

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



**BOARD OF DIRECTORS
REGULAR MEETING**

MAY 17, 2023

8:00 AM

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

909.621.5568 | www.threevalleys.com



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING AGENDA

1021 E. Miramar Avenue, Claremont, CA 91711
May 17, 2023 – 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.

NOTICE OF VIDEOCONFERENCE/TELECONFERENCE ACCESSIBILITY

Three Valleys MWD will hold this meeting of its Board of Directors on the date and time, and at the location set forth above. The public may participate in the meeting by physical attendance at the meeting or by videoconference or teleconference utilizing the following links:

Link to join webinar: <https://tvmwd.zoom.us/j/81448272373>

OR

Dial in: (669) 900-9128, Webinar ID: 814 4827 2373

Any member of the public wishing to participate in public comment may do so in any of the following manners: (1) by using the “Raise Hand” feature on the Zoom platform and when prompted by the Board 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
Mike Ti, Vice President
Carlos Goytia, Secretary
Bob Kuhn, Treasurer
David De Jesus, Director
Jeff Hanlon, Director
Danielle Soto, Director | |
| 3. FLAG SALUTE | ROBERTO |
| 4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449 [Government Code Section 54953(f)] | ROBERTO |
| A. NOTIFICATION DUE TO JUST CAUSE | |
| B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES | |

BOARD ACTION REQUIRED ITEM 4.B

Staff Recommendation: None

5. 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.
6. PUBLIC COMMENT (*Government Code Section 54954.3*) ROBERTO
- Opportunity for members of the public to directly address the Board on items of public interest within its jurisdiction. The public may also address the Board on items being considered on this agenda. TVMWD requests that all public speakers complete a speaker's card and provide it to the Executive Assistant.
- We request that remarks be limited to three minutes or less. Pursuant to Government Code Section 54954.3, if speaker is utilizing a translator, the total allotted time will be doubled.
7. CONSENT CALENDAR ROBERTO
- The Board will consider consent calendar items 7.A – 7.J. Consent calendar items are routine in nature and approved by a single motion. Any member of the Board may request to pull a specific item from the consent calendar for further discussion.
- A. RECEIVE, APPROVE AND FILE BOARD MEETING MINUTES
- April 5, 2023 – Regular Board Meeting
 - April 5, 2023 – Special Board Meeting
 - April 19, 2023 – Regular Board Meeting
- B. RECEIVE, APPROVE AND FILE FINANCIAL REPORTS AND INVESTMENT UPDATE, APRIL 2023
- 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, APRIL 2023
- The Board will review the imported water sales report for April 2023.
- D. MIRAMAR OPERATIONS REPORT, APRIL 2023
- The Board will review the Miramar Operations report for April 2023.
- E. APPROVE DIRECTOR EXPENSE REPORTS, APRIL 2023
- The Board will consider approval of the April 2023 Director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

ITEM 7 CONTINUED

F. APPROVAL OF MODIFIED BOARD MEETING SCHEDULE

The Board will consider approval of the cancellation of the July and August regularly scheduled meetings for summer recess.

G. FY 2022-23 THIRD QUARTER RESERVE SCHEDULE

The Board will be provided a FY 2022-23 third quarter update of TVMWD's reserve schedule.

H. ADOPT RESOLUTION NO. 23-05-962 TAX SHARING EXCHANGE COUNTY SANITATION DISTRICT NO. 22, ANNEXATION NO. 22-444

Approval of Resolution No. 23-05-962 signifies acceptance of the tax sharing exchange by County Sanitation District No. 22.

I. ADOPT RESOLUTION NO. 23-05-963 TAX SHARING EXCHANGE COUNTY SANITATION DISTRICT NO. 22, ANNEXATION NO. 22-445

Approval of Resolution No. 23-05-963 signifies acceptance of the tax sharing exchange by County Sanitation District No. 22.

J. ADOPT RESOLUTION NO. 23-05-964 TAX SHARING EXCHANGE COUNTY SANITATION DISTRICT NO. 21, ANNEXATION NO. 21-771

Approval of Resolution No. 23-05-964 signifies acceptance of the tax sharing exchange by County Sanitation District No. 21.

BOARD ACTION REQUIRED 7.A – 7.J

Staff Recommendation: Approve as Presented

8. DISCUSSION

LITCHFIELD

A. POLICY MANUAL REVIEW

The Board will review modifications made to the Policy Manual.

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

11. FUTURE AGENDA ITEMS

ROBERTO

12. ADJOURNMENT AND NEXT MEETING

ROBERTO

The Board will adjourn to a regular Board Meeting on June 7, 2023 at 8:00 AM.

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

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

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



THREE VALLEYS MUNICIPAL WATER DISTRICT
REGULAR BOARD MEETING MINUTES

April 5, 2022 – 8:00 a.m.

I. CALL TO ORDER

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

2. ROLL CALL

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

DIRECTORS PRESENT

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

STAFF PRESENT

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

Virtual Attendees: Mike Arnold, Arnold and Associates; Brian Bowcock, resident; Josh Byerrum, Walnut Valley Water District; Ed Chavez, Water Quality Authority; Ryan Domino, LSL CPA's; Kristi Foy, Arnold and Associates; Ed Hilden, Walnut Valley Water District; Myra Malner, Rowland Water District; Richard Martinez; Mike Melinte, City of Covina Water; Dave Michalko, Valencia Heights Water District; Wendy Saavedra, ASM. Blanca Rubio's Office; Sherry Shaw, Walnut Valley Water District; Stephanie

In Person Attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Chris Diggs, City of Pomona; Meg McWade, City of La Verne; Erik Hitchman, Walnut Valley Water District; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Jared Macias, Walnut Valley Water District

3. FLAG SALUTE

The flag salute was led by President Roberto.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449**A. NOTIFICATION DUE TO JUST CAUSE****B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES**

There were no requests submitted by any Directors for remote participation due to Emergency Circumstances, and therefore no motion was needed for this item.

5. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

6. PUBLIC COMMENT

President Roberto called for public comment and there were none.

7. PRESENTATION**A. LEGISLATIVE UPDATE BY ARNOLD AND ASSOCIATES**

Mike Arnold and Kristi Foy attended the meeting virtually and provided a legislative update. This is the 1st year of a two-year session that will end in September. There are 10 new Senators and 25 new Assemblymembers. The state budget deficit is currently at \$23 billion, with the potential to increase by the May budget revision. More than 45 key bills are being tracked, three in support and 3 in opposition. Several key water rights bills are being tracked, including AB 460 (Bauer-Kahan), AB 1337 (Wicks), SB 389 (Allen), SB 867 (Allen), SB 638 (Eggman), AB 305 (Villapudua), AB 1567 (Garcia). President Roberto requested Chief Administrative Officer Howie keep the board apprised of updates to key water rights bills.

8. ACTION AGENDA**A. RESCIND RESOLUTION NO. 22-04-928 IMPLEMENTING WATER SHORTAGE CONTINGENCY LEVEL 5 IN THE TVMWD SERVICE AREA**

Chief Water Resources Officer Lee reported drought restrictions have eased, allowing MWD at their Board of Directors meeting on March 14, 2023, to remove the Water Shortage Emergency Condition and the Emergency Water Conservation Program for the State Water Project Dependent areas. TVMWD's Resolution No. 21-11-909 will still remain in effect with Water Shortage Contingency Level 2. The Board was asked to consider rescinding Resolution No. 22-04-928 removing the emergency condition establishing level 5 for the City of Claremont-GSWC and the City of La Verne.

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

Moved: Director De Jesus	Second: Director Ti
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5429 Rescinding Resolution No. 22-04-928	
Motion passed 7-0-0	

B. MIRAGRAND WELL SITE LANDSCAPE PROJECT AWARD

Engineer Panzer reported eight bids were received for the Miragrand Well Landscape project. The low bid was from Southern California Landscape, Inc. (SCL) at \$199,141. The project includes a dry rock swell to prevent erosion, native landscaping conforming to City of Claremont standards, decomposed granite pathways, privacy screening, dry mulch, and weed mitigation. Future maintenance will be handled by an on-call service. After thorough review, staff recommends awarding the project to SCL.

Brian Bowcock commented on SCL's bid amount and he believes they will do a great job.

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

Moved: Director Roberto	Second: Director Kuhn
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5430 Award Project to Southern California Landscape	
Motion passed 7-0-0	

9. GENERAL MANAGER'S REPORT

A. FY 2022/23 AUDIT OVERVIEW

Mr. Ryan Domino from LSL CPA's reported the interim audit will be conducted the week of April 24th and the final audit the week of August 14th. The goal of the audit is to render an "opinion" on whether the amounts reported in the financial statements are reliable in all material respects. Once the audit concludes in October, the independent auditor's report, report on internal control and compliance, and the final auditor communication letter will be issued.

B. FY 2023/24 BUDGET VERSION 3 DRAFT

There have been no additional changes to the third version of the budget since the March 15, 2023, Board of Directors meeting, with the exception of including the FY 22/23 capital encumbrances that will carry over to the next fiscal year; water rates are not impacted. With no further discussion, this item will be brought back to the April 19, 2023 Board of Directors meeting for consideration of approval.

C. RESOLUTION NO. 23-04-DRAFT ADOPTING WATER RATES AND CHARGES FOR CY 2024

The Board reviewed the draft resolution for the adoption of water rates and charges for CY 2024. No discussion was held on this item, and it will be brought to the April 19, 2023 Board of Directors meeting for consideration of approval.

D. FY 2022/23 ENCUMBRANCE CARRYFORWARD

Included in the staff report is a list of projects likely to be incomplete as of June 30, 2023. Staff is requesting the funds for these projects to be carried forward to FY 23-24 to allow for completion. Encumbrances will be brought back after the completion of the audit in October for consideration of approval. No discussion was held on this item, and it will be brought to the April 19, 2023 Board of Directors meeting for consideration of approval.

E. REVIEW OF FY 2023/24 WATER STANDBY CHARGE

Senior Financial Analyst Cohn briefed the Board on the FY 23/24 water standby charge. The water standby charge process begins with the resolution of intent being brought to the April 19, 2023 Board of Directors meeting for consideration of adoption. For FY 2023/24 the proposed standby charge will increase from \$24.18 to \$28.44 per equivalent dwelling unit. A public meeting will be held on June 7, 2023, and a public hearing and adoption of the standby resolution will be held on June 21, 2023. The Draft Engineer's Report will be presented at the April 19, 2023 board meeting.

F. SPHERES OF SUSTAINABILITY SUMMIT SPONSORSHIP

Director Goytia requested consideration of a sponsorship for the Spheres of Sustainability Summit (Summit). Director Goytia is a panelist at the Summit that will be held on April 27, 2023, at the DoubleTree in Pomona. Director Goytia provided information on the purpose of the Summit and a discussion was held among the Directors. Director Goytia will invite Hispanic Coalition of Small Businesses Chairperson Frank Montes, to the next Board of Directors meeting to provide an overview of the organization. This item will be brought back for consideration of approval at the April 19, 2023 Board of Directors meeting.

G. CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION – SENATE BILL 366 PUBLIC RELATIONS FUNDING

General Manager Litchfield provided an update on the public relations program funding in support of SB 366. Puente Basin Water Agency approached TVMWD for a split for each agency to contribute \$10,000, rather than \$20,000 by a single agency. Rowland Water District General Manager Tom Coleman encouraged the Board to stay focused on the goal and purpose of SB 366. This item will be brought back to the April 19, 2023 Board of Directors meeting for consideration of approval.

H. ACWA 2023 BOARD OFFICERS' ELECTION – TERM 2024-25

ACWA is running two separate but concurrent elections, the Board Officers Election for President and Vice President, and the region Board Elections. Agency resolutions and

candidate statements must be submitted to ACWA by June 16, 2023. Election results will be announced on September 27, 2023 at the ACWA conference. If a director wishes to move forward in the process, this item will be brought back to the April 19, 2023 Board of Directors meeting for consideration of approval.

I. REVIEW OF RESOLUTION TO OPPOSE INITIATIVE 21-0042AI

The Taxpayer Protection and Government Accountability Act limits an agency's ability to enact, modify, or expand taxes, assessments, fees, and property-related charges. The passing of this bill would result in the loss of funding for essential services and infrastructure needs. After some discussion by the Board, this item will be brought back to the April 19, 2023 Board of Directors meeting for consideration of approval as an action item.

10. DIRECTORS'/GENERAL MANAGER'S ORAL REPORTS

A. METROPOLITAN WATER DISTRICT

Director De Jesus reported there is anticipation that Lake Mead will rise about 20 ft by Summer due to snow runoff. MWD is considering a shift to focus on state water rather than from the Colorado River system.

B. CHINO BASIN WATERMASTER

Director Kuhn had nothing to report on Chino Basin Watermaster.

C. MAIN SAN GABRIEL BASIN WATERMASTER

Director Ti reported key well levels rose about 17 ft in March.

D. SIX BASINS WATERMASTER

President Roberto stated Six Basins Watermaster approved the CY 2022 report due to the state.

E. SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Director Kuhn reported that WQA has set their rates at \$12 per acre-foot for the next year and anticipate they will not need to raise rates for the next 3 years.

F. ADDITIONAL BOARD MEMBER REPORTS/COMMENTS

Director Goytia invited City of La Verne Public Works Director Meg McWade to the podium to introduce herself. Ms. McWade stated she is excited to be back in the TVMWD service area and looks forward to future discussions.

G. GENERAL MANAGER'S COMMENTS

General Manager Litchfield had no additional comments.

II. CLOSED SESSION

The Board convened into closed session at 9:50 am to discuss the following items:

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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Matthew H. Litchfield, P.E., General Manager

C. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

- District Designated Representative: Steven M. Kennedy, General Counsel
- Unrepresented Employee: Matthew H. Litchfield, P.E., General Manager

The board convened back into regular session at 11:24 a.m. Legal Counsel Kennedy stated there was no reportable action on any of the items discussed in closed session.

12. FUTURE AGENDA ITEMS

No future agenda items were requested.

13. ADJOURNMENT AND NEXT MEETING

The regular board meeting adjourned at 11:24 a.m. to the Special Board meeting immediately following this meeting. President Roberto adjourned the meeting in honor of her mother-in-law, Olga Roberto, who passed away recently, after leading a long, beautiful life.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant



THREE VALLEYS MUNICIPAL WATER DISTRICT
SPECIAL BOARD MEETING MINUTES

April 5, 2022 – 10:00 a.m.

I. CALL TO ORDER

The Board meeting was called to order at 11:29 a.m. at the District office located at 1021 East Miramar Ave., Claremont, CA, and via teleconference. The presiding officer was President Jody Roberto.

2. ROLL CALL

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

DIRECTORS PRESENT

Jody Roberto, President
Mike Ti, Vice President
Carlos Goytia, Secretary
Bob Kuhn, Treasurer
Danielle Soto, Director

DIRECTORS ABSENT

David De Jesus, Director
Jeff Hanlon, Director

STAFF PRESENT

Matthew Litchfield, General Manager
Dominique Aguiar, Operations Supervisor
Nadia Aguirre, Executive Assistant
Kirk Howie, Chief Administrative Officer
Sylvie Lee, Chief Water Resources Officer
Kevin Panzer, Engineer
Robert Peng, I.T. Manager
Marissa Turner, Admin./Communications Assistant

Virtual Attendees: Brian Bowcock, resident; Ben Lewis, Golden State Water Company; Richard Martinez; Dave Michalko, Valencia Heights Water District; Sherry Shaw, Walnut Valley Water District

In Person Attendees: Tom Coleman, Rowland Water District; Chris Diggs, City of Pomona; Erik Hitchman, Walnut Valley Water District; Jared Macias, Walnut Valley Water District; Meg McWade, City of La Verne

3. FLAG SALUTE

The flag salute was performed at the Regular Board of Directors meeting held prior to the Special meeting.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449

A. NOTIFICATION DUE TO JUST CAUSE

B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES

There were no requests submitted by any Directors for remote participation due to Emergency Circumstances, and therefore no motion was needed for this item.

5. PUBLIC COMMENT

President Roberto called for public comment and there was none.

6. DISCUSSION

A. TVMWD BOARD OF DIRECTORS & MEMBER AGENCIES ROUNDTABLE

Director Goytia welcomed everyone for their attendance at the special meeting and encouraged member agency representatives to participate in a transparent and open dialogue.

General Manager Litchfield stated that TVMWD will embark on the development of the strategic master plan which will be the road map to how TVMWD supports its member agencies in the development of imported and local water supplies.

Meg McWade, City of La Verne Public Works Director, spoke on funding for retail agencies, and exploring ways to partner and regionalize for various programs and projects.

Erik Hitchman, General Manager of Walnut Valley Water District, appreciates TVMWD being actively engaged to resolve resiliency needs in the service area. Mr. Hitchman stated that comments made during member agency manager meetings are being properly conveyed to the Board by General Manager Litchfield and the Executive team.

Tom Coleman, Rowland Water District General Manager, provided a historical perspective of member agency relationships and recognized General Manager Litchfield and staff for finalizing important agreements between the agencies. Mr. Coleman appreciates TVMWD's professionalism and how the current board represents its member agencies. Mr. Coleman spoke on challenges that retail agencies face for water rate increases.

Jared Macias, Walnut Valley Water District Assistant General Manager, appreciates the relationships and communication established between TVMWD and the member agencies. Mr. Macias looks forward to partnering with TVMWD on water resiliency in the years to come. The support provided to retail agencies is much needed.

Chris Diggs, City of Pomona Water Resources Director, stated he and General Manager Litchfield have worked together for many years, and communication is well established. Mr. Diggs stated the Six Basins is an adjudicated basin that has protected water rights.

Director Kuhn stated he is elected by the voters and sees the member agencies as TVMWD's customers. He appreciates it when member agency general managers voice their concerns at board meetings.

Brian Bowcock stated it is a good idea to hold a meeting with the member agencies at least once a year.

7. FUTURE AGENDA ITEMS

No future agenda items were requested.

8. ADJOURNMENT AND NEXT MEETING

The special board meeting adjourned at 12:19 p.m. to the next regular board meeting scheduled for April 19, 2023.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant



THREE VALLEYS MUNICIPAL WATER DISTRICT
REGULAR BOARD MEETING MINUTES

Wednesday, April 19, 2023 – 8:00 a.m.

I. CALL TO ORDER

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

2. ROLL CALL

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

DIRECTORS PRESENT

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

STAFF PRESENT

Matthew Litchfield, General Manager
Steve Kennedy, Legal Counsel
Dominique Aguiar, Operations Supervisor
Nadia Aguirre, Executive Assistant
Liz Cohn, Senior Financial Analyst
Freeman Ensign, Operations Supervisor
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resource Officer
Kevin Panzer, Engineer
Brian Pen, Water Resources Analyst
Robert Peng, I.T. Manager
Esther Romero, Accounting Technician

Virtual Attendees: Andy Bullington, City of Covina; Josh Byerrum, Walnut Valley Water District; Kelly Gardner, Main San Gabriel Basin Watermaster; Ed Hilden, Walnut Valley Water District; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Myra Malner, Rowland Water District; Dave Michalko, Valencia Heights Water Company; Stephanie Moreno, Water Quality Authority; Wendy Saavedra, Assemblywoman Rubio's Office; Sherry Shaw, Walnut Valley Water District; Henry Woo, Walnut Valley Water District

In person attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Chris Diggs, City of Pomona; Erik Hitchman, Walnut Valley Water District; Jared Macias, Walnut Valley Water District; Dusty Moisiso, Rowland Water District; Frank Montes, Hispanic Coalition of Small Business; Jennifer Stark; City of Claremont

3. FLAG SALUTE

The flag salute was led by President Roberto.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449**A. NOTIFICATION DUE TO JUST CAUSE****B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES**

There were no requests submitted by any Directors for remote participation due to Emergency Circumstances, and therefore no motion was needed for this item.

5. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

6. PUBLIC COMMENT

President Roberto opened public comment and there was none.

7. PRESENTATION**A. HISPANIC COALITION OF SMALL BUSINESSES**

Mr. Frank Montes provided background information on the purpose and goals of the Hispanic Coalition of Small Businesses (Coalition). Director Goytia, Division I, is a panelist at the Spheres of Sustainability Summit (Summit) hosted by the Coalition. Components of the Summit include water and energy conservation, financial assistance, and small business challenges. The Coalition is an umbrella organization that provides funding to its affiliate members and input on public policy to local, state, and federal agencies.

8. CONSENT CALENDAR

The Board considered consent calendar items 8.A – 8.F for the April 19, 2023 Board meeting that included: (8.A) Receive, Approve and File Minutes, March 1 and 15, 2023; (8.B) Receive, Approve and File Financial Reports and Investment Update, March 2023; (8.C) Imported Water Sales, March 2023; (8.D) Miramar Operations Report, March 2023; (8.E) Approve Director Expense Reports, March 2023; (8.F) Approve FY 2022/23 Encumbrance Carryforward.

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

Moved: Director Ti	Second: Director Goytia
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5431 Approval of Consent Calendar Items 8.A – 8.F	
Motion passed 7-0-0	

9. ACTION AGENDA

A. APPROVE FY 2023/24 BUDGET

The final budget was presented to the Board for approval. No additional input has been received by the Board or member agencies. The treated rate will have an \$8 per acre-foot (AF) surcharge for a total tier I treated rate is \$1,264/AF. The untreated rate has a \$0 surcharge for a total of \$903/AF.

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

Moved: Director Kuhn	Second: Director Soto
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5432 Approval of FY 2023/24 Budget	
Motion passed 7-0-0	

B. APPROVE RESOLUTION NO. 23-04-959 ADOPTING WATER RATES AND CHARGES FOR CY 2024

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

Moved: Director Soto	Second: Director Goytia
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5433 Approval of Resolution No. 23-04-959	
Motion passed 7-0-0	

C. RESOLUTION NO. 23-04-960 INITIATING PROCEDURES TO FIX, ADJUST, LEVY, AND COLLECT A WATER STANDBY CHARGE

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

Moved: Director Soto	Second: Director Ti
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5434 Approval of Resolution No. 23-04-960	
Motion passed 7-0-0	

D. APPROVE BUDGET AMENDMENT FOR THE 2022 BOARD ELECTIONS

A budget amendment was requested for the 2022 Board elections. The Los Angeles County Registrar-Recorder/County Clerk submitted an invoice in the amount of \$258,212 for TVMWD's share of the 2022 election. Divisions 1 and 3 were opposed and therefore costs were incurred. There are sufficient reserves to cover the amendment. The funds will be transferred from Board Elections Reserves to Board Election Expense.

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

Moved: Director Ti	Second: Director Soto
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5435 Approval of a budget amendment for the 2022 board elections	
Motion passed 7-0-0	

E. SPHERES OF SUSTAINABILITY SUMMIT SPONSORSHIP

The Board discussed considering approval of a sponsorship for the Summit. Directors provided comment on sponsoring the Summit and staffing the exhibitor table. Legal Counsel Kennedy clarified the purpose of each director's yearly travel budget is for items related to the functions that the district serves to the community. Directors discussed reviewing a list of sponsorships for the year. General Manager Litchfield will follow up with Mr. Montes on the Summit exhibitor table.

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

Moved: Director Hanlon	Second: Director De Jesus
Ayes: De Jesus, Goytia, Hanlon, Soto, Ti	
Noes: Kuhn, Roberto	
Absent:	
Motion No. 23-04-5436 Approval of Summit Sponsorship for \$4,500	
Motion passed 5-2-0	

F. CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION – SENATE BILL 366 PUBLIC RELATIONS FUNDING

Each participating agency in the Solve the Water Crisis Coalition was asked to consider contributing \$20,000 towards the public relations program for SB 366. The Puente Basin Water Agency (PBWA) Commission approved \$10,000 to jointly fund the program with TVMWD for a total of \$20,000. President Roberto thanked General Manager Litchfield and PBWA for their efforts toward the program.

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

Moved: Director Roberto	Second: Director Kuhn
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Ti	
Noes:	
Absent: Soto	
Motion No. 23-04-5437 Approval of \$10,000 joint funding effort with PBWA	
Motion passed 6-0-1	

G. ADOPT RESOLUTION NO. 23-04-961 OPPOSING INITIATIVE 21-0042A1

Chief Administrative Officer Howie briefed the Board on the Taxpayer Protection and Government Accountability Act. Adoption of Resolution No. 23-04-961 is in opposition to the bill that will keep it from being placed on the 2024 ballot. The bill is sponsored by the California Business Roundtable, a group of executives and professionals in the state.

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

Moved: Director Hanlon	Second: Director De Jesus
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 23-04-5438 Approval of Resolution No. 23-04-961	
Motion passed 7-0-0	

10. REPORTS**A. LEGISLATIVE UPDATE**

Chief Administrative Officer Howie reviewed key bills that are in discussion at capitol committee meetings – SB 23 (Caballero), SB 867 (Allen), SB 366 (Caballero), AB 1572 (Friedman), and Water Rights Legislation. Mr. Howie will continue to keep the Board apprised of these and other important bills. The annual lobbyist visit with Arnold and Associates in Sacramento is scheduled for May 24, 2023.

B. WATER SUPPLY UPDATE

Chief Water Resources Officer Lee provided a detailed water supply update. The Upper Colorado River Basin is at 161% of the snowpack average; however, according to the draft environmental impact report, water supply cutbacks will still be needed. The State Water Project (SWP) allocation is at about 75% and the indication is it should move towards 100%. SWP contractor's supplies are above Table A normal allocation known as Article 21 supplies. Article 21 supplies are available when SWP contractors have enough capacity in the pipeline to route into storage. An in-lieu cyclic program agreement that provides storage in the basin is being worked on with MWD, Six Basins Watermaster, Chino Basin Watermaster, and Main San Gabriel Basin Watermaster. This item will be brought back to a future board meeting for consideration of approval.

11. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

General Manager Litchfield reminded the Board that the MWD Inspection trip is this weekend.

Director De Jesus commented on water supply and the probability that DWR will increase the allocation from 75% to 100%.

12. CLOSED SESSION

The Board convened into closed session at 9:24 a.m. to discuss the following item:

A. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

- District Designated Representative: Steven M. Kennedy, General Counsel
- Unrepresented Employee: Matthew H. Litchfield, P.E., General Manager

The Board convened out of closed session and into open session at 10:40 a.m. Legal Counsel Kennedy stated the Board met in closed session to give direction to its General Counsel on negotiating an amendment to the employment agreement for the District's General Manager. As a result of that, the Board unanimously approved the following amendments to General Manager Litchfield's current agreement:

1. On the contract term, adding one additional year effective July 1, 2023, with an evergreen clause that would add language to automatically add one year following an exceeds expectation performance evaluation
2. An increase in annual base salary to \$313,000 per year
3. Add a deferred compensation element to the agreement that will provide on a proportional basis each pay period contributions to the district's 401a plan that over a one-year period will be equal to the maximum amount of \$10,000.

Direction was given to General Counsel to prepare that amendment consistent with those directions. Other than that, no other reportable action was taken.

13. FUTURE AGENDA ITEMS

No future agenda items were requested.

14. ADJOURNMENT


President Roberto adjourned the meeting at 10:42 a.m. to the next regular meeting scheduled for Wednesday, May 3, 2023.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant



**BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 17, 2023
Subject: **Change in Cash and Cash Equivalents Report**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Attached for your review is the Change in Cash and Cash Equivalents Report for the period ending April 30, 2023.

Environmental Impact

None

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

April 1 through April 30, 2023

		<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 04/30/2023			
	Petty Cash	6,000.00	
	Local Agency Investment Fund		7,444.30
	California Asset Management Program(CAMP)		73,821.88
	General Checking	1,700,390.71	
	Sweep Account	3,941,438.02	
	U.S. Bank	5,000.00	
	TOTAL CASH IN BANKS & ON HAND	\$ 5,652,828.73	\$ 81,266.18
	TOTAL CASH IN BANKS & ON HAND 04/30/23	\$ 5,652,828.73	\$ 81,266.18
	TOTAL CASH IN BANKS & ON HAND 03/31/23	\$ 3,677,345.47	\$ 80,915.75
	PERIOD INCREASE (DECREASE)	\$ 1,975,483.26	\$ 350.43
CHANGE IN CASH POSITION DUE TO:			
	Water Sales/Charges Revenue	4,203,774.33	
	Interest Revenue	288.79	
	Subvention/RTS Standby Charge Revenue	2,062,080.52	
	Hydroelectric Revenue		
	Other Revenue	2,301.46	
	Investment Xfer From Chandler Asset Mgt		
	LAIF Quarterly Interest		49.84
	California Asset Mgmt Program Interest		300.59
	Transfer to CAMP		
	Transfer from LAIF		
	Transfer to LAIF		
	INFLOWS	6,268,445.10	350.43
	Expenditures	(4,378,351.34)	
	Current Month Outstanding Payables	150,752.27	
	Prior Month Cleared Payables	(63,412.93)	
	Bank/FSA Svc Fees		
	HRA/HSA Payment	(1,949.84)	
	CalPers Unfunded Liability /1959 Survivor Ben		
	PARS Pension Trust		
	Investment Xfer to Chandler Asset Mgt		
	Transfer from LAIF		
	Transfer From CAMP		
	OUTFLOWS	(4,292,961.84)	-
	PERIOD INCREASE (DECREASE)	1,975,483.26	350.43
		\$ -	\$ 0.00



THREE VALLEYS MUNICIPAL WATER DISTRICT
CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO
 April 30, 2023

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	2.47%	244,265.56	244,281.27	238,549.42
Bonds - Agency	1.51%	670,824.28	667,000.00	641,162.35
Commercial Paper	0.00%	0.00	0.00	0.00
Money Market Fund	4.42%	12,590.54	12,590.54	12,590.54
Supranational	0.97%	59,836.72	60,000.00	55,038.18
US Corporate	3.09%	1,177,637.58	1,200,000.00	1,142,889.11
US Treasury	1.38%	2,481,810.78	2,480,000.00	2,347,563.22
	1.89%	4,646,965.46	4,663,871.81	4,437,792.82
Local Agency Invest Fund TVMWD	2.82%	7,444.30	7,444.30	7,444.30
California Asset Management Program	4.97%	73,821.88	73,821.88	73,821.88
Reserve Fund		\$ 4,728,231.64	\$ 4,745,137.99	\$ 4,519,059.00
<hr/>				
Checking (Citizens)	0.55%	1,700,390.71	1,700,390.71	1,700,390.71
Sweep Account (Citizens)	0.10%	3,941,438.02	3,941,438.02	3,941,438.02
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		\$ 5,652,828.73	\$ 5,652,828.73	\$ 5,652,828.73
<hr/>				
TOTAL PORTFOLIO	1.00%	\$ 10,381,060.37	\$ 10,397,966.72	\$ 10,171,887.73

I certify that this report accurately reflects all investments of Three Valleys Municipal Water District and that all investments and this report are in conformity with Sections 53600 et seq of the California Government Code and the District's annual statement of investment policy (Resolution 21-05-895). The District's investment program herein shown provides sufficient cash flow and liquidity to meet all budgeted expenditures for the next six months.

 MATTHEW H. LITCHFIELD, General Manager/Assistant Treasurer



Three Valleys Municipal Water District - Account #10065

MONTHLY ACCOUNT STATEMENT

APRIL 1, 2023 THROUGH APRIL 30, 2023

Chandler Team:

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

Custodian

US Bank
Alexander Bazan
(503) 402-5305

CHANDLER ASSET MANAGEMENT
chandlerasset.com

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



PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.33
Average Coupon	1.83%
Average Purchase YTM	1.89%
Average Market YTM	4.28%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.61 yrs
Average Life	2.47 yrs

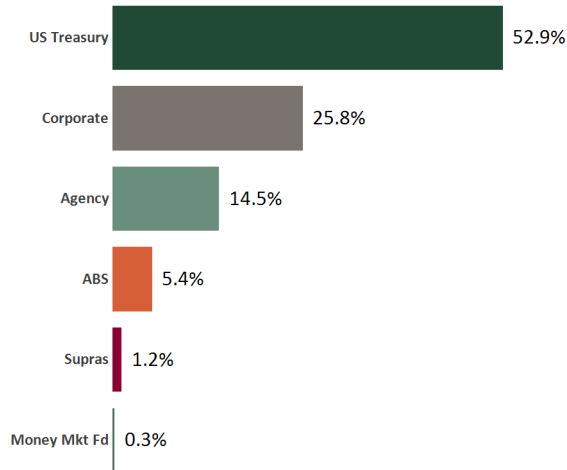
ACCOUNT SUMMARY

	Beg. Values as of 3/31/23	End Values as of 4/30/23
Market Value	4,418,385	4,437,793
Accrued Interest	17,105	18,932
Total Market Value	4,435,490	4,456,725
Income Earned	7,158	7,229
Cont/WD		-544
Par	4,661,724	4,663,872
Book Value	4,642,107	4,646,965
Cost Value	4,650,641	4,655,459

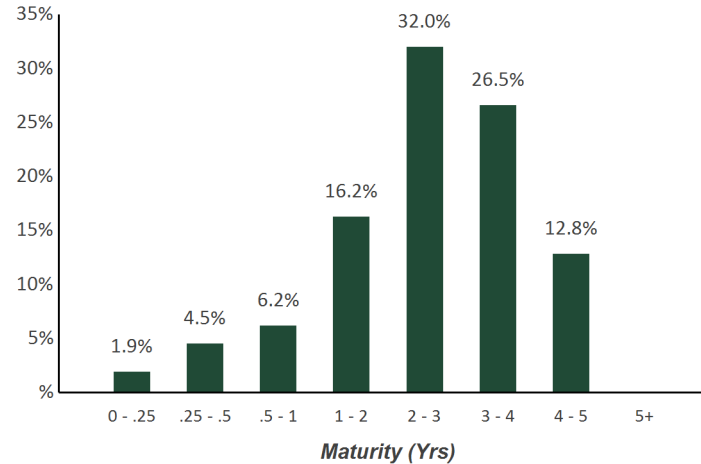
TOP ISSUERS

Government of United States	52.9%
Federal Home Loan Bank	5.9%
Federal National Mortgage Assoc	4.7%
Federal Home Loan Mortgage Corp	2.8%
Deere & Company	2.4%
John Deere ABS	2.1%
Bank of America Corp	1.9%
Berkshire Hathaway	1.9%
Total	74.6%

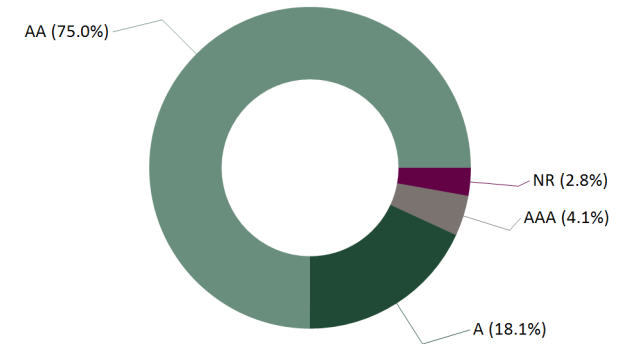
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	4/30/2009
Three Valleys Municipal Water District	0.49%	1.12%	2.21%	1.21%	-1.58%	-0.82%	1.55%	1.16%	1.59%
ICE BofA 1-5 Yr US Treasury & Agency Index	0.42%	1.18%	2.24%	0.87%	-1.94%	-1.30%	1.25%	0.89%	1.28%

Statement of Compliance

As of April 30, 2023



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		\$4,642,107.33
Acquisition		
+ Security Purchases	\$62,670.00	
+ Money Market Fund Purchases	\$8,847.08	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$71,517.08
Dispositions		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$62,895.00	
- MMF Withdrawals	\$543.86	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$3,260.65	
Total Dispositions		\$66,699.51
Amortization/Accretion		
+/- Net Accretion	\$40.56	
		\$40.56
Gain/Loss on Dispositions		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
ENDING BOOK VALUE		\$4,646,965.46

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$67,182.32
Acquisition		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$5,378.09	
Dividend Received	\$208.34	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$3,260.65	
Total Acquisitions	\$8,847.08	
Dispositions		
Withdrawals	\$543.86	
Security Purchase	\$62,670.00	
Accrued Interest Paid	\$225.00	
Total Dispositions	\$63,438.86	
ENDING BOOK VALUE		\$12,590.54



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	12,557.34	06/22/2021 0.40%	12,556.39 12,557.08	98.03 5.62%	12,310.07 2.23	0.28% (247.01)	NR / AAA AAA	1.55 0.37
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	9,340.61	09/08/2021 0.34%	9,339.64 9,340.33	98.22 5.84%	9,174.26 0.51	0.21% (166.07)	Aaa / NR AAA	1.66 0.32
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	14,998.67	01/11/2022 1.11%	14,996.43 14,997.74	97.83 5.77%	14,672.90 2.75	0.33% (324.84)	NR / AAA AAA	1.90 0.46
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	7,384.65	02/02/2021 0.27%	7,383.28 7,384.26	97.56 5.54%	7,204.37 0.85	0.16% (179.89)	Aaa / NR AAA	2.04 0.46
36266FAC3	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 6/20/2025	30,000.00	05/03/2022 3.45%	29,996.87 29,998.26	98.18 5.46%	29,453.28 31.35	0.66% (544.98)	NR / AAA AAA	2.14 0.91
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 14,998.23	95.51 5.58%	14,326.70 3.67	0.32% (671.53)	Aaa / NR AAA	2.73 0.96
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	15,000.00	07/13/2021 0.52%	14,998.66 14,999.31	95.90 5.62%	14,384.64 3.47	0.32% (614.67)	Aaa / NR AAA	2.88 0.80
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 14,999.82	95.37 5.69%	14,305.32 4.73	0.32% (694.50)	NR / AAA AAA	2.96 0.93
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	25,000.00	02/15/2022 1.89%	24,996.24 24,997.62	95.97 5.05%	23,992.28 20.89	0.54% (1,005.34)	Aaa / AAA NR	3.04 1.29
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	20,000.00	04/07/2022 2.95%	19,999.53 19,999.68	97.11 5.33%	19,422.28 26.04	0.44% (577.40)	Aaa / AAA NR	3.38 1.22
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	15,000.00	03/10/2022 2.34%	14,996.68 14,997.75	96.33 5.41%	14,450.18 15.47	0.32% (547.57)	Aaa / NR AAA	3.38 1.20
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	25,000.00	07/12/2022 3.77%	24,997.61 24,998.13	98.03 4.96%	24,506.50 41.56	0.55% (491.63)	Aaa / NR AAA	3.80 1.66



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	40,000.00	10/12/2022 5.15%	39,996.90 39,997.35	100.87 4.67%	40,346.64 90.49	0.91% 349.29	Aaa / NR AAA	4.13 1.83
Total ABS		244,281.27	2.47%	244,254.75 244,265.56	5.29%	238,549.42 244.01	5.36% (5,716.14)	Aaa / AAA AAA	2.98 1.13

AGENCY									
313383YJ4	FHLB Note 3.375% Due 9/8/2023	100,000.00	02/26/2019 2.57%	103,413.00 100,268.25	99.44 4.95%	99,441.60 496.88	2.24% (826.65)	Aaa / AA+ NR	0.36 0.35
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	30,000.00	10/22/2020 0.26%	29,875.50 29,980.78	97.76 5.10%	29,327.04 1.56	0.66% (653.74)	Aaa / AA+ AAA	0.46 0.45
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	50,000.00	01/16/2019 2.74%	51,743.00 50,225.87	98.98 5.13%	49,490.90 636.81	1.12% (734.97)	Aaa / AA+ AAA	0.64 0.61
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	100,000.00	06/18/2019 1.96%	104,323.00 100,972.79	98.04 4.69%	98,035.90 1,094.10	2.22% (2,936.89)	Aaa / AA+ NR	1.13 1.08
3137EAEPO	FHLMC Note 1.5% Due 2/12/2025	22,000.00	03/24/2020 0.95%	22,571.34 22,209.01	95.36 4.23%	20,978.56 72.42	0.47% (1,230.45)	Aaa / AA+ AAA	1.79 1.72
3135G03U5	FNMA Note 0.625% Due 4/22/2025	100,000.00	04/27/2020 0.67%	99,768.00 99,907.96	93.30 4.19%	93,295.30 15.63	2.09% (6,612.66)	Aaa / AA+ AAA	1.98 1.93
3137EAEU9	FHLMC Note 0.375% Due 7/21/2025	20,000.00	07/21/2020 0.48%	19,900.40 19,955.66	92.21 4.07%	18,441.72 20.83	0.41% (1,513.94)	Aaa / AA+ AAA	2.23 2.17
3135G05X7	FNMA Note 0.375% Due 8/25/2025	60,000.00	08/25/2020 0.47%	59,719.20 59,869.61	91.95 4.05%	55,169.10 41.25	1.24% (4,700.51)	Aaa / AA+ AAA	2.32 2.26
3137EAEEX3	FHLMC Note 0.375% Due 9/23/2025	60,000.00	09/23/2020 0.44%	59,819.40 59,913.26	91.69 4.05%	55,014.66 23.75	1.23% (4,898.60)	Aaa / AA+ AAA	2.40 2.34
3135G06G3	FNMA Note 0.5% Due 11/7/2025	65,000.00	11/09/2020 0.57%	64,767.30 64,882.31	91.86 3.93%	59,705.75 157.08	1.34% (5,176.56)	Aaa / AA+ AAA	2.53 2.45



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									
3130ATS57	FHLB Note 4.5% Due 3/10/2028	60,000.00	04/06/2023 3.51%	62,670.00 62,638.78	103.77 3.65%	62,261.82 382.50	1.41% (376.96)	Aaa / AA+ AAA	4.87 4.33
Total Agency		667,000.00	1.51%	678,570.14 670,824.28	4.40%	641,162.35 2,942.81	14.45% (29,661.93)	Aaa / AA+ AAA	1.82 1.73
CORPORATE									
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	70,000.00	11/29/2018 3.49%	66,895.50 69,996.16	99.96 6.76%	69,974.10 830.67	1.59% (22.06)	Aaa / AA+ NR	0.01 0.01
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	70,000.00	09/10/2018 3.37%	70,099.40 70,005.55	99.43 5.47%	69,599.39 542.11	1.57% (406.16)	A1 / A+ NR	0.28 0.27
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	25,000.00	03/01/2021 0.47%	24,982.25 24,995.58	96.77 5.11%	24,193.20 32.50	0.54% (802.38)	A2 / A A+	0.72 0.69
023135BW5	Amazon.com Inc Note 0.45% Due 5/12/2024	25,000.00	05/10/2021 0.50%	24,963.50 24,987.44	95.64 4.82%	23,910.93 52.81	0.54% (1,076.51)	A1 / AA AA-	1.04 1.01
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	5,000.00	06/29/2021 0.64%	4,997.45 4,998.98	95.37 4.61%	4,768.46 9.20	0.11% (230.52)	A2 / A+ NR	1.21 1.18
06051GHR3	Bank of America Corp Callable Note 1X 3/15/2024 3.458% Due 3/15/2025	55,000.00	05/19/2021 0.75%	59,143.15 56,284.42	98.00 5.82%	53,902.53 243.02	1.21% (2,381.89)	A2 / A- AA-	1.88 0.84
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	85,000.00	04/21/2022 3.35%	85,000.00 85,000.00	96.97 4.97%	82,426.20 47.46	1.85% (2,573.80)	A1 / A AA-	1.99 1.89
931142EW9	Wal-Mart Stores Note 3.9% Due 9/9/2025	15,000.00	09/06/2022 3.92%	14,989.50 14,991.74	99.41 4.16%	14,911.04 84.50	0.34% (80.70)	Aa2 / AA AA	2.36 2.22
06051GJG5	Bank of America Corp Callable Note Cont 9/25/2024 0.981% Due 9/25/2025	35,000.00	03/16/2022 3.82%	33,246.85 33,803.99	93.47 5.87%	32,713.31 34.34	0.73% (1,090.68)	A2 / A- AA-	2.41 2.22
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	90,000.00	Various 3.85%	86,597.25 87,510.06	94.15 5.26%	84,733.02 371.03	1.91% (2,777.04)	A1 / A AA-	2.78 1.70



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									
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	90,000.00	03/22/2022 4.11%	86,833.80 87,690.16	94.22 5.20%	84,797.37 46.87	1.90% (2,892.79)	A1 / A- AA-	2.98 1.90
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 25,024.35	91.25 4.10%	22,811.45 117.36	0.51% (2,212.90)	A1 / AA AA-	3.04 2.92
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 5/15/2026	90,000.00	Various 3.13%	83,257.50 84,942.16	91.61 4.11%	82,449.54 477.24	1.86% (2,492.62)	A3 / A+ A	3.04 2.92
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 6/18/2026	90,000.00	Various 2.26%	85,879.40 86,954.57	90.71 4.33%	81,642.24 374.06	1.84% (5,312.33)	A1 / A+ A+	3.14 3.01
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 7/17/2026	30,000.00	07/18/2022 4.68%	30,000.00 30,000.00	99.17 5.07%	29,752.47 405.51	0.68% (247.53)	A1 / A- A+	3.22 2.05
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 9,987.22	90.58 4.06%	9,058.26 12.83	0.20% (928.96)	Aa2 / AA AA	3.39 3.26
24422EVW6	John Deere Capital Corp Note 1.3% Due 10/13/2026	90,000.00	04/21/2022 3.31%	82,534.50 84,231.62	90.63 4.24%	81,571.32 58.50	1.83% (2,660.30)	A2 / A A+	3.46 3.31
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 24,968.31	93.03 3.99%	23,257.00 143.54	0.53% (1,711.31)	A2 / A A	3.72 3.50
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 3/15/2027	90,000.00	Various 2.70%	88,360.10 88,701.11	95.38 3.59%	85,840.47 264.50	1.93% (2,860.64)	Aa2 / AA A+	3.88 3.65
09247XAN1	Blackrock Inc Note 3.2% Due 3/15/2027	85,000.00	04/25/2022 3.41%	84,219.70 84,381.19	97.26 3.97%	82,673.89 347.56	1.86% (1,707.30)	Aa3 / AA- NR	3.88 3.59
023135CF1	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 4/13/2027	30,000.00	04/11/2022 3.35%	29,938.20 29,951.16	97.20 4.07%	29,161.38 49.50	0.66% (789.78)	A1 / AA AA-	3.96 3.65
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	70,000.00	09/28/2022 4.70%	67,975.60 68,231.81	98.20 4.49%	68,741.54 1,330.00	1.57% 509.73	A2 / A+ A+	4.03 3.61
Total Corporate		1,200,000.00	3.09%	1,169,892.50 1,177,637.58	4.77%	1,142,889.11 5,875.11	25.78% (34,748.47)	A1 / A+ A+	2.67 2.31



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
MONEY MARKET FUND									
31846V203	First American Govt Obligation Fund Class Y	12,590.54	Various 4.42%	12,590.54 12,590.54	1.00 4.42%	12,590.54 0.00	0.28% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		12,590.54	4.42%	12,590.54	4.42%	0.00	0.00	AAA	0.00
SUPRANATIONAL									
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 4/20/2026	60,000.00	04/13/2021 0.97%	59,725.20 59,836.72	91.73 3.85%	55,038.18 16.04	1.24% (4,798.54)	Aaa / AAA AAA	2.98 2.88
Total Supranational		60,000.00	0.97%	59,836.72	3.85%	16.04	(4,798.54)	AAA	2.88
US TREASURY									
9128285P1	US Treasury Note 2.875% Due 11/30/2023	80,000.00	03/30/2021 0.26%	85,546.88 81,213.02	98.87 4.85%	79,096.88 960.44	1.80% (2,116.14)	Aaa / AA+ AAA	0.59 0.56
91282CBR1	US Treasury Note 0.25% Due 3/15/2024	125,000.00	09/23/2021 0.39%	124,580.08 124,851.66	96.10 4.86%	120,122.13 39.91	2.70% (4,729.53)	Aaa / AA+ AAA	0.88 0.85
91282CCT6	US Treasury Note 0.375% Due 8/15/2024	125,000.00	08/25/2021 0.46%	124,687.50 124,864.06	94.81 4.55%	118,510.75 97.12	2.66% (6,353.31)	Aaa / AA+ AAA	1.30 1.26
91282CDN8	US Treasury Note 1% Due 12/15/2024	100,000.00	12/22/2021 0.94%	100,167.97 100,091.70	94.88 4.29%	94,882.80 376.37	2.14% (5,208.90)	Aaa / AA+ AAA	1.63 1.58
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	100,000.00	Various 0.59%	99,630.47 99,822.46	93.48 4.07%	93,480.50 42.35	2.10% (6,341.96)	Aaa / AA+ AAA	1.92 1.87
912828XB1	US Treasury Note 2.125% Due 5/15/2025	150,000.00	Various 1.17%	155,085.94 152,867.81	96.23 4.07%	144,351.60 1,470.48	3.27% (8,516.21)	Aaa / AA+ AAA	2.04 1.95
9128284Z0	US Treasury Note 2.75% Due 8/31/2025	150,000.00	Various 1.31%	158,617.19 154,906.42	97.42 3.92%	146,132.85 694.97	3.29% (8,773.57)	Aaa / AA+ AAA	2.34 2.22
9128285C0	US Treasury Note 3% Due 9/30/2025	150,000.00	Various 1.45%	158,929.68 155,429.31	97.93 3.91%	146,888.70 381.15	3.30% (8,540.61)	Aaa / AA+ AAA	2.42 2.30
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	100,000.00	Various 0.70%	98,518.75 99,176.28	91.58 3.83%	91,578.11 156.60	2.06% (7,598.17)	Aaa / AA+ AAA	2.59 2.52



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									
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	85,000.00	Various 0.65%	83,906.44 84,387.37	91.51 3.75%	77,784.95 106.54	1.75% (6,602.42)	Aaa / AA+ AAA	2.67 2.60
91282CBH3	US Treasury Note 0.375% Due 1/31/2026	100,000.00	Various 0.78%	98,076.64 98,903.92	91.15 3.79%	91,152.30 93.23	2.05% (7,751.62)	Aaa / AA+ AAA	2.76 2.69
91282CBQ3	US Treasury Note 0.5% Due 2/28/2026	100,000.00	Various 0.82%	98,480.86 99,124.12	91.29 3.77%	91,289.11 84.24	2.05% (7,835.01)	Aaa / AA+ AAA	2.84 2.76
91282CBT7	US Treasury Note 0.75% Due 3/31/2026	100,000.00	Various 0.85%	99,523.24 99,717.20	91.91 3.70%	91,914.11 63.53	2.06% (7,803.09)	Aaa / AA+ AAA	2.92 2.84
91282CCF6	US Treasury Note 0.75% Due 5/31/2026	125,000.00	08/25/2021 0.80%	124,702.15 124,807.14	91.40 3.73%	114,252.88 391.48	2.57% (10,554.26)	Aaa / AA+ AAA	3.09 2.99
91282CCP4	US Treasury Note 0.625% Due 7/31/2026	125,000.00	08/25/2021 0.82%	123,813.48 124,217.56	90.70 3.69%	113,369.13 194.23	2.55% (10,848.43)	Aaa / AA+ AAA	3.25 3.16
9128282A7	US Treasury Note 1.5% Due 8/15/2026	125,000.00	09/16/2021 0.82%	129,057.62 127,720.17	93.27 3.69%	116,586.88 388.47	2.62% (11,133.29)	Aaa / AA+ AAA	3.30 3.16
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	150,000.00	Various 1.84%	145,220.70 146,391.97	91.72 3.67%	137,578.20 4.59	3.09% (8,813.77)	Aaa / AA+ AAA	3.51 3.38
91282CEF4	US Treasury Note 2.5% Due 3/31/2027	90,000.00	05/25/2022 2.73%	89,050.78 89,233.12	95.96 3.61%	86,364.81 190.57	1.94% (2,868.31)	Aaa / AA+ AAA	3.92 3.68
91282CET4	US Treasury Note 2.625% Due 5/31/2027	150,000.00	06/21/2022 3.38%	144,855.47 145,748.06	96.33 3.60%	144,492.15 1,644.23	3.28% (1,255.91)	Aaa / AA+ AAA	4.09 3.78
91282CFB2	US Treasury Note 2.75% Due 7/31/2027	125,000.00	08/30/2022 3.30%	121,923.83 122,340.27	96.75 3.58%	120,932.63 854.63	2.73% (1,407.64)	Aaa / AA+ AAA	4.25 3.94
91282CGC9	US Treasury Note 3.875% Due 12/31/2027	125,000.00	01/30/2023 3.69%	126,049.80 125,997.16	101.44 3.54%	126,801.75 1,619.04	2.88% 804.59	Aaa / AA+ AAA	4.67 4.19
Total US Treasury		2,480,000.00	1.38%	2,490,425.47 2,481,810.78	3.91%	2,347,563.22 9,854.17	52.90% (134,247.56)	Aaa / AA+ AAA	2.76 2.63
TOTAL PORTFOLIO		4,663,871.81	1.89%	4,655,458.60 4,646,965.46	4.28%	4,437,792.82 18,932.14	100.00% (209,172.64)	Aa1 / AA AAA	2.61 2.33
TOTAL MARKET VALUE PLUS ACCRUED						4,456,724.96			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	04/03/2023	31846V203	208.34	First American Govt Obligation Fund Class Y	1.000	4.32%	208.34	0.00	208.34	0.00
Purchase	04/10/2023	3130ATS57	60,000.00	FHLB Note 4.5% Due 3/10/2028	104.450	3.51%	62,670.00	225.00	62,895.00	0.00
Purchase	04/13/2023	31846V203	1,080.00	First American Govt Obligation Fund Class Y	1.000	4.32%	1,080.00	0.00	1,080.00	0.00
Purchase	04/16/2023	31846V203	18.75	First American Govt Obligation Fund Class Y	1.000	4.32%	18.75	0.00	18.75	0.00
Purchase	04/17/2023	31846V203	39.17	First American Govt Obligation Fund Class Y	1.000	4.32%	39.17	0.00	39.17	0.00
Purchase	04/17/2023	31846V203	29.00	First American Govt Obligation Fund Class Y	1.000	4.32%	29.00	0.00	29.00	0.00
Purchase	04/17/2023	31846V203	6.50	First American Govt Obligation Fund Class Y	1.000	4.32%	6.50	0.00	6.50	0.00
Purchase	04/17/2023	31846V203	77.92	First American Govt Obligation Fund Class Y	1.000	4.32%	77.92	0.00	77.92	0.00
Purchase	04/17/2023	31846V203	169.67	First American Govt Obligation Fund Class Y	1.000	4.32%	169.67	0.00	169.67	0.00
Purchase	04/17/2023	31846V203	48.83	First American Govt Obligation Fund Class Y	1.000	4.32%	48.83	0.00	48.83	0.00
Purchase	04/17/2023	31846V203	8.88	First American Govt Obligation Fund Class Y	1.000	4.32%	8.88	0.00	8.88	0.00
Purchase	04/17/2023	31846V203	748.05	First American Govt Obligation Fund Class Y	1.000	4.32%	748.05	0.00	748.05	0.00
Purchase	04/17/2023	31846V203	1,136.28	First American Govt Obligation Fund Class Y	1.000	4.32%	1,136.28	0.00	1,136.28	0.00
Purchase	04/20/2023	31846V203	262.50	First American Govt Obligation Fund Class Y	1.000	4.32%	262.50	0.00	262.50	0.00
Purchase	04/20/2023	31846V203	85.50	First American Govt Obligation Fund Class Y	1.000	4.32%	85.50	0.00	85.50	0.00
Purchase	04/21/2023	31846V203	11.00	First American Govt Obligation Fund Class Y	1.000	4.32%	11.00	0.00	11.00	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	04/22/2023	31846V203	1,249.85	First American Govt Obligation Fund Class Y	1.000	4.32%	1,249.85	0.00	1,249.85	0.00
Purchase	04/25/2023	31846V203	1,423.75	First American Govt Obligation Fund Class Y	1.000	4.32%	1,423.75	0.00	1,423.75	0.00
Purchase	04/25/2023	31846V203	15.08	First American Govt Obligation Fund Class Y	1.000	4.32%	15.08	0.00	15.08	0.00
Purchase	04/25/2023	31846V203	1,384.26	First American Govt Obligation Fund Class Y	1.000	4.32%	1,384.26	0.00	1,384.26	0.00
Purchase	04/30/2023	31846V203	843.75	First American Govt Obligation Fund Class Y	1.000	4.42%	843.75	0.00	843.75	0.00
Subtotal			68,847.08				71,517.08	225.00	71,742.08	0.00
TOTAL ACQUISITIONS			68,847.08				71,517.08	225.00	71,742.08	0.00
DISPOSITIONS										
Sale	04/10/2023	31846V203	62,895.00	First American Govt Obligation Fund Class Y	1.000	4.32%	62,895.00	0.00	62,895.00	0.00
Subtotal			62,895.00				62,895.00	0.00	62,895.00	0.00
Paydown	04/17/2023	43815BAC4	0.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	100.000		0.00	39.17	39.17	0.00
Paydown	04/17/2023	47787JAC2	0.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	100.000		0.00	29.00	29.00	0.00
Paydown	04/17/2023	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	04/17/2023	47800AAC4	0.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	100.000		0.00	77.92	77.92	0.00
Paydown	04/17/2023	47800BAC2	0.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	100.000		0.00	169.67	169.67	0.00
Paydown	04/17/2023	58769KAD6	1,131.72	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	100.000		1,131.72	4.56	1,136.28	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	04/17/2023	89238FAD5	0.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	100.000		0.00	48.83	48.83	0.00
Paydown	04/17/2023	89238JAC9	0.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	100.000		0.00	8.88	8.88	0.00
Paydown	04/17/2023	89240BAC2	746.29	Toyota Auto Receivables Owners 2021- A A3 0.26% Due 5/15/2025	100.000		746.29	1.76	748.05	0.00
Paydown	04/20/2023	36266FAC3	0.00	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 6/20/2025	100.000		0.00	85.50	85.50	0.00
Paydown	04/21/2023	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	04/25/2023	05601XAC3	1.33	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	100.000	1.10%	1.33	13.75	15.08	0.00
Paydown	04/25/2023	09690AAC7	1,381.31	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	100.000		1,381.31	2.95	1,384.26	0.00
Subtotal			3,260.65				3,260.65	499.49	3,760.14	0.00
Security Withdrawal	04/17/2023	31846V203	439.69	First American Govt Obligation Fund Class Y	1.000		439.69	0.00	439.69	0.00
Security Withdrawal	04/26/2023	31846V203	104.17	First American Govt Obligation Fund Class Y	1.000		104.17	0.00	104.17	0.00
Subtotal			543.86				543.86	0.00	543.86	0.00
TOTAL DISPOSITIONS			66,699.51				66,699.51	499.49	67,199.00	0.00

OTHER TRANSACTIONS										
Interest	04/13/2023	023135CF1	30,000.00	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 4/13/2027	0.000		495.00	0.00	495.00	0.00
Interest	04/13/2023	24422EVW6	90,000.00	John Deere Capital Corp Note 1.3% Due 10/13/2026	0.000		585.00	0.00	585.00	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	04/16/2023	3137EAEY1	30,000.00	FHLMC Note 0.125% Due 10/16/2023	0.000		18.75	0.00	18.75	0.00
Interest	04/20/2023	4581X0DV7	60,000.00	Inter-American Dev Bank Note 0.875% Due 4/20/2026	0.000		262.50	0.00	262.50	0.00
Interest	04/22/2023	3135G03U5	100,000.00	FNMA Note 0.625% Due 4/22/2025	0.000		312.50	0.00	312.50	0.00
Interest	04/22/2023	46647PBK1	90,000.00	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 4/22/2026	0.000		937.35	0.00	937.35	0.00
Interest	04/25/2023	06406RBC0	85,000.00	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	0.000		1,423.75	0.00	1,423.75	0.00
Interest	04/30/2023	91282CDG3	150,000.00	US Treasury Note 1.125% Due 10/31/2026	0.000		843.75	0.00	843.75	0.00
Subtotal			635,000.00				4,878.60	0.00	4,878.60	0.00
Dividend	04/03/2023	31846V203	67,182.32	First American Govt Obligation Fund Class Y	0.000		208.34	0.00	208.34	0.00
Subtotal			67,182.32				208.34	0.00	208.34	0.00
TOTAL OTHER TRANSACTIONS			702,182.32				5,086.94	0.00	5,086.94	0.00



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	24,986.45 0.00 0.00 24,987.44	43.44 0.00 52.81 9.37	0.99 0.00 0.99 10.36	10.36
023135BX3	Amazon.com Inc Callable Note Cont 4/12/2026 1% Due 05/12/2026	05/26/2021 05/28/2021 25,000.00	25,025.03 0.00 0.00 25,024.35	96.53 0.00 117.36 20.83	0.00 0.68 (0.68) 20.15	20.15
023135CF1	Amazon.com Inc Callable Note Cont 3/13/2027 3.3% Due 04/13/2027	04/11/2022 04/13/2022 30,000.00	29,950.15 0.00 0.00 29,951.16	462.00 495.00 49.50 82.50	1.01 0.00 1.01 83.51	83.51
037833AK6	Apple Inc Note 2.4% Due 05/03/2023	11/29/2018 11/30/2018 70,000.00	69,938.49 0.00 0.00 69,996.16	690.67 0.00 830.67 140.00	57.67 0.00 57.67 197.67	197.67
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 03/25/2025	01/11/2022 01/19/2022 14,998.67	14,998.99 0.00 1.33 14,997.74	2.75 13.75 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	56,405.21 0.00 0.00 56,284.42	84.53 0.00 243.02 158.49	0.00 120.79 (120.79) 37.70	37.70
06051GJG5	Bank of America Corp Callable Note Cont 9/25/2024 0.981% Due 09/25/2025	03/16/2022 03/18/2022 35,000.00	33,763.12 0.00 0.00 33,803.99	5.72 0.00 34.34 28.62	40.87 0.00 40.87 69.49	69.49
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 04/25/2025	04/21/2022 04/26/2022 85,000.00	85,000.00 0.00 0.00 85,000.00	1,233.92 1,423.75 47.46 237.29	0.00 0.00 0.00 237.29	237.29
084664CZ2	Berkshire Hathaway Callable Note Cont 2/15/2027 2.3% Due 03/15/2027	Various Various 90,000.00	88,673.56 0.00 0.00 88,701.11	92.00 0.00 264.50 172.50	27.55 0.00 27.55 200.05	200.05



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
09247XAN1	Blackrock Inc Note 3.2% Due 03/15/2027	04/25/2022 04/27/2022 85,000.00	84,368.06 0.00 0.00 84,381.19	120.89 0.00 347.56 226.67	13.13 0.00 13.13 239.80	239.80
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	09/08/2021 09/15/2021 9,340.61	10,721.56 0.00 1,381.31 9,340.33	0.59 2.95 0.51 2.87	0.08 0.00 0.08 2.95	2.95
24422EVN6	John Deere Capital Corp Note 0.45% Due 01/17/2024	03/01/2021 03/04/2021 25,000.00	24,995.08 0.00 0.00 24,995.58	23.13 0.00 32.50 9.37	0.50 0.00 0.50 9.87	9.87
24422EVW6	John Deere Capital Corp Note 1.3% Due 10/13/2026	04/21/2022 04/25/2022 90,000.00	84,094.39 0.00 0.00 84,231.62	546.00 585.00 58.50 97.50	137.23 0.00 137.23 234.73	234.73
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	06/18/2019 06/19/2019 100,000.00	101,043.97 0.00 0.00 100,972.79	854.51 0.00 1,094.10 239.59	0.00 71.18 (71.18) 168.41	168.41
3130ATS57	FHLB Note 4.5% Due 03/10/2028	04/06/2023 04/10/2023 60,000.00	0.00 62,670.00 0.00 62,638.78	0.00 (225.00) 382.50 157.50	0.00 31.22 (31.22) 126.28	126.28
313383YJ4	FHLB Note 3.375% Due 09/08/2023	02/26/2019 02/27/2019 100,000.00	100,330.16 0.00 0.00 100,268.25	215.63 0.00 496.88 281.25	0.00 61.91 (61.91) 219.34	219.34
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	01/16/2019 01/17/2019 50,000.00	50,254.95 0.00 0.00 50,225.87	490.97 0.00 636.81 145.84	0.00 29.08 (29.08) 116.76	116.76
3135G03U5	FNMA Note 0.625% Due 04/22/2025	04/27/2020 04/28/2020 100,000.00	99,904.14 0.00 0.00 99,907.96	276.04 312.50 15.63 52.09	3.82 0.00 3.82 55.91	55.91



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
3135G05X7	FNMA Note 0.375% Due 08/25/2025	08/25/2020 08/27/2020 60,000.00	59,864.99 0.00 0.00 59,869.61	22.50 0.00 41.25 18.75	4.62 0.00 4.62 23.37	23.37
3135G06G3	FNMA Note 0.5% Due 11/07/2025	11/09/2020 11/12/2020 65,000.00	64,878.47 0.00 0.00 64,882.31	130.00 0.00 157.08 27.08	3.84 0.00 3.84 30.92	30.92
3137EAEP0	FHLMC Note 1.5% Due 02/12/2025	03/24/2020 03/25/2020 22,000.00	22,218.61 0.00 0.00 22,209.01	44.92 0.00 72.42 27.50	0.00 9.60 (9.60) 17.90	17.90
3137EAEU9	FHLMC Note 0.375% Due 07/21/2025	07/21/2020 07/23/2020 20,000.00	19,954.02 0.00 0.00 19,955.66	14.58 0.00 20.83 6.25	1.64 0.00 1.64 7.89	7.89
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	09/23/2020 09/25/2020 60,000.00	59,910.29 0.00 0.00 59,913.26	5.00 0.00 23.75 18.75	2.97 0.00 2.97 21.72	21.72
3137EAey1	FHLMC Note 0.125% Due 10/16/2023	10/22/2020 10/23/2020 30,000.00	29,977.34 0.00 0.00 29,980.78	17.19 18.75 1.56 3.12	3.44 0.00 3.44 6.56	6.56
36266FAC3	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 06/20/2025	05/03/2022 05/11/2022 30,000.00	29,998.14 0.00 0.00 29,998.26	31.35 85.50 31.35 85.50	0.12 0.00 0.12 85.62	85.62
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 05/15/2026	02/15/2022 02/23/2022 25,000.00	24,997.52 0.00 0.00 24,997.62	20.89 39.17 20.89 39.17	0.10 0.00 0.10 39.27	39.27
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 01/21/2026	11/16/2021 11/24/2021 15,000.00	14,998.15 0.00 0.00 14,998.23	3.67 11.00 3.67 11.00	0.08 0.00 0.08 11.08	11.08

Income Earned

As of April 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 04/20/2026	04/13/2021 04/20/2021 60,000.00	59,832.20 0.00 0.00 59,836.72	234.79 262.50 16.04 43.75	4.52 0.00 4.52 48.27	48.27
46647PBK1	JP Morgan Chase & Co Callable Note Cont 4/22/2025 2.083% Due 04/22/2026	03/22/2022 03/24/2022 90,000.00	87,626.41 0.00 0.00 87,690.16	827.99 937.35 46.87 156.23	63.75 0.00 63.75 219.98	219.98
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 09/16/2026	03/10/2022 03/16/2022 15,000.00	14,997.67 0.00 0.00 14,997.75	15.47 29.00 15.47 29.00	0.08 0.00 0.08 29.08	29.08
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 03/16/2026	07/13/2021 07/21/2021 15,000.00	14,999.28 0.00 0.00 14,999.31	3.47 6.50 3.47 6.50	0.03 0.00 0.03 6.53	6.53
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 02/16/2027	07/12/2022 07/20/2022 25,000.00	24,998.08 0.00 0.00 24,998.13	41.56 77.92 41.56 77.92	0.05 0.00 0.05 77.97	77.97
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 06/15/2027	10/12/2022 10/19/2022 40,000.00	39,997.28 0.00 0.00 39,997.35	90.49 169.67 90.49 169.67	0.07 0.00 0.07 169.74	169.74
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	06/22/2021 06/29/2021 12,557.34	13,688.74 0.00 1,131.72 12,557.08	2.43 4.56 2.23 4.36	0.06 0.00 0.06 4.42	4.42
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 07/17/2026	07/18/2022 07/20/2022 30,000.00	30,000.00 0.00 0.00 30,000.00	288.54 0.00 405.51 116.97	0.00 0.00 0.00 116.97	116.97
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 05/10/2027	09/28/2022 09/30/2022 70,000.00	68,195.72 0.00 0.00 68,231.81	1,096.67 0.00 1,330.00 233.33	36.09 0.00 36.09 269.42	269.42



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
69371RP59	Paccar Financial Corp Note 3.4% Due 08/09/2023	09/10/2018 09/12/2018 70,000.00	70,007.21 0.00 0.00 70,005.55	343.78 0.00 542.11 198.33	0.00 1.66 (1.66) 196.67	196.67
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 07/15/2024	06/29/2021 07/12/2021 5,000.00	4,998.91 0.00 0.00 4,998.98	6.60 0.00 9.20 2.60	0.07 0.00 0.07 2.67	2.67
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 02/06/2026	Various Various 90,000.00	87,436.25 0.00 0.00 87,510.06	240.07 0.00 371.03 130.96	73.81 0.00 73.81 204.77	204.77
87612EBM7	Target Corp Callable Note Cont 12/15/2026 1.95% Due 01/15/2027	01/19/2022 01/24/2022 25,000.00	24,967.60 0.00 0.00 24,968.31	102.92 0.00 143.54 40.62	0.71 0.00 0.71 41.33	41.33
89236TJK2	Toyota Motor Credit Corp Note 1.125% Due 06/18/2026	Various Various 90,000.00	86,874.71 0.00 0.00 86,954.57	289.69 0.00 374.06 84.37	79.86 0.00 79.86 164.23	164.23
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 09/15/2026	04/07/2022 04/13/2022 20,000.00	19,999.67 0.00 0.00 19,999.68	26.04 48.83 26.04 48.83	0.01 0.00 0.01 48.84	48.84
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 04/15/2026	11/09/2021 11/15/2021 15,000.00	14,999.82 0.00 0.00 14,999.82	4.73 8.88 4.73 8.88	0.00 0.00 0.00 8.88	8.88
89240BAC2	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 05/15/2025	02/02/2021 02/08/2021 7,384.65	8,130.47 0.00 746.29 7,384.26	0.94 1.76 0.85 1.67	0.08 0.00 0.08 1.75	1.75
9128282A7	US Treasury Note 1.5% Due 08/15/2026	09/16/2021 09/17/2021 125,000.00	127,788.06 0.00 0.00 127,720.17	233.08 0.00 388.47 155.39	0.00 67.89 (67.89) 87.50	87.50



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	Various Various 150,000.00	155,078.99 0.00 0.00 154,906.42	358.69 0.00 694.97 336.28	0.00 172.57 (172.57) 163.71	163.71
9128285C0	US Treasury Note 3% Due 09/30/2025	Various Various 150,000.00	155,613.77 0.00 0.00 155,429.31	12.30 0.00 381.15 368.85	0.00 184.46 (184.46) 184.39	184.39
9128285P1	US Treasury Note 2.875% Due 11/30/2023	03/30/2021 03/31/2021 80,000.00	81,383.87 0.00 0.00 81,213.02	770.88 0.00 960.44 189.56	0.00 170.85 (170.85) 18.71	18.71
912828XB1	US Treasury Note 2.125% Due 05/15/2025	Various Various 150,000.00	152,983.29 0.00 0.00 152,867.81	1,206.32 0.00 1,470.48 264.16	0.00 115.48 (115.48) 148.68	148.68
912828ZF0	US Treasury Note 0.5% Due 03/31/2025	Various Various 100,000.00	99,814.85 0.00 0.00 99,822.46	1.36 0.00 42.35 40.99	7.61 0.00 7.61 48.60	48.60
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	Various Various 100,000.00	99,150.11 0.00 0.00 99,176.28	125.69 0.00 156.60 30.91	26.20 0.03 26.17 57.08	57.08
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	Various Various 85,000.00	84,368.52 0.00 0.00 84,387.37	80.12 0.00 106.54 26.42	18.85 0.00 18.85 45.27	45.27
91282CBH3	US Treasury Note 0.375% Due 01/31/2026	Various Various 100,000.00	98,871.23 0.00 0.00 98,903.92	62.16 0.00 93.23 31.07	32.69 0.00 32.69 63.76	63.76
91282CBQ3	US Treasury Note 0.5% Due 02/28/2026	Various Various 100,000.00	99,098.70 0.00 0.00 99,124.12	43.48 0.00 84.24 40.76	25.42 0.00 25.42 66.18	66.18



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
91282CBR1	US Treasury Note 0.25% Due 03/15/2024	09/23/2021 09/24/2021 125,000.00	124,837.71 0.00 0.00 124,851.66	14.44 0.00 39.91 25.47	13.95 0.00 13.95 39.42	39.42
91282CBT7	US Treasury Note 0.75% Due 03/31/2026	Various Various 100,000.00	99,709.23 0.00 0.00 99,717.20	2.05 0.00 63.53 61.48	7.97 0.00 7.97 69.45	69.45
91282CCF6	US Treasury Note 0.75% Due 05/31/2026	08/25/2021 08/26/2021 125,000.00	124,802.00 0.00 0.00 124,807.14	314.22 0.00 391.48 77.26	5.14 0.00 5.14 82.40	82.40
91282CCP4	US Treasury Note 0.625% Due 07/31/2026	08/25/2021 08/26/2021 125,000.00	124,197.78 0.00 0.00 124,217.56	129.49 0.00 194.23 64.74	19.78 0.00 19.78 84.52	84.52
91282CCT6	US Treasury Note 0.375% Due 08/15/2024	08/25/2021 08/26/2021 125,000.00	124,855.41 0.00 0.00 124,864.06	58.27 0.00 97.12 38.85	8.65 0.00 8.65 47.50	47.50
91282CDG3	US Treasury Note 1.125% Due 10/31/2026	Various Various 150,000.00	146,307.34 0.00 0.00 146,391.97	708.57 843.75 4.59 139.77	84.63 0.00 84.63 224.40	224.40
91282CDN8	US Treasury Note 1% Due 12/15/2024	12/22/2021 12/23/2021 100,000.00	100,096.34 0.00 0.00 100,091.70	293.96 0.00 376.37 82.41	0.00 4.64 (4.64) 77.77	77.77
91282CEF4	US Treasury Note 2.5% Due 03/31/2027	05/25/2022 05/26/2022 90,000.00	89,217.03 0.00 0.00 89,233.12	6.15 0.00 190.57 184.42	16.09 0.00 16.09 200.51	200.51
91282CET4	US Treasury Note 2.625% Due 05/31/2027	06/21/2022 06/22/2022 150,000.00	145,662.51 0.00 0.00 145,748.06	1,319.71 0.00 1,644.23 324.52	85.55 0.00 85.55 410.07	410.07

Income Earned

As of April 30, 2023



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
91282CFB2	US Treasury Note 2.75% Due 07/31/2027	08/30/2022 08/31/2022 125,000.00	122,288.86 0.00 0.00 122,340.27	569.75 0.00 854.63 284.88	51.41 0.00 51.41 336.29	336.29
91282CGC9	US Treasury Note 3.875% Due 12/31/2027	01/30/2023 01/31/2023 125,000.00	126,014.71 0.00 0.00 125,997.16	1,217.63 0.00 1,619.04 401.41	0.00 17.55 (17.55) 383.86	383.86
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due 05/15/2026	Various Various 90,000.00	84,805.48 0.00 0.00 84,942.16	391.00 0.00 477.24 86.24	137.23 0.55 136.68 222.92	222.92
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	9,986.91 0.00 0.00 9,987.22	4.08 0.00 12.83 8.75	0.31 0.00 0.31 9.06	9.06
931142EW9	Wal-Mart Stores Note 3.9% Due 09/09/2025	09/06/2022 09/09/2022 15,000.00	14,991.45 0.00 0.00 14,991.74	35.75 0.00 84.50 48.75	0.29 0.00 0.29 49.04	49.04
			4,574,925.01	17,104.75	1,100.70	
			62,670.00	5,153.09	1,060.14	
			3,260.65	18,932.14	40.56	
Total Fixed Income		4,651,281.27	4,634,374.92	6,980.48	7,021.04	7,021.04

Income Earned

As of April 30, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
CASH & EQUIVALENT						
31846V203	First American	Various	67,182.32	0.00	0.00	208.34
	Govt Obligation Fund Class Y	Various	8,847.08	208.34	0.00	
		12,590.54	63,438.86	0.00	0.00	
			12,590.54	208.34	208.34	
			67,182.32	0.00	0.00	
			8,847.08	208.34	0.00	
			63,438.86	0.00	0.00	
Total Cash & Equivalent		12,590.54	12,590.54	208.34	208.34	208.34
			4,642,107.33	17,104.75	1,100.70	
			71,517.08	5,361.43	1,060.14	
			66,699.51	18,932.14	40.56	
TOTAL PORTFOLIO		4,663,871.81	4,646,965.46	7,188.82	7,229.38	7,229.38



Account #10065

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



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



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 17, 2023
Subject: **YTD District Budget Status Report**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Attached for your review is the YTD District Budget Status Report for the period ending April 30, 2023.

The **Hydroelectric Revenue** is only 31.3% of budget due to decreased flows through the PM-21 connection as directed by MWD reducing the surplus hydro power generation of electricity for sale to Edison. This shift in planned operation is the result of the State Water Project allocation reductions.

The final two payments for the **MWD RTS Charge** and the **MWD Capacity Charge** were billed this month.

The **Capital Repair & Replacement** line item is only 14.8% spent due to several projects that will remain incomplete as of June 30, 2023. Approximately \$1.0 million of the budgeted funds will be carried over to FY 23-24.

Environmental Impact

None

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

Item 7.B - Exhibit A


THREE VALLEYS MUNICIPAL WATER DISTRICT				
DISTRICT BUDGET - FISCAL YEAR 2022-2023				
Month Ending April 30, 2023				
	2022-2023 YTD Actuals	Annual Budget All Funds	2022-2023 Percent of Budget	2022-2023 Balance Remaining
REVENUES				
OPERATING REVENUES				
Water Sales	47,106,373	68,404,581	68.9%	21,298,208
MWD RTS Standby Charge	4,122,605	4,800,755	85.9%	678,150
MWD Capacity Charge Assessment	1,360,350	1,604,680	84.8%	244,330
TVMWD Fixed Charges	700,311	845,637	82.8%	145,326
Hydroelectric Revenue	71,961	230,000	31.3%	158,039
NON-OPERATING REVENUES				
Property Taxes	2,559,648	2,654,044	96.4%	94,395
Interest Income	61,435	83,374	73.7%	21,939
Pumpback O&M Reimbursement	1,326	10,000	13.3%	8,674
Grants and Other Revenue	15,256	5,517	276.5%	(9,739)
TOTAL REVENUES	55,999,266	78,638,587	71.2%	22,639,322
EXPENSES				
OPERATING EXPENSES				
MWD Water Purchases	42,987,881	60,768,527	70.7%	17,780,646
MWD RTS Standby Charge	4,806,886	4,800,755	100.1%	(6,131)
Staff Compensation	4,243,663	5,167,273	82.1%	923,610
MWD Capacity Charge	1,604,680	1,604,680	100.0%	-
Operations and Maintenance	1,204,467	2,076,500	58.0%	872,033
Professional Services	513,326	625,176	82.1%	111,851
Directors Compensation	199,285	273,680	72.8%	74,395
Communication and Conservation Programs	116,599	170,700	68.3%	54,101
Planning & Resources	69,737	225,000	31.0%	155,263
Membership Dues and Fees	92,957	93,022	99.9%	65
Hydroelectric Facilities	63,734	30,000	212.4%	(33,734)
Board Elections	258,212	258,212	100.0%	1
NON OPERATING EXPENSES				
Pumpback O&M Expenses	3,996	10,000	40.0%	6,004
RESERVE EXPENSES				
Reserve Replenishment	-	90,000	0.0%	90,000
CAPITAL INVESTMENT				
Capital Repair & Replacement	293,093	1,981,919	14.8%	1,688,826
Capital Investment Program	1,117,155	1,522,123	73.4%	404,968
TOTAL EXPENSES	57,575,671	79,697,567	72.2%	22,121,896
NET INCOME (LOSS) BEFORE TRANSFERS		(1,058,980)		
TRANSFER FROM/(TO) CAPITAL RESERVES		(1,029,044)		
TRANSFER IN FROM BOARD ELECTION RESERVES				
TRANSFER IN FROM ENCUMBERED RESERVES		1,673,757		
NET INCOME (LOSS) AFTER TRANSFERS		\$ (414,267)		

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



BOARD ACTION

**BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 17, 2023
Subject: **Warrant List**

Funds Budgeted: \$ Fiscal Impact: \$ 4,378,351.34

Staff Recommendation

Receive and file the Warrant List for the period ending April 30, 2023, as presented.

Discussion

The monthly warrant list is provided for your information.

General checks 52489 through 52550 totaling \$703,972.03 are listed on pages 1 to 2.

MWD February water invoice totaling \$3,347,080.90 is listed on page 2.

Wire transfers for taxing agencies, benefit payments and PERS totaling \$140,022.21 are listed on pages 2 to 3.

Total payroll checks 15418 through 15473 totaling \$187,276.20 are listed on page 3.

Umpqua Bank invoices details are listed on pages 4 to 6.

Environmental Impact

None

Strategic Plan Objective(s)

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

Attachment(s)

Exhibit A – Warrant List

Meeting History

None

NA/LC



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List

Item 7.B - Exhibit A

April 2023

General Checks 52489 through 52550
Payroll Wire Transfer 3494 through 3512
Payroll Checks 15418 through 15473

Check Number	Vendor	Description	Paid Amount
52489	CA-NV SECTION AWWA	WATER QUALITY ANALYST GRADE 1 CERTIFICATION RENEWAL - LARIOS	75.00
52490	CONTRERAS, MARIA	RETIREE HEALTH BENEFITS - APR	256.44
52491	D & H WATER SYSTEMS INC.	REPLACEMENT BATTERY	110.27
52492	DECHAINED, CYNTHIA	RETIREE HEALTH BENEFITS - APR	216.59
52493	FAULK, GEORGE	RETIREE HEALTH BENEFITS - APR	355.00
52494	HANSEN, RICHARD W.	RETIREE HEALTH BENEFITS - APR	574.00
52495	HIGHROAD INFORMATION TECH, LLC	IT SERVICES/MICROSOFT BACKUP STORAGE/MICROSOFT 365 LICENSING - APR	3,906.49
52496	KRIEZEL, BETTY	RETIREE HEALTH BENEFITS - APR	164.90
52497	LAREZ, MARY PAT	RETIREE HEALTH BENEFITS - APR	164.90
52498	LARIOS, LEONARDO	TELEVISION FOR CONTROL ROOM	170.24
52499	PALM, JAMES	RETIREE HEALTH BENEFITS - APR	164.90
52500	PRODUCER WAY BP LLC	PROPERTY TAX STANDBY CHARGE REFUND FY 20-21 & 22-23	23,008.82
52501	ROBERT AVERY CARTER	REKEY PADLOCKS	441.16
52502	ROBLES, VIVIANA	3/15-17/23 LCW CONFERENCE MILEAGE	140.40
52503	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - MAR	13,776.06
52504	SOUTHERN CALIFORNIA EDISON	WILLIAMS - MAR	1,250.00
52505	SWRCB - ELAP FEES	ELAP ANNUAL ACCREDITATION FEE	3,550.00
52506	SARRAZIN ENTERPRISE INC	SHADE COVER - DEPOSIT	8,650.00
52507	CELL BUSINESS EQUIPMENT	PLOTTER BUYOUT	3,975.44
52508	CITY OF POMONA	MWD CONSERVATION CREDIT - POMONA PARKS FILLING STATIONS INSTALL	136,483.00
52509	GOLDEN STATE WATER COMPANY	MWD CONSERVATION CREDIT - DROUGHT MESSAGING	4,928.84
52510	HARBOR FREIGHT TOOLS	BREAKER BAR/HEX KEY/PLIERS/HAMMERS/PRY BAR SET/MINI PICK SETS/GLOVES	225.35
52511	HOWIE, KIRK	WELLNESS PROGRAM 2023 QTR 1 CHALLENGE	100.00
52512	LEE, SYLVIE	2/21/23 MEETING EXPENSE	91.04
52513	MC MASTER-CARR SUPPLY COMPANY	PIPE FITTINGS	142.73
52514	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT APR/MAR EXPENSES	6,084.00
52515	PEST OPTIONS INC.	MICE/RATS CONTROL	197.95
52516	ROWLAND WATER DISTRICT	EMERGENCY PLANNING CONSULTANTS COST SHARING	702.50
52517	SAN GABRIEL VALLEY MWD	WATER DELIVERY TO NORTH AZUSA CONNECTION	5,200.00
52518	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON - MAR	389.33
52519	ACWA/JPIA	WORKER'S COMPENSATION 1/01/23 - 3/31/23	10,663.04
52520	AFLAC	AFLAC SUPP. INS: APRIL 2023 (EMPLOYEE REIMBURSED)	1,021.82
52521	CALLTOWER INC.	TELEPHONE LICENSES/SERVICE	5,039.58
52522	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - APR	2,029.60



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List

Item 7.B - Exhibit A

April 2023

General Checks 52489 through 52550
Payroll Wire Transfer 3494 through 3512
Payroll Checks 15418 through 15473

Check Number	Vendor	Description	Paid Amount
52523	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE - APR	2,940.00
52524	HERNANDEZ, RAFAEL	WELLNESS PROGRAM 2023 QTR 1 CHALLENGE	100.00
52525	LA REGISTRAR-RECORDER/CO CLERK	NOVEMBER 2023 BOARD OF DIRECTORS ELECTION	258,211.50
52526	LANG, STEVE	T5 CERTIFICATION RENEWAL	105.00
52527	LAYFIELD USA CORP	RESERVOIR COVER INSPECTION & REPAIR	11,200.00
52528	PUBLIC WATER AGENCIES GROUP	EMERGENCY PREPAREDNESS MONTHLY ASSESSMENT/QUARTERLY ASSESSMENT	1,838.75
52529	RINCON CONSULTANTS INC	WATERSMART DASHBOARD GRANT APP/GRANTS ASSISTANCE	3,530.25
52530	SOCALGAS	FULTON SERVICE 3/07/23 - 4/05/23	14.30
52531	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	27,300.33
52532	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	18,909.00
52533	UNITED RENTALS NORTHWEST, INC.	ARTICULATING BOOM LIFT	2,464.65
52534	WEX BANK	FUEL 3/1/23 - 3/31/23	2,359.75
52535	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - MAY 2023	44,996.07
52536	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - MAR	13,092.00
52537	CA DEPT OF TAX & FEE ADMIN	2023 USE TAX QUARTER 1	306.00
52538	HIGH POINT CONSULTING SVC, LLC	MIRAMAR MAIN SWITCHGEAR UPDRAGES DRAWINGS	13,576.00
52539	JCI JONES CHEMICALS, INC.	CHLORINE	15,497.15
52540	RELIANCE STANDARD LIFE INS CO.	GROUP LIFE INSURANCE: APRIL 2023	1,393.23
52541	RELIANCE STANDARD LIFE INS.	ST/LT DISAB: APRIL 2023	1,022.79
52542	BOOT BARN, INC.	SAFETY FOOTWEAR - LARSON	275.00
52543	CLS LANDSCAPE MANAGEMENT	MIRAGRAND TREE TRIMMING/REMOVALS	5,275.00
52544	GEI CONSULTANTS, INC.	DWR UCDRG GRANT APPLICATIONS	901.75
52545	HILTS CONSULTING GROUP, INC.	RESERVOIR FLOATING COVER EVALUATION	11,246.85
52546	LABCONCO CORP.	FILL VALVE	66.56
52547	LANCASTER, CHRISTOPHER W.	2023 EARTH DAY SECTION - LEADERSHIP BREAKFAST	7,800.00
52548	MC CALL'S METER SALES & SVC	FIELD METER TEST AT EMERALD/INDIAN HILL/MILLS	900.00
52549	PRIME SYSTEMS IND AUTOMATION	GENERAL SCADA PROGRAMMING - JAN/FEB	13,761.00
52550	SOUTHERN CALIFORNIA EDISON	MIRAMAR/GRAND AVE - APR	10,639.71
TOTAL AMOUNT OF CHECKS LISTED			\$ 703,972.03
12838	METROPOLITAN WATER DISTRICT	FEBRUARY 2023 MWD WATER INVOICE	3,347,080.90
TOTAL AMOUNT OF WIRE TRANSFERS			\$ 3,347,080.90
3494	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFIRD: APRIL 2 PAYROLL	12,245.65
3495	FEDERAL TAX PAYMENT	FED TAX: APRIL 2 PAYROLL	19,070.55
3496	BASIC	HEALTH SAVINGS ACCT: APRIL 2 PAYROLL	1,768.31



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List

Item 7.B - Exhibit A

April 2023

General Checks 52489 through 52550

Payroll Wire Transfer 3494 through 3512

Payroll Checks 15418 through 15473

Check Number	Vendor	Description	Paid Amount
3497	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: APRIL 2 PAYROLL	21,595.37
3498	STATE TAX PAYMENT	STATE TAX: APRIL 2 PAYROLL	6,972.05
3499	LINCOLN FINANCIAL GROUP	401A DEFRD: APRIL 2 PAYROLL	1,750.00
3500	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: APRIL 2 PAYROLL	3,005.65
3501	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: APRIL 16 PAYROLL	12,345.65
3502	FEDERAL TAX PAYMENT	FED TAX: APRIL 16 PAYROLL	19,582.44
3503	BASIC	HEALTH SAVINGS ACCT: APRIL 16 PAYROLL	1,768.31
3504	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: APRIL 16 PAYROLL	21,671.60
3505	STATE TAX PAYMENT	STATE TAX: APRIL 16 PAYROLL	7,159.67
3506	LINCOLN FINANCIAL GROUP	401A DEFRD: APRIL 16 PAYROLL	1,750.00
3507	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: APRIL 16 PAYROLL	2,837.50
3508	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: BOARD-APRIL 2023	3,955.77
3509	BASIC	HEALTH SAVINGS ACCT: BOARD-APRIL 2023	579.16
3510	FEDERAL TAX PAYMENT	FED TAX: BOARD-APRIL 2023	882.80
3511	STATE TAX PAYMENT	STATE TAX: BOARD-APRIL 2023	11.73
3512	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: BOARD-APRIL 2023	1,070.00
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 140,022.21

PAYROLL SUMMARY

Check# 15418 - 15473

TOTAL AMOUNT OF PAYROLL CHECKS LISTED

\$ 187,276.20

TOTAL April 2023 CASH DISBURSEMENTS

\$ 4,378,351.34



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
April 2023
Umpqua Bank E-Payables Invoice Detail Check 52531
Umpqua Bank Credit Cards Invoice Detail Check 52532

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
52531	APPLIED TECHNOLOGY GROUP, INC	PWAG RADIO MONTHLY CHARGE - MAR	30.00
52531	AT&T MOBILITY LLC	WIRELESS SERVICE 2/3/23 - 3/2/23	569.75
52531	AZUSA LIGHT & WATER	ELECTRIC UTILITY 1/10/23 TO 3/7/23	45.61
52531	BASIC	FSA & HRA ADMINISTRATION FEES	133.69
52531	CHARTER COMMUNICATIONS	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 2/09/23 - 3/20/23	349.97
52531	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - FEB	179.14
52531	CLINICAL LABORATORY OF SB, INC	OUTSIDE LABORATORY TESTING - FEB	1,005.00
52531	CONSOLIDATED ELECTRICAL	ELECTRICAL SUPPLIES	557.34
52531	DISTRIBUTOR OPERATIONS INC.	MOUNTAIN CONNECTION UPS BATTERY/SCADA UPS BATTERY	255.32
52531	EEC ACQUISITION LLC	WARMING CABINET REPAIR	1,006.15
52531	ENVIRONMENTAL RESOURCE ASSOC.	HETEROTROPHIC PLATE	372.69
52531	EUROFINS EATON ANALYTICAL, LLC	LAB TESTING - CONDUCTIVITY/ORGANIC CARBON	85.00
52531	FRAUD HOTLINE, LLC	ANONYMOUS & CONFIDENTIAL THIRD PARTY REPORTING SERVICE	250.00
52531	FRONTIER	DSL FOR SCADA 2/10/23 - 3/09/23	95.98
52531	GOLDEN STATE WATER COMPANY	MIRAGRAND WELL WATER PURCHASE 1/18/23 - 2/16/23	384.86
52531	GRAINGER	REPLACEMENT PIPE DIE/HOSE CLAMPS	140.18
52531	HACH COMPANY	AMMONIA/CHLORINE/MONOCHLORAMINE	2,544.41
52531	HARRINGTON IND PLASTICS, LLC	VALVE BALL TUBING/GRAB RINGS/FITTINGS/TUBINGS/O-RINGS/PIPE PVC/UNIONS	2,123.65
52531	HD SUPPLY FACILITIES MAINT LTD	TOTAL AMMONIA/BUFFER SOLUTIONS/MONOCHLORAMINE REAGENTS/CHLORINE/AUTOCLAVE BAGS	1,549.58
52531	IDEXX DISTRIBUTION CORP	GAMMA IRRAD COLILERT/COMPARATORS	2,622.97
52531	JOHNSON CNTRLS SECURITY SOLUTN	ANNUAL SECURITY SERVICE - GRAND AVE/FULTON/MIRAMAR QUARTERLY SECURITY SERVICE	2,924.37
52531	LIGHT BULBS ETC.	LIGHTS	65.98
52531	MERCER, DUSTIN DBA MCC QUALITY	JANITORIAL SERVICE - MAR.	1,375.00
52531	PREMIER FAMILY MEDICINE ASSOC	PHYSICAL/DRUG SCREEN/LIFT TEST -DRANSFELDT/LARSON/PEN	379.00
52531	SPIEWAK, SCOTT	3/28/23 LEAK DETECTION SYSTEM DEVELOPMENT - PANZER	895.00
52531	TELEPACIFIC COMMUNICATIONS	TELEPHONE/INTERNET SERVICES - 2/16/23 - 3/15/23 / VOICE SERVICE EARLY TERMINATION FEE	5,550.08
52531	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - MAR	74.75
52531	UNIVAR SOLUTIONS USA INC.	SODIUM HYPOCHLORITE	1,333.37



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 April 2023
 Umpqua Bank E-Payables Invoice Detail Check 52531
 Umpqua Bank Credit Cards Invoice Detail Check 52532

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
52531	UPS	SHIPPING CHARGES	31.49
52531	VALLEN DISTRIBUTION, INC.	FIT TEST ADAPTERS	230.47
52531	VWR INTERNATIONAL INC.	CHEMICAL IND STEAM	139.53
TOTAL AMOUNT OF UMPQUA BANK E-PAYABLES SERVICES INVOICE			\$ 27,300.33
52532	ACWA	5/9-11/23 SPRING CONFERENCE - LANG	200.00
52532	ACWA/JPIA	3/1/23 LEADERSHIP SOUTH ALUMNI EDUCATIONAL EVENT	120.00
52532	AMERICAN PUBLIC WORKS ASSOC.	3/21/23 CONSTRUCTION INSPECTION WORKSHOP - PEN	350.00
52532	BACKGROUNDS ONLINE	BACKGROUND CHECK - DRANSFELDT	67.90
52532	BANNERBUZ	CONGRESSWOMAN NORMA TORRES CHECK PRESENTATION BANNER	75.11
52532	BL WILCOX & ASSOC.	POLY FLEX HOSE WITH BRASS COUPLING	221.42
52532	BROWN AND CALDWELL	SENIOR FINANCIAL ANALYST RECRUITMENT AD	200.00
52532	CA-NV SECTION AWWA	3/29-30/23 WATER TREATMENT WORKSHOP - SUAREZ	255.00
52532	CSDA	5/16-17/23 LEGISLATIVE DAYS - HOWIE	300.00
52532	CSMFO	SENIOR FINANCIAL ANALYST RECRUITMENT AD	400.00
52532	HOME DEPOT CREDIT SERVICES	SALT	1,199.92
52532	HRCI	HR RECERTIFICATION FEE - ROBLES	169.00
52532	KELLY PAPER COMPANY	PLOTTER PAPER	77.55
52532	LANCE, SOLL & LUNGHARD LLP	5/4/23 GASB UPDATE 2023 - COHN/ROMERO	190.00
52532	LATINO/A ROUNDTABLE	3/31/23 19TH ANNUAL CESAR CHAVEZ BREAKFAST AND FUNDRAISER - GOYTIA	81.88
52532	LEGACY TOWING & TRANSPORT INC.	TOWING SERVICES FOR DISTRICT VEHICLE	315.00
52532	LOMELI, ROSANA	D1 - D5 DISTRIBUTION EXAM STUDY GUIDE	125.00
52532	MCFADDEN-DALE INDUST HARDWARE	MINI BALL VALVE/COUPLINGS	44.37
52532	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - MAR	3,104.26
52532	MOUNTAIN MEADOWS GOLF COURSE	2/23/23 LEADERSHIP BREAKFAST CREDIT	(0.01)
52532	NATIONAL RAM BUSINESS SYSTEMS	PRINTER MAINTENANCE	393.11
52532	NEGOV	SENIOR FINANCIAL ANALYST RECRUITMENT AD	199.00



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 April 2023
 Umpqua Bank E-Payables Invoice Detail Check 52531
 Umpqua Bank Credit Cards Invoice Detail Check 52532

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
52532	POMONA CHAMBER OF COMMERCE	4/6/23 2023 LEGISLATIVE LUNCHEON - GOYTIA	100.00
52532	QUICK QUACK CAR WASH	DISTRICT VEHICLE CAR WASH MEMBERSHIP	31.99
52532	SCWC	4/28/23 QUARTERLY LUNCHEON - ROBERTO	100.00
52532	SCWUA	3/23/23 MARCH MEETING-ROBERTO / 3/29/23 PFAS - DE JESUS / 3/30/23 PFAS AGUIAR/ENSIGN/HARBERSON	155.00
52532	SGV ECONOMIC PARTNERSHIP	3/14/23 FORECAST SUMMIT - LITCHFIELD/ROBERTO	200.00
52532	STAPLES CREDIT PLAN	CONGRESSWOMAN TORRES RECEPTION POSTER	16.97
52532	SUEZ WTS ANALYTICAL INSTRUMENT	OXIDIZER & ACID CARTRIDGES	1,076.68
52532	SYNCB/AMAZON	COMPUTER EQUIPMENT/WHITE BOARD/UPS BATTERY/GLASS BEAKERS/OFFICE/JANITORIAL/SAFETY SUPPLIES	8,295.26
52532	VIMEO, INC.	HOSTED BOARD MEETING RECORDINGS	599.00
52532	WIND N SEA TOWING	BATTERY FOR DISTRICT VEHICLE	203.39
52532	ZOOM VIDEO COMMUNICATIONS INC.	CLOUD RECORDING	42.20
TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE			\$ 18,909.00



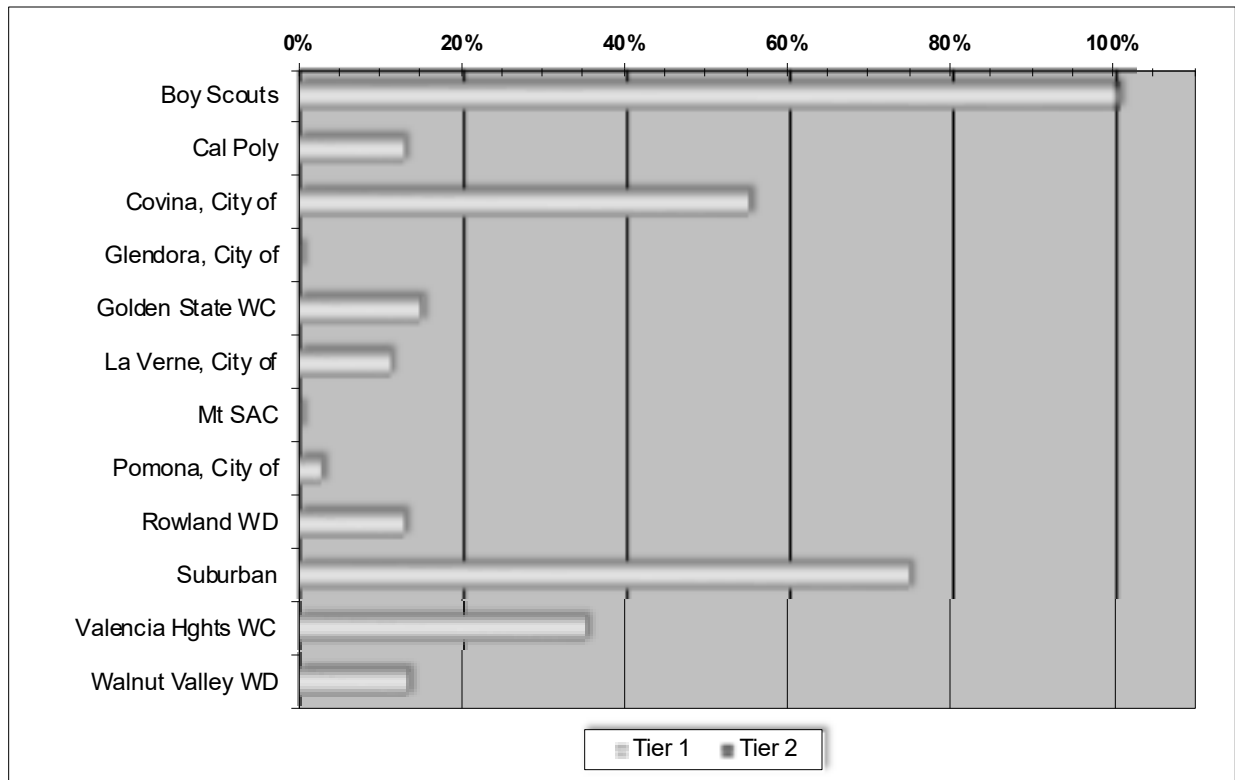
**Tier 1 Balance (in Acre-Feet)
Calendar Year 2023
(through April 2023)**

Agency	Tier 1 Allocation					Balance
		Weymouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	35.8	0.0	0.0	0.0	-0.2
Cal Poly Pomona	269	34.1	0.0	0.0	0.0	234.9
Covina, City of *	1,568	23.7	0.0	840.0	0.0	704.3
Glendora, City of *	4,101	0.0	0.0	0.0	0.0	4,101.3
Golden State Water Company	15,714	1,590.7	680.7	67.9	0.0	13,374.6
La Verne, City of	8,026	0.0	881.9	0.0	0.0	7,144.4
Mt San Antonio College	699	0.0	0.0	0.0	0.0	699.0
Pomona, City of *	7,052	139.2	52.1	0.0	0.0	6,860.9
Rowland Water District *	14,741	1,380.4	495.0	0.0	0.0	12,865.5
Suburban Water Systems *	1,961	1,008.8	0.0	453.2	0.0	499.0
Three Valleys MWD	NA				0.0	NA
Valencia Heights Water Co *	464	91.6	0.0	70.8	0.0	301.6
Walnut Valley Water District *	26,057	2,456.1	985.3	0.0	0.0	22,615.3

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

TVMWD Tier 1 Allowable = 80,688
MWD Tier 1 Deliveries = 11,514
TVMWD Tier 1 Balance = 69,174

Overage by Individual Agencies -0.2



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

APRIL 2023

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 April (unless otherwise noted)

	Location	Results	Limits	Water Quality Goals
Turbidity	Raw	7.00 NTU	N/A	
Turbidity	Reservoir Effluent	0.07 NTU	0.3	0.04-0.08 NTU
MIB	Lake Silverwood	ND ng/L	N/A	DWR results as of Apr 13, 2023
Geosmin	Lake Silverwood	3 ng/L	N/A	DWR results as of Apr 13, 2023
Total Trihalomethanes	Distribution System	44.80-46.20 µg/l	80	Ranges from 4 distribution locations (Feb 2023 results)
Haloacetic Acids	Distribution System	16.90-18.60 µg/l	60	
Nitrate	Reservoir Effluent	1.2 mg/L	10	<2.0 mg/L
Nitrite	Reservoir Effluent	0.009 mg/L	1	<0.008 mg/L
PFAS	Raw	ND µg/l	N/A	June 2019 results
Total Organic Carbon	RAA Ratio (Running Annual Average)	1.23	1.00	* RAA results should be greater than minimum limit to comply

Reportable violations made to SWRCB:

NONE

*RAA - Running Annual Average

Monthly Plant Production

	Capacity	Monthly %
Potable water produced from Miramar Plant	1236.1 AF	69.2%

Monthly Well Production

	Days in service	Same month prior year	Days in service
Well #1	29	23.6 AF	24
Well #2	29	53.7 AF	24
Grand Ave Well	30	61.6 AF	25
Total Monthly Well Production	161.3 AF	138.9 AF	

Monthly Sales

La Verne	244.2 AF	17.5%
GSWC (Claremont)	185.4 AF	13.3%
GSWC (San Dimas)	138.6 AF	9.9%
PWR-JWL	828.4 AF	59.3%
Pomona (Mills)	0.0 AF	0.0%
TVMWD Admin	0.7 AF	0.1%
Total Potable Water Sold	1397.3 AF	100.0%

Year To Date 2022-23

	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Potable Water Sold from Miramar Plant (96.2%)	7,481.1 AF	16,893.8 AF	44.3%
Total Well Production (3.8%)	295.5 AF	1,900.0 AF	15.6%
Total Potable Water Sold (Plant & Wells)	7,776.7 AF	18,793.8 AF	41.4%
Average monthly water sold	777.7 AF		

Hydroelectric Generation (kWh) FY 2022-23

	<u>Monthly kWh</u>		<u>YTD kWh</u>		<u>% of Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Miramar					
Hydro 1	11,268	124,563	346,751	1,176,428	29.5%
Hydro 2	329	8,007	409	152,135	0.3%
Hydro 3	7,410	16,230	23,016	308,377	7.5%
Williams	157,840	74,359	373,200	677,464	55.1%
Fulton	84,320	34,808	112,360	328,739	34.2%
	261,167	257,967	855,736	2,643,143	32.4%

Operations/Maintenance Review

Special Activities

- ▶ Operations staff relocated hard water analyzer for the soft water and electrical to make room for a new water softener.
- ▶ Operations staff installed a new Endress Hauser Mag Meter for the CAT-P flow.
- ▶ A new ATV320 drive was installed for the chemical dosing equipment.
- ▶ The DWR has lifted water restrictions which allowed higher flows throughout the distribution system.
- ▶ The Fulton Hydro wicket gates were adjusted and put back in service
- ▶ Several Operators were respiratory fit tested by in-house staff that have been trained by an outside company.
- ▶ A new air conditioner was installed in the turbidity shed.

Outages/Repairs

▶ None

Unbudgeted Activities

▶ None

Other

▶ None

Submitted by: Steve Lang
 Steve Lang
 Chief Operations Officer

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
4/3/2023	Meeting with the GM and Water Resource Officer	Walnut	Glendora	17	\$11.14	\$200.00
Meeting with GM and water resource manager Sylvie Lee to review the status of MWD's programs and supply status.						
4/4/2023	ACWA Region 8 Nominating Training	Walnut	Virtual	0	\$0.00	\$200.00
As a member of Region 8 nominating Committee underwent mandatory training on Zoom. Others on the committee include Dave Pedersen, Edgar Dymally, Cynthia Kurtz, and Gina Dorrington.						
4/5/2023	Board Meeting Workshop	Walnut	Claremont	36	\$23.58	\$200.00
The board reviewed several items including some for action scheduled for the second meeting later this month. In addition the board took action to rescind the water shortage (Level 5) acted approved last year.						
4/6/2023	Northern Caucus Meeting Water Resource Briefing	Walnut	Virtual	0	\$0.00	\$200.00
Attended the meeting where Management staff provided monthly updates on supplies, budget and other issues.						
4/13/2023	Chino Basin Appropriative Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
GM presented the concept of staffing and compensation. Legal reported that the courts had approved the annual report. The districts engineer reported on the annual report to the Basins Hydraulic Control due later in the month.						
4/17/2023	Walnut Valley Water District Board Meeting	Walnut	Walnut	4	\$2.62	\$200.00
Attended the meeting and provided the Board with MWD updates and water supply outlook and other information as may have been requested.						
4/20/2023	Chino Basin Advisory Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended the regularly scheduled monthly advisory meeting to the Chino Basin Board. Several reports were provided including items for action that staff will seek approval of at the Water Master Board Meeting.						
4/24/2023	San Gabriel Valley Water Association	Walnut	Azusa	20	\$13.10	\$200.00
A number of operational perspectives were discussed in particular was the amount of water anticipated in the State Water Project System now, and anticipated given the unexpected state reservoir levels and where MWD was planning to storage the water given a number of scenarios including the Main San Gabriel Valley groundwater basin.						
4/26/2023	Six Basins Board Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Join the meeting to get the status of flooding (water-rise) in Claremont area.						
4/27/2023	Three Valleys MWD Director and GM Lunch	Walnut	Claremont	36	\$23.58	\$200.00
Attended the scheduled quarterly meeting with the district hosting. The group and managers engaged in discussions related to conservation messaging, MWD Regional CIP projects (i.e. Pure Water) and budget issues.						

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	\$74.02
David De Jesus				Total	\$1,924.02

Monday, May 8, 2023



Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
4/7/2023	San Gabriel Valley Directors Meeting	Walnut	Pasadena	0	\$0.00	\$200.00
Attended the monthly meeting with additional guests in the City of Pasadena. As usual, water related discussions was the main subject of the meeting.						
4/10/2023	Committee Meetings	Walnut	Los Angeles	0	\$0.00	\$200.00
Attended meetings throughout the day as assigned by the District and MWD. Oral report on pertinent information to follow.						
4/11/2023	Board Meeting	Walnut	Los Angeles	0	\$0.00	\$200.00
Attended the monthly Board meeting. Oral report on pertinent information to be provided.						
4/12/2023	Colorado River Board Meeting	Walnut	Long Beach	0	\$0.00	\$200.00
As the assigned alternate to the Board, attended the meeting in Long Beach. Presentation on Long Beach activities and water supply needs at the Ports highlighted the meeting that included the usual water reports and supply challenges. The next meeting will be held at the ACWA Conference.						
4/14/2023	MWD Security Update	Walnut	Virtual	0	\$0.00	\$200.00
Meeting update on MWD security updates at both Union Station and other facilities. In addition, personnel security and safety updates were discussed.						
4/18/2023	MWD CRA Leadership Team Update Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Zoom meeting with the GM, management staff, and directors on the committee to discuss updates and next steps in the development of potential responses to DOI and other basin state partners.						
4/19/2023	PVID Property Utilization Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended a Property Utilization Committee Meeting regarding staffs status of the issues discussed at PVID during last month's visit.						
4/21/2023	Meeting with William Hasencamp CRA Resource Manager	Walnut	Virtual	0	\$0.00	\$200.00
Meeting was scheduled to review post meeting PUC and CRA briefings regarding the clarification of issues to be considered in the next 30 days.						
4/25/2023	Special Board and Executive Committee Meeting	Walnut	Virtual	0	\$0.00	\$200.00
Attended both meetings and heard issues to be addressed come March including updates from legal, and subcommittees. The special board meeting touched on courts tentative ruling of the San Diego lawsuit.						
4/28/2023	Southern California Water Coalition Quarterly	Walnut	Temecula	0	\$0.00	\$200.00
Attended the quarterly meeting in Temecula. The keynote speaker was Susan Kennedy the Executive Chair of Cadiz. The emphasis was in the need to establish a water supply program to help local and outside underserved communities through the development of the Cadiz groundwater basin with minimum, if any, impacts to the eco-system.						

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

David De Jesus

Monday, May 8, 2023

Name: Carlos Goytia, Division 1

Compensated Meetings



Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Miles	Mileage \$	Compensation
		From City	To City					
4/3/2023	Pomona City Council Meeting	Pomona	Pomona			8	\$5.24	\$200.00
Attended and participated in discussions and deliberations.								
4/4/2023	SGVCOG Water Committee	Pomona	Virtual			0	\$0.00	\$200.00
Attended and participated in committee discussions and deliberations								
4/5/2023	TVMWD Board Meeting	Pomona	Claremont			32	\$20.96	\$200.00
Attended and participated in board discussions and deliberations.								
4/6/2023	Pomona Chamber Legislative Luncheon	Pomona	Pomona			12	\$7.86	\$200.00
Legislative updates from Senator Susan Rubio and LA County Tax Assessor Jeffery Prang.								
4/12/2023	Pomona Action Committee / Mayor Tim Sandoval	Pomona	Virtual			0	\$0.00	\$200.00
Attended Mayors committee w/city stakeholders, non profits and elected officials to continue providing resources and programs for the residents of Pomona.								
4/17/2023	Pomona City Council Meeting	Pomona	Pomona			8	\$5.24	\$200.00
Attended and participated in discussions and deliberations.								
4/19/2023	TVMWD Board Meeting	Pomona	Claremont			32	\$20.96	\$200.00
Attended and participated in board discussions and deliberations.								
4/21/2023	SGVCA 2023 Sector Awards	Pomona	Baldwin Park			29	\$19.00	\$200.00
Attended and participated in event w/ Senator Bob Archuleta and Supervisor Hilda Solis.								
4/22/2023	LA County San Districts Earth Day Festival	Pomona	Whittier			35	\$22.93	\$200.00
Attended as special guest and representative for TVMWD.								
4/27/2023	HCSB Spheres of Sustainability Summit	Pomona	Pomona			8	\$5.24	\$200.00
Attended as special guest and panelist.								

Approved:

Carlos Goytia

Subtotal Meeting Compensation:	\$2,000.00
Mandatory Deferred Comp 7.5%	(\$150.00)
Subtotal Mileage Reimbursement	\$107.42
Total	\$1,957.42



Name: Jeff Hanlon, Division 3

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)		Compensation		
		From City	To City	Miles	Mileage \$	
4/5/2023	TVMWD board meeting	Claremont	Claremont	0	\$0.00	\$200.00
Regular board meeting of TVMWD						
4/11/2023	MWD Board meeting	Claremont	Virtual	0	\$0.00	\$200.00
Full board meeting of Met.						
4/13/2023	Guest speaker Pi Sigma Alpha	Claremont	Whittier	45	\$29.48	\$200.00
Invited speaker for the induction of the Pi Sigma Alpha honors fraternity at Whittier College. Gave a talk about California water issues, elections on water boards, and the work of water districts.						
4/18/2023	Sexual Harassment Training	Claremont	Virtual	0	\$0.00	\$200.00
Completed 2 hour training on prevention of workplace sexual harassment.						
4/19/2023	TVMWD Board Meeting	Claremont	Claremont	0	\$0.00	\$200.00
Regular meeting of the TVMWD board of directors						
4/24/2023	DCC meeting	Claremont	Claremont	0	\$0.00	\$200.00
The Democratic Club of Claremont writes letters of support to state legislators on various issues. I pitched the bills TVMWD supports as possibilities to the organization.						
4/25/2023	MWD Executive Committee meeting	Claremont	Virtual	0	\$0.00	\$200.00
Observed the Executive Committee meeting of MWD.						
4/26/2023	Six Basins watermaster	Claremont	Virtual	0	\$0.00	\$200.00
Regular meeting of the board of Six Basins, for which I am the alternate. Attend online to stay up to speed, especially considering the flooding in parts of Claremont.						
4/27/2023	Hispanic Coalition of Small Businesses Sustainability Summit	Claremont	Pomona	20	\$13.10	\$200.00
Panel discussion, lunch and networking. I gave brief comments on a panel, representing TVMWD as a sponsoring organization.						

Approved

Jeff Hanlon

Monday, May 8, 2023

Subtotal Meeting Compensation:	\$1,800.00
Mandatory Deferred Comp 7.5%	(\$135.00)
Subtotal Mileage Reimbursement	\$42.58
Total	\$1,707.58

Name: Bob Kuhn, Division 4

Compensated Meetings



Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
4/5/2023	TVMWD Board Meeting - Workshop	Glendora	Claremont	20	\$13.10	\$200.00
Legislative up date Arnold and Associates, Recind Resolution 22-04-928, review 2023-24 Budget						
4/6/2023	Glendora Chamber of commerce Legislative Committee	Glendora	Glendora	7	\$4.59	\$200.00
Meeting at the American Christian Credit Union on Legislation State and Local. Update on water conditions in Southern Ca.						
4/11/2023	CBWM Review of General Manager	Glendora	Rancho Cucamong	32	\$20.96	\$200.00
Review of upcoming legal issues and Storage						
4/13/2023	CBWM Agricultural Pool	Glendora	Virtual	0	\$0.00	\$200.00
Discussion of et Budget 2023-24						
4/18/2023	Meeting with General Manager	Glendora	Phone	0	\$0.00	\$200.00
Upcoming Agenda, CBWM, and a couple of legal issues						
4/19/2023	TVMWD Board Meeting	Glendora	Claremont	20	\$13.10	\$200.00
Presentation Hispanic Coalition of Small Business, Approval 2023-2024 Budget, Adopting water rates cy 2024, Resolution fix and collect Stand by charge						

Approved	Subtotal Meeting Compensation:	\$1,200.00
	Mandatory Deferred Comp 7.5%	(\$90.00)
	Subtotal Mileage Reimbursement	\$51.75
	Total	\$1,161.75

Bob Kuhn

Monday, May 8, 2023



Name: Jody Roberto, Division 5

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
4/3/2023	General Manager's Meeting	Diamond Bar	Pomona	10	\$6.55	\$200.00
Matt, Mike and I met for our monthly meeting to discuss the upcoming agenda and district business.						
4/4/2023	Harrassment Training	Diamond Bar	Virtual	0	\$0.00	\$200.00
I completed the mandatory harassment training required by the State of California.						
4/5/2023	Three Valleys MWD Board Meeting	Diamond Bar	Claremont	38	\$24.89	\$200.00
Regular board meeting to discuss district business. Ryan Domino from LSL gave a presentation on the upcoming audit process. The board reviewed the 3rd draft of the budget, water rates, and the standby charge.						
4/6/2023	Meeting with Walnut Valley Water GM Erik Hitchman and Rowland Water GM Tom Coleman	Diamond Bar	Walnut	8	\$5.24	\$200.00
Mike and I met with Erik and Tom to discuss issues related to Three Valleys, Walnut Valley and Rowland.						
4/10/2023	San Gabriel Valley Regional Chamber Government Affairs Committee meeting	Diamond Bar	Virtual	0	\$0.00	\$200.00
Kirk and I attended the meeting. Kirk provided legislative update for TVMWD. The Committee approved recommending support of AB 1217.						
4/11/2023	Rowland Water District Meeting	Diamond Bar	Rowland Heights	15	\$9.83	\$200.00
Mike, Matt and I attended the meeting where the board discussed and approved district business. Director Tony Lima provided TVMWD meeting report.						
4/17/2023	Walnut Valley Water District	Diamond Bar	Walnut	10	\$6.55	\$200.00
Mike, David, Matt and I attended the board meeting. David provided MWD report and Matt gave TVMWD update.						
4/19/2023	Three Valleys MWD Board Meeting	Diamond Bar	Claremont	38	\$24.89	\$200.00
Regular board meeting to discuss and approve district business. The budget for Fiscal Year 2023/2024 was approved. Reports were provided by Kirk and Sylvie.						
4/24/2023	San Gabriel Valley Water Association (SGVWA)	Diamond Bar	Azusa	34	\$22.27	\$200.00
Regular meeting of the SGVWA Board of Directors. Agency reports were provided. David and I gave the TVMWD report.						

Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
4/28/2023	Southern California Water Coalition Quarterly Luncheon	Diamond Bar	Temecula	0	\$0.00	\$200.00
<div style="border: 1px solid black; padding: 5px;"> Mike, David, Matt, Sylvie and I attended the quarterly luncheon. Susan Kennedy from Cadiz was the speaker. </div>						

Approved <hr/> Jody Roberto	Subtotal Meeting Compensation:	\$2,000.00
	Mandatory Deferred Comp 7.5%	(\$150.00)
	Subtotal Mileage Reimbursement	\$100.22
	Total	\$1,950.22

Monday, May 8, 2023

Name: Jody Roberto, Division 5

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
4/19/2023	Water Quality Authority (WQA)	Virtual

A workshop was held on the FY 2023/2024 budget. The board received committee reports, project reports and staff reports.

Monday, May 8, 2023

Name: Danielle Soto, Division 6

Compensated Meetings



Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation	
		From City	To City	Miles	Mileage \$		
4/5/2023	TVMWD Regular Board Meeting	Pomona	Claremont	16	\$10.48		\$200.00
I participated in the Three Valleys regular Board meeting.							
4/19/2023	TVMWD Regular Meeting	Pomona	Claremont	16	\$10.48		\$200.00
I participated in the regular meeting of TVMWD.							
4/24/2023	Supervisory Harassment Prevention Training	Pomona	Virtual	0	\$0.00		\$200.00
I took the 2-Hour Supervisory Harassment Prevention Training.							

Approved	Subtotal Meeting Compensation:	\$600.00
	Mandatory Deferred Comp 7.5%	(\$45.00)
	Subtotal Mileage Reimbursement	\$20.96
	Total	\$575.96

Danielle Soto

Monday, May 8, 2023



Name: Mike Ti, Division 7

Compensated Meetings

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)			Compensation	
		From City	To City	Miles	Mileage \$	
4/3/2023	GM Executive Meeting	West Covina	Pomona	7	\$4.59	\$200.00
GM Executive Meeting - Jody, Matt, and I met to review and discuss upcoming board agenda and future events and activities.						
4/5/2023	Three Valleys MWD Regular Board Meeting and Special Board Meeting with Member Agency Managers	West Covina	Claremont	36	\$23.58	\$200.00
Three Valleys MWD Regular Board Meeting and Special Board Meeting with Member Agency Managers - heard legislative update by Arnold and Assoc., rescinded Resolution #22-04-928 Implementing Water Shortage Contingency Level 5 in the TVMWD service area, awarded Miragrand well site landscape contract, audit overview by LSL CPA's, reviewed draft resolution for CY2024 water rates and charges, encumbrance carryforward, water standby charge; discussed sponsorship, funding for "CA Water for All" outreach. Special board meeting with member agency managers - a roundtable discussion on upcoming water resources master plan and interagency cooperation and opportunities.						
4/6/2023	Meeting with General Managers Tom Coleman and Erik Hitchman	West Covina	Walnut	10	\$6.55	\$200.00
Meeting with General Managers - Jody, Tom, Erik, Gabby, and I met during lunch to discuss inter-agency co-operations.						
4/11/2023	Rowland WD Regular Board Meeting	West Covina	Rowland Heights	7	\$4.59	\$200.00
Rowland WD Regular Board Meeting - Jody, Matt, and I attended the board meeting. We heard presentations and discussions on possible adjustment to director compensation, finance, operations, and personnel reports.						
4/17/2023	Walnut Valley WD Regular Board Meeting	West Covina	Walnut	10	\$6.55	\$200.00
Walnut Valley WD Regular Board Meeting - Jody, David, Matt, and I attended the meeting where we heard presentations on treasurer's report, adoption of Water Awareness Proclamation, contract for comprehensive rate study, and water supply and conservation update.						
4/19/2023	Three Valley MWD Regular Board Meeting	West Covina	Claremont	36	\$23.58	\$200.00
Three Valley MWD Regular Board Meeting - we heard a presentation by Frank Montes of the Hispanic Coalition of Small Business (HCSB), adopted FY2023/24 budget, water rates, and charges, approved a resolution to initiate procedure to fix, adjust, levy, and collect water standby charges, 2022 board election charges, HCSB Sphere of Sustainability sponsorship, CMUA and Solve the Water Crisis public relations contribution.						
4/21/2023	MWD SWP Inspection Trip Day 1	West Covina	Claremont	18	\$11.79	\$200.00
MWD SWP Inspection Trip Day 1 - arrived at TVMWD and departed to Ontario Airport, visited Lake Oroville, the Feather River Fish Hatchery, heard presentation by Sites Reservoir Project Authority, visited the location for the proposed reservoir.						
4/22/2023	MWD SWP Inspection Trip Day 2	West Covina	Sacramento	0	\$0.00	\$200.00
MWD SWP Inspection Trip Day 2 - heard presentation on the Delta and the conveyance project, toured the Delta islands, Skinner Fish Facility.						
4/23/2023	MWD SWP Inspection Trip Day 3	West Covina	Central Valley	18	\$11.79	\$200.00
MWD SWP Inspection Trip Day 3 - the Director of Farming for Burford Ranch, Sal Parra Jr. gave a tour of his farm and discussed water-saving innovations his farm used to grow row and permanent crops. Mileage reflects drive back home from TVMWD.						

Item 7.E

Meeting Date	Meeting / Description	Mileage (assumed as roundtrip unless noted)				Compensation
		From City	To City	Miles	Mileage \$	
4/28/2023	Southern California Water Coalition Quarterly Luncheon	West Covina	Temecula	146	\$95.63	\$200.00
Southern California Water Coalition Quarterly Luncheon - Lunch speaker Susan Kennedy of Cadiz spoke about water supply challenges and offered Cadiz as a regional solution for water export and storage.						

Approved	Subtotal Meeting Compensation:	\$2,000.00
	Mandatory Deferred Comp 7.5%	(\$150.00)
	Subtotal Mileage Reimbursement	\$188.64
	Total	\$2,038.64

 Mike Ti
 Tuesday, May 9, 2023

Name: Mike Ti, Division 7

Non-Compensated Meetings



Meeting Date	Meeting / Description	Meeting Location
4/5/2023	Main San Gabriel Watermaster Board	Azusa

Main San Gabriel Watermaster Board Meeting - heard presentation on preliminary report on Operating Safe Yield, water supply conditions, potential imported water storage.

4/19/2023	Main San Gabriel Watermaster Basin	Glendora
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Main San Gabriel Watermaster Basin Water Management Committee - Watermaster 101 Operating Safe Yield, part 2 of a series.


4/26/2023	Six Basin Watermaster Board Meeting	Virtual
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Six Basin Watermaster Board Meeting - heard public comments from Claremont residents on recent flooding in their properties.

Tuesday, May 9, 2023



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 17, 2023
Subject: **Approval of Modified Board Meeting Schedule**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

The Board will consider approval of a modified board meeting schedule and direct staff to issue proper notice of meeting cancellations.

Discussion

In prior years, the Board has occasionally cancelled all meetings during the summer months of July and August. The Board is being asked to consider cancelling the following Board of Director meetings presently on the calendar:

- July 5, 2023
- July 19, 2023
- August 2, 2023
- August 16, 2023

The Board will be provided with an information packet of ongoing TVMWD activities for any month that a Board meeting is not held. At any time during the proposed summer schedule, a special meeting can be called to attend to any necessary business.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 Be accountable and transparent with major decisions.

Attachment(s)

None


Meeting History

None

NA/ML



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 17, 2023
Subject: **FY 22-23 3rd Quarter Reserve Schedule**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Attached for Board review is the Reserve Schedule as of March 31, 2023. This schedule identifies encumbered reserves that have been set aside for specific projects and Board designated reserves.

Environmental Impact

None

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 – FY 22-23 3rd Quarter Reserve Schedule

Meeting History

None

NA/JL

TVMWD RESERVES SCHEDULE

FUND BALANCE	June 30, 2022 BALANCE	SOURCES	USES	TRANSFERS	March 31, 2023 BALANCE
NONSPENDABLE					
Invested in Capital Assets net of related debt	34,323,678	-	-	-	34,323,678
	\$ 34,323,678	\$ -	\$ -	\$ -	\$ 34,323,678

RESERVE GOAL

RESTRICTED					
Restricted for debt service	\$ 972,692	-	-	-	972,692
	\$ 972,692	\$ -	\$ -	\$ -	\$ 972,692

RESERVED FOR ENCUMBRANCE					
Filter Aid System Upgrades	30,000	-	(39,888)	-	(9,888)
MiraGrand Well	1,026,676	-	(902,433)	-	124,243
PM-26 Expansion	65,818	-	6,412	-	72,230
Emergency Electrical Upgrades	256,260	-	-	(25,000)	231,260
Security Equipment	109,629	-	(5,346)	-	104,283
Chlorine System	100,659	-	(91,154)	-	9,505
CalTrans Well	50,000	10,000	(83,000)	-	(23,000)
Analyzers - Chemical Systems	23,000	10,000	(24,231)	-	8,769
GIS Services	11,715	35,000	(11,150)	-	35,565
Grand Avenue Well Improvement	-	500,000	-	-	500,000
Reservoir Cover Inspection & Repair	-	100,000	-	-	100,000
JWL Meter Replacement	-	150,000	-	(60,000)	90,000
TOC Analyzer Replacement	-	75,000	-	-	75,000
Office Lighting Efficiency Upgrades	-	50,000	-	-	50,000
Roof/Shade Upgrades	-	500,000	(14,800)	-	485,200
Operational Control Room Flooring	-	30,000	(7,615)	-	22,386
Server Replacements	-	60,000	(74,818)	-	(14,818)
Miramar Transmission Line Leak Detection	-	-	(11,870)	190,000	178,130
Miramar Main Switchgear Upgrades	-	-	-	25,000	25,000
CIP-PM-21 Bypass MagMeter	-	50,000	(81,000)	-	(31,000)
CIP-Accounting Software Replacement	-	100,000	(46,469)	-	53,531
CIP-IT AV System Upgrade	-	-	-	60,000	60,000
	\$ 1,673,757	\$ 1,670,000	\$ (1,387,361)	\$ 190,000	\$ 2,146,396

BOARD DESIGNATED					
Board Elections	\$ 285,049	90,000	-	-	\$ 375,049
Water Rate Stabilization	1,400,000	-	-	-	1,400,000
Capital Asset R/R	3,500,000	-	-	-	3,500,000
Opportunity	2,350,000	-	-	-	2,350,000
Employee Benefits - Pension & OPEB	678,237	-	-	-	678,237
Emergency	-	-	-	-	-
	\$ 8,213,286	\$ 90,000	\$ -	\$ -	\$ 8,303,286


Lower	Upper
\$ 375,000	\$ 500,000
1,400,000	\$ 2,100,000
3,500,000	9,700,000
2,000,000	3,000,000
-	3,400,000
-	-
\$ 7,275,000	\$ 18,700,000

UNASSIGNED					
General	\$ 1,075,511	-	-	-	\$ 1,075,511
	\$ 1,075,511	\$ -	\$ -	\$ -	\$ 1,075,511



BOARD ACTION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 17, 2023
Subject: **Adopt Resolution No. 23-05-962 Tax Sharing Exchange County Sanitation District (CSD) No. 22, Annexation No. 22-444**

Funds Budgeted: \$

Fiscal Impact: \$

Requested Action

Approve the following:

1. TVMWD Resolution No. 23-05-962 for CSD Tax Sharing Resolution Annexation No. 22-444; and
2. Direct staff to return the documents back to the CSD with proper documentation.

Alternative Action

The TVMWD Board may deny the request, upon which the CSD will make this request to the County Board of Supervisors for a final determination.

Discussion

The applicants for projects have requested annexation of their respective properties to the CSD No. 22 in order to receive off-site disposal of sewage. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected agencies prior to approval.

Listed below is a matrix and description for the pending tax sharing resolution that require Board approval:

Project Name	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
A-22-444	0.004296448	0.4296%	-0.000039707	0.004256741

The property consists of: Tax Rate Area 02718

Upon execution and receipt of the documents, fully conformed copies will be provided back to TVMWD.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Resolution No. 23-05-962

Meeting History

None

NA/ML

TVMWD RESOLUTION NO. 23-05-962

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES
ACTING IN BEHALF OF

Los Angeles County General Fund

Los Angeles County Consolidated Fire Protection District

Los Angeles County Flood Control

THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES
COUNTY, AND THE GOVERNING BODIES OF

City of Covina

Three Valleys Municipal Water District

APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES
RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 22.

"ANNEXATION NO. 444"

WHEREAS, pursuant to Section 99 and 99.01 of the Revenue and Taxation Code, prior to the effective date of any jurisdictional change which will result in a special district providing a new service, the governing bodies of all local agencies that receive an apportionment of the property tax from the area must determine the amount of property tax revenues from the annual tax increment to be exchanged between the affected agencies and approve and accept the negotiated exchange of property tax revenues by resolution; and

WHEREAS , the governing bodies of the agencies signatory hereto have made determinations of the amount of property tax revenues from the annual tax increments to be exchanged as a result of the annexation to County Sanitation District No. 22 entitled *Annexation No. 444*;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues resulting from the annexation of territory to County Sanitation District No. 22 in the annexation entitled *Annexation No. 444* is approved and accepted.
2. For each fiscal year commencing on and after July 1, 2022, or after the effective date of this jurisdictional change, whichever is later, the County Auditor shall transfer to County Sanitation District No. 22 a total of 0.4504329 percent of the annual tax increment attributable to the land area encompassed within *Annexation No. 444* as shown on the attached Worksheet.
3. No additional transfer of property tax revenues shall be made from any other tax agencies to County Sanitation District No. 22 as a result of annexation entitled *Annexation No. 444*.

4. No transfer of property tax increments from properties within a community redevelopment project, which are legally committed to a Community Redevelopment Agency, shall be made during the period that such tax increment is legally committed for repayment of the redevelopment project costs.

5. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

The foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles, the Board of Directors of County Sanitation District No. 22 of Los Angeles County, and the governing bodies of City of Covina and Three Valleys Municipal Water District, signatory hereto.

THREE VALLEYS MUNICIPAL WATER
DISTRICT

SIGNATURE

PRINT NAME AND TITLE

ATTEST:

Secretary

Date

(SIGNED IN COUNTERPART)

ANNEXATION TO: CO.SANITATION DIST.NO 22 DEBT S.
 ACCOUNT NUMBER: 066.85
 TRA: 02718
 EFFECTIVE DATE: 07/01/2022
 ANNEXATION NUMBER: 444 PROJECT NAME: A-22-444
 DISTRICT SHARE: 0.009242042

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.317867872	31.7876 %	0.009242042	0.002937757	-0.003006277	0.314861595
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000114229	0.0114 %	0.009242042	0.000001055	0.000000000	0.000114229
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.000000000	0.0000 %	0.009242042	0.000000000	0.000000000	0.000000000
007.31	L A C FIRE-FFW	0.007299884	0.7299 %	0.009242042	0.000067465	0.000000000	0.007299884
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001740027	0.1740 %	0.009242042	0.000016081	-0.000016081	0.001723946
030.70	LA CO FLOOD CONTROL MAINT	0.009846259	0.9846 %	0.009242042	0.000090999	-0.000090999	0.009755260
136.01	CITY-COVINA TD #1	0.146208555	14.6208 %	0.009242042	0.001351265	-0.001351265	0.144857290
365.05	THREE VALLEY MWD ORIG AREA	0.004296448	0.4296 %	0.009242042	0.000039707	-0.000039707	0.004256741
400.00	EDUCATIONAL REV AUGMENTATION FD	0.069122953	6.9122 %	0.009242042	0.000638837	EXEMPT	0.069122953
400.01	EDUCATIONAL AUG FD IMPOUND	0.171005879	17.1005 %	0.009242042	0.001580443	EXEMPT	0.171005879
400.15	COUNTY SCHOOL SERVICES	0.001417019	0.1417 %	0.009242042	0.000013096	EXEMPT	0.001417019
400.21	CHILDREN'S INSTIL TUITION FUND	0.002812350	0.2812 %	0.009242042	0.000025991	EXEMPT	0.002812350
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.030349519	3.0349 %	0.009242042	0.000280491	EXEMPT	0.030349519
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000292802	0.0292 %	0.009242042	0.000002706	EXEMPT	0.000292802
840.03	CHARTER OAK UNIF SCHOOL DIST	0.227707790	22.7707 %	0.009242042	0.002104484	EXEMPT	0.227707790
840.06	CO.SCH.SERV.FD.- CHARTER OAK	0.008927945	0.8927 %	0.009242042	0.000082512	EXEMPT	0.008927945
840.07	DEV.CTR.HDCPD.MINOR-CHARTER OAK	0.000990469	0.0990 %	0.009242042	0.000009153	EXEMPT	0.000990469
***066.85	CO.SANITATION DIST.NO 22 DEBT S.	0.000000000	0.0000 %	0.009242042	0.000000000	0.000000000	0.004504329

AUDITOR ACAFAN03

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET
FISCAL YEAR 2021-2022

PREPARED 10/14/2022 PAGE 2

ANNEXATION NUMBER: 444

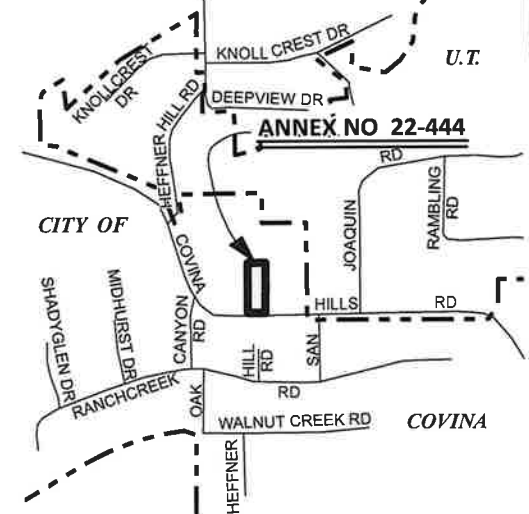
PROJECT NAME: A-22-444

TRA: 02718

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
TOTAL:		1.000000000	100.0000 %		0.009242042	-0.004504329	1.000000000

CHAFFEY TRACT,
59 / 14
LOT 1

T.R. NO. 6572,
T.B. 102 / 39



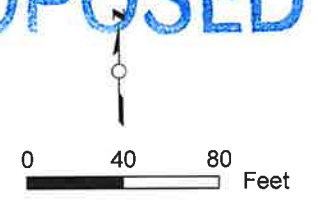
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NO SCALE

COURSE DATA

L1	N 89°56'30" W	70.00'
L2	N 00°03'30" W	189.03'
L3	S 89°56'30" E	70.00'
L4	S 00°03'30" E	189.03'

U.T. = UNINCORPORATED TERRITORY

PROPOSED



RANCHO

LA

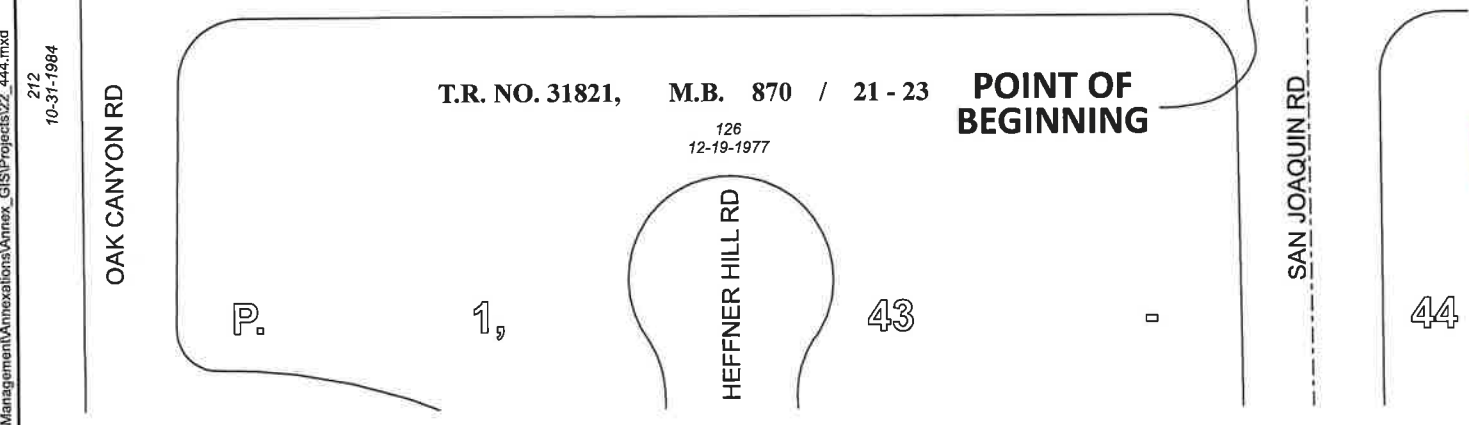
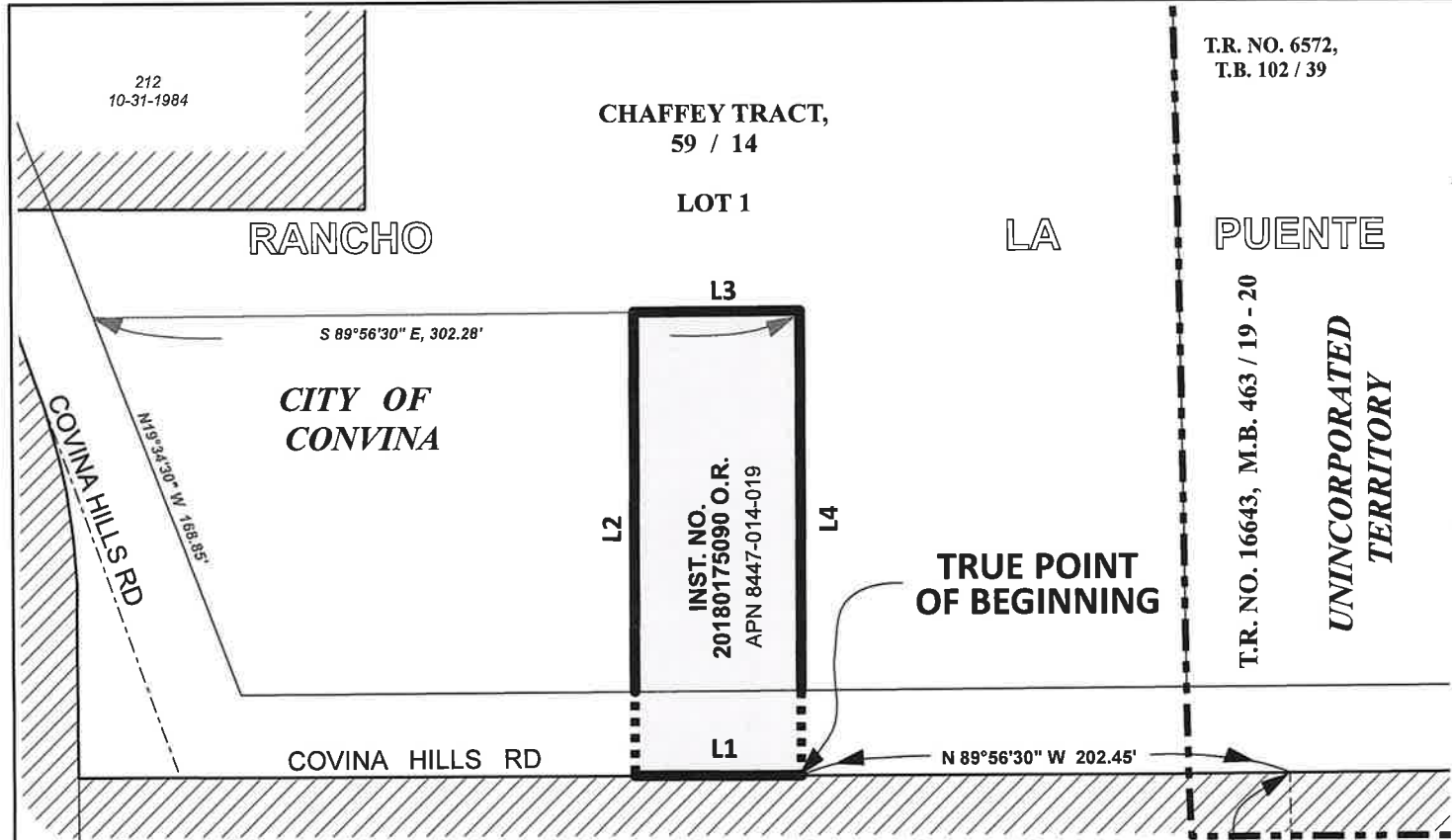
PUENTE

UNINCORPORATED
TERRITORY

CITY OF
COVINA

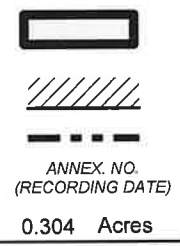
TRUE POINT
OF BEGINNING

POINT OF
BEGINNING



**"FOR TAX ASSESSMENT
PURPOSES ONLY"**

Annexation No. 444 shown thus
 Boundary of Sanitation District No. 22 prior
 to Annexation No. 444 shown thus
 City Boundary
 Prior Annexations shown thus
 Area of Annexation



ANNEX. NO.
(RECORDING DATE)
0.304 Acres

COUNTY SANITATION DISTRICT NO. 22
 OF LOS ANGELES COUNTY, CA
 OFFICE OF CHIEF ENGINEER
 ROBERT C. FERRANTE
 CHIEF ENGINEER & GENERAL MANAGER
ANNEXATION NO. 444
 TO
 COUNTY SANITATION DISTRICT NO. 22
 Recorded:



BOARD ACTION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager *[Signature]*
Date: May 17, 2023
Subject: **Adopt Resolution No. 23-05-963 Tax Sharing Exchange County Sanitation District (CSD) No. 22, Annexation No. 22-445**

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

Requested Action:

Approve the following:

1. TVMWD Resolution No. 23-05-963 for CSD Tax Sharing Resolution Annexation No. 22-445; and
2. Direct staff to return the documents back to the CSD with proper documentation.

Alternative Action:

The TVMWD Board may deny the request, upon which the CSD will make this request to the County Board of Supervisors for a final determination.

Discussion

The applicants for projects have requested annexation of their respective properties to the CSD No. 22 in order to receive off-site disposal of sewage. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected agencies prior to approval.

Listed below is a matrix and description for the pending tax sharing resolution that require Board approval:

Project Name	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
A-22-445	0.004543368	0.4543%	-0.000043418	0.004499950

The property consists of: Tax Rate Area 10591

Upon execution and receipt of the documents, fully conformed copies will be provided back to TVMWD.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Resolution No. 23-05-963

Meeting History

None

NA/ML

TVMWD RESOLUTION NO. 23-05-963

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES
ACTING IN BEHALF OF

Los Angeles County General Fund

Los Angeles County Library

Los Angeles County Flood Control

THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES
COUNTY, AND THE GOVERNING BODIES OF

City of West Covina

Three Valleys Municipal Water District

APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES
RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 22.

"ANNEXATION NO. 445"

WHEREAS, pursuant to Section 99 and 99.01 of the Revenue and Taxation Code, prior to the effective date of any jurisdictional change which will result in a special district providing a new service, the governing bodies of all local agencies that receive an apportionment of the property tax from the area must determine the amount of property tax revenues from the annual tax increment to be exchanged between the affected agencies and approve and accept the negotiated exchange of property tax revenues by resolution; and

WHEREAS, the governing bodies of the agencies signatory hereto have made determinations of the amount of property tax revenues from the annual tax increments to be exchanged as a result of the annexation to County Sanitation District No. 22 entitled *Annexation No. 445*;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues resulting from the annexation of territory to County Sanitation District No. 22 in the annexation entitled *Annexation No. 445* is approved and accepted.
2. For each fiscal year commencing on and after July 1, 2022, or after the effective date of this jurisdictional change, whichever is later, the County Auditor shall transfer to County Sanitation District No. 22 a total of 0.5038279 percent of the annual tax increment attributable to the land area encompassed within *Annexation No. 445* as shown on the attached Worksheet.
3. No additional transfer of property tax revenues shall be made from any other tax agencies to County Sanitation District No. 22 as a result of annexation entitled *Annexation No. 445*.

4. No transfer of property tax increments from properties within a community redevelopment project, which are legally committed to a Community Redevelopment Agency, shall be made during the period that such tax increment is legally committed for repayment of the redevelopment project costs.

5. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

The foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles, the Board of Directors of County Sanitation District No. 22 of Los Angeles County, and the governing bodies of City of West Covina and Three Valleys Municipal Water District, signatory hereto.

THREE VALLEYS MUNICIPAL WATER DISTRICT

SIGNATURE

PRINT NAME AND TITLE

ATTEST:

Secretary

Date

(SIGNED IN COUNTERPART)

ANNEXATION TO: CO.SANITATION DIST.NO 22 DEBT S.
 ACCOUNT NUMBER: 066.85
 TRA: 10591
 EFFECTIVE DATE: 07/01/2022
 ANNEXATION NUMBER: 445 PROJECT NAME: A-22-445
 DISTRICT SHARE: 0.009556559

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.339152093	33.9161 %	0.009556559	0.003241135	-0.003316699	0.335835394
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000118927	0.0118 %	0.009556559	0.000001136	0.000000000	0.000118927
003.01	L A COUNTY LIBRARY	0.024665894	2.4665 %	0.009556559	0.000235721	-0.000235721	0.024430173
007.31	L A C FIRE-FFW	0.007788215	0.7788 %	0.009556559	0.000074428	0.000000000	0.007788215
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001855023	0.1855 %	0.009556559	0.000017727	-0.000017727	0.001837296
030.70	LA CO FLOOD CONTROL MAINT	0.010497924	1.0497 %	0.009556559	0.000100324	-0.000100324	0.010397600
280.01	CITY WEST COVINA ESTLND RP 91ANX	0.138584435	13.8584 %	0.009556559	0.001324390	-0.001324390	0.137260045
365.05	THREE VALLEY MWD ORIG AREA	0.004543368	0.4543 %	0.009556559	0.000043418	-0.000043418	0.004499950
400.00	EDUCATIONAL REV AUGMENTATION FD	0.072459018	7.2459 %	0.009556559	0.000692458	EXEMPT	0.072459018
400.01	EDUCATIONAL AUG FD IMPOUND	0.169291092	16.9291 %	0.009556559	0.001617840	EXEMPT	0.169291092
400.15	COUNTY SCHOOL SERVICES	0.001477398	0.1477 %	0.009556559	0.000014118	EXEMPT	0.001477398
400.21	CHILDREN'S INSTIL TUITION FUND	0.002932557	0.2932 %	0.009556559	0.000028025	EXEMPT	0.002932557
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.031647540	3.1647 %	0.009556559	0.000302441	EXEMPT	0.031647540
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000305535	0.0305 %	0.009556559	0.000002919	EXEMPT	0.000305535
847.03	COVINA-VALLEY UNIFIED SCHOOL DIS	0.184779613	18.4779 %	0.009556559	0.001765857	EXEMPT	0.184779613
847.06	CO.SCH.SERV.FD.- COVINA-VALLEY	0.008096681	0.8096 %	0.009556559	0.000077376	EXEMPT	0.008096681
847.07	DEV.CTR.HDCPD.MINOR-COVINA-VY.	0.000911771	0.0911 %	0.009556559	0.000008713	EXEMPT	0.000911771
847.20	COVINA-VALLEY CHILDREN,S CTR.FD.	0.000892916	0.0892 %	0.009556559	0.000008533	EXEMPT	0.000892916
***066.85	CO.SANITATION DIST.NO 22 DEBT S.	0.000000000	0.0000 %	0.009556559	0.000000000	0.000000000	0.005038279

AUDITOR ACAFAN03

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET
FISCAL YEAR 2022-2023

PREPARED 12/07/2022 PAGE 2

ANNEXATION NUMBER: 445

PROJECT NAME: A-22-445

TRA: 10591


ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
		TOTAL: 1.000000000	100.0000 %		0.009556559	-0.005038279	1.000000000



BOARD ACTION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: May 17, 2023

Subject: **Adopt Resolution No. 23-05-964 Tax Sharing Exchange County Sanitation District (CSD) No. 21, Annexation No. 21-771**

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

Requested Action

Approve the following:

1. TVMWD Resolution No. 23-05-964 for CSD Tax Sharing Resolution Annexation No. 21-771; and
2. Direct staff to return the documents back to the CSD with proper documentation.

Alternative Action

The TVMWD Board may deny the request, upon which the CSD will make this request to the County Board of Supervisors for a final determination.

Discussion

The applicants for projects have requested annexation of their respective properties to the CSD No. 21 in order to receive off-site disposal of sewage. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected agencies prior to approval.

Listed below is a matrix and description for the pending tax sharing resolution that require Board approval:

Project Name	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
A-21-441	0.004124790	0.4124%	-0.000032690	0.004092100

The property consists of: Tax Rate Area 05086

Upon execution and receipt of the documents, fully conformed copies will be provided back to TVMWD.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Resolution No. 23-05-964

Meeting History

None

NA/ML

TVMWD RESOLUTION NO. 23-05-964

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES
ACTING IN BEHALF OF

Los Angeles County General Fund

Los Angeles County Library

Los Angeles County Flood Control

THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 21 OF LOS ANGELES
COUNTY, AND THE GOVERNING BODIES OF

City of La Verne

Three Valleys Municipal Water District

APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES
RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 21.

"ANNEXATION NO. 771"

WHEREAS, pursuant to Section 99 and 99.01 of the Revenue and Taxation Code, prior to the effective date of any jurisdictional change which will result in a special district providing a new service, the governing bodies of all local agencies that receive an apportionment of the property tax from the area must determine the amount of property tax revenues from the annual tax increment to be exchanged between the affected agencies and approve and accept the negotiated exchange of property tax revenues by resolution; and

WHEREAS, the governing bodies of the agencies signatory hereto have made determinations of the amount of property tax revenues from the annual tax increments to be exchanged as a result of the annexation to County Sanitation District No. 21 entitled *Annexation No. 771*;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues resulting from the annexation of territory to County Sanitation District No. 21 in the annexation entitled *Annexation No. 771* is approved and accepted.
2. For each fiscal year commencing on and after July 1, 2022, or after the effective date of this jurisdictional change, whichever is later, the County Auditor shall transfer to County Sanitation District No. 21 a total of 0.4249219 percent of the annual tax increment attributable to the land area encompassed within *Annexation No. 771* as shown on the attached Worksheet.
3. No additional transfer of property tax revenues shall be made from any other tax agencies to County Sanitation District No. 21 as a result of annexation entitled *Annexation No. 771*.

4. No transfer of property tax increments from properties within a community redevelopment project, which are legally committed to a Community Redevelopment Agency, shall be made during the period that such tax increment is legally committed for repayment of the redevelopment project costs.

5. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

The foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles, the Board of Directors of County Sanitation District No. 21 of Los Angeles County, and the governing bodies of City of La Verne and Three Valleys Municipal Water District, signatory hereto.

THREE VALLEYS MUNICIPAL WATER DISTRICT

SIGNATURE

PRINT NAME AND TITLE

ATTEST:

Secretary

Date

(SIGNED IN COUNTERPART)

ANNEXATION TO: CO.SANITATION DIST.NO 21 DEBT S.
 ACCOUNT NUMBER: 066.80
 TRA: 05086
 EFFECTIVE DATE: 07/01/2023
 ANNEXATION NUMBER: 771 PROJECT NAME: A-21-771
 DISTRICT SHARE: 0.007925391

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.303109430	30.3117 %	0.007925391	0.002402270	-0.002458318	0.300651112
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000110849	0.0110 %	0.007925391	0.000000878	0.000000000	0.000110849
003.01	L A COUNTY LIBRARY	0.022548270	2.2548 %	0.007925391	0.000178703	-0.000178703	0.022369567
007.31	L A C FIRE-FFW	0.006961276	0.6961 %	0.007925391	0.000055170	0.000000000	0.006961276
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001660092	0.1660 %	0.007925391	0.000013156	-0.000013156	0.001646936
030.70	LA CO FLOOD CONTROL MAINT	0.009394751	0.9394 %	0.007925391	0.000074457	-0.000074457	0.009320294
180.01	CITY-LA VERNE TD #1	0.188242469	18.8242 %	0.007925391	0.001491895	-0.001491895	0.186750574
365.05	THREE VALLEY MWD ORIG AREA	0.004124790	0.4124 %	0.007925391	0.000032690	-0.000032690	0.004092100
400.00	EDUCATIONAL REV AUGMENTATION FD	0.076534194	7.6534 %	0.007925391	0.000606563	EXEMPT	0.076534194
400.01	EDUCATIONAL AUG FD IMPOUND	0.178080318	17.8080 %	0.007925391	0.001411356	EXEMPT	0.178080318
400.15	COUNTY SCHOOL SERVICES	0.001374797	0.1374 %	0.007925391	0.000010895	EXEMPT	0.001374797
400.21	CHILDREN'S INSTIL TUITION FUND	0.002728516	0.2728 %	0.007925391	0.000021624	EXEMPT	0.002728516
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.029447499	2.9447 %	0.007925391	0.000233382	EXEMPT	0.029447499
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000284225	0.0284 %	0.007925391	0.000002252	EXEMPT	0.000284225
830.03	BONITA UNIFIED SCHOOL DISTRICT	0.167652781	16.7652 %	0.007925391	0.001328713	EXEMPT	0.167652781
830.06	CO.SCH.SERV.FD.- BONITA	0.006970076	0.6970 %	0.007925391	0.000055240	EXEMPT	0.006970076
830.07	DEV.CTR.HDCPD.MINOR-BONITA	0.000775667	0.0775 %	0.007925391	0.000006147	EXEMPT	0.000775667
***066.80	CO.SANITATION DIST.NO 21 DEBT S.	0.000000000	0.0000 %	0.007925391	0.000000000	0.000000000	0.004249219

AUDITOR ACAFAN03

PROPERTY TAX TRANSFER RESOLUTION WORKSHEET
FISCAL YEAR 2022-2023

PREPARED 04/26/2023 PAGE 2

ANNEXATION NUMBER: 771

PROJECT NAME: A-21-771

TRA: 05086

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
TOTAL:		1.000000000	100.0000 %		0.007925391	-0.004249219	1.000000000

TR. NO. 32725,
M.B. 873 / 79 - 80
253
12-07-1977

395
05-20-1982

TR. NO. 36852
M.B. 961 / 59 - 60

SE1/4,

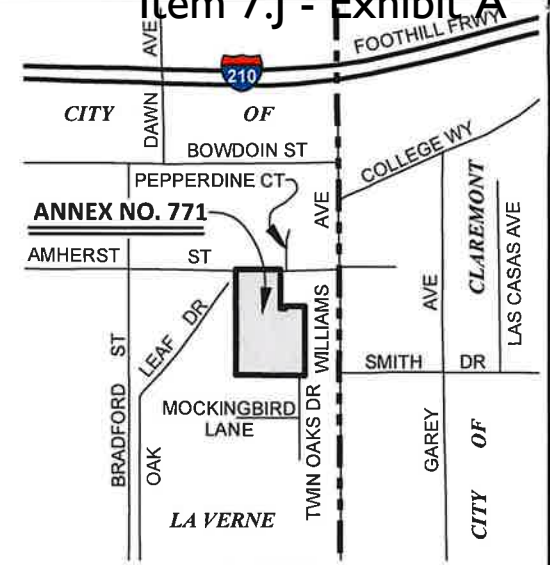
NE1/4,

SEC. 6,

AMHERST ST

PEPPERDINE CT

TR. NO. 36852
M.B. 961 / 59 - 60



ANNEX NO. 771

VICINITY MAP
NO SCALE

COURSE DATA

L1 S 00°13'35" E	245.38'
L2 N 89°46'25" E	28.91'
L3 N 00°13'13" W	18.50'
L4 N 89°46'44" E	125.70'
L5 S 00°24'12" E	400.00'
L6 S 00°24'12" E	33.00'
L7 S 89°46'44" W	432.99'
L8 N 00°13'13" W	659.62'
L9 N 89°43'35" E	276.97'

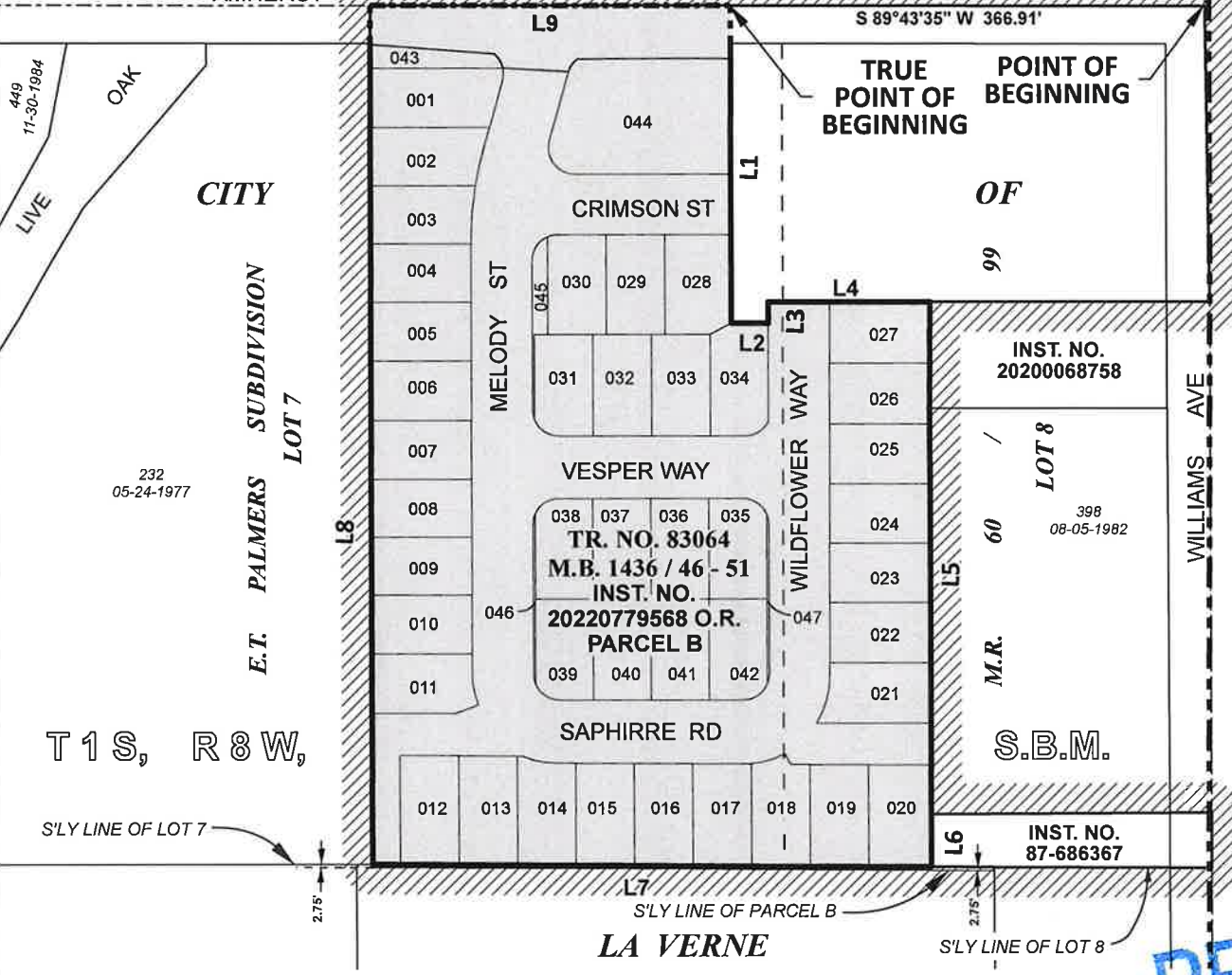
ASSESSOR'S PARCEL NUMBER

8666-066-001-047



0 70 140 Feet

PROPOSED



232
05-24-1977

T 1 S, R 8 W,

S'LY LINE OF LOT 7

LA VERNE

S'LY LINE OF LOT 8

"FOR TAX ASSESSMENT PURPOSES ONLY"


LA County Assessor Landbase,
CAMS Centerline, DPW City boundary
LA County Sanitation Districts:
AnnexationLayer and District Layer

Annexation No. 771 shown thus	
Boundary of Sanitation District No. 21 prior to Annexation No. 721 shown thus	
City Boundary	
Prior Annexations shown thus	
Area of Annexation	5.727 Acres

COUNTY SANITATION DISTRICT NO. 21
OF LOS ANGELES COUNTY, CA
OFFICE OF CHIEF ENGINEER
ROBERT C. FERRANTE
CHIEF ENGINEER & GENERAL MANAGER
ANNEXATION NO. 771
TO
COUNTY SANITATION DISTRICT NO. 21
Recorded:



BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 17, 2023
Subject: **Policy Manual Review**

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

The Policy Manual was last updated in January 2023 modifying language to Section 2.3 Board of Directors – Organization. At the request of Board Members, additional modifications have been made to Policy Manual Section 2.8 Board of Directors – Reimbursement. Specifically, Sections 2.8.1.B and 2.8.3.B have been updated to reflect mileage reimbursement for use of a Board Member’s own automobile for approved compensated and non-compensated meetings. Board Members are currently reimbursed mileage for approved compensated meetings only. Mileage is reimbursed from each Board Members fiscal year budget limit of \$7,500.

Upon Board recommendation, this item will be presented for consideration of adoption at a future Board of Directors meeting.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 Be accountable and transparent with major decisions.

Attachment(s)

Exhibit A – Redlined/Strikeout Draft Policy Manual revised May 2023

Exhibit B – Clean Draft Policy Manual revised May 2023

Meeting History

None

NA/ML



Policy Manual 2023

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

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

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1. PURPOSE AND ORGANIZATION

1.1. Mission

The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.¹

1.2. Vision Statement

The District meets its regional water supply needs through:

- 1.2.1. Collaboration with its member agencies to understand their short-term and long-term needs
- 1.2.2. Development and implementation of a plan to address these needs in a cost-effective manner based on current water conditions
- 1.2.3. Periodic update of the plan as needed or as major changes in water conditions occur
- 1.2.4. Adaptive management strategies that seek a combination of operational and cost efficiency.¹

1.3. Core Values

The Core Values of Three Valleys Municipal Water District are as follows:

- 1.3.1. Teamwork – The coordination, collaboration, participation and understanding of everyone's role in fulfilling the mission and vision.
- 1.3.2. Communication – The exchanging of information and sharing of ideas.
- 1.3.3. Customer Service – The process of ensuring customer satisfaction.
- 1.3.4. Personal Responsibility – Being accountable for something within one's control.
- 1.3.5. Professional Integrity – The manner in which people behave and act in the workplace.
- 1.3.6. Employee Development – The steps taken to encourage each employee's professional and personal growth.
- 1.3.7. Innovation – The process of inventing or introducing something new.
- 1.3.8. Recognition – Appreciating the value of an achievement.

1.4. Functions and Powers

The District is a Municipal Water District, organized under and subject to the provisions of the Municipal Water District Law of 1911.² The District's primary functions are to acquire, control, distribute, store, purify, and conserve water for the beneficial use of its entire area (Water Code Sections 71610-71612). The District has the power of eminent domain (Water Code Sections 71693-71694); the right to acquire, use, and dispose of easements and other interests in real property (Water Code Sections 71690-71691); the right to use the public right-of-way for operating facilities (Water Code Sections 71695-71698); the power to fix water rates and fees (Water Code Sections 71613-71617); incur bonded indebtedness (Water Code

Sections 71312.5, 72028-72028.4, 72073-72077); levy standby charges (Water Code Sections 71630-71637, 71638-71638.4, 71639; Government Code Sections 54984-54984.9); impose water replenishment assessments (Water Code Sections 71682-71689.9), special taxes (Water Code Sections 72090-72099), and utility taxes (Water Code Sections 72072-72072.12); and the authority to issue bonds for system maintenance and development.³ The District also has the power to sue or be sued (Water Code Sections 71750-71752), and to contract (Water Code Section 71592), and to enter into a variety of legally recognized relationships with other public and/or private entities (Water Code Sections 71720-71723). The District exercises its power to generate electricity for direct use and for sale to other parties and reserves the right to exercise other latent powers in the future.⁴ As a member public agency of the Metropolitan Water District of Southern California, the District is entitled to certain rights and privileges, and may be responsible for carrying out certain duties.⁵

1.5. Member Agencies as Customers

The District wholesales water for the benefit and use of its customers (commonly referred to as “Member Agencies”). Member Agencies include: Golden State Water Company; Rowland Water District; Walnut Valley Water District; Valencia Heights Water Company; Boy Scouts of America; California State Polytechnic University, Pomona; Mount San Antonio College; Suburban Water Systems; Covina Irrigating Company and the cities of Covina, Glendora, La Verne, and Pomona. For the benefit of any or all of these Member Agencies, the District may also sell water to a Watermaster that administers a court judgment, and/or a Joint Powers Authority with any of these Member Agencies as a participating member. Through the Member Agencies, water is provided to the following cities or unincorporated areas: Charter Oak, Claremont, Covina, Covina Hills, Diamond Bar, Glendora, Industry, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Walnut and West Covina. Any significant initiation or change of service, change in boundaries, sphere of influence, jurisdiction, or organization, must be approved by the Local Agency Formation Commission for Los Angeles County (LAFCO).⁶

2. GOVERNANCE

2.1. Board of Directors - Principal Functions

The major functions of the Board of Three Valleys Municipal Water District are to define District goals and objectives; to act as custodian of District property and resources; to establish District policies; to review all District operations; to direct the development of management plans; to employ the General Manager of the District who shall implement the goals, plans and policies established by the Board of Directors; and to communicate with the District's Member Agencies and the general public (Water Code Sections 71270-71314). Policies that supplement obligations of the District as set forth in the law are established by ordinances, resolutions, or motions passed by the Board of Directors.⁷

2.2. Election

A seven-member Board of Directors governs the District.⁸ Directors are elected to four-year terms at elections in November of even-numbered years. Elections are staggered, with Directors for Divisions I, III, and V elected at one election and the Directors for Division II, IV, VI, and VII elected at another election. A candidate for the Board of Directors must be a resident of the District, as well as the Division the candidate wishes to represent.

Candidate Statements of Qualification, which appear on sample ballot pamphlets, are limited to 200 words [California Water Code Section 71505; California Elections Code Sections 10540 and 13307(a) (1)]. The District does not pay any costs associated with the printing, mailing and/or handling of these.⁹

If an incumbent Board member is unchallenged in an election, the District will be notified that the Los Angeles County Board of Supervisors will appoint him or her to a new term.¹⁰

The events causing a vacancy before the expiration of a Director's term are set forth in California Water Code Section 71250.5 and California Government Code Section 1770. Procedures contained in the California Government Code allow a vacancy to be filled by appointment by the remaining Board, or by election, or by appointment by the Los Angeles County Board of Supervisors.¹¹

2.3. Board of Directors – Organization

At its first meeting in in the month of January of each-odd-numbered year, the Board shall elect one of its members President. The term of the Board President shall generally be two years, but may be extended by the Board for an additional year. At its first Board meeting in January of each year, the Board of Directors elects from among its members a President (if required that year), Vice-President, Secretary, and Treasurer.¹² Roles and responsibilities of these officers are as follows:

President: The President presides over all public meetings as well as all workshops and ensures all proper parliamentary procedures are followed during public meetings and workshops. The President shall serve as the spokesperson for District policy and other board related issues. The President signs contracts binding on the District as well as all board-approved resolutions,

ordinances and minutes. The President signs all District checks.

Vice President: The Vice President carries out the duties and responsibilities of the President when the President is not available to perform those duties.

Secretary: The Secretary is responsible for signing all board-approved resolutions and ordinances.

Treasurer: The Treasurer is responsible for reviewing the District's financial institution statements on a monthly basis and reconcile the statements to the monthly reports prepared by staff.

The Board of Directors' selects or confirms District representatives to the following:

- (1) Metropolitan Water District of Southern California (MWD)
- (2) San Gabriel Valley Basin Water Quality Authority (WQA) – selected representative serves a four-year term designated by resolution.
 - a. The representative/alternate members of these two Boards serve at the pleasure of the Three Valleys Board of Directors.

Following the election of officers, the Board of Directors shall appoint District representatives to the following:

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

All Board Members serve on the TVMWD Financing Corporation.

Members of the Board of Directors may also be appointed as the District's representative/alternate to observe at other organizations, which shall be listed and approved by the Board of Directors. All assignments are for the calendar year and begin on January 1. The Board President may defer action on appointing representatives / alternates for up to 60 days. Predecessors will serve in their assigned role as representative or alternate until replaced.

2.4. Board of Directors - Public Meetings

Regular Board meetings are generally held on the first and third Wednesday of each month at 8:00 a.m. at the District Headquarters, 1021 E. Miramar Avenue, Claremont, California.

The District's meetings of the Board of Directors are subject to the requirements of the Ralph M. Brown Act.¹³ To clarify and supplement the Brown Act and to ensure that the Board's deliberations and the District's operations are open to the public to the full extent permitted by law, the Board originally adopted Ordinance No. 3-01-8, superseded by Ordinance No. 13-04-20 and most recently amended it with Ordinance No. 21-02-22 (aka Sunshine Ordinance).

Robert's Rules of Order provide guidance for the conduct of the Board's business except where

otherwise provided by resolution, law, order, or motion of the District. The Board President will rule on all matters of procedure, with the advice of legal counsel.

Except as set forth in California Government Code Section 54954.2, the Board of Directors will only consider items placed on the public agenda for each Board meeting. During its meetings, the Board of Directors may go into a closed session to discuss confidential personnel matters, labor negotiations, possible litigation, or matters related to attorney-client privilege. The President or a majority of the Board of Directors may call a Special Board Meeting.

District legal counsel attends meetings as requested by the Board of Directors or the General Manager. All legal counsel directives shall go through the Board of Directors or the General Manager. The General Manager may delegate to other employees the authority to request legal counsel for certain routine matters, such as review of contracts and agreements.

2.5. Board of Directors - Norms of Conduct and Communication

- 2.5.1. Personal Conduct: The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors shall, at all times, conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings. Directors shall defer to the Board President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). When responding to requests and concerns from Member Agencies and other customers, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 2.5.2. Conflicts of Interest: The Board of Directors has adopted a Conflict of Interest Code, as required by the California Political Reform Act of 1974, as amended.¹⁴ This Code sets guidelines for the Directors' disclosure of their economic interests to meet requirements of State law. Additionally, Directors shall abstain from participating in consideration of any item involving a prohibited conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 2.5.3. Campaign Disclosures: District Board members and employees shall not accept, solicit, or direct a political contribution from (a) existing District vendors, consultants, or contractors, or (b) vendors, consultants, or contractors who have a

financial interest in a contract or other matter while that contract or other matter is pending before the District.

The District shall not enter into a contract with a proposed vendor, consultant, or contractor who has made a political contribution to or at the behest of a District Board member or employee.

To ensure full transparency in these matters, the District will request disclosure requirements in its bid processes that will obligate a potential vendor, consultant, or contractor to disclose any material financial relationship they may have or may have had with a District Board member or employee that includes, but is not limited to, payment of a salary or commission and/or donation to his or her political campaign.

- 2.5.4. Communication of Views and Positions: The Board of Directors is committed to providing excellence in leadership and the highest quality of service to its member agencies and customers.
- 2.5.5. The Board of Directors shall observe the following:
- a. The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged.
 - b. The needs of the public and the District's Member Agencies and other customers should be the priority of the Board of Directors.
 - c. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.
 - d. Directors commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues will be avoided.
 - e. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, in a constructive and forthright manner. Once the Board of Directors takes action, Directors should commit to support said action and not create barriers to the implementation of said action.
- 2.5.6. Involvement in Elections: The District does not contribute funds directly or indirectly to candidates for elected public office [Government Code Section 3205(a)]. Furthermore, the District prohibits any political activity of officers or employees of the District during working hours or on the premises of the District [Government Code Section 3207].
- 2.5.7. Board Discipline: In the exercise of its discretion, the District's Board of Directors, by affirmative vote of five (5) of its members, may censure any of its members for a period of time deemed appropriate by said super majority of the Board of Directors. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured Director by said supermajority of the Board of Directors

during the period of such censure shall be the following:

- a. The suspension of all spending of District funds by the censured Director and of all reimbursement from District funds of any costs incurred by the censured Director, unless otherwise allowed by the Board of Directors.
- b. The removal of the censured Director from service on all committees and other assignments on behalf of the District and/or the Board of Directors, unless subsequently authorized by the Board of Directors and/or the President of the Board of Directors.
- c. The withholding of all compensation by the District to the censured Director except as otherwise allowed for attending meetings of the District's Board of Directors and other meetings subsequently authorized by the Board of Directors and/or President of the Board of Directors.
- d. The withholding of all or some of the benefits provided by the District to the censured director as determined by the Board of Directors.

2.5.8. Miscellaneous

- a. The District shall not purchase alcoholic beverages for consumption at meetings of the Board, or functions sponsored by the District.
- b. Directors will be expected to maintain proper decorum and comportment while representing the District.
- c. Subject to California Government Code Section 89001 and Section 18901 of Title 2 of the California Code of Regulations, Directors may use District letterhead for routine correspondence as a normal part of their duties, but are restricted from representing the Board of Directors or from using staff time excessively on all other matters without prior approval by the Board of Directors in an open session. The following guidelines shall apply:
 - 1) Letterhead may not be used for partisan activities or positions or in connection with a director's outside employment.
 - 2) All correspondence will be prepared for a Director by District staff, and a copy will be placed in the next regular Board packet.
- d. If Directors or staff has any question whether the correspondence is routine, it should be submitted to the full Board of Directors for prior approval. The following examples are guidelines for this policy:
 - 1) Board Approval Required: If District letterhead is used to express opinions or positions on which the Board of Directors has not taken an official position, or has an opposing position to that of the Board member, the letter/memo must state that the position expressed is his/her individual position and does not reflect the official position of the Board of Directors, and a copy must be provided to the Board of Directors for their information prior to mailing the letter/memo out. In addition, if letter/memo subject matter requires excessive use of staff time prior approval is required.
 - 2) Board Approval Not Required: If the letter/memo expresses or requests

support/opposition to actions in accordance with a Board adopted position; merely makes an inquiry or requests information on a District related matter; may respond to an inquiry or invitation to participate in a District related activity. In addition, approval is not required for thank you letters.

- e. Directors may be provided computer tablet or like devices to conduct District business. Use of these devices shall be limited to District business and any use thereof may be subject to disclosure under the Brown Act and/or Public Records Act.

2.6. Board of Directors - Orientation Meeting

Following the certification of the general election, staff will schedule an orientation with any newly elected Director, or any Director who is re-elected with a lapse of four years or greater. The purpose of the orientation will be to review, but not limited to, the following: The Ralph M. Brown Act, Robert's Rules of Orders, Conflicts of Interest, Directors' Compensation, Directors Travel and Reimbursement, a general review of Board Policies, Ethical behavior and conduct. Additionally, a facility tour will be scheduled to share information regarding TVMWD's operations and projects that are underway.

2.6.1. District of Distinction

TVMWD was originally awarded the District of Distinction designation by California Special Districts Leadership Foundation during 2014; this designation is recertified every three years. In order to maintain this designation all newly elected Directors are required to complete six hours of Governance training. Staff will work with newly elected Directors during the first quarter following their installation to coordinate this required training.

2.7. Board of Directors - Compensation

Pursuant to California Water Code, Section 20200 et seq., Three Valleys Municipal Water District has limited its compensation each Director shall receive as permitted by State law in an amount not to exceed \$200 per day for each day's attendance at meetings of the Board of Directors and Board authorized agency or committee meetings, and water related meetings, seminars and workshops which the Board of Directors determines are of benefit to the District, or for each day's service rendered as a Director that has a substantial relationship to the District's purpose (Ordinance No. 2-07-15 adopted on February 21, 2007), not exceeding a total of ten (10) days in any calendar month (Ordinance No 2-01-7 adopted on February 7, 2001).¹⁵

- 2.7.1. For purposes of determining eligibility for compensation, the term "meeting" as used herein is defined as a meeting reasonably necessary to further the interests of the District and its projects that afford an opportunity for Directors to discuss many issues informally with other agencies and leaders in the community and achieving a goal of maintaining consistent, effective and open channels of communication with other entities, including the following:
 - a. Any occurrence that is listed in Government Code Section 53232.1(a):

- 1) A regular, special, or emergency meeting of the Board;
 - 2) A meeting of a standing, ad hoc, or advisory committee of the Board;
 - 3) A conference, seminar, or organized educational activity involving matters related to functions and operations of the District.
- b. Other occurrences:
- 1) Any meeting of an agency where the District has appointed a specific representative.
 - 2) Conference calls to discuss matters related to the functions and operations of the District.
 - 3) Any other meetings determined by the Board to be reasonably necessary in furthering the interests of the District.
- 2.7.2. Compensation for a day of service will be permitted on the day before and/or the day after a meeting or conference if circumstances required the Director to travel on the day before and/or after.
- 2.7.3. Meetings must be relevant to the District and constituents the Director is elected to serve.
- a. Fundraising and other campaign type events for state-level and federal-level campaigns for elected officials are not compensable.
- 2.7.4. To receive compensation for attendance or participation at approved meetings, a Board member shall:
- a. Submit their expense reports for the preceding calendar month to the District's General Manager or designee by the fourth calendar day following the end of the month.
 - b. Directors may list compensated and non-compensated meetings, but will only receive compensation on meetings as listed above in Section 2.7.
 - c. Provide a brief written report justifying how the meeting was reasonably necessary to further the interests of the District. Include descriptive information such as other TVMWD directors in attendance, name of person(s) the meeting was with and agency or organization affiliation.
 - d. Directors are expected to be on time for each meeting and participate for the entire duration of each meeting, unless an emergency or unexpected situation requires the Director to arrive late or leave the meeting early.
 - e. Request compensation for each meeting at \$200.
- The Board will consider approval of compensation at the monthly Board meeting the following month.
- 2.7.5. If a Director is unable to attend a meeting for which they have been appointed to represent the District, they are to notify staff in a timely manner to contact the designated alternate to attend. The WQA, Chino Basin Watermaster and Six Basins' alternate representatives are expected to attend meetings of those agencies

regularly.

- 2.7.6. The TVMWD Director serving as an MWD Director, may receive compensation for each day's attendance at meetings of the MWD Board and committees, in the same amount and upon the same terms as is provided with respect to service on the Board of Directors of the District.¹⁶
- 2.7.7. Compensation is not to exceed a total of ten (10) days in any calendar month. Where two (2) or more meetings, including meetings of MWD and the District, occur on the same day, it shall count as one day's service for purposes of compensation. Miscellaneous expense reimbursement requests of the MWD Director should be made to MWD.

2.8. Board of Directors – Reimbursement

The District shall reimburse Board members for costs incurred related to attendance or participation at meetings as defined in section 2.7.4, as provided herein.

2.8.1. Eligible Expenses: Expenses eligible for reimbursement shall be limited to:

- a. Registration costs, or other charges for participation at the meeting;
- b. Transportation to and from the meeting, including airfare, car rental, ~~or mileage for use of a Board member's own automobile~~, and other miscellaneous transportation costs (shuttle, taxi, train, Uber, Lyft, parking, etc.). Mileage for use of a Board Member's own automobile for approved compensated and non-compensated meetings.
- c. Lodging at the single-room rate; and
- d. Reasonable costs of meals (see section 2.8.3 d).

2.8.2. Budget Limits: The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$7,500 each fiscal year (Resolution No. 18-04-823, adopted April 18, 2018).

2.8.3. Reimbursement Rate:

- a. Registration and Meeting Charges

The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor or timely registration after applying all applicable deductions for any available discounts. Registration and meeting charges incurred by the District shall be reflected on a monthly status report issued to each Board member. In the event that a Board member must withdraw from a conference or activity after registration and payment has been made, and a refund or credit may not be obtained from the organizing group or agency, the expense will be charged against the Board members annual budget limit of \$7,500. However, if a credit may be obtained and applied by the District for a future conference or activity of the same type or by the same organization, the expense account of the Board member will not be debited until such time that the credit is applied or expires, if applicable.

Directors are encouraged to work with assigned staff to coordinate registration at all meetings to ensure consistency, as well as to ensure that all applicable discounts are applied. It is important to register within the prescribed deadlines as a courtesy to those outside entities planning the events. Requests to attend an event after a prescribed deadline passes will be the sole responsibility of the director, including any related costs, which may be submitted for reimbursement with proper documentation on the monthly expense report. Directors may not direct outside entities to bill the District for events they have attended without working through the District first.

Directors are encouraged to utilize payment administered by the Executive Assistant when registering for conferences and events. If a Director pre-registers and pays for the conference or event on their own, reimbursement for that expense will not be considered until the reimbursement form is submitted the month following the conference or event.

b. Transportation

- 1) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach air fare.
- 2) Reasonable private vehicle expenses are reimbursable up to the cost of coach airfare and the attendant cost of ground transportation. Vehicle versus airfare costs are expected to be documented to verify reimbursement is the most economical. A Board member may not appropriate a District vehicle solely for his or her own individual use as a means of transportation to conferences or seminars. Mileage reimbursement shall be given for approved compensated and non-compensated meetings when personal vehicles are used for District business. The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage. ~~Mileage will only be reimbursed for meetings approved for compensation as outlined in Section 2.7.~~
- 3) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.
- 4) If an alternative private aircraft is used in lieu of commercial air travel, written documentation of actual cost incurred by the director must be provided along with comparison of the lowest commercial air charges. If additional supplemental ground transportation such as taxi or shuttle would normally be required to reach the destination, these charges may be included at the lowest rate for comparison purposes. All efforts should be exercised to obtain comparison rates at least 21 days prior to scheduled travel date to obtain the lowest rates. The latest comparison date permitted will coincide with the latest

published RSVP date for any scheduled event and/or conference. Note: if there is no direct cost to the Director for the alternate private aircraft, the expense is not subject to reimbursement, and, may be subject to gift limitations and filing on the annual Form 700-Statement of Economic Interest form.

c. Lodging

Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging. No reimbursement requests will be approved for lodging expenses incurred within the District's service area. However, lodging costs will be paid by the District under the following circumstances:

- 1) The Board member is attending a conference or other qualifying function held more than 50 miles from their home; OR
 - a. Lodging for the night before will be reimbursed if the Board member would have needed to leave their home before 6am;
 - b. Lodging for the night of will be reimbursed if the Board member would have arrived home that night after 7pm.

Lodging requests not covered by this section will not be reimbursed, except upon authorization of the Board given at a public meeting. Actual and reasonable lodging expenses will be reimbursed only for authorized personnel and as such will not be reimbursed for guests or family members of the authorized personnel. Where reasonably possible, lodging will be obtained in proximity to the conference or function site. In most cases, lodging should be arranged and paid for through the District. With adequate notice, staff is able to arrange for prepayment of authorized charges via the District credit card. Staff will be unable to acquire any lodging for events that are requested after the prescribed RSVP deadline has passed.

- 2) At some conference venues, a Director may have access to alternate lodging due to the availability of time shares, a secondary residence, etc. Reimbursement for any alternate lodging is limited to the cost of scheduled actual conference lodging costs or the lesser of the two venues. Documentation in the form of a receipt paid for alternate lodging must be provided to receive reimbursement.

d. Meals

The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed \$100.00 per day's service. The District does not pay for or reimburse for alcoholic beverages. When the District pays for meals, which are

included in a conference/seminar registration packet, outside meals will not be reimbursed.

1) Gift Acceptance

On occasion at different events and/or conferences, a Director may be extended an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements on an individual Form 700 Statement of Economic Interest form if the amount of the dinner exceeds \$50. The meal host (district vendor, consultant) should be asked to provide written documentation that includes an itemization of items consumed. In the case of hosted alcoholic beverages shared by many (e.g. bottle of wine), the cost of the beverage may be prorated by the total number of guests at the meal function. Alternately, TVMWD will accept this invitation under the guidance of FPPC Form 801 – Payment to agency and complete the required documentation in accordance with the supplemental TVMWD Gift Acceptance policy. If TVMWD completes and files a Form 801, individuals are not required to include the information on their annual Form 700.

2) Distribution of Tickets and Passes

In compliance with the Fair Political Practices Commission Regulation Section 18944.1, when complimentary tickets or passes are conveyed to a Director to attend an event that normally would have been paid for, TVMWD will complete and file FPPC Form 802 – Ceremonial Role Events and Ticket / Pass Distribution. If TVMWD completes and files a Form 802, individuals are not required to include the information on their annual Form 700, in accordance with the supplemental TVMWD Distribution of Tickets and Passes policy.

e. Other

District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred. If the Board member chooses to incur additional costs that are above the rates established herein, and those costs have not been approved by the Board in a public meeting before the expense is incurred, then the Board member may do so at his or her own expense.

- 2.8.4. Ineligible Expenses: The District will not advance cash to a director. Directors will not be issued District credit cards or car allowances. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. Any expenses related to meetings not approved by the Board will be deducted from the Director's compensation and reimbursement payment. Gratuity exceeding 15% of the subtotal will be ineligible for reimbursement.

- 2.8.5. Expense Forms: The District shall provide expense report forms to be filed by the members of the Board for reimbursement of actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this document for the expenditure of public resources. Board members shall submit their expense reports to the District's General Manager or designee for the preceding calendar month by the fourth calendar day following the end of the month. All reports shall be accompanied by the original, itemized receipts for ancillary expenses such as meals, parking, etc. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense report. Otherwise, missing receipts will not be reimbursed. Approval of Director expenses for the preceding month will be included on the agenda of the Board meeting held on the third Wednesday of each month. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.9. Board of Directors - Ethics Training

2.9.1. Requirement:

a. Elected Officials

AB1234 was chaptered in 2005, effective January 1, 2006, and requires all elected officials shall receive ethics training within one year of taking office and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this requirement for its elected officials.

b. Staff

TVMWD requires that all regular employees complete ethics training within one year of hire and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this requirement for its employees. TVMWD may assign Target Solutions ethics training to any employee that is hired during the off-training cycle to insure compliance with this law.

2.9.2. Application:

Local Agency Official: As used in Section 2.9.1, the term "local agency official" means all of the following:

- a. All Board members; and
- b. All executive staff of the District.

Ethics Laws: As used in Section 2.9.1, the phrase "ethics laws" includes, but is not limited to, the following:

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;

- b. Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
- d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

2.9.3. District Responsibilities

Records: The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 2.9 and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Notice: The District is required to provide information on training available to meet the requirements of Section 2.9 to its local agency officials at least once annually.

2.10. Board of Directors – Workplace Harassment Training

2.10.1. Requirement

a. Elected Officials

Effective January 1, 2017, new legislation (AB1661) clarifies an elected officials' responsibility to complete this training. Within six months of taking office an elected official must complete this training. Thereafter, each Board member must participate in such training at least once every two years.

b. Supervisory Staff

All district staff must participate in the District's program of providing at least two hours of classroom or other effective interactive training and education regarding workplace harassment no later than six months from their first day of service with the District. Thereafter, each district staff member must participate in such training at least once every two years.

c. Biennial Training

During the first quarter of odd years, following the General Election, TVMWD will provide training to elected officials and district staff. TVMWD will utilize Target Solutions for interim training for district staff.

2.10.2. District Responsibilities

The training and education required by Section 2.10 shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition

against and the prevention and correction of workplace harassment and the remedies available to victims of workplace harassment in employment. The training and education shall also include practical examples aimed at instructing District supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

2.11. Board of Directors – Governance/Management Connection

With the exception of the Board's relationship with General Counsel, the Board's sole official connection to the operational organization, its achievements and conduct will be through a chief executive officer, titled General Manager. The Water Code states that the General Manager has "full charge and control" of the District's system, subject to Board approval (Section 71362). The District's definition of "full charge and control" includes technical aspects such as construction, operations, repair and maintenance, and engineering; as well as day-to-day administrative functions such as accounting, billing, and financial services; and management functions over employees, suppliers and consultants. The definition also includes the General Manager's ability to accomplish these functions, and their accountability for them.

The primary, binding authority with respect to the General Manager's role and responsibilities is stated in California Water Code Sections 71362 and 71363. Consistent with that foundational policy, several important policy concepts are highlighted in this and subsequent sections.

Only officially passed ordinances, resolutions, and motions of the Board are binding on the General Manager except in rare instances when the Board has specifically authorized such exercise of authority. In initiating communication with District staff, Directors should generally contact the General Manager. In the absence of the General Manager, Directors may contact the appropriate management staff member to obtain the requested assistance. Any Board member requests that require substantial work must come to the Board for direction.

The General Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager. The Board, as a whole, will not give direction to a person who reports directly or indirectly to the General Manager. The Board as a whole will not evaluate, either formally or informally, any staff other than the General Manager. The Board will evaluate the General Manager performance qualitatively, using as guidelines the General Manager's stated annual objectives. Adjustments in the General Manager's remuneration or contract will be consistent with the Board's evaluation of performance and achievement of stated objectives.

3. GENERAL MANAGER AND STAFF

3.1. General Policy

The General Manager will ensure that conditions for the employees are maintained and conducted in a fair, dignified and organized manner. Also, the General Manager may not:

- 3.1.1. Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as grossly preferential treatment for personal reasons.
- 3.1.2. Retaliate against any staff member for non-disruptive expression of dissent.
- 3.1.3. Fail to acquaint staff with the rules and his/her interpretation of their protections and responsibilities under this policy.

3.2. General Manager Authority - Limits Set by Board

Within guidelines set by state law, District policy establishing the responsibilities and authority of the General Manager and the responsibilities reserved for the Board of Directors is set forth by Resolution 17-10-811, which is incorporated herein by reference.

3.3. Safety

The District will maintain a safety program to ensure the protection of the public, contractors and staff from injury and illnesses. The program shall comply with applicable federal and state laws.

3.4. Loyalty Oath

In accordance with the Government Code 3100 et seq. all public employees are classified as “disaster service workers” and are required to take a public employee oath upon hire. Failure to subscribe to the oath will null and void the offer of employment by the District. The Code states that all disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath.¹⁷

4. WATER PLANNING AND SUPPLY

4.1. General Policy

In the pursuit of its mission, the TVMWD Board of Directors has articulated some objectives related to water planning and supply. These objectives form the general water planning and supply policy of the District:

- 4.1.1. Assure an adequate, safe and reliable supply of imported and local water that meets the needs of our customer agencies.
- 4.1.2. Provide leadership in addressing and resolving water supply, water quality and infrastructure issues affecting water agencies in the District's service area and region. Serve as collaborator, facilitator, and integrator of the interests of water agencies and other stakeholders within the District's service area and region.
- 4.1.3. Prepare and implement long range plans that meet District and member needs, while distributing the benefits and costs equitably.

4.2. Water Management Plan

In accordance with State law, the District prepares an Urban Water Management Plan as a comprehensive assessment and description of the District's ultimate needs for water and plan for the provision of related facilities and water management actions. The content and development process of the Plan shall be consistent with, but may surpass, the elements prescribed by the Urban Water Management Planning Act.¹⁸

4.3. Water Quality

Drinking water provided by the District shall be of the highest quality possible at a reasonable cost, but shall at no time violate any adopted federal or state primary or secondary drinking water standard.

Drinking water quality may sometimes be protected effectively at the source, or in the watershed from which it is withdrawn for human use. Therefore, it is the policy of Three Valleys Municipal Water District to promote the protection and, when appropriate, the enhancement or restoration of watershed and groundwater resources of the region.

4.4. Water Use Efficiency, Public Outreach & Water Conservation

The District actively promotes the achievement of a high level of efficiency by all types of retail water users, by supporting water conservation planning and project implementation at the regional and local levels. Also, the District will endeavor to maintain an active and comprehensive approach in its outreach efforts by participating in a wide variety of activities throughout the service area.

5. CAPITAL IMPROVEMENTS

5.1. Service Connections

It is the District's policy to facilitate the construction of new imported water connections as needed. The approval, design, and construction of new service connections to Metropolitan Water District (MWD) facilities shall comply with applicable sections of MWD's Administrative Code. The District shall be responsible for all approvals, design, and construction of new service connections to District-owned facilities. Although the District may consider appropriate funding arrangements, such as funds from state or federal grants or loans, in collaboration with the benefiting agency(ies), the cost of design and construction is the responsibility of the local agencies in proportion to their benefit.

5.2. System Maintenance and Repairs

District policy is to plan, budget money for, and implement a thorough program of maintenance and repair for all District facilities, to achieve the goal of keeping all equipment, machinery, and processes in good working order.

5.3. Other Capital Improvements

The District may undertake the design and construction of capital improvements that provide regional water resource or water quality benefit. The costs of such projects may be shared with those directly benefiting from the project or may be wholly included in the District's budget. Funding may be rate-based, from grants or other outside sources.

6. FINANCIAL INTEGRITY

6.1. General Policy

Consistent with District policies established herein, the General Manager as the Chief Executive Officer of the District shall ensure that Three Valleys Municipal Water District meets all laws, regulations, and sound financial management practices.

6.2. Annual Budget

The General Manager shall annually prepare and follow a budget in which anticipated expenses do not exceed anticipated revenues. Budget preparation will include ample consultation with member agencies, before its approval by the Board of Directors.

6.3. Rates, Charges, Assessments and Penalties

The Board of Directors shall set rates, charges, assessments and penalties in accordance with its mission, state law, and prudent fiscal management practices. Invoices for water deliveries shall be done on a monthly basis. Invoices shall be mailed no later than the twelfth (12th) working day of the month following the month in which water was delivered. The invoice shall indicate the mailing date (invoice date), the month for which the charges were incurred, the total amount of water delivered for each class of service, and the total amount of charges and water delivered. Payment of the amount shown on such invoices shall be due in the month following mailing and shall be delinquent if not received by the Chief Finance Officer (CFO) of the District before the close of crediting activity five (5) business days prior to the last business day of the month following such date of mailing. The term "business day" shall mean any day other than a Saturday, Sunday, or holiday. The term "received by the CFO" shall mean receipt either (1) at the District headquarters or (2) by crediting to the District's general demand account at the office of the District's bank in such form that the funds are immediately available for investment or other use or disposal by the District. The term "close of crediting activity" shall mean either (1) 2:00 p.m. if payment is delivered to the Office of the CFO of District headquarters, or (2) the cutoff time for crediting by the District's bank of the day's transactions if payment is initiated by wire transfer, inter-branch transfer, direct deposit, or by other means pursuant to advance agreement with the CFO. In the event that a mistake is discovered in a District water sales record, the General Manager shall initiate appropriate corrective action, except that no mistake made more than five (5) years prior to its discovery shall be corrected. If an incorrect invoice has been issued to a member agency, the General Manager shall notify the affected agency of any adjustment and the manner of making any required credit or charge, neither of which shall bear interest. All invoices are due and payable as described and any dispute concerning the amount due should be filed with the District immediately. In the event any member agency shall be delinquent in the payment for water delivered by the District, or through an MWD connection, and/or other charges levied, an additional charge equal to two (2) percent of such delinquent payment for each month or portion thereof (days delinquent divided by 30) that such payment remains delinquent shall be assessed, and the member agency shall pay such charge to the District in addition to the amount of such delinquent payment. Notwithstanding the above, if the total period of

delinquency does not exceed five (5) business days, the additional charge shall be equal to one (1) percent of such delinquent payment. Invoices for delinquencies including additional charges shall be mailed not later than the tenth day of each month. In the event that any member agency shall be delinquent for more than thirty (30) days in the payment for water, such delinquency shall be reported by the General Manager to the Board of Directors at its next meeting. The Board of Directors, in its discretion and upon such other conditions as it may prescribe after giving the member agency a reasonable opportunity to be heard, may order the termination of service to such member agency until all delinquent payments, including additional charges, is made to the District, or the Board of Directors may authorize such other actions as may be legally available to effect collection.

6.4. Reserves

The District will maintain sufficient revenue to meet its operating expenses, debt service and depreciation expenses and hold cash and/or other investments in reserve. Reserves will be segregated into various funds for specified purposes according to the District's Investment Policy and in compliance with state and federal laws. They will include committed reserves for specific, ongoing capital projects, non-spendable reserves invested in capital assets, restricted reserves for debt service, and assigned reserve funds made up of the following Board designated categories:

Board Elections	Opportunity	Employee Benefits
	Emergency	Capital Investment Program
Water Rate Stabilization	Board Election	Opportunity
Employee Benefit		

6.5. Investment of Funds

Funds accumulated temporarily by the District to finance planned improvements, along with operating reserve funds, are invested in instruments and accounts as allowed by the California Government Code and in conformance with adopted District investment policy.¹⁹ Management of non-cash investments shall be administered by a competitive investment manager. Custody of the investments shall be administered by a competitive investment manager.

The General Manager shall render an annual statement of investment policy to the Board of Directors. The General Manager shall also render a quarterly report to the Board of Directors showing the type of investment, date of maturity, amount of deposit, and current market value for all securities with a maturity of more than twelve (12) months, and the rate of interest.

6.6. Risk Management

The District will identify, analyze and implement reasonable techniques to protect against the adverse financial effects of accidental losses, including the purchasing of insurance, contractual transfer, exposure avoidance and retention of unfunded reserves.

6.7. Audit

The District will contract with a reputable public accounting firm to conduct an annual audit of its financial activities using a Certified Public Accountant familiar with the operations of a municipal water district in California. The audit will be made available for review by member agencies and the public and will comply with the Generally Accepted Accounting Principles (GAAP) in addition to state and federal law.

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7. PUBLIC INVOLVEMENT

7.1. General Policy

It is the policy and desire of the Board of Directors that the public is kept adequately informed as to District activities, thus promoting public confidence in the District.

7.2. Public Information and Education

The District endeavors to inform and educate its various “stakeholders” on general, historical, and current issues through multiple means, including: open, public meetings; the media; and, various educational forums including, but not limited to, District-sponsored tours, tri-annual leadership breakfasts, and conservation education classes.

7.3. District Spokesperson

The General Manager is the principal spokesperson for the District, and the President of the Board shall serve as the spokesperson for District policies and other board related issues. Some of this responsibility may be delegated to others, as appropriate.

7.4. Requests for Public Records

- 7.4.1. All District records and documents not deemed to be exempt under the California Public Records Act (“the Act”), California Government Code Section 6250 et seq., shall be open to the public for inspection and copying pursuant to the requirements of the Act and the procedures established herein.
- 7.4.2. Any person who wishes to inspect or copy any document or record of the District shall submit or unequivocally convey such a request to the District which reasonably and particularly describes an existing and identifiable record. The person seeking the record may, but need not, state his or her reason for making the request and/or the use to which the information will be put.
- 7.4.3. When a member of the public requests to inspect a public record or obtain a copy of a public record, the District, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, shall perform all of the following, to the extent reasonable under the circumstances:
 - a. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
 - b. Describe the information technology and physical location in which the records exist; and
 - c. If the requested record exists on the TVMWD website, the requester may be directed to the website to obtain the item; however, requests to inspect or request a copy of the record shall be accommodated.
 - d. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

- 7.4.4. If the District receives a request for approved minutes, publicly-posted agendas, adopted budgets, and/or other simple, routine, and otherwise readily-available documents in the District's immediate possession, said records shall be released to the party so requesting for inspection as soon as possible. If copies thereof are requested, said records shall be released to the party requesting as soon as possible after payment of the fee adopted by the District pursuant to Section 7.4.8 hereof.
- 7.4.5. All requests for records that are outside the scope of Section 7.4.4 hereof shall be reduced to written form. The District shall furnish the requesting party with a standard form for his or her convenience in describing the records sought, but the use of that form shall not be the exclusive means by which a member of the public may identify said documents in writing. If the requesting party refuses or is unable to submit a request in writing, the District shall prepare a written memorandum articulating the request as it is understood.
- 7.4.6. Within ten (10) calendar days after receipt of a request to inspect or copy any document or record of the District identified in the writing prepared pursuant to Section 7.4.5 hereof, the District shall determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District, and shall immediately notify the person making the request of such determination and the reasons therefore.
- 7.4.7. Under unusual circumstances as defined in the Act, the time limit prescribed in Section 7.4.6 hereof may be extended by written notice by the General Manager of the District, or his or her designee, to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than fourteen (14) calendar days.
- 7.4.8. If the District determines that the records requested shall be made available for public inspection or copying, the District shall promptly make the records available to the requesting party. If copies are requested, the District shall promptly provide copies of the records to the requesting party upon payment of a duly-adopted fee to cover the District's direct cost of duplication, which shall be calculated in the following manner:
- a. If the copies are made by the District's staff, the total fees pursuant to the adopted fee schedule by Resolution No. 17-06-802 will be shared with the requestor. Such fees will only apply to the direct cost of duplication and shall not include the ancillary tasks necessarily associated with the retrieval, inspection, and handling of the file from which the record is extracted for reproduction.
 - b. If the records for which copies are requested are being held by consultants of the District, including the District's legal counsel, the direct cost of duplication shall be no different than the fee established pursuant to Section 7.4.8(a) above.

- c. If the size, quantity, or unique nature of the records for which copies are requested is such that the District determines in the reasonable exercise of its discretion that the reproduction thereof should not be conducted by District staff or consultants, then the District shall attempt to coordinate a mutually-acceptable alternative arrangement with the requesting party. No such arrangement shall permit a copying protocol that would expose any District records to being permanently removed, damaged, defaced, or destroyed. If the District is unable to reach such an agreement with the requesting party, then the District shall send said records to a printer or commercial copying service for reproduction and the direct cost of duplication shall be the same amount that is charged by the printer or commercial copying service for the services so performed.
- 7.4.9. If the District determines that the records requested shall not be made available for public inspection or copying, the District shall justify withholding any record by demonstrating that the record in question is exempt under the Act, that the District is unable to identify the information requested in the writing prepared pursuant to Section 7.4.5 thereof after making a reasonable effort to provide the assistance described in Section 7.4.3 hereof and elicit additional clarifying information from the requester that would help identify the record or records, or that, based on the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. Any notification of denial of any request for records shall set forth the names and titles of each person responsible for the denial.
- 7.4.10. If the District determines that any part of an otherwise public record shall not be made available for public inspection or copying, any reasonably segregable portion of the record shall be provided to the person requesting such record after deletion of the portions which are exempt by law and upon (a) compliance with Section 7.4.8 hereof as to the portions released to the requesting party and (b) satisfaction of Section 7.4.9 hereof as to the portions deleted there from.

APPENDIX A Resolutions and Motions Superseded by Adoption of this Policy

1 PURPOSE AND ORGANIZATION

- 1.1 **Mission** — *Motion Numbers: 9-94-3164, 2-97-3472 and 4-00-3807*
- 1.3 **Objectives**²⁰ — *Resolution Number: 7-52-262*
- 1.4 **Functions and Powers** — *Motion Numbers: 7-50-8, 9-56-450, 1-68-101, 1-68-104, 8-71-142, 5-74-93, 1-79-576, 1-79-577, 4-79-612, 5-79-621, 8-81-982, 9-81-1012, 4-82-1153, 7-82-1202, 5-86-1844, 2-90-2428, 6-92-2839, 7-92-2871 and 1-95-3194*

2 GOVERNANCE

- 2.1 **Board of Directors - Principal Functions** — *Ordinance Number: 2-01-7 (2001); Motion Numbers: 197, 208, 1-70-1072-79-589, 2-79-594, 7-79-647, 7-82-262, 3-85-1645, 4-89-2324, 11-89-2391, 5-92-2530, 8-92-2897 and 12-95-3288. Ordinance Number 17-01-21 (2017) was adopted to clarify process for approval of TVMWD Manuals.*
- 2.2 **Election** — *Motion Numbers: 7, 6-84-1534, 7-84-1541 and 7-94-3151*
- 2.3 **Board of Directors – Organization** — *Resolution Numbers: 12-88-301, 01-02-408; Motion Numbers: 561, 11-78-555, 1-79-571, 1-79-574, 11-81-1061, 9-86-1912, 12-86-1962, 7-92-2869, 1-93-2951, 1-93-2952, 1-93-2953, 1-93-2954, 1-93-2985, 1-93-2983, 1-93-3954, 4-93-2992, 4-93-2993, 4-93-2994, 6-93-3012, 1-94-3096, 1-95-3196 and 10-95-3265*
- 2.4 **Board of Directors - Public Meetings** — *Ordinance Numbers: 3-01-8, 5-01-9, 02-02-11, 6-03-12, 05-04-13 and 12-01-19, 13-04-20 (2013); Resolution Numbers: 8, 48, 450, 1021; Motion Numbers: 1-84-1464, 4-89-1670, 4-91-2624, 4-91-2626, 2-93-2959, 2-93-2962, 7-91-2674, 3-93-2973, 10-93-3068, 1-94-3095, 1-95-3196, 1-95-3197, 4-95-3217, 10-95-3265, 2-98-3571 and 8-98-3625*
- 2.5 **Board of Directors - Norms of Conduct and Communication** — *Resolution Numbers: 4-74-170, 1-77-203, 8-81-256, 08-02-424, 06-06-550 and 09-07-639; Motion Numbers: 9-82-1228, 5-83-1361, 5-87-2053, 10-87-2112, 4-89-2334, 3-90-2447, 4-91-2625, 6-91-2653, 7-91-2672, 6-92-2844, 7-93-3040, 12-93-3083, 2-94-3103, 3-94-3109, 12-95-3288, 5-97-3501, 8-97-3526, 6-98-3607 and 9-98-3630*
- 2.7 **Board of Directors - Compensation** — *Ordinance Numbers: 3-98-6, 7-90-4, 2-01-07 and 2-07-15 (2007); Resolution Numbers: 5-81-254 and 8-81-256; Motion Numbers: 80, 560, 690, 694, 1-84-1460, 5-85-1673, 9-86-1912, 9-89-2379, 9-89-2380, 8-90-2512, 1-91-2580, 6-92-2845, 6-92-2880, 2-93-2968, 2-93-2969, 7-93-3032, 8-93-3055, 12-93-3083, 7-94-3151, 6-95-3234, 9-95-3250, 5-97-3501, 3-98-3583, 3-98-3596, 2-01-3882 and 09-01-4670*
- 2.8 **Board of Directors – Reimbursement** — *Ordinance Number: 2-01-7 (2001)*
- 2.11 **Board of Directors – Governance/Management Connection** — *Ordinance Number: 2-01-7 (2001); Resolution Number: 7-82-263*

3 GENERAL MANAGER AND STAFF

- 3.1 **General Policy** — *Ordinance Number: 11-04-14; Motion Numbers: 3-69-115, 12-69-164, 12-70-167, 11-72-147, 4-73-161, 5-76-285, 12-76-352, 11-79-697, 11-80-841, 3-81-902, 3-81-909, 9-81-1002, 11-81-1060, 3-82-259, 12-82-266, 6-83-270, 6-84-1525, 2-85-1635, 3-85-1655, 3-85-1656, 6-85-1699, 4-86-1811, 4-86-1812, 4-86-1813, 4-86-1824, 6-87-2060, 8-89-2358, 8-89-2363, 8-89-2364, 6-90-2482, 9-91-2700, 9-91-2704, 4-94-3130, 6-95-3232, 6-95-3233, 1-96-3305, 3-96-3336, 6-97-3512, 10-99-3748, 4-00-3813, 7-00-3836 and 8-00-3841*
- 3.2 **General Manager Authority - Limits Set by Board** — *Motion Numbers: 20-05-5279; Resolution Number: 20-05-877*

4 WATER PLANNING AND SUPPLY

- 4.1 General Policy** — *Resolution Number: 10-02-647*
- 4.3 Water Quality** — *Resolution Number: 6-80-243*
- 4.4 Water Use Efficiency, Public Outreach & Water Conservation** — *Resolution Numbers: 3-77-205 and 7-88-2997*

5 CAPITAL IMPROVEMENTS

- 5.1 Service Connections** — *Resolution Numbers: 151, 239; Motion Numbers: 12-57-196*
- 5.2 System Maintenance and Repairs** — *Resolution Numbers: 196, 208, 295, 348; Motion Numbers: 2-70-115 and 6-70-135*

6 FINANCIAL INTEGRITY

- 6.1 General Policy** — *Resolution Number: 1015; Motion Numbers: 8-50-17, 7-52-242, 6-67-1015, 9-90-2538, 1-96-3304 and 3-96-3339*
- 6.3 Rates, Charges, Assessments and Penalties** — *Resolution Numbers: 242, 293, 1034, 6-75-1932, 04-03-439, 05-03-441, 03-04-466, 05-05-519; Motion Numbers: 10-70-155, 11-78-559 and 1-84-1464*
- 6.4 Reserves** — *Resolution Numbers: 1-85-278, 05-03-440, 03-05-505, 03-05-506*
- 6.5 Investment of Funds** — *Resolution Numbers: 10-86-288; Motion Numbers: 4-82-1661, 4-90-2456, 12-90-2570, 8-94-3160, 8-94-3161, 3-96-3337, 8-97-3525, 10-98-3629, 10-98-3630, 8-99-3732, 9-99-3739, 01-05-495 and 09-02-4677*
- 6.6 Risk Management** — *Resolution Number: 05-04-471*
- 6.7 Audit** — *Motion Number: 4-92-2798*

7 PUBLIC INVOLVEMENT

- 7.1 General Policy** — *Resolution Number: 7-82-262*
- 7.2 Public Information and Education** — *Motion Numbers: 3-81-913 and 5-82-1169*
- 7.4 Request for Public Records** — *Resolution Number: 17-06-802*

APPENDIX B **End Notes**

1. The Mission Statement of TVMWD was updated and unanimously approved by the Board of Directors at its September 19, 2012 meeting by *Motion Number. 12-09-4889*. The Vision Statement of TVMWD was updated as a part of the FY 20-21 Strategic Plan that was unanimously approved by the Board of Directors at its February 19, 2020 meeting by *Motion Number. 20-02-5265*. TVMWD Action Plan 2001-2002 adopted on September 19, 2001 and ratified again on February 22, 2003 and set forth the Objectives of the District, incorporated as Section 1.3 of this Policy Manual. The 2015 update of the Policy Manual changed the title of Section 1.3 from Objectives to Core Values.
2. California Water Code, Section 71000 et seq.
3. California Water Code, Section 71000 et seq.
4. These powers, whether currently exercised or latent, are generally authorized by the Municipal Water District Act (Ibid.)
5. Administrative Code, Metropolitan Water District of Southern California
6. Government Code Section 56000 et seq.
7. California Water Code Section 71276. Effective January 1, 2015 all resolutions and ordinances are adopted by roll call vote of the legislative body.
8. California Water Code Section 71260 and Water Code Section 71262
9. California Government Code Section 85300 and Government Code Section 3205(a); Water Code Section 71505; Election Code Section 10540 and Election Code Section 13307(c) and (e)
10. California Water Code Section 71505; California Election Code Section 10515
11. California Government Code Section 1780
12. California Water Code Section 71273 and Water Code Section 71340
13. California Government Code Section 54950 et seq.
14. California Government Code Section 81000 et seq.; Title 2, California Code of Regulations, Section 18109 et seq.
15. California Water Code Section 71255, Government Code Section 53232.2, Government Code Section 53232.3, Water Code Sections 20200, 20201, 20202, 20203, 20204, 20205, 20206 and 20207
16. California Water Code Section 71256; California Water Code – Appendix Section 109-51
17. California Government Code Section 3100

¹⁸ California Water Code Section 10610 et seq.


¹⁹ California Government Code Section 53601, Government Code Section 53601.1, Government Code Section 53630, and Government Code Section 53646 et seq.

²⁰ This section was renamed to Core Values during the CY 2015 update.

APPENDIX C **Policy Addendums**

This section includes policies that were adopted outside the normal cycle of policy review and approval and in a different format thereof as follows:

DRAFT

	<p>POLICY TITLE DISTRIBUTION OF TICKETS AND PASSES</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 5</p>
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SECTION 1: PURPOSE OF POLICY

The purpose of this policy is to establish a fair and equitable process for the distribution of complimentary tickets or passes by TVMWD in compliance with the requirements of Section 18944.1 of the Fair Political Practices Commission Regulations. This policy is subject to all applicable Fair Political Practices Commission Regulations and the Political Reform Act, as now exist or may hereafter be added or amended, including, without limitation, definitions. (These regulations can be found at Title 2 of the California Code of Regulations and will be referred to as “FPPC Regulations.”)

SECTION 2: DEFINITIONS

Unless otherwise expressly provided herein, words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended).

- A. “TVMWD” shall mean and include the Three Valleys Municipal Water District, and any other affiliated agency created or activated by the Board of Directors of Three Valleys Municipal Water District, and any departments, committees, and commissions thereof.
- B. “TVMWD Official” shall mean every officer, agent and employee of TVMWD who is obligated to file an Annual Statement of Economic Interests (FPPC Form 700) under state law or TVMWD’s current Conflict of Interest Code.
- C. “TVMWD Venue” shall mean and refer to any facility owned, controlled or operated by TVMWD.
- D. “FPPC” shall mean and refer to the California Fair Political Practices Commission.
- E. “Immediate Family” shall mean and refer to the spouse and dependent children of a TVMWD Official. The term “spouse” includes registered domestic partners recognized by state law, and “dependent children” shall mean a child, including an adoptive child or stepchild, of a

TVMWD Official who is under 18 years old and who the TVMWD Official is entitled to claim as a dependent on his or her federal tax return.

- F. "Policy" shall mean and refer to this policy regarding the *Distribution of Complimentary Tickets* pursuant to FPPC Regulation 18944.1.
- G. "Ticket" shall mean and refer to a "ticket or pass" as that term is defined in FPPC Regulation 18944.1, as amended from time to time, but which currently defines a "ticket or pass" as admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.

SECTION 3: APPLICATION OF POLICY

- A. This policy shall be applicable to every officer, agent and employee of TVMWD who is obligated to file an FPPC Form 700 under state law or TVMWD's current Conflict of Interest Code.
- B. This policy governs the distribution of complimentary tickets received by TVMWD that are either:
1. Gratuitously provided to TVMWD by an outside source;
 2. Acquired by TVMWD by purchase;
 3. Acquired by TVMWD as consideration pursuant to the terms of a contract for the use of a TVMWD Venue; or
 4. Acquired and distributed by TVMWD in any other manner.
- C. This policy does not apply to:
1. Any other item of value provided to TVMWD or any TVMWD Official, regardless of whether received gratuitously or for which consideration is provided.
 2. Tickets directly provided to a TVMWD Official by a third party other than TVMWD.

SECTION 4: GENERAL PROVISIONS

- A. No Right to Tickets: The use of complimentary tickets is a privilege extended by TVMWD and not the right of any person to which the privilege may from time to time be extended.

- B. Limitation on Transfer of Tickets: Tickets distributed to a TVMWD Official pursuant to this policy shall not be transferred to any other person, except to members of such TVMWD Official's immediate family or no more than one guest solely for their attendance at the event. If a TVMWD Official transfers a ticket he or she has received from TVMWD to another person, as opposed to returning the ticket to TVMWD for redistribution, then the value of the ticket or tickets he or she transfers shall constitute a gift to him or her and shall be reportable as provided by the regulations of the FPPC.
- C. Prohibition Against Sale of or Receiving Reimbursement for Tickets: No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

SECTION 5: TICKET ADMINISTRATOR

- A. TVMWD delegates the authority to the general manager or his/her designee to be the ticket administrator for purposes of implementing the provisions of this policy.
- B. The ticket administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets in accordance with this policy. Such authority includes the power to distribute such a ticket to the general manager provided that doing so is otherwise consistent with this policy. All requests for tickets that fall within the scope of this policy shall be made in accordance with the procedures established by the ticket administrator.
- C. The ticket administrator shall determine the face value of tickets distributed by TVMWD for purposes of Section 6.A and 6.B of this policy.
- D. The ticket administrator, in his or her sole discretion, may revoke or suspend the ticket privileges of any person who violates any provision of this policy or the procedures established by the ticket administrator for the distribution of tickets.
- E. For the purpose of implementing this policy, and completing and posting the FPPC California Form 802, the ticket administrator shall be the "Agency Head".

SECTION 6: CONDITIONS UNDER WHICH TICKETS MAY BE DISTRIBUTED

The ticket administrator may distribute complimentary tickets to TVMWD Officials under any one of the following conditions:

- A. TVMWD Official reimburses TVMWD for the face value of the ticket(s).

- B. TVMWD Official treats the ticket(s) as income consistent with applicable federal and state income tax laws and TVMWD reports the ticket as income on FPPC Form 802 pursuant to Section 10 of this Policy.
- C. The ticket is not earmarked by the outside source for a particular TVMWD Official, and the distribution of the ticket to, or at the behest of, TVMWD Official accomplishes or furthers one or more of the following public purposes:
1. Performing a ceremonial role on behalf of TVMWD at an event.
 2. Facilitating the performance of a ceremonial role by a TVMWD Official on behalf of TVMWD at an event, as part of one's job duties.
 3. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public official from other jurisdictions, their staff members and their guests.
 4. Promotion of TVMWD resources and/or facilities available to residents within TVMWD.
 5. Promotion of TVMWD-run sponsored or supported community events, activities or programs.
 6. To monitor and evaluate the value of TVMWD-run, sponsored or supported community events, activities or programs to TVMWD including but not limited to evaluation of the venue, quality of performances and compliance with TVMWD policies, agreements and other requirements.
 7. Promotion and evaluation of events, activities or programs at TVMWD Venues, including but not limited to evaluation of the venue, quality of performances and compliance with TVMWD policies, agreements and other requirements.
 8. Encouraging or rewarding significant academic or public service achievements by students, residents or businesses within TVMWD.
 9. As an incident to the above public purposes, allowing for the immediate family of TVMWD Official to accompany TVMWD Official to events to accomplish any of the purposes listed in this policy.

SECTION 7: TICKETS DISTRIBUTED AT THE BEHEST OF A TVMWD OFFICIAL

- A. Tickets shall be distributed at the behest of a TVMWD Official only for one or more public purposes set forth in Section 6.C. above.
- B. If tickets are distributed at the behest of a TVMWD Official, such TVMWD Official shall not use one of the tickets so distributed to attend the event.

SECTION 8: OTHER BENEFITS

The distribution of tickets pursuant to this policy shall not constitute a “gift” to TVMWD Official receiving the ticket; however, other benefits, such as food or beverages or other gifts provided to TVMWD Official that are not part of the admission provided by the complimentary ticket, will need to be accounted for as gifts if over the applicable dollar limit.


SECTION 9: EARMARKED TICKETS

If TVMWD receives tickets that are earmarked by the outside source for a particular TVMWD Official, the tickets are gifts to TVMWD Official individually, unless:

- A. TVMWD Official reimburses TVMWD for the tickets;
- B. TVMWD Official treats the tickets as income consistent with applicable federal and state income tax laws, and TVMWD reports the tickets as income on FPPC Form 802 pursuant to Section 10 of this Policy; or
- C. The tickets are returned unused to the outside source within 30 days of receipt.

SECTION 10: POSTING AND DISCLOSURE REQUIREMENTS

- A. This policy and Form 802 reports required by Section 18944.1 of the FPPC Regulations shall be posted on TVMWD’s website.
- B. The distribution of tickets pursuant to this policy shall be documented by the preparation and certification of FPPC Form 802. Within thirty (30) calendar days of the distribution of a ticket, the ticket administrator shall prepare and certify a Form 802 and shall forward it to the FPPC for posting on the FPPC’s website.
- C. Tickets distributed by TVMWD for which TVMWD receives reimbursement from TVMWD Official shall not be subject to the disclosure provisions set forth herein.

	<p>POLICY TITLE GIFT ACCEPTANCE POLICY</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 2</p>
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– APPROVAL DATE 6/17/2015

SECTION 1: PURPOSE OF POLICY

TVMWD is committed to providing and maintaining an ethical work environment for its employees. This policy is intended to set forth the guidelines for ethical conduct to be followed by all employees regarding the acceptance of gifts.

SECTION 2: SCOPE

This policy applies to all employees. Any violation may result in disciplinary action up to and including termination of employment. If an employee has questions or needs clarification regarding this policy, the employee should check with the general manager. Exceptions to the gift acceptance policy may be made only with the permission of the general manager.

SECTION 3: STATEMENT OF POLICY

TVMWD's gift policy is a no-gift policy. To avoid a conflict of interest, the appearance of a conflict of interest, or the need for employees to examine the ethics of acceptance, TVMWD and its employees do not accept gifts from (current or potential) vendors, customers, or any other individual or organization. A **“gift” is anything of value (tangible or intangible) provided for which the donor has not received equal or greater consideration.** Gifts include – but are not limited to – meals, lodging, loans, cash, favorable terms or discounts on any product or service, services, equipment, prizes, products, transportation, use of vehicles, vacation or other facilities, stocks or other securities, tickets, gift certificates, gift cards, discount cards, memberships.

Employees are required to demonstrate TVMWD's commitment to treating everyone impartially. Employees are to practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all individuals and organizations.

Employees should professionally inform individuals and organizations of this no-gift policy and the reason TVMWD has adopted the policy. If an employee or department receives a gift:

- If feasible, the gift is returned to the donor.
- If not feasible to return the gift, the gift must be raffled off to employees. Proceeds from the raffle will be donated to TVMWD's designated charity, SCWUA-Water for People. If employees are uninterested in the raffled item, the gift will be donated as determined by the general manager.
- Plants or flowers will be displayed in the lobby or the board room where all employees may enjoy their presence.
- Gifts of food will be placed in the kitchen to be shared with all staff.

SECTION 4: EXCEPTIONS

Many of the exemptions allowed per FPPC (Fair Political Practices Commission) Regulations are listed below. This list is only a summary, so please check with the general manager for clarification on each of these.


1. Return gift unused within 30 days
2. Deliver gift to a non-profit organization without claiming the gift as a tax deduction
3. Reimburse the donor for the fair market value of the gift
4. Gifts of informational material provided to assist in the performance of duties
5. Gifts from close family relatives
6. Campaign contributions
7. Plaques, awards or certificates
8. Home hospitality is hospitality provided by a donor in his/her home when the donor or member of his/her family is present
9. Gift exchange (other than a lobbyist) so long as not substantially disproportionate in value
10. Devise or inheritance
11. Inexpensive items (pens, bags, novelties, food, beverages, etc.) while attending conferences, seminars, et al. that are offered equally to all members of the public attending the event
12. Food, beverages, and moderately priced (<\$75) meals supplied and attended by current customers, partners, and vendors in the interest of building positive business relationships. This moderately priced entertainment is provided as part of a “working” meeting to benefit and advance positive working relationships and company interests. These activities are expected to be reciprocated by TVMWD in turn of equal value.
13. Exempted are tickets/passes to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose if the distribution of tickets is pursuant to TVMWD’s Policy on Distribution of Complimentary Tickets.

SECTION 5: LIMITATIONS

Gifts from a single source may not exceed \$500 in a calendar year for elected officials and employees whose designated positions are listed in TVMWD’s conflict of interest code.

SECTION 6: REPORTING

Regardless of whether a gift meets the definition of an exception, elected officials and employees whose designated positions are listed in TVMWD’s conflict of interest code may be required to report such gifts. Please refer to FPPC guidelines for reporting requirements, which can be found at www.fppc.ca.gov.

 <p>THREE VALLEYS MWD</p>	<p>POLICY TITLE POLICY FOR USE OF DISTRICT PROVIDED COMPUTER TABLET DEVICES</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 4</p>
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The Three Valleys Municipal Water District shall establish a policy of providing the members of the board of directors and management staff with the equipment and technology needed to allow electronic delivery of agendas, reports and other material pertaining to items of business to be transacted or discussed at board meetings and other meetings attended by board members and management staff (users), and to allow for easier communication via e-mail.

Based upon cost estimates researched by staff, providing agendas and board meeting materials to the users electronically, for viewing on a computer tablet device (hereinafter “tablet”), would result in a cost savings to the district of approximately \$600 per year per recipient, by eliminating the preparation and distribution of individual paper packets of the meeting materials, and would improve the efficiency of providing information to the users.

The district shall provide a tablet to each user with appropriate software and internet access for the purpose of allowing agendas, agenda materials, reports and other materials (board packets), pertaining to business of the district to be transacted or discussed at meetings of the board. When the board packets are transmitted to the users electronically via email, staff shall not provide a “hard copy” printed version to the directors and management staff members.

A district-purchased tablet shall include sufficient capacity and features to meet the business needs of the users. The district shall purchase and install all software necessary for the devices to perform the functions required and shall provide maintenance and upgrades as necessary. The district shall arrange for and pay the cost of internet and e-mail service to the devices, and provide any and all IT services needed in connection with the use of the devices.

The district-provided tablets shall ensure compliance with the Ralph M. Brown Act, the Public Records Act and other laws pertaining to the use of public property. A policy agreement between the district and tablet users follows below.

TERMS AND CONDITIONS

SECTION 1: CUSTODY

The user identified below is a licensee with rights to utilize the Three Valleys Municipal Water District (“district”) computer tablet device and related accessories (hereinafter defined as “tablet”) during the term of this agreement, contingent upon all other terms and conditions stated herein. This agreement establishes the user’s right to use the subject tablet and shall in no way be construed to convey to user any ownership right in that tablet. The district provided tablet shall remain the property of the district and shall be used exclusively for district business.

SECTION 2: TERM

The term of this agreement shall begin upon the date signed and terminates upon the first to occur of:

- a. when the user’s term as a director/employee of the district ends; or
- b. if the user decides to return the tablet to the district prior to the expiration or earlier termination of the user’s term as a district director/employee; or
- c. if the district elects to terminate its Tablet User Program.

SECTION 3: GENERAL CONDITIONS FOR USE

The tablet resources are provided for use in the pursuit of district-related business and to reduce the paperwork, copying and delivery expenses the district incurs annually.

In order to avoid improper use of the district-provided tablet, the users will comply with the following rules for use:

- a. The tablet is to be used exclusively for district business and not for personal business, entertainment, personal communications, or other non-authorized purposes. Tablet use for personal business will subject the user to be taxed, according to the IRS.
- b. Users will be responsible for downloading the e-mailed board packets to their tablet and for bringing the devices with them to every meeting for which materials have been sent.
- c. Users shall not use the tablet in such a way as to cause the district to be charged for goods or services not previously authorized by the board.
- d. All programming, software and features on the tablet shall be supplied by the district for district purposes. Users shall not install software, download files or make any other alterations to the computer tablet devices for their own purposes or which are not expressly authorized by the district.
- e. Directors shall not use the tablets to communicate with other directors in violation of the Ralph M. Brown Act, including but not limited to communicating with a majority of the members of the board of directors on any matter which will be addressed by the board at a meeting, or which is within the subject matter jurisdiction of the board of directors which may become an item of business at a future board meeting. In general, directors should not communicate with other directors by e-mail. Communications regarding availability for meetings, requests for information and other matters which must be dealt with outside of meetings should be coordinated through the general manager, to avoid the appearance of a Brown Act violation.

SECTION 4: PRIVACY

During and after the term of this agreement, the user has no right of privacy as to any information or files maintained in or on the tablet or transmitted by or to, or stored on the tablet.

Any personal materials, software, applications, Apps, pictures, emails, etc., that remain on the tablet after it is returned to the district., and any right to privacy of such items, to the extent it may exist, will be forfeited.

Unless otherwise exempted, all information provided electronically to the users shall constitute public records and shall be provided by the district to any person requesting a copy of such information, in the same electronic format as provided to the users, or at the option of the person requesting the records, in hard copy format, upon payment of the copying costs. Notwithstanding the foregoing, material transmitted with a board packet which pertains to a closed session item on the agenda, or which is otherwise exempt from disclosure under the Public Records Act, shall not become disclosable by virtue of transmission to the users by electronic means, unless and until such time as the material becomes subject to disclosure under the Public Records Act. Users receiving non-disclosable material by electronic means shall not forward or disclose such material to any other person without the authorization of the board of directors.

All communications using the tablets are public records subject to review by district staff, for purposes of determining their status under the district's Records Retention Policy. Communications and information contained on the tablets shall be retained by the district for a period of six months, or until a determination has been made that the item is not a record to be retained under the Records Retention Policy, in which case it may be deleted from the district's electronic files. Users may delete any unnecessary files on the devices provided a copy is available in the district's electronic files.

SECTION 5: MAINTENANCE AND REPAIR

The user shall keep the tablet and all software in good working order and condition. If repairs are necessary, the tablet and software shall be repaired by the district, or another entity designated and approved by the general manager. All software, applications and Apps loaded onto the tablet shall be properly licensed and shall not consist of pirated or illegal materials.

The users shall have possession of the tablet for their use for district business and shall be subject to returning the device to the district at any time as requested by the general manager for periodic maintenance, upgrades and service.

SECTION 6: TERMINATION AND RETURN OF TABLET

Upon the termination of this agreement or expiration of the term specified in SECTION II above, the user will, within three business days of such termination or expiration, return the tablet and any accompanying accessories to the district, as originally provided by the district, in its original condition. Ordinary wear and tear expected.

SECTION 7: THEFT OR LOSS

The users shall be responsible for the care and safekeeping of the tablets in their possession and shall reimburse the district for the cost of replacing a device that is damaged due to negligence or misuse.

Users are required to create a pin code on their tablet in order to safeguard access and content. The district shall bear the risk of theft or loss of the tablet, as long as the user exercises due care to protect and safeguard the tablet during the term of this agreement. However, the district makes no warranties of any kind and will not be responsible for any damages whatsoever which users may suffer arising from or related to their use of any district electronic information resources, whether such damages be incidental, consequential, or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by either the district's negligence, errors, or omissions.


The district may obtain insurance to cover loss or damage to the computer tablet devices if it is economically advantageous to do so.

SECTION 8: ENFORCEMENT

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the tablet, including internet and e-mail usage, and is not necessarily exhaustive (*refer to the district's Internet & Email Policy, revised 04/23/13*). Questions about specific uses should be directed to the general manager. Alleged or suspected violations of this policy and violations thereof may result in loss of tablet use. Any user violating these provisions or applicable local, state, or federal laws is subject to immediate loss or restrictions of tablet privileges and additional disciplinary actions, up to and including criminal prosecution for any individual user and/or termination of employment from the district. The district's general manager shall be responsible for the manner in which this policy will be implemented, including the monitoring of use thereof, and the archiving of information stored and retained in connection therewith.

SECTION 9: CONSENT

As a condition of this policy, all district tablet users must acknowledge that all district-issued tablets are the property of the district, and therefore, they should not consider any activity to be private, as specified in Section IV above. Users of a district-issued tablet must sign the consent form attached hereto within fifteen (15) days of receiving a copy of this policy. Prior to obtaining a tablet provided by the district, directors/employees must sign and return the consent form provided. By signing the consent form, the user acknowledges that they have received a copy of the policy, read it, and understand the district's policy and the potential penalties for non-compliance.

	POLICY TITLE EMAIL ACCEPTABLE USE POLICY	APPROVAL DATE	Page i of 3
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SECTION 1: PURPOSE

Email is a critical mechanism for business communications at the District. Use of the District's electronic mail systems and services must be used with respect and in accordance with the policies of the District.

SECTION 2: SCOPE

This policy applies to all email systems used at the District offices and remote locations. This policy applies to all email account holders, District employees, Board Members, and those working on behalf of the District.

SECTION 3: POLICY

- A. Email access at the District is controlled through individual accounts and passwords. Each user of the District's email system is required to read and sign a copy of this policy prior to receiving an email access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information in accordance with the Password Policy.
- B. All employees of the District will receive an email account. Email accounts will be granted to those working on behalf of the District on a case-by-case basis. Access will be terminated when the employee or third party terminates their association with the District, unless other arrangements are made.
- C. Email users are responsible for mailbox management, including organization and cleaning.
- D. Email users are expected to remember that email sent from the District's email accounts reflects on the District. Please comply with normal standards of professional courtesy and conduct as emails are subjected to the public records request act.
- E. Email users will not automatically forward incoming emails to accounts outside the control of the District.


- F. The District email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead of pointing to a location on a shared drive).
- G. Email use at the District will comply with all applicable laws, all District policies, and all District contracts. Use in a manner that is not consistent with the mission and values of the District, misrepresents the District, or violates any District policy is prohibited.
- H. The following activities are deemed inappropriate uses of the District email system and services and is strictly prohibited. Inappropriate use includes, but is not limited to:
1. Use for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer malware).
 2. Viewing, copying, altering, or deletion of accounts or files belonging to the District or another individual without authorized permission.
 3. Opening email attachments from unknown or unverified sources. Emails are a common source of computer malware and should be treated with caution.
 4. Sharing account passwords with another person or attempting to obtain another person's account password.
 5. Excessive personal use of the District resources.
 6. The District prohibits personal use of its email system and services for unsolicited mass mailings, non-District commercial activity, political campaigning, and dissemination of chain letters.
- I. The email system and services used are owned by the District and are therefore its property. This gives the District the right to monitor any and all email traffic passing through its systems. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the email systems, review by the legal counsel, observation by management in cases of suspected abuse, or to monitor employee efficiency.
- J. Emails that are retained in electronic folders or in hard copy and are not intended for temporary purposes may be public records and should follow the District's retention schedule in terms of how long the records may be kept pursuant to legal requirements.
- K. All incoming, sent, and deleted emails will be automatically deleted in accordance with record retention policy and legislative requirements. Emails that serve a useful business purpose can be preserved by manually moving the email to a subfolder of the mailbox.
- L. Use extreme caution when communicating confidential or sensitive information via email as this is not considered a secure means of communication. Keep in mind that all email messages sent outside of the District become the property of the receiver.

- M. Any allegations of misuse should be promptly reported to the Human Resources Manager. If you receive an offensive email, do not forward, delete, or reply to the message.
- N. Truly sensitive communications should be conducted through paper-based correspondences or in-person meetings. Employees are prohibited from sending personal identifiable information such as credit card information, banking information, driver's license numbers, social security numbers, and other sensitive information through the District's email.
- O. Email users must seek approval from the Chief Operations Officer prior to sending email with sensitive content related to the District's operational technology that include infrastructure maps, process control system (PCS), supervisor control and data acquisition (SCADA) system, video monitoring system, physical security systems, cybersecurity information, and any other system that could possibly reveal vulnerabilities, or otherwise increase the potential for an attack on systems of the District.

SECTION 4: NON-COMPLIANCE

Violations of this policy may result in disciplinary action up to and including termination.

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	POLICY TITLE INTERNET ACCEPTABLE USE POLICY	APPROVAL DATE	Page i of 2
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SECTION 1: PURPOSE

The goal of this policy is to outline appropriate and inappropriate use of District Internet resources, including the use of browsers, file uploads and downloads, and voice communications.

SECTION 2: SCOPE

The Internet Acceptable Use Policy applies to all employees, Board Members, and those working on behalf of the District regardless of employment status.

Internet access at the District is controlled through individual accounts and passwords. The Information Technology Manager is responsible for defining appropriate Internet access levels for the people in their department.

SECTION 3: ACCEPTABLE USE

- A. Individuals at the District are encouraged to use the Internet to further the goals and objectives of the District. The types of activities that are encouraged include:
1. Communicating with fellow employees, business partners of the District, and the public within the context of an individual's assigned responsibilities.
 2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
 3. Participating in educational or professional development activities.
 4. Only approved IM services by the Information Technology Manager shall be installed and used on the District's network. Free IM services commonly used within the consumer market are not approved or supported by the IT department.

SECTION 4: UNACCEPTABLE USE

- A. Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at the District will comply with all Federal and State laws, all District policies, and all District contracts. This includes, but is not limited to, the following:
1. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the District or another individual without authorized permission.
 2. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism,

- harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
3. The Internet may not be used in any way that violates District policies, rules, or administrative orders including, but not limited to, Social Media Policy, Email and Instant Messaging Acceptable Use Policy, any applicable code of conduct policies, etc. Use of the Internet in a manner that is not consistent with the mission and values of the District, misrepresents the District, or violates any District policy is prohibited.
 4. Individuals should limit their personal use of the Internet. The District allows limited personal use for communication with family and friends, independent learning, and public service.
 5. The District prohibits use for mass unsolicited mailings, access for non-employees to District resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity, and the dissemination of chain letters.
 6. Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by the Information Technology Manager.
 - 7.
 8. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
 9. Employees of the District will treat all other individuals, clients, employees, etc. they interact with in any virtual, online forum or network capacity, in accordance with District values, District policies, and basic business social decorum.

SECTION 5: SECURITY


- A. For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

SECTION 6: MONITORING AND FILTERING

- A. The District may monitor any Internet activity occurring on District equipment or accounts. The District currently does employ filtering software to limit access to sites on the Internet. If the District discovers activities that do not comply with applicable law or District policy, records retrieved may be used to document the wrongful content in accordance with due process.

SECTION 7: NON-COMPLIANCE

Violations of this policy may result in disciplinary action up to and including termination.

	<p>POLICY TITLE PASSWORD POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 2</p>
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SECTION 1: PURPOSE

Passwords are the primary form of user authentication used to grant access to District information systems. To ensure that passwords provide as much security as possible, they must be carefully created and used. Without strict usage guidelines, the potential exists that passwords will be created that are easy to break, thus allowing easier illicit access to the District's information systems, and thereby compromising the security of those systems.

It is the intent of the District to protect all its resources. These resources include computer hardware, software, data, and all computer related items. This document will set forth the policy of maintaining logical security, protecting the software and utilization of systems by persons with legitimate access rights.

SECTION 2: SCOPE


The Password Policy applies to all information systems, information components, and to all user account holders, District employees, and those working on behalf of the District.

SECTION 3: POLICY

- A. Passwords will have a maximum lifespan determined by the Information Technology Manager.
- B. Passwords may not be reused. Reuse includes the use of the exact same password or the use of the same root password with appended or pre-pended sequential characters.
- C. Passwords are to be used and stored in a secure manner. As such, passwords are not to be written down or stored electronically in plain text. Passwords are to be obscured during entry into information system login screens and are to be transmitted in an encrypted format.
- D. Passwords are to be individually owned and kept confidential and are not to be shared under any circumstances.
- E. Vendor supplied default passwords must be changed prior to installing a system on the network.
- F. Information Technology professionals or system account credentials for non-console administrative access must be encrypted using technologies such as SSH, VPN, or SSL/TLS. Encryption technologies must include the following:

1. Must use strong cryptography, and the encryption method must be invoked before the administrator's password is requested.
2. System services and parameter files must be configured to prevent the use of telnet and other insecure remote login commands.
3. Must include administrator access to web-based management interfaces.
4. Use vendor documentation and knowledge of personnel to verify that strong cryptography is in use for all non-console access and that for the technology in use it is implemented according to industry best practices and vendor recommendations.

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	<p>POLICY TITLE DISTRICT-ISSUED CELL PHONES FOR DIRECTORS - POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 2</p>
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SECTION 1: PURPOSE

The goal of this policy is to outline appropriate use of District-issued cellular phones for use by Directors.

SECTION 2: SCOPE

The District-Issued Cell Phones For Directors Policy applies to any Director who wishes to have a District issued cell phone for District business.

The Information Technology Manager is responsible for administering the District cell phones.


SECTION 3: POLICY

1. The District shall provide a cellular phone and District-paid cellular phone service for the use of the any Director that requests a District cell phone. Issuance of District cell phones to Directors is voluntary only. All cellular phones provided at District expense shall remain property of the District and Directors shall carry such phones for use on District business.
2. The General Manager shall select and contract for those cellular services necessary for District purposes, including text and internet service to the extent required for communications likely to be required in carrying out the Director’s duties. In addition, the General Manager shall select a calling plan and services which provides the Director’s with services reasonably necessary, including, if available at a cost-effective price, unlimited minutes and text messaging within the continental United States.
3. The Directors shall not use District-provided cellular phones or cellular service in any manner which results in additional charge to the District, over and above the cost of the cellular service plan provided by the District, including international calls, or phone, text or internet sites which charge a fee through the cellular phone service provider.
4. The purpose of providing District-paid cellular phones and service to Directors is to meet the needs of the District for communication in connection with District business. The personal use of the cellular service by the Director is prohibited. The Director shall return the cellular phone to the District upon leaving office.
5. The initial purchase cost of the cell phone shall be paid for from that Director’s annual travel expense budget. The monthly cellular service fees and charges shall be paid for from that

Director's annual travel expense allowance on a monthly basis. Insuring the cell phone for loss or damage shall be mandatory and included in the monthly fees and charges.

6. Directors assigned a TVMWD-owned cell phone are responsible for its safekeeping, maintenance, and proper use, and are required to take appropriate precautions to prevent the loss, theft, damage, and unauthorized access to said communication technology device or cell phone. Loss, theft, or damage of a TVMWD-owned cell phone shall be immediately reported to the General Manager.

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	<p>POLICY TITLE OUTREACH PROGRAM POLICY</p>	<p>APPROVAL DATE NOVEMBER 17, 2021</p>	<p>Page i of 2</p>
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SECTION 1: Purpose of policy

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

SECTION 2: Background

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

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


SECTION 3: Application of policy

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

remaining balance.

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

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

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

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

SECTION 2: Background

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

SECTION 3: Understanding Rights/Responsibilities Using Social Media Technology

Complying with the Ralph M. Brown Act

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

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

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

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

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

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

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

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

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

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

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

Accuracy and Honesty

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

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

Avoiding Commingling Social Media Accounts

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

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

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

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

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

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

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

Exercising Sound Discretion

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

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

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

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

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

For more information

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

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Policy Manual 2023

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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1. PURPOSE AND ORGANIZATION

1.1. Mission

The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.¹

1.2. Vision Statement

The District meets its regional water supply needs through:

- 1.2.1. Collaboration with its member agencies to understand their short-term and long-term needs
- 1.2.2. Development and implementation of a plan to address these needs in a cost-effective manner based on current water conditions
- 1.2.3. Periodic update of the plan as needed or as major changes in water conditions occur
- 1.2.4. Adaptive management strategies that seek a combination of operational and cost efficiency.¹

1.3. Core Values

The Core Values of Three Valleys Municipal Water District are as follows:

- 1.3.1. Teamwork – The coordination, collaboration, participation and understanding of everyone's role in fulfilling the mission and vision.
- 1.3.2. Communication – The exchanging of information and sharing of ideas.
- 1.3.3. Customer Service – The process of ensuring customer satisfaction.
- 1.3.4. Personal Responsibility – Being accountable for something within one's control.
- 1.3.5. Professional Integrity – The manner in which people behave and act in the workplace.
- 1.3.6. Employee Development – The steps taken to encourage each employee's professional and personal growth.
- 1.3.7. Innovation – The process of inventing or introducing something new.
- 1.3.8. Recognition – Appreciating the value of an achievement.

1.4. Functions and Powers

The District is a Municipal Water District, organized under and subject to the provisions of the Municipal Water District Law of 1911.² The District's primary functions are to acquire, control, distribute, store, purify, and conserve water for the beneficial use of its entire area (Water Code Sections 71610-71612). The District has the power of eminent domain (Water Code Sections 71693-71694); the right to acquire, use, and dispose of easements and other interests in real property (Water Code Sections 71690-71691); the right to use the public right-of-way for operating facilities (Water Code Sections 71695-71698); the power to fix water rates and fees (Water Code Sections 71613-71617); incur bonded indebtedness (Water Code

Sections 71312.5, 72028-72028.4, 72073-72077); levy standby charges (Water Code Sections 71630-71637, 71638-71638.4, 71639; Government Code Sections 54984-54984.9); impose water replenishment assessments (Water Code Sections 71682-71689.9), special taxes (Water Code Sections 72090-72099), and utility taxes (Water Code Sections 72072-72072.12); and the authority to issue bonds for system maintenance and development.³ The District also has the power to sue or be sued (Water Code Sections 71750-71752), and to contract (Water Code Section 71592), and to enter into a variety of legally recognized relationships with other public and/or private entities (Water Code Sections 71720-71723). The District exercises its power to generate electricity for direct use and for sale to other parties and reserves the right to exercise other latent powers in the future.⁴ As a member public agency of the Metropolitan Water District of Southern California, the District is entitled to certain rights and privileges, and may be responsible for carrying out certain duties.⁵

1.5. Member Agencies as Customers

The District wholesales water for the benefit and use of its customers (commonly referred to as “Member Agencies”). Member Agencies include: Golden State Water Company; Rowland Water District; Walnut Valley Water District; Valencia Heights Water Company; Boy Scouts of America; California State Polytechnic University, Pomona; Mount San Antonio College; Suburban Water Systems; Covina Irrigating Company and the cities of Covina, Glendora, La Verne, and Pomona. For the benefit of any or all of these Member Agencies, the District may also sell water to a Watermaster that administers a court judgment, and/or a Joint Powers Authority with any of these Member Agencies as a participating member. Through the Member Agencies, water is provided to the following cities or unincorporated areas: Charter Oak, Claremont, Covina, Covina Hills, Diamond Bar, Glendora, Industry, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Walnut and West Covina. Any significant initiation or change of service, change in boundaries, sphere of influence, jurisdiction, or organization, must be approved by the Local Agency Formation Commission for Los Angeles County (LAFCO).⁶

2. GOVERNANCE

2.1. Board of Directors - Principal Functions

The major functions of the Board of Three Valleys Municipal Water District are to define District goals and objectives; to act as custodian of District property and resources; to establish District policies; to review all District operations; to direct the development of management plans; to employ the General Manager of the District who shall implement the goals, plans and policies established by the Board of Directors; and to communicate with the District's Member Agencies and the general public (Water Code Sections 71270-71314). Policies that supplement obligations of the District as set forth in the law are established by ordinances, resolutions, or motions passed by the Board of Directors.⁷

2.2. Election

A seven-member Board of Directors governs the District.⁸ Directors are elected to four-year terms at elections in November of even-numbered years. Elections are staggered, with Directors for Divisions I, III, and V elected at one election and the Directors for Division II, IV, VI, and VII elected at another election. A candidate for the Board of Directors must be a resident of the District, as well as the Division the candidate wishes to represent.

Candidate Statements of Qualification, which appear on sample ballot pamphlets, are limited to 200 words [California Water Code Section 71505; California Elections Code Sections 10540 and 13307(a) (1)]. The District does not pay any costs associated with the printing, mailing and/or handling of these.⁹

If an incumbent Board member is unchallenged in an election, the District will be notified that the Los Angeles County Board of Supervisors will appoint him or her to a new term.¹⁰

The events causing a vacancy before the expiration of a Director's term are set forth in California Water Code Section 71250.5 and California Government Code Section 1770. Procedures contained in the California Government Code allow a vacancy to be filled by appointment by the remaining Board, or by election, or by appointment by the Los Angeles County Board of Supervisors.¹¹

2.3. Board of Directors – Organization

At its first meeting in in the month of January of each-odd-numbered year, the Board shall elect one of its members President. The term of the Board President shall generally be two years, but may be extended by the Board for an additional year. At its first Board meeting in January of each year, the Board of Directors elects from among its members a President (if required that year), Vice-President, Secretary, and Treasurer.¹² Roles and responsibilities of these officers are as follows:

President: The President presides over all public meetings as well as all workshops and ensures all proper parliamentary procedures are followed during public meetings and workshops. The President shall serve as the spokesperson for District policy and other board related issues. The President signs contracts binding on the District as well as all board-approved resolutions,

ordinances and minutes. The President signs all District checks.

Vice President: The Vice President carries out the duties and responsibilities of the President when the President is not available to perform those duties.

Secretary: The Secretary is responsible for signing all board-approved resolutions and ordinances.

Treasurer: The Treasurer is responsible for reviewing the District's financial institution statements on a monthly basis and reconcile the statements to the monthly reports prepared by staff.

The Board of Directors' selects or confirms District representatives to the following:

- (1) Metropolitan Water District of Southern California (MWD)
- (2) San Gabriel Valley Basin Water Quality Authority (WQA) – selected representative serves a four-year term designated by resolution.
 - a. The representative/alternate members of these two Boards serve at the pleasure of the Three Valleys Board of Directors.

Following the election of officers, the Board of Directors shall appoint District representatives to the following:

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

All Board Members serve on the TVMWD Financing Corporation.

Members of the Board of Directors may also be appointed as the District's representative/alternate to observe at other organizations, which shall be listed and approved by the Board of Directors. All assignments are for the calendar year and begin on January 1. The Board President may defer action on appointing representatives / alternates for up to 60 days. Predecessors will serve in their assigned role as representative or alternate until replaced.

2.4. Board of Directors - Public Meetings

Regular Board meetings are generally held on the first and third Wednesday of each month at 8:00 a.m. at the District Headquarters, 1021 E. Miramar Avenue, Claremont, California.

The District's meetings of the Board of Directors are subject to the requirements of the Ralph M. Brown Act.¹³ To clarify and supplement the Brown Act and to ensure that the Board's deliberations and the District's operations are open to the public to the full extent permitted by law, the Board originally adopted Ordinance No. 3-01-8, superseded by Ordinance No. 13-04-20 and most recently amended it with Ordinance No. 21-02-22 (aka Sunshine Ordinance).

Robert's Rules of Order provide guidance for the conduct of the Board's business except where

otherwise provided by resolution, law, order, or motion of the District. The Board President will rule on all matters of procedure, with the advice of legal counsel.

Except as set forth in California Government Code Section 54954.2, the Board of Directors will only consider items placed on the public agenda for each Board meeting. During its meetings, the Board of Directors may go into a closed session to discuss confidential personnel matters, labor negotiations, possible litigation, or matters related to attorney-client privilege. The President or a majority of the Board of Directors may call a Special Board Meeting.

District legal counsel attends meetings as requested by the Board of Directors or the General Manager. All legal counsel directives shall go through the Board of Directors or the General Manager. The General Manager may delegate to other employees the authority to request legal counsel for certain routine matters, such as review of contracts and agreements.

2.5. Board of Directors - Norms of Conduct and Communication

- 2.5.1. Personal Conduct: The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors shall, at all times, conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings. Directors shall defer to the Board President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). When responding to requests and concerns from Member Agencies and other customers, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 2.5.2. Conflicts of Interest: The Board of Directors has adopted a Conflict of Interest Code, as required by the California Political Reform Act of 1974, as amended.¹⁴ This Code sets guidelines for the Directors' disclosure of their economic interests to meet requirements of State law. Additionally, Directors shall abstain from participating in consideration of any item involving a prohibited conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 2.5.3. Campaign Disclosures: District Board members and employees shall not accept, solicit, or direct a political contribution from (a) existing District vendors, consultants, or contractors, or (b) vendors, consultants, or contractors who have a

financial interest in a contract or other matter while that contract or other matter is pending before the District.

The District shall not enter into a contract with a proposed vendor, consultant, or contractor who has made a political contribution to or at the behest of a District Board member or employee.

To ensure full transparency in these matters, the District will request disclosure requirements in its bid processes that will obligate a potential vendor, consultant, or contractor to disclose any material financial relationship they may have or may have had with a District Board member or employee that includes, but is not limited to, payment of a salary or commission and/or donation to his or her political campaign.

- 2.5.4. Communication of Views and Positions: The Board of Directors is committed to providing excellence in leadership and the highest quality of service to its member agencies and customers.
- 2.5.5. The Board of Directors shall observe the following:
- a. The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged.
 - b. The needs of the public and the District's Member Agencies and other customers should be the priority of the Board of Directors.
 - c. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.
 - d. Directors commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues will be avoided.
 - e. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, in a constructive and forthright manner. Once the Board of Directors takes action, Directors should commit to support said action and not create barriers to the implementation of said action.
- 2.5.6. Involvement in Elections: The District does not contribute funds directly or indirectly to candidates for elected public office [Government Code Section 3205(a)]. Furthermore, the District prohibits any political activity of officers or employees of the District during working hours or on the premises of the District [Government Code Section 3207].
- 2.5.7. Board Discipline: In the exercise of its discretion, the District's Board of Directors, by affirmative vote of five (5) of its members, may censure any of its members for a period of time deemed appropriate by said super majority of the Board of Directors. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured Director by said supermajority of the Board of Directors

during the period of such censure shall be the following:

- a. The suspension of all spending of District funds by the censured Director and of all reimbursement from District funds of any costs incurred by the censured Director, unless otherwise allowed by the Board of Directors.
- b. The removal of the censured Director from service on all committees and other assignments on behalf of the District and/or the Board of Directors, unless subsequently authorized by the Board of Directors and/or the President of the Board of Directors.
- c. The withholding of all compensation by the District to the censured Director except as otherwise allowed for attending meetings of the District's Board of Directors and other meetings subsequently authorized by the Board of Directors and/or President of the Board of Directors.
- d. The withholding of all or some of the benefits provided by the District to the censured director as determined by the Board of Directors.

2.5.8. Miscellaneous

- a. The District shall not purchase alcoholic beverages for consumption at meetings of the Board, or functions sponsored by the District.
- b. Directors will be expected to maintain proper decorum and comportment while representing the District.
- c. Subject to California Government Code Section 89001 and Section 18901 of Title 2 of the California Code of Regulations, Directors may use District letterhead for routine correspondence as a normal part of their duties, but are restricted from representing the Board of Directors or from using staff time excessively on all other matters without prior approval by the Board of Directors in an open session. The following guidelines shall apply:
 - 1) Letterhead may not be used for partisan activities or positions or in connection with a director's outside employment.
 - 2) All correspondence will be prepared for a Director by District staff, and a copy will be placed in the next regular Board packet.
- d. If Directors or staff has any question whether the correspondence is routine, it should be submitted to the full Board of Directors for prior approval. The following examples are guidelines for this policy:
 - 1) Board Approval Required: If District letterhead is used to express opinions or positions on which the Board of Directors has not taken an official position, or has an opposing position to that of the Board member, the letter/memo must state that the position expressed is his/her individual position and does not reflect the official position of the Board of Directors, and a copy must be provided to the Board of Directors for their information prior to mailing the letter/memo out. In addition, if letter/memo subject matter requires excessive use of staff time prior approval is required.
 - 2) Board Approval Not Required: If the letter/memo expresses or requests

support/opposition to actions in accordance with a Board adopted position; merely makes an inquiry or requests information on a District related matter; may respond to an inquiry or invitation to participate in a District related activity. In addition, approval is not required for thank you letters.

- e. Directors may be provided computer tablet or like devices to conduct District business. Use of these devices shall be limited to District business and any use thereof may be subject to disclosure under the Brown Act and/or Public Records Act.

2.6. Board of Directors - Orientation Meeting

Following the certification of the general election, staff will schedule an orientation with any newly elected Director, or any Director who is re-elected with a lapse of four years or greater. The purpose of the orientation will be to review, but not limited to, the following: The Ralph M. Brown Act, Robert's Rules of Orders, Conflicts of Interest, Directors' Compensation, Directors Travel and Reimbursement, a general review of Board Policies, Ethical behavior and conduct. Additionally, a facility tour will be scheduled to share information regarding TVMWD's operations and projects that are underway.

2.6.1. District of Distinction

TVMWD was originally awarded the District of Distinction designation by California Special Districts Leadership Foundation during 2014; this designation is recertified every three years. In order to maintain this designation all newly elected Directors are required to complete six hours of Governance training. Staff will work with newly elected Directors during the first quarter following their installation to coordinate this required training.

2.7. Board of Directors - Compensation

Pursuant to California Water Code, Section 20200 et seq., Three Valleys Municipal Water District has limited its compensation each Director shall receive as permitted by State law in an amount not to exceed \$200 per day for each day's attendance at meetings of the Board of Directors and Board authorized agency or committee meetings, and water related meetings, seminars and workshops which the Board of Directors determines are of benefit to the District, or for each day's service rendered as a Director that has a substantial relationship to the District's purpose (Ordinance No. 2-07-15 adopted on February 21, 2007), not exceeding a total of ten (10) days in any calendar month (Ordinance No 2-01-7 adopted on February 7, 2001).¹⁵

- 2.7.1. For purposes of determining eligibility for compensation, the term "meeting" as used herein is defined as a meeting reasonably necessary to further the interests of the District and its projects that afford an opportunity for Directors to discuss many issues informally with other agencies and leaders in the community and achieving a goal of maintaining consistent, effective and open channels of communication with other entities, including the following:
 - a. Any occurrence that is listed in Government Code Section 53232.1(a):

- 1) A regular, special, or emergency meeting of the Board;
 - 2) A meeting of a standing, ad hoc, or advisory committee of the Board;
 - 3) A conference, seminar, or organized educational activity involving matters related to functions and operations of the District.
- b. Other occurrences:
- 1) Any meeting of an agency where the District has appointed a specific representative.
 - 2) Conference calls to discuss matters related to the functions and operations of the District.
 - 3) Any other meetings determined by the Board to be reasonably necessary in furthering the interests of the District.
- 2.7.2. Compensation for a day of service will be permitted on the day before and/or the day after a meeting or conference if circumstances required the Director to travel on the day before and/or after.
- 2.7.3. Meetings must be relevant to the District and constituents the Director is elected to serve.
- a. Fundraising and other campaign type events for state-level and federal-level campaigns for elected officials are not compensable.
- 2.7.4. To receive compensation for attendance or participation at approved meetings, a Board member shall:
- a. Submit their expense reports for the preceding calendar month to the District's General Manager or designee by the fourth calendar day following the end of the month.
 - b. Directors may list compensated and non-compensated meetings, but will only receive compensation on meetings as listed above in Section 2.7.
 - c. Provide a brief written report justifying how the meeting was reasonably necessary to further the interests of the District. Include descriptive information such as other TVMWD directors in attendance, name of person(s) the meeting was with and agency or organization affiliation.
 - d. Directors are expected to be on time for each meeting and participate for the entire duration of each meeting, unless an emergency or unexpected situation requires the Director to arrive late or leave the meeting early.
 - e. Request compensation for each meeting at \$200.
- The Board will consider approval of compensation at the monthly Board meeting the following month.
- 2.7.5. If a Director is unable to attend a meeting for which they have been appointed to represent the District, they are to notify staff in a timely manner to contact the designated alternate to attend. The WQA, Chino Basin Watermaster and Six Basins' alternate representatives are expected to attend meetings of those agencies

regularly.

- 2.7.6. The TVMWD Director serving as an MWD Director, may receive compensation for each day's attendance at meetings of the MWD Board and committees, in the same amount and upon the same terms as is provided with respect to service on the Board of Directors of the District.¹⁶
- 2.7.7. Compensation is not to exceed a total of ten (10) days in any calendar month. Where two (2) or more meetings, including meetings of MWD and the District, occur on the same day, it shall count as one day's service for purposes of compensation. Miscellaneous expense reimbursement requests of the MWD Director should be made to MWD.

2.8. Board of Directors – Reimbursement

The District shall reimburse Board members for costs incurred related to attendance or participation at meetings as defined in section 2.7.4, as provided herein.

2.8.1. Eligible Expenses: Expenses eligible for reimbursement shall be limited to:

- a. Registration costs, or other charges for participation at the meeting;
- b. Transportation to and from the meeting, including airfare, car rental, and other miscellaneous transportation costs (shuttle, taxi, train, Uber, Lyft, parking, etc.). Mileage for use of a Board Member's own automobile for approved compensated and non-compensated meetings.
- c. Lodging at the single-room rate; and
- d. Reasonable costs of meals (see section 2.8.3 d).

2.8.2. Budget Limits: The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$7,500 each fiscal year (Resolution No. 18-04-823, adopted April 18, 2018).

2.8.3. Reimbursement Rate:

- a. Registration and Meeting Charges

The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor or timely registration after applying all applicable deductions for any available discounts. Registration and meeting charges incurred by the District shall be reflected on a monthly status report issued to each Board member. In the event that a Board member must withdraw from a conference or activity after registration and payment has been made, and a refund or credit may not be obtained from the organizing group or agency, the expense will be charged against the Board members annual budget limit of \$7,500. However, if a credit may be obtained and applied by the District for a future conference or activity of the same type or by the same organization, the expense account of the Board member will not be debited until such time that the credit is applied or expires, if applicable.

Directors are encouraged to work with assigned staff to coordinate registration at all meetings to ensure consistency, as well as to ensure that all applicable discounts are applied. It is important to register within the prescribed deadlines as a courtesy to those outside entities planning the events. Requests to attend an event after a prescribed deadline passes will be the sole responsibility of the director, including any related costs, which may be submitted for reimbursement with proper documentation on the monthly expense report. Directors may not direct outside entities to bill the District for events they have attended without working through the District first.

Directors are encouraged to utilize payment administered by the Executive Assistant when registering for conferences and events. If a Director pre-registers and pays for the conference or event on their own, reimbursement for that expense will not be considered until the reimbursement form is submitted the month following the conference or event.

b. Transportation

- 1) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach air fare.
- 2) Reasonable private vehicle expenses are reimbursable up to the cost of coach airfare and the attendant cost of ground transportation. Vehicle versus airfare costs are expected to be documented to verify reimbursement is the most economical. A Board member may not appropriate a District vehicle solely for his or her own individual use as a means of transportation to conferences or seminars. Mileage reimbursement shall be given for approved compensated and non-compensated meetings when personal vehicles are used for District business. The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.
- 3) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.
- 4) If an alternative private aircraft is used in lieu of commercial air travel, written documentation of actual cost incurred by the director must be provided along with comparison of the lowest commercial air charges. If additional supplemental ground transportation such as taxi or shuttle would normally be required to reach the destination, these charges may be included at the lowest rate for comparison purposes. All efforts should be exercised to obtain comparison rates at least 21 days prior to scheduled travel date to obtain the lowest rates. The latest comparison date permitted will coincide with the latest published RSVP date for any scheduled event and/or conference. Note: if there is no direct cost to the Director for the alternate private aircraft, the expense is

not subject to reimbursement, and, may be subject to gift limitations and filing on the annual Form 700-Statement of Economic Interest form.

c. Lodging

Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging. No reimbursement requests will be approved for lodging expenses incurred within the District's service area. However, lodging costs will be paid by the District under the following circumstances:

- 1) The Board member is attending a conference or other qualifying function held more than 50 miles from their home; OR
 - a. Lodging for the night before will be reimbursed if the Board member would have needed to leave their home before 6am;
 - b. Lodging for the night of will be reimbursed if the Board member would have arrived home that night after 7pm.

Lodging requests not covered by this section will not be reimbursed, except upon authorization of the Board given at a public meeting. Actual and reasonable lodging expenses will be reimbursed only for authorized personnel and as such will not be reimbursed for guests or family members of the authorized personnel. Where reasonably possible, lodging will be obtained in proximity to the conference or function site. In most cases, lodging should be arranged and paid for through the District. With adequate notice, staff is able to arrange for prepayment of authorized charges via the District credit card. Staff will be unable to acquire any lodging for events that are requested after the prescribed RSVP deadline has passed.

- 2) At some conference venues, a Director may have access to alternate lodging due to the availability of time shares, a secondary residence, etc. Reimbursement for any alternate lodging is limited to the cost of scheduled actual conference lodging costs or the lesser of the two venues. Documentation in the form of a receipt paid for alternate lodging must be provided to receive reimbursement.

d. Meals

The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed \$100.00 per day's service. The District does not pay for or reimburse for alcoholic beverages. When the District pays for meals, which are included in a conference/seminar registration packet, outside meals will not be reimbursed.

1) Gift Acceptance

On occasion at different events and/or conferences, a Director may be extended an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements on an individual Form 700 Statement of Economic Interest form if the amount of the dinner exceeds \$50. The meal host (district vendor, consultant) should be asked to provide written documentation that includes an itemization of items consumed. In the case of hosted alcoholic beverages shared by many (e.g. bottle of wine), the cost of the beverage may be prorated by the total number of guests at the meal function. Alternately, TVMWD will accept this invitation under the guidance of FPPC Form 801 – Payment to agency and complete the required documentation in accordance with the supplemental TVMWD Gift Acceptance policy. If TVMWD completes and files a Form 801, individuals are not required to include the information on their annual Form 700.

2) Distribution of Tickets and Passes

In compliance with the Fair Political Practices Commission Regulation Section 18944.1, when complimentary tickets or passes are conveyed to a Director to attend an event that normally would have been paid for, TVMWD will complete and file FPPC Form 802 – Ceremonial Role Events and Ticket / Pass Distribution. If TVMWD completes and files a Form 802, individuals are not required to include the information on their annual Form 700, in accordance with the supplemental TVMWD Distribution of Tickets and Passes policy.

e. Other

District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred. If the Board member chooses to incur additional costs that are above the rates established herein, and those costs have not been approved by the Board in a public meeting before the expense is incurred, then the Board member may do so at his or her own expense.

2.8.4. Ineligible Expenses: The District will not advance cash to a director. Directors will not be issued District credit cards or car allowances. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. Any expenses related to meetings not approved by the Board will be deducted from the Director's compensation and reimbursement payment. Gratuity exceeding 15% of the subtotal will be ineligible for reimbursement.

2.8.5. Expense Forms: The District shall provide expense report forms to be filed by the members of the Board for reimbursement of actual and necessary expenses incurred

on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this document for the expenditure of public resources. Board members shall submit their expense reports to the District's General Manager or designee for the preceding calendar month by the fourth calendar day following the end of the month. All reports shall be accompanied by the original, itemized receipts for ancillary expenses such as meals, parking, etc. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense report. Otherwise, missing receipts will not be reimbursed. Approval of Director expenses for the preceding month will be included on the agenda of the Board meeting held on the third Wednesday of each month. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.9. Board of Directors - Ethics Training

2.9.1. Requirement:

a. Elected Officials

AB1234 was chaptered in 2005, effective January 1, 2006, and requires all elected officials shall receive ethics training within one year of taking office and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this requirement for its elected officials.

b. Staff

TVMWD requires that all regular employees complete ethics training within one year of hire and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this requirement for its employees. TVMWD may assign Target Solutions ethics training to any employee that is hired during the off-training cycle to insure compliance with this law.

2.9.2. Application:

Local Agency Official: As used in Section 2.9.1, the term "local agency official" means all of the following:

- a. All Board members; and
- b. All executive staff of the District.

Ethics Laws: As used in Section 2.9.1, the phrase "ethics laws" includes, but is not limited to, the following:

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- b. Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for

personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

- c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
- d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

2.9.3. District Responsibilities

Records: The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 2.9 and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Notice: The District is required to provide information on training available to meet the requirements of Section 2.9 to its local agency officials at least once annually.

2.10. Board of Directors – Workplace Harassment Training

2.10.1. Requirement

a. Elected Officials

Effective January 1, 2017, new legislation (AB1661) clarifies an elected officials' responsibility to complete this training. Within six months of taking office an elected official must complete this training. Thereafter, each Board member must participate in such training at least once every two years.

b. Supervisory Staff

All district staff must participate in the District's program of providing at least two hours of classroom or other effective interactive training and education regarding workplace harassment no later than six months from their first day of service with the District. Thereafter, each district staff member must participate in such training at least once every two years.

c. Biennial Training

During the first quarter of odd years, following the General Election, TVMWD will provide training to elected officials and district staff. TVMWD will utilize Target Solutions for interim training for district staff.

2.10.2. District Responsibilities

The training and education required by Section 2.10 shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of workplace harassment and the remedies available to victims of workplace harassment in employment. The training and education

shall also include practical examples aimed at instructing District supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

2.11. Board of Directors – Governance/Management Connection

With the exception of the Board's relationship with General Counsel, the Board's sole official connection to the operational organization, its achievements and conduct will be through a chief executive officer, titled General Manager. The Water Code states that the General Manager has "full charge and control" of the District's system, subject to Board approval (Section 71362). The District's definition of "full charge and control" includes technical aspects such as construction, operations, repair and maintenance, and engineering; as well as day-to-day administrative functions such as accounting, billing, and financial services; and management functions over employees, suppliers and consultants. The definition also includes the General Manager's ability to accomplish these functions, and their accountability for them.

The primary, binding authority with respect to the General Manager's role and responsibilities is stated in California Water Code Sections 71362 and 71363. Consistent with that foundational policy, several important policy concepts are highlighted in this and subsequent sections.

Only officially passed ordinances, resolutions, and motions of the Board are binding on the General Manager except in rare instances when the Board has specifically authorized such exercise of authority. In initiating communication with District staff, Directors should generally contact the General Manager. In the absence of the General Manager, Directors may contact the appropriate management staff member to obtain the requested assistance. Any Board member requests that require substantial work must come to the Board for direction.

The General Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager. The Board, as a whole, will not give direction to a person who reports directly or indirectly to the General Manager. The Board as a whole will not evaluate, either formally or informally, any staff other than the General Manager. The Board will evaluate the General Manager performance qualitatively, using as guidelines the General Manager's stated annual objectives. Adjustments in the General Manager's remuneration or contract will be consistent with the Board's evaluation of performance and achievement of stated objectives.

3. GENERAL MANAGER AND STAFF

3.1. General Policy

The General Manager will ensure that conditions for the employees are maintained and conducted in a fair, dignified and organized manner. Also, the General Manager may not:

- 3.1.1. Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as grossly preferential treatment for personal reasons.
- 3.1.2. Retaliate against any staff member for non-disruptive expression of dissent.
- 3.1.3. Fail to acquaint staff with the rules and his/her interpretation of their protections and responsibilities under this policy.

3.2. General Manager Authority - Limits Set by Board

Within guidelines set by state law, District policy establishing the responsibilities and authority of the General Manager and the responsibilities reserved for the Board of Directors is set forth by Resolution 17-10-811, which is incorporated herein by reference.

3.3. Safety

The District will maintain a safety program to ensure the protection of the public, contractors and staff from injury and illnesses. The program shall comply with applicable federal and state laws.

3.4. Loyalty Oath

In accordance with the Government Code 3100 et seq. all public employees are classified as “disaster service workers” and are required to take a public employee oath upon hire. Failure to subscribe to the oath will null and void the offer of employment by the District. The Code states that all disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath.¹⁷

4. WATER PLANNING AND SUPPLY

4.1. General Policy

In the pursuit of its mission, the TVMWD Board of Directors has articulated some objectives related to water planning and supply. These objectives form the general water planning and supply policy of the District:

- 4.1.1. Assure an adequate, safe and reliable supply of imported and local water that meets the needs of our customer agencies.
- 4.1.2. Provide leadership in addressing and resolving water supply, water quality and infrastructure issues affecting water agencies in the District's service area and region. Serve as collaborator, facilitator, and integrator of the interests of water agencies and other stakeholders within the District's service area and region.
- 4.1.3. Prepare and implement long range plans that meet District and member needs, while distributing the benefits and costs equitably.

4.2. Water Management Plan

In accordance with State law, the District prepares an Urban Water Management Plan as a comprehensive assessment and description of the District's ultimate needs for water and plan for the provision of related facilities and water management actions. The content and development process of the Plan shall be consistent with, but may surpass, the elements prescribed by the Urban Water Management Planning Act.¹⁸

4.3. Water Quality

Drinking water provided by the District shall be of the highest quality possible at a reasonable cost, but shall at no time violate any adopted federal or state primary or secondary drinking water standard.

Drinking water quality may sometimes be protected effectively at the source, or in the watershed from which it is withdrawn for human use. Therefore, it is the policy of Three Valleys Municipal Water District to promote the protection and, when appropriate, the enhancement or restoration of watershed and groundwater resources of the region.

4.4. Water Use Efficiency, Public Outreach & Water Conservation

The District actively promotes the achievement of a high level of efficiency by all types of retail water users, by supporting water conservation planning and project implementation at the regional and local levels. Also, the District will endeavor to maintain an active and comprehensive approach in its outreach efforts by participating in a wide variety of activities throughout the service area.

5. CAPITAL IMPROVEMENTS

5.1. Service Connections

It is the District's policy to facilitate the construction of new imported water connections as needed. The approval, design, and construction of new service connections to Metropolitan Water District (MWD) facilities shall comply with applicable sections of MWD's Administrative Code. The District shall be responsible for all approvals, design, and construction of new service connections to District-owned facilities. Although the District may consider appropriate funding arrangements, such as funds from state or federal grants or loans, in collaboration with the benefiting agency(ies), the cost of design and construction is the responsibility of the local agencies in proportion to their benefit.

5.2. System Maintenance and Repairs

District policy is to plan, budget money for, and implement a thorough program of maintenance and repair for all District facilities, to achieve the goal of keeping all equipment, machinery, and processes in good working order.

5.3. Other Capital Improvements

The District may undertake the design and construction of capital improvements that provide regional water resource or water quality benefit. The costs of such projects may be shared with those directly benefiting from the project or may be wholly included in the District's budget. Funding may be rate-based, from grants or other outside sources.

6. FINANCIAL INTEGRITY

6.1. General Policy

Consistent with District policies established herein, the General Manager as the Chief Executive Officer of the District shall ensure that Three Valleys Municipal Water District meets all laws, regulations, and sound financial management practices.

6.2. Annual Budget

The General Manager shall annually prepare and follow a budget in which anticipated expenses do not exceed anticipated revenues. Budget preparation will include ample consultation with member agencies, before its approval by the Board of Directors.

6.3. Rates, Charges, Assessments and Penalties

The Board of Directors shall set rates, charges, assessments and penalties in accordance with its mission, state law, and prudent fiscal management practices. Invoices for water deliveries shall be done on a monthly basis. Invoices shall be mailed no later than the twelfth (12th) working day of the month following the month in which water was delivered. The invoice shall indicate the mailing date (invoice date), the month for which the charges were incurred, the total amount of water delivered for each class of service, and the total amount of charges and water delivered. Payment of the amount shown on such invoices shall be due in the month following mailing and shall be delinquent if not received by the Chief Finance Officer (CFO) of the District before the close of crediting activity five (5) business days prior to the last business day of the month following such date of mailing. The term "business day" shall mean any day other than a Saturday, Sunday, or holiday. The term "received by the CFO" shall mean receipt either (1) at the District headquarters or (2) by crediting to the District's general demand account at the office of the District's bank in such form that the funds are immediately available for investment or other use or disposal by the District. The term "close of crediting activity" shall mean either (1) 2:00 p.m. if payment is delivered to the Office of the CFO of District headquarters, or (2) the cutoff time for crediting by the District's bank of the day's transactions if payment is initiated by wire transfer, inter-branch transfer, direct deposit, or by other means pursuant to advance agreement with the CFO. In the event that a mistake is discovered in a District water sales record, the General Manager shall initiate appropriate corrective action, except that no mistake made more than five (5) years prior to its discovery shall be corrected. If an incorrect invoice has been issued to a member agency, the General Manager shall notify the affected agency of any adjustment and the manner of making any required credit or charge, neither of which shall bear interest. All invoices are due and payable as described and any dispute concerning the amount due should be filed with the District immediately. In the event any member agency shall be delinquent in the payment for water delivered by the District, or through an MWD connection, and/or other charges levied, an additional charge equal to two (2) percent of such delinquent payment for each month or portion thereof (days delinquent divided by 30) that such payment remains delinquent shall be assessed, and the member agency shall pay such charge to the District in addition to the amount of such delinquent payment. Notwithstanding the above, if the total period of

delinquency does not exceed five (5) business days, the additional charge shall be equal to one (1) percent of such delinquent payment. Invoices for delinquencies including additional charges shall be mailed not later than the tenth day of each month. In the event that any member agency shall be delinquent for more than thirty (30) days in the payment for water, such delinquency shall be reported by the General Manager to the Board of Directors at its next meeting. The Board of Directors, in its discretion and upon such other conditions as it may prescribe after giving the member agency a reasonable opportunity to be heard, may order the termination of service to such member agency until all delinquent payments, including additional charges, is made to the District, or the Board of Directors may authorize such other actions as may be legally available to effect collection.

6.4. Reserves

The District will maintain sufficient revenue to meet its operating expenses, debt service and depreciation expenses and hold cash and/or other investments in reserve. Reserves will be segregated into various funds for specified purposes according to the District's Investment Policy and in compliance with state and federal laws. They will include committed reserves for specific, ongoing capital projects, non-spendable reserves invested in capital assets, restricted reserves for debt service, and assigned reserve funds made up of the following Board designated categories:

Board Elections	Opportunity	Employee Benefits
	Emergency	Capital Investment Program
Water Rate Stabilization	Board Election	Opportunity
Employee Benefit		

6.5. Investment of Funds

Funds accumulated temporarily by the District to finance planned improvements, along with operating reserve funds, are invested in instruments and accounts as allowed by the California Government Code and in conformance with adopted District investment policy.¹⁹ Management of non-cash investments shall be administered by a competitive investment manager. Custody of the investments shall be administered by a competitive investment manager.

The General Manager shall render an annual statement of investment policy to the Board of Directors. The General Manager shall also render a quarterly report to the Board of Directors showing the type of investment, date of maturity, amount of deposit, and current market value for all securities with a maturity of more than twelve (12) months, and the rate of interest.

6.6. Risk Management

The District will identify, analyze and implement reasonable techniques to protect against the adverse financial effects of accidental losses, including the purchasing of insurance, contractual transfer, exposure avoidance and retention of unfunded reserves.

6.7. Audit

The District will contract with a reputable public accounting firm to conduct an annual audit of its financial activities using a Certified Public Accountant familiar with the operations of a municipal water district in California. The audit will be made available for review by member agencies and the public and will comply with the Generally Accepted Accounting Principles (GAAP) in addition to state and federal law.

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7. PUBLIC INVOLVEMENT

7.1. General Policy

It is the policy and desire of the Board of Directors that the public is kept adequately informed as to District activities, thus promoting public confidence in the District.

7.2. Public Information and Education

The District endeavors to inform and educate its various “stakeholders” on general, historical, and current issues through multiple means, including: open, public meetings; the media; and, various educational forums including, but not limited to, District-sponsored tours, tri-annual leadership breakfasts, and conservation education classes.

7.3. District Spokesperson

The General Manager is the principal spokesperson for the District, and the President of the Board shall serve as the spokesperson for District policies and other board related issues. Some of this responsibility may be delegated to others, as appropriate.

7.4. Requests for Public Records

- 7.4.1. All District records and documents not deemed to be exempt under the California Public Records Act (“the Act”), California Government Code Section 6250 et seq., shall be open to the public for inspection and copying pursuant to the requirements of the Act and the procedures established herein.
- 7.4.2. Any person who wishes to inspect or copy any document or record of the District shall submit or unequivocally convey such a request to the District which reasonably and particularly describes an existing and identifiable record. The person seeking the record may, but need not, state his or her reason for making the request and/or the use to which the information will be put.
- 7.4.3. When a member of the public requests to inspect a public record or obtain a copy of a public record, the District, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, shall perform all of the following, to the extent reasonable under the circumstances:
 - a. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
 - b. Describe the information technology and physical location in which the records exist; and
 - c. If the requested record exists on the TVMWD website, the requester may be directed to the website to obtain the item; however, requests to inspect or request a copy of the record shall be accommodated.
 - d. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

- 7.4.4. If the District receives a request for approved minutes, publicly-posted agendas, adopted budgets, and/or other simple, routine, and otherwise readily-available documents in the District's immediate possession, said records shall be released to the party so requesting for inspection as soon as possible. If copies thereof are requested, said records shall be released to the party requesting as soon as possible after payment of the fee adopted by the District pursuant to Section 7.4.8 hereof.
- 7.4.5. All requests for records that are outside the scope of Section 7.4.4 hereof shall be reduced to written form. The District shall furnish the requesting party with a standard form for his or her convenience in describing the records sought, but the use of that form shall not be the exclusive means by which a member of the public may identify said documents in writing. If the requesting party refuses or is unable to submit a request in writing, the District shall prepare a written memorandum articulating the request as it is understood.
- 7.4.6. Within ten (10) calendar days after receipt of a request to inspect or copy any document or record of the District identified in the writing prepared pursuant to Section 7.4.5 hereof, the District shall determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District, and shall immediately notify the person making the request of such determination and the reasons therefore.
- 7.4.7. Under unusual circumstances as defined in the Act, the time limit prescribed in Section 7.4.6 hereof may be extended by written notice by the General Manager of the District, or his or her designee, to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than fourteen (14) calendar days.
- 7.4.8. If the District determines that the records requested shall be made available for public inspection or copying, the District shall promptly make the records available to the requesting party. If copies are requested, the District shall promptly provide copies of the records to the requesting party upon payment of a duly-adopted fee to cover the District's direct cost of duplication, which shall be calculated in the following manner:
- a. If the copies are made by the District's staff, the total fees pursuant to the adopted fee schedule by Resolution No. 17-06-802 will be shared with the requestor. Such fees will only apply to the direct cost of duplication and shall not include the ancillary tasks necessarily associated with the retrieval, inspection, and handling of the file from which the record is extracted for reproduction.
 - b. If the records for which copies are requested are being held by consultants of the District, including the District's legal counsel, the direct cost of duplication shall be no different than the fee established pursuant to Section 7.4.8(a) above.

- c. If the size, quantity, or unique nature of the records for which copies are requested is such that the District determines in the reasonable exercise of its discretion that the reproduction thereof should not be conducted by District staff or consultants, then the District shall attempt to coordinate a mutually-acceptable alternative arrangement with the requesting party. No such arrangement shall permit a copying protocol that would expose any District records to being permanently removed, damaged, defaced, or destroyed. If the District is unable to reach such an agreement with the requesting party, then the District shall send said records to a printer or commercial copying service for reproduction and the direct cost of duplication shall be the same amount that is charged by the printer or commercial copying service for the services so performed.
- 7.4.9. If the District determines that the records requested shall not be made available for public inspection or copying, the District shall justify withholding any record by demonstrating that the record in question is exempt under the Act, that the District is unable to identify the information requested in the writing prepared pursuant to Section 7.4.5 thereof after making a reasonable effort to provide the assistance described in Section 7.4.3 hereof and elicit additional clarifying information from the requester that would help identify the record or records, or that, based on the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. Any notification of denial of any request for records shall set forth the names and titles of each person responsible for the denial.
- 7.4.10. If the District determines that any part of an otherwise public record shall not be made available for public inspection or copying, any reasonably segregable portion of the record shall be provided to the person requesting such record after deletion of the portions which are exempt by law and upon (a) compliance with Section 7.4.8 hereof as to the portions released to the requesting party and (b) satisfaction of Section 7.4.9 hereof as to the portions deleted there from.

APPENDIX A Resolutions and Motions Superseded by Adoption of this Policy

1 PURPOSE AND ORGANIZATION

- 1.1 **Mission** — *Motion Numbers: 9-94-3164, 2-97-3472 and 4-00-3807*
- 1.3 **Objectives**²⁰ — *Resolution Number: 7-52-262*
- 1.4 **Functions and Powers** — *Motion Numbers: 7-50-8, 9-56-450, 1-68-101, 1-68-104, 8-71-142, 5-74-93, 1-79-576, 1-79-577, 4-79-612, 5-79-621, 8-81-982, 9-81-1012, 4-82-1153, 7-82-1202, 5-86-1844, 2-90-2428, 6-92-2839, 7-92-2871 and 1-95-3194*

2 GOVERNANCE

- 2.1 **Board of Directors - Principal Functions** — *Ordinance Number: 2-01-7 (2001); Motion Numbers: 197, 208, 1-70-1072-79-589, 2-79-594, 7-79-647, 7-82-262, 3-85-1645, 4-89-2324, 11-89-2391, 5-92-2530, 8-92-2897 and 12-95-3288. Ordinance Number 17-01-21 (2017) was adopted to clarify process for approval of TVMWD Manuals.*
- 2.2 **Election** — *Motion Numbers: 7, 6-84-1534, 7-84-1541 and 7-94-3151*
- 2.3 **Board of Directors – Organization** — *Resolution Numbers: 12-88-301, 01-02-408; Motion Numbers: 561, 11-78-555, 1-79-571, 1-79-574, 11-81-1061, 9-86-1912, 12-86-1962, 7-92-2869, 1-93-2951, 1-93-2952, 1-93-2953, 1-93-2954, 1-93-2985, 1-93-2983, 1-93-3954, 4-93-2992, 4-93-2993, 4-93-2994, 6-93-3012, 1-94-3096, 1-95-3196 and 10-95-3265*
- 2.4 **Board of Directors - Public Meetings** — *Ordinance Numbers: 3-01-8, 5-01-9, 02-02-11, 6-03-12, 05-04-13 and 12-01-19, 13-04-20 (2013); Resolution Numbers: 8, 48, 450, 1021; Motion Numbers: 1-84-1464, 4-89-1670, 4-91-2624, 4-91-2626, 2-93-2959, 2-93-2962, 7-91-2674, 3-93-2973, 10-93-3068, 1-94-3095, 1-95-3196, 1-95-3197, 4-95-3217, 10-95-3265, 2-98-3571 and 8-98-3625*
- 2.5 **Board of Directors - Norms of Conduct and Communication** — *Resolution Numbers: 4-74-170, 1-77-203, 8-81-256, 08-02-424, 06-06-550 and 09-07-639; Motion Numbers: 9-82-1228, 5-83-1361, 5-87-2053, 10-87-2112, 4-89-2334, 3-90-2447, 4-91-2625, 6-91-2653, 7-91-2672, 6-92-2844, 7-93-3040, 12-93-3083, 2-94-3103, 3-94-3109, 12-95-3288, 5-97-3501, 8-97-3526, 6-98-3607 and 9-98-3630*
- 2.7 **Board of Directors - Compensation** — *Ordinance Numbers: 3-98-6, 7-90-4, 2-01-07 and 2-07-15 (2007); Resolution Numbers: 5-81-254 and 8-81-256; Motion Numbers: 80, 560, 690, 694, 1-84-1460, 5-85-1673, 9-86-1912, 9-89-2379, 9-89-2380, 8-90-2512, 1-91-2580, 6-92-2845, 6-92-2880, 2-93-2968, 2-93-2969, 7-93-3032, 8-93-3055, 12-93-3083, 7-94-3151, 6-95-3234, 9-95-3250, 5-97-3501, 3-98-3583, 3-98-3596, 2-01-3882 and 09-01-4670*
- 2.8 **Board of Directors – Reimbursement** — *Ordinance Number: 2-01-7 (2001)*
- 2.11 **Board of Directors – Governance/Management Connection** — *Ordinance Number: 2-01-7 (2001); Resolution Number: 7-82-263*

3 GENERAL MANAGER AND STAFF

- 3.1 **General Policy** — *Ordinance Number: 11-04-14; Motion Numbers: 3-69-115, 12-69-164, 12-70-167, 11-72-147, 4-73-161, 5-76-285, 12-76-352, 11-79-697, 11-80-841, 3-81-902, 3-81-909, 9-81-1002, 11-81-1060, 3-82-259, 12-82-266, 6-83-270, 6-84-1525, 2-85-1635, 3-85-1655, 3-85-1656, 6-85-1699, 4-86-1811, 4-86-1812, 4-86-1813, 4-86-1824, 6-87-2060, 8-89-2358, 8-89-2363, 8-89-2364, 6-90-2482, 9-91-2700, 9-91-2704, 4-94-3130, 6-95-3232, 6-95-3233, 1-96-3305, 3-96-3336, 6-97-3512, 10-99-3748, 4-00-3813, 7-00-3836 and 8-00-3841*
- 3.2 **General Manager Authority - Limits Set by Board** — *Motion Numbers: 20-05-5279; Resolution Number: 20-05-877*

4 WATER PLANNING AND SUPPLY

- 4.1 General Policy** — *Resolution Number: 10-02-647*
- 4.3 Water Quality** — *Resolution Number: 6-80-243*
- 4.4 Water Use Efficiency, Public Outreach & Water Conservation** — *Resolution Numbers: 3-77-205 and 7-88-2997*

5 CAPITAL IMPROVEMENTS

- 5.1 Service Connections** — *Resolution Numbers: 151, 239; Motion Numbers: 12-57-196*
- 5.2 System Maintenance and Repairs** — *Resolution Numbers: 196, 208, 295, 348; Motion Numbers: 2-70-115 and 6-70-135*

6 FINANCIAL INTEGRITY

- 6.1 General Policy** — *Resolution Number: 1015; Motion Numbers: 8-50-17, 7-52-242, 6-67-1015, 9-90-2538, 1-96-3304 and 3-96-3339*
- 6.3 Rates, Charges, Assessments and Penalties** — *Resolution Numbers: 242, 293, 1034, 6-75-1932, 04-03-439, 05-03-441, 03-04-466, 05-05-519; Motion Numbers: 10-70-155, 11-78-559 and 1-84-1464*
- 6.4 Reserves** — *Resolution Numbers: 1-85-278, 05-03-440, 03-05-505, 03-05-506*
- 6.5 Investment of Funds** — *Resolution Numbers: 10-86-288; Motion Numbers: 4-82-1661, 4-90-2456, 12-90-2570, 8-94-3160, 8-94-3161, 3-96-3337, 8-97-3525, 10-98-3629, 10-98-3630, 8-99-3732, 9-99-3739, 01-05-495 and 09-02-4677*
- 6.6 Risk Management** — *Resolution Number: 05-04-471*
- 6.7 Audit** — *Motion Number: 4-92-2798*

7 PUBLIC INVOLVEMENT

- 7.1 General Policy** — *Resolution Number: 7-82-262*
- 7.2 Public Information and Education** — *Motion Numbers: 3-81-913 and 5-82-1169*
- 7.4 Request for Public Records** — *Resolution Number: 17-06-802*

APPENDIX B **End Notes**

1. The Mission Statement of TVMWD was updated and unanimously approved by the Board of Directors at its September 19, 2012 meeting by *Motion Number. 12-09-4889*. The Vision Statement of TVMWD was updated as a part of the FY 20-21 Strategic Plan that was unanimously approved by the Board of Directors at its February 19, 2020 meeting by *Motion Number. 20-02-5265*. TVMWD Action Plan 2001-2002 adopted on September 19, 2001 and ratified again on February 22, 2003 and set forth the Objectives of the District, incorporated as Section 1.3 of this Policy Manual. The 2015 update of the Policy Manual changed the title of Section 1.3 from Objectives to Core Values.
2. California Water Code, Section 71000 et seq.
3. California Water Code, Section 71000 et seq.
4. These powers, whether currently exercised or latent, are generally authorized by the Municipal Water District Act (Ibid.)
5. Administrative Code, Metropolitan Water District of Southern California
6. Government Code Section 56000 et seq.
7. California Water Code Section 71276. Effective January 1, 2015 all resolutions and ordinances are adopted by roll call vote of the legislative body.
8. California Water Code Section 71260 and Water Code Section 71262
9. California Government Code Section 85300 and Government Code Section 3205(a); Water Code Section 71505; Election Code Section 10540 and Election Code Section 13307(c) and (e)
10. California Water Code Section 71505; California Election Code Section 10515
11. California Government Code Section 1780
12. California Water Code Section 71273 and Water Code Section 71340
13. California Government Code Section 54950 et seq.
14. California Government Code Section 81000 et seq.; Title 2, California Code of Regulations, Section 18109 et seq.
15. California Water Code Section 71255, Government Code Section 53232.2, Government Code Section 53232.3, Water Code Sections 20200, 20201, 20202, 20203, 20204, 20205, 20206 and 20207
16. California Water Code Section 71256; California Water Code – Appendix Section 109-51
17. California Government Code Section 3100

¹⁸ California Water Code Section 10610 et seq.


¹⁹ California Government Code Section 53601, Government Code Section 53601.1, Government Code Section 53630, and Government Code Section 53646 et seq.

²⁰ This section was renamed to Core Values during the CY 2015 update.

APPENDIX C **Policy Addendums**

This section includes policies that were adopted outside the normal cycle of policy review and approval and in a different format thereof as follows:

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	<p>POLICY TITLE DISTRIBUTION OF TICKETS AND PASSES</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 5</p>
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SECTION 1: PURPOSE OF POLICY

The purpose of this policy is to establish a fair and equitable process for the distribution of complimentary tickets or passes by TVMWD in compliance with the requirements of Section 18944.1 of the Fair Political Practices Commission Regulations. This policy is subject to all applicable Fair Political Practices Commission Regulations and the Political Reform Act, as now exist or may hereafter be added or amended, including, without limitation, definitions. (These regulations can be found at Title 2 of the California Code of Regulations and will be referred to as “FPPC Regulations.”)

SECTION 2: DEFINITIONS

Unless otherwise expressly provided herein, words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended).

- A. “TVMWD” shall mean and include the Three Valleys Municipal Water District, and any other affiliated agency created or activated by the Board of Directors of Three Valleys Municipal Water District, and any departments, committees, and commissions thereof.
- B. “TVMWD Official” shall mean every officer, agent and employee of TVMWD who is obligated to file an Annual Statement of Economic Interests (FPPC Form 700) under state law or TVMWD’s current Conflict of Interest Code.
- C. “TVMWD Venue” shall mean and refer to any facility owned, controlled or operated by TVMWD.
- D. “FPPC” shall mean and refer to the California Fair Political Practices Commission.
- E. “Immediate Family” shall mean and refer to the spouse and dependent children of a TVMWD Official. The term “spouse” includes registered domestic partners recognized by state law, and “dependent children” shall mean a child, including an adoptive child or stepchild, of a

TVMWD Official who is under 18 years old and who the TVMWD Official is entitled to claim as a dependent on his or her federal tax return.

- F. "Policy" shall mean and refer to this policy regarding the *Distribution of Complimentary Tickets* pursuant to FPPC Regulation 18944.1.
- G. "Ticket" shall mean and refer to a "ticket or pass" as that term is defined in FPPC Regulation 18944.1, as amended from time to time, but which currently defines a "ticket or pass" as admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.

SECTION 3: APPLICATION OF POLICY

- A. This policy shall be applicable to every officer, agent and employee of TVMWD who is obligated to file an FPPC Form 700 under state law or TVMWD's current Conflict of Interest Code.
- B. This policy governs the distribution of complimentary tickets received by TVMWD that are either:
 - 1. Gratuitously provided to TVMWD by an outside source;
 - 2. Acquired by TVMWD by purchase;
 - 3. Acquired by TVMWD as consideration pursuant to the terms of a contract for the use of a TVMWD Venue; or
 - 4. Acquired and distributed by TVMWD in any other manner.
- C. This policy does not apply to:
 - 1. Any other item of value provided to TVMWD or any TVMWD Official, regardless of whether received gratuitously or for which consideration is provided.
 - 2. Tickets directly provided to a TVMWD Official by a third party other than TVMWD.

SECTION 4: GENERAL PROVISIONS

- A. No Right to Tickets: The use of complimentary tickets is a privilege extended by TVMWD and not the right of any person to which the privilege may from time to time be extended.

- B. Limitation on Transfer of Tickets: Tickets distributed to a TVMWD Official pursuant to this policy shall not be transferred to any other person, except to members of such TVMWD Official's immediate family or no more than one guest solely for their attendance at the event. If a TVMWD Official transfers a ticket he or she has received from TVMWD to another person, as opposed to returning the ticket to TVMWD for redistribution, then the value of the ticket or tickets he or she transfers shall constitute a gift to him or her and shall be reportable as provided by the regulations of the FPPC.
- C. Prohibition Against Sale of or Receiving Reimbursement for Tickets: No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

SECTION 5: TICKET ADMINISTRATOR

- A. TVMWD delegates the authority to the general manager or his/her designee to be the ticket administrator for purposes of implementing the provisions of this policy.
- B. The ticket administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets in accordance with this policy. Such authority includes the power to distribute such a ticket to the general manager provided that doing so is otherwise consistent with this policy. All requests for tickets that fall within the scope of this policy shall be made in accordance with the procedures established by the ticket administrator.
- C. The ticket administrator shall determine the face value of tickets distributed by TVMWD for purposes of Section 6.A and 6.B of this policy.
- D. The ticket administrator, in his or her sole discretion, may revoke or suspend the ticket privileges of any person who violates any provision of this policy or the procedures established by the ticket administrator for the distribution of tickets.
- E. For the purpose of implementing this policy, and completing and posting the FPPC California Form 802, the ticket administrator shall be the "Agency Head".

SECTION 6: CONDITIONS UNDER WHICH TICKETS MAY BE DISTRIBUTED

The ticket administrator may distribute complimentary tickets to TVMWD Officials under any one of the following conditions:

- A. TVMWD Official reimburses TVMWD for the face value of the ticket(s).

- B. TVMWD Official treats the ticket(s) as income consistent with applicable federal and state income tax laws and TVMWD reports the ticket as income on FPPC Form 802 pursuant to Section 10 of this Policy.
- C. The ticket is not earmarked by the outside source for a particular TVMWD Official, and the distribution of the ticket to, or at the behest of, TVMWD Official accomplishes or furthers one or more of the following public purposes:
1. Performing a ceremonial role on behalf of TVMWD at an event.
 2. Facilitating the performance of a ceremonial role by a TVMWD Official on behalf of TVMWD at an event, as part of one's job duties.
 3. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public official from other jurisdictions, their staff members and their guests.
 4. Promotion of TVMWD resources and/or facilities available to residents within TVMWD.
 5. Promotion of TVMWD-run sponsored or supported community events, activities or programs.
 6. To monitor and evaluate the value of TVMWD-run, sponsored or supported community events, activities or programs to TVMWD including but not limited to evaluation of the venue, quality of performances and compliance with TVMWD policies, agreements and other requirements.
 7. Promotion and evaluation of events, activities or programs at TVMWD Venues, including but not limited to evaluation of the venue, quality of performances and compliance with TVMWD policies, agreements and other requirements.
 8. Encouraging or rewarding significant academic or public service achievements by students, residents or businesses within TVMWD.
 9. As an incident to the above public purposes, allowing for the immediate family of TVMWD Official to accompany TVMWD Official to events to accomplish any of the purposes listed in this policy.

SECTION 7: TICKETS DISTRIBUTED AT THE BEHEST OF A TVMWD OFFICIAL

- A. Tickets shall be distributed at the behest of a TVMWD Official only for one or more public purposes set forth in Section 6.C. above.
- B. If tickets are distributed at the behest of a TVMWD Official, such TVMWD Official shall not use one of the tickets so distributed to attend the event.

SECTION 8: OTHER BENEFITS

The distribution of tickets pursuant to this policy shall not constitute a “gift” to TVMWD Official receiving the ticket; however, other benefits, such as food or beverages or other gifts provided to TVMWD Official that are not part of the admission provided by the complimentary ticket, will need to be accounted for as gifts if over the applicable dollar limit.


SECTION 9: EARMARKED TICKETS

If TVMWD receives tickets that are earmarked by the outside source for a particular TVMWD Official, the tickets are gifts to TVMWD Official individually, unless:

- A. TVMWD Official reimburses TVMWD for the tickets;
- B. TVMWD Official treats the tickets as income consistent with applicable federal and state income tax laws, and TVMWD reports the tickets as income on FPPC Form 802 pursuant to Section 10 of this Policy; or
- C. The tickets are returned unused to the outside source within 30 days of receipt.

SECTION 10: POSTING AND DISCLOSURE REQUIREMENTS

- A. This policy and Form 802 reports required by Section 18944.1 of the FPPC Regulations shall be posted on TVMWD’s website.
- B. The distribution of tickets pursuant to this policy shall be documented by the preparation and certification of FPPC Form 802. Within thirty (30) calendar days of the distribution of a ticket, the ticket administrator shall prepare and certify a Form 802 and shall forward it to the FPPC for posting on the FPPC’s website.
- C. Tickets distributed by TVMWD for which TVMWD receives reimbursement from TVMWD Official shall not be subject to the disclosure provisions set forth herein.

	<p>POLICY TITLE GIFT ACCEPTANCE POLICY</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 2</p>
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– APPROVAL DATE 6/17/2015

SECTION 1: PURPOSE OF POLICY

TVMWD is committed to providing and maintaining an ethical work environment for its employees. This policy is intended to set forth the guidelines for ethical conduct to be followed by all employees regarding the acceptance of gifts.

SECTION 2: SCOPE

This policy applies to all employees. Any violation may result in disciplinary action up to and including termination of employment. If an employee has questions or needs clarification regarding this policy, the employee should check with the general manager. Exceptions to the gift acceptance policy may be made only with the permission of the general manager.

SECTION 3: STATEMENT OF POLICY

TVMWD’s gift policy is a no-gift policy. To avoid a conflict of interest, the appearance of a conflict of interest, or the need for employees to examine the ethics of acceptance, TVMWD and its employees do not accept gifts from (current or potential) vendors, customers, or any other individual or organization. A **“gift” is anything of value (tangible or intangible) provided for which the donor has not received equal or greater consideration.** Gifts include – but are not limited to – meals, lodging, loans, cash, favorable terms or discounts on any product or service, services, equipment, prizes, products, transportation, use of vehicles, vacation or other facilities, stocks or other securities, tickets, gift certificates, gift cards, discount cards, memberships.

Employees are required to demonstrate TVMWD’s commitment to treating everyone impartially. Employees are to practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all individuals and organizations.

Employees should professionally inform individuals and organizations of this no-gift policy and the reason TVMWD has adopted the policy. If an employee or department receives a gift:

- If feasible, the gift is returned to the donor.
- If not feasible to return the gift, the gift must be raffled off to employees. Proceeds from the raffle will be donated to TVMWD’s designated charity, SCWUA-Water for People. If employees are uninterested in the raffled item, the gift will be donated as determined by the general manager.
- Plants or flowers will be displayed in the lobby or the board room where all employees may enjoy their presence.
- Gifts of food will be placed in the kitchen to be shared with all staff.

SECTION 4: EXCEPTIONS

Many of the exemptions allowed per FPPC (Fair Political Practices Commission) Regulations are listed below. This list is only a summary, so please check with the general manager for clarification on each of these.


1. Return gift unused within 30 days
2. Deliver gift to a non-profit organization without claiming the gift as a tax deduction
3. Reimburse the donor for the fair market value of the gift
4. Gifts of informational material provided to assist in the performance of duties
5. Gifts from close family relatives
6. Campaign contributions
7. Plaques, awards or certificates
8. Home hospitality is hospitality provided by a donor in his/her home when the donor or member of his/her family is present
9. Gift exchange (other than a lobbyist) so long as not substantially disproportionate in value
10. Devise or inheritance
11. Inexpensive items (pens, bags, novelties, food, beverages, etc.) while attending conferences, seminars, et al. that are offered equally to all members of the public attending the event
12. Food, beverages, and moderately priced (<\$75) meals supplied and attended by current customers, partners, and vendors in the interest of building positive business relationships. This moderately priced entertainment is provided as part of a “working” meeting to benefit and advance positive working relationships and company interests. These activities are expected to be reciprocated by TVMWD in turn of equal value.
13. Exempted are tickets/passes to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose if the distribution of tickets is pursuant to TVMWD’s Policy on Distribution of Complimentary Tickets.

SECTION 5: LIMITATIONS

Gifts from a single source may not exceed \$500 in a calendar year for elected officials and employees whose designated positions are listed in TVMWD’s conflict of interest code.

SECTION 6: REPORTING

Regardless of whether a gift meets the definition of an exception, elected officials and employees whose designated positions are listed in TVMWD’s conflict of interest code may be required to report such gifts. Please refer to FPPC guidelines for reporting requirements, which can be found at www.fppc.ca.gov.

 <p>THREE VALLEYS MWD</p>	<p>POLICY TITLE POLICY FOR USE OF DISTRICT PROVIDED COMPUTER TABLET DEVICES</p>	<p>APPROVAL DATE June 17, 2015</p>	<p>Page i of 4</p>
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The Three Valleys Municipal Water District shall establish a policy of providing the members of the board of directors and management staff with the equipment and technology needed to allow electronic delivery of agendas, reports and other material pertaining to items of business to be transacted or discussed at board meetings and other meetings attended by board members and management staff (users), and to allow for easier communication via e-mail.

Based upon cost estimates researched by staff, providing agendas and board meeting materials to the users electronically, for viewing on a computer tablet device (hereinafter “tablet”), would result in a cost savings to the district of approximately \$600 per year per recipient, by eliminating the preparation and distribution of individual paper packets of the meeting materials, and would improve the efficiency of providing information to the users.

The district shall provide a tablet to each user with appropriate software and internet access for the purpose of allowing agendas, agenda materials, reports and other materials (board packets), pertaining to business of the district to be transacted or discussed at meetings of the board. When the board packets are transmitted to the users electronically via email, staff shall not provide a “hard copy” printed version to the directors and management staff members.

A district-purchased tablet shall include sufficient capacity and features to meet the business needs of the users. The district shall purchase and install all software necessary for the devices to perform the functions required and shall provide maintenance and upgrades as necessary. The district shall arrange for and pay the cost of internet and e-mail service to the devices, and provide any and all IT services needed in connection with the use of the devices.

The district-provided tablets shall ensure compliance with the Ralph M. Brown Act, the Public Records Act and other laws pertaining to the use of public property. A policy agreement between the district and tablet users follows below.

TERMS AND CONDITIONS

SECTION 1: CUSTODY

The user identified below is a licensee with rights to utilize the Three Valleys Municipal Water District (“district”) computer tablet device and related accessories (hereinafter defined as “tablet”) during the term of this agreement, contingent upon all other terms and conditions stated herein. This agreement establishes the user’s right to use the subject tablet and shall in no way be construed to convey to user any ownership right in that tablet. The district provided tablet shall remain the property of the district and shall be used exclusively for district business.

SECTION 2: TERM

The term of this agreement shall begin upon the date signed and terminates upon the first to occur of:

- a. when the user’s term as a director/employee of the district ends; or
- b. if the user decides to return the tablet to the district prior to the expiration or earlier termination of the user’s term as a district director/employee; or
- c. if the district elects to terminate its Tablet User Program.

SECTION 3: GENERAL CONDITIONS FOR USE

The tablet resources are provided for use in the pursuit of district-related business and to reduce the paperwork, copying and delivery expenses the district incurs annually.

In order to avoid improper use of the district-provided tablet, the users will comply with the following rules for use:

- a. The tablet is to be used exclusively for district business and not for personal business, entertainment, personal communications, or other non-authorized purposes. Tablet use for personal business will subject the user to be taxed, according to the IRS.
- b. Users will be responsible for downloading the e-mailed board packets to their tablet and for bringing the devices with them to every meeting for which materials have been sent.
- c. Users shall not use the tablet in such a way as to cause the district to be charged for goods or services not previously authorized by the board.
- d. All programming, software and features on the tablet shall be supplied by the district for district purposes. Users shall not install software, download files or make any other alterations to the computer tablet devices for their own purposes or which are not expressly authorized by the district.
- e. Directors shall not use the tablets to communicate with other directors in violation of the Ralph M. Brown Act, including but not limited to communicating with a majority of the members of the board of directors on any matter which will be addressed by the board at a meeting, or which is within the subject matter jurisdiction of the board of directors which may become an item of business at a future board meeting. In general, directors should not communicate with other directors by e-mail. Communications regarding availability for meetings, requests for information and other matters which must be dealt with outside of meetings should be coordinated through the general manager, to avoid the appearance of a Brown Act violation.

SECTION 4: PRIVACY

During and after the term of this agreement, the user has no right of privacy as to any information or files maintained in or on the tablet or transmitted by or to, or stored on the tablet.

Any personal materials, software, applications, Apps, pictures, emails, etc., that remain on the tablet after it is returned to the district., and any right to privacy of such items, to the extent it may exist, will be forfeited.

Unless otherwise exempted, all information provided electronically to the users shall constitute public records and shall be provided by the district to any person requesting a copy of such information, in the same electronic format as provided to the users, or at the option of the person requesting the records, in hard copy format, upon payment of the copying costs. Notwithstanding the foregoing, material transmitted with a board packet which pertains to a closed session item on the agenda, or which is otherwise exempt from disclosure under the Public Records Act, shall not become disclosable by virtue of transmission to the users by electronic means, unless and until such time as the material becomes subject to disclosure under the Public Records Act. Users receiving non-disclosable material by electronic means shall not forward or disclose such material to any other person without the authorization of the board of directors.

All communications using the tablets are public records subject to review by district staff, for purposes of determining their status under the district's Records Retention Policy. Communications and information contained on the tablets shall be retained by the district for a period of six months, or until a determination has been made that the item is not a record to be retained under the Records Retention Policy, in which case it may be deleted from the district's electronic files. Users may delete any unnecessary files on the devices provided a copy is available in the district's electronic files.

SECTION 5: MAINTENANCE AND REPAIR

The user shall keep the tablet and all software in good working order and condition. If repairs are necessary, the tablet and software shall be repaired by the district, or another entity designated and approved by the general manager. All software, applications and Apps loaded onto the tablet shall be properly licensed and shall not consist of pirated or illegal materials.

The users shall have possession of the tablet for their use for district business and shall be subject to returning the device to the district at any time as requested by the general manager for periodic maintenance, upgrades and service.

SECTION 6: TERMINATION AND RETURN OF TABLET

Upon the termination of this agreement or expiration of the term specified in SECTION II above, the user will, within three business days of such termination or expiration, return the tablet and any accompanying accessories to the district, as originally provided by the district, in its original condition. Ordinary wear and tear expected.

SECTION 7: THEFT OR LOSS

The users shall be responsible for the care and safekeeping of the tablets in their possession and shall reimburse the district for the cost of replacing a device that is damaged due to negligence or misuse.

Users are required to create a pin code on their tablet in order to safeguard access and content. The district shall bear the risk of theft or loss of the tablet, as long as the user exercises due care to protect and safeguard the tablet during the term of this agreement. However, the district makes no warranties of any kind and will not be responsible for any damages whatsoever which users may suffer arising from or related to their use of any district electronic information resources, whether such damages be incidental, consequential, or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by either the district's negligence, errors, or omissions.


The district may obtain insurance to cover loss or damage to the computer tablet devices if it is economically advantageous to do so.

SECTION 8: ENFORCEMENT

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the tablet, including internet and e-mail usage, and is not necessarily exhaustive (*refer to the district's Internet & Email Policy, revised 04/23/13*). Questions about specific uses should be directed to the general manager. Alleged or suspected violations of this policy and violations thereof may result in loss of tablet use. Any user violating these provisions or applicable local, state, or federal laws is subject to immediate loss or restrictions of tablet privileges and additional disciplinary actions, up to and including criminal prosecution for any individual user and/or termination of employment from the district. The district's general manager shall be responsible for the manner in which this policy will be implemented, including the monitoring of use thereof, and the archiving of information stored and retained in connection therewith.

SECTION 9: CONSENT

As a condition of this policy, all district tablet users must acknowledge that all district-issued tablets are the property of the district, and therefore, they should not consider any activity to be private, as specified in Section IV above. Users of a district-issued tablet must sign the consent form attached hereto within fifteen (15) days of receiving a copy of this policy. Prior to obtaining a tablet provided by the district, directors/employees must sign and return the consent form provided. By signing the consent form, the user acknowledges that they have received a copy of the policy, read it, and understand the district's policy and the potential penalties for non-compliance.

 <p>THREE VALLEYS MWD</p>	<p>POLICY TITLE EMAIL ACCEPTABLE USE POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 3</p>
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SECTION 1: PURPOSE

Email is a critical mechanism for business communications at the District. Use of the District's electronic mail systems and services must be used with respect and in accordance with the policies of the District.

SECTION 2: SCOPE

This policy applies to all email systems used at the District offices and remote locations. This policy applies to all email account holders, District employees, Board Members, and those working on behalf of the District.

SECTION 3: POLICY

- A. Email access at the District is controlled through individual accounts and passwords. Each user of the District's email system is required to read and sign a copy of this policy prior to receiving an email access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information in accordance with the Password Policy.
- B. All employees of the District will receive an email account. Email accounts will be granted to those working on behalf of the District on a case-by-case basis. Access will be terminated when the employee or third party terminates their association with the District, unless other arrangements are made.
- C. Email users are responsible for mailbox management, including organization and cleaning.
- D. Email users are expected to remember that email sent from the District's email accounts reflects on the District. Please comply with normal standards of professional courtesy and conduct as emails are subjected to the public records request act.
- E. Email users will not automatically forward incoming emails to accounts outside the control of the District.


- F. The District email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. emailing large attachments instead of pointing to a location on a shared drive).
- G. Email use at the District will comply with all applicable laws, all District policies, and all District contracts. Use in a manner that is not consistent with the mission and values of the District, misrepresents the District, or violates any District policy is prohibited.
- H. The following activities are deemed inappropriate uses of the District email system and services and is strictly prohibited. Inappropriate use includes, but is not limited to:
 - 1. Use for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer malware).
 - 2. Viewing, copying, altering, or deletion of accounts or files belonging to the District or another individual without authorized permission.
 - 3. Opening email attachments from unknown or unverified sources. Emails are a common source of computer malware and should be treated with caution.
 - 4. Sharing account passwords with another person or attempting to obtain another person's account password.
 - 5. Excessive personal use of the District resources.
 - 6. The District prohibits personal use of its email system and services for unsolicited mass mailings, non-District commercial activity, political campaigning, and dissemination of chain letters.
- I. The email system and services used are owned by the District and are therefore its property. This gives the District the right to monitor any and all email traffic passing through its systems. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the email systems, review by the legal counsel, observation by management in cases of suspected abuse, or to monitor employee efficiency.
- J. Emails that are retained in electronic folders or in hard copy and are not intended for temporary purposes may be public records and should follow the District's retention schedule in terms of how long the records may be kept pursuant to legal requirements.
- K. All incoming, sent, and deleted emails will be automatically deleted in accordance with record retention policy and legislative requirements. Emails that serve a useful business purpose can be preserved by manually moving the email to a subfolder of the mailbox.
- L. Use extreme caution when communicating confidential or sensitive information via email as this is not considered a secure means of communication. Keep in mind that all email messages sent outside of the District become the property of the receiver.

- M. Any allegations of misuse should be promptly reported to the Human Resources Manager. If you receive an offensive email, do not forward, delete, or reply to the message.
- N. Truly sensitive communications should be conducted through paper-based correspondences or in-person meetings. Employees are prohibited from sending personal identifiable information such as credit card information, banking information, driver's license numbers, social security numbers, and other sensitive information through the District's email.
- O. Email users must seek approval from the Chief Operations Officer prior to sending email with sensitive content related to the District's operational technology that include infrastructure maps, process control system (PCS), supervisor control and data acquisition (SCADA) system, video monitoring system, physical security systems, cybersecurity information, and any other system that could possibly reveal vulnerabilities, or otherwise increase the potential for an attack on systems of the District.

SECTION 4: NON-COMPLIANCE

Violations of this policy may result in disciplinary action up to and including termination.

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	POLICY TITLE INTERNET ACCEPTABLE USE POLICY	APPROVAL DATE	Page i of 2
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SECTION 1: PURPOSE

The goal of this policy is to outline appropriate and inappropriate use of District Internet resources, including the use of browsers, file uploads and downloads, and voice communications.

SECTION 2: SCOPE

The Internet Acceptable Use Policy applies to all employees, Board Members, and those working on behalf of the District regardless of employment status.

Internet access at the District is controlled through individual accounts and passwords. The Information Technology Manager is responsible for defining appropriate Internet access levels for the people in their department.

SECTION 3: ACCEPTABLE USE

- A. Individuals at the District are encouraged to use the Internet to further the goals and objectives of the District. The types of activities that are encouraged include:
1. Communicating with fellow employees, business partners of the District, and the public within the context of an individual's assigned responsibilities.
 2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
 3. Participating in educational or professional development activities.
 4. Only approved IM services by the Information Technology Manager shall be installed and used on the District's network. Free IM services commonly used within the consumer market are not approved or supported by the IT department.

SECTION 4: UNACCEPTABLE USE

- A. Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at the District will comply with all Federal and State laws, all District policies, and all District contracts. This includes, but is not limited to, the following:
1. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the District or another individual without authorized permission.
 2. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism,

- harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
3. The Internet may not be used in any way that violates District policies, rules, or administrative orders including, but not limited to, Social Media Policy, Email and Instant Messaging Acceptable Use Policy, any applicable code of conduct policies, etc. Use of the Internet in a manner that is not consistent with the mission and values of the District, misrepresents the District, or violates any District policy is prohibited.
 4. Individuals should limit their personal use of the Internet. The District allows limited personal use for communication with family and friends, independent learning, and public service.
 5. The District prohibits use for mass unsolicited mailings, access for non-employees to District resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity, and the dissemination of chain letters.
 6. Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by the Information Technology Manager.
 - 7.
 8. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
 9. Employees of the District will treat all other individuals, clients, employees, etc. they interact with in any virtual, online forum or network capacity, in accordance with District values, District policies, and basic business social decorum.

SECTION 5: SECURITY


- A. For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

SECTION 6: MONITORING AND FILTERING

- A. The District may monitor any Internet activity occurring on District equipment or accounts. The District currently does employ filtering software to limit access to sites on the Internet. If the District discovers activities that do not comply with applicable law or District policy, records retrieved may be used to document the wrongful content in accordance with due process.

SECTION 7: NON-COMPLIANCE

Violations of this policy may result in disciplinary action up to and including termination.

	<p>POLICY TITLE PASSWORD POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 2</p>
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SECTION 1: PURPOSE

Passwords are the primary form of user authentication used to grant access to District information systems. To ensure that passwords provide as much security as possible, they must be carefully created and used. Without strict usage guidelines, the potential exists that passwords will be created that are easy to break, thus allowing easier illicit access to the District's information systems, and thereby compromising the security of those systems.

It is the intent of the District to protect all its resources. These resources include computer hardware, software, data, and all computer related items. This document will set forth the policy of maintaining logical security, protecting the software and utilization of systems by persons with legitimate access rights.

SECTION 2: SCOPE


The Password Policy applies to all information systems, information components, and to all user account holders, District employees, and those working on behalf of the District.

SECTION 3: POLICY

- A. Passwords will have a maximum lifespan determined by the Information Technology Manager.
- B. Passwords may not be reused. Reuse includes the use of the exact same password or the use of the same root password with appended or pre-pended sequential characters.
- C. Passwords are to be used and stored in a secure manner. As such, passwords are not to be written down or stored electronically in plain text. Passwords are to be obscured during entry into information system login screens and are to be transmitted in an encrypted format.
- D. Passwords are to be individually owned and kept confidential and are not to be shared under any circumstances.
- E. Vendor supplied default passwords must be changed prior to installing a system on the network.
- F. Information Technology professionals or system account credentials for non-console administrative access must be encrypted using technologies such as SSH, VPN, or SSL/TLS. Encryption technologies must include the following:

1. Must use strong cryptography, and the encryption method must be invoked before the administrator's password is requested.
2. System services and parameter files must be configured to prevent the use of telnet and other insecure remote login commands.
3. Must include administrator access to web-based management interfaces.
4. Use vendor documentation and knowledge of personnel to verify that strong cryptography is in use for all non-console access and that for the technology in use it is implemented according to industry best practices and vendor recommendations.

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	<p>POLICY TITLE DISTRICT-ISSUED CELL PHONES FOR DIRECTORS - POLICY</p>	<p>APPROVAL DATE</p>	<p>Page i of 2</p>
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SECTION 1: PURPOSE

The goal of this policy is to outline appropriate use of District-issued cellular phones for use by Directors.

SECTION 2: SCOPE

The District-Issued Cell Phones For Directors Policy applies to any Director who wishes to have a District issued cell phone for District business.

The Information Technology Manager is responsible for administering the District cell phones.


SECTION 3: POLICY

1. The District shall provide a cellular phone and District-paid cellular phone service for the use of the any Director that requests a District cell phone. Issuance of District cell phones to Directors is voluntary only. All cellular phones provided at District expense shall remain property of the District and Directors shall carry such phones for use on District business.
2. The General Manager shall select and contract for those cellular services necessary for District purposes, including text and internet service to the extent required for communications likely to be required in carrying out the Director's duties. In addition, the General Manager shall select a calling plan and services which provides the Director's with services reasonably necessary, including, if available at a cost-effective price, unlimited minutes and text messaging within the continental United States.
3. The Directors shall not use District-provided cellular phones or cellular service in any manner which results in additional charge to the District, over and above the cost of the cellular service plan provided by the District, including international calls, or phone, text or internet sites which charge a fee through the cellular phone service provider.
4. The purpose of providing District-paid cellular phones and service to Directors is to meet the needs of the District for communication in connection with District business. The personal use of the cellular service by the Director is prohibited. The Director shall return the cellular phone to the District upon leaving office.
5. The initial purchase cost of the cell phone shall be paid for from that Director's annual travel expense budget. The monthly cellular service fees and charges shall be paid for from that

Director's annual travel expense allowance on a monthly basis. Insuring the cell phone for loss or damage shall be mandatory and included in the monthly fees and charges.

6. Directors assigned a TVMWD-owned cell phone are responsible for its safekeeping, maintenance, and proper use, and are required to take appropriate precautions to prevent the loss, theft, damage, and unauthorized access to said communication technology device or cell phone. Loss, theft, or damage of a TVMWD-owned cell phone shall be immediately reported to the General Manager.

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	<p>POLICY TITLE OUTREACH PROGRAM POLICY</p>	<p>APPROVAL DATE NOVEMBER 17, 2021</p>	<p>Page i of 2</p>
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SECTION 1: Purpose of policy

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

SECTION 2: Background

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

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


SECTION 3: Application of policy

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

remaining balance.

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

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

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

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

SECTION 2: Background

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

SECTION 3: Understanding Rights/Responsibilities Using Social Media Technology

Complying with the Ralph M. Brown Act

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

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

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

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

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

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

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

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

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

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

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

Accuracy and Honesty

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

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

Avoiding Commingling Social Media Accounts

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

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

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

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

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

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

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

Exercising Sound Discretion

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

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

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

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

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

For more information

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