

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, May 6, 2020 – 8:00 a.m.

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to our Board of Directors, staff and the public, Three Valleys MWD will hold its board meeting via teleconference. The public's physical attendance at the district is not allowed. The public may participate in the teleconference by clicking on the link below:

<https://attendee.gotowebinar.com/register/4907462749457108238>

(Dial-in instructions are provided after registering at the link above)

Any member of the public wishing to participate in Public Comment may do so by filling out the speaker's card at the following link: **<https://arcg.is/0z5GqO>**

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 – Roll Call

**Executive
Assistant**

Item 3 – 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 4 – Reorder Agenda

Kuhn

Item 5 – Public Comment (Government Code Section 54954.3)

Kuhn

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

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

Item 6 – 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.

6.A – Resolution No. 20-05-875 Permitting the Los Angeles County Registrar Recorder-County Clerk to Render Election Services for an Election of Three Valleys MWD to be held November 3, 2020 – [enc]

Litchfield

The Board will consider approval of Resolution No. 20-05-875 and direct staff to comply with the County’s request to return all requested materials and information by May 7, 2020.

Item 6.A – Board Action Required

Staff Recommendation: Approve as presented

6.B – Ratify Director Expense Reports, March 2020 – [enc]

Kuhn

The Board will consider ratification of the March 2020 Director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

Item 6.B – Board Action Required

Staff Recommendation: Approve as presented

6.C – General Manager’s Purchasing Authority Amount – [enc]

Linthicum

The Board will discuss the General Manager’s purchasing authority amount.

6.D – Chino Basin Watermaster 2020 Optimum Basin Management Program Update (OBMPU) Progress Report, March 2020 – [enc]

Litchfield

The Board will be provided an update on the Chino Basin Optimum Basin Management Program.

6.E – Government Finance Officers Association Award – [enc]

Linthicum

Three Valleys MWD has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report for FYE 2019.

6.F – Project Summary Update – [enc]

Peralta

The Board will review a summary update of ongoing projects.

Item 7 – Directors' / General Manager's Oral Reports

Kuhn

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

Item 8 – Closed Session

8.A - Conference with Real Property Negotiators (Government Code Section 54956.8)

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

8.B – Conference with Legal Counsel – Anticipated Litigation

- Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
- One potential case

Item 9 – Future Agenda Items

Kuhn

Item 10 – Adjournment and Next Meeting

Kuhn

The Board will adjourn to a Regular Board Meeting on Wednesday, May 20, 2020 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.



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: May 6, 2020

Subject: **Resolution No. 20-05-875 Permitting the Los Angeles County Registrar Recorder-County Clerk to Render Election Services for an Election of Three Valleys MWD to be held November 3, 2020**

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

Requested Action:

1. That the board will approve Resolution No. 20-05-875 permitting the Los Angeles County Registrar-Recorder/County Clerk (RRCC) to render election services for Three Valleys MWD for the upcoming November 3, 2020 election, and;
2. Direct staff and legal counsel to comply with the County's request to return all requested materials and information by May 7, 2020.

Discussion:

The District has five (5) directors that will potentially be running for election to maintain their respective seats on the Three Valleys Municipal Water District Board of Directors that include: David De Jesus, Division 2; Robert Kuhn, Division 4; Mary "Jody" Roberto, Division 5; John Mendoza, Division 6; and Denise Jackman, Division 7. The RRCC has also requested the following from the district:

1. By May 7, 2020 complete and return the Roster of Officeholders for Local Jurisdictions;
2. By May 7, 2020 provide notice to the RRCC whether the estimated pro rata share of the printing, handling and mailing costs of the candidate statement shall be collected from each candidate in advance, at the time of filing;
3. By May 7, 2020 provide notice to the RRCC regarding whether the District desires to increase the authorized word limit for the candidate statement to 400 or maintain the current 200-word limit.

The District's current policy limits candidate statement of qualifications to 200 words and requires that the estimated pro rata share of costs is collected from each candidate at the time of filing. Staff recommends that this policy remain as it is currently written.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 20-05-875

Exhibit B – Letter from LACRR/CC District Responsibilities

Exhibit C – Roster of Officeholders for Local Jurisdictions

Meeting History:

None

NA/ML

RESOLUTION NO. 20-05-875

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
REQUESTING THE BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES TO PERMIT THE REGISTRAR-RECORDER/COUNTY
CLERK TO RENDER ELECTION SERVICES FOR AN ELECTION OF SAID DISTRICT TO
BE HELD ON NOVEMBER 3, 2020**

WHEREAS, the California Elections Code permits special districts electing governing board members to call an election; and

WHEREAS, an election in the Three Valleys Municipal Water District is to be held on Tuesday, November 3, 2020, to elect five (5) members of the Board of Directors of Three Valleys Municipal Water District; and

WHEREAS, the Board of Directors believes that it is desirable that said election be conducted with the General Election to be held on the same date, and that within Three Valleys Municipal Water District, the precincts, polling places and election officers of the election be the same, and that the Registrar-Recorder/County Clerk of the County of Los Angeles canvass the returns of the election and that Three Valleys Municipal Water District election, be held in all respects as if there were only one election.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

Section 1. That an election is hereby called by the Board of Directors of Three Valleys Municipal Water District to be held on November 3, 2020 to elect five (5) members to the Board of Directors.

Section 2. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to conduct the Three Valleys Municipal Water District election with the Tuesday, November 3, 2020, General Election to elect members to the Board of Directors of Three Valleys Municipal Water District.

Section 3. Said Registrar-Recorder/County Clerk is hereby authorized to canvass the returns of the Three Valleys Municipal Water District election.

Section 4. Said Board of Supervisors is hereby requested to issue instructions to the Registrar-Recorder/County Clerk to take all steps necessary for the holding of said election.

Section 5. Three Valleys Municipal Water District shall pay in full its pro rata shares of the expenses for the conduct of the election.

Section 6. Three Valleys Municipal Water District shall require each candidate to pay in advance his or her pro rata share of the printing, handling, and mailing costs of his/her candidate statement as a condition to having it included in the voter's sample ballot pamphlet.

Item 6.A - Exhibit A

Section 7. The word limit for each candidate's statements shall be 200 words.

Section 8. That the General Manager is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District's Board of Directors held via teleconference, on this 6th day of May 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Bob G. Kuhn, President
Board of Directors

ATTEST:

Carlos Goytia, Secretary
Board of Directors

SEAL:

**CERTIFIED COPY
RESOLUTION NO. 20-05-875**

This is to certify that at a regular meeting of the Three Valleys Municipal Water District Board of Directors, held via teleconference on May 6, 2020 at 8:00 a.m., a quorum of the directors being present and voting, it was unanimously voted by Motion No. 20-05-5277 to adopt Resolution No. 20-05-875 Permitting the Los Angeles County Registrar Recorder/County Clerk to Render Election Services for an Election of Three Valleys MWD to be held November 3, 2020.

VOTED:

AYES:

NOES:

ABSTAIN:

ABSENT:

A TRUE COPY

ATTEST: _____

Nadia Aguirre, Executive Assistant

The undersigned hereby certifies that she is the Executive Assistant of Three Valleys Municipal Water District Board of Directors, a public agency organized under the provisions of the Municipal Water District Act of 1911, that the foregoing is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of said district held on May 6, 2020, at which meeting a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN

Registrar-Recorder/County Clerk

April 10, 2020

Mr. Matthew Litchfield, General Manager
 Three Valleys Municipal Water District
 1021 East Miramar Avenue
 Claremont, CA 91711

Dear Mr. Litchfield:

An election is scheduled to be held in your District on **November 3, 2020**. To assist this office in conducting your election, we are requesting your cooperation in completing the enclosed Roster of Officeholders for Local Jurisdictions. Please complete each blank field with an answer. If the question is not applicable, then indicate "N/A". Your responses are critical to the conduct of the election and services rendered effectively. We have highlighted a few important deadlines, payment information, and documents required by specific areas within our department as follows:

Election Coordination Unit

Please designate on the Roster any adjudicated newspaper(s) you recommend be used for publication purposes. We also request a map reflecting District boundaries and divisions, if appropriate, and notification of any new vacancies or appointments, as they occur. Please return the Roster with your District map no later than **May 7, 2020**.

Campaign Finance

The Political Reform Act requires each officeholder who receives a monthly salary and/or compensation from the District of two hundred dollars (\$200) or more to file semi-annual campaign statements. These statements are required to be filed by January 31 and July 31 of each year.

Election Planning Section

Elections Code Section 13307 permits a local agency to require payment in advance of each candidate's pro rata share of the printing, handling and mailing costs of the candidate statement as a condition to having it included in the Official Sample Ballot booklet mailed to voters. If your District determines payment is required in advance, our office will estimate the cost and will collect the fee at the time the candidate's statement is filed. Should your District elect not to have candidates pay in advance, cost of the statement will be considered an election expense and will be charged to the District pursuant to Elections Code Sections 10002 and 10520.

Enclosed for your information is a list of election functions to be performed by your District and by this office. Please mail the completed Roster to: Election Coordination Unit, 12400 Imperial Highway Room 2013A, Norwalk, California 90650 or email to ecu@rrcc.lacounty.gov. If you have any questions or require further information, please contact the Election Planning Section (562) 462-2317, Election Coordination Unit at (562) 462-2912, or Campaign Finance Section at (562) 462-2339.

Sincerely,

Alex Olvera, Division Manager
 Election Information and Preparation Division
 Election Coordination Unit

Enclosures

S:\ECA\ACCESS\A001GeneralDist\2020

BOARD OF DIRECTORS ELECTION
LOCAL AND MUNICIPAL ELECTIONS – NOVEMBER 3, 2020

**FUNCTIONS TO BE PERFORMED
BY DISTRICT AND RR/CC**

DISTRICT'S RESPONSIBILITIES

1. No later than **April 28 (E-189)**, deliver a notice to the Registrar-Recorder/County Clerk (RR/CC) which specifies the elective offices to be filled, and whether the district or the candidate is to pay for a candidate statement.

NOTE: The legal date to provide the notice to this office is **July 1 (E-125)** (CEC 10509) but because of election requirements, such as preparing and disseminating an election manual and publication of the notice of election, this office recommends the date of **April 28 (E-189)**.

2. No later than **April 28 (E-189)**, determine if the District or the candidate is to pay for a candidate statement, whether word limit should be 200 or increased to 400 (CEC 13307(f)), and whether the candidate is to pay a deposit or be billed by the District after the election. Change in the decision cannot be made after **July 6 (E-120)**.
3. No later than **May 7 (E-180)**, deliver a map to this office showing the boundaries of the District, and the boundaries of divisions, if applicable (CEC 10522). In lieu of delivering a map you may advise this office that no boundary changes have been made since the last scheduled election.
4. Post the Notice of Election (provided by this office) at the District's headquarters.
5. Receive Canvass Certificate and Statement of Votes Cast approximately 20 days after the election (CEC 10551).

CEC – California Elections Code

**REGISTRAR-RECORDER/COUNTY CLERK'S
RESPONSIBILITIES**

1. Prepare Candidate Handbook and Resource Guide which contains pertinent election events.
2. Publish all legal notices.
3. Issue and file all candidate nomination documents (including Campaign Reporting Statements).
4. Ensure copies of all ballot material, including candidates' names, ballot occupations and candidate statements, are available for public examination for recommended period designated in calendar of events.
5. Consolidate established precincts to form voting and declared Vote By Mail precincts.
6. Designate polling places and recruit pollworkers.
7. Print official ballots.
8. Print and mail Official Sample Ballot booklets.
9. Issue and receive Vote By Mail ballots.
10. Furnish precinct supplies to pollworkers.
11. Train pollworkers.
12. Staff check-in centers and central tally location.
13. Conduct election tally and release semi-official election results.
14. Canvass election returns.
15. Certify official election results to district.
16. Issue Certificates of Election to successful candidates.


LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK



ROSTER OF OFFICEHOLDERS FOR LOCAL JURISDICTIONS

(For School Districts and Special Districts)

Please print or type requested information and complete in its entirety.

DISTRICT NAME: <u>Three Valleys Municipal Water District</u>		
SUPERINTENDENT/SECRETARY/MANAGER: <u>Matthew Litchfield</u>		<u>General Manager</u>
<small>NAME</small>		<small>TITLE</small>
CONTACT PERSON (if different from above): <u>Nadia Aguirre</u>		<u>Executive Assistant</u>
<small>NAME</small>		<small>TITLE</small>
MAILING ADDRESS: <u>1021 E. Miramar Ave.</u>	<u>Claremont</u>	<u>91711</u>
<small>STREET</small>	<small>CITY</small>	<small>ZIP</small>
TELEPHONE NO. (Public Use Only): <u>(909) 621-5568</u>	FAX NO. <u>(909) 625-5470</u>	
TELEPHONE NO. (RR/CC Use Only): <u>()</u>	BUSINESS HOURS: <u>M-Th 8:00 am - 5:00 pm</u>	
<small>(if different from above)</small>		
EMAIL: <u>naguirre@tvmwd.com</u>	2 ND EMAIL: <u>mlitchfield@tvmwd.com</u>	
<u>Matthew Litchfield, General Manager</u>		<u>4/17/2020</u>
<small>AUTHORIZED REPRESENTATIVE NAME AND TITLE</small>	<small>SIGNATURE</small>	<small>DATE</small>

POLITICAL REFORM ACT

Officeholders who receive a salary and/or compensation from the district (excluding contributions to insurance plans and other fringe benefits), averaging **\$200 or more per month**, are required to file semi-annual campaign statements. This applies whether or not they had any campaign activity. To assist this office in notifying your officeholders of their filing obligations, please indicate if the monthly threshold is met by checking the appropriate box below.

Threshold is: **Less than \$200** or **\$200 or more**

Please provide the name and election date for any officeholder who, to your knowledge was/is a candidate for any election held between January 1 and June 30.

NAME	ELECTION DATE
NAME	ELECTION DATE

Will there be an election held in your District this year?	<input checked="" type="radio"/> YES	ELECTION DATE 11/03/2020	<input type="radio"/> NO
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<p>IF YES:</p> <p>PLEASE RETURN COMPLETED ROSTER VIA EMAIL TO: ECU@rrcc.lacounty.gov </p> <p>FAX NUMBER: (562) 406-2149</p> <p>MAILING ADDRESS: REGISTRAR-RECORDER/COUNTY CLERK ATTN: ELECTION COORDINATION UNIT 12400 IMPERIAL HIGHWAY, ROOM 2013A NORWALK, CA 90650</p>	<p>IF NO:</p> <p>CFD@rrcc.lacounty.gov </p> <p>(562) 651-2548</p> <p>REGISTRAR-RECORDER/COUNTY CLERK ATTN: CAMPAIGN FINANCE SECTION 12400 IMPERIAL HIGHWAY, ROOM 2003 NORWALK, CA 90650</p>
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***The following page is for Districts who will be holding an election this year.
If your District will NOT be holding an election this year, please proceed to Page 3, Officeholders.***

ELECTION PROCESS

Please indicate how Directors/Governing Board Members are nominated and/or elected:

NOMINATED:
 ELECTED:
 Other: _____

At Large By District At Large By District

By Division By Trustee Area By Division By Trustee Area

CANDIDATE STATEMENTS

This is to inform you that the governing body of the above named district by resolution, dated _____ adopted the following policy regarding filing of Candidate Statements for district elections:

Number of words allowed (Please select one)

Maximum word limitation is 200.
 Maximum word limitation is 400.

(Please select one)

Payment of the estimated cost must be made by the candidate at time of filing.
 District will bear the cost for all statements.

District will bill candidate after the election
 Other: _____

A copy of the resolution/board minutes is: Attached Forthcoming

MEASURES APPEARING ON THE BALLOT

Please indicate the number of measures (if any) the District anticipates placing on the ballot: _____ n/a

Note: the last day for the board to adopt and file a resolution calling a special measure election is E-88.

PUBLICATION PURPOSES

This office is responsible for publishing certain legal election notices. To assist in properly serving the District, this office will select the Newspaper Publication based on the best cost effective and relative circulation for the District. If the District MUST have a specific Newspaper Publication, please state below:

San Gabriel Valley Tribune

DISTRICT MAP (for Special Districts only)

Map enclosed: YES NO

Any changes in boundaries since last election? YES NO

Do you anticipate any changes in district or division boundaries before next election? YES NO

OFFICEHOLDERS

Please complete a separate section for each officer whether or not office is scheduled for election.
 NOTE: Officers that will be up for election sooner should be listed first.

NAME: <u>De Jesus</u> <u>David</u> <u>D.</u> <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: <u>[REDACTED]</u> <u>Walnut</u> <u>91789</u> <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (<u>[REDACTED]</u>) EMAIL: <u>ddejesus@tvmwd.com</u>	Office Use Only
<input type="radio"/> Appointed Provisionally* <input checked="" type="radio"/> Appointed in Lieu* <input type="radio"/> Elected DATE <u>11/15/2016</u> DATE TERM EXPIRES <u>12/04/2020</u> <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any) Division 2
n/a (Name of previous officeholder if current officeholder was recently appointed)	

NAME: <u>Kuhn</u> <u>Robert</u> <u>G.</u> <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: <u>[REDACTED]</u> <u>Glendora</u> <u>91740</u> <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (<u>[REDACTED]</u>) EMAIL: <u>bkuhn@tvmwd.com</u>	Office Use Only
<input type="radio"/> Appointed Provisionally* <input checked="" type="radio"/> Appointed in Lieu* <input type="radio"/> Elected DATE <u>11/15/2016</u> DATE TERM EXPIRES <u>12/04/2020</u> <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any) Division 4
n/a (Name of previous officeholder if current officeholder was recently appointed)	

NAME: <u>Mendoza</u> <u>John</u> <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: <u>[REDACTED]</u> <u>Pomona</u> <u>91768</u> <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (<u>[REDACTED]</u>) EMAIL: <u>jmendoza@tvmwd.com</u>	Office Use Only
<input type="radio"/> Appointed Provisionally* <input type="radio"/> Appointed in Lieu* <input checked="" type="radio"/> Elected DATE <u>11/08/2016</u> DATE TERM EXPIRES <u>12/04/2020</u> <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any) Division 6
n/a (Name of previous officeholder if current officeholder was recently appointed)	

NAME: <u>Jackman</u> <u>Denise</u> <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: <u>[REDACTED]</u> <u>Rowland Heights</u> <u>91748</u> <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (<u>[REDACTED]</u>) EMAIL: <u>djackman@tvmwd.com</u>	Office Use Only
<input checked="" type="radio"/> Appointed Provisionally* <input type="radio"/> Appointed in Lieu* <input type="radio"/> Elected DATE <u>01/23/2019</u> DATE TERM EXPIRES <u>12/04/2020</u> <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any) Division 7
Danny Mac Horan (Name of previous officeholder if current officeholder was recently appointed)	

OFFICEHOLDERS (continued)

Please complete a separate section for each officer whether or not office is scheduled for election.
 NOTE: Officers that will be up for election sooner should be listed first.

NAME: <u>Roberto</u> <u>Mary</u> <u>J.</u> <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: <u>[REDACTED]</u> <u>Diamond Bar</u> <u>91765</u> <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (<u>[REDACTED]</u>) EMAIL: <u>jroberto@tvmwd.com</u>	Office Use Only
<input checked="" type="radio"/> Appointed Provisionally* <input type="radio"/> Appointed in Lieu* <input type="radio"/> Elected DATE <u>01/20/2020</u> DATE TERM EXPIRES <u>12/04/2020</u> <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any) Division 5
<u>Joseph T. Ruzicka</u> (Name of previous officeholder if current officeholder was recently appointed)	

NAME: <u>Goytia</u> <u>Carlos</u> <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: <u>[REDACTED]</u> <u>Pomona</u> <u>91766</u> <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (<u>[REDACTED]</u>) EMAIL: <u>cgoytia@tvmwd.com</u>	Office Use Only
<input type="radio"/> Appointed Provisionally* <input type="radio"/> Appointed in Lieu* <input checked="" type="radio"/> Elected DATE <u>11/06/2018</u> DATE TERM EXPIRES <u>12/09/2022</u> <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any) Division 1
<u>n/a</u> (Name of previous officeholder if current officeholder was recently appointed)	

NAME: <u>BOWCOCK</u> <u>Frederick</u> <u>B.</u> <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: <u>[REDACTED]</u> <u>La Verne</u> <u>91750</u> <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (<u>[REDACTED]</u>) EMAIL: <u>bbowcock@tvmwd.com</u>	Office Use Only
<input type="radio"/> Appointed Provisionally* <input checked="" type="radio"/> Appointed in Lieu* <input type="radio"/> Elected DATE <u>11/06/2018</u> DATE TERM EXPIRES <u>12/09/2022</u> <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any) Division 3
<u>n/a</u> (Name of previous officeholder if current officeholder was recently appointed)	

NAME: _____ <small>LAST FIRST MIDDLE INITIAL</small> MAILING or RESIDENTIAL ADDRESS: _____ <small>(Do Not Use District Address or Telephone No.) STREET CITY ZIP</small> TELEPHONE NO. (_____) EMAIL: _____	Office Use Only
<input type="radio"/> Appointed Provisionally* <input type="radio"/> Appointed in Lieu* <input type="radio"/> Elected DATE _____ DATE TERM EXPIRES _____ <small>Month/Day/Year</small> <input type="checkbox"/> Unexpired Term**	DIVISION/ DISTRICT/ TRUSTEE AREA NO. (if any)
_____ (Name of previous officeholder if current officeholder was recently appointed)	



DIRECTOR EXPENSE SHEET

Submit Form

Item 6.B

NAME: Brian Bowcock, Division 3

MONTH / YEAR

March

2020

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	La Verne	Claremont	10.0	\$ 5.75	\$ 200.00
Regular monthly meeting to discuss issues in the district							
2	6	San Gabriel Economic Partnership	La Verne				\$ 200.00
Legislative update with Assemblyman Chris Holden							
3	9	CTEC meeting	La Verne	Pomona	8.0	\$ 4.60	\$ 200.00
Met with staff to discuss issues with the water committee moving ahead with our future with classes and teachers and financing.							
4	10	Water Forum Committee Meeting	La Verne				\$ 200.00
A walk thru for the upcoming event on April 16th at the Hilton Hotel in San Gabriel.							
5	11	ICWA meeting	La Verne	Jurupa	65.0	\$ 37.38	\$ 200.00
Regular monthly meeting speaker to discuss issues with water conservation and lost revenue.							
6	12	Claremont State of the City Address	La Verne	Claremont	8.0	\$ 4.60	\$ 200.00
The Mayor and Council to discuss issues within the city. Revenue, major projects and cities future plans.							
7	17	La Verne Chamber of Commerce	La Verne				\$ 200.00
Regular monthly meeting to discuss issues in la Verne and how the virus has affected businesses							
8	18	TVMWD Board meeting	La Verne	Claremont	10.0	\$ 5.75	\$ 200.00
Regular monthly meeting to discuss issues within the district including the effects of the virus.							
9	19	Claremont City Council Meeting Special	La Verne	Claremont	10.0	\$ 5.75	\$ 200.00
Discuss the issues of the virus and the ratification and Proclamation for emergency purposes							
10	25	Meeting at TVMWD	La Verne	Claremont	10.0	\$ 5.75	\$ 200.00
CPI discussion and General Manager evaluation							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	11	ICWA luncheon Meeting	\$ 25.00
2			
3			
4			
5			

Subtotal Miscellaneous Expense \$ 25.00

Subtotal Mileage \$ 69.58

Subtotal Meeting Compensation \$ 2,000.00

Subtotal All \$ 2,094.58

Mandatory Deferred Compensation @ 7.5% (\$ 150.00)

TOTAL \$ 1,944.58

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

**INLAND COUNTIES
WATER ASSOCIATION**

RECEIPT

1 LUNCHEON(S) \$ 25.00

\$ 2

Martha Duran/Don Trotter

DATE 3-11-2020 ICWA *MD*



DIRECTOR EXPENSE SHEET

Submit Form

Item 6.B

NAME: David De Jesus, MWD

MONTH / YEAR

March

2020

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 Group Meeting.					\$ 200.00
Monthly meeting was held to obtain insight and updated reports from the MWD GM, legal council, and CFO and to answer questions of specific concern before Mondays committee meetings.							
2	9	Committee Meetings					\$ 200.00
Attended various meetings, oral report to be provided to the TVMWD board as necessary.							
3	10	Board Meeting					\$ 200.00
Attended the Board meeting to review and approve were warranted those items listed on the agenda. oral report to be provided as necessary to at the regularly scheduled board meeting.							
4	11	Colorado River Board Meeting					\$ 200.00
Attended the monthly meeting via conference call as all meetings are current being conducted as backup to Glen Peterson of MWD. The board staff provided water supply updates along the Colorado basin area. The meeting was held at the Imperial Irrigation District HQ offices this month.							
5	13	IRP Staff Committee Meeting					\$ 200.00
Discussion regarding the information to be solicited from the member agency managers and follow-up information from the initial IRP committee meeting last month. Staff was asked to adjust the presentation prior to the next IRP committee meeting but after the managers had input. A follow-up meeting was scheduled after Staff has developed and incorporated the managers suggestions.							
6	17	MWD Security discussion and Briefing with the Chairwoman, GM and CAO					\$ 200.00
Discussion regarding issues impacting the District as it relates to COVID-19. Various discussions where had with Chairwoman Gray, GM Knightlinger, COO Chapman, and Interim Security Director Benito on the matter. Of key interest and concern were physical security with policing changes, Cyber security with many of the processes going on line and business continuity re: employee health							
7	23	Meeting with Operations Manager Brent Yamasaki					\$ 200.00
Conference call meeting to discuss operational challenges under the current situation. The report was that to date no MWD member had been sent home due to possible sickness and hence no one to date has been required to test for COVID-19. Micro-teams have been formed and will work as a team to avoid exposure to more than just the team members. Sales are down.. Updates to follow							
8	24	Exec Committee and Special Board Meeting					\$ 200.00
Meeting was held via Zoom Teleconferencing. The meeting conducted the regular business of the district as "usual" MWD was required to vote and waive Admin Code sec 8122(b)(2) and (3) for emergency contracts as a result of COVID-19.							
9	27	IRP Presentation follow-up with Committee Chair Preston and staff					\$ 200.00
Conference call meeting was held to review and discuss certain elements of the IRP. Considering the timing and coordination involved it is being recommended that staff suspend any attempt to solicit input from the public sector given the COVID-19 issues and the complexities with attempting to obtain on line input.							
10	30	Monthly update meeting with COO Upadhyay					\$ 200.00
The meeting with Deven this month centered around concerns recently raised regarding the budget and potential adjustments to capital improvement projects to offset rate increases. In addition discussion ensued regarding some personnel issues that will remain confidential.							

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

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)
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 6.B

NAME: David De Jesus, Division 2

MONTH / YEAR

March

2020

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	Meeting with GM and President	Walnut	San Dimas	24.0	\$ 13.80	\$ 200.00
Follow-up meeting regarding the MWD IRP, Budget, and issues related to the MWD's request for Letters of Intent. In addition a general overview of the GM's contract and work plan was discussed.							
2	3	San Gabriel Valley MWD Directors Meeting	Walnut	Arcadia	40.0	\$ 23.00	\$ 200.00
This months meeting focused on individual agency concerns and potential issues that might arise from the increases to the budget and how the Integrated Resource Plan might affect the status or long term viability of the Local Resource Program currently in place.							
3	4	Board Workshop	Walnut	Claremont	38.0	\$ 21.85	\$ 200.00
Board and staff were presented with presentations from both Andy Malone from Wildermuth Environmental (Chino Basin's engineer) on the value of a Satellite mapping system and Jayson Schmitt from Chandler Asset Management on the Districts investment portfolio. Our very own Denise Jackman was nominated by the board for the vacant seat on the CSDA. Good Luck Denise!							
4	6	Congressional Subcommittee with Grace Napolitano	Walnut	Baldwin Park	20.0	\$ 11.50	\$ 200.00
A meeting called by the Congresswoman to discuss the water resource development act of 2020, the Whittier Narrows Dam safety, and other infrastructure projects impacting the region. LA Mayor Garcetti, LA Cnty Supervisor Hilda Solis among others also provided the Congresswoman with local perspectives regarding the regional water infrastructure needs.							
5	12	Chino Basin Appropriative Pool Meeting					\$ 200.00
The Pool members were provided with an update on the OBMP and informed of the upcoming workshop on the potential issues for consideration and update. The Pool committee approve requesting Water Master to consider the SGMA report for water year 2019.							
6	16	Chino Basin OBMP Workshop					\$ 200.00
The meeting provided the group with an update to the Optimal Basin Management Plan (OBMP) that included the controversial basin storage management program. As the basin nears long term storage capacity the need to address existing, or first time applications becomes more intense. Including MWD's cyclic storage account.							
7	18	Board meeting	Walnut	Claremont	38.0	\$ 21.85	\$ 200.00
Attended the board meeting and heard various staff reports and discussed the parameters regarding teleconferencing as it related to the "stay-at-home order due to the Novel COVID-19 virus. A close session (with proper social distancing) was conducted to discuss the GMs contract renewal.							
8	19	Chino Basin Advisory Committee Meeting					\$ 200.00
Staff reports included the OBMP semi-annual status report, the States Ground Water Monitoring Plan report for 2019, and a draft notice of potential storage limitation. And a presentation of the 2020/2021 budget schedule and assessment.							
9	25	2020 CPI and GM Contract Discussion	Walnut	Claremont	38.0	\$ 21.85	\$ 200.00
At the request of the GM and President of the board. Discussion on the 2020 CPI was outlined as an item for board discussion along with confidential Personnel (GM) contract discussions to be held in closed session.							
10	26	Chino Basin Water Master Board Meeting					\$ 200.00
Attended the meeting via conference call as the Districts voting alternate to the board. The board acted on issues as described in the agenda, The Districts representative Dir Kuhn will provide an oral report as usual.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
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Subtotal Miscellaneous Expense \$ 0.00

Subtotal Mileage \$ 113.85

Subtotal Meeting Compensation \$ 2,000.00

Subtotal All \$ 2,113.85

Mandatory Deferred Compensation @ 7.5% (\$ 150.00)

TOTAL \$ 1,963.85

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 6.B

NAME: Carlos Goytia, Division 1

MONTH / YEAR

March

2020

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	City of Pomona/Fairplex	Pomona	Pomona	8.0	\$ 4.60	\$ 200.00
Meeting w/Council member V. Preciado and Fairplex CEO Miguel Santana to discuss partnerships and collaborations in working together in the community							
2	2	Spadra Basin GSA/Executive Committee Meeting	Pomona	Pomona	8.0	\$ 4.60	\$ 200.00
Attended and participated in committee discussions in related to the Basin management.							
3	4	TVMWD Board Meeting	Pomona	Claremont	32.0	\$ 18.40	\$ 200.00
Attended and participated in Board deliberations and discussions							
4	5	City of Pomona	Pomona	Pomona	8.0	\$ 4.60	\$ 200.00
Met w/Mayor Tim Sandoval to discuss city and water related issues. We also discussed concerns about covid19 and meeting with our state reps for updates from Sacramento.							
5	9	SGVRC Governmental Affairs Committee Meeting	Pomona	Walnut	18.0	\$ 10.35	\$ 200.00
Attended and participated in discussions related to regional and state issues							
6	11	City of Pomona - Foothill Goldline Community Event	Pomona	Pomona	8.0	\$ 4.60	\$ 200.00
Attended event w/Mayor Sandoval and Council member Preciado with Foothill Goldline Staff for the next phase of project							
7	16	City of Pomona Council Meeting	Pomona	Pomona	8.0	\$ 4.60	\$ 200.00
Pomona City Council declared a local emergency in response to the global COVID-19 outbreak							
8	18	TVMWD Board Meeting	Pomona	Claremont	32.0	\$ 18.40	\$ 200.00
Attended and participated in Board deliberations and discussions							
9	19	City of Pomona - Joint Meeting w/Mayor Sandoval and Council members	Pomona	Pomona	8.0	\$ 4.60	\$ 200.00
Meeting to discuss COVID-19 with city leaders and local elected officials in best practices in dealing with the pandemic here in the city							
10			Pomona				

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	\$ 74.75
Subtotal Meeting Compensation	\$ 1,800.00
Subtotal All	\$ 1,874.75
Mandatory Deferred Compensation @ 7.5%	(\$ 135.00)
TOTAL	\$ 1,739.75

* 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 6.B

NAME: Denise Jackman, Division 7

MONTH / YEAR

March

2020

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 meeting	Rowland Heights	Claremont	45.6	\$ 26.22	\$ 200.00
Participated in business of the Board as Director of Division 7 in issues important to TVMWD.							
2	6	SGVEP Legislative Breakfast with Chris Holden	Rowland Heights	La Verne	29.0	\$ 16.68	\$ 200.00
Participated and learned about legislative updates from Assemblyman Chris Holden at La Verne University							
3	10	Rowland Water District Board of Directors meeting	Rowland Heights	Rowland Heights	2.0	\$ 1.15	\$ 200.00
Attended Board of Directors meeting as a Three Valleys Municipal Director.							
4	16	Walnut Valley Water District Board of Directors Meeting	Rowland Heights	Walnut	13.0	\$ 7.48	\$ 200.00
Attended Board of Directors meeting as a Three Valleys Municipal Director giving updates on TVMWD business.							
5	18	Three Valleys Municipal Water District Board Meeting	Rowland Heights	Claremont	45.6	\$ 26.22	\$ 200.00
Participated in business of the Board as Director of Division 7 in issues important to TVMWD.							
6	26	Chino Basin Water master Meeting	Telephonic	Telephonic			\$ 200.00
Attended Board of Directors meeting as a Three Valleys Municipal Director.							
7							
8							
9							
10							

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	\$ 77.74
Subtotal Meeting Compensation	\$ 1,200.00
Subtotal All	\$ 1,277.74
Mandatory Deferred Compensation @ 7.5%	(\$ 90.00)
TOTAL	\$ 1,187.74

* 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 6.B

NAME: Bob Kuhn, Division 4

MONTH / YEAR

March

2020

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	Executive Committee Meeting with General Manager and Director De Jesus	Glendora	San Dimas	4.0	\$ 2.30	\$ 200.00
Executive Committee meeting to review issues for the coming month.							
2	4	TVMWD Workshop	Glendora	Claremont	20.0	\$ 11.50	\$ 200.00
General discussion of the business of the district							
3	5	Meeting with Mayor of Covina & Mayor Pro Tem of Glendora	Glendora	Covina	9.0	\$ 5.18	\$ 200.00
Discuss COVID-19 and local water issues							
4	18	TVMWd Board Meeting	Glendora	Claremont	20.0	\$ 11.50	\$ 200.00
Business of the district discussion and decisions. See district agenda.							
5	19	CBWM Advisory Committee Meeting	Glendora	Rancho Cucamonga	40.0	\$ 23.00	\$ 200.00
Attended Advisory committee meeting at Chino Basin Watermaster							
6	25	Executive Committee Meeting	Glendora	Claremont	20.0	\$ 11.50	\$ 200.00
Meeting at district to discuss General Manager contract and CPI issues.							
7			Glendora				
8			Glendora				
9			Glendora				
10			Glendora				

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	\$ 64.98
Subtotal Meeting Compensation	\$ 1,200.00
Subtotal All	\$ 1,264.98
Mandatory Deferred Compensation @ 7.5%	(\$ 90.00)
TOTAL	\$ 1,174.98

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 6.B

NAME: John Mendoza, Division 6

MONTH / YEAR

March

2020

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	Pomona City Council meeting	Pomona	Pomona			200
Attended Pomona City Council Meeting submitted speaker card but due to limited space for seating due to COVID-19 virus viewed by televised communication. Actions taken related to COVID-19-Water shut off suspension-rent control-evictions.							
2	4	TVMWD Board of Directors meeting	Pomona	Claremont			200
Attended and participated in TVMWD meeting of Directors to vote on issues important to District.							
3	6	Congresswomen Grace Napolitano Roundtable	Pomona	Baldwin Park			200
Roundtable of the House Committee on Water Resources and Environment. Various speakers included Mayor Garcetti.							
4	9	SGV Chamber of Government Affairs	Pomona	Walnut			200
Meeting of various local officials, business sector and representatives to discuss and vote on topics important to SGV.							
5	25	Six Basins Watermaster	Pomona	Pomona			200
Attended web cast meeting to vote on issues of important related to basin.							
6							
7							
8							
9							
10							

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

Subtotal Miscellaneous Expense 0

Subtotal Mileage 0

Subtotal Meeting Compensation 1000

Subtotal All 1000

Mandatory Deferred Compensation @ 7.5% -75

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

TOTAL 925

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 6.B

NAME: Jody Roberto, Division 5

MONTH / YEAR

March

2020

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	38.0	\$ 21.85	\$ 200.00
Regular meeting of the board. Had presentation on investment portfolio and proposed budget along with other district business.							
2	9	San Gabriel Valley Chambr Government Affairs Committee meeting	Diamond Bar	Walnut	10.0	\$ 5.75	\$ 200.00
Carlos and I attended the SGV Chamber Government Affairs Committee meeting. Matt Buck, VP of Public Affairs for the California Apartment Association provided presentation on Rent Control initiative that is qualifying for the November ballot. The board voted to oppose the initiative. The board also voted to oppose AB 2043 (Gonzalez) regarding employer liability for contractors.							
3	10	Rowland Water District meeting	Diamond Bar	Rowland Heights	14.0	\$ 8.05	\$ 200.00
Matt, Denise, and I attended the meeting. There was discussion on SB 1099 and AB 2196 regarding back up generators. The board voted to support the legislation. RWD recently promoted four employees as part of their succession planning which is one of their strategic priorities. They also approved changing their regular board meeting from June 9 to June 16.							
4	11	Flight to Sacramento	Diamond Bar	Ontario	40.0	\$ 23.00	\$ 200.00
Flew up to Sacramento for the ACWA symposium. Was supposed to meet with Senator Ling Ling Chang but due to Covid-19 crisis, she had to cancel.							
5	12	ACWA Symposium - Sacramento	Diamond Bar				\$ 200.00
Kirk and I attended the ACWA Symposium. Reps from The Assembly, Senate and Governor's office discussed proposed climate propositions for the November ballot. Currently there are 3 proposals that are expected to merge into one for the ballot. Kirk introduced me to Mike Arnold and Christie, our consultants.							
6	18	TVMWD Board Meeting	Diamond Bar	Claremont	38.0	\$ 21.85	\$ 200.00
Regular meeting of the board, first to be offered as Webinar for attendees to participate remotely. Discussed board members participating in future meetings via webinar, if preferred. Kirk shared upcoming legislation including emergency bills dealing with Covid-19 that the governor has already signed into law.							
7			Diamond Bar				
8			Diamond Bar				
9			Diamond Bar				
10			Diamond Bar				

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	11	Meal at Embassy Suites hotel in Sacramento due to ACWA Symposium	\$ 10.69
2	12	Uber trip from hotel to ACWA Symposium	\$ 20.35
3	12	Ontario Airport parking	\$ 26.00
4			
5			

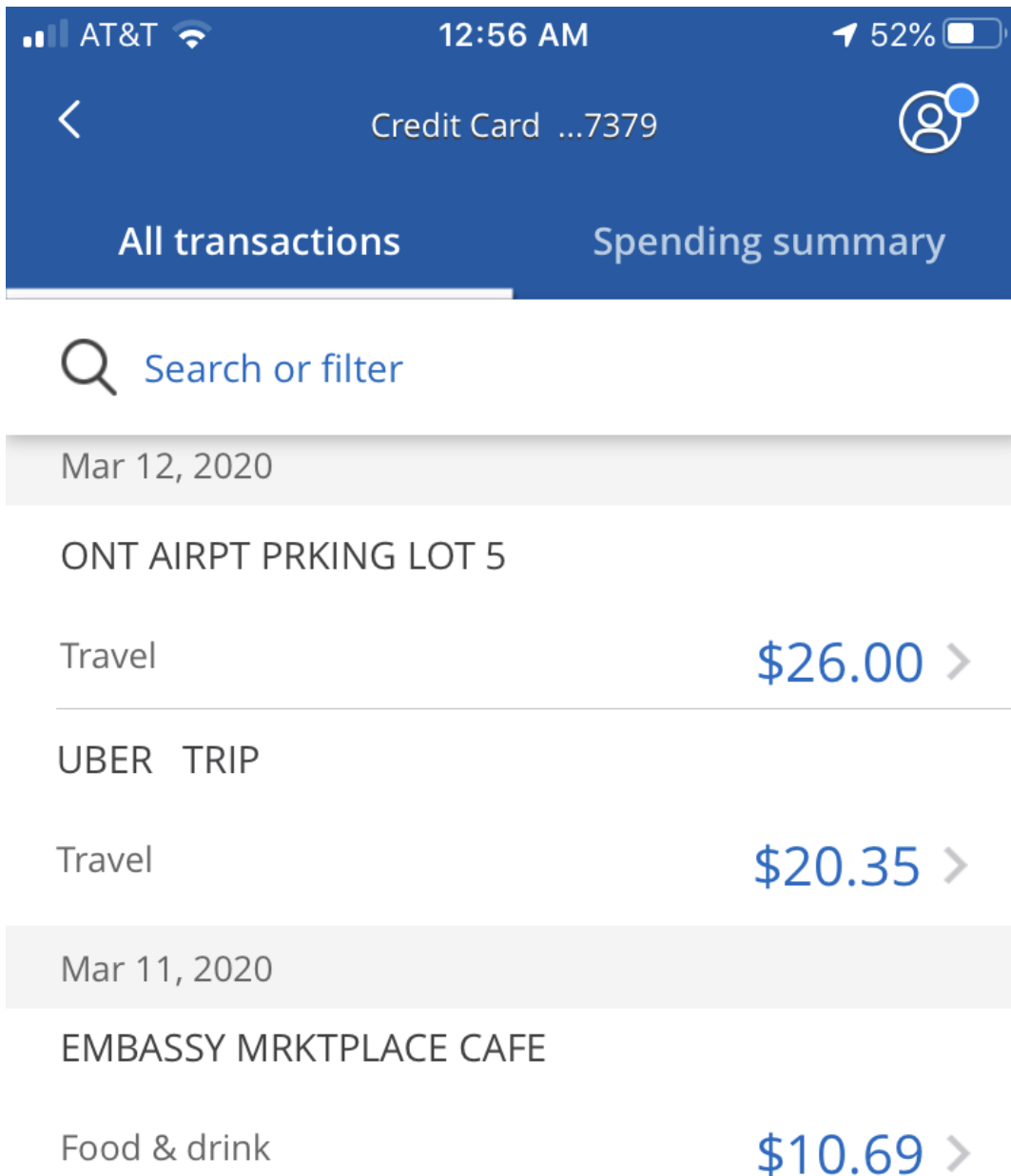
I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 57.04
Subtotal Mileage	\$ 80.50
Subtotal Meeting Compensation	\$ 1,200.00
Subtotal All	\$ 1,337.54
Mandatory Deferred Compensation @ 7.5%	(\$ 90.00)
TOTAL	\$ 1,247.54

* 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




“I certify that the itemized receipts for these payments have been lost and that this statement is given in lieu of the itemed receipts to obtain reimbursement for these expenditures.”

Jody Roberto
Director



Board of Directors Staff Report

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: May 6, 2020

Subject: **General Manager Purchasing Authority Amount**

<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

Background:

Recently the Board inquired of increasing the limit at which the General Manager has the discretion to make decisions without bringing before the Board for approval. Such limits are granted by these two documents:

- Resolution No. 17-10-811 Responsibilities and Authority of the General Manager (Board approval October 18, 2017). This document establishes policies that provide guidance to the General Manager in managing daily operations.
- TVMWD Purchasing Policy (Board approval February 21, 2018). This document establishes policies that provide guidance for the purchase of goods and services.

Discussion:

Recommended changes are as follows:

- Responsibilities and Authority of the General Manager:
 - The discretionary spending limit has been increased from \$50,000 to \$75,000.
 - Minor changes to the remaining sections that are immaterial.
- TVMWD Purchasing Policy:
 - The General Manager's awarding authority has been increased from \$50,000 to \$75,000 for Sections B, C, D and E.
 - For Section F, TVMWD complies with alternative procedure requirements of the California Public Contract Code which establishes thresholds for non-competitive, informal and formally bid public projects.
 - The General Manager's limit for awarding contracts without competitive offer has been increased from \$45,000 to \$60,000.
 - The General Manager's limit for change orders on informally bid public projects has been increased to the full amount of \$200,000. Previously the language stated the limit was up to 20% of the original contract price.

This item is expected to be returned for consideration of board approval at the May 20, 2017 Board Meeting.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Resolution No. 20-05-DRAFT

Exhibit B – TVMWD Purchasing Policy

Meeting History:

None

NA/JL

RESOLUTION NO. 20-05-DRAFT

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THREE VALLEYS MUNICIPAL WATER DISTRICT
ESTABLISHING THE RESPONSIBILITIES AND AUTHORITY
OF THE GENERAL MANAGER**

WHEREAS, the Board of Directors is charged with the responsibility of establishing policies providing guidance to the management of the District; and

WHEREAS, the District employs a General Manager who is responsible for the overall management of the District; and

WHEREAS, it is essential for the Board of Directors and the General Manager to work together effectively, with a jointly shared understanding of what is desired of the General Manager; and

WHEREAS, the Board desires to outline in general terms the responsibilities and authority of the General Manager;

NOW, THEREFORE, the Board of Directors of Three Valleys Municipal Water District does hereby resolve as follows:

Section 1: That the Board shall appoint a General Manager who shall serve at the pleasure of the Board of Directors, and shall be responsible to report to the Board of Directors concerning all aspects of management of the District.

Section 2: That the General Manager shall have the Responsibilities and Authority contained in the document attached hereto as Exhibit A and incorporated herein by this reference.

Section 3: This resolution shall take effect immediately upon adoption and shall supersede previously adopted versions of this document, including, but not limited to, Resolution 17-10-811 adopted by the TVMWD's Board of Directors on October 18, 2017.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors held via teleconference on this 20th day of May 2020.

AYES:
NOES:
ABSTAIN:
ABSENT:

Bob G. Kuhn, President
Board of Directors

ATTEST:

Carlos Goytia, Secretary
Board of Directors

SEAL:

**RESPONSIBILITIES AND AUTHORITY
OF THE GENERAL MANAGER**

TABLE OF CONTENTS

	<u>Page No.</u>
1. Operations	3
2. Personnel	5
3. Finance	7
4. Board Meetings.....	9
5. Consultants and Suppliers	10
6. Outside Activities	11
7. Property	12
8. Emergencies.....	13
9. General Board/Manager Relations	14
10. Performance Evaluation of the General Manager.....	16

1. OPERATIONS

1. The Water Code Section 71362 states that the General Manager has “full charge and control” of the District’s system. The District’s definition of “full charge and control” includes technical aspects such as construction, operations, repair and maintenance, and engineering; as well as all administrative functions such as staffing, accounting, billing, financial services and management functions over employees, suppliers and consultants. The definition also includes the General Manager’s ability to accomplish these functions, and their accountability for the performance of employees, suppliers and consultants.
2. It is the responsibility of the Board of Directors to establish policy. The General Manager is responsible for the implementation and management of Board policy.
3. The General Manager is responsible for meeting all the requirements of the law with respect to District operations, such as OSHA, hazardous materials, sexual harassment, ethics, ADA, and so on. The General Manager is also responsible for acting in accordance with all applicable policies, and ordinances of the District. The Board’s role is to provide oversight over these responsibilities by action of the Board of Directors at official meetings of the Board, and through reports, attorney oversight, and similar means.
4. The General Manager has responsibility for the safety of all personnel, facilities and equipment of the District, including the personnel and equipment of other entities authorized to be on District property. They are responsible for the health and safety related to District operations. The Board’s role is to ensure that the General Manager has adequate resources for carrying out these responsibilities.
5. The General Manager is generally responsible for dealing with member agency complaints about District operations unless otherwise specified. The Board’s role is to be made aware when a complaint indicates a violation of a District policy or rule, or when the General Manager believes a violation may develop. The General Manager may delegate this responsibility to the extent it adds to the efficacy of the District. The General Manager shall advise the Board accordingly.

6. The Board wishes to receive timely information about operations events or activities such as, though not limited to, the following:

- Property damage (immediate notice)
- Personal injury (immediate notice)
- Water quality violation (immediate notice)
- Potential for a violation or litigation (immediate notice)
- Personnel issues (in reports)
- Budget amendments (in reports)

2. PERSONNEL

1. The General Manager is responsible for recruiting, employing, training and discharging employees of the District.
2. The General Manager defines the various classes and grades of employees, and prepares or causes to be prepared job classifications of same, subject to approval by the Board of Directors.
3. The General Manager recommends the number of employees in each job category, and the total number of employees required to meet the administrative and operational demands of the District, subject to approval by the Board of Directors.
4. The General Manager is responsible for administration of the District's compensation plan including establishing compensation levels and benefits for each employee classification, subject to approval by the Board of Directors.
5. The General Manager determines the need and extent of proposed disciplinary action for employees where appropriate and consistent with all applicable personnel rules and laws. Action may be delegated by the General Manager to appropriate management employees. The Board wishes to be kept informed about disciplinary actions: the cause, the act, the discipline administered and the reasons why, when merited and not infringing upon the due process rights of the affected employee, according to the TVMWD Personnel Manual, Section 6—~~revised January 2017~~.
6. The General Manager recommends the structure and reporting relationships of the District. The organization^a structure, reporting relationships, and any subsequent changes, are subject to approval by the Board of Directors.
7. The General Manager makes all decisions regarding promotions and demotions of employees within the same job classification or from one classification to another. The Personnel Manual, District Policy Manual, and related documents are periodically reviewed by the Board, and may affect such decisions. Any promotion or demotion that results in a change in the organization^a structure, are subject to approval by the Board of Directors.

8. The General Manager determines the appropriate level of training required of all District employees to effectively perform their jobs effectively. When it is necessary for an employee to travel out of the general area to obtain training, the General Manager shall approve all travel and related expenses.
9. The General Manager is responsible for compliance with all applicable requirements of labor laws, affecting such matters as, but not limited to, wrongful termination or other disciplinary action affecting an employee's property rights, including harassment, drug testing, equal opportunity, and age discrimination. On such matters, the General Manager shall consult the District's legal counsel.
10. The General Manager is responsible for managing employee complaints or grievances. If a complaint or grievance may lead to litigation, the matter will be reported to the Board of Directors and/or legal counsel promptly. (TVMWD Personnel Manual, Section 6.)
11. The rules governing employee conduct, including benefits – such as vacations, dress code, sick leave, holidays, drinking/smoking on the job – are included in the District's Personnel Manual, subject to approval by the Board of Directors. The General Manager ~~monitors that these regulations are observed~~ is responsible for ensuring all rules outlined in the Personnel Manual are strictly followed.
12. The General Manager is responsible for assuring that all District employees receive a performance evaluation consistent with the District's approved performance evaluation system. They may delegate this evaluation function to the appropriate supervisor, however, the General Manager will oversee, review and approve ~~the evaluation process~~ all evaluations.
13. The General Manager is responsible for reporting information about specific personnel actions to the Board, which includes new hires and employee separations. Legal counsel should be informed about separations or other ~~cases-personnel issues~~ where ~~legal issues may be involved~~ the potential for litigation exists.
14. The Board expects the General Manager to work whatever hours it takes to perform the responsibilities of the job; however, no accounting of their time is required. The Manager shall appoint a designee in their absence to carry out the General Manager's responsibilities.
15. The General Manager acts as the spokesperson for the District to the employees.

3. FINANCE

1. The General Manager is responsible for preparation and administration of the District's annual budget.
2. The Board may set the level of discretionary spending by the General Manager when it reviews the draft budget annually or at other times as deemed necessary by the Board. The current maximum limit is set at ~~\$50,000~~\$75,000, except as set forth in Section 8 below. The General Manager may move funds from one account to another as required for administration of the budget. The General Manager may not, however, add or delete items from the budget, or change the budget total, without Board approval.
3. The General Manager shall provide the Board financial reports on budget implementation at least quarterly. More frequent reports may be provided to the Board at the discretion of the General Manager, or as directed by the Board. Financial reports shall require sufficient detail and narrative regarding exceptions and variances to the approved budget.
4. The General Manager is responsible for recommending the need for new employee classifications or additions to the current classification plan. Appropriate justifications for such modifications should be provided during review of the draft budget. (Responsibilities & Authorities: SECTION 2 – PERSONNEL, No. 3).
5. The General Manager is responsible for assuring that the District's financial obligations are met in a timely manner and that an annual audit by an independent Certified Public Accountant is conducted in accordance with generally accepted accounting practices for a public agency.
6. The General Manager is responsible for maintaining accurate financial records and provides administrative support to the independent auditor during the preparation of the annual audit. The independent auditor reports directly to the Board of Directors.
7. The General Manager makes decisions regarding investment of District funds, consistent with the District's adopted Investment Policy.
8. The General Manager prepares contracts with the assistance of legal counsel where appropriate. The Board of Directors approves all contracts over ~~\$200~~\$75,000 (or as updated per Public Contracts Code Section 22032b), if such contracts are within the scope of Public Contracts Code Sections 22037-22044. Various dollar limits are established by District policy

concerning when informal or formal bidding processes are appropriate. See the District's *Purchasing Policy* for more details on contract costs.

9. The General Manager, or employees with the approval of the General Manager, are issued District credit cards. Directors are reimbursed for expenses rather than issued credit cards.

4. BOARD MEETINGS

1. The General Manager is responsible for preparation of the meeting agenda. The President of the Board of Director's reviews the draft agenda with the General Manager. District legal counsel is provided a copy of the proposed final agenda for their review.
2. The General Manager oversees the preparation of the agenda and supporting materials in electronic format, which is provided to Board members in a timely fashion, allowing Directors sufficient time to review the packet and raise any questions. Directors are strongly encouraged to ask the General Manager or staff questions prior to the Board Meeting.
3. The General Manager will provide a written summary and recommendation for each agenda item where action is requested (other than for "receive and file items"). All reports to the Board will be referenced to the approved TVMWD Strategic Plan [and applicable strategic objectives outlined therein](#).
4. The Board President presides over the Board meeting and recognizes questions that may arise during the Board meeting, either by Board members or members of the public, and determines who should provide the answer.
5. The General Manager decides whether staff members, consultants, or others should be present at Board meetings.
6. The General Manager and the Executive Assistant are jointly responsible for preparation of the Board meeting minutes. They are also jointly responsible for accurately recording votes for motions, resolutions, ordinances, and other Board actions.
7. District legal counsel is responsible for assuring that the legal requirements of the Brown Act, and all other legal requirements for conduct of board meetings are met. The General Manager is also responsible to assure that legal requirements are complied with through the proper noticing of meetings of the Board of Directors.
8. The General Manager is responsible for preparing the "Consent Calendar" portion of the Agenda.
9. The General Manager is responsible for planning and carrying out public meetings and properly noticed public hearings. The General Manager will consult with legal counsel, when appropriate, on such activities.

5. CONSULTANTS AND SUPPLIERS

1. The General Manager makes recommendations on the selection of consultants and suppliers, subject to available budget funds.
2. To assure an open ~~purchasing proposal~~ process, the General Manager complies the District's Purchasing Policy~~prepares the Request for Proposal and Scope of Work. Typically, an estimated cost will be provided to the Board before release of the Request for Proposal.~~
3. The General Manager ~~selects the proposal that best meets the criteria for selection among submitted proposals. The~~ Board (as established by Purchasing Policy) awards a contract and approves the total expenditure for the proposed work; ~~the selection of the consultant, contractor or vendor is the responsibility of the General Manager.~~ The General Manager prepares the contract with the consultant, contractor or vendor, which is reviewed by legal counsel, and subject to approval by the Board of Directors.
4. Typically, consultants and suppliers work for the General Manager. In selected cases, the consultant may work directly for the Board. (Example: selection of an auditor or legal counsel).
5. The General Manager responds to questions from consultants, contractors and vendors in a timely manner and where necessary, provides direction, and obtains progress reports on their work. Prior to the authorization for payment of any invoice, the General Manager determines if the work was performed satisfactorily and meets the contract requirements.
6. The General Manager may utilize the services of the District's legal counsel, as appropriate.

6. OUTSIDE ACTIVITIES

1. The General Manager, or their designee, may attend outside meetings as required with other agencies and organizations representing the District on matters related to the administration and operation of the District, including implementing Board policy or direction. On matters pertaining to public policy, or where other elected or appointed officials are present, Board members may also attend.
2. The Board of Directors decides, through the budget review process, which organizations the District should join as contributing members.
3. Subject to available budget funds, the General Manager has complete discretion in determining whether an out-of-town conference, seminar or meeting should be attended by a member of their staff.
4. The General Manager has responsibility and oversight of the District's public relations program and may delegate aspects of program implementation to appropriate staff as needed. ~~The Board of Director's establishes the budget for the Public Affairs/Conservation Department activities, based on a recommendation from the General Manager.~~ Members of the Board of Directors may provide suggestions as to key audiences and messages to advance and support the mission of the District.
5. The General Manager is identified as the District's official spokesperson unless the Board President or other person is so identified.
6. The General Manager distributes information about, or copies of, letters received from outside persons or organizations, inquiries, press articles, public statements about the District, and so forth, to each member of the Board of Directors.
7. The General Manager is responsible for developing and maintaining professional relationships with other districts, related organizations, regulators, City, County, State and Federal agencies. The Board may elect to involve itself directly in areas of public policy and political matters, and with elected officials.

7. PROPERTY

1. The General Manager is responsible for maintaining an inventory of all District real property and other assets.
2. The General Manager is responsible for safeguarding and maintaining all District property in an appropriate manner. They will develop and maintain a District maintenance/repair/replacement policy regarding District-owned property, and implement it appropriately.
3. The General Manager is responsible for meeting all legal requirements relevant to District-owned property including, but not limited to, licensing and inspections.
4. The General Manager is empowered to receive property on behalf of the District. The Board of Directors is empowered to sell or otherwise dispose of District property.
5. The General Manager is responsible for informing the Board about significant occurrences, such as accidents or damage, regarding District property, in a timely manner.
6. The General Manager has the authority to determine when District facilities or equipment should be replaced for purposes of limiting liability and/or cost of operation.

8. EMERGENCIES

1. When an emergency occurs, the General Manager is expected to use all necessary discretion and authority to take appropriate action to remedy emergency situations, including the expenditure of funds to do so.
2. The General Manager determines that an emergency exists.
3. An emergency is defined as an event which adversely affects the ability of the District to carry out its [core](#) functions in a safe and secure manner, or places District personnel or property in jeopardy, or which jeopardizes the health or safety of the community and its residents.
4. The General Manager should keep the Board informed about any emergency that arises in a timely and appropriate manner. The General Manager or his designee shall serve as the official spokesperson for the District to the press or the public concerning the emergency, and shall keep employees or member agencies informed in a timely and appropriate manner.

9. GENERAL BOARD/MANAGER RELATIONS

1. It is recognized that the working relationship of the Board of Director's and General Manager is unique in nature requiring a concerted effort and commitment on behalf of both parties working together to further the mission of the District.
2. In addition to the foregoing, the General Manager shall perform such other duties as may be prescribed by the Board of Directors (Reference: General Manager Job Classification).
3. The Board of Directors recognizes that pursuant to California Water Code Section 71363, the General Manager is their only employee.
4. The General Manager is considered an "at will" employee of the District. At its discretion, the Board of Directors may provide an employment agreement for the General Manager containing terms and conditions of employment, subject to approval by the Board of Directors.
5. The General Manager's performance evaluation shall be carried out at least annually in a time and manner approved by the Board of Directors. The Board shall adopt a method of providing the evaluation, and shall administer it jointly by all members of the Board.
6. The performance evaluation of the General Manager is a personnel matter. In the event a Board member has an issue or question concerning the General Manager's performance, the Board member shall advise the President of the Board, who will work to ensure that the matter is handled in an appropriate and professional manner. It is recommended that the matter be addressed or communicated at the time the situation occurs or comes to the attention of the Board member, but at a minimum during the annual performance evaluation.
7. It is expected that the General Manager will make direct personal contact with each individual Board member on a reasonably frequent basis, or as desired by individual Board members. Board members are cautioned about excessive personal contact with the General Manager on a frequency as to be interfering with the General Manager's duties.
8. The Board of Directors should maintain an appropriate, but "arm's length" relationship with employees. Excessive personal contact between Board members and employees is discouraged.
9. Board members may call or personally contact management employees of the District without prior arrangement with the General Manager; the employee will advise the General Manager

of the personal contact as soon as possible. Board members are cautioned not to give direction to any employee without prior arrangement with the General Manager.

10. If a member agency or a member of the public complains directly to a Board member about a situation, the Board member should promptly report the matter to the General Manager.

10. PERFORMANCE EVALUATION OF THE GENERAL MANAGER

The recommended process involves a series of simple steps:

- Step 1. Establish a date and time for the annual evaluation.
- Step 2. The entire Board of Directors shall be involved in evaluating the General Manager, their sole employee.
- Step 3. The Board President presides over the General Manager's annual performance review process. The Board of Directors, may at its discretion, elect to retain the services of a professional facilitator to facilitate the evaluation process. Unless otherwise specified, the evaluation of the General Manager's performance will be conducted in a closed session meeting of the Board pursuant to the Brown Act Section 54957.
- Step 4. The General Manager shall provide the Board of Directors prior to the annual performance evaluation their proposed annual workplan including their proposed goals for the following year, a review of the actions and accomplishments of the prior year, as well as any goals or objectives that were not accomplished along with an explanation as to "why." This shall be presented to the Board at an initial performance review session.
- Step 5. The Board may elect to develop alternative evaluation forms appropriate to their needs.
- Step 6. At a time determined by the Board President and General Manager, a second meeting with the General Manager shall be scheduled to discuss the Board's comments on their performance. It is recognized that for the benefit of both parties the process is designed to be a continuous two-way dialogue between the Board and its General Manager.
- Step 7. Detailed notes shall be made by the General Manager and approved by the Board President while the evaluation is being conducted, and include such items as recommendations for improvement, notation of significant accomplishments and new directives. These detailed notes shall be utilized at the following year's performance evaluation.
- Step 8. Each member of the Board of Directors is strongly encouraged to provide individual comments and recommendations to the General Manager regarding their performance. This should be done in a manner and fashion that supports or redirects

the performance of the General Manager in their implementation of the Board's policy direction and the mission of the District.

- Step 9. The Board of Directors may at its discretion excuse the General Manager from the closed session meeting, and discuss any change to their compensation or other aspect of the General Manager's performance, to the extent consistent with the requirements of the Brown Act.

Three Valleys Municipal Water District Purchasing Policy

Table of Contents

Summary..... 1

Section A - General..... 2

Section B - General Supplies, Materials and Equipment..... 4

Section C - Proprietary Equipment and Goods..... 6

Section D - General Trade Services..... 7

Section E - Professional Services..... 9

Section F - Public Projects..... 11

Item 6.C - Exhibit B

PURCHASING POLICY SUMMARY

GENERAL PURCHASES	< \$25,000	\$25,000 - \$50,000 ^{\$75,000}	> \$50,000 ^{\$75,000}
APPROVAL	Department Head or GM	General Manager	Board
PO REQUIRED	No	Yes	Yes
NOTICE REQUIREMENT			
-General Supplies, Materials and Equipment	None	None	Newspaper
-Proprietary Equipment	None	None	None
-General Trade Services	None	None	Newspaper
-Professional Services	None	None	Newspaper suggested
COMPETITIVE OFFER REQUIREMENT			
-General Supplies, Materials and Equipment	None	Informal Quotes	Formal Bidding
-Proprietary Equipment	None	Informal Product Review	Formal Product Review
-General Trade Services	None	Informal Quotes	Formal Bidding
-Professional Services	None	Informal Proposals	RFP/RFQ's
SELECTION			
-General Supplies, Materials and Equipment	Department Discretion	Best Value Procurement	Best Value Procurement
-Proprietary Equipment	Department Discretion	Top Ranked Product	Top Ranked Product
-General Trade Services	Department Discretion	Best Value Procurement	Best Value Procurement
-Professional Services	Department Discretion	Top Ranked Provider	Top Ranked Provider

PUBLIC PROJECTS	< \$45,000 ^{\$60,000}	\$45,000 - \$200,000 ^{\$60,000}	> \$200,000
APPROVAL	General Manager	General Manager	Board
PO REQUIRED	Yes	Yes	Yes
NOTICE REQUIREMENT	None	Contractors and/or Trade Journals	Newspaper and Trade Journals
COMPETITIVE OFFER REQUIREMENT	None	Informal Bid per CPCC*	Formal Bid per CPCC*
SELECTION	General Manager	Lowest Responsive/Responsible Bidder	Lowest Responsive/Responsible Bidder

*CPCC - California Public Contract Code

SECTION A - GENERAL

1) Definitions

- a) Best value procurement - shall mean to award based on the best overall value to TVMWD considering: ability, capacity, and skill; ability to meet time requirements; character, integrity, and reputation; financial resources available for contract performance; previous vendor experience; price; and warranty or other documented considerations offered.
- b) Top ranked provider - shall mean to award based on a Committee's ranking of the good or service as being the best solution for TVMWD where cost is not considered the primary selection criteria.
- c) Lowest responsible bidder - Bidder with the lowest price, and whose business and financial capabilities, past performance and reputation meet the required standards.
- d) Lowest responsive bidder - Bidder with the lowest price, and conforms in all material respects to the terms and conditions, specifications and other requirements requested.
- e) Single Source - a procurement where there is a compelling reason for only a preferred brand. Examples would be standardization, time schedule, technical expertise, follow-up on work to existing contract, etc.
- f) Sole Source - a procurement where only one viable source exists. Examples of reasons could be legal restrictions of patent rights, warranty issues, original equipment manufacturer, copyrights, etc.
- g) Emergency - an event which adversely affects the ability of TVMWD to carry out its functions, or puts TVMWD personnel or property in jeopardy, or which jeopardizes the health or safety of the community and its residents.
- h) Quote - a simple, brief offer to provide a good or service at a specific price.
- i) Proposal - a comprehensive offer to provide a good or service at a specific price.
- j) Bid - an offer to provide a good or service at a specific price in response to a formal bid form.
- k) Contract - written agreement between the seller and buyer to sell and purchase a good or service.
- l) RFQ/RFP - Request for Quote / Request for Proposal

- 2) General Provisions - The basic purchasing policy of TVMWD is to obtain quality goods and services for operation at the lowest possible overall cost. This includes maintaining a purchasing system that ensures maximum use of fair and open competition and receipt of the best value for funds available, consistent with applicable laws and regulations. The purchasing functions are decentralized, with each Department responsible for compliance with TVMWD policies and procedures. Purchasing responsibility and authority shall be delegated to the lowest possible level consistent with good business practice and sound financial management policy.

The following apply to all purchases made by TVMWD:

- a) No purchase will be approved or undertaken unless an appropriation has been established, either through the adopted annual budget or Board approval of additional appropriations. It is the responsibility of the Department Head to maintain control of their individual budgets.
- b) All purchases shall be of the quality deemed necessary to suit the intended purpose.
- c) Competitive offer requirements are set out in subsequent sections of this policy and are established based on type of purchase and/or established dollar limits.
- d) Purchases shall not be split to avoid required procedures or established dollar limits. Purchases of like items or services will be considered on an annual basis.
- e) The emergency purchase of goods is authorized under certain conditions.
- f) No purchase over \$25,000 shall be made without an authorized Purchase Order (PO) unless exempted in these guidelines. Otherwise such purchases are void and not considered an obligation of TVMWD.
- g) No TVMWD employee or Board member shall have a direct or indirect financial interest in any contract or purchase of goods or services entered into by TVMWD, or shall derive any personal benefit from TVMWD's purchase of goods or services.
- h) No TVMWD employee or Board member shall use the purchasing procedures to obtain property for personal use or by misrepresenting that personal purchases are for TVMWD (i.e., for the purpose of obtaining price discounts).
- i) No TVMWD employee or Board member shall draft or cause to be drafted any specifications for bids in such a way as to intentionally limit the bidding directly or indirectly to any one bidder, except for a sole source or single source procurement.
- j) The bid process obligates vendors to disclose any material financial relationship they may have or may have had with a TVMWD Board member or employee.
- k) Any TVMWD employee or Board member failing to follow the purchasing policy and procedures may incur personal liability or financial obligation to the vendor.

SECTION A - GENERAL (cont.)

- 3) Federal, State and Other Grant Programs - Federal, State, or grant programs may require special conditions that are more stringent than TVMWD procedures. It is the responsibility of the Department accepting the grant to ensure that all grant provisions are complied with.
- 4) Exceptions to Competitive Offer Requirements
- a) The informal offers and the formal bidding process may be bypassed with GM approval in the following instances:
 - i) In emergency situations where time is of the essence.
 - ii) Where a single source or sole source purchase is justified.
 - iii) When there exists other governmental contracts that were competitively bid (such as State Contracts, DGS, etc.) that TVMWD is eligible to use.
 - iv) When an item has been bid within the last 36 months and the price has not changed.
 - v) When purchasing goods with significant market fluctuations (such as chemicals), wherein requiring a guaranteed price for a year would actually cost TVMWD more.
 - vi) When it is neither practical nor cost effective to continue soliciting offers until three are received.
 - b) Certain purchases are unique in nature and do not lend themselves to the process of competitive offers. Therefore, these items do not require competitive offers or PO's as listed in Sections B through F. These items include, but are not limited to, water or water rights, debt service payments, real property and ongoing expenses for utility services (electricity, gas, telecommunications, etc.).
- 5) Department Responsibilities - It is the responsibility of the acquiring Department to:
- a) Make purchases in accordance with established policies and procedures.
 - b) Verify that an appropriation is available for the purchase.
 - c) Anticipate the Departments' needs in advance to minimize the need for emergency purchases.
 - d) Review goods and services received to ensure conformity with PO or contract.
 - e) No invoice should be processed for payment when the goods or services are unsatisfactory or there is a price discrepancy from the price originally offered. Please resolve the issue prior to payment.
- 6) Payment Authorization - An authorized signature on the invoice, receipt or other backup shall be considered authorization for payment. The signature shall indicate that the signer has:
- a) Verified that TVMWD has received the goods or services in good working condition.
 - b) Verified that the purchase complies with this purchasing policy and that funds are available for the purchase.
- 7) Signature Authorization - Each Department Head will be responsible for signing off on various financial and other administrative documents.
- a) All Departments - General Manager/Chief Engineer (GM)
 - b) Water Resources – Chief Water Resources Officer
 - c) Administration – Chief Administrative Officer
 - d) Finance - Chief Finance Officer (CFO)
 - e) Operations – Chief Operations Officer
- 8) Contract and Purchase Order
- a) If needed, contracts shall be prepared and original copies signed by the vendor and the Department Head or GM.
 - b) A PO shall be prepared detailing the vendor name, address, goods or services being purchased, total price including tax and shipping, and budget account to be charged. The PO packet shall contain the PO and any supporting documentation (contract, proposals, quotes, etc.).
 - c) The PO packet shall then be reviewed by the CFO for conformity to the purchasing policy and availability of funds.
 - d) The PO packet shall then be submitted to the Department Head or GM for final approval.
- 9) Execution - Once the Department has received the approved PO (and original contract, if necessary), they may contact the vendor to purchase the goods or begin the services. Goods must generally be shipped to TVMWD address. If the goods will be shipped to an alternate location, this should be cleared with the GM in advance.

Item 6.C - Exhibit B

SECTION B - GENERAL SUPPLIES, MATERIALS AND EQUIPMENT

- 1) Purpose - Provide guidelines for the purchase of general supplies, materials and equipment. General supplies, materials and equipment shall consist of any and all tangible items necessary for day-to-day operations, excluding proprietary equipment and goods (Section C) and any goods purchased as part of a Public Project (Section F). When goods and services are purchased together, this section shall apply if the majority of the purchase is for goods.
- 2) Department Award ≤ \$25,000 - The Department Head or GM may authorize purchases \$25,000 or less. These purchases do not require competitive offers and Departments are given considerable discretion in these purchases. Use of an RFQ/RFP is encouraged when appropriate but not required.
- 3) General Manager Award > \$25,000 to < \$5075,000 - Purchases greater than \$25,000 but \$5075,000 or less must be awarded by the GM. Informal quotes should be obtained to assure a competitive price is received for an item, while avoiding the additional time and expense involved with formal bidding.
 - a) Informal Quotes - The Department should make every reasonable attempt to obtain at least three written quotes. In the event that three quotes are not received, the Department shall document what steps were taken, any vendors contacted that declined to quote, and if applicable, why it is not practical to receive three quotes. Use of an RFQ/RFP is encouraged when appropriate but not required.
 - b) Evaluation - The Department shall evaluate the informal quotes received and determine the best value procurement. TVMWD reserves the right to accept that quote which is in the best interest of TVMWD.
 - c) Change Orders - The GM is authorized to issue change orders for changes or additions to the original purchase that result in an overall amount up to \$5075,000. All other change orders shall be brought to the Board for approval.
- 4) Board Award > \$5075,000 - Purchases greater than \$5075,000 must be awarded by the Board. Formal bidding should be used to assure all possible vendors are given the opportunity to bid on major TVMWD purchases, thereby assuring TVMWD that it has received the most competitive price. The formal process generally takes more time and expense than informal quotes and in some instances may actually not be the most cost-effective approach.
 - a) Formal Bidding
 - i) Bid Forms - The initiating Department shall prepare a bid form including detailed specifications for the item to be purchased. The following format is suggested for competitive bids:
 - (1) Submission of bids - Include date, time, location, bid number and a detailed list of the information the bid should contain.
 - (2) Questions - List the name, address, and telephone number of the person to be contacted concerning questions about the project.
 - (3) Background - Provide as much background as necessary to give the bidder an understanding of the environment in which the job will be performed and to which the job relates.
 - (4) Scope of work - Describe in detail the requirement for the job and detail specification.
 - (5) Desired project schedule - Be as specific as possible.
 - (6) Minimum and desirable qualifications - Be as specific as possible.
 - (7) Performance Bond - Whether a performance bond is required & the amount and form of bidders security.
 - ii) Notice Inviting Bids - The Department shall also prepare a notice inviting bids that includes the following:
 - (1) A general description of the item to be purchased.
 - (2) A statement indicating where bid forms and specifications can be obtained.
 - (3) A statement specifying the time and place for the opening of the bid.
 - (4) The first publication of the notice shall be at least ten days before the date of opening the bids. The notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation, printed and published in TVMWD. The notice may also be sent to all applicable vendors.

SECTION B - GENERAL SUPPLIES, MATERIALS AND EQUIPMENT (cont.)

iii) Bid Opening

- (1) Sealed bids shall be submitted to TVMWD office, time stamped when received, and shall be clearly identified with the bid number on the envelope. Faxed or other electronic bids are not acceptable.
- (2) Respondents may modify or withdraw their bids prior to the established closing date and time without penalty. However, any modifications submitted after the established closing date and time will not be accepted. Such modifications will be returned to the respondent, unopened.
- (3) Bids shall be opened in public at the time and place stated in the public notice.
- (4) The GM or his/her designee shall open the bids and shall record all bids received.
- (5) Any bid received after the time specified in the notice shall be returned to the respondent, unopened.
- (6) When a bidder's security is required, it will be announced in the public notice inviting bids. The amount shall be determined at the time of preparation of the bid. It shall be in the form of cash, certified or cashier's check, certificate of deposit in TVMWD's name, or bid bond made payable to TVMWD. When a bidder's security is required, a bid shall not be considered unless one of the aforementioned forms of security accompanies the bid. Bidders shall be entitled to return of the bid security with the following exception:
 - (a) The successful bidder must execute the contract and file acceptable documents within thirty (30) calendar days from the date of award unless extended by the GM. Failure to execute the contract shall be just cause for annulment of the award and forfeiture of the bidder's security, not as a penalty, but as liquidated damages. The Board may, upon refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest responsible and responsive bidder.
- (7) All bids received shall be available for inspection during regular business hours in TVMWD office for a period of not less than thirty (30) calendar days after the bid opening.

iv) Rejection of Bids - TVMWD reserves the right to reject any and all bids, to accept or reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or the bidding process if it is deemed in the best interests of TVMWD.

v) Evaluation - The Department shall evaluate the formal bids received and determine the best value procurement. TVMWD reserves the right to accept that bid which is in the best interest of TVMWD.

b) Awarding - Once the bids have been evaluated, the Department Head shall prepare a report to the Board recommending the best value procurement. The Board shall then award the bid in a public meeting.

c) Change Orders - The GM is authorized to issue change orders for changes or additions to the original purchase that are less than a 20% aggregate change. All other change orders shall be brought to the Board for approval.

SECTION C - PROPRIETARY EQUIPMENT AND GOODS

- 1) Purpose - Provide guidelines for the purchase of equipment/software and other artistic goods that may only be purchased through a proprietary vendor. There is no competitive offer requirement for this type of purchase since the item is being purchased based on qualification rather than price. Proprietary vendors are those vendors that directly sell their products and do not use distributors or other outlets.
- 2) Department Award ≤ \$25,000 - The Department Head or GM may authorize purchases \$25,000 or less. Departments are given considerable discretion in these purchases.
- 3) General Manager Award > \$25,000 to ≤ \$5975,000 - Purchases greater than \$25,000 but \$5975,000 or less must be awarded by the GM. An informal evaluation should be used to assure quality goods are received for a reasonable price.
 - a) Informal Product Review - must be documented to the satisfaction of the GM. Ideal documentation should include:
 - i) The name of the company
 - ii) The person providing the quote
 - iii) Estimated price
 - iv) Pros/Cons of the product
 - v) Brief justification for the selection of the goods
 - b) Review of Three Products - The Department should make every reasonable attempt to review at least three products. In the event that three products are not reviewed, the Department shall document why it is not practical to review alternate products.
 - c) Evaluation - The Department shall select the product which, in their evaluation, is the best solution for TVMWD. TVMWD reserves the right to accept the product which is in the best interest of TVMWD.
 - d) Change Orders - The GM is authorized to issue change orders for changes or additions to the original purchase that result in an overall amount up to \$5975,000. All other change orders shall be brought to the Board for approval.
- 4) Board Award > \$5975,000 - Purchases greater than \$5975,000 must be awarded by the Board. A more formal evaluation should be used, thereby assuring TVMWD that it has purchased the best product fit for TVMWD. The formal process generally takes more time and expense than informal offers and in some instances may actually not be the most cost-effective approach.
 - a) Formal Product Review - To ensure maximum exposure and competition, the responsible Department shall prepare a list of potential companies from which to solicit quotes. A Selection Committee shall be formed to evaluate the submitted data and determine the products that should receive further consideration. The Committee shall be appointed by the Department Head, subject to the approval of the GM, and may consist of more than one Department.
 - b) Evaluation - Because unique products are requested, cost is not considered the primary selection criteria.
 - i) A Selection Committee shall be formed to evaluate the submitted quotes and determine the products that should receive further consideration. The Committee shall be appointed by the GM.
 - ii) The Selection Committee may choose to interview all the responding companies, only the top ranking companies, or to not perform interviews.
 - iii) The Selection Committee may also choose to view demonstrations of all the products, only the top ranking products, or to not view demonstrations.
 - iv) After the interviews and demonstrations (if applicable), the Selection Committee shall rank the products accordingly, based on their evaluation, as to the best solution for TVMWD.
 - c) Awarding - The Department Head shall prepare a report to the Board recommending the top ranked product. The Board shall then award the purchase in a public meeting.
 - d) Change Orders - The GM is authorized to issue change orders for changes or additions to the original purchase that are less than a 20% aggregate change in price. All other change orders shall be brought to the Board for approval.

SECTION D - GENERAL TRADE SERVICES

- 1) Purpose - Provide guidelines for the purchase of trade contractual services. Trade services shall mean the repair, rental or maintenance of equipment, machinery, and other TVMWD-owned or operated property. Included within this term are services necessary for the routine operation, repair or maintenance of existing buildings or improvements. The term does not include services rendered by professionals and other services which are unique in nature and not subject to competition. When goods and services are purchased together, this section shall apply if the majority of the purchase is for services.
- 2) Department Award ≤ \$25,000 - The Department Head or GM may authorize purchases \$25,000 or less. These purchases do not require competitive offers and Departments are given considerable discretion in these purchases. Use of an RFQ/RFP is encouraged when appropriate but not required.
- 3) General Manager Award > \$25,000 to < \$5075,000 - Trade services greater than \$25,000 but \$5075,000 or less must be awarded by the GM. Informal quotes should be used to assure the most competitive price is received for an item, while avoiding the additional time and expense involved in formal offers.
 - a) Informal Quote - The Department should make every reasonable attempt to obtain at least three written quotes. In the event that three quotes are not received, the Department shall document what steps were taken, any vendors contacted that declined to quote, and if applicable, why it is not practical to receive three quotes. Use of an RFQ/RFP is encouraged when appropriate but not required.
 - b) Evaluation - The Department shall evaluate the informal quotes received and determine the best value procurement. TVMWD reserves the right to accept that quote which is in the best interest of TVMWD.
 - c) Change Orders - The GM is authorized to issue change orders for changes or additions to the original purchase that result in an overall amount up to \$5075,000. All other change orders shall be brought to the Board for approval.
- 4) Board Award > \$5075,000 - Trade services greater than \$5075,000 must be awarded by the Board. Formal bidding should be used to assure all possible contractors/service providers are given the opportunity to bid on major TVMWD purchases, thereby assuring TVMWD that it has received the most competitive price. The formal process generally takes more time and expense than informal bidding and in some instances may actually not be the most cost-effective approach.
 - a) Formal Offer
 - i) Bid Forms - The initiating Department shall prepare a bid form including detailed specifications of the services to be performed. The following format is suggested for competitive bids
 - (1) Submission of bids - Include date, time, location, bid number and a detailed list of the information the bid should contain.
 - (2) Questions - List the name, address, and telephone number of the person to be contacted concerning questions about the project.
 - (3) Background - Provide as much background as necessary to give the bidder an understanding of the environment in which the job will be performed and to which the job relates.
 - (4) Scope of work - Describe in detail the requirement for the job and detail specification.
 - (5) Desired project schedule - Be as specific as possible.
 - (6) Minimum and desirable qualifications - Be as specific as possible.
 - (7) Performance Bond - Whether a performance bond is required & the amount and form of bidders security.
 - (8) Sample Contract - A sample of the contract expected to be used should be included in the bid package.
 - ii) Notice Inviting Bids - The Department shall also prepare a notice inviting bids that includes the following:
 - (1) A general description of the services to be performed.
 - (2) A statement indicating where bid forms and specifications can be obtained.
 - (3) A statement specifying the time and place for the opening of the bid.
 - (4) The first publication of the notice shall be at least ten days before the date of opening the bids. The notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation, printed and published in TVMWD. The notice may also be sent to all applicable contractor/service providers.

SECTION D - GENERAL TRADE SERVICES (cont.)

iii) Bid Opening

- (1) Sealed bids shall be submitted to TVMWD office, time stamped when received, and shall be clearly identified with the bid number on the envelope. Faxed or other electronic bids are not acceptable.
- (2) Respondents may modify or withdraw their bids prior to the established closing date and time without penalty. However, any modifications submitted after the established closing date and time will not be accepted. Such modifications will be returned to the respondent, unopened.
- (3) Bids shall be opened in public at the time and place stated in the public notice.
- (4) The GM or his/her designee shall open the bids and shall record all bids received.
- (5) Any bid received after the time specified in the notice shall be returned unopened.
- (6) When a bidder's security is required, it will be announced in the public notice inviting bids. The amount shall be determined at the time of preparation of the bid. It shall be in the form of cash, certified or cashier's check, certificate of deposit in TVMWD's name, or bid bond made payable to TVMWD. When a bidder's security is required, a bid shall not be considered unless one of the aforementioned forms of security accompanies the bid. Bidders shall be entitled to return of the bid security with the following exception:
 - (a) The successful bidder must execute the contract and file acceptable documents within thirty (30) calendar days from the date of award unless extended by the GM. Failure to execute the contract shall be just cause for annulment of the award and forfeiture of the bidder's security, not as a penalty, but as liquidated damages. The Board may, upon refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest responsible and responsive bidder.
- (7) All bids received shall be available for inspection during regular business hours in TVMWD office for a period of not less than thirty (30) calendar days after the bid opening.

iv) Rejection of Bids - TVMWD reserves the right to reject any and all bids, to accept or reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or the bidding process if it is deemed in the best interests of TVMWD.

v) Evaluation - The Department shall evaluate the formal bids received and determine the best value procurement. TVMWD reserves the right to accept that bid which is in the best interest of TVMWD.

b) Awarding - Once the bids have been evaluated, the Department Head shall prepare a report to the Board recommending the best value procurement. The Board shall then award the bid in a public meeting.

c) Change Orders - The GM is authorized to issue change orders for changes or additions to the original purchase that are less than a 20% aggregate change. All other change orders shall be brought to the Board for approval.

5) Renewals - Contracts for ongoing services may include annual renewal provisions for up to five years. Cost increases related to such renewals shall not exceed the Consumer Price Index (CPI) adjustments unless approved in advance.

SECTION E - PROFESSIONAL SERVICES

- 1) Purpose - Provide guidelines for the purchase of professional services. Professional services are those activities performed by a consultant who possesses a high degree of expertise in a particular profession. This would generally include (but not be limited to) architectural services, accounting/auditing services, environmental services, design services, engineering services, technical services, financial services, legal services, economic services and other administrative services. There is no competitive offer requirement for services since the agent is being hired based on qualifications rather than price.
- 2) Department Award ≤ \$25,000 - The Department Head or GM may authorize purchases \$25,000 or less. Departments are given considerable discretion in these purchases. Use of an RFQ/RFP is encouraged when appropriate but not required.
- 3) General Manager Award > \$25,000 to ≤ \$5075,000 - Purchases greater than \$25,000 but ~~\$5075,000~~ or less must be awarded by the GM. Informal proposal should be used to assure quality services are received for a reasonable price. Use of an RFQ/RFP is encouraged when appropriate but not required.
 - a) Informal Proposal - must be documented to the satisfaction of the GM. Ideal documentation should include:
 - i) The name of the company.
 - ii) The person providing the proposal.
 - iii) Estimated price.
 - iv) Understanding of the required scope of services.
 - v) Specialized experience of the firm and its personnel relative to the required services.
 - vi) References who can be contacted to verify past record of performance, (i.e., completion of a quality product in a timely manner and within budget constraints).
 - vii) The capacity of the firm to perform the subject project within a required timeframe.
 - viii) Pros/Cons of the proposal.
 - ix) Brief justification for the selection of the services.
 - b) Review of Three Proposals - The Department should make every reasonable attempt to obtain at least three written proposals. In the event that three proposals cannot be provided, the Department shall document why it is not practical to continue soliciting proposals.
 - c) Evaluation - The Department shall select the provider which, in their evaluation, is the best solution for TVMWD. TVMWD reserves the right to accept that proposal which is in the best interest of TVMWD.
 - d) Change Orders - The GM is authorized to issue change orders for changes or additions to the scope of services that result in an overall amount up to ~~\$5075,000~~. All other change orders shall be brought to the Board for approval.
- 4) Board Award > \$5075,000 - Services greater than ~~\$5075,000~~ must be awarded by the Board. A Formal RFP process should be used, thereby assuring TVMWD that it has engaged the most qualified consultant available for the engagement. The formal process generally takes more time and expense than informal offers of qualifications and in some instances may actually not be the most cost-effective approach. A request for qualifications can be used when the scope of work is broadly defined. This method is used for either making an award to the most qualified provider or for pre-qualifying potential respondents for a subsequent competitive offer.
 - a) Request for Proposal/Qualifications - Because these requests ask for a subjective product, they should contain the greatest detail possible, and may include the following:
 - i) A precise description of the problem, objective or service required.
 - ii) The services to be performed and/or product to be provided.
 - iii) Time schedule requirements.
 - iv) Evaluation factors and the relative importance of each.
 - v) Expectations and/or limitations on the part of TVMWD.
 - vi) Expected content.
 - vii) Contractual requirements.
 - viii) Requests for construction project management services may require evidence provided of experience in construction project design review and evaluation, construction mobilization and supervision, bid evaluation, project scheduling, cost-benefit analysis, claims review and negotiation, and general management and administration of a construction project.

SECTION E - PROFESSIONAL SERVICES (cont.)

- b) Issuing the Request
- i) To ensure maximum exposure and competition, the responsible Department shall prepare a list of potential firms to receive the request.
 - ii) If required or desired, the responsible Department will submit the request to be advertised in a local newspaper of general circulation. Additional advertisements may be placed in a regional newspaper of general circulation; appropriate professional or trade journals; and state or governmental publications designed for public notice.
 - iii) A reasonable length of time between offering/advertising and closing dates must be allowed to provide potential respondents time for preparation in accordance with the complexity, the size of the project, and the scope of advertising.
 - iv) TVMWD staff may conduct conferences to explain the requirements of the project. A sufficient amount of time should be allowed after the request has been issued to allow potential respondents to become familiar with the project. Any clarification or changes required to the request, as a result of the conference, shall be added as a written amendment. A summary of the conference shall be provided to all prospective respondents receiving the request.
 - v) The requesting Department shall prepare sufficient copies of the request to allow distribution to potential respondents of record and responses to the published advertisements. In addition, the Department shall maintain a list of requests issued and responses.
- c) Proposal Opening
- i) Proposals shall be submitted to TVMWD office, time stamped when received, and shall be clearly identified with the proposal number on the envelope. Faxed or other electronic proposals are not acceptable.
 - ii) Respondents may modify or withdraw their proposals prior to the established closing date and time, without penalty. However, any modifications submitted after the established closing date and time will not be accepted. Such modifications will be returned to the respondent, unopened.
 - iii) Any proposal received after the time specified in the request shall be returned to the respondent, unopened.
 - iv) To avoid disclosure of the contents of competing requests, proposals will be opened in the presence of the GM or his/her designee and the Department Head requesting the proposals.
 - v) TVMWD office shall maintain a list of proposals received, including name and address of respondent, the number of modifications received, if any, and any additional information requested. The register will be open to inspection after the award of the contract or the rejection of all proposals.
 - vi) Proposals and modifications shall be shown only to the evaluation committee personnel, the GM or his/her designee, and the Department Head until a recommendation is made to the Board or all proposals have been rejected.
- d) Evaluation - Because unique services are requested, cost is not considered the primary selection criteria.
- i) A Selection Committee shall be formed to evaluate the submitted quotes and determine the products that should receive further consideration. The Committee shall be appointed by the GM.
 - ii) The Selection Committee may choose to interview all the responding companies, only the top ranking companies, or to not perform interviews.
 - iii) After the interviews (if applicable), the Selection Committee shall rank the companies accordingly, based on their evaluation, as to the best solution for TVMWD.
- e) Awarding - The Department Head shall prepare a report to the Board recommending the top ranked provider. The Board shall then award the purchase in a public meeting.
- f) Change Orders - The GM is authorized to issue change orders for changes or additions to the original scope of services that are less than a 20% aggregate change in price. All other change orders shall be brought to the Board for approval.
- 5) Renewals - Contracts for ongoing services may include annual renewal provisions for up to five years. Cost increases related to such renewals shall not exceed the Consumer Price Index (CPI) adjustments unless approved in advance.

SECTION F - PUBLIC PROJECTS

- 1) Purpose - Provide guidelines for public project procurement. **Public project is defined as:**
- a) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any facility owned, leased, or operated by TVMWD.
 - b) Painting or repainting any facility owned, leased or operated by TVMWD.
 - c) Construction, erection, improvement, or repair of dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher that are owned by TVMWD.
 - d) A public project **does not** include maintenance work. Maintenance work includes all of the following:
 - i) Routine, recurring, and usual work for the preservation or protection of facilities owned or operated by TVMWD.
 - ii) Minor repainting.
 - iii) Street and highways resurfacing at less than one inch (1”) deep.
 - iv) Landscape maintenance (mowing, watering, trimming, planting, and servicing of irrigation systems).
- 2) Policy - It is TVMWD’s policy to follow the Uniform Construction Cost Accounting Procedures for all Public Projects, as set forth in the Public Contract Code. It is also TVMWD’s policy to adopt the purchasing limits and policies as set forth in Public Contract Code Sections 22030 to 22045. TVMWD’s policy is also to adhere to California Prevailing Wage Law on all public works construction projects exceeding \$1,000. Consult Finance staff for Federally funded projects.

California Prevailing Wage Law – prevailing wage is defined as a minimum wage requirement for public works projects. State prevailing wage rates apply to all public works contracts as set forth in Labor Code Sections 1720, et. seq., and include, but are not limited to such types of work performed under contract as construction, modernization, alteration, demolition, installation, or repair.

- a) The Office of Policy, Research and Legislation (OPRL) predetermines the appropriate prevailing wage rates for particular construction trades and crafts by county.
- b) A contractor or subcontractor may not pay less than the prevailing wage rate (includes wages and benefits).
- c) The correct wage determination for a project is to be provided by the Awarding Agency and should be included in project specifications and available during the bid process.
- d) The date of the first bid advertisement determines which prevailing wage determination is used.
- e) Contractors and subcontractors must employ registered apprentices on public works projects (Labor Code Section 1777.5).

California Public Works Contractors Registration – Contractors and subcontractors must register with DIR for all public works projects. This program will fund DIR’s monitoring and enforcement of prevailing wage laws. All public works projects with bids submitted after March 1, 2015, or awarded on or after April 1, 2015, may use only registered contractors and subcontractors.

- a) TVMWD is required to include notice of the registration requirement in bid invitations and bid documents.
- b) TVMWD must file notice of their public works project with DIR form PWC-100 (www.dir.ca.gov/pwc100).
- c) Contractors and subcontractors will be required to submit certified payroll records to the Labor Commissioner.

- 3) General Manager Award Level I ≤ \$4560,000 - Public Projects contracts \$4560,000 (per limit established by Public Contract Code Section 22032) or less must be awarded by the GM. The Department Head may recommend a contractor without using competitive offer, however a PO and approval by the GM is required for these purchases. The Department Head may also elect to perform the project using employees of TVMWD by force account.
- a) Change Orders - The GM is authorized to issue change orders for changes or additions to the original scope of services that result in less than \$4560,000 annual contract amount. All other change orders shall be brought to the Board for approval.

SECTION F - PUBLIC PROJECTS (cont.)

- 4) General Manager Award Level II > \$4560,000 to ≤ \$200,000 - Public Projects contracts greater than \$4560,000 but \$200,000 (per limit established by Public Contract Code Section 22032) or less may be let to contract by the informal bid process set forth in this policy.
- a) Informal Bids - TVMWD shall solicit informal bids in accordance with Public Contract Code Sections 22034-22036.
- i) List of Qualified Contractors - TVMWD shall maintain a list of qualified contractors, identified according to categories of work as specified in Public Contract Code Section 22034.
- ii) Bid Forms - The initiating Department shall prepare a bid form including detailed specifications for the item to be purchased. The following format is suggested for competitive bids:
- (1) Submission of bids - Include date, time, location, bid number and a detailed list of the information the bid should contain.
 - (2) Questions - List the name, address, and telephone number of the person to be contacted concerning questions about the project.
 - (3) Background - Provide as much background as necessary to give the bidder an understanding of the environment in which the job will be performed and to which the job relates.
 - (4) Scope of work - Describe in detail the requirement for the job and detail specification.
 - (5) Desired project schedule - Be as specific as possible.
 - (6) Minimum and desirable qualifications - Be as specific as possible.
 - (7) Performance Bond - Whether a performance bond is required & the amount and form of bidders security.
 - (8) Sample Contract - A sample of the contract expected to be used should be included in the bid package.
- iii) Notice Inviting Bids - The initiating Department shall also prepare a notice inviting bids detailing the following:
- (1) A general description of the services to be performed.
 - (2) A statement indicating where bid forms, specifications and bonding requirements can be obtained.
 - (3) A statement specifying the time and place for the opening of the bid.
 - (4) The notice shall be mailed at least ten (10) calendar days before the date of opening the bids to:
 - (a) All qualified contractors on the list for the category of work to be performed OR
 - (b) All construction trade journals specified in Section 22036 of the Public Contract Code OR
 - (c) Both all contractors and all trade journals
- iv) Bid Opening
- (1) Sealed bids shall be submitted to TVMWD office, time stamped when received, and shall be clearly identified with the bid number on the envelope. Faxed or other electronic bids are not acceptable.
 - (2) Respondents may modify or withdraw their bids prior to the established closing date and time, without penalty. However, any modifications submitted after the established closing date and time will not be accepted. Such modifications will be returned to the respondent, unopened.
 - (3) Bids shall be opened in public at the time and place stated in the public notice.
 - (4) The GM or his/her designee shall open the bids and shall record all bids received.
 - (5) Any bid received after the time specified in the notice shall be returned to the respondent, unopened.
 - (6) When a bidder's security is required, it will be announced in the public notice inviting bids. The amount shall be determined at the time of preparation of the bid. It shall be in the form of cash, certified or cashier's check, certificate of deposit in TVMWD's name, or bid bond made payable to TVMWD. When a bidder's security is required, a bid shall not be considered unless one of the aforementioned forms of security accompanies the bid. Bidders shall be entitled to return of the bid security with the following exception:
 - (a) The successful bidder must execute the contract and file acceptable documents within thirty (30) calendar days from the date of award unless extended by the GM. Failure to execute the contract shall be just cause for annulment of the award and forfeiture of the bidder's security, not as a penalty, but as liquidated damages. The Board may, upon refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest responsive and responsible bidder.
 - (7) All bids received shall be available for inspection during regular business hours in TVMWD office for a period of not less than thirty (30) calendar days after the bid opening.

SECTION F - PUBLIC PROJECTS (cont.)

- v) Rejection of Bids - TVMWD reserves the right to reject any and all bids, to accept or reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or the bidding process if it is deemed in the best interests of TVMWD.
 - vi) Evaluation - The Department shall evaluate the formal bids. All valid bids shall be considered in determining award of bid to the lowest responsive and responsible bidder. TVMWD reserves the right to accept that bid which is in the best interest of TVMWD. When selecting the recommended bidder the Department Head will take into consideration:
 - (1) Price.
 - (2) Ability, capacity, and skill.
 - (3) Ability to meet time requirements.
 - (4) Character, integrity, and reputation.
 - (5) Previous vendor experience.
 - (6) Financial resources available for contract performance.
 - (7) Ability to provide future maintenance and service, if necessary.
 - b) Tie Bids - If tie bids are received, quality and service being equal, TVMWD may, at its discretion:
 - i) Reject any and all bids presented and re-advertise; or
 - ii) Accept either one or accept the lowest bid made by negotiation with the tie bidders; or
 - iii) Award the bid to any one of the low tie bidders by public drawing.
 - c) Awarding - Once the bids have been evaluated, the Department Head shall prepare a report to the Board recommending the lowest responsible and responsive bidder. The GM shall then award the bid.
 - d) Change Orders - The GM is authorized to issue change orders for changes or additions to the original scope of services that results ~~an overall amount up to in less than a 20% aggregate change in the contract price, not to exceed the \$200,000 contract amount~~. All other change orders shall be brought to the Board for approval.
- 5) Board Award > \$200,000 - Public Projects exceeding \$200,000 (per limit established by Public Contract Code Section 22032) must be formally bid and awarded by the Board in accordance with Public Contract Code Sections 22037 to 22044.
- a) Formal Bids - TVMWD shall solicit formal bids in accordance with Public Contract Code Sections 22037-22044.
 - i) Bid Forms - The initiating Department shall prepare a bid form including detailed specifications for the services to be performed. The following format is suggested for competitive bids:
 - (1) Submission of bids - Include date, time, location, bid number and a detailed list of the information the bid should contain.
 - (2) Questions - List the name, address, and telephone number of the person to be contacted concerning questions about the project.
 - (3) Background - Provide as much background as necessary to give the bidder an understanding of the environment in which the job will be performed and to which the job relates.
 - (4) Scope of work - Describe in detail the requirement for the job and detail specification.
 - (5) Desired project schedule - Be as specific as possible.
 - (6) Minimum and desirable qualifications - Be as specific as possible.
 - (7) Performance Bond - Whether a performance bond is required & the amount and form of bidders security.
 - (8) Sample Contract - A sample of the contract expected to be used should be included in the bid package.
 - ii) Notice Inviting Bids - The initiating Department shall also prepare a notice inviting bids detailing the following:
 - (1) A general description of the services to be performed.
 - (2) A statement indicating where bid forms, specifications and bonding requirements can be obtained.
 - (3) A statement specifying the time and place for the opening of the bid.
 - (4) The first publication of the notice shall be at least fourteen (14) days before the date of opening the bids. The notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation, printed and published in TVMWD.
 - (5) The notice shall also be sent (mailed, faxed or e-mailed) to all construction trade journals specified in Section 22036 of the Public Contract Code. The notices shall be mailed at least fifteen (15) calendar days before the date of opening the bids.

SECTION F - PUBLIC PROJECTS (cont.)

iii) Bid Opening

- (1) Sealed bids shall be submitted to TVMWD office, time stamped when received, and shall be clearly identified with the bid number on the envelope. Faxed or other electronic bids are not acceptable.
- (2) Respondents may modify or withdraw their bids prior to the established closing date and time, without penalty. However, any modifications submitted after the established closing date and time will not be accepted. Such modifications will be returned to the respondent, unopened.
- (3) Bids shall be opened in public at the time and place stated in the public notice.
- (4) The GM or his/her designee shall open the bids and shall record all bids received.
- (5) Any bid received after the time specified in the notice shall be returned to the respondent, unopened.
- (6) When a bidder's security is required, it will be announced in the public notice inviting bids. The amount shall be determined at the time of preparation of the bid. It shall be in the form of cash, certified or cashier's check, certificate of deposit in TVMWD's name, or bid bond made payable to TVMWD. When a bidder's security is required, a bid shall not be considered unless one of the aforementioned forms of security accompanies the bid. Bidders shall be entitled to return of the bid security with the following exception:
 - (a) The successful bidder must execute the contract and file acceptable documents within thirty (30) calendar days from the date of award unless extended by the GM. Failure to execute the contract shall be just cause for annulment of the award and forfeiture of the bidder's security, not as a penalty, but as liquidated damages. The Board may, upon refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest responsive and responsible bidder.
- (7) All bids received shall be available for inspection during regular business hours in TVMWD office for a period of not less than thirty (30) calendar days after the bid opening.

iv) Rejection of Bids - TVMWD reserves the right to reject any and all bids, to accept or reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or the bidding process if it is deemed in the best interests of TVMWD. If after the first invitation of bids all bids are rejected, TVMWD may elect to re-advertise for bids or have the project done by force account. (See Section 22038 of the Public Contract Code for Procedures and limitations)

v) Evaluation - The Department shall evaluate the formal bids. All valid bids shall be considered in determining award of bid to the lowest responsive and responsible bidder. TVMWD reserves the right to accept that bid which is in the best interest of TVMWD. When selecting the recommended bidder the Department Head will take into consideration:


- (1) Price.
- (2) Ability, capacity, and skill.
- (3) Ability to meet time requirements.
- (4) Character, integrity, and reputation.
- (5) Previous vendor experience.
- (6) Financial resources available for contract performance.
- (7) Ability to provide future maintenance and service, if necessary.

b) Award - Once the bids have been evaluated, the Department Head shall prepare a report to the Board recommending the lowest responsible and responsive bidder. The Board shall then award the bid in a public meeting.

c) Change Orders - The GM is authorized to issue change orders for changes or additions to the original scope of services that results in less than a 20% aggregate change in the contract price. All other change orders shall be brought to the Board for approval.



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 6, 2020
Subject: **Chino Basin Optimum Basin Management Program Update – Monthly Update**

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

Staff Recommendation:

No Action Recommended – Informational item only.

Background:

The Chino Groundwater Basin is a vital resource for TVMWD member agencies as well as member agencies of the Inland Empire Utilities Agency (“IEUA”) and Western Municipal Water District (“WMWD”). Over the past 20 years, the Parties to the Chino Basin Judgement have collaborated on the development and implementation of the Optimum Basin Management Program (“OBMP”) which has enabled the region to manage the Chino Groundwater Basin to guarantee a reliable water supply for the benefit of the regional economy. Staff is actively engaged with the Chino Basin Watermaster (“Watermaster”) on the current OBMP Update process along with the other stakeholders within Chino Basin.

On June 19, 2019, the Board adopted **Resolution No. 19-06-861** in support of the OBMP Update process. Part of the process includes Watermaster providing a monthly written report to the stakeholders on key elements of the update, including goals, schedule and milestones achieved to date, to name a few. Attached as **Exhibit A** is the monthly update for March 2020 provided by Watermaster.

Strategic Plan Objective(s):

1.3 – Maintain diverse sources of water supplies and storage, and increase extractable water storage supplies to 10,000 AF

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

3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – Optimum Basin Management Program Update 2020

Meeting History:

June 19, 2019 - Board of Directors Meeting

NA/ML

OPTIMUM BASIN MANAGEMENT PROGRAM — MARKERS & MILESTONES

MARCH 2020



THE REPORT IS DIVIDED INTO FOUR SECTIONS:



Introduction and Background: Provides the history of the OBMP and an overview of the stakeholder process to develop it.



2020 OBMP Goals and Activities:

Outlines the 2020 OBMP Goals and the activities proposed by the stakeholders to achieve them.



Integration of the 2020 OBMP Update Activities with the 2000 OBMP Program Elements:

This section establishes the relationship between the proposed activities with the already existent Program Elements of the 2000 OBMP Implementation Plan.



2020 OBMP Management Plan: This section delineates all the actions that will continue from the 2000 OBMP as well as the new activities proposed by parties during the 2020 OBMP Update Process. This section also will serve as the basis for drafting the 2020 OBMP Implementation Plan that started in March 2020.

Watermaster received comments from stakeholders until **January 22, 2020** and provided answers included as Appendix B in the Final Report released on **January 24, 2020**.

MONTHLY UPDATE

During the month of March, the OBMP Update team, in collaboration with the Inland Empire Utilities Agency (IEUA), continued the work to complete the required environmental review for the completion of the 2020 OBMP Update. The team also hosted a Drafting Session Orientation on March 2nd, and the first of the OBMP Implementation Plan Drafting Sessions on March 16, 2020.



On March 27, 2020, IEUA filed a Notice of Completion and Notice of Availability of the Draft Subsequent Environmental Report for the 2020 OBMP Update.

With these releases we expect to engage the public and receive comments prior to the finalization of the environmental review process.

Next Steps:

IEUA will continue to receive comments on the Draft SEIR for the 2020 OBMP Update until May 11, 2020.

Due to the ongoing COVID -19 pandemic, stakeholders have requested that all OBMP related activities be paused for at least 30 days. Drafting sessions will resume at a later date to be determined.



Enhance Basin
Water Supplies



Protect and Enhance
Water Quality



Enhance
Management
of the Basin



Equitably Finance
the OBMP

2020 OBMP Implementation Plan Program Elements (PEs) *NEW AND CONTINUING ACTION*

PE 1 – Monitoring Program

- Continue the required monitoring and reporting
- Review and update Watermaster’s monitoring and reporting program*

PE 2 – Recharge Program

- Complete the 2023 Recharge Master Plan Update
- Implement recharge projects on need and available resources

PE 3 – Supply for impaired Areas

- Continue CDA Operations



PE 4 – Subsidence Management

- Implement Watermaster’s Subsidence Management Plan and adapt as necessary

PE 5 – Regional Supplemental Water Program

- Watermaster will support the IEUA, the TVMWD, the WMWD, and/or others in their efforts to improve water supply and reliability to ensure those efforts are integrated with Watermaster’s groundwater management efforts*

PE 6 – Cooperative Programs with Water Quality Regulators

- Develop an initial emerging contaminants monitoring plan*
- Evaluate need for a Groundwater Quality Management Plan*



PE 7 – Salt Nutrient Management Plan

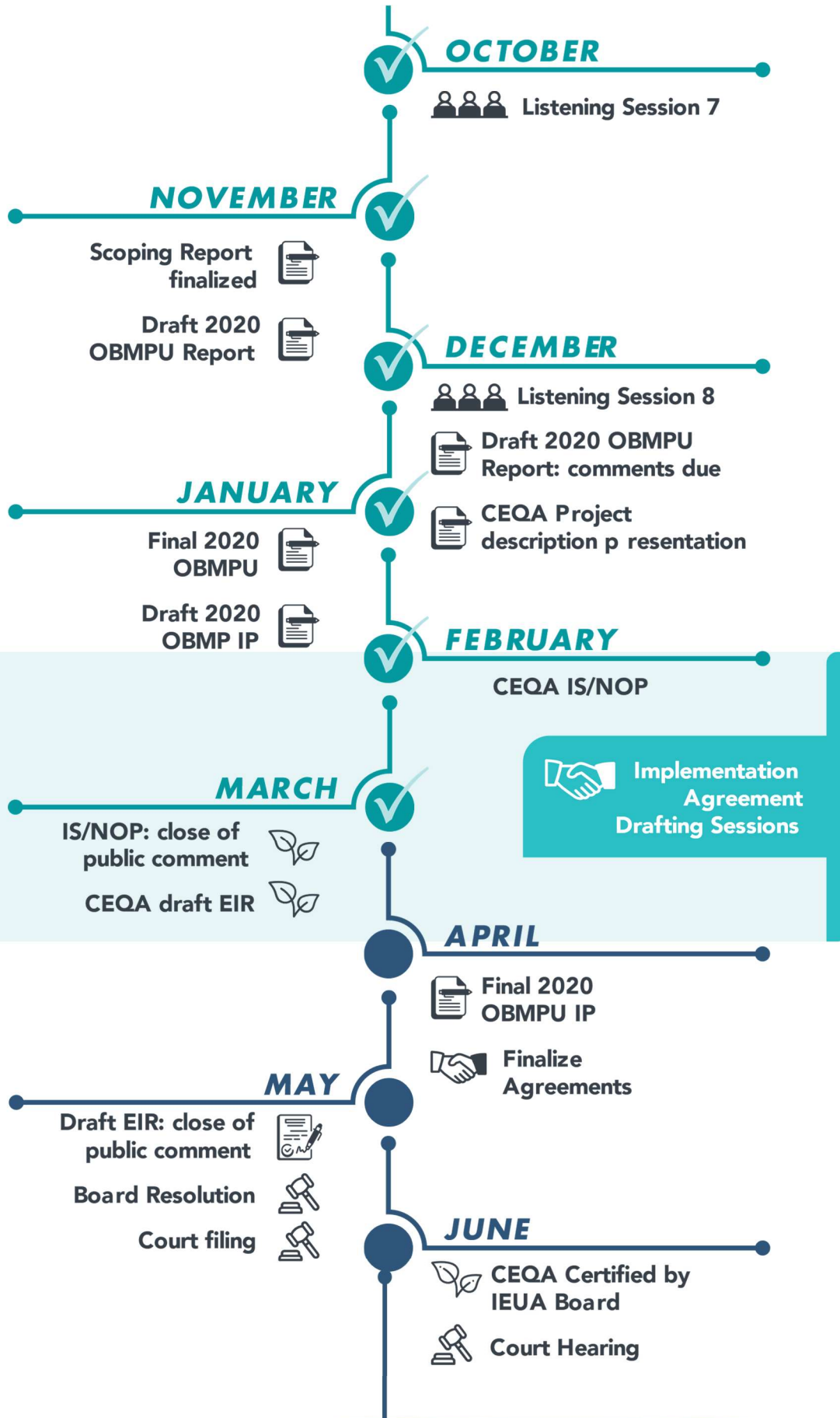
- Continue to implement the Maximum Benefit Salt Nutrient and Management Plan
- Update every 5 years the water quality projections to evaluate compliance*

PE 8/9 – Storage Management Plan/Storage and Recovery Programs

- Complete and submit the 2020 Storage Management Plan to the Court*
- Develop a Storage and Recovery Master Plan*

**New actions*

2020 OBMP Update Process



2019

2020

BACKGROUND

The Chino Basin Judgment gave the Chino Basin Watermaster (Watermaster) the discretionary authority to develop an Optimum Basin Management Program (OBMP) for the Chino Basin, including both water quantity and quality considerations. Watermaster, with direction from the Court, began the development of the OBMP in 1998 and completed it in July 2000. The OBMP was developed in a collaborative public process that identified the needs and wants of all stakeholders; described the physical state of the groundwater basin; developed a set of management goals; identified impediments to those goals; described a series of actions that could be taken to remove those impediments and thereby achieve the management goals; developed and executed agreements to implement the OBMP; and certified a Programmatic Environmental Impact Report (PEIR) pursuant to CEQA with IEUA as the lead agency.

The 2020 OBMP Update was developed through a collaborative stakeholder process, the same way as the 2000 OBMP. A series of public "Listening Sessions" were held by Watermaster throughout 2019 to obtain information, ideas, and feedback from all stakeholders.

Through the Listening Session process, the Chino Basin stakeholders have identified their issues, needs, and wants, their collective goals for the 2020 OBMP Update, the impediments to achieving the goals, and the management actions required to remove the impediments.

THE COLLABORATIVE PROCESS HAS RESULTED IN THE CREATION OF TWO DOCUMENTS:

- **The 2020 OBMP Scoping Report:** This document captures all the input from the stakeholders and outlines the estimated effort to implement the proposed activities.
- **The 2020 OBMP Update Report:** This is the comprehensive document that includes the history of the OBMP, describes the collaborative process and provides the basis for the development of the 2020 OBMP Implementation Plan Update.

The 2020 OBMP Update requires an Environmental Review of foreseen facilities and projects that could be built as a result of the implementation of the management actions in the updated Implementation Plan. This effort is underway.

For more details on the process and achievements of the listening sessions please refer to our previous newsletters: www.cbwm.org/obmp_newsletters.htm.

For additional information, visit: www.cbwm.org/OBMPU.htm
or contact Edgar Tellez Foster at etellezfoster@cbwm.org



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 6, 2020
Subject: **Government Finance Officers Association Award**

<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:

Staff is pleased to announce TVMWD has been awarded the Certificate of Achievement for Excellence in Financial Reporting presented by the Government Finance Officers Association of the United States and Canada (GFOA) for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019. This is the thirteenth consecutive year TVMWD has received this award.

This certificate is awarded to government units whose CAFR achieves the highest standards in governmental accounting and financial reporting. Receiving this award demonstrates TVMWD's continued commitment to transparency and full disclosure in our financial reporting.

Strategic Plan Objective(s):

- 3.1 – Utilize and comply with a set of financial policies to maintain TVMWD's financial health
- 3.3 – Be accountable and transparent with major decisions

Attachment(s):

Exhibit A – CAFR Award

Meeting History:

None

NA/JL



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

Item 6.E - Exhibit A

April 15, 2020

James Linthicum, CPA
Chief Finance Officer
Three Valleys Municipal Water District
1021 East Miramar Avenue
Claremont, CA 91711

Dear Mr. Linthicum:

We are pleased to notify you that your 2019 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center

Certificate of Achievement For Excellence in Financial Reporting **Item 6.E - Exhibit A**
 Summary of Grading

Name of Unit: Three Valleys Municipal Water District
 Fiscal Year of Report: FY2019 Report #: 44.00 GFOA Member ID Number: 300137896

The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your comprehensive annual financial report (CAFR). Listed below are the grading categories used and a summary of the SRC's evaluation of your CAFR. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category which received a grade of "Needs Significant Improvement" indicates an area of particular concern to the SRC and the related comments and suggestions for improvement in this category should be given special attention. An indication is provided on the list by the specific comments(s) or category(ies) that were the cause of receiving this grade. For each item, the notation also states whether it is 1) the basis or part of the basis for the CAFR not receiving the Certificate of Achievement, 2) a serious deficiency which will almost certainly preclude the awarding of the Certificate of Achievement if it is not corrected in your next CAFR, or 3) a deficiency, that if not corrected in future CAFRs, could result in the Certificate of Achievement not being awarded.

<u>Grading Category</u>	<u>Grade</u>
Cover, table of contents, and formatting	Proficient
Introductory section	Proficient
Report of the independent auditor	Proficient
Management's discussion and analysis (MD&A)	Proficient
Basic financial statements (preliminary considerations)	Proficient
Statement of net position/balance sheet	Proficient
Statement of revenues, expenses, and changes in net position/equity	Proficient
Statement of cash flows	Proficient
Summary of significant accounting policies (SSAP)	Proficient
Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
Pension-related note disclosures	Proficient
Required supplementary information (RSI)	Proficient
Statistical section	Proficient
Other considerations	Proficient



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Three Valleys Municipal Water District
California**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended


June 30, 2019

Christopher P. Morill

Executive Director/CEO



Board of Directors Staff Report

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: May 6, 2020
Subject: **Capital Projects Status Report**

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

Staff Recommendation:

No Action Necessary – Informational Item Only

Discussion:

A brief status report for each project is provided below. Staff will provide a brief PowerPoint presentation on the current status of active construction projects:

TVMWD Grand Avenue Well Equipping Project – Project No. 58446

The contractor has completed construction of the mechanical piping, and electrical improvements necessary to enable a portable generator to run the well in the event of a power failure.

The pump manufacturer shipped the pump last week and the contractor began installing the pump column piping on April 28. The pump and motor installation will be completed in early May.

Staff anticipates that start-up and testing of the well will take place in early May. Once start-up and testing are successfully completed the Grand Ave Well will be turned over to Operations and become a new local supply for TVMWD.

Staff and the California Division of Drinking Water (DDW) have worked collaboratively on the permit amendment to operate this new well. Once startup and testing are completed DDW will grant the proposed permit amendment and the well will be fully permitted and operational.

Miragrind Well – Project No. 58463

The hydrogeologist (Geoscience) completed the well drilling design and bid package in early April. The notice inviting bids was advertised and staff conducted a mandatory pre-bid meeting at the Miragrind Well site on April 21. Six well drilling contractors were in attendance and Staff was able to discuss the project and answer their questions. The bid open will take place on May 7. At that time, staff will review the bids for accuracy, check

contractor references and confirm the bids are complete. Staff will provide a recommendation to the Board for award of the drilling construction at the May 20 Board meeting.

In addition, staff completed preparation of the Request For Proposals (RFP) for the well equipping and site civil design. The RFP was sent out to various civil engineering consulting firms. The proposals were due on April 22. Four proposals were received and are currently being reviewed and ranked by staff. Staff will provide a recommendation to the Board at the May 20 meeting for award of design consulting services.

Strategic Plan Objective(s):

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

Attachment(s):

None

Meeting History:

Board of Directors Meeting, Projects Update, March 4, 2020, Informational item

NA/BP/TK/ML