

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 the meeting room.

AGENDA
REGULAR BOARD MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
1021 E. MIRAMAR AVENUE, CLAREMONT, CA 91711

Wednesday, December 5, 2018 @ 8:00 a.m.

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

Kuhn

Item 2 – Pledge of Allegiance

Kuhn

Item 3 – Roll Call

Executive
Assistant

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

Kuhn

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

Kuhn

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

Kuhn

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

We request that remarks be limited to 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 – Administer Oath of Office, Directors in Divisions 1, 3 and 5 (pursuant to Water Code Section 71253) [enc]

The oath of office will be administered to directors in Divisions 1, 3 and 5 for their new four-year term commencing December 7, 2018 through December 9, 2022.

Item 8 – CY 2019 Board Reorganization and Board Appointments [enc]

Kuhn

The Board will consider its CY 2019 annual reorganization and elect the Board President and Officers to include, Vice President, Secretary and Treasurer. Following the election, the Board will consider the CY 2019 Board Appointments to attend various member agency and other industry related meetings on behalf of Three Valleys MWD.

Item 8: Board Action Required – Motion No. 18-12-5199

Staff Recommendation: None

Item 9 – Consent Calendar

Kuhn

The Board will consider consent calendar items 9.A – 9.H Listed below. Consent calendar items are routine in nature and approved by a single motion. Any member of the Board may request that a specific item be pulled from the consent calendar for further discussion

9.A – Receive, approve and file minutes, November 2018 [enc]

- November 7, 2018

9.B – Receive, Approve and File Financial Reports and Investment Update – October 2018 [enc]

- Change in Cash and Cash Equivalents Reports
- Consolidated Listing of Investment Portfolio and Investment Report
- YTD District Budget Monthly Status Reports
- Warrant Summary Disbursements

9.C – Resolution No. 18-12-839 Authorizing an Update to the Signatories for LAIF [enc]

The Board will consider approval of Resolution No. 18-12-839 to update signatories on the LAIF account, and direct staff to file the necessary documentation.

9.D – Resolution No. 18-12-840 Authorizing an Update to the Signatories for Citizens Business Bank [enc]

The Board will consider approval of Resolution No. 18-12-840 to update the signatories for Citizens Business Bank accounts and direct staff to file the necessary documentation.

9.E – Resolution No. 18-12-841 Authorizing an Update to the Signatories for U.S. Bank [enc]

The Board will consider approval of Resolution No. 18-12-841 to update the signatories for U.S. Bank accounts and direct staff to file the necessary documentation.

9.F – Imported Water Sales October 2018 [enc]

The Board will review the imported water sales report period for October 2018.

9.G – Resolution No. 18-12-842 Tax Sharing Exchange County Sanitation District, Annexation 21-759 [enc]

Approval of this resolution signifies acceptance of the tax sharing exchange by the County Sanitation District.

9.H – Miramar Operations Report [enc]

The Board will review the Miramar Operations report for the period ending October 30, 2018.

Items 9.A-9.H: Board Action Required – Motion No. 18-12-5200

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 – Retiree Medical Benefit Policy Modification [enc]

Litchfield

The Board will consider approval to add dental and vision coverage as options the retiree can seek reimbursement for up to the premium cost limits approved, e.g. \$600/month; this amount is variable dependent upon length of service at time of retirement.

Item 10.A: Board Action Required – Motion No. 18-12-5201

Staff Recommendation: Approve as presented

10.B – Ratify Director Expense Reports, October 2018 [enc]

Kuhn

The Board will ratify payment of the previously paid October 2018 Director expense reports that include disclosure of per diem requests for meeting attendance, and an itemization of any expenses incurred by TVMWD.

Item 10.B: Board Action Required – Motion No. 18-12-5202

Staff Recommendation: None

10.C – TVMWD Manual – Biennial Update [enc]

Howie

The Board will consider approval to receive and file updates to the District manuals (Personnel and Policy) that were last updated during CY 2017.

Item 10.C: Board Action Required – Motion No. 18-12-5203

Staff Recommendation: Approve as presented

Item 11 – Directors’ / GM / AGM Oral Reports

Kuhn

Directors and the Managers 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.

Item 12 – Future Agenda Items

Kuhn

Item 13 – Closed Session

Kuhn

13.A – Conference with Legal Counsel – Existing Litigation (pursuant to Government Code Section 54956.9(d)(1))

- Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV51010

Item 14 – Announcement of Closed Session Action

Kuhn

Item 15 – Adjournment

Kuhn

The Board will adjourn to a Regular Board Meeting on January 16, 2019 at 8:00 a.m.

Note: During the November 7, 2018 meeting the Board acted to cancel the January 2, 2019 regular meeting.

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: Richard W. Hansen, General Manager 
Date: December 5, 2018
Subject: Administer Oath of Office, Directors in Divisions 1, 3 and 5

<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:	\$	

No Board Action Required:

The oath of office will be administered to directors for their new four-year term commencing December 7, 2018 through December 9, 2022. Directors from Divisions 1, 3 and 5 will be sworn in by the General Manager, or their requested designee. Director Goytia, Division 1 was the prevailing candidate in the General Election held on November 6, 2018. Directors Brian Bowcock, Division 3 and Joe Ruzicka, Division 5 were appointed in lieu of election by the Los Angeles County Board of Supervisors on November 20, 2018.

Discussion:

The Los Angeles County Registrar Recorder/County Clerk (LACRR/CC) published a Notice of Election on July 12, 2018 for TVMWD Divisions 1, 3 and 5. The nomination period opened on July 9, 2018 and closed on August 8, 2018. Further, TVMWD published a copy of said notice on its website and at the main gate throughout the nomination period. At the end of the nomination period, only the incumbent Directors in Divisions 3 and 5 drew papers; in Division 1 two candidates drew papers.

The District was notified by the Los Angeles County Registrar Recorder/County Clerk on September 14, 2018 that there would not be an election required for Divisions 3 and 5 and that the candidates for Division 1 would appear on the November 6, 2018 ballot. The Notice of No Election was posted until the conclusion of the General Election on November 6, 2018.

Following notice by the LACRR/CC that no election would be required in Divisions 3 and 5, the District initiated the process with the Los Angeles County Board of Supervisors (LAC-BOS) to appoint the incumbent directors in Divisions 3 and 5 in lieu of election. The following directors will be sworn into office.

- Director Carlos Goytia, representing Division 1 of Three Valleys Municipal Water District.
- Director Frederick "Brian" Bowcock, representing Division 3 of Three Valleys Municipal Water District.
- Director Joseph T. Ruzicka, representing Division 5 of Three Valleys Municipal Water District.

A brief recess may be called following the ceremony for pictures.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Bob Kuhn, TVMWD Board President
Date: December 5, 2018
Subject: CY 2019 Board Reorganization and Board Appointments

<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:

The Board of Directors will select members to serve as Officers during CY 2019:

- 1) Nominate and select Board Officers
- 2) Receive and file CY 2019 Board Appointments

Discussion:

Per the District’s Policy, Section 2.3, Board of Directors – Organization, the organizational activities for selecting its officers occurs during the first meeting in December.

Below is the recommended slate of officers for CY 2019.

CY 2019 BOARD OFFICERS

Name	Position
Bob Kuhn	President
David De Jesus	Vice President
Brian Bowcock	Secretary
Joseph Ruzicka	Treasurer

Following the election of officers, the Board will act to receive and file the proposed CY 2019 Board Appointments as follows:

CY 2019 PROPOSED BOARD 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	Brian Bowcock	Carlos Goytia
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 ¹²	Bob Kuhn	Brian Bowcock
San Gabriel Valley Council of Governments (SGV-COG) ³	Carlos Goytia	Joe Ruzicka
San Gabriel Valley Economic Partnership (SGVEP)	Bob Kuhn	John Mendoza
Six Basins Watermaster ¹	John Mendoza	Brian Bowcock
Southern California Water Coalition	Brian Bowcock	John Mendoza
Walnut Valley Water District	David De Jesus	Joe Ruzicka

Strategic Goal Objectives

3.3 – Be accountable and transparent with major decisions

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

² Resolution No. 18-09-831 was submitted to the San Gabriel Valley Water Quality Authority to appoint a delegate and alternate to serve for a four-year term.

³ For CY 2019 TVMWD will be the delegate

MINUTES REGULAR BOARD OF DIRECTORS MEETING THREE VALLEYS MUNICIPAL WATER DISTRICT

Wednesday, November 7, 2018
8:00 a.m.

1. Call to Order / Pledge of Allegiance

The Board of Directors meeting of Three Valleys Municipal Water District (TVMWD) was called to order at 8:00 a.m. at the TVMWD office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

2. Pledge of Allegiance

The flag salute was led by President Bob Kuhn.

3. Roll Call

Roll call was taken with a quorum of the Board present. Director Dan Horan was marked as absent.

Directors Present

Bob Kuhn, President
David De Jesus, Vice President
Brian Bowcock, Secretary
Joe Ruzicka, Treasurer
Carlos Goytia, Director
John Mendoza, Director

Directors Absent

Dan Horan, Director

Staff Present

Rick Hansen, General Manager
Matt Litchfield, Assistant General Manager
Steve Kennedy, Legal Counsel
Liz Cohn, Sr. Financial Analyst
Ray Evangelista, Engineer
Mario Garcia Chief of Engineering / Operations Officer
Vicki Hahn, District Clerk/Executive Assistant
Kirk Howie, Chief Administrative Officer
Steve Lang, Water Operations Manager
James Linthicum, Chief Finance Officer
Ben Peralta, Project Manager
Esther Romero, Accounting Technician

Guests and others present: John Brettli, Suburban Water Systems; Director Ted Ebenkamp, Walnut Valley Water District; Denise Jackman, Rowland Heights Resident; Ben Lewis, Golden State Water Company; Director Tony Lima, Rowland Water District; Director Szu Pei Lu-Yang, Rowland Water District; Darron Poulsen, City of Pomona; Brian Teuber, Walnut Valley Water District; Dave Warren, Rowland Water District;

4. Additions to Agenda

President Kuhn inquired if there was a need to add items to the agenda. Staff did not have a need to add items to the published agenda.

5. Reorder Agenda

President Kuhn inquired if there was a need to reorder the agenda. Staff did not have a need to reorder the published agenda.

6. Public Comment

President Kuhn called for any public comment. There were no requests for public comment.

7. Consent Calendar

The Board considered consent calendar items 7.A-7.E that included: A) receive, approve and file minutes, October 2018 for October 3, 2018 and October 17, 2018; B) receive and file FY 18-19 First Quarter Reserves Update; C) receive, approve and file CY 2019 Holiday Schedule; D) approve adjustment to January 2019 schedule to cancel January 2, 2019 meeting; E) receive, approve and file CY 2019 Meeting Schedule. Upon motion and second, President Kuhn called for any discussion. There being no discussion the vote was called.

**Moved: De Jesus; Second: Ruzicka
Motion No. 18-11-5197 – Approval of Consent Calendar items 7.A-7.E. The motion passed by a 6-0 vote; Director Horan was absent from the meeting.**

8. General Manager's Report

8.A Mutual Response Agreement

Mr. Howie provided the Board with an update concerning the partnership TVMWD has with the Public Water Agencies Group (PWAG) for mutual response in the event of an emergency within the Los Angeles County region. Staff is seeking support to sign the proposed agreement to further enhance the program already in place. Legal counsel has reviewed the agreement and has approved its content. Upon motion and second, President Kuhn called for any discussion. There being no discussion the vote was called.

**Moved: Ruzicka; Second: Goytia
Motion No. 18-11-5198 – Authorize approval to enter into a Mutual Response Agreement between TVMWD and PWAG. The motion passed by a 6-0 vote; Director Horan was absent from the meeting.**

8.B Retiree Medical Benefit Policy Modification

Mr. Litchfield provided the Board with a PowerPoint presentation for consideration to modify the current retiree medical plan to include a reimbursement option for dental and vision coverage up to the maximum premium cost limits previously approved, e.g., \$600/month. It was noted that the premium cost limits are on a sliding scale based upon length of service. This benefit will be applied on a go-forward basis and will not apply to any prior retirees. Staff clarified and responded

to questions regarding the one-time estimated increase in costs of \$25,000. Staff was directed to return this item to the December 5, 2018 meeting for consideration of approval.

8.C Project Summary Update

The Board was provided with an update of ongoing projects at the District including a photographic presentation of progress. The emphasis of today's report was on the Grand Avenue Well, Reservoir Effluent Pump Project, JWL Control Valve and 6th & White Meter Connection Upgrades. The full report was included as part of the agenda packet and is available upon request.

9. Directors' / GM / AGM Oral Reports

President Kuhn extended congratulations to Director Goytia for the early outcome on the November 6, 2018 General Election.

Director Goytia further acknowledged the continuing changes across the local races within the region covered by TVMWD, specifically Pomona, California.

Director De Jesus provided an update from the November 5-6, 2018 Committee and Board meetings:

- Director Sylvia Ballin, San Fernando stepped off the MWD Board and was replaced with Director Yazdan T. Emrani.
- Director Fran Steiner, San Diego County Water Authority will be stepping off the MWD Board. Her replacement will be announced.
- MWD is evaluating review/replacement of their infrastructure. They are currently seeking a manufacturer to pick up the manufacturing of these isolation valves.
- The Lower Feeder is presently being revamped.
- An update on Lake Mead storage was provided. The current levels continue to diminish, and projections are anticipating a shortage for the upcoming water year. MWD is continuing to negotiate the drought contingency plans for allocation. At some future date it may become necessary to reallocate the distribution from CRA to the principals to ensure all parties are receiving their fair share.

Director Mendoza inquired about the impact to TVMWD with the passage of Proposition W. Mr. Hansen informed that this will impact individuals through the property taxes. It is anticipated that the County of Los Angeles may identify regional projects that can be undertaken.

Director Ruzicka reported on activities on November 1, 2018 by LAFCO and the Los Angeles County Board of Supervisors and State Legislators to formally dissolve Sativa Water District.

Item 9.A

The Chino Pools directors are continuing to discuss satisfactory language to be included in the safe yield settlement agreement. This item has been included on the November agenda for discussion.

Staff is looking at February 2019 for the next Leadership Breakfast, date is to be determined. Mr. Bill Hasenkamp, Manager of Colorado River Basin Operations for MWD has been invited to address the group.

On Saturday, November 3, 2018 TVMWD hosted 40 high schools for the Solar Boat building. For the first time, the entire event was held over a single day. Special thanks were extended to all volunteer staff, especially Cindy De Chaine, for their extraordinary efforts. Director De Jesus also encouraged directors to attend future Solar Cup activities and to report back to him so that he can share and secure support from other MWD directors for the future of this program.

10. Future agenda items

The following items were reviewed by the Board during today's meeting and recommended to move forward for consideration of approval at the December 5, 2018 Board Meeting.

- Modification to Retiree Medical Benefit

11. Closed session

The Board convened to closed session at 8:38 a.m. to discuss one item as follows:

Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8) for price and terms of cost sharing, Cadiz.

12. Announcement of Closed Session Actions

The Board reconvened to regular session at 9:20 a.m. There was no reportable action pursuant to the Brown Act.

13. Adjournment

The Board adjourned at 9:24 a.m. to its next regular meeting scheduled for Wednesday, December 5, 2018 at 8:00 a.m.

/s/ Bob Kuhn
President, Board of Directors
Three Valleys Municipal Water District

Recorded by: Victoria A. Hahn
District Clerk/Executive Assistant

Staff Report/Memorandum



To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: December 5, 2018
Subject: Change in Cash and Cash Equivalents Position Report

<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:

Attached for your review is the Change in Cash and Cash Equivalents Report for the period ending October 31, 2018.



CHANGE IN CASH AND CASH EQUIVALENTS REPORT

October 1 through October 31, 2018

		<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 10/31/2018			
	Petty Cash	6,000.00	
	Local Agency Investment Fund		28,192.98
	General Checking	1,629,334.43	
	Sweep Account	1,651,119.66	
	U.S. Bank	5,000.00	
	TOTAL CASH IN BANKS & ON HAND	\$ 3,291,454.09	\$ 28,192.98
	TOTAL CASH IN BANKS & ON HAND 10/31/18	\$ 3,291,454.09	\$ 28,192.98
	TOTAL CASH IN BANKS & ON HAND 09/30/18	\$ 3,606,382.86	\$ 27,990.73
	PERIOD INCREASE (DECREASE)	\$ (314,928.77)	\$ 202.25
CHANGE IN CASH POSITION DUE TO:			
	Water Sales/Charges Revenue	7,565,860.99	
	Interest Revenue	560.13	
	Subvention/RTS Standby Charge Revenue		
	Hydroelectric Revenue	30,688.33	
	Other Revenue	3,541.45	
	Cadiz Water Project Peer Review Funding	100,000.00	
	Investment Xfer From Chandler Asset Mgt		
	LAIF Quarterly Interest		202.25
	Transfer To LAIF		
	Transfer From LAIF		
	INFLOWS	7,700,650.90	202.25
	Expenditures	(7,972,196.92)	
	Current Month Outstanding Payables	57,827.69	
	Prior Month Cleared Payables	(101,002.94)	
	Bank/FSA Svc Fees	(207.50)	
	HRA/HSA Payment		
	Xfer to PARS - Fund OPEB & Pension Trusts		
	Investment Xfer to Chandler Asset Mgmt		
	Transfer to LAIF		
	Transfer From LAIF		
	OUTFLOWS	(8,015,579.67)	-
	PERIOD INCREASE (DECREASE)	(314,928.77)	202.25



Item 9.B

THREE VALLEYS MUNICIPAL WATER DISTRICT CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO October 31, 2018

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	2.51%	468,698.95	468,721.94	466,666.58
Bonds - Agency	1.84%	3,539,875.59	3,550,000.00	3,436,681.98
Commercial Paper	2.51%	199,125.34	200,000.00	199,125.34
Money Market Fund	1.77%	94,432.21	94,432.21	94,432.21
Supranational	2.35%	629,435.61	640,000.00	613,929.56
US Corporate	2.52%	2,629,048.50	2,640,000.00	2,595,239.08
US Treasury	1.68%	2,311,805.62	2,325,000.00	2,251,451.26
	2.06%	9,872,421.82	9,918,154.15	9,657,526.01
Local Agency Invest Fund TVMWD	2.14%	28,192.98	28,192.98	28,192.98
Reserve Fund		\$ 9,900,614.80	\$ 9,946,347.13	\$ 9,685,718.99
<hr/>				
Checking (Citizens)	0.55%	1,629,334.43	1,629,334.43	1,629,334.43
Sweep Account (Citizens)	0.20%	1,651,119.66	1,651,119.66	1,651,119.66
Emergency Checking (U.S. Bank)	0.00%	5,000.00	5,000.00	5,000.00
Petty Cash Fund	0.00%	6,000.00	6,000.00	6,000.00
Working Cash		\$ 3,291,454.09	\$ 3,291,454.09	\$ 3,291,454.09
<hr/>				
TOTAL PORTFOLIO	1.63%	\$ 13,192,068.89	\$ 13,237,801.22	\$ 12,977,173.08

I certify that this report accurately reflects all investments of Three Valleys Municipal Water District and that all investments and this report are in conformity with Sections 53600 et seq of the California Government Code and the District's annual statement of investment policy (Resolution 17-09-807). The District's investment program herein shown provides sufficient cash flow and liquidity to meet all budgeted expenditures for the next six months.

RICHARD W. HANSEN, General Manager/Assistant Treasurer



Three Valleys Municipal Water District - Account #10065

MONTHLY ACCOUNT STATEMENT

OCTOBER 1, 2018 THROUGH OCTOBER 31, 2018

Chandler Team:

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

Custodian

US Bank
Christopher Isles
(503) 464-3685

CHANDLER ASSET MANAGEMENT
chandlerasset.com

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



PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.40
Average Coupon	1.90%
Average Purchase YTM	2.06%
Average Market YTM	3.00%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.59 yrs
Average Life	2.51 yrs

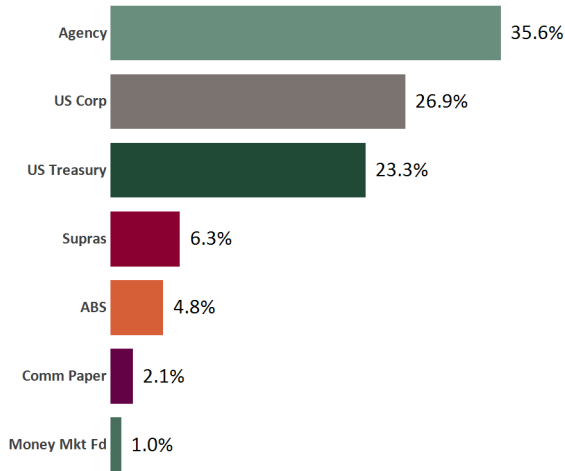
ACCOUNT SUMMARY

	Beg. Values as of 9/30/18	End Values as of 10/31/18
Market Value	9,655,671	9,657,526
Accrued Interest	41,098	43,529
Total Market Value	9,696,769	9,701,055
Income Earned	16,186	16,096
Cont/WD		-1,087
Par	9,898,962	9,918,154
Book Value	9,860,761	9,872,422
Cost Value	9,840,566	9,852,496

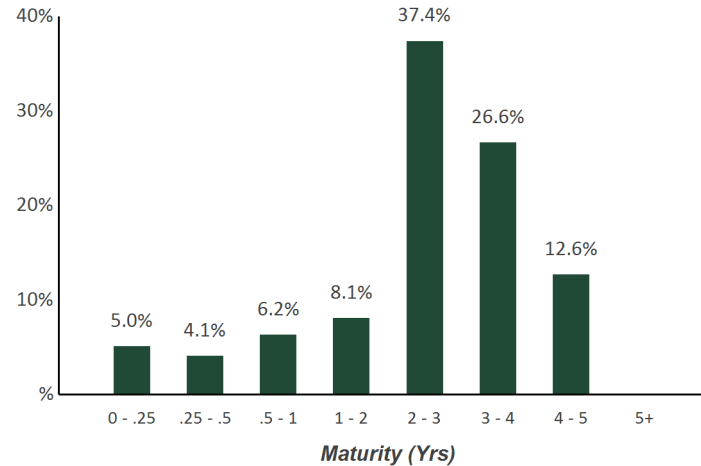
TOP ISSUERS

Government of United States	23.3%
Federal National Mortgage Assoc	15.2%
Federal Home Loan Mortgage Corp	8.9%
Federal Home Loan Bank	7.3%
International Finance Corp	4.3%
Federal Farm Credit Bank	4.3%
MUFG Bank Ltd/NY	2.1%
US Bancorp	2.0%
Total	67.3%

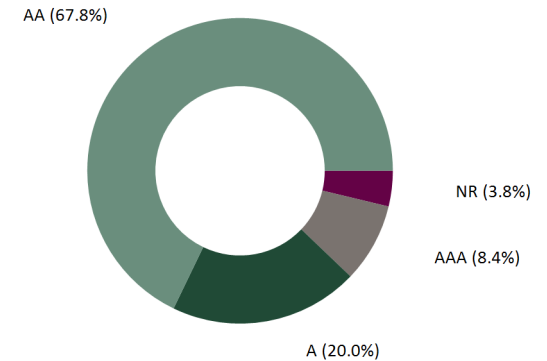
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	4/30/2009
Three Valleys Municipal Water District	0.06%	0.32%	0.17%	-0.06%	0.24%	0.71%	0.95%	N/A	1.61%
ICE BAML 1-5 Yr US Treasury/Agency Index	0.13%	0.28%	-0.05%	-0.33%	-0.14%	0.42%	0.71%	N/A	1.30%

Statement of Compliance

As of October 31, 2018

Item 9.B



Three Valleys Municipal Water District

Assets managed by Chandler Asset Management are in full compliance with state law and with the District's investment policy.

Category	Standard	Comment
Treasury Issues	No Limitation	Complies
Agency Issues	No Limitation	Complies
Municipal Securities/ Local Agency Bonds	Bonds issued by TVMWD; Issued by local agency within the state of California, including pooled investment accounts sponsored by the state of California, County Treasurers, or Joint Power Agencies	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or higher by a NRSRO; 30% maximum; 10% max per issuer	Complies
Banker's Acceptances	"A" rated or higher by a NRSRO; 40% maximum; 5% max per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" rated or equivalent by a NRSRO; "A" rated issuer or equivalent by a NRSRO; 25% maximum; 5% max per issuer; 270 days max maturity; Issuer must be organized and operating within the US, have AUM >\$500 mil	Complies
Corporate Medium Term Notes	"A" rated or better by a NRSRO; 30% maximum; 5% max per issuer; Issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S.	Complies
Negotiable Certificates of Deposit	30% maximum; 5% max per issuer	Complies
Certificates of Deposits/Time Deposit	Collateralized/ FDIC insured	Complies
Money Market Mutual Funds	"AAA" rated by 2 NRSROs; 20% maximum; 10% per fund	Complies
Mortgage Pass-throughs, CMOs and Asset Backed Securities	"AA" rated or higher by a NRSRO; "A" rated issuer or higher by a NRSRO; 20% maximum; 5% max per issuer	Complies
Local Agency Investment Fund - LAIF	Max program limitation	Complies
Repurchase Agreements	102% Collateralized; 1year max maturity	Complies
Reverse Repurchase Agreements	20% maximum; 92 days max maturity	Complies
Prohibited Securities	Inverse floaters; Ranges notes, Interest-only strips from mortgaged backed securities; Zero interest accrual securities	Complies
Max Per Issuer	5% of portfolio per issuer (except U.S. Government, Agencies/GSEs, Supranationals, Money Market Mutual Funds, LAIF, LGIP)	Complies
Maximum maturity	5 years	Complies



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$9,860,760.85
Acquisition		
+ Security Purchases	\$650,469.97	
+ Money Market Fund Purchases	\$737,987.40	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$1,388,457.37
Dispositions		
- Security Sales	\$138,453.00	
- Money Market Fund Sales	\$652,909.66	
- MMF Withdrawals	\$1,087.14	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$560,000.00	
- Calls	\$0.00	
- Principal Paydowns	\$24,798.79	
Total Dispositions		\$1,377,248.59
Amortization/Accretion		
+/- Net Accretion	\$1,369.06	
		\$1,369.06
Gain/Loss on Dispositions		
+/- Realized Gain/Loss	(\$916.87)	
		(\$916.87)
ENDING BOOK VALUE		\$9,872,421.82

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$10,441.61
Acquisition		
Contributions	\$0.00	
Security Sale Proceeds	\$138,453.00	
Accrued Interest Received	\$335.42	
Interest Received	\$14,308.92	
Dividend Received	\$91.27	
Principal on Maturities	\$560,000.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$24,798.79	
Total Acquisitions	\$737,987.40	
Dispositions		
Withdrawals	\$1,087.14	
Security Purchase	\$650,469.97	
Accrued Interest Paid	\$2,439.69	
Total Dispositions	\$653,996.80	
ENDING BOOK VALUE		\$94,432.21



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
89238MAB4	Toyota Auto Receivables Owner 2017-A 1.42% Due 9/16/2019	2,914.12	03/07/2017 1.43%	2,913.84 2,914.02	99.98 2.70%	2,913.46 1.84	0.03% (0.56)	Aaa / AAA NR	0.88 0.02
47787XAB3	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	2,666.13	02/22/2017 1.50%	2,666.12 2,666.13	99.94 5.94%	2,664.65 1.78	0.03% (1.48)	Aaa / NR AAA	0.96 0.03
47788BAB0	John Deere Owner Trust 2017-B A2A 1.59% Due 4/15/2020	11,973.62	07/11/2017 1.60%	11,972.58 11,973.07	99.75 2.73%	11,943.25 8.46	0.12% (29.82)	Aaa / NR AAA	1.46 0.22
89237RAB4	Toyota Auto Receivable 2017-C A2A 1.58% Due 7/15/2020	60,199.23	07/25/2017 1.59%	60,198.66 60,198.90	99.59 2.72%	59,953.60 42.27	0.62% (245.30)	Aaa / AAA NR	1.71 0.36
89238BAB8	Toyota Auto Receivables Owner 2018-A A2A 2.1% Due 10/15/2020	115,968.84	01/23/2018 2.12%	115,956.99 115,960.28	99.66 2.82%	115,579.76 108.24	1.19% (380.52)	Aaa / AAA NR	1.96 0.47
47788BAD6	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	20,000.00	07/11/2017 1.83%	19,998.54 19,998.98	98.59 3.13%	19,717.54 16.18	0.20% (281.44)	Aaa / NR AAA	2.96 1.09
47788CAC6	John Deere Owner Trust 2016-B A4 2.66% Due 4/18/2022	35,000.00	02/21/2018 2.68%	34,997.48 34,997.89	99.18 3.20%	34,712.96 41.38	0.36% (284.93)	Aaa / NR AAA	3.47 1.55
43814UAG4	Honda Auto Receivables 2018-2 A3 3.01% Due 5/18/2022	40,000.00	05/22/2018 3.03%	39,999.13 39,999.22	99.68 3.19%	39,873.92 43.48	0.41% (125.30)	NR / AAA AAA	3.55 1.99
47788EAC2	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100,000.00	07/18/2018 3.10%	99,992.42 99,992.90	99.68 3.24%	99,681.60 136.89	1.03% (311.30)	Aaa / NR AAA	4.04 2.25
65479GAD1	Nissan Auto Receivables Owner 2018-B A3 3.06% Due 3/15/2023	80,000.00	07/17/2018 3.08%	79,997.41 79,997.56	99.53 3.27%	79,625.84 108.80	0.82% (371.72)	Aaa / AAA NR	4.37 2.48
Total ABS		468,721.94	2.51%	468,693.17 468,698.95	3.06%	466,666.58 509.32	4.82% (2,032.37)	Aaa / AAA AAA	3.05 1.40

AGENCY									
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	100,000.00	09/04/2014 1.83%	97,272.00 99,583.48	98.95 2.67%	98,951.30 312.50	1.02% (632.18)	Aaa / AA+ AAA	0.75 0.74
3133EHEZ2	FFCB Note 1.6% Due 4/6/2020	200,000.00	09/28/2017 1.60%	200,012.00 200,006.81	98.31 2.81%	196,621.60 222.22	2.03% (3,385.21)	NR / AA+ NR	1.43 1.40
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	200,000.00	12/28/2017 2.05%	199,016.00 199,303.27	97.87 2.95%	195,746.20 1,708.33	2.04% (3,557.07)	Aaa / AA+ AAA	2.05 1.97



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0F73	FNMA Note 1.5% Due 11/30/2020	200,000.00	12/16/2015 1.90%	196,220.00 198,412.82	97.19 2.90%	194,373.60 1,258.33	2.02% (4,039.22)	Aaa / AA+ AAA	2.08 2.02
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	140,000.00	04/28/2016 1.42%	139,727.00 139,869.48	96.56 2.93%	135,185.12 390.35	1.40% (4,684.36)	Aaa / AA+ AAA	2.30 2.23
3135G0J20	FNMA Note 1.375% Due 2/26/2021	200,000.00	Various 1.41%	199,699.04 199,864.77	96.57 2.91%	193,148.80 496.53	2.00% (6,715.97)	Aaa / AA+ AAA	2.33 2.25
3135G0K69	FNMA Note 1.25% Due 5/6/2021	180,000.00	06/29/2016 1.18%	180,612.00 180,316.89	95.95 2.93%	172,704.06 1,093.75	1.79% (7,612.83)	Aaa / AA+ AAA	2.52 2.43
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	185,000.00	10/04/2016 1.33%	183,290.60 184,032.45	95.30 2.95%	176,303.52 618.59	1.82% (7,728.93)	Aaa / AA+ AAA	2.70 2.62
3137EAEC9	FHLMC Note 1.125% Due 8/12/2021	185,000.00	08/30/2016 1.33%	183,185.15 183,980.59	95.07 2.99%	175,877.47 456.72	1.82% (8,103.12)	Aaa / AA+ AAA	2.78 2.70
3135G0N82	FNMA Note 1.25% Due 8/17/2021	185,000.00	09/28/2016 1.28%	184,715.10 184,837.02	95.42 2.97%	176,524.97 475.35	1.82% (8,312.05)	Aaa / AA+ AAA	2.80 2.71
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	160,000.00	10/27/2016 1.50%	159,025.60 159,421.84	95.44 3.01%	152,703.04 146.67	1.58% (6,718.80)	Aaa / AA+ AAA	2.94 2.84
3130AABG2	FHLB Note 1.875% Due 11/29/2021	200,000.00	12/28/2016 2.10%	197,940.00 198,710.78	96.81 2.97%	193,626.60 1,583.33	2.01% (5,084.18)	Aaa / AA+ AAA	3.08 2.94
3135G0S38	FNMA Note 2% Due 1/5/2022	200,000.00	01/11/2017 2.02%	199,845.00 199,901.07	96.93 3.02%	193,866.00 1,288.89	2.01% (6,035.07)	Aaa / AA+ AAA	3.18 3.03
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	200,000.00	01/27/2017 2.03%	203,193.40 202,063.62	98.12 3.00%	196,233.60 1,425.00	2.04% (5,830.02)	Aaa / AA+ AAA	3.21 3.03
3135G0T45	FNMA Note 1.875% Due 4/5/2022	200,000.00	Various 1.86%	200,108.00 200,077.56	96.35 3.00%	192,690.60 270.84	1.99% (7,386.96)	Aaa / AA+ AAA	3.43 3.28
313379Q69	FHLB Note 2.125% Due 6/10/2022	200,000.00	09/28/2017 1.92%	201,806.00 201,386.88	96.99 3.01%	193,985.80 1,664.58	2.02% (7,401.08)	Aaa / AA+ AAA	3.61 3.41
3133EAYP7	FFCB Note 1.95% Due 7/19/2022	225,000.00	07/28/2017 1.92%	225,310.50 225,232.10	96.19 3.04%	216,423.23 1,243.13	2.24% (8,808.87)	Aaa / AA+ AAA	3.72 3.53
3135G0T94	FNMA Note 2.375% Due 1/19/2023	200,000.00	10/30/2018 2.99%	195,134.00 195,137.16	97.33 3.05%	194,655.20 1,345.83	2.02% (481.96)	Aaa / AA+ AAA	4.22 3.95



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	190,000.00	09/27/2018 3.03%	187,691.50 187,737.00	98.45 3.11%	187,061.27 2,031.94	1.95% (675.73)	Aaa / AA+ AAA	4.64 4.27
Total Agency		3,550,000.00	1.84%	3,533,802.89 3,539,875.59	2.97%	3,436,681.98 18,032.88	35.61% (103,193.61)	Aaa / AA+ AAA	2.90 2.77
COMMERCIAL PAPER									
62479MN41	MUFG Bank Ltd/NY Discount CP 2.46% Due 1/4/2019	200,000.00	10/31/2018 2.51%	199,111.67 199,125.34	99.56 2.51%	199,125.34 0.00	2.05% 0.00	P-1 / A-1 NR	0.18 0.18
Total Commercial Paper		200,000.00	2.51%	199,111.67 199,125.34	2.51%	199,125.34 0.00	2.05% 0.00	P-1 / A-1 NR	0.18 0.18
MONEY MARKET FUND FI									
31846V203	First American Govt Obligation Fund	94,432.21	Various 1.77%	94,432.21 94,432.21	1.00 1.77%	94,432.21 0.00	0.97% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		94,432.21	1.77%	94,432.21 94,432.21	1.77%	94,432.21 0.00	0.97% 0.00	Aaa / AAA AAA	0.00 0.00
SUPRANATIONAL									
45950KCJ7	International Finance Corp Note 1.125% Due 7/20/2021	215,000.00	05/08/2018 2.81%	203,989.85 205,640.90	95.00 3.06%	204,242.48 678.59	2.11% (1,398.42)	Aaa / AAA NR	2.72 2.64
4581X0CW6	Inter-American Dev Bank Note 2.125% Due 1/18/2022	200,000.00	10/26/2017 2.10%	200,158.00 200,120.37	96.97 3.12%	193,938.40 1,215.97	2.01% (6,181.97)	Aaa / NR AAA	3.22 3.06
45950VLH7	International Finance Corp Note 2% Due 10/24/2022	225,000.00	10/26/2017 2.16%	223,339.50 223,674.34	95.89 3.11%	215,748.68 87.50	2.22% (7,925.66)	Aaa / AAA NR	3.98 3.78
Total Supranational		640,000.00	2.35%	627,487.35 629,435.61	3.09%	613,929.56 1,982.06	6.35% (15,506.05)	Aaa / AAA AAA	3.32 3.17



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
74005PBH6	Praxair Note 1.25% Due 11/7/2018	135,000.00	01/08/2015 1.68%	132,876.45 134,990.86	99.98 2.32%	134,975.70 815.63	1.40% (15.16)	A2 / A NR	0.02 0.02
24422ESF7	John Deere Capital Corp Note 1.95% Due 12/13/2018	60,000.00	12/10/2013 1.99%	59,872.20 59,997.06	99.90 2.78%	59,940.36 448.50	0.62% (56.70)	A2 / A A	0.12 0.12
17275RAR3	Cisco Systems Note 2.125% Due 3/1/2019	180,000.00	Various 2.02%	180,856.20 180,056.42	99.83 2.64%	179,690.04 637.50	1.86% (366.38)	A1 / AA- NR	0.33 0.33
91159HHH6	US Bancorp Callable Note Cont 3/25/2019 2.2% Due 4/25/2019	140,000.00	Various 2.15%	140,322.10 140,025.21	99.74 2.75%	139,630.27 51.33	1.44% (394.94)	A1 / A+ AA-	0.48 0.48
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	145,000.00	Various 2.29%	145,058.95 145,009.04	99.41 2.99%	144,148.27 463.19	1.49% (860.77)	A1 / A AA-	0.86 0.84
94974BGF1	Wells Fargo Corp Note 2.15% Due 1/30/2020	100,000.00	01/26/2015 2.18%	99,864.00 99,966.06	98.70 3.22%	98,700.60 543.47	1.02% (1,265.46)	A2 / A- A+	1.25 1.21
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	80,000.00	02/05/2015 1.77%	79,916.00 79,978.31	98.34 3.07%	78,675.28 295.56	0.81% (1,303.03)	Aa3 / A+ A+	1.29 1.26
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	120,000.00	06/11/2015 2.49%	118,671.00 119,582.10	98.54 3.22%	118,249.80 1,207.50	1.23% (1,332.30)	A2 / A- NR	1.55 1.50
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	100,000.00	06/28/2017 1.86%	102,098.00 101,200.95	98.96 3.15%	98,959.90 517.08	1.03% (2,241.05)	A1 / A AA-	1.80 1.73
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	125,000.00	02/06/2017 2.16%	125,588.75 125,310.29	98.07 3.30%	122,589.63 1,421.53	1.28% (2,720.66)	A3 / A A	2.01 1.92
30231GAV4	Exxon Mobil Corp Callable Note Cont 2/1/2021 2.222% Due 3/1/2021	120,000.00	05/16/2016 1.84%	122,103.60 121,024.71	97.70 3.25%	117,242.16 444.40	1.21% (3,782.55)	Aaa / AA+ NR	2.33 2.24
084670BQ0	Berkshire Hathaway Callable Note Cont 2/15/2021 2.2% Due 3/15/2021	130,000.00	03/23/2018 2.69%	128,180.00 128,547.69	97.94 3.10%	127,323.56 365.44	1.32% (1,224.13)	Aa2 / AA A+	2.37 2.28
369550BE7	General Dynamics Corp Note 3% Due 5/11/2021	135,000.00	Various 3.19%	134,275.95 134,386.91	99.30 3.29%	134,048.25 1,912.50	1.40% (338.66)	A2 / A+ NR	2.53 2.38
166764BG4	Chevron Corp Callable Note Cont 4/15/2021 2.1% Due 5/16/2021	135,000.00	03/23/2018 2.91%	131,750.55 132,371.52	97.07 3.31%	131,047.07 1,299.38	1.36% (1,324.45)	Aa2 / AA- NR	2.54 2.42



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
68389XBK0	Oracle Corp Callable Note Cont 8/01/21 1.9% Due 9/15/2021	115,000.00	11/29/2016 2.40%	112,425.15 113,454.80	96.03 3.36%	110,437.15 279.19	1.14% (3,017.65)	A1 / AA- A	2.88 2.75
24422ETL3	John Deere Capital Corp Note 2.65% Due 1/6/2022	125,000.00	07/27/2017 2.15%	127,605.00 126,868.52	97.72 3.41%	122,150.88 1,058.16	1.27% (4,717.64)	A2 / A A	3.19 2.99
91159HHP8	US Bancorp Callable Cont 12/23/2021 2.625% Due 1/24/2022	60,000.00	01/19/2017 2.66%	59,896.80 59,933.31	97.39 3.48%	58,435.62 424.38	0.61% (1,497.69)	A1 / A+ AA-	3.24 3.04
44932HAC7	IBM Credit Corp Note 2.2% Due 9/8/2022	125,000.00	12/28/2017 2.60%	122,780.00 123,178.69	94.51 3.74%	118,132.13 404.86	1.22% (5,046.56)	A1 / A A	3.86 3.63
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	125,000.00	10/30/2018 3.73%	121,335.00 121,337.38	96.75 3.81%	120,943.38 1,093.86	1.26% (394.00)	A2 / A- AA-	4.21 3.87
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	125,000.00	06/01/2018 3.31%	121,453.75 121,765.49	96.45 3.56%	120,559.00 883.33	1.25% (1,206.49)	A2 / A A	4.24 3.93
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	125,000.00	09/10/2018 3.37%	125,177.50 125,172.55	99.51 3.51%	124,390.00 968.06	1.29% (782.55)	A1 / A+ NR	4.78 4.34
02665WCQ2	American Honda Finance Note 3.625% Due 10/10/2023	135,000.00	10/03/2018 3.64%	134,889.30 134,890.63	99.98 3.63%	134,970.03 285.47	1.39% 79.40	A2 / A+ NR	4.95 4.48
Total US Corporate		2,640,000.00	2.52%	2,626,996.25 2,629,048.50	3.21%	2,595,239.08 15,820.32	26.92% (33,809.42)	A1 / A+ A+	2.30 2.16
US TREASURY									
912828ST8	US Treasury Note 1.25% Due 4/30/2019	75,000.00	01/23/2015 1.22%	75,091.07 75,010.54	99.39 2.48%	74,545.87 2.59	0.77% (464.67)	Aaa / AA+ AAA	0.50 0.49
912828R85	US Treasury Note 0.875% Due 6/15/2019	160,000.00	07/28/2016 0.82%	160,250.54 160,053.87	98.96 2.57%	158,337.44 531.69	1.64% (1,716.43)	Aaa / AA+ AAA	0.62 0.61
912828TH3	US Treasury Note 0.875% Due 7/31/2019	200,000.00	03/30/2015 1.30%	196,414.73 199,383.96	98.72 2.60%	197,445.40 442.26	2.04% (1,938.56)	Aaa / AA+ AAA	0.75 0.74
912828L99	US Treasury Note 1.375% Due 10/31/2020	180,000.00	11/23/2015 1.71%	177,181.07 178,858.67	97.08 2.89%	174,747.60 6.84	1.80% (4,111.07)	Aaa / AA+ AAA	2.00 1.95
912828N89	US Treasury Note 1.375% Due 1/31/2021	155,000.00	03/09/2016 1.40%	154,849.15 154,930.61	96.70 2.90%	149,883.76 538.60	1.55% (5,046.85)	Aaa / AA+ AAA	2.25 2.18



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828B90	US Treasury Note 2% Due 2/28/2021	180,000.00	04/26/2016 1.40%	185,056.07 182,432.18	97.97 2.91%	176,343.84 616.57	1.82% (6,088.34)	Aaa / AA+ AAA	2.33 2.25
912828P87	US Treasury Note 1.125% Due 2/28/2021	200,000.00	12/29/2016 1.86%	194,125.67 196,719.33	96.02 2.90%	192,046.80 385.36	1.98% (4,672.53)	Aaa / AA+ AAA	2.33 2.27
912828Q37	US Treasury Note 1.25% Due 3/31/2021	210,000.00	12/13/2016 1.81%	205,136.25 207,267.24	96.18 2.90%	201,977.37 230.77	2.08% (5,289.87)	Aaa / AA+ AAA	2.42 2.35
912828T34	US Treasury Note 1.125% Due 9/30/2021	185,000.00	11/09/2016 1.48%	181,871.52 183,135.18	94.98 2.93%	175,713.93 182.97	1.81% (7,421.25)	Aaa / AA+ AAA	2.92 2.83
912828J43	US Treasury Note 1.75% Due 2/28/2022	215,000.00	03/13/2017 2.14%	211,112.24 212,391.70	96.22 2.95%	206,870.42 644.41	2.14% (5,521.28)	Aaa / AA+ AAA	3.33 3.19
912828XR6	US Treasury Note 1.75% Due 5/31/2022	205,000.00	07/27/2017 1.84%	204,103.81 204,336.36	95.91 2.96%	196,607.71 1,509.49	2.04% (7,728.65)	Aaa / AA+ AAA	3.58 3.41
912828P4	US Treasury Note 1.875% Due 7/31/2022	200,000.00	09/28/2017 1.90%	199,805.36 199,849.23	96.14 2.97%	192,281.20 947.69	1.99% (7,568.03)	Aaa / AA+ AAA	3.75 3.57
912828N30	US Treasury Note 2.125% Due 12/31/2022	160,000.00	01/31/2018 2.54%	156,975.00 157,436.75	96.66 2.98%	154,649.92 1,145.65	1.61% (2,786.83)	Aaa / AA+ AAA	4.17 3.92
Total US Treasury		2,325,000.00	1.68%	2,301,972.48 2,311,805.62	2.86%	2,251,451.26 7,184.89	23.28% (60,354.36)	Aaa / AA+ AAA	2.48 2.39
TOTAL PORTFOLIO		9,918,154.15	2.06%	9,852,496.02 9,872,421.82	3.00%	9,657,526.01 43,529.47	100.00% (214,895.81)	Aa1 / AA AAA	2.59 2.40
TOTAL MARKET VALUE PLUS ACCRUED						9,701,055.48			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	10/01/2018	31846V203	91.27	First American Govt Obligation Fund	1.000	1.67%	91.27	0.00	91.27	0.00
Purchase	10/05/2018	31846V203	1,875.00	First American Govt Obligation Fund	1.000	1.67%	1,875.00	0.00	1,875.00	0.00
Purchase	10/06/2018	31846V203	1,600.00	First American Govt Obligation Fund	1.000	1.67%	1,600.00	0.00	1,600.00	0.00
Purchase	10/07/2018	31846V203	1,100.00	First American Govt Obligation Fund	1.000	1.67%	1,100.00	0.00	1,100.00	0.00
Purchase	10/10/2018	02665WCQ2	135,000.00	American Honda Finance Note 3.625% Due 10/10/2023	99.918	3.64%	134,889.30	0.00	134,889.30	0.00
Purchase	10/10/2018	31846V203	138,788.42	First American Govt Obligation Fund	1.000	1.67%	138,788.42	0.00	138,788.42	0.00
Purchase	10/10/2018	31846V203	65,000.00	First American Govt Obligation Fund	1.000	1.67%	65,000.00	0.00	65,000.00	0.00
Purchase	10/10/2018	31846V203	690.63	First American Govt Obligation Fund	1.000	1.67%	690.63	0.00	690.63	0.00
Purchase	10/15/2018	31846V203	495,000.00	First American Govt Obligation Fund	1.000	1.67%	495,000.00	0.00	495,000.00	0.00
Purchase	10/15/2018	31846V203	2,537.50	First American Govt Obligation Fund	1.000	1.67%	2,537.50	0.00	2,537.50	0.00
Purchase	10/15/2018	31846V203	3,496.89	First American Govt Obligation Fund	1.000	1.67%	3,496.89	0.00	3,496.89	0.00
Purchase	10/15/2018	31846V203	1,729.05	First American Govt Obligation Fund	1.000	1.67%	1,729.05	0.00	1,729.05	0.00
Purchase	10/15/2018	31846V203	30.33	First American Govt Obligation Fund	1.000	1.67%	30.33	0.00	30.33	0.00
Purchase	10/15/2018	31846V203	77.58	First American Govt Obligation Fund	1.000	1.67%	77.58	0.00	77.58	0.00
Purchase	10/15/2018	31846V203	256.67	First American Govt Obligation Fund	1.000	1.67%	256.67	0.00	256.67	0.00
Purchase	10/15/2018	31846V203	204.00	First American Govt Obligation Fund	1.000	1.67%	204.00	0.00	204.00	0.00
Purchase	10/15/2018	31846V203	6,409.43	First American Govt Obligation Fund	1.000	1.67%	6,409.43	0.00	6,409.43	0.00
Purchase	10/15/2018	31846V203	9,249.91	First American Govt Obligation Fund	1.000	1.67%	9,249.91	0.00	9,249.91	0.00
Purchase	10/15/2018	31846V203	4,254.14	First American Govt Obligation Fund	1.000	1.67%	4,254.14	0.00	4,254.14	0.00
Purchase	10/18/2018	31846V203	100.33	First American Govt Obligation Fund	1.000	1.67%	100.33	0.00	100.33	0.00
Purchase	10/24/2018	31846V203	2,250.00	First American Govt Obligation Fund	1.000	1.67%	2,250.00	0.00	2,250.00	0.00
Purchase	10/25/2018	31846V203	1,540.00	First American Govt Obligation Fund	1.000	1.67%	1,540.00	0.00	1,540.00	0.00
Purchase	10/31/2018	3135G0T94	200,000.00	FNMA Note 2.375% Due 1/19/2023	97.567	2.99%	195,134.00	1,345.83	196,479.83	0.00
Purchase	10/31/2018	31846V203	1,706.25	First American Govt Obligation Fund	1.000	1.77%	1,706.25	0.00	1,706.25	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	10/31/2018	48128BAB7	125,000.00	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	97.068	3.73%	121,335.00	1,093.86	122,428.86	0.00
Purchase	10/31/2018	62479MN41	200,000.00	MUFG Bank Ltd/NY Discount CP 2.46% Due 1/4/2019	99.556	2.51%	199,111.67	0.00	199,111.67	0.00
Subtotal			1,397,987.40				1,388,457.37	2,439.69	1,390,897.06	0.00
Short Sale	10/10/2018	31846V203	-134,889.30	First American Govt Obligation Fund	1.000		-134,889.30	0.00	-134,889.30	0.00
Subtotal			-134,889.30				-134,889.30	0.00	-134,889.30	0.00
TOTAL ACQUISITIONS			1,263,098.10				1,253,568.07	2,439.69	1,256,007.76	0.00
DISPOSITIONS										
Closing Purchase	10/10/2018	31846V203	-134,889.30	First American Govt Obligation Fund	1.000		-134,889.30	0.00	-134,889.30	0.00
Subtotal			-134,889.30				-134,889.30	0.00	-134,889.30	0.00
Sale	10/10/2018	3137EADK2	140,000.00	FHLMC Note 1.25% Due 8/1/2019	98.895	2.64%	138,453.00	335.42	138,788.42	-916.87
Sale	10/10/2018	31846V203	134,889.30	First American Govt Obligation Fund	1.000	1.67%	134,889.30	0.00	134,889.30	0.00
Sale	10/31/2018	31846V203	318,908.69	First American Govt Obligation Fund	1.000	1.77%	318,908.69	0.00	318,908.69	0.00
Sale	10/31/2018	31846V203	199,111.67	First American Govt Obligation Fund	1.000	1.77%	199,111.67	0.00	199,111.67	0.00
Subtotal			792,909.66				791,362.66	335.42	791,698.08	-916.87
Paydown	10/15/2018	47787XAB3	3,489.20	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	100.000		3,489.20	7.69	3,496.89	0.00
Paydown	10/15/2018	47788BAB0	1,710.92	John Deere Owner Trust 2017-B A2A 1.59% Due 4/15/2020	100.000		1,710.92	18.13	1,729.05	0.00
Paydown	10/15/2018	47788BAD6	0.00	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	100.000		0.00	30.33	30.33	0.00
Paydown	10/15/2018	47788CAC6	0.00	John Deere Owner Trust 2016-B A4 2.66% Due 4/18/2022	100.000		0.00	77.58	77.58	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	10/15/2018	47788EAC2	0.00	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100.000		0.00	256.67	256.67	0.00
Paydown	10/15/2018	65479GAD1	0.00	Nissan Auto Receivables Owner 2018-B A3 3.06% Due 3/15/2023	100.000		0.00	204.00	204.00	0.00
Paydown	10/15/2018	89237RAB4	6,321.84	Toyota Auto Receivable 2017-C A2A 1.58% Due 7/15/2020	100.000		6,321.84	87.59	6,409.43	0.00
Paydown	10/15/2018	89238BAB8	9,031.16	Toyota Auto Receivables Owner 2018-A A2A 2.1% Due 10/15/2020	100.000		9,031.16	218.75	9,249.91	0.00
Paydown	10/15/2018	89238MAB4	4,245.67	Toyota Auto Receivables Owner 2017-A 1.42% Due 9/16/2019	100.000		4,245.67	8.47	4,254.14	0.00
Paydown	10/18/2018	43814UAG4	0.00	Honda Auto Receivables 2018-2 A3 3.01% Due 5/18/2022	100.000		0.00	100.33	100.33	0.00
Subtotal			24,798.79				24,798.79	1,009.54	25,808.33	0.00
Maturity	10/10/2018	02665WAC5	65,000.00	American Honda Finance Note 2.125% Due 10/10/2018	100.000		65,000.00	0.00	65,000.00	0.00
Maturity	10/15/2018	62479MKF9	205,000.00	MUFG Bank Ltd/NY Discount CP 2.34% Due 10/15/2018	99.207		205,000.00	0.00	205,000.00	0.00
Maturity	10/15/2018	880591EQ1	290,000.00	Tennessee Valley Authority Note 1.75% Due 10/15/2018	100.000		290,000.00	0.00	290,000.00	0.00
Subtotal			560,000.00				560,000.00	0.00	560,000.00	0.00
Security Withdrawal	10/03/2018	31846V203	982.97	First American Govt Obligation Fund	1.000		982.97	0.00	982.97	0.00
Security Withdrawal	10/25/2018	31846V203	104.17	First American Govt Obligation Fund	1.000		104.17	0.00	104.17	0.00
Subtotal			1,087.14				1,087.14	0.00	1,087.14	0.00
TOTAL DISPOSITIONS			1,243,906.29				1,242,359.29	1,344.96	1,243,704.25	-916.87



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	10/05/2018	3135G0T45	200,000.00	FNMA Note 1.875% Due 4/5/2022	0.000		1,875.00	0.00	1,875.00	0.00
Interest	10/06/2018	3133EHEZ2	200,000.00	FFCB Note 1.6% Due 4/6/2020	0.000		1,600.00	0.00	1,600.00	0.00
Interest	10/07/2018	3135G0Q89	160,000.00	FNMA Note 1.375% Due 10/7/2021	0.000		1,100.00	0.00	1,100.00	0.00
Interest	10/10/2018	02665WAC5	65,000.00	American Honda Finance Note 2.125% Due 10/10/2018	0.000		690.63	0.00	690.63	0.00
Interest	10/15/2018	880591EQ1	290,000.00	Tennessee Valley Authority Note 1.75% Due 10/15/2018	0.000		2,537.50	0.00	2,537.50	0.00
Interest	10/24/2018	45950VLH7	225,000.00	International Finance Corp Note 2% Due 10/24/2022	0.000		2,250.00	0.00	2,250.00	0.00
Interest	10/25/2018	91159HHH6	140,000.00	US Bancorp Callable Note Cont 3/25/2019 2.2% Due 4/25/2019	0.000		1,540.00	0.00	1,540.00	0.00
Interest	10/31/2018	912828L99	180,000.00	US Treasury Note 1.375% Due 10/31/2020	0.000		1,237.50	0.00	1,237.50	0.00
Interest	10/31/2018	912828ST8	75,000.00	US Treasury Note 1.25% Due 4/30/2019	0.000		468.75	0.00	468.75	0.00
Subtotal			1,535,000.00				13,299.38	0.00	13,299.38	0.00
Dividend	10/01/2018	31846V203	10,441.61	First American Govt Obligation Fund	0.000		91.27	0.00	91.27	0.00
Subtotal			10,441.61				91.27	0.00	91.27	0.00
TOTAL OTHER TRANSACTIONS			1,545,441.61				13,390.65	0.00	13,390.65	0.00



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Custody: Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

Valuation: Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance: Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

Ratings: Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

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



Benchmark Index	Disclosure
ICE BAML 1-5 Yr US Treasury/Agency Index	The ICE BAML 1-5 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than five years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies. (Index: GVA0. Please visit www.mlindex.ml.com for more information)

Staff Report/Memorandum



To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: December 5, 2018
Subject: YTD District Budget Monthly Status Report

For Action **Fiscal Impact** **Funds Budgeted**
 Information Only **Cost Estimate:** \$

Discussion:

Attached for your review is the YTD District Budget Status Report for period ending October 31, 2018.

Revenues for the ***MWD RTS Standby Charge*** and ***Property Taxes*** will remain low until the first round of property tax payments are received in December.

The first of two payments for the ***MWD RTS Charge*** and the ***MWD Capacity Charge*** were billed by MWD this month. The remaining payments will be due in April 2019.

Due to the payment schedule for ***Membership Dues & Fees***, the YTD actuals are higher than expected. This line item is not expected to exceed budget.

THREE VALLEYS MUNICIPAL WATER DISTRICT				
DISTRICT BUDGET - FISCAL YEAR 2018-2019				
Month Ending October 31, 2018				
	2018-2019 YTD Actual	Annual Budget All Funds	2018-2019 Percent of Budget	2018-2019 Balance Remaining
REVENUES				
OPERATING REVENUES				
Water Sales	28,689,078	56,527,935	50.8%	27,838,857
MWD RTS Standby Charge	33,223	3,466,681	1.0%	3,433,458
MWD Capacity Charge Assessment	443,120	1,208,200	36.7%	765,080
TVMWD Fixed Charges	216,828	665,901	32.6%	449,073
Hydroelectric Revenue	46,282	34,583	133.8%	(11,699)
NON-OPERATING REVENUES				
Property Taxes	71,809	2,120,753	3.4%	2,048,944
Interest Income	62,648	151,600	41.3%	88,952
Pumpback O&M/Reservoir #2 Reimbursement	715	20,000	3.6%	19,285
Grants and Other Revenue	6,015	5,054	119.0%	(961)
TOTAL REVENUES	29,569,718	64,200,707	46.1%	34,630,989
EXPENSES				
OPERATING EXPENSES				
MWD Water Purchases	25,691,072	50,329,635	51.0%	24,638,563
MWD RTS Standby Charge	2,411,041	3,466,681	69.5%	1,055,640
Staff Compensation	1,410,789	4,309,457	32.7%	2,898,668
MWD Capacity Charge	664,680	1,208,200	55.0%	543,520
Operations and Maintenance	478,028	1,307,790	36.6%	829,762
Professional Services	214,209	437,004	49.0%	222,795
Directors Compensation	73,309	309,965	23.7%	236,656
Communication and Conservation Programs	62,403	185,700	33.6%	123,297
Planning & Resources	6,804	90,000	7.6%	83,196
Membership Dues and Fees	64,383	109,764	58.7%	45,381
Hydroelectric Facilities	4,735	42,500	11.1%	37,765
Board Elections	-	-	0.0%	-
NON OPERATING EXPENSES				
Pumpback O&M/Reservoir #2 Expenses	988	20,000	4.9%	19,012
RESERVE EXPENSES				
Reserve Replenishment	-	234,878	0.0%	234,878
CAPITAL INVESTMENT				
Capital Repair & Replacement	7,770	551,000	1.4%	543,230
Capital Investment Program	357,346	1,666,885	21.4%	1,309,539
TOTAL EXPENSES	31,447,557	64,269,459	48.9%	32,821,902
NET INCOME (LOSS) BEFORE TRANSFERS	(1,877,839)	(68,752)		1,809,087
TRANSFER IN FROM DEBT RESERVES				-
TRANSFER FROM/(TO) CAPITAL RESERVES		97,132		97,132
TRANSFER IN FROM CAPITAL RESERVES				-
TRANSFER IN FROM OPPORTUNITY RESERVE				-
TRANSFER IN FROM ENCUMBERED RESERVES	350,873			(350,873)
NET INCOME (LOSS) AFTER TRANSFERS	\$ (1,526,966)	\$ 28,380		\$ 1,555,346

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



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: December 5, 2018
Subject: Warrant Summary Disbursements

<input checked="" type="checkbox"/>	For Action	<input type="checkbox"/>	Fiscal Impact	<input checked="" type="checkbox"/>	Funds Budgeted
<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Cost Estimate:	\$	7,971,195.97

Requested Action:

Receive and file the Warrant Summary (Disbursements) for the period ending October 31, 2018 as presented.

Discussion:

The monthly disbursements list is provided for your information.

General checks 48678 through 48806 totaling \$650,884.99 are listed on pages 1 to 5.

MWD August water invoice totaling \$7,055,902.00 is listed on page 5.

Wire transfers for taxing agencies and PERS totaling \$92,575.61 are listed on page 6.

Total payroll checks 12157 through 12212 totaling \$171,833.37 are listed on page 6.

Chase Card Services invoice detail is listed on page 7.

Umpqua Bank invoice detail is listed on page 7.



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

October 2018

General Checks 48678 through 48806

Payroll Wire Transfer 2594 through 2607

Payroll Checks 12157 through 12212

Item 9.B

Check Number	Vendor	Description	Paid Amount
48678	AZUSA LIGHT & WATER	ELECTRIC UTILITY - 8/09/18 TO 9/11/18	20.08
48679	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINT - SHREDDED CEDAR MULCH INSTALL	8,428.70
48680	CONTRERAS, MARIA	10/21-24/18 BOARD SECRETARY CONFERENCE SHUTTLE SERVICE	53.00
48681	EDISON	MIRAMAR - SEPT	106.55
48682	FAULK, GEORGE	RETIREE HEALTH BENEFITS - OCT	355.00
48683	JAN-PRO CLEANING SYS OF SO CA	JANITORIAL SERVICE - OCT	545.00
48684	JCI JONES CHEMICALS, INC.	CHLORINE	5,452.31
48685	KRIEZEL, BETTY	RETIREE HEALTH BENEFITS - OCT	112.00
48686	LAREZ, MARY PAT	RETIREE HEALTH BENEFITS - OCT	114.00
48687	PREMIER FAMILY MEDICINE ASSOC	INTERN PHYSICAL/PULMONARY/RESPIRATORY CLEARANCE/BACK EVALUATION	155.00
48688	REDI-RELIEF FIRST AID & SAFETY, INC.	FIRST AID KITS/ICE PACK/COTTON TIPS/BANDAGES/IBUPROFEN/ANTACID/ANTISEPTIC WIPES	184.44
48689	RICHARD C. SLADE & ASSOC, LLC	FIGURE AND MAP GENERATION/SET UP MODEL GRID/ORGANIZE DATA	1,783.50
48690	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 9/16/18 - 10/15/18	1,394.21
48691	THE PAPE GROUP INC	FORKLIFT- LOAD CHAIN SHEAVE/BEARINGS REPAIRED	685.61
48692	TUNQUE, DOMINGO	RETIREE HEALTH BENEFITS - OCT	134.00
48693	CAPITOL ENQUIRY	2019 STAFF INDEX/POCKET DIRECTORIES OF CA LEGISLATIVE/PROFILE EDITION	963.76
48694	DE LAGE LANDEN FIN SVCS, INC.	POSTAGE METER LEASING CHARGES 9/15/18 - 10/14/18	106.06
48695	FORUS FOUNDATION	10/19/18 STATE OF THE SCHOOLS SPONSORSHIP	500.00
48696	SOUTH COAST MEDIA SVC	OUTREACH AD	564.00
48697	LAGERLOF,SENECAL,GOSNEY & KRUSE, LLP	EMERGENCY PREPAREDNESS THROUGH JULY 31, 2018	1,008.39
48698	LITCHFIELD, MATTHEW H.	MILEAGE EXPENSE SEPT/OCT	125.35
48699	POLYDYNE, INC	CLARIFLOC	9,836.80
48700	PYRAMID BLDG & ENGR, INC.	RESERVOIR EFFLUENT STATION-GOULD'S AQUAFORCE BOOSTER/STRUCTURAL STEEL/ELECTRICAL	164,235.33
48701	RC'S FLOOR & CARPET CARE	BUFF FLOORS	250.00
48702	SERPENTIX CORPORATION	BELT FILTER PRESS - SPROCKET/ROLLER CHAIN	195.85
48703	THE FLINTRIDGE CENTER	SILVER SPONSORSHIP - 41ST ASSEMBLY DISTRICT YOUNG LEGISLATORS PROGRAM	2,000.00
48704	EDESIGNC INC.	VOIDED	0.00



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

October 2018

General Checks 48678 through 48806

Payroll Wire Transfer 2594 through 2607

Payroll Checks 12157 through 12212

Item 9.B

Check Number	Vendor	Description	Paid Amount
48705	EDISON	VOIDED	0.00
48706	EUROFINS EATON ANALYTICAL	VOIDED	0.00
48707	KEMIRA WATER SOLUTIONS, INC.	VOIDED	0.00
48708	LOS ANGELES COUNTY FIRE DEPT	VOIDED	0.00
48709	SGVCA	VOIDED	0.00
48710	VERIZON WIRELESS	VOIDED	0.00
48711	VIA PROMOTIONALS	VOIDED	0.00
48712	ACWA	2018 FALL CONFERENCE SPONSORSHIP	1,000.00
48713	BRENNTAG PACIFIC, INC.	SODIUM HYDROXIDE	10,132.77
48714	CELL BUSINESS EQUIPMENT	PLOTTER LEASE - OCT	268.28
48715	GOURMET GOURMET CATERING, INC	11/15/18 MEETING EXPENSE DEPOSIT	250.00
48716	GRAINGER	HARDWOUND ROLL	137.98
48717	HACH COMPANY	CHLORINE REAGENT SET/SILICONE OIL	3,037.33
48718	HANSEN, RICHARD W.	10/15-17/18 AMWA CONFERENCE AIRFARE EXPENSE	181.96
48719	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	12,107.20
48720	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: OCTOBER 5 PAYROLL	10,175.00
48721	LOWE'S	DRLL BITS/SAFETY MASKS/WRENCH SET/GLOVES/RAGS/STEEL BIRD SPIKES/PORTABLE A/C	845.27
48722	PRIME SYSTEMS IND AUTOMATION	SCADA PROGRAMMING/HARDWARE/METER CALIBRATIONS	19,995.28
48723	RAVENKAMP, RICK	GRAND AVE WELL BLOCK WALL CONSTRUCTION 2ND PAYMENT	7,000.00
48724	ROWLAND WATER DISTRICT	10/15/18 AGM, CFO, ENSIGN, AGUIAR, HARBERSON, PERALTA, COHN, EVANGELISTA, HOWIE, LANG	500.00
48725	SAM'S CLUB	OFFICE/JANITORIAL SUPPLIES	342.41
48726	SUEZ WTS ANALYTICAL INSTRUMENT, INC.	M-SERIES VERIFICATION SET/SINGLE PT CAL	342.84
48727	CHASE CARD SERVICES	CHASE CARD SERVICES INVOICE DETAIL - LAST PAGE	9,773.52
48728	CHEF DAVE'S CATERING	10/11/18 MEETING EXPENSE	439.06
48729	EDISON	MIRAMAR/WILLIAMS/FULTON - SEPT	528.23
48730	LINCOLN CLUBS	10/19/18 SGV CHAPTER MEETING - RUZICKA	35.00
48731	OFFICE DEPOT	WRITING PADS/MAILING SEALS	105.11



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

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Payroll Wire Transfer 2594 through 2607

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Item 9.B

Chek Number	Vendor	Description	Paid Amount
48732	SCWUA	10/18/18 GREAT CALIFORNIA SHAKEOUT - BOWCOCK, GOYTIA, RUZICKA	90.00
48733	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	23,775.51
48734	VIA PROMOTIONALS	PROMOTIONAL ITEMS	1,435.17
48735	WEX BANK	FUEL 9/1/18 - 9/30/18	1,031.15
48736	EDESIGNC INC.	STRUCTURAL CARPORTS DESIGN SERVICES THROUGH JUL 31, 2018	2,200.00
48737	EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - SEPT	1,487.65
48738	EUROFINS EATON ANALYTICAL	LABORATORY TESTING - WTP	60.00
48739	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	12,768.00
48740	LOS ANGELES COUNTY FIRE DEPT	HAZARDOUS MATERIALS/WASTE GENERATOR/CA ACCIDENTAL RELEASE PROGRAMS PERMIT FEES	11,400.00
48741	SGVCA	10/18/18 BUSINESS CIRCLE OF CHAMPIONS RECEPTION - GOYTIA	50.00
48742	VERIZON WIRELESS	CELLULAR/IPAD/HARNESS FLEET SERVICES/MOBILE BROADBAND 9/26/18 - 10/25/18	634.32
48743	C & E LUMBER COMPANY	MDL FUSES	35.09
48744	EUROFINS EATON ANALYTICAL	LABORATORY TESTING - WTP	60.00
48745	RAVENKAMP, RICK	GRAND AVE WELL BLOCK WALL CONSTRUCTION FINAL PAYMENT	8,400.00
48746	SCWUA	10/18/18 GREAT CALIFORNIA SHAKEOUT - MENDOZA	30.00
48747	TIME WARNER CABLE	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 9/9/18 - 10/20/18	239.97
48748	ALFA LAVAL	VALVE/FILTER FOR BELT FILTER PRESS	100.89
48749	CITY OF CLAREMONT	LOW BOY RENTAL	565.57
48750	CLAREMONT COURIER	NEWSPAPER SUBSCRIPTION	107.00
48751	GAS COMPANY	FULTON SERVICE 9/03/18 - 10/03/18	14.79
48752	HACH COMPANY	TOTAL AMMONIA ASSY PACK/NITRITE ASSY PACK/TOTAL CHLORINE/BUFFER SOLUTIONS	674.35
48753	HARRINGTON IND PLASTICS, LLC	VALVE BALL	1,643.47
48754	MC MASTER-CARR SUPPLY COMPANY	GLASS-TUBE FUSES	47.20
48755	R & B AUTOMATION, INC.	VALVE AT POND 2 REPAIRED	850.00
48756	SGV PAN	7/6/18 WASHINGTON UPDATE LUNCHEON - BOWCOCK, MENDOZA	110.00
48757	SUEZ WTS ANALYTICAL INSTRUMENT, INC.	TOC PREVENTIVE MAINTENANCE AGREEMENT	6,230.00
48758	W.E.W.A.C.	MEMBERSHIP DUES FY 18-19	1,500.00



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

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Item 9.B

Chek Number	Vendor	Description	Paid Amount
48759	ACWA/JPIA	AUTO & GENERAL LIABILITY PROGRAM - 10/1/18 - 10/1/19	73,499.00
48760	ACWA/JPIA	WORKER'S COMPENSATION 07/01/18 - 09/30/18	11,792.02
48761	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - SEPT	149.64
48762	CREATIVE MGMT SOLUTIONS, INC	PROFESSIONAL SERVICES - HUMAN RESOURCES AND ORGANIZATIONAL INITIATIVES	1,080.00
48763	D & H WATER SYSTEMS INC.	TYGOTHANE TUBING	199.69
48764	INLAND VALLEY DAILY BULLETIN	NOTICE OF PREPARATION OF A PRGM ENVIRONMENTAL IMPACT REPORT-SIX BASINS	674.90
48765	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT OCT/SEPT EXPENSES	6,084.00
48766	OFFICE DEPOT	WASTE CAN LINERS/BATHROOM TISSUE PAPER/MULTIFOLD TOWELS/TWIN-POCKET PORTFOLIOS	218.61
48767	S.G. VALLEY NEWSPAPER GROUP	NOTICE OF PREPARATION OF A PRGM ENVIRONMENTAL IMPACT REPORT-SIX BASINS	700.00
48768	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - SEPT	76.00
48769	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - NOVEMBER 2018	46,579.42
48770	AFLAC	AFLAC SUPP. INS: OCTOBER 2018 (EMPLOYEE REIMBURSED)	1,100.22
48771	AMS PAVING INC.	GRAND AVE WELL - ASPHALT	3,985.00
48772	AVS SYSTEMS	HYDRO BLDG CAMERAS IMPORT/LAPTOPS UPGRATE	170.00
48773	BRENNTAG PACIFIC, INC.	SODIUM HYDROXIDE	10,799.59
48774	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - SEPT	13,221.00
48775	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - OCT	2,066.59
48776	CLAREMONT PRINT & COPY	BUSINESS CARDS - ENSIGN	85.41
48777	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE - OCT	2,965.00
48778	D & H WATER SYSTEMS INC.	TOC STANDARDS	443.62
48779	DENALI WATER SOLUTIONS, LLC	SLUDGE REMOVAL - SEPT	6,465.46
48780	EDISON	MIRAMAR - OCT	95.14
48781	EUROFINS EATON ANALYTICAL	LABORATORY TESTING - WTP	375.00
48782	FEDEX	SHIPPING CHARGES - GRAND AVE WELL/JWL CONTROL VALVE/ENGINEERING REPORTS	62.94
48783	FRONTIER	DSL FOR SCADA 10/10/18 - 11/9/18	93.98
48784	HACH COMPANY	TOTAL CHLORINE/NITRITE/CHEMKEY ASSY PACKS	673.97
48785	HARRINGTON IND PLASTICS, LLC	M CLIP	155.28



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

October 2018

General Checks 48678 through 48806

Payroll Wire Transfer 2594 through 2607

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Item 9.B

Check Number	Vendor	Description	Paid Amount
48786	INTERFACE SECURITY SYSTEMS LLC	EOC WIRELESS BROADBAND SERVICE 11/1/18 - 11/30/18	134.88
48787	JCI JONES CHEMICALS, INC.	CHLORINE	5,454.64
48788	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: OCTOBER 19 PAYROLL	10,175.00
48789	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: BOARD-OCTOBER 2018	5,201.19
48790	RELIANCE STANDARD LIFE INS.	LT DISAB: OCTOBER 2018	1,149.67
48791	SAN GABRIEL VALLEY MWD	WATER DELIVERY TO NORTH AZUSA CONNECTION JUL/AUG/SEPT	15,170.00
48792	SOUTH WEST PUMP & DRILLING INC	GRAND AVE WELL/MOBILIZE INSTALL AND DEMOBILIZE TEST PUMPING EQUIPMENT	30,400.00
48793	SYNCB/AMAZON	PORTABLE FUEL DIESEL TANK/MITER SAW/SAW STAND/LEVEL TRANSMITTER/INK TONER/ROUTER	4,187.33
48794	THOMAS HARDER & CO.	GRAND AVE WELL-ENGR DESIGN/ANALYSIS/CONSTRUCTION MGMT/INSPECTION	12,281.00
48795	UNIVAR USA INC	LIQUID CHLORINE	1,984.98
48796	AAA PORTABLE RESTROOM CO.	SOLAR CUP 2019 BOAT BLDG WORKSHOP RESTROOMS/WASH STATIONS (REIMBURSED BY MWD)	880.00
48797	COHN, ELIZABETH M.	10/21-24/18 CALPERS EDUCATIONAL FORUM MILEAGE/EXPENSES	130.70
48798	CALIFORNIA PARTY RENT	SOLAR CUP 2019 BOAT BLDG WORKSHOP-TENTS/TABLES/CHAIRS RENTAL (REIMBURSED BY MWD)	11,301.00
48799	FRANCESCHINE, F.S.A., NICOLA	2017 ACTUARIAL VALUATION REPORT/GASB 75 ACCRUAL AND DISCLOSURE INFORMATION	2,000.00
48800	GENTRY, JASON R	ELECTRICAL SERVICES - PULL BOXES/J-BOX	8,296.33
48801	GFOA	CAFR AWARD FEE FY 2018	505.00
48802	GOURMET GOURMET CATERING, INC	12/19/18 DEPOSIT	500.00
48803	INLAND VALLEY DAILY BULLETIN	NEWSPAPER SUBSCRIPTION	526.38
48804	LAGERLOF,SENECAL,GOSNEY & KRUSE, LLP	EMERGENCY PREPAREDNESS THROUGH AUG 31, 2018	999.92
48805	POLYDYNE, INC	CLARIFLOC	2,300.00
48806	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 10/16/18 - 11/15/18	1,449.18
TOTAL AMOUNT OF CHECKS LISTED			\$ 650,884.99
12783	METROPOLITAN WATER DISTRICT	AUGUST 2018 MWD WATER INVOICE	7,055,902.00
TOTAL AMOUNT OF WIRE TRANSFERS			\$ 7,055,902.00



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

October 2018

General Checks 48678 through 48806

Payroll Wire Transfer 2594 through 2607

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Item 9.B

Check Number	Vendor	Description	Paid Amount
2594	FEDERAL TAX PAYMENT	FED TAX: OCTOBER 5 PAYROLL	15,010.12
2595	WAGeworks	HEALTH SAVINGS ACCT: OCTOBER 5 PAYROLL	1,651.33
2596	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: OCTOBER 5 PAYROLL	18,184.77
2597	STATE TAX PAYMENT	STATE TAX: OCTOBER 5 PAYROLL	5,620.45
2598	CALPERS-457 PLAN	PERS-457 DEFERRED COMP/EMPL LOAN: OCTOBER 5 PAYROLL	2,871.39
2599	FEDERAL TAX PAYMENT	FED TAX: BOARD-OCTOBER 2018	1,100.36
2600	WAGeworks	HEALTH SAVINGS ACCT: BOARD-OCTOBER 2018	509.58
2601	STATE TAX PAYMENT	STATE TAX: BOARD-OCTOBER 2018	346.48
2602	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: BOARD-OCTOBER 2018	300.00
2603	FEDERAL TAX PAYMENT	FED TAX: OCTOBER 19 PAYROLL	17,905.95
2604	WAGeworks	HEALTH SAVINGS ACCT: OCTOBER 19 PAYROLL	1,651.33
2605	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: OCTOBER 19 PAYROLL	18,202.15
2606	STATE TAX PAYMENT	STATE TAX: OCTOBER 19 PAYROLL	6,511.70
2607	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: OCTOBER 19 PAYROLL	2,710.00
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 92,575.61

PAYROLL SUMMARY

Check# 12157 - 12212

TOTAL AMOUNT OF PAYROLL CHECKS LISTED	\$ 171,833.37
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TOTAL OCTOBER 2018 CASH DISBURSEMENTS	\$ 7,971,195.97
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THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2017
 Bank of the West Invoice Detail Check 47565
 Chase Card Services Invoice Detail Check 47573


Item 9.B

Check Number	Vendor	Description	Paid Amount
47565	ACCENT COMPUTER SOLUTIONS, INC.	IT SERVICES - OCTOBER/PROTECH BACKUP/365 BUSINESS ESSENTIALS	3,865.85
47565	AIRGAS SPECIALTY PRODUCTS	AMMONIA	2,402.10
47565	CLINICAL LABORATORY OF SB, INC.	LABORATORY TESTING - AUG/SEPT	2,770.00
47565	GROUND CONTROL SYSTEMS, INC.	IDIRECT EMERGENCY RESPONDER SERVICES FEE - SEPT	279.00
47565	TRUESDAIL LABORATORIES, INC.	LABORATORY TESTING FOR THMS	920.00
47565	VWR INTERNATIONAL INC.	RAGS/BUFFER SOLUTIONS	82.66
47565	WESTERN WATER WORKS SUPPLY CO.	SADDLE MOUNT/METER WRENCH	527.55
TOTAL AMOUNT OF BANK OF THE WEST INVOICE			\$10,847.16
47573	AMERICAN FLAG & BANNER CO.	WIND SOCKS	169.15
47573	CA-NV AWWA	10/31/17 - 11/1/17 T1 & T2 REVIEW - MENDOZA	285.00
47573	CARHARTT	WINTER COATS	391.95
47573	DOLLAR TREE	PROJECT WET TEACHER WORKSHOP SUPPLIES/RAFFLE PRIZES	102.93
47573	INDUSTRY MANUFACTURERS COUNCIL	10/3/17 MANAGEMENT OPERATIONS - DE JESUS 11/3/17 LEGISLATIVE UPDATE - DE JESUS, MENDOZA	90.00
47573	IIMC	2018 MEMBERSHIP DUES - HAHN	260.00
47573	MICHAELS	OFFICE DECORATIONS	80.99
47573	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - OCT	3,415.43
47573	REGIONAL CHAMBER OF COMMERCE	10/23/17 LEGISLATIVE POWER LUNCHEON - GOYTIA	50.00
47573	SIBER SYSTEMS INC.	ANNUAL ROBOFORM PASSWORD SUBSCRIPTIONS - COHN, ROMERO	39.90
47573	THE NELAC INSTITUTE	SMALL LAB TNI STANDARD IMPLEMENTATION SERIES WEBINARS - OPERATIONS	350.00
47573	THE STUDIO	PATCHES	132.57
47573	THERMO FISHER SCIENTIFIC LLC	CHEMICAL SYRINGE WITH CLEANINGSOL	116.30
47573	TRANSPORTATION CONNECTION INC.	10/6/17 CTEC FIELD TRIP BUS DRIVER GRATUITY	125.00
47573	TROPHYKITS.COM	WALL FRAMES	631.00
47573	WEBSTAUANTSTORE	TABLE COVERS	180.75
TOTAL AMOUNT OF CHASE CARD SERVICES INVOICE			\$ 6,420.97



Staff Report/Memorandum

To: TVMWD Board of Directors

From: Richard W. Hansen, General Manager 

Date: December 5, 2018

Subject: Resolution No. 18-12-839, Authorizing an Update to the Signatories for LAIF (Local Agency Investment Fund)

<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 approve the attached Resolution No. 18-12-839, updating the authorization to deposit or withdraw monies in TVMWD's LAIF (Local Agency Investment Fund) account.

Discussion:

TVMWD has an account with LAIF to earn a greater return on funds over a short-term basis, as opposed to funds kept with Chandler that mature from 0-5 years.

LAIF requires a current resolution approved by the Board that reflects each person who is authorized to perform day-to-day business transactions pertaining to TVMWD's LAIF account. The attached resolution, if approved, updates the employees authorized to perform these actions as follows: Matthew Litchfield, General Manager (effective 12/26/2018), James Linthicum, Chief Financial Officer and Elizabeth Cohn, Senior Financial Analyst.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
AUTHORIZING AN UPDATE TO THE SIGNATORIES FOR
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, the Three Valleys Municipal Water District (“the District”), located at 1021 East Miramar Avenue, Claremont, California, is a municipal water district organized and operating pursuant to Water Code Section 71000 et seq.

WHEREAS, adoption of this resolution will supersede all previous resolutions passed by the Board of Directors with respect to account signatories for Local Agency Investment Fund.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize that all previously authorized signatories are removed, and the following District employees shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund Account Number ending in 019:

MATTHEW H. LITCHFIELD General Manager	JAMES W. LINTHICUM Chief Finance Officer	ELIZABETH M. COHN Senior Financial Analyst
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ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District’s Board of Directors, on this 5th day of December 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 *RH*
Date: December 5, 2018
Subject: Resolution No. 18-12-840, Authorizing an Update to the Signatories for Citizens Business Bank

<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 approve the attached Resolution No. 18-12-840, updating the authorization to deposit or withdraw monies in TVMWD’s Citizens Business Bank account.

Discussion:

TVMWD has a checking account and a sweep (interest bearing) account with Citizens Business Bank to serve as our primary account for day-to-day transactions.

Citizens Business Bank requires a current resolution approved by the Board that reflects each person who is authorized to perform day-to-day business transactions pertaining to TVMWD’s Citizens Business Bank account. The attached resolution, if approved, updates the employees authorized to perform these actions as follows: Matthew Litchfield, General Manager (effective 12/26/2018), James Linthicum, Chief Financial Officer, Bob Kuhn, Board President and Kirk Howie, Chief Administrative Officer.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
AUTHORIZING AN UPDATE TO THE SIGNATORIES FOR
CITIZENS BUSINESS BANK**

WHEREAS, the Three Valleys Municipal Water District (“the District”), located at 1021 East Miramar Avenue, Claremont, California, is a municipal water district organized and operating pursuant to Water Code Section 71000 et seq.

WHEREAS, adoption of this resolution will supersede all previous resolutions passed by the Board of Directors with respect to account signatories for Citizens Business Bank Account Numbers ending in 7091 and 2233.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize that all previously authorized signatories are removed, and the following District employees shall be authorized to order the deposit or withdrawal of monies in the Citizens Business Bank Account Numbers ending in 7091 and 2233:

MATTHEW H. LITCHFIELD General Manager	JAMES W. LINTHICUM Chief Finance Officer	BOB G. KUHN Board President	KIRK R. HOWIE Chief Administrative Officer
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ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District’s Board of Directors, on this 5th day of December 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 *RH*
Date: December 5, 2018
Subject: Resolution No. 18-12-841, Authorizing an Update to the Signatories for US Bank

<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 approve the attached Resolution No. 18-12-841, updating the authorization to deposit or withdraw monies in TVMWD's US Bank account.

Discussion:

TVMWD has an account with US Bank to use in case of any issues with our primary checking account with Citizens Business Bank.

US Bank requires a current resolution approved by the Board that reflects each person who is authorized to perform day-to-day business transactions pertaining to TVMWD's US Bank account. The attached resolution, if approved, updates the employees authorized to perform these actions as follows: Matthew Litchfield, General Manager (effective 12/26/2018), James Linthicum, Chief Financial Officer and Bob Kuhn, Board President.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
AUTHORIZING AN UPDATE TO THE SIGNATORIES FOR
U.S. BANK**

WHEREAS, the Three Valleys Municipal Water District (“the District”), located at 1021 East Miramar Avenue, Claremont, California, is a municipal water district organized and operating pursuant to Water Code Section 71000 et seq.

WHEREAS, adoption of this resolution will supersede all previous resolutions passed by the Board of Directors with respect to account signatories for U.S. Bank.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize that all previously authorized signatories are removed, and the following District employees shall be authorized to order the deposit or withdrawal of monies in the U.S. Bank Account Number ending in 4062:

MATTHEW H. LITCHFIELD General Manager	JAMES W. LINTHICUM Chief Finance Officer	BOB G. KUHN Board President
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ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District’s Board of Directors, on this 5th day of December 2018 by the following vote:

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

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:

Item 9.F



Tier 1 Balance (in Acre-Feet) Calendar Year 2018 (through October 2018)

Agency	Tier 1 Allocation					Balance
		Weymouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	14.4	0.0	0.0	0.0	21.2
Cal Poly Pomona	269	101.3	0.0	0.0	0.0	167.7
Covina, City of *	1,568	0.0	0.0	3,389.0	0.0	-1,821.0
Glendora, City of *	4,101	463.3	0.0	25.2	670.0	2,942.9
Golden State Water Company *	15,714	5,462.9	6,675.5	334.8	0.0	3,240.6
La Verne, City of	8,026	0.0	4,245.5	0.0	0.0	3,780.8
Mt San Antonio College	699	582.2	0.0	0.0	0.0	116.8
Pomona, City of *	7,052	2,416.2	955.2	0.0	0.0	3,680.8
Rowland Water District *	14,741	5,995.1	1,204.9	0.0	0.0	7,540.9
Suburban Water Systems *	1,961	1,955.6	0.0	3,751.6	0.0	-3,746.2
Three Valleys MWD	NA				3,385.7	NA
Valencia Heights Water Co *	464	161.8	0.0	569.3	0.0	-267.1
Walnut Valley Water District *	26,057	12,900.2	2,171.5	0.0	0.0	10,984.9

* Deliveries to JWV are assigned to Pomona, RWD, and WVWD.

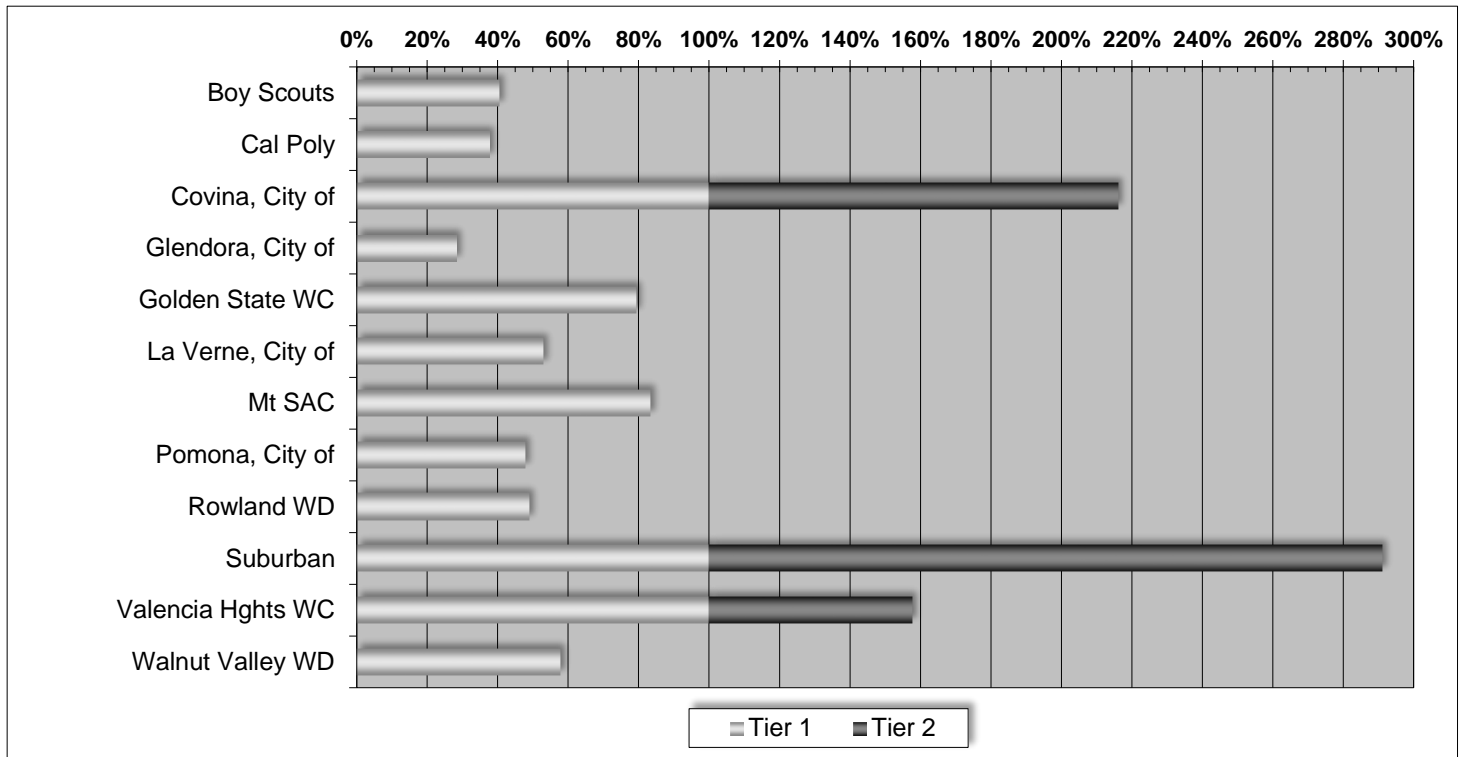
Deliveries to PM-24 are assigned to Suburban, VHWC, and WVWD.

Deliveries to CIC are assigned to Covina, Glendora, GSWC, SWS, and VHWC.

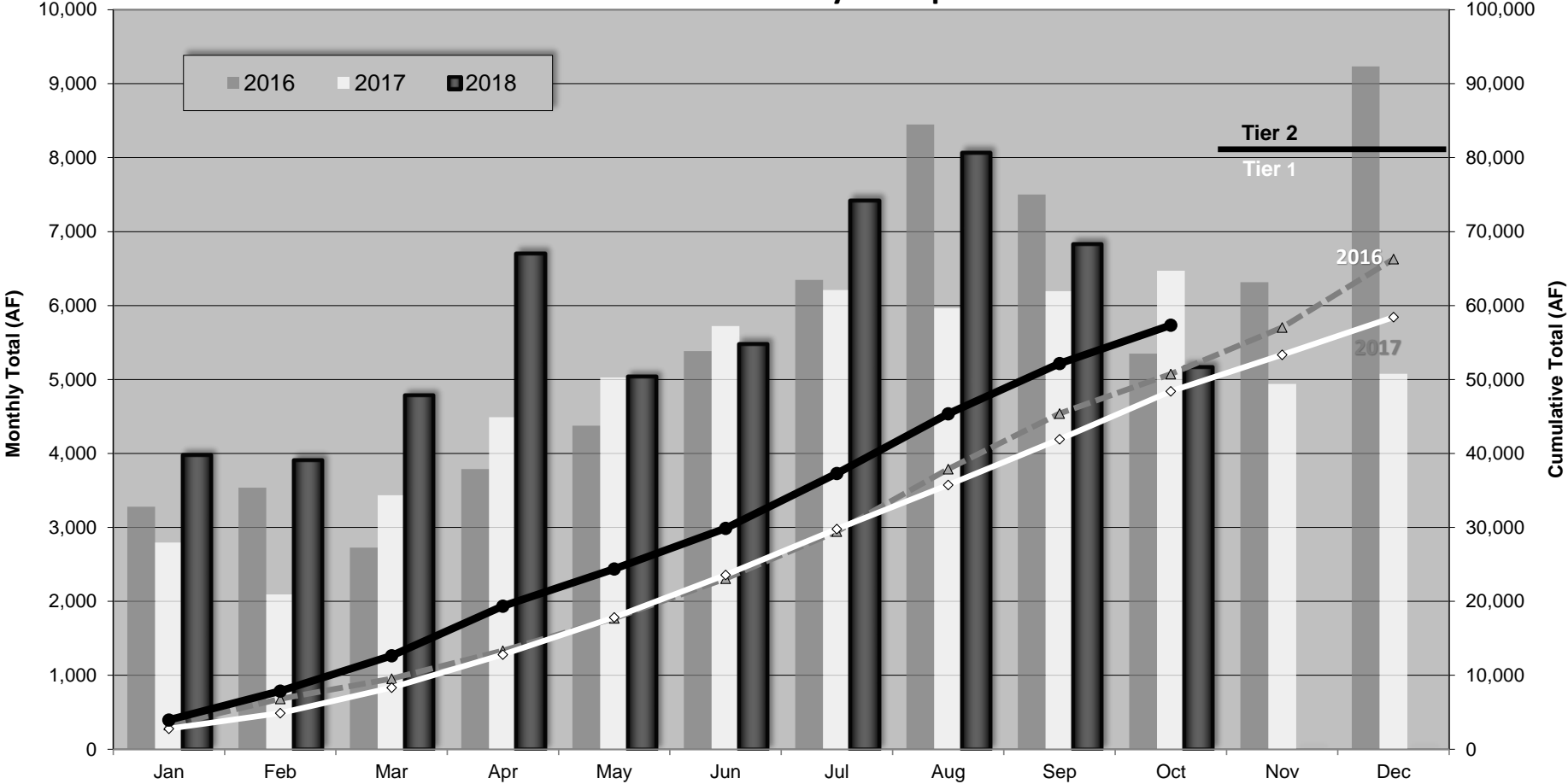
Quantities apportioned to above agencies are preliminary based on available data.

TVMWD Tier 1 Allowable = 80,688
MWD Tier 1 Deliveries = 57,348
TVMWD Tier 1 Balance = 23,340

Overage by Individual Agencies -5,834.3



**TVMWD
Firm Water Purchases 3-yr Comparison**



2018 Firm Water Usage (AF)													
Direct Delivery	3,972.6	3,614.8	2,939.6	4,778.5	5,037.3	5,476.7	7,416.5	8,065.2	6,827.6	5,163.9	0.0	0.0	53,292.7
Spreading Delivery	0.0	289.6	1,841.9	1,924.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4,055.7
Total	3,972.6	3,904.4	4,781.5	6,702.7	5,037.3	5,476.7	7,416.5	8,065.2	6,827.6	5,163.9	0.0	0.0	57,348.4



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: December 5, 2018
Subject: Approval of Resolution No. 18-12-842 for County Sanitation District Tax Sharing Resolution: Annexation No. 21-759

<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 approve,

1. Three Valleys Municipal Water Resolution Number 12-18-842 for County Sanitation District Tax Sharing Resolution Annexation No. 21-759; and
2. Direct staff to return the documents back to the County Sanitation District of Los Angeles County with proper documentation.

Alternative Action:

The Three Valleys Board may deny the request, upon which the Sanitation District will make this request to the County Board of Supervisors for a final determination.

Discussion:

The applicants for projects have requested annexation of their respective properties to the County Sanitation District to receive off-site sewage disposal. The annexation process requires that a resolution for property tax revenue exchange be adopted by all of the affected agencies prior to approval.

Three Valleys will not lose any existing ad valorem tax revenue it currently receives from the affected territories; Three Valleys would give up a portion of the revenue received from future "increased assessed valuation only."

Item 9.G

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

Project No.	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
<i>The property consists of: three existing single-family homes</i>				
21-759	0.004216396	0.4216%	-0.000031375	0.004185021

Upon execution and receipt of the documents, fully conformed copies will be provided back to Three Valleys Municipal Water District.

Strategic Plan Objectives:

- 3.3 – Be accountable and transparent with major decisions

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

Los Angeles County General Fund

Los Angeles County Library

Los Angeles County Road District #5

Los Angeles County Consolidated Fire Protection District

Los Angeles County Flood Control

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

Three Valleys Municipal Water District

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

"ANNEXATION NO. 759"

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

WHEREAS, the governing bodies of the agencies signatory hereto have made determinations of the amount of property tax revenues from the annual tax increments to be exchanged as a result of the annexation to County Sanitation District No. 21 entitled *Annexation No. 759*;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues resulting from the annexation of territory to County Sanitation District No. 21 in the annexation entitled *Annexation No. 759* is approved and accepted.

2. For each fiscal year commencing on and after July 1, 2018 or after the effective date of this jurisdictional change, whichever is later, the County Auditor shall transfer to County Sanitation District No. 21 a total of 0.3987182 percent of the annual tax increment attributable to the land area encompassed within *Annexation No. 759* as shown on the attached Worksheet.

3. No additional transfer of property tax revenues shall be made from any other tax agencies to County Sanitation District No. 21 as a result of annexation entitled *Annexation No. 759*.

4. No transfer of property tax increments from properties within a community redevelopment project, which are legally committed to a Community Redevelopment Agency, shall be made during the

period that such tax increment is legally committed for repayment of the redevelopment project costs.

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

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

THREE VALLEYS MUNICIPAL WATER DISTRICT

SIGNATURE

PRINT NAME AND TITLE

ATTEST:

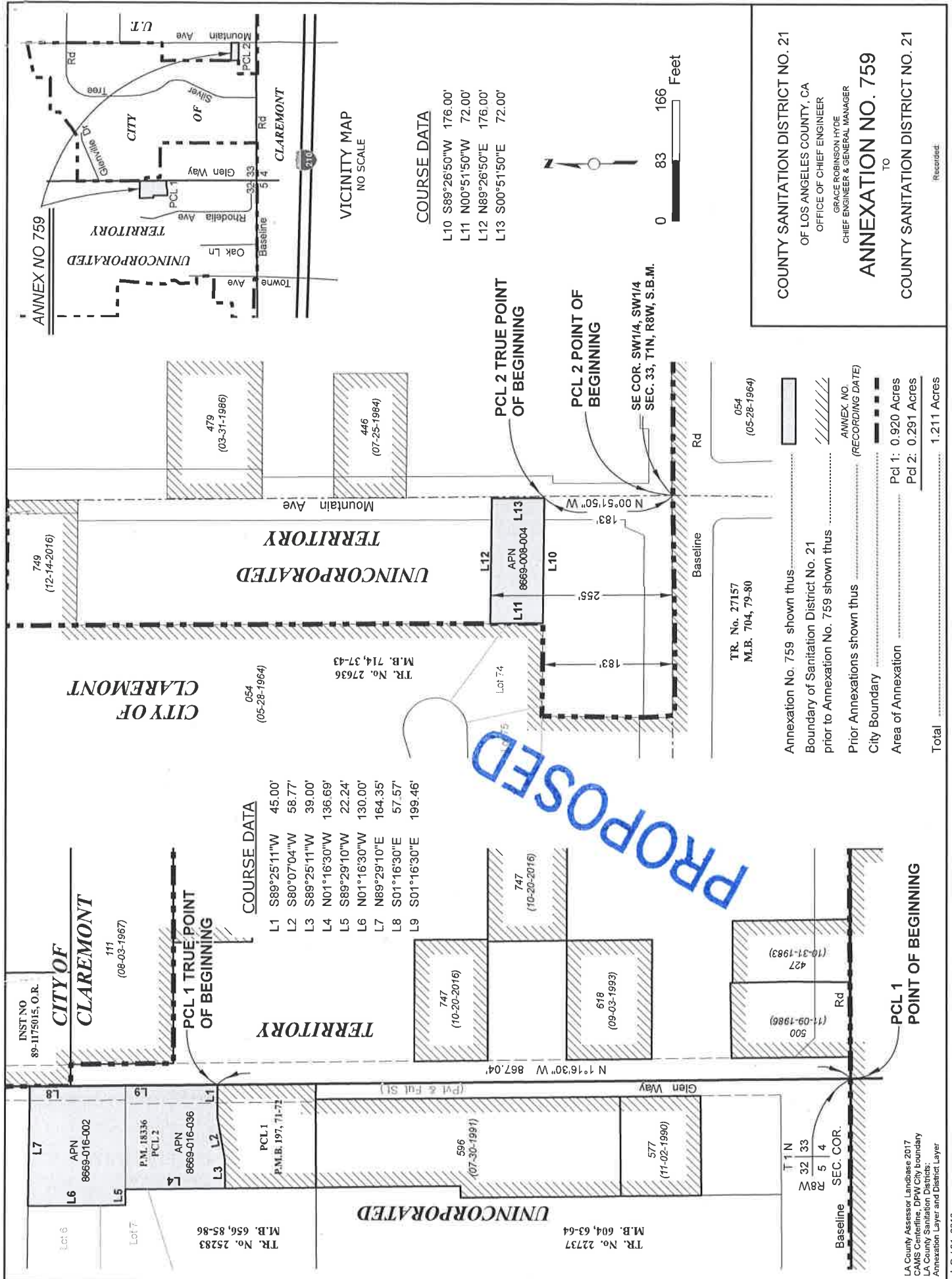
Secretary

Date

(SIGNED IN COUNTERPART)

ANNEXATION TO: CO. SANITATION DIST. NO 21 DEBT S.
 ACCOUNT NUMBER: 066.80
 TRA: 02760
 EFFECTIVE DATE: 07/01/2017
 ANNEXATION NUMBER: 759
 PROJECT NAME: A-21-759
 DISTRICT SHARE: 0.007441374

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.310991699	31.1001 %	0.007441374	0.002314215	-0.002368200	0.308623499
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000112669	0.0112 %	0.007441374	0.000000838	0.000000000	0.000112669
003.01	L A COUNTY LIBRARY	0.023011376	2.3011 %	0.007441374	0.000171236	-0.000171236	0.022840140
005.25	ROAD DIST # 5	0.005767066	0.5767 %	0.007441374	0.000042914	-0.000042914	0.005724152
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.173231932	17.3231 %	0.007441374	0.001289083	-0.001289083	0.171942849
007.31	L A C FIRE-FFW	0.007142122	0.7142 %	0.007441374	0.000053147	0.000000000	0.007142122
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001702697	0.1702 %	0.007441374	0.000012670	-0.000012670	0.001690027
030.70	LA CO FLOOD CONTROL MAINT	0.009635986	0.9635 %	0.007441374	0.000071704	-0.000071704	0.009564282
365.05	THREE VALLEY MWD ORIG AREA	0.004216396	0.4216 %	0.007441374	0.000031375	-0.000031375	0.004185021
400.00	EDUCATIONAL REV AUGMENTATION FD	0.064960336	6.4960 %	0.007441374	0.000483394	EXEMPT	0.064960336
400.01	EDUCATIONAL AUG FD IMPOUND	0.131877650	13.1877 %	0.007441374	0.000981350	EXEMPT	0.131877650
400.15	COUNTY SCHOOL SERVICES	0.001397266	0.1397 %	0.007441374	0.000010397	EXEMPT	0.001397266
400.21	CHILDREN'S INSTIL TUITION FUND	0.002773092	0.2773 %	0.007441374	0.000020635	EXEMPT	0.002773092
791.04	CITRUS COMMUNITY COLLEGE DIST	0.024524975	2.4524 %	0.007441374	0.000182499	EXEMPT	0.024524975
791.20	CHILDREN'S CTR FUND CITRUS C C	0.000639692	0.0639 %	0.007441374	0.000004760	EXEMPT	0.000639692
842.03	CLAREMONT UNIFIED SCHOOL DIST	0.229184385	22.9184 %	0.007441374	0.001705446	EXEMPT	0.229184385
842.06	CO.SCH.SERV.FD.- CLAREMONT	0.007954782	0.7954 %	0.007441374	0.000059194	EXEMPT	0.007954782
842.07	DEV.CTR.HDCPD.MINOR-CLAREMONT	0.000875879	0.0875 %	0.007441374	0.000006517	EXEMPT	0.000875879
***066.80	CO.SANITATION DIST.NO 21 DEBT S.	0.000000000	0.0000 %	0.007441374	0.000000000	0.000000000	0.003987182



COURSE DATA

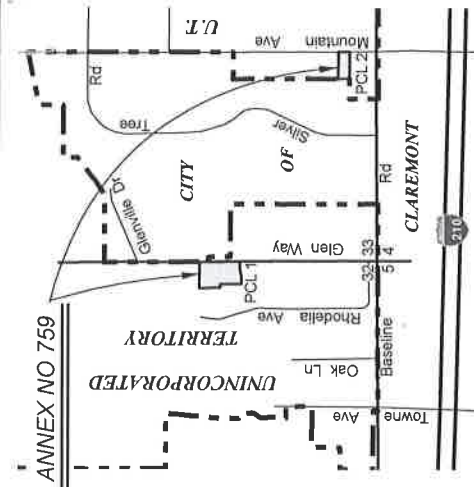
L1	S89°25'11"W	45.00'
L2	S80°07'04"W	58.77'
L3	S89°25'11"W	39.00'
L4	N01°16'30"W	136.69'
L5	S89°29'10"W	22.24'
L6	N01°16'30"W	130.00'
L7	N89°29'10"E	164.35'
L8	S01°16'30"E	57.57'
L9	S01°16'30"E	199.46'

COURSE DATA

L10	S89°26'50"W	176.00'
L11	N00°51'50"W	72.00'
L12	N89°26'50"E	176.00'
L13	S00°51'50"E	72.00'



VICINITY MAP
NO SCALE



Annexation No. 759 shown thus

Boundary of Sanitation District No. 21 prior to Annexation No. 759 shown thus

Prior Annexations shown thus

City Boundary

Area of Annexation

Total 1.211 Acres

COUNTY SANITATION DISTRICT NO. 21
OF LOS ANGELES COUNTY, CA
OFFICE OF CHIEF ENGINEER
GRACE ROBINSON HYDE
CHIEF ENGINEER & GENERAL MANAGER
ANNEXATION NO. 759
TO
COUNTY SANITATION DISTRICT NO. 21

L.A. County Assessor Landbase 2017
CAMS Centerline, DPW City boundary
L.A. County Sanitation Districts:
Annexation Layer and District Layer

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

OCTOBER 2018

Water Quality

The treatment plant produced treated water that met or exceeded state and federal drinking water standards.

Water quality data for the month of October (results of the combined filter effluent)

		Units	Results	Limits	
Turbidity	TU	NTU	0.066	0.3	<i>Results should be less than limits to comply</i>
Total Dissolved Solids	TDS	mg/l	240	500	
Total Trihalomethanes	TTHM	µg/l	45.9-49.6	80	<i>Ranges from 4 distribution locations (Sep results)</i>
Haloacetic Acids	HAA	µg/l	13.5-15.4	60	
		Units	Results	Minimum Limit	
Total Organic Carbon	TOC	RAA Ratio	1.19	1.00	<i>* RAA Results should be greater than minimum limit to comply</i>

Reportable violations made to SWRCB: **NONE**

**RAA - Running Annual Average*

Monthly Plant Production

	Capacity	Monthly %
Potable water produced from Miramar Plant	1796.7 AF	97.4%

Monthly Well Production

	Days in service	Same month prior year	Days in service
Well #1	31	38.4 AF	31
Well #2	31	60.8 AF	31
Total monthly Well production		99.2 AF	111.8 AF

Monthly Sales

La Verne	420.8 AF	22.2%
GSWC (Claremont)	631.0	33.3%
GSWC (San Dimas)	223.0	11.8%
PWR-JWL	617.6	32.6%
Pomona (Mills)	0.0	0.0%
TVMWD Admin	3.6	0.2%
Total Potable Water Sold	1896.0 AF	100.0%

Year To Date 2018-19

	Actual	Budget	% of Budget
Potable Water Sold from Miramar Plant (95.6%)	8,506.0 AF	6,793.7 AF	125.2%
Total Well Production (4.4%)	393.6	449.0	87.7%
Total Potable Water Sold (Plant & Wells)	8,899.6 AF	7,242.7 AF	122.9%

Average monthly water sold **2,224.9** AF

Hydroelectric Generation (kwH)

	Monthly kwH		YTD kwH		
	Actual	Budget	Actual	Budget	% of Budget
Miramar					
Hydro 1	270,574	138,403	1,169,123	387,529	301.7%
Hydro 2	48	19,217	86	73,665	0.1%
Hydro 3	17,588	38,953	32,423	149,319	21.7%
Williams	216,480	74,356	828,080	297,423	278.4%
Fulton	7,920	38,675	383,600	108,291	354.2%
	512,610	309,604	2,413,312	1,016,227	237.5%

Operations/Maintenance Review

Special Activities

- ▶ The JPIA Inspector met with staff to discuss the insurance program and do a safety walk of the Miramar Treatment Plant.
- ▶ District staff participated in the annual Great California Shake Out earthquake drill.
- ▶ Kone Cranes performed inspections of all District cranes. The safety inspections are required by OSHA every 90 days.
- ▶ There was an SCE outage that caused a mechanical bearing failure at Fulton Hydro causing it to over speed. UPS came out and pulled the bearing housing out for repair
- ▶ The disinfection system can now be automated on SCADA which will be useful during the remote operation of the treatment plant.

Outages/Repairs

- ▶ There were 4 planned SCE outages in October (three at Williams/Baseline and one at the Live Oak connection).

Unbudgeted Activities

- ▶ None

Other

- ▶ Several District staff members attended human resources training sponsored by Liebert Cassidy.
- ▶ Several District staff members attended SEMS/NIMS training that was held at the District offices, put on by the Public Water Agencies Group (PWAG).
- ▶ District staff provided two tours to 5th grade students from Sellers Elementary School in Glendora.

Submitted by: _____



Steve Lang
Operations Manager

Distribution:

- | | |
|--------------------|--|
| Board of Directors | Assistant General Manager |
| General Manager | Chief Engineering & Operations Officer |



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: December 5, 2018
Subject: Retiree Medical Benefit Policy Modification

<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:

The Board will consider and approve the proposed revision to TVMWD’s Retiree Medical Policy to include premium costs incurred by employee for retiree dental and vision coverage. This request does not increase the maximum monthly allowance of \$600 per month for the retiree and the dental and vision plans would be obtained by the retiree outside of TVMWD.

Discussion:

Currently, the Policy provides for reimbursement of up to a maximum of \$600 per month for medical premiums only, depending on years of service with TVMWD at the time of retirement. Eligible employees are full-time staff who retire from TVMWD at age 50 or older with a minimum of 10 years of service. Employees may choose to maintain the medical plan they have in place with TVMWD at the time of retirement or be covered under another licensed plan outside TVMWD with proof of coverage. In addition, enrollment in Medicare part A & B is required if the retiree remains on TVMWD medical plan. Furthermore, the employee's spouse and/or other dependents are eligible for coverage at the employee’s cost.

As an example, let’s assume total premium costs for a retiree who elects to maintain their TVMWD medical coverage and enroll in Medicare Part A and Part B is \$550 per month. The retiree is eligible for \$600 per month and has elected to purchase supplemental dental and vision plans with a cost of \$60 per month. Under the current policy, the retiree would be responsible for paying the \$60 premium and not be allowed to submit for the additional \$50 to take advantage of the full \$600 per month reimbursement. Under the proposed revised policy, dental and vision plans obtained by the retiree outside of TVMWD would be eligible for reimbursement with proof of coverage. In the scenario above, the employee would be eligible to receive \$50 per month reimbursement from TVMWD, allowing the retiree to utilize the full \$600 per month allowed. A copy of the revised policy document is attached.

Health Reimbursement Account (HRA)

To simplify the administration of the retiree medical benefit policy by staff, each retiree would have a Health Reimbursement Account (HRA) account established upon retirement. The HRA accounts will be the vehicle by which the monthly eligible benefit would be deposited for each employee. The retiree would charge the HRA all eligible expenses each month including medical/dental/vision premiums, Medicare premiums and supplemental insurance premiums. The benefit to the District by utilizing the HRA approach is the elimination of monthly reimbursement requests by retirees and the subsequent elimination of the paperwork that would be generated as a result. HRA accounts will also be established for existing retirees (currently a total of seven (7) retirees).

The HRA's to be established for retirees on a go-forward basis will be funded monthly based on that retiree's eligible benefit based on years of service with the District. Each year, any remaining balance in the HRA will be rolled over for retirees to be used for any potential premium increases. It should be noted that HRA's are different from a Health Savings Account (HSA). An HSA is an account in the name of the retiree and is owned by the retiree. An HRA is a reimbursement account, which means that any funding that is rolled over each year and not used by the retiree is still considered District funds. For instance, if a retiree with a District administered HRA passes away and leaves a balance of funds in their respective HRA account, the monies in that account will be refunded back to the District.

The HRA's to be established for current retirees will be administered differently whereby any remaining funds in the HRA at the end of the calendar year will be refunded back to the District. Therefore, each current retiree's HRA balance will start off each calendar year with a zero balance and be funded monthly based on that retiree's eligible benefit on years of service with the District.

Fiscal Impact:

Under this revised policy, the retiree would not be eligible for TVMWD-administered dental and vision plans, as is currently TVMWD policy. TVMWD dental and vision plans are administered by ACWA-JPIA, and if retirees were allowed eligibility for ACWA-JPIA dental and vision plans, this would obligate TVMWD to pay 50% of the premiums on behalf of the retirees.

To simplify the financial considerations, staff asked our OPEB actuary to determine what the increase in Total OPEB Liability would be if all retirees utilized their full monthly allowance. The actuary estimated an increase of approximately \$121,000 to the existing liability of \$1,393,000.

However, under the revised policy this change would only affect employees who retire on a go-forward basis (i.e. not eligible for those already retired). Therefore, the liability increase is expected to be no more than \$25,000.

Strategic Plan Objective(s):

2.4 Evaluate short- term and long-term workforce needs to achieve optimal efficiency and cost effectiveness without sacrificing employee morale or productivity

3.3 Be accountable and transparent with major decisions



DIRECTOR EXPENSE SHEET

Item 10.B

Submit Form

NAME: Brian Bowcock, Division 3

MONTH / YEAR

October

2018

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	TVMWD BOD MEETING	La Verne	Claremont	10.0	\$ 5.45	\$ 200.00
Regular scheduled meeting to discuss issues and projects in the district							
2	4	ACWA REGION 8 meeting	La Verne				\$ 200.00
Tour the MWD WEYMOUTH TREATMENT facility.							
3	5	The Learning Center	La Verne				\$ 200.00
A tour to Orange County water facilities . Taking a group of young men and women who want to get into the water field.							
4	15	TALK GROUP	La Verne	Glendora	15.0	\$ 8.18	\$ 200.00
Monthly meeting to discuss issues in the valley with Mayors and Councils, speaker spoke on State Retirement							
5	17	TVMWD BOD meeting	La Verne	Claremont	10.0	\$ 5.45	\$ 200.00
Regular monthly meeting to discuss issues in the district							
6	18	SCWUA monthly meeting	La Verne				\$ 200.00
Monthly meeting with other water officials; topic emergency preparedness							
7	19	MWD TOUR , Northern California	La Verne	Claremont	10.0	\$ 5.45	\$ 200.00
Fly up tp Sacramento to tour the Delta with residents and other officials							
8	20	MWD TOUR, Northern California	La Verne	Claremont			\$ 200.00
Delta Tour							
9	21	Cal/Nev Conference	La Verne	Palm Desert	105.0	\$ 57.23	\$ 200.00
Meeting with water officials from all over the State							
10	22	Cal/Nev. Conference	La Verne	Palm Desert	105.0	\$ 57.23	\$ 200.00
Meeting with water officials from all over the State							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	30	University Club of Claremont lunch meeting	\$ 20.00
2			
3			
4			
5			

I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 20.00
Subtotal Mileage	\$ 138.98
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,158.98
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 1,500.00)
TOTAL	\$ 508.98

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Item 10.B

Submit Form

NAME: David De Jesus, Division 2

MONTH / YEAR

October

2018

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Board Workshop	Walnut	Claremont	38.0	\$ 20.71	\$ 200.00
Attended the board workshop where those present were provided with a presentation from Kathy Cole, MWD's lobbyist in Sacramento. Several other staff reports/presentations were provided for consideration at the next board meeting.							
2	11	Chino Basin Appropriative Pool Meeting	Walnut	Rancho Cucamonga	42.0	\$ 22.89	\$ 200.00
Storage applications were considered for approval, report on the ongoing Storage framework was provided by the engineer and the CFO provided a schedule of the assessment package for new FY							
3	12	Executive Committee Meeting	Walnut	Claremont	38.0	\$ 20.71	\$ 200.00
Meeting with board President, GM and IGM to discuss end of year activities, events and the GM's retirement.							
4	15	Walnut Valley Water District Board Meeting	Walnut	Walnut	4.0	\$ 2.18	\$ 200.00
Attended the meeting and provided the board with updates on MWD and TVMWD.							
5	17	Board Meeting	Walnut	Claremont	38.0	\$ 20.71	\$ 200.00
Attended the meeting and provided the attendees with an oral report on MWD activities for the month, including the election of the new 2019-2020 Chairperson of the Board, Gloria Gray.							
6	19	Northern Cal State Inspection Tour (Day 1)	Walnut	Claremont	38.0	\$ 20.71	\$ 200.00
Attended the tour on behalf of TVMWD representing MWD.							
7	20	Northern Cal State Tour (Day 2)					\$ 200.00
Day 2 of the facilities inspection tour.							
8	22	San Gabriel Valley Water Association	Walnut	Azusa	20.0	\$ 10.90	\$ 200.00
Provided the group with updates related to both TVMWD and MWD and fielded questions as necessary.							
9	25	Chino Basin Board Meeting	Walnut	Rancho Cucamonga	42.0	\$ 22.89	\$ 200.00
As the voting board alternate, I attended the meeting on Bob's behalf. Director Kuhn will provide the oral report to the board.							
10	31	Leadership Breakfast	Walnut	Pomona	14.0	\$ 7.63	\$ 200.00
MWD's Interim AGM Group Manager for water systems Operations presented the status of the progress on the Regional Recycled Water Program.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
3			
4			
5			

I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 149.33
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,149.33
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 915.50)
TOTAL	\$ 1,083.83

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Item 10.B

Submit Form

NAME: David De Jesus, MWD

MONTH / YEAR

October

2018

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	Security Update					\$ 200.00
Meeting with CAO Chapman and security personnel to discuss security programs, status of projects and additional issues at MWD facilities including HQ.							
2	2	Conference call with Operations Manager Jim Green					\$ 200.00
Monthly conference call with Operations Manager Green to discuss E&O Agenda items and to discuss the status of MWD's water supply conditions and challenges.							
3	4	ACWA Region 8 Workshop					\$ 200.00
Legislative update and tour of the La Verne Facilities.							
4	5	San Gabriel Valley MWD Directors Meeting					\$ 200.00
Meeting was held to interview potential MWD chair candidate. The interview posed numerous questions regarding vision for the District's future and the plan to deal with current issues.							
5	8	MWD Committee Meeting Day					\$ 200.00
I attended various committee meetings in preparation for the decisions to be made at the board meeting the following day.							
6	9	Board Meeting					\$ 200.00
Attended the Monthly Board Meeting on behalf of the District representing the directors on the Board. Oral report provided at the Three Valleys Board meeting.							
7	10	Colorado River Board					\$ 200.00
Attended the meeting as the voting alternate to MWD's representative Director Peterson.							
8	23	Executive Committee Meeting					\$ 200.00
Attended the meeting to approve meeting schedules and agendas for the following month. And in closed session, a report from the GM on his annual evaluation review was also provided.							
9	26	Water Alliance Now seminar on the New CA water conservation Legislation					\$ 200.00
"Understanding the New Efficiency Legislation" law recently signed by Governor Brown was discussed in detail.							
10	30	Meeting with CFO Deven Upadhyay					\$ 200.00
Monthly meeting to discuss operational developing issues and possible solutions for development and future board consideration.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
3			
4			
5			

I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 0.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,000.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 915.50)
TOTAL	\$ 934.50

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Item 10.B

Submit Form

NAME: Carlos Goytia, Division 1

MONTH / YEAR

October

2018

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	Pomona City Council	Pomona	Pomona	8.0	\$ 4.36	\$ 200.00
Attended City Council Meeting and met with Mayor Sandoval and Councilmember Elizabeth Cole							
2	3	TVMWD Board Meeting	Pomona	Claremont	32.0	\$ 17.44	\$ 200.00
Attended and participated in board room deliberations and discussions							
3	6	Meeting w/Mayor T. Sandoval	Pomona	Pomona	8.0	\$ 4.36	\$ 200.00
Met with Mayor Sandoval to discuss future economic development and partnerships							
4	8	SGVEP Meeting w/Brad Jensen	Pomona	Pomona	8.0	\$ 4.36	\$ 200.00
Met with Brad Jensen to discuss potential partnerships in the Pomona valley							
5	12	PUSD - Guest Speaker @ Lorbeer	Pomona	Diamond Bar	12.0	\$ 6.54	\$ 200.00
Gave a presentation to students and staff about career pathways in water							
6	15	Pomona City Council	Pomona	Pomona	8.0	\$ 4.36	\$ 200.00
Attended City Council Meeting and met with Mayor Sandoval and staff							
7	16	Pomona Chamber Event	Pomona	Pomona	6.0	\$ 3.27	\$ 200.00
Attended and participated at event with regional leaders and business owners							
8	17	TVMWD Board Meeting	Pomona	Claremont	32.0	\$ 17.44	\$ 200.00
Attended and participated in board room deliberations and discussions							
9	25	SGVRC - HR Seminar	Pomona	Baldwin Park	32.0	\$ 17.44	\$ 200.00
Human resource related topics and discussions - Q&A							
10	29	Meeting w/Senator C. Leyva & staff	Pomona	Pomona	8.0	\$ 4.36	\$ 200.00
Met with Senator and District Director Manuel Saucedo to discuss regional issues and concerns							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
3			
4			
5			

I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 83.93
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,083.93
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,933.93

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Item 10.B

Submit Form

NAME: Bob Kuhn, Division 4

MONTH / YEAR

October

2018

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Board Workshop	Glendora	Claremont	20.0	\$ 10.90	\$ 200.00
Study issues that involve the District.							
2	4	Glendora Chamber of Commerce Legislative Committee	Glendora	Glendora	4.0	\$ 2.18	\$ 200.00
Participated as a member of the committee.							
3	15	San Gabriel Valley TALK Group	Glendora	Glendora	4.0	\$ 2.18	\$ 200.00
City Manager of Glendora and Claremont - employee salary negotiations.							
4	17	TVMWD Board Meeting	Glendora	Claremont	20.0	\$ 10.90	\$ 200.00
Discussion and ratification of various issues related to the District.							
5	19	TVMWD-MWD Trip to Sacramento	Glendora	Claremont	20.0	\$ 10.90	\$ 200.00
Inspection trip to follow the path of water to Southern California from Oroville Dam - Day 1							
6	20	TVMWD-MWD Trip to Sacramento	Glendora				\$ 200.00
Inspection trip to follow the path of water to Southern California from Oroville Dam - Day 2.							
7	31	TVMWD Leadership Breakfast	Glendora	Pomona	16.0	\$ 8.72	\$ 200.00
MWD Update on the Carson Reclamation Center.							
8							
9							
10							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
3			
4			
5			

I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 45.78
Subtotal Meeting Compensation	\$ 1,400.00
Subtotal All	\$ 1,445.78
Mandatory Deferred Compensation @ 7.5%	(\$ 105.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 1,295.00)
TOTAL	\$ 45.78

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Item 10.B

Submit Form

NAME: John Mendoza, Division 6

MONTH / YEAR October 2018

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	Pomona City Council meeting	Pomona	Pomona			\$ 200.00
Attended Pomona City Council to monitor city issues.							
2	3	TVMWD Board of Directors meeting	Pomona	Claremont			\$ 200.00
Attended meeting and voted on issues important to the District.							
3	8	San Gabriel Valley Government Affairs	Pomona	Diamond Bar			\$ 200.00
Attended meeting with local business groups and civic leaders to discuss issues for the November election.							
4	17	TVMWD Board of Directors meeting	Pomona	Claremont			\$ 200.00
Attended Board of Directors Meeting and participated in voting on items of the agenda to further progress of the District.							
5	18	SCWUA Meeting Luncheon	Pomona	Pomona			\$ 200.00
Participated in meeting about disaster preparedness by Ken Manning presenter.							
6	19	MWD Sacramento Bay Delta tour	Pomona	Claremont			\$ 200.00
Attended tour and participated in a education two day briefing about water supplies from Sacramento Delta.							
7	20	MWD Sacramento Bay Delta tour	Pomona	Claremont			\$ 200.00
Attended State water tour of facilities and water supplies from Lake Oroville down to the Delta. Education about Twin Tunnels.							
8	24	Six Basins Watermaster	Pomona	Claremont			\$ 200.00
Attended meeting of stakeholders of the Six Basins.							
9	25	San Gabriel Valley H.R. Forum	Pomona	Baldwin Park			\$ 200.00
Attended education seminars about work place issues pertaining to employee misconduct and laws governing termination.							
10	31	TVMWD Leadership Breakfast	Pomona	Pomona			\$ 200.00
Attended breakfast meeting and presentation about water Recycle Project Carson Plant							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
3			
4			
5			

I certify the above is correct and accurate to the best of my knowledge

Signature

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 0.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,000.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,850.00

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



DIRECTOR EXPENSE SHEET

Item 10.B

Submit Form

NAME: Joe Ruzicka, Division 5

MONTH / YEAR

October

2018

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	LAFCO - CALAFCO Conference	Diamond Bar	Yosemite	30.0	\$ 16.35	\$ 200.00
Attended conference of all LAFCO agencies in the state of California.							
2	3	LAFCO - CALAFCO Conference	Diamond Bar	Yosemite			\$ 200.00
Attended conference of all LAFCO agencies in the state of California.							
3	4	LAFCO - CALAFCO Conference	Diamond Bar	Yosemite			\$ 200.00
Attended conference of all LAFCO agencies in the state of California.							
4	5	LAFCO - CALAFCO Conference	Diamond Bar	Yosemite			\$ 200.00
Attended conference of all LAFCO agencies in the state of California.							
5	9	RWD - Board Meeting	Diamond Bar	Rowland Hgts.	14.0	\$ 7.63	\$ 200.00
Attended and apprised myself of issues of concern to a member agency.							
6	10	LAFCO - Commission Meeting	Diamond Bar	Los Angeles	60.0	\$ 32.70	\$ 200.00
Attended and participated in the deliberations as the Alternate Special District Representative.							
7	11	Los Angeles County COB	Diamond Bar	Los Angeles	60.0	\$ 32.70	\$ 200.00
Attended and participated in the deliberations as Chairman of the Board.							
8	15	WVWD - Board Meeting	Diamond Bar	Walnut	10.0	\$ 5.45	\$ 200.00
Attended and apprised myself of issues of concern to a member agency.							
9	17	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 21.80	\$ 200.00
Attended and participated in the deliberations.							
10	31	TVMWD - Leadership Meeting	Diamond Bar	Pomona	22.0	\$ 11.99	\$ 200.00
Attended and was given an update by Mr Mickey Chaudhuri, Asst Group Mgr, Water System Operations, MWDCS on the progress of the Regional Recycled Water Program for Southern California							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
3			
4			
5			

I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 128.62
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,128.62
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,978.62

* Mileage is reimbursed at IRS Standard Business Mileage Rate

**Directors are eligible for ten meeting days per month at \$200 per day. Ordinance Nos. 02-01-7 and 02-07-15



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: December 5, 2018
Subject: TVMWD Manuals - Biennial Update

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

Discussion:

Every two years following the election cycle, the primary TVMWD manuals are updated and presented to the Board and legal staff for review:

- Policy Manual
• Personnel Manual

Policy Manual

General cleanup language and format changes were added to the manual. The most significant addition was the inclusion of language pertaining to Gift Acceptance and Distribution of Tickets/Passes (Sec. 2.8.3) along with the addition of an Appendix C, which includes the full version of these two supplemental policies along with the policy for the use of tablet devices, all of which were adopted by the District over the last few years.

Personnel Manual

General cleanup language and format changes were added to the manual. The most significant addition was the inclusion of language pertaining to On-Call Operators (Sec. 10.10) and Fatigue Pay (Sec. 10.12).

The board is requested to approve the manuals for the next two-year cycle, noting that any critical items requiring changes to the policies/procedures in the manuals will be brought before the board during the interim.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions



Policy Manual 2019

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

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

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1. PURPOSE AND ORGANIZATION

1.1. Mission

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

1.2. Vision Statement

The District meets its regional water supply needs through:

- 1.2.1. Collaboration with its member agencies to understand their short-term and long-term needs;
- 1.2.2. Development and implementation of a plan to address these needs in a cost-effective manner based on current water conditions, and
- 1.2.3. Periodic update of the plan as needs or as major changes in water conditions occur.¹

1.3. Core Values

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

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

1.4. Functions and Powers

The District is a Municipal Water District, organized under and subject to the provisions of the Municipal Water District Law of 1911.² The District's primary functions are to acquire, control, distribute, store, purify, and conserve water for the beneficial use of its entire area (Water Code Sections 71610-71612). The District has the power of eminent domain (Water Code Sections 71693-71694); the right to acquire, use, and dispose of easements and other interests in real property (Water Code Sections 71690-71691); the right to use the public right-of-way for operating facilities (Water Code Sections 71695-71698); the power to fix water rates and fees (Water Code Sections 71613-71617); incur bonded indebtedness (Water Code Sections 71312.5, 72028-72028.4, 72073-72077); levy standby charges (Water Code Sections

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

1.5. Member Agencies as Customers

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

2. GOVERNANCE

2.1. Board of Directors - Principal Functions

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

2.2. Election

A seven-member Board of Directors governs the District.⁸ Directors are elected to four-year terms at elections in November of even-numbered years. Elections are staggered, with Directors for Divisions 1, 3 and V elected at one election and the Directors for Division 2, 4, 6 and 7 elected at another election. A candidate for the Board of Directors must be a registered voter residing in 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 request that the Los Angeles County Board of Supervisors appoint him or her to a new term.¹⁰

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

2.3. Board of Directors – Organization

At its first Board meeting in December of each year, the Board of Directors elects from among its members a President, Vice-President, Secretary, and Treasurer.¹² The Board of Directors' selects or confirms District representatives to the Metropolitan Water District of Southern California (MWD) and the San Gabriel Valley Basin Water Quality Authority (WQA), the latter of which serves a four-year term designated by resolution. The representative/alternate members of these Boards serve at the pleasure of the Three Valleys Board of Directors. Following the election of officers, the President of the Board of Directors shall appoint District representatives to the Main San Gabriel Basin Watermaster, Chino Basin Watermaster and Six Basins Watermaster. Additionally, the current 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 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 3-01-8 and most recently amended it with Ordinance 13-04-20 (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 Board 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 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 legislative leadership that result in the provision of the highest quality of services to its Member Agencies and other customers. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- 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 acts, Directors should commit to support said action and not create barriers to the implementation of said action.

2.5.5. 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].

2.5.6. Board Discipline: In the exercise of its discretion, the 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 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.

2.5.7. Miscellaneous

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

a District related activity. In addition, approval is not required for thank you letters.

- e. Directors may be provided computer tablet 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 (*See Appendix C – Policy Manual*).

2.6. Board of Directors - Biennial 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, Conflict 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 two years. In order to maintain this designation all newly elected Directors are required to complete six hours of Governance training. Staff will work with newly elected Directors during the first quarter following their installation to coordinate this required training.

2.7. Board of Directors - Compensation

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

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

- a. Any occurrence that is listed in Government Code Section 53232.1(a):
 - 1) A regular, special, or emergency meeting of the Board;
 - 2) A meeting of a standing, ad hoc, or advisory committee of the Board;

- 3) A conference, seminar, or organized educational activity involving matters related to functions and operations of the District.
- b. Other occurrences:
 - 1) Any meeting of an agency where the District has appointed a specific representative.
 - 2) Conference calls to discuss matters related to the functions and operations of the District.
 - 3) Any other meetings determined by the Board to be reasonably necessary in furthering the interests of the District.
- 2.7.2. Compensation for a day of service will be permitted on the day before and/or the day after a meeting or conference if the travel distance to the event location is equal to or greater than 50 miles from the home of the Board member.
- 2.7.3. 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. Only list the meetings which the director is requesting compensation.
 - c. Provide a brief written report justifying how the meeting was reasonably necessary to further the interests of the District.
 - d. Request compensation for each meeting at \$200.
 - e. The Board will consider approval of compensation at the monthly Board meeting.
- 2.7.5. If a Director is unable to attend a meeting for which they have been appointed to represent the District, they are to notify staff in a timely manner to contact the designated alternate to attend. The Chino Basin Watermaster, Six Basins Watermaster and San Gabriel Valley Water Quality Authority alternate representatives are expected to attend meetings of those agencies regularly.
- 2.7.6. The TVMWD Director serving as an MWD Director, may receive compensation for each day's attendance at meetings of the MWD Board and committees, in the same amount and upon the same terms as is provided with respect to service on the Board of Directors of the District.¹⁶
- 2.7.7. Compensation is not to exceed a total of ten (10) days in any calendar month. Where two (2) or more meetings, including meetings of MWD and the District, occur on the same day, it shall count as one day's service for purposes of compensation. Miscellaneous expense reimbursement requests of the MWD Director should be made to MWD.

2.8. Board of Directors – Reimbursement

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

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

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

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

2.8.3. Reimbursement Rate:

- a. Registration and Meeting Charges

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

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

b. Transportation

- 1) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach air fare.
- 2) Reasonable private vehicle expenses are reimbursable up to the cost of coach airfare and the attendant cost of ground transportation. Vehicle versus airfare costs are expected to be documented to verify reimbursement is the most economical. A Board member may not appropriate a District vehicle solely for his or her own individual use as a means of transportation to conferences or seminars. Mileage reimbursement shall be given when personal vehicles are used for District business. The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage. Mileage will only be reimbursed for meetings approved for compensation as outlined in Section 2.7.
- 3) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.
- 4) If an alternative private aircraft is used in lieu of commercial air travel, written documentation of actual cost incurred by the Director must be provided along with comparison of the lowest commercial air charges. If additional supplemental ground transportation such as taxi or shuttle would normally be required to reach the destination, these charges may be included at the lowest rate for comparison purposes. All efforts should be exercised to obtain comparison rates at least 21 days prior to scheduled travel date to obtain the lowest rates. The latest comparison date permitted will coincide with the latest published RSVP date for any scheduled event and/or conference. Note: if there is no direct cost to the Director for the alternate private aircraft, the expense is not subject to reimbursement, and, may be subject to gift limitations and filing on the annual Form 700-Statement of Economic Interest form.

c. Lodging

Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an approved 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

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rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging. No reimbursement requests will be approved for lodging expenses incurred within the District's service area. However, lodging costs will be paid by the District under the following circumstances:

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

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

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

d. Meals

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

1) Gift Acceptance

On occasion at different events and/or conferences, a Director may be extended an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements on an individual Form 700 Statement of Economic Interest form if the amount of the dinner exceeds \$50. The meal host (district vendor, consultant) should be asked to provide written documentation that includes

an itemization of items consumed. In the case of hosted alcoholic beverages shared by many (e.g. bottle of wine), the cost of the beverage may be prorated by the total number of guests at the meal function. Alternately, TVMWD will accept this invitation under the guidance of FPPC Form 801 – Payment to agency and complete the required documentation in accordance with the supplemental TVMWD Gift Acceptance policy. If TVMWD completes and files a Form 801, individuals are not required to include the information on their annual Form 700.

2) Distribution of Tickets and Passes

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

e. Other

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

2.8.4. Ineligible Expenses: The District will not advance cash to a director. Directors are not issued District credit cards or provided 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.

2.8.5. Expense Forms: The District shall provide expense report forms to be filed by the members of the Board for reimbursement of actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this document for the expenditure of public resources. Board members shall submit their expense reports to the District's General Manager or designee for the preceding calendar month by the fourth calendar day following the end of the month. All reports shall be

accompanied by the original, itemized receipts for ancillary expenses such as meals, parking, etc. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense report. Otherwise, missing receipts will not be reimbursed. Approval of Director expenses for the preceding month will be included on the agenda of the Board meeting held on the third Wednesday of each month. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.9. Board of Directors - Ethics Training

2.9.1. Requirement:

a. Elected Officials

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

b. Staff

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

2.9.2. Application:

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

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

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

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- b. Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

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

2.9.3. District Responsibilities

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

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

2.10. Board of Directors – Workplace Harassment Training

2.10.1. Requirement

a. Elected Officials

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

b. Supervisory Staff.

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

c. Biennial Training

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

2.10.2. District Responsibilities

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

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

2.11. Board of Directors – Governance/Management Connection

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

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

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

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

3. GENERAL MANAGER AND STAFF

3.1. General Policy

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

- 3.1.1. Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as grossly preferential treatment for personal reasons.

- 3.1.2. Retaliate against any staff member for non-disruptive expression of dissent.
- 3.1.3. Fail to acquaint staff with the rules and his/her interpretation of their protections and responsibilities under this policy.

3.2. General Manager Authority - Limits Set by Board

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

3.3. Safety

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

3.4. Loyalty Oath

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

4. WATER PLANNING AND SUPPLY

4.1. General Policy

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

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

4.2. Water Management Plan

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

4.3. Water Quality

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

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

4.4. Water Use Efficiency, Public Outreach & Water Conservation

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

4.5. Regional Approach to Water Management

The District will follow a jointly prepared, commonly understood and supported, Regional Plan for achieving a high degree of water supply and water quality reliability.

The Regional Plan will be developed collaboratively by Three Valleys and its member agencies, utilizing the combined resources, facilities, and assets of local water agencies, as well as of some regional agencies. The Plan will provide operational and cost benefits to all the agencies and be funded equitably among them.

Developing and implementing the Regional Water Supply Reliability Plan will permit our service area to successfully meet its water needs in the face of a future prolonged drought and/or a cutback of 20% in imported supplies by Metropolitan Water District, consistent with adopted state legislation.

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) 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. Since FY 2013-2014 the reserves policy has been incorporated and adopted as part of the District's Strategic Plan. Reserves will be segregated into various funds for specified purposes according to the District's Investment Policy and in compliance with state and federal laws. They will include committed reserves for specific, ongoing capital projects, non-spendable reserves invested in capital assets, restricted reserves for debt service, and assigned reserve funds made up of the following Board designated categories:

Board Elections	Opportunity	Employee Benefits
Debt Service	Emergency	Capital Asset R/R
Water Rate Stabilization	Unfunded Liability Pension	

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 pursuant to Resolution No. 17-09-804.¹⁹ 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 monthly 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 and 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 also takes an active part in communicating District policies. Some of this responsibility may be delegated to others, as appropriate.

7.4. Requests for Public Records

- 7.4.1. All District records and documents not deemed to be exempt under the California Public Records Act (“the Act”), California Government Code Section 6250 et seq., shall be open to the public for inspection and copying pursuant to the requirements of the Act and the procedures established herein.
- 7.4.2. Any person who wishes to inspect or copy any document or record of the District shall submit or unequivocally convey such a request to the District which reasonably and particularly describes an existing and identifiable record. The person seeking the record may, but need not, state his or her reason for making the request and/or the use to which the information will be put.
- 7.4.3. When a member of the public requests to inspect a public record or obtain a copy of a public record, the District, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, shall perform all of the following, to the extent reasonable under the circumstances:
 - a. Assist the member of the public to identify records and information

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

from which the record is extracted for reproduction.

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

APPENDIX A Resolutions and Motions Superseded by Adoption of this Policy**1 PURPOSE AND ORGANIZATION**

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

2 GOVERNANCE

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

3 GENERAL MANAGER AND STAFF

- 3.1 General Policy** — *Ordinance Number: 11-04-14; Motion Numbers: 3-69-115, 12-69-164, 12-70-167, 11-72-147, 4-73-161, 5-76-285, 12-76-352, 11-79-697, 11-80-841, 3-81-902, 3-81-909, 9-81-1002, 11-81-1060, 3-82-259, 12-82-266, 6-83-270, 6-84-1525, 2-85-1635, 3-85-1655, 3-85-1656, 6-85-1699, 4-86-1811, 4-86-1812, 4-86-1813, 4-86-1824, 6-87-2060, 8-89-2358, 8-89-2363, 8-89-2364, 6-90-2482, 9-91-2700, 9-91-2704, 4-94-3130, 6-95-3232, 6-95-3233, 1-96-3305, 3-96-3336, 6-97-3512, 10-99-3748, 4-00-3813, 7-00-3836 and 8-00-3841*
- 3.2 General Manager Authority - Limits Set by Board** — *Motion Numbers: 09-01-406, 09-11-645; Resolution Number: 17-10-811*

4 WATER PLANNING AND SUPPLY

- 4.1 General Policy** — *Resolution Number: 10-02-647*
- 4.3** — *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** — *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*

DRAFT

APPENDIX B End Notes

1. The Mission Statement and Vision 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*. 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:

- Distribution of Tickets and Passes – approval date June 17, 2015
- Gift Acceptance – approval date June 17, 2015
- Tablet Policy – approval date June 17, 2015

DISTRIBUTION OF TICKETS AND PASSES – APPROVAL DATE 6/17/2015**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.

GIFT ACCEPTANCE POLICY – 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 \$460 (2015-2016 limit) 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 FOR USE OF DISTRICT PROVIDED COMPUTER TABLET DEVICES – APPROVAL DATE 6/17/2015

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 I. 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 II. 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 III. 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 IV. 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 V. 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 VI. 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 VII. 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 VIII. 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 IX. 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.

TABLET POLICY – CONSENT FORM

I acknowledge that a TVMWD-issued tablet is the property of the district, and therefore, I should not consider any activity to be private.

By signing the consent form, I acknowledge that I have received a copy of this policy and agree to read it and understand the district’s policy and the potential penalties for non-compliance.

Signature

Date



~~Three Valleys Municipal Water District~~

POLICY MANUAL 2019

Two handwritten signatures in blue ink. The first signature is for Matthew H. Litchfield and the second is for Richard W. Hansen.

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

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1. PURPOSE AND ORGANIZATION

1.1. Mission

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

1.2. Vision Statement

The District meets its regional water supply needs through:

- 1.2.1. Collaboration with its member agencies to understand their short-term and long-term needs;
- 1.2.2. Development and implementation of a plan to address these needs in a cost-effective manner based on current water conditions, and
- 1.2.3. Periodic update of the plan as needs or as major changes in water conditions occur.¹

1.3. Core Values

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

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

1.4. Functions and Powers

The District is a Municipal Water District, organized under and subject to the provisions of the Municipal Water District Law of 1911.² The District's primary functions are to acquire, control, distribute, store, purify, and conserve water for the beneficial use of its entire area (Water Code Sections 71610-71612). The District has the power of eminent domain (Water Code Sections 71693-71694); the right to acquire, use, and dispose of easements and other interests in real property (Water Code Sections 71690-71691); the right to use the public right-of-way for operating facilities (Water Code Sections 71695-71698); the power to fix water rates and fees (Water Code Sections 71613-71617); incur bonded indebtedness (Water Code Sections 71312.5, 72028-72028.4, 72073-72077); levy standby charges (Water Code

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

1.5. Member Agencies as Customers

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

2. GOVERNANCE

2.1. Board of Directors - Principal Functions

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

2.2. Election

A seven-member Board of Directors governs the District.⁸ Directors are elected to four-year terms at elections in November of even-numbered years. Elections are staggered, with Directors for Divisions I, III, and V elected at one election and the Directors for Division II,

IV, VI and VII elected at another election. A candidate for the Board of Directors must be a resident of the District, as well as the Division the candidate wishes to represent.

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

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

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

2.3. Board of Directors – Organization

At its first Board meeting in December of each year, the Board of Directors elects from among its members a President, Vice-President, Secretary, and Treasurer.¹² The Board of Directors' selects or confirms District representatives to the Metropolitan Water District of Southern California (MWD) and the San Gabriel Valley Basin Water Quality Authority (WQA), the latter of which serves a four-year term designated by resolution. The representative/alternate members of these Boards serve at the pleasure of the Three Valleys Board of Directors. Following the election of officers, the President of the Board of Directors shall appoint District representatives to the Main San Gabriel Basin Watermaster, Chino Basin Watermaster and Six Basins Watermaster. Additionally, the current 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 3-01-8 and most recently amended it with Ordinance 13-04-20 (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 legislative leadership that result in the provision of the highest quality of services to its member agencies and other customers. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed:
- 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.
- 2.5.5. 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].
- 2.5.6. 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.

2.5.7. Miscellaneous

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

2) Board Approval Not Required: If the letter/memo expresses or requests support/opposition to legislative or administrative actions in accordance with a Board adopted position; merely makes an inquiry or requests information on a District related matter; may respond to an inquiry or invitation to participate in a District related activity. In addition, approval is not required for thank you letters.

e. Directors may be provided computer tablet 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.

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2.6. Board of Directors - Biennial Meeting^[v1]

Following the certification of the gGeneral eElection, 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. A biennial Board workshop will be conducted the first quarter of the odd calendar years following the Board's regular election cycles. The purpose of the workshop 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 bBehavior and conduct during election periods. 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 two years. In order to maintain this designation all newly elected Directors are required to complete six hours of Governance training. Staff will work with newly elected Directors during the first quarter following their installation to coordinate this required training.

2.7. Board of Directors - Compensation

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

2.7.1. For purposes of determining eligibility for compensation, the term "meeting" as used herein is defined as a meeting reasonably necessary to further the interests of the District and its projects that afford an opportunity for Directors to discuss many issues informally with other agencies and leaders in the community and achieving a goal of maintaining consistent, effective and open channels of

communication with other entities, including the following:

- a. Any occurrence that is listed in Government Code Section 53232.1(a):
 - 1) A regular, special, or emergency meeting of the Board;
 - 2) A meeting of a standing, ad hoc, or advisory committee of the Board;
 - 3) A conference, seminar, or organized educational activity involving matters related to functions and operations of the District.
 - b. Other occurrences:
 - 1) Any meeting of an agency where the District has appointed a specific representative.
 - 2) Conference calls to discuss matters related to the functions and operations of the District.
 - 3) Any other meetings determined by the Board to be reasonably necessary in furthering the interests of the District.
- 2.7.2. Compensation for a day of service will be permitted on the day before and/or the day after a meeting or conference if the travel distance to the event location is equal to or greater than 50 miles from the home of the Board member.
- 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. Only list the meetings which the director is requesting compensation.
 - c. Provide a brief written report justifying how the meeting was reasonably necessary to further the interests of the District.
 - d. Request compensation for each meeting at \$200.
- The Board will consider approval of compensation at the monthly Board meeting.
- 2.7.5. If a Director is unable to attend a meeting for which they have been appointed to represent the District, they are to notify staff in a timely manner to contact the designated alternate to attend. The WQA, Chino Basin Watermaster and Six Basins' alternate representatives are expected to attend meetings of those agencies regularly.
- 2.7.6. The TVMWD Director serving as an MWD Director, may receive compensation for each day's attendance at meetings of the MWD Board and committees, in the same amount and upon the same terms as is provided with respect to service on

the Board of Directors of the District.¹⁶

- 2.7.7. Compensation is not to exceed a total of ten (10) days in any calendar month. Where two (2) or more meetings, including meetings of MWD and the District, occur on the same day, it shall count as one day's service for purposes of compensation. Miscellaneous expense reimbursement requests of the MWD Director should be made to MWD.

2.8. Board of Directors – Reimbursement

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

- 2.8.1. Eligible Expenses: Expenses eligible for reimbursement shall be limited to:
- a. Registration costs, or other charges for participation at the meeting;

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- b. Transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.);
 - c. Lodging at the single-room rate; and
 - d. Reasonable costs of meals (see section 2.8.3 d).
- 2.8.2. Budget Limits: The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is ~~\$6,000~~7,500 each fiscal year (~~Ordinance 2-01-7 adopted February 7, 2001~~)Resolution No. 18-04-823, adopted April 18, 2018).

2.8.3. (?) Reimbursement(?) Rates:

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 ~~\$6,000~~7,500. However, if a credit may be obtained and applied by the District for a future conference or activity of the same type or by the same organization, the expense account of the Board member will not be debited until such time that the credit is applied or expires, if applicable.

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

b. Transportation

- 1) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach air fare.

- 2) Reasonable private vehicle expenses are reimbursable up to the cost of coach airfare and the attendant cost of ground transportation. Vehicle versus airfare costs are expected to be documented to verify reimbursement is the most economical. A Board member may not appropriate a District vehicle solely for his or her own individual use as a means of transportation to conferences or seminars. Mileage reimbursement shall be given when personal vehicles are used for District business. The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage. Mileage will only be reimbursed for meetings approved for compensation as outlined in Section 2.7.
- 3) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.
- 4) If an alternative private aircraft is used in lieu of commercial air travel, written documentation of actual cost incurred by the director must be provided along with comparison of the lowest commercial air charges. If additional supplemental ground transportation such as taxi or shuttle would normally be required to reach the destination, these charges may be included at the lowest rate for comparison purposes. All efforts should be exercised to obtain comparison rates at least 21 days prior to scheduled travel date to obtain the lowest rates. The latest comparison date permitted will coincide with the latest published RSVP date for any scheduled event and/or conference. Note: if there is no direct cost to the Director for the alternate private aircraft, the expense is not subject to reimbursement, and, may be subject to gift limitations and filing on the annual Form 700-Statement of Economic Interest form.

c. Lodging

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

- 1) The Board member is attending a conference or other qualifying function held more than 50 miles from their home; OR

- a. Lodging for the night before will be reimbursed if the Board member would have needed to leave their home before 6am;
- b. Lodging for the night of will be reimbursed if the Board member would have arrived home that night after 7pm.

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

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

d. Meals

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

1) Gift Acceptance

On occasion at different events and/or conferences, a Director may be **extended** an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements on an individual Form 700 Statement of Economic Interest form if the amount of the dinner exceeds \$50. The meal host (~~e.g. Citizens Business Bank, Muni Financial, etc.~~ 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 ~~Practitions~~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.

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

2.9. Board of Directors - Ethics Training

2.9.1. Requirement:

a. Elected Officials

~~AB1234 was chaptered in 2005, effective January 1, 2006, and requires all elected officials shall receive ethics training within one year of taking office and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this needrequirement for its elected officials; TVMWD may assign Target Solutions ethics training to any member who is appointed during the off training cycle to insure compliance with this law. Service Prior To 2006. Each local agency official in District service as of January 1, 2006, except for Board members whose term of office ends before January 1, 2007, must receive training in ethics laws before January 1, 2007. Thereafter, each local agency official must receive such training at least once every two years.~~

b. Service On or After 2006Staff.

~~Each local agency official who commences service with the District on or after January 1, 2006, must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years. All Board members shall provide a copy of proof of participation in the required ethics training to the District. 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 needrequirement 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

~~a.—Effective, January 1, 2017, new legislation (AB1661), clarifies an ying-elected officials’ responsibility to complete this training—became effective. Service Prior to 2008. Each Board member in District service as of January 1, 2008,~~

~~must participate in the District's program of providing at least two hours of classroom or other effective interactive training and education~~

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~~regarding workplace harassment to its supervisory employees no later than~~ Within six months of taking office an elected official must complete this training. from the first day of service with the District. Thereafter, each Board member must participate in such training at least once every two years.

~~b. Service On or After 2008~~ Supervisory Staff.

~~All supervisory district staff Each Board member who commences service with the District on or after January 1, 2008,~~ 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 ~~to its supervisory employees~~ no later than six months from their first day of service with the District. Thereafter, each ~~Board supervisory district staff~~ member must participate in such training at least once every two years.

c. Biennial Training

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

2.10.2. District Responsibilities

The training and education required by Section 2.10 shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of workplace harassment and the remedies available to victims of workplace harassment in employment. The training and education shall also include practical examples aimed at instructing District supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

2.11. Board of Directors – Governance/Management Connection

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

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

Only officially passed ordinances, resolutions, and motions of the Board are binding on the

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

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

3. GENERAL MANAGER AND STAFF

3.1. General Policy

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

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

3.2. General Manager Authority - Limits Set by Board

Within guidelines set by state law, District policy establishing the responsibilities and authority of the General Manager and the responsibilities reserved for the Board of Directors is set forth by Resolution [09-11-64517-10-811](#), 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

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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.

4.5. Regional Approach to Water Management

The District will follow a jointly prepared, commonly understood and supported, Regional Plan for achieving a high degree of water supply and water quality reliability.

The Regional Plan will be developed collaboratively by Three Valleys and its member agencies, utilizing the combined resources, facilities, and assets of local water agencies, as well as of some regional agencies. The Plan will provide operational and cost benefits to all the agencies, and be funded equitably among them.

Developing and implementing the Regional Water Supply Reliability Plan will permit our service area to successfully meet its water needs in the face of a future prolonged drought and/or a cutback of 20% in imported supplies by Metropolitan Water District, consistent with [adopted state](#) legislation ~~SB 7X7 of the historic comprehensive water package of November 2009.~~

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) days prior to the last business day of the month following such date of mailing. The term “business day” shall mean any day other than a Saturday, Sunday, or holiday. The term “received by the CFO” shall mean receipt either (1) at the District headquarters or (2) by crediting to the District’s general demand account at the office of the District’s bank in such form that the funds are immediately available for investment or other use or disposal by the District. The term “close of crediting activity” shall mean either (1) 2:00 p.m. if payment is delivered to the Office of the CFO of District headquarters, or (2) the cutoff time for crediting by the District’s bank of the day’s transactions if payment is initiated by wire transfer, inter-branch transfer, direct deposit, or by other means pursuant to advance agreement with the CFO. In the event that a mistake is discovered in a District water sales record, the General Manager shall initiate appropriate corrective action, except that no mistake made more than five (5) years prior to its discovery shall be corrected. If an incorrect invoice has been issued to a member agency, the General Manager shall notify the affected agency of any adjustment and the manner of making any required credit or charge, neither of which shall bear interest. All invoices are due and payable as described and any dispute concerning the amount due should be filed with the District immediately. In the event any member agency shall be delinquent in the payment for water delivered by the District, or through an MWD connection, and/or other charges levied, an additional charge equal to two (2) percent of such delinquent payment for each month or portion thereof (days delinquent divided by 30) that such payment remains delinquent shall be assessed, and the member agency shall pay such charge to the District in addition to the amount of such delinquent payment. Notwithstanding the above, if the total period of delinquency does not exceed five (5) business days, the additional charge shall be equal to one (1) percent of such delinquent payment. Invoices for delinquencies including additional charges shall be mailed not later than the tenth day of each month. In the event that any member agency shall be delinquent for more than thirty (30) days in the payment for water, such delinquency shall be reported by the General Manager to the Board of Directors at its next meeting. The Board of Directors, in its discretion and upon such other conditions as it may

prescribe after giving the member agency a reasonable opportunity to be heard, may order the termination of service to such member agency until all delinquent payments, including additional charges, is made to the District, or the Board of Directors may authorize such other actions as may be legally available to effect collection.

6.4. Reserves

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

Board Elections	Opportunity	Employee Benefits
Debt Service	Emergency	Capital Asset R/R
Water Rate Stabilization	Unfunded Liability Pension	

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 “~~public~~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 also takes an active part in communicating District policies. 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

~~b.c.~~ If the requested record exists on the TVMWD website, the requester may be directed to the website to obtain the item; however, if they requests to inspect or request a copy of the record this shall be accommodated.

- d. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

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- 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 ~~shall consist of the cost of running the equipment from which the copy is produced and the expense of the person operating it; but~~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.

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

APPENDIX A Resolutions and Motions Superseded by Adoption of this Policy**1 PURPOSE AND ORGANIZATION**

1.11-1 Mission — Motion Numbers: 9-94-3164, 2-97-3472 and 4-00-3807

1.31-3 Objectives ²⁰ — Resolution Number: 7-52-262

1.41-4 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

2.12-1 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.

2.22-2 Election — Motion Numbers: 7, 6-84-1534, 7-84-1541 and 7-94-3151

2.32-3 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

2.42-4 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

2.52-5 Board of Directors - Norms of Conduct and Communication — Resolution Numbers: 4-74-170, 1-77-203, ~~8203~~, 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 — Ordinance Numbers: 3-98-6, 7-90-4, 2-01-07 and **2-07-15 (2007)**; Resolution Numbers: 5-81-254 and 8-81-256; Motion Numbers: 80, 560, 690, 694, 1-84-1460, 5-85-1673, 9-86-1912, 9-89-2379, 9-89-2380, 8-90-2512, 1-91-2580, 6-92-2845, 6-92-2880, 2-93-2968, 2-93-2969, 7-93-3032, 8-93-3055, 12-93-3083, 7-94-3151, 6-95-3234, 9-95-3250, 5-97-3501, 3-98-3583, 3-98-3596, 2-01-3882 and 09-01-4670

2.82-8 Board of Directors – Reimbursement — Ordinance Number: **2-01-7 (2001)**

2.112-11 Board of Directors – Governance/Management Connection — Ordinance Number: **2-01-7 (2001)**; Resolution Number: 7-82-263

3 GENERAL MANAGER AND STAFF

3.13-1 General Policy — Ordinance Number: 11-04-14; Motion Numbers: 3-69-115, 12-69-164, 12-70-167, 11-72-147, 4-73-161, 5-76-285, 12-76-352, 11-79-697, 11-80-841, 3-81-902, 3-81-909, 9-81-1002, 11-81-1060, 3-82-259, 12-82-266, 6-83-270, 6-84-1525, 2-85-1635, 3-85-1655, 3-85-1656, 6-85-1699, 4-86-1811, 4-86-1812, 4-86-1813, 4-86-1824, 6-87-2060, 8-89-2358, 8-89-2363, 8-89-2364,

6-90-2482, 9-91-2700, 9-91-2704, 4-94-3130, 6-95-3232, 6-95-3233, 1-96-3305, 3-96-3336, 6-97-3512, 10-99-3748, 4-00-3813, 7-00-3836 and 8-00-3841

~~3.23.2 General Manager Authority - Limits Set by Board~~~~General Manager Authority — Limits Set by Board~~ — *Motion Numbers: 09-01-406, 09-11-645; Resolution Number: 17-10-811*

4 ~~WATER PLANNING AND SUPPLY~~~~WATER PLANNING AND SUPPLY~~

~~4.14.1 General Policy~~~~General Policy~~ — *Resolution Number: 10-02-647*

~~4.34.3 Water Quality~~~~Water Quality~~ — *Resolution Number: 6-80-243*

~~4.44.4 Water Use Efficiency, Public Outreach & Water Conservation~~~~Water Use Efficiency, Public Outreach & Water Conservation~~ — *Resolution Numbers: 3-77-205 and 7-88-2997*

5 ~~CAPITAL IMPROVEMENTS~~~~CAPITAL IMPROVEMENTS~~

~~5.15.1 Service Connections~~~~Service Connections~~ — *Resolution Numbers: 151, 239; Motion Numbers: 12-57-196*

~~5.25.2 System Maintenance and Repairs~~~~System Maintenance and Repairs~~ — *Resolution Numbers: 196, 208, 295, 348; Motion Numbers: 2-70-115 and 6-70-135*

6 ~~FINANCIAL INTEGRITY~~~~FINANCIAL INTEGRITY~~

~~6.16.1 General Policy~~~~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*

~~6.36.3 Rates, Charges, Assessments and Penalties~~~~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*

~~6.46.4 Reserves~~~~Reserves~~ — *Resolution Numbers: 1-85-278, 05-03-440, 03-05-505, 03-05-506*

~~6.56.5 Investment of Funds~~~~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*

~~6.66.6 Risk Management~~~~Risk Management~~ — *Resolution Number: 05-04-471*

~~6.76.7 Audit~~~~Audit~~ — *Motion Number: 4-92-2798*

7 ~~PUBLIC INVOLVEMENT~~~~PUBLIC INVOLVEMENT~~

~~7.17.1 General Policy~~~~General Policy~~ — *Resolution Number: 7-82-262*

~~7.27.2 Public Information and Education~~~~Public Information and Education~~ — *Motion Numbers: 3-81-913 and 5-82-1169*

~~7.4 Request for Public Records~~ — *Resolution Number: 17-06-802*

APPENDIX B **End Notes**

1. The Mission Statement and Vision 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*. 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:

DISTRIBUTION OF TICKETS AND PASSES – APPROVAL DATE 6/17/2015

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.

GIFT ACCEPTANCE POLICY - 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 \$460 (2015-2016 limit) 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 FOR USE OF DISTRICT PROVIDED COMPUTER TABLET DEVICES – APPROVAL DATE 6/17/2015

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 I. 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 II. 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 III. 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 IV. 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 V. 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 VI. 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 VII. 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 VIII. 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 IX. 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.

TABLET POLICY - CONSENT FORM

I acknowledge that a TVMWD-issued tablet is the property of the district, and therefore, I should not consider any activity to be private.

By signing the consent form, I acknowledge that I have received a copy of this policy and agree to read it, and understand the district's policy and the potential penalties for non-compliance.

Signature

Date

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PERSONNEL MANUAL 2019


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

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1. PURPOSE AND ADMINISTRATION

The purpose of the District's personnel policies shall be to create a fair and uniform system of rights, incentives, and work rules for current and prospective employees.

1.1 Merit and Fair Employment Principles

The District maintains a merit system governing personnel action. Employment and promotion shall be based on merit and ability, free of personal or political considerations, and shall in no way be affected or influenced by race, religion, color, national origin, ancestry, gender, marital status or disability, provided, however, that the District may make employment decisions on the basis of a bona fide occupational qualification when permitted by law. Continued employment of those employees covered by these principles shall be subject to satisfactory work performance and the needs of the District.

1.2 Application of Rules

The District's personnel rules shall apply to all officers and employees in the service of the District except: members of the Board of Directors; the General Manager; voluntary personnel; persons engaged under contract to supply expert, professional, technical, or any other services. *Section 5.8 Workplace Violence and Section 14 Harassment* shall apply to all officers, employees, members of the Board of Directors, contractors and consultants.

1.3 Prior Rules

These Rules shall supersede any and all District policies, rules, regulations and procedures previously adopted.

1.4 Severability of Provisions

If any section, subsection, sentence, clause or phrase of these Rules is found to be illegal, such findings shall not affect the validity of the remaining portion of these Rules.

2. ADMINISTRATION

2.1 General Manager

The General Manager has the authority to provide day-to-day supervision of employees, hire, fire, discipline, assign duties to, and direct the activities of all District employees. The General Manager also shall have the authority to establish District employee positions and job classifications, subject to the periodic review of the Board.

2.2 Executive Managers

The four executive managers who report to the General Manager shall act and supervise in the absence of the General Manager.

2.3 Personnel Officer

The Chief Administrative Officer shall serve as the Personnel Officer and shall perform and/or delegate, as necessary, the following duties and responsibilities:

- a. Administer the provisions of these Rules.
- b. Prepare revisions to and/or interpretation of these Rules.
- c. Provide for the recruitment, examination, evaluation and recommendation of persons to District employment.
- d. Prepare and revise, as necessary, a plan for a position classification system.
- e. Recommend to the General Manager the reclassification of positions for approval by the Board of Directors.

3. FILLING VACANCIES

3.1 Recruitment Policy

While recognizing the need for introduction of persons from outside District employment, the policy of the District is to transfer or promote persons already employed by the District when their qualifications, training, work performance, and experience are determined to be comparable to applicants from other sources.

3.2 Selection

When a vacancy occurs, the Department Head shall notify the General Manager. The General Manager shall then decide whether to fill the position or leave it vacant. The General Manager shall fill vacant positions by reinstatement, transfer, demotion, promotion, acting appointment, temporary appointment, emergency appointment, or regular appointment. All appointments shall be made in accordance with merit and fair employment principles, as outlined in Section 1.2.

3.3 Examinations

Examinations shall be given to applicants and employees to determine the following:

- a. Physical and mental ability to perform the duties of their job, considering reasonable accommodation.
- b. Problems that could potentially interfere with or otherwise have an adverse impact on the ability to perform their job.
- c. Factors that would create an undue risk to persons or property or bring discredit upon the District. Examinations may include physical ability, mental fitness, job skills, drug/alcohol screening, credit history, background check, criminal history and other tests as allowed by law.

3.4 Nepotism

A closely related person of a District employee may be employed, unless such employment would cause problems with supervision, safety or morale. The District shall not place a person in a position where a conflict of interest could exist or where a relationship with an employee would create a problem that a non-related person would not encounter. For purposes of this Section, a closely related person shall be defined as any of the following:

house	adopted child	stepfather	stepson
daughter	stepmother	stepmother	stepmother-in-law
son	stepfather	stepbrother	stepmother-in-law
stepmother	stepdaughter	stepsister	stepmother-in-law
stepfather	stepson	stepdaughter-in-law	stepmother-in-law
stepmother	stepson	stepson-in-law	
stepfather	stepson	stepdaughter	

4. SEPARATION, PROMOTION AND INTRODUCTORY PERIOD

4.1 Separation

Employees of the District are considered "at will" employees and shall be subject to the requirements of these policies with respect to the tenure of employment. An employee who is in their introductory period (six months or one year, depending on position) may be discharged at any time without cause by the General Manager. An employee who has failed to satisfactorily meet the requirements of their position or has violated District work rules as detailed in Section 5, may be discharged according to the procedures set forth in Section 6.

4.2 Layoff

An employee of the District may be laid off for reasons of economy, efficiency or other non-disciplinary purposes. All layoffs will be made at the discretion of the General Manager based on a combination of factors, including, but not limited to, qualifications, productivity, performance and seniority. As far as practical, the employee shall be given two weeks' notice prior to a layoff.

4.3 Resignation

An employee who wishes to voluntarily terminate employment with the District in good standing shall submit a written resignation, dated and signed, to their supervisor at least two weeks prior to the date of resignation. The resignation shall be deemed accepted upon receipt by the Personnel Officer.

4.4 Promotion

Appointment to a vacant position in the shift rotation or to a job class that is compensated at a higher rate shall constitute a promotion. All promotions are subject to a new Introductory Period and the establishment of a new anniversary date, for the purpose of conducting the employee's annual performance evaluation. New performance goals may also be issued at the

time of the promotion. Consistent with merit and fair employment principles, all vacancies should be filled by promotion from District personnel where qualified candidates exist.

4.5 Introductory Period

All original and promotional appointments shall be tentative and subject to an introductory period of not less than one (1) year of actual service, except for executive management employees, who shall have an introductory period of not less than six (6) months. Appointments resulting in a demotion may be subject to an introductory period of not less than one (1) year.

4.6 Introductory Period Defined

The introductory period shall be regarded as an extension of the examination process. During the introductory period the employee's work performance shall be closely observed and evaluated to determine the capability of the employee in their new position.

4.7 Introductory Period Procedures

The Personnel Officer shall notify the Department Head and General Manager three (3) weeks prior to the conclusion of an employee's introductory period. Thereafter, the General Manager shall confer with the Personnel Officer and the Department Head regarding the performance of the introductory employee. If the General Manager determines that the performance of the introductory employee has been satisfactory, the General Manager may find that the employee has successfully passed the introductory period and should become a regular employee.

4.8 Termination of Introductory Employee

If the General Manager determines that the work or conduct of the introductory employee is below satisfactory standards, the employee may be terminated by the General Manager without cause, prior notice, right of review, or appeal. A written termination notice shall be served on the introductory employee and a copy filed in their personnel file.

4.9 Promotional Introductory Period

In the event an employee does not satisfactorily complete the introductory period for a promoted position, they may be reinstated to their previous position if a vacancy exists.

4.10 Extension of Introductory Period

In the discretion of the General Manager, an employee's introductory period may be extended for an additional period not to exceed one year. Under no circumstances shall any employee's introductory period be extended more than once.

5. WORK RULES

5.1 Participation in Work Action

Participation by a District employee in a strike, work stoppage, or work slowdown shall subject the employee to disciplinary action as allowed by State law. As used in this section, "strike, work stoppage, or slowdown" means the concerted failure to report for work, the willful absence from the work place, the refusal to work, the stoppage of work being done by others, picketing or the abstinence in whole or part from the full and faithful performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions to compensation, or the rights, privileges or obligations of employment. Picketing on an employee's own time, outside District property, on public property, is permitted.

5.2 Participation on Boycott

While on duty, no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual, or employer that has a business relationship with the District.

5.3 Outside Employment or Activities

Full time employees shall not carry on, concurrent with their public service, any private business or undertaking which affects the time or quality of their District employment, or which casts discredit upon or creates embarrassment for the District, or which creates any conflict of interest whether or not reportable under the District's Conflict of Interest Rules. Outside employment may be allowed upon written authorization of the General Manager.

5.4 Employee Dress and Conduct

Employees shall at all time dress and conduct themselves in such a manner as to reflect no discredit upon the District.

5.5 Rest Periods

The U.S. Department of Labor states that rest periods promote the efficiency of an employee, are customarily paid for as working time and must be counted towards hours worked. However, legal counsel has opined that certain California labor code sections regarding paid rest periods do not apply to public agencies and the Fair Labor Standards Act (FLSA) does not require employers to allow rest periods. However, participation by employees in a daily rest period is encouraged by the District and should be taken at intervals that do not interfere with critical or time sensitive duties. A rest period of up to 15 minutes may be taken during each half of the regular work shift for full-time employees and once during the work shift for part-time, intern and apprentice employees working less than 8 hours in a workday.

5.6 Financial Affairs

Employees shall conduct their personal financial affairs in such a manner that creditors and collectors will not have to make use of the District offices, resources, or employee time for the purpose of collecting legal debts.

5.7 Workplace Civility

Employees shall speak positively about the District and its employees in the course of performing daily tasks and functions.

5.8 Workplace Violence

The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated. Any person who makes threats, exhibits threatening behavior or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees, members or the public while conducting business for the District, is a violation of this policy. Off-site threats include, but are not limited to, threats made via telephone, text, social media, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District property, termination of business relationships with that individual, and/or prosecution of the person(s). Employees are responsible for notifying the Personnel Officer, or any other available manager, of any threats that they witness, receive or have been told that another person has witnessed or received. Employees should also report any behavior they witness which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment. Each employee who receives a protective or restraining order which lists the District premises as a protected area is required to provide the Personnel Officer with a copy of such order.

5.9 Internet & E-Mail

When using a District computer or other portable electronic devices to access the Internet and e-mail, employees shall conduct themselves professionally and appropriately in accordance with the procedures detailed in the District's Internet and E-Mail policy.

5.10 Cell Phone Use

The District establishes guidelines for the use of employee-owned cellular telephone (cell phone) and service plans by employees of the District.

If the District determines that use of a cell phone is a necessary component of an employee's job function, the employee shall be provided a monthly allowance to use their personal cell phone to conduct District business. The District shall continue to operate District-owned cell phones only for the on-duty operator and for maintenance/standby.

For more complete information on cell phone usage, please refer to the District's Cell Phone Policy.

5.11 iPad Use

The District establishes guidelines for the employee use of district-owned iPad tablets and service plans provided by the District.

If the District determines that use of an iPad is a necessary component of an employee's job function, the employee shall be provided with an iPad tablet to conduct District business.

For more complete information on iPad usage, please refer to the District's iPad Policy (*See Appendix C – Policy Manual*).

5.12 Standards of Conduct

The following examples are given in order to provide some guidance concerning unacceptable behavior. If the District chooses to discipline an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including possible termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- a. Poor performance.
- b. Using abusive or vulgar language or causing disruption to the work place or to fellow employees or visitor.
- c. Unavailability for work, i.e. absenteeism or tardiness.
- d. Misuse of District monies.
- e. Conducting non-business activities during working hours.
- f. Any action indicating a disrespect or disregard for the District, its vendors or member agencies.
- g. Release of confidential information about the District or its members.
- h. Possessing or bringing open containers of alcohol, illegal drugs or chemicals on or to the District's property.
- i. Unauthorized possession or removal of property, records, or other materials that belong to the District.
- j. Smoking of tobacco products and electronic cigarettes in restricted areas, subject to Government Code 7596, 7597 & 7598.
- k. Leaving District property without supervisor approval prior to the end of a scheduled work day.
- l. Sexual harassment or other unlawful harassment of another employee (see Section 14).
- m. Giving false or misleading information during the application and/or selection process.
- n. Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- o. Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.

- p. Threatening or intimidating other employees or supervisors.
- q. Behavior unbecoming of a District employee; that behavior or action which would adversely prejudice public opinion of the District.
- r. Failure to immediately report the loss of a California drivers' license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. Further, employees are responsible for all tickets received when driving a District or personal vehicle. This rule applies to all employees of the District.
- s. Installing unauthorized software on the District's computer system.
- t. Misuse of electronic systems (email, internet, fax, telephones, cellular phones, iPads).
- u. Inability to establish and maintain effective working relationships with co-workers and those contacted during the course of work.

Since all employees are "at will" employees, the employment relationship may be terminated at any time by either the District or the employee with or without cause.

5.13 Cause for Disciplinary Action

The following is a non-exclusive list of conduct which is declared to be cause for disciplinary action against an employee, up to and including oral or written warnings and/or reprimands, suspension, demotion, or dismissal from employment with the District, although charges may also be based upon causes other than those identified below:

- a. The receipt or placement of non-emergency personal telephone calls during working hours.
- b. Failure to immediately report an accident or injury occurring on the District premises, or involving District equipment, or giving false information in accident or insurance reports.
- c. Failure to maintain equipment assigned to the employee.
- d. Failure to immediately report breakdowns or unsafe operation of equipment or facilities.
- e. Failure to perform assigned tasks that are within the scope of the employee's position in a workmanlike manner without undue waste or delay.
- f. Intentionally placing the District in a position of liability for damages or injury to another person or their property.
- g. Unauthorized binding of the District to a contract.
- h. Failure to maintain a positive working attitude in the daily course of District business.
- i. Use of intoxicants, narcotics, hallucinatory drugs or non-prescribed stimulating or depressing drugs, or being under the influence thereof while on duty. Employees suspected of being under the influence of any of the above will be required to undergo a medical evaluation at District expense to prove or disprove suspicion.
- j. Any form of insubordination or refusal to take direction from supervisors, including refusal to perform assigned tasks for any reason other than personal safety.
- k. Theft or misappropriation of any property of the District or its employees.

- l. Careless, negligent or intentional mishandling of any District property, records, vehicles, materials or equipment.
- m. Careless, negligent, abusive or other actions that endanger or threaten to endanger an employee or the public.
- n. Falsifying work records or the practice of fraud of any type.
- o. Leaving the job during duty hours without approval of supervisor.
- p. Violation of safety rules, procedures and regulations.
- q. Becoming uninsurable by standards of the District's insurance carrier for any reason.
- r. Sleeping on the job or repeatedly reporting to work later than the assigned hour, after having been duly warned.
- s. Unlawful possession of firearms or illegal weapons while on District property.
- t. Conviction of a felony, or misdemeanor involving moral turpitude, and incarceration for more than thirty (30) days.
- u. Unsatisfactory work performance.
- v. Discourteous treatment of the public or fellow employees, or other conduct unbecoming an officer or employee of the District.
- w. Unexcused and/or repeated tardiness or absenteeism.
- x. Insubordination or failure to comply with instructions.
- y. Any action which is inconsistent with, in violation of, or not in compliance with, this Personnel Manual or any other rules, policies, practices, or regulations adopted by the District.

6. DISCIPLINARY PROCEDURES

6.1 Forms of Discipline

Employees shall be subject to discipline in accordance with the provisions set forth in this Personnel Manual. Introductory employees serve at the pleasure of the General Manager and may be disciplined, warned, reprimanded, dismissed, demoted, reduced in salary step, or suspended without cause, prior notice, right of review, or appeal. A regular employee may be demoted, reduced in salary step, suspended, or dismissed only for cause in accordance with these procedures. A regular employee who receives an oral or written warning or reprimand may file a response thereto but shall have no further right of appeal.

6.2 Notice of Proposed Disciplinary Action

Prior to issuance of a written order to either suspend, demote, reduce in step, or dismiss a regular employee, written notice of at least five (5) working days of the proposed disciplinary action shall be given before such action is to be taken, and such notice must include:

- a. Notice of the proposed action.
- b. Reasons for the proposed action.

- c. A copy of the charges stating specific incidences or specific courses of conduct and a copy of the written materials pertaining to those incidences or course of conduct.
- d. A notice that the employee has the right to respond in writing and/or orally to the proposed disciplinary action before said discipline is imposed. The notice to the employee of the right to respond must specify at least a five (5) working day period except as provided below. A longer notice might be warranted in specific cases because of the volume of material or complexity of the issues involved but only upon written request and with the approval of the General Manager.

The notice of proposed disciplinary action must be in writing and signed by the General Manager or the General Manager's designee. Upon receipt of the employee's response, the General Manager, or designee, shall review the response and determine the appropriate course of action. This may include imposing the same level of disciplinary action, modifying with less severe disciplinary action, or rescinding the notice of proposed action.

6.3 Limitations and Exclusions

Oral notice is insufficient as full notice to an employee and may be given only as the initial notice in extraordinary circumstances which call for immediate action. Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. Extraordinary circumstances include, but are not limited to, situations involving misappropriation of public funds or property, working while under the influence of alcohol or drugs, open insubordination, commission of a crime involving moral turpitude punishable by imprisonment for one (1) year, and disruption of the District's business through misconduct.

6.4 Order of Disciplinary Action

Any employee response submitted in accordance with Section 6.2 will be considered and a determination made by the General Manager or designee of appropriate action. The imposition of disciplinary action to suspend, demote, reduce in step, or dismiss is constituted by the written order. Said order is similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right to appeal and specific charges upon which the disciplinary action is based. The effective date may be prior to the order, provided the circumstances warranted such immediate action. The order shall be signed by the General Manager. Notice of the time allowed for appeal and answer shall be stated in the order. A copy of the order shall be personally served on the employee or sent by certified mail to the employee's last known address.

6.5 Appeal Procedure

Notice of Appeal and Request for Hearing. A regular employee may appeal an order of suspension of more than three (3) days, demotion, reduction in salary step, or dismissal, and request a hearing as provided for in these rules. The notice of appeal and request for a hearing must be in writing and must be filed with the District within five (5) working days of receipt of the order.

Appellant's Answer to the Charges. If the employee appeals, a written answer to the charges must also be filed with the District within five (5) working days of the receipt of the order. The

answer to the charges must be attached to the notice of appeal and request for a hearing. The answer must address each cause for discipline set forth in the order and may state specific facts or reasons as grounds for the appeal. If an answer denying the causes for discipline set forth in an order is not filed, said causes for discipline will be deemed admitted.

6.6 Hearing Procedure

Review of the Appeal

- a. After receipt of the appeal and request for hearing, the Board of Directors shall review the appeal and answer to the charges at an executive session at the next regularly scheduled Board meeting subsequent to formal receipt of the appeal, or at such later date as mutually agreed upon by the Board of Directors and the appellant.
- b. The Board of Directors may elect to have the appeal heard by one of the following methods within thirty (30) days after their election:
 1. A full hearing by the Board of Directors.
 2. Appoint a hearing officer who shall present findings and a recommendation to the Board of Directors for a final disposition.
 3. Appoint a Disciplinary Review Board comprised of three members: one member to be selected by the District, one member to be selected by the employee, and the third member to be selected by the two members previously described. The Disciplinary Review Board shall present findings and recommendations to the Board of Directors for final disposition.
- c. The Board of Directors shall have the final authority on all appeals and may uphold, reverse, or modify the disciplinary action.
- d. The Board of Directors shall notify the Appellant in writing as to the governing hearing proceedings.

Hearing

- a. Time and Place
 1. Pursuant to the Board's decision in Section 6.6.a., the General Manager shall take every appropriate action necessary and reasonable to convene a hearing within the time prescribed.
 2. The District's representative, the appellant and/or their representative, and the hearing officer or Review Board shall meet in a pre-hearing conference to determine the time, place and manner in which the hearing will be conducted.
- b. Purpose - The purpose of the hearing is to determine the accuracy and the sufficiency of the facts attendant to the disciplinary action. The District shall have the burden of proof. The parties may stipulate to certain facts or evidence which shall be considered without abridgment or adulteration by the hearing body or officers upon whom the action was based and any pertinent information which may establish the truth or falsity of such evidence.

- c. Parties - The Appellant and their representative, if any, and the District's representative shall attend the meeting. Failure of the Appellant, with or without a representation, to appear in person at the time and place set for the hearing shall be deemed a withdrawal of the appeal, unless otherwise excused by the Board of Directors.
- d. Rights - Each party shall have the right to:
 - 1. Choose a representative.
 - 2. Testify under oath.
 - 3. Call witnesses and present documentary evidence.
 - 4. Question all witnesses and examine the evidence.
 - 5. Argue a case.
- e. Order of the Proceedings
 - 1. The hearing shall be opened by the recording of the time, place and date of the hearing and the presence of the parties and representatives, if any. The District shall first present its case on which the disciplinary action was based. A hearing guide may be used and will be made available to all parties.
 - 2. If the appeal is to be heard by the Board of Directors, the President of the Board shall conduct the hearing. If the appeal is to be heard by the Disciplinary Review Board, the Disciplinary Review Board shall select a chairman to conduct the hearing. If a hearing officer is appointed to hear the appeal, the hearing officer shall have the sole discretion and authority to conduct the hearing.
- f. Report of the Hearings: A record of the proceedings shall be taken and maintained by the District. The District may choose to make a mechanical or electronic record of the proceedings. Costs for transcripts shall be borne by the requesting party.
- g. Adjournment: The hearing may be adjourned or recessed for good cause, upon the request of a party, hearing body or hearing officer.
- h. Exhibits and Witnesses:
 - 1. The names of witnesses and exhibits shall be properly identified and shall be made part of the official record. The hearing body or officer may exclude witnesses not under examination and admonish witnesses to refrain from discussing the subject of their testimony with other witnesses or potential witnesses. The parties may remain at all times during the proceeding.
 - 2. Witnesses shall be required to testify under oath and affirmation. The oath shall read: "*Do you solemnly swear (or affirm) that the testimony that you are about to give in this matter shall be the truth, the whole truth and nothing but the truth.*"
- i. Confidentiality: The hearing shall be closed to the public and shall not be a public record unless an open public hearing is requested by the appellant.
- j. Expenses: The expenses of witnesses for either party shall be paid by the party producing such witnesses.

- k. Closing of Hearing: The hearing body or hearing officer shall inquire if either side has anything further to offer. Upon receiving negative replies, the hearing shall be closed. The hearing body or hearing officer shall report its written recommendation to the Board of Directors and the parties within thirty (30) days after the closing of the hearing. The Board of Directors shall act upon that recommendation by upholding, reversing, or modifying the decision. The Board of Directors shall notify the parties within five (5) working days of the outcome of its final decision.

7. EFFECTS OF DISMISSAL

7.1 Effect of Dismissal

Dismissal of an employee from the District service shall, unless otherwise ordered:

- a. Constitute a dismissal as of the same date from all positions that the employee may hold in the District service.
- b. Terminate the salary of the employee as of the effective date of the dismissal, except that they shall be compensated for any unpaid salary, unused vacation, unused universal leave for senior management employees, and qualifying unused comp time for non-exempt employees as of the date of dismissal.

8. RECORDS

8.1 Personnel Records

The Personnel Officer shall maintain personnel records for each employee in the service of the District, showing the name, title of the position held, the department in which the employee is assigned, salary, changes in employment status, employee performance reviews, and such other information as the Personnel Officer may consider pertinent. All employees are permitted access to their personnel files upon written request; however, all information contained therein is District property and may not be removed by the employee. Employees have the right to copy any documents enclosed in their personnel files for their own files. All personnel records of District employees are of a confidential nature and are not subject to distribution to persons or agencies outside the District without the written permission of the Personnel Officer and employee, or by a court order.

8.2 Change of Status Report

Every appointment, promotion, change of salary rate, and any other temporary or permanent change in status of employees shall be approved by the General Manager and reported in such a manner as they may prescribe, prior to the effective date of the change.

9. SALARY ADJUSTMENTS

9.1 Determinations

Merit increases within salary ranges and reductions in pay within salary ranges shall be determined by the General Manager in accordance with Section 9.

9.2 Merit Increases

Regular, full time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for merit increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Merit increases within an established salary range shall not be automatic but may be granted only for continued improvement by the employee in the effective performance of the duties of their position. For promoted employees who receive a pay increase upon their promotion, the increase will include any projected merit increase. Merit increases shall require the specific recommendation of the employee's immediate supervisor or Department Head and the approval of the General Manager.

9.3 Eligibility

A new employee or reclassified employee placed at the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of the required introductory period. A new employee or reclassified employee originally placed higher than the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of one year of service in the new or reclassified position.

9.4 Accelerated Merit Increases

Accelerated merit increases for exceptional job performance in addition to those granted as a result of an employee's regular annual evaluation may be approved by the General Manager provided the increase is within budgetary constraints. Accelerated merit increases that are outside budgetary constraints may be recommended by the General Manager for approval by the Board of Directors.

9.5 Certification Pay Increases

Regular, full-time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for certification pay increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Certification pay increases within an employee's established salary range are not automatic; such increases may be granted upon attaining a Treatment, Distribution or Lab Analyst certification. Such increases shall amount to 2% of pay upon verification of each new qualified certification and must be within budgetary constraints and salary range. No certification pay will be granted for a college degree, unless an opportunity for promotion is available and upon the discretion of the General Manager. Certification pay increases must be related to the classification duties of the employee and are not retroactive.

10. ATTENDANCE, HOURS, PAY PERIODS AND PREMIUM PAY

10.1 Attendance

Employees shall be in attendance at their work in accordance with Section 10. All departments shall keep daily time records of employees that shall be reported to the General Manager in the

form and on the dates they shall specify. Employees who are absent without leave and fail to return to duty within 48 hours after notice to return has been provided shall be subject to immediate discharge, and such employees automatically waive all rights under these rules. The depositing in the United States mail of a certified postage paid letter, addressed to the employee's last known place of address shall be reasonable notice.

10.2 Pay Periods and Procedure

Employees shall be compensated bi-weekly every Friday. If these dates should occur on a scheduled fixed holiday, compensation shall take place on the last working day prior to such events. In the event an underpayment or overpayment is identified, appropriate corrections will be made on the next regular paycheck. Upon separation from TVMWD, compensation for any unpaid earnings, leave time, or any other compensation earned will occur on the same regularly scheduled days listed above.

10.3 Meal Periods

For administrative or part-time employees:

- A one-hour non-compensated meal period will be provided to all full-time administrative and part-time employees each day they work five hours or more.
- Employees can request their meal period at a time agreed to by their supervisor.

For operations employees:

- Meal periods are compensated because operations employees are required to be available to respond to any operational demands of the TVMWD system. Because of this, employees are expected to stay at the treatment plant or their field location for their meal period. Exceptions permitted:
 - Attendance at an offsite meeting, conference, etc.
 - At the specific approval of the operations manager
 - Employees are permitted 20 minutes to utilize a TVMWD vehicle to obtain their meal from a local establishment
- Employees can request their meal period at a time agreed to by their supervisor.
- Depending upon operational demands, supervisors will try to accommodate up to a one-hour meal period each day the employee works five hours or more.

10.4 40-Hour Work Week

The regular work week shall commence on Saturday at 7:00 am for all employees except the Operations Manager and Operations Supervisors, whose workweek shall commence on Friday at 11:00 a.m. The average regular work week for employees shall be 40 hours. For all employees with an average regular work week of 40 hours, the hourly rate of pay shall be twelve times the monthly rate divided by 2,080 (40 hours x 52 weeks).

Effective January 14, 2019, the regular work week shall commence on Monday at 12:01 am for all employees.

10.5 Exempt Employees

Based upon the Fair Labor Standards Act, the following job classifications are exempt from the overtime pay requirements: senior management (General Manager, Chief Administrative

Officer, Chief of Engineering/Operations Officer, Chief Finance Officer and Water Operations Manager) and non-senior management (Project Manager, Senior Financial Analyst and Operations Supervisor).

10.6 Management Leave

Exempt, non-senior management employees shall be eligible for five days of Management Leave annually (pro-rated based on date of eligibility for leave). Management Leave shall be credited in a lump sum at the beginning of each calendar year. Unused Management Leave will be carried over as vacation days to the following year. Use of Management Leave must be approved by the General Manager and at times that are convenient to the District.

10.7 Overtime

A non-exempt employee who performs work in excess of 40-hours in a work week shall be compensated for such overtime work at the rate of one and one-half times their regular hourly rate of pay. A non-exempt operations employee who performs work in excess of 10-hours per workday (excluding weekends) shall be compensated for such overtime work at the rate of one and one-half times a regular hourly rate of pay. Overtime shall be rounded to the nearest quarter-hour of overtime worked. All non-emergency overtime must be authorized in advance by the appropriate Department Head.

10.8 Flexible Work Schedules

At the discretion of the General Manager, employees may be permitted to work a flexible work schedule equivalent to 40 hours in a work week.

10.9 Compensatory Time

Hours accrued in addition of 40-hours in a work week and not compensated as overtime shall accrue at a rate of one and one-half times as compensatory (comp) hours. Comp hours can be used at the approval of your supervisor. Comp time is not available to exempt or operations employees. Comp time is capped at 240 hours, so any additional time earned will be compensated to the employee. Comp time balances will be paid down to a balance of 50 hours, once per year, on December 31.

10.10 On-Call Operators

Two operators will be designated to serve in an on-call capacity each day. Failure to respond to an alarm/call while assigned to the on-call duty shift may be subject to disciplinary action. If an employee claims on their timesheet phone/tablet/laptop time incurred but later found to be invalidated by the supervisor, that employee shall be subject to disciplinary action.

On-Call pay is not considered CalPERS pensionable compensation.

Standby Operator: One operator will serve as the on-call standby operator and will respond to the on-call plant operator or supervisor as needed. The stand-by operator is expected to and be capable of returning to the plant within 30 minutes of receiving a call.

Standby Operators who serve in an on-call capacity will be paid \$35 per day (\$70 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call operator is unable to fulfill their on-call duty shift, the employee is responsible for locating a substitute operator from those that regularly serve in the Standby Operator role. The substitute operator will instead receive the standby pay. In addition to receiving the standby pay, the on-call operator will be paid for the additional time spent responding to the situation.

Lab Operator: One operator will serve as the on-call plant operator and will be responsible for responding to plant operation alarms and incidents as needed during non-working hours (4 pm-6 am). This operator is expected to and be capable of responding to alarms remotely within 15 minutes and be ready for work as in any other instance.

Lab Operators who serve in an on-call capacity will be paid \$90 per day (\$180 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call Lab Operator is unable to fulfill their on-call duty shift, the Lab Operator duties will be fulfilled by the designated backup (Plant Operator). The substitute operator will instead receive the Lab Operator pay. In addition to receiving the Lab Operator pay, the on-call operator will be paid for the additional time spent responding to the situation as described below.

The following pertains to either the Standby or Lab Operator:

- If responding by phone/tablet/laptop only, the 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 Operator will be guaranteed at least two hours of additional pay. All time over two hours (portal to portal) will be rounded up to the nearest 15-minute increment.
- Operators will be eligible for overtime and shift differential pay as applicable for time spent responding.

10.11 Shift Differential Pay

Non-exempt operations staff will be compensated with 10% additional pay for hours worked Friday, Saturday or Sunday.

Shift differential is considered special compensation and will be reported to CalPERS as such.

10.12 Fatigue Pay

Fatigue pay is a function of safety and should be carried out using an interactive process between the employee and the supervisor or manager.

Any employee who accumulates two (2) hours or more of worktime between 10 pm and 6 am before a scheduled workday shall be eligible for fatigue pay, which means the employee will take an equivalent number of hours off during that scheduled workday to rest. In addition to granting the time off, TVMWD will pay the employee for the time taken off during that scheduled workday. The combination of fatigue time and time worked during the next scheduled workday will not exceed ten (10) hours.

As an example, if an employee is required to work from 10 pm to 1 am on Monday (and the employee is scheduled to work Tuesday), the employee will be given three (3) hours off during their Tuesday workday. The employee will be compensated three (3) hours of overtime for the hours worked during the night, plus they will be compensated for their regular workday of ten (10) hours, three (3) hours of fatigue pay and seven (7) hours regular pay for time actually worked).

Time off will generally be as follows:

If hours worked during the night ends between:

- 10 pm - 3 am – Employee will be given the equivalent number of hours off prior to starting their scheduled workday.
- 3 am - 6 am – Employee may stay at work and in turn leave the equivalent number of hours early that scheduled workday.
- If hours worked accumulates over eight (8) hours from 4 pm – 6 am, with Supervisor or managers approval, the employee will be eligible to take off the next day and receive ten (10) hours of fatigue pay.

11. HOLIDAYS, VACATION AND LEAVES

11.1 Holidays

The District shall observe the following holidays:

New Year's Day (January 1)
Presidents' Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veterans' Day (November 11)
Thanksgiving Day & Day After (Fourth Thursday and Friday in November)
Christmas Day (December 25)

Additional holidays may be approved and observed. Unassigned floating holidays will be provided to full-time employees at the beginning of each calendar year to make a total of 12 holidays each calendar year.

11.2 Holiday Observance

Any holiday falling on a Friday, Saturday or Sunday may be designated by the General Manager on an alternate day for the observance of a holiday, or its conversion to a floating holiday, when a holiday conflicts with a work schedule. A holiday may only be applied to a scheduled workday. Employees are not eligible to receive unassigned floating holidays until they satisfactorily complete their introductory period. 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. To coordinate with the different schedules, holidays begin at 11 pm the prior day and end at 11 pm that day.

11.3 Vacation Accrual

Based on a 40-hour work week, vacation time shall be accrued as follows for full-time non-senior management employees: During the first through fourth years of service, 3.08 hours per pay period; during the fifth through ninth year of service, 4.62 hours per pay period; during the tenth year of service, 4.93 hours per pay period; during the eleventh year of service, 5.23 hour per pay period; during the twelfth year of service, 5.54 hours per pay period; during the thirteenth year of service, 5.85 hours per pay period; during the fourteenth year of service and thereafter, 6.16 hour per pay period. Employees eligible for vacation accrual that regularly work less than a 40-hour work week will accrue at a rate equal to the number of hours worked divided by 40.

11.4 Introductory Period Vacation Accrual

Vacation time shall accrue as described above during the introductory period. An employee shall be entitled to use the vacation time accrued upon successful completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.5 Use of Vacation Time

Timing of vacations must be approved by the Department Head or General Manager at a time that is convenient to the District.

11.6 Vacation Buy Back

On December 31 of each year, vacation balances will be paid down to 420 hours for full-time non-senior management employees and 320 hours for all other employees.

11.7 Universal Leave

Senior management employees are eligible for universal leave, which shall accrue as follows: During the first through fourth years of service, 8.93 hours per pay period; during the fifth through ninth year of service, 10.77 hours per pay period; during the tenth through fourteenth year of service, 11.70 hours per pay period; during the fifteenth year of service and thereafter, 13.54 hour per pay period. On December 31 of each year, universal leave balances will be paid down to 620 hours. A senior management employee shall be entitled to use the universal leave accrued upon completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.8 Sick Leave Accrual

All full-time, non-senior management employees shall be credited with 3.7 hours per pay period of sick leave for each month of employment. Employees eligible for sick accrual that regularly work less than a 40-hour work week will accrue at a rate equal to the number of hours worked divided by 40.

To comply with the Paid Sick Leave Law, part-time employees will accrue 1 hour of sick leave per every 30 hours worked.

- Accrual begins immediately but employee must work 30 days to become eligible
- Maximum accrual is 24 hours per employment year
- Employee may carry over hours to the following employment year, to a maximum of 48 hours
- Employee may use hours after the 90th day of employment

11.9 Use of Sick Leave

Sick leave is to be used for a bona fide medical condition that prevents an employee from performing the duties of their position. Sick leave may be used for yourself as well as for the illness or injury of a child, spouse or parent.

11.10 Sickness Verification

If an employee is absent from work and misses more than three (3) days of service, that employee may be required to provide a medical release before returning to work upon the request of the Department Head.

11.11 Notification of Supervisor

Absent employees must notify their supervisor prior to the beginning of their work shift each day they will be off.

11.12 Bereavement Leave

In the event of a death of a member of an employee's family, the employee shall be granted a maximum of five (5) days of paid bereavement leave. Subject to the approval of the General Manager, employees may take additional days of bereavement leave for deaths outside the state boundaries, with such time to be deducted from the employee's sick, vacation or comp leave. For purposes of this Rule, a family member shall be defined as any of the following:

Spouse	Adopted child	Stepfather	Stepson
Daughter	Grandmother	Stepmother	Father-in-law
Son	Grandfather	Stepbrother	Mother-in-law
Father	Granddaughter	Stepsister	Brother-in-law
Mother	Grandson	Daughter-in-law	Sister-in-law
Brother	Aunt	Son-in-law	Domestic Partner
Sister	Uncle	Stepdaughter	Legal Guardian

11.13 Funeral of Deceased Employee

District employees may be excused by immediate supervisors to attend the funeral of deceased District employees without loss of pay.

11.14 Military Leave

Military leave shall be granted in accordance with the provisions of state law.

11.15 Jury Duty Leave

Employees are authorized leave of absence with pay for jury duty service selection. The District will pay for a maximum of ten (10) days during any 24-month period. Employee will remit to the District any jury compensation (excluding mileage) received for the ten (10) days. Employees are required to notify their supervisors as far in advance of their reporting date as possible. All such leave must be coordinated with the immediate supervisor.

The General Manager is authorized to allow employees leave of absence with pay for selection to perform jury duty service. Notify your supervisor that you have been selected for jury duty service. You must provide proof of your selection prior to serving. At the conclusion of your service, you must provide court certification of the day(s) served to the District's payroll department. The court will issue this certification to you on the last day of your jury duty service.

11.16 Quarantine Leave

An employee who is quarantined may elect to take as much of their accumulated sick leave or their accumulated vacation as is necessary to avoid loss of pay.

11.17 Time Off to Vote

If an employee cannot make sufficient time outside of working hours to vote in a statewide election, they can take off up to two hours of working time to vote without loss of pay. This time must be used at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from working. The employee must notify their supervisor at least two working days in advance to arrange a voting time.

11.18 Time Off for Training

TVMWD will allow up to one (1) day of paid time off for employees to attend a work-related seminar or training course, subject to Supervisor approval, when it overlaps an employee's work shift. Time off for more than one (1) training day within the same occurrence, that overlaps an employee's work shift, may be taken as paid personal time off, subject to Supervisor approval. Paid time off must be approved by the Department Head or General Manager.

11.19 Family Leave

The District will comply with the Family Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) and amendments thereto, or similar law. Special leave with pay may be taken and charged against sick, vacation or comp leave, or may be taken without pay as provided by law. The employer designated 12-month period for FMLA is the 12-month period measured forward from the date of the first FMLA leave usage by the employee.

11.20 Workers Compensation Leave

An employee injured in the scope and course of employment with the District may elect to take accumulated sick, vacation or comp leave, in minimum of one (1) hour increments, as when added to their workers' compensation indemnity will result in a payment of not more than their full salary.

11.21 Disability Leave

An employee who is absent due to a non-work-related illness or injury will be required to utilize their accumulated sick, vacation or comp leave, prior to receiving disability insurance payments, during the initial seven (7) day qualification period. After this period, the employee may elect to take accumulated sick vacation or comp leave, in minimum of one (1) hour increments, provided that when added to their disability indemnity it will not result in a payment of more than their full salary.

11.22 Leave Without Pay

The General Manager shall have the power to grant a leave of absence without pay when the employee has two (2) or more years of continuous regular employment. In special cases, the General Manager may waive the two (2) year employment requirement if it is in the best interest of the District. An employee shall not be eligible for a leave of absence without pay until all of the employee's accumulated leave time with pay has been used. While on leave, the employee will not accrue any additional leave time. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager. An employee on such a leave may continue within, the limits set by the provider, any insurance available to him/her as an employee by paying, in advance, all costs of such continued insurance. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.

11.23 Return to Work Program

The District recognizes that our employees are a critical part of our operation, and even if an employee becomes injured (on or off the job) or has a temporary disability because of surgery or an illness, they remain a valuable part of the staff. A Return to Work Program (RTW) is a proven essential cost containment element of our overall risk management program and is used in conjunction with our Safety Program.

If you are injured on or off the job, or have a temporary disability because of surgery or illness, the Program will look at ways to bring you back to work as soon as the doctor determines that you are medically ready. This may mean making temporary modifications to your job duties or work hours to accommodate your recovery.

If the employee does not report to work (modified duty or regular work) when the doctor releases the employee or leave has expired, the employee may not be eligible for temporary disability payments, workers' compensation payments, or regular wages, and the employee could be subject to disciplinary action, up to and including termination.

For complete information and to obtain the appropriate forms, please refer to the RTW Program documentation.

12. TRAVEL ALLOWANCE

The District reimburses employees traveling on District business for typical expenses incurred: conference/seminar registration, meals, lodging and door-to-door transportation. Employees are expected to use the most economical means possible for travel expenses. A conference *Request to Attend* form must be submitted for approval prior to registering for the conference or booking any travel. To be reimbursed, a request form for expense reimbursement must be completed with all original receipts attached. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense reimbursement form. Otherwise, missing receipts will not be reimbursed.

Lodging - Employees are expected to request government or group rates for lodging when available. The following stipulations must occur for the employee to incur lodging expenses:

- The event/conference occurs more than 50 miles from the employee's home, and:
 - To incur lodging expenses for the night before, the event/conference would cause the employee to leave their home before 6 am.
 - To incur lodging expenses for the night of, the event/conference would cause the employee to not return to their home that night until after 7 pm.

Transportation - Employees are expected to request government rates for transportation costs when available. Employees will be reimbursed for transportation based on most economical means possible. For instance, if transportation normally would require flying, the employee may instead choose to drive. However, reimbursement will not be provided for mileage or the cost of rental vehicle and fuel that exceeds the cost of round-trip coach airfare. If an employee chooses something other than logical transportation, they are expected to document costs to verify reimbursement is the most economical.

Airfare - Employees will be reimbursed for round-trip coach airfare, transportation to the airport and parking if necessary. Non-exempt employees will be compensated for flight time and time from destination airport until the employee reaches their hotel/event/conference. Likewise, employees will be compensated for time from hotel/event/conference to destination airport and flight time.

Automobile - Use of the District's vehicles is encouraged whenever possible. Use of your personal vehicle requires use of your insurance for any accidents encountered. Mileage reimbursement shall be given when personal vehicles are used. If an employee attends an all-day event instead of coming to work, mileage will be calculated based on round-trip miles to the event less normal miles the employee would incur driving back and forth to work. The reimbursable mileage rate will be set equal to what is allowed by the Internal Revenue Service. Employees will also be reimbursed for parking if necessary. If the employee is choosing to drive rather than fly, non-exempt employees will be compensated only for the amount of time necessary had they flown, as outlined above.

Meals - Expenditures for meals shall be reimbursed only with original, itemized receipts. Alcohol will not be reimbursed. When meals are included in a conference/seminar registration packet, outside meals will not be reimbursed. Expenses for spouses/guest and special activities provided in conjunction with conferences will not be reimbursed. If employees are away from work for a portion of the day, meals will be reimbursed up to \$100 per day at their discretion.

Compensation for Travel Time – Employees will be compensated for all hours worked. Travel time is considered compensable time, less the normal home-to-work commute. Travel time includes all necessary time spent driving, waiting to board a flight, time in flight and time commuting to the hotel.

13. COMPLAINT PROCEDURE - NON-DISCIPLINARY MATTERS

13.1. Purpose

The purpose of this section is to enhance communications between the District and its employees by providing a fair and impartial review and consideration of complaints at the level closest to their point of origin within a reasonable time without jeopardizing the employee's position or employment.

13.2. Matters Subject to the Complaint Procedure

A complaint may be filed for the alleged violation of the Personnel Rules; alleged improper treatment of an employee; or alleged violation of commonly accepted safety practices or procedures.

13.3. Limitations of Complaint Procedure

The complaint procedure shall not be used to establish new policies or change any existing rules. It shall not be used in matters resulting from disciplinary action.

13.4. Confidentiality of Complaint Procedure

Any matter leading to a complaint by an employee shall be kept confidential.

13.5. Informal Complaint Adjustment

Whenever possible, an employee who has a complaint should try to solve the problem through informal discussion with their supervisor without delay. The supervisor shall make whatever investigation they deem necessary and reply within five (5) calendar days. All matters, for which they do not have authority to make a decision, should be brought to the attention of a higher-level supervisor who does have the proper authority.

13.6. Next Level of Authority

If the employee is not satisfied with the decision reached through the informal discussion, and/or some other extenuating circumstances exist, they may bring the matter to the attention of the next level of authority. If the employee is still not satisfied with the decision, they may

file a formal complaint within 15 calendar days of the occurrence of the event or action giving rise to the complaint.

13.7. Formal Complaint Procedure

The formal complaint procedure may be followed only after failure to resolve a problem through informal complaint adjustment. If the employee is not in agreement with the decision reached, they may, within 15 calendar days of the occurrence of the event or action giving rise to the complaint, file a formal complaint in writing with the General Manager. The General Manager shall make whatever investigation they deem necessary to allow fair consideration of the situation and shall present a written reply to the employee within ten (10) calendar days after receipt of the complaint. In the case of a complaint against the General Manager, an employee may file a complaint in writing with any member of the Board of Directors. The member with whom the complaint is filed shall submit the complaint to an Executive Committee. The committee will review the matter and shall then make a recommendation to the Board of Directors. Subsequently, the Board will make a written decision.

The written decision of the General Manager and/or the Board shall constitute the final step of the District's administrative process. All matters complained of by an employee in writing shall be kept confidential, except as to those matters required by law.

13.8. General Consideration

The General Manager shall receive and retain copies of all written material pertaining to the complaint. Employees may represent themselves or select whomever they desire to represent them in the complaint procedure. If an employee fails to proceed with a complaint within any of the time limits specified in this section, the complaint shall be deemed settled on the basis of the last decision reached. Any of the time limits specified in this section may be extended when mutually agreed upon by all parties concerned.

13.9. Alternative Dispute Resolution

The District may, as an option, offer arbitration for workplace disputes involving alleged wrongful termination, workplace harassment, or discrimination based on race, color, religion, gender, national origin, age and disability.

14. HARASSMENT

- Harassment of employees due to their age, ancestry, color, creed, marital status, medical condition, national origin, physical disability, race, religion, or gender by fellow employees, officers, directors, consultants, or non-employees will not be tolerated by the District. Harassment shall be reported in writing to the General Manager, or the President of the Board of Directors if the complaint is against the General Manager. Upon receipt of a harassment complaint, the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct a confidential investigation to determine whether harassment has taken place and/or is presently taking place. Where found appropriate, actions shall be taken to effectively stop such behavior where it does exist.

- Sexual harassment of the District's employees, by a person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or other physical conduct of a sexual nature when:
 - Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment.
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. Sexual harassment conduct need not be motivated by sexual desire.

If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, immediately contact your supervisor, Personnel Officer or the General Manager. Any and all complaints will be treated with confidentiality to the extent possible. The complaint will be responded to in a timely fashion, investigated promptly and thoroughly by impartial and competent personnel; documented and tracked to insure reasonable progress; met with appropriate remedial action when misconduct is found; and afforded a timely closure.

Any person who is found to condone, participate, or initiate any of the above forms of harassment will be disciplined, in the form of written warning, demotion, suspension or termination. No employee will be disciplined or otherwise retaliated against for initiating a harassment complaint, or for participating in a harassment investigation.

15. EMPLOYER-EMPLOYEE RELATIONS

The Employer-Employee Relations Policy provides procedures for the administration of employer-employee relations between the District and its employee organizations. Resolution 9-95-347

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PERSONNEL MANUAL 2019

DRAFT

Two handwritten signatures in blue ink are positioned above the names. The signature on the left is for Matthew H. Litchfield, and the one on the right is for Richard W. Hansen.

Matthew H. Litchfield, P.E.~~Richard W. Hansen, P.E.~~
General Manager/Chief Engineer

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1. PURPOSE AND ADMINISTRATION

The purpose of the District's personnel policies shall be to create a fair and uniform system of rights, incentives, and work rules for current and prospective employees.

1.1 Merit and Fair Employment Principles

The District maintains a merit system governing personnel action. Employment and promotion shall be based on merit and ability, free of personal or political considerations, and shall in no way be affected or influenced by race, religion, color, national origin, ancestry, gender, marital status or disability, provided, however, that the District may make employment decisions on the basis of a bona fide occupational qualification when permitted by law. Continued employment of those employees covered by these principles shall be subject to satisfactory work performance and the needs of the District.

1.2 Application of Rules

The District's personnel rules shall apply to all officers and employees in the service of the District except: members of the Board of Directors; the General Manager; voluntary personnel; persons engaged under contract to supply expert, professional, technical, or any other services. *Section 5.8 Workplace Violence and Section 14 Harassment* shall apply to all officers, employees, members of the Board of Directors, contractors and consultants.

1.3 Prior Rules

These Rules shall supersede any and all District policies, rules, regulations and procedures previously adopted.

1.4 Severability of Provisions

If any section, subsection, sentence, clause or phrase of these Rules is found to be illegal, such findings shall not affect the validity of the remaining portion of these Rules.

2. ADMINISTRATION

2.1 General Manager

The General Manager has the authority to provide day-to-day supervision of employees, hire, fire, discipline, assign duties to, and direct the activities of all District employees. The General Manager also shall have the authority to establish District employee positions and job classifications, subject to the periodic review of the Board.

2.2 ~~Assistant General~~ Executive Managers ~~Administration~~

The ~~Assistant General Manager Administration~~ four executive managers who report to the General Manager shall act and supervise in the absence of the General Manager, ~~and shall serve as the Personnel Officer of the District.~~

2.3 Personnel Officer

The Chief Administrative Officer shall serve as the Personnel Officer and shall perform and/or delegate, as necessary, the following duties and responsibilities:

- a. Administer the provisions of these Rules.
- b. Prepare revisions to and/or interpretation of these Rules.
- c. Provide for the recruitment, examination, evaluation and recommendation of persons to District employment.
- d. Prepare and revise, as necessary, a plan for a position classification system.
- e. Recommend to the General Manager the reclassification of positions for approval by the Board of Directors.

3. FILLING VACANCIES

3.1 Recruitment Policy

While recognizing the need for introduction of persons from outside District employment, the policy of the District is to transfer or promote persons already employed by the District when their qualifications, training, work performance, and experience are determined to be comparable to applicants from other sources.

3.2 Selection

When a vacancy occurs, the Department Head shall notify the General Manager. The General Manager shall then decide whether to fill the position or leave it vacant. The General Manager shall fill vacant positions by reinstatement, transfer, demotion, promotion, acting appointment, temporary appointment, emergency appointment, or regular appointment. All appointments shall be made in accordance with merit and fair employment principles, as outlined in Section 1.2.

3.3 Examinations

Examinations shall be given to applicants and employees to determine the following:

- a. Physical and mental ability to perform the duties of their job, taking into account reasonable accommodation.
- b. Problems that could potentially interfere with or otherwise have an adverse impact on the ability to perform their job.
- c. Factors that would create an undue risk to persons or property or bring discredit upon the District. Examinations may include physical ability, mental fitness, job skills, drug/alcohol screening, credit history, background check, criminal history and other tests as allowed by law.

3.4 Nepotism

A closely related person of a District employee may be employed, unless such employment would cause problems with supervision, safety or morale. The District shall not place a person in a position where a conflict of interest could exist or where a relationship with an employee would create a problem that a non-related person would not encounter. For purposes of this Section, a closely related person shall be defined as any of the following:

Spouse	Adopted child	Stepfather	Stepson
Daughter	Grandmother	Stepmother	Father-in-law
Son	Grandfather	Stepbrother	Mother-in-law
Father	Granddaughter	Stepsister	Brother-in-law
Mother	Grandson	Daughter-in-law	Sister-in-law
Brother	Aunt	Son-in-law	
Sister	Uncle	Stepdaughter	

4. SEPARATION, PROMOTION AND INTRODUCTORY PERIOD

4.1 Separation

Employees of the District are considered "at will" employees, and shall be subject to the requirements of these policies with respect to the tenure of employment. An employee who is in their introductory period (six months or one year, depending on position) may be discharged at any time without cause by the ~~Personnel Officer or the~~ General Manager. An employee who has failed to satisfactorily meet the requirements of their position, or has violated District work rules as detailed in Section 5, may be discharged according to the procedures set forth in Section 6.

4.2 Layoff

An employee of the District may be laid off for reasons of economy, efficiency or other non-disciplinary purposes. All layoffs will be made at the discretion of the General Manager based on a combination of factors, including, but not limited to, qualifications, productivity, performance and seniority. As far as practical, the employee shall be given two weeks' notice prior to a layoff.

4.3 Resignation

An employee who wishes to voluntarily terminate employment with the District in good standing shall submit a written resignation, dated and signed, to their supervisor at least two weeks prior to the date of resignation. The resignation shall be deemed accepted upon receipt by the Personnel Officer.

4.4 Promotion

Appointment to a vacant position ~~in the shift rotation or to~~ a job class that is compensated at a higher rate shall constitute a promotion. All promotions are subject to a new Introductory Period and the establishment of a new anniversary date, for the purpose of conducting the employee's annual performance evaluation. New performance goals may also be issued at the time of the promotion. Consistent with merit and fair employment principles, all vacancies should be filled by promotion from District personnel where qualified candidates

exist.

4.5 Introductory Period

All original and promotional appointments shall be tentative and subject to an introductory period of not less than one (1) year of actual service, except for ~~senior executive~~ management employees, who shall have an introductory period of not less than six (6) months. Appointments resulting in a demotion may be subject to an introductory period of not less than one (1) year.

4.6 Introductory Period Defined

The introductory period shall be regarded as an extension of the examination process. During the introductory period the employee's work performance shall be closely observed and evaluated to determine the capability of the employee in their new position.

4.7 Introductory Period Procedures

The Personnel Officer shall notify the Department Head and General Manager three (3) weeks prior to the conclusion of an employee's introductory period. Thereafter, the General Manager shall confer with the Personnel Officer and the Department Head regarding the performance of the introductory employee. If the General Manager determines that the performance of the introductory employee has been satisfactory, the General Manager may find that the employee has successfully passed the introductory period and should become a regular employee.

4.8 Termination of Introductory Employee

If the General Manager determines that the work or conduct of the introductory employee is below satisfactory standards, the employee may be terminated by the General Manager without cause, prior notice, right of review, or appeal. A written termination notice shall be served on the introductory employee and a copy filed in their personnel file.

4.9 Promotional Introductory Period

In the event an employee does not satisfactorily complete the introductory period for a promoted position, they may be reinstated to their previous position if a vacancy exists.

4.10 Extension of Introductory Period

In the discretion of the General Manager, an employee's introductory period may be extended for an additional period not to exceed one year. Under no circumstances shall any employee's introductory period be extended more than once.

5. WORK RULES

5.1 Participation in Work Action

Participation by a District employee in a strike, work stoppage, or work slowdown shall subject the employee to disciplinary action as allowed by State law. As used in this section, "strike, work stoppage, or slowdown" means the concerted failure to report for work the

willful absence from the work place, the refusal to work, the stoppage of work being done by others, picketing or the abstinence in whole or part from the full and faithful performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions to compensation, or the rights, privileges or obligations of employment. Picketing on an employee's own time, outside District property, on public property, is permitted.

5.2 Participation on Boycott

While on duty, no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual, or employer that has a business relationship with the District.

5.3 Outside Employment or Activities

Full time employees shall not carry on, concurrent with their public service, any private business or undertaking which affects the time or quality of their District employment, or which casts discredit upon or creates embarrassment for the District, or which creates any conflict of interest whether or not reportable under the District's Conflict of Interest Rules. Outside employment may be allowed upon written authorization of the General Manager.

5.4 Employee Dress and Conduct

Employees shall at all time dress and conduct themselves in such a manner as to reflect no discredit upon the District.

5.5 Rest Periods

The U.S. Department of Labor states that rest periods promote the efficiency of an employee, are customarily paid for as working time and must be counted towards hours worked. However, legal counsel has opined that certain California labor code sections regarding paid rest periods do not apply to public agencies and the Fair Labor Standards Act (FLSA) does not require employers to allow rest periods. However, participation by employees in a daily rest period is encouraged by the District and should be taken at intervals that do not interfere with critical or time sensitive duties. A rest period of up to 15 minutes may be taken during each half of the regular work shift for full-time employees and once during the work shift for part-time, intern and apprentice employees working less than 8 hours in a workday.

5.6 Financial Affairs

Employees shall conduct their personal financial affairs in such a manner that creditors and collectors will not have to make use of the District offices, resources, or employee time for the purpose of collecting legal debts.

5.7 Workplace Civility

Employees shall speak positively about the District and its employees in the course of performing daily tasks and functions.

5.8 Workplace Violence

The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated. Any person who makes threats, exhibits threatening behavior or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees, members or the public while conducting business for the District, is a violation of this policy. Off-site threats include, but are not limited to, threats made via telephone, text, social media, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District property, termination of business relationships with that individual, and/or prosecution of the person(s). Employees are responsible for notifying the Personnel Officer, or any other available manager, of any threats that they witness, receive or have been told that another person has witnessed or received. Employees should also report any behavior they witness which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment. Each employee who receives a protective or restraining order which lists the District premises as a protected area is required to provide the Personnel Officer with a copy of such order.

5.9 Internet & E-Mail

When using a District computer, or other portable electronic devices, e.g. tablet, to access the Internet and e-mail, employees shall conduct themselves professionally and appropriately in accordance with the procedures detailed in the District's Internet and E-Mail policy.

5.10 Cell Phone Use

The District establishes guidelines for the use of employee-owned cellular telephone (cell phone) and service plans by employees of the District.

If the District determines that use of a cell phone is a necessary component of an employee's job function, the employee shall be provided a monthly allowance to use their personal cell phone to conduct District business. The District shall continue to operate District-owned cell phones only for the on-duty operator and for maintenance/standby.

For more complete information on cell phone usage, please refer to the District's Cell Phone Policy.

5.11 iPad Use

The District establishes guidelines for the employee use of district-owned iPad tables and service plans provided by the District.

If the District determines that use of an iPad is a necessary component of an employee's job function, the employee shall be provided with an iPad tablet to conduct District business.

For more complete information on iPad usage, please refer to the District's iPad Policy.

5.115.12 Standards of Conduct

The following examples are given in order to provide some guidance concerning unacceptable behavior. If the District chooses to discipline an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including possible termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- a. Poor performance.
- b. Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitor.
- c. Unavailability for work, i.e. absenteeism or tardiness.
- d. Misuse of District monies.
- e. Conducting non-business activities during working hours.
- f. Any action indicating a disrespect or disregard for the District, its vendors or member agencies.
- g. Release of confidential information about the District or its members.
- h. Possessing or bringing open containers of alcohol, illegal drugs or chemicals on or to the District's property.
- i. Unauthorized possession or removal of property, records, or other materials that belong to the District.
- j. Smoking of tobacco products and electronic cigarettes in restricted areas, subject to Government Code 7596, 7597 & 7598.
- k. Leaving District property without supervisor approval prior to the end of a scheduled work day.
- l. Sexual harassment or other unlawful harassment of another employee (see Section 14).
- m. Giving false or misleading information during the application and/or selection process.
- n. Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- o. Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.
- p. Threatening or intimidating other employees or supervisors.
- q. Behavior unbecoming of a District employee; that behavior or action which would adversely prejudice public opinion of the District.
- r. Failure to immediately report the loss of a California drivers' license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. ~~This rule applies to all employees of the District.~~ Further, employees are responsible for all tickets received when driving a

District or personal vehicle. This rule applies to all employees of the District.

- s. Installing unauthorized software on the District's computer system.
- t. Misuse of electronic systems (email, internet, fax, telephones, cellular phones, iPads).
- u. Inability to establish and maintain effective working relationships with co-workers and those contacted during the course of work.

Since all employees are "at will" employees, the employment relationship may be terminated at any time by either the District or the employee with or without cause.

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5.125.13 Cause for Disciplinary Action

The following is a non-exclusive list of conduct which is declared to be cause for disciplinary action against an employee, up to and including oral or written warnings and/or reprimands, suspension, demotion, or dismissal from employment with the District, although charges may also be based upon causes other than those identified below:

- a. The receipt or placement of non-emergency personal telephone calls during working hours.
- b. Failure to immediately report an accident or injury occurring on the District premises, or involving District equipment, or giving false information in accident or insurance reports.
- c. Failure to maintain equipment assigned to the employee.
- d. Failure to immediately report breakdowns or unsafe operation of equipment or facilities.
- e. Failure to perform assigned tasks that are within the scope of the employee's position in a workmanlike manner without undue waste or delay.
- f. Intentionally placing the District in a position of liability for damages or injury to another person or their property.
- g. Unauthorized binding of the District to a contract.
- h. Failure to maintain a positive working attitude in the daily course of District business.
- i. Use of intoxicants, narcotics, hallucinatory drugs or non-prescribed stimulating or depressing drugs, or being under the influence thereof while on duty. Employees suspected of being under the influence of any of the above will be required to undergo a medical evaluation at District expense to prove or disprove suspicion.
- j. Any form of insubordination or refusal to take direction from supervisors, including refusal to perform assigned tasks for any reason other than personal safety.
- k. Theft or misappropriation of any property of the District or its employees.
- l. Careless, negligent or intentional mishandling of any District property, records, vehicles, materials or equipment.
- m. Careless, negligent, abusive or other actions that endanger or threaten to endanger an employee or the public.
- n. Falsifying work records or the practice of fraud of any type.
- o. Leaving the job during duty hours without approval of supervisor.
- p. Violation of safety rules, procedures and regulations.
- q. Becoming uninsurable by standards of the District's insurance carrier for any reason.
- r. Sleeping on the job or repeatedly reporting to work later than the assigned hour, after having been duly warned.
- s. Unlawful possession of firearms or illegal weapons while on District property.
- t. Conviction of a felony, or misdemeanor involving moral turpitude, and incarceration for more than thirty (30) days.
- u. Unsatisfactory work performance.

- v. Discourteous treatment of the public or fellow employees, or other conduct unbecoming an officer or employee of the District.
- w. Unexcused and/or repeated tardiness or absenteeism.
- x. Insubordination or failure to comply with instructions.
- y. Any action which is inconsistent with, in violation of, or not in compliance with, this Personnel Manual or any other rules, policies, practices, or regulations adopted by the District.

6. DISCIPLINARY PROCEDURES

6.1 Forms of Discipline

Employees shall be subject to discipline in accordance with the provisions set forth in this Personnel Manual. Introductory employees serve at the pleasure of the General Manager and may be disciplined, warned, reprimanded, dismissed, demoted, reduced in salary step, or suspended without cause, prior notice, right of review, or appeal. A regular employee may be demoted, reduced in salary step, suspended, or dismissed only for cause in accordance with these procedures. A regular employee who receives an oral or written warning or reprimand may file a response thereto, but shall have no further right of appeal.

6.2 Notice of Proposed Disciplinary Action

Prior to issuance of a written order to either suspend, demote, reduce in step, or dismiss a regular employee, written notice of at least five (5) working days of the proposed disciplinary action shall be given before such action is to be taken, and such notice must include:

- a. Notice of the proposed action.
- b. Reasons for the proposed action.
- c. A copy of the charges stating specific incidences or specific courses of conduct and a copy of the written materials pertaining to those incidences or course of conduct.
- d. A notice that the employee has the right to respond in writing and/or orally to the proposed disciplinary action before said discipline is imposed. The notice to the employee of ~~his/her/their~~ right to respond must specify at least a five (5) working day period except as provided below. A longer notice might be warranted in specific cases because of the volume of material or complexity of the issues involved but only upon written request and with the approval of the General Manager.

The notice of proposed disciplinary action must be in writing and signed by the General Manager or the General Manager's designee. Upon receipt of the employee's response, the General Manager, or designee, shall review the response and determine the appropriate course of action. This may include imposing the same level of disciplinary action, modifying with less severe disciplinary action, or rescinding the notice of proposed action.

6.3 Limitations and Exclusions

Oral notice is insufficient as full notice to an employee and may be given only as the initial notice in extraordinary circumstances which call for immediate action. Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental

business. Extraordinary circumstances include, but are not limited to, situations involving misappropriation of public funds or property, working while under the influence of alcohol or drugs, open insubordination, commission of a crime involving moral turpitude punishable by imprisonment for one (1) year, and disruption of the District's business through misconduct.

6.4 Order of Disciplinary Action

Any employee response submitted in accordance with Section 6.2 will be considered and a determination made by the General Manager or ~~his/her/their~~ designee of appropriate action. The imposition of disciplinary action to suspend, demote, reduce in step, or dismiss is constituted by the written order. Said order is similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right to appeal and specific charges upon which the disciplinary action is based. The effective date may be prior to the order, provided the circumstances warranted such immediate action. The order shall be signed by the General Manager. Notice of the time allowed for appeal and answer shall be stated in the order. A copy of the order shall be personally served on the employee or sent by certified mail to the employee's last known address.

6.5 Appeal Procedure

Notice of Appeal and Request for Hearing. A regular employee may appeal an order of suspension of more than three (3) days, demotion, reduction in salary step, or dismissal, and request a hearing as provided for in these rules. The notice of appeal and request for a hearing must be in writing and must be filed with the District within five (5) working days of receipt of the order.

Appellant's Answer to the Charges. If the employee appeals, a written answer to the charges must also be filed with the District within five (5) working days of the receipt of the order. The answer to the charges must be attached to the notice of appeal and request for a hearing. The answer must address each cause for discipline set forth in the order and may state specific facts or reasons as grounds for the appeal. If an answer denying the causes for discipline set forth in an order is not filed, said causes for discipline will be deemed admitted.

6.6 Hearing Procedure

Review of the Appeal

- a. After receipt of the appeal and request for hearing, the Board of Directors shall review the appeal and answer to the charges at an executive session at the next regularly scheduled Board meeting subsequent to formal receipt of the appeal, or at such later date as mutually agreed upon by the Board of Directors and the appellant.
- b. The Board of Directors may elect to have the appeal heard by one of the following methods within thirty (30) days after their election:
 1. A full hearing by the Board of Directors.
 2. Appoint a hearing officer who shall present findings and a recommendation to the Board of Directors for a final disposition.
 3. Appoint a Disciplinary Review Board comprised of three members: one member to be selected by the District, one member to be selected by the employee, and the third member to be selected by the two

members previously described. The Disciplinary Review Board shall present findings and recommendations to the Board of Directors for final disposition.

- c. The Board of Directors shall have the final authority on all appeals and may uphold, reverse, or modify the disciplinary action.
- d. The Board of Directors shall notify the Appellant in writing as to the governing hearing proceedings.

Hearing

a. Time and Place

1. Pursuant to the Board's decision in Section 6.6.a., the General Manager shall take every appropriate action necessary and reasonable to convene a hearing within the time prescribed.
2. The District's representative, the appellant and/or their representative, and the hearing officer or Review Board shall meet in a pre-hearing conference to determine the time, place and manner in which the hearing will be conducted.

b. Purpose - The purpose of the hearing is to determine the accuracy and the sufficiency of the facts attendant to the disciplinary action. The District shall have the burden of proof. The parties may stipulate to certain facts or evidence which shall be considered without abridgment or adulteration by the hearing body or officers upon whom the action was based and any pertinent information which may establish the truth or falsity of such evidence.

c. Parties - The Appellant and their representative, if any, and the District's representative shall attend the meeting. Failure of the Appellant, with or without ~~his/her/their~~ representation, to appear in person at the time and place set for the hearing shall be deemed a withdrawal of the appeal, unless otherwise excused by the Board of Directors.

d. Rights - Each party shall have the right to:

1. Choose a representative.
2. Testify under oath.
3. Call witnesses and present documentary evidence.
4. Question all witnesses and examine the evidence.
5. Argue a case.

e. Order of the Proceedings

1. The hearing shall be opened by the recording of the time, place and date of the hearing and the presence of the parties and representatives, if any. The District shall first present its case on which the disciplinary action was based. A hearing guide may be used and will be made available to all parties.
2. If the appeal is to be heard by the Board of Directors, the President of the Board shall conduct the hearing. If the appeal is to be heard by the Disciplinary Review Board, the Disciplinary Review Board shall select a chairman to conduct the hearing. If a hearing officer is

appointed to hear the appeal, the hearing officer shall have the sole discretion and authority to conduct the hearing.

- f. Report of the Hearings: A record of the proceedings shall be taken and maintained by the District. The District may choose to make a mechanical or electronic record of the proceedings. Costs for transcripts shall be borne by the requesting party.
- g. Adjournment: The hearing may be adjourned or recessed for good cause, upon the request of a party, hearing body or hearing officer.
- h. Exhibits and Witnesses:
 1. The names of witnesses and exhibits shall be properly identified and shall be made part of the official record. The hearing body or officer may exclude witnesses not under examination and admonish witnesses to refrain from discussing the subject of their testimony with other witnesses or potential witnesses. The parties may remain at all times during the proceeding.
 2. Witnesses shall be required to testify under oath and affirmation. The oath shall read: "Do you solemnly swear (or affirm) that the testimony that you are about to give in this matter shall be the truth, the whole truth and nothing but the truth."
- i. Confidentiality: The hearing shall be closed to the public and shall not be a public record unless an open public hearing is requested by the appellant.
- j. Expenses: The expenses of witnesses for either party shall be paid by the party producing such witnesses.
- k. Closing of Hearing: The hearing body or hearing officer shall inquire if either side has anything further to offer. Upon receiving negative replies, the hearing shall be closed. The hearing body or hearing officer shall report its written recommendation to the Board of Directors and the parties within thirty (30) days after the closing of the hearing. The Board of Directors shall act upon that recommendation by upholding, reversing, or modifying the decision. The Board of Directors shall notify the parties within five (5) working days of the outcome of its final decision.

7. EFFECTS OF DISMISSAL

7.1 Effect of Dismissal

Dismissal of an employee from the District service shall, unless otherwise ordered:

- a. Constitute a dismissal as of the same date from all positions that the employee may hold in the District service.
- b. Terminate the salary of the employee as of the effective date of the dismissal, except that they shall be compensated for any unpaid salary, unused vacation, unused universal leave for senior management employees, and qualifying unused comp time for non-exempt employees as of the date of dismissal.

8. RECORDS

8.1 Personnel Records

The Personnel Officer shall maintain personnel records for each employee in the service of the District, showing the name, title of the position held, the department in which the employee is assigned, salary, changes in employment status, employee performance reviews, and such other information as the Personnel Officer may consider pertinent. All employees are permitted access to their personnel files upon written request; however, all information contained therein is District property and may not be removed by the employee. Employees have the right to copy any documents enclosed in their personnel files for their own files. All personnel records of District employees are of a confidential nature and are not subject to distribution to persons or agencies outside the District without the written permission of the Personnel Officer and employee, or by a court order.

8.2 Change of Status Report

Every appointment, promotion, change of salary rate, and any other temporary or permanent change in status of employees shall be approved by the General Manager and reported in such a manner as they may prescribe, prior to the effective date of the change.

9. SALARY ADJUSTMENTS

9.1 Determinations

Merit increases within salary ranges and reductions in pay within salary ranges shall be determined by the General Manager in accordance with Section 9.

9.2 Merit Increases

Regular, full time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for merit increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Merit increases within an established salary range shall not be automatic but may be granted only for continued improvement by the employee in the effective performance of the duties of their position. For promoted employees who receive a pay increase upon their promotion, the increase will include any projected merit increase. Merit increases shall require the specific recommendation of the employee's immediate supervisor or department head and the approval of the General Manager.

9.3 Eligibility

A new employee or reclassified employee placed at the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of the required introductory period. A new employee or reclassified employee originally placed higher than the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of one year of service in the new or reclassified position.

9.4 Accelerated Merit Increases

Accelerated merit increases for exceptional job performance in addition to those granted as a result of an employee's regular annual evaluation may be approved by the General Manager provided the increase is within budgetary constraints. Accelerated merit increases that are outside budgetary constraints may be recommended by the General Manager for approval by the Board of Directors.

9.5 Certification Pay Increases

Regular, full-time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for certification pay increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Certification pay increases within an employee's established salary range are not automatic; such increases may be granted upon attaining a Treatment, Distribution or Lab Analyst certification. Such increases shall amount to 2% of pay upon verification of each new qualified certification and must be within budgetary constraints and salary range. No certification pay will be granted for a college degree, unless an opportunity for promotion is available and upon the discretion of the General Manager. Certification pay increases must be related to the classification duties of the employee and are not retroactive.

10. ATTENDANCE, HOURS, PAY PERIODS AND PREMIUM PAY

10.1 Attendance

Employees shall be in attendance at their work in accordance with Section 10. All departments shall keep daily time records of employees that shall be reported to the General Manager in the form and on the dates they shall specify. Employees who are absent without leave and fail to return to duty within 48 hours after notice to return has been provided shall be subject to immediate discharge, and such employees automatically waive all rights under these rules. The depositing in the United States mail of a certified postage paid letter, addressed to the employee's last known place of address shall be reasonable notice.

10.2 Pay Periods and Procedure

Employees shall be compensated ~~bi-weekly every Friday~~~~semi-monthly on the 15th and last working day of each month~~. If these dates should occur on a ~~weekend or~~ scheduled fixed holiday, compensation shall take place on the last working day prior to such events. In the event an underpayment or overpayment is identified, appropriate corrections will be made on the next regular paycheck. Upon separation from TVMWD, compensation for any unpaid earnings, leave time, or any other compensation earned will occur on the same regularly scheduled days listed above.

10.3 Meal Periods

For administrative or part-time employees:

- A one hour non-compensated meal period will be provided to all full-time administrative and part-time employees each day they work five hours or more.
- Employees can request their meal period at a time agreed to by their supervisor.

For operations employees:

- Meal periods are compensated because operations employees are required to be available to respond to any operational demands of the TVMWD system. Because of this, employees are expected to stay at the treatment plant or their field location for their meal period. Exceptions permitted:
 - Attendance at an offsite meeting, conference, etc.
 - At the specific approval of the operations manager
 - Employees are permitted 20 minutes to utilize a TVMWD vehicle to obtain their meal from a local establishment
- Employees can request their meal period at a time agreed to by their supervisor.
- Depending upon operational demands, supervisors will try to accommodate up to a one-hour meal period each day the employee works five hours or more.

10.4 40-Hours Week

The regular workweek shall commence on Saturday at 7:00 am for all employees except the operations manager and operations supervisors, whose workweek shall commence on Friday at 12:00 a.m. The average regular workweek for employees shall be 40 hours. For all employees with an average regular work week of 40 hours, the hourly rate of pay shall be twelve times the monthly rate divided by 2,080 (40 hours x 52 weeks).

10.5 Exempt Employees

Based upon the Fair Labor Standards Act, the following job classifications are exempt from the overtime pay requirements: senior management (General Manager, ~~Assistant General Manager Administration~~ Chief Administrative Officer, ~~Manager Chief of Engineering/ & Operations Officer~~, Chief Finance Officer and Water Operations Manager) and non-senior management (Project Manager, Senior Financial Analyst and Operations Supervisor).

10.6 Management Leave

Exempt, non-senior management employees shall be eligible for five days of Management Leave annually (pro-rated based on date of eligibility for leave). Management Leave shall be credited in a lump sum at the beginning of each calendar year. Unused Management Leave will be carried over as vacation days to the following year. Use of Management Leave must be approved by the General Manager and at times that are convenient to the District.

10.7 Overtime

A non-exempt employee who performs work in excess of 40-hours in a workweek shall be compensated for such overtime work at the rate of one and one-half times their regular hourly rate of pay. A non-exempt operations employee who performs work in excess of 810-hours per workday (excluding weekends) shall be compensated for such overtime work at the rate of one and one-half times a regular hourly rate of pay. Overtime shall be rounded to the nearest quarter-hour of overtime worked. All non-emergency overtime must be authorized in advance by the appropriate Department Head ~~and approved by the General Manager.~~

10.8 Flexible Work Schedules

At the discretion of the General Manager, employees may be permitted to work a flexible work schedule equivalent to 40 hours in a workweek.

10.9 Compensatory Time

Hours accrued in addition of 40-hours in a workweek and not compensated as overtime shall accrue at a rate of one and one-half times as compensatory (comp) hours. Comp hours can be used at the approval of your supervisor. Comp time ~~off~~ is not available to exempt or operations employees. Comp time is capped at 240 hours, so any additional time earned will be compensated to the employee. Comp time balances will be paid down to a balance of 50 hours, once per year, on December 31.

10.10 ~~Standby~~On-Call Operators Pay

~~One~~Two operators will be designated to serve in an on-call capacity each day ~~(weekdays and weekends)~~. Failure to respond to an alarm/call while assigned to the on-call duty shift may be subject to disciplinary action. If an employee claims on their timesheet phone/tablet/laptop time incurred but later found to be invalidated by the supervisor, that employee shall be subject to disciplinary action.

On-Call pay is not considered CalPERS pensionable compensation.

Standby Operator: One operator will serve as the on-call standby operator and will respond to the on-call plant operator or supervisor as needed. The ~~on-call~~stand-by operator is expected to and be capable of returning to the plant within 30 minutes of receiving a call.

~~Plant Operator: One operator will serve as the on-call plant operator and will be responsible for responding to plant operation alarms and incidents as needed during non-working hours (4pm-6am). This operator is expected to and be capable of responding to alarms within 15 minutes and be ready for work as in any other instance.~~

Standby Operators who serve in an on-call capacity will be paid \$35 per day (\$70 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call operator is unable to fulfill their on-call duty shift, the employee is responsible for locating a substitute operator from those that regularly serve in the Standby Operator role. The substitute operator will instead receive the standby pay. In addition to receiving the standby pay, the on-call operator will be paid for the additional time spent responding to the situation.

Lab~~Plant~~ Operator: One operator will serve as the on-call plant operator and will be responsible for responding to plant operation alarms and incidents as needed during non-working hours (4pm-6am). This operator is expected to and be capable of responding to alarms ~~remotely~~ within 15 minutes and be ready for work as in any other instance.

~~Standby Operator: One operator will serve as the on-call standby operator and will respond to the on-call plant operator or supervisor as needed. The on-call operator is expected to and be capable of must be available on his designated day to returning to the plant within 30 minutes of receiving a call, ready for work as in any other instance.~~

Lab ~~Shift~~ Operators who serve in an on-call capacity will be paid \$~~2535~~90 per day (~~\$5070~~180 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call ~~Lab~~ Operator is unable to fulfill their on-call duty ~~shift~~return to work, the ~~Labplant~~ Operator duties will be fulfilled by the designated backup; ~~Plant~~

~~Operator).is responsible for locating a substitute operator.~~ –The substitute operator will instead receive the Lap Operatorstandby pay. In addition to receiving the Lab Operatorstandby pay, the on-call operator will be paid for the additional time spent responding to the situation as described below.

The following pertains to either the Standby or Lab Operator:

- If responding by phone/tablet/laptop only, the ~~on-call Lab o~~Operator will be guaranteed at least ~~15~~^[ML1] 15 minutes of additional pay. All time over ~~15~~15 minutes will be rounded up to the nearest 15 minutes increment.
- If responding in person, the ~~on-call Lab O~~operator will be guaranteed at least two hours of additional pay. All time over two hours (portal to portal) will be rounded up to the nearest 15-minute increment.
- Operators will be eligible for overtime and shift differential pay as applicable for time spent responding.

~~Standby pay is not considered CalPERS pensionable compensation.anto the shift —If an employee claims on his/her timesheet phone/tablet/laptop time incurred but later found to be invalidated by the supervisor, that employee shall be subject to disciplinary action.~~

10.11 Shift Differential Pay

Non-exempt operations staff ~~who work at times other than dayshift (7 AM to 3 PM)~~ will be compensated with ~~40~~1025% additional pay for ~~those hours~~ worked Friday, Saturday or Sunday.

- ~~Swing (3 PM to 11 PM)~~
- ~~Grave (11 PM to 7 AM)~~
 - ~~Weekend (3 PM to 7 AM each day)~~

Shift differential is considered special compensation and will be reported to CalPERS as such.

10.12 Fatigue Pay

Fatigue pay is a function of safety and should be carried out using an interactive process between the employee and the supervisor or manager.

Any ~~unit member~~employee who accumulates 2 hours or more of worktime between 10pm and 6am before a scheduled workday shall be eligible for fatigue pay, which means the employee will take an equivalent number of hours off during that scheduled workday to rest. In addition to granting the time off, TVMWD will ~~an employee~~employee pay the employee for the time taken off during that scheduled workday. The combination of fatigue time and time worked during the next scheduled workday will not exceed 10 hours.

As an example, if an employee is required to work from 10pm to 1am on Monday (and the employee is scheduled to work Tuesday), the employee will be given 3 hours off during their Tuesday workday. The employee will be compensated 3 hours of overtime for the hours worked during the night, plus they will be compensated for their regular workday of 10 hours (3 hours of

fatigue pay and 7 hours regular pay for time actually worked).

Time off will generally be as follows:

If hours worked during the night ends between:

- 10pm-3am – Employee will be given the equivalent number of hours off prior to starting their scheduled workday.
- 3am-6am – Employee may stay at work and in turn leave the equivalent number of hours early that scheduled workday.
- If hours worked accumulates over 8 hours from 4pm-6am, with Supervisor or managers approval, the employee will be eligible to take ~~flex~~-off the next day and receive 10 hours of fatigue pay.

11. HOLIDAYS, VACATION AND LEAVES

11.1 Holidays

The District shall observe the following holidays:

New Year's Day (January 1)
Presidents' Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veterans' Day (November 11)
Thanksgiving Day & Day After (Fourth Thursday and Friday in November)
Christmas Day (December 25)

Additional holidays may be approved and observed. Unassigned floating holidays will be provided to full-time employees at the beginning of each calendar year to make a total of 12 holidays each calendar year.

11.2 Holiday Observance

Any holiday falling on a Friday, Saturday or Sunday may be designated by the General Manager on an alternate day for the observance of a holiday, or its conversion to a floating holiday, when a holiday conflicts with a work schedule. A holiday may only be applied to a scheduled workday. Employees are not eligible to receive unassigned floating holidays until they satisfactorily complete their introductory period. 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. To coordinate with the different schedules, holidays begin at 11pm the prior day and end at 11pm that day.

11.3 Vacation Accrual

Based on a 40-hour workweek, vacation time shall be accrued as follows for full-time non-senior management employees: During the first through fourth years of service, 3.~~0834~~ hours per pay period; during the fifth through ninth year of service, ~~4.625.00~~ hours per pay

period; during the tenth year of service, ~~4.935.34~~ hours per pay period; during the eleventh year of service, ~~5.23.67~~ hour per pay period; during the twelfth year of service, ~~5.546.00~~ hours per pay period; during the thirteenth year of service, ~~5.856.34~~ hours per pay period; during the fourteenth year of service and thereafter, ~~6.1667~~ hour per pay period. Employees eligible for vacation accrual that regularly work less than a 40-hour workweek will accrue at a rate equal to the number of hours worked divided by 40.

11.4 Introductory Period Vacation Accrual

Vacation time shall accrue as described above during the introductory period. An employee shall be entitled to use the vacation time accrued upon successful completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.5 Use of Vacation Time

Timing of vacations must be approved by the Department Head or General Manager at a time that is convenient to the District.

11.6 Vacation Buy Back

On December 31 of each year, vacation balances will be paid down to 420 hours for full-time non-senior management employees and 320 hours for all other employees.

11.7 Universal Leave

Senior management employees are eligible for universal leave, which shall accrue as follows: During the first through fourth years of service, ~~8.939.67~~ hours per pay period; during the fifth through ninth year of service, ~~10.7744.67~~ hours per pay period; during the tenth through fourteenth year of service, ~~11.7012.67~~ hours per pay period; during the fifteenth year of service and thereafter, ~~13.5414.67~~ hour per pay period. On December 31 of each year, universal leave balances will be paid down to 620 hours. A senior management employee shall be entitled to use the universal leave accrued upon completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.8 Sick Leave Accrual

All full-time, non-senior management employees shall be credited with ~~four (4)~~3.7 hours per pay period of sick leave for each month of employment. Employees eligible for sick accrual that regularly work less than a 40-hour workweek will accrue at a rate equal to the number of hours worked divided by 40.

To comply with the Paid Sick Leave Law, part-time employees will accrue 1 hour of sick leave per every 30 hours worked.

- Accrual begins immediately but employee must work 30 days to become eligible
- Maximum accrual is 24 hours per employment year
- Employee may carry over hours to the following employment year up to a maximum of 48 hours
- Employee may use hours after the 90th day of employment

11.9 Use of Sick Leave

Sick leave is to be used for a bona fide medical condition that prevents an employee from performing the duties of their position. Sick leave may be used for yourself as well as for the illness or injury of a child, spouse or parent.

11.10 Sickness Verification

If an employee is absent from work and misses more than three (3) days of service, that employee may be required to provide a medical release before returning to work upon the request of the Department Head.

11.11 Notification of Supervisor

Absent employees must notify their supervisor prior to the beginning of their work shift each day they will be off.

11.12 Bereavement Leave

In the event of a death of a member of an employee's family, the employee shall be granted a maximum of five (5) days of paid bereavement leave. Subject to the approval of the General Manager, employees may take additional days of bereavement leave for deaths outside the state boundaries, with such time to be deducted from the employee's sick, vacation or comp leave. For purposes of this Rule, a family member shall be defined as any of the following:

Spouse	Adopted child	Stepfather	Stepson
Daughter	Grandmother	Stepmother	Father-in-law
Son	Grandfather	Stepbrother	Mother-in-law
Father	Granddaughter	Stepsister	Brother-in-law
Mother	Grandson	Daughter-in-law	Sister-in-law
Brother	Aunt	Son-in-law	Domestic Partner
Sister	Uncle	Stepdaughter	Legal Guardian

11.13 Funeral of Deceased Employee

District employees may be excused by immediate supervisors to attend the funeral of deceased District employees without loss of pay.

11.14 Military Leave

Military leave shall be granted in accordance with the provisions of state law.

11.15 Jury Duty Leave

Employees are authorized leave of absence with pay for jury duty service selection. The District will pay for a maximum of ~~ten (10) days one incident~~ during any 24-month period; ~~with jury duty leave not to exceed ten (10) days during the select incident.~~ (Employee will remit to the District any jury compensation (excluding mileage) received for the ten (10) days. ~~Selection to a jury by a federal court will count as a separate incident not impacted by the 24 month period rule.~~ Employees are required to notify their supervisors as far in advance of their reporting date as possible. All such leave must be coordinated with the immediate supervisor.

The General Manager is authorized to allow employees leave of absence with pay for selection to perform jury duty service. Notify your supervisor that you have been selected for jury duty service. You must provide proof of your selection prior to serving. At the conclusion of your service, you must provide court certification of the day(s) served to the District's payroll department. The court will issue this certification to you on the last day of your jury duty service.

11.16 Quarantine Leave

An employee who is quarantined may elect to take as much of their accumulated sick leave or their accumulated vacation as is necessary to avoid loss of pay.

11.17 Time Off to Vote

If an employee cannot make sufficient time outside of working hours to vote in a statewide election, they can take off up to two hours of working time to vote without loss of pay. This time must be used at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from working. The employee must notify their supervisor at least two working days in advance to arrange a voting time.

11.18 Time Off for Training

TVMWD will allow up to one (1) day of paid time off for employees to attend a work-related seminar or training course, subject to Supervisor approval, when it overlaps an employee's work shift. Time off for more than one (1) training day within the same occurrence, that overlaps an employee's work shift, may be taken as paid personal time off, subject to Supervisor approval. Paid time off must be approved by the department head or General Manager.

11.19 Family Leave

The District will comply with the Family Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) and amendments thereto, or similar law. Special leave with pay may be taken and charged against sick, vacation or comp leave, or may be taken without pay as provided by law. The employer designated 12-month period for FMLA is the 12-month period measured forward from the date of the first FMLA leave usage by the employee.

11.20 Workers Compensation Leave

An employee injured in the scope and course of employment with the District may elect to take accumulated sick, vacation or comp leave, in minimum of one (1) hour increments, as when added to their workers' compensation indemnity will result in a payment of not more than their full salary.

11.21 Disability Leave

An employee who is absent due to a non-work-related illness or injury will be required to

utilize their accumulated sick, vacation or comp leave, prior to receiving disability insurance payments, during the initial seven (7) day qualification period. After this period, the employee may elect to take accumulated sick vacation or comp leave, in minimum of one (1) hour increments, provided that when added to their disability indemnity it will not result in a payment of more than their full salary.

11.22 Leave Without Pay

The General Manager shall have the power to grant a leave of absence without pay when the employee has two (2) or more years of continuous regular employment. In special cases, the General Manager may waive the two (2) year employment requirement if it is in the best interest of the District. An employee shall not be eligible for a leave of absence without pay until all of the employee's accumulated leave time with pay has been used. While on leave, the employee will not accrue any additional leave time. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager. An employee on such a leave may continue within, the limits set by the provider, any insurance available to him/her as an employee by paying, in advance, all costs of such continued insurance. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.

11.23 Return to Work Program

The District recognizes that our employees are a critical part of our operation, and even if an employee becomes injured (on or off the job) or has a temporary disability because of surgery or an illness, they remain a valuable part of the staff. A Return to Work Program (RTW) is a proven essential cost containment element of our overall risk management program and is used in conjunction with our Safety Program.

If you are injured on or off the job, or have a temporary disability because of surgery or illness, the Program will look at ways to bring you back to work as soon as the doctor determines that you are medically ready. This may mean making temporary modifications to your job duties or work hours to accommodate your recovery.

If the employee does not report to work (modified duty or regular work) when the doctor releases the employee or leave has expired, the employee may not be eligible for temporary disability payments, workers' compensation payments, or regular wages, and the employee could be subject to disciplinary action, up to and including termination.

For complete information and to obtain the appropriate forms, please refer to the RTW Program documentation.

12. TRAVEL ALLOWANCE

The District reimburses employees traveling on District business for typical expenses incurred: conference/seminar registration, meals, lodging and door-to-door transportation. Employees are expected to use the most economical means possible for travel expenses. A conference *Request to Attend* form must be submitted for approval prior to registering for the conference or booking any travel. To be reimbursed, a request form for expense

reimbursement must be completed with all original receipts attached. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense reimbursement form. Otherwise, missing receipts will not be reimbursed.

Lodging - Employees are expected to request government or group rates for lodging when available. The following stipulations must occur for the employee to incur lodging expenses:

- The event/conference occurs more than 50 miles from the employee's home, and:
 - To incur lodging expenses for the night before, the event/conference would cause the employee to leave their home before 6am.
 - To incur lodging expenses for the night of, the event/conference would cause the employee to not return to their home that night until after 7pm.

Transportation - Employees are expected to request government rates for transportation costs when available. Employees will be reimbursed for transportation based on most economical means possible. For instance, if transportation normally would require flying, the employee may instead choose to drive. However, reimbursement will not be provided for mileage or the cost of rental vehicle and fuel that exceeds the cost of round-trip coach airfare. If an employee chooses something other than logical transportation, they are expected to document costs to verify reimbursement is the most economical.

Airfare - Employees will be reimbursed for round-trip coach airfare, transportation to the airport and parking if necessary. Non-exempt employees will be compensated for flight time and time from destination airport until the employee reaches their hotel/event/conference. Likewise, employees will be compensated for time from hotel/event/conference to destination airport and flight time.

Automobile - Use of the District's vehicles is encouraged whenever possible. Use of your personal vehicle requires use of your insurance for any accidents encountered. Mileage reimbursement shall be given when personal vehicles are used. If an employee attends an all-day event instead of coming to work, mileage will be calculated based on round-trip miles to the event less normal miles the employee would incur driving back and forth to work. The reimbursable mileage rate will be set equal to what is allowed by the Internal Revenue Service. Employees will also be reimbursed for parking if necessary. If the employee is choosing to drive rather than fly, non-exempt employees will be compensated only for the amount of time necessary had they flown, as outlined above.

Meals - Expenditures for meals shall be reimbursed only with original, itemized receipts. Alcohol will not be reimbursed. When meals are included in a conference/seminar registration packet, outside meals will not be reimbursed. Expenses for spouses/guest and special activities provided in conjunction with conferences will not be reimbursed. If employees are away from work for a portion of the day, meals will be reimbursed up to \$100 per day at their discretion.

Compensation for Travel Time – Employees will be compensated for all hours worked. Travel time is considered compensable time, less the normal home-to-work commute. Travel time includes all necessary time spent driving, waiting to board a flight, time in flight and time commuting to the hotel.

13. COMPLAINT PROCEDURE - NON-DISCIPLINARY MATTERS

13.1 Purpose

The purpose of this section is to enhance communications between the District and its employees by providing a fair and impartial review and consideration of complaints at the level closest to their point of origin within a reasonable time without jeopardizing the employee's position or employment.

13.2 Matters Subject to the Complaint Procedure

A complaint may be filed for the alleged violation of the Personnel Rules; alleged improper treatment of an employee; or alleged violation of commonly accepted safety practices or procedures.

13.3 Limitations of Complaint Procedure

The complaint procedure shall not be used to establish new policies or change any existing rules. It shall not be used in matters resulting from disciplinary action.

13.4 Confidentiality of Complaint Procedure

Any matter leading to a complaint by an employee shall be kept confidential.

13.5 Informal Complaint Adjustment

Whenever possible, an employee who has a complaint should try to solve the problem through informal discussion with their supervisor without delay. The supervisor shall make whatever investigation they deem necessary and reply within five (5) calendar days. All matters, for which they do not have authority to make a decision, should be brought to the attention of a higher-level supervisor who does have the proper authority.

13.6 Next Level of Authority

If the employee is not satisfied with the decision reached through the informal discussion, and/or some other extenuating circumstances exist, they may bring the matter to the attention of the next level of authority. If the employee is still not satisfied with the decision, they may file a formal complaint within (15) calendar days of the occurrence of the event or action giving rise to the complaint.

13.7 Formal Complaint Procedure

The formal complaint procedure may be followed only after failure to resolve a problem through informal complaint adjustment. If the employee is not in agreement with the decision reached, they may, within fifteen (15) calendar days of the occurrence of the event or action-giving rise to the complaint, file a formal complaint in writing with the General Manager. The General Manager shall make whatever investigation they deem necessary to allow fair consideration of the situation and shall present a written reply to the employee within ten (10) calendar days after receipt of the complaint. In the case of a complaint against the General Manager, an employee may file a complaint in writing with any member of the

Board of Directors. The member with whom the complaint is filed shall submit the complaint to an Executive Committee. The committee will review the matter and shall then make a recommendation to the Board of Directors. Subsequently, the Board will make a written decision.

The written decision of the General Manager and/or the Board shall constitute the final step of the District's administrative process. All matters complained of by an employee in writing shall be kept confidential, except as to those matters required by law.

13.8 General Consideration

The General Manager shall receive and retain copies of all written material pertaining to the complaint. Employees may represent themselves or select whomever they desire to represent them in the complaint procedure. If an employee fails to proceed with a complaint within any of the time limits specified in this section, the complaint shall be deemed settled on the basis of the last decision reached. Any of the time limits specified in this section may be extended when mutually agreed upon by all parties concerned.

13.9 Alternative Dispute Resolution

The District may, as an option, offer arbitration for workplace disputes involving alleged wrongful termination, workplace harassment, or discrimination based on race, color, religion, gender, national origin, age and disability.

14. HARASSMENT

- Harassment of employees due to their age, ancestry, color, creed, marital status, medical condition, national origin, physical disability, race, religion, or gender by fellow employees, officers, directors, consultants, or non-employees will not be tolerated by the District. Harassment shall be reported in writing to the General Manager, or the President of the Board of Directors if the complaint is against the General Manager. Upon receipt of a harassment complaint, the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct a confidential investigation to determine whether harassment has taken place and/or is presently taking place. Where found appropriate, actions shall be taken to effectively stop such behavior where it does exist.
- Sexual harassment of the District's employees, by a person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or other physical conduct of a sexual nature when:
 - Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment.
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening

or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. Sexual harassment conduct need not be motivated by sexual desire.

If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, immediately contact your supervisor, Personnel Officer or the General Manager. Any and all complaints will be treated with confidentiality to the extent possible. The complaint will be responded to in a timely fashion, investigated promptly and thoroughly by impartial and competent personnel; documents and tracked to insure reasonable progress; met with appropriate remedial action when misconduct is found; and afforded a timely closure.

Any person who is found to condone, participate, or initiate any of the above forms of harassment will be disciplined, in the form of written warning, demotion, suspension or termination. No employee will be disciplined or otherwise retaliated against for initiating a harassment complaint, or for participating in a harassment investigation.

15. EMPLOYER-EMPLOYEE RELATIONS

The Employer-Employee Relations Policy provides procedures for the administration of employer-employee relations between the District and its employee organizations. Resolution 9-95-347

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Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: December 5, 2018
Subject: TVMWD Manuals - Biennial Update

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

Discussion:

Every two years following the election cycle, the primary TVMWD manuals are updated and presented to the Board and legal staff for review:

- Policy Manual
• Personnel Manual

Policy Manual

General cleanup language and format changes were added to the manual. The most significant addition was the inclusion of language pertaining to Gift Acceptance and Distribution of Tickets/Passes (Sec. 2.8.3) along with the addition of an Appendix C, which includes the full version of these two supplemental policies along with the policy for the use of tablet devices, all of which were adopted by the District over the last few years.

Personnel Manual

General cleanup language and format changes were added to the manual. The most significant addition was the inclusion of language pertaining to On-Call Operators (Sec. 10.10) and Fatigue Pay (Sec. 10.12).

The board is requested to approve the manuals for the next two-year cycle, noting that any critical items requiring changes to the policies/procedures in the manuals will be brought before the board during the interim.

Strategic Plan Objective(s):

- 3.3 – Be accountable and transparent with major decisions