STRATEGIC PLAN

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FY 2022-2023



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PURPOSE OF STRATEGIC PLAN

The strategic plan sets the short-term and long-term path for achieving TVMWD's mission and vision. The plan provides the opportunity to reflect on challenges at TVMWD and in the water industry to ensure we are setting goals, objectives and actions that best serve the regional needs of TVMWD.

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.

VISION

TVMWD meets its regional water supply needs through:

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

CORE VALUES

To achieve success, TVMWD must have a set of core values from which it bases its policies and actions. To meet current and future challenges, the single most important factor to our success is faithful and consistent adherence to these values.



- Teamwork the coordination, collaboration, participation and understanding of everyone's role in fulfilling the mission and vision
- Communication the exchanging of information
 and sharing of ideas
- Customer Service the process of ensuring customer satisfaction
- Personal Responsibility being accountable for something within one's control

- Employee Development the steps taken to encourage each employee's professional and personal growth
- Professional Integrity the manner in which people behave and act in the workplace
- Innovation the process of inventing or introducing something new
- Recognition appreciating the value of an achievement

PROFILE

TVMWD is a special district formed by public election in 1950 and is the area's primary source of supplemental water covering the Pomona, Walnut and East San Gabriel Valleys. TVMWD is one of 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and Northern California. The region served by TVMWD spans over 133 square miles and serves 13 retail member agencies that in turn serve a population of over 515,000.

TVMWD's operations consist of a conventional surface water treatment plant, a state certified laboratory, three groundwater production wells, five hydroelectric generators, residual solids removal, groundwater recharge pipelines, pump stations, and transmission pipelines. Water is treated at the Miramar Treatment Plant and wholesaled to local agencies through several miles of pipeline. Approximately 30% of TVMWD's total treated sales are from the Miramar Treatment Plant, while the remaining 70% is from MWD's Weymouth Treatment Plant. TVMWD receives a Tier 1 water supply allotment from MWD of 80,688 AFY. TVMWD has water storage accounts in Six Basins (stored: approx. 1,800 AF; capacity: 3,500 AF) and Main San Gabriel Basin (stored: approx. 6,000 AF; capacity: 50,000 AF).

TVMWD is governed by a seven-member Board of Directors elected by the registered voters residing within TVMWD's boundaries. The Board has a combined 84 years of experience with TVMWD. TVMWD employs a team of 24 staff members who are responsible for administering the day-to-day operations of the facility and implementing strategic objectives and policies set forth by the Board. The average tenure of TVMWD employees is 9 years. This stability provides a tremendous benefit to TVMWD.



INDUSTRY OUTLOOK

MWD imports water supplies to Southern California from two main sources: the Sacramento and San Joaquin Rivers through the State Water Project (SWP) and the Colorado River via the Colorado River Aqueduct (CRA). The SWP is operated and maintained by the California Department of Water Resources (DWR), who allocates water annually to each of the twenty-nine SWP contractors throughout the state. MWD is the largest contractor of the SWP, receiving about 50% of the supplies. The CRA is owned, operated and maintained by MWD. Operation of the CRA is dictated by The Law of the Colorado River, which provides for the benefit of the seven western states that rely on the Colorado River or its tributaries.





The state of California is entering a third year of drought. The past two water years (WY) have been characterized by record breaking temperatures and extremely dry soils, which has led to large and unexpected reductions in runoff from the State's snowpack. On the Colorado River Basin, similar prolonged drought conditions have pushed water levels in Lake Mead to historic lows.

The National Weather Service's Three-Month Outlook released on December 16, 2021 shows that the Southern portion of California will likely continue to experience average temperatures and below average precipitation. DWR's State Water Project allocation

for 2022 is currently at 15%, thanks to several December storms. Statewide precipitation and snowpack conditions are currently well above normal, however dry conditions have already returned in January. DWR will continue to work with its water supply contractors to address any unmet health and safety needs for 2022. DWR projects that precipitation for WY 2021-2022 would have to equal or exceed 140% of average to see an average Table A allocation.

Governor Newsom issued a Proclamation of a State of Emergency that included direction to local water suppliers to execute their Water Shortage Contingency Plans at a level appropriate to local conditions and a voluntary reduction of 15%. Both MWD and TVMWD have moved to Condition 2 - Water Supply Alerts – calling for reductions of up to 20%.

CHALLENGES

The Executive Team has identified the following items as current or ongoing challenges.



GOALS

The following goals have been identified to assist TVMWD in executing its mission:

- 1. Provide an adequate, reliable, high-quality water supply
- 2. Provide water supplies in the most cost-effective manner
- 3. Be financially responsible and maintain public trust
- 4. Continuously implement organizational enhancements

Each goal has several specific objectives and actions to support the goals and address the challenges above.

GOALS

Goal #1 - Provide an Adequate, Reliable, High-Quality Water Supply

Objective	Action
1.1 Secure water supplies that exceed the estimated annual demands	 § Obtain short-term and long-term needs annually from member agencies; obtain additional supplies if neccessary § Maintain one-year supply of storage in local groundwater basins of what is annually extracted and/or sold
1.2 Maintain 100% compliance with water quality standards	§ Comply with all EPA and State Water Board standards for safe drinking water § Update treatment methods as needed
1.3 Maintain diverse sources of water supplies and storage	 § Comply with MWD 10-year Purchase Order agreement § Pursue projects and programs to increase spreading capabilities in local groundwater basins § Participate in regional collaborative efforts to bolster local water supplies § Communicate importance of Delta Conveyance Project and Regional Recycled Water Program § Assist our member agency project funding endeavors § Continue to promote water-saving conservation projects and programs utilizing MWD funding § Pursue partnerships to capture and store storm flows into groundwater basins
1.4 Maintain water infrastructure to assure 100% reliability	§ Utilize asset management/GIS to identify infrastructure needing repair/replacement § Budget for replacement based on estimated remaining useful life
1.5 Prepare for long- term MWD shutdown or catastrophic event that affects operations	 § Continue working with MWD, IEUA, WFA and other agencies on potential solutions to minimize impact of planned Rialto Feeder shutdown for PCCP Rehabilitation and developing other sources of supply for the Rialto Feeder § Coordinate plans and resource sharing with member agencies and PWAG § Conduct emergency operations exercises at least three times per year § Address business recovery and continuity

Goal #2 – Provide Water Supplies in the Most Cost-Effective Manner

	Objective	Action
2.1	Increase Miramar Treatment Plant deliveries	 § Shift more demand from the Weymouth plant to the Miramar Treatment Plant, subject to SWP availability and drought action plans of MWD § Operate Miramar at 60% or more of available treatment plant capacity § Consider additional connections to Miramar Treatment Plant § Operate Puente Basin Water Agency Six Basins Groundwater Project
2.2	Reduce residual solids disposal costs	 § Increase efficiency of belt filter press § Ongoing evaluation of hauling/disposal cost options
2.3	Maintain well efficiency at industry standards	§ Continue data collection for future maintenance plans
2.4	Increase involvement and awareness of all aspects of MWD	 § Continue participation and staff presence at all MWD meetings § Continue communication of this information to all TVMWD member agencies
2.5	Increase ability to store water for future use	 § Review options within local basins for purchasing and storing more groundwater/imported water § Pursue partnerships to capture and store storm flows in groundwater basins
2.6	Safety	 § Continue to provide hands on training and proper equipment for the safe operation of TVMWD facilities § Continue operation of the TVMWD facilities that meets industry standards § Continue to provide a safe and healthy working environment where staff feel physically and mentally safe
2.7	Energy Efficiency	 S Continue to monitor and implement programs to ensure that all TVMWD facilities are operating efficiently S Proactively seek out technological advancements that have a return on investment both financially and environmentally

GOALS

Goal #3 – Be Financially Responsible and Maintain Public Trust

Objective	Action
3.1 Utilize and comply with a set of financial policies to maintain TVMWD's financial health	 § Maintain financial policies: Annual budget and rate making process Debt management Reserves Cash management & investments § Maintain accreditation of SDLF's "District of Distinction"
3.2 Maintain website with useful information	 § Maintain three-year history: board agendas, packets, minutes, and recordings § Maintain three-year history: financial and water quality reports § Maintain SDLF's "District Transparency Certificate of Excellence" § Maintain board meeting audio/video recordings on website for public viewing § Maintain a Virtual Tour and Historical Video of TVMWD activities § Maintain updated information related to the ongoing water supply conditions
3.3 Be accountable and transparent with major decisions	§ Board staff reports will specify the strategic plan objective achieved with the requested action § Obtain board approval as needed for policy changes
3.4 Communicate what TVMWD's role is in the delivery of water	 § Promote achievement of TVMWD goals and objectives § Communicate the importance of TVMWD so the value provided is recognized and supported § Coordinate communication efforts with member agencies so they reiterate the benefit provided § Provide tours of TVMWD facilities § Facilitate tours of MWD facilities
3.5 Maintain awareness of legislation that may affect TVMWD	§ Track and support/oppose all proposed legislation affecting TVMWD and keep apprised of bills potentially impacting TVMWD

Goal #4 – Continuously Implement Organizational Enhancements e Action

Objective

4.1 Implement new accounting and human resource software by FY 22/23 that provides for	§ Finalize associated needs for all departments § Issue RFP, select a vendor and plan timeline for effective implementation
efficient use for all departments	
4.2 Prepare for transition to the next generation of water professionals	 § Invest in qualified personnel and provide proper training § Provide opportunities for staff interaction and feedback § Maintain a succession plan that fosters qualified internal candidates for vacancies and retains institutional knowledge
4.3 Increase use of technology to secure information and keep current with industry standards	 § Create a technology master plan § Implement full enterprise GIS § Upgrade Miramar and offsite facility access security controls
4.4 Align agreements to current business practices	 Meet with all parties to agreements, discuss terms and draft new agreements Consider whether additional agreements are necessary
4.5 Build upon efficiencies gained while working remotely	§ Improve public engagement by pushing for legislation that continues remote public meetings § Require scheduled remote work by staff to continue readiness for emergency events
4.6 Employee Retention	 § Adhere to a compensation philosophy that retains staff § Maintain a health and wellness program to minimize absences and improve employee's overall well-being

§ Continue to provide a collaborative work environment that values teamwork, communication, innovation and work-life balance

RESERVE POLICIES

- a. Consistent with sound and prudent fiscal practices as well as legal requirements, TVMWD will maintain reserve funds that comply with adopted policy and legal bond documents.
- b. Objectives of reserve funds:
 - i. To balance short-term fluctuations in revenues/expenses without adopting unplanned rate increases.
 - ii. To provide a safety net in the event of emergency.
 - iii. To minimize external borrowing and interest expense.
 - iv. To determine the most opportune time to issue debt when necessary.
- c. In setting reserve goals TVMWD will consider that reserve levels affect bond ratings and ultimately the ability to access debt markets at favorable interest rates.
- d. The Board shall annually reevaluate what is reasonable for each reserve fund.

Reserve	Goal	Description	Source
Board Election	\$375,000 - \$500,000	To cover biennial election and associated costs.	Water rate over the 2 subsequent years.
Water Rate Stabilization	\$1,400,000 - \$2,100,000	To help fund operations when water sales are less than projected. Reserve shall be set at an amount to supplant lost income in the event of 10% water sales shortages over a 2-3 year period.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years unless rate stabilization utilized to balance upcoming budget.
Capital Investment Program	\$3,500,000 - \$9,700,000	To cover expected and actual capital project/repair/ replacement costs over the next 2-4 year period.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years.
Opportunity	\$2,000,000 - \$3,000,000	For unbudgeted, unplanned or opportunistic projects that can increase supply reliability or decrease rates.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years.
Employee Benefit	\$3,400,000	To accumulate funds to offset net OPEB and pension liabilities. Funds to be deposited at the close of each fiscal year to the Post Employment Benefit Trust until the balance of the trust and CalPERS assets reaches approximately 90% of the total liability. This reserve will maintain the remaining 10% to offset the unfunded liability and to ensure the trust is not overfunded.	Unassigned Reserves. The board will approve a rate funding strategy during the annual budget process.
Emergency	Total available reserve balances of at least \$10,000,000	To cover unexpected costs from litigation, catastrophic events, business interruptions, or other events deemed as emergencies by the Board.	Unassigned Reserves. Additional shortfalls replenished from water rate over the next 3 years.
Unassigned	Remaining balance of unrestricted net assets	To replenish all other reserves and then accumulate excess reserves above goal amounts.	Excess retained earnings.

DEBT MANAGEMENT ANALYSIS

TVMWD DEBT SUMMARY

TVMWD is debt free.

ANALYSIS

Based on budget/rate forecasts and the five-year capital improvement plan, TVMWD should not need to issue debt in the foreseeable future. However, TVMWD is well positioned to obtain debt at favorable rates should the need arise.



CAPITAL IMPROVEMENT PLAN

The capital improvement plan (CIP) is a working blueprint for building and sustaining TVMWD's physical infrastructure. The purpose of a CIP is to identify capital improvement projects, identify and forecast funding sources, prioritize improvements based on funding available, and estimate a timeline for completion of individual improvements. Capital Improvement Projects are projects which involve the purchase, improvement or construction of major fixed assets and equipment, which are typically large in size, expensive, and permanent. Examples of capital projects include the expansion of treatment plants and the construction/rehabilitation of pipeline and pump stations.

This CIP identifies projects for the Fiscal Years (FY) 22/23 through FY 26/27 that are needed for the rehabilitation, replacement, or expansion of the facilities owned or operated by TVMWD. Projects were identified based on physical conditions of assets, forecasted regional projections of water demands and outlook of water resource availability. The timing of the projects identified in the CIP are further refined during the fiscal year based on the availability of financial resources.

Table 1 provides the summary of the five-year CIP [FY 22/23 – 26/27], with projects grouped in five categories. Detailed of the projects in each of the categories are provided in Tables 2 - 6.





TABLE 1: FIVE YEAR CAPITAL IMPROVEMENT PLAN

Project Type (Category)	22/23	23/24	24/25	25/26	26/27
Enhanced Groundwater Production	510,000	250,000	1,000,000	2,500,000	-
Miramar Treatment and System Improvements	375,000	200,000	460,000	-	200,000
Service Connections Enhancements	-	1,400,000	-	-	-
Miramar Building and Site Improvements	740,000	50,000	50,000	-	-
Water Supply and Reliability	-	-	-	2,200,000	3,000,000
Total	1,625,000	1,900,000	1,510,000	4,700,000	3,200,000

ENHANCED GROUNDWATER PRODUCTION

- Purpose: Serves as a cost-efficient source of water.
 Provides options during emergency situations or drought conditions.
- **Description:** Develop additional groundwater production capability within the groundwater basins that underlie TVMWD. Enhancing the capability to use local resources lessens the overall cost of water from Miramar and improves the reliability of imported supplies during emergencies. These supplies will augment imported water in the Miramar system for water delivery to the member agencies.

Projects include construction of TVMWD's fourth well, Miragrand [in progress], and acquisition of a parcel on Caltrans property near Padua Ave and Baseline Road north of I-210 for a future well site. In addition, projects for routine well rehabilitation and addition of treatment technologies in the future may be needed.

- **Objective:** 1.3 Maintain diverse sources of water supplies and storage
 - 1.5 Prepare for long-term MWD shutdown or catastrophic event that affects operations
 - 2.5 Maintain well efficiency at industry standards



MiraGrand Well Renderings

TABLE 2: FIVE YEAR CAPITAL IMPROVEMENT PLAN: Enhanced Groundwater Production

Enhanced Groundwater Production	22/23	23/24	24/25	25/26	26/27
Padua Well	10,000	200,000	1,000,000	2,500,000	-
Well #2 Rehab	-	50,000	-	-	-
Grand Ave Well Improvement	500,000	-	-	-	-
Total	\$510,000	\$250,000	\$1,000,000	\$2,500,000	-

MIRAMAR TREATMENT & SYSTEM IMPROVEMENTS

Purpose: • Maintains pipeline integrity.

- Ensure water deliveries during emergency situations.
- Lengthens the useful life of the facilities.
- Improve water quality.
- **Description:** Miramar transmission pipeline inspections are scheduled for FY 2023-2024. Repair phases will then follow based on those inspection outcomes. Other improvements will also be undertaken to address pipeline reliability and/ or water quality issues.

Projects in this category include an electrical system upgrade, currently in progress; this will allow the Miramar Treatment Plant and onsite Wells No.1 or No.2 to be operated during a power outage with an added ability to connect to a portable generator. In addition, TVMWD is planning to perform necessary maintenance on the existing chlorine delivery system and possibly upgrading the capacity. This effort will be focused on maintaining system reliability and continuing to meet all water quality goals and objectives.

Objective: 1.2 - Maintain 100% compliance with water quality standards

- 1.4 Maintain water infrastructure to assure 100% reliability
- 2.1 Increase Miramar Treatment Plant deliveries



Pipeline Inspetion

TABLE 3: FIVE YEAR CAPITAL IMPROVEMENT PLAN: Miramar Treatment & System Improvements

Miramar Treatment & System Improvements	22/23	23/24	24/25	25/26	26/27
Ammonia system upgrades	-	-	-	-	200,000
Miramar pipeline repairs	-	200,000	200,000	-	-
Reservoir cover	100,000	-	-	-	-
Wheeler cabinet upgrades	-	-	200,000	-	-
TTHM Fan	-	-	60,000	-	-
JWL Meter Replacement	150,000	-	-	-	-
TOC Analyzer	75,000	-	-	-	-
PM-21 Bypass Magmeter	50,000	-	-	-	-
Total	\$375,000	\$200,000	\$460,000	-	\$200,000

SERVICE CONNECTION ENHANCEMENTS

Purpose: Increases spreading capabilities.

- **Description:** The Metropolitan PM-26 connection currently delivers untreated import water to the Little Dalton Spreading Grounds, for which delivery rates are limited. The proposed project will plan, design and construct a new pipeline using the existing PM-26 spreading connection to deliver imported water from the Rialto Pipeline into the Big Dalton Spreading Grounds. This added capacity would allow TVMWD to utilize more spreading water over shorter periods of time in the Main San Gabriel Basin maximizing windows of imported water availability to be captured in the groundwater basin. This is a joint effort among TVMWD, City of Glendora, and LA County Public Works.
- **Objective:** 1.3 Maintain diverse sources of water supplies and storage
 - 1.5 Prepare for long-term MWD shutdown or catastrophic event that affects operations
 - 2.5 Increase ability to store water for future use



Little Dalton Spreading Ground -

TABLE 4: FIVE YEAR CAPITAL IMPROVEMENT PLAN: Service Connections Enhancements

Service Connections Enhancements	22/23	23/24	24/25	25/26	26/27
PM-26 Expansion	-	1,400,000	-	-	-
Total	-	\$ 1,400,000	-	-	-

MIRAMAR BUILDING AND SITE IMPROVEMENTS

Purpose: • Maintain facilities at current industry standards meeting all safety requirements.

- Improve security at TVMWD facilities.
- Make efficient use of available space.

Description: Design and construction of various upgrades and improvements for the Miramar buildings and site as well as at other TVMWD-owned facilities. Some of the projects envisioned over the next several years include installing additional security, office lighting efficiency upgrade, installing additional roof structure over various areas to extend the life of the equipment.

Objective: 1.4 - Maintain water infrastructure to assure 100% reliability

2.6 - Safety

- 2.7 Energy Efficiency
- 4.1 Implement new accounting and human resource software by FY 22-23 that provides for efficient use for all departments
- 4.3 Increase use of technology to secure information and keep current with industry standards



Admin Building Roof

TABLE 5: FIVE YEAR CAPITAL IMPROVEMENT PLAN: Miramar Building & Site Improvements

Miramar Building and Site Improvements	22/23	23/24	24/25	25/26	26/27
Office Lighting Efficiency Upgrades	50,000	-	-	-	
Roof/shade Upgrades	500,000	-	-	-	
Operations Control Room Flooring	30,000	-	-	-	
Vehicle	-	50,000	-	-	
Accounting Software	100,000	-	-	-	
Wireless Radio Replacement	-	-	50,000	-	
Server Replacements	60,000	-	-	-	
Total	\$740,000	\$50,000	\$50,000	-	

WATER SUPPLY AND RELIABILITY

Purpose:	 Build new and modify existing TVMWD facilities to increase efficiency and reliability in providing water to TVMWD member agencies.
Description:	Planning, design, and construction of various upgrades and improvements to provide long term alternate water source connections to ensure adequate water to both the MiramarTreatment Plant and TVMWD member agencies. Identified projects will provide supplemental source of water to augment the Miramar system during shortages.
Objective:	1.1 - Secure water supplies that exceed the estimated annual demands
	1.3 - Maintain diverse sources of water supplies and storage
	1.4 - Maintain water infrastructure to assure 100% reliability
	1.5 - Prepare for long- term MWD shutdown or catastrophic event that affects operations



TABLE 6: FIVE YEAR CAPITAL IMPROVEMENT PLAN: Water Supply and Reliability

Water Supply and Reliability	22/23	23/24	24/25	25/26	26/27
Padua Pump Station	-	-	-	2,000,000	3,000,000
Miramar Pumpback	-	-	-	200,000	-
Total	-	-	-	\$2,200,000	\$3,000,000

PRIORITIES FOR FY 22-23

Based on TVMWD's goals and objectives, the following priorities have been identified:

1. Increase Ability to Store and Extract Water

- a. <u>Enhanced Groundwater Production</u> Construction of and placing into service the MiraGrand Well. Secure location for a future well. Continue pursuit of DDW Permit Amendment to operate the Six Basins Groundwater Project on behalf of PBWA. Improve operation of Grand Avenue Well.
- b. <u>Chino Basin Storage Agreement</u> Pursue storage agreement with the Chino Basin Watermaster to allow water to be stored in the Chino Groundwater Basin.
- c. <u>MWD Service Connections Enhancements</u> Executing a Memorandum of Agreement between L.A. County and Glendora for PM-26A connection for the Big Dalton Spreading.

2. Focus on Regional Collaborative Efforts to Bolster Water Supplies

- a. <u>Rialto Feeder Shutdown tentatively in 2035</u> Potential solutions will take a significant amount of time and planning to come together. Continue working with MWD, IEUA, WFA and other agencies on options to minimize the impact of this planned event. Pursue connection to San Gabriel Valley pipeline as alternative source for Miramar Treatment Plant.
- b. <u>MWD's Regional Water Recycling Project</u> Continue to participate and contribute to the planning environmental phase of the project.
- c. <u>MWD's Delta Conveyance Project</u> Continue to participate and contribute to the environmental phase of the project.
- d. <u>MWD's Rate Refinement Process</u> Continue to participate in the committee of Member Agencies working directly with MWD staff on proposals to modify MWD's water rates and charges.

3. Continuous Organizational Improvement

- a. <u>Align Agreements to Current Business Practices</u> Execute a JWL Pump-Back Agreement and modify other agreements as needed.
- b. <u>Geographic Information System and Technology Master Plan</u> Implement full-scale enterprise GIS system for asset management and operations workflow enhancements. Develop Technology Master Plan to provide a roadmap for technological advancements to increase workflow efficiencies.

ACRONYMS AND ABBREVIATIONS

- AF Acre-Feet
- AFY Acre-Feet per Year
- CIP Capital Improvement Plan
- CRA Colorado River Aqueduct
- DDW Department of Drinking Water
- DWR Department of Water Resources
- EPA Environmental Protection Agency
- FY Fiscal Year
- GIS Geographic Information System
- IEUA Inland Empire Utilities Agency
- MWD Metropolitan Water District of Southern California
- OPEB Other Post-Employment Benefits
- PBWA Puente Basin Water Agency
- PCCP Prestressed Concrete Cylinder Pipe
- PWAG Public Water Agencies Group
- RFP Request for Proposal
- SDLF Special District Leadership Foundation
- SWP State Water Project
 - TVMWD Three Valleys Municipal Water District
 - WFA Water Facilities Authority

Water Year

• WY



