

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 18, 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 – Consent Calendar

Kuhn

The Board is being asked to consider the Consent Calendar items 7.1-7.4 listed below. Consent Calendar items are routine in nature and may be considered and approved by a single motion. Any member of the Board may request that a specific item be pulled from the Consent Calendar for further discussion.

7.1 – Receive, Approve and File Minutes – December 2016 [enc]

- December 7, 2016 – Regular Board Meeting

7.2 – Receive, Approve, Ratify and File Financial Reports and Investment Update – November/December 2016 [enc]

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

7.3 – TVMWD Site Tours [enc]

The Board will be provided with a summary of tours conducted at the Miramar Treatment Plant for the past two years, and those planned thus far for CY 2017.

7.4 – CY 2017 Board Member Appointments [enc]

During the December 7, 2016 Board Meeting, the Board adopted the attached listing of Board Appointments for CY 2017, with the exception of the alternate for Six Basins Watermaster that was vacated by the former Director. Approval of this action will serve to appoint, Director John Mendoza, Division 6, as the alternate to Six Basins Watermaster Board.

Item 7: Board Action Required – Motion No. 17-01-5117

Staff Recommendation: Approve as presented

Item 8 – General Manager’s Report

Hansen

Item 8.A – Administration staff will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

8.A.1– Legislative Update, January 2017 [enc]

The Board will be provided with an update of legislative activities occurring at state and federal levels.

8.A.2 – Ratify Director Expense Reports for November 2016 and Approve Director Expense Forms, December 2016 [enc]

The Board will ratify the November 2016 Director expense reports, and consider approval of the December 2016 Director expense reports that include disclosure of per diem requests for meeting attendance, and an itemization of any expenses incurred by TVMWD.

Item 8.A.2: Board Action Required – Motion No. 17-01-5118

Staff Recommendation: None

8.A.3 – Approve Ordinance No. 17-01-21 – Adopting TVMWD Manuals [enc]

The Board will consider approval of Ordinance No. 17-01-21 to adopt the updated TVMWD Manuals (Policy, Personnel and Benefits). Approval of this Ordinance will supercede Ordinance No. 12-01-10 (adopted December 19, 2001).

Item 8.A.3: Board Action Required – Motion No. 17-01-5119

Staff Recommendation: Approve as presented

Item 8.B – Engineering-Operations staff will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

8.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.

8.B.2 – Calendar Year Imported Water Purchases – December, 2016 [enc]

The Board will review the imported water purchases for the month ending December 2016.

8.B.3 – Miramar Operations Report – December 2016 [enc]

The Board will review the monthly Miramar Operations Report that includes a summary of the following reports: water quality, monthly production, monthly and year-to-date sales, hydro-generation production and operations / maintenance review.

Item 9 – Directors’ / General Manager Oral Reports

The following reports are provided by Directors as it concerns activities at the most recent meeting of the agency of which they are assigned to serve as the representative or alternate of TVMWD (*To assist you, the most recent meeting date is shown in parenthesis*).

- | | |
|--|-----------------|
| 9.A – Local Agency Formation Commission (January 11, 2017) | Ruzicka |
| 9.B – Six Basins Watermaster (December 14, 2016, next meeting January 25, 2017) | Bowcock |
| 9.C – Main San Gabriel Basin Watermaster (January 4, 2017) | Bowcock |
| 9.D – Chino Basin Watermaster (December meeting cancelled, next meeting January 26, 2017) | Kuhn |
| 9.E – San Gabriel Basin Water Quality Authority (December 21, 2016, next meeting January 18, 2017) | Kuhn |
| 9.F – San Gabriel Valley Council of Governments (December meeting cancelled; effective January 1, 2017 TVMWD is on its off year cycle; Upper SGV MWD will be the delegate and SGV MWD is the alternate) | Goytia |
| 9.G – Metropolitan Water District (December 13, 2016 and January 10, 2017) | De Jesus |
| 9.H – Additional Board Member or Staff Reports / Comments | All |

Item 10 – Future Agenda Items

Kuhn

Item 11 – Adjournment

Kuhn

Board adjourned to February 1, 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.

MINUTES
REGULAR BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT

Wednesday, December 7, 2016
8:00 a.m.

1. Call to Order

The Board of Directors meeting of the Three Valleys Municipal Water District (TVMWD) was called to order at 8:00 a.m. at the TVMWD office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was Vice President David De Jesus.

2. Pledge of Allegiance

The flag salute was led by Vice President David De Jesus.

3. Roll Call

Roll call was taken with the full Board present; Division 6 is temporarily vacant.

Directors Present

Bob Kuhn, President
David De Jesus, Vice President
Brian Bowcock, Secretary
Joseph Ruzicka, Treasurer
Dan Horan, Director
Carlos Goytia, Director

Directors Absent

Division 6 - vacant

Staff Present

Rick Hansen, General Manager
Steve Kennedy, Legal Counsel
Freeman Ensign, Operations Supervisor
Mario Garcia, Engineering & Operations Manager
Vicki Hahn, District Clerk/Executive Assistant
Kirk Howie, Assistant GM-Administration
Steve Lang, Water Operations Manager
James Linthicum, Chief Finance Officer
Ben Peralta, Project Manager
Esther Romero, Accounting Technician

Guests and others present: Tom Coleman, Rowland Water District; Director Ted Ebenkamp, Walnut Valley Water District; Director Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Maria Kennedy, Kennedy Communications; Ben Lewis, Golden State Water Company; Director Tony Lima, Rowland Water District; Director Szu Pei Lu-Yang, Rowland Water District; Director-Elect John Mendoza, Division 6; Darron Poulsen, City of Pomona; Dave Warren, Rowland Water District; Friends and Family of Director-Elect John Mendoza

4. Additions to Agenda

Vice President David De Jesus inquired if there were any additions to the published agenda. Staff did not have any additions to the published agenda.

5. Reorder Agenda

Vice President David De Jesus inquired if there was any reason to reorder the published agenda. Staff did not have any reason to reorder the published agenda.

6. Public Comment

Vice President David De Jesus called for any public comment. There were no requests for public comment.

7. Administration of Oath Of Office – Reappointed and Elected Directors

(pursuant to Water Code Section 71253)

General Manager Hansen installed Directors David De Jesus, Division 2, Bob Kuhn, Division 4 and Dan Horan, Division 7, all of whom were reappointed in lieu of election by the Los Angeles County Board of Supervisors on November 15, 2016.

General Manager Hansen then called forward Director-Elect John Mendoza, Division 6 who was sworn into office. Director Mendoza then joined his fellow Directors at the dais.

The General Election was certified on December 2, 2016 by the Los Angeles County Registrar Recorder County Clerk.

8. Consent Calendar

The Board was asked to consider the Consent Calendar Items (8.1-8.4) for the December 7, 2016 Board meeting that included: (8.1) Receive, approve and file, November 2016 Board minutes for November 2, 2016 and November 16, 2016; (8.2) Approval of Resolution No. 16-12-790 Tax Sharing Exchange with County Sanitation District, Annexation 22-425; (8.3) Approval of Resolution No. 16-12-791 Tax Sharing Exchange with County Sanitation District, Annexation 22-426; (8.4) Approve Resolution No. 16-12-792 Authorizing TVMWD to Participate in the California Special District Association (CSDA) Purchase Card Program.

Upon motion and second the floor was opened for discussion. There being no further discussion, Vice President David De Jesus called for the vote.

Moved: Kuhn; Second: Ruzicka

Motion No. 16-12-5112 to approve the December 7, 2016 Consent Calendar items 8.1-8.4. The motion passed with a 7-0 unanimous vote.

9. General Manager's Report

9A – Administration

9.A.1 CY 2017 Board Reorganization

Pursuant to District Policy, Section 2.3, Board of Directors – Organization, the Board was asked to nominate and select a Board President to serve during CY 2017 and to nominate and select a Vice President, Secretary and Treasurer.

Upon motion and second to keep the current slate for CY 2017 the floor was opened for discussion. There being no discussion, Vice President De Jesus called for the vote.

Moved: Bowcock; Second: Ruzicka

Motion No. 16-12-5113 to continue the CY 2016 Board Organization to CY 2017. The motion passed with a 7-0 unanimous vote.

The CY 2017 Board Officers are as follows:

Name	Representing	Position
Carlos Goytia	Division 1	Director
David De Jesus	Division 2	Vice President
Brian Bowcock	Division 3	Secretary
Bob Kuhn	Division 4	President
Joseph Ruzicka	Division 5	Treasurer
John Mendoza	Division 6	Director ¹
Dan Horan	Division 7	Director

9.A.2 CY 2017 Board Appointments

The Board was asked to select or confirm a District Representative to serve on the Metropolitan Water District Board for CY 2017; and the Board President was asked to consider appointments of Directors to serve as representatives / alternates to attend and monitor activities and to report to the Board regarding activities of other member agency and/or other agency board meetings for CY 2017.

Upon motion and second to continue the CY 2016 roster without any changes the floor was open for discussion. President Kuhn indicated it was his intent to leave all positions as they exist currently and to return this item to the January 18, 2017 meeting to fill any vacancies or make adjustments at that time. Directors were encouraged to let President Kuhn know of their interest to serve as a representative / alternate. There being no further discussion, Vice President De Jesus called for the vote.

Moved: Kuhn; Second: Ruzicka
Motion No. 16-12-5114 to continue the CY 2016 Board Appointments to CY 2017 and consider any vacancies or other adjustments during the January 18, 2017 Board meeting. The motion passed with a 7-0 unanimous vote.

Below are the resulting appointments for CY 2017:

Committee / Board	Representative	Alternate
ACWA Region 8 Delegate	Dan Horan	Brian Bowcock
ACWA / JPIA Representative	Brian Bowcock	Bob Kuhn
Chino Basin Watermaster	Bob Kuhn	David De Jesus
Local Agency Formation Commission (LAFCO)	Joe Ruzicka	Bob Kuhn
Main San Gabriel Basin Watermaster	Brian Bowcock	Dan Horan
MWD Board Representative	David De Jesus	N/A
PWR Joint Water Line Commission	Dan Horan	Carlos Goytia
Rowland Water District	Dan Horan	Joe Ruzicka
San Gabriel Basin WQA	Bob Kuhn	Dan Horan
San Gabriel Valley Council of Governments	OFF CYCLE	OFF CYCLE
Six Basins Watermaster	Brian Bowcock	VACANT
Walnut Valley Water District	David De Jesus	Joe Ruzicka

9.B – Engineering and Operations

9.B.1 TVMWD Baseline Road Well Project Update (Project No. 58458)

Staff provided an update regarding the project. Communications with Mr. Saul Jaffe are ongoing. TVMWD is working to schedule a time when they can meet with Mr. Jaffe at his property to evaluate the existing well and potential impacts to/from this project.

¹ Elected to office November 8, 2016; prior incumbent left office December 2, 2016.

Item 7.1

9.B.2 Calendar Year Imported Water Purchases, November 2016

Mr. Mario Garcia provided the Board with an update regarding imported water purchases for the month of November 2016, a total of 50,240/AF have been delivered. Two member agencies, City of Covina and Suburban Water Systems have exceeded their Tier 1 allocation. Provided TVMWD does not exceed its Tier 1 allocation of 80,688/AF, Tier 2 penalties will not be assessed.

Based on current sale trends TVMWD expects to end CY 2016 with total sales of 60-61,000/AF, plus a pre-order of 11,500/AF, (72,500/AF total). Staff continues to monitor spreading through the end of December with a goal of maximum spreading to be achieved. Additional Tier 1 deliveries can be arranged with other member agencies who wish to purchase available Tier 1 water prior to the price increase on January 1, 2017. The new MWD rate will be a 12% increase over today's rates. Walnut Valley Water District and Rowland Water District were acknowledged for their pre-order purchase.

9.B.3 Miramar Operations Report – November 2016

Mr. Steve Lang provided an overview of the Miramar Plant operations and activities for the month of November 2016. Water quality continues to meet or exceed state and federal drinking water standards and is consistent with the cooler weather, which has also resulted in diminished algae blooms that caused earlier taste and odor issues. Total Trihalomethanes continue to be lower than normal.

Mr. Lang reviewed current production/sales data month and year-to-date as follows. Total potable water produced, 1056.3/AF; Well #1 and #2 ran for the entire month of November for a total of 81.3/AF produced. Total potable water sales for the month were 1137.6/AF. Total year-to-date potable water sold was 9091.5/AF compared to budget of 6288.0/AF. Total year-to-date well production was 433.9/AF.

Hydroelectric generation data was reviewed. MM-Hydro 1 was offline to have a new actuator installed; MM-Hydro 1 will now be fully automated. MM-Hydros 2 and 3, which were designed as low pressure hydros, performed as expected producing energy during the past month. The expected benefits of MM-Hydros 2 & 3 were realized from day one as a result of the MWD flow adjustment simultaneous to the commissioning of these hydros. For the month of November, hydro production is below budget, month and year-to-date; however it is expected to return to normal once the work on the Rialto Feeder is complete.

A summary of special activities was reviewed and are available upon request. The Rialto Feeder was shutdown from November 14-20, 2016. During the shutdown, the east end of the pipeline manways were inspected. The pumpback system was operated for six days during the shutdown, allowing the Miramar Plant to continue water deliveries to the Joint Water Line and our primary customers.

9.C – Finance and Personnel

9.C.1 Addition of Holiday Pay to TVMWD Salary Schedule Pursuant to CalPERS Regulations

The Board was asked to consider approval to modify the previously approved salary schedule that was adopted in July 2016 to include the addition of Holiday Pay. Staff reported that during the last month a misunderstanding was discovered on how holiday pay was being calculated. Holiday pay is considered a special compensation item for which additional benefits must be accrued, paid and reported to CalPERS.

Item 7.1

Staff will be working with CalPERS to evaluate the retroactive impact of this for a period back to July 2001. The Board inquired about other options such as time in lieu of overtime versus retroactive pay. The Board requested that staff prepare a report that compared the actual monetary dollars versus time off for the retroactive payments.

Upon motion and second the floor was open for discussion. There being no further discussion, Vice President De Jesus called for the vote.

**Moved: Ruzicka; Second: Bowcock
Motion No. 16-12-5115 to approve a revised salary schedule for FY 2016-17 that includes holiday pay. The motion passed with a 7-0 unanimous vote.**

9.C.2 PARS Trust Investment Strategy

Staff reported that all required paperwork to establish the previously approved PARS Trust has been completed. The next step is to determine and approve the investment strategy. The Board was provided a review of the different investment strategies offered.

Staff first reviewed the proposed OPEB investment strategy. Presently TVMWD's OPEB obligations are fully funded and TVMWD is in a position to pursue a higher investment risk since there is a longer time to recover from any potential losses. There are presently six retirees and 24 employee participants in the OPEB liability pool. Staff is recommending the indexed Moderate strategy. The 30 year expected rate of return is 6.48%.

Staff then reviewed the proposed Pension investment strategy. Presently TVMWDs Pension liabilities are 83% funded. Staff is anticipating a reduction in the CalPERS discount rate in the near future, which would result in TVMWD's funding status to reduce further to 73%. Staff is recommending the indexed Conservative strategy. The 30 year expected rate of return is 4.95%. This strategy will allow the portfolio to grow more steadily over a longer period of time as compared to some of the riskier strategies now exercised by CalPERS.

Staff addressed and responded to questions regarding potential liabilities in the event the recommended strategies do not produce the expected rate of return. Upon motion and second the floor was open for discussion. There being no further discussion, Vice President De Jesus called for the vote.

**Moved: Bowcock; Second: Ruzicka
Motion No. 16-12-5116 to approve the staff recommended PARS Trust Investment Strategy – OPEB strategy will be moderate; Pension strategy will be conservative. The motion passed with a 7-0 unanimous vote.**

10. Directors' / General Managers Oral Reports

10.A Local Agency Formation Commission (LAFCO)

Director Ruzicka provided a copy of the LAFCO Agenda for their November 9, 2016 meeting for anyone's interest. He reported that LAFCO has cancelled their meetings for December 2016 and will reconvene on January 11, 2017.

10.B Six Basins Watermaster

Director Bowcock reported that a Strategic Planning session is scheduled for December 14, 2016 at 2:00 p.m. The regular December 2016 meeting has been cancelled.

10.C Main San Gabriel Basin Watermaster

Director Bowcock reported that as of November 23, 2016 the Key Well was at 176.1'. MSGBWM's next meeting is scheduled for December 7, 2016 at 2:30 p.m. During today's meeting discussion will take place regarding proposed transfers, including purchasing options available at the best possible price.

10.D Chino Basin Watermaster

Vice President De Jesus reported that the November meeting included primarily ministerial year-end activities. General Counsel, Steve Kennedy reported that on December 5, 2016 the court provided notice to the Watermaster, to extend its own deadline to January 6, 2017 to send out notices requesting additional briefings on the safe yield tentative decision. The Watermaster will not be holding any of its regular meetings during December. On December 15, 2016 a meeting will be held to review storage alternatives. The meeting is open to all interested parties and will start at 10:00 a.m.

10.E San Gabriel Basin Water Quality Authority

President Kuhn provided an update on the November 16, 2016 meeting. As of January 1, 2017 the WQA Board will have four new directors. WQA will be holding two elections as follows: On December 21, 2016 appointments will be made from the cities with pumping rights, as well as appointments from San Gabriel Valley MWD, Upper San Gabriel Valley MWD and the two producer agency members. The San Gabriel Valley Water Association (SGVWA) was encouraged to consider a special meeting to ensure that a reappointment of a representative to the WQA Board representing the producers in the San Gabriel Valley occurs in as timely a manner as possible. Director De Jesus informed that a Special Board Meeting Teleconference of SGVWA is planned for December 15, 2016 at 10:30 a.m. On January 18, 2017, WQA will hold a special election to appoint the member from the cities without pumping rights.

President Kuhn informed the WQA received a report from Hal Furman that it is expected that there will be some modifications to the government funding for water quality cleanup. Mr. Hansen reported that TVMWD is sending letters of support for a WRDA bill later today.

10.F San Gabriel Valley Council of Governments (SGV-COG)

Director Goytia did not have anything to report.

10.G MWD Board

Vice President De Jesus reported on recent action taken at the November 8, 2016 Board Meeting. The initial allocation from the State Water Project is 20%. There is a probability that MWD Chairman Record may be making some reorganization announcements to the MWD Executive Committee and Committee Chair reassignments.

10.H Additional Board Member or Staff Reports / Comments

President Kuhn extended his gratitude to TVMWD Directors and staff for all the well wishes extended to him and his family as he has been recovering from his surgery.

Director Bowcock provided a report from ACWA/JPIA. During their recent executive meetings it was reported that claims were very low and that TVMWD was one of the top achievers in low loss ratio of claims.

Director Bowcock reported on the Region 8 Committee meeting held at ACWA's Fall Conference as well as sessions on MS4 that were held. Water agencies were encouraged to get connected with stakeholders in their area to stay informed on MS4 issues.

President Kuhn extended his congratulations to incoming Director John Mendoza. He was welcomed to the Board and extended an invitation to schedule a time, to meet with the Board President and General Manager to strategize to identify his strengths and bring him up-to-date on the efforts underway in the City of Pomona.

Director Goytia extended his congratulations to Directors De Jesus, Kuhn and Horan on their reappointment, and welcomed incoming Director Mendoza. He is looking forward to working together with all and as a counter-part to Director Mendoza in Pomona. He announced with the certification of the General Election there are several changes forthcoming in Pomona that include a new mayor and three new council members. The new members in Pomona will be sworn in on December 14, 2016. Mayor-Elect Sandoval has expressed his interest in building a strong relationship with Three Valleys. In closing he expressed Happy Holidays to all in attendance.

Director Mendoza extended his wishes for a Happy Holiday season to all in attendance and thank you for attending the meeting.

Vice President De Jesus invited Mr. Howie to come to the lectern to acknowledge and recognize the efforts of staff and the work they have done throughout the year for outreach and other special events at TVMWD. At the recent ACWA Fall Conference TVMWD once again received the Region 8 Outreach Award, and the ACWA Overall Outreach Award; TVMWD has achieved the Overall Outreach Award five of the last six years and the regional award over the last decade. Mr. Howie acknowledged the privilege of the freedom extended to staff to move swiftly on outreach efforts and building of relationships with the legislators.

Mr. Hansen announced that TVMWD will be hosting a California Special Districts Association workshop on *Board Member Best Practices* on Thursday, January 19, 2017. All Directors are encouraged to attend this open event that is available to any elected officials in the area. Staff will get an announcement out to all directors.

Mr. Hansen reminded all that the December 21, 2016 Board Meeting has been cancelled.

11. Future Agenda Items

There were no requests for future agenda items.

12. **Adjournment**

Vice President De Jesus adjourned the meeting at 9:00 a.m. **The next regular Board meeting is scheduled for January 4, 2017 at 8:00 a.m.**

/s/ David De Jesus
Vice President, Board of Directors
Three Valleys Municipal Water District

Recorded by: Victoria A. Hahn,
District Clerk/Executive Assistant

Staff Report/Memorandum



To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: January 18, 2017
Subject: Change in Cash and Cash Equivalents Position Report

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

Discussion:

Attached for your review is the Change in Cash and Cash Equivalents Report for the period ending December 31, 2016.



CHANGE IN CASH AND CASH EQUIVALENTS REPORT

December 1 through December 31, 2016

		<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 12/31/2016			
	Petty Cash	6,000.00	
	Local Agency Investment Fund		909,528.67
	General Checking/Payroll Checking	1,600,000.00	
	Sweep Account	1,066,809.58	
	U.S. Bank	5,000.00	
	TOTAL CASH IN BANKS & ON HAND	\$ 2,677,809.58	\$ 909,528.67
	TOTAL CASH IN BANKS & ON HAND 12/31/16	\$ 2,677,809.58	\$ 909,528.67
	TOTAL CASH IN BANKS & ON HAND 11/30/16	\$ 4,590,841.69	\$ 909,528.67
	PERIOD INCREASE (DECREASE)	\$ (1,913,032.11)	\$ -
CHANGE IN CASH POSITION DUE TO:			
	Water Sales/Charges Revenue	4,815,016.05	
	Interest Revenue	608.06	
	Subvention/RTS Standby Charge Revenue	2,161,133.74	
	Hydroelectric Revenue	7,237.11	
	Other Revenue	3,025.54	
	SASG Grant		
	Investment Xfer From Chandler Asset Mgt		
	LAIF Quarterly Interest		
	Transfer To LAIF		
	Transfer From LAIF		
	INFLOWS	6,987,020.50	-
	Expenditures	(7,948,945.55)	
	Current Month Outstanding Payables	83,569.09	
	Prior Month Cleared Payables	(34,676.15)	
	Bank/FSA Svc Fees	-	
	HRA/HSA Payment		
	Xfer to CalPERS - Prepmnt Unfunded Accrued Liab.		
	Investment Xfer to Chandler Asset Mgmt	(1,000,000.00)	
	Transfer to LAIF		
	Transfer From LAIF		
	OUTFLOWS	(8,900,052.61)	-
	PERIOD INCREASE (DECREASE)	(1,913,032.11)	-



Item 7.2

THREE VALLEYS MUNICIPAL WATER DISTRICT CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO December 31, 2016

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	1.00%	301,570.86	301,587.00	301,367.19
Bonds - Agency	1.44%	4,224,561.65	4,235,000.00	4,204,065.91
CMO - Collateralized Mortgage Obligation	0.00%	0.00	0.00	0.00
Commercial Paper	1.09%	199,286.66	200,000.00	199,286.66
Money Market Fund	0.01%	47,611.40	47,611.40	47,611.40
US Corporate	1.70%	2,372,359.26	2,375,000.00	2,375,454.52
US Treasury	1.47%	2,924,040.11	2,945,000.00	2,918,134.54
	1.48%	10,069,429.94	10,104,198.40	10,045,920.22
Local Agency Invest Fund TVMWD	0.68%	909,528.67	909,528.67	909,528.67
Reserve Fund		\$ 10,978,958.61	\$ 11,013,727.07	\$ 10,955,448.89
<hr/>				
Checking (Citizens)	0.55%	1,600,000.00	1,600,000.00	1,600,000.00
Sweep Account (Citizens)	0.20%	1,066,809.58	1,066,809.58	1,066,809.58
Emergency Checking (U.S. Bank)	0.00%	5,000.00	5,000.00	5,000.00
Payroll Checking	0.00%	0.00	0.00	0.00
Petty Cash Fund	0.00%	6,000.00	6,000.00	6,000.00
Working Cash		\$ 2,677,809.58	\$ 2,677,809.58	\$ 2,677,809.58
<hr/>				
GSWC-Baseline Pipeline, San Dimas	2.68%	53,543.09	53,543.09	53,543.09
Local Resource Loans		\$ 53,543.09	\$ 53,543.09	\$ 53,543.09
<hr/>				
TOTAL PORTFOLIO	1.22%	\$ 13,710,311.28	\$ 13,745,079.74	\$ 13,686,801.56

I certify that this report accurately reflects all investments of Three Valleys Municipal Water District and that all investments and this report are in conformity with Sections 53600 et seq of the California Government Code and the District's annual statement of investment policy (Resolution 15-09-766). The District's investment program herein shown provides sufficient cash flow and liquidity to meet all budgeted expenditures for the next six months.

RICHARD W. HANSEN, General Manager/Assistant Treasurer

Monthly Account Statement

Three Valleys Municipal Water District

December 1, 2016 through December 31, 2016

Chandler Team

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

Custodian

US Bank
Christopher Isles
(503)-464-3685

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Prices are provided by IDC, an independent pricing source.



PORTFOLIO CHARACTERISTICS

Average Duration	2.45
Average Coupon	1.39 %
Average Purchase YTM	1.48 %
Average Market YTM	1.49 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.58 yrs
Average Life	2.53 yrs

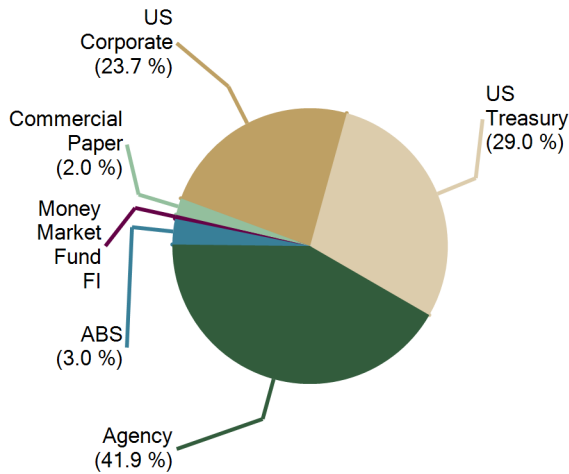
ACCOUNT SUMMARY

	Beg. Values as of 11/30/16	End Values as of 12/31/16
Market Value	9,050,130	10,045,920
Accrued Interest	27,038	36,079
Total Market Value	9,077,169	10,081,999
Income Earned	10,879	11,461
Cont/WD		998,984
Par	9,090,277	10,104,198
Book Value	9,067,551	10,069,430
Cost Value	9,056,925	10,059,413

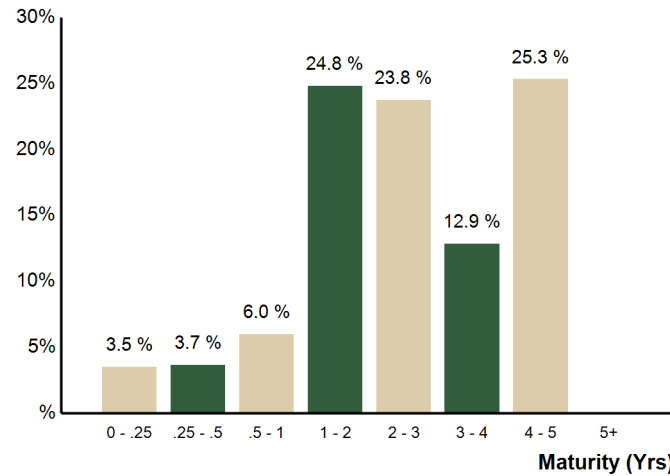
TOP ISSUERS

Issuer	% Portfolio
Government of United States	29.0 %
Federal National Mortgage Assoc	15.8 %
Federal Home Loan Bank	11.4 %
Federal Home Loan Mortgage Corp	10.0 %
Tennessee Valley Authority	2.9 %
Bank of Tokyo-Mit UFJ	2.0 %
Deere & Company	1.9 %
Cisco Systems	1.8 %
Total	74.9 %

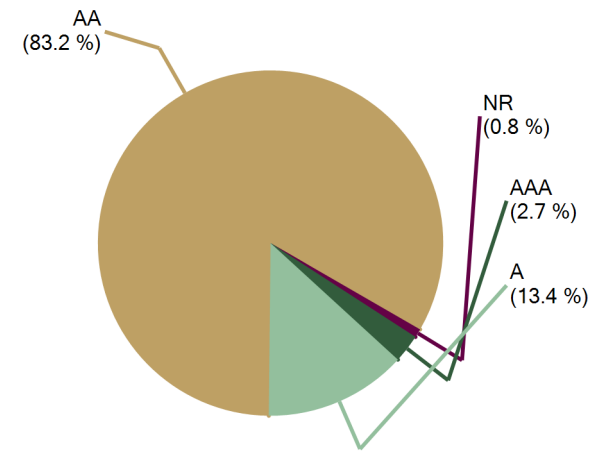
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 12/31/2016	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 4/30/2009	Since 4/30/2009
					3 Yrs	5 Yrs	10 Yrs		
Three Valleys Municipal Water District	0.06 %	-0.85 %	1.21 %	1.21 %	1.27 %	1.18 %	N/A	1.83 %	14.94 %
BAML 1-5 Yr US Treasury/Agency Index	0.02 %	-1.07 %	1.09 %	1.09 %	1.10 %	0.82 %	N/A	1.53 %	12.34 %



Three Valleys Municipal Water District
December 31, 2016

COMPLIANCE WITH INVESTMENT POLICY

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

Category	Standard	Comment
Local Agency Bonds	No Limitation	Complies
Treasury Issues	No Limitation	Complies
Agency Issues	No Limitation	Complies
Banker's Acceptances	40% maximum; <180 days maturity	Complies
Commercial Paper	25% maximum; <270 days maturity; A-1/P-1/F-1 minimum ratings	Complies
Negotiable Certificates of Deposit	30% maximum; 5 years maximum maturity	Complies
Repurchase Agreements	No limitation; 1-year maximum maturity	Complies
Reverse Repurchase Agreements	20% maximum; <92 days maturity	Complies
Medium Term Notes	30% maximum; 5 years maximum maturity; A- rated or better	Complies
Money Market Mutual Funds	20% maximum; AAA/Aaa-rated	Complies
Collateralized Certificates of Deposits	5 years maximum maturity	Complies
Time Deposits	5 years maximum maturity	Complies
Mortgage Pass-throughs, CMOs and Asset Backed Securities	20% maximum; AA-rated issue; A-rated issuer	Complies
Local Agency Investment Fund - L.A.I.F.	\$50 million program limitation	Complies
Prohibited Securities	Inverse floaters; Ranges notes, Interest-only strips from mortgaged backed securities; Zero interest accrual securities	Complies
Maximum maturity	5 years	Complies



Reconciliation Summary

As of 12/31/2016

Item 7.2

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$9,067,550.76
Acquisition	
+ Security Purchases	\$1,261,962.85
+ Money Market Fund Purchases	\$81,176.70
+ Money Market Contributions	\$1,000,000.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$2,343,139.55
Dispositions	
- Security Sales	\$150,123.00
- Money Market Fund Sales	\$1,152,123.03
- MMF Withdrawals	\$1,015.56
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$39,116.78
Total Dispositions	\$1,342,378.37
Amortization/Accretion	
+/- Net Accretion	\$643.08
	\$643.08
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$474.92
	\$474.92
Ending Book Value	\$10,069,429.94

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$119,573.29
Acquisition	
Contributions	\$1,000,000.00
Security Sale Proceeds	\$150,123.00
Accrued Interest Received	\$235.00
Interest Received	\$5,006.72
Dividend Received	\$0.42
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$39,116.78
Total Acquisitions	\$1,194,481.92
Disposition	
Withdrawals	\$1,015.56
Security Purchase	\$1,261,962.85
Accrued Interest Paid	\$3,465.40
Total Dispositions	\$1,266,443.81
Ending Book Value	\$47,611.40



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
89231MAC9	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	10,903.12	03/11/2014 0.69 %	10,901.11 10,903.09	99.96 1.33 %	10,898.36 3.25	0.11 % (4.73)	Aaa / AAA NR	0.96 0.08
89231TAB6	Toyota Auto Receivables Owner 2015-C 0.92% Due 2/15/2018	15,211.33	08/18/2015 0.93 %	15,210.11 15,210.78	99.97 1.13 %	15,207.50 6.22	0.15 % (3.28)	Aaa / AAA NR	1.13 0.12
43814GAC4	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	25,533.46	05/13/2014 0.78 %	25,530.39 25,533.08	99.92 1.14 %	25,512.01 7.10	0.25 % (21.07)	Aaa / AAA NR	1.21 0.23
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	34,029.17	04/02/2014 0.93 %	34,023.72 34,028.66	99.96 1.14 %	34,014.54 13.91	0.34 % (14.12)	Aaa / NR AAA	1.29 0.20
43814HAC2	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	36,816.78	08/12/2014 0.89 %	36,809.68 36,815.47	99.93 1.12 %	36,791.74 14.40	0.37 % (23.73)	NR / AAA AAA	1.45 0.29
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	76,192.42	02/24/2015 1.13 %	76,180.90 76,188.04	99.95 1.22 %	76,151.81 37.93	0.76 % (36.23)	Aaa / AAA NR	2.13 0.54
43813NAC0	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	102,900.72	05/13/2015 1.05 %	102,884.93 102,891.74	99.89 1.23 %	102,791.23 29.73	1.02 % (100.51)	NR / AAA AAA	2.14 0.57
Total ABS		301,587.00	1.00 %	301,540.84 301,570.86	1.19 %	301,367.19 112.54	2.99 % (203.67)	Aaa / AAA AAA	1.79 0.42

AGENCY									
313378WF4	FHLB Note 1.125% Due 3/10/2017	180,000.00	04/24/2012 1.05 %	180,640.80 180,024.48	100.07 0.78 %	180,118.44 624.38	1.79 % 93.96	Aaa / AA+ AAA	0.19 0.19
313379VE6	FHLB Note 1.01% Due 6/19/2017	110,000.00	07/26/2012 0.82 %	111,005.40 110,095.03	100.11 0.77 %	110,124.96 37.03	1.09 % 29.93	Aaa / AA+ AAA	0.47 0.47
3133EAY28	FFCB Note 0.83% Due 9/21/2017	170,000.00	09/18/2012 0.83 %	170,000.00 170,000.00	100.00 0.83 %	170,005.61 391.94	1.69 % 5.61	Aaa / AA+ AAA	0.72 0.72
3137EADN6	FHLMC Note 0.75% Due 1/12/2018	160,000.00	Various 1.01 %	158,093.93 159,583.55	99.80 0.95 %	159,673.92 563.33	1.59 % 90.37	Aaa / AA+ AAA	1.03 1.02
313378A43	FHLB Note 1.375% Due 3/9/2018	150,000.00	08/13/2013 1.54 %	148,891.50 149,712.91	100.36 1.07 %	150,536.55 641.67	1.50 % 823.64	Aaa / AA+ AAA	1.19 1.17
3130A4GJ5	FHLB Note 1.125% Due 4/25/2018	195,000.00	03/20/2015 1.02 %	195,639.80 195,271.45	100.08 1.07 %	195,150.54 402.19	1.94 % (120.91)	Aaa / AA+ AAA	1.32 1.30
3135G0YM9	FNMA Note 1.875% Due 9/18/2018	200,000.00	10/07/2013 1.59 %	202,654.00 200,918.47	101.16 1.19 %	202,318.00 1,072.92	2.02 % 1,399.53	Aaa / AA+ AAA	1.72 1.68
880591EQ1	Tennessee Valley Authority Note 1.75% Due 10/15/2018	290,000.00	Various 1.58 %	292,357.15 290,848.73	100.86 1.26 %	292,488.78 1,071.39	2.91 % 1,640.05	Aaa / AA+ AAA	1.79 1.75
3135G0ZA4	FNMA Note 1.875% Due 2/19/2019	75,000.00	03/31/2014 1.81 %	75,230.48 75,100.58	101.22 1.29 %	75,913.58 515.63	0.76 % 813.00	Aaa / AA+ AAA	2.14 2.07
3137EADG1	FHLMC Note 1.75% Due 5/30/2019	200,000.00	Various 1.45 %	201,442.30 201,395.44	100.94 1.35 %	201,884.40 301.39	2.01 % 488.96	Aaa / AA+ AAA	2.41 2.36
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	240,000.00	09/04/2014 1.83 %	233,452.80 236,550.64	99.59 1.41 %	239,011.92 1,250.00	2.38 % 2,461.28	Aaa / AA+ AAA	2.58 2.52



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0ZG1	FNMA Note 1.75% Due 9/12/2019	200,000.00	12/13/2016 1.44 %	201,661.00 201,631.16	100.95 1.39 %	201,900.00 1,059.72	2.01 % 268.84	Aaa / AA+ AAA	2.70 2.62
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	230,000.00	12/10/2014 1.71 %	225,177.36 227,242.64	99.42 1.47 %	228,654.73 710.76	2.28 % 1,412.09	Aaa / AA+ AAA	2.75 2.69
3135G0A78	FNMA Note 1.625% Due 1/21/2020	200,000.00	03/30/2015 1.51 %	201,072.00 200,680.30	100.30 1.53 %	200,592.00 1,444.44	2.00 % (88.30)	Aaa / AA+ AAA	3.06 2.95
3135G0F73	FNMA Note 1.5% Due 11/30/2020	200,000.00	12/16/2015 1.90 %	196,220.00 197,015.68	98.75 1.83 %	197,491.00 258.33	1.96 % 475.32	Aaa / AA+ AAA	3.92 3.78
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	140,000.00	04/28/2016 1.42 %	139,727.00 139,765.53	98.11 1.85 %	137,348.54 711.18	1.37 % (2,416.99)	Aaa / AA+ AAA	4.14 3.97
3135G0J20	FNMA Note 1.375% Due 2/26/2021	200,000.00	Various 1.41 %	199,699.04 199,758.09	98.05 1.86 %	196,101.00 954.86	1.95 % (3,657.09)	Aaa / AA+ AAA	4.16 3.99
3135G0K69	FNMA Note 1.25% Due 5/6/2021	180,000.00	06/29/2016 1.18 %	180,612.00 180,548.07	97.17 1.93 %	174,900.24 343.75	1.74 % (5,647.83)	Aaa / AA+ AAA	4.35 4.19
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	185,000.00	10/04/2016 1.33 %	183,290.60 183,375.97	96.53 1.93 %	178,573.10 965.47	1.78 % (4,802.87)	Aaa / AA+ AAA	4.54 4.37
3137EAEC9	FHLMC Note 1.125% Due 8/12/2021	185,000.00	08/30/2016 1.33 %	183,185.15 183,308.68	96.28 1.97 %	178,110.05 803.59	1.77 % (5,198.63)	Aaa / AA+ AAA	4.62 4.44
3135G0N82	FNMA Note 1.25% Due 8/17/2021	185,000.00	09/28/2016 1.28 %	184,715.10 184,730.12	96.65 2.01 %	178,796.95 847.92	1.78 % (5,933.17)	Aaa / AA+ AAA	4.63 4.44
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	160,000.00	10/27/2016 1.50 %	159,025.60 159,060.69	97.29 1.97 %	155,659.20 513.33	1.55 % (3,401.49)	Aaa / AA+ AAA	4.77 4.57
3130AABG2	FHLB Note 1.875% Due 11/29/2021	200,000.00	12/28/2016 2.10 %	197,940.00 197,943.44	99.36 2.01 %	198,712.40 322.92	1.97 % 768.96	Aaa / AA+ AAA	4.92 4.66
Total Agency		4,235,000.00	1.44 %	4,221,733.01 4,224,561.65	1.48 %	4,204,065.91 15,808.14	41.86 % (20,495.74)	Aaa / AA+ AAA	2.81 2.72
COMMERCIAL PAPER									
06538BS12	Bank of Tokyo Mitsubishi NY Discount CP 1.07% Due 5/1/2017	200,000.00	12/28/2016 1.09 %	199,268.83 199,286.66	99.64 1.09 %	199,286.66 0.00	1.98 % 0.00	P-1 / A-1 NR	0.33 0.33
Total Commercial Paper		200,000.00	1.09 %	199,268.83 199,286.66	1.09 %	199,286.66 0.00	1.98 % 0.00	P-1 / A-1 NR	0.33 0.33
MONEY MARKET FUND FI									
31846V203	First American Govt Obligation Fund	47,611.40	Various 0.01 %	47,611.40 47,611.40	1.00 0.01 %	47,611.40 0.00	0.47 % 0.00	NR / NR NR	0.00 0.00
Total Money Market Fund FI		47,611.40	0.01 %	47,611.40 47,611.40	0.01 %	47,611.40 0.00	0.47 % 0.00	NR / NR NR	0.00 0.00



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
24422ERL5	John Deere Capital Corp Note 2% Due 1/13/2017	125,000.00	09/11/2012 1.05 %	130,013.75 125,038.03	100.02 1.31 %	125,028.25 1,166.67	1.25 % (9.78)	A2 / A A	0.04 0.03
717081DJ9	Pfizer Inc. Note 1.1% Due 5/15/2017	45,000.00	05/12/2014 1.13 %	44,960.40 44,995.16	100.00 1.09 %	45,000.63 63.25	0.45 % 5.47	A1 / AA A+	0.37 0.37
913017BU2	United Tech Corp Note 1.8% Due 6/1/2017	15,000.00	05/24/2012 1.82 %	14,987.10 14,998.93	100.26 1.17 %	15,039.20 22.50	0.15 % 40.27	A3 / A- A-	0.42 0.41
166764AA8	Chevron Corp Callable Note Cont 11/5/17 1.104% Due 12/5/2017	175,000.00	Various 1.31 %	173,518.80 174,672.37	99.77 1.37 %	174,604.50 139.53	1.73 % (67.87)	Aa2 / AA- NR	0.93 0.84
02665WAQ4	American Honda Finance Note 1.55% Due 12/11/2017	100,000.00	12/08/2014 1.58 %	99,907.00 99,970.81	100.09 1.46 %	100,086.50 86.11	0.99 % 115.69	A1 / A+ NR	0.95 0.93
458140AL4	Intel Corp Note 1.35% Due 12/15/2017	150,000.00	12/12/2012 1.29 %	150,430.95 150,082.22	100.15 1.19 %	150,225.46 90.00	1.49 % 143.24	A1 / A+ A+	0.96 0.95
89236TCA1	Toyota Motor Credit Corp Note 1.45% Due 1/12/2018	60,000.00	Various 1.47 %	59,958.05 59,986.49	100.03 1.42 %	60,017.40 408.41	0.60 % 30.91	Aa3 / AA- A	1.03 1.01
459200HZ7	IBM Corp Note 1.125% Due 2/6/2018	125,000.00	02/03/2015 1.23 %	124,618.75 124,860.51	99.77 1.33 %	124,715.88 566.41	1.24 % (144.63)	Aa3 / AA- A+	1.10 1.08
931142DF7	Wal-Mart Stores Note 1.125% Due 4/11/2018	115,000.00	04/04/2013 1.14 %	114,894.20 114,973.06	99.77 1.31 %	114,732.28 287.50	1.14 % (240.78)	Aa2 / AA AA	1.28 1.26
713448CR7	PepsiCo Inc Note 1.25% Due 4/30/2018	105,000.00	Various 1.26 %	104,957.40 104,981.18	99.87 1.35 %	104,867.81 222.39	1.04 % (113.37)	A1 / A A	1.33 1.32
037833AJ9	Apple Inc Note 1% Due 5/3/2018	100,000.00	05/20/2013 1.20 %	99,066.00 99,748.14	99.63 1.28 %	99,625.00 161.11	0.99 % (123.14)	Aa1 / AA+ NR	1.34 1.32
02665WAC5	American Honda Finance Note 2.125% Due 10/10/2018	65,000.00	04/14/2014 1.83 %	65,820.95 65,324.47	100.78 1.68 %	65,508.37 310.78	0.65 % 183.90	A1 / A+ NR	1.78 1.73
74005PBH6	Praxair Note 1.25% Due 11/7/2018	135,000.00	01/08/2015 1.68 %	132,876.45 133,971.74	99.54 1.50 %	134,384.54 253.13	1.34 % 412.80	A2 / A NR	1.85 1.82
24422ESF7	John Deere Capital Corp Note 1.95% Due 12/13/2018	60,000.00	12/10/2013 1.99 %	59,872.20 59,950.24	100.53 1.67 %	60,316.92 58.50	0.60 % 366.68	A2 / A A	1.95 1.91
17275RAR3	Cisco Systems Note 2.125% Due 3/1/2019	180,000.00	Various 2.02 %	180,856.20 180,370.95	101.32 1.50 %	182,372.04 1,275.00	1.82 % 2,001.09	A1 / AA- NR	2.16 2.10
91159HHH6	US Bancorp Callable Note Cont 3/25/2019 2.2% Due 4/25/2019	140,000.00	Various 2.15 %	140,322.10 140,152.43	100.85 1.81 %	141,195.04 564.67	1.41 % 1,042.61	A1 / A+ AA	2.32 2.17
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	145,000.00	Various 2.29 %	145,058.95 145,031.12	100.82 1.97 %	146,194.80 1,019.03	1.46 % 1,163.68	A1 / A AA-	2.70 2.51
94974BGF1	Wells Fargo Corp Note 2.15% Due 1/30/2020	100,000.00	01/26/2015 2.18 %	99,864.00 99,916.15	99.53 2.31 %	99,527.50 901.81	1.00 % (388.65)	A2 / A AA-	3.08 2.94
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	80,000.00	02/05/2015 1.77 %	79,916.00 79,947.50	99.19 2.02 %	79,351.52 528.89	0.79 % (595.98)	A1 / A+ A+	3.13 3.00



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	120,000.00	06/11/2015 2.49 %	118,671.00 119,088.16	100.01 2.25 %	120,008.76 307.50	1.19 % 920.60	A1 / A+ NR	3.39 3.24
30231GAV4	Exxon Mobil Corp Callable Note Cont 2/1/2021 2.222% Due 3/1/2021	120,000.00	05/16/2016 1.84 %	122,103.60 121,830.26	100.23 2.16 %	120,274.92 888.80	1.20 % (1,555.34)	Aaa / AA+ NR	4.17 3.93
68389XBK0	Oracle Corp Callable Note Cont 8/01/21 1.9% Due 9/15/2021	115,000.00	11/29/2016 2.40 %	112,425.15 112,469.34	97.72 2.41 %	112,377.20 1,056.08	1.13 % (92.14)	A1 / AA- A+	4.71 4.43
Total US Corporate		2,375,000.00	1.70 %	2,375,099.00 2,372,359.26	1.64 %	2,375,454.52 10,378.07	23.66 % 3,095.26	A1 / A+ A+	1.95 1.87
US TREASURY									
912828UU2	US Treasury Note 0.75% Due 3/31/2018	200,000.00	Various 1.27 %	195,285.83 198,758.35	99.71 0.98 %	199,421.80 383.24	1.98 % 663.45	Aaa / AA+ AAA	1.25 1.24
912828VE7	US Treasury Note 1% Due 5/31/2018	220,000.00	10/07/2013 1.28 %	217,207.77 219,152.12	99.96 1.03 %	219,913.98 193.41	2.18 % 761.86	Aaa / AA+ AAA	1.41 1.40
912828VQ0	US Treasury Note 1.375% Due 7/31/2018	200,000.00	11/05/2013 1.31 %	200,625.67 200,208.56	100.45 1.09 %	200,890.60 1,150.82	2.00 % 682.04	Aaa / AA+ AAA	1.58 1.56
912828SH4	US Treasury Note 1.375% Due 2/28/2019	235,000.00	Various 1.71 %	231,325.79 233,384.28	100.28 1.24 %	235,660.82 1,097.91	2.35 % 2,276.54	Aaa / AA+ AAA	2.16 2.12
912828ST8	US Treasury Note 1.25% Due 4/30/2019	200,000.00	01/23/2015 1.22 %	200,242.86 200,132.60	99.94 1.28 %	199,882.80 428.18	1.99 % (249.80)	Aaa / AA+ AAA	2.33 2.29
912828R85	US Treasury Note 0.875% Due 6/15/2019	160,000.00	07/28/2016 0.82 %	160,250.54 160,213.35	98.95 1.31 %	158,324.96 65.38	1.57 % (1,888.39)	Aaa / AA+ AAA	2.45 2.42
912828TH3	US Treasury Note 0.875% Due 7/31/2019	200,000.00	03/30/2015 1.30 %	196,414.73 197,868.77	98.84 1.33 %	197,679.60 732.34	1.97 % (189.17)	Aaa / AA+ AAA	2.58 2.53
912828VF4	US Treasury Note 1.375% Due 5/31/2020	200,000.00	07/10/2015 1.62 %	197,742.86 198,423.54	99.37 1.57 %	198,734.40 241.76	1.97 % 310.86	Aaa / AA+ AAA	3.42 3.32
912828L32	US Treasury Note 1.375% Due 8/31/2020	200,000.00	11/23/2015 1.69 %	197,156.92 197,816.28	98.96 1.67 %	197,921.80 934.39	1.97 % 105.52	Aaa / AA+ AAA	3.67 3.54
912828L99	US Treasury Note 1.375% Due 10/31/2020	200,000.00	11/23/2015 1.71 %	196,867.86 197,569.68	98.77 1.71 %	197,546.80 470.99	1.96 % (22.88)	Aaa / AA+ AAA	3.84 3.70
912828N89	US Treasury Note 1.375% Due 1/31/2021	155,000.00	03/09/2016 1.40 %	154,849.15 154,874.14	98.40 1.78 %	152,523.57 891.88	1.52 % (2,350.57)	Aaa / AA+ AAA	4.09 3.93
912828B90	US Treasury Note 2% Due 2/28/2021	180,000.00	04/26/2016 1.40 %	185,056.07 184,346.45	100.80 1.80 %	181,434.42 1,223.20	1.81 % (2,912.03)	Aaa / AA+ AAA	4.16 3.95
912828P87	US Treasury Note 1.125% Due 2/28/2021	200,000.00	12/29/2016 1.86 %	194,125.67 194,137.25	97.30 1.80 %	194,601.60 764.50	1.94 % 464.35	Aaa / AA+ AAA	4.16 4.03
912828Q37	US Treasury Note 1.25% Due 3/31/2021	210,000.00	12/13/2016 1.81 %	205,136.25 205,192.08	97.69 1.82 %	205,151.94 670.67	2.04 % (40.14)	Aaa / AA+ AAA	4.25 4.10



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828T34	US Treasury Note 1.125% Due 9/30/2021	185,000.00	11/09/2016 1.48 %	181,871.52 181,962.66	96.46 1.91 %	178,445.45 531.75	1.78 % (3,517.21)	Aaa / AA+ AAA	4.75 4.58
Total US Treasury		2,945,000.00	1.47 %	2,914,159.49 2,924,040.11	1.47 %	2,918,134.54 9,780.42	29.04 % (5,905.57)	Aaa / AA+ AAA	3.02 2.93
TOTAL PORTFOLIO		10,104,198.40	1.48 %	10,059,412.57 10,069,429.94	1.49 %	10,045,920.22 36,079.17	100.00 % (23,509.72)	Aa1 / AA AAA	2.58 2.45
TOTAL MARKET VALUE PLUS ACCRUED						10,081,999.39			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	12/01/2016	31846V203	135.00	First American Govt Obligation Fund	1.000	0.01 %	135.00	0.00	135.00	0.00
Purchase	12/01/2016	31846V203	0.38	First American Govt Obligation Fund	1.000	0.01 %	0.38	0.00	0.38	0.00
Purchase	12/02/2016	31846V203	37,052.78	First American Govt Obligation Fund	1.000	0.01 %	37,052.78	0.00	37,052.78	0.00
Purchase	12/02/2016	68389XBK0	115,000.00	Oracle Corp Callable Note Cont 8/01/21 1.9% Due 9/15/2021	97.761	2.40 %	112,425.15	880.07	113,305.22	0.00
Purchase	12/05/2016	31846V203	966.00	First American Govt Obligation Fund	1.000	0.01 %	966.00	0.00	966.00	0.00
Purchase	12/11/2016	31846V203	775.00	First American Govt Obligation Fund	1.000	0.01 %	775.00	0.00	775.00	0.00
Purchase	12/13/2016	31846V203	585.00	First American Govt Obligation Fund	1.000	0.01 %	585.00	0.00	585.00	0.00
Purchase	12/14/2016	3135G0ZG1	200,000.00	FNMA Note 1.75% Due 9/12/2019	100.831	1.44 %	201,661.00	894.44	202,555.44	0.00
Purchase	12/14/2016	3137EADG1	150,000.00	FHLMC Note 1.75% Due 5/30/2019	100.937	1.36 %	151,405.95	102.08	151,508.03	0.00
Purchase	12/14/2016	912828Q37	210,000.00	US Treasury Note 1.25% Due 3/31/2021	97.684	1.81 %	205,136.25	540.87	205,677.12	0.00
Purchase	12/15/2016	31846V203	1,712.50	First American Govt Obligation Fund	1.000	0.01 %	1,712.50	0.00	1,712.50	0.00
Purchase	12/15/2016	31846V203	5,160.28	First American Govt Obligation Fund	1.000	0.01 %	5,160.28	0.00	5,160.28	0.00
Purchase	12/15/2016	31846V203	5,693.37	First American Govt Obligation Fund	1.000	0.01 %	5,693.37	0.00	5,693.37	0.00
Purchase	12/15/2016	31846V203	4,624.72	First American Govt Obligation Fund	1.000	0.01 %	4,624.72	0.00	4,624.72	0.00
Purchase	12/15/2016	31846V203	4,601.48	First American Govt Obligation Fund	1.000	0.01 %	4,601.48	0.00	4,601.48	0.00
Purchase	12/15/2016	31846V203	6,549.56	First American Govt Obligation Fund	1.000	0.01 %	6,549.56	0.00	6,549.56	0.00
Purchase	12/19/2016	31846V203	555.50	First American Govt Obligation Fund	1.000	0.01 %	555.50	0.00	555.50	0.00
Purchase	12/19/2016	31846V203	4,381.80	First American Govt Obligation Fund	1.000	0.01 %	4,381.80	0.00	4,381.80	0.00
Purchase	12/21/2016	31846V203	8,383.29	First American Govt Obligation Fund	1.000	0.01 %	8,383.29	0.00	8,383.29	0.00
Purchase	12/29/2016	06538BS12	200,000.00	Bank of Tokyo Mitsubishi NY Discount CP 1.07% Due 5/1/2017	99.634	1.09 %	199,268.83	0.00	199,268.83	0.00
Purchase	12/29/2016	3130AABG2	200,000.00	FHLB Note 1.875% Due 11/29/2021	98.970	2.10 %	197,940.00	302.08	198,242.08	0.00
Purchase	12/29/2016	31846V203	0.04	First American Govt Obligation Fund	1.000	0.01 %	0.04	0.00	0.04	0.00
Purchase	12/29/2016	912828P87	200,000.00	US Treasury Note 1.125% Due 2/28/2021	97.063	1.86 %	194,125.67	745.86	194,871.53	0.00
Subtotal			1,356,176.70				1,343,139.55	3,465.40	1,346,604.95	0.00




Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Security Contribution	12/01/2016	31846V203	1,000,000.00	First American Govt Obligation Fund	1.000		1,000,000.00	0.00	1,000,000.00	0.00
	Subtotal		1,000,000.00				1,000,000.00	0.00	1,000,000.00	0.00
TOTAL ACQUISITIONS			2,356,176.70				2,343,139.55	3,465.40	2,346,604.95	0.00
DISPOSITIONS										
Sale	12/02/2016	68389XAN5	150,000.00	Oracle Corp Note 1.2% Due 10/15/2017	100.082	1.10 %	150,123.00	235.00	150,358.00	474.92
Sale	12/14/2016	31846V203	559,740.59	First American Govt Obligation Fund	1.000	0.01 %	559,740.59	0.00	559,740.59	0.00
Sale	12/29/2016	31846V203	397,510.91	First American Govt Obligation Fund	1.000	0.01 %	397,510.91	0.00	397,510.91	0.00
Sale	12/29/2016	31846V203	194,871.53	First American Govt Obligation Fund	1.000	0.01 %	194,871.53	0.00	194,871.53	0.00
	Subtotal		1,302,123.03				1,302,246.03	235.00	1,302,481.03	474.92
Paydown	12/15/2016	43814HAC2	5,129.52	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	100.000		5,129.52	30.76	5,160.28	0.00
Paydown	12/15/2016	47787VAC5	5,662.94	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	100.000		5,662.94	30.43	5,693.37	0.00
Paydown	12/15/2016	89231MAC9	4,616.06	Toyota Auto Receivables Owner 2014-A 0.67% Due 12/15/2017	100.000		4,616.06	8.66	4,624.72	0.00
Paydown	12/15/2016	89231TAB6	4,586.30	Toyota Auto Receivables Owner 2015-C 0.92% Due 2/15/2018	100.000		4,586.30	15.18	4,601.48	0.00
Paydown	12/15/2016	89236WAC2	6,472.41	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	100.000		6,472.41	77.15	6,549.56	0.00
Paydown	12/19/2016	43814GAC4	4,362.62	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	100.000		4,362.62	19.18	4,381.80	0.00
Paydown	12/21/2016	43813NAC0	8,286.93	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	100.000		8,286.93	96.36	8,383.29	0.00
	Subtotal		39,116.78				39,116.78	277.72	39,394.50	0.00
Security Withdrawal	12/05/2016	31846V203	911.39	First American Govt Obligation Fund	1.000		911.39	0.00	911.39	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Security Withdrawal	12/27/2016	31846V203	104.17	First American Govt Obligation Fund	1.000		104.17	0.00	104.17	0.00
	Subtotal		1,015.56				1,015.56	0.00	1,015.56	0.00
TOTAL DISPOSITIONS			1,342,255.37				1,342,378.37	512.72	1,342,891.09	474.92
OTHER TRANSACTIONS										
Interest	12/01/2016	913017BU2	15,000.00	United Tech Corp Note 1.8% Due 6/1/2017	0.000		135.00	0.00	135.00	0.00
Interest	12/05/2016	166764AA8	175,000.00	Chevron Corp Callable Note Cont 11/5/17 1.104% Due 12/5/2017	0.000		966.00	0.00	966.00	0.00
Interest	12/11/2016	02665WAQ4	100,000.00	American Honda Finance Note 1.55% Due 12/11/2017	0.000		775.00	0.00	775.00	0.00
Interest	12/13/2016	24422ESF7	60,000.00	John Deere Capital Corp Note 1.95% Due 12/13/2018	0.000		585.00	0.00	585.00	0.00
Interest	12/15/2016	458140AL4	150,000.00	Intel Corp Note 1.35% Due 12/15/2017	0.000		1,012.50	0.00	1,012.50	0.00
Interest	12/15/2016	912828R85	160,000.00	US Treasury Note 0.875% Due 6/15/2019	0.000		700.00	0.00	700.00	0.00
Interest	12/19/2016	313379VE6	110,000.00	FHLB Note 1.01% Due 6/19/2017	0.000		555.50	0.00	555.50	0.00
	Subtotal		770,000.00				4,729.00	0.00	4,729.00	0.00
Dividend	12/01/2016	31846V203	156,761.07	First American Govt Obligation Fund	0.000		0.38	0.00	0.38	0.00
Dividend	12/29/2016	31846V203	242,482.89	First American Govt Obligation Fund	0.000		0.04	0.00	0.04	0.00
	Subtotal		399,243.96				0.42	0.00	0.42	0.00
TOTAL OTHER TRANSACTIONS			1,169,243.96				4,729.42	0.00	4,729.42	0.00

Staff Report/Memorandum



To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager 
Date: January 18, 2017
Subject: YTD District Budget Monthly Status Report

For Action **Fiscal Impact** **Funds Budgeted**
 Information Only **Cost Estimate:** \$

Discussion:

Attached for your review is the YTD District Budget Status Report for period ending December 31, 2016.

Miramar sales are 125% of budget, while overall water sales are 119% of budget on a YTD basis.

The first of two payments for the **MWD RTS Charge** and the **MWD Capacity Charge** were billed by MWD in October. The remaining payments will be due in April 2017.

Due to the payment schedules for **Professional Services** and **Membership Dues & Fees**, the YTD actuals are higher than expected. These line items are not expected to exceed budget.

The **Hydroelectric Facilities** line item is over budget due to the replacement of the electromagnetic flowmeter on the Miramar hydro.

THREE VALLEYS MUNICIPAL WATER DISTRICT

DISTRICT BUDGET - FISCAL YEAR 2016-2017

Month Ending December 31, 2016

	2016-2017 YTD Actual	Annual Budget All Funds	2016-2017 Percent of Budget	2016-2017 Balance Remaining
REVENUES				
OPERATING REVENUES				
Water Sales	29,287,044	44,592,121	65.7%	15,305,077
MWD RTS Standby Charge	1,553,669	3,732,684	41.6%	2,179,015
MWD Capacity Charge Assessment	973,370	1,687,770	57.7%	714,400
TVMWD Fixed Charges	322,815	629,362	51.3%	306,547
Hydroelectric Revenue	46,542	36,891	126.2%	(9,651)
NON-OPERATING REVENUES				
Property Taxes	820,492	1,942,527	42.2%	1,122,035
Interest Income	79,777	114,552	69.6%	34,775
Notes Receivable - Principal	17,848	35,700	50.0%	17,852
Pumpback O&M/Reservoir #2 Reimbursement	4,718	20,000	23.6%	15,282
Grants and Other Revenue	4,782	27,525	17.4%	22,743
TOTAL REVENUES	33,111,057	52,819,132	62.7%	19,708,075
EXPENSES				
OPERATING EXPENSES				
MWD Water Purchases	26,346,272	39,388,006	66.9%	13,041,734
MWD RTS Standby Charge	2,072,633	3,732,684	55.5%	1,660,051
Staff Compensation	1,892,129	3,639,907	52.0%	1,747,778
MWD Capacity Charge	973,370	1,687,770	57.7%	714,400
Operations and Maintenance	630,237	1,091,538	57.7%	461,301
Professional Services	253,928	416,004	61.0%	162,076
Directors Compensation	118,756	269,381	44.1%	150,625
Communication and Conservation Programs	78,151	217,767	35.9%	139,616
Planning & Resources	21,580	165,000	13.1%	143,420
Membership Dues and Fees	88,928	118,859	74.8%	29,931
Hydroelectric Facilities	43,246	34,407	125.7%	(8,839)
NON OPERATING EXPENSES				
Pumpback O&M/Reservoir #2 Expenses	4,370	20,000	21.9%	15,630
RESERVE EXPENSES				
Reserve Replenishment	-	181,394	0.0%	181,394
CAPITAL INVESTMENT				
Capital Repair & Replacement	13,397	1,747,859	0.8%	1,734,462
Capital Investment Program	83,673	2,511,864	3.3%	2,428,191
TOTAL EXPENSES	32,620,670	55,222,440	59.1%	22,601,770
NET INCOME (LOSS) BEFORE TRANSFERS	490,387	(2,403,308)		(2,893,695)
TRANSFER IN FROM DEBT RESERVES				-
TRANSFER IN FROM CAPITAL RESERVES		(408,643)		(408,643)
TRANSFER IN FROM OPPORTUNITY RESERVE				-
TRANSFER IN FROM ENCUMBERED RESERVES	93,070	2,725,837		2,632,767
NET INCOME (LOSS) AFTER TRANSFERS	\$ 583,457	\$ (86,114)		\$ (669,571)

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



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: January 18, 2017
Subject: Warrant Summary Disbursements

<input checked="" type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	<input checked="" type="checkbox"/> Funds Budgeted
<input type="checkbox"/> Information Only	<input type="checkbox"/> Cost Estimate:	\$ 7,948,945.55

Requested Action:

Receive and file the Warrant Summary (Disbursements) for the period ending December 31, 2016 as presented.

Discussion:

The monthly disbursements list is provided for your information.
 General checks 46347 through 46456 totaling \$313,849.87 are listed on pages 1 to 4.
 MWD October water invoice totaling \$7,303,889.82 is listed on page 5.
 Wire transfers for taxing agencies and PERS totaling \$116,488.42 are listed on page 5.
 Total payroll checks 10835 through 10903 totaling \$214,717.44 are listed on page 5.
 Bank of the West invoice detail is listed on page 6.
 Chase Card Services invoice detail is listed on page 6.

Item 7.2

Check Number	Vendor	Description	Paid Amount
46347	O.F. WOLFINBARGER, INC.	MULCH	632.20
46348	AWWA	MEMBERSHIP DUES 1/1/17 - 12/31/17	1,589.00
46349	AZUSA LIGHT & WATER	ELECTRIC UTILITY - 10/12/16 TO 11/10/16	17.57
46350	DOMINGO TUNQUE	RETIREE HEALTH BENEFITS - DEC	121.80
46351	EDISON	MIRAMAR - NOV	54.18
46352	FAULK, GEORGE	RETIREE HEALTH BENEFITS - DEC	355.00
46353	HARRINGTON IND PLASTICS, LLC	ADAPTERS/BUSHINGS/NIPPLE/CAPS/PLUGS/VALVES/TUBINGS	295.08
46354	JAN-PRO CLEANING SYS OF SO CA	JANITORIAL SERVICE - DEC	545.00
46355	SOUTH COAST MEDIA SVC	OUTREACH AD	564.00
46356	KRIEZEL, BETTY	RETIREE HEALTH BENEFITS - DEC	104.90
46357	LAREZ, MARY PAT	RETIREE HEALTH BENEFITS - DEC	104.90
46358	LIEBERT CASSIDY WHITMORE	LEGAL FEES - OCT	4,172.00
46359	MORRIS, MICHAEL	TURF REMOVAL PROGRAM (REIMBURSED BY CITY OF LA VERNE)	1,050.00
46360	POMONA WHOLESALE ELECTRIC	BACKWASH PUMP #3 MATERIALS	129.17
46361	PRIME SYSTEMS IND AUTOMATION	SCADA/MIRAMAR HYDRO/JWL METER/HARDWARE/PUMP3/LIVE OAK PLC UPGRADE/HARDWARE	23,431.52
46362	TKE ENGINEERING, INC	DESIGN DRAWINGS FOR LEROYS METER CONNECTION/AS-BUILT DRAWINGS FOR MILLS-POMONA	6,800.00
46363	CAMAC, CLINTON WESLEY	11/30/16 STAFF DEVELOPMENT WORKSHOP	2,652.00
46364	DEPARTMENT OF CONSUMER AFFAIRS	CIVIL ENGINEER CERTIFICATION RENEWAL - PERALTA	115.00
46365	EDISON	MIRAMAR - NOV	33.09
46366	INLAND EMPIRE UTILITIES AGENCY	10/13/16 WATER ASSOCIATION LEADERSHIP BREAKFAST - DE JESUS	20.00
46367	JCI JONES CHEMICALS, INC.	CHLORINE	4,980.40
46368	ROWLAND UNIFIED SCHOOL DIST.	10/6-7/16 ROWLAND ELEMENTARY FACILITY TOURS TRANSPORTATION	379.49
46369	ROYAL IMAGING CA LLC	SCAN OF DOCUMENTS FOR WELL #3 W. BASELINE PROJECT	1,444.25
46370	SCWUA	12/8/16 BOWCOCK,DEJESUS,GOYTIA,HORAN,RUZICKA,MENDOZA,HOWIE,HAHN,PERALTA,AGUIAR	480.00
46371	BRENNTAG PACIFIC, INC.	SODIUM HYDROXIDE	7,615.23
46372	CLAREMONT PRINT & COPY	PRINTING OF CAFR FOR FY 2015-2016	610.11
46373	EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - NOV	4,034.60
46374	GRAINGER	OUTDOOR PROTECTANT/LUBE/NON AEROSOL	54.45

Item 7.2

Check Number	Vendor	Description	Paid Amount
46375	HACH COMPANY	TOTAL/FREE CHLORINE REAGENT SETS/SODIUM/BUFFER SOLUTIONS/AMMONIA/MONOCHLORAMINE	842.25
46376	HARRINGTON IND PLASTICS, LLC	VALVE BALL/TEES/ELBOWS	170.84
46377	LIGHT BULBS ETC.	LED POST TOP BULBS/LED RETROFIT	605.76
46378	LOS ANGELES COUNTY FIRE DEPT	HAZARDOUS MATERIALS/WASTE GENERATOR/CA.ACCIDENTAL RELEASE PROGRAMS PERMIT FEES	11,386.00
46379	MICROBIOLOGICS INC	ESCHERICHIA COLI	1,517.39
46380	POMONA CHAMBER OF COMMERCE	12/13/16 HOLIDAY FOR HEROES LUNCHEON - GOYTIA	45.00
46381	SCNS, LLC	OUTREACH ADS GLENDORA/LA VERNE COMMUNITY NEWS - NOV/DEC/JAN	864.00
46382	SGV PAN	12/1/16 WHAT HAPPENED ON ELECTION DAY - GOYTIA, HAHN	100.00
46383	TIME WARNER CABLE	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 11/9/16 - 12/20/16	239.97
46384	BATTERY SYSTEMS	BATTERIES FOR ARROW BOARD	574.32
46385	COUNTY OF LOS ANGELES	BACKFLOW PREVENTIVE DEVICE TESTING FEE FY 2016-2017	256.00
46386	EDISON	MIRAMAR/WILLIAMS/FULTON - NOV	12,237.47
46387	FREMONT ACADEMY ENG & DESIGN	SOLAR CUP 2017 SPONSORSHIP (50% REIMBURSED BY CITY OF POMONA)	2,500.00
46388	JOHNSON MACHINERY	BATTERY FOR SKID STEER	139.80
46389	LOWE'S	LUMBER/HARDWARE CLOTH/WRENCH/SHEET METAL/TUBES/EXT CORD/AIR FILTER/SAW BLADE SET	787.07
46390	PROGISTICS DISTRIBUTION	HIGH DENSITY POLYETHYLENE SHEET FREIGHT CHARGES	22.07
46391	SANTANA SCIENCE CLUB/ASB	SOLAR CUP 2017 SPONSORSHIP (50% REIMBURSED BY ROWLAND WATER DISTRICT)	2,500.00
46392	SHERATON FAIRPLEX	2/16/17 & 6/8/17 LEADERSHIP BREAKFAST DEPOSITS	1,000.00
46393	SWRCB-DWOCP	T5 CERTIFICATION RENEWAL - LANG	105.00
46394	TOOLSUS	BLADES/FAS-TRAC SUSPENSION/TIRE INFLATOR W/GAUGE/COILHOSE/AIR COUPLER PLUG/RIMS	428.52
46395	VERIZON WIRELESS	CELLULAR & IPAD SERVICES/MOBILE BROADBAND 11/26/16 - 12/25/16	357.51
46396	WALNUT VALLEY WATER DISTRICT	MWD WBIC DISTRIBUTION PROGRAM	860.00
46397	BANK OF THE WEST	BANK OF THE WEST INVOICE DETAIL - LAST PAGE	15,594.63
46398	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - NOVEMBER	15,730.00
46399	CHASE CARD SERVICES	CHASE CARD SERVICES INVOICE DETAIL - LAST PAGE	5,743.03
46400	DIAMOND RANCH H.S. COWS ASB	SOLAR CUP 2017 SPONSORSHIP (50% REIMBURSED BY CITY OF POMONA & WALNUT VALLEY WD)	2,500.00
46401	FEDEX	SHIPPING CHARGES - LEGAL	25.44
46402	GOURMET GOURMET CATERING, INC	12/15/16 MEETING EXPENSE BALANCE DUE (REIMBURSED)	2,253.76

Item 7.2

Check Number	Vendor	Description	Paid Amount
46403	IDEXX DISTRIBUTION CORP	VESSELS W/STANDS	472.23
46404	LAGERLOF,SENECAL,GOSNEY& KRUSE	LEGAL FEES - THROUGH NOVEMBER 30, 2016	654.95
46405	LIZ COHN	REPLENISH PETTY CASH-LAB SUPPLIES/PUBLIC OUTREACH/PROJECT WET/MEETINGS/SEMINARS	539.06
46406	OFFICE DEPOT	WRITING PADS/TRASH CAN LINERS/HIGHLIGHTERS/PACKAGING TAPE DISPENSER	111.77
46407	SAM'S CLUB	OFFICE/JANITORIAL/PROJECT WET WORKSHOP SUPPLIES	303.08
46408	SAN DIMAS HIGH SCHOOL	VOIDED	0.00
46409	WEX BANK	FUEL 11/1/16 - 11/30/16	882.08
46410	SAN DIMAS HIGH SCHOOL	SOLAR CUP 2017 SPONSORSHIP	2,500.00
46411	CALVARY MISSIONARY BAPTIST CHR	11/18/16 PROJECT WET WORKSHOP - SUBSTITUTE TEACHERS	120.00
46412	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - JANUARY 2017	42,168.53
46413	CANON FINANCIAL SERVICES,INC.	COPY MACHINE LEASE - DEC	1,763.28
46414	CCS INTERACTIVE	QUARTERLY WEB SITE HOSTING JAN - MAR 2017	174.00
46415	CHARTER OAK UNIFIED SCHOOL DIS	11/3/16 5TH/6TH GRADE CLAREMONT WATER TREATMENT PLANT TOUR TRANSPORTATION	405.00
46416	CINTAS CORPORATION	FIRST AID SUPPLIES-IBUPROFEN/ALLERGY RELIEF/PEPTUM TABS/ASPIRINS/BANDAGES/WIPES	418.52
46417	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - NOV	134.50
46418	CSDA	2017 MEMBERSHIP DUES	6,485.00
46419	DENALI WATER SOLUTIONS	SLUDGE REMOVAL - NOV	1,639.00
46420	EBERT, FRED J.	TURF REMOVAL PROGRAM (REIMBURSED BY CITY OF LA VERNE)	1,815.00
46421	EDEN SYSTEMS DIVISION	ACCOUNTING SYSTEM SUPPORT FOR 2017	16,717.12
46422	EDISON	MIRAMAR - NOV	241.45
46423	EMPLOYER'S INFOSOURCE	INTERN BACKGROUND VERIFICATION REPORT	43.50
46424	EUROFINS EATON ANALYTICAL	LABORATORY TESTING - TOC	60.00
46425	FRONTIER	DSL FOR SCADA 12/10/16 - 1/9/17	89.99
46426	GOLDEN STATE WATER COMPANY	WATER PURCHASE PLANT SHUT DOWN 11/14/16 - 11/19/16	1,405.84
46427	GRAINGER	SAFETY SIGNS/BATTERIES	201.13
46428	HACH COMPANY	NITRITE REAGENT POWDER PILLOWS/AMMONIA/MONOCHLORAMINE/ACIDIC SURFACTANT	315.07
46429	INTERFACE SECURITY SYSTEMS LLC	EOC WIRELESS BROADBAND SERVICE 1/1/17 - 1/31/17	134.88
46430	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	13,138.20

Item 7.2

Check Number	Vendor	Description	Paid Amount
46431	LARIOS, LEONARDO	D4 CERTIFICATION	105.00
46432	LEWIS ENGRAVING, INC	NAME BADGE/PLATE ENGRAVING - MENDOZA	33.63
46433	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT DEC/NOV EXPENSES	6,095.47
46434	PEST OPTIONS INC.	ANT REMOVAL	85.00
46435	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE LEASING CHARGES SEPT 30, 2016 - DEC 29, 2016	378.77
46436	PITNEY BOWES PURCHASE POWER	POSTAGE METER REFILL	1,020.99
46437	POMONA CHAMBER OF COMMERCE	12/13/16 HOLIDAY FOR HEROES LUNCHEON - MENDOZA	45.00
46438	POMONA UNIFIED SCHOOL DISTRICT	11/17/16 PROJECT WET WORKSHOP - SUBSTITUTE TEACHERS	2,663.96
46439	SHERATON FAIRPLEX	10/12/17 LEADERSHIP BREAKFAST DEPOSIT	500.00
46440	SYNCB/AMAZON	LED RETROFIT LIGHTS/APC UPS BATTERY BACKUP/ANTIGRAVITY BATTERIES/WALL CLOCKS	2,412.69
46441	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - NOV	34.50
46442	WELLRIGHT LLC	WELLNESS PROGRAM WEBSITE MAINTENANCE THROUGH 11/30/16	250.00
46443	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE - DEC	2,965.00
46444	HOUSE, LON W.	WILLIAMS/FULTON GENERATION OPTIONS ANALYSIS	2,318.75
46445	SOUTHWEST CHLORINATION, INC.	BASELINE RD VIDEO INSPECTION-DRAINING/DECHLORINATION & CHLORINATION OF PIPELINE	6,430.00
46446	AFLAC	AFLAC SUPP. INS: DECEMBER 2016	806.50
46447	EDISON	MIRAMAR - DEC	55.53
46448	EUROFINS EATON ANALYTICAL	LABORATORY TESTING - TOC	60.00
46449	JAN-PRO CLEANING SYS OF SO CA	JANITORIAL SERVICE - JAN	545.00
46450	KONECRANES, INC.	QUARTERLY CAL OSHA INSPECTION WITH PREVENTATIVE MAINTENANCE - DEC	315.00
46451	LINCOLN FINANCIAL GROUP	401A DEFRD: DECEMBER 2016	400.00
46452	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: DECEMBER 2016	21,801.42
46453	RELIANCE STANDARD LIFE INS.	LT DISAB: DECEMBER 2016	998.73
46454	SIX BASINS WATERMASTER	WELL #3 SUBSTANTIAL INJURY ANALYSIS	27,265.03
46455	SWRCB-DWOCP	T4 CERTIFICATION - ENSIGN	105.00
46456	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 12/16/16 - 1/15/17	1,454.95
TOTAL AMOUNT OF CHECKS LISTED			\$ 313,849.87

Item 7.2

Check Number	Vendor	Description	Paid Amount
12759	METROPOLITAN WATER DISTRICT	OCTOBER 2016 MWD WATER INVOICE	7,303,889.82
TOTAL AMOUNT OF MWD INVOICE			\$ 7,303,889.82
2275	FEDERAL TAX PAYMENT	FED TAX: DECEMBER 15 PAYROLL & SICK BUYBACK	19,981.84
2276	STATE TAX PAYMENT	STATE TAX: DECEMBER 15 PAYROLL & SICK BUYBACK	6,374.77
2277	FEDERAL TAX PAYMENT	FED TAX: BOARD-DECEMBER 2016	1,456.46
2278	WAGeworks	HEALTH SAVINGS ACCT: BOARD-DECEMBER 2016	495.83
2279	STATE TAX PAYMENT	STATE TAX: BOARD-DECEMBER 2016	379.52
2280	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: BOARD-DECEMBER 2016	300.00
2281	WAGeworks	HEALTH SAVINGS ACCT: DECEMBER 15 PAYROLL	1,102.90
2282	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: DECEMBER 15 PAYROLL	16,642.17
2283	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: DECEMBER 2016	2,810.00
2284	CALPERS-457 PLAN	PERS-457 DEFERRED COMP/EMPL LOAN: DECEMBER 2016	2,889.24
2285	FEDERAL TAX PAYMENT	FED TAX: DECEMBER 31 PAYROLL & VAC/UNIVERSAL LEAVE CASHOUT	35,813.19
2286	STATE TAX PAYMENT	STATE TAX: DECEMBER 31 PAYROLL & VAC/UNIVERSAL LEAVE CASHOUT	10,026.15
2287	WAGeworks	HEALTH SAVINGS ACCT: DECEMBER 31 PAYROLL	1,102.90
2288	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: DECEMBER 31 PAYROLL	17,113.45
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 116,488.42
PAYROLL SUMMARY			
Check# 10835 - 10903	TOTAL AMOUNT OF PAYROLL CHECKS LISTED		\$ 214,717.44
TOTAL DECEMBER 2016 CASH DISBURSEMENTS			\$ 7,948,945.55

Item 7.2

Check Number	Vendor	Description	Paid Amount
46397	ACCENT COMPUTER SOLUTIONS, INC.	IT SERVICES - NOV/PROTECH BACKUP/WATCHGUARD FIREWALL/MICROSOFT BUSINESS ESSENTIAL	8,434.98
46397	CLINICAL LABORATORY OF SB, INC.	LABORATORY TESTING - SEPT/OCT	2,610.00
46397	GROUND CONTROL SYSTEMS, INC.	IDIRECT EMERGENCY RESPONDER SERVICES FEE - SEPT/OCT	558.00
46397	TRUESDAIL LABORATORIES, INC.	LABORATORY TESTING FOR THMS	1,660.00
46397	VWR INTERNATIONAL INC.	BUFFER SOLUTIONS/COTTON APPLICATOR/TRYPYPTONE GLUCOSE EXTRACT AGAR/AUTOCLAVE BAG	866.01
46397	WESTERN WATER WORKS SUPPLY CO	TURBINE METER/GASKETS/O-RINGS/FLOODING CAPS/CHECK VALVES/DRAIN CAP ASSEMBLY	1,465.64
TOTAL AMOUNT OF BANK OF THE WEST INVOICE			\$15,594.63
46399	AWWA	12/14/16 REGULATORY UPDATE WEBINAR	255.00
46399	DOLLAR TREE STORES, INC.	PROJECT WET WORKSHOP/HOLIDAY DÉCOR SUPPLIES	168.95
46399	ELKAY SALES, INC.	DRINKING FOUNTAIN FILTER	136.25
46399	LAKESHORE LEARNING STORE	PROJECT WET WORKSHOP SUPPLIES	90.15
46399	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - NOV	2,000.29
46399	PITNEY BOWES CREDIT CORP.	POSTAGE MACHINE INK CARTRIDGE	142.66
46399	PREMIERE GLOBAL SERVICES	WEST BASELINE WELL TELECOFERENCE	8.87
46399	S & J SUPPLY CO., INC.	MIRAMAR HYDRO METER ADAPTER	2,685.76
46399	SYNCB/AMAZON	DRY ERASE WALL STICKER DECAL/MAGNET SHEETS/RULER/MASKING TAPE	56.41
46399	TELEFLORA	GET WELL FLOWER BOUQUET (R. DECHAINE)	63.69
46399	WOLFE'S MARKET	MEALS GIFT BASKET	135.00
TOTAL AMOUNT OF CHASE CARD SERVICES INVOICE			\$ 5,743.03



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: December 21, 2016
Subject: Warrant Summary Disbursements

<input checked="" type="checkbox"/> For Action	<input type="checkbox"/> Fiscal Impact	<input checked="" type="checkbox"/> Funds Budgeted
<input type="checkbox"/> Information Only	<input type="checkbox"/> Cost Estimate:	\$ 5,234,048.18

Requested Action:

Receive and file the Warrant Summary (Disbursements) for the period ending November 30, 2016 as presented.

Discussion:

The monthly disbursements list is provided for your information.
General checks 46242 through 46346 totaling \$270,010.47 are listed on pages 1 to 4.
MWD September water invoice totaling \$4,714,793.92 is listed on page 4.
Wire transfers for taxing agencies and PERS totaling \$87,783.49 are listed on page 5.
Total payroll checks 10780 through 10834 totaling \$161,460.30 are listed on page 5.
Bank of the West invoice detail is listed on page 6.
Chase Card Services invoice detail is listed on page 6.



THREE VALLEYS MUNICIPAL WATER DISTRICT
Warrant List
November 2016
General Checks 46242 - 46346
Payroll Wire Transfer 2262 - 2274
Payroll Checks 10780 - 10834

Item 7.2

Check Number	Vendor	Description	Paid Amount
46242	CALIFORNIA PARTY RENT	SOLAR CUP 2017 BOAT BLDG WORKSHOP/TENTS/TABLES/CHAIRS RENTAL (REIMBURSED BY MWD)	5,716.50
46243	DENALI WATER SOLUTIONS	SLUDGE REMOVAL - SEPT	2,950.20
46244	DOMINGO TUNQUE	RETIREE HEALTH BENEFITS - NOV	121.80
46245	EDISON	MIRAMAR - OCT	89.76
46246	FAULK, GEORGE	RETIREE HEALTH BENEFITS - NOV	355.00
46247	JAN-PRO CLEANING SYS OF SO CA	JANITORIAL SERVICE - NOV	545.00
46248	KRIEZEL, BETTY	RETIREE HEALTH BENEFITS - NOV	104.90
46249	LAREZ, MARY PAT	RETIREE HEALTH BENEFITS - NOV	104.90
46250	MC MASTER-CARR SUPPLY COMPANY	FUSES/ROLLER CHAINS	167.51
46251	MORGAN, DAVID L.	TURF REMOVAL PROGRAM (REIMBURSED BY CITY OF LA VERNE)	2,000.00
46252	OFFICE DEPOT	TOWELS/BATHROOM TISSUE PAPER/TOILET SEAT COVERS/PAPER	275.28
46253	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 10/16/16 - 11/15/16	1,456.92
46254	AZUSA LIGHT & WATER	ELECTRIC UTILITY - 9/14/16 TO 10/12/16	16.32
46255	FUERTEZ TRACTOR SERVICE, INC.	EXTEND EARTH BERM AROUND OVERFLOW DRAIN	875.00
46256	GFOA	CAFR AWARD FEE FY 2016	580.00
46257	HAHN, VICTORIA A.	EMPLOYEE PERSONAL COMPUTER LOAN PROGRAM	1,003.30
46258	LAVISHED INC.	PROMOTIONAL ITEMS	3,542.50
46259	O.F. WOLFINBARGER, INC.	MULCH	207.10
46260	PREMIER FAMILY MEDICINE ASSOC	INTERN PHYSICAL/PULMONARY TEST/RESPIRATORY CLEARANCE FORM	95.00
46261	THE FLINTRIDGE CENTER	SILVER LEVEL SPONSORSHIP - 41ST ASSEMBLY DISTRICT YOUNG LEGISLATORS PROGRAM	2,000.00
46262	AAA PORTABLE RESTROOM CO.	SOLAR CUP 2017 BOAT BLDG/RESTROOMS/HANDWASHING STATION (REIMBURSED BY MWD)	600.00
46263	EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - OCT	2,285.93
46264	SOUTH COAST MEDIA SVC	OUTREACH AD	564.00
46265	MC MASTER-CARR SUPPLY COMPANY	ROLLER CHAINS/FUSES	889.56
46266	OFFICE DEPOT	DOCUMENT COVERS	41.30
46267	HIGH-TECH DIGITAL NETWORKS,INC	TELEPHONE MAINTENANCE - PHONE SET UP	225.00
46268	INDUSTRY MANUFACTURERS COUNCIL	11/15/16 HR LUNCHEON MEETING - GOYTIA, DE JESUS, RUZICKA, HORAN	80.00
46269	KEGANS, JON SCOTT	ROLLS OF WIRE/CONFINED SPACE HOSE/FAN/SCISSOR LIFT/REDVICE/STAND/HYDRAULIC PUNCH	4,000.00



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2016
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Check Number	Vendor	Description	Paid Amount
46270	SAM'S CLUB	MEMBERSHIP DUES (REIMBURSED)	290.00
46271	SGV WATER ASSOCIATION	11/9/16 QUARTERLY LUNCHEON MEETING - DE JESUS, HORAN, HOWIE	75.00
46272	BANK OF THE WEST	BANK OF THE WEST INVOICE DETAIL - LAST PAGE	11,421.73
46273	BRENNTAG PACIFIC, INC.	SODIUM HYDROXIDE/SODIUM HYPOCHLORITE	8,807.74
46274	CHEF DAVE'S CATERING	11/15/16 MEETING EXPENSE	370.00
46275	D & H WATER SYSTEMS INC.	GASKETS	399.51
46276	DEPARTMENT OF CONSUMER AFFAIRS	CIVIL ENGINEER CERTIFICATE RENEWAL - HANSEN	115.00
46277	ECOLAB EQUIPMENT CARE	AUTO CLAVE REPAIR	1,002.87
46278	EDISON	MIRAMAR/WILLIAMS/FULTON - OCT	8,972.25
46279	GRAINGER	NFPA PLACARD/NUMBERS & LETTERS LABELS	164.37
46280	HACH COMPANY	CHLORINE ANALYZER MAINT KIT/CHLORINE REAGENT SETS/SAMPLE CELL/BUFFER SOLUTIONS	666.86
46281	INDUSTRY MANUFACTURERS COUNCIL	10/28/16 LEGISLATIVE UPDATE - DE JESUS	20.00
46282	LOWE'S	MOP WRINGER BUCKET/ENGINE OIL/5-GALLON BUCKETS/SAFETY MASKS/HOSE/GARDEN HOSE	502.50
46283	LSL CPAS	2016 DISTRICT AUDIT ENGAGEMENT FINAL	2,326.00
46284	OFFICE DEPOT	DATE STAMP/INK REFILL/INK PAD/PAPER/INK CARTRIDGES	351.19
46285	SCWUA	11/17/16 GOYTIA,RUZICKA,LANTZ,HORAN,BOWCOCK,HANSEN,HOWIE,GARCIA,HAHN,LANG,AGUIAR	420.00
46286	TIME WARNER CABLE	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 10/9/16 - 11/20/16	239.97
46287	VERIZON WIRELESS	CELLULAR & IPAD SERVICES/MOBILE BROADBAND 10/26/16 - 11/25/16	357.65
46288	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - DECEMBER 2016	39,079.01
46289	AIRGAS SPECIALTY PRODUCTS	AMMONIA	2,044.55
46290	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - OCTOBER	18,409.00
46291	C.P. CONSTRUCTION CO.	INSTALL COATED BLIND FLANGES AT (2) MANWAYS	2,695.77
46292	CHASE CARD SERVICES	CHASE CARD SERVICES INVOICE DETAIL - LAST PAGE	4,865.79
46293	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - OCT	134.50
46294	EDISON	MIRAMAR - OCT	241.45
46295	EMPLOYMENT DEVELOPMENT DEPT.	UNEMPLOYMENT BENEFIT	360.95
46296	GAS COMPANY	FULTON SERVICE 9/2/16 - 11/2/16	40.83
46297	HACH COMPANY	STABLCAL/AMMONIA/DPD TOT CHLORINE/COLORIMETER ASSY/MAINT KIT	1,499.58



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2016
 General Checks 46242 - 46346
 Payroll Wire Transfer 2262 - 2274
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Item 7.2

Check Number	Vendor	Description	Paid Amount
46298	HARBOR FREIGHT TOOLS	CAST IRON SEWAGE PUMP/TIES	124.46
46299	HARRINGTON IND PLASTICS, LLC	PIPE/VALVES/BUILDING MATERIALS	711.18
46300	IDEXX DISTRIBUTION CORP	GAMMA IRRAD COLILERT	3,564.80
46301	INTERFACE SECURITY SYSTEMS LLC	EOC WIRELESS BROADBAND SERVICE 12/1/16 - 12/31/16	134.88
46302	IRONWOOD UNLIMITED INC.	CONSERVATION EDUCATION - BOYSCOUTS PROJECT	113.09
46303	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	12,506.40
46304	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT NOV/OCT EXPENSES	6,094.49
46305	PASCAL & LUDWIG CONSTRUCTORS	POND 3 CONCRETE SUMP PUMP-MOBILIZATION/POTHOLING 10/1/16-10/31/16	3,800.00
46306	POLYDYNE, INC	CLARIFLOC	2,300.00
46307	R & B AUTOMATION, INC.	REPAIRED & INSTALLED AUMA ACTUATOR	1,755.00
46308	REGNL CHAMBER OF COMMERCE SGV	10/13/16 & 11/10/16 HR SEMINAR SERIES - HORAN, GOYTIA	40.00
46309	SAM'S CLUB	OFFICE/JANITORIAL/TOUR SUPPLIES	396.33
46310	SCNS, LLC	OUTREACH ADS GLENDORA/LAVERNE COMMUNITY NEWS	864.00
46311	ULINE	TRASH LINERS	63.91
46312	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - OCT	42.00
46313	WEX BANK	FUEL 10/1/16 - 10/31/16	896.21
46314	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - NOV	1,763.28
46315	CLS LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE-NOV/TREE REMOVAL/SPRINKLER REPAIRS	3,645.85
46316	HACH COMPANY	CHLORINE & PH ANALYZER/SERVICE WARRANTY	6,527.39
46317	HAHN, VICTORIA A.	MILEAGE EXPENSE - NOVEMBER 2016	17.17
46318	HARRINGTON IND PLASTICS, LLC	VALVES	509.55
46319	HENRY, MARY	TURF REMOVAL PROGRAM (REIMBURSED BY CITY OF LA VERNE)	5,665.00
46320	HOPE CAFE & CATERING	11/18/16 SOUTHERN CA WATER FORUM-REP. GRACE NAPOLITANO	825.58
46321	HOUSE, LON W.	WILLIAMS-QF CONTRACT/FULTON-SCE TRANSITION INTERCONNECT/MIRAMAR-CEC RPS CERT	2,782.50
46322	INLAND VALLEY DAILY BULLETIN	NOTICE OF PUBLIC HEARING TO ADOPT MITIGATED NEG DECLARATION-WELL WEST BASELINE	490.10
46323	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	12,625.20
46324	KENNEDY/JENKS CONSULTANTS	TVMWD WELL 3 - PLANNING & DESIGN SERVICE THROUGH 9/30/16	31,390.76
46325	OFFICE DEPOT	TAPE/PEN REFILLS/DIVIDERS/BINDERS	148.56



THREE VALLEYS MUNICIPAL WATER DISTRICT
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Check Number	Vendor	Description	Paid Amount
46326	REGNL CHAMBER OF COMMERCE SGV	11/17/16 2016 BUSINESS OF THE YEAR AWARDS & EXPO - HORAN, RUZICKA	100.00
46327	S.G. VALLEY NEWSPAPER GROUP	NOTICE OF PUBLIC HEARING TO ADOPT MITIGATED NEG DECLARATION-WELL WEST BASELINE	495.76
46328	TOOLSUS	CUT-OFF SAW/SCREWDRIVERS	556.19
46329	WELLRIGHT LLC	WELLNESS PROGRAM WEBSITE MAINTENANCE THROUGH 10/31/16	250.00
46330	ACWA	12/1/16 ACWA FALL CONFERENCE REGISTRATION - HOWIE	380.00
46331	AFLAC	AFLAC SUPP. INS: NOVEMBER 2016	806.50
46332	BRIAN R. BLOOM - ARCHITECT	ADMIN BLDG IMPROVEMENTS-BREAK ROOM ADDITION PRELIMINARY DESIGN-CONSTRUCTION DOCS	1,936.97
46333	CHARTER OAK UNIFIED SCHOOL DIS	10/13/16 5TH GRADE CLAREMONT WASTE WATER TREATMENT PLANT TOUR TRANSPORTATION	405.00
46334	DATA BUSINESS SYSTEMS INC	W-2/1099-MISC FORMS & ENVELOPES	87.56
46335	DENALI WATER SOLUTIONS	SLUDGE REMOVAL - OCT	1,966.80
46336	FRONTIER	DSL FOR SCADA 11/10/16 - 12/9/16	89.99
46337	GRAINGER	DISPOSABLE GLOVES	113.22
46338	HACIENDA/LA PUENTE UNIFIED	11/17/16 PROJECT WET WORKSHOP - SUBSTITUTE TEACHER	148.85
46339	IDEAL COMFORT INC	HEAT & AIR CONDITIONING QUARTERLY PREVENTATIVE MAINTENANCE	577.00
46340	LINCOLN FINANCIAL GROUP	401A DEFIRD: NOVEMBER 2016	400.00
46341	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFIRD: NOVEMBER 2016	20,262.21
46342	MC MASTER-CARR SUPPLY COMPANY	RIGID HDPE POLYETHYLENE/STRUT CHANNEL FLOOR MOUNT	83.13
46343	RELIANCE STANDARD LIFE INS.	LT DISAB: NOVEMBER 2016	998.01
46344	SYNCB/AMAZON	LED LIGHTS/LASERJET TONER CARTRIDGES/TIME CLOCKS	1,449.89
46345	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 11/16/16 - 12/15/16	1,456.07
46346	WATER EDUCATION FOUNDATION	PROJECT WET CURRICULUM & ACTIVITY GUIDES	882.78
TOTAL AMOUNT OF CHECKS LISTED			\$ 270,010.47
12758	METROPOLITAN WATER DISTRICT	SEPTEMBER 2016 MWD WATER INVOICE	4,714,793.92
TOTAL AMOUNT OF MWD INVOICE			\$ 4,714,793.92



THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
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Item 7.2

Check Number	Vendor	Description	Paid Amount
2262	FEDERAL TAX PAYMENT	FED TAX: NOVEMBER 15 PAYROLL	15,800.86
2263	WAGeworks	HEALTH SAVINGS ACCT: NOVEMBER 15 PAYROLL	1,102.90
2264	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: NOVEMBER 15 PAYROLL	16,861.61
2265	STATE TAX PAYMENT	STATE TAX: NOVEMBER 15 PAYROLL	5,380.87
2266	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: NOVEMBER 2016	5,620.00
2267	FEDERAL TAX PAYMENT	FED TAX: BOARD-NOVEMBER 2016	1,515.16
2268	WAGeworks	HEALTH SAVINGS ACCT: BOARD-NOVEMBER 2016	495.83
2269	STATE TAX PAYMENT	STATE TAX: BOARD-NOVEMBER 2016	381.75
2270	CALPERS-457 PLAN	PERS-457 DEFERD COMP: BOARD-NOVEMBER 2016	300.00
2271	FEDERAL TAX PAYMENT	FED TAX: NOVEMBER 30 PAYROLL	16,506.38
2272	WAGeworks	HEALTH SAVINGS ACCT: NOVEMBER 30 PAYROLL	1,102.90
2273	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: NOVEMBER 30 PAYROLL	17,148.50
2274	STATE TAX PAYMENT	STATE TAX: NOVEMBER 30 PAYROLL	5,566.73
TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED			\$ 87,783.49

PAYROLL SUMMARY

Check# 10780 - 10834

TOTAL AMOUNT OF PAYROLL CHECKS LISTED	\$ 161,460.30
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TOTAL NOVEMBER 2016 CASH DISBURSEMENTS	\$ 5,234,048.18
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THREE VALLEYS MUNICIPAL WATER DISTRICT
 Warrant List
 November 2016
 Bank of the West Invoice Detail Check 46272
 Chase Card Services Invoice Detail Check 46292

Item 7.2

Check Number	Vendor	Description	Paid Amount
46272	ACCENT COMPUTER SOLUTIONS, INC.	IT SERVICES - OCT/PROTECH BACKUP/STORAGE/ANTIVIRUS LICENSING/SERVER SHADOWPROTECT	3,581.80
46272	BRITHINEE ELECTRIC	BACKWASH PUMP # REPLACEMENT	2,928.96
46272	CLINICAL LABORATORY OF SB, INC.	LABORATORY TESTING - SEPT	20.00
46272	DALE CHRISTIAN/STRUCTURAL ENG	STORAGE BUILDING STRUCTURAL ENGINEERING SERVICES	950.00
46272	VWR INTERNATIONAL INC.	BUFFER SOLUTIONS/SPINBAR/FLASKS/STOPPER/RAGS/POLYSTYRENE JARS	1,590.27
46272	WESTERN WATER WORKS SUPPLY CO	JWL METER PARTS	2,350.70
TOTAL AMOUNT OF BANK OF THE WEST INVOICE			\$11,421.73
46292	AMERICA'S TIRE	TIRES FOR DISTRICT VEHICLE	1,244.89
46292	HOME DEPOT	SALT	1,045.96
46292	IIMC	2017 MEMBERSHIP DUES - HAHN	260.00
46292	CALIFORNIA WORKPLACE, LLC	WORKSURFACE/CUSTOM TABLE	365.75
46292	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - OCT	1,130.83
46292	PREMIERE GLOBAL SERVICES	WEST BASELINE WELL TELECOFERENCE	16.27
46292	SILVERADO STAGES, INC.	10/7/16 GANESHA CTEC STUDENTS OC RECYCLING PLANT TOUR TRANSPORTATION	775.10
46292	STAPLES	LARGE MAILING ENVELOPES	26.99
TOTAL AMOUNT OF CHASE CARD SERVICES INVOICE			\$ 4,865.79



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: January 18, 2017
Subject: TVMWD Site Tours

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

Discussion:

During a recent board meeting, staff updated the Board on the facility tours we provide to a variety of educational institutions throughout the year. The Board requested that staff return with a data report on the tours.

As may be seen on the attached tables, TVMWD has received more than 1,600 students/participants over the course of nearly 50 scheduled tours spanning the past two calendar years – covering elementary level up through university and professional institutions.

In addition to the above, TVMWD provides several briefings and facility tours for our local legislators and their staff each year, keeping them updated on the activities of the district and the goings-on within the water industry.

Facility tours have been a big part of our educational outreach for several years and we anticipate another active year in 2017.

Strategic Plan Objective(s):

- 3.4 – Communicate TVMWD’s role in delivery of water
3.5 – Ensure that all of the region’s local government policy makers understand TVMWD’s role in delivery of water

Item 7.3

2017			
	DATE	AGENCY / SCHOOL	# OF PARTICIPANTS
1	01/13/17	La Fetra Elementary	
2	01/20/17	Glendora School	
3	01/25/17	Holy Mary School Tour	47
4	01/27/17	La Fetra Elementary	
5	03/03/17	Vista Del Valle Elementary	
6	04/08/17	Young Legislature's Group (C. Holden)	
7			
8			
9			
10			
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14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32		Total Participants	47
33			
34			
35			
36			
37			
38			
39			
40			

Item 7.3

2016			
	DATE	AGENCY / SCHOOL	# OF PARTICIPANTS
1	02/02/16	Western Christian School	10
2	02/19/16	J. Reichenberger Tour	5
3	02/28/16	Cal Poly Pomona (Snay)	5
4	03/10/16	Holy Name School	25
5	03/10/16	Pitzer College	25
6	04/16/16	Assemblymember Chris Holden	12
7	04/21/16	Bonita High School	40
8	04/26/16	Citrus Collge	45
9	05/03/16	Cal Poly Pomona	45
10	05/03/16	Evergreen Elementary	39
11	05/06/16	Walnut Elementary School	39
12	05/09/16	Quail Summit Elementary School	39
13	05/12/16	Sutherland Elementary	35
14	05/16/16	Cal Poly Pomona (Paloma)	80
15	05/18/16	Vista Del Valle Elementary	50
16	05/20/16	Maxwell Elementary	70
17	06/08/16	Reach DVL Tour (Coach King)	20
18	08/17/16	TVMWD Director Tour	15
19	09/22/16	CSDA Legislative Group	10
20	10/06/16	Rowland Elementary	35
21	10/07/16	Rowland Elementary	35
22	10/13/16	Glendora School	35
23	10/28/16	Sellers Elementary	35
24	11/03/16	Willow Elementary	60
25	11/08/16	Pitzer College	40
26	11/09/16	Cal Poly Pomona (Paloma)	40
27	11/10/16	Cal Poly Pomona (Paloma)	40
28	11/18/16	Sellers Elementary	35
29	11/29/16	Western Christian School	34
30	12/09/16	Ganesha HS/CTECH (Coach King)	10
31			
32		Total Participants	1008
33			
34			
35			
36			
37			
38			
39			
40			

Item 7.3

2015			
	DATE	AGENCY / SCHOOL	# OF PARTICIPANTS
1	01/15/15	Glendora Elementary School	30
2	01/22/15	La Fetra Elementary	35
3	01/23/15	Glendora Elementary School	35
4	01/23/15	Bonita High School	35
5	02/03/15	Home School Group Tour	6
6	03/23/15	Monrovia Elementary	30
7	03/26/15	Pitzer College	34
8	03/31/15	Claremont High School	50
9	04/20/15	Cal Poly Pomona	85
10	04/28/15	Citrus College	40
11	05/04/15	Blanford Elementary	41
12	05/12/15	Mt. SAC	33
13	05/14/15	Mt. SAC	65
14	05/19/15	REACH Tour - Coach King	11
15	05/22/15	Collegewood Elementary	33
16	05/28/15	Pantera Elementary	35
17	06/10/15	University of La Verne (DVL)	20
18	07/22/15	University of La Verne (Brazilian Group)	10
19	10/08/15	CTEC Students (Coach King)	15
20			
21		Total Participants	643
22			
23			
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Staff Report/Memorandum



To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: January 18, 2017
Subject: 2017 Board Appointments

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

Requested action:

That the Board will,

- 1) Confirm the alternate for Six Basins Watermaster Board of Directors that was vacant.

Discussion:

During its December 7, 2016 meeting the Board took action to select, confirm and appoint various representatives pursuant to TVMWD policy Section 2.3 – Board of Directors Organization. The decision was approved to continue the current appointments from CY 2016.

As a result of the change in the Board following the November 8, 2016 General Election the alternate for Six Basins Watermaster Board was vacant. President Kuhn asked all to consider and alert him of any interest to serve in this role, with the intent to affirm the decision during today's meeting. Director John Mendoza has been appointed to serve as the alternate to the Six Basins Watermaster Board of Directors for CY 2017. This concludes the appointment process for CY 2017. The final outcome is shown on the attachment.

Strategic Goal Objectives

- 3.3 – Be accountable and transparent with major decisions



CY 2017 BOARD APPOINTMENTS

THREE VALLEYS MUNICIPAL WATER DISTRICT

Committee / Board	Representative	Alternate
ACWA Region 8 Delegate	Dan Horan	Brian Bowcock
ACWA / JPIA Representative	Brian Bowcock	Bob Kuhn
Chino Basin Watermaster	Bob Kuhn	David De Jesus
Local Agency Formation Commission (LAFCO)	Joe Ruzicka	Bob Kuhn
Main San Gabriel Basin Watermaster	Brian Bowcock	Dan Horan
MWD Board Representative	David De Jesus	N/A
PWR Joint Water Line Commission	Dan Horan	Carlos Goytia
Rowland Water District	Dan Horan	Joe Ruzicka
San Gabriel Basin WQA	Bob Kuhn	Dan Horan
San Gabriel Valley Council of Governments ¹	Carlos Goytia	Bob Kuhn
Six Basins Watermaster	Brian Bowcock	John Mendoza
Walnut Valley Water District	David De Jesus	Joe Ruzicka

¹ TVMWD is off cycle for this agency during CY 2017



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: January 18, 2017
Subject: Legislative Update – January 2017

<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:

State Update

As we enter a new two-year legislative cycle, attached for board review is an initial look at the *California Legislative Calendar* for 2017. All bills signed into law during the recently concluded legislative session became effective January 1, 2017.

The new state legislature has a supermajority of Democrats in both the Assembly (55-25) and the Senate (27-13). A supermajority has the ability to pass new taxes, place a constitutional amendment on the ballot, change the rules of the house and override a governor's veto. However, a block of "moderate" Democrats in the Assembly sometimes vote with the Republicans to stop proposals on the Assembly floor.

The deadline for introduction of legislation is February 17. Historically, legislators wait until the last minute to make final decisions on the package of bills they will introduce. Thus, we will see most bills introduced during the final 10 days prior to the bill introduction deadline. Staff will plan to have the first edition of the monthly Legislative Status Report for the board in March.

In the Senate, Kevin de Leon will remain in his role as the President Pro Tempore of the Senate and Jean Fuller will be the Minority Leader. In the Assembly, Anthony Rendon will continue as the Speaker of the Assembly and Chad Mayes will be the Minority Leader.

2017-2018 State Budget

The Legislative Analyst Office (LAO) issued a report last November announcing that the state will have \$11.5 Billion in reserves at the end of June 2018. However, the report warned that the outlook is "subject to considerable uncertainty." A key point made by the LAO was that the current economic expansion since the last downturn has lasted 89

months – and that the historical average number of months for an economic expansion from 1945 to 2009 has been only 58 months.

Governor Jerry Brown proposed his 2017-2018 state budget last week with an overall message to “save some biscuits for a rainy day,” stressing that the tide of revenues has begun to turn, with projections showing that the trajectory of revenue growth is slowing.

While the proposal grows the budget by \$8.5 billion to \$179.5 billion, with \$122.5 billion in general fund spending, the budget also proposes \$3.2 billion in actions that will slow spending growth to counter an anticipated deficit of \$1.6 billion and ensure a balanced budget. Based on previous trends, the governor noted that a downturn is inevitable, with budget deficits in previous years typically much larger than surpluses. Despite the uncertainty, the proposed budget continues to invest in the state’s Rainy Day Fund to bolster state reserves, and increases funding for education, health care expansion, and other core programs.

The proposed budget anticipates that the winding down of the state’s former redevelopment agencies will restore \$260 million in revenues to special districts for 2016-17 and 2017-18 combined. In addition, ongoing property tax revenues of more than \$900 million annually will be distributed to cities, counties, and special districts.

Federal Update

Shortly after midnight on Saturday, December 10, 2016, Congress passed two key pieces of legislation - both the newest iteration of the Water Resources Development Act (renamed at the last minute the Water Infrastructure Improvement for the Nation Act) and the Continuing Resolution, which provides provisional funding for the government through April 2017. The WRDA bill includes the reform and revitalization of the Title XVI program and converts it to a competitive grant program. Leading up to these votes was a lengthy two days of speeches and filibustering, including an impassioned petition by retiring California Senator Barbara Boxer (D-CA) that her fellow Democrats reject the water bill, often referring to the California Drought provision rider as a “poison pill.”

Despite these efforts, the WRDA-WIIN Act passed both houses with overwhelming bipartisan support. In the House, the measure passed by a vote of 360 to 61 and in the Senate, 78 to 21. The bill provides important amendments to national water policies of years past; notably, the California drought section provides both short term and long term drought relief. The California drought language is a result of years of negotiations between Senator Dianne Feinstein (D-CA) and California House Republicans led by Majority Leader Kevin McCarthy (R-CA). This language allows for increased water delivery to the San Joaquin Valley and southern California without violating the Endangered Species Act. During the wet season, Federal and State authorities will be granted more flexibility to capture water. In addition, this bill contains funding for water reuse, water storage projects, and desalination projects. Specifically, the California drought provision contains a revamped

Item 8.A.1

and revitalized Title XVI program, which turns the highly popular Bureau of Reclamation program into an earmark-free, competitive grant program.

Under this new program, the Secretary of the Interior will have 60 days upon enactment of the bill to create guidelines for the creation of feasibility studies for eligible projects that reclaim and reuse municipal, industrial, domestic, or agricultural wastewater as well as impaired ground or surface water. Once the feasibility studies have been vetted by the Bureau of Reclamation for eligibility, a report will be issued to Congress no more than 180 days after the application period has closed. Once the list of projects has been approved by Congress, qualified applicants may then apply for funding for their projects through Bureau of Reclamation's Title XVI competitive grant program.

The bill also includes language that clarifies that "environmental infrastructure" projects including water reuse, wastewater, and water recycling projects, are eligible for Federal funding under Section 7001 of WRRDA 2014. Under Section 7001-Annual Report to Congress, non-Federal interests are able to seek Federal funding for any projects that are currently authorized by the Army Corps of Engineers.

Its legislative counterpart, the Continuing Resolution, also passed handily by a House vote of 326 to 96 followed by a Senate confirmation of 63 to 36 in favor. This bill contains important appropriations approval for different water projects, including funds for Flint, Michigan and \$20 million for the Water Infrastructure Finance and Innovation Act (WIFIA).

These bills signify the burgeoning power of Republican Congressional Members, whose party will soon control both Congress and the White House. It is also an indication of the strong bipartisan support in Congress for spending Federal dollars on infrastructure projects, which will likely be mirrored by the Trump Administration in the coming months.

Staff has attached a new list of legislative priorities for the district to be engaged in during the year. The overall goal of these state and federal legislative priorities is to support the district's mission and incorporate its overall water supply reliability and water quality objectives.

Strategic Plan Objectives:

1.7 – Advocate for a Bay-Delta fix

3.5 – Ensure that all of the region's local government policy makers understand TVMWD's role in the delivery of water.



2017 Legislative Calendar

- January 1 2016 Statutes take effect.
- January 4 **Legislature reconvenes.**
- January 10 Budget Bill must be submitted by Governor.
- January 20 **Last day to submit bill requests to Legislative Counsel.**
- February 17 **Last day for bills to be introduced.**
- April 6 Spring Recess begins at the end of this day's session.
- April 17 Legislature reconvenes from Spring Recess.
- April 28 **Last day for policy committees to meet and report to Fiscal Committees**
Committees fiscal bills introduced in their house.
- May 12 **Last day for policy committees to meet and report to the floor non-fiscal**
bills introduced in their house.
- May 19 **Last day for policy committees to meet prior to June 5**
- May 26 **Last day for fiscal committees to meet and report to the floor bills**
introduced in their house. Last day for fiscal committees to meet prior to
June 6
- May 30-June 2 Floor session only. No committee may meet for any purpose.
- June 2 Last day for bills to be passed out of the house of origin.
- June 5 Committee meetings may resume.
- June 15 **Budget bill must be passed by midnight.**
- July 14 **Last day for policy committee to hear and report fiscal bills to fiscal**
Committees.
- July 21 **Last day for policy committees to meet and report bills.**
- Summer Recess begins upon adjournment, provided Budget Bill has been passed.
- August 21 Legislature reconvenes from Summer Recess.
- September 1 **Last day for fiscal committees to meet and report bills to the floor.**
- September 5-15 Floor Session Only. No committee may meet for any purpose.
- September 8 Last day to amend bills on the Floor.
- September 15 **Last day for each house to pass bills. Interim Study recess begins upon**
adjournment.
- October 15 **Last day for Governor to sign or veto bills passed by the Legislature**
before Sept. 15 and in the Governor's possession on or after Sept. 15.



Three Valleys Municipal Water District 2017 Legislative Priorities

The following state and federal legislative priorities for the new 2017-18 legislative session supports the District's mission and incorporates its overall water supply reliability and water quality objectives.

Bay-Delta and State Water Project Improvements

- Support administrative/legislative action and federal and state funding to keep the California Water Fix on schedule to advance conveyance and ecosystem improvements to help achieve the coequal goals of water supply reliability and Delta ecosystem restoration.
- Continue support for implementation of state policies adopted as part of the 2009 Delta Reform Act and water management package, including clarification of the monitoring, reporting, and enforcement provisions related to in-Delta diversions.
- Support state funding for public share of Delta ecosystem restoration costs.
- Support state funding for public share of costs, including mitigation and rehabilitation, for multi-purpose State Water Project (SWP) facilities.
- Support administrative/legislative action and funding to add surface and ground water storage statewide.
- Oppose administrative/legislative action that would shift procurement of renewable resources to the SWP, not respective of transmission limitations, cost and portfolio availability.

Colorado River Initiatives

- Support federal funding appropriations and coordination among states for continued implementation of the Lower Colorado River Multi-Species Conservation Program.
- Support federal funding for Colorado River System water conservation projects to offset the effects of extended drought conditions.
- Promote continued federal funding and coordination between states for the Colorado River Basin Salinity Control Program under the departments of Agriculture and Interior.

Drought Related Legislation

- Support administrative /legislative actions to respond to drought, including funding for immediate water supply improvements, while maintaining environmental protections.

California Water Action Plan

- Support implementation of the Brown Administration's comprehensive water strategy, to ensure effective drought management and near-term actions to guide development of programs and investments to meet the state's long-term water infrastructure needs.

Regional Water Resource Management

- Continue to support and promote integrated water resources portfolio planning.
- Support administrative/legislative action to promote the development of recycled water (including indirect potable reuse and direct potable reuse), stormwater, and desalination projects as water resources, without compromising the operational, financial, water quality, regulatory and customer interests of water and wastewater agencies.
- Support using water more wisely in both urban and agricultural settings and strengthening local drought contingency planning.

Item 8.A.1

Watershed Management

- Support legislation, regulatory proposals and partnership-based programs that provide for the development of watershed management plans in Southern California, the Bay-Delta and Colorado River watersheds.
- Support legislation, regulatory proposals, and partnership-based programs for public funding for watershed restoration and management programs that provide broad public benefits, including water quality, water supply reliability and environmental improvements. Funding of watershed management programs should be based on the “beneficiaries pay” principle.

Water Quality

- Support administrative/legislative action to provide for the continued transport, delivery, storage, and use of chlorine gas for disinfection. Support authorizing U.S. Environmental Protection Agency (EPA) oversight of water system security through updated vulnerability assessments and site security plans.
- Support administrative/legislative action and funding that is protective of public health, utilizes science, and incorporates benefit/cost analyses to protect and improve water quality from unacceptable risks from various constituents. Potential constituents include, but are not limited to arsenic, chromium 6, cyanotoxins, disinfection byproducts, lead, nitrate, perchlorate, perfluorinated compounds, pharmaceuticals/personal care products, uranium, and other constituents of emerging concern.
- Support administrative/legislative actions that are protective of source water quality, utilize current science and incorporate benefit/cost analyses to reduce salt and nutrient loading to source waters.
- Support administrative/legislative efforts to amend the federal Safe Drinking Water Act and that utilize current science, incorporate benefit/cost analysis, and provide adequate resources for treatment and mitigation measures.
- Support administrative/legislative action to ensure that all affected public water systems are consulted on proposed consolidations or extension of service area and that the consolidation or extension of service complies with all existing federal and state laws applicable to source waters.

Environmental Planning and Environmental Compliance

- Support administrative/legislative actions to improve clarity and workability of the National Environmental Policy Act (NEPA), the California Environmental Quality Act, and eliminate duplicative NEPA/CEQA processes.
- Support administrative/legislative actions for environmental compliance (e.g., air, water, hazardous materials and waste) that provide for regulatory compliance flexibility, promote consistency and reduce regulatory duplication.
- Support administrative/legislative actions to ensure MWD’s ability to reliably operate and maintain its facilities, infrastructure and real estate assets, including rights of way necessary to access their facilities. These actions include, but are not limited to, land conservation measures, such as the California Desert Wilderness Protection Act, and the U.S. EPA’s rules for “Waters of the United States” and water transfers.
- Support administrative/legislative actions to consolidate review and oversight of anadromous species protection under the Department of the Interior to eliminate duplication and increase efficiencies.
- Support administrative/legislative actions and funding for biological control, mitigation management, and control of invasive species, including, but not limited to, quagga mussels and striped bass.
- Support administrative/legislative actions pertaining to invasive species that are consistent with, and in no way interferes with, existing interstate water transfers.

Energy Sustainability

- Support efforts to ensure power costs to the State Water Project are appropriate and proportional to the benefits received and that operations of the Colorado River Aqueduct are not adversely impacted.

Item 8.A.1

- Encourage coordination to implement federal law for hydropower generated at Hoover Dam for the benefit of Arizona, Southern California and Nevada water users that rely on Hoover power to minimize costs to consumers.
- Support authorization for grant funding for energy efficiency, including programs to reduce greenhouse gases and develop renewable resources.
- Promote water-energy nexus administrative/legislative or regulatory activities that to pursue supply options and oppose constraints on supply development such as water resource loading orders based on energy intensity.
- Support legislation that defines hydropower generation as renewable energy irrespective of facility's nameplate generating capacity, and includes the provision of renewable energy credits for hydroelectric generation.
- Support legislation that removes barriers to and encourages energy sector investments in water conservation and energy management programs.
- Pursue allocation of Cap-and-Trade auction revenues and/or free allowances from the California Air Resources Board or other administering agencies, to be used for Cap-and-Trade compliance requirements, and greenhouse gas reduction measures and related projects.

Cybersecurity

- Support national associations and coalition efforts to develop standard guidance and best management practices for consistent and ongoing actions to reduce vulnerabilities in process control systems for major water system providers.

Infrastructure and Public Finance

- Support measures to reduce the cost of financing water infrastructure planning and construction, such as tax-credit financing, tax-exempt municipal bonds, an expanded Water Infrastructure Finance Innovation Act (WIFIA), Water Resources Development Act (WRDA) or similar financing mechanism that funds water supply infrastructure, including water conduits, pipelines, canals, pumping, power and associated facilities, the Environmental Infrastructure Accounts and other funding mechanisms.
- Support tax exemptions for water conservation or efficiency incentives for measures including, but not limited to, turf removal, rain barrels, cisterns, and other measures to reduce consumption of water or enhance the absorption and infiltration capacity of the landscape.
- Support “beneficiaries pay” approach as financing mechanism for statewide projects and programs.
- Oppose public goods charge or other charges levied solely on water agencies for funding broader public benefits.
- Support legislation/administrative action that deter metal theft and protects critical public water infrastructure.

Federal Drought Related Legislation

- Reflect broad, bipartisan agreement.
- Provide funding and regulatory assistance for regions affected by the drought for both immediate and long-term water projects that aid in the development, storage, treatment and delivery of water.
- Provide funding and regulatory incentives for conservation and water use efficiency measures.
- Protect SWP and local water supplies and ensure SWP and local water supply reliability.
- Support funding and administrative or legislative efforts to increase drought resiliency on the Colorado River and Bay Delta Systems.
- Work within the current federal and state Endangered Species Acts to increase operational flexibility while maintaining protections for listed species.
- Provide direction and funding to improve information about listed fish and wildlife species and water project operations in the Delta, including data collection, scientific understanding, and real-time monitoring of listed Delta species.
- Encourage use of the most current scientific data and analysis to provide enhanced flexibility for water project operations.

Federal Appropriations Priorities

TVMWD supports funding for the following measures:

- Bay-Delta planning and implementation funding for near-term projects, including near-term and emergency response projects.
- Farm Bill/USDA programs to support habitat projects in the Delta and agricultural water use efficiency projects in the Delta or in the Colorado River Basin.
- Colorado River Basin Salinity Control Program.
- Colorado River drought resiliency projects.
- Moab Uranium Mill Tailings Remedial Action (UMTRA) Project.
- Water quality protection initiatives (e.g., chromium 6, nitrate, perchlorate, salinity, uranium, and constituents of emerging concern).
- Biological controls, mitigation management, or control of invasive species.
- Solar retrofits and other renewable energy and conservation projects.
- Water conservation and water use efficiency programs such as the U.S. EPA WaterSense program, and other water resource projects.
- Desalination and salinity management research, including funding for the Brackish Groundwater National Desalination Research Facility through the Desalination Reauthorization Act of 1996.
- Lower Colorado River Multi-Species Conservation Program.
- Bureau of Reclamation Title XVI program and WaterSMART, including support for amending the Title XVI program into a competitive recycled water grant funding program.
- Climate change adaptation and mitigation research, including support for authorizing legislation to provide U.S. EPA grant funding for programs such as the Water Research Foundation to conduct research enabling water agencies to adapt to hydrologic changes.
- Water Resources Development Act-based Environmental Infrastructure Account.



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Brian Bowcock, Division 3

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	TVMWD BOD MEETING	La Verne	Claremont	10.0	\$ 5.40	\$ 200.00
Regular meeting to discuss issues of water within the divisions of the district							
2	7	Talk Group meeting	La Verne	Glendora	20.0	\$ 10.80	\$ 200.00
To discuss issues with other governmental agencies in our region as it relates to water.							
3	8	Water forum wrap up meeting	La Verne	Azusa	20.0	\$ 10.80	\$ 200.00
We are one of the 5 partners putting together the water forum at the Fairplex. I represent the district.							
4	10	Contact hour class	La Verne	Glendora	20.0	\$ 10.80	\$ 200.00
Meeting with and volunteering for the class to help our staff and others in keeping their water licenses validated.							
5	14	Citrus college foundation BOD meeting	La Verne	Glendora	20.0	\$ 10.80	\$ 200.00
Continually meeting to give out scholarships and prepare for more events to have more money to continue this process In trying to have funds available for water students to get their training and licensing ..							
6	16	TVMWD	La Verne	Claremont	10.0	\$ 5.40	\$ 200.00
Regular board meeting to continue work in water within our district and invest our money properly in our reserve accounts.							
7	17	SCWUA MEETING	La Verne				\$ 200.00
Meeting with and networking with other agencies in the Southern Calif. area.							
8	28	ACWA /JPIA CONFERENCE	La Verne	Anaheim	61.0	\$ 32.94	\$ 200.00
Meeting with agencies from all over California to discuss insurance needs for all water agencies. Voting delegate for the district.							
9	29	ACWA/JPIA CONFERENCE	La Verne				\$ 200.00
Meeting with agencies from all over California to discuss insurance needs for all water agencies. Voting delegate for the district.							
10	30	ACWA CONFERENCE	La Verne				\$ 200.00
As Director of the membership committee for ACWA and representing our district at the conference Meeting with all agencies throughout California to discuss water issues.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	29	ACWA CONFERENCE REGISTRATION	\$ 535.00
2	30	Hotel & Meals all-inclusive	\$ 1,295.15
3	30	Cab & tip	\$ 11.00
4			
5			

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

Signature _____

Subtotal Miscellaneous Expense	\$ 1,841.15
Subtotal Mileage	\$ 86.94
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 3,928.09
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry: default @ 0)</i>	(\$ 1,350.00)
TOTAL	\$ 2,428.09

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: David De Jesus, Division 2

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	Board Workshop Meeting	Walnut	Claremont	34.0	\$ 18.36	\$ 200.00
Proposals and presentations were provided by staff to discuss (as informational Items only) design for well #4 and the renovation of the break room. An update and other project summary information was also provided.							
2	5	Solar Boat Building Event at Three Valleys	Walnut	Claremont	34.0	\$ 18.36	\$ 200.00
Attended the event at TVMWD HQ to observe the process undertaken by both the high schools and staff							
3	9	San Gabriel Valley Water Association Quarterly Membership Assembly					\$ 200.00
Attended the meeting and the group was provided with a presentation from Douglas Johnson President and Founder of National Demographics Corp. and Anthony Gonsalves SGVWA Lobbyist out of Sacramento. Also Keith Hala from the LA County Department of Public Works provided us with an update on water conditions in the San Gabriel Watershed.							
4	10	Chino Basin Appropriative Pool Meeting	Walnut	Rancho Cucamonga	42.0	\$ 22.68	\$ 200.00
Attended the meeting where discussion ensued regarding an "opt out" provision from Section 5.1(c) of the Safe Yield Reset Agreement. Recommendation(s) if any will be forwarded to the Advisory Committee for further review and comment.							
5	14	Walnut Valley Water District Board of Directors Meeting					\$ 200.00
Attended meeting as the Districts Representative and offered answers to question and inquires made.							
6	15	IMC Luncheon Meeting	Walnut	Industry	14.0	\$ 7.56	\$ 200.00
Attended meeting and heard a presentation on "Workplace Security" given by Lt. Alex Canchola of the Los Angeles County Sheriff's Department.							
7	16	TVMWD Board Meeting	Walnut	Claremont	34.0	\$ 18.36	\$ 200.00
Approved various items reported on at the workshop of November 2nd. In addition, agency (MWDSC) reports were provided.							
8	17	Chino Basin Water Master Board Meeting	Walnut	Rancho Cucamonga	42.0	\$ 22.68	\$ 200.00
Attended the meeting as the Districts voting member for Bob Kuhn. Several items were approved including the Annual Compliance with the Recharge Master Plan, The 38th Annual Report, Use of SB 222 Funds to aid in the implementation of the QBMP, and the Fiscal 2016/2017 Assessment Package.							
9			Walnut				
10			Walnut				

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
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Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 108.00
Subtotal Meeting Compensation	\$ 1,600.00
Subtotal All	\$ 1,708.00
Mandatory Deferred Compensation @ 7.5%	(\$ 120.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 943.33)
TOTAL	\$ 644.67

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

Signature _____

TOTAL \$ 644.67

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: David De Jesus, MWD

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	San Gabriel Valley Directors Caucus Meeting					\$ 200.00
Attended the meeting with various MWD Directors to discuss issues in our areas of mutual interest.							
2	3	Meeting with Water Planning Management					\$ 200.00
Monthly meeting with Staff to discuss issues associated with the committee.							
3	4	Northern Caucus Meeting					\$ 200.00
Staff (GM, GC, COO) and other staff provided the group with information relative to District operations, water supply, water quality and legislation impacting the District.							
4	6	Solar Boat Building Event (Day 2)					\$ 200.00
Attended the second day of the boat building at TVMWD HQ							
5	7	Committee Meetings					\$ 200.00
Attended the board meeting with additional information to be provided orally at the dais.							
6	8	Board Meeting					\$ 200.00
Attended board meeting and reported on recommendations from the committee for action/approval							
7	18	Pre-Executive Committee Meeting					\$ 200.00
Reviewed the proposed agenda for next month to be presented and approved at the executive committee.							
8	22	Executive Committee Meeting					\$ 200.00
Attended the committee and provided the board with input relative to discussions with Staff for agenda approval.							
9	29	Conference call with Water Planning staff					\$ 200.00
Meeting held to discuss committee Public Hearing as required under SB 60 requirements.							
10	30	ACWA Conference (Day 1)					\$ 200.00
Attended the Conference with the highlight speech of former LA Mayor Antonio Villagrosa empathizing the need to work collaboratively toward a common goal in solving the water supply problems of the state of California.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
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Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 0.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,000.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 943.33)
TOTAL	\$ 906.67

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

Signature _____

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Carlos Goytia, Division 1

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	TVMWD BM Workshop meeting	Pomona	Claremont	30.0	\$ 16.20	\$ 200.00
Attended and participated in board meeting deliberations.							
2	9	Assemblymember F.Rodriguez	Pomona	Pomona	6.0	\$ 3.24	\$ 200.00
Met with assemblymember Freddie Rodriguez to discuss regional and state issues and recap on local elections.							
3	10	SGVRC HR Seminar	Pomona	Walnut	15.0	\$ 8.10	\$ 200.00
HR Related topics and discussion. Speaker Andre Horwitz							
4	15	IMC HR Luncheon Meeting	Pomona	Industry	25.0	\$ 13.50	\$ 200.00
Guest Speaker Lt. Alex Canchola of the LA.County Sheriffs Dept.							
5	16	TVMWD BM	Pomona	Claremont	30.0	\$ 16.20	\$ 200.00
Attended and participated in board meeting deliberations.							
6	17	SGVCOG Board Meeting	Pomona	Monrovia	39.0	\$ 21.06	\$ 200.00
Attended and participated in board meeting deliberations. Year End Recap.							
7	18	So.Cal Water Forum/ Rep.Grace Napolitano	Pomona	San Dimas	15.0	\$ 8.10	\$ 200.00
Forum on Stormwater capture w/special Guest Panel							
8	19	City of Pomona Mayor Elect T.Sandoval	Pomona	Pomona	6.0	\$ 3.24	\$ 200.00
Met With Mayor Elect to Discuss water related and city issues. Discussed future projects.							
9	28	SGVPAN Luncheon Meeting	Pomona	Baldwin Park	26.0	\$ 14.04	\$ 200.00
"What the Heck happened on Election Day " Guest Panelist give a insiders perspective.							
10	30	Senator Tony Mendoza Open House	Pomona	Cerritos	55.0	\$ 29.70	\$ 200.00
Met w/local Community and regional Leaders.							

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

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 133.38
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,133.38
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry: default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,983.38

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Dan Horan, Division 7

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	Three Valleys MWD Board Meeting	West Covina	Claremont	40.0	\$ 21.60	\$ 200.00
Workshop Board Meeting.							
2	5	Solar Boat Building Workshop, Day 1	West Covina	Claremont	40.0	\$ 21.60	\$ 200.00
On property to support students boat building efforts for 2017 Solar Cup Race.							
3	6	Solar Boat Building Workshop, Day 2	West Covina	Claremont	40.0	\$ 21.60	\$ 200.00
On property to support students boat building efforts for 2017 Solar Cup Race.							
4	8	Rowland Water District Board Meeting	West Covina	Rowland Heights	22.0	\$ 11.88	\$ 200.00
Participated as an observer to proceedings of TVMWD Member Agency Board.							
5	9	SGVWA Quarterly Luncheon	West Covina	Whittier	20.0	\$ 10.80	\$ 200.00
Presentation included a 2016 Legislative Recap and Post Election Analysis.							
6	10	SGV Regional Chamber HR Seminar	West Covina	Walnut	6.0	\$ 3.24	\$ 200.00
HR related topics and discussion.							
7	14	SGV Regional Chamber Government Affairs Committee	West Covina	Walnut	6.0	\$ 3.24	\$ 200.00
Meeting with local chamber member businesses to review legislative issues.							
8	15	IMC HR Luncheon Meeting	West Covina	City of Industry	10.0	\$ 5.40	\$ 200.00
Presentation by Lt. Alex J. Canchola on Workplace Security							
9	16	Three Valleys MWD Board Meeting	West Covina	Claremont	40.0	\$ 21.60	\$ 200.00
Participated in business deliberations of the District.							
10	18	Representative Napolitano Water Forum	West Covina	San Dimas	26.0	\$ 14.04	\$ 200.00
Water forum presentation discussing current storm water issues in Southern California.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	7	Refreshments for Rowland Water District Board Meeting	\$ 19.50
2			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 19.50
Subtotal Mileage	\$ 135.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,154.50
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 2,004.50

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DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Bob Kuhn, Division 4

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	TVMWD Board Meeting	Glendora	Claremont	18.0	\$ 9.72	\$ 200.00
Participated in the discussions.							
2	7	TALK Meeting with Judy Nelson, City of Glendora					\$ 200.00
Provided an update on water to this regional group.							
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No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 9.72
Subtotal Meeting Compensation	\$ 400.00
Subtotal All	\$ 409.72
Mandatory Deferred Compensation @ 7.5%	(\$ 30.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 370.00)
TOTAL	\$ 9.72

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Fred Lantz, Division 6

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	TVMWD Board Meeting	Pomona	Claremont	14.0	\$ 7.56	\$ 200.00
Participated in Board Meeting. See meeting minutes.							
2	16	TVMWD Board Meeting	Pomona	Claremont	28.0	\$ 15.12	\$ 200.00
Participated in Board Meeting and 6BWM Board Meeting. See meeting minutes.							
3	17	SCWUA Luncheon	Pomona	Pomona	3.0	\$ 1.62	\$ 200.00
Monthly meeting recognizing "Doctors of Water" and Life Members							
4	29	ACWA Fall Conference, Day 1	Pomona	Anaheim	26.0	\$ 14.04	\$ 200.00
Participated in annual ACWA Fall Conference, schedule available upon request.							
5	30	ACWA Fall Conference, Day 2	Pomona				\$ 200.00
Participated in annual ACWA Fall Conference, schedule available upon request.							
6			Pomona				
7			Pomona				
8			Pomona				
9			Pomona				
10			Pomona				

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	30	Taxi to Citizen's Business Bank Dinner	\$ 10.00
2			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 10.00
Subtotal Mileage	\$ 38.34
Subtotal Meeting Compensation	\$ 1,000.00
Subtotal All	\$ 1,048.34
Mandatory Deferred Compensation @ 7.5%	(\$ 75.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 925.00)
TOTAL	\$ 48.34

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

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Item 8.A.2

NAME: Fred Lantz, Division 6

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	ACWA Fall Conference, Day 3	Pomona				\$ 200.00
Participated in ACWA Fall Conference Sessions, see program for detail.							
2	2	ACWA Fall Conference, Day 4	Anaheim	Pomona	26.0	\$ 14.04	\$ 200.00
Attended Hans Doe Leadership Breakfast.							
3			Pomona				
4			Pomona				
5			Pomona				
6			Pomona				
7			Pomona				
8			Pomona				
9			Pomona				
10			Pomona				

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
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Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 14.04
Subtotal Meeting Compensation	\$ 400.00
Subtotal All	\$ 414.04
Mandatory Deferred Compensation @ 7.5%	(\$ 30.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 370.00)
TOTAL	\$ 14.04

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

Signature _____

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Joe Ruzicka, Division 5

MONTH / YEAR

November 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	2	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 21.60	\$ 200.00
Attended and participated in the deliberations.							
2	8	RWD - Board Meeting	Diamond Bar	Rowland Hgts	14.0	\$ 7.56	\$ 200.00
Attended and apprised myself of the issues of concern to a member agency.							
3	9	LAFCO - Commission Meeting	Diamond Bar	Los Angeles	60.0	\$ 32.40	\$ 200.00
Attended and participated in the deliberations							
4	14	WVWD - Board Meeting	Diamond Bar	Walnut	10.0	\$ 5.40	\$ 200.00
Attended and apprised myself of the issues of concern to a member agency.							
5	15	IMC - LA County Sheriff. - Workplace Security	Diamond Bar	City of Industry	20.0	\$ 10.80	\$ 200.00
Attended and heard a presentation on various actions needed to ensure the safety of all.							
6	16	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 21.60	\$ 200.00
Attended and participated in the deliberations.							
7	17	SCWUA - Doctors of Waters	Diamond Bar	Pomona	34.0	\$ 18.36	\$ 200.00
Attended and discussed water issues with water officials.							
8	28	State Senator Bob Huff - Legislative Update	Diamond Bar	Brea	18.0	\$ 9.72	\$ 200.00
Attended and was given an update on current legislative proposals emphasizing water legislation.							
9			Diamond Bar				
10			Diamond Bar				

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

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 127.44
Subtotal Meeting Compensation	\$ 1,600.00
Subtotal All	\$ 1,727.44
Mandatory Deferred Compensation @ 7.5%	(\$ 120.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,607.44

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Brian Bowcock, Division 3

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	ACWA CONFERENCE					\$ 200.00
Meeting with other water officials throughout California							
2	2	ACWA CONFERENCE					\$ 200.00
Meeting with other water agencies throughout California							
3	5	Talk Group	La Verne	Sierra Madre	40.0	\$ 21.60	\$ 200.00
Meet to discuss MS 4 solutions and other issues relating to us and cities in our region.							
4	6	University Club of Claremont					\$ 200.00
Regular weekly lunch meeting for networking with the members and answer any water related questions I can. Also see if any would like to attend our inspection tours.							
5	7	TVMWD BOD MEETING	La Verne	CLaremont	10.0	\$ 5.40	\$ 200.00
Regular board meeting to discuss issues within our district.							
6	8	Active Claremont	La Verne	Claremont	10.0	\$ 5.40	\$ 200.00
Regular meeting and holiday gathering, along with election of officers, I will be Treasurer again for 2017.							
7	13	Claremont City Council meeting	La Verne	Claremont	10.0	\$ 5.40	\$ 200.00
Council discussed the buyout of the water company as well as MS 4 permit and projects.							
8	14	Six Basins BOD meeting	La Verne	Claremont	10.0	\$ 5.40	\$ 200.00
More discussion of the strategic plan for the WATERMASTER, and grants that may come available.							
9	15	Citrus oversite committee	La Verne	Glendora	20.0	\$ 10.80	\$ 200.00
Representing Claremont as a member for "taxpayers over site representative " for the \$121 Million dollar bond initiative.							
10	19	D & M BOD meeting and grounds committee	La Verne				\$ 200.00
Grounds Committee to discuss water conservation. Board meeting to discuss many issues within David & Margaret							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	6	Receipt for lunch (turned in)	\$ 15.00
2			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 15.00
Subtotal Mileage	\$ 54.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,069.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,919.00

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: David De Jesus, Division 2

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	7	Board Workshop Meeting	Walnut	Claremont	34.0	\$ 18.36	\$ 200.00
The Administration of office was conducted for the 4 directors under new 4 year terms. In addition, annual board appointments were confirmed, and general reports were provided to the participants of the meeting.							
2	20	Walnut Valley Water District Board Meeting	Walnut	Walnut			\$ 200.00
Attended board meeting as the Districts representative along with Staff AGM Howie and board member Ruzicka. Aailed ourselves to answer questions related to present or past actions taken by the board.							
3	28	Meeting with newly elected Assemblywoman Rubio	Walnut	West Covina			\$ 200.00
Visited Assemblywoman Rubio to discuss general issues related to water which included the California Delta Fix and local issues as presented by AGM Howie.							
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No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 18.36
Subtotal Meeting Compensation	\$ 600.00
Subtotal All	\$ 618.36
Mandatory Deferred Compensation @ 7.5%	(\$ 45.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 943.33)
TOTAL	-\$ 369.97

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: David De Jesus, MWD

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	ACWA Conference Day					\$ 200.00
Attended the Conference with the main emphasis of the day on the Award(s) presented to Three Valleys MWD for its legislative efforts to advance the positions of water agencies to benefit of the TVMWD service area and state as recognized by the overall AWCA award.							
2	2	ACWA Conference Day					\$ 200.00
Attended the last day of the conference and heard the panel discussing post elections predictions and what strategies might be employed to be successful in the next administration.							
3	5	SGV MWD Caucus Directors Meeting					\$ 200.00
Attended the monthly meeting to discuss issues that might be developing during the month among San Gabriel Directors.							
4	6	Meeting with COO Debra Man					\$ 200.00
Attended meeting with COO to obtain an update on operation issues related to State Water Project deliveries and the status of the Carson recycle project.							
5	9	Northern Caucus Meeting					\$ 200.00
Attended the meeting via conference call and obtained information related to issues on the agenda for the board meeting and updates regarding MWD status on a number of issues.							
6	12	Committee Meeting					\$ 200.00
Attended various meetings and chaired the Water Planning and Stewardship Committee Meeting							
7	13	Board Meeting					\$ 200.00
Reported to the board on actions taken at Water Planning and offered committee recommendations for approval.							
8	14	CRWUA (Day 1)					\$ 200.00
Attended the conference and observed, attended and discussed with a number of participants issues related to the status and health of the Colorado River System and the future of Lake Mead as it relates to future water supply and possible services.							
9	15	CRWUA (Day 2)					\$ 200.00
See #8 (12/14) above for details							
10	16	CRWUA (Day 3)					\$ 200.00
See #8 (12/14) above for details							

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

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 0.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,000.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 943.33)
TOTAL	\$ 906.67

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Carlos Goytia, Division 1

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	SGVPAN/SGVEP Event	Pomona	Baldwin Park	25.0	\$ 13.50	\$ 200.00
"what the heck happened on election day " - Analysis by Guest Professors from the region							
2	5	IMC Year End Luncheon	Pomona	Industry	26.0	\$ 14.04	\$ 200.00
Year end event. Network with various business leaders.							
3	6	City of Pomona Water Dept.	Pomona	Pomona	7.0	\$ 3.78	\$ 200.00
Met with Water Director D.Paulson and Mayor Elect T.Sandoval and CM Elect R.Gonzalez to discuss city related water issues.							
4	7	TVMWD Workshop/Board Meeting	Pomona	Claremont	32.0	\$ 17.28	\$ 200.00
Attended and participated in board meeting deliberations							
5	8	SGVEP/ SGVCOG Event	Pomona	Irwindale	36.0	\$ 19.44	\$ 200.00
Year end network event with Regional Leaders and State Holders throughout the San Gabriel Valley							
6	9	Senator E. Hernandez Legislative Update	Pomona	El Monte	33.0	\$ 17.82	\$ 200.00
Open House/Met with Senator Hernandez and community leaders							
7	13	PCC Event	Pomona	Pomona	12.0	\$ 6.48	\$ 200.00
Attended event recognizing and honoring our local heroes from LACFD and Pomona PD							
8	14	Assembly Member C.Holden	Pomona	Pasadena	50.0	\$ 27.00	\$ 200.00
Open house and year end Legislative updates/ networking							
9	15	SGVCA Member's Meeting and Reception	Pomona	Industry	26.0	\$ 14.04	\$ 200.00
Met with SGV Elected Officials with guest speakers Senator Hernandez and Board Trustee Mike Eng							
10	16	Senator Connie Leyva Event	Pomona	San Bernardino	70.0	\$ 37.80	\$ 200.00
Open house/met with Senator and various community leaders							

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

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

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 171.18
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,171.18
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 2,021.18

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Dan Horan, Division 7

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	ACWA Fall Conference	West Covina	Anaheim	38.0	\$ 20.52	\$ 200.00
Day 3 of Conference.							
2	2	ACWA Fall Conference	West Covina	Anaheim	38.0	\$ 20.52	\$ 200.00
Day 4 of Conference.							
3	5	IMC Executive Luncheon	West Covina	Industry	8.0	\$ 4.32	\$ 200.00
Annual year-end luncheon and holiday event.							
4	6	TVMWD Wellness Luncheon	West Covina	Claremont	40.0	\$ 21.60	\$ 200.00
Participated in quarterly luncheon event at District and heard speak on heart healthy cooking.							
5	7	TVMWD Board Meeting	West Covina	Claremont	40.0	\$ 21.60	\$ 200.00
Participated in proceedings where installation of directors.							
6	8	SCWUA Luncheon Meeting	West Covina	Pomona	22.0	\$ 11.88	\$ 200.00
Annual holiday luncheon.							
7	9	Senator Ed Hernandez Holiday Open House and Legislative Update	West Covina	El Monte	26.0	\$ 14.04	\$ 200.00
8	14	Assembly Member Chris Holden Holiday Open House	West Covina	Pasadena	52.0	\$ 28.08	\$ 200.00
Annual holiday open house and legislative update.							
9	21	WQA Board Meeting	West Covina	West Covina	14.0	\$ 7.56	\$ 200.00
Participated as an alternate to the Board.							
10							

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

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

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 150.12
Subtotal Meeting Compensation	\$ 1,800.00
Subtotal All	\$ 1,950.12
Mandatory Deferred Compensation @ 7.5%	(\$ 135.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,815.12

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Bob Kuhn, Division 4

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	Glendora Chamber Legislative Committee	Glendora	Glendora	5.0	\$ 2.70	\$ 200.00
Glendora Chamber of Commerce, Legislative Committee Update on the California Water issues.							
2	7	TVMWD Board Workshop	Glendora	Clairmont	18.0	\$ 9.72	\$ 200.00
Installation of new Board Members, reorganize and election of officers							
3							
4							
5							
6							
7							
8							
9							
10							

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

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

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 12.42
Subtotal Meeting Compensation	\$ 400.00
Subtotal All	\$ 412.42
Mandatory Deferred Compensation @ 7.5%	(\$ 30.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 370.00)
TOTAL	\$ 12.42

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: John Mendoza, Division 6

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Assembly Member Freddie Rodriguez Holiday Open House	Pomona	Chino	12.0	\$ 6.48	\$ 200.00
Introduction to Assembly member and staff as new director for the District.							
2	7	TVMWD Board Meeting	Pomona	Claremont	14.0	\$ 7.56	\$ 200.00
Sworn in as new Director for Division 6, and participated in meeting.							
3	8	SCWUA Luncheon	Pomona	Pomona			\$ 200.00
Networking with fellow Board members and water officials re TVMWD.							
4	9	Latino Water Summit	Pomona	LA	60.0	\$ 32.40	\$ 200.00
One day event regarding contemporary water issues and the Latino community and Southern California; reviewed community input requested for Water Bond 2018.							
5	12	Latino Leaders Policy Forum	Pomona	LA	62.0	\$ 33.48	\$ 200.00
Introduced to key stakeholders at event as new Board Member for TVMWD.							
6	13	Pomona Chamber Holiday for Heroes	Pomona				\$ 200.00
Networking with other Pomona community members from city, school and other stakeholders. Introduced as new Board Member for TVMWD.							
7	14	Six Basin Water Basin Meeting	Pomona	Claremont	14.0	\$ 7.56	\$ 200.00
Familiarized self with new and ongoing projects within 6BWM.							
8	15	San Gabriel Valley Civic Alliance	Pomona	Industry	28.0	\$ 15.12	\$ 200.00
Introduced self to SGV Civic Alliance as new Board Member at TVMWD. Network with key stakeholders.							
9	16	Senator Leyva Christmas Open House & Toy Drive	Pomona	San Bernadino	64.0	\$ 34.56	\$ 200.00
Introduced self to Senator Leyva and staff as new Board Member at TVMWD.							
10	19	TVMWD Facility Tour	Pomona	Claremont	14.0	\$ 7.56	\$ 200.00
Met staff to get a general familiarity with the District and ongoing projects underway.							

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

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

Signature

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 144.72
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,144.72
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 1,994.72

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



DIRECTOR EXPENSE SHEET

Submit Form

Item 8.A.2

NAME: Joe Ruzicka, Division 5

MONTH / YEAR

December 2016

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	5	IMC - Membership Meeting	Diamond Bar	City of Industry	20.0	\$ 10.80	\$ 200.00
Attended and met with business and political leaders.							
2	7	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 21.60	\$ 200.00
Attended and participated in the deliberations.							
3	8	SCWUA - Membership Meeting	Diamond Bar	Pomona	34.0	\$ 18.36	\$ 200.00
Attended and met with business and political leaders.							
4	13	RWD - Board Meeting	Diamond Bar	Rowland Hgts	14.0	\$ 7.56	\$ 200.00
Attended and apprised myself of issues of concern to a member agency.							
5	20	WVWD - Board Meeting	Diamond Bar	Walnut	10.0	\$ 5.40	\$ 200.00
Attended and apprised myself of the issues of concern to a member agency.							
6							
7							
8							
9							
10							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1			
2			
3			
4			
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I certify the above is correct and accurate to the best of my knowledge

Signature _____

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 63.72
Subtotal Meeting Compensation	\$ 1,000.00
Subtotal All	\$ 1,063.72
Mandatory Deferred Compensation @ 7.5%	(\$ 75.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
TOTAL	\$ 988.72

* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: January 18, 2017
Subject: Approve Ordinance No. 17-01-21 – Adopting TVMWD Manuals

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

Requested Action:

Approval of Ordinance No. 17-01-21 adopting the newly updated TVMWD manuals for CY 2017-2018.

Discussion:

As discussed during the January 4 Board Meeting, every two years the various TVMWD manuals are updated and presented to the Board and legal staff for review:

- Policy Manual
- Personnel Manual
- Benefits Manual

Following discussion by the Board, comment by legal counsel and after addressing several questions as to the timing, format and review process of the manuals, staff was directed by the Board to return this item for adoption at today’s meeting.

Included with this memo are the final versions of each manual, along with an Ordinance to adopt the manuals. In line with past practice, any recommended revisions or updates to specific sections of any of the manuals will be brought before the Board for review and approval during the interim two-year period.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

ORDINANCE NO. 17-01-21

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE THREE VALLEYS MUNICIPAL WATER DISTRICT
ADOPTING POLICY, PERSONNEL, AND BENEFITS MANUALS**

WHEREAS, the Board of Directors of the Three Valleys Municipal Water District finds as follows:

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

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

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

Article 1. The Policy Manual, Personnel Manual, and Benefits Manual attached hereto and incorporated herein by this reference (collectively, “the Manuals”) are hereby adopted in their entirety.

Article 2. The Manuals will be reviewed and revised as deemed necessary by the Board no less than every ten years following adoption of this Ordinance. Interim changes to the Manuals may be approved by the Board through motion or resolution.

Article 3. This Ordinance shall supersede Ordinance No. 12-01-10 adopted by the Board on December 19, 2001, and shall take effect immediately upon its adoption.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District’s Board of Directors, on this 18th day of January, 2017 by the following vote:

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

Bob Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:



Three Valleys Municipal Water District

POLICY MANUAL 2017

A handwritten signature in blue ink that reads "Richard W. Hansen".

Richard W. Hansen, P.E.
General Manager/Chief Engineer

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1. PURPOSE AND ORGANIZATION

1.1. Mission

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.¹

1.2. Vision Statement

The District meets its regional water supply needs through:

- 1.2.1. Collaboration with its member agencies to understand their short-term and long-term needs;
- 1.2.2. Development and implementation of a plan to address these needs in a cost-effective manner based on current water conditions, and
- 1.2.3. Periodic update of the plan as needs or as major changes in water conditions occur.¹

1.3. Core Values

The Core Values of Three Valleys Municipal Water District are as follows:

- 1.3.1. Teamwork – The coordination, collaboration, participation and understanding of everyone's role in fulfilling the mission and vision.
- 1.3.2. Communication – The exchanging of information and sharing of ideas or feelings.
- 1.3.3. Customer Service – The process of ensuring customer satisfaction.
- 1.3.4. Personal Responsibility – Being accountable for something within one's control.
- 1.3.5. Professional Integrity – The manner in which people behave and act in the workplace.
- 1.3.6. Employee Development – The steps taken to encourage each employee's professional and personal growth.
- 1.3.7. Innovation – The process of inventing or introducing something new.
- 1.3.8. Recognition – Appreciating the value of an achievement.

1.4. Functions and Powers

The District is a Municipal Water District, organized under and subject to the provisions of the Municipal Water District Law of 1911.² The District's primary functions are to acquire, control, distribute, store, purify, and conserve water for the beneficial use of its entire area (Water Code Sections 71610-71612). The District has the power of eminent domain (Water Code Sections 71693-71694); the right to acquire, use, and dispose of easements and other interests in real property (Water Code Sections 71690-71691); the right to use the public right-of-way for operating facilities (Water Code Sections 71695-71698); the power to fix water rates and fees (Water Code Sections 71613-71617); incur bonded indebtedness (Water Code Sections 71312.5, 72028-72028.4, 72073-72077); levy standby charges (Water Code

Sections 71630-71637, 71638-71638.4, 71639; Government Code Sections 54984-54984.9); impose water replenishment assessments (Water Code Sections 71682-71689.9), special taxes (Water Code Sections 72090-72099), and utility taxes (Water Code Sections 72072-72072.12); and the authority to issue bonds for system maintenance and development.³ The District also has the power to sue or be sued (Water Code Sections 71750-71752), and to contract (Water Code Section 71592), and to enter into a variety of legally recognized relationships with other public and/or private entities (Water Code Sections 71720-71723). The District exercises its power to generate electricity for direct use and for sale to other parties, and reserves the right to exercise other latent powers in the future.⁴ As a member public agency of the Metropolitan Water District of Southern California, the District is entitled to certain rights and privileges, and may be responsible for carrying out certain duties.⁵

1.5. Member Agencies as Customers

The District wholesales water for the benefit and use of its customers (commonly referred to as “Member Agencies”). Member Agencies include: Golden State Water Company; Rowland Water District; Walnut Valley Water District; Valencia Heights Water Company; Boy Scouts of America; California State Polytechnic University, Pomona; Mount San Antonio College; Suburban Water Systems; Covina Irrigating Company and the cities of Covina, Glendora, La Verne, and Pomona. For the benefit of any or all of these Member Agencies, the District may also sell water to a Watermaster that administers a court judgment, and/or a Joint Powers Authority with any of these Member Agencies as a participating member. Through the Member Agencies, water is provided to the following cities or unincorporated areas: Charter Oak, Claremont, Covina, Covina Hills, Diamond Bar, Glendora, Industry, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Walnut and West Covina. Any significant initiation or change of service, change in boundaries, sphere of influence, jurisdiction, or organization, must be approved by the Local Agency Formation Commission for Los Angeles County (LAFCO).⁶

2. GOVERNANCE

2.1. Board of Directors - Principal Functions

The major functions of the Board of Three Valleys Municipal Water District are to define District goals and objectives; to act as custodian of District property and resources; to establish District policies; to review all District operations; to direct the development of management plans; to employ the General Manager of the District who shall implement the goals, plans and policies established by the Board of Directors; and to communicate with the District’s Member Agencies and the general public (Water Code Sections 71270-71314). Policies that supplement obligations of the District as set forth in the law are established by ordinances, resolutions, or motions passed by the Board of Directors.⁷

2.2. Election

A seven-member Board of Directors governs the District.⁸ Directors are elected to four-year terms at elections in November of even-numbered years. Elections are staggered, with Directors for Divisions I, III, and V elected at one election and the Directors for Division II,

IV, VI and VII elected at another election. A candidate for the Board of Directors must be a resident of the District, as well as the Division the candidate wishes to represent.

Candidate Statements of Qualification, which appear on sample ballot pamphlets, are limited to 200 words [California Water Code Section 71505; California Elections Code Sections 10540 and 13307(a) (1)]. The District does not pay any costs associated with the printing, mailing and/or handling of these.⁹

If an incumbent Board member is unchallenged in an election, the District will request that the Los Angeles County Board of Supervisors appoint him or her to a new term.¹⁰

The events causing a vacancy before the expiration of a Director's term are set forth in California Water Code Section 71250.5 and California Government Code Section 1770. Procedures contained in the California Government Code allow a vacancy to be filled by appointment by the remaining Board, or by election, or by appointment by the Los Angeles County Board of Supervisors.¹¹

2.3. Board of Directors – Organization

At its first Board meeting in December of each year, the Board of Directors elects from among its members a President, Vice-President, Secretary, and Treasurer.¹² The Board of Directors' selects or confirms District representatives to the Metropolitan Water District of Southern California (MWD) and the San Gabriel Valley Basin Water Quality Authority (WQA), the latter of which serves a four-year term designated by resolution. The representative/alternate members of these Boards serve at the pleasure of the Three Valleys Board of Directors. Following the election of officers, the President of the Board of Directors shall appoint District representatives to the Main San Gabriel Basin Watermaster, Chino Basin Watermaster and Six Basins Watermaster. Additionally, the current Board Members serve on the TVMWD Financing Corporation. Members of the Board of Directors may also be appointed as the District's representative/alternate to observe at other organizations, which shall be listed and approved by the Board of Directors. All assignments are for the calendar year and begin on January 1. The Board President may defer action on appointing representatives / alternates for up to 60 days. Predecessors will serve in their assigned role as representative or alternate until replaced.

2.4. Board of Directors - Public Meetings

Regular Board meetings are generally held on the first and third Wednesday of each month at 8:00 a.m. at the District Headquarters, 1021 E. Miramar Avenue, Claremont, California.

The District's meetings of the Board of Directors are subject to the requirements of the Ralph M. Brown Act.¹³ To clarify and supplement the Brown Act and to ensure that the Board's deliberations and the District's operations are open to the public to the full extent permitted by law, the Board originally adopted Ordinance 3-01-8 and most recently amended it with Ordinance 13-04-20 (aka Sunshine Ordinance).

Robert's Rules of Order provide guidance for the conduct of the Board's business except where otherwise provided by resolution, law, order, or motion of the District. The Board

President will rule on all matters of procedure, with the advice of legal counsel.

Except as set forth in California Government Code Section 54954.2, the Board of Directors will only consider items placed on the public agenda for each Board meeting. During its meetings, the Board of Directors may go into a closed session to discuss confidential personnel matters, labor negotiations, possible litigation, or matters related to attorney-client privilege. The President or a majority of the Board of Directors may call a Special Board Meeting.

District legal counsel attends meetings as requested by the Board of Directors or the General Manager. All legal counsel directives shall go through the Board of Directors or the General Manager. The General Manager may delegate to other employees the authority to request legal counsel for certain routine matters, such as review of contracts and agreements.

2.5. Board of Directors - Norms of Conduct and Communication

- 2.5.1. Personal Conduct: The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors shall, at all times, conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings. Directors shall defer to the Board President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). When responding to requests and concerns from Member Agencies and other customers, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 2.5.2. Conflicts of Interest: The Board of Directors has adopted a Conflict of Interest Code, as required by the California Political Reform Act of 1974, as amended.¹⁴ This Code sets guidelines for the Directors' disclosure of their economic interests to meet requirements of State law. Additionally, Directors shall abstain from participating in consideration of any item involving a prohibited conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.
- 2.5.3. Campaign Disclosures: District Board members and employees shall not accept, solicit, or direct a political contribution from (a) existing District vendors,

consultants, or contractors, or (b) vendors, consultants, or contractors who have a financial interest in a contract or other matter while that contract or other matter is pending before the District.

The District shall not enter into a contract with a proposed vendor, consultant, or contractor who has made a political contribution to or at the behest of a District Board member or employee.

To ensure full transparency in these matters, the District will request disclosure requirements in its bid processes that will obligate a potential vendor, consultant, or contractor to disclose any material financial relationship they may have or may have had with a District Board member or employee that includes, but is not limited to, payment of a salary or commission and/or donation to his or her political campaign.

- 2.5.4. Communication of Views and Positions: The Board of Directors is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its member agencies and other customers. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed:
- a. The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged.
 - b. The needs of the public and the District's Member Agencies and other customers should be the priority of the Board of Directors.
 - c. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.
 - d. Directors commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues will be avoided.
 - e. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, in a constructive and forthright manner. Once the Board of Directors takes action, Directors should commit to support said action and not create barriers to the implementation of said action.
- 2.5.5. Involvement in Elections: The District does not contribute funds directly or indirectly to candidates for elected public office [Government Code Section 3205(a)]. Furthermore, the District prohibits any political activity of officers or employees of the District during working hours or on the premises of the District [Government Code Section 3207].
- 2.5.6. Board Discipline: In the exercise of its discretion, the District's Board of Directors, by affirmative vote of five (5) of its members, may censure any of its members for a period of time deemed appropriate by said super majority of the Board of Directors. Unless otherwise prohibited by law, the maximum penalty

that may be imposed upon the censured Director by said supermajority of the Board of Directors during the period of such censure shall be the following:

- a. The suspension of all spending of District funds by the censured Director and of all reimbursement from District funds of any costs incurred by the censured Director, unless otherwise allowed by the Board of Directors.
- b. The removal of the censured Director from service on all committees and other assignments on behalf of the District and/or the Board of Directors, unless subsequently authorized by the Board of Directors and/or the President of the Board of Directors.
- c. The withholding of all compensation by the District to the censured Director except as otherwise allowed for attending meetings of the District's Board of Directors and other meetings subsequently authorized by the Board of Directors and/or President of the Board of Directors.
- d. The withholding of all or some of the benefits provided by the District to the censured director as determined by the Board of Directors.

2.5.7. Miscellaneous

- a. The District shall not purchase alcoholic beverages for consumption at meetings of the Board, or functions sponsored by the District.
- b. Directors will be expected to maintain proper decorum and comportment while representing the District.
- c. Subject to California Government Code Section 89001 and Section 18901 of Title 2 of the California Code of Regulations, Directors may use District letterhead for routine correspondence as a normal part of their duties, but are restricted from representing the Board of Directors or from using staff time excessively on all other matters without prior approval by the Board of Directors in an open session. The following guidelines shall apply:
 - 1) Letterhead may not be used for partisan activities or positions or in connection with a director's outside employment.
 - 2) All correspondence will be prepared for a Director by District staff, and a copy will be placed in the next regular Board packet.
- d. If Directors or staff has any question whether the correspondence is routine, it should be submitted to the full Board of Directors for prior approval. The following examples are guidelines for this policy:
 - 1) Board Approval Required: If District letterhead is used to express opinions or positions on which the Board of Directors has not taken an official position, or has an opposing position to that of the Board member, the letter/memo must state that the position expressed is his/her individual position and does not reflect the official position of the Board of Directors, and a copy must be provided to the Board of Directors for their information prior to mailing the letter/memo out. In addition, if letter/memo subject matter requires excessive use of staff time prior approval is required.

- 2) Board Approval Not Required: If the letter/memo expresses or requests support/opposition to legislative or administrative actions in accordance with a Board adopted position; merely makes an inquiry or requests information on a District related matter; may respond to an inquiry or invitation to participate in a District related activity. In addition, approval is not required for thank you letters.

2.6. Board of Directors - Biennial Meeting

A biennial Board workshop will be conducted the first quarter of the odd calendar years following the Board's regular election cycles. The purpose of the workshop will be to review, but not limited to, the following: The Ralph M. Brown Act, Robert's Rules of Orders, Conflicts of Interest, Directors' Compensation, Directors Travel and Reimbursement, a general review of Board Policies, Ethical Behavior and conduct during election periods.

2.7. Board of Directors - Compensation

Pursuant to California Water Code, Section 20200 et seq., Three Valleys Municipal Water District has limited its compensation each Director shall receive as permitted by State law in an amount not to exceed \$200 per day for each day's attendance at meetings of the Board of Directors and Board authorized agency or committee meetings, and water related meetings, seminars and workshops which the Board of Directors determines are of benefit to the District, or for each day's service rendered as a Director that has a substantial relationship to the District's purpose (Ordinance No. 2-07-15 adopted on February 21, 2007), not exceeding a total of ten (10) days in any calendar month (Ordinance No 2-01-7 adopted on February 7, 2001).¹⁵

- 2.7.1. For purposes of determining eligibility for compensation, the term "meeting" as used herein is defined as a meeting reasonably necessary to further the interests of the District and its projects that afford an opportunity for Directors to discuss many issues informally with other agencies and leaders in the community and achieving a goal of maintaining consistent, effective and open channels of communication with other entities, including the following:
 - a. Any occurrence that is listed in Government Code Section 53232.1(a):
 - 1) A regular, special, or emergency meeting of the Board;
 - 2) A meeting of a standing, ad hoc, or advisory committee of the Board;
 - 3) A conference, seminar, or organized educational activity involving matters related to functions and operations of the District.
 - b. Other occurrences:
 - 1) Any meeting of an agency where the District has appointed a specific representative.
 - 2) Conference calls to discuss matters related to the functions and operations of the District.
 - 3) Any other meetings determined by the Board to be reasonably necessary in furthering the interests of the District.

- 2.7.2. Compensation for a day of service will be permitted on the day before and/or the day after a meeting or conference if the travel distance to the event location is equal to or greater than 50 miles from the home of the Board member.
- 2.7.3. Meetings must be relevant to the District and constituents the Director is elected to serve.
 - a. Fundraising and other campaign type events for state-level and federal-level campaigns for elected officials are not compensable.
- 2.7.4. To receive compensation for attendance or participation at approved meetings, a Board member shall:
 - a. Submit their expense reports for the preceding calendar month to the District's General Manager or designee by the fourth calendar day following the end of the month.
 - b. Only list the meetings which the director is requesting compensation.
 - c. Provide a brief written report justifying how the meeting was reasonably necessary to further the interests of the District.
 - d. Request compensation for each meeting at \$200.

The Board will consider approval of compensation at the monthly Board meeting.
- 2.7.5. If a Director is unable to attend a meeting for which they have been appointed to represent the District, they are to notify staff in a timely manner to contact the designated alternate to attend. The WQA, Chino Basin Watermaster and Six Basins' alternate representatives are expected to attend meetings of those agencies regularly.
- 2.7.6. The TVMWD Director serving as an MWD Director, may receive compensation for each day's attendance at meetings of the MWD Board and committees, in the same amount and upon the same terms as is provided with respect to service on the Board of Directors of the District.¹⁶
- 2.7.7. Compensation is not to exceed a total of ten (10) days in any calendar month. Where two (2) or more meetings, including meetings of MWD and the District, occur on the same day, it shall count as one day's service for purposes of compensation. Miscellaneous expense reimbursement requests of the MWD Director should be made to MWD.

2.8. Board of Directors – Reimbursement

The District shall reimburse Board members for costs incurred related to attendance or participation at meetings as defined in section 2.7.4, as provided herein.

- 2.8.1. Eligible Expenses: Expenses eligible for reimbursement shall be limited to:
 - a. Registration costs, or other charges for participation at the meeting;

- b. Transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.);
 - c. Lodging at the single-room rate; and
 - d. Reasonable costs of meals (see section 2.8.3 d).
- 2.8.2. Budget Limits: The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$6,000 each fiscal year (Ordinance 2-01-7 adopted February 7, 2001).

2.8.3. Rates:

a. Registration and Meeting Charges

The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor or timely registration after applying all applicable deductions for any available discounts. Registration and meeting charges incurred by the District shall be reflected on a monthly status report issued to each Board member. In the event that a Board member must withdraw from a conference or activity after registration and payment has been made, and a refund or credit may not be obtained from the organizing group or agency, the expense will be charged against the Board members annual budget limit of \$6,000. However, if a credit may be obtained and applied by the District for a future conference or activity of the same type or by the same organization, the expense account of the Board member will not be debited until such time that the credit is applied or expires, if applicable.

Directors are encouraged to work with assigned staff to coordinate registration at all meetings to ensure consistency, as well as to ensure that all applicable discounts are applied. It is important to register within the prescribed deadlines as a courtesy to those outside entities planning the events. Requests to attend an event after a prescribed deadline passes will be the sole responsibility of the director, including any related costs, which may be submitted for reimbursement with proper documentation on the monthly expense report. Directors may not direct outside entities to bill the District for events they have attended without working through the District first.

b. Transportation

- 1) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach air fare.

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- 2) Reasonable private vehicle expenses are reimbursable up to the cost of coach airfare and the attendant cost of ground transportation. Vehicle versus airfare costs are expected to be documented to verify reimbursement is the most economical. A Board member may not appropriate a District vehicle solely for his or her own individual use as a means of transportation to conferences or seminars. Mileage reimbursement shall be given when personal vehicles are used for District business. The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage. Mileage will only be reimbursed for meetings approved for compensation as outlined in Section 2.7.
- 3) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.
- 4) If an alternative private aircraft is used in lieu of commercial air travel, written documentation of actual cost incurred by the director must be provided along with comparison of the lowest commercial air charges. If additional supplemental ground transportation such as taxi or shuttle would normally be required to reach the destination, these charges may be included at the lowest rate for comparison purposes. All efforts should be exercised to obtain comparison rates at least 21 days prior to scheduled travel date to obtain the lowest rates. The latest comparison date permitted will coincide with the latest published RSVP date for any scheduled event and/or conference. Note: if there is no direct cost to the Director for the alternate private aircraft, the expense is not subject to reimbursement, and, may be subject to gift limitations and filing on the annual Form 700-Statement of Economic Interest form.

c. Lodging

Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging. No reimbursement requests will be approved for lodging expenses incurred within the District's service area. However, lodging costs will be paid by the District under the following circumstances:

- 1) The Board member is attending a conference or other qualifying function held more than 50 miles from their home; OR

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- a. Lodging for the night before will be reimbursed if the Board member would have needed to leave their home before 6am;
- b. Lodging for the night of will be reimbursed if the Board member would have arrived home that night after 7pm.

Lodging requests not covered by this section will not be reimbursed, except upon authorization of the Board given at a public meeting. Actual and reasonable lodging expenses will be reimbursed only for authorized personnel and as such will not be reimbursed for guests or family members of the authorized personnel. Where reasonably possible, lodging will be obtained in proximity to the conference or function site. In most cases, lodging should be arranged and paid for through the District. With adequate notice, staff is able to arrange for prepayment of authorized charges via the District credit card. Staff will be unable to acquire any lodging for events that are requested after the prescribed RSVP deadline has passed.

- 2) At some conference venues, a Director may have access to alternate lodging due to the availability of time shares, a secondary residence, etc. Reimbursement for any alternate lodging is limited to the cost of scheduled actual conference lodging costs or the lesser of the two venues. Documentation in the form of a receipt paid for alternate lodging must be provided to receive reimbursement.

d. Meals

The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed \$100.00 per day's service. The District does not pay for or reimburse for alcoholic beverages. When the District pays for meals, which are included in a conference/seminar registration packet, outside meals will not be reimbursed.

- 1) On occasion at different events and/or conferences, a Director may be extended an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements if the amount of the dinner exceeds \$50. The meal host (e.g. Citizens Business Bank, Muni Financial, etc.) should be asked to provide written documentation that includes an itemization of items consumed. In the case of hosted alcoholic beverages shared by many (e.g. bottle of wine), the cost of the beverage may be prorated by the total number of guests at the meal function.

e. Other

District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be

approved by the Board in a public meeting before the expense is incurred. If the Board member chooses to incur additional costs that are above the rates established herein, and those costs have not been approved by the Board in a public meeting before the expense is incurred, then the Board member may do so at his or her own expense.

- 2.8.4. Ineligible Expenses: The District will not advance cash to a director. Directors will not be issued District credit cards or car allowances. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. Any expenses related to meetings not approved by the Board will be deducted from the Director's compensation and reimbursement payment.
- 2.8.5. Expense Forms: The District shall provide expense report forms to be filed by the members of the Board for reimbursement of actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this document for the expenditure of public resources. Board members shall submit their expense reports to the District's General Manager or designee for the preceding calendar month by the fourth calendar day following the end of the month. All reports shall be accompanied by the original, itemized receipts for ancillary expenses such as meals, parking, etc. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense report. Otherwise, missing receipts will not be reimbursed. Approval of Director expenses for the preceding month will be included on the agenda of the Board meeting held on the third Wednesday of each month. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.9. Board of Directors - Ethics Training

2.9.1. Requirement:

- a. Service Prior To 2006. Each local agency official in District service as of January 1, 2006, except for Board members whose term of office ends before January 1, 2007, must receive training in ethics laws before January 1, 2007. Thereafter, each local agency official must receive such training at least once every two years.
- b. Service On or After 2006. Each local agency official who commences service with the District on or after January 1, 2006, must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years. All Board members shall provide a copy of proof of participation in the required ethics training to the District.

2.9.2. Application:

Local Agency Official: As used in Section 2.9.1, the term “local agency official” means all of the following:

- a. All Board members; and
- b. All executive staff of the District.

Ethics Laws: As used in Section 2.9.1, the phrase “ethics laws” includes, but is not limited to, the following:

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- b. Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
- d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

2.9.3. District Responsibilities

Records: The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 2.9 and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Notice: The District is required to provide information on training available to meet the requirements of Section 2.9 to its local agency officials at least once annually.

2.10. Board of Directors – Workplace Harassment Training

2.10.1. Requirement

- a. Service Prior to 2008. Each Board member in District service as of January 1, 2008, must participate in the District’s program of providing at least two hours of classroom or other effective interactive training and education

regarding workplace harassment to its supervisory employees no later than six months from the first day of service with the District. Thereafter, each Board member must participate in such training at least once every two years.

- b. Service On or After 2008. Each Board member who commences service with the District on or after January 1, 2008, must participate in the District's program of providing at least two hours of classroom or other effective interactive training and education regarding workplace harassment to its supervisory employees no later than six months from the first day of service with the District. Thereafter, each Board member must participate in such training at least once every two years.

2.10.2. District Responsibilities

The training and education required by Section 2.10 shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of workplace harassment and the remedies available to victims of workplace harassment in employment. The training and education shall also include practical examples aimed at instructing District supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

2.11. Board of Directors – Governance/Management Connection

With the exception of the Board's relationship with General Counsel, the Board's sole official connection to the operational organization, its achievements and conduct will be through a chief executive officer, titled General Manager. The Water Code states that the General Manager has "full charge and control" of the District's system, subject to Board approval (Section 71362). The District's definition of "full charge and control" includes technical aspects such as construction, operations, repair and maintenance, and engineering; as well as day-to-day administrative functions such as accounting, billing, and financial services; and management functions over employees, suppliers and consultants. The definition also includes the General Manager's ability to accomplish these functions, and their accountability for them.

The primary, binding authority with respect to the General Manager's role and responsibilities is stated in California Water Code Sections 71362 and 71363. Consistent with that foundational policy, several important policy concepts are highlighted in this and subsequent sections.

Only officially passed ordinances, resolutions, and motions of the Board are binding on the General Manager except in rare instances when the Board has specifically authorized such exercise of authority. In initiating communication with District staff, Directors should generally contact the General Manager. In the absence of the General Manager, Directors may contact the appropriate management staff member to obtain the requested assistance. Any Board member requests that require substantial work must come to the Board for direction.

The General Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager. The Board, as a whole, will not give direction to a person who reports directly or indirectly to the General Manager. The Board as a whole will not evaluate, either formally or informally, any staff other than the General Manager. The Board will evaluate the General Manager performance qualitatively, using as guidelines the General Manager's stated annual objectives. Adjustments in the General Manager's remuneration or contract will be consistent with the Board's evaluation of performance and achievement of stated objectives.

3. GENERAL MANAGER AND STAFF

3.1. General Policy

The General Manager will ensure that conditions for the employees are maintained and conducted in a fair, dignified and organized manner. Also the General Manager may not:

- 3.1.1. Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as grossly preferential treatment for personal reasons.
- 3.1.2. Retaliate against any staff member for non-disruptive expression of dissent.
- 3.1.3. Fail to acquaint staff with the rules and his/her interpretation of their protections and responsibilities under this policy.

3.2. General Manager Authority - Limits Set by Board

Within guidelines set by state law, District policy establishing the responsibilities and authority of the General Manager and the responsibilities reserved for the Board of Directors is set forth by Resolution 09-11-645, which is incorporated herein by reference.

3.3. Safety

The District will maintain a safety program to ensure the protection of the public, contractors and staff from injury and illnesses. The program shall comply with applicable federal and state laws.

3.4. Loyalty Oath

In accordance with the Government Code 3100 et seq. all public employees are classified as "disaster service workers" and are required to take a public employee oath upon hire. Failure to subscribe to the oath will null and void the offer of employment by the District. The Code states that all disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath.¹⁷

4. WATER PLANNING AND SUPPLY

4.1. General Policy

In the pursuit of its mission, the TVMWD Board of Directors has articulated some objectives related to water planning and supply. These objectives form the general water planning and supply policy of the District:

- 4.1.1. Assure an adequate, safe and reliable supply of imported and local water that meets the needs of our customer agencies.
- 4.1.2. Provide leadership in addressing and resolving water supply, water quality and infrastructure issues affecting water agencies in the District's service area and region. Serve as collaborator, facilitator, and integrator of the interests of water agencies and other stakeholders within the District's service area and region.
- 4.1.3. Prepare and implement long range plans that meet District and member needs, while distributing the benefits and costs equitably.

4.2. Water Management Plan

In accordance with State law, the District prepares an Urban Water Management Plan as a comprehensive assessment and description of the District's ultimate needs for water and plan for the provision of related facilities and water management actions. The content and development process of the Plan shall be consistent with, but may surpass, the elements prescribed by the Urban Water Management Planning Act.¹⁸

4.3. Water Quality

Drinking water provided by the District shall be of the highest quality possible at a reasonable cost, but shall at no time violate any adopted federal or state primary or secondary drinking water standard.

Drinking water quality may sometimes be protected effectively at the source, or in the watershed from which it is withdrawn for human use. Therefore, it is the policy of Three Valleys Municipal Water District to promote the protection and, when appropriate, the enhancement or restoration of watershed and groundwater resources of the region.

4.4. Water Use Efficiency, Public Outreach & Water Conservation

The District actively promotes the achievement of a high level of efficiency by all types of retail water users, by supporting water conservation planning and project implementation at the regional and local levels. Also, the District will endeavor to maintain an active and comprehensive approach in its outreach efforts by participating in a wide variety of activities throughout the service area.

4.5. Regional Approach to Water Management

The District will follow a jointly prepared, commonly understood and supported, Regional Plan for achieving a high degree of water supply and water quality reliability.

The Regional Plan will be developed collaboratively by Three Valleys and its member agencies, utilizing the combined resources, facilities, and assets of local water agencies, as well as of some regional agencies. The Plan will provide operational and cost benefits to all the agencies, and be funded equitably among them.

Developing and implementing the Regional Water Supply Reliability Plan will permit our service area to successfully meet its water needs in the face of a future prolonged drought and/or a cutback of 20% in imported supplies by Metropolitan Water District, consistent with legislation SB 7X7 of the historic comprehensive water package of November 2009.

5. CAPITAL IMPROVEMENTS

5.1. Service Connections

It is the District's policy to facilitate the construction of new imported water connections as needed. The approval, design, and construction of new service connections to Metropolitan Water District (MWD) facilities shall comply with applicable sections of MWD's Administrative Code. The District shall be responsible for all approvals, design, and construction of new service connections to District-owned facilities. Although the District may consider appropriate funding arrangements, such as funds from state or federal grants or loans, in collaboration with the benefiting agency(ies), the cost of design and construction is the responsibility of the local agencies in proportion to their benefit.

5.2. System Maintenance and Repairs

District policy is to plan, budget money for, and implement a thorough program of maintenance and repair for all District facilities, to achieve the goal of keeping all equipment, machinery, and processes in good working order.

5.3. Other Capital Improvements

The District may undertake the design and construction of capital improvements that provide regional water resource or water quality benefit. The costs of such projects may be shared with those directly benefiting from the project or may be wholly included in the District's budget. Funding may be rate-based, from grants or other outside sources.

6. FINANCIAL INTEGRITY

6.1. General Policy

Consistent with District policies established herein, the General Manager as the Chief Executive Officer of the District shall ensure that Three Valleys Municipal Water District

meets all laws, regulations, and sound financial management practices.

6.2. Annual Budget

The General Manager shall annually prepare and follow a budget in which anticipated expenses do not exceed anticipated revenues. Budget preparation will include ample consultation with member agencies, before its approval by the Board of Directors.

6.3. Rates, Charges, Assessments and Penalties

The Board of Directors shall set rates, charges, assessments and penalties in accordance with its mission, state law, and prudent fiscal management practices. Invoices for water deliveries shall be done on a monthly basis. Invoices shall be mailed no later than the twelfth (12th) working day of the month following the month in which water was delivered. The invoice shall indicate the mailing date (invoice date), the month for which the charges were incurred, the total amount of water delivered for each class of service, and the total amount of charges and water delivered. Payment of the amount shown on such invoices shall be due in the month following mailing and shall be delinquent if not received by the Chief Finance Officer (CFO) of the District before the close of crediting activity five (5) days prior to the last business day of the month following such date of mailing. The term "business day" shall mean any day other than a Saturday, Sunday, or holiday. The term "received by the CFO" shall mean receipt either (1) at the District headquarters or (2) by crediting to the District's general demand account at the office of the District's bank in such form that the funds are immediately available for investment or other use or disposal by the District. The term "close of crediting activity" shall mean either (1) 2:00 p.m. if payment is delivered to the Office of the CFO of District headquarters, or (2) the cutoff time for crediting by the District's bank of the day's transactions if payment is initiated by wire transfer, inter-branch transfer, direct deposit, or by other means pursuant to advance agreement with the CFO. In the event that a mistake is discovered in a District water sales record, the General Manager shall initiate appropriate corrective action, except that no mistake made more than five (5) years prior to its discovery shall be corrected. If an incorrect invoice has been issued to a member agency, the General Manager shall notify the affected agency of any adjustment and the manner of making any required credit or charge, neither of which shall bear interest. All invoices are due and payable as described and any dispute concerning the amount due should be filed with the District immediately. In the event any member agency shall be delinquent in the payment for water delivered by the District, or through an MWD connection, and/or other charges levied, an additional charge equal to two (2) percent of such delinquent payment for each month or portion thereof that such payment remains delinquent shall be assessed, and the member agency shall pay such charge to the District in addition to the amount of such delinquent payment. Notwithstanding the above, if the total period of delinquency does not exceed five (5) business days, the additional charge shall be equal to one (1) percent of such delinquent payment. Invoices for delinquencies including additional charges shall be mailed not later than the tenth day of each month. In the event that any member agency shall be delinquent for more than thirty (30) days in the payment for water, such delinquency shall be reported by the General Manager to the Board of Directors at its next meeting. The Board of Directors, in its discretion and upon such other conditions as it may prescribe after giving the member agency a reasonable

opportunity to be heard, may order the termination of service to such member agency until all delinquent payments, including additional charges, is made to the District, or the Board of Directors may authorize such other actions as may be legally available to effect collection.

6.4. Reserves

The District will maintain sufficient revenue to meet its operating expenses, debt service and depreciation expenses and hold cash and/or other investments in reserve. Reserves will be segregated into various funds for specified purposes according to the District's Investment Policy and in compliance with state and federal laws. They will include committed reserves for specific, ongoing capital projects, non-spendable reserves invested in capital assets, restricted reserves for debt service, and assigned reserve funds made up of the following Board designated categories:

Board Elections	Opportunity	Employee Benefits
Debt Service	Emergency	Capital Asset R/R
Water Rate Stabilization	Unfunded Liability Pension	

6.5. Investment of Funds

Funds accumulated temporarily by the District to finance planned improvements, along with operating reserve funds, are invested in instruments and accounts as allowed by the California Government Code and in conformance with adopted District investment policy.¹⁹ Management of non-cash investments shall be administered by a competitive investment manager. Custody of the investments shall be administered by a competitive investment manager.

The General Manager shall render an annual statement of investment policy to the Board of Directors. The General Manager shall also render a quarterly report to the Board of Directors showing the type of investment, date of maturity, amount of deposit, and current market value for all securities with a maturity of more than twelve (12) months, and the rate of interest.

6.6. Risk Management

The District will identify, analyze and implement reasonable techniques to protect against the adverse financial effects of accidental losses, including the purchasing of insurance, contractual transfer, exposure avoidance and retention of unfunded reserves.

6.7. Audit

The District will contract with a reputable public accounting firm to conduct an annual audit of its financial activities using a Certified Public Accountant familiar with the operations of a municipal water district in California. The audit will be made available for review by member agencies and the public and will comply with the Generally Accepted Accounting Principles (GAAP) in addition to state and federal law.

7. PUBLIC INVOLVEMENT

7.1. General Policy

It is the policy and desire of the Board of Directors that the public is kept adequately informed as to District activities, thus promoting public confidence in the District.

7.2. Public Information and Education

The District endeavors to inform and educate its various “publics” on general, historical, and current issues through multiple means, including: open, public meetings; the media; and, various educational forums including, but not limited to, District-sponsored tours, tri-annual leadership breakfasts, and conservation education classes.

7.3. District Spokesperson

The General Manager is the principal spokesperson for the District, and the President of the Board also takes an active part in communicating District policies. Some of this responsibility may be delegated to others, as appropriate.

7.4. Requests for Public Records

7.4.1. All District records and documents not deemed to be exempt under the California Public Records Act (“the Act”), California Government Code Section 6250 et seq., shall be open to the public for inspection and copying pursuant to the requirements of the Act and the procedures established herein.

7.4.2. Any person who wishes to inspect or copy any document or record of the District shall submit or unequivocally convey such a request to the District which reasonably and particularly describes an existing and identifiable record. The person seeking the record may, but need not, state his or her reason for making the request and/or the use to which the information will be put.

7.4.3. When a member of the public requests to inspect a public record or obtain a copy of a public record, the District, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, shall perform all of the following, to the extent reasonable under the circumstances:

- a. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
- b. Describe the information technology and physical location in which the records exist; and

Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

- 7.4.4. If the District receives a request for approved minutes, publicly-posted agendas, adopted budgets, and/or other simple, routine, and otherwise readily-available documents in the District's immediate possession, said records shall be released to the party so requesting for inspection as soon as possible. If copies thereof are requested, said records shall be released to the party requesting as soon as possible after payment of the fee adopted by the District pursuant to Section 7.4.8 hereof.
- 7.4.5. All requests for records that are outside the scope of Section 7.4.4 hereof shall be reduced to written form. The District shall furnish the requesting party with a standard form for his or her convenience in describing the records sought, but the use of that form shall not be the exclusive means by which a member of the public may identify said documents in writing. If the requesting party refuses or is unable to submit a request in writing, the District shall prepare a written memorandum articulating the request as it is understood.
- 7.4.6. Within ten (10) calendar days after receipt of a request to inspect or copy any document or record of the District identified in the writing prepared pursuant to Section 7.4.5 hereof, the District shall determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District, and shall immediately notify the person making the request of such determination and the reasons therefore.
- 7.4.7. Under unusual circumstances as defined in the Act, the time limit prescribed in Section 7.4.6 hereof may be extended by written notice by the General Manager of the District, or his or her designee, to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than fourteen (14) calendar days.
- 7.4.8. If the District determines that the records requested shall be made available for public inspection or copying, the District shall promptly make the records available to the requesting party. If copies are requested, the District shall promptly provide copies of the records to the requesting party upon payment of a duly-adopted fee to cover the District's direct cost of duplication, which shall be calculated in the following manner:
 - a. If the copies are made by the District's staff, the direct cost of duplication shall consist of the cost of running the equipment from which the copy is produced and the expense of the person operating it; but shall not include the ancillary tasks necessarily associated with the retrieval, inspection, and handling of the file from which the record is extracted for reproduction.
 - b. If the records for which copies are requested are being held by consultants of the District, including the District's legal counsel, the direct cost of duplication shall be no different than the fee established pursuant to Section 7.4.8(a) above.

- c. If the size, quantity, or unique nature of the records for which copies are requested is such that the District determines in the reasonable exercise of its discretion that the reproduction thereof should not be conducted by District staff or consultants, then the District shall attempt to coordinate a mutually-acceptable alternative arrangement with the requesting party. No such arrangement shall permit a copying protocol that would expose any District records to being permanently removed, damaged, defaced, or destroyed. If the District is unable to reach such an agreement with the requesting party, then the District shall send said records to a printer or commercial copying service for reproduction and the direct cost of duplication shall be the same amount that is charged by the printer or commercial copying service for the services so performed.
- 7.4.9. If the District determines that the records requested shall not be made available for public inspection or copying, the District shall justify withholding any record by demonstrating that the record in question is exempt under the Act, that the District is unable to identify the information requested in the writing prepared pursuant to Section 7.4.5 thereof after making a reasonable effort to provide the assistance described in Section 7.4.3 hereof and elicit additional clarifying information from the requester that would help identify the record or records, or that, based on the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. Any notification of denial of any request for records shall set forth the names and titles of each person responsible for the denial.
- 7.4.10. If the District determines that any part of an otherwise public record shall not be made available for public inspection or copying, any reasonably segregable portion of the record shall be provided to the person requesting such record after deletion of the portions which are exempt by law and upon (a) compliance with Section 7.4.8 hereof as to the portions released to the requesting party and (b) satisfaction of Section 7.4.9 hereof as to the portions deleted there from.

APPENDIX A Resolutions and Motions Superseded by Adoption of this Policy

1 PURPOSE AND ORGANIZATION

- 1.1 Mission** — *Motion Numbers:* 9-94-3164, 2-97-3472 and 4-00-3807
- 1.3 Objectives** ²⁰— *Resolution Number:* 7-52-262
- 1.4 Functions and Powers** — *Motion Numbers:* 7-50-8, 9-56-450, 1-68-101, 1-68-104, 8-71-142, 5-74-93, 1-79-576, 1-79-577, 4-79-612, 5-79-621, 8-81-982, 9-81-1012, 4-82-1153, 7-82-1202, 5-86-1844, 2-90-2428, 6-92-2839, 7-92-2871 and 1-95-3194

2 GOVERNANCE

- 2.1 Board of Directors - Principal Functions** — *Ordinance Number: 2-01-7 (2001); Motion Numbers:* 197, 208, 1-70-1072-79-589, 2-79-594, 7-79-647, 7-82-262, 3-85-1645, 4-89-2324, 11-89-2391, 5-92-2530, 8-92-2897 and 12-95-3288. *Ordinance Number 17-01-21 (2017)* was adopted to clarify process for approval of TVMWD Manuals.
- 2.2 Election** — *Motion Numbers:* 7, 6-84-1534, 7-84-1541 and 7-94-3151
- 2.3 Board of Directors – Organization** — *Resolution Numbers:* 12-88-301, 01-02-408; *Motion Numbers:* 561, 11-78-555, 1-79-571, 1-79-574, 11-81-1061, 9-86-1912, 12-86-1962, 7-92-2869, 1-93-2951, 1-93-2952, 1-93-2953, 1-93-2954, 1-93-2985, 1-93-2983, 1-93-3954, 4-93-2992, 4-93-2993, 4-93-2994, 6-93-3012, 1-94-3096, 1-95-3196 and 10-95-3265
- 2.4 Board of Directors - Public Meetings** — *Ordinance Numbers:* 3-01-8, 5-01-9, 02-02-11, 6-03-12, 05-04-13 and 12-01-19, **13-04-20 (2013)**; *Resolution Numbers:* 8, 48, 450, 1021; *Motion Numbers:* 1-84-1464, 4-89-1670, 4-91-2624, 4-91-2626, 2-93-2959, 2-93-2962, 7-91-2674, 3-93-2973, 10-93-3068, 1-94-3095, 1-95-3196, 1-95-3197, 4-95-3217, 10-95-3265, 2-98-3571 and 8-98-3625
- 2.5 Board of Directors - Norms of Conduct and Communication** — *Resolution Numbers:* 4-74-170, 1-77-203, 8-81-256, 08-02-424, 06-06-550 and 09-07-639; *Motion Numbers:* 9-82-1228, 5-83-1361, 5-87-2053, 10-87-2112, 4-89-2334, 3-90-2447, 4-91-2625, 6-91-2653, 7-91-2672, 6-92-2844, 7-93-3040, 12-93-3083, 2-94-3103, 3-94-3109, 12-95-3288, 5-97-3501, 8-97-3526, 6-98-3607 and 9-98-3630
- 2.7 Board of Directors - Compensation** — *Ordinance Numbers:* 3-98-6, 7-90-4, 2-01-07 and **2-07-15 (2007)**; *Resolution Numbers:* 5-81-254 and 8-81-256; *Motion Numbers:* 80, 560, 690, 694, 1-84-1460, 5-85-1673, 9-86-1912, 9-89-2379, 9-89-2380, 8-90-2512, 1-91-2580, 6-92-2845, 6-92-2880, 2-93-2968, 2-93-2969, 7-93-3032, 8-93-3055, 12-93-3083, 7-94-3151, 6-95-3234, 9-95-3250, 5-97-3501, 3-98-3583, 3-98-3596, 2-01-3882 and 09-01-4670
- 2.8 Board of Directors – Reimbursement** — *Ordinance Number: 2-01-7 (2001)*
- 2.11 Board of Directors – Governance/Management Connection** — *Ordinance Number: 2-01-7 (2001); Resolution Number: 7-82-263*

3 GENERAL MANAGER AND STAFF

- 3.1 General Policy** — *Ordinance Number:* 11-04-14; *Motion Numbers:* 3-69-115, 12-69-164, 12-70-167, 11-72-147, 4-73-161, 5-76-285, 12-76-352, 11-79-697, 11-80-841, 3-81-902, 3-81-909, 9-81-1002, 11-81-1060, 3-82-259, 12-82-266, 6-83-270, 6-84-1525, 2-85-1635, 3-85-1655, 3-85-1656, 6-85-1699, 4-86-1811, 4-86-1812, 4-86-1813, 4-86-1824, 6-87-2060, 8-89-2358, 8-89-2363, 8-89-2364, 6-90-2482, 9-91-2700, 9-91-2704, 4-94-3130, 6-95-3232, 6-95-3233, 1-96-3305, 3-96-3336, 6-97-3512, 10-99-3748, 4-00-3813, 7-00-3836 and 8-00-3841
- 3.2 General Manager Authority - Limits Set by Board** — *Motion Numbers:* 09-01-406, 09-11-645

4 WATER PLANNING AND SUPPLY

- 4.1 General Policy** — *Resolution Number: 10-02-647*
- 4.3 Water Quality** — *Resolution Number: 6-80-243*
- 4.4 Water Use Efficiency, Public Outreach & Water Conservation** — *Resolution Numbers: 3-77-205 and 7-88-2997*

5 CAPITAL IMPROVEMENTS

- 5.1 Service Connections** — *Resolution Numbers: 151, 239; Motion Numbers: 12-57-196*
- 5.2 System Maintenance and Repairs** — *Resolution Numbers: 196, 208, 295, 348; Motion Numbers: 2-70-115 and 6-70-135*

6 FINANCIAL INTEGRITY

- 6.1 General Policy** — *Resolution Number: 1015; Motion Numbers: 8-50-17, 7-52-242, 6-67-1015, 9-90-2538, 1-96-3304 and 3-96-3339*
- 6.3 Rates, Charges, Assessments and Penalties** — *Resolution Numbers: 242, 293, 1034, 6-75-1932, 04-03-439, 05-03-441, 03-04-466, 05-05-519; Motion Numbers: 10-70-155, 11-78-559 and 1-84-1464*
- 6.4 Reserves** — *Resolution Numbers: 1-85-278, 05-03-440, 03-05-505, 03-05-506*
- 6.5 Investment of Funds** — *Resolution Numbers: 10-86-288; Motion Numbers: 4-82-1661, 4-90-2456, 12-90-2570, 8-94-3160, 8-94-3161, 3-96-3337, 8-97-3525, 10-98-3629, 10-98-3630, 8-99-3732, 9-99-3739, 01-05-495 and 09-02-4677*
- 6.6 Risk Management** — *Resolution Number: 05-04-471*
- 6.7 Audit** — *Motion Number: 4-92-2798*

7 PUBLIC INVOLVEMENT

- 7.1 General Policy** — *Resolution Number: 7-82-262*
- 7.2 Public Information and Education** — *Motion Numbers: 3-81-913 and 5-82-1169*

APPENDIX B **End Notes**

1. The Mission Statement and Vision Statement of TVMWD was updated and unanimously approved by the Board of Directors at its September 19, 2012 meeting by *Motion Number. 12-09-4889*. TVMWD Action Plan 2001-2002 adopted on September 19, 2001 and ratified again on February 22, 2003 and set forth the Objectives of the District, incorporated as Section 1.3 of this Policy Manual. The 2015 update of the Policy Manual changed the title of Section 1.3 from Objectives to Core Values.
2. California Water Code, Section 71000 et seq.
3. California Water Code, Section 71000 et seq.
4. These powers, whether currently exercised or latent, are generally authorized by the Municipal Water District Act (Ibid.)
5. Administrative Code, Metropolitan Water District of Southern California
6. Government Code Section 56000 et seq.
7. California Water Code Section 71276. Effective January 1, 2015 all resolutions and ordinances are adopted by roll call vote of the legislative body.
8. California Water Code Section 71260 and Water Code Section 71262
9. California Government Code Section 85300 and Government Code Section 3205(a); Water Code Section 71505; Election Code Section 10540 and Election Code Section 13307(c) and (e)
10. California Water Code Section 71505; California Election Code Section 10515
11. California Government Code Section 1780
12. California Water Code Section 71273 and Water Code Section 71340
13. California Government Code Section 54950 et seq.
14. California Government Code Section 81000 et seq.; Title 2, California Code of Regulations, Section 18109 et seq.
15. California Water Code Section 71255, Government Code Section 53232.2, Government Code Section 53232.3, Water Code Sections 20200, 20201, 20202, 20203, 20204, 20205, 20206 and 20207
16. California Water Code Section 71256; California Water Code – Appendix Section 109-51
17. California Government Code Section 3100
18. California Water Code Section 10610 et seq.

Item 8.A.3

¹⁹ California Government Code Section 53601, Government Code Section 53601.1, Government Code Section 53630, and Government Code Section 53646 et seq.

²⁰ This section was renamed to Core Values during the CY 2015 update.



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pagination purposes



PERSONNEL MANUAL
2017

A handwritten signature in blue ink that reads "Richard W. Hansen".

Richard W. Hansen, P.E.
General Manager/Chief Engineer

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1. PURPOSE AND ADMINISTRATION

The purpose of the District's personnel policies shall be to create a fair and uniform system of rights, incentives, and work rules for current and prospective employees.

1.1 Merit and Fair Employment Principles

The District maintains a merit system governing personnel action. Employment and promotion shall be based on merit and ability, free of personal or political considerations, and shall in no way be affected or influenced by race, religion, color, national origin, ancestry, gender, marital status or disability, provided, however, that the District may make employment decisions on the basis of a bona fide occupational qualification when permitted by law. Continued employment of those employees covered by these principles shall be subject to satisfactory work performance and the needs of the District.

1.2 Application of Rules

The District's personnel rules shall apply to all officers and employees in the service of the District except: members of the Board of Directors; the General Manager; voluntary personnel; persons engaged under contract to supply expert, professional, technical, or any other services. *Section 5.8 Workplace Violence and Section 14 Harassment* shall apply to all officers, employees, members of the Board of Directors, contractors and consultants.

1.3 Prior Rules

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

1.4 Severability of Provisions

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

2. ADMINISTRATION

2.1 General Manager

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

2.2 Assistant General - Manager-Administration

The Assistant General Manager-Administration shall act and supervise in the absence of the General Manager and shall serve as the Personnel Officer of the District.

2.3 Personnel Officer

The Personnel Officer shall perform and/or delegate, as necessary, the following duties and responsibilities:

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

3. FILLING VACANCIES

3.1 Recruitment Policy

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

3.2 Selection

When a vacancy occurs, the Department Head shall notify the General Manager. The General Manager shall then decide whether to fill the position or leave it vacant. The General Manager shall fill vacant positions by reinstatement, transfer, demotion, promotion, acting appointment, temporary appointment, emergency appointment, or regular appointment. All appointments shall be made in accordance with merit and fair employment principles, as outlined in Section 1.2.

3.3 Examinations

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

- a. Physical and mental ability to perform the duties of their job, taking into account reasonable accommodation.
- b. Problems that could potentially interfere with or otherwise have an adverse impact on the ability to perform their job.
- c. Factors that would create an undue risk to persons or property or bring discredit upon the District. Examinations may include physical ability, mental fitness, job skills, drug/alcohol screening, credit history, background check, criminal history and other tests as allowed by law.

3.4 Nepotism

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

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

4. SEPARATION, PROMOTION AND INTRODUCTORY PERIOD

4.1 Separation

Employees of the District are considered "at will" employees, and shall be subject to the requirements of these policies with respect to the tenure of employment. An employee who is in their introductory period (six months or one year, depending on position) may be discharged at any time without cause by the Personnel Officer or the General Manager. An employee who has failed to satisfactorily meet the requirements of their position, or has violated District work rules as detailed in Section 5, may be discharged according to the procedures set forth in Section 6.

4.2 Layoff

An employee of the District may be laid off for reasons of economy, efficiency or other non-disciplinary purposes. All layoffs will be made at the discretion of the General Manager based on a combination of factors, including, but not limited to, qualifications, productivity, performance and seniority. As far as practical, the employee shall be given two weeks' notice prior to a layoff.

4.3 Resignation

An employee who wishes to voluntarily terminate employment with the District in good standing shall submit a written resignation, dated and signed, to their supervisor at least two weeks prior to the date of resignation. The resignation shall be deemed accepted upon receipt by the Personnel Officer.

4.4 Promotion

Appointment to a vacant position in a job class that is compensated at a higher rate shall constitute a promotion. All promotions are subject to a new Introductory Period and the establishment of a new anniversary date, for the purpose of conducting the employee's annual performance evaluation. New performance goals may also be issued at the time of the promotion. Consistent with merit and fair employment principles, all vacancies should be filled by promotion from District personnel where qualified candidates exist.

4.5 Introductory Period

All original and promotional appointments shall be tentative and subject to an introductory period of not less than one (1) year of actual service, except for senior management employees, who shall have an introductory period of not less than six (6) months. Appointments resulting in a demotion may be subject to an introductory period of not less than one (1) year.

4.6 Introductory Period Defined

The introductory period shall be regarded as an extension of the examination process. During the introductory period the employee's work performance shall be closely observed and evaluated to determine the capability of the employee in their new position.

4.7 Introductory Period Procedures

The Personnel Officer shall notify the Department Head and General Manager three (3) weeks prior to the conclusion of an employee's introductory period. Thereafter, the General Manager shall confer with the Personnel Officer and the Department Head regarding the performance of the introductory employee. If the General Manager determines that the performance of the introductory employee has been satisfactory, the General Manager may find that the employee has successfully passed the introductory period and should become a regular employee.

4.8 Termination of Introductory Employee

If the General Manager determines that the work or conduct of the introductory employee is below satisfactory standards, the employee may be terminated by the General Manager without cause, prior notice, right of review, or appeal. A written termination notice shall be served on the introductory employee and a copy filed in their personnel file.

4.9 Promotional Introductory Period

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

4.10 Extension of Introductory Period

In the discretion of the General Manager, an employee's introductory period may be extended for an additional period not to exceed one year. Under no circumstances shall any employee's introductory period be extended more than once.

5. WORK RULES

5.1 Participation in Work Action

Participation by a District employee in a strike, work stoppage, or work slowdown shall subject the employee to disciplinary action as allowed by State law. As used in this section, "strike, work stoppage, or slowdown" means the concerted failure to report for work the willful absence from the work place, the refusal to work, the stoppage of work being done by

others, picketing or the abstinence in whole or part from the full and faithful performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions to compensation, or the rights, privileges or obligations of employment. Picketing on an employee's own time, outside District property, on public property, is permitted.

5.2 Participation on Boycott

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

5.3 Outside Employment or Activities

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

5.4 Employee Dress and Conduct

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

5.5 Rest Periods

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

5.6 Financial Affairs

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

5.7 Workplace Civility

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

5.8 Workplace Violence

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

5.9 Internet & E-Mail

When using a District computer to access the Internet and e-mail, employees shall conduct themselves professionally and appropriately in accordance with the procedures detailed in the District's Internet and E-Mail policy.

5.10 Cell Phone Use

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

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

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

5.11 Standards of Conduct

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

Item 8.A.3

- a. Poor performance.
- b. Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitor.
- c. Unavailability for work, i.e. absenteeism or tardiness.
- d. Misuse of District monies.
- e. Conducting non-business activities during working hours.
- f. Any action indicating a disrespect or disregard for the District, its vendors or member agencies.
- g. Release of confidential information about the District or its members.
- h. Possessing or bringing open containers of alcohol, illegal drugs or chemicals on or to the District's property.
- i. Unauthorized possession or removal of property, records, or other materials that belong to the District.
- j. Smoking of tobacco products and electronic cigarettes in restricted areas, subject to Government Code 7596, 7597 & 7598.
- k. Leaving District property without supervisor approval prior to the end of a scheduled work day.
- l. Sexual harassment or other unlawful harassment of another employee.
- m. Giving false or misleading information during the application and/or selection process.
- n. Willful failure to report to a supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
- o. Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.
- p. Threatening or intimidating other employees or supervisors.
- q. Behavior unbecoming of a District employee; that behavior or action which would adversely prejudice public opinion of the District.
- r. Failure to immediately report the loss of a California drivers' license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. This rule applies to all employees of the District.
- s. Installing unauthorized software on the District's computer system.
- t. Misuse of electronic systems (email, internet, fax, telephones, cellular phones, iPads).
- u. Inability to establish and maintain effective working relationships with co-workers and those contacted during the course of work.

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

5.12 Cause for Disciplinary Action

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

- a. The receipt or placement of non-emergency personal telephone calls during working hours.
- b. Failure to immediately report an accident or injury occurring on the District premises, or involving District equipment, or giving false information in accident or insurance reports.
- c. Failure to maintain equipment assigned to the employee.
- d. Failure to immediately report breakdowns or unsafe operation of equipment or facilities.
- e. Failure to perform assigned tasks that are within the scope of the employee's position in a workmanlike manner without undue waste or delay.
- f. Intentionally placing the District in a position of liability for damages or injury to another person or their property.
- g. Unauthorized binding of the District to a contract.
- h. Failure to maintain a positive working attitude in the daily course of District business.
- i. Use of intoxicants, narcotics, hallucinatory drugs or non-prescribed stimulating or depressing drugs, or being under the influence thereof while on duty. Employees suspected of being under the influence of any of the above will be required to undergo a medical evaluation at District expense to prove or disprove suspicion.
- j. Any form of insubordination or refusal to take direction from supervisors, including refusal to perform assigned tasks for any reason other than personal safety.
- k. Theft or misappropriation of any property of the District or its employees.
- l. Careless, negligent or intentional mishandling of any District property, records, vehicles, materials or equipment.
- m. Careless, negligent, abusive or other actions that endanger or threaten to endanger an employee or the public.
- n. Falsifying work records or the practice of fraud of any type.
- o. Leaving the job during duty hours without approval of supervisor.
- p. Violation of safety rules, procedures and regulations.
- q. Becoming uninsurable by standards of the District's insurance carrier for any reason.
- r. Sleeping on the job or repeatedly reporting to work later than the assigned hour, after having been duly warned.
- s. Unlawful possession of firearms or illegal weapons while on District property.
- t. Conviction of a felony, or misdemeanor involving moral turpitude, and incarceration for more than thirty (30) days.
- u. Unsatisfactory work performance.

- v. Discourteous treatment of the public or fellow employees, or other conduct unbecoming an officer or employee of the District.
- w. Unexcused and/or repeated tardiness or absenteeism.
- x. Insubordination or failure to comply with instructions.
- y. Any action which is inconsistent with, in violation of, or not in compliance with, this Personnel Manual or any other rules, policies, practices, or regulations adopted by the District.

6. DISCIPLINARY PROCEDURES

6.1 Forms of Discipline

Employees shall be subject to discipline in accordance with the provisions set forth in this Personnel Manual. Introductory employees serve at the pleasure of the General Manager and may be disciplined, warned, reprimanded, dismissed, demoted, reduced in salary step, or suspended without cause, prior notice, right of review, or appeal. A regular employee may be demoted, reduced in salary step, suspended, or dismissed only for cause in accordance with these procedures. A regular employee who receives an oral or written warning or reprimand may file a response thereto, but shall have no further right of appeal.

6.2 Notice of Proposed Disciplinary Action

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

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

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

6.3 Limitations and Exclusions

Oral notice is insufficient as full notice to an employee and may be given only as the initial notice in extraordinary circumstances which call for immediate action. Employees may be suspended without prior written notice in extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental

business. Extraordinary circumstances include, but are not limited to, situations involving misappropriation of public funds or property, working while under the influence of alcohol or drugs, open insubordination, commission of a crime involving moral turpitude punishable by imprisonment for one (1) year, and disruption of the District's business through misconduct.

6.4 Order of Disciplinary Action

Any employee response submitted in accordance with Section 6.2 will be considered and a determination made by the General Manager or his designee of appropriate action. The imposition of disciplinary action to suspend, demote, reduce in step, or dismiss is constituted by the written order. Said order is similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right to appeal and specific charges upon which the disciplinary action is based. The effective date may be prior to the order, provided the circumstances warranted such immediate action. The order shall be signed by the General Manager. Notice of the time allowed for appeal and answer shall be stated in the order. A copy of the order shall be personally served on the employee or sent by certified mail to the employee's last known address.

6.5 Appeal Procedure

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

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

6.6 Hearing Procedure

Review of the Appeal

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

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members previously described. The Disciplinary Review Board shall present findings and recommendations to the Board of Directors for final disposition.

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

Hearing

a. Time and Place

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

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

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

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

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

e. Order of the Proceedings

1. The hearing shall be opened by the recording of the time, place and date of the hearing and the presence of the parties and representatives, if any. The District shall first present its case on which the disciplinary action was based. A hearing guide may be used and will be made available to all parties.
2. If the appeal is to be heard by the Board of Directors, the President of the Board shall conduct the hearing. If the appeal is to be heard by the Disciplinary Review Board, the Disciplinary Review Board shall select a chairman to conduct the hearing. If a hearing officer is

appointed to hear the appeal, the hearing officer shall have the sole discretion and authority to conduct the hearing.

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

7. EFFECTS OF DISMISSAL

7.1 Effect of Dismissal

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

- a. Constitute a dismissal as of the same date from all positions that the employee may hold in the District service.
- b. Terminate the salary of the employee as of the effective date of the dismissal, except that they shall be compensated for any unpaid salary, unused vacation, unused universal leave for senior management employees, and qualifying unused comp time for non-exempt employees as of the date of dismissal.

8. RECORDS

8.1 Personnel Records

The Personnel Officer shall maintain personnel records for each employee in the service of the District, showing the name, title of the position held, the department in which the employee is assigned, salary, changes in employment status, employee performance reviews, and such other information as the Personnel Officer may consider pertinent. All employees are permitted access to their personnel files upon written request; however, all information contained therein is District property and may not be removed by the employee. Employees have the right to copy any documents enclosed in their personnel files for their own files. All personnel records of District employees are of a confidential nature and are not subject to distribution to persons or agencies outside the District without the written permission of the Personnel Officer and employee, or by a court order.

8.2 Change of Status Report

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

9. SALARY ADJUSTMENTS

9.1 Determinations

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

9.2 Merit Increases

Regular, full time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for merit increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Merit increases within an established salary range shall not be automatic but may be granted only for continued improvement by the employee in the effective performance of the duties of their position. For promoted employees who receive a pay increase upon their promotion, the increase will include any projected merit increase. Merit increases shall require the specific recommendation of the employee's immediate supervisor or department head and the approval of the General Manager.

9.3 Eligibility

A new employee or reclassified employee placed at the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of the required introductory period. A new employee or reclassified employee originally placed higher than the beginning of their position's salary range shall be eligible for consideration of a merit increase upon completion of one year of service in the new or reclassified position.

9.4 Accelerated Merit Increases

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

9.5 Certification Pay Increases

Regular, full-time employees who work forty (40) hours per week and have successfully completed the required introductory period may be considered for certification pay increases. Part-time employees may also receive consideration with the recommendation of their supervisor and approval by the General Manager. Certification pay increases within an employee's established salary range are not automatic; such increases may be granted upon attaining a Treatment, Distribution or Lab Analyst certification. Such increases shall amount to 2% of pay upon verification of each new qualified certification and must be within budgetary constraints and salary range. No certification pay will be granted for a college degree, unless an opportunity for promotion is available and upon the discretion of the General Manager. Certification pay increases must be related to the classification duties of the employee and are not retroactive.

10. ATTENDANCE, HOURS, PAY PERIODS AND PREMIUM PAY

10.1 Attendance

Employees shall be in attendance at their work in accordance with Section 10. All departments shall keep daily time records of employees that shall be reported to the General Manager in the form and on the dates they shall specify. Employees who are absent without leave and fail to return to duty within 48 hours after notice to return has been provided shall be subject to immediate discharge, and such employees automatically waive all rights under these rules. The depositing in the United States mail of a certified postage paid letter, addressed to the employee's last known place of address shall be reasonable notice.

10.2 Pay Periods and Procedure

Employees shall be compensated semi-monthly on the 15th and last working day of each month. If these dates should occur on a weekend or scheduled fixed holiday, compensation shall take place on the last working day prior to such events. In the event an underpayment or overpayment is identified, appropriate corrections will be made on the next regular paycheck. Upon separation from TVMWD, compensation for any unpaid earnings, leave time, or any other compensation earned will occur on the same regularly scheduled days listed above.

10.3 Meal Periods

For administrative or part-time employees:

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

For operations employees:

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

10.4 40-Hours Week

The regular workweek shall commence on Saturday at 7:00 am for all employees except the operations manager and operations supervisors, whose workweek shall commence on Friday at 12:00 p.m. The average regular workweek for employees shall be 40 hours. For all employees with an average regular work week of 40 hours, the hourly rate of pay shall be twelve times the monthly rate divided by 2,080 (40 hours x 52 weeks).

10.5 Exempt Employees

Based upon the Fair Labor Standards Act, the following job classifications are exempt from the overtime pay requirements: senior management (General Manager, Assistant General Manager-Administration, Manager-Engineering & Operations, Chief Finance Officer and Water Operations Manager) and non-senior management (Project Manager, Senior Financial Analyst and Operations Supervisor).

10.6 Management Leave

Exempt, non-senior management employees shall be eligible for five days of Management Leave annually (pro-rated based on date of eligibility for leave). Management Leave shall be credited in a lump sum at the beginning of each calendar year. Unused Management Leave will be carried over as vacation days to the following year. Use of Management Leave must be approved by the General Manager and at times that are convenient to the District.

10.7 Overtime

A non-exempt employee who performs work in excess of 40-hours in a workweek shall be compensated for such overtime work at the rate of one and one-half times their regular hourly rate of pay. A non-exempt operations employee who performs work in excess of 8-hours per workday (excluding weekends) shall be compensated for such overtime work at the rate of one and one-half times a regular hourly rate of pay. Overtime shall be rounded to the nearest quarter-hour of overtime worked. All non-emergency overtime must be authorized in advance by the appropriate Department Head and approved by the General Manager.

10.8 Flexible Work Schedules

At the discretion of the General Manager, employees may be permitted to work a flexible work schedule equivalent to 40 hours in a workweek.

10.9 Compensatory Time

Hours accrued in addition of 40-hours in a workweek and not compensated as overtime shall accrue at a rate of one and one-half times as compensatory (comp) hours. Comp hours can be used at the approval of your supervisor. Comp time off is not available to exempt or operations employees. Comp time is capped at 240 hours, so any additional time earned will be compensated to the employee. Comp time balances will be paid down to a balance of 50 hours, once per year, on December 31.

10.10 Standby Pay

One operator will be designated to serve in an on-call capacity each day (weekdays and weekends). The on-call operator must be available on his designated day to return to the plant within 30 minutes of receiving a call, ready for work as in any other instance. Shift operators who serve in an on-call capacity will be paid \$25 per day (\$50 on holidays). If the on-call operator is unable to return to work, he is responsible for locating a substitute operator. The substitute operator will instead receive the standby pay. In addition to receiving the standby pay, the on-call operator will be paid for the additional time spent responding to the situation.

- If responding by phone 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 minutes increment.
- If responding in person, the on-call operator will be guaranteed at least two hours of additional pay. All time over two hours will be rounded up to the nearest 15 minute increment.
- Operators will be eligible for overtime and shift differential pay as applicable for time spent responding.

Standby pay is not considered CalPERS pensionable compensation.

10.11 Shift Differential Pay

Non-exempt operations staff who work at times other than dayshift (7 AM to 3 PM) will be compensated with 10% additional pay for those hours.

- Swing (3 PM to 11 PM)
- Grave (11 PM to 7 AM)
- Weekend (3 PM to 7 AM each day)

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

11. HOLIDAYS, VACATION AND LEAVES

11.1 Holidays

The District shall observe the following holidays:

New Year's Day (January 1)

Presidents' Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veterans' Day (November 11)
Thanksgiving Day & Day After (Fourth Thursday and Friday in November)
Christmas Day (December 25)

Additional holidays may be approved and observed. Unassigned floating holidays will be provided to full-time employees at the beginning of each calendar year to make a total of 12 holidays each calendar year.

11.2 Holiday Observance

Any holiday falling on a Friday, Saturday or Sunday may be designated by the General Manager on an alternate day for the observance of a holiday, or its conversion to a floating holiday, when a holiday conflicts with a work schedule. A holiday may only be applied to a scheduled workday. Employees are not eligible to receive unassigned floating holidays until they satisfactorily complete their introductory period. Any employee scheduled who works on either the actual holiday or the observed holiday will be paid at one and one-half times the employee's regular rate of pay. Since the employee is working the holiday, the employee will also be paid an additional eight hours at regular pay for that holiday. To coordinate with the different schedules, holidays begin at 11pm the prior day and end at 11pm that day.

11.3 Vacation Accrual

Based on a 40-hour workweek, vacation time shall be accrued as follows for full-time non-senior management employees: During the first through fourth years of service, 3.34 hours per pay period; during the fifth through ninth year of service, 5.00 hours per pay period; during the tenth year of service, 5.34 hours per pay period; during the eleventh year of service, 5.67 hour per pay period; during the twelfth year of service, 6.00 hours per pay period; during the thirteenth year of service, 6.34 hours per pay period; during the fourteenth year of service and thereafter, 6.67 hour per pay period. Employees eligible for vacation accrual that regularly work less than a 40-hour workweek will accrue at a rate equal to the number of hours worked divided by 40.

11.4 Introductory Period Vacation Accrual

Vacation time shall accrue as described above during the introductory period. An employee shall be entitled to use the vacation time accrued upon successful completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.5 Use of Vacation Time

Timing of vacations must be approved by the Department Head or General Manager at a time that is convenient to the District.

11.6 Vacation Buy Back

On December 31 of each year, vacation balances will be paid down to 420 hours for full-time

non-senior management employees and 320 hours for all other employees.

11.7 Universal Leave

Senior management employees are eligible for universal leave, which shall accrue as follows: During the first through fourth years of service, 9.67 hours per pay period; during the fifth through ninth year of service, 11.67 hours per pay period; during the tenth through fourteenth year of service, 12.67 hours per pay period; during the fifteenth year of service and thereafter, 14.67 hour per pay period. On December 31 of each year, universal leave balances will be paid down to 620 hours. A senior management employee shall be entitled to use the universal leave accrued upon completion of the introductory period when they become a regular employee or prior if approved by the General Manager.

11.8 Sick Leave Accrual

All full-time, non-senior management employees shall be credited with four (4) hours per pay period of sick leave for each month of employment. Employees eligible for sick accrual that regularly work less than a 40-hour workweek will accrue at a rate equal to the number of hours worked divided by 40.

To comply with the Paid Sick Leave Law, part-time employees will accrue 1 hour of sick leave per every 30 hours worked.

- Accrual begins immediately but employee must work 30 days to become eligible
- Maximum accrual is 24 hours per employment year
- Employee may carry over hours to the following employment year up to a maximum of 48 hours
- Employee may use hours after the 90th day of employment

11.9 Use of Sick Leave

Sick leave is to be used for a bona fide medical condition that prevents an employee from performing the duties of their position. Sick leave may be used for yourself as well as for the illness or injury of a child, spouse or parent.

11.10 Sickness Verification

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

11.11 Notification of Supervisor

Absent employees must notify their supervisor prior to the beginning of their work shift each day they will be off.

11.12 Bereavement Leave

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

leave. For purposes of this Rule, a family member shall be defined as any of the following:

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

11.13 Funeral of Deceased Employee

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

11.14 Military Leave

Military leave shall be granted in accordance with the provisions of state law.

11.15 Jury Duty Leave

Employees are authorized leave of absence with pay for jury duty service selection. The District will pay for a maximum of one incident during any 24-month period, with jury duty leave not to exceed ten (10) days during the select incident (Employee will remit to the District any jury compensation (excluding mileage) received for the ten (10) days. Selection to a jury by a federal court will count as a separate incident not impacted by the 24-month period rule. Employees are required to notify their supervisors as far in advance of their reporting date as possible. All such leave must be coordinated with the immediate supervisor.

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

11.16 Quarantine Leave

An employee who is quarantined may elect to take as much of their accumulated sick leave or their accumulated vacation as is necessary to avoid loss of pay.

11.17 Time Off To Vote

If an employee cannot make sufficient time outside of working hours to vote in a statewide election, they can take off up to two hours of working time to vote without loss of pay. This time must be used at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from working. The employee must notify their supervisor at least two working days in advance to arrange a voting time.

11.18 Time Off For Training

TVMWD will allow up to one (1) day of paid time off for employees to attend a work-related seminar or training course, subject to Supervisor approval, when it overlaps an employee's work shift. Time off for more than one (1) training day within the same occurrence, that overlaps an employee's work shift, may be taken as paid personal time off, subject to Supervisor approval. Paid time off must be approved by the department head or General Manager.

11.19 Family Leave

The District will comply with the Family Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) and amendments thereto, or similar law. Special leave with pay may be taken and charged against sick, vacation or comp leave, or may be taken without pay as provided by law. The employer designated 12-month period for FMLA is the 12-month period measured forward from the date of the first FMLA leave usage by the employee.

11.20 Workers Compensation Leave

An employee injured in the scope and course of employment with the District may elect to take accumulated sick, vacation or comp leave, in minimum of one (1) hour increments, as when added to their workers' compensation indemnity will result in a payment of not more than their full salary.

11.21 Disability Leave

An employee who is absent due to a non-work related illness or injury will be required to utilize their accumulated sick, vacation or comp leave, prior to receiving disability insurance payments, during the initial seven (7) day qualification period. After this period, the employee may elect to take accumulated sick vacation or comp leave, in minimum of one (1) hour increments, provided that when added to their disability indemnity it will not result in a payment of more than their full salary.

11.22 Leave Without Pay

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

11.23 Return to Work Program

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

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

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

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

12. TRAVEL ALLOWANCE

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

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

- The event/conference occurs more than 50 miles from the employee's home, and:
 - To incur lodging expenses for the night before, the event/conference would cause the employee to leave their home before 6am.
 - To incur lodging expenses for the night of, the event/conference would cause the employee to not return to their home that night until after 7pm.

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

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

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

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

13. COMPLAINT PROCEDURE - NON-DISCIPLINARY MATTERS

13.1 Purpose

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

13.2 Matters Subject to the Complaint Procedure

A complaint may be filed for the alleged violation of the Personnel Rules; alleged improper treatment of an employee; or alleged violation of commonly accepted safety practices or procedures.

13.3 Limitations of Complaint Procedure

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

13.4 Confidentiality of Complaint Procedure

Any matter leading to a complaint by an employee shall be kept confidential.

13.5 Informal Complaint Adjustment

Whenever possible, an employee who has a complaint should try to solve the problem

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

13.6 Next Level of Authority

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

13.7 Formal Complaint Procedure

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

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

13.8 General Consideration

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

13.9 Alternative Dispute Resolution

The District may, as an option, offer arbitration for workplace disputes involving alleged wrongful termination, workplace harassment, or discrimination based on race, color, religion, gender, national origin, age and disability.

14. HARASSMENT

- Harassment of employees due to their age, ancestry, color, creed, marital status, medical condition, national origin, physical disability, race, religion, or gender by fellow employees, officers, directors, consultants, or non-employees will not be tolerated by the District. Harassment shall be reported in writing to the General Manager, or the President of the Board of Directors if the complaint is against the General Manager. Upon receipt of a harassment complaint, the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct a confidential investigation to determine whether harassment has taken place and/or is presently taking place. Where found appropriate, actions shall be taken to effectively stop such behavior where it does exist.
- Sexual harassment of the District's employees, by a person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or other physical conduct of a sexual nature when:
 - Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment.
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development.

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

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

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

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

15. EMPLOYER-EMPLOYEE RELATIONS

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

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BENEFITS MANUAL 2017

A handwritten signature in blue ink that reads "Richard W. Hansen".

Richard W. Hansen, P.E.
General Manager/Chief Engineer

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INTRODUCTION

TVMWD has established a number of benefit programs for its eligible employees. Although this summary does not state all of the features of these benefit programs, it provides brief summaries to acquaint employees with some of the key features of the programs. It is important that employees remember that additional terms, conditions, and limitations regarding program eligibility and benefit entitlements often exist. Official plan documents and, where applicable, actual insurance policies should be consulted for further information regarding each benefit program. In the case of actual or apparent conflict between the benefit summaries set forth in this summary and the terms of the official plan documents, the provisions of the official plan documents, as interpreted in the sole and absolute discretion of the plan administrator, shall control.

In addition, while it is TVMWD's present intention to continue the benefits described in this summary, TVMWD expressly reserves the right, whether in an individual case or, more generally, to modify, supplement, curtail, reduce, or eliminate any benefit, in whole or in part, either with or without notice, to the fullest extent permitted by law, if TVMWD determines, in the exercise of its sole discretion, that such action is warranted. Neither the benefit program nor their descriptions contained in this summary are intended to create any guarantees regarding continued and/or future availability.

<u>BENEFIT</u>	<u>DETAILS</u>
<p>AFLAC <u>Eligibility</u> Full-time staff and elected officials</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: None</p>	<p>Supplemental insurance to help pay benefits your major medical insurance doesn't cover.</p> <p>Employee payments may be made with a payroll deduction. Amount may or may not be pre-tax, depending upon the type of insurance.</p>
<p>Certification Fees <u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period or receive General Manager approval. Eligibility requirements for introductory staff may be waived if the certification is required as part of the job classification.</p> <p><u>Cost</u> Employee: Up-front application, registration and/or course fees. Employer: Upon acquiring certification, up to 100% of fees will be reimbursed.</p>	<p>New certifications are the initial responsibility of the employee. Upon successfully obtaining the certification and providing a copy, TVMWD will reimburse up to 100% of the certification fees. Any late fees, penalties or unsuccessful attempts will not be reimbursed.</p> <p>Renewals for existing certifications will be paid directly by TVMWD.</p> <p>Reimbursement and renewals must be approved by the department head or General Manager.</p>
<u>BENEFIT</u>	<u>DETAILS</u>

<p>Deferred Compensation Plans <u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u></p> <ul style="list-style-type: none"> Employee: <u>Elected Officials & part-time staff</u> – 7.5% of compensation <p>Employer:</p> <ul style="list-style-type: none"> <u>Full-time staff</u> – matches employee deferral up to \$200.00 per pay period 	<p>Voluntary participation in a Section 457 deferred compensation plan is made available through Lincoln National Life Insurance Company or California Public Employees Retirement System. Employee contributions are made with a pre-taxed payroll deduction. Employee may “catch up” for unmatched amounts earlier in the calendar year but may not receive match early for future periods. Total deferred contributions cannot exceed limits of the Internal Revenue Service. Employer contributions may also be made by TVMWD to a Section 401a plan.</p>
<p>Dental <u>Eligibility</u> Full-time staff and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the GM.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p>	<p>TVMWD provides dental coverage through ACWA/JPIA. Employees can select from the following two plans:</p> <ul style="list-style-type: none"> Delta Dental of California PPO – allows visits to any dentist of choice. Maximum benefit provided by using a DPO dentist. DeltaCare USA (HMO) – pre-paid dental plan which offers affordable HMO coverage.
<p>Flexible Spending Account <u>Eligibility</u> Immediate for newly hired full-time staff & elected officials; otherwise only during open enrollment or with a HIPPA qualifying event.</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: No Cost</p>	<p>TVMWD offers a Flexible Spending Account (FSA) Program which enables employees to set aside an estimated portion of their annual salary on a pre-tax basis to cover qualified medical expenses for the employee & dependents & qualified dependent care expenses incurred during the calendar year. Any unused contributions in excess of \$500 by calendar year end will be forfeited. Plan limits are as follows:</p> <ul style="list-style-type: none"> Health Care = \$2,550 per calendar year Dependent Care = \$5,000 per calendar year <p>Employee deductions are a pre-taxed payroll deduction.</p> <p>TVMWD also offers a Limited Flex Spending Account (LFSA) that covers dental and vision only that can be combined with a Health Savings Account.</p>
<p><u>BENEFIT</u></p>	<p><u>DETAILS</u></p>

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<p>Health Benefit Allowance</p> <p><u>Eligibility</u> Full-time staff starting on or before 12/31/10 who choose Kaiser.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premiums</p>	<p>TVMWD provides an allowance for employees to help cover the premium costs of Kaiser medical, dental and vision. Excess funds from this allowance will be paid to employees in their paycheck.</p> <ul style="list-style-type: none"> • Single \$ 550 • Two-party \$1,230 • Family \$1,450 <p>Cash back is not available for elected officials.</p>
<p>Health Reimbursement Arrangement</p> <p><u>Eligibility</u> Immediate for full-time staff and elected officials.</p> <p><u>Cost</u> Employee: No Cost Employer: Admin Fees plus \$1,000 annually</p>	<p>TVMWD pays administration fees & \$1,000 annually (calendar year) for reimbursement of qualified out-of-pocket health expenses and up-front medical premiums. The \$1,000 will be prorated based on date of hire during the 1st year.</p> <p>Any unused balance may be carried over and utilized in future years up to a maximum of \$3,500.</p>
<p>Health Savings Account</p> <p><u>Eligibility</u> Employees enrolled in the Anthem Blue Cross ABHP, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: No Cost Employer: Annual contribution of:</p> <ul style="list-style-type: none"> • Single \$400 • Two-party \$800 • Family \$800 	<p>HSAs provide for employee health benefits in the face of rising health insurance costs. They were created to encourage consumer-driven health plans. Plan participants pay directly for routine health care services, making participants more responsible consumers while reducing the cost of high-deductible insurance coverage.</p>
<p>Long-Term Care</p> <p><u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u> Employee: Enrollment is voluntary Employer: None</p>	<p>CalPERS Long-Term Care Program offers a variety of daily benefit and total coverage amounts to help with the cost of receiving long-term care services. The program is available to California public employees and retirees, as well as their spouses, parents, parents-in-law, adult children and adult siblings.</p>
<p><u>BENEFIT</u></p>	<p><u>DETAILS</u></p>
<p>Life Insurance & Dismemberment</p>	

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<p><u>Eligibility</u> Immediate for full-time Full-time staff and elected officials effective the 1st day of the month following 30 days of service.</p> <p><u>Cost</u> Employee: Taxes on coverage exceeding \$50,000 and/or if employee elects to increase the benefit at their own expense. Employer: 100% of premium</p>	<p>In the event of death, a sum equal to the annual salary of the insured, not to exceed \$150,000 (\$10,000 for elected officials) will be paid to the designated beneficiary.</p> <p>Employee may increase coverage at their own expense to 2x annual salary, not to exceed \$300,000.</p> <p>Employee also enrolled in dependent life coverage, which provides death benefits up to \$1,500 for a spouse, \$100 for children 0-6 months and \$1,000 for all other children.</p>
<p>Medical <u>Eligibility</u> Full-time staff and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: 10% of medical premiums except:</p> <ul style="list-style-type: none"> • employees who utilize health benefit allowance • employees who choose employee only coverage for least expensive plan • employees enrolling in the Anthem Blue Cross CDHP <p>Employer: remaining cost of medical premiums</p>	<p>TVMWD provides health coverage through ACWA/JPIA. Employees can select from the following four plans:</p> <ul style="list-style-type: none"> • Anthem Blue Cross PPO • Anthem Blue Cross HMO • Anthem Blue Cross CDHP • Kaiser Permanente HMO <p>Premiums vary depending on the health plan selected. Employees will pay the 10% medical premium as a pre-taxed monthly payroll deduction.</p> <p>Employee may opt themselves and/or family members out of medical coverage during open enrollment with proof of a comparable alternative medical coverage. The opt out amount is 75% of the average plan cost (based on family status) not to exceed the least costly plan (Kaiser). Note: Only employees opting out in 2016 will be allowed to opt out for 2017. Re-enrollment is not allowed until open enrollment or with a HIPPA qualifying event. ACWA/JPIA requires medical coverage for 75% of TVMWD employees, so opt out is on a first-come first-serve basis. Cash back is not available for elected officials.</p>
<p><u>BENEFIT</u></p>	<p><u>DETAILS</u></p>
<p>Medical Retirement <u>Eligibility</u></p>	<p>Employees may choose to maintain the medical plan they have in place with TVMWD at the time</p>

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<p>Full-time staff who retire from TVMWD at age 50 or older with a minimum of 10 years of service.</p> <p><u>Cost</u> Employee: Medical premium cost in excess of TVMWD percentage of the medical premium cap. Employer: A maximum of \$600 per month depending on years of service.</p>	<p>of retirement or be covered under another licensed plan outside TVMWD with proof of coverage.</p> <p>Enrollment in Medicare part A & B is required if the retiree remains on TVMWD medical plan.</p> <p>The employee's spouse and/or other dependents are eligible for coverage at the employee's cost.</p> <p>Retiree is eligible for open enrollment annually as long as they have maintained continuous coverage with TVMWD.</p>
<p>Medicare Tax <u>Eligibility</u> Immediate for all employees.</p> <p><u>Cost</u> Employee: 50% of Medicare tax Employer: 50% of Medicare tax</p>	<p>A mandatory tax for all public employees hired after March 31, 1986. Medicare is a national social insurance program that guarantees access to health insurance for Americans age 65 and older and younger people with disabilities.</p> <p>Medicare benefits may include help with hospital bills, limited coverage of skilled nursing facility stays and hospice care. Contact your local Social Security office for benefit details.</p>
<p>PERS Retirement <u>Eligibility</u> Immediate for full-time staff. Part-time staff with prior CalPERS (or reciprocal agency) service.</p> <p><u>Cost: 2% @55</u> Employee: 7% of salary Employer: 11.522% of salary</p> <p><u>Cost: 2% @62</u> Employee: 6.25% Employer: 6.25%</p>	<p>TVMWD participates in the California Public Employees Retirement System (CalPERS).</p> <p>The retirement formula for employees hired prior to January 1, 2013 is 2%@55 and benefits are based on the following:</p> <ul style="list-style-type: none"> • years of service • age at retirement (age 50 or over with min 5 yrs. PERS service) • highest 12 consecutive month period <p>The retirement formula for employees hired on or after January 1, 2013 is 2%@62 and benefits are based on the following:</p> <ul style="list-style-type: none"> • years of service • age at retirement (age 52 or over with min 5 yrs. PERS service) • highest 36 consecutive month period
<p><u>BENEFIT</u></p>	<p><u>DETAILS</u></p>
<p>Short/Long Term Disability (STD/LTD) <u>Eligibility</u> Full-time staff on the 1st day of the month</p>	<p>Disability compensation if you experience a non-work related injury or illness or a pregnancy</p>

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<p>following 30 days of service.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p>	<p>causing disability in excess of 60 days. STD becomes effective on the 61st day of a disability. LTD is available after 180 days if applicable.</p> <p>The monthly disability payment is 2/3 of the first \$11,250 of your regular monthly earnings. If you remain disabled, payments will continue until age 65.</p>
<p>State Disability Insurance (SDI) <u>Eligibility</u> Immediate for all staff.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of SDI contribution rate</p>	<p>California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. Workers covered by SDI are covered by two programs: Disability Insurance & Paid Family Leave.</p> <p>Disability Insurance provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non work-related illness or injury, or due to pregnancy or childbirth.</p> <p>Paid Family Leave was established for workers who suffer a loss of wages when they need to take time off to care for a seriously ill child, spouse, parent, parent-in-law, grandparent, grandchild, sibling, registered domestic partner, or to bond with a new child.</p>
<p>Tuition Reimbursement <u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period or received General Manager approval.</p> <p><u>Cost</u> Employee: Up-front tuition & associated costs.</p> <p>Employer: Upon course completion with acceptable grade, up to \$3,000 will be reimbursed in a calendar year.</p>	<p>Reimbursement of tuition and associated costs up to \$3,000 per calendar year. Courses must be work-related or count toward a degree. A grade of "C" or better in the specified course is required for reimbursement.</p> <p>For a non-accredited program, completion of the course with proof of passing all related course work and exams is required.</p> <p>The General Manager must approve tuition reimbursement in advance of starting course work.</p>
<p><u>BENEFIT</u></p>	<p><u>DETAILS</u></p>
<p>Technology Loan Program <u>Eligibility</u> Full-time staff who have satisfactorily completed their introductory period &</p>	<p>TVMWD offers an interest free loan for the purchase of home technology to assist in professional development of the employee which will enhance their performance at TVMWD.</p>

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<p>elected officials.</p> <p><u>Cost</u> Employee: Up-front costs Employer: No cost</p>	<p>Upon approval by the General Manager with the following loan provisions:</p> <ul style="list-style-type: none"> • Maximum loan amount is \$3,500 • Repayment via payroll deductions, minimum of \$30 per pay period, for a period not to exceed 5 years. Unpaid balance due upon termination. • Reassignment or transfer of equipment violates agreement and cancels the right to participate in the program. • Allowed: Computers and peripherals, tablets, smart phones • Not allowed: cameras, music devices, gaming or entertainment software • Only one loan at a time.
<p>Unemployment Insurance <u>Eligibility</u> Immediate for all employees</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premium</p>	<p>Unemployment Insurance provides workers, who lose their jobs through no fault of their own, with weekly unemployment insurance payments.</p> <p>Weekly payments for as long as 26 weeks (6 months). State & Federal extensions can periodically extend the benefit period.</p> <p>Benefit payments are based on the amount of wages earned over a 52-week period.</p> <p>Elected officials are not eligible for unemployment insurance upon separation from TVMWD.</p>
<p>Vision <u>Eligibility</u> Full-time staff and elected officials, including eligible dependents, effective the 1st day of the month following 30 days of service unless approved by the General Manager.</p> <p><u>Cost</u> Employee: No Cost Employer: 100% of premiums</p>	<p>TVMWD provides vision coverage through ACWA/JPIA, Vision Service Plan (VSP). The program allows visits to any eye doctor of choice. Maximum benefit is provided by using a VSP eye doctor.</p> <p>Co-pays apply plus any costs for products/services above the VSP contract limits.</p>
<p><u>BENEFIT</u></p>	<p><u>DETAILS</u></p>
<p>Worker's Compensation <u>Eligibility</u> Immediate for all employees</p> <p><u>Cost</u></p>	<p>Benefit begins when you experience a work-related injury or illness. The benefit structure below defines what injured workers are entitled to:</p> <ul style="list-style-type: none"> • Medical care

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Employee: No Cost Employer: 100% of premium	<ul style="list-style-type: none">• Temporary disability benefits• Permanent disability benefits• Supplemental job displacement benefits• Death benefits
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For additional information on any of the benefits listed please contact the Finance Department.



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: January 18, 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’s consultant retained to assist staff with assessing the condition of the neighbor’s existing well is in the process of preparing a brief report. Staff anticipates the draft report will be completed in late January.

There are no additional updates 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



Tier 1 Balance (in Acre-Feet) Calendar Year 2016 (through December 2016)

Agency	Tier 1 Allocation	Usage		Balance
		Direct	Spreading	
Boy Scouts of America	36	12.5	0.0	23.1
Cal Poly Pomona	269	192.3	0.0	76.7
Covina, City of	1,568	1,826.6	0.0	-258.6
Glendora, City of	4,101	153.9	500.0	3,447.4
Golden State Water Company	15,714	11,249.2	0.0	4,464.7
La Verne, City of	8,026	5,147.6	0.0	2,878.7
Mt San Antonio College	699	316.7	0.0	382.3
Pomona, City of *	7,052	5,768.5	0.0	1,283.7
Rowland Water District *	14,741	9,621.6	6,000.0	-880.7
Suburban Water Systems **	1,961	2,564.7	0.0	-603.7
Three Valleys MWD	NA		118.1	NA
Valencia Heights Water Co **	464	418.3	0.0	45.7
Walnut Valley Water District *	26,057	15,885.1	6,000.0	4,171.7

* Individual values for Pomona, RWD, WVWD are based on preliminary data from JWL.

** Individual values for SWS and VHWC are based on preliminary data from WVWD

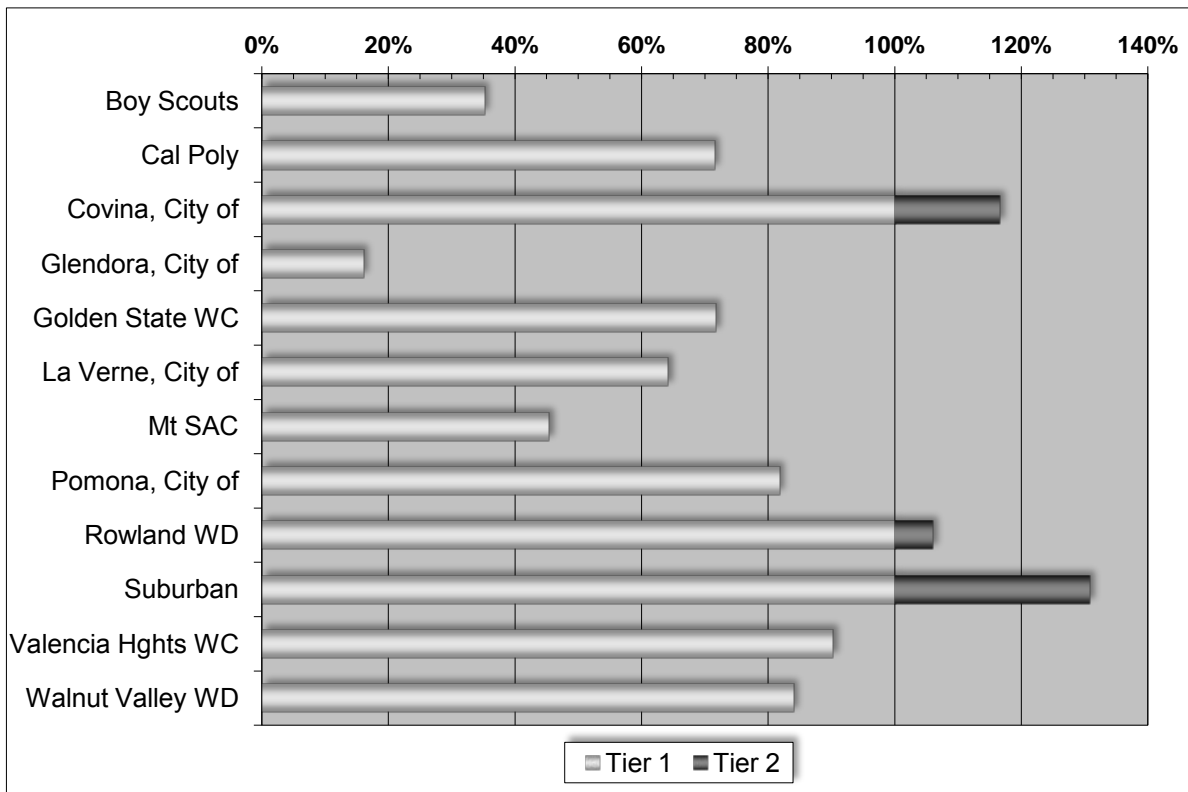
TVMWD Tier 1 Allowable = 80,688

MWD Tier 1 Deliveries = 66,290

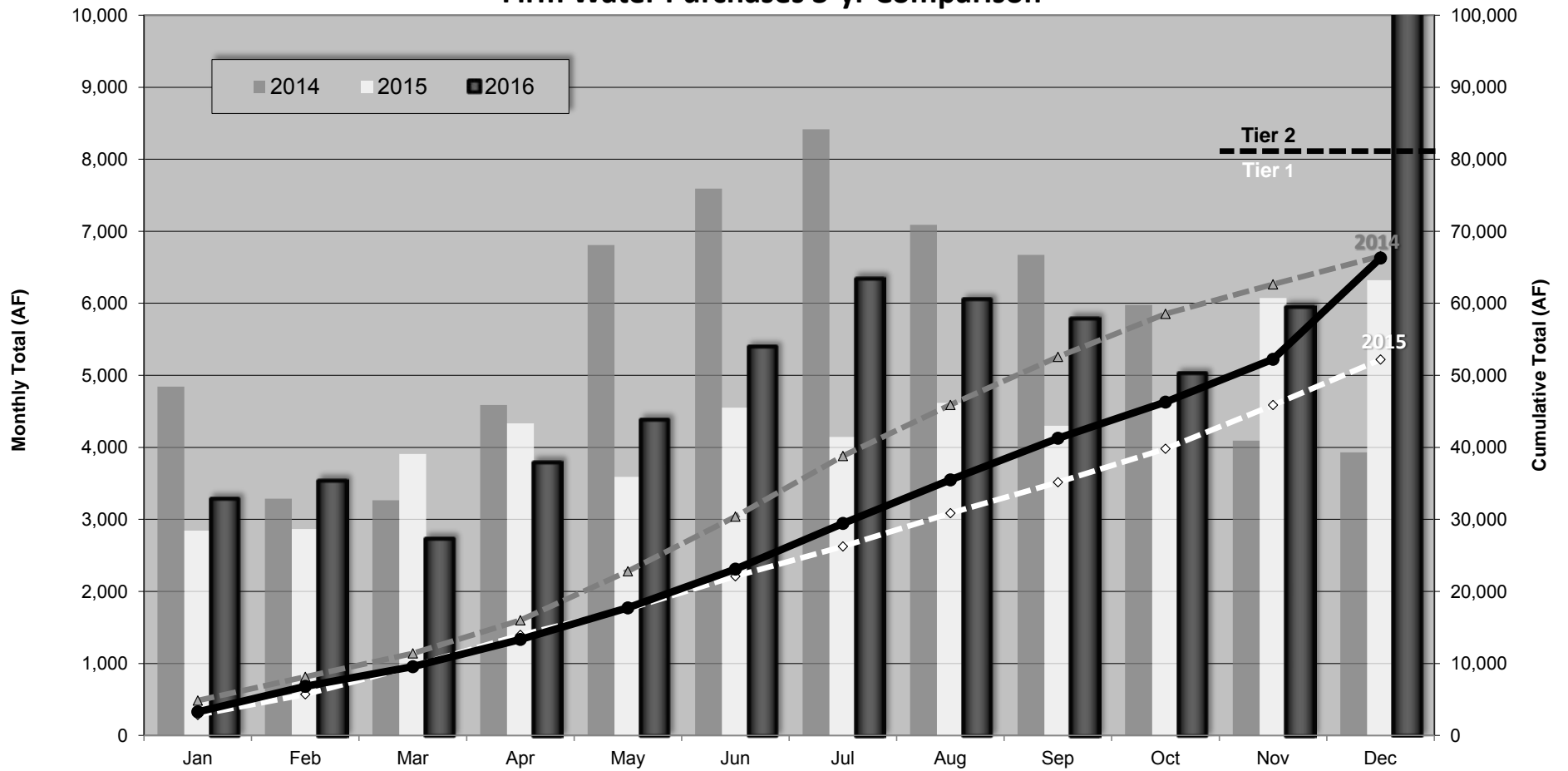
TVMWD Tier 1 Balance = 14,398

Overage by Individual Agencies

-1,743.0



TVMWD Firm Water Purchases 3-yr Comparison



2016 Firm Water Usage (AF)

Direct Delivery	3,280.3	3,536.6	2,727.4	3,789.7	4,376.6	5,383.6	6,345.6	6,043.3	5,781.6	5,017.8	3,957.2	3,432.0	53,671.5
Spreading Delivery	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,988.9	10,629.2	12,618.1
Total	3,280.3	3,536.6	2,727.4	3,789.7	4,376.6	5,383.6	6,345.6	6,043.3	5,781.6	5,017.8	5,946.1	14,061.2	66,289.6

Three Valleys Municipal Water District Miramar Operations Report

DECEMBER 2016

Water Quality

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

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

		Units	Results	Limits	
Turbidity	TU	NTU	0.04	0.3	<i>Results should be less than limits to comply</i>
Total Dissolved Solids	TDS	mg/l	330	500	
Total Trihalomethanes	TTHM	µg/l	58.9 - 59.3	80	<i>Ranges from 4 distribution locations</i>
Haloacetic Acids	HAA	µg/l	9.71 - 12.2	60	
Total Organic Carbon	TOC	Units RAA Ratio	Results 1.3	Minimum Limit 1.00	<i>* RAA Results should be greater than minimum limit to comply</i>

Reportable violations made to SWRCB: **NONE**

**RAA - Running Annual Average*

Monthly Plant Production

	Capacity	Monthly %
Potable water produced from Miramar Plant	1074.3 AF	58.2%

Monthly Well Production

	Days in service		Same month prior year	Days in service
Well #1	29	22.9 AF	36.5 AF	31
Well #2	31	52.5	56.6 AF	31
Total monthly Well production		75.4 AF	93.1 AF	

Monthly Sales

La Verne	253.5 AF	22.1%
GSWC (Claremont)	197.5	17.2%
GSWC (San Dimas)	370.1	32.2%
PWR-JWL	325.6	28.3%
TVMWD Admin	3.0	0.3%
Total Potable Water Sold	1149.7 AF	100.0%

Year To Date 2016-17

	Actual	Budget	% of Budget
Potable Water Sold from Miramar Plant (95.3%)	10,241.2 AF	7,209.0 AF	142.1%
Total Well Production (4.7%)	509.3	600.0	84.9%
Total Potable Water Sold (Plant & Wells)	10,750.4 AF	7,809.0 AF	137.7%
Average monthly water sold	1,791.7 AF		

Hydroelectric Generation (kWh)

	Monthly kWh		YTD kWh		
	Actual	Budget	Actual	Budget	% of Budget
Miramar					
Hydro 1	0	200,112	318,175	867,152	36.7%
Hydro 2	5,607	23,300	121,798	153,780	79.2%
Hydro 3	82,595	16,700	144,652	110,220	131.2%
Williams	73,120	69,201	628,640	494,296	127.2%
Fulton	52,760	65,175	196,960	282,427	69.7%
	214,082	374,488	1,410,225	1,907,875	73.9%

Operations/Maintenance Review

Special Activities

- ▶ A new Shark meter was installed for hydro #2 to allow it to be tracked separately from Hydro #3. All three hydro meters have their own kWh meter to allow for individual trends/display/history.
- ▶ The contractor was out to make repairs to Well #1. It went offline because the VFD failed from running over current. Software was purchased that will allow the contractor to set it up where this will not continue to be a problem.
- ▶ Reservoirs 1 & 2 are being repaired by the contractor from recommendations made by Diver Dan during his recent reservoir cover inspection.
- ▶ Operations staff installed an air-vac at the Reservoir Effluent vault.
- ▶ The contractor performed annual maintenance to the chlorine scrubber and ammonia diffuser systems.
- ▶ District staff assisted the meter contractor with the inspection and calibration of the billing water meters. This work is done bi-annually.

Outages/Repairs

- ▶ There was a planned power outage at Williams hydro for three days to allow Edison to make repairs to their electrical system.


Unbudgeted Activities

- ▶ None

Other Activities

Intern Heather Maedel worked her last day on December 1 and the replacement Intern, Keith Flaherty began on December 7.

Submitted by: _____


 Steve Lang
 Operations Manager

Dis Board of Directors
 General Manager
 Manager of Engineering & Operations