



# BOARD OF DIRECTORS REGULAR MEETING

**DATE :**  
MARCH 5, 2025

**TIME:**  
8:00 A.M.

-  1021 E. Miramar Avenue | Claremont, CA 91711
-  [www.threevalleys.com](http://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 5, 2025 – 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/83692976292>

OR

**Dial in:** (669) 900-9128, Webinar ID: 836 9297 6292

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/0z5GqO> prior to the close of public comment, (3) by sending an email to [PublicComment@tvmwd.com](mailto: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 Board Secretary prior to the close of public comment.

### 1. CALL TO ORDER

TI

### 2. ROLL CALL

AGUIRRE

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

### 3. FLAG SALUTE

TI

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

4.A NOTIFICATION DUE TO JUST CAUSE

4.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)] TI

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) TI

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 Board Secretary.

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. PRESENTATIONS LITCHFIELD

7.A PURE WATER SOUTHERN CALIFORNIA UPDATE BY JOHN BEDNARSKI OF METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

- |   |                   |
|---|-------------------|
| <b>8. GENERAL MANAGER’S REPORT</b>  | <b>LITCHFIELD</b> |
| <p>The Executive Leadership Team will provide brief updates on existing matters under their purview.</p>  |                   |
| <b>8.A ACWA JPIA EXECUTIVE COMMITTEE CONCURRING NOMINATION RESOLUTIONS</b>  | <b>LITCHFIELD</b> |
| <p>The Board will review concurring nomination resolutions from outside agencies for the ACWA JPIA Executive Committee election.</p>                                |                   |
| <b>8.B ACWA REGION 8 BOARD VACANCY APPOINTMENT</b>  | <b>LITCHFIELD</b> |
| <p>ACWA is seeking candidates from Region 8 to fill one board vacancy for the remainder of the 2024-25 term.</p>  |                   |
| <b>8.C CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT B</b>   | <b>LITCHFIELD</b> |
| <p>The Board will discuss nominations for the CSDA Board of Directors, Seat B 2026-28 term.</p>   |                   |
| <b>8.D SECOND AMENDMENT TO THE NORTH AZUSA CONNECTION AGREEMENT WITH COVINA VALLEY WATER COMPANY</b>  | <b>LITCHFIELD</b> |
| <p>The Board will review the second amendment to the North Azusa Connection Agreement with Covina Valley Water Company.</p>   |                   |
| <b>8.E SALARY SCHEDULE REVIEW EFFECTIVE JULY 1, 2025</b>  | <b>ROBLES</b>     |
| <p>The Board will review the salary schedule that is to be effective as of July 1, 2025.</p>  |                   |
| <b>8.F FISCAL YEAR 2025-26 BUDGET WORKSHOP</b>  | <b>VELASQUEZ</b>  |
| <ul style="list-style-type: none"> <li>▪ FY 2025-26 Budget</li> <li>▪ CY 2026 Rates</li> <li>▪ CY 2026 Fixed Charges</li> <li>▪ CY 2026 Capacity Charges</li> </ul> |                   |
| <b>8.G PROJECTS UPDATE</b>  | <b>PANZER</b>     |

**9. 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.

- 9.A APPROVAL OF RESOLUTION NO. 25-03-999 ACCEPTANCE OF FUNDS AND EXECUTION OF AGREEMENTS FOR THE STATE AND LOCAL CYBERSECURITY GRANT PROGRAM** PENG

**BOARD ACTION REQUIRED ITEM 9.A**

Staff Recommendation: Approve as Presented

**10. DIRECTORS’/GENERAL MANAGER’S ORAL REPORTS** TI

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.

- 10.A METROPOLITAN WATER DISTRICT** DE JESUS
- 10.B CHINO BASIN WATERMASTER** KUHN
- 10.C SAN GABRIEL BASIN WATER QUALITY AUTHORITY** KUHN
- 10.D MAIN SAN GABRIEL BASIN WATERMASTER** HANLON
- 10.E SIX BASINS WATERMASTER** HANLON
- 10.F ADDITIONAL BOARD MEMBER REPORTS** ALL
- 10.G GENERAL MANAGER’S COMMENTS** LITCHFIELD

**11. CLOSED SESSION** TI

- 11.A THREAT TO PUBLIC SERVICES, FACILITIES, OR CRITICAL INFRASTRUCTURE [Government Code Section 54957(a)]**

Consultation with: Robert Peng, Information Technology Manager

**11.B 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

**11.C 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**

TI

**13. ADJOURNMENT AND NEXT MEETING**

TI

The Board will adjourn to a regular Board meeting on March 19, 2025.

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 Board Secretary 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](http://www.threevalleys.com).


Three Valleys MWD Board meeting packets and agendas are available for review at [www.threevalleys.com](http://www.threevalleys.com)



## BOARD INFORMATION

BOARD OF DIRECTORS  
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 5, 2025

Subject: ACWA JPIA Executive Committee Concurring Nomination Resolutions

Funds Budgeted: \$

Fiscal Impact: \$

**Staff Recommendation**

No Action Necessary – Informational Item Only

**Discussion**

ACWA JPIA (JPIA) has called an election to fill four Executive Committee member positions, each for a four-year term. JPIA's nomination procedures are attached as **Exhibit A**. All nominations must be received by April 11, 2025. Nominated Directors must submit to JPIA a nominating resolution from TVMWD and three concurring resolutions from other agencies. The JPIA Executive Committee election will take place during the JPIA's Board of Director's meeting on May 12, 2025 at the conference in Monterey, CA.

The following concurring nominations have been received, and resolutions will be brought back to the March 19, 2025 board meeting for consideration of approval:

- Melody McDonald, Board President, San Bernardino Valley Water Conservation District (*Incumbent, President*) **Exhibit B**
- Randall Reed, Board President, Cucamonga Valley Water District (*Incumbent*) **Exhibit C**

**Environmental Impact**

None

**Strategic Plan Objective(s)**

2.2 – Accountability

**Attachment(s)**

Exhibit A – ACWA JPIA nomination procedures

Exhibit B – Statement of Qualifications Melody McDonald

Exhibit C - Statement of Qualifications Randall Reed

**Meeting History**

Board of Directors Meeting, February 5, 2025, Informational Item

NA/ML





## **ACWA JPIA Nomination Procedures for Executive Committee**

### **Approximately 120 Days before Election (January 10, 2025)**

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All ACWA JPIA Directors and Member Districts are to be notified of:

- A) Date and place of Election;
- B) Executive Committee positions and terms of office to be filled by Election;
- C) Nomination Procedures.

### **120 to 30 Days before Election (January 12 – Saturday, April 12, 2025)**

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- A) A district (that participates in all four of the JPIA's programs: Liability, Property, Workers' Compensation and Employee Benefits) may place into nomination its member of the Board of Directors of ACWA JPIA with the concurrence of three districts, then members of the ACWA JPIA, in addition to the nominating district.
- B) Sample resolutions are available on the ACWA JPIA website.
- C) The **district is solely responsible** for timely submission of the nominating resolution and the three additional concurring in nomination resolutions of its candidate for office.

### **30 Days before Election (April 12, 2025)**

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- A) Deadline and location for receiving the nominating and concurring in nomination resolutions in the ACWA JPIA office:

**Saturday, April 12, 2025**

Laura Baryak

Event Planner

(lbaryak@acwajpia.com)

ACWA JPIA

P. O. Box 619082

Roseville, CA 95661-9082

- B) Candidates' statement of qualifications must be submitted, if desired, with the nominating resolutions. The statement of qualifications must be submitted on one side of an 8½ x 11" sheet of paper suitable for reproduction and distribution to all districts. (MSWord or PDF documents preferred).

### **14 Days before Election (April 28, 2025)**

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Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. Final notice shall include:

- A) Date, Time, and Place of Election;
- B) Name and District of all qualified candidates;
- C) Candidate's statement of qualifications (if received); and
- D) Election Procedures and Rules.



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Three Valleys Municipal Water District  
Bob Kuhn  
Alternate Director  
1021 E Miramar Ave  
Claremont, CA 91711

February 3, 2025

Dear Bob Kuhn,

On behalf of the Board of Directors of the San Bernardino Valley Water Conservation District (SBVWCD), we are honored to nominate our President, Melody McDonald, for re-election to the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) Executive Committee. Enclosed, please find a certified copy of SBVWCD Resolution No. 626, formally supporting Mrs. McDonald's nomination.

For over three decades, Ms. McDonald has exemplified exceptional leadership, unwavering dedication to the water industry, and a steadfast commitment to risk management and training. Her unparalleled institutional knowledge and contributions to ACWA JPIA have earned her recognition as a cornerstone of its success.

Ms. McDonald's service to her community spans many critical aspects of the water sector:

- President, ACWA JPIA Board of Directors
- Member, ACWA JPIA Executive Committee (since 2001)
- Chair, ACWA JPIA Personnel Committee
- Director, ACWA JPIA (since 1991)
- President, San Bernardino Valley Water Conservation District
- Director, San Bernardino Valley Water Conservation District (since 1991)
- Member, ACWA State Legislative Committee
- Board Member, Association of San Bernardino County Special Districts

In addition to her ongoing roles, Ms. McDonald has previously served as Chair and Vice-Chair of the ACWA JPIA Liability, Property, and Workers Compensation Program committees. Notably, she spent eight years as Chair of the State of California Santa Ana Regional Water Quality Control Board under a gubernatorial appointment from 1993 to 2000.

With over 32 years of experience in the water industry, Ms. McDonald's leadership has guided ACWA JPIA's remarkable growth, now managing assets exceeding \$244 million. In 2024, JPIA conducted 207 training classes and equipped more than 4,400 employees with essential skills to mitigate risks. Her guiding philosophy, "The best

1630 W. Redlands Blvd, Suite A  
Redlands, CA 92373  
Phone: 909.793.2503  
Fax: 909.793.0188  
www.sbvxcd.org Email: info@sbvxcd.org

**BOARD OF  
DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
Mark E. Falcone

Division 3:  
Robert Stewart

Division 4:  
John Longville

Division 5:  
Melody McDonald

**GENERAL  
MANAGER**

Betsy Miller

claim is the one that never happened,” underscores her commitment to proactive risk management and loss prevention—key drivers of ACWA JPIA’s success.

We respectfully request that your organization adopt a concurring resolution of nomination in support of Ms. McDonald. A sample resolution is enclosed for your convenience or can be accessed at ACWA JPIA [Election Page](#). Given the time-sensitive nature of this request, we kindly ask that it be included on your next Board meeting agenda.

Thank you for your consideration and support of Ms. McDonald’s candidacy. Should you have any questions or need additional information, please feel free to contact me at 909-793-2503 or [bmiller@sbnvwd.org](mailto:bmiller@sbnvwd.org).

Please send a certified copy of your resolution to:

**ACWA/JPIA**  
Attention: Laura Baryak  
ACWA JPIA  
P.O. Box 619082  
Roseville, CA 95661-9082  
[lbaryak@acwajpia.com](mailto:lbaryak@acwajpia.com)

**and**

**San Bernardino Valley Water  
Conservation District**  
Attention: Allison Zecher  
1630 W. Redlands Blvd. Suite A  
Redlands, CA 92374  
[azecher@sbnvwd.org](mailto:azecher@sbnvwd.org)

***This resolution must be received by ACWA/JPIA no later than 4:30 pm Friday, April 11, 2025.***

Sincerely,

Betsy Miller  
General Manager

Enclosures:

1. SBVWCD Resolution No. 626
2. Statement of Qualifications
3. Sample Concurring Resolution

**RESOLUTION NO. 626**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
NOMINATING ITS ACWA/JPIA BOARD  
MEMBER TO THE EXECUTIVE COMMITTEE  
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
JOINT POWERS INSURANCE AUTHORITY ("ACWA/JPIA")**

**WHEREAS**, this District is a member district of the ACWA/JPIA that participates in all four of its Programs: Liability, Property, Workers' Compensation, and Employee Benefits; and

**WHEREAS**, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's Executive Committee, the member district must place into nomination its member of the ACWA/JPIA Board of Directors for such open position; and

**WHEREAS**, President McDonald has served District and the ACWA/JPIA Executive Committee for many years and brings leadership experience and perspective.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Bernardino Valley Water Conservation District that its member of the ACWA/JPIA Board of Directors, Melody McDonald, be nominated as a candidate for the Executive Committee for the election to be held at JPIA's Spring 2025 Conference.

**BE IT FURTHER RESOLVED** that the ACWA/JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to affect such nomination.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA at P.O. Box 619082, Roseville, California 95661-9082, forthwith.

**ADOPTED** this 13th day of November 2024.



Vice President, Board of Directors

ATTEST:

  
Secretary



[Melody.sbvwd@gmail.com](mailto:Melody.sbvwd@gmail.com)

**Melody  
Henriques-McDonald**

P.O. BOX 830  
HIGHLAND, CA 92346

**(909) 793-2503 District**  
**(909) 499-5175 cell**  
**(909) 867-9821 fax**

Like @ <https://www.facebook.com/Melody4Water>

**Candidate for:**

**ACWA JPIA  
EXECUTIVE COMMITTEE**  
(Incumbent, seeking re-election)



*Melody & Board receiving, District of Distinction Award, the highest governance and best practices accreditation possible.*

Kathleen Tieg, former Special Districts Board Member & ACWA President presenting. 2017

**ASSOCIATIONS**

Member, Board of Directors of the San Bernardino Valley Water Conservation District (Elected), Currently President, originally appointed in 1991, and first woman on the board.

Member, Executive Committee ACWA/JPIA since 2001

President, ACWA/JPIA BOD, Chair Executive Committee

Chair, Personnel Committee

Director, ACWA/Joint Powers Insurance Authority since 1991

Member ACWA State Legislative Committee

Board Member, Association of the San Bernardino County Special Districts

*Over 32 + Years, Experience in the Water Industry includes:*

Past Member, (CWA) California Women for Agriculture

Past Member, ACWA Water Management Committee

Past Member, ACWA Federal Affairs Committee

Past Chair & Vice-Chair, JPIA Liability, Property, & Workers Compensation Programs

Past Member, Board of Directors ACWA, Region 9 Chair

Past Chair, Water Management Certification Subcommittee

Chair, California Water Quality Control Board, Santa Ana Region 8  
Years of service, Gubernatorial Appointment 1993-2000

**CURRENT EMPLOYMENT**

Southwest Lift & Equipment, Inc. (Heavy Duty Vehicle Lifts)  
Broker/Associate, Century 21 Lois Lauer Realty

**PROFESSIONAL ASSOCIATIONS & LICENSES**

Redlands Association of Realtors  
California Real Estate Broker's License  
Arizona Real Estate Broker's License

**ORGANIZATIONS AND SOCIETIES**

Highland Chamber of Commerce  
San Bernardino Chamber of Commerce  
Immanuel Baptist Church Highland, CA  
BSF International

**EDUCATION**

San Geronio High School, 1976  
Western Real Estate School, 1989  
Graduate, Special Districts Board Management Institute, 1997  
Studied at Crafton Hills College

**RESOLUTION NO. 25-03-DRAFT**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THREE VALLEYS MUNICIPAL WATER DISTRICT  
CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE  
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT  
POWERS INSURANCE AUTHORITY ("JPIA")**

**WHEREAS**, Three Valleys Municipal Water District (Three Valleys) is a member district of the JPIA;  
and

**WHEREAS**, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's  
Executive Committee, three member districts must concur with the nominating district; and

**WHEREAS**, another JPIA member district, the San Bernadino Valley Water Conservation District has  
requested that Three Valleys concur in its nomination of its member of the JPIA Board of Directors to the  
Executive Committee of the JPIA.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Three Valleys Municipal  
Water District that this district concur with the nomination of Melody McDonald of San Bernardino Valley  
Water Conservation District to the Executive Committee of the JPIA.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified  
copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

**ADOPTED and PASSED** at a meeting of the Three Valleys Municipal Water District's Board of  
Directors, on this 19<sup>th</sup> day of March 2025, by the following vote:

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

\_\_\_\_\_  
Mike Ti, President

ATTEST:

\_\_\_\_\_  
Jeff Hanlon, Secretary

SEAL:

**Randall James Reed**  
**Statement of Qualifications**  
**Association of California Water Agencies**  
**Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee**

I am pleased to share with you my interest in continuing my service on the Executive Committee for ACWA/JPIA. I am prepared and ready to help lead the organization as we continue to uphold ACWA/JPIA's mission "*to consistently and cost effectively provide the broadest possible affordable insurance coverage and related services to its member agencies.*"



My experience with ACWA/JPIA began over 5 years ago when I was appointed by the Cucamonga Valley Water District (CVWD) to serve as their ACWA/JPIA representative. In that same year I was elected to the Executive Committee to fill a vacancy and eagerly rose to the challenge. Now I am dedicated to ensuring the success of ACWA/JPIA. We provide a vital service to the water community and they provide a vital service to their communities. I know how important this organization is for the member agencies who depend on our success.

I have served on the CVWD board of directors for approximately 22 years, and currently serve as their President. At CVWD, we have taken full advantage of all the programs the ACWA/JPIA has to offer to ensure our employees are working in the safest environment possible. Our board of directors has also adopted a *Commitment to Excellence* pledge putting into place best management practices which bolsters our effectiveness for loss prevention and safety.

I currently serve on the board of the Association of San Bernardino County Special Districts. In my past roll as board president, I was focused on increasing my understanding of our members needs so that I may know how to better serve and lead the association. I will continue to use this same approach if re-elected to serve on the ACWA/JPIA Executive Committee.

Professionally, I am retired from a 32 year career in the wastewater management field as an electrical and instrumentation supervisor. I earned a Bachelor's degree in Information Management Systems from California State University San Bernardino and have been an active member in the Association of California Water Agencies, California Special Districts Association and the California Water Environment Association. I'm a proud veteran of the United States Marine Corp.

Thank you for allowing me to share my experience, leadership and knowledge. I look forward to the opportunity to represent you and your agency. Please feel free to contact me directly at (909) 240-1344 should you have questions or if you would like to support my candidacy.

Thank you in advance for your consideration,

A handwritten signature in blue ink that reads "Randall Reed". The signature is fluid and cursive, written in a professional style.

**RESOLUTION NO. 25-03-DRAFT**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THREE VALLEYS MUNICIPAL WATER DISTRICT  
CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE  
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT  
POWERS INSURANCE AUTHORITY ("JPIA")**

**WHEREAS**, Three Valleys Municipal Water District (Three Valleys) is a member district of the JPIA;  
and

**WHEREAS**, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's  
Executive Committee, three member districts must concur with the nominating district; and

**WHEREAS**, another JPIA member district, the Cucamonga Valley Water District has requested that  
Three Valleys concur in its nomination of its member of the JPIA Board of Directors to the Executive  
Committee of the JPIA.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Three Valleys Municipal  
Water District that this district concur with the nomination of Randall Reed of Cucamonga Valley Water  
District to the Executive Committee of the JPIA.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified  
copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

**ADOPTED and PASSED** at a meeting of the Three Valleys Municipal Water District's Board of  
Directors, on this 19<sup>th</sup> day of March 2025, by the following vote:

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

\_\_\_\_\_  
Mike Ti, President

ATTEST:

\_\_\_\_\_  
Jeff Hanlon, Secretary

SEAL:






## BOARD INFORMATION

BOARD OF DIRECTORS  
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 5, 2025

Subject: ACWA Region 8 Board Vacancy Appointment

Funds Budgeted: \$

Fiscal Impact: \$

**Staff Recommendation**

No Action Necessary – Informational Item Only

**Discussion**

The ACWA Region 8 Board is looking for ACWA members who are interested in leading the direction of ACWA Region 8 for the remainder of the 2024-25 term by filling one board vacancy. The Chair and Vice Chair of Region 8 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 8. The members of the Region 8 Board determine the direction and focus of regional issues and activities.

To be considered as a candidate, a candidate nomination form and a resolution of support from the Board of Directors must be submitted to ACWA by March 25, 2025. The Region 8 Board will make their appointment shortly thereafter and will inform the region of the results.

A resolution of support will be brought back to the March 19, 2025 Board of Directors meeting for consideration of adoption, if a Director wishes to continue in the process.

**Environmental Impact**

None

**Strategic Plan Objective(s)**

2.2 – Accountability

**Attachment(s)**

Exhibit A – ACWA Region 8 Nomination Packet

**Meeting History**

None

NA/ML





## MEMORANDUM

Date: February 24, 2025

To: Region 8 Member Agency Presidents and General Managers  
(sent via e-mail)

From: ACWA Region 8 Board

The Region 8 Board is looking for ACWA members who are interested in leading the direction of ACWA Region 8 for the remainder of the 2024-2025 term. The Board is seeking candidates from Region 8 to fill one board vacancy.

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

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

- **Complete the Nomination Form [HERE](#)**
- **Obtain a Resolution of support from your agency's Board of Directors (sample resolution [HERE](#) )**
- **Submit the requested nomination form to ACWA by 5:00 p.m. March 25, 2025**

The Region 8 Board will make their appointment shortly thereafter and will inform the region of the results.

If you have any questions, please contact ACWA Senior Regional Affairs Representative Michael Cervantes at [michaelc@acwa.com](mailto:michaelc@acwa.com), or call (916) 441-4545.

### Michael Cervantes

Senior Regional Affairs Representative

Association of California Water Agencies

916.441.4545. c 916.291.1118 | [michaelc@acwa.com](mailto:michaelc@acwa.com) | [www.acwa.com][www.acwa.com](http://www.acwa.com)



# REGION BOARD VACANCY CANDIDATE NOMINATION

Submit completed form to [regionelections@acwa.com](mailto:regionelections@acwa.com)

Name of Candidate:	Title:	
Agency:	Agency Phone:	
Direct Phone:	E-mail:	
Address:	ACWA Region:	County:

Agency Function(s) <i>Check all that apply</i>	
<input type="checkbox"/> Ag Water Supply	<input type="checkbox"/> Urban Water Supply
<input type="checkbox"/> Flood Control	<input type="checkbox"/> Wastewater Reclamation
<input type="checkbox"/> Groundwater Management / Replenishment	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Retailer	<input type="checkbox"/> Other:
<input type="checkbox"/> Sewage Treatment	

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

**Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership.** Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

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

*I hereby submit my name for consideration by the Nominating Committee.*

Signature	Title	Date
-----------	-------	------

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
(DISTRICT NAME)  
PLACING IN NOMINATION (NOMINEE NAME)  
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION \_\_\_\_ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region \_\_\_\_

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region \_\_\_\_.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region \_\_\_\_.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region \_\_\_\_ shall be borne by the (District Name).

Adopted and approved this \_\_\_\_ day of \_\_\_\_ (month) 2024.

(SEAL)

\_\_\_\_\_  
(Nominee Name), (Title)  
(District Name)

ATTEST:

\_\_\_\_\_  
(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the \_\_\_\_ day of \_\_\_\_ (month) 2024, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
(Secretary Name), Secretary to the  
Board of Directors of  
(District Name)

*ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

### Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

### Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

*Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

## GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

### Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

### Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

### Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.



# REGION 8 RULES AND REGULATIONS

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

## OFFICERS

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

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

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

## MEETINGS

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

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

## ATTENDANCE

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

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

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

## ELECTIONS

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized



representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

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

*See the current region election timeline for specific dates.*

**ENDORSEMENTS**

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

**COMMITTEE RECOMMENDATIONS & REPRESENTATION**

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

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

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

**TOURS**



ACWA may develop and conduct various tours for the regions. All tour attendees must sign a “release and waiver” to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

**FINANCES**

*See “Financial Guidelines for ACWA Region Events” document.*

**AMENDING THE REGION RULES & REGULATIONS**

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 8 Rules & Regulations can be amended by a majority vote of those present at any Region 8 meeting as long as a quorum is present.

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## BOARD INFORMATION

BOARD OF DIRECTORS  
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 5, 2025

Subject: CSDA Board of Directors Call for Nominations, Seat B

Funds Budgeted: \$

Fiscal Impact: \$

**Staff Recommendation**

No Action Necessary – Informational Item Only

**Discussion**

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources. CSDA is accepting nominations for their Board of Directors, Seat B, 2026-2028 term. Any regular member district is eligible to nominate one board member for election to the CSDA Board of Directors. A resolution of support and Candidate Information Sheet must be submitted to CSDA by April 11, 2025. A resolution of support will be brought back to the March 19, 2025 Board of Directors meeting for consideration of adoption, if a Director wishes to continue in the process.

CSDA will begin electronic voting on June 10, 2025 and successful candidates will be notified by July 29, 2025. Don Bartz, General Manager at Phelan Pinon Hills Community Services District, is the Southern Network Incumbent running for re-election.

**Environmental Impact**

None

**Strategic Plan Objective(s)**

2.2 – Accountability

**Attachment(s)**

Exhibit A – CSDA Nomination Packet

**Meeting History**

None

NA/ML





**California Special  
Districts Association**

**CSDA**

*Districts Stronger Together*

**DATE:** February 10, 2025

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.  
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

**Nomination Procedures:** Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

**Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.**

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat B – Kim Seney, Director, Gold Mountain Community Services District
<b>Sierra Network</b>	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
<b>Bay Area Network</b>	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
<b>Central Network</b>	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
<b>Coastal Network</b>	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
<b>Southern Network</b>	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(\* = Incumbent is running for re-election)

**CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district June 10, 2025.* All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@csda.net](mailto:amberp@csda.net) by **April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

**CSDA will mail paper ballots on June 10, 2025 per district request only.**

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**

*Districts Stronger Together*

## **Policy 2.16: Board Commitments & Responsibilities**

### **Overview:**

The Board of Directors is responsible for ensuring the Association's long-term financial stability and integrity. Directors ensure the Association fulfills its mission to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. In order to foster the Association's continued viability and growth, effective member engagement and sufficient revenue are essential. Accordingly, Directors pledge to be active participants and promote the Association and its services.

### **Core Commitments:**

1. Support the approved CSDA mission statement, vision statement, and Board beliefs.
2. Advocate for the Association and its members.
3. Serve as a part of a unified governing body.
4. Govern within Board policies, standards and ethics.
5. Dedicate the time and energy necessary to be effective.
6. Represent and make policy decisions based on the impact to the entire special districts community.
7. Respect the individual views of Directors, then collectively support Board decisions.
8. Communicate as a cohesive Board of Directors with a common vision and voice.
9. Operate with the highest standards of integrity and trust.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



**California Special  
Districts Association**  
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## **Duties & Responsibilities:**

### General Participation

1. Regularly attend Board meetings – a Board member may be dismissed after three unexcused absences.
2. Actively participate in decision-making by being familiar with issues and prepared to address all agenda items.
3. Participate in setting CSDA policy, budget approval and establishing the direction for the Association through the Strategic Plan.
4. Actively participate as a member of at least one and no more than two CSDA committees – Board Officers may participate in more than two committees as required in the CSDA Bylaws and Board Policy Manual.
5. Attend the Association's annual conference and legislative days and participate in other meetings/events.

### Governance & Training

1. Complete all four modules of CSDA's Special District Leadership Academy (SDLA) within 2 years of being elected/appointed to the CSDA Board of Directors prior to the expiration of a CSDA Board Member's full-term of office. If not completed by the end of the full-term, the CSDA Board Member shall be ineligible to run for re-election on the CSDA Board of Directors unless they are registered to attend the next available SDLA event.
2. Attend Board member orientation training provided by CSDA.
3. Provide CSDA electronic certificates for posting on the CSDA website indicating current and successful completion of AB1234 (Ethics Training), AB1825 (Harassment Prevention Training), and graduation from the CSDA Special District Leadership Academy (SDLA).

### Association Programs

1. Actively understand and encourage participation in CSDA partner programs (SDRMA, CSDA Finance Corporation, SDLF) as well as other CSDA endorsed services within your district, chapter, Network service area and statewide.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020





**California Special  
Districts Association**  
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### CEO Performance Evaluation

1. Complete and submit the annual Chief Executive Officer (CEO) performance evaluation form by the designated due date. A written request to be excused from submitting the CEO evaluation form may be submitted to the CSDA President for consideration. The CSDA President shall determine if the request is approved or denied using Board Policy: 2.17-Excused Absences as guidance. If the CEO evaluation is not completed by a CSDA Board Member that has not been excused, that individual shall be ineligible to run for re-election on the CSDA Board of Directors upon completion of their term.

### Advocacy, Recruitment & Retention

1. Encourage timely responses from your district and service area to CSDA legislative calls to action and other grassroots efforts. Play an active grassroots role within your service area and participate in grassroots campaigns coordinated by CSDA.
2. Advocate for CSDA with an emphasis on building relationships and furthering the understanding/awareness of special districts and the Association within your service area, chapter and statewide.
3. Promote CSDA membership and engagement opportunities in ways appropriate within your service area (i.e. sponsorships, advertisers, exhibitors, speakers, professional development opportunities, services, programs, etc.).

### Finance

1. Read and understand CSDA financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



California Special Districts Association  
*Districts Stronger Together*

**2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



**California Special  
Districts Association**  
*Districts Stronger Together*

**2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM**

**Name of Candidate:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Network:** \_\_\_\_\_ (see map)

**Telephone:** \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Nominated by (optional):** \_\_\_\_\_

**Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS:***

**Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.**

**All other networks: April 11, 2025 at 5:00 p.m.**



California Special Districts Association

# DISTRICT NETWORKS






## BOARD INFORMATION

BOARD OF DIRECTORS  
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 5, 2025

Subject: Second Amendment to the North Azusa Connection Agreement with Covina Valley Water Company

Funds Budgeted: \$

Fiscal Impact: \$

**Staff Recommendation**

No Action Necessary – Informational Item Only

**Background**

In October 2010, Three Valleys MWD and Covina Irrigating Company (CIC), entered into an agreement titled *Agreement between Three Valleys Municipal Water District and Covina Irrigating Company for the North Azusa Connection* (Agreement), for the purposes of constructing and operating an interconnection between San Gabriel Valley Municipal Water District's water delivery system and the water delivery system of Covina Irrigating Company ("CIC"). Since that time, Three Valleys MWD has delivered untreated water into the CIC's surface water treatment plant located in the City of Covina through the North Azusa Connection. CIC's retail customers are member agencies of Three Valleys MWD.

**Discussion**

CIC, in conjunction with a potential merger with one of its retail customers, has changed its name to Covina Valley Water Company (CVWC), prompting the need to amend the Agreement to account for the official name change of CIC to CVWC. The draft *Amendment No. 2* is attached as **Exhibit A**. Staff is requesting to bring this item back for action at the March 19, 2025 board meeting.

**Environmental Impact**

None

**Strategic Plan Objective(s)**

1.2 – Diverse Portfolio

1.4 – Operational Efficiency

2.5- Operational Strategies

**Attachment(s)**

Exhibit A – Second Amendment North Azusa Connection Agreement

**Meeting History**

None

NA/ML



**SECOND AMENDMENT TO  
THE NORTH AZUSA CONNECTION AGREEMENT**

This Second Amendment to the North Azusa Connection Agreement ("Second Amendment") made, entered into, and executed as of this 25th day of February, 2025, by and between THREE VALLEYS MUNICIPAL WATER DISTRICT, a public agency (hereinafter designated "THREE VALLEYS"), and the COVINA VALLEY WATER COMPANY, a mutual water company.

**RECITALS**

A. The Parties to this Second Amendment entered into an agreement titled *Agreement between Three Valleys Municipal Water District and Covina Irrigating Company for the North Azusa Connection* dated October 21, 2010 ("Agreement"), for the purposes of constructing and operating an interconnection between San Gabriel Valley Municipal Water District's water delivery system and the water delivery system of Covina Irrigating Company ("CIC").

B. Section 5.1 of the Agreement establishes that water delivered through the North Azusa Connection for the benefit of CIC is subject to the rates, fees, taxes, assessments, charges, and surcharges as established and adjusted from time to time by THREE VALLEYS.

C. CIC, in conjunction with a potential merger with one of its retail customers, has changed its name to Covina Valley Water Company (hereinafter designated "CVWC")

D. CVWC is a wholesale water agency that delivers water to four (4) retail water agencies, and one (1) joint powers authority. These retail agencies are also member agencies of THREE VALLEYS. These four retail member agencies are wholly or partially within THREE VALLEYS' service area and are directly subject to rates, fees, taxes, assessments, charges, and surcharges levied by THREE VALLEYS based on various factors specific to each retail member agency. Such factors include historical quantities of imported water delivered, connected capacity, equivalent small meters, maximum flow rate during delivery, etc.

E. To ensure that the retail member agencies that receive water deliveries from both THREE VALLEYS and CVWC are equitably charged for water deliveries by either Party and no duplication of charges takes place, the Parties to this Second Amendment desire to clarify the application of certain rates, fees, taxes, assessments, charges, and surcharges to that water delivered through the North Azusa Connection.

NOW, THEREFORE, the Agreement is amended as follows:

I. Throughout the Agreement all references to Covina Irrigating Company or CIC are changed to Covina Valley Water Company and CVWC, respectively.

II. New Sections 5.5 through 5.9 are added to the Agreement to provide as follows:

5.5 Except by mutual agreement between the Parties, CVWC shall take any measures available to avoid making water deliveries from its treatment plant that originate from the North Azusa Connection to water agencies that are not retail member agencies of THREE VALLEYS.

5.6 CVWC shall provide to THREE VALLEYS by the 10<sup>th</sup> day of each month an accounting of the quantity of water delivered to each retail member agency of THREE VALLEYS during the prior month. Unless the water delivered through the North Azusa Connection is delivered for other purposes as prescribed in Section 4.3 of the Agreement, the sum of said quantities of water delivered to each THREE VALLEYS retail member agency shall equal the total quantity delivered through the North Azusa Connection during the subject month.

5.7 Deliveries through the North Azusa Connection by CVWC shall not cause an allocation of water to be created for CVWC under any of THREE VALLEYS' water allocation programs.

5.8 The quantities of water delivered to the retail member agencies of THREE VALLEYS from CVWC's treatment plant, which originate at the North Azusa Connection, shall



be attributed to the specific retail member agencies based on the quantities provided in the above Section 3 by CVWC. Said quantities supplied through the North Azusa Connection shall be applied to affect each retail member agency's allocation similar to quantities delivered through other THREE VALLEYS' service connections. Said quantities shall be included in calculations of surcharges and penalties, if any, for each retail member agency associated with any THREE VALLEYS allocation program. Said quantities shall also be included in future re-allocations made by THREE VALLEYS from time to time for each retail member agency.

5.9 Flow rate-related (e.g. cubic feet per second) fees and charges may be applied to the North Azusa Connection. Flow rate information shall be based on available data drawn from the instrumentation at the North Azusa Connection. Said fees and charges shall be calculated based on said data and in comparison with other THREE VALLEYS service connections.

III. Except as amended by Sections I and II, above, of this Second Amendment, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be executed by and through their respective and duly authorized officers.

THREE VALLEYS MUNICIPAL  
WATER DISTRICT

COVINA VALLEY WATER COMPANY

By: \_\_\_\_\_  
Mike Ti  
President, Board of Directors

By: \_\_\_\_\_  
Andy McIntyre  
Chairman, Board of Directors

\_\_\_\_\_  
Date


\_\_\_\_\_  
Date



## BOARD INFORMATION

BOARD OF DIRECTORS  
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 5, 2025

Subject: Salary Schedule effective July 1, 2025

Funds Budgeted: \$ 139,143

Fiscal Impact: \$

**Staff Recommendation**

No Action Necessary – Informational Item Only

**Discussion**

Conducting the survey every two years is essential to maintain market competitiveness by evaluating salary trends and adjusting salary ranges as needed, enhance employee retention and recruitment by offering competitive wages, adapt to economic changes such as inflation and shifts in labor demand, ensure equity and fairness by addressing potential pay disparities, and support budgeting and financial planning with data-driven insights into future compensation costs.

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.

Provided for review is a draft of the salary schedule to be effective July 1, 2025. All salary ranges were considered independently. Based on the survey results, the General Manager is recommending the following changes:

- Proposed salary schedule reflects range market adjustments of up to 10% along with a 3.06% COLA based on the 2024 Consumer Price Index - Urban Wage Earners and

Clerical Workers, as prepared by the Bureau of Labor Statistics. These ranges are included in calculating the budget for FY 2024/2025. 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 employees' annual evaluation.

- Remove administrative job classifications that are not currently budgeted.
- Reclassify the Engineer position to Principal Engineer.
- Eliminate the salary range for the General Manager position and just state the actual salary.
- Error correction on the Instrumentation/Electrical System Operator midpoint.

This item will be brought back for consideration of adoption on March 19, 2025.

**Environmental Impact**

None

**Strategic Plan Objective(s)**

2.2 – Accountability

**Attachment(s)**

Exhibit A – Salary Schedule effective July 1, 2025

**Meeting History**

None

VR/ML



**THREE VALLEYS MUNICIPAL WATER DISTRICT  
ANNUAL SALARY RANGE BY CLASSIFICATION  
Effective: July 1, 2025**

CLASSIFICATION	JOB CODE	ANNUAL SALARY RANGE		
		Minimum	Mid	Maximum
ADMINISTRATIVE/COMMUNICATIONS ASSISTANT	102	\$ 68,662	\$ 89,261	\$ 109,860
CHIEF ADMINISTRATIVE OFFICER	104	\$ 212,488	\$ 276,235	\$ 339,982
CHIEF FINANCE OFFICER	105	\$ 194,901	\$ 253,371	\$ 311,841
CHIEF OPERATIONS OFFICER	106	\$ 186,131	\$ 241,970	\$ 297,809
CHIEF WATER RESOURCES OFFICER	107	\$ 198,536	\$ 258,097	\$ 317,658
COMPLIANCE SPECIALIST	108	\$ 105,005	\$ 136,507	\$ 168,009
ENGINEER	109	\$ 125,841	\$ 163,593	\$ 201,345
EXECUTIVE BOARD SECRETARY	111	\$ 99,472	\$ 129,313	\$ 159,154
FINANCE ANALYST	101	\$ 70,088	\$ 91,114	\$ 112,140
FINANCE MANAGER	119	\$ 118,545	\$ 154,109	\$ 189,673
GENERAL MANAGER	112		\$ 345,000	
HUMAN RESOURCES/RISK MANAGER	113	\$ 129,611	\$ 168,494	\$ 207,377
INFORMATION TECHNOLOGY ANALYST	128	\$ 78,443	\$ 101,976	\$ 125,509
INFORMATION TECHNOLOGY MANAGER	114	\$ 148,629	\$ 193,218	\$ 237,807
INSTRUMENTATION/ELECTRICAL SYSTEM OPERATOR	115	\$ 95,100	\$ 123,630	\$ 152,160
OPERATIONS SUPERVISOR	116	\$ 118,280	\$ 153,764	\$ 189,248
OPERATIONS SUPERVISOR (T5)	117	\$ 141,936	\$ 184,517	\$ 227,098
PLANT ASSISTANT	118	\$ 57,705	\$ 75,017	\$ 92,329
PRICIPAL ENGINEER	129	\$ 129,344	\$ 168,147	\$ 206,950
SHIFT OPERATOR II	120	\$ 71,023	\$ 92,330	\$ 113,637
SHIFT OPERATOR III	121	\$ 81,425	\$ 105,852	\$ 130,279
SHIFT OPERATOR IV	122	\$ 91,005	\$ 118,307	\$ 145,609
SHIFT OPERATOR V	123	\$ 91,948	\$ 119,533	\$ 147,118
WATER RESOURCES ANALYST I	124	\$ 75,575	\$ 98,247	\$ 120,919
WATER RESOURCES ANALYST II	125	\$ 91,925	\$ 119,502	\$ 147,079
WATER RESOURCES ANALYST III	126	\$ 108,275	\$ 140,758	\$ 173,241
		<b>HOURLY</b>		
WATER RESOURCES INTERN (PT)	127	\$ 20.00		\$ 25.00

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 INFORMATION

BOARD OF DIRECTORS  
STAFF REPORT

To: TVMWD Board of Directors

From: Matthew H. Litchfield, General Manager 

Date: March 5, 2025

Subject: Fiscal Year 2025-2026 Budget

Funds Budgeted: \$

Fiscal Impact: \$

**Staff Recommendation**

No Action Necessary – Informational Item Only

**Discussion**

Staff will conduct a budget workshop today. Attached is the first draft of the FY 2025-2026 budget. Staff has considered the following assumptions in preparing this budget:

- This draft is based on MWD's Ten-Year Financial Forecast presented by MWD staff in April 2024 for the calendar years 2025 and 2026 rate setting cycles.
- TVMWD projected sales are based on TVMWD member agency input. Each agency provided an estimate regarding their 2025-2030 demands.
- Assumes TVMWD will maximize efficiency flows from the Miramar Plant.

Highlights of this draft budget:

Pass Through Fund

- The MWD RTS Charge is increasing by \$692,707 for FY 2025-2026 and calendar year 2026. This is primarily due to:
  - MWD allocating more costs to the Standby Charge (\$188 million for 2026 versus \$181 million for 2025)
  - TVMWD taking proportionately more water over the last 10 years than other MWD agencies (4.75% for 2026 versus 4.60% for 2025)

The standby charge collected for the fiscal year is estimated to increase from \$32.01 to \$35.61 per EDU.

- The MWD Capacity Charge is increasing by \$25,920 for the fiscal year but decreasing by \$197,100 for the calendar year 2026. This is primarily due to less TVMWD agencies “peaking” off the system, which causes less costs to be allocated towards the Capacity Charge. The Capacity Charge basis of 110.4 cfs at \$14,500 per cfs is assigned to TVMWD by MWD and is passed-through directly to the member agencies.

#### Capital Fund

- The Capital Improvement Plan projects for FY 25-26 and for the next 5 years will be funded by property tax revenues.
- While the projects for FY 25-26 will exceed the property tax revenues expected, capital reserves can be used to offset this temporary shortfall. The revenues for the 5-year period are expected to be \$17.4M, while projects are expected to be \$17.3M.

#### Operating Fund

- MWD’s untreated water rate is increasing \$72/AF (8%). MWD’s treatment surcharge is increasing \$61/AF (13%). These changes result in an overall increase in the treated water rate of \$133/AF (10%).
- The key to keeping TVMWD rates low is maximizing the Miramar Plant. We accomplish this primarily by providing as much supply as possible to Golden State Water Company, La Verne, and Joint Water Line from TVMWD’s Miramar Plant rather than MWD’s Weymouth Plant.
- The controllable budget (All other Operating Fund expenses excluding water costs) is 7.6% higher than what we estimated for FY 2024-2025. Notable changes are as follows:
  - Staff Compensation is 9% higher due to an increase in CPI and benefits.
  - Professional service is 7% higher primarily due to liability insurance increases and software licensing.
  - Operations and Maintenance costs are 13% higher, primarily due to an increase in sludge removal and an increase in cost of chemicals.

#### TVMWD Surcharge

- The current TVMWD surcharge for 2025 is \$16. Staff proposes a TVMWD surcharge for 2026 at \$24.

#### TVMWD Fixed Charges

- TVMWD's current fixed charges are 10% of the controllable budget cost. TVMWD can meet the required revenue to cover costs and replenish reserves by fixed cost allocation revenue.

Reserves

The overall board designated reserves minimum target level is \$10.9M for FY 25-26. We currently expect to finish at \$7M by the end of FY 24-25 due to the use of reserves to cover the costs for the emergency repair of the Miramar 36" transmission main and loss of revenue incurred by having the Miramar Plant down for 3 months in early 2024. The proposed budget provides a framework to meet minimum funding reserve levels to be achieved within 3 fiscal years.

Summary

Based on this first draft of the budget, TVMWD expects to require a surcharge of \$24 per acre foot on top of the MWD rate for 2026 and the foreseeable future for treated and untreated water.

This item will be discussed with TVMWD's member agency managers on March 18th and brought back for further board discussion in April 2025.

**Environmental Impact**

None

**Strategic Plan Objective(s)**

- 2.1 – Financial Stability
- 2.2 – Accountability
- 2.3 – Public Engagement
- 2.5 – Operational Strategies

**Attachment(s)**

- Exhibit A – FY 2025-2026 Budget Version 1 Draft
- Exhibit B – Capacity Charges 2026 Draft
- Exhibit C – Fixed Charges 2026 Draft
- Exhibit D – RTS Charges 2026 Draft

**Meeting History**

None

NA/JV

**FY 2025/26 TVMWD BUDGET VERSION 1**

	FY 2024/25 Budget	FY 2024/25 Projected	FY 2025/26 Budget	Pass Through Fund	Operating Fund	Capital Fund	FY 2026/27 Budget	FY 2027/28 Budget	FY 2028/29 Budget	FY 2029/30 Budget
<b>REVENUES</b>										
Water Sales	67,409,065	69,408,403	78,907,831		78,907,831		85,453,518	93,872,876	99,741,970	103,339,612
Standby Charge/RTS Charges	6,186,637	6,177,218	6,865,400	6,865,400			7,313,200	8,074,856	8,884,077	9,147,115
Capacity Charge Assessment	1,673,430	1,673,430	1,699,350	1,699,350			1,625,379	1,614,998	1,684,477	1,751,222
Property Taxes	3,100,478	3,334,727	3,304,974			3,304,974	3,387,598	3,472,288	3,559,095	3,648,073
Fixed Charge Assessment	987,458	987,458	1,099,851		1,099,851		1,172,649	1,227,824	1,284,944	1,343,752
Hydroelectric Sales	240,000	129,263	250,000		250,000		250,000	250,000	250,000	250,000
Interest Income	215,000	401,563	215,000		215,000		215,000	215,000	215,000	215,000
Pumpback O&M	10,000	1,741	10,000	10,000			10,000	10,000	10,000	10,000
Grants and Other Revenue	5,844	3,342	-		-		-	-	-	-
<b>TOTAL REVENUES</b>	<b>79,827,912</b>	<b>82,117,145</b>	<b>92,352,405</b>	<b>8,574,750</b>	<b>80,472,681</b>	<b>3,304,974</b>	<b>99,427,343</b>	<b>108,737,842</b>	<b>115,629,563</b>	<b>119,704,774</b>
<b>EXPENSES</b>										
Water Purchases	58,021,969	59,742,617	67,411,781		67,411,781		73,019,221	81,608,228	87,449,688	90,982,191
MWD RTS Charge	6,186,637	6,177,218	6,865,400	6,865,400			7,313,200	8,074,856	8,884,077	9,147,115
Staff Compensation	5,934,749	6,207,178	6,519,702		6,519,702		6,820,152	7,206,931	7,662,402	8,071,895
MWD Capacity Charge	1,673,430	1,673,430	1,699,350	1,699,350			1,625,379	1,614,998	1,684,477	1,751,222
Operations and Maintenance	2,416,019	2,617,595	2,733,700		2,733,700		2,840,815	2,952,127	3,067,801	3,188,007
Capital Repair and Replacement	1,614,928	391,217	3,050,000			3,050,000	2,750,000	1,000,000	1,850,000	2,750,000
Capital Investment Program	2,541,697	1,530,781	530,000			530,000	750,000	2,650,000	1,750,000	225,000
Professional Services	781,492	745,860	838,500		838,500		871,355	905,498	940,978	977,848
Directors Compensation	325,165	219,698	462,262		462,262		456,571	471,361	487,618	505,490
Communication and Conservation Programs	166,000	126,260	199,000		199,000		206,797	214,900	223,321	232,071
Planning and Resources	620,000	222,215	300,000		300,000		375,000	375,000	300,000	300,000
Membership Dues and Fees	101,100	78,007	100,825		100,825		104,776	108,881	113,147	117,581
Hydroelectric Facilities	60,000	45,633	40,000		40,000		41,567	43,196	44,889	46,648
Pumpback O&M	10,000	3,434	10,000	10,000			10,000	10,000	10,000	10,000
Board Elections	-	-	-		-		-	-	-	-
Reserve Replenishment	390,000	390,000	390,000		390,000		390,000	390,000	390,000	390,000
Encumbrances							-	-	-	-
<b>TOTAL EXPENSES</b>	<b>80,843,185</b>	<b>80,171,143</b>	<b>91,150,520</b>	<b>8,574,750</b>	<b>78,995,770</b>	<b>3,580,000</b>	<b>97,574,833</b>	<b>107,625,976</b>	<b>114,858,399</b>	<b>118,305,068</b>
<b>NET INCOME (LOSS) BEFORE TRANSFERS</b>	<b>(1,015,273)</b>	<b>1,946,001</b>	<b>1,201,885</b>	<b>-</b>	<b>1,476,911</b>	<b>(275,026)</b>	<b>1,852,510</b>	<b>1,111,866</b>	<b>771,165</b>	<b>1,399,706</b>
TRANSFER FROM OPERATING RESERVES	-	-								
TRANSFER FROM/(TO) CAPITAL RESERVES	(462,477)	(462,477)	275,026			275,026	112,402	177,712	40,905	(673,073)
TRANSFER FROM/(TO) ENCUMBERED RESERVES	2,024,878	2,024,878	-		-	-				
<b>NET INCOME (LOSS) AFTER TRANSFERS</b>	<b>547,128</b>	<b>3,508,402</b>	<b>1,476,911</b>	<b>-</b>	<b>1,476,911</b>	<b>-</b>	<b>1,964,912</b>	<b>1,289,578</b>	<b>812,069</b>	<b>726,634</b>
	<b>CY 2025</b>		<b>CY 2026</b>				<b>CY 2027</b>	<b>CY 2028</b>	<b>CY 2029</b>	<b>CY 2030</b>
MWD RATE	\$ 1,395		\$ 1,528				1,709	1,848	1,909	1,992
TVMWD SURCHARGE	\$ 16		\$ 24				24	24	24	24
TVMWD RATE	\$ 1,411		\$ 1,552				\$ 1,733	\$ 1,872	\$ 1,933	\$ 2,016
<b>ANNUAL FIXED CHARGE 10%</b>	<b>\$ 1,054,150</b>		<b>\$ 1,145,551</b>				<b>\$ 1,199,746</b>	<b>\$ 1,255,903</b>	<b>\$ 1,313,985</b>	<b>\$ 1,373,519</b>



## MWD CAPACITY CHARGE SUMMARY EFFECTIVE JANUARY 2026

AGENCY	CFS BASIS	ANNUAL CHARGE	MONTHLY CHARGE	%
Boy Scouts	0.3	\$ 3,702.63	\$ 308.55	0.23%
Cal Poly	0.6	\$ 8,127.72	\$ 677.31	0.51%
Covina	2.9	\$ 42,444.77	\$ 3,537.06	2.65%
Covina Irrigating Company	11.4	\$ 165,715.22	\$ 13,809.60	10.35%
Glendora	7.1	\$ 102,860.84	\$ 8,571.74	6.43%
Joint Water Line (JWL)	21.9	\$ 317,884.24	\$ 26,490.35	19.86%
La Verne	10.9	\$ 158,525.80	\$ 13,210.48	9.90%
Mt. Sac	0.7	\$ 9,933.88	\$ 827.82	0.62%
Pomona	0.0	\$ -	\$ -	0.00%
Rowland Water District	6.4	\$ 92,114.18	\$ 7,676.18	5.75%
GSWC (Claremont)	13.1	\$ 189,882.55	\$ 15,823.55	11.86%
GSWC (San Dimas)	10.0	\$ 144,763.76	\$ 12,063.65	9.04%
Suburban	0.0	\$ -	\$ -	0.00%
Valencia Heights	0.0	\$ -	\$ -	0.00%
Walnut Valley Water District	25.2	\$ 364,844.41	\$ 30,403.70	22.79%
<b>TOTAL</b>	<b>110.4</b>	<b>1,600,800</b>	<b>\$ 133,400</b>	<b>100.00%</b>

## Notes:

1. The MWD Capacity Charge is paid by each member agency based on TVMWD's allocation of the specific non-coincidental peak calculation over a three year period 2022, 2023, and 2024.
2. The MWD Capacity Charge basis of 110.4 cfs at \$14500 per cfs is assigned to TVMWD by MWD and is passed-through directly to the member agencies.

**TVMWD FIXED CHARGES SUMMARY - PROPOSED  
EFFECTIVE JANUARY 2026**

AGENCY	IMPORTED WATER USE			CONNECTED CAPACITY			EQUIVALENT SMALL METER			TOTAL \$
	(3yr Avg) (AF)	ANNUAL \$	%	(cfs)	ANNUAL \$	%	METERS	ANNUAL \$	%	
Boy Scouts	31.0	\$ 229.61	0.06%	1.5	\$ 1,405.58	0.37%	258.1	\$ 381.85	0.10%	\$ 2,017.04
Cal Poly	118.7	\$ 877.98	0.23%	2.0	\$ 1,874.11	0.49%	2,581.3	\$ 3,818.50	1.00%	\$ 6,570.59
Covina	90.4	\$ 669.09	0.18%	20.0	\$ 18,741.12	4.91%	5,210.2	\$ 7,707.37	2.02%	\$ 27,117.59
Covina Irrigating Company	5,979.3	\$ 44,239.29	11.59%	20.0	\$ 18,741.12	4.91%	0.0	\$ -	0.00%	\$ 62,980.41
Glendora	904.7	\$ 6,693.60	1.75%	40.0	\$ 37,482.25	9.82%	28,209.3	\$ 41,729.69	10.93%	\$ 85,905.54
Joint Water Line (JWL)	15,960.9	\$ 118,089.83	30.93%	121.0	\$ 113,383.79	29.69%	0.0	\$ -	0.00%	\$ 231,473.62
La Verne	4,785.8	\$ 35,408.97	9.27%	15.0	\$ 14,055.84	3.68%	21,550.5	\$ 31,879.41	8.35%	\$ 81,344.22
Mt. Sac	300.3	\$ 2,222.08	0.58%	5.0	\$ 4,685.28	1.23%	2,581.3	\$ 3,818.50	1.00%	\$ 10,725.86
Pomona	0.1	\$ 1.06	0.00%	20.0	\$ 18,741.12	4.91%	46,058.0	\$ 68,133.07	17.84%	\$ 86,875.25
Rowland Water District	2,929.1	\$ 21,671.78	5.68%	30.0	\$ 28,111.68	7.36%	24,067.0	\$ 35,602.04	9.32%	\$ 85,385.50
GSWC (Claremont)	3,512.3	\$ 25,986.45	6.81%	15.0	\$ 14,055.84	3.68%	28,112.0	\$ 41,585.76	10.89%	\$ 81,628.05
GSWC (San Dimas)	7,062.1	\$ 52,250.13	13.68%	35.0	\$ 32,796.96	8.59%	33,262.0	\$ 49,204.10	12.89%	\$ 134,251.19
Suburban	0.0	\$ -	0.00%	0.0	\$ -	0.00%	16,901.5	\$ 25,002.20	6.55%	\$ 25,002.20
Valencia Heights	0.0	\$ -	0.00%	4.0	\$ 3,748.22	0.98%	1,612.4	\$ 2,385.14	0.62%	\$ 6,133.36
Walnut Valley Water District	9,935.6	\$ 73,510.52	19.25%	79.0	\$ 74,027.43	19.39%	47,727.5	\$ 70,602.74	18.49%	\$ 218,140.69
<b>TOTAL</b>	<b>51,610.5</b>	<b>\$ 381,850</b>	<b>100%</b>	<b>407.5</b>	<b>\$ 381,850</b>	<b>100%</b>	<b>258,131</b>	<b>\$ 381,850</b>	<b>100%</b>	<b>\$ 1,145,551</b>

Notes:

1. The Imported Water Use Charge is based on average import water deliveries in the 2021/22, 2022/23 & 2023/24 fiscal years.
2. Connected Capacity for the Badillo-Grand Pipeline is according to WVWD's maintenance allocation: WVWD 60 cfs and Valencia Heights. 4 cfs.
3. Boy Scouts ESM Charge is calculated based on 0.1% of total ESMs; Cal Poly & Mt. SAC ESM Charges are calculated based on 1.0% of total ESMs
4. Covina, Glendora, and Valencia Heights ESM Charges are calculated based on 27%, 98%, and 67%, respectively, of their corresponding total ESMs. Percentages are based on agencies' service area within TVMWD.

5. *Fire Service Meters are not included in the ESM calculations*

## MWD READINESS-TO-SERVE CHARGE SUMMARY EFFECTIVE JANUARY 2026


AGENCY	EDU	ANNUAL CHARGE	MONTHLY CHARGE	%
Boy Scouts	11	\$ 69	\$ 6	0.01%
Covina	2,344	\$ 14,600	\$ 1,217	1.22%
Glendora	18,678	\$ 116,343	\$ 9,695	9.74%
La Verne	12,772	\$ 79,555	\$ 6,630	6.66%
Pomona	47,114	\$ 293,467	\$ 24,456	24.56%
Rowland Water District	23,840	\$ 148,496	\$ 12,375	12.43%
GSWC (Claremont)	16,136	\$ 100,509	\$ 8,376	8.41%
GSWC (San Dimas)	22,713	\$ 141,477	\$ 11,790	11.84%
Suburban	9,463	\$ 58,944	\$ 4,912	4.93%
Valencia Heights	1,102	\$ 6,864	\$ 572	0.57%
Walnut Valley Water District	37,643	\$ 234,474	\$ 19,539	19.62%
<b>TOTAL</b>	<b>191,816</b>	<b>\$ 1,194,799</b>	<b>\$ 99,567</b>	<b>100.00%</b>

Notes:

1. *The MWD Readiness-to-Serve (RTS) Charge is paid by Water Standby Charge Assessment, which would be collected at a maximum assessment rate of \$29.41 per EDU. Any resulting deficit would be pass-through to the member agencies proportional the parcel count (EDU) per agency.*
2. *Calculation subject to change per Engineer's Report for Water Standby Charge Assessment.*
3. *Invoiced in January and May of calendar year 2026.*

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

**To:** TVMWD Board of Directors

**From:** Matthew H. Litchfield, General Manager 

**Date:** March 5, 2024

**Subject:** Approval of Resolution No. 25-03-999 Acceptance of Funds and Execution of Agreements for the State and Local Cybersecurity Grant Program

**Funds Budgeted: \$**

**Fiscal Impact: \$**

**Staff Recommendation**

Staff recommends that the Board of Directors adopt Resolution No. 25-03-999 approving the acceptance of funds and execution of agreements for the Fiscal Year State and Local Cybersecurity Grant Program (SLCGP).

**Background**

The State and Local Cybersecurity Grant Program (SLCGP) was established in 2022 under the Infrastructure Investment and Jobs Act to provide funding for state, local, and Tribal governments to address cybersecurity risks. The program is jointly administered by the Cybersecurity and Infrastructure Security Agency (CISA) and the Federal Emergency Management Agency (FEMA) under the U.S. Department of Homeland Security (DHS).

The California Governor's Office of Emergency Services (Cal OES) serves as the State Administrative Agency (SAA) and must ensure that 80% of federal funds are passed through to local governments for the SLCGP. On July 31, 2024, Cal OES published the FY 2024 SLCGP Competitive Funding Opportunity (CFO). Of the \$19,085,028 funds available, State and local governments could apply for up to \$250,000 in grant funding per entity.

On September 26, 2024, Three Valleys' staff submitted the FY 2024 State & Local Cybersecurity Grant Program for Local & Tribal Governments (SL) – Notice of Interest (NOI) form to Cal OES with a maximum funding request of \$250,000. The funding sources are pass-through Federal funds from FY 2022 and FY 2023.

2022 SLCGP	2022 SLCGP Match (Waived)	2023 SLCGP	2023 SLCGP Match (Waived)	Total Grant Funds
\$82,500	\$0	\$167,500	\$0	\$250,000

Three Valleys’ NOI proposed five (5) cybersecurity projects, selected based on the following:

- Alignment with SLCGP Program Objectives
- Alignment with 16 Cybersecurity Elements identified in the Notice of Funding Opportunity and California SLCGP Cybersecurity Plan
- Evaluation of known cybersecurity gaps from previous assessments conducted on Three Valleys’ system(s) by CISA.

On December 24, 2024, Cal OES provided TVMWD a Notification of Subrecipient Allocation indicating a potential award amount of \$250,000 pursuant to the Cal OES Appeal Guidelines for Competitive Funding.

**Discussion**

On February 4, 2025, Cal OES provided a FY 2024 SLCGP update regarding the application process. Staff is in the process of preparing required documents, including the subject Governing Body Resolution in order to proceed with the application process and to execute the Grant Subaward agreement.

The Board resolution verifies the following:

- Appoints Authorized Agents (AA) – identified by the individual’s name or by a position title (General Manager) – to act on behalf of the governing body and the Applicant by executing any actions necessary for the application and subaward;
- The resolution identifies the applicable grant program (SLCGP);
- The resolution identifies the applicable grant year(s) (FY 2022 and FY 2023).

Staff recommends the Board of Directors approve Resolution No. 25-03-999 to proceed with the FY 2024 SLCGP and improve the District’s cybersecurity posture.

**Environmental Impact**

None

**Strategic Plan Objective(s)**

2.5 – Operational Strategies

3.3 – Emerging Technology

3.4 – Operational Integrity

**Attachment(s)**

Exhibit A – Resolution No. 25-03-999

**Meeting History**

N/A

RP/ML

**RESOLUTION NO. 25-03-999**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THREE VALLEYS MUNICIPAL WATER DISTRICT  
TO AUTHORIZE ACCEPTANCE OF FUNDS AND EXECUTION OF AGREEMENTS FOR  
THE STATE AND LOCAL CYBERSECURITY GRANT PROGRAM**

**WHEREAS**, the Three Valleys Municipal Water District ("TVMWD") is a public entity and municipal water district established pursuant to Section 71000 et seq. of the California Water Code; and

**WHEREAS**, the United States Department of Homeland Security ("DHS") and the Federal Emergency Management Agency ("FEMA") have made funding available through the Fiscal Year ("FY") 2022 and FY 2023 State and Local Cybersecurity Grant Program ("SLCGP") to strengthen the cybersecurity posture of governments; and

**WHEREAS**, the California Governor's Office of Emergency Services ("Cal OES") has been designated as the state administering agency for the SLCGP and has awarded TVMWD a subaward of \$250,000; and

**WHEREAS**, the funds awarded under the SLCGP will be used to enhance cybersecurity resilience, implement security protections, and improve incident response capabilities, aligning with the California Cybersecurity Plan and federal cybersecurity best practices; and

**WHEREAS**, the TVMWD Board of Directors finds that the acceptance of these grant funds is in the best interest of the District to enhance cybersecurity infrastructure and safeguard systems against cyber threats; and

**NOW THEREFORE BE IT RESOLVED** that the TVMWD Board of Directors hereby:

1. Accepts the SLCGP subaward in the amount of \$250,000 from Cal OES.
2. Authorizes the General Manager/Chief Engineer or his designee, Chief Water Resources Officer, to execute all required grant-related documents, including but not limited to agreements, certifications, and reports, necessary to implement and administer the grant.
3. Authorizes TVMWD to submit required performance and financial reports in compliance with grant regulations.
4. Directs TVMWD staff to ensure that grant funds are utilized solely for the approved cybersecurity projects and in accordance with federal, state, and local requirements.



5. This Resolution shall be effective as of the date of adoption.

**ADOPTED** and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 5<sup>th</sup> day of March 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Mike Ti, President

ATTEST:

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Jeff Hanlon, Secretary

SEAL: