

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, June 5, 2019
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.

Item 7 – Presentation

Kennedy

Legal Update: Annual Sunshine Ordinance Review – [enc]

General Counsel Steve Kennedy will provide a presentation to include updates to the Ralph M. Brown Act and other statutory and regulatory requirements the District must comply with. The Board will also complete their annual review of the TVMWD's Sunshine Ordinance and make recommendations.

Item 8 – Public Meeting FY 2019-20 Standby Charge – [enc]

Kuhn

The Board will convene a public meeting to consider any comments or testimony regarding the FY 2019-20 Standby Charge. Final action to adopt the standby charge will not be taken at the public meeting; adoption will be considered by the Board following the public hearing scheduled for June 19, 2019 at 8:00 a.m. Pursuant to Government Code 6063, this public meeting was noticed in newspaper(s) of general circulation, Inland Valley Daily Bulletin (publication dates: May 15 and 22, and May 29, 2019) and San Gabriel Valley Tribune (publication dates on May 17, 23 and 29, 2019) respectively. Copies of the notice are available upon request.

- A. Open public meeting
- B. Request staff report
- C. Public testimony
- D. Close public meeting

Item 9 – General Manager’s Report

Litchfield

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

9.A – Main San Gabriel Basin Watermaster Cyclic Storage Agreement – [enc]

Litchfield

The Board will consider approval of a Cyclic Storage Agreement between the Metropolitan Water District of Southern California, Main San Gabriel Basin Watermaster and Three Valleys Municipal Water District.

Item 9.A – Board Action Required – Motion No. 19-06-5232

Staff Recommendation: Approve as presented

9.B – Award of Contract – Nobel Systems for Enterprise Geographic Information System (GIS) – [enc]

Litchfield

The Board will review and consider a professional services agreement with Nobel Systems for development of a full Enterprise Geographic Information System (GIS). Staff is seeking consideration to return this item to the June 19, 2019 meeting for approval.

9.C – Project Summary Update – [enc]

Peralta

The Board will review a summary update of ongoing projects.

9.D – Debt Management Policy – [enc]

Linthicum

The Board will review staff’s proposal to establish a debt management policy. Staff is seeking consideration to return this item to the June 19, 2019 meeting for approval.

9.E – Modified Board Meeting Schedule

Litchfield

The Board will review and consider its summer schedule and provide direction to staff for future action. Staff is seeking consideration to return this item to the June 19, 2019 meeting for approval.

9.F – Nomination of Director Bowcock to Serve on the ACWA Region 8 Board for 2020-2021 Term – [enc]

Litchfield

The Board will consider the nomination of Director Bowcock to serve on the ACWA Region 8 Board for the 2020-2021 term. Staff is seeking consideration to return this item to the June 19, 2019 meeting for approval.

9.G – Review of Los Angeles County Approval of TVMWD Conflict of Interest Code – [enc]

Howie

The Board is being provided a conformed copy of the TVMWD Conflict of Interest Code that was approved by the Los Angeles County Board of Supervisors effective May 15, 2019. Staff is seeking consideration to return this item to the June 19, 2019 meeting to be adopted via resolution.

9.H – General Manager FY 2019-20 Work Plan – [enc]

Litchfield

The Board will review and consider the General Manager’s Work Plan for fiscal year 2019-20. Staff is seeking consideration to return this item to the June 19, 2019 meeting for approval.

Item 10 – Closed Session

Kuhn

Conference with Real Property Negotiators (Government Code Section 54956.8)

- Property: 901 Corporate Center Drive, Pomona, California
- District Negotiator: Matthew Litchfield, General Manager
- Negotiating Parties: Foremost Corporate, LLC
- Under Negotiation: Price and Terms of Payment for Revised Easement

Item 11 – Future Agenda Items

Kuhn

Item 12 – Adjournment and Next Meeting

Kuhn

Wednesday, June 19, 2019 at 8:00 a.m.

American Disabilities Act Compliance Statement

Government Code Section 54954.2(a)



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

Agenda items received after posting

Government Code Section 54957.5

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

Three Valleys MWD Board Meeting packets and agendas are available for review on its website at www.threevalleys.com.

BRUNICK, MCELHANEY & KENNEDY

PROFESSIONAL LAW CORPORATION

1839 COMMERCENTER WEST

SAN BERNARDINO, CALIFORNIA 92408

TELEPHONE: (909) 889-8301

FAX: (909) 388-1889

WILLIAM J. BRUNICK
LELAND P. MCELHANEY
STEVEN M. KENNEDY

MAILING ADDRESS:

POST OFFICE BOX 13130

SAN BERNARDINO, CALIFORNIA 92423-3130

May 29, 2019

TO: Board of Directors
THREE VALLEYS MUNICIPAL WATER DISTRICT

FROM: Steven M. Kennedy, General Counsel

RE: Legal Update – Annual Sunshine Ordinance Review

The purpose of this memorandum is to advise the Board with respect to judicial developments in connection with the above-referenced matter.

In this regard, the following cases address and interpret various provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.). While these cases are illustrative of the necessity of the District to take special care in the manner in which agendas are prepared and followed at Board meetings, it does not appear that these opinions would warrant any substantive changes to the District's Sunshine Ordinance (a copy of which is attached hereto) at this time.

Olson v. Hornbrook Community Services District, 33 Cal. App. 5th 502 (2019)

Roger Gifford and Kimberly Olson sued the Hornbrook Community Services District regarding various issues with the District's posted agendas for three Board meetings. First, for the District's August 16, 2016 meeting, the agenda indicated that the District would be considering payment of the quarterly premium for the State Compensation Insurance Fund. The agenda indicated that the quarterly premium amounted to \$285.75. However, when the item came up for discussion at the August meeting, the Board Secretary indicated that she had received additional communications from the State Compensation Insurance Fund and that the amount of the quarterly premium would be higher than the amount stated on the agenda. Without offering any explanation as to why the amount changed, the Secretary insisted the District approve the new demand for payment.

Second, for the District's September 20, 2016 meeting, the agenda indicated that the District would be approving and authorizing signatures for various bills listed on the agenda. The list included payment to an individual for his services for an unspecified amount, but did not include an AT&T bill. At the meeting, the Secretary announced that she had not included a bill from AT&T that she wanted to add to the agenda. The Secretary also filled in the amount of the payment for the individual on the blank space of the agenda, without any motion or vote to do so.

TVMWD Board of Directors

May 29, 2019

Page Two

Third, for the District's January 27, 2017 meeting, the agenda allowed for public comment at the start of the meeting "on any matter within the jurisdiction of the [District] that is NOT ON THE AGENDA ... Any person wishing to address the [District] on an item ON THE AGENDA will be given opportunity at that time." The agenda also indicated that the District would be approving bills and authorizing signatures for District expenses received through January 24, 2017. Members of the public objected that the District was violating the Brown Act because individuals who wished to comment on agenda items were required to sit through the entire meeting until those items came up for discussion. The Secretary indicated that she did not believe the District's conduct was in violation of the Brown Act and that the District would continue with its practice regarding public comment.

Following each meeting, the individuals each sued the District for violating the Brown Act. They claimed that the District failed to adequately describe several items it acted on, and unreasonably limited public comment. The trial court dismissed all of their claims, and they appealed.

The Court of Appeal concluded that the individuals had valid claims as to the August and September 2016 agendas, but not as to the January 2017 agenda. For the January 2017 agenda, the Court found that the description indicating that the District would be approving bills and authorizing signatures for District expenses received through January 24, 2017 "leaves no confusion as the essential nature of the District's action" and because the District actually took the action it described. Further, the Court of Appeal noted that noting in the Brown Act prohibits the District from restricting comment on items appearing on the agenda until the items come up for discussion.

For the August 2016 agenda, the Court reasoned that the District's agenda adequately communicated the essential nature of its action - to discuss and approve payment to the State Compensation Insurance Fund. The Court noted that a difference in the amount of payment was insignificant because "[t]hose interested in the payment had notice that it was going to be discussed and acted upon ... and could attend the meeting and participate in the Board's action regardless of the amount to be paid." However, the Court determined that even though the agenda description was in compliance, the individuals could still pursue the allegation that the District took an action different from what it notified the public it would take when it authorized a higher payment for the State Compensation Insurance Fund premium. The Court noted that while those interested in this item would know to attend the August 2016 meeting, "those interested in the particulars ... may be persuaded not to attend the meeting in reliance on the [District's] assurance of the scope of the action it would take."

TVMWD Board of Directors
May 29, 2019
Page Three

With regard to the September 2016 agenda, the Court found that the individuals could challenge the sufficiency of the agenda description because it specifically stated that the District would be approving a specific list of payments. The Court reasoned that those interested in payments not listed would not know to attend the September 2016 meeting so they could comment on the subject.

Ribakoff v. City of Long Beach, 27 Cal. App. 5th 150 (2018)

As was his frequent practice, Joe Ribakoff attended a Long Beach Public Transportation Company (LBTC) board meeting as an interested citizen. LBTC's lone shareholder is the City of Long Beach, and LBTC operates as a public entity. During the public comment period, Ribakoff spoke for the three minutes that an LBTC ordinance grants members of the public to address the Board. When Ribakoff attempted to speak a second time, after the close of public comment, he was denied the opportunity to speak further and his microphone was cut off. An LBTC representative testified that Ribakoff became argumentative and appeared to approach the dais where the Board was seated. A police officer was summoned and told Ribakoff that if he disrupted the meeting again, he would be arrested for violation of a city ordinance prohibiting disturbance or interruption of a Board meeting.

Ribakoff sued the Board, arguing that the ordinance violates the First Amendment, and that its three-minute speaking limit violates the Brown Act and the First Amendment.

To support his argument that the ordinance's prohibition on disturbance or interruption of a Board meeting violated the First Amendment, Ribakoff pointed to precedent suggesting that an ordinance is unconstitutional if interpreted to allow an arrest based on the content of the disruption. However, that precedent also found that an ordinance is constitutional if it is construed to be a content-neutral "time and place" restriction. The court construed the challenge ordinance to be a legitimate "time and place" regulation that only penalized speech based on whether it was disrupting the meeting, not on what was being said.

The Brown Act permits a public agency's governing board to adopt reasonable time limitations to ensure adequate opportunity for public comment, but prohibits the board from censoring public criticism of it. Ribakoff argued that the three-minute limit is not reasonable because the Board used it for a purpose other than time limitation - it allowed the Board to censor his criticism. However, the Court found no evidence to support this argument. The Board did not stop Ribakoff from speaking during his initial three minutes, despite his critical statements. It was only when he attempted to speak after his three minutes had expired that he was restrained from speaking further.

TVMWD Board of Directors
May 29, 2019
Page Four

Ribakoff also claimed that the time limit is unreasonable because the three-minute limitation applies only to public comment and not the Board or its invited speakers. The Court disagreed, pointing out the difference in purpose between public comments and Board or invited presenter speech. When the Board or its invited presenters speak, it is for the benefit of the public. The Board regulates the number and length of these presentations, and ensures that they do not take more time than necessary. Conversely, public comment is potentially unlimited depending on how many members of the public are at the meeting, so a reasonable time limitation is justified.

The Court recognized that board meetings are open to the public, yet are still governmental processes with an agenda and a purpose. Therefore, limitations for the purposes of keeping the board on schedule and on topic are justified.

If any member of the Board has any questions or comments, please feel free to address them to me as appropriate.

Enclosure (Ordinance No. 13-04-20)

ORDINANCE NO. 13-04-20

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT CONCERNING THE CONDUCT OF ITS PUBLIC MEETINGS

WHEREAS, the Board of Directors of the Three Valleys Municipal Water District finds as follows:

A. The Three Valleys Municipal Water District (“the District”) is a municipal water district organized and operating pursuant to California Water Code Section 71000 et seq.

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”).

C. On March 7, 2001, the Board adopted Ordinance No. 3-01-8 in order 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.

D. On May 7, 2001, the Board adopted Ordinance No. 5-01-9 which amended Ordinance No. 3-01-8 to impose further requirements upon itself which allow greater access to the meetings of the Board than prescribed in the Brown Act.

E. On February 22, 2002, the Board adopted Ordinance No. 02-02-11 which further amended Ordinance No. 3-01-8 with respect to the date, time, and place of the Board’s regular meetings.

F. On June 25, 2003, the Board adopted Ordinance No. 6-03-12 which further amended Ordinance No. 3-01-8 with respect to closed session agenda descriptions and the date, time, and place of the Board’s regular meetings.

Item 7 - Exhibit A

G. On May 19, 2004, the Board adopted Ordinance No. 05-04-13 which further amended Ordinance No. 3-01-8 with respect to the date, time, and place of the Board's regular meetings, and consolidated all of the amendments to Ordinance No. 3-01-8 into a single comprehensive document.

H. On January 18, 2012, the Board adopted Ordinance No. 12-01-19 which amended Ordinance No. 05-04-13 with respect to the dates of the Board's regular meetings and the posting of its agendas.

I. The purpose of this ordinance is to modify the closed session descriptions attached hereto as Exhibit A so as to maintain compliance with recent statutory amendments to the Brown Act and to ensure that the Board's deliberations are performed in a manner that reflect a dedication to the highest standards of integrity and accountability so as to continue to earn the trust and confidence of the parties served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Three Valleys Municipal Water District does hereby adopt and ordain as follows:

Section 1. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at 8:00 a.m. on the first and third Wednesdays of each month at the District offices located at 1021 East Miramar Avenue, Claremont, California, unless otherwise provided in the agenda that is prepared and posted therefor in accordance with Section 2.3 hereof.

Item 7 - Exhibit A

2.2. **Special Meetings.** Special meetings of the Board may be called from time to time and will be conducted in accordance with Government Code Section 54956. The Board shall not add any non-agendized item to the agenda of a special meeting. Further, no agenda for a special meeting shall provide an opportunity for the Board to consider the possible addition of any non-agendized item to the agenda.

2.3. **Agendas.**

2.3.1. **Descriptions.** The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning is not known to the general public. The agendas may refer to explanatory documents, including but not limited to correspondence or reports, within the written material prepared and/or forwarded by District staff to the Board concerning the subject matter of any agenda item. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

2.3.2. **Additions.** The Board shall not discuss or take action on any item not appearing on the posted agenda for the meeting unless otherwise authorized by the Brown Act. All findings and/or determinations required by Government Code Section 54954.2(b) shall be expressly made by the Board and duly reflected in the minutes of the meeting.

2.3.3. **Public Comment.** The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In

Item 7 - Exhibit A

the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board.

2.3.4. Posting. The agendas of all Board meetings and all committee meetings which are open to the public shall be posted in the following locations: (1) an exterior bulletin board located outside the District headquarters that is accessible twenty-four (24) hours a day; (2) on-line at the District's website known as www.threevalleys.com; and (3) an interior bulletin board located in the lobby of the District headquarters.

2.3.5. Background Material. Staff material, consisting of agendas, staff reports, and other material prepared and forwarded by staff which provide background information and recommendations, regarding agenda items, when distributed to all or to a majority of the members of the Board in connection with a matter which is subject to discussion or consideration in open session at a public meeting, shall be made available to the public upon request.

2.4. Closed Sessions.

2.4.1. Agenda Descriptions. Substantial compliance with the permissive provisions of Government Code Section 54954.5, as generally reflected in Exhibit A attached hereto and incorporated herein by this reference, is mandatory under this ordinance with respect to the description of any closed session items on any Board meeting agenda. For closed sessions held pursuant to Government Code Section 54957, the agenda will use the description in Exhibit A

Item 7 - Exhibit A

that best describes the purpose of the closed session. When the purpose of the closed session is to conduct a hearing on specific complaints or charges brought against an employee of the District, the agenda description shall read “PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, employee given 24-hour notice.”

2.4.2. Advance Announcement. Prior to holding any closed session, the Board shall state in open session the item or items to be discussed in the closed session. The statement may take the form of a reference to the item or items as they are listed by number or letter on the agenda, and must include any and all matters otherwise required to be disclosed under the Brown Act. For closed sessions held pursuant to Government Code Section 54956.9(d)(3), the Board must announce the existing facts and circumstances which authorize the holding of the closed session or specifically state that it believes that facts and circumstances that might result in litigation against the District are not yet known to a potential plaintiff or plaintiffs. In the closed session, the Board shall consider only those matters covered in its statement. Nothing in this section shall require or authorize the release of information which is exempt from disclosure under state or federal law.

2.4.3. Public Reports on Closed Session Actions. The Board shall publicly report any action taken in closed session, and the vote or abstention of every member present thereon, in the manner and to the extent required by Government Code Section 54957.1.

2.5. Ad Hoc Committees. In order to be exempt from the notice, agenda, and public participation requirements of the Brown Act, all ad hoc committees of the Board shall substantially comply with the following guidelines: (1) The committee shall be comprised of less than a quorum of the Board; (2) The committee’s life should be restricted to a relatively short period of time; (3) The committee’s purpose should be limited to a single and specific task; (4) The

Item 7 - Exhibit A

committee shall not be given any independent discretionary authority to make ultimate decisions on behalf of the Board with respect to the final resolution of the task; (5) The committee's charge should not be automatically renewed upon completion of its particular assignment or expiration of its fixed term; (6) The committee's meeting schedule should not be on a regular basis or established by formal action of the Board; and (7) Public notice of the formation of the committee shall be given in a timely manner.

Section 3. REVIEW OF ORDINANCE ON ANNUAL BASIS.

Each year, the Board may review this ordinance to determine its effectiveness and the necessity for its continued operation. As such time, the District's General Manager shall report to the Board on the operation of this ordinance, and make any recommendations deemed appropriate, including proposals to amend the ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this ordinance. Nothing herein shall preclude the Board from taking action on the ordinance at times other than upon conclusion of the annual review. The Board's failure to conduct the annual review shall result in the continued operation of this ordinance for another year or until otherwise modified by the Board.

Section 4. SEVERABILITY.

If any provision of this ordinance, or the application thereof to any person or circumstance, is held to be invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

Item 7 - Exhibit A

Section 5. EFFECTIVE DATE.

The provisions of this ordinance shall supersede all prior inconsistent ordinances and shall take effect immediately upon adoption.

Adopted this 17th day of April, 2013.

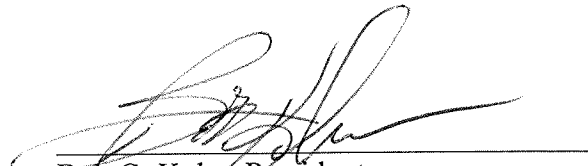
ROLL CALL:

AYES: Bowcock, De Jesus, Goytia, Horan, Kuhn, Lantz, Ruzicka

NOES:


ABSTAIN:

ABSENT:



Bob G. Kuhn, President
Board of Directors
Three Valleys Municipal Water District

ATTEST:



Brian Bowcock, Secretary
Board of Directors
Three Valleys Municipal Water District

Item 7 - Exhibit A

EXHIBIT A

Under Government Code Section 54954.5, the following language has been provided by the State Legislature as sample language which will meet the mandate of the Brown Act for properly identifying closed session items on the Board's agenda:

LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)

Applicant(s): (Specify number of applicants)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: (Specify street address; parcel number if no street address; or other unique reference of parcel under negotiation)

District Negotiator: (Specify names of negotiators attending closed session) (If the specified negotiator is to be absent, an agent or designee may participate provided the name of the agent or designee is announced publicly prior to the closed session.)

Negotiating parties: [Specify name of party (not agent)]

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [Government Code Section 54956.9(d)(1)]

Name of case: (Specify by reference to claimant's name, name of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

Item 7 - Exhibit A

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2):
(Specify number of potential cases)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (Specify
number of potential cases)

LIABILITY CLAIMS (Government Code Section 54956.95)

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section 54957)

Consultation with: (Specify name of law enforcement agency and title of officer, or name
of applicable District representative and title)

PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section
54957)

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code
Section 54957)

(No additional information is required in connection with a closed session to consider
discipline, dismissal, or release.)

Item 7 - Exhibit A

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

District designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or


Unrepresented employee: (Specify position title of unrepresented employee who is the subject of negotiations)

CASE REVIEW/PLANNING (Government Code Section 54957.8)

(No additional information is required in connection with a closed session to consider case review or planning.)



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: June 5, 2019
Subject: **Public Meeting Regarding the Imposition of a Water Standby Charge for FY 2019-20**

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

Staff Recommendation:

The Board will conduct a public meeting regarding the imposition of a water standby charge for FY 2019-20.

Discussion:

TVMWD is to convene a public meeting regarding the imposition of a water standby charge prior to conducting a public hearing on possible adoption of the water standby charge scheduled for June 19, 2019. This public meeting required proper notice, which was done in the Inland Valley Daily Bulletin on May 15, 22, and 29, 2019 and the San Gabriel Valley Tribune on May 17, 23, and 29, 2019.

Attached is the draft resolution that will be considered for approval at the Board meeting on June 19, 2019. The rate and methodology for the standby charge are described in the draft Engineer's Report, which is "Attachment A" of the resolution.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 19-06-DRAFT Adopting Procedures to Fix, Adjust, Levy, and Collect a Water Standby Charge

Meeting History:

Board of Director's Meeting – March 6, 2019, Information Item Only

Board of Director's Meeting – April 3, 2019, Information Item Only

Board of Director's Meeting – April 17, 2019, FY 2019-20 Budget Adoption

Board of Director's Meeting – May 1, 2019, Board Approval of Resolution No. 19-05-849
Initiating Procedures to Fix, Adjust, Levy and Collect a Water Standby Charge

NA/LC

Item 8 - Exhibit A

RESOLUTION NO. 19-06-DRAFT

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

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

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

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

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

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

WHEREAS, Water Code Section 71639(b) authorizes the District to adjust the amount of its standby charge if the adjustment is made in the same manner as provided for taxes, fees, and charges in Government Code Section 53750(h)(2), which provides that a tax, fee, or charge is not deemed to be increased by an agency action that does either or both of the following: (A) adjusts the amount thereof in accordance with a schedule of adjustments adopted by the agency prior to November 6, 1996; or (B) implements or collects a previously approved tax, fee, or charge, so long as the rate is not increased beyond the level previously approved by the agency, and the methodology previously approved is not revised by the agency.

WHEREAS, Water Code Section 71639(c) further authorizes the District to adjust the amount of its standby charge if all of the following conditions are met: (1) the amount

Item 8 - Exhibit A

of the assessment does not exceed \$29.41 per EDU; (2) the revenue raised by the assessment, including its annual adjustments, is used exclusively to fund the RTS charge, or equivalent charge, imposed upon the District by MWD, and related administrative costs; and (3) The District adjusts its water rates to its retail agencies by an amount necessary to prevent surplus funding of the RTS charge imposed upon the District by MWD.

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

WHEREAS, on May 1, 2019, the District's Board of Directors adopted Resolution No. 19-05-849 initiating proceedings to fix, adjust, levy, and collect a water standby charge in accordance with Water Code Section 71639 and scheduling of a public meeting on June 5, 2019, and a public hearing on June 19, 2019.

WHEREAS, beginning on May 15, 2019, the District published a joint notice of the public meeting and the public hearing by placing a display advertisement of at least 1/8 page in a newspaper of general circulation within the District at least three times and five days apart.

WHEREAS, on June 5, 2019, at 8:00 a.m., at the District offices located at 1021 East Miramar Avenue, Claremont, California, the Board of Directors of the District held a public meeting regarding the imposition of the charge.

WHEREAS, beginning on or about June 5, 2019, the District published a Notice of Public Hearing and Intent to Adopt a Water Standby Charge in a newspaper of general circulation within the District once a week for two successive weeks pursuant to Water Code Section 71639(c) and Government Code Section 6066.

WHEREAS, on June 19, 2019, at 8:00 a.m., at the District offices located at 1021 East Miramar Avenue, Claremont, California, the Board of Directors of the District held a public hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

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

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

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

Item 8 - Exhibit A

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

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

4. All adjustments in the amount of the standby charge set forth in the attached Engineer’s Report are in compliance with the requirements of Water Code Section 71639(b) since the adjustments are made in the same manner as provided for taxes, fees, and charges in Government Code Section 53750(h)(2), which provides that a tax, fee, or charge is not deemed to be increased by an agency action that does either or both of the following: (A) adjusts the amount thereof in accordance with a schedule of adjustments adopted by the agency prior to November 6, 1996; or (B) implements or collects a previously approved tax, fee, or charge, so long as the rate is not increased beyond the level previously approved by the agency, and the methodology previously approved is not revised by the agency.

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

Item 8 - Exhibit A

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

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

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19th day of June 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:



Three Valleys Municipal Water District

Water Standby Charge Assessment

2019/2020 ENGINEER'S ANNUAL LEVY REPORT

Intent Meeting: May 1, 2019
Public Hearing: June 19, 2019

27368 Via Industria
Suite 200
Temecula, CA 92590
T 951.587.3500 | 800.755.6864
F 951.587.3510 | 888.326.6864

www.willdan.com/financial

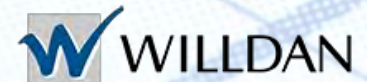


TABLE OF CONTENTS

INTRODUCTION	1
<i>I. DESCRIPTION OF THE PROPOSED PARCELS AND ASSESSMENT BOUNDARIES</i>	<i>2</i>
<i>II. ESTIMATE OF COSTS</i>	<i>2</i>
<i>III. DESCRIPTION OF ASSESSMENTS</i>	<i>4</i>
A. LEGAL REQUIREMENTS.....	4
B. ASSESSABLE PARCELS	5
C. EQUIVALENT DWELLING UNITS.....	6
D. ASSESSMENT RATES.....	9
E. AMOUNT OF ASSESSMENT	10
F. ACCURACY OF DATA.....	10
<i>EXHIBIT A - SAMPLE CALCULATIONS FOR VARIOUS LAND USES</i>	<i>11</i>
<i>EXHIBIT B – ASSESSMENT ROLL FOR FY 2019/2020</i>	<i>12</i>

ENGINEER'S REPORT THREE VALLEYS MUNICIPAL WATER DISTRICT WATER STANDBY CHARGE ASSESSMENT

INTRODUCTION

Pursuant to the provisions of Section 54984 et seq. of the Government Code of the State of California, being Chapter 12.4, "Uniform Standby Charge Procedures Act" (the "Act"), and in accordance with Resolution No. 7-96-361 of the Board of Directors (the "Board") of the Three Valleys Municipal Water District (the "District"), adopted on July 10, 1996 establishing a Water Standby Charge Assessment, I, Richard Kopecky, P.E., duly authorized representative of Willdan Financial Services, consultant to the District, submit this Engineer's Report for FY 2019/2020 consisting of the following parts and exhibits:

SECTION I

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

SECTION II

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

SECTION III

A description of the uniform standby charge assessment including:

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

Dated: _____

Willdan Financial Services

BY: _____
Susana Hernandez, Project Manager

BY: _____
Richard Kopecky, P.E.
Registration No. CE 16742

I. DESCRIPTION OF THE PROPOSED PARCELS AND ASSESSMENT BOUNDARIES

The proposed uniform standby charge assessment is entitled:

THREE VALLEYS MUNICIPAL WATER DISTRICT WATER STANDBY CHARGE ASSESSMENT

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

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

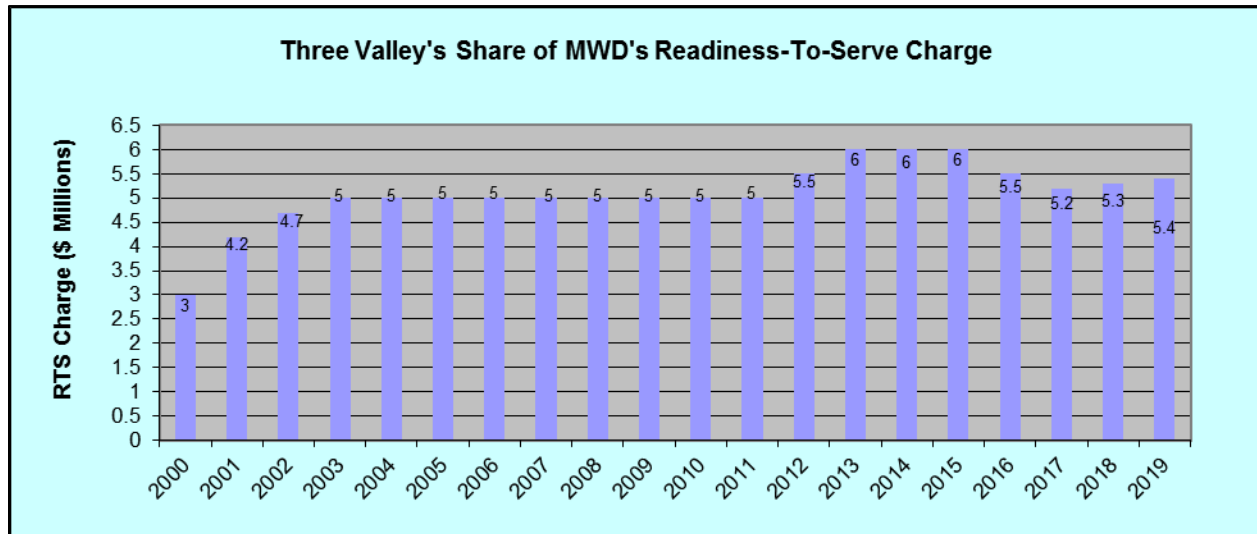
II. ESTIMATE OF COSTS

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

The following table lists the projections for the RTS Charge, Administration Cost and Estimated Maximum Total Assessment to be funded by the assessment.

	FY	FY	FY	FY	FY	FY	FY	FY
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
RTS Charge	\$5,541,364	\$6,022,555	\$6,371,116	\$6,074,192	\$5,537,230	\$5,233,954	\$5,274,931	\$5,363,969
Assessment Administration	\$49,832	\$50,332	\$51,056	\$51,675	\$52,057	\$52,709	\$53,383	\$52,074
Est. Maximum Assessment	\$5,379,146	\$5,374,162	\$5,375,222	\$5,441,758	\$5,445,359	\$5,443,845	\$5,425,678	\$5,431,833

The estimated RTS charge through the year 2002 was based on the schedule provided by MWD shown in the chart below. Years 2003 through 2011 were based on the projected RTS charge of \$5 million. The 2012 through 2019 RTS charges are based on the amount approved by the Southern California Metropolitan Water District Board for each year.



The amount budgeted to be generated by the assessment for FY 2019/2020 is \$3,551,627.77 as calculated in Section III.

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

	FY 2018/2019 ⁽¹⁾	FY 2019/2020	Difference	Percentage Difference
Parcels	134,530	134,530	0	0.00%
EDU's	184,693	184,693	0	0.00%
Rate/EDU	\$18.79	\$19.23	\$0.44	2.34%
Est. Revenue	\$3,470,362.78	\$3,551,627.77	\$81,264.99	2.34%

⁽¹⁾ Totals for FY 2018/2019 are based on the final applied levy by the Los Angeles County Auditor-Controller's Office.

Note: Difference between Estimated Revenue and EDUs multiplied by the Rate is due to rounding.

III. DESCRIPTION OF ASSESSMENTS

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

A. LEGAL REQUIREMENTS

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

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

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

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

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

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

B. ASSESSABLE PARCELS

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

Land Use Category	Number of Parcels	Dwelling Units (DU's)	Acres
Single-Family Residential (SFR)	102,983	102,983	N/A
Multi-Family Residential and Condominiums	22,239	44,298	N/A
Mobile Home Parks	101	8,225	N/A
Commercial	3,841	N/A	4,816.69
Churches	243	N/A	445.94
Industrial	2,016	N/A	4,113.06
Recreational Camping Facilities	2	N/A	7.87
Vacant Residential	2,199	N/A	7,391.21
Vacant Non-Residential	906	N/A	1,126.87
Exempt	0	N/A	0.00
Total	134,530		

The land use classifications are defined as follows:

Single-Family Residential - parcels designated as single-family residential per the Los Angeles County Assessor's Roll.

Multi-Family Residential (including Condominiums) - parcels designated as multi-family residential, which includes duplexes, apartments, condominiums or other dwelling units with common party walls, per the Los Angeles County Assessor's Roll.

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

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

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

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

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

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

C. EQUIVALENT DWELLING UNITS

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

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

Equivalent Dwelling Unit (EDU) factors have been established to indicate the estimated benefit received by each parcel within the District. This method of assessment has established the single-family residential parcel as the basic unit for calculation of the assessment and is defined as one (1) EDU. All other parcels within the District are assigned a proportional EDU based on a formula that equates the properties specific development status (land use) and size to that of the single-family parcel.

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

Single-Family Residential (SFR). The single-family parcel has been defined as being **1.0 EDU**.

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

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

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

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

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

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

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

Vacant. Vacant property receives a benefit from water services availability. Water availability allows the parcel to develop to its maximum use in the future. Based upon the opinions of professional appraisers who appraise current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in the Three Valleys Municipal Water District, the average is about 25 percent. Additionally, the utilization of vacant property is significantly less than improved property. Consequently, vacant property shall be assessed at the rate of 25% of improved property. Therefore, vacant single-family residential parcels are assessed 25% of a developed SFR parcel, or **0.25 EDU** per parcel, and vacant non-SFR parcels are assessed at the rate of 25% of the developed commercial/industrial properties, or **1.25 EDUs** per acre or any portion thereof, up to a maximum of 5 acres per parcel.

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

EQUIVALENT DWELLING UNITS							
Land Use	Basic Unit		EDU Factor		Use Factor		EDU Rates
Single-Family Res. (SFR)	1 DU	x	1	x	1	=	1.0 EDU/DU
Multi-Family Res. and Condominiums	1 DU	x	0.75	x	1		0.75 EDU/DU for the first 4 DU's
	1 DU	x	0.5	x	1	=	0.5 EDU/DU after the 4 th DU
Mobile Homes	1 DU	x	0.5	x	1	=	0.5 EDU/DU
Commercial	1 acre	x	5	x	1.4	=	7.0 EDU/acre for the first 5 acres (min. 1 EDU/parcel)
	1 acre	x	1.25	x	1.4	=	1.75 EDU/acre after the 5 th acre
Industrial	1 acre	x	5	x	1.1	=	5.5 EDU/acre for the first 5 acres (min. 1 EDU/parcel)
	1 acre	x	1.25	x	1.1	=	1.375 EDU/acre after the 5 th acre
Recreational Camping Facilities	1 acre*	x	5	x	1	=	5.0 EDU/acre
Vacant SFR	1 parcel	x	0.25	x	1	=	0.25 EDU/parcel
Vacant Non-SFR	1 acre	x	1.25	x	1	=	1.25 EDU/acre (min. .25 EDU/parcel; max of 5 acres/parcel)

*Acre = theoretical acre

D. ASSESSMENT RATES

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

Land-Use Type	Equivalent Dwelling Units
SFR	102,983.00
MFR and Condominium	30,175.50
Mobile Home Parks	4,629.00
Commercial	25,762.76
Churches	2,886.07
Industrial	17,062.49
Recreational Camping Facilities	0.73
Vacant SFR	549.75
Vacant Non-SFR	644.09
Total:	184,693.39

Based upon the budget of \$3,551,627.77 as shown in Section II of this report, the Assessment Rate for FY 2019/2020 per Equivalent Dwelling Unit (EDU) is **\$19.23/EDU**, as calculated below.

Total Equivalent Dwelling Units	Applied Assessment Rate/EDU	FY 2019/2020 Total Assessment Revenue
184,693.39	\$19.23	\$3,551,627.77

Note: Difference in Total Assessment and EDUs multiplied by the Rate is due to rounding.

The following table, Summary of Assessment Rates, provides the proposed Maximum Assessment and Applied Assessment Rates for the ten-year period beginning with FY 2009/2010. The Board may continue to levy the Assessment in future years (i.e. beyond FY 2019/2020) so long as MWD continues to impose the RTS charge upon the District. However, the maximum Assessment Rate per EDU shall never be greater than \$29.41, nor shall the total amount assessed be greater than the sum of the RTS charge and administrative costs.

SUMMARY OF MAXIMUM AND APPLIED ASSESSMENT RATES

Fiscal Year	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Maximum Assessment Rate/EDU	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41
Applied Assessment Rate/EDU	\$15.55	\$18.54	\$20.46	\$23.11	\$25.02	\$23.09	\$20.16	\$18.51	\$18.79	\$19.23

E. AMOUNT OF ASSESSMENT

The amount of the proposed assessment for FY 2019/2020, based on EDUs as apportioned to each parcel shown on the latest roll of the Los Angeles County Assessor, is contained in the Assessment Roll on file in the office of the Secretary of the Three Valleys Municipal Water District. The description of each parcel is part of the records of the County Assessor and these records are, by reference, made a part of this Engineers Report.

F. ACCURACY OF DATA

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

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

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

EXHIBIT A - SAMPLE CALCULATIONS FOR VARIOUS LAND USES

Land Use	Benefit Calculation (EDU) x (Use Factor)				Total EDUs	Assessment \$19.23 /EDU
Single Family Res.	(1 DU x 1 EDU/DU)	x	1.0	=	1	\$19.23
Triplex	(3 DU x .75 EDU/DU)	x	1.0	=	2.25	\$43.27
10-Unit Apartment	[(4 DU x .75 EDU/DU) + (6 DU x .5EDU/DU)]	x	1.0	=	6	\$115.38
90-Unit Apartment	[(4 DU x .75 EDU/DU) + (86 DU x .5EDU/DU)]	x	1.0	=	46	\$884.58
Store ¼ acre parcel	(¼ acre x 5.0 EDU/acre)	x	1.4	=	1.75	\$33.65
Bank/Office Bldg. ½ acre parcel	(½ acre x 5.0 EDU/acre)	x	1.4	=	3.5	\$67.31
Office Building 2 acre parcel	(2 acre x 5.0 EDU/acre)	x	1.4	=	14	\$269.22
Service Station ⅓ acre parcel	(⅓ acre x 5.0 EDU/acre)	x	1.4	=	2.333	\$44.86
Light Manufacturing ¼ acre parcel	(¼ acre x 5.0 EDU/acre)	x	1.1	=	1.375	\$26.44
Heavy Manufacturing 7 acre parcel	[(5 ac x 5.0 EDU/ac) + (2 ac x 1.25 EDU/ac)]	x	1.1	=	30.25	\$581.71
Recreational Camping Facility	[(2,500 sf x 3) ÷ 43,560 sf/ac] x 5.0 EDU/ac	x	1.0	=	0.8609	\$16.56
Vacant SFR	(1 parcel x .25 EDU/parcel)	x	1.0	=	0.25	\$4.81
Vacant Non-SFR 1 acre parcel	(1 acre x 1.25 EDU/acre)	x	1.0	=	1.25	\$24.04
Vacant Non-SFR 5+ acre parcel	(5 acre x 1.25 EDU/acre)	x	1.0	=	6.25	\$120.19

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


EXHIBIT B – ASSESSMENT ROLL FOR FY 2019/2020

Each Assessor Parcel Number and its assessment to be levied for FY 2019/2020 is shown on the Assessment Roll on file in the office of the Secretary of the Three Valleys Municipal Water District and is incorporated herein by reference. Reference is made to the Los Angeles County Assessor's office for further description of the parcels in the District.



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 5, 2019

Subject: **Cyclic Storage Agreement Among the Metropolitan Water District of Southern California, Three Valleys Municipal Water District and Main San Gabriel Basin Watermaster**

<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:	

Staff Recommendation:

Staff is recommending approval of the Cyclic Storage Agreement among the Metropolitan Water District of Southern California, Three Valleys Municipal Water District and the Main San Gabriel Basin Watermaster.

Background:

On July 1, 1991, the first Cyclic Storage Agreement (“Agreement”) was executed among the Metropolitan Water District of Southern California (“MWD”), Three Valleys Municipal Water District (“TVMWD”), and the Main San Gabriel Basin Watermaster (“Watermaster”), a court empowered entity appointed by the Superior Court of the State of California in and for the County of Los Angeles, in connection with Civil Action No. 924128, entitled, “Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al” (the “Basin Adjudication”). Since that time, a total of seven (7) amendments have been executed amongst the parties approximately every 5 years. The 7th amendment to the Agreement expired in November 2018.

Discussion:

Watermaster and TVMWD, while in the process of executing Amendment No. 8 to the Agreement, were notified in March by MWD legal counsel, that since the previous amendment had already expired, MWD has no choice but require a new agreement be executed among the three parties. Executing a new agreement takes a significant amount of time considering language changes and legal reviews to the agreement, nonetheless, staff and legal counsel of the parties have agreed upon the final version attached as **Exhibit A** hereto.

The final State Water Project allocation was set by the Department of Water Resources at 70 percent. MWD has indicated to its member agencies that they desire to maximize

Item 9.A

all cyclic storage deliveries this year to take advantage of the abundant water supplies for future dry years. Technically, TVMWD will not be able to take advantage of cyclic storage deliveries in the Main San Gabriel Basin without a fully executed Agreement. To remedy this issue, staff from all parties including Upper San Gabriel Valley Water District (“Upper District”) have agreed upon allowing TVMWD to make cyclic deliveries immediately following Upper District’s deliveries at the USG-3 turnout in the San Gabriel River in the month of May. TVMWD has requested a 2000 acre-feet cyclic delivery into Upper District’s Cyclic account in the meantime and MWD has approved this request. Per Watermaster rules, Watermaster placed the order with MWD and deliveries ensued on Saturday May 25th and ended on Tuesday May 28th.

Once the new Agreement is executed by the court in the following months, the 2000 acre-feet of previously delivered water will be transferred by Watermaster into the TVMWD-MWD-Watermaster cyclic account.

Strategic Plan Objective(s):

- 1.1 – Secure water supplies that exceed the estimated annual demands by 10%
- 1.3 – Maintain diverse sources of water supplies and storage, and increase extractable water storage supplies to 10,000 acre-feet

Attachment(s):

Exhibit A – Cyclic Storage Agreement Among the Metropolitan Water District of Southern California, Three Valleys Municipal Water District and Main San Gabriel Basin Watermaster

Meeting History:

None

NA/ML

**CYCLIC STORAGE AGREEMENT AMONG
THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA,
THREE VALLEYS MUNICIPAL WATER DISTRICT
AND MAIN SAN GABRIEL BASIN WATERMASTER**

This Cyclic Storage Agreement (“Agreement”) is made as of April __, 2019, by and among the METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA (“Metropolitan”), a public agency of the State of California, THREE VALLEYS MUNICIPAL WATER DISTRICT (“Three Valleys”), a public agency of the State of California, and the MAIN SAN GABRIEL WATERMASTER (“Watermaster”), a court empowered entity appointed by the Superior Court of the State of California in and for the County of Los Angeles, in connection with Civil Action No. 924128, entitled, “Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al” (the “Basin Adjudication”).

RECITALS

A. Metropolitan is a wholesale provider to its 26 member agencies, created under The Metropolitan Water District Act (“MWD Act”). Wat. Code appen., §§ 109-25, 109-130.

B. Metropolitan secures water for its member agencies, including Three Valleys, primarily by importing water from the California State Water Project (“SWP”) and the Colorado River.

C. Three Valleys is a member public agency of Metropolitan and a wholesale water provider with a service area overlying the Main San Gabriel Basin (“Basin”), a groundwater basin located in Los Angeles County. Three Valleys was created under the Municipal Water District Law of 1911. Wat. Code § 71000 et seq.

Item 9.A - Exhibit A

D. Water rights have been adjudicated in the Basin according to Judgment in the Basin Adjudication. The Judgment established Watermaster as the regulatory agency responsible for managing the Basin and authorized Watermaster to purchase supplemental water when an individual producer's production in the Basin exceeds his/her share of the operating safe yield, and for other purposes, hereafter referred to as "supplemental water requirements". The Judgment was most recently amended in 2012 in response to increasing uncertainties affecting the availability of local and supplemental water supplies. The 2012 Judgment amendment includes provisions to allow the Watermaster increased flexibility to acquire and store water during wet years for use during dry years. Three Valleys is responsible pursuant to the Judgment to provide supplemental imported water to Watermaster for recharge of the Basin on behalf of Three Valleys' member agencies ("Responsible Agency").

E. Pursuant to section 34(n) of the Judgment, Watermaster is authorized to enter into cyclic storage agreements for utilization of groundwater storage capacity in the Basin for cyclic storage of supplemental water for subsequent recovery or Watermaster credit by the storing entity with all such agreements to be in accord with Uniform Rules and Conditions adopted by Watermaster.

F. Through this Agreement, the Parties intend to provide for the delivery of water by Metropolitan to Three Valleys in advance of demand for the water by Three Valleys to meet its supplemental water delivery requirements to Watermaster.

G. To provide for the spreading of water for cyclic storage, Watermaster and the Los Angeles County Flood Control District have heretofore entered into an agreement whereby the Flood Control District will undertake the responsibilities associated with actual spreading operations in the Basin.

Item 9.A - Exhibit A

H. The Parties are entering into to this Agreement for the purpose of giving Metropolitan the right to use up to 40,000 acre-feet of space in the Basin pursuant to the terms of this Agreement.

COVENANTS

In consideration of the above recitals, the covenants, and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, IT IS AGREED:

1. Definitions

The definitions contained in the Judgment are hereby incorporated by this reference and made a part hereof.

2. Priority of Agreement Within the Basin

Since Three Valleys is a Responsible Agency, as defined in the Judgment, and since Metropolitan is a supplier of supplemental water to Three Valleys and will be providing such water when available to enable Three Valleys to satisfy supplemental water requirements placed on Three Valleys by Watermaster, the rights granted under this Agreement shall have equivalent priority with rights granted Responsible Agencies under other Cyclic Storage Agreements entered into by Watermaster pursuant to its Uniform Rules and Conditions of Cyclic Storage Agreements.

3. Storage of Metropolitan Water

Three Valleys hereby agrees to enter into a cyclic storage arrangement with Metropolitan through this Cyclic Storage Agreement. In order to manage its water resources, Metropolitan may store water with Three Valleys through the delivery of water in advance of Three Valley's purchase of that water. Metropolitan may request that Three Valleys accept delivery of water for

Item 9.A - Exhibit A

storage through direct spreading or injection, or through in-lieu means (“Metropolitan’s Cyclic Storage”). Three Valleys may accept delivery of Metropolitan water through written confirmation to Metropolitan that the water may be delivered to the Basin for future purchase by Three Valleys, in accordance with the terms of this Agreement.

In light of the San Gabriel Exchange and Purchase Agreement executed between San Gabriel Municipal Water District (“San Gabriel”) and Metropolitan in September 2013, this cyclic storage account may hold water delivered directly through Metropolitan’s spreading connection or through sale or exchange between Metropolitan and San Gabriel. Watermaster agrees to transfer and to perform accounting for transfers from San Gabriel’s cyclic storage account to Metropolitan’s cyclic storage account when Metropolitan and San Gabriel jointly make sure request.

Watermaster agrees that Metropolitan’s Cyclic Storage shall occupy space in the Basin pursuant to the Judgment. Watermaster agrees that Metropolitan’s Cyclic Storage shall be credited to Metropolitan and shall occupy up to 40,000 acre-feet of space until such time as purchased from Metropolitan by Three Valleys to meet its supplemental water requirements to Watermaster. Upon purchase of the water by Three Valleys, that water shall be credited to the supplemental water requirements of Three Valleys in accordance with the Judgment.

All water stored in Metropolitan’s account pursuant to this Amendment shall be: (i) spread by the Los Angeles County Flood Control District in accordance with its agreement with Watermaster; (ii) transferred by Watermaster from the San Gabriel cyclic storage account upon request by San Gabriel and Metropolitan; (iii) or pursuant to other arrangements approved by Watermaster. The time, place, and amount of such spreading within the Basin shall be approved in advance by Watermaster. Notwithstanding any other provisions of this Agreement,

Item 9.A - Exhibit A

Watermaster reserves the right to order the cessation or reduction in delivery rate of water being spread for cyclic storage if, in its judgment, Watermaster determines:

- a) That water previously authorized to be stored under this Agreement would cause the elevation of the groundwater in the Basin to adversely affect the Basin's highest utilitarian operation; or
- b) That such cessation or reduction in delivery rate is necessary to prorate the cyclic storage rights of all Responsible Agencies in the Basin; or
- c) That the spreading of supplemental water would be jeopardized by the continued spreading of water for cyclic storage when considering the necessity to protect the elevation of the Baldwin Park Key Well or to protect basin water quality.

During periods of delivery, Metropolitan shall issue a monthly report to Three Valleys and to Watermaster indicating the amount of water which Metropolitan has delivered and caused to be spread hereunder for storage in Metropolitan's account. Such report shall be subject to Watermaster's verification.

4. Delivery, Amount, and Ownership of Stored Water

The amount of water to be stored in the Basin for Metropolitan under this Agreement shall not exceed 40,000 acre-feet at any point in time. Prior to each delivery of water by Metropolitan into the Cyclic Storage Account, the Parties shall mutually agree to: (1) the amount, location, and timing of actual water delivered pursuant to this Cyclic Storage Agreement; and (2) a schedule by which Three Valleys shall purchase the stored water. Any amendment to the delivery schedule shall require mutual agreement.

Until such time as Three Valleys purchases the stored water in accordance with Section 8, the water shall be accounted for in the Cyclic Storage Account, pursuant to Section 5.

Item 9.A - Exhibit A

5. Cyclic Storage Account

Watermaster agrees to perform accounting of spreading and transfer deliveries and purchases pursuant to this Agreement (the “Cyclic Storage Account”, or “Account”) and to report all spreading and extraction activities in compliance with the Judgment. Three Valleys will account for all spreading and transfer deliveries in and out of the Cyclic Storage Account and will maintain a record of the balance of water in the Cyclic Storage Account. The Parties to this Agreement will confirm accounting of transactions and balance at the end of each fiscal year for inclusion in the Watermaster Annual Report.

6. Delivery from the Cyclic Storage Account

Metropolitan shall deliver water to Three Valleys from the Cyclic Storage Account in accordance with the schedule agreed to by the parties pursuant to Section 4. Metropolitan will bill Three Valleys for the water at the time of such deliveries in accordance with Section 8. In the event Three Valleys does not meet its purchase obligation in accordance with Sections 4 or 8, Metropolitan retains the prerogative to meet regular untreated water demands by Three Valleys either from water stored in its Cyclic Storage Account or from water in its distribution system. Metropolitan need not provide advance notice to Three Valleys when it exercises its prerogative under this Section.

7. Loss of Water

There shall be no losses assigned to Metropolitan’s Cyclic Storage account as a result of the delivery process into the account. Water delivered into this Cyclic Storage Account shall be fully credited to Metropolitan’s Cyclic Storage. Losses may be assigned to Metropolitan’s Cyclic Storage Account only for water stored in the account after delivery. Watermaster shall determine and assign losses in water stored in Metropolitan’s account in the Basin, assuming that

Item 9.A - Exhibit A

cyclic-stored water floats on top of the groundwater supplies. Such losses shall be determined by accounting for all losses of natural water which would have replenished the Basin had water not been in cyclic storage, and Watermaster shall apportion such losses among all storing entities pursuant to and in accordance with Watermaster's Uniform Rules and Conditions governing cyclic storage by Responsible Agencies.

8. Obligation for Purchase and Payment

Three Valleys agrees to purchase water from Metropolitan's Cyclic Storage Account in accordance with Sections 4 and 6 of this Agreement, but no later than the termination of this Agreement. Three Valleys shall be billed by and pay Metropolitan in accordance with the billing and payment provisions in Metropolitan's Administrative Code, as amended over time. The purchase of water from Metropolitan's Cyclic Storage Account shall be equivalent to the sale and delivery of water for purposes of applying the provisions of Metropolitan's Administrative Code. Payments to Metropolitan for such sale of water from its Cyclic Storage Account shall be calculated using Metropolitan's rate for full service untreated water in effect at the time of the sale of water to Three Valleys. The sale of water from Metropolitan's Cyclic Storage Account to Three Valleys shall be included in the calculation of the Three Valleys' Ten-Year Rolling Sales Average for purposes of Metropolitan's Readiness-to-Serve Charge at the time stored water is sold to Three Valleys. The Capacity Charge shall not apply to cyclic water sales because Metropolitan shall deliver water for storage at its discretion.

9. Rent or Offset Credit

It is hereby agreed that there shall be no charge, rent assessment, or expense incurred by Metropolitan by reason of the use of the Basin allowed hereunder, nor is there any credit or offset for the benefits thereof, nor shall there be any charge to Metropolitan for the use of physical

Item 9.A - Exhibit A

facilities including service connections, flood control channels, spreading basins or hydrologic services utilized in connection with the use of the Basin allowed herein.

10. Indemnity Clause

As to negligent actions, if any, arising under this Amendment, Three Valleys shall indemnify and hold harmless Metropolitan, its officers, agents and employees from any and all costs, damages or liability resulting or alleged to result from such actions of Three Valleys and Watermaster, and shall provide Metropolitan with the defense from such actions of Three Valleys and Watermaster, and shall provide Metropolitan with the defense or pay the cost of defense of any action brought against Metropolitan or its officers, agents or employees arising or alleged to arise by reason of negligent actions of Three Valleys and Watermaster.

As to negligent actions, if any, arising under this Amendment, Metropolitan shall indemnify and hold harmless Three Valleys or Watermaster, their officers, agents or employees, from any and all costs, damages or liability resulting or alleged to result from such actions of Metropolitan and shall provide Three Valleys or Watermaster with the defense or pay the cost of defense of any action brought against Three Valleys or Watermaster or their officers, agents or employees arising or alleged to arise by reason of negligent actions of Metropolitan.

11. Term

The term of this Agreement shall commence on the date and year listed at the beginning of the Agreement and shall terminate one (1) year thereafter. An extension of this term can be made upon mutual agreement of the Parties. Watermaster shall report its intention to consider an extension of this Agreement in its minutes of a meeting held prior to its meeting when any such extension shall be acted upon.

12. Termination

Item 9.A - Exhibit A

In the event of a material breach hereunder, any party hereto may terminate this Agreement upon thirty (30) days' written notice to the other Parties hereto. Metropolitan may require amendment of this Agreement, or its termination, upon sixty (60) days' written notice if its Administrative Code is amended to change (i) the manner in which Metropolitan sets its water rates and charges for the sale and delivery of water (the rate structure), (ii) designations of classes of water service, or (iii) conditions of water service, in a manner which requires amendment of this Agreement. In the event this Agreement must be so amended, it shall be amended to provide water rates and charges applicable to water service for untreated water applicable to all of Metropolitan's member public agencies, except for any charge specifically set to recover costs incurred to meet peak distribution demands. In the event such an amendment to this Amendment cannot be obtained from any Party, this Agreement may be terminated by Metropolitan upon sixty (60) days' written notice to the other Parties hereto.

In the event of termination with less than one-year notice, the Agreement shall continue for one year only for purposes of implementing deliveries from the San Gabriel Exchange and Purchase Agreement, Watermaster shall provide one-year notice of intent not to extend or to terminate this Amendment.

13. Purchase of Water After Termination

Upon notice of termination, Three Valleys is obligated to purchase all water remaining in the Metropolitan Cyclic Storage Account within 90 days. During this period, all untreated water demands from Three Valleys to Metropolitan will be met with Metropolitan's Cyclic Storage. Until the Cyclic Storage Account is depleted, Three Valleys shall not obtain water from sources other than Metropolitan with the exception of local resource projects developed to offset imported water requirements.

Item 9.A - Exhibit A

14. Notices

Any notice required hereunder may be given by mail, postage prepaid, addressed as follows:

To: Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, CA 91711-2052
Attention: Matthew Litchfield, General Manager

To: Metropolitan Water District
700 N. Alameda Street
Los Angeles, CA 90012
Attention: Deven Upadhyay, Chief Operating Officer

To: Main San Gabriel Basin Watermaster
725 N. Azusa Avenue
Azusa, CA 91702
Attention: Anthony Zampello, Executive Officer

15. Interpretation

The Parties have developed this Agreement jointly and in consultation with their respective legal counsel. No ambiguity shall be resolved against any Party on the premise that it or its attorneys were responsible for drafting this Agreement or any of its terms.

16. Governing Law

This Agreement shall be construed in accordance with and be governed by the laws of the State of California.

17. Counterparts

This Agreement may be executed in counterparts, and signatures transmitted via facsimile or electronic mail shall be deemed to be originals.

18. No Third Party Rights

This Agreement does not create any rights enforceable by any person or entity that is not a Party to this Agreement.

Item 9.A - Exhibit A

19. Authority

The Parties represent that the persons executing this Agreement on their behalf are authorized to do so.

20. Assignment

No Party shall assign its rights under this Agreement without the prior written consent of the other Parties, which consent shall not be unreasonably withheld or delayed.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed in duplicate as of the date and year listed at the beginning of the Agreement.

Approved as to form:

Three Valleys Municipal Water District

Steven M. Kennedy
Brunick, McElhaney & Kennedy

By: _____
General Counsel

By: _____
Matthew Litchfield
General Manager

Approved as to form:

The Metropolitan Water District
of Southern California

Marcia L. Scully
General Counsel

By: _____
General Counsel

By: _____
Jeffrey Kightlinger
General Manager

Item 9.A - Exhibit A

Approved as to form:

Main San Gabriel Basin Watermaster


Frederic A. Fudacz
Nossaman LLP

By: _____
General Counsel

By: _____
Anthony Zampello
Executive Director



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: June 5, 2019
Subject: Enterprise GIS Project Professional Services Agreement – Nobel Systems

<input type="checkbox"/> For Action	<input checked="" type="checkbox"/> Fiscal Impact	<input checked="" type="checkbox"/> Funds Budgeted	
<input checked="" type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Cost Estimate:	\$150,000	

Staff Recommendation:

No Action Necessary – Informational Item Only

Background:

In 2007, Three Valleys Municipal Water District (“TVMWD”) conducted an asset data conversion into ARC-GIS environment with the intent of automating many processes within the District and to develop a robust asset-management program. Due to competing priorities, this project was never fully developed into a usable tool for staff to incorporate into the daily work flow. Since that time, the District has installed several new and rehabilitated facilities that have not been updated in the GIS database. In November 2018, the District contracted with a GIS consulting firm, Miller Spatial, to update the data conversion task as well upgrading the GIS software to current standards. The District now has an updated core GIS database and layers upon which to build a full enterprise GIS system and implement within the District.

Discussion:

In February 2019, TVMWD issued a Request for Proposals (“RFP”) to three qualified firms to further develop and integrate a full enterprise GIS system, to allow all divisions within the District to access and update data and improve asset management capabilities including, but not limited to, the following:

- (1) user-friendly map viewer of all District assets;
- (2) maximizing work flow efficiencies of staff;
- (3) database updates on an as-needed basis;
- (4) viewing images of assets, plans and as-builts;
- (5) field redlining of assets;
- (6) multiple application development for office and field environments;
- (7) develop a maintenance work order system;
- (8) automated USA callout application;

- (9) asset management of vertical assets (i.e., wells or vertical turbine pumps);
- (10) easy on demand access to as-built drawings and geographic layers; and
- (11) provide comprehensive staff training.

All three proposals received were reviewed and scored by staff using various criteria (i.e., project team, similar recent project experience, project understanding and approach, proposed fee, and estimated level of effort/time). The ranking summary and fee comparison is shown in Table 1 below.

Table 1 – Summary of Proposal Rankings & Consultants Proposed Fees

No.	Consulting Firm	Proposal Ranking	Proposed Firm Fee (\$)	Avg. Hourly Rate (\$/Hr)	Total Costs (after 3 years)
1	Spatial Wave	95	\$128,500	\$129	\$201,000
2	Miller Spatial	92	\$177,560	\$96	\$290,000
3	Nobel Systems	87	\$60,000	\$111	\$150,000

All three firms submitted proposals that were clear, concise and easy to understand. The relatively close rankings in Table 1 above reflects the quality of the proposals and information received.

Although Nobel Systems proposal was not the highest ranked proposal, they demonstrated that their project team is highly qualified, have been successful on similar projects with other local water agencies and cities (e.g. Roland Water District, City of La Verne, Walnut Valley Water District), and demonstrated a clear understanding of the project requirements and robust approach to accomplish the goals and objectives outlined in the RFP. The proposed solutions by Spatial Wave and Miller Spatial would require the District to incur additional costs/fees for software licenses, hardware, and cloud server. These additional costs are not required with the solution offered by Nobel Systems.

During the run up of RFP preparations, staff visited other water agencies that have utilized the consultants listed above to become educated with each firms' capabilities and deliverables. These site visits were invaluable in making the appropriate decision due to the perspective given to staff by experienced GIS users.

One of the principal reasons for selecting Nobel over the other firms was the user-friendly operating environment. The anticipated project deliverables by Nobel Systems have been shown to be easy to learn and implemented by operations staff and departments of other water utilities and cities. Nobel Systems has in-house staff to perform critical tasks, most notably updating GIS information and data very quickly (i.e. within 24 hours after requested). TVMWD is a wholesale agency with limited assets, a robust, more comprehensive GIS system is not the approach that needs to be taken, such as for a retail water agency with hundreds of miles of assets spread out over a large geographic region.

Another principal reason for selecting Nobel Systems is due to their proposed fee being significantly less than the other firms, keeping annual operating costs low. Ongoing

updating of GIS data as new assets are added is included in Nobel Systems fee structure, thus eliminating the need for the District to hire GIS staff for this purpose. Nobel Systems proposal requires a three-year agreement with the District within an initial (year 1) cost of \$60,000 and subsequent annual costs of \$45,000 for the following two years. The total three-year cost is \$150,000.

The estimated total number of hours provided by Nobel Systems to complete this project is approximately 540. Staff believes this is an appropriate and adequate level of effort for this project. Nobel Systems average hourly rate of \$111 per hour is very reasonable.

For the reasons stated above, staff recommends that Nobel Systems be awarded the contract to provide professional services for the full development of the TVMWD Enterprise GIS Project.

The work is anticipated to require approximately four to six months to complete with staff training to begin promptly thereafter.

Strategic Plan Objective(s):

- 1.5 – Maintain water infrastructure to assure 100% reliability
- 2.3 – Manage water infrastructure and staff operations to minimize costs

Attachment(s):

Exhibit A – Noble Systems Proposal

Exhibit B – Professional Services Agreement (Draft) – Nobel Systems

Meeting History:

None

NA/ML

NOBEL SYSTEMS

Proposal for Enterprise GIS Software

March 8, 2019

Ben Peralta – *Project Manager*

Three Valleys Municipal Water Department

1021 E Miramar Avenue

Claremont, CA 91711

RE: GEOGRAPHIC INFORMATION SYSTEM (GIS) ENTERPRISE PROJECT

Dear Mr. Peralta,

Nobel Systems is pleased to submit this proposal for the installation and deployment of a Geographic Information System (GIS) Enterprise Project for the Three Valleys Municipal Water Department.

Finding a comprehensive GIS and Asset Management Software solution can be difficult. Current solutions are too complicated, and many lack feature-rich mapping and mobile components. For this reason, we have worked tirelessly with water utilities over the years to develop a **powerful, user-friendly** Enterprise GIS and Asset Management Solution that dramatically improves their day-to-day operations and management of their water and sewer infrastructure. We are uniquely positioned to provide the District with un-matched professional service and technology:

- Our headquarters is San Bernardino, CA. Being local allows us to best support your project through personal support and on-site training.
- Our cloud-based, all-in-one turnkey solution satisfies all major requirements of your RFP and will provide the District with an enterprise GIS platform for the future.
- Our solution is powered by the latest technologies used by tech giants such as Google and Facebook in order to provide the fastest, cleanest User Experience.

We are excited for the potential opportunity to work with the District to deliver and execute your Enterprise GIS plan. We look forward to hearing from you.

Sincerely,

Todd Lushinsky – *Business Development Executive*

Nobel Systems Inc.

TABLE OF CONTENTS

Executive Summary..... 5

Our History Innovating for Water Utilities 5

1.1 District Objectives 8

1.2 Compatibility..... 9

1.3 Vendor Evaluation Criteria..... 10

1.4 Deliverables and Support 11

2.1 Project Tasks/Recommendations 13

2.2 Programming Languages..... 13

2.3 Operating Systems 13

GEOVIEWER BROWSER ACCESS AND CLOUD SERVERS 13

OPEN SOURCE VECTOR TILE GIS SERVER..... 14

2.4 Database..... 14

WHY NoSQL? 14

GEOVIEWER MOBILE AND DESKTOP SYNCHRONIZATION 15

2.5 User Interface Configuration..... 15

2.6 Reporting Capabilities 16

CANNED REPORTING AND EXECUTIVE DASHBOARDS..... 18

2.7 Electronic Content Management Capabilities..... 21

GEOVIEWER BUILT-IN ECMS..... 22

2.8 Workflow Capabilities 23

GIS INTEGRATION OF VALVE EXERCISING WORKFLOW 26

2.8 Application Security..... 27

SECURITY FEATURES / CAPABILITIES 27

ACTIVE DIRECTORY 27

2.9 Application Software 27

IoT MODULE (PRESSURE, FLOW, LEVEL, WATER QUALITY)..... 29

UTILITY BILLING MODULE 30

2.10 Software Upgrades..... 31

<i>2.11 User Access Requirements by Module</i>	32
<i>2.13 Hosted/SaaS Model</i>	32
<i>2.13 Hardware Requirements</i>	32
<i>2.14 Integration/Interface Capabilities</i>	32
FLEET MANAGEMENT SYSTEM	33
BARCODE SCANNERS	33
EMAIL WITH SIGNATURE	35
ACTIVE DIRECTORY	1
GIS INTEGRATION AND MAINTENANCE	1
<i>2.15 Cost Considerations</i>	<i>1</i>
<i>2.16 Mobile Field Computing</i>	<i>1</i>
<i>2.17 Telephone and Other Support</i>	<i>3</i>
<i>2.18 Implementation Methodology</i>	<i>3</i>
<i>2.19 Conversion Costs</i>	<i>1</i>
<i>2.20 Training and Education</i>	<i>1</i>
<i>2.21 Project Management</i>	<i>1</i>
<i>2.22 Subcontractor and Third-Party Relationships</i>	<i>1</i>
<i>2.23 Customer Implementation Responsibilities</i>	<i>2</i>
<i>2.24 Sample User and Technical Manuals & Other Documentation</i>	<i>2</i>
<i>2.25 Vendor/Reseller Information</i>	<i>2</i>
<i>2.26 Technology Direction</i>	<i>2</i>
<i>2.27 Corporate Structure Changes</i>	<i>3</i>
<i>2.28 Vendor Financial Information</i>	<i>3</i>
<i>2.29 User Groups</i>	<i>3</i>
<i>2.30 References and User Base</i>	<i>4</i>
SECTION 3 Detailed Proposal	5
<i>3.1 Project Team</i>	<i>5</i>
COMPANY OVERVIEW	7
<i>3.2 Proposed Solution</i>	<i>8</i>

SYSTEM FUNCTIONALITY REQUIREMENTS..... 8

Nobel Solutions 8

Operations Divisions..... 8

SYSTEM ARCHITECTURE 9

GeoViewer On-line 9

GeoViewer Mobile 9

3rd Party APIs..... 9

3.3 Project Execution..... 9

KICK OFF MEETING 10

DETAILED PROJECT SCHEDULE..... 10

DATA DISCOVERY / NEEDS ASSESSMENT PHASE..... 10

DATA CONVERSION..... 11

GIS IMPLEMENTATION 11

MODULE CONFIGURATION 11

INTEGRATIONS 11

SOFT ROLLOUT & TRAINING 11

HARD ROLLOUT & TRAINING..... 12

PROJECT DELIVERABLES 12

ONGOING TECHNICAL SUPPORT..... 13

3.4 DISCLOSURES AND CONTRACTUAL REQUIREMENTS 13

ACKNOWLEDGEMENT 13

FEATURE EXCEPTIONS AND PROBABLE COST 13

None 13

3.5 Cost Proposal 14

ONETIME SETUP COSTS:..... 14

ANNUAL HOSTING COSTS:..... 14

3.6 Conclusion 15

Executive Summary

Our History Innovating for Water Utilities

Established in 1992, Nobel Systems is among the largest private Geographic Information System (GIS) firms in the U.S., providing GIS services and Software-as-a-Service (SaaS) products as its primary business. We have developed innovative solutions for water utilities since 1992 and have become well-versed on their daily operational and management needs.

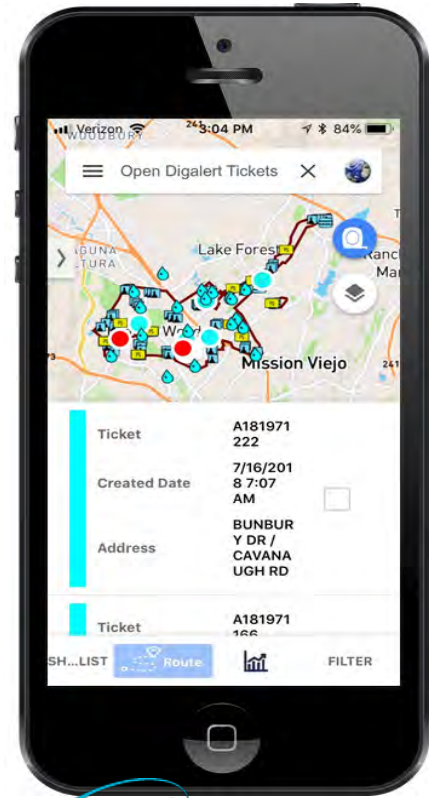
Headquartered in San Bernardino, CA, Nobel Systems remains an industry leader in all aspects of GIS Enterprise Asset Management Software. Our CEO Michael Samuel is currently on the board of **California Utility Executive Management Association**, and we are familiar with California State Reporting Standards. We are also certified **Water Loss Audit Validators**, and we can provide hydraulic modeling and water IoT services.

Nobel provides a portfolio of GIS products and services:

- Spatial data capture
- Data and software integration
- A web-based (SaaS) product called GeoViewer built using the latest smart-map server technology for the both office and field environments

Our team is exceptionally skilled in the development, maintenance, and integration of water utility enterprise GIS programs and web/mobile-based solutions. We have successfully delivered products and services for domestic and international customers, consolidating GIS databases and standalone utility management systems into a comprehensive enterprise system that can serve internal and external users.

We have assembled a team of professionals for this project that brings 80+ years of combined GIS experience and 20+ years of combined technology development experience for local government and public utilities



Nobel Systems – The Vendor of Choice

Nobel Systems GeoViewer On-line and GeoViewer Mobile robust software-as-a-service (SaaS) system provides water utilities with a powerful yet simple, responsive, cloud-based, all-inclusive turnkey solution that can also integrate seamlessly with existing utility and GIS software systems. Our system is built to allow better access to GIS data, maximize work efficiency and improve District workflow. GeoViewer allows instant access to images, as-builts, GIS, and live updates in both the office and field environments.

Major system components of GeoViewer On-line and Mobile are all integrated with our advanced GIS Mapping engine and include:

- Seamless integration and access to existing GIS data in an intuitive, easy to user interface
- Asset Management across the District
- Work Order Management
- Fleet and Inventory Management
- Advanced Operational Workflow Tools
- Electronic Content Management System
- Reliable and cost effective using cloud technology
- Customer Engagement and Billing Modules
- Business Analytics

Our technology stack utilizes open-architecture software developed by Google, Apple, Facebook, and others, enabling us to develop a large number of powerful tools and features in the GeoViewer software in a short amount of time. Just a few examples include:

- Work Order Time and Material Cost Analytics
- Water Loss, Water Quality, and Monthly Production Reports
- DigAlert Ticket Generation
- Geospatial Reports on Assets and Operations
- Barcode reader using iPhone and iPad
- IoT hardware water pressure and quality monitoring system

Our GeoViewer Mobile technology enables field crews to perform these and other tasks from their iPhone or iPad devices:

- Create work orders from the field
- Work offline as necessary, and seamlessly update the cloud database automatically upon reconnecting to a cellular network.
- Quickly view interactive maps: recently serviced areas, inoperable valves, main line breaks, leaks, flushed hydrants, customer service requests, DigAlert tickets, etc.

Item 9.B - Exhibit A

- View live pressure, flow, water quality data from remote battery powered IoT devices
- Upload relevant information to work orders including engineering as-builts, contractor receipts, photos, and videos
- Chat with their coworkers within the application
- Route DigAlert Tickets through in-built Voice-Guided Navigation

In addition to providing these built-in features, Nobel Systems has performed conversion services and integrated with a variety of existing utility management software similar to those requested in the RFP: asset management, maintenance, fleet management and electronic document management systems to name a few.

Project Planning

Support of our customers is our priority at Nobel Systems, and has been proven through outstanding relationships with our clients. (some of which have been working with Nobel Systems for over 20 years). As such, Nobel is committed to supporting the District's Enterprise GIS system. This support includes, but is not limited to:

- Discuss and plan a thorough review of the District's current software and use.
- Deliver best practices to not only structure and execute on plans, but to deliver a comprehensive tool that not only improves many of the Districts processes, but also integrates seamlessly with most third-party solutions.
- Provide thorough documentation on GeoViewer Software, as well as documentation of the plans, goals, timelines, and executed requirements for the project.

Implementation

During the implementation phase, Nobel will provide all of the required services: project management, process discovery, software integration, software installation, training, custom reports and interfaces, conversion assistance, maintenance and support. Nobel can easily provide the above on-site services because we are based in San Bernardino, thereby allowing senior officers to provide face-to-face support.

Nobel commits to meeting with the District at least three times to deliver progress of the project, however due to our close location to the District, Nobel will provide additional meetings as needed and necessary.

Based on the typical conversion, integration, and configuration time, Nobel anticipates a project duration time of 2-3 months from notice to proceed (NTP) to hard rollout.

Section 01

Understanding of Project Objectives

The District has thoroughly described their overall objectives, system requirements, and vendor selection criteria. We believe that our **GeoViewer On-line** and **Mobile** cloud-based solution can provide the District with a complete turn-key Enterprise GIS and powerful Asset Management System that will exceed your objectives and requirements, and in short order we will be expanding your capabilities beyond the goals of this RFP.

1.1 District Objectives

The District has identified their overall goals for their new Enterprise GIS System:

- Utilize existing GIS data on an Enterprise GIS System (through a newly developed application). All application development shall use ArcGIS data.
- To develop an intuitive user interface to view, edit, and update GIS data in a manner that supports smooth daily workflows without requiring comprehensive GIS user training.
- To implement the applications for full support and functionality in office and field environments. All functions shall employ an elegant, simple graphical user interface (GUI).
- To develop a simplified procedure to convert AutoCAD files into the GIS environment.

A description of how the **GeoViewer Enterprise Asset Management System** fulfills each of the overall goals provided by the District is provided in **Table 1-1**.

<p>Utilize Existing Data in Enterprise GIS system</p>	<p>GeoViewer was developed to utilize, access, and manage any GIS data. As specifically required with the RFP, GeoViewer can use existing or future Esri ArcGIS data within the system in a seamless manner, however, GeoViewer is not built using Esri technology, but supports Esri data while providing an existing application and system that delivers on the requirements.</p>
<p>Develop (Provide) an Intuitive User Interface</p>	<p>GeoViewer On-line and Mobile is built using open-source cloud technology developed by industry titans, resulting in rapid delivery of a best-in-class user experience. The all-in-one and user-friendly capabilities of GeoViewer empowers utility staff to view, edit, update, interact with and analyze data, streamline workflows, and improve customer service. GeoViewer is designed to be easy to use and requires minimal training. Our goal is to allow any user a smooth, simple, elegant experience while using GeoViewer.</p>
<p>Simplified Conversion of AutoCAD data to GIS Environment</p>	<p>Nobel Systems provides data conversion from AutoCAD to GIS via the use of the Dataworks software program which is used to streamline and simplify data conversion. Dataworks is a solution that works within the AutoCAD environment to create and convert files easily.</p>

Reduce Manual Processes, Automate Menial Tasks, And Increase Productivity

The **GeoViewer Platform** can accommodate virtually any workflow. We have worked with utility office and field staff to develop a variety of workflow tools and modules that automate a variety of business processes and tasks, many of which can be performed on your mobile phone: **work order management, fleet and inventory management, billing and collection, GIS maintenance and management, electronic document management, field operation and maintenance activities, file sharing, signatures, and reporting.** While **GeoViewer** streamlines day-to-day operations, reducing errors and improving productivity, it is also fun to use!

Improve Integration with Other Systems

GeoViewer can seamlessly integrate with other systems through **application programming interfaces (APIs)**. The goal is to capture the required data, regardless of source, and integrate it into one common data bank. Through an API we can collect, consolidate, process, store, and visualize data using charts, reports, with advanced GIS mapping. We can configure one-way, two-way, manual or live integration as required by the customer for each 3rd party system described in this RFP.

Select and Implement a Supportable Solution

Nobel Systems offers a cloud-based EAM solution (**GeoViewer Online and Mobile**) with Software-as-a-Service (SaaS) as its primary focus. It provides the **easiest and most cost-effective solution to meet the District’s needs.** Our hosting subscription eliminates the need for expensive software and hardware servers, helps reduce IT and GIS maintenance costs, improves reliability, and increases productivity.

1.2 Compatibility

GeoViewer is compatible with the following required software

- ArcGIS/ArcView/ArcInfo (min. version 10.6.1), AutoCAD, and EPANET. We support data consumption and access through the system.
- Windows 2010 Server, Windows 7, 10 - *GeoViewer is a cloud-based system so there is no need to support*
- TCP/IP high speed fiber connection – Database-MS-AccessSQL Server 2000 &2005
- Mobile Devices: Windows Tablet (GeoViewer online only), iPads, iPhones, Trimble Geo-Explorer – *GeoViewer does not support Android based devices at this time, however this may change within the duration of the contract.*
- To assist the District in evaluating our proposal, we have listed the vendor evaluation criteria in Table 1-3

1.3 Vendor Evaluation Criteria

To assist the District in evaluating our proposal, we have listed the vendor evaluation criteria in Table 1-3.

Table 1-3. Vendor Evaluation Criteria and Minimum Software Functionality		
Item	Vendor Evaluation Criteria	GeoViewer
A	Standard map navigation such as pan and zoom, query builder to search.	✓
B	Ability to turn layers on and off, legend display, legend edit.	✓
C	Calculate statistics, measure area, length, and depth below finished surface.	✓
D	Open query for all GIS Layers and available Database fields.	✓
E	Ability to join or relate to existing shapefiles or geodatabase(s).	✓
F	Hyperlink scanned documents as well as digital photos, such as easements and as-built drawings (PDF, MS-Word, CAD, jpeg, tiff, and other images).	✓
G	Provide Map Production Tools so that TVMWD can create standard maps, multi-page size print function with graphic scale and north arrow.	✓
H	Interface with other TVMWD existing systems such as Laserfiche, HTE, XC2 (external linkage) through simple configuration without programming.	✓
I	Access historical time series data from other existing systems including HTE, XC2 and SCADA.	✓
J	GIS web portals with customized home page with dashboard and online tools.	✓
K	Ability to record history of user actions and generate the history report.	✓
L	The program must be compatible with common web browsers such as Microsoft Edge, Internet Explorer 11, Chrome, and Safari. Internally facing applications may be standardized on one browser.	✓
M	Compatibility with Web Enabled Mobile devices.	✓
N	Flexibility to develop extensions and add additional licenses as needed.	✓
O	Availability and ease of use of mobile and online applications	✓
P	Ability to meet contract requirements	✓

1.4 Deliverables and Support

- Provide unlimited training for the TVMWD staff on GeoViewer.
- Coordinate training with appropriate staff and allow videotaping for training purposes.
- Unlimited training for staff administrator.
- Companion, searchable training manual on all devices utilizing GeoViewer.
- Provide necessary documentation which includes: user manuals, Core and Schema documentation and tutorials in HTML, Word, and PDF formats and permission to have access to, print, and distribute internally.
- Technical support and maintenance.
- Prompt technical support (phone/e-mail) at no charge.
- Provide all patches, service packs, and new software versions in a timely manner.

Software and Applications

Nobel Systems understands that the District has specific concerns and questions regarding the migration to a new enterprise system, new functionality introduction, and the integration of several core software systems that are used on a day-to-day basis. Below is a short list the capabilities of the core functionality that GeoViewer includes to satisfy the requirements:

- 1) In the field map viewing and simple to use interface.
- 2) Ability to continue to work in a disconnected environment.
- 3) Ability to **record notes, photos, and share redlining** with office personnel.
- 4) Create, schedule, assign, monitor, and **manage work online (i.e. work orders)**.
- 5) **Daily run documentation in an online form**, similar to the existing paper-based run sheets.
- 6) **Identify valves to be isolated and closed**, as well as **notify** affected TVMWD member agencies. Data can also be **monitored real time** using **Nobel's IoT technology** further enhancing these capabilities and introducing real-time pipe monitoring.
- 7) **Identify facility age, size, and condition** of assets based on specific parameters.
- 8) **Work order** creation, assignment, distribution, management and analysis using GeoViewer.
- 9) Utilize and **leverage existing Asset Management list** (Access format) to be converted to an ArcGIS readable format.
- 10) **Valve exercising solution using either manual or automated turning system** while providing valve exercise history, age, type, manufacturer and other pertinent data by location.

Item 9.B - Exhibit A

- 11) **Field metered delivery** to be used by member agencies and TVMW, including MWD treated water and TVMWD Miramar Treatment Plant deliveries, including monthly data upload and invoice tracking
- 12) **Peak Day tracking application** that produces **3D rendered** “scene” drawings of the service area, including Miramar delivery locations and all other MWD turnouts within the service area.
- 13) **Web portal** with member agency communication, for billing and water sales reporting.
- 14) **Automated Billing and tracking** that tracks monthly groundwater extraction & recharge activities for reporting and billing.
- 15) **Redlining of changes** to existing database as changes are made by adding, replacing, and replacing new assets
- 16) Web based **customer facing application** that directs users to the appropriate retail water agency.
- 17) **Document and content linking** (photos, video, as-built) in both connected and disconnected modes.
- 18) **USA Callout Application** that provides automatic mapping of the area to be marked by staff based on description and includes tracking of callout history for a specific ticket.
- 19) **Recommendation** of additional functionality within GeoViewer or outside technology.

Not Met/Reason

- 1) Interface with “Collector for ArcGIS” – **This is not necessary with the GeoViewer solution.**

Section 02

2.1 Project Tasks/Recommendations

District Information – Nobel Systems is able to support data exchange in the listed formats and will recommend and support additional data types as needed by the district.

Draft Memorandum – Nobel Systems agrees to provide TVMWD staff a draft memorandum that encompasses direction on their Enterprise GIS system. This memorandum will include the following:

- Pros and Cons related to software and cost
- Implementation recommendations including cost-effective measures
- The Nobel Systems GeoViewer technology does not need any Esri application to meet the requirements of this RFP, however, GeoViewer does support Esri data.

Esri Licenses – There is no need to assist staff in obtaining any required Esri licenses, upgrades, etc, as Esri technology is not needed to fulfill the requirements of the RFP

Preparation of a Cost Estimate – Nobel Systems shall provide a detailed and pricing for any additional software required to fulfill the requirements of this RFP, however we do not foresee the need to require any specific software.

2.2 Programming Languages

Nobel Systems' **GeoViewer** was created using the ReactJS and NodeJS JavaScript language platforms. For **GeoViewer Mobile**, which runs on an iPhone and iPad, Apple's native Swift language was used to develop this software. All 3 languages are rated the best languages to learn in 2019, because of their superior performance and community support.

<https://codinginfinite.com/best-programming-languages-to-learn-2019/>

2.3 Operating Systems

GEOVIEWER BROWSER ACCESS AND CLOUD SERVERS

Being a cloud solution, the GeoViewer platform does not require an on-premise server.

[GeoViewer utilizes Amazon Web Services and Google Cloud Storage for all data storage and application logic. Both cloud service providers guarantee a 99.99% uptime.](#) Users can access the GeoViewer applications via browsers such as Google Chrome, IE Edge, Internet Explorer (Version 11+), Firefox, or Safari. GeoViewer Mobile is available on Apple mobile products. Nobel performs periodic testing and updates to the GeoViewer platform to address browser security and functionality updates. The GeoViewer cloud platform is hosted on servers at a tier-4 colocation data facility with redundant cooling and power, and with an application availability uptime rating of 99.99%.

OPEN SOURCE VECTOR TILE GIS SERVER

In 2016, we made a concerted effort to transition to the FOSS4GIS space (Free and Open Source Software for GIS) resulting in dramatic improvements in speed and reliability in our on-line mapping application.

The GeoViewer platform utilizes [vector tiles](https://www.mapbox.com/vector-tiles/), a free and open GIS standard for displaying GIS data at lightning speed. <https://www.mapbox.com/vector-tiles/> and <https://github.com/mapbox/awesome-vector-tiles>

Vector tiles are built on top of Open GL Technologies, which enable a very fast, responsive GIS Mapping experience. Open Graphics Library (OpenGL) is a cross-language, cross-platform application programming interface (API) for rendering 2D and 3D vector graphics. The API is typically used to interact with a graphics processing unit (GPU), to achieve hardware-accelerated rendering.

The result is that our GeoViewer platform can display millions of features (water and sewer mains, hydrants, valves, parcels, meters, manholes, laterals, etc.) very quickly providing an enjoyable and productive user experience for office and field crews. **It is important to note that our solution does not dictate that a utility abandon use of their ESRI products. Rather we can coexist with or without ESRI, based on the utility's business process needs.**

Additional information about our GeoViewer On-line (Desktop) and GeoViewer Mobile synchronization process is provided in the following response 2.3.

2.4 Database

The GeoViewer cloud platform utilizes NoSQL as its primary data store in order to manage big data quickly and efficiently, however we also support Access data. Most utilities have changing needs as they grow with their enterprise software. They need to add new fields to run reports, modify their business intelligence dashboards, etc. Our NoSQL database allows for these changes to be made quickly and easily.

WHY NoSQL?

It is the only technology that enables GeoViewer On-line (Desktop), Mobile, and IoT applications to achieve the following:

- Support large numbers of concurrent utility staff and customer (tens of thousands)
- Deliver highly responsive website experiences to field and office users
- Always available – no downtime
- Handles semi and unstructured data
- Rapidly adapts to changing user requirements with frequent updates and new features
- Achieves real-time synchronization between GeoViewer Mobile and Desktop

GEOVIEWER MOBILE AND DESKTOP SYNCHRONIZATION

Water utility operators sometimes work in remote areas with no cellular or WIFI connection but would still like to view/update their map assets and task lists. Upon coming back to cellular/WIFI connection, GeoViewer synchronizes their offline data seamlessly and immediately to our NoSQL database server and to other mobile devices.

If the utility would like periodic downloads of their RAW database, it can easily be accomplished, and Nobel can provide this dump in Excel or CSV formats.

2.5 User Interface Configuration

Nobel's cloud solution, GeoViewer Online and Mobile, is hosted on servers in a secure tier-4 colocation data facility with an application availability uptime rating of 99.99%. GeoViewer supports the use of a number of browsers including: Google Chrome, Internet Explorer (Version 11+), Firefox, and Safari. The GeoViewer User Interface is modeled on Google's UI (<https://material-ui.com/>) making it very user friendly and familiar to most people for navigating the website, performing data entry, and running reports. **Quite frankly it's fun to use!** Our website application is developed in React JS, an open-source JavaScript library used for building user interfaces. React also allows us to create reusable UI components. React was first created by Jordan Walke, a software engineer working for **Facebook**. React first deployed on Facebook's newsfeed in 2011 and on Instagram.com in 2012.

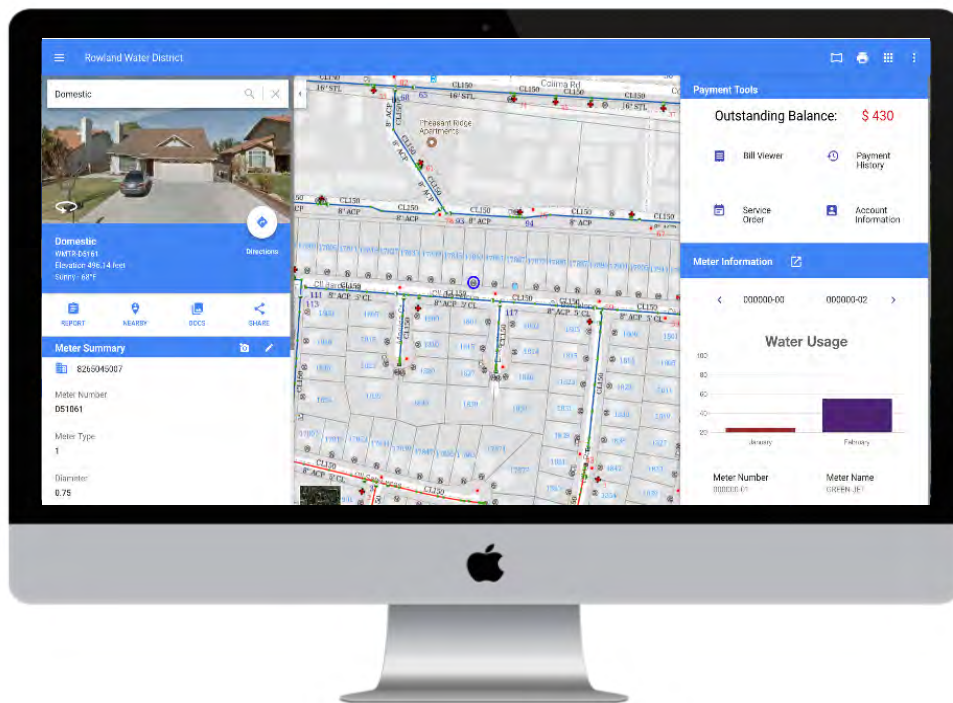


Figure 2-1. Example GeoViewer User Interface Modeled on Google's Material UI

React allows developers to create large web applications which can change data, without reloading the page. The main purpose of React is to be fast, scalable, and simple. ReactJS has a huge community that maintains the library, and has proven itself in speed, efficiency and performance.

2.6 Reporting Capabilities

Nobel Systems understands that the Department requires flexible and powerful reporting features including: ad hoc reporting, canned reporting, financial reporting, billing, and record history. GeoViewer software satisfies all of the required reporting features. The reporting features in GeoViewer have been designed to be extremely user friendly (with Google Maps in mind) and include the following functionality and characteristics:

- Menu-driven report scheduling options
- Report error help instructions
- Data dictionary identification
- Wildcard searches
- Report condition options
- Field selection options
- File refreshing
- Arithmetic and statistical functions
- Reporting on any user field
- Sorting options
- Creation of charts
- Matching record queries
- General report format
- Saving to user group template
- Emailing
- Scheduling
- Exporting options, etc.

Figures 2-2 and 2-3 show a few examples ad hoc reporting features in the **GeoViewer** software which are highly configurable and can be tailored based on the District’s needs. **Figure 2-2** demonstrates an ad hoc spatial query of water distribution system piping based on material. For example, “How many miles of steel pipe do I have?” or “How many miles of 10-inch steel pipe do I have?”. By clicking on the pie chart, the queried pipes are highlighted on the heat map. In this way, users can create custom queries and produce ad hoc reports using the software.

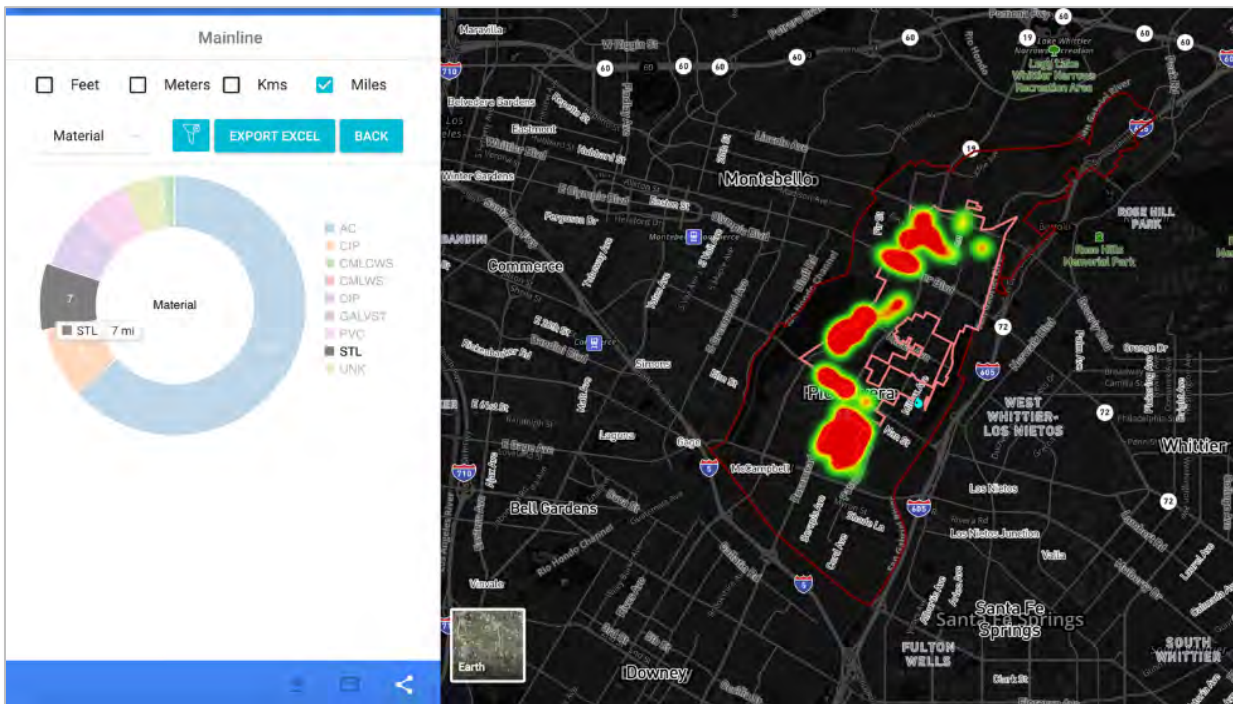


Figure 2-2. Example GeoViewer Ad Hoc Reporting of Infrastructure Assets

Figure 2-3 presents an ad hoc dashboard that is completely configurable and can quickly show statistics of the overall maintenance program including: non-revenue water (gallons or Acre-feet), work order types, and work order costs. In addition to these statistical queries, **GeoViewer** shows the locations on the map.

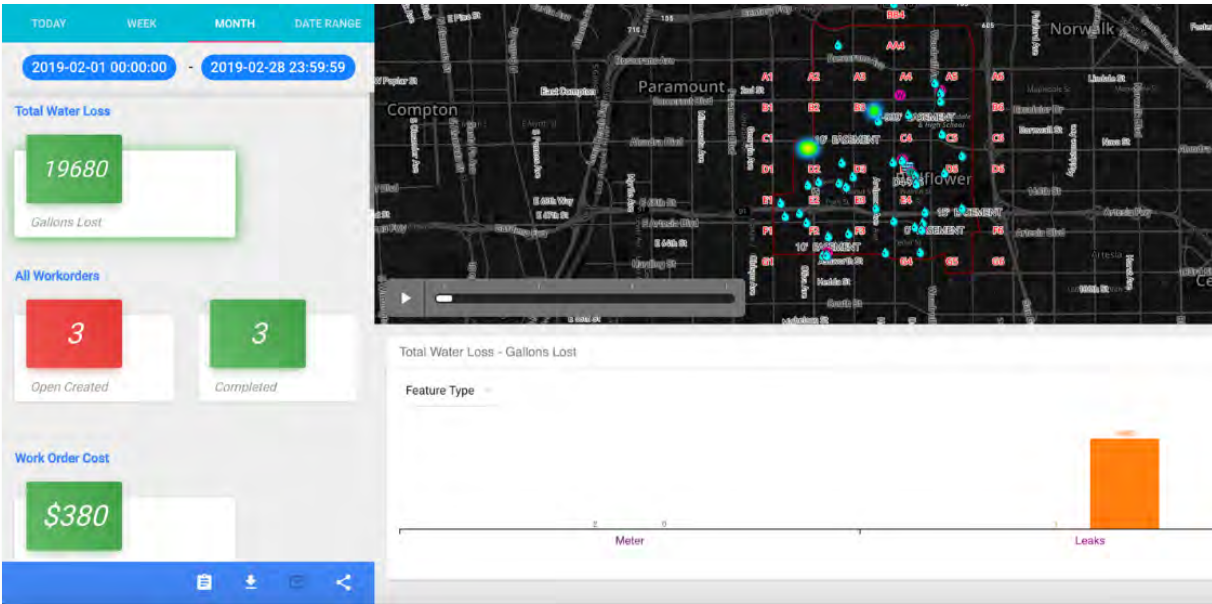


Figure 2-3. Example GeoViewer Ad Hoc Reporting of Work Order Status and Cost

GeoViewer currently does not include SQL Server Reporting Services (since we utilize different databases) but does integrate with JSReports reporting engine. However, our development team is capable of creating custom reports to the Department's specifications in a timely manner. Due to the flexibility and speed of our software, Nobel can accommodate creating a large number of custom reports which is included in our proposal cost.

CANNED REPORTING AND EXECUTIVE DASHBOARDS

The **GeoViewer Business Intelligence Dashboard** provides managers with real time status of GIS, work order, fleet, asset management, and IoT systems as well as generate reports as shown in **Figure 2-4**. The self-service analytics and real time interactive dashboards for on-the-fly decision making and greater service to the organization, as well as the community.

The **GeoViewer Business Intelligence Dashboard** has a variety of canned reports some of which include: Inventory audit trail, pump/reservoir inspections, valve exercising, hydrant fire flow tests, hydrant flushing, work order summary, staff overtime, marked DigAlert tickets, inoperable valves found, etc.

As shown in **Figure 2-4**, this canned report shows how many 6-inch valves were exercised this month. By simply clicking on the box above, the user can export the report in PDF/Excel format as shown in **Figure 2-5**.

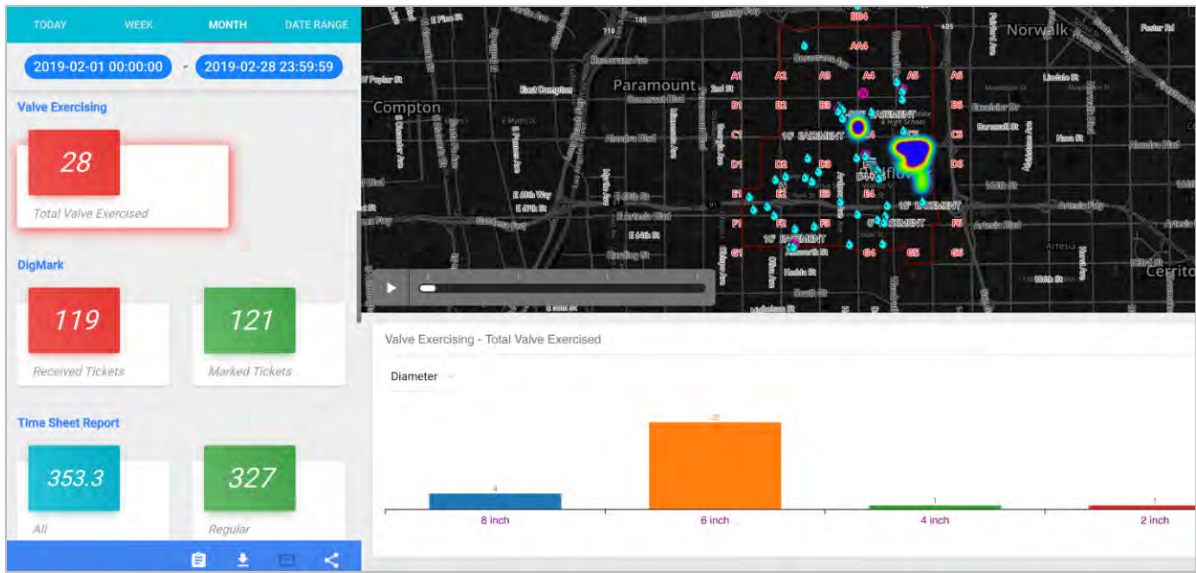


Figure 2-4. Example GeoViewer Canned Reporting of Valves Exercised Last Month

Printed on: 02/11/2019

Valve Exercising - Total Valve Exercised

From : 02/01/2019 08:00:00 To: 03/01/2019 07:59:59

Total - 28

Valve ID	Valve Type	Diameter	Size	Status	Nut Depth	Flushing Amount	Final Position	Valve Location	High Torque	Max Turns	Inspected By	Comments
D5-138	Gate	6 inch	6	Active	12"	None	Open	10500 Rolaine St & 16800 Chicago Ave, West side of street. 5' E of curb.	104	18.7	felix	
E5-141	Gate	4 inch	4	Active	Open	Open	Open	10500 FLORA VISTA ST, BELLFLOWER, CA - 90706	0	0.1	felix	4" Hydrant doesn't has isolation valve. To shout it down there are four valves to be operated.
C5-163	Gate	6 inch	6	Active	Open	Open	Open	10524 TRABUCO ST, BELLFLOWER, CA - 90706	72	0.4	felix	Valve closed after 18.5 turns. Turn count is not working properly on Trimble.
C3-142	Gate	2 inch	2	Active	24"	None	Open	Valve is located on parkway SE corner of Trabuco & Chicago	0	0	felix	Unable to operate 2" valve, due to the fact that valve ear is broken (ref. Pic.)
C5-144	Gate	6 inch	6	Active	24"	None	Open	SE corner of Trabuco & Chicago, On Trabuco parkway.	88	18.8	felix	
C5-140	Gate	8 inch	8	Active	24"	None	Open	SW corner of Trabuco & Chicago. 30' E, 8' N of hydrant.	78	25.2	felix	

Figure 2-5. Example GeoViewer Canned Report Export to PDF or Excel

Report Format

The **GeoViewer** application offers multiple formats for reporting and printing such as Microsoft Excel or Comma Separated Values, Adobe PDF, PNG, JPEG, zip PDF, assorted Avery Label formats for owner and occupant address lists. Including maps in reports can easily be customized for the Department by adding custom titles and footnotes, include or exclude a map legend, custom map scales and paper sizes (E.g. Letter, Tabloid, ANSI E, etc.). Nobel will work with key staff on the report configuration and layout requirements for compliance and other reports.

Regulatory Reports

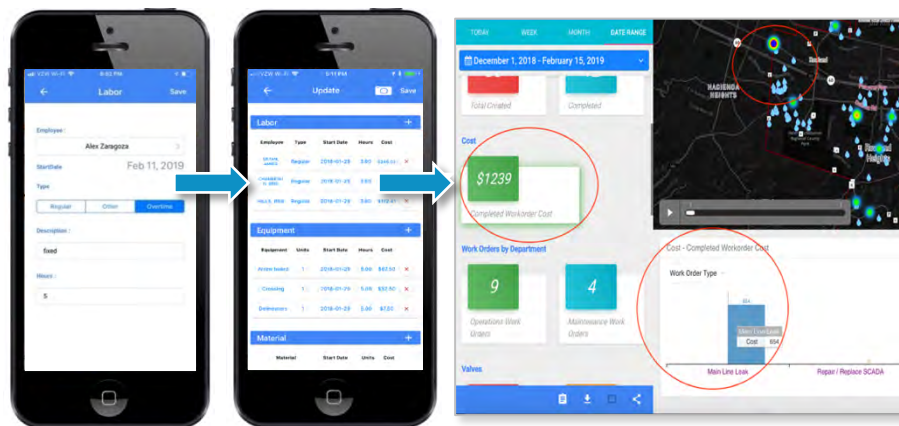
Because Nobel Systems has certified **Water Loss Audit Validators** on their team, Nobel is familiar with the necessary reports required by California State Water Board. We have built these canned reports so that utility workers can easily print and submit required reports from a click-of-a-button. Such reports include a Monthly Production Report and Water Loss Reports. If any other reports are needed, they can easily be configured into the software.

Remote Emailing, Texting and Signatures

GeoViewer Mobile and **Desktop** allows in-app report emailing and texting so field staff can send reports to supervisors. Likewise, signatures can also be incorporated into these canned reports which Nobel will configure for the District as part of our proposal.

FINANCIAL REPORTING

The **GeoViewer** platform includes work order cost reporting so field crews can quickly estimate cost of complaint resolution and field repairs including: labor by employee, equipment, materials, and contractors. Using simple drop-down menus on the mobile device, field crews can enter all the relevant cost data in just a couple minutes as shown in **Figure 2-6**.



In addition, **GeoViewer** includes an **Inventory Dashboard** and canned **Inventory Audit Trail Report**, and we can allow users to print the state of the Inventory on previous dates.

Figure 2-6. Example GeoViewer Work Order Financial Reporting

As shown in **Figure 2-7**, the **Inventory Dashboard** quickly displays how many items are low in stock, who checked out the items, the current Inventory count, and a list of inventory changes over a date/time range. The **Inventory Audit Analysis** displays who added items, checked out items, and what work orders used those items.

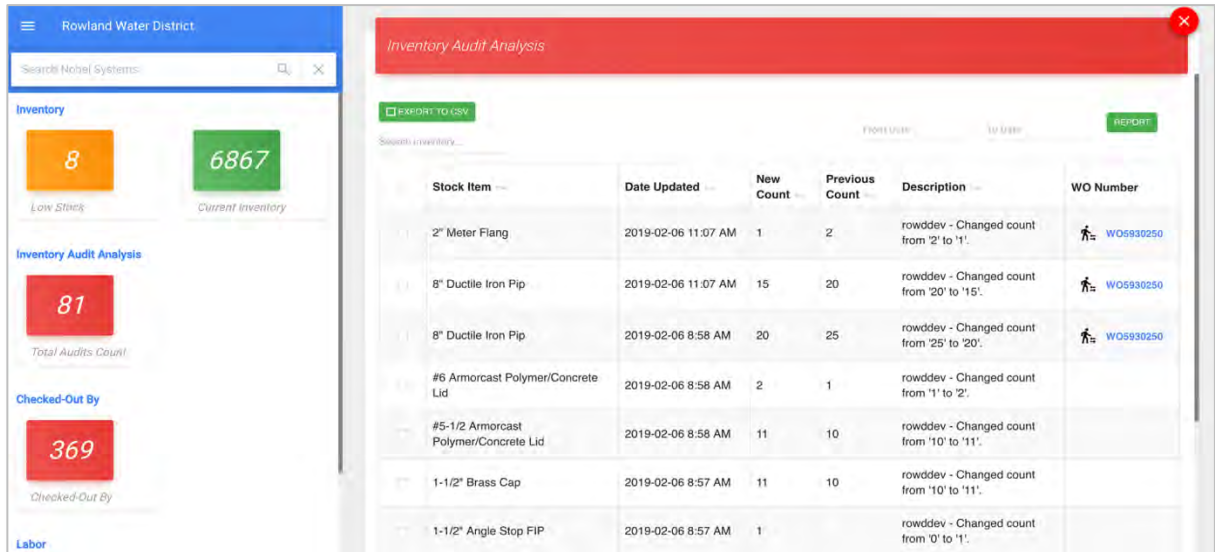


Figure 2-7. Example GeoViewer Inventory Dashboard and Audit Analysis Report

2.7 Electronic Content Management Capabilities

Nobel Systems has extensive experience with electronic content management systems (ECMS). We propose that the District consider the following two options for their ECMS, and both are included in our price proposal:

- GeoViewer Built-in ECMS (including conversion services for importing Laserfiche database and content)
- Laserfiche Integration (using their SDK)

GEOVIEWER BUILT-IN ECMS

The **GeoViewer** application has a built-in hosted ECMS solution. For most customers, we import the SQL database into GeoViewer and all records that are currently used by Laserfiche. The x,y coordinates in your database allow us to seamlessly transfer your existing documents into the spatial plane of the GeoViewer software as shown in **Figure 2-8** which shows record drawings pinned to pump station.

In our built-in ECMS, the user can easily search/add a document with the added benefit of attaching the documents to an asset directly, a parcel, or a marker anywhere on the map. As shown in the Digmark example in **Figure 2-9**, the user can search for all building permits located on Azusa Ave, zoom to the location of the documents on the map, and add a new document to the system such as a picture.

Another example of accessing record drawings in the field on a mobile device is shown below in **Section 2.16 Mobile Field Computing**.

In the event TVMWD does not wish to use the **GeoViewer** built-in ECMS, we have assumed in our cost proposal to integrate with the District's software.

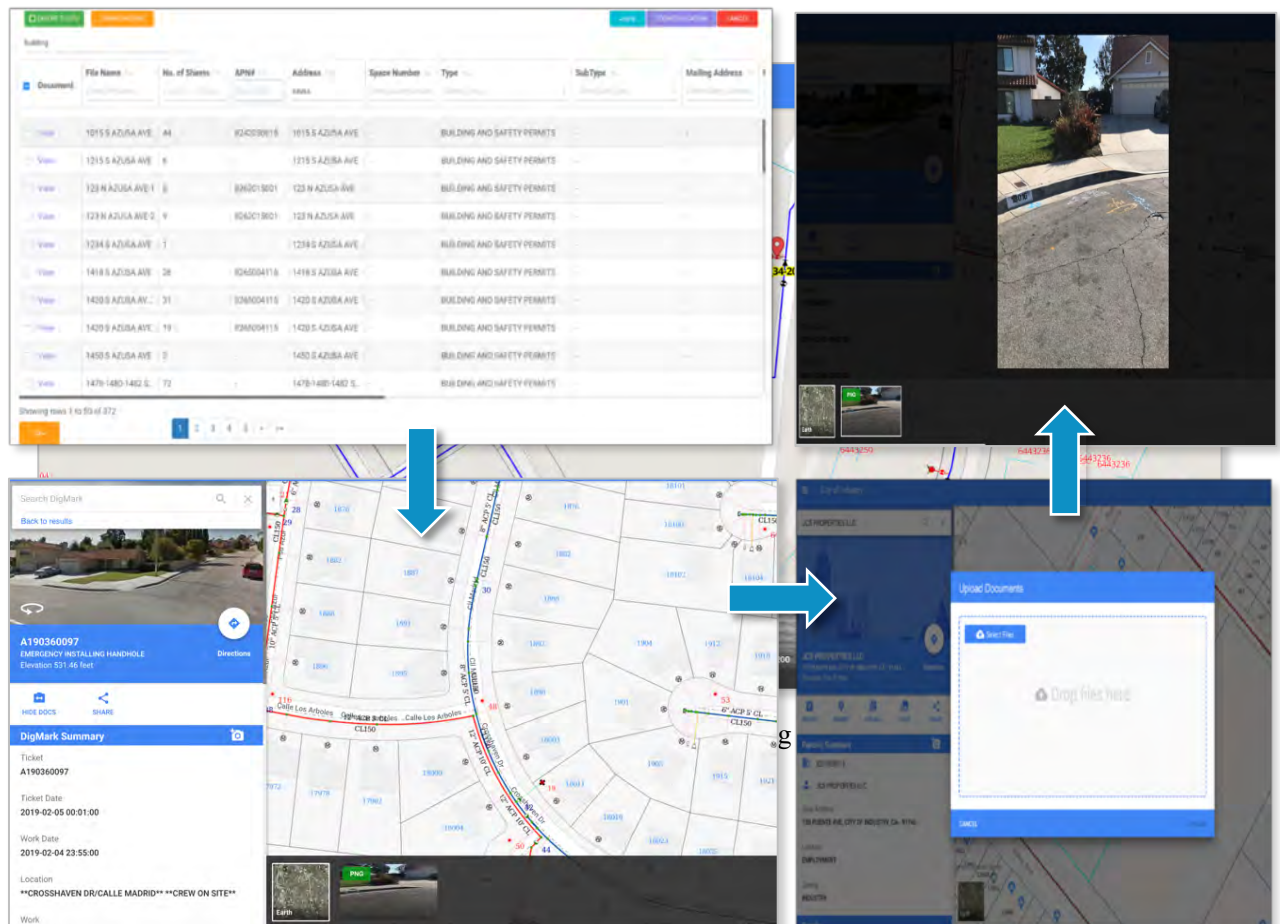


Figure 2-9. Example of GeoViewer DigMark and Adding Picture Using Built-in ECMS

2.8 Workflow Capabilities

Nobel Systems can create virtually any unique workflow that a client needs within the **GeoViewer** platform quickly and easily. In this section we highlight two example workflows:

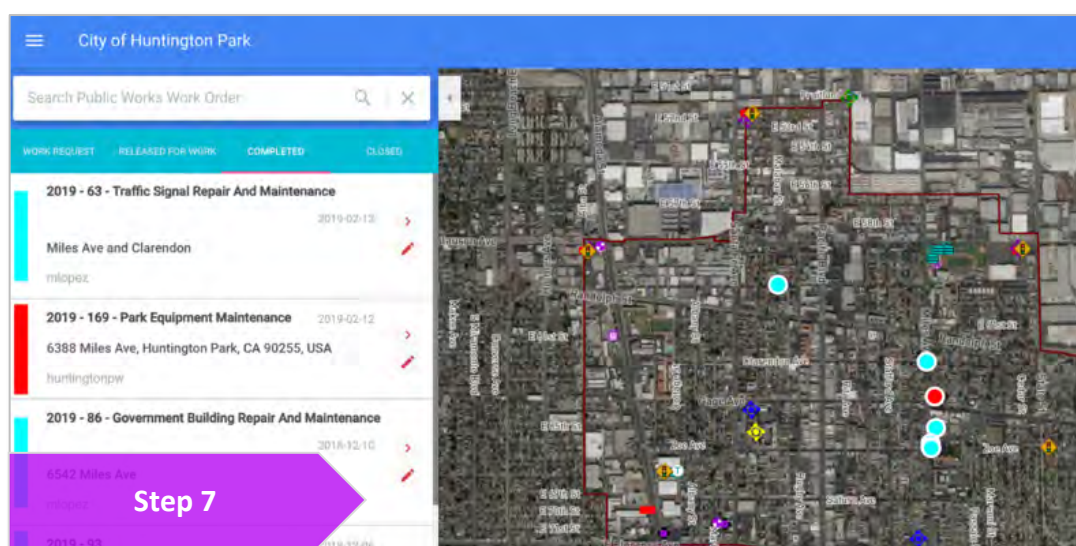
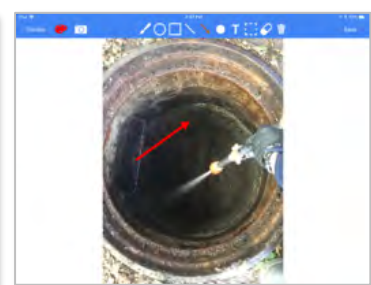
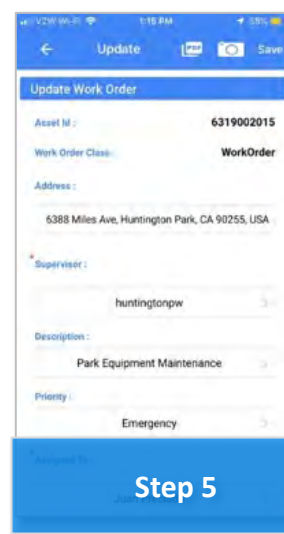
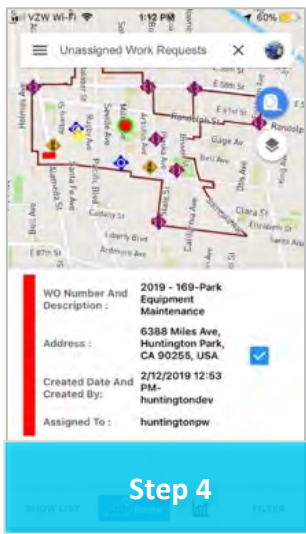
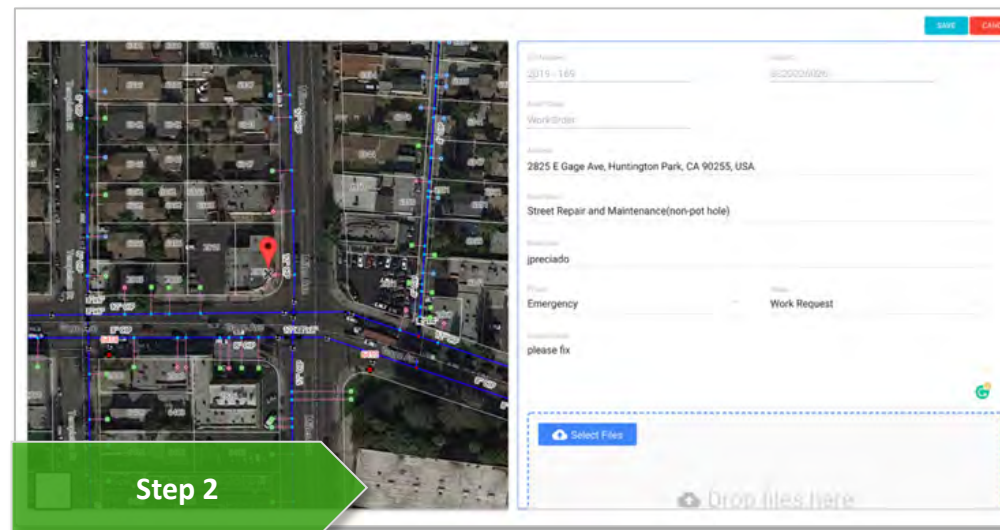
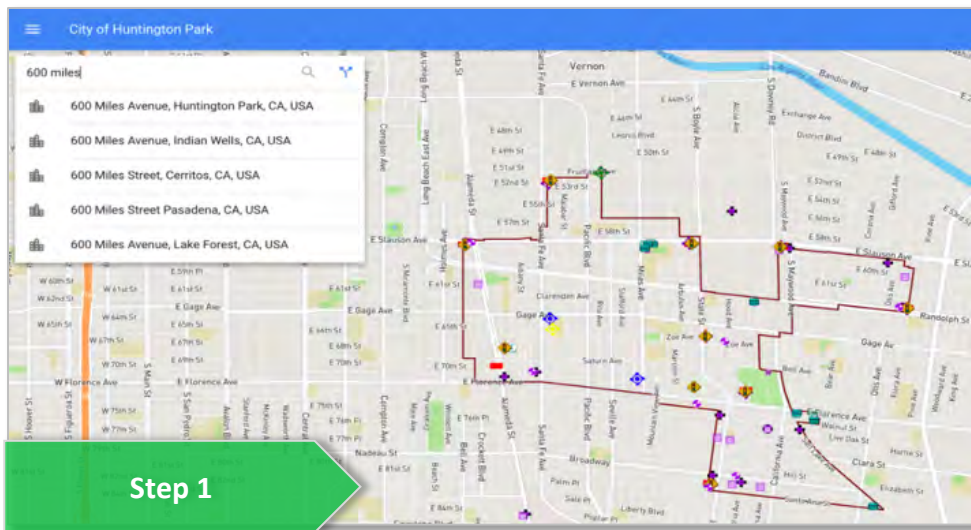
- 1) Customer Complaint to Work Order Workflow
- 2) GIS Integration of Valve Exercising Workflow

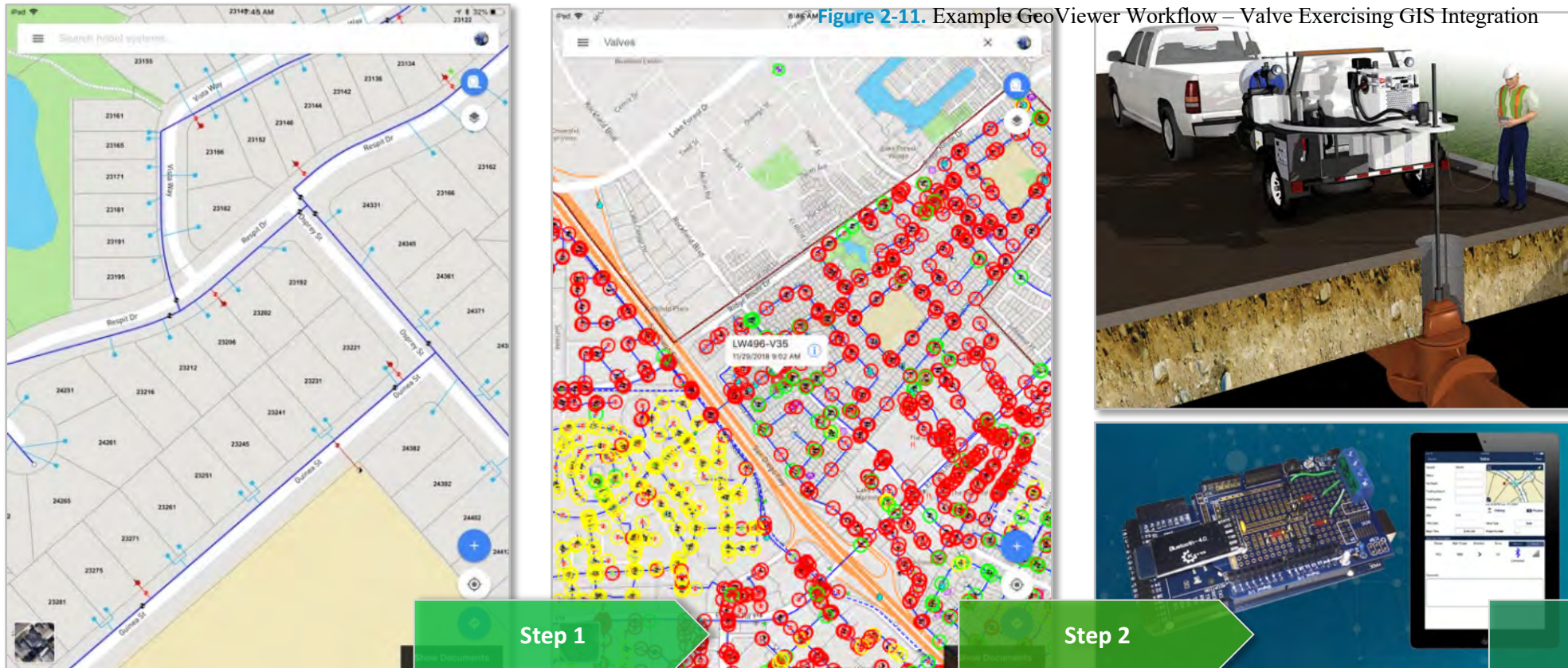
CUSTOMER COMPLAINT TO WORK ORDER WORKFLOW

As shown in **Figure 2-10** and **Table 2-1**, the first example workflow shows how a customer service representative creates a Work Requests in response to a customer complaint, which is assigned to a Supervisor, then is carried out by a field crew, and monitored by Office staff.

Table 2-1. Example Customer Complaint Workflow Steps	
Step 1	Customer representative searches for customer’s address. GeoViewer is integrated with Google Maps Search so we can search for Restaurant Names, Places of interest, or Street Intersections. We have also integrated with Core Logic Property Data , so we have the latest property ownership records for each of our clients.
Step 2	Customer representative creates a Work Request to address the customers complaint by adding a marker location on the map, adds the caller’s name, phone, address, create notes, and uploads pictures that the customer has emailed to the District. Then the Work Request is assigned the request to a Supervisor in their respective department.
Step 3	GeoViewer automatically sends the Work Request to the Supervisor who will receive a text-like notification on their iPhone. On their iPhone, the supervisor can view all Work Requests assigned to his crew(s) and determine the priority status.
Step 4	By clicking on the “Unassigned Work Requests” block, a navigation map view opens, and the supervisor can route multiple work requests to save time. Here they can view information of the ticket and click update to add pictures, assign field staff, etc.
Step 5	The Supervisor will arrive at the scene after being routed there through GeoViewer Voice Guided Navigation , and will take pictures or videos, and assign the Work Order to the appropriate Field Staff .
Step 6	Field Staff will receive a ticket that is assigned to him, navigate to the customer’s address to make the corrective action, perform the work, add pictures, video, and update the ticket with labor, equipment, and material information .
Step 7	When the Field Crew closes the ticket, this will update the Executive Dashboard which can be instantly viewed by the Supervisor and Customer Representative <i>(or as soon as the Field Crew’s mobile device is within cellular range for automatic upload)</i> .
Step 8	Office Staff can then search, edit, view, print reports for the Work Orders that have been completed

Figure 2-10. Example of GeoViewer Workflow – Customer Complaint Work Order





Non Operable valves

Number Of Records - 71

Facility ID :	MD507-V01	
Date Modified :	2/04/2019 9:14 PM	<input type="checkbox"/>
Layer :	SystemValve	
Facility ID :	LT500-V01	
Date Modified :	1/31/2019 11:06 PM	<input type="checkbox"/>
Layer :	SystemValve	
Facility ID :	WSV-LZ499-004	
Date Modified :	1/29/2019 1:51 PM	<input type="checkbox"/>
Layer :	SystemValve	
Facility ID :	WSV-MC497-003	
Date Modified :	1/29/2019 1:49 PM	<input type="checkbox"/>
Layer :	SystemValve	

SHOW LIST Route FILTER

SystemValve

MD507-V01

History **Create Work Order** Update Inspection Docs Create PDF

Basic Information

Entered By: eltorodev

User: 2/04/2019 9:13 PM

Valve Type: Hydrant

Model Type: Gate

Location: 10' N.W. OF H-01, 140' S.E. OF W-17

Step 4

TODAY - Wednesday, 13

Sun Mon

10 11

My Tasks

- Open Work Orders
- Valve Repairs Needed
- Non Operable valves**
- Broken in Close/Open Position
- Leaking Packing
- Operator Nut Spinning
- Replace Fire Hydrant
- Locate Valve

GIS INTEGRATION OF VALVE EXERCISING WORKFLOW

The following example demonstrates one of many workflows where a valve exercising machine data is integrated with GIS so the utility can track which valves were exercised and the associated performance data. As shown in **Figure 2-11**, Nobel Systems can provide a Bluetooth interface module that automatically transmits data from your Wachs or PacificTek Valve Turning to your **GeoViewer Mobile** application. As shown in **Table 2-2** the follow steps are demonstrated.

Table 2.2 Example Valve Exercising Program / GIS Workflow	
Step 1	As shown in Figure 2-11 , Field Crews are able to inspect the color-coded valves to track progress according to the utility’s time interval (i.e. Yellow > 1 year, Red > 2 years). Field crew operator selects valve in GeoViewer.
Step 2	Field crew operator starts valve turning machine. When completed data is wireless uploaded to GeoViewer Mobile device via Bluetooth including: date/time stamp, number of turns, and torque data, which auto-populates the Valve Exercising Form.
Step 3	Field crew operator flags valve as non-operational if needed using drop-down menu, and then save/submits the form.
Step 4	Field crew operator or Supervisor can view all nonoperational valves and create Work Orders to fix those broken assets. The user can easily view all historical records of the valve to help him with his work. Once the Work Order has been completed, the Non-Operable Valve will no longer show up in the queue.

2.8 Application Security

SECURITY FEATURES / CAPABILITIES

GeoViewer is an SSL encrypted site, with further encryption on backend calls to our database. User Administration can be managed by a Client Supervisor who will be in charge of deleting, updating users, updating module permissions.

User authentication is managed by another software called **Auth0 (auth0.com)**. Auth0 provides authentication and authorization as a service and creates a secured API with [OAuth 2.0](#). Auth0 allows Nobel to be notified if users' email addresses are compromised, and allows Nobel to automatically block those users from logging in. Nobel can also act proactively and block suspicious IP addresses if they make consecutive failed login attempts, in order to avoid DDoS attacks. Auth0 provides extra security for GeoViewer Applications.

ACTIVE DIRECTORY

Nobel will provide an enterprise user account-based access to the hosted map-based application (GeoViewer/GeoViewer Mobile) for all water department staff and use pass-thru authentication using a custom designed District intranet website that will pass the user's District network credentials to the hosted map-based platform for authentication on the hosted map-based application (Active Directory).

2.9 Application Software

GeoViewer is a powerful platform that satisfies both the District's goals and objectives outlined in this RFP, but it also has additional modules and features that will provide added benefit as outlined in this section:

- Requested Applications / Integrations
- Additional Application Modules

REQUESTED APPLICATIONS / INTEGRATIONS

Nobel's **GeoViewer On-line** and **Mobile** cloud service satisfies all the critical needs and requirements of the District in a user friendly, simple, yet powerful application. **The GeoViewer platform is fully developed, owned, and maintained by Nobel Systems in San Bernardino California.**

As described in the Database section above, any updates made on the Mobile or Desktop **GeoViewer** applications are automatically **updated across all devices simultaneously**. Nobel has worked extensively with customers to develop **user friendly data entry screens** such as guided step-by-step Work Order Request screens, in order for no fields to be missed.

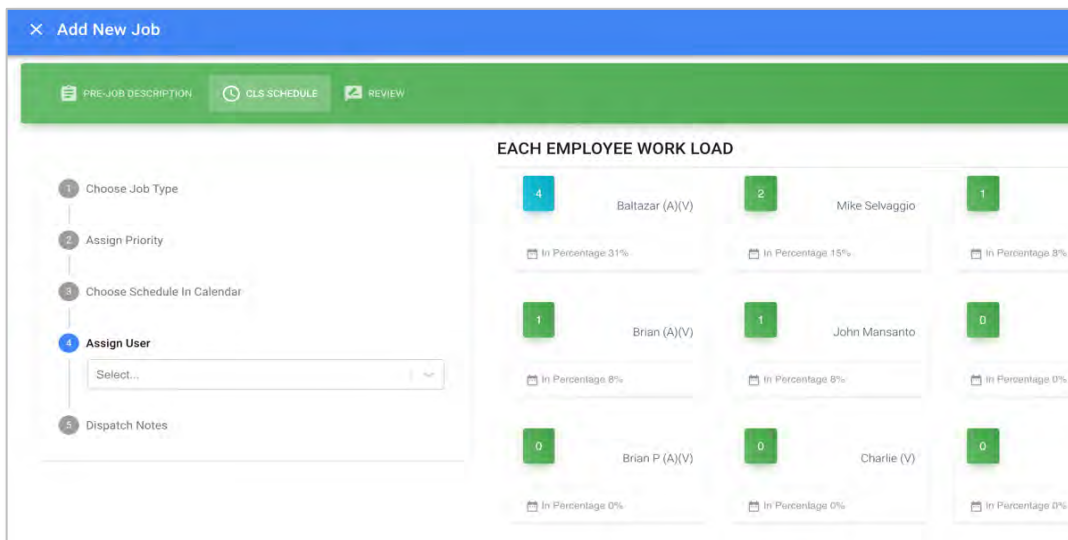
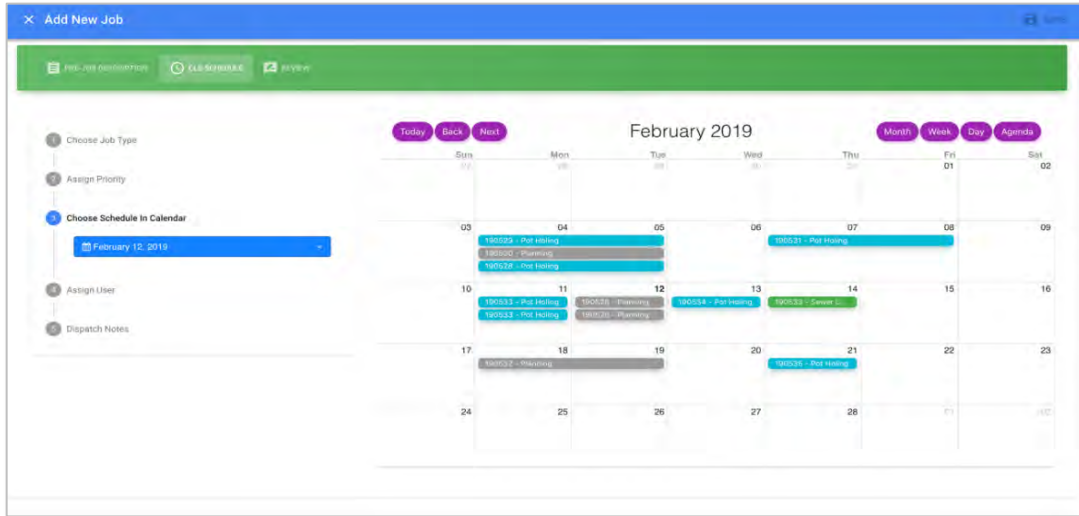


Figure 2-12. Examples of GeoViewer Work Order Calendar and Employee Work Order

GeoViewer also displays the current Work load for each Employee allowing the Supervisor to better plan tasks.

As shown in the above example - **Figure 2-12**, the user can easily select the dates on the calendar to designate a start and end data for a given work order as well as all planned and ongoing jobs.

ADDITIONAL GEOVIEWER APPLICATIONS

Advanced GPS Tools

The GeoViewer software has many advanced GPS tools. Two examples are: Isolation Trace / Customer Notification and Collect Asset through GPS.

As shown **Figure 2-13**, Field Crews can plan for water main shutdowns or respond to emergency pipe breaks by performing an Isolation Trace. The user simply clicks on one or more points on a water main on the map to start an automatic isolation trace. Those customer connections are automatically flagged, and automated mailing labels can be generated to notify customers.

IoT MODULE (PRESSURE, FLOW, LEVEL, WATER QUALITY)

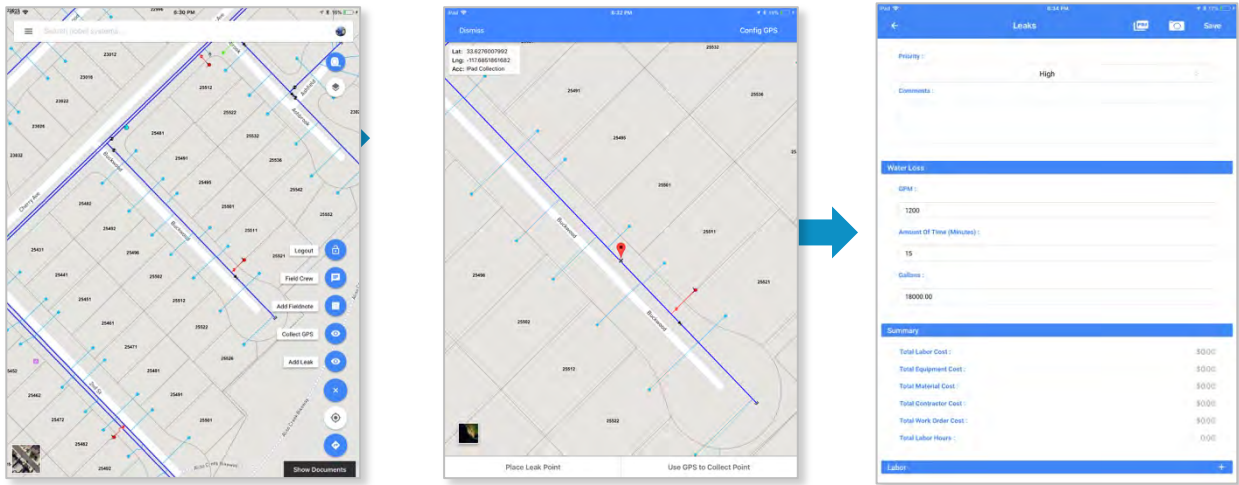


Figure 2-14. Example of GeoViewer Leak Management Module

As shown in **Figure 2-15**, Nobel Systems provides Internet of Things (IoT) technology that can help the District monitor hard to reach places in the water and sewer network (i.e. pressure, flow,

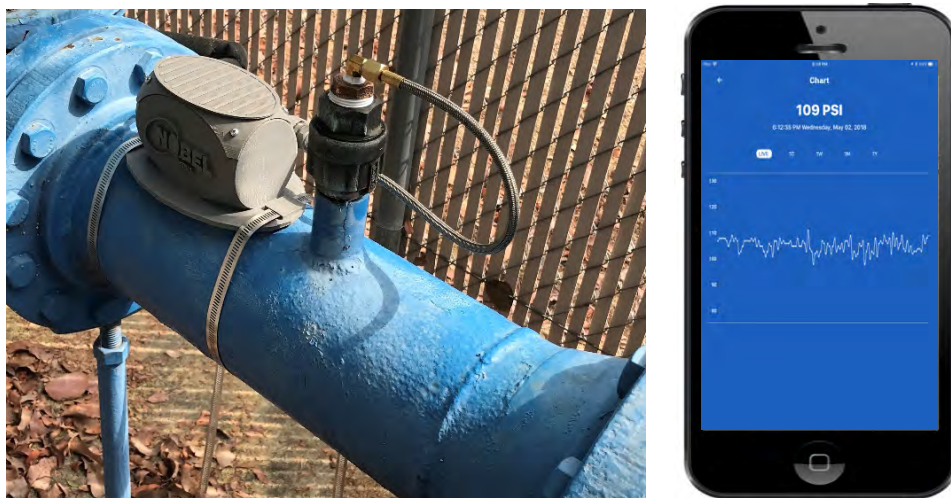


Figure 2-15. Example of Nobel Systems Water IoT – Pressure Monitoring

level, and water quality). Our low power cellular IoT device operates for extended periods using only batteries, or with a micro solar panel can operate for years at a time. Data is typically logged at 10 second intervals and uploaded to the **GeoViewer** server every 10-30 minutes over the cell network, and instantly during alarm conditions which can also be configured to send text messages to designated personnel.

UTILITY BILLING MODULE

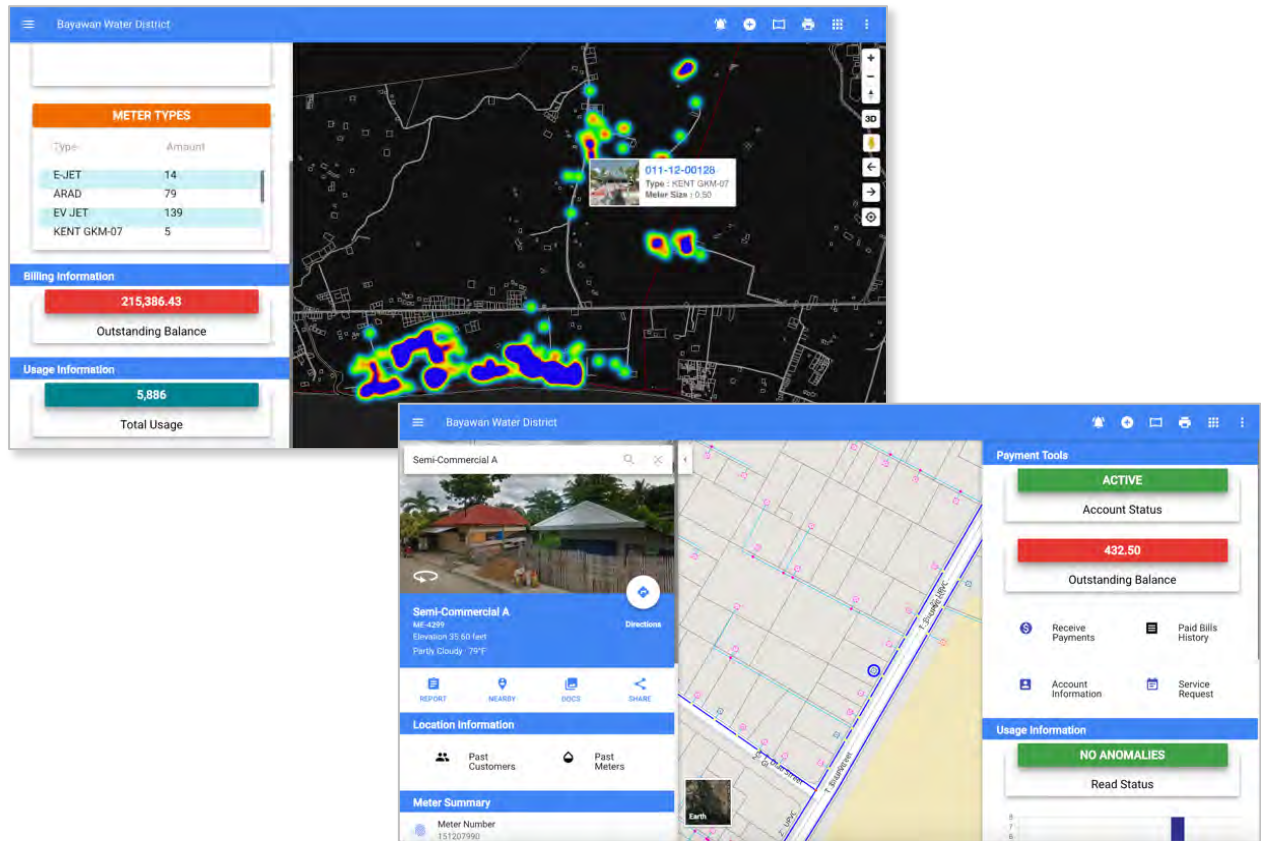


Figure 2-16. Example of Nobel Systems Utility Billing Module and GIS Heat Map

As shown in **Figure 2-16** and **2-17**, Nobel can offer **Utility Billing System** integration with **GeoViewer**, which provides operators and customer service representatives with access to customer usage, account status, and billing information in the **GeoViewer** mapping environment. Simply point and click on meter assets to quickly and easily view this information to help improve customer service. Utilize heat maps to understand water usage and billing trends within your water distribution systems. As shown in **Figure 2-17**, Nobel requires that the Billing Software installs an API. Using this API, we can listen for any updates in real-time.

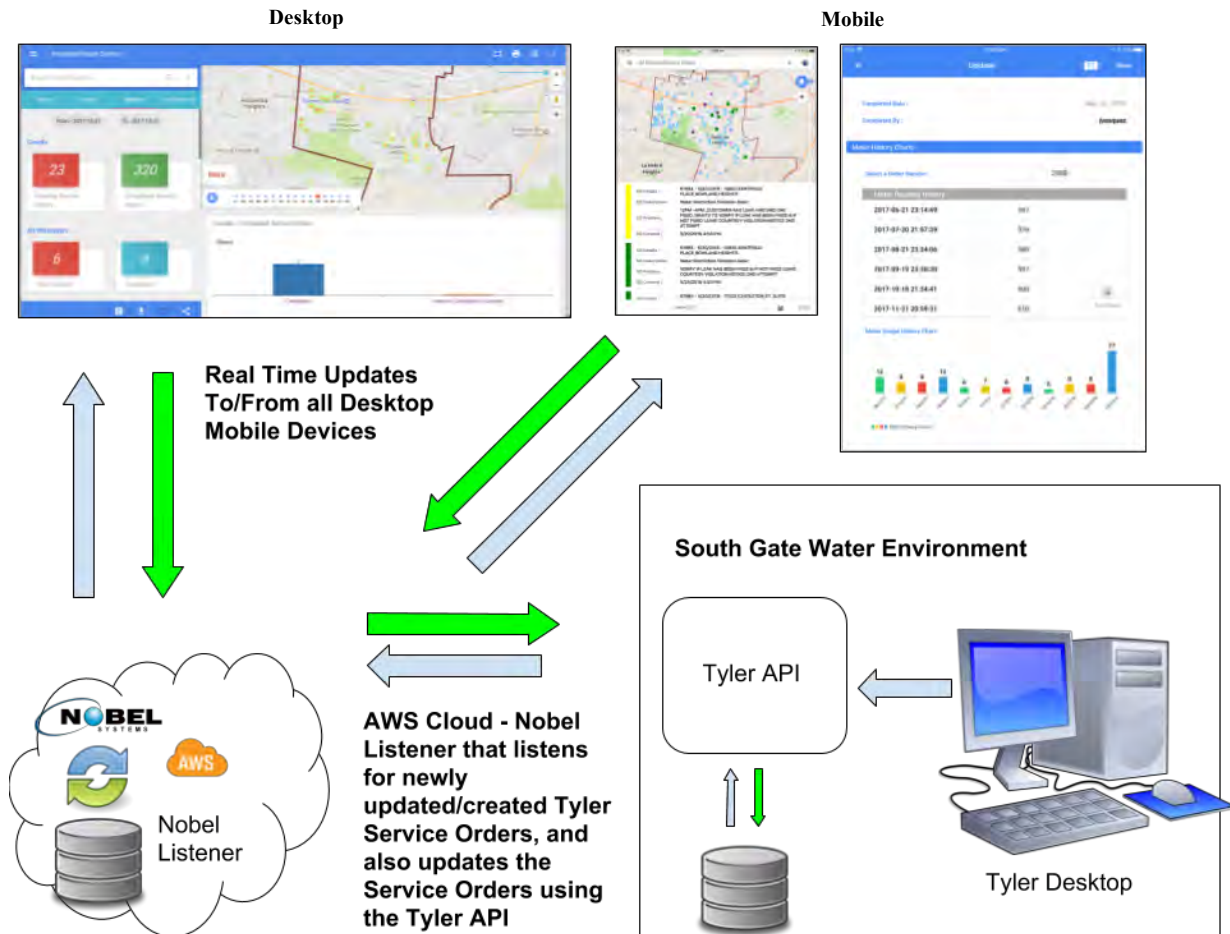


Figure 2-17. Example of GeoViewer Water Utility Billing Integration

2.10 Software Upgrades

The GeoViewer cloud application is maintained by Nobel Systems with little to no maintenance required by the end user. Patches and service packs are updated outside of normal business hours to eliminate possible Departmental down time. Nobel is continuously updating and improving the **GeoViewer** software based on planned roadmaps and specific customer purchase orders for new features which in term benefit the entire GeoViewer user base.

During the design development stage, Nobel will develop standard operating procedures (SOPs) for updating integrated applications such as the Laserfiche ECMS and ArcGIS, AutoCAD, etc. software in order to maintain functionality designed into the GeoViewer application.

As shown in **Table 2-3**, the GeoViewer annual software-as-a-service (SaaS) includes all annual maintenance and update costs, and upgrade/updates are rolled out frequently so all of Nobel’s customers have the latest and greatest features.

2.11 User Access Requirements by Module

The GeoViewer cloud application has full user role capabilities based on Admin, full access, view/inquiry, etc. The design of GeoViewer allows virtually unlimited users. Nobel has developed a User Administration website where the supervisor can assign different Modules to staff members based on user role.

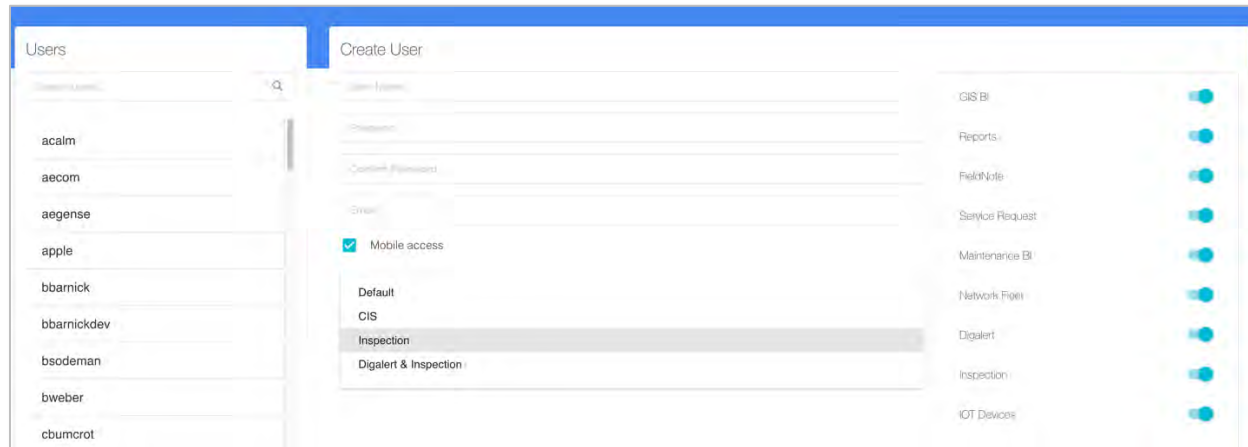


Figure 2-18. User Administration Website

2.13 Hosted/SaaS Model

The GeoViewer applications are hosted/SaaS technologies providing the District with a low cost of implementation and maintenance going forward. The proposed cloud hosted costs for the **GeoViewer On-line** and **GeoViewer Mobile** application are provided.

2.13 Hardware Requirements

The **GeoViewer** cloud applications do not require any server infrastructure. Since the **GeoViewer Mobile** application only works on iOS at this time, field crews will require Apple iPhones or iPads. GeoViewer Desktop application will require Internet Explorer version 11+ at the minimum, and will work on all major browsers, including IE Edge, Google Chrome, Mozilla Firefox.

2.14 Integration/Interface Capabilities

Nobel understands that the Agency is expecting to expand its integration and interfaces with existing key systems. The GeoViewer application currently includes many of the requested application and can also be integrated with 3rd party applications per the RFP. The following applications and integrations are discussed in this section:

- Fleet Management System
- Barcode Scanners (Fleet and Inventory Management)
- Email

- Active Directory
- GIS Integration

FLEET MANAGEMENT SYSTEM

GeoViewer has a history of integrating with clients' fleet management software. We have successfully integrated with Network Fleet and Azuga. We can show live vehicle tracking, color-coding the vehicles that are IDLE or RUNNING state, plus show the current odometer, and trip history as shown in **Figure 2-19** (mobile and desktop).

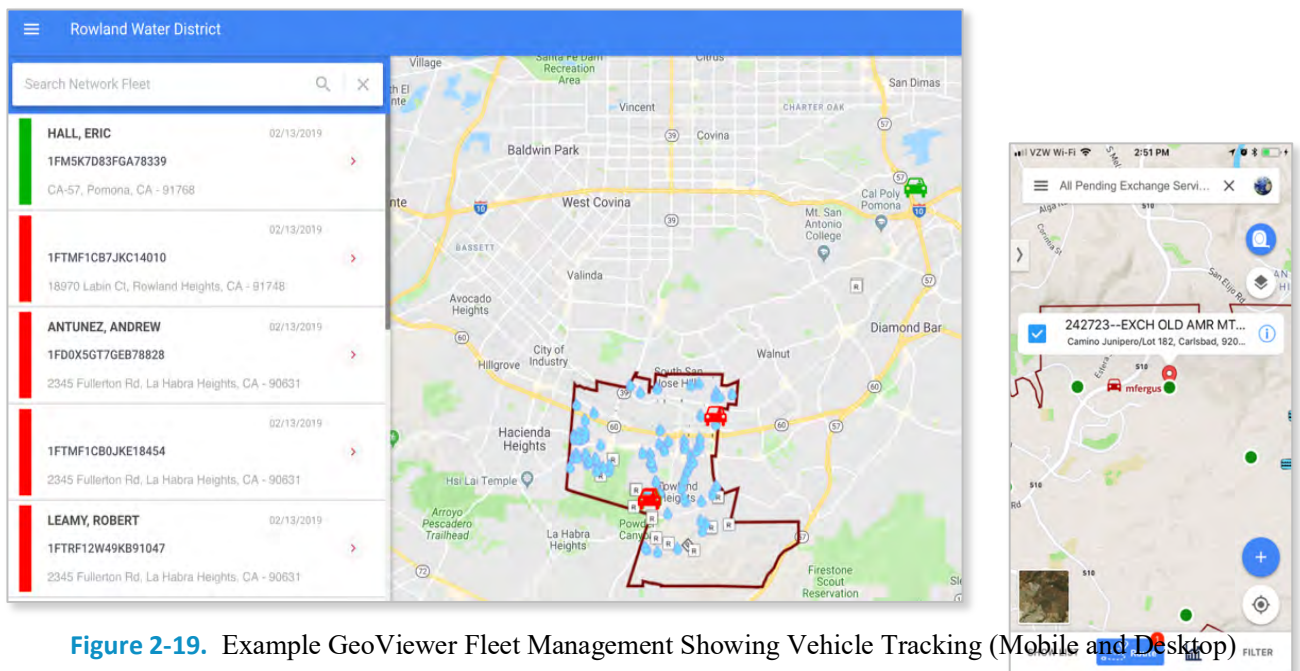


Figure 2-19. Example GeoViewer Fleet Management Showing Vehicle Tracking (Mobile and Desktop)

By default, all users of **GeoViewer Mobile** can agree to have their locations broadcasted to their crew members. This allows field and office staff to assign service orders and work orders to the closest available crew member.

BARCODE SCANNERS

GeoViewer Mobile comes with built-in barcode scanning capability using Apple iPhone technology. No extra equipment is necessary.

As shown in **Figure 2-20**, the District can easily update or add new items using **GeoViewer** built-in barcode reader technology. District staff can specify the minimum quantity of items as well place any other important attributes needed, such as cost, quantity at hand, etc. Once added, the Inventory is automatically updated in real-time.

GeoViewer can also generate printed barcode labels, print the current inventory as well as print the inventory as it was on earlier dates. The District will be able to view all items that are low in stock as well as any changes and see who checked out Items. The District will also see the application of the inventory items in particular work orders.

Figure 2-21 shows an example of how the Field Staff will use the Barcode Scanner. First, they will go to the warehouse and check out an item. GeoViewer will register that the user has checked out 'x' items and it is stored in their truck. Then the Field Staff will update the work order Materials List with the Checked-Out Item. This will update the Work Order, simultaneously updating the Inventory Dashboard, plus Maintenance Analytics Dashboard that tracks costs and hours.

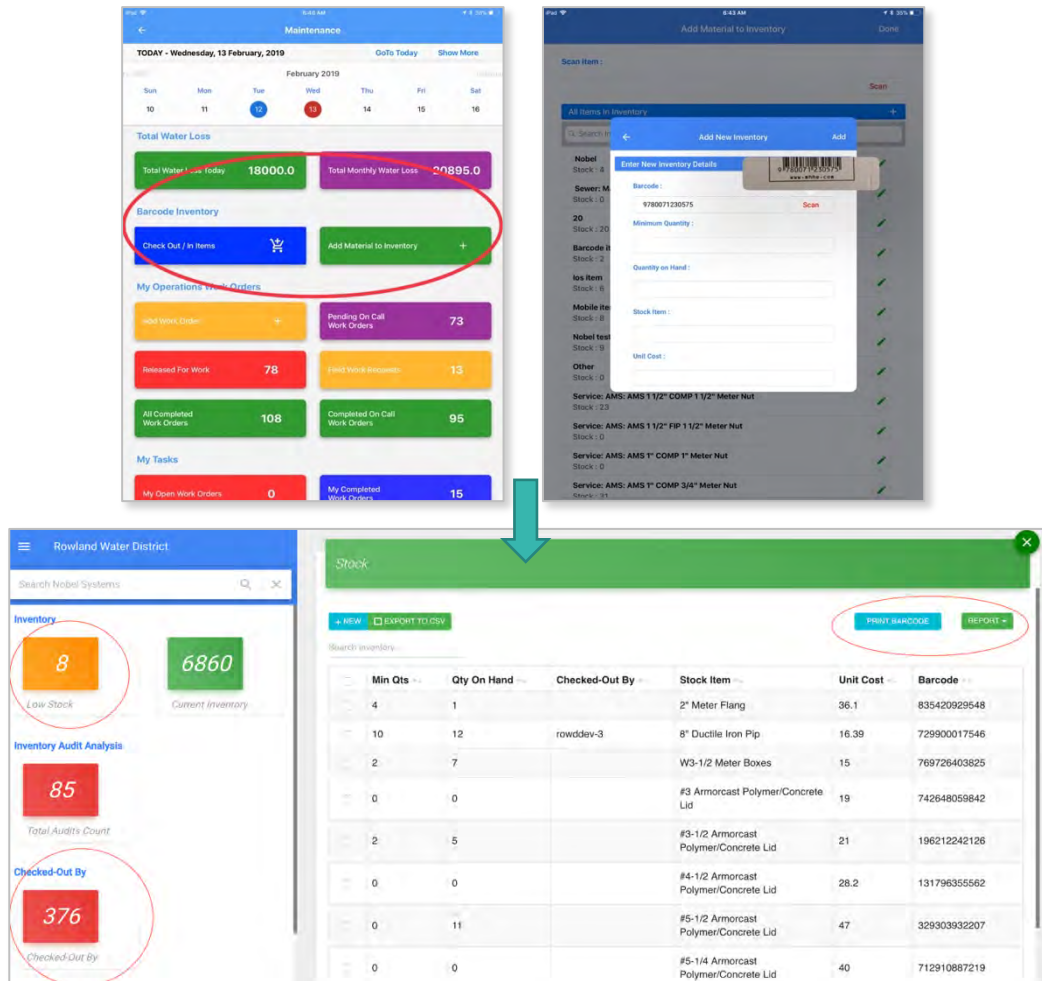


Figure 2-20. Example GeoViewer Inventory Management w/ Barcode Scanning Using

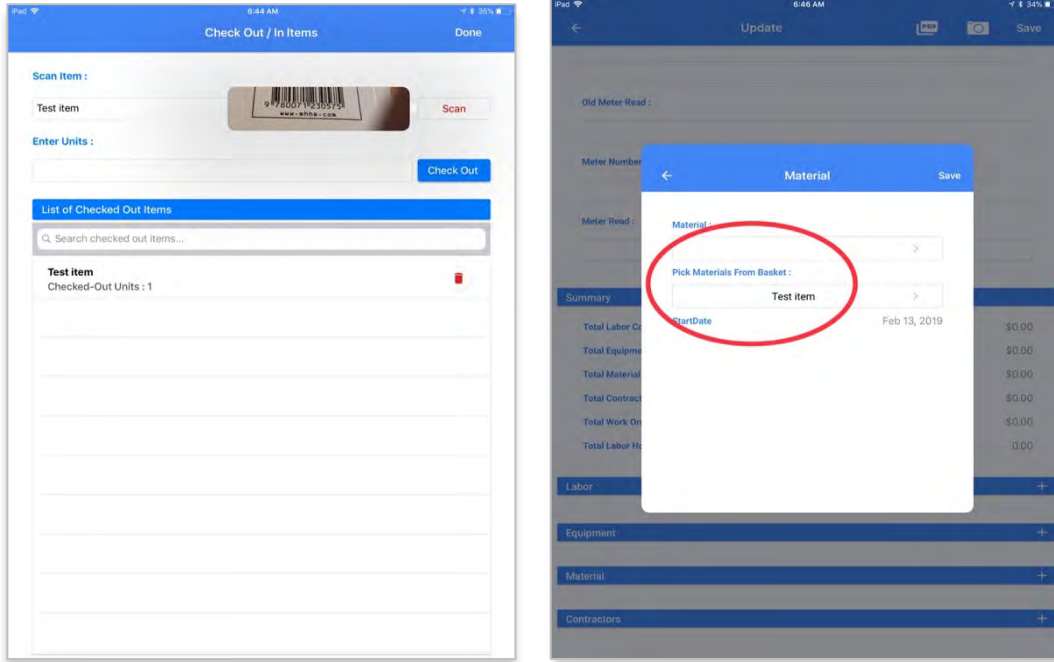


Figure 2-21. Example GeoViewer Barcode Labeling Feature

EMAIL WITH SIGNATURE

Many items can be shared within the GeoViewer platform (redlines, map prints, work orders, etc.) via SMS text, Email, and Print Reports. As well, GeoViewer has a DigMark module where we can parse DigAlert email tickets and display those tickets on the map. E-signatures can also be incorporated into reports and shareable items as shown in **Figure 2-22**.

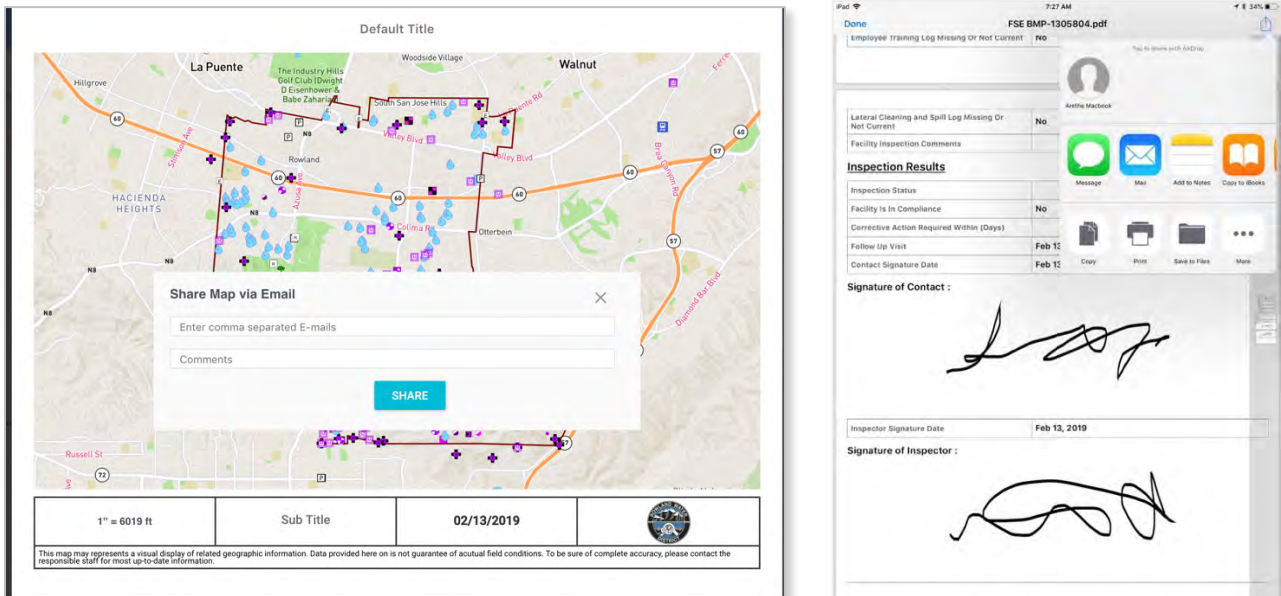


Figure 2-22. Example GeoViewer Sharing Feature Including Signatures

ACTIVE DIRECTORY

Nobel will install an ASP.NET application within TVMWD and associated agencies. This application will authenticate the user with the local Active Directory. Once authenticated, the application will redirect to GeoViewer

GIS INTEGRATION AND MAINTENANCE

GeoViewer is first and foremost a GIS Mapping application. All workflows, inspections, maintenance begin with GIS. We import the District's current [GIS geodatabases or shapefiles](#) into **GeoViewer**. **GeoViewer Mobile** has the added benefit of downloading all GIS data for off-line use where there is no wireless service. Once stored locally on the iPhone or iPad, field crews can quickly retrieve information on their assets, simply by touching the asset on the map.

Maintenance

There are two options for maintaining and editing the District's GIS:

- 1) **GeoViewer GIS (Typical)** – In **GeoViewer Mobile**, field crews leave markers and edits where corrections need to be made, and Nobel Systems will routinely incorporate these edits into the **GeoViewer** GIS per an agreed upon interval with the District. The District can also submit record drawings for Nobel staff to incorporate into the **GeoViewer** GIS. This service is included in our proposal cost and is part of the on-going SaaS. We find that our customers really like this service as it alleviates this hardship for District staff.
- 2) **GeoViewer and ESRI GIS** – The District has the option to maintain a separate ESRI GIS and utilize the GIS edit tags within GeoViewer to make on-going corrections. Based on agreed upon intervals or as needed, Nobel will import updated ESRI GIS back into GeoViewer based on a developed standard operating procedures (SOP).

GeoViewer has successfully integrated user workflows with GIS, so that the Map (GIS) dictates all the work orders/inspections that need to be completed.

2.15 Cost Considerations

Project costs have been included for the **GeoViewer On-line** and **GeoViewer Mobile** solution. A summary of all costs is included at the end of Section 3 of this proposal including: implementation, integration, conversion, training, travel, and annual SaaS including upgrades, state and federal reporting, hours of support during normal business hours, and after hours.

2.16 Mobile Field Computing

All of the functionality of **GeoViewer On-line** (Desktop) is available in **GeoViewer Mobile** (**Figure 2-24**) for iOS (Apple iPhones and iPads). **GeoViewer Desktop** and **Mobile** products

Item 9.B - Exhibit A

promote effective communication between office and field personnel through an intuitive and user-friendly interface, utilizing familiar features such as Siri voice command and Google aerials, street views, and navigation. This low cost, Apple-based, GIS software is optimized to benefit water, waste water, and storm water utilities. A detailed and interactive map allows office and field workers to:



Figure 2-24. Example GeoViewer Mobile Features

2.17 Telephone and Other Support

Having our headquarters in San Bernardino, we can provide the District with unparalleled support including:

- **Normal hours of availability:** Monday – Friday, 7:00am – 6:00pm (PST), | Technical Support 24/7 included at no cost.
- **Website support information:** Nobel provides 24/7 web support included at no cost
- **Online chat:** Included at no cost
- **Remote system access capabilities:** Included at no cost
- **Access via toll-free 800 number:** Local technical support staff included at no cost
- **Costs:** Technical support is included with annual SaaS plan
- **Other support services:** In person meetings with senior management and development team as needed included at no cost.
- **Service-Level Agreements (SLA)** – response time (by priority or severity levels), escalation processes, and other metrics: Our cloud solution is hosted at a tier-4 colocation data facility with redundant cooling and power, and with an application availability uptime rating of 99.99%.

2.18 Implementation Methodology

The **GeoViewer** all-in-one, cloud platform can be rapidly deployed for the District reducing overall project implementation costs compared to other solutions. The proposed implementation approach and schedule is based from the date of ‘*Notice to Proceed*’ provided by the District. Any project schedule adjustments will take place at the completion of the kick-off meeting, and agreeable by both the District and Nobel.

1) Kick Off Meeting	1 Business day (On-site)
2) Needs Assessment	5 Business Days
3) Data Discovery	3 Business days (Nobel’s Office)
4) User Acceptance Test	10 Business days
5) Business Process/District Staff Shadowing	3 Business Days (On-site)
6) Systems Conversion/Integration	10 Business Days (On-site & Nobel)
7) GeoViewer On-line/Mobile Setup and Config.	20 Business days (Nobel’s Office)
8) Soft Rollout/System Testing	3 Business days (Nobel’s Office)
9) Hard Rollout	2 Business days (On-site & Nobel)
10) Training	2 Business days (Onsite)

Total estimated project implementation time is approximately 2 to 2-1/2 months from NTP.

2.19 Conversion Costs

Nobel Systems has performed many paper and electronic conversions over the years. Included are digital conversion of open work orders, inventory items, and open fleet maintenance work orders from the NaviLine 9.1 software.

2.20 Training and Education

Nobel Systems believes that our **GeoViewer** platform is the easiest in the industry to learn based on the all-in-one functionality, Google Maps like interface, and high performance. Because Nobel is headquartered in San Bernardino, we plan to perform all start-up and ongoing training the District's designated site. While we do provide the District with training videos and manuals, we anticipate the staff will learn the software very quickly without much training.

2.21 Project Management

Michael Samuel, President of Nobel Systems, will operate as your Client Service Manager during the implementation phase of this project, and

Balaji Kadaba will be our project manager, with over 20 years of experience in GIS Project Management space. Balaji will provide the following services for the District during the planning and implementation phase of this project:

- Client Communication and Coordination
- Coordinate Project milestones
- Coordinate Nobel Staff and Work Assignments
- Coordinate Client Meetings (Office and Field)
- Coordinate Integration with 3rd Party Software
- Develop Meeting Agendas and Action Items
- Coordinate Software Training
- Coordinate the Proposed Soft and Hard Rollouts

We understand that the District reserves the right to request an alternate project manager if needed. In our history of implementing the GeoViewer software, all of our customers have been very happy with the implementation phase and project management approach.

2.22 Subcontractor and Third-Party Relationships

Nobel's GeoViewer and GeoViewer mobile is a single provider solution. No subcontractors or third-party vendors are required to satisfy this proposal.

2.23 Customer Implementation Responsibilities

At Nobel Systems, we understand that this type of project can cause stress and strain on staff and resources, especially during the systems integration and hard roll-out. We believe that our cloud solution greatly simplifies the implementation process reducing the level of effort required by your staff. With our senior staff being located at our headquarters in San Bernardino, we can provide exceptional service during this process.

2.24 Sample User and Technical Manuals & Other Documentation

Nobel Systems has attached all available user manuals .

2.25 Vendor/Reseller Information

Nobel Systems, headquartered in San Bernardino, is the creator, owner, and provider of the **GeoViewer** software platform. We currently offer the **GeoViewer** platform directly to water utility customers as a software-as-a-service (SaaS). Detailed information on our company can be found in Appendices B, C, D, and E.

Nobel is a leader in the development of cloud-based GIS, EAM, and CMMS solution for water utility industry, and continually invest up to 30% of annual sales into research and development. Our development approach has historically been based on customer feature requests. As a 100% cloud solution, each system improvement benefits the entire customer base. The process is typically straightforward in that simple requests are included without charge if they benefit the customer base. If the system feature is client specific, we can sit down with the Department and develop a scope of work and fee.

2.26 Technology Direction

Nobel has always researched and sought to use the latest and greatest technologies to provide better service to our customers. For this reason, Nobel Systems set out on an extensive R&D effort and decided to shift to the FOSS4GIS space (Free and Open Source Software for GIS). Nobel Systems uses powerful NodeJS servers, utilizes the technologies of top cloud service providers (AWS and Google), and has branched out into the new Internet of Things Space. **All of these efforts resulted in a dramatic improvement of speed, performance, and overall efficiency of our applications.** **We are constantly researching and will develop newer tools every month.**

Nobel Systems has implemented our local government product, “**GeoViewer & GeoViewer Mobile**” at 50 organizations, many in Southern California, making Nobel Systems one of the fastest growing small businesses in San Bernardino, and providing a stable and strong financial foundation for the future.

In addition to our powerful on-line GIS platform, we provide additional systems and modules inside the GeoViewer platform including:

- Work Order Management System
- Fleet and Asset Management System
- Document Management System
- Utility Customer Engagement System
- Utility Customer Billing Module
- DigMark Module
- Leak Collector Module
- Valve Exerciser Machine Adaptor Module
- Hydrant Flushing Module
- Internet of Things (IoT) Pressure Monitoring Module

We will continue to enhance our IoT capabilities in the near future incorporating additional flow and level sensors. We will also be incorporating the EPA Net hydraulic model into **GeoViewer** in the near future as well as building Machine Learning Analytics into our software. We also plan to merge our **GeoViewer Public and On-line** applications for a more customer interactive experience including customer complaint logging and permitting functions. All of these continued advancements will help operators improve customer service and system performance under one software platform.

2.27 Corporate Structure Changes

Nobel Systems has been a family owned and operated smart utility mapping and process workflow software company for over 26 years with President, CFO, and CTO located in our San Bernardino headquarters. We are on solid financial standing and are not seeking any organizational restructuring, mergers, or acquisitions over the next decade.

2.28 Vendor Financial Information

Upon being shortlisted, Nobel Systems is happy to provide additional financial information in a confidential manner and we comply with the requirements in Section 7 of this RFP.

2.29 User Groups

The benefit of working with Nobel Systems is that we are located within Local Area. Department staff can talk directly to and meet with the President and CTO of Nobel Systems to receive technical support, understand product road map, and discuss feature requests. There is also a strong user base in southern California that the Department can collaborate with and receive input on their user experience.

2.30 References and User Base

Total customer statistics and references using the GeoViewer platform are listed in Appendices D and E. Below is a short list of happy customers in the southern California using the GeoViewer platform:

- Mission Springs Water District
- Bellflower Somerset Mutual Water
- Cucamonga Valley Water District
- District of South Gate
- Valley County Water District
- Sativa LA County Water District

References

Customer	Contact Name	Contact Information
Antelope Valley	Matthew Knudson <i>Asst. General Manager</i>	(661)349-7310 mknudson@avek.org
Rowland Water District	Tom Coleman <i>General Manager</i>	(562) 697-1726 tcoleman@rolandwater.com
City of La Verne	David Keesy <i>Asst. City Mgr./ Director of Pub. Works</i>	(909)596-8741 dkeesey@cityoflaverne.org
Walnut Valley Water District	Sheryl Shaw <i>Director of Engineering</i>	(909)595-1268 x 234 sshaw@wvwd.com
Suburban Water Co.	Satish Sadanadam <i>GIS Manager</i>	(626) 543-2503 ssadanandam@swwc.com

SECTION 3

Detailed Proposal

This section of the proposal describes our proposed **Project Team** including staff experience and company information, our **Proposed Solution** including system functionality requirements and system architecture, our **Project Execution Strategy** including implementation steps, schedule, deliverables, our **Cost Proposal**, and **Contractual Requirements** including acknowledgements and exceptions.

3.1 Project Team

We have assembled a team of professionals for this project that brings 80+ years of combined GIS experience and 20+ years of combined cloud technology experience for local government and public utilities. The following key personnel will be assigned and committed to this project as shown in **Figure 3-1** and **Table 3-1**. Staff project resumes are provided as.

Nobel Systems has been a leader in GIS solutions for over 25 years. A detailed company profile is provided in **Table 3-2** including: business type, certifications, years established, physical and website addresses, authorized personnel and key contacts, business hours, clientele, primary markets, software capabilities, awards, and anticipated company growth.

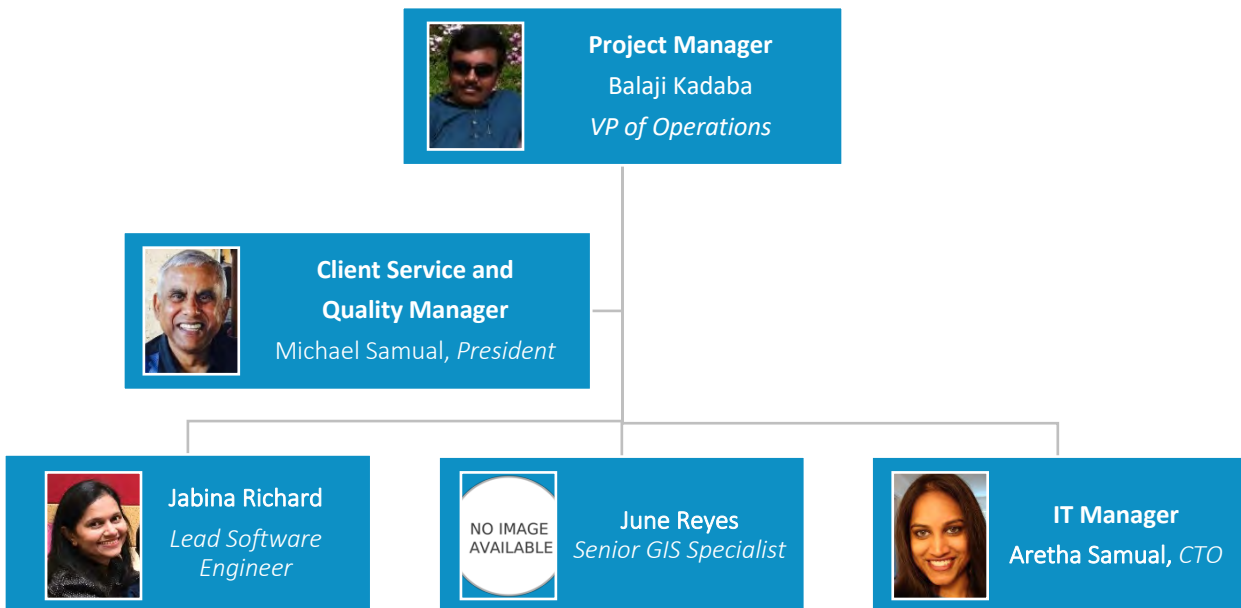


Figure 3-1. Project Team Org Chart

Table 3-1. Project Team Bios	
Balaji Kadaba VP of Operations	Mr. Kadaba earned his B.S degree in Mechanical Engineering from Siddaganaga Polytechnic, India. He has worked extensively in the ESRI and Autodesk product lines and has over 20 years of work experience in data conversion, data management and project management. He has worked extensively in ArcGIS, Arc Catalog and Arc Toolbox, and AutoCAD. He has used Arc Catalog to create and edit Metadata for various datasets and Arc Toolbox to work with projections and geo-processing. Mr. Kadaba was the Project Manager of San Bernardino County Parcel Mapping Project, starting in 2003 and successfully completed in 2005, consisting of 480,000 parcels. He has managed million-dollar projects at Nobel with Long Beach Gas and Oil and Western Municipal District. Balaji Kadaba’s responsibilities include program implementation, project management, and customer oversight. His experience and technical background allow him the ability to make sound decisions and provide strong project leadership.
Aretha Samuel Chief Technology Officer	Ms. Samuel holds a bachelor’s degree in Electrical Engineering and Computer Science from University of California Berkeley. Ms. Samuel has over 12 years of professional experience in the field of IT, Web and Application Development, and 9 years of particular experience in GIS web development for public utilities and municipalities. Her focus is on GIS Web Applications, System Architecture & Design, Network Administration, and Product Development and Integration. Ms. Samuel oversees all software development and is instrumental in the company’s success. Ms. Samuel has extensively worked with Amazon AWS, ReactJS, Apple iOS Swift, NodeJS, NoSQL, Couchbase, Active Directory and Microsoft Server.
Jabina Richard Lead Software Engineer	Mrs. Richard holds a master’s degree in Computer Science from Bharathidasan University. Mrs. Richard has over 10 years of professional experience in the field web and mobile application development and GIS. Her focus is on Mobile and GIS applications development. She has extensive knowledge in Apple’s IOS framework. Mrs. Richard has extensively worked with various development languages and environments. She has worked with Amazon AWS, ReactJS, Apple iOS Swift, NodeJS, NoSQL, Couchbase, Active Directory and Microsoft Server.
June Reyes Senior GIS Specialist	Mr. Reyes has worked extensively in ESRI ArcGIS product line. Mr. Reyes has over 10 years of work experience in Geographic Information Systems (GIS) and the various technology platforms. He has worked extensively in ArcGIS Desktop, Arc Catalog and Arc Toolbox and a Certified Technical Trainer (CTT). He has used Arc Catalog to create and edit Metadata for various datasets and Arc Toolbox to work with projections and geo-processing. Mr. Reyes has acted as an architect in database designing and has also worked with versioned data editing. He oversees the configuration and integration of GIS datasets for both GeoViewer Online and Mobile.

COMPANY OVERVIEW

Table 3-2. Company Profile		
<p>Address: Nobel Systems, Inc. 436 E Vanderbilt Way San Bernardino, CA 92408 (909) 890-5611</p> <p>Fax Number: (909) 890-5612</p> <p>Web Address: www.nobel-systems.com</p> <p>Authorized Personnel: Michael Samuel <i>President</i> (909) 708-4029 msamuel@nobel-systems.com</p> <p>Balaji Kadaba <i>Vice President Operations</i> (909) 963-0787 (310) 995-5643</p> <p>Key Contact Person: Balaji Kadaba <i>Vice President Operations</i></p> <p>Years Established: Twenty-six (26)</p> <p>Certifications: Small Business Enterprise</p> <p>Form of Business: 'S' Corporation, Private</p>	<p>Business Hours: Monday – Friday 7:00am – 6:00pm (PST)</p> <p>Technical Support 24/7</p> <p>After Hours: Hours before or after normal business hours</p> <p>Clientele: Nobel's clientele ranges from cities, counties and quasi government agencies to public utilities, and private companies across the globe.</p> <p>Primary Markets: Local and State Government, Public Utilities, and Private Organizations</p> <p>International Clientele: Netherlands, Philippines, and India</p> <p>Software Capabilities: ArcGIS 10.5 for Desktop and Server Enterprise (Advanced), AutoCAD, Adaptor for MS IIS, MS SQL Server Standard, and iOS application development, Mapbox (Location data platform for mobile and web applications), Couchbase (NoSQL data platform)</p>	<p>Nobel customers are based in the following markets: Local Government, State Government, Public Utilities Private Organizations</p> <p>Nobel's data repository falls into the following categories: Digital Imagery Local, State, and Federal Centerline Data Property Record Tax Roll Assessor Tax Maps Transaction Records Local Parcel Boundary Data</p> <p>Awards: 2015 – Michael Samuel, CEO of Nobel Systems received the <i>U.S. Department of Commerce's prestigious Export Achievement Certificate</i>. 2003 – Michael Samuel was named finalist for the <i>Entrepreneur of the Year of the Inland Empire</i>.</p> <p>Growth: In 2017 Nobel Systems implemented our local government product, "GeoViewer & GeoViewer Mobile" at 40 organizations, 38 in Southern California, making Nobel Systems one of the fastest growing small businesses in San Bernardino. Nobel Systems continues to experience positive growth and estimates corporate revenues to exceed 2019 goals.</p>

3.2 Proposed Solution

SYSTEM FUNCTIONALITY REQUIREMENTS

The Three Valleys Municipal Water District is looking for an integrated enterprise GIS system which will include the system functionality modules shown in **Table 3-3**:

Table 3-3. District Requested System Functionality Modules	
Nobel Solutions	Operations Divisions
<ul style="list-style-type: none"> • GeoViewer Online • GeoViewer Mobile • GeoViewer Public • GeoViewer Work Order • Fleet Management • Inventory Management • Ad-Hoc Reporting • GeoViewer Online Request Management • Leak Collection • Valve Exercising • DigMark 	<ul style="list-style-type: none"> • Engineering • Fleet Inventory Management • Water – Distribution • Water – Operations, Plant & Maintenance • Water – Quality • Waste Water – Collections • Waste Water – Electrical • Waste Water – Environmental Compliance & Regulatory • Waste Water – Treatment Plant Maintenance & RIX • Billing • Customer Service
Agency Integrations/Interfaces	
<ul style="list-style-type: none"> • Esri GIS data • AutoCAD • ECMS (Laserfiche) • Barcode Scanners • Email • Active Directory • Other integration needs to be addressed as needed. 	

SYSTEM ARCHITECTURE

Our comprehensive cloud-based Enterprise GIS, **GeoViewer Online** and **GeoViewer Mobile**, include default configurations and forms and for all of the above requirements shown in **Table 3-3**. It leverages smart-map technology and will automatically receive, deliver, and synchronize work orders/tickets, on both the desktop and mobile devices. Staff will have the ability to control ticket assignments, routing, reporting metrics, and user accounts. Both office and field personnel will have the ability to view all tickets (Open/Closed), existing assets, imagery, and reporting metrics through a user-friendly interface.

GeoViewer On-line

GeoViewer Online is a website that the office staff can use to gather customer complaints, manage work orders, view GIS, update/view inventory, view field data, and see the overall health of all their assets. Nobel will configure an Active Directory authentication solution integrated with GeoViewer Online.

GeoViewer Mobile

GeoViewer Mobile is an Apple based application that can be downloaded from the App Store on iPad and iPhone devices. Here, field crews can view their GIS data, complete work orders, add pictures, videos, notes, and log their hours/equipment/materials for all work done. During the project implementation, Nobel will configure all GIS data, record drawings, fleet data, and load existing work orders into the new mobile app making the transition easy for District staff.

3rd Party APIs

Nobel Systems has integrated with a variety of 3rd party **application programming interfaces (APIs)** over the years and will demonstrate to the District options to incorporate Nobel's built-in ECMS, barcode readers, etc., or integrate with the systems previously described in Section 2.14 (Integration/Interface Capabilities). We anticipate the District will choose all of our built-in systems. However, we can integrate the items designed in the RFP as well.

3.3 Project Execution

Due to the cloud-based architecture and managed software-as-a-service (SaaS), water utilities find that our implementation phase is relatively easy process compared to traditional on-premise applications. The project execution phase is anticipated to follow the following progression:

- Kick Off Meeting
- Develop Detailed Schedule
- Data Discovery and Needs Assessment Phase
- Data Conversion
- Module Configuration
- GIS Implementation
- Integrations
- Soft and Hard Rollout Including Training
- Technical Support
- Project Deliverables

KICK OFF MEETING

Nobel will hold an on-site kick-off meeting to review the project plan and coordinate the information transfer. Balaji Kadaba (Project Manager), and Aretha Samuel (IT Manager) will represent Nobel to discuss our project approach, cloud application and schedule. Nobel will provide information to the District explaining system architecture, use cases, and benefits pertinent to this project. We will also coordinate and schedule source data transfer to Nobel. Data transfer will include GIS databases, record drawings, Laserfiche documents and SQL database, and current work orders and inventory data in Excel/CSV format. Lastly, team member roles will be established and project champions as they relate to project tasks. Nobel's Project Manager will serve as the team's primary contact to the District.

DETAILED PROJECT SCHEDULE

Nobel will prepare a detailed schedule including on-site visits and action items for the District. The following schedule is anticipated resulting in an estimated 2-3-month implementation period:

- ***Kick Off Meeting – 1 business day (On-site)***
- ***Data Discovery – 3 business days (Nobel's Office)***
- ***Business Process/District Staff Shadowing – 3 business days (On-site)***
- ***Systems Conversion/Integration – 10 business days (On-site and Nobel's Office)***
- ***GeoViewer On-line/Mobile Setup and Configuration – 20 business days (Nobel's Office)***
- ***GeoViewer Custom Programming for additional tools – 12 business days***
- ***Soft Rollout/System Testing – 3 business days (Nobel's Office)***
- ***Hard Rollout – 2 business days (On-site and Nobel's Office)***
- ***Training – 2 business days (Onsite)***

DATA DISCOVERY / NEEDS ASSESSMENT PHASE

Nobel will assess the District's IT infrastructure and network resources with the mission of gathering information required to configure and connect to existing systems. Nobel will make sure there is good Wi-Fi speeds of at least 15 Mbps. Nobel will help the IT department plan its purchases of iPad or iPhone technologies for its staff. Nobel will assess needs surrounding integration with third-party systems, such as AutoCAD and Laserfiche. Nobel will also schedule its Module Configuration meetings with key staff members for 1-2 business days. Because Nobel is so close to San Bernardino, we can easily come over and shadow field staff and visually see their needs.

DATA CONVERSION

Nobel will:

- Import all existing database content
- Import and host Three Valleys (and associated) GIS data, and retrieve all asset documents.

Nobel will link these documents to GIS assets, and provide a searchable interface. These documents will be loaded onto the Mobile Devices (iPad and iPhones) for fast and easy access on the field.

GIS IMPLEMENTATION

Using GeoViewer as a common data portal will allow for integration and centralized data access, updating, and data sharing throughout all Operation/Distribution/Water/Wastewater departments. GeoViewer can bring together District information systems and GIS to provide access to various data sets for more informed decision-making.

A vital part of GIS implementation process is to determine how the District currently uses GIS and other systems that will be utilized and/or integrated with Nobel's software. This gained knowledge will dictate project milestones and establish a solid foundation from which to begin the integration of the GIS cloud solution. Nobel's goal is to ensure the District's data needs are met, with maintaining, protecting data integrity, and providing actionable data to District staff. **For details regarding the GIS integration and ongoing maintenance options, see Section 2.14.**

MODULE CONFIGURATION

Nobel will meet first with the Field Crew Supervisors to ascertain their needs. We will show all Work Order, Inventory Management, Water, Sewer, Plant Check out-of-the-box module functionalities. Having feedback with the Agency will allow us to plan the Module Configuration.

INTEGRATIONS

A detailed description of integration capabilities and approach for this project is outlined in **Section 2.14.**

SOFT ROLLOUT & TRAINING

Nobel will administer a soft rollout of GeoViewer to approximately 2% of the named user base. This will be a simulation of the production environment with all apps ready to deploy and tested. This is a critical step in the implementation to receive valuable end user feedback and implement final configuration changes. This ensures the GeoViewer configuration matches the needs of the District prior to the GO LIVE rollout.

HARD ROLLOUT & TRAINING

The Hard Rollout represents the official Go-Live in a production environment. All remaining users will undergo GeoViewer training and provided user training information. GeoViewer training will include two - four separate training sessions for District staff. These training sessions will be two (2) hours and will cover each GeoViewer module and datasets.

PROJECT DELIVERABLES

For a complete list of proposed deliverables, please see **Table 3-5**.

Table 3-5. Proposed Project Deliverables	
Deliverable	Description
Enterprise GIS/GeoViewer Mobile & Online	Analysis, and implementation of Nobel’s GeoViewer, which includes connected and disconnected editing. GeoViewer integrates with almost any GIS data, and integrates with many external systems.
Work Orders	The Work Order system allows for scheduling, field data collection, creation and editing of work orders. Prioritization will include Labor/Equipment/Inventory Details plus Barcode Scanning.
Valve Isolation	Nobel System’s valve isolation module will be installed to meet all feature requirements within the District’s RFP requirements.
Valve Exercising	Nobel System’s valve exercising module will be installed to meet all feature requirements within the District’s RFP requirements. This module automates the valve exercising functions.
GeoViewer Public	Implementation of all Public facing requirements for customer facing web as required in the District’s RFP.
GeoViewer Business Intelligence	Nobel will implement the GeoViewer BI module for comprehensive process, operational management as well as reporting capabilities
GeoViewer Workorder/CMMS	Nobel Systems will utilize our Work Order solution to meet all the requirements of the District. Most being out of the box functionality. Including Link Documents to GIS Assets, provide a searchable interface for all Documents, or a direct Integration with Laserfiche if needed. This module also includes not only as billing features, but the ability to control and track inventory both out in the field well as in house.

DigMark	Nobel Systems GeoViewer DigMark module meets the requirements for the USA Callout Application.
Leaks Collection	Nobel will integrate the GeoViewer Leaks Collection module, allowing the District to capture photos, for reporting, and produce notifications. This module will also be integrated with Nobel's Isolation and hydrant flushing modules.
Internet of Things (IoT) (optional)	As an option to this proposal, the District may choose to purchase Nobel's IoT solutions for pressure monitoring and water quality
Hydrant Flushing (optional)	As an option to this proposal, Nobel Systems offers a module that is built around the hydrant flushing exercise.

ONGOING TECHNICAL SUPPORT

As part of our SaaS solution, Nobel Systems will provide complimentary technical support 24/7, training, standard updates, and unlimited data posting/storage. These costs are included in our annual SaaS fee.

3.4 DISCLOSURES AND CONTRACTUAL REQUIREMENTS

ACKNOWLEDGEMENT

Nobel Systems agrees and complies with the contract requirements set forth in the RFP including:

- Professional Service Agreement
- Insurance Requirements
- District Reimbursements
- Selection of Firm
- Selection Criteria
- Financial Contributions Statement
- District Responsibilities

FEATURE EXCEPTIONS AND PROBABLE COST

None

3.5 Cost Proposal

ONETIME SETUP COSTS:

Project Setup.....	\$ 15,000
Module Setup Costs	Included
File Conversion Assistance.....	Included
TOTAL	\$ 15,000

IoT Pressure Monitoring System (optional)\$ 890/Device

ANNUAL HOSTING COSTS:

GeoViewer Online and Mobile Subscription Fee (Enterprise License)	\$ 45000
Work Order Module Hosting Cost.....	\$ Included
Valve Isolation Module Hosting Cost.....	\$ Included
Leaks Collection Module Hosting Cost.....	\$ Included
Valve Exercising Module Hosting Cost	\$ Included
GeoViewer Public Module Hosting Cost.....	\$ Included
GeoViewer Business Intelligence Module Hosting Cost	\$ Included
CMMS Module Hosting Cost	\$ Included
Digmark Module Hosting Cost.....	\$ Included
TOTAL	\$ 45,000

OPTIONAL - IoT Module Hosting Cost\$ 890/device

Total Fee Year One (1)	\$ 60,000
Total Fee Year Two (2)	\$ 45,000
Total Fee Year Three (3)	\$ 45,000

Notes:

1. The above costs are based on a three (3) year agreement.
2. Includes upgrades, technical support, and cloud software service

3.6 Conclusion

We look forward to working with Three Valleys Municipal Water Department on deploying an easy-to-use integrated enterprise GIS system, along with work order management, fleet management, billing, valve turning, field management, back office reporting, and public facing and back office analysis and reporting, asset management, and other features laid out in this proposal that will GeoViewer will ultimately help field staff, office staff, and District executives in their daily workflows. We have built our GeoViewer Software with Customers like you in mind.

If you have questions on this proposal, feel free to contact Todd Lushinsky at your convenience by email at todd@nobel-systems.com or by phone at 909-347-9783 or 909-963-0787.

Thank you for your consideration,

Todd Lushinsky
Business Development Executive
Nobel Systems, Inc.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
THREE VALLEYS MUNICIPAL WATER DISTRICT
AND**

THIS AGREEMENT is made this ___ day of June 2019, by and between the THREE VALLEYS MUNICIPAL WATER DISTRICT, a Municipal Water District organized and operating pursuant to California Water Code Section 71000 et seq. (hereinafter referred to as the “DISTRICT”), and Nobel Systems, a _____ (hereinafter referred to as “CONSULTANT”).

RECITALS

WHEREAS, the DISTRICT desires to contract with CONSULTANT to provide services as described in the RFP issued by the District for the GIS Enterprise Project (hereinafter referred to as “Project”) and per the proposal provided by the Consultant dated March 28, 2019; and

WHEREAS, CONSULTANT is willing to contract with the DISTRICT to provide such services; and

WHEREAS, CONSULTANT holds itself as duly licensed, qualified, and capable of performing said services; and

WHEREAS, this Agreement establishes the terms and conditions for the DISTRICT to retain CONSULTANT to provide the services described herein for the Project.

COVENANTS

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

**ARTICLE I
ENGAGEMENT OF CONSULTANT
AND AUTHORIZATION TO PROCEED**

1.1 **ENGAGEMENT:** The DISTRICT hereby engages CONSULTANT, and CONSULTANT hereby accepts the engagement, to perform certain services described in Section 2.1 of this Agreement.

1.2 **AUTHORIZATION TO PROCEED:** Authorization for CONSULTANT to proceed with all or a portion of the work described in Section 2.1 of this Agreement will be granted in writing by the DISTRICT as soon as both parties sign the Agreement and all applicable insurance and other security documents required pursuant to Section 6.3 of this Agreement are received and approved by the DISTRICT. CONSULTANT shall not proceed with said work until so authorized by the DISTRICT, and shall commence work immediately upon receipt of the Notice to Proceed.

1.3 **NO EMPLOYEE RELATIONSHIP:** CONSULTANT shall perform the services provided for herein as an independent contractor, and not as an employee of the DISTRICT. The DISTRICT shall have ultimate control over the work performed for the Project. CONSULTANT is not to

be considered an agent or employee of the DISTRICT for any purpose, and shall not be entitled to participate in any pension plans, insurance coverage, bonus, stock, or similar benefits that the DISTRICT provides for its employees. CONSULTANT shall indemnify the DISTRICT for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which the DISTRICT may be required to make on behalf of CONSULTANT or any employee of CONSULTANT for work performed under this Agreement.

ARTICLE II SERVICES OF CONSULTANT

2.1 **SCOPE OF SERVICES:** The scope of services to be performed by the CONSULTANT under this Agreement are described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by this reference ("Scope of Work"), and shall, where not specifically addressed, include all related services ordinarily provided by the CONSULTANT under same or similar circumstances.

2.2 **PREVAILING WAGES:** In accordance with the provisions of the California Labor Code, CONSULTANT shall secure the payment of compensation to employees. To the extent required by the California Labor Code, CONSULTANT shall pay not less than the prevailing rate of per diem wages as determined by the Director, Department of Industrial Relations, State of California.

2.3 **HOURS AND WORKING CONDITIONS:** It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this Agreement to the same extent as though set forth herein and will be complied with by CONSULTANT. CONSULTANT shall comply with all applicable provisions of the California Labor Code relating to working hours and the employment of apprentices on public works projects.

ARTICLE III RESPONSIBILITIES OF THE DISTRICT AND OF CONSULTANT

3.1 **DUTIES OF THE DISTRICT:** The DISTRICT, without cost to CONSULTANT, will provide all pertinent information necessary for CONSULTANT's performance of its obligations under this Agreement that is reasonably available to the DISTRICT unless otherwise specified in the Scope of Work, in which case the CONSULTANT is to acquire such information. The DISTRICT does not guarantee or ensure the accuracy of any reports, information, and/or data so provided.

3.2 **REPRESENTATIVE OF DISTRICT:** The DISTRICT will designate _____ as the person to act as the DISTRICT's representative with respect to the work to be performed under this Agreement. Such person will have complete authority to transmit instructions, receive information, and interpret and define the DISTRICT's policies and decisions pertinent to the work.

3.3 **DUTIES OF CONSULTANT:** CONSULTANT shall perform the Project work in such a manner as to fully comply with all applicable professional standards of care, including professional quality, technical accuracy, timely completion, and other services furnished and/or work undertaken by CONSULTANT pursuant to this Agreement. The CONSULTANT shall cause all work and deliverables to conform to all applicable federal, state, and local laws and regulations.

3.4 **APPROVAL OF WORK:** The DISTRICT's approval of work or materials furnished hereunder shall not in any way relieve CONSULTANT of responsibility for the technical adequacy of its

work. Neither the DISTRICT's review, approval or acceptance of, nor payment for any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

ARTICLE IV PAYMENTS TO CONSULTANT

4.1 **PAYMENT:** The DISTRICT will pay CONSULTANT for work performed under this Agreement, which work can be verified by the DISTRICT, on the basis of the following: CONSULTANT shall exercise its good faith best efforts to facilitate a full and clear definition of the scope of all assigned work so that the amount set forth in Section 4.3 of this Agreement will cover all tasks necessary to complete the work. The amount set forth in Section 4.3 of this Agreement is the maximum compensation to which CONSULTANT may be entitled for the performance of services to complete the work for the Project, unless the Scope of Work or time to complete the work is changed by the DISTRICT in writing in advance of the work to be performed thereunder. Adjustments in the total payment amount shall only be allowed pursuant to Section 6.4 of this Agreement. In no event shall CONSULTANT be entitled to compensation greater than the amount set forth in Section 4.3 of this Agreement where changes in the Scope of Work or the time for performance are necessitated by the negligence of CONSULTANT or any subcontractor performing work on the Project.

4.2 **PAYMENT TO CONSULTANT:** Payment will be made by the DISTRICT within thirty (30) calendar days after receipt of an invoice from CONSULTANT, provided that all invoices are complete and product and services are determined to be of sufficient quality by the DISTRICT.

4.3 **ESTIMATED CHARGES:** The total estimated charges for all work under this Agreement are \$ _____ and such amount is the cost ceiling as described herein. The total estimated charges stated herein constitute the total amount agreed to.

4.4 **COST FOR REWORK:** CONSULTANT shall, at no cost to the DISTRICT, prepare any necessary rework occasioned by CONSULTANT's negligent act or omission or otherwise due substantially to CONSULTANT's fault.

ARTICLE V COMPLETION SCHEDULE

5.1 **TASK SCHEDULE:** The work is anticipated to be completed in accordance with the schedule agreed upon by DISTRICT and CONSULTANT at the time that a Notice to Proceed is issued by DISTRICT.

5.2 **TIME OF ESSENCE:** CONSULTANT shall perform all services required by this Agreement in a prompt, timely, and professional manner in accordance with the agreed upon schedule. Time is of the essence in this Agreement.

ARTICLE VI GENERAL PROVISIONS

6.1 **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** CONSULTANT shall at all times observe all applicable provisions of Federal, State, and Local laws and regulations including, but not limited to, those related to Equal Opportunity Employment.

Item 9.B - Exhibit B

6.2 **SUBCONTRACTORS AND OUTSIDE CONSULTANTS:** No subcontract shall be awarded by CONSULTANT if not identified as a subcontractor in the Scope of Work unless prior written approval is obtained from the DISTRICT.

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

CONSULTANT shall procure and maintain during the performance of this Agreement policies of insurance as follows:

Workers' Compensation: CONSULTANT shall maintain Workers' Compensation insurance, as required by law in the State of California, and Employers' Liability Insurance (including disease coverage) in an amount not less than \$1,000,000.00 per occurrence. This insurance shall also waive all right to subrogation against the DISTRICT, its Board of Directors, officers, employees, representatives, and agents.

General Liability: CONSULTANT shall maintain general liability insurance including provisions for contractual liability, independent contractors, and broad form property damage coverage. This insurance shall be on a comprehensive, occurrence basis form with a standard cross liability clause and endorsement (ISO CG 2010 or equivalent). DISTRICT shall be named as an additional insured, and the limit for this insurance shall be not less than \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage.

Automobile Liability: CONSULTANT shall maintain automobile liability insurance with coverage for any vehicle including those owned, leased, rented or borrowed. This insurance shall have an endorsement naming the DISTRICT as an additional insured and with a standard cross liability clause and endorsement (ISO CG 2010 or equivalent). The limit amount for this insurance shall be not less than \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage.

Professional Liability: CONSULTANT shall maintain professional liability insurance with coverage for wrongful acts, errors, or omissions committed by CONSULTANT in the course of work performed for the DISTRICT under this Agreement. This insurance shall include coverage for liability assumed under this Agreement when CONSULTANT's wrongful acts, errors, or omissions cause such liability. The limit for this insurance shall be not less than \$1,000,000.00 per claim.

6.4 **CHANGES IN SCOPE OR TIME:** If the DISTRICT requests a change in the Scope of Work or time of completion by either adding to or deleting from the original scope or time of completion, an equitable adjustment shall be made and this Agreement shall be modified accordingly.

6.5 **INDEMNITY:**

(a) CONSULTANT shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of the work to be performed under this Agreement, including without limitation, any and all such claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, arising by reason of death or bodily injury to one or more

Item 9.B - Exhibit B

persons, including the employees of CONSULTANT; injury to property of any kind, including loss of use; or economic damages of any kind, caused by, or arising out of, any alleged or actual act or omission, regardless of whether such act or omission is active or passive, by CONSULTANT, any of CONSULTANT's subcontractors or DISTRICT, including their respective directors, officers, employees, agents and assigns, excepting only such matters arising from the sole negligence or willful misconduct of the DISTRICT.

- (b) It is the intent of the parties to this Agreement that the defense, indemnity and hold harmless obligation of CONSULTANT under this Agreement shall be as broad and inclusive as may be allowed under California Civil Code §§ 2778 through 2784.5, or other similar state or federal law.

6.6 EXAMINATION OF RECORDS: All original drawings, specifications, reports, calculations, and other documents or electronic data developed by CONSULTANT for the Project shall be furnished to and become the property of the DISTRICT. CONSULTANT agrees that the DISTRICT will have access to and the right to examine any directly pertinent books, documents, papers, and records of any and all of the transactions relating to this Agreement.

6.7 ASSIGNMENT: Neither party shall assign or transfer its interest in this Agreement without written consent of the other party. All terms, conditions, and provisions of this Agreement shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

CONSULTANT

THREE VALLEYS MUNICIPAL WATER DISTRICT

By: _____

By: _____

(Print Name and Title)

Matthew H. Litchfield
General Manager

Date

Date

EXHIBIT A

SCOPE OF WORK

DRAFT



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: June 05, 2019
Subject: **Capital Projects Status 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:	\$

Requested Action:

No Action Necessary – Informational Item Only

Discussion:

A brief status report for each project is provided below:

TVMWD Grand Avenue Well Equipping Project – Project No. 58446

Staff issued the notice to proceed (NTP) to the general contractor (E.J. Meyer Company) on May 6th and held the preconstruction meeting on May 8th with the general contractor, his electrical and mechanical sub-contractors, Edison (SCE), Claremont construction inspector, Prime Systems, and District operations staff. The contractor is in the process of providing submittals for review and approval by the District before moving forward with procurement and/or fabrication of project materials and components. In addition, the contractor has surveyed the pipeline alignment and well enclosure building to request USA identification of existing utilities.

Staff has prepared and sent out a project notification flyer to residents who may be impacted by construction activities along the pipeline route (alignment). The flyer includes appropriate District staff contact information that residents may call for questions regarding construction activities. Construction activities will be performed between 7:00am to 5:00pm.

Staff anticipates construction duration will take about seven months (i.e. begin in early June and be completed by mid-January 2020).

TVMWD Baseline Road Well Project – Project No. 58458

No new information to report.

JWL Control Valve – Project No. 58462

The District will hold this project's preconstruction meeting with the contractor and City of La Verne on May 28th. The project will entail installing an 18-inch flow control valve and

appurtenances in a new full traffic-rated vault upstream of the Joint Water Line (JWL) connection on C street. The project also replaces outdated control and electrical panel with new equipment. The City continues its support of District improvement projects allowing use of its C street yard for project staging of equipment and materials.

Once complete, the new equipment will allow the District to expand efficient use of its transmission line incorporating its Fulton reservoir for better flow control to supply water through its JWL connection without over-pressurizing the JWL's concrete pipe.

Completion of this project will allow a new residual chloramination station to be installed at the Fulton Reservoir sometime in late 2019 or early 2020 to continue supplying high quality potable water to its member agencies.

Miragrand Well PDR Request For Proposals – Project No. 51992

District staff have requested proposals from consultants to perform a Preliminary Design Report (PDR) for this potential well site. Part of the completed PDR will review the existing site conditions to identify issues that may affect the design, construction, and long-term operations & maintenance of the facility. A partial list of conditions to be considered includes site conditions related to nearby structures, wet & dry utilities, access roads, right-of-way improvements, related activities during construction and ongoing operations afterwards, and visual conformity to the neighborhood.

Some operational scenarios to be considered are local groundwater conditions such as historical and current water levels, previous and current land use, groundwater quality, nearby production wells, and how the new water supply will be integrated into the District's existing system.

Staff is currently reviewing proposals listed in table 1, and calling references in an effort to select the appropriate consultant for this task. Staff anticipates the cost for the appropriate scope of work required to prepare the PDR will be within the approval authority of the general manager. Staff anticipates to complete its review and move forward in selecting a consultant to start work in mid-June.

CONSULTANT	FEE
Civiltec Engineering, Inc.	\$42,840
Cannon Corporation	\$56,104
JIG Consultants	\$39,990
Stantec Consulting	\$63,940

Table 1. Summary of Proposals Fee

The completed PDR will be the basis by which the CEQA documentation and permitting process will create its framework for the direction to complete the environmental review and permit approval.

Miragrand Well CEQA Request For Proposals – Project No. 51992

Staff have determined this activity is a project and not maintenance or repair work of an existing facility that would be exempt from the CEQA process. For this reason staff started a separate but parallel track to request proposals from environmental consultants to prepare the necessary environmental (CEQA) documentation and perform the permitting process noted above. Staff anticipates the selected consultant will reference the PDR in preparation of the environmental documentation (i.e. Initial Study & Negative Declaration) before receiving permit approval per the California Environmental Quality Act and the Department of Drinking Water.

Staff anticipates receiving proposals by mid June and completing review of the proposals by late June. Staff anticipates the cost will be within the general manager's authority allowing selection of a consultant for this work by late June.

Strategic Plan Objective(s):

- 1.3 – Maintain diverse sources of water supplies and storage, and increase extractable water storage supplies to 10,000 AF.
- 1.4 – Capable of delivering 10,000 AFY from local sources in case of drought or catastrophe.
- 1.5 – Maintain water infrastructure to assure 100% reliability.
- 2.1 – Utilize 10,000 AF of well production to meet annual demands.
- 2.3 – Manage water infrastructure and staff operations to minimize costs.
- 3.3 – Be accountable and transparent with major decisions

Attachment(s):

None

Meeting History:

Board Meeting – March 06, 2019



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: June 5, 2019
Subject: Debt Management Policy

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

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

Attached for Board consideration is a proposal to establish a debt management policy for TVMWD. The policy is intended to provide written guidelines, allowances and restrictions that guide the debt issuance practices of TVMWD, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations.

Recent legislation requires government agencies to maintain a debt policy when issuing debt. Although TVMWD has been debt free since 2012 with no plans to issue debt, staff would rather have the policy established prior to such a need. Adoption of the policy would have no immediate impact on TVMWD.

Staff would seek to return this item to the June 19, 2019 meeting for approval.

Strategic Plan Objective(s):

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

Attachment(s):

Exhibit A – Debt Management Policy

Meeting History:

None

NA/JL

THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

1) Introduction

- a) Three Valleys Municipal Water District (TVMWD) is a special district formed by public election in 1950 and is the area's primary source of supplemental water covering the Pomona, Walnut and East San Gabriel Valleys. TVMWD is one of 26-member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and Northern California. The region served by TVMWD spans over 133 square miles and serves 13 retail member agencies that in turn serve a population of over 500,000. The mission of TVMWD is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.
- b) The Three Valleys Municipal Water District Financing Corporation (Financing Corporation) was formed in 1992 to provide assistance to TVMWD in the financing and refinancing, or acquiring, constructing and rehabilitating various facilities, land and equipment, and the sale and leasing of facilities, land and equipment for the use, benefit and enjoyment of the public served by TVMWD and any other purpose incidental thereto.

2) Purpose

- a) TVMWD's Debt Management Policy (the Policy) as set forth herein provides written guidelines, allowances, and restrictions that guide the debt issuance practices of TVMWD, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations. Adherence to the Policy is essential to ensure TVMWD maintains a debt portfolio that supports TVMWD's financing needs and minimizes cost of funds. Adherence also signals to rating agencies and the capital markets that an agency is well managed and therefore is likely to meet its debt obligations in a timely manner.
- b) TVMWD's Board of Directors (the Board) acknowledges that changes in the capital markets and other unexpected events may, from time to time, create situations and opportunities that are not contemplated by this Policy and may require adjustments or exceptions to the guidelines of the Policy. In such circumstances, the ability to be flexible is important; however, any authorization granted by the Board to proceed with a financing or financial product not expressly permitted by the Policy must be accompanied by an acknowledgement of the Board that the actions to be taken by TVMWD are not specifically authorized by the Policy in force at that time. The Policy shall be initially adopted by the Board and reviewed annually and approved as changes occur.

3) Roles and Responsibilities

- a) Chief Finance Officer (CFO) - The CFO is responsible for developing debt financing recommendations, debt issuance and oversight of debt management. The CFO shall consider the need for debt financing based on the Five-Year Capital Program (Capital Program).

THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

- b) General Manager (GM) - The GM shall determine projects and timelines for the Capital Program that may require debt financing. The GM will be responsible for updating this Policy and submitting to the Board for review and adoption.
- c) The Board - The Board approves the Capital Program and authorizes all debt transactions.
- d) Consultants - TVMWD may hire consultants to perform specific debt-related tasks as outlined in Section 19.

4) Capital Program

- a) TVMWD recognizes the need to invest in ongoing capital replacement and rehabilitation of its facilities as well as new infrastructure to ensure future viability of services. To endorse prudent fiscal management, TVMWD is committed to systematic capital planning and long-term financial planning. Evidence of this commitment is demonstrated through the Capital Program, which is integrated within TVMWD's Strategic Plan and ensures the projects of the Capital Program are in alignment with the goals and objectives of the Strategic Plan. Both the Capital Program and the Strategic Plan are adopted and adjusted annually.
- b) Capital projects may include the acquisition/construction/enhancement of land, facilities, or infrastructure that enhance TVMWD's ability to achieve its mission. The Capital Program shall specifically include the following:
 - i) Description and purpose of each capital project
 - ii) How the project meets TVMWD's objectives
 - iii) Cost estimate and timeline
 - iv) Estimated or approved grant funding
 - v) Estimated annual cost of O&M and staff time saved or incurred by the project

5) Use of Debt

- a) TVMWD expects to pay the Capital Program from a combination of current revenues, available reserves, and prudently issued debt. TVMWD recognizes that debt can provide an equitable means of financing projects for its customers and provide access to new capital needed for infrastructure and projects. Debt may be used to meet financing needs (i) if it meets the goals of equitable treatment of all customers, both current and future; (ii) if it is cost-effective and fiscally prudent, responsible, and diligent under the prevailing economic conditions; (iii) is the best alternative as compared to other funding sources including grants or other arrangements in lieu of incurring debt; and (iv) if there are other important policy reasons therefor.
- b) Debt can be issued to fund the planning, pre-design, design, land and/or easement acquisition, construction, and related fixtures, equipment and other costs of capital projects as permitted by law. Debt cannot be issued for ongoing operations and maintenance. The proceeds of any debt obligation shall be expended only for the purpose for which it was authorized.
- c) TVMWD may also utilize short term financing (including leases) to finance certain essential equipment and vehicles.
- d) The weighted average useful life of the asset(s) or project shall exceed the payout schedule of any debt TVMWD assumes.

THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

6) Debt Capacity

- a) There is no specific provision within the California Government Code that limits the amount of debt that may be issued by TVMWD. TVMWD's borrowing capability is limited by the additional bonds test and debt coverage ratio required by any existing bond covenants. TVMWD will be mindful of its overall debt burden in the context of its revenues, expenses, reserves and overall financial health.

7) Types of Debt

- a) Revenue bonds, Certificates of Participation (COPs), variable rate bonds, state revolving fund (SRF) loans, federal loans, bank loans, notes, commercial paper, direct placements, capital leases, lease-purchase financing, and lines of credit are all acceptable types of debt.
- b) In addition to the aforementioned long and short-term financing instruments, TVMWD and the Financing Corporation may also consider joint arrangements with other governmental agencies. TVMWD will only be liable for its share of debt service, as specified in a contract executed in connection with the joint venture debt.
- c) TVMWD is authorized to join with other special districts and/or municipal agencies to create a separate entity, a Joint Powers Authority (JPA), to issue debt on behalf of TVMWD. TVMWD will only be liable for its share of debt service, as specified in a contract executed in connection with the joint venture debt.

8) Debt Service Reserve Fund/Surety Policy

- a) If there are market requirements or it is important to increase credit ratings, TVMWD will fund a debt service reserve fund as part of its debt issuance.

9) Debt Structure Considerations

- a) In structuring a debt issuance, TVMWD will manage the amortization of debt, and to the extent possible, match its cash flow to the anticipated debt service payments. TVMWD will seek to structure debt with aggregate level principal and interest payments over the life of the borrowing. Backloading of debt service will be considered only when such structuring is beneficial to TVMWD's aggregate overall debt payment schedule.
- b) The CFO and GM, with the advice of TVMWD's Financial Advisor, will evaluate and recommend to the Board the use of a call option, if any, and call protection period for each issuance. A call option, or optional redemption provision, gives TVMWD the right to prepay or retire debt prior to its stated maturity. This option may permit TVMWD to achieve interest savings in the future through refunding of the bonds. Because the cost of call options can vary widely, depending on market conditions, an evaluation of factors, such as the call premium, time until the bonds may be called at a premium or at par, and interest rate volatility will guide the decision to issue bonds with a call option.

**THREE VALLEYS MUNICIPAL WATER DISTRICT
Debt Management Policy**

10) Debt Management Analysis

- a) The CFO is responsible for periodic monitoring of outstanding debt and providing a written analysis to the Board on at least an annual basis. The analysis will summarize changes, opportunities for refundings or refinancings, strategies and any other information critical to allowing the Board to make an informed decision. It will spotlight the needs based on the Capital Program and other considerations.

11) Debt Refunding and Refinancing

- a) Debt can be refunded or refinanced to achieve one or more of the following objectives:
 - i) Reduce future interest costs;
 - ii) Restructure future debt service in response to evolving conditions regarding anticipated revenue sources
 - iii) Remove undesirable covenants

12) Method of Sale

- a) TVMWD will select a method of sale that is the most appropriate when considering the financial, market, transaction-specific and Issuer-related conditions. There are three basic methods of sale:
 - i) Competitive Sale
 - ii) Negotiated Sale
 - iii) Private Placement
- b) Each type of debt sale has the potential to provide the lowest cost given the right conditions. The CFO and the Financial Advisors will recommend to the Board the most appropriate method of sale in light of prevailing financial, market and transaction-specific conditions.

13) Internal Control Procedures

- a) All debt transactions must be approved by the Board. The proceeds of bond sales will be invested until used for the intended project(s) in order to maximize utilization of the public funds. The investments will be made to obtain the highest level of 1) safety, 2) liquidity, and 3) yield, and may be held as cash. TVMWD's investment guidelines and bond indentures will govern objectives and criteria for investment of bond proceeds. The CFO will oversee the investment of bond proceeds in a manner to avoid, if possible, and minimize any potential negative arbitrage over the life of the bond issuance, while complying with arbitrage and tax provisions.
- b) Bond proceeds will be deposited and recorded in separate accounts to ensure funds are not comingled with other forms of TVMWD funds. TVMWD's Trustee or Fiscal Agent will administer the disbursement of bond proceeds pursuant to each certain Indenture of Trust or Fiscal Agent Agreement, respectively. To ensure proceeds from bond sales are used in accordance with legal requirements, invoices are submitted by the originating department and approved by the CFO and GM for payment.

**THREE VALLEYS MUNICIPAL WATER DISTRICT
Debt Management Policy**

14) Credit/Ratings Objectives

- a) TVMWD will seek to maintain the highest possible credit ratings that can be achieved for debt instruments without compromising TVMWD's policy objectives. Ratings are a reflection of the general fiscal health of TVMWD. By maintaining the highest possible credit ratings, TVMWD can issue its debt at a lower interest cost.
- b) To enhance creditworthiness, TVMWD is committed to prudent financial management, systematic capital planning, and long-term financial planning.
- c) TVMWD recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Each proposal for additional debt will be analyzed for its impact upon TVMWD's debt rating on outstanding debt.

15) Compliance with Bond Covenants

- a) In addition to financial disclosure and arbitrage compliance, once the bonds are issued, TVMWD is responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis. This typically includes ensuring:
 - i) Annual appropriation of revenues to meet debt service payments
 - ii) Timely transfer of debt service payments to the trustee or paying agent
 - iii) Compliance with insurance requirements
 - iv) Compliance with rate covenants where applicable
 - v) Compliance with all other bond covenants
- b) On an annual basis, the CFO will prepare all required debt related schedules, disclosures and footnotes for inclusion in TVMWD's Comprehensive Annual Financial Report (CAFR). The CAFR shall describe in detail all funds and fund balances established as part of any direct debt financing of TVMWD. The CAFR will also contain information detailing any material or rate covenants contained in any direct offering of TVMWD and whether such covenants have been satisfied.

16) Disclosure and Arbitrage Rebate Compliance

- a) TVMWD will comply with all financing covenants to maintain the validity of the issuance of debt, including, but not limited to tax-exemption, arbitrage rebate compliance, insurance provisions, reporting and monitoring requirements. TVMWD will ensure compliance with all continuing disclosure requirements as part of its ongoing debt program. Any instance of noncompliance will be reported to the Board.

17) SB 1029 Compliance

- a) SB 1029, signed on September 12, 2016 and now part of Government Code Section 8855, requires issuers to adopt debt policies addressing each of the five items below.
 - i) The purposes for which the debt proceeds may be used.
 - (1) Section 5 of this policy provides information regarding the purposes for which TVMWD may spend debt proceeds.
 - ii) The types of debt that may be issued.
 - (1) Section 7 of this policy provides information regarding the types of debt TVMWD may issue.

**THREE VALLEYS MUNICIPAL WATER DISTRICT
Debt Management Policy**

- iii) The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
 - (1) Sections 4 and 10 of this policy provide information regarding the relationship between the TVMWD's debt and capital improvement program.
- iv) Policy goals related to the issuer's planning goals and objections.
 - (1) Section 4 describes the TVMWD's planning goals and objectives.
- v) The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.
 - (1) Section 13 of this policy provides information regarding the TVMWD's internal control procedures designed to ensure that the proceeds of a debt issuance are spent as intended.

18) SB 450 Compliance

- a) SB 450, signed on October 9, 2017 and now part of Government Code Section 5852, requires issuers to disclose the full cost of using bond financing prior to approving the issue of the bonds. The following information will be disclosed in a public meeting prior to the approval of issuance of bonds:
 - i) The true cost on the bonds
 - ii) The sum of all fees and charges to issue the bonds
 - iii) The amount of proceeds to be generated by the sale of the bonds
 - iv) The total amount of the issuer's obligation to bondholders

19) Consultants


- a) Municipal Financial Advisor
 - i) The municipal advisor will advise TVMWD on refunding opportunities for current outstanding debt, as well as assist in evaluating the merits of competitive, negotiated or private placement of new debt, and determining the most appropriate structure to ensure effective pricing that meets the TVMWD's near-term and long-term cash flow needs. The municipal advisor will work with all parties involved in the financing transaction, including the TVMWD's bond counsel, trustee, underwriters, credit liquidity providers, to develop and monitor the financing schedule and preparation of the Official Statement. The municipal advisor will assist TVMWD in developing and distributing bid specifications for desired services, such as, trustee and paying agents, printing, remarketing and credit liquidity service providers, and assist TVMWD in its review process. TVMWD also expects that its municipal advisor will provide objective advice and analysis, maintain confidentiality of the TVMWD's financial plans, and be free from any material conflict of interest.
 - ii) TVMWD will select independent municipal advisors. While serving as the TVMWD's municipal advisor, a firm may not also engage in the underwriting of TVMWD bond issue for which that firm acts as municipal advisor. A firm may not switch roles (i.e., from municipal advisor to underwriter) after a financial transaction has begun. Municipal advisors shall be selected through a competitive qualification process after a review of proposals by the CFO, GM, and/or other staff, and is subject to approval by the Board.

**THREE VALLEYS MUNICIPAL WATER DISTRICT
Debt Management Policy**

- iii) During the contract term of any party acting as municipal advisor, neither the firm nor any individual employed by that firm will perform financial advisory, investment banking or similar services for any entity other than TVMWD in transactions involving a TVMWD financial commitment.
- b) Bond Counsel
 - i) Bond counsel will prepare the necessary authorizing resolutions, agreements and other documents necessary to execute the financing. All debt issued by TVMWD or the Financing Corporation will include a written opinion by bond counsel affirming that TVMWD is authorized to issue the debt, stating that TVMWD has met all state constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax status.
 - ii) TVMWD will retain external bond counsel for all debt issues. The CFO will make recommendations for approval by the Board on the retention of bond counsel.
- c) Disclosure Counsel
 - i) Disclosure Counsel will be responsible for ensuring that the official statement complies with all applicable rules regulations and guidelines.
 - ii) TVMWD may engage and retain, when appropriate, Disclosure Counsel through a competitive process administered by the CFO to prepare official statements for debt issues. Disclosure Counsel will be a nationally recognized firm with extensive experience in public finance.
- d) Underwriters
 - i) For negotiated sales, TVMWD will generally select or pre-qualify underwriters through a competitive process. This process may include a request for proposal or qualifications to firms considered appropriate for the underwriting of a particular issue or type of bonds. The CFO and GM will determine the appropriate method to evaluate the underwriter submittals and then select or qualify firms on that basis. TVMWD will not be bound by the terms and conditions of any underwriting agreements; oral or written, to which it was not a party.



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: June 5, 2019
Subject: **Modified Board Meeting Schedule**

<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:	\$

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

In prior years, the Board has occasionally cancelled all meetings during the summer months of July and August, and at other times has chosen a modified schedule.

With the budget/rate adoption process now completed and limited regular business anticipated, the Board will now determine what action to take relative to its summer schedule. The following Board meetings are presently on the calendar:

- July 3, 2019
- July 17, 2019
- August 7, 2019
- August 21, 2019

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

Staff is seeking direction from the Board to return this item for future action to the June 19, 2019 meeting.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions.

Attachment(s):

None

Meeting History:


None

ML/NA



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: June 5, 2019

Subject: **Resolution No. 19-06-DRAFT Placing Director Bowcock in Nomination to serve on ACWA Region 8 Board for 2020-21 Term**

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

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

On May 2, 2019, the ACWA Region 8 Nominations Committee sent an email to all member agency Board Presidents and General Managers announcing a call for nominations. The Region 8 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 8 for the 2020-2021 term. The Nominating Committee is currently seeking candidates for the Region 8 Board, which is comprised of Chair, Vice Chair and up to five (5) Board Member positions. Following is the election timeline:

July 11 - 31, 2019	Recommended slate announced
August 1, 2019	Election begins – ballot sent to General Managers/Board Presidents (one ballot per agency)
September 30, 2019	Election ends
October 4, 2019	Election results announced
January 1, 2020	Two-year term commences

Director Bowcock has previously served on the ACWA Region 8 Board, first completing an unexpired term during the 2014-15 Term, and then the 2016-17 Term and 2018-19 Term. He has expressed interest in continuing this service. Approval of Resolution No. 19-06-DRAFT will affirm TVMWD's support of this nomination. Staff is seeking direction to complete all required documentation and return to ACWA by June 28, 2019.

Staff will seek to return this item to the June 19, 2019 meeting for approval.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – ACWA Region 8 Board Candidate Nomination Form

Exhibit B – Resolution No. 19-06-DRAFT

Exhibit C – Call for Nomination Letter and Region 8 Rules & Regulations

Meeting History:

None

ML/NA



REGION BOARD CANDIDATE NOMINATION FORM

Name of Candidate: Brian Bowcock
Agency: Three Valleys Municipal Water District Title: Director, Division 3
Agency Phone: 909-621-5568 Direct Phone: 909-227-6962
E-mail: brianbowcock@verizon.net ACWA Region: 8 County: Los Angeles
Address: 1021 E. Miramar Ave., Claremont, CA 91711

Region Board Position Preference: (If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice)

Chair Vice Chair Board Member x

In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section? (If neither is selected, your name will NOT appear on the ballot.)

Yes No

Agency Function(s): (check all that apply)

Wholesale Sewage Treatment Flood Control
Urban Water Supply Retailer Groundwater Management / Replenishment
Ag Water Supply Wastewater Reclamation Other:

Describe your ACWA-related activities that help qualify you for this office:

I have been on the ACWA Membership Committee for in excess of 14 years.
I am the voting delegate for Three Valleys MWD for the ACWA/JPIA.
I have been a member of ACWA for more than 32 years.

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

Director of Three Valleys MWD for 18 years
Public Works Director (retired) City of La Verne 22 years
City of Ontario 12 years
Monte Vista Water District 6 years
I have been in the water field for 58 years

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee. (Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)

Brian Bowcock

Director, TVMWD

5-20-2019

Signature

Title

Date

RESOLUTION NO. 19-06-DRAFT

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
PLACING IN NOMINATION, DIRECTOR FREDERICK "BRIAN" BOWCOCK
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION 8 BOARD OF DIRECTORS FOR THE 2020-21 TERM**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THREE VALLEYS
MUNICIPAL WATER DISTRICT AS FOLLOWS:**

A. Recitals

- (i) The Board of Directors of Three Valleys Municipal Water District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).
- (ii) Frederick "Brian" Bowcock is currently serving as Director for ACWA Region 8.

B. Resolves

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT,**

- (i) Does place its full and unreserved support in the nomination of Frederick "Brian" Bowcock for the Director of ACWA Region 8 for the 2020-21 Term.
- (ii) Does hereby determine that the expenses attendant with the service of Frederick "Brian" Bowcock in ACWA Region 8 shall be borne by Three Valleys Municipal Water District.

ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19th day of June 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:

MEMORANDUM

Date: May 2, 2019

To: ACWA REGION 8 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS
(sent via e-mail)

From: ACWA REGION 8 NOMINATING COMMITTEE
Nina Jazmadarian, Foothill Municipal Water District
Jerry Gladbach, Santa Clarita Valley Water Agency
David Pedersen, Las Virgenes Municipal Water District

The Region 8 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 8 for the 2020-2021 term. The Nominating Committee is currently seeking candidates for the Region 8 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 8 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 8. The members of the Region 8 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 8 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; the Election Timeline; and the [Region 8 Rules and Regulations](#) and complete the following steps:

- **Complete the attached Region Board Candidate Nomination Form [HERE](#)**
- **Obtain a Resolution of Support from your agency's Board of Directors** (Sample Resolution [HERE](#))
- **Submit the requested information to ACWA as indicated by Friday, June 28, 2019**

The Region 8 Nominating Committee will announce their recommended slate by July 31, 2019. On August 1, 2019 the election will begin with ballots sent to General Managers and Board Presidents. One ballot per agency will be counted. The election will be completed on September 30, 2019. On October 4, 2019, election results will be announced. The newly elected Region 8 Board Members will begin their two-year term of service on January 1, 2020.

If you have any questions, please contact Regional Affairs Representative Michael Cervantes, at michaelc@acwa.com or (916) 441-4545.

ACWA Region 8 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

The term of the chair and the vice chair shall allow for two successive two-year terms allowing a maximum of four consecutive years as chair or vice chair.

The chair will appoint a secretary if one is deemed necessary.

Meetings

The Region 8 board shall approve all region programs and activities.

Region 8 shall have a general membership meeting annually in addition to those meetings at the ACWA conferences.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating

committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents. The nominating committee shall consist of three to five members.

The nominating committee shall pursue qualified members within the region to run for the region board; consider geographic diversity, agency size and focus in selecting a slate, nominate both elected/appointed officials and staff members as part of the Region 8 board; and preserve objectivity by not nominating a member of the nominating committee for any elected positions being considered.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the Region 8 board prior to submission to the ACWA president for consideration.

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines

and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances


See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors. The Region 8 Rules & Regulations can be amended by a majority vote of those present at any Region 8 meeting as long as a quorum is present.



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: June 5, 2019
Subject: **Review of Los Angeles County Approval of Three Valleys
Municipal Water District Conflict of Interest Code**

<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:	

Staff Recommendation:

No Action Necessary – Informational Item Only

Background:

On September 5, 2018, staff brought a proposed draft amendment to the TVMWD Conflict of Interest Code due to a notice received from Los Angeles County Board of Supervisors – Executive Office, dated June 27, 2018 initiating the 2018 biennial review process with a deadline submission date of October 1, 2018. Staff brought the draft amended Conflict of Interest Code to the Board on September 5, 2018 as an informational item. Subsequently, on September 19, 2018 the Board approved the proposed amendments to the District’s Conflict of Interest Code and directed staff to file the 2018 Biennial Review Certification with said amendments to the Los Angeles County Board of Supervisors - Executive Office by the prescribed deadline of October 1, 2018.

On May 14, 2019, the Los Angeles County Board of Supervisors approved the amended Conflict of Interest Code for the TVMWD with an effective date of May 15, 2019. Staff is requesting to approve the amended Conflict of Interest Code via resolution with an immediate effective date at the June 19, 2019 Board meeting.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Conflict of Interest Code for the Three Valleys Municipal Water District

Exhibit B – Resolution No. 19-06-DRAFT Adopting a Conflict of Interest Code

Meeting History:

Board of Directors Meeting – September 5, 2018, Informational Item

Board of Directors Meeting – September 19, 2018, For Action

NA/ML

EXECUTIVE OFFICE



CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • www.bos.lacounty.gov

Item 9.G - Exhibit A

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

RECEIVED

MAY 28 2019

THREE VALLEYS MWD

May 21, 2019

Matthew Litchfield, General Manager/Chief Engineer
Three Valleys Municipal Water District
1021 East Miramar Avenue
Claremont, CA 91711

Dear Mr. Litchfield:

CONFLICT OF INTEREST CODE FOR THE THREE VALLEYS MUNICIPAL WATER DISTRICT

The Board of Supervisors, at its meeting of May 14, 2019, approved the enclosed amended Conflict of Interest Code for the Three Valleys Municipal Water District. The effective date of the Code is May 15, 2019.

It will be necessary for those persons holding designated positions which were added to your Code to complete an Assuming Statement of Economic Interests (Form 700) within 30 days of the effective date of this Code, if they have not already done so. When filing Form 700's, please refer to the instructions as noted on the first page of your Code under "Place of Filing of Statements of Economic Interests".

Please ensure that your agency's Form 700 Filing Officer takes all appropriate actions to implement your amended Code.

Should you have questions or need additional information, please contact me at (213) 974-1578.

Sincerely,



Don Garcia
Chief Conflict Interest/Lobbyist Division

DG:aa

Enclosures

c: Kirk Howie



CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

- HILDA L. SOLIS**
- MARK RIDLEY-THOMAS**
- SHEILA KUEHL**
- JANICE HAHN**
- KATHRYN BARGER**

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 May 14, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

May 14, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

CONFLICT OF INTEREST CODES (ALL DISTRICTS) (3-VOTES)

SUBJECT

Approval of Conflict of Interest Codes.

IT IS RECOMMENDED THAT THE BOARD:

Approve the Conflict of Interest Codes for the Alhambra Unified School District; Arcadia Unified School District; Celerity Charter Schools; Compton Community College; Department of Human Resources; Department of Regional Planning; Duarte Unified School District; Eastside Union School District; El Monte City School District; El Rancho Unified School District; Glendale Community College; San Gabriel Valley Municipal Water District; Three Valleys Municipal Water District; Walnut Valley Unified School District; and William S. Hart Joint School Financing Authority to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest Code. Agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances pursuant to Government Code Section 87306.

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County. The Board of Supervisors must approve an agency's code before it can take effect.

The Honorable Board of Supervisors
5/14/2019
Page 2

The proposed Conflict of Interest Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County's strategic plan strategy of pursuing Operational Effectiveness, Fiscal Responsibility and Accountability.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budgeted revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest Codes for the agencies listed below.

SUBSTANTIVE CHANGES:

(Alhambra Unified School District)

- Removes an unnecessary disclosure category.
- Changes the titles of four (4) positions.
- Reduces the disclosure of two (2) positions.
- Expands the disclosure of one (1) position.
- Adds Director, Risk Management; Director, Human Resources; Director, Food and Nutrition Services; Director, Student/Employee Welfare; Director, Special Education; Director, Preschool & Elementary Education; Director, Secondary Education; and Director, Fiscal Services to the code.

(Arcadia Unified School District)

- Removes an unnecessary disclosure category.
- Deletes Executive Director, Facilities & Operational Services from the code due to reorganization.

The Honorable Board of Supervisors

5/14/2019

Page 3

- Changes the titles of two (2) positions.
- Expands the disclosure of one (1) position.

(Celerity Charter Schools)

- Changes the agency name to ISANA.
- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Changes the title of one (1) position.
- Adds Chief Financial Officer, Chief Operations Officer, Chief Academic Officer, Director of Human Resources, Director of Expanded Learning, Director of Special Education and Director of Information Technology to the code.
- Changes the disclosure category of one (1) position.
- Deletes Director of Operations, Assistant Director of Student Services, Human Resource Coordinator, Regional Vice President of Western United States, and Director of Strategic Planning from the code due to reorganization.

(Compton Community College District)

- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Deletes Special Trustee's Advisory Committee Member as it no longer exists in the agency. Deletes Citizen's Bond Oversight Committee Member as it no longer warrants disclosure.

(Department of Human Resources)

- Removes an unnecessary disclosure category.
- Deletes Senior Human Resources Manager (e-HR) and Senior Human Resources Manager, Talent Management from the code due to reorganization.
- Changes the titles of six (6) positions.
- Adds Principal Analyst, HR: Workplace & Community Programs Division, and Human Resources Analyst IV, Workplace & Community Programs Division to the code.

(Department of Regional Planning)

- Removes an unnecessary disclosure category.
- Changes the titles of three (3) positions.

The Honorable Board of Supervisors
5/14/2019
Page 4

- Adds Special Services Assistant III to the code.

(Duarte Unified School District)

- Removes an unnecessary disclosure category.
- Changes the titles of two (2) positions.

(Eastside Union School District)

- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Deletes Director of Child Nutritional Services, Human Resources Administrator, and Information Network Specialist from the code due to reorganization.
- Changes the title of one (1) position.
- Adds Assistant Superintendent of Business Services and Chief Technology Officer to the code.

(El Monte City School District)

- Removes an unnecessary disclosure category.
- Changes the title of one (1) position.

(El Rancho Unified School District)

- Removes an unnecessary disclosure category.
- Adds Director, Early Learning Program to the code.

(Glendale Community College District)

- Adds Associate Dean, Athletics to the code.

(San Gabriel Valley Municipal Water District)

- Removes an unnecessary disclosure category.
- Adds External Affairs Manager to the code.

(Three Valleys Municipal Water District)

- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Deletes Conservation & Resource Analyst and Engineer/Assistant Engineer as these positions

The Honorable Board of Supervisors

5/14/2019

Page 5

no longer warrant disclosure.

- Changes the titles of two (2) positions.
- Adds Assistant General Manager to the code.

(Walnut Valley Unified School District)

- Removes an unnecessary disclosure category.
- Changes the titles of two (2) positions.

(William S. Hart Joint School Financial Authority)

- In Exhibit "A", wording is included to clarify Categories 1, 3 & 4.
- Removes an unnecessary disclosure category.
- Adds Treasurer/Chief Financial Officer under Public Officials who Manage Public Investments.
- Changes the title of one (1) position under Public Officials who Manage Public Investments.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency's code to disclose appropriate economic interests.

CONCLUSION

If you have any questions, you may contact Kathy Markarian, Deputy Executive Officer, at (213) 974-2553 or your staff may contact Don Garcia, Chief Conflict of Interest/Lobbyist Division at (213) 974-1578.

The Honorable Board of Supervisors

5/14/2019

Page 6

Respectfully submitted,

A handwritten signature in cursive script that reads "Celia Zavala".

CELIA ZAVALA

Executive Officer, Board of Supervisors

CZ:pn

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

THREE VALLEYS MUNICIPAL WATER DISTRICT

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

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

Place of Filing of Statements of Economic Interests

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

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

THREE VALLEYS MUNICIPAL WATER DISTRICT

EXHIBIT "A"

CATEGORY 1

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

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

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

CATEGORY 3

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

CATEGORY 4

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

THREE VALLEYS MUNICIPAL WATER DISTRICT**EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director	1, 2, 3
General Manager/Chief Engineer	1, 2, 3
Assistant General Manager	1, 2, 3
Chief Administrative Officer	1, 2, 3
Chief Finance Officer	1, 2, 3
Senior Financial Analyst	4
Chief of Engineering/Operations Officer	1, 2, 3
Project Manager	4
Water Operations Manager	4
Operations Supervisor	4
Executive Assistant	4
Consultants/New Positions*	

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager/Chief Engineer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/Chief Engineer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

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

EFFECTIVE DATE: 5/15/2019

RESOLUTION NO. 19-06-DRAFT

**A RESOLUTION OF THE
THREE VALLEYS MUNICIPAL WATER DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, the Three Valleys Municipal Water District is a municipal water district located within the County of Los Angeles and organized and operating pursuant to California Water Code Section 71000 et seq.;

WHEREAS, the District is a local government agency subject to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq.;

WHEREAS, Section 87300 of the Act requires all local government agencies to adopt and promulgate conflict of interest codes pursuant to the provisions of the Act;

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference, and which may be amended by the FPPC after public notice and hearing to conform to amendments in the Act;

WHEREAS, the District desires to comply with its statutory requirements under the Act and to provide a method to ensure that its Conflict of Interest Code is current and consistent with the prevailing provisions of the Act and the regulations of the FPPS; and

WHEREAS, on May 14, 2019 the County of Los Angeles Board of Supervisors approved the attached amended Conflict of Interest and Disclosure Code for the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Three Valleys Municipal Water District as follows:

Section 1.

The Conflict of Interest Code attached hereto and incorporated herein by this reference is hereby adopted.

Section 2.

This Resolution supersedes Resolution No. 09-07-639 and the Conflict of Interest and Disclosure Code approved by the District's Board of Directors on July 8, 2009 and shall take effect immediately upon its adoption.

Item 9.G - Exhibit B

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19th day of June 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bob Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: June 5, 2019
Subject: **General Manager FY 2019-20 Work Plan**

<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:	

Staff Recommendation:

No Action Necessary – Informational Item Only

Background:

Each year, the General Manager and Executive Staff prepare the General Manager Work Plan (“Work Plan”) that lays out the specific projects or initiatives to meet the overall goals in support of the TVMWD mission outlined in the Annual Strategic Plan. Staff desires to bring the Work Plan to the Board in open session as an informational item with the intent to place on the June 19, 2019 agenda for approval.

Discussion:

The FY 2019-20 Work Plan outlines specific projects, initiatives and activities that are measurable with specific performance objectives. A copy of the proposed Work Plan is attached as **Exhibit A**. All of the activities outlined in the Work Plan are designed to further the mission of TVMWD and each activity listed is referenced back to each specific strategic goal outlined in the Strategic Plan.

Strategic Plan Objective(s):

- 3.3 – Be accountable and transparent with major decisions
- 3.4 – Communicate TVMWD’s role in the delivery of water
- 3.5 – Ensure that all the region’s local government policy makers understand TVMWD’s role in the delivery of water

Attachment(s):

Exhibit A – General Manager’s Work Plan, Fiscal Year 2019-20

Meeting History:

None

NA/ML



THREE VALLEYS MUNICIPAL WATER DISTRICT
GENERAL MANAGER'S WORK PLAN
FISCAL YEAR 2019-20

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.

PLANNED ACTIVITIES

Activity	Success Measure	District Strategic Goals
1. <u>TVMWD Grand Avenue Well</u> Complete design and construct 12" transmission main to Miramar, equip well and place well into operation.	<ul style="list-style-type: none"> • Complete 100% plans and specifications • Public bidding for pipeline construction • Equipping and placing well into service in 2019 	1.1, 1.3, 1.4 2.1, 2.3
2. <u>TVMWD MiraGrand Well</u> Begin design for groundwater production well on District property at intersection of Grand and Miramar in Claremont.	<ul style="list-style-type: none"> • Complete CEQA process • Complete design for Phase 1 – Drilling • Formal bidding process for drilling contract 	1.1, 1.3, 1.4 2.1, 2.3
3. <u>Maximize Energy Production from Hydrogeneration Units</u> Maximize run times for all three hydro stations to maximize revenue.	<ul style="list-style-type: none"> • Meet or Exceed budgeted goals for power production. 	2.3
4. <u>Miramar Agreement Update</u> Review and update the existing Miramar agreement to bring it into alignment with current operational practices.	<ul style="list-style-type: none"> • Develop draft agreement language agreeable by all parties to supersede the original 1984 Miramar Agreement 	2.2, 3.3, 3.5
5. <u>Miramar Water Quality Enhancements</u> Perform a review of available technologies and strategies to increase current water quality.	<ul style="list-style-type: none"> • Develop work plan to address disinfection byproduct reduction in treated water effluent. 	1.2, 1.3, 2.2
6. <u>Maximize Water Sales Through Miramar</u> Maximizing water production in treatment plant decreases unit cost of water. Includes maximizing well production year-round.	<ul style="list-style-type: none"> • Meet or exceed budgeted goals for water sales. 	2.2, 2.3, 2.6
7. <u>Monthly Performance Measurement Report</u> Monthly report for Board, staff and member agencies that identifies key performance metrics and our progress towards achieving.	<ul style="list-style-type: none"> • Inclusion in monthly board packet 	2.3 3.3, 3.4
8. <u>District Office Modifications</u> Develop plan to improve office space efficiency for staff.	<ul style="list-style-type: none"> • Explore more creative, cost-effective office space solutions. 	2.4

PLANNED ACTIVITIES		
Activity	Success Measure	District Strategic Goals
9. <u>Capital Project Delivery (CIP) Improvements</u> Prepare needs assessment and implement a plan to improve overall CIP delivery timeframes. Develop District standard drawings, technical specifications, AutoCad standards, etc. Review current bidding procedures and implement any needed changes.	<ul style="list-style-type: none"> Contract with consultant to develop standard drawings, technical specification library and AutoCad Standards. Review public bidding process and implement necessary changes. 	1.2, 1.4, 1.5 2.3, 2.6
10. <u>Audit of Internal Controls</u> Partner with another agency to receive a review of internal controls. TVMWD staff will likewise provide the same service for the other agency.	<ul style="list-style-type: none"> Providing reassurance to the board that the internal controls are appropriate. 	3.1, 3.3
11. <u>Accounting Software Replacement Planning</u> Tyler Technologies is no longer doing R&D to improve our EDEN financial software. Support provided by Tyler is getting worse. Identify options to transition from EDEN.	<ul style="list-style-type: none"> Staff will complete the RFP that includes requirements of a new financial software. 	3.3, 3.6
12. <u>Job Continuity Guidelines</u> Work with administrative staff to finalize and maintain job continuity guidelines for each individual job classification.	<ul style="list-style-type: none"> All job classifications completed in 2019 Provide presentation of expectations and why needed Managers work with staff to complete handbooks 	2.4
13. <u>Emergency Response</u> Continue to work with PWAG and conduct internal tabletop exercise and “surprise” drill (May 2019). Implement additional NIMS/SEMS training and develop ICS form library and EOC supplies.	<ul style="list-style-type: none"> EOC hands-on drill planned for May 2019 Train staff on specific roles in EOC Schedule SEMS/NIMS training for staff 	1.4
14. <u>Geographical Information Systems (GIS) Implementation</u> Develop and institute GIS District wide to improve workflow efficiencies and improve asset management capabilities.	<ul style="list-style-type: none"> Prepared and issue RFP Contract with GIS firm Develop GIS based applications to improve efficiency of operations and engineering tasks Implement Asset Management with GIS Cloud based server No new staff to administer GIS, staff driven 	1.5 2.3, 2.4 3.6
15. <u>Information Technology Master Plan</u> Develop planning documentation and institute practices for the management of the district’s hardware and software programs	<ul style="list-style-type: none"> Assess & align software program versions Revamp hardware rotation schedule Review/modify IT contracts and subscriptions Manage security camera systems Place physical backup server in EOC Provide IT troubleshooting and solutions for staff Assess current cyber-attack risks and improve protections 	1.4 2.4 3.6

PLANNED ACTIVITIES

	Activity	Success Measure	District Strategic Goals
16.	<p><u>District Website Upgrade</u> Investigate the need and potential for improving the District’s website for visual and navigational enhancements.</p>	<ul style="list-style-type: none"> • Contract with professional web design consultant to make recommendations and develop new District website to improve overall look and improve navigation and transparency. 	<p>3.2, 3.3, 3.4, 3.5, 3.6</p>