

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, October 16, 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.

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

7.A – Receive, Approve and File Minutes, September 2019 – [enc]

- September 4, 2019 – Regular Board Meeting
- September 18, 2019 – Regular Board Meeting

7.B – Receive, Approve and File Financial Reports and Investment Update, September 2019 - [enc]

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

7.C – Imported Water Sales, September 2019 – [enc]

The Board will review the imported water sales report for September 2019.

7.D – Miramar Operations Report, September 2019 – [enc]

The Board will review the Miramar Operations report for September 2019.

7.E – Approve Resolution No. 19-10-863 Records Retention Schedule and Policy Update – [enc]

The Board will consider approval of the revised records retention schedule and policy.

7.F – Cancellation of December 4, 2019 and January 1, 2020 Regular Board Meetings [enc]

The board will consider approval to cancel the December 4, 2019 and January 1, 2020 regularly scheduled board meetings.

7.G – CY 2020 Holiday Schedule – [enc]

The Board will receive, approve, and file the proposed CY 2020 Holiday Schedule.

7.H – Approval of Resolution 19-10-864 Tax Sharing Exchange County Lighting Maintenance District 1687, Annexation of Petition No. 78-718

Approval of Resolution No. 19-10-864 signifies acceptance of the tax sharing exchange by the County Lighting Maintenance District.

Items 7.A – 7.H – Board Action Required – Motion No. 19-10-5245

Staff recommendation: Approve as presented

Item 8 – 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.

8.A – Approve Director Expense Reports, September 2019 – [enc]

Kuhn

The Board will consider approval of the September 2019 Director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

Item 8.A – Board Action Required – Motion No. 19-10-5246

Staff recommendation: Approve as presented

8.B –Proposed Service Connection Applications for PM-27 and PM-29 – [enc]

Kellett

The Board will review the two proposed service applications off MWD’s Rialto Pipeline for Thompson Creek and the San Dimas Wash locations for the purpose of groundwater recharge with State Project Water.

8.C – Approve Salary Schedule and Organizational Chart Update - Effective September 9, 2019 – [enc]

Litchfield

The Board will consider approval of the Salary Schedule and Organizational Chart that went into effect on September 9, 2019.

Item 8.C – Board Action Required – Motion No. 19-10-5247

Staff recommendation: Approve as presented

Item 9 – Directors’ / General Manager’s Oral Reports

Litchfield

Directors and the Managers may report on activities for meetings to which they are assigned to serve as the representative or alternate of TVMWD, and on other areas of interest.

Item 10 – Future Agenda Items

Kuhn

Item 11 – Adjournment and Next Meeting

Kuhn

The Board will adjourn to its next meeting scheduled for Wednesday, November 6, 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.

MINUTES
REGULAR BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT

Wednesday, September 4, 2019
8:00 a.m.

1. Call to Order

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

2. Pledge of Allegiance

The flag salute was led by President Bob Kuhn.

3. Roll Call

Roll call was taken with a quorum of the Board present.

Directors Present

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

Staff Present

Matt Litchfield, General Manager
 Steve Kennedy, Legal Counsel
 Dominique Aguiar, Operations Supervisor
 Nadia Aguirre, Executive Assistant
 Liz Cohn, Sr. Financial Analyst
 Freeman Ensign, Operations Supervisor
 Ray Evangelista, Engineering Assistant
 Kirk Howie, Chief Administrative Officer
 Steve Lang, Chief Operations Officer
 James Linthicum, Chief Finance Officer
 Ben Peralta, Project Manager

Guests present: Ted Ebenkamp, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Brian Teuber, Walnut Valley Water District; Tony Lima, Rowland Water District; Dave Warren, Rowland Water District; Ben Lewis, Golden State Water Company; Jennifer Stark, City of Claremont; Darron Poulsen, City of Pomona; Kelly Gardner, Main San Gabriel Basin Watermaster; Chris Clarke, National Parks Conservation Association; John Monsen, National Parks Conservation Association; Ann Tomlins.

4. Additions to Agenda

No additions to the agenda were requested.

5. Reorder Agenda

President Kuhn requested Item 7.H, Project Summary Update, be moved to the top of the agenda prior to Item 7.A.

6. Public Comment

President Kuhn called for public comment. Mr. Chris Clarke, National Parks Conservation Association, approached the lectern and spoke about Senate Bill 307 and the proposed Cadiz project. Mr. Clarke provided the board with SB 307 signing statement from Governor Newsom's office, a copy of SB 307 and a letter from the Department of Fish and Wildlife addressed to Mr. Scott Slater.

Mr. John Monsen, National Parks Conservation Association, spoke about the Cadiz project. Mr. Monsen advised he will not participate in the study due to environmental concerns. Mr. Monsen encouraged board members to express concerns about the way the project is set up.

7. General Manager's Report

The agenda was reordered and will show information from Item 7.H – Project Summary Update first, followed by Item 7.A – Chino Basin Watermaster 2020 Optimum Basin Management Program Update (OBMPU) Progress Report.

7.H – Project Summary Update

Mr. Ben Peralta gave an update on current district projects.

Grand Ave Well Equipping Project – construction of the offsite well building will begin in September. Pipeline construction activities are approximately 3-4 weeks ahead of schedule. Well site improvement will be completed by mid-February.

The Joint Water Line Control Valve Project – the old SCADA cabinet was replaced, and a new valve installed. This project was completed in early August.

Miragrand Well CEQA & Preliminary Design Report – the PDR was completed in August and the preliminary initial study and mitigated negative declaration will be completed in early September. A public hearing will be held in November with board adoption at the November 20, 2019 Board meeting.

7.A – Chino Basin Watermaster 2020 Optimum Basin Management Program Update (OBMPU) Progress Report

Chino Basin Watermaster will provide an OBMP monthly update on major goals being considered by stakeholders. The current OBMP was adopted over 20 years ago. TVMWD adopted Resolution No. 19-06-861 on June 19, 2019 supporting the development of an update to the OBMP. A series of "Listening Sessions" are being held by Watermaster to support the 2020 OBMP update. Listening session #6 will be held on September 11, 2019.

7.B – Amendment to Grand Avenue Well Design (Project No. 58446) – Thomas Harder & Co. Groundwater Consulting

The Board was presented an amendment to the Grand Avenue Well Design project in the amount of \$74,000 for a change order for additional out of scope work. The original contract of \$431,939 was for well drilling and equipping design and construction support services. In addition, the General Manager approved sixteen amendments, within his authority, totaling \$84,119 from February 2017 to September 2019. Staff believes an additional 240 hours for construction inspection will provide adequate time for the successful completion of the project. With the \$74,000 increase, the Consultant's total budget is \$590,058.

This item will be brought back to the September 18, 2019 Board meeting for consideration of approval.

7.C – Consideration of Purchasing 3,000 Acre-Feet of Cyclic Storage Water and Letter Agreement Regarding Schedule for Payment

Mr. Litchfield reported on a request from Walnut Valley Water District (WVWD) and Rowland Water District (RWD) to purchase an additional 3,000 AF of water pursuant to TVMWD's Cyclic Storage Agreement. The payment plan will be over a five-year period. Both agencies will be responsible for the payment of 600 AF annually for the next five years at the MWD rate at that time. This will benefit the District with a potential return on investment of about 10%.

Director Bowcock inquired if other member agencies are aware that TVMWD has additional cyclic storage water available for purchase. Mr. Litchfield advised that member agencies are given a water supply update (same update given at MWD member agency meetings) at the monthly Manager's meetings including allocations and water usage projections.

Ms. Kelly Gardner, Main San Gabriel Basin Watermaster (Watermaster), voiced concerns on behalf of Watermaster. The agreement TVMWD is considering with WVWD and RWD is for a five-year period; however, the current cyclic storage agreement between Watermaster and TVMWD is for one year. This is being worked on by Mr. Litchfield, Mr. Tim Kellett and Mr. Tony Zampiello from Watermaster. Secondly, there is concern over TVMWD storing water for others within their existing account. Watermaster is confident they can work past one-year agreement with TVMWD and want to avoid stranding water for others. Lastly, future purchases by Puente Basin Water Agency will be considered on an annual basis based on all water stored and its ability to produce, therefore an obligation is not created based on a false indication of basin levels or availability of water.

Mr. Litchfield did clarify that per the terms of the agreement, if after five years the Puente Basin Water Agency hasn't pumped or transferred that water, it will automatically transfer over to their storage and export agreement account balance.

Following discussion, staff was directed to bring this item back to the September 18, 2019 Board meeting for consideration of approval.

7.D – Hydro Excavator Trailer with Valve Actuator

Staff is requesting the Board consider approval of the purchase of a hydro excavator trailer with valve actuator. This purchase exceeds the General Manager's authority and staff is asking that it qualifies as a proprietary purchase under Section C of the District's Purchasing Policy. Operations staff participated in demonstrations on all three models and are recommending the purchase of the Pres Tech PV 500 model.

This item will be brought back to the September 18, 2019 Board meeting for consideration of approval.

7.E – Resolution No. 19-09-DRAFT in Support of Balanced Energy Solutions and Local Choice

Mr. Kirk Howie briefed the Board on this resolution that would support balanced energy solutions and local choice for residential customers and businesses. This resolution is in support of customer choice of electricity, gas or other options and does not take a position against electrification. Mr. Howie has been working with Southern California Gas Company and their Public Affairs Manager on this issue.

This item will be brought back to the September 18, 2019 Board meeting for consideration of approval.

7.F – Proposed Amendments to the TVMWD Conflict of Interest Code

Mr. Howie informed the Board of changes to the District's Conflict of Interest Code, which will require the District to file amendment forms with the County. The following are the classification and title changes being submitted to the County for approval: the Information Technology Manager and Human Resources Manager positions were added; the Chief of Engineering/Operations Officer title changed to Chief Water Resources Officer; the Water Operations Manager title changed to Chief Operations Officer; and the Assistant General Manager position was deleted.

This item will be brought back to the September 18, 2019 Board meeting for consideration of approval.

7.G – Employee Health Care Costs CY 2020

Mr. Linthicum gave an overview of employee health care costs for calendar year 2020. A breakdown of rate increases is provided in the staff report; most increases were 0%. The District budgeted \$29,000 for expected rate increases, but the actual increase will be \$5,000. Open enrollment will commence in October 2019.

This item will be brought back to the September 18, 2019 Board meeting for consideration of approval.

8. Future Agenda Items

Director Goytia requested for Mr. Michael Thomas from the Pomona Valley America's Job Center, to address the Board at the October 2, 2019 Board of Directors meeting regarding career pathways in the water industry.

Mr. Litchfield introduced the new Information Technology Manager Mr. Robert Peng. Ms. Cindy DeChaine gave notice of her retirement as of September 6, 2019. Member agencies can contact Mr. Howie for water conservation needs.

9. Adjournment

The Board adjourned at 9:14 a.m. to its next regular Board meeting scheduled for Wednesday, September 18, 2019 at 8:00 a.m.

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

Recorded by: Nadia Aguirre
Executive Assistant

MINUTES
REGULAR BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT

Wednesday, September 18, 2019
8:00 a.m.

1. Call to Order

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

2. Pledge of Allegiance

The flag salute was led by President Bob Kuhn.

3. Roll Call

Roll call was taken with a quorum of the Board present.

Directors Present

Bob Kuhn, President
 David De Jesus, Vice President
 (departed @ 9:33 a.m.)
 Brian Bowcock, Secretary
 Joe Ruzicka, Treasurer
 Carlos Goytia, Director
 Denise Jackman, Director
 John Mendoza, Director

Staff Present

Matt Litchfield, General Manager
 Steve Kennedy, Legal Counsel
 Dominique Aguiar, Operations Supervisor
 Nadia Aguirre, Executive Assistant
 Liz Cohn, Sr. Financial Analyst
 Freeman Ensign, Operations Supervisor
 Ray Evangelista, Engineering Assistant
 Karen Harberson, Compliance Specialist
 Kirk Howie, Chief Administrative Officer
 Tim Kellett, Chief Water Resources Officer
 Steve Lang, Chief Operations Officer
 James Linthicum, Chief Finance Officer
 Robert Peng, I.T. Manager
 Ben Peralta, Project Manager

Guest present: Ted Ebenkamp, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Brian Teuber, Walnut Valley Water District; Ben Lewis, Golden State Water; Tony Lima, Rowland Water District; Dave Warren, Rowland Water District; Jennifer Stark, City of Claremont; John Brettl, Suburban Water Systems; Darron Poulsen, City of Pomona; Judith Anderson; Chris Clarke; National Parks Conservation Association; Roberto De La Cruz; Gregory Foster, Engineering Contractors Association; Charles Hepperle, Claremont resident; Joan Jones Holtz, SGV Task Force Angeles Chapter Sierra Club; Karen May; Debra Mendez, Pomona resident; John Monsen, National Parks Conservation Association; Pamela Nagler, Claremont resident; Brinda Sarathy, Pitzer College; Mark Smith, Glendora resident; Marsha Tudor, Claremont resident.

4. Additions to Agenda

No additions to the agenda were requested.

5. Reorder Agenda

No reorder to the agenda was requested.

6. Public Comment

President Kuhn called for public comment.

- Mr. Chris Clarke from the National Parks Conservation Association approached the lectern for public comment. Mr. Clarke received an invitation from Aquilogic, Inc. to attend a Cadiz project workshop at Three Valleys MWD on October 10, 2019. NPCA declines the offer to attend the workshop.
- Ms. Pamela Nagler, Claremont resident, requested for TVMWD to find and develop more sustainable and affordable sources of water. Ms. Nagler would like TVMWD to reconsider the Cadiz project.
- Mr. Mark Smith, Glendora resident, asked about the Cadiz study, the white paper and the peer review. Mr. Smith inquired if data from the study has been presented to the American Geophysical Union (AGU). Mr. Smith is concerned TVMWD will get bad publicity because of the study.
- Ms. Brinda Sarathy, Pitzer College, received the Cadiz project workshop invitation. Ms. Sarathy does not feel it is appropriate for her to participate in the workshop at this point.
- Ms. Judith Anderson spoke on the Cadiz project. She would like TVMWD to explore other options for water resources that won't financially impact ratepayers and taxpayers. Ms. Anderson advised there are other water resources through conservation and various recycling programs.
- Ms. Karen May spoke on the Cadiz project. She will not participate in the workshop. Ms. May does not believe a different study is necessary other than the one by the SB 307 process.
- Ms. Debra Mendez, Pomona resident, spoke on the Cadiz project. She is concerned Cadiz water will raise Chromium 6 levels, when TVMWD's levels are already low.
- Ms. Joan Holtz from the SGV Task Force Angeles Chapter Sierra Club, spoke on the Cadiz project. Ms. Holtz asked the board to invest in water recycling plants, rather than the Cadiz project, for the protection of a healthy desert environment.
- Mr. Charles Hepperle, Claremont resident, spoke on the Cadiz project. Mr. Hepperle stated the proposed study doesn't seem accurate to the general public. He would like the scientific process to be followed in the study.
- Ms. Marsha Tudor, Claremont resident, spoke on the Cadiz project. She urged TVMWD to remove their support of the study since SB 307 is already handling the investigation.
- Mr. Gregory Foster, Engineering Contractors Association, spoke in support of the Cadiz project. Mr. Foster commended the Board for their leadership in the study.

- Mr. John Mosen, National Parks Conservation Association, spoke on the Cadiz project. He is asking TVMWD to rethink their involvement in the project.

After comments from the Board of Directors, President Kuhn called for a recess at 9:33 a.m. Director De Jesus departed the meeting during the recess, due to another previously scheduled meeting. The Board meeting reconvened back into session at 9:44 a.m.

7. Consent Calendar

The Board was asked to consider consent calendar items (7.A-7.J) for the September 18, 2019 Board meeting that included: (7.A) Receive, Approve and File Minutes, June 5, 2019, June 18, 2019, June 19, 2019 and July 17, 2019; (7.B) Ratify Financial Reports, June and July 2019; (7.C) Receive, Approve and File Financial Reports and Investment Update, August 2019; (7.D) Imported Water Sales, August 2019; (7.E) Miramar Operations Report, August 2019; (7.F) Approval of Amendment to Grand Avenue Well Design (Project No. 58446); (7.G) Approval of Purchase of Hydro Excavator Trailer with Valve Actuator; (7.H) Approval of Resolution No. 19-09-862 in Support of Balanced Energy Solutions and Local Choice; (7.I) Approval of Amendments to the TVMWD Conflict of Interest Code; (7.J) Approval of Employee Health Care Costs for CY 2020.

Upon motion and second, President Kuhn called for discussion. There being no discussion, President Kuhn called for the vote.

Moved: Brian Bowcock Second: Denise Jackman
Motion No. 19-09-5239 – Approval of Consent Calendar Items 7.A – 7.J for September 18, 2019.
Motion passed by a 6-0 majority vote; Director David De Jesus was absent from the vote.

8. General Manager's Report

8.A – Legislative Update, September 2019

Mr. Kirk Howie provided a brief legislative update for September 2019. Below are notable items from the report:

- Mr. Michael Arnold and Ms. Kristi Foy from Arnold & Associates, Inc. will attend the October 2, 2019 Board meeting to provide a Sacramento Legislative update.
- President Kuhn requested for Mr. Howie to attend the Glendora Chamber of Commerce Legislative Committee meeting on October 3, 2019 at 12:00 p.m.

8.B – Ratify Director Expense Reports, June & July 2019

The Board was asked to ratify previously paid director expense reports submitted for reimbursement for June & July 2019.

Upon motion and second, President Kuhn called for discussion. There being no discussion, President Kuhn called for the vote.

Moved: Joe Ruzicka Second: Carlos Goytia
Motion No. 19-09-5240 – Ratify payment of June & July 2019 Director Expenses
Motion passed by a 6-0 majority vote; Director David De Jesus was absent from the vote.

8.C – Approval of Director Expense Reports, August 2019

The Board was asked to consider approval of the director expense reports submitted for reimbursement for August 2019.

Upon motion and second, President Kuhn called for discussion. There being no further discussion, President Kuhn called for the vote.

Moved: Joe Ruzicka Second: Carlos Goytia
Motion No. 19-09-5241 – Approve payment of August 2019 Director Expenses
Motion passed by a 6-0 majority vote; Director David De Jesus was absent from the vote.

8.D – Approval of Purchase of 3,000 Acre-Feet of Cyclic Storage Water and Letter Agreement Regarding Schedule for Payment

The Board was asked to consider approval of the purchase of 3,000 AF of cyclic storage water and enter into a letter agreement regarding schedule for payment with Main San Gabriel Basin Watermaster (Watermaster). Walnut Valley Water District (WVWD) and Rowland Water District (RWD) are interested in delivering an additional 3,000 AF of water pursuant to TVMWD's Cyclic Storage Agreement with a five-year payment plan. WVWD and RWD will pay for 600 AF (300 AF per agency) per year for five years at the prevailing MWD tier 1 rate at that time. Upon approval, \$2.193 million will be taken from TVMWD reserves to purchase water from MWD this year and delivered into main basin to sit in the cyclic storage account for delivery for future obligations.

Upon motion and second, President Kuhn called for discussion. President Kuhn asked Mr. Linthicum that in future meetings he advise what is being cashed in the negative or positive. There being no further discussion, President Kuhn called for the vote.

Moved: Brian Bowcock Second: Joe Ruzicka
Motion No. 19-09-5242 – Approve Purchase of 3,000 AF of Cyclic Storage Water and Letter Agreement Regarding Schedule for Payment
Motion passed by a 6-0 majority vote; Director De Jesus was absent from the vote.

9. Directors' / General Manager Oral Reports

Director Joe Ruzicka – LAFCO has appointed Director Ruzicka to serve on the Los Angeles County Conservation Board. Director Ruzicka will not attend the October 16, 2019 TVMWD Board meeting due to a LAFCO meeting.

Director Goytia – The SGV Council of Governments meeting will be held on September 19, 2019. The Pomona Mayor and City Council thanks TVMWD for their support of the Metro Gold Line expansion.

Director Bowcock – On September 8, 2019 the key well was at 208.7'. Director Bowcock commended Watermaster for putting together a Basin Outreach Campaign that will roll out in January 2020.

Director Kuhn – The Water Quality Authority voted for the ACWA Region 8 elections and supported Director Bowcock and Tony Fellows.

Director Mendoza – no report.

Director Jackman – no report.

10. Closed session - Announcement of Closed Session Actions

The Board convened into closed session at 10:10 am to discuss the following item:

Conference with Legal Counsel – Existing Litigation [Government Code Section 54956.9(d)(1)]

- San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case No. CPF-10-510830

The Board reconvened to regular session at 10:55 a.m. Mr. Kennedy stated there was no reportable action on the listed item.

11. Future Agenda Items

None

12. Adjournment


The Board adjourned at 10:55 a.m. to its next regular meeting scheduled for Wednesday, October 2, 2019 at 8:00 a.m.

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

Recorded by: Nadia Aguirre
Executive Assistant



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: October 16, 2019
Subject: Change in Cash and Cash Equivalents Report

<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 your review is the Change in Cash and Cash Equivalents Report for the period ending September 30, 2019.

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 – Change in Cash and Cash Equivalents Report

Meeting History:

None

NA/LC



CHANGE IN CASH AND CASH EQUIVALENTS REPORT

September 1 through September 30, 2019

		<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 8/31/2019			
	Petty Cash	6,000.00	
	Local Agency Investment Fund		1,028,723.60
	California Asset Management Program(CAMP)		11,439.01
	General Checking	1,300,000.00	
	Sweep Account	1,049,187.59	
	U.S. Bank	5,000.00	
	TOTAL CASH IN BANKS & ON HAND	\$ 2,360,187.59	\$ 1,040,162.61
	TOTAL CASH IN BANKS & ON HAND 09/30/19	\$ 2,360,187.59	\$ 1,040,162.61
	TOTAL CASH IN BANKS & ON HAND 08/31/19	\$ 1,903,661.16	\$ 1,039,894.69
	PERIOD INCREASE (DECREASE)	\$ 456,526.43	\$ 267.92
CHANGE IN CASH POSITION DUE TO:			
	Water Sales/Charges Revenue	7,947,387.08	
	Interest Revenue	920.42	
	Subvention/RTS Standby Charge Revenue	1,631.40	
	Hydroelectric Revenue	5,288.57	
	Other Revenue	2,779.46	
	Cadiz Water Project Peer Review	197,628.00	
	Investment Xfer From Chandler Asset Mgt		
	LAIF Quarterly Interest		
	California Asset Mgmt Program Interest		267.92
	Transfer To LAIF		1,000,000.00
	Transfer From LAIF		
	INFLOWS	8,155,634.93	1,000,267.92
	Expenditures	(7,689,860.08)	
	Current Month Outstanding Payables	220,624.66	
	Prior Month Cleared Payables	(227,452.06)	
	Bank/FSA Svc Fees	(175.00)	
	HRA/HSA Payment	(2,246.02)	
	CalPERS Unfunded Accrued Liability		
	Investment Xfer to CA Asset Mgt Pgm		
	Transfer to LAIF		
	Transfer From CAMP		(1,000,000.00)
	OUTFLOWS	(7,699,108.50)	(1,000,000.00)
	PERIOD INCREASE (DECREASE)	456,526.43	267.92



THREE VALLEYS MUNICIPAL WATER DISTRICT
CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO
 September 30, 2019

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	2.92%	284,596.66	284,607.32	287,598.85
Bonds - Agency	1.96%	3,963,820.31	3,950,000.00	4,008,029.73
Commercial Paper	0.00%	0.00	0.00	0.00
Money Market Fund	1.57%	190,044.95	190,044.95	190,044.95
Supranational	2.36%	632,857.25	640,000.00	642,378.53
US Corporate	2.80%	2,393,576.50	2,405,000.00	2,440,202.73
US Treasury	1.88%	2,588,177.50	2,590,000.00	2,610,927.95
	2.18%	10,053,073.17	10,059,652.27	10,179,182.74
Local Agency Invest Fund TVMWD	2.34%	1,028,723.60	1,028,723.60	1,028,723.60
California Asset Management Program	2.22%	11,439.01	11,439.01	11,439.01
Reserve Fund		\$ 11,093,235.78	\$ 11,099,814.88	\$ 11,219,345.35
Checking (Citizens)	0.65%	1,300,000.00	1,300,000.00	1,300,000.00
Sweep Account (Citizens)	0.40%	1,049,187.59	1,049,187.59	1,049,187.59
Emergency Checking (U.S. Bank)	0.00%	5,000.00	5,000.00	5,000.00
Petty Cash Fund	0.00%	6,000.00	6,000.00	6,000.00
Working Cash		\$ 2,360,187.59	\$ 2,360,187.59	\$ 2,360,187.59
TOTAL PORTFOLIO	1.91%	\$ 13,453,423.37	\$ 13,460,002.47	\$ 13,579,532.94

I certify that this report accurately reflects all investments of Three Valleys Municipal Water District and that all investments and this report are in conformity with Sections 53600 et seq of the California Government Code and the District's annual statement of investment policy (Resolution 19-02-845). The District's investment program herein shown provides sufficient cash flow and liquidity to meet all budgeted expenditures for the next six months.

MATTHEW H. LITCHFIELD, General Manager/Assistant Treasurer



Three Valleys Municipal Water District - Account #10065

MONTHLY ACCOUNT STATEMENT

SEPTEMBER 1, 2019 THROUGH SEPTEMBER 30, 2019

Chandler Team:

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

Custodian

US Bank
Christopher Isles
(503) 464-3685

CHANDLER ASSET MANAGEMENT
chandlerasset.com

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



PORTFOLIO CHARACTERISTICS

Average Modified Duration	2.32
Average Coupon	2.09%
Average Purchase YTM	2.18%
Average Market YTM	1.76%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.51 yrs
Average Life	2.42 yrs

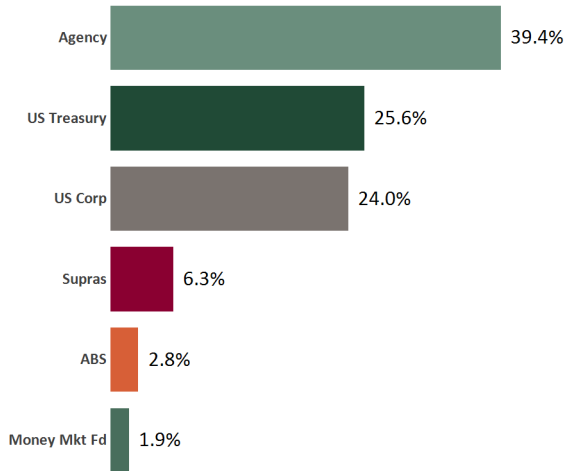
ACCOUNT SUMMARY

	Beg. Values as of 8/31/19	End Values as of 9/30/19
Market Value	10,196,263	10,179,183
Accrued Interest	46,130	45,130
Total Market Value	10,242,393	10,224,313
Income Earned	18,293	18,355
Cont/WD		-1,123
Par	10,042,164	10,059,652
Book Value	10,034,841	10,053,073
Cost Value	10,012,156	10,029,586

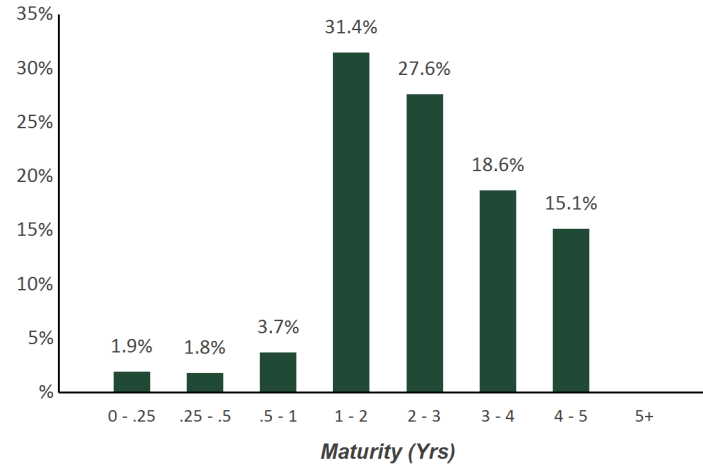
TOP ISSUERS

Government of United States	25.6%
Federal National Mortgage Assoc	15.0%
Federal Home Loan Bank	12.1%
Federal Home Loan Mortgage Corp	7.7%
Federal Farm Credit Bank	4.6%
International Finance Corp	4.3%
Inter-American Dev Bank	2.0%
First American Govt Oblig Fund	1.9%
Total	73.2%

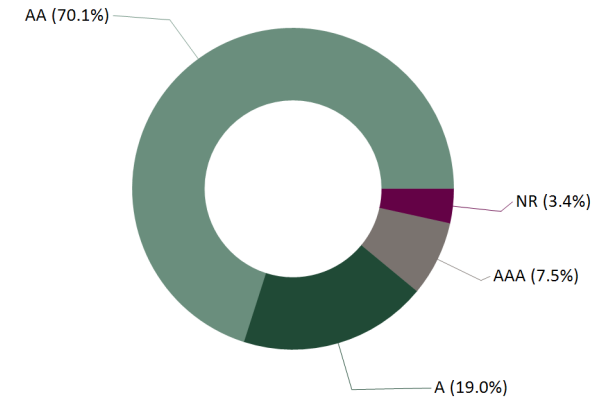
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	Annualized									
	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	4/30/2009	
Three Valleys Municipal Water District	-0.17%	0.85%	4.09%	5.58%	2.68%	1.93%	1.91%	1.95%	1.99%	
ICE BAML 1-5 Yr US Treasury/Agency Index	-0.24%	0.75%	3.82%	5.59%	2.47%	1.63%	1.71%	1.67%	1.70%	

Statement of Compliance

As of September 30, 2019

Item 7.B



Three Valleys Municipal Water District

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

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

Reconciliation Summary

As of September 30, 2019



BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		\$10,034,841.43
Acquisition		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$173,069.72	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
Total Acquisitions		\$173,069.72
Dispositions		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$0.00	
- MMF Withdrawals	\$1,122.96	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$145,000.00	
- Calls	\$0.00	
- Principal Paydowns	\$9,458.84	
Total Dispositions		\$155,581.80
Amortization/Accretion		
+/- Net Accretion	\$743.82	
		\$743.82
Gain/Loss on Dispositions		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
ENDING BOOK VALUE		\$10,053,073.17

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		\$18,098.19
Acquisition		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$18,323.62	
Dividend Received	\$287.26	
Principal on Maturities	\$145,000.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$9,458.84	
Total Acquisitions	\$173,069.72	
Dispositions		
Withdrawals	\$1,122.96	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
Total Dispositions	\$1,122.96	
ENDING BOOK VALUE		\$190,044.95

Holdings Report

As of September 30, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
89238BAB8	Toyota Auto Receivables Owner 2018-A A2A 2.1% Due 10/15/2020	16,528.99	01/23/2018 2.12%	16,527.30 16,528.34	100.00 2.14%	16,528.57 15.43	0.16% 0.23	Aaa / AAA NR	1.04 0.07
47788BAD6	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	13,078.33	07/11/2017 1.83%	13,077.38 13,077.87	99.84 2.16%	13,058.05 10.58	0.13% (19.82)	Aaa / NR AAA	2.04 0.46
47788CAC6	John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022	35,000.00	02/21/2018 2.68%	34,997.48 34,998.45	100.41 2.12%	35,143.05 41.38	0.34% 144.60	Aaa / NR AAA	2.55 0.73
43814UAG4	Honda Auto Receivables 2018-2 A3 3.01% Due 5/18/2022	40,000.00	05/22/2018 3.03%	39,999.13 39,999.42	101.00 2.10%	40,399.76 43.48	0.40% 400.34	NR / AAA AAA	2.63 1.07
47788EAC2	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100,000.00	07/18/2018 3.10%	99,992.42 99,994.51	101.31 1.99%	101,312.70 136.89	0.99% 1,318.19	Aaa / NR AAA	3.13 1.18
65479GAD1	Nissan Auto Receivables Owner 2018-B A3 3.06% Due 3/15/2023	80,000.00	07/17/2018 3.08%	79,997.41 79,998.07	101.45 2.08%	81,156.72 108.80	0.79% 1,158.65	Aaa / AAA NR	3.46 1.44
Total ABS		284,607.32	2.92%	284,591.12 284,596.66	2.06%	287,598.85 356.56	2.82% 3,002.19	Aaa / AAA AAA	2.91 1.09

AGENCY									
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	200,000.00	12/28/2017 2.05%	199,016.00 199,614.79	100.10 1.78%	200,206.40 1,395.83	1.97% 591.61	Aaa / AA+ AAA	1.13 1.11
3135G0F73	FNMA Note 1.5% Due 11/30/2020	200,000.00	12/16/2015 1.90%	196,220.00 199,110.34	99.65 1.81%	199,292.80 1,008.33	1.96% 182.46	Aaa / AA+ AAA	1.17 1.15
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	140,000.00	04/28/2016 1.42%	139,727.00 139,921.38	99.48 1.76%	139,267.66 229.93	1.36% (653.72)	Aaa / AA+ AAA	1.39 1.36
3135G0J20	FNMA Note 1.375% Due 2/26/2021	200,000.00	Various 1.41%	199,699.04 199,918.03	99.46 1.76%	198,921.40 267.36	1.95% (996.63)	Aaa / AA+ AAA	1.41 1.38
3135G0K69	FNMA Note 1.25% Due 5/6/2021	180,000.00	06/29/2016 1.18%	180,612.00 180,201.47	99.24 1.73%	178,632.72 906.25	1.76% (1,568.75)	Aaa / AA+ AAA	1.60 1.57
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	185,000.00	10/04/2016 1.33%	183,290.60 184,360.20	99.03 1.68%	183,206.80 445.16	1.80% (1,153.40)	Aaa / AA+ AAA	1.79 1.76
3137EAEC9	FHLMC Note 1.125% Due 8/12/2021	185,000.00	08/30/2016 1.33%	183,185.15 184,316.04	98.97 1.69%	183,086.55 283.28	1.79% (1,229.49)	Aaa / AA+ AAA	1.87 1.83

Holdings Report

As of September 30, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0N82	FNMA Note 1.25% Due 8/17/2021	185,000.00	09/28/2016 1.28%	184,715.10 184,890.39	99.25 1.66%	183,614.91 282.64	1.80% (1,275.48)	Aaa / AA+ AAA	1.88 1.85
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	160,000.00	10/27/2016 1.50%	159,025.60 159,602.14	99.43 1.66%	159,093.44 1,063.33	1.57% (508.70)	Aaa / AA+ AAA	2.02 1.97
3130AABG2	FHLB Note 1.875% Due 11/29/2021	200,000.00	12/28/2016 2.10%	197,940.00 199,093.88	100.41 1.68%	200,814.20 1,270.83	1.98% 1,720.32	Aaa / AA+ AAA	2.17 2.10
3135G0S38	FNMA Note 2% Due 1/5/2022	200,000.00	01/11/2017 2.02%	199,845.00 199,929.53	100.72 1.68%	201,431.00 955.56	1.98% 1,501.47	Aaa / AA+ AAA	2.27 2.20
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	200,000.00	01/27/2017 2.03%	203,193.40 201,474.01	101.54 1.69%	203,079.60 1,029.17	2.00% 1,605.59	Aaa / AA+ AAA	2.29 2.21
3135G0T45	FNMA Note 1.875% Due 4/5/2022	200,000.00	Various 1.86%	200,108.00 200,056.85	100.68 1.60%	201,362.00 1,833.33	1.99% 1,305.15	Aaa / AA+ AAA	2.52 2.43
313379Q69	FHLB Note 2.125% Due 6/10/2022	200,000.00	09/28/2017 1.92%	201,806.00 201,035.16	101.27 1.64%	202,533.40 1,310.42	1.99% 1,498.24	Aaa / AA+ AAA	2.70 2.60
3133EAYP7	FFCB Note 1.95% Due 7/19/2022	225,000.00	07/28/2017 1.92%	225,310.50 225,174.93	100.88 1.63%	226,976.63 877.50	2.23% 1,801.70	Aaa / AA+ AAA	2.80 2.71
3135G0T94	FNMA Note 2.375% Due 1/19/2023	200,000.00	10/30/2018 2.99%	195,134.00 196,191.83	102.49 1.60%	204,970.80 950.00	2.01% 8,778.97	Aaa / AA+ AAA	3.31 3.16
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	190,000.00	09/27/2018 3.03%	187,691.50 188,183.98	104.04 1.63%	197,681.32 1,480.42	1.95% 9,497.34	Aaa / AA+ AAA	3.72 3.51
313383YJ4	FHLB Note 3.375% Due 9/8/2023	190,000.00	02/26/2019 2.57%	196,484.70 195,637.85	106.59 1.64%	202,514.54 409.69	1.98% 6,876.69	Aaa / AA+ NR	3.94 3.69
3130AAHE1	FHLB Note 2.5% Due 12/8/2023	75,000.00	02/26/2019 2.55%	74,830.50 74,851.48	103.65 1.59%	77,740.73 588.54	0.77% 2,889.25	Aaa / AA+ NR	4.19 3.95
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	225,000.00	01/16/2019 2.74%	232,843.50 231,722.38	107.50 1.65%	241,880.63 2,209.38	2.39% 10,158.25	Aaa / AA+ AAA	4.22 3.91
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	210,000.00	Various 1.96%	219,055.20 218,533.65	105.58 1.64%	221,722.20 1,794.48	2.19% 3,188.55	Aaa / AA+ NR	4.71 4.37
Total Agency		3,950,000.00	1.96%	3,959,732.79 3,963,820.31	1.68%	4,008,029.73 20,591.43	39.40% 44,209.42	Aaa / AA+ AAA	2.55 2.44

Holdings Report

As of September 30, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
MONEY MARKET FUND FI									
31846V203	First American Govt Obligation Fund Class Y	190,044.95	Various 1.57%	190,044.95 190,044.95	1.00 1.57%	190,044.95 0.00	1.86% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund FI		190,044.95	1.57%	190,044.95 190,044.95	1.57%	190,044.95 0.00	1.86% 0.00	Aaa / AAA AAA	0.00 0.00
SUPRANATIONAL									
45950KCJ7	International Finance Corp Note 1.125% Due 7/20/2021	215,000.00	05/08/2018 2.81%	203,989.85 208,792.05	98.97 1.71%	212,788.73 477.03	2.09% 3,996.68	Aaa / AAA NR	1.81 1.77
4581X0CW6	Inter-American Dev Bank Note 2.125% Due 1/18/2022	200,000.00	10/26/2017 2.10%	200,158.00 200,086.13	101.03 1.67%	202,053.60 861.81	1.98% 1,967.47	Aaa / NR AAA	2.30 2.23
45950VLH7	International Finance Corp Note 2% Due 10/24/2022	225,000.00	10/26/2017 2.16%	223,339.50 223,979.07	101.13 1.62%	227,536.20 1,962.50	2.24% 3,557.13	Aaa / AAA NR	3.07 2.94
Total Supranational		640,000.00	2.36%	627,487.35 632,857.25	1.66%	642,378.53 3,301.34	6.32% 9,521.28	Aaa / AAA AAA	2.41 2.33
US CORPORATE									
94974BGF1	Wells Fargo Corp Note 2.15% Due 1/30/2020	100,000.00	01/26/2015 2.18%	99,864.00 99,990.97	99.97 2.23%	99,969.80 364.31	0.98% (21.17)	A2 / A- A+	0.33 0.33
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	80,000.00	02/05/2015 1.77%	79,916.00 79,993.69	99.90 2.02%	79,917.76 178.89	0.78% (75.93)	Aa3 / A+ NR	0.38 0.37
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	120,000.00	06/11/2015 2.49%	118,671.00 119,828.70	100.04 2.18%	120,050.04 982.50	1.18% 221.34	A2 / A- NR	0.64 0.63
40428HPV8	HSBC USA Inc Note 2.75% Due 8/7/2020	150,000.00	12/28/2018 3.34%	148,623.00 149,267.95	100.58 2.06%	150,867.60 618.75	1.48% 1,599.65	A2 / A AA-	0.85 0.84
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	100,000.00	06/28/2017 1.86%	102,098.00 100,589.49	100.47 2.01%	100,472.40 304.58	0.99% (117.09)	A1 / A AA-	0.88 0.87
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	125,000.00	02/06/2017 2.16%	125,588.75 125,162.66	100.32 1.97%	125,403.75 1,181.94	1.24% 241.09	A3 / A A	1.10 0.98

Holdings Report

As of September 30, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
30231GAV4	Exxon Mobil Corp Callable Note Cont 2/1/2021 2.222% Due 3/1/2021	120,000.00	05/16/2016 1.84%	122,103.60 120,622.53	100.52 1.85%	120,628.56 222.20	1.18% 6.03	Aaa / AA+ NR	1.42 1.39
084670BQ0	Berkshire Hathaway Callable Note Cont 2/15/2021 2.2% Due 3/15/2021	130,000.00	03/23/2018 2.69%	128,180.00 129,108.47	100.52 1.82%	130,674.96 127.11	1.28% 1,566.49	Aa2 / AA A+	1.46 1.35
369550BE7	General Dynamics Corp Note 3% Due 5/11/2021	135,000.00	Various 3.19%	134,275.95 134,609.01	101.75 1.89%	137,363.99 1,575.00	1.36% 2,754.98	A2 / A+ NR	1.61 1.56
166764BG4	Chevron Corp Callable Note Cont 4/15/2021 2.1% Due 5/16/2021	135,000.00	03/23/2018 2.91%	131,750.55 133,318.57	100.39 1.84%	135,521.24 1,063.13	1.34% 2,202.67	Aa2 / AA NR	1.63 1.50
68389XBK0	Oracle Corp Callable Note Cont 8/15/2021 1.9% Due 9/15/2021	115,000.00	11/29/2016 2.40%	112,425.15 113,946.79	99.88 1.96%	114,864.42 97.11	1.12% 917.63	A1 / A+ A	1.96 1.91
24422ETL3	John Deere Capital Corp Note 2.65% Due 1/6/2022	125,000.00	07/27/2017 2.15%	127,605.00 126,331.44	101.57 1.94%	126,964.13 782.12	1.25% 632.69	A2 / A A	2.27 2.18
91159HHP8	US Bancorp Callable Cont 12/23/2021 2.625% Due 1/24/2022	60,000.00	01/19/2017 2.66%	59,896.80 59,952.19	101.23 2.06%	60,735.90 293.13	0.60% 783.71	A1 / A+ AA-	2.32 2.15
44932HAC7	IBM Credit Corp Note 2.2% Due 9/8/2022	125,000.00	12/28/2017 2.60%	122,780.00 123,611.04	100.46 2.04%	125,575.13 175.69	1.23% 1,964.09	A2 / A NR	2.94 2.83
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	125,000.00	10/30/2018 3.73%	121,335.00 122,133.81	101.81 2.16%	127,261.50 784.28	1.25% 5,127.69	A2 / A- AA-	3.30 2.20
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	125,000.00	06/01/2018 3.31%	121,453.75 122,464.27	101.80 2.07%	127,251.88 607.29	1.25% 4,787.61	A2 / A A	3.32 3.08
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	125,000.00	11/29/2018 3.49%	119,456.25 120,503.21	101.65 1.92%	127,058.63 1,233.33	1.25% 6,555.42	Aa1 / AA+ NR	3.59 3.40
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	125,000.00	09/10/2018 3.37%	125,177.50 125,139.46	104.62 2.15%	130,769.00 613.89	1.29% 5,629.54	A1 / A+ NR	3.86 3.60
02665WCQ2	American Honda Finance Note 3.625% Due 10/10/2023	135,000.00	10/03/2018 3.64%	134,889.30 134,910.88	105.90 2.09%	142,962.44 2,324.53	1.42% 8,051.56	A2 / A NR	4.03 3.69
06051GHF9	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	150,000.00	04/04/2019 3.11%	152,319.00 152,091.37	103.93 2.35%	155,889.60 384.58	1.53% 3,798.23	A2 / A- A+	4.43 3.22

Holdings Report

As of September 30, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
				2,388,408.60		2,440,202.73	24.00%	A1 / A+	2.21
Total US Corporate		2,405,000.00	2.80%	2,393,576.50	2.03%	13,914.36	46,626.23	A+	1.98

US TREASURY									
912828N89	US Treasury Note 1.375% Due 1/31/2021	155,000.00	03/09/2016 1.40%	154,849.15 154,958.81	99.48 1.77%	154,188.73 359.07	1.51% (770.08)	Aaa / AA+ AAA	1.34 1.31
912828B90	US Treasury Note 2% Due 2/28/2021	180,000.00	04/26/2016 1.40%	185,056.07 181,476.48	100.35 1.75%	180,632.88 306.59	1.77% (843.60)	Aaa / AA+ AAA	1.42 1.39
912828P87	US Treasury Note 1.125% Due 2/28/2021	200,000.00	12/29/2016 1.86%	194,125.67 198,008.44	99.12 1.76%	198,242.20 191.62	1.94% 233.76	Aaa / AA+ AAA	1.42 1.40
912828Q37	US Treasury Note 1.25% Due 3/31/2021	210,000.00	12/13/2016 1.81%	205,136.25 208,303.27	99.27 1.74%	208,474.14 7.17	2.04% 170.87	Aaa / AA+ AAA	1.50 1.48
912828T34	US Treasury Note 1.125% Due 9/30/2021	185,000.00	11/09/2016 1.48%	181,871.52 183,720.57	98.98 1.65%	183,106.71 5.69	1.79% (613.86)	Aaa / AA+ AAA	2.00 1.97
912828J43	US Treasury Note 1.75% Due 2/28/2022	215,000.00	03/13/2017 2.14%	211,112.24 213,108.72	100.32 1.62%	215,680.26 320.43	2.11% 2,571.54	Aaa / AA+ AAA	2.42 2.36
912828XR6	US Treasury Note 1.75% Due 5/31/2022	205,000.00	07/27/2017 1.84%	204,103.81 204,505.95	100.38 1.61%	205,768.75 1,205.64	2.02% 1,262.80	Aaa / AA+ AAA	2.67 2.58
912828P4	US Treasury Note 1.875% Due 7/31/2022	200,000.00	09/28/2017 1.90%	199,805.36 199,886.04	100.75 1.60%	201,492.20 631.79	1.98% 1,606.16	Aaa / AA+ AAA	2.84 2.74
912828N30	US Treasury Note 2.125% Due 12/31/2022	160,000.00	01/31/2018 2.54%	156,975.00 157,999.62	101.71 1.58%	162,731.20 859.24	1.60% 4,731.58	Aaa / AA+ AAA	3.25 3.12
9128284D9	US Treasury Note 2.5% Due 3/31/2023	200,000.00	04/29/2019 2.29%	201,578.13 201,408.30	103.14 1.57%	206,289.00 13.66	2.02% 4,880.70	Aaa / AA+ AAA	3.50 3.35
912828W48	US Treasury Note 2.125% Due 2/29/2024	230,000.00	04/17/2019 2.41%	227,044.14 227,320.11	102.38 1.57%	235,462.50 416.24	2.31% 8,142.39	Aaa / AA+ AAA	4.42 4.20
912828XT2	US Treasury Note 2% Due 5/31/2024	225,000.00	07/25/2019 1.83%	226,731.45 226,665.95	102.00 1.55%	229,491.23 1,512.30	2.26% 2,825.28	Aaa / AA+ AAA	4.67 4.42

Holdings Report

As of September 30, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration		
US TREASURY											
912828XX3	US Treasury Note 2% Due 6/30/2024	225,000.00	08/26/2019 1.43%	230,932.62 230,815.24	101.94 1.57%	229,368.15 1,137.23	2.25% (1,447.09)	Aaa / AA+ AAA	4.75 4.50		
Total US Treasury		2,590,000.00	1.88%	2,579,321.41 2,588,177.50	1.64%	2,610,927.95 6,966.67	25.60% 22,750.45	Aaa / AA+ AAA	2.88 2.77		
TOTAL PORTFOLIO				10,059,652.27	2.18%	10,029,586.22 10,053,073.17	1.76%	10,179,182.74 45,130.36	100.00% 126,109.57	Aa1 / AA AAA	2.51 2.32
TOTAL MARKET VALUE PLUS ACCRUED						10,224,313.10					



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	09/01/2019	31846V203	1,333.20	First American Govt Obligation Fund Class Y	1.000	1.71%	1,333.20	0.00	1,333.20	0.00
Purchase	09/03/2019	31846V203	287.26	First American Govt Obligation Fund Class Y	1.000	1.71%	287.26	0.00	287.26	0.00
Purchase	09/05/2019	31846V203	2,662.50	First American Govt Obligation Fund Class Y	1.000	1.71%	2,662.50	0.00	2,662.50	0.00
Purchase	09/08/2019	31846V203	4,581.25	First American Govt Obligation Fund Class Y	1.000	1.71%	4,581.25	0.00	4,581.25	0.00
Purchase	09/11/2019	31846V203	1,667.50	First American Govt Obligation Fund Class Y	1.000	1.71%	1,667.50	0.00	1,667.50	0.00
Purchase	09/11/2019	31846V203	145,000.00	First American Govt Obligation Fund Class Y	1.000	1.71%	145,000.00	0.00	145,000.00	0.00
Purchase	09/15/2019	31846V203	2,522.50	First American Govt Obligation Fund Class Y	1.000	1.71%	2,522.50	0.00	2,522.50	0.00
Purchase	09/16/2019	31846V203	204.00	First American Govt Obligation Fund Class Y	1.000	1.71%	204.00	0.00	204.00	0.00
Purchase	09/16/2019	31846V203	256.67	First American Govt Obligation Fund Class Y	1.000	1.71%	256.67	0.00	256.67	0.00
Purchase	09/16/2019	31846V203	77.58	First American Govt Obligation Fund Class Y	1.000	1.71%	77.58	0.00	77.58	0.00
Purchase	09/16/2019	31846V203	1,006.53	First American Govt Obligation Fund Class Y	1.000	1.71%	1,006.53	0.00	1,006.53	0.00
Purchase	09/16/2019	31846V203	294.13	First American Govt Obligation Fund Class Y	1.000	1.71%	294.13	0.00	294.13	0.00
Purchase	09/16/2019	31846V203	8,223.14	First American Govt Obligation Fund Class Y	1.000	1.71%	8,223.14	0.00	8,223.14	0.00
Purchase	09/18/2019	31846V203	100.33	First American Govt Obligation Fund Class Y	1.000	1.71%	100.33	0.00	100.33	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	09/30/2019	31846V203	4,853.13	First American Govt Obligation Fund Class Y	1.000	1.57%	4,853.13	0.00	4,853.13	0.00
Subtotal			173,069.72				173,069.72	0.00	173,069.72	0.00
TOTAL ACQUISITIONS			173,069.72				173,069.72	0.00	173,069.72	0.00
DISPOSITIONS										
Paydown	09/16/2019	47788BAD6	985.20	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	100.000		985.20	21.33	1,006.53	0.00
Paydown	09/16/2019	47788CAC6	0.00	John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022	100.000		0.00	77.58	77.58	0.00
Paydown	09/16/2019	47788EAC2	0.00	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100.000		0.00	256.67	256.67	0.00
Paydown	09/16/2019	65479GAD1	0.00	Nissan Auto Receivables Owner 2018-B A3 3.06% Due 3/15/2023	100.000		0.00	204.00	204.00	0.00
Paydown	09/16/2019	89237RAB4	293.74	Toyota Auto Receivable 2017-C A2A 1.58% Due 7/15/2020	100.000		293.74	0.39	294.13	0.00
Paydown	09/16/2019	89238BAB8	8,179.90	Toyota Auto Receivables Owner 2018-A A2A 2.1% Due 10/15/2020	100.000		8,179.90	43.24	8,223.14	0.00
Paydown	09/18/2019	43814UAG4	0.00	Honda Auto Receivables 2018-2 A3 3.01% Due 5/18/2022	100.000		0.00	100.33	100.33	0.00
Subtotal			9,458.84				9,458.84	703.54	10,162.38	0.00
Maturity	09/11/2019	06406HCW7	145,000.00	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	100.000		145,000.00	0.00	145,000.00	0.00
Subtotal			145,000.00				145,000.00	0.00	145,000.00	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Security Withdrawal	09/05/2019	31846V203	1,018.79	First American Govt Obligation Fund Class Y	1.000		1,018.79	0.00	1,018.79	0.00
Security Withdrawal	09/25/2019	31846V203	104.17	First American Govt Obligation Fund Class Y	1.000		104.17	0.00	104.17	0.00
Subtotal			1,122.96				1,122.96	0.00	1,122.96	0.00
TOTAL DISPOSITIONS			155,581.80				155,581.80	703.54	156,285.34	0.00

OTHER TRANSACTIONS										
Interest	09/01/2019	30231GAV4	120,000.00	Exxon Mobil Corp Callable Note Cont 2/1/2021 2.222% Due 3/1/2021	0.000		1,333.20	0.00	1,333.20	0.00
Interest	09/05/2019	06051GHF9	150,000.00	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	0.000		2,662.50	0.00	2,662.50	0.00
Interest	09/08/2019	313383YJ4	190,000.00	FHLB Note 3.375% Due 9/8/2023	0.000		3,206.25	0.00	3,206.25	0.00
Interest	09/08/2019	44932HAC7	125,000.00	IBM Credit Corp Note 2.2% Due 9/8/2022	0.000		1,375.00	0.00	1,375.00	0.00
Interest	09/11/2019	06406HCW7	145,000.00	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	0.000		1,667.50	0.00	1,667.50	0.00
Interest	09/15/2019	084670BQ0	130,000.00	Berkshire Hathaway Callable Note Cont 2/15/2021 2.2% Due 3/15/2021	0.000		1,430.00	0.00	1,430.00	0.00
Interest	09/15/2019	68389XBK0	115,000.00	Oracle Corp Callable Note Cont 8/15/2021 1.9% Due 9/15/2021	0.000		1,092.50	0.00	1,092.50	0.00
Interest	09/30/2019	9128284D9	200,000.00	US Treasury Note 2.5% Due 3/31/2023	0.000		2,500.00	0.00	2,500.00	0.00
Interest	09/30/2019	912828Q37	210,000.00	US Treasury Note 1.25% Due 3/31/2021	0.000		1,312.50	0.00	1,312.50	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	09/30/2019	912828T34	185,000.00	US Treasury Note 1.125% Due 9/30/2021	0.000		1,040.63	0.00	1,040.63	0.00
Subtotal			1,570,000.00				17,620.08	0.00	17,620.08	0.00
Dividend	09/03/2019	31846V203	19,431.39	First American Govt Obligation Fund Class Y	0.000		287.26	0.00	287.26	0.00
Subtotal			19,431.39				287.26	0.00	287.26	0.00
TOTAL OTHER TRANSACTIONS			1,589,431.39				17,907.34	0.00	17,907.34	0.00



Account #10065

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

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

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

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

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


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



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



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: October 16, 2019
Subject: YTD District Budget Status Report

<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 your review is the YTD District Budget Status Report for the period ending September 30, 2019.

The **Grants and Other Revenue** line item reflects funds received in the amount of \$197,628 for the Cadiz Water Project Peer Review.

Due to the payment schedule for **Membership Dues & Fees**, the YTD actuals are higher than expected. This line item may exceed budget slightly as a result of LAFCO fees increasing more than was planned.

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 – YTD District Budget Status Report

Meeting History:

None


NA/LC

THREE VALLEYS MUNICIPAL WATER DISTRICT				
DISTRICT BUDGET - FISCAL YEAR 2019-2020				
Month Ending September 30, 2019				
	2019-2020 YTD Actual	Annual Budget All Funds	2019-2020 Percent of Budget	2019-2020 Balance Remaining
REVENUES				
OPERATING REVENUES				
Water Sales	20,991,949	58,985,405	35.6%	37,993,456
MWD RTS Standby Charge	26,194	3,551,583	0.7%	3,525,389
MWD Capacity Charge Assessment	271,760	1,173,600	23.2%	901,840
TVMWD Fixed Charges	170,331	685,623	24.8%	515,292
Hydroelectric Revenue	14,162	126,609	11.2%	112,447
NON-OPERATING REVENUES				
Property Taxes	73,113	2,300,944	3.2%	2,227,831
Interest Income	60,754	212,900	28.5%	152,146
Pumpback O&M/Reservoir #2 Reimbursement	-	20,000	0.0%	20,000
Grants and Other Revenue	203,604	5,170	3938.2%	(198,434)
TOTAL REVENUES	21,811,867	67,061,834	32.5%	45,249,967
EXPENSES				
OPERATING EXPENSES				
MWD Water Purchases	19,116,764	52,837,522	36.2%	33,720,758
MWD RTS Standby Charge	4,990	3,551,583	0.1%	3,546,593
Staff Compensation	1,202,417	4,200,756	28.6%	2,998,339
MWD Capacity Charge	-	1,173,600	0.0%	1,173,600
Operations and Maintenance	476,262	1,383,532	34.4%	907,270
Professional Services	164,596	524,982	31.4%	360,386
Directors Compensation	53,912	331,520	16.3%	277,608
Communication and Conservation Programs	39,133	193,000	20.3%	153,867
Planning & Resources	15,304	90,000	17.0%	74,696
Membership Dues and Fees	64,295	81,054	79.3%	16,759
Hydroelectric Facilities	1,014	39,000	2.6%	37,986
Board Elections	-	-	0.0%	-
NON OPERATING EXPENSES				
Pumpback O&M/Reservoir #2 Expenses	518	20,000	2.6%	19,482
RESERVE EXPENSES				
Reserve Replenishment	-	238,181	0.0%	238,181
CAPITAL INVESTMENT				
Capital Repair & Replacement	34,353	285,000	12.1%	250,647
Capital Investment Program	1,608,066	3,197,113	50.3%	1,589,047
TOTAL EXPENSES	22,781,624	68,146,843	33.4%	45,365,219
NET INCOME (LOSS) BEFORE TRANSFERS		(1,085,009)		
TRANSFER FROM/(TO) CAPITAL RESERVES		1,217,269		
TRANSFER IN FROM BOARD ELECTION RESERVES		-		
TRANSFER IN FROM ENCUMBERED RESERVES				
NET INCOME (LOSS) AFTER TRANSFERS		\$ 132,260		

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



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: October 16, 2019
Subject: **Warrant List**

<input checked="" type="checkbox"/> For Action	<input checked="" type="checkbox"/> Fiscal Impact	\$ 7,687,910.08
<input type="checkbox"/> Information Only	<input type="checkbox"/> Funds Budgeted:	

Staff Recommendation:

Receive and file the Warrant List for the period ending September 30, 2019 as presented.

Discussion:

The monthly warrant list is provided for your information.

General checks 49732 through 49820 totaling \$1,373,915.75 are listed on pages 1 to 4.

MWD July water invoice totaling \$6,039,796.60 is listed on page 4.

Wire transfers for taxing agencies, benefit payments and PERS totaling \$96,974.22 are listed on pages 4 to 5.

Total payroll checks 12831 through 12886 totaling \$177,223.51 are listed on page 5.

Umpqua Bank invoices details are listed on pages 6 to 7.

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 – Warrant List

Meeting History:

None

NA/LC



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

September 2019

General Checks 49732 through 49820

Payroll Wire Transfer 2770 through 2783

Payroll Checks 12831 through 12886

Item 7.B

Check Number	Vendor	Description	Paid Amount
49732	BRENNTAG PACIFIC, INC.	SODIUM HYDROXIDE	7,388.48
49733	DE LAGE LANDEN FIN SVCS, INC.	POSTAGE METER LEASING CHARGES 8/15/19 - 9/14/19	114.85
49734	EUROFINS EATON ANALYTICAL	LABORATORY TESTING - PFAS/PFOS	2,400.00
49735	HACH COMPANY	AMMONIA/MONOCHLORAMINE REAGENT/AMMONIA ASSY PACK/CHLORINE REAGENT/INSTRUMENT	6,884.78
49736	HARRINGTON IND PLASTICS, LLC	SOLVENT CEMENT CPVC/PRIMER/COUPLINGS/ADAPTERS	282.25
49737	JAN-PRO CLEANING SYS OF SO CA	JANITORIAL SERVICE - SEPT	654.00
49738	JCI JONES CHEMICALS, INC.	CHLORINE	5,450.49
49739	SOUTH COAST MEDIA SVC	OUTREACH AD	564.00
49740	KELLETT, TIMOTHY	MILEAGE/MEETING EXPENSES - AUG	69.74
49741	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	15,208.20
49742	LSL CPAS	2019 DISTRICT AUDIT YEAR END FIELDWORK	10,930.00
49743	MC MASTER-CARR SUPPLY COMPANY	EQUIPMENT-COOLING FAN KIT/SURFACE MOUNT ENCLOSURE LOUVER/V-BELT/CABLES/CORD GRIP	444.49
49744	POLYDYNE, INC	CLARIFLOC	2,737.69
49745	POMONA WHOLESALE ELECTRIC	B-LINE/USB CHARGER RECEPTACLE/WALLPLATE/WEATHER TIGHT HUB	73.52
49746	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - AUG	1,398.18
49747	THOMPSON PLUMBING SUPPLY	BUSHING/ELBOWS/NIPPLE/COUPLINGS	46.57
49748	WAGEWORKS	MONTHLY ADMIN/COMPLIANCE FEES (DEC 2018 THROUGH FEB 2019 - ACCOUNT CLOSE OUT)	374.50
49749	BBVA COMPASS	OIL/FILTER CHANGE/INSPECTION/COOLING SYSTEM/CYLINDER/BRAKE FLUID FOR VEHICLES	1,203.34
49750	CELL BUSINESS EQUIPMENT	PLOTTER LEASE - SEPT	268.27
49751	CLS LANDSCAPE MANAGEMENT	GRAND AVE WELL - REPLACE PLANTS	374.64
49752	HACH COMPANY	BUFFER SOLUTIONS/NITRITE ASSY	498.86
49753	INLAND EMPIRE UTILITIES AGENCY	9/24/19 LEADERSHIP BREAKFAST - BOWCOCK, LITCHFIELD, KELLETT	60.00
49754	J.G. TUCKER & SON, INC.	SAFETY VESTS	450.27
49755	LAGERLOF,SENECAL,GOSNEY & KRUSE, LLP	EMERGENCY PREPAREDNESS MAY/JUN	2,032.40
49756	LANCASTER, CHRISTOPHER W.	2019 CALIFORNIA WATER LA TIMES/SGV/INLAND BULLETIN ADS	7,800.00
49757	LINCOLN FINANCIAL GROUP	401A DEFRD: SEPTEMBER 8 PAYROLL	600.00
49758	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: SEPTEMBER 8 PAYROLL	12,755.00



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
September 2019
General Checks 49732 through 49820
Payroll Wire Transfer 2770 through 2783
Payroll Checks 12831 through 12886

Item 7.B

Check Number	Vendor	Description	Paid Amount
49759	LOWE'S	TOWER FAN/GLOVES/ACRYLIC SHEETS/USB OUTLETS/PAPER TOWELS/PROPANE TANK/LEVEL	367.07
49760	MC MASTER-CARR SUPPLY COMPANY	CORD GRIP/EQUIPMENT-COOLING FAN KIT/THERMOSTAT/SURFACE MOUNT ENCLOSURE LOUVER	294.52
49761	PRIME SYSTEMS IND AUTOMATION	SCADA PROGRAMMING/JWL CONTROL VALVE - 5TH&C CONTROL PANEL UPGRADE ONSITE TESTING	16,322.84
49762	SAM'S CLUB	OFFICE SUPPLIES	242.95
49763	SOUTHERN CALIFORNIA EDISON	MIRAMAR - AUG	20,452.44
49764	SOUTHERN CALIFORNIA EDISON	FULTON - JUL	127.80
49765	WALNUT VALLEY WATER DISTRICT	LEAK DETECTION WORKSHOP (REIMBURSED BY MWD)	895.00
49766	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - AUG	6,384.00
49767	BURROUGHS, WADE	WATER QUALITY LAB ANALYST GRADE 1 EXAM & CERTIFICATION	120.00
49768	CA WATER EFFICIENCY PARTNERSHP	MEMBERSHIP DUES	5,120.11
49769	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - SEPT	1,755.56
49770	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - AUG	153.67
49771	FRANCESCHINE, F.S.A., NICOLA	2019 GASB 75 ACTUARIAL CALCULATIONS REPORT	2,200.00
49772	INLAND EMPIRE UTILITIES AGENCY	9/24/19 LEADERSHIP BREAKFAST - KUHN	20.00
49773	LOS ANGELES COUNTY FIRE DEPT	HAZARDOUS MATERIALS/WASTE GENERATOR/CA.ACCIDENTAL RELEASE PROGRAMS PERMIT FEES	12,238.00
49774	MC MASTER-CARR SUPPLY COMPANY	CONDUIT/BUSHINGS/ACCESS PORT/STRUT CHANNEL/CLAMPS/ANCHOR FOR CONCRETE	149.76
49775	OFFICE DEPOT	TONER CARTRIDGE/MONTHLY DESKPAD CALENDARS	188.55
49776	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON - AUG	454.10
49777	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	107,185.73
49778	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	5,312.88
49779	WEX BANK	FUEL 8/1/19 - 8/31/19	1,736.87
49780	CLAREMONT PRINT & COPY	BUSINESS CARDS - PENG	98.55
49781	E.J. MEYER COMPANY, INC.	GRAND AVE WELL EQUIPPING-PIPELINE/BUILDING/ELECTRICAL/PUMP & MOTOR/VALVES	820,064.66
49782	FORUS FOUNDATION	VOIDED	0.00
49783	HACH COMPANY	TURBIDITY UNIVERSAL CONTROLLERS W/DIGITAL SENSORS	15,575.22
49784	HARRINGTON IND PLASTICS, LLC	VALVE DIAPHRAGM/ADAPTERS/HOSE CONNECTORS/O-RINGS/VALVE BALL/FITTINGS	1,795.51
49785	JCI JONES CHEMICALS, INC.	CHLORINE	5,450.85



THREE VALLEYS MUNICIPAL WATER DISTRICT

Warrant List

September 2019

General Checks 49732 through 49820

Payroll Wire Transfer 2770 through 2783

Payroll Checks 12831 through 12886

Item 7.B

Check Number	Vendor	Description	Paid Amount
49786	LINCOLN CLUBS	9/26/19 SGV CHAPTER MEETING - RUZICKA	35.00
49787	MC MASTER-CARR SUPPLY COMPANY	CONCRETE STUD ANCHORS/HEX HEAD SCREWS	628.57
49788	PACIFIC PREMIER BANK	GRAND AVE WELL EQUIPPING RETENTION - AUG	43,161.30
49789	SMITH-EMERY LABORATORIES	GRAND AVE WELL EQUIPPING PROJECT - FIELD TESTING	10,296.00
49790	SOCALGAS	FULTON SERVICE 08/05/19 - 09/04/19	14.79
49791	TRADER DAN'S INC	RESERVOIR EFFLUENT COVER BALANCE	27,431.00
49792	CCS INTERACTIVE	QUARTERLY WEBSITE HOSTING SEPT - DEC 2019	174.00
49793	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE - SEPT	2,965.00
49794	DENALI WATER SOLUTIONS, LLC	SLUDGE REMOVAL - AUG	6,938.66
49795	FORUS FOUNDATION	STATE OF THE SCHOOLS SPONSORSHIP	1,500.00
49796	IDEAL COMFORT CORP.	HEAT & AIR CONDITIONING NEW CONDENSER/TRANSFORMER/FILTER DRIER INSTALL	11,892.00
49797	INLAND EMPIRE UTILITIES AGENCY	9/24/19 LEADERSHIP BREAKFAST - MENDOZA	20.00
49798	INTERFACE SECURITY SYSTEMS LLC	EOC WIRELESS BROADBAND SERVICE 10/1/19 - 10/31/19	134.88
49799	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT SEPT/AUG EXPENSES	6,084.00
49800	OFFICE DEPOT	PENS/LABELS/INK CARTRIDGE/PAPER	707.47
49801	SCHEEVEL ENGINEERING	DRY CHEM BUILDING/CARPORTS MODIFICATIONS - AUG	10,850.00
49802	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - AUG	80.95
49803	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - OCTOBER 2019	52,905.97
49804	ACWA/JPIA	PROPERTY PROGRAM 7/1/19 - 6/30/20	21,655.69
49805	AFLAC	AFLAC SUPP. INS: SEPTEMBER 2019 (EMPLOYEE REIMBURSED)	1,226.48
49806	BRENNTAG PACIFIC, INC.	SODIUM HYDROXIDE	7,567.35
49807	GUTIERREZ, JOSEPH	MIRAGRAND WELL PRELIMINARY DESIGN REPORT/OC FEEDER PUMPBACK FACILITIES STUDY	25,287.07
49808	HACH COMPANY	SAMPLE CELL/AMMONIA NITROGEN/STABLICAL	724.17
49809	HARRINGTON IND PLASTICS, LLC	ELBOWS/PVC TUBES	40.79
49810	IDEAL COMFORT CORP.	HEAT & AIR CONDITIONING MAINTENANCE	667.00
49811	LINCOLN FINANCIAL GROUP	401A DEFRD: SEPTEMBER 22 PAYROLL	600.00
49812	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: SEPTEMBER 22 PAYROLL	9,005.00



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 September 2019
 General Checks 49732 through 49820
 Payroll Wire Transfer 2770 through 2783
 Payroll Checks 12831 through 12886

Item 7.B

Check Number	Vendor	Description	Paid Amount
49813	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: BOARD-SEPTEMBER 2019	3,981.00
49814	LOS ANGELES COUNTY ASSESSOR	MIRAGRAND WELL CEQA PROPERTY OWNERS MAILING ADDRESS LIST FOR ALL OF CLAREMONT	64.00
49815	MCR TECHNOLOGIES, INC.	ABB WATERMASTER ELECTROMAGNETIC FLOWMETER	7,057.58
49816	ORANGE COUNTY WATER DISTRICT	OC-59 CONNECTION ADMINISTRATIVE FEE	1,235.60
49817	REGNL CHAMBER OF COMMERCE SGV	9/26/19 HR SEMINAR - MENDOZA	20.00
49818	RELIANCE STANDARD LIFE INS.	ST/LT DISAB: SEPTEMBER 2019	1,005.27
49819	SAN GABRIEL VALLEY MWD	4/16/20 2020 SAN GABRIEL VALLEY WATER FORUM	6,000.00
49820	THOMAS HARDER & CO.	GRAND AVE WELL-ENGR DESIGN/ANALYSIS/CONSTRUCTION MGMT/INSPECTION	6,188.00
TOTAL AMOUNT OF CHECKS LISTED			\$ 1,373,915.75
12794	METROPOLITAN WATER DISTRICT	JULY 2019 MWD WATER INVOICE	6,039,796.60
TOTAL AMOUNT OF WIRE TRANSFERS			\$ 6,039,796.60
2770	FEDERAL TAX PAYMENT	FED TAX: SEPTEMBER 8 PAYROLL	21,526.16
2771	BASIC PACIFIC	HEALTH SAVINGS ACCT: SEPTEMBER 8 PAYROLL	1,027.50
2772	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: SEPTEMBER 8 PAYROLL	18,505.19
2773	STATE TAX PAYMENT	STATE TAX: SEPTEMBER 8 PAYROLL	7,505.76
2774	CALPERS-457 PLAN	PERS-457 DEFERRED COMP/EMPL LOAN: SEPTEMBER 8 PAYROLL	3,879.37
2775	BASIC PACIFIC	HEALTH SAVINGS ACCT: BOARD-SEPTEMBER 2019	516.66
2776	FEDERAL TAX PAYMENT	FED TAX: BOARD-SEPTEMBER 2019	1,069.46
2777	STATE TAX PAYMENT	STATE TAX: BOARD-SEPTEMBER 2019	526.58
2778	CALPERS-457 PLAN	PERS-457 DEFRD COMP: BOARD-SEPTEMBER 2019	345.00
2779	FEDERAL TAX PAYMENT	FED TAX: SEPTEMBER 22 PAYROLL	14,626.29
2780	BASIC PACIFIC	HEALTH SAVINGS ACCT: SEPTEMBER 22 PAYROLL	1,027.50
2781	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: SEPTEMBER 22 PAYROLL	17,631.18
2782	STATE TAX PAYMENT	STATE TAX: SEPTEMBER 22 PAYROLL	5,207.57



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 September 2019
 General Checks 49732 through 49820
 Payroll Wire Transfer 2770 through 2783
 Payroll Checks 12831 through 12886

Item 7.B

Check Number	Vendor	Description	Paid Amount
2783	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: SEPTEMBER 22 PAYROLL	3,580.00
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 96,974.22
 PAYROLL SUMMARY			
Check# 12831 - 12886		TOTAL AMOUNT OF PAYROLL CHECKS LISTED	\$ 177,223.51
 TOTAL SEPTEMBER 2019 CASH DISBURSEMENTS			\$ 7,687,910.08



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 September 2019
 Umpqua Bank E-Payables Invoice Detail Check 49777
 Umpqua Bank Credit Cards Invoice Detail Check 49778

Item 7.B

Check Number	Vendor	Description	Paid Amount
49777	ACCENT COMPUTER SOLUTIONS, INC.	IT SERVICES - AUG/SERVER WARRANTY RENEWAL/HARDWARE/VMWARE ESSENTIALS RENEWAL	7,408.29
49777	AIRGAS SPECIALTY PRODUCTS	AMMONIUM HYDROXIDE/AMMONIA	5,479.40
49777	AIRGAS USA, LLC	OXYGEN CYLINDER RENTAL	55.64
49777	ALPINE TECHNICAL SVCS, LLC	EARTHTECH	85,126.43
49777	ALS GROUP USA, CORP	LABORATORY TESTING FOR THM	200.00
49777	BEAR COMMUNICATIONS, INC.	RADIO/ANTENNA FOR DISTRICT VEHICLE INSTALL	1,517.66
49777	CLINICAL LABORATORY OF SB, INC.	OUTSIDE LABORATORY TESTING - JUL	750.00
49777	ENDRESS + HAUSER, INC.	CERABAR/MOUNTING SET	1,885.34
49777	ENVIRONMENTAL LOGISTICS	TOILET RECYCLING FOR WALNUT VALLEY WATER DISTRICT	1,283.40
49777	FRONTIER	DSL FOR SCADA 7/10/19 - 8/09/19	95.98
49777	GRAINGER	RED PASS PLUS MEMBERSHIP/KNOCK-OUT PUNCH TOOLS	208.98
49777	GROUND CONTROL SYSTEMS, INC.	IDIRECT EMERGENCY RESPONDER SERVICES FEE - AUG	279.00
49777	PEGEX, INC.	HAZMAT SITE-WALK LABOR - PORTAL TO PORTAL	150.00
49777	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 7/16/19 - 8/15/19	1449.35
49777	TIME WARNER CABLE	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 7/9/19 - 8/20/19	239.97
49777	VERIZON WIRELESS	CELLULAR/IPAD/HARNESS FLEET SERVICES/MOBILE BROADBAND/IPADS 7/26/19 - 8/25/19	721.25
49777	WECK LABORATORIES, INC.	LABORATORY TESTING FOR ALKALINITY	75.00
49777	WESTERN WATER WORKS SUPPORT	GATE VALVE	260.04
TOTAL AMOUNT OF UMPQUA BANK E-PAYABLES SERVICES INVOICE			\$ 107,185.73



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 September 2019
 Umpqua Bank E-Payables Invoice Detail Check 49777
 Umpqua Bank Credit Cards Invoice Detail Check 49778

Item 7.B

Check Number	Vendor	Description	Paid Amount
49778	AWWA	DROUGHT PREPAREDNESS AND RESPONSE BOOK	160.50
49778	BED BATH & BEYOND	SHOWER CURTAIN FOR OPERATIONS RESTROOM	41.02
49778	CA-NV AWWA	8/21/19 WATER ED SEMINAR - MENDOZA 9/10/19 WOMEN'S LEADERSHIP SYMPOSIUM - AGUIRRE	242.00
49778	CSDA	9/25-28/19 CONFERENCE - DE JESUS / 11/12-14/19 BOARD SECRETARY CONFERENCE - AGUIRRE	850.00
49778	DESMOND & LOUIS	8/09/19 13TH ANNUAL SAN BERNARDINO COUNTRY WATER CONFERENCE - DE JESUS/MENDOZA	300.00
49778	JURY GALLEGOS	STAFF PORTRAIT	50.00
49778	HOME DEPOT	SALT/SUPPLIES TO REPAIR EOC ROOF	1,152.38
49778	INDUSTRY BUSINESS COUNCIL	8/22/19 MANAGEMENT OPS LUNCHEON HOUSE OF REPRESENTATIVES GILBERT CISNEROS - MENDOZA	40.00
49778	LOWE'S	RETIREMENT GIFT - DE CHAINE	53.81
49778	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - AUG	1,296.58
49778	O'REILLY AUTO PARTS	REFRIGERANT FOR DISTRICT VEHICLE	62.91
49778	SCWUA	VENDOR'S FAIR-LARIOS,HERNANDEZ,LARSON,BURROUGHS,SONNENBERG,AGUIAR,SUAREZ,LANG	256.00
49778	SMART SIGNS	EARTHTECH SAFETY SIGNS/MAILBOX SIGN	807.68
TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE			\$ 5,312.88



**Tier 1 Balance (in Acre-Feet)
Calendar Year 2019
(through September 2019)**

Agency	Tier 1 Allocation					Balance
		Weymouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	14.3	0.0	0.0	0.0	21.3
Cal Poly Pomona	269	74.7	0.0	0.0	0.0	194.3
Covina, City of *	1,568	0.0	0.0	2,406.6	0.0	-838.6
Glendora, City of *	4,101	0.0	0.0	0.0	0.0	4,101.3
Golden State Water Company *	15,714	4,195.1	6,100.6	273.8	0.0	5,144.4
La Verne, City of	8,026	0.0	3,596.1	0.0	0.0	4,430.2
Mt San Antonio College	699	310.8	0.0	0.0	0.0	388.2
Pomona, City of *	7,052	2,288.6	777.6	0.0	0.0	3,986.0
Rowland Water District *	14,741	5,722.0	1,024.6	0.0	0.0	7,994.3
Suburban Water Systems *	1,961	2,967.7	0.0	2,165.6	0.0	-3,172.3
Three Valleys MWD	NA				1,707.0	NA
Valencia Heights Water Co *	464	2.3	0.0	386.4	0.0	75.2
Walnut Valley Water District *	26,057	11,017.8	1,813.9	0.0	0.0	13,225.0

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

Deliveries to BGL are assigned to Suburban, VHWC, GSWC and WVWD.

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

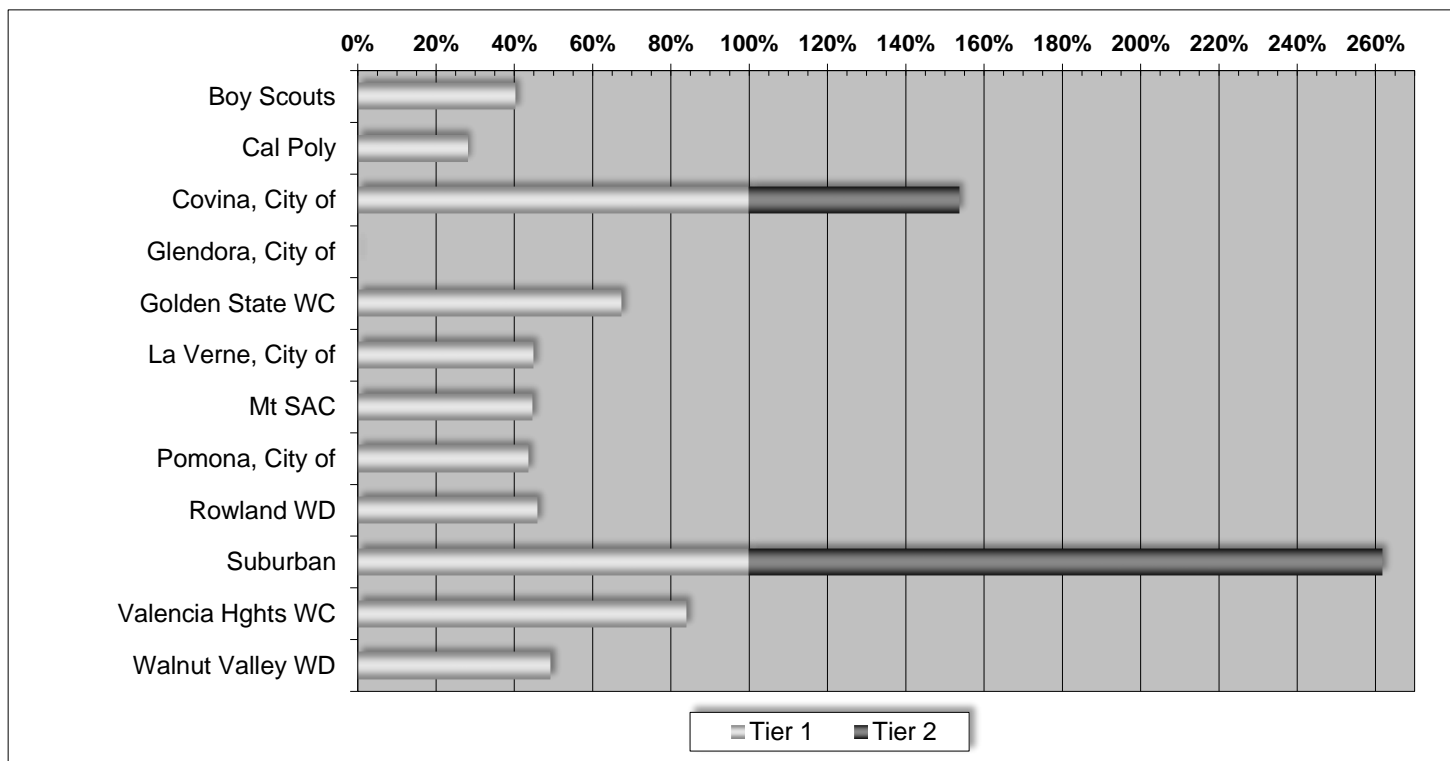
Quantities apportioned to above agencies are preliminary based on available data.

TVMWD Tier 1 Allowable = 80,688

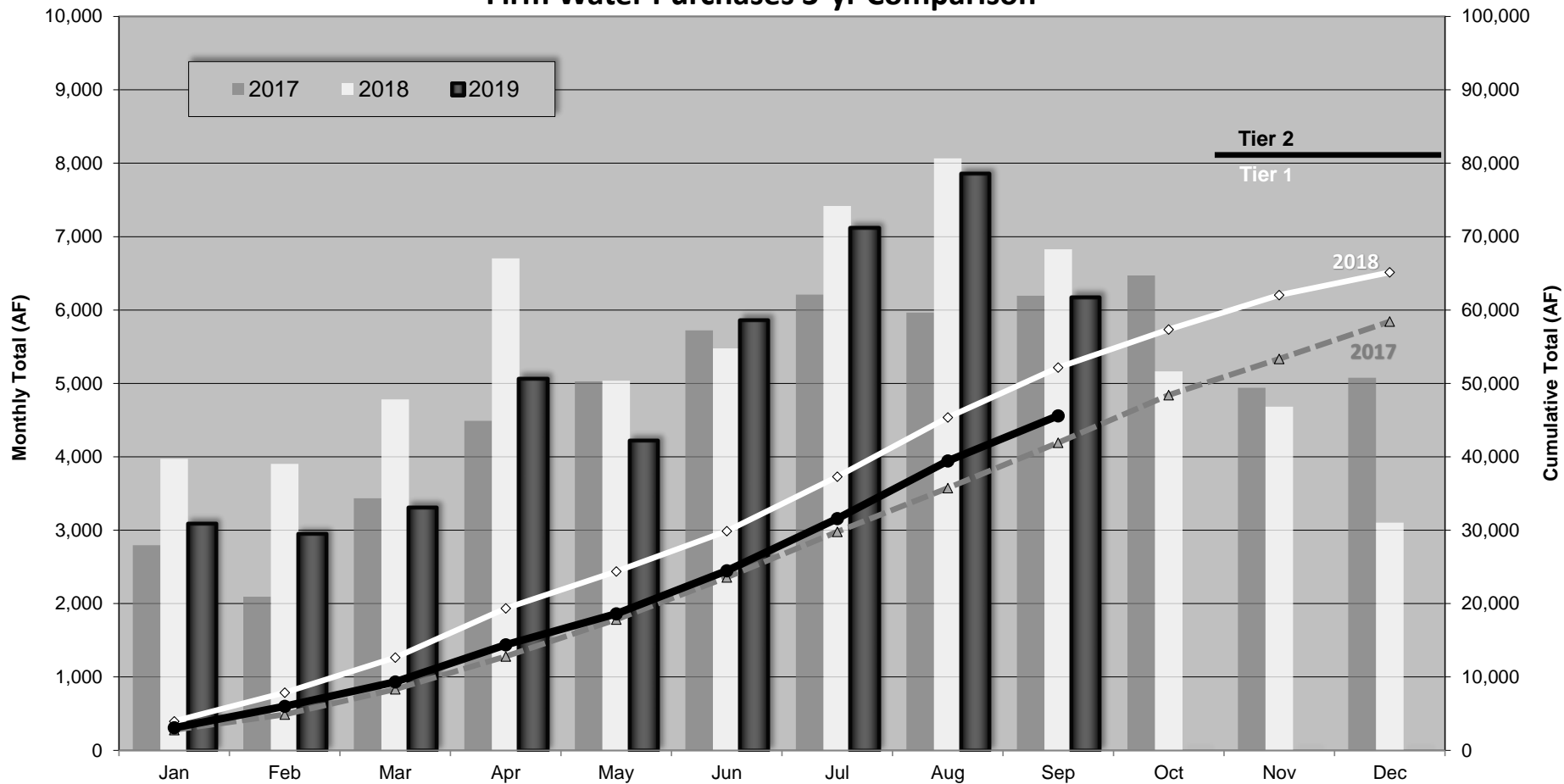
MWD Tier 1 Deliveries = 45,603

TVMWD Tier 1 Balance = 35,085

Overage by Individual Agencies -4,010.9



TVMWD Firm Water Purchases 3-yr Comparison



2019 Firm Water Usage (AF)

Direct Delivery	3,080.8	2,417.5	3,009.3	4,826.1	4,212.4	5,858.9	7,086.2	7,216.8	6,171.9	0.0	0.0	0.0	43,879.9
Spreading Delivery	0.0	528.3	297.0	235.0	1.7	0.0	27.0	634.0	0.0	0.0	0.0	0.0	1,723.0
Total	3,080.8	2,945.8	3,306.3	5,061.1	4,214.1	5,858.9	7,113.2	7,850.8	6,171.9	0.0	0.0	0.0	45,602.9

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

SEPTEMBER 2019

Water Quality

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

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

		Units	Results	Limits	
Turbidity	TU	NTU	0.074	0.3	<i>Monthly average, results should be less than limits to comply</i>
Total Dissolved Solids	TDS	mg/l	160	500	
Total Trihalomethanes	TTHM	µg/l	48.5-48.9	80	<i>Ranges from 4 distribution locations (Sep results)</i>
Haloacetic Acids	HAA	µg/l	13.5-15.4	60	
		Units	Results	Minimum Limit	
Total Organic Carbon	TOC	RAA Ratio	1.09	1.00	<i>* RAA Results should be greater than minimum limit to comply</i>

Reportable violations made to SWRCB: **NONE**

**RAA - Running Annual Average*

Monthly Plant Production

		Capacity	Monthly %
Potable water produced from Miramar Plant	1831.7 AF	1785.1 AF	102.6%

Monthly Well Production

	Days in service		Same month prior year	Days in service
Well #1	30	31.6 AF	33.2 AF	30
Well #2	30	86.7 AF	58.8 AF	30
Total monthly Well production		118.3 AF	91.9 AF	

Monthly Sales

La Verne	647.8 AF	33.2%
GSWC (Claremont)	699.4	35.9%
GSWC (San Dimas)	309.4	15.9%
PWR-JWL	291.0	14.9%
Pomona (Mills)	0.0	0.0%
TVMWD Admin	2.4	0.1%
Total Potable Water Sold	1950.0 AF	100.0%

Year To Date 2019-20

	Actual	Budget	% of Budget
Potable Water Sold from Miramar Plant (93.7%)	5,508.2 AF	6,521.4 AF	84.5%
Total Well Production (6.3%)	370.9	309.9	119.7%
Total Potable Water Sold (Plant & Wells)	5,879.1 AF	6,831.3 AF	86.1%
Average monthly water sold	1,959.7 AF		

Hydroelectric Generation (kWh) FY 2019-20

	Monthly kWh		YTD kWh		
	Actual	Budget	Actual	Budget	% of Budget
Miramar					
Hydro 1	0	110,723	0	249,126	0.0%
Hydro 2	0	19,217	4,956	54,448	9.1%
Hydro 3	0	38,953	3,138	110,367	2.8%
Williams	147,040	74,356	251,040	223,068	112.5%
Fulton	37,480	30,940	57,440	69,615	82.5%
	184,520	274,189	316,574	706,624	44.8%

Operations/Maintenance Review

Special Activities

- ▶ The EOC has been cleaned up and everything is in working condition. A 30-amp receptacle will be installed in the coming weeks.
- ▶ Operations staff continues with assisting the onsite contractors with pipeline locating and other work related to the construction of the Grand Avenue Well pipeline installation at the Miramar Plant.
- ▶ The flows for Well 1 & 2 are being introduced into the new pipeline for the Grand Avenue Well project. The pipeline was pressured tested to check for leaks. It will be chlorinated and bacti samples will be taken before putting the pipeline into service.
- ▶ The shade structure has been installed over the Reservoir Effluent Pump Station to protect it from the elements.

Outages/Repairs

- ▶ SCE continues to have outages along Indian Hill and Baseline as they make upgrades to the power poles and repairs to the grid.


Unbudgeted Activities

- ▶ None

Other

- ▶ Two of our Operations staff received higher certification: Wade Burroughs received his AWWA Water Quality Lab Analyst Grade 1 certification and Jonathan Larson received his Distribution Grade 3 certification from the SWRCB


Submitted by: _____


 Steve Lang
 Chief Operations Officer



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: October 16, 2019

Subject: **Approval of Resolution No. 19-10-863 Records Retention Schedule and Policy Update**

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

Staff Recommendation:

Approve Resolution No. 19-10-863 Records Retention Schedule and Policy as attached.

Background:

The Records Retention policy was last updated on April 19, 2006 when the District approved Resolution No. 04-06-544 adopting a Records Retention Policy to protect the District in cases or records requests and assist in the proper storage and handling of records. Resolution No. 19-10-863 will supersede Resolution No. 04-06-544. Pursuant to Government Code Sections 60200-60204, the District's Board of Directors is authorized to destroy or dispose of any District record (with exceptions) that is not expressly required by law to be filed and preserved.

Discussion:

Legal Counsel reviewed the draft retention schedule attached as part of **Exhibit A** and wrote the resolution and policy. Modifications were made to some items depending on the amount of time the standard Government Code requires them to be kept. Keeping files for as long as possible does the District a disservice. When a public records request is received, a properly managed records retention program eliminates the possibility for duplication of information and limits the amount of staff time used in searching through files. A records retention program helps staff locate files which are pertinent and relevant to requests and current projects.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 19-10-863

Meeting History:

Board of Directors Meeting – October 2, 2019, Informational Item Only

NA/KRH

RESOLUTION NO. 19-10-863

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE THREE VALLEYS MUNICIPAL WATER DISTRICT
ADOPTING A RECORDS RETENTION POLICY**

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 the Municipal Water District Law of 1911, California Water Code Section 71000 et seq.

B. Pursuant to Government Code Sections 60200-60204, the District’s Board of Directors (“the Board”) is authorized to destroy or dispose of any District record (with exceptions) by utilizing any of the procedures set forth therein.

C. Under Government Code Section 60201(b)(2), the Board may authorize the destruction or disposition of any District record that is not expressly required by law to be filed and preserved by adopting by resolution a records retention schedule that complies with guidelines provided by the Secretary of State, that classifies all of the District’s records by category, and that establishes a standard protocol for destruction or disposition of records.

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

Article 1. General Standard. It is the general policy of the District that all District records shall be retained, stored, or destroyed as authorized by the Board and allowed under California law.

Article 2. Authorization for Destruction of Records. Pursuant to Government Code Section 60201(b)(2), the record retention schedule attached hereto as **Exhibit “A”** and incorporated herein by this reference is hereby adopted in its entirety, subject to the exceptions contained in Article 6 of this Resolution. In accordance therewith, after the records referenced therein have been retained for the time periods and according to the process set forth therein, such records are hereby authorized to be destroyed. Pursuant to Government Code Section 60201(c), the District is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed of in accordance with the provisions of this Article 2.

Article 3. Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of Government Code Section 60203, the applicable provisions of which are attached hereto as **Exhibit “B”** and

incorporated herein by this reference.

Article 4. Destruction of Duplicates. Pursuant to Government Code Section 60200, any duplicate record, paper, or document, the original or permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Article 5. Retention of Records Not Mentioned. All records, papers, and documents not mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendation of the Local Government Records Management Guidelines as set forth by the Secretary of State (February 2006) as the same may be amended from time to time.

Article 6. Retained Records. Pursuant to Government Code Section 60201(d), the District shall permanently retain records that relate to formation, change of organization, or reorganization of the District; a District ordinance unless it has been repealed, or is invalid, or is unenforceable for a period of five years; minutes of a meeting of the Board; pending claims and litigation records for two years after the disposition; records that are the subject of a pending Public Records Act request until the request is granted or two years have passed since denial; records of construction projects prior to notice of completion and release of stop notices, if any; records related to non-discharged contracts or debts; records of title for District real property; unaccepted construction bids/proposals until two years old; records that specify the amount of compensation paid to District employees, office or independent contractors until seven years old; and any records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.

Article 7. Periodic Review. This Resolution will be reviewed and revised as deemed necessary by the Board.

Article 8. Effective Date. This Resolution supersedes Resolution No. 04-06-544 adopted by the Board on or about April 19, 2006 and shall take effect immediately upon its adoption.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 16th day of October, 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:

Records Retention Policy

EXHIBIT A

For records that are not preserved in accordance with Article 3 of the District's Records Retention Policy, the District will comply with the following retention schedule:



RECORDS RETENTION SCHEDULE

RECORD NAME	DESCRIPTION	OFFICE	ARCHIVES	DISPOSITION	REMARKS
Accident Reports		2	5	7	Admin. Decision
Accounts Payable (Warrants)	Invoices, check copies, supporting documents	5	0	5	GC 60201; Admin. Decision
Accounts Receivable	Invoice; Cash Receipts (JE's and Backup)	5	0	5	GC 60201; Admin. Decision
Ag Certifications		5	0	5	GC 60201; Admin. Decision
Ag Schedules		5	0	5	Admin. Decision
Agendas & Board Packets - Other Agencies		1	0	1	Admin. Decision
Agreements			P	P	Admin. Decision
As-Built Drawings	District facilities		P	P	Admin. Decision
Assessed Valuation (County)		2	0	2	GC 60201; Admin. Decision
Audit	Independent Auditors' Report (CAFR); any other audit report		P	P	GC 60201; Admin. Decision
Banking Deposit & Receipts		5	0	5	GC 60201; Admin. Decision
Bank Reconciliation	Including bank statements	6	0	6	GC 60201; Admin. Decision
Bids & Proposals - Accepted			P	P	GC60200-60204
Bids & Proposals - Unaccepted	Various Vendors' Statements of Qualifications	2	0	2	GC60200-60204
Board Meeting Agenda Packets		2	0	2	Originals may be destroyed after imaging. Admin. Decision
Board Meeting Audio Tapes				*	*Destroy 6 months after approval of minutes unless circumstances dictate otherwise. Admin. Decision
Bond Issue Records			P	P	GC 60200-60204
Bond Registers		5	0	5	GC 60200-60204
Bonds - Admin.	Account statements, administration, paid/cancelled coupons	10	0	10	GC 60200-60204; 53921; CCP 337.5
Boundary Modifications	Annexations/Detachments		P	P	GC60200-60204
Budget	Original adopted budget	3	0	3	GC60200-60204

Item 7.E - Exhibit A

Budget	Final adopted budget		P	P	GC60200-60204
Budget Amendments		3	0	3	GC 60201; Admin. Decision
Budget Work Papers	Drafts	2	0	2	Admin. Decision
Checks	Cancelled and voided checks	6	0	6	GC 60201; Admin. Decision
CEQA Documentation	District projects		P	P	GC60200-60204/CEQA Guidelines 15095(c)
Claims, Damage		2	0	2	Destroy 2 years after settlement. GC 60201
Claims, Unemployment Ins.		5	0	5	Destroy 5 years after settlement. Admin. Decision
Committee Files	Committee agenda packets	2	0	2	Admin. Decision
Conflict of Interest Code			P	P	GC60200-60204
Construction Files	Live Oak spreading connection and conjunctive use		P	P	Admin. Decision
Contracts	Inactive contracts - records, supporting documents	2	3	5	Admin. Decision
Correspondence - Member Agency		3	0	3	Admin. Decision
Correspondence - Misc. & General	2003 ULFT MWD Waterwise Consulting 2002 - 2004 WEWAC Judging Sheets - Video Contest 01/1/03 - 04/16/06 ULFT MA Agreement Samples Feb 2002 MWD Master Agreement 2005 - 2006 MWD - Itinerary for ED. Field Trip March 13-15,08 MWD Letter Agreement City of San	2	0	2	Admin. Decision
Deferred Compensation Records	Employee/employer contribution reports/backup	5	0	5	Destroy 5 years after term.
Directors Files	Correspondence, biographical data, misc.		P	P	GC60200-60200; Admin. Decision
DMV - Motor Vehicle Pulls		2	5	7	GC129946; CA91009; 8USC1324(a)
Drafts, all		2	0	2	GC60200-60204
Elections	Correspondence, notifications and publications, certificates of election	2	3	5	May be destroyed 5 years after election. GC 81009
Emergency Planning	Drills, correspondence	2	0	2	Admin. Decision
Emergency Plans			P	P	GC 60201
Employee Benefits - General Inf.		2	0	2	Destroy when no longer relevant. Admin. Decision
Employee Benefits Records	Health Ins., Life Ins., Deferred Comp Plans		P	P	GC 6250 et seq; GC 6276.28; 29USC1027; 29CFR1627.3(b)(2)
Employee Health and Medical Records		30	0	30	8CCR 3204; GC 6264(c)
Employee Medical and Exposure Reports	Exposure to toxic substances, harmful agents, blood borne paths	30	0	30	8CCR 3204

Item 7.E - Exhibit A

Employee Recruitment Records		3	0	3	CA Code 12946; CA Labor Code 1197.5; 29CFR1627.3
Employee Training Records		2	5	7	Admin. Decision
Employment Applications	Hired	7	0	7	
Employment Applications	Not hired	2	0	2	GC 12946; GC6250 et seq; 29CFR1602.31
Federal and State Tax Reports	Informational returns	5	0	5	26CFR31.6001.1; 29CFR1627.3(2)
Fixed Asset Inventory	Purchase date; cost; account number	5	0	5	GC 60201; Admin. Decision
Fixed Assets Surplus Property Auction	Listing of property	3	0	3	GC 60200-60204; CCP 337
Fixed Assets Surplus Property Disposal	Sealed bid sales	5	0	5	GC 60200-60204; CCP 337
Flow Charts		5	0	5	Admin. Decision
Formation Files	Articles of Incorporation, formation documentation		P	P	GC60200-60204; CCP 337.2
General Ledger	Detailed transaction ledger for balance sheet, revenues & expenses		P	P	GC 60200-60204
General Ledger Back-up	JE's; all other support contained in other sections	5	0	5	GC 60200-60204
Grant Files - Successful	Correspondence, grant applications		P	P	Refer to Grant Application Package for Retention Inf.
Grant Files - Unsuccessful	Correspondence, grant applications	5	0	5	Admin. Decision
Grievance Records		5	0	5	Destroy 5 years after Settled. Admin. Decision
Hazardous Waste Handling Documentation			P	P	40 CFR 122.21; Admin. Decision
Hydroelectric Contracts			P	P	Admin. Decision
Insurance Certificates		2	0	2	Destroy 2 years after expiration. Admin. Decision
Insurance Policies	Liability & Property		P	P	Admin. Decision
Insurance Policies - Health Plans		5	0	5	Destroy 5 years after exp.
Investment Transactions	Statements for all (transactions; inventory; earnings)		P	P	GC 60201; Admin. Decision
Invoices - MWD		5	5	10	Admin. Decision
Journal Entries		5	0	5	GC 60201; Admin. Decision
Lab Reports & Tests - Bacteriological Analysis		12	0	12	40 CFR 141.33; Admin. Decision
Lab Reports & Tests - Chemical Analysis			P	P	40 CFR 141.33; Admin. Decision
Lab Reports & Tests - Quality			P	P	40 CFR 141.91
Labor Negotiations	Notes, correspondence, contracts, MOU's		P	P	29 USC 211(c), 203(m), 207(g); Admin. Decision
Lawsuits - Basin Adjudication			P	P	Admin. Decision
Lawsuits - Civil Rights Related Actions		7	0	7	Retain 7 years after settlement. 42 USC 1983
Lawsuits - Other than Civil Rights or Basin Adjud		4	0	4	Destroy 4 years after settlement. GC 60201; Admin. Decision
Legislation - State & Federal	General information & correspondence	2	0	2	Admin. Decision

Item 7.E - Exhibit A

Maintenance & Repair	San Antonio spreading grounds conjunctive use project, contract docs	3	0	3	Admin. Decision
Meetings, Staff	Agendas, communications, notes, backup	2	0	2	Admin. Decision
Member Agency Service Connections			P	P	Admin. Decision
Meter Reads - Miramar			P	P	Admin. Decision
Meter Reads - MWD		3	0	3	Admin. Decision
Minutes	Minutes of meetings of TVMWD Board of Directors		P	P	Image for safety, keep originals. GC60200-60204
MSDS / SDS	Material Safety Data Sheets / Safety Data Sheets	30	0	30	29 CFR 1910.1200; 8CCR 3204(d)(1)(B)(2)
Non-Record	Manuals, brochures, newsletters, other agency information, extra copies	2	0	2	May be destroyed when no longer useful or relevant
Not Coded	Not on Retention Schedule		P	P	
Oaths of Office		6	0	6	May be destroyed 6 years after term expires. GC60200-60204; 29USC1113
Operations & Maintenance Records	District facilities	12	P	12	GC60200-60204; Admin. Decision
Operations Activity Reports			P	P	Admin. Decision
Payroll Related Reports & Records	Payroll register, activity summary, labor distribution, check posting list, GL account posting	P	P	P	29 CFR 516
Personnel Files	Applications, changes, terminations, performance evaluations	7	0	7	Destroy 5 years after termination
Petty Cash Reports/Vouchers		5	0	5	GC 60200-60204
Plans & Specifications - District Facilities			P	P	Admin. Decision
Project Files - Non Construction	Project files	2	3	5	Admin. Decision
Property - Deeds, Easements, Rights of Way			P	P	GC60200-60204
Property Acquisitions/Sales			P	P	GC60200-60204; 6254
Property Appraisals - District Property			P	P	GC60200-60204; 6254(h)
Public Affairs Programs & Activities	Activities, events, tours, ULFT program, water education program	2	3	5	GC60200-60204; Admin. Decision
Public Affairs Reports and Publications	Annual reports, publications and historical material	7	0	7	Admin. Decision
Public Records Act Requests		2	0	2	
Purchase Orders	PO's and supporting documents	5	0	5	
Redistricting			P	P	GC60200-60204
Reports and Studies	District-related projects and facilities		P	P	Admin. Decision
Resolutions & Ordinances			P	P	Image for safety, keep originals. GC60200-60204
Safety Meetings	Agendas, training material, sign-in sheets	2	0	2	GC60200-60204; Admin. Decision
Salary & Classification Surveys	Including job description development	2	0	2	LC 1197.5(d), 1174(d)
Software license agreement and documentation	Software license agreements, includes Software-as-a-Service agreements	4	0	4	CCP §§336(a), 337
Standby Charge	Assessment Documentation, Reports		P	P	Admin. Decision
State Controllers Report			P	P	GC 60201; Admin. Decision

Item 7.E - Exhibit A

Statements of Economic Interest		7	0	7	May be destroyed 7 years after leaving office. GC 81009(e)
Subject Files	Information and reference material	2	0	2	May be destroyed when no longer relevant. GC60200-60204
Taxes - Fed & State	Forms 1096, 1099, W-4s and W-2s	5	0	5	IRS REG 301.650(1)-1; Admin. Decision
Taxes Receivable	Schedules; cash receipts (JE's and backup)	4	0	4	GC 60201; Admin. Decision
Travel Records		7	0	7	
Time Sheets	Activity listing; approval history	7	0	7	8CCR11000-11150; LC 1174(d); 29CFR 516.6(a)(1)
Urban Water Management Plan			P	P	Water Code; Admin. Decision
Urban Water Management Plan Work File, Drafts	Work file, drafts	2	3	5	Water Code; Admin. Decision
USA Tickets		2	3	5	Admin. Decision
Vacation/Sick Leave Reports		5	0	5	29 CFR 516.2; CCR 108502; Admin. Decision
Vehicle - Fuel & Mileage Records		2	0	2	Admin. Decision
Vehicle Maintenance Records		2	0	2	Keep until no longer owned by District
Vehicle Ownership/Title		L	0	L	GC 6020; Admin. Decision
Warrant Register		3	0	3	GC 60201; Admin. Decision
Workers Comp Claims, Reports, Incidents			P	P	8 CCR 10102; maintain e-copies
Workers Comp Insurance			P	P	Destroy 5 years after exp. 8 CCR 10102; maintain e-copies
Workers Comp/OSHA	Claim files, reports, incidents		P	P	CCR 14311, 15400.2; CA Labor Code 110-139.6

LEGEND:
P = Permanent
L = Lifetime

Records Retention Policy

EXHIBIT B

The following sections of the California Government Code are incorporated into Article 3 of the District's records retention policy:

60203. Records, papers, or documents not required to be filed; conditions.

- (a) Notwithstanding [Government Code] Section 60201, the [District's Board of Directors] may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are compiled with:
- (1) The record, paper, or document is photographed, micro-photographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 [below] for recording of permanent records or non-permanent records.
 - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions or changes to the original document images.
 - (3) The photographs, micro-photographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
- (b) For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

12168.7 Standards for Recording Permanent and Nonpermanent documents in electronic media; trusted system.

- (a) The Legislature hereby recognizes the need to adopt uniform statewide standards for the purpose of storing and recording public records in electronic media or in a cloud computing storage service.

Records Retention Policy

- (b) In order to ensure that uniform statewide standards remain current and relevant, the Secretary of State, in consultation with the Department of Technology, shall approve and adopt appropriate uniform statewide standards by using standards that are accredited by the American National Standards Institute or other applicable industry-recognized standards making body, including the International Organization for Standardization TR 15801:2017 or successor standard, for storing and recording public records in electronic media or in a cloud computing storage service.
- (c) (1) The standards specified in subdivision (b) shall include a requirement that a trusted system be utilized. For this purpose and for purposes of Sections 25105, 26205, 26205.1, 26205.5, 278322.2, 34090.5, and 60203, Section 102235 of the Health and Safety Code, and Section 10851 of the Welfare and Institutions Code, “trusted system” means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored.
- (2) For a state agency that stores and records public records pursuant to this section, the uniform statewide standards specified in subdivision (b) shall include a definition of “trusted system” that combines the various elements of trusted systems specified in this section.
- (d) (1) A cloud computing storage service that complies with International Organization for Standardization ISO/IEC 27001:2013, or other applicable industry-recognized standards relating to techniques and information security management, and that provides administrative users with controls to prevent stored public records from being overwritten, deleted, or altered, shall be considered a trusted system.
- (2) Notwithstanding paragraph (1), all public records stored or recorded in electronic media or in a cloud computing service by a state agency shall comply with a trusted system as defined in the uniform statewide standards adopted pursuant to subdivision (b).
- (e) A trusted system using cloud computing storage service shall also comply with applicable standards articulated in the State Administrative Manual and the Statewide Information Management Manual. This requirement applies to state agencies and does not apply to local government entities, except to local government entities that have a system interconnection or data exchange with a state agency, or that contract with a state agency, for the development, use, or maintenance of an information system, product, solution, or service.


Records Retention Policy

- (f)
 - (1) A state agency, prior to establishing an information technology system interconnection or data exchange with a local government entity or otherwise partnering with a local government entity for the development, use, or maintenance of an information technology system, product, or service, shall first enter into a written agreement with that local government entity for the purpose of establishing mutually agreeable terms that protect relevant public records.
 - (2) The requirements of paragraph (1) shall apply prospectively, after the effect date of this subdivision, to new agreements of the types specified and to existing agreements of the types specified when they are considered for renewal.
- (g) For the purposes of this section, the following definitions shall apply:
 - (1) "Cloud computing" has the same definition as the term is defined by the National Institute of Standards and Technology Special Publication 800-145, or a successor publication, and includes the service and deployment models referenced therein.
 - (2) "Public records" includes permanent and nonpermanent documents.
 - (3) "State agency" has the same meaning as that term is defined in Section 11000.
- (h) The Secretary of State shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute for recording of public records or any other applicable and comparable industry standard.
- (i) Nothing in this section shall prohibit a local government entity from adopting applicable standards articulated in the Secretary of State's uniform statewide standards for Trustworthy Electronic Document or Record Preservation, the State Administrative Manual, or the Statewide Information management Manual for purposes of utilizing a trusted system as defined in subdivision (c).



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: October 16, 2019

Subject: **Cancellation of December 4, 2019 and January 1, 2020 Regular Board Meetings**

<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 consider approval of a modified board meeting schedule for its regular meetings in December 2019 and January 2020. It is proposed that the Board:

- 1) **Cancel the December 4, 2019 and January 1, 2020 regular board meetings.**
- 2) **Direct staff to issue proper notice of meeting cancellations.**

Discussion:

The December 4, 2019 regular board meeting is presently scheduled at the same time as the ACWA Fall Conference and Exhibition. Several board members and staff are scheduled to attend the conference which takes place December 3 - 6, 2019. The January 1, 2020 regular board meeting is scheduled on New Year's Day and is considered a district holiday. This is typically a time of year where both directors and staff schedule time away from the office to be with their families. Staff has reviewed business that needs to be considered by the Board for the months of December and January and determined that any business can be handled in either of the single monthly meetings with Board approval. In the event urgent business should arise, a special meeting can be scheduled.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

None

Meeting History:

None

NA/ML



**Three Valleys MWD
Calendar Year 2020
Proposed Holiday Schedule**

Each calendar year, TVMWD employees receive the benefit of 12 paid holidays. Listed below is the proposed schedule of holidays for the upcoming Calendar Year 2020.

<u>HOLIDAY</u>	<u>DATE RECOGNIZED - 2020</u>
New Year's Day	January 1 (Wednesday)
President's Day	February 17 (Monday)
Memorial Day	May 25 (Monday)
Independence Day (Observed)	July 3 (Friday)
Labor Day	September 7 (Monday)
Veteran's Day	November 11 (Wednesday)
Thanksgiving	November 26 (Thursday)
Thanksgiving (Day After)	November 27 (Friday)
Christmas Eve	December 24 (Thursday)
Christmas	December 25 (Friday)
New Year's Eve	December 31 (Thursday)

Note: Employees who have completed one year of service with TVMWD will be eligible for one additional "floating" holiday to be used on a date of their choosing during 2020. If one of the above holidays is recognized on a regular day off, the employee may take a "floating holiday" in its place, subject to prior approval by a supervisor.



**Board of Directors
Staff Report**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager *MHL*
Date: October 16, 2019
Subject: **Approval of Resolution No. 19-10-864 for County Lighting Maintenance District 1687 Tax Sharing Resolution: Annexation of Petition No.78-718**

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

Requested Action:

Approve the following:

1. **Three Valleys Municipal Water District Resolution No. 19-10-864 for County Lighting Maintenance District (“CLMD”) Tax Sharing Resolution Annexation of Petition No. 78-718; and**
2. **Direct staff to return the documents back to the County Lighting Maintenance District of Los Angeles County with proper documentation.**

Alternative Action:

The TVMWD Board may deny the request, upon which the CLMD will make this request to the County Board of Supervisors for a final determination.

Discussion:

The applicants for projects have requested annexation of their respective properties to the County Lighting Maintenance District to partially fund the operation and maintenance of street lighting services to CLMD 1687. The annexation process requires that a resolution for property tax revenue exchange be adopted by all of the affected agencies prior to approval.

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

Project No.	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
<i>The property consists of: Tax Rate Area 08366</i>				
Petition No. 78-718	0.004595578	0.4595%	-0.000094368	0.004501210

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

Strategic Plan Objectives:

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 19-10-864

Meeting History:

None

KH/NA

TVMWD Resolution No. 19-10-864

**JOINT RESOLUTION OF
THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES,
THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY
VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE COUNTY
SANITATION DISTRICT NO. 21 OF LOS ANGELES COUNTY, THE BOARD OF
DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT –
ORIGINAL AREA, THE BOARD OF DIRECTORS OF THE WALNUT VALLEY
WATER DISTRICT, AND THE BOARD OF DIRECTORS OF THE WALNUT VALLEY
WATER IMPROVEMENT DISTRICT NO. 5 APPROVING AND ACCEPTING THE
NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES
ANNEXATION OF PETITION NO. 78-718
TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687**

WHEREAS, pursuant to Section 99.01 of the California Revenue and Taxation Code, prior to the effective date of any jurisdictional change that will result in a special district providing one or more services to an area where those services have not previously been provided by any local agency, the special district and each local agency that receives an apportionment of property tax revenue from the area must negotiate an exchange of property tax increment generated in the area subject to the jurisdictional change and attributable to those local agencies; and

WHEREAS, the Board of Supervisors of the County of Los Angeles, acting on behalf of the County Lighting Maintenance District (CLMD) 1687, the County General Fund, Los Angeles County Public Library, Los Angeles County Road District 4, the Consolidated Fire Protection District of Los Angeles County, Los Angeles County Flood Control Drainage Improvement Maintenance District, and Los Angeles County Flood Control District; the Board of Trustees of the Greater Los Angeles County Vector Control District; the Board of Directors of the County Sanitation District No. 21 of Los Angeles County; the Board of Directors of the Three Valleys Municipal Water District - Original Area; the Board of Directors of the Walnut Valley Water District; and the Board of Directors of the Walnut Valley Water Improvement District No. 5 have determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of the annexation proposal identified as Petition No. 78-718 to CLMD 1687 are as shown on the attached Property Tax Transfer Resolution Worksheet.

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TVMWD Resolution No. 19-10-864

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues between the CLMD 1687, the County General Fund, Los Angeles County Public Library, County of Los Angeles Road District 4, the Consolidated Fire Protection District of Los Angeles County, Los Angeles County Flood Control Drainage Improvement Maintenance District, Los Angeles County Flood Control District, the Greater Los Angeles County Vector Control District, the County Sanitation District No. 21 of Los Angeles County, the Three Valleys Municipal Water District - Original Area, the Walnut Valley Water District, and the Walnut Valley Water Improvement District No. 5 resulting from the annexation of Petition No. 78-718 to CLMD 1687 is approved and accepted.

2. For fiscal years commencing on or after July 1, 2020, or the July 1 after the effective date of this jurisdictional change, whichever is later, the property tax revenue increment generated from the area Petition No. 78-718, Tax Rate Area 08366, shall be allocated to the affected agencies as indicated on the attached Property Tax Transfer Resolution Worksheet.

3. No transfer of property tax revenues other than those specified in Paragraph 2 shall be made as a result of the annexation of Petition No. 78-718.

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

PASSED, APPROVED, AND ADOPTED this 16th day of October 2019 by the following vote:

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

THREE VALLEYS MUNICIPAL WATER DISTRICT – ORIGINAL AREA

By _____
Chairperson, Board of Directors
Bob Kuhn, President

ATTEST:

Secretary, Brian Bowcock

Date

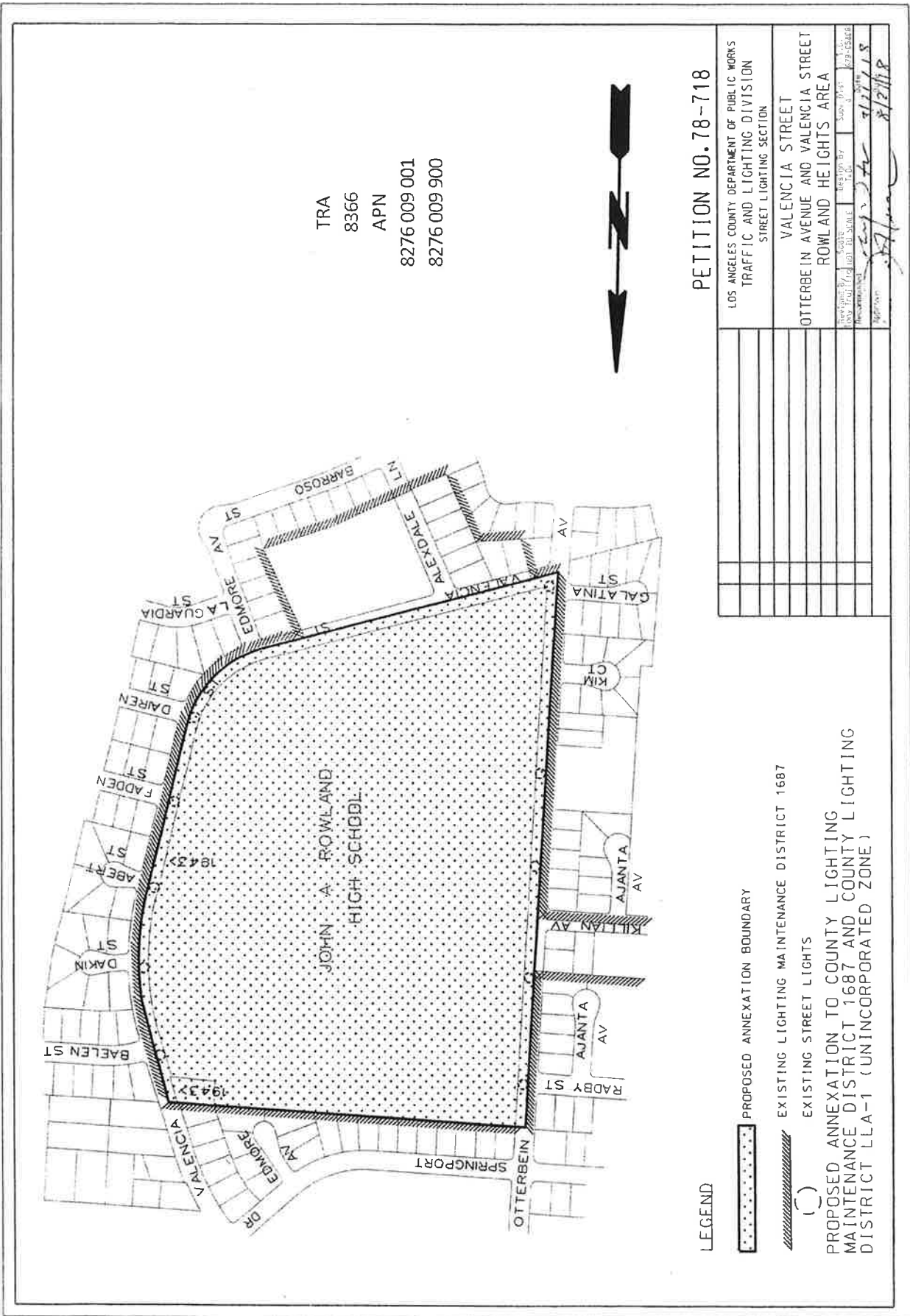
ANNEXATION TO: CO LIGHTING MAINT DIST NO 1687
 ACCOUNT NUMBER: 019.40
 TRA: 08366
 EFFECTIVE DATE: 07/01/2019
 ANNEXATION NUMBER: PE 78-718 PROJECT NAME: PETITION NO. 78-718
 DISTRICT SHARE: 0.020534657

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.343610084	34.3620 %	0.020534657	0.007055925	-0.007220420	0.336389664
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000120174	0.0120 %	0.020534657	0.000002467	0.000000000	0.000120174
003.01	L A COUNTY LIBRARY	0.024928554	2.4928 %	0.020534657	0.000511899	-0.000511899	0.024416655
005.20	ROAD DIST # 4	0.006150860	0.6150 %	0.020534657	0.000126305	-0.000126305	0.006024555
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.184761979	18.4761 %	0.020534657	0.003794023	-0.003794023	0.180967956
007.31	L A C FIRE-FFW	0.007890496	0.7890 %	0.020534657	0.000162028	0.000000000	0.007890496
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001879126	0.1879 %	0.020534657	0.000038587	-0.000038587	0.001840539
030.70	LA CO FLOOD CONTROL MAINT	0.010634534	1.0634 %	0.020534657	0.000218376	-0.000218376	0.010416158
061.80	GREATER L A CO VECTOR CONTROL	0.000403082	0.0403 %	0.020534657	0.000008277	-0.000008277	0.000394805
066.80	CO SANIT DIST NO 21 OPERATING	0.013548515	1.3548 %	0.020534657	0.000278214	-0.000278214	0.013270301
365.05	THREE VALLEY MWD ORIG AREA	0.004595578	0.4595 %	0.020534657	0.000094368	-0.000094368	0.004501210
370.05	WALNUT VALLEY WATER DISTRICT	0.000824223	0.0824 %	0.020534657	0.000016925	-0.000016925	0.000807298
370.09	WALNUT VALL WT DIST IMP DIST # 5	0.002411590	0.2411 %	0.020534657	0.000049521	-0.000049521	0.002362069
400.00	EDUCATIONAL REV AUGMENTATION FD	0.068780630	6.8780 %	0.020534657	0.002708062	EXEMPT	0.068780630
400.01	EDUCATIONAL AUG FD IMPOUND	0.131877650	13.1877 %	0.020534657	0.001412386	EXEMPT	0.131877650
400.15	COUNTY SCHOOL SERVICES	0.001490248	0.1490 %	0.020534657	0.000030601	EXEMPT	0.001490248
400.21	CHILDREN'S INSTIL TUITION FUND	0.002957626	0.2957 %	0.020534657	0.000060733	EXEMPT	0.002957626
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.031920651	3.1920 %	0.020534657	0.000655479	EXEMPT	0.031920651
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000308084	0.0308 %	0.020534657	0.000006326	EXEMPT	0.000308084

TRA: 08366

ANNEXATION NUMBER: PE 78-718 PROJECT NAME: PETITION NO. 78-718

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
918.03	ROWLAND UNIFIED SCHOOL DISTRICT	0.152583106	15.2583 %	0.020534657	0.003133241	EXEMPT	0.152583106
918.06	CO.SCH.SERV.FD.--ROWLAND	0.007485495	0.7485 %	0.020534657	0.000153712	EXEMPT	0.007485495
918.07	DEV.CTR.HDCPD.MINOR-ROWLAND	0.000837715	0.0837 %	0.020534657	0.000017202	EXEMPT	0.000837715
***019.40	CO LIGHTING MAINT DIST NO 1687	0.000000000	0.0000 %	0.020534657	0.000000000	0.000000000	0.012356915
TOTAL:		1.000000000	100.0000 %		0.020534657	-0.012356915	1.000000000






TRA
8366
APN
8276 009 001
8276 009 900

PETITION NO. 78-718

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS TRAFFIC AND LIGHTING DIVISION STREET LIGHTING SECTION	
VALENCIA STREET OTTERBEIN AVENUE AND VALENCIA STREET ROWLAND HEIGHTS AREA	
New Project No.	811218
Project No.	811218
Submitted	8/21/88
Approved	[Signature]
Supervisor	[Signature]
Date	8/21/88

LEGEND

-  PROPOSED ANNEXATION BOUNDARY
 -  EXISTING LIGHTING MAINTENANCE DISTRICT 1687
 -  EXISTING STREET LIGHTS
- PROPOSED ANNEXATION TO COUNTY LIGHTING
MAINTENANCE DISTRICT 1687 AND COUNTY LIGHTING
DISTRICT LLA-1 (UNINCORPORATED ZONE)



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Brian Bowcock, Division 3

MONTH / YEAR

September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	4	TVMWD BOD MEETING	La Verne	Claremont	10.0	\$ 5.80	\$ 200.00
Regular monthly meeting to discuss water issues in the district.							
2	6	CITRUS COLLEGE OVERSIGHT COMMITTEE & BOD RETREAT	La Verne	Glendora	18.0	\$ 10.44	\$ 200.00
3	10	USC FOUNDATION MEETING	La Verne	Los Angeles	75.0	\$ 43.50	\$ 200.00
Regular quarterly meeting going over water issues contact hour classes and webinar meetings							
4	11	SGV WATERMASTER	La Verne	Azusa	20.0	\$ 11.60	\$ 200.00
Regular monthly monthly discuss water issues in the valley and an in depth campaign to involve the residents and businesses in the district.							
5	13	CTEC FAIRPLEX COMMITTEE	La Verne				\$ 200.00
Regular meeting to discuss a campaign to help fund schooling for young men and women who would like to be in the water industry.							
6	12	SCWUA VENDORS FAIR	La Verne	Irwindale	26.0	\$ 15.08	\$ 200.00
Our yearly vendors fair at irwindale speedway over 800 in attendance							
7	18	TVMWD BOD MEETING	La Verne	Claremont	10.0	\$ 5.80	\$ 200.00
Regular monthly meeting to discuss issues in our district main issue this meeting was CADIZ PROJECT.							
8	20	MWD STATE INSPECTION TOUR	La Verne	Claremont	10.0	\$ 5.80	\$ 200.00
Northern California to the Delta and other parts of the State Water Project							
9	21	MWD STATE INSPECTION TOUR	La Verne				\$ 200.00
N/A							
10	22	MWD STATE INSPECTION TOUR	La Verne				\$ 200.00
N/A							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 98.02
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,098.02
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 800.00)
TOTAL	\$ 1,148.02

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: David De Jesus, MWD

MONTH / YEAR

September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	5	Northern Caucus Meeting					\$ 200.00
Meeting with Northern Caucus directors and GM's along with MWD management staff to review published agendized items.							
2	9	Committee Meetings					\$ 200.00
Attended various meetings to discuss staff recommendations slated for action at the upcoming board meeting							
3	10	Board Meetings					\$ 200.00
Attended the board meeting as required and took action on staff recommended items. Oral report pending at the Three Valleys Board Meeting							
4	11	Colorado River Board Meeting					\$ 200.00
Attended the meeting as the alternate MWD representative. Staff provided updates on the Colorado River system and the Drought Contingency Plan. No shortages are anticipated due to the above normal rainfall season.							
5	17	MWD security update					\$ 200.00
Conference call meeting with interim security director Benito to discuss the development of certain security aspects to enhance the safety of both the employees and physical facilities. Discussion on the possible development of a sub-committee was also detailed.							
6	20	SWP Facility Inspection Tour					\$ 200.00
Consumers were provided with a guided tour of certain Northern California Facilities owned and jointly owned by the department of water resources. In a addition a tour of the advanced water technologies were also observed in one of the farm lands.							
7	21	SWP Facility Inspection Tour					\$ 200.00
Day 2 ... see above							
8	22	SWP Facility Inspection Tour					\$ 200.00
Day 3 ... see above							
9	24	Executive Committee Meeting					\$ 200.00
Meeting to discuss and approve the staff's recommended agenda items for the coming month.							
10	25	Monthly Update Meeting held with Deven Upadhyay					\$ 200.00
Meeting with the COO Upadhyay to discuss progress made on various pending issues.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 0.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,000.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 891.50)
TOTAL	\$ 958.50

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: David De Jesus, Division 2

MONTH / YEAR

September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Meeting with GM and Board President	Walnut	Claremont	38.0	\$ 22.04	\$ 200.00
Met with the GM and Board President Kuhn to discuss related issues on the matter of cyclic storage in the Main Basin along with opportunities in the Chino Basin currently developing a storage plan. Pending staff and MWD meeting regarding Solar boat was also discussed.							
2	4	Board Workshop Meeting	Walnut	Claremont	38.0	\$ 22.04	\$ 200.00
Various updates and items for discussion were presented for board action later in the month including support for balance energy solutions and local choice. Also amendments to the TVMWD conflict of interest code.							
3	12	Chino Basin Appropriative Committee Meeting	Walnut	Rancho C.	42.0	\$ 24.36	\$ 200.00
The committee was presented with reports on basin management semi annual status report. Also presented was a resolution to levy replenishment and administrative assessments for revised 2014/2015 and 2018/2019 assessment packages.							
4	16	Walnut Valley Water District Board Meeting	Walnut	Walnut	4.0	\$ 2.32	\$ 200.00
Attended the meeting along with the GM. Various staff reports were provided by staff on the Districts activities for the month.							
5	18	Board Meeting	Walnut	Claremont	38.0	\$ 22.04	\$ 200.00
Attended the board and for an hour and half heard a number of individuals from the public provide their opinion on how bad the Cadiz Project would be for the arear in question and the eco system in which the water be stored and removed from.							
6	19	Chino Basin Advisory Committee Meeting	Walnut	Rancho C.	42.0	\$ 24.36	\$ 200.00
The staff presented the committee with additional information on the Storage management plan, state and federal updates, and the process of the Safe Yield Recalculation.							
7	23	San Gabriel Valley Water Association	Walnut	Azusa	20.0	\$ 11.60	\$ 200.00
Attended the board meeting and provided the group with highlights of MWD activities. Additional information on TVMWD was reported by the GM who was also in attendance.							
8	26	Chino Basin Board Meeting	Walnut	Rancho C.	42.0	\$ 24.36	\$ 200.00
Attended the meeting as the Districts assigned alternate to President Bob Kuhn who will be orally reporting on the meeting.							
9	27	California Special District Annual Conference	Walnut	Anahiem	42.0	\$ 24.36	\$ 200.00
Attended the conference and heard guest speaker Erik Qualman present his perspective on Socialnomics and the path to digital transformation. It was noted that we are undergoing a transformation and the question do you want to put of it or a casualty of it.							
10	30	Meeting with GM and Board President	Walnut	San Dimas	22.0	\$ 12.76	\$ 200.00
Attended the meeting to discuss issues related to the proposed agenda for the month of October. Discussion also included the possibility of providing Directors with iPad training to further develop the efficiencies not being utilized, GM to provide recommendations at a later date.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	27	Parking at Anaheim Marriott for CSDA Conference	\$ 18.00
2			
3			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 18.00
Subtotal Mileage	\$ 190.24
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,208.24
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 2,058.24

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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

700 West Convention Way
Anaheim, CA 92802

Structure 09/27/19 10:59
Receipt 066938

Short-term parking tkt
1 - No. 042258
09/27/19 09:29 -
09/27/19 10:59 -
Period 0d1h31'
(Tax) \$18.00

Total \$18.00

Payment Received
MC \$18.00

XXXXXXXXXXXX
Merch: 372705568882
Auth: 701369
Type: Swiped

Sub Total \$18.00

093291E8 - 1/1

092719



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Carlos Goytia, Division 1

MONTH / YEAR

September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Spadra Basin GSA Executive Committee Meeting	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Attended and participated in committee discussions and deliberations							
2	4	TVMWD Board Meeting/Workshop	Pomona	Claremont	32.0	\$ 18.56	\$ 200.00
Attended and participated in board deliberations and discussions							
3	6	Meeting w/Mayor T. Sandoval	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Met with Mayor to discuss water related issues and water rate increase							
4	7	Meeting w/CM Preciado & Garcia	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Met with CM V. Preciado and N. Garcia to discuss community related issues related to their district which sits in Div. 1							
5	12	SCUWA Vendors Fair	Pomona	Irwindale	36.0	\$ 20.88	\$ 200.00
attended vendors fair and met with various agencies throughout the San Gabriel Valley							
6	17	Meeting w/PUSD Trustee R. Perlan	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Met with Trustee in regards to upcoming solar cup event and Pomona High and Village Academy we're selected to participate							
7	18	TVMWD Board Meeting	Pomona	Claremont	32.0	\$ 18.56	\$ 200.00
Attended and participated in board deliberations and discussions							
8	20	Metropolitan WD. SWP Tour	Pomona	Claremont	16.0	\$ 9.28	\$ 200.00
State water project tour inspection of Oroville Dam, Bay Delta, Central Valley to meet with Joe Bosque to hear water related issues and concerns from the farmers of the Central Valley							
9	21	Metropolitan WD. SWP Tour	Pomona	Claremont	0.0	\$ 0.00	\$ 200.00
State water project tour inspection of Oroville Dam, Bay Delta, Central Valley to meet with Joe Bosque to hear water related issues and concerns from the farmers of the Central Valley							
10	22	Metropolitan WD. SWP Tour	Pomona	Claremont	16.0	\$ 9.28	\$ 200.00
State water project tour inspection of Oroville Dam, Bay Delta, Central Valley to meet with Joe Bosque to hear water related issues and concerns from the farmers of the Central Valley							

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

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

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 95.12
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,095.12
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,945.12

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Denise Jackman, Division VII

MONTH / YEAR

September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	4	Three Valleys Municipal Water District - Board of Directors Meeting	Rowland Heights	Claremont	46.0	\$ 26.68	\$ 200.00
Review board issues and vote on agenda issues.							
2	10	Rowland Water District - Board of Directors meeting	Rowland Heights	Rowland Heights	2.0	\$ 1.16	\$ 200.00
Observe meeting of Board of Directors meeting.							
3	16	Walnut Valley Water District - Board of Directors Meeting	Rowland Heights	Walnut	8.2	\$ 4.76	\$ 200.00
Observe meeting of Board of Directors and issues within their district.							
4	18	Three Valleys Municipal Water District - Board of Directors meeting	Rowland Heights	Claremont	46.0	\$ 26.68	\$ 200.00
Review board issues and vote on policy issues.							
5	20	Metropolitan Water District - Inspection of Northern California facilities	Rowland Heights	Claremont	46.0	\$ 26.68	\$ 200.00
Day one - Meet at Three Valleys, Fly to Sacramento, tour Oroville Dam.							
6	21	Metropolitan Water District - Inspection of Northern California Facilities	Rowland Heights	Claremont	0.0	\$ 0.00	\$ 200.00
Day 2 - Toured Delta and learned about issues affecting the Delta.							
7	22	Metropolitan Water District - Inspection of Northern California Facilities	Rowland Heights	Claremont	46.0	\$ 26.68	\$ 200.00
Day 3 - Toured Central Valley, learned about the agricultural issues affecting same.							
8	24	Rowland Water District - Board of Directors Meeting (Workshop)	Rowland Heights	Rowland Heights	2.0	\$ 1.16	\$ 200.00
Attended Civil Training, Sexual Harassment Training.							
9	25	CSDA - Pre- Conference	Rowland Heights	Anahiem	36.0	\$ 20.88	\$ 200.00
Attended Board Governance Training and attended Leadership Roundtable on issues affecting Chapters							
10	27	Legislative Breakfast - Senator Ling Ling CHang	Rowland Heights	Walnut	11.2	\$ 6.50	\$ 200.00
Presentation of legislative issues in Sacramento by Senator Ling Ling Chang.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	25	Parking for CSDA Parking at Conference	\$ 18.00
2			
3			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 18.00
Subtotal Mileage	\$ 141.17
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,159.17
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 2,009.17

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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

700 West Convention Way
Anaheim, CA 92802

Structure 09/25/19 17:23
Receipt 066043

Short-term parking tkt

1 - No. 041197

09/25/19 08:47 -

09/25/19 17:23 -

Period 0d8h37'

(Tax) \$18.00

Total -----
\$18.00

Payment Received

VISA \$18.00

XXXXXXXXXXXX [REDACTED]

Merch:372705568882

Auth:02567D

Type: Swiped

Sub Total \$18.00

0ADBDE8 - 1/1

09/25/19 17:23



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Bob Kuhn, Division 4

MONTH / YEAR

September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Meeting with General Manager	Glendora	Claremont	20.0	\$ 11.60	\$ 200.00
Update on issues of the district and upcoming events							
2	4	Board Workshop	Glendora	Claremont	20.0	\$ 11.60	\$ 200.00
General discussion of the board and staff regarding business of the district							
3	5	Glendora Chamber of Commerce Legislative Committee	Glendora	Glendora	6.0	\$ 3.48	\$ 200.00
Updates on legislation from Sacramento involving Glendora and a water update on SB1							
4	16	Meeting with Jeff Shankle	Glendora	Pomona	16.0	\$ 9.28	\$ 200.00
Issues regarding our advertising in his Pomona paper							
5	18	Board Meeting	Glendora	Claremont	20.0	\$ 11.60	\$ 200.00
Discussion and decisions regarding district business							
6	19	CBWM Executive Committee and Pool Chairs	Glendora	Rancho Cucamonga	32.0	\$ 18.56	\$ 200.00
Talk about issues involving the Chino Basin and time lines for accomplishing the OBMP							
7	20	TVMWD & MWD Inspection Trip	Glendora	Claremont	20.0	\$ 11.60	\$ 200.00
Regarding how water comes to Southern California from Northern California from Orville Dam							
8	21	TVMWD & MWD Inspection Trip	Glendora				\$ 200.00
Issues with the Delta and and trip through that area							
9	22	TVMWD & MWD Inspection Trip	Glendora				\$ 200.00
See how the Central Farm area receives water from the Delta area							
10	30	Meeting with General Manager	Glendora	Claremont	20.0	\$ 11.60	\$ 200.00
Discussion regarding the upcoming work shop							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 89.32
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,089.32
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 1,850.00)
TOTAL	\$ 89.32

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: John Mendoza, Division 6

MONTH / YEAR

September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Clean Water Act Program	Pomona	Irwindale			\$ 200.00
Meeting with Congresswomen Grace Napolitano and update on Clean Water Act Legislation and grant funding. Live telecommunications from Washington.							
2	4	TVMWD Board of Directors Meeting	Pomona	Claremont			\$ 200.00
Meeting of the TVMWD Board to discuss and vote on issues and projects important to water operations and other policies.							
3	10	SCE Water Conference	Pomona	Irwindale			\$ 200.00
Annual Water Conference hosted by SCE with focus on water and energy cost saving projects.							
4	11	Chino Watermaster OBMP listening Session 6	Pomona	Rancho			\$ 200.00
Continuation of discussion and talks about cooperation for future water projects in the Chino Watermaster region. Three hour session.							
5	18	TVMWD	Pomona	Claremont			\$ 200.00
Meeting of the Board of Directors and member agencies to vote on important water projects affecting the District. Board members vote only.							
6	20	ACWA Region 8 Legislative Forum	Pomona	Pasadena			\$ 200.00
Special Legislative all day session to get informed on important water issues affecting California.							
7	24	IEUA Leadership Breakfast	Pomona	Ontario			\$ 200.00
Meeting of various water agencies to get information about important-water issues given by DWR. Presentation on water conveyance in the Delta region and new public outreach to community in Delta region.							
8	25	Six Basins Watermaster	Pomona	Claremont			\$ 200.00
Meeting of stakeholders of the Six Basins concerning important issues as grant funds and National Park Designation.							
9	26	SGVEP HR Forum " A Comprehensive Perspective in Workplace Accommodation".	Pomona	Baldwin Park			\$ 200.00
Work site presentation concerning termination steps for employees with disabilities or continued employment to avoid lawsuit. Reasonable Accommodations and the Interactive process related to job performance presented by Amber M. Solano, Attorney at law Atkins, Andelson Loya, Rudd & Romo.							
10	27	SGVEP Legislative Breakfast	Pomona	Walnut			\$ 200.00
Breakfast with Senator Ling Ling Chan and Legislative up date.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
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Subtotal Miscellaneous Expense \$ 0.00

Subtotal Mileage \$ 0.00

Subtotal Meeting Compensation \$ 2,000.00

Subtotal All \$ 2,000.00

Mandatory Deferred Compensation @ 7.5% (\$ 150.00)

Voluntary Deferred Compensation *(negative entry; default @ 0)* \$ 0.00

TOTAL \$ 1,850.00

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

Signature

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A

NAME: Joe Ruzicka, Division 5

MONTH / YEAR September 2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	4	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 23.20	\$ 200.00
Attended and participated in the deliberations.							
2	9	SGV Regional Chamber of Commerce - GAC	Diamond Bar	Rowland Hgts	14.0	\$ 8.12	\$ 200.00
Attended and met with business, political and government officials and discussed pending legislation in Sacramento and Washington, D C.							
3	10	RWD - Board Meeting	Diamond Bar	Rowland Hgto	14.0	\$ 8.12	\$ 200.00
Attended and apprised myself of issues of concern to a member agency.							
4	11	LAFCO - Commission Meeting	Diamond Bar	Los Angeles	60.0	\$ 34.80	\$ 200.00
Attended and participated in the deliberations as Alternate Special District Representative.							
5	16	WVWD - Board Meeting	Diamond Bar	Walnut	10.0	\$ 5.80	\$ 200.00
Attended and apprised myself of issues of concern of a member District.							
6	18	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 23.20	\$ 200.00
Attended and participated in the deliberations.							
7	20	MWDSC - State Water Project Tour	Diamond Bar				\$ 200.00
Attended and apprised myself of current water conditions in the state.							
8	21	MWDSC - State Water Project Tour	Diamond Bar				\$ 200.00
Attended and apprised myself of current water conditions in the state.							
9	22	MWDSC - State Water Project Tour	Diamond Bar				\$ 200.00
Attended and apprised myself of current current water conditions in the state.							
10	24	RWD - Sexual Harassment Avoidance Training	Diamond Bar	Rowland Hgts.	14.0	\$ 8.12	\$ 200.00
Attended and was given required training.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
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3			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 111.36
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,111.36
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,961.36


* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: October 16, 2019

Subject: **Consideration of Proposed Service Connection Applications for PM-27 and PM-29**

<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:	\$82,000.00

Staff Recommendation:

No Action Necessary – Informational Item Only

Background:

In recent years, TVMWD has utilized Upper San Gabriel Valley Municipal Water District's (Upper District) service connection USG-03 to meet obligations to the Main San Gabriel Basin (Main Basin). Proposed service connection PM-27 would provide TVMWD with an alternative option to meet those obligations. Service connection PM-29 would deliver water into Thompson Creek and ultimately to the Central Basin. This connection would allow the Puente Basin Water Agency (PBWA) to deliver additional groundwater recharge.

Discussion:

Meeting obligations for water deliveries into the Main Basin is a requirement for TVMWD as a responsible party identified in the 1973 Judgement. The obligations are determined by the Watermaster as the governing body over the basin. TVMWD receives a delivery request from the Watermaster and utilizes available State Water Project (SWP) supplies from Metropolitan Water District (Metropolitan) to meet these deliveries. Additionally, in wet years, TVMWD has delivered surplus SWP into a Cyclic Storage account that is used to meet obligations during dry years.

Deliveries of SWP occur through Metropolitan's Rialto Pipeline and two service connections, PM-26 and USG-03. Service connection PM-26 delivers water into Little Dalton Spreading Grounds and is limited by the size of the connection and the size of the basins. Under optimal conditions, PM-26 can deliver up to 300 acre-feet (AF) in a given month. Service connection USG-03 delivers water to the Santa Fe Spreading Grounds via the San Gabriel River. While there is a much greater capacity at USG-03 (up to 580 AF per day), the service connection is owned and operated by Upper District. TVMWD

has an agreement with Upper District to use USG-03 during times that Upper District is not using the connection.

TVMWD is collaborating with Watermaster about a potential new service connection for deliveries into Main Basin through the San Dimas Wash. The Rialto Pipeline passes through the wash and preliminary investigations concluded that there is a potential for a new service connection, tentatively named PM-27. TVMWD has approached Metropolitan about this potential location and submitted a new service connection application. The goal of the application is to determine the costs associated with performing a full engineering review of the application and determine the potential costs of constructing a new service connection. The review is performed by Metropolitan staff as outlined in their Administrative Code. The cost to perform the engineering review is \$41,000. TVMWD will look to partner with Watermaster to share the cost of this review.

TVMWD was also approached by Puente Basin Water Agency for a new service connection tentatively named PM-29. This service connection would be used for groundwater deliveries and would originate from the Rialto Pipeline and be delivered into Thompson Creek. TVMWD submitted a new service application to Metropolitan to perform the full engineering review per Metropolitan's Administrative Code. The cost to perform the engineering review is \$41,000. TVMWD and PBWA will share equally in the cost of this review.

TVMWD has received the official request (**Exhibit A**) for funds for the two new service connections from Metropolitan and shared this with Watermaster and PBWA. The funds will be used to complete the evaluation study. Watermaster is reviewing the request and evaluating this potential partnership with TVMWD to complete this study. PBWA has signed a letter of commitment (**Exhibit B**) to participate and co-fund this study.

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 AF
- 1.4 – Capable of delivering 10,000 AFY from local sources in case of drought or catastrophe

Attachment(s):

Exhibit A – Letter from Metropolitan on New Service Connections

Exhibit B – Letter of Commitment from Puente Basin Water Agency

Meeting History:

None

NA/TJK



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Office of the General Manager

October 2, 2019

Mr. Timothy Kellett
Chief Water Resources Officer
Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, CA 91711-2052

Dear Mr. Kellett: *Tim*

Request for Funds for Two New Service Connections

The Metropolitan Water District of Southern California (Metropolitan) acknowledges Three Valleys Municipal Water District's (Three Valleys) request for two new service connections and acknowledges receipt of the Service Connection Requirements Forms. The proposed new service connections are described as:

- 1) Rialto Pipeline Station No. 2584+98, in the City of San Dimas, near San Dimas Canyon Spreading Grounds. The service connection capacity will be 25 cfs.
- 2) Rialto Pipeline Station No. 2778+60, in the City of Claremont, near Thompson Creek. The service connection capacity will be 25 cfs.

Metropolitan requires a deposit of \$41,000, for each connection, to start the Study Phase of the project. You will receive two separate invoices from our Treasurer for the \$41,000 deposits (\$82,000 total).

As part of the Study Phase, Metropolitan will prepare a conceptual sketch and a detailed cost estimate for each connection, wherein Metropolitan is responsible for design and construction. Three Valleys will be responsible for CEQA documentation and a surge analysis. During the Study Phase, Metropolitan will determine if a surge analysis is required for either or both connections.

If you have any questions, please contact Ms. Patricia Bonaparte at (213) 217-6661. If Ms. Bonaparte is not available please contact Mr. Sergio Escalante at (213) 217-7126.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Brent M. Yamasaki".

Brent M. Yamasaki
Interim Manager, Water System Operations

JL:gh

(o:\opsexec\OPSCON3 VALLEYS\3 VALLEYS\2019PM27 and New rialto pipeline\PM_New SCs Rialto Pipeline.docx)

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

Mr. Timothy Kellett

Page 2

October 2, 2019

ec: Mr. Matthew Litchfield, P.E.
General Manager/Chief Engineer
mlitchfield@tvmwd.com



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Matthew H. Litchfield, P.E.

Letter of Commitment
Funding and Participation in Metropolitan Water District
Study Phase of new service connection (PM-29)

Three Valleys Municipal Water District (TVMWD) and the Puente Basin Water Agency (PBWA) are committed to protecting water resources and enhancing the water supply reliability of their respective service areas. TVMWD has requested a Study Phase (Study) for evaluation of a new service connection (PM-29). The Study is required as part of Metropolitan's administrative code and it must be funded before work can begin. Metropolitan will be invoicing TVMWD to perform the Study. TVMWD intends to pay the deposit invoice from Metropolitan to complete the Study discussed in their letter (Attachment A). The Study will determine the costs of constructing PM-29 along Metropolitan's Rialto Feeder for deliveries into Thompson Creek for groundwater recharge. The total cost of the Study is \$41,000 and TVMWD is committed to funding 50% (\$20,500) of the Study and to be the point of contact.


TVMWD is seeking a commitment from PBWA to participate in the Study and fund 50% (\$20,500) of the work. Metropolitan will invoice TVMWD for all costs. TVMWD will then seek reimbursement from PBWA at the completion of the evaluation.

TVMWD is looking forward to working in collaboration with PBWA on this evaluation.

For:
Three Valleys Municipal Water District


For:
Puente Basin Water Agency


Matthew H. Litchfield, P.E.
General Manager


Erik Hitchman
Administrative Officer



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: October 16, 2019
Subject: **Salary Schedule & Org Chart Update - Effective September 9, 2019**

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

Staff Recommendation:

Staff is recommending approval of updates to the salary schedule and organizational chart - effective September 9, 2019.

Background:

Pursuant to CalPERS and California Code of Regulations Section 570.5, salary schedule changes must be approved and adopted by the employer's governing body according to the requirements of applicable public meeting laws.

Discussion:

Provided is the salary schedule effective September 9, 2019, which reflects the elimination of the Conservation and Resource Analyst classification. No other changes have been made since the ranges were last adopted as part of the FY 2019-20 budget approval process.

Also included is the current Organizational Chart, reflecting all of the approved job classifications of the district.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Salary Schedule effective September 9, 2019

Exhibit B – Organizational Chart effective September 9, 2019

Meeting History:

None

KRH/ML

**THREE VALLEYS MUNICIPAL WATER DISTRICT
ANNUAL SALARY RANGE BY CLASSIFICATION**

Effective: September 9, 2019

CLASSIFICATION	Minimum Salary Range	Maximum Salary Range
ACCOUNTING TECHNICIAN	\$ 50,018	\$ 80,029
ADMINISTRATIVE/COMMUNICATIONS ASSISTANT	\$ 48,542	\$ 77,667
CHIEF ADMINISTRATIVE OFFICER	\$ 140,549	\$ 224,878
CHIEF FINANCE OFFICER	\$ 140,549	\$ 224,878
CHIEF OPERATIONS OFFICER	\$ 140,549	\$ 224,878
CHIEF WATER RESOURCES OFFICER	\$ 140,549	\$ 224,878
COMPLIANCE SPECIALIST	\$ 65,592	\$ 104,947
ENGINEERING ASSISTANT	\$ 78,068	\$ 124,910
EXECUTIVE ASSISTANT	\$ 57,596	\$ 92,154
GENERAL MANAGER	\$ 220,000	\$ 275,000
HUMAN RESOURCES/RISK MANAGER (PT)	\$ 37,770	\$ 46,279
INFORMATION TECHNOLOGY MANAGER	\$ 108,512	\$ 173,620
INSTRUMENTATION/ELECTRICAL SYSTEM OPERATOR	\$ 69,876	\$ 111,801
OPERATIONS SUPERVISOR	\$ 82,643	\$ 132,229
PLANT ASSISTANT	\$ 40,198	\$ 64,316
PROJECT MANAGER	\$ 102,497	\$ 163,995
SENIOR FINANCIAL ANALYST	\$ 77,237	\$ 123,579
SHIFT OPERATOR II	\$ 49,473	\$ 79,157
SHIFT OPERATOR III	\$ 60,890	\$ 97,424
SHIFT OPERATOR IV	\$ 67,188	\$ 107,501
SHIFT OPERATOR V	\$ 69,876	\$ 111,801

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

Shift Differential Pay

- Operators and plant assistants who work on Friday, Saturday or Sunday will be compensated with 10% additional pay for those hours.
- Shift differential pay is considered special compensation and will be reported to CalPERS as such.

Standby Pay

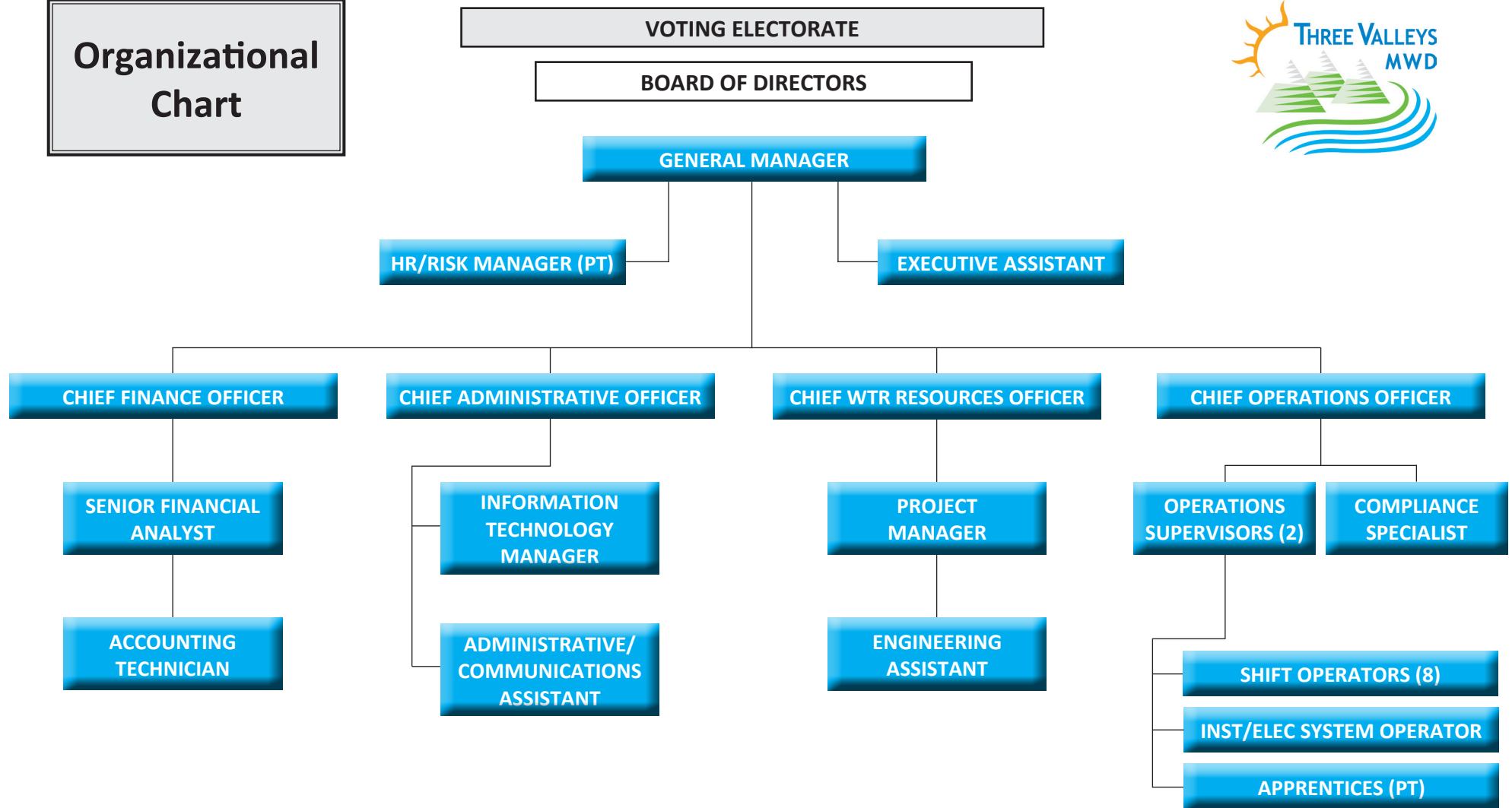
- Standby operators who serve as the on-call standby operator each evening will be paid \$35 per day (\$70 on holidays).
- Laptop operators who serve as the on-call plant operator each evening will be paid \$90 per day (\$180 on holidays).
- In addition to receiving the on-call pay noted above, the on-call operators will be paid for the additional time spent responding to situations.
 - If responding by phone/tablet/laptop only, the on-call operator will be guaranteed at least 15 minutes of additional pay. All time over 15 minutes will be rounded up to the nearest 15 minute increment.
 - If responding in person, the on-call operator will be guaranteed at least two hours of additional pay. All time over two hours (portal to portal) will be rounded up to the nearest 15 minute increment.
 - Operators will be eligible for OT and shift differential pay as applicable for time spent responding.
- On-call pay is not considered special compensation and thus will not be included as a part of final compensation in calculating CalPERS pension.

Holiday Pay

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



**Organizational
Chart**



Matthew Litchfield, P.E.
General Manager

September 9, 2019

Date

FTE **25**