

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

AGENDA
REGULAR BOARD MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT
Wednesday, June 7, 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

Additions to the agenda may be considered when two-thirds of the Board members are present determine a need for immediate action, and the need to act came to the attention of TVMWD after the agenda being posted; this exception requires a degree of urgency. If fewer than two-third of the Board Members are present, all must affirm the action to add an item to the agenda. *The Board shall call for public comment prior to voting to add any item to the agenda after posting.*

Item 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 – Board Presentations

Item 7A – Legal Update: Annual Sunshine Ordinance Review

General Counsel Steve Kennedy will provide a presentation to include updates to the Ralph M. Brown Act and other statutory and regulatory requirements the District must comply with. The Board will also complete their annual review of the TVMWD's Sunshine Ordinance and make any recommendations.

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 – Draft Resolution Setting Procedures and Charges for Public Review and Copy of District Records [enc]

The Board will be provided a draft resolution developed due to the recent ruling by the California Supreme Court as it concerns public records. The Board will consider the resolution and provide direction to staff for future action.

8.A.2 – Draft Resolution Declaring a Water Supply Watch [enc]

The Board will be provided a draft resolution that authorizes the declaration of a Water Supply Watch. Once adopted this resolution will supersede the action taken by Resolution 14-04-729 supporting a Water Supply Alert. The Board will consider the proposed resolution and provide direction to staff for future action.

8.A.3 – Modified Board Meeting Schedule [enc]

The Board will review and consider its summer schedule and provide direction to staff for future action.

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 – Relocation of Recharge Well Easements [enc]

The Board will review and consider the proposed relocation of recharge well easements and direct staff to return for future action.

8.B.2 – Project Summary Update [enc]

The Board will review a summary update of ongoing projects.

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

8.C.1 – Audit of Internal Control Over Financial Reporting [enc]

Staff will provide an overview of SAS 130, an auditing standard recently enacted that allows the external auditor to conduct an audit and provide an opinion on the internal controls over financial reporting.

8.C.2 – Review of Salary Schedule Effective July 1, 2017 Pursuant to CalPERS Regulations [enc]

The Board will review the salary schedule effective July 1, 2017 pursuant to CalPERS regulations on this matter and provide direction to staff for future action.

Item 9 – Closed Session

- A. Public Employee Performance/Evaluation (*pursuant to Government Code 54957*)
- General Manager

Item 10 – Report Out Of Closed Session

Kuhn

Item 11 – Future Agenda Items

Kuhn

Item 12 – Adjournment

Board adjourned to June 21, 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) sought 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.

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

BRUNICK, MCELHANEY & KENNEDY

PROFESSIONAL LAW CORPORATION

1839 COMMERCENTER WEST

SAN BERNARDINO, CALIFORNIA 92408

TELEPHONE: (909) 889-8301
FAX: (909) 388-1889

WILLIAM J. BRUNICK
LELAND P. MCELHANEY
STEVEN M. KENNEDY

MAILING ADDRESS:

POST OFFICE BOX 13130

SAN BERNARDINO, CALIFORNIA 92423-3130

May 31, 2017

TO: Board of Directors
THREE VALLEYS MUNICIPAL WATER DISTRICT

FROM: Steven M. Kennedy, General Counsel

RE: Legal Update – Annual Sunshine Ordinance Review

The purpose of this memorandum is to advise the Board with respect to newly-enacted statutory requirements concerning the above-referenced matter.

In this regard, the following amendments to the Ralph M. Brown Act (Government Code Section 54950 et seq.) were signed into law in 2016. However, it does not appear that these legislative enactments would warrant any substantive changes to the District's Sunshine Ordinance (a copy of which is attached hereto) at this time.

Assembly Bill ("AB") 2257

The Brown Act requires special districts and other public agencies to post regular meeting agendas at a location that is freely accessible to members of the public and on their website, if they have one. Until recently, the Legislature had left the particular manner of posting and agenda format to the discretion of the agency.

However, AB 2257 (Maienschein) was signed into law on September 9, 2016, and amends Government Code Section 54954.2 by requiring online posting of an agenda for a meeting of a legislative body of a city, county, city and county, special district, school district, or political subdivision that has a website. Beginning January 1, 2019, public agencies' meeting agendas must conform to the requirements of AB 2257 such that the agenda must be posted on the local agency's primary website homepage and accessible through a prominent, direct link, as specified.

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Agenda Format

Currently, no particular format is required for meeting agendas posted on agency websites. Many agencies use PDF or WORD files, while others use different formats or embed the content of the agenda directly within the website. AB 2257 does not directly restrict what file types may be used but does require that, whatever the format, the agenda must be posted in an open format that meets the following requirements:

1. Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.
2. Machine readable and able to be opened by a variety of software on different platforms.
3. Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

Agenda Location on District Website

AB 2257 also now requires the current agenda be accessible through a “prominent direct link” on the agency’s website homepage. This means that, when clicked, the link on the homepage will immediately display the current agenda. The direct link to the current agenda cannot solely be in a contextual (i.e., “drop down”) menu. Such a link in a contextual menu is only permissible as an addition to the direct link on the homepage.

Use of Integrated Agenda Management Platforms

As an alternative to a direct link to the current agenda, an agency can instead utilize a direct link to an “integrated agenda management platform.” AB 2257 defines this type of platform as an “Internet Web site of a [public agency] dedicated to providing the entirety of the agenda information for the legislative body of the [public agency].” As with a direct link to the current agenda, the direct link to the integrated agenda management platform must be on the homepage itself and not in a contextual menu. The integrated agenda management platform may contain past meeting agendas but the current agenda must be the first available at the top.

The new agenda requirements created by AB 2257 go into effect January 1, 2019. District staff should evaluate the placement of a prominent direct link to the current agenda or integrated agenda management platform on the District’s homepages and consider any necessary modifications to the website program to meet the technical requirements created by AB 2257.

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AB 1787

Under the Brown Act, the legislative body of a local agency must provide an opportunity for public comment before or during a legislative body's consideration of an item on its published agenda. However, a legislative body may place reasonable limitations on the length of time allocated for public comment for each individual speaker.

AB 1787 requires a legislative body that limits time for public comment to provide at least twice the allocated time to a member of the public who utilizes a translator. This new requirement is implemented in order to ensure that non-English speakers receive the same amount of time to directly address the governing body. The requirement, however, does not apply to a legislative body that utilizes translation equipment that allows the legislative body to hear the translated testimony simultaneously.

The Board has not established a formal time limit for public comment in its Sunshine Ordinance. Therefore, no change is recommended at this time; rather, it is merely suggested that the presiding officer of the Board use his or her sound judgment to accommodate a member of the public accordingly when utilizing a translator to provide comment or testimony at a meeting.

Senate Bill ("SB") 1436

The Brown Act requires that all meetings of the legislative body of a local agency be open and public, except that closed sessions may be held under prescribed circumstances. Government Code Section 54957 authorizes the legislative body to hold a closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee, but generally prohibits the closed session from including discussion or action on proposed compensation. Government Code Section 54957.6 authorized the legislative body to hold a closed session with the local agency's designated representatives regarding the salaries, salary schedules, or fringe benefits of its represented and unrepresented employees, including its "local agency executives," but prohibits the closed session from including final action on the proposed compensation. Government Code Section 54956(b) also prohibits the legislative body from calling a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of a "local agency executive." Pursuant to Government Code Section 3511.1, a "local agency executive" is a person employed by the local agency that is not subject to the Meyers-Milias-Brown Act and is either: (a) the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency; (b) the head of a department of a local agency; or (c) a person whose position within the local agency is established through an employment contract with the local agency.

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SB 1436 amends Section 54953 of the Government Code to require a legislative body to orally report out to the public a summary of the recommendation made by the agency's designated representatives regarding any final action on the salary, salary schedule or fringe benefits to be paid to a "local agency executive." The oral report must take place during the open session meeting in which the final action is to take place.

The main impact of SB 1436 is that it will most likely limit the Board's ability to approve any changes to salary, salary schedule, or fringe benefits for a "local agency executive" as part of its consent calendar, and instead will require such approval to be a separate agenda item unless the District can otherwise satisfy the oral report requirement of Government Code Section 54953(c)(3).

If any member of the Board has any questions or comments, please feel free to address them to me as appropriate.

Enclosure (Ordinance No. 13-04-20)

ORDINANCE NO. 13-04-20

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT
CONCERNING THE CONDUCT OF ITS PUBLIC MEETINGS**

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 California Water Code Section 71000 et seq.

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”).

C. On March 7, 2001, the Board adopted Ordinance No. 3-01-8 in order 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.

D. On May 7, 2001, the Board adopted Ordinance No. 5-01-9 which amended Ordinance No. 3-01-8 to impose further requirements upon itself which allow greater access to the meetings of the Board than prescribed in the Brown Act.

E. On February 22, 2002, the Board adopted Ordinance No. 02-02-11 which further amended Ordinance No. 3-01-8 with respect to the date, time, and place of the Board’s regular meetings.

F. On June 25, 2003, the Board adopted Ordinance No. 6-03-12 which further amended Ordinance No. 3-01-8 with respect to closed session agenda descriptions and the date, time, and place of the Board’s regular meetings.

G. On May 19, 2004, the Board adopted Ordinance No. 05-04-13 which further amended Ordinance No. 3-01-8 with respect to the date, time, and place of the Board's regular meetings, and consolidated all of the amendments to Ordinance No. 3-01-8 into a single comprehensive document.

H. On January 18, 2012, the Board adopted Ordinance No. 12-01-19 which amended Ordinance No. 05-04-13 with respect to the dates of the Board's regular meetings and the posting of its agendas.

I. The purpose of this ordinance is to modify the closed session descriptions attached hereto as Exhibit A so as to maintain compliance with recent statutory amendments to the Brown Act and to ensure that the Board's deliberations are performed in a manner that reflect a dedication to the highest standards of integrity and accountability so as to continue to earn the trust and confidence of the parties served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Three Valleys Municipal Water District does hereby adopt and ordain as follows:

Section 1. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at 8:00 a.m. on the first and third Wednesdays of each month at the District offices located at 1021 East Miramar Avenue, Claremont, California, unless otherwise provided in the agenda that is prepared and posted therefor in accordance with Section 2.3 hereof.

2.2. **Special Meetings.** Special meetings of the Board may be called from time to time and will be conducted in accordance with Government Code Section 54956. The Board shall not add any non-agendized item to the agenda of a special meeting. Further, no agenda for a special meeting shall provide an opportunity for the Board to consider the possible addition of any non-agendized item to the agenda.

2.3. **Agendas.**

2.3.1. **Descriptions.** The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning is not known to the general public. The agendas may refer to explanatory documents, including but not limited to correspondence or reports, within the written material prepared and/or forwarded by District staff to the Board concerning the subject matter of any agenda item. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

2.3.2. **Additions.** The Board shall not discuss or take action on any item not appearing on the posted agenda for the meeting unless otherwise authorized by the Brown Act. All findings and/or determinations required by Government Code Section 54954.2(b) shall be expressly made by the Board and duly reflected in the minutes of the meeting.

2.3.3. **Public Comment.** The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In

the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board.

2.3.4. Posting. The agendas of all Board meetings and all committee meetings which are open to the public shall be posted in the following locations: (1) an exterior bulletin board located outside the District headquarters that is accessible twenty-four (24) hours a day; (2) on-line at the District's website known as www.threevalleys.com; and (3) an interior bulletin board located in the lobby of the District headquarters.

2.3.5. Background Material. Staff material, consisting of agendas, staff reports, and other material prepared and forwarded by staff which provide background information and recommendations, regarding agenda items, when distributed to all or to a majority of the members of the Board in connection with a matter which is subject to discussion or consideration in open session at a public meeting, shall be made available to the public upon request.

2.4. Closed Sessions.

2.4.1. Agenda Descriptions. Substantial compliance with the permissive provisions of Government Code Section 54954.5, as generally reflected in Exhibit A attached hereto and incorporated herein by this reference, is mandatory under this ordinance with respect to the description of any closed session items on any Board meeting agenda. For closed sessions held pursuant to Government Code Section 54957, the agenda will use the description in Exhibit A

that best describes the purpose of the closed session. When the purpose of the closed session is to conduct a hearing on specific complaints or charges brought against an employee of the District, the agenda description shall read “PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, employee given 24-hour notice.”

2.4.2. Advance Announcement. Prior to holding any closed session, the Board shall state in open session the item or items to be discussed in the closed session. The statement may take the form of a reference to the item or items as they are listed by number or letter on the agenda, and must include any and all matters otherwise required to be disclosed under the Brown Act. For closed sessions held pursuant to Government Code Section 54956.9(d)(3), the Board must announce the existing facts and circumstances which authorize the holding of the closed session or specifically state that it believes that facts and circumstances that might result in litigation against the District are not yet known to a potential plaintiff or plaintiffs. In the closed session, the Board shall consider only those matters covered in its statement. Nothing in this section shall require or authorize the release of information which is exempt from disclosure under state or federal law.

2.4.3. Public Reports on Closed Session Actions. The Board shall publicly report any action taken in closed session, and the vote or abstention of every member present thereon, in the manner and to the extent required by Government Code Section 54957.1.

2.5. Ad Hoc Committees. In order to be exempt from the notice, agenda, and public participation requirements of the Brown Act, all ad hoc committees of the Board shall substantially comply with the following guidelines: (1) The committee shall be comprised of less than a quorum of the Board; (2) The committee’s life should be restricted to a relatively short period of time; (3) The committee’s purpose should be limited to a single and specific task; (4) The

committee shall not be given any independent discretionary authority to make ultimate decisions on behalf of the Board with respect to the final resolution of the task; (5) The committee's charge should not be automatically renewed upon completion of its particular assignment or expiration of its fixed term; (6) The committee's meeting schedule should not be on a regular basis or established by formal action of the Board; and (7) Public notice of the formation of the committee shall be given in a timely manner.

Section 3. **REVIEW OF ORDINANCE ON ANNUAL BASIS.**

Each year, the Board may review this ordinance to determine its effectiveness and the necessity for its continued operation. As such time, the District's General Manager shall report to the Board on the operation of this ordinance, and make any recommendations deemed appropriate, including proposals to amend the ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this ordinance. Nothing herein shall preclude the Board from taking action on the ordinance at times other than upon conclusion of the annual review. The Board's failure to conduct the annual review shall result in the continued operation of this ordinance for another year or until otherwise modified by the Board.

Section 4. **SEVERABILITY.**

If any provision of this ordinance, or the application thereof to any person or circumstance, is held to be invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

Section 5. EFFECTIVE DATE.

The provisions of this ordinance shall supersede all prior inconsistent ordinances and shall take effect immediately upon adoption.

Adopted this 17th day of April, 2013.

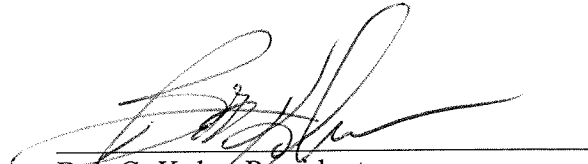
ROLL CALL:

AYES: Bowcock, De Jesus, Goytia, Horan, Kuhn, Lantz, Ruzicka

NOES:

ABSTAIN:

ABSENT:


Bob G. Kuhn, President
Board of Directors
Three Valleys Municipal Water District

ATTEST:



Brian Bowcock, Secretary
Board of Directors
Three Valleys Municipal Water District

EXHIBIT A

Under Government Code Section 54954.5, the following language has been provided by the State Legislature as sample language which will meet the mandate of the Brown Act for properly identifying closed session items on the Board's agenda:

LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)

Applicant(s): (Specify number of applicants)

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: (Specify street address; parcel number if no street address; or other unique reference of parcel under negotiation)

District Negotiator: (Specify names of negotiators attending closed session) (If the specified negotiator is to be absent, an agent or designee may participate provided the name of the agent or designee is announced publicly prior to the closed session.)

Negotiating parties: [Specify name of party (not agent)]

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

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

Name of case: (Specify by reference to claimant's name, name of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2):
(Specify number of potential cases)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (Specify
number of potential cases)

LIABILITY CLAIMS (Government Code Section 54956.95)

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section 54957)

Consultation with: (Specify name of law enforcement agency and title of officer, or name
of applicable District representative and title)

PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section
54957)

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code
Section 54957)

(No additional information is required in connection with a closed session to consider
discipline, dismissal, or release.)

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

District designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of negotiations)

CASE REVIEW/PLANNING (Government Code Section 54957.8)

(No additional information is required in connection with a closed session to consider case review or planning.)



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: June 7, 2017
Subject: Draft Resolution Setting Procedures and Charges for Public Review and Copy of District Records

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

Discussion:

The Board will be asked to review and consider a draft resolution and related exhibits concerning the setting of procedures and charges for public review and copy of District records. A copy of the public records inspection and copy form is included as Exhibit A.

The draft resolution provides clarification on the proper handling of public records requests and proposes a fee schedule, Exhibit B, for same.

Finally, the resolution addresses issues relative to review of public documents that may exist on personal electronic devices and personal e-mail accounts, and includes a draft declaration, Exhibit C, that will be completed when a request is completed on these devices and/or accounts.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions

RESOLUTION NO. 16-06-* DRAFT****A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE THREE VALLEYS MUNICIPAL WATER DISTRICT
SETTING PROCEDURES AND CHARGES FOR
PUBLIC REVIEW AND COPY OF DISTRICT RECORDS**

BE IT RESOLVED by the Board of Directors of the Three Valleys Municipal Water District (“District”) that the following rules and regulations related to public access for inspection and copying of District records be adopted pursuant to Government Code Section 6253(e):

Section 1. General Rules. The policy set forth below shall be used for guidance in distributing public documents and in responding to requests for information that the District may receive. It is designed to be compliant with existing law such that any provision of this policy in conflict with existing law shall have no force or effect.

1.1. 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.

1.2. 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.

1.3. 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

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

1.4. 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 requesting party for inspection as soon as possible. If copies thereof are requested, said

records shall be released to the requesting party as soon as possible after payment of the fee adopted by the District pursuant to Section 1.8 hereof.

1.5. All requests for records that are outside the scope of Section 1.4 hereof shall be reduced to written form. For convenience in describing the records sought, the District shall furnish the requesting party with the standard form attached hereto as **Exhibit A** and incorporated herein by this reference. However, 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.

1.6. 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 1.5 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 therefor.

1.7. Under unusual circumstances as defined in the Act, the time limit prescribed in Section 1.6 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.

1.8. 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 as calculated in the Schedule of Fees attached hereto as **Exhibit B** and incorporated herein by this reference.

1.9. 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 1.5 hereof after making a reasonable effort to provide the assistance described in Section 1.3 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.

1.10. 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 1.8 hereof as to the portions released to the requesting party and (b) satisfaction of Section 1.9 hereof as to the portions deleted therefrom.

1.11. The District may comply with its obligation to allow for in person examination of records or to provide copies of records by posting any public record on its website and, in response to a request for records, directing the requesting party to the location on the website where the record is posted. Any such record posted on the District's website shall be posted in an open format in compliance with Government Code Section 6253.10.

1.12. If any request for a District record relates to a record in an electronic format, the District will make the record available in any electronic format in which it holds that record or in the format requested if the requested format is one the District has used to make copies for its own use. However, the District will not release any record in electronic format if that release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which the record is maintained. The requesting party must pay for the District's direct cost of copying any record in an electronic format. The District may recover its programming and computer service costs if the request requires data compilation, extraction or programming to produce the record or if the record is produced at other than a regularly scheduled interval.

1.13. The District will retain in its records all written requests for inspection or copying of public records in accordance with the District's records retention guidelines.

Section 2. Special Rules for Examination. The District will provide an area at its offices for examination of its public records. Examinations may take place only during regular District business hours, must take place on District premises, and will be subject to observation by District personnel. These procedures are for the sole purpose of protecting original records against tampering or theft. Any examination of original District records will be subject to the following rules:

2.1. No document or record, or any part thereof, shall be removed from the file, notebook, folder, or other compilation in which it is contained.

2.2. No document or record shall be written on, marked on, or erased, nor shall any writing or information therein otherwise be removed; nor shall any person destroy, mutilate, deface, alter or falsify any document or record. Violations of this rule will be prosecuted pursuant to Government Code §6201.

2.3. The party examining records shall comply with all instructions of District personnel. District personnel may terminate or restrict the examination as may be necessary to preserve District records.

Section 3. Review of Personal Electronic Devices and Personal E-Mail Accounts.

3.1. Upon receipt of a request under the Act that may involve responsive records that may have been transmitted by an employee or director through the employee's or director's personal electronic devices (including, but not limited to, a smart phone, tablet or laptop computer) or personal e-mail account, the District's General Manager shall notify any employee or director who may reasonably be expected to have any such requested records on such a personal device or personal e-mail account of the need for that employee or director to search his or her personal device(s) and personal e-

mail account(s) for any records (including, but not limited to, text messages, e-mails or other electronic records) that may be housed on any such device or in any such account. Any such search will be conducted promptly upon receipt of notice from the General Manager to ensure the District complies with the timeframes for responding to the request in accordance with this policy. Any such search shall be conducted in good faith to be reasonably calculated to locate any responsive public records that may be housed on any such personal device or personal e-mail account, but need not be extraordinarily extensive or intrusive.

3.2. Upon completion of the search of any such devices or accounts, the employee or director shall complete the declaration in the form attached hereto as **Exhibit C** that states the appropriate result from that search. The District shall provide training for all employees and directors regarding how to conduct such searches and how to differentiate and segregate public records from private records. The District shall conduct updated training at least every two years. The District shall have personnel available to assist any employee or director who requests assistance in conducting such a search.

3.3. The District shall incorporate into its separate electronic communications policy provisions designed to minimize the likelihood of an employee or director using his or her personal electronic device or personal e-mail account for District business.

Section 4. Effective Date and Review. This Resolution supersedes any previously-adopted motion, resolution, or ordinance inconsistent with the terms hereof and shall take effect immediately upon its adoption. This Resolution will be reviewed and revised as deemed appropriate by the District’s Board of Directors.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District’s Board of Directors, on this 21st day of June 2017 by the following vote:

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

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:



PUBLIC RECORDS INSPECTION and COPY
Request Form

Three Valleys Municipal Water District
1021 East Miramar Avenue
Claremont, CA 91711
909-621-5568; Fax: 909-625-5470

Name of Requestor (please print) _____

Affiliation (optional) _____

Address (optional) _____

Phone Number (optional) _____ Fax Number (optional) _____

Email Address (optional) _____

I wish to request the following public records pursuant to the California Public Records Act (Government Code §6250-6276.48):

Title/Document _____

Description _____

Date/Year of document(s) _____

Please check all that apply

- Inspect only Request copies Mail copies Email copies Pick up copies

Please be advised that under California Government Code §6250 et seq., the District has ten (10) days after the date of your request to determine whether the record(s) you have requested is/are subject to disclosure under the public records act. This period of time may be extended by the district for an additional fourteen (14) days. You will be notified upon determination of your request. I understand that there is a charge for duplication of all materials that I may request and agree to pay for those copies before receiving the material.

Check box to validate typed/printed name below as e-signature

Signature _____ Date _____

FOR OFFICE USE ONLY	
DATE RECEIVED: _____	DATE NOTIFIED: _____
RECORDS PRODUCED BY: _____	
SIGNATURE: _____	

EXHIBIT B

Records Request Schedule of Fees*	
No Charge for items emailed to requestor and No Sales Tax on Public Records Requests	
Price for a copy of a page (8-1/2" x 11") (Black/White or Color)	\$0.25 Per page
Price for a copy of a page (11" x 14") (Black/White or Color)	\$0.25 Per page
Price for a copy of a page (11 x 17) (Black/White or Color)	\$0.30 Per page
24 x 36 Maps black/ white or color (done by outside copier)	Actual Cost
Price for an affidavit to certify the copy(ies)	\$2.50 per page
Price for an envelope	\$0.05 each
Price for a large manila envelope	\$0.50 each
Price for mailing (letter-size envelope)	\$0.46 each
Price for mailing (large manila envelope)	\$5.43 each
Price for overnight mail	Actual Cost
Price for mailing a "certified" letter (in addition to postage due)	\$7.55 each
Price for a copy with CD	\$1.50 each

*Fees are subject to change upon current USPS Rates.

Form of Declaration

I, _____, hereby declare as follows:

1. I have personal knowledge of the matters set forth in this declaration.

2. I currently am serving as the _____ [state employee or director's position] of Three Valleys Municipal Water District ("District").

3. On _____, 20____, I received notice of the need to search my personal electronic device and personal e-mail account for documents that may be responsive to a Public Records Act request the District received from _____ [insert name of requesting party] (the "Request").

4. I have, with reasonable diligence, searched all of my personal electronic devices and personal e-mail accounts (that is, those accounts which are not housed on a District server), including, but not limited to, my _____ [describe the devices searched] and my e-mail address of _____ [insert all personal e-mail accounts that were searched] and have provided all public records responsive to the Request to the responsible District employee.

[OR]

4. I have, with reasonable diligence, searched all of my personal electronic devices and personal e-mail accounts (that is, those accounts which are not housed on a District server), including, but not limited to, my _____ [describe the devices searched] and my e-mail address of _____ [insert all personal e-mail accounts that were searched] and did not locate any public records on such devices or accounts that were responsive to the Request.

[CONTINUE]

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____, 20____

[insert name]



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: June 7, 2017
Subject: Draft Resolution Declaring a Water Supply Watch

<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:

Three Valleys is seeking to support the initiatives adopted by the Metropolitan Water District during its May 9, 2017 Board Meeting as it concerns water supply reliability whereby they lifted their water supply alert conditions, and called for a water supply watch.

Three Valleys previously adopted Resolution No. 14-04-729 in support of a water supply alert due to the severe multi-year year drought experienced in California.

During water year 2017, the state of California has experienced one of the wettest of recent record, with snowpack in Northern California at approximately 160% of normal, and the Department Water Resources State Water Project allocation at 85%.

On April 4, 2017 Governor Edmund G. Brown, Jr. declared the end of drought conditions in the state of California.

However, in Southern California we are still encouraging a high level of efficient water use due to continuing historical low groundwater levels in the local basins. It will likely take years for the basins to fully recharge.

Approval of this action will supersede Resolution No. 14-04-729, lifting the water supply alert, and declaring a water supply watch condition. TVMWD will remain cognizant and prepared for any changing climate conditions that require a more frequent and persistent evaluation of limited water supplies and will take appropriate and necessary action.

This item will be returned to the Board for consideration of approval at the June 21, 2017 meeting.

Strategic Plan Objectives:

- 3.3 – Be accountable and transparent with major decisions
- 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

DRAFT**RESOLUTION NO. 17-06-*******A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
DECLARING A WATER SUPPLY WATCH**

WHEREAS, the state of California is experiencing record wet conditions, with snowpack at approximately 160% of normal in Northern California, and water year 2017 is the wettest year on record over the past several years; and

WHEREAS, the California Department of Water Resources current State Water Project allocation is 85% of contract amounts; and

WHEREAS, despite precipitation, the state of California has endured a severe multi-year drought that continues to impact storage levels of major supplies; and

WHEREAS, Three Valleys Municipal Water District has relied on the guidelines provided through its Resolution No. 14-04-729 in support of a Water Supply Alert; and

WHEREAS, Governor Edmund G. Brown, Jr. declared the drought over on April 4, 2017, and signed Executive Order B-37-16 encouraging water use efficiency and conservation as a way of life in California; and

WHEREAS, Three Valleys MWD relies on the actions of its 14 member agencies to enact and implement local water use efficiency measures;

NOW THEREFORE BE IT RESOLVED, the Board of Directors of Three Valleys Municipal Water District, declares that its service area is in a Water Supply Watch condition;

BE IT FURTHER RESOLVED, that Three Valleys MWD encourages its member agencies to implement water use efficiency measures to preserve regional storage reserves; and

BE IT FURTHER RESOLVED, that Three Valleys MWD will work with its member agencies to identify mechanisms that will encourage and facilitate the adoption of rate structures to promote water use efficiency; and

BE IT FURTHER RESOLVED, that Three Valleys MWD will coordinate with its member agencies in the development of a unified regional message to communicate the need for continued water use efficiency to the public, businesses, stakeholder industries and public officials; and

BE IT FURTHER RESOLVED, that Three Valleys MWD will work with and assist its member agencies to help ensure a reliable near-term and long-term water supply, and to inform its retail water users of the Water Supply Watch conditions, and the need for sustained water use efficiency practices.

Item 8.A.2

BE IT FURTHER RESOLVED, that adoption of this resolution will supersede Resolution No. 14-04-729 in support of a Water Supply Alert.

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 21st day of June 2017 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Bob G. Kuhn, President

ATTEST:

Brian Bowcock, Secretary

SEAL:



● **Board of Directors**
Water Planning and Stewardship Committee

5/9/2017 Board Meeting

8-6

Subject

Adopt CEQA determination and adopt resolution to declare a “Condition 1 – Water Supply Watch”

Executive Summary

This letter recommends that the Board adopt a Water Supply Watch Resolution calling for local agencies to achieve continued water use efficiency through voluntary conservation measures. In May 2016, Metropolitan’s Board approved moving from a “Condition 3 – Water Supply Allocation” to a “Condition 2 – Water Supply Alert,” the level it currently maintains. This shift reflected the success of Metropolitan’s conservation and public outreach programs prior to and during the drought and the region’s sustained water demand reduction response. In addition, the hydrologic conditions started to improve that year, and Metropolitan began storing water in its dry-year storage programs for the first time since the drought began.

Statewide hydrologic conditions continue to improve in the current water year and, in fact, the northern California water year precipitation record was broken in April 2017. These improvements prompted the Governor to declare an end to the drought state of emergency in California on April 7, 2017. Metropolitan also is forecasting to add over a million acre-feet to its dry-year storage reserves. Although this represents the largest annual storage increase in Metropolitan’s history, it will not return Metropolitan’s reserves back to pre-drought levels. Staff is, therefore, recommending that Metropolitan’s Board adopt a resolution declaring a “Condition 1 – Water Supply Watch.” This level more appropriately reflects current conditions, the actions taken by the Governor and the projected dry-year storage reserves at the end of calendar year 2017. Should the forecasted unprecedented increase in storage gains occur through the end of calendar year 2017, staff may recommend moving to a “Baseline – Water Use Efficiency” status in calendar year 2018.

Details

Background

The Water Surplus and Drought Management Plan (WSDM Plan) provides a water management framework that accounts for the degree or “stage” of shortage. These stages are defined by parameters such as shortage levels and expected State Water Project (SWP) and Colorado River Aqueduct supplies. Each stage has associated actions that could be taken as part of the response to prevailing shortage conditions. Consistent with the WSDM Plan, Metropolitan uses the following system of conditions to communicate the urgency of the region’s water supply situation:

Baseline: Water Use Efficiency	Ongoing implementation of conservation, recycling and outreach programs to achieve permanent increases in water use efficiency and build storage reserves.
Condition 1: Water Supply Watch	Local agency voluntary dry-year conservation measures and use of regional storage reserves.

<p>Condition 2: Water Supply Alert</p>	<p>Regional call for cities, counties, member agencies and retail water agencies to implement extraordinary conservation through drought ordinances and other measures to mitigate use of storage reserves.</p>
<p>Condition 3: Water Supply Allocation</p>	<p>Implement Metropolitan Water Supply Allocation Plan.</p>

Metropolitan’s dry-year storage balances and projected puts and takes within the calendar year can provide guidance for recommending movement between these conditions. Currently, Metropolitan is in a “Condition 2 – Water Supply Alert” stage as defined in the WSDM Plan. The following provides a timeline of the events that led to this condition:

- On February 11, 2014, the Board adopted a “Condition 2 – Water Supply Alert” calling for local agencies to achieve extraordinary conservation by adopting and enforcing drought ordinances and other measures as dry conditions continued following the driest year on record in 2013.
- On December 9, 2014, the Board approved adjustments to Metropolitan’s Water Supply Allocation Plan (WSAP) including updating the base period, updating the Conservation Demand Hardening credit, including a separate allocation for drought-impacted groundwater basins, and replacing the penalty rates with an Allocation Surcharge.
- On April 14, 2015, the Board declared a regional “Condition 3 – Water Supply Allocation” and implemented the WSAP at a Regional Shortage Level 3 to address the unprecedented drought conditions and water needs within the Metropolitan service area.
- On May 10, 2016, the Board declared a “Condition 2 – Water Supply Alert” reflecting the improved hydrologic conditions and water needs within Metropolitan’s service area.

Key Considerations for Declaring a Condition 1 – Water Supply Watch

Staff is recommending moving to a “Condition 1 – Water Supply Watch” from the current “Condition 2 – Water Supply Alert.” A resolution describing the water supply conditions in California and Metropolitan’s service area and implementing the actions recommended above is included as **Attachment 1**.

Metropolitan’s water supply and dry-year storage reserves steadily declined to record low levels during the unprecedented drought that extended from Water Year (WY) 2012/13 through WY 2014/15. This decline began to turn around in WY 2015/16 as precipitation levels in northern California reached normal conditions for the first time since the drought began. Metropolitan’s Board responded to these improvements by not extending the “Condition 3 – Water Supply Allocation” but instead moving to a “Condition 2 – Water Supply Alert.”

These improved conditions continue into the current water year. In fact, in April 2017, the 8-Station Index surpassed the previous record precipitation accumulation of 88.5 inches set in WY 1982/83, making the current water year the wettest on record for northern California. On April 7, 2017, the Governor declared an end to the drought state of emergency in California. Metropolitan also is projecting to add over one million acre-feet to its dry-year storage reserves, the largest annual increase in Metropolitan’s history. The regular WSDM Plan update report for this month is included as **Attachment 2** to this letter, rather than as a separate report.

Metropolitan considered the improved water supply conditions and actions taken by the Governor but also recognizes the year-to-year uncertainty of shortages and operational constraints facing the SWP. In addition, staff acknowledges that although regional storage resources are recovering, they are not yet at pre-drought levels. Staff recommends moving to a “Condition 1 – Water Supply Watch.” Should the forecasted unprecedented increase in storage gains occur through the end of calendar year 2017, staff may recommend moving to a “Baseline – Water Use Efficiency” status in calendar year 2018.

Policy

By Minute Item 47393, dated February 12, 2008, the Board adopted the Water Supply Allocation Plan.

By Minute Item 48376, dated August 17, 2010, the Board adopted proposed adjustments to the Water Supply Allocation Plan, and the allocation of seawater barrier supplies for the 2010/11 Allocation Year.

By Minute Item 48803, dated September 13, 2011, the Board adopted adjustments to the Water Supply Allocation Plan.

By Minute Item 49979, dated December 9, 2014, the Board adopted adjustments to the Water Supply Allocation Plan.

California Environmental Quality Act (CEQA)

CEQA determination for Option #1:

The proposed action is not defined as a project under CEQA (Public Resources Code Section 21065, State CEQA Guidelines Section 15378) because the proposed action involves continuing administrative activities such as general policy and procedure making. In addition, where it can be seen with certainty that there is no possibility that the proposed action may have a significant effect on the environment, the proposed action is not subject to CEQA (Section 15061(b)(3) of the State CEQA Guidelines).

The CEQA determination is: Determine that the proposed action is not defined as a project under Public Resources Code Section 21065 and State CEQA Guidelines Section 15378, and is not subject to CEQA pursuant to Section 15061(b)(3) of the State CEQA Guidelines.

CEQA determination for Option #2:

None required

Board Options

Option #1

Adopt the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and

Adopt a resolution shown in [Attachment 1](#) to declare a “Condition 1 – Water Supply Watch.”

Fiscal Impact: None directly related to moving between the systems of conditions developed to communicate the urgency of the region’s water supply situation.

Business Analysis: Moving to a “Condition 1 – Water Supply Watch” is consistent with Metropolitan’s storage management framework and encourages continued conservation efforts even as hydrologic conditions improve.

Option #2

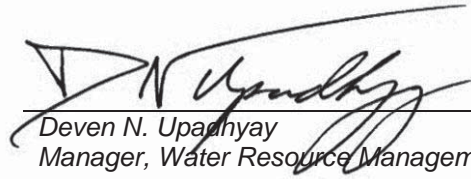
Do not adopt the proposed Water Supply Watch Resolution

Fiscal Impact: None

Business Analysis: Requiring extraordinary conservation measures, consistent with the current “Condition 2 – Water Supply Alert” status, may send the wrong message to water agencies and consumers in Metropolitan’s service area. Water supplies are projected to be much higher than demands in calendar year 2017. Maintaining a “Condition 2 – Water Supply Alert” may lead to a loss in credibility.

Staff Recommendation

Option #1



Deven N. Upadhyay
Manager, Water Resource Management

4/24/2017
Date



Jeffrey Kightlinger
General Manager

4/25/2017
Date

Attachment 1 – Water Supply Watch Resolution

Attachment 2 – WSDM Plan Update Report

Ref# wrm12657754

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA
CALLING FOR A WATER SUPPLY WATCH**

WHEREAS, the state of California is experiencing record wet conditions, snowpack is at about 160% in Northern California, and water year 2017 is the wettest year on record; and

WHEREAS, the California Department of Water Resources current State Water Project Table A Allocation is eighty five percent of contract amounts; and

WHEREAS, despite the precipitation, the state of California has endured a severe multi-year drought that continues to impact storage levels on the Colorado River's two main reservoirs; and

WHEREAS, the statewide state of emergency due to drought conditions was rescinded by Governor Edmund G. Brown, Jr., effective April 7, 2017; and

WHEREAS, Metropolitan's Water Surplus and Drought Management Plan guides Metropolitan's water supply management actions and includes provisions for implementing water conservation; and

WHEREAS, our changing climate requires California to continue to adopt and adhere to measures that help prepare for more frequent and persistent periods of limited water supply; and

WHEREAS, Metropolitan relies on the actions of its 26 member agencies and their retailer agencies to enact and implement local conservation measures.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of The Metropolitan Water District of Southern California, under its Water Surplus and Drought Management Plan, declares that Southern California in Metropolitan's service area is in a Water Supply Watch condition; and

BE IT FURTHER RESOLVED that Metropolitan encourages all cities, counties, member agencies and retail water agencies to implement conservation measures that continue to preserve regional storage reserves; and

BE IT FURTHER RESOLVED that Metropolitan will work with all cities, counties, member agencies and retail water agencies in the region to identify mechanisms that would encourage and facilitate the adoption of rate structures and other mechanisms to promote water conservation; and

BE IT FURTHER RESOLVED that Metropolitan will coordinate with the member agencies to develop a unified regional message in the media and outreach campaigns in order to communicate the need for continued conservation to the general public, businesses, stakeholder industries and public officials; and

BE IT FURTHER RESOLVED that Metropolitan intends to work with and assist its member agencies, and the region's cities, counties and retail water agencies to help ensure a reliable near-term and long-term water supply, to adopt and implement appropriate conservation ordinances and measures, and to inform retail water users of the Water Supply Watch conditions and the need for sustained water use efficiency practices.

I HEREBY CERTIFY that the foregoing is a full, true, and correct copy of a resolution adopted by the Board of Directors of The Metropolitan Water District of Southern California at its meeting held May 9, 2017.

Secretary of the Board of Directors
of the Metropolitan Water District
of Southern California



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Report

Water Resources Management

- Water Surplus and Drought Management Plan

Summary

This Water Surplus and Drought Management (WSDM) report provides a preliminary accounting of water supply, demand, and storage conditions for calendar year (CY) 2017. This report considers conditions as of May 1, 2017.

The Water Year (WY) to date hydrologic conditions in the Upper Colorado River and northern California watersheds continue to be above average. Snowpack peaks to date in both watersheds are above their respective April 1 averages as we enter into the spring snowmelt season. As a result, the water year runoff that is comprised of the observed flows to date and the anticipated snowmelt are projected to be above average in each watershed. Despite above average conditions, the inflows into Lake Powell are not expected to trigger equalization releases. The median condition runoff forecast for northern California, however, is projected to be the second highest in the historic record. As a result, DWR has increased the SWP allocation to 85 percent for 2017. Further, DWR has made available Article 21 supplies and Metropolitan began taking delivery of these supplies in March. These supplies are in addition to the SWP allocation.

Staff is projecting that supplies will exceed demands in CY 2017 and anticipates setting a new record for the largest increase dry-year storage reserves for a calendar year.

Purpose

Informational

Attachments

[Exhibit A: Projected 2017 WSDM Storage Detail \(85% SWP allocation\)](#)

Detailed Report

This WSDM report updates the developing water supply and demand conditions for CY 2017. This report provides the Board with an update on hydrologic conditions and a detailed accounting of WSDM conditions that may impact water supply reliability for CY 2017.

2017 Estimated Colorado River Aqueduct Supplies

The Upper Colorado River Basin snowpack peaked on March 10, 2017 measuring 130 percent of the April 1 average. The observed inflows to Lake Powell to date along with the anticipated spring snowmelt is suggesting a water year runoff forecast of 124 percent of normal. This would be the first above normal runoff since WY 2010/11. Despite wet conditions, the Bureau of Reclamation's April 24-Month Study does not project the necessary inflows to Lake Powell to trigger equalization releases. Nevertheless, the storage gains that are achieved in Lake Powell this year will improve the probability of equalization next year that will help balance storage levels between Lake Powell and Lake Mead.

The table below shows staff's estimate of Colorado River supplies for CY 2017 prior to water management actions. The total of 960 TAF is referred to as the Colorado River Aqueduct (CRA) base supply and is comprised of Metropolitan's Basic Apportionment (550 TAF) and the established Colorado River supply programs developed to date. The established supply programs have a range of uncertainty, therefore the yield shown reflects staff's current estimate. A larger degree of uncertainty involves the water use of the higher priority agricultural users. The agricultural use, which could be positive or negative, will be better known as the year progresses at which time appropriate adjustments will be made to the Colorado River supply projection. Therefore, at this time, the projected water supply includes Metropolitan's Basic Apportionment (550 TAF) and estimate for the established Colorado River supply programs developed to date without an agricultural use adjustment.

Date of Report: 5/9/2017

Board Report (Water Surplus and Drought Management Plan)

2017 Colorado River Aqueduct Base Supply Estimate (Acre-Feet)	
Basic Apportionment	550,000
IID/MWD Conservation Program	85,000
PVID/Bard Fallowing Programs	125,000
Exchange with SDCWA (IID Transfer and Canal Lining)	178,000
Canal Lining Water to MWD	16,000
Lower Colorado Water Supply Project	6,000
CRA Supply Before Water Management And Storage Actions	960,000

2017 Estimated State Water Project Supplies

The most recent snowpack peak in northern California was observed on April 18, 2017, and measured 157 percent of normal. This is the largest snowpack peak since 2011. The observed river flows to date and anticipated spring snowmelt is suggesting a median water year runoff forecast of 208 percent of normal. This would be the second highest runoff in the historic record. On April 14, 2017 DWR announced an increase to the SWP allocation to 85 percent. This increase was based on the April 1 snow surveys, continued wet conditions, SWP reservoir storage levels and a determination on the operating criteria for Lake Oroville for the remainder of the calendar year.

In addition, DWR continues to make available supplies consistent with Article 21 of the long-term contract for the SWP. The criteria necessary to make these supplies available include meeting all State Water Contractor (Contractor) demands, filling the State's share of San Luis Reservoir, and having excess capacity at Banks Pumping Plant. These criteria are only met intermittently, which means Article 21 supplies are highly variable in nature. Metropolitan has taken delivery of approximately 100 TAF of "Article 21" supplies to date and will continue to seek opportunities to take deliveries of future available supplies.

The table below shows staff's estimate of SWP contractual supplies for CY 2017.

2017 State Water Project Supply Estimate (Acre-Feet)	
Table A Supply (85% SWP allocation)	1,625,000
Article 21 (received as of May 1)	100,000
Port Hueneme Agreement	2,000
SWP Contractual Supply	1,727,000

2017 Demands and Losses Estimate

The table below summarizes the estimated demands, obligations and losses for CY 2017 under the current trend demand projection. Demands on Metropolitan include Member Agency consumptive use which includes water exchanged with San Diego County Water Authority and sea water barrier requirements. Member Agency replenishment demands include water for groundwater basins and surface reservoir recharge and reflect demand levels under relatively wet conditions. Metropolitan staff continues to work with Member Agencies to refine these demands to reflect low groundwater levels and capacity to replenish as water supplies become available. CY 2017 demands also include obligations to deliver water to the Coachella Valley Water District under a long-term delivery and exchange agreement. Losses for CY 2017 are an estimate of Metropolitan distribution system losses, and evaporative and contractual losses from storage. Storage losses will fluctuate based on the SWP allocation and final accounting of the actual puts to storage.

Board Report (Water Surplus and Drought Management Plan)

2017 Estimated Demands, Losses and Obligations (Acre-Feet)	
Member Agency Consumptive Demands	1,250,000
Member Agency Replenishment Demands	144,000
Coachella Valley Water District Agreement	35,000
System and Storage Losses	76,000
Total Estimated Demands and Losses	1,505,000

Transfer/Exchanges

Metropolitan staff is pursuing exchange agreements or other programs that will benefit the region. Metropolitan has entered into unbalanced exchange agreements with Castaic Lake Water Agency and Central Coast Water Authority to help manage roughly 46,000 acre-feet of their SWP supplies that were at risk of spilling as DWR filled San Luis Reservoir. Through this unbalanced exchange, Metropolitan will yield roughly 15,000 acre-feet. In addition, Metropolitan, Southern Nevada Water Authority (SNWA) and the Central Arizona Project are funding conservation programs in Mexico and share the conserved water per the terms of International Boundary and Water Commission Minute No. 319. Metropolitan contributed \$2.5 million for conservation projects and will receive roughly 24,000 acre-feet of binational Intentionally Created Surplus (ICS) water for its share of the funding in 2017. Combined, these programs would yield approximately 39,000 acre-feet.

2017 Water Supply Balance

The following table shows the estimated net balance between demands and water supplies at an 85 percent SWP allocation for CY 2017.

2017 Water Supply and Demand Balance Estimate (Acre-Feet)	
	85% SWP Allocation w/ Current Demands
CRA Supplies	960,000
SWP Supplies	1,727,000
Transfer/Exchanges	39,000
Total Supplies	2,726,000
Total Demands and Losses	1,505,000
Net Water Supply and Demand Balance	1,221,000

Metropolitan is projecting that supplies will exceed demand levels in CY 2017. As shown above, there is an estimated surplus of 1.2 MAF under an 85 percent SWP allocation. Metropolitan anticipates adding to its storage reserves in CY 2017 thus continuing the storage recovery that began in CY 2016.

Based on this estimated recovery and a beginning dry-year storage balance of 1.3 MAF, Metropolitan's dry-year storage balance at the end of CY 2017 could be up to 2.5 MAF. This includes a 214 TAF increase to Metropolitan's ICS account in Lake Mead including the binational ICS component. **Exhibit A** shows the starting balance, estimated put and take capacities for CY 2017 and total storage capacity for each of Metropolitan's storage programs at a 85 percent SWP allocation. Metropolitan will exercise flexibility and opportunities within the current storage programs to increase put capacities depending on supply/demand balances. Under these projected conditions, the level of surplus supplies may or may not exceed the put capacity of regional storage programs, depending on the many variables listed in this report.

Board Report (Water Surplus and Drought Management Plan)

Future Payback Agreements

Metropolitan has two types of payback agreements; Dry-year Exchanges and Operational Exchanges. The following table shows a list of the future dry-year exchange payback amounts from programs in which Metropolitan participates. Dry-year exchanges are those with payback provisions that are beyond one year from the exchange date.

The exchange agreement with the SNWA was executed in 2004 and later amended to address changing conditions. The agreement allows Metropolitan to store unused Nevada apportionment of Colorado River water in California. SNWA may request recovery of this stored water in the future. Return may commence as early as 2022, however, SNWA has other supplies available that would likely delay the need for returns until after this date. Metropolitan did not store any SNWA water in 2016 and does not plan to store any SNWA water in 2017.

The California Extraordinary Conservation ICS agreement with the Imperial Irrigation District (IID) and other agencies executed in 2007, and later amended in 2015 to expand volumes, allows Metropolitan to store conserved IID water in excess of its Quantification Settlement Agreement (QSA) conservation commitments. The water may be returned at IID's request. Metropolitan does not plan to store any IID water in 2017.

In 2014, Metropolitan exercised Article 54 of its long-term water supply contract with the State of California and took delivery of 219 TAF from the SWP system. Repayment is required by 2020. Metropolitan paid 30 TAF of this obligation back in 2015, an additional 124 TAF repayment in 2016 through storage management actions, and the remaining balance of 65 TAF was repaid in January and February 2017.

Repayments are subject to final DWR accounting. The table below shows all outstanding Dry-year Exchange payback amounts.

Dry-year Exchange/Program	Payback Amount (Acre-Feet)	Payback Term
Storage and Interstate Release Agreement with Southern Nevada Water Authority	330,000	Up to 30,000 AFY (no earlier than 2022)
California ICS Agreement - IID	98,000 ¹	Any year, conditional on whether or not Metropolitan is implementing a WSAP
Total	428,000	

¹ Estimated and subject to final U.S. Bureau of Reclamation Colorado River Accounting.

The following table shows the future Operational Exchange payback amounts from the programs in which Metropolitan participates. Operational exchanges are those with payback provisions that may be within one year of the exchange date and provide Metropolitan increased flexibility in the timing and conveyance of deliveries. In 2014, Metropolitan took possession of 5 TAF of water from Irvine Ranch. Metropolitan returned 1 TAF in 2015 and the remaining 4 TAF is to be returned no later than 2024 at Irvine Ranch's request. Metropolitan has also taken possession of 2 TAF of water from Dudley Ridge Water District in coordination with Irvine Ranch. Half of this supply must be returned to Dudley Ridge and the other half to Irvine Ranch no later than 2022.

Operational Exchange/Program	Payback Amount (Acre-Feet)	Payback Term
Strand Ranch - Irvine Ranch	4,000	No later than 2024
Dudley Ridge WD – Irvine Ranch	2,000	No later than 2022
Total	6,000	

Board Report (Water Surplus and Drought Management Plan)

Projected 2017 WSDM Storage Detail (85% SWP Allocation)

Exhibit A

WSDM Storage	1/1/2017 Storage Levels	CY 2017 Take Capacity ¹	CY 2017 Additional Put Capacity ¹	Total Capacity ¹
Colorado River Aqueduct System	85,000	54,000	214,000	1,604,000
Lake Mead Extraordinary Conservation ICS	5,000	5,000	190,000	1,500,000
System Efficiency and Binational ICS	80,000	49,000	24,000	104,000
State Water Project System	723,000	578,000	264,000	1,845,000
MWD SWP Carryover	168,000	168,000	32,000 ²	200,000
DWCV SWP Carryover	42,000	42,000	65,000 ²	107,000
Castaic Lake (DWR Flex Storage)	154,000	154,000	0	154,000
Lake Perris (DWR Flex Storage)	0	0	65,000	65,000
Arvin Edison Storage Program	108,000	29,000	22,000	389,000
Semitropic Storage Program	125,000	125,000	53,000	350,000
Kern Delta Storage Program	99,000	60,000	27,000	250,000
Mojave Storage Program	27,000	0	0	330,000
In-Region Storage	739,000	441,000	388,000	1,389,000
Diamond Valley Lake	566,000	376,000	244,000	810,000
Lake Mathews	135,000	57,000	47,000	182,000
Lake Skinner	37,000	7,000	7,000	44,000
IEUA/TVMWD (Chino Basin)	0	0	10,000	100,000
Long Beach (Cent. Basin)	0	0	0	13,000
Long Beach (Lakewood)	0	0	0	4,000
Foothill (Raymond and Monkhill)	0	0	0	9,000
MWDOC (Orange County Basin)	0	0	16,000	66,000
Three Valleys (Live Oak)	1,000	1,000	0	6,000
Three Valleys (Upper Claremont)	0	0	1,000	3,000
Western	0	0	3,000	12,000
Cyclic - Upper San Gabriel	0	0	60,000	100,000
Cyclic - Three Valleys	0	0	0	40,000
Other Programs	366,000	38,000	400,000	1,128,000
Other Emergency Storage	328,000	0	0	328,000
To Be Determined Storage Action ³	0	0	261,000	0
DWCV Advance Delivery Account	38,000	38,000	139,000	800,000
Total	1,913,000	1,111,000	1,266,000	5,966,000
Emergency	626,000	0	0	626,000
Total WSDM Storage⁴	1,287,000	1,111,000	1,266,000	5,340,000

¹ Take, Put, and Total capacities assumed under an 85% SWP Table A Allocation.

² Metropolitan could put amounts in addition to this subject to increase risk of spill.

³ Metropolitan will exercise flexibility and opportunities within current storage programs to increase put capacities if needed.

⁴ Total WSDM Storage level is subject to change based on accounting adjustments.

RESOLUTION NO. 14-04-729

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THREE VALLEYS MUNICIPAL WATER DISTRICT
IN SUPPORT OF A WATER SUPPLY ALERT**

WHEREAS, the Three Valleys Municipal Water District (TVMWD) region's two main sources of imported water, the Colorado River and Northern California, face continuing drought conditions; and

WHEREAS, the state of California is experiencing record dry conditions, with 2014 projected to become the driest year on record; and

WHEREAS, a statewide state of emergency due to drought conditions was declared by Governor Edmund G. Brown, Jr., effective January 17, 2014; and

WHEREAS, the California Department of Water Resources officially reduced the State Water Project allocation to 0% of contract amounts; and

WHEREAS, on April 1, 2014, the state of California's snow survey reported statewide snowpack at 32% of normal levels; and

WHEREAS, Metropolitan Water District (MWD) and its member agencies are increasing public messaging to create a heightened awareness of regional supply challenges; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Three Valleys Municipal Water District acknowledges the Water Supply Alert condition; and

BE IT FURTHER RESOLVED that TVMWD encourages its member agencies to implement local water use efficiency measures.

BE IT FURTHER RESOLVED that TVMWD will coordinate with the member agencies to develop a unified message on current media and outreach campaigns in order to communicate the need for water use efficiency to the general public, businesses, stakeholder industries and public officials; and

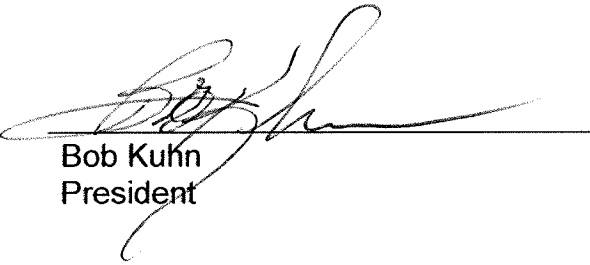
BE IT FURTHER RESOLVED that TVMWD intends to work with and assist its member agencies to help ensure a reliable near-term and long-term water supply, to encourage appropriate water use efficiency measures, and to promote sustained water use efficiency practices.


Item 8.A.2

ADOPTED and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 16th day of April, 2014 by the following vote:

AYES: Bowcock, De Jesus, Goytia, Horan, Kuhn, Lantz, Ruzicka
NOES:
ABSTAIN:
ABSENT:

ATTEST:


Bob Kuhn
President


Brian Bowcock
Secretary

SEAL:





Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: June 7, 2017
Subject: Modified Board Meeting Schedule

<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:

In prior years, the Board has occasionally cancelled all meetings during the summer months of July and August, and at other times has chosen a modified schedule.

With the budget/rate adoption process now completed and limited regular business anticipated, the Board will now determine what action to take relative to its summer schedule. The following Board meetings are presently on the calendar:

- o July 5, 2017
- o July 19, 2017
- o August 2, 2017
- o August 16, 2017

The Board will be provided with an information packet of ongoing activities at Three Valleys for any month that a Board meeting is not held. At any time during the proposed summer schedule a special meeting can be called to attend to necessary business.

Staff is seeking direction from the Board to return this item for future action.

Strategic Plan Objective(s):

3.3 – Be accountable and transparent with major decisions.



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: June 7, 2017
Subject: Relocation of Recharge Well Easements

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

Discussion:

In the early 1980s, TVMWD sold property (aka University Corporate Center) adjacent to the I-10/SR-57 interchange (see map on Figure 1). As a condition of that sale, the new owner reserved easements for access and three separate parcels for the purpose of constructing, operating, and maintaining recharge (injections/extraction) wells.

The property has been subsequently subdivided and sold to various entities, but the easements remain in place in their original configuration. DeVry Education Group, the current owner of two lots located at 901 Corporate Center Drive (see Figure 2), is in negotiations with a potential buyer for its property.

While there currently exist no planned projects to install recharge wells on the parcels, TVMWD does want to retain the ability to develop such plans if future conditions and needs lend themselves to the concept. Three Valleys does recognize that certain accommodations could be made to assist with the property negotiations without necessarily eliminating the existence of easements for future recharge well purposes.

To formalize the above actions, TVMWD must quitclaim the two existing easement parcels, and the property owner (DeVry) must, in turn, grant new easements corresponding to the agreed-upon sizes and locations.

Item 8.B.1

would grant such actions. Staff and District Counsel are reviewing these documents, and it is anticipated that a final version will be presented to the Board and recommended for approval at its June 21, 2017 meeting.

Strategic Plan Objectives:

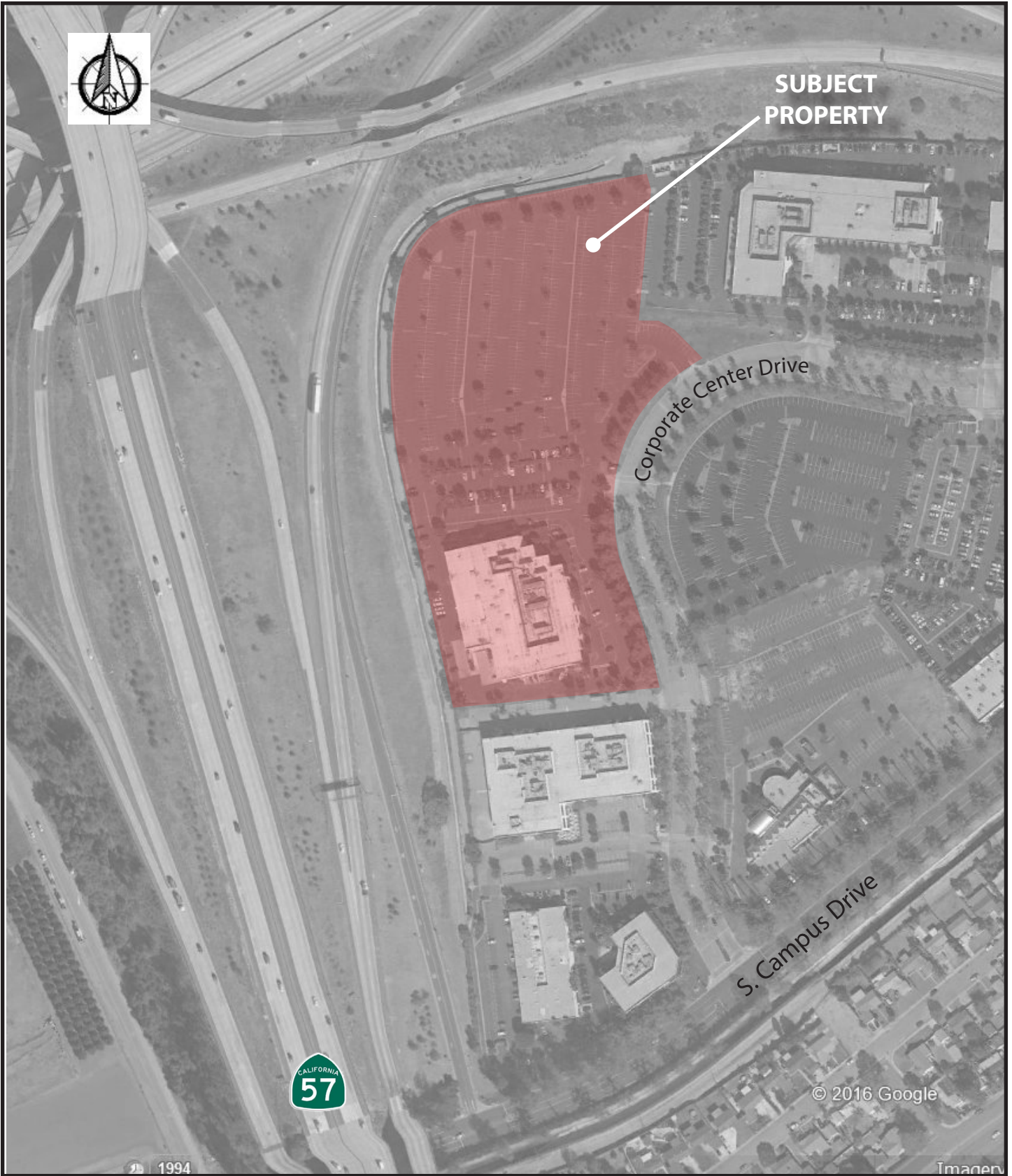
- 1.5 – Maintain water infrastructure to assure 100% reliability.
- 2.3 – Manage water infrastructure and staff operations to minimize costs.
- 3.3 – Be accountable and transparent with major decisions



RECHARGE WELL EASEMENTS

Location Map

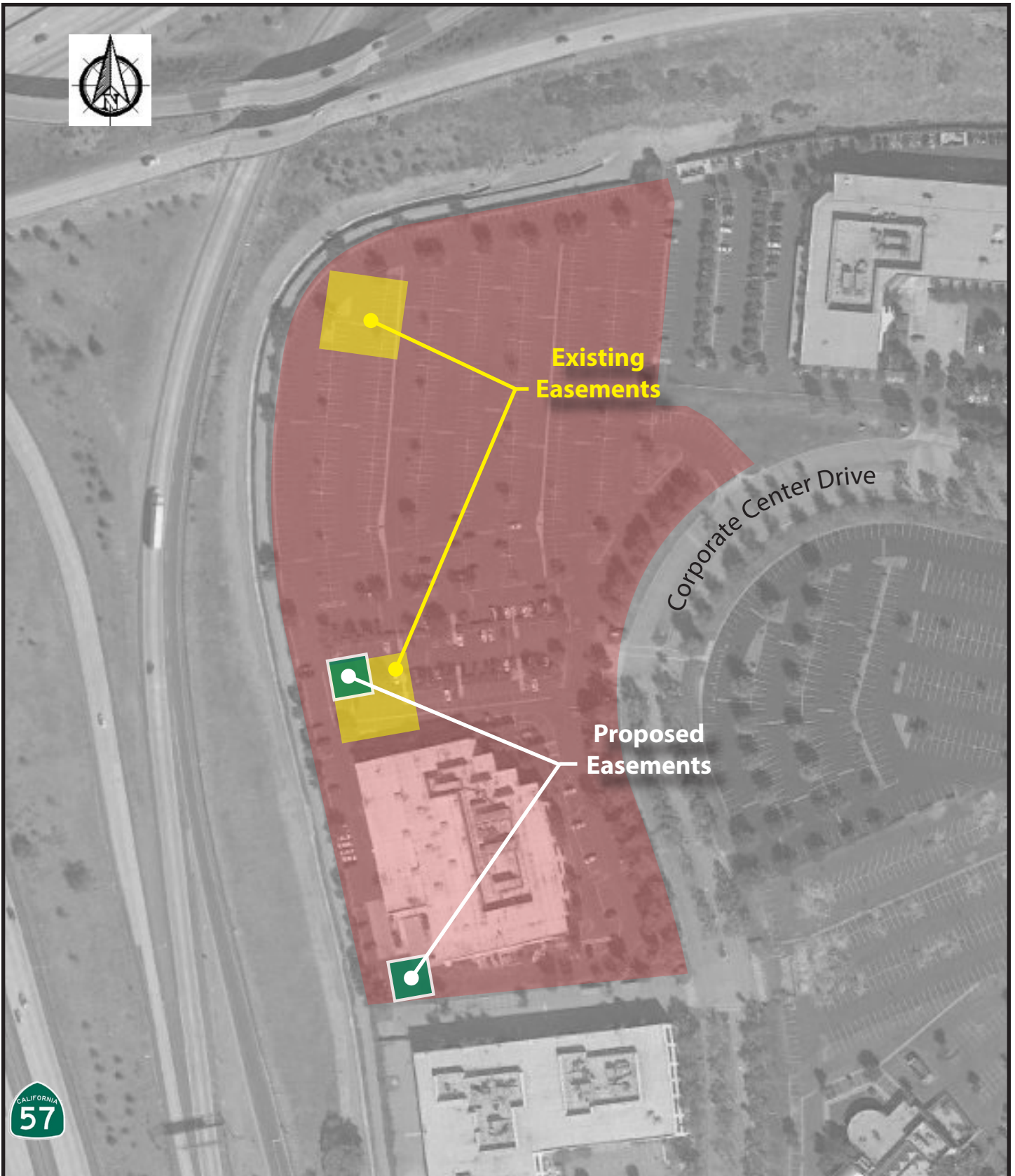
Figure 1



RECHARGE WELL EASEMENTS

DeVry Property

Figure 2



RECHARGE WELL EASEMENTS

Existing Easements
& Proposed Easements

Figure 3



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager
Date: June 7, 2017
Subject: Projects Summary Update

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

Discussion:

Brief status reports for projects are provided below:

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

TVMWD remains waiting for SCE review and determination of protection settings at the interconnections for both the Williams and Fulton Hydros. Until such determination is made, fabrication and installation of electrical equipment upgrades is stalled.

Grand Avenue Well – Project No. 58446

Staff has completed review of the preliminary design report (PDR) that was prepared by the District’s engineering consultant. The PDR is currently being revised to incorporate staff comments and should be finalized within the next week.

TVMWD Baseline Road Well Project – Project No. 58458

No additional update available.

Leroy’s Meter Connection Project – Project No. 58154

Staff has secured city and county encroachment permits and has provided all information and documents required by Edison to complete its design.

Item 8.B.2

schedule to relocate its facilities will be coordinated with the contractor's construction schedule for the connection. The contractor is currently procuring all materials to be installed and is anticipating that work will still take place in the July-August timeframe. TVMWD staff will continue to coordinate with all affected agencies before and during construction and will also reach out to neighboring residents to minimize any impacts of the construction.

Reservoir Effluent Pump Station Project

Engineering and Operations staff met with the consultant in late May to provide additional feedback and criteria that will be used to prepare the preliminary design report (PDR), which should be completed within a few weeks. After completion of the PDR, staff will review it and provide comments. The consultant will then move forward with the detailed design. Staff anticipates the final design will be completed in late July.

Strategic Plan Objectives:

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



Staff Report/Memorandum

To: TVMWD Board of Directors
From: Richard W. Hansen, General Manager *RH*
Date: June 7, 2017
Subject: Audit of Internal Control Over Financial Reporting

<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:	\$

Background:

Annually TVMWD has a financial statement audit performed by an external auditor (LSL) which provides an opinion as to whether the financial statements are fairly stated. LSL is required to gain an understanding of TVMWD’s internal controls, but is not required to test or provide an opinion on these controls.

Discussion:

Statement on Auditing Standards No. 130 (SAS 130) was recently issued that establishes requirements and guidance for when an auditor is engaged to perform an audit of internal controls that is integrated with an audit of financial statements. A SAS 130 audit is not required, however if we are looking to provide more assurance that we are being proper stewards of TVMWD assets, this is certainly an opportunity to demonstrate it.

LSL suggests spending considerable time preparing for this type of audit. Although we have internal controls in place, we will be required to show we are regularly testing these controls and provide an opinion to LSL as to strengths, weaknesses and levels of risk. In addition, we must document areas where we do not have ideal internal controls and explain why we choose not to strengthen that area (e.g. because it is not cost effective).

Follow-up:

Finance staff will be attending a governmental accounting and auditing update later this month that specifically discusses how to prepare for a SAS 130 audit. Staff will bring back a SAS 130 audit contract later this calendar year for consideration that would be conducted in conjunction with the FY 17/18 financial audit. LSL has stated the cost of a SAS 130 would increase the cost of our audit approximately 30%.

Strategic Plan Objectives:

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



Staff Report/Memorandum

To: TVMWD Board of Directors

From: Richard W. Hansen, General Manager *RH*

Date: June 7, 2017

Subject: Review of Salary Schedule Effective July 1, 2017 Pursuant to CalPERS Regulations

<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:	\$

Background:

CalPERS regulations require the Board to review and approve TVMWD’s salary schedule any time changes are made. These regulations set forth the requirements that “payrate” and “special compensation” documents be public records available for public scrutiny.

Discussion:

Provided for review is a draft of the salary schedule to be effective July 1, 2017. These salary ranges were determined after conducting a compensation study as prescribed by the compensation philosophy section of TVMWD’s strategic plan. All salary ranges were considered independently, but collectively the ranges were increased 4% along with a 1.48% increase based on the change from 2015 to 2016 in the Consumer Price Index - Urban Wage Earners and Clerical Workers, as prepared by the Bureau of Labor Statistics. These ranges were contemplated in the budget adopted for FY 17/18.

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

This item will be brought back for consideration of adoption on June 21, 2017.

Strategic Plan Objectives:

- 3.3 – Be accountable and transparent with major decisions

DRAFT

**THREE VALLEYS MUNICIPAL WATER DISTRICT
ANNUAL SALARY RANGE BY CLASSIFICATION
Effective: July 1, 2017**

CLASSIFICATION	Min. Salary Range	Mid. Salary Range	Max. Salary Range
ACCOUNTING TECHNICIAN	\$ 46,843	\$ 60,896	\$ 74,949
ADMINISTRATIVE ASSISTANT	\$ 43,296	\$ 56,285	\$ 69,274
ASSISTANT GENERAL MANAGER - ADMIN	\$ 131,628	\$ 171,116	\$ 210,605
CHIEF FINANCE OFFICER	\$ 131,628	\$ 171,116	\$ 210,605
CONSERVATION & RESOURCE ANALYST	\$ 72,516	\$ 94,271	\$ 116,026
ENGINEER	\$ 73,113	\$ 95,047	\$ 116,981
EXECUTIVE ASSISTANT	\$ 53,941	\$ 70,123	\$ 86,306
MANAGER OF ENGINEERING OPERATIONS	\$ 131,628	\$ 171,116	\$ 210,605
OPERATIONS SUPERVISOR	\$ 77,398	\$ 100,617	\$ 123,837
OPERATIONS WATER QUALITY ASSISTANT	\$ 61,429	\$ 79,858	\$ 98,286
PLANT ASSISTANT (T1)	\$ 37,646	\$ 48,940	\$ 60,234
PROJECT MANAGER	\$ 95,991	\$ 124,788	\$ 153,586
SENIOR FINANCIAL ANALYST	\$ 72,335	\$ 94,036	\$ 115,736
SHIFT OPERATOR (T2)	\$ 46,333	\$ 60,233	\$ 74,133
SHIFT OPERATOR (T3)	\$ 57,025	\$ 74,133	\$ 91,240
SHIFT OPERATOR (T4)	\$ 62,924	\$ 81,801	\$ 100,678
SHIFT OPERATOR (T5)	\$ 65,441	\$ 85,073	\$ 104,706
WATER OPERATIONS MANAGER	\$ 101,625	\$ 132,113	\$ 162,600

Based on Board approval, an adjustment to each salary range classification will be considered for July 1 of each year. Range adjustments are tied to changes in the Consumer Price Index - Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County (CWURA421SA0) as prepared by the Bureau of Labor Statistics, from current year annual to the prior year annual. The adjustment to each salary range is intended to keep TVMWD's salary ranges at the market level and may not necessarily impact individual salaries. The opportunity for individual salary increases will continue under the merit-based system employed by TVMWD. An important note is that an employee's annual salary may be below the minimum salary range if: (1) their annual evaluation has not yet occurred in the current fiscal year or (2) their performance documented in prior annual evaluations has not merited an increase that has kept up with index adjustments to the salary ranges.

Shift Differential Pay

- Shift operators and plant assistants 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 11PM)
 - Grave (11 PM to 7 AM)
 - Weekend (3 PM to 7 AM each day)
- Shift differential pay is considered special compensation and will be reported to CalPERS as such.

Standby Pay

- Shift operators who serve in an on-call capacity will be paid \$35 per day (\$70 on holidays).
- One operator will be designated to serve in this role every 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. If the on-call operator is unable to return to work, a substitute operator will be designated and will receive the standby pay.
- In addition to receiving the \$35 per day, 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 minute increment.
 - If responding in person, the on-call operator will be guaranteed 2 hours of additional pay (unless time overlaps into regularly scheduled workday). Time over 2 hours will be rounded up to the nearest 15 minute increment.
 - Operators will be eligible for OT and shift differential pay as applicable for time spent responding.
- Standby pay is not considered special compensation and thus will not be included as a part of final compensation in calculating CalPERS pension.

Holiday Pay

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