



NOTICE

PARKING ARRANGEMENTS

Due to ongoing construction at the Miramar site, the North Parking area will not be in use during TVMWD Board meetings. The first several parking spaces along the main drive will be reserved for TVMWD directors and District counsel and marked with an orange traffic cone.

All other visitors should park in designated parking stalls or along the east side of the main drive.

We apologize for the inconvenience and appreciate your patience during this time.

As a matter of proper business decorum, the Board of Directors respectfully request that all cell phones be turned off or placed on vibrate. Also, to prevent any potential distraction of the proceeding, we request that side conversations be taken outside the meeting room.

AGENDA
REGULAR BOARD MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
Wednesday, January 4, 2017 at 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.

Item 1 – Call to Order

Kuhn

Item 2 – Pledge of Allegiance

Kuhn

Item 3 – Roll Call

**Executive
Assistant**

- Bob Kuhn, Division IV – President
- David De Jesus, Division II – Vice President
- Brian Bowcock, Division III – Secretary
- Joe Ruzicka, Division V – Treasurer
- Dan Horan, Division VII – Director
- Carlos Goytia, Division I – Director
- John Mendoza, Division VI - Director

Item 4 – Additions to Agenda (*Government Code Section 54954.2(b)(2)*)

Kuhn

Upon a determination by a two-thirds vote of the members of the Board present at the meeting, or if less than two-thirds of the members of the Board are present, a unanimous vote of the Board members present, that there is a need to take immediate action, and that the need for action came to the attention of TVMWD subsequent to the agenda being posted. *The Board shall call for public comment prior to voting to add any item to the agenda after posting.*

Item 5 – Reorder Agenda

Kuhn

Item 6 – Public Comment (*Government Code Section 54954.3*)

Kuhn

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

We request that remarks be limited to five minutes or less

Item 7 – General Manager’s Report

Hansen

Item 7.A – Administration staff will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

7.A.1 – ACWA-JPIA Risk Management Update [enc]

The Board will be provided an update on TVMWD’s risk management standings with ACWA-JPIA.

7.A.2 – TVMWD Manuals - Biennial Review [enc]

The Board will review a staff report regarding the upcoming biennial review of all TVMWD Manuals — Policy, Personnel and Benefit.

Item 7.B – Engineering-Operations staff will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

7.B.1 – TVMWD Baseline Road Well Project Update (Project No. 58458) [enc]

The Board will be provided with an update on the status of the proposed project.

7.B.2 – Projects Summary Update [enc]

The Board will review a summary update of ongoing projects.

Item 8 – Future Agenda Items

Kuhn

Item 9 – Adjournment

Board adjourned to January 18, 2017 Regular Board Meeting at 8:00 AM.

American Disabilities Act Compliance Statement

Government Code Section 54954.2(a)



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

Agenda items received after posting

Government Code Section 54957.5

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

The Three Valleys MWD Board Meeting packets and agendas are available for review on the TVMWD website at www.threevalleys.com. The website is updated on Sunday preceding any regularly scheduled Board Meeting.



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: January 4, 2017
Subject: ACWA-JPIA Risk Management Update

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

Discussion:

During the latter part of CY 2016, ACWA-JPIA conducted an onsite review of the Miramar Treatment Plant to obtain an update on operations and discuss best practices for risk reduction.

TVMWD's loss history in both the Workers' Compensation and Liability programs are better than average (less than 1.0). These efforts convert monetarily to TVMWD via premium discounts. For CY 2016 this amounts to approximately \$42,000. TVMWD has not experienced a property loss in 25 years. Subsequently, TVMWD was awarded the President's Special Recognition Award in each of the above-referenced categories, Worker's Compensation, Liability and Property.

With the advent of technology changing at a continuously growing pace, TVMWD determined it would be prudent to include Cyber Liability Coverage. This coverage was added to our policy effective October 1, 2016 at no additional charge for FY 2016-17. This coverage protects TVMWD with coverage limit up to \$2,000,000 per occurrence with a range of deductibles. All staff has been assigned a TargetSolutions course on Computer Security Awareness to insure they have the knowledge to protect themselves and TVMWD from any cyber breaches. Other coverage may be added in the future as issues regarding drone usage are considered as part of TVMWD operations.

Based upon several safety improvements made by Operations staff, TVMWD may qualify for the H.R. La Bounty Safety Awards Program. Staff will review and consider a submittal for this award. Finally, during 2017 TVMWD will be hosting a risk management training event on a date to be determined.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

3.6 – Achieve an IT Risk rating of "low" according to industry standard vulnerability assessment methodologies of NIST and SANS



YOUR BEST PROTECTION

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E.G. "Jerry" Gladbach

Vice President

Tom Cuquet

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Tom Cuquet

David Drake

E.G. "Jerry" Gladbach

Brent Hastey

David T. Hodgin

W.D. "Bill" Knutson

Melody A. McDonald

Charles W. Muse

J. Bruce Rupp

Item 7.A.1
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DEC 08 2016

THREE VALLEYS MWD

December 6, 2016

Richard Hansen
Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, CA 91711-2052

Dear Richard:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Three Valleys Municipal Water District with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2017.

Sincerely,

Walter "Andy" Sells
Chief Executive Officer

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

The President of the
ACWA JPIA
hereby gives Special Recognition to

Three Valleys Municipal Water District

for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2012 - 09/30/2015
announced at the Board of Directors' Meeting in Anaheim.

E. G. Gladbach
E. G. "Jerry" Gladbach, President



November 28, 2016

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Three Valleys Municipal Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2012 - 03/31/2015
announced at the Board of Directors' Meeting in Anaheim.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 28, 2016

President's Special Recognition Award

The President of the
ACWA JPIA
hereby gives Special Recognition to

Three Valleys Municipal Water District

for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/2012 - 06/30/2015
announced at the Board of Directors' Meeting in Anaheim.

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 28, 2016



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: January 4, 2017
Subject: TVMWD Manuals - Biennial Update

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

Discussion:

Every two years following the election cycle, the various TVMWD manuals are updated and presented to the Board and legal staff for review:

- Benefits Manual
- Personnel Manual
- Policy Manual

Benefits Manual

In an effort to avoid duplication and confusion, staff has removed all Benefit Manual items that are already included and more appropriately placed in the Personnel Manual, including:

- Leaves
 - Bereavement; Compensatory; Holiday; Jury duty, Leave without pay; Management; Sick; Universal; Vacation; Voting
- Certification pay increases
- Overtime
- Time off for training

Changes to the Benefits Manual include:

- Policy changes adopted by the board during the previous two years
 - Deferred Compensation (May 2015)
 - Medical (September 2016)
- Changes in IRS limits
- Life insurance changes by ACWA/JPIA

Personnel Manual

General cleanup language and format changes were added to the manual. The most significant addition was a broadening of the harassment policy language, bringing it more in line with public agency standards.

Policy Manual

Only a few formatting changes are recommended at this time. The balance of the manual content remains unchanged.

Staff will address any questions or comments from the Board at the next meeting on January 18, with the intent of bringing this item to the Board on February 17 for adoption.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: January 4, 2017
Subject: TVMWD Baseline Road Well Project Update (Project No. 58458)

Form with checkboxes for For Action, Information Only, Fiscal Impact, Cost Estimate, and Funds Budgeted.

Discussion:

A brief status report for the Baseline Road Well Project is provided below:

TVMWD Baseline Road Well Project – Project No. 58458

TVMWD staff continues to hold discussions with the property owner directly across Baseline Road regarding comments submitted during the environmental (CEQA) process for this project.

Meanwhile, a consultant was retained to assist staff with assessing the condition of the neighbor's existing well. A site visit of the well was conducted in mid December.

There are no additional activities since the prior status report was provided to the board.

Strategic Plan Objectives:

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



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: January 4, 2017
Subject: Projects Summary Update

Form with checkboxes for For Action, Information Only, Fiscal Impact, Cost Estimate, and Funds Budgeted.

Discussion:

Brief status reports for projects are provided below:

Pond 3 Sump Pump – Project No. 58457

The contractor completed construction of the discharge piping and concrete foundation (pad) for the new pump in mid-December. He will be installing the new pump, suction piping, and electrical improvements over the next few weeks. Staff anticipates construction will be completed in mid January 2017. Upon completion, the new system will immediately be put into use to begin cleaning out Pond 3.

Williams/Fulton Hydroelectric Stations Analyses – Project Nos. 58149 / 58150

The interconnection applications for the Williams and Fulton Hydro stations were accepted by SCE and are currently being reviewed and processed. SCE has requested additional information that staff is in the process of obtaining and providing to SCE. Draft language for the new agreements to sell generated electricity to SCE is being developed by SCE and will be reviewed by TVMWD staff and its consultant in the coming months. Staff anticipates the QF contract process will be completed in spring 2017 (before the existing QF contracts expire in 2017).

Grand Avenue Well – Project No. 58446

District staff met with its consultant (Thomas Harder & Associates) in mid December for the design kick-off meeting to discuss key project issues that will impact the strategies for design and construction. Staff will continue to coordinate with the various project stakeholders including the City of Claremont, the adjacent LDS Church and nearby residents in the coming months to ensure successful progress of the project. A future meeting is being planned with the LDS Church and City of Claremont in mid January to discuss project issues such as access and construction equipment layout. The consultant will begin preparation of the preliminary design report (PDR) after these meetings to

ensure certain assumptions regarding design are acceptable. Staff anticipates the PDR will be completed in March 2017. Preparation of the environmental (i.e. CEQA) documentation will follow thereafter.

Miramar Pipeline Video Inspection - Old Williams Alignment – Project 51992

Staff is planning and preparing a video inspection of the older section of the Miramar Transmission Pipeline from Baseline Road to the Fulton Plant. A previous inspection gave the pipeline an overall “fair” bill of health with a call for some minor repairs. Because it is the oldest section of pipe in the system, operates under high pressure, and is adjacent to residences as it parallels the Thompson Creek Wash, staff wants to assess its condition through periodic inspections. The inspection is tentatively scheduled in the early part of 2017.

Miramar Water Treatment Plant Structural Inspections

As part of its ongoing monitoring program to ensure the reliable operations of its treatment facilities, staff is planning a follow-up structural inspection of the concrete portions of the Miramar Plant. The inspection will coincide with the plant’s annual shutdown. This work will revisit repairs made in 2012 and check for any leaks between concrete walls in the areas of the rapid mix chamber, flocculation basins, sedimentation basins, prefilter channel, and filter inlet forebay.

Building Modification – Break Room Renovation – Project No. 58147

TVMWD, the project architect, and contractor held a pre-construction meeting in late November to discuss key construction issues, schedule, inspection, etc. The contractor submitted a preliminary construction schedule with mobilization and demolition scheduled to start January 3, 2017. Measures are currently being implemented to accommodate staff and visitors during the construction period. The emergency operations center (EOC) trailer will serve as the staff break room for the time being, and because the contractor will be using the North parking lot for staging materials and equipment, visitors will be required to park only in the front parking areas.

Strategic Plan Objectives:

- 1.4 – Capable of delivering 10,000 AFY from local sources in case of drought or catastrophe.
- 1.5 – Maintain water infrastructure to assure 100% reliability.
- 2.3 – Manage water infrastructure and staff operations to minimize costs.
- 3.3 – Be accountable and transparent with major decisions