



BOARD OF DIRECTORS REGULAR MEETING

DATE :
MARCH 20, 2024

TIME:
8:00 A.M.

-  1021 E. Miramar Avenue | Claremont, CA 91711
-  www.threevalleys.com
-  909.621.5568

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.



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING AGENDA

1021 E. Miramar Avenue, Claremont, CA 91711

March 20, 2024 – 8:00 AM

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

NOTICE OF VIDEOCONFERENCE/TELECONFERENCE ACCESSIBILITY

Three Valleys MWD will hold this meeting of its Board of Directors on the date and time, and at the location set forth above. The public may participate in the meeting by physical attendance at the meeting or by videoconference or teleconference utilizing the following links:

Link to join webinar: <https://tvmwd.zoom.us/j/81710602566>

OR

Dial in: (669) 900-9128, Webinar ID: 817 1060 2566

Any member of the public wishing to participate in public comment may do so in any of the following manners: (1) by using the "Raise Hand" feature on the Zoom platform and when prompted by the Board President during the public comment period, (2) by filling out the electronic speaker's card at the following link <https://arcg.is/0z5GqQ> prior to the close of public comment, (3) by sending an email to PublicComment@tvmwd.com prior to the close of public comment, or (4) those attending the meeting in person may complete a speaker's card and provide it to the Executive Assistant prior to the close of public comment.

- | | |
|--|---------|
| 1. CALL TO ORDER | ROBERTO |
| 2. ROLL CALL | AGUIRRE |
| Jody Roberto, President
Mike Ti, Vice President
Carlos Goytia, Secretary/Treasurer
David De Jesus, Director
Jeff Hanlon, Director
Bob Kuhn, Director
Danielle Soto, Director | |
| 3. FLAG SALUTE | ROBERTO |

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449 *[Government Code Section 54953(f)]* ROBERTO

A. NOTIFICATION DUE TO JUST CAUSE

B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES

BOARD ACTION REQUIRED ITEM 4.B

Staff Recommendation: None

5. AGENDA REORDER/ADDITIONS *[Government Code Section 54954.2(b)(2)]* ROBERTO

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.

6. PUBLIC COMMENT *(Government Code Section 54954.3)* ROBERTO

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 three minutes or less. Pursuant to Government Code Section 54954.3, if speaker is utilizing a translator, the total allotted time will be doubled.

7. CONSENT CALENDAR ROBERTO

The Board will consider consent calendar items 7.A – 7.G. Consent calendar items are routine in nature and approved by a single motion. Any member of the Board may request to pull a specific item from the consent calendar for further discussion.

A. RECEIVE, APPROVE, AND FILE BOARD MEETING MINUTES

- February 7, 2024 – Regular Board Meeting
- February 21, 2024 – Regular Board Meeting

ITEM 7 CONTINUED

B. RECEIVE, APPROVE, AND FILE FINANCIAL REPORTS AND INVESTMENT UPDATE, FEBRUARY 2024

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

C. IMPORTED WATER SALES, FEBRUARY 2024

The Board will review the imported water sales report for February 2024.

D. MIRAMAR OPERATIONS REPORT, FEBRUARY 2024

The Board will review the Miramar Operations report for February 2024

E. APPROVE DIRECTOR EXPENSE REPORTS, FEBRUARY 2024

The Board will consider approval of the February 2024 Director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

F. APPROVE SALARY SCHEDULE EFFECTIVE JULY 1, 2024

The Board will consider approving the proposed salary schedule effective July 1, 2024.

G. RESOLUTION NO. 24-03-985 ADOPTING THE EMPLOYEE HANDBOOK

The Board will consider adopting Resolution No. 24-03-985 approving updates to the Employee Handbook.

BOARD ACTION REQUIRED ITEM 7.A – 7.G

Staff Recommendation: Approve as Presented

8. ACTION AGENDA

The following items on the Action Agenda call for discussion and action by the Board. All items are placed on the agenda so that the Board may discuss and take action on the item if the Board is so inclined.

A. SPECIAL DISTRICT LAFCO VOTING MEMBER REPRESENTATIVE BALLOT

LITCHFIELD

The Board will consider casting a vote for a candidate on LAFCO’s Special District Voting Member ballot.

BOARD ACTION REQUIRED ITEM 8.A

Staff Recommendation: None

9. REPORTS

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.

A. METROPOLITAN WATER DISTRICT UPDATE

DE JESUS

The Board will be provided an oral update on current MWD activities.

B. LEGISLATIVE UPDATE

HOWIE

The Board will be provided a current legislative status update.

C. CONSERVATION PROGRAMMING UPDATE

HOWIE

The Board will be provided an update on current conservation efforts.

D. OPERATIONS UPDATE

LANG

The Board will be provided an oral update on the Miramar Plant shutdown.

E. WATER SUPPLY UPDATE

LEE

The Board will be provided an oral update on current water supply conditions.

10. DIRECTORS’/GENERAL MANAGER’S ORAL REPORTS

ROBERTO

Directors 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.

11. CLOSED SESSION

ROBERTO

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

Name of Case: Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV RS 51010

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

Name of Case: San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case No. CPF-14-514004 (Consolidated with Case Nos. CPF-16-515282 and CPF-18-516389)

12. FUTURE AGENDA ITEMS

ROBERTO

13. ADJOURNMENT AND NEXT MEETING

ROBERTO

The Board will adjourn to a regular Board Meeting on April 3, 2024.

In compliance with the Americans with Disabilities Act Government Code Section 54954.2(a), if special assistance is needed to participate in this public meeting, please contact the Executive Assistant at (909) 621-5568 at least 24 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, materials related to an item on this agenda submitted after distribution of the agenda packet will be posted on the TVMWD website at www.threevalleys.com.

Three Valleys MWD Board meeting packets and agendas are available for review at www.threevalleys.com



THREE VALLEYS MUNICIPAL WATER DISTRICT
REGULAR BOARD MEETING MINUTES

Wednesday, February 7, 2024 – 8:00 a.m.

1. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Ave., Claremont, CA, and via teleconference. The presiding officer was President Jody Roberto.

2. ROLL CALL

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

DIRECTORS PRESENT

Jody Roberto, President
Mike Ti, Vice President
Carlos Goytia, Secretary/Treasurer
David De Jesus, Director (virtual)
Jeff Hanlon, Director
Bob Kuhn, Director

DIRECTORS ABSENT

Danielle Soto, Director

STAFF PRESENT

Matthew Litchfield, General Manager
Steve Kennedy, Legal Counsel
Dominique Aguiar, Operations Supervisor
Brittany Aguilar, Finance Manager
Nadia Aguirre, Executive Assistant
David Dransfeldt, Water Resources Intern
Freeman Ensign, Operations Supervisor
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resources Officer
Kevin Panzer, Engineer
Brian Pen, Water Resources Analyst
Robert Peng, I.T. Manager
Jose Velasquez, Chief Finance Officer

Virtual Attendees: Josh Byerrum, Walnut Valley Water District; Ryan Ciotti, City of La Verne; Ed Hilden, Walnut Valley Water District; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Myra Malner, Rowland Water District; Meg McWade, City of La Verne; Stephanie Moreno, Water Quality Authority; Thomas Monk, Walnut Valley Water District; Wendy Saavedra, Assembly Member Blanca Rubio's Office; Henry Woo, Walnut Valley Water District; 626-664-5511

In person attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Erik Hitchman, Walnut Valley Water District; Jared Macias, Walnut Valley Water District; Dusty Moasio, Rowland Water District; Dinny Rasmussen, League of Women Voters; Sherry Shaw, Walnut Valley Water District; Jennifer Stark, City of Claremont

3. FLAG SALUTE

President Roberto led the flag salute.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449

A. NOTIFICATION DUE TO JUST CAUSE

Director De Jesus submitted a request to participate in the board meeting remotely due to Just Cause.

B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES

There were no requests submitted by any Directors for remote participation due to Emergency Circumstances, and therefore no motion was needed for Item 4.B.

5. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

6. PUBLIC COMMENT

Mr. Luis Juarez submitted a public comment that was read on his behalf.

7. GENERAL MANAGER'S REPORT

A. FY 2024-25 BUDGET REVIEW SCHEDULE

Chief Finance Officer Velasquez reviewed the FY 2024-25 budget schedule that was included in the board packet. The budget will be discussed in greater detail at the March 6, 2024 Board meeting followed by a Member Agency Manager's meeting on March 13, 2024. It is anticipated that MWD will adopt the CY 2025 rates at their Board meeting on April 9, 2024. Three Valleys anticipates adopting the FY 2024-25 budget and CY 2025 rates at the April 17, 2024 Board meeting.

Director De Jesus provided an update on MWD budget planning, and a discussion ensued among the Board.

Rowland Water District General Manager Tom Coleman noted this is Erik Hitchman's, General Manager at Walnut Valley Water District, last Three Valleys Board meeting as he is retiring. It has been his honor to work alongside Mr. Hitchman for many years.

B. MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Chief Administrative Officer Howie reported that the District is working with the Public Water Agency Group (PWAG) on the draft Multi-Jurisdictional Hazard Mitigation Plan (The Plan). The Plan will be submitted for approval at the federal level to be eligible for certain types of Federal Emergency Management Agency funding. Board Members, staff, member agencies, and stakeholders can submit comments to the PWAG site on the district website.

C. DEPARTMENT OF WATER RESOURCES FUNDING SUB-AGREEMENT WITH THE CITY OF COVINA

Chief Water Resource Officer Lee reported on the Department of Water Resources (DWR) funding sub-agreement with the city of Covina that was entered into in December 2023. The total received from the State of California was \$400,000 - the Groundwater Reliability Project studies will receive \$300,000 and the City of Covina's Water Use Efficiency Project will receive \$100,000. Staff worked with the City of Covina to develop the funding sub-agreement to be consistent with the DWR agreement and to create the provisions to pass funding to the City. The scope of work includes the development of outreach, communication, and education materials for the public with water conservation messages.

D. SECURITY CAMERA UPGRADES PROJECT

The Security Camera Upgrades Project will replace and/or add new security cameras and hardware to district facilities. The cost of the project is \$561,205 with a budget of \$300,000 for FY 23-24 and \$300,000 for FY 24-25. Four bids were received, three were responsive bids, and one was deemed unresponsive due to an incomplete package. After staff evaluation, it was determined that ADT Commercial provided the best value with its technology and cost-effective pricing.

E. PROJECTS UPDATE

Engineer Panzer reported that the system wide SCADA radio survey project creates an engineered, mapped system of the radios for increased reliability, redundancy, and operational function. The cost is \$73,000 and the project is scheduled to be completed in February. The initial site survey was recently completed. The Miramar System leak detection project has been completed. Civil improvements such as manway and pipe improvements took place before the inspection to facilitate the project. Videos detailed the Smartball insertion into the system and a drone in the pipe way to retrieve the Smartball. Once the Smartball was inserted into the pipeline they looked for audio, visual, and multiple sensors to locate the leak. The contractor provided a dig sheet with the location of the leak and where repairs should be made. With the Smartball dataset GIS mapping was obtained and the as-built dataset was prepared to include GPS data points on all fittings and offsets. Finally, based on the results of the Smartball, the emergency pipeline leak repair is

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underway. Agreements and materials are being procured within the next 2-3 weeks and construction is expected to last 5 weeks. The emergency on-call contractor list was utilized to procure a contractor that has extensive experience in deep complicated excavation and pipe repair. The estimated cost of repairs is \$850,000.

8. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

A. METROPOLITAN WATER DISTRICT

Director De Jesus reported the proposed MWD untreated water rate will increase by 11% and the treated water rate will increase by 17%.

B. CHINO BASIN WATERMASTER

Director Kuhn reported that twelve applications were received for the General Manager position and a special Board meeting will be held on Friday to discuss the process.

C. SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Director Kuhn had nothing new to report.

D. MAIN SAN GABRIEL BASIN WATERMASTER

Director Ti reported that Watermaster is starting discussions for setting the operating safe yield and it will depend on the engineer's recommendation.

E. SIX BASINS WATERMASTER

Director Hanlon reported that at the last Watermaster meeting, they were briefed on different rights holders pumping quantities in the last year and the basin pumping was under the operating safe yield.

F. ADDITIONAL BOARD MEMBER REPORTS

President Roberto acknowledged Mr. Hitchman on his retirement and thanked him for his partnership with Three Valleys.

Director Goytia appreciates Mr. Hitchman's professionalism as General Manager at Walnut Valley Water District and wishes him all the best in his retirement.

Director Ti wished Mr. Hitchman a happy retirement and thanked Mr. Hitchman for welcoming him to the Walnut Valley Water District Board meetings.

G. GENERAL MANAGER'S COMMENTS

General Manager Litchfield reported he will schedule a stand-by charge ad hoc committee later this month. Mr. Litchfield participated in an MWD Colorado River Inspection trip last week with Member Agency General Managers. It served as a bonding trip with the other General Manager's and many good conversations were held. The Leadership Breakfast will be held on February 29 at Kellogg West and there are over 100 attendees registered so far. General Manager Litchfield gave Engineer Panzer a heartfelt thank you for managing the leak detection program which led to the emergency pipeline leak repairs. He has done a great job at procuring the materials and contractors. He thanked Chief Operations Officer Lang and Operations staff for their support with these projects.

9. CLOSED SESSION

The Board convened into closed session at 9:32 a.m. to discuss the following items:

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

Name of Case: Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV RS 51010

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

Name of Case: San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case No. CPF-14-514004 (Consolidated with Case Nos. CPF-16-515282 and CPF-18-516389)

The Board convened out of closed session and into open session at 10:15 a.m. Internet service went down at the district while in closed session. There was no reportable action out of closed session.

10. FUTURE AGENDA ITEMS

No future agenda items were requested.

11. ADJOURNMENT

President Roberto adjourned the meeting at 10:15 a.m. to the next regular board meeting scheduled for Wednesday, February 21, 2024.

Jody Roberto
President, Board of Directors

Recorded by: Nadia Aguirre
Executive Assistant

DRAFT



THREE VALLEYS MUNICIPAL WATER DISTRICT
REGULAR BOARD MEETING MINUTES

Wednesday, February 21, 2024 – 8:00 a.m.

1. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Ave., Claremont, CA, and via teleconference. The presiding officer was President Jody Roberto.

2. ROLL CALL

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

DIRECTORS PRESENT

Jody Roberto, President
Mike Ti, Vice President
Carlos Goytia, Secretary/Treasurer
David De Jesus, Director
Jeff Hanlon, Director
Bob Kuhn, Director
Danielle Soto, Director

STAFF PRESENT

Matthew Litchfield, General Manager
Steve Kennedy, Legal Counsel
Brittany Aguilar, Finance Manager
Nadia Aguirre, Executive Assistant
David Dransfeldt, Water Resources Intern
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resources Officer
Kevin Panzer, Engineer
Brian Pen, Water Resources Analyst
Robert Peng, I.T. Manager
Jose Velasquez, Chief Finance Officer

Virtual Attendees: Andy Bullington, City of Covina; Josh Byerrum, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Ben Lewis, Golden State Water Company; Myra Malner, Rowland Water District; Meg McWade, City of La Verne; Dave Michalko, Valencia Heights Water Company; Stephanie Moreno, Water Quality Authority; Dinny Rasmussen, League of Women Voter's; Wendy Saavedra, Assembly Member Blanca Rubio's Office; Henry Woo, Walnut Valley Water District; 626-664-5511; 909-538-9296

In person attendees: Chris Diggs, City of Pomona; Ryan Domino, LSL CPA's

3. FLAG SALUTE

President Roberto led the flag salute.

President Roberto requested to further discuss and separately approve Item 7.I because of the cost, expenditure, and upgrades that the Security Camera Upgrades Project will have on the district. Engineer Panzer reported that the project was publicly advertised, and four bids were received. After a staff evaluation process was conducted, ADT Commercial was selected as the most comprehensive bid that fit the District's needs to replace all the security camera systems and install two new sites. Engineer Panzer responded to the Board's questions and clarified concerns.

Moved: Director Roberto	Second: Director Hanlon
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 24-02-5474 Approval of Consent Calendar Item 7.I	
Motion passed 7-0-0	

8. REPORTS

A. AUDIT AND ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2023

Mr. Ryan Domino of LSL CPA's reported that the audit was conducted in two phases: Interim Fieldwork was conducted April 24-27, 2023 and Year-End Fieldwork was conducted December 11-15, 2023. An unmodified auditor's opinion was issued on the financial statements, and the Report on Internal Control and Compliance was issued with no significant deficiencies, no material weaknesses, and no material non-compliance with laws, regulations, grants, etc. The Auditor Communication letter identified that there were no going concern doubts, and no fraud, waste, or abuse was reported during the audit. The net position decreased by \$1 million to \$45.3 million. The unrestricted net position represented 15% of operating expense and 22% of the total fund balance. Pension liability increased \$3.3 million due to the poor 2022 CalPERS return on investment.

B. WATER SUPPLY UPDATE

Chief Water Resources Officer Lee reported the 2024 State Water Project (SWP) allocation continues at 10%. The Department of Water Resources snow survey is 58% of normal. The Upper Colorado River Basin Snowpack is 64% of normal. A chart of the SWP allocation over the last 16 years was provided. Three years have been very wet years and 6 years were below the 30% annual allocation level. In April the MWD Board will take action on the Surplus Water Management Program. This program allows for MWD surplus water to be made available to agencies that are willing to take the water. To date, MWD is forecasting 1.5 million acre-feet for current demand.

9. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

General Manager Litchfield reported that the Operations team is performing the annual shutdown and maintenance program. He acknowledged Chief Operations Officer Lang and the Operations team for their fine job of maintaining the plant. A PowerPoint presentation will be provided in March. General Manager Litchfield reported the MWD Board increased the Member Agency Administered Program funding for conservation from 25% to 50% for programs that do not need to demonstrate water savings. Chief Administrative Officer Howie played a significant role in this accomplishment. General Manager Litchfield has been working with the Northern Caucus agencies for an independent third party to assist in navigating MWD's numerous programs. Upper San Gabriel Valley Municipal Water District, City of Pasadena, Foothill Municipal Water District, and Three Valleys have agreed to enter into a cost-sharing agreement and split the \$100,000 cost four ways. They will work with Acequia Consulting, which is owned by MWD's previous General Manager Jeff Kightlinger for strategic assistance and historical perspective. Foothill Municipal Water District will be the lead contracting agency for the group.

Director Kuhn reported that CBWM will hold a board meeting on Thursday and General Manager interviews will be held afterwards.

10. FUTURE AGENDA ITEMS

No future agenda items were requested.

11. ADJOURNMENT

President Roberto adjourned the meeting at 9:30 a.m. to the next regular board meeting scheduled for Wednesday, March 6, 2024.

Jody Roberto
President, Board of Directors


Recorded by: Nadia Aguirre
Executive Assistant



BOARD INFORMATION

**BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 20, 2024

Subject: Change in Cash and Cash Equivalents Report

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Attached for review is the Change in Cash and Cash Equivalents Report for the period ending February 29, 2024.

Environmental Impact

None

Strategic Plan Objective(s)

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

Attachment(s)

Exhibit A – Change in Cash and Cash Equivalents Report

Meeting History

None

NA/BA



CHANGE IN CASH AND CASH EQUIVALENTS REPORT

February 1 through February 29, 2024

	<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 02/29/2024		
Petty Cash	6,000.00	
Local Agency Investment Fund		5,526,166.08
California Asset Management Program(CAMP)		77,252.22
General Checking	539,869.98	
Sweep Account	-	
U.S. Bank	5,000.17	
	5,000.17	
TOTAL CASH IN BANKS & ON HAND	\$ 550,870.15	\$ 5,603,418.30
TOTAL CASH IN BANKS & ON HAND 02/29/24	\$ 550,870.15	\$ 5,603,418.30
TOTAL CASH IN BANKS & ON HAND 01/31/24	\$ 1,488,505.67	\$ 3,103,082.93
PERIOD INCREASE (DECREASE)	\$ (937,635.52)	\$ 2,500,335.37
CHANGE IN CASH POSITION DUE TO:		
Water Sales/Charges Revenue	6,342,092.09	
Interest Revenue		
Subvention/RTS Standby Charge Revenue	578,458.45	
Hydroelectric Revenue	19,267.92	
Other Revenue	58,177.54	
Investment Xfer From Chandler Asset Mgt		
LAIF Quarterly Interest		
California Asset Mgmt Program Interest		335.37
Transfer to CAMP		
Transfer from LAIF		2,500,000.00
Transfer to LAIF	(2,500,000.00)	
INFLOWS	4,497,996.00	2,500,335.37
Expenditures	(5,449,795.99)	
Current Month Outstanding Payables	162,311.76	
Prior Month Cleared Payables	(145,958.95)	
Bank/FSA Svc Fees		
HRA/HSA Payment	(2,188.34)	
CalPers Unfunded Liability /1959 Survivor Ben		
PARS Pension Trust		
Investment Xfer to Chandler Asset Mgt		
Transfer to LAIF		
Transfer From CAMP		
OUTFLOWS	(5,435,631.52)	-
PERIOD INCREASE (DECREASE)	(937,635.52)	2,500,335.37
	\$ -	\$ -



THREE VALLEYS MUNICIPAL WATER DISTRICT
CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO
 February 29, 2024

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	2.45%	161,831.62	161,838.94	159,473.01
Bonds - Agency	2.77%	900,572.58	897,000.00	881,907.24
Cash	0.00%	72.11	72.11	72.11
CMO - Collateralized Mortgage Obligation	4.62%	179,858.74	190,000.00	179,021.06
Money Market Fund	4.91%	19,048.79	19,048.79	19,048.79
Supranational	3.42%	192,878.37	195,000.00	188,678.35
US Corporate	3.52%	1,279,217.59	1,300,000.00	1,246,413.58
US Treasury	1.89%	1,955,334.56	1,960,000.00	1,848,138.09
	2.71%	4,688,814.36	4,722,959.84	4,522,752.23
Local Agency Invest Fund TVMWD	4.12%	5,526,166.08	5,526,166.08	5,526,166.08
California Asset Management Program	5.50%	77,252.22	77,252.22	77,252.22
Reserve Fund		\$ 10,292,232.66	\$ 10,326,378.14	\$ 10,126,170.53
<hr/>				
Checking (Citizens)	0.55%	539,869.98	539,869.98	539,869.98
Emergency Checking (U.S. Bank)	0.00%	5,000.17	5,000.17	5,000.17
Petty Cash Fund	0.00%	6,000.00	6,000.00	6,000.00
Working Cash		\$ 550,870.15	\$ 550,870.15	\$ 550,870.15
<hr/>				
TOTAL PORTFOLIO	3.35%	\$ 10,843,102.81	\$ 10,877,248.29	\$ 10,677,040.68

I certify that this report accurately reflects all investments of Three Valleys Municipal Water District and that all investments and this report are in conformity with Sections 53600 et seq of the California Government Code and the District's annual statement of investment policy (Resolution 21-05-895). The District's investment program herein shown provides sufficient cash flow and liquidity to meet all budgeted expenditures for the next six months.

A handwritten signature in blue ink, appearing to read 'M. Litchfield'.

MATTHEW H. LITCHFIELD, General Manager/Assistant Treasurer

MONTHLY ACCOUNT STATEMENT

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

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

Custodian:

US Bank

PORTFOLIO SUMMARY

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Portfolio Characteristics

Average Modified Duration	2.51
Average Coupon	2.53%
Average Purchase YTM	2.71%
Average Market YTM	4.78%
Average Quality	AA
Average Final Maturity	2.85
Average Life	2.79

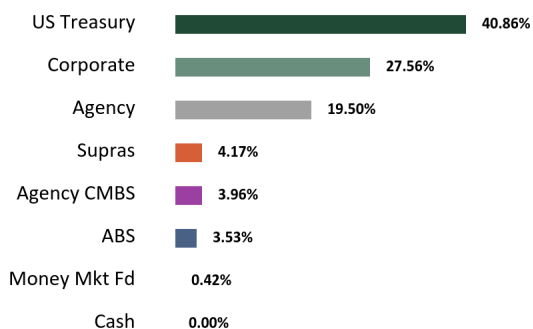
Account Summary

	Beg. Values as of 02/01/2024	End Values as of 02/29/2024
Market Value	4,556,861.55	4,522,752.23
Accrued Interest	25,640.72	29,313.25
Total Market Value	4,582,502.27	4,552,065.48
Income Earned	12,488.19	10,145.64
Cont/WD	0.00	0.00
Par	4,720,834.14	4,722,959.84
Book Value	4,689,583.40	4,688,814.30
Cost Value	4,688,183.21	4,683,443.57

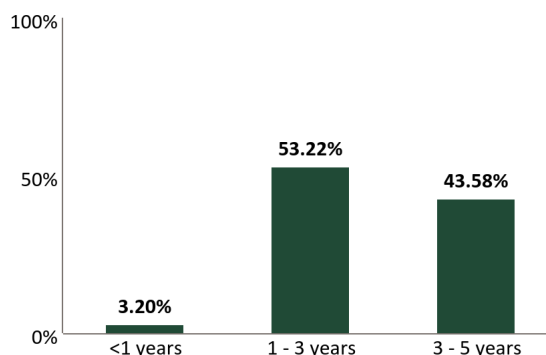
Top Issuers

United States	40.86%
Federal Home Loan Banks	7.55%
FHLMC	6.08%
Farm Credit System	5.13%
FNMA	4.69%
Inter-American Development Bank	2.54%
Bank of America Corporation	1.97%
State Street Corporation	1.92%

Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (05/01/09)
Three Valleys Municipal WD	(0.65%)	1.20%	(0.26%)	4.58%	0.48%	(0.27%)	1.44%	1.36%	1.65%
Benchmark Return*	(0.72%)	1.11%	(0.36%)	4.10%	(0.10%)	(0.73%)	1.05%	1.06%	1.32%

*Periods over 1 year are annualized.

Benchmark: ICE BofA 1-5 Year Unsubordinated US Treasury & Agency Index Secondary Benchmark:
 The credit quality is a weighted average calculation of the highest of S&P, Moody's' and Fitch

Execution Time: 03/05/2024 10:39:35 PM

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STATEMENT OF COMPLIANCE

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
AGENCY MORTGAGE SECURITIES (CMOS)				
Max % (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
ASSET-BACKED SECURITIES (ABS)				
Max % (MV; Non Agency ABS & MBS)	20.0	3.5	Compliant	
Max % Issuer (MV)	5.0	0.9	Compliant	
Max Maturity (Years)	5	3	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
BANKERS' ACCEPTANCES				
Max % (MV)	40.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	180	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
COMMERCIAL PAPER				
Max % (MV)	25.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	270	0.0	Compliant	
Min Rating (A-1 by 1)	0.0	0.0	Compliant	
CORPORATE MEDIUM TERM NOTES				
Max % (MV)	30.0	27.6	Compliant	
Max % Issuer (MV)	5.0	2.0	Compliant	
Max Maturity (Years)	5	4	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
FEDERAL AGENCIES				
Max % (MV)	100.0	19.6	Compliant	
Max Maturity (Years)	5	4	Compliant	
LOCAL AGENCY INVESTMENT FUND (LAIF)				
Max Concentration (MV)	75.0	0.0	Compliant	
MONEY MARKET MUTUAL FUNDS				
Max % (MV)	20.0	0.4	Compliant	
Max % Issuer (MV)	20.0	0.4	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
MORTGAGE-BACKED SECURITIES (NON-AGENCY)				

STATEMENT OF COMPLIANCE

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, LOCAL AGENCY)				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
SUPRANATIONAL OBLIGATIONS				
Max % (MV)	30.0	4.2	Compliant	
Max % Issuer (MV)	10.0	2.5	Compliant	
Max Maturity (Years)	5	4	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
TIME DEPOSITS/CERTIFICATES OF DEPOSIT				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
U.S. TREASURIES				
Max % (MV)	100.0	40.8	Compliant	
Max Maturity (Years)	5	4	Compliant	

RECONCILIATION SUMMARY

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Maturities / Calls

Month to Date	0.00
Fiscal Year to Date	(245,000.00)

Principal Paydowns

Month to Date	(12,003.99)
Fiscal Year to Date	(71,264.80)

Purchases

Month to Date	219,990.24
Fiscal Year to Date	1,710,522.02

Sales

Month to Date	(202,691.11)
Fiscal Year to Date	(1,341,255.85)

Interest Received

Month to Date	5,388.98
Fiscal Year to Date	58,368.79

Purchased / Sold Interest

Month to Date	467.66
Fiscal Year to Date	(963.30)

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Book Value	4,689,583.40	4,657,326.85
Maturities/Calls	0.00	(245,000.00)
Principal Paydowns	(12,003.99)	(71,264.80)
Purchases	219,990.24	1,710,522.02
Sales	(202,691.11)	(1,341,255.85)
Change in Cash, Payables, Receivables	(54.16)	(7.90)
Amortization/Accretion	616.47	4,147.14
Realized Gain (Loss)	(6,626.55)	(25,653.15)
Ending Book Value	4,688,814.30	4,688,814.30

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Market Value	4,556,861.55	4,393,828.74
Maturities/Calls	0.00	(245,000.00)
Principal Paydowns	(12,003.99)	(71,264.80)
Purchases	219,990.24	1,710,522.02
Sales	(202,691.11)	(1,341,255.85)
Change in Cash, Payables, Receivables	(54.16)	(7.90)
Amortization/Accretion	616.47	4,147.14
Change in Net Unrealized Gain (Loss)	(33,340.22)	97,436.04
Realized Gain (Loss)	(6,626.55)	(25,653.15)
Ending Market Value	4,522,752.23	4,522,752.23

HOLDINGS REPORT

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
ABS									
05601XAC3	BMWLT 2022-1 A3 1.03 03/25/2025	959.81	01/11/2022 1.04%	959.66 959.78	99.70 2.74%	956.92 0.18	0.02% (2.86)	NA/AAA AAA	1.07 0.07
89240BAC2	TAOT 2021-A A3 0.26 05/15/2025	1,539.57	02/02/2021 0.26%	1,539.28 1,539.54	99.32 4.42%	1,529.14 0.18	0.03% (10.40)	Aaa/NA AAA	1.21 0.19
36266FAC3	GMALT 2022-2 A3 3.42 06/20/2025	18,199.77	05/03/2022 3.42%	18,197.87 18,199.21	99.57 5.69%	18,121.50 19.02	0.40% (77.71)	NA/AAA AAA	1.31 0.22
43815GAC3	HAROT 2021-4 A3 0.88 01/21/2026	8,893.01	11/16/2021 0.42%	8,891.14 8,892.45	97.34 4.75%	8,656.68 2.17	0.19% (235.77)	Aaa/NA AAA	1.90 0.71
47789QAC4	JDOT 2021-B A3 0.52 03/16/2026	7,390.33	07/13/2021 0.52%	7,389.67 7,390.16	97.50 5.17%	7,205.44 1.71	0.16% (184.72)	Aaa/NA AAA	2.04 0.56
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	9,111.65	11/09/2021 0.95%	9,111.45 9,111.59	97.43 4.42%	8,877.33 2.88	0.20% (234.25)	NA/AAA AAA	2.13 0.74
43815BAC4	HAROT 2022-1 A3 1.88 05/15/2026	21,340.70	02/15/2022 0.28%	21,337.49 21,339.47	97.57 4.82%	20,822.29 17.83	0.46% (517.19)	Aaa/AAA NA	2.21 0.86
47787JAC2	JDOT 2022 A3 0.36 09/15/2026	10,962.68	03/10/2022 2.34%	10,960.25 10,961.62	97.82 5.11%	10,723.92 11.30	0.24% (237.71)	Aaa/NA AAA	2.54 0.81
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	18,441.42	04/07/2022 3.09%	18,440.99 18,441.22	98.28 4.86%	18,124.00 24.01	0.40% (317.22)	Aaa/AAA NA	2.54 0.99
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	25,000.00	07/12/2022 3.77%	24,997.61 24,998.65	98.42 5.20%	24,604.38 41.56	0.54% (394.27)	Aaa/NA AAA	2.97 1.13
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	40,000.00	10/12/2022 3.29%	39,996.90 39,997.93	99.63 5.42%	39,851.41 90.49	0.88% (146.52)	Aaa/NA AAA	3.29 1.41
Total ABS		161,838.94	2.45%	161,822.33 161,831.62	98.55 5.12%	159,473.01 211.32	3.53% (2,358.61)	Aaa/AAA AAA	2.51 0.94
AGENCY									
3130A1XJ2	FEDERAL HOME LOAN BANKS 2.875 06/14/2024	100,000.00	06/18/2019 1.99%	104,323.00 100,249.13	99.28 5.38%	99,277.00 614.93	2.20% (972.13)	Aaa/AA+ AA+	0.29 0.28
3137EAEPO	FEDERAL HOME LOAN MORTGAGE CORP 1.5 02/12/2025	22,000.00	03/24/2020 0.96%	22,571.34 22,111.39	96.68 5.16%	21,270.26 17.42	0.47% (841.13)	Aaa/AA+ AA+	0.96 0.92
3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.625 04/22/2025	100,000.00	04/27/2020 0.67%	99,768.00 99,946.84	95.24 5.05%	95,242.92 223.96	2.11% (4,703.92)	Aaa/AA+ AA+	1.15 1.11
3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP 0.375 07/21/2025	20,000.00	07/21/2020 0.48%	19,900.40 19,972.32	94.15 4.95%	18,830.51 8.33	0.42% (1,141.81)	Aaa/AA+ AA+	1.39 1.35

HOLDINGS REPORT

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025	60,000.00	08/25/2020 0.47%	59,719.20 59,916.56	93.69 4.92%	56,216.94 3.75	1.24% (3,699.62)	Aaa/AA+ AA+	1.49 1.44
3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025	60,000.00	09/23/2020 0.44%	59,819.40 59,943.46	93.41 4.87%	56,043.10 98.75	1.24% (3,900.36)	Aaa/AA+ AA+	1.57 1.52
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	65,000.00	11/09/2020 0.57%	64,767.30 64,921.28	93.23 4.77%	60,599.45 102.92	1.34% (4,321.83)	Aaa/AA+ AA+	1.69 1.64
3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	60,000.00	04/06/2023 3.51%	62,670.00 62,185.36	100.55 4.37%	60,327.57 1,282.50	1.33% (1,857.79)	Aaa/AA+ AA+	4.03 3.57
3130AWTR1	FEDERAL HOME LOAN BANKS 4.375 09/08/2028	100,000.00	09/12/2023 4.49%	99,493.50 99,540.51	100.48 4.36%	100,477.08 2,515.62	2.22% 936.57	Aaa/AA+ AA+	4.53 3.96
3133EPWK7	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 09/22/2028	130,000.00	09/27/2023 4.76%	128,515.40 128,641.77	100.46 4.41%	130,603.94 2,583.75	2.89% 1,962.18	Aaa/AA+ AA+	4.56 4.00
3133EPC45	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 11/13/2028	100,000.00	11/27/2023 4.46%	100,716.00 100,678.86	101.47 4.30%	101,469.80 1,387.50	2.24% 790.95	Aaa/AA+ AA+	4.71 4.14
3130AXQK7	FEDERAL HOME LOAN BANKS 4.75 12/08/2028	80,000.00	-- 4.03%	82,524.30 82,465.12	101.94 4.33%	81,548.66 1,245.56	1.80% (916.45)	Aaa/AA+ AA+	4.77 4.18
Total Agency		897,000.00	2.77%	904,787.84 900,572.58	98.42 4.68%	881,907.24 10,084.99	19.50% (18,665.34)	Aaa/AA+ AA+	2.97 2.65

AGENCY CMBS									
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	50,000.00	07/10/2023 4.67%	47,339.84 47,717.77	95.17 4.77%	47,585.19 139.58	1.05% (132.58)	Aaa/AA+ AAA	3.91 3.49
3137FG6X8	FHMS K-077 A2 3.85 05/25/2028	90,000.00	05/24/2023 4.24%	88,347.66 88,601.30	96.61 4.77%	86,948.93 288.75	1.92% (1,652.37)	Aaa/AA+ AAA	4.24 3.75
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	50,000.00	10/26/2023 5.31%	43,060.55 43,539.67	88.97 4.81%	44,486.94 84.62	0.98% 947.27	Aaa/AA+ AAA	4.57 4.21
Total Agency CMBS		190,000.00	4.62%	178,748.05 179,858.74	94.33 4.78%	179,021.06 512.96	3.96% (837.68)	Aaa/AA+ AAA	4.23 3.80

CASH									
CCYUSD	Receivable	72.11	-- 0.00%	72.11 72.11	1.00 0.00%	72.11 0.00	0.00% 0.00	Aaa/AAA AAA	0.00 0.00
Total Cash		72.11	0.00%	72.11	1.00 0.00%	72.11 0.00	0.00% 0.00	Aaa/AAA AAA	0.00 0.00

CORPORATE

HOLDINGS REPORT

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
79466LAG9	SALESFORCE INC 0.625 07/15/2024	5,000.00	06/29/2021 0.63%	4,997.45 4,999.84	98.26 5.61%	4,913.00 3.99	0.11% (86.84)	A2/A+ NA	0.38 0.36
06051GHR3	BANK OF AMERICA CORP 3.458 03/15/2025	55,000.00	05/19/2021 0.77%	59,143.15 55,056.37	99.92 6.61%	54,956.22 876.99	1.22% (100.15)	A1/A- AA-	1.04 0.04
931142EW9	WALMART INC 3.9 09/09/2025	15,000.00	09/06/2022 3.92%	14,989.50 14,995.22	98.47 4.92%	14,770.34 279.50	0.33% (224.88)	Aa2/AA AA	1.53 1.43
06051GJG5	BANK OF AMERICA CORP 0.981 09/25/2025	35,000.00	03/16/2022 2.46%	33,246.85 34,219.46	97.36 6.13%	34,075.63 148.78	0.75% (143.83)	A1/A- AA-	1.57 0.55
857477BR3	STATE STREET CORP 1.746 02/06/2026	90,000.00	-- 3.29%	86,597.25 88,758.10	96.40 5.79%	86,760.08 109.12	1.92% (1,998.02)	A1/A AA-	1.94 0.90
46647PBK1	JPMORGAN CHASE & CO 2.083 04/22/2026	90,000.00	03/22/2022 3.38%	86,833.80 88,729.77	96.21 6.32%	86,590.48 671.77	1.91% (2,139.29)	A1/A- AA-	2.15 1.10
00440EAV9	CHUBB INA HOLDINGS INC 3.35 05/03/2026	60,000.00	08/24/2023 5.19%	57,274.20 57,792.07	96.41 5.05%	57,847.97 658.83	1.28% 55.90	A3/A A	2.18 2.04
023135BX3	AMAZON.COM INC 1.0 05/12/2026	25,000.00	05/26/2021 0.97%	25,040.25 25,017.46	92.05 4.82%	23,011.81 75.69	0.51% (2,005.64)	A1/AA AA-	2.20 2.12
91324PEC2	UNITEDHEALTH GROUP INC 1.15 05/15/2026	90,000.00	-- 3.12%	83,257.50 86,331.79	92.10 4.89%	82,885.72 304.75	1.83% (3,446.07)	A2/A+ A	2.21 2.12
89236TJK2	TOYOTA MOTOR CREDIT CORP 1.125 06/18/2026	90,000.00	-- 2.27%	85,879.40 87,766.51	91.77 4.96%	82,593.63 205.31	1.83% (5,172.88)	A1/A+ A+	2.30 2.21
61747YET8	MORGAN STANLEY 4.679 07/17/2026	30,000.00	07/18/2022 4.68%	30,000.00 30,000.00	98.93 6.10%	29,678.19 171.56	0.66% (321.81)	A1/A- A+	2.38 1.31
931142ERO	WALMART INC 1.05 09/17/2026	10,000.00	09/08/2021 1.09%	9,981.10 9,990.38	91.36 4.71%	9,135.59 47.83	0.20% (854.78)	Aa2/AA AA	2.55 2.45
437076CV2	HOME DEPOT INC 4.95 09/30/2026	55,000.00	12/21/2023 4.41%	55,747.45 55,697.01	100.05 4.86%	55,030.11 657.94	1.22% (666.90)	A2/A A	2.59 2.30
24422EVW6	JOHN DEERE CAPITAL CORP 1.3 10/13/2026	90,000.00	04/21/2022 3.29%	82,534.50 85,626.83	91.29 4.92%	82,158.36 448.50	1.82% (3,468.47)	A1/A A+	2.62 2.50
87612EBM7	TARGET CORP 1.95 01/15/2027	25,000.00	01/19/2022 1.99%	24,957.50 24,975.44	92.47 4.79%	23,117.88 62.29	0.51% (1,857.56)	A2/A A	2.88 2.73
09247XAN1	BLACKROCK INC 3.2 03/15/2027	85,000.00	04/25/2022 3.40%	84,219.70 84,514.66	95.67 4.76%	81,319.05 1,254.22	1.80% (3,195.61)	Aa3/AA- NA	3.04 2.81
084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP 2.3 03/15/2027	90,000.00	-- 2.70%	88,360.10 88,982.20	93.70 4.57%	84,325.54 954.50	1.86% (4,656.66)	Aa2/AA A+	3.04 2.85
023135CF1	AMAZON.COM INC 3.3 04/13/2027	30,000.00	04/11/2022 3.34%	29,938.20 29,961.48	95.87 4.68%	28,761.37 379.50	0.64% (1,200.12)	A1/AA AA-	3.12 2.88

HOLDINGS REPORT

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	70,000.00	09/28/2022 4.70%	67,975.60 68,598.68	97.16 4.90%	68,011.02 863.33	1.50% (587.67)	A2/A+ A+	3.19 2.92
037833ET3	APPLE INC 4.0 05/10/2028	10,000.00	05/08/2023 4.04%	9,980.70 9,983.83	97.84 4.52%	9,783.70 123.33	0.22% (200.12)	Aaa/AA+ NA	4.19 3.77
341081GN1	FLORIDA POWER & LIGHT CO 4.4 05/15/2028	60,000.00	06/15/2023 4.69%	59,248.80 59,355.75	98.18 4.77%	58,910.98 777.33	1.30% (444.77)	Aa2/A+ AA-	4.21 3.74
58933YBH7	MERCK & CO INC 4.05 05/17/2028	15,000.00	05/08/2023 4.07%	14,987.85 14,989.77	98.02 4.58%	14,702.62 175.50	0.33% (287.15)	A1/A+ NA	4.21 3.78
74340XCG4	PROLOGIS LP 4.875 06/15/2028	60,000.00	09/27/2023 5.59%	58,248.00 58,404.77	99.88 4.91%	59,926.41 617.50	1.32% 1,521.64	A3/A NA	4.29 3.79
438516CL8	HONEYWELL INTERNATIONAL INC 4.25 01/15/2029	55,000.00	01/17/2024 4.43%	54,556.15 54,566.38	97.79 4.70%	53,784.94 298.68	1.19% (781.43)	A2/A A	4.88 4.32
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	60,000.00	01/24/2024 4.64%	59,902.20 59,903.81	98.94 4.77%	59,362.93 237.67	1.31% (540.88)	A1/A+ NA	4.92 4.33
Total Corporate		1,300,000.00	3.52%	1,267,897.20 1,279,217.59	95.96 5.14%	1,246,413.58 10,404.44	27.56% (32,804.01)	A1/A A+	2.83 2.39
MONEY MARKET FUND									
31846V203	FIRST AMER:GVT OBLG Y	19,048.79	-- 4.91%	19,048.79 19,048.79	1.00 4.91%	19,048.79 0.00	0.42% 0.00	Aaa/ AAAm AAA	0.00 0.00
Total Money Market Fund		19,048.79	4.91%	19,048.79 19,048.79	1.00 4.91%	19,048.79 0.00	0.42% 0.00	Aaa/ AAAm AAA	0.00 0.00
SUPRANATIONAL									
4581X0DV7	INTER-AMERICAN DEVELOPMENT BANK 0.875 04/20/2026	60,000.00	04/13/2021 0.97%	59,725.20 59,882.62	92.39 4.73%	55,435.30 191.04	1.23% (4,447.32)	Aaa/AAA NA	2.14 2.06
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	35,000.00	08/25/2023 4.56%	33,397.70 33,564.32	96.43 4.44%	33,750.27 166.74	0.75% 185.95	Aaa/AAA NA	4.37 3.97
45950KDD9	INTERNATIONAL FINANCE CORP 4.5 07/13/2028	40,000.00	07/06/2023 4.53%	39,955.60 39,961.24	100.42 4.42%	40,167.52 240.00	0.89% 206.28	Aaa/AAA NA	4.37 3.90
4581X0EN4	INTER-AMERICAN DEVELOPMENT BANK 4.125 02/15/2029	60,000.00	02/15/2024 4.32%	59,467.20 59,470.12	98.88 4.41%	59,325.26 213.12	1.31% (144.87)	Aaa/AAA NA	4.96 4.42

HOLDINGS REPORT

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
Total				192,545.70	96.86	188,678.35	4.17%	Aaa/AAA	3.90
Supranational		195,000.00	3.42%	192,878.31	4.51%	810.90	(4,199.96)	NA	3.54
US TREASURY									
9128284Z0	UNITED STATES TREASURY 2.75 08/31/2025	150,000.00	-- 1.33%	158,617.19 153,152.08	97.03 4.86%	145,541.02 11.21	3.22% (7,611.07)	Aaa/AA+ AA+	1.50 1.44
9128285C0	UNITED STATES TREASURY 3.0 09/30/2025	150,000.00	-- 1.47%	158,929.68 153,553.95	97.31 4.84%	145,968.75 1,881.15	3.23% (7,585.20)	Aaa/AA+ AA+	1.59 1.50
91282CAZ4	UNITED STATES TREASURY 0.375 11/30/2025	100,000.00	-- 0.70%	98,518.75 99,442.20	92.77 4.79%	92,773.44 94.26	2.05% (6,668.76)	Aaa/AA+ AA+	1.75 1.70
91282CBC4	UNITED STATES TREASURY 0.375 12/31/2025	85,000.00	-- 0.65%	83,906.44 84,579.01	92.52 4.73%	78,638.28 53.42	1.74% (5,940.73)	Aaa/AA+ AA+	1.84 1.78
91282CBH3	UNITED STATES TREASURY 0.375 01/31/2026	100,000.00	-- 0.78%	98,076.64 99,236.23	92.21 4.73%	92,210.94 30.91	2.04% (7,025.29)	Aaa/AA+ AA+	1.92 1.87
91282CBQ3	UNITED STATES TREASURY 0.5 02/28/2026	100,000.00	-- 0.81%	98,480.86 99,382.48	92.20 4.70%	92,195.31 1.36	2.04% (7,187.17)	Aaa/AA+ AA+	2.00 1.94
91282CBT7	UNITED STATES TREASURY 0.75 03/31/2026	100,000.00	-- 0.85%	99,523.24 99,798.19	92.46 4.64%	92,460.94 313.52	2.04% (7,337.25)	Aaa/AA+ AA+	2.08 2.02
91282CCF6	UNITED STATES TREASURY 0.75 05/31/2026	125,000.00	08/25/2021 0.80%	124,702.15 124,859.38	91.93 4.61%	114,912.11 235.66	2.54% (9,947.27)	Aaa/AA+ AA+	2.25 2.18
91282CCP4	UNITED STATES TREASURY 0.625 07/31/2026	125,000.00	08/25/2021 0.82%	123,813.48 124,418.60	91.17 4.57%	113,964.84 64.39	2.52% (10,453.76)	Aaa/AA+ AA+	2.42 2.35
9128282A7	UNITED STATES TREASURY 1.5 08/15/2026	125,000.00	09/16/2021 0.83%	129,057.62 127,029.94	93.06 4.57%	116,323.24 77.27	2.57% (10,706.70)	Aaa/AA+ AA+	2.46 2.37
91282CDG3	UNITED STATES TREASURY 1.125 10/31/2026	150,000.00	-- 1.84%	145,220.70 147,252.37	91.65 4.53%	137,478.52 565.59	3.04% (9,773.85)	Aaa/AA+ AA+	2.67 2.56
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	90,000.00	05/25/2022 2.73%	89,050.78 89,396.68	94.55 4.44%	85,099.22 940.57	1.88% (4,297.46)	Aaa/AA+ AA+	3.08 2.89
91282CET4	UNITED STATES TREASURY 2.625 05/31/2027	150,000.00	06/21/2022 3.38%	144,855.47 146,617.84	94.66 4.44%	141,984.38 989.75	3.14% (4,633.46)	Aaa/AA+ AA+	3.25 3.04
91282CFB2	UNITED STATES TREASURY 2.75 07/31/2027	125,000.00	08/30/2022 3.29%	121,923.83 122,862.96	94.86 4.42%	118,574.22 283.31	2.62% (4,288.74)	Aaa/AA+ AA+	3.42 3.20
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	125,000.00	01/30/2023 3.69%	126,049.80 125,818.79	98.33 4.36%	122,910.16 811.73	2.72% (2,908.63)	Aaa/AA+ AA+	3.84 3.50
91282CHE4	UNITED STATES TREASURY 3.625 05/31/2028	70,000.00	06/15/2023 3.93%	69,042.97 69,179.84	97.35 4.34%	68,143.36 637.84	1.51% (1,036.48)	Aaa/AA+ AA+	4.25 3.85

HOLDINGS REPORT

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
91282CJW2	UNITED STATES TREASURY 4.0 01/31/2029	90,000.00	02/26/2024 4.31%	88,751.95 88,754.03	98.84 4.29%	88,959.38 296.70	1.97% 205.34	Aaa/AA+ AA+	4.92 4.40
Total US Treasury		1,960,000.00	1.89%	1,958,521.55 1,955,334.56	94.36 4.59%	1,848,138.09 7,288.64	40.86% (107,196.47)	Aaa/AA+ AA+	2.61 2.46
Total Portfolio		4,722,959.84	2.71%	4,683,443.57 4,688,814.30	95.45 4.78%	4,522,752.23 29,313.25	100.00% (166,062.07)	Aa2/AA- AA	2.85 2.51
Total Market Value + Accrued						4,552,065.48			

TRANSACTION LEDGER

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	02/02/2024	31846V203	126.27	FIRST AMER:GVT OBLG Y	1.000	4.93%	(126.27)	0.00	(126.27)	0.00
Purchase	02/06/2024	31846V203	785.70	FIRST AMER:GVT OBLG Y	1.000	4.93%	(785.70)	0.00	(785.70)	0.00
Purchase	02/12/2024	31846V203	165.00	FIRST AMER:GVT OBLG Y	1.000	4.93%	(165.00)	0.00	(165.00)	0.00
Purchase	02/15/2024	31846V203	6,004.92	FIRST AMER:GVT OBLG Y	1.000	4.93%	(6,004.92)	0.00	(6,004.92)	0.00
Purchase	02/15/2024	31846V203	1,178.05	FIRST AMER:GVT OBLG Y	1.000	4.93%	(1,178.05)	0.00	(1,178.05)	0.00
Purchase	02/16/2024	31846V203	58,389.82	FIRST AMER:GVT OBLG Y	1.000	4.92%	(58,389.82)	0.00	(58,389.82)	0.00
Purchase	02/20/2024	4581X0EN4	60,000.00	INTER-AMERICAN DEVELOPMENT BANK 4.125 02/15/2029	99.112	4.32%	(59,467.20)	(137.50)	(59,604.70)	0.00
Purchase	02/21/2024	31846V203	782.91	FIRST AMER:GVT OBLG Y	1.000	4.93%	(782.91)	0.00	(782.91)	0.00
Purchase	02/26/2024	31846V203	373.38	FIRST AMER:GVT OBLG Y	1.000	4.92%	(373.38)	0.00	(373.38)	0.00
Purchase	02/26/2024	31846V203	1,652.54	FIRST AMER:GVT OBLG Y	1.000	4.92%	(1,652.54)	0.00	(1,652.54)	0.00
Purchase	02/27/2024	91282CJW2	90,000.00	UNITED STATES TREASURY 4.0 01/31/2029	98.613	4.31%	(88,751.95)	(267.03)	(89,018.98)	0.00
Purchase	02/29/2024	31846V203	2,312.50	FIRST AMER:GVT OBLG Y	1.000	4.93%	(2,312.50)	0.00	(2,312.50)	0.00
Total Purchase			221,771.09				(219,990.24)	(404.53)	(220,394.77)	0.00
TOTAL ACQUISITIONS			221,771.09				(219,990.24)	(404.53)	(220,394.77)	0.00
DISPOSITIONS										
Sale	02/07/2024	31846V203	(457.33)	FIRST AMER:GVT OBLG Y	1.000	4.93%	457.33	0.00	457.33	0.00
Sale	02/16/2024	912828XB1	(60,000.00)	UNITED STATES TREASURY 2.125 05/15/2025	96.773	0.72%	58,064.06	(325.76)	58,389.82	(2,973.46)
Sale	02/20/2024	31846V203	(55,593.00)	FIRST AMER:GVT OBLG Y	1.000	4.87%	55,593.00	0.00	55,593.00	0.00
Sale	02/23/2024	31846V203	(104.17)	FIRST AMER:GVT OBLG Y	1.000	4.92%	104.17	0.00	104.17	0.00
Sale	02/27/2024	912828XB1	(90,000.00)	UNITED STATES TREASURY 2.125 05/15/2025	96.711	2.09%	87,039.84	(546.43)	87,586.27	(3,653.06)
Sale	02/27/2024	31846V203	(1,432.71)	FIRST AMER:GVT OBLG Y	1.000	4.92%	1,432.71	0.00	1,432.71	0.00
Total Sale			(207,587.21)				202,691.11	(872.19)	203,563.30	(6,626.52)
TOTAL DISPOSITIONS			(207,587.21)				202,691.11	(872.19)	203,563.30	(6,626.52)

TRANSACTION LEDGER

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Coupon	02/01/2024	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.64%	139.58	0.00	139.58	0.00
Coupon	02/01/2024	3137FG6X8	0.00	FHMS K-077 A2 3.85 05/25/2028		4.23%	288.75	0.00	288.75	0.00
Coupon	02/01/2024	3137H4BY5	0.00	FHMS K-746 A2 2.031 09/25/2028		5.29%	84.63	0.00	84.63	0.00
Coupon	02/06/2024	857477BR3	0.00	STATE STREET CORP 1.746 02/06/2026		2.80%	785.70	0.00	785.70	0.00
Coupon	02/12/2024	3137EAEP0	0.00	FEDERAL HOME LOAN MORTGAGE CORP 1.5 02/12/2025		0.96%	165.00	0.00	165.00	0.00
Coupon	02/15/2024	89240BAC2	0.00	TAOT 2021-A A3 0.26 05/15/2025		0.27%	0.45	0.00	0.45	0.00
Coupon	02/15/2024	47789QAC4	0.00	JDOT 2021-B A3 0.52 03/16/2026		0.52%	3.63	0.00	3.63	0.00
Coupon	02/15/2024	89238JAC9	0.00	TAOT 2021-D A3 0.71 04/15/2026		0.71%	5.85	0.00	5.85	0.00
Coupon	02/15/2024	43815BAC4	0.00	HAROT 2022-1 A3 1.88 05/15/2026		1.90%	35.82	0.00	35.82	0.00
Coupon	02/15/2024	47787JAC2	0.00	JDOT 2022 A3 0.36 09/15/2026		2.34%	22.93	0.00	22.93	0.00
Coupon	02/15/2024	89238FAD5	0.00	TAOT 2022-B A3 2.93 09/15/2026		2.95%	47.91	0.00	47.91	0.00
Coupon	02/15/2024	47800AAC4	0.00	JDOT 2022-B A3 3.74 02/16/2027		3.77%	77.92	0.00	77.92	0.00
Coupon	02/15/2024	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		5.15%	169.67	0.00	169.67	0.00
Coupon	02/15/2024	9128282A7	0.00	UNITED STATES TREASURY 1.5 08/15/2026		0.83%	937.50	0.00	937.50	0.00
Coupon	02/20/2024	36266FAC3	0.00	GMALT 2022-2 A3 3.42 06/20/2025		3.46%	63.12	0.00	63.12	0.00
Coupon	02/21/2024	43815GAC3	0.00	HAROT 2021-4 A3 0.88 01/21/2026		0.89%	7.09	0.00	7.09	0.00

TRANSACTION LEDGER

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	02/25/2024	05601XAC3	0.00	BMWLT 2022-1 A3 1.03 03/25/2025		1.14%	2.16	0.00	2.16	0.00
Coupon	02/25/2024	3135G05X7	0.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025		0.47%	112.50	0.00	112.50	0.00
Coupon	02/29/2024	9128284Z0	0.00	UNITED STATES TREASURY 2.75 08/31/2025		1.33%	2,062.50	0.00	2,062.50	0.00
Coupon	02/29/2024	91282CBQ3	0.00	UNITED STATES TREASURY 0.5 02/28/2026		0.81%	250.00	0.00	250.00	0.00
Total Coupon			0.00				5,262.71	0.00	5,262.71	0.00
Custody Fee	02/23/2024	CCYUSD	(104.17)	Cash		0.00%	(104.17)	0.00	(104.17)	0.00
Total Custody Fee			(104.17)				(104.17)	0.00	(104.17)	0.00
Dividend	02/29/2024	31846V203	0.00	FIRST AMER:GVT OBLG Y		4.91%	2.58	0.00	2.58	0.00
Total Dividend			0.00				2.58	0.00	2.58	0.00
Management Fee	02/07/2024	CCYUSD	(457.33)	Cash		0.00%	(457.33)	0.00	(457.33)	0.00
Total Management Fee			(457.33)				(457.33)	0.00	(457.33)	0.00
Principal Paydown	02/15/2024	89240BAC2	527.21	TAOT 2021-A A3 0.26 05/15/2025		0.27%	527.21	--	527.21	(0.00)
Principal Paydown	02/15/2024	47789QAC4	975.15	JDOT 2021-B A3 0.52 03/16/2026		0.52%	975.15	--	975.15	(0.00)
Principal Paydown	02/15/2024	89238JAC9	774.14	TAOT 2021-D A3 0.71 04/15/2026		0.71%	774.14	--	774.14	(0.00)
Principal Paydown	02/15/2024	43815BAC4	1,525.68	HAROT 2022-1 A3 1.88 05/15/2026		1.90%	1,525.68	--	1,525.68	(0.00)
Principal Paydown	02/15/2024	47787JAC2	900.14	JDOT 2022 A3 0.36 09/15/2026		2.34%	900.14	--	900.14	0.00
Principal Paydown	02/15/2024	89238FAD5	1,178.97	TAOT 2022-B A3 2.93 09/15/2026		2.95%	1,178.97	--	1,178.97	(0.00)
Principal Paydown	02/20/2024	36266FAC3	3,948.58	GMALT 2022-2 A3 3.42 06/20/2025		3.46%	3,948.58	--	3,948.58	(0.00)
Principal Paydown	02/21/2024	43815GAC3	775.82	HAROT 2021-4 A3 0.88 01/21/2026		0.89%	775.82	--	775.82	(0.00)
Principal Paydown	02/25/2024	05601XAC3	1,398.30	BMWLT 2022-1 A3 1.03 03/25/2025		1.14%	1,398.30	--	1,398.30	(0.00)

TRANSACTION LEDGER

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Total Principal Paydown			12,003.99				12,003.99	--	12,003.99	(0.03)
TOTAL OTHER TRANSACTIONS			11,442.49				16,707.78	0.00	16,707.78	(0.03)

INCOME EARNED

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
CASH & EQUIVALENTS						
31846V203	FIRST AMER:GVT OBLG Y	19,048.79	4,864.91 71,771.09 (57,587.21) 19,048.79	0.00 126.27 0.00 126.27	0.00 0.00 0.00 126.27	126.27
CCYUSD	Receivable	72.11	126.27 0.00 0.00 72.11	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
Total Cash & Equivalents			19,120.90	126.27	126.27	126.27
FIXED INCOME						
00440EAV9	CHUBB INA HOLDINGS INC 3.35 05/03/2026	08/24/2023 08/28/2023 60,000.00	57,711.33 0.00 0.00 57,792.07	491.33 0.00 658.83 167.50	80.74 0.00 80.74 248.24	248.24
023135BX3	AMAZON.COM INC 1.0 05/12/2026	05/26/2021 05/28/2021 25,000.00	25,018.11 0.00 0.00 25,017.46	54.86 0.00 75.69 20.83	0.00 (0.66) (0.66) 20.18	20.18
023135CF1	AMAZON.COM INC 3.3 04/13/2027	04/11/2022 04/13/2022 30,000.00	29,960.50 0.00 0.00 29,961.48	297.00 0.00 379.50 82.50	0.98 0.00 0.98 83.48	83.48
037833ET3	APPLE INC 4.0 05/10/2028	05/08/2023 05/10/2023 10,000.00	9,983.52 0.00 0.00 9,983.83	90.00 0.00 123.33 33.33	0.31 0.00 0.31 33.64	33.64
05601XAC3	BMWLT 2022-1 A3 1.03 03/25/2025	01/11/2022 01/19/2022 959.81	2,358.04 0.00 (1,398.30) 959.78	0.43 2.16 0.18 1.90	0.04 0.00 0.04 1.95	1.95

INCOME EARNED

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
06051GHR3	BANK OF AMERICA CORP 3.458 03/15/2025	05/19/2021 05/21/2021 55,000.00	55,173.13 0.00 0.00 55,056.37	718.50 0.00 876.99 158.49	0.00 (116.76) (116.76) 41.73	41.73
06051GJG5	BANK OF AMERICA CORP 0.981 09/25/2025	03/16/2022 03/18/2022 35,000.00	34,179.96 0.00 0.00 34,219.46	120.17 0.00 148.78 28.61	39.50 0.00 39.50 68.12	68.12
084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP 2.3 03/15/2027	90,000.00	88,955.59 0.00 0.00 88,982.20	782.00 0.00 954.50 172.50	26.62 0.00 26.62 199.12	199.12
09247XAN1	BLACKROCK INC 3.2 03/15/2027	04/25/2022 04/27/2022 85,000.00	84,501.97 0.00 0.00 84,514.66	1,027.56 0.00 1,254.22 226.67	12.69 0.00 12.69 239.36	239.36
24422EVW6	JOHN DEERE CAPITAL CORP 1.3 10/13/2026	04/21/2022 04/25/2022 90,000.00	85,494.17 0.00 0.00 85,626.83	351.00 0.00 448.50 97.50	132.66 0.00 132.66 230.16	230.16
3130A1XJ2	FEDERAL HOME LOAN BANKS 2.875 06/14/2024	06/18/2019 06/19/2019 100,000.00	100,317.94 0.00 0.00 100,249.13	375.35 0.00 614.93 239.58	0.00 (68.81) (68.81) 170.78	170.78
3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	04/06/2023 04/10/2023 60,000.00	62,228.47 0.00 0.00 62,185.36	1,057.50 0.00 1,282.50 225.00	0.00 (43.11) (43.11) 181.89	181.89
3130AWTR1	FEDERAL HOME LOAN BANKS 4.375 09/08/2028	09/12/2023 09/14/2023 100,000.00	99,532.44 0.00 0.00 99,540.51	2,151.04 0.00 2,515.62 364.58	8.07 0.00 8.07 372.65	372.65
3130AXQK7	FEDERAL HOME LOAN BANKS 4.75 12/08/2028	80,000.00	82,506.13 0.00 0.00 82,465.12	928.89 0.00 1,245.56 316.67	0.00 (41.01) (41.01) 275.65	275.65

INCOME EARNED

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3133EPC45	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 11/13/2028	11/27/2023	100,690.32	1,002.08	0.00	373.96
		11/28/2023	0.00	0.00	(11.46)	
		100,000.00	0.00	1,387.50	(11.46)	
			100,678.86	385.42	373.96	
3133EPWK7	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 09/22/2028	09/27/2023	128,618.12	2,096.25	23.64	511.14
		09/28/2023	0.00	0.00	0.00	
		130,000.00	0.00	2,583.75	23.64	
			128,641.77	487.50	511.14	
3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.625 04/22/2025	04/27/2020	99,943.15	171.88	3.70	55.78
		04/28/2020	0.00	0.00	0.00	
		100,000.00	0.00	223.96	3.70	
			99,946.84	52.08	55.78	
3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025	08/25/2020	59,912.09	97.50	4.46	23.21
		08/27/2020	0.00	112.50	0.00	
		60,000.00	0.00	3.75	4.46	
			59,916.56	18.75	23.21	
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	11/09/2020	64,917.58	75.83	3.71	30.79
		11/12/2020	0.00	0.00	0.00	
		65,000.00	0.00	102.92	3.71	
			64,921.28	27.08	30.79	
3137EAEP0	FEDERAL HOME LOAN MORTGAGE CORP 1.5 02/12/2025	03/24/2020	22,120.67	154.92	0.00	18.22
		03/25/2020	0.00	165.00	(9.28)	
		22,000.00	0.00	17.42	(9.28)	
			22,111.39	27.50	18.22	
3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP 0.375 07/21/2025	07/21/2020	19,970.73	2.08	1.58	7.83
		07/23/2020	0.00	0.00	0.00	
		20,000.00	0.00	8.33	1.58	
			19,972.32	6.25	7.83	
3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025	09/23/2020	59,940.59	80.00	2.87	21.62
		09/25/2020	0.00	0.00	0.00	
		60,000.00	0.00	98.75	2.87	
			59,943.46	18.75	21.62	
3137FETNO	FHMS K-073 A2 3.35 01/25/2028	07/10/2023	47,670.53	139.58	47.24	186.82
		07/13/2023	0.00	139.58	0.00	
		50,000.00	0.00	139.58	47.24	
			47,717.77	139.58	186.82	

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3137FG6X8	FHMS K-077 A2 3.85 05/25/2028	05/24/2023	88,574.65	288.75	26.65	315.40
		05/30/2023	0.00	288.75	0.00	
		90,000.00	0.00	288.75	26.65	
			88,601.30	288.75	315.40	
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	10/26/2023	43,425.78	84.62	113.89	198.52
		10/31/2023	0.00	84.63	0.00	
		50,000.00	0.00	84.62	113.89	
			43,539.67	84.63	198.52	
341081GN1	FLORIDA POWER & LIGHT CO 4.4 05/15/2028	06/15/2023	59,343.59	557.33	12.16	232.16
		06/20/2023	0.00	0.00	0.00	
		60,000.00	0.00	777.33	12.16	
			59,355.75	220.00	232.16	
36266FAC3	GMALT 2022-2 A3 3.42 06/20/2025	05/03/2022	22,147.63	23.14	0.16	59.16
		05/11/2022	0.00	63.12	0.00	
		18,199.77	(3,948.58)	19.02	0.16	
			18,199.21	58.99	59.16	
437076CV2	HOME DEPOT INC 4.95 09/30/2026	12/21/2023	55,719.17	431.06	0.00	204.71
		12/26/2023	0.00	0.00	(22.16)	
		55,000.00	0.00	657.94	(22.16)	
			55,697.01	226.88	204.71	
43815BAC4	HAROT 2022-1 A3 1.88 05/15/2026	02/15/2022	22,865.02	19.11	0.14	34.68
		02/23/2022	0.00	35.82	0.00	
		21,340.70	(1,525.68)	17.83	0.14	
			21,339.47	34.55	34.68	
43815GAC3	HAROT 2021-4 A3 0.88 01/21/2026	11/16/2021	9,668.20	2.36	0.07	6.98
		11/24/2021	0.00	7.09	0.00	
		8,893.01	(775.82)	2.17	0.07	
			8,892.45	6.90	6.98	
438516CL8	HONEYWELL INTERNATIONAL INC 4.25 01/15/2029	01/17/2024	54,559.32	103.89	7.06	201.85
		01/19/2024	0.00	0.00	0.00	
		55,000.00	0.00	298.68	7.06	
			54,566.38	194.79	201.85	
4581X0DV7	INTER-AMERICAN DEVELOPMENT BANK 0.875 04/20/2026	04/13/2021	59,878.25	147.29	4.36	48.11
		04/20/2021	0.00	0.00	0.00	
		60,000.00	0.00	191.04	4.36	
			59,882.62	43.75	48.11	

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
4581X0EN4	INTER-AMERICAN DEVELOPMENT BANK 4.125 02/15/2029	02/15/2024 02/20/2024 60,000.00	0.00 59,467.20 0.00 59,470.12	0.00 (137.50) 213.12 75.62	2.92 0.00 2.92 78.55	78.55
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	08/25/2023 08/29/2023 35,000.00	33,538.21 0.00 0.00 33,564.32	64.65 0.00 166.74 102.08	26.12 0.00 26.12 128.20	128.20
45950KDD9	INTERNATIONAL FINANCE CORP 4.5 07/13/2028	07/06/2023 07/13/2023 40,000.00	39,960.53 0.00 0.00 39,961.24	90.00 0.00 240.00 150.00	0.70 0.00 0.70 150.70	150.70
46647PBK1	JPMORGAN CHASE & CO 2.083 04/22/2026	03/22/2022 03/24/2022 90,000.00	88,641.43 0.00 0.00 88,729.77	515.54 0.00 671.77 156.22	88.34 0.00 88.34 244.56	244.56
47787JAC2	JDOT 2022 A3 0.36 09/15/2026	03/10/2022 03/16/2022 10,962.68	11,861.64 0.00 (900.14) 10,961.62	12.23 22.93 11.30 22.00	0.12 0.00 0.12 22.12	22.12
47789QAC4	JDOT 2021-B A3 0.52 03/16/2026	07/13/2021 07/21/2021 7,390.33	8,365.28 0.00 (975.15) 7,390.16	1.93 3.63 1.71 3.40	0.03 0.00 0.03 3.44	3.44
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	07/12/2022 07/20/2022 25,000.00	24,998.61 0.00 0.00 24,998.65	41.56 77.92 41.56 77.92	0.04 0.00 0.04 77.96	77.96
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	10/12/2022 10/19/2022 40,000.00	39,997.88 0.00 0.00 39,997.93	90.49 169.67 90.49 169.67	0.05 0.00 0.05 169.72	169.72
58933YBH7	MERCK & CO INC 4.05 05/17/2028	05/08/2023 05/17/2023 15,000.00	14,989.58 0.00 0.00 14,989.77	124.88 0.00 175.50 50.62	0.19 0.00 0.19 50.82	50.82

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
61747YET8	MORGAN STANLEY 4.679 07/17/2026	07/18/2022 07/20/2022 30,000.00	30,000.00 0.00 0.00 30,000.00	54.59 0.00 171.56 116.98	0.00 0.00 0.00 116.98	116.98
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	09/28/2022 09/30/2022 70,000.00	68,563.80 0.00 0.00 68,598.68	630.00 0.00 863.33 233.33	34.88 0.00 34.88 268.22	268.22
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	01/24/2024 01/31/2024 60,000.00	59,902.25 0.00 0.00 59,903.81	7.67 0.00 237.67 230.00	1.55 0.00 1.55 231.55	231.55
74340XCG4	PROLOGIS LP 4.875 06/15/2028	09/27/2023 09/29/2023 60,000.00	58,375.25 0.00 0.00 58,404.77	373.75 0.00 617.50 243.75	29.52 0.00 29.52 273.27	273.27
79466LAG9	SALESFORCE INC 0.625 07/15/2024	06/29/2021 07/12/2021 5,000.00	4,999.80 0.00 0.00 4,999.84	1.39 0.00 3.99 2.60	0.03 0.00 0.03 2.64	2.64
857477BR3	STATE STREET CORP 1.746 02/06/2026	90,000.00	88,652.80 0.00 0.00 88,758.10	763.88 785.70 109.12 130.95	105.31 0.00 105.31 236.26	236.26
87612EBM7	TARGET CORP 1.95 01/15/2027	01/19/2022 01/24/2022 25,000.00	24,974.76 0.00 0.00 24,975.44	21.67 0.00 62.29 40.62	0.68 0.00 0.68 41.30	41.30
89236TJK2	TOYOTA MOTOR CREDIT CORP 1.125 06/18/2026	90,000.00	87,689.31 0.00 0.00 87,766.51	120.94 0.00 205.31 84.38	77.20 0.00 77.20 161.58	161.58
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	04/07/2022 04/13/2022 18,441.42	19,620.18 0.00 (1,178.97) 18,441.22	25.55 47.91 24.01 46.37	0.02 0.00 0.02 46.39	46.39

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	11/09/2021 11/15/2021 9,111.65	9,885.72 0.00 (774.14) 9,111.59	3.12 5.85 2.88 5.61	0.01 0.00 0.01 5.61	5.61
89240BAC2	TAOT 2021-A A3 0.26 05/15/2025	02/02/2021 02/08/2021 1,539.57	2,066.74 0.00 (527.21) 1,539.54	0.24 0.45 0.18 0.39	0.01 0.00 0.01 0.40	0.40
9128282A7	UNITED STATES TREASURY 1.5 08/15/2026	09/16/2021 09/17/2021 125,000.00	127,095.57 0.00 0.00 127,029.94	866.17 937.50 77.27 148.60	0.00 (65.63) (65.63) 82.97	82.97
9128284Z0	UNITED STATES TREASURY 2.75 08/31/2025	150,000.00	153,318.89 0.00 0.00 153,152.08	1,745.19 2,062.50 11.21 328.52	0.00 (166.81) (166.81) 161.71	161.71
9128285C0	UNITED STATES TREASURY 3.0 09/30/2025	150,000.00	153,732.26 0.00 0.00 153,553.95	1,524.59 0.00 1,881.15 356.56	0.00 (178.31) (178.31) 178.25	178.25
912828XB1	UNITED STATES TREASURY 2.125 05/15/2025	0.00	151,805.37 0.00 (151,730.42) 0.00	683.04 872.19 0.00 189.15	0.00 (74.95) (74.95) 114.21	114.21
91282CAZ4	UNITED STATES TREASURY 0.375 11/30/2025	100,000.00	99,416.88 0.00 0.00 99,442.20	64.55 0.00 94.26 29.71	25.33 (0.01) 25.32 55.03	55.03
91282CBC4	UNITED STATES TREASURY 0.375 12/31/2025	85,000.00	84,560.79 0.00 0.00 84,579.01	28.02 0.00 53.42 25.39	18.22 0.00 18.22 43.62	43.62
91282CBH3	UNITED STATES TREASURY 0.375 01/31/2026	100,000.00	99,204.63 0.00 0.00 99,236.23	1.03 0.00 30.91 29.88	31.60 0.00 31.60 61.47	61.47

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CBQ3	UNITED STATES TREASURY 0.5 02/28/2026	100,000.00	99,357.91 0.00 0.00 99,382.48	211.54 250.00 1.36 39.82	24.57 0.00 24.57 64.39	64.39
91282CBT7	UNITED STATES TREASURY 0.75 03/31/2026	100,000.00	99,790.49 0.00 0.00 99,798.19	254.10 0.00 313.52 59.43	7.70 0.00 7.70 67.13	67.13
91282CCF6	UNITED STATES TREASURY 0.75 05/31/2026	08/25/2021 08/26/2021 125,000.00	124,854.42 0.00 0.00 124,859.38	161.37 0.00 235.66 74.28	4.97 0.00 4.97 79.25	79.25
91282CCP4	UNITED STATES TREASURY 0.625 07/31/2026	08/25/2021 08/26/2021 125,000.00	124,399.49 0.00 0.00 124,418.60	2.15 0.00 64.39 62.24	19.12 0.00 19.12 81.36	81.36
91282CDG3	UNITED STATES TREASURY 1.125 10/31/2026	150,000.00	147,170.56 0.00 0.00 147,252.37	431.15 0.00 565.59 134.44	81.81 0.00 81.81 216.25	216.25
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	05/25/2022 05/26/2022 90,000.00	89,381.13 0.00 0.00 89,396.68	762.30 0.00 940.57 178.28	15.55 0.00 15.55 193.83	193.83
91282CET4	UNITED STATES TREASURY 2.625 05/31/2027	06/21/2022 06/22/2022 150,000.00	146,535.14 0.00 0.00 146,617.84	677.77 0.00 989.75 311.99	82.70 0.00 82.70 394.69	394.69
91282CFB2	UNITED STATES TREASURY 2.75 07/31/2027	08/30/2022 08/31/2022 125,000.00	122,813.26 0.00 0.00 122,862.96	9.44 0.00 283.31 273.87	49.70 0.00 49.70 323.57	323.57
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	01/30/2023 01/31/2023 125,000.00	125,835.75 0.00 0.00 125,818.79	425.82 0.00 811.73 385.90	0.00 (16.96) (16.96) 368.94	368.94

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CHE4	UNITED STATES TREASURY 3.625 05/31/2028	06/15/2023 06/16/2023 70,000.00	69,164.51 0.00 0.00 69,179.84	436.78 0.00 637.84 201.06	15.33 0.00 15.33 216.38	216.38
91282CJW2	UNITED STATES TREASURY 4.0 01/31/2029	02/26/2024 02/27/2024 90,000.00	0.00 88,751.95 0.00 88,754.03	0.00 (267.03) 296.70 29.67	2.08 0.00 2.08 31.75	31.75
91324PEC2	UNITEDHEALTH GROUP INC 1.15 05/15/2026	90,000.00	86,199.66 0.00 0.00 86,331.79	218.50 0.00 304.75 86.25	132.65 (0.52) 132.13 218.38	218.38
931142ERO	WALMART INC 1.05 09/17/2026	09/08/2021 09/17/2021 10,000.00	9,990.08 0.00 0.00 9,990.38	39.08 0.00 47.83 8.75	0.30 0.00 0.30 9.05	9.05
931142EW9	WALMART INC 3.9 09/09/2025	09/06/2022 09/09/2022 15,000.00	14,994.97 0.00 0.00 14,995.22	230.75 0.00 279.50 48.75	0.25 0.00 0.25 49.00	49.00
Total Fixed Income			4,684,592.22 148,219.15 (163,734.44) 4,669,693.40	25,640.72 5,730.37 29,313.25 9,402.91	1,432.92 (816.45) 616.47 10,019.37	10,019.37
			4,689,583.40 219,990.24 (221,321.65) 4,688,814.30	25,640.72 5,856.64 29,313.25 9,529.18	1,432.92 (816.45) 616.47 10,145.64	10,145.64
TOTAL PORTFOLIO			4,722,959.84	9,529.18	10,145.64	10,145.64

CASH FLOW REPORT

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
MARCH 2024							
03/01/2024	Dividend	31846V203	0.00		72.11		72.11
03/08/2024	Coupon	3130AWTR1	100,000.00	FEDERAL HOME LOAN BANKS 4.375 09/08/2028		2,600.69	2,600.69
03/11/2024	Coupon	3130ATS57	60,000.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		1,350.00	1,350.00
03/11/2024	Coupon	931142EW9	15,000.00	WALMART INC 3.9 09/09/2025		292.50	292.50
03/15/2024	Coupon	06051GHR3	55,000.00	BANK OF AMERICA CORP 3.458 03/15/2025		950.95	950.95
03/15/2024	Effective Maturity	06051GHR3	55,000.00	BANK OF AMERICA CORP 3.458 03/15/2025	55,000.00		55,000.00
03/15/2024	Coupon	084664CZ2	90,000.00	BERKSHIRE HATHAWAY FINANCE CORP 2.3 03/15/2027		1,035.00	1,035.00
03/15/2024	Coupon	09247XAN1	85,000.00	BLACKROCK INC 3.2 03/15/2027		1,360.00	1,360.00
03/15/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		33.43	33.43
03/15/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,440.62		1,440.62
03/15/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		21.32	21.32
03/15/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	623.43		623.43
03/15/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		3.20	3.20
03/15/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	671.18		671.18
03/15/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		77.92	77.92
03/15/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
03/15/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		45.03	45.03
03/15/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	1,145.54		1,145.54
03/15/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		5.39	5.39
03/15/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	774.60		774.60
03/15/2024	Coupon	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025		0.33	0.33
03/15/2024	Principal Paydown	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025	488.44		488.44
03/18/2024	Coupon	931142ER0	10,000.00	WALMART INC 1.05 09/17/2026		52.50	52.50
03/20/2024	Coupon	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025		51.87	51.87
03/20/2024	Principal Paydown	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025	4,637.65		4,637.65
03/21/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		6.52	6.52
03/21/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	742.34		742.34
03/22/2024	Coupon	3133EPWK7	130,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 09/22/2028		2,925.00	2,925.00
03/25/2024	Coupon	05601XAC3	959.81	BMWLT 2022-1 A3 1.03 03/25/2025		0.88	0.88

CASH FLOW REPORT

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/25/2024	Effective Maturity	05601XAC3	959.81	BMWLT 2022-1 A3 1.03 03/25/2025	959.81		959.81
03/25/2024	Coupon	06051GJG5	35,000.00	BANK OF AMERICA CORP 0.981 09/25/2025		171.68	171.68
03/25/2024	Coupon	3137EAEX3	60,000.00	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025		112.50	112.50
03/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
03/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
03/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
March 2024 Total					66,555.72	11,779.34	78,335.06
APRIL 2024							
04/01/2024	Coupon	437076CV2	55,000.00	HOME DEPOT INC 4.95 09/30/2026		877.25	877.25
04/01/2024	Coupon	9128285C0	150,000.00	UNITED STATES TREASURY 3.0 09/30/2025		2,250.00	2,250.00
04/01/2024	Coupon	91282CBT7	100,000.00	UNITED STATES TREASURY 0.75 03/31/2026		375.00	375.00
04/01/2024	Coupon	91282CEF4	90,000.00	UNITED STATES TREASURY 2.5 03/31/2027		1,125.00	1,125.00
04/15/2024	Coupon	023135CF1	30,000.00	AMAZON.COM INC 3.3 04/13/2027		495.00	495.00
04/15/2024	Coupon	24422E VW6	90,000.00	JOHN DEERE CAPITAL CORP 1.3 10/13/2026		585.00	585.00
04/15/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		31.18	31.18
04/15/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,493.32		1,493.32
04/15/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		20.11	20.11
04/15/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	752.85		752.85
04/15/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		2.91	2.91
04/15/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	867.06		867.06
04/15/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		77.92	77.92
04/15/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
04/15/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		42.23	42.23
04/15/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	1,193.22		1,193.22
04/15/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		4.93	4.93
04/15/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	798.83		798.83
04/15/2024	Coupon	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025		0.23	0.23
04/15/2024	Principal Paydown	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025	494.82		494.82
04/22/2024	Coupon	3135G03U5	100,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.625 04/22/2025		312.50	312.50
04/22/2024	Coupon	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025		38.65	38.65

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Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/22/2024	Principal Paydown	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025	4,822.99		4,822.99
04/22/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		5.98	5.98
04/22/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	761.41		761.41
04/22/2024	Coupon	4581X0DV7	60,000.00	INTER-AMERICAN DEVELOPMENT BANK 0.875 04/20/2026		262.50	262.50
04/22/2024	Coupon	46647PBK1	90,000.00	JPMORGAN CHASE & CO 2.083 04/22/2026		937.35	937.35
04/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
04/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
04/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
04/30/2024	Coupon	91282CDG3	150,000.00	UNITED STATES TREASURY 1.125 10/31/2026		843.75	843.75
April 2024 Total					11,184.50	8,970.12	20,154.62
MAY 2024							
05/03/2024	Coupon	00440EAV9	60,000.00	CHUBB INA HOLDINGS INC 3.35 05/03/2026		1,005.00	1,005.00
05/07/2024	Coupon	3135G06G3	65,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025		162.50	162.50
05/10/2024	Coupon	037833ET3	10,000.00	APPLE INC 4.0 05/10/2028		200.00	200.00
05/10/2024	Coupon	665859AW4	70,000.00	NORTHERN TRUST CORP 4.0 05/10/2027		1,400.00	1,400.00
05/13/2024	Coupon	023135BX3	25,000.00	AMAZON.COM INC 1.0 05/12/2026		125.00	125.00
05/13/2024	Coupon	3133EPC45	100,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 11/13/2028		2,312.50	2,312.50
05/15/2024	Coupon	341081GN1	60,000.00	FLORIDA POWER & LIGHT CO 4.4 05/15/2028		1,320.00	1,320.00
05/15/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		28.84	28.84
05/15/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,430.09		1,430.09
05/15/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		18.66	18.66
05/15/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	730.32		730.32
05/15/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		2.54	2.54
05/15/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	867.86		867.86
05/15/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		77.92	77.92
05/15/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
05/15/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		39.32	39.32
05/15/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	1,147.23		1,147.23
05/15/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		4.46	4.46

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/15/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	763.03		763.03
05/15/2024	Coupon	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025		0.12	0.12
05/15/2024	Principal Paydown	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025	467.15		467.15
05/15/2024	Coupon	91324PEC2	90,000.00	UNITEDHEALTH GROUP INC 1.15 05/15/2026		517.50	517.50
05/17/2024	Coupon	58933YBH7	15,000.00	MERCK & CO INC 4.05 05/17/2028		303.75	303.75
05/20/2024	Coupon	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025		24.91	24.91
05/20/2024	Principal Paydown	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025	4,960.52		4,960.52
05/21/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		5.42	5.42
05/21/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	730.48		730.48
05/27/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
05/27/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
05/27/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
05/31/2024	Coupon	91282CAZ4	100,000.00	UNITED STATES TREASURY 0.375 11/30/2025		187.50	187.50
05/31/2024	Coupon	91282CCF6	125,000.00	UNITED STATES TREASURY 0.75 05/31/2026		468.75	468.75
05/31/2024	Coupon	91282CET4	150,000.00	UNITED STATES TREASURY 2.625 05/31/2027		1,968.75	1,968.75
05/31/2024	Coupon	91282CHE4	70,000.00	UNITED STATES TREASURY 3.625 05/31/2028		1,268.75	1,268.75
May 2024 Total					11,096.67	12,124.80	23,221.47
JUNE 2024							
06/10/2024	Coupon	3130AXQK7	80,000.00	FEDERAL HOME LOAN BANKS 4.75 12/08/2028		2,269.44	2,269.44
06/14/2024	Coupon	3130A1XJ2	100,000.00	FEDERAL HOME LOAN BANKS 2.875 06/14/2024		1,437.50	1,437.50
06/14/2024	Final Maturity	3130A1XJ2	100,000.00	FEDERAL HOME LOAN BANKS 2.875 06/14/2024	100,000.00		100,000.00
06/17/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		26.60	26.60
06/17/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,400.86		1,400.86
06/17/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		17.25	17.25
06/17/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	606.80		606.80
06/17/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		2.16	2.16
06/17/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	497.63		497.63
06/17/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		77.92	77.92
06/17/2024	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	442.46		442.46
06/17/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
06/17/2024	Coupon	74340XCG4	60,000.00	PROLOGIS LP 4.875 06/15/2028		1,462.50	1,462.50
06/17/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		36.52	36.52

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/17/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	1,125.87		1,125.87
06/17/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		4.01	4.01
06/17/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	670.22		670.22
06/17/2024	Coupon	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025		0.02	0.02
06/17/2024	Effective Maturity	89240BAC2	1,539.57	TAOT 2021-A A3 0.26 05/15/2025	89.16		89.16
06/18/2024	Coupon	89236TJK2	90,000.00	TOYOTA MOTOR CREDIT CORP 1.125 06/18/2026		506.25	506.25
06/20/2024	Coupon	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025		10.77	10.77
06/20/2024	Effective Maturity	36266FAC3	18,199.77	GMALT 2022-2 A3 3.42 06/20/2025	3,778.62		3,778.62
06/21/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		4.88	4.88
06/21/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	714.65		714.65
06/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
06/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
06/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
June 2024 Total					109,326.27	6,538.44	115,864.70
JULY 2024							
07/01/2024	Coupon	91282CBC4	85,000.00	UNITED STATES TREASURY 0.375 12/31/2025		159.38	159.38
07/01/2024	Coupon	91282CGC9	125,000.00	UNITED STATES TREASURY 3.875 12/31/2027		2,421.88	2,421.88
07/12/2024	Coupon	459058KT9	35,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		612.50	612.50
07/15/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		24.40	24.40
07/15/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,363.57		1,363.57
07/15/2024	Coupon	438516CL8	55,000.00	HONEYWELL INTERNATIONAL INC 4.25 01/15/2029		1,168.75	1,168.75
07/15/2024	Coupon	45950KDD9	40,000.00	INTERNATIONAL FINANCE CORP 4.5 07/13/2028		900.00	900.00
07/15/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		16.07	16.07
07/15/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	715.13		715.13
07/15/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		1.94	1.94
07/15/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	382.65		382.65
07/15/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		76.54	76.54
07/15/2024	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	1,149.82		1,149.82
07/15/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
07/15/2024	Coupon	79466LAG9	5,000.00	SALESFORCE INC 0.625 07/15/2024		15.62	15.62

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/15/2024	Final Maturity	79466LAG9	5,000.00	SALESFORCE INC 0.625 07/15/2024	5,000.00		5,000.00
07/15/2024	Coupon	87612EBM7	25,000.00	TARGET CORP 1.95 01/15/2027		243.75	243.75
07/15/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		33.77	33.77
07/15/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	1,098.99		1,098.99
07/15/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		3.61	3.61
07/15/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	643.27		643.27
07/17/2024	Coupon	61747YET8	30,000.00	MORGAN STANLEY 4.679 07/17/2026		701.85	701.85
07/22/2024	Coupon	3137EAEU9	20,000.00	FEDERAL HOME LOAN MORTGAGE CORP 0.375 07/21/2025		37.50	37.50
07/22/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		4.36	4.36
07/22/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	619.94		619.94
07/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
07/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
07/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
07/31/2024	Coupon	69371RS80	60,000.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		1,380.00	1,380.00
07/31/2024	Coupon	91282CBH3	100,000.00	UNITED STATES TREASURY 0.375 01/31/2026		187.50	187.50
07/31/2024	Coupon	91282CCP4	125,000.00	UNITED STATES TREASURY 0.625 07/31/2026		390.62	390.62
07/31/2024	Coupon	91282CFB2	125,000.00	UNITED STATES TREASURY 2.75 07/31/2027		1,718.75	1,718.75
07/31/2024	Coupon	91282CJW2	90,000.00	UNITED STATES TREASURY 4.0 01/31/2029		1,800.00	1,800.00
July 2024 Total					10,973.37	12,581.42	23,554.79
AUGUST 2024							
08/06/2024	Coupon	857477BR3	90,000.00	STATE STREET CORP 1.746 02/06/2026		785.70	785.70
08/12/2024	Coupon	3137EAEP0	22,000.00	FEDERAL HOME LOAN MORTGAGE CORP 1.5 02/12/2025		165.00	165.00
08/15/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		22.27	22.27
08/15/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,319.07		1,319.07
08/15/2024	Coupon	4581X0EN4	60,000.00	INTER-AMERICAN DEVELOPMENT BANK 4.125 02/15/2029		1,340.62	1,340.62
08/15/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		14.69	14.69
08/15/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	635.02		635.02
08/15/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		1.78	1.78
08/15/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	403.34		403.34

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/15/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		72.95	72.95
08/15/2024	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	1,023.34		1,023.34
08/15/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
08/15/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		31.08	31.08
08/15/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	998.81		998.81
08/15/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		3.23	3.23
08/15/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	622.73		622.73
08/15/2024	Coupon	9128282A7	125,000.00	UNITED STATES TREASURY 1.5 08/15/2026		937.50	937.50
08/21/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		3.90	3.90
08/21/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	599.81		599.81
08/26/2024	Coupon	3135G05X7	60,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025		112.50	112.50
08/26/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
08/26/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
08/26/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
August 2024 Total					5,602.13	4,173.86	9,775.99
SEPTEMBER 2024							
09/03/2024	Coupon	9128284Z0	150,000.00	UNITED STATES TREASURY 2.75 08/31/2025		2,062.50	2,062.50
09/03/2024	Coupon	91282CBQ3	100,000.00	UNITED STATES TREASURY 0.5 02/28/2026		250.00	250.00
09/09/2024	Coupon	3130AWTR1	100,000.00	FEDERAL HOME LOAN BANKS 4.375 09/08/2028		2,187.50	2,187.50
09/09/2024	Coupon	931142EW9	15,000.00	WALMART INC 3.9 09/09/2025		292.50	292.50
09/10/2024	Coupon	3130ATS57	60,000.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		1,350.00	1,350.00
09/16/2024	Coupon	084664CZ2	90,000.00	BERKSHIRE HATHAWAY FINANCE CORP 2.3 03/15/2027		1,035.00	1,035.00
09/16/2024	Coupon	09247XAN1	85,000.00	BLACKROCK INC 3.2 03/15/2027		1,360.00	1,360.00
09/16/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		20.20	20.20
09/16/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,285.80		1,285.80
09/16/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		13.46	13.46
09/16/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	624.82		624.82
09/16/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		1.60	1.60
09/16/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	397.09		397.09
09/16/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		69.76	69.76

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/16/2024	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	1,095.23		1,095.23
09/16/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
09/16/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		28.65	28.65
09/16/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	972.10		972.10
09/16/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		2.86	2.86
09/16/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	607.89		607.89
09/17/2024	Coupon	931142ER0	10,000.00	WALMART INC 1.05 09/17/2026		52.50	52.50
09/23/2024	Coupon	3133EPWK7	130,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 09/22/2028		2,925.00	2,925.00
09/23/2024	Coupon	3137EAEX3	60,000.00	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025		112.50	112.50
09/23/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		3.46	3.46
09/23/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	584.52		584.52
09/25/2024	Coupon	06051GJG5	35,000.00	BANK OF AMERICA CORP 0.981 09/25/2025		171.68	171.68
09/25/2024	Effective Maturity	06051GJG5	35,000.00	BANK OF AMERICA CORP 0.981 09/25/2025	35,000.00		35,000.00
09/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
09/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
09/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
09/30/2024	Coupon	437076CV2	55,000.00	HOME DEPOT INC 4.95 09/30/2026		1,361.25	1,361.25
09/30/2024	Coupon	9128285C0	150,000.00	UNITED STATES TREASURY 3.0 09/30/2025		2,250.00	2,250.00
09/30/2024	Coupon	91282CBT7	100,000.00	UNITED STATES TREASURY 0.75 03/31/2026		375.00	375.00
09/30/2024	Coupon	91282CEF4	90,000.00	UNITED STATES TREASURY 2.5 03/31/2027		1,125.00	1,125.00
September 2024 Total					40,567.44	17,733.05	58,300.49
OCTOBER 2024							
10/15/2024	Coupon	023135CF1	30,000.00	AMAZON.COM INC 3.3 04/13/2027		495.00	495.00
10/15/2024	Coupon	24422EVLW6	90,000.00	JOHN DEERE CAPITAL CORP 1.3 10/13/2026		585.00	585.00
10/15/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		18.18	18.18
10/15/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,238.61		1,238.61
10/15/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		12.26	12.26
10/15/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	696.76		696.76
10/15/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		1.43	1.43
10/15/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	414.08		414.08

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Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		66.35	66.35
10/15/2024	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	1,258.53		1,258.53
10/15/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		169.67	169.67
10/15/2024	Principal Paydown	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027	871.54		871.54
10/15/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		26.27	26.27
10/15/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	938.82		938.82
10/15/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		2.50	2.50
10/15/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	585.83		585.83
10/21/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		3.04	3.04
10/21/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	563.41		563.41
10/21/2024	Coupon	4581X0DV7	60,000.00	INTER-AMERICAN DEVELOPMENT BANK 0.875 04/20/2026		262.50	262.50
10/22/2024	Coupon	3135G03U5	100,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.625 04/22/2025		312.50	312.50
10/22/2024	Coupon	46647PBK1	90,000.00	JPMORGAN CHASE & CO 2.083 04/22/2026		937.35	937.35
10/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
10/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
10/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
10/31/2024	Coupon	91282CDG3	150,000.00	UNITED STATES TREASURY 1.125 10/31/2026		843.75	843.75
October 2024 Total					6,567.57	4,248.76	10,816.33
NOVEMBER 2024							
11/04/2024	Coupon	00440EAV9	60,000.00	CHUBB INA HOLDINGS INC 3.35 05/03/2026		1,005.00	1,005.00
11/07/2024	Coupon	3135G06G3	65,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025		162.50	162.50
11/12/2024	Coupon	023135BX3	25,000.00	AMAZON.COM INC 1.0 05/12/2026		125.00	125.00
11/12/2024	Coupon	037833ET3	10,000.00	APPLE INC 4.0 05/10/2028		200.00	200.00
11/12/2024	Coupon	665859AW4	70,000.00	NORTHERN TRUST CORP 4.0 05/10/2027		1,400.00	1,400.00
11/13/2024	Coupon	3133EPC45	100,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 11/13/2028		2,312.50	2,312.50
11/15/2024	Coupon	341081GN1	60,000.00	FLORIDA POWER & LIGHT CO 4.4 05/15/2028		1,320.00	1,320.00
11/15/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		16.24	16.24
11/15/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,133.89		1,133.89

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/15/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		10.91	10.91
11/15/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	751.43		751.43
11/15/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		1.25	1.25
11/15/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	492.01		492.01
11/15/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		62.43	62.43
11/15/2024	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	1,322.47		1,322.47
11/15/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		165.97	165.97
11/15/2024	Principal Paydown	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027	1,881.49		1,881.49
11/15/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		23.98	23.98
11/15/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	862.39		862.39
11/15/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		2.16	2.16
11/15/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	572.21		572.21
11/15/2024	Coupon	91324PEC2	90,000.00	UNITEDHEALTH GROUP INC 1.15 05/15/2026		517.50	517.50
11/18/2024	Coupon	58933YBH7	15,000.00	MERCK & CO INC 4.05 05/17/2028		303.75	303.75
11/21/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		2.62	2.62
11/21/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	549.34		549.34
11/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
11/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
11/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
November 2024 Total					7,565.23	8,144.77	15,710.01
DECEMBER 2024							
12/02/2024	Coupon	91282CAZ4	100,000.00	UNITED STATES TREASURY 0.375 11/30/2025		187.50	187.50
12/02/2024	Coupon	91282CCF6	125,000.00	UNITED STATES TREASURY 0.75 05/31/2026		468.75	468.75
12/02/2024	Coupon	91282CET4	150,000.00	UNITED STATES TREASURY 2.625 05/31/2027		1,968.75	1,968.75
12/02/2024	Coupon	91282CHE4	70,000.00	UNITED STATES TREASURY 3.625 05/31/2028		1,268.75	1,268.75
12/09/2024	Coupon	3130AXQK7	80,000.00	FEDERAL HOME LOAN BANKS 4.75 12/08/2028		1,900.00	1,900.00
12/16/2024	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		14.47	14.47
12/16/2024	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,083.21		1,083.21
12/16/2024	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		9.46	9.46
12/16/2024	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	530.76		530.76
12/16/2024	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		1.04	1.04
12/16/2024	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	351.36		351.36

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/16/2024	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		58.31	58.31
12/16/2024	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	1,028.25		1,028.25
12/16/2024	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		157.99	157.99
12/16/2024	Principal Paydown	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027	1,513.18		1,513.18
12/16/2024	Coupon	74340XCG4	60,000.00	PROLOGIS LP 4.875 06/15/2028		1,462.50	1,462.50
12/16/2024	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		21.87	21.87
12/16/2024	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	824.61		824.61
12/16/2024	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		1.82	1.82
12/16/2024	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	547.28		547.28
12/18/2024	Coupon	89236TJK2	90,000.00	TOYOTA MOTOR CREDIT CORP 1.125 06/18/2026		506.25	506.25
12/23/2024	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		2.22	2.22
12/23/2024	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	526.32		526.32
12/25/2024	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
12/25/2024	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
12/25/2024	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
12/31/2024	Coupon	91282CBC4	85,000.00	UNITED STATES TREASURY 0.375 12/31/2025		159.38	159.38
12/31/2024	Coupon	91282CGC9	125,000.00	UNITED STATES TREASURY 3.875 12/31/2027		2,421.88	2,421.88
December 2024 Total					6,404.96	11,123.88	17,528.84
JANUARY 2025							
01/13/2025	Coupon	459058KT9	35,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		612.50	612.50
01/13/2025	Coupon	45950KDD9	40,000.00	INTERNATIONAL FINANCE CORP 4.5 07/13/2028		900.00	900.00
01/15/2025	Coupon	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026		12.77	12.77
01/15/2025	Principal Paydown	43815BAC4	21,340.70	HAROT 2022-1 A3 1.88 05/15/2026	1,060.81		1,060.81
01/15/2025	Coupon	438516CL8	55,000.00	HONEYWELL INTERNATIONAL INC 4.25 01/15/2029		1,168.75	1,168.75
01/15/2025	Coupon	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026		8.43	8.43
01/15/2025	Principal Paydown	47787JAC2	10,962.68	JDOT 2022 A3 0.36 09/15/2026	628.54		628.54
01/15/2025	Coupon	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026		0.89	0.89
01/15/2025	Principal Paydown	47789QAC4	7,390.33	JDOT 2021-B A3 0.52 03/16/2026	635.19		635.19
01/15/2025	Coupon	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027		55.10	55.10
01/15/2025	Principal Paydown	47800AAC4	25,000.00	JDOT 2022-B A3 3.74 02/16/2027	1,663.93		1,663.93

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/15/2025	Coupon	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027		151.57	151.57
01/15/2025	Principal Paydown	47800BAC2	40,000.00	JDOT 2022-C A3 5.09 06/15/2027	2,538.91		2,538.91
01/15/2025	Coupon	87612EBM7	25,000.00	TARGET CORP 1.95 01/15/2027		243.75	243.75
01/15/2025	Coupon	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026		19.86	19.86
01/15/2025	Principal Paydown	89238FAD5	18,441.42	TAOT 2022-B A3 2.93 09/15/2026	812.14		812.14
01/15/2025	Coupon	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026		1.49	1.49
01/15/2025	Principal Paydown	89238JAC9	9,111.65	TAOT 2021-D A3 0.71 04/15/2026	536.96		536.96
01/17/2025	Coupon	61747YET8	30,000.00	MORGAN STANLEY 4.679 07/17/2026		701.85	701.85
01/21/2025	Coupon	3137EAEU9	20,000.00	FEDERAL HOME LOAN MORTGAGE CORP 0.375 07/21/2025		37.50	37.50
01/21/2025	Coupon	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026		1.83	1.83
01/21/2025	Principal Paydown	43815GAC3	8,893.01	HAROT 2021-4 A3 0.88 01/21/2026	515.19		515.19
01/27/2025	Coupon	3137FETN0	50,000.00	FHMS K-073 A2 3.35 01/25/2028		139.58	139.58
01/27/2025	Coupon	3137FG6X8	90,000.00	FHMS K-077 A2 3.85 05/25/2028		288.75	288.75
01/27/2025	Coupon	3137H4BY5	50,000.00	FHMS K-746 A2 2.031 09/25/2028		84.62	84.62
January 2025 Total					8,391.66	4,429.26	12,820.92
Grand Total			12,631,909.82		284,235.53	101,847.69	386,083.22

IMPORTANT DISCLOSURES

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024

Chandler Asset Management, Inc. (“Chandler”) is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at www.chandlerasset.com.

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

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

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

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

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

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

BENCHMARK INDEX & DISCLOSURES

Three Valleys Municipal Water District | Account #10065 | As of February 29, 2024


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



BOARD INFORMATION

BOARD OF DIRECTORS
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 20, 2024

Subject: YTD District Budget Status Report

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

Attached for review is the YTD District Budget Status Report for the period ending February 29, 2024.

Interest Income is performing well due to positive current market conditions and reinvestment of the District's cash and equivalents in LAIF.

Grants and Other Revenue has exceeded the fiscal year budgeted amount because of the return of deposit from the Bonanza Springs Study, in which the District terminated its agreement on November 2023.

Operations and Maintenance has seen a rise in costs due to an increase in electricity required by operations of the Miragrand and Grand Ave. Wells.

Various insurances such as liability and property/vehicle have increased resulting in *Professional Services* costs higher than anticipated at this time of the year.

Due to the upfront payment schedule for *Membership Dues & Fees*, actual expenses are high but this is expected. However, this line item is not expected to exceed budget.

Environmental Impact

None

Strategic Plan Objective(s)

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

Attachment(s)

Exhibit A – YTD District Budget Status Report

Meeting History

None

NA/BA




THREE VALLEYS MUNICIPAL WATER DISTRICT **Item 7.B - Exhibit A**
DISTRICT BUDGET - FISCAL YEAR 2023-2024
Month Ending February 29, 2024

	2023-2024 YTD Actuals	Annual Budget All Funds	2023-2024 Percent of Budget	2023-2024 Balance Remaining
REVENUES				
<i>OPERATING REVENUES</i>				
Water Sales	41,144,272	68,481,309	60.1%	27,337,037
MWD RTS Standby Charge	3,186,491	5,459,852	58.4%	2,273,362
MWD Capacity Charge Assessment	990,210	1,507,470	65.7%	517,260
TVMWD Fixed Charges	589,439	896,361	65.8%	306,922
Hydroelectric Revenue	214,018	200,000	107.0%	(14,018)
<i>NON-OPERATING REVENUES</i>				
Property Taxes	1,790,115	2,934,033	61.0%	1,143,919
Interest Income	264,595	105,604	250.6%	(158,991)
Pumpback O&M Reimbursement	6,693	10,000	66.9%	3,307
Grants and Other Revenue	230,110	5,705	4033.4%	(224,405)
TOTAL REVENUES	48,415,943	79,600,334	60.8%	31,184,391
EXPENSES				
<i>OPERATING EXPENSES</i>				
MWD Water Purchases	35,313,286	60,179,085	58.7%	24,865,799
MWD RTS Standby Charge	2,584,658	5,459,852	47.3%	2,875,195
Staff Compensation	3,120,896	5,496,236	56.8%	2,375,340
MWD Capacity Charge	732,990	1,507,470	48.6%	774,480
Operations and Maintenance	1,723,677	1,947,950	88.5%	224,273
Professional Services	532,821	669,126	79.6%	136,304
Directors Compensation	155,536	285,389	54.5%	129,853
Communication and Conservation Programs	118,030	200,700	58.8%	82,670
Planning & Resources	299,854	425,000	70.6%	125,146
Membership Dues and Fees	95,921	97,650	98.2%	1,729
Hydroelectric Facilities	22,771	30,000	75.9%	7,229
Board Elections	-	-	0.0%	-
<i>NON OPERATING EXPENSES</i>				
Pumpback O&M Expenses	8,523	10,000	85.2%	1,477
<i>RESERVE EXPENSES</i>				
Reserve Replenishment	-	390,000	0.0%	390,000
<i>CAPITAL INVESTMENT</i>				
Capital Repair & Replacement	488,511	597,216	81.8%	108,705
Capital Investment Program	171,269	2,525,000	6.8%	2,353,731
TOTAL EXPENSES	45,368,744	79,820,675	56.8%	34,451,931
NET INCOME (LOSS) BEFORE TRANSFERS		(220,340)		
TRANSFER FROM/(TO) CAPITAL RESERVES		188,183		
TRANSFER IN FROM BOARD ELECTION RESERVES				
TRANSFER IN FROM ENCUMBERED RESERVES				
NET INCOME (LOSS) AFTER TRANSFERS		\$ (32,157)		

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

**BOARD ACTION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 20, 2024
Subject: Warrant List

Funds Budgeted: \$

Fiscal Impact: \$ 5,451,835.14

Staff Recommendation

Receive and file the Warrant List for the period ending February 29, 2024, as presented.

Discussion

The monthly warrant list is provided for your information.

General checks 53395 through 53483 totaling \$340,092.96 are listed on pages 1 to 4.

MWD December 2023 water invoice totaling \$4,745,712.40 is listed on page 4.

Wire transfers for taxing agencies, benefit payments and PERS totaling \$174,519.95 are listed on pages 5.

Total payroll checks 16046 through 16103 totaling \$191,509.83 are listed on page 5.

Umpqua Bank invoices details are listed on page 6.

Environmental Impact

None

Strategic Plan Objective(s)

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

Attachment(s)

Exhibit A – Warrant List

Meeting History

None

NA/BA



THREE VALLEYS MUNICIPAL WATER DISTRICT

February 2024

General Checks 53395 through 53483

Payroll Wire Transfer 3670, 3681 through 3694

Payroll Checks 16046 through 16103

Check Number	Vendor	Description	Paid Amount
53395	AIRGAS SPECIALTY PRODUCTS	AMMONIA REFRIGERANT BULK	3,851.78
53396	B & K ELECTRIC WHOLESale	PUMPS	39.83
53397	CALLTOWER INC.	TELEPHONE LICENSES/SERVICES 01/26/24-02/25/24	601.78
53398	CONSOLIDATED ELECTRICAL, DISTRIBUTORS, INC.	MISC - LIQUID CHEMICAL	326.38
53399	COUNTY OF LOS ANGELES, DEPT OF REGIONAL PLANNING	PERMIT AND PLAN REVIEW FEES	10,161.00
53400	DISTRIBUTOR OPERATIONS INC.	SITE BUILDING MAINTENANCE	75.12
53401	GRAINGER	WEDGE ANCHOR	1,278.56
53402	HACH COMPANY	LABORATORY SUPPLIES	2,549.16
53403	HIGHROAD INFORMATION TECH, LLC	MONTHLY IT SERVICES - FEB	6,873.00
53404	IDEXX DISTRIBUTION CORP	LABORATORY	47.63
53405	LEE, SYLVIE	EMPLOYEE EXPENSE REIMBURSEMENT	561.88
53406	MC MASTER-CARR SUPPLY COMPANY	SHOP EQUIPMENT	389.56
53407	MERCER, DUSTIN	JANITORIAL SERVICES FOR FEBRUARY	1,375.00
53408	SOUTHERN CALIFORNIA EDISON	SERVICE ADDRESS PADUA	13,805.71
53409	THOMPSON PLUMBING SUPPLY	MAINTENANCE SUPPLIES	14.70
53410	VERIZON WIRELESS	CELLULAR & IPAD SERVICES/MOBILE BROADBAND 12/26/23 - 1/25/24	872.39
53411	AGUIAR, DOMINIQUE	EXPENSE REIMBURSEMENT	24.11
53412	APPLIED TECHNOLOGY GROUP, INC	SYSTEM ANALYSIS OF INET SYSTEM	12,888.20
53413	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES DECEMBER	12,913.00
53414	CLINICAL LABORATORY OF SB, INC	OUTSIDE LABORATORY TESTING	920.00
53415	CLS LANDSCAPE MANAGEMENT	LANDSCAPE SERVICE REQUEST	4,082.77
53416	CONCUR TECHNOLOGIES, INC.	EXPENSE MANAGEMENT APP SET UP	108.20
53417	CONSOLIDATED ELECTRICAL, DISTRIBUTORS, INC.	MISC - CHEMICAL SYSTEMS	25.72
53418	D & H WATER SYSTEMS INC.	REPLACEMENT BATTERY	127.46
53419	DISTRIBUTOR OPERATIONS INC.	BATTERIES	265.32



THREE VALLEYS MUNICIPAL WATER DISTRICT

Item 7.B - Exhibit A

February 2024

General Checks 53395 through 53483
 Payroll Wire Transfer 3670, 3681 through 3694
 Payroll Checks 16046 through 16103

Check Number	Vendor	Description	Paid Amount
53420	ELIAN ELECTRONICS RECYCLING	EWASTE PICKUP (PLOTTER)	125.00
53421	GEI CONSULTANTS, INC.	WATER RESOURCES MASTER PLAN AND DROUGHT CONTINGENCY PLAN	78,051.00
53422	HACH COMPANY	LAB SUPPLIES	257.17
53423	HARRINGTON IND PLASTICS, LLC	ACCESSORIES AND SUPPLIES	1,194.00
53424	JOHNSON CNTRLS SECURITY SOLUTN	ANNUAL SERVICE CHARGE	446.13
53425	MC MASTER-CARR SUPPLY COMPANY	SITE MAINTENANCE	642.75
53426	OTTIMO RESOURCES INC.	LABOR - ADMIN TEMP	2,432.00
53427	PEST OPTIONS INC.	MICE/RATS CONTROL	197.95
53428	POLYDYNE, INC	CLARIFLOC	3,440.77
53429	SOUTHERN CALIFORNIA EDISON	PADUA/FULTON/WILLIAMS	389.33
53430	UNDERGROUND SERVICE ALERT	NEW TICKET CHARGES/MONTHLY DATABASE MAINTENANCE FEE	52.00
53431	JOSE, VELASQUEZ	EXPENSE REIMBURSEMENT	676.26
53432	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	775.00
53433	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	17,269.03
53434	ARROWHEAD GROUP INC.	TEST & CERTIFY VALVE	60.00
53435	BABCOCK LABORATORIES, INC.	OUTSIDE LABORATORY TESTING	4,845.18
53436	BASIC	MONTHLY FSA & HRA BUNDLED ADMIN FEES	141.51
53437	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - FEB	2,232.55
53438	CHARTER COMMUNICATNS HOLDINGS, LLC	BROADBAND SERVICES-WILLIAMS/PLANT 2/FULTON	14.97
53439	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - JAN	184.50
53440	DISTRIBUTOR OPERATIONS INC.	REPLACEMENT BATTERIES	83.77
53441	EIDE BAILLY LLP	CONSULTING SERVICES - DEC	9,099.60
53442	FORD OF UPLAND, LLC	VEHICLE MAINTENANCE	54.95
53443	GRAINGER	EQUIPMENT FOR SHOP	166.48
53444	HARRINGTON IND PLASTICS, LLC	MISC CHEMICAL SYSTEM SUPPLIES	165.94
53445	KELLOGG WEST CONFERENCE CENTER	FEBRUARY 2024 LEADERSHIP BREAKFAST PAYMENT	4,952.07
53446	MC MASTER-CARR SUPPLY COMPANY	MISC. BACKWASH BOND/PIPING	187.01



THREE VALLEYS MUNICIPAL WATER DISTRICT

February 2024

General Checks 53395 through 53483
 Payroll Wire Transfer 3670, 3681 through 3694
 Payroll Checks 16046 through 16103

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
53447	OTTIMO RESOURCES INC.	LABOR - ADMIN TEMP	1,216.00
53448	PUBLIC WATER AGENCIES GROUP	EMERGENCY PREPAREDNESS MONTHLY ASSESSMENT	1,572.71
53449	ROBERT HALF	LABOR - ADMIN TEMP	2,524.13
53450	SOCALGAS	FULTON SERVICE 01/05/24 - 2/02/24	13.81
53451	SOUTHERN CALIFORNIA EDISON	GLENDORA/C ST/EMERALD/PUMPBACK/MIRAMAR/WILLIAMS/FULTON	16,904.24
53452	WEX BANK	FUEL 01/01/2024 - 01/31/2024	1,814.78
53453	VWR INTERNATIONAL INC.	THERMOMETER	4,900.60
53454	ACWA/JPIA	ACWA BOARD BENEFITS - MARCH 2024	52,292.30
53455	AFLAC	AFLAC SUPP. INS: FEBRUARY 2024	1,021.82
53456	AIRGAS SPECIALTY PRODUCTS	AMMONIUM HYDROXIDE SOLUTION	1,441.02
53457	BOOT BARN, INC.	BOOTS AND ACCESSORIES	227.76
53458	CLAREMONT PRINT & COPY	YARD SIGNS	78.84
53459	CLS LANDSCAPE MANAGEMENT	LANDSCAPE REPAIR	4,539.15
53460	CODE 3 MEDIA	VIDEO FOR FLOOD CONTROL	1,440.00
53461	DIVE/CORR, INC	UNDERWATER INSPECTION	3,500.00
53462	EMPOWER RETIREMENT, LLC	INVESTMENT ACCESS FEE	500.00
53463	FORD OF UPLAND, LLC	VEHICLE MAINTENANCE	255.80
53464	GOLDEN STATE WATER CO.	MIRAGRAND WATER PURCHASE - SERVICE PERIOD JAN- FEB	603.49
53465	HARRINGTON IND PLASTICS, LLC	ACCESSORIES MISC	500.99
53466	HD SUPPLY FACILITIES MAINT LTD	LABORATORY SUPPLIES	2,495.71
53467	KATZ & ASSOCIATES, INC.	TVMWD BRAND REFRESH - JAN	1,517.50
53468	LIEBERT CASSIDY WHITMORE	LEGAL FEES - JAN	1,131.00
53469	LIGHTNG INSTYLE	PLANT LIGHTING	228.73
53470	LOWE'S	MISCELLANEOUS OPERATIONS/SAFETY SUPPLIES	852.49
53471	MATHISEN OIL CO., INC.	DIESEL FUEL	2,757.24
53472	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT FEB/MARCH EXPENSES	6,084.00
53473	OTTIMO RESOURCES INC.	LABOR - ADMIN TEMP	1,152.00



THREE VALLEYS MUNICIPAL WATER DISTRICT

Item 7.B - Exhibit A

February 2024

General Checks 53395 through 53483
 Payroll Wire Transfer 3670, 3681 through 3694
 Payroll Checks 16046 through 16103

Check Number	Vendor	Description	Paid Amount
53474	RED WING BUSINESS ADVNTGE ACCT	SAFETY FOOTWEAR - JOHN SUAREZ	275.00
53475	RELIANCE STANDARD LIFE INS CO.	GROUP LIFE INSURANCE: BOARD - FEBRUARY 2024	1,430.70
53476	RELIANCE STANDARD LIFE INS.	ST/LT DISAB: FEBRUARY 2024	1,094.11
53477	RINCON CONSULTANTS INC	TVMWD GRANTS ASSISTANCE	1,894.50
53478	ROBERT HALF	LABOR - ADMIN TEMP	2,852.20
53479	SOUTHERN CALIFORNIA EDISON	BASELINE/GRAND/MIRAMAR	15,538.55
53480	TELEPACIFIC COMMUNICATIONS	TELEPHONE/INTERNET SERVICE	1,972.48
53481	TODD STREET, INC.	LAB EQUIPMENT	520.13
53482	VIA PROMOTIONALS	NAME BADGE	33.56
53483	VWR INTERNATIONAL INC.	LABORATORY SUPPLIES	600.44
TOTAL AMOUNT OF CHECKS LISTED			\$ 340,092.96
12848	METROPOLITAN WATER DISTRICT	DECEMBER 2023 MWD WATER INVOICE	4,745,712.40
TOTAL AMOUNT OF WIRE TRANSFERS			\$ 4,745,712.40
3670	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: JANUARY 07 PAYROLL	26,215.86
3681	EMPOWER RETIREMENT, LLC	401A&457 DEFRD: FEBRUARY 04 PAYROLL	19,085.60
3682	FEDERAL TAX PAYMENT	FED TAX: FEBRUARY 04 PAYROLL	19,002.68
3683	BASIC	HEALTH SAVINGS ACCT: FEBRUARY 04 PAYROLL	1,631.16
3684	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: FEBRUARY 04 PAYROLL	24,045.17
3685	STATE TAX PAYMENT	STATE TAX: FEBRUARY 04 PAYROLL	7,562.01
3686	EMPOWER RETIREMENT, LLC	401A&457 DEFRD: FEBRUARY 18 PAYROLL	19,085.60
3687	FEDERAL TAX PAYMENT	FED TAX: FEBRUARY 18 PAYROLL	19,120.23
3688	BASIC	HEALTH SAVINGS ACCT: FEBRUARY 18 PAYROLL	1,631.16
3689	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: FEBRUARY 18 PAYROLL	24,190.34
3690	STATE TAX PAYMENT	STATE TAX: FEBRUARY 18 PAYROLL	7,517.44
3691	EMPOWER RETIREMENT, LLC	457 DEFRD: BOARD-FEBRUARY 2024	3,958.47



THREE VALLEYS MUNICIPAL WATER DISTRICT

February 2024

General Checks 53395 through 53483
Payroll Wire Transfer 3670, 3681 through 3694
Payroll Checks 16046 through 16103

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
3692	BASIC	HEALTH SAVINGS ACCT: BOARD-FEBRUARY 2024	625.00
3693	FEDERAL TAX PAYMENT	FED TAX: BOARD-FEBRUARY 2024	836.40
3694	STATE TAX PAYMENT	STATE TAX: BOARD-FEBRUARY 2024	12.83
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 174,519.95
PAYROLL SUMMARY			
Check# 16046 - 16103	TOTAL AMOUNT OF PAYROLL CHECKS LISTED		\$ 191,509.83
TOTAL February 2024 CASH DISBURSEMENTS			\$ 5,451,835.14



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 February 2024
 Umpqua Bank Credit Cards Invoice Detail Check 53432-53433

Item 7.B - Exhibit A

Check Number	Vendor	Description	Paid Amount
53432	CSMFO	ANNUAL CONFERENCE REGISTRATION	775.00
53433	ACWA/JPIA	SPRING CONFERENCE REGISTRATION	3,360.00
53433	AMERICA'S TIRE COMPANY	TIRE REPLACEMENT ON OPERATIONS VEHICLE	1,284.19
53433	BACKGROUNDS ONLINE	BACKGROUND CHECK FOR APPRENTICE	112.00
53433	CSDA	SPECIAL DISTRICT LEADERSHIP REGISTRATION	720.00
53433	MWDOC	WATER POLICY FORUM	390.00
53433	SYNCB/AMAZON	JANITORIAL, OFFICE AND OTHER MISC. SUPPLIES	3,613.54
53433	MISCELLANEOUS VENDORS	TREATMENT PLANT SUPPLIES, EVENT REGISTRATIONS AND RELATED EXPENSES	7,749.30
53433	ZOOM VIDEO COMMUNICATIONS INC.	CLOUD RECORDING	40.00
TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE			\$ 18,044.03



**Tier 1 Balance (in Acre-Feet)
Calendar Year 2024
(through February 2024)**

Agency	Tier 1 Allocation					Balance
		Wey mouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	3.5	0.0	0.0	0.0	32.1
Cal Poly Pomona	269	11.3	0.0	0.0	0.0	257.7
Covina, City of *	1,568	70.8	0.0	0.0	0.0	1,497.2
Glendora, City of *	4,101	0.0	0.0	0.0	0.0	4,101.3
Golden State Water Company	15,714	631.8	139.8	0.0	0.0	14,942.3
La Verne, City of	8,026	0.0	92.6	0.0	0.0	7,933.7
Mt San Antonio College	699	39.4	0.0	0.0	0.0	659.6
Pomona, City of *	7,052	75.0	20.0	0.0	0.0	6,957.2
Rowland Water District *	14,741	827.8	108.8	0.0	0.0	13,804.3
Suburban Water Systems *	1,961	141.9	0.0	0.0	0.0	1,819.1
Three Valleys MWD	NA				0.0	NA
Valencia Heights Water Co *	464	0.0	0.0	0.0	0.0	464.0
Walnut Valley Water District *	26,057	1,395.2	201.6	0.0	0.0	24,459.9

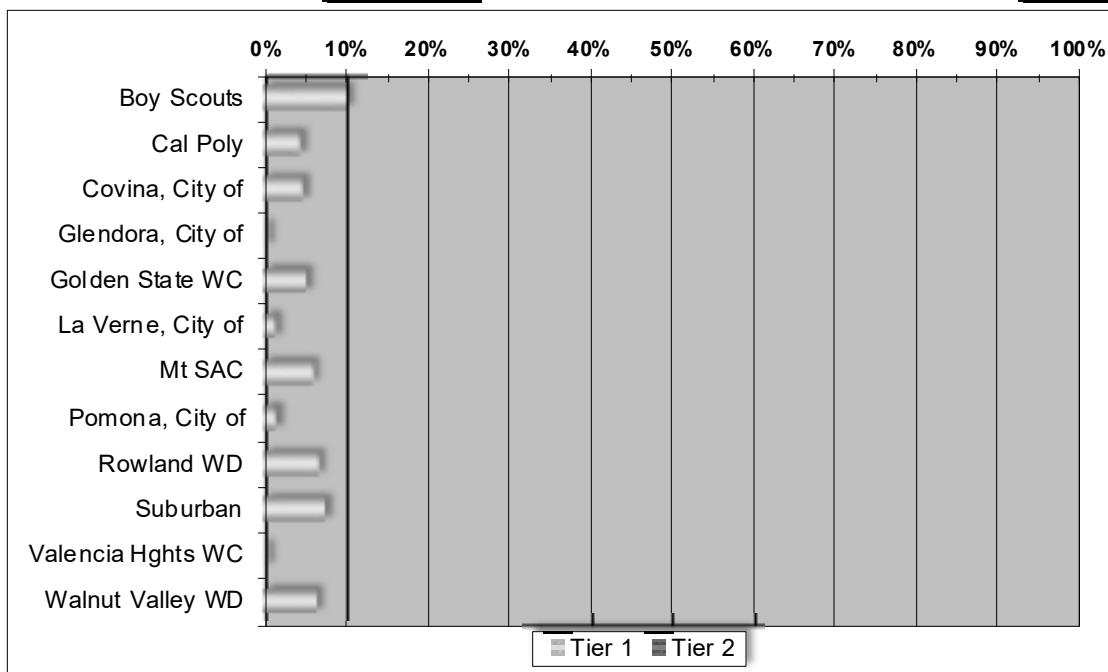
* Deliveries to JWL are assigned to Pomona, RWD, and WVWD.
 Deliveries to BGL are assigned to Suburban, VHWC, GSWC and WVWD.
 Deliveries to CIC are assigned to Covina, Glendora, GSWC, SWS, and VHWC.
 Quantities apportioned to above agencies are preliminary based on available data.

TVMWD Tier 1 Allowable = 80,688

MWD Tier 1 Deliveries = 4,153

TVMWD Tier 1 Balance = 76,535

Overage by Individual Agencies 0.0



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

Item 7.D

FEBRUARY 2024

Water Quality

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

Water quality data for the month of February (unless otherwise noted)

	Location	Results	Limits	Water Quality Goals
Turbidity	Raw	0.51 NTU	N/A	
Turbidity	Reservoir Effluent	0.04 NTU	0.3	0.04-0.08 NTU
MIB	Lake Silverwood	2 ng/L	N/A	DWR results as of Mar 6, 2024
Geosmin	Lake Silverwood	1 ng/L	N/A	DWR results as of Mar 6, 2024
Total Trihalomethanes	Distribution System	43.1 - 45.2 µg/l	80	Ranges from 4 distribution locations (Dec 2023 results)
Haloacetic Acids	Distribution System	14.0 - 15.2 µg/l	60	
Nitrate	Reservoir Effluent	3.4 mg/L	10	<2.0 mg/L
Nitrite	Reservoir Effluent	0.005 mg/L	1	<0.008 mg/L
PFAS (EPA method 537.1)	Raw	ND ug/L		21-Dec-23
Total Organic Carbon	RAA Ratio (Running Annual Average)	0.95 mg/L	1.00	* RAA results should be greater than minimum limit to comply

Reportable violations made to SWRCB: **NONE**

*RAA - Running Annual Average

Monthly Plant Production

	Capacity	Monthly %
Potable water produced from Miramar Plant	161.9 AF	9.4%
	1725.6 AF	

Monthly Well Production

	Days in service	Same month prior year	Days in service
Well #1	0	14.5 AF	8
Well #2	0	0.0 AF	0
Grand Ave Well	23	45.1 AF	9
Miragrand Well	23	0.0 AF	0
Total Monthly Well Production	126.0 AF	59.6 AF	

Monthly Sales

La Verne	166.0 AF	57.6%
GSWC (Claremont)	118.6 AF	41.2%
GSWC (San Dimas)	1.4 AF	0.5%
PWR-JWL	0.0 AF	0.0%
Pomona (Mills)	0.0 AF	0.0%
TVMWD Admin	2.0 AF	0.7%
Total Potable Water Sold	287.9 AF	100.0%

Year To Date 2023-24

	Actual	Budget	% of Budget
Potable Water Sold from Miramar Plant (83.3%)	9,175.7 AF	13,329.7 AF	68.8%
Total Well Production (16.7%)	1,843.4 AF	1,684.0 AF	109.5%
Total Potable Water Sold (Plant & Wells)	11,019.1 AF	15,013.8 AF	73.4%
Average monthly water sold	1,377.4 AF		

	Monthly kWh		YTD kWh		% of Budget
	Actual	Budget	Actual	Budget	
Miramar					
Hydro 1	0	83,042	185,312	941,143	19.7%
Hydro 2	0	12,811	493	132,918	0.4%
Hydro 3	0	25,969	6,022	269,424	2.2%
Williams	0	57,832	1,070,480	528,753	202.5%
Fulton	0	23,205	740,040	262,991	281.4%
	0	202,859	2,002,347	2,135,229	93.8%

Operations/Maintenance Review

Special Activities

- ▶ The Miramar Treatment Plant was shutdown for annual maintenance. Some of the items serviced included: work on the Cl₂ and NH₃ systems, washing of the pre-sed, flock and prefilter areas, chemical injection area inspected and cleaned, Chlorine shutoff actuators were refurbished and the switch gear was replaced for the main breakers.
- ▶ Operations staff installed a new variable frequency drive for the backwash recovery pump. Also added was a new service disconnect and wired in optional motor heater. This drive will need to be added to the SCADA network.
- ▶ The backwash recovery meter transmitter was relocated to a new location for better viewing access and a new wire circuit was pulled for totalizing on SCADA.
- ▶ Operations staff worked with the SCADA integrator on SCADA radio communication and found there was a messaging error in one of the instruction blocks due to a prior outage. Recovery logic was added to prevent future occurrences.
- ▶ Contractor replaced and repaired the sed basin drain and repaired the traveling bridge residuals squeegee structure.
- ▶ Diver Dan completed his underwater inspection of Reservoir #1 & Reservoir #2. He will send a full report noting any issues with the covers, sediment levels, walls and floor conditions.
- ▶ Operations staff assisted our IT department with trouble shooting of the camera system and found two antennas had defaulted back to factory specs for unknown reasons.
- ▶ All valves on the western section of pipeline were operated per our State required valve turning program.
- ▶ All backflow devices were tested and passed for their annual certification.
- ▶ The automatic transfer switch received its annual inspection. This switch is used to transfer electrical loads between normal and emergency power sources during emergencies for critical power systems.

Outages/Repairs

- ▶ Annual Miramar Treatment Plant shutdown
- ▶ Pipeline disruption due to Thompson Creek pipeline

Unbudgeted Activities

- ▶ Thompson Creek pipeline leak. A portion of the distribution system was shutdown due to the leak and a pumpback was initiated to feed La Verne.

Other

- ▶ Operations staff met with our SWRCB district engineer for the annual site inspection. Staff also met with our Haz-Mat Inspector from LA County FD for an annual site inspection. No problems were found from either inspection.
- ▶ Operations staff assisted with the Young Legislators tour under the support of Councilman Chris Holden.
- ▶ A brief Miramar plant tour was given to legislative officials prior to a Southern California water infrastructure field trip.

Submitted by:

Steve Lang
 Steve Lang
 Chief Operations Officer



Expense Report

Report Name : February 2024 MWD

Employee Name : De Jesus, David

Employee ID : 303

Report Header

Report ID : 7C020E9C3FBA46BA86FB

Receipts Received : No

Report Date : 02/01/2024

Approval Status : Submitted & Pending Approval

Payment Status : Not Paid

Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/28/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	2024 Energy Legislative Summit	David De Jesus

Comment : De Jesus, David (02/22/2024): Attended the zoom summit and heard the importance of collaborative efforts between local officials and their legislators in Washington. Keynote Speaker U.S. Senator Alex Padilla emphasized how climate change has impacted how energy needs are viewed. He also provided the attendees with his perspective on community impacts especially to those of lower income and economic status.

02/27/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	Special Board Meeting	David De Jesus
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Comment : De Jesus, David (02/22/2024): The day included the second budget workshop.

Item 7.E

02/23/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	MWD System Overview	David De Jesus
Comment : De Jesus, David (02/22/2024): Operational review on the MWD System, including future CIP requirements						
02/20/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	Colorado River Ad-hoc Update	David De Jesus
Comment : De Jesus, David (02/22/2024): Meeting held to discuss updates on the potential land sale to the State out of the PVID area.						
02/16/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	Meeting MWD Auditor Suzuki	David De Jesus
Comment : De Jesus, David (02/13/2024): Meeting with Auditor Suzuki re: current work plan progress.						
02/13/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	MWD Committee and Board Meetings	David De Jesus
Comment : De Jesus, David (02/13/2024): Attended the board meeting and an oral report will be provided to the 3Vs board as required.						
02/12/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	MWD Committee Meetings	David De Jesus
Comment : De Jesus, David (02/13/2024): Attended meetings and an oral report will be provided to the 3Vs board as required.						
02/06/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	SGV MWD Directors Meeting	David De Jesus
Comment : De Jesus, David (02/03/2024): This month's meeting was held via Zoom in light of the heavy storms in the interest of safety. Topics included current issues and concerns being discussed at MWD in February.						
02/02/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	Meeting WSO Group Manager	David De Jesus
Comment : De Jesus, David (02/03/2024): Discussed a number of confidential matters including system status and operational supply developments and infrastructure challenges.						
02/01/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	Meeting re: INV#5	David De Jesus
Comment : De Jesus, David (02/03/2024): Meeting with Cynthia Kurtz regarding INV#5 disclosure protocols as requested by MWD/s recent PRA. Subsequently notified by MWD Legal counsel (Marcia Scully) providing specific instructions regarding submittal of documents.						

Report Total :	\$2,000.00
Personal Expenses :	\$0.00
Total Amount Claimed :	\$2,000.00
Amount Approved :	\$2,000.00

Company Disbursements

Amount Due Employee :	\$2,000.00
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$2,000.00

Employee Disbursements

Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00



Expense Report

Report Name : February 2024 TVMWD

Employee Name : De Jesus, David

Employee ID : 303

Report Header

Report ID : 305BF2CA13A64D7C9282

Receipts Received : No

Report Date : 02/01/2024

Approval Status : Submitted & Pending Approval

Payment Status : Not Paid

Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Meetings		Pomona	Out-of-Pocket	\$200.00	TVMWD Leadership Quarterly Breakfast	David De Jesus
Comment : De Jesus, David (02/22/2024): Heard special guest speaker Alcía Forsythe the Environmental Planning & Permitting Manager for the Sites Project Authority.							
02/26/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	Standby Charge Ad-hoc Committee	David De Jesus
Comment : De Jesus, David (02/22/2024): Met with the ad-hoc and CFO to discuss financial impacts and option to MWDs rising costs as it relates to the standby charge revenue component.							
02/22/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	Chino Basin Board	David De

	Comment :	De Jesus, David (02/22/2024): Attended the meeting as Bob (voting) alternate. Bob will provide a report to the board in March					
02/21/2024	Meetings		Claremont	Out-of-Pocket	\$200.00	Board Meeting	David De Jesus
	Comment :	De Jesus, David (02/22/2024): Provided the board with updated MWD information regarding the Budget and other related matters including the Northern Caucus need and justification to cost share in the hiring of a strategic consultant.					
02/15/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	Chino Basin Advisory Committee Meeting	David De Jesus
	Comment :	De Jesus, David (02/13/2024): Attended this first meeting of the day via zoom as the district's alternate to Dir Kuhn who will report on the main details at the Board meeting.					
02/14/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	San Gabriel Valley Producers Meeting	David De Jesus
	Comment :	De Jesus, David (02/13/2024): General SGV Basin wide meeting hosted by Upper District to discuss MWD water supplies and budget impacts to rates.					
02/09/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	Meeting with GM and Dir Kuhn	David De Jesus
	Comment :	De Jesus, David (02/13/2024): Met with GM to discuss issues relative to both Chino Basin and MWD					
02/08/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	Northern Caucus Group Meeting	David De Jesus
	Comment :	De Jesus, David (02/13/2024): Met with the directors and discussed MWD issues that are currently under discussion in committee meetings.					
02/07/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	3Vs Board Meeting	David De Jesus
	Comment :	De Jesus, David (02/13/2024): Attended meeting via AB 2449 due to illness. Provided the Board and attendees with a MWD status report.					
02/05/2024	Meetings		Walnut	Out-of-Pocket	\$200.00	Update on Chino Basin Personnel Matters	David De Jesus
	Comment :	De Jesus, David (02/13/2024): Meeting held with District rep Kuhn via zoom to discuss, review, and be updated on ongoing personnel related issues including GM recruitment status.					

Personal Car Mileage

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/21/2024	Personal Car Mileage			Out-of-Pocket	\$24.12	Board Meeting	David De Jesus

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Report Total :	\$2,024.12
Personal Expenses :	\$0.00
Total Amount Claimed :	\$2,024.12
Amount Approved :	\$2,024.12
Company Disbursements	
Amount Due Employee :	\$2,024.12
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$2,024.12
Employee Disbursements	
Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00



Expense Report

Report Name : Feb.2024 Director Goytia

Employee Name : Goytia, Carlos

Employee ID : 314

Report Header

Report ID : 45A6B760B75E4A83A026

Receipts Received : No

Report Date : 02/29/2024

Approval Status : Submitted & Pending Approval

Payment Status : Not Paid

Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Meetings		Pomona	Out-of-Pocket	\$200.00	Three Valleys MWD Leadership Breakfast	Carlos Goytia
		Comment : Goytia, Carlos (03/09/2024): attended our agencies quarterly event with local water stakeholders, elected officials and hosted special guest speaker Ali Forsythe EEP Manager of Sites.					
02/26/2024	Meetings		Pomona	Out-of-Pocket	\$200.00	Pomona City Council Meeting	Carlos Goytia
		Comment : Goytia, Carlos (02/28/2024): attended meeting as TVMWD Rep. Division 1. also met with Councilmember Victor Preciado to discuss water and city related issues in regards to joint water line.					

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02/23/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	TVMWD/SGV Water Districts Tour	Goytia
Comment : Goytia, Carlos (02/28/2024): attended tour with SGV Water Districts along with Senator Maria Elena Durazo and Assemblymember Blanca Rubio and Diane Papen ,we toured various facilities throughout the SGV.						
02/21/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	TVMWD Board Meeting	Carlos Goytia
Comment : Goytia, Carlos (02/28/2024): attended and participated in board deliberations and discussions.						
02/13/2024	Meetings	Pomona	Out-of-Pocket	\$200.00	City of Pomona/Mayor Tim Sandoval	Carlos Goytia
Comment : Goytia, Carlos (02/28/2024): meeting with Mayor Tim Sandoval as well as attended a community event as TVMWD Rep. Division 1.						
02/08/2024	Meetings	Rowland Heights	Out-of-Pocket	\$200.00	PWR Joint Water Commission.	Carlos Goytia
Comment : Goytia, Carlos (02/09/2024): attended and participated in joint waterline commission discussions and deliberations. as TVMWD Rep.						
02/07/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	TVMWD Board Meeting	Carlos Goytia
Comment : Goytia, Carlos (02/09/2024): Attended and participated in board deliberations and discussions. and in close session discussions.						
02/06/2024	Meetings	Pomona	Out-of-Pocket	\$200.00	GM Executive Committee Meeting	Carlos Goytia
Comment : Goytia, Carlos (02/09/2024): attended as Secretary/Treasurer of the Board and of Executive Committee in discussing board related business with GM,Board President and V.P.						
02/05/2024	Meetings	Pomona	Out-of-Pocket	\$200.00	Pomona City Council Meeting	Carlos Goytia
Comment : Goytia, Carlos (02/09/2024): attended council meeting as TVMWD Rep. met with Councilmembers Steve Lustro and John Nolte.						
02/02/2024	Meetings	Pomona	Out-of-Pocket	\$200.00	Pomona Chamber of Commerce/PUSD Event.	Carlos Goytia
Comment : Goytia, Carlos (02/09/2024): attended as special guest Pomona Water Representative in speaking to issues related to water with students,staff administrators and community stakeholders.						

Personal Car Mileage

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Personal Car Mileage			Out-of-Pocket	\$4.69	Three Valleys MWD Leadership Breakfast	Carlos Goytia
02/26/2024	Personal Car Mileage			Out-of-Pocket	\$4.69	Pomona City Council Meeting	Carlos Goytia
02/23/2024	Personal Car Mileage			Out-of-Pocket	\$20.77	TVMWD/SGV Water Districts Tour	Carlos Goytia
02/21/2024	Personal Car Mileage			Out-of-Pocket	\$20.77	TVMWD Board Meeting	Carlos Goytia

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02/13/2024	Personal Car Mileage	Out-of-Pocket	\$4.69	City of Pomona/Mayor Tim Sandoval	Carlos Goytia
02/08/2024	Personal Car Mileage	Out-of-Pocket	\$15.41	PWR Joint Water Commission	Carlos Goytia
02/07/2024	Personal Car Mileage	Out-of-Pocket	\$20.77	TVMWD Board Meeting	Carlos Goytia
02/06/2024	Personal Car Mileage	Out-of-Pocket	\$3.35	GM Executive Committee Meeting	Carlos Goytia
02/05/2024	Personal Car Mileage	Out-of-Pocket	\$4.69	Pomona City Council Meeting	Carlos Goytia
02/02/2024	Personal Car Mileage	Out-of-Pocket	\$10.05	Pomona Chamber of Commerce/PUSD Event.	Carlos Goytia

Report Total :	\$2,109.88
Personal Expenses :	\$0.00
Total Amount Claimed :	\$2,109.88
Amount Approved :	\$2,109.88
Company Disbursements	
Amount Due Employee :	\$2,109.88
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$2,109.88
Employee Disbursements	
Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00



Expense Report
Report Name : February 2024

Employee Name : Hanlon, Jeff
Employee ID : 319

Report Header

Report ID : 06EF0BE6A37C438283CA
Receipts Received : No
Report Date : 02/12/2024
Approval Status : Submitted & Pending Approval
Payment Status : Not Paid
Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Meetings		Pomona	Out-of-Pocket	\$200.00	TVMWD Leadership Breakfast	Jeff Hanlon
Comment : Hanlon, Jeff (03/01/2024): Attended TVMWD Leadership Breakfast.							
02/28/2024	Meetings		Claremont	Out-of-Pocket	\$200.00	Six Basins Watermaster	Jeff Hanlon
Comment : Hanlon, Jeff (03/01/2024): Attended Six Basins regular board meeting as TVMWD rep							
02/21/2024	Meetings		Claremont	Out-of-Pocket	\$200.00	TVMWD Board Meeting	Jeff Hanlon
Comment : Hanlon, Jeff (03/01/2024): Regular board meeting of TVMWD							
02/14/2024	Meetings		Claremont	Out-of-Pocket	\$200.00	Meeting with CMU student,	Jeff Hanlon

Comment : Hanlon, Jeff (03/01/2024): Met with post-grad coordinator from Claremont McKenna, Matt Litchfield and Sylvie Lee to discuss potential collaborations.

02/13/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	OWS MWD committee	Jeff Hanlon
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Comment : Hanlon, Jeff (03/01/2024): Viewed One Water and Stewardship committee meeting, gathered questions for our MWD rep. Virtual attendance.

02/12/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	FAIRP committee, MWD	Jeff Hanlon
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Comment : Hanlon, Jeff (03/01/2024): Viewed the FAIRP committee meeting in which the next year budget and rate options were presented. Gathered questions for our MWD rep.

02/09/2024	Meetings	Pomona	Out-of-Pocket	\$200.00	53 District Candidate Forum	Jeff Hanlon
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Comment : Hanlon, Jeff (02/12/2024): Candidate forum for the 53rd Assembly District, where candidates answered questions. Hosted by Cal Poly Pomona. Whoever wins will represent a large portion of our service area. Went to understand the candidate positions.

02/07/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	TVMWD Board Meeting	Jeff Hanlon
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02/02/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	Hillcrest	Jeff Hanlon
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Comment : Hanlon, Jeff (02/12/2024): Coordinate between Kirk Howie and Dot Hess at Hillcrest retirement community in La Verne to order water conservation literature from MWD. Picked up lit from TVMWD and delivered to Hillcrest.

Personal Car Mileage

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Personal Car Mileage			Out-of-Pocket	\$10.05	TVMWD leadership breakfast	Jeff Hanlon

Report Total : \$1,810.05

Personal Expenses : \$0.00

Total Amount Claimed : \$1,810.05

Amount Approved : \$1,810.05

Company Disbursements

Amount Due Employee : \$1,810.05

Amount Due Company Card : \$0.00

Total Paid By Company : \$1,810.05

Employee Disbursements

Amount Due Company Card From Employee : \$0.00

Total Paid By Employee : \$0.00



Expense Report
Report Name : February 2024

Employee Name : Kuhn, Bob
Employee ID : 305

Report Header

Report ID : 1629DD04343B48939DE9
Receipts Received : No
Report Date : 02/29/2024
Approval Status : Submitted & Pending Approval
Payment Status : Not Paid
Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/26/2024	Meetings		Glendora	Out-of-Pocket	\$200.00	Standby Charge Meeting	Bob Kuhn
	Comment :	(03/12/2024): Met virtually with the standby charge ad hoc committee.					
02/22/2024	Meetings		Rancho Cucamonga	Out-of-Pocket	\$200.00	Chino Basin Watermaster	Bob Kuhn
	Comment :	(03/12/2024): Attended the CBMWD monthly orientation.					
02/21/2024	Meetings		Claremont	Out-of-Pocket	\$200.00	TVMWD Board Meeting	Bob Kuhn
	Comment :	(03/12/2024): Attended the TVMWD board meeting and discussed items listed on the agenda.					
02/19/2024	Meetings		Glendora	Out-of-Pocket	\$200.00	Chino Basin Watermaster	Bob Kuhn

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Comment : (03/12/2024): Met remotely with the attorney and CBWM Chair to discuss personnel matters.

02/09/2024	Meetings	Glendora	Out-of-Pocket	\$200.00	General Manager's Meeting	Bob Kuhn
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Comment : (03/12/2024): Zoom meeting with General Manager Litchfield and Director De Jesus to provide an update on MWD and CBWM.

02/07/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	TVMWD Board Meeting	Bob Kuhn
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Comment : (03/12/2024): Attended the TVMWD board meeting and discussed items on the agenda.

02/01/2024	Meetings	Glendora	Out-of-Pocket	\$200.00	Glendora Chamber of Commerce Legislative Meeting	Bob Kuhn
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Comment : (03/12/2024): An update by utility companies was provided.

Personal Car Mileage

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/22/2024	Personal Car Mileage			Out-of-Pocket	\$22.78	Chino Basin Watermaster	Bob Kuhn
02/21/2024	Personal Car Mileage			Out-of-Pocket	\$13.40	TVMWD Board Meeting	Bob Kuhn
02/07/2024	Personal Car Mileage			Out-of-Pocket	\$13.40	TVMWD Board Meeting	Bob Kuhn

Report Total : \$1,449.58

Personal Expenses : \$0.00

Total Amount Claimed : \$1,449.58

Amount Approved : \$1,449.58

Company Disbursements

Amount Due Employee : \$1,449.58

Amount Due Company Card : \$0.00

Total Paid By Company : \$1,449.58

Employee Disbursements

Amount Due Company Card From Employee : \$0.00

Total Paid By Employee : \$0.00



Expense Report

Report Name : February 2024 Roberto

Employee Name : Roberto, Jody

Employee ID : 316

Report Header

Report ID : 37245DC0D7CD4A529A42

Receipts Received : No

Report Date : 02/12/2024

Approval Status : Submitted & Pending Approval

Payment Status : Not Paid

Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Meetings		Pomona	Out-of-Pocket	\$200.00	Three Valleys Leadership Breakfast	Jody Roberto
<p>Comment : Roberto, Jody (03/01/2024): We held the quarterly leadership breakfast at our new venue Kellogg West at Cal Poly with record attendance. Alicia Forsythe from Sites Project Authority presented on the work being done to get the Sites Reservoir past all the hurdles and into construction.</p>							
02/28/2024	Meetings		Diamond Bar	Out-of-Pocket	\$0.00	SGV Economic Partnership Legislative Meeting	Jody Roberto

Comment : Roberto, Jody (02/28/2024): Bob, Kirk and I attended the meeting. There was a presentation on a new housing development at Royal Vista Golf Course in Walnut and a presentation from SCE.

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02/28/2024	Meetings	Diamond Bar	Out-of-Pocket	\$0.00	Six Basins Watermaster Board Meeting	Jody Roberto
Comment : Roberto, Jody (02/28/2024): Jeff, Mike and I attended the meeting. Staff discussed CY 2023 annual report which will be submitted to the state on 4.1.24. Presentation was made on the storage change in Six Basins.						
02/26/2024	Meetings	Diamond Bar	Out-of-Pocket	\$0.00	Standby Charge Ad Hoc Committee Meeting	Jody Roberto
Comment : Roberto, Jody (02/26/2024): Bob, David and I met with Matt, Jose, Brittany and Sylvie to discuss options on the increase in Ready to Serve charge from MWD.						
02/23/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	San Gabriel Valley Legislative Tour	Jody Roberto
Comment : Roberto, Jody (02/26/2024): Matt, Carlos and I joined Upper District and other water agencies in a facilities tour with Assembly members Blanca Rubio and Dianne Papan, Senator Durazo and representatives from the Los Angeles Regional Water Quality Control Board to provide more background on the importance of SB 366. Assembly member Papan is the Chair of the Water, Parks, and Wildlife Committee in the Assembly. ASM Rubio helped organize the tour and meeting.						
02/22/2024	Meetings	San Dimas	Out-of-Pocket	\$200.00	SCWUA Luncheon	Jody Roberto
Comment : Roberto, Jody (02/26/2024): Robert Peng and I attended the Southern California Water Utilities Association luncheon. The speakers gave presentations on Cyber Security and Insurance policies.						
02/21/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	Three Valleys MWD Board Meeting	Jody Roberto
Comment : Roberto, Jody (02/26/2024): Regular board meeting to discuss and approve district business. The audit report was presented for FY22-23. Reports were provided by Jose and Sylvie.						
02/20/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	Walnut Valley Water District Board Meeting	Jody Roberto
Comment : Roberto, Jody (02/26/2024): Matt, Mike and I attended the board meeting where district business was discussed and approved. I presented a TVMWD resolution to GM Erik Hitchman and congratulated him on his retirement. Mike, Matt and I also presented a certificate to Director Ed Hilden in celebration of his 90th birthday.						
02/15/2024	Meetings	Diamond Bar	Out-of-Pocket	\$200.00	Meeting with Managers from member agencies	Jody Roberto
Comment : Roberto, Jody (02/26/2024): Matt and I met with the GM's and staff from Walnut Valley Water District and Rowland Water District to discuss business pertaining to their districts and TVMWD.						
02/12/2024	Meetings	Diamond Bar	Out-of-Pocket	\$200.00	San Gabriel Valley Chamber Gov	Jody Roberto

Affairs meeting

Item 7.E

Comment : Roberto, Jody (02/12/2024): Kirk and I attended the SGV GAC meeting. Presentation by Kyle Packham from CSDA on ballot initiative that limits ability of state and local government to raise revenue for government services. Reports were provided by staff from Senator Newman and Senator Rubio.

02/08/2024	Meetings	Rowland Heights	Out-of-Pocket	\$200.00	Pomona Walnut Rowland Joint Water Line Meeting	Jody Roberto
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Comment : Roberto, Jody (02/12/2024): Carlos and I attended the PWR JWL meeting. New officers were selected. Tony Lima is now President and Scarlet Kwong is Vice. The committee discussed infrastructure and putting money in reserve to plan for future replacement costs.

02/07/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	Three Valleys MWD Board Meeting	Jody Roberto
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Comment : Roberto, Jody (02/12/2024): Regular board meeting to discuss district business. Staff reports were presented by Jose, Kevin and Sylvie. Jose provided budget schedule, Kevin talked about the leak discovered by the leak detection system recently installed and Sylvie gave update on water resource agreement with the city of Covina.

02/06/2024	Meetings	Pomona	Out-of-Pocket	\$200.00	Meeting with General Manager	Jody Roberto
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Comment : Roberto, Jody (02/12/2024): Mike, Carlos and I had our monthly meeting with Matt to discuss district business and the upcoming agenda.

Personal Car Mileage

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Personal Car Mileage			Out-of-Pocket	\$8.71	Three Valleys Leadership Breakfast	Jody Roberto
02/23/2024	Personal Car Mileage			Out-of-Pocket	\$24.79	San Gabriel Valley Legislative Tour	Jody Roberto
02/22/2024	Personal Car Mileage			Out-of-Pocket	\$19.43	SCWUA Luncheon	Jody Roberto
02/21/2024	Personal Car Mileage			Out-of-Pocket	\$24.79	Three Valleys MWD Board Meeting	Jody Roberto
02/20/2024	Personal Car Mileage			Out-of-Pocket	\$6.70	Walnut Valley Water District Board Meeting	Jody Roberto
02/15/2024	Personal Car Mileage			Out-of-Pocket	\$4.02	Meeting with Managers from member agencies	Jody Roberto
02/08/2024	Personal Car Mileage			Out-of-Pocket	\$10.05	Pomona Walnut Rowland Joint Water Line Meeting	Jody Roberto

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02/07/2024	Personal Car Mileage	Out-of-Pocket	\$24.79	Three Valleys MWD Board Meeting	Jody Roberto
02/06/2024	Personal Car Mileage	Out-of-Pocket	\$6.70	Meeting with General Manager	Jody Roberto

Report Total :	\$2,129.98
Personal Expenses :	\$0.00
Total Amount Claimed :	\$2,129.98
Amount Approved :	\$2,129.98
Company Disbursements	
Amount Due Employee :	\$2,129.98
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$2,129.98
Employee Disbursements	
Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00



Expense Report
Report Name : TVMWD Activity

Employee Name : Soto, Danielle
Employee ID : 317

Report Header

Report ID : B6C4F0E35D584FF2BAC8
Receipts Received : No
Report Date : 02/29/2024
Approval Status : Submitted & Pending Approval
Payment Status : Not Paid
Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/21/2024	Meetings		Claremont	Out-of-Pocket	\$200.00	TVMWD Board Meeting	Danielle Soto

Comment : Soto, Danielle (03/12/2024): Participated in the regular meeting of Three Valleys.

Personal Car Mileage

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/21/2024	Personal Car Mileage			Out-of-Pocket	\$10.72	TVMWD Board Meeting	Danielle Soto

Report Total :	\$210.72
Personal Expenses :	\$0.00
Total Amount Claimed :	\$210.72
Amount Approved :	\$210.72
Company Disbursements	
Amount Due Employee :	\$210.72
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$210.72
Employee Disbursements	
Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00



Expense Report

Report Name : February 2024 Mike Ti

Employee Name : Ti, Mike

Employee ID : 318

Report Header

Report ID : AF0A27C2759B4AB1B743

Receipts Received : No

Report Date : 03/11/2024

Approval Status : Submitted & Pending Approval

Payment Status : Not Paid

Currency : US, Dollar

Meetings

Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Meetings		Pomona	Out-of-Pocket	\$200.00	Three Valleys MWD Leadership Breakfast	Mike Ti
Comment : Ti, Mike (03/12/2024): Three Valleys MWD Leadership Breakfast - heard presentation by Alicia Forsythe, Environmental Planning & Permitting Manager of the Sites Project Authority.							
02/28/2024	Meetings		West Covina	Out-of-Pocket	\$200.00	Six Basins Watermaster Board Meeting	Mike Ti
Comment : Ti, Mike (03/12/2024): Six Basins Watermaster Board Meeting - heard presentation on annual report and storage changes.							
02/21/2024	Meetings		Claremont	Out-of-Pocket	\$200.00	Three Valleys MWD Regular Board Meeting	Mike Ti

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Comment : Ti, Mike (03/12/2024): Three Valleys MWD regular board meeting - heard discussions on the contract for security camera upgrades project, reports on audit and annual comprehensive financial report, water supply update.

02/20/2024	Meetings	Walnut	Out-of-Pocket	\$200.00	Walnut Valley WD Regular Board Meeting	Mike Ti
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Comment : Ti, Mike (03/12/2024): Walnut Valley WD regular board meeting - heard presentation on the district's investment activities, finance, engineering, personal committee reports, Three Valleys' board president presented Erik Hitchman a plaque recognizing and thanking him for his years of service as general manager.

02/13/2024	Meetings	Rowland Heights	Out-of-Pocket	\$200.00	Rowland WD Regular Board Meeting	Mike Ti
------------	----------	-----------------	---------------	----------	----------------------------------	---------

Comment : Ti, Mike (03/11/2024): Rowland WD regular board meeting - heard presentation on the draft multijurisdictional hazard mitigation plan, adopt resolution recognizing Erik Hitchman for his service at WVWD, financial audit report, resolution for policy and rules for employees.

02/07/2024	Meetings	Claremont	Out-of-Pocket	\$200.00	Three Valleys MWD Regular Board Meeting	Mike Ti
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Comment : Ti, Mike (03/11/2024): Three Valleys MWD regular board meeting - reviewed FY2024/25 budget schedule, DWR funding sub-agreement with city of Covina, security camera upgrades project.

02/06/2024	Meetings	Pomona	Out-of-Pocket	\$200.00	GM Executive Meeting	Mike Ti
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Comment : Ti, Mike (03/11/2024): GM executive meeting - board executive officers - Jody, Carlos and I met with Matt to review upcoming board agenda and discuss district's business.

Personal Car Mileage


Transaction Date	Expense Type	Vendor Description	City	Payment Type	Amount	Meeting Name	Cost Center
02/29/2024	Personal Car Mileage			Out-of-Pocket	\$8.71	Three Valleys MWD Leadership Breakfast	Mike Ti
02/21/2024	Personal Car Mileage			Out-of-Pocket	\$31.49	Three Valleys MWD Regular Board Meeting	Mike Ti
02/20/2024	Personal Car Mileage			Out-of-Pocket	\$6.70	Walnut Valley WD Regular Board Meeting	Mike Ti
02/13/2024	Personal Car Mileage			Out-of-Pocket	\$8.04	Rowland WD Regular Board Meeting	Mike Ti
02/07/2024	Personal Car Mileage			Out-of-Pocket	\$31.49	Three Valleys MWD Regular Board Meeting	Mike Ti
02/06/2024	Personal Car Mileage			Out-of-Pocket	\$9.38	GM Executive Meeting	Mike Ti

Report Total : \$1,495.81

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Personal Expenses :	\$0.00
Total Amount Claimed :	\$1,495.81
Amount Approved :	\$1,495.81
Company Disbursements	
Amount Due Employee :	\$1,495.81
Amount Due Company Card :	\$0.00
Total Paid By Company :	\$1,495.81
Employee Disbursements	
Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00

**BOARD ACTION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 20, 2024
Subject: Approve Salary Schedule Effective July 1, 2024

Funds Budgeted: \$

Fiscal Impact: \$93,960

Staff Recommendation

Staff recommends approval of the salary schedule to be effective July 1, 2024.

Background

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

Discussion

Provided for review is a draft of the salary schedule to be effective July 1, 2024, which reflects a 2.56% increase to the salary ranges. The increases are on the change 2023 Consumer Price Index (CPI)- Urban Wage Earners and Clerical Workers, as prepared by the Bureau of Labor Statistics. These ranges were included in calculating the budget for FY 2024-25.

As a reminder, these adjustments are made to the salary ranges, not to the individual employee's salary. Salary changes continue to be based on the merits of the employee's annual evaluation.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Salary Schedule effective July 1, 2024

Meeting History

Board of Directors Meeting, March 6, 2024, Informational Item Only

NA/JV



**THREE VALLEYS MUNICIPAL WATER DISTRICT
ANNUAL SALARY RANGE BY CLASSIFICATION
Effective: July 1, 2024**

CLASSIFICATION	JOB CODE	ANNUAL SALARY RANGE		
		Minimum	Mid	Maximum
ACCOUNTING TECHNICIAN	101	\$ 63,843	\$ 82,996	\$ 102,148
ADMINISTRATIVE/COMMUNICATIONS ASSISTANT	102	\$ 63,257	\$ 82,235	\$ 101,212
ASSISTANT ENGINEER	103	\$ 74,046	\$ 96,260	\$ 118,474
CHIEF ADMINISTRATIVE OFFICER	104	\$ 193,876	\$ 252,039	\$ 310,202
CHIEF FINANCE OFFICER	105	\$ 192,653	\$ 250,449	\$ 308,246
CHIEF OPERATIONS OFFICER	106	\$ 164,186	\$ 213,442	\$ 262,697
CHIEF WATER RESOURCES OFFICER	107	\$ 175,128	\$ 227,667	\$ 280,205
COMPLIANCE SPECIALIST	108	\$ 95,581	\$ 124,256	\$ 152,930
ENGINEER	109	\$ 111,882	\$ 145,446	\$ 179,011
ENGINEERING ASSISTANT	110	\$ 69,779	\$ 90,713	\$ 111,647
EXECUTIVE ASSISTANT	111	\$ 87,744	\$ 114,067	\$ 140,390
GENERAL MANAGER	112	\$ 224,744	\$ 292,168	\$ 359,591
HUMAN RESOURCES/RISK MANAGER	113	\$ 114,329	\$ 148,628	\$ 182,927
INFORMATION TECHNOLOGY MANAGER	114	\$ 131,106	\$ 170,437	\$ 209,769
INSTRUMENTATION/ELECTRICAL SYSTEM OPERATOR	115	\$ 109,271	\$ 142,053	\$ 174,834
OPERATIONS SUPERVISOR	116	\$ 110,458	\$ 143,595	\$ 176,733
OPERATIONS SUPERVISOR (T5)	117	\$ 132,549	\$ 172,314	\$ 212,079
PLANT ASSISTANT	118	\$ 50,902	\$ 66,173	\$ 81,443
FINANCE MANAGER	119	\$ 104,569	\$ 135,939	\$ 167,310
SHIFT OPERATOR II	120	\$ 62,649	\$ 81,444	\$ 100,239
SHIFT OPERATOR III	121	\$ 77,107	\$ 100,239	\$ 123,371
SHIFT OPERATOR IV	122	\$ 86,873	\$ 112,935	\$ 138,997
SHIFT OPERATOR V	123	\$ 90,260	\$ 117,338	\$ 144,416
WATER RESOURCES ANALYST I	124	\$ 66,664	\$ 86,663	\$ 106,662
WATER RESOURCES ANALYST II	125	\$ 81,086	\$ 105,412	\$ 129,738
WATER RESOURCES ANALYST III	126	\$ 95,509	\$ 124,162	\$ 152,815
HOURLY				
WATER RESOURCES INTERN (PT)	127	\$ 17.00		\$ 22.00

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

Shift Differential Pay

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

On-Call Pay

- Standby operators who serve as the on-call standby operator each evening will be paid \$45 per day (\$90 on holidays).
- Lab operators who serve as the on-call plant operator each evening will be paid \$100 per day (\$200 on holidays).
- In addition to receiving the on-call pay noted above, the on-call operators will be paid for the additional time spent responding to situations.
 - If responding by phone/tablet/laptop only, the on-call operator will be guaranteed at least 15 minutes of additional pay. All time over 15 minutes will be rounded up to the nearest 15 minute increment.
 - If responding in person, the on-call operator will be guaranteed at least two hours of additional pay. All time over two hours (portal to portal) will be rounded up to the nearest 15 minute increment.
 - Operators will be eligible for OT and shift differential pay as applicable for time spent responding.
- On-call pay is not considered special compensation and thus will not be included as a part of final compensation in calculating CalPERS pension.

Holiday Pay


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



BOARD ACTION

BOARD OF DIRECTORS
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 20, 2024

Subject: Resolution No. 24-03-985 Adopting the Employee Handbook

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

Staff recommends adopting Resolution No. 24-03-985 approving updates to the Employee Handbook.

Discussion

Updates have been recently administered to the Employee Handbook for the purpose of general language clean up, clarification, and to add new polices governed by law changes. Major changes to the handbook specifically address:

- New policies added to the Handbook include, but are not limited to, *Safety Footwear Allowance, District Vehicle Policy*, and various statutory leaves which include: *Reproductive Leave, Organ or Bone Marrow Leave, Crime*.
- Updates to current policy language include, but are not limited to, the following:
 - At-Will Employment: language clearly communicating that all staff, except for the General Manager, are at will.
 - Removal of FMLA Policy: Replaced Family Medical Leave Act (FMLA) with the California Family Rights Act (CFRA) policy. The District is only obligated to comply with CFRA.
 - Job Abandonment: Changed Job Abandonment days from 5 to 3 days.
 - Performance Evaluation and Merit Increase: clarifying the timing of merit increases for new hires and internal job promotions.
 - Part-Time Sick Leave - Effective January 1, 2024 a new law requires part-time employees to receive at least 40 sick leave hours annually.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

4.3 – Maximize employee retention

Attachment(s)

Exhibit A – Resolution No. 24-03-985

Exhibit B – Employee Handbook revised January 2024 Clean Draft

Meeting History

Board of Directors Meeting, March 6, 2024, Informational Item Only

NA/KRH



RESOLUTION NO. 24-03-985

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
ADOPTING THE EMPLOYEE HANDBOOK**

WHEREAS, the Three Valleys Municipal Water District (“the District”) is a municipal water district organized and operating pursuant to the Municipal Water District Law of 1911 (“the Act”), California Water Code Section 71000 et seq.; and

WHEREAS, the District is governed by an elected Board of Directors (“the Board”) that is empowered by the Act to adopt rules and regulations concerning the operations of the District; and

WHEREAS, the Employee Handbook will be reviewed and revised as deemed necessary by the Board at least every ten years by Ordinance, last adopted on March 16, 2022. Interim changes to the Employee Handbook may be approved by the Board through motion or resolution.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Three Valleys Municipal Water District that the Employee Handbook attached hereto and incorporated herein by this reference is hereby adopted in its entirety.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District’s Board of Directors, on this 20th day of March 2024 by the following vote:

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

Jody Roberto, President

ATTEST:

Carlos Goytia, Secretary

SEAL:



THREE VALLEYS
MUNICIPAL WATER DISTRICT

EMPLOYEE HANDBOOK

A handwritten signature in blue ink, appearing to read 'ML', is positioned above the name of the General Manager/Chief Engineer.

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

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1. PURPOSE AND ADMINISTRATION

The purpose of the District's Employee Handbook ("Handbook") shall be to create a fair and uniform system of rights, incentives, and work rules for current and prospective employees. This manual applies to employees (collectively, "employee", "staff", "you", "they", "their") of Three Valleys Municipal Water District (collectively "TVMWD", "District" "we", "our").

This manual describes many rules, policies and procedures regarding employment at TVMWD. It is important that new and existing employees read and understand the material within this manual. Employees should contact the General Manager or Human Resources with any questions relating to the Handbook .

This Handbook is intended only to summarize and highlight the Handbook contents. No Handbook can anticipate every circumstance or question about personnel related issues and rules. TVMWD will address situations as we become aware of them, and we expect and encourage employees to bring to our attention any employment issues that need to be addressed. As circumstances change, the rules described in the manual may also change from time to time. TVMWD reserves the right to change, add to or discontinue any of the rules in this manual, as it deems appropriate.

1.1 Equal Employment Opportunity

TVMWD is an Equal Opportunity Employer. It is our policy to comply with all federal, state and local equal opportunity and non-discrimination laws. Our policy is to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of age (over 40), race, religion/creed (including religious dress and grooming practices), color, national origin, ancestry, gender/sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, gender identity and gender expression, medical conditions, marital status, genetic information, military and veterans status, disability (mental and physical including HIV/AIDS, cancer, and generic characteristics) and any other status protected by law, provided, however, that the District may make employment decisions on the basis of a bona fide occupational qualification when permitted by law. Continued employment of those employees covered by these principles shall be subject to satisfactory work performance and the needs of the District.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.2 Merit and Fair Employment Principles

The District maintains a merit system governing personnel action. Employment and promotion shall be based on merit and ability, free of personal or political considerations, and shall in no way be affected or influenced by the protected classes listed in section 1.1.

1.3 Application of Rules

The District's Handbook shall apply to all officers and employees in the service of the District, except: members of the Board of Directors; the General Manager; voluntary personnel; persons engaged under contract to supply expert, professional, technical, or any other services. *Sections 5.9 Workplace Violence, Section 5.10 Drug & Alcohol Policy, Section 5.11 Ethics, Section 5.16 Social Media, Section 15 Harassment, and Section 16 Protections Against Retaliation* shall apply to all officers, employees, voluntary personnel, members of the Board of Directors, contractors and consultants.

1.4 Prior Rules

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

1.5 Severability of Provisions

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

In the event that any provision of this Handbook conflicts with an otherwise applicable federal or state legal requirement, the federal and/or state requirement shall govern and control.

2. ADMINISTRATION

2.1 General Manager

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

2.2 Chief Executive Officers

The Chief Executive Officers, reporting to the General Manager, shall act and supervise in

the absence of the General Manager.

2.3 Human Resources Officer

The Human Resources/Risk Manager, shall serve as the Human Resources Officer and shall perform, as necessary, the following duties and responsibilities:

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

2.4 Employment At Will

All employees are hired on an "at will" basis, unless you are employed under a written contract stating otherwise. This means that you may resign at any time and that the District may terminate you at any time, with or without cause.

Appendix A contains an "at will" employment agreement. Employees are responsible for reading the agreement carefully, signing and returning a copy to the Human Resources Department.

2.5 Classification & Reclassification Plan

Full-Time Employee

Defined as employees who have successfully completed their initial appraisal period, unless otherwise stated. Full-time employees are assigned a definite work schedule of at least 30 hours per week and their employment is expected to continue for an indefinite period of time, subject to Section 2.4. Full-time employees are eligible for benefits as described in this Handbook. Full-time employees that work less than 40 hours per week, but 30 or more hours per week, will have benefits pro-rated according to the number of hours worked, in accordance with the policies and requirements of vendors.

Part-Time Employee

Defined as employees who have successfully completed their initial appraisal process,

unless otherwise stated. Part-time employees are assigned a work schedule of less than 30 hours per week and it is expected to continue for an indefinite period of time, subject to Section 2.4. Part-time employees may be eligible for sick leave, and holiday benefits as described later in this Handbook.

Temporary Employees

Defined as an employee who is hired to perform a specific task or to be employed for a temporary period of time. Temporary employees are limited to six (6) months on the job for full time employment or 1,000 hours or 125 days in a fiscal year. They are not eligible for vacation and holiday benefits; however, are eligible for sick leave as described later in this Handbook.

Exempt/Non-Exempt Employee

Employees whose jobs are governed by the FLSA are either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay; Exempt employees are not. Most employees covered by the FLSA are non-exempt.

Reclassification Plan

The Chief Administration Officer, in consultation with the Human Resources/Risk Manager, shall ascertain and record the duties and responsibilities of all positions and, after consulting with affected department heads, shall recommend a classification plan, including job descriptions, for such positions. The plan and any revisions thereof shall become effective upon approval by the General Manager.

Following the approval of the classification plan, the Chief Administration Officer shall allocate every position to one of the classifications established by the plan.

When a new position is created, such position may not be filled, until the classification plan has been amended to provide for the new position.

The Human Resources/Risk Manager may initiate a job audit to determine whether the duties of a position have changed to such an extent that they necessitate reclassification of the position from the existing classification to a more appropriate classification. Upon completion of the job audit, Human Resources shall make a recommendation regarding reclassification to the General Manager.

3. FILLING VACANCIES

3.1 Recruitment Policy

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

Candidates must meet the minimum qualifications, and any specific parameters noted in the job announcement, in order to compete in a recruitment . Only those candidates that meet or exceed the minimum qualifications may be invited to participate in the interview and assessment process.

Applicants requesting reasonable accommodation should contact the District's Human Resources/Risk Manager.

3.2 Qualifications of Applicants

Only those applicants who possess the desirable qualifications may be considered and advanced to the next step in the interview process. Candidates that meet the minimum qualifications and rank above the applicant pool cutoff will be invited to participate in the recruitment process.

A candidate/applicant may not rate, score, or otherwise influence their own assessment evaluation. Panel members who have a close personal relationship with a candidate should be recused and replaced with an alternate rater.

3.3 Selection

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

3.4 Examinations

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

- a. Physical and mental ability to perform the duties of their job, considering reasonable accommodation.
- b. Problems that could potentially interfere with or otherwise have an adverse impact on the ability to perform their job.
- c. Factors that would create an undue risk to persons or property or bring discredit upon

the District. Examinations may include physical ability, mental fitness, job skills, drug/alcohol screening, credit history, background check, criminal history and other tests permissible by law.

3.5 Rehiring of Employees

Employees who are rehired following a break in service in excess of one (1) year, other than an approved leave of absence, must serve another initial appraisal process, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits.

3.6 Nepotism

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

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

4. SEPARATION, PROMOTION, AND INTRODUCTORY PERIOD

4.1 Separations

Employees of the District are considered "at will" and shall be subject to the requirements of these policies with respect to the tenure of employment. An employee who has failed to satisfactorily meet the requirements of their position or has violated District work rules, policies or procedures, as detailed in Section 5, may be discharged according to the procedures set forth in Section 6.

4.2 Layoff

An employee of the District may be laid off for reasons of economy, efficiency or other non-disciplinary purposes. All layoffs will be made at the discretion of the General Manager based on a combination of factors, including, but not limited to, qualifications, productivity, performance and seniority. As far as practical, the employee shall be given two (2) weeks' notice prior to a layoff. Employees provided with the two (2) weeks' notice period will be expected to continue fulfilling their position's roles and responsibilities throughout their notice period. The General Manager has the discretion to provide two (2) weeks' pay in lieu of a layoff notice.

4.3 Job Abandonment

An employee is deemed to have resigned from their position if they are absent for three (3) consecutive scheduled work days/shifts without prior authorization and without notification during the period of the absence. The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee's unauthorized absence. An employee who promptly responds to the agency's written notice, within the timeframe set forth in the written notice, can arrange for an appointment with the General Manager before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

4.4 Promotion

Appointment to a vacant position in the shift rotation or to a job class that is compensated at a higher rate shall constitute a promotion. All promotions are subject to a new Initial Appraisal period of one year. New performance goals may also be issued at the time of the promotion. Consistent with merit and fair employment principles, when possible, vacancies should be filled by promotion from District personnel where qualified candidates exist.

4.5 Promotional Introductory Period

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

4.6 Temporary Upgrades

As a result of a vacancy, leave of absence, or for other reasons, it may be necessary to

temporarily appoint an employee to a vacant higher-level classification to perform the duties of that position on an interim basis. When such assignments require the employee to assume significant additional duties for an extended time period, which are outside the scope of their regular assignment, it may be appropriate to adjust the employee's salary to reflect the interim changes. This policy allows the District to recognize those additional duties by authorizing acting appointments and corresponding pay increases while also adhering to Government Code section 20480.

4.7 Initial Appraisal Process

As part of the hiring process, your manager will conduct an initial appraisal within the first 30 days on the job. This appraisal will provide expectations, goals, and objectives to be completed according to timelines set for a particular position. The timelines are six (6) months for Chief Executive Officers and one (1) year for all other employees.. Following the timeframe noted above, the department manager will then conduct a formal Performance Appraisal.

This appraisal process is considered part of the hiring process.

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

4.8 Return of District Property

All TVMWD property in the employee's possession must be returned prior to separation from employment, including keys, key fobs, identification cards, equipment, credit cards, gas cards, devices, and any other TVMWD equipment.

4.9 Employee Reference Requests

All requests for references must be directed to Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees. TVMWD discloses only the dates of employment and the title of the last position held by former employees. If former or current employees authorize a disclosure in writing, TVMWD will also inform prospective employers or lenders of the amount of salary or wages.

5 WORK RULES

5.1 Participation in Work Action

Participation by a District employee in a strike, work stoppage, or work slowdown shall

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

5.2 Participation on Boycott

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

5.3 Outside Employment or Activities

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

5.4 Employee Dress and Conduct

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

5.5 Rest Periods

The U.S. Department of Labor states that rest periods promote the efficiency of an employee, are customarily paid for as working time and must be counted towards hours worked. However, certain California labor code sections regarding paid rest periods do not apply to public agencies and the Fair Labor Standards Act (FLSA) does not require employers to allow rest periods (exemption from California IWC Orders: 1, 2, 4, 10, and 20). However, participation by employees in a daily rest period is encouraged by the District and should be taken at intervals that do not interfere with critical or time sensitive duties. A rest period of up to 15 minutes may be taken during each half of the regular work shift for full-time employees and once during the work shift for part-time, intern and apprentice employees working less than 8 hours in a workday.

5.6 Accommodation for Nursing Mothers

The District will accommodate nursing mothers who wish to express breast milk while at work. TVMWD will provide a private area (other than a restroom) for expressing breast milk. Employees can use their regular rest breaks for this purpose. Employees who need a different time or additional time will be accommodated and should make arrangements with their supervisor. Regular rest break time used for expressing breast milk will be paid, but additional break time may be unpaid.

5.7 Financial Affairs

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

5.8 Workplace Civility

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

5.9 Workplace Violence

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

of such order.

5.10 Drug & Alcohol Use

It is TVMWD's desire to promote a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on TVMWD premises and while conducting business-related activities of TVMWD, no employee may use, possess, distribute, sell, or be under the influence of alcohol and/or marijuana, and/or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees are required to notify Human Resources if they are taking any prescription drug that is likely to impair their performance. Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

5.11 Ethics

The successful operation and reputation of TVMWD is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as maintaining the highest standards of conduct and personal integrity. TVMWD will comply with all applicable laws and regulations and conduct business in accordance with the intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

5.12 District Vehicle Policy

All District owned vehicles are restricted to official District use and the following:

- District owned vehicles may carry only those District employees whose duties require the use of a motor vehicle, and such other persons whose business activities are important to District interests.
- All District employees authorized to use District owned or privately owned vehicles must possess a valid California driver's license.
- All District employees who have a District owned vehicle permanently assigned to them and/or District owned vehicles assigned for use within their department are responsible for ensuring that only those persons with a valid driver's license and on official District business are allowed the use of a District owned vehicle.

Personal use of District vehicles is expressly prohibited, with the following exceptions.

1. Employees on 24-hour call that are required to take a District vehicle home to

- respond to emergencies.
2. Employees who have a District owned vehicle permanently assigned to them for District business.

Employees may drive with immediate family members. In the event of an accident or injury, non-District employees may not be covered by the District's insurance. Therefore, in order to qualify for the exceptions, District employees wanting to drive with immediate family members must add at least a \$5,000 limit of Medical Payments coverage to their personal auto insurance. Proof of insurance must be submitted to Human Resources yearly.

5.13 Visitors in the Workplace

All visitors must check-in at the Reception Desk and disclose the visitors' name, company, reason for visit, phone number, arrival time and departure time using the check-in form located at the reception desk. If an unauthorized or suspicious individual is observed on TVMWD's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

5.14 Computer, Internet, Instant Messaging & E-Mail

When using a District computer or other portable electronic devices to access the Internet, Instant Messaging and E-mail, employees shall conduct themselves professionally and appropriately in accordance with the Internet Acceptable Use Policy, Email Acceptable Use Policy and Password Policy detailed in the District's Policy Manual.

Users have no reasonable expectation of privacy regarding communications or data transiting, stored on or traveling to or from this network/system. Any communications or data transiting, stored on or traveling to or from this network/system will be monitored and may be disclosed to third parties, including other governmental entities, or used for any lawful government purpose

5.15 Cell Phone Use

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

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

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

Policy.

5.16 Electronic Devices

The District establishes guidelines for the employee use of district-owned devices and service plans provided by the District. Electronic devices include but are not limited to tablets, laptops, workstations, and smartphones.

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

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

5.17 Social Media

The Internet has become an accessible and powerful means of public communication, including through Social Media. Social Media as used in this policy includes e-mail, chat rooms, websites, blogs, and wikis (whether maintained by the employee or by a third party), and social networking sites including but not limited to Facebook, X (formally Twitter), LinkedIn and others. TVMWD respects the right of employees to use these vehicles of self-expression and communication.

TVMWD expects and insists, however, that our employees' use of Social Media be confined to non-work time and to employees' own electronic equipment. We do not permit employees to use Social Media during work time or on Company equipment. We also expect and insist that employees' use of Social Media does not damage TVMWD, its customers or the working environment. Employees should observe the following guidelines to ensure that their public activities on Social Media do not conflict with their responsibilities to TVMWD.

First and foremost, be thoughtful and exercise good judgment in how you present yourself online. If you identify yourself as a TVMWD employee or your affiliation with TVMWD is well known, what you say could have an impact on TVMWD, our employees and customers. Be aware that posting inappropriate information or content on Social Media potentially brings disrepute either to TVMWD or to you in your capacity as a TVMWD employee. Because Social Media typically is public space, we request that you be respectful to TVMWD, our employees, supervisors, General Manager, Board of Directors, customers, partners and affiliates.

Our strong preference is that you do not discuss TVMWD or TVMWD-related matters in any Social Media. However, if you choose to do so, note the following:

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- Employees who choose to identify themselves as a TVMWD employee in Social Media, you are expected to also make clear to your readers that the views you express do not necessarily reflect the views of TVMWD, by posting a disclaimer in a prominent place (e.g., "The views expressed are mine alone and do not necessarily reflect the views of the Three Valleys Municipal Water District.")
- Employees may not disparage TVMWD.
- Respect your audience and your coworkers. If you have disagreements or problems with TVMWD your fellow employees, supervisors, General Manager, Board of Directors, customers, partners, or vendors, you are prohibited from engaging in personal attacks.
- If you are unsure whether it is appropriate to post certain information, please check with a member of the Management Team or Human Resources.

When using Social Media, use good judgment. Be aware that there may be consequences to what you post or publish online. These consequences may include discipline up to and including termination of employment if the conduct violates TVWMD rules or policies, or if TVMWD determines that the posting or publication is not legally protected and harms (or has the potential to harm) TVMWD interests and obligations.

5.18 Standards of Conduct

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

- a. Unsatisfactory job performance and/or inefficiency.
- b. Using abusive or vulgar language or causing disruption to the workplace or to fellow employees or visitor.
- c. Unavailability for work, i.e. absenteeism or tardiness.
- d. Misuse of District monies.
- e. Conducting non-business activities during working hours.
- f. Any action indicating a disrespect or disregard for the District, its vendors or member agencies.
- g. Release of confidential information about the District or its members.
- h. Possessing or bringing open containers of alcohol, marijuana, illegal drugs or chemicals on or to the District's property.

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- i. Unauthorized possession or removal of property, records, or other materials that belong to the District.
- j. Theft
- k. Smoking of tobacco products and electronic cigarettes in restricted areas, subject to Government Code 7596, 7597 & 7598.
- l. Leaving District property without supervisor approval prior to the end of a scheduled workday.
- m. Sexual harassment, discrimination, or other unlawful harassment of another employee (see Section 15).
- n. Giving false or misleading information during the application and/or selection process.
- o. Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- p. Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.
- p. Threatening or intimidating other employees or supervisors.
- q. Behavior unbecoming of a District employee; that behavior or action which would adversely prejudice public opinion of the District.
- r. Failure to immediately report the loss of a California drivers' license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. Further, employees are responsible for all tickets received when driving a District or personal vehicle. This rule applies to all employees of the District.
- s. Installing unauthorized software on the District's computer system.
- t. Misuse of electronic systems (email, internet, fax, telephones, cellular phones, iPads).
- u. Inability to establish and maintain effective working relationships with co-workers and those contacted during the course of work.
- v. Violation of any department rules, TVMWD policies or regulations, ordinances or resolutions.
- w. Making any false representation or statement or making any omission of a material fact.
- x. Dishonesty

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

5.19 Cause for Disciplinary Action

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

- a. Making excessive non-emergency personal calls during working hours interfering with productivity. Failure to immediately report an accident or injury occurring on the District premises, or involving District equipment, or giving false information in accident or insurance reports.
- b. Failure to maintain equipment assigned to the employee.
- c. Failure to immediately report breakdowns or unsafe operation of equipment or facilities.
- d. Failure to perform assigned tasks that are within the scope of the employee's position in a professional manner without undue waste or delay.
- e. Intentionally placing the District in a position of liability for damages or injury to another person or their property.
- f. Unauthorized binding of the District to a contract.
- g. Failure to maintain a positive working attitude in the daily course of District business.
- h. Use of intoxicants, narcotics, hallucinatory drugs or non-prescribed stimulating or depressing drugs, or being under the influence thereof while on duty. Employees suspected of being under the influence of any of the above will be required to undergo a medical evaluation at District expense to prove or disprove suspicion.
- i. Any form of insubordination or refusal to take direction from supervisors, including refusal to perform assigned tasks for any reason other than personal safety.
- j. Theft or misappropriation of any property of the District or its employees.
- k. Careless, negligent or intentional mishandling of any District property, records, vehicles, materials or equipment.
- l. Careless, negligent, abusive or other actions that endanger or threaten to endanger an employee or the public.
- m. Falsifying work records or the practice of fraud of any type.
- n. Leaving the job during duty hours without approval of supervisor.
- o. Violation of safety rules, procedures and regulations.
- p. Becoming uninsurable by standards of the District's insurance carrier for any reason.
- q. Sleeping on the job or repeatedly reporting to work later than the assigned hour, after having been duly warned.

- r. Unlawful possession of firearms or illegal weapons while on District property.
- s. Conviction of a felony, or misdemeanor involving moral turpitude, and incarceration for more than thirty (30) days.
- t. Unsatisfactory work performance.
- u. Discourteous treatment of the public or fellow employees, or other conduct unbecoming an officer or employee of the District.
- v. Unexcused and/or repeated tardiness or absenteeism.
- w. Insubordination or failure to comply with instructions.
- x. Any action which is inconsistent with, in violation of, or not in compliance with, this Handbook or any other rules, policies, practices, or regulations adopted by the District.

6 DISCIPLINARY PROCEDURES

6.1 Forms of Discipline

Employees may be subject to discipline in accordance with the provisions set forth in this Handbook. The General Manager has the authority to deviate from the discipline procedure and terminate an employee at his/her discretion.

Employees in the Initial Appraisal Process may be disciplined, warned, reprimanded, dismissed, demoted, reduced in salary , or suspended without cause, prior notice, right of review, or appeal, at the discretion of the General Manager. An employee may be demoted, reduced in salary , suspended, or dismissed in accordance with these procedures. An employee who receives an oral or written warning or reprimand may file a response thereto but shall have no further right of appeal.

6.2 Types of Counseling, Reprimands and Discipline

The following are types of counseling, reprimands and discipline which TVMWD may impose:

- **Counseling Memo:** A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to the discipline or discipline appeal procedures described below.

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- **Verbal Reprimand:** A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the performance evaluation, as the supervisor deems necessary. A verbal reprimand is not subject to the discipline or discipline appeal procedures described below.
- **Written Reprimand:** A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is not subject to the discipline or discipline appeal procedures described below. The employee has the right to have their written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the General Manager within 14 days after the reprimand is received.
- **Suspension Without Pay:** TVMWD may suspend an employee from their position without pay. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation. A suspension without pay is subject to the discipline and discipline appeal procedures described below. Employees who are FLSA exempt will only be suspended as permitted by the law.
- **Reduction in Pay or Paid Leave:** TVMWD may reduce an employee's pay or paid leave. A reduction in pay for disciplinary purposes may take one of the following forms: 1) a decrease in salary; or 2) a decrease in salary paid to an employee for a fixed period of time; Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the performance evaluation. A reduction in pay is subject to the discipline and discipline appeal procedures described below.
- **Demotion:** TVMWD may demote an employee from their position to a lower position. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the performance evaluation. A demotion is subject to the discipline and discipline appeal procedures described below.
- **Dismissal:** TVMWD may dismiss an employee from the employees' position. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. A dismissed employee is entitled to the discipline and discipline appeal procedures described below.

6.3 Notice of Proposed Disciplinary Action

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

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

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

6.4 Limitations and Exclusions

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

6.5 Order of Disciplinary Action

Any employee response submitted in accordance with Section 6.2 will be considered and

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

6.6 Appeal Procedure

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

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

6.7 Hearing Procedure

Review of the Appeal

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

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one member to be selected by the District, one member to be selected by the employee, and the third member to be selected by the two members previously described. The Disciplinary Review Board shall present findings and recommendations to the Board of Directors for final disposition.

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

Hearing

a. Time and Place

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

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

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

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

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

- e. Order of the Proceedings

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

7 EFFECTS OF DISMISSAL

7.1 Effect of Dismissal

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

- a. Constitute a dismissal as of the same date from all positions that the employee may hold in the District service.
- b. Terminate the salary of the employee as of the effective date of the dismissal, except that they shall be compensated for any unpaid salary, unused vacation, unused universal leave for Chief Executive Officers, administrative leave and qualifying unused comp time for non-exempt employees as of the date of dismissal.
- c. Medical, Dental, and Vision benefits will end on the last day of the month of employment. Life and Disability coverages require "active" employment; therefore, coverage for these benefits will end on their last day worked. COBRA notification will be sent directly to the employee's address on file.
- d. Employee must contact CalPERS directly to determine their options.
- e. If an employee is enrolled in a deferred compensation program, employee must contact the plan carrier to discuss options.

8 RECORDS

8.1 Personnel Records

Human Resources shall maintain personnel records for each employee in the service of the District, showing the name, title of the position held, the department in which the employee is assigned, salary, changes in employment status, employee performance reviews, and such other pertinent information.

Inspection of File: A current employee may inspect their own personnel file, at a reasonable time and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect their personnel records one (1) time per year. A current or former employee and/or their representative, who wish to review the employees personnel file should make a written request to the Human Resources/Risk Manager. The inspection must occur in the presence of the Human Resources/Risk Manager, General Manager, or designee and: at the District and at a time other than the employee's work time at another agreed upon location without loss of compensation to the employee.

Copies: A current or former employee is entitled to receive a copy of their personnel records within 30 days after TVMWD receives a written request. A current or former

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employee who wishes to receive such a copy should contact the Human Resources/Risk Manager in writing. TVMWD may charge a fee for the actual cost of copying.

Representative's Inspection: If the current or former employee wishes to have another person/representative inspect their personnel file, the current or former employee must provide the person/representative with written authorization. The Human Resources Manager will notify the employee and/or representative of the date, time and place of the inspection in writing.

No Removal of File Documents: No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

Limitations on access or copying of personnel file: Prior to making a copy of personnel records or allowing inspection, TVMWD may redact the names of nonsupervisory employees. Under no circumstances will TVMWD provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

8.2 Change of Status Report

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

9. SALARY ADJUSTMENTS

9.1 Determinations

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

9.2 Performance Evaluations and Merit Increases

Employee Performance Evaluations and Merit Increases are conducted on a focal point basis every June. A Performance Evaluation period is from July 1st to June 30th of every year. Managers will set expectations, goals, and objectives for every Performance Evaluation period.

Merit increases within board-approved salary range shall not be automatic but may be

granted only for continued improvement by the employee in the effective performance of the duties of their position. Merit increases are calculated based on the employee's Performance Evaluation rating. The effective date of the merit increase is July 1st.

Employees hired on or after January 1st of every year will not be eligible for a merit increase until the following performance evaluation period. Employees hired before December 31st will be eligible for a merit increase. Merit Increases for new hires and promotions will be completed on a prorated basis based on their hire date or date of last salary increase.

9.3 Accelerated Merit Increases

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

9.4 Certification Pay Increases

Full-time employees who have successfully completed their Initial Appraisal period and have received a performance rating of 2 or higher are eligible for certification pay increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Employees who earn a Treatment, Distribution, or Lab Analyst certification shall receive a 2% increase in their base salary. The certificate pay must be within budgetary constraints and within the Board approved salary range.

Employees must provide the State of California Department of Public Health certificate or the California-Nevada Section AWWA (American Water Works Association) certificate to the Human Resources department within 3 months of obtaining their certificate. The certificate pay will be effective the next available pay period after it has been approved by the General Manager. There is no retroactive payment.

Certification pay increases are only granted to employees where a Treatment, Distribution, or Lab Analyst certification is essential to the classification duties of the employee (as determined by the Chief Operations Officer and General Manager). The job classifications that qualify are Operations Supervisors, Compliance Specialists, Shift Operators, Plant Assistants, Instrumentation/Electrical System Operators, and Engineering department determined by the Chief Water Resources Officer.

10. ATTENDANCE, HOURS, PAY PERIODS AND PREMIUM PAY

10.1 Attendance

Employees shall attend their work in accordance with Section 10.. Employees are responsible for reporting accurate time worked.

10.2 Pay Periods and Procedure

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

10.3 Meal Periods

For administrative or part-time employees:

- Up to a one (1) hour non-compensated meal period will be provided to all full-time administrative and part-time employees each day they work five (5) hours or more.
- Employees can request their meal period at a time agreed to by their supervisor.

For operations employees:

- Meal periods are compensated because operations employees are required to be available to respond to any operational demands of the TVMWD system. Because of this, employees are expected to stay at the treatment plant or their field location for their meal period. Exceptions permitted:
 - Attendance at an offsite meeting, conference, etc.
 - At the specific approval of the Chief Operations Officer or Operations Supervisor(s)
 - Employees are permitted twenty (20) minutes to utilize a TVMWD vehicle to obtain their meal from a local establishment
- Employees can request their meal period at a time agreed to by their supervisor.
- Depending upon operational demands, supervisors will try to accommodate up to a one (1) hour meal period each day the employee works five (5) hours or more.

10.4 Work Week

The regular work week shall commence on Monday at 12:01am for all employees and conclude on Sunday at Midnight

10.5 Exempt Employees

In accordance with the Fair Labor Standards Act (FLSA) regulations, job classifications determined to be exempt are not eligible for overtime. Based upon the FLSA, the following job classifications are exempt:

- Chief Administrative Officer
- Chief Finance Officer
- Chief Operations Officer
- Chief Water Resources Officer
- Compliance Specialist
- Engineer
- Human Resources/Risk Manager
- Information Technology Manager
- Operations Supervisor
- Water Resources Analyst I/II/III
- Finance Manager

TVMWD recognizes that on occasion exempt employees may have to attend to personal matters. TVMWD will attempt every effort to accommodate the employee's time off requested. However, TVMWD must ensure the District's needs are maintained at all times. Therefore, time off must be scheduled in advance and with prior approval of the employee's manager.

Exempt employees, in good standing with TVMWD, that request time off in increments of four (4) hours or less, do not have to use their available leaves. There is no legal requirement or obligation of TVMWD to grant such an arrangement. Therefore, the General Manager reserves the right to modify or terminate this practice at any time. Any abuse of this benefit will be immediately addressed with the employee. If it is determined that the employee abused such benefit, the benefit will be revoked for a period of time or revoked permanently, as determined by the General Manager.

10.6 Administrative Leave

Exempt employees, excluding Chief Executive Officers shall be eligible for 50 hours of Administrative Leave annually (pro-rated based on date of eligibility for leave). Administrative Leave shall be credited in a lump sum at the beginning of each calendar year. Unused Administrative Leave hours will be carried over from year-to-year, unless the exempt employees have met their vacation cap. Administrative Leave would then be converted to vacation hours for mandatory vacation cash-out purposes. Use of Administrative Leave hours must be approved by the employee's Supervisor and at times that are convenient to the District.

10.7 Overtime

A non-exempt employee who performs work in excess of forty (40) hours in a work week shall be compensated for such overtime work at the rate of one and one-half times their regular rate of pay. The regular work week shall commence on Monday at 12:01am for all employees and conclude on Sunday at Midnight. A non-exempt operations employee who performs work in excess of ten (10) hours per workday (excluding weekends) shall be compensated for such overtime work at the rate of one and one-half times a regular rate of pay. Overtime shall be rounded to the nearest quarter-hour of overtime worked. All non-emergency overtime must be authorized in advance by the appropriate Department Head.

10.8 Flexible Work Schedules

At the discretion of the General Manager or employee's direct supervisor, employees may be permitted to work a flexible work schedule equivalent to forty (40) hours in a work week.

Flexible Work Schedules allows an employee to work hours that differ from the normal district start and end time, while continuing to meet the needs of TVMWD.

10.9 Compensatory Time

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

10.10 On-Call Operators

Two (2) operators will be designated to serve in an on-call capacity each day. Failure to respond to an alarm/call while assigned to the on-call duty shift may be subject to disciplinary action. If an employee claims on their timesheet phone/tablet/laptop time incurred that is later found to be invalidated by the supervisor, that employee shall be subject to disciplinary action.

On-Call pay is not considered CalPERS pensionable compensation.

Standby Operator: One (1) operator will serve as the on-call standby operator and will respond to the on-call plant operator or supervisor as needed. The stand-by operator is

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expected to and be capable of returning to the plant within thirty (30) minutes of receiving a call.

Standby Operators who serve in an on-call capacity will be paid \$45 per day (\$90 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call operator is unable to fulfill their on-call duty shift, the employee is responsible for locating a substitute operator from those that regularly serve in the Standby Operator role. The substitute operator will instead receive the standby pay. In addition to receiving the standby pay, the on-call operator will be paid for the additional time spent responding to the situation.

Lab Operator: One (1) operator will serve as the on-call plant operator and will be responsible for responding to plant operation alarms and incidents as needed during non-working hours (4 pm-6 am). This operator is expected to be capable of responding to alarms remotely within 15 minutes and be ready for work as in any other instance.

Lab Operators who serve in an on-call capacity will be paid \$100 per day (\$200 on holidays) and will take home a TVMWD vehicle in order to respond to incidents. If the on-call Lab Operator is unable to fulfill their on-call duty shift, the Lab Operator duties will be fulfilled by the designated backup (Plant Operator). The substitute operator will instead receive the Lab Operator pay. In addition to receiving the Lab Operator pay, the on-call operator will be paid for the additional time spent responding to the situation as described below.

The following pertains to either the Standby or Lab Operator:

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

10.11 Shift Differential Pay

Operators and plant assistants will be compensated with an additional 10% of their hourly pay for hours worked Friday, Saturday and Sunday.

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

10.12 Fatigue Pay and Adjusted Hours Worked

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

Any employee who accumulates two (2) hours or more of worktime between 10:00pm and 6:00am before a scheduled workday shall be eligible for fatigue pay and be subject to an adjustment to their work schedule the following day. This means the employee will take an equivalent number of hours off during the following scheduled workday to rest. In addition to granting the time off, TVMWD will pay the employee for the time taken off during that scheduled workday. The combination of fatigue time and time worked during the next scheduled workday will not exceed ten (10) hours.

Example # 1: an employee who is scheduled to work Monday from 6:00am – 4:00pm and Tuesday from 6:00am – 4:00pm and is called in to work for additional hours on Monday from 10:00pm – 1:00am would log their hours as follows –

Monday	6:00am – 4:00pm (10 regular hours of pay) + 10:00pm – 1:00am (3 hours of overtime pay)
Tuesday	6:00am – 9:00am (3 hours fatigue pay paid at regular hourly rate) + 9:00am – 4:00pm (7-regular hours of pay) The employee will report to work at 9:00am to ensure they are given appropriate rest time between work shifts and will be compensated for this rest time (fatigue pay)

Example # 2: an employee who is scheduled to work Monday from 6:00am – 4:00pm and is called in to work for additional hours on Monday from 3:00am – 6:00am may stay at work and in turn leave the equivalent number of hours early. In this scenario, the employee would log their hours as follows:

Monday	3:00am – 6:00am (3 hours of overtime pay) + 6:00am – 1:00pm (7-hours of regular pay) + 1:00pm – 4:00pm (3 hours of fatigue pay at regular hourly rate)
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If hours worked accumulates over eight (8) hours from 4:00pm – 6:00am, with supervisor or managers approval, the employee will be eligible to take off the next day and receive ten (10) hours of fatigue pay.

If an employee reports to work on Friday, Saturday and/or Sunday, the employee

would be eligible for shift differential.

11. HOLIDAYS, VACATION AND LEAVES

11.1 Holidays

The District shall observe the following holidays:

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

Additional holidays may be approved and observed. Unassigned floating holidays will be provided to full-time employees at the beginning of each calendar year to make a total of 12 holidays each calendar year. Holiday hours must be taken in full-day increments and must be approved by the supervisor.

The District will recognize a holiday break, typically between Christmas and New Years. The holiday break will be designated every year by the General Manager. Employees will receive an equivalent number of holidays based on their normal scheduled work week during the holiday break. Employees on leave of absence will not be eligible to receive hours.

Part-Time employees scheduled to work on an approved holiday are eligible to receive holiday pay based on their normal hours scheduled.

11.2 Holiday Observance

Any holiday falling on a Friday, Saturday or Sunday may be designated by the General Manager on an alternate day for the observance of a holiday, or its conversion to a floating holiday, when a holiday conflicts with a work schedule. A holiday may only be applied to a scheduled workday. Employees are not eligible to receive unassigned floating holidays until they satisfactorily complete their Initial Appraisal period. Any non-exempt shift operator who works on either the actual holiday or the observed holiday will be paid at one and one-half times the employee's regular rate of pay. Since the employee is working the holiday, the employee will also be paid the additional hours they are scheduled to work at regular pay for that holiday.

11.3 Vacation Accrual

Based on a bi-weekly pay period, vacation time shall be accrued as follows for full-time employees (except for the Chief Executive Officers):

Years of Service	Bi-weekly Pay Period Vacation Accrual Rate
0 – 4 years	3.08 hours
5 – 9 years	4.62 hours
10 years	4.93 hours
11 years	5.23 hours
12 years	5.54 hours
13 years	5.85 hours
14 + years	6.16 hours

Employees eligible for vacation accrual that regularly work less than a 40-hour work week will accrue at a rate equal to the number of hours worked divided by 40.

11.4 Use of Vacation Time

An employee shall be entitled to use the vacation time accrued upon successfully completing three (3) months of employment or prior if approved by the General Manager. Timing of vacations must be approved by the Department Head or General Manager at a time that is convenient to the District.

11.5 Vacation Buy Back

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

11.6 Universal Leave

Chief Executive Officers are eligible for universal leave, which shall accrue as follows:

Years of Service	Bi-weekly Pay Period Universal Leave Accrual Rate
0 – 4 years	8.93 hours
5 – 9 years	10.77 hours
10 – 14 years	11.70 hours
15+ years	13.54 hours

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On December 31st of each year, universal leave balances will be paid down to 620 hours. Chief Executive Officers shall be entitled to use the universal leave accrued upon completing three (3) months of employment or prior if approved by the General Manager.

To comply with the Paid Sick Leave Act, Chief Executive Officers may use universal leave prior to completing the introductory period for the following purposes:

- Medical condition that prevents an employee from performing the duties of their position
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employees' family member
- For an employee who is a victim of domestic violence, sexual assault, or stalking

For the purposes of Sick Leave, a "family member" is defined as

- A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis).
- A biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employees' spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor.
- A spouse, registered domestic partner, grandparent, grandchild, and/or sibling.

11.7 Sick Leave Accrual

All full-time employees, with the exception of Chief Executive Officers, shall be credited with 3.7 sick hours per pay period.

To comply with the expended Paid Sick Leave Law, effective January 2024, part-time employees will receive an upfront accrual of 40 hours of paid sick leave at the beginning of employment and at every January thereafter. Sick Leave balance shall not carry over year to year.

11.8 Use of Sick Leave

Upon the verbal or written request of an employee, sick leave will be provided for the following purposes:

- Medical condition that prevents an employee from performing the duties of their position
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member
- For an employee who is a victim of domestic violence, sexual assault, or stalking

For the purposes of Sick Leave, a "family member" is defined as

- A child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom

- the employee stands in loco parentis).
- A biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employees' spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor.
 - A spouse, registered domestic partner, grandparent, grandchild, and/or sibling.

Employees that retire from CalPERS and meet the TVMWD retiree eligibility will get their unused sick hours converted to CalPERS service credit upon retirement from TVMWD.

11.9 Sickness Verification

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

11.10 Notification of Supervisor

Absent employees when practicable should notify their supervisor prior to the beginning of their work shift each day they will be off/unable to work. Employees are required to notify their supervisors as far in advance as possible of known absences. If the employee's supervisor is unavailable, the employee must contact the front office and notify a TVMWD employee of their absence.

11.11 Bereavement Leave

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

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

11.12 Reproductive Leave

Effective January 1, 2024, qualified employees that experience a reproductive loss event. When a qualified employee suffers a reproductive loss event, the employee is entitled to up to five (5) days of leave following the day of the reproductive loss event, or the final day of a reproductive loss event for a multiple-day event. A qualified employee is defined as a person employed by the employer for at least 30 days prior to the commencement of the leave.

The leave need not be taken immediately following the reproductive loss event but must be taken within three (3) months from the event. If an employee experiences more than one reproductive loss event within a 12-month period, the employee is only entitled to a total of 20 days of leave within the 12-month period. An employee may use leave balances available to the employee, including accrued and available paid sick leave, for the absences.

A reproductive loss event are defined as:

- An “unsuccessful assisted reproduction” includes “method[s] of achieving a pregnancy through an artificial insemination or an embryo transfer,” but does not include an attempt to become pregnant through sexual intercourse.
- A “failed adoption” includes “the dissolution or breach of an adoption agreement with the birthmother or legal guardian, or an adoption that is not finalized because it is contested by another party.”
- A “failed surrogacy” includes both the “dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate.”
- A “miscarriage” includes not only a miscarriage suffered by the employee or the employee’s spouse or registered domestic partner, but also a miscarriage suffered “by another individual if the person would have been a parent of a child born as a result of the pregnancy” – it would therefore appear, for example, that a miscarriage suffered by a surrogate after an initially successful embryo transfer would qualify as a reproductive loss event for the intended parent (s).

11.13 Funeral of Deceased Employee

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

11.14 Military Leave

Military leave shall be granted in accordance with the provisions of state and federal law. In general, if the employee has been absent from a position of civilian employment by reason of service in the uniformed services, the employee will be eligible for reemployment

under the Uniformed Services Employment and Reemployment Rights Act (USERRA) by meeting the following criteria:

- The employer had advance notice of the employee's military obligation;
- The employee has been away from this employer five (5) years or less due to military obligations (excluding exemptions);
- The employee returns to work in a timely manner as defined under USERRA; and,
- The employee has not been separated from uniformed services with a disqualifying discharge or under other than honorable conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA also requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued vacation or annual leave while performing military duty.

11.15 Jury Duty Leave

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

The General Manager is authorized to allow employees leave of absence with pay for selection to perform jury duty service, if the need of a jury duty leave is in excess of ten (10) working days. Notify your supervisor that you have been selected for jury duty service. You must provide proof of your selection prior to serving. At the conclusion of your service, you must provide court certification of the day(s) served to the District's payroll department. The court will issue this certification to you on the last day of your jury duty service.

11.16 Quarantine Leave

An employee who is quarantined may elect to take as much of their accumulated leaves as is necessary to avoid loss of pay.

11.17 Time Off to Vote

If an employee cannot make sufficient time outside of working hours to vote in a statewide election, they can use up to two (2) hours of working time to vote without loss of pay. This time must be used at the beginning or end of the regular working shift, whichever allows

the most-free time for voting and the least time off from working. The employee must notify their supervisor at least two (2) working days in advance to arrange a voting time.

11.18 Time Off for Training

TVMWD will allow paid time off for employees to attend a work-related seminar or training course, subject to Supervisor approval, when it overlaps or conflicts with the employee's work shift. TVMWD allows sufficient time for employees to complete any required certification renewal. Employees should plan training appropriately to avoid requesting various training that will interfere with operations.

If time off for training overlaps or conflicts with an employee's work shift, the employee may request paid personal time off, subject to Supervisor approval.

11.19 School Activity Leave

Any employee who is the parent of a child through grade 12 may request up to 40 hours off per year for the purpose of participating in school activities, such as teacher conferences, award ceremonies or school plays. The leave can also be used for locating and/or enrolling in school or childcare, or for school or childcare emergency. This time will be unpaid unless you choose to use wage replacement through accrued qualifying leaves available. You will be limited to no more than eight (8) hours off for this purpose in any one calendar month unless it is due to a childcare provider or school emergency. Upon request, the District reserves the right to require documentation for this leave.

"Parents" are specifically defined to include parents, guardians, grandparents, stepparents, foster parents, and persons standing in loco parentis to a child.

11.20 School Appearance Leave

Any employee who is the parent or guardian of a child through grade 12 may request leave to appear at his/her child's school in connection with disciplinary action by the school. The Education Code allows school districts to adopt policies requiring that parents or guardians attend class with their student after the student returns school from a suspension. The time will be unpaid unless you choose to use wage replacement through eligible leaves. Upon request, the District reserves the right to require documentation for this leave.

11.21 Crime or Abuse Victim's Leave

Any employee who is the victim of crime or abuse, including domestic violence, sexual assault, stalking, or a crime that caused physical injury or, in certain cases, mental injury, or that resulted in the death of an immediate family member has a right to reasonable

accommodation and unpaid leave to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order or for medical treatment, to ensure the employee's own health or welfare, or that of the employee's child or children. Leave shall be supported by appropriate documentation.

11.22 Crime Victim's Leave

Any employee who is the victim of certain, specified felony crimes, or who is an immediate family member of a victim, a registered domestic partner of a victim of certain, specified felony crimes, has a right to unpaid leave to attend and participate in judicial proceedings related to the crime. Leave shall be supported by appropriate documentation.

11.23 Organ or Bone Marrow Leave

Employees may take up to 60 days (workdays) of leave in any one-year period for the purpose of donating an organ to another person. The District requires that employees taking leave for organ donation use two (2) weeks of accrued but unused sick leave vacation and/or universal leave. The District will pay the remaining two weeks up to 30 days. The remaining 30 days are not paid, though the employee can use wage replacement. The District will continue to provide and pay for current group health plan benefits.

Employees are required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation.

Employees may take up to five (5) paid days (workdays) of leave in any one-year period for the purpose of donating bone marrow to another person.

11.24 California Family Right Act (CFRA)

The California Family Rights Act (CFRA) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is twelve (12) weeks within a 12-month period. For more information regarding leave under this policy, employees should contact Human Resources.

Eligibility

To be eligible for CFRA leave, employees must:

- Have worked at least twelve (12) months of continuous service.
- Have worked a minimum of 1250 hours over a twelve (12) month preceding the date the leave would commence.

Conditions Triggering Leave

Leave may be taken for one (1) or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child (no age limit), parent, grandparent, grandchild, sibling, parent-in-law, domestic partner, or designated person (defined as any individual related by blood or who's association is equivalent of a family relationship, limited to one per 12-month period) who has a serious health condition;
- For a serious health condition that makes the employee unable to perform his or her job, except for leave taken on account of pregnancy, childbirth, or related medical condition;
- For any "qualifying exigency" (defined by Section 3302.2 of the Unemployment Insurance Code) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces of the United States; or
- An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member.

Definitions

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing-treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider, or one visit to a health care provider and a continuing regimen of care; an incapacity caused by a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of "continuing treatment."

Calculating the 12-month Period

The 12-month period is measured forward from the date the leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended.

Intermittent or Reduced-Schedule Leave

Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the

serious health condition of the employee or immediate family member. Intermittent leave to bond with a new child must be taken in two-week increments, with a shorter duration allowed on two occasions.

Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt TVMWD's operations. Intermittent leave is permitted in intervals of at least half an hour.

Leave to Care for a Family Member or Designated Person

If the leave is needed to care for an eligible family member or designated person (defined as any individual related by blood or who's association is equivalent of a family relationship, limited to one per 12-month period), the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care; and
- Confirmation that the serious health condition warrants the participation of the employee.

Leave for Birth, Adoption, or Foster Care

Leaves taken due to the birth of the employee's child, or placement of a child with the employee for adoption or foster care, may need to be supported by a certification, such as a birth certificate or adoption and foster care paperwork.

A female employee's request for leave for the birth of her child will begin once her pregnancy disability leave has ended.

Procedures

When seeking leave under this policy, employees must provide the following to Human Resources:

1. Thirty (30) days' notice of the need to take CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with TVMWD's normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member within fifteen (15) calendar days of the District's request for the certification (additional time may be permitted in some circumstances). Failure to do so may result in delay of the

- commencement of leave or denial of a leave request. Second or third medical opinions may also be required when allowed.
3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
 4. A return-to-work release before returning to work if the leave was due to the employee's serious health condition.

If you have questions or would like further clarification about your rights under the CFRA or other types of leave, please contact Human Resources.

11.25 Pregnancy Disability Leave (PDL)

Any full or part-time employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request and approval, be granted PDL without pay not to exceed four (4) months.

If you require PDL, you must notify your manager and the Human Resources as soon as possible, at least 30 days in advance if foreseeable. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement. TVMWD has ten (10) calendar days to respond to the request.

For employees on PDL, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless granting such a leave would substantially undermine the District's ability to operate the business safely and efficiently.

11.26 Workers Compensation Leave

An employee injured in the scope and course of employment with the District may elect to take accumulated leaves, in minimum of one (1) hour increments, to offset their workers' compensation indemnity up to their full salary.

11.27 Wage Replacement During Leave

Use of wage replacement during a leave does not change the status of the leave from Unpaid to Paid.

If the employee is receiving benefits from a paid disability plan such as Worker's Compensation, State Disability or provided supplemental disability insurance, the employee may use available leaves to supplement partial wage replacement benefits as long as the employee does not receive more than he/she would normally earn at work.

All requests for wage replacement must be made in writing (email is acceptable) to the Human Resources Department before the close of the relevant pay period(s).

In addition to family, medical or pregnancy-related disability leaves described in previous section 11.19, employee may be eligible take a temporary disability leave of absence, if necessary, to reasonably accommodate a workplace injury or a disability under the ADAAA or the FEHA. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled.

11.28 Leave of Absence

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

11.29 Education Reimbursement Program

TVMWD encourages a continuous learning environment. Formal education and professional advancement opportunities for employees encourages professional development and boosts employee knowledge, skills and abilities. To assist employees with the financial burden of formal education and continuing education, TVMWD provides education reimbursement.

For full-time employees in good standing with TVMWD and have satisfactory completed their initial evaluation period or have received General Manager approval shall be eligible to receive reimbursement up to \$5,000 per calendar year.

Reimbursement may be received for reimbursement of tuition, registration fees, laboratory fees, placement testing, required examination fees, parking and books. To receive reimbursement, employees must successfully complete the course(s) (e.g., grade of "C" or better or "pass" when grade is pass/fail, "complete" when grade is complete/incomplete, etc.). Courses must be work-related or count toward a degree. For a non-accredited program, completion of the course with proof of passing all related course work and exams

is required.

Employees interested in participating in the program must submit the Participation and Reimbursement Agreement form to the General Manager for approval, in advance of starting course work.

To request reimbursement, employee should complete a Check Request Form and provide sufficient documentation to demonstrate the expense was incurred, when the expense incurred, and outcome of the course(s) showing successful completion. The reimbursement form should be submitted to the Human Resources Department.

11.30 Water Related Certification Fees

The program intends to recognize the mutual benefits derived from personal growth by furthering advancing their water certification. To be eligible, an employee must have completed their initial appraisal period process, unless a job requirement, or by approval of the General Manager.

Certifications are the responsibility of the employee. Upon successfully obtaining the certification and providing a copy, TVMWD will reimburse 100% of water related certification fees for Water Treatment, Distribution and Water Quality Analyst certification. Any late fees, penalties or unsuccessful attempts will not be reimbursed.

Fees associated with the certification testing, certificate and re-certification are eligible for reimbursement. Employees must submit the Check Request Form with supplementary documentation for approval by the department head or General Manager. Supplementary information is defined as:

- Water Certification Testing: Receipt of payment for taking the water certification test and confirmation that certification test was successfully passed.
- Certification: Receipt of payment for certification fees.
- Re-Certification: Receipt of payment for re-certification fees.

11.31 Safety Footwear Allowance

The District requires safety footwear for employees engaged in work activity creating reasonable potential for foot injury. The Chief Executive Officers shall determine who, by title and or job duties, shall be required to wear safety footwear. Employees deemed eligible by management shall receive an annual safety footwear allowance of up to \$275, provided it's either the initial purchase or current boots that are worn and warrant replacement. The allowance can also be used toward items that would enhance the comfort or safety of the purchased boot, such as water proofing, replacing insoles or laces

To be eligible to receive reimbursement or purchase boots according to the program, an employee must be scheduled (or plan) to work a minimum of 30 calendar days following the purchase, prior to a separation from the District or retirement.

Employees should notify the Program Manager when a need of safety footwear replacement is needed by submitting a Safety Footwear Request Form. After verifying eligibility, the Program Manager will provide employees with an available vendor voucher. Employees may choose to purchase safety footwear at a higher cost than the annual allowance at the employees' expense. The Program Manager shall verify that safety footwear purchased independently by employees meets all department requirements. An employee shall only receive one (1) pair of approved safety footwear for the annual allowance to ensure higher quality. Upon substantiation by management of an employee's claim that safety footwear is damaged

beyond further useful wear as a result of work performance (not by negligence, misuse, or loss), the Department shall replace safety footwear. The employee shall surrender the damaged pair upon replacement. Individual claims for replacement shall be decided by the designated Program Manager. Employees will be eligible for the annual allowance (a new pair of safety shoes) one year from the replacement date.

11.32 Return to Work Program

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

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

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

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

The District may recover from the employee the premiums that TVMWD paid to maintain

coverage for the employee under the group health plan if the employee fails to remit such payment during the course of their leave of absence or if the employee failure to return from their leave of absence.

12. TRAVEL ALLOWANCE

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

12.1 Lodging

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

- The event/conference occurs more than 30 miles from the employee's home, and:
 - To incur lodging expenses for the night before, the event/conference would cause the employee to leave their home before 6:00am.
 - To incur lodging expenses for the night of, the event/conference would cause the employee to not return to their home that night until after 7:00pm.

12.2 Transportation

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

12.3 Airfare

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

airport and flight time.

12.4 Automobile

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

12.5 Meals

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

12.6 Compensation for Travel Time

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

13 COMPLAINT PROCEDURE – NON-DISCIPLINARY MATTERS

13.1 Purpose

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

13.2 Matters Subject to the Complaint Procedure

A complaint may be filed with Human Resources for the alleged violation of the Employee

Handbook; alleged improper treatment of an employee; or alleged violation of commonly accepted safety practices or procedures, or other matters pertaining to employment with the District.

13.3 Limitations of Complaint Procedure

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

13.4 Confidentiality of Complaint Procedure

Any matter leading to a complaint by an employee shall be kept confidential, to the extent permissible by law. During the course of workplace investigations, the District can only guarantee limited confidentiality – that the information will be limited to those who need to know, because it may be necessary to disclose information obtained during the investigation in order to complete the investigation and take appropriate action. It is not possible to promise that a complaint can be kept entirely confidential for several reasons:

- If the complaint is of potential violation of law or policy, the employer will need to investigate, and in the process of investigating it is likely that people will know or assume details about the allegations, including the identity of the person who complained. This is true even when the name of the complainant is kept confidential since allegations are often clear enough for people to figure out who complained about what.
- The individual receiving the complaint will usually have to consult with someone else at the company about what steps to take and to collect information about whether there have been past complaints involving the same employee, etc. That means the complaint will be discussed with others within the organization.
- The District may need to take disciplinary action. Again, while the identity of the person who brought the complaint may in some cases be kept confidential, the complaint itself cannot be.

13.5 Informal Complaint Adjustment

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

13.6 Next Level of Authority

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

13.7 Formal Complaint Procedure

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

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

13.8 General Consideration

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

13.9 Alternative Dispute Resolution

The District may, as an option, offer arbitration for workplace disputes involving alleged wrongful termination, workplace harassment, or discrimination based on the protected classes outlined in section 1.1.

14 WHISTLEBLOWER POLICY

It is TVMWD's intent to protect its integrity, ensure the highest standards of conduct among its employees, and adhere to all applicable laws and regulations. TVMWD therefore encourages employees to report any reasonable belief that a violation has potentially occurred due to any rule, policy, procedure, practice or activity by TVMWD or its employees, districts, or vendors. Reports of any such potentially improper activity may be submitted on a confidential basis to any of the Chief Executive Officers or Human Resources. Alternatively, employees may provide an anonymous report through the Fraud Hotline by calling: 1-855-FRAUD-HL (1-855-372-8345).

Reports of discrimination, harassment or retaliation should be made under the Discrimination, Harassment, and Retaliation Prevention Policy, below.

TVMWD will not retaliate against an employee who, in good faith, reports any potentially improper activity, whether to TVMWD or to a government enforcement agency. Nor will TVMWD tolerate any other employee retaliating against or attempting to influence the employee for such reports. Any employee who engages in retaliation will be subject to discipline up to and including termination of employment. TVMWD will conduct a prompt and appropriate investigation into all reports of potentially improper activity.

All employees are required to cooperate with TVMWD's internal investigations by providing any requested information and truthfully and fully answering questions. Failure to cooperate with or impeding an investigation, or knowingly providing false information, will result in disciplinary action. Reports of potentially improper activity and related investigations will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation.

Anyone found to have engaged in improper activity will be subject to disciplinary action up to and including termination of employment.

15 HARASSMENT & DISCRIMINATION

This Discrimination, Harassment and Retaliation Prevention Policy reflects TVMWD's commitment to a respectful workplace and commitment to preventing unlawful discrimination, harassment and retaliation from occurring in the work environment. This policy protects individuals who perform services for TVMWD in the workplace, including District employees, contractors, interns, and volunteers. This policy refers to this broad category of protected persons as "individuals."

Sexual harassment is the unwelcome sexual advances, requests for sexual favors, and other

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verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment. Discriminatory harassment is any unwelcome, typically repeated offensive conduct that is directed at an individual because of their membership in a legally protected class.

State and federal law protect individuals from workplace discrimination and harassment based on certain legally protected characteristics. This policy uses the term "Legally Protected Characteristics" to encompass all legally protected categories, including:

- Age (over 40)
- Race
- Religion/creed (including religious dress and grooming practices)
- Color
- National origin
- Ancestry
- Gender/sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Sexual orientation
- Gender identity and gender expression
- Medical conditions
- Marital status
- Genetic information
- Military and Veteran status
- Disability (mental and physical)

Harassment of employees due to their Legally Protected Class, by fellow employees, officers, directors, consultants, or non-employees will not be tolerated by the District. Harassment shall be reported either verbally or in writing to the General Manager, Human Resources or the President of the Board of Directors if the complaint is against the General Manager. Upon receipt of a harassment complaint, Human Resources in partnership with the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct an investigation to determine whether harassment has taken place and/or is presently taking place. Where found appropriate, actions shall be taken to effectively stop such behavior where it does exist.

Sexual harassment of the District's employees, by a person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or other physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment.

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- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development.

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

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

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

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

Any individual who engages in prohibited harassment, including Supervisors or Managers who knew about the harassment but took no action to stop it, may be held personally liable under the law for monetary damages. Any Supervisor or Manager who knew about prohibited harassment and failed to report the harassment as stated in this policy, may also be subject to disciplinary action, up to and including termination of employment.

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent permissible by law. Complete confidentiality cannot occur due to the need to fully investigate and the duty to take effective remedial action. An employee

who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss their interview with a designated representative. TVMWD will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

16 PROTECTIONS AGAINST RETAILATION

Retaliation is strictly prohibited against any individual by another employee or supervisor for using the employee complaint procedure, reporting proscribed harassment or discrimination, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the District.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire or promote. Anyone found to be engaging in any type of prohibited discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

17 OPEN DOOR POLICY

TVMWD has an open-door policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication. Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, as soon as possible after the events that cause the concern.

Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although TVMWD cannot guarantee that in each instance the employee will be satisfied with the result, the District will attempt in each instance to explain the result to the employee if the employee is not satisfied. TVMWD will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. Furthermore, if employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. We believe that TVMWD amply demonstrates its commitment to employees by responding effectively to employee concerns.

18 REASONABLE ACCOMODATION

TVMWD is committed to complying fully with the federal and state laws regarding equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. TVMWD will make reasonable accommodations for the known physical or mental limitations or an otherwise qualified individual with a disability who is an applicant or an employee, unless doing so would result in an undue hardship to the organization.

If the disability or the need for reasonable accommodation is not obvious, TVMWD may require the individual to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the agency will: 1) explain the insufficiency; 2) allow the employee or applicant to supplement the documentation; and 3) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, TVMWD will provide the employee with notice of the need for a medical certification within two (2) business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: a description of the requested accommodation or transfer; a statement describing the medical advisability of the accommodation or transfer due to pregnancy; and the date that the need for the accommodation or transfer will become necessary and the estimated duration of the accommodation or transfer.

TVMWD will also make reasonable accommodations for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

- An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:
 - (a) A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and
 - (b) A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator

from the employee or that the employee has appeared in court for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

19 EMPLOYER-EMPLOYEE RELATIONS

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

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Acknowledgment of Receipt of Handbook and At-Will Agreement

After you have read this Handbook and have clarified any issues with your manager and or Human Resources Department, please complete, sign and return the agreement to the Human Resources Department.


I have received my copy of the TVMWD Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and the policies and procedures contained in the Handbook. I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the District. I understand and agree that other than the General Manager, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Name: _____ Date: _____

Employee's Signature: _____

**BOARD ACTION****BOARD OF DIRECTORS
STAFF REPORT**

To: TVMWD Board of Directors
From: Matthew H. Litchfield, General Manager 
Date: March 20, 2024
Subject: Special District LAFCO Voting Member Representative Ballot

Funds Budgeted: \$

Fiscal Impact: \$93,960

Staff Recommendation

The Board will consider casting a vote for a candidate on LAFCO's Special District Voting Member ballot.

Discussion

LAFCO has opened elections for the Special District Voting Member for the term expiring in May 2028. The incumbent is Donald Dear whose term expires May 6, 2024. Ballots must be returned to Lagerlof, LLP by 5:00 p.m. on April 26, 2024. The candidates are as follows:

- Steven Appleton – Greater Los Angeles County Vector Control District
- Jonathan Beutler – Palos Verdes Library District
- Gary Burns – Las Virgenes Municipal Water District
- Donald L. Dear – West Basin Municipal Water District
- Vera Robles DeWitt – Water Replenishment District of Southern California
- Dirk Marks – Santa Clarita Valley Water Agency
- Sharon S. Raghavachary – Crescenta Valley Water District

A vote will be cast for the candidate that the TVMWD Board of Directors selects to support.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – Nomination Forms and Candidate Statements

Meeting History

None

NA/ML





MEMORANDUM

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN
LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE

RE: BALLOT; SPECIAL DISTRICT LAFCO REPRESENTATIVE

DATE: March 4, 2024

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for Special District LAFCO **VOTING MEMBER** for the term expiring in May 2028. Nominations closed as of 5:00 p.m. on February 29, 2024.

Please vote for ONE candidate for the position. The marked ballot should be placed in the envelope marked "Ballot Envelope" and sealed. Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballot by mail to:

William F. Kruse, Esq.
Lagerlof, LLP
155 N. Lake Avenue, 11th Floor
Pasadena, CA 91101.

No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.

The candidate receiving the highest number of votes will be declared the Special District **Voting Member** to LAFCO.

Ballots must be returned by 5:00 p.m. on Friday, April 26, 2024.

WFK/dc
Enclosures

cc(w/ encls.): Paul Novak

Lagerlof LLP
155 N Lake Avenue, 11th Flr
Pasadena, CA 91101

Lagerlof.com
Email: wfkruse@lagerlof.com

T: (626)-793-9400
F: (626)-793-5900

BALLOT

SPECIAL DISTRICT LAFCO VOTING MEMBER

Please vote for no more than one candidate.

- STEVEN APPLETON**
Occupation: Board of Trustees
Sponsor: Greater Los Angeles County Vector Control District

- JONATHAN BEUTLER**
Occupation: Board of Trustees
Sponsor: Palos Verdes Library District

- GARY BURNS**
Occupation: Board of Directors
Sponsor: Las Virgenes Municipal Water District

- DONALD L. DEAR**
Occupation: Board of Directors
Sponsor: West Basin Municipal Water District

- VERA ROBLES DeWITT**
Occupation: Board of Directors
Sponsor: Water Replenishment District of Southern California

- DIRK MARKS**
Occupation: Board of Directors
Sponsor: Santa Clarita Valley Water Agency

- SHARON S. RAGHAVACHARY**
Occupation: Board of Directors
Sponsor: Crescenta Valley Water District

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Greater Los Angeles County Vector Control District

Date: FEBRUARY 29, 2024

Name of Candidate: Steven Appleton

Greater Los Angeles County Vector Control District is pleased to nominate Steven Appleton as a candidate for appointment as special district **voting member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: BOARD OF TRUSTEE, LOS ANGELES CITY

Agency: GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

Type of Agency: SPECIAL DISTRICT

Term Expires: N/A

Residence Address: 2825 BENEDICT STREET

LOS ANGELES, CA 90039

Telephone: (310) 740-7294 email: stevenappleton.art@gmail.com

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Greater Los Angeles County Vector Control District

(Name of Agency)

By: [Signature]

Its: Susanne Kuhn



Steven Appleton

A citizen public servant with technical knowledge, interdisciplinary skill and a collaborative approach.

Mr. Appleton is the past President of the Greater Los Angeles County Vector Control District (2020), where he continues to serve as Trustee for the City of Los Angeles. Appointed in 2011, he has encouraged collaboration among public agencies in the planning of parklands, such as by assuring a place at the table for vector control experts in the design of engineered wetlands. He is a Board Member on the Los Angeles County Second District Consolidated Oversight Board and has served in a variety of capacities on watershed issues, including as a Technical Stakeholder to the yearly "State of the Watershed" report for the Los Angeles Region by the Council on Watershed Health.

Steve balances his role as a citizen public servant with his career in public art and education. He has taught at local institutions, including Otis College of Art and Design, USC, and California State University, Northridge. He recently founded the Water Institute of Science Policy that collaborates with California State University Northridge's Institute for Sustainability at California and Center for the Geospatial Science and Technology (CGST) in the creation of community service and educational programming.

As a public artist, he has created permanent and temporary public artworks in Los Angeles, Seattle, Denver, Brazil, Denmark, and Finland. Americans for the Arts recognized his work "FaceTime" with a national award in 2007. Most recently, he collaborated with Artichoke Dance Company in a three-day series performances, sculptures and participatory workshops called "Future Currents," sponsored by the Soraya Performing Arts Center. His public art projects have often included internship opportunities for local youth, such as his Metro Green Line project in Watts.

His seasonal business LA River Kayak Safari, has been the leading vendor of kayaking in the Los Angeles river since 2013, bringing more than 12,000 people on a unique tour of the naturalized section of the river in Elysian Valley. His group has broadened the audience for nature recreation by sponsoring more than 20% of its offerings for at-risk youth and underserved communities. As part of the yearly permitting for this business, Appleton is in dialog with US Army Corp of Engineers and regional Park Authorities.

Appleton received his Bachelor of Arts in Sculpture at the University of California, Santa Cruz and studied for his Master of Fine Arts at University of Southern California. He is a resident of the "Frogtown" district of Los Angeles, where he lives with his wife Agnieszka and son Janis.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT VOTING MEMBER
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION


To: Independent Special District Selection Committee
From: Palos Verdes Library District
Date: February 15, 2024
Name of Candidate: Jonathan Beutler

Palos Verdes Library District is pleased to nominate Jonathan Beutler as a candidate for appointment as special district voting member to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Secretary, Board of Library Trustees
Agency: Palos Verdes Library District

Type of Agency: Library Special District
Term Expires: November 27, 2026
Residence Address: P.O. Box 101
Palos Verdes Estates, CA 90274
Telephone: 310-699-9619

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Palos Verdes Library District
(Name of Agency)
By: 
Its: Bob Parke
President, Board of Library Trustees

Candidate to Represent Special Districts on LAFCO



Jonathan Beutler

Trustee, Palos Verdes Library District

My passion for community service and love for our region lead me to respectfully seek your support for my candidacy to represent independent Special Districts on the Local Agency Formation Commission (LAFCO). I take pride in serving my community and pledge to be eagerly engaged as a Commissioner to bring about fair oversight in ensuring the successful execution of LAFCO's mission. As a results-focused professional, I am dedicated to inclusive decision-making, building bridges and stakeholder engagement in order to reach mutually beneficial outcomes. This approach will guide me on LAFCO as your representative for Special Districts.

Because LAFCO's role is so crucial and its decisions have such long-lasting ramifications, it is imperative that Special Districts' voices be heard! The services of Special Districts transcend the boundaries of cities and touch the lives of people across various jurisdictions, so it is essential that we identify concerted ways to solve regional issues. As a trustee of a special district that serves communities in four unique cities plus other unincorporated areas, I understand that no special district can operate alone in a vacuum and that regional engagement is critical to ensure orderly growth and the balanced protection of public interest. As a LAFCO Commissioner, I will:

1. Advocate for policy outcomes that enhance special districts' capacity to serve effectively;
2. Strive to exercise good stewardship over agency resources;
3. Engage an inclusive range of voices and data and promote a cooperative environment;
4. Favor decisions that enhance the quality of life for communities throughout our region.

My Background

My varied experience has spanned the public, nonprofit and private sectors. In addition to my current service as an elected Trustee of the Palos Verdes Library District, my previous work as a U.S. diplomat has informed much of my approach to results-focused collaboration. Some other relevant highlights that prepare me for the opportunity to serve on LAFCO include:

- Former U.S. diplomat (Foreign Service of the U.S. Department of State)
- Appointed twice as County Commissioner: Beaches & Harbors Commission; Library Commission
- Bond Oversight Committee member, Manhattan Beach Unified School District
- Local Control Accountability Plan Committee member, Palos Verdes Peninsula Unified School District
- Chairman of the Board, Torrance Area Chamber of Commerce
- President, Harbor City Chamber of Commerce
- Board of Governors, Japan America Society
- Graduate, Leadership Los Angeles; also alumnus of Leadership Torrance and Leadership Manhattan Beach
- Recognized by Empowerment Congress as "40 under 40" in L.A. County
- Co-Chair, International Trade, Los Angeles Business Federation
- Completed multiple CSDA trainings, including Leadership Academy
- Education: Master of Public Policy, UCLA; Master of Spanish Literature, University of Barcelona
- Personal: Married with four children; avid rare book collector; active in the Greek School of Redondo Beach.

Together, we can help LAFCO continue to be a driving force for positive change in our respective communities. As a Commissioner, I look forward to being a compelling voice and contributing in a meaningful way on behalf of independent Special Districts.

Thank you for your consideration.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT VOTING MEMBER
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Las Virgenes Municipal Water District

Date: January 16, 2024

Name of Candidate: Gary Burns

Las Virgenes Municipal Water District is pleased to nominate
Gary Burns as a candidate for appointment as special district voting
member to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a
member of the board of an independent special district appointed for a fixed term. For your consideration,
we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director, Division 3

Agency: Las Virgenes Municipal Water District

Type of Agency: Water District

Term Expires: December 4, 2026

Residence Address: 22118 Dardenne Street


Calabasas, CA 91302

Telephone: (818) 222-4200

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Las Virgenes Municipal Water District

(Name of Agency)

By: 

Its: General Manager

Item 8.A - Exhibit A

Local Agency Formation Commission (LAFCO):

Nomination of Candidate for Special District Board Member

Gary Burns, Candidate for LAFCO Member Position 2024

I would like to thank each district board that voted for me last year. Although not chosen as an alternate, I am returning this year, asking for your vote, to become a full member of the LAFCO Board.

It is time to add "fresh" ideas and excitement to how LAFCO communicates and operates. To that end, please call me at 818 326 2000 to discuss your specific issues. I will listen intently, absorbing your insight.

I hope to visit each of your Board Meetings via zoom or in person to introduce myself, listen to what is important to your district and provide the confidence that I can lead LAFCO into the future.

I desire to serve as a LAFCO Board Member to further serve the community, each of our districts and provide "new" and "environmental" input to the Los Angeles Region and the Supervisors we report to. Few citizens know what LAFCO accomplishes or what the initials stand for. I intend to change that.

As with the homeowners of Calabasas and the entire www.LVMWD.com area, I am available to advocate for or listen to constituents whenever needed. I pledge to do the same for ALL LAFCO Districts.

Gary Burns was elected to the Las Virgenes Municipal Water District Board in 2022. (Division 3, currently Secretary). He is the first Calabasas resident to serve on the District Water Board. **Since his time on the District Board, he has imbued his efforts with energy and the desire to effect change.** He has visited various local and state water facilities and Districts. **He is a member of ACWA, CASA, WateReuse and has attended their conventions throughout the year, attaining insight into District, State and Water Policy. He is serving on the Business Development Committee of ACWA Region 8. He is championing a Heli-Hydrant project with Los Angeles County Fire, the City of Calabasas and the local Council of Governments.**

In his efforts to search for new sources of water, Gary has visited the future SITES Reservoir Project, the San Joaquin Delta, and various Metropolitan Water District facilities, including the in-development Carson Pure Water Plant. His goal is to ensure there is a sufficient water supply for future generations, while preserving the environment we cherish in Southern California, the State of California, and the United States.

Growing up on the East Coast, Gary moved to California in 1989, watched the City of Calabasas incorporate in 1991 and has been a resident of Calabasas for the past 35 years. He attended Fairleigh Dickenson (FDU) and Hofstra University where he received a BA and Master's in Psychology and an MBA in Business and Finance.

Gary has been President of the Mulholland Heights Homeowners Association for the past 10 years. Currently, he is a Board Member of Community Associations Institute, 2018 - 2024 (CAI of Greater Los Angeles County), a Board Member of CAI International, National Homeowner Leaders Council 2021 – 2024 and recognized by CAI Los Angeles for Excellence in Community Leadership in 2021, 22 and 23.

He is also a founding member of EPIC, (Emergency Preparedness in Calabasas, www.epic-fsc.com), volunteers for many local community activities, is a partner in the snack foods company Just Pure Foods Distribution (www.justpurefoods.com) and a Life and Health Insurance Broker (<https://garyburns.businesslinksolutions.net>).

Thank You for your vote and consideration of Gary Burns for LAFCO Board Member (818 326 2000 mobile/text)

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee
From: West Basin Municipal Water District
Date: January 22, 2024
Name of Candidate: Donald L. Dear

West Basin Municipal Water District is pleased to nominate Donald L. Dear as a candidate for appointment as special district **voting member** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Division 5 Director

Agency: West Basin Municipal Water District

Type of Agency: Water Wholesaler

Term Expires: December 2024

Residence Address: 15433 Catalina Ave., Gardena, CA 90247

Telephone: (310) 704-0881

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

West Basin Municipal Water District

(Name of Agency)

By: E.J. Caldwell

Its: General Manager



Donald L. Dear

Secretary, West Basin Municipal Water District Board of Directors
Division V



Donald L. Dear was elected to the West Basin Municipal Water District (West Basin) Board of Directors in November 2000. He is currently serving his sixth term after being re-elected in November 2020. He represents the Division V cities of Lawndale, portions of Gardena and Hawthorne, and the unincorporated Los Angeles County areas of El Camino Village and Lenno.

Director Dear came to the Board with a vast array of experience in public service, serving on the Gardena City Council from 1970 to 1974 and again from 1978 to 1982, as well as serving as the Gardena mayor for nine consecutive terms from 1982 to 2001. He retired with 27 years of total service to the City of Gardena. Director Dear is currently serving as Secretary of the Board and Chair of the Ethics Committee. He previously served as one of two West Basin representatives on the board of directors of the Metropolitan Water District of

Southern California from 2013 to 2018.

In 2004, 2008, 2012, 2016 and again in 2020, he was elected as one of the representatives for the Los Angeles County Independent Special Districts on the Local Agency Formation Commission, of which he currently serves as Chair. In October 2011, the West Basin Board paid tribute to Dear's distinguished public service by naming their Carson Headquarters the Donald L. Dear Building.

Director Dear's years of experience have given him a deep first-hand understanding of the roles, responsibilities and challenges facing local governmental institutions. He served for 24 years as a Trustee of the Greater Los Angeles Vector Control District, and for 19 years on the Board of Directors for the Los Angeles County Sanitation District No. 5. He also served as President of the South Bay Cities Association (now known as South Bay Cities Council of Governments), on the Board of Directors of the Southern California Cities Joint Powers Consortium and is a member of the Sierra Club.

As a former teacher at Stephen White Middle School in Carson for 38 years, he is well known and widely respected by his former students, colleagues and members of the community. In 1983 he was "Teacher of the Year" for Region A of the Los Angeles Unified School District. Dear's professional affiliations include his service as a member of the National Council for Social Studies, board member of the Political Action Council of Educators, and six terms of service as a member of the House of Representatives of the United Teachers of Los Angeles (UTLA). His civic affiliations include the Association for Retarded Citizens – South Bay, El Nido Services, Gardena Elks, Gardena High School Booster Club, Gardena Jaycees, Gardena Valley Cultural Arts Corporation, Gardena Valley Friends of the Library, Gardena Valley Music Association, Gardena Valley Red Cross, Gardena-Carson Family YMCA, Hollypark and Gardena Valley Lions Club, Kiwanis Club of Gardena Valley, Serra High School Advisory Board, and the University of Southern California San Pedro Peninsula Trojan Club.

Director Dear has also distinguished himself through his outstanding work with youth, not only as a noteworthy educator, but also for his 30 years of unselfish dedication as a coach for more than 70 teams in three sports through the Gardena Recreation Department Youth Sports Leagues.

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: The Water Replenishment District of Southern California

Date: January 16, 2024

Name of Candidate: Vera Robles DeWitt

The Water Replenishment District of Southern California is pleased to nominate

Vera Robles DeWitt as a candidate for appointment as special district **voting**

member to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Board Member, Division 5

Agency: Water Replenishment District of Southern California

Type of Agency: Special District

Term Expires: January 7, 2025

Residence Address: 24728 Panama Ave.
Carson, CA 90745-6430

Telephone: (310) 505-8353

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Water Replenishment District of Southern California
(Name of Agency)

By: John D.S. Allen 

Its: Board President



CANDIDATE STATEMENT
Independent Special District Member
Los Angeles County Local Agency Formation Commission

VERA ROBLES DEWITT

I currently serve as an elected representative on the Board of Directors of the Water Replenishment District of Southern California (WRD). I have served continuously since 2018 and was overwhelmingly elected for a four-year term in November 2020.

Just like the special district you represent, WRD also plays a vital role that is unknown to most voters. And just like I brought more transparency to WRD, I want to bring transparency to LAFCO.

As your LAFCO representative I will report to you on all LAFCO actions via email at least quarterly and in-person at least annually so that you are no longer in the dark wondering what LAFCO is doing. And just as importantly, as the LAFCO representative for special districts, on all important LAFCO matters impacting special districts, I will seek your input – after all, I will be representing you.

I have a lot of experience in local government, including previously serving for 10 years as a Mayor and Councilmember. In those capacities I became very familiarized with LAFCO and now want to bring that wealth of experience for the benefit of all special districts.

In addition, for years I have been involved in many civic/non-profit programs. For example, I was the founding president of the Boys and Girls Club of Carson as well as a founding Board Member of Dominguez Family Shelter. I currently serve as Vice President of the Carson Kiwanis and for over 6 years have served on the Executive Board of South County Labor, AFL-CIO.

Moreover, as a small business owner for over 50 years, I also bring years of experience in budgets and fiscal matters.

I have one son who is a member of IBEW Local 47 and I raised a granddaughter who currently is an airline Captain flying charter jets.

I would be honored to serve on the LAFCO Board of Directors representing the best interests of the diverse Independent Special Districts.

March 6, 2024

RE: Letter of Support for Director Vera Robles DeWitt's Candidacy for LAFCO Election

Dear Colleague,

On behalf of the Water Replenishment Board of Directors, I am writing to express our support for Director Vera Robles DeWitt in her candidacy for the upcoming Local Agency Formation Commission (LAFCO) election.

Director DeWitt has demonstrated an unwavering commitment to the responsible management and sustainable development of water resources in our community. Her experience makes her a great candidate for the important role of LAFCO Commissioner.

Throughout her tenure on our board, Director DeWitt has helped shape policies that prioritize the equitable distribution and efficient utilization of water resources. Her understanding of the complexities surrounding water management, along with her collaborative approach, has yielded positive outcomes for our service area.

LAFCO plays a pivotal role in ensuring the coordinated and efficient organization of local governmental agencies. Director DeWitt's leadership on our board has consistently reflected her commitment to fostering cooperation among various agencies for the betterment of our community.

We kindly request your agency's support for Director DeWitt in the upcoming LAFCO election. We are confident that her election would benefit the broader region by ensuring thoughtful and effective governance of our local agencies.

Best regards,

A handwritten signature in cursive script that reads "Joy Langford".

Joy Langford, Board President
Water Replenishment District Board of Directors

Enclosure

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Santa Clarita Valley Water Agency Board of Directors

Date: February 20, 2024

Name of Candidate: Dirk Marks

Santa Clarita Valley Water Agency is pleased to nominate

Dirk Marks as a candidate for appointment as special district **voting**

member to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Division 2 Director

Agency: Santa Clarita Valley Water Agency

Type of Agency: Special Act Water Agency

Term Expires: January 2027

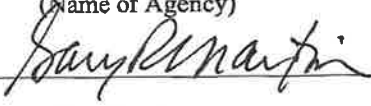
Residence Address: 27633 Yardley Way, Valencia, CA 91354

Telephone: 661 713-8496

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Santa Clarita Valley Water Agency

(Name of Agency)

By: 

Its: President

LAFCO Nomination Attachment for Dirk Marks

Dirk Marks is a registered professional engineer with over 40 years of experience in water resource management and planning and is well qualified to support LAFCO's efforts to assure the orderly and efficient provision of public services. His qualifications include:

Santa Clarita Valley Water Agency Board Member

- Currently serving as Division 2 Director through 2026
- Member of Water Resources and Watershed Committee

Association of California Water Agencies

- Serving on Groundwater Committee

Santa Clarita Valley Groundwater Sustainability Agency

- Director representing SCV Water

SCV Water/Castaic Lake Water Agency Work Experience

- Participated in consolidation of three water agencies to form SCV Water
- Managed or oversaw preparation of key planning documents including:
 - 2010, 2015, and 2020 Urban Water Management Plan
 - Supply Reliability Report
 - Regional Water Use Efficiency Strategic Plan
 - Groundwater Sustainability Plan for Santa Clara River East Subbasin
 - Annexation of Tesoro Del Val into SCV Water
- Represented SCV Water in several multi-agency organizations including:
 - Safe Clean Water Program Santa Clara River Watershed Steering Committee
 - State Water Contractors Operations and Maintenance Committee
 - State Water Contractors Delta Conveyance Contract Amendment Team
 - Sites Reservoir Committee
- Negotiated multiple bilateral water banking and water transfer agreements

Other Work Experience

- 21-years at Metropolitan Water District managing imported water supplies
- 7-years in private sector designing and inspecting water projects

Education

- Bachelors degree in Civil Engineering, CSU Long Beach
- Completed California Special District Leadership Academy

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **VOTING MEMBER**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee
From: Crescenta Valley Water District Board of Directors
Date: January 23, 2024

Name of Candidate: Sharon S. Raghavachary
Crescenta Valley Water District Board of Directors is pleased to nominate Sharon S. Raghavachary as a candidate for appointment as special district voting member to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Member of the Board of Directors

Agency: Crescenta Valley Water District

Type of Agency: Water and Wastewater

Term Expires: December 2024

Residence Address: 2209 Maurice Avenue
La Crescenta, CA 91214

Telephone: 818 248-3925

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District

(Name of Agency)

By: 

Its: President of the Board of Directors



Sharon Raghavachary
President of the Board of Directors
Crescenta Valley Water District

Director Raghavachary has been active in the La Crescenta Community for over 20 years and has a background in accounting and computer systems.

Currently, Ms. Raghavachary is the President of the Board of Directors for the Crescenta Valley Water District. She has served on the Board since 2019 and has been a past President as well as Vice President.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee that wrote design standards for Foothill Boulevard, the community's main thoroughfare, and was a member of Supervisor Michael Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years. For over five years, she wrote a featured column for the Glendale News Press and the Crescenta Valley Weekly. She also served on the Clark Magnet High School's School Site Council for four years.

Ms. Raghavachary has two children, one currently studying at USC and the other who looks forward to studying abroad.



BOARD INFORMATION

BOARD OF DIRECTORS
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 20, 2024

Subject: Legislative Update – March 2024

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

The Legislature will commence with its Spring Break tomorrow and will return to session on April 1. The second year of the 2023-2024 Legislative Session runs through August 31 and is already showing itself to be extremely busy with a shaky budget and election races that will determine key seats in both Sacramento and Washington, D.C., plus statewide ballot measures going to voters on the November ballot.

The district continues advocating for policies that will advance key priorities – particularly the *California Water for All* bill SB 361 (Caballero), which will likely be heard in the Senate Committee in June. We are also taking support positions on a handful of water bills in coalition with our neighboring agencies and will provide a report next month. Additionally, our state lobbyist Mike Arnold & Assoc. will present the first of their semi-annual legislative updates at our next board meeting on April 3.

2024 Primary Election Results

Staff will provide a recap this morning of the local election results corresponding with the state senate, assembly and the federal congressional races taking place in the Three Valleys service area. The legislature currently has a supermajority of Democrats in both the Assembly (18R /

62D) and the Senate (8R / 32D). A two-thirds supermajority (54 in the Assembly and 27 in the Senate) can pass new taxes, place a constitutional amendment on the ballot, change the rules of the house and override a governor's veto. Most political observers believe that the Democrats will retain a super majority after the November 2024 election.

Now that the primaries have concluded, staff is in the process of reaching out to the candidates anticipated to fill the legislative seats that will term out in 2024. We hope to hold individual briefings in the coming months to begin building relationships with them and foster an awareness of what's happening with water in their respective districts.

Environmental Impact

None

Strategic Plan Objective(s)

3.3 – Be accountable and transparent with major decisions

3.5 – Advocate legislation and initiatives that further TVMWD's mission and vision

Attachment(s)

Exhibit A – 2024 Legislative Calendar

Meeting History

None

NA/KH

Arnold and Associates, Inc.

Legislative Advocates and Consultants

2024 Legislative Calendar


Jan. 1	Statutes take effect.
Jan. 3	<u>Legislature reconvenes.</u>
Jan. 10	Budget must be submitted by Governor.
Jan. 12	Last day for policy committees to hear and report to fiscal committee fiscal bills introduced in their house in the odd-numbered year.
Jan. 19	Last day for any committee to hear and report to the floor bills introduced in that house in the odd-numbered year.
Jan. 19	Last day to submit bill requests to the Office of Legislative Counsel.
Jan. 31	Last day for each house to pass bills introduced in that house in the odd-numbered year.
Feb. 16	Last day for bills to be introduced.
March 21	Spring Recess begins upon adjournment of session.
April 1	Legislature reconvenes from Spring Recess.
April 26	Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house.
May 3	Last day for policy committees to hear and report to the floor nonfiscal bills introduced in their house.
May 10	Last day for policy committees to meet prior to May 28 th .
May 17	Last day for fiscal committees to hear and report to the Floor bills introduced in their house.
May 17	Last day for fiscal committees to meet prior to May 28 th .
May 24	Last day for each house to pass bills introduced in that house.
June 15	Budget Bill must be passed by midnight.
June 27	Last day for a legislative measure to qualify for the Nov. 5 General Election.
July 3	Last day for policy committees to meet and report bills.
July 3	Summer Recess begins upon adjournment, provided Budget Bill has been passed.
Aug. 5	Legislature reconvenes from Summer Recess.
Aug. 16	Last day for fiscal committees to meet and report.
Aug 19 – Aug 31	Floor Session Only. No committee, other than conference and Rules committees, may meet for any purpose.
Aug. 23	Last day to amend bills on the Floor.
Aug. 31	<u>Last day for each house to pass bills.</u>
Sept 30	Last day for Governor to sign or veto bills passed by Legislature on or before Sept. 1st



BOARD INFORMATION

BOARD OF DIRECTORS
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 20, 2024

Subject: Conservation Programming Update – March 2024

Funds Budgeted: \$

Fiscal Impact: \$

Staff Recommendation

No Action Necessary – Informational Item Only

Discussion

As we head out of the Winter season and into Spring, the state has experienced an average precipitation season and the State Water Project (SWP) allocation currently rests at 15%. The Colorado River supplies are also experiencing historically “normal” results. Water use efficiency and conservation messaging continues to be promoted, both locally and statewide, on imported water supplies.

Making Water Conservation a CA Way of Life

This past month, the district hosted one of its periodic Member Agency Conservation Coordinators meetings for the member agencies. The meeting focused on the proposed regulations pertaining to the “Making Water Conservation a California Way of Life” campaign and featured guest presenter Chelsea Haines, ACWA’s Regulatory Relations Manager. Under the regulations, Urban Retail Water Suppliers will be held to annual *urban water use objectives*, yet will have significant flexibility to meet objectives with a wide variety of tools to encourage customers to use water wisely. Examples include education and outreach, leak detection, rate reform, incentives to plant “climate ready” landscapes, and rebates to replace old and inefficient fixtures and appliances. Some of the concerns surrounding the ability to meet the regulatory requirements include enforcement, reporting burdens and unreasonable timelines.

Member Agency Administered Program (MAAP)

We are entering the last quarter of the two-year MWD Member Agency Administered Program (MAAP) funding cycle. TVMMD member agencies remain on track to utilize all of the \$374,000 funding allocated to TVMMD for the current two-year cycle (July 2022 to June 2024). Attached is the updated one-page funding summary to date, including new projects that have been approved since the last report.

TVMMD's request of MWD to increase the limit on the non-doc projects from 25% to 50% was recently adopted by the MWD board and will be implemented for the next funding cycle commencing July 2024. This funding will assist our member agencies in offsetting costs related to compliance with the *Conservation as a California Way of Life* requirements, among other projects and programs geared towards reducing water usage.

MWD Regional Turf Replacement Program

MWD has applied recently received grant funding towards a \$1/sq. ft. increase on their regional Turf Replacement Program (TRP) rebate applications through the BeWaterWise/SoCal WaterSmart program. Public agency projects recently increased to \$4/sq. ft. and just last month the residential rebate bumped up to \$3/sq. ft. These increases will remain in effect until the funding runs out. Still no formal announcement or timeline on changes in the commercial program, which remains at \$2/sq. ft. An additional feature added to the TRP is a \$100 rebate on new trees, with a maximum of five trees per property and a minimum size of 15 gallons.

Environmental Impact

None

Strategic Plan Objective(s)

- 1.3 – Maintain diverse sources of reliable water supplies and storage
- 3.3 – Be accountable and transparent with major decisions

Attachment(s)

Exhibit A – MWD/TVMWD Funding Allocation Summary

Meeting History

None

NA/KH

Item 9.C - Exhibit A

THREE VALLEYS MWD
MWD FUNDING ALLOCATION REQUESTS
FY 2022-24

3/12/2024

MAAP Allocation	\$	374,000.00	100%	EWCP/DOC-WS/DAC Allocation	\$	280,500.00
Funds Approved	\$	431,500.00	115%	EWCP/DOC-WS/DAC Approved	\$	329,100.00
Balance	\$	(57,500.00)	-15%	Balance	\$	(48,600.00)
Leak Detection	\$	100,000.00	100%	Non-Doc Allocation	\$	93,500.00
Funds Approved	\$	100,000.00	100%	Non-Doc Approved	\$	102,400.00
Balance	\$	-	0%	Balance	\$	(8,900.00)

	Agency	Program	Doc/Non-Doc	MWD Project #	Approved	Expensed	Remaining
1	Walnut Valley WD	WVWD - Customer Learning Workshops	Non-Doc	MET-36	\$ 23,000.00	\$ 14,066.05	\$ 8,933.95
2	City of Pomona	Pomona Irrigation Tune-Up Program	Non-Doc	MET-37	\$ 5,000.00	\$ 4,950.00	\$ 50.00
3	City of Pomona	Pomona Parks Watering Stations - Phase 2	Non-Doc-DAC	MET-38	\$ 140,000.00	\$ 136,483.00	\$ 3,517.00
4	Walnut Valley WD	WVWD - ERIP Grant Project - Ecotech-1a	Doc-WS	MET-39	\$ 12,200.00	\$ 8,526.82	\$ 3,673.18
5	Walnut Valley WD	WVWD - ERIP Grant Project - Ecotech-1b	Non-Doc	MET-119	\$ 23,800.00	\$ 23,800.00	\$ -
6	Walnut Valley WD	Walnut Valley WD AMI Meter Customer Portal	Doc WS	MET-58	\$ 31,900.00		\$ 31,900.00
7	GSWC/La Verne	EWCP - Drought Outreach Messaging-1a	EWCP	MET-64	\$ 65,000.00	\$ 21,756.99	\$ 43,243.01
8	GSWC/La Verne	TVMWD-GSWC/La Verne Drought Outreach Messaging-1b	PA-Drought	MET-124	\$ 10,000.00	\$ 8,938.44	\$ 1,061.56
9	Rowland WD	RWD - GMC Learning Workshops	Non-Doc	MET-140	\$ 7,500.00	\$ 6,869.21	\$ 630.79
10	City of Glendora	Residential Water Conservation Kits	Non-Doc	MET-173	\$ 9,200.00	-	\$ 9,200.00
11	Walnut Valley WD	WVWD - RES Conservation Outreach/Canvassing - GMC	Non-Doc	MET-167	\$ 12,500.00	-	\$ 12,500.00
12	Walnut Valley WD	WVWD - CII Conservation Outreach/Canvassing - GMC	Non-Doc	MET-166	\$ 12,500.00	-	\$ 12,500.00
13	City of Pomona	Pomona - Residential Landscape Audit Program	Non-Doc-DAC	MET-190	\$ 20,000.00	-	\$ 20,000.00
14	City of Pomona	Pomona Parks Watering Stations - Phase 3	Non-Doc-DAC	MET-219	\$ 50,000.00	-	\$ 50,000.00
15	Walnut Valley WD	WVWD - Leak Repair Pilot Program	Non-Doc	MET-231	\$ 8,900.00	-	\$ 8,900.00
Totals					\$ 431,500.00	\$ 225,390.51	\$ 206,109.49
	Agency	Program	Doc/Non-Doc	MWD Project #	Amount	Expensed	Remaining
16	City of Pomona	Leak Detection/Repair Project	Leak Detection	MET-78	\$ 35,000.00	\$ 32,551.53	\$ 2,448.47
17	Three Valleys MWD	Leak Detection/Repair Project	Leak Detection	MET-143	\$ 65,000.00	\$ 65,000.00	\$ -
Totals					\$ 100,000.00	\$ 97,551.53	\$ 2,448.47

DOC-WS: Documented Water Savings
 Non-Doc: Non-Documented Water Savings
 DAC: Disadvantaged Community
 EWCP: Emergency Water Conservation Program