



BOARD OF DIRECTORS REGULAR MEETING

DATE :
JUNE 4, 2025

TIME:
8:00 A.M.



1021 E. Miramar Avenue | Claremont, CA 91711



www.threevalleys.com



909.621.5568

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.



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING AGENDA

1021 E. Miramar Avenue, Claremont, CA 91711

June 4, 2025 – 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/83777463507>

OR

Dial in: (669) 900-9128, Webinar ID: 837 7746 3507

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 Board Secretary prior to the close of public comment.

1. CALL TO ORDER

TI

2. ROLL CALL

AGUIRRE

Mike Ti, President

Carlos Goytia, Vice President

Jeff Hanlon, Secretary/Treasurer

David De Jesus, Director

Bob Kuhn, Director

Jorge Marquez, Director

Jody Roberto, Director

3. FLAG SALUTE

TI

4. **DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449** [Government Code Section 54953(f)] TI

4.A NOTIFICATION DUE TO JUST CAUSE

4.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)] TI

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) TI

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 Board Secretary.

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. **PRESENTATIONS** TI

7.A REVIEW OF DISTRICT INVESTMENT ACTIVITIES BY KARA HOOKS, AGUILAR
REPRESENTATIVE OF CHANDLER ASSET MANAGEMENT

8. **PUBLIC MEETING REGARDING THE IMPOSITION OF A WATER STANDBY CHARGE FOR FY 2025-26** TI

The Board will convene a public meeting to consider any comments or testimony regarding the FY 2025-26 Water Standby Charge. A draft resolution regarding the imposition of the Water Standby Charge will be reviewed.

- a. Open public meeting
- b. Request staff report
- c. Public testimony
- d. Close public meeting

9. GENERAL MANAGER'S REPORT LITCHFIELD

The Executive Leadership Team will provide brief updates on existing matters under their purview.

9.A INVESTMENT POLICY REVIEW AGUILAR

The Board will review modifications to the Investment Policy.

9.B FY 2025-26 ENCUMBRANCE CARRYFORWARD AGUILAR

The Board will review and consider rolling forward funds to the next fiscal year for projects that are not expected to be completed by June 30, 2025.

9.C GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARDS AGUILAR

The district received three awards for financial reporting.

9.D CASH-OUT PROGRAM FISCAL YEAR ALIGNMENT ROBLES

The Board will review changes made to the employee cash-out program.

9.E REVIEW OF BOARD OF DIRECTORS POLICY MANUAL LITCHFIELD

The Board will review modifications made to the Board of Directors Policy Manual.

9.F REVIEW GENERAL MANAGER FY 2025-26 WORK PLAN LITCHFIELD

The Board will review the General Manager's Work Plan for FY 2025-26.

9.G PROFESSIONAL SERVICES AGREEMENT AWARD FOR THE REGIONAL URBAN WATER MANAGEMENT LEE

The Board will review a professional services agreement with GEI Consultants, Inc. and Water Systems Consulting.

10. DIRECTORS'/GENERAL MANAGER'S ORAL REPORTS TI

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.A METROPOLITAN WATER DISTRICT DE JESUS

10.B CHINO BASIN WATERMASTER KUHN

10.C SAN GABRIEL BASIN WATER QUALITY AUTHORITY KUHN

- | | | |
|------|------------------------------------|------------|
| 10.D | MAIN SAN GABRIEL BASIN WATERMASTER | HANLON |
| 10.E | SIX BASINS WATERMASTER | HANLON |
| 10.F | ADDITIONAL BOARD MEMBER REPORTS | ALL |
| 10.G | GENERAL MANAGER'S COMMENTS | LITCHFIELD |
| 11. | CLOSED SESSION | TI |
-
- 11.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.B CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
[Government Code Section 54956.9(d)(1)]
Name of Case: San Diego County Water Authority v. Metropolitan Water
District of Southern California, et al., San Francisco County Superior Court
Case No. CPF-14-514004 (Consolidated with Case Nos. CPF-16-515282 and
CPF-18-516389)
- 11.C CONFERENCE WITH REAL PROPERTY NEGOTIATORS [Government Code
Section 54956.8]
Property: DD64045-01-01, North of Rte. 210 Fwy., East of Padua Ave.,
Claremont, California
District Negotiator: Matthew Litchfield, General Manager
Negotiating Parties: State of California Department of Transportation
Under Negotiation: Purchase and Sale Agreement
- 11.D CONFERENCE WITH REAL PROPERTY NEGOTIATORS [Government Code
Section 54956.8]
Property: 1021 E. Miramar Avenue, Well No. 3, Claremont, California
District Negotiator: Matthew Litchfield, General Manager
Negotiating Parties: Golden State Water Company
Under Negotiation: Price and Terms of Acquisition

12. FUTURE AGENDA ITEMS

TI

13. ADJOURNMENT AND NEXT MEETING

TI

The Board will adjourn to a regular Board of Directors meeting on June 18, 2025 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 Board Secretary 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

**BOARD INFORMATION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: Public Meeting Regarding the Imposition of a Water Standby Charge for FY 2025-26

☐ **Funds Budgeted: \$**☐ **Fiscal Impact: \$****Staff Recommendation**

The Board will conduct a public meeting regarding the imposition of a water standby charge for FY 2025-26.

Discussion

TVMWD is to convene a public meeting regarding the imposition of a water standby charge prior to conducting a public hearing on possible adoption of the water standby charge scheduled for June 18, 2025. This public meeting required proper notice, which was done in the San Gabriel Valley Tribune on April 23, April 30, and May 7, 2025.

Attached is the draft resolution that will be considered for approval at the Board meeting on June 18, 2025. The rate and methodology for the standby charge are described in the draft Engineer's Report, which is "Attachment A" of the resolution.

Environmental Impact

None

Strategic Plan Objective(s)

2.2 – Accountability

Attachment(s)

Exhibit A – Resolution No. 25-06-DRAFT Adopting Procedures to Fix, Adjust, Levy, and Collect a Water Standby Charge

Meeting History

Board of Director's Meeting, April 16, 2025, FY 2025-26 Board Approval of Resolution No. 25-04-1006 Initiating Procedures to Fix, Adjust, Levy and Collect a Water Standby Charge

Board of Director's Meeting, April 2, 2025, Information Item Only

NA/BA



RESOLUTION NO. 25-06-DRAFT

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT
ADOPTING PROCEDURES TO FIX, ADJUST, LEVY, AND COLLECT
A WATER STANDBY CHARGE**

WHEREAS, the Three Valleys Municipal Water District ("the District") is a municipal water district organized and operating pursuant to Water Code Section 71000 et seq.

WHEREAS, under the Uniform Standby Charges Procedures Act, Government Code Section 54984 et seq. ("the Act"), the District is authorized to fix before August 10 of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

WHEREAS, under the Act the Board may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

WHEREAS, on July 10, 1996, the District's Board of Directors adopted Resolution No. 7-96-361 which established a standby charge under the Act that was designed to fund the Readiness-to-Serve ("RTS") charge imposed upon the District by the Metropolitan Water District of Southern California ("MWD") and related administrative costs incurred by the District in connection therewith.

WHEREAS, Resolution No. 7-96-361 expressly provided that the District's standby charge was based upon the report of a qualified engineer which fixed that amount of the standby charge for the 1996-97 fiscal year at \$5.92 per equivalent dwelling unit ("EDU") and provided for the adjustment of that standby charge during subsequent fiscal years according to the actual amount by which the RTS charge increased, and subject to a maximum assessment amount of \$29.41 per EDU.

WHEREAS, Water Code Section 71639(b) authorizes the District to adjust the amount of its standby charge if the adjustment is made in the same manner as provided for taxes, fees, and charges in Government Code Section 53750(h)(2), which provides that a tax, fee, or charge is not deemed to be increased by an agency action that does either or both of the following: (A) adjusts the amount thereof in accordance with a schedule of

adjustments adopted by the agency prior to November 6, 1996; or (B) implements or collects a previously approved tax, fee, or charge, so long as the rate is not increased beyond the level previously approved by the agency, and the methodology previously approved is not revised by the agency.

WHEREAS, Water Code Section 71639(c) further authorizes the District to adjust the amount of its standby charge if all of the following conditions are met: (1) the amount of the assessment does not exceed \$29.41 per EDU; (2) the revenue raised by the assessment, including its annual adjustments, is used exclusively to fund the RTS charge, or equivalent charge, imposed upon the District by MWD, and related administrative costs; and (3) The District adjusts its water rates to its retail agencies by an amount necessary to prevent surplus funding of the RTS charge imposed upon the District by MWD.

WHEREAS, Water Code Section 71639(c) further provides that in order for the District to fix a standby charge pursuant to the Act, the District's Board of Directors must adopt a resolution to initiate such proceedings, cause notice of intent to adopt the assessment to be published in accordance with Government Code Section 6066 prior to the date set for adoption thereof, and, at the time and place set forth in said notice, conduct a hearing on the assessment and hear and consider any and all objections thereto.

WHEREAS, on April 16, 2025, the District's Board of Directors adopted Resolution No. 25-04-1006 initiating proceedings to fix, adjust, levy, and collect a water standby charge in accordance with Water Code Section 71639 and scheduling of a public meeting on June 4, 2025, and a public hearing on June 18, 2025.

WHEREAS, beginning on April 23, 2025, the District published a joint notice of the public meeting and the public hearing by placing a display advertisement of at least 1/8 page in a newspaper of general circulation within the District at least three times and five days apart.

WHEREAS, on June 4, 2025, at 8:00 a.m., at the District offices located at 1021 East Miramar Avenue, Claremont, California, the Board of Directors of the District held a public meeting regarding the imposition of the charge.

WHEREAS, beginning on or about June 4, 2025, the District published a Notice of Public Hearing and Intent to Adopt a Water Standby Charge in a newspaper of general circulation within the District once a week for two successive weeks pursuant to Water Code Section 71639(c) and Government Code Section 6066.

WHEREAS, on June 18, 2025, at 8:00 a.m., at the District offices located at 1021 East Miramar Avenue, Claremont, California, the Board of Directors of the District held a public hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

NOW, THEREFORE, the Board of Directors of the District does hereby find, resolve, determine, and order as follows:

1. The public interest and necessity requires the Board of Directors of the District to adopt this Resolution hereby fixing, adjusting, levying, and collecting standby charges pursuant to The Act and Water Code Section 71639 in order to meet the RTS financial obligations imposed upon the District by MWD and all administrative costs related thereto.

2. The written protests received by the District's Board of Directors which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

3. The standby charge hereby levied by the Board of Directors of the District is based upon the report of a qualified engineer, Harris & Associates, which is attached hereto as Attachment A ("the Engineer's Report"). The content and findings of the Engineer's Report are hereby adopted in full by the Board of Directors of the District and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

- a. A description of the charge and the method by which it is to be imposed;
- b. A compilation of the amount of the charge for each parcel subject to the charge;
- c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the charge is made;
- d. The District's legal ability to fix and adjust a standby charge, the amount of the charge, and the properties affected thereby;
- e. A description of the lands upon which the charge is to be imposed; and
- f. The amount of the charge for each of the lands so described.

4. All adjustments in the amount of the standby charge set forth in the attached Engineer's Report are in compliance with the requirements of Water Code Section 71639(b) since the adjustments are made in the same manner as provided for taxes, fees, and charges

in Government Code Section 53750(h)(2), which provides that a tax, fee, or charge is not deemed to be increased by an agency action that does either or both of the following: (A) adjusts the amount thereof in accordance with a schedule of adjustments adopted by the agency prior to November 6, 1996; or (B) implements or collects a previously approved tax, fee, or charge, so long as the rate is not increased beyond the level previously approved by the agency, and the methodology previously approved is not revised by the agency.

5. Additionally, all adjustments in the amount of the standby charge set forth in the attached Engineer's Report are in compliance with the requirements of Water Code Section 71639(c) since (a) the amount of the assessment does not exceed \$29.41 per EDU, (b) the revenue raised by the assessment, including its annual adjustments, is used exclusively to fund the RTS charge, or equivalent charge, imposed upon the District by MWD, and related administrative costs, and (c) the water rates adopted by the District and levied upon its retail agencies have been calculated so as to prevent any surplus funding of the RTS charge imposed upon the District by MWD.

6. The District's General Manager is hereby authorized to take any and all actions necessary to carry out the intent of the District's Board of Directors as is stated herein, and to cause the standby charge hereby adopted to be collected at the same time, and in the same manner, as the levying of property taxes by the County of Los Angeles and/or as is otherwise available under the Act and applicable law.

7. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property upon the filing of a certificate in the Office of the Los Angeles County Recorder, which lien shall have the same force, effect, and priority as a judgment lien.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors on this 18th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mike Ti
President, Board of Directors

ATTEST:

Jeff Hanlon
Secretary, Board of Directors

SEAL:



THREE VALLEYS MUNICIPAL WATER DISTRICT WATER STANDBY CHARGE ASSESSMENT

2025/2026 ENGINEER'S ANNUAL LEVY REPORT

INTENT MEETING: APRIL 16, 2025

PUBLIC HEARING: JUNE 18, 2025

March 2025

PREPARED BY



Harris & Associates

101 Progress, Suite 250

Irvine, CA 92618

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ENGINEER'S CERTIFICATION

AGENCY: THREE VALLEYS MUNICIPAL WATER DISTRICT
PROJECT: WATER STANDBY CHARGE ASSESSMENTS
TO: BOARD OF DIRECTORS OF THREE VALLEYS MUNICIPAL WATER DISTRICT

ENGINEER'S REPORT

Pursuant to the provisions of Section 54984 et seq. of the Government Code of the State of California, being Chapter 12.4, "Uniform Standby Charge Procedures Act" (the "Act"), and in accordance with Resolution No. 7-96-361 of the Board of Directors (the "Board") of the Three Valleys Municipal Water District (the "District"), adopted on July 10, 1996 establishing a Water Standby Charge Assessment, I, Alison Bouley, P.E., duly authorized representative of Harris & Associates Inc., consultant to the District, submit this Engineer's Report for Fiscal Year 2025/2026 consisting of the following parts and exhibits:

Part I

A description of each parcel of property and the boundaries of the area proposed to be subject to the levy of the uniform standby charge assessment.

Part II

An estimate of the costs of water services to be financed from the proceeds of the uniform standby charge assessment.

Part III

A description of the uniform standby charge assessment including:

- A description of each lot or parcel of property proposed to be subject to the assessment.
- The amount of the assessment for each lot or parcel.
- The assessment methodology describing the basis of the assessment.
- A description specifying the requirements for written and oral protests and the protest thresholds necessary for requiring a vote on, or abandonment of, the proposed assessment.

DATED this ____ day of _____ 2025



Alison M. Bouley P.E., Assessment Engineer
R.C.E. No. C61383
Engineer of Work
County of Riverside
State of California



EXECUTIVE SUMMARY

A. Introduction

Harris & Associates submits this Report, consisting of (3) parts, for the Water Standby Charge Assessment adopted on July 10, 1996 by the Board of Directors of Three Valleys Municipal Water District in accordance with Resolution No. 7-96-361 under the Uniform Standby charges Procedures Act, Government Code Section 54984 et seq. ("the Act"). The Act gives the District the authority to fix in any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are used or not. The District established the standby charge in 1996 to fund the Readiness-to-Serve ("RTS") charge imposed upon the District by the Metropolitan Water District of Southern California and related administrative costs related to the standby charge. The report provides the information in the following parts:

Part I

Description of the Proposed Parcels and Assessment Boundaries.

Part II

The estimate of costs including the administration of the assessments and the Readiness-to-Serve charge imposed by the Metropolitan Water District of Southern California for the fiscal year 2025/2026.

Part III

The description of assessments includes the methodology developed to establish the basis of assessment for apportioning the cost of providing water services, and the facilities needed to provide water services.



PART I – DESCRIPTION OF THE PROPOSED PARCELS AND ASSESSMENT BOUNDARIES

The proposed uniform standby charge assessment is entitled:

THREE VALLEYS MUNICIPAL WATER DISTRICT WATER STANDBY CHARGE ASSESSMENT

The boundaries of the area proposed to be subject to the levy of the Water Standby Charge Assessment are contiguous with the boundaries of the District. The lines and dimensions of each lot or parcel within the District Boundaries are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the year when this report was prepared and are incorporated herein by reference and made part of this Engineer's Report.

All future annexations to the District shall be included in the Water Standby Charge Assessment. In future years, if any new parcels are created as a result of the division or consolidation of land, re-computation of the assessments will be conducted and the new parcels will be included within the area of assessment.



PART II – ESTIMATE OF COSTS

The Water Standby Charge Assessment revenue will be used for the purpose of meeting the Readiness-to-Serve (“RTS”) charge imposed by the Metropolitan Water District of Southern California (“MWD”), and for related administrative costs.

The following table lists the projections for the RTS Charge, Administration Cost for the Administration of the Assessment program, the Estimated Maximum Total Assessment that would be collected if the maximum assessment rate of \$29.41 is used, and the resulting surplus or deficit, if any. Any deficits shown will be funded by other revenue sources.

	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
RTS Charge	\$5,541,364	\$6,022,555	\$6,371,116	\$6,074,192	\$5,537,230	\$5,233,954	\$5,274,931	\$5,363,969
Assessment Administration	\$49,832	\$50,332	\$51,056	\$51,675	\$52,057	\$52,709	\$53,383	\$52,074
Est. Maximum Assessment	\$5,379,146	\$5,374,162	\$5,375,222	\$5,441,758	\$5,445,359	\$5,443,845	\$5,425,678	\$5,431,833
Surplus/(Deficit) ¹	(\$212,050)	(\$698,725)	(\$1,046,950)	(\$684,109)	(\$143,928)	\$157,182	\$97,364	\$15,790

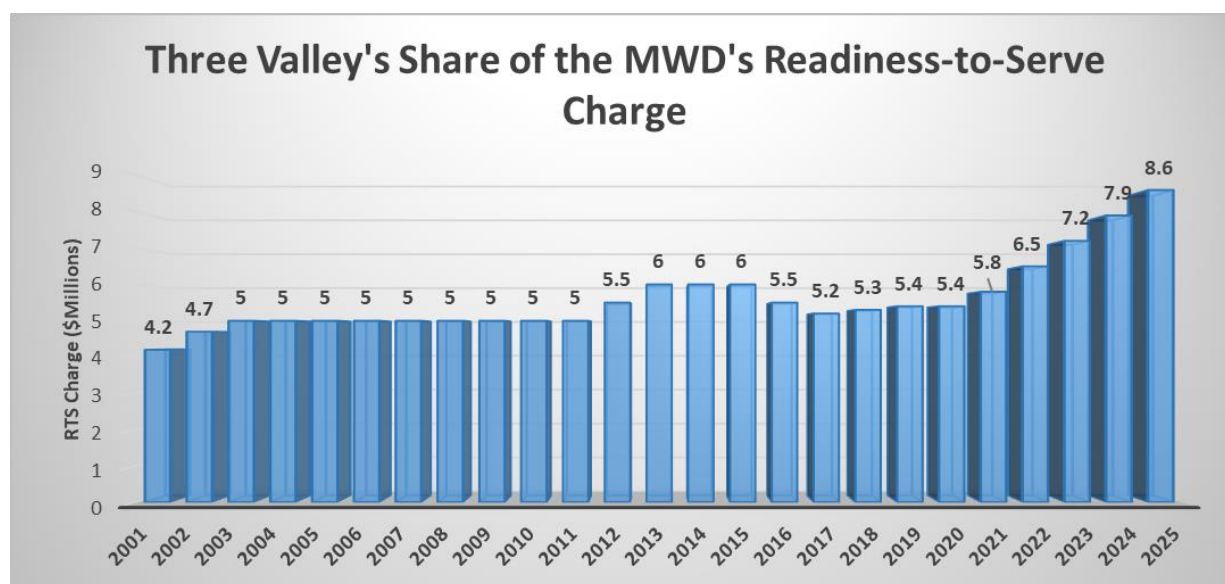
	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026
RTS Charge	\$5,494,518	\$5,872,377	\$6,589,633	\$7,248,266	\$7,936,510	\$8,625,218
Assessment Administration	\$51,635	\$64,024	\$71,259	\$71,724	\$72,191	\$76,201
Est. Maximum Assessment	\$5,450,397	\$5,867,266	\$5,840,120	\$5,645,133	\$5,665,565	\$5,676,557
Surplus/(Deficit) ¹	(\$95,756)	(\$69,135)	(\$820,772)	(\$1,674,857)	(\$2,343,136)	(\$3,024,862)

¹ Deficit will be funded by other revenue sources.



Share of Readiness-to-Serve Charge

The estimated RTS charge through the year 2002 was based on the schedule provided by MWD shown in the chart below. Years 2003 through 2011 were based on the projected RTS charge of \$5 million. The 2012 through 2025 RTS charges are based on the amount approved by the Southern California Metropolitan Water District Board for each year.



The Metropolitan Water District (MWD) RTS charge will be \$8,625,218. With the anticipated MWD collections of \$1,836,021 and the Three Valleys MWD administrative charges of \$76,201, the Three Valleys MWD requirement is equal to \$6,865,400. However, based on the maximum assessment rate permitted, the Three Valleys MWD assessment to be generated for FY 2025/2026 will be \$5,676,557, as calculated in Section III.

Administration of the assessment is performed annually. This administration includes updating the annual assessment roll to ensure consistency with the assessment methodology detailed in this Engineer's Report. The administration also includes an analysis of the revenues and expenditures from the previous Fiscal Year and preparation of an annual report for submittal to the Board of Directors for approval of the proposed Fiscal Year's assessments and expenditures. The table below provides a comparison of the assessment between fiscal years.

Three Valleys MWD
2025/2026 Engineer's Report
Water Standby Charge Assessment



Harris & Associates

	FY 2024/2025 ⁽¹⁾	FY 2025/2026	Difference	Percentage Difference
Parcels ⁽²⁾	137,440	137,560	120	0.09%
EDU's ⁽³⁾	192,812	193,020	208	0.11%
Rate/EDU ⁽⁴⁾	\$29.41	\$29.41	\$0.00	0.00%
Est. Revenue ⁽⁵⁾	\$5,670,447.39	\$5,676,557.00	\$6,109.61	0.11%

(1) Totals for FY 2024/2025 are based on the final applied levy by the Los Angeles County Auditor-Controller's Office, including post levy adjustments.

(2) Increase in Parcels due to development primarily of Single-Family Residential.

(3) Increase in EDUs primarily from development activity and reclassification of parcels with land use code of Single-Family Residential with Accessory Dwelling Unit to Multi-Family Residential.

(4) In FY 24-25, Rate/EDU increased to maximum assessment rate/EDU to fund budgetary requirement.

(5) For FY 25-26, Est. Revenue is subject to rounding.



PART III – DESCRIPTION OF ASSESSMENTS

This section of the report describes the methodology developed to establish the basis of assessment for apportioning the cost of providing water services, and the facilities needed to provide water services, to each lot or parcel based upon the type of use or potential use of each property. The basis of assessment was developed by Berryman & Henigar based upon information provided by the District, standard and member agency design criteria, and the requirements of Section 54984.2 of the Uniform Standby Charge Procedures Act. The following sections review the requirements of the California Government Code and describe the recommended assessment methodology.

A. LEGAL REQUIREMENTS

Chapter 12.4 "Uniform Standby Charge Procedures Act" of the California Government Code states that any local agency that provides water services may, by resolution adopted after notice and hearing, determine and levy an assessment for water services pursuant to this chapter.

The California Government Code further requires that the agency establish a methodology, which is related to the benefit received from the water services for calculating the assessment to be levied on each parcel. Section 54984.2 provides that:

"...The governing body of the agency which fixes the charge may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use or availability of facilities to provide water, sewer, or water and sewer service, or the degree of availability or quantity of the use of the water, sewer, or water and sewer services to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the agency. The charge may be imposed on an area, frontage, or parcel basis, or a combination thereof."

All assessments described in this Report and approved by the Board are prepared in accordance with the Act and are in compliance with the provisions of the *California Constitution Article XIID* (enacted by the passage of Proposition 218 in November 1996).

Pursuant to the *California Constitution Article XIID Section 5*, certain assessments that were existing on July 1, 1997, the effective date of *Article XIID*, are exempt from the substantive and procedural requirements of *Article XIID Section 4* and property owner balloting for the assessments is not required until such time that the assessments are increased. Exempt are any assessments imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems, or vector control.



In May of 2005, Senate Bill 376, was enacted to add Article 2.7 (commencing with Section 71639) to Chapter 2 of Part 5 of Division 20 of the Water Code, relating to water. This bill authorizes the agency to adopt the standby charge rate with a schedule of annual adjustments, and to adjust the standby charge rate in relation to the change of the MWD imposed RTS charge, subject to the maximum assessment amount of twenty-nine dollars and forty-one cents (\$29.41) per Equivalent Dwelling Unit ("EDU").

B. ASSESSABLE PARCELS

The table below summarizes the number of parcels and the total acreage by land use type. This information is based on the records of the Assessor of the County of Los Angeles.

Land Use Category	Number of Parcels	Dwelling Units (DU's)	Acres
Single-Family Residential (SFR)	108,355	108,355	N/A
Multi-Family Residential (including Condominiums) ⁽¹⁾	19,503	45,199	N/A
Mobile Homes	90	8,474	N/A
Commercial	3,827	N/A	4,939.70
Churches	255	N/A	475.40
Industrial	2,107	N/A	4,710.90
Recreational Camping Facilities	2	N/A	8.13
Vacant Residential	2,531	N/A	7,162.20
Vacant Non-Residential	890	N/A	1,548.37
Exempt	0	N/A	0.00
Total	137,560		

⁽¹⁾ Multi-Family Residential includes SFR with Accessory Dwelling Units.

The land use classifications are defined as follows:

Single-Family Residential - parcels designated as single-family residential per the Los Angeles County Assessor's Roll. Junior accessory dwelling units, due to the lack of a bathroom and full kitchen, are considered part of the single-family residence and do not result in an additional assessment unit.

Multi-Family Residential (including Condominiums) - parcels designated as multi-family residential, which includes duplexes, apartments, condominiums or other dwelling units with common party walls,



and single-family residential with an accessory dwelling unit (excluding junior accessory dwelling units) per the Los Angeles County Assessor's Roll.

Mobile Homes - parcels designated as mobile homes per the Los Angeles County Assessor's Roll.

Commercial - parcels designated as commercial, institutional or recreational per the Los Angeles County Assessor's Roll.

Churches – parcels operated by a religious organization for worship or the promotion of religious activities and accessory uses on the same site per the Los Angeles County Assessor's Roll.

Industrial - parcels designated as industrial, utility or other miscellaneous uses, per the Los Angeles County Assessor's Roll.

Recreational Camping Facilities - parcels designated as camps per the Los Angeles County Assessor's Roll.

Vacant - parcels designated as vacant residential that have no dwelling units, or parcels designated as vacant commercial/industrial that have no commercial/industrial structures on them, per the Los Angeles County Assessor's Roll.

Exempt - Exempted from the assessment would be any parcel owned by a public agency or within the area of public streets and other public properties, utility easements, right-of-way, public schools, public parks, and common areas or un-developable parcels of land.

C. EQUIVALENT DWELLING UNITS

To determine the benefit to the individual parcels with their varying land uses, an equivalent dwelling unit system was established. Each parcel is assigned equivalent dwelling units (EDUs) in proportion to the estimated benefit the parcel receives from the availability of water services. The total number of EDUs is then divided into the annual revenue requirement to determine the cost per EDU. The assessment for each parcel is then determined by multiplying the number of EDUs for each parcel by the cost per EDU.

Since the assessment is based upon the use of the property and the potential water usage of the property, the assessment methodology has been developed based on land use. The assessment methodology developed determines the number of EDUs to be assigned to each parcel. In determining the number of EDUs assigned, three factors are considered: parcel size, land use (intent of development), and the water use design factor of the land use of the property.



Equivalent Dwelling Unit (EDU) factors have been established to indicate the estimated benefit received by each parcel within the District. This method of assessment has established the single-family residential parcel as the basic unit for calculation of the assessment and is defined as one EDU. All other parcels within the District are assigned a proportional EDU based on a formula that equates the property's specific development status (land use) and size to that of the single-family parcel.

The assignment of EDUs to each of the different land uses is as follows:

Single-Family Residential (SFR). The single-family parcel has been defined as being 1.0 EDU. Junior accessory dwelling units, due to the lack of a bathroom and full kitchen, are considered part of the single-family residence and do not result in an additional EDU.

Multi-Family Residential. Multi-family or condominium parcels are converted to EDUs based on the number of dwelling units on each parcel. Due to population density and size of structure relative to the typical single-family residence, each dwelling unit defined as multi-family residential, including condominiums is **0.75 EDU**. Water availability benefit does not increase proportionately as the number of units increase on a multi-family parcel. By decreasing the equivalency as the number of units increase, a reasonable benefit assessment is achieved. Therefore, the equivalency is reduced to **0.5 EDU** per dwelling unit, on the 5th unit or above for apartment buildings with 5 units or more. Parcels with 5 or more units are considered "high density" as opposed to the "medium density" of duplexes, triplexes and four-plexes, and the Los Angeles County Assessor's land use codes segregate these parcels out. Parcels classified by the Los Angeles County Assessor as single family residential with an accessory dwelling unit (excluding junior accessory dwelling units), for purposes of assessment of the RTS Charge, shall be classified as multi-family residential and assigned .75 EDU per dwelling unit.

Mobile Homes. Mobile home parks, and mobile homes located within mobile home parks, are converted to EDUs based on the population density and size of structure relative to a single-family residence. Therefore, mobile home parks and mobile homes located in mobile home parks are assessed **0.5 EDU** per mobile home. No decrease is applied to this factor, as mobile homes are all separate dwellings with no common walls.

Studies have consistently shown that the average apartment unit impacts infrastructure approximately 75% as much as a single-family residence, and the average mobile home unit impacts infrastructure approximately 50%, (Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition, 1991; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition, 1991). Trip generation and wastewater usage are functions of population density. It is concluded that other infrastructure will be similarly impacted at a reduced level. The smaller



average unit size of multiple residential and mobile homes and their reduced impact on water use result in a lesser benefit per unit to property.

Commercial/Industrial. Commercial and industrial parcels are converted to EDUs based on the lot size of each parcel of land. The number of equivalent dwelling units per acre for commercial/industrial property has been equated to the average single-family residential lot size of approximately 8,700 square feet, or 5 lots per acre. All properties that are developed for commercial/ industrial uses are therefore assigned **5.0 EDU's** per acre for the first five acres, with a minimum of 1 EDU per parcel. Based upon a review of large non-residential parcels within the District, as the parcel size increases above five acres, the development density on the parcel generally decreases due to requirements to provide on-site circulation, allow for the storage of materials or equipment, provide buffers to adjacent land uses and other factors associated with the types of development which require larger parcels. Therefore, after the first 5 acres, each additional acre will be charged as vacant land as further described below; 25% of 5.0 EDU's, or 1.25 EDU's per acre.

Additionally, a water use factor is applied to both the commercial and industrial parcels as follows, based on relative average water usage as compared to single-family residential developments:

- Commercial Water Use Factor = 1.4
- Industrial Water Use Factor = 1.1

Recreational Camping Facilities. Recreational camping facilities typically have large land areas comprised of mostly park-like open space and only a few buildings. Therefore, to more accurately assign EDUs to these parcels, a "theoretical area" will be calculated for each of them. The typical developed commercial parcel has 1/3 of its lot area covered by improvements. Using this standard, the "theoretical area" is computed by multiplying the improvement area of each camping parcel by 3. This "theoretical area" is then converted to acreage, and the Equivalent Dwelling Unit factor of 5 EDU per acre is applied.

Vacant. Vacant property receives a benefit from water services availability. Water availability allows the parcel to develop to its maximum use in the future. Based upon the opinions of professional appraisers who appraise current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in the Three Valleys Municipal Water District, the average is about 25 percent. Additionally, the utilization of vacant property is significantly less than improved property. Consequently, vacant property shall be assessed at the rate of 25% of improved property. Therefore, vacant single-family residential parcels are assessed 25% of a developed SFR parcel, or **0.25 EDU** per parcel, and vacant non-SFR parcels are assessed at the rate of



25% of the developed commercial/industrial properties, or **1.25 EDUs** per acre or any portion thereof, up to a maximum of 5 acres per parcel.

A summary of Equivalent Dwelling Units and Benefit Factors is shown on the following table:

EQUIVALENT DWELLING UNITS							
LAND USE	BASIC UNIT		EDU FACTOR		USE FACTOR		EDU RATES
Single-Family Res. (SFR)	1 DU	x	1	x	1	=	1.0 EDU/DU
Multi-Family Res. and Condominiums ⁽¹⁾	1 DU	x	0.75	x	1		0.75 EDU/DU for the first 4 DU's
	1 DU	x	0.5	x	1	=	0.5 EDU/DU after the 4 th DU
Mobile Homes	1 DU	x	0.5	x	1	=	0.5 EDU/DU
Commercial and Churches	1 acre	x	5	x	1.4	=	7.0 EDU/acre for the first 5 acres (min. 1 EDU/parcel)
	1 acre	x	1.25	x	1.4	=	1.75 EDU/acre after the 5th acre
Industrial	1 acre	x	5	x	1.1	=	5.5 EDU/acre for the first 5 acres (min. 1 EDU/parcel)
	1 acre	x	1.25	x	1.1	=	1.375 EDU/acre after the 5th acre
Recreational Camping Facilities	1 acre ⁽²⁾	x	5	x	1	=	5.0 EDU/acre
Vacant SFR	1 parcel	x	0.25	x	1	=	0.25 EDU/parcel
Vacant Non-SFR	1 acre	x	1.25	x	1	=	1.25 EDU/acre (min. 0.25 EDU/parcel; max of 5 acres/parcel)

⁽¹⁾ Multi-Family Residential includes SFR with Accessory Dwelling Units.

⁽²⁾ Acre is for theoretical area as described above in Part III - section C.



D. ASSESSMENT RATES

The total number of Equivalent Dwelling Units (EDUs) has been calculated for the District based upon current land use data as shown on the latest assessor's roll for Los Angeles County and the methodology described above. The number of EDUs by land use type is shown in the table below:

Land-Use Type	Equivalent Dwelling Units
SFR	108,355.00
MFR and Condominium	29,587.25
Mobile Home Parks	4,237.00
Commercial	27,212.78
Churches	3,108.79
Industrial	18,996.82
Recreational Camping Facilities	0.86
Vacant SFR	632.75
Vacant Non-SFR	888.80
Total:	193,020.05

Based upon the Three Valleys MWD requirement of \$6,865,400 as shown in Section II of this report, the Budgeted Assessment Rate for FY 2025/2026 per Equivalent Dwelling Unit (EDU) is **\$35.57/EDU**. However, the Maximum Assessment Rate per EDU is **\$29.41/EDU**, resulting in FY 2025/2026 Revenue of \$5,676,556.86, as shown below.

FY 2025/2026 Budget	Total Equivalent Dwelling Units	Budget Assessment Rate/EDU	Maximum Assessment Rate/EDU	FY 2025/2026 Revenue
\$6,865,400.00	193,020.05	\$35.57	\$29.41	\$5,676,557

Note: Assessment Revenue subject to rounding for each individual parcel.



The following table, Summary of Assessment Rates, provides the proposed Maximum Assessment and Applied Assessment Rates for the fourteen-year period beginning with FY 2012/2013. The Board may continue to levy the Assessment in future years (i.e. beyond FY 2025/2026) so long as MWD continues to impose the RTS charge upon the District. However, the maximum Assessment Rate per EDU shall never be greater than \$29.41, nor shall the total amount assessed be greater than the sum of the RTS charge and administrative costs.

SUMMARY OF MAXIMUM AND APPLIED ASSESSMENT RATES

Fiscal Year	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Maximum Assessments Rate/EDU	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41
Applied Assessments Rate/EDU	\$20.46	\$23.22	\$25.02	\$23.09	\$20.16	\$18.51	\$18.79	\$19.23

Fiscal Year	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Maximum Assessments Rate/EDU	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41
Applied Assessments Rate/EDU	\$19.90	\$20.43	\$24.18	\$28.44	\$29.41	\$29.41

E. AMOUNT OF ASSESSMENT

The amount of the proposed assessment for FY 2025/2026, based on EDUs as apportioned to each parcel shown on the latest roll of the Los Angeles County Assessor, is contained in the Assessment Roll on file in the office of the Secretary of the Three Valleys Municipal Water District. The description of each parcel is part of the records of the County Assessor and these records are, by reference, made a part of this Engineers Report.

F. ACCURACY OF DATA

The data utilized in developing the assessment rate calculations has been taken directly from the Los Angeles County Assessor's Roll.

Some parcels that are partially improved often will appear on the Assessor's roll as improved. These parcels that are brought to the attention of the District, and are found to be so classified after field review, will have their assessment revised per this report: for that portion of the property which is



improved, the developed land use benefit formula will apply; for that portion of the property which is unimproved, the vacant land use benefit formula will apply.

Should a property owner find a discrepancy regarding a parcel, it is recommended that the owner notify the Three Valleys Municipal Water District by contacting the Secretary of the Three Valleys Municipal Water District. If warranted, the District will assist the owner in processing a correction with the County Assessor's Office. The District will be responsible for revisions to the Water Standby Charge Assessment for the property for the current Fiscal Year if the change in amount is greater than five percent (5%). If the change is less than or equal to five percent, then the adjustment for the following year will be made at the time that the annual assessments are determined for the next Fiscal Year, and no refund will be made for the previous year's assessment.



EXHIBIT A

SAMPLE CALCULATIONS FOR VARIOUS LAND USES

Land Use	Benefit Calculation (EDU)	x	(Use Factor)	=	Total EDUs	Assessment \$29.41/EDU
Single Family Res.	(1 DU x 1 EDU/DU)	x	1	=	1	\$29.41
Triplex	(3 DU x 0.75 EDU/DU)	x	1	=	2.25	\$66.17
10-Unit Apartment	[(4 DU x 0.75 EDU/DU) + (6 DU x 0.5EDU/DU)]	x	1	=	6	\$176.46
90-Unit Apartment	[(4 DU x 0.75 EDU/DU) + (86 DU x 0.5EDU/DU)]	x	1	=	46	\$1,352.86
Store ¼ acre parcel	(¼ acre x 5.0 EDU/acre)	x	1.4	=	1.75	\$51.47
Bank/Office Bldg. ½ acre parcel	(½ acre x 5.0 EDU/acre)	x	1.4	=	3.5	\$102.94
Office Building 2 acre parcel	(2 acre x 5.0 EDU/acre)	x	1.4	=	14	\$411.74
Service Station ⅓ acre parcel	(⅓ acre x 5.0 EDU/acre)	x	1.4	=	2.33	\$68.62
Light Manufacturing ¼ acre parcel	(¼ acre x 5.0 EDU/acre)	x	1.1	=	1.38	\$40.44
Heavy Manufacturing 7 acre parcel	[(5 ac x 5.0 EDU/ac) + (2 ac x 1.25 EDU/ac)]	x	1.1	=	30.25	\$889.65
Recreational Camping Facility	[(2,500 sf x 3) ÷ 43,560 sf/ac] x 5.0 EDU/ac	x	1	=	0.86	\$25.32
Vacant SFR	(1 parcel x 0.25 EDU/parcel)	x	1	=	0.25	\$7.35
Vacant Non-SFR 1 acre parcel	(1 acre x 1.25 EDU/acre)	x	1	=	1.25	\$36.76
Vacant Non-SFR 5+ acre parcel	(5 acre x 1.25 EDU/acre)	x	1	=	6.25	\$183.81

Note: Total Assessment EDU may not calculate exactly due to rounding.



EXHIBIT B

ASSESSMENT ROLL FOR FISCAL YEAR 2025/2026

Each Assessor Parcel Number and its assessment to be levied for FY 2025/2026 is shown on the Assessment Roll on file in the office of the Secretary of the Three Valleys Municipal Water District and is incorporated herein by reference. Reference is made to the Los Angeles County Assessor's office for further description of the parcels in the District.

**BOARD INFORMATION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: Investment Policy Review

☐ Funds Budgeted: \$

☐ Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Background

Board policy dictates that an annual review of TVMWD's investment policy takes place. This stems from Government Code section 53646 requiring agencies to develop an investment policy and implement periodic changes that may occur in reporting requirements. If changes to the existing policy are recommended, a new resolution is issued with the Board approved recommendations.

Discussion

Attached for Board review is the most recently adopted (June 19, 2024) TVMWD investment policy. Chandler Asset Management performed their annual review of our policy and provided the following suggested changes based on updates to either the California Government Code (CGC) or industry best practices related to the investment of public funds. The primary recommendations include:

- Authorized Financial Institutions and Dealers:
 - Updated to include a description of the institutions eligible to transact with the District in accordance with California Government Code, Section 53601.5.
- Authorized and Suitable Investments:
 - Elaborated on the introduction of the section.
- Maximum Maturities:

- Clarification added that maturity is defined from the date of trade settlement.
- Review of Investment Portfolio:
 - Removed section as it was duplicated later within the policy.
- Risk Management in the Portfolio:
 - Incorporated the diversification requirement in this section and removed the specific listed names in regard to the 5% issuer limitation to stream line the policy.
- Diversification:
 - This section was removed since its stated in other areas of the policy such as within the objectives and when discussing risk management.
- Glossary:
 - Added and removed terms that are or are not used throughout the investment policy.

This item will be brought back for consideration of adoption at the June 18, 2025, board meeting.

Environmental Impact

None

Strategic Plan Objective(s)

2.1 – Financial Stability

2.2 – Accountability

Attachment(s)

Exhibit A – Resolution No. 25-06-DRAFT Investment Policy Redlined

Exhibit B – Resolution No. 25-06-DRAFT Investment Policy Clean Version

Meeting History

None

NA/BA

RESOLUTION NO. 2425-06-990DRAFT**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
ESTABLISHING AN INVESTMENT POLICY****1.0 POLICY**

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS; the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

WHEREAS; the General Manager of the Three Valleys Municipal Water District ("TVMWD") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting;

NOW THEREFORE, it shall be the policy of TVMWD to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of TVMWD and conforming to all statutes governing the investment of TVMWD funds.

2.0 SCOPE

This investment policy applies to all financial assets of TVMWD except bond funds and funds held in trust for pension and OPEB liabilities. All funds are accounted for in the annual audit.

3.0 PRUDENCE

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of TVMWD, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of TVMWD. The standard of prudence to be used by investment officials shall be the

"prudent investor standard" California Government Code 53600.3 and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of TVMWD shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable TVMWD to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53607, et seq. By annually adopting this investment policy, responsibility for the investment program is hereby delegated by the Board to the General Manager who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code 53600.3, the General Manager is a trustee and a fiduciary subject to

the prudent investor standard.

TVMWD may engage the services of one or more external investment managers to assist in the management of the TVMWD's investment portfolio in a manner consistent with the TVMWD's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

TVMWD's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. TVMWD recognizes that in a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of TVMWD.

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the General Manager any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of TVMWD.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The General Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, TVMWD shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

In accordance with Section 53601.5, institutions eligible to transact investment business

with TVMWD include:

- Institutions licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, with proof of FINRA certification.
- Institutions that are members of a federally regulated securities exchange.
- Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- Nationally or state-chartered banks.
- Savings association or federal association (as defined in Section 5102 of the Financial Code).
- The Federal Reserve Bank.
- Direct issuers of securities eligible for purchase.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for TVMWD's account with that firm has reviewed TVMWD's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to TVMWD that are appropriate under the terms and conditions of the Investment Policy. An annual review of the financial condition and registrations of qualified bidders will be conducted by the General Manager. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which TVMWD invests.

All financial institutions ~~and broker/dealers who~~ which desire to conduct investment transactions with TVMWD (and which are not dealing only with the investment adviser) must supply the General Manager with ~~the following:~~ audited financial statements, ~~proof of FINRA certification, trading resolution, proof of State of California registration, completed broker/dealer questionnaire, and a statement of certification from the institution~~ of having read the TVMWD's investment policy, reviewed California Government Code, Section 53600 et seq., and depository contracts.

To the extent practicable, the General Manager shall endeavor to complete investment transactions using competitive bid process whenever possible. TVMWD's General Manager will determine which financial institutions are authorized to provide investment services to TVMWD. It shall be TVMWD's policy to purchase securities only from authorized institutions and firms.

Selection of broker/dealers used by an external investment adviser retained by TVMWD will be at the sole discretion of the investment adviser. Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When

purchasing new issue securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation (FDIC), or, to the extent the amount exceeds the insured maximum will be collateralized in accordance with State law.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

TVMWD is empowered by California Government Code 53601 et seq. to invest, in the following: Within the investments permitted by Code, TVMWD seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and Code, the more restrictive parameters will take precedence. Percentage holding limits and minimum credit requirements listed in this section apply at the time the security is purchased.

Any investment held at the time of the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidity, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and issuer to avoid incurring unreasonable and avoidable risks regarding specific security types of individual issuers.

- a. Municipal Securities include obligations of TVMWD, the State of California and any local agency within the State of California. These municipal securities must be rated in a rating category of "A" or its equivalent of better by at least one nationally recognized statistical rating organization ("NRSRO"). No more than 30% of TVMWD's portfolio may be invested in municipal securities.
- b. Municipal Securities of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. These municipal securities must be rated in a rating category of "A" or its equivalent of better by at least one NRSRO. No more than 30% of TVMWD's portfolio may be invested in municipal securities.

- c. United States Treasury Bills, Notes and Bonds.
- d. Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. No more than 30% of TVMWD's portfolio may be invested in any single agency/GSE issuer and the maximum percentage of callable agency securities in the portfolio will be 20%.
- e. Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days maturity or 40% of the TVMWD's money that may be invested pursuant to this policy. However, no more than 30% of TVMWD's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this policy. They are issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better, by at least one NRSRO; or long-term debt obligations which are rated in the "A" category or its equivalent or better, by at least one NRSRO.
- f. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided by a NRSRO. Eligible commercial paper shall have a maximum maturity of 270 days. TVMWD shall invest no more than 25% of its money in eligible commercial paper. TVMWD may purchase no more than 105% of the outstanding commercial paper of any single issuer. TVMWD may purchase no more than 10% of the outstanding commercial paper of any single issuer. The entity that issues the commercial paper shall meet all the following conditions in either paragraph 1 or 2:
 - 1. ~~The entity meets the following criteria~~For securities issued by corporations:
 - a. Is organized and operating in the US as a general corporation.
 - b. Has total assets in excess of \$500,000,000
 - c. Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or better by an NRSRO.
 - d. Has commercial paper that is rated "A-1" or its equivalent or better, by at least one NRSRO.
 - 2. ~~The entity meets the following criteria~~For securities issued by other

entities:

- a. Is organized within the US as a special purpose corporation, trust, or limited liability company.
 - b. Has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond.
 - c. Has commercial paper that is rated "A-1" or its equivalent or better, by an NRSRO.
- g. Negotiable certificates of deposit (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. The amount of the NCD insured up to the FDIC limit does not require any credit ratings. Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO. Purchases of negotiable certificates of deposit may not exceed 30% of TVMWD's total portfolio which may be invested pursuant to this policy.
- h. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. Securities purchased under these agreements shall be no less than 102% of market value and are subject to the special limits in California Government Code 53601(i). Repurchase Agreements are subject to a Master Repurchase Agreement between TVMWD and the provider of the repurchase agreement, and are to have a maximum maturity that does not exceed one year. The Master Repurchase Agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA). The total of all reverse repurchase agreement and securities lending agreements on investments owned by TVMWD may not exceed 20% of the base value of the portfolio and have a maximum maturity that does not exceed 92-days one (1) year.
- i. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in the "A" category or its equivalent or better by a NRSRO. Purchases of medium-term notes shall not include other

instruments authorized by this policy and may not exceed 30% of TVMWD's money which may be invested pursuant to this policy.

- j. Mutual funds and money market mutual funds that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

- 1. Mutual Funds that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:

- a. Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or
 - b. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
 - c. No more than 10% may be invested in the shares of any one mutual fund.

- 2. Money Market Mutual Funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:

- a. Have attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or
 - b. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
 - c. No more than 20% of the portfolio may be invested in Money Market Mutual Funds.

- 3. No more than 20% of the portfolio may be invested in these securities.

- k. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory

provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

- l. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by California Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by California Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- m. Any asset-backed, mortgage pass-through security, collateralized mortgage obligation, or mortgage-backed bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond from issuers not defined in sections "c" and "d" of the authorized investment sections of this policy with a maximum of five years maturity. Securities eligible for investment under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by at least one NRSRO. Purchase of securities authorized by this subdivision may not exceed 20% of TVMWD's money that may be invested pursuant to this policy.
- n. Supranationals, provided that issues are US dollar denominated, senior unsecured, unsubordinated, obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. Securities eligible under this subdivision will be rated in the "AA" category or its equivalent or better, by a NRSRO. No more than 30% of the total portfolio may be invested in these securities. No more than 10% of the portfolio may be invested in any single issuer.
- o. Any other investment security authorized under the provisions of California

Government Code 5922 and 53601.

9.0 INVESTMENT POOLS / MUTUAL FUNDS

TVMWD shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The General Manager shall develop a questionnaire which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

10.0 MAXIMUM MATURITIES

Such investments shall be limited to securities that at the time of the investment have a term remaining to maturity from the date of trade settlement of five years or less, or as provided above. To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

11.0 PROHIBITED INVESTMENTS AND PRACTICES

TVMWD shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools, options and futures, or any investment that may result in a zero interest accrual if held to maturity. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted. Also prohibited is trading securities for the sole purpose of speculating on the future direction of interest rates, purchasing or selling securities on margin, securities lending or any form of borrowing or leverage, and the purchase of foreign currency denominated securities. The purchase of a security with a forward settlement date exceeding 45 days from the time of

the investment is also prohibited.

12.0 REVIEW OF INVESTMENT PORTFOLIO

~~The General Manager shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to TVMWD.~~

13.0 RISK MANAGEMENT IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. TVMWD shall mitigate credit risk by adopting the following strategies:

- a. The diversification requirements included in the "Authorized and Suitable Investments section of this policy are designed to mitigate credit risk in the portfolio.
- a.b. TVMWD may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to the market conditions or TVMWD's risk preferences; and.
- b.c. If securities owned by the TVMWD are downgraded to a level below the credit quality required by this Investment Policy, it shall be the TVMWD's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported quarterly to the governing board.
- c.d. No more than 5% of the total portfolio may be invested in securities of any single issuers, ~~except where the issuer is the US Government, its Agencies and GSEs, an authorized Supranational issuer, or where the security is a Money Market Mutual Fund, Local Agency Investment Fund (LAIF), or other Local Government Investment Pool, or where~~ unless otherwise specified in this investment policy.

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. TVMWD recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. TVMWD will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are

not needed for current cash flow purposes.

TVMWD further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. TVMWD, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- a) TVMWD will maintain a minimum of six months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements.
- b) The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- c) The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by TVMWD based on investment objectives, constraints and risk tolerances.

14.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(i)(2).

Certificates of Deposit (CDs). TVMWD shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security.

Collateralization of Bank Deposits. This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. TVMWD shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.

Repurchase Agreements. TVMWD requires that Repurchase Agreements be collateralized only by securities authorized in accordance with California Government Code:

- The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
- Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
- TVMWD shall receive monthly statements of collateral.

15.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by TVMWD shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be held by a third-party custodian designated by the General Manager and evidenced by safekeeping receipts. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by TVMWD from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

16.0 DIVERSIFICATION

~~TVMWD will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. No more than 5% of the total portfolio may be invested in securities of any single issuer, except where the issuer is the US Government, its Agencies and GSEs, an authorized Supranational issuer or where the security is a Money Market Mutual Fund, Local Agency Investment Fund (LAIF) or other Local Government Investment Pool, unless otherwise specified in this investment policy. Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:~~

- ~~a. Maturities selected shall provide for stability of income and liquidity.~~
- ~~b. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.~~

17.0 INTERNAL CONTROLS

The General Manager shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

18.0 REPORTING

The General Manager shall submit to each member of the Board of Directors ~~an~~monthly investment report monthly transaction reports in accordance with California Government Code Section 53607. These reports will disclose, at minimum, the following information about the characteristics of the portfolio:

1. An asset listing showing par value, cost and independent third-party fair market value of each security as of the date of the report, the source of the valuation, type of investment, issuer, maturity date and interest rate.
2. Transactions for the period.
3. A one-page summary report that shows:
 - a. Average maturity of the portfolio and modified duration of the portfolio;
 - b. Maturity distribution of the portfolio;
 - c. Average portfolio credit quality; and,
 - d. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months and since inception compared to TVMWD's market benchmark returns for the same periods;
4. A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their presence in the portfolio and a timetable for resolution.

5. A statement that TVMWD has adequate funds to meet its cash flow requirements for the next six months.

A comprehensive annual report will be presented. This report will include comparisons of the portfolio's return to the benchmark return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

19.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of TVMWD. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

The General Manager shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, master repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the TVMWD.

20.0 PERFORMANCE EVALUATION

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account TVMWD's risk constraints, the cash flow characteristics of the portfolio, state and local laws and ordinances or resolutions that restrict investments.

The General Manager shall monitor and evaluate the portfolio's performance relative to market benchmark, which will be included in the General Manager's quarterly report. The General Manager shall select an appropriate, readily available index to use as a market benchmark. Benchmarks may change over time based on changes in market conditions or cash flow requirements.

21.0 REVIEW OF INVESTMENT PORTFOLIO

The General Manager shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish

protocols for reporting major and critical incidences of noncompliance to the Board.

22.0 GLOSSARY

Agencies. Shorthand market terminology for any obligation issued by a government-sponsored entity (GSE), or a federally related institution. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "Freddie Mac" issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and Freddie Mac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "Fannie Mae," issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as "Ginnie Mae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

Asked. The price at which a seller offers to sell a security.

Asset Backed Securities. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

~~**Average Life.** In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.~~

Banker's Acceptance. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which "accepts" the obligation to pay the investor.

Benchmark. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

Bid. The price at which a buyer offers to buy a security.

Broker. A broker brings buyers and sellers together for a transaction for which the broker

receives a commission. A broker does not sell securities from his own position.

Callable. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

Certificate of Deposit (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

Collateral. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

Collateralized Mortgage Obligations (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

Commercial Paper. The short-term unsecured debt of corporations.

~~**Cost Yield.** The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.~~

Coupon. The rate of return at which interest is paid on a bond.

Credit Risk. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

~~**Current Yield.** The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.~~

Dealer. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

~~**Debenture.** A bond secured only by the general credit of the issuer.~~

Delivery vs. Payment (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

~~**Derivative.** Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.~~

Discount. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par, and

return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

Diversification. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

Duration. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

Federal Deposit Insurance Corporation (FDIC). The Federal Deposit Insurance Corporation (FDIC) is an independent federal agency insuring deposits in U.S. banks and thrifts in the event of bank failures. The FDIC was created in 1933 to maintain public confidence and encourage stability in the financial system through the promotion of sound banking practices.

Federal Funds Rate. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

~~**Federal Open Market Committee.** A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.~~

Federally Insured Time Deposit. A time deposit is an interest-bearing bank deposit account that has a specified date of maturity, such as a certificate of deposit (CD). These deposits are limited to funds insured in accordance with FDIC insurance deposit limits.

Fiduciary. A person or organization that acts on behalf of another person(s) or organization that puts their clients' interest ahead of their own as they are bound both legally and ethically to act in the other's best interest.

Joint Powers Authority. An entity created by two or more public agencies that share a common goal in order to jointly exercise powers common to all members through a joint powers agreement or contract.

~~**Haircut.** The margin or difference between the actual market value of a security and the value assessed by the lending side of a transaction (i.e. a repo).~~

Leverage. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

Liquidity. The speed and ease with which an asset can be converted to cash.

Local Agency Investment Fund (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

Local Government Investment Pools. Investment pools that range from the State Treasurer's Office Local Agency Investment (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

Make Whole Call. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

Margin. The difference between the market value of a security and the loan a broker makes using that security as collateral.

Market Risk. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

Market Value. The price at which a security can be traded.

Marking to Market. The process of posting current market values for securities in a portfolio.

Maturity. The final date upon which the principal of a security becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.

Medium Term Notes. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

Modified Duration. The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

Money Market. The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

Money Market Mutual Fund. A mutual fund that invests exclusively in short-term securities. Examples of investments in money market funds are certificates of deposit and U.S. Treasury securities. Money market funds attempt to keep their net asset values at \$1 per share.

Mortgage Pass-Through Securities. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

Municipal Securities. Securities issued by state and local agencies to finance capital and operating expenses.

Mutual Fund. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

Nationally Recognized Statistical Rating Organization (NRSRO). A credit rating

agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Moody's, S&P and Fitch.

Negotiable Certificate of Deposit (CD). A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs can be traded in a secondary market.

Paydown. A reduction in the principal amount owed on a bond, loan or other debt.

Placement Service Deposits. A private service that allows local agencies to invest in FDIC insured deposits with one or more banks, savings and loans, and credit unions located in the United States. IntraFi (formerly known as CDARS) is an example of an entity that provides this service.

Premium. The difference between the par value of a bond and the cost of the bond, when the cost is above par.

Prepayment Speed. A measure of how quickly principal is repaid to investors in mortgage securities.

Prepayment Window. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

Primary Dealer. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

Prudent Investor (Prudent Person) Rule. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

~~**Realized Yield.** The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.~~

Regional Dealer. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities and that is not a primary dealer.

Repurchase Agreement. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

Safekeeping. A service to bank customers whereby securities are held by the bank in the

customer's name.

Securities and Exchange Commission (SEC). The U.S. Securities and Exchange Commission (SEC) is an independent federal government agency responsible for protecting investors, maintaining fair and orderly functioning of securities markets and facilitating capital formation. It was created by Congress in 1934 as the first federal regulator of securities markets. The SEC promotes full public disclosure, protects investors against fraudulent and manipulative practices in the market, and monitors corporate takeover actions in the United States.

Securities and Exchange Commission (SEC) Rule 15c3-1. An SEC rule setting capital requirements for brokers and dealers. Under Rule 15c3-1, a broker or dealer must have sufficient liquidity in order to cover the most pressing obligations. This is defined as having a certain amount of liquidity as a percentage of the broker/dealer's total obligations. If the percentage falls below a certain point, the broker or dealer may not be allowed to take on new clients and may have restrictions placed on dealings with current client.

Structured Note. Notes issued by Government Sponsored Enterprises (FHLB, FNMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates—for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

Supranational. A Supranational is a multi-national organization whereby member states transcend national boundaries or interest to share in the decision making to promote economic development in the member countries.

Total Rate of Return. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

U.S. Treasury Obligations. Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

Treasury Bills. All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently

issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

Treasury Notes. All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

Treasury Bonds. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

Volatility. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

Yield to Maturity. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 198th day of June 20254 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jody Roberto Mike Ti

President, Board of Directors

Carlos Goytia Jeffrey Hanlon

Secretary, Board of Directors

SEAL:

RESOLUTION NO. 25-06-DRAFT

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
ESTABLISHING AN INVESTMENT POLICY**

1.0 POLICY

WHEREAS; the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS; the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

WHEREAS; the General Manager of the Three Valleys Municipal Water District ("TVMWD") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors at a public meeting;

NOW THEREFORE, it shall be the policy of TVMWD to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of TVMWD and conforming to all statutes governing the investment of TVMWD funds.

2.0 SCOPE

This investment policy applies to all financial assets of TVMWD except bond funds and funds held in trust for pension and OPEB liabilities. All funds are accounted for in the annual audit.

3.0 PRUDENCE

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of TVMWD, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of TVMWD. The standard of prudence to be used by investment officials shall be the

"prudent investor standard" California Government Code 53600.3 and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of TVMWD shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. Liquidity: The investment portfolio will remain sufficiently liquid to enable TVMWD to meet all operating requirements which might be reasonably anticipated.
3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code 53607, et seq. By annually adopting this investment policy, responsibility for the investment program is hereby delegated by the Board to the General Manager who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code 53600.3, the General Manager is a trustee and a fiduciary subject to

the prudent investor standard.

TVMWD may engage the services of one or more external investment managers to assist in the management of the TVMWD's investment portfolio in a manner consistent with the TVMWD's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

TVMWD's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. TVMWD recognizes that in a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of TVMWD.

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the General Manager any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of TVMWD.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The General Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, TVMWD shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

In accordance with Section 53601.5, institutions eligible to transact investment business

with TVMWD include:

- Institutions licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, with proof of FINRA certification.
- Institutions that are members of a federally regulated securities exchange.
- Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- Nationally or state-chartered banks.
- Savings association or federal association (as defined in Section 5102 of the Financial Code).
- The Federal Reserve Bank.
- Direct issuers of securities eligible for purchase.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for TVMWD's account with that firm has reviewed TVMWD's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to TVMWD that are appropriate under the terms and conditions of the Investment Policy. An annual review of the financial condition and registrations of qualified bidders will be conducted by the General Manager. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which TVMWD invests.

All financial institutions which desire to conduct investment transactions with TVMWD (and which are not dealing only with the investment adviser) must supply the General Manager with audited financial statements and a statement of certification from the institution of having read the TVMWD's investment policy, reviewed California Government Code, Section 53600 *et seq.*, and depository contracts.

To the extent practicable, the General Manager shall endeavor to complete investment transactions using competitive bid process whenever possible. TVMWD's General Manager will determine which financial institutions are authorized to provide investment services to TVMWD. It shall be TVMWD's policy to purchase securities only from authorized institutions and firms.

Selection of broker/dealers used by an external investment adviser retained by TVMWD will be at the sole discretion of the investment adviser. Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing new issue securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation (FDIC), or, to the extent the amount exceeds the insured maximum will be collateralized in accordance with State law.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

TVMWD is empowered by California Government Code 53601 et seq. to invest. Within the investments permitted by Code, TVMWD seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and Code, the more restrictive parameters will take precedence. Percentage holding limits and minimum credit requirements listed in this section apply at the time the security is purchased.

Any investment held at the time of the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidity, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and issuer to avoid incurring unreasonable and avoidable risks regarding specific security types of individual issuers.

- a. Municipal Securities include obligations of TVMWD, the State of California and any local agency within the State of California. These municipal securities must be rated in a rating category of "A" or its equivalent of better by at least one nationally recognized statistical rating organization ("NRSRO"). No more than 30% of TVMWD's portfolio may be invested in municipal securities.
- b. Municipal Securities of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. These municipal securities must be rated in a rating category of "A" or its equivalent of better by at least one NRSRO. No more than 30% of TVMWD's portfolio may be invested in municipal securities.
- c. United States Treasury Bills, Notes and Bonds.

- d. Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. No more than 30% of TVMWD's portfolio may be invested in any single agency/GSE issuer and the maximum percentage of callable agency securities in the portfolio will be 20%.
- e. Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days maturity or 40% of the TVMWD's money that may be invested pursuant to this policy. However, no more than 30% of TVMWD's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this policy. They are issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better, by at least one NRSRO; or long-term debt obligations which are rated in the "A" category or its equivalent or better, by at least one NRSRO.
- f. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided by a NRSRO. Eligible commercial paper shall have a maximum maturity of 270 days. TVMWD shall invest no more than 25% of its money in eligible commercial paper. TVMWD may purchase no more than 10% of the outstanding commercial paper of any single issuer. TVMWD may purchase no more than 10% of the outstanding commercial paper of any single issuer. The entity that issues the commercial paper shall meet all the following conditions in either paragraph 1 or 2:
 - 1. For securities issued by corporations:
 - a. Is organized and operating in the US as a general corporation.
 - b. Has total assets in excess of \$500,000,000
 - c. Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or better by an NRSRO.
 - d. Has commercial paper that is rated "A-1" or its equivalent or better, by at least one NRSRO.
 - 2. For securities issued by other entities:
 - a. Is organized within the US as a special purpose corporation, trust, or limited liability company.
 - b. Has program wide credit enhancements including, but not limited

to, overcollateralization, letters of credit, or a surety bond.

- c. Has commercial paper that is rated "A-1" or its equivalent or better, by an NRSRO.

- g. Negotiable certificates of deposit (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. The amount of the NCD insured up to the FDIC limit does not require any credit ratings. Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO. Purchases of negotiable certificates of deposit may not exceed 30% of TVMWD's total portfolio which may be invested pursuant to this policy.

- h. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. Securities purchased under these agreements shall be no less than 102% of market value and are subject to the special limits in California Government Code 53601(i). Repurchase Agreements are subject to a Master Repurchase Agreement between TVMWD and the provider of the repurchase agreement, and are to have a maximum maturity that does not exceed one year. The Master Repurchase Agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA). The total of all reverse repurchase agreement and securities lending agreements on investments owned by TVMWD may not exceed 20% of the base value of the portfolio and have a maximum maturity that does not exceed one (1) year.

- i. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in the "A" category or its equivalent or better by a NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this policy and may not exceed 30% of TVMWD's money which may be invested pursuant to this policy.

- j. Mutual funds and money market mutual funds that are registered with the

Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

1. Mutual Funds that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:

- a. Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or
- b. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
- c. No more than 10% may be invested in the shares of any one mutual fund.

2. Money Market Mutual Funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:

- a. Have attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or
- b. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
- c. No more than 20% of the portfolio may be invested in Money Market Mutual Funds.

3. No more than 20% of the portfolio may be invested in these securities.

- k. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency

providing for the issuance.

- l. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by California Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by California Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- m. Any asset-backed, mortgage pass-through security, collateralized mortgage obligation, or mortgage-backed bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond from issuers not defined in sections "c" and "d" of the authorized investment sections of this policy with a maximum of five years maturity. Securities eligible for investment under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by at least one NRSRO. Purchase of securities authorized by this subdivision may not exceed 20% of TVMWD's money that may be invested pursuant to this policy.
- n. Supranationals, provided that issues are US dollar denominated, senior unsecured, unsubordinated, obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. Securities eligible under this subdivision will be rated in the "AA" category or its equivalent or better, by a NRSRO. No more than 30% of the total portfolio may be invested in these securities. No more than 10% of the portfolio may be invested in any single issuer.
- o. Any other investment security authorized under the provisions of California Government Code 5922 and 53601.

9.0 INVESTMENT POOLS / MUTUAL FUNDS

TVMWD shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The General Manager shall develop a questionnaire which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

10.0 MAXIMUM MATURITIES

Such investments shall be limited to securities that at the time of the investment have a term remaining to maturity from the date of trade settlement of five years or less, or as provided above. To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

11.0 PROHIBITED INVESTMENTS AND PRACTICES

TVMWD shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools, options and futures, or any investment that may result in a zero interest accrual if held to maturity. Under a provision sunsetting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted. Also prohibited is trading securities for the sole purpose of speculating on the future direction of interest rates, purchasing or selling securities on margin, securities lending or any form of borrowing or leverage, and the purchase of foreign currency denominated securities. The purchase of a security with a forward settlement date exceeding 45 days from the time of the investment is also prohibited.

13.0 RISK MANAGEMENT IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to

a real or perceived change in the ability of the issuer to repay its debt. TVMWD shall mitigate credit risk by adopting the following strategies:

- a. The diversification requirements included in the "Authorized and Suitable Investments section of this policy are designed to mitigate credit risk in the portfolio.
- b. TVMWD may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to the market conditions or TVMWD's risk preferences; and.
- c. If securities owned by the TVMWD are downgraded to a level below the credit quality required by this Investment Policy, it shall be the TVMWD's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported quarterly to the governing board.
- d. No more than 5% of the total portfolio may be invested in securities of any single issuers unless otherwise specified in this investment policy.

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. TVMWD recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. TVMWD will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

TVMWD further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. TVMWD, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- a) TVMWD will maintain a minimum of six months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements.
- b) The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.

- c) The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by TVMWD based on investment objectives, constraints and risk tolerances.

14.0 COLLATERALIZATION

All certificates of deposit must be collateralized by United States Treasury Obligations. Collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code 53601(i)(2).

Certificates of Deposit (CDs). TVMWD shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security.

Collateralization of Bank Deposits. This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. TVMWD shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.

Repurchase Agreements. TVMWD requires that Repurchase Agreements be collateralized only by securities authorized in accordance with California Government Code:

- The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
- Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
- TVMWD shall receive monthly statements of collateral.

15.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by TVMWD shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be held by a third-party custodian designated by the General Manager and evidenced by safekeeping receipts. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by TVMWD from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

17.0 INTERNAL CONTROLS

The General Manager shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

18.0 REPORTING

The General Manager shall submit to each member of the Board of Directors monthly transaction reports in accordance with California Government Code Section 53607. These reports will disclose, at minimum, the following information about the characteristics of the portfolio:

1. An asset listing showing par value, cost and independent third-party fair market value of each security as of the date of the report, the source of the valuation, type of investment, issuer, maturity date and interest rate.
2. Transactions for the period.
3. A one-page summary report that shows:
 - a. Average maturity of the portfolio and modified duration of the portfolio;
 - b. Maturity distribution of the portfolio;
 - c. Average portfolio credit quality; and,
 - d. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months and since inception

compared to TVMWD's market benchmark returns for the same periods;

4. A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their presence in the portfolio and a timetable for resolution.
5. A statement that TVMWD has adequate funds to meet its cash flow requirements for the next six months.

A comprehensive annual report will be presented. This report will include comparisons of the portfolio's return to the benchmark return, suggest policies and improvements that might enhance the investment program, and will include an investment plan for the coming year.

19.0 INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of TVMWD. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

The General Manager shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, master repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the TVMWD.

20.0 PERFORMANCE EVALUATION

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account TVMWD's risk constraints, the cash flow characteristics of the portfolio, state and local laws and ordinances or resolutions that restrict investments.

The General Manager shall monitor and evaluate the portfolio's performance relative to market benchmark, which will be included in the General Manager's quarterly report. The General Manager shall select an appropriate, readily available index to use as a market

benchmark. Benchmarks may change over time based on changes in market conditions or cash flow requirements.

21.0 REVIEW OF INVESTMENT PORTFOLIO

The General Manager shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the Board.

22.0 GLOSSARY

Agencies. Shorthand market terminology for any obligation issued by a government-sponsored entity (GSE), or a federally related institution. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "Freddie Mac" issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and Freddie Mac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "Fannie Mae," issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as "Ginnie Mae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

Asked. The price at which a seller offers to sell a security.

Asset Backed Securities. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

Banker's Acceptance. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which "accepts" the obligation to pay the investor.

Benchmark. A comparison security or portfolio. A performance benchmark is a partial

market index, which reflects the mix of securities allowed under a specific investment policy.

Bid. The price at which a buyer offers to buy a security.

Broker. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

Callable. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

Certificate of Deposit (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

Collateral. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

Collateralized Mortgage Obligations (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

Commercial Paper. The short-term unsecured debt of corporations.

Coupon. The rate of return at which interest is paid on a bond.

Credit Risk. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

Dealer. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

Delivery vs. Payment (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

Discount. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

Diversification. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

Duration. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

Federal Deposit Insurance Corporation (FDIC). The Federal Deposit Insurance Corporation (FDIC) is an independent federal agency insuring deposits in U.S. banks

and thrifts in the event of bank failures. The FDIC was created in 1933 to maintain public confidence and encourage stability in the financial system through the promotion of sound banking practices.

Federal Funds Rate. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

Federally Insured Time Deposit. A time deposit is an interest-bearing bank deposit account that has a specified date of maturity, such as a certificate of deposit (CD). These deposits are limited to funds insured in accordance with FDIC insurance deposit limits.

Fiduciary. A person or organization that acts on behalf of another person(s) or organization that puts their clients' interest ahead of their own as they are bound both legally and ethically to act in the other's best interest.

Joint Powers Authority. An entity created by two or more public agencies that share a common goal in order to jointly exercise powers common to all members through a joint powers agreement or contract.

Leverage. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

Liquidity. The speed and ease with which an asset can be converted to cash.

Local Agency Investment Fund (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

Local Government Investment Pools. Investment pools that range from the State Treasurer's Office Local Agency Investment (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

Make Whole Call. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

Margin. The difference between the market value of a security and the loan a broker makes using that security as collateral.

Market Risk. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

Market Value. The price at which a security can be traded.

Marking to Market. The process of posting current market values for securities in a portfolio.

Maturity. The final date upon which the principal of a security becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.

Medium Term Notes. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

Modified Duration. The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

Money Market. The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

Money Market Mutual Fund. A mutual fund that invests exclusively in short-term securities. Examples of investments in money market funds are certificates of deposit and U.S. Treasury securities. Money market funds attempt to keep their net asset values at \$1 per share.

Mortgage Pass-Through Securities. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

Municipal Securities. Securities issued by state and local agencies to finance capital and operating expenses.

Mutual Fund. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

Nationally Recognized Statistical Rating Organization (NRSRO). A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Moody's, S&P and Fitch.

Negotiable Certificate of Deposit (CD). A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs can be traded in a secondary market.

Paydown. A reduction in the principal amount owed on a bond, loan or other debt.

Placement Service Deposits. A private service that allows local agencies to invest in FDIC insured deposits with one or more banks, savings and loans, and credit unions located in the United States. IntraFi (formerly known as CDARS) is an example of an entity that provides this service.

Premium. The difference between the par value of a bond and the cost of the bond, when

the cost is above par.

Prepayment Speed. A measure of how quickly principal is repaid to investors in mortgage securities.

Prepayment Window. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

Primary Dealer. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

Prudent Investor (Prudent Person) Rule. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

Regional Dealer. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities and that is not a primary dealer.

Repurchase Agreement. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

Safekeeping. A service to bank customers whereby securities are held by the bank in the customer's name.

Securities and Exchange Commission (SEC). The U.S. Securities and Exchange Commission (SEC) is an independent federal government agency responsible for protecting investors, maintaining fair and orderly functioning of securities markets and facilitating capital formation. It was created by Congress in 1934 as the first federal regulator of securities markets. The SEC promotes full public disclosure, protects investors against fraudulent and manipulative practices in the market, and monitors corporate takeover actions in the United States.

Securities and Exchange Commission (SEC) Rule 15c3-1. An SEC rule setting capital requirements for brokers and dealers. Under Rule 15c3-1, a broker or dealer must have sufficient liquidity in order to cover the most pressing obligations. This is defined as having a certain amount of liquidity as a percentage of the broker/dealer's total obligations. If the percentage falls below a certain point, the broker or dealer may not be allowed to take on new clients and may have restrictions placed on dealings with current client.

Structured Note. Notes issued by Government Sponsored Enterprises (FHLB, FNMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons,

floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

Supranational. A Supranational is a multi-national organization whereby member states transcend national boundaries or interest to share in the decision making to promote economic development in the member countries.

Total Rate of Return. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

U.S. Treasury Obligations. Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

Treasury Bills. All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

Treasury Notes. All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

Treasury Bonds. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

Volatility. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

Yield to Maturity. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 18th day of June 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Mike Ti
President, Board of Directors

Jeff Hanlon
Secretary, Board of Directors


SEAL:



BOARD INFORMATION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: FY 2024/25 Encumbrance Carryforward

☐ Funds Budgeted: \$

☐ Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Listed below is staff's best estimate of funds that will remain on projects that are likely to be incomplete as of June 30, 2025. Staff therefore requests these funds be carried forward to FY 25/26 to allow for completion:

Miramar Admin. Building Improvements	826,314
Well 2 VFD Suncovers	44,160
Parking Space Covers	30,000
Surface Backwash Replacement	7,072
Filter Drain Valves	200,000
Pond 3 Mixer	9,529
CalTrans Well	682,599
PM-21 Bypass MagMeter	1,205,800
Accounting Software Upgrade	103,531
IT AV System Upgrade	105,605
SCADA & Communications Systems	122,614
Miramar Site Improvements	17,837
Chemical Systems – Analyzers	16,884
Total	\$3,371,945

This item will be brought back for consideration of adoption at the June 18, 2025 board meeting. A final breakdown of all projects will be provided when the Annual Comprehensive Financial Report is brought before the board for consideration (November 2025).

Environmental Impact

None

Strategic Plan Objective(s)

1.3 – Infrastructure Reliability

2.1 – Financial Stability

2.2 – Accountability

Attachment(s)

None

Meeting History

None


NA/BA



BOARD INFORMATION

BOARD OF DIRECTORS
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: Government Finance Officers Association Awards

☐ Funds Budgeted: \$☐ Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Three Valleys Municipal Water District (TVMWD) has been awarded the *Certificate of Achievement for Excellence in Financial Reporting* presented by the Government Finance Officers Association of the United States and Canada (GFOA) for its Annual Comprehensive Financial Report for the fiscal year ended June 30, 2024. This is the seventeenth consecutive year TVMWD has received this award. This certificate is awarded to government units whose Annual Comprehensive Financial Report achieves the highest standards in governmental accounting and financial reporting. Receiving this award demonstrates TVMWD's continued commitment to transparency and full disclosure in our financial reporting.

In addition, the District has been awarded the *Distinguished Budget Presentation Award* for budget year beginning July 1, 2024 and the *Award for Outstanding Achievement in Popular Annual Financial Reporting* for fiscal year ended June 30, 2023. This is the District's first time awarded either of these awards.

The *Distinguished Budget Presentation Award* is awarded to agencies who prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting.

The *Award for Outstanding Achievement in Popular Annual Financial Reporting* is granted to those governments that extract information from their annual comprehensive financial report to produce high quality popular annual financial reports (PAFR) specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.

The District's PAFR application for fiscal year ended June 30, 2024 is currently being reviewed and not yet been awarded.

Environmental Impact

None

Strategic Plan Objective(s)

2.1 – Financial Stability

2.2 – Accountability

Attachment(s)

Exhibit A – Financial Report Award

Exhibit B – Budget Presentation Award

Exhibit C – PAFR Achievement Award

Meeting History

None

NA/BA



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Three Valleys Municipal Water District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morill

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Three Valleys Municipal Water District
California**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morill

Executive Director



Government Finance Officers Association

Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting

Presented to

**Three Valleys Municipal Water District
California**

For its Annual Financial Report
For the Fiscal Year Ended


June 30, 2023

Christopher P. Morill

Executive Director/CEO

**BOARD INFORMATION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: Cash-out Program - Fiscal Year Alignment

☐ Funds Budgeted: \$

☐ Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

TVMWD offers a mandatory leave cash-out program that enables eligible employees to cash out accrued leave balances under certain conditions. The program is currently governed by the following sections of the Employee Handbook:

- Section 10.6 – Administrative Leave
- Section 11.5 – Vacation Cash-Out
- Section 11.6 – Universal Leave

Historically, the timing of the mandatory leave cash-out has not been aligned with the District's fiscal calendar. This misalignment has contributed to administrative inefficiencies, including challenges in tracking leave and reconciling payroll at fiscal year-end.

To address these issues, staff recommends transitioning the mandatory leave cash-out period to June of each year, aligning it with the General Manager's cash-out period. Aligning the timing of the cash-outs with the District's fiscal calendar will:

- Support accurate forecasting and accounting of leave liabilities within the appropriate fiscal year
- Streamline the reconciliation of payroll and leave balances during year-end close
- Enhance long-term financial planning and budgeting efforts

The redlined language for the affected handbook sections is included below:

10.6 Administrative Leave

Full-time exempt employees, excluding Chief Executive Officers, shall be eligible for 50 hours of Administrative Leave annually (pro-rated based on date of eligibility for leave). Administrative Leave shall be credited in a lump sum at the beginning of each ~~calendar~~ **fiscal** year. Unused Administrative Leave hours will be carried over from year-to-year unless the exempt employees have met their vacation cap. Administrative Leave would then be converted to vacation hours for mandatory vacation cash-out purposes **every June**. Use of Administrative Leave hours must be approved by the employee's Supervisor and at times that are convenient to the District.

11.5 Vacation Buy Back

In ~~June~~ **December 31st** of each year, vacation balances will be paid down to 420 hours for full-time exempt employees and 320 hours for all other non-exempt employees.

11.6 Universal Leave

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

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

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

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

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

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

- A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom

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

Environmental Impact

None

Strategic Plan Objective(s)

2.2 – Accountability

Attachment(s)

None

Meeting History


None

NA/VR



**BOARD INFORMATION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: Review of Board of Directors Policy Manual

☐ Funds Budgeted: \$

☐ Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Updates have been recently administered to the Board of Directors Policy Manual (Manual) for the purpose of general language clean up, clarification, and to remove sections pertaining to staff, ensuring the manual remains focused exclusively on Board-related matters.

Major changes to the Manual include:

- Updating the Vision Statement and Core Values according to the current Strategic Plan 2024-2029.
- Meal Reimbursement: Increase meal allowance from \$100 to \$125 per day of service; increase gratuity from 15% to 20%.
- Removal of the following sections:
 - 3 – General Manager and Staff
 - 4 – Water Planning and Supply
 - 5 – Capital Improvements
 - 6 – Financial Integrity
 - 7 – Public Involvement
 - Appendix C – Policy Addendums: Stand-alone policies

Although Appendix C – Policy Addendums has been removed from the Manual, it is important to note that the individual policies previously included in this section are not being deleted.

Instead, these policies will be migrated into a newly developed Policy Library. This centralized repository will be maintained and tracked through a comprehensive matrix to ensure accessibility. The Policy Library will be available to staff, the Board of Directors, and the public to promote transparency and ease of reference.

Environmental Impact

None

Strategic Plan Objective(s)

2.2 – Accountability

Attachment(s)

Exhibit A – Draft Board of Directors Policy Manual Redlined

Exhibit B – Draft Board of Directors Policy Manual Clean Version

Meeting History

None

NA/ML



Policy Manual 2023 Policy Manual 2025

A blue ink signature of Matthew H. Litchfield, P.E.

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

Our vision is to be a regional leader through advocacy, engagement and innovation to serve the generations, now and into the future¹.~~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—Integrity – The coordination, collaboration, participation and understanding of everyone's role in fulfilling the mission and vision.~~Devote work effort in a consistent and fair manner to do what is right.
- ~~1.3.2. Communication—Collaboration – The exchanging of information and sharing of ideas.~~Have an open exchange of information and share ideas broadly within and across organizational lines; engage our internal and external customers as valued partners.
- ~~1.3.3. Customer—Service~~Accountability – The process of ensuring customer satisfactionDeliver on our commitments and decisions; take ownership of the outcomes and results.
- ~~1.3.4. Personal Responsibility~~Progression – Being accountable for something within one's control.Have a growth mindset for continuous improvement at both personal and organizational levels
- ~~1.3.5. Professional Integrity~~Innovation – The manner in which people behave and act in the workplace.Provide bold leadership that is prepared to challenge the status quo and develop projects and services that create long-term value for our member agencies.
- ~~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.~~

~~1.3.8.1.3.6. 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 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 ([serving the Cities of Claremont and San Dimas](#)); Rowland Water District; Walnut Valley Water District; Valencia Heights Water Company; Boy Scouts of America ([operated by the City of Industry](#)); California State Polytechnic University, Pomona; Mount San Antonio College; Suburban Water Systems; ~~Covina Irrigating Company~~ [Valley Water 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~~them 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~~By the first Board meeting in ~~the month of~~ January of each-odd-numbered year, the Board shall elect one of its members President. The term of the Board President shall generally be two years, but may be extended by the Board for an additional year. ~~At its~~By the 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, and 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. The President approves all Board meeting agendas to the extent not inconsistent with Board direction prior to official public posting of the meeting notice.

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/Treasurer: The dual role of Secretary/Treasurer 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 reconciling 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. ~~2+5-02-228~~ (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

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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. Future Agenda Items: Directors who wish to have an item placed on a future Board meeting agenda shall only request the item during open session of a regular Board meeting under the “Future Agenda Items” section of the agenda for that meeting.

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- 2.5.7. 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].

- 2.5.8. 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.

- 2.5.9. Miscellaneous

- a. The District shall not purchase alcoholic beverages ~~for consumption~~ at meetings ~~and events of the~~ Board members attend, 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~~have any questions 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~~their 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 policy 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.

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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 \$27~~500~~ 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~~5-072-1527~~ adopted on February 24~~5~~, 2007~~25~~), 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 professional 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 or virtual meetings 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 the meeting topic(s), 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 \$~~27~~500.

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~~the designated alternate representative in a timely manner ~~to contact the designated alternate~~ to attend. The WQA, Chino Basin Watermaster and Six Basins Watermaster 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 ~~offer~~for the MWD Director should be ~~made-submitted~~ 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. 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).

~~2.8.1.~~2.8.2. Eligible Expenses: Expenses eligible for reimbursement shall be limited to the following. Any other expenses shall be approved by the Board of Directors:

- a. Registration ~~costs~~fees and related expenses for attending meetings, conferences, seminars, events, and organized educational activities that have a direct nexus to the water industry or are relevant to the District and the constituents the Director was elected to serve., 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.) and parking. 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).
- e. TSA PreCheck
- d.f.

~~2.8.2.1.1.1. 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 shall~~ 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 shall~~ solely utilize payment administered by the ~~Executive Assistant staff~~ 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~~^{their} 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 ~~50-30~~ 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~~ Directors and as such will not be reimbursed for guests or family members of the ~~authorized personnel~~ Director. Where reasonably possible, lodging will be obtained in proximity to the conference or function site. ~~In most cases, it~~ lodging shall ~~ould~~ 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~~ may 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 \$1~~2500~~.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~~20% 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 local agency ~~elected officials~~ ~~shall to~~ receive ~~ethics~~ training on ethics laws 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.

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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.~~

~~e.b. 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.~~

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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 designated reserve funds following the District's Reserve Policy made up of the following Board-designated categories:

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

6.5. Investment of Funds

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

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

6.6. Risk Management

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

6.7. Audit

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

~~7. PUBLIC INVOLVEMENT~~

~~7.1. General Policy~~

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

~~7.2. Public Information and Education~~

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

~~7.3. District Spokesperson~~

~~The General Manager is the principal spokesperson for the District, and the President of the Board 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.~~

~~e. 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

1.11.1 Mission~~Mission~~ — *Motion Numbers: 9-94-3164, 2-97-3472 and 4-00-3807*

1.31.3 Objectives-Core Values²⁰ — *Resolution Number: 7-52-262*~~Strategic Plan Adopted April 17, 2024~~

1.41.4 Functions and Powers~~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*

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2 GOVERNANCE

2.12.4 Board of Directors - Principal Functions~~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.*

2.22.2 Election~~Election~~ — *Motion Numbers: 7, 6-84-1534, 7-84-1541 and 7-94-3151*

2.32.3 Board of Directors – Organization~~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*

2.42.4 Board of Directors - Public Meetings~~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*

2.52.5 Board of Directors - Norms of Conduct and Communication~~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*

2.72.7 Board of Directors - Compensation~~Board of Directors – Compensation~~ — *Ordinance Numbers: 3-98-6, 7-90-4, 2-01-07, and 2-07-15, and 25-02-27 (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, 25-02-5510*

2.82.8 Board of Directors – Reimbursement~~Board of Directors – Reimbursement~~ — *Ordinance Number: 2-01-7 (2001)*

2.112.14 Board of Directors – Governance/Management Connection~~Board of Directors – Governance/Management Connection~~ — *Ordinance Number: 2-01-7 (2001); Resolution Number: 7-82-263*

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13 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-*

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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*

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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 240-291~~ Strategic Plan that was unanimously approved by the Board of Directors at its ~~February 19, 2020~~ April 17, 2024 meeting by *Motion Number. 240-042-5476265*. 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:



POLICY TITLE
DISTRIBUTION OF
TICKETS AND PASSES

APPROVAL DATE
— June 17, 2015

Page i of 5

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.~~



POLICY TITLE
GIFT ACCEPTANCE
POLICY

APPROVAL DATE
~~June 17, 2015~~

Page i of 2

~~—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.~~



POLICY TITLE
POLICY FOR USE OF
DISTRICT PROVIDED
COMPUTER TABLET
DEVICES

APPROVAL DATE
~~June 17, 2015~~

Page i of 4

~~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

~~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.~~



POLICY TITLE
INTERNET ACCEPTABLE
USE POLICY

APPROVAL DATE

Page i of 2

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.~~



POLICY TITLE
PASSWORD POLICY

APPROVAL DATE

Page i of 2

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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.



POLICY TITLE

**~~DISTRICT ISSUED CELL
PHONES FOR DIRECTORS-
POLICY~~**

APPROVAL DATE

Page i of 2

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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.~~



POLICY TITLE
OUTREACH PROGRAM
POLICY

APPROVAL DATE
NOVEMBER 17, 2021

Page i of 2

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/re-election 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.~~



POLICY TITLE
~~SOCIAL MEDIA POLICY—~~
~~ELECTED OFFICIALS~~

APPROVAL DATE
 JUNE 15, 2022

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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;~~
- ~~1. Clearly reflect that content on such accounts does not represent the official positions of the District or the Board; and~~
- ~~2. 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 plaintiffs' 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.~~



DIRECTORS POLICY MANUAL

THREE VALLEYS MWD

2025

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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

Our vision is to be a regional leader through advocacy, engagement and innovation to serve the generations, now and into the future¹.

1.3 Core Values

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

- 1.3.1 Integrity – Devote work effort in a consistent and fair manner to do what is right.
- 1.3.2 Collaboration – Have an open exchange of information and share ideas broadly within and across organizational lines; engage our internal and external customers as valued partners.
- 1.3.3 Accountability – Deliver on our commitments and decisions; take ownership of the outcomes and results.
- 1.3.4 Progression – Have a growth mindset for continuous improvement at both personal and organizational levels
- 1.3.5 Innovation – Provide bold leadership that is prepared to challenge the status quo and develop projects and services that create long-term value for our member agencies.

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 (serving the Cities of Claremont and San Dimas); Rowland Water District; Walnut Valley Water District; Valencia Heights Water Company; Boy Scouts of America (operated by the City of Industry); California State Polytechnic University, Pomona; Mount San Antonio College; Suburban Water Systems; 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 them 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

By the first Board meeting in 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. By the 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, and Secretary/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. The President approves all Board meeting agendas to the extent not inconsistent with Board direction prior to official public posting of the meeting notice.

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/Treasurer: The dual role of Secretary/Treasurer is responsible for signing all board-approved resolutions and ordinances, reviewing the District's financial institution statements on a monthly basis and reconciling 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. 25-02-28 (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: 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 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 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 Future Agenda Items: Directors who wish to have an item placed on a future Board meeting agenda shall only request the item during open session of a regular Board meeting under the "Future Agenda Items" section of the agenda for that meeting.
- 2.5.7 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].
- 2.5.8 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.

2.5.9 Miscellaneous

- a. The District shall not purchase alcoholic beverages at meetings and events Board members attend, 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 have any questions 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 their 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 policy 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 \$275 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. 25-02-27 adopted on February 5, 2025), 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 professional 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 or virtual meetings 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 the meeting topic(s), 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 \$275.

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 the designated alternate representative in a timely manner to attend. The WQA, Chino Basin Watermaster and Six Basins Watermaster 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 for the MWD Director should be submitted 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 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).
- 2.8.2 Eligible Expenses: Expenses eligible for reimbursement shall be limited to the following. Any other expenses shall be approved by the Board of Directors:
 - a. Registration fees and related expenses for attending meetings, conferences, seminars, events, and organized educational activities that have a direct nexus to the water industry or are relevant to the District and the constituents the Director was elected to serve.
 - b. Transportation to and from the meeting, including airfare, car rental, other miscellaneous transportation costs (shuttle, taxi, train, Uber, Lyft, parking, etc.) and parking. Mileage for use of a Board Member's own automobile for

approved compensated and non-compensated meetings.

- c. Lodging at the single-room rate.
- d. Reasonable costs of meals (see section 2.8.3 d).
- e. TSA PreCheck

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 shall 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. Directors may not direct outside entities to bill the District for events they have attended without working through the District first. Directors shall solely utilize payment administered by staff when registering for conferences and events.

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 their 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 30 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 Directors and as such will not be reimbursed for guests or family members of the Director. Where reasonably possible, lodging will be obtained in proximity to the conference or function site. Lodging shall 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 may be unable to acquire 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 \$125.00 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 20% 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:

AB1234 was chaptered in 2005, effective January 1, 2006, and requires all local agency officials to receive training on ethics laws 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.

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. Biennial Training - During the first quarter of odd years, following the General Election, TVMWD will provide training to elected officials.

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.

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 **Core Values** ¹⁷— *Strategic Plan Adopted April 17, 2024*

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, 2-07-15, and 25-02-27; 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, 09-01-4670, 25-02-5510*

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*

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 24-29 Strategic Plan that was unanimously approved by the Board of Directors at its April 17, 2024 meeting by *Motion Number. 24-04-5476*. 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

**BOARD INFORMATION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: Review General Manager FY 2025-26 Work Plan

☐ **Funds Budgeted: \$**☐ **Fiscal Impact: \$****Staff Recommendation**

No Action Necessary – Informational Item Only

Background

Last year, the Board adopted a long-term 5-year strategic plan (2024-29) that lays out strategic priorities for TVMWD. Each year, the General Manager and Executive Staff prepare the General Manager Work Plan (“Work Plan”) that lays out the specific projects or initiatives to meet the overall goals in support of the TVMWD mission outlined in the Strategic Plan.

Discussion

The FY 2025-26 Work Plan outlines specific projects, initiatives and activities that are measurable with specific performance objectives. A copy of the proposed Work Plan is attached as **Exhibit A** with a summary-level schedule. All the activities outlined in the Work Plan are designed to further the mission of TVMWD and each activity listed is referenced back to each specific strategic goal outlined in the FY 2024-29 Strategic Plan. It is staffs intent to bring this item back to the Board for approval on June 18, 2025, prior to the start of the new fiscal year.

Environmental Impact

None

Strategic Plan Objective(s)

2.2 – Accountability

Attachment(s)

Exhibit A – General Manager Work Plan, Fiscal Year 2025-26

Exhibit B - General Manager Work Plan, Fiscal Year 2024-25

Meeting History

None

NA/ML



GM Workplan 2025-26

Item 9.F - Exhibit A

Goal ▾		Objective ▾		Task Name ▾	SMART Goal ▾	% complete ▾
1	<input type="radio"/>	1. Reliable Water Supply	1.1 Water Quality	Regulatory Compliance	1. Ensure 100% compliance with all regulatory and operational standards	<div><div></div></div> 0%
2	<input type="radio"/>	1. Reliable Water Supply	1.1 Water Quality	Regulatory Compliance	2. Monitor for future regulation or legislative changes that affect water quality	<div><div></div></div> 0%
3	<input type="radio"/>	1. Reliable Water Supply	1.2 Diverse Portfolio	Water Supply Portfolio	1. Establish storage capacity of 60 TAF, average annual service area's imported water demand	<div><div></div></div> 0%
4	<input type="radio"/>	1. Reliable Water Supply	1.2 Diverse Portfolio	Water Supply Portfolio	2. Maintain 15 TAF of groundwater storage balance in the various storage programs by 2030	<div><div></div></div> 0%
5	<input type="radio"/>	1. Reliable Water Supply	1.2 Diverse Portfolio	Water Supply Portfolio	3. Develop institutional arrangements to utilize 15 TAFY of stored water by 2035	<div><div></div></div> 0%
6	<input type="radio"/>	1. Reliable Water Supply	1.3 Infrastructure Reliability	Property Acquisition	1. Pursue land acquisition opportunities for future infrastructure reliability needs	<div><div></div></div> 0%
7	<input type="radio"/>	1. Reliable Water Supply	1.3 Infrastructure Reliability	Capital Investment Program	2. Encumber minimum of 85% of the capital investment program each fiscal year	<div><div></div></div> 0%
8	<input type="radio"/>	1. Reliable Water Supply	1.3 Infrastructure Reliability	GIS Implementation	3. Implement GIS with infrastructure location by FYE 2026	<div><div></div></div> 0%
9	<input type="radio"/>	1. Reliable Water Supply	1.3 Infrastructure Reliability	MWD CAMP4W	4. Participate in regional efforts to advocate for infrastructure projects that benefits the service area	<div><div></div></div> 0%
10	<input type="radio"/>	1. Reliable Water Supply	1.4 Operational Efficiency	Water use Efficiency	1. Water Use Efficiency Programming	<div><div></div></div> 0%
11	<input type="radio"/>	1. Reliable Water Supply	1.4 Operational Efficiency	Water use Efficiency	2. Develop the Regional WUE Dashboard by December 2026	<div><div></div></div> 0%
12	<input type="radio"/>	1. Reliable Water Supply	1.4 Operational Efficiency	Water use Efficiency	3. Develop the Regional UWMP by July 1, 2026	<div><div></div></div> 0%
13	<input type="radio"/>	1. Reliable Water Supply	1.4 Operational Efficiency	Miramar Business Efficiencies	1. Replace end of life structures within the Miramar Administration Facilities by FYE 2028.	<div><div></div></div> 0%
14	<input type="radio"/>	1. Reliable Water Supply	1.4 Operational Efficiency	Miramar Business Efficiencies	2. Modernize office spaces to meet current industry requirements by December 2025	<div><div></div></div> 0%
15	<input type="radio"/>	1. Reliable Water Supply	1.4 Operational Efficiency	Miramar Business Efficiencies	3. Streamline purchase order procedures to reduce processing time by 10% by June 2026	<div><div></div></div> 0%
16	<input type="radio"/>	1. Reliable Water Supply	1.4 Operational Efficiency	Miramar Business Efficiencies	4. Create a matrix of operational policies and procedures by June 2026	<div><div></div></div> 0%
17	<input type="radio"/>	1. Reliable Water Supply	1.5 Advocacy	Advocacy & Awareness	1. Allocate 85% of MWD/MAAP program funding for each two-year budget cycle	<div><div></div></div> 0%
18	<input type="radio"/>	1. Reliable Water Supply	1.5 Advocacy	Advocacy & Awareness	2. Water tours/briefings support water awareness in the community	<div><div></div></div> 0%
19	<input type="radio"/>	2. Fiscal Responsibility	2.1 Finance Stability	Grant Funding	1. Actively pursue grant funding opportunities for eligible projects	<div><div></div></div> 0%



GM Workplan 2025-26

Item 9.F - Exhibit A

Goal ▾		Objective ▾	Task Name ▾	SMART Goal ▾	% complete ▾	
20	<input type="radio"/>	2. Fiscal Responsibility	2.1 Finance Stability	Maintain Financial Health	1. Achieve the agency's minimum reserve target by FYE 2027	<div></div> 0%
21	<input type="radio"/>	2. Fiscal Responsibility	2.1 Finance Stability	Maintain Financial Health	2. Achieve the target reserve by FYE 2030	<div></div> 0%
22	<input type="radio"/>	2. Fiscal Responsibility	2.1 Finance Stability	Maintain Financial Health	3. Review and update at least two financial policies annually	<div></div> 0%
23	<input type="radio"/>	2. Fiscal Responsibility	2.2 Accountability	Policies & Manuals Matrix	1. Establish a comprehensive matrix of all current agency policies and manuals by FYE 2026	<div></div> 0%
24	<input type="radio"/>	2. Fiscal Responsibility	2.2 Accountability	Policies & Manuals Matrix	1. Identify and update a minimum of three administrative policies annually	<div></div> 0%
25	<input type="radio"/>	2. Fiscal Responsibility	2.2 Accountability	Records Management	Establish search mechanism for file retrieval. Provide staff training on search functions	<div></div> 0%
26	<input type="radio"/>	2. Fiscal Responsibility	2.2 Accountability	Rate Model Compliance	Analyze and update Cost of Service/Rate Model to meet statutory legal requirements annually	<div></div> 0%
27	<input type="radio"/>	2. Fiscal Responsibility	2.2 Accountability	Financial Software	2. Modernize and create customized financial reports for efficiency and transparency	<div></div> 0%
28	<input type="radio"/>	2. Fiscal Responsibility	2.3 Public Engagement	Stakeholder Engagement	1. Maintain regular stakeholder meetings to keep member agencies informed	<div></div> 0%
29	<input type="radio"/>	2. Fiscal Responsibility	2.3 Public Engagement	Stakeholder Engagement	2. Update the website to include appropriate communication to keep the public informed	<div></div> 0%
30	<input type="radio"/>	2. Fiscal Responsibility	2.4 Legislation	Legislative Advocacy Support	1. Assist in the passage of AB 259/Brown Act	<div></div> 0%
31	<input type="radio"/>	2. Fiscal Responsibility	2.4 Legislation	Legislative Advocacy Support	2. Assist in the passage of SB 72/CA Water Plan	<div></div> 0%
32	<input type="radio"/>	2. Fiscal Responsibility	2.4 Legislation	Legislative Advocacy Support	3. Attend committee meetings and propvide regular updates to the Board	<div></div> 0%
33	<input type="radio"/>	2. Fiscal Responsibility	2.4 Legislation	Legislator Engagement Tours	1. Conduct TVMWD "Water 101" tours/briefings for local legislators/staff members.	<div></div> 0%
34	<input type="radio"/>	2. Fiscal Responsibility	2.4 Legislation	Legislator Engagement Tours	2. Attend annual ACWA Legislative symposium and CSDA SDLD	<div></div> 0%
35	<input type="radio"/>	2. Fiscal Responsibility	2.5 Operational Strategies	Treatment Efficiencies	1. Reduce OT call outs with creative SCADA upgrades and modifications.	<div></div> 0%
36	<input type="radio"/>	2. Fiscal Responsibility	2.5 Operational Strategies	Treatment Efficiencies	2. Establish a Backwash & Filter Efficiency KPI by June 2026	<div></div> 0%
37	<input type="radio"/>	2. Fiscal Responsibility	2.5 Operational Strategies	Treatment Efficiencies	3. Conduct a system of operations, and implement 2 efficiency improvements.	<div></div> 0%
38	<input type="radio"/>	2. Fiscal Responsibility	2.5 Operational Strategies	Treatment Efficiencies	4. Workflow improvements will be apart of maintenance book digitization.	<div></div> 0%



GM Workplan 2025-26































Item 9.F - Exhibit A

		Goal ▾	Objective ▾	Task Name ▾	SMART Goal ▾	% complete ▾
39	<input type="radio"/>	2. Fiscal Responsibility	2.5 Operational Strategies	Emergency Response	1. Annual training with scenario exercises and safety updates for all staff.	<div></div> 0%
40	<input type="radio"/>	2. Fiscal Responsibility	2.5 Operational Strategies	Emergency Response	2. Annual May "surprise" emergency exercise/training for all staff.	<div></div> 0%
41	<input type="radio"/>	2. Fiscal Responsibility	2.5 Operational Strategies	Emergency Response	3. Quarterly attendance at PWAG meetings and related group programs.	<div></div> 0%
42	<input type="radio"/>	3. Organizational Culture	3.1 Diversity	Foster Respectful Culture	1. Provide the environment to create a fun and respectful culture	<div></div> 0%
43	<input type="radio"/>	3. Organizational Culture	3.2 Workforce Excellence	Succession Planning	1. Develop succession plan for identified positions with the skill sets by June 2026.	<div></div> 0%
44	<input type="radio"/>	3. Organizational Culture	3.2 Workforce Excellence	Skillsets Development	1. Continuously provide training opportunities to meet the emerging trends of the industry	<div></div> 0%
45	<input type="radio"/>	3. Organizational Culture	3.2 Workforce Excellence	OPEB Cost Analysis	1. Review and updated of the OPEB program for FY 2026–27 budget by March 2026	<div></div> 0%
46	<input type="radio"/>	3. Organizational Culture	3.3 Emerging Technology	IT Master Plan	1. Develop the IT Master Plan by FYE 2026	<div></div> 0%
47	<input type="radio"/>	3. Organizational Culture	3.3 Emerging Technology	Financial System Optimization	1. Optimize Financial Management software for automated dashboards and reporting tools for efficiency	<div></div> 0%
48	<input type="radio"/>	3. Organizational Culture	3.4 Operational Integrity	Cybersecurity Plan	1. Develop the Cybersecurity Plan by FYE 2027	<div></div> 0%
49	<input type="radio"/>	3. Organizational Culture	3.4 Operational Integrity	Workplace Safety	1. Achieve and maintain a workplace safety record of zero lost-time injuries	<div></div> 0%
50	<input type="radio"/>	3. Organizational Culture	3.5 Data Quality	Data Warehouse & Analytics	1. Develop a dashboard integrating data from Planning, Finance and Operations by FYE 2030	<div></div> 0%

GM Workplan

[Grid](#)
[Board](#)
[Timeline](#)
[Charts](#)
[People](#)
[Goals](#)
[...](#)

Jun 2, 2023 - Jun 29, 2028


		Task Name ▾	Quick look ▾	Assigned to ▾	Goal ▾	Strategic Goal ▾	Bucket ▾	% complete ▾	
1	<input type="radio"/>	District Culture Enhancements	📄 0/2	 Nadia Aguirre	🏆 Ongoing	3.1, 3.2, 3.3	Administration ▾	<div><div></div></div>	25%
3	<input type="radio"/>	Succession Planning	📄 0/1	 Viviana Robles	🏆 Ongoing	3.1, 3.2, 3.3	Administration ▾	<div><div></div></div>	20%
4	<input type="radio"/>	Emergency Response	📄 3/4	 	🏆 Ongoing	1.3, 3.4	Administration ▾	<div><div></div></div>	75%
6	<input checked="" type="radio"/>	Outreach	📄 4/4	 Kirk Howie	🏆 Ongoing	1.5, 2.3, 2.4	Administration ▾	<div><div></div></div>	100%
7	<input checked="" type="radio"/>	GIS Implementation	📄 3/3	 	🏆 Ongoing	1.3, 1.4, 2.5, 3.3, 3.5	Administration ▾	<div><div></div></div>	100%
8	<input type="radio"/>	IT Master Plan	📄 2/3	 	🏆 Ongoing	1.3, 2.5, 3.3, 3.5	Administration ▾	<div><div></div></div>	75%
9	<input type="radio"/>	Cyber Master Plan	📄 1/3	 	🏆 Ongoing	1.3, 3.4	Administration ▾	<div><div></div></div>	50%
10	<input type="radio"/>	Water Supply Portfolio	📄 2/6	 Sylvie Lee	🏆 Ongoing	1.2, 1.3, 1.4, 2.5	Engineering ▾	<div><div></div></div>	75%
11	<input type="radio"/>	Water Use Efficiency	📄 4/6	 	🏆 Ongoing	1.2, 1.5, 2.5, 3.3, 3.5	Engineering ▾	<div><div></div></div>	50%
12	<input type="radio"/>	External Funding	📄 0/1	 Sylvie Lee	🏆 Ongoing	1.5, 2.1, 2.5	Engineering ▾	<div><div></div></div>	50%
13	<input type="radio"/>	Padua Ave Well Site Acquisition	📄 3/4	 Sylvie Lee	🏆 Ongoing	1.2, 1.3, 2.5	Engineering ▾	<div><div></div></div>	85%
14	<input type="radio"/>	Groundwater Reliability Partnership	📄 1/7	 Sylvie Lee	🏆 Ongoing	1.1, 1.2, 1.3, 1.4, 2.2, 2.5	Engineering ▾	<div><div></div></div>	40%
15	<input type="radio"/>	Miramar Building and Site Improvements	📄 2/6	 Sylvie Lee	🏆 Ongoing	1.3, 1.4, 2.2, 3.2, 3.4	Engineering ▾	<div><div></div></div>	50%
16	<input checked="" type="radio"/>	Electrical Upgrades	📄 1/2	 Sylvie Lee	🏆 Ongoing	1.3, 1.4, 2.5	Engineering ▾	<div><div></div></div>	100%
17	<input checked="" type="radio"/>	MWD Pure Water Southern California	📄 1/3	 Matthew Litchfield	🏆 Ongoing	1.2, 1.3, 2.5	Engineering ▾	<div><div></div></div>	100%
18	<input type="radio"/>	MWD Climate Adaptation Master Plan (CAMP4W)	📄 3/3	 	🏆 Ongoing	1.2, 1.3, 2.2	Engineering ▾	<div><div></div></div>	60%
19	<input checked="" type="radio"/>	Emergency Response FY 23-24	📄 5/5	 	🏆 23-24	1.3, 3.4	Operations ▾	<div><div></div></div>	100%
20	<input checked="" type="radio"/>	Legislation Support FY 23-24	📄 6/6	 Kirk Howie	🏆 23-24	1.5, 2.3, 2.4	Administration ▾	<div><div></div></div>	100%
21	<input type="radio"/>	Operational Efficiencies	📄 3/6	 Steve Lang	🏆 Ongoing	1.1, 1.4, 2.5	Operations ▾	<div><div></div></div>	50%
22	<input type="radio"/>	MWD Miramar Pumpback	📄 0/3	 	🏆 Ongoing	1.3, 1.4, 2.5	Operations ▾	<div><div></div></div>	20%
23	<input type="radio"/>	Financial Software	📄 0/2	 Jose Velasquez	🏆 Ongoing	2.1, 2.2, 3.3, 3.5	Finance ▾	<div><div></div></div>	20%
25	<input type="radio"/>	OPEB Cost Analysis	📄 0/1	 Jose Velasquez	🏆 Ongoing	2.1, 2.2, 2.5	Finance ▾	<div><div></div></div>	25%



BOARD INFORMATION

BOARD OF DIRECTORS STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 4, 2025

Subject: Professional Services Agreement Award for the Regional Urban Water Management

☒ **Funds Budgeted: \$ 180,016**

☐ **Fiscal Impact: \$**

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

The Regional Urban Water Management Plan (RUWMP) is a critical document required under the California Urban Water Management Planning Act. It provides a framework for assessing water supply reliability, demand forecasting, and compliance with state conservation and drought contingency regulations. Three Valleys is leading the development of the 2025 RUWMP in coordination with six participating member agencies:

- City of Glendora
- City of La Verne
- City of Pomona
- Golden State Water Company (Claremont and San Dimas)
- Rowland Water District
- Walnut Valley Water District

Three Valleys issued a Request for Proposals (RFP) for this project and received three proposals from the following firms:

- Civiltec Engineering
- Stetson Engineers
- GEI Consultants, Inc. + Water Systems Consulting (WSC)

After a thorough evaluation of the three proposals, staff recommend GEI Consultants + WSC as the preferred consultant for the 2025 RUWMP based on their advanced demand forecasting capabilities, focus on climate resilience, enhanced regional coordination, and strong project team. Highlights of the GEI proposal are provided below:

- **Advanced Demand Forecasting:** The proposal offers a sophisticated, customizable demand forecasting model that includes three scenarios—Baseline, Conservation, and Climate Impact. This flexibility provides member agencies with a more accurate and adaptive understanding of future water needs; the report will also include GIS-based data visualization, improving the clarity and accessibility of complex data for decision-makers.
- **Climate Resilience and Drought Planning:** The proposal includes a strong focus on climate change adaptation and drought resilience, building on the experience gained from GEI's successful completion of the recent Regional Drought Contingency Plan (DCP) for TVMWD. This ensures that the 2025 RUWMP will incorporate the latest best practices for long-term water supply sustainability.
- **Regional Coordination and Collaboration:** The proposal emphasizes effective coordination across all participating agencies, ensuring a consistent and unified approach to regional water planning. This collaborative approach will help maintain alignment with regional and state regulations, including the Department of Water Resources (DWR) guidelines.

The total estimated cost for the RUWMP is \$425,016. TVMWD will initially cover the project costs and seek reimbursement from participating agencies on a regular basis, as outlined in the attached Memorandum of Understanding (Exhibit A). The costs will be shared among the participating agencies as follows:

Agency	Cost
Three Valleys Municipal Water District	\$180,016
City of Glendora	\$35,000
Golden State Water Company	\$70,000
City of La Verne	\$35,000
City of Pomona	\$35,000
Rowland Water District	\$35,000
Walnut Valley Water District	\$35,000
Total	\$425,016

Staff recommends that the award of the Professional Services Agreement for the 2025 Regional Urban Water Management Plan (RUWMP) to GEI Consultants, Inc. and Water Systems Consulting (WSC) at a total cost of \$425,016, with cost-sharing as described above. This item will be presented for the Board of Directors' consideration on June 18, 2025.

Environmental Impact

None

Strategic Plan Objective(s)

2.2 – Accountability

Attachment(s)

Exhibit A – Memorandum of Understanding 2025 Regional Urban Water Management Plan

Exhibit B – 2025 RUWMP Professional Services Agreement with GEI

Meeting History

None

NA/SL

MEMORANDUM OF UNDERSTANDING FOR THE 2025 REGIONAL URBAN WATER MANAGEMENT PLAN



This MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into as of June 18, 2025, by and among the **City of Glendora**, (hereinafter referred to as Glendora), **City of La Verne**, (hereinafter referred to as La Verne), **City of Pomona** (hereinafter referred to as Pomona), **Golden State Water Company** (hereinafter referred to as Golden State) **Rowland Water District** (hereinafter referred to as Rowland), **Walnut Valley Water District** (hereinafter referred to as Walnut) and **Three Valleys Municipal Water District** (hereinafter referred to as Three Valleys). (Glendora, La Verne, Pomona, Golden State, Rowland, Walnut and Three Valleys are sometimes hereinafter referred to collectively as the "Parties" and individually as a "Party").

RECITALS

A. Three Valleys is a Metropolitan Water District of Southern California member agency responsible for the delivery of supplemental water to its service area (Pomona, Walnut, and East San Gabriel Valleys).

B. Glendora is a retail member agency of Three Valleys and is the purveyor of water within its service area, which generally includes the area within its corporate boundaries.

C. La Verne is a retail member agency of Three Valleys and is the purveyor of water within its service area, which generally includes the area within its corporate boundaries.

D. Pomona is a retail member agency of Three Valleys and is the purveyor of water within its service area, which generally includes the area within its corporate boundaries.

E. Golden State is a retail member agency of Three Valleys and is the purveyor of water within its service areas which includes the cities of Claremont and San Dimas, as well as portions of Los Angeles County.

F. Rowland is a retail member agency of Three Valleys and is the purveyor of water within its service area, which includes portions of Rowland Heights, Hacienda Heights, La Puente, and the cities of Industry and West Covina.

G. Walnut is a retail member agency of Three Valleys and is the purveyor of water within its service area, which includes the city of Diamond Bar, and portions of the cities of Industry, Pomona, Walnut, West Covina and the easterly section of unincorporated Rowland Heights.

H. The Urban Water Management Planning Act of California (ACT) requires urban water suppliers to develop and submit a water management plan to achieve efficient water

**MEMORANDUM OF UNDERSTANDING
FOR THE 2025 REGIONAL
URBAN WATER MANAGEMENT PLAN**



use and strengthen local drought planning.

I. The California Department of Water Resources (DWR) has developed guidelines for meeting the requirements of the ACT.

J. The parties have a common interest in creating a Regional Urban Water Management Plan (RUWMP) that will satisfy the requirements set forth by DWR.

K. Three Valleys has agreed to serve as the lead agency in the development of the RUWMP and will develop and issue a Request for Proposal (RFP), select a qualified vendor and enter into a Professional Services Agreement with the selected consultant on behalf of the Parties.

NOW, THEREFORE, in consideration of the faithful performance of the terms and conditions set forth herein, the Parties hereto agree as follows:

1 2025 RUWMP

- 1.1 Three Valleys will serve as the contract administrator for this effort and be the point of contact for the selected consultant.
- 1.2 Parties will work through Three Valleys with the selected consultant and provide the necessary information to meet the requirements set forth by DWR.
- 1.3 Parties will review draft documents and provide feedback as needed and meet all deadlines as set forth by Three Valleys to meet DWR deadlines for submittal of the RUWMP.
- 1.4 Three Valleys will submit the final RUWMP to DWR on behalf of the Parties.

2 Cost Share

- 2.1 Parties agree to share the costs as described in Exhibit A.
- 2.2 Three Valleys will pay costs up front and then seek reimbursement from the other Parties on a regular basis (i.e., monthly or quarterly).

**MEMORANDUM OF UNDERSTANDING
FOR THE 2025 REGIONAL
URBAN WATER MANAGEMENT PLAN**



IN WITNESS WHEREOF, the PARTIES hereto have caused this MOU to be executed by their duly authorized representatives of the PARTIES:

Three Valleys Municipal Water District
Matthew Litchfield, P.E.
General Manager/Chief Engineer

City of Glendora
William Wittkopf
Public Works Director

City of La Verne
Ryan Ciotti
Utilities Manager

City of Pomona
Chris Diggs
Water Resources Director

Golden State Water Company
Ben Lewis Jr.
General Manager

Rowland Water District
Tom Coleman
General Manager

Walnut Valley Water District
Sherry L. Shaw, P.E.
General Manager, Chief Engineer

MEMORANDUM OF UNDERSTANDING
FOR THE 2025 REGIONAL
URBAN WATER MANAGEMENT PLAN



EXHIBIT "A"

Cost Sharing Table

Agency	Cost
Three Valleys MWD	\$180,016
City of Glendora	\$35,000
Golden State Water Company Claremont and San Dimas	\$70,000
City of La Verne	\$35,000
City of Pomona	\$35,000
Rowland Water District	\$35,000
Walnut Valley Water District	\$35,000
Regional Urban Water Management Plan	\$425,016

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THREE VALLEYS MUNICIPAL WATER DISTRICT
AND
GEI CONSULTANTS, INC.**

This Professional Services Agreement ("AGREEMENT") is made and entered into this 18th day of June, 2025 ("EFFECTIVE DATE"), by and between Three Valleys Municipal Water District, a municipal water district organized and operating pursuant to California Water Code Section 71000 et seq. (hereinafter referred to as "DISTRICT"), and **GEI Consultants, Inc.**, a California corporation (hereinafter referred to as "CONSULTANT"). DISTRICT and CONSULTANT are sometimes individually referred to as "PARTY" and collectively as "PARTIES" in this AGREEMENT.

RECITALS

WHEREAS, DISTRICT desires to contract with CONSULTANT as an independent contractor to provide professional services to the DISTRICT for the **2025 Regional Urban Water Management Plan**; and

WHEREAS, CONSULTANT represents that it is duly licensed, qualified and capable to perform such services by virtue of its experience and the training, education and expertise of its principals and employees, and that CONSULTANT is customarily engaged in an independently established trade, profession, occupation, and/or business of the same nature as the work to be performed for herein; and

WHEREAS, DISTRICT desires to retain CONSULTANT and CONSULTANT desires to serve the DISTRICT to perform the services described herein in accordance with the terms and conditions of this AGREEMENT.

COVENANTS

NOW, therefore, in consideration of the faithful performance of the terms and conditions set forth herein, the PARTIES hereto agree as follows:

ARTICLE I

SERVICES OF CONSULTANT

1. **SCOPE OF SERVICES:** The scope of services to be performed by the CONSULTANT under this AGREEMENT are described in Exhibit "A" attached hereto, exclusive of "Optional Tasks" described in Exhibit "A", and incorporated herein by this reference ("PROJECT"), and shall, where not specifically addressed, include all related services ordinarily provided by the CONSULTANT under same or similar circumstances. The DISTRICT may request, in writing, changes in the PROJECT or services to be performed. Any changes mutually agreed upon by the PARTIES, and any increase or decrease in compensation or time, shall be incorporated by written amendments to this AGREEMENT.
2. **PREVAILING WAGES:** CONSULTANT shall comply with all applicable provisions of labor law relating to employment for the performance of services on the PROJECT. In accordance with the provisions of the California Labor Code, CONSULTANT shall secure the payment of compensation

to employees. To the extent required by the California Labor Code, CONSULTANT shall pay not less than the prevailing rate of per diem wages as determined by the Director, Department of Industrial Relations, State of California ("DIR"). Copies of such prevailing rate of per diem wages are on file at the DISTRICT's office, which copies will be made available to any interested party upon request. CONSULTANT shall post a copy of such determination at each job site. If applicable, CONSULTANT shall forfeit to the DISTRICT the amount of the penalty set forth in California Labor Code Section 1777.7(b), or any subsequent amendments thereto, for each calendar day, or portion thereof, for each worker paid less than the specified prevailing rates for such work or craft in which such worker is employed, whether paid by CONSULTANT or by any subcontractor. CONSULTANT shall submit certified payroll records to the Labor Commissioner using DIR's electronic certified reporting system and provide with their invoice certified payroll records verifying that CONSULTANT has paid prevailing wage in accordance with the DIR requirements as stipulated in California Senate Bills 854 and 96, <https://www.dir.ca.gov/public-works/certified-payroll-reporting.html>

ARTICLE II

ENGAGEMENT OF CONSULTANT AND AUTHORIZATION TO PROCEED

1. **ENGAGEMENT:** The DISTRICT hereby engages CONSULTANT, and CONSULTANT hereby accepts the engagement, to perform the services described in Section I.I of this AGREEMENT.
2. **AUTHORIZATION TO PROCEED:** Authorization for CONSULTANT to proceed with the work described in Section I.I of this AGREEMENT will be granted in writing by the DISTRICT as soon as both PARTIES sign this AGREEMENT and all applicable insurance and security documents required pursuant to Section VI.5 of this AGREEMENT are received and approved by the DISTRICT. CONSULTANT shall not proceed with said work until so authorized by the DISTRICT and shall commence work immediately upon receipt of the executed AGREEMENT.
3. **INDEPENDENT CONSULTANT:** The PROJECT services to be performed by CONSULTANT under this AGREEMENT are outside the usual course of the DISTRICT's business. CONSULTANT is, and shall at all times remain as to DISTRICT, a wholly independent CONSULTANT. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall have no power to incur any debt, obligation, or liability on behalf of the DISTRICT. Neither DISTRICT nor any of its agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's employees, except as set forth in this AGREEMENT. CONSULTANT shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of the DISTRICT. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in this AGREEMENT, the DISTRICT shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for the DISTRICT. The DISTRICT shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

ARTICLE III

RESPONSIBILITIES OF DISTRICT AND OF CONSULTANT

- 1. DUTIES OF THE DISTRICT:** The DISTRICT, without cost to CONSULTANT, will provide all pertinent information necessary for CONSULTANT's performance of its obligations under this AGREEMENT that is reasonably available to the DISTRICT unless otherwise specified in the PROJECT in which case the CONSULTANT is to acquire such information. The DISTRICT does not guarantee or ensure the accuracy of any reports, information, and/or data so provided however, in performing its services hereunder, CONSULTANT shall be entitled to act in reasonable reliance upon all such reports, information, and /or data so provided by the DISTRICT. To the extent that any reports, information, and/or other data so provided was supplied to CONSULTANT by persons who are not employees of DISTRICT, any liability resulting from inaccuracies and/or omissions contained in said information shall be limited to liability on behalf of the entity who prepared the information for CONSULTANT.
- 2. REPRESENTATIVE OF DISTRICT:** The DISTRICT will designate *Sylvie Lee* as the person to act as the DISTRICT's representative with respect to the PROJECT services to be performed under this AGREEMENT. Such person will have complete authority to receive information and interpret and define the DISTRICT's policies pertinent to the PROJECT, although such person will not control or direct CONSULTANT's work.
- 3. DUTIES OF CONSULTANT:** CONSULTANT shall perform PROJECT work in such a manner as to fully comply with all applicable professional standards of care, including professional quality, technical accuracy, timely completion, and other services furnished and/or work undertaken by CONSULTANT pursuant to this AGREEMENT. The CONSULTANT shall cause all work and deliverables to conform to all applicable federal, state, and local laws and regulations.
- 4. APPROVAL OF WORK:** The DISTRICT's approval of work or materials furnished hereunder shall not in any way relieve CONSULTANT of responsibility for the technical adequacy of its work. Neither the DISTRICT's review, approval or acceptance of, nor payment for any of the services shall be construed to operate as a waiver of any rights under this AGREEMENT or of any cause of action arising out of the performance of this AGREEMENT.

ARTICLE IV

PAYMENTS TO CONSULTANT

- 1. PAYMENT:** The DISTRICT will pay CONSULTANT for work performed under this AGREEMENT, which work can be verified by the DISTRICT, on the basis of the following:

During the term of this AGREEMENT, the DISTRICT will pay CONSULTANT for services performed in accordance with the rates and estimated hours and costs set forth in the EXHIBIT "A", exclusive of "Optional Tasks" described in EXHIBIT "A". The amount set forth in Section IV.3 of this AGREEMENT is the maximum compensation to which CONSULTANT may be entitled for the performance of services to complete the PROJECT or time to complete the work, unless changed by the DISTRICT in writing in advance of the work to be performed thereunder. Adjustments in the total

payment amount shall only be allowed pursuant to Section VI.15 of this AGREEMENT. In no event shall CONSULTANT be entitled to compensation greater than the amount set forth in Section IV.3 of this AGREEMENT where changes in PROJECT or the time for performance are necessitated by the negligence of CONSULTANT or any subcontractor performing work.

- 2. PAYMENT TO CONSULTANT:** Payment will be made by the DISTRICT within thirty (30) calendar days after receipt of an invoice from CONSULTANT, provided that all invoices are complete, and product and services are determined to be of sufficient quality by the DISTRICT. Each invoice shall itemize the services rendered during the billing period, hourly rates charged, if applicable, and the amount due. If the DISTRICT disputes any of CONSULTANT'S fees, it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. In such case, the PARTIES shall work to find a reasonable resolution of any such dispute in good faith and in a timely manner.
- 3. ESTIMATED CHARGES:** The total estimated charges for all work under this AGREEMENT are \$425,016.00 and such amount is the cost ceiling described herein. The total estimated charges stated herein constitute the total amount agreed to. All rates and charges are subject to the terms set in Exhibit "A".
- 4. COST FOR REWORK:** CONSULTANT shall, at no cost to the DISTRICT, prepare any necessary rework occasioned by CONSULTANT CONSULTANT's negligent act or omission or otherwise due substantially to CONSULTANT's fault.

ARTICLE V

COMPLETION SCHEDULE

- 1. TERM:** The term of this AGREEMENT shall begin on the EFFECTIVE DATE, and shall continue until October 31, 2026, unless this AGREEMENT is earlier terminated pursuant to the provisions of Section VI.8 below. Notwithstanding the above, the provisions of Sections I.2, II.3, III.3, and III.4, and Articles IV, V, and VI herein shall survive the expiration and/or termination of this AGREEMENT.
- 2. TASK SCHEDULE:** The work is anticipated to be completed in accordance with Exhibit "A" as agreed upon by DISTRICT and CONSULTANT at the time is the AGREEMENT is issued by DISTRICT except as may from time-to-time be adjusted by amendment hereto as provided herein.
- 3. TIMELINESS OF SERVICE:** CONSULTANT shall perform all services required by this AGREEMENT in a prompt, timely, and professional manner in accordance with the agreed upon schedule.

ARTICLE VI

GENERAL PROVISIONS

- 1. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** CONSULTANT shall at all times observe all applicable provisions of Federal, State, and Local laws and regulations including, but not limited to, those related to Equal Opportunity Employment.
- 2. SUBCONTRACTORS AND OUTSIDE CONSULTANT:** No subcontract shall be awarded by CONSULTANT if not identified as a subcontractor in the PROJECT unless prior written approval is obtained from the DISTRICT. CONSULTANT shall be responsible for payment to subcontractors used by CONSULTANT to perform the services under this AGREEMENT. If CONSULTANT subcontracts any of the work to be performed, CONSULTANT shall be as fully responsible to the DISTRICT for the performance of the work, including errors and omissions of CONSULTANT's subcontractors and of the persons employed by the subcontractors, as CONSULTANT is for the acts and omissions of persons directly employed by the CONSULTANT. Nothing contained in this AGREEMENT shall create any contractual relationship between any subcontractor of CONSULTANT and the DISTRICT. CONSULTANT shall bind every subcontractor and every subcontractor of a subcontractor to the terms of this AGREEMENT that are applicable to CONSULTANT's work unless specifically noted to the contrary in the subcontract in question and approved in writing by the DISTRICT.
- 3. OWNERSHIP OF DOCUMENTS:** Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed ("WRITTEN PRODUCTS") pursuant to this AGREEMENT shall become the sole property of the DISTRICT without restriction or limitation upon its use and may be used, reused, disseminated or otherwise disposed of by the DISTRICT without the permission of the CONSULTANT except that any use of the documents produced in service of this AGREEMENT shall be at DISTRICT's sole risk when used for any purpose or project other than the PROJECT specified herein. With respect to computer files containing data generated for the work, CONSULTANT shall make available to the DISTRICT, upon reasonable written request by the DISTRICT, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. CONSULTANT may take and retain copies of WRITTEN PRODUCTS as desired, but WRITTEN PRODUCTS shall not be the subject of a copyright application by CONSULTANT.
- 4. INDEMNIFICATION:**
 - A. Indemnity for Design Professional Services:** To the fullest extent permitted by law, CONSULTANT shall, at its sole cost and expense, protect, indemnify and hold harmless DISTRICT and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those DISTRICT agents serving as independent contractors in the role of DISTRICT officials (collectively "INDEMNITEES"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and

losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and reimbursement of attorney's fees and costs of defense, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of CONSULTANT, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or employees (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of design professional services under this AGREEMENT. It is the intent of the PARTIES to this AGREEMENT that the defense, indemnity, and hold harmless obligations of CONSULTANT under this AGREEMENT shall be as broad and inclusive as may be allowed under California Civil Code §2778 through §2784.5, or other similar state or federal law.

B. Other Indemnities:

- i. Other than in the performance of design professional services, and to the fullest extent permitted by law, CONSULTANT shall, at its sole cost and expense, defend, hold harmless and indemnify the INDEMNITEES from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and the payment of all consequential damages, in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of CONSULTANT, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of this AGREEMENT, including the INDEMNITEES' active or passive negligence, except for claims arising from the sole negligence or willful misconduct of the INDEMNITEES, as determined by final arbitration or court decision or by the agreement of the PARTIES. CONSULTANT shall defend the INDEMNITEES in any action or actions filed in connection with any claim with counsel of the INDEMNITEES' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. CONSULTANT shall reimburse the INDEMNITEES for any and all legal expenses and costs incurred by the INDEMNITEES in connection therewith.
- ii. CONSULTANT shall pay all required taxes on amounts paid to CONSULTANT under this AGREEMENT and indemnify and hold DISTRICT harmless from any and all taxes, assessments, penalties, and interest asserted against DISTRICT by reason of the independent contractor relationship created by this AGREEMENT. CONSULTANT shall fully comply with the workers' compensation law regarding CONSULTANT and CONSULTANT's employees. CONSULTANT shall indemnify and hold DISTRICT harmless from any failure of CONSULTANT to comply with applicable workers' compensation laws. DISTRICT may offset against the amount of any fees due to CONSULTANT under this AGREEMENT any

amount due to DISTRICT from CONSULTANT as a result of CONSULTANT's failure to promptly pay to DISTRICT any reimbursement or indemnification arising under this Subparagraph.

- iii. CONSULTANT shall obtain executed indemnity agreements provisions identical to those in this Section VI.4 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this AGREEMENT. If CONSULTANT fails to obtain such indemnities, CONSULTANT shall be fully responsible and indemnify, hold harmless and defend the INDEMNITEES from and against any and all claims in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of CONSULTANT's subcontractors, their officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that CONSULTANT's subcontractor shall bear the legal liability thereof) in the performance of this AGREEMENT, including the INDEMNITEES' active or passive negligence, except for claims arising from the sole negligence or willful misconduct of the INDEMNITEES, as determined by final arbitration or court decision or by the agreement of the PARTIES.
 - A. **Workers' Compensation Acts not Limiting:** CONSULTANT's obligations under this Section VI.4, or any other provision of this AGREEMENT, shall not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to DISTRICT, its officers, agents, employees and volunteers.
 - B. **Insurance Requirements not Limiting:** DISTRICT does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by DISTRICT, or the deposit with DISTRICT, of any insurance policy or certificate required pursuant to this AGREEMENT. This hold harmless and indemnification provisions in this Section VI.4 shall apply regardless of whether or not any insurance policies are determined to be applicable to the liability, claim, tax, assessment, penalty or interest asserted against DISTRICT.
 - C. **Survival of Terms:** The indemnification in this Section VI.4 shall survive the expiration or termination of this AGREEMENT.

5. INSURANCE:

A. Minimum Scope and Limits of Insurance: CONSULTANT shall secure and maintain in full force and effect, until the satisfactory completion and acceptance of AGREEMENT by DISTRICT, such insurance as will protect it and the DISTRICT in such a manner and in such amounts as set forth below. The premiums for said insurance coverage shall be paid by the CONSULTANT. The failure to comply with these insurance requirements may constitute a material breach of this AGREEMENT, at the sole discretion of the DISTRICT.

- i. **Workers' Compensation:** CONSULTANT shall maintain Workers' Compensation insurance, as required by the State of California, with Statutory Limits and Employers' Liability Insurance in an amount not less than \$1,000,000 per accident for bodily injury or disease. This insurance shall also waive all right to subrogation against the DISTRICT, its Board of Directors, officers, employees, representatives, and guests.
- ii. **General Liability:** CONSULTANT shall maintain Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least \$2,000,000 per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. DISTRICT shall be named as an additional insured.
- iii. **Automobile Liability:** CONSULTANT shall maintain Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if CONSULTANT has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of \$1,000,000 for bodily injury and property damage each accident. This insurance shall have an endorsement naming the DISTRICT as an additional insured.
- iv. **Professional Liability:** CONSULTANT shall maintain professional liability insurance with coverage for wrongful acts, errors, or omissions committed by CONSULTANT in the course of work performed for the DISTRICT under this AGREEMENT. This insurance shall include coverage for liability assumed under this AGREEMENT when CONSULTANT's wrongful acts, errors, or omissions cause such liability. The limit for this insurance shall be not less than \$1,000,000 per occurrence or claim and \$2,000,000 policy aggregate.

B. Acceptability of Insurers: The insurance policies required under this Section VI.5 shall be issued by an insurer admitted to write insurance in the State of California with a rating of AA:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section VI.5.

C. Primary and Non-Contributing: The insurance policies required under this

Section VI.5 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to DISTRICT. Any insurance or self-insurance maintained by DISTRICT, its officers, employees, agents or volunteers, shall be in excess of CONSULTANT's insurance and shall not contribute with it.

- D. *Consultant's Waiver of Subrogation:*** The insurance policies required under this Section VI.5 shall not prohibit CONSULTANT and CONSULTANT's employees, agents or subcontractors from waiving the right to subrogation prior to loss. CONSULTANT hereby waives all rights of subrogation against DISTRICT.
- E. *Deductibles and Self-Insured Retentions:*** Any deductibles or self-insured retentions must be approved by DISTRICT. At DISTRICT's option, CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to DISTRICT, or CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.
- F. *Cancellations or Modifications to Coverage:*** CONSULTANT shall not cancel, reduce or otherwise modify the insurance policies required by this Section VI.5 during the term of this AGREEMENT. The commercial general and automobile liability policies required under this AGREEMENT shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) calendar days' prior written notice to DISTRICT. If any insurance policy required under this Section VI.5 is canceled or reduced in coverage or limits, CONSULTANT shall, within two (2) business days of notice from the insurer, phone, fax or notify DISTRICT via certified mail, return receipt requested, of the cancellation of or changes to the policy.
- G. *District Remedy for Noncompliance:*** If CONSULTANT does not maintain the policies of insurance required under this Section VI.5 in full force and effect during the term of this AGREEMENT, or in the event any of CONSULTANT's policies do not comply with the requirements under this Section VI.5, DISTRICT may either immediately terminate this AGREEMENT or, if insurance is available at a reasonable cost, DISTRICT may, but has no duty to, take out the necessary insurance and pay, at CONSULTANT's expense, the premium thereon. CONSULTANT shall promptly reimburse DISTRICT for any premium paid by DISTRICT or DISTRICT may withhold amounts sufficient to pay the premiums from payments due to CONSULTANT.
- H. *Evidence of Insurance:*** Prior to the performance of services under this AGREEMENT, CONSULTANT shall furnish DISTRICT representative with a certificate or certificates of insurance and all original endorsements demonstrating the DISTRICT as additionally insured, evidencing and effecting the coverages required under this Section VI.5. The endorsements are subject to DISTRICT's approval. CONSULTANT may provide complete, certified copies of all required insurance policies to DISTRICT. CONSULTANT shall maintain current endorsements on file with DISTRICT's representative. CONSULTANT shall provide proof to DISTRICT representative that insurance policies expiring during the term of this AGREEMENT have been renewed or replaced with other policies providing at least the same coverage. CONSULTANT shall furnish such proof at least two (2) weeks prior to

the expiration of the coverages.

- I. Indemnity Requirement not Limiting:** Procurement of insurance by CONSULTANT shall not be construed as a limitation of CONSULTANT's liability or as full performance of CONSULTANT's duty to indemnify DISTRICT under Section VI.4 of this AGREEMENT.
- J. Subcontractor's Insurance Requirements:** CONSULTANT shall require each of its subcontractors that perform services under this AGREEMENT to maintain insurance coverage that meets all of the requirements of this Section VI.5.
- K. Claim Reporting:** CONSULTANT shall not fail to comply with the claim reporting provisions or cause any breach of a policy condition or warranty of the insurance policies required by this AGREEMENT that would affect the coverage afforded under the policies to the DISTRICT.
- L. Broader Coverage/Higher Limits:** If CONSULTANT maintains broader coverage and/or higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to the broader coverage and/or higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

6. MUTUAL COOPERATION

- A. District's Cooperation:** DISTRICT shall provide CONSULTANT with all pertinent data, documents and other requested information as is reasonably available for CONSULTANT's proper performance of the services required under this AGREEMENT.
- B. Consultant's Cooperation:** In the event any claim or action is brought against the DISTRICT relating to CONSULTANT's performance or services rendered under this AGREEMENT, CONSULTANT shall render any reasonable assistance that DISTRICT requires.

- 7. EXAMINATION OF RECORDS:** All original drawings, specifications, reports, calculations, and other documents or electronic data developed by CONSULTANT for this AGREEMENT shall be furnished to and become the property of the DISTRICT. CONSULTANT agrees that the DISTRICT will have access to and the right to examine any directly pertinent books, documents, papers, and records of any and all of the transactions relating to this AGREEMENT at CONSULTANT's office, during normal business hours and following a reasonable advance notice to CONSULTANT from DISTRICT. The DISTRICT shall not be limited in any way in its use of the work materials at any time except as otherwise provided herein.

8. TERMINATION OR SUSPENSION OF AGREEMENT

- A. Right to Terminate or Suspend:** DISTRICT may terminate or suspend this AGREEMENT at any time, at will, for any reason or no reason, after giving written

notice to CONSULTANT at least ten (10) calendar days before the termination or suspension is to be effective. CONSULTANT may terminate this AGREEMENT at any time, at will, for any reason or no reason, after giving written notice to DISTRICT at least thirty (30) calendar days before the termination is to be effective.

B. *Obligations upon Termination:* CONSULTANT shall cease all work under this AGREEMENT on or before the effective date of termination specified in the notice of termination. In the event of DISTRICT's termination of this AGREEMENT due to no fault or failure of performance by CONSULTANT, DISTRICT shall pay CONSULTANT based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall CONSULTANT be entitled to receive more than the amount that would be paid to CONSULTANT for the full performance of the services required by this AGREEMENT.

9. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY: In the performance of this AGREEMENT, CONSULTANT shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. CONSULTANT will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

10. PROHIBITION OF ASSIGNMENT AND DELEGATION: CONSULTANT shall not assign any of its rights or delegate any of its duties under this AGREEMENT, either in whole or in part, without DISTRICT's prior written consent. DISTRICT's consent to an assignment of rights under this AGREEMENT shall not release CONSULTANT from any of its obligations or alter any of its primary obligations to be performed under this AGREEMENT. Any attempted assignment or delegation in violation of this section shall be void and of no effect and shall entitle DISTRICT to terminate this AGREEMENT. As used in this section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this AGREEMENT to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

11. NO THIRD-PARTY BENEFICIARIES INTENDED: Except as otherwise provided in Section VI.4, this AGREEMENT is made solely for the benefit of the PARTIES to this AGREEMENT and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this AGREEMENT.

12. WAIVER: No delay or omission to exercise any right, power or remedy accruing to DISTRICT under this AGREEMENT shall impair any right, power or remedy of DISTRICT, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this AGREEMENT shall be (1) effective unless it is in writing and signed by PARTY making the waiver, (2) deemed to

be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

13. ENTIRE AGREEMENT: This AGREEMENT and all exhibits referred to in this AGREEMENT constitute the final, complete and exclusive statement of the terms of this AGREEMENT between the PARTIES pertaining to the subject matter of this AGREEMENT and supersede all other prior or contemporaneous oral or written understandings and agreements of the PARTIES. No PARTY has been induced to enter into this AGREEMENT by, nor is any PARTY relying on, any representation or warranty except those expressly set forth in this AGREEMENT.

14. HEADINGS: Article and Section headings in this AGREEMENT are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this AGREEMENT.

15. AMENDMENT OF AGREEMENT: This AGREEMENT may be amended only by a writing signed by both PARTIES. The DISTRICT representative is authorized to sign an amendment to this AGREEMENT on the DISTRICT's behalf to make the following non-substantive modifications to the AGREEMENT: (a) name changes; (b) extensions of time; (c) non-monetary changes in AGREEMENT; and (d) termination of this AGREEMENT.

16. GOVERNING LAW AND CHOICE OF FORUM: This AGREEMENT, and any dispute arising from the relationship between the PARTIES to this AGREEMENT, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting PARTY shall not be applied in interpreting this AGREEMENT. Any dispute that arises under or relates to this AGREEMENT (whether contract, tort or both) shall be resolved in a municipal, superior or federal court with geographic jurisdiction over the DISTRICT.

17. ATTORNEYS' FEES: In any litigation or other proceeding by which a PARTY seeks to enforce its rights under this AGREEMENT (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this AGREEMENT, the prevailing PARTY shall be awarded reasonable attorneys' fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

18. SEVERABILITY: If a court of competent jurisdiction holds any provision of this AGREEMENT to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this AGREEMENT shall not be affected and continue in full force and effect.

19. SAFETY: CONSULTANT shall perform the work in full compliance with applicable State and Federal safety requirements including, but not limited to, Occupational Safety and Health Administration requirements. CONSULTANT shall take all precautions necessary for the safety of, and prevention of damage to, property on or adjacent to PROJECT site, and for the safety of, and prevention of injury to, persons, including DISTRICT's employees, CONSULTANT's employees, and third persons. All work shall be performed entirely at CONSULTANT's risk. CONSULTANT shall comply with the insurance requirements set forth in Section VI.5 of this AGREEMENT. CONSULTANT shall also furnish the DISTRICT

with a copy of any injury prevention program established for the CONSULTANT's employees pursuant to Labor Code Section 6401.7, including any necessary documentation regarding implementation of the program. CONSULTANT hereby certifies that its employees have been trained in the program, and procedures are in place to train employees whenever new substances, processes, procedures, or equipment are introduced. CONSULTANT shall demonstrate compliance with Labor Code Section 6401.7 by maintaining a copy of its Injury and Illness Prevention Plan at PROJECT site and making it available to the DISTRICT.

20. USE OF NAMES: CONSULTANT shall not employ or use the name of the DISTRICT in any promotional materials, advertising, or in any other manner without prior express written permission of the DISTRICT. The foregoing notwithstanding, nothing herein shall prohibit or exclude CONSULTANT from referencing the work for DISTRICT on the PROJECT in response to a Request for Proposal or other similar professional solicitations.

21. NOTICES: All notices to either PARTY by the other shall be made in writing and delivered or mailed to such PARTY at their respective addresses as follows, or to other such address as either PARTY may designate and said notices shall be deemed to have been made when delivered or, if mailed, five (5) days after mailing.

To DISTRICT:

Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, CA 91711
Attn: General Manager

To CONSULTANT:

GEI Consultants, Inc.
11010 White Rock Road, Suite 200
Rancho Cordova, CA 95670
Attn: Roger Putty

22. AUTHORITY TO EXECUTE AGREEMENT: The individuals executing this AGREEMENT represent and warrant that they have the legal capacity and authority to sign this AGREEMENT on behalf of and to so bind their respective legal entities.



IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT as of the date opposite their respective signatures.

Name: Roger Putty

Title: Principal Engineer

Organization: GEI Consultants, Inc.

Signature: 

Date: 05/04/2025

Matthew H. Litchfield

General Manager

Three Valleys Municipal Water District

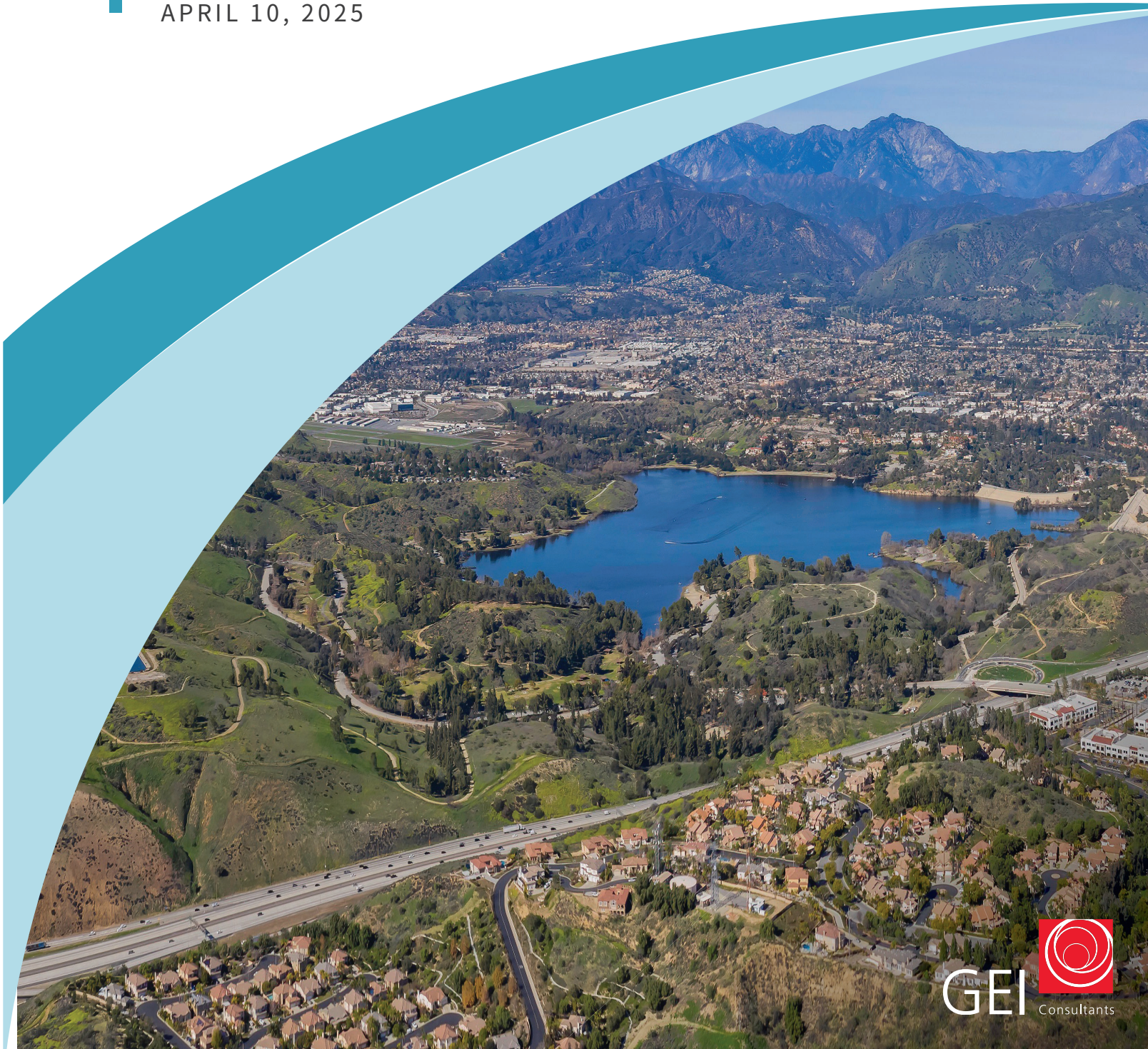
Date: _____

PROPOSAL FOR

Regional Urban Water Management Plan 2025

Three Valleys Municipal Water District

APRIL 10, 2025



A. Cover Letter

April 10, 2025

Ms. Sylvie Lee, P.E.
Chief Water Resources Officer
Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, CA 91711



Consulting
Engineers and
Scientists

Subject: Proposal for Preparing the 2025 Regional Urban Water Management Plan

Dear Ms. Lee:

Three Valleys Municipal Water District (Three Valleys) and the partnering agencies participating in the 2025 Regional Urban Water Management Plan (RUWMP) development have long demonstrated their commitment to regional water resilience and sustainable resource management. As regional water supply reliability challenges continue in the Three Valleys region, Three Valleys and partnering agencies are at a crucial juncture by embarking on the 2025 RUWMP development. The recent Water Resources Master Plan (WRMP) completed by Three Valleys suggests the region will face uncertainties that could cause instabilities to the region's water supply reliability, uncertainties arising from such factors as aging infrastructure and climate change. Updated and accurate projected water demands developed by the RUWMP are critical to prioritizing investments in the region to address these future challenges. Additionally, this RUWMP is needed to help with future grant funding opportunities critical to addressing the funding gaps associated with future infrastructure investments required for the region.

GEI Consultants, Inc. (GEI) has partnered with Water Systems Consulting, Inc. (WSC) and formed a fully integrated, highly qualified technical team (GEI Team) to serve as your trusted partner to make this RUWMP a success. With GEI serving as the prime, this RUWMP is a perfect fit for our integrated team. Our team brings the technical expertise, regional and local agency understanding, RUWMP experience, and leadership needed to develop a comprehensive and regionally coordinated plan that will ensure resilient and efficient water supply planning across the region.

IN-DEPTH LOCAL AND REGIONAL KNOWLEDGE

GEI brings in-depth local and regional knowledge and has recently assisted Three Valleys with key planning efforts including successful completion of a comprehensive, integrated 2025 WRMP and Regional Drought Contingency Plan (DCP) that provides a crucial foundation for the development of this RUWMP. Building upon our extensive knowledge in the region, and our relationships with your partnering agencies, our team brings continuity and consistency that will enable us to streamline data collection and integration and provide data integrity for developing a cost-effective RUWMP.

PROVEN EXPERTISE, TRUSTED PARTNERSHIP

Our team has a proven track record in managing integrated water resources planning projects with multi-agency collaboration, strategic water planning, and regulatory compliance. The GEI Team has successfully developed RUWMPs, agency-specific Urban Water Management Plans (UWMPs), Water Shortage Contingency Plans (WSCPs), and Drought Risk Assessments for agencies throughout California. We also bring extensive experience in developing DCPs for Three Valleys and other water retailers and wholesalers in Southern California. By selecting the GEI Team, you are hiring a team committed to continuing a trusted, long-term relationship with Three Valleys and its member agencies. Moreover, we are well versed in the regulations that guide the RUWMP development. Members of the GEI Team have participated in the California Department of Water Resources Workgroups, developing guidance for UWMPs for the 2020 and 2025 cycles. This experience and knowledge will provide valuable insights into potential changes for the 2025 UWMP cycle.

EFFECTIVE COORDINATION AND COLLABORATION

GEI Team members have decades of technical and leadership experience successfully performing similar projects for public agencies throughout California. GEI has successfully led multi-agency water planning efforts during the recent DCP developments, including the Three Valleys DCP, Western Municipal Water District's (WMWD) 2020 UWMP and DCP, and Inland Empire Utilities Agency's (IEUA) DCP. Our team consists of senior advisors with water management planning experience involving extensive agency coordination and collaboration. Peter Kavounas, Technical Advisor for this project, worked extensively in the region to develop

resilient management solutions as the former General Manager for Chino Basin Watermaster. Laine Carlson, also a Technical Advisor for this project, led 13 UWMPs during the 2020 cycle, including the RUWMP for San Bernardino Valley Municipal Water District and its partnering agencies, as well as WMWD, another Metropolitan Water District of Southern California member agency. Roger Putty, as Principal-in-Charge for this RUWMP, directed the recently completed Three Valleys WRMP. Our proposed Project Manager, Sevim Onsoy, bringing two decades of experience in water supply planning and regional water management, will be anchored by this senior leadership team to guide and drive the coordination and collaboration our GEI Team will support for Three Valleys and your partnering agencies.

A PLAN THAT SUPPORTS REGIONAL RESILIENCE

We understand that this RUWMP must not only comply with DWR's 2025 Guidebook but also outline the region's priority actions. We are confident that the GEI Team will deliver a high-quality, compliant, and actionable RUWMP that supports regional water resilience and serve as a foundation for securing future grant funding. GEI has helped clients secure more than \$1.3B in grants and has proven effective at preparing regional plans that maximize future funding opportunities.

GEI INFORMATION

<i>Legal Name:</i>	GEI Consultants, Inc.
<i>Background:</i>	Founded in 1970, GEI is a nationally recognized engineering, environmental, and water resources firm with a strong reputation for delivering innovative, practical, and cost-effective solutions to complex challenges.
<i>Point of Contact:</i>	Sevim Onsoy, Project Manager
<i>Corporate Office:</i>	400 Unicorn Park Drive, 3 rd Floor, Woburn, MA 01801
<i>Local Office:</i>	11010 White Rock Road, Suite 200, Rancho Cordova, CA 95670
<i>Proposal Validity:</i>	90 days from submittal date

We appreciate the opportunity to submit our proposal for this important regional planning effort. If you have any questions, please feel free to reach out to Sevim Onsoy at 916.335.6791 or by email at sonsoy@geiconsultants.com.

Sincerely,

GEI Consultants, Inc.



Roger Putty, P.E., P.M.P.
Principal-in-Charge



Sevim Onsoy, Ph.D.
Project Manager

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C. Project Understanding and Approach

Project Understanding

Three Valleys is a key wholesale water supplier serving 13 retail agencies in Los Angeles County. As part of its commitment to regional water sustainability and regulatory compliance, Three Valleys is leading the development of a 2025 RUWMP in collaboration with its partnering agencies. This plan must be prepared in accordance with:

- The Urban Water Management Planning Act (CWC §§10608 – 10656)
- The latest Department of Water Resources (DWR) 2025 UWMP Guidebook and requirements

The RUWMP will provide a framework for assessing long-term water reliability, documenting demand and supply projections, incorporating water efficiency measures, and ensuring compliance with state-mandated conservation targets and drought contingency planning. The plan must also address regional coordination challenges, evolving regulatory requirements, and the impacts of climate variability on water supply reliability.

Three Valleys 2025 RUWMP will serve multiple agencies, each with unique water supply portfolios, demand characteristics, and operational challenges. A key component of this effort will be ensuring consistency across agency-specific chapters while maintaining a cohesive regional analysis.

LOCAL AND REGIONAL KNOWLEDGE

Our team has a comprehensive understanding of the regional setting. GEI successfully completed the integrated 2025 WRMP and Regional DCP that lays the foundation for the development of this RUWMP. Through the 2025 WRMP and DCP completion, we conducted a detailed review of the member agencies UWMPs and WSCPs that are key resources to complete this RUWMP. We know the water demand and supply balances for the Three Valleys' region, including the partnering agencies and all member agencies, based on our extensive review of historical and projected water demands and supplies. We understand the key regional water supply reliability challenges and climate change risks the Three Valleys' region is facing, as summarized in **Table 1**.

Furthermore, we helped the region identify and prioritize projects and actions for enhancing the region's water supply reliability. Building on this knowledge, we will perform climate and drought vulnerability assessments that meet the RUWMP requirements. GEI has completed 12 vulnerability assessments for regional water plans throughout California. With our knowledge and experience in the region, the GEI Team is exceptionally prepared to lead the RUWMP, and we are ready to hit the ground running.

Our team will leverage Three Valleys' and partnering agencies' efforts and resources to further advance planning of the region's water resources to increase water supply reliability and proactively address the region's concern with drought and climate impacts. Building upon our extensive knowledge in the region and our relationships with your partnering agencies, our team brings continuity and consistency that will enable us to streamline data collection and integration and provide data integrity for developing a cost-effective RUWMP.



TABLE 1. KEY CHALLENGES THE THREE VALLEYS REGION IS FACING WITH SUPPLY RELIABILITY ISSUES AND INFRASTRUCTURE NEEDS

Agency	Imported	Groundwater	Local	Recycled	Imported Water Dependence (%)			Reliability Challenges	Key Infrastructure Needs
					Average (2015-2022)	Drought (2022)	Projected (2045)		
Three Valleys	✓	✓	✓		57	62	61	SWP dependence Climate change	Aging infrastructure replacement Evaluation of future performance and water supply reliability risks
City of Glendora	✓	✓			6	25	7	Groundwater quality (nitrate, pesticides)	Pipeline replacements, pump upgrades
City of La Verne	✓	✓			55	79	79	Groundwater quality (nitrate, TCE, perchlorate) SWP dependence	Groundwater treatment plant, new wells
City of Pomona	✓	✓		✓	21	30	21	Groundwater quality (VOCs, nitrate, perchlorate, arsenic) SWP dependence	Perchlorate treatment plant, pipeline upgrades
Golden State Water Co. (Claremont)	✓	✓			56	65	52	Groundwater quality (sewer leaks, fertilizers) SWP dependence	Pipeline replacements, new wells
Golden State Water Co. (San Dimas)	✓	✓			82	87	71	Groundwater quality (urban runoff, mining contamination) SWP dependence	Pipeline replacements, new wells, fire hardening
Rowland Water District (RWD)	✓	✓			82	88	56	SWP dependence	Pipeline upgrades, recycled water expansion
Walnut Valley Water District (WVWD)	✓	✓		✓	91	88	65	SWP dependence	Pipeline upgrades, new/upgraded wells, local supply development
Major water supply									

PROVEN EXPERTISE AND UNPARALLELED UWMP AND REGIONAL WATER MANAGEMENT PLANNING EXPERIENCE

The GEI Team has an extensive history of supporting water districts, municipalities, and regional agencies in developing UWMPs, RUWMPs, Integrated Regional Water Management Plans (IRWMPs), WSCPs, and DCPs in compliance with California Water Code and DWR guidelines. **Table 2** highlights some of the GEI Team's select relevant projects, along with the service areas where we have worked with retail and wholesale entities on their regional planning projects, including the Three Valleys 2025 WRMP and Regional DCP. Our work emphasizes regional collaboration, regulatory compliance, water reliability planning, and long-term resource sustainability—all of which are essential for the successful completion of the Three Valleys 2025 RUWMP. Our team's UWMP experience, combined with our local and regional knowledge, positions us well to utilize a proven and effective methodology to effectively support this RUWMP.

Our teaming partner WSC brings a strong track record in regional and agency-specific UWMP development, demand projections, and water efficiency strategies. WSC prepared San Bernardino Valley Municipal Water District's 2015 RUWMP, 2020 Integrated RUWMP (the first combined RUWMP and IRWMP in the State), and is preparing their 2025 RUWMP. WSC also prepared the 2020 RUWMP for the Coachella Valley agencies and has been selected to prepare ten 2025 UWMPs under a regional contract with Cucamonga Valley Water District. WSC will leverage its regional UWMP experience,

approach, and toolsets to provide multiple benefits to the project, including enhanced regional collaboration, cost-effective project delivery, and increased alignment across multiple regional datasets and initiatives.

Collectively, our team has substantial UWMP and regional integrated water planning experience beyond the select projects listed in **Table 2** and presented in **Appendix A**.

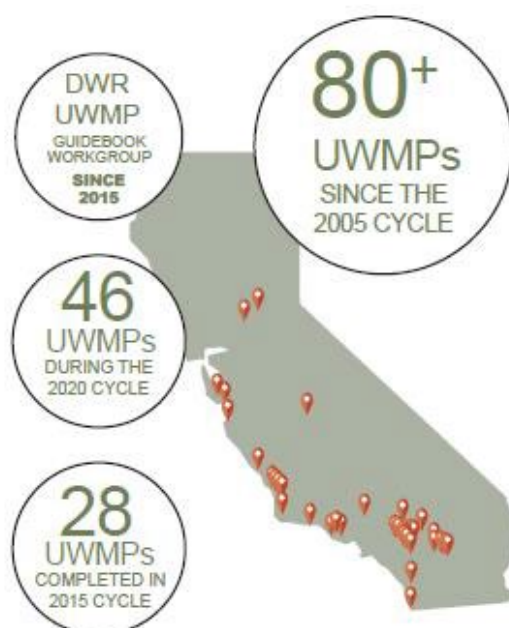


TABLE 2. SELECT PROJECT EXPERIENCE

Project	Firms	Population	Wholesale	Retail	2020 UWMP	Regional Effort/IRWMP	WSCP & Demand Management Measures	DCP	Supply & Demand Projections	Resilience Planning/Climate Change	Drought Risk Assessment	Stakeholder Outreach
Regional Drought Contingency Plan, Three Valleys	GEI	513,600	●	●	●	●	●	●	●	●	●	●
Water Resources Master Plan, Three Valleys	GEI	513,600	●	●	●	●			●	●		●
Regional Drought Contingency Plan, IEUA	GEI	935,000	●	●	●	●	●	●	●	●	●	●
UWMP & Regional Drought Contingency Plan, Western Municipal Water District	GEI WSC	1.07M	●	●	●	●	●	●	●	●	●	●
IRWM and Drought Contingency Plan, Poso Creek Integrated Regional Water Management Group	GEI	112,600				●	●	●	●	●	●	●
Water Supply Master Plan, Stockton East Water District	GEI	325,000	●	●	●	●			●	●		●
Chino Basin Program Feasibility Study and Preliminary Design Report, IEUA	GEI WSC	935,000	●	●	●	●			●	●		●
Eastern San Joaquin Integrated Regional Water Management Plan, Greater San Joaquin County Regional Water Coordinating Committee	GEI	812,300	●	●	●	●	●	●	●	●	●	●
Water Resources Planning & Management, Semitropic Water Storage District (serving primarily for irrigation)	GEI	14,500				●			●	●		●
San Bernardino Valley Municipal Water District 2020 UWMP (10 participating agencies)	WSC	659,600 (1.3M)	●	●	●	●	●		●	●	●	●
Desert Water Agency 2020 UWMP (six participating agencies)	WSC	282,900 (536,900)	●	●	●	●	●		●		●	
Santa Antonio Water Company 2020 UWMP	WSC	3,090	●	●	●		●		●		●	
Eastern Municipal Water District UWMP	WSC	800,000	●	●	●		●		●		●	●
City of Riverside UWMP	WSC	294,500	●	●	●		●		●		●	
Elsinore Valley Municipal Water District 2020 UWMP	WSC	163,100		●	●		●		●		●	
Big Bear City Community Services District 2020 UWMP	WSC	11,500		●	●		●		●		●	
West Basin Municipal Water District 2020 UWMP	WSC	841,550	●		●		●		●		●	●
Antelope Valley-East Kern Water Agency 2020 UWMP	WSC	320,600	●		●		●		●		●	
California American Water - Los Angeles District 2020 UWMP	WSC	101,800		●	●		●		●		●	

Our team is well-versed in California Water Code regulations, DWR guidelines, and state and federal funding opportunities that support sustainable water supply projects. We bring extensive regulatory compliance relevant to the RUWMP development. Members of the GEI Team have participated in DWR's Workgroups - developing guidance for UWMPs for the 2020 and 2025 cycles and the Making Conservation a California Way of Life (CWOL) regulatory framework (SB 606/AB 1668 requirements). Our participation in DWR's UWMP and CWOL regulatory framework provides insight into potential requirement changes for the 2025 UWMP cycle with early indications that there will be limited changes from 2020.

FOCUS ON COMMUNICATION AND COLLABORATIVE APPROACH

We understand Three Valleys' role as a wholesaler and the importance of effectively communicating RUWMP progress with its partnering agencies, all member agencies, and broader stakeholder groups. Our team has experience in facilitating effective communication and engagement with multi-agency and stakeholders projects, and coordinating outreach efforts, working side by side with the technical team. GEI has successfully led multi-agency water planning efforts during the recent DCP developments, including for the Three Valleys DCP, Western Municipal Water District's 2020 UWMP and DCP, and IEUA DCP. During the completion of the Three Valleys WRMP and DCP, GEI facilitated six workshops with Three Valleys and their member agencies, which were conducted successfully in a very coordinated and collaborative way. Our team was also involved with the formation of the Drought Task Force during the Regional DCP development, and we worked with the group throughout the process.

The GEI Team understands that effective communication is essential for successful completion of the RUWMP. Our team is structured to streamline processes and allow seamless coordination and communication with Three Valleys and its partnering agencies. Our Project Manager, Sevim Onsoy, and Lead Authors for RUWMP development, Matt Bachman and Fatima Segoviano, will attend the agency working sessions and manage data and communication, as further described in **Section E**. They will leverage the expertise of other project members and be responsible for integrating all information into a cohesive chapter and document. This will keep the communication channel simple for the agencies while leveraging the vast expertise of our overall team.

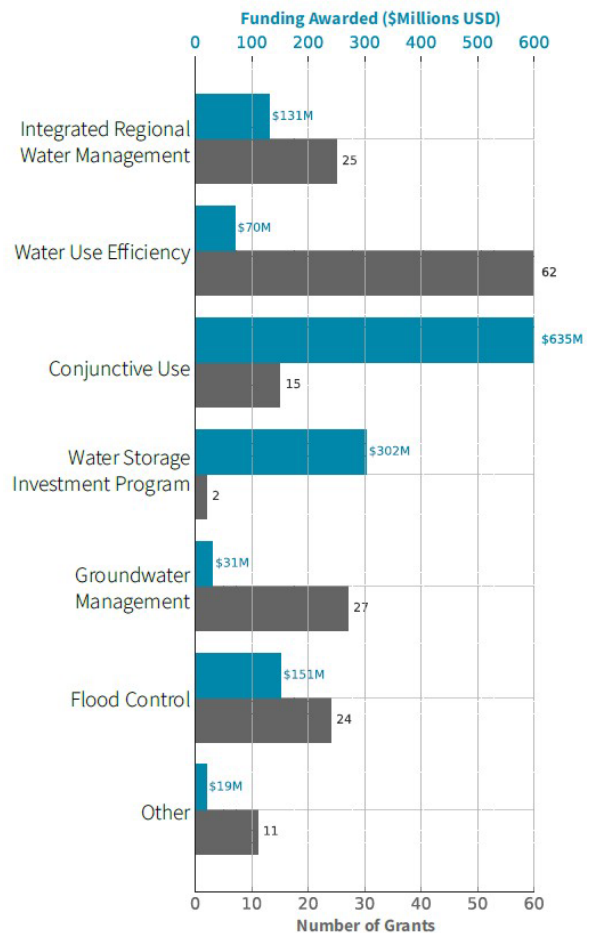
A PLAN SUPPORTING REGIONAL RESILIENCE AND SECURING FUNDING OPPORTUNITIES

As highlighted in the Three Valleys 2025 WRMP completed by GEI, the Three Valleys' region is facing key challenges with supply reliability and aging infrastructure (**Table 1**). We are confident we will deliver a high-quality, compliant, and actionable RUWMP that supports regional water resilience, infrastructure maintenance and replacement, and serve as a foundation for securing future grant funding. GEI has a proven track record of helping local and regional water agencies secure funding from state and federal sources for water supply

projects. We work closely with clients to ensure the regional planning efforts, such as this RUWMP, align with grant opportunities outlined in state legislation.

GEI has helped clients secure more than \$1.3B in a total of 166 grant applications and we are effective at preparing regional plans that will maximize future funding opportunities. GEI assisted Three Valleys with securing \$200,000 of grant funding from the U.S. Bureau of Reclamation WaterSMART program to develop the Regional DCP and successfully completed it in January 2025.

Grants Awarded vs. Funding Awarded by Program



Approach to Managing and Completing the Project

- Based on our understanding of the regional context and agency goals, our team has identified the following **Key Success Factors** for the 2025 RUWMP: Timely and cost-effective delivery while ensuring compliance and increasing consistency across agency plans.
- Build on the recently completed DCP and WRMP to move the region toward accomplishing its long-term goals
- Incorporate the newly adopted CWOL requirements into updated demand projections and support early positioning for long-term compliance.

The following section lays out the approach to help Three Valleys and your partnering agencies realize these outcomes.

1. COORDINATED AND COLLABORATIVE PROCESS

The successful development of the 2025 RUWMP requires strong coordination and collaboration between the GEI Team, Three Valleys, and its partnering agencies. Our approach, as outlined below, will ensure clear and effective communication, foster collaboration, and maintain transparency between Three Valleys, partnering agencies, all member agencies, and broader stakeholders throughout the RUWMP development.

- **Kickoff Meeting** We will begin with a project kickoff meeting with Three Valleys and the core project team, including Project Manager, Technical Leads and key staff members. We will define goals and expectations and to develop a clear and effective communication framework. We will establish a common understanding of the project execution, outlining what needs to be done, when it needs to be done, and who will do it and describe how quality is managed.
- **Regular Check-Ins** Monthly progress meetings with Three Valleys and the core project team will ensure alignment and allow for early identification of challenges, tracking actions, issues and decision making throughout the project.
- **Monthly Project Management Activities** Project invoices will be prepared and submitted monthly with a brief narrative of the activities conducted, any potential problems, and schedule variances identified and recommended solutions and anticipated activities in the subsequent period.
- **Agency Focused Working Sessions** The GEI Team will host structured working sessions to facilitate data collection, review assumptions, and gather input on water supply, demand, and contingency planning. These meetings can be conducted in a virtual setting effectively given the small group size. We recommend conducting the agency-specific working sessions at key milestones to cover focused topics.

Recommended Agency-Specific Working Sessions

- > Agency Kickoff Meeting
- > Demand Projections Review
- > Supply Projections Review
- > WSCP and Annual Water Supply and Demand Assessment (AWSDA) Review
- > Draft UWMP Chapter Review
- **Interagency Coordination** Imported surface water is the main supply source for Three Valleys and four partnering agencies, and it is an important supply for all eight agencies participating in the RUWMP. We recommend coordinating this RUWMP with Metropolitan Water District of Southern California (Metropolitan) 2025 UWMP to align with Metropolitan's documented supplies, reliability, climate impacts, shortage responses, and

Reduced Delta Reliance reporting. We anticipate that Metropolitan will take a similar approach to member agency coordination as it did for its 2020 UWMP, holding a series of meetings with member agencies to update them on the progress, approach, assumptions, and outcomes of the Metropolitan UWMP so that member agencies can align their UWMPs as needed. We assume that Three Valleys staff will attend the Metropolitan meetings and share materials and updates with the GEI Team. The GEI Team will collaborate with Three Valleys to determine how to represent Metropolitan's information to support the RUWMP analysis and conclusions. If needed, we will participate in direct coordination calls with Three Valleys and Metropolitan to focus on specific coordination needs that may arise.

- **Stakeholder Outreach** We understand that Three Valleys and partnering agencies need a RUWMP that receives broad acceptance and supports other major planning efforts in the Three Valleys region. We will leverage the existing regional coordination and develop a simple yet effective stakeholder outreach and engagement to guide efficient data collection, review cycles, and agency participation. The GEI Team will host Regional Workshops at key milestones for effective and efficient regional engagement and collaboration. The workshops will be conducted in a hybrid setting and in-person attendance is encouraged for more effective and engaging conversation with a large group.

Recommended Regional Workshops

- > Regional Water Demand and Supply Review after initial projections are compiled; solicit feedback.
- > Draft RUWMP Review
- > Optional Workshop (if desired): Regional WSCP and AWSDA Review to coordinate regional actions and discuss opportunities to increase consistency.

The GEI Team will also coordinate with Three Valleys member agencies that are not participating in the RUWMP as part of the stakeholder outreach and engagement effort to incorporate their updated supply and demand projections into the regional water budget so that the RUWMP can provide a comprehensive update of the regional water balance to directly inform implementation of the Three Valleys WRMP. The GEI Team will lead direct coordination with each non-participating agency to inform them of the RUWMP approach, request and review updated projections, incorporate them into the Regional Context and Three Valleys UWMP chapters of the plan, and provide an opportunity to review and provide feedback on the RUWMP. The GEI Team will copy Three Valleys on all correspondence.

2. STREAMLINED AND EFFICIENT DATA COLLECTION AND ANALYSIS

The data collection and analysis will build on our detailed review of the member agencies' UWMPs and WSCPs GEI conducted as part of the 2025 WRMP and Regional DCP.

Through our previous interactions with the Three Valleys team and one-on-one meetings with member agencies, we developed an understanding of member agency and regional water supply and demand balances, supply vulnerabilities, and infrastructure conditions. The GEI Team looks forward to working on this RUWMP leveraging our understanding and the tools and resources already in place.

To develop a robust and defensible RUWMP, GEI will:

- Develop a data collection framework to facilitate a streamlined data request and collection process.
- Use the previously developed proven tools for efficient data management and analysis.
- Review and incorporate the Three Valleys 2020 UWMP, 2025 WRMP, 2025 Regional DCP, WSCP, and other relevant documents.
- Leverage the previous review of historical and projected water supply and demand data for efficiently preparing updated projections.
- Use a demand tool that incorporates historical data, demand drivers by customer category, and new CWOL Urban Water Use Objective (UWUO) estimates per State standards to develop up to three demand projection scenarios for each agency. Collaborate with each agency to adjust or manually input custom data.
- Coordinate with non-participating member agencies through outreach efforts and incorporate their supply and demand projections into the regional context.

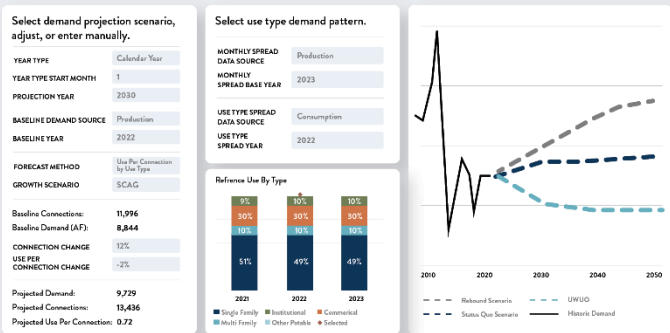
- Analyze climate change and drought risk scenarios using state-approved methodologies to assess long-term water supply reliability.
- Evaluate conservation and demand management measures consistent with SBx7-7, SB 606, and AB 1668 requirements.
- Ensure compliance with DWR 2025 UWMP Guidebook and position for compliance with the CWOL regulation.

GEI's efforts in the completed Three Valleys' 2025 WRMP and Regional DCP will streamline data collection and analysis through:

- Review of all of member agencies demand and supply balances
- Review of supply vulnerabilities
- Climate change impacts
- Review of existing WSCPs and drought response actions, and DCP recommendations
- Review of Regional DCP drought mitigation projects and recommendations, including regional issues such as aging infrastructure
- Assessing future actions for improving regional water supply resilience

CUSTOMIZED DEMAND PROJECTIONS CONSIDER REGULATIONS AND REALITY TO BRING DATA FLEXIBILITY AND VISIBILITY TO AGENCIES

Demand Dashboard



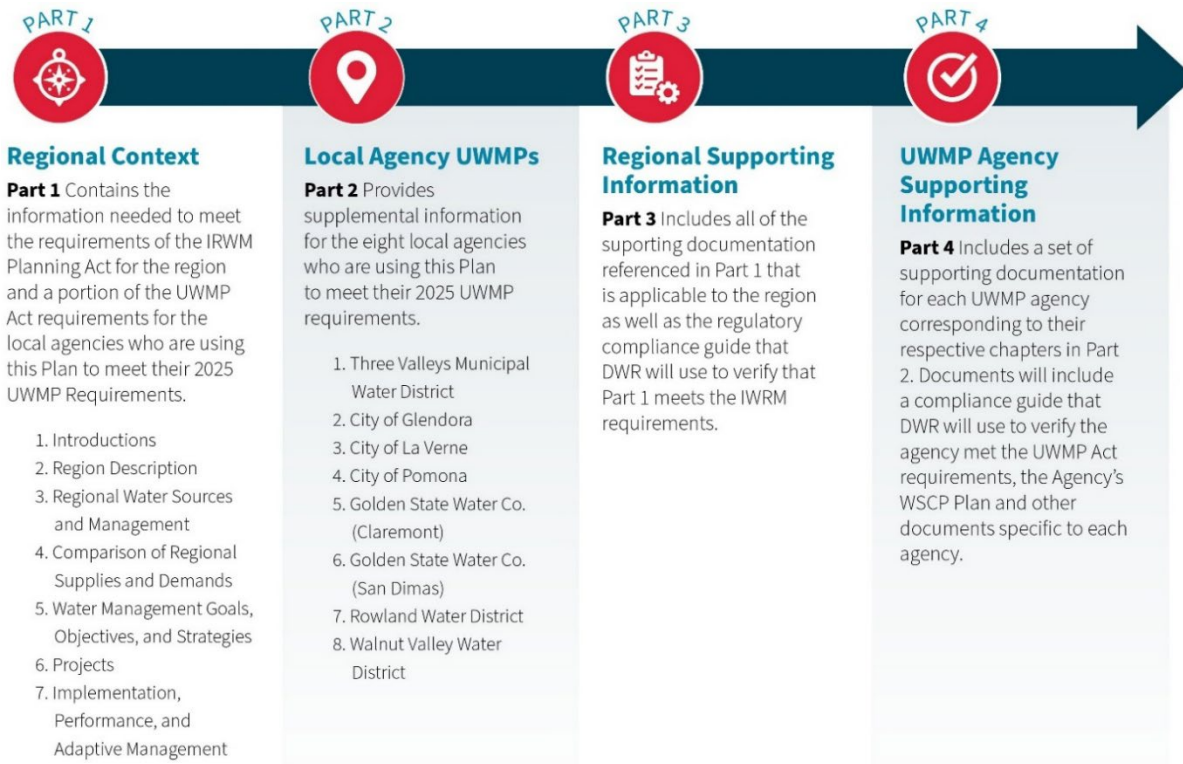
Robust and realistic demand projections informed by the best available data are essential to informed water resources planning. Coordinated demand and supply projections for the region are extremely valuable due to the integrated nature of RUWMP.

We will develop demand projections that will incorporate historical data, new CWOL UWUO estimates per State standards, and the Southern California Association of Governments (SCAG) projections as a starting place for population, household, and employee projections, demographic and housing trends. We will leverage insights, data, or existing projections from the partnering agencies and allow the agencies to manually override or input customized data to reflect the latest local information and expectations.

3. DEVELOPMENT OF A CLEAR, ACTIONABLE RUWMP

Our goal is to produce a RUWMP that is technically sound, easy to navigate, and actionable for Three Valleys and its partnering agencies. The GEI Team will:

- Structure the plan into regional and individual agency components, ensuring that each participating agency meets its regulatory obligations while benefiting from a coordinated regional approach, as illustrated in **Figure 1**. This structure allows each agency to adopt its respective parts of the RUWMP without being impacted if other individual UWMPs are revised.
- Use GIS-based data visualization to improve clarity and accessibility for policymakers and the public.
- Ensure alignment with grant funding opportunities, positioning the region for future state and federal funding applications.
- Identify strategies for long-term compliance with the newly adopted CWOL regulations.

FIGURE 1. THREE VALLEYS RUWMP PROPOSED PLAN STRUCTURE

4. PUBLIC REVIEW, FINALIZATION, AND PLAN ADOPTION

An RUWMP must be adopted by all the participating agencies. There is potential for post-adoption changes made by one agency to trigger a re-adoption process for other agencies in the plan, even if their sections do not change. Our proposed plan structure and adoption strategy, as illustrated in **Figure 1**, avoids this potential risk by allowing each agency to adopt only the parts of the plan that are relevant to them, and have the flexibility to update their UWMP chapter later without impacting other agencies.

Below is an example of which parts of the RUWMP would be adopted by Three Valleys and a participating agency. Since each agency will be adopting Part 1 to meet its individual UWMP requirements, the entire Draft RUWMP must be completed before it can be circulated for public comment then considered for adoption at public hearings by each participating agency.

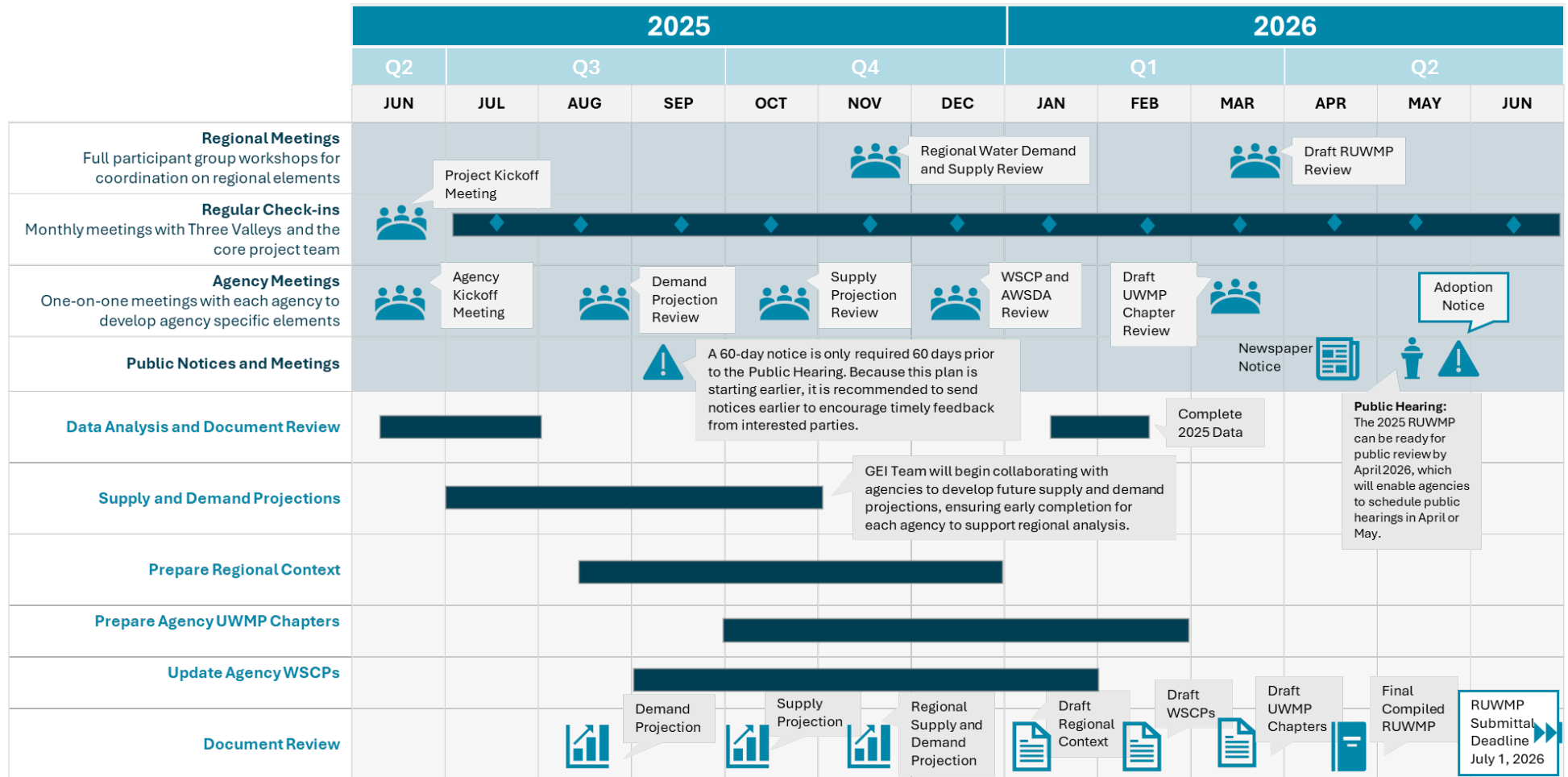
Three Valleys	Participating Agency (e.g., City of Glendora)
<ul style="list-style-type: none"> ○ Part 1 ○ Part 2, Chapter 1 ○ Part 3 ○ Part 4, Appendix 1 	<ul style="list-style-type: none"> ○ Part 1 ○ Part 2, Chapter 2 ○ Part 3 ○ Part 4, Appendix 2

The GEI Team will support Three Valleys and its participating member agencies in navigating the public hearing and adoption process, including:

- Provide a schedule of required public notices, 60-day notices of preparation to cities and counties, wholesale and retail projections coordination, newspaper advertisements, adoption hearings, notices of adoption, State Library submittal and notice of adoption, and other key dates to help each agency plan and stay on track for smooth compliance.
- Prepare template language for the cities, counties, and public notices, newspaper advertisements, and adoption resolutions to save agencies time and support consistency across all communications for the RUWMP.
- Prepare public review drafts and incorporate feedback from stakeholders.
- Deliver a fully compliant Final RUWMP by the DWR submission deadline.
- Prepare final documents that are fully accessible to people with disabilities.

The GEI Team commits to providing the most qualified technical team to complete the project on a schedule that meets the July 1, 2026, deadline for the RUWMP submittal to DWR. As such, the team chosen for this project will be available and ready to begin work immediately, as presented in **Figure 2**. The timing and sequence of key meetings, workshops, and activities is depicted in **Figure 2** and in the proposed Project Schedule in **Section D**.

FIGURE 2. THREE VALLEYS RUWMP DEVELOPMENT TIMELINE



Based on the proposed schedule, we recommend completing the Public Draft RUWMP ready for public review by April 2026. This will enable Three Valleys and partnering agencies to formally adopt the Final Plan in May, well ahead of the DWR July 1, 2026, submittal deadline. This proposed schedule is prepared in alignment with the anticipated Board meetings of each of the individual participating agencies in May, based on the information currently available. The GEI Team will coordinate with each agency early in the project to identify its respective internal processes and

deadlines for committee meetings (as needed) and the adoption hearing. The overall project schedule will then be aligned with the adoption schedule for the agency with the earliest deadlines, which could be in early May of 2026. The GEI Team will coordinate closely with Three Valleys and partnering agencies as we navigate through the public review and adoption process to the UWMP requirements.

Summary Scope of Work

This section outlines our team's proposed scope of work consistent with the RFP requirements. We also included additional activities and deliverables (shown in *italics*) that are anticipated during the RUWMP development to ensure the RUWMP and individual UWMPs are complete and fully compliant with the 2025 UWMP guidelines.

Additionally, the GEI Team developed a list of Optional Tasks (*Task 6*) for considerations as added value that will benefit the region and member agencies to strengthen the region's water management and resilience and stay current with the latest regulations. Optional *Task 6* is shown separately for clear separation from required tasks.

TASK 1: PROJECT MANAGEMENT AND COORDINATION

- > Conduct a 1-hour Kickoff meeting in-person with Three Valleys and core project team; conduct 1-hour virtual kick-off meeting with all participating agencies
- > Regular coordination and communication with Three Valleys and partnering agencies
- > Monthly progress and invoices reporting on work completed, budget status, and upcoming tasks
- > *Conduct virtual monthly 1-hour project progress meetings with Three Valleys and the core project team*
- > *Prepare for and facilitate up to two, 2-hour Regional Workshops for Regional Water Budget Review and Draft RUWMP Review with all participating agencies in alignment with major milestones. The GEI Team will attend in person and offer hybrid format for participants.*

DELIVERABLES

- > Kickoff meeting agenda and summary
- > Monthly progress reports and invoices
- > Meeting materials and documentation
- > *Regional Workshop agendas, supporting materials and documentation*

TASK 2: DATA ANALYSIS AND DOCUMENT REVIEW

- > Establish a data collection framework
- > Review and analyze the provided documentation and data, including the Three Valleys 2020 UWMP, 2025 WRMP, monthly water data and use, and partnering agencies' UWMPs and their monthly water use data
- > Identify additional data needs from Three Valleys and participating agencies
- > Maintain and organize all reviewed documents and data for easy access and future reference
- > Develop a proposed Table of Contents for the 2025 RUWMP

DELIVERABLES

- > Draft and Final Table of Contents for the 2025 RUWMP
- > A customized data request to each agency with a list of data and documentation needs
- > *Organized electronic repository of reviewed documents and data files*

TASK 3: DEVELOPMENT OF REGIONAL AND INDIVIDUAL AGENCY CHAPTERS

3.1 REGIONAL CHAPTERS

- > Develop a comprehensive regional overview, applicable to all participating agencies, including setting, terrain, and water system characteristics as required by the 2025 UWMP Guidebook
- > Identify and describe the available water sources and management strategies for the region
- > Analyze current water supplies and demands for the entire region, including identifying existing needs and upcoming projects
- > Analyze the region's future demand and supply projections
- > Revise the regional water budget, incorporating multiple hydrologic scenarios and the latest climatological data
- > Identify the region's objectives and water management strategies
- > Outline the plan preparation and plan adoption process
- > Discuss coordination efforts with non-participating agencies and Metropolitan
- > *Coordinate with Metropolitan to ensure alignment with their 2025 UWMP and the associated imported water availability in the regional supply projections*

DELIVERABLES

- > Regional Chapters – 100% and Final
- > Draft Individual Agency Chapters 1 through 8
- > Regional Water Budget – 100% and Final:
 - Regional Normal/Average Year Scenario
 - Regional Wet Year Scenario
 - Regional Single Dry-Year Scenario
 - Regional 5-year Drought Scenario
 - Regional 20-year Drought Scenario

3.2 INDIVIDUAL CHAPTERS

- > Prepare individual chapters for each participating agency in compliance with the 2025 UWMP Guidebook.
- > Describe the agency's water system and service area, including key infrastructure and boundaries
- > Provide population projections for current and future years to support supply-demand calculations
- > Assess and describe the reliability of the agency's water service in terms of supply and demand under different scenarios
- > Update the WSCP for each agency
- > Conduct a Drought Risk Assessment for each agency, evaluating potential vulnerabilities to future drought conditions
- > Identify and update demand management measures to mitigate future water demand challenges
- > Develop the Annual Water Supply and Demand Assessment (AWSDA) for each agency
- > Coordinate with participating agencies to ensure alignment and consistency
- > *Coordinate with non-participating member agencies to ensure alignment and consistency with regional demand and supply projections*

TASK 4: DRAFT OF 2025 REGIONAL URBAN WATER MANAGEMENT PLAN**4.1 ASSEMBLY OF DRAFT 2025 RUWMP**

- > Compile regional and individual agency chapters into a single, cohesive document
- > Ensure document structure and formatting align with the 2025 UWMP Guidebook requirements

4.2 REVIEW OF 2025 RUWMP

- > Distribute Draft 2025 RUWMP to participating agencies for review and feedback
- > Compile and review a list of comments received on the Draft 2025 RUWMP

TASK 5: FINAL 2025 REGIONAL URBAN WATER MANAGEMENT PLAN**5.1 PUBLIC REVIEW**

- > Review and incorporate agency comments into the Draft 2025 RUWMP as appropriate
- > Develop the Public Draft 2025 RUWMP for public review
- > Facilitate public review process
- > Prepare template language for the cities, counties, and public notices, newspaper advertisements, and adoption resolutions to save agencies time and support consistency across all communications for the RUWMP

5.2 FINAL 2025 RUWMP

- > Review and incorporate public comments into the Public Draft 2025 RUWMP as needed
- > Prepare the Final 2025 RUWMP for submittal to DWR by July 1, 2026
- > Provide final documents to Three Valleys and participating agencies in required formats

DELIVERABLES

- > Draft 2025 RUWMP for Three Valleys and participating agencies
- > List of comments received on Draft 2025 RUWMP

DELIVERABLES

- > Public Draft 2025 RUWMP for Three Valleys and participating agencies
- > List of comments received on the Public Draft from public review
- > Approved Final 2025 RUWMP for submittal to DWR by July 1, 2026; electronic copies delivered to Three Valleys and participating agencies in Microsoft Word and PDF formats
- > *Presentation of the RUWMP to Three Valleys and partnering agencies*

Optional Task 6

In addition to the core scope of work, we have identified optional tasks that can further support the development, adoption, and implementation of the RUWMP. These tasks include facilitating regional workshops, assisting during plan adoption, developing public hearing presentations to engage stakeholders effectively, and plan submittal to DWR. Additionally, we offer an enhanced executive summary, a detailed WSCP update, and tailored CWOL educational forums and roadmaps for participating member agencies. The GEI Team is prepared to deliver these optional tasks, leveraging our team's expertise in strategic planning, stakeholder engagement, and technical analysis to ensure a seamless and well-informed planning process.

TASK	TASK DESCRIPTION/PURPOSE	ANTICIPATED ACTIVITIES
OT.1 Lead: GEI Support: WSC	Regional Workshops (up to two, 2-hour workshops) Purpose: Facilitated discussions with participating agencies and conducting 1) Regional WSCP and AWSDA Review workshop; and 2) Regional Drought Response workshop to obtain input and review of key assumptions and data with member agencies.	<ul style="list-style-type: none"> > Prepare presentations, key messages, facilitate discussion > Develop tools and resources for consensus building > Document comments and inquiries, follow up on any unanswered questions
OT.2 Lead: GEI Support: WSC	Assistance During Plan Adoption and Submission (per agency) Purpose: Support participating member agencies with an agency-specific presentation on their UWMP Chapter; public hearing/adoption meetings/presentations; plan submission to DWR	<ul style="list-style-type: none"> > Coordinate with individual agencies during Plan adoption process > Attend the Board meeting > Prepare and give a presentation of the Final UWMP to Board for adoption > Prepare key messages; facilitate discussion; develop tools and resources for consensus building; follow up on unanswered questions > Submission of the Final UWMP to DWR
OT.3 Lead: GEI Support: WSC	Enhanced Executive Summary of RUWMP Purpose: Prepare an executive summary focused on purpose, need, findings, goals and objectives, and plan implementation	<ul style="list-style-type: none"> > Identify and integrate messages and pertinent facts into summary and infographics > Assist with developing a template and provide graphic design services as applicable/requested
OT.4 Lead: GEI Co-Lead: WSC	Detailed WSCP Update (per agency) Purpose: Prepare for participating member agencies an update to their WSCP, and update information by agency-specific content reported in the RUWMP	<ul style="list-style-type: none"> > Identify demand management measures and water reduction measurements > Coordinate with agency on existing and new actions > Confirm shortage levels, discuss impact of short term versus long term shortage (example: drought versus wildfire/earthquake), review for compliance
OT.5 Lead: GEI Support: WSC	CWOL Educational Forum for all Partnering Member Agencies Purpose: Support a forum sponsored by Three Valleys to explain the CWOL and related new standards, conservation measures/savings, and potential consequences on rates. Target audience is City Managers and elected officials.	<ul style="list-style-type: none"> > Presentation review, research, or development > Serve as meeting facilitators and scribes for the discussion > Develop supporting material for meetings (comment cards, meeting handouts, posterboards etc.)
OT.6 Lead: WSC Support: GEI	CWOL Roadmap and Implementation (per agency) Purpose: Support participating member agencies with agency-specific guidelines and priorities for implementation of the CWOL, including schedule and approximate cost.	<ul style="list-style-type: none"> > Coordinate with each agency to determine capacity, commitment, priorities, existing and potential new actions, and regulatory understanding > Dependent on those discussions, develop a roadmap that is custom to each agency and incorporates their target reductions, unique demand profile, supply scenarios, and community preferences > Develop timeline and prioritization of actions > To the extent data is available, provide preliminary cost estimates for implementation

D. Project Schedule

A preliminary schedule with time frames to complete each task to meet key milestones is outlined below, including time for staff review, Board review, and public review. The GEI Team assumes an anticipated Notice to Proceed as June 1, 2025. The proposed schedule is anticipated to be reassessed with input from Three Valleys during the Project Kickoff meeting and partnering agency staff during the Agency Kickoff meetings. We know the importance of adaptive schedule management to achieve successful completion of the RUWMP and will maintain the schedule up to date with new information and changing conditions, such as the timing of the DWR 2025 Guidebook (anticipated to be released in June/July 2025) and inputs that will be requested from other member agencies and Metropolitan.

ID	TASK	START MONTH	END MONTH	DURATION MONTH	Jun-2025	Jul-2025	Aug-2025	Sep-2025	Oct-2025	Nov-2025	Dec-2025	Jan-2026	Feb-2026	Mar-2026	Apr-2026	May-2026	Jun-2026
1	Project Management and Coordination	Jun-2025	Jun-2026														
	Coordination and Meetings	Jun-2025	May-2026	13													
	Project Kickoff Meeting with Three Valleys and Core Team	Jun-2025	Jun-2025	-													
	Regular Check-Ins	Jul-2025	May-2026	12													
	60-Day Public Notice	Sep-2025	Sep-2025	-													
	Regional Workshop: Regional Water Demand and Supply Review	Nov-2025	Nov-2025	-													
	Regional Workshop: Draft RUWMP Review	Feb-2026	Feb-2026	-													
	Monthly Progress Reports	Jul-2025	Jun-2026	12													
2	Data Analysis and Document Review	Jun-2025	Jul-2025														
	Review Relevant Documents	Jun-2025	Jul-2025	2													
	Identify Data Gaps and Compile Data Needs List	Jun-2025	Jul-2025	2													
	Prepare Draft TOC for the 2025 RUWMP	Jun-2025	Jul-2025	2													
3	Regional and Individual Chapters	Jul-2025	Jan-2026														
	Regional Chapters	Jul-2025	Jan-2026														
	System Description	Aug-2025	Nov-2025	4													
	Evaluate and Describe Available Water Sources	Jul-2025	Nov-2025	4													
	Assess Current Water Supplies and Demands	Jul-2025	Nov-2025	4													
	Identify and Analyze Water Needs and Projects	Nov-2025	Dec-2025	2													
	Update and Analyze Regional Water Budget	Jul-2025	Nov-2025	5													
	Water Quality Characterization	Nov-2025	Dec-2025	3													
	Draft Regional Chapters	Dec-2025	Jan-2026	5													
	Individual Chapters	Jul-2025	Jan-2026	-													
	Agency Meetings with Participating Agencies	Jul-2025	Dec-2025	-													
	Agency Kickoff Meeting	Jun-2025	Jun-2025	-													
	Demand Projection Review	Aug-2025	Aug-2025	-													
	Supply Projection Review	Oct-2025	Oct-2025	-													
	WSCP and AWSDA Review	Dec-2025	Dec-2025	-													
	Develop Water System and Service Area Descriptions for each Agency	Jul-2025	Oct-2026	2													
	Conduct Population and Demand Forecasting for each Agency	Jul-2025	Sep-2026	2													
	Future Supplies	Aug-2025	Oct-2025	3													
	Supply Reliability	Nov-2026	Dec-2026	4													
	Review Water Shortage Contingency Plan for each Agency	Aug-2025	Nov-2025	5													
	Update Water Service Reliability and Drought Risk Assessment for each Agency	Jul-2025	Oct-2026	5													
	Update Demand Management Measures for each Agency	Sep-2025	Nov-2025	5													
	Update and Draft WSCPs	Oct-2025	Feb-2026	5													
	Prepare Draft UWMP Chapters	Nov-2025	Mar-2026	5													
4	Draft of 2025 Regional UWMP	Jan-2026	Feb-2026														
	Prepare Draft 2025 RUWMP	Jan-2026	Feb-2026	2													
	Agencies Review of Draft RUWMP (2-week Review Period)	Feb-2026	Mar-2026	0.5													
5	Final 2025 Regional UWMP	Mar-2026	May-2026														
	Prepare Public Draft Compiled RUWMP	Mar-2026	Mar-2026	1													
	Initiate Public Review	Mar-2026	Mar-2026	-													
	Public Review	Apr-2026	Apr-2026	1													
	Anticipated Public Hearing and Plan Adoption	May-2026	May-2026	1													
	Final 2025 RUWMP	May-2026	May-2026	1													
	Deadline for UWMP Submittal to DWR (7/1/2026)	Jul-2026	Jul-2026	-													

GEI Team assumes anticipated Notice to Proceed as June 1, 2025 for the proposed schedule.



Meeting



Public Notice/Hearing



Draft Deliverable



Final Deliverable/Deadline



Key Milestone

E. Organizational Chart and Qualifications

The GEI Team



GEI Consultants, Inc. (GEI) is a nationally recognized engineering, environmental, and water resources firm with a strong reputation for delivering innovative,

practical, and cost-effective solutions to complex challenges. Established in 1970, GEI has grown into one of the nation's leading water resource planning and engineering firms, with over 55 offices across the United States, including multiple locations in California.

EXPERTISE IN WATER RESOURCES PLANNING AND MANAGEMENT

GEI specializes in urban and regional water management, water supply planning, hydrology, groundwater sustainability, and infrastructure resilience. Our firm has a long history of working with public agencies, water districts, and municipalities to develop strategic and regulatory-compliant water resource plans, including:

- UWMPs and RUWMPs
- WSCPs and DCPs
- Integrated Water Resource Management and Climate Resilience Strategies
- Water Demand Forecasting, Supply Assessments, and Conservation Programs
- Groundwater Sustainability Plans (GSPs) and Conjunctive Use Studies
- Feasibility Investigations and benefit-cost analysis

Our team of engineers, hydrologists, and water resource specialists are well-versed in California Water Code regulations, DWR guidelines, and state and federal funding opportunities that support sustainable water supply projects.

PROVEN TRACK RECORD IN REGIONAL COLLABORATION

GEI has successfully led multi-agency regional water planning efforts across California, ensuring stakeholder alignment and streamlined compliance with evolving regulatory requirements. Our recent projects in the Southern California include:

- Western Municipal Water District 2020 UWMP and Regional DCP
- Three Valleys WRMP and Regional DCP
- IEUA Regional DCP
- IEUA Chino Basin Advanced Treated Recycled Water, Groundwater Storage and Production Program Feasibility Study
- Multiple SGMA-Compliant GSPs

Our deep understanding of Southern California's water challenges, regional collaboration strategies, and regulatory framework makes us uniquely qualified to support Three Valleys and partnering agencies in developing a robust and actionable 2025 RUWMP.

With GEI as your trusted partner, Three Valleys and its participating member agencies can expect a seamless, high-quality, and fully compliant RUWMP that supports long-term water resilience and regulatory success.



For this project, GEI has partnered with WSC, a full-service civil and

environmental engineering firm that specializes in the planning, design, construction, and optimization of municipal drinking water, recycled water, wastewater, and water supply solutions. WSC is an industry leader at preparing UWMPs, WSCPs, and related regulatory reporting for agencies like Three Valleys and member agencies. They have provided water planning and management throughout California for over 15 years. During that time, they have provided resilient, cost-effective solutions to their clients, including more than 250 planning projects, 25 master plan documents, and 80 UWMPs, including several regional UWMPs.

WSC has contributed to the State's UWMP guidebooks and reporting templates and has participated in development of the CWOL Regulation and reporting templates. WSC's participation in these initiatives will make sure the UWMP and other related reports are consistent with requirements and positioned for compliance with forthcoming regulations.

Why Our Team?

The GEI Team brings an unparalleled depth of experience in urban water management planning. Our team has:

- Successfully led multiple RUWMP and UWMP projects across California.
- Deep expertise in DWR regulations, water reliability analysis, vulnerability assessments, and water supply and demand forecasting.
- A proven track record of effective stakeholder coordination and plan development.
- Long-standing records of successfully working together on water resources management projects.

GEI and WSC are a cohesive team who work seamlessly together and have the experience to deliver an exceptional RUWMP. We are confident that our team will deliver a high-quality, actionable RUWMP that meets the needs of Three Valleys and your partnering agencies, and strengthens regional water resilience.

Key Staff Qualifications and Contact Information

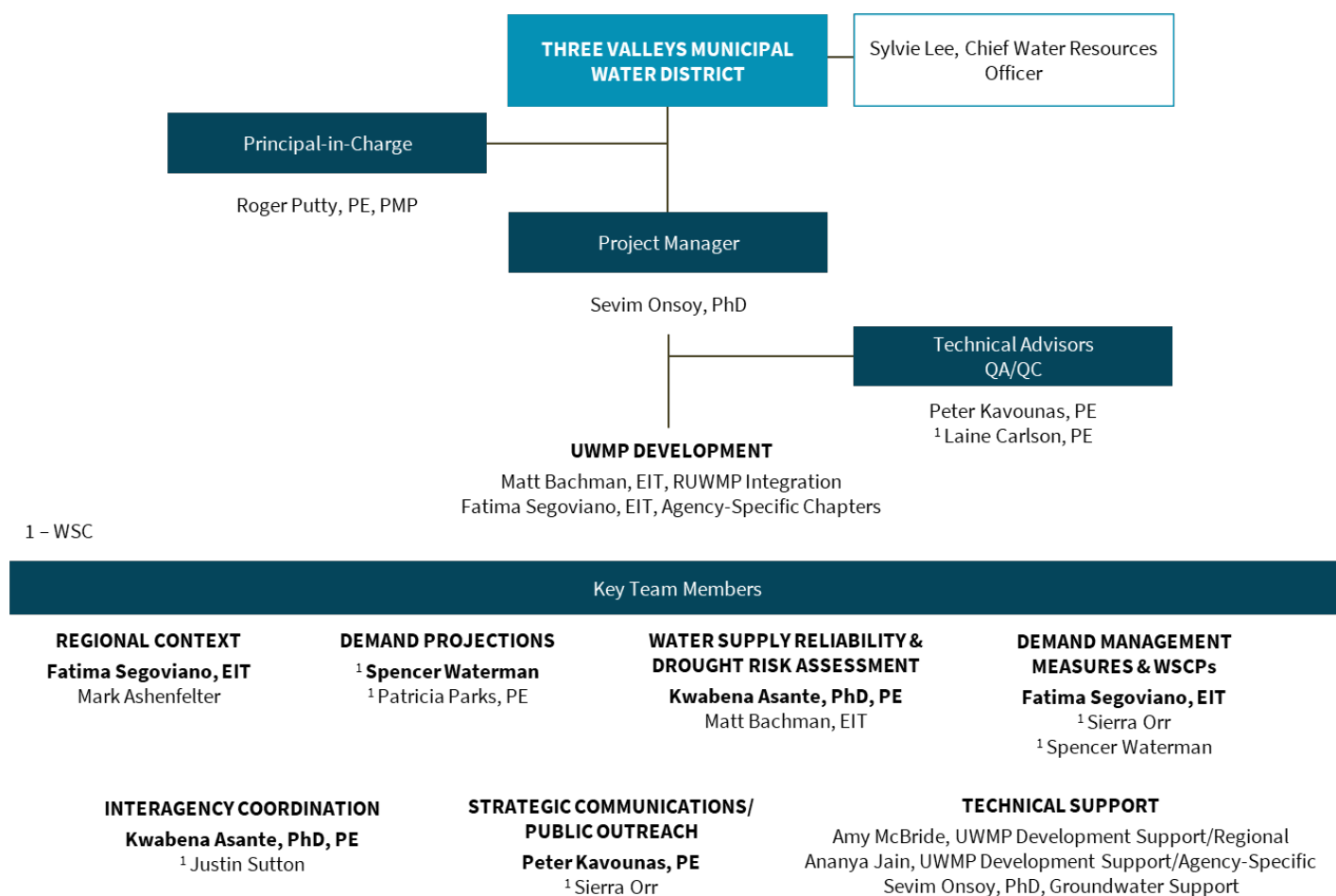
GEI has assembled a team with demonstrated RUWMP experience to provide Three Valleys and the participating agencies with high-quality, timely, and cost-effective technical services across the full breadth of the RUWMP components. Our team demonstrates strong UWMP experience with the right balance of experts in urban water management, water supply planning, hydrology, groundwater, stakeholder coordination, and regulatory compliance.

Figure 3 outlines our proposed project organizational chart, including the project management, technical advisors and QA/QC, technical leads and support staff. The GEI Team includes Sevim Onsoy, Ph.D., as Project Manager who will lead the project and be the point of contact for the Three Valleys and partnering agencies project team. Sevim brings 20 years of water resources planning and groundwater experience in California. In this role, she will coordinate our talented team and be responsible for the GEI Team's

commitment to project delivery, budget, and schedule to the high technical standards expected for this project. Roger Putty, P.E., P.M.P., will serve as Principal-in-Charge and work with Sevim closely to ensure the required staff and resources are committed to meeting the needs of the RUWMP in a timely and cost-effective manner.

Our Technical Advisors, Peter Kavounas, P.E., and Laine Carlson, P.E., will provide seasoned guidance and review content throughout the RUWMP development prior to delivery to Three Valleys and the partnering agencies. Peter's extensive experience as former General Manager of Chino Basin Watermaster and Assistant General Manager of Glendale Water & Power uniquely positions him to support regional collaboration among Three Valleys and the participating agencies. Laine brings extensive experience in regional water resources planning, including leading the development of multiple UWMPs in the southern California region.

FIGURE 3. ORGANIZATIONAL CHART



The GEI Team understands that seamless coordination and communication will be a key success factor for this project with no artificial boundaries between the firms. We assembled a fully integrated team to ensure seamless collaboration, eliminating duplicated efforts, and maximizing the valuable expertise each of our staff members bring to the RUWMP.



GEI and WSC have a long-standing record of successfully working together on several important water resources projects throughout California, including Western Municipal Water District 2020 UWMP and DCP, IEUA's Chino Basin Program Feasibility Study and Preliminary Design Report, and multiple GSPs. Our team's collective experience supporting these regional collaborations enables us to streamline data integration, facilitate stakeholder coordination, and ensure full compliance with DWR's evolving guidelines.







Per RFP instructions, our team's reference and relevant experience are included in **Appendix A**, and exemplify the GEI Team's technical expertise, strategic approach, and ability to deliver actionable water management plans. These projects directly align with the scope and objectives of the Three Valleys 2025 RUWMP and showcase our team's ability to develop comprehensive, high-quality, and compliant water resource plans.







Our team is structured to prepare the entire RUWMP in a cost-effective approach with clear technical leads and supporting roles that will streamline data integration and reduce redundant data and information gathering among technical staff involved in the RUWMP development. We formed a core UWMP Development team with Matt Bachman and Fatima Segoviano who will be responsible for the integration of the RUWMP components. Matt will have the primary responsibility for integrating together the entire RUWMP and collaborating closely with technical leads performing data review and analysis. Fatima will be responsible for the agency-specific chapters and support Matt for integrating the agency data into the RUWMP. Matt and Fatima previously worked collaboratively in a similar coordinated way in preparing the joint documents of the Three Valleys WSMP and Regional DCP and completed the project successfully. Our team brings continuity, comprehensive, and deep understanding of the region that will benefit the project for the development of a well-coordinated and integrated RUWMP.

Our team is robust, allowing us to simultaneously proceed with the RUWMP and individual agency-specific UWMPs as one cohesive team, as we have previously worked together in a similar coordinated way. In addition to the close coordination among the GEI Team, each member of our team is committed to working closely and collaboratively with Three Valleys and the partnering agencies in their respective roles to make this RUWMP a success.

Below is the proposed organizational structure, detailing the roles and qualifications of key personnel of the GEI Team, including a brief description of the roles for the project management staff, technical advisors and technical leads.

Staff Names, Role, Contact Info	Qualifications
 <p>Roger Putty, PE, PMP GEI Principal-in-Charge rputty@geiconsultants.com 916.804.8549</p> <p><i>Provides executive oversight, ensures quality control, and manages high-level coordination with Three Valleys as the lead agency.</i></p>	<ul style="list-style-type: none"> 35+ years in water resources engineering and management Extensive experience leading regional and urban water management planning projects Principal-in-Charge for GEI for the Western Municipal Water District 2020 UWMP and Regional DCP
 <p>Sevim Y. Onsoy, PhD GEI Project Manager sonsoy@geiconsultants.com 916.335.6791</p> <p><i>Manages day-to-day operations and coordination with Three Valleys and partnering agencies, ensures project milestones and timely completion of deliverables.</i></p>	<ul style="list-style-type: none"> 20 years in hydrology, water resources planning, and groundwater management Experience in water supply planning, urban water management, and climate vulnerability Participated in multiple UWMP for three UWMP cycles and regional water supply studies across California

Staff Names, Role, Contact Info	Qualifications
 <p>Peter Kavounas, PE GEI <i>Senior Technical Advisor, QA/QC, Strategic Communications/Public Outreach</i> pkavounas@geiconsultants.com 661.644.8994</p> <p><i>Supports regional coordination and stakeholder outreach, strategic planning, and policy development.</i></p>	<ul style="list-style-type: none"> 38+ years in water resources engineering and groundwater management Former General Manager of Chino Basin Watermaster and Assistant GM at Glendale Water & Power Expertise in regional coordination, integrated and strategic water resource planning
 <p>Laine Carlson, PE WSC <i>Technical Advisor, QA/QC</i> lcarlson@wsc-inc.com 909.483.3200 ext. 201</p> <p><i>Provides technical and regulatory guidance on the RUWMP development, regional water management, and DWR compliance.</i></p>	<ul style="list-style-type: none"> 20 years of experience focusing on water, wastewater, and recycled water systems Experience in the development of the 2020 UWMPs for San Bernardino Valley Municipal Water District (RWUMP), Eastern Municipal Water District, Western Municipal Water District, City of Victorville, and City of Riverside Recognized leader in regional water resources planning in the Santa Ana River watershed
 <p>Matt Bachman, EIT GEI <i>UWMP Development, Water Supply Reliability & Drought Risk Assessment</i> mbachman@geiconsultants.com 302.345.2172</p> <p><i>Responsible for integration of the entire RUWMP while coordinating closely with the technical leads.</i></p>	<ul style="list-style-type: none"> 12 years of experience in planning and analysis in support of water resources management and planning projects Experience in planning models and software, biological and water quality models, and data visualization tools Project engineer for the Three Valleys 2025 WRMP and DCP development, leading WRMP preparation
 <p>Fatima Segoviano, EIT GEI <i>Agency Specific Chapters, Regional Context, Demand Management Measures & WSCPs</i> fsegoviano@geiconsultants.com 559.394.8908</p> <p><i>Responsible for agency-specific chapters; manages coordination with Three Valleys and member agencies; leads regional context, demand management measures and WSCPs.</i></p>	<ul style="list-style-type: none"> 2.5+ years in water supply planning, flood management, and stakeholder coordination Experience leading outreach and engagement for Three Valleys WRMP and DCP, and leading DCP preparation Technical expertise in data analysis, regulatory compliance, and workshop facilitation
 <p>Kwabena Asante, PhD, PE GEI <i>Water Supply Reliability & Drought Risk Assessment, Interagency Coordination</i> kasante@geiconsultants.com 916.631.4573</p> <p><i>Leads technical analysis for Water Supply Reliability & Drought Risk Assessment and climate change vulnerability. Leads interagency coordination.</i></p>	<ul style="list-style-type: none"> 27 years of experience as an engineering hydrologist and climate resilience planner Has managed modeling, planning, and development of Regional DCPs, and RUWMPs Served as climate change specialist for Western Municipal Water District's UWMP and DCP and for Three Valleys Regional DCP and WRMP
 <p>Spencer Waterman WSC <i>Demand Projections, Demand Management Measures & WSCPs</i> swaterman@wsc-inc.com 805.457.8833 ext. 102</p> <p><i>Leads water demand forecasting, efficiency and conservation planning, and DWR compliance.</i></p>	<ul style="list-style-type: none"> 15 years of planning experience with an emphasis on water resources planning and water use efficiency Has led 24 UWMPs, 20 AWSDAs, and 10 2024 Annual Urban Water Use Objective Reports (AWURs) Served as member of DWR's UWMP Guidebook Workgroup for three UWMP cycles and reviewed and tested the State's UWMP templates, DRA tools, AWSDA tools, and CWOL AWUR tools

Staff Names, Role, Contact Info	Qualifications
 <p>Sierra Orr WSC <i>Demand Management Measures & WSCPs, Strategic Communications/ Public Outreach</i> sorr@wsc-inc.com 909.255.9493</p>	<ul style="list-style-type: none"> 19 years of experience in communications and public service Focus on outreach, client communications, media relations, water use efficiency program design and implementation Served as communications, water conservation supervisor and technical reviewer for various UWMPs
 <p>Patricia Parks, PE WSC <i>Demand Projections</i> spparks@wsc-inc.com 626.488.7870</p>	<ul style="list-style-type: none"> 6 years of civil engineering experience focused on planning, hydraulic analysis, distribution and collection system design Technical experience with DCPs and UWMPs Staff engineer for 2020 UWMPs for Western Municipal Water District, San Antonio Water Company, and 10 San Bernardino Valley Municipal Water District RUWMP participants
 <p>Justin Sutton WSC <i>Interagency Coordination</i> jsutton@wsc-inc.com 805.457.8833 ext. 106</p>	<ul style="list-style-type: none"> More than 15 years of experience in water resources, environmental, and civil engineering projects Served as lead author for 2020 UWMPs for California American Water Ventura District, and Scotts Valley Water District, and San Lorenzo Valley District Works with clients and stakeholders to find sustainable water solutions for local communities
 <p>Mark Ashenfelter GEI <i>Regional Context</i> mashenfelter@geiconsultants.com 916.596.1803</p>	<ul style="list-style-type: none"> 16 years of experience in regulatory compliance, grant writing, ecological research, and restoration Contract and grant administrator for Three Valleys WRMP and Regional DCP, and associated WaterSMART grant. Played integral role in preparing two successful grant applications for California's Proposition 1 Water Storage Investment Program totaling approximately \$385M
 <p>Amy McBride, EIT GEI <i>UWMP Development Support/Regional</i> amcbride@geiconsultants.com 916.612.3010</p>	<ul style="list-style-type: none"> Specializes in water resources engineering with a focus on water supply Experienced in analyzing water capacities, supporting water rights applications, and contributing to the development of water management strategies Works closely with regulatory agencies to develop comprehensive water supply solutions
 <p>Ananya Jain GEI <i>UWMP Development Support/Agency-Specific</i> ajain@geiconsultants.com 804.634.0834</p>	<ul style="list-style-type: none"> Water resources engineer focused on water resources and hydrology Provides technical research and recommendations to agencies like DWR and USACE for improving water management strategies Experienced in conducting hydrologic data analysis to support sustainable water supply management

Resumes of Key Personnel

Resumes of key personnel as shown above, and on **Figure 3** Organizational Chart, are included in **Appendix B**.

F. Fee Schedule

Per the instructions in the RFP, our fee schedule has been submitted as a separate file through PlanetBids.

G. Professional Services Agreement

GEI has an active Master Services Agreement (“MSA”) with Three Valleys Municipal Water District that is substantially similar to the sample agreement included within the RFP. GEI is prepared to work under its existing MSA or the sample agreement without modification.

H. Addendum Acknowledgement

GEI acknowledges Addenda 1 and 2 below and has acknowledged them in Three Valleys’ Planet Bids procurement site.



THREE VALLEYS MUNICIPAL WATER DISTRICT ADDENDUM NO. 01

REGIONAL URBAN WATER MANAGEMENT PLAN 2025

March 20th, 2025

Three Valleys hereby issues Addendum No.1. Revision to the proposal due date has been postponed to April 10th, 2025 10 am.

Acknowledge receipt of this Addendum by signing and inserting its number and date on the acknowledgement below.

The purpose of the addendum is to provide the following changes to the Request for Proposals:

1. Revision of Proposal Due Date and time
2. Response to Proposers Questions

Revisions

Remove: **Proposals Due March 27th, 2025 at 2:00 pm**

Replace with : **Proposals Due April 10th, 2025 at 10:00 am**

Proposers Questions:

1. Will front and back cover pages be included in the 20 page limitation on the proposal?
Response: The 20-page limitation shall apply for items A through G under the proposal requirements and format section. Front and back cover pages are not included in the 20-page limitation as these are assumed to be graphics and not weighted in the review process.

ADDENDUM NO.1 ACKNOWLEDGEMENT

The Bidder hereby acknowledges the receipt of Addendum No. 1 and the incorporation thereof in the Proposal for Regional Urban Water Management Plan 2025

Bidder: GEI Consultants, Inc.

By: *Dr. Pratty*
(Bidder's Authorized Representative)

Date: 04/10/2025

Title: Principal

1 of 1

THREE VALLEYS MUNICIPAL WATER DISTRICT ADDENDUM NO. 02 for the REGIONAL URBAN WATER MANAGEMENT PLAN 2025

ADDENDUM NO.2 ACKNOWLEDGEMENT

The Bidder hereby acknowledges the receipt of Addendum No. 2 and the incorporation thereof in the Proposal for Regional Urban Water Management Plan 2025.

Bidder: GEI Consultants, Inc.

By: *Dr. Pratty*
(Bidder's Authorized Representative)

Date: 04/10/2025

Title: Principal

1 of 2

A

References and Relevant Experience



2020 Urban Water Management Plan and Drought Contingency Plan

Western Municipal Water District | Riverside, CA

GEI, as a subconsultant to WSC (prime), supported Western Municipal Water District in the development of an Urban Water Management Plan (UWMP) and Drought Contingency Plan (DCP). The 2020 UWMP was prepared for Western's wholesale and retail systems in parallel with a DCP for the entire Western service area.

The WSC/GEI team prepared population and demand projections, water supply projections, and an analysis of climate change impacts on future water supplies and water demand during a normal year, single dry and wet years, and multi-year (5-year) dry and wet periods over the next 20 years. Future climate impacts were assessed under three potential future climate conditions: drier future conditions with extreme warming; median future conditions; and wetter future conditions with moderate warming. The team also assessed the climate change impacts on the region's net requirement for imported water supplies in future years. The detailed results of the analysis were presented in a climate change and vulnerability assessment technical memo and presented to the wholesale and retail agencies through regional workshops. The water demand and supply projections were integrated into a combination wholesale and retail UWMP. The team also coordinated with retailers in the region that prepared their own UWMPs to incorporate the best available information into Western's UWMP.

The WSC/GEI team provided communication and outreach support and facilitated a series of interactive workshops for a regional Drought Task Force with nearly 40 members with diverse perspectives. The facilitated discussions informed water shortage stages and response actions to be used in the UWMP and DCP to create documents with a consistent message. The results of the discussions were documented in the regional Drought Contingency Plan which includes drought monitoring procedures, mitigation activities and a framework for operational and administrative management during droughts. The project integrated with Western's infrastructure planning efforts, identifying projects that improve drought resiliency and positions them for funding through state and federal funding programs.

CLIENT REFERENCE

Ryan Shaw
Director of Water Resources

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Riverside, CA 92518

KEY STAFF

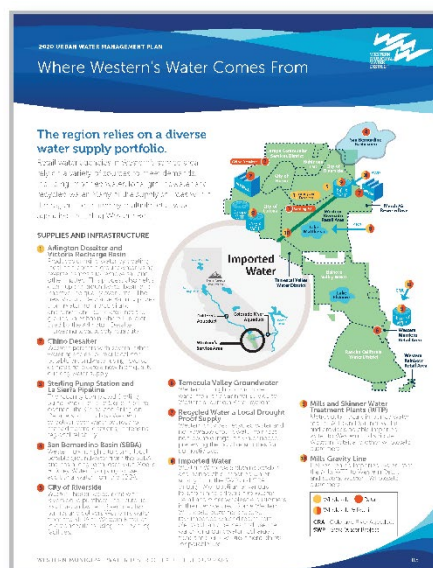
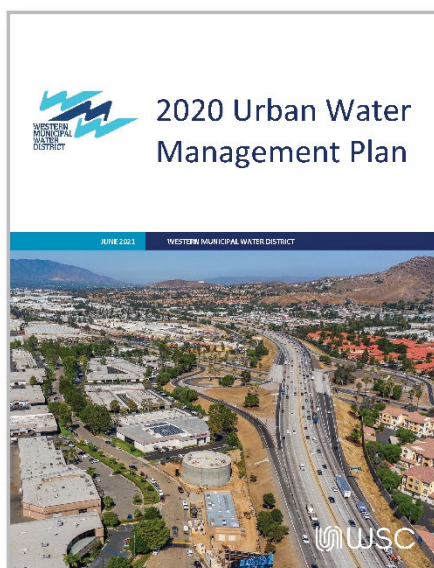
Laine Carlson | WSC
Project Manager

Patricia Parks | WSC
Lead Author

Roger Putty | GEI
Planning Lead

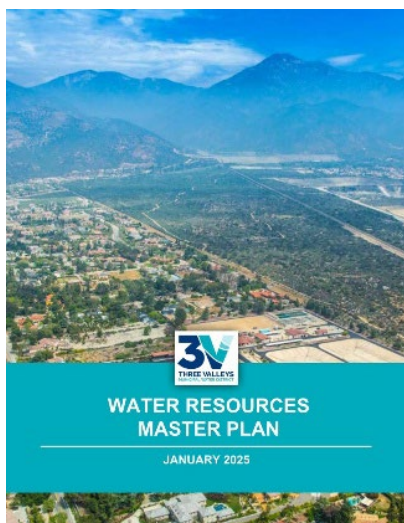
Kwabena Asante | GEI
Vulnerability Assessment Lead

Larry Rodriguez | GEI
Quality Control



Water Resources Master Plan and Regional Drought Contingency Plan

Three Valleys Municipal Water District | Claremont, CA



GEI provided expert technical support and strategic guidance to Three Valleys Municipal Water District (Three Valleys) in the parallel development of its comprehensive 2025 Water Resources Master Plan (WRMP) and a U.S. Bureau of Reclamation (Reclamation)-funded Regional Drought Contingency Plan (DCP). Leveraging a deep understanding of regional water management dynamics and local agency needs, GEI facilitated a highly collaborative process to create actionable plans for enhancing water supply stability and resiliency.

GEI's foundational analysis began by compiling and analyzing extensive data covering historical and projected water demands and supplies (imported, groundwater, recycled, surface water). This analysis involved detailed reviews of member agency Urban Water Management Plans (UWMPs), Water Shortage Contingency Plans (WSCPs), and local ordinances to understand existing conditions and planned activities. Understanding the critical supply/demand balance, GEI developed detailed baseline (2015-2022) and projected (through 2045) water budgets. A key component was a Climate Change Vulnerability Assessment, utilizing DWR's climate datasets to analyze potential impacts under various future scenarios on water demands and local supplies. This assessment quantified the risks to supplies posed by drought and climate change, highlighting the region's increasing dependence on imported water without mitigation. In response to identified vulnerabilities, GEI assisted Three Valleys and its member agencies in identifying and compiling a suite of 54 potential mitigation actions (projects, programs, strategies) aimed at enhancing long-term resiliency. Four key regional water supply projects identified in the WRMP were reviewed in more detail, included assessing project benefits against regional needs and evaluating implementation risks (cost, schedule, operational, stakeholder) using pairwise comparison and qualitative risk analysis, providing Three Valleys with clear findings and recommendations as a strategic roadmap for future investments.

GEI's collaborative and technically rigorous approach resulted in a comprehensive, integrated WRMP and DCP for Three Valleys. These plans provide a crucial foundation for future water management, offering:

- A clear understanding of the region's water supply/demand balance, vulnerabilities, and risks under climate change.
- A strategic roadmap outlining needed capital improvements and prioritized regional projects to enhance local supply development, operational flexibility, and overall water supply stability and resiliency.
- A robust, actionable Regional DCP designed to proactively manage drought conditions. Notably, Reclamation's initial review recognized the draft DCP prepared with GEI's support as "really good" and "the strongest DCP of those recently submitted," positioning TVMWD well for future collaboration and potential funding opportunities.
- Strengthened regional partnerships through a collaborative planning process.

CLIENT REFERENCE

Sylvie Lee
Chief Water Resources Officer

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1021 E Miramar Ave.
Claremont, CA 91711

KEY STAFF

Roger Putty | GEI
Principal-in-Charge, Drought Planning Lead

Mark Ashenfelter | GEI
Project Manager and Grant Administration

Kwabena Asante | GEI
Vulnerability Assessment Lead

Fatima Segoviano | GEI
DCP Development

Matt Bachman | GEI
WRMP Development

Peter Kavounas | GEI
Senior Advisor/Quality Control

Water Resources Planning Support

Inland Empire Utilities Agency | Chino, CA

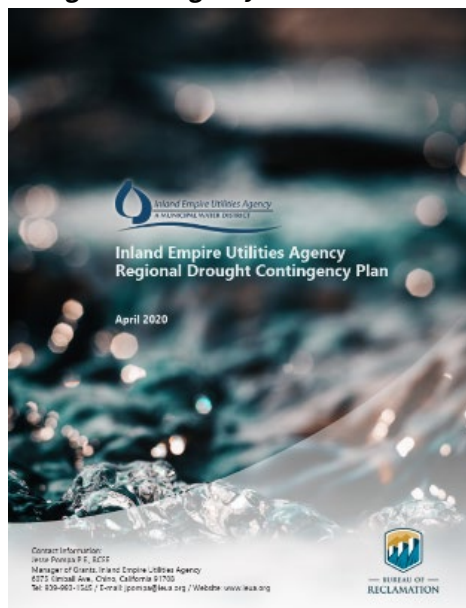
Since 2017, GEI has provided water resources planning support to the Inland Empire Utilities Agency (IEUA), including preparation of a Proposition 1 Water Storage Investment Program (WSIP) application for the Chino Basin Program (CBP) including supporting work products, providing CBP grant identification support, and preparation of a regional DCP.

Chino Basin Program

GEI supported IEUA in preparing the extensive Proposition 1 WSIP funding application and engaging with the California Water Commission (Commission) throughout the application process. The Commission conditionally awarded IEUA \$215 million to develop advanced water purification facilities to generate 15,000 acre-feet per year of treated water, together with groundwater management facilities and distribution system improvements to bank the new highly reliable water supply in the Chino Basin, resulting in a reliable and resilient local water supply and important environmental benefits.

Completion of the application required GEI staff to become intimately familiar with the Chino Basin, water suppliers, the Santa Ana River, neighboring agencies, and the political environment. GEI staff's extensive knowledge of the State Water Project (SWP) was used to propose methods to synthesize the program's operations with the state water system. Specifically, GEI facilitated coordination with program partners, including exchange of water between Chino Basin and the SWP's Lake Oroville, and the interconnection between Chino Basin and Metropolitan Water District of Southern California (Metropolitan) distribution facilities. GEI produced various deliverables to support IEUA with the CBP, including grant documents, technical feasibility reports, decision support tools, presentations, and other supporting materials. In 2022, GEI developed a near-term grant and loan funding strategy which outlined potential grant and loan opportunities based on their alignment with CBP project components and key project milestones

Drought Contingency Plan



GEI developed the 2020 Regional DCP for the IEUA service area in alignment with Reclamation's WaterSMART requirements. GEI incorporated into the 2020 DCP additional initiatives and strategies which are focused on a more holistic approach to improving near- and long-term water resources management for the region. The 2020 DCP also includes a drought monitoring reporting framework tool that signals impending regional water shortage conditions and informs regional responses.

The 2020 DCP included a thorough review of existing IEUA plans and data, extensive outreach with their numerous member agencies, and close coordination with technical teams within IEUA. The 2020 DCP considered additional key factors such as climate change and population growth to develop a more comprehensive plan.

The 2020 DCP and related tools will help IEUA plan for projects throughout its services area. The 2020 DCP was considered by Reclamation as a new "gold standard," exceeding its requirements for water shortage contingency and drought resiliency planning.

CLIENT REFERENCE

Elizabeth Hurst,
Chino Basin Program Manager

909.993.1634
ehurst@ieua.org
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Chino, CA 91708

KEY STAFF

Roger Putty | GEI
Program Manager

Peter Kavounas | GEI
Advisor as GM of Chino Basin WM

Kwabena Asante | GEI
Technical Lead

Mark Ashenfelter | GEI
Fishery/Grant Lead

Laine Carlson | WSC
Preliminary Design Report

2020 Upper SAR Watershed Integrated Regional Urban Water Management Plan

San Bernardino Valley Municipal Water District | San Bernardino, CA

WSC collaborated with San Bernardino Valley to create a comprehensive document for guiding water resource management for the Upper Santa Ana River (SAR) Watershed. The cohesive planning framework consolidates, updates, and merges the common elements of the Upper SAR Watershed Integrated Regional Water Management Plan (IRWMP) and the San Bernardino Valley Regional Urban Water Management Plan (RUWMP) into a new document: the 2020 Upper SAR Watershed IRUWMP. The first-of-its-kind report updated the previous IRWMP and UWMP to meet the latest DWR requirements for San Bernardino Valley as a regional wholesaler and retailer, as well as each individual participating agency.

WSC developed tools and datasets to empower effective communication and decision making. The IRUWMP aligned with related ongoing efforts, such as the Upper Santa Ana Habitat Conservation Plan, Santa Ana River Conservation and Conjunctive Use Program, Upper Santa Ana Salt and Nutrient Management Plan, and others to build regional momentum and broad-based support for vital water resources projects and programs.

WSC worked with each agency to develop an updated WSCP and provide a plan of action during drought conditions or other events when water supplies are impacted. WSC also positioned San Bernardino Valley and participating agencies for funding opportunities by framing regional initiatives within the State's evolving water framework and priorities.

CLIENT REFERENCE

Adekunle Ojo

Integrative Planning Manager

909.387.9231

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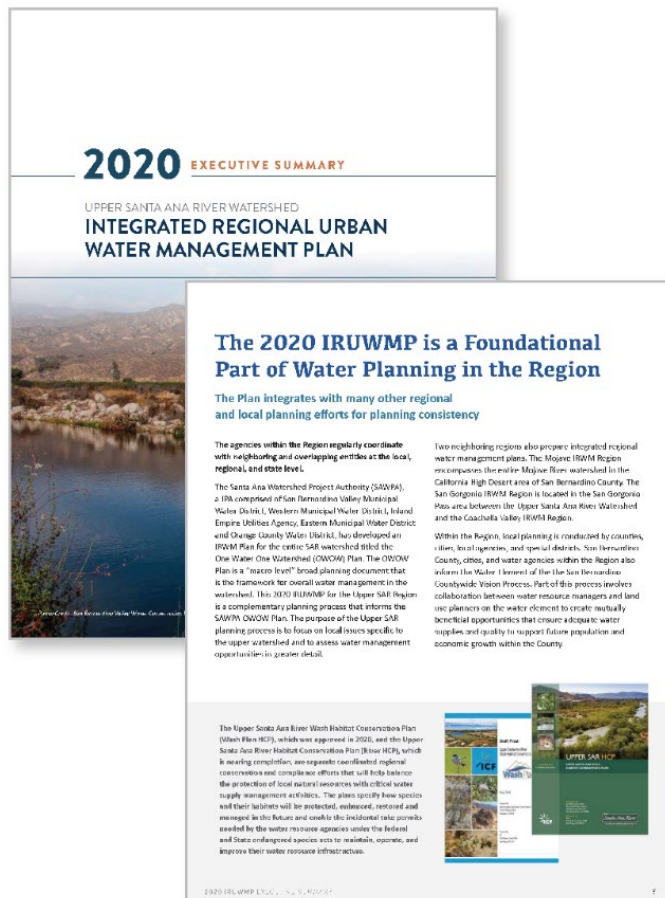
380 East Vanderbilt Way
San Bernardino, CA 92408

KEY STAFF

Laine Carlson | WSC
Project Manager

Patricia Parks | WSC
Engineering Support

Spencer Waterman | WSC
Demands



2020 Urban Water Management Plan

Elsinore Valley Municipal Water District | Lake Elsinore, CA

WSC prepared Elsinore Valley Municipal Water District (EVMWD's) 2020 UWMP in compliance with California Water Code requirements following guidance from DWR. The document is intended to guide long-term water resources planning. EVMWD serves a population of approximately 163,984 and provides potable water through 44,560 active domestic connections. The Elsinore Division makes up most of the service area, with approximately 43,849 active connections, encompassing an area of 96 square miles. The Temescal Division Service Area is located northwest of the service area and is a self-sustained water division, hydraulically separated from EVMWD. It covers roughly 2.5 square miles and has around 711 active connections. EVMWD's three primary sources of potable water supply are local groundwater, surface water from Canyon Lake Reservoir and treated at the Canyon Lake Water Treatment Plant, and imported water purchased from MWD through Western Municipal Water District. EVMWD has a recycled water network that delivers non-potable, Title 22-compliant tertiary recycled water to customers in four service areas.



CLIENT REFERENCE

Paral Kalaria
Director of Water Resources

951.674.3146
pkalaria@evmwd.net
31315 Chaney St.
Lake Elsinore, CA 92530

KEY STAFF

Laine Carlson | WSD
Technical Advisor

Patricia Parks | WSC
Supporting Author

Spencer Waterman | WSC
Technical Advisor, QA/QC

2020 Urban Water Management Plan

Eastern Municipal Water District | Perris, CA



2020 EASTERN MUNICIPAL WATER DISTRICT
**URBAN WATER
MANAGEMENT PLAN**



WSC developed the 2020 UWMP in coordination with Eastern Municipal Water District, California's sixth-largest retail water agency. As a wholesale and retail provider, the District's supplies include local groundwater, recycled water, and imported water (raw and treated). The District is engaged in ongoing planning efforts to understand potential future demands (including the effects of water-use efficiency programs) and potential reliability of future supplies, accounting for ongoing drought in the western United States. The District's UWMP builds from, and integrates with, the District's other important planning efforts to meet the

California DWR's requirements and presents a cohesive and coherent view of the District's 25-year plan for managing its water supplies and demand.

CLIENT REFERENCE

Gordon Ng
Principal Civil Engineer

925.928.3777 ext. 4512
ngg@emwd.org
2270 Trumble Rd.
Perris, CA 92570

KEY STAFF

Laine Carlson | WSD
Principal-in-Charge

Spencer Waterman | WSC
Technical Advisor, QA/QC

B

Resumes and Qualifications



Roger Putty, P.E., P.M.P.

Principal Water Resources Engineer

Roger Putty is a principal engineer and senior project manager for GEI. He is a licensed Civil Engineer in California and a certified Project Management Professional. He has dedicated his professional career to water resources spanning over three decades. He serves in leadership positions for multiple projects and oversees GEI's Sacramento Office Water Management Group. He has supported local and regional agencies throughout California in advancing water supply management initiatives, contributing to the successful completion of dozens of planning and feasibility studies. His recent work focuses on large-scale water management projects, water supply resiliency planning, and drought contingency planning. He served as project manager for three Regional Drought Contingency Plans completed during the last 5 years. Mr. Putty has also led and supported four IRWMPs, over a dozen water planning investigations, and several groundwater management studies.

PROJECT EXPERIENCE**Water Resources Master Plan and Regional Drought Contingency Plan (DCP), Three Valleys Municipal Water District (TVMWD), Claremont, CA.**

Project Manager for developing a Water Resources Master Plan (WRMP) and Drought Contingency Plan (DCP) for TVMWD to address regional water resiliency and water supply reliability challenges through an assessment of water demands and supply sources, impacts of long-term drought, and vulnerabilities due to climate change and future growth. Development of the WRMP and DCP involved extensive outreach and interaction with 13 member agencies and various stakeholders. Responsibilities include facilitating and supporting a multi-agency and stakeholder planning task force to develop strategic plans and collaborate on system-level solutions through facilitated one-on-one agency engagement and workgroup exercises. The WRMP recommended regional projects ranked based on a benefit-risk assessments.

WaterSMART DCP Grant Application, TVMWD, Claremont, CA.

Principal-in-Charge for GEI's role in developing a successful DCP grant application for TVMWD through U.S. Bureau of Reclamation's (Reclamation) WaterSMART grant program. Oversaw the GEI grant team. Together, they applied their experience, combined with an understanding of the water supply needs of TVMWD and its member agencies, and how these needs are impacted by drought, to prepare approach for the DCP. The GEI team developed to an WaterSMART application for TVMWD on a very tight schedule and within budget. TVMWD was subsequently awarded a grant of \$200,000 grant by Reclamation. The team is currently assisting TVMWD with the development of the DCP and administration of the WaterSMART grant.

Regional UWMP/DCP. Western Municipal Water District, San Bernardino, CA.

GEI, partnered with WSC, assisted Western Municipal Water District (Western) with development of their coupled regional DCP with UWMP update to meet DWR's 2020 requirements. Components of the DCP include an assessment of supply vulnerability, the establishment

**EDUCATION**

M.S., Civil Engineering, University of California, Los Angeles

B.S., Civil/Environmental Engineering, Humboldt State University

EXPERIENCE IN THE INDUSTRY

35 years

EXPERIENCE WITH GEI

9 years

REGISTRATIONS AND LICENSES

Professional Engineer, CA No. C49596

Project Management Professional, No. 1564037

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers
American Water Resources Association

Project Management Institute

AWARDS

Climate Change Business Journal
That Dam Game!, March 2025

of a drought monitoring network, definitions of drought stages, development of drought mitigation actions, and development of drought response actions.. These elements were developed with guidance and participation from a Drought Task Force made up of staff from Western, its retail agencies, and non-agency stakeholders with an interest in water resources planning within Western's service area.

Regional DCP, Inland Empire Utilities Agency (IEUA), Chino, CA. Project Manager responsible for the GEI team that assisted IEUA with the preparation of the 2020 Regional DCP in alignment with the U.S. Bureau of Reclamation (USBR) WaterSMART grant requirements. The 2020 DCP serves as an update to the 2009 IEUA Drought Plan. GEI incorporated into the 2020 DCP additional initiatives and strategies which are focused on a more holistic approach to improving near- and long-term water resources management for the region. The DCP development included a thorough review of existing UWMPs and regional plans. Extensive coordination and outreach with local agencies were conducted at every key stage of development of the DCP. And the DCP was developed in close coordination with IEUA's regional facilities master plan and integrated resources plan (IRP). GEI's working knowledge of these planning efforts, the region's water supplies and demands, and detailed understanding of how to develop a DCP that is defensible, logical, and well-equipped resulted in a high-quality DCP that received high praise by the USBR.

Water Storage Investment Program Chino Basin Groundwater Banking and Exchange Program (CBP), IEUA, Chino, CA. Program Manager, overseeing GEI's support to IEUA for coordinating CBP project planning, reviewing conceptual designs, developing operational agreements with local agencies, developing public benefits contracts with State agencies, economic and financial modeling, and grant and loan funding pursuits. IEUA's CBP, a \$650M (2019) CIP, would develop 15 thousand acre-feet per year of advanced purified water to be recharged in Chino Basin for local use in exchange for a water released in northern California to benefit anadromous fish populations in the Feather River. Led the GEI team with preparation of IEUA's successful Proposition 1 Water Storage Investment Program (WSIP) application that ultimately qualified for a State investment equivalent to \$215M. Oversaw the GEI team's preparation of two feasibility studies, one prepared for and adopted by the California Water Commission to comply with WSIP, and a second feasibility study for the Water Infrastructure Improvements for the Nation (WIIN) Act for a federal funding request.

WaterSMART Large-Scale Water Recycling Program Feasibility Study, IEUA, Chino, CA. Project Manager, overseeing GEI's team for developing a feasibility study of the CBP for Reclamation's Large-Scale Water Recycling Program. Completing and submitting a feasibility study is the first step to compete for grant funding under the Large-Scale Water Recycling Program. Oversaw the GEI team's preparation of the feasibility study prepared in accordance with Title XVI feasibility study requirements along with Reclamation's requirements for large-scale water recycling feasibility studies and included a demonstration of problems and needs, regional opportunities for water reclamation and reuse, a description of identified alternatives, an economic analysis also performed by GEI, a description of environmental considerations and potential effects, legal and institutional requirements, a demonstration of financial capability to fund the project, pertinent research needs, and a description of the independent peer review conducted on the analysis presented in the feasibility study.

Integrated Water Management Plans (3 in total): Turlock Irrigation District, East Contra Costa County, American River Basin, and Yolo County.

Sevim Y. Onsoy, Ph.D.

Senior Water Resources Planner

Sevim Onsoy is a hydrologist and water resources planner with 20 years of diversified project experience in California. Dr. Onsoy has provided technical leadership and supported a wide range of local and regional water resources planning and management projects, including groundwater sustainability plan development and implementation support, groundwater sustainability and impact assessments, groundwater management and monitoring programs, groundwater basin characterization, integrated surface water and groundwater modeling, water quality assessments, salt and nitrate impacts on groundwater, conjunctive use, groundwater direct, and in-lieu recharge projects.

PROJECT EXPERIENCE

2010, 2015, and 2020 Urban Water Management Plan (UWMP) Updates, Various Clients, Various Cities and Counties, CA. Deputy Project Manager/Technical Lead/Project Engineer. Assisted in the preparation of 2010, 2015, and 2020 UWMP updates for various clients in California in accordance with Department of Water Resources guidelines: Town of Windsor 2020 UWMP; City of Lodi 2015 UWMP; City of Cloverdale 2015 UWMP; Jurupa Community Services District 2010 UWMP; San Bernardino Valley Municipal Water District 2010 UWMP; Mojave Water Agency 2010 UWMP; and City of Millbrae 2010 UWMP. Conducted water supply planning and reliability analysis and climate change vulnerability analysis. Evaluated the reliability of available water supplies and water supply strategies to meet projected future demands per the 2015 and 2020 targets in compliance with the SBx7-7 demand reductions. Provided technical review and quality control of the completed UWMPs in compliance with DWR requirements.

Water Supply Master Plan and 20-Year Capital Improvement Program, Stockton East Water District, CA. Technical Lead for developing current and future forecasted water demand and supply conditions for a 50-year planning horizon. This analysis is the foundation for identifying strategies and opportunities to increase groundwater recharge and surface water deliveries to help improve management of the existing resources and operations while supporting groundwater sustainability.

Fremont Valley Integrated Regional Water Management Plan, Groundwater Management Plan (GWMP), City of California, Fremont, CA. Technical Lead. Developed a GWMP for the Fremont Valley Groundwater Basin (FVGB). The GWMP was led by the City of California City, Antelope Valley East Kern, and Mojave Public Utilities District, in collaboration with local and regional stakeholders. Developed the GWMP in parallel with the FVGB salt and nutrient management plan in support of the Integrated Regional Water Management Plan. Assessed the basin conditions to help inform future decisions regarding the long-term sustainable management and use of groundwater resources.

**EDUCATION**

Ph.D., Hydrologic Sciences,
University of California, Davis

M.S., Hydrologic Sciences, University
of California, Davis

B.S., Agricultural Engineering,
Ankara University, Turkey

EXPERIENCE IN THE INDUSTRY
20 years

EXPERIENCE WITH GEI
1 year

Sacramento Regional Water Bank Groundwater Modeling Support, Regional Water Authority, Sacramento, CA. Project Manager and Technical Lead. Led specialized groundwater modeling analysis in support of developing a federally recognized Regional Water Bank by 2025. Provided technical leadership and project quality control for the first phase of the project that included an integration of a groundwater model with CalSim 3 and development of tools for input-output exchange between the two models. The modeling analysis uses the existing groundwater model (CoSANA) covering the North American, South American, and Cosumnes groundwater subbasins.

Harvest Water Program Funding and Implementation Support, Sacramento Regional County Sanitation District (Regional San), Sacramento, CA. Technical Lead and Modeler. Developed and analyzed groundwater modeling scenarios under the 2030 and 2070 climate change conditions for the Harvest Water Program (formerly known as the South County Ag Project). Evaluated the potential program benefits and impacts to groundwater resources and stream flow and ecosystem. Harvest Water is the largest water recycling program in California with potential to deliver up to 50,000 acre-feet per year of recycled water for crop irrigation, groundwater in-lieu recharge, habitat protection, and regional sustainability. Evaluated potential program benefits and impacts to groundwater resources and stream flow and ecosystem and supported a \$291M successful grant application through the Water Storage and Investigation Program.

Groundwater Master Plan Groundwater Modeling, City of Sacramento, Sacramento, CA. Technical Lead and Modeler. Performed groundwater modeling analysis for the City of Sacramento's Groundwater Master Plan—a major master planning effort to support the City's long-term conjunctive use operations and add operational flexibility during dry periods. Developed and evaluated baseline and project scenarios using the Sacramento Area Integrated Water Resources Model to demonstrate potential groundwater impacts on the underlying groundwater basins. Performed subsequent groundwater modeling analysis in support of the Environmental Impact Report (EIR) for the City of Sacramento Well Replacement Program that was initiated in the City's Groundwater Master Plan as long-term conjunctive use operations.

Semitropic Water Storage District (SWSD), Groundwater Sustainability Plan Development and Implementation Support, CA. Technical assistance during the development of the Amended SWSD GSP submitted as part of the coordinated Kern Subbasin GSP involving 20 Groundwater Sustainability Agencies that are dependent on the groundwater basin for all or a portion of their water supply or who manage groundwater banking and storage programs within the basin. This GSP reflects the common goals and objectives for achieving groundwater sustainability over the entire Kern Subbasin and includes supplemental information specific to SWSD, highlighting the actions taken by the SWSD to implement projects and demand management actions to reach sustainability by 2040. Conducting technical analysis to evaluate potential impacts to domestic wells within SWSD in compliance with the GSP sustainable management indicators.

Grandpark Specific Plan Groundwater Modeling and Sustainability Assessment, Natomas North Precinct Landowners Group, Sacramento, CA. Project Manager and Technical Lead. Led groundwater modeling analysis in support of the Grandpark Specific Plan environmental impact report to evaluate the proposed future development impacts on groundwater resources within the context of the North American Subbasin groundwater sustainability plan (GSP) requirements. Developed baseline and scenario analyses for the first phase of the projects using the Sacramento Area Integrated Water Resources Model. Developed the new proposed modeling approach consistent with the GSP requirements and obtained concurrence on the approach, in collaboration with other consultants, landowners, and legal teams representing the project.

Central Valley Salinity Alternatives for Long-Term Sustainability (CV-SALTS) Phase 2 GIS Technical Services, Central Valley Salinity Coalition, Various Counties, CA. Project Manager and Technical Lead. Developed a large-scale web-based GIS database for the Central Valley in close coordination with CV-SALTS stakeholders and regulatory agencies. Mapped the major surface water bodies in the entire Central Valley using the National Hydrography Dataset and assigned the beneficial uses and water quality objectives according to the three Basin Plans: Sacramento and San Joaquin River Basins, Tulare Lake Basin, and San Francisco Bay/Sacramento-San Joaquin Delta Estuary. The GIS database was used by the CV-SALTS stakeholders and regulatory agencies in support of amendments to the Region 5 Basin Plans.

Peter Kavounas, P.E.

Senior Civil Engineer

Peter Kavounas is a Senior Civil Engineer in GEI's Pasadena office and is highly experienced in water resources with an emphasis on groundwater management. Mr. Kavounas is recognized as a leader in sustainable management of groundwater with extensive project, program, and executive management experience.

Prior to joining GEI Mr. Kavounas served as the General Manager of the Chino Basin Watermaster for eleven years and was responsible for ensuring compliance with the Judgment governing the adjudication of Chino Basin, implementation of the sustainable Basin management plan, and management of the organization. In that capacity Mr. Kavounas reviewed Urban Water Management Plans prepared by various local agencies.

Mr. Kavounas served as the Assistant General Manager-Water for the City of Glendale's Glendale Water & Power Department for a period of eight years and was responsible for the day-to-day management of the Water Utility including maintenance, operations, water quality, engineering, and planning including the preparation of two Urban Water Management Plans (2005 and 2010).

Prior to working for the City of Glendale, Mr. Kavounas worked for the Los Angeles Department of Water and Power for seventeen years, mostly in the Aqueduct Division and performed technical work and management functions to enhance the City's water supplies from the Eastern Sierras.

Mr. Kavounas was elected to the Board of Directors of the Castaic Lake Water Agency between 1999 and 2014. The Agency, now known as Santa Clarita Valley Water Agency, is a State Water Project Contractor and provides wholesale water to Santa Clarita Valley in addition to providing local retail service to approximately 75,000 connections. As a Board Member, Mr. Kavounas served on various standing committees including the Retail and Engineering committees. Mr. Kavounas served as Board Chair and Board Vice Chair and served on the Association of California Water Agencies (ACWA) Region 8 and Statewide ACWA Board of Directors. During his tenure the Board reviewed and approved the first Regional Urban Water Management Plan to be used by the Agency and all local retailers.

PROJECT EXPERIENCE

Water Resources Management Plan (WRMP) and Drought Contingency Plan (DCP) Preparation, Three Valleys Municipal Water District, Claremont, CA. Project advisor for the preparation of the WRMP and DCP for the District. The WRMP analyzed the baseline water demand and supply sources, and assessed the impact of drought, future growth, and climate change. The DCP evaluated existing drought response actions and developed a framework for regional coordination. Additionally, the WRMP identified four potential regional projects to enhance local reliability and ranked those based on a benefit-risk index. Development of the WRMP and DCP involved extensive outreach and

**EDUCATION**

M.S., Water Resources Engineering,
University of Southern California

M.E., Structural Engineering,
University of California, Berkeley
College of Engineering

B.S., Civil Engineering, University of
Minnesota

EXPERIENCE IN THE INDUSTRY

38 years

EXPERIENCE WITH GEI

Less than 1 year

REGISTRATIONS AND LICENSES

Professional Engineer, CA No. 44017

TRAINING AND CERTIFICATIONS

Leadership Southern California
Class XII; Southern California
Leadership Network

Civic Enterprise Leadership and
Management Program; UCLA
Anderson School of Management

Special District Leadership &
Management certification; Special
District Institute

Mediation Certification; County of
Los Angeles, Community and
Senior Citizen Services

AWARDS

Association of Metropolitan Water
Agencies (AMWA) 2009 Gold
Award for Exceptional Utility
Performance

American Public Works Association
(APWA) 2010 BEST Project of the
Year award.

American Academy of
Environmental Engineers 2008
Research Grand Prize award

interaction with stakeholders. Mr. Kavounas provided strategic advice in the preparation and presentation of information, participated in the benefit-risk analysis, and co-facilitated stakeholder workshops.

Willow Springs Water Bank (WSWB), CIM Group, Antelope Valley, CA. Project advisor for the development of a water bank in the Antelope Valley. WSWB seeks to implement a multi-benefit, conjunctive use project to operate with the State Water Project (SWP) by allowing the capture of additional or 'new' water during wet years in the existing surface reservoirs via reservoir reoperations. The WSWB Conjunctive Use Project will advance long-term ecological health of the Delta by providing water for the ecosystem during dry and low flow years via reservoir reoperations and exchanges. The WSWB has received a conditional award of \$126 million from Proposition 1 and to be established requires approval by the Antelope Valley Watermaster, among other obligations. Mr. Kavounas is currently managing the effort to secure a storage agreement with the Antelope Valley Watermaster.

Chino Basin Watermaster. The Chino Basin Watermaster is an entity appointed by the Superior Court to oversee the 1978 Judgment regarding groundwater pumping in the Chino Basin, one of the largest groundwater basins in the State of California. The Watermaster works with the Advisory Committee and the pooled interests of the water right holders to guide the use of the Basin.

Key efforts include:

Chino Basin Safe Yield Recalculation. The groundwater basin Safe Yield was established in the 1978 Judgment and allocated among various pumpers. In 2013 the Basin Safe Yield was recalculated for the first time since the 1978 Judgment. Directed the technical work to recalculate the Safe Yield along with peer review, coordinated the stakeholder workshops, and supported the legal work necessary to secure Court adoption of the revised Safe Yield. The effort was repeated in 2020, again resulting in a revised Safe Yield.

Optimum Basin Management Program. The 1978 Judgment gave authority to the Watermaster to develop a program for the sustainable management of the groundwater basin, which was developed in 2000. Called the Optimum Basin Management Program (OBMP), the scheme contains all the elements of a Groundwater Sustainability Plan under the Sustainable Groundwater Management Act (SGMA), the California law that went into effect in 2014. Coordinated and led the effort to revise the OBMP after the first 20 years of its implementation. The effort included significant stakeholder outreach, technical, and legal work to identify the areas of the Basin management that worked well and additional stakeholder needs looking to the future. The Updated OBMP was adopted by the Watermaster Board in 2020.

Recharge Program Update. Led the effort to update the Recharge Master Plan for Chino Basin. The effort involved the overall evaluation of future recharge needs and potential recharge opportunities, along with site-specific technical evaluation of each potential project. Potential projects were rank-ordered using cost-benefit criteria and selected for implementation by parties to the Judgment. Ensured the selected projects moved forward and established the stakeholder communication format including project progress and cost updates.

Storage Management Plan Update: Directed the effort to update the storage management plan for Chino Basin. The plan studied the projected use of storage by water rights holders as well as potential storage and recovery programs by outside entities like the Metropolitan Water District of Southern California. Directed the stakeholder input process, the technical analysis to evaluate the effects of the contemplated storage use, and the study of environmental impacts. The California Environmental Quality Act (CEQA) analysis was approved, and the Storage Management Plan was adopted by the Watermaster Board and the Court.

Subsidence Management Plan Development. Responsible for the development of a plan to manage subsidence in a portion of the Basin. Oversaw the installation of an extensometer directly in the area of concern from proposal through construction. Coordinated the effort to combine the extensometer data with satellite data, and the creation of a model to correlate subsidence to the production of specific wells, ultimately resulting in a groundwater pumping program to minimize and eventually arrest ongoing subsidence.

Laine Carlson PE

PROFESSIONAL EXPERIENCE

Laine Carlson brings 19 years of experience working for a public utility, and as a consulting engineer, focusing on water, wastewater, and recycled water systems. She is recognized as a leader in regional water resources planning in the Santa Ana River Watershed. Her experience includes project management, construction administration, capital improvement planning, hydraulic analysis, water and wastewater master planning, and water standard development. She has a comprehensive understanding of how water and sewer utilities operate and the challenges they face. Laine draws on her experience to work across diverse stakeholder groups to build consensus and support for regional water supply efforts.

REPRESENTATIVE PROJECTS

2020 Integrated Regional Urban Water Management Plan, San Bernardino Valley Municipal Water District, San Bernardino, CA. *Project Manager.* Collaborated with the SBVMWD to create a comprehensive document for guiding water resource management for the Upper SAR Watershed. The cohesive planning framework consolidates, updates, and merges the common elements of the Upper SAR Watershed Integrated Regional Water Management Plan (IRWMP) and the San Bernardino Valley Regional Urban Water Management Plan (RUWMP) into a new document: the 2020 Upper SAR Watershed Integrated Regional Urban Water Management Plan (IRUWMP). Completed the City of Rialto's UWMP as part of this project. Developed tools and data sets to help empower effective communication and decision-making. The IRUWMP will align related ongoing efforts, such as the Upper Santa Ana Habitat Conservation Plan and SARCCUP, and others, to build regional momentum and broad-based support for projects and programs. Positioned regional initiatives within the state's evolving water framework, and positioning Valley District and participating agencies for funding opportunities. Working with each agency to develop an updated Water Shortage Contingency Plan to guide the plan for action during drought or other conditions impacting water supplies.

2020 Urban Water Management Plan, Eastern Municipal Water District, Perris, CA. *QA/QC.*

Development of a UWMP in coordination with integrated regional planning for California's sixth-largest retail water agency. As a wholesale and retail provider, the District's supplies include local groundwater, recycled water, and imported water (raw and treated). The District is engaged in ongoing planning efforts to understand potential future demands (including the effects of water use efficiency programs) and potential reliability of future supplies, accounting for on-going drought in the western United States. The District's UWMP builds from, and integrates with, the District's other important planning efforts to meet the California DWR's requirements and presents a cohesive and coherent view of the District's 25-year plan for managing its water supplies and demand.

2020 UWMP and Drought Contingency Plan, Western Municipal Water District, Riverside, CA. *Project Manager.*

Led the preparation of Western's 2020 UWMP and Drought Contingency Plan (DCP). For the project, prepared population and demand projections through 2045, and led an evaluation of the impacts of climate change on future projections, updated the Water Supply Shortage Contingency Plan, conducting a vulnerability assessment, assisted with communications and outreach support to facilitate a series of interactive workshops for a regional Drought Task Force with nearly 40 members. Facilitated a discussion that informed water shortage stages and response actions to be used in



EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona

PROFESSIONAL REGISTRATIONS

Professional Engineer - Civil, California, No. C72424
Exp.: June, 2022

SWRCB Registered T2 Water Operator #34907

SWRCB Registered D2 Water Operator #41981

"I am driven to connect with the people who manage and operate our local water resources and work together to deliver lasting value to the communities they serve."

Laine Carlson

Laine Carlson ^{PE} continued...

both the UWMP and regional DCP to create integrated documents with a consistent message. This project integrates with Western's infrastructure planning efforts, identifying projects that improve drought resiliency and positions them for funding through state and federal funding programs.

2020 Urban Water Management Plan, City of Victorville, Victorville, CA. Project Manager. Led development of the 2020 UWMP and DCP for the City of Victorville. In 2020, the City had a total of 36,673 connections and produced 21,865 AFY of potable water and 722 AFY of recycled water. The City's service area is expected to increase in population from 134,273 in 2020 to 200,486 in 2040. The City's potable water system supplies water solely from groundwater pumped from the Mojave River Basin (Basin).

2020 Urban Water Management Plan, City of Riverside Public Utilities, Riverside, CA. Principal in Charge. Supported development of RPU's 2020 UWMP. RPU's water supplies come from groundwater and recycled water, and imported water from Metropolitan Water District of Southern California is available to supplement supplies as needed. Groundwater is pumped from five different groundwater basins, and each basin has its own management agreements with stakeholders and constraints to discourage over-extraction. The UWMP included an assessment of potential impacts of climate change on the future reliability of these supplies. Developed an approach for demand projections that accounted for projected population growth and potential changes in per-capita demand as customers adopt water conservation practices. RPU maintains an econometric demand forecasting tool that was used to assess the likelihood of increases in water consumption.

2020 Urban Water Management Plan, Temescal Valley Water District, Corona, CA. Principal in Charge. Assisted in developing the District's 2020 UWMP which met DWR's requirements and provide a clear and well-communicated view of the District's 25-year water resources plan. Addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2015 Regional Urban Water Management Plan, San Bernardino Valley Municipal Water District, CA. Project Manager. The 2015 Regional UWMP was developed with the participation of 10 local agencies. For the 2015 Regional UWMP, WSC collaborated and collected data from all agencies to update water supply and demand projections through 2035 based on changes since the 2010 UWMP, and compliance with SB7. Additionally, new requirements were addressed, such as distribution system losses reporting as part of demand and digital submittal through DWR's new templates and online submittal database.

2015 Water Master Plan & UWMP Update, City of Pismo Beach, CA. Deputy Project Manager. Performed an update of the City of Pismo Beach 2004 Water Master Plan. Created and calibrated an all-pipes, spatially allocated demand hydraulic model of the City's water distribution system using Bentley's WaterGEMS software. Used the hydraulic model to evaluate capacity limitations for current and future buildout scenarios and opportunities to optimize operations. Developed condition based-replacement plans for aging infrastructure and an updated CIP project list to prepare the City for budget planning.

Rialto-Colton Drought Contingency Plan, City of Rialto, CA. Project Manager. Led development of a DCP that systematically outlines drought monitoring, vulnerability assessment, mitigation actions, and a framework for response actions. Compiled information from each of the water suppliers that provide water to the City and incorporated new information as part of the Rialto Basin Groundwater Management Plan. Response actions defined in each WSCP were compiled in the DCP and will inform Drought Task Force discussions about how the suppliers can work together to implement a coordinated response. Prepared a communication and outreach plan that describes the plan for engaging with stakeholders and the Drought Task Force throughout development of the DCP and conducting the public review of the Draft DCP. Response actions defined in the City of Rialto's WSCP were compiled in the DCP and informed Drought Task Force discussions about implementing a coordinated response.

Drought Contingency Plan, East Valley Water District, Highland, CA. Project Manager. Led development of a DCP that develops a drought monitoring framework that can identify when to trigger drought responses. The DCP builds on drought response actions from the WSCP, and collaboratively defines a comprehensive suite of mitigation activities and projects. These actions include currently planned and newly envisioned projects and activities that help build resilience to drought and vulnerabilities. This DCP, through the development of mitigation and response actions and collaboration with its local water partners and stakeholders, enables the District to provide water for public health and safety, and minimize impacts of drought on economic activity and environmental resources, while protecting the interest of its customers.

Watershed Connect Implementation Plan San Bernardino Valley Municipal Water District, San Bernardino, CA. Technical Advisor. WSC was recently selected as part of the consultant team to work with 11 regional stakeholders in the San Bernardino Valley to create a first-of-its-kind regional infrastructure program. Watershed Connect includes nearly 50 projects with the shared purpose of regional water supply reliability, climate resilience, and long-term ecological health of the Upper Santa Ana River. Through a series of virtual workshops, WSC is established program branding, developed master messaging, and advised stakeholder outreach. WSC continues to support the program's funding strategy and communication efforts. WSC is working on program structure and participants, project descriptions, program narrative, community information, and elected official and stakeholder outreach. The resulting Water Infrastructure Finance and Innovation Act (WIFIA) Letter of Interest will seek funding for the first phase of plan implementation made up of 20 projects with an estimated total of more than \$600 million.

Recycled Water Master Plan, West Valley Water District, Rialto, CA. Project Manager. Oversaw the preparation of a Recycled Water Master Plan to help the District investigate recycled water as a supplemental source for the areas it serves. The Plan included identifying system goals and objectives, conducting a demand analysis, evaluating jurisdictional considerations, researching regulatory drivers, and identifying funding opportunities. It also included a source analysis to identify wastewater sources and partners that the District could potentially partner with to implement a recycled water program.

Matthew Bachman, E.I.T.

Water Resources Engineer

Matthew Bachman is a Water Resources Engineer who specializes in developing and applying quantitative models/analyses in support of a variety of water resources management and planning projects, including long-term supply/demand planning; water supply conveyance and storage studies; operational alternatives and scenarios comparisons; and regulatory and environmental impact analyses. He has extensive experience in preparing and presenting model outputs to clients and stakeholders and has presented model and project results at several conferences.

Mr. Bachman has worked with many of the commonly used water resources models in California, including: planning models and software (CalSim II, CalSim 3, CalLite, WRIMS, WEAP, InfoWater Pro); biological and water quality models (DSM2, SALMOD, HEC-5Q, CEQUAL-W2); Hydrology and Hydraulic models (HEC-HMS, HEC-RAS); data visualization tools (Tableau, Power-BI); and has programming experience with VBA, Python, and R.

PROJECT EXPERIENCE**Water Resources Master Plan and Drought Contingency Plan Development, Three Valleys Municipal Water District, Claremont, CA.**

Project Engineer. Supported the development of the Three Valleys Municipal Water District (TVMWD) Water Resources Master Plan (WRMP) and Drought Contingency Plan (DCP). Developed project portfolios, reviewed and documented agency water rights and supplies, and identified potential state/federal funding opportunities. Prepared materials for and attended workshops with TVMWD staff and district members, and synthesized data collected from workshops. Developed the draft WRMP document. Prepared for and attended meetings with the client to present ongoing updates for the WRMP + DCP project, to discuss/review next steps, and for workshop preparations.

2027 Central Valley Flood Protection Plan Updates, California

Department of Water Resources (DWR), Central Valley, CA. Project Engineer. Key contributions included running, troubleshooting, and QA/QC of Variable Infiltration Capacity (VIC) hydrologic models for future climate change scenarios. Developed and implemented Python scripts for VIC model pre-processing, output post-processing, and QA/QC. Conducted precipitation frequency analyses as part of the Bulletin 195 (B195) updates and generated verification spreadsheets. Developed the VIC Routing model (RVIC) set up, including generating inputs and post-processing model output. Pre-processed and set up National Hydrography Dataset Plus (NHDPlus) data in ArcMap for use in routing models. Developed documentation as well as summary plots and tables for the B195 updates and VIC QA/QC processes. Participated in weekly internal check-in meetings, technical planning meetings with DWR, and internal meetings with team members and IT regarding modeling logistics.

**EDUCATION**

M.S. Water Science and Policy,
University of Delaware

B.S., Civil and Environmental
Engineering, Pennsylvania State
University

EXPERIENCE IN THE INDUSTRY

12 years

EXPERIENCE WITH GEI

Less than 1 year

REGISTRATIONS/CERTIFICATIONS

Engineer-in-Training CA No. 162297

PREVIOUS PROJECT EXPERIENCE

2021 Consultation on the Coordinated Long-Term Operation of the CVP and SWP, Bureau of Reclamation (Reclamation), California-Great Basin Region, CA. Project Engineer. Supported Reclamation's 2021 Consultation on the Coordinated Long-Term Operation of the Central Valley Project (CVP) and State Water Project (SWP), working with the client to develop, review, and QA/QC CalSim 3 models of multiple project alternatives. Co-led the development of updated model code to represent Voluntary Agreements (VA) in CalSim 3. This code was used to develop multiple project alternatives consisting of different combinations of VAs. Helped develop a project alternative which represented operations under D-1641-era regulations. Assisted in developing and implementing multiple model output and QA/QC tools, focusing on verifying VA operations were represented correctly.

Climate Change Analysis Dashboard and Support, City of Sacramento, Sacramento, CA. Project Engineer. Developed a dataset of City-specific climatic, hydrologic, and supply & demand information to support ongoing planning efforts related to assessing the impact of climate change on the City of Sacramento's assets and future operations. Incorporated this dataset into an Excel-based tool and designed a dashboard within the tool that contained summaries of the data as well as historical comparisons. The dashboard featured a variety of options for the user to customize its presentation and analyses, allowing City staff to tailor the tool for individual projects & needs. Developed a Report summarizing the tool's development and data. Planned and led three workshops with City staff on the tool's background and use.

American River Basin Study, Bureau of Reclamation (Reclamation), Mid-Pacific Region, CA. Project Engineer. Worked with Dr. Andy Draper to update the CalSim 3 model for the American River Basin by incorporating specifications and operations of the recently refined upper watershed operations models developed by the non-Federal cost-share partners participating in the Project, and by updating regional infrastructure and their operations, and agency-specific water supply portfolios and management strategies. Coordinated with Reclamation staff to determine how water supplies, demands, infrastructure, and operations would be represented in the refined CalSim 3 model for the American River Basin and to ensure that the modeling assumptions and methods were consistent with the overall CalSim 3 model for the Central Valley Project-State Water Project (CVP-SWP) system.

Sacramento Regional Water Bank Water Management Operations Pilot, Bureau of Reclamation (Reclamation), Sacramento, CA. Project Engineer. Co-lead the integration of CalSim 3 groundwater bank operations from an American River Basin Study portfolio into the CalSim 3 model for this project. Extensively developed and modified WRESL code and lookup table updates. Led working group sessions with a subconsultant to review and debug live model results, as well as post-processed and communicated draft model outputs to the client and subconsultant. Developed and debugged WRESL code for draft operations scenarios/alternatives, part of which included developing new pre/post-processing tools tailored to analyze operations alongside CalSim to verify results. Assisted in integrating CalSim 3 and CoSANA models for compatibility for project iteration runs.

State Water Project Allocation Forecast Tool, Metropolitan Water District of Southern California, Los Angeles County, CA. Project Engineer. Co-led the development and updating of CalSim WRESL code to dynamically calculate hydrologic indices based on historical and forecasted unimpaired and reservoir flows. Automated the gathering of required hydrologic indicators and flow forecasts from internet databases for inputting to the model. Developed an Excel-based spreadsheet tool for the user to define antecedent and initial conditions for CalSim. Upon request, further refined this tool to allow the user to more explicitly define model run parameters as well as desired outputs and auto-generated analyses. Set up, tested, and QA/QC'd CalSim test runs of the final model under varying conditions, verifying the results against historical data and expected trends.

Fatima Segoviano, E.I.T.

Staff Engineer

Fatima Segoviano is a staff engineer at GEI's Sacramento office, specializing in water resource and flood planning throughout California. She has contributed to a variety of projects involving water supply planning, flood risk management, and other technical work. Her expertise includes technical writing, data analysis, research, planning, and coordination, where she actively supports the facilitation of workshops, meetings, and collaborative efforts. She plays a key role in supporting feasibility studies, master plans, and other water resource planning initiatives.

Recently, Ms. Segoviano has played an integral role in preparing the Water Resources Master Plan and Drought Contingency Plan for Three Valleys Municipal Water District.

PROJECT EXPERIENCE

Water Resources Master Plan and Drought Contingency Plan, Three Valleys Municipal Water District (TVMWD), Claremont, CA. Key team member for developing a water resources master plan and drought contingency plan for TVMWD to address regional water supply reliability challenges through an assessment of the regional water demands, supplies, and vulnerabilities arising from climate change, drought, and other factors. This included analyzing conceptual projects for the roadmap aimed at improving the region's water supply portfolio. Responsibilities included managing and coordinating planning efforts, conducting data analysis on water supplies and demands, and investigating member agency data. Additionally, led and participated in outreach efforts by organizing and facilitating workshops and one-on-one meetings with TVMWD's 13 member agencies to foster collaboration. Developed workshop materials, prepared supporting documentation, and was a primary author of the Drought Contingency Plan and the Water Resources Master Plan, which were developed in an integrated manner ensuring alignment with regional needs and priorities.

Urban Community Drought Relief Grant (UCDRG) Applications, Three Valleys Municipal Water District (TVMWD), Claremont, CA. Key team member for developing a UCDRG application for TVMWD under the Department of Water Resources' (DWR's) Urban Community Drought Relief Grant Program. TVMWD is a wholesale water agency that serves over 500,000 people in a 133 square mile area in eastern Los Angeles County via 13 member agencies. The regions available water supply is stressed from the prolonged drought and its State Water Project Dependent Areas reliance on imported water creates an immediate need to enhance water supply reliability and conserve water. These grants are intended to provide water to communities that face loss or contamination of their water supplies, to address immediate impacts on human health and safety, to secure the future of California's water supply, and to protect fish and wildlife resources. Through an understanding of TVMWD's Regional Turf Replacement Project and Groundwater Reliability Project, the team was able to develop an

**EDUCATION**

B.S., Civil and Environmental Engineering
University of California, Davis

EXPERIENCE IN THE INDUSTRY

2.5 years

EXPERIENCE WITH GEI

2.5 years

REGISTRATIONS AND LICENSES

Engineer in-Training, CA No. 178958

application to address these objectives. Contributed to the application by supporting technical writing and conducting necessary research.

Water Supply Master Plan and Capital Improvement Plan, Stockton East Water District (SEWD), Stockton, CA.

Served as a staff engineer supporting the development of an adaptable Water Supply Master Plan and 20-year Capital Improvement Plan (CIP) to guide infrastructure priorities, modernization efforts, and long-term water supply reliability. The plan integrates projected water supply and demand, conservation strategies, maintenance needs, financial feasibility, and regulatory considerations. Played a key role in technical writing, research, and data analysis, drafting multiple technical memoranda and compiling the Final Master Plan to provide a structured framework.

City of Coalinga Feasibility Study, California Department of Water Resources (DWR), Coalinga, CA. Key team member involved in the development of the City of Coalinga Feasibility Study, with focus on creating sustainable, long-term water supply alternatives. The City of Coalinga faces critical water supply challenges aggravated by prolonged drought conditions and its sole reliance on the Central Valley Project. A Water Conservation Emergency was declared in 2021, accompanied by strict consumption limits to Public Health and Safety in 2022, putting the City at risk of running out of water by December 2022. In response, DWR provided funding for short-term relief. Responsibilities included analyzing water supply and demand data, researching alternative supply options, and contributing to technical writing. Regularly engaged with the City Manager and staff to assess project progress and collaborated with stakeholders/partners to refine proposed alternatives. Played a key role in preparing presentations, briefings, and drafting the feasibility study, providing a structured framework for decision-making.

WaterSMART Large-Scale Water Recycling Program Feasibility Study, Inland Empire Utilities Agency, Chino, CA. Supported team in developing a feasibility study for Reclamation's Large-Scale Water Recycling Program. The feasibility study was prepared in accordance with Title XVI feasibility study requirements along with Reclamation's requirements for large-scale water recycling feasibility studies. The study comprehensively presented an analysis of problems and needs, regional opportunities for water reclamation and reuse, a description of identified alternatives, an economic analysis, a description of environmental considerations and potential effects, among other essential aspects. Reviewed reports and conducted necessary research to develop sections of the study.

Cache Creek Settlement Basin Feasibility Study, California Department of Water Resources (DWR), Sacramento, CA. Key team member in developing the Cache Creek Settlement Basin Feasibility Study, focused on identifying strategies to address operational and maintenance needs and reduce methylmercury production. Responsibilities included managing planning efforts, conducting research, supporting strategic decisions through presentations and briefings, and contributing to the study's development through technical writing and analysis.

Sacramento County OES Multiple Services, Sacramento County Office of Emergency Services, Sacramento, CA. Staff engineer supporting the Delta Response and Recovery Planning Project. GEI was contracted to provide a Delta community flood protection measures assessment, build a comprehensive and coordinated response and recovery operations framework for the Delta Response and Recovery Project, and to create and deploy a companion training and an exercise series coordinating participation of Delta-wide partners and stakeholders. Responsibilities include supporting data analysis, technical writing, and coordinating and facilitating stakeholder meetings and workshops to ensure effective collaboration.

DSOD EOC Operations Manual Tabletop Exercises & Seminars, California Department of Water Resources (DWR), Sacramento, CA. Key team member in supporting the Division of Safety of Dams (DSOD) for the development and facilitation of two Seminars and two Tabletop exercises focused on understanding the use of the DSOD Emergency Operations Center (EOC) Operations Manual. Involved in planning and executing the seminars and tabletop exercises. Assisted in strategic planning and execution by preparing materials, coordinating logistics, and supporting facilitation of the seminars and tabletop exercises. Engaged with participants through presentations, discussions, and note-taking to ensure productive collaboration. Compiled after-action reports to document findings, assess outcomes, and refine future efforts.

Kwabena O. Asante, Ph.D., P.E.

Senior Climate Specialist

Dr. Kwabena Asante is an engineering hydrologist and climate resilience planner with over two decades of experience in enhancing water systems, infrastructure, and natural ecosystems. He has worked with dozens of regional, state and national agencies to conduct climate studies, develop integrated plans, and implement infrastructure projects. He has managed modeling, planning, application development, and data services for multi-year planning initiatives including the Integrated Regional Water Management (IRWM) Program, Flood Emergency Response programs, the Sustainable Groundwater Management Program, and Regional Drought Contingency Plans. He has supported the development of several regional water management and climate resilience plans. He has also served on technical review panels which reviewed grant proposals, project alternatives, and policy recommendations. He is currently serving a 6-year term on the Climate Working Group of NOAA's Science Advisory Board.

PROJECT EXPERIENCE

Urban Water Management Plan Update and Drought Contingency Plan, Western Municipal Water District, Riverside County, CA. Served as the Climate Change Specialist. GEI is providing support to Western Municipal Water District (Western) and its member agencies as they prepare their 2020 UWMP updates and develop a regional DCP. Led development of a climate change vulnerability assessment. Retrieved and processed climate projections developed by the California Department of Water Resources to assess the magnitude of future changes in regional water supplies and demand under normal, single dry and multi-year drought conditions. Prepared and distributed a technical memorandum with future change results and planning forms to facilitate use by Western's member agencies developing 2020 UWMP updates for local water systems.

Regional Drought Contingency Plan and Water Resources Masterplan, Three Valleys Municipal Water District (Three Valleys), CA. GEI assisted Three Valleys with the development of a regional Drought Contingency Plan and a Water Resources Masterplan. Assessed impacts of climate change on regional water use, local and imported water supplies. Assessed current infrastructure performance and future water system infrastructure needs. Conducted workshops with member agencies and stakeholders to assemble a portfolio of water infrastructure projects at various stages of planning in the region. Formulated regional projects involving multiple member agencies and worked with member agencies to evaluate project risks and benefits and prioritize implementation. Prepared and presented plan documents and results to the district's board.

Grant Writing for Groundwater Reliability Project, City of Pomona and Three Valleys Municipal Water District (Three Valleys), CA. GEI assisted Three Valleys with the development of a \$40.8M federal grant application. The grant seeks to provide partial funding for a \$119M

**EDUCATION**

Ph.D., Environmental & Water Resource Engineering, University of Texas at Austin
 M.S., Construction Engineering & Project Management, University of Texas at Austin
 B.S., Civil Engineering, University of Nairobi

EXPERIENCE IN THE INDUSTRY
 27 years

EXPERIENCE WITH GEI
 15 years

REGISTRATIONS AND LICENSES
 Professional Engineer, CA No. 80880

Aquifer Storage and Recovery (ASR) project to enhance drought resilience for the City of Pomona. The project will construct recovery wells, post-recovery treatment, and conveyance pipelines. Conducted a benefit cost analysis (BCA) study incorporating drought frequency and duration of past drought-related water restrictions enacted within the service area. Assessed effectiveness of the proposed solution in mitigating water supply deficits during future droughts. Prepared BCA narrative document with supporting information for the grant applications.

Drought Contingency Plan, Poso Creek Integrated Regional Water Management (IRWM) Group, CA. GEI is assisting the Poso Creek IRWM Group to develop a Drought Contingency Plan (DCP) with funding from the United States Bureau of Reclamation WaterSMART Drought Response Program. The DCP is a collaborative effort among the member agencies to improve future drought monitoring and strategies to build long-term resiliency to drought. Developed a Communication Plan describing planned activities for engaging a diverse group of stakeholders representing different social, cultural, and economic elements of the population. The plan includes diverse venues for engagement and a clear roadmap for engaging the leadership of member agencies to secure support for adoption.

Gateway Integrated Regional Water Management Plan, Los Angeles Gateway Region JPA, Los Angeles, CA. Served as Climate Change and Adaptation Planning Specialist. The Gateway region is made up of 22 cities and regional water agencies. The climate change analysis included computational of season changes in precipitation, temperature, groundwater recharge, water demand, and sea level rise. Assessed energy use for water operations such as imported water conveyance, groundwater pumping, distribution and treatment. Reviewed and assigned climate adaptation and mitigation rankings to 63 water supply, infrastructure and ecological projects proposed by the Los Angeles Gateway cities. The proposed local projects were synthesized into a set of regional projects, each featuring common elements of four to five local adaptation projects.

San Luis Obispo Integrated Regional Water Management Plan, County of San Luis Obispo, CA. Served as Climate Change Specialist for development of the 2014 IRWM plan. Assessed climate change impacts on precipitation, temperature, and derived variables using downscaling global climate model results. Assessed and prioritized vulnerabilities in the North Coast, North County and South County subregions. Identified adaptation strategies for water demands, supplies, water quality, ecosystem and habitat change, sea-level rise, and flooding. Rated proposed projects based on their potential to address prioritized vulnerabilities and reduce emissions.

Chino Basin Advanced Treated Recycled Water Project, Inland Empire Utilities Agency (IEUA), CA. Assisted IEUA with the development of a feasibility study and a construction grant application to the US Bureau of Reclamation's WaterSMART program for Large-Scale Water Recycling Projects. The \$543 project seeks to construct Advanced Water Purification Facility (AWPF) as well as clean water pipelines and injection wells for conveyance treated water to storage. Compiled project cost information and computed life cycle costs include operations and maintenance costs. Assessed economic benefits of the project including economic value of water quality improvements, water supply yield, emergency response water supply benefits, and avoided costs for regulatory compliance. Performed feasibility studies to demonstrate the feasibility of the project relative to the no action, baseline compliance plan, regional water quality plan, and the full Chino Basin Plan alternatives. Performed technology value assessments by comparing yield and cost data from other AWPF projects in the region. The project was awarded funding for phase 1 implementation and will continue to receive consideration for funding under the program for subsequent implementation phases.

Regional Wastewater Project Support, Yuba Water Agency, Yuba City, CA. GEI assisted Yuba Water with the development of two federal grant applications to the US Environmental Protection Agency (EPA) under the Environmental and Climate Justice Community Change Grants Program. The grants will provide partial support to the communities of Olivehurst and Wheatland which are working with Yuba Water to enhance regional wastewater transmission and treatment facilities. The project will benefit a community which has been identified as a disadvantaged area under the Justice40 and EPA guidelines. The grant will support facility upgrades including upgraded conveyance, increased stormwater handling capacity, and high efficiency pumps. Project benefits identified include reduced Sanitary Sewer Overflows incidents, enhanced climate resilience, biosolids recycling, enhanced water quality of flow discharged, and reduced energy-related GHG emissions from upgrades.

Spencer Waterman

PROFESSIONAL EXPERIENCE

Spencer Waterman brings 15 years of planning experience with an emphasis on water resources planning and water use efficiency. His experience includes water, wastewater, and recycled water resources planning, grant funding applications, water use efficiency and conservation services, water law compliance reporting, and GIS services. Spencer has led 24 UWMPs, 20 Annual Water Supply and Demands Assessments, and 10 2024 Annual Water Use Reports. He has also served as a member of DWR's UWMP Guidebook Workgroup for three UWMP cycles.

REPRESENTATIVE PROJECTS

2025 & 2020 Urban Water Management Plan, Water Conservation, Regulatory & Technical Assistance Services, City of Oxnard, Oxnard, CA.

Project Manager. Developed a dynamic supply and demand reliability projection tool for the UWMP, including a 5-Year Drought Risk Assessment aligned with supporting implementation of the Water Shortage Contingency Plan (WSCP). The data-driven tool includes a dashboard that was developed to instantly visualize changes to the City's demand and supply portfolio based on various changing conditions and criteria. Groundwater allocation changes based on SGMA related actions and a dynamic recycled water program prompted the need to develop a "living" tool that can evaluate the City's water data and supply portfolio options for long-term planning direction. Other phases of work include on-call conservation and regulatory support services such as a conservation regulation compliance roadmap, Annual Water Use Reports, and Water Shortage Assessment Annual Reports.

2020 Urban Water Management Plan, AWSDAs, UWUO, West Basin Municipal Water District, Carson, CA.

Supporting Author. West Basin is a wholesale provider to cities, investor-owned utilities, and private companies in southwest Los Angeles County. The reports required compilation of a broad range of water planning information in a short time frame and translation of this information into an easily understandable story that conveyed West Basin's water supply and demand plans. The project also required coordinating and sharing data with the District's customers who relied on the data to prepare their own reports. Evaluated current water

supply and demand and produced projections for the District for various scenarios. Provided ongoing support to facilitate conservation regulations education through a workshop and follow-up coordination with customer agencies.

2020 Regional Urban Water Management Plan, Desert Water Agency, Coachella, CA.

Demand Projections. Provided demand projection support for regional UWMP for six water purveyors in the Coachella Valley: Coachella Valley Water District, the City of Coachella, Desert Water Agency, the City of Indio, Mission Springs Water District, and Myoma Dunes Water Company. The agencies worked together to prepare consistent projections of population growth and demand, and where possible, align their WSCPs and communication with customers.

2020 Urban Water Management Plan, Scotts Valley Water District and San Lorenzo Valley Water District, CA.

Project Manager. Developed a joint UWMP to create consistency across multiple regional planning efforts between the two districts. The UWMP built from, and integrate with, the other important planning efforts to meet DWR's requirements while presenting a cohesive and coherent view of the Districts' 25-year plan for managing water supplies and demand. Reviewed and provided guidance on the Districts' existing WSCP, which was leveraged to develop the 5-Year DRA. DWR's new DRA methodology offered an opportunity to consider "new normal" supply and demand trends and projections.



EDUCATION

BS, City & Regional Planning,
California Polytechnic State
University, San Luis Obispo

CERTIFICATIONS

American Water Works Association,
California-Nevada Section, Water
Use Efficiency Practitioner Grade 1,
Certificate # 1714

PROFESSIONAL AFFILIATIONS

American Water Works
Association, Member

California Water Efficiency
Partnership, Member

"My life revolves around water—surfing, sailing, fishing, hiking and recreating around water drive my passion to foster a better water future through prudent water resources planning."

Spencer Waterman

Spencer Waterman continued...

2020 Urban Water Management Plan, Soquel Creek Water District, Soquel, CA. Project Manager. Prepared an Urban Water Management Plan that includes evaluation of population, demand projections, supply reliability, drought risk assessment, energy analysis, and technical writing. Demand projections were developed using a SEPT+ model, that uses statistics to evaluate changes in demand based on social, economic, political, and technological parameters.

2020 Urban Water Management Plan, California American Water Ventura District, CA. Project Manager. Led the development of the 2020 UWMP to meet DWR's requirements. The Ventura District receives water from the State Water Project and the UWMP included an appendix addressing the requirement to reduce reliance on water from the Delta. The UWMP also addressed new requirements including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, City of Lompoc, Lompoc, CA. Lead Author. Led development of the City's 2020 UWMP which met DWR's requirements. The project addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, City of Folsom, Folsom, CA. Lead Author. Led development of the City's 2020 UWMP which met DWR's requirements. The project addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, City of Camarillo, Camarillo, CA. Lead Author. Led development of the City's 2020 UWMP which met DWR's requirements. The project addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, City of Arroyo Grande, Arroyo Grande, CA. Lead Author. Led development of the City's 2020 UWMP which met DWR's requirements. The project addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, Running Springs Water District, Running Springs, CA. Lead Author. Led development of the 2020 UWMP to meet DWR's requirements. Addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, Big Bear City Community Services District, Big Bear City, CA. Lead Author. Led development of the District's 2020 UWMP which will meet DWR's requirements, integrate with the District's related planning efforts, and provide a clear and well-communicated view of the District's 25-year water resources plan. Addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, City of Morro Bay, Morro Bay, CA. Supporting Author. Supported development of the 2020 UWMP which met DWR's requirements. The project addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, California American Water Los Angeles District, CA. Project Manager. Led the development of Cal Am's 2020 UWMP which will meet DWR's requirements. The Los Angeles District receives water from the State Water Project and the UWMP included an appendix addressing the requirement to reduce reliance on water from the Delta. The UWMP also addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, City of Pismo Beach, CA. QA/QC Lead. Supported the development of the 2020 UWMP and led the development of the City's 2015 UWMP, which included developing 20 year per capita water use projections in accordance with California Senate Bill x 7-7. Evaluating and updating supply, supply reliability, demand, supply and demand comparison, demand management measures and the water shortage contingency plan components of the UWMP.

2020 Urban Water Management Plan, Cambria Community Services District, CA. Technical Advisor. Supported the development of the City's 2020 UWMP. Previously, Spencer led the development of the City's 2015 UWMP, which included developing 20 year per capita water use projections in accordance with California Senate Bill x 7-7. Evaluating and updating supply, supply reliability, demand, supply and demand comparison, demand management measures and the water shortage contingency plan components of the UWMP.

2020 Urban Water Management Plan, Placer County Water Agency, Auburn, CA. Supporting Author. Supported development of the Agency's 2020 UWMP which met DWR's requirements. The project addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, Antelope Valley-East Kern Water Agency, CA. Supporting Author. Assisted in developing the Agency's 2020 UWMP which will meet DWR's requirements, integrate with the Agency's related planning efforts, and provide a clear and well-communicated view of the Agency's 25-year water resources plan. Addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements. Supported development of an annual water supply and demand assessment.

Sierra Orr

PROFESSIONAL EXPERIENCE

Sierra is WSC's Strategic Communications Practice Lead with 19 years of professional experience in communications and public service. Sierra has led and participated in a wide variety of successful communications and water projects for public agencies throughout California and Oregon. Her expertise includes outreach, crisis communications, media relations, program management, and water use efficiency program design and implementation. She is passionate about promoting a holistic and sustainable approach to water management. From a career spent in the water industry, Sierra knows that highly customized and skilled strategic communications can make or break a project. She has worked extensively in conservation as well as with advanced metering infrastructure, website redesigns, internal communications, state regulations, water neutrality, water loss, community surveys, policy design, and Urban Water Management Plans. Sierra understands how to identify and share project benefits in creative ways that resonate with a community's culture and values through all program phases.

REPRESENTATIVE PROJECTS

Urban Water Management Plan, Big Bear Lake Department of Water and Power, CA.

Communications and Water Conservation Supervisor. As Communications and Water Conservation Supervisor, Sierra worked on the project to prepare water demand and conservation savings forecasts for BBLDWP's 2020 Urban Water Management Plan, as well as response measures for the Water Shortage Contingency Plan and Drought Risk Assessment. The UWMP closely follows the content requirements found in the California Department of Water Resources Guidebook. As part of the UWMP development, a per capita water use analysis, water demand analysis, and demand management measure study were conducted. Water conservation measures were analyzed along with per capita conservation targets. The final analyses and results were submitted to DWR in the form of the 2015 and 2020 UWMP reports.

Urban Water Management Plan and Water Shortage Contingency Plan, Suisun-Solano Water Authority (SSWA), CA. *Technical Reviewer.* As Technical Reviewer for the 2020 Urban Water Management Plan (UWMP), Sierra performed research, technical document editing and formatting, and reviewed documents for quality assurance and quality control (QAQC). Sierra also

assisted the SSWA team with submission of the UWMP and Water Shortage Contingency Plan (WSCP) to the state.

DSS Model Support and Water Conservation Master Plan, City of Santa Monica, CA. *Technical Editor and Outreach Advisor.* As part of the effort to develop a fully informed Water Conservation Master Plan, Sierra was the Technical Editor and advisor the city on marketing & outreach related to the Plan. Sierra drafted a customer survey and created a custom website for survey distribution so that the community could engage and provide input on potential conservation measures prior to plan adoption. The survey resulted in more than 200 responses. Sierra was responsible for creating all infographics for the document and ensuring that all fonts and colors complied with the City's style guide.

Water Conservation Planning, Big Bear Lake Department of Water and Power, CA. *Water Conservation and Public Information Supervisor.* Sierra directed the development of a 25+ year Water Conservation Management Plan and development of the Urban Water Management Plan (every five years). She also implemented a "Biggest Loser" style competition to see who could lose the most "water weight" (save on irrigation) during the drought. She started a digital newsletter, wrote content for and designed annual water quality reports, oversaw



EDUCATION

MA, Transformative Leadership,
California Institute of Integral Studies,
San Francisco, CA

BA, Visual Communications, California
State University Fullerton

BA, History, California State University
Fullerton

CERTIFICATIONS & TRAINING

Qualified Water Efficient Landscaper

J. Lindsey Wolf Certificate in
Communications

Crisis Communications and the Media
Level 1-3, FEMA Advanced PIO,
CalEMA Basic PIO

AWARDS

U.S. EPA WaterSense Awards, 2020
& 2021

California Association of Public
Information Officers Excellence in
Communications Awards, 2013, 2010,
2009

City County Communications
Marketing Agency Saavy's, 2009

**"Good communication is the
foundation for everything."**

Sierra Orr

Sierra Orr continued...

the team in charge of annual Water Loss Audits, served on the Human Resources Class and Compensation sub-committee and the leadership team responsible for the evaluation and implementation of new Customer Information System software. Additionally, Sierra was project lead for a complete website renovation and was primary author and editor for grants totaling \$2.5 million over five years. Over her tenure Sierra designed hundreds of newspapers advertisements and wrote hundreds of scripts for radio commercials. Her duties also included responding to media inquiries, arranging facility tours, conducting website updates, issuing press releases, and preparing presentations. Through her efforts the Department was recognized as a U.S. Environmental Protection Agency “Partner of the Year” three years in a row. In this position, she conducted a series of conservation-related webinars; hosted multiple open houses and working groups to address regulations and programming; designed and developed community events; and was a guest speaker for dozens of environmental, non-profit, and industry-specific meetings. In past roles as a Public Information Officer, Sierra navigated controversial issues and events, serving as a liaison between staff, management, elected board members, and the community. She was tasked with consensus building efforts, public engagement, and development of outreach materials.

Water Neutrality Ordinance Implementation Guidelines, City of Foster City, Estero Municipal Improvement District, CA. Project Manager & QA/QC. Sierra served in the roles of quality assurance/ quality control (QA/QC) and technical document editor for the 2023-2031 Housing Element Update and Final Environmental Impact Report (EIR) WSA. She is now serving as the Project Manager for the Water Neutrality Ordinance Implementation Guidelines designed to address the needs of the district as well as developers. As part of the process Sierra has coordinated developing local demand factor calculations, reviewed the existing ordinance, researched, and compiled recommendations on a variety of offset methods, and is drafting a user-friendly implementation guide to include definitions, demand factor calculations, an outline of the EMID development process as it pertains to the Neutrality Ordinance, as well as possible offset methods, monitoring, and enforcement.

WaterSmart Guidebook for Businesses Update, East Bay Municipal Utilities District, CA. Project Manager. Sierra was the Project Manager for this technical review of the East Bay Municipal Utility District’s (EBMUD’s) WaterSmart Guidebook for Business. A team of staff and experts reviewed the document and revised or rewrote each chapter to update the guidebook in alignment with industry standards and water using technologies. Sierra was the primary author on a chapter to address the cannabis industry and contributed to new content for chapters on data (AMI), landscape water use efficiency, metering, and restrooms.

Improving Water Management Using Advanced Metering Infrastructure Data: A Guide for Facility Managers, Environmental Protection Agency (National). Project Manager. Sierra Orr was the Project Manager, principal author, and content creator for the U.S. Environmental Protection Agency WaterSense publication, “Improving Water Management Using Advanced Metering Infrastructure Data: A Guide for Facility Managers.” The guide, which was tailored specifically for those charged with managing commercial, industrial, or institutional properties, provides an overview of what AMI is and what it does, how the data can be accessed and used,

tips on identifying use patterns such as leaks, and several case studies from across the country in a variety of industries. Key resources include screenshots from customer portals demonstrating ways in which managers can identify issues, sign up for notifications, set use thresholds, or even communicate with their utility about questionable water use. Case studies demonstrate ways in which AMI has saved businesses money in time and repairs. The publication of the guide also prompted the E.P.A. to create and dedicate a webpage solely to AMI resources.

Meter Replacement Plan and Meter Testing Protocol, Placer County Water Agency, CA. Technical Document Editor. Sierra was the technical document editor for the team in the preparation of a Meter Replacement Plan and Meter Testing Protocol. Developed a thorough and data driven planning document with recommended actions and prioritization based on water loss assumptions, revenue and water savings potential, level of effort, regulatory drivers, and specific utility-identified needs. The Meter Replacement Model output includes specific meters to be replaced based on metrics such as customer categories, meter size, age, flow and/or revenue based on data available. The Plan also detailed the estimated costs for implementation. The Meter Testing Protocol will recommend testing methods, procedures, priorities, and targets in line with American Water Works Association Manuals of Practice. The Protocol and Model also details the estimated costs for implementation.

Los Osos Offset Study, County of San Luis Obispo, CA. Lead Technical Document Editor. Sierra was the lead technical document editor for the 61-page Los Osos Offset Study (Technical Memorandum) in which the team worked with County staff to update the water offset requirements for the community of Los Osos. Sierra’s edits reportedly “really helped improve the clarity for our audience” according to the client Project Manager. Reviewed County-provided production and consumption, historical conservation, future use estimates, and fixture saturation data. The team then updated the average annual residential water usage estimates and estimated the basin-wide water savings potential. Estimates were validated using flume device flow data from more than 100 accounts, water purveyor usage and wastewater inflow data.

Integrated Water Master Plan, Rancho Murieta Community Services District, CA. Report Lead. Sierra is the report lead for the 2023 update to Rancho Murieta Community Services District (RMCS D)’s Integrated Water Master Plan (IWMP). Sierra has assisted with developing content, including text and infographics, to populate a web-based story map to engage the public. The IRWM includes provisions for a future Urban Water Management Plan (UWMP) as RMCS D anticipates reaching Urban Water Supplier designation in the near future. Sierra will also assist in the QA/QC and document outline process, as well as editing and formatting the final report.

Strategic Plan, Lake Elsinore and San Jacinto Watersheds Authority, Lake Elsinore, CA. Facilitation Support. Work with Lake Elsinore and San Jacinto Watersheds Authority Lake Elsinore (LESJWA) involves collaborative workshops and listening sessions with member agencies and the Board of Directors to foster a sense of ownership and alignment. Working with the stakeholder input to develop the plan framework, craft actionable goals and strategies through ongoing refinement.

Patricia Parks ^{PE}

PROFESSIONAL EXPERIENCE

Patricia Parks is an Professional Engineer with 5 years of civil engineering experience focused on planning, hydraulic analysis, distribution and collection system design, and construction management support. She has provided significant contributions to large, regional water resources planning projects in Southern California. Her experience includes Drought Contingency Plans, Urban Water Management Plans, Sewer System Management Plans, master plans and more.

REPRESENTATIVE PROJECTS

2020 Integrated Regional Urban Water Management Plan, San Bernardino Valley Municipal Water District, San Bernardino, CA.

Assistant Engineer. WSC is collaborating with the SBVMWD to create a comprehensive document for guiding water resource management for the Upper SAR Watershed. The cohesive planning framework consolidates, updates, and merges the common elements of the Upper SAR Watershed Integrated Regional Water Management Plan (IRWMP) and the San Bernardino Valley Regional Urban Water Management Plan (RUWMP) into a new document: the 2020 Upper SAR Watershed Integrated Regional Urban Water Management Plan (IRUWMP). WSC completed the City of Rialto's UWMP as part of this project. WSC is developing tools and data sets to help empower effective communication and decision-making. The IRUWMP will align related ongoing efforts, such as the Upper Santa Ana Habitat Conservation Plan and SARCCUP, and others, to build regional momentum and broad-based support for projects and programs. WSC is positioning regional initiatives within the state's evolving water framework, and positioning Valley District and participating agencies for funding opportunities. WSC is also working with each agency to develop an updated Water Shortage Contingency Plan to guide the plan for action during drought or other conditions impacting water supplies.

2020 Urban Water Management Plans, Cambria Community Services District, Cambria, CA. Staff Engineer. Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation,

technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.

2020 Urban Water Management Plans, City of Escondido, Escondido, CA. Staff Engineer.

Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.

2020 Urban Water Management Plans, City of Morro Bay, Morro Bay, CA. Staff Engineer.

Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.

2020 Urban Water Management Plans, Elsinore Valley Municipal Water District, Lake Elsinore, CA. Staff Engineer. Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.



EDUCATION

BS, Civil Engineering, California Polytechnic State University, Pomona, CA

MS, Hydrology & Water Security, University of Oklahoma, Norman, OK

PROFESSIONAL REGISTRATIONS

Professional Engineer - Civil, California, No. 96525

"I am passionate about applying my skills to deliver quality projects that positively impact people and our environment and protect our essential water resources."

Patricia Parks

Patricia Parks ^{PE} continued...

2020 Urban Water Management Plans, Valley Center Municipal Water District, Valley Center, CA. Staff Engineer. Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.

2020 Urban Water Management Plans, Otay Water District, Otay, CA. Staff Engineer. Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.

2020 Urban Water Management Plans, San Antonio Water Company, Upland, CA. Lead Author. Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.

2020 Urban Water Management Plans, Temescal Valley Water District, Corona, CA. Lead Author. Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045.

East Pasadena Comprehensive Planning Study, California American Water, Pasadena, CA. Staff Engineer. Developed a comprehensive planning study of the East Pasadena Water System that analyzed customer demands and supply reliability, constructed a hydraulic model within Bentley WaterGEMS and used to evaluate the distribution system and identify deficiencies, and developed a Capital Improvement Plan. Developed conceptual descriptions and cost opinions for each project identified as part of the Capital Improvement Plan and documented the analysis in a technical study.

El Rio Comprehensive Planning Study, California American Water, El Rio, CA. Staff Engineer. Developed a comprehensive planning study of the El Rio Water System that analyzed customer demands and supply reliability, utilized a hydraulic model within Bentley WaterGEMS to evaluate the distribution system and identify deficiencies and documented the analysis in a technical study.

2020 Urban Water Management Plans, Various Clients, CA. Staff Engineer. Provided technical support in development of the 2020 Urban Water Management Plans and Water Shortage Contingency Plans for Elsinore Valley Municipal Water District. Lead author for Temescal Valley Water District and Water Company. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water

shortage emergency response through 2045 for each agency.

2020 Urban Water Management Plan, Regulatory Compliance, and Tech Assistance, City of Oxnard, Oxnard, CA. Staff Engineer. Lead author that developed the 2020 Urban Water Management Plan and Water Shortage Contingency Plan for the City. Performed data evaluation, technical writing, and quality deliverables to comply with the water code and provide a comprehensive document to assist City staff in daily operations. Analyzed system supply and demand and performed a reliability evaluation. Created a Water Shortage Contingency Plan that documented procedures for an annual assessment, six water shortage levels, response actions and communications procedures for implementation during drought or a shortage emergency. Providing ongoing support for regulatory compliance.

2020 Urban Water Management Plan, Western Municipal Water District, Riverside, CA. Staff Engineer. Lead author that developed the 2020 Urban Water Management Plan and Water Shortage Contingency Plan for both Western's wholesale and retail systems. Performed data evaluation, technical writing, and water code compliance to meet California DWR's requirements and demonstrate supply and demand analysis and water shortage emergency response through 2045. Created a quality deliverable to help staff perform daily role and better understand the differences between Western's wholesale and retail systems. Assisted in collaboration between the UWMP/WSCP and Drought Contingency Planning team to develop cohesive documents.

2020 Urban Water Management Plan, Regulatory Compliance, and Tech Assistance City of Oxnard, Oxnard, CA. Engineering Support. Providing support for the development of the City's 2020 UWMP based on new legislated requirements. Recent groundwater allocation changes based on Sustainable Groundwater Management Act -related actions and a shift in the recycled water program have prompted the need to re-evaluate their water supply portfolio options for long-term planning direction. The revised portfolio evaluation will be incorporated into reliability evaluation and WSCP development. WSCP development includes establishing supply reliability estimates by source, procedures for annual water supply and demand assessment, six water shortage levels, response actions, communications, enforcement, legal authority, financial consequence, monitoring procedures, and reevaluation procedures.

Watershed Connect Implementation Plan San Bernardino Valley Municipal Water District, San Bernardino, CA. Engineering Support. Watershed Connect includes nearly 50 projects with the shared purpose of regional water supply reliability, climate resilience, and long-term ecological health of the Upper Santa Ana River. Supported the program's funding strategy and communication efforts and worked on program structure and participants, project descriptions, program narrative, community information, and elected official and stakeholder outreach. The resulting Water Infrastructure Finance and Innovation Act (WIFIA) Letter of Interest sought funding for the first phase of plan implementation made up of 20 projects with an estimated total of more than \$600 million.

Justin Corser Sutton IV

PROFESSIONAL EXPERIENCE

Justin Sutton is a water planner with expertise in project management, construction management, and funding procurement. He has over 15 years of experience at WSC, and has prior experience in the public, private, and non-profit sectors working on a diverse range of water resource, environmental, and civil engineering projects. His experience includes pursuing and managing state and federal grants; contract administration; risk management; field representative, document control; project negotiations; planning development and implementation; bid phase management; state and federal permit acquisition and management; and quality assurance.

REPRESENTATIVE PROJECTS

2020 UWMP, Antelope Valley - East Kern Water Agency, Palmdale, CA. Supporting Author. Assisted in developing the Agency's 2020 UWMP which will meet DWR's requirements, integrate with the Agency's related planning efforts, and provide a clear and well-communicated view of the Agency's 25-year water resources plan. Addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, California American Water Ventura District, CA. Lead Author. Led the development of Cal Am's 2020 UWMP which will meet DWR's requirements. The Ventura District receives water from the State Water Project and the UWMP included an appendix addressing the requirement to reduce reliance on water from the Delta. The UWMP also addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, California American Water Los Angeles District, CA. Lead Author. Led the development of Cal Am's 2020 UWMP which will meet DWR's requirements. The Ventura District receives water from the State Water Project and the UWMP included an appendix addressing the requirement to reduce reliance on water from the Delta. The UWMP also addressed new requirements for the 2020 UWMP, including 5-year DRA, long-term forecast for each

water supply source, and WSCP with prescriptive elements.

2020 Urban Water Management Plan, Scotts Valley Water District and San Lorenzo Valley Water District, CA. Lead Author. Developed a joint UWMP to create consistency across multiple regional planning efforts between the two districts. The UWMP built from, and integrate with, the other important planning efforts to meet DWR's requirements while presenting a cohesive and coherent view of the Districts' 25-year plan for managing water supplies and demand. Reviewed and provided guidance on the Districts' existing WSCP, which was leveraged to develop the 5-Year DRA. DWR's new DRA methodology offered an opportunity to consider "new normal" supply and demand trends and projections.

Water Replenishment District of Southern California, Grants Management and Grants Writing Assistance, Lakewood, CA. Funding Lead. Leading efforts to support WRD staff in identifying and pursuing funding for various critical facilities and projects. Supported development of an EPA WIFIA application to request \$81,500,000 to help fund the Torrance Groundwater Desalter Expansion project. Performed project management and QA/QC for preparation and submittal of a USBR WaterSMART Planning and Project Design Grant which requested \$173,645 to support development of a Drought Contingency Plan. Led preparation of an EPA STAG application to request \$2,500,000 secured under Federal appropriations (CPF Program) to fund a PFAS remediation project for the benefit of La Habra Heights County Water District. Assisted WRD with development and



EDUCATION

Master of City and Regional Planning, California Polytechnic State University, San Luis Obispo, CA

BS, Aquatic Biology, University of California Santa Barbara, CA

TRAINING

Competent Person in Excavation and Trenching

Permit Confined Space Entry Course Completion

OSHA 30 Hour Construction Training

"I am driven to work with clients and stakeholders to find sustainable water solutions for the communities and ecosystems I have the privilege to work with."

Justin Sutton

Justin Sutton continued...

submittal of a NOI for the Cal OES FY24 State and Local Cybersecurity Grant Program for Local and Tribal Governments grant program to perform cybersecurity and vulnerability assessments of WRD's operational technology network. Additional funding support focused on identifying opportunities for STEM educational programs at the WRD ARC facility and electric vehicle and infrastructure funding for WRD's fleet.

Ventura County Public Works Agency – Watershed Protection, Matilija Dam Removal Project Strategic Communication & Outreach Support, Ventura CA. Staff Planner. Supporting WSC's efforts to provide project management; master plan schedule and stakeholder analysis; and master messaging and outreach support for the County's Matilija Dam Ecosystem Restoration Project (MDERP). Primary efforts include development of the outreach strategy for preparation of the Subsequent EIR and conducting interviews with key stakeholders. Providing project schedule and master messaging support. MDERP is a public-private partnership to remove the obsolete Matilija Dam from the Ventura Watershed and provide improved watershed habitat, restore natural sediment transport, enhance recreational opportunities, restore access for endangered steelhead, and support economic growth and job creation.

Big Bear Lake Department of Water and Power, Funding Support for the Garstin Water Operations Facility Project, City of Big Bear Lake, CA. Funding Lead. Lead efforts to complete a federal appropriations Community Project Funding request through the FY25 Agriculture, Rural Development, FDA, and Related Agencies which was successful in being awarded \$1,500,000. Also lead efforts to prepare a Preliminary Engineering Report and prepare the funding request for an \$11,210,000 low interest loan from the USDA Water and Environmental Programs Water and Waste Disposal Loan & Grant Program. The project includes design and construction of a 13,342 square foot, concrete block, single story operations building; a 10,000 square foot, metal, single story warehouse/warm storage building; a 7,200 square foot covered parking structure; 375 solar panels, and a reconfiguration of the parking lots to accommodate the new buildings. The Project will strengthen local and regional partnerships and will improve public safety, water reliability, climate changes resilience and economic stability for the region and a disadvantaged community.

Water Reclamation Facility Replacement Project, City of Atascadero, Atascadero, CA. Funding Lead. Lead author of a Funding and Financing Plan which identified potential local, state and federal funding opportunities to support implementation of the City's Water Reclamation Facility Replacement Project. Recommendation and key timelines/milestones were identified to support the City's pursuit of outside funding to support one of the City's largest and most complex capital investment projects (estimated over \$65,000,000).

San Luis Obispo County Flood Control and Water Conservation District, Chorro Valley Drought Contingency Plan Funding Support, San Luis Obispo County, CA. Funding Support. Provided funding support and QA/QC for the development and submittal of a USBR WaterSmart Planning and Project Design Grant that requested \$240,000 to support development of a drought contingency plan for the Chorro Valley that meets the requirements of a USBR drought contingency plan.

San Luis Obispo County, Desalination Executable Solution and Logistics (DESAL) Plan, San Luis Obispo County, CA. Funding Lead. Project manager for supporting San Luis Obispo County Flood Control and Water Conservation District prepare a funding application for the WaterSMART: Water Recycling and Desalination Planning Grant (FY23). The District is advancing development of the DESAL Plan, that when complete will contain balanced recommendations related to responsibly advancing the implementation of a regional desalination project that will benefit the people, economy, and environment in San Luis Obispo County. Total grant funds awarded was \$548,410 for a project with a total estimated cost of \$1,096,820.

Montecito Water District, Groundwater Augmentation Program, Montecito, CA. Funding Support. Provided QA/QC for the WaterSMART: Water Recycling and Desalination Planning Grant (FY23) funding application. Reviewed standard federal forms and application content for conformance with the notice of funding opportunity guidelines and requirements. Assisted with meeting funding program requirements and the timely submittal of the funding application. The project was successful in being awarded \$1,000,000 for a \$2,656,058 project.

PCE Plume Proposition 1 GWGP Round 3 Application, City of San Luis Obispo, San Luis Obispo, CA. Funding Lead. Led efforts to complete the Prop 1 Round 3 Groundwater Grant Program Application for the SLO PCE Project. Funding was pursued to leverage work previously completed to develop a complete understanding of the PCE plume's lateral and vertical extent in the San Luis Valley. Coordinated with technical experts to respond to application questions and provide required materials for the State Water Boards review. Responsible for reviewing grant requirements and ensuring all required content was included in the application and that all forms were submitted by the funding deadline. Close attention was given to scoring criteria and program goals to ensure content aligned with agency requirements to maximize the potential of a successful funding award. Total grant funds requested were \$5,877,765 and the total Project cost is \$6,607,850. Application currently under review.

Baron Canyon Mutual Water Company, Water System Drought Relief and Resilience Project, San Luis Obispo County, CA. Project Manager. Led coordination efforts with BCMWC to identify and develop project elements to provide immediate drought relief infrastructure improvements for a small community with 30 residential connections. Lead author of the funding application for the Department of Water Resources (DWR) Small Community Drought Relief Program which was successful in being awarded \$1,986,000 in grant funds. Successfully negotiated an additional award of funding totaling \$180,842 due to increased construction market conditions. Led efforts to finalize a grant agreement with DWR and administer the grant. Advancing efforts to drill a new well, equip the well and connect it to the existing water supply; replace a 64,200 water storage tank with a new tank and install smart meters and AMI infrastructure. Coordinated with San Luis Obispo County and DWR to satisfy CEQA requirements.

Mark Ashenfelter

Senior Fisheries Biologist

Mark Ashenfelter is a senior project manager, fisheries biologist and grant specialist with over 16 years of experience in ecological research, restoration, FERC licensing, regulatory compliance and grant writing and administration. He has served as a senior fisheries biologist, project manager or task lead manager for several multi-benefit and multi-discipline projects ranging from water supply agreements, groundwater banking, and infrastructure planning, to habitat restoration, endangered species permitting and biological analysis. He has worked with various habitat restoration teams to develop, evaluate and implement floodplain designs. Mr. Ashenfelter specializes in evaluating impacts on threatened and endangered fish species and their habitats as well as coordinating with resource agency staff to ensure compliance with federal and State regulations.

Recently, Mr. Ashenfelter has played an integral role in preparing two successful grant applications for California's Proposition 1 Water Storage Investment Program with conditional awards totaling approximately \$385M. Currently, he is serving in a project management and advisory role to aid his clients in navigating the complex regulations, development of water supply agreements, feasibility studies and other milestones necessary to achieve final funding awards which culminate in project implementation. Prior to his position at GEI, he spent 8 years leading, managing and supporting studies that contributed to 6 different FERC licensing's or re-licensing's throughout the state of California including the Merced, Tuolumne, Yuba, and Bear Rivers. His work history has led to a diversified expertise at the intersection of water supply, hydropower, policy, research, and the regulatory environment.

PROJECT EXPERIENCE**Water Resources Master Plan/Drought Contingency Plan. Three Valleys Municipal Water District, Claremont, CA.**

GEI is assisting Three Valleys Municipal Water District (TVMWD) with development of their coupled DCP with their WRMP as part of a USBR grant. As GEI's Project Manager, responsible for overseeing GEI's development of the DCP/WRMP. Components of the DCP include an assessment of supply vulnerability, the establishment of a drought monitoring network, definitions of drought stages, actions taken to mitigate for potential drought conditions, and actions to be taken in response to a drought (based on its severity). These elements are being developed with guidance and participation from stakeholders made up of staff from TVMWD, its retail agencies, and non-agency stakeholders with an interest in water resources planning within TVMWD's service area.

FEMA BRIC Grant Application, Three Valley's Municipal Water District, Claremont, CA.

Served as the project manager for the development of a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure for Communities (BRIC) grant application. GEI staff prepared preliminary design documents and conducted a detailed benefit cost analysis in support of the grant application that was scored

**EDUCATION**

M.S., Natural Resources (Fisheries),
Humboldt State University
B.S., Zoology (Zoology and Marine
Biology), Michigan State
University

EXPERIENCE IN THE INDUSTRY
17 years

EXPERIENCE WITH GEI
7 years

PROFESSIONAL ASSOCIATIONS
American Fisheries Society

in the 99th percentile of all applications. Unfortunately, FEMA did not fund any drought related projects in this grant cycle. Grant application tasks also included preparation of a notice of intent (NOI), extensive consultation with California Office of Emergency Services, attendance at multiple seminars for grant applications, and support of project related negotiations with stakeholders.

Chino Basin Program Water Storage Investment Program Proposition 1 Grant Application and Strategic Support, Inland Empire Utilities Agency, Chino Basin, CA. Served as the lead environmental consultant in the development of a grant application with a conditional award of \$215M. Project involves the development of a tertiary water treatment facility to enhance recycled water capacity in Southern CA (Chino Basin) for injection into the groundwater basin. Through a series of agreements, the enhanced recycled water supply would be locally utilized while State Water Project (SWP) deliveries would be foregone and used for environmental benefits in northern California's Feather River. Developed a Feather River Chinook life cycle model to monetize public benefits based on increased survival rates as a result of project proposed pulse flow releases. Coordinate and meet with CA Water Commission/Staff and technical reviewers from SWRCB, CDFW, DWR and private consultants. Participate in public outreach and development of support from NGO's. Continued support with water commission staff to meet the mandates of the program, prepare quarterly reports, and advance project partnerships with local stakeholders and state water contractors.

Willow Springs Water Bank Water Storage Investment Program Proposition 1 Grant Application and Strategic Support, CIM Group, Antelope Valley, CA. Serving as the project manager and lead environmental consultant in the development of a grant application with a conditional award of \$126 million. WSWB seeks to implement a multi-benefit, conjunctive use project to operate with the State Water Project (SWP) by allowing the capture of additional or 'new' water during wet years in the existing surface reservoirs via reservoir reoperations. The WSWB Conjunctive Use Project will advance long-term ecological health of the Delta by providing water for the ecosystem during dry and low flow years via reservoir reoperations and exchanges. Developed a Feather River Chinook life cycle model to monetize public benefits based on increased survival rates as a result of project proposed pulse flow releases. Coordinate and meet with CA Water Commission/Staff and technical reviewers from SWRCB, CDFW, DWR and private consultants. Continued support with water commission staff to meet the mandates of the program, prepare quarterly reports, and advance project partnerships with state water contractors.

Willow Springs Water Bank Conjunctive Use Feasibility Study, CIM Group, Antelope Valley, CA. Served as the project manager in the development of a conjunctive use feasibility study to support project implementation and meet eligibility conditions of the Water Storage Investment Program grant requirements. Project involves the development of a water banking facility to enhance storage capacity in Southern CA (Antelope Valley) through a series of agreements and reservoir reoperation. Increased storage and water deliveries would be used to forego state water project (SWP) deliveries to achieve environmental benefits in the Feather River. The study focused on identifying and assessing the feasibility of implementing water bank delivery options, put/take scenarios, water rights, yield calculations, environmental documentation, permitting, and required agreements with state water project contractors and regulatory agencies.

Paradise Feasibility Options Study, Paradise Irrigation District (University Enterprises, Inc.), Paradise, CA. Key team member for assisting the community of Paradise to formulate and evaluate options that provide short- and long-term sustainability of water supply following the 2018 Camp Fire. A collection of 23 options formed into six portfolios were developed to address the objectives of water supply reliability, safe and affordable drinking water, short- and long-term financial sustainability, and supporting community redevelopment. These portfolios were evaluated for feasibility with regards to several criteria including technical, financial, economic, regulatory, and legal feasibility, along with considerations for environmental impacts, stakeholder acceptance, and implementation timeline. The identification of these portfolios and their evaluation, along with other key supporting information, was documented in an Options Study and presented to the State Water Resources Control Board as mandated by the California State Legislature.

Amy Naumovski McBride, E.I.T.

Staff Water Resources Engineer

Amy McBride is a staff water resources engineer in GEI's Sacramento office and holds an Engineer-in-Training (EIT) certification. Mrs. McBride specializes in water resources engineering, focusing on planning projects related to dam safety, flood management, and water supply. She has contributed to various projects, including a conjunctive use program, emergency action plans, and water control manual updates.

**PROJECT EXPERIENCE**

Mokelumne River Integrated Conjunctive Use Program, San Joaquin County Public Works, CA. Staff Engineer for a conjunctive use program. Analyzed water capacities to aid in decision-making for project design. Collaborated with the environmental/CEQA team, to create comprehensive project documentation. Assisted in developing presentations for quarterly meetings. Supported project management with client correspondence and coordination. Conducted calculations for unimpaired flow and worked with the modeling team to create inputs such as the project component timeseries and modeling elements. Supported the groundwater team with their t-TEM report. Contributed to the Underground Storage Supplement Report and Preliminary Project Identification Report, both key deliverables for the water rights application. This project involved collaboration with EBMUD, WID, SEWD, City of Stockton, and NSJWCD.

Maintenance Tracking System (MTS), Department of Water Resources, Division of Flood Management and Operation (FMO), CA. Staff Engineer for the MTS Database project. Played a liaison role between the Department of Water Resources (DWR) and the Information Management Systems (IMS) team at GEI. Attended meetings and acted as a point of contact, ensuring effective communication and collaboration between the teams. Conducted comprehensive Quality Assurance and Quality Control (QAQC) testing to identify and resolve issues before client delivery. Facilitated smooth project progression and strengthened the partnership between DWR and the IMS team.

Management Action Tracking System (MATS) Dashboard, Department of Water Resources, Central Valley Flood Protection Board (CVFPB), CA. Staff Engineer for the MATS Dashboard project. Conducted comprehensive QAQC testing to identify and resolve issues within the MATS before client handover. Updated and streamlined the agency list to enhance database efficiency and usability. Compiled information, including shapefiles, to load into the database and checked all information for accuracy. Collaborated closely with the IMS team at GEI to ensure the upgraded system met all functional and performance requirements. Worked closely with the CVFPP Investment Strategy team to ensure the database would fulfill their needs to support the 2027 CVFPP Update. Provided detailed feedback and recommendations to improve system reliability and user experience. Assisted the client with communication about the dashboard through writing newsletters and helping create demo presentations.

EDUCATION

B.S., Civil Engineering, University of California, Davis

EXPERIENCE IN THE INDUSTRY

1 year

EXPERIENCE WITH GEI

1 year

REGISTRATIONS/LICENSES

Engineer-in-Training CA No. 156336

PROFESSIONAL MEMBERSHIPS

Floodplain Management Association

Flood System Status Report (FSSR), Department of Water Resources, Central Valley Flood Protection Board (CVFPB), CA. Staff Engineer for the Flood System Readiness Report project. Created a one-page brochure to assist the client in sharing their accomplishments with the Governor's Office. Collaborated with various stakeholders to gather and integrate critical data and insights into the brochure, ensuring it met all necessary standards and effectively communicated key information. Assisted in turning the 2027 CVFPP Update versions of the FSSR and Descriptive Document into the dashboard, similar to MATS. Worked to ensure the proper vision by creating a mock-up of the website and a presentation for the client. Continued to work with the client and IMS team at GEI to design and build the dashboard.

Central Valley Flood Protection Plan (CVFPP) Investment Strategy, Department of Water Resources, Central Valley Flood Protection Board (CVFPB), CA. Staff Engineer for the Investment Strategy for the 2027 Update of the CVFPP. Supported the CVFPP team at DWR and the IMS team at GEI to enhance the MATS system, making it a more effective tool for the investment strategy. Collaborated with various stakeholders to gather and integrate critical data and insights, ensuring the updated system met all necessary standards and effectively supported the strategic goals of the CVFPP. Provided support to GEI staff working on the financial model for the Investment Strategy part of the CVFPP. Organized the 2027 CVFPP Update SharePoint site and tracked the project schedule. Updated the QAQC documents and project management documents following GEI protocols, ensuring all documentation adhered to the highest standards of quality and compliance.

Dam Emergency Action Plans (EAP), Contra Costa Water District, CA. Staff Engineer for the Emergency Action Plans (EAPs) for dams in Contra Costa County. Coordinated the annual call-down exercises for Mallard Dam and Los Vaqueros Dam, ensuring all contact information was updated. Adapted the format of the Mallard and Los Vaqueros Dam EAPs by following the Cal OES / FEMA 64 guidelines template, including a rewrite and review. Created updated EAPs with the same template for Contra Loma Dam and Martinez Dam to facilitate the transfer of ownership from the U.S. Bureau of Reclamation (USBR) to the Contra Costa Water District. These processes included inundation maps, spillway curves, and other critical elements. Coordinated with the CCWD EAP Coordinator and various stakeholders to ensure all aspects were accurately addressed. Currently preparing the internal tabletop exercises for Los Vaqueros and Mallard Dams, scheduled for late summer 2025.

Water Control Manual (WCM) Updates, US Army Corps of Engineers, CA. Staff Engineer for the WCM updates project in collaboration with HDR. Worked on updates for Hidden Dam, Black Butte Dam, New Hogan Dam, and Terminus Dam. Conducted stakeholder outreach and supported management project organization and communication. Planned and facilitated workshops and virtual meetings, including creating presentations and collaborating with the hydrology and hydraulics team at GEI to ensure accurate information on reaches for the workshops.

Bulletin 195 Precipitation Data Update, Department of Water Resources, CA. Staff Engineer for the Bulletin 195 Precipitation Data Update project. Contributed to updating Bulletin 195 with new precipitation data. Worked on a team to process and analyze the data, compiling it into comprehensive tables. Provided support in updating the data processing code for R, ensuring the accuracy and efficiency of the data analysis.

Yolo Basin Roadmap, Sacramento Area Flood Control Agency (SAFCA), CA. Staff Engineer for the Yolo Bypass Roadmap project. Supported the creation of the Yolo Bypass Roadmap for the Sacramento Area Flood Control Agency (SAFCA). Facilitated integrating over 20 documents into a comprehensive report and supported the editing process. Conducted detailed reviews to ensure accuracy and completeness. Worked closely with the client to ensure their needs were met.

Gantt Chart Support, GEI, CA. Staff Engineer for Gantt chart support. Created a comprehensive outline in MS Project for the Central Valley Flood Protection Plan (CVFPP), using the last update as a basis for the various working groups this year. Developed the overall Gantt chart for all the teams involved in the 2027 CVFPP Update. Transferred an Excel timeline for an Information Management System (IMS) project into MS Project, ensuring seamless integration and improved project management.

Ananya Jain, E.I.T.

Staff Water Resources Engineer

Ananya Jain is a staff water resources engineer in GEI's Sacramento office. Ms. Jain is a recent graduate from Stanford University with a Master of Science in Environmental Engineering focusing on water resources and hydrology. She holds Engineer-In-Training certification for Environmental Engineering in the state of California. With experience in data sciences using Neural Networks and Evolutionary Algorithms, she also holds proficiency in data analysis using Python, MATLAB, and R languages as well. Her research has resulted in publications in top-tier peer reviewed journals.

PROJECT EXPERIENCE

Intra-Basin Water Exchange Feasibility Study, Wyandotte Creek Groundwater Sustainability Agency (GSA), Palermo, CA. Staff Engineer. Conducting canal capacity analysis for Palermo canal to divert water for 1000-2000 AF recharge under Sustainable Groundwater Management Act (SIGMA). Analyzed rainfall data for above normal, below normal and wet water years and calculated canal's diversion capacity available in those years.

Precipitation and Frequency Report for Bulletin 195 Update, California Department of Water Resources (DWR), Sacramento, CA. Key team member. Developed short-duration (15 min) frequency distributions at 120 hourly gauges using NOAA HPD data. Published frequency distributions in the format of Flood Emergency Response Information Exchange (FERIX) for NOAA HPD data (120 gauges) and CDEC data (daily distribution - 295 gauges and monthly distribution - 374 gauges). Documented the data processing and results in the final 1,639-page report. By integrating updated precipitation-frequency datasets with advanced climate scenarios, the report provides critical tools to support the 2027 CVFPP and broader flood risk management strategies. The report documents the methodology for the precipitation frequency analysis, provides a summary of results, documents conclusions and recommends next steps.

2027 Central Valley Flood Protection Plan Updates, California Department of Water Resources (DWR), Central Valley, CA. Key staff engineer. Supporting the efforts to incorporate equity in the 2027 CVFPP. Researched on all social vulnerability maps and indexes developed till now. Compiled population demographic data for 15 flood vulnerability indicators and created a Flood Focused Social Sensitivity Index (FFSSI) mapped in ARCGIS Pro. Conducting secondary research on long term impacts of flooding on mortality in California. Brainstorming feasible ways to incorporate the FFSSI in various parts of 2027 CVFPP. Coordinating weekly meetings between various CVFPP task teams and the client for developing a performance tracking tool.

Sacramento Central Groundwater Authority (SCGA) Representative Monitoring Point (RMP) Groundwater Level Monitoring, Sacramento County, CA. Key team member. Collected ground water level data on SCGA's RMP well network for GSP implementation.

**EDUCATION**

M.S., Environmental Engineering,
Stanford University

B.S., Civil Engineering, Birla Institute
of Technology and Science, Pilani
India

EXPERIENCE IN THE INDUSTRY

Less than 1 year

EXPERIENCE WITH GEI

Less than 1 year

REGISTRATIONS/CERTIFICATIONS

Engineer-In-Training, CA No.183138

ASR Well, Carmichael Water District, Carmichael, CA. Key team member. Completed water sample collection for step tests and drinking water source assessment.

Water Control Manual Update, USACE, Sacramento, CA. Staff Engineer. Completed qualitative research on 4 Californian dams – Hidden, Terminus, New Hogan and Black Butte and the effect of their operations on water quality in the region, relevant policies and recommendations for manual update. Participated in weekly internal check-in meetings and planning meetings with HDR.

PREVIOUS EXPERIENCE

Research Intern, Indian Institute of Technology, Bombay, India. Compiled hydropower, irrigation, domestic and industrial demands with cost and water availability data. Employed QGIS to extract command areas of 14 Indian peninsular basins and sub-basins creating 42 datasets. Research Document Title: Effects of inter-basin water transfer under food-water-energy-economic-environmental nexus.

Environmental Scientist, Uncharted Waters, Sydney, Australia. Tested crop-hydrological model's (digital twin) performance under 2022 South Asia heatwave. Analyzed impact of heat stress on India's wheat yields, crop carbon storage and temperature volatility. Implemented anomaly detection, data visualization, model output validation in R languages.

Research and Development Intern, Digital Paani, Gurgaon, India. Conducted in-depth wastewater treatment plants' equipment and process research on MEE and MVR technologies. Prepared MEE framework to be embedded into startup's software.

Undergraduate Thesis Student, Politecnico Di Milano, Milan, Italy. Compiled aerobic granulation performance and EPS produced data from over 65 research papers. Developed 2 feed forward NN models for predicting proteins, polysaccharides, and EPS content. Thesis Title: Application of AI for the study of extracellular polymeric substances found in Granular Sludge.

PUBLICATIONS

Jain, A., Rallapalli, S., & Kumar, D. (2022). Cloud-based neuro-fuzzy hydro-climatic model for water quality assessment under uncertainty and sensitivity. *Environmental Science and Pollution Research*, 29(43), 65259–65275

Jain, A., Rai, S., Srinivas, R., & Al-Raoush, R. I. (2022). Bioinspired modeling and biogeography-based optimization of electrocoagulation parameters for enhanced heavy metal removal. *Journal of Cleaner Production*, 338, 130622



Consulting
Engineers and
Scientists

April 10, 2025

Ms. Sylvie Lee, P.E.
Chief Water Resources Officer
Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, CA 91711

Subject: Fee Schedule for Preparing the Three Valleys 2025 Regional Urban Water Management Plan

Dear Ms. Lee:

GEI Consultants, Inc. (GEI) has prepared our Fee Schedule in accordance with requirements outlined in the Three Valleys Municipal Water District (Three Valleys) Request for Proposal. Our submittal includes the following content that presents our not-to-exceed fee estimate:

- Summary of Fee Estimates
- Regional Chapters Fee Estimate
- Individual Chapters Fee Estimate
- Optional Tasks Fee Estimate

In this Fee Schedule, GEI is willing to apply 2024 rates through July 1, 2026 for this project which are the same rates presently in place through GEI's existing Master Services Agreement (MSA) with Three Valleys.

Approach and Key Assumptions for Individual Chapters Fee Estimate

In developing estimates for the partnering agencies UWMPs, we developed a formula that considers size (population), demand, and water supply portfolio. We believe water supply portfolio in particular is the more complicating factor and as such the formula allows for weights of each factor. Along with these unique and complicating factors, there is a base set of activities that will be required for each of the individual UWMPs. We have estimated the effort for these base activities based on our extensive experience and knowledge of UWMP development. We have also built in degrees of efficiency where time savings can be realized resulting from both our team's familiarity with Three Valleys and the partnering agencies, and ability to complete similar tasks for all eight agencies in a coordinated fashion by our team.

Our estimate for the eight agency-specific UWMPs considers the above factors. The key assumptions for these estimates are noted below, and complement the key assumptions for our proposed scope of work, level of effort, and fee estimate, all of which is discussed in other parts of this proposal, as well as sections C Project Understanding and Approach, including the proposed Scope of Work, D Project Schedule, and F Fee Schedule.

For the purposes of this proposal, GEI has arrived at a uniform cost applied to each of the eight agency-specific UWMP fee estimate. Our rationale for this approach is that after reviewing the agency-specific UWMP fee estimates using the previously described formula, the range among the individual fee estimates was approximately +/- 5%. Given this small range, our recommendation is to present this uniform estimate as a starting point and discuss these estimates with Three Valleys and the partnering agencies during negotiations and come to a concurrence for possible adjustments to the level of effort and fee estimates for individual agencies, should we be selected for this project.

Key Assumptions for Summary of Fee Estimates:

- It is assumed that geospatial data needed to develop the maps and other exhibits will be provided by Three Valleys and the partnering agencies.

- It is assumed that each agency will have minor updates to their WSCP, AWSA, and DRA, if required, included in their chapter. If more in depth revisions to these elements are desired, GEI Team will assist as optional task. See Optional Task OT.4 Detailed WSCP Update.
- Any required agency data will be provided in an electronic tabular format that is easily reviewed, analyzed, and incorporated into the analysis.
- The GEI Team will work directly with the designated staff at each partnering agency for their UWMP chapter.
- Each agency will request that DWR provide the GEI Team with access to its Water Use Efficiency (WUE) portal to upload required information.
- Electronic versions of the final plan documents will be fully accessible to people with disabilities.

We appreciate the opportunity to submit our Fee Schedule for this important regional planning effort. Our submittal will be valid for 90 days from the submittal date. If you have any questions, please feel free to reach out to Sevim Onsoy at 916.335.6791 or by email at sonsoy@geiconsultants.com.

Sincerely,

GEI Consultants, Inc.



Roger Putty, P.E., P.M.P.
Principal-in-Charge



Sevim Onsoy, Ph.D.
Project Manager

Summary of Fee Estimates

		GEI Total HOURS	GEI Total Cost	WSC Total HOURS	WSC Total Cost	Total GEI + WSC Cost
TASK						
1	Project Management and Coordination	207	\$50,376	37	\$10,490	\$60,866
2	Data Analysis and Document Review	35	\$6,406	16	\$4,144	\$10,550
3.1	Regional Chapters	244	\$48,248	7	\$1,772	\$50,020
3.2	Individual Chapters	776	\$158,432	376	\$95,088	\$253,520
4	Draft of 2025 Regional UWMP	104	\$20,852	8	\$2,752	\$23,604
5	Final 2025 Regional UWMP	115	\$24,392	6	\$2,064	\$26,456
TOTAL TASKS 1-5		1,481	\$308,706	450	\$116,310	\$425,016

	Optional Tasks					
OT.1	Regional Workshops (up to 2, 2-hour workshops) Lead: GEI; Support: WSC	58	\$14,792	12	\$3,624	\$18,416
OT.2	Assistance during Plan Adoption and Submission (per agency) Lead: GEI; Support: WSC	51	\$11,444	28	\$7,528	\$18,972
OT.3	Enhanced Executive Summary of RUWMP Lead: GEI; Support: WSC	63	\$12,394	8	\$2,752	\$15,146
OT.4	Detailed WSCP Update (per agency) Lead: GEI; Co-Lead: WSC	41	\$9,468	30	\$8,084	\$17,552
OT.5	CWOL Educational Forum for all Partnering Member Agencies Lead: GEI; Support: WSC	27	\$6,130	12	\$3,426	\$9,556
OT.6	CWOL Roadmap and Implementation (per agency) Lead: WSC; Support: GEI	17	\$4,480	38	\$9,804	\$14,284
TOTAL OPTIONAL TASKS		257	\$58,708	128	\$35,218	\$93,926



Three Valleys Regional Urban Water Management Plan 2025

Regional Chapters Fee Estimate

		GEI														WSC								GEI + WSC		
STAFF		Principal-in-Charge	Technical Advisor & QA/QC	Project Manager	Water Supply Reliability & DRA	Lead Author RUWMP Integration	Lead Author Agency-Specific Chapters	Regional Context Support	RUWMP Support	RUWMP Support	Graphics Support	Admin Support	GEI Total HOURS	GEI Labor Cost	GEI ODCs	GEI Total Cost	Technical Advisor & QA/QC	Demand Measurement Measures & Public Outreach	Demand Projections	Demand Projections Support	Interagency Coordination Support	WSC Total HOURS	WSC Labor Cost	WSC ODCs	WSC Total Cost	Total GEI + WSC Cost
		Roger Putty	Peter Kavounas	Sevim Onsoy	Kwabena Asante	Matthew Bachman	Fatima Segoviano	Mark Ashenfelter	Amy McBride	Ananya Jain							Laine Carlson	Sierra Orr	Spencer Waterman	Patricia Parks	Justin Sutton					
Billing rates, \$/hr		\$356	\$356	\$318	\$318	\$199	\$177	\$267	\$162	\$162	\$177	\$132					\$366	\$322	\$267	\$218	\$240					
TASK																										
1	Project Management and Coordination																									
	Kick-off Meeting	2		8	2	4	4						20	\$5,396		\$5,396	2					2	\$732		\$732	\$6,128
	Coordination and Meetings	1		24		24	24						73	\$17,012		\$17,012	8				16	24	\$6,768		\$6,768	\$23,780
	Monthly Progress Reports			24			24						48	\$11,880		\$11,880	4			7		11	\$2,990		\$2,990	\$14,870
	Regional Workshops (up to 2)	2	4	12			24		24				66	\$14,088	\$2,000	\$16,088						0	\$0		\$0	\$16,088
																						0	\$0		\$0	\$0
	Task 1 Subtotal	5	4	68	2	28	76	0	24	0	0	0	207	\$48,376	\$2,000	\$50,376	14	0	0	7	16	37	\$10,490	\$0	\$10,490	\$60,866
2	Data Analysis and Document Review																									
	Review Relevant Documents				2	2	4		8				16	\$3,038		\$3,038		1	2	4		7	\$1,728		\$1,728	\$4,766
	Identify Data Gaps and Compile Data Needs List					1	2		8				11	\$1,849		\$1,849		2	2	4		8	\$2,050		\$2,050	\$3,899
	Prepare Draft TOC for the 2025 RUWMP			1		1	2		4				8	\$1,519		\$1,519	1	2				1	\$366		\$366	\$1,885
	Task 2 Subtotal	0	0	1	2	4	8	0	20	0	0	0	35	\$6,406	\$0	\$6,406	1	3	4	8	0	16	\$4,144	\$0	\$4,144	\$10,550
3.1	Regional Chapters																									
	Regional Analysis and Regional Chapters																									
	System Description			2		4	8	6	16	4			40	\$7,690		\$7,690						0	\$0		\$0	\$7,690
	Evaluate and Describe Available Water Sources			4		4	8	6	16	4			42	\$8,326		\$8,326						0	\$0		\$0	\$8,326
	Assess Current Water Supplies and Demands			4	2	4	8	4	16	4			42	\$8,428		\$8,428						0	\$0		\$0	\$8,428
	Identify and Analyze Water Needs and Projects			4	2	6	8	6	16	4			46	\$9,360		\$9,360						0	\$0		\$0	\$9,360
	Update and Analyze Regional Water Budget			4	4	4	8	4	20	4			48	\$9,712		\$9,712	1		2	4		7	\$1,772		\$1,772	\$11,484
	Water Quality Characterization			2		4	4		12	4			26	\$4,732		\$4,732						0	\$0		\$0	\$4,732
	Task 3.1 Subtotal	0	0	20	8	26	44	26	96	24	0	0	244	\$48,248	\$0	\$48,248	1	0	2	4	0	7	\$1,772	\$0	\$1,772	\$50,020
4	Draft 2025 Regional UWMP																									
4.1	Assembly of Draft 2025 RUWMP		4	6	4	16	12	6	20		12	12	92	\$18,462		\$18,462	4	4				8	\$2,752		\$2,752	\$21,214
4.2	Review of Draft 2025 RUWMP; Compilation of List of Comments			2		2	4		4				12	\$2,390		\$2,390						0	\$0		\$0	\$2,390
	Task 4 Subtotal	0	4	8	4	18	16	6	24	0	12	12	104	\$20,852	\$0	\$20,852	4	4	0	0	0	8	\$2,752	\$0	\$2,752	\$23,604
5	Final 2025 Regional UWMP																									
5.1	Prepare Public Review Draft 2025 RUWMP		2	6	2	12	18	4	16		4	4	68	\$13,726		\$13,726	2	2	0	0	0	4	\$1,376		\$1,376	\$15,102
5.2	Prepare Final 2025 RUWMP		2	4		6	6		8			4	30	\$6,064		\$6,064	1	1			0	2	\$688		\$688	\$6,752
5.2	Presentation of Regional UWMP	1		2		6	8						17	\$3,602	\$1,000	\$4,602						0	\$0		\$0	\$4,602
	Task 5 Subtotal	1	4	12	2	24	32	4	24	0	4	8	115	\$23,392	\$1,000	\$24,392	3	3	0	0	0	6	\$2,064	\$0	\$2,064	\$26,456
	TOTAL TASKS 1, 2, 3.1, 4, and 5	6	12	109	18	100	176	36	188	24	16	20	705	\$147,274	\$3,000	\$150,274	23	10	6	19	16	74	\$21,222	\$0	\$21,222	\$171,496

The Regional Chapters Fee Estimate does not include Task 3.2. See the Individual Chapters Fee Estimate for Task 3.2.



Three Valleys Regional Urban Water Management Plan 2025

Individual Chapters Fee Estimate

		GEI													WSC										GEI + WSC	
STAFF		Principal-in-Charge	Technical Advisor & QA/QC	Project Manager	Water Supply Reliability & DRA	Lead Author RUWMP Integration	Lead Author Agency-Specific Chapters	Regional Context Support	RUWMP Support	RUWMP Support	Graphics Support	Admin Support	GEI Total HOURS	GEI Labor Cost	GEI ODCs	GEI Total Cost	Technical Advisor & QA/QC	Demand Measurement & Public Outreach	Demand Projections	Demand Projections Support	Interagency Coordination Support	WSC Total HOURS	WSC Labor Cost	WSC ODCs	WSC Total Cost	Total GEI + WSC Cost
Billing rates, \$/hr		\$356	\$356	\$318	\$318	\$199	\$177	\$267	\$162	\$162	\$177	\$132					\$366	\$322	\$267	\$218	\$240					
TASK																										
3.2	Individual Chapters																									
Three Valleys Municipal Water District			2			2							0	\$0		\$0		2	2	4		0	\$0		\$0	\$0
Coordination and Meetings with Agency													4	\$990		\$990						8	\$2,050		\$2,050	\$3,040
Develop Water System and Service Area Descriptions			1		1	2			8				12	\$2,167		\$2,167						0	\$0		\$0	\$2,167
Conduct Population and Demand Forecasting			2		1	2			8				13	\$2,485		\$2,485			4	16		20	\$4,556		\$4,556	\$7,041
Update Water Shortage Contingency Plan			1			2			8				11	\$1,968		\$1,968		3				3	\$966		\$966	\$2,934
Update Water Service Reliability and Drought Risk Assessment			2	2	1				8				13	\$2,767		\$2,767						0	\$0		\$0	\$2,767
Update Demand Management Measures			2			2			4				8	\$1,638		\$1,638		4				4	\$1,288		\$1,288	\$2,926
Draft UWMP for Three Valley's review		1	1	2	1	1	2		10	2			20	\$4,193		\$4,193		1	1	4		6	\$1,461		\$1,461	\$5,654
Public Review Draft UWMP			1	2			1		4				8	\$1,817		\$1,817		1	1	2		4	\$1,025		\$1,025	\$2,842
Final UWMP				2	1		1		4				8	\$1,779		\$1,779		1		1		2	\$540		\$540	\$2,319
Three Valleys Municipal Water District Subtotal		1	2	16	4	4	14	0	0	54	2	0	97	\$19,804	\$0	\$19,804	0	12	8	27	0	47	\$11,886	\$0	\$11,886	\$31,690
City of Glendora													0	\$0		\$0						0	\$0		\$0	\$0
Coordination and Meetings with Agency			2			2							4	\$990		\$990		2	2	4		8	\$2,050		\$2,050	\$3,040
Develop Water System and Service Area Descriptions			1		1	2			8				12	\$2,167		\$2,167						0	\$0		\$0	\$2,167
Conduct Population and Demand Forecasting			2		1	2			8				13	\$2,485		\$2,485			4	16		20	\$4,556		\$4,556	\$7,041
Update Water Shortage Contingency Plan			1			2			8				11	\$1,968		\$1,968		3				3	\$966		\$966	\$2,934
Update Water Service Reliability and Drought Risk Assessment				2	2	1			8				13	\$2,767		\$2,767						0	\$0		\$0	\$2,767
Update Demand Management Measures			2			2			4				8	\$1,638		\$1,638		4				4	\$1,288		\$1,288	\$2,926
Draft UWMP for agency review		1	1	2	1	1	2		10	2			20	\$4,193		\$4,193		1	1	4		6	\$1,461		\$1,461	\$5,654
Public Review Draft UWMP			1	2			1		4				8	\$1,817		\$1,817		1	1	2		4	\$1,025		\$1,025	\$2,842
Final UWMP				2	1		1		4				8	\$1,779		\$1,779		1		1		2	\$540		\$540	\$2,319
City of Glendora Subtotal		1	2	16	4	4	14	0	0	54	2	0	97	\$19,804	\$0	\$19,804	0	12	8	27	0	47	\$11,886	\$0	\$11,886	\$31,690
City of La Verne													0	\$0		\$0						0	\$0		\$0	\$0
Coordination and Meetings with Agency			2			2							4	\$990		\$990		2	2	4		8	\$2,050		\$2,050	\$3,040
Develop Water System and Service Area Descriptions			1		1	2			8				12	\$2,167		\$2,167						0	\$0		\$0	\$2,167
Conduct Population and Demand Forecasting			2		1	2			8				13	\$2,485		\$2,485			4	16		20	\$4,556		\$4,556	\$7,041
Update Water Shortage Contingency Plan			1			2			8				11	\$1,968		\$1,968		3				3	\$966		\$966	\$2,934
Update Water Service Reliability and Drought Risk Assessment				2	2	1			8				13	\$2,767		\$2,767						0	\$0		\$0	\$2,767
Update Demand Management Measures			2			2			4				8	\$1,638		\$1,638		4				4	\$1,288		\$1,288	\$2,926
Draft UWMP for agency review		1	1	2	1	1	2		10	2			20	\$4,193		\$4,193		1	1	4		6	\$1,461		\$1,461	\$5,654
Public Review Draft UWMP			1	2			1		4				8	\$1,817		\$1,817		1	1	2		4	\$1,025		\$1,025	\$2,842
Final UWMP				2	1		1		4				8	\$1,779		\$1,779		1		1		2	\$540		\$540	\$2,319
City of La Verne Subtotal		1	2	16	4	4	14	0	0	54	2	0	97	\$19,804	\$0	\$19,804	0	12	8	27	0	47	\$11,886	\$0	\$11,886	\$31,690
City of Pomona													0	\$0		\$0						0	\$0		\$0	\$0
Coordination and Meetings with Agency			2			2							4	\$990		\$990		2	2	4		8	\$2,050		\$2,050	\$3,040
Develop Water System and Service Area Descriptions			1		1	2			8				12	\$2,167		\$2,167						0	\$0		\$0	\$2,167
Conduct Population and Demand Forecasting			2		1	2			8				13	\$2,485		\$2,485			4	16		20	\$4,556		\$4,556	\$7,041
Update Water Shortage Contingency Plan			1			2			8				11	\$1,968		\$1,968		3				3	\$966		\$966	\$2,934
Update Water Service Reliability and Drought Risk Assessment				2	2	1			8				13	\$2,767		\$2,767						0	\$0		\$0	\$2,767
Update Demand Management Measures			2			2			4				8	\$1,638		\$1,638		4				4	\$1,288		\$1,288	\$2,926
Draft UWMP for agency review		1	1	2	1	1	2		10	2			20	\$4,193		\$4,193		1	1	4		6	\$1,461		\$1,461	\$5,654
Public Review Draft UWMP			1	2			1		4				8	\$1,817		\$1,817		1	1	2		4	\$1,025		\$1,025	\$2,842
Final UWMP				2	1		1		4				8	\$1,779		\$1,779		1		1		2	\$540		\$540	\$2,319
City of Pomona Subtotal		1	2	16	4	4	14	0	0	54	2	0	97	\$19,804	\$0	\$19,804	0	12	8	27	0	47	\$11,886	\$0	\$11,886	\$31,690
Golden State Water Company – Claremont													0	\$0		\$0						0	\$0		\$0	\$0
Coordination and Meetings with Agency			2			2							4	\$990		\$990		2	2	4		8	\$2,050		\$2,050	\$3,040
Develop Water System and Service Area Descriptions			1		1	2			8				12	\$2,167		\$2,167						0	\$0		\$0	\$2,167
Conduct Population and Demand Forecasting			2		1	2			8				13	\$2,485		\$2,485			4	16		20	\$4,556		\$4,556	\$7,041
Update Water Shortage Contingency Plan			1			2			8				11	\$1,968		\$1,968		3				3	\$966		\$966	\$2,934
Update Water Service Reliability and Drought Risk Assessment				2	2	1			8				13	\$2,767		\$2,767						0	\$0		\$0	\$2,767
Update Demand Management Measures			2			2			4				8	\$1,638		\$1,638		4				4	\$1,288		\$1,288	\$2,926
Draft UWMP for agency review		1	1	2	1	1	2		10	2			20	\$4,193		\$4,193		1	1	4		6	\$1,461		\$1,461	\$5,654
Public Review Draft UWMP			1	2			1		4				8	\$1,817		\$1,817		1	1	2		4	\$1,025		\$1,025	\$2,842
Final UWMP				2	1		1		4				8	\$1,779		\$1,779		1		1		2	\$540		\$540	\$2,319
Golden State Water Company - Claremont Subtotal		1	2	16	4	4	14	0	0	54	2	0	97	\$19,804	\$0	\$19,804	0	12	8	27	0	47	\$11,886	\$0	\$11,886	\$31,690
Golden State Water Company – San Dimas													0	\$0		\$0						0	\$0		\$0	\$0
Coordination and Meetings with Agency			2			2							4	\$990		\$990		2	2	4		8	\$2,050		\$2,050	\$3,040
Develop Water System and Service Area Descriptions			1		1																					



Three Valleys Regional Urban Water Management Plan 2025

Optional Tasks Fee Estimate

		GEI														WSC									GEI + WSC
STAFF		Principal-in-Charge	Technical Advisor & QA/QC	Project Manager	Water Supply Reliability & DRA	Lead Author RUWMP Integration	Lead Author Agency-Specific Chapters	RUWMP Support	RUWMP Support	Graphics Support	Admin Support	GEI Total HOURS	GEI Labor Cost	GEI ODCs	GEI Total Cost	Technical Advisor & QA/QC	Demand Measurement Measures & Public Outreach	Demand Projections	Demand Projections Support	Interagency Coordination Support	WSC Total HOURS	WSC Labor Cost	WSC ODCs	WSC Total Cost	Total GEI + WSC Cost
		Roger Putty	Peter Kavounas	Sevim Onsoy	Kwabena Asante	Matthew Bachman	Fatima Segoviano	Amy McBride	Ananya Jain							Laine Carlson	Sierra Orr	Spencer Waterman	Patricia Parks	Justin Sutton					
Billing rates, \$/hr		\$356	\$356	\$318	\$318	\$199	\$177	\$162	\$162	\$177	\$132					\$366	\$322	\$267	\$218	\$240					
TASK																									
	Optional Tasks																								
OT.1	Regional Workshops (up to 2, 2-hour workshops) Lead: GEI; Support: WSC	2	4	12			24	16				58	\$12,792	\$2,000	\$14,792	4	4		4		12	\$3,624		\$3,624	\$18,416
OT.2	Assistance during Plan Adoption and Submission (per agency) Lead: GEI; Support: WSC	1	2	12	2	8	8	6	12			51	\$11,444		\$11,444	4	8		16		28	\$7,528		\$7,528	\$18,972
OT.3	Enhanced Executive Summary of RUWMP Lead: GEI; Support: WSC	1	2	6		10	12			24	8	63	\$12,394		\$12,394	4	4				8	\$2,752		\$2,752	\$15,146
OT.4	Detailed WSCP Update (per agency) Lead: GEI; Co-Lead: WSC	1	2	6	4	12	16					41	\$9,468		\$9,468	2	12		16		30	\$8,084		\$8,084	\$17,552
OT.5	CWOL Educational Forum for all Partnering Member Agencies Lead: GEI; Support: WSC	1	2	6		4	6	8				27	\$6,130		\$6,130	2	4	2	4		12	\$3,426		\$3,426	\$9,556
OT.6	CWOL Roadmap and Implementation (per agency) Lead: WSC; Support: GEI	1	2	6		4	4					17	\$4,480		\$4,480	2	8	8	20		38	\$9,804		\$9,804	\$14,284
	Subtotal	7	14	48	6	38	70	30	12	24	8	257	\$56,708	\$2,000	\$58,708	18	40	10	60	0	128	\$35,218	0	\$35,218	\$93,926
	TOTAL OPTIONAL TASKS	7	14	48	6	38	70	30	12	24	8	257	\$56,708	2,000	\$58,708	18	40	10	60	0	128	35,218	0	\$35,218	\$93,926