and all necessary road and bridge upgrades required to accommodate capacity improvements. The bill would require the department to expend from the fund, upon appropriation by the Legislature, specified monetary amounts to complete funding for the construction of the Sites Reservoir, and to restore the capacity of 4 specified water conveyance systems, as prescribed, with 2 of those 4 expenditures being in the form of a grant to the Friant Water Authority and to the San Luis and Delta-Mendota Water Authority. This bill would make these provisions inoperative on July 1, 2030, and would repeal it as of January 1, 2031.

Position
Watch

SB 892 (Hurtado D) Cybersecurity preparedness: food and agriculture sector and water and wastewater systems sector.

Current Text: Introduced: 1/31/2022 [html](#) [pdf](#)

Status: 2/17/2022-Set for hearing March 15.

Location: 2/9/2022-S. G.O.

Summary: Would require the Office of Emergency Services (CalOES) to develop, propose, and adopt reporting requirements applicable to companies and cooperatives in the food and agriculture industry if they identify a significant and verified cyber threat or active cyberattack. The bill would require a water and wastewater systems sector entity serving more than 3,300 people to report their risk assessments and emergency response plan required by the America's Water Infrastructure Act of 2018 to the California Cybersecurity Integration Center, the Department of Water Resources, and the State Water Resources Control Board.

Position
Watch

SB 938 (Hertzberg D) The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000: protest proceedings: procedural consolidation.

Current Text: Introduced: 2/8/2022 [html](#) [pdf](#)

Status: 2/16/2022-Referred to Com. on GOV. & F.

Location: 2/16/2022-S. GOV. & F.

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for cities and districts, except as specified. Under current law, in each county there is a local agency formation commission that oversees these changes of organization and reorganization. With a specified exception, current law provides for protest proceedings for a change of organization or reorganization following adoption of a resolution making certain determinations by the commission, as provided. Current law sets forth required procedures for the commission following a protest hearing depending on the nature of the conducting authority, as defined, the type of change of organization or reorganization, and the results of the protest proceeding. The bill would reorganize and consolidate the above-described procedures. The bill would make conforming changes and remove obsolete provisions.

SB 1100 (Cortese D) Open meetings: orderly conduct.

Current Text: Introduced: 2/16/2022 [html](#) [pdf](#)

Status: 2/23/2022-Referred to Coms. on GOV. & F. and JUD.

Location: 2/23/2022-S. GOV. & F.

Summary: Would authorize the members of the legislative body conducting a meeting to remove an individual for willfully interrupting the meeting. The bill, except as provided, would require removal to be preceded by a warning, either by the presiding member of the legislative body or a law enforcement officer, that the individual is disrupting the proceedings and a request that the individual curtail their disruptive behavior or be subject to removal. The bill would similarly require a warning before clearing a meeting room for willful interruptions by a group or groups. The bill would define "willfully interrupting" to mean intentionally engaging in behavior during a meeting of a legislative body that substantially impairs or renders infeasible the orderly conduct of the meeting in accordance with law. The term would include failure to comply with a reasonable regulation adopted in accordance with existing law after a warning and request in accordance with the bill, as applicable. By establishing new requirements for local legislative bodies, this bill would impose a state-mandated program.

Position
Watch

SB 1124 (Archuleta D) Central Basin Communities Water Reliability, Safe Drinking Water, and Recycled Water Expansion Act of 2022.

Current Text: Introduced: 2/16/2022 [html](#) [pdf](#)

Status: 2/24/2022-Referral to Com. on GOV. & F. rescinded because of the limitations placed on committee hearings due to ongoing health and safety risks of the COVID-19 virus.

Location: 2/24/2022-S. GOV. & F.

Summary: Would enact the Central Basin Communities Water Reliability, Safe Drinking Water, and Recycled Water Expansion Act of 2022. The bill would establish the Central Basin Communities Water Reliability, Safe Drinking Water, and Recycled Water Expansion Fund in the State Treasury and would provide that unspecified sums of money are available upon appropriation by the Legislature from the fund to the board for specified purposes related to drinking water, including, but not limited to, protecting state, local, and regional drinking water systems located in the Central Basin from climate change, drought, catastrophic seismic damage, or failure from terrorist acts or other deliberate acts of destruction, competitive grants to eligible applicants, and improving local water security by reducing the use of potable water for nonpotable purposes. This bill contains other related provisions and other existing laws.

Position
Watch

SB 1157 (Hertzberg D) Urban water use objectives: indoor residential water use.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/2/2022-Referred to Com. on N.R. & W.

Location: 3/2/2022-S. N.R. & W.

Summary: Current law requires the Department of Water Resources, in coordination with the State Water Resources Control Board, and including collaboration with and input from stakeholders, to conduct necessary studies and investigations and authorizes the department and the board to jointly recommend to the Legislature a standard for indoor residential water use. Current law, until January 1, 2025, establishes 55 gallons per capita daily as the standard for indoor residential water use. Existing law establishes, beginning January 1, 2025, the greater of 52.5 gallons per capita daily or a standard recommended by the department and the board as the standard for indoor residential water use, and beginning January 1, 2030, establishes the greater of 50 gallons per capita daily or a standard recommended by the department and the board as the standard for indoor residential water use. This bill would eliminate the option of using the greater of 52.5 gallons per capita daily and the greater of 50 gallons per capita daily, as applicable, or a standard recommended by the department and the board as the standard for indoor residential water use.

Position
Watch

SB 1166 (Grove R) Department of Water Resources: appropriations of water.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/2/2022-Referred to Com. on RLS.

Location: 2/17/2022-S. RLS.

Summary: Under current law, the Department of Water Resources is required to make and file with the State Water Resources Control Board applications for the appropriation of any water that, in the department's judgment, is or may be required in the development and completion of all or part of a

general or coordinated plan for the development, utilization, or conservation of the water resources of the state. Existing law gives those applications priority, as of the date of filing the application, over any subsequent application and generally exempts the applications from certain water rights diligence provisions. This bill would make nonsubstantive changes to these provisions.

Position
Watch

SB 1188 (Laird D) Safe Drinking Water State Revolving Fund: financial assistance.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/2/2022-Referred to Com. on E.Q.

Location: 3/2/2022-S. E.Q.

Summary: Current law, the Safe Drinking Water State Revolving Fund Law of 1997, establishes the continuously appropriated Safe Drinking Water State Revolving Fund to provide financial assistance for the design and construction of projects for public water systems that will enable those systems to meet safe drinking water standards. Current law authorizes the State Water Resources Control Board, to the extent permitted by federal law, to provide up to 100% grant funding, and principal forgiveness and 0% financing on loans, from the fund to a project for a water system that serves a severely disadvantaged community. Current law requires the interest rate for repayable financing provided from the fund to be 0% if the financing is for a public water system that serves a disadvantaged community with a financial hardship or if the financing is for a public water system that provides matching funds. This bill would delete those provisions relating to 0% financing and interest and would instead generally authorize the board, to the extent authorized by federal law, to provide reduced or 0% financing to further the purposes of the Safe Drinking Water State Revolving Fund Law of 1997. The bill would delete the requirement that a water system serve a severely disadvantaged community in order to be provided with up to 100% grant funding or principal forgiveness and instead authorize providing that grant funding or principal forgiveness to certain other water systems. By making moneys in the Safe Drinking Water State Revolving Fund, a continuously appropriated fund, available for new purposes, the bill would make an appropriation. This bill contains other related provisions and other existing laws.

Position
Watch

SB 1197 (Caballero D) Water Innovation and Drought Resiliency Act of 2022.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/2/2022-Referred to Com. on N.R. & W.

Location: 3/2/2022-S. N.R. & W.

Summary: Existing law declares that the protection of the public interest in the development of the water resources of the state is of vital concern to the people of the state and that the state shall determine in what way the water of the state, both surface and underground, should be developed for the greatest public benefit. This bill, the Water Innovation and Drought Resiliency Act of 2022, would create the Initiative to Advance Water Innovation and Drought Resiliency at the office for the furtherance of new technologies and other innovative approaches in the water sector.

Position
Watch

SB 1203 (Becker D) State Air Resources Board: Fluorinated Gases Emission Reduction Incentive Program.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/2/2022-Referred to Com. on RLS.

Location: 2/17/2022-S. RLS.

Summary: Current law establishes the Fluorinated Gases Emission Reduction Incentive Program, to be administered by the State Air Resources Board, to promote the adoption of new refrigerant technologies to achieve short- and long-term climate benefits, energy efficiency, and other cobenefits, as specified. This bill would make a nonsubstantive change to this provision.

Position
Watch

SB 1205 (Allen D) Water rights: appropriation.

Current Text: Introduced: 2/17/2022 [html](#) [pdf](#)

Status: 3/2/2022-Referred to Com. on N.R. & W.

Location: 3/2/2022-S. N.R. & W.

Summary: Would require the State Water Resources Control Board to develop and adopt regulations to provide greater specificity as to the methods and practices for determining water availability in the issuance and administration of water right permits and licenses, including consideration of the effects of climate change upon watershed hydrology as part of the preparation of water availability analyses. The bill would require the board to consult with the Department of Water Resources, the Department of Fish and Wildlife, and qualified hydrologists and climate change scientists in preparing the

Position

Watch

[SB 1219](#) (Hurtado D) Water: State Water Resources Control Board dissolution: Blue Ribbon Commission.**Current Text:** Introduced: 2/17/2022 [html](#) [pdf](#)**Status:** 3/4/2022-Set for hearing March 22.**Location:** 3/2/2022-S. N.R. & W.

Summary: Current law establishes the State Water Resources Control Board within the California Environmental Protection Agency with specified duties relating to, among other things, administering water rights, the Porter-Cologne Water Quality Control Act, and the California Safe Drinking Water Act. Current law establishes the Department of Water Resources within the Natural Resources Agency and prescribes the jurisdiction and various general administrative authorities and duties of the department regarding, among other things, matters pertaining to water resources and dams in the state. This bill would dissolve the board as of January 1, 2025.

Position

Watch

[SB 1220](#) (Hurtado D) Sustainable Groundwater Management Act: groundwater sustainability plans.**Current Text:** Introduced: 2/17/2022 [html](#) [pdf](#)**Status:** 3/2/2022-Referred to Com. on N.R. & W.**Location:** 3/2/2022-S. N.R. & W.

Summary: Current law, the Sustainable Groundwater Management Act, requires all groundwater basins designated as high- or medium-priority basins by the Department of Water Resources that are designated as basins subject to critical conditions of overdraft to be managed under a groundwater sustainability plan or coordinated groundwater sustainability plans by January 31, 2020, and requires all other groundwater basins designated as high- or medium-priority basins to be managed under a groundwater sustainability plan or coordinated groundwater sustainability plans by January 31, 2022, except as specified. This bill would provide that nothing in those provisions relating to making submissions to the department shall be construed to prohibit groundwater sustainability agencies that have developed multiple groundwater sustainability plans for a basin from amending the coordination agreement following department issuance of an assessment of the plans. This bill contains other existing laws.

Position

Watch

[SB 1221](#) (Hurtado D) Wastewater operator certification program.**Current Text:** Introduced: 2/17/2022 [html](#) [pdf](#)**Status:** 3/2/2022-Referred to Com. on RLS.**Location:** 2/17/2022-S. RLS.

Summary: Current law requires the State Water Resources Control Board to issue a water treatment operator certificate and water distribution operator certificate by reciprocity to any person holding a valid, unexpired, comparable certification issued by another state, the United States, prescribed territories or tribal governments, or a unit of any of these. Current law requires the board to classify types of wastewater treatment plants for the purpose of determining the levels of competence necessary to operate them. Current law requires a person who operates a nonexempt wastewater treatment plant to possess a valid, unexpired wastewater certificate, as defined. Current law requires the board to develop and specify in its regulations the training necessary to qualify a person for a wastewater certificate for each type and class of plant. Current law authorizes the board to accept experience in lieu of qualification training. This bill would make a nonsubstantive change in the provision regarding accepting experience in lieu of qualification training.

Position

Watch

[SB 1254](#) (Hertzberg D) Drinking water: administrator: managerial and other services.**Current Text:** Introduced: 2/17/2022 [html](#) [pdf](#)**Status:** 3/2/2022-Referred to Coms. on E.Q. and JUD.**Location:** 3/2/2022-S. E.Q.

Summary: Current law prescribes the processes and procedures pursuant to which the State Water Resources Control Board may identify a designated water system in need of services, order a designated water system to accept services from an administrator, and work with the administrator of a designated water system to develop adequate technical, managerial, and financial capacity to develop an adequate supply of affordable, safe drinking water so that administrator services are no longer necessary. This bill would, among other things, expand the definition of "designated water system" and limit the liability of an administrator and the state board when the state board appoints an administrator to a designated water system, as prescribed.

[SB 1438](#) (Roth D) Physical Therapy Board of California meetings: remote access.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/22/2022-From printer.

Location: 2/18/2022-S. RLS.

Summary: The Physical Therapy Practice Act establishes the Physical Therapy Board of California within the Department of Consumer Affairs for the licensure, approval, and regulation of physical therapists and physical therapist assistants. Current law requires the board to meet at least 3 times each calendar year meeting at least once each calendar year in northern California and once each calendar year in southern California. Current law authorizes the board to hold special meetings at any time and place as designated by the board. This bill would require the board to provide remote access to participants who are unable to attend in person.

Position
Watch

[SB 1459](#) (Caballero D) State water policy.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/22/2022-From printer.

Location: 2/18/2022-S. RLS.

Summary: The Porter-Cologne Water Quality Control Act requires the State Water Resources Control Board to formulate and adopt state policy for water quality control. This bill would make nonsubstantive changes to that provision.

Position
Watch

[SB 1476](#) (Bradford D) Water replenishment districts: contracts.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/22/2022-From printer.

Location: 2/18/2022-S. RLS.

Summary: The Water Replenishment District Act provides for the formation of water replenishment districts with prescribed powers for the purposes of replenishing the groundwater supplies within the district. The act requires contracts and other documents executed by a district that require or authorize the district to expend \$10,000 or more to be authorized by the board of directors and signed by the president and the secretary, except as specified. This bill would make nonsubstantive changes to those provisions relating to water replenishment district contracting.

Position
Watch

[SB 1485](#) (Rubio D) Water quality: statewide program.

Current Text: Introduced: 2/18/2022 [html](#) [pdf](#)

Status: 2/22/2022-From printer.

Location: 2/18/2022-S. RLS.

Summary: The Porter-Cologne Water Quality Control Act designates the State Water Resources Control Board and the California regional water quality control boards as the principal state agencies with authority over matters relating to water quality. The act requires the state board and the regional boards to, among other things, coordinate their respective activities to achieve a unified and effective water quality control program in the state. This bill would make nonsubstantive changes to the latter provision.

Position
Watch

Total Measures: 52
Total Tracking Forms: 52



BOARD OF DIRECTORS

Brian Bowcock
David D. De Jesus
Carlos Goytia
Bob Kuhn
Jody Roberto
Danielle Soto
Mike Ti

GENERAL MANAGER/CHIEF ENGINEER

Matthew H. Litchfield, P.E.

March 9, 2022

The Honorable Bill Quirk
Chair, Assembly Committee on Environmental Safety and Toxic Materials
1020 N Street, Room 171
Sacramento, CA 95814

Subject: Support Letter for SB 2163 (Rubio) San Gabriel Water Quality Authority

Dear Chair Quirk,

On behalf of the Three Valleys Municipal Water District (TVMWD), we are proud to support Assembly Bill 2163 that would allow the San Gabriel Basin Water Quality Authority (WQA) to continue its important work to remediate the Main San Gabriel Basin Water Basin of industrial pollution.

The WQA was created to tackle the public health and safety water quality crisis gripping the San Gabriel Valley, home to the nation's largest Superfund site. The WQA's board of directors includes local city council members and public and private water purveyors who are dedicated to working aggressively to address the contaminant concerns in the San Gabriel Basin.

The WQA is set to sunset as an agency in 2030. Assembly Bill 2163 would extend the life of the Authority by 20 years. The extension would take the sunset date from 2030 to 2050, thus allowing the WQA to continue its vital lead role in remediating harmful contaminants from a natural resource that provides 90% of local drinking water for future generations. The extension allows the WQA to continue to work with US EPA, DTSC, and responsible parties to frame and implement cleanup agreements that are essential for the public health and safety of the people of the San Gabriel Valley.

For these reasons, TVMWD is proud to support this important measure and urges your support in committee on behalf of the Californians who would benefit from the passage of this proposal. If you have questions, you may contact me via email at mlitchfield@tvmwd.com.

Sincerely,

A handwritten signature in blue ink, appearing to be "ML", is written over a light blue horizontal line.

Matthew Litchfield
General Manager

Item 9.E - Exhibit C

cc: Honorable Members, Assembly Committee on Environmental Safety and Toxic Materials
Assembly Members Calderon, Chen, Holden, Rodriguez
Senators Archuleta, Leyva, Newman, Portantino, Rubio
Mr. Josh Tooker
Mr. Gregory Melkonian
Mr. Alf Brandt
Mr. Randy Schoellerman, San Gabriel Basin Water Quality Authority
Mr. Gabriel Monares, The Monares Group
The Gualco Group, Inc.