



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING AGENDA

1021 E. Miramar Avenue, Claremont, CA 91711

September 7, 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_ASDINjWkQJiWj6UHAZRH7g

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

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

1. CALL TO ORDER ROBERTO

2. ROLL CALL AGUIRRE

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

3. FLAG SALUTE ROBERTO

4. AGENDA REORDER/ADDITIONS [*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 that is within the subject matter jurisdiction of TVMWD. The public may also address the Board on items being considered on this agenda.

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

6. PRESENTATION

A. TVMWD TEAM ACHIEVEMENTS & MILESTONES ROBLES

7. 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. ADOPT RESOLUTION NO. 22-09-936 RE-AUTHORIZING REMOTE TELCONFERENCE MEETINGS PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361 LITCHFIELD

The Board will consider adopting Resolution No. 22-09-936 re-authorizing remote teleconference meetings pursuant to AB 361.

BOARD ACTION REQUIRED 7.A

Staff Recommendation: Approve as Presented

8. GENERAL MANAGER'S REPORT LITCHFIELD

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

A. GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARD LINTHICUM

TVMWD has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report for FYE 2021.

B. JPIA REFUND CHECK KUHN

The Board will discuss the JPIA refund check issued to TVMWD.

C. EMPLOYEE HEALTH CARE COSTS CY 2023 ROBLES

The Board will review CY 2023 employee health care costs.

D. CONFLICT OF INTEREST CODE AMENDMENT LITCHFIELD

The Board will be provided an update on the biennial Conflict of Interest Code review and amendment.

(ITEM 8 CONTINUED)

- E. GEOGRAPHIC INFORMATION SYSTEM UPDATE PENG
The Board will be provided an update on the Geographic Information System project.
- F. RESOLUTION TO ADOPT THE 2017 UPDATED GREATER LOS ANGELES COUNTY REGION INTEGRATED REGIONAL WATER MANAGEMENT PLAN LEE
The Board will review Resolution No. 22-09-DRAFT to adopt the 2017 updated greater Los Angeles County region integrated regional water management plan.
- G. WATER RESOURCES UPDATE LEE/
PANZER
An oral update of water resources planning efforts will be provided.
9. 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.
10. CLOSED SESSION ROBERTO
- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
[Government Code Section 54956.9(d)(1)]
Name of Case: Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV RS 51010
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
- Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
 - One potential case
11. FUTURE AGENDA ITEMS ROBERTO
12. ADJOURNMENT AND NEXT MEETING ROBERTO
The Board will adjourn to a regular Board Meeting on September 21, 2022 at 8:00 AM.

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

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

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

RESOLUTION NO. 22-09-936**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS STANDING COMMITTEES FOR THE PERIOD SEPTEMBER 19, 2022, TO OCTOBER 18, 2022, PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Three Valleys Municipal Water District (the “District”) is committed to preserving and nurturing public access and participation in meetings of its Board of Directors; and

WHEREAS, all meetings of the District’s Board of Directors (the “Board”) and its standing committees are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950-54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

WHEREAS, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition for application of Government Code Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist in California as a result of the threat of COVID-19, and such proclamation has not yet been lifted; and

WHEREAS, it is further required under Government Code Section 54953(e) that state or local officials have imposed or recommended measures to promote social distancing or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board previously adopted Resolution No. 22-08-935 on August 17, 2022, finding that the requisite conditions exist for the Board and its standing committees to

conduct remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions set forth in Government Code Section 54953(e), the Board must reconsider the circumstances of the state of emergency that exists within the District, and the Board has done so; and

WHEREAS, emergency conditions persist within the District, specifically COVID-19 and its Delta variant remain highly contagious and, therefore, a threat to the health, safety, and well-being of the District's employees, directors, vendors, contractors, customers, visitors, and residents; and

WHEREAS, orders from the Los Angeles County Department of Public Health and regulations from the State of California impose limitations on gatherings and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the Board does hereby find that a state of emergency continues to exist within the District's service area as a result of the continuing presence of COVID-19, which has caused, and will continue to cause, conditions of imminent risk to attendees of Board meetings, and has resulted in local, State, and federal social distancing orders and related guidance, and which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board desires to re-affirm that a local emergency exists and re-affirm the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board does hereby find that the Board and all standing committees thereof shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Government Code Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code Section 54953; and

WHEREAS, the District will continue to provide proper notice to the public regarding all Board and standing committee meetings in accordance with Government Code Section 54953(e)(2) and shall continue to provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board hereby considers the conditions of the state of emergency within the District and proclaims that a local emergency

persists throughout the District as a result of the continuing presence of COVID-19, which continues to cause conditions of imminent risk to attendees of the District’s Board and standing committee meetings, and which have resulted in local, State, and federal social distancing orders and guidance, and that continuing to conduct the District’s Board and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Re-Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby re-ratifies the Governor of the State of California’s Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

Section 4. Remote Teleconference Meetings. The District’s General Manager, or his or her delegee, and the Board and standing committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including but not limited to continuing to conduct open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on September 19, 2022 and shall be effective until the earlier of (i) October 18, 2022, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953.

PASSED AND ADOPTED by the Board of Directors of the Three Valleys Municipal Water District this 7th day of September 2022, by the following vote:

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

Jody Roberto
 President, Board of Directors

ATTEST:

Carlos Goytia
 Secretary, Board of Directors

SEAL:



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: September 7, 2022
Subject: **Government Finance Officers Association Award**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

TVMWD has been awarded the Certificate of Achievement for Excellence in Financial Reporting presented by the Government Finance Officers Association of the United States and Canada (GFOA) for its Annual Comprehensive Financial Report for the fiscal year ended June 30, 2021. This is the fifteenth consecutive year TVMWD has received this award.

This certificate is awarded to government units whose Comprehensive Annual Financial Report achieves the highest standards in governmental accounting and financial reporting. Receiving this award demonstrates TVMWD's continued commitment to transparency and full disclosure in our financial reporting.

Strategic Plan Objective(s)

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

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – GFOA Certificate

Meeting History

None

NA/JL



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Three Valleys Municipal Water District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2021

Christopher P. Morill

Executive Director/CEO



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: September 7, 2022
Subject: **JPIA Refund Check**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

At the June 15, 2022 board meeting, TVMWD was recognized by JPIA with a refund check in the amount of \$17,210.89. As noted by JPIA Executive Committee Member Randall Reed, TVMWD's claims experience in liability, property and workers' compensation insurance is compared with the average of the JPIA pool. TVMWD's E-MODs (Experience Modification) for each coverage area are always better than average, which has allowed TVMWD to receive an annual refund numerous times.

Recent refund amounts:

- 2022 \$17,210
- 2021 \$22,559
- 2019 \$21,359
- 2018 \$48,281
- 2017 \$52,027

Director Kuhn requested a future board agenda item to discuss the potential for providing the refund to eligible staff as a one-time discretionary bonus to recognize their efforts to control liability, property and workers' compensation insurance costs. Both the General Manager and employees no longer with TVMWD are not eligible for the bonus.

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

None

Meeting History

None

NA/ML



INFORMATION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: September 7, 2022
Subject: **Employee Health Care Costs CY 2023**

Funds Budgeted: \$ Fiscal Impact: \$25,000 savings

Staff Recommendation

No Action Necessary – Informational Item Only

Background

Medical	Employees pay 0- 10% of medical premiums for individual/couple/family.
Dental	Delta Dental PPO or DeltaCare HMO. Premiums are 100% paid by TVMWD.
Vision	Vision Service Plan (VSP). Premiums are 100% paid by TVMWD.
EAP	Anthem Employee Assistance Program. Premiums are 100% paid by TVMWD.
Medical Opt Out	Employees may opt themselves and/or family members out of medical coverage with proof of comparable alternative medical coverage. The employee receives 70% of the average plan cost. Cash back is not available for elected officials.

TVMWD will continue to provide \$400/EE or \$800/EE+ I or family to the HSA plan of those that enroll in CDHP.

Discussion:

The 2023 Employee Benefits Renewal has been finalized in partnership with ACWA JPIA. The premium renewal will generate a \$25,000 calendar year savings.

Summary of 2023 rate changes:

- Anthem PPOs **10% decrease**
- Anthem HMOs **5.5% increase**
- Kaiser **2.8% increase**
- Employee Assistance Program (EAP) **4.2% increase**
- Delta Dental PPO and HMO **no change**
- Vision Service Plan (VSP) **no change**

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Health Care Cost Summary 2023

Meeting History

None

NA/ML

**Three Valleys Municipal Water District
Health Care Cost 2023- Monthly**

Benefit--> Provider--> Plan-->	Medical				Dental		Vision
	Anthem Blue Cross			Kaiser	Delta		VSP
	PPO	CDHP	HMO	HMO	PPO	HMO	PPO
Total Premium							
single	721.13	576.90	942.86	701.24	33.72	29.19	17.21
two-party	1,442.26	1,153.80	1,885.72	1,402.48	69.09	45.36	17.21
family	1,910.99	1,528.79	2,498.58	1,949.45	122.90	64.72	17.21
Status							
Employee Cost							
EE	\$ 72.11	\$ -	\$ 94.29	\$ -	\$ -	\$ -	\$ -
EE+1	\$ 144.23	\$ -	\$ 188.57	\$ 140.25	\$ -	\$ -	\$ -
Family	\$ 191.10	\$ -	\$ 249.86	\$ 194.95	\$ -	\$ -	\$ -
TVMWD Cost							
EE	\$ 649.02	\$ 576.90	\$ 848.57	\$ 701.24	\$ 33.72	\$ 29.19	\$ 17.21
EE+1	\$ 1,298.03	\$ 1,153.80	\$ 1,697.15	\$ 1,262.23	\$ 69.09	\$ 45.36	\$ 17.21
Family	\$ 1,719.89	\$ 1,528.79	\$ 2,248.72	\$ 1,754.51	\$ 122.90	\$ 64.72	\$ 17.21
HSA/HRA Benefit							
	HRA	HSA	HRA	HRA	Full-time staff and elected officials provided \$1,000 each calendar year to HSA/HRA.		
EE	\$ 1,000.00	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00			
EE+1	\$ 1,000.00	\$ 1,800.00	\$ 1,000.00	\$ 1,000.00			
Family	\$ 1,000.00	\$ 1,800.00	\$ 1,000.00	\$ 1,000.00			
Flex Benefit Option							
	FSA	LFSA	FSA	FSA	Employee tax-advantaged deduction		

Employee Cost - 10% of medical premium, with the following exceptions:

- Single employee enrolled in lowest cost medical plan (JPIA requirement).
- Employee in CDHP pays no premium and receives additional contribution to HSA (\$400 EE; \$800 EE+1 or Family)

Medical Opt Out - Employee may opt themselves and/or family members out of medical coverage during open enrollment with proof of comparable alternative medical coverage. The opt out amount is 70% of the average plan cost (based on status). JPIA requires medical coverage for 75% of TVMWD employees. Cash back is not available for elected officials.

<u>Opt Out Cash Back</u>	
EE	\$ 515
EE+1	\$ 1,030
Family	\$ 1,380



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: September 7, 2022
Subject: **Conflict of Interest Code Biennial Update**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Background

The Political Reform Act requires local government agencies to review its Conflict of Interest Code biennially to determine if any changes are needed. A Conflict of Interest Code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The Los Angeles County Board of Supervisors (BOS) is the code reviewing body of TVMWD's Conflict of Interest Code.

Discussion

TVMWD received an email from the BOS dated June 30, 2022 initiating the 2022 biennial review process. Current designated positions were reviewed, and it was determined that the Conflict of Interest Code should be amended to include the Engineer full-time position. **Exhibit A** includes the Biennial Review Certification form and supporting documents that were submitted to the BOS on August 2, 2022 for review and consideration of approval.

Once the amended Conflict of Interest Code is approved by the BOS it will be returned to the TVMWD Board of Directors to adopt by resolution with an immediate effective date. TVMWD's current Conflict of Interest Code, effective November 13, 2019, is attached as **Exhibit B**.

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Biennial Review Certification Forms

Exhibit B – TVMWD Conflict of Interest Code

Meeting History

None

NA/ML

2022 BIENNIAL REVIEW CERTIFICATION FORMSubmit now or no later than October 3, 2022

Name of Agency: _____

Name of Agency Head: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Agency Code Officer: _____ Office Phone No.: _____

E-Mail Address: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

1. AN AMENDMENT IS REQUIRED (Check all that apply. You have 90 days to submit your changes):

Include new positions

Revise disclosure categories

Revise the titles of existing positions

Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

Other (describe) _____

2. THE CODE CHANGES HAVE BEEN SUBMITTED AND ARE IN THE PROCESS OF ADOPTION BY THE COUNTY.

3. NO AMENDMENT IS REQUIRED.

If your code has not been amended in more than five years, amendments may be necessary.

Verification (to be completed if no amendment is required)

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Matthew Litchfield

Signature of Agency Head or Designee

Date

All agencies must complete and return this notice even if no amendment is required, and regardless of how recently your code was approved or amended. Please submit this notice no later than Monday, October 3, 2022 to COICODES-Desk@bos.lacounty.gov

PLEASE DO NOT RETURN THIS FORM TO THE FPPC



County of Los Angeles
Conflict of Interest Code
Amendment Form for Adding a Position

Name of Agency: _____

Name of Agency Code Officer: _____ Date: _____

My agency has added the following position(s):

Designated Position Title - _____

Justification for Addition:



Three Valleys Municipal Water District Job Classification

Title: Engineer

Status: Non-Exempt

Annual Salary Range: \$92,253 – \$147,605

Summary

This position will be responsible for the administrative and technical activities associated with water resource planning and the safe operation of the District's water treatment and transmission facilities. Provides technical support to the Chief Water Resources Officer and other departments.

Supervision Received

- Reports to the Chief Water Resources Officer

Essential Functions

- Maintains statistical, census, climatic, demographic, water supply and water delivery data for planning, forecasting and special studies
- Assists in the technical, operation, maintenance and construction of District water systems, hydroelectric plants, and related facilities
- Coordinates construction and maintenance activities with District operations staff, consultants, contractors, regulators, and other agencies
- Performs research, conduct field work in the preparation of specifications, estimates, requests for proposals for the construction of a wide variety of projects related to water systems
- Conducts field inspections to check performance or conformity with plans and specifications
- Prepares, maintains and reports technical data related to project planning and the operation of the District's facilities
- Represents District at various meetings, commissions, and committees as assigned
- Conducts water conservation, exchange/transfer, groundwater, reclamation, power, water supply/demand, or economic studies and projects
- Maintains database of daily, monthly, and annual water use of District's member agencies to prepare reports and graphs for analyses
- Monitors changes in water quality regulations and determines impacts on the District's operations
- Reviews project designs and analyzes current water resource information to determine impact on the District; makes recommendations on potential courses of action
- Assists in preparing budgets for proposed projects and Capital Improvement Plan
- Performs cost analysis studies and assists in budget preparation
- Prepares and coordinates publications, slides, and articles regarding resource issues

- Logs and maintains GIS data associated with District facilities
- Manages contracts
- Performs other related duties as required

Qualification Requirements

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

Knowledge of: Principles and practices of a relevant engineering discipline or resource planning and strategy; conservation programs and projects; water treatment and distribution practices; water facilities operation and planning; applicable Federal, State and local laws and regulations; writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook, Access, and the Internet; specialized software such as AutoCad or GIS.

Ability to: Perform a wide variety of technical functions independently; evaluate and develop improvements in operations, procedures, policies, or methods; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

Education And Experience

The Engineer will possess a combination of education and experience equivalent to:

- 5 (five) years of technical experience in water supply, civil or governmental public works
- Bachelor's degree in Civil Engineering, Environmental Sciences, Environmental Engineering, Industrial Technology, Geology, Physical Geography, Water Resource Management, or other related field

Physical Demands And Working Conditions

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

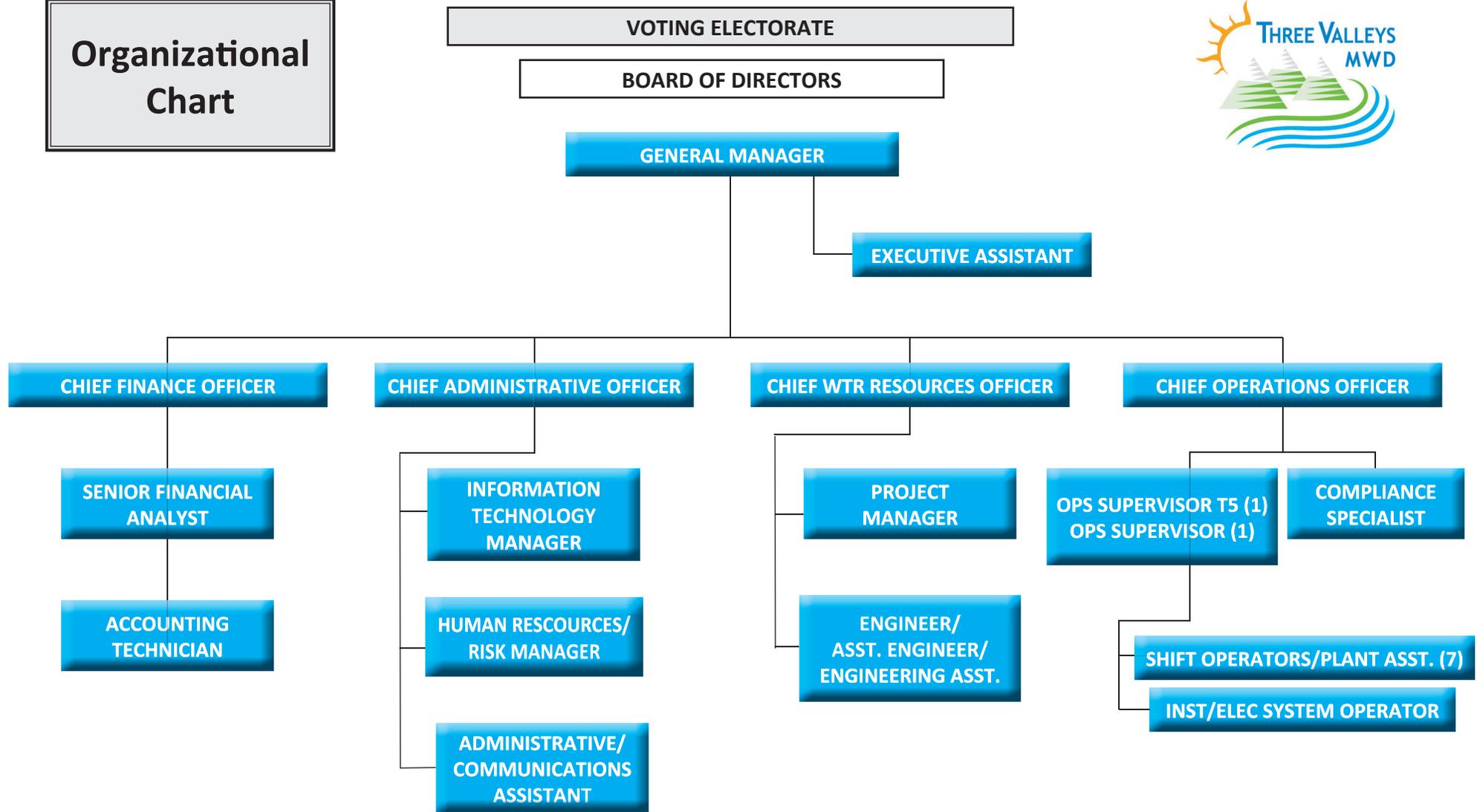
Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends and at various locations that will require operating a motor vehicle; therefore, must possess and maintain (or have the ability to obtain) a valid California driver's license,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

Certificates, Licenses and Registrations

- Must have and maintain a current California driver's license.
- Must be a registered Professional Engineer with the State of California



Organizational Chart



Matthew Litchfield, P.E.
General Manager

January 1, 2022

Date

FTE-24



CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

RENNE TH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 260
LOS ANGELES, CALIFORNIA 90012
1217 • 974-1417 • www.lor.gov

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

November 27, 2019

RECEIVED

DEC 02 2019

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

THREE VALLEYS MWD

Dear Mr. Litchfield:

CONFLICT OF INTEREST CODE FOR THE THREE VALLEY MUNICIPAL WATER DISTRICT

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

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

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

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

Sincerely,

Fof Kathy Markarian
Deputy Executive Officer

KM:pn

Enclosures

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



CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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

MEMBERS OF THE BOARD

HILDA L. SOLIS
MARK RIDLEY-THOMAS
SHEILA KUEHL
JANICE HAHN
KATHRYN BARGER

November 12, 2019

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

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

12 November 12, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

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

SUBJECT

Approval of Conflict of Interest Codes.

IT IS RECOMMENDED THAT THE BOARD:

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

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

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

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

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

Implementation of Strategic Plan Goals

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

FISCAL IMPACT/FINANCING

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

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

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

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

NEW CONFLICT OF INTEREST CODES:

(Disaster Management Area "G" Joint Powers Authority)

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

(Safe, Clean Water Program Committees)

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

SUBSTANTIVE CHANGES:

(Antelope Valley Transit Authority)

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

(Charter Oak Unified School District)

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

(Garvey School District)

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

(Green Dot Public Schools California)

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

(Internal Services Department)

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

(Palos Verdes Peninsula Unified School District)

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

(Three Valley Municipal Water District)

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

DISSOLVED AGENCIES:

(La Puente Valley Regional Occupational Program)

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

(Termination Pay Pick-Up Plan Administrative Committee)

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

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

CONCLUSION

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

Respectfully submitted,

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

CELIA ZAVALA
Executive Officer, Board of Supervisors

CZ:pn

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

THREE VALLEYS MUNICIPAL WATER DISTRICT

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

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

Place of Filing of Statements of Economic Interests

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

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

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

CATEGORY 1

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

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

CATEGORY 2

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

CATEGORY 3

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

CATEGORY 4

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

CATEGORY 5

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

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

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

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

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

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

EFFECTIVE DATE: 11/13/2019



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: September 7, 2022
Subject: **Geographic Information System Update**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

TVMWD executed a professional services agreement with Miller Spatial Services (“Miller Spatial”) in September 2021 for the implementation of an enterprise Geographic Information System (“GIS”). The approach of the project emphasized the focus of establishing a solid foundation for a GIS program that includes data development, data quality, establishing best practices, staff training, and introducing new digital workflows.

The following project objectives were established:

1. Expand the existing GIS capabilities to an enterprise-wide system to support current and future goals.
2. Centralize disparate GIS data into a single source of truth relational database designed with an industry standard asset information model.
3. Maintain the most up-to-date, accurate, and high-quality asset infrastructure data by developing new workflows and applications to view, edit, update, remove, and collect GIS asset infrastructure data in an operationally efficient and effective manner.
4. Provide staff focused training with GIS tools to maximize benefits of an enterprise GIS and enhance staff capabilities.

A project kickoff meeting was held in November 2021 with TVMWD staff to discuss the project schedule, approach, and document information to complete a GIS needs assessment. The meeting also included a discovery phase to provide Miller Spatial a better understanding of TVMWD’s IT infrastructure, data, and work environment to identify recommendations the next phase of the project.

The next phase of the project was completed in February 2022 with the installation of on-premises servers for a development environment, production environment, and a production cloud environment to host a web-based ArcGIS Portal. This phase also included a data migration from the legacy GIS and data validation into the new GIS.

The remaining scope of work for the project has been completed which includes:

- Applications and Workflows
 - DigAlerts – Web and mobile applications utilized to improve DigAlert workflows by automating ticket generation with priorities, providing Positive Response, interactive map of active and past tickets, and centralizing information.
 - AutoCAD Migration Workflow – This provides staff an efficient way to import AutoCAD drawings into the GIS to update and maintain the accuracy of our infrastructure.
 - Redlining Workflow and Application – Staff can perform redlines in the field or office to indicate inaccurate GIS data for maintenance and improve the accuracy of GIS maps and data.
 - Document Hyperlinking – A hyperlink containing as-builts or other content is linked to TVMWD assets (pipes, valves, etc) and presented to staff in a map.
- Field data verification/collection – A mobile application and GPS receiver are used in combination by field staff to address location inaccuracies to improve data quality.
- Training – Miller Spatial conducted multiple training sessions with both office and field staff for the project tasks stated above.

Although the scope of work has been completed, this project remains open as there are project hours remaining from the Field data verification task. These project hours have been reallocated for additional training, support, and GIS development that may include information maps, applications, and dashboards.

Strategic Plan Objective(s)

1.4 – Maintain water infrastructure to assure 100% reliability

4.3 – Increase use of technology to secure information and keep current with industry standards

Attachment(s)

None

Meeting History

Board of Directors Meeting – September 15, 2021

NA/RP



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: September 7, 2022
Subject: **Resolution to Adopt the 2017 Updated Greater Los Angeles County Region Integrated Regional Water Management Plan**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Background

The Integrated Regional Water Management (IRWM) Grant Program is designed to encourage integrated regional water resource management strategies by providing funding for projects and programs that support integrated water management. Proposition 1, Chapter 7 Regional Water Security, Climate and Drought Preparedness (Water Code § 79740 – 79748) funding is intended to improve regional water self-reliance security and adapt to the effects on water supply arising out of climate change. Specifically, the purpose is to assist water infrastructure systems in adapting to climate change; provide incentives for water agencies throughout each watershed to collaborate in managing the region's water resources and set regional priorities for water infrastructure; and improve regional water self-reliance, while reducing reliance on the Sacramento-San Joaquin Delta.

Proposition 1 (Water Code §79744) authorized \$510 million in IRWM grant funds that were allocated to the 12 hydrologic region-based Funding. Round 2 of the Proposition 1 funding available to the Greater Los Angeles County [GLAC] is approximately \$17 million, with approximately \$3.4 million available to the Upper San Gabriel River Watershed area. In order to be eligible for funding for this and any future opportunities that provide funding to projects that provide broader benefits to the watershed, the following minimum requirements must be met:

- **Projects must be included in IRWM Plan** – Projects must be included in an adopted IRWM Plan that is consistent with the 2016 IRWM plan standards. The applicant must demonstrate that the project is listed in the IRWM Plan project list.
- **Each proponent of a project included in an IRWM Implementation proposal must adopt the IRWM Plan** – Each individual agency proposing a project(s) must adopt

the IRWM Plan. Regional Water Management Groups will not be allowed to adopt an IRWM Plan on behalf of their member agencies.

Discussion

The City of Glendora approached TVMWD in early 2022 to reinitiate planning efforts with the Puente Basin Water Agency [PBWA] to potentially place its stranded wells in the City of Irwindale into service and develop a regional approach and benefit, the Groundwater Reliability Project/Glendora Irwindale Wells Reliability Project. While staff is working with the City of Glendora and the PBWA to further the feasibility analysis, staff is also looking into potential funding opportunities. In order for projects to be considered for funding opportunities through the IRWM process and most other state and federal funding opportunities, the projects must be presented to the Upper San Gabriel River Steering Committee for the project to be formally included in the GLAC IRWM. The project proponent also needs to have its governing body adopt the GLAC IRWM. Based on the foregoing discussion, staff recommends that the Board of Directors authorize the General Manager to have this item placed on a future board agenda for approval.

Strategic Plan Objective(s)

- I.1 – Secure water supplies that exceed the estimated annual demands
- I.3 – Maintain diverse sources of water supplies and storage
- I.4 – Maintain infrastructure to assure 100% reliability
- I.5 – Prepare for long term MWD shutdown or catastrophic event that affects operations
- 2.5 – Increase ability to store water for future use
- 3.3 – Be accountable and transparent with major decisions
- 3.4 – Communicate what TVMWD’s role is in the delivery of water

Attachment(s)

Exhibit A – Resolution No. 22-09-DRAFT GLAC IRWM

Meeting History

The Groundwater Reliability Partnership Principles Agreement was approved by the TVMWD Board of Directors on April 20, 2022.

SL/ML

RESOLUTION NO. 22-09-DRAFT

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
APPROVING THE ADOPTION OF THE 2017 UPDATED
GREATER LOS ANGELES COUNTY REGION INTEGRATED
REGIONAL WATER MANAGEMENT PLAN**

WHEREAS, the County of Los Angeles, the Los Angeles County Flood Control District (LACFCD), and other agencies in the Greater Los Angeles County (GLAC) area have long recognized the importance of regional collaboration and integration of single-purpose efforts and now regularly work across jurisdictional boundaries to implement regional projects and programs that address multiple water resource management issues, including local and imported water supplies, sanitation and recycled water, stormwater management, groundwater management, water use efficiency, habitat and open space management, and many others ; and

WHEREAS, the State of California Department of Water Resources (DWR) created the Integrated Regional Water Management (IRWM) Program to encourage integrated regional strategies for managing water resources and to provide funding for both planning and implementation of projects that support management of water supply, water quality, environmental interests, drought protection, flood protection, and reduction of dependence on imported water, and many other; and

WHEREAS, the IRWM Program requires that a Regional Water Management Group (RWMG) be formed to establish an IRWM Region; and

WHEREAS, DWR recognizes the GLAC IRWM as an official IRWM Region; and

WHEREAS, the RWMG for the GLAC IRWM is responsible for the preparation and adoption of an IRWM Plan; and

WHEREAS, DWR and State Legislators have established Program Guidelines for the IRWM Program; and

WHEREAS, the RWMG for the GLAC IRWM has amended the 2014 Updated GLAC IRWM Plan to address the provisions of the 2016 IRWM Guidelines; and

WHEREAS, adopting the 2017 Updated GLAC IRWM Plan will enable participants in the GLAC IRWM to apply for future grant funding under various grant programs, including Proposition I grant rounds; and

WHEREAS, the 2016 IRWM Guidelines require the governing bodies of member agencies of the RWMGs, the RWMG representatives of the governing bodies, as well as proponents of projects included in IRWM grant funding proposals to adopt an updated IRWM Plan; and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Three Valleys Municipal Water District hereby adopts the 2017 Updated GLAC IRWM Plan

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

AYES:
NOES:
ABSTAIN:
ABSENT:

Jody Roberto
President, Board of Directors

ATTEST:

Carlos Goytia
Secretary, Board of Directors

APPROVED AS TO FORM:

Steven M. Kennedy
Attorney for TVMWD

SEAL: