

As a matter of proper business decorum, the Board of Directors respectfully request that all cell phones be turned off or placed on vibrate. To prevent any potential distraction of the proceeding, we request that side conversations be taken outside of the meeting room.

**AGENDA
REGULAR BOARD MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
1021 E. MIRAMAR AVENUE, CLAREMONT, CA 91711
Wednesday, September 5, 2018 at 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.

Item 1 – Call to Order **De Jesus**

Item 2 – Pledge of Allegiance **De Jesus**

Item 3 – Roll Call **Executive Assistant**

Item 4 – Additions to Agenda *(Government Code Section 54954.2(b)(2))* **De Jesus**

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.*

Item 5 – Reorder Agenda **De Jesus**

Item 6 – Public Comment *(Government Code Section 54954.3)* **De Jesus**

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

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

Item 7 – Presentation, Kathy Cole

De Jesus

Ms. Cole will provide the Board with an update of the year-end legislative activities.

Item 8 – CY 2018 Board Appointment Amendments [enc]

De Jesus

The Board will consider approval of updates to the CY 2018 Board appointments for attendance at various meetings and reporting to the Board of Directors. The amendments to the CY 2018 Board Appointments will be effective immediately upon approval.

Item 8: Board Action Required – Motion No. 18-09-5187

Staff Recommendation: Approve as presented

Item 9 – Resolution No. 18-09-831 Appointment of Representative and Alternate to Serve on the San Gabriel Basin Water Quality Authority Board for CY 2019 [enc]

De Jesus

The Board will consider approval of Resolution No. 18-09-831 to appoint a representative and alternate to serve on the San Gabriel Basin Water Quality Authority (WQA) Board for CY 2019, and direct staff to return to WQA for consideration.

Item 9: Board Action Required – Motion No. 18-09-5188

Staff Recommendation: Approve as presented

Item 10 – General Manager’s Report

Hansen

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

10.A – Surplus Property – Enabling Resolution Update [enc]

Howie

The Board will review Resolution No. 18-09-DRAFT updating enabling resolution for TVMWD surplus property guidelines and provide direction to staff for action at a future meeting.

10.B – Proposed Amendments to the Three Valleys MWD Conflict of Interest Code [enc]

Howie

The Board will review and consider recommended amendments to the Three Valleys MWD Conflict of Interest Code and direct staff to return for action at a future meeting. Final amendments are due to the Los Angeles County Board of Supervisors by October 1, 2018.

10.C – Filter Aid System Replacement [enc]

Garcia

The Board will consider the recommendation to make this purchase, and to waive competitive bidding, and provide direction to staff for action at a future meeting. The total proposed cost is approximately \$122,000.

10.D – Project Summary Update [enc]

Garcia

The Board will review a summary update of ongoing projects.

10.E – Employee Health Care Costs CY 2019 [enc]

Linthicum

The Board will be provided a summary of JPIA’s health care premiums for the upcoming year and provide direction to staff for action at a future meeting.

10.F – CAMP (California Asset Management Program) [enc]

Linthicum

The Board will review and consider CAMP as an additional short-term investment vehicle for the District to handle short-term investing and provide direction to staff for action at a future meeting.

10.G – Addition of Instrumentation / Electrical System Operator to Organizational Chart and Salary Schedule [enc]

Linthicum

The Board will consider the addition of this position to the organizational chart and salary schedule, and provide direction to staff for action at a future meeting.

10.H – AGM Report

Litchfield

The Assistant General Manager will update the Board on various activities and meetings under his purview (*this page left blank intentionally*).

Item 11 – Future Agenda Items

De Jesus

Item 12 – Adjournment

De Jesus

The Board will adjourn to a Regular Board Meeting on September 19, 2018 at 8:00 a.m.

American Disabilities Act Compliance Statement

Government Code Section 54954.2(a)



Any request for disability-related modifications or accommodations (including auxiliary aids or services) sought to participate in the above public meeting should be directed to the TVMWD's Executive Assistant at (909) 621-5568 at least 24 hours prior to meeting.

Agenda items received after posting

Government Code Section 54957.5

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the TVMWD office located at, 1021 East Miramar Avenue, Claremont, CA, 91711. The materials will also be posted on the TVMWD website at www.threevalleys.com.

Three Valleys MWD Board Meeting packets and agendas are available for review on its website at www.threevalleys.com. The website is updated on Sunday preceding any regularly scheduled board meeting.

Staff Report/Memorandum



To: TVMWD Board of Directors
From: Bob Kuhn, Board President
Date: September 5, 2018
Subject: CY 2018 Board Appointments – Amended

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

Requested action:

That the Board will, consider the proposed amendments to the CY 2018 Board Appointments that will be effective immediately upon approval.

Discussion:

Pursuant to district policy Section 2.3 – Board of Directors Organization, the Board President appoints Directors to serve as representatives / alternates to attend and monitor activities for the following member agency / other agency board meetings. During the past quarter TVMWD has added additional agencies to its list of meetings that directors attend and report out on. To continue the broad range of coverage and representation for the District, I am recommending that the following appointment amendments be ratified.

Strategic Goal Objectives

3.3 – Be accountable and transparent with major decisions



CY 2018 BOARD APPOINTMENTS
THREE VALLEYS MUNICIPAL WATER DISTRICT
Amended September 5, 2018

CY 2018 TVMWD REPRESENTATIVE/ALTERNATE APPOINTMENTS

Committee / Board	Representative	Alternate
ACWA Region 8 Delegate	Brian Bowcock	Bob Kuhn
ACWA / JPIA Representative	Brian Bowcock	Bob Kuhn
BizFed	John Mendoza	Carlos Goytia
Chino Basin Watermaster ¹	Bob Kuhn	David De Jesus
City of Pomona Council Meeting	John Mendoza	Carlos Goytia
Local Agency Formation Commission (LAFCO)	Joe Ruzicka	Bob Kuhn
Main San Gabriel Basin Watermaster	Carlos Goytia	Brian Bowcock
MWD Board Representative	David De Jesus	N/A
PWR Joint Water Line Commission	Carlos Goytia	Joe Ruzicka
Rowland Water District	Joe Ruzicka	David De Jesus
San Gabriel Basin WQA ¹	Bob Kuhn	Brian Bowcock
San Gabriel Valley Council of Governments (SGV-COG) ²	Carlos Goytia	Joe Ruzicka
San Gabriel Valley Economic Partnership (SGVEP)	Bob Kuhn	John Mendoza
Six Basins Watermaster ¹	John Mendoza	Carlos Goytia
Southern California Water Coalition	Brian Bowcock	John Mendoza
Walnut Valley Water District	David De Jesus	Joe Ruzicka

¹ Both the representative and alternate will attend these meetings due to voting requirements.

² For CY 2018 TVMWD will be the alternate

RESOLUTION NO. 18-09-831

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT
APPOINTING THE REPRESENTATIVE AND ALTERNATE
TO THE BOARD OF THE SAN GABRIEL BASIN
WATER QUALITY AUTHORITY**

WHEREAS, ON September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority (WQA); and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive pumping rights, one elected city council person from cities in the San Gabriel Basin without prescriptive pumping rights, and two appointed members representing water producers in the San Gabriel Basin; and

WHEREAS, the Three Valleys Municipal Water District is one of the municipal water districts in the San Gabriel Basin; and

WHEREAS, it is now time to appoint the municipal water district's representatives and alternates for the four-year term commencing on January 1, 2019; and

WHEREAS, said appointments shall be made by a resolution adopted by the majority of the Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of Three Valleys Municipal Water District does hereby find and resolve as follows:

Section 1. Bob Kuhn is hereby appointed as the representative to the governing Board of the WQA.

Section 2. Brian Bowcock is hereby appointed as the alternate representative to the governing Board of the WQA.

ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 5th day of September 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: September 5, 2018
Subject: Surplus Property – Enabling Resolution Update

Form with checkboxes for: For Action, Fiscal Impact, Funds Budgeted, Information Only, Cost Estimate: \$

Discussion:

During the last round of surplus property disposal in June of this year, the Board suggested that staff come back with an updated version of the enabling resolution and that the District establish a dollar value threshold on property that is declared surplus under the disposal process.

Currently, the General Manager is authorized to dispose of the property in accordance with the procedures outlined in the standing Resolution No. 11-04-488, established in 2004 and attached herein. These procedures require the General Manager to describe the property, determine the dollar value, and select the method of disposal which will generate the best return for TVMWD, including, giving priority to our member agencies to purchase the property, public auction, public sale, or selected bidders. Property not sold or without resale value may be disposed of in the most efficient manner, including donations to Member Agencies, recognized charities, local government entities, non-profit agencies whose activities are related to health, education, and/or the public welfare.

At least once a year, items declared for surplus property include a variety of obsolete or non-working computer equipment and occasional pieces of furniture that are worn, broken or no longer of use. Once every several years, a district vehicle will be declared as surplus and due to a much higher appreciable value, will be advertised for sale – initially to the member agencies and then to the public.

To bring more efficiency to the process, staff has prepared a new resolution with updated language and a recommendation to establish the threshold of surplus property listed, at a value of \$1,000 and above. All items below the threshold shall be considered de minimis and may be disposed of at the discretion of the General Manager.

This item will be brought back to the Board for consideration of adoption at the next meeting.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

RESOLUTION NO. 11-04-488

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT
ESTABLISHING PROCEDURES FOR
THE SALE OF SURPLUS PERSONAL PROPERTY

WHEREAS, the Three Valleys Municipal Water District (the "District") is a special district organized and operated pursuant to Water Code Section 71000 et seq., and the District is not specifically required to dispose of surplus personal property by any particular procedure; and

WHEREAS, there is a need to promote uniformity in the procedures for the sale of surplus personal property owned by the District.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the District's Board of Directors to adopt the following procedure for the sale of surplus personal property:

1. The District may dispose of surplus property upon adoption of a resolution by the District's Board of Directors declaring said property to be surplus to the District's needs. The resolution shall specify that the property is surplus and shall contain a description of that property.

2. Upon adoption of the resolution contemplated in Section 1 above, the property declared to be surplus may be disposed by the District's General Manager in accordance with the procedures set forth below, unless otherwise provided in the resolution adopted by the District's Board of Directors pursuant to Section 1 above.

a. Value of Items. The value of the surplus property shall be determined by the General Manager after contacting appraisers or dealers, vendors, or other businesses which buy used property or take such items as trade-in.

b. Type of Sale. With respect to surplus property having a resale value, the General Manager shall determine the method of sale which will generate the best net return for the District, including, but not limited to, the following methods:

(1) Priority. The District's member agencies shall be promptly notified by the General Manager of the availability of the surplus property and shall have first priority with respect to the District's disposal thereof.

(2) Public Auction. Notice of time and place of the sale shall be advertised one day in a newspaper of general circulation and posted on District premises at least seven (7), but not more than fourteen (14), days prior to the date of sale. The notice shall identify, with a general description, the items to be sold and shall state that any person may bid on said items and that all sales must be paid in cash at the time and place of said sale. The Board may set minimum bids for individual items.

(3) Public Sale. The surplus items shall be advertised for sale at an established fixed price based upon value analysis of the materials, and shall be sold to the first purchaser offering the asking price. The advertisement shall be published in a newspaper of general circulation or an appropriate trade publication and shall contain a general description and price of each item to be sold.

(4) Selected Bidders. Where the highest price for the surplus property is likely to be obtained from a dealer, vendor, or other entity, the General Manager may determine to contact and obtain bids from a reasonable number of potential purchasers and sell the surplus property to the highest of such bids.

c. Disposal of Remaining Property. If any surplus is not sold after a reasonable time using the methods set forth in Section 2.b. above, or if it is determined that the property has no reasonable resale value, the General Manager may dispose of this surplus in the most efficient manner which provides first priority to the District's member agencies and the best value to the District.

d. Reservations and Warranties. The General Manager reserves the right to reject any and all bids should the General Manager deem it to be for the public good. All surplus property shall be sold "as is" and with no warranties, expressed or implied.


3. District surplus property determined to be obsolete with no apparent salvage value shall be exempt from these policies. The General Manager, with prior Board approval, may dispose of such property in the manner most advantageous for the District.

4. Unauthorized removal, disposal, or expropriation of any District owned property, regardless of estimated value, constitutes a breach of District policy and could be construed as misappropriation of public funds.

5. This Resolution supersedes Resolution No. 05-01-398 and shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 24th day of November, 2004.

AYES: Bowcock, De Jesus, Horan, Juarez, Kuhn, Lantz, and Ruzicka
NOES: None
ABSTAIN: None
ABSENT: None



Bob G. Kuhn, President, Board of Directors

ATTEST.



Luis Juarez, Secretary, Board of Directors

RESOLUTION NO. 11-04-48818-09-DRAFT

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT
ESTABLISHING PROCEDURES FOR
THE SALE OF SURPLUS PERSONAL PROPERTY

WHEREAS, the Three Valleys Municipal Water District (the "District") is a special district organized and operated pursuant to Water Code Section 71000 et seq., and the District is not specifically required to dispose of surplus personal property by any particular procedure; and

WHEREAS, there is a need to promote uniformity in the procedures for the sale of surplus personal property owned by the District.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the District's Board of Directors to adopt the following procedure for the sale of surplus personal property:

1. The District may dispose of surplus property upon adoption of a resolution by the ~~District's Board of Directors~~Board, declaring said property to be surplus to the District's needs. The resolution shall specify that the property is surplus and shall contain a description of that property.

2. Upon adoption of the resolution contemplated in Section 1 above, the property declared to be surplus may be disposed of by the District's General Manager in accordance with the procedures set forth below, unless otherwise provided in the resolution adopted by the District's Board of Directors pursuant to Section 1 above.

a. Value of Items. The value of the surplus property shall be determined by the General Manager after contacting appraisers or dealers, vendors, or other businesses which buy used property or take such items as trade-in. The value of all surplus items listed shall be equal to \$1,000.00 or greater.

b. Type of Sale. With respect to surplus property having a resale value equal or greater than \$1,000.00, the General Manager shall determine the method of sale which will generate the best net return for the District, including, but not limited to, the following methods:

(1) Priority. The District's member agencies shall be promptly notified by the General Manager of the availability of the surplus property and shall have first priority with respect to the District's disposal thereof.

Item 10.A

(2) Public Auction. Notice of time and place of the sale shall be advertised one day in a newspaper of general circulation and posted on District premises at least seven (7), but not more than fourteen (14), days prior to the date of sale. The notice shall identify, with a general description, the items to be sold and shall state that any person may bid on said items and that all sales must be paid in cash at the time and place of said sale. The Board may set minimum bids for individual items.

(3) Public Sale. The surplus items shall be advertised for sale at an established fixed price based upon value analysis of the materials, and shall be sold to the first purchaser offering the asking price. The advertisement shall be published in a newspaper of general circulation or an appropriate trade publication and shall contain a general description and price of each item to be sold.

(4) Selected Bidders. Where the highest price for the surplus property is likely to be obtained from a dealer, vendor, or other entity, the General Manager may determine to contact and obtain bids from a reasonable number of potential purchasers and sell the surplus property to the highest of such bids.

c. Disposal of Remaining Property. If any surplus is not sold after a reasonable time using the methods set forth in Section 2.b. above, or if it is determined that the property has no reasonable resale value, the General Manager may dispose of this surplus in the most efficient manner which provides first priority to the District's member agencies and the best value to the District.

d. Reservations and Warranties. The General Manager reserves the right to reject any and all bids should the General Manager deem it to be for the public good. All surplus property shall be sold "as is" and with no warranties, expressed or implied.

3. District surplus property determined to be obsolete with no apparent salvage value shall be exempt from these policies. The General Manager, with prior Board approval, may dispose of such property in the manner most advantageous for the District.

4. Unauthorized removal, disposal, or expropriation of any District owned property, regardless of estimated value, constitutes a breach of District policy and could be construed as misappropriation of public funds.

5. This Resolution supersedes Resolution No. ~~05-01-39811-04-488~~ and shall take effect immediately upon its adoption.

Item 10.A

ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19th day of September 2018 by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:

~~PASSED, APPROVED, AND ADOPTED this 24th 19th day of November September, 2004 2018.~~

~~AYES: _____~~
~~NOES: _____~~
~~ABSTAIN: _____~~
~~ABSENT: _____~~

~~Bob G. Kuhn, President, Board of Directors~~

~~ATTEST:~~

~~Luis Juarez Brian Bowcock, Secretary, Board of Directors~~



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: September 5, 2018
Subject: Proposed Amendments to the Three Valleys MWD Conflict of Interest Code

Form with checkboxes for: For Action, Information Only, Fiscal Impact, Cost Estimate, Funds Budgeted.

Requested Action:

That the Board of Directors will review the proposed amendments to the District's Conflict of Interest Code and direct staff to file the 2018 Biennial Review Certification with said amendments to the Los Angeles County Board of Supervisors-Executive Office by the prescribed deadline of October 1, 2018.

Discussion:

The District's current Conflict of Interest Code was last approved by the Los Angeles County Board of Supervisors effective January 9, 2013 and was approved by the TVMWD Board of Directors during its February 20, 2013 meeting by Motion No. 13-02-4915. State law directs all agencies have adopted a Conflict of Interest Code, and to biennially review their code and make any changes necessary due to changed circumstances.

The District received an email dated June 27, 2018 initiating the 2018 biennial review process with a deadline submission date of October 1, 2018. Staff has thoroughly reviewed the current designated positions and recommended changes shown on the 'draft Exhibit B' based upon addition of position, elimination of positions, and title change(s).

Copies of the amendment forms and the current organizational chart are included for your review and analysis of the recommendations. Once the amended Conflict of Interest Code is approved by the Los Angeles County Board of Supervisors it will be returned to the TVMWD Board of Directors to adopt by resolution with an immediate effective date.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions.

Conflict of Interest Code
of the

THREE VALLEYS MUNICIPAL WATER DISTRICT

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

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

Place of Filing of Statements of Economic Interests

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

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

THREE VALLEYS MUNICIPAL WATER DISTRICT

EXHIBIT "A"

CATEGORY 1

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

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

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

CATEGORY 3

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

CATEGORY 4

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

CATEGORY 5

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

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

THREE VALLEYS MUNICIPAL WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director	1, 2, 3
General Manager/Chief Engineer	1, 2, 3
Assistant General Manager, Administration	1, 2, 3
Chief Finance Officer	1, 2, 3
Conservation & Resource Analyst	4
Senior Financial Analyst	4
Manager of Engineering & Operations	1, 2, 3
Project Manager	4
Engineer/Assistant Engineer	4
Water Operations Manager	4
Operations Supervisor	4
Executive Assistant	4
Consultant	5

EFFECTIVE: 01/09/2013

THREE VALLEYS MUNICIPAL WATER DISTRICT
EXHIBIT “B” - Recommended

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director	1, 2, 3
General Manager/Chief Engineer	1, 2, 3
<u>Assistant General Manager¹</u>	1, 2, 3
Assistant General Manager, Administration; <u>Chief Administrative Officer²</u>	1, 2, 3
Chief Finance Officer	1, 2, 3
Assistant General Manager, Engineering & Operations³ <u>Chief of Engineering/Operations Officer</u>	1, 2, 3
Conservation & Resource Analyst⁴	4
Senior Financial Analyst	4
Project Engineer	4
Engineer/Assistant Engineer⁵	4
Water Operations Manager	4
Operations Supervisor	4
<i>Executive Assistant</i>	4
Consultant	5

¹ New position

² Title change only

³ Title change only

⁴ Delete from Code – advisory position only

⁵ Delete from Code – advisory position only



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

Name of Agency: Three Valleys Municipal Water District

Name of Agency Code Officer: Vicki Hahn Date: 9/5/2018

My agency has added the following position(s):

Designated Position Title - Assistant General Manager

Justification for Addition:
This position assists the General Manager with the organization and direction of the overall administrative activities and operations of the Water District including financial activities, engineering, and long-range planning. Advises and assists the board of Directors and represents the District's interests with other agencies and levels of government, business interests, and the community at large. This was a newly added position during 2018.

Designated Position Title - _____

Justification for Addition:

Designated Position Title - _____

Justification for Addition:

Designated Position Title - _____

Justification for Addition:



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

Item 10.B

Name of Agency: Three Valleys Municipal Water District

Name of Agency Code Officer: Vicki Hahn Date: 9/5/2018

My agency has deleted the following position(s):

Designated Position to be Deleted - Conservation and Resource Analyst

1. What is the reason for deleting the position? This position was originally added following a review of the position description. This position has been evaluated since the last update in 2013 and performs advisory versus purchase recommendations.

2. Were the duties completely eliminated? no

3. Did another position absorb the duties of the deleted position?

a. If yes, which position? no

b. Does this position require a change in its existing disclosure category? no
If yes, please complete Disclosure Change Form

Designated Position to be Deleted - Engineer/Assistant Engineer

1. What is the reason for deleting the position? This position was originally added following a review of the position description. This position has been evaluated since the last update in 2013 and performs advisory versus purchase recommendations.

2. Were the duties completely eliminated? no

3. Did another position absorb the duties of the deleted position?

a. If yes, which position? no

b. Does this position require a change in its existing disclosure category? no
If yes, please complete Disclosure Change Form



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

Name of Agency: Three Valleys Municipal Water District

Name of Agency Code Officer: Vicki Hahn Date: 9/5/2018

My agency has the following title change(s):

Current Position Title: Assistant General Manager, Administration

Position Title Changed to: Chief Administrative Officer

Reason for the Change:

Is this simply a title change with no change in responsibilities? If yes, no further information is needed. If no, briefly describe the increased and/or decreased responsibilities.

Current Position Title: Manager of Engineering & Operations

Position Title Changed to: Chief of Engineering/Operations Officer

Reason for the Change:

Is this simply a title change with no change in responsibilities? If yes, no further information is needed. If no, briefly describe the increased and/or decreased responsibilities.

Current Position Title: _____

Position Title Changed to: _____

Reason for the Change:

Is this simply a title change with no change in responsibilities? If yes, no further information is needed. If no, briefly describe the increased and/or decreased responsibilities.

2018 BIENNIAL REVIEW CERTIFICATION FORM Item 10.B

Submit now or no later than October 1, 2018

Name of Agency: Three Valleys Municipal Water District
Name of Agency Head: Richard W. Hansen
Mailing Address: 1021 E. Miramar Avenue
City: Claremont State: CA Zip Code: 91711
Agency Code Officer: Vicki Hahn Office Phone No.: 909-621-5568
E-Mail Address: vhahn@tvmwd.com

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

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

- 1. AN AMENDMENT IS REQUIRED (Check all that apply):**
- Include new positions
 - Revise disclosure categories
 - Revise the titles of existing positions
 - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
 - Other (describe) _____

2. THE CODE IS CURRENTLY UNDER REVIEW BY THE CODE REVIEWING BODY.

3. NO AMENDMENT IS REQUIRED.

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

Verification (to be completed if no amendment is required)

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

Submit Form

Signature of Agency Head or Designee

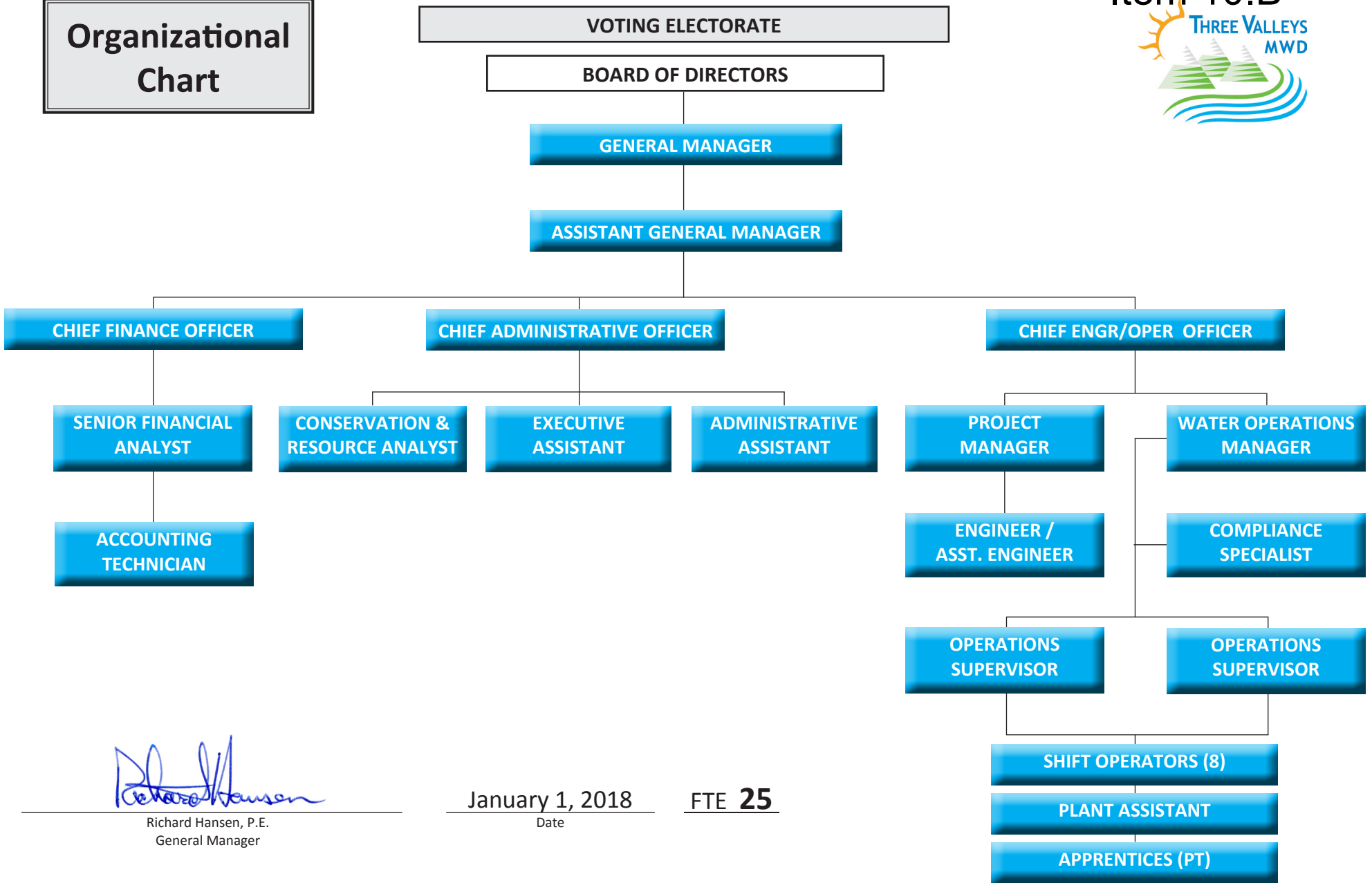
Date

Please complete your form electronically by first typing in your name in the signature field above and then clicking the "Submit Form" button.

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please submit this notice no later than Monday, October 1, 2018.

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

**Organizational
Chart**




Richard Hansen, P.E.
General Manager

January 1, 2018
Date

FTE **25**



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: September 5, 2018
Subject: Filter Aid System Replacement

Table with 3 columns: For Action, Fiscal Impact, Funds Budgeted. Row 1: For Action (unchecked), Fiscal Impact (checked), Funds Budgeted (checked). Row 2: Information Only (checked), Cost Estimate: \$121,900 (checked).

Recommendation

- 1. Waive the competitive bid requirement and authorize the General Manager to enter into a single source agreement with D & H Water Systems for the purchase of (1) USGI PolyBlend DP2000 Polymer Feed System.
2. Approve Purchase Order #10298 at a cost of \$121,900.00.

Background

One of the projects originally slated for the current fiscal year involves replacement of the treatment plant dry chemical feed system (Filter Aid System). The current filter aid chemical feeder had a life expectancy of 30 years and was fully depreciated in 2017. The support and parts availability for this antiquated system no longer exist.

The USGI PolyBlend DP2000 system adds to our reliability and efficiency. The system has a high energy initial mix, followed by slow continuous mixing that maximizes the polymer chain. TVMWD also operated a mobile demo version of the same system. The demo operation gave staff confidence in the product and training in the functions of the system. D & H Water Systems is the sole authorized distributor for this system.

We feel the reasons above, along with the technical support USGI and D & H Water Systems can offer, provides a compelling reason for this item to qualify as a single source purchase.

Staff is seeking direction from the Board to take action on this at a future meeting.

Strategic Plan Objective(s):

- 1.5 – Maintain water infrastructure to assure 100% reliability
3.3 – Be accountable and transparent with major decisions



PURCHASE ORDER

PURCHASE ORDER NO. 10298

VENDOR:

D & H Water Systems
 1130 Melrose Drive
 Visa, CA 92083
 760-480-6281

SHIP & BILL TO:

Three Valleys Municipal Water District
 1021 E. Miramar Avenue
 Claremont, CA 91711-2052
 Tel: 909-621-5568; Fax: 909-625-5470

P.O. DATE	DATE REQUIRED	SHIP VIA	FREIGHT TERMS	PAYMENT TERMS	BUYER
8/22/18	12/31/18	Deliver	FOB ORIGIN	Net 30	Richard Hansen

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1	each	PolyBlend DP2000 Dry Polymer Feed System Per Proposal Dated July 19, 2017	121,900.00	121,900.00
		Skid-Mounted, Pre-assembled, Piped and Wired, Factory-Tested DD4 Dry Polymer Disperser		
		360-Gallon Mix/Hold Tank		
		Electrical Control Panel		
		Manufacturer's Services for Installation Inspection, System Start-Up and Operator Training (3Days at the Jobsite)		
		Design Submittals and Operation & Maintenance Manuals		
		FOB Factory with Full Freight Allowed to Jobsite		

Notes/Special Instructions

SUBTOTAL		\$ 121,900.00
TAX	9.50%	-
S & H		-
TOTAL		\$ 121,900.00

General Instructions
 Please furnish us with the items and/or services listed above in accordance with the terms and conditions specified on the face and the reverse of the Purchase Order including specifications, changes, and other attachments hereto.
 All invoices must reference purchase order number.

20.21.58158
Account/Project #

Requested by: Dom Aguiar Authorized by: _____ Date _____



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: September 5, 2018
Subject: Project Summary Update

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

Discussion:

Brief status reports for projects are provided below:

TVMWD Grand Avenue Well Project – Project No. 58446

Based on data obtained during well drilling activities, the project geologist prepared the well design in early June 2018. The well casing was then fabricated and installed later that month. The drill rig was removed by mid-July. Afterwards, the contractor successfully completed well development and pump testing in July and early August. Based on the pump testing data, the recommended well pumping rate is 700 gallons per minute (gpm).

Staff is coordinating “punch list” items with the drilling contractor to ensure that final tasks and clean-up activities are addressed properly and in a timely manner. The remaining tasks for Phase 1 construction include reconstruction of a block wall along the north side of the property and replacement of landscape and irrigation that was temporarily removed to accommodate well drilling activities.



Grand Avenue Well Drilling Activities

The engineering consultant has begun design of the well equipping facilities (Phase 2), which include delivery infrastructure such as discharge piping, pump, motor, and electrical equipment, as well as associated site improvements. Staff anticipates the well equipping design will be completed by the end of October 2018.

TVMWD Baseline Road Well Project – Project No. 58458

No new information to provide at this time.

Reservoir Effluent Pump Station Project – Project No. 58459

The contractor experienced some delays in finalizing the shop drawings for the new booster pump system package. As a result, fabrication of the booster pump system package was just recently completed and shipped to the contractor.

The contractor has begun work on the remaining tasks which include installation of structural steel and grating, installation of the booster pumps, and electrical equipment. Staff anticipates startup and performance testing will be completed in early October 2018.

Hydropneumatic Tank Replacement Project – Project No. 58460

Staff is currently holding the construction start of this project until after the completion and testing of the Reservoir Effluent Pump Station. Accordingly, construction activities are expected to begin in late 2018.

JWL Control Valve – Project No. 58462

TVMWD's design consultant recently completed the 100% design for this valve installation. Staff is currently reviewing the plans and coordinating with JWL staff to keep them abreast of the project status and avoid conflicting construction schedules.

Staff anticipates project construction to occur in December 2018 or early January 2019.

6th/White Meter Connection Upgrades – Project No. 58159

The existing flow meter and SCADA equipment are slated to be upgraded at this connection. TVMWD's SCADA integrator, Prime Systems Inc., will complete its design within the next month for staff review and comment. Staff anticipates doing most of the installation work along with Prime Systems.

Construction is scheduled for early December 2018 to coincide with MWD's Rialto Feeder shutdown during such period when this particular connection is not in use.

Strategic Plan Objectives:

- 1.4 – Capable of delivering 10,000 AFY from local sources in case of drought or catastrophe.
- 1.5 – Maintain water infrastructure to assure 100% reliability.
- 2.3 – Manage water infrastructure and staff operations to minimize costs.
- 3.3 – Be accountable and transparent with major decisions



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: September 5, 2018
Subject: Employee Health Care Costs CY 2019

Form with checkboxes for For Action, Fiscal Impact, Funds Budgeted, Information Only, and Cost Estimate.

Background:

TVMWD's policy requires employees to contribute 10% towards their individual medical premiums, with the following exceptions:

- Employees hired before 12/31/10 under the previous allowance method
Single employees enrolled in Kaiser (JPIA requires 100% to be paid by TVMWD)
Employees enrolled in Anthem Blue Cross CDHP (Consumer Driven Health Plan)
For employees enrolled in the CDHP, TVMWD contributes to an employee's HSA (Health Savings Account) plan (single - \$400; two-party or more - \$800).

Employees may opt themselves and/or family members out of medical coverage with proof of comparable alternative medical coverage. The employee receives cash in the amount of 70% of the savings to TVMWD. JPIA requires that no more than 25% of TVMWD employees may opt out of medical coverage, so the opt out is on a first-come first-serve basis.

Discussion:

In July 2018, the JPIA Executive Committee approved renewal of all employee benefits plans with no rate increases for 2019, except the Kaiser plan which will renew with a 2.64% increase. The Anthem PPO and CDHP plans will have an aggregate increase of zero, however, variations in rate will occur depending on the employee's status (single, two-party, family). Listed below is a summary of recent changes.

Item 10.E

Plan	% change 2018 to 2019 (EE/Fam)	% change 2017 to 2018	% change 2016 to 2017
Anthem Blue Cross PPO	0.9%/-3.1%	4.50%	12.00%
Anthem Blue Cross HMO	0.00%	8.26%	12.00%
Anthem Blue Cross CDHP	0.9%/-3.1%	4.50%	12.00%
Kaiser HMO	2.60%	13.05%	2.41%
Delta Dental PPO	0.00%	0.00%	0.00%
DeltaCare HMO	0.00%	0.00%	0.00%
VSP	0.00%	0.00%	0.00%

Recommendation:

Considering the minor rate changes to the benefit plans, staff's recommendation is to continue with the existing policy for employee's 10% contribution to health care costs.

Staff will bring this item back for board consideration at the September 19, 2018 meeting.

Attached is a summary of TVMWD's health care costs for 2019 based on the proposed policy. Open enrollment for JPIA benefits is scheduled for October 1, 2018 through November 2, 2018.

Strategic Plan Objectives

3.3 – Be accountable and transparent with major decisions

Health Care Costs 2019 - Monthly

PLAN	STATUS	Medical Cost	Dental Cost	Vision Cost	Benefits Cost	Employer Cost	Employee Cost	HMO Dental Cost
BC HMO	single	732.32	33.72	17.21	783.25	710.02	73.23	26.93
BC HMO	two-party	1,454.78	69.09	17.21	1,541.08	1,395.60	145.48	43.10
BC HMO	family	1,951.02	122.90	17.21	2,091.13	1,896.03	195.10	62.46
BC PPO	single	844.07	33.72	17.21	895.00	810.59	84.41	26.93
BC PPO	two-party	1,719.97	69.09	17.21	1,806.27	1,634.27	172.00	43.10
BC PPO	family	2,220.48	122.90	17.21	2,360.59	2,138.54	222.05	62.46
BC CDHP PPO	single	677.23	33.72	17.21	728.16	728.16	0.00	26.93
BC CDHP PPO	two-party	1,377.95	69.09	17.21	1,464.25	1,464.25	0.00	43.10
BC CDHP PPO	family	1,778.36	122.90	17.21	1,918.47	1,918.47	0.00	62.46
KAISER	single	623.16	33.72	17.21	674.09	674.09	0.00	26.93
KAISER	two-party	1,236.43	69.09	17.21	1,322.73	1,199.09	123.64	43.10
KAISER	family	1,745.45	122.90	17.21	1,885.56	1,711.02	174.55	62.46

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

- JPIA requires no cost for employee-only portion of least expensive medical plan (Kaiser).
- employee hired before 12/31/10 are subject to HBA (\$550 single, \$1,230 two-party, \$1,450 family)
- employee in CDHP pays no premium & receives annual contribution to HSA (\$400 single, \$800 two-party or family)

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

<u>Opt Out Cash Back</u>	
single	503
two-party	1,013
family	1,347



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: September 5, 2018
Subject: CAMP (California Asset Management Program)

Form with checkboxes for For Action, Fiscal Impact, Funds Budgeted, Information Only, and Cost Estimate.

Background:

TVMWD has three options for cash placement:

- 1. Citizens Business Bank Checking Account – Day-to-day cash needs.
2. LAIF (Local Agency Investment Fund) – Excess funds required over the short-term
3. Chandler Asset Management – Long-term portfolio investment manager

LAIF is a voluntary program created by state statute that offers local agencies the opportunity to participate in a major portfolio (hundreds of millions of dollars) using the investment expertise of the State Treasurer's Office investment staff.

Discussion:

Staff would like to add an alternative to LAIF for short-term investing.

The California Asset Management Program (CAMP) was created in 1989 when two public agencies formed the California Asset Management Trust (Trust) to meet local government investment needs in a manner and at a cost determined by the local governments that use the program.

The Trust's Cash Reserve Portfolio (Pool) is a short-term money market portfolio which seeks to preserve principal, provide daily liquidity and earn a high level of income, consistent with its objectives of preserving principal.

Item 10.F

CAMP is governed by a seven-member board of highly respected California treasurers and finance directors. PFM Asset Management LLC (PFM) provides day-to-day-portfolio management and program administrative services. PFM specializes in providing investment management services to public agencies. PFM currently manage over \$21 billion in public assets, including over \$7 billion for California public agencies.

Comparisons of LAIF and CAMP:

	<u>LAIF</u>	<u>CAMP</u>
Liquidity	Same day	Same day
Minimum Balance Requirement	None	None
Fee (Last Fiscal Year)	3.3 basis points	15 basis points
Yield (Last Fiscal Year)	1.38% (after fee)	1.46% (after fee)
Duration	Less than 180 days	Less than 60 days

Due to this last point above, CAMP responds quicker to changes in the market. In an increasing interest rate environment, CAMP will provide a better return. Conversely in a decrease interest rate environment, LAIF will maintain a better return. This is the reason staff would like to have both of these tools available for use.

This item will be brought back for consideration on September 19, 2018.

Strategic Plan Objectives:

3.3 – Be accountable and transparent with major decisions



Staff Report/Memorandum

This item was pulled for the agenda for consideration at a future meeting

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: September 5, 2018
Subject: Addition of Instrumentation/Electrical System Operator to Organizational Chart and Salary Schedule

Form with checkboxes for For Action, Information Only, Fiscal Impact, Cost Estimate, and Funds Budgeted.

Requested Action:

Board approval to add Instrumentation/Electrical System Operator position to TVMWD organizational chart and salary schedule.

Background:

TVMWD has had a valuable relationship with Prime Systems over many years to perform SCADA system installation, programming, and maintenance. We expect this relationship to continue, however staff has identified the value in adding an employee that can perform various duties associated with electrical systems, along with some of the tasks currently assigned to Prime Systems. This employee will also have water treatment and distribution skills.

Discussion:

Staff has an impending retirement in October of a water treatment shift operator. Staff feels it is the appropriate time to hire an instrumentation/electrical system operator to expand in-house capabilities, and to ultimately save on consulting costs. Recruitment has begun, and we expect the position to be filled by the beginning of 2019.

This change would have no impact on the total number of staff or on the FY 18/19 budget.

This item will be returned to the September 19, 2018 meeting for consideration and approval.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

**THREE VALLEYS MUNICIPAL WATER DISTRICT
ANNUAL SALARY RANGE BY CLASSIFICATION
Effective: October 1, 2018**

CLASSIFICATION	Minimum Salary Range	Maximum Salary Range
ACCOUNTING TECHNICIAN	\$ 48,127	\$ 77,003
ADMINISTRATIVE ASSISTANT	\$ 44,483	\$ 71,172
ASSISTANT GENERAL MANAGER	\$ 128,426	\$ 205,481
CHIEF ADMINISTRATIVE OFFICER	\$ 135,235	\$ 216,376
CHIEF ENGINEER/OPERATIONS OFFICER	\$ 135,235	\$ 216,376
CHIEF FINANCE OFFICER	\$ 135,235	\$ 216,376
COMPLIANCE SPECIALIST	\$ 63,112	\$ 100,980
CONSERVATION & RESOURCE ANALYST	\$ 74,503	\$ 119,205
ENGINEER	\$ 75,117	\$ 120,187
EXECUTIVE ASSISTANT	\$ 55,419	\$ 88,671
GENERAL MANAGER	\$ 275,000	\$ 275,000
INSTRUMENTATION/ELECTRICAL SYSTEM OPERATOR	\$ 55,000	\$ 88,000
OPERATIONS SUPERVISOR	\$ 79,519	\$ 127,231
PLANT ASSISTANT	\$ 38,678	\$ 61,884
PROJECT MANAGER	\$ 98,622	\$ 157,795
SENIOR FINANCIAL ANALYST	\$ 74,317	\$ 118,908
SHIFT OPERATOR II	\$ 47,603	\$ 76,164
SHIFT OPERATOR III	\$ 58,588	\$ 93,740
SHIFT OPERATOR IV	\$ 64,648	\$ 103,437
SHIFT OPERATOR V	\$ 67,234	\$ 107,575
WATER OPERATIONS MANAGER	\$ 104,410	\$ 167,056

Based on Board approval, an adjustment to each salary range classification will be considered for July 1 of each year. Range adjustments are tied to changes in the Consumer Price Index - Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County (CWURA421SA0) as prepared by the Bureau of Labor Statistics, from current year annual to the prior year annual. The adjustment to each salary range is intended to keep TVMWD's salary ranges at the market level and may not necessarily impact individual salaries. The opportunity for individual salary increases will continue under the merit-based system employed by TVMWD. An important note is that an employee's annual salary may be below the minimum salary range if: (1) their annual evaluation has not yet occurred in the current fiscal year or (2) their performance documented in prior annual evaluations has not merited an increase that has kept up with index adjustments to the salary ranges.

Shift Differential Pay

- Shift operators and plant assistants who work at times other than dayshift (7 AM to 3 PM) will be compensated with 10% additional pay for those hours.
- Shift differential pay is considered special compensation and will be reported to CalPERS as such.

Standby Pay

- Shift operators who serve in an on-call capacity will be paid \$35 per day (\$70 on holidays).
- One operator will be designated to serve in this role every day (weekdays and weekends).
- The on-call operator must be available on his designated day to return to the plant within 30 minutes of receiving a call, ready for work as in any other instance. If the on-call operator is unable to return to work, he is responsible for locating a substitute operator. The substitute operator will receive the \$35 standby pay.
- In addition to receiving the \$35 per day, the on-call operator will be paid for the additional time spent responding to the situation.
 - If responding by phone only, the on-call operator will be guaranteed at least 15 minutes of additional pay. All time over 15 minutes will be rounded up to the nearest 15 minute increment.
 - If responding in person, the on-call operator will be guaranteed at least two hours of additional pay. All time over two hours will be rounded up to the nearest 15 minute increment.
 - Operators will be eligible for OT and shift differential pay as applicable for time spent responding.
- Standby pay is not considered special compensation and thus will not be included as a part of final compensation in calculating CalPERS pension.

Holiday Pay

- Any employee scheduled who works on either the actual holiday or the observed holiday will be paid at one and one-half times the employee's regular rate of pay. Since the employee is working the holiday, the employee will also be paid an additional eight hours at regular pay for that holiday.