

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**  
**1021 E. MIRAMAR AVENUE, CLAREMONT, CA 91711**

**Wednesday, June 19, 2019**  
**8:00 a.m.**

*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**

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

**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 within its jurisdiction. The public may also address the Board on items being considered on this agenda. TVMWD requests that all public speakers complete a speaker's card and provide it to the Executive Assistant.

## **Item 7 – Standby Charge – Public Hearing**

Kuhn

The Board will convene a public hearing that will conclude the final input process prior to consideration of a resolution to adopt the FY 2019-20 Water Standby Charge of \$19.23/EDU. TVMWD has fully complied with the noticing requirements for this public hearing.

In accordance with Government Code Section 6066, the Public Hearing was noticed in newspaper(s) of general circulation, *Inland Valley Daily Bulletin* and *San Gabriel Valley Tribune*, on June 5, 2019 and June 12, 2019. A copy of the notice is available for review or copy upon request.

- Open Public Hearing;
- Staff report to Board of Directors;
- Consider public comments and testimony;
- Close Public Hearing.

If considering adoption of the Water Standby Charge for FY 2019-20, the Board President will call for approval of the resolution as cited in Agenda Item No. 8.

## **Item 8 – Approval of Resolution No. 19-06-854 Adopting the FY 2019-20 Water Standby Charge – [enc]**

Upon conclusion of the public hearing the Board will consider approval of Resolution No. 19-06-854 adopting the FY 2019-20 Water Standby Charge.

### **Item 8: Board Action Required – Motion No. 19-06-5233**

Staff Recommendation: Approve as presented

## **Item 9 – Consent Calendar**

Kuhn

### **9.A – Receive, Approve and File Minutes, May 2019 – [enc]**

- May 1, 2019 – Regular Board Meeting
- May 15, 2019 – Regular Board Meeting

### **9.B – Receive, Approve and File Financial Reports and Investment Update, May 2019 - [enc]**

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

### **9.C – Imported Water Sales, May 2019 – [enc]**

The Board will review the imported water sales report for May 2019.

### **9.D – Miramar Operations Report, May 2019 – [enc]**

The Board will review the Miramar Operations report for May 2019.

**9.E – Approval of Resolution No. 19-06-855 Adopting the TVMWD Conflict of Interest Code – [enc]**

The Board will consider approval of Resolution No. 19-06-855 adopting the TVMWD Conflict of Interest Code that was approved by the Los Angeles County Board of Supervisors effective May 15, 2019.

**9.F – Approval of Modified Board Meeting Schedule – [enc]**

The Board will consider approval of a modified Board Meeting calendar to cancel all meetings for July and August 2019 as follows: July 3, 2019; July 17, 2019; August 7, 2019; and August 21, 2019.

**9.G – Approval of Resolution No. 19-06-856 Nominating Director Bowcock to Serve on the ACWA Region 8 Board for 2020-21 Term – [enc]**

The Board will consider approval of Resolution No. 19-06-856 nominating Director Bowcock to serve on the ACWA Region 8 Board for the 2020-21 term.

**9.H – Approval of TVMWD’s Debt Management Policy**

The Board will consider approval of TVMWD’s Debt Management Policy.

**9.I – Approval of a Professional Services Agreement with Nobel Systems for Development of the TVMWD Enterprise Geographic Information System (GIS) Project – [enc]**

The Board will consider approval of a professional services agreement with Nobel Systems for development of a full Enterprise Geographic Information System (GIS).

**9.J – Approval of Resolution No. 19-06-857 Tax Sharing Exchange County Sanitation District No. 21, Annexation 21-762 – [enc]**

Approval of Resolution No. 19-06-857 signifies acceptance of the tax sharing exchange by the County Sanitation District No. 21.

**9.K – Approval of Resolution No. 19-06-858 Tax Sharing Exchange County Sanitation District No. 22, Annexation 22-435 – [enc]**

Approval of Resolution No. 19-06-858 signifies acceptance of the tax sharing exchange by the County Sanitation District No. 22.

**9.L – Approval of Resolution No. 19-06-859 Tax Sharing Exchange County Lighting Maintenance District 1687, Annexation of Project Parcel Map 72916 – [enc]**

Approval of Resolution No. 19-06-859 signifies acceptance of the tax sharing exchange by the County Lighting Maintenance District.

**9.M – Approval of Resolution No. 19-06-860 Tax Sharing Exchange County Lighting Maintenance District 1687, Annexation of Project L 046-2015 – [enc]**

Approval of Resolution No. 19-06-860 signifies acceptance of the tax sharing exchange by the County Lighting Maintenance District.

**Items 9.A – 9.M – Board Action Required – Motion No. 19-06-5234**

Staff Recommendation: Approve as presented

**Item 10 – General Manager’s Report**

Litchfield

*The Executive Leadership Team will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.*

**10.A – Legislative Update, June 2019 – [enc]**

Howie

The Board will be provided a current legislative status update.

**10.B – Director Expense Reports, May 2019 – [enc]**

Kuhn

The Board will consider approval of the May 2019 director expense reports that include disclosure of per diem requests for meeting attendance and itemization of any expenses incurred by TVMWD.

**Item 10.B – Board Action Required – Motion No. 19-06-5235**

Staff Recommendation: Approve as presented

**10.C – Approval of the General Manager’s FY 2019-20 Work Plan – [enc]**

Litchfield

The Board will consider approval of the General Manager’s Work Plan for fiscal year 2019-20.

**Item 10.C – Board Action Required – Motion No. 19-06-5236**

Staff recommendation: Approve as presented

**10.D – Resolution No. 19-06-861 of the TVMWD in Support of the Update of the Chino Basin Optimum Basin Management Program (OBMP) – [enc]**

Litchfield

The Board will consider approval of Resolution No. 19-06-861 in support of the Chino Basin Optimum Basin Management Program (OBMP).

**Item 10.D – Board Action Required – Motion No. 19-06-5237**

Staff recommendation: Approve as presented

**10.E – Cadiz Valley Groundwater Conservation, Recovery, and Storage Project – Proposal to Implement Recommendations Contained within the Report of the Independent Peer Review – [enc]**

Litchfield

The Board will provide direction to staff and consider approval of an agreement for professional services with Aquilogic, Inc. for implementation of recommendations as a result of the report prepared by the Independent Peer Review Panel for the GMMMP for the Cadiz Project.

**Item 10.E – Board Action Required – Motion No. 19-06-5238**

Staff recommendation: Approve as presented

**Item 11 – Directors’ / General Manager’s Oral Reports**

Litchfield

Directors and the Managers may report on activities for meetings to which they are assigned to serve as the representative or alternate of TVMWD, and on other areas of interest.

**Item 12 – Closed Session**

Kuhn

Conference with Real Property Negotiators (Government Code Section 54956.8)

- Property: 901 Corporate Center Drive, Pomona, California
- District Negotiator: Matthew Litchfield, General Manager
- Negotiating Parties: Foremost Corporate, LLC
- Under Negotiation: Price and Terms of Payment for Revised Easement

**Item 13 – Future Agenda Items**

Kuhn

**Item 14 – Adjournment and Next Meeting**

Kuhn

Pending approval of the modified summer schedule, Agenda Item 9.F, the Board will adjourn to a Regular Board Meeting on September 4, 2019.

**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 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](http://www.threevalleys.com).*

*Three Valleys MWD Board Meeting packets and agendas are available for review on its website at [www.threevalleys.com](http://www.threevalleys.com).*



## Board of Directors Staff Report

**To:** TVMWD Board of Directors

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

**Date:** June 19, 2019

**Subject:** **Approval of Resolution No. 19-06-854 Adopting the FY 2019-20 Water Standby Charge**

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

---

**Staff Recommendation:**

1. **Conduct a public hearing to consider and approve the imposition of a water standby charge for fiscal year 2019-20; and,**
2. **Following the public hearing, approve Resolution No. 19-06-854 to Adopt the Procedures to Fix, Adjust, Levy and Collect a Water Standby Charge for FY 2019-20; and,**
3. **Authorize the General Manager to take any and all actions necessary to carry out the intent of the Board of Directors to cause the standby charge hereby adopted to be collected at the same time, and in the same manner, as the levying of property taxes by the County of Los Angeles and/or as is otherwise available under the Act and applicable law.**

**Discussion:**

TVMWD is to convene a public hearing to consider adoption of a water standby charge. The process began on May 1, 2019, when the District adopted Resolution No. 19-05-849 Initiating Proceedings to Fix, Adjust, Levy and Collect a Water Standby Charge.

The District held a public meeting on the imposition of a water standby charge on June 5, 2019. A Joint Notice of the Public Meeting and Public Hearing was published in a newspaper(s) of general circulation pursuant to Government Code Section 6063, the Inland Valley Daily Bulletin on May 15, 22, and 29, 2019, and the San Gabriel Valley Tribune on May 17, 23, and 29, 2019.

A public notice regarding the public hearing to adopt a water standby charge was published in a newspaper(s) of general circulation, Inland Valley Daily Bulletin and San Gabriel Valley Tribune, pursuant to Government Code Section 6066 on June 5 and 12, 2019. Copies of the notices are available for review and copy at the District Office.

Attached is the proposed resolution to be considered. The rate and methodology for the standby charge of \$19.23 per EDU are described in the Engineer's Report, which is "Attachment A" of the resolution.

**Strategic Plan Objective(s):**

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Resolution No. 19-06-854 Adopting Procedures to Fix, Adjust, Levy, and Collect a Water Standby Charge

**Meeting History:**

Board of Director's Meeting – March 6, 2019, Information Item Only

Board of Director's Meeting – April 3, 2019, Information Item Only

Board of Director's Meeting – April 17, 2019, FY 2019-20 Budget Adoption

Board of Director's Meeting – May 1, 2019, Board Approval of Resolution No. 19-05-849 Initiating Procedures to Fix, Adjust, Levy and Collect a Water Standby Charge

Board of Director's Meeting – June 5, 2019, Public Meeting Regarding the Imposition of a Water Standby Charge for FY 2019-20.

NA/LC

**RESOLUTION NO. 19-06-854**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT  
ADOPTING PROCEDURES TO FIX, ADJUST, LEVY, AND COLLECT  
A WATER STANDBY CHARGE**

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

**WHEREAS**, under the Uniform Standby Charges Procedures Act, Government Code Section 54984 et seq. (“the Act”), the District is authorized to fix before August 10 of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

**WHEREAS**, under the Act the Board may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

**WHEREAS**, on July 10, 1996, the District’s Board of Directors adopted Resolution No. 7-96-361 which established a standby charge under the Act that was designed to fund the Readiness-to-Serve (“RTS”) charge imposed upon the District by the Metropolitan Water District of Southern California (“MWD”) and related administrative costs incurred by the District in connection therewith.

**WHEREAS**, Resolution No. 7-96-361 expressly provided that the District’s standby charge was based upon the report of a qualified engineer which fixed that amount of the standby charge for the 1996-97 fiscal year at \$5.92 per equivalent dwelling unit (“EDU”) and provided for the adjustment of that standby charge during subsequent fiscal years according to the actual amount by which the RTS charge increased, and subject to a maximum assessment amount of \$29.41 per EDU.

**WHEREAS**, Water Code Section 71639(b) authorizes the District to adjust the amount of its standby charge if the adjustment is made in the same manner as provided for taxes, fees, and charges in Government Code Section 53750(h)(2), which provides that a tax, fee, or charge is not deemed to be increased by an agency action that does either or both of the following: (A) adjusts the amount thereof in accordance with a schedule of adjustments adopted by the agency prior to November 6, 1996; or (B) implements or collects a previously approved tax, fee, or charge, so long as the rate is not increased beyond the level previously approved by the agency, and the methodology previously approved is not revised by the agency.

**WHEREAS**, Water Code Section 71639(c) further authorizes the District to adjust the amount of its standby charge if all of the following conditions are met: (1) the amount

## Item 8 - Exhibit A

of the assessment does not exceed \$29.41 per EDU; (2) the revenue raised by the assessment, including its annual adjustments, is used exclusively to fund the RTS charge, or equivalent charge, imposed upon the District by MWD, and related administrative costs; and (3) The District adjusts its water rates to its retail agencies by an amount necessary to prevent surplus funding of the RTS charge imposed upon the District by MWD.

**WHEREAS**, Water Code Section 71639(c) further provides that in order for the District to fix a standby charge pursuant to the Act, the District's Board of Directors must adopt a resolution to initiate such proceedings, cause notice of intent to adopt the assessment to be published in accordance with Government Code Section 6066 prior to the date set for adoption thereof, and, at the time and place set forth in said notice, conduct a hearing on the assessment and hear and consider any and all objections thereto.

**WHEREAS**, on May 1, 2019, the District's Board of Directors adopted Resolution No. 19-05-849 initiating proceedings to fix, adjust, levy, and collect a water standby charge in accordance with Water Code Section 71639 and scheduling of a public meeting on June 5, 2019, and a public hearing on June 19, 2019.

**WHEREAS**, beginning on May 15, 2019, the District published a joint notice of the public meeting and the public hearing by placing a display advertisement of at least 1/8 page in a newspaper of general circulation within the District at least three times and five days apart.

**WHEREAS**, on June 5, 2019, at 8:00 a.m., at the District offices located at 1021 East Miramar Avenue, Claremont, California, the Board of Directors of the District held a public meeting regarding the imposition of the charge.

**WHEREAS**, beginning on or about June 5, 2019, the District published a Notice of Public Hearing and Intent to Adopt a Water Standby Charge in a newspaper of general circulation within the District once a week for two successive weeks pursuant to Water Code Section 71639(c) and Government Code Section 6066.

**WHEREAS**, on June 19, 2019, at 8:00 a.m., at the District offices located at 1021 East Miramar Avenue, Claremont, California, the Board of Directors of the District held a public hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

**NOW, THEREFORE**, the Board of Directors of the District does hereby find, resolve, determine, and order as follows:

1. The public interest and necessity requires the Board of Directors of the District to adopt this Resolution hereby fixing, adjusting, levying, and collecting standby charges pursuant to The Act and Water Code Section 71639 in order to meet the RTS financial obligations imposed upon the District by MWD and all administrative costs related thereto.

2. The written protests received by the District's Board of Directors which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

## Item 8 - Exhibit A

3. The standby charge hereby levied by the Board of Directors of the District is based upon the report of a qualified engineer, Willdan Financial Services, which is attached hereto as Attachment A (“the Engineer’s Report”). The content and findings of the Engineer’s Report are hereby adopted in full by the Board of Directors of the District and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

- a. A description of the charge and the method by which it is to be imposed;
- b. A compilation of the amount of the charge for each parcel subject to the charge;
- c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the charge is made;
- d. The District’s legal ability to fix and adjust a standby charge, the amount of the charge, and the properties affected thereby;
- e. A description of the lands upon which the charge is to be imposed; and
- f. The amount of the charge for each of the lands so described.

4. All adjustments in the amount of the standby charge set forth in the attached Engineer’s Report are in compliance with the requirements of Water Code Section 71639(b) since the adjustments are made in the same manner as provided for taxes, fees, and charges in Government Code Section 53750(h)(2), which provides that a tax, fee, or charge is not deemed to be increased by an agency action that does either or both of the following: (A) adjusts the amount thereof in accordance with a schedule of adjustments adopted by the agency prior to November 6, 1996; or (B) implements or collects a previously approved tax, fee, or charge, so long as the rate is not increased beyond the level previously approved by the agency, and the methodology previously approved is not revised by the agency.

5. Additionally, all adjustments in the amount of the standby charge set forth in the attached Engineer’s Report are in compliance with the requirements of Water Code Section 71639(c) since (a) the amount of the assessment does not exceed \$29.41 per EDU, (b) the revenue raised by the assessment, including its annual adjustments, is used exclusively to fund the RTS charge, or equivalent charge, imposed upon the District by MWD, and related administrative costs, and (c) the water rates adopted by the District and levied upon its retail agencies have been calculated so as to prevent any surplus funding of the RTS charge imposed upon the District by MWD.

## Item 8 - Exhibit A

6. The District's General Manager is hereby authorized to take any and all actions necessary to carry out the intent of the District's Board of Directors as is stated herein, and to cause the standby charge hereby adopted to be collected at the same time, and in the same manner, as the levying of property taxes by the County of Los Angeles and/or as is otherwise available under the Act and applicable law.

7. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property upon the filing of a certificate in the Office of the Los Angeles County Recorder, which lien shall have the same force, effect, and priority as a judgment lien.

**ADOPTED** and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19th day of June 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Bob G. Kuhn, President

ATTEST:

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Brian Bowcock, Secretary

SEAL:



# **Three Valleys Municipal Water District**

## **Water Standby Charge Assessment**

**2019/2020 ENGINEER'S ANNUAL LEVY REPORT**

Intent Meeting: May 1, 2019  
Public Hearing: June 19, 2019

27368 Via Industria  
Suite 200  
Temecula, CA 92590  
T 951.587.3500 | 800.755.6864  
F 951.587.3510 | 888.326.6864

[www.willdan.com/financial](http://www.willdan.com/financial)



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# ENGINEER'S REPORT THREE VALLEYS MUNICIPAL WATER DISTRICT WATER STANDBY CHARGE ASSESSMENT

## INTRODUCTION

Pursuant to the provisions of Section 54984 et seq. of the Government Code of the State of California, being Chapter 12.4, "Uniform Standby Charge Procedures Act" (the "Act"), and in accordance with Resolution No. 7-96-361 of the Board of Directors (the "Board") of the Three Valleys Municipal Water District (the "District"), adopted on July 10, 1996 establishing a Water Standby Charge Assessment, I, Richard Kopecky, P.E., duly authorized representative of Willdan Financial Services, consultant to the District, submit this Engineer's Report for FY 2019/2020 consisting of the following parts and exhibits:

### SECTION I

A description of each parcel of property and the boundaries of the area proposed to be subject to the levy of the uniform standby charge assessment.

### SECTION II

An estimate of the costs of water services to be financed from the proceeds of the uniform standby charge assessment.

### SECTION III

A description of the uniform standby charge assessment including:

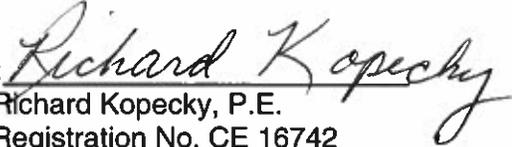
- a. A description of each lot or parcel of property proposed to be subject to the assessment.
- b. The amount of the assessment for each lot or parcel.
- c. The assessment methodology describing the basis of the assessment.
- d. A description specifying the requirements for written and oral protests and the protest thresholds necessary for requiring a vote on, or abandonment of, the proposed assessment.

Dated: June 10, 2019

Willdan Financial Services



BY:   
Susana Hernandez, Project Manager

BY:   
Richard Kopecky, P.E.  
Registration No. CE 16742

## ***I. DESCRIPTION OF THE PROPOSED PARCELS AND ASSESSMENT BOUNDARIES***

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The proposed uniform standby charge assessment is entitled:

### **THREE VALLEYS MUNICIPAL WATER DISTRICT WATER STANDBY CHARGE ASSESSMENT**

The boundaries of the area proposed to be subject to the levy of the Water Standby Charge Assessment are completely contiguous with the boundaries of the District. The lines and dimensions of each lot or parcel within the District Boundaries are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles for the year when this report was prepared and are incorporated herein by reference and made part of this Engineer's Report.

All future annexations to the District shall be included in the Water Standby Charge Assessment. In future years, if any new parcels are created as a result of the division or consolidation of land, re-computation of the assessments will be conducted and the new parcels will be included within the area of assessment.

## ***II. ESTIMATE OF COSTS***

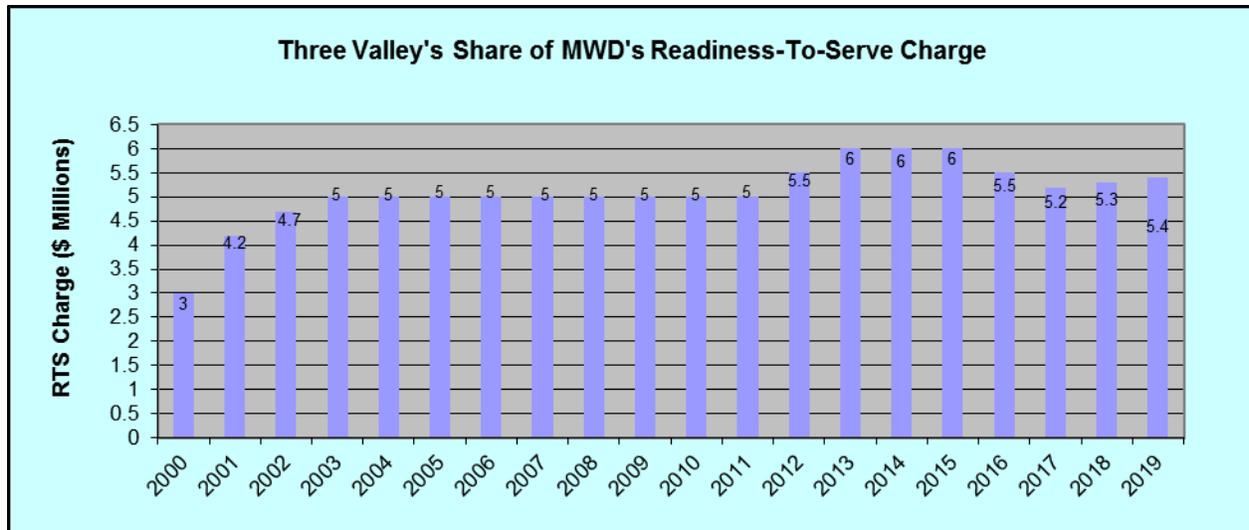
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The Water Standby Charge Assessment revenue will be used for the purpose of meeting the Readiness-to-Serve ("RTS") charge imposed by the Metropolitan Water District of Southern California ("MWD"), and for related administrative costs.

The following table lists the projections for the RTS Charge, Administration Cost and Estimated Maximum Total Assessment to be funded by the assessment.

	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
RTS Charge	\$5,541,364	\$6,022,555	\$6,371,116	\$6,074,192	\$5,537,230	\$5,233,954	\$5,274,931	\$5,363,969
Assessment Administration	\$49,832	\$50,332	\$51,056	\$51,675	\$52,057	\$52,709	\$53,383	\$52,074
Est. Maximum Assessment	\$5,379,146	\$5,374,162	\$5,375,222	\$5,441,758	\$5,445,359	\$5,443,845	\$5,425,678	\$5,431,833

The estimated RTS charge through the year 2002 was based on the schedule provided by MWD shown in the chart below. Years 2003 through 2011 were based on the projected RTS charge of \$5 million. The 2012 through 2019 RTS charges are based on the amount approved by the Southern California Metropolitan Water District Board for each year.



The amount budgeted to be generated by the assessment for FY 2019/2020 is \$3,551,627.77 as calculated in Section III.

Administration of the assessment is performed annually. This administration includes updating the annual assessment roll to ensure consistency with the assessment methodology detailed in this Engineer's Report. The administration also includes an analysis of the revenues and expenditures from the previous Fiscal Year and preparation of an annual report for submittal to the Board of Directors for approval of the proposed Fiscal Year's assessments and expenditures. The table below provides a comparison of the assessment between fiscal years.

	FY 2018/2019 <sup>(1)</sup>	FY 2019/2020	Difference	Percentage Difference
Parcels	134,530	134,530	0	0.00%
EDU's	184,693	184,693	0	0.00%
Rate/EDU	\$18.79	\$19.23	\$0.44	2.34%
Est. Revenue	\$3,470,362.78	\$3,551,627.77	\$81,264.99	2.34%

<sup>(1)</sup> Totals for FY 2018/2019 are based on the final applied levy by the Los Angeles County Auditor-Controller's Office.

Note: Difference between Estimated Revenue and EDUs multiplied by the Rate is due to rounding.

### **III. DESCRIPTION OF ASSESSMENTS**

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This section of the report describes the methodology developed to establish the basis of assessment for apportioning the cost of providing water services, and the facilities needed to provide water services, to each lot or parcel based upon the type of use or potential use of each property. The basis of assessment was developed by Berryman & Henigar based upon information provided by the District, standard and member agency design criteria, and the requirements of Section 54984.2 of the Uniform Standby Charge Procedures Act. The following sections review the requirements of the California Government Code and describe the recommended assessment methodology.

#### **A. LEGAL REQUIREMENTS**

Chapter 12.4 "Uniform Standby Charge Procedures Act" of the California Government Code states that any local agency that provides water services may, by resolution adopted after notice and hearing, determine and levy an assessment for water services pursuant to this chapter.

The California Government Code further requires that the agency establish a methodology, which is related to the benefit received from the water services for calculating the assessment to be levied on each parcel. Section 54984.2 provides that:

“...The governing body of the agency which fixes the charge may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use or availability of facilities to provide water, sewer, or water and sewer service, or the degree of availability or quantity of the use of the water, sewer, or water and sewer services to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the agency. The charge may be imposed on an area, frontage, or parcel basis, or a combination thereof.”

All assessments described in this Report and approved by the Board are prepared in accordance with the Act and are in compliance with the provisions of the *California Constitution Article XIID* (enacted by the passage of Proposition 218 in November 1996).

Pursuant to the *California Constitution Article XIID Section 5*, certain assessments that were existing on July 1, 1997, the effective date of *Article XIID*, are exempt from the substantive and procedural requirements of *Article XIID Section 4* and property owner balloting for the assessments is not required until such time that the assessments are increased. Exempt are any assessments imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems, or vector control.

In May of 2005, Senate Bill 376, was enacted to add Article 2.7 (commencing with Section 71639) to Chapter 2 of Part 5 of Division 20 of the Water Code, relating to water. This bill authorizes the agency to adopt the standby charge rate with a schedule of annual adjustments, and to adjust the standby charge rate in relation to the change of the MWD imposed RTS charge, subject to the maximum assessment amount of twenty-nine dollars and forty-one cents (\$29.41) per Equivalent Dwelling Unit (“EDU”).

## B. ASSESSABLE PARCELS

The table below summarizes the number of parcels and the total acreage by land use type. This information is based on the records of the Assessor of the County of Los Angeles.

Land Use Category	Number of Parcels	Dwelling Units (DU's)	Acres
Single-Family Residential (SFR)	102,983	102,983	N/A
Multi-Family Residential and Condominiums	22,239	44,298	N/A
Mobile Home Parks	101	8,225	N/A
Commercial	3,841	N/A	4,816.69
Churches	243	N/A	445.94
Industrial	2,016	N/A	4,113.06
Recreational Camping Facilities	2	N/A	7.87
Vacant Residential	2,199	N/A	7,391.21
Vacant Non-Residential	906	N/A	1,126.87
Exempt	0	N/A	0.00
<b>Total</b>	<b>134,530</b>		

The land use classifications are defined as follows:

**Single-Family Residential** - parcels designated as single-family residential per the Los Angeles County Assessor's Roll.

**Multi-Family Residential (including Condominiums)** - parcels designated as multi-family residential, which includes duplexes, apartments, condominiums or other dwelling units with common party walls, per the Los Angeles County Assessor's Roll.

**Mobile Homes** - parcels designated as mobile homes per the Los Angeles County Assessor's Roll.

**Commercial (including Churches)** - parcels designated as commercial, institutional or recreational per the Los Angeles County Assessor's Roll.

**Industrial** - parcels designated as industrial, utility or other miscellaneous uses, per the Los Angeles County Assessor's Roll.

**Recreational Camping Facilities** - parcels designated as camps per the Los Angeles County Assessor's Roll.

**Vacant** - parcels designated as vacant residential that have no dwelling units, or parcels designated as vacant commercial/industrial that have no commercial/industrial structures on them, per the Los Angeles County Assessor's Roll.

**Exempt** - Exempted from the assessment would be any parcel owned by a public agency or within the area of public streets and other public properties, utility easements, right-of-way, public schools, public parks, and common areas or un-developable parcels of land.

## C. EQUIVALENT DWELLING UNITS

To determine the benefit to the individual parcels with their varying land uses, an equivalent dwelling unit system was established. Each parcel is assigned equivalent dwelling units (EDUs) in proportion to the estimated benefit the parcel receives from the availability of water services. The total number of EDUs is then divided into the annual revenue requirement to determine the cost per EDU. The assessment for each parcel is then determined by multiplying the number of EDUs for each parcel by the cost per EDU.

Since the assessment is based upon the use of the property and the potential water usage of the property, the assessment methodology has been developed based on land use. The assessment methodology developed determines the number of EDUs to be assigned to each parcel. In determining the number of EDUs assigned, three factors are considered: parcel size, land use (intent of development), and the water use design factor of the land use of the property.

Equivalent Dwelling Unit (EDU) factors have been established to indicate the estimated benefit received by each parcel within the District. This method of assessment has established the single-family residential parcel as the basic unit for calculation of the assessment and is defined as one (1) EDU. All other parcels within the District are assigned a proportional EDU based on a formula that equates the properties specific development status (land use) and size to that of the single-family parcel.

The assignment of EDUs to each of the different land uses is as follows:

**Single-Family Residential (SFR).** The single-family parcel has been defined as being **1.0 EDU**.

**Multi-Family Residential.** Multi-family or condominium parcels are converted to EDUs based on the number of dwelling units on each parcel. Due to population density and size of structure relative to the typical single-family residence, each dwelling unit defined as multi-family residential, including condominiums is **0.75 EDU**. Water availability benefit does not increase proportionately as the number of units increase on a multi-family parcel. By decreasing the equivalency as the number of units increase, a reasonable benefit assessment is achieved. Therefore, the equivalency is reduced to **0.5 EDU** per dwelling unit, for apartment buildings with 5 units or more. Parcels with 5 or more units are considered "high density" as opposed to the "medium density" of duplexes, triplexes and four-plexes, and the Los Angeles County Assessor's land use codes segregate these parcels out.

**Mobile Homes.** Mobile home parks, and mobile homes located within mobile home parks, are converted to EDUs based on the population density and size of structure relative to a single-family residence. Therefore, mobile home parks and mobile homes located in mobile home parks are assessed **0.5 EDU** per mobile home. No decrease is applied to this factor, as mobile homes are all separate dwellings with no common walls.

Studies have consistently shown that the average apartment unit impacts infrastructure approximately 75% as much as a single-family residence, and the average mobile home unit impacts infrastructure approximately 50%, (Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition, 1991; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition, 1991). Trip generation and wastewater usage are functions of population density. It is concluded that other infrastructure will be similarly impacted at a reduced level. The smaller average unit size of multiple residential and mobile homes and their reduced impact on water use result in a lesser benefit per unit to property.

**Commercial/Industrial.** Commercial and industrial parcels are converted to EDUs based on the lot size of each parcel of land. The number of equivalent dwelling units per acre for commercial/industrial property has been equated to the average single-family residential lot size of approximately 8,700 square feet, or 5 lots per acre. All properties that are developed for commercial/ industrial uses are therefore assigned **5.0 EDU's** per acre for the first five acres, with a minimum of 1 EDU per parcel. Based upon a review of large non-residential parcels within the District, as the parcel size increases above five acres, the development density on the parcel generally decreases due to requirements to provide on-site circulation, allow for the storage of materials or equipment, provide buffers to adjacent land uses and other factors associated with the types of development which require larger parcels. Therefore, after the first 5 acres, each additional acre will be charged as vacant land as further described below; 25% of 5.0 EDU's, or 1.25 EDU's per acre.

Additionally, a water use factor is applied to both the commercial and industrial parcels as follows, based on relative average water usage as compared to single-family residential developments:

- Commercial Water Use Factor = 1.4
- Industrial Water Use Factor = 1.1

**Recreational Camping Facilities.** Recreational camping facilities typically have large land areas comprised of mostly park-like open space and only a few buildings. Therefore, to more accurately assign EDUs to these parcels, a "theoretical area" will be calculated for each of them. The typical developed commercial parcel has 1/3 of its lot area covered by improvements. Using this standard, the "theoretical area" is computed by multiplying the improvement area of each camping parcel by 3. This "theoretical area" is then converted to acreage, and the Equivalent Dwelling Unit factor of 5 EDU per acre is applied.

**Vacant.** Vacant property receives a benefit from water services availability. Water availability allows the parcel to develop to its maximum use in the future. Based upon the opinions of professional appraisers who appraise current market property values for real estate in Southern California, the land value portion of a property typically ranges from 20 to 30 percent; in the Three Valleys Municipal Water District, the average is about 25 percent. Additionally, the utilization of vacant property is significantly less than improved property. Consequently, vacant property shall be assessed at the rate of 25% of improved property. Therefore, vacant single-family residential parcels are assessed 25% of a developed SFR parcel, or **0.25 EDU** per parcel, and vacant non-SFR parcels are assessed at the rate of 25% of the developed commercial/industrial properties, or **1.25 EDUs** per acre or any portion thereof, up to a maximum of 5 acres per parcel.

A summary of Equivalent Dwelling Units and Benefit Factors is shown on the following table:

EQUIVALENT DWELLING UNITS							
Land Use	Basic Unit		EDU Factor		Use Factor		EDU Rates
Single-Family Res. (SFR)	1 DU	x	1	x	1	=	1.0 EDU/DU
Multi-Family Res. and Condominiums	1 DU	x	0.75	x	1		0.75 EDU/DU for the first 4 DU's
	1 DU	x	0.5	x	1	=	0.5 EDU/DU after the 4 <sup>th</sup> DU
Mobile Homes	1 DU	x	0.5	x	1	=	0.5 EDU/DU
Commercial	1 acre	x	5	x	1.4	=	7.0 EDU/acre for the first 5 acres (min. 1 EDU/parcel)
	1 acre	x	1.25	x	1.4	=	1.75 EDU/acre after the 5 <sup>th</sup> acre
Industrial	1 acre	x	5	x	1.1	=	5.5 EDU/acre for the first 5 acres (min. 1 EDU/parcel)
	1 acre	x	1.25	x	1.1	=	1.375 EDU/acre after the 5 <sup>th</sup> acre
Recreational Camping Facilities	1 acre*	x	5	x	1	=	5.0 EDU/acre
Vacant SFR	1 parcel	x	0.25	x	1	=	0.25 EDU/parcel
Vacant Non-SFR	1 acre	x	1.25	x	1	=	1.25 EDU/acre (min. .25 EDU/parcel; max of 5 acres/parcel)

\*Acre = theoretical acre

## D. ASSESSMENT RATES

The total number of Equivalent Dwelling Units (EDUs) has been calculated for the District based upon current land use data as shown on the latest assessor's roll for Los Angeles County and the methodology described above. The number of EDUs by land use type is shown in the table below:

Land-Use Type	Equivalent Dwelling Units
SFR	102,983.00
MFR and Condominium	30,175.50
Mobile Home Parks	4,629.00
Commercial	25,762.76
Churches	2,886.07
Industrial	17,062.49
Recreational Camping Facilities	0.73
Vacant SFR	549.75
Vacant Non-SFR	644.09
<b>Total:</b>	<b>184,693.39</b>

Based upon the budget of \$3,551,627.77 as shown in Section II of this report, the Assessment Rate for FY 2019/2020 per Equivalent Dwelling Unit (EDU) is **\$19.23/EDU**, as calculated below.

Total Equivalent Dwelling Units	Applied Assessment Rate/EDU	FY 2019/2020 Total Assessment Revenue
184,693.39	\$19.23	\$3,551,627.77

Note: Difference in Total Assessment and EDUs multiplied by the Rate is due to rounding.

The following table, Summary of Assessment Rates, provides the proposed Maximum Assessment and Applied Assessment Rates for the ten-year period beginning with FY 2009/2010. The Board may continue to levy the Assessment in future years (i.e. beyond FY 2019/2020) so long as MWD continues to impose the RTS charge upon the District. However, the maximum Assessment Rate per EDU shall never be greater than \$29.41, nor shall the total amount assessed be greater than the sum of the RTS charge and administrative costs.

### **SUMMARY OF MAXIMUM AND APPLIED ASSESSMENT RATES**

Fiscal Year	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Maximum Assessment Rate/EDU	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41	\$29.41
Applied Assessment Rate/EDU	\$15.55	\$18.54	\$20.46	\$23.11	\$25.02	\$23.09	\$20.16	\$18.51	\$18.79	\$19.23

#### **E. AMOUNT OF ASSESSMENT**

The amount of the proposed assessment for FY 2019/2020, based on EDUs as apportioned to each parcel shown on the latest roll of the Los Angeles County Assessor, is contained in the Assessment Roll on file in the office of the Secretary of the Three Valleys Municipal Water District. The description of each parcel is part of the records of the County Assessor and these records are, by reference, made a part of this Engineers Report.

#### **F. ACCURACY OF DATA**

The data utilized in developing the assessment rate calculations has been taken directly from the Los Angeles County Assessor's Roll.

Some parcels that are partially improved often will appear on the Assessor's roll as improved. These parcels that are brought to the attention of the District, and are found to be so classified after field review, will have their assessment revised per this report: for that portion of the property which is improved, the developed land use benefit formula will apply; for that portion of the property which is unimproved, the vacant land use benefit formula will apply.

Should a property owner find a discrepancy regarding a parcel, it is recommended that the owner notify the Three Valleys Municipal Water District by contacting the Secretary of the Three Valleys Municipal Water District. If warranted, the District will assist the owner in processing a correction with the County Assessor's Office. The District will be responsible for revisions to the Water Standby Charge Assessment for the property for the current Fiscal Year if the change in amount is greater than five percent (5%). If the change is less than or equal to five percent, then the adjustment for the following year will be made at the time that the annual assessments are determined for the next Fiscal Year, and no refund will be made for the previous year's assessment.

# EXHIBIT A - SAMPLE CALCULATIONS FOR VARIOUS LAND USES

Land Use	Benefit Calculation (EDU) x (Use Factor)				Total EDUs	Assessment \$19.23 /EDU
Single Family Res.	(1 DU x 1 EDU/DU)	x	1.0	=	1	\$19.23
Triplex	(3 DU x .75 EDU/DU)	x	1.0	=	2.25	\$43.27
10-Unit Apartment	[(4 DU x .75 EDU/DU) + (6 DU x .5EDU/DU)]	x	1.0	=	6	\$115.38
90-Unit Apartment	[(4 DU x .75 EDU/DU) + (86 DU x .5EDU/DU)]	x	1.0	=	46	\$884.58
Store ¼ acre parcel	(¼ acre x 5.0 EDU/acre)	x	1.4	=	1.75	\$33.65
Bank/Office Bldg. ½ acre parcel	(½ acre x 5.0 EDU/acre)	x	1.4	=	3.5	\$67.31
Office Building 2 acre parcel	(2 acre x 5.0 EDU/acre)	x	1.4	=	14	\$269.22
Service Station ⅓ acre parcel	(⅓ acre x 5.0 EDU/acre)	x	1.4	=	2.333	\$44.86
Light Manufacturing ¼ acre parcel	(¼ acre x 5.0 EDU/acre)	x	1.1	=	1.375	\$26.44
Heavy Manufacturing 7 acre parcel	[(5 ac x 5.0 EDU/ac) + (2 ac x 1.25 EDU/ac)]	x	1.1	=	30.25	\$581.71
Recreational Camping Facility	[(2,500 sf x 3) ÷ 43,560 sf/ac] x 5.0 EDU/ac	x	1.0	=	0.8609	\$16.56
Vacant SFR	(1 parcel x .25 EDU/parcel)	x	1.0	=	0.25	\$4.81
Vacant Non-SFR 1 acre parcel	(1 acre x 1.25 EDU/acre)	x	1.0	=	1.25	\$24.04
Vacant Non-SFR 5+ acre parcel	(5 acre x 1.25 EDU/acre)	x	1.0	=	6.25	\$120.19

Note: Total Assessment EDU may not calculate exactly due to rounding.

## ***EXHIBIT B – ASSESSMENT ROLL FOR FY 2019/2020***

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Each Assessor Parcel Number and its assessment to be levied for FY 2019/2020 is shown on the Assessment Roll on file in the office of the Secretary of the Three Valleys Municipal Water District and is incorporated herein by reference. Reference is made to the Los Angeles County Assessor's office for further description of the parcels in the District.

**MINUTES**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**THREE VALLEYS MUNICIPAL WATER DISTRICT**

Wednesday, May 1, 2019  
8:00 a.m.

**1. Call to Order**

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

**2. Pledge of Allegiance**

The flag salute was led by President Bob Kuhn.

**3. Roll Call**

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

**Directors Present**

Bob Kuhn, President  
David De Jesus, Vice President  
Brian Bowcock, Secretary  
Joe Ruzicka, Treasurer  
Carlos Goytia, Director  
Denise Jackman, Director  
John Mendoza, Director

**Staff Present**

Matt Litchfield, General Manager  
Steve Kennedy, Legal Counsel  
Dominique Aguiar, Operations Supervisor  
Nadia Aguirre, Executive Assistant  
Maria Contreras, Administrative Assistant  
Karen Harberson, Compliance Specialist  
Kirk Howie, Chief Administrative Officer  
Steve Lang, Chief Operations Officer  
James Linthicum, Chief Finance Officer  
Ben Peralta, Project Manager

Guests present: Ed Hilden, Walnut Valley Water District; Tom Coleman, Rowland Water District; Tony Lima, Rowland Water District; Dave Warren, Rowland Water District; Ben Lewis, Golden State Water Company; Ed Chavez, Upper San Gabriel Valley MWD.

**4. Additions to Agenda**

No additions to the agenda requested.

**5. Reorder Agenda**

No reorder to the agenda requested.

**6. Public Comment**

No public comment.

## 7. General Manager's Report

### 7.A – Government Finance Officers Association Award

Mr. James Linthicum presented to the Board the Comprehensive Annual Financial Report (CAFR) award. This is the twelfth consecutive year the District has received the award. Mr. Linthicum praised Ms. Liz Cohn and Ms. Esther Romero for preparing the CAFR every year.

President Kuhn appreciates the teams hard work.

### 7.B – 2019 Organizational Chart and Salary Schedules Modifications

Mr. Matthew Litchfield presented to the Board the proposed modifications to the Organizational Chart effective May 15, 2019, Salary Schedule effective May 1, 2019 and Salary Schedule effective July 1, 2019. Mr. Litchfield advised the Board of the following changes: reclassification of the *Administrative Assistant* to *Administrative/Communications Assistant* with change in salary range, change in title from *Engineer* to *Engineering Assistant*, addition of a part-time *Human Resources/Risk Manager* position, and addition of an *Information Technology Manager* position. The salary schedules must be submitted to CalPERS to remain in compliance.

This item will be brought back to the May 15, 2019 Board meeting for approval.

### 7.C – Resolution No. 19-05-849 FY 2019-20 Water Standby Charge Initiate Procedures

Mr. Linthicum gave a brief explanation of the Water Standby Charge process. Metropolitan Water District (MWD) imposes a Readiness-To-Serve (RTS) charge in the amount of \$5.4 million. MWD collects \$12.21 per parcel on the districts behalf and the District pays the remaining balance of \$3.5 million.

Approval of Resolution No. 19-05-849 starts the water standby charge process and meets the 45-day window between adoption and final public hearing on June 19, 2019.

Upon motion and second the floor was opened for discussion. There being no discussion, President Kuhn called for the vote.

**Moved: Joe Ruzicka      Second: Brian Bowcock**  
**Motion No. 19-05-5226 - Approving Resolution No. 19-05-849 FY**  
**2019-20 Water Standby Charge Initiate Procedures**  
**Motion passed by a 7-0 unanimous vote.**

**7.D – Resolution No. 19-05-850 Employee Bonus**

Mr. Litchfield reviewed Resolution No. 19-05-850 for consideration of a one-time employee bonus. ACWA-JPIA presented the District with a \$21,359 refund check at the April 3, 2019 board meeting. The employee bonus is not guaranteed on an annual basis and the board will make a determination at their discretion.

President Kuhn and Director DeJesus reminded staff this is not a guarantee every year, but recognize staff's efforts in keeping claims to a minimum.

This item will be brought back to the May 15, 2019 Board meeting for approval.

**8. Directors' / General Manager Oral Reports**

President Kuhn – WQA will increase their rates from \$10 to \$12 an acre foot as of July 1, 2019. An update was given on WQA lobbyist status.

Director Mendoza – Six Basins Watermaster is pursuing studies on MS4 projects for future funding and water bonds.

Director Goytia – reached out to COG for monthly summary from water committee. Proposition 68 solicitation announcement is accepting project applications from April 29 to June 28, 2019 for urban low impact recreation water shed improvement, habitat protection or restoration projects and projects for disadvantaged communities to name a few.

Mr. Litchfield – reported 1<sup>st</sup> round interviews for Chief Water Resources Officer were held on April 30 and 2<sup>nd</sup> round interviews will be held on May 16, 2019. Chino Basin Watermaster's 618 AF replenishment delivery was completed on April 28, 2019.

**9. Closed session - Announcement of Closed Session Actions**

Closed session items:

- Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV51010.
- Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al., Los Angeles County Superior Court Case No. C924128.

No reportable action was taken on the items listed above.

Public Employee Performance Evaluation  
(Government Code Section 54957)  
Title: General Manager

The Board conducted an evaluation of the General Manager and gave a favorable evaluation. Further evaluation to be given January 2020.

**10. Future Agenda Items**

None

**11. Adjournment**

The Board adjourned at 10:01 a.m. to its next regular meeting scheduled for Wednesday, May 15, 2019 at 8:00 a.m.

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

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Recorded by: Nadia Aguirre  
Executive Assistant

**MINUTES**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**THREE VALLEYS MUNICIPAL WATER DISTRICT**

**Wednesday, May 15, 2019**

**8:00 a.m.**

**1. Call to Order**

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

**2. Pledge of Allegiance**

The flag salute was led by President Bob Kuhn.

**3. Roll Call**

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

**Directors Present**

Bob Kuhn, President  
 David De Jesus, Vice President  
 Brian Bowcock, Secretary  
 Joe Ruzicka, Treasurer  
 Carlos Goytia, Director (ar. 8:07 am)  
 John Mendoza, Director  
 Denise Jackman, Director

**Staff Present**

Matt Litchfield, General Manager  
 Steve Kennedy, Legal Counsel  
 Liz Cohn, Sr. Financial Analyst  
 Nadia Aguirre, Executive Assistant  
 Karen Harberson, Compliance Specialist  
 Kirk Howie, Chief Administrative Officer  
 Steve Lang, Chief Operations Officer  
 James Linthicum, Chief Finance Officer  
 Ben Peralta, Project Manager  
 Freeman Ensign, Operations Supervisor

Guest present: Ted Ebenkamp, Walnut Valley Water; Ed Hilden, Walnut Valley Water; Erik Hitchman, Walnut Valley Water; Brian Teuber, Walnut Valley Water; Ben Lewis, Golden State Water; Tony Lima, Rowland Water; Szu Pei-Lu-Yang, Rowland Water; Darron Poulsen, City of Pomona; Jennifer Stark, City of Claremont.

**4. Additions to Agenda**

No additions to agenda requested.

**5. Reorder Agenda**

No reorder to the agenda requested.

**6. Public Comment**

No public comment.

## 7. Consent Calendar

The Board was asked to consider consent calendar items (7.A-7.G) for the May 15, 2019 Board meeting that included: (7.A) receive, approve and file, April 2019 Minutes for April 3, 2019 and April 17, 2019; (7.B) receive, approve and file financial reports and investment update, April 2019; (7.C) Imported Water Sales, April 2019; (7.D) Miramar Operations Report, April 2019; (7.E) FY 2018-19 Third Quarter Reserve Update; (7F) Resolution No. 19-05-850 and Resolution No. 19-05-851 Tax Sharing Exchange County Lighting Maintenance District 1687, Annexation 6-116; (7.G) Resolution No. 19-05-852 Concurring in the Nomination of Kathleen Tieg, Cucamonga Valley Water District to the CSDA Board of Directors.

Upon motion, President Kuhn called for discussion. There being no discussion, President Kuhn called for the vote.

**Moved: Joe Ruzicka      Second:**  
**Motion No. 19-05-5227 – Approving Consent Calendar Items 7.A – 7.G for May 15, 2019.**  
**Motion passed by 6-0 vote; Director Goytia was absent from the vote.**

## 8. General Manager's Report

### 8.A – Legislative Update, May 2019

Mr. Kirk Howie presented the current legislative status update to the Board. Currently, there are two (2) bills of importance to TVMWD, AB 217 Safe Drinking Water for All Act (oppose) and SB 669 Water Quality: Safe Drinking Water Fund (support). AB 217 pushes for water tax of \$0.50 on the unit charge per month per customer and provides a provision for a water trust component to help fund for safe drinking water for disadvantaged communities. The concern is there is no cap on the meter charge and fees can be raised at any time. This bills language needs to be amended for TVMWD to support it. Metropolitan Water District (MWD) has taken a neutral stance; California Special Districts Association (CSDA) and the Association of California Water Agencies (ACWA) are in opposition.

SB 669 does not include a tax but does include a provision for a trust to be set up with general funds. The bill does not look to fund the trust in one year but in years of excess funds for safe drinking water. SB 669 is supported by TVMWD, MWD, ACWA, CSDA and California Municipal Utilities Association (CMUA).

Mr. Howie will report back on all bills at the June 19, 2019 board meeting.

**8.B – Director Expense Reports, April 2019**

The Board was asked to consider approval of the director expense reports submitted for reimbursement for April 2019.

Upon motion and second, President Kuhn called for discussion. There being no discussion, President Kuhn called for the vote.

**Moved: Ruzicka Second: Bowcock**  
**Motion No. 19-05-5228 – Approving Director Expense Reports – April 2019.**  
**Motion passed by a 7-0 unanimous vote.**

**8.C – Approval of 2019 Organizational Chart and Salary Schedules Modifications**

Mr. Litchfield advised the Board of the organizational study completed by staff and consultant with recommended changes. To remain compliant with CalPERS and California Code Regulations, staff is seeking approval from the Board to adopt the following organizational chart changes and salary schedules: reclassification of the *Administrative Assistant* to *Administrative/Communications Assistant* and change in salary range; change in title of *Engineer* to *Engineering Assistant*; addition of the part-time *Human Resources/Risk Manager* position; and the addition of the *Information Technology Manager* position.

Upon motion and second, President Kuhn called for discussion. There being no further discussion, President Kuhn called for the vote.

**Moved: Ruzicka Second: DeJesus**  
**Motion No. 19-05-5229 – Approving 2019 Organizational Chart and Salary Schedules Modifications.**  
**Motion passed by a 7-0 unanimous vote.**

**8.D – Approval of Resolution No. 19-05-853 Employee Bonus**

Mr. Litchfield presented the Board with Resolution No.19-05-853 Employee Bonus. ACWA-JPIA recognized the District with a refund in the amount of \$21,359 on April 3, 2019. Approval of this resolution authorizes a one-time discretionary bonus in the amount of \$1,000 to each full-time employee. The General Manager and employees hired in 2019 are not eligible for the bonus.

Director Bowcock stated all 7 board members appreciate staff's efforts and thank them for their hard work.

Upon motion and second, President Kuhn called for discussion. There being no further discussion, President Kuhn called for the vote.

**Moved: Bowcock Second: Goytia**  
**Motion No. 19-05-5230 – Approving Resolution No. 19-05-853**  
**Employee Bonus**  
**Motion passed by a 7-0 unanimous vote.**

### **8.E – Approval of Resignation Notice Incentive Policy**

Mr. Litchfield advised staff would like to table this item and bring back at a future date.

## **9. Directors' / General Manager Oral Reports**

President Kuhn – reported on Executive Board meeting at ACWA Conference on Monday, May 6, 2019. A possible increase of future property insurance rates was discussed. President Kuhn suggested all agencies should study their deductibles and what can be tolerated.

Director Joe Ruzicka – LAFCO will continue to hold Summer meetings. The Consolidated Oversight Board approved the recommendation for Glendora to dissolve their units. A discussion will be held regarding lack of legal counsel and lack of quorum at meetings.

Director Bowcock – reported on Main San Gabriel Basin Watermaster Operating Safe Yield set to 150,000 acre-feet for 2019-20 and 130,000 acre-feet the following years. In addition, Director Bowcock commented on Director Jackman's participation at the ACWA conference and involvement in ACWA committee's down the road. He believes she will make a positive contribution to whichever committee she represents.

Director DeJesus – reported on MWD: (1) change order to project increase cost associated with 2018 tariff increase the U.S. imposed on China; (2) water demand is low and MWD is looking at rehab of treatment facilities; (3) emergency storage was reviewed in committee; (4) May 21, 2019 MWD's negotiating team will meet regarding the San Diego lawsuits to continue settlement discussions.

Mr. Litchfield – reminded staff of the Solar Cup Challenge on May 18, 2019 and the Leadership Breakfast on May 30, 2019.

## **10. Closed session - Announcement of Closed Session Actions**

The Board convened to closed session at 8:54 a.m. to discuss the following items:

(10.A) - Conference with Legal Counsel – Existing Litigation [Government Code Section 54956.9(d)(1)]

- Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV51010.
- Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al., Los Angeles County Superior Court Case No. C924128.

(10.B) - Conference with Real Property Negotiators (Government Code Section 54956.8)

- Property: 901 Corporate Center Drive, Pomona, California
- District Negotiator: Matthew Litchfield, General Manager
- Negotiating Parties: Foremost Corporate, LLC
- Under Negotiation: Price and Terms of Payment for Revised Easement

(10.C) - Conference with Labor Negotiator (Government Code Section 54957.6)

- District Designated Representative: Steven M. Kennedy, General Counsel
- Unrepresented Employee: General Manager

The Board reconvened to regular session at 11:30 a.m. Mr. Kennedy, General Counsel provided the following report of closed session actions:

(10.A) No reportable action taken; (10.B) no reportable action taken; and (10.C) the Board unanimously authorized for an increase in the General Manager's annual base salary to \$230,000 effective July 1, 2019. No other action was taken on this matter.

## 11. Future Agenda Items

None

## 12. Adjournment

The Board adjourned at 11:31 a.m. to its next regular meeting scheduled for Wednesday, June 5, 2019 at 8:00 a.m.

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

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Recorded by: Nadia Aguirre  
Executive Assistant



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** Change in Cash and Cash Equivalents Report

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

---

**Staff Recommendation:**

**No Action Necessary – Informational Item Only**

**Discussion:**

Attached for your review is the Change in Cash and Cash Equivalents Report for the period ending May 31, 2019.

**Strategic Plan Objective(s):**

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

**Attachment(s):**

Exhibit A – Change in Cash and Cash Equivalents Report

**Meeting History:**

None

NA/LC

# Item 9.B1 - Exhibit A



## CHANGE IN CASH AND CASH EQUIVALENTS REPORT

May 1 through May 31, 2019

		<u>CASH</u>	<u>CASH EQUIVALENTS</u>
SUMMARY 5/31/2019			
	Petty Cash	6,000.00	
	Local Agency Investment Fund		28,541.22
	General Checking	1,300,503.32	
	Sweep Account	3,279,469.72	
	U.S. Bank	5,000.00	
	<b>TOTAL CASH IN BANKS &amp; ON HAND</b>	<b>\$ 4,590,973.04</b>	<b>\$ 28,541.22</b>
	TOTAL CASH IN BANKS & ON HAND	05/31/19 \$ 4,590,973.04	\$ 28,541.22
	TOTAL CASH IN BANKS & ON HAND	04/30/19 \$ 4,249,232.73	\$ 28,541.22
	<b>PERIOD INCREASE (DECREASE)</b>	<b>\$ 341,740.31</b>	<b>\$ -</b>
CHANGE IN CASH POSITION DUE TO:			
	Water Sales/Charges Revenue	2,643,932.68	
	Interest Revenue	1,253.91	
	Subvention/RTS Standby Charge Revenue	706,684.34	
	Hydroelectric Revenue	3,320.89	
	Other Revenue	12,564.84	
	Investment Xfer From Chandler Asset Mgt		
	LAIF Quarterly Interest		
	Transfer To LAIF		
	Transfer From LAIF		
	INFLOWS	<u>3,367,756.66</u>	-
	Expenditures	(3,071,779.79)	
	Current Month Outstanding Payables	65,589.68	
	Prior Month Cleared Payables	(15,957.61)	
	Bank/FSA Svc Fees	(145.00)	
	HRA/HSA Payment	(3,723.63)	
	Xfer to PARS - Fund OPEB & Pension Trusts	-	
	Investment Xfer to CA Asset Mgt Pgm		
	Transfer to LAIF		
	Transfer From LAIF		
	OUTFLOWS	<u>(3,026,016.35)</u>	-
	<b>PERIOD INCREASE (DECREASE)</b>	<b>\$ 341,740.31</b>	<b>\$ -</b>



**THREE VALLEYS MUNICIPAL WATER DISTRICT**  
**CONSOLIDATED LISTING OF INVESTMENT PORTFOLIO**  
 May 31, 2019

ITEM	BOOK YIELD	BOOK VALUE	PAR VALUE	MARKET VALUE
Chandler Asset Management				
ABS - Asset Backed Securities	2.76%	339,885.51	339,899.52	342,608.20
Bonds - Agency	1.94%	4,045,177.31	4,040,000.00	4,055,468.09
Commercial Paper	0.00%	0.00	0.00	0.00
Money Market Fund	2.01%	43,801.95	43,801.95	43,801.95
Supranational	2.36%	631,607.42	640,000.00	637,052.09
US Corporate	2.77%	2,537,010.16	2,550,000.00	2,562,298.81
US Treasury	1.89%	2,383,499.95	2,395,000.00	2,387,589.57
	<b>2.19%</b>	<b>9,980,982.30</b>	<b>10,008,701.47</b>	<b>10,028,818.71</b>
Local Agency Invest Fund TVMWD	2.45%	28,541.22	28,541.22	28,541.22
California Asset Management Program	2.50%	1,005,096.18	1,005,096.18	1,005,096.18
<b>Reserve Fund</b>		<b>\$ 11,014,619.70</b>	<b>\$ 11,042,338.87</b>	<b>\$ 11,062,456.11</b>
Checking (Citizens)	0.65%	1,300,503.32	1,300,503.32	1,300,503.32
Sweep Account (Citizens)	0.40%	3,279,469.72	3,279,469.72	3,279,469.72
Emergency Checking (U.S. Bank)	0.00%	5,000.00	5,000.00	5,000.00
Petty Cash Fund	0.00%	6,000.00	6,000.00	6,000.00
<b>Working Cash</b>		<b>\$ 4,590,973.04</b>	<b>\$ 4,590,973.04</b>	<b>\$ 4,590,973.04</b>
<b>TOTAL PORTFOLIO</b>	<b>1.71%</b>	<b>\$ 15,605,592.74</b>	<b>\$ 15,633,311.91</b>	<b>\$ 15,653,429.15</b>

I certify that this report accurately reflects all investments of Three Valleys Municipal Water District and that all investments and this report are in conformity with Sections 53600 et seq of the California Government Code and the District's annual statement of investment policy (Resolution 19-02-845). The District's investment program herein shown provides sufficient cash flow and liquidity to meet all budgeted expenditures for the next six months.

MATTHEW H. LITCHFIELD, General Manager/Assistant Treasurer



# Three Valleys Municipal Water District - Account #10065

## MONTHLY ACCOUNT STATEMENT

MAY 1, 2019 THROUGH MAY 31, 2019

### Chandler Team:

For questions about your account, please call (800) 317-4747,  
or contact [operations@chandlerasset.com](mailto:operations@chandlerasset.com)

### Custodian

US Bank  
Christopher Isles  
(503) 464-3685

**CHANDLER ASSET MANAGEMENT**  
chandlerasset.com

*Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.*

**PORTFOLIO CHARACTERISTICS**

Average Modified Duration	2.37
Average Coupon	2.05%
Average Purchase YTM	2.19%
Average Market YTM	2.14%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.57 yrs
Average Life	2.48 yrs

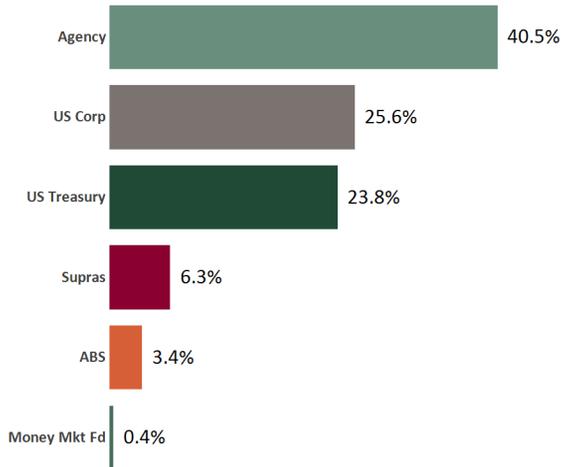
**ACCOUNT SUMMARY**

	Beg. Values as of 4/30/19	End Values as of 5/31/19
Market Value	9,937,553	10,028,819
Accrued Interest	49,545	49,945
<b>Total Market Value</b>	<b>9,987,098</b>	<b>10,078,764</b>
Income Earned	18,063	18,545
Cont/WD		-1,102
Par	9,992,827	10,008,701
Book Value	9,963,940	9,980,982
Cost Value	9,939,216	9,955,092

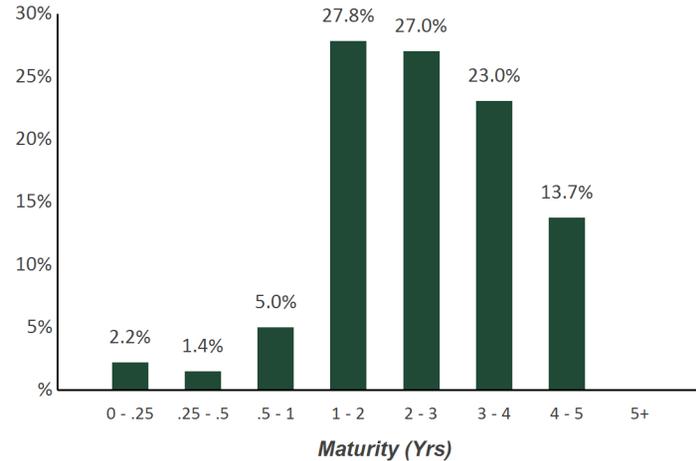
**TOP ISSUERS**

Government of United States	23.8%
Federal National Mortgage Assoc	15.1%
Federal Home Loan Bank	10.0%
Federal Home Loan Mortgage Corp	8.8%
Federal Farm Credit Bank	6.6%
International Finance Corp	4.3%
Inter-American Dev Bank	2.0%
Bank of America Corp	1.5%
<b>Total</b>	<b>72.1%</b>

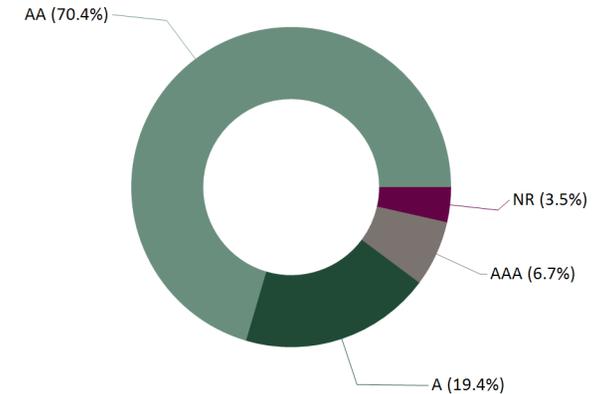
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY (S&P)**



**PERFORMANCE REVIEW**

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	4/30/2009
Three Valleys Municipal Water District	0.93%	1.93%	2.56%	4.30%	2.06%	1.66%	1.59%	1.93%	1.91%
ICE BAML 1-5 Yr US Treasury/Agency Index	0.99%	2.01%	2.38%	4.19%	1.83%	1.42%	1.39%	1.63%	1.62%

## Statement of Compliance

*As of May 31, 2019*

### Three Valleys Municipal Water District

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

Category	Standard	Comment
Treasury Issues	No Limitation	<i>Complies</i>
Agency Issues	No Limitation	<i>Complies</i>
Municipal Securities/ Local Agency Bonds	Bonds issued by TVMWD; Issued by local agency within the state of California, including pooled investment accounts sponsored by the state of California, County Treasurers, or Joint Power Agencies	<i>Complies</i>
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or higher by a NRSRO; 30% maximum; 10% max per issuer	<i>Complies</i>
Banker's Acceptances	"A" rated or higher by a NRSRO; 40% maximum; 5% max per issuer; 180 days max maturity	<i>Complies</i>
Commercial Paper	"A-1" rated or equivalent by a NRSRO; "A" rated issuer or equivalent by a NRSRO; 25% maximum; 5% max per issuer; 270 days max maturity; Issuer must be organized and operating within the US, have AUM >\$500 mil	<i>Complies</i>
Corporate Medium Term Notes	"A" rated or better by a NRSRO; 30% maximum; 5% max per issuer; Issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S.	<i>Complies</i>
Negotiable Certificates of Deposit	30% maximum; 5% max per issuer	<i>Complies</i>
Certificates of Deposits/Time Deposit	Collateralized/ FDIC insured	<i>Complies</i>
Money Market Mutual Funds	"AAA" rated by 2 NRSROs; 20% maximum; 10% per fund	<i>Complies</i>
Mortgage Pass-throughs, CMOs and Asset Backed Securities	"AA" rated or higher by a NRSRO; "A" rated issuer or higher by a NRSRO; 20% maximum; 5% max per issuer	<i>Complies</i>
Local Agency Investment Fund - LAIF	Max program limitation	<i>Complies</i>
Repurchase Agreements	102% Collateralized; 1year max maturity	<i>Complies</i>
Reverse Repurchase Agreements	20% maximum; 92 days max maturity	<i>Complies</i>
Prohibited Securities	Inverse floaters; Ranges notes, Interest-only strips from mortgaged backed securities; Zero interest accrual securities	<i>Complies</i>
Max Per Issuer	5% of portfolio per issuer (except U.S. Government, Agencies/GSEs, Supranationals, Money Market Mutual Funds, LAIF, LGIP)	<i>Complies</i>
Maximum maturity	5 years	<i>Complies</i>

Reconciliation Summary

As of May 31, 2019



BOOK VALUE RECONCILIATION		
<b>BEGINNING BOOK VALUE</b>		<b>\$9,963,940.08</b>
<b>Acquisition</b>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$34,016.62	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$34,016.62</b>
<b>Dispositions</b>		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$0.00	
- MMF Withdrawals	\$1,101.98	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$17,039.89	
<b>Total Dispositions</b>		<b>\$18,141.87</b>
<b>Amortization/Accretion</b>		
+/- Net Accretion	\$1,167.47	
		\$1,167.47
<b>Gain/Loss on Dispositions</b>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
<b>ENDING BOOK VALUE</b>		<b>\$9,980,982.30</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$10,887.31</b>
<b>Acquisition</b>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$16,701.31	
Dividend Received	\$275.42	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$17,039.89	
<b>Total Acquisitions</b>	<b>\$34,016.62</b>	
<b>Dispositions</b>		
Withdrawals	\$1,101.98	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
<b>Total Dispositions</b>	<b>\$1,101.98</b>	
<b>ENDING BOOK VALUE</b>		<b>\$43,801.95</b>

Holdings Report

As of May 31, 2019

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>ABS</b>									
89237RAB4	Toyota Auto Receivable 2017-C A2A 1.58% Due 7/15/2020	16,753.73	07/25/2017 1.59%	16,753.58 16,753.67	99.89 2.65%	16,735.01 11.76	0.17% (18.66)	Aaa / AAA NR	1.13 0.10
89238BAB8	Toyota Auto Receivables Owner 2018-A A2A 2.1% Due 10/15/2020	50,613.75	01/23/2018 2.12%	50,608.57 50,611.12	99.89 2.60%	50,558.77 47.24	0.50% (52.35)	Aaa / AAA NR	1.38 0.22
47788BAD6	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	17,532.04	07/11/2017 1.83%	17,530.76 17,531.32	99.57 2.51%	17,457.35 14.18	0.17% (73.97)	Aaa / NR AAA	2.38 0.62
47788CAC6	John Deere Owner Trust 2016-B A4 2.66% Due 4/18/2022	35,000.00	02/21/2018 2.68%	34,997.48 34,998.24	100.23 2.68%	35,080.11 41.38	0.35% 81.87	Aaa / NR AAA	2.88 0.20
43814UAG4	Honda Auto Receivables 2018-2 A3 3.01% Due 5/18/2022	40,000.00	05/22/2018 3.03%	39,999.13 39,999.35	101.08 2.28%	40,430.56 43.48	0.40% 431.21	NR / AAA AAA	2.97 1.44
47788EAC2	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100,000.00	07/18/2018 3.10%	99,992.42 99,993.92	101.22 2.28%	101,216.80 136.89	1.01% 1,222.88	Aaa / NR AAA	3.46 1.48
65479GAD1	Nissan Auto Receivables Owner 2018-B A3 3.06% Due 3/15/2023	80,000.00	07/17/2018 3.08%	79,997.41 79,997.89	101.41 2.30%	81,129.60 108.80	0.81% 1,131.71	Aaa / AAA NR	3.79 1.79
<b>Total ABS</b>		<b>339,899.52</b>	<b>2.76%</b>	<b>339,879.35</b> <b>339,885.51</b>	<b>2.40%</b>	<b>342,608.20</b> <b>403.73</b>	<b>3.40%</b> <b>2,722.69</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>2.95</b> <b>1.12</b>

<b>AGENCY</b>									
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	100,000.00	09/04/2014 1.83%	97,272.00 99,906.93	99.82 2.31%	99,822.80 416.67	0.99% (84.13)	Aaa / AA+ AAA	0.17 0.17
3133EHEZ2	FFCB Note 1.6% Due 4/6/2020	200,000.00	09/28/2017 1.60%	200,012.00 200,004.04	99.48 2.22%	198,964.20 488.89	1.98% (1,039.84)	NR / AA+ AAA	0.85 0.83
3137EAEK1	FHLMC Note 1.875% Due 11/17/2020	200,000.00	12/28/2017 2.05%	199,016.00 199,501.00	99.76 2.04%	199,525.80 145.83	1.98% 24.80	Aaa / AA+ AAA	1.47 1.43
3135G0F73	FNMA Note 1.5% Due 11/30/2020	200,000.00	12/16/2015 1.90%	196,220.00 198,855.56	99.17 2.07%	198,336.40 8.33	1.97% (519.16)	Aaa / AA+ AAA	1.50 1.47
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	140,000.00	04/28/2016 1.42%	139,727.00 139,902.42	98.89 2.04%	138,447.12 550.76	1.38% (1,455.30)	Aaa / AA+ AAA	1.72 1.68
3135G0J20	FNMA Note 1.375% Due 2/26/2021	200,000.00	Various 1.41%	199,699.04 199,898.58	98.91 2.02%	197,814.60 725.69	1.97% (2,083.98)	Aaa / AA+ AAA	1.75 1.70

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3135G0K69	FNMA Note 1.25% Due 5/6/2021	180,000.00	06/29/2016 1.18%	180,612.00 180,243.63	98.64 1.97%	177,546.06 156.25	1.76% (2,697.57)	Aaa / AA+ AAA	1.93 1.89
3130A8QS5	FHLB Note 1.125% Due 7/14/2021	185,000.00	10/04/2016 1.33%	183,290.60 184,240.48	98.29 1.95%	181,837.61 792.03	1.81% (2,402.87)	Aaa / AA+ AAA	2.12 2.07
3137EAEC9	FHLMC Note 1.125% Due 8/12/2021	185,000.00	08/30/2016 1.33%	183,185.15 184,193.51	98.14 2.00%	181,552.16 630.16	1.81% (2,641.35)	Aaa / AA+ AAA	2.20 2.15
3135G0N82	FNMA Note 1.25% Due 8/17/2021	185,000.00	09/28/2016 1.28%	184,715.10 184,870.89	98.44 1.97%	182,117.15 668.06	1.81% (2,753.74)	Aaa / AA+ AAA	2.22 2.16
3135G0Q89	FNMA Note 1.375% Due 10/7/2021	160,000.00	10/27/2016 1.50%	159,025.60 159,536.28	98.63 1.98%	157,801.60 330.00	1.57% (1,734.68)	Aaa / AA+ AAA	2.36 2.29
3130AABG2	FHLB Note 1.875% Due 11/29/2021	200,000.00	12/28/2016 2.10%	197,940.00 198,953.94	99.76 1.98%	199,515.40 20.83	1.98% 561.46	Aaa / AA+ AAA	2.50 2.42
3135G0S38	FNMA Note 2% Due 1/5/2022	200,000.00	01/11/2017 2.02%	199,845.00 199,919.13	100.10 1.96%	200,204.60 1,622.22	2.00% 285.47	Aaa / AA+ AAA	2.60 2.50
3137EADB2	FHLMC Note 2.375% Due 1/13/2022	200,000.00	01/27/2017 2.03%	203,193.40 201,689.38	101.06 1.96%	202,122.60 1,820.83	2.02% 433.22	Aaa / AA+ AAA	2.62 2.51
3135G0T45	FNMA Note 1.875% Due 4/5/2022	200,000.00	Various 1.86%	200,108.00 200,064.42	99.78 1.96%	199,552.00 583.33	1.99% (512.42)	Aaa / AA+ AAA	2.85 2.75
313379Q69	FHLB Note 2.125% Due 6/10/2022	200,000.00	09/28/2017 1.92%	201,806.00 201,163.63	100.45 1.97%	200,894.60 2,018.75	2.01% (269.03)	Aaa / AA+ AAA	3.03 2.89
3133EAYP7	FFCB Note 1.95% Due 7/19/2022	225,000.00	07/28/2017 1.92%	225,310.50 225,195.82	99.91 1.98%	224,799.98 1,608.75	2.25% (395.84)	Aaa / AA+ AAA	3.14 3.00
3135G0T94	FNMA Note 2.375% Due 1/19/2023	200,000.00	10/30/2018 2.99%	195,134.00 195,806.59	101.35 1.99%	202,690.40 1,741.67	2.03% 6,883.81	Aaa / AA+ AAA	3.64 3.44
3137EAEN5	FHLMC Note 2.75% Due 6/19/2023	190,000.00	09/27/2018 3.03%	187,691.50 188,020.71	102.92 2.00%	195,546.86 2,351.25	1.96% 7,526.15	Aaa / AA+ AAA	4.05 3.78
313383YJ4	FHLB Note 3.375% Due 9/8/2023	190,000.00	02/26/2019 2.57%	196,484.70 196,116.16	105.55 2.01%	200,553.55 1,478.44	2.00% 4,437.39	Aaa / AA+ NR	4.28 3.95
3130AAHE1	FHLB Note 2.5% Due 12/8/2023	75,000.00	02/26/2019 2.55%	74,830.50 74,839.63	102.13 2.00%	76,597.20 901.04	0.77% 1,757.57	Aaa / AA+ F-1+	4.53 4.21
3133EDBU5	FFCB Note 3.5% Due 12/20/2023	225,000.00	01/16/2019 2.74%	232,843.50 232,254.58	106.32 2.04%	239,225.40 3,521.88	2.41% 6,970.82	Aaa / AA+ AAA	4.56 4.16

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>Total Agency</b>		<b>4,040,000.00</b>	<b>1.94%</b>	<b>4,037,961.59</b> <b>4,045,177.31</b>	<b>2.01%</b>	<b>4,055,468.09</b> <b>22,581.66</b>	<b>40.46%</b> <b>10,290.78</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.60</b> <b>2.48</b>
<b>MONEY MARKET FUND FI</b>									
31846V203	First American Govt Obligation Fund Class Y	43,801.95	Various 2.01%	43,801.95 43,801.95	1.00 2.01%	43,801.95 0.00	0.43% 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>43,801.95</b>	<b>2.01%</b>	<b>43,801.95</b>	<b>2.01%</b>	<b>43,801.95</b> <b>0.00</b>	<b>0.43%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>SUPRANATIONAL</b>									
45950KCJ7	International Finance Corp Note 1.125% Due 7/20/2021	215,000.00	05/08/2018 2.81%	203,989.85 207,641.03	98.17 2.01%	211,058.41 880.16	2.10% 3,417.38	Aaa / AAA NR	2.14 2.09
4581X0CW6	Inter-American Dev Bank Note 2.125% Due 1/18/2022	200,000.00	10/26/2017 2.10%	200,158.00 200,098.63	100.36 1.98%	200,724.80 1,570.14	2.01% 626.17	Aaa / NR AAA	2.64 2.53
45950VLH7	International Finance Corp Note 2% Due 10/24/2022	225,000.00	10/26/2017 2.16%	223,339.50 223,867.76	100.12 1.96%	225,268.88 462.50	2.24% 1,401.12	Aaa / AAA NR	3.40 3.26
<b>Total Supranational</b>		<b>640,000.00</b>	<b>2.36%</b>	<b>627,487.35</b> <b>631,607.42</b>	<b>1.98%</b>	<b>637,052.09</b> <b>2,912.80</b>	<b>6.35%</b> <b>5,444.67</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>2.74</b> <b>2.64</b>
<b>US CORPORATE</b>									
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	145,000.00	Various 2.29%	145,058.95 145,002.04	99.94 2.52%	144,906.77 741.12	1.45% (95.27)	A1 / A AA-	0.28 0.28
94974BGF1	Wells Fargo Corp Note 2.15% Due 1/30/2020	100,000.00	01/26/2015 2.18%	99,864.00 99,981.87	99.78 2.49%	99,775.50 722.64	1.00% (206.37)	A2 / A- A+	0.67 0.65
22160KAG0	Costco Wholesale Corp Note 1.75% Due 2/15/2020	80,000.00	02/05/2015 1.77%	79,916.00 79,988.07	99.53 2.42%	79,624.56 412.22	0.79% (363.51)	Aa3 / A+ NR	0.71 0.69
747525AD5	Qualcomm Inc Note 2.25% Due 5/20/2020	120,000.00	06/11/2015 2.49%	118,671.00 119,738.63	99.68 2.58%	119,619.24 82.50	1.19% (119.39)	A2 / A- NR	0.97 0.95
40428HPV8	HSBC USA Inc Note 2.75% Due 8/7/2020	150,000.00	12/28/2018 3.34%	148,623.00 148,980.78	100.31 2.48%	150,461.40 1,306.25	1.51% 1,480.62	A2 / A AA-	1.19 1.15
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	100,000.00	06/28/2017 1.86%	102,098.00 100,812.84	100.17 2.41%	100,165.80 729.58	1.00% (647.04)	A1 / A AA-	1.22 1.18

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US CORPORATE</b>									
00440EAT4	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	125,000.00	02/06/2017 2.16%	125,588.75 125,216.58	99.93 2.34%	124,915.75 223.61	1.24% (300.83)	A3 / A A	1.43 1.39
30231GAV4	Exxon Mobil Corp Callable Note Cont 2/1/2021 2.222% Due 3/1/2021	120,000.00	05/16/2016 1.84%	122,103.60 120,769.43	99.93 2.26%	119,910.36 666.60	1.20% (859.07)	Aaa / AA+ NR	1.75 1.70
084670BQ0	Berkshire Hathaway Callable Note Cont 2/15/2021 2.2% Due 3/15/2021	130,000.00	03/23/2018 2.69%	128,180.00 128,903.63	100.01 2.18%	130,013.26 603.78	1.30% 1,109.63	Aa2 / AA A+	1.79 1.70
369550BE7	General Dynamics Corp Note 3% Due 5/11/2021	135,000.00	Various 3.19%	134,275.95 134,527.89	101.24 2.34%	136,673.19 225.00	1.36% 2,145.30	A2 / A+ NR	1.95 1.88
166764BG4	Chevron Corp Callable Note Cont 4/15/2021 2.1% Due 5/16/2021	135,000.00	03/23/2018 2.91%	131,750.55 132,972.64	99.74 2.23%	134,645.63 118.13	1.34% 1,672.99	Aa2 / AA NR	1.96 1.91
68389XBK0	Oracle Corp Callable Note Cont 8/01/21 1.9% Due 9/15/2021	115,000.00	11/29/2016 2.40%	112,425.15 113,767.08	98.73 2.47%	113,538.81 461.28	1.13% (228.27)	A1 / AA- A	2.30 2.21
24422ETL3	John Deere Capital Corp Note 2.65% Due 1/6/2022	125,000.00	07/27/2017 2.15%	127,605.00 126,527.62	100.52 2.44%	125,652.38 1,334.20	1.26% (875.24)	A2 / A A	2.61 2.47
91159HHP8	US Bancorp Callable Cont 12/23/2021 2.625% Due 1/24/2022	60,000.00	01/19/2017 2.66%	59,896.80 59,945.29	100.48 2.43%	60,285.48 555.63	0.60% 340.19	A1 / A+ AA-	2.65 2.44
44932HAC7	IBM Credit Corp Note 2.2% Due 9/8/2022	125,000.00	12/28/2017 2.60%	122,780.00 123,453.12	98.63 2.64%	123,288.25 634.03	1.23% (164.87)	A1 / A A	3.28 3.12
48128BAB7	JP Morgan Chase & Co Callable Note 1X 1/15/2022 2.972% Due 1/15/2023	125,000.00	10/30/2018 3.73%	121,335.00 121,842.90	100.65 2.71%	125,817.00 1,403.44	1.26% 3,974.10	A2 / A- AA-	3.63 3.06
808513AT2	Charles Schwab Corp Callable Note Cont 12/25/2022 2.65% Due 1/25/2023	125,000.00	06/01/2018 3.31%	121,453.75 122,209.03	100.30 2.56%	125,369.63 1,159.38	1.26% 3,160.60	A2 / A A	3.66 3.36
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	125,000.00	11/29/2018 3.49%	119,456.25 120,084.43	99.80 2.45%	124,745.38 233.33	1.24% 4,660.95	Aa1 / AA+ NR	3.93 3.71
69371RP59	Paccar Financial Corp Note 3.4% Due 8/9/2023	125,000.00	09/10/2018 3.37%	125,177.50 125,151.55	102.99 2.64%	128,735.50 1,322.22	1.29% 3,583.95	A1 / A+ NR	4.19 3.85
02665WCQ2	American Honda Finance Note 3.625% Due 10/10/2023	135,000.00	10/03/2018 3.64%	134,889.30 134,903.49	104.34 2.56%	140,863.32 693.28	1.40% 5,959.83	A2 / A NR	4.36 4.01

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US CORPORATE</b>									
06051GHF9	Bank of America Corp Callable Note 1X 3/5/2023 3.55% Due 3/5/2024	150,000.00	04/04/2019 3.13%	152,319.00 152,231.25	102.19 2.93%	153,291.60 1,272.08	1.53% 1,060.35	A2 / A- A+	4.77 3.48
<b>Total US Corporate</b>		<b>2,550,000.00</b>	<b>2.77%</b>	<b>2,533,467.55</b> <b>2,537,010.16</b>	<b>2.49%</b>	<b>2,562,298.81</b> <b>14,900.30</b>	<b>25.57%</b> <b>25,288.65</b>	<b>A1 / A+</b> <b>A+</b>	<b>2.41</b> <b>2.20</b>
<b>US TREASURY</b>									
912828TH3	US Treasury Note 0.875% Due 7/31/2019	75,000.00	03/30/2015 1.30%	73,655.52 74,949.04	99.75 2.36%	74,811.83 219.35	0.74% (137.21)	Aaa / AA+ AAA	0.17 0.17
912828L99	US Treasury Note 1.375% Due 10/31/2020	180,000.00	11/23/2015 1.71%	177,181.07 179,190.12	99.04 2.07%	178,263.36 215.22	1.77% (926.76)	Aaa / AA+ AAA	1.42 1.39
912828N89	US Treasury Note 1.375% Due 1/31/2021	155,000.00	03/09/2016 1.40%	154,849.15 154,948.51	98.94 2.02%	153,359.17 712.38	1.53% (1,589.34)	Aaa / AA+ AAA	1.67 1.63
912828B90	US Treasury Note 2% Due 2/28/2021	180,000.00	04/26/2016 1.40%	185,056.07 181,825.56	99.99 2.01%	179,978.94 909.78	1.79% (1,846.62)	Aaa / AA+ AAA	1.75 1.70
912828P87	US Treasury Note 1.125% Due 2/28/2021	200,000.00	12/29/2016 1.86%	194,125.67 197,537.57	98.49 2.01%	196,984.40 568.61	1.96% (553.17)	Aaa / AA+ AAA	1.75 1.72
912828Q37	US Treasury Note 1.25% Due 3/31/2021	210,000.00	12/13/2016 1.81%	205,136.25 207,924.84	98.68 1.98%	207,235.56 444.67	2.06% (689.28)	Aaa / AA+ AAA	1.84 1.80
912828T34	US Treasury Note 1.125% Due 9/30/2021	185,000.00	11/09/2016 1.48%	181,871.52 183,506.74	98.24 1.90%	181,748.07 352.56	1.81% (1,758.67)	Aaa / AA+ AAA	2.34 2.28
912828J43	US Treasury Note 1.75% Due 2/28/2022	215,000.00	03/13/2017 2.14%	211,112.24 212,846.81	99.54 1.92%	214,017.45 950.85	2.13% 1,170.64	Aaa / AA+ AAA	2.75 2.66
912828XR6	US Treasury Note 1.75% Due 5/31/2022	205,000.00	07/27/2017 1.84%	204,103.81 204,444.01	99.54 1.91%	204,047.16 9.80	2.02% (396.85)	Aaa / AA+ AAA	3.00 2.91
9128282P4	US Treasury Note 1.875% Due 7/31/2022	200,000.00	09/28/2017 1.90%	199,805.36 199,872.59	99.90 1.91%	199,804.60 1,253.45	1.99% (67.99)	Aaa / AA+ AAA	3.17 3.04
912828N30	US Treasury Note 2.125% Due 12/31/2022	160,000.00	01/31/2018 2.54%	156,975.00 157,794.03	100.74 1.91%	161,181.28 1,427.62	1.61% 3,387.25	Aaa / AA+ AAA	3.59 3.41
9128284D9	US Treasury Note 2.5% Due 3/31/2023	200,000.00	04/29/2019 2.29%	201,578.13 201,542.84	102.14 1.92%	204,289.00 846.99	2.04% 2,746.16	Aaa / AA+ AAA	3.84 3.63

# Holdings Report

As of May 31, 2019

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US TREASURY</b>									
912828W48	US Treasury Note 2.125% Due 2/29/2024	230,000.00	04/17/2019 2.41%	227,044.14 227,117.29	100.81 1.94%	231,868.75 1,235.16	2.31% 4,751.46	Aaa / AA+ AAA	4.75 4.48
<b>Total US Treasury</b>		<b>2,395,000.00</b>	<b>1.89%</b>	<b>2,372,493.93</b> <b>2,383,499.95</b>	<b>1.97%</b>	<b>2,387,589.57</b> <b>9,146.44</b>	<b>23.78%</b> <b>4,089.62</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>2.63</b> <b>2.53</b>
<b>TOTAL PORTFOLIO</b>		<b>10,008,701.47</b>	<b>2.19%</b>	<b>9,955,091.72</b> <b>9,980,982.30</b>	<b>2.14%</b>	<b>10,028,818.71</b> <b>49,944.93</b>	<b>100.00%</b> <b>47,836.41</b>	<b>Aa1 / AA</b> <b>AAA</b>	<b>2.57</b> <b>2.37</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>10,078,763.64</b>			

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	05/01/2019	31846V203	275.42	First American Govt Obligation Fund Class Y	1.000	2.04%	275.42	0.00	275.42	0.00
Purchase	05/03/2019	31846V203	2,937.50	First American Govt Obligation Fund Class Y	1.000	2.04%	2,937.50	0.00	2,937.50	0.00
Purchase	05/06/2019	31846V203	1,125.00	First American Govt Obligation Fund Class Y	1.000	2.04%	1,125.00	0.00	1,125.00	0.00
Purchase	05/11/2019	31846V203	2,025.00	First American Govt Obligation Fund Class Y	1.000	2.04%	2,025.00	0.00	2,025.00	0.00
Purchase	05/15/2019	31846V203	1,993.04	First American Govt Obligation Fund Class Y	1.000	2.04%	1,993.04	0.00	1,993.04	0.00
Purchase	05/15/2019	31846V203	77.58	First American Govt Obligation Fund Class Y	1.000	2.04%	77.58	0.00	77.58	0.00
Purchase	05/15/2019	31846V203	256.67	First American Govt Obligation Fund Class Y	1.000	2.04%	256.67	0.00	256.67	0.00
Purchase	05/15/2019	31846V203	204.00	First American Govt Obligation Fund Class Y	1.000	2.04%	204.00	0.00	204.00	0.00
Purchase	05/15/2019	31846V203	6,064.85	First American Govt Obligation Fund Class Y	1.000	2.04%	6,064.85	0.00	6,064.85	0.00
Purchase	05/15/2019	31846V203	9,145.98	First American Govt Obligation Fund Class Y	1.000	2.04%	9,145.98	0.00	9,145.98	0.00
Purchase	05/16/2019	31846V203	1,417.50	First American Govt Obligation Fund Class Y	1.000	2.04%	1,417.50	0.00	1,417.50	0.00
Purchase	05/17/2019	31846V203	1,875.00	First American Govt Obligation Fund Class Y	1.000	2.04%	1,875.00	0.00	1,875.00	0.00
Purchase	05/20/2019	31846V203	1,350.00	First American Govt Obligation Fund Class Y	1.000	2.04%	1,350.00	0.00	1,350.00	0.00
Purchase	05/20/2019	31846V203	100.33	First American Govt Obligation Fund Class Y	1.000	2.04%	100.33	0.00	100.33	0.00
Purchase	05/29/2019	31846V203	1,875.00	First American Govt Obligation Fund Class Y	1.000	2.04%	1,875.00	0.00	1,875.00	0.00
Purchase	05/30/2019	31846V203	1,500.00	First American Govt Obligation Fund Class Y	1.000	2.04%	1,500.00	0.00	1,500.00	0.00

Transaction Ledger

As of May 31, 2019

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	05/31/2019	31846V203	1,793.75	First American Govt Obligation Fund Class Y	1.000	2.01%	1,793.75	0.00	1,793.75	0.00
<b>Subtotal</b>			<b>34,016.62</b>				<b>34,016.62</b>	<b>0.00</b>	<b>34,016.62</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>34,016.62</b>				<b>34,016.62</b>	<b>0.00</b>	<b>34,016.62</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Paydown	05/15/2019	47788BAD6	1,963.47	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	100.000		1,963.47	29.57	1,993.04	0.00
Paydown	05/15/2019	47788CAC6	0.00	John Deere Owner Trust 2016-B A4 2.66% Due 4/18/2022	100.000		0.00	77.58	77.58	0.00
Paydown	05/15/2019	47788EAC2	0.00	John Deere Owner Trust 2018-B A3 3.08% Due 11/15/2022	100.000		0.00	256.67	256.67	0.00
Paydown	05/15/2019	65479GAD1	0.00	Nissan Auto Receivables Owner 2018-B A3 3.06% Due 3/15/2023	100.000		0.00	204.00	204.00	0.00
Paydown	05/15/2019	89237RAB4	6,034.84	Toyota Auto Receivable 2017-C A2A 1.58% Due 7/15/2020	100.000		6,034.84	30.01	6,064.85	0.00
Paydown	05/15/2019	89238BAB8	9,041.58	Toyota Auto Receivables Owner 2018-A A2A 2.1% Due 10/15/2020	100.000		9,041.58	104.40	9,145.98	0.00
Paydown	05/20/2019	43814UAG4	0.00	Honda Auto Receivables 2018-2 A3 3.01% Due 5/18/2022	100.000		0.00	100.33	100.33	0.00
<b>Subtotal</b>			<b>17,039.89</b>				<b>17,039.89</b>	<b>802.56</b>	<b>17,842.45</b>	<b>0.00</b>
Security Withdrawal	05/03/2019	31846V203	997.81	First American Govt Obligation Fund Class Y	1.000		997.81	0.00	997.81	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Security Withdrawal	05/24/2019	31846V203	104.17	First American Govt Obligation Fund Class Y	1.000		104.17	0.00	104.17	0.00
<b>Subtotal</b>			<b>1,101.98</b>				<b>1,101.98</b>	<b>0.00</b>	<b>1,101.98</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>18,141.87</b>				<b>18,141.87</b>	<b>802.56</b>	<b>18,944.43</b>	<b>0.00</b>

<b>OTHER TRANSACTIONS</b>										
Interest	05/03/2019	00440EAT4	125,000.00	Chubb INA Holdings Inc Callable Note Cont 10/3/2020 2.3% Due 11/3/2020	0.000		1,437.50	0.00	1,437.50	0.00
Interest	05/03/2019	037833AK6	125,000.00	Apple Inc Note 2.4% Due 5/3/2023	0.000		1,500.00	0.00	1,500.00	0.00
Interest	05/06/2019	3135G0K69	180,000.00	FNMA Note 1.25% Due 5/6/2021	0.000		1,125.00	0.00	1,125.00	0.00
Interest	05/11/2019	369550BE7	135,000.00	General Dynamics Corp Note 3% Due 5/11/2021	0.000		2,025.00	0.00	2,025.00	0.00
Interest	05/16/2019	166764BG4	135,000.00	Chevron Corp Callable Note Cont 4/15/2021 2.1% Due 5/16/2021	0.000		1,417.50	0.00	1,417.50	0.00
Interest	05/17/2019	3137EAEK1	200,000.00	FHLMC Note 1.875% Due 11/17/2020	0.000		1,875.00	0.00	1,875.00	0.00
Interest	05/20/2019	747525AD5	120,000.00	Qualcomm Inc Note 2.25% Due 5/20/2020	0.000		1,350.00	0.00	1,350.00	0.00
Interest	05/29/2019	3130AABG2	200,000.00	FHLB Note 1.875% Due 11/29/2021	0.000		1,875.00	0.00	1,875.00	0.00
Interest	05/30/2019	3135G0F73	200,000.00	FNMA Note 1.5% Due 11/30/2020	0.000		1,500.00	0.00	1,500.00	0.00

### Transaction Ledger

As of May 31, 2019

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>OTHER TRANSACTIONS</b>										
Interest	05/31/2019	912828XR6	205,000.00	US Treasury Note 1.75% Due 5/31/2022	0.000		1,793.75	0.00	1,793.75	0.00
<b>Subtotal</b>			<b>1,625,000.00</b>				<b>15,898.75</b>	<b>0.00</b>	<b>15,898.75</b>	<b>0.00</b>
Dividend	05/01/2019	31846V203	10,887.31	First American Govt Obligation Fund Class Y	0.000		275.42	0.00	275.42	0.00
<b>Subtotal</b>			<b>10,887.31</b>				<b>275.42</b>	<b>0.00</b>	<b>275.42</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>1,635,887.31</b>				<b>16,174.17</b>	<b>0.00</b>	<b>16,174.17</b>	<b>0.00</b>

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

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

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

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

Source ice Data Indices, LLC ("ICE"), used with permission. ICE PERMITS USE OF THE ICE INDICES AND RELATED DATA ON AN "AS IS" BASIS; ICE, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY SUPPLIERS DISCLAIM ANY AND ALL WARRANTIES AND REPRESENTATIONS, EXPRESS AND/OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, INCLUDING THE INDICES, INDEX DATA AND ANY DATA INCLUDED IN, RELATED TO, OR DERIVED THEREFROM. NEITHER ICE DATA, ITS AFFILIATES OR THEIR RESPECTIVE THIRD PARTY PROVIDERS GUARANTEE THE QUALITY, ADEQUACY, ACCURACY, TIMELINESS OR COMPLETENESS OF THE INDICES OR THE INDEX DATA OR ANY COMPONENT THEREOF, AND THE INDICES AND INDEX DATA AND ALL COMPONENTS THEREOF ARE PROVIDED ON AN "AS IS" BASIS AND LICENSEE'S USE IS AT LICENSEE'S OWN RISK. ICE DATA, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY DO NOT SPONSOR, ENDORSE, OR RECOMMEND CHANDLER, OR ANY OF ITS PRODUCTS OR SERVICES.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

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

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

Benchmark Index	Disclosure
ICE BAML 1-5 Yr US Treasury/Agency Index	The ICE BAML 1-5 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than five years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies. (Index: GVA0. Please visit <a href="http://www.mlindex.ml.com">www.mlindex.ml.com</a> for more information)



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** YTD District Budget Status Report

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

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**Staff Recommendation:**

**No Action Necessary – Informational Item Only**

**Discussion:**

Attached for your review is the YTD District Budget Status Report for the period ending May 31, 2019.

A revision was made on how revenues and expenses are recognized for power production on the Miramar Hydroelectric Station, resulting in an increase which is reflected in the **Hydroelectric Revenue** and the **Operations and Maintenance** line items.

The **Grants and Other Revenue** and **Planning & Resources** line items reflect the grant and expenditure for the Cadiz Water Project Peer Review.

The **Capital Repair & Replacement** and **Capital Investment Program** line items are only 32.8% and 21.2% spent respectively due to several projects that will carry over to FY 19/20.

**Strategic Plan Objective(s):**

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

**Attachment(s):**

Exhibit A – YTD District Budget Status Report

**Meeting History:**

None

NA/LC

THREE VALLEYS MUNICIPAL WATER DISTRICT				
DISTRICT BUDGET - FISCAL YEAR 2018-2019				
Month Ending May 31, 2019				
	2018-2019 YTD Actual	Annual Budget All Funds	2018-2019 Percent of Budget	2018-2019 Balance Remaining
<b>REVENUES</b>				
<b>OPERATING REVENUES</b>				
Water Sales	55,639,464	56,527,935	98.4%	888,471
MWD RTS Standby Charge	3,459,422	3,466,681	99.8%	7,259
MWD Capacity Charge Assessment	1,117,613	1,208,200	92.5%	90,587
TVMWD Fixed Charges	609,126	665,901	91.5%	56,775
Hydroelectric Revenue	182,723	34,583	528.4%	(148,140)
<b>NON-OPERATING REVENUES</b>				
Property Taxes	2,258,977	2,120,753	106.5%	(138,224)
Interest Income	193,081	151,600	127.4%	(41,481)
Pumpback O&M/Reservoir #2 Reimbursement	26,124	20,000	130.6%	(6,124)
Grants and Other Revenue	109,097	5,054	2158.6%	(104,043)
<b>TOTAL REVENUES</b>	<b>63,595,627</b>	<b>64,200,707</b>	<b>99.1%</b>	<b>605,080</b>
<b>EXPENSES</b>				
<b>OPERATING EXPENSES</b>				
MWD Water Purchases	50,186,429	50,329,635	99.7%	143,206
MWD RTS Standby Charge	3,505,672	3,466,681	101.1%	(38,991)
Staff Compensation	3,781,666	4,239,458	89.2%	457,792
MWD Capacity Charge	1,208,200	1,208,200	100.0%	-
Operations and Maintenance	1,463,936	1,422,790	102.9%	(41,146)
Professional Services	428,646	470,450	91.1%	41,804
Directors Compensation	244,209	309,965	78.8%	65,756
Communication and Conservation Programs	156,060	185,700	84.0%	29,640
Planning & Resources	162,945	60,000	271.6%	(102,945)
Membership Dues and Fees	100,473	106,318	94.5%	5,845
Hydroelectric Facilities	39,717	42,500	93.5%	2,783
Board Elections	76,363	76,363	100.0%	-
<b>NON OPERATING EXPENSES</b>				
Pumpback O&M/Reservoir #2 Expenses	18,379	20,000	91.9%	1,621
<b>RESERVE EXPENSES</b>				
Reserve Replenishment	-	234,878	0.0%	234,878
<b>CAPITAL INVESTMENT</b>				
Capital Repair & Replacement	229,533	700,199	32.8%	470,666
Capital Investment Program	715,807	3,379,974	21.2%	2,664,167
<b>TOTAL EXPENSES</b>	<b>62,318,035</b>	<b>66,253,111</b>	<b>94.1%</b>	<b>3,935,076</b>
<b>NET INCOME (LOSS) BEFORE TRANSFERS</b>		<b>(2,052,404)</b>		
TRANSFER FROM/(TO) CAPITAL RESERVES		97,132		
TRANSFER IN FROM BOARD ELECTION RESERVES		76,363		
TRANSFER IN FROM ENCUMBERED RESERVES		1,907,288		
<b>NET INCOME (LOSS) AFTER TRANSFERS</b>		<b>\$ 28,379</b>		

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



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** **Warrant List**

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<input checked="" type="checkbox"/> <b>For Action</b>	<input checked="" type="checkbox"/> <b>Fiscal Impact</b>	<b>\$ 3,071,779.79</b>
<input type="checkbox"/> <b>Information Only</b>	<input type="checkbox"/> <b>Funds Budgeted:</b>	

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**Staff Recommendation:**

**Receive and file the Warrant List for the period ending May 31, 2019 as presented.**

**Discussion:**

The monthly warrant list is provided for your information.

General checks 49348 through 49443 totaling \$361,922.72 are listed on pages 1 to 5.

MWD March water invoice totaling \$2,445,278.00 is listed on page 5.

Wire transfers for taxing agencies, benefit payments and PERS totaling \$92,363.49 is listed on page 5.

Total payroll checks 12563 through 12638 totaling \$172,215.58 are listed on page 5.

Umpqua Bank invoices details are listed on pages 7 to 8.

**Strategic Plan Objective(s):**

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

**Attachment(s):**

Exhibit A – Warrant List

**Meeting History:**

None

NA/LC

# Item 9.B4 - Exhibit A



THREE VALLEYS MUNICIPAL WATER DISTRICT  
Warrant List  
May 2019

**General Checks 49348 through 49443**  
**Payroll Wire Transfer 2709 through 2724**  
**Payroll Checks 12563 through 12638**

Check Number	Vendor	Description	Paid Amount
49348	DE LAGE LANDEN FIN SVCS, INC.	POSTAGE METER LEASING CHARGES 4/15/19 - 5/14/19	106.06
49349	EEC ACQUISITION LLC	WAREWASH CONTROL BOARD REPAIR	267.95
49350	ENVIRONMENTAL RESOURCE ASSOC.	SOURCE WATER MICROBE/HETEROTROPHIC PLATE COUNT/POTABLEWATR COLIFORM MICROBE	1,191.97
49351	HACH COMPANY	SODIUM CHLORIDE SOLUTIONS/CHLORINE REAGENT SETS/INDICATOR/BUFFER SOLUTIONS	760.03
49352	HARRINGTON IND PLASTICS, LLC	TEES/ELBOWS/PIPES/STRUT & HANGERS/UNIONS/BUSHINGS/VALVE BALL	2,653.66
49353	HOME DEPOT CREDIT SERVICES	PLANTS FOR LANDSCAPING AT WHEELER CONNECTION	32.20
49354	JAN-PRO CLEANING SYS OF SO CA	JANITORIAL SERVICE - MAY	654.00
49355	LEWIS ENGRAVING, INC	TILE PLATE ENGRAVING	23.34
49356	LOS ANGELES TIMES	NEWSPAPER SUBSCRIPTION THROUGH 8/17/19	122.98
49357	LSL CPAS	2019 AUDIT - INTERIM	10,000.00
49358	SOUTHERN CALIFORNIA EDISON	MIRAMAR - APR	48.90
49359	SOUTHERN CALIFORNIA EDISON	FULTON/WILLIAMS - 02/01/19 THROUGH 04/01/19	2,500.00
49360	VALLEN DISTRIBUTION, INC.	FIT TESTS - SHIFT OPERATORS	425.25
49361	AGUIAR, DOMINIQUE	EMPLOYEE TECHNOLOGY PURCHASE LOAN	3,474.77
49362	CLS LANDSCAPE MANAGEMENT	BROKEN SPRINKLERS AND LATERAL LINES REPLACED	506.17
49363	COLE, JONATHAN J.	T3 CERTIFICATION RENEWAL	90.00
49364	JEFFREY C. SCHENKEL, DBA SOUTH COAST MEDIA SVC	OUTREACH AD	564.00
49365	LARSON, JONATHAN	SAFETY FOOTWEAR	186.13
49366	MC MASTER-CARR SUPPLY COMPANY	FUSES/CABLE TIE TENSIONING TOOL/PLUGS/TIMER/RELAY SOCKET	327.82
49367	OFFICE DEPOT	PAPER TRAY/CARTRIDGES/BATHROOM TISSUE PAPER/MULTIFOLD PAPER TOWELS/SEAT COVERS	1,344.28
49368	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON/PM-26/SCADA/PUMPBACK - APR	1,379.40
49369	SWRCB-DWOCF	T2 CERTIFICATION RENEWAL - HARBERSON	60.00
49370	CELL BUSINESS EQUIPMENT	PLOTTER LEASE - MAY	268.28



THREE VALLEYS MUNICIPAL WATER DISTRICT  
Warrant List  
May 2019

Item 9.B4 - Exhibit A

**General Checks 49348 through 49443**  
**Payroll Wire Transfer 2709 through 2724**  
**Payroll Checks 12563 through 12638**

Check Number	Vendor	Description	Paid Amount
49371	CLAREMONT PRINT & COPY	BUSINESS CARDS - AGUIRRE	118.26
49372	CREATIVE MGMT SOLUTIONS, INC	PROFESSIONAL SERVICES - HUMAN RESOURCES AND ORGANIZATIONAL INITIATIVES	1,215.00
49373	HACH COMPANY	TOTAL CHLORINE	2,038.63
49374	HARRINGTON IND PLASTICS, LLC	TEES/ELBOWS/CONNECTORS/ADAPTERS/PIPES/COUPLINGS/CAP/UNIONS/BUSHINGS/NIPPLE	1,134.32
49375	IDEAL COMFORT INC	HEAT & AIR CONDITIONING MAINTENANCE	756.00
49376	LAGERLOF,SENECAL,GOSNEY, & KRUSE, LLP	LEGAL FEES THROUGH MARCH 31, 2019	31.25
49377	LINCOLN FINANCIAL GROUP	401A DEFRD: MAY 5 PAYROLL	400.00
49378	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: MAY 5 PAYROLL	9,325.00
49379	NATIONAL AUTO FLEET GROUP	2019 FORD F150 TRUCK PURCHASE	32,436.47
49380	SUAREZ, JOHN	T3 CERTIFICATION RENEWAL	90.00
49381	UNIVAR USA INC	CAUSTIC SODA	10,360.63
49382	AVS SYSTEMS	TROUBLESHOOT IP CAMERAS	303.17
49383	CLAREMONT UNIFIED SCHOOL DIST.	SOLAR CUP 2019 POOL RENTAL	79.71
49384	D & H WATER SYSTEMS INC.	HP MOTOR REPLACEMENT	9,431.08
49385	DEPARTMENT OF CONSUMER AFFAIRS	CIVIL ENGINEER CERTIFICATION RENEWAL - GARCIA	115.00
49386	GUNBY INC.	EQUIPMENT BAY REPAIRS	4,640.00
49387	HARRINGTON IND PLASTICS, LLC	ADAPTERS/COUPLINGS/BUSHINGS/UNIONS/NIPPLE	555.61
49388	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	15,783.30
49389	LOWE'S	HOLE SAW/TORQUE WRENCH/GLOVES/ACRYLIC SHEET/STORAGE BINS/PILOT BIT/ANCHORS	467.48
49390	MC MASTER-CARR SUPPLY COMPANY	PADLOCKS	195.16
49391	OFFICE DEPOT	PLASTIC DIVIDERS WITH INDEX MAKER/BINDERS	143.19
49392	PHINNEY, DENNIS JAY	TVMWD STANDARD TECHNICAL SPECIFICATIONS DEVELOPMENT & PREPARATION SERVICES	6,450.00
49393	PRIME SYSTEMS IND AUTOMATION	SCADA PROGRAMMING/HARDWARE/METER CALIBRATIONS/5TH & WHITE/6TH & WHITE	21,520.19
49394	ROBERT AVERY CARTER	CHLORINE/CHEMICAL BLDG DOOR LOCK REPAIR	154.08



THREE VALLEYS MUNICIPAL WATER DISTRICT  
 Warrant List  
 May 2019

Item 9.B4 - Exhibit A

General Checks 49348 through 49443  
 Payroll Wire Transfer 2709 through 2724  
 Payroll Checks 12563 through 12638

Check Number	Vendor	Description	Paid Amount
49395	SOUTHERN CALIFORNIA EDISON	MIRAMAR/WILLIAMS/FULTON - APR	10,083.59
49396	SWRCB-DWOCP	T3 CERTIFICATION RENEWAL - NELSON	90.00
49397	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	28,363.50
49398	UMPQUA BANK	UMPQUA BANK INVOICE DETAIL - LAST PAGE	2,886.87
49399	UNIVAR USA INC	LIQUID CHLORINE	1,942.73
49400	WALNUT VALLEY WATER DISTRICT	PHET DISTRIBUTION PROGRAM (REIMBURSED BY MWD)	5,760.00
49401	WEX BANK	FUEL 4/01/19 - 4/30/19	1,108.80
49402	SCWUA	5/23/19 EMERGENCY RESPONSE FOR WATER UTILITIES-MENDOZA, BOWCOCK, RUZICKA	90.00
49403	BRUNICK, MCELHANEY & KENNEDY	LEGAL FEES - APR	14,240.00
49404	CITY OF CLAREMONT	REFUSE PICKUP/STREET SWEEPING - APR	149.64
49405	CONTRERAS, MARIA	5/18/19 WELLNESS EVENT - PACIFIC ELECTRIC CHALLENGE	50.62
49406	HARBERSON, KAREN	5/18/19 WELLNESS EVENT - PACIFIC ELECTRIC CHALLENGE	56.41
49407	LANG, STEVE	5/18/19 WELLNESS EVENT - PACIFIC ELECTRIC CHALLENGE	156.24
49408	LIEBERT CASSIDY WHITMORE	LEGAL FEES - APR	405.00
49409	LINTHICUM, JAMES	5/18/19 WELLNESS EVENT - PACIFIC ELECTRIC CHALLENGE	100.24
49410	LITCHFIELD, MATTHEW H.	5/18/19 WELLNESS EVENT - PACIFIC ELECTRIC CHALLENGE	61.57
49411	SOCALGAS	FULTON SERVICE 04/05/19 - 05/06/19	15.29
49412	SOUTHERN CALIFORNIA EDISON	MIRAMAR - APR	241.45
49413	SUAREZ, JOHN	5/18/19 WELLNESS EVENT - PACIFIC ELECTRIC CHALLENGE	50.62
49414	THE PAPE GROUP INC	FORKLIFT BRAKES INSPECTION/TUNE-UP	750.34
49415	ACWA/JPIA	ACWA EMPLOYEE BENEFITS - JUNE 2019	49,513.13
49416	AFLAC	AFLAC SUPP. INS: MAY 2019 (EMPLOYEE REIMBURSED)	1,000.80
49417	DENALI WATER SOLUTIONS, LLC	SLUDGE REMOVAL - APR	5,419.23
49418	EMPLOYER'S INFOSOURCE	INTERN BACKGROUND VERIFICATION REPORTS	31.50



THREE VALLEYS MUNICIPAL WATER DISTRICT  
 Warrant List  
 May 2019

Item 9.B4 - Exhibit A

General Checks 49348 through 49443  
 Payroll Wire Transfer 2709 through 2724  
 Payroll Checks 12563 through 12638

Check Number	Vendor	Description	Paid Amount
49419	GENERAL PUMP COMPANY	BOOSTER PUMP REPAIR	1,480.50
49420	HACH COMPANY	CHLORINE/AMMONIA/MONOCHLORAMINE	516.43
49421	HARRINGTON IND PLASTICS, LLC	ADAPTER TUBE	46.55
49422	INTERFACE SECURITY SYSTEMS LLC	EOC WIRELESS BROADBAND SERVICE 6/1/19 - 6/30/19	134.88
49423	JCI JONES CHEMICALS, INC.	CHLORINE	5,455.22
49424	LANCASTER, CHRISTOPHER W.	2019 EARTH DAY "PROTECT COLORADO RIVER" AD	7,800.00
49425	LAS VIRGENES MWD	TAPPING INTO AVAILABLE CAPACITY IN EXISTING INFRASTRUCTURE - PHASE 2 WHITE PAPER	7,500.00
49426	LINCOLN FINANCIAL GROUP	401A DEFRD: MAY 19 PAYROLL	400.00
49427	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: MAY 19 PAYROLL	9,115.00
49428	LINCOLN LIFE, EMPL SVCS(5H-26)	457 DEFRD: BOARD-MAY 2019	4,711.00
49429	MICHAEL J ARNOLD & ASSOC, INC.	LEGISLATIVE CONSULTANT MAY/APR EXPENSES	6,084.00
49430	POLYDYNE, INC	CLARIFLOC	893.75
49431	RELIANCE STANDARD LIFE INS.	ST/LT DISAB: MAY 2019	902.37
49432	S.G. VALLEY NEWSPAPER GROUP	NOTICE OF INTENT TO ADOPT FY 19-20 BUDGET	470.00
49433	SGV PAN	5/29/19 WASHINGTON UPDATE LUNCHEON - MENDOZA	55.00
49434	UNDERGROUND SERVICE ALERT	DIGALERT TICKETS - APR	57.85
49435	CANON FINANCIAL SERVICES, INC.	COPY MACHINE LEASE - MAY	1,755.56
49436	GEOSCIENCE SUPPORT SVCS INC	WELL SITE EVALUATION - MAR/APR	5,031.25
49437	HARRINGTON IND PLASTICS, LLC	TEES/ELBOWS	174.44
49438	KEMIRA WATER SOLUTIONS, INC.	PAX-XL19	16,124.10
49439	MC MASTER-CARR SUPPLY COMPANY	CABLE TIE TENSIONING TOOL/DIVIDER	97.65
49440	MILLER SPATIAL SERVICES, LLC	GIS SYSTEM UPDATES	12,880.00
49441	OFFICE DEPOT	TONER CARTRIDGES/PAPER/PENS/STAPLES	639.55
49442	POLYDYNE, INC	CLARIFLOC	10,325.16



THREE VALLEYS MUNICIPAL WATER DISTRICT  
Warrant List  
May 2019

Item 9.B4 - Exhibit A

**General Checks 49348 through 49443**  
**Payroll Wire Transfer 2709 through 2724**  
**Payroll Checks 12563 through 12638**

Check Number	Vendor	Description	Paid Amount
49443	SYNCB/AMAZON	LED MONITORS/TONER CARTRIDGES/SOUND BARS/LOG BOOKS/WIRELESS MOUSE/BATTERIES	1,974.17
<b>TOTAL AMOUNT OF CHECKS LISTED</b>			<b>\$ 361,922.72</b>
12790	METROPOLITAN WATER DISTRICT	MARCH 2019 MWD WATER INVOICE	2,445,278.00
<b>TOTAL AMOUNT OF WIRE TRANSFERS</b>			<b>\$ 2,445,278.00</b>
2709	FEDERAL TAX PAYMENT	FED TAX: MAY 5 PAYROLL	14,743.46
2710	BASIC PACIFIC	HEALTH SAVINGS ACCT: MAY 5 PAYROLL	1,452.50
2711	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: MAY 5 PAYROLL	16,475.35
2712	STATE TAX PAYMENT	STATE TAX: MAY 5 PAYROLL	5,702.27
2713	CALPERS-457 PLAN	PERS-457 DEFERRED COMP/EMPL LOAN: MAY 5 PAYROLL	3,029.37
2714	FEDERAL TAX PAYMENT	FED TAX: MAY 17 PAYROLL - ONE TIME DISCRETIONARY BONUS	5,281.50
2715	STATE TAX PAYMENT	STATE TAX: MAY 17 PAYROLL - ONE TIME DISCRETIONARY BONUS	2,379.72
2716	FEDERAL TAX PAYMENT	FED TAX: BOARD-MAY 2019	1,304.43
2717	BASIC PACIFIC	HEALTH SAVINGS ACCT: BOARD-MAY 2019	516.66
2718	STATE TAX PAYMENT	STATE TAX: BOARD-MAY 2019	535.72
2719	CALPERS-457 PLAN	PERS-457 DEFRD COMP: BOARD-MAY 2019	350.00
2720	FEDERAL TAX PAYMENT	FED TAX: MAY 19 PAYROLL	14,346.37
2721	BASIC PACIFIC	HEALTH SAVINGS ACCT: MAY 19 PAYROLL	1,452.50
2722	PUBLIC EMPLOYEES RETIREMENT SY	PERS CONTR: MAY 19 PAYROLL	16,481.46
2723	STATE TAX PAYMENT	STATE TAX: MAY 19 PAYROLL	5,552.18
2724	CALPERS-457 PLAN	PERS-457 DEFERRED COMP: MAY 19 PAYROLL	2,760.00
<b>TOTAL AMOUNT OF PAYROLL WIRE TRANSFERS LISTED</b>			<b>\$ 92,363.49</b>



THREE VALLEYS MUNICIPAL WATER DISTRICT  
 Warrant List  
 May 2019  
 General Checks 49348 through 49443  
 Payroll Wire Transfer 2709 through 2724  
 Payroll Checks 12563 through 12638

Item 9.B4 - Exhibit A

Check Number	Vendor	Description	Paid Amount
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**PAYROLL SUMMARY**

Check# 12563 - 12638

<b>TOTAL AMOUNT OF PAYROLL CHECKS LISTED</b>	<b>\$ 172,215.58</b>
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<b>TOTAL May 2019 CASH DISBURSEMENTS</b>	<b>\$ 3,071,779.79</b>
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THREE VALLEYS MUNICIPAL WATER DISTRICT  
Warrant List  
May 2019  
Umpqua Bank E-Payables Invoice Detail Check 49397  
Umpqua Bank Credit Cards Invoice Detail Check 49398

# Item 9.B4 - Exhibit A

Check Number	Vendor	Description	Paid Amount
49397	ACCENT COMPUTER SOLUTIONS, INC.	IT SVCS - MAY/NEW WORKSTATIONS/ADOBE SUBSCRIPTION RENEWAL/WIRELESS ACCESS POINT	16,832.99
49397	AIRGAS SPECIALTY PRODUCTS	AMMONIA	2,336.95
49397	AIRGAS USA, LLC	OXYGEN CYLINDER RENTAL	51.01
49397	ALS GROUP USA, CORP	LABORATORY TESTING FOR THM	730.00
49397	CLINICAL LABORATORY OS SB, INC.	OUTSIDE LABORATORY TESTING - MAR	1,480.00
49397	FEDEX	SHIPPING CHARGES - RETEST GLOVES	9.92
49397	FRONTIER	DSL FOR SCADA 3/10/19 - 4/09/19	93.98
49397	GRAINGER	ENCLOSURE WINDOW KIT/ROLLS OF PAPER TOWELS	291.65
49397	GROUND CONTROL SYSTEMS, INC.	IDIRECT EMERGENCY RESPONDER SERVICES FEE - APR	279.00
49397	R & S OVERHEAD DOORS OF INLAND	STORAGE BUILDING DOOR REPAIR	330.75
49397	TELEPACIFIC COMMUNICATIONS	TELEPHONE SERVICE 3/16/19 - 4/15/19	1,449.24
49397	TIME WARNER CABLE	BROADBAND SERVICES - WILLIAMS/PLANT 2/FULTON 3/9/19 - 4/20/19	239.97
49397	UPS	SHIPPING CHARGES	25.43
49397	VERIZON WIRELESS	CELLULAR/IPAD/HARNESS FLEET SERVICES/MOBILE BROADBAND 3/26/19 - 4/25/19	640.64
49397	VWR INTERNATIONAL INC.	AUTOCLAVE BAGS/FILTERS/PETRI DISH/BUFFER SOLUTIONS/THERMOMETER/TRYPONE GLUCOSE	1,207.11
49397	WECK LABORATORIES, INC.	LABORATORY TESTING FOR ALKALINITY	75.00
49397	WESTERN WATER WORKS SUPPORT	ARI COMB AIR VALVE/AIR VAC ENCLOSURE SANDSTONE/ADAPTER/GASKETS/SPOOL	2,289.86
<b>TOTAL AMOUNT OF UMPQUA BANK E-PAYABLES SERVICES INVOICE</b>			<b>\$ 28,363.50</b>



THREE VALLEYS MUNICIPAL WATER DISTRICT  
Warrant List  
May 2019  
Umpqua Bank E-Payables Invoice Detail Check 49397  
Umpqua Bank Credit Cards Invoice Detail Check 49398

# Item 9.B4 - Exhibit A

Check Number	Vendor	Description	Paid Amount
49398	BEST BEST & KRIEGER	6/06/19 AB 1234 ETHICS TRAINING - AGUIRRE	75.00
49398	LOWE'S	PAINT/PAINT SUPPLIES/THERMOPLASTIC RUBBER WALL BASE	253.09
49398	MISCELLANEOUS VENDORS	EVENTS REGISTRATIONS & EXPENSES - APR	1,719.55
49398	POMONA CHAMBER OF COMMERCE	4/26/19 LEGISLATIVE LUNCHEON - GOYTIA, MENDOZA, RUZICKA	180.00
49398	RAINN C POWDER COATING	HEAVY BOX FOR FILTER AID SYSTEM	441.00
49398	RIVERSIDE MISSION FLORIST	GET WELL GARDEN BASKET - CRAIG MILLER OF WESTERN MWD	97.10
49398	SPECIALTY FASTENERS INC.	NUT SERT TOOL KIT	121.13
<b>TOTAL AMOUNT OF UMPQUA BANK CARD SERVICES INVOICE</b>			<b>\$ 2,886.87</b>



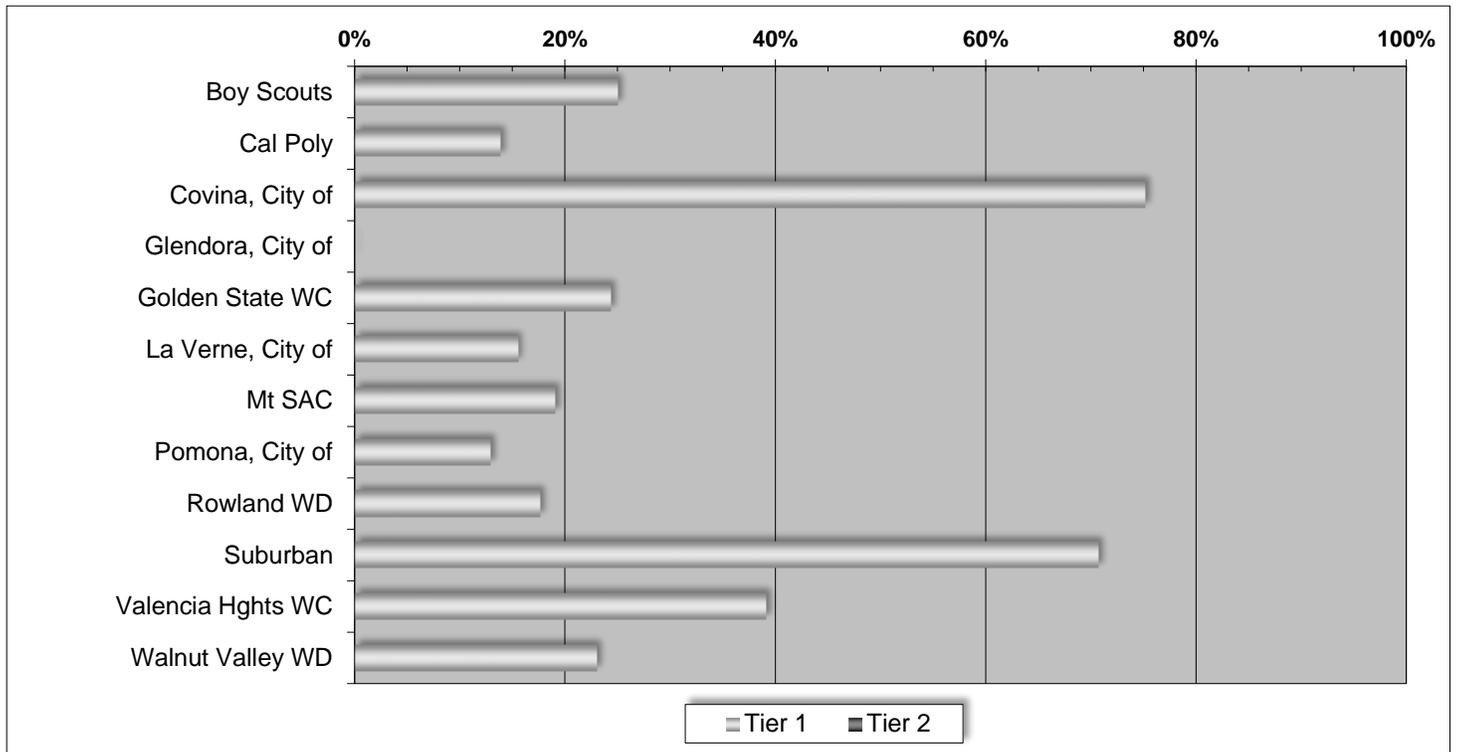
**Tier 1 Balance (in Acre-Feet)  
Calendar Year 2019  
(through May 2019)**

Agency	Tier 1 Allocation					Balance
		Weymouth	Miramar	CIC	Spreading	
Boy Scouts of America	36	8.9	0.0	0.0	0.0	26.7
Cal Poly Pomona	269	37.2	0.0	0.0	0.0	231.8
Covina, City of *	1,568	0.0	0.0	1,178.7	0.0	389.3
Glendora, City of *	4,101	0.0	0.0	0.0	0.0	4,101.3
Golden State Water Company *	15,714	1,643.5	2,047.0	127.7	0.0	11,895.7
La Verne, City of	8,026	0.0	1,242.9	0.0	0.0	6,783.4
Mt San Antonio College	699	132.9	0.0	0.0	0.0	566.1
Pomona, City of *	7,052	662.8	245.5	0.0	0.0	6,144.0
Rowland Water District *	14,741	2,202.7	388.6	0.0	0.0	12,149.7
Suburban Water Systems *	1,961	27.7	0.0	1,359.4	0.0	573.9
Three Valleys MWD	NA				618.0	NA
Valencia Heights Water Co *	464	0.0	0.0	181.6	0.0	282.4
Walnut Valley Water District *	26,057	5,085.7	897.6	0.0	0.0	20,073.4

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

**TVMWD Tier 1 Allowable = 80,688**  
**MWD Tier 1 Deliveries = 17,547**  
**TVMWD Tier 1 Balance = 63,141**

**Overage by Individual Agencies 0.0**





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

**MAY 2019**

**Water Quality**

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

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

		Units	Results	Limits	
Turbidity	TU	NTU	<b>0.061</b>	0.3	<i>Results should be less than limits to comply</i>
Total Dissolved Solids	TDS	mg/l	<b>240</b>	500	
Total Trihalomethanes	TTHM	µg/l	<b>64.4-69.2</b>	80	<i>Ranges from 4 distribution locations (Mar results)</i>
Haloacetic Acids	HAA	µg/l	<b>30.6-39.0</b>	60	
		Units	Results	Minimum Limit	
Total Organic Carbon	TOC	RAA Ratio	<b>1.17</b>	1.00	<i>* RAA Results should be greater than minimum limit to comply</i>

Reportable violations made to SWRCB: **NONE**

*\*RAA - Running Annual Average*

**Monthly Plant Production**

		Capacity	Monthly %
<b>Potable water produced from Miramar Plant</b>	<b>1340.8 AF</b>	1844.6 AF	72.7%

**Monthly Well Production**

	Days in service	Results	Same month prior year	Days in service
Well #1	<b>25</b>	<b>28.2 AF</b>	<b>41.9 AF</b>	<b>28</b>
Well #2	<b>25</b>	<b>70.5 AF</b>	<b>64.3 AF</b>	<b>30</b>
<b>Total monthly Well production</b>		<b>98.7 AF</b>	<b>106.2 AF</b>	

**Monthly Sales**

La Verne	<b>347.4 AF</b>	24.1%
GSWC (Claremont)	<b>409.8</b>	28.5%
GSWC (San Dimas)	<b>242.6</b>	16.9%
PWR-JWL	<b>436.8</b>	30.3%
Pomona (Mills)	<b>0.0</b>	0.0%
TVMWD Admin	<b>2.9</b>	0.2%
<b>Total Potable Water Sold</b>	<b>1439.5 AF</b>	100.0%

**Year To Date 2018-19**

	Actual	Budget	% of Budget
Potable Water Sold from Miramar Plant (94.8%)	<b>15,377.4 AF</b>	15,409.9 AF	99.8%
Total Well Production (5.2%)	<b>848.7</b>	1,218.2	69.7%
<b>Total Potable Water Sold (Plant &amp; Wells)</b>	<b>16,226.1 AF</b>	16,628.1 AF	97.6%

Average monthly water sold **1,475.1 AF**

**Hydroelectric Generation (kWh) FY 2018-19**

	Monthly kWh		YTD kWh		
	Actual	Budget	Actual	Budget	% of Budget
Miramar					
Hydro 1	0	110,723	1,281,088	1,287,151	99.5%
Hydro 2	1,200	4,804	15,200	156,939	9.7%
Hydro 3	52,607	9,738	236,939	318,115	74.5%
Williams	147,760	74,356	1,302,240	751,820	173.2%
Fulton	88,920	30,940	537,000	359,679	149.3%
	<b>290,487</b>	<b>230,561</b>	<b>3,372,467</b>	<b>2,873,704</b>	<b>117.4%</b>

**Operations/Maintenance Review**

Special Activities

- ▶ Staff welcomed the new intern, Alec Crisneros.
  
- ▶ ELAP proficiency was completed on May 23. The Miramar Lab passed achieving 100% acceptable data in this study which was done by Wade Burroughs. The goal is to have each operator perform this annual proficiency test on a rotating basis.
- ▶ Backflow testing was done to all the plant backflow devices by on outside contractor.
  
- ▶ Operations staff received chlorine safety/handling training and earned CEU's in the process. The chlorine training was done by our chlorine supplier Jones Chemical.
- ▶ Operations staff assisted MWD with the Solar Cup Technical inspections which included transporting the skippers to Claremont High School for the swim portion, weighing in of skippers, boat inspections and clean up.  
 Operatons staff marked the electrical and water lines around the Miramar facility in anticipaton of the construction of the Grand Well project pipeline installation.
  
- ▶ A new dishwasher was purchased and installed in the lab by Operations Staff.
  
- ▶ A broken squeegee arm on the traveling bridge was repaired by Operations Staff.

Outages/Repairs

- ▶ SCE continues to have outages along Indian Hill and Baseline as they make upgrades to the power poles.

Unbudgeted Activities

- ▶ None

**Other**

- ▶ Operations staff assisted with a tour to fourth grade elementary students from Walnut Elementary.

Submitted by: \_\_\_\_\_



Steve Lang  
Chief Operations Officer



## Board of Directors Staff Report

**To:** TVMWD Board of Directors

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

**Date:** June 19, 2019

**Subject:** **Approval of Resolution No. 19-06-855 Adopting the Three Valleys Municipal Water District Conflict of Interest Code**

---

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

---

**Staff Recommendation:**

**Approve Resolution No. 19-06-855 adopting the Conflict of Interest Code previously approved by the Los Angeles County Board of Supervisors effective May 15, 2019.**

**Background:**

On September 5, 2018, staff brought a proposed draft amendment to the TVMWD Conflict of Interest Code due to a notice received from Los Angeles County Board of Supervisors – Executive Office, dated June 27, 2018 initiating the 2018 biennial review process with a deadline submission date of October 1, 2018. Staff brought the draft amended Conflict of Interest Code to the Board on September 5, 2018 as an informational item. Subsequently, on September 19, 2018 the Board approved the proposed amendments to the District’s Conflict of Interest Code and directed staff to file the 2018 Biennial Review Certification with said amendments to the Los Angeles County Board of Supervisors - Executive Office by the prescribed deadline of October 1, 2018.

On May 14, 2019, the Los Angeles County Board of Supervisors approved the amended Conflict of Interest Code for the TVMWD with an effective date of May 15, 2019. Staff is requesting to approve the amended Conflict of Interest Code via resolution with an immediate effective date.

**Strategic Plan Objective(s):**

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Conflict of Interest Code for the Three Valleys Municipal Water District

Exhibit B – Resolution No. 19-06-855 Adopting a Conflict of Interest Code

**Meeting History:**

Board of Directors Meeting – September 5, 2018, Informational Item

Board of Directors Meeting – September 19, 2018, For Action

Board of Directors Meeting – June 5, 2019, Informational Item

NA/ML

EXECUTIVE OFFICE



CELIA ZAVALA  
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES  
**EXECUTIVE OFFICE**  
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • www.bos.lacounty.gov

Item 9.E - Exhibit A

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

**RECEIVED** KATHRYN BARGER

MAY 28 2019

**THREE VALLEYS MWD**

May 21, 2019

Matthew Litchfield, General Manager/Chief Engineer  
Three Valleys Municipal Water District  
1021 East Miramar Avenue  
Claremont, CA 91711

Dear Mr. Litchfield:

**CONFLICT OF INTEREST CODE FOR THE THREE VALLEYS MUNICIPAL WATER DISTRICT**

The Board of Supervisors, at its meeting of May 14, 2019, approved the enclosed amended Conflict of Interest Code for the Three Valleys Municipal Water District. The effective date of the Code is May 15, 2019.

It will be necessary for those persons holding designated positions which were added to your Code to complete an Assuming Statement of Economic Interests (Form 700) within 30 days of the effective date of this Code, if they have not already done so. When filing Form 700's, please refer to the instructions as noted on the first page of your Code under "Place of Filing of Statements of Economic Interests".

Please ensure that your agency's Form 700 Filing Officer takes all appropriate actions to implement your amended Code.

Should you have questions or need additional information, please contact me at (213) 974-1578.

Sincerely,

Don Garcia  
Chief Conflict Interest/Lobbyist Division

DG:aa

Enclosures

c: Kirk Howie



**CELIA ZAVALA**  
EXECUTIVE OFFICER

**COUNTY OF LOS ANGELES  
BOARD OF SUPERVISORS**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 620-0636

**MEMBERS OF THE BOARD**

- HILDA L. SOLIS**
- MARK RIDLEY-THOMAS**
- SHEILA KUEHL**
- JANICE HAHN**
- KATHRYN BARGER**

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

**22 May 14, 2019**

May 14, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

  
CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

**CONFLICT OF INTEREST CODES  
(ALL DISTRICTS) (3-VOTES)**

**SUBJECT**

Approval of Conflict of Interest Codes.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the Conflict of Interest Codes for the Alhambra Unified School District; Arcadia Unified School District; Celerity Charter Schools; Compton Community College; Department of Human Resources; Department of Regional Planning; Duarte Unified School District; Eastside Union School District; El Monte City School District; El Rancho Unified School District; Glendale Community College; San Gabriel Valley Municipal Water District; Three Valleys Municipal Water District; Walnut Valley Unified School District; and William S. Hart Joint School Financing Authority to be effective the day following your Board's approval.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest Code. Agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances pursuant to Government Code Section 87306.

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County. The Board of Supervisors must approve an agency's code before it can take effect.

The Honorable Board of Supervisors  
5/14/2019  
Page 2

The proposed Conflict of Interest Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

### **Implementation of Strategic Plan Goals**

Approval of the attached codes broadly supports the County's strategic plan strategy of pursuing Operational Effectiveness, Fiscal Responsibility and Accountability.

### **FISCAL IMPACT/FINANCING**

Local governmental agencies must have a Conflict of Interest Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budgeted revenues and expenditures.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest Codes for the agencies listed below.

#### **SUBSTANTIVE CHANGES:**

(Alhambra Unified School District)

- Removes an unnecessary disclosure category.
- Changes the titles of four (4) positions.
- Reduces the disclosure of two (2) positions.
- Expands the disclosure of one (1) position.
- Adds Director, Risk Management; Director, Human Resources; Director, Food and Nutrition Services; Director, Student/Employee Welfare; Director, Special Education; Director, Preschool & Elementary Education; Director, Secondary Education; and Director, Fiscal Services to the code.

(Arcadia Unified School District)

- Removes an unnecessary disclosure category.
- Deletes Executive Director, Facilities & Operational Services from the code due to reorganization.

The Honorable Board of Supervisors  
5/14/2019  
Page 3

- Changes the titles of two (2) positions.
- Expands the disclosure of one (1) position.

(Celerity Charter Schools)

- Changes the agency name to ISANA.
- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Changes the title of one (1) position.
- Adds Chief Financial Officer, Chief Operations Officer, Chief Academic Officer, Director of Human Resources, Director of Expanded Learning, Director of Special Education and Director of Information Technology to the code.
- Changes the disclosure category of one (1) position.
- Deletes Director of Operations, Assistant Director of Student Services, Human Resource Coordinator, Regional Vice President of Western United States, and Director of Strategic Planning from the code due to reorganization.

(Compton Community College District)

- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Deletes Special Trustee's Advisory Committee Member as it no longer exists in the agency. Deletes Citizen's Bond Oversight Committee Member as it no longer warrants disclosure.

(Department of Human Resources)

- Removes an unnecessary disclosure category.
- Deletes Senior Human Resources Manager (e-HR) and Senior Human Resources Manager, Talent Management from the code due to reorganization.
- Changes the titles of six (6) positions.
- Adds Principal Analyst, HR: Workplace & Community Programs Division, and Human Resources Analyst IV, Workplace & Community Programs Division to the code.

(Department of Regional Planning)

- Removes an unnecessary disclosure category.
- Changes the titles of three (3) positions.

- Adds Special Services Assistant III to the code.

(Duarte Unified School District)

- Removes an unnecessary disclosure category.
- Changes the titles of two (2) positions.

(Eastside Union School District)

- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Deletes Director of Child Nutritional Services, Human Resources Administrator, and Information Network Specialist from the code due to reorganization.
- Changes the title of one (1) position.
- Adds Assistant Superintendent of Business Services and Chief Technology Officer to the code.

(El Monte City School District)

- Removes an unnecessary disclosure category.
- Changes the title of one (1) position.

(El Rancho Unified School District)

- Removes an unnecessary disclosure category.
- Adds Director, Early Learning Program to the code.

(Glendale Community College District)

- Adds Associate Dean, Athletics to the code.

(San Gabriel Valley Municipal Water District)

- Removes an unnecessary disclosure category.
- Adds External Affairs Manager to the code.

(Three Valleys Municipal Water District)

- In Exhibit "A", wording is included to clarify Category 1.
- Removes an unnecessary disclosure category.
- Deletes Conservation & Resource Analyst and Engineer/Assistant Engineer as these positions

The Honorable Board of Supervisors

5/14/2019

Page 5

no longer warrant disclosure.

- Changes the titles of two (2) positions.
- Adds Assistant General Manager to the code.

(Walnut Valley Unified School District)

- Removes an unnecessary disclosure category.
- Changes the titles of two (2) positions.

(William S. Hart Joint School Financial Authority)

- In Exhibit "A", wording is included to clarify Categories 1, 3 & 4.
- Removes an unnecessary disclosure category.
- Adds Treasurer/Chief Financial Officer under Public Officials who Manage Public Investments.
- Changes the title of one (1) position under Public Officials who Manage Public Investments.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approving the attached Conflict of Interest Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency's code to disclose appropriate economic interests.

## **CONCLUSION**

If you have any questions, you may contact Kathy Markarian, Deputy Executive Officer, at (213) 974-2553 or your staff may contact Don Garcia, Chief Conflict of Interest/Lobbyist Division at (213) 974-1578.

The Honorable Board of Supervisors

5/14/2019

Page 6

Respectfully submitted,

A handwritten signature in cursive script that reads "Celia Zavala".

CELIA ZAVALA

Executive Officer, Board of Supervisors

CZ:pn

Enclosures

c: Chief Executive Officer  
County Counsel

Conflict of Interest Code  
of the

**THREE VALLEYS MUNICIPAL WATER DISTRICT**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Directors and General Manager/Chief Engineer and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**THREE VALLEYS MUNICIPAL WATER DISTRICT**

**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

## THREE VALLEYS MUNICIPAL WATER DISTRICT

## EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director	1, 2, 3
General Manager/Chief Engineer	1, 2, 3
Assistant General Manager	1, 2, 3
Chief Administrative Officer	1, 2, 3
Chief Finance Officer	1, 2, 3
Senior Financial Analyst	4
Chief of Engineering/Operations Officer	1, 2, 3
Project Manager	4
Water Operations Manager	4
Operations Supervisor	4
Executive Assistant	4
Consultants/New Positions*	

\* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The General Manager/Chief Engineer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/Chief Engineer or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

**EFFECTIVE DATE: 5/15/2019**

**RESOLUTION NO. 19-06-855**

**A RESOLUTION OF THE  
THREE VALLEYS MUNICIPAL WATER DISTRICT  
ADOPTING A CONFLICT OF INTEREST CODE**

**WHEREAS**, the Three Valleys Municipal Water District is a municipal water district located within the County of Los Angeles and organized and operating pursuant to California Water Code Section 71000 et seq.;

**WHEREAS**, the District is a local government agency subject to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq.;

**WHEREAS**, Section 87300 of the Act requires all local government agencies to adopt and promulgate conflict of interest codes pursuant to the provisions of the Act;

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference, and which may be amended by the FPPC after public notice and hearing to conform to amendments in the Act;

**WHEREAS**, the District desires to comply with its statutory requirements under the Act and to provide a method to ensure that its Conflict of Interest Code is current and consistent with the prevailing provisions of the Act and the regulations of the FPPS; and

**WHEREAS**, on May 14, 2019 the County of Los Angeles Board of Supervisors approved the attached amended Conflict of Interest and Disclosure Code for the District.

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

Section 1.

The Conflict of Interest Code attached hereto and incorporated herein by this reference is hereby adopted.

Section 2.

This Resolution supersedes Resolution No. 09-07-639 and the Conflict of Interest and Disclosure Code approved by the District's Board of Directors on July 8, 2009 and shall take effect immediately upon its adoption.

# Item 9.E - Exhibit B

**ADOPTED** and **PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19<sup>th</sup> day of June 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Bob Kuhn, President

ATTEST:

\_\_\_\_\_  
Brian Bowcock, Secretary

SEAL:



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** **Modified Board Meeting Schedule**

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

### Staff Recommendation:

The Board will consider approval of a modified Board Meeting schedule. It is proposed the Board:

- 1) **Cancel all meetings for July and August 2019 (July 3, July 17, August 7, and August 21)**
- 2) **Direct staff to issue proper notice of meeting cancellations.**

### 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:

- July 3, 2019
- July 17, 2019
- August 7, 2019
- August 21, 2019

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.

**Strategic Plan Objective(s):**

3.3 – Be accountable and transparent with major decisions.

**Attachment(s):**

None

**Meeting History:**

Board of Director's Meeting – June 5, 2019, Informational Item

ML/NA



**Board of Directors  
Staff Report**

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager *[Signature]*  
**Date:** June 19, 2019  
**Subject:** **Resolution No. 19-06-856 Placing Director Bowcock in Nomination to serve on ACWA Region 8 Board for 2020-21 Term**

---

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

---

**Staff Recommendation:**

**Approve nominating Director Brian Bowcock as a candidate to serve on the ACWA Region 8 Board as a Director for the 2020-21 Term.**

**Discussion:**

On May 2, 2019, the ACWA Region 8 Nominations Committee sent an email to all member agency Board Presidents and General Managers announcing a call for nominations. The Region 8 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 8 for the 2020-21 term. The Nominating Committee is currently seeking candidates for the Region 8 Board, which is comprised of Chair, Vice Chair and up to five (5) Board Member positions. Following is the election timeline:

July 11 - 31, 2019	Recommended slate announced
August 1, 2019	Election begins – ballot sent to General Managers/Board Presidents (one ballot per agency)
September 30, 2019	Election ends
October 4, 2019	Election results announced
January 1, 2020	Two-year term commences

Director Bowcock has previously served on the ACWA Region 8 Board, first completing an unexpired term during the 2014-15 Term, and then the 2016-17 Term and 2018-19 Term. He has expressed interest in continuing this service. Approval of Resolution No. 19-06-856 will affirm TVMWD’s support of this nomination. Staff is seeking direction to complete all required documentation and return to ACWA by June 28, 2019.

**Strategic Plan Objective(s):**

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – ACWA Region 8 Board Candidate Nomination Form

Exhibit B – Resolution No. 19-06-856

Exhibit C – Call for Nomination Letter and Region 8 Rules & Regulations

**Meeting History:**

Board of Directors Meeting – June 5, 2019, Informational Item

ML/NA



REGION BOARD CANDIDATE NOMINATION FORM

Name of Candidate: Brian Bowcock
Agency: Three Valleys Municipal Water District Title: Director, Division 3
Agency Phone: 909-621-5568 Direct Phone: 909-227-6962
E-mail: brianbowcock@verizon.net ACWA Region: 8 County: Los Angeles
Address: 1021 E. Miramar Ave., Claremont, CA 91711

Region Board Position Preference: (If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice)

- Chair, Vice Chair, Board Member x

In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section? (If neither is selected, your name will NOT appear on the ballot.)

- Yes, No

Agency Function(s): (check all that apply)

- Wholesale, Sewage Treatment, Flood Control, Urban Water Supply, Retailer, Groundwater Management / Replenishment, Ag Water Supply, Wastewater Reclamation, Other

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

I have been on the ACWA Membership Committee for in excess of 14 years.
I am the voting delegate for Three Valleys MWD for the ACWA/JPIA.
I have been a member of ACWA for more than 32 years.

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

Director of Three Valleys MWD for 18 years
Public Works Director (retired) City of La Verne 22 years
City of Ontario 12 years
Monte Vista Water District 6 years
I have been in the water field for 58 years

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

I hereby submit my name for consideration by the Nominating Committee. (Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)

Brian Bowcock (Signature)

Director, TVMWD

5-20-2019

Signature

Title

Date

RESOLUTION NO. 19-06-856

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THREE VALLEYS MUNICIPAL WATER DISTRICT  
PLACING IN NOMINATION, DIRECTOR FREDERICK "BRIAN" BOWCOCK  
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION 8 BOARD OF DIRECTORS FOR THE 2020-21 TERM**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THREE VALLEYS  
MUNICIPAL WATER DISTRICT AS FOLLOWS:**

A. Recitals

- (i) The Board of Directors of Three Valleys Municipal Water District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).
- (ii) Frederick "Brian" Bowcock is currently serving as Director for ACWA Region 8.

B. Resolves

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF  
THREE VALLEYS MUNICIPAL WATER DISTRICT,**

- (i) Does place its full and unreserved support in the nomination of Frederick "Brian" Bowcock for the Director of ACWA Region 8 for the 2020-21 Term.
- (ii) Does hereby determine that the expenses attendant with the service of Frederick "Brian" Bowcock in ACWA Region 8 shall be borne by Three Valleys Municipal Water District.

**ADOPTED and PASSED** at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19<sup>th</sup> day of June 2019 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Bob G. Kuhn, President

ATTEST:

\_\_\_\_\_  
Brian Bowcock, Secretary

SEAL:

## MEMORANDUM

Date: May 2, 2019

To: ACWA REGION 8 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS  
(sent via e-mail)

From: ACWA REGION 8 NOMINATING COMMITTEE  
**Nina Jazmadarian**, Foothill Municipal Water District  
**Jerry Gladbach**, Santa Clarita Valley Water Agency  
**David Pedersen**, Las Virgenes Municipal Water District

The Region 8 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 8 for the 2020-2021 term. The Nominating Committee is currently seeking candidates for the Region 8 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

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

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

- **Complete the attached Region Board Candidate Nomination Form [HERE](#)**
- **Obtain a Resolution of Support from your agency's Board of Directors** (Sample Resolution [HERE](#))
- **Submit the requested information to ACWA as indicated by Friday, June 28, 2019**

The Region 8 Nominating Committee will announce their recommended slate by July 31, 2019. On August 1, 2019 the election will begin with ballots sent to General Managers and Board Presidents. One ballot per agency will be counted. The election will be completed on September 30, 2019. On October 4, 2019, election results will be announced. The newly elected Region 8 Board Members will begin their two-year term of service on January 1, 2020.

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

## ACWA Region 8 Rules & Regulations

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

### **Officers**

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

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

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

### **Meetings**

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

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

### **Attendance**

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

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

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

### **Elections**

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating

committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents. The nominating committee shall consist of three to five members.

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

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

### **Endorsements**

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

### **Committee Recommendations & Representation**

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

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

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

### **Tours**

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines

and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

### **Finances**

*See "Financial Guidelines for ACWA Region Events" document.*

### **Amending the Region Rules & Regulations**

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors. The Region 8 Rules & Regulations can be amended by a majority vote of those present at any Region 8 meeting as long as a quorum is present.



## Board of Directors Staff Report

**To:** TVMWD Board of Directors

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

**Date:** June 19, 2019

**Subject:** **Approval of TVMWD's Debt Management Policy**

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

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**Staff Recommendation:**

**Approve TVMWD's Debt Management Policy.**

**Discussion:**

Attached for Board consideration is a proposal to establish a debt management policy for TVMWD. The policy is intended to provide written guidelines, allowances and restrictions that guide the debt issuance practices of TVMWD, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations.

Recent legislation requires government agencies to maintain a debt policy when issuing debt. Although TVMWD has been debt free since 2012 with no plans to issue debt, staff would rather have the policy established prior to such a need. Adoption of the policy would have no immediate impact on TVMWD.

**Strategic Plan Objective(s):**

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

**Attachment(s):**

Exhibit A – Debt Management Policy

**Meeting History:**

Board of Directors Meeting – June 5, 2019, Informational Item

NA/JL

## THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

### 1) Introduction

- a) Three Valleys Municipal Water District (TVMWD) is a special district formed by public election in 1950 and is the area's primary source of supplemental water covering the Pomona, Walnut and East San Gabriel Valleys. TVMWD is one of 26-member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and Northern California. The region served by TVMWD spans over 133 square miles and serves 13 retail member agencies that in turn serve a population of over 500,000. The mission of TVMWD is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.
- b) The Three Valleys Municipal Water District Financing Corporation (Financing Corporation) was formed in 1992 to provide assistance to TVMWD in the financing and refinancing, or acquiring, constructing and rehabilitating various facilities, land and equipment, and the sale and leasing of facilities, land and equipment for the use, benefit and enjoyment of the public served by TVMWD and any other purpose incidental thereto.

### 2) Purpose

- a) TVMWD's Debt Management Policy (the Policy) as set forth herein provides written guidelines, allowances, and restrictions that guide the debt issuance practices of TVMWD, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations. Adherence to the Policy is essential to ensure TVMWD maintains a debt portfolio that supports TVMWD's financing needs and minimizes cost of funds. Adherence also signals to rating agencies and the capital markets that an agency is well managed and therefore is likely to meet its debt obligations in a timely manner.
- b) TVMWD's Board of Directors (the Board) acknowledges that changes in the capital markets and other unexpected events may, from time to time, create situations and opportunities that are not contemplated by this Policy and may require adjustments or exceptions to the guidelines of the Policy. In such circumstances, the ability to be flexible is important; however, any authorization granted by the Board to proceed with a financing or financial product not expressly permitted by the Policy must be accompanied by an acknowledgement of the Board that the actions to be taken by TVMWD are not specifically authorized by the Policy in force at that time. The Policy shall be initially adopted by the Board and reviewed annually and approved as changes occur.

### 3) Roles and Responsibilities

- a) Chief Finance Officer (CFO) - The CFO is responsible for developing debt financing recommendations, debt issuance and oversight of debt management. The CFO shall consider the need for debt financing based on the Five-Year Capital Program (Capital Program).

## THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

- b) General Manager (GM) - The GM shall determine projects and timelines for the Capital Program that may require debt financing. The GM will be responsible for updating this Policy and submitting to the Board for review and adoption.
- c) The Board - The Board approves the Capital Program and authorizes all debt transactions.
- d) Consultants - TVMWD may hire consultants to perform specific debt-related tasks as outlined in Section 19.

### 4) Capital Program

- a) TVMWD recognizes the need to invest in ongoing capital replacement and rehabilitation of its facilities as well as new infrastructure to ensure future viability of services. To endorse prudent fiscal management, TVMWD is committed to systematic capital planning and long-term financial planning. Evidence of this commitment is demonstrated through the Capital Program, which is integrated within TVMWD's Strategic Plan and ensures the projects of the Capital Program are in alignment with the goals and objectives of the Strategic Plan. Both the Capital Program and the Strategic Plan are adopted and adjusted annually.
- b) Capital projects may include the acquisition/construction/enhancement of land, facilities, or infrastructure that enhance TVMWD's ability to achieve its mission. The Capital Program shall specifically include the following:
  - i) Description and purpose of each capital project
  - ii) How the project meets TVMWD's objectives
  - iii) Cost estimate and timeline
  - iv) Estimated or approved grant funding
  - v) Estimated annual cost of O&M and staff time saved or incurred by the project

### 5) Use of Debt

- a) TVMWD expects to pay the Capital Program from a combination of current revenues, available reserves, and prudently issued debt. TVMWD recognizes that debt can provide an equitable means of financing projects for its customers and provide access to new capital needed for infrastructure and projects. Debt may be used to meet financing needs (i) if it meets the goals of equitable treatment of all customers, both current and future; (ii) if it is cost-effective and fiscally prudent, responsible, and diligent under the prevailing economic conditions; (iii) is the best alternative as compared to other funding sources including grants or other arrangements in lieu of incurring debt; and (iv) if there are other important policy reasons therefor.
- b) Debt can be issued to fund the planning, pre-design, design, land and/or easement acquisition, construction, and related fixtures, equipment and other costs of capital projects as permitted by law. Debt cannot be issued for ongoing operations and maintenance. The proceeds of any debt obligation shall be expended only for the purpose for which it was authorized.
- c) TVMWD may also utilize short term financing (including leases) to finance certain essential equipment and vehicles.
- d) The weighted average useful life of the asset(s) or project shall exceed the payout schedule of any debt TVMWD assumes.

## THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

### 6) Debt Capacity

- a) There is no specific provision within the California Government Code that limits the amount of debt that may be issued by TVMWD. TVMWD's borrowing capability is limited by the additional bonds test and debt coverage ratio required by any existing bond covenants. TVMWD will be mindful of its overall debt burden in the context of its revenues, expenses, reserves and overall financial health.

### 7) Types of Debt

- a) Revenue bonds, Certificates of Participation (COPs), variable rate bonds, state revolving fund (SRF) loans, federal loans, bank loans, notes, commercial paper, direct placements, capital leases, lease-purchase financing, and lines of credit are all acceptable types of debt.
- b) In addition to the aforementioned long and short-term financing instruments, TVMWD and the Financing Corporation may also consider joint arrangements with other governmental agencies. TVMWD will only be liable for its share of debt service, as specified in a contract executed in connection with the joint venture debt.
- c) TVMWD is authorized to join with other special districts and/or municipal agencies to create a separate entity, a Joint Powers Authority (JPA), to issue debt on behalf of TVMWD. TVMWD will only be liable for its share of debt service, as specified in a contract executed in connection with the joint venture debt.

### 8) Debt Service Reserve Fund/Surety Policy

- a) If there are market requirements or it is important to increase credit ratings, TVMWD will fund a debt service reserve fund as part of its debt issuance.

### 9) Debt Structure Considerations

- a) In structuring a debt issuance, TVMWD will manage the amortization of debt, and to the extent possible, match its cash flow to the anticipated debt service payments. TVMWD will seek to structure debt with aggregate level principal and interest payments over the life of the borrowing. Backloading of debt service will be considered only when such structuring is beneficial to TVMWD's aggregate overall debt payment schedule.
- b) The CFO and GM, with the advice of TVMWD's Financial Advisor, will evaluate and recommend to the Board the use of a call option, if any, and call protection period for each issuance. A call option, or optional redemption provision, gives TVMWD the right to prepay or retire debt prior to its stated maturity. This option may permit TVMWD to achieve interest savings in the future through refunding of the bonds. Because the cost of call options can vary widely, depending on market conditions, an evaluation of factors, such as the call premium, time until the bonds may be called at a premium or at par, and interest rate volatility will guide the decision to issue bonds with a call option.

## THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

### 10) Debt Management Analysis

- a) The CFO is responsible for periodic monitoring of outstanding debt and providing a written analysis to the Board on at least an annual basis. The analysis will summarize changes, opportunities for refundings or refinancings, strategies and any other information critical to allowing the Board to make an informed decision. It will spotlight the needs based on the Capital Program and other considerations.

### 11) Debt Refunding and Refinancing

- a) Debt can be refunded or refinanced to achieve one or more of the following objectives:
  - i) Reduce future interest costs;
  - ii) Restructure future debt service in response to evolving conditions regarding anticipated revenue sources
  - iii) Remove undesirable covenants

### 12) Method of Sale

- a) TVMWD will select a method of sale that is the most appropriate when considering the financial, market, transaction-specific and Issuer-related conditions. There are three basic methods of sale:
  - i) Competitive Sale
  - ii) Negotiated Sale
  - iii) Private Placement
- b) Each type of debt sale has the potential to provide the lowest cost given the right conditions. The CFO and the Financial Advisors will recommend to the Board the most appropriate method of sale in light of prevailing financial, market and transaction-specific conditions.

### 13) Internal Control Procedures

- a) All debt transactions must be approved by the Board. The proceeds of bond sales will be invested until used for the intended project(s) in order to maximize utilization of the public funds. The investments will be made to obtain the highest level of 1) safety, 2) liquidity, and 3) yield, and may be held as cash. TVMWD's investment guidelines and bond indentures will govern objectives and criteria for investment of bond proceeds. The CFO will oversee the investment of bond proceeds in a manner to avoid, if possible, and minimize any potential negative arbitrage over the life of the bond issuance, while complying with arbitrage and tax provisions.
- b) Bond proceeds will be deposited and recorded in separate accounts to ensure funds are not comingled with other forms of TVMWD funds. TVMWD's Trustee or Fiscal Agent will administer the disbursement of bond proceeds pursuant to each certain Indenture of Trust or Fiscal Agent Agreement, respectively. To ensure proceeds from bond sales are used in accordance with legal requirements, invoices are submitted by the originating department and approved by the CFO and GM for payment.

## THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

### 14) Credit/Ratings Objectives

- a) TVMWD will seek to maintain the highest possible credit ratings that can be achieved for debt instruments without compromising TVMWD's policy objectives. Ratings are a reflection of the general fiscal health of TVMWD. By maintaining the highest possible credit ratings, TVMWD can issue its debt at a lower interest cost.
- b) To enhance creditworthiness, TVMWD is committed to prudent financial management, systematic capital planning, and long-term financial planning.
- c) TVMWD recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Each proposal for additional debt will be analyzed for its impact upon TVMWD's debt rating on outstanding debt.

### 15) Compliance with Bond Covenants

- a) In addition to financial disclosure and arbitrage compliance, once the bonds are issued, TVMWD is responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis. This typically includes ensuring:
  - i) Annual appropriation of revenues to meet debt service payments
  - ii) Timely transfer of debt service payments to the trustee or paying agent
  - iii) Compliance with insurance requirements
  - iv) Compliance with rate covenants where applicable
  - v) Compliance with all other bond covenants
- b) On an annual basis, the CFO will prepare all required debt related schedules, disclosures and footnotes for inclusion in TVMWD's Comprehensive Annual Financial Report (CAFR). The CAFR shall describe in detail all funds and fund balances established as part of any direct debt financing of TVMWD. The CAFR will also contain information detailing any material or rate covenants contained in any direct offering of TVMWD and whether such covenants have been satisfied.

### 16) Disclosure and Arbitrage Rebate Compliance

- a) TVMWD will comply with all financing covenants to maintain the validity of the issuance of debt, including, but not limited to tax-exemption, arbitrage rebate compliance, insurance provisions, reporting and monitoring requirements. TVMWD will ensure compliance with all continuing disclosure requirements as part of its ongoing debt program. Any instance of noncompliance will be reported to the Board.

### 17) SB 1029 Compliance

- a) SB 1029, signed on September 12, 2016 and now part of Government Code Section 8855, requires issuers to adopt debt policies addressing each of the five items below.
  - i) The purposes for which the debt proceeds may be used.
    - (1) Section 5 of this policy provides information regarding the purposes for which TVMWD may spend debt proceeds.
  - ii) The types of debt that may be issued.
    - (1) Section 7 of this policy provides information regarding the types of debt TVMWD may issue.

## THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

- iii) The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
  - (1) Sections 4 and 10 of this policy provide information regarding the relationship between the TVMWD's debt and capital improvement program.
- iv) Policy goals related to the issuer's planning goals and objections.
  - (1) Section 4 describes the TVMWD's planning goals and objectives.
- v) The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.
  - (1) Section 13 of this policy provides information regarding the TVMWD's internal control procedures designed to ensure that the proceeds of a debt issuance are spent as intended.

### 18) SB 450 Compliance

- a) SB 450, signed on October 9, 2017 and now part of Government Code Section 5852, requires issuers to disclose the full cost of using bond financing prior to approving the issue of the bonds. The following information will be disclosed in a public meeting prior to the approval of issuance of bonds:
  - i) The true cost on the bonds
  - ii) The sum of all fees and charges to issue the bonds
  - iii) The amount of proceeds to be generated by the sale of the bonds
  - iv) The total amount of the issuer's obligation to bondholders

### 19) Consultants

- a) Municipal Financial Advisor
  - i) The municipal advisor will advise TVMWD on refunding opportunities for current outstanding debt, as well as assist in evaluating the merits of competitive, negotiated or private placement of new debt, and determining the most appropriate structure to ensure effective pricing that meets the TVMWD's near-term and long-term cash flow needs. The municipal advisor will work with all parties involved in the financing transaction, including the TVMWD's bond counsel, trustee, underwriters, credit liquidity providers, to develop and monitor the financing schedule and preparation of the Official Statement. The municipal advisor will assist TVMWD in developing and distributing bid specifications for desired services, such as, trustee and paying agents, printing, remarketing and credit liquidity service providers, and assist TVMWD in its review process. TVMWD also expects that its municipal advisor will provide objective advice and analysis, maintain confidentiality of the TVMWD's financial plans, and be free from any material conflict of interest.
  - ii) TVMWD will select independent municipal advisors. While serving as the TVMWD's municipal advisor, a firm may not also engage in the underwriting of TVMWD bond issue for which that firm acts as municipal advisor. A firm may not switch roles (i.e., from municipal advisor to underwriter) after a financial transaction has begun. Municipal advisors shall be selected through a competitive qualification process after a review of proposals by the CFO, GM, and/or other staff, and is subject to approval by the Board.

## THREE VALLEYS MUNICIPAL WATER DISTRICT Debt Management Policy

- iii) During the contract term of any party acting as municipal advisor, neither the firm nor any individual employed by that firm will perform financial advisory, investment banking or similar services for any entity other than TVMWD in transactions involving a TVMWD financial commitment.
- b) Bond Counsel
  - i) Bond counsel will prepare the necessary authorizing resolutions, agreements and other documents necessary to execute the financing. All debt issued by TVMWD or the Financing Corporation will include a written opinion by bond counsel affirming that TVMWD is authorized to issue the debt, stating that TVMWD has met all state constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax status.
  - ii) TVMWD will retain external bond counsel for all debt issues. The CFO will make recommendations for approval by the Board on the retention of bond counsel.
- c) Disclosure Counsel
  - i) Disclosure Counsel will be responsible for ensuring that the official statement complies with all applicable rules regulations and guidelines.
  - ii) TVMWD may engage and retain, when appropriate, Disclosure Counsel through a competitive process administered by the CFO to prepare official statements for debt issues. Disclosure Counsel will be a nationally recognized firm with extensive experience in public finance.
- d) Underwriters
  - i) For negotiated sales, TVMWD will generally select or pre-qualify underwriters through a competitive process. This process may include a request for proposal or qualifications to firms considered appropriate for the underwriting of a particular issue or type of bonds. The CFO and GM will determine the appropriate method to evaluate the underwriter submittals and then select or qualify firms on that basis. TVMWD will not be bound by the terms and conditions of any underwriting agreements; oral or written, to which it was not a party.



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** **Approval of a Professional Services Agreement with Nobel Systems for Development of the TVMWD Enterprise GIS Project**

<input checked="" type="checkbox"/> <b>For Action</b>	<input checked="" type="checkbox"/> <b>Fiscal Impact</b>	<input checked="" type="checkbox"/> <b>Funds Budgeted</b>
<input type="checkbox"/> <b>Information Only</b>	<input checked="" type="checkbox"/> <b>Cost Estimate:</b>	<b>\$150,000</b>

### Staff Recommendation:

**Approve the Professional Services Agreement with Nobel Systems for the full development of the TVMWD Enterprise GIS Project.**

### Background:

In 2007, Three Valleys Municipal Water District (“TVMWD”) conducted an asset data conversion into ARC-GIS environment with the intent of automating many processes within the District and to develop a robust asset-management program. Due to competing priorities, this project was never fully developed into a usable tool for staff to incorporate into the daily work flow. Since that time, the District has installed several new and rehabilitated facilities that have not been updated in the GIS database. In November 2018, the District contracted with a GIS consulting firm, Miller Spatial, to update the data conversion task as well upgrading the GIS software to current standards. The District now has an updated core GIS database and layers upon which to build a full enterprise GIS system and implement within the District.

### Discussion:

In February 2019, TVMWD issued a Request for Proposals (“RFP”) to three qualified firms to further develop and integrate a full enterprise GIS system, to allow all divisions within the District to access and update data and improve asset management capabilities including, but not limited to, the following:

- (1) user-friendly map viewer of all District assets;
- (2) maximizing work flow efficiencies of staff;
- (3) database updates on an as-needed basis;
- (4) viewing images of assets, plans and as-builts;
- (5) field redlining of assets;
- (6) multiple application development for office and field environments;

- (7) develop a maintenance work order system;
- (8) automated USA callout application;
- (9) asset management of vertical assets (i.e., wells or vertical turbine pumps);
- (10) easy on demand access to as-built drawings and geographic layers; and
- (11) provide comprehensive staff training.

All three proposals received were reviewed and scored by staff using various criteria (i.e., project team, similar recent project experience, project understanding and approach, proposed fee, and estimated level of effort/time). The ranking summary and fee comparison is shown in Table 1 below.

**Table 1 – Summary of Proposal Rankings & Consultants Proposed Fees**

No.	Consulting Firm	Proposal Ranking	Proposed Firm Fee (\$)	Avg. Hourly Rate (\$/Hr)	Total Costs (after 3 years)
1	Spatial Wave	95	\$128,500	\$129	\$201,000
2	Miller Spatial	92	\$177,560	\$96	\$290,000
3	Nobel Systems	87	\$60,000	\$111	\$150,000

All three firms submitted proposals that were clear, concise and easy to understand. The relatively close rankings in Table 1 above reflects the quality of the proposals and information received.

Although Nobel Systems proposal was not the highest ranked proposal, they demonstrated that their project team is highly qualified, have been successful on similar projects with other local water agencies and cities (e.g. Roland Water District, City of La Verne, Walnut Valley Water District), and demonstrated a clear understanding of the project requirements and robust approach to accomplish the goals and objectives outlined in the RFP. The proposed solutions by Spatial Wave and Miller Spatial would require the District to incur additional costs/fees for software licenses, hardware, and cloud server. These additional costs are not required with the solution offered by Nobel Systems.

During the run up of RFP preparations, staff visited other water agencies that have utilized the consultants listed above to become educated with each firms' capabilities and deliverables. These site visits were invaluable in making the appropriate decision due to the perspective given to staff by experienced GIS users.

One of the principal reasons for selecting Nobel over the other firms was the user-friendly operating environment. The anticipated project deliverables by Nobel Systems have been shown to be easy to learn and implemented by operations staff and departments of other water utilities and cities. Nobel Systems has in-house staff to perform critical tasks, most notably updating GIS information and data very quickly (i.e. within 24 hours after requested). TVMWD is a wholesale agency with limited assets, a robust, more comprehensive GIS system is not the approach that needs to be taken, such as for a retail water agency with hundreds of miles of assets spread out over a large geographic region.

Another principal reason for selecting Nobel Systems is due to their proposed fee being significantly less than the other firms, keeping annual operating costs low. Ongoing updating of GIS data as new assets are added is included in Nobel Systems fee structure, thus eliminating the need for the District to hire GIS staff for this purpose. Nobel Systems proposal requires a three-year agreement with the District within an initial (year 1) cost of \$60,000 and subsequent annual costs of \$45,000 for the following two years. The total three-year cost is \$150,000.

The estimated total number of hours provided by Nobel Systems to complete this project is approximately 540. Staff believes this is an appropriate and adequate level of effort for this project. Nobel Systems average hourly rate of \$111 per hour is very reasonable.

For the reasons stated above, staff recommends that Nobel Systems be awarded the contract to provide professional services for the full development of the TVMWD Enterprise GIS Project.

The work is anticipated to require approximately four to six months to complete with staff training to begin promptly thereafter.

**Strategic Plan Objective(s):**

1.5 – Maintain water infrastructure to assure 100% reliability

2.3 – Manage water infrastructure and staff operations to minimize costs

**Attachment(s):**

Exhibit A – Nobel Systems Proposal

Exhibit B – Professional Services Agreement – Nobel Systems

**Meeting History:**

Board of Directors Meeting – June 5, 2019, Informational Item

NA/ML

NOBEL SYSTEMS

## Proposal for Enterprise GIS Software

March 8, 2019

Ben Peralta – *Project Manager*

Three Valleys Municipal Water Department

1021 E Miramar Avenue

Claremont, CA 91711

RE: GEOGRAPHIC INFORMATION SYSTEM (GIS) ENTERPRISE PROJECT

Dear Mr. Peralta,

Nobel Systems is pleased to submit this proposal for the installation and deployment of a Geographic Information System (GIS) Enterprise Project for the Three Valleys Municipal Water Department.

Finding a comprehensive GIS and Asset Management Software solution can be difficult. Current solutions are too complicated, and many lack feature-rich mapping and mobile components. For this reason, we have worked tirelessly with water utilities over the years to develop a **powerful, user-friendly** Enterprise GIS and Asset Management Solution that dramatically improves their day-to-day operations and management of their water and sewer infrastructure. We are uniquely positioned to provide the District with un-matched professional service and technology:

- Our headquarters is San Bernardino, CA. Being local allows us to best support your project through personal support and on-site training.
- Our cloud-based, all-in-one turnkey solution satisfies all major requirements of your RFP and will provide the District with an enterprise GIS platform for the future.
- Our solution is powered by the latest technologies used by tech giants such as Google and Facebook in order to provide the fastest, cleanest User Experience.

We are excited for the potential opportunity to work with the District to deliver and execute your Enterprise GIS plan. We look forward to hearing from you.

Sincerely,

Todd Lushinsky – *Business Development Executive*

Nobel Systems Inc.

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## Executive Summary

### Our History Innovating for Water Utilities

Established in 1992, Nobel Systems is among the largest private Geographic Information System (GIS) firms in the U.S., providing GIS services and Software-as-a-Service (SaaS) products as its primary business. We have developed innovative solutions for water utilities since 1992 and have become well-versed on their daily operational and management needs.

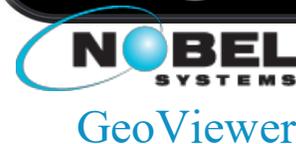
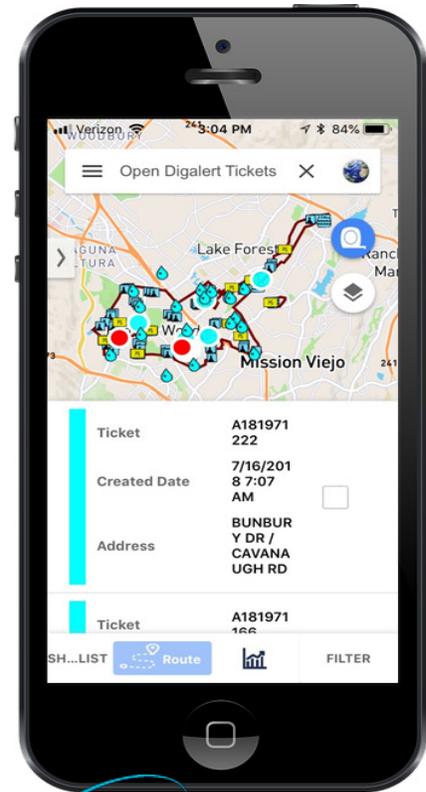
Headquartered in San Bernardino, CA, Nobel Systems remains an industry leader in all aspects of GIS Enterprise Asset Management Software. Our CEO Michael Samuel is currently on the board of **California Utility Executive Management Association**, and we are familiar with California State Reporting Standards. We are also certified **Water Loss Audit Validators**, and we can provide hydraulic modeling and water IoT services.

Nobel provides a portfolio of GIS products and services:

- Spatial data capture
- Data and software integration
- A web-based (SaaS) product called GeoViewer built using the latest smart-map server technology for the both office and field environments

Our team is exceptionally skilled in the development, maintenance, and integration of water utility enterprise GIS programs and web/mobile-based solutions. We have successfully delivered products and services for domestic and international customers, consolidating GIS databases and standalone utility management systems into a comprehensive enterprise system that can serve internal and external users.

We have assembled a team of professionals for this project that brings 80+ years of combined GIS experience and 20+ years of combined technology development experience for local government and public utilities



## Nobel Systems – The Vendor of Choice

Nobel Systems GeoViewer On-line and GeoViewer Mobile robust software-as-a-service (SaaS) system provides water utilities with a powerful yet simple, responsive, cloud-based, all-inclusive turnkey solution that can also integrate seamlessly with existing utility and GIS software systems. Our system is built to allow better access to GIS data, maximize work efficiency and improve District workflow. GeoViewer allows instant access to images, as-builts, GIS, and live updates in both the office and field environments.

Major system components of GeoViewer On-line and Mobile are all integrated with our advanced GIS Mapping engine and include:

- Seamless integration and access to existing GIS data in an intuitive, easy to user interface
- Asset Management across the District
- Work Order Management
- Fleet and Inventory Management
- Advanced Operational Workflow Tools
- Electronic Content Management System
- Reliable and cost effective using cloud technology
- Customer Engagement and Billing Modules
- Business Analytics

Our technology stack utilizes open-architecture software developed by Google, Apple, Facebook, and others, enabling us to develop a large number of powerful tools and features in the GeoViewer software in a short amount of time. Just a few examples include:

- Work Order Time and Material Cost Analytics
- Water Loss, Water Quality, and Monthly Production Reports
- DigAlert Ticket Generation
- Geospatial Reports on Assets and Operations
- Barcode reader using iPhone and iPad
- IoT hardware water pressure and quality monitoring system

Our GeoViewer Mobile technology enables field crews to perform these and other tasks from their iPhone or iPad devices:

- Create work orders from the field
- Work offline as necessary, and seamlessly update the cloud database automatically upon reconnecting to a cellular network.
- Quickly view interactive maps: recently serviced areas, inoperable valves, main line breaks, leaks, flushed hydrants, customer service requests, DigAlert tickets, etc.

- View live pressure, flow, water quality data from remote battery powered IoT devices
- Upload relevant information to work orders including engineering as-builts, contractor receipts, photos, and videos
- Chat with their coworkers within the application
- Route DigAlert Tickets through in-built Voice-Guided Navigation

In addition to providing these built-in features, Nobel Systems has performed conversion services and integrated with a variety of existing utility management software similar to those requested in the RFP: asset management, maintenance, fleet management and electronic document management systems to name a few.

## Project Planning

Support of our customers is our priority at Nobel Systems, and has been proven through outstanding relationships with our clients. (some of which have been working with Nobel Systems for over 20 years). As such, Nobel is committed to supporting the District's Enterprise GIS system. This support includes, but is not limited to:

- Discuss and plan a thorough review of the District's current software and use.
- Deliver best practices to not only structure and execute on plans, but to deliver a comprehensive tool that not only improves many of the Districts processes, but also integrates seamlessly with most third-party solutions.
- Provide thorough documentation on GeoViewer Software, as well as documentation of the plans, goals, timelines, and executed requirements for the project.

## Implementation

During the implementation phase, Nobel will provide all of the required services: project management, process discovery, software integration, software installation, training, custom reports and interfaces, conversion assistance, maintenance and support. Nobel can easily provide the above on-site services because we are based in San Bernardino, thereby allowing senior officers to provide face-to-face support.

Nobel commits to meeting with the District at least three times to deliver progress of the project, however due to our close location to the District, Nobel will provide additional meetings as needed and necessary.

Based on the typical conversion, integration, and configuration time, Nobel anticipates a project duration time of 2-3 months from notice to proceed (NTP) to hard rollout.

Section 01

# Understanding of Project Objectives

The District has thoroughly described their overall objectives, system requirements, and vendor selection criteria. We believe that our **GeoViewer On-line** and **Mobile** cloud-based solution can provide the District with a complete turn-key Enterprise GIS and powerful Asset Management System that will exceed your objectives and requirements, and in short order we will be expanding your capabilities beyond the goals of this RFP.

## 1.1 District Objectives

The District has identified their overall goals for their new Enterprise GIS System:

- Utilize existing GIS data on an Enterprise GIS System (through a newly developed application). All application development shall use ArcGIS data.
- To develop an intuitive user interface to view, edit, and update GIS data in a manner that supports smooth daily workflows without requiring comprehensive GIS user training.
- To implement the applications for full support and functionality in office and field environments. All functions shall employ an elegant, simple graphical user interface (GUI).
- To develop a simplified procedure to convert AutoCAD files into the GIS environment.

A description of how the **GeoViewer Enterprise Asset Management System** fulfills each of the overall goals provided by the District is provided in **Table 1-1**.

<p><b>Utilize Existing Data in Enterprise GIS system</b></p>	<p>GeoViewer was developed to utilize, access, and manage any GIS data. As specifically required with the RFP, GeoViewer can use existing or future Esri ArcGIS data within the system in a seamless manner, however, GeoViewer is <b>not built using Esri technology, but supports Esri data while providing an existing application and system that delivers on the requirements.</b></p>
<p><b>Develop (Provide) an Intuitive User Interface</b></p>	<p>GeoViewer On-line and Mobile is built using open-source cloud technology developed by industry titans, resulting in rapid delivery of a best-in-class user experience. <b>The all-in-one and user-friendly capabilities</b> of GeoViewer empowers utility staff to view, edit, update, interact with and analyze data, streamline workflows, and improve customer service. GeoViewer is designed to be <b>easy to use and requires minimal training.</b> Our goal is to allow any user a smooth, simple, elegant experience while using GeoViewer.</p>
<p><b>Simplified Conversion of AutoCAD data to GIS Environment</b></p>	<p>Nobel Systems provides data conversion from AutoCAD to GIS via the use of the <b>Dataworks software</b> program which is used to streamline and simplify data conversion. Dataworks is a solution that works within the AutoCAD environment to create and convert files easily.</p>

<p><b>Reduce Manual Processes, Automate Menial Tasks, And Increase Productivity</b></p>	<p>The <b>GeoViewer Platform</b> can accommodate virtually any workflow. We have worked with utility office and field staff to develop a variety of workflow tools and modules that automate a variety of business processes and tasks, many of which can be performed on your mobile phone: <b>work order management, fleet and inventory management, billing and collection, GIS maintenance and management, electronic document management, field operation and maintenance activities, file sharing, signatures, and reporting.</b> While <b>GeoViewer</b> streamlines day-to-day operations, reducing errors and improving productivity, it is also fun to use!</p>
<p><b>Improve Integration with Other Systems</b></p>	<p><b>GeoViewer</b> can seamlessly integrate with other systems through <b>application programming interfaces (APIs)</b>. The goal is to capture the required data, regardless of source, and integrate it into one common data bank. Through an API we can collect, consolidate, process, store, and visualize data using charts, reports, with advanced GIS mapping. We can configure one-way, two-way, manual or live integration as required by the customer for each 3<sup>rd</sup> party system described in this RFP.</p>
<p><b>Select and Implement a Supportable Solution</b></p>	<p>Nobel Systems offers a cloud-based EAM solution (<b>GeoViewer Online and Mobile</b>) with Software-as-a-Service (SaaS) as its primary focus. It provides the <b>easiest and most cost-effective solution to meet the District’s needs.</b> Our hosting subscription eliminates the need for expensive software and hardware servers, helps reduce IT and GIS maintenance costs, improves reliability, and increases productivity.</p>

## 1.2 Compatibility

GeoViewer is compatible with the following required software

- ArcGIS/ArcView/ArcInfo (min. version 10.6.1), AutoCAD, and EPANET. We support data consumption and access through the system.
- Windows 2010 Server, Windows 7, 10 - *GeoViewer is a cloud-based system so there is no need to support*
- TCP/IP high speed fiber connection – Database-MS-AccessSQL Server 2000 &2005
- Mobile Devices: Windows Tablet (GeoViewer online only), iPads, iPhones, Trimble Geo-Explorer – *GeoViewer does not support Android based devices at this time, however this may change within the duration of the contract.*
- To assist the District in evaluating our proposal, we have listed the vendor evaluation criteria in Table 1-3

## 1.3 Vendor Evaluation Criteria

To assist the District in evaluating our proposal, we have listed the vendor evaluation criteria in Table 1-3.

Table 1-3. Vendor Evaluation Criteria and Minimum Software Functionality		
Item	Vendor Evaluation Criteria	GeoViewer
<b>A</b>	Standard map navigation such as pan and zoom, query builder to search.	✓
<b>B</b>	Ability to turn layers on and off, legend display, legend edit.	✓
<b>C</b>	Calculate statistics, measure area, length, and depth below finished surface.	✓
<b>D</b>	Open query for all GIS Layers and available Database fields.	✓
<b>E</b>	Ability to join or relate to existing shapefiles or geodatabase(s).	✓
<b>F</b>	Hyperlink scanned documents as well as digital photos, such as easements and as-built drawings (PDF, MS-Word, CAD, jpeg, tiff, and other images).	✓
<b>G</b>	Provide Map Production Tools so that TVMWD can create standard maps, multi-page size print function with graphic scale and north arrow.	✓
<b>H</b>	Interface with other TVMWD existing systems such as Laserfiche, HTE, XC2 (external linkage) through simple configuration without programming.	✓
<b>I</b>	Access historical time series data from other existing systems including HTE, XC2 and SCADA.	✓
<b>J</b>	GIS web portals with customized home page with dashboard and online tools.	✓
<b>K</b>	Ability to record history of user actions and generate the history report.	✓
<b>L</b>	The program must be compatible with common web browsers such as Microsoft Edge, Internet Explorer 11, Chrome, and Safari. Internally facing applications may be standardized on one browser.	✓
<b>M</b>	Compatibility with Web Enabled Mobile devices.	✓
<b>N</b>	Flexibility to develop extensions and add additional licenses as needed.	✓
<b>O</b>	Availability and ease of use of mobile and online applications	✓
<b>P</b>	Ability to meet contract requirements	✓

## 1.4 Deliverables and Support

- Provide unlimited training for the TVMWD staff on GeoViewer.
- Coordinate training with appropriate staff and allow videotaping for training purposes.
- Unlimited training for staff administrator.
- Companion, searchable training manual on all devices utilizing GeoViewer.
- Provide necessary documentation which includes: user manuals, Core and Schema documentation and tutorials in HTML, Word, and PDF formats and permission to have access to, print, and distribute internally.
- Technical support and maintenance.
- Prompt technical support (phone/e-mail) at no charge.
- Provide all patches, service packs, and new software versions in a timely manner.

## Software and Applications

Nobel Systems understands that the District has specific concerns and questions regarding the migration to a new enterprise system, new functionality introduction, and the integration of several core software systems that are used on a day-to-day basis. Below is a short list the capabilities of the core functionality that GeoViewer includes to satisfy the requirements:

- 1) In the field map viewing and simple to use interface.
- 2) Ability to continue to work in a disconnected environment.
- 3) Ability to **record notes, photos, and share redlining** with office personnel.
- 4) Create, schedule, assign, monitor, and **manage work online (i.e. work orders)**.
- 5) **Daily run documentation in an online form**, similar to the existing paper-based run sheets.
- 6) **Identify valves to be isolated and closed**, as well as **notify** affected TVMWD member agencies. Data can also be **monitored real time** using **Nobel's IoT technology** further enhancing these capabilities and introducing real-time pipe monitoring.
- 7) **Identify facility age, size, and condition** of assets based on specific parameters.
- 8) **Work order** creation, assignment, distribution, management and analysis using GeoViewer.
- 9) Utilize and **leverage existing Asset Management list** (Access format) to be converted to an ArcGIS readable format.
- 10) **Valve exercising solution using either manual or automated turning system** while providing valve exercise history, age, type, manufacturer and other pertinent data by location.

- 11) **Field metered delivery** to be used by member agencies and TVMW, including MWD treated water and TVMWD Miramar Treatment Plant deliveries, including monthly data upload and invoice tracking
- 12) **Peak Day tracking application** that produces **3D rendered** “scene” drawings of the service area, including Miramar delivery locations and all other MWD turnouts within the service area.
- 13) **Web portal** with member agency communication, for billing and water sales reporting.
- 14) **Automated Billing and tracking** that tracks monthly groundwater extraction & recharge activities for reporting and billing.
- 15) **Redlining of changes** to existing database as changes are made by adding, replacing, and replacing new assets
- 16) Web based **customer facing application** that directs users to the appropriate retail water agency.
- 17) **Document and content linking** (photos, video, as-built) in both connected and disconnected modes.
- 18) **USA Callout Application** that provides automatic mapping of the area to be marked by staff based on description and includes tracking of callout history for a specific ticket.
- 19) **Recommendation** of additional functionality within GeoViewer or outside technology.

### Not Met/Reason

- 1) Interface with “Collector for ArcGIS” – **This is not necessary with the GeoViewer solution.**

## Section 02

## 2.1 Project Tasks/Recommendations

**District Information** – Nobel Systems is able to support data exchange in the listed formats and will recommend and support additional data types as needed by the district.

**Draft Memorandum** – Nobel Systems agrees to provide TVMWD staff a draft memorandum that encompasses direction on their Enterprise GIS system. This memorandum will include the following:

- Pros and Cons related to software and cost
- Implementation recommendations including cost-effective measures
- The Nobel Systems GeoViewer technology does not need any Esri application to meet the requirements of this RFP, however, GeoViewer does support Esri data.

**Esri Licenses** – There is no need to assist staff in obtaining any required Esri licenses, upgrades, etc, as Esri technology is not needed to fulfill the requirements of the RFP

**Preparation of a Cost Estimate** – Nobel Systems shall provide a detailed and pricing for any additional software required to fulfill the requirements of this RFP, however we do not foresee the need to require any specific software.

## 2.2 Programming Languages

Nobel Systems' **GeoViewer** was created using the ReactJS and NodeJS JavaScript language platforms. For **GeoViewer Mobile**, which runs on an iPhone and iPad, Apple's native Swift language was used to develop this software. All 3 languages are rated the best languages to learn in 2019, because of their superior performance and community support.

<https://codinginfinite.com/best-programming-languages-to-learn-2019/>

## 2.3 Operating Systems

### GEOVIEWER BROWSER ACCESS AND CLOUD SERVERS

Being a cloud solution, the GeoViewer platform does not require an on-premise server. [GeoViewer utilizes Amazon Web Services and Google Cloud Storage for all data storage and application logic. Both cloud service providers guarantee a 99.99% uptime.](#) Users can access the GeoViewer applications via browsers such as Google Chrome, IE Edge, Internet Explorer (Version 11+), Firefox, or Safari. GeoViewer Mobile is available on Apple mobile products. Nobel performs periodic testing and updates to the GeoViewer platform to address browser security and functionality updates. The GeoViewer cloud platform is hosted on servers at a tier-4 colocation data facility with redundant cooling and power, and with an application availability uptime rating of 99.99%.

## OPEN SOURCE VECTOR TILE GIS SERVER

In 2016, we made a concerted effort to transition to the FOSS4GIS space (Free and Open Source Software for GIS) resulting in dramatic improvements in speed and reliability in our on-line mapping application.

The GeoViewer platform utilizes [vector tiles](https://www.mapbox.com/vector-tiles/), a free and open GIS standard for displaying GIS data at lightning speed. <https://www.mapbox.com/vector-tiles/> and <https://github.com/mapbox/awesome-vector-tiles>

*Vector tiles are built on top of Open GL Technologies, which enable a very fast, responsive GIS Mapping experience. Open Graphics Library (OpenGL) is a cross-language, cross-platform application programming interface (API) for rendering 2D and 3D vector graphics. The API is typically used to interact with a graphics processing unit (GPU), to achieve hardware-accelerated rendering.*

The result is that our GeoViewer platform can display millions of features (water and sewer mains, hydrants, valves, parcels, meters, manholes, laterals, etc.) very quickly providing an enjoyable and productive user experience for office and field crews. **It is important to note that our solution does not dictate that a utility abandon use of their ESRI products. Rather we can coexist with or without ESRI, based on the utility's business process needs.**

Additional information about our GeoViewer On-line (Desktop) and GeoViewer Mobile synchronization process is provided in the following response 2.3.

## 2.4 Database

The GeoViewer cloud platform utilizes NoSQL as its primary data store in order to manage big data quickly and efficiently, however we also support Access data. Most utilities have changing needs as they grow with their enterprise software. They need to add new fields to run reports, modify their business intelligence dashboards, etc. Our NoSQL database allows for these changes to be made quickly and easily.

### WHY NoSQL?

It is the only technology that enables GeoViewer On-line (Desktop), Mobile, and IoT applications to achieve the following:

- Support large numbers of concurrent utility staff and customer (tens of thousands)
- Deliver highly responsive website experiences to field and office users
- Always available – no downtime
- Handles semi and unstructured data
- Rapidly adapts to changing user requirements with frequent updates and new features
- Achieves real-time synchronization between GeoViewer Mobile and Desktop

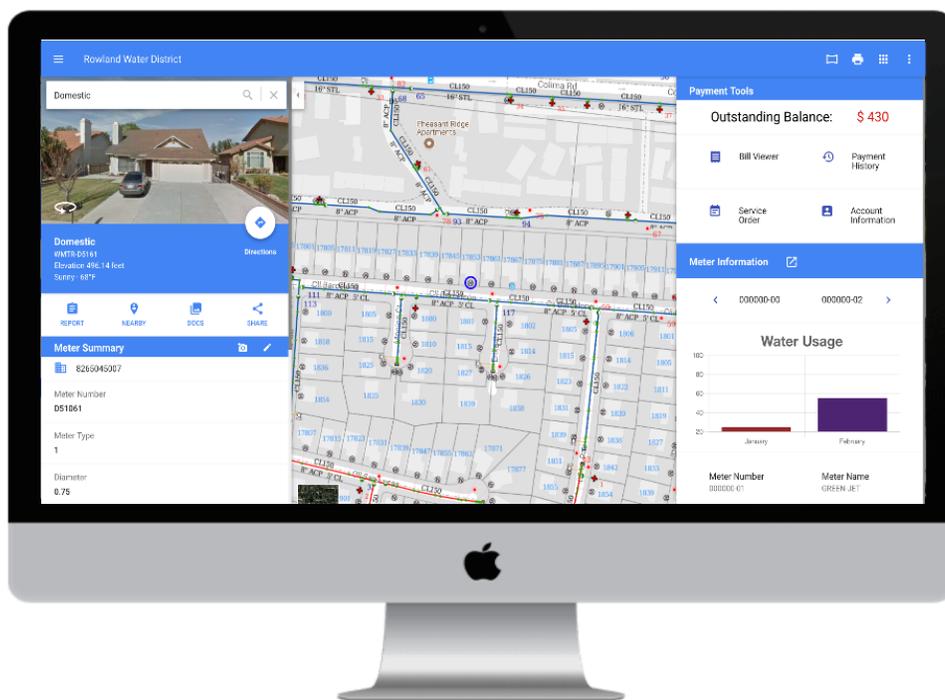
## GEOVIEWER MOBILE AND DESKTOP SYNCHRONIZATION

Water utility operators sometimes work in remote areas with no cellular or WIFI connection but would still like to view/update their map assets and task lists. Upon coming back to cellular/WIFI connection, GeoViewer synchronizes their offline data seamlessly and immediately to our NoSQL database server and to other mobile devices.

If the utility would like periodic downloads of their RAW database, it can easily be accomplished, and Nobel can provide this dump in Excel or CSV formats.

## 2.5 User Interface Configuration

Nobel's cloud solution, GeoViewer Online and Mobile, is hosted on servers in a secure tier-4 colocation data facility with an application availability uptime rating of 99.99%. GeoViewer supports the use of a number of browsers including: Google Chrome, Internet Explorer (Version 11+), Firefox, and Safari. The GeoViewer User Interface is modeled on Google's UI (<https://material-ui.com/>) making it very user friendly and familiar to most people for navigating the website, performing data entry, and running reports. **Quite frankly it's fun to use!** Our website application is developed in React JS, an open-source JavaScript library used for building user interfaces. React also allows us to create reusable UI components. React was first created by Jordan Walke, a software engineer working for **Facebook**. React first deployed on Facebook's newsfeed in 2011 and on Instagram.com in 2012.



**Figure 2-1.** Example GeoViewer User Interface Modeled on Google's Material UI

React allows developers to create large web applications which can change data, without reloading the page. The main purpose of React is to be fast, scalable, and simple. ReactJS has a huge community that maintains the library, and has proven itself in speed, efficiency and performance.

## 2.6 Reporting Capabilities

Nobel Systems understands that the Department requires flexible and powerful reporting features including: ad hoc reporting, canned reporting, financial reporting, billing, and record history. GeoViewer software satisfies all of the required reporting features. The reporting features in GeoViewer have been designed to be extremely user friendly (with Google Maps in mind) and include the following functionality and characteristics:

- Menu-driven report scheduling options
- Report error help instructions
- Data dictionary identification
- Wildcard searches
- Report condition options
- Field selection options
- File refreshing
- Arithmetic and statistical functions
- Reporting on any user field
- Sorting options
- Creation of charts
- Matching record queries
- General report format
- Saving to user group template
- Emailing
- Scheduling
- Exporting options, etc.

Figures 2-2 and 2-3 show a few examples ad hoc reporting features in the **GeoViewer** software which are highly configurable and can be tailored based on the District’s needs. **Figure 2-2** demonstrates an ad hoc spatial query of water distribution system piping based on material. For example, “How many miles of steel pipe do I have?” or “How many miles of 10-inch steel pipe do I have?”. By clicking on the pie chart, the queried pipes are highlighted on the heat map. In this way, users can create custom queries and produce ad hoc reports using the software.

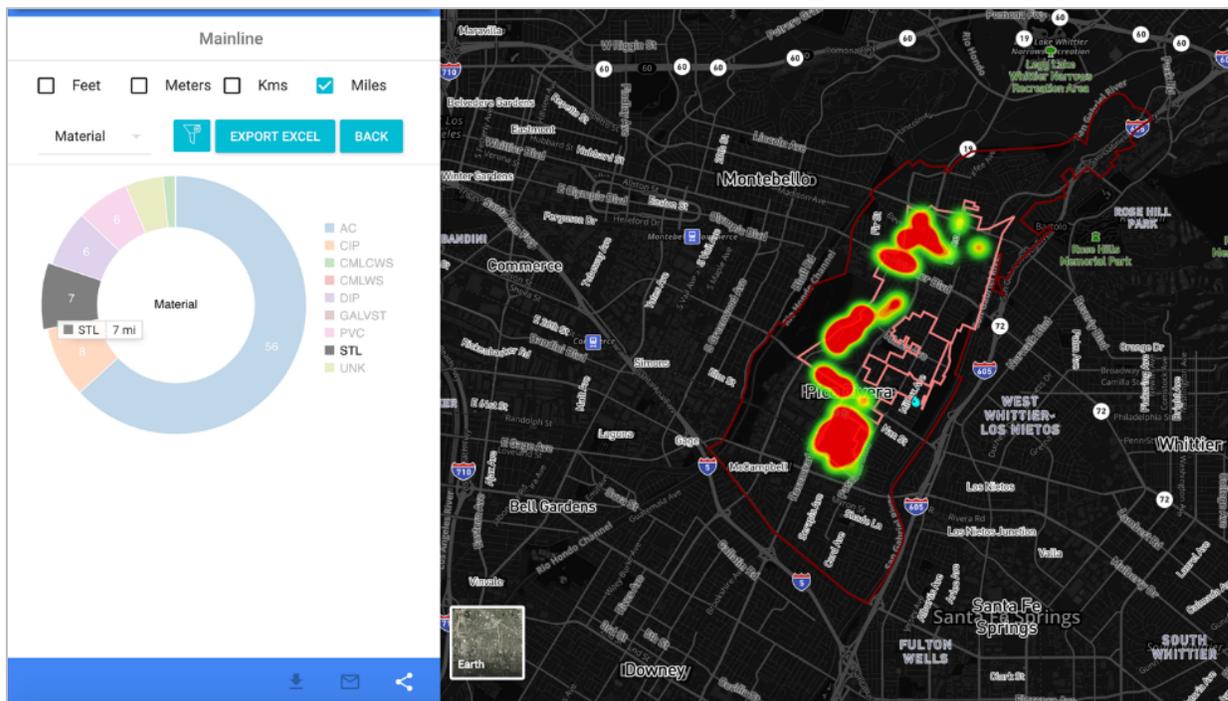
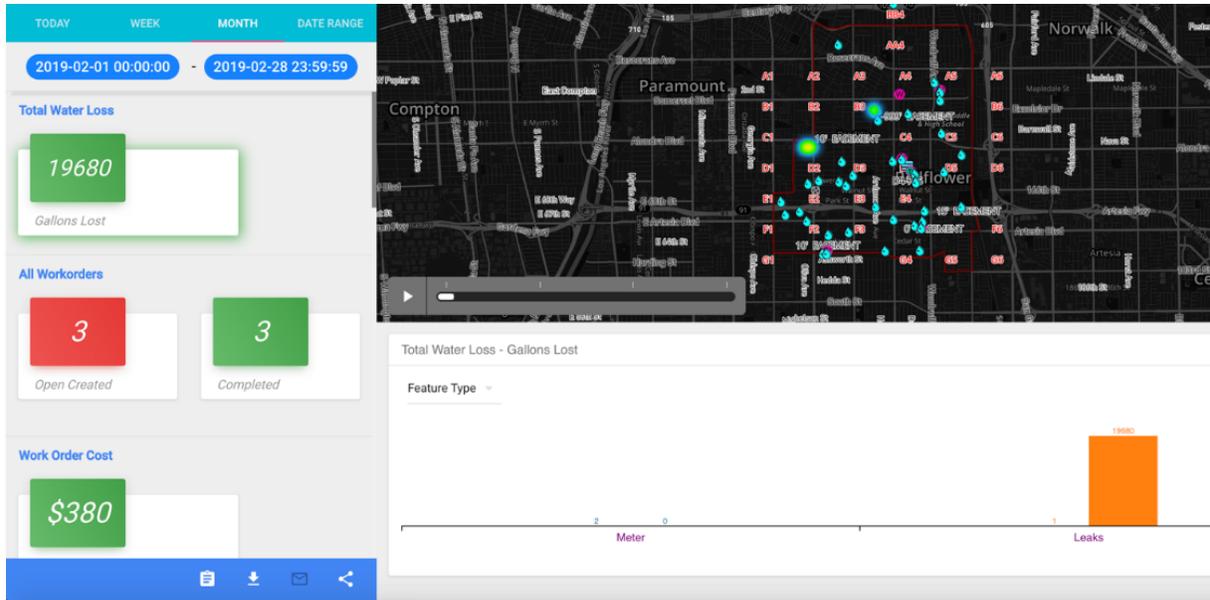


Figure 2-2. Example GeoViewer Ad Hoc Reporting of Infrastructure Assets

**Figure 2-3** presents an ad hoc dashboard that is completely configurable and can quickly show statistics of the overall maintenance program including: non-revenue water (gallons or Acre-foot), work order types, and work order costs. In addition to these statistical queries, **GeoViewer** shows the locations on the map.



**Figure 2-3.** Example GeoViewer Ad Hoc Reporting of Work Order Status and Cost

GeoViewer currently does not include SQL Server Reporting Services (since we utilize different databases) but does integrate with JSReports reporting engine. However, our development team is capable of creating custom reports to the Department's specifications in a timely manner. Due to the flexibility and speed of our software, Nobel can accommodate creating a large number of custom reports which is included in our proposal cost.

## CANNED REPORTING AND EXECUTIVE DASHBOARDS

The **GeoViewer Business Intelligence Dashboard** provides managers with real time status of GIS, work order, fleet, asset management, and IoT systems as well as generate reports as shown in **Figure 2-4**. The self-service analytics and real time interactive dashboards for on-the-fly decision making and greater service to the organization, as well as the community.

The **GeoViewer Business Intelligence Dashboard** has a variety of canned reports some of which include: Inventory audit trail, pump/reservoir inspections, valve exercising, hydrant fire flow tests, hydrant flushing, work order summary, staff overtime, marked DigAlert tickets, inoperable valves found, etc.

As shown in **Figure 2-4**, this canned report shows how many 6-inch valves were exercised this month. By simply clicking on the box above, the user can export the report in PDF/Excel format as shown in **Figure 2-5**.

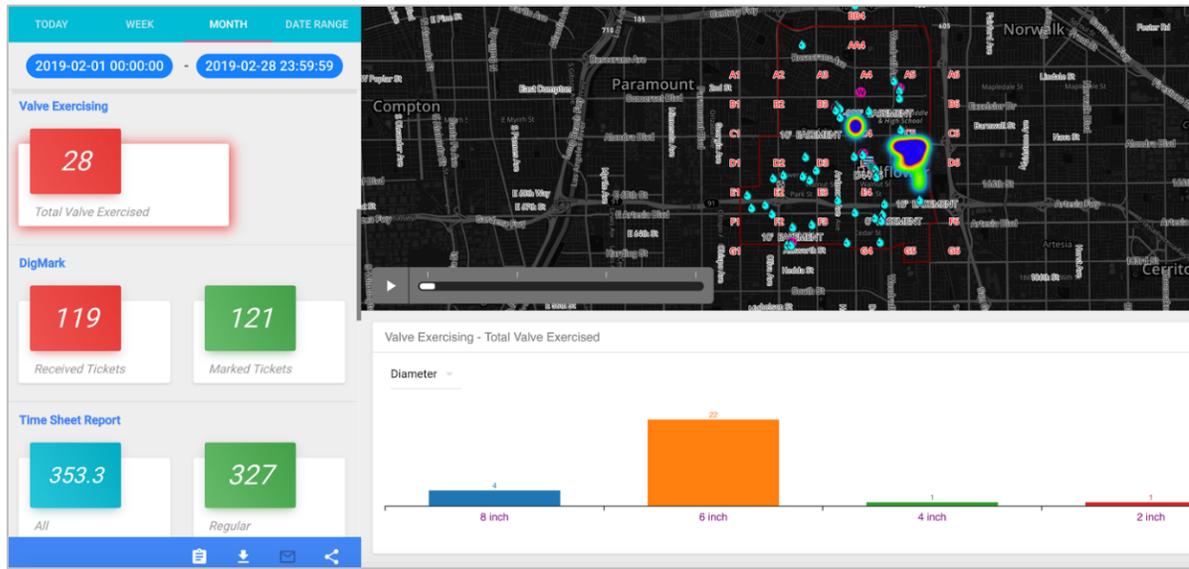


Figure 2-4. Example GeoViewer Canned Reporting of Valves Exercised Last Month

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### Valve Exercising - Total Valve Exercised

From : 02/01/2019 08:00:00 To: 03/01/2019 07:59:59

**Total - 28**

Valve ID	Valve Type	Diameter	Size	Status	Nut Depth	Flushing Amount	Final Position	Valve Location	High Torque	Max Turns	Inspected By	Comments
D5-138	Gate	6 inch	6	Active	12"	None	Open	10500 Rolaine St & 16800 Chicago Ave, West side of street. 5' E of curb.	104	18.7	felix	
E5-141	Gate	4 inch	4	Active	Open	Open	Open	10500 FLORA VISTA ST, BELLFLOWER, CA - 90706	0	0.1	felix	4" Hydrant doesn't has isolation valve. To shout it down there are four valves to be operated.
C5-163	Gate	6 inch	6	Active	Open	Open	Open	10524 TRABUCO ST, BELLFLOWER, CA - 90706	72	0.4	felix	Valve closed after 18.5 turns. Turn count is not working properly on Trimble.
C5-142	Gate	2 inch	2	Active	24"	None	Open	Valve is located on parkway:SE corner of Trabuco & Chicago	0	0	felix	Unable to operate 2" valve, due to the fact that valve ear is broken ( ref. Pic. ).
C5-144	Gate	6 inch	6	Active	24"	None	Open	SE corner of Trabuco & Chicago, On Trabuco parkway.	88	18.8	felix	
C5-140	Gate	8 inch	8	Active	24"	None	Open	SW corner of Trabuco & Chicago. 30' E , 8' N of hydrant.	78	25.2	felix	

Figure 2-5. Example GeoViewer Canned Report Export to PDF or Excel

## Report Format

The **GeoViewer** application offers multiple formats for reporting and printing such as Microsoft Excel or Comma Separated Values, Adobe PDF, PNG, JPEG, zip PDF, assorted Avery Label formats for owner and occupant address lists. Including maps in reports can easily be customized for the Department by adding custom titles and footnotes, include or exclude a map legend, custom map scales and paper sizes (E.g. Letter, Tabloid, ANSI E, etc.). Nobel will work with key staff on the report configuration and layout requirements for compliance and other reports.

## Regulatory Reports

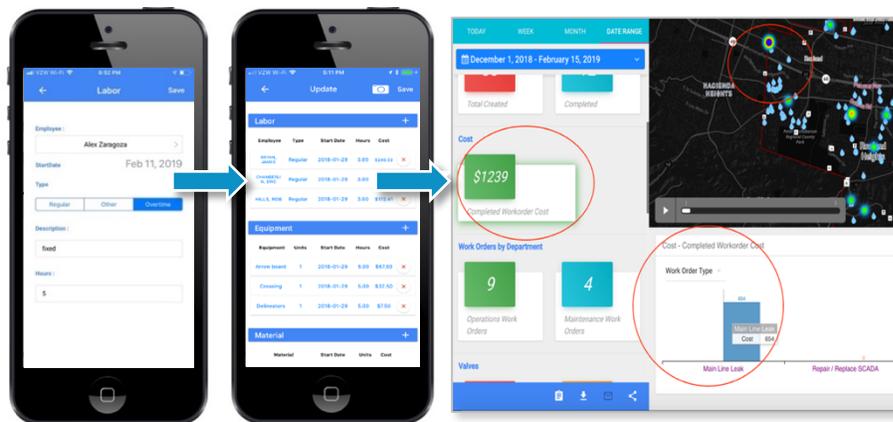
Because Nobel Systems has certified **Water Loss Audit Validators** on their team, Nobel is familiar with the necessary reports required by California State Water Board. We have built these canned reports so that utility workers can easily print and submit required reports from a click-of-a-button. Such reports include a Monthly Production Report and Water Loss Reports. If any other reports are needed, they can easily be configured into the software.

## Remote Emailing, Texting and Signatures

**GeoViewer Mobile** and **Desktop** allows in-app report emailing and texting so field staff can send reports to supervisors. Likewise, signatures can also be incorporated into these canned reports which Nobel will configure for the District as part of our proposal.

## FINANCIAL REPORTING

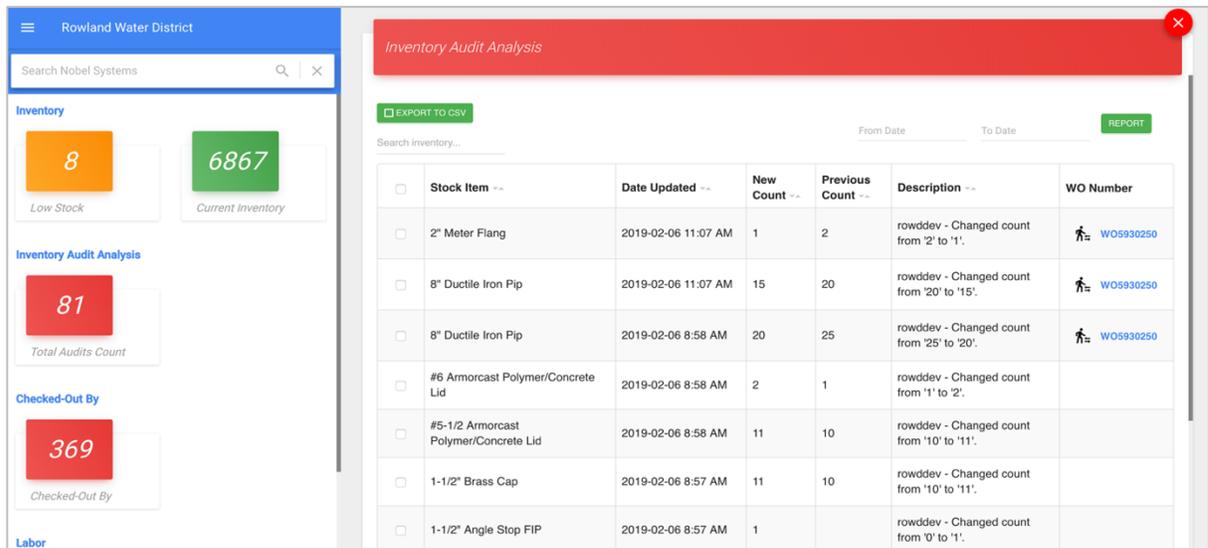
The **GeoViewer** platform includes work order cost reporting so field crews can quickly estimate cost of complaint resolution and field repairs including: labor by employee, equipment, materials, and contractors. Using simple drop-down menus on the mobile device, field crews can enter all the relevant cost data in just a couple minutes as shown in **Figure 2-6**.



In addition, **GeoViewer** includes an **Inventory Dashboard** and canned **Inventory Audit Trail Report**, and we can allow users to print the state of the Inventory on previous dates.

**Figure 2-6.** Example GeoViewer Work Order Financial Reporting

As shown in **Figure 2-7**, the **Inventory Dashboard** quickly displays how many items are low in stock, who checked out the items, the current Inventory count, and a list of inventory changes over a date/time range. The **Inventory Audit Analysis** displays who added items, checked out items, and what work orders used those items.



**Figure 2-7.** Example GeoViewer Inventory Dashboard and Audit Analysis Report

## 2.7 Electronic Content Management Capabilities

Nobel Systems has extensive experience with electronic content management systems (ECMS). We propose that the District consider the following two options for their ECMS, and both are included in our price proposal:

- GeoViewer Built-in ECMS (including conversion services for importing Laserfiche database and content)
- Laserfiche Integration (using their SDK)

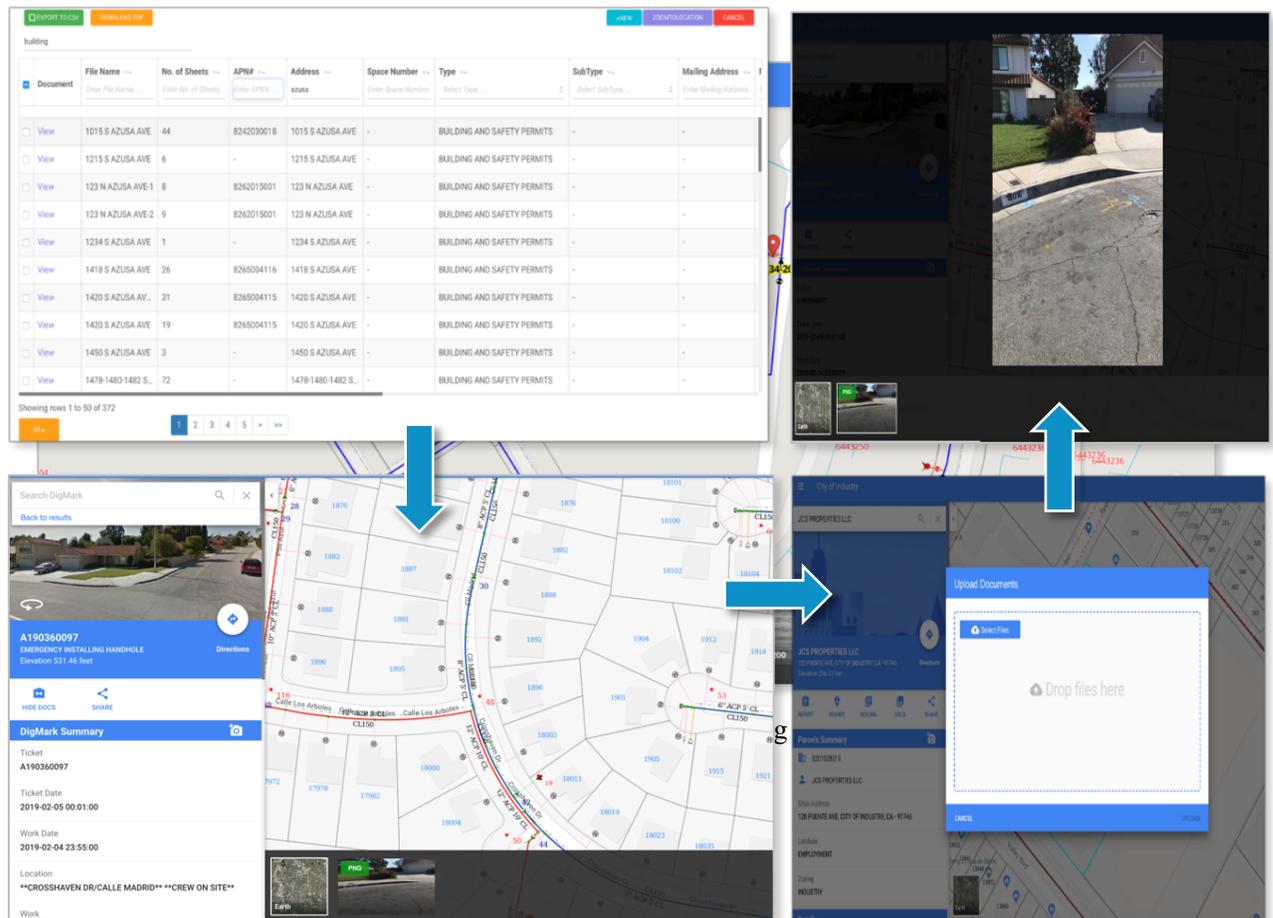
## GEOVIEWER BUILT-IN ECMS

The **GeoViewer** application has a built-in hosted ECMS solution. For most customers, we import the SQL database into GeoViewer and all records that are currently used by Laserfiche. The x,y coordinates in your database allow us to seamlessly transfer your existing documents into the spatial plane of the GeoViewer software as shown in **Figure 2-8** which shows record drawings pinned to pump station.

In our built-in ECMS, the user can easily search/add a document with the added benefit of attaching the documents to an asset directly, a parcel, or a marker anywhere on the map. As shown in the Digmark example in **Figure 2-9**, the user can search for all building permits located on Azusa Ave, zoom to the location of the documents on the map, and add a new document to the system such as a picture.

Another example of accessing record drawings in the field on a mobile device is shown below in **Section 2.16 Mobile Field Computing**.

In the event TVMWD does not wish to use the **GeoViewer** built-in ECMS, we have assumed in our cost proposal to integrate with the District's software.



**Figure 2-9.** Example of GeoViewer DigMark and Adding Picture Using Built-in EMCS

## 2.8 Workflow Capabilities

Nobel Systems can create virtually any unique workflow that a client needs within the **GeoViewer** platform quickly and easily. In this section we highlight two example workflows:

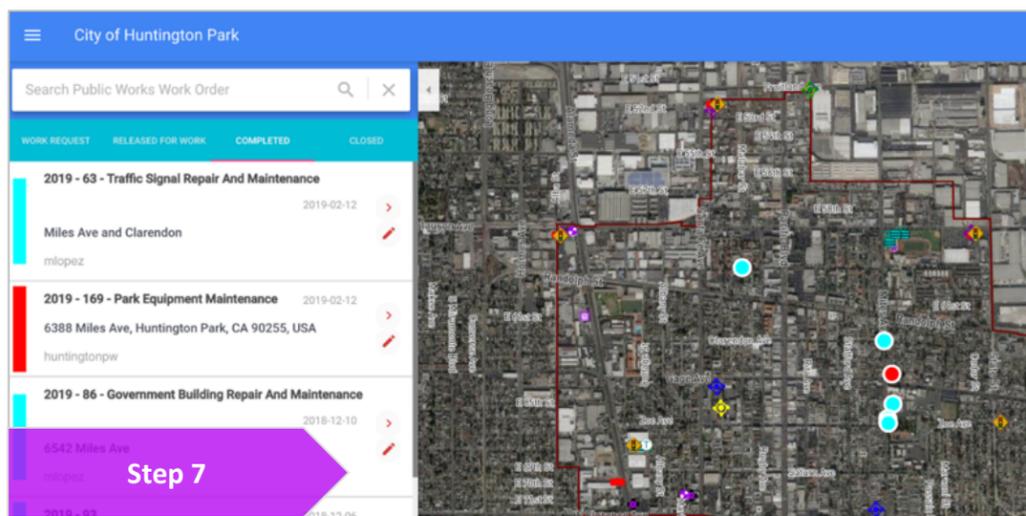
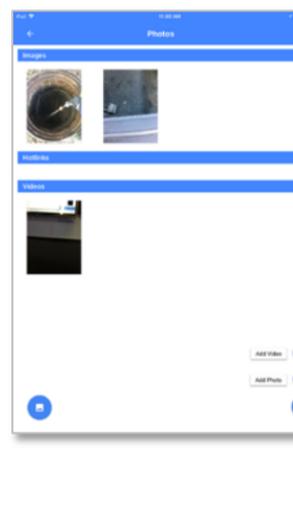
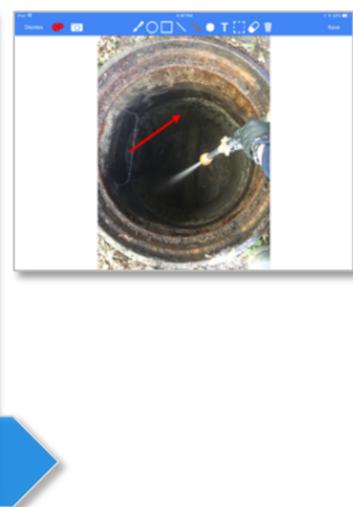
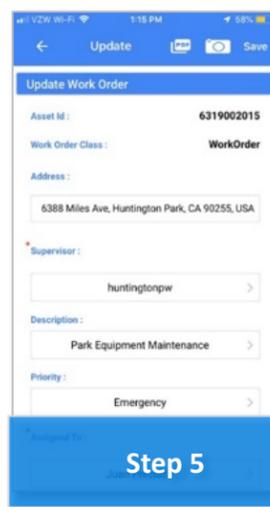
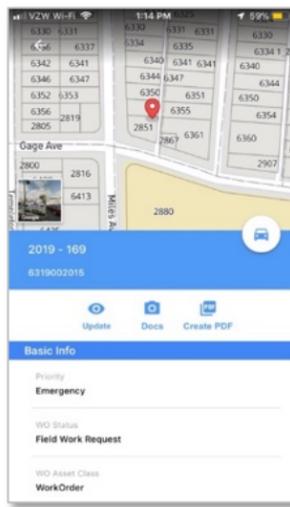
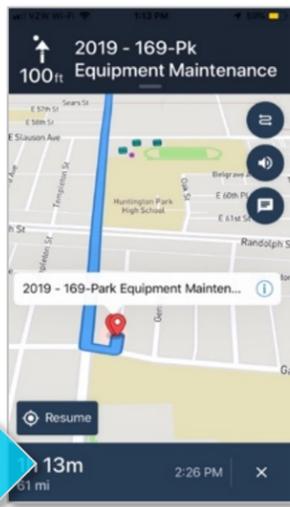
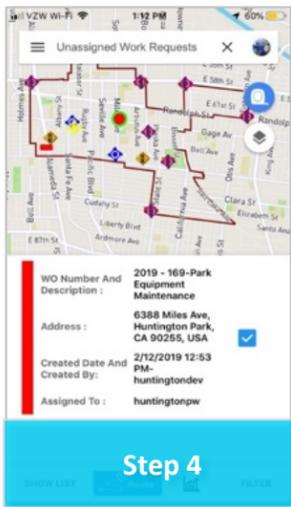
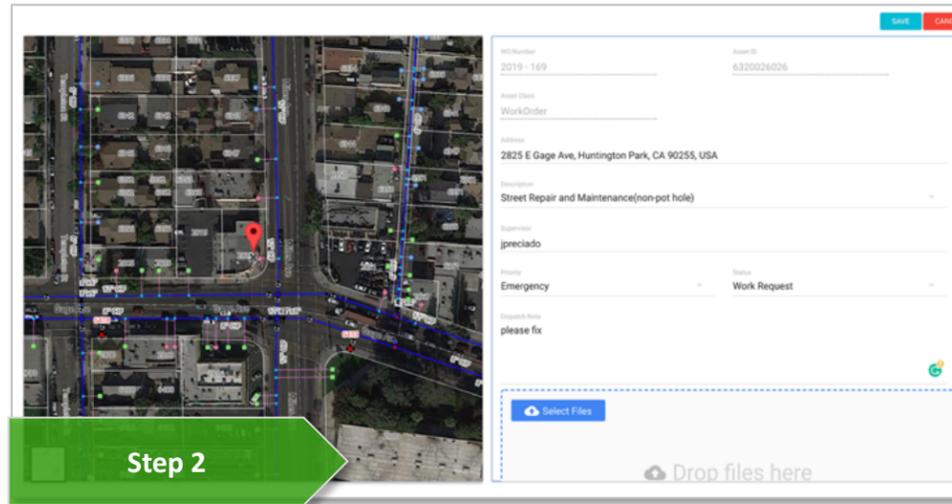
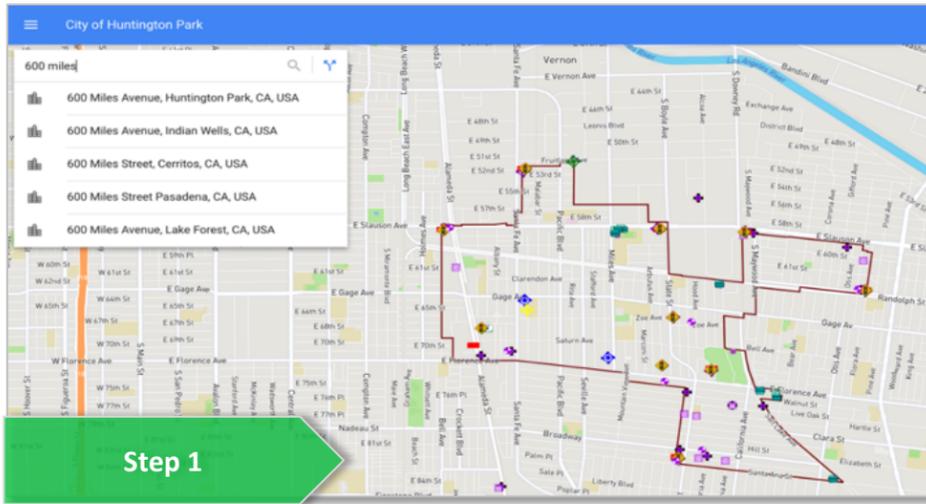
- 1) Customer Complaint to Work Order Workflow
- 2) GIS Integration of Valve Exercising Workflow

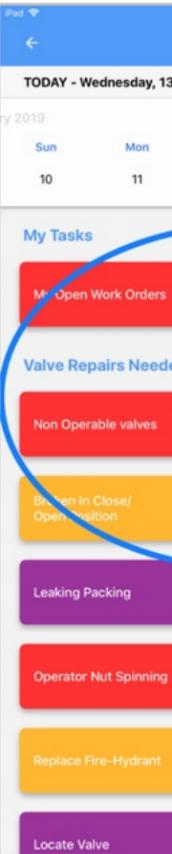
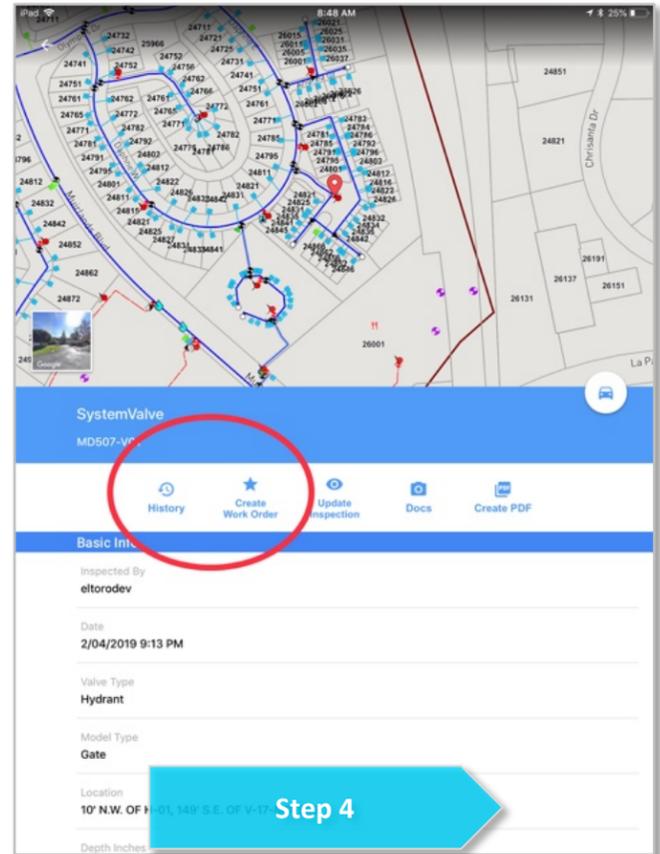
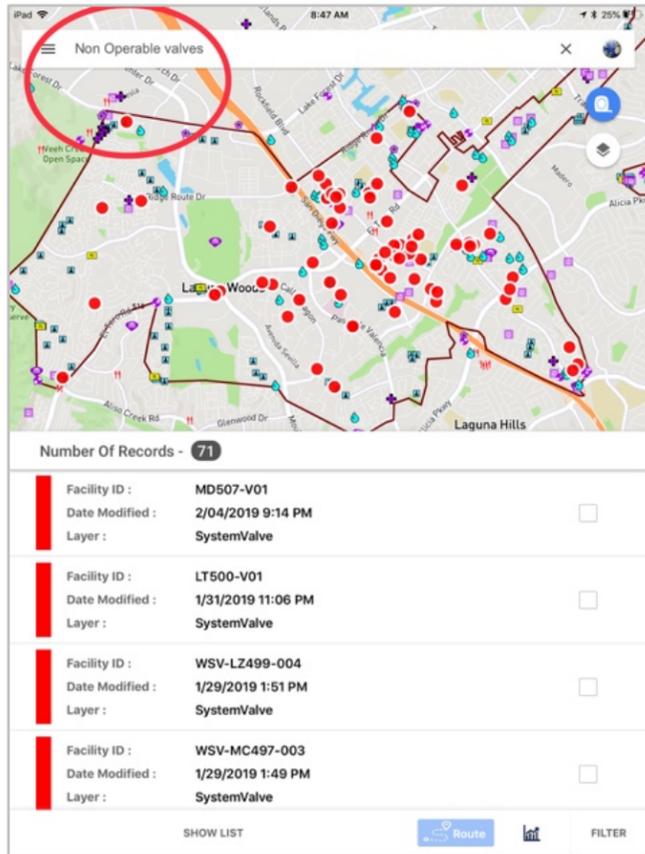
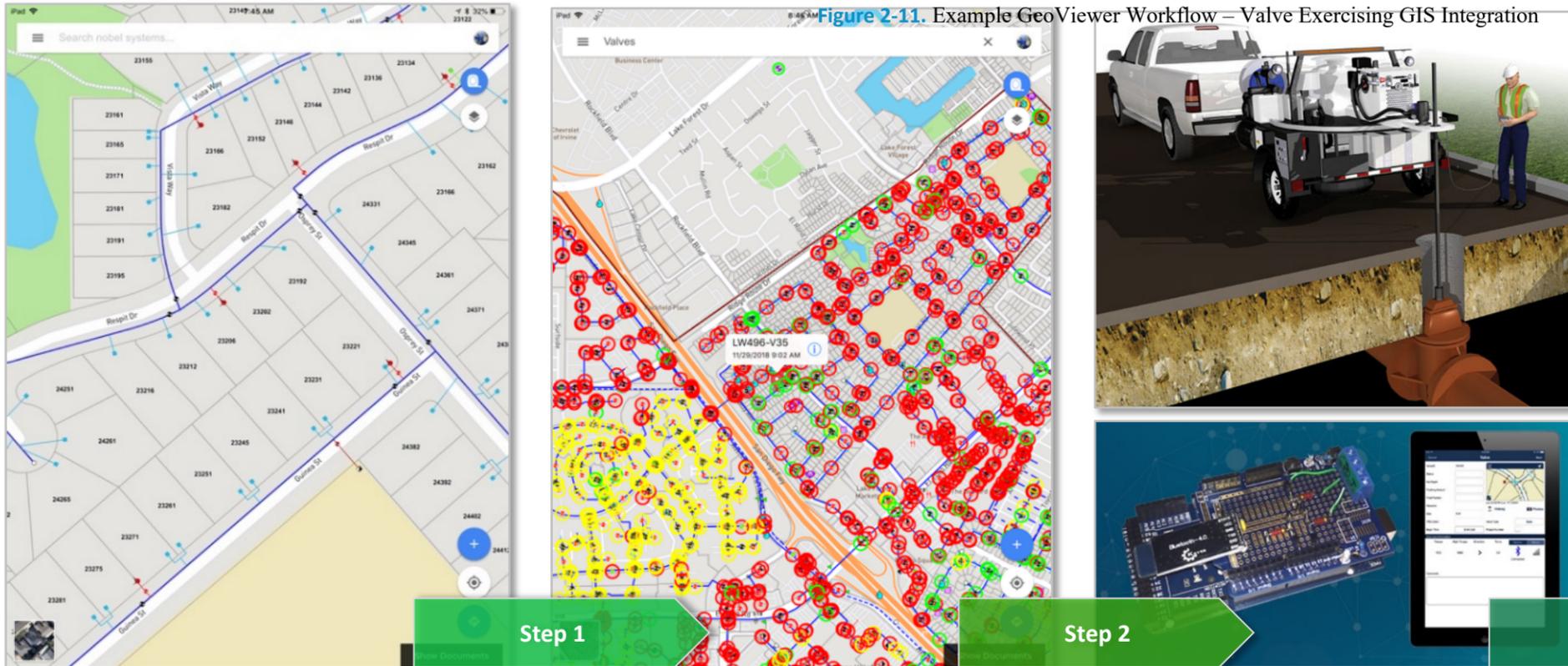
### CUSTOMER COMPLAINT TO WORK ORDER WORKFLOW

As shown in **Figure 2-10** and **Table 2-1**, the first example workflow shows how a customer service representative creates a Work Requests in response to a customer complaint, which is assigned to a Supervisor, then is carried out by a field crew, and monitored by Office staff.

Table 2-1. Example Customer Complaint Workflow Steps	
<b>Step 1</b>	Customer representative searches for customer’s address. GeoViewer is integrated with <b>Google Maps Search</b> so we can search for Restaurant Names, Places of interest, or Street Intersections. We have also integrated with <b>Core Logic Property Data</b> , so we have the latest property ownership records for each of our clients.
<b>Step 2</b>	Customer representative creates a <b>Work Request</b> to address the customers complaint by adding a marker location on the map, adds the caller’s name, phone, address, create notes, and uploads pictures that the customer has emailed to the District. Then the Work Request is assigned the request to a Supervisor in their respective department.
<b>Step 3</b>	GeoViewer automatically sends the Work Request to the <b>Supervisor</b> who will receive a text-like notification on their iPhone. On their iPhone, the supervisor can view all Work Requests assigned to his crew(s) and determine the priority status.
<b>Step 4</b>	By clicking on the “Unassigned Work Requests” block, a navigation map view opens, and the supervisor can <b>route multiple work requests</b> to save time. Here they can view information of the ticket and click update to add pictures, assign field staff, etc.
<b>Step 5</b>	The Supervisor will arrive at the scene after being routed there through <b>GeoViewer Voice Guided Navigation</b> , and will take pictures or videos, and assign the <b>Work Order</b> to the appropriate <b>Field Staff</b> .
<b>Step 6</b>	Field Staff will receive a ticket that is assigned to him, navigate to the customer’s address to make the corrective action, perform the work, add pictures, video, and <b>update the ticket with labor, equipment, and material information</b> .
<b>Step 7</b>	When the Field Crew closes the ticket, this will update the <b>Executive Dashboard</b> which can be instantly viewed by the Supervisor and Customer Representative <i>(or as soon as the Field Crew’s mobile device is within cellular range for automatic upload)</i> .
<b>Step 8</b>	Office Staff can then search, edit, view, <b>print reports</b> for the Work Orders that have been completed

Figure 2-10. Example of GeoViewer Workflow – Customer Complaint Work Order





**GIS INTEGRATION OF VALVE EXERCISING WORKFLOW**

The following example demonstrates one of many workflows where a valve exercising machine data is integrated with GIS so the utility can track which valves were exercised and the associated performance data. As shown in **Figure 2-11**, Nobel Systems can provide a Bluetooth interface module that automatically transmits data from your Wachs or PacificTek Valve Turning to your **GeoViewer Mobile** application. As shown in **Table 2-2** the follow steps are demonstrated.

Table 2.2 Example Valve Exercising Program / GIS Workflow	
<b>Step 1</b>	As shown in <b>Figure 2-11</b> , Field Crews are able to inspect the color-coded valves to track progress according to the utility’s time interval (i.e. Yellow > 1 year, Red > 2 years). Field crew operator selects valve in GeoViewer.
<b>Step 2</b>	Field crew operator starts valve turning machine. When completed data is wireless uploaded to GeoViewer Mobile device via Bluetooth including: date/time stamp, number of turns, and torque data, which auto-populates the Valve Exercising Form.
<b>Step 3</b>	Field crew operator flags valve as non-operational if needed using drop-down menu, and then save/submits the form.
<b>Step 4</b>	Field crew operator or Supervisor can view all nonoperational valves and create Work Orders to fix those broken assets. The user can easily view all historical records of the valve to help him with his work. Once the Work Order has been completed, the Non-Operable Valve will no longer show up in the queue.

## 2.8 Application Security

### SECURITY FEATURES / CAPABILITIES

GeoViewer is an SSL encrypted site, with further encryption on backend calls to our database. User Administration can be managed by a Client Supervisor who will be in charge of deleting, updating users, updating module permissions.

User authentication is managed by another software called **Auth0 (auth0.com)**. Auth0 provides authentication and authorization as a service and creates a secured API with **OAuth 2.0**. Auth0 allows Nobel to be notified if users' email addresses are compromised, and allows Nobel to automatically block those users from logging in. Nobel can also act proactively and block suspicious IP addresses if they make consecutive failed login attempts, in order to avoid DDoS attacks. Auth0 provides extra security for GeoViewer Applications.

### ACTIVE DIRECTORY

Nobel will provide an enterprise user account-based access to the hosted map-based application (GeoViewer/GeoViewer Mobile) for all water department staff and use pass-thru authentication using a custom designed District intranet website that will pass the user's District network credentials to the hosted map-based platform for authentication on the hosted map-based application (Active Directory).

## 2.9 Application Software

GeoViewer is a powerful platform that satisfies both the District's goals and objectives outlined in this RFP, but it also has additional modules and features that will provide added benefit as outlined in this section:

- Requested Applications / Integrations
- Additional Application Modules

### REQUESTED APPLICATIONS / INTEGRATIONS

Nobel's **GeoViewer On-line** and **Mobile** cloud service satisfies all the critical needs and requirements of the District in a user friendly, simple, yet powerful application. **The GeoViewer platform is fully developed, owned, and maintained by Nobel Systems in San Bernardino California.**

As described in the Database section above, any updates made on the Mobile or Desktop **GeoViewer** applications are automatically **updated across all devices simultaneously**. Nobel has worked extensively with customers to develop **user friendly data entry screens** such as guided step-by-step Work Order Request screens, in order for no fields to be missed.

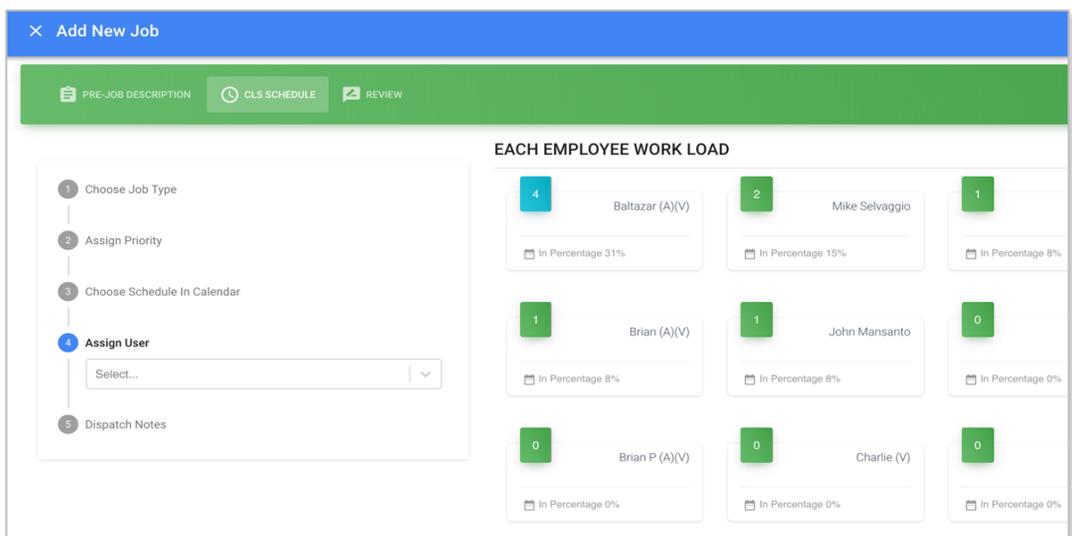
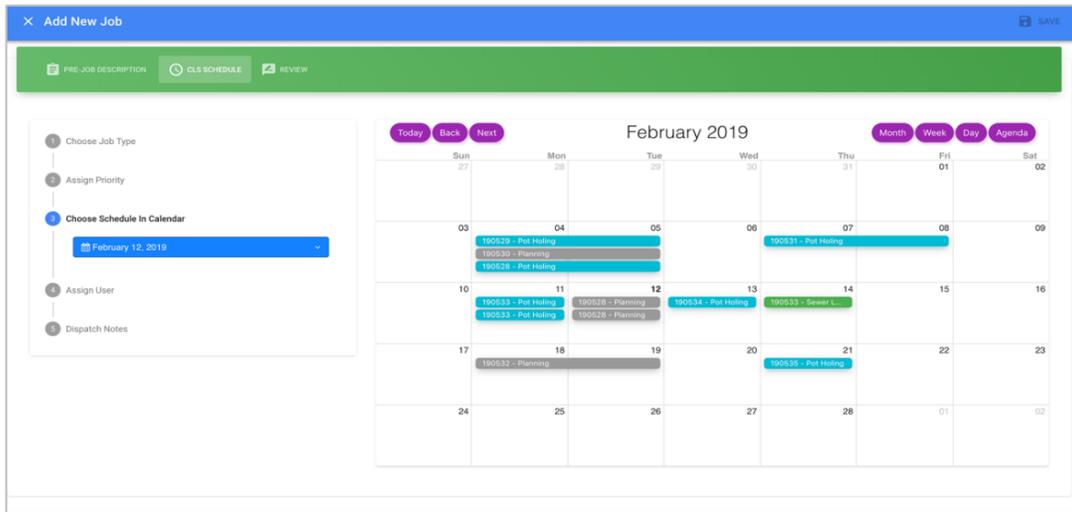


Figure 2-12. Examples of GeoViewer Work Order Calendar and Employee Work Order

GeoViewer also displays the current Work load for each Employee allowing the Supervisor to better plan tasks.

As shown in the above example - Figure 2-12, the user can easily select the dates on the calendar to designate a start and end data for a given work order as well as all planned and ongoing jobs.

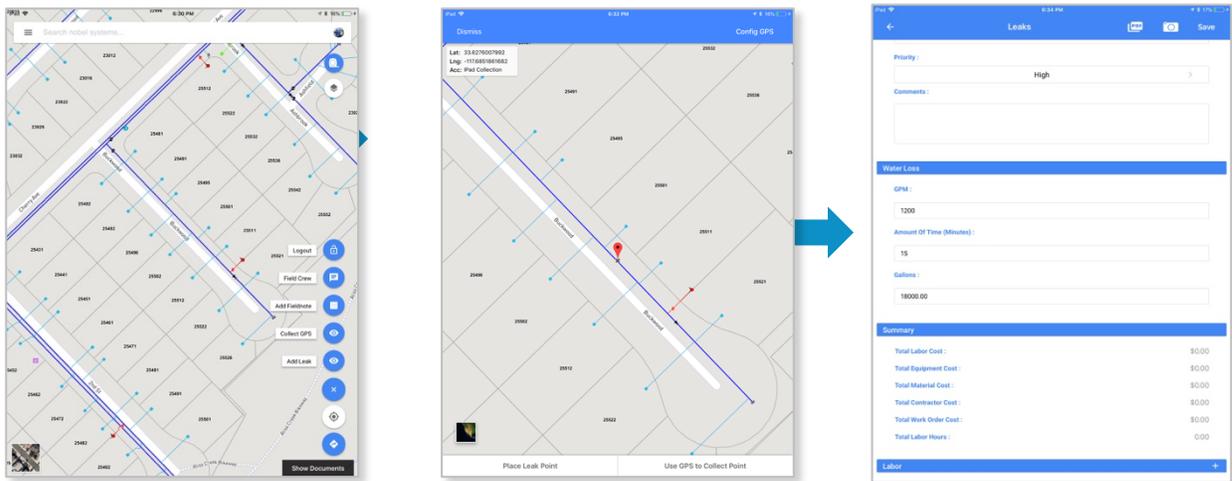
## ADDITIONAL GEOVIEWER APPLICATIONS

### Advanced GPS Tools

The GeoViewer software has many advanced GPS tools. Two examples are: Isolation Trace / Customer Notification and Collect Asset through GPS.

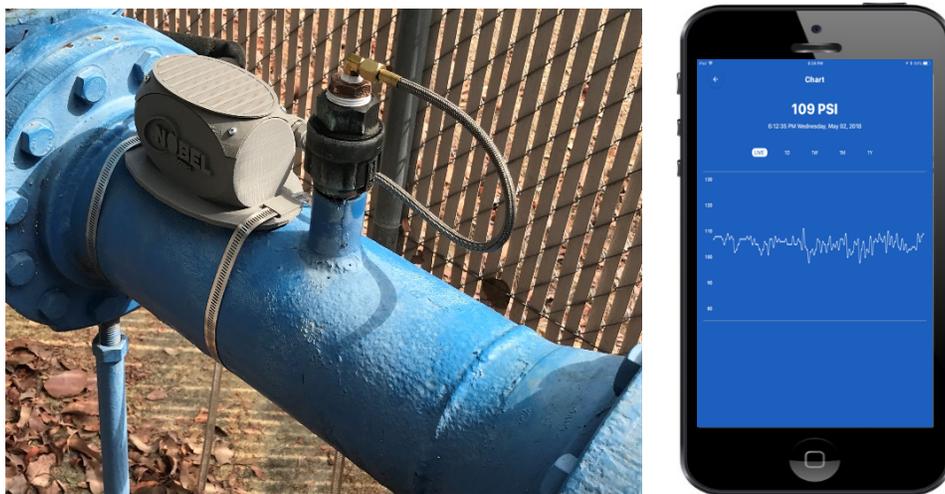
As shown **Figure 2-13**, Field Crews can plan for water main shutdowns or respond to emergency pipe breaks by performing an Isolation Trace. The user simply clicks on one or more points on a water main on the map to start an automatic isolation trace. Those customer connections are automatically flagged, and automated mailing labels can be generated to notify customers.

## IoT MODULE (PRESSURE, FLOW, LEVEL, WATER QUALITY)



**Figure 2-14.** Example of GeoViewer Leak Management Module

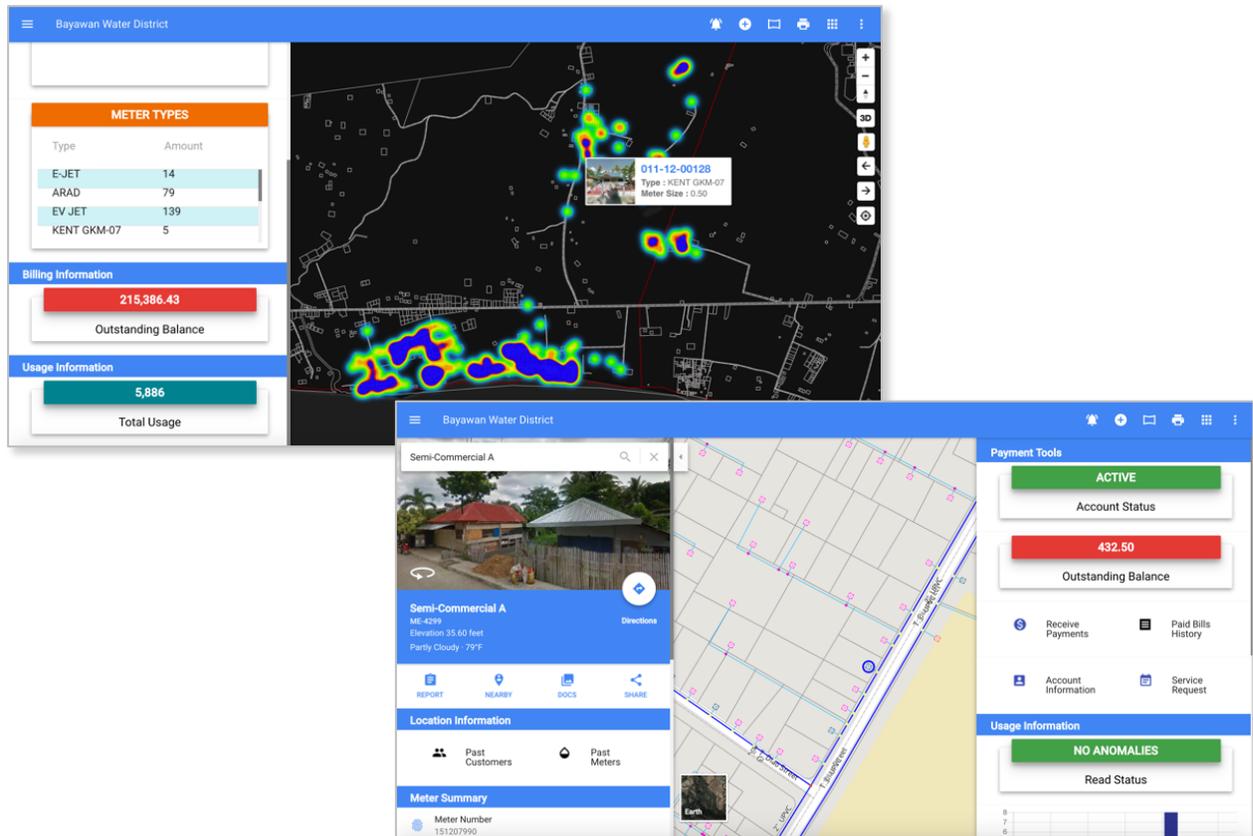
As shown in **Figure 2-15**, Nobel Systems provides Internet of Things (IoT) technology that can help the District monitor hard to reach places in the water and sewer network (i.e. pressure, flow,



**Figure 2-15.** Example of Nobel Systems Water IoT – Pressure Monitoring

level, and water quality). Our low power cellular IoT device operates for extended periods using only batteries, or with a micro solar panel can operate for years at a time. Data is typically logged at 10 second intervals and uploaded to the **GeoViewer** server every 10-30 minutes over the cell network, and instantly during alarm conditions which can also be configured to send text messages to designated personnel.

## UTILITY BILLING MODULE



**Figure 2-16.** Example of Nobel Systems Utility Billing Module and GIS Heat Map

As shown in **Figure 2-16** and **2-17**, Nobel can offer **Utility Billing System** integration with **GeoViewer**, which provides operators and customer service representatives with access to customer usage, account status, and billing information in the **GeoViewer** mapping environment. Simply point and click on meter assets to quickly and easily view this information to help improve customer service. Utilize heat maps to understand water usage and billing trends within your water distribution systems. As shown in **Figure 2-17**, Nobel requires that the Billing Software installs an API. Using this API, we can listen for any updates in real-time.

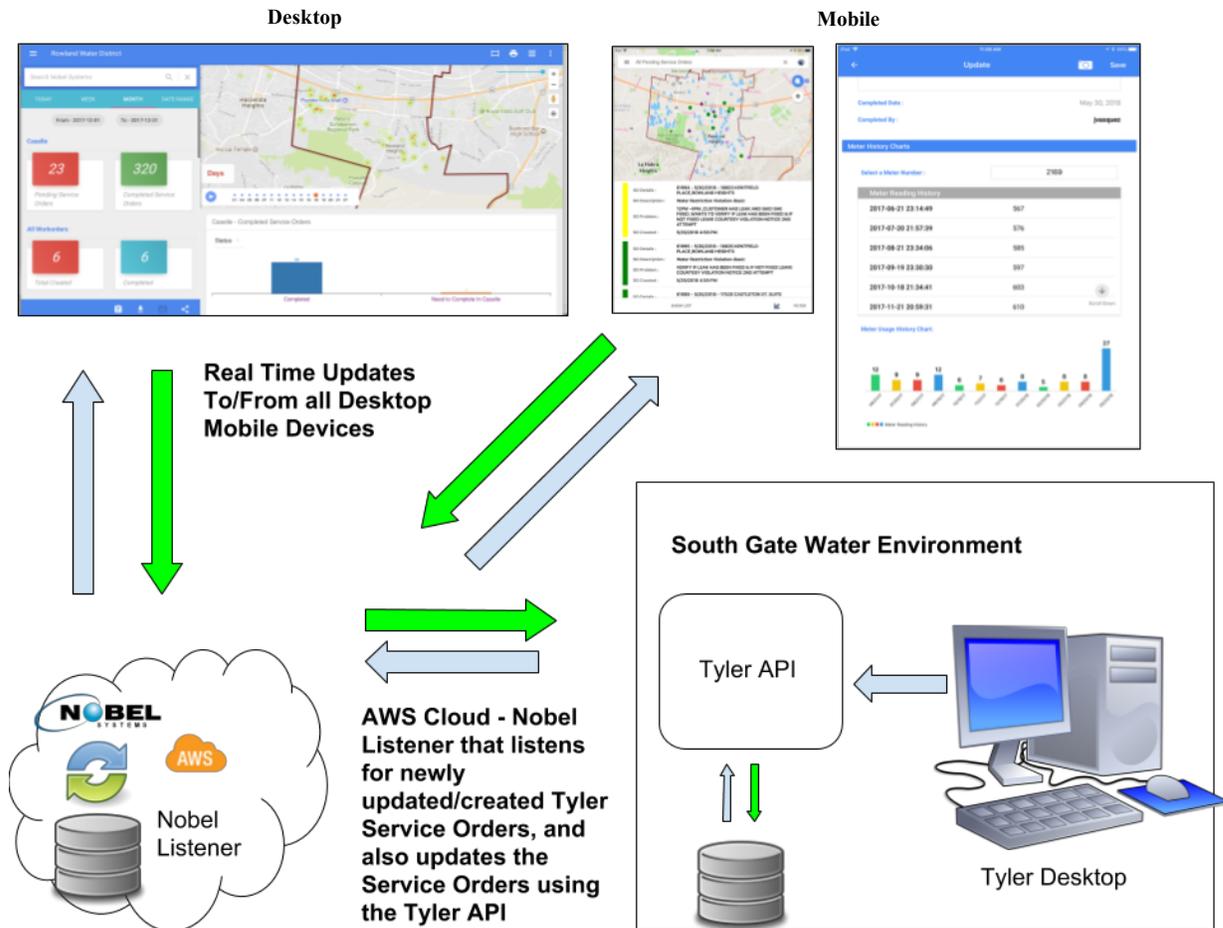


Figure 2-17. Example of GeoViewer Water Utility Billing Integration

## 2.10 Software Upgrades

The GeoViewer cloud application is maintained by Nobel Systems with little to no maintenance required by the end user. Patches and service packs are updated outside of normal business hours to eliminate possible Departmental down time. Nobel is continuously updating and improving the **GeoViewer** software based on planned roadmaps and specific customer purchase orders for new features which in term benefit the entire GeoViewer user base.

During the design development stage, Nobel will develop standard operating procedures (SOPs) for updating integrated applications such as the Laserfiche ECMS and ArcGIS, AutoCAD, etc. software in order to maintain functionality designed into the GeoViewer application.

As shown in **Table 2-3**, the GeoViewer annual software-as-a-service (SaaS) includes all annual maintenance and update costs, and upgrade/updates are rolled out frequently so all of Nobel’s customers have the latest and greatest features.

## 2.11 User Access Requirements by Module

The GeoViewer cloud application has full user role capabilities based on Admin, full access, view/inquiry, etc. The design of GeoViewer allows virtually unlimited users. Nobel has developed a User Administration website where the supervisor can assign different Modules to staff members based on user role.

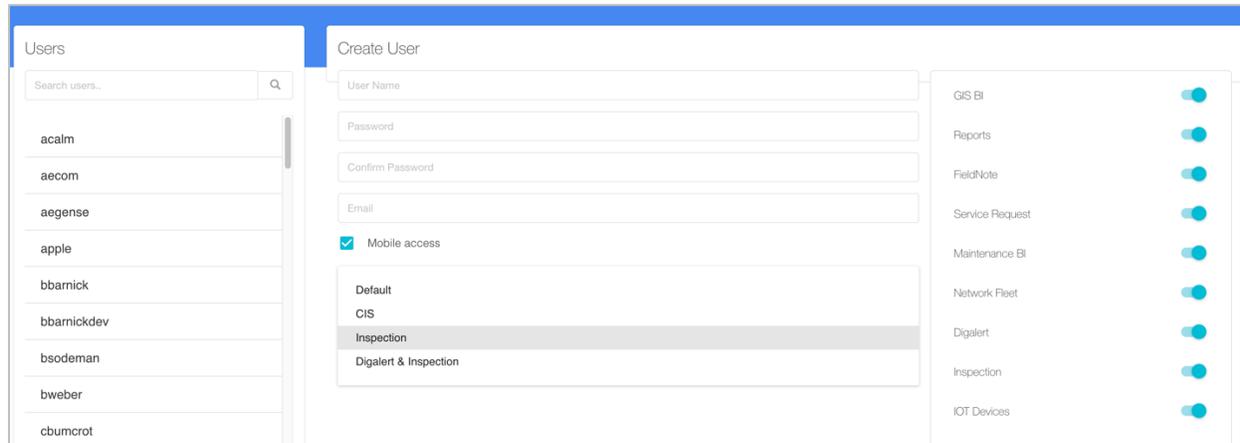


Figure 2-18. User Administration Website

## 2.13 Hosted/SaaS Model

The GeoViewer applications are hosted/SaaS technologies providing the District with a low cost of implementation and maintenance going forward. The proposed cloud hosted costs for the **GeoViewer On-line** and **GeoViewer Mobile** application are provided.

## 2.13 Hardware Requirements

The **GeoViewer** cloud applications do not require any server infrastructure. Since the **GeoViewer Mobile** application only works on iOS at this time, field crews will require Apple iPhones or iPads. GeoViewer Desktop application will require Internet Explorer version 11+ at the minimum, and will work on all major browsers, including IE Edge, Google Chrome, Mozilla Firefox.

## 2.14 Integration/Interface Capabilities

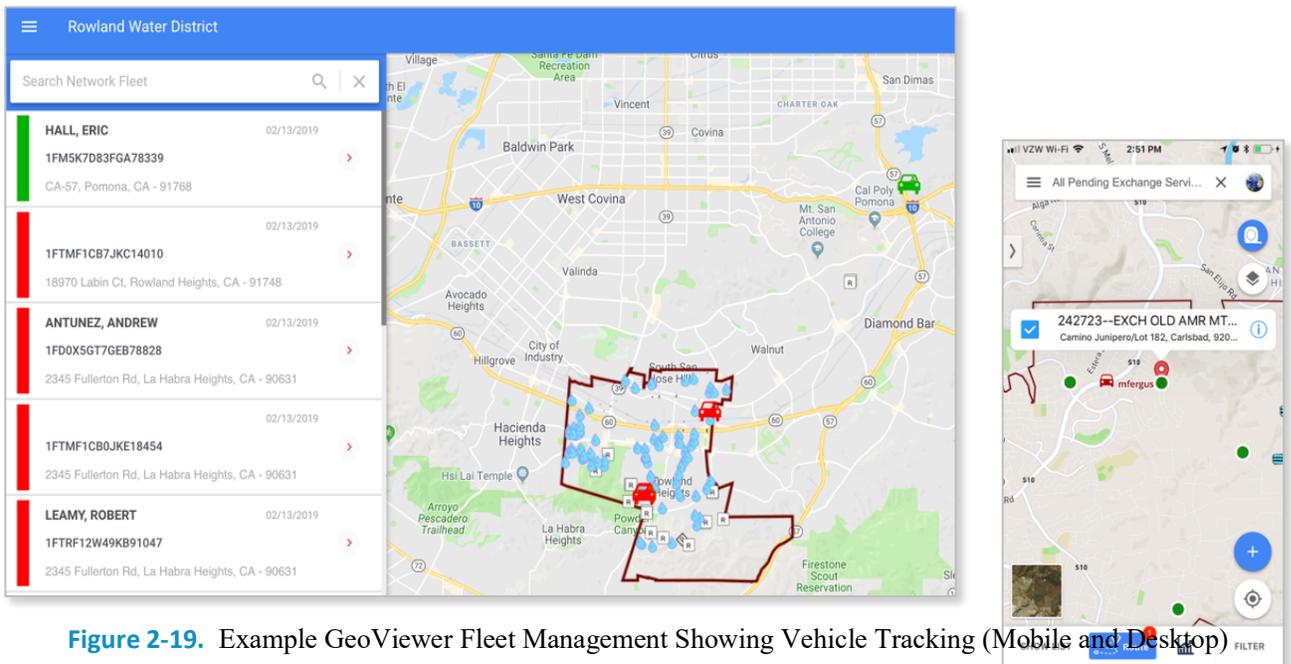
Nobel understands that the Agency is expecting to expand its integration and interfaces with existing key systems. The GeoViewer application currently includes many of the requested application and can also be integrated with 3<sup>rd</sup> party applications per the RFP. The following applications and integrations are discussed in this section:

- Fleet Management System
- Barcode Scanners (Fleet and Inventory Management)
- Email

- Active Directory
- GIS Integration

## FLEET MANAGEMENT SYSTEM

GeoViewer has a history of integrating with clients’ fleet management software. We have successfully integrated with Network Fleet and Azuga. We can show live vehicle tracking, color-coding the vehicles that are IDLE or RUNNING state, plus show the current odometer, and trip history as shown in **Figure 2-19** (mobile and desktop).



**Figure 2-19.** Example GeoViewer Fleet Management Showing Vehicle Tracking (Mobile and Desktop)

By default, all users of **GeoViewer Mobile** can agree to have their locations broadcasted to their crew members. This allows field and office staff to assign service orders and work orders to the closest available crew member.

## BARCODE SCANNERS

**GeoViewer Mobile** comes with built-in barcode scanning capability using Apple iPhone technology. No extra equipment is necessary.

As shown in **Figure 2-20**, the District can easily update or add new items using **GeoViewer** built-in barcode reader technology. District staff can specify the minimum quantity of items as well place any other important attributes needed, such as cost, quantity at hand, etc. Once added, the Inventory is automatically updated in real-time.

**GeoViewer** can also generate printed barcode labels, print the current inventory as well as print the inventory as it was on earlier dates. The District will be able to view all items that are low in stock as well as any changes and see who checked out Items. The District will also see the application of the inventory items in particular work orders.

Figure 2-21 shows an example of how the Field Staff will use the Barcode Scanner. First, they will go to the warehouse and check out an item. GeoViewer will register that the user has checked out 'x' items and it is stored in their truck. Then the Field Staff will update the work order Materials List with the Checked-Out Item. This will update the Work Order, simultaneously updating the Inventory Dashboard, plus Maintenance Analytics Dashboard that tracks costs and hours.

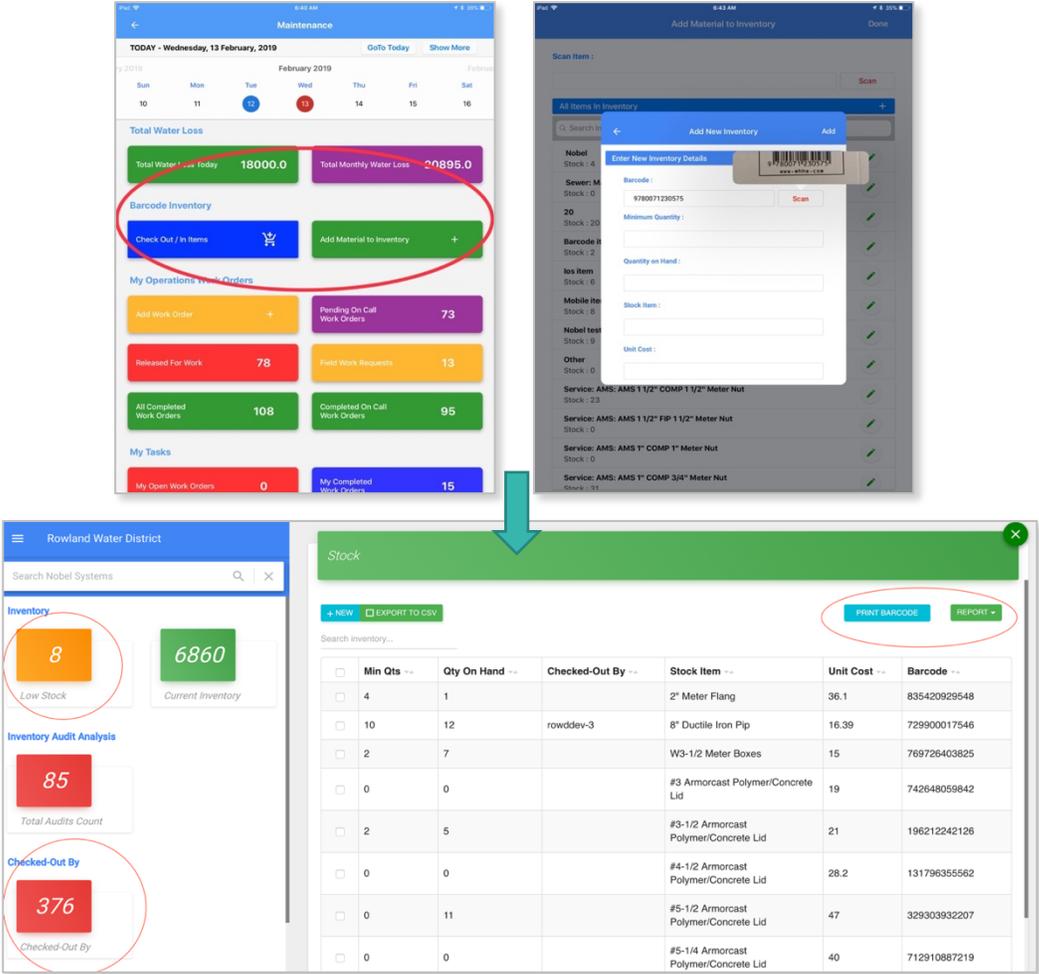


Figure 2-20. Example GeoViewer Inventory Management w/ Barcode Scanning Using

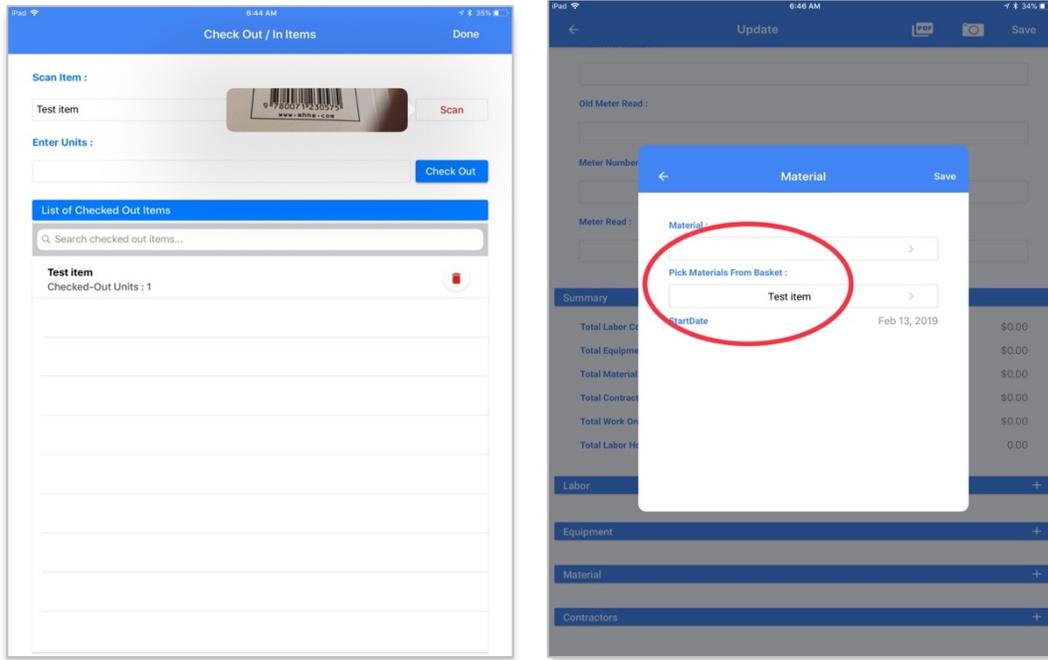


Figure 2-21. Example GeoViewer Barcode Labeling Feature

## EMAIL WITH SIGNATURE

Many items can be shared within the GeoViewer platform (redlines, map prints, work orders, etc.) via SMS text, Email, and Print Reports. As well, GeoViewer has a DigMark module where we can parse DigAlert email tickets and display those tickets on the map. E-signatures can also be incorporated into reports and shareable items as shown in Figure 2-22.

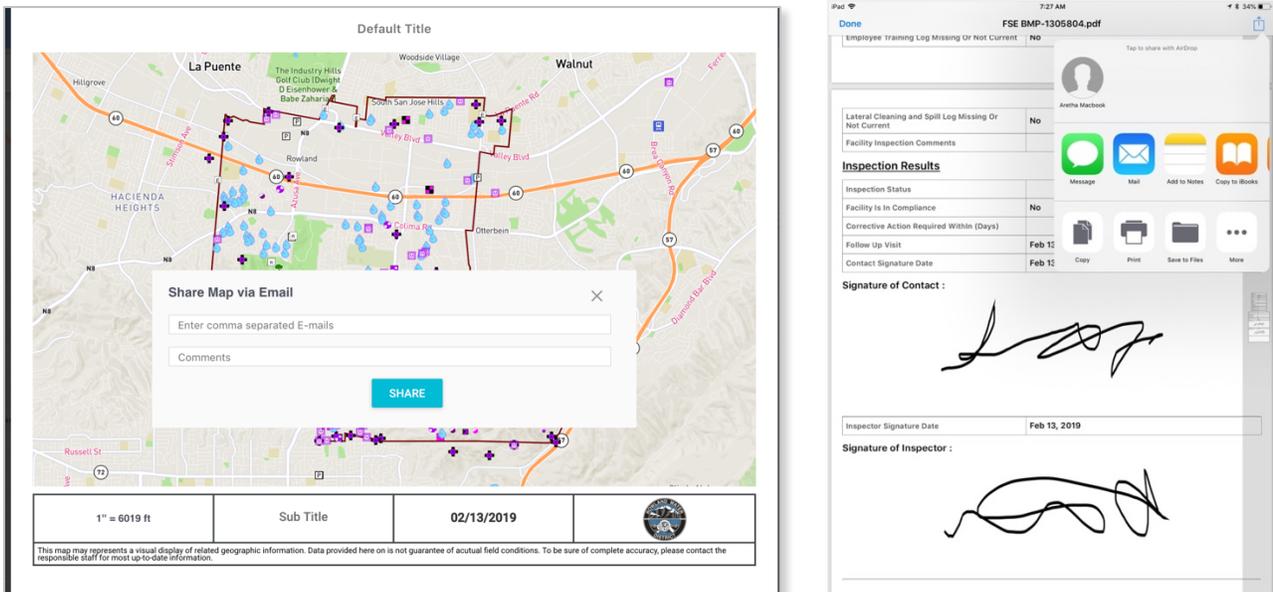


Figure 2-22. Example GeoViewer Sharing Feature Including Signatures

## ACTIVE DIRECTORY

Nobel will install an ASP.NET application within TVMWD and associated agencies. This application will authenticate the user with the local Active Directory. Once authenticated, the application will redirect to GeoViewer

## GIS INTEGRATION AND MAINTENANCE

**GeoViewer** is first and foremost a GIS Mapping application. All workflows, inspections, maintenance begin with GIS. We import the District's current [GIS geodatabases or shapefiles](#) into **GeoViewer**. **GeoViewer Mobile** has the added benefit of downloading all GIS data for off-line use where there is no wireless service. Once stored locally on the iPhone or iPad, field crews can quickly retrieve information on their assets, simply by touching the asset on the map.

### *Maintenance*

There are two options for maintaining and editing the District's GIS:

- 1) **GeoViewer GIS (Typical)** – In **GeoViewer Mobile**, field crews leave markers and edits where corrections need to be made, and Nobel Systems will routinely incorporate these edits into the **GeoViewer** GIS per an agreed upon interval with the District. The District can also submit record drawings for Nobel staff to incorporate into the **GeoViewer** GIS. This service is included in our proposal cost and is part of the on-going SaaS. We find that our customers really like this service as it alleviates this hardship for District staff.
- 2) **GeoViewer and ESRI GIS** – The District has the option to maintain a separate ESRI GIS and utilize the GIS edit tags within GeoViewer to make on-going corrections. Based on agreed upon intervals or as needed, Nobel will import updated ESRI GIS back into GeoViewer based on a developed standard operating procedures (SOP).

GeoViewer has successfully integrated user workflows with GIS, so that the Map (GIS) dictates all the work orders/inspections that need to be completed.

## 2.15 Cost Considerations

Project costs have been included for the **GeoViewer On-line** and **GeoViewer Mobile** solution. A summary of all costs is included at the end of Section 3 of this proposal including: implementation, integration, conversion, training, travel, and annual SaaS including upgrades, state and federal reporting, hours of support during normal business hours, and after hours.

## 2.16 Mobile Field Computing

All of the functionality of **GeoViewer On-line** (Desktop) is available in **GeoViewer Mobile** (**Figure 2-24**) for iOS (Apple iPhones and iPads). **GeoViewer Desktop** and **Mobile** products

promote effective communication between office and field personnel through an intuitive and user-friendly interface, utilizing familiar features such as Siri voice command and Google aerials, street views, and navigation. This low cost, Apple-based, GIS software is optimized to benefit water, waste water, and storm water utilities. A detailed and interactive map allows office and field workers to:



**Figure 2-24.** Example GeoViewer Mobile Features

## 2.17 Telephone and Other Support

Having our headquarters in San Bernardino, we can provide the District with unparalleled support including:

- **Normal hours of availability:** Monday – Friday, 7:00am – 6:00pm (PST), | Technical Support 24/7 included at no cost.
- **Website support information:** Nobel provides 24/7 web support included at no cost
- **Online chat:** Included at no cost
- **Remote system access capabilities:** Included at no cost
- **Access via toll-free 800 number:** Local technical support staff included at no cost
- **Costs:** Technical support is included with annual SaaS plan
- **Other support services:** In person meetings with senior management and development team as needed included at no cost.
- **Service-Level Agreements (SLA)** – response time (by priority or severity levels), escalation processes, and other metrics: Our cloud solution is hosted at a tier-4 colocation data facility with redundant cooling and power, and with an application availability uptime rating of 99.99%.

## 2.18 Implementation Methodology

The **GeoViewer** all-in-one, cloud platform can be rapidly deployed for the District reducing overall project implementation costs compared to other solutions. The proposed implementation approach and schedule is based from the date of ‘*Notice to Proceed*’ provided by the District. Any project schedule adjustments will take place at the completion of the kick-off meeting, and agreeable by both the District and Nobel.

<b>1) Kick Off Meeting</b>	<b>1 Business day (On-site)</b>
<b>2) Needs Assessment</b>	<b>5 Business Days</b>
<b>3) Data Discovery</b>	<b>3 Business days (Nobel’s Office)</b>
<b>4) User Acceptance Test</b>	<b>10 Business days</b>
<b>5) Business Process/District Staff Shadowing</b>	<b>3 Business Days (On-site)</b>
<b>6) Systems Conversion/Integration</b>	<b>10 Business Days (On-site &amp; Nobel)</b>
<b>7) GeoViewer On-line/Mobile Setup and Config.</b>	<b>20 Business days (Nobel’s Office)</b>
<b>8) Soft Rollout/System Testing</b>	<b>3 Business days (Nobel’s Office)</b>
<b>9) Hard Rollout</b>	<b>2 Business days (On-site &amp; Nobel)</b>
<b>10) Training</b>	<b>2 Business days (Onsite)</b>

*Total estimated project implementation time is approximately 2 to 2-1/2 months from NTP.*

## 2.19 Conversion Costs

Nobel Systems has performed many paper and electronic conversions over the years. Included are digital conversion of open work orders, inventory items, and open fleet maintenance work orders from the NaviLine 9.1 software.

## 2.20 Training and Education

Nobel Systems believes that our **GeoViewer** platform is the easiest in the industry to learn based on the all-in-one functionality, Google Maps like interface, and high performance. Because Nobel is headquartered in San Bernardino, we plan to perform all start-up and ongoing training the District's designated site. While we do provide the District with training videos and manuals, we anticipate the staff will learn the software very quickly without much training.

## 2.21 Project Management

Michael Samuel, President of Nobel Systems, will operate as your Client Service Manager during the implementation phase of this project, and

Balaji Kadaba will be our project manager, with over 20 years of experience in GIS Project Management space. Balaji will provide the following services for the District during the planning and implementation phase of this project:

- Client Communication and Coordination
- Coordinate Project milestones
- Coordinate Nobel Staff and Work Assignments
- Coordinate Client Meetings (Office and Field)
- Coordinate Integration with 3<sup>rd</sup> Party Software
- Develop Meeting Agendas and Action Items
- Coordinate Software Training
- Coordinate the Proposed Soft and Hard Rollouts

We understand that the District reserves the right to request an alternate project manager if needed. In our history of implementing the GeoViewer software, all of our customers have been very happy with the implementation phase and project management approach.

## 2.22 Subcontractor and Third-Party Relationships

Nobel's GeoViewer and GeoViewer mobile is a single provider solution. No subcontractors or third-party vendors are required to satisfy this proposal.

## 2.23 Customer Implementation Responsibilities

At Nobel Systems, we understand that this type of project can cause stress and strain on staff and resources, especially during the systems integration and hard roll-out. We believe that our cloud solution greatly simplifies the implementation process reducing the level of effort required by your staff. With our senior staff being located at our headquarters in San Bernardino, we can provide exceptional service during this process.

## 2.24 Sample User and Technical Manuals & Other Documentation

Nobel Systems has attached all available user manuals .

## 2.25 Vendor/Reseller Information

Nobel Systems, headquartered in San Bernardino, is the creator, owner, and provider of the **GeoViewer** software platform. We currently offer the **GeoViewer** platform directly to water utility customers as a software-as-a-service (SaaS). Detailed information on our company can be found in Appendices B, C, D, and E.

Nobel is a leader in the development of cloud-based GIS, EAM, and CMMS solution for water utility industry, and continually invest up to 30% of annual sales into research and development. Our development approach has historically been based on customer feature requests. As a 100% cloud solution, each system improvement benefits the entire customer base. The process is typically straightforward in that simple requests are included without charge if they benefit the customer base. If the system feature is client specific, we can sit down with the Department and develop a scope of work and fee.

## 2.26 Technology Direction

**Nobel has always researched and sought to use the latest and greatest technologies to provide better service to our customers.** For this reason, Nobel Systems set out on an extensive R&D effort and decided to shift to the FOSS4GIS space (Free and Open Source Software for GIS). Nobel Systems uses powerful NodeJS servers, utilizes the technologies of top cloud service providers (AWS and Google), and has branched out into the new Internet of Things Space. **All of these efforts resulted in a dramatic improvement of speed, performance, and overall efficiency of our applications.** **We are constantly researching and will develop newer tools every month.**

Nobel Systems has implemented our local government product, “**GeoViewer & GeoViewer Mobile**” at 50 organizations, many in Southern California, making Nobel Systems one of the fastest growing small businesses in San Bernardino, and providing a stable and strong financial foundation for the future.

In addition to our powerful on-line GIS platform, we provide additional systems and modules inside the GeoViewer platform including:

- Work Order Management System
- Fleet and Asset Management System
- Document Management System
- Utility Customer Engagement System
- Utility Customer Billing Module
- DigMark Module
- Leak Collector Module
- Valve Exerciser Machine Adaptor Module
- Hydrant Flushing Module
- Internet of Things (IoT) Pressure Monitoring Module

We will continue to enhance our IoT capabilities in the near future incorporating additional flow and level sensors. We will also be incorporating the EPA Net hydraulic model into **GeoViewer** in the near future as well as building Machine Learning Analytics into our software. We also plan to merge our **GeoViewer Public and On-line** applications for a more customer interactive experience including customer complaint logging and permitting functions. All of these continued advancements will help operators improve customer service and system performance under one software platform.

## 2.27 Corporate Structure Changes

Nobel Systems has been a family owned and operated smart utility mapping and process workflow software company for over 26 years with President, CFO, and CTO located in our San Bernardino headquarters. We are on solid financial standing and are not seeking any organizational restructuring, mergers, or acquisitions over the next decade.

## 2.28 Vendor Financial Information

Upon being shortlisted, Nobel Systems is happy to provide additional financial information in a confidential manner and we comply with the requirements in Section 7 of this RFP.

## 2.29 User Groups

The benefit of working with Nobel Systems is that we are located within Local Area. Department staff can talk directly to and meet with the President and CTO of Nobel Systems to receive technical support, understand product road map, and discuss feature requests. There is also a strong user base in southern California that the Department can collaborate with and receive input on their user experience.

## 2.30 References and User Base

Total customer statistics and references using the GeoViewer platform are listed in Appendices D and E. Below is a short list of happy customers in the southern California using the GeoViewer platform:

- Mission Springs Water District
- Bellflower Somerset Mutual Water
- Cucamonga Valley Water District
- District of South Gate
- Valley County Water District
- Sativa LA County Water District

### References

Customer	Contact Name	Contact Information
<b>Antelope Valley</b>	Matthew Knudson <i>Asst. General Manager</i>	(661)349-7310 mknudson@avek.org
<b>Rowland Water District</b>	Tom Coleman <i>General Manager</i>	(562) 697-1726 tcoleman@rolandwater.com
<b>City of La Verne</b>	David Keesy <i>Asst. City Mgr./ Director of Pub. Works</i>	(909)596-8741 dkeesy@cityoflaverne.org
<b>Walnut Valley Water District</b>	Sheryl Shaw <i>Director of Engineering</i>	(909)595-1268 x 234 sshaw@wvwd.com
<b>Suburban Water Co.</b>	Satish Sadanadam <i>GIS Manager</i>	(626) 543-2503 ssadanadam@swwc.com

SECTION 3

# Detailed Proposal

This section of the proposal describes our proposed **Project Team** including staff experience and company information, our **Proposed Solution** including system functionality requirements and system architecture, our **Project Execution Strategy** including implementation steps, schedule, deliverables, our **Cost Proposal**, and **Contractual Requirements** including acknowledgements and exceptions.

## 3.1 Project Team

We have assembled a team of professionals for this project that brings 80+ years of combined GIS experience and 20+ years of combined cloud technology experience for local government and public utilities. The following key personnel will be assigned and committed to this project as shown in **Figure 3-1** and **Table 3-1**. Staff project resumes are provided as.

Nobel Systems has been a leader in GIS solutions for over 25 years. A detailed company profile is provided in **Table 3-2** including: business type, certifications, years established, physical and website addresses, authorized personnel and key contacts, business hours, clientele, primary markets, software capabilities, awards, and anticipated company growth.

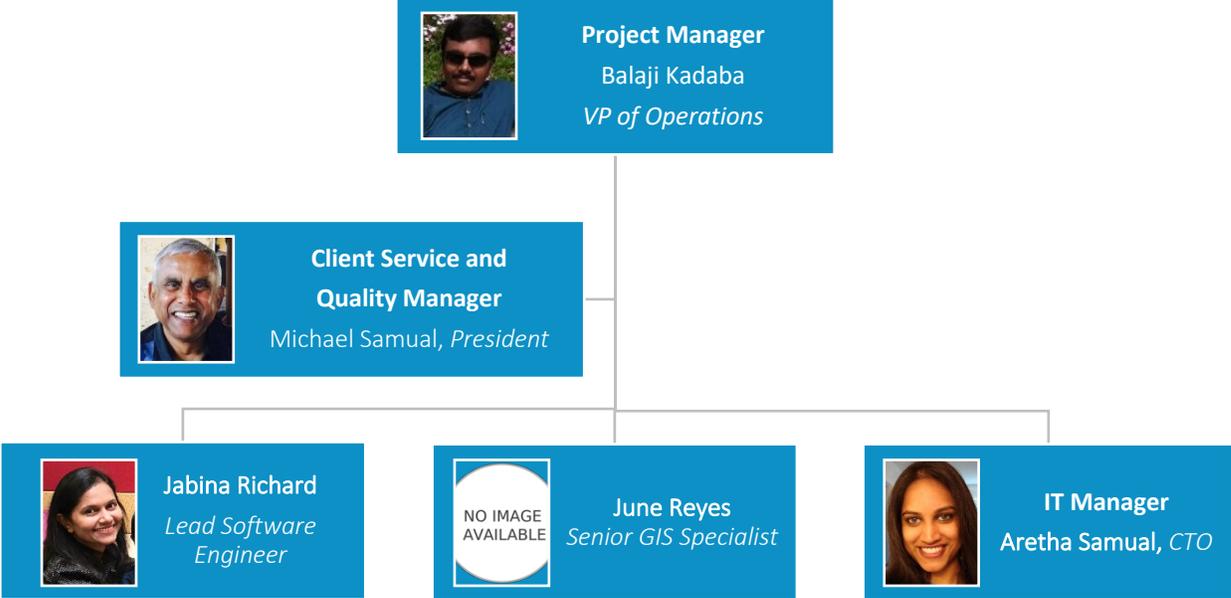


Figure 3-1. Project Team Org Chart

<b>Table 3-1. Project Team Bios</b>	
<b>Balaji Kadaba</b> VP of Operations	Mr. Kadaba earned his B.S degree in Mechanical Engineering from Siddaganaga Polytechnic, India. He has worked extensively in the ESRI and Autodesk product lines and has over 20 years of work experience in data conversion, data management and project management. He has worked extensively in ArcGIS, Arc Catalog and Arc Toolbox, and AutoCAD. He has used Arc Catalog to create and edit Metadata for various datasets and Arc Toolbox to work with projections and geo-processing. Mr. Kadaba was the Project Manager of San Bernardino County Parcel Mapping Project, starting in 2003 and successfully completed in 2005, consisting of 480,000 parcels. He has managed million-dollar projects at Nobel with Long Beach Gas and Oil and Western Municipal District. Balaji Kadaba’s responsibilities include program implementation, project management, and customer oversight. His experience and technical background allow him the ability to make sound decisions and provide strong project leadership.
<b>Aretha Samuel</b> Chief Technology Officer	Ms. Samuel holds a bachelor’s degree in Electrical Engineering and Computer Science from University of California Berkeley. Ms. Samuel has over 12 years of professional experience in the field of IT, Web and Application Development, and 9 years of particular experience in GIS web development for public utilities and municipalities. Her focus is on GIS Web Applications, System Architecture & Design, Network Administration, and Product Development and Integration. Ms. Samuel oversees all software development and is instrumental in the company’s success. Ms. Samuel has extensively worked with Amazon AWS, ReactJS, Apple iOS Swift, NodeJS, NoSQL, Couchbase, Active Directory and Microsoft Server.
<b>Jabina Richard</b> Lead Software Engineer	Mrs. Richard holds a master’s degree in Computer Science from Bharathidasan University. Mrs. Richard has over 10 years of professional experience in the field web and mobile application development and GIS. Her focus is on Mobile and GIS applications development. She has extensive knowledge in Apple’s IOS framework. Mrs. Richard has extensively worked with various development languages and environments. She has worked with Amazon AWS, ReactJS, Apple iOS Swift, NodeJS, NoSQL, Couchbase, Active Directory and Microsoft Server.
<b>June Reyes</b> Senior GIS Specialist	Mr. Reyes has worked extensively in ESRI ArcGIS product line. Mr. Reyes has over 10 years of work experience in Geographic Information Systems (GIS) and the various technology platforms. He has worked extensively in ArcGIS Desktop, Arc Catalog and Arc Toolbox and a Certified Technical Trainer (CTT). He has used Arc Catalog to create and edit Metadata for various datasets and Arc Toolbox to work with projections and geo-processing. Mr. Reyes has acted as an architect in database designing and has also worked with versioned data editing. He oversees the configuration and integration of GIS datasets for both GeoViewer Online and Mobile.

COMPANY OVERVIEW

Table 3-2. Company Profile		
<p><b>Address:</b> Nobel Systems, Inc. 436 E Vanderbilt Way San Bernardino, CA 92408 (909) 890-5611</p> <p><b>Fax Number:</b> (909) 890-5612</p> <p><b>Web Address:</b> <a href="http://www.nobel-systems.com">www.nobel-systems.com</a></p> <p><b>Authorized Personnel:</b> Michael Samuel <i>President</i> (909) 708-4029 <a href="mailto:msamuel@nobel-systems.com">msamuel@nobel-systems.com</a></p> <p>Balaji Kadaba <i>Vice President Operations</i> (909) 963-0787 (310) 995-5643</p> <p><b>Key Contact Person:</b> Balaji Kadaba <i>Vice President Operations</i></p> <p><b>Years Established:</b> Twenty-six (26)</p> <p><b>Certifications:</b> Small Business Enterprise</p> <p><b>Form of Business:</b> 'S' Corporation, Private</p>	<p><b>Business Hours:</b> Monday – Friday 7:00am – 6:00pm (PST)</p> <p>Technical Support 24/7</p> <p><b>After Hours:</b> Hours before or after normal business hours</p> <p><b>Clientele:</b> Nobel's clientele ranges from cities, counties and quasi government agencies to public utilities, and private companies across the globe.</p> <p><b>Primary Markets:</b> Local and State Government, Public Utilities, and Private Organizations</p> <p><b>International Clientele:</b> Netherlands, Philippines, and India</p> <p><b>Software Capabilities:</b> ArcGIS 10.5 for Desktop and Server Enterprise (Advanced), AutoCAD, Adaptor for MS IIS, MS SQL Server Standard, and iOS application development, Mapbox (Location data platform for mobile and web applications), Couchbase (NoSQL data platform)</p>	<p><b>Nobel customers are based in the following markets:</b> Local Government, State Government, Public Utilities Private Organizations</p> <p><b>Nobel's data repository falls into the following categories:</b> Digital Imagery Local, State, and Federal Centerline Data Property Record Tax Roll Assessor Tax Maps Transaction Records Local Parcel Boundary Data</p> <p><b>Awards:</b> 2015 – Michael Samuel, CEO of Nobel Systems received the <i>U.S. Department of Commerce's prestigious Export Achievement Certificate</i>. 2003 – Michael Samuel was named finalist for the <i>Entrepreneur of the Year of the Inland Empire</i>.</p> <p><b>Growth:</b> In 2017 Nobel Systems implemented our local government product, "GeoViewer &amp; GeoViewer Mobile" at 40 organizations, 38 in Southern California, making Nobel Systems one of the fastest growing small businesses in San Bernardino. Nobel Systems continues to experience positive growth and estimates corporate revenues to exceed 2019 goals.</p>

### 3.2 Proposed Solution

#### SYSTEM FUNCTIONALITY REQUIREMENTS

The Three Valleys Municipal Water District is looking for an integrated enterprise GIS system which will include the system functionality modules shown in **Table 3-3**:

Table 3-3. District Requested System Functionality Modules	
Nobel Solutions	Operations Divisions
<ul style="list-style-type: none"> <li>• GeoViewer Online</li> <li>• GeoViewer Mobile</li> <li>• GeoViewer Public</li> <li>• GeoViewer Work Order</li> <li>• Fleet Management</li> <li>• Inventory Management</li> <li>• Ad-Hoc Reporting</li> <li>• GeoViewer Online Request Management</li> <li>• Leak Collection</li> <li>• Valve Exercising</li> <li>• DigMark</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Fleet Inventory Management</li> <li>• Water – Distribution</li> <li>• Water – Operations, Plant &amp; Maintenance</li> <li>• Water – Quality</li> <li>• Waste Water – Collections</li> <li>• Waste Water – Electrical</li> <li>• Waste Water – Environmental Compliance &amp; Regulatory</li> <li>• Waste Water – Treatment Plant Maintenance &amp; RIX</li> <li>• Billing</li> <li>• Customer Service</li> </ul>
Agency Integrations/Interfaces	
<ul style="list-style-type: none"> <li>• Esri GIS data</li> <li>• AutoCAD</li> <li>• ECMS (Laserfiche)</li> <li>• Barcode Scanners</li> <li>• Email</li> <li>• Active Directory</li> <li>• Other integration needs to be addressed as needed.</li> </ul>	

## SYSTEM ARCHITECTURE

Our comprehensive cloud-based Enterprise GIS, **GeoViewer Online** and **GeoViewer Mobile**, include default configurations and forms and for all of the above requirements shown in **Table 3-3**. It leverages smart-map technology and will automatically receive, deliver, and synchronize work orders/tickets, on both the desktop and mobile devices. Staff will have the ability to control ticket assignments, routing, reporting metrics, and user accounts. Both office and field personnel will have the ability to view all tickets (Open/Closed), existing assets, imagery, and reporting metrics through a user-friendly interface.

### **GeoViewer On-line**

GeoViewer Online is a website that the office staff can use to gather customer complaints, manage work orders, view GIS, update/view inventory, view field data, and see the overall health of all their assets. Nobel will configure an Active Directory authentication solution integrated with GeoViewer Online.

### **GeoViewer Mobile**

GeoViewer Mobile is an Apple based application that can be downloaded from the App Store on iPad and iPhone devices. Here, field crews can view their GIS data, complete work orders, add pictures, videos, notes, and log their hours/equipment/materials for all work done. During the project implementation, Nobel will configure all GIS data, record drawings, fleet data, and load existing work orders into the new mobile app making the transition easy for District staff.

### **3<sup>rd</sup> Party APIs**

Nobel Systems has integrated with a variety of 3<sup>rd</sup> party **application programming interfaces (APIs)** over the years and will demonstrate to the District options to incorporate Nobel's built-in ECMS, barcode readers, etc., or integrate with the systems previously described in Section 2.14 (Integration/Interface Capabilities). We anticipate the District will choose all of our built-in systems. However, we can integrate the items designed in the RFP as well.

## **3.3 Project Execution**

Due to the cloud-based architecture and managed software-as-a-service (SaaS), water utilities find that our implementation phase is relatively easy process compared to traditional on-premise applications. The project execution phase is anticipated to follow the following progression:

- Kick Off Meeting
- Develop Detailed Schedule
- Data Discovery and Needs Assessment Phase
- Data Conversion
- Module Configuration
- GIS Implementation
- Integrations
- Soft and Hard Rollout Including Training
- Technical Support
- Project Deliverables

## KICK OFF MEETING

Nobel will hold an on-site kick-off meeting to review the project plan and coordinate the information transfer. Balaji Kadaba (Project Manager), and Aretha Samuel (IT Manager) will represent Nobel to discuss our project approach, cloud application and schedule. Nobel will provide information to the District explaining system architecture, use cases, and benefits pertinent to this project. We will also coordinate and schedule source data transfer to Nobel. Data transfer will include GIS databases, record drawings, Laserfiche documents and SQL database, and current work orders and inventory data in Excel/CSV format. Lastly, team member roles will be established and project champions as they relate to project tasks. Nobel's Project Manager will serve as the team's primary contact to the District.

## DETAILED PROJECT SCHEDULE

Nobel will prepare a detailed schedule including on-site visits and action items for the District. The following schedule is anticipated resulting in an estimated 2-3-month implementation period:

- ***Kick Off Meeting – 1 business day (On-site)***
- ***Data Discovery – 3 business days (Nobel's Office)***
- ***Business Process/District Staff Shadowing – 3 business days (On-site)***
- ***Systems Conversion/Integration – 10 business days (On-site and Nobel's Office)***
- ***GeoViewer On-line/Mobile Setup and Configuration – 20 business days (Nobel's Office)***
- ***GeoViewer Custom Programming for additional tools – 12 business days***
- ***Soft Rollout/System Testing – 3 business days (Nobel's Office)***
- ***Hard Rollout – 2 business days (On-site and Nobel's Office)***
- ***Training – 2 business days (Onsite)***

## DATA DISCOVERY / NEEDS ASSESSMENT PHASE

Nobel will assess the District's IT infrastructure and network resources with the mission of gathering information required to configure and connect to existing systems. Nobel will make sure there is good Wi-Fi speeds of at least 15 Mbps. Nobel will help the IT department plan its purchases of iPad or iPhone technologies for its staff. Nobel will assess needs surrounding integration with third-party systems, such as AutoCAD and Laserfiche. Nobel will also schedule its Module Configuration meetings with key staff members for 1-2 business days. Because Nobel is so close to San Bernardino, we can easily come over and shadow field staff and visually see their needs.

## DATA CONVERSION

Nobel will:

- Import all existing database content
- Import and host Three Valleys (and associated) GIS data, and retrieve all asset documents.

Nobel will link these documents to GIS assets, and provide a searchable interface. These documents will be loaded onto the Mobile Devices (iPad and iPhones) for fast and easy access on the field.

## GIS IMPLEMENTATION

Using GeoViewer as a common data portal will allow for integration and centralized data access, updating, and data sharing throughout all Operation/Distribution/Water/Wastewater departments. GeoViewer can bring together District information systems and GIS to provide access to various data sets for more informed decision-making.

A vital part of GIS implementation process is to determine how the District currently uses GIS and other systems that will be utilized and/or integrated with Nobel's software. This gained knowledge will dictate project milestones and establish a solid foundation from which to begin the integration of the GIS cloud solution. Nobel's goal is to ensure the District's data needs are met, with maintaining, protecting data integrity, and providing actionable data to District staff. **For details regarding the GIS integration and ongoing maintenance options, see Section 2.14.**

## MODULE CONFIGURATION

Nobel will meet first with the Field Crew Supervisors to ascertain their needs. We will show all Work Order, Inventory Management, Water, Sewer, Plant Check out-of-the-box module functionalities. Having feedback with the Agency will allow us to plan the Module Configuration.

## INTEGRATIONS

A detailed description of integration capabilities and approach for this project is outlined in **Section 2.14.**

## SOFT ROLLOUT & TRAINING

Nobel will administer a soft rollout of GeoViewer to approximately 2% of the named user base. This will be a simulation of the production environment with all apps ready to deploy and tested. This is a critical step in the implementation to receive valuable end user feedback and implement final configuration changes. This ensures the GeoViewer configuration matches the needs of the District prior to the GO LIVE rollout.

**HARD ROLLOUT & TRAINING**

The Hard Rollout represents the official Go-Live in a production environment. All remaining users will undergo GeoViewer training and provided user training information. GeoViewer training will include two - four separate training sessions for District staff. These training sessions will be two (2) hours and will cover each GeoViewer module and datasets.

**PROJECT DELIVERABLES**

For a complete list of proposed deliverables, please see **Table 3-5**.

<b>Table 3-5. Proposed Project Deliverables</b>	
<b>Deliverable</b>	<b>Description</b>
<b>Enterprise GIS/GeoViewer Mobile &amp; Online</b>	Analysis, and implementation of Nobel’s GeoViewer, which includes connected and disconnected editing. GeoViewer integrates with almost any GIS data, and integrates with many external systems.
<b>Work Orders</b>	The Work Order system allows for scheduling, field data collection, creation and editing of work orders. Prioritization will include Labor/Equipment/Inventory Details plus Barcode Scanning.
<b>Valve Isolation</b>	Nobel System’s valve isolation module will be installed to meet all feature requirements within the District’s RFP requirements.
<b>Valve Exercising</b>	Nobel System’s valve exercising module will be installed to meet all feature requirements within the District’s RFP requirements. This module automates the valve exercising functions.
<b>GeoViewer Public</b>	Implementation of all Public facing requirements for customer facing web as required in the District’s RFP.
<b>GeoViewer Business Intelligence</b>	Nobel will implement the GeoViewer BI module for comprehensive process, operational management as well as reporting capabilities
<b>GeoViewer Workorder/CMMS</b>	Nobel Systems will utilize our Work Order solution to meet all the requirements of the District. Most being out of the box functionality. Including Link Documents to GIS Assets, provide a searchable interface for all Documents, or a direct Integration with Laserfiche if needed. This module also includes not only as billing features, but the ability to control and track inventory both out in the field well as in house.

<b>DigMark</b>	Nobel Systems GeoViewer DigMark module meets the requirements for the USA Callout Application.
<b>Leaks Collection</b>	Nobel will integrate the GeoViewer Leaks Collection module, allowing the District to capture photos, for reporting, and produce notifications. This module will also be integrated with Nobel's Isolation and hydrant flushing modules.
<b>Internet of Things (IoT) (optional)</b>	As an option to this proposal, the District may choose to purchase Nobel's IoT solutions for pressure monitoring and water quality
<b>Hydrant Flushing (optional)</b>	As an option to this proposal, Nobel Systems offers a module that is built around the hydrant flushing exercise.

## ONGOING TECHNICAL SUPPORT

As part of our SaaS solution, Nobel Systems will provide complimentary technical support 24/7, training, standard updates, and unlimited data posting/storage. These costs are included in our annual SaaS fee.

## 3.4 DISCLOSURES AND CONTRACTUAL REQUIREMENTS

### ACKNOWLEDGEMENT

Nobel Systems agrees and complies with the contract requirements set forth in the RFP including:

- Professional Service Agreement
- Insurance Requirements
- District Reimbursements
- Selection of Firm
- Selection Criteria
- Financial Contributions Statement
- District Responsibilities

### FEATURE EXCEPTIONS AND PROBABLE COST

None

### 3.5 Cost Proposal

**ONETIME SETUP COSTS:**

Project Setup.....	\$ 15,000
Module Setup Costs .....	Included
File Conversion Assistance.....	Included
<b>TOTAL .....</b>	<b>\$ 15,000</b>

*IoT Pressure Monitoring System (optional) .....\$ 890/Device*

**ANNUAL HOSTING COSTS:**

GeoViewer Online and Mobile Subscription Fee (Enterprise License) .....	\$ 45000
Work Order Module Hosting Cost.....	\$ Included
Valve Isolation Module Hosting Cost.....	\$ Included
Leaks Collection Module Hosting Cost.....	\$ Included
Valve Exercising Module Hosting Cost .....	\$ Included
GeoViewer Public Module Hosting Cost.....	\$ Included
GeoViewer Business Intelligence Module Hosting Cost .....	\$ Included
CMMS Module Hosting Cost .....	\$ Included
Digmark Module Hosting Cost.....	\$ Included
<b>TOTAL .....</b>	<b>\$ 45,000</b>

*OPTIONAL - IoT Module Hosting Cost .....\$ 890/device*

<b>Total Fee Year One (1)</b>	<b>\$ 60,000</b>
<b>Total Fee Year Two (2)</b>	<b>\$ 45,000</b>
<b>Total Fee Year Three (3)</b>	<b>\$ 45,000</b>

Notes:

1. The above costs are based on a three (3) year agreement.
2. Includes upgrades, technical support, and cloud software service

## 3.6 Conclusion

We look forward to working with Three Valleys Municipal Water Department on deploying an easy-to-use integrated enterprise GIS system, along with work order management, fleet management, billing, valve turning, field management, back office reporting, and public facing and back office analysis and reporting, asset management, and other features laid out in this proposal that will GeoViewer will ultimately help field staff, office staff, and District executives in their daily workflows. We have built our GeoViewer Software with Customers like you in mind.

If you have questions on this proposal, feel free to contact Todd Lushinsky at your convenience by email at [todd@nobel-systems.com](mailto:todd@nobel-systems.com) or by phone at 909-347-9783 or 909-963-0787.

Thank you for your consideration,

Todd Lushinsky  
*Business Development Executive*  
Nobel Systems, Inc.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN  
THREE VALLEYS MUNICIPAL WATER DISTRICT  
AND  
NOBEL SYSTEMS**

THIS AGREEMENT is made this 19<sup>th</sup> day of June 2019, by and between the THREE VALLEYS MUNICIPAL WATER DISTRICT, a Municipal Water District organized and operating pursuant to California Water Code Section 71000 et seq. (hereinafter referred to as the “DISTRICT”), and Nobel Systems, a \_\_\_\_\_ (hereinafter referred to as “CONSULTANT”).

**RECITALS**

WHEREAS, the DISTRICT desires to contract with CONSULTANT to provide services as described in the RFP issued by the District for the GIS Enterprise Project (hereinafter referred to as “Project”) and per the proposal provided by the Consultant dated March 28, 2019; and

WHEREAS, CONSULTANT is willing to contract with the DISTRICT to provide such services; and

WHEREAS, CONSULTANT holds itself as duly licensed, qualified, and capable of performing said services; and

WHEREAS, this Agreement establishes the terms and conditions for the DISTRICT to retain CONSULTANT to provide the services described herein for the Project.

**COVENANTS**

NOW, THEREFORE, in consideration of the faithful performance of the terms and conditions set forth herein, the parties hereto agree as follows:

**ARTICLE I  
ENGAGEMENT OF CONSULTANT  
AND AUTHORIZATION TO PROCEED**

1.1 **ENGAGEMENT:** The DISTRICT hereby engages CONSULTANT, and CONSULTANT hereby accepts the engagement, to perform certain services described in Section 2.1 of this Agreement.

1.2 **AUTHORIZATION TO PROCEED:** Authorization for CONSULTANT to proceed with all or a portion of the work described in Section 2.1 of this Agreement will be granted in writing by the DISTRICT as soon as both parties sign the Agreement and all applicable insurance and other security documents required pursuant to Section 6.3 of this Agreement are received and approved by the DISTRICT. CONSULTANT shall not proceed with said work until so authorized by the DISTRICT, and shall commence work immediately upon receipt of the Notice to Proceed.

1.3 **NO EMPLOYEE RELATIONSHIP:** CONSULTANT shall perform the services provided for herein as an independent contractor, and not as an employee of the DISTRICT. The DISTRICT shall have ultimate control over the work performed for the Project. CONSULTANT is not to

be considered an agent or employee of the DISTRICT for any purpose, and shall not be entitled to participate in any pension plans, insurance coverage, bonus, stock, or similar benefits that the DISTRICT provides for its employees. CONSULTANT shall indemnify the DISTRICT for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which the DISTRICT may be required to make on behalf of CONSULTANT or any employee of CONSULTANT for work performed under this Agreement.

## **ARTICLE II SERVICES OF CONSULTANT**

2.1 **SCOPE OF SERVICES:** The scope of services to be performed by the CONSULTANT under this Agreement are described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by this reference ("Scope of Work"), and shall, where not specifically addressed, include all related services ordinarily provided by the CONSULTANT under same or similar circumstances.

2.2 **PREVAILING WAGES:** In accordance with the provisions of the California Labor Code, CONSULTANT shall secure the payment of compensation to employees. To the extent required by the California Labor Code, CONSULTANT shall pay not less than the prevailing rate of per diem wages as determined by the Director, Department of Industrial Relations, State of California.

2.3 **HOURS AND WORKING CONDITIONS:** It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this Agreement to the same extent as though set forth herein and will be complied with by CONSULTANT. CONSULTANT shall comply with all applicable provisions of the California Labor Code relating to working hours and the employment of apprentices on public works projects.

## **ARTICLE III RESPONSIBILITIES OF THE DISTRICT AND OF CONSULTANT**

3.1 **DUTIES OF THE DISTRICT:** The DISTRICT, without cost to CONSULTANT, will provide all pertinent information necessary for CONSULTANT's performance of its obligations under this Agreement that is reasonably available to the DISTRICT unless otherwise specified in the Scope of Work, in which case the CONSULTANT is to acquire such information. The DISTRICT does not guarantee or ensure the accuracy of any reports, information, and/or data so provided.

3.2 **REPRESENTATIVE OF DISTRICT:** The DISTRICT will designate \_\_\_\_\_ as the person to act as the DISTRICT's representative with respect to the work to be performed under this Agreement. Such person will have complete authority to transmit instructions, receive information, and interpret and define the DISTRICT's policies and decisions pertinent to the work.

3.3 **DUTIES OF CONSULTANT:** CONSULTANT shall perform the Project work in such a manner as to fully comply with all applicable professional standards of care, including professional quality, technical accuracy, timely completion, and other services furnished and/or work undertaken by CONSULTANT pursuant to this Agreement. The CONSULTANT shall cause all work and deliverables to conform to all applicable federal, state, and local laws and regulations.

3.4 **APPROVAL OF WORK:** The DISTRICT's approval of work or materials furnished hereunder shall not in any way relieve CONSULTANT of responsibility for the technical adequacy of its

work. Neither the DISTRICT's review, approval or acceptance of, nor payment for any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

## **ARTICLE IV PAYMENTS TO CONSULTANT**

4.1 **PAYMENT:** The DISTRICT will pay CONSULTANT for work performed under this Agreement, which work can be verified by the DISTRICT, on the basis of the following: CONSULTANT shall exercise its good faith best efforts to facilitate a full and clear definition of the scope of all assigned work so that the amount set forth in Section 4.3 of this Agreement will cover all tasks necessary to complete the work. The amount set forth in Section 4.3 of this Agreement is the maximum compensation to which CONSULTANT may be entitled for the performance of services to complete the work for the Project, unless the Scope of Work or time to complete the work is changed by the DISTRICT in writing in advance of the work to be performed thereunder. Adjustments in the total payment amount shall only be allowed pursuant to Section 6.4 of this Agreement. In no event shall CONSULTANT be entitled to compensation greater than the amount set forth in Section 4.3 of this Agreement where changes in the Scope of Work or the time for performance are necessitated by the negligence of CONSULTANT or any subcontractor performing work on the Project.

4.2 **PAYMENT TO CONSULTANT:** Payment will be made by the DISTRICT within thirty (30) calendar days after receipt of an invoice from CONSULTANT, provided that all invoices are complete and product and services are determined to be of sufficient quality by the DISTRICT.

4.3 **ESTIMATED CHARGES:** The total estimated charges for all work under this Agreement are **\$150,000** and such amount is the cost ceiling as described herein. The total estimated charges stated herein constitute the total amount agreed to.

4.4 **COST FOR REWORK:** CONSULTANT shall, at no cost to the DISTRICT, prepare any necessary rework occasioned by CONSULTANT's negligent act or omission or otherwise due substantially to CONSULTANT's fault.

## **ARTICLE V COMPLETION SCHEDULE**

5.1 **TASK SCHEDULE:** The work is anticipated to be completed in accordance with the schedule agreed upon by DISTRICT and CONSULTANT at the time that a Notice to Proceed is issued by DISTRICT.

5.2 **TIME OF ESSENCE:** CONSULTANT shall perform all services required by this Agreement in a prompt, timely, and professional manner in accordance with the agreed upon schedule. Time is of the essence in this Agreement.

## **ARTICLE VI GENERAL PROVISIONS**

6.1 **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** CONSULTANT shall at all times observe all applicable provisions of Federal, State, and Local laws and regulations including, but not limited to, those related to Equal Opportunity Employment.

6.2 **SUBCONTRACTORS AND OUTSIDE CONSULTANTS:** No subcontract shall be awarded by CONSULTANT if not identified as a subcontractor in the Scope of Work unless prior written approval is obtained from the DISTRICT.

6.3 **INSURANCE:** CONSULTANT shall secure and maintain in full force and effect, until the satisfactory completion and acceptance of the Project by DISTRICT, such insurance as will protect it and the DISTRICT in such a manner and in such amounts as set forth below. The premiums for said insurance coverage shall be paid by the CONSULTANT. The failure to comply with these insurance requirements may constitute a material breach of this Agreement, at the sole discretion of the DISTRICT.

CONSULTANT shall procure and maintain during the performance of this Agreement policies of insurance as follows:

**Workers' Compensation:** CONSULTANT shall maintain Workers' Compensation insurance, as required by law in the State of California, and Employers' Liability Insurance (including disease coverage) in an amount not less than \$1,000,000.00 per occurrence. This insurance shall also waive all right to subrogation against the DISTRICT, its Board of Directors, officers, employees, representatives, and agents.

**General Liability:** CONSULTANT shall maintain general liability insurance including provisions for contractual liability, independent contractors, and broad form property damage coverage. This insurance shall be on a comprehensive, occurrence basis form with a standard cross liability clause and endorsement (ISO CG 2010 or equivalent). DISTRICT shall be named as an additional insured, and the limit for this insurance shall be not less than \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage.

**Automobile Liability:** CONSULTANT shall maintain automobile liability insurance with coverage for any vehicle including those owned, leased, rented or borrowed. This insurance shall have an endorsement naming the DISTRICT as an additional insured and with a standard cross liability clause and endorsement (ISO CG 2010 or equivalent). The limit amount for this insurance shall be not less than \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage.

**Professional Liability:** CONSULTANT shall maintain professional liability insurance with coverage for wrongful acts, errors, or omissions committed by CONSULTANT in the course of work performed for the DISTRICT under this Agreement. This insurance shall include coverage for liability assumed under this Agreement when CONSULTANT's wrongful acts, errors, or omissions cause such liability. The limit for this insurance shall be not less than \$1,000,000.00 per claim.

6.4 **CHANGES IN SCOPE OR TIME:** If the DISTRICT requests a change in the Scope of Work or time of completion by either adding to or deleting from the original scope or time of completion, an equitable adjustment shall be made and this Agreement shall be modified accordingly.

6.5 **INDEMNITY:**

(a) CONSULTANT shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of the work to be performed under this Agreement, including without limitation, any and all such claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, arising by reason of death or bodily injury to one or more

persons, including the employees of CONSULTANT; injury to property of any kind, including loss of use; or economic damages of any kind, caused by, or arising out of, any alleged or actual act or omission, regardless of whether such act or omission is active or passive, by CONSULTANT, any of CONSULTANT's subcontractors or DISTRICT, including their respective directors, officers, employees, agents and assigns, excepting only such matters arising from the sole negligence or willful misconduct of the DISTRICT.

(b) It is the intent of the parties to this Agreement that the defense, indemnity and hold harmless obligation of CONSULTANT under this Agreement shall be as broad and inclusive as may be allowed under California Civil Code §§ 2778 through 2784.5, or other similar state or federal law.

6.6 EXAMINATION OF RECORDS: All original drawings, specifications, reports, calculations, and other documents or electronic data developed by CONSULTANT for the Project shall be furnished to and become the property of the DISTRICT. CONSULTANT agrees that the DISTRICT will have access to and the right to examine any directly pertinent books, documents, papers, and records of any and all of the transactions relating to this Agreement.

6.7 ASSIGNMENT: Neither party shall assign or transfer its interest in this Agreement without written consent of the other party. All terms, conditions, and provisions of this Agreement shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

6.8 AUTHORITY: The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to sign this Agreement on behalf of and to so bind their respective legal entities.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

CONSULTANT

THREE VALLEYS MUNICIPAL WATER DISTRICT

By: \_\_\_\_\_  
\_\_\_\_\_  
(Print Name and Title)

By: \_\_\_\_\_  
Matthew H. Litchfield  
General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**

**SCOPE OF WORK**



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** **Approval of Resolution No. 19-06-857 for County Sanitation District No. 21 Tax Sharing Resolution: Annexation No. 21-762**

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

**Requested Action:**

Approve the following:

1. **Three Valleys Municipal Water District Resolution No. 19-06-857 for County Sanitation District No. 21 Tax Sharing Resolution Annexation No. 21-762; and**
2. **Direct staff to return the documents back to the County Sanitation District of Los Angeles County with proper documentation.**

**Alternative Action:**

The TVMWD Board may deny the request, upon which the County Sanitation District will make this request to the County Board of Supervisors for a final determination.

**Discussion:**

The applicant for project has requested annexation of their respective property to the County Sanitation District to receive off-site disposal of sewage. The annexation process requires that a resolution for property tax revenue exchange be adopted by all of the affected agencies prior to approval.

Three Valleys will not lose any existing ad valorem tax revenue it currently receives from the affected territories; Three Valleys would give up a portion of the revenue received from future "increased assessed valuation only."

Listed below is a matrix and description for the pending tax sharing resolution that requires Board approval:

Project No.	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
<i>The property consists of: Tax Rate Areas 02760</i>				
<b>21-762</b>	0.004216396	0.4216%	-0.000031300	0.004185096

Upon execution and receipt of the documents, fully conformed copies will be provided back to Three Valleys Municipal Water District.

**Strategic Plan Objectives:**

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Resolution No. 19-06-857

**Meeting History:**

None

KH/NA

TVMWD Resolution No. 19-06-857

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES  
ACTING IN BEHALF OF

Los Angeles County General Fund

Los Angeles County Library

Los Angeles County Road District #5

Los Angeles County Consolidated Fire Protection District

Los Angeles County Flood Control

THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 21 OF LOS ANGELES  
COUNTY, AND THE GOVERNING BODIES OF

Three Valleys Municipal Water District

APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES  
RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 21.

**"ANNEXATION NO. 762"**

**WHEREAS**, pursuant to Section 99 and 99.01 of the Revenue and Taxation Code, prior to the effective date of any jurisdictional change which will result in a special district providing a new service, the governing bodies of all local agencies that receive an apportionment of the property tax from the area must determine the amount of property tax revenues from the annual tax increment to be exchanged between the affected agencies and approve and accept the negotiated exchange of property tax revenues by resolution; and

**WHEREAS**, the governing bodies of the agencies signatory hereto have made determinations of the amount of property tax revenues from the annual tax increments to be exchanged as a result of the annexation to County Sanitation District No. 21 entitled *Annexation No. 762*;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The negotiated exchange of property tax revenues resulting from the annexation of territory to County Sanitation District No. 21 in the annexation entitled *Annexation No. 762* is approved and accepted.
2. For each fiscal year commencing on and after July 1, 2018 or after the effective date of this jurisdictional change, whichever is later, the County Auditor shall transfer to County Sanitation District No. 21 a total of 0.3977625 percent of the annual tax increment attributable to the land area encompassed within *Annexation No. 762* as shown on the attached Worksheet.
3. No additional transfer of property tax revenues shall be made from any other tax agencies to County Sanitation District No. 21 as a result of annexation entitled *Annexation No. 762*.
4. No transfer of property tax increments from properties within a community redevelopment project, which are legally committed to a Community Redevelopment Agency, shall be made during the

# Item 9.J - Exhibit A

## TVMWD Resolution No. 19-06-857

period that such tax increment is legally committed for repayment of the redevelopment project costs.

5. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

The foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles, the Board of Directors of County Sanitation District No. 21 of Los Angeles County, and the governing bodies of Three Valleys Municipal Water District, signatory hereto.

THREE VALLEYS MUNICIPAL WATER  
DISTRICT

\_\_\_\_\_  
SIGNATURE

Bob Kuhn, President

\_\_\_\_\_  
PRINT NAME AND TITLE

ATTEST:

\_\_\_\_\_  
Secretary, Brian Bowcock

\_\_\_\_\_  
Date

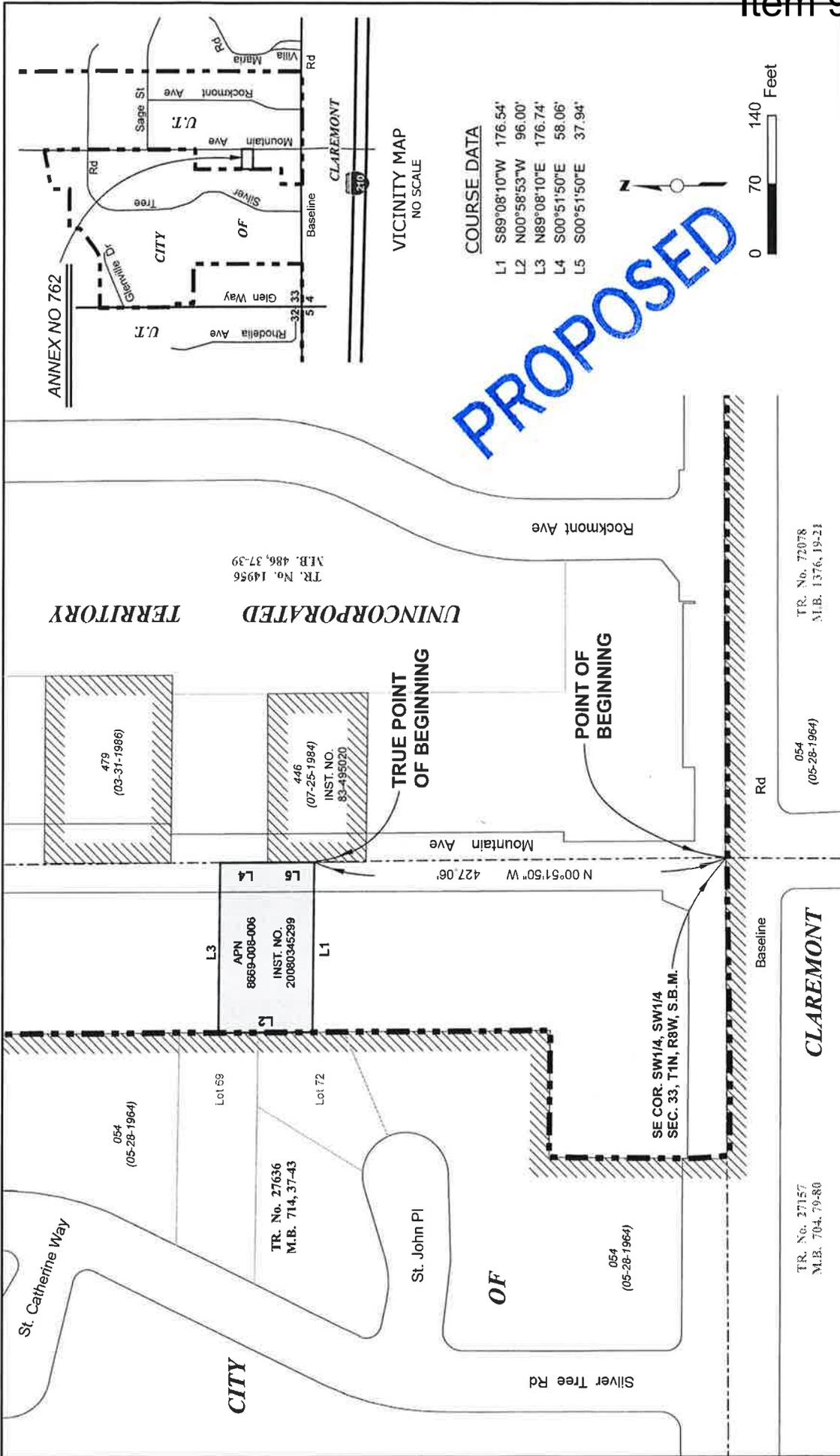
**(SIGNED IN COUNTERPART)**

ANNEXATION TO: CO.SANITATION DIST.NO 21 DEBT S.  
 ACCOUNT NUMBER: 066.80  
 TRA: 02760  
 EFFECTIVE DATE: 07/01/2018  
 ANNEXATION NUMBER: 762  
 PROJECT NAME: A-21-762  
 DISTRICT SHARE: 0.007423538

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.310991699	31.1001 %	0.007423538	0.002308667	-0.002362522	0.308629177
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000112669	0.0112 %	0.007423538	0.000000836	0.000000000	0.000112669
003.01	L A COUNTY LIBRARY	0.023011376	2.3011 %	0.007423538	0.000170825	-0.000170825	0.022840551
005.25	ROAD DIST # 5	0.005767066	0.5767 %	0.007423538	0.000042812	-0.000042812	0.005724254
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.173231932	17.3231 %	0.007423538	0.001285993	-0.001285993	0.171945939
007.31	L A C FIRE-FFW	0.007142122	0.7142 %	0.007423538	0.000053019	0.000000000	0.007142122
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001702697	0.1702 %	0.007423538	0.000012640	-0.000012640	0.001690057
030.70	LA CO FLOOD CONTROL MAINT	0.009635986	0.9635 %	0.007423538	0.000071533	-0.000071533	0.009564453
365.05	THREE VALLEY MWD ORIG AREA	0.004216396	0.4216 %	0.007423538	0.000031300	-0.000031300	0.004185096
400.00	EDUCATIONAL REV AUGMENTATION FD	0.064960336	6.4960 %	0.007423538	0.000482235	EXEMPT	0.064960336
400.01	EDUCATIONAL AUG FD IMPOUND	0.131877650	13.1877 %	0.007423538	0.000578998	EXEMPT	0.131877650
400.15	COUNTY SCHOOL SERVICES	0.001397266	0.1397 %	0.007423538	0.000010372	EXEMPT	0.001397266
400.21	CHILDREN'S INSTIL TUITION FUND	0.002773092	0.2773 %	0.007423538	0.000020586	EXEMPT	0.002773092
791.04	CITRUS COMMUNITY COLLEGE DIST	0.024524975	2.4524 %	0.007423538	0.000182062	EXEMPT	0.024524975
791.20	CHILDREN'S CTR FUND CITRUS C C	0.000639692	0.0639 %	0.007423538	0.000004748	EXEMPT	0.000639692
842.03	CLAREMONT UNIFIED SCHOOL DIST	0.229184385	22.9184 %	0.007423538	0.001701358	EXEMPT	0.229184385
842.06	CO.SCH.SERV.FD.- CLAREMONT	0.007954782	0.7954 %	0.007423538	0.000059052	EXEMPT	0.007954782
842.07	DEV.CTR.HDCPD.MINOR-CLAREMONT	0.000875879	0.0875 %	0.007423538	0.000006502	EXEMPT	0.000875879
***066.80	CO.SANITATION DIST.NO 21 DEBT S.	0.000000000	0.0000 %	0.007423538	0.000000000	0.000000000	0.003977625

ANNEXATION NUMBER: 762      PROJECT NAME: A-21-762      TRA: 02760

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
TOTAL: 1.000000000    100.0000 %    0.007423538    -0.003977625    1.000000000							



COUNTY SANITATION DISTRICT NO. 21  
OF LOS ANGELES COUNTY, CA  
OFFICE OF CHIEF ENGINEER  
GRACE ROBINSON HYDE  
CHIEF ENGINEER & GENERAL MANAGER

**ANNEXATION NO. 762**  
TO  
COUNTY SANITATION DISTRICT NO. 21

Recorded:

**PROPOSED**

Annexation No. 762 shown thus

Boundary of Sanitation District No. 21 prior to Annexation No. 762 shown thus

Prior Annexations shown thus (RECORDING DATE)

City Boundary

Area of Annexation 0.389 Acres

ANNEX. NO. (RECORDING DATE)

U.T. = Unincorporated Territory

LA County Assessor Landbase 2017  
CAMS Centerline, DPW City boundary  
LA County Sanitation Districts:  
Annexation Layer and District Layer

cl May 07, 2019



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** **Approval of Resolution No. 19-06-858 for County Sanitation District No. 22 Tax Sharing Resolution: Annexation No. 22-435**

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

**Requested Action:**

Approve the following:

1. **Three Valleys Municipal Water District Resolution No. 19-06-858 for County Sanitation District No. 22 Tax Sharing Resolution Annexation No. 22-435; and**
2. **Direct staff to return the documents back to the County Sanitation District of Los Angeles County with proper documentation.**

**Alternative Action:**

The TVMWD Board may deny the request, upon which the County Sanitation District will make this request to the County Board of Supervisors for a final determination.

**Discussion:**

The applicant for project has requested annexation of their respective property to the County Sanitation District to receive off-site disposal of sewage. The annexation process requires that a resolution for property tax revenue exchange be adopted by all of the affected agencies prior to approval.

Three Valleys will not lose any existing ad valorem tax revenue it currently receives from the affected territories; Three Valleys would give up a portion of the revenue received from future "increased assessed valuation only."

Listed below is a matrix and description for the pending tax sharing resolution that requires Board approval:

Project No.	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
<i>The property consists of: Tax Rate Areas 05065</i>				
<b>22-435</b>	0.003751956	0.3751%	-0.000033629	0.003718327

Upon execution and receipt of the documents, fully conformed copies will be provided back to Three Valleys Municipal Water District.

**Strategic Plan Objectives:**

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Resolution No. 19-06-858

**Meeting History:**

None

KH/NA

TVMWD Resolution No. 19-06-858

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES  
ACTING IN BEHALF OF

Los Angeles County General Fund

Los Angeles County Library

Los Angeles County Consolidated Fire Protection District

Los Angeles County Flood Control

THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES  
COUNTY, AND THE GOVERNING BODIES OF

City of San Dimas

San Dimas Lighting District - Zone A

Three Valleys Municipal Water District

APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES  
RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 22.

**"ANNEXATION NO. 435"**

**WHEREAS**, pursuant to Section 99 and 99.01 of the Revenue and Taxation Code, prior to the effective date of any jurisdictional change which will result in a special district providing a new service, the governing bodies of all local agencies that receive an apportionment of the property tax from the area must determine the amount of property tax revenues from the annual tax increment to be exchanged between the affected agencies and approve and accept the negotiated exchange of property tax revenues by resolution; and

**WHEREAS**, the governing bodies of the agencies signatory hereto have made determinations of the amount of property tax revenues from the annual tax increments to be exchanged as a result of the annexation to County Sanitation District No. 22 entitled *Annexation No. 435*;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The negotiated exchange of property tax revenues resulting from the annexation of territory to County Sanitation District No. 22 in the annexation entitled *Annexation No. 435* is approved and accepted.
2. For each fiscal year commencing on and after July 1, 2018 or after the effective date of this jurisdictional change, whichever is later, the County Auditor shall transfer to County Sanitation District No. 22 a total of 0.5127917 percent of the annual tax increment attributable to the land area encompassed within *Annexation No. 435* as shown on the attached Worksheet.
3. No additional transfer of property tax revenues shall be made from any other tax agencies to County Sanitation District No. 22 as a result of annexation entitled *Annexation No. 435*.

TVMWD Resolution No. 19-06-858

4. No transfer of property tax increments from properties within a community redevelopment project, which are legally committed to a Community Redevelopment Agency, shall be made during the period that such tax increment is legally committed for repayment of the redevelopment project costs.

5. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

The foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles, the Board of Directors of County Sanitation District No. 22 of Los Angeles County, and the governing bodies of City of San Dimas, San Dimas Lighting District - Zone A, and Three Valleys Municipal Water District, signatory hereto.

THREE VALLEYS MUNICIPAL WATER  
DISTRICT

\_\_\_\_\_  
SIGNATURE

Bob Kuhn, President

\_\_\_\_\_  
PRINT NAME AND TITLE

ATTEST:

\_\_\_\_\_  
Secretary, Brian Bowcock

\_\_\_\_\_  
Date

**(SIGNED IN COUNTERPART)**

ANNEXATION TO: CO.SANITATION DIST.NO 22 DEBT S.  
ACCOUNT NUMBER: 066.85  
TRA: 05065  
EFFECTIVE DATE: 07/01/2019  
ANNEXATION NUMBER: 435  
PROJECT NAME: A-22-435  
DISTRICT SHARE: 0.008963252

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.271040700	27.1048 %	0.008963252	0.002429414	-0.002486141	0.268554559
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000103448	0.0103 %	0.008963252	0.000000927	0.000000000	0.000103448
003.01	L A COUNTY LIBRARY	0.020663526	2.0663 %	0.008963252	0.000185212	-0.000185212	0.020478314
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.159112105	15.9112 %	0.008963252	0.001426161	-0.001426161	0.157685944
007.31	L A C FIRE-FFW	0.0062225512	0.6225 %	0.008963252	0.000005800	0.000000000	0.0062225512
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001486579	0.1486 %	0.008963252	0.000013324	-0.000013324	0.001473255
030.70	LA CO FLOOD CONTROL MAINT	0.008413068	0.8413 %	0.008963252	0.000075408	-0.000075408	0.008337660
241.01	CITY-SAN DIMAS TD #1	0.067260859	6.7260 %	0.008963252	0.000602876	-0.000602876	0.066657983
241.61	CITY-SAN DIMAS LT DIST ZN A	0.034046389	3.4046 %	0.008963252	0.000305166	-0.000305166	0.033741223
365.05	THREE VALLEY MWD ORIG AREA	0.003751956	0.3751 %	0.008963252	0.000033629	-0.000033629	0.003718327
400.00	EDUCATIONAL REV AUGMENTATION FD	0.072845328	7.2845 %	0.008963252	0.000652931	EXEMPT	0.072845328
400.01	EDUCATIONAL AUG FD IMPOUND	0.159730680	15.9730 %	0.008963252	0.001431706	EXEMPT	0.159730680
400.15	COUNTY SCHOOL SERVICES	0.001283426	0.1283 %	0.008963252	0.000011503	EXEMPT	0.001283426
400.21	CHILDREN'S INSTIL TUITION FUND	0.002547148	0.2547 %	0.008963252	0.000022830	EXEMPT	0.002547148
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.027489244	2.7489 %	0.008963252	0.000246393	EXEMPT	0.027489244
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000265306	0.0265 %	0.008963252	0.000002378	EXEMPT	0.000265306
830.03	BONITA UNIFIED SCHOOL DISTRICT	0.156504085	15.6504 %	0.008963252	0.001402785	EXEMPT	0.156504085
830.06	CO.SCH.SERV.FD. - BONITA	0.006506504	0.6506 %	0.008963252	0.000058319	EXEMPT	0.006506504
830.07	DEV.CTR.HDCPD.MINOR-BONITA	0.000724137	0.0724 %	0.008963252	0.000006490	EXEMPT	0.000724137

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
***666.85	CO.SANITATION DIST.NO 22 DEBT S.	0.0000000000	0.0000 %	0.008963252	0.0000000000	0.0000000000	0.005127917
TOTAL:		1.0000000000	100.0000 %		0.008963252	-0.005127917	1.0000000000

TFA: 05065





## Board of Directors Staff Report

**To:** TVMWD Board of Directors

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

**Date:** June 19, 2019

**Subject:** **Approval of Resolution No. 19-06-859 for County Lighting Maintenance District Tax Sharing Resolution: Annexation of Project Parcel Map No.72916 to CLMD 1687**

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

**Requested Action:**

Approve the following:

1. **Three Valleys Municipal Water District Resolution No. 19-06-859 for County Lighting Maintenance District (“CLMD”) Tax Sharing Resolution Annexation of Project Parcel Map No. 72916; and**
2. **Direct staff to return the documents back to the County Lighting Maintenance District of Los Angeles County with proper documentation.**

**Alternative Action:**

The TVMWD Board may deny the request, upon which the CLMD will make this request to the County Board of Supervisors for a final determination.

**Discussion:**

The applicants for projects have requested annexation of their respective properties to the County Lighting Maintenance District to partially fund the operation and maintenance of new street lighting services to CLMD 1687. The annexation process requires that a resolution for property tax revenue exchange be adopted by all of the affected agencies prior to approval.

Listed below is a matrix and description for the pending tax sharing resolutions that require Board approval:

Project No.	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
<i>The property consists of: Tax Rate Area 15445</i>				
72916	0.004340372	0.4340%	-0.000089128	0.004251244

Upon execution and receipt of the documents, fully conformed copies will be provided back to Three Valleys Municipal Water District.

**Strategic Plan Objectives:**

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Resolution No. 19-06-859

**Meeting History:**

None

KH/NA

**JOINT RESOLUTION OF  
THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES,  
THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY  
VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE  
COUNTY SANITATION DISTRICT NO. 21 OF LOS ANGELES COUNTY, THE  
BOARD OF DIRECTORS OF THE ROWLAND WATER DISTRICT; AND THE BOARD  
OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT –  
ROWLAND AREA APPROVING AND ACCEPTING THE  
NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING  
FROM ANNEXATION OF PARCEL MAP 72916  
TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687**

WHEREAS, pursuant to Section 99.01 of the California Revenue and Taxation Code, prior to the effective date of any jurisdictional change that will result in a special district providing one or more services to an area where those services have not previously been provided by any local agency, the special district and each local agency that receives an apportionment of property tax revenue from the area must negotiate an exchange of property tax increment generated in the area subject to the jurisdictional change and attributable to those local agencies; and

WHEREAS, the Board of Supervisors of the County of Los Angeles, acting on behalf of the County Lighting Maintenance District (CLMD) 1687, the County General Fund, the Los Angeles County Public Library, the Los Angeles County Road District 1, the Consolidated Fire Protection District of Los Angeles County, the Los Angeles County Flood Control Drainage Improvement Maintenance District, and the Los Angeles County Flood Control District; the Board of Trustees of the Greater Los Angeles County Vector Control District; the Board of Directors of the County Sanitation District No. 21 of Los Angeles County; the Board of Directors of the Rowland Water District, and the Board of Directors of the Three Valleys Municipal Water District – Rowland Area have determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of the annexation proposal identified as Parcel Map 72916 to CLMD 1687 are as shown on the attached Property Tax Transfer Resolution Worksheet.

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TVMWD Resolution No. 19-06-859

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues between the CLMD 1687, the County General Fund, the Los Angeles County Public Library, the Los Angeles County Road District 1, the Consolidated Fire Protection District of Los Angeles County, the Los Angeles County Flood Control Drainage Improvement Maintenance District, the Los Angeles County Flood Control District, the Greater Los Angeles County Vector Control District, the County Sanitation District No. 21 of Los Angeles County, the Rowland Water District, and the Three Valleys Municipal Water District – Rowland Area resulting from the annexation of Parcel Map 72916 to CLMD 1687 is approved and accepted.

2. For fiscal years commencing on or after July 1, 2019, or the July 1 after the effective date of this jurisdictional change, whichever is later, the property tax revenue increment generated from the area within Parcel Map 72916, Tax Rate Area 15445, shall be allocated to the affected agencies as indicated on the attached Property Tax Transfer Resolution Worksheet.

3. No transfer of property tax revenues other than those specified in Paragraph 2 shall be made as a result of the annexation of Parcel Map 72916.

4. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect, thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

PASSED, APPROVED, AND ADOPTED this 19th day of June 2019, by the following vote:

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

THREE VALLEYS MUNICIPAL WATER DISTRICT - ROWLAND AREA

By \_\_\_\_\_  
Chairperson, Board of Directors  
Bob Kuhn, President

ATTEST:

\_\_\_\_\_  
Secretary, Brian Bowcock

\_\_\_\_\_  
Date

ANNEXATION TO: CO LIGHTING MAINT DIST NO 1687  
 ACCOUNT NUMBER: 019.40  
 TRA: 15445  
 EFFECTIVE DATE: 07/01/2019  
 ANNEXATION NUMBER: PM 72916  
 PROJECT NAME: PARCEL MAP 72916  
 DISTRICT SHARE: 0.020534657

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.342746048	34.2756 %	0.020534657	0.007038181	-0.007202266	0.335543782
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000120002	0.0120 %	0.020534657	0.000002464	0.000000000	0.000120002
003.01	L A COUNTY LIBRARY	0.024877965	2.4877 %	0.020534657	0.000510860	-0.000510860	0.024367105
005.05	ROAD DIST # 1	0.006140780	0.6140 %	0.020534657	0.000126098	-0.000126098	0.006014682
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.184456841	18.4456 %	0.020534657	0.003787757	-0.003787757	0.180669084
007.31	L A C FIRE-FFW	0.007870673	0.7870 %	0.020534657	0.000161621	0.000000000	0.007870673
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001874483	0.1874 %	0.020534657	0.000038491	-0.000038491	0.001835992
030.70	LA CO FLOOD CONTROL MAINT	0.010608227	1.0608 %	0.020534657	0.000217836	-0.000217836	0.010390391
061.80	GREATER L A CO VECTOR CONTROL	0.000402205	0.0402 %	0.020534657	0.000008259	-0.000008259	0.000393946
066.80	CO SANIT DIST NO 21 OPERATING	0.013521988	1.3521 %	0.020534657	0.000277669	-0.000277669	0.013244319
300.70	ROWLAND WATER DISTRICT	0.005561150	0.5561 %	0.020534657	0.000114196	-0.000114196	0.005446954
365.15	THREE VY MWD ROWLAND AREA	0.004340372	0.4340 %	0.020534657	0.000089128	-0.000089128	0.004251244
400.00	EDUCATIONAL REV AUGMENTATION FD	0.068344416	6.8344 %	0.020534657	0.001403429	EXEMPT	0.068344416
400.01	EDUCATIONAL AUG FD IMPOUND	0.131877650	13.1877 %	0.020534657	0.002708062	EXEMPT	0.131877650
400.15	COUNTY SCHOOL SERVICES	0.001487780	0.1487 %	0.020534657	0.000030551	EXEMPT	0.001487780
400.21	CHILDREN'S INSTIL TUITION FUND	0.002952802	0.2952 %	0.020534657	0.000060634	EXEMPT	0.002952802
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.031868053	3.1868 %	0.020534657	0.000654399	EXEMPT	0.031868053
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000307591	0.0307 %	0.020534657	0.000006316	EXEMPT	0.000307591
918.03	ROWLAND UNIFIED SCHOOL DISTRICT	0.152331370	15.2331 %	0.020534657	0.003128072	EXEMPT	0.152331370

ANNEXATION NUMBER: PM 72916 PROJECT NAME: PARCEL MAP 72916 TRA: 15445

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
918.06	CO.SCH.SERV.FD.-ROWLAND	0.007473213	0.7473 %	0.020534657	0.000153459	EXEMPT	0.007473213
918.07	DEV.CTR.HDCPD.MINOR-ROWLAND	0.000836391	0.0836 %	0.020534657	0.000017175	EXEMPT	0.000836391
***019.40	CO LIGHTING MAINT DIST NO 1687	0.000000000	0.0000 %	0.020534657	0.000000000	0.000000000	0.012372560
TOTAL:							1.000000000
							100.0000 %
							0.020534657
							-0.012372560
							1.000000000

PARCEL MAP 72916



PROJECT LOCATION VICINITY MAP  
T. G. page 679-B4



NOT TO SCALE

IBA 15445



LEGEND

-  PROPOSED ANNEXATION AREA
-  EXISTING LIGHTING MAINTENANCE DISTRICTS (CLMD) 10049 AND 1687
-  EXISTING STREETLIGHTS
-  CITY/COUNTY BOUNDARY

PROPOSED ANNEXATION TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687 AND COUNTY LIGHTING DISTRICT LLA-1 (UNINCORPORATED ZONE)

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS  
TRAFFIC AND LIGHTING DIVISION  
STREET LIGHTING SECTION

**CLMD 1687**  
**ROWLAND HEIGHTS AREA**

Prepared By: \_\_\_\_\_ Sheet 1 of 1 SUP. DIST. 4  
 Recommended By: *[Signature]* Date: 1/25/19  
 Approved By: *[Signature]* Date: 1/25/19



## Board of Directors Staff Report

**To:** TVMWD Board of Directors

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

**Date:** June 19, 2019

**Subject:** **Approval of Resolution No. 19-06-860 for County Lighting Maintenance District Tax Sharing Resolution: Annexation of Project No. L 046-2015 to CLMD 1687**

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

**Requested Action:**

**Approve the following:**

- 1. Three Valleys Municipal Water District Resolution No. 19-06-860 for County Lighting Maintenance District (“CLMD”) Tax Sharing Resolution Annexation Project No. L 046-2015; and**
- 2. Direct staff to return the documents back to the County Lighting Maintenance District of Los Angeles County with proper documentation.**

**Alternative Action:**

The TVMWD Board may deny the request, upon which the CLMD will make this request to the County Board of Supervisors for a final determination.

**Discussion:**

The applicants for projects have requested annexation of their respective properties to the County Lighting Maintenance District to partially fund the operation and maintenance of new street lighting services to CLMD 1687. The annexation process requires that a resolution for property tax revenue exchange be adopted by all of the affected agencies prior to approval.

Listed below is a matrix and description for the pending tax sharing resolutions that require Board approval:

Project No.	TVMWD Current Tax Share	Percent	Adjustments	TVMWD Net Share
<i>The property consists of: Tax Rate Areas 08281</i>				
<b>L 046-2015</b>	0.004595604	0.4595%	-0.000094176	0.004501428

Upon execution and receipt of the documents, fully conformed copies will be provided back to Three Valleys Municipal Water District.

**Strategic Plan Objectives:**

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Resolution No. 19-06-860

**Meeting History:**

None

KH/NA

**JOINT RESOLUTION OF  
THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES,  
THE BOARD OF TRUSTEES OF THE GREATER LOS ANGELES COUNTY  
VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE COUNTY  
SANITATION DISTRICT NO. 21 OF LOS ANGELES COUNTY, THE BOARD OF  
DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT –  
ORIGINAL AREA, THE BOARD OF DIRECTORS OF THE WALNUT VALLEY  
WATER DISTRICT, AND THE BOARD OF DIRECTORS OF THE WALNUT VALLEY  
WATER IMPROVEMENT DISTRICT NO. 5 APPROVING AND ACCEPTING THE  
NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES  
ANNEXATION OF L 046-2015  
TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687**

WHEREAS, pursuant to Section 99.01 of the California Revenue and Taxation Code, prior to the effective date of any jurisdictional change that will result in a special district providing one or more services to an area where those services have not previously been provided by any local agency, the special district and each local agency that receives an apportionment of property tax revenue from the area must negotiate an exchange of property tax increment generated in the area subject to the jurisdictional change and attributable to those local agencies; and

WHEREAS, the Board of Supervisors of the County of Los Angeles, acting on behalf of the County Lighting Maintenance District 1687, the County General Fund, the Los Angeles County Public Library, the Los Angeles County Road District 4, the Consolidated Fire Protection District of Los Angeles County, the Los Angeles County Flood Control Drainage Improvement Maintenance District, and the Los Angeles County Flood Control District; the Board of Trustees of the Greater Los Angeles County Vector Control District; the Board of Directors of the County Sanitation District No. 21 of Los Angeles County; the Board of Directors of the Three Valleys Municipal Water District - Original Area; the Board of Directors of the Walnut Valley Water District; and the Board of Directors of the Walnut Valley Water Improvement District No. 5 have determined that the amount of property tax revenue to be exchanged between their respective agencies as a result of the annexation proposal identified as L 046-2015 to County Lighting Maintenance District 1687 are as shown on the attached Property Tax Transfer Resolution Worksheet.

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TVMWD Resolution No. 19-06-860

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues between the County Lighting Maintenance District 1687, the County General Fund, the Los Angeles County Public Library, the County of Los Angeles Road District 4, the Consolidated Fire Protection District of Los Angeles County, the Los Angeles County Flood Control Drainage Improvement Maintenance District, the Los Angeles County Flood Control District, the Greater Los Angeles County Vector Control District, the County Sanitation District No. 21 of Los Angeles County, the Three Valleys Municipal Water District - Original Area, the Walnut Valley Water District, and the Walnut Valley Water Improvement District No. 5 resulting from the annexation of L 046-2015 to County Lighting Maintenance District 1687 is approved and accepted.

2. For fiscal years commencing on or after July 1, 2020, or the July 1 after the effective date of this jurisdictional change, whichever is later, the property tax revenue increment generated from the area L 046-2015, Tax Rate Area 08281, shall be allocated to the affected agencies as indicated on the attached Property Tax Transfer Resolution Worksheet.

3. No transfer of property tax revenues other than those specified in Paragraph 2 shall be made as a result of the annexation of L 046-2015.

4. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect, thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

PASSED, APPROVED, AND ADOPTED this 19th day of June 2019, by the following vote:

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

THREE VALLEYS MUNICIPAL WATER DISTRICT – ORIGINAL AREA

By \_\_\_\_\_  
Chairperson, Board of Directors  
Bob Kuhn, President

ATTEST:

\_\_\_\_\_  
Secretary, Brian Bowcock

\_\_\_\_\_  
Date

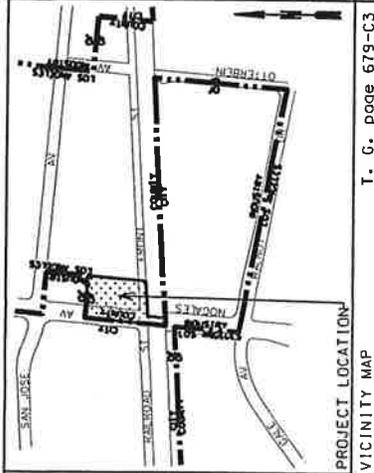
ANNEXATION TO: CO LIGHTING MAINT DIST NO 1687  
 ACCOUNT NUMBER: 019.40  
 TRA: 08281  
 EFFECTIVE DATE: 07/01/2018  
 ANNEXATION NUMBER: L046-2015 PROJECT NAME: L 046-2015  
 DISTRICT SHARE: 0.020492740

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.343609532	34.3619 %	0.020492740	0.007041511	-0.007205670	0.336403862
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.000120149	0.0120 %	0.020492740	0.000002462	0.000000000	0.000120149
003.01	L A COUNTY LIBRARY	0.024928606	2.4928 %	0.020492740	0.000510855	-0.000510855	0.024417751
005.20	ROAD DIST # 4	0.006150842	0.6150 %	0.020492740	0.000126047	-0.000126047	0.006024795
007.30	CONSOL. FIRE PRO.DIST.OF L.A.CO.	0.184762163	18.4762 %	0.020492740	0.003786282	-0.003786282	0.180975881
007.31	L A C FIRE-FFW	0.007890484	0.7890 %	0.020492740	0.000161697	0.000000000	0.007890484
030.10	L.A.CO.FL.CON.DR.IMP.DIST.MAINT.	0.001879185	0.1879 %	0.020492740	0.000038509	-0.000038509	0.001840676
030.70	LA CO FLOOD CONTROL MAINT	0.010634569	1.0634 %	0.020492740	0.000217931	-0.000217931	0.010416638
061.80	GREATER L A CO VECTOR CONTROL	0.000403086	0.0403 %	0.020492740	0.000008260	-0.000008260	0.000394826
066.80	CO SANIT DIST NO 21 OPERATING	0.013548546	1.3548 %	0.020492740	0.000277646	-0.000277646	0.013270900
365.05	THREE VALLEY MWD ORIG AREA	0.004595604	0.4595 %	0.020492740	0.000094176	-0.000094176	0.004501428
370.05	WALNUT VALLEY WATER DISTRICT	0.000824183	0.0824 %	0.020492740	0.000016889	-0.000016889	0.000807294
370.09	WALNUT VALL WT DIST IMP DIST # 5	0.002411542	0.2411 %	0.020492740	0.000049419	-0.000049419	0.002362123
400.00	EDUCATIONAL REV AUGMENTATION FD	0.068780630	6.8780 %	0.020492740	0.001409503	EXEMPT	0.068780630
400.01	EDUCATIONAL AUG FD IMPOUND	0.131877650	13.1877 %	0.020492740	0.002702534	EXEMPT	0.131877650
400.15	COUNTY SCHOOL SERVICES	0.001490239	0.1490 %	0.020492740	0.000030539	EXEMPT	0.001490239
400.21	CHILDREN'S INSTIL TUITTION FUND	0.002957623	0.2957 %	0.020492740	0.000060609	EXEMPT	0.002957623
809.04	MT.SAN ANTONIO COMMUNITY COLLEGE	0.031920700	3.1920 %	0.020492740	0.000654142	EXEMPT	0.031920700
809.20	MT SAN ANTONIO CHILDRENS CTR FD	0.000308078	0.0308 %	0.020492740	0.000006313	EXEMPT	0.000308078

ANNEXATION NUMBER: L046-2015 PROJECT NAME: L 046-2015 TRA: 08281

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
918.03	ROWLAND UNIFIED SCHOOL DISTRICT	0.152583274	15.2583 %	0.020492740	0.003126849	EXEMPT	0.152583274
918.06	CO.SCH.SERV.FD.-ROWLAND	0.007485540	0.7485 %	0.020492740	0.000153399	EXEMPT	0.007485540
918.07	DEV.CTR.HDCPD.MINOR-ROWLAND	0.000837775	0.0837 %	0.020492740	0.000017168	EXEMPT	0.000837775
***019.40	CO LIGHTING MAINT DIST NO 1687	0.000000000	0.0000 %	0.020492740	0.000000000	0.000000000	0.012331684
TOTAL:		1.000000000	100.0000 %		0.020492740	-0.012331684	1.000000000

L 046-2015



TBA  
08281

NOT TO SCALE



- LEGEND**
- PROPOSED ANNEXATION AREA
  - EXISTING LIGHTING MAINTENANCE DISTRICTS (CLMDS) 1687 AND 10049
  - EXISTING STREETLIGHTS
  - CITY/COUNTY BOUNDARY

PROPOSED ANNEXATION TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687 AND COUNTY LIGHTING DISTRICT LLA-1 (UNINCORPORATED ZONE)

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS  
TRAFFIC AND LIGHTING DIVISION  
STREET LIGHTING SECTION

CLMD 1687	
Prepared by TO	Sheet 1 of 1 SUP. DIST. 4
Recommended By	Date 4/11/2018
Approved By	Date 5/19/18

L 046-2015



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** Legislative Update – June 2019

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

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**Staff Recommendation:**

**No Action Necessary – Informational Item Only**

**Discussion:**

Attached for monthly review is the *California Legislative Calendar* for 2019. The Budget bill deadline took place this past Saturday and all bills that are still moving are currently being heard in the respective “other” house.

Also included with this memo is the monthly Legislative Status Report, prepared by our legislative lobbyist Mike Arnold & Associates. Staff has taken active positions on a dozen bills, on par with most years.

Staff will be reporting to the board today with a short “review-to-date” summary presentation on these bills we’ve acted on thus far in 2019, plus an update on the water tax/water trust initiatives.

**Strategic Plan Objective(s):**

1.7 – Advocate for a Bay-Delta fix

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

**Attachment(s):**

Exhibit A – 2019 Legislative Calendar

Exhibit B – Legislative Status Report

**Meeting History:**

None

KH/NA



## 2019 Legislative Calendar

January 1	2019 Statutes take effect
<b>January 7</b>	<b>Legislature reconvenes.</b>
January 10	Budget Bill must be submitted by Governor.
January 25	Last day to submit bill requests to the Office of Legislative Counsel
<b>February 22</b>	<b>Last day for bills to be introduced.</b>
April 11	Spring Recess begins at the end of this day's session.
April 22	Legislature reconvenes from Spring Recess.
<b>April 26</b>	<b>Last day for policy committees to meet and report to Fiscal Committees fiscal bills introduced in their house.</b>
<b>May 3</b>	<b>Last day for policy committees to meet and report to the floor non-fiscal bills introduced in their house.</b>
<b>May 10</b>	<b>Last day for policy committees to meet prior to June 3.</b>
<b>May 17</b>	<b>Last day for Fiscal Committees to hear and report bills to the floor, bills introduced in their house. Last day for Fiscal Committees to meet prior to June 3.</b>
May 28-31	Floor session only. No committees, other than conference or Rules Committee, may meet for any purpose.
May 31	Last day for bills to be passed out of the house of origin.
June 3	Committee meetings may resume.
<b>June 15</b>	<b>Budget bill must be passed by midnight.</b>
<b>July 10</b>	<b>Last day for policy committee to hear and report fiscal bills to Fiscal Committee.</b>
<b>July 12</b>	<b>Last day for policy committees to meet and report bills.</b> Summer Recess begins upon adjournment, provided Budget Bill has been passed.
August 12	Legislature reconvenes from Summer Recess.
<b>August 30</b>	<b>Last day for Fiscal Committees to meet and report bills to the floor.</b>
September 3-13	Floor Session Only. No committee, other than conference and Rules Committee, may meet for any purpose.
September 6	Last day to amend bills on the Floor.
<b>September 13</b>	<b>Last day for each house to pass bills. Interim Study Recess begins upon adjournment.</b>
<b>October 13</b>	<b>Last day for Governor to sign or veto bills passed by the Legislature on or before September 13.</b>

# Three Valleys Municipal Water District

## Legislative Status Report – June 2019

[AB 217](#)     [Garcia, Eduardo D](#)     **Safe Drinking Water for All Act.**

Position: **Oppose**

Status:                     5/22/2019-Read second time. Ordered to third reading.

(1)Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. This bill would enact the Safe Drinking Water for All Act and would establish the Safe and Affordable Drinking Water Fund in the State Treasury and would provide that moneys in the fund are continuously appropriated to the board to provide a source of funding to secure access to safe drinking water for all Californians, while also ensuring the long-term sustainability of drinking water service and infrastructure. The bill would authorize the board to provide for the deposit into the fund of federal contributions, voluntary contributions, gifts, grants, bequests, and settlements from parties responsible for contamination of drinking water supplies, and to contribute funding available from other sources related to water quality. The bill would require the board to expend moneys in the fund for grants, loans, contracts, or services to assist eligible applicants with certain projects. The bill would require the board, working with a multistakeholder advisory group, to adopt a fund implementation plan and policy handbook with priorities and guidelines for expenditures of the fund. The bill would require the board annually to prepare and make available a report of expenditures from the fund. The bill would require the board to adopt annually, after a public hearing, an assessment of funding need that estimates the anticipated funding needed for the next fiscal year to achieve the purposes of the fund. By creating a new continuously appropriated fund, this bill would make an appropriation. This bill contains other related provisions and other existing laws.

[AB 441](#)     [Eggman D](#)                     **Water: underground storage.**

Position: **Oppose**

Status:                     5/17/2019-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 4/24/2019)(May be acted upon Jan 2020)

Under existing law, the right to water or to the use of water is limited to that amount of water that may be reasonably required for the beneficial use to be served. Existing law provides for the reversion of water rights to which a person is entitled when the person fails to beneficially use the water for a period of 5 years. Existing law declares that the storing of water underground, and related diversions for that purpose, constitute a beneficial use of water if the stored water is thereafter applied to the beneficial purposes for which the appropriation for storage was made. This bill would instead provide that any diversion of water to underground storage constitutes a diversion of water for beneficial use for which an appropriation may be made if the diverted water is put to beneficial use, as specified. The bill would provide that the forfeiture periods of a water right do not include any period when the water is being used in the aquifer or storage area or is being held in underground storage for later application to beneficial use.

[AB 510](#)     [Cooley D](#)                     **Local government records: destruction of records.**

Position: **Support**

Status:                     5/3/2019-Failed Deadline pursuant to Rule 61(a)(3). (Last location was L. GOV. on 2/21/2019)(May be acted upon Jan 2020)

Existing law authorizes the head of a department of a county or city, or the head of a special district to destroy recordings of routine video monitoring maintained by that county, city, or special district after one year if that person receives approval from the legislative body and the written consent of the agency attorney. Existing law authorizes the head of a department of a county or city, or the head of a special district to destroy recordings of telephone and radio communications maintained by that county, city, or special district after 100 days if that person receives approval from the legislative body and the written consent of the agency attorney. This bill would exempt the head of a department of a county or city, or the head of a special district from these recording retention requirements if the county, city, or special district adopts a records retention policy governing recordings of routine video monitoring and recordings of telephone and radio communications.

[AB 533](#)[Holden D](#)**Income taxes: exclusion: turf removal water conservation program.**Position: **Support**

Status:

5/16/2019-In committee: Hearing postponed by committee.

The Personal Income Tax Law and the Corporation Tax Law, in conformity with federal income tax law, generally defines “gross income” as income from whatever source derived, except as specifically excluded, and provides various exclusions from gross income. Existing law, for taxable years beginning on or after January 1, 2014, and before January 1, 2019, excludes from gross income under both laws any amount received as a rebate, voucher, or other financial incentive issued by a local water agency or supplier for participation in a turf removal water conservation program. Existing law limits the collection and use of taxpayer information and provides that any unauthorized use of this information is punishable as a misdemeanor. This bill would extend the operative date of the provisions excluding from gross income specified amounts received in a turf removal water conservation program to taxable years beginning before January 1, 2024. The bill would require the Department of Finance to include an analysis of these exclusions in its annual tax expenditure report provided to the Legislature and further provides that taxpayer information collected pursuant to this requirement is subject to the limitation on the collection and use of that information. This bill contains other related provisions and other existing laws.

[AB 1194](#)[Frazier D](#)**Sacramento-San Joaquin Delta: Delta Stewardship Council.**Position: **Oppose**

Status:

4/26/2019-Failed Deadline pursuant to Rule 61(a)(2). (Last location was W.,P. &amp; W. on 3/11/2019)(May be acted upon Jan 2020)

Existing law, the Sacramento-San Joaquin Delta Reform Act of 2009, establishes the Delta Stewardship Council, which consists of 7 members, and requires the council to develop, adopt, and commence implementation of a comprehensive management plan for the Delta, known as the Delta Plan. This bill would increase the membership of the council to 13 members, including 11 voting members and 2 nonvoting members, as specified. By imposing new duties upon local officials to appoint new members to the council, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.

[AB 1204](#)[Rubio, Blanca D](#)**Public water systems: primary drinking water standards: implementation date.**Position: **Support**

Status:

4/26/2019-Failed Deadline pursuant to Rule 61(a)(2). (Last location was E.S. &amp; T.M. on 3/11/2019)(May be acted upon Jan 2020)

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health, including, but not limited to, conducting research, studies, and demonstration programs relating to the provision of a dependable, safe supply of drinking water, enforcing the federal Safe Drinking Water Act, adopting implementing regulations, and conducting studies and investigations to assess the quality of water in private domestic water supplies. The act requires the board to adopt primary drinking water standards for contaminants in drinking water and requires the Office of Environmental Health Hazard Assessment to prepare and publish an assessment of the risks to public health posed by each contaminant for which the board proposes a primary drinking water standard. Existing law requires the state board to consider specified criteria when it adopts a primary drinking water standard, including the technological and economic feasibility of compliance. This bill would require the adoption or amendment of a primary drinking water standard for a contaminant in drinking water not regulated by a federal primary drinking water standard or that is more stringent than a federal primary drinking water standard to take effect 3 years after the date on which the state board adopts or amends the primary drinking water standard. The bill would authorize the state board to delay the effective date of the primary drinking water standard adoption or amendment by no more than 2 additional years as necessary for capital improvements to comply with a maximum contaminant level or treatment technique.

[AB 1486](#)[Ting D](#)**Local agencies: surplus land.**Position: **Oppose Unless Amended**

Status:

5/30/2019-In Senate. Read first time. To Com. on RLS. for assignment.

(1)Existing law prescribes requirements for the disposal of surplus land by a local agency. Existing law defines “local agency” for these purposes as every city, county, city and county, and district, including school districts of any kind or class, empowered to acquire and hold real property. Existing law defines “surplus land” for these purposes as land owned by any local agency that is determined to be no longer necessary for the agency’s use, except property being held by the agency for the purpose of exchange. Existing law defines “exempt surplus land” to mean land that is less than 5,000 square feet in area, less than the applicable minimum legal residential building lot size, or has no record access and is less than 10,000 square feet in area, and that is not contiguous to land owned by a state or local agency and used for park, recreational, open-space, or affordable housing. This bill would expand the definition of “local agency” to include sewer, water, utility, and local and regional park districts, joint powers authorities, successor agencies to former redevelopment agencies, housing authorities, and other political subdivisions of this state and any instrumentality thereof that is empowered to acquire and hold real property, thereby requiring these entities to comply with these requirements for the disposal of surplus land. The bill would specify that the term “district” includes all districts within the state, and that this

change is declaratory of existing law. The bill would revise the definition of “surplus land” to mean land owned by any local agency that is not necessary for the agency’s governmental operations, except property being held by the agency expressly for the purpose of exchange for another property necessary for its governmental operations and would define “governmental operations” to mean land that is being used for the express purpose of agency work or operations, as specified. The bill would provide that land is presumed to be surplus land when a local agency initiates an action to dispose of it. The bill would provide that “surplus land” for these purposes includes land held in the Community Redevelopment Property Trust Fund and land that has been designated in the long-range property management plan, either for sale or for retention, for future development, as specified. The bill would also broaden the definition of “exempt surplus land” to include specified types of lands. This bill contains other related provisions and other existing laws.

[SB 204](#)[Dodd D](#)**State Water Project: contracts.**Position: **Oppose**

Status: 6/6/2019-Referred to Com. on W., P., &amp; W.

(1)Under existing law, the Department of Water Resources operates the State Water Resources Development System, known as the State Water Project, in accordance with the California Water Resources Development Bond Act to supply water to persons and entities in the state. Existing law requires the department to present to the Joint Legislative Budget Committee and relevant policy and fiscal committees of the Legislature the details of the terms and conditions of a long-term water supply contract between the department and a state water project contractor and to submit a copy of one long-term contract, as prescribed. This bill would instead require the department to provide at least 10 days’ notice to the Joint Legislative Budget Committee and relevant policy and fiscal committees of the Legislature before holding public sessions to negotiate any potential amendment of a long-term water supply contract that is of project wide significance with substantially similar terms intended to be offered to all contractors. The bill would require the department, before the execution of a specified proposed amendment to a long-term water supply contract and at least 60 days before final approval of such an amendment, to submit to the Joint Legislative Budget Committee and relevant policy and fiscal committees of the Legislature certain information regarding the terms and conditions of a proposed amendment of a long-term water supply contract and to submit a copy of the long-term contract as it is proposed to be amended. This bill contains other related provisions and other existing laws.

[SB 307](#)[Roth D](#)**Water conveyance: use of facility with unused capacity.**Position: **Oppose**

Status: 6/3/2019-Referred to Com. on NAT. RES.

Existing law prohibits the state or a regional or local public agency from denying a bona fide transferor of water from using a water conveyance facility that has unused capacity for the period of time for which that capacity is available, if fair compensation is paid for that use and other requirements are met. This bill would, notwithstanding that provision, prohibit a transferor of water from using a water conveyance facility that has unused capacity to transfer water from a groundwater basin underlying desert lands, as defined, that is in the vicinity of specified federal lands or state lands to outside of the groundwater basin unless the State Lands Commission, in consultation with the Department of Fish and Wildlife and the Department of Water Resources, finds that the transfer of the water will not adversely affect the natural or cultural resources of those federal or state lands, as provided. The bill would require a transferor of water to submit an application to the commission before using a water conveyance facility pursuant to these provisions. The bill would require, if the commission finds that the transfer of the water will not adversely affect the natural or cultural resources of those federal and state lands, the transferor of water to annually report to the commission on the condition of the groundwater basin.

[SB 413](#)[Rubio D](#)**San Gabriel Basin Water Quality Authority.**Position: **Support**

Status: 6/5/2019-Read second time and amended. Re-referred to Com. on L. GOV.

(1)Existing law, the San Gabriel Basin Water Quality Authority Act, establishes the San Gabriel Water Basin Quality Authority, until July 1, 2030, and authorizes it to plan, finance, and implement groundwater remediation activities, as prescribed. The act requires the board of the authority to be composed of members and their alternates, as specified, generally with terms of office of 4 years. The act specifies the procedures for filling a vacancy in an office. This bill would require the terms of a member or alternate for a city with pumping rights elected in 2016 to expire January 1, 2022, and the terms of a member or alternate for a city without pumping rights elected in 2018 to expire on January 1, 2024, as prescribed. The bill would specify that a nomination is required to be submitted to the authority at least 60, but not more than 90, days preceding the meeting at which the board will select an appointee to fill a vacancy to the office of a member or alternate. The bill would require a vacancy in the office of a member or alternate elected by cities, at the general discretion of the board, to be filled by either a special election or an appointment process, as specified, except that an office may be left vacant if there is less than 6 months remaining in the term. This bill contains other related provisions and other existing laws.

Position: **Support**

Status:

5/24/2019-In Assembly. Read first time. Held at Desk.

Existing law, the California Safe Drinking Water Act, provides for the operation of public water systems and imposes on the State Water Resources Control Board various responsibilities and duties. The act authorizes the state board to order consolidation with a receiving water system where a public water system or a state small water system, serving a disadvantaged community, as defined, consistently fails to provide an adequate supply of safe drinking water. The act, if consolidation is either not appropriate or not technically and economically feasible, authorizes the state board to contract with an administrator to provide administrative and managerial services to designated public water systems and to order the designated public water system to accept administrative and managerial services, as specified. This bill would create the Small System Water Authority Act of 2019 and state legislative findings and declarations relating to authorizing the creation of small system water authorities that will have powers to absorb, improve, and competently operate noncompliant public water systems. The bill, no later than March 1, 2020, would require the state board to provide written notice to cure to all public agencies, private water companies, or mutual water companies that operate a public water system that has either less than 3,000 service connections or that serves less than 10,000 people, and are not in compliance, for the period from July 1, 2018, through December 31, 2019, with one or more state or federal primary drinking water standard maximum contaminant levels, as specified. The bill would require the state board to provide a copy of the notice, in the case of a water corporation, to the Public Utilities Commission and would require the Public Utilities Commission to be responsible with the state board for ensuring compliance with the provisions of the bill. The bill would require an entity receiving the notice to respond to the state board, and, if appropriate, the Public Utilities Commission, as to whether the violations of drinking water standards are remedied and the basis for that conclusion, as specified. The bill would require an entity reporting a continuing violation of drinking water standards to have 180 days from the date of a specified response filed with the state board to prepare and submit a plan to the state board to permanently remedy a violation of drinking water standards within a reasonable time that is not later than January 1, 2025. The bill would require the state board to review the plan and accept, accept with reasonable conditions, or reject the plan, as prescribed. The bill would require an entity with an accepted plan to provide quarterly reports to the state board on progress towards a permanent remedy for violations of drinking water standards and would require the state board to annually hold a public hearing to consider whether the progress is satisfactory. The bill would require the state board, if it rejects the plan or if a plan is not submitted by the prescribed deadline, to cause, after a certain period to allow for a petition for reconsideration, the formation of an authority by the applicable local agency formation commission to serve the customers of the public water system or to remedy the failure to meet the applicable drinking water standards, as specified. This bill contains other related provisions and other existing laws.

Position: **Support**

Status:

5/16/2019-May 16 hearing: Held in committee and under submission.

(1)Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. This bill would establish the Safe Drinking Water Fund in the State Treasury and would provide that moneys in the fund are continuously appropriated to the state board. The bill would require the state board to administer the fund to assist community water systems in disadvantaged communities that are chronically noncompliant relative to the federal and state drinking water standards and do not have the financial capacity to pay for operation and maintenance costs to comply with those standards, as specified. The bill would authorize the state board to provide for the deposit into the fund of federal contributions, voluntary contributions, gifts, grants, and bequests, transfers by the Legislature from the General Fund and the Greenhouse Gas Reduction Fund, funding from authorized general obligation bond acts, and net revenue from the Safe Drinking Water Trust that this bill would create. The bill would require the state board to expend moneys in the fund for grants, loans, contracts, or services to assist eligible applicants. The bill by July 1, 2021, and by July 1 of each year thereafter, would require the state board to adopt, working with a multi-stakeholder advisory group, after a public workshop and a public hearing, an annual fund implementation plan. The bill would require the state board annually to prepare and make publicly available a report of expenditures of the fund and to adopt annually, after a public hearing, an annual update to a specified needs analysis. By creating a new continuously appropriated fund, this bill would make an appropriation. This bill contains other related provisions and other existing laws.



# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** Brian Bowcock, Division 3

**MONTH / YEAR**

May

2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	TVMWD	La Verne	Claremont	10.0	\$ 5.80	\$ 200.00
Regular monthly meeting to discuss issues in the region.							
2	2	Mt. Sac College Oversight Committee	La Verne	Walnut	26.0	\$ 15.08	\$ 200.00
Appointment by the Board Of Trustees to oversee the \$750 million bond issue. Representing TVMWD							
3	5	ACWA / JPIA	La Verne	Monterey			\$ 200.00
4	6	AQWA/JPIA	La Verne				\$ 200.00
Meeting for our insurance authority							
5	7	ACWA/JPIA	La Verne				\$ 200.00
Meeting for our insurance authority and the start of the Conference on water issues.							
6	8	ACWA	La Verne				\$ 200.00
Meeting with our insurance authority and the start of the Conference on water issues.							
7	9	ACWA	La Verne				\$ 200.00
Conference on water issues throughout California							
8	10	ACWA	La Verne				\$ 200.00
Conference on water issues throughout California							
9	15	TVMWD BOD MEETING	La Verne	Claremont	10.0	\$ 5.80	\$ 200.00
Issues within the region related to water.							
10	23	SCWUA meeting	La Verne				\$ 200.00
Regular monthly meeting							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	10	ACWA / JPIA. HOTEL/ FOOD FOR 6 DAYS NO MILEAGE (GUALTIERI DROVE) RECEIPTS ATTACHED FOR FOOD AND HOTEL.	\$ 1,487.29
2			
3			
4			
5			

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

Signature \_\_\_\_\_

Subtotal Miscellaneous Expense \$ 1,487.29

Subtotal Mileage \$ 26.68

Subtotal Meeting Compensation \$ 2,000.00

Subtotal All \$ 3,513.97

Mandatory Deferred Compensation @ 7.5% (\$ 150.00)

Voluntary Deferred Compensation *(negative entry: default @ 0)* (\$ 800.00)

**TOTAL \$ 2,563.97**

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



MONTEREY MARRIOTT HOTEL

GUEST FOLIO

974 BOWCOCK/FREDERICK 264.00 05/07/19 05/05/19 5:40 45924  
 ROOM NAME RATE DEPART TIME ACCT#  
 DK [REDACTED] 05/05/19  
 TYPE [REDACTED] ARRIVE TIME  
 ROOM VSXXXXXXXXXXXX [REDACTED] MB#: [REDACTED]  
 CLERK ADDRESS PAYMENT

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
05/05	TELECOMM	FREEHSIA		
05/05	ROOM	974, 1	.00	
05/05	RM TX	974, 1	234.00	
05/05	CA FEE	974, 1	23.40	
05/05	MTY FEE	974, 1	.75	
05/05	CCFD FEE	974, 1	2.00	
05/05	CCFD FEE	974, 1	9.71	
05/06	ROOM	974, 1	264.00	
05/06	RM TX	974, 1	26.40	
05/06	CA FEE	974, 1	.75	
05/06	MTY FEE	974, 1	2.00	
05/06	CCFD FEE	974, 1	10.96	
05/06	TELECOMM	FREEHSIA	.00	
05/07	CCARD-VS			
	VSXXXXXXXXXXXX [REDACTED]		573.97	
				.00



MONTEREY MARRIOTT HOTEL  
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MONTEREY MARRIOTT HOTEL

GUEST FOLIO

974	BOWCOCK/BRIAN	226.00	05/10/19	05:41	46356	2409
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
DK	THREE VALLEYS MWD		05/07/19	07:32		
TYPE	1021 E MIRAMAR AVE		ARRIVE	TIME		
192	CLAREMONT NE 91711					
		PASSPORT:				
		VSXXXXXXXXXXXX			MBV#:	XXXXX6582
ROOM	ADDRESS	PAYMENT				
CLERK						

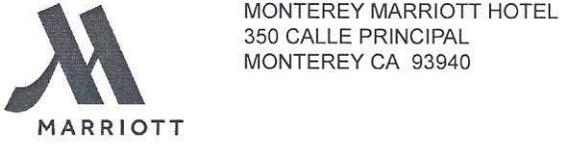
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
05/07	ROOM	974, 1	226.00	
05/07	RM TX	974, 1	22.60	
05/07	CA FEE	974, 1	.75	
05/07	MTY FEE	974, 1	2.00	
05/07	CCFD FEE	974, 1	9.38	
05/08	FIN+FLD	4990 974	43.43	
05/08	ROOM	974, 1	226.00	
05/08	RM TX	974, 1	22.60	
05/08	CA FEE	974, 1	.75	
05/08	MTY FEE	974, 1	2.00	
05/08	CCFD FEE	974, 1	9.38	
05/09	ROOM	974, 1	226.00	
05/09	RM TX	974, 1	22.60	
05/09	CA FEE	974, 1	.75	
05/09	MTY FEE	974, 1	2.00	
05/09	CCFD FEE	974, 1	9.38	
05/10	CCARD-VS			825.62
	SETTLED TO: VISA	XXXXXXXXXX		
				.00

===== EXP. REPORT SUMMARY =====

05/07	ROOM&TAX	260.73
05/08	FIN+FLD	43.43
	ROOM&TAX	260.73
05/09	ROOM&TAX	260.73

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# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** David De Jesus, MWD

**MONTH / YEAR**

May

2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	3	Meeting with Operations Manager Brent Yamasaki to review operations					\$ 200.00
Monthly operational meeting to discuss upcoming agenda of the Water Planning and Stewardship Committee. Discussion also included import water deliveries to member agencies include groundwater replenishment or cyclic storage requests.							
2	6	ACWA Conference (Monterey) (DAY1)					\$ 200.00
Attended the conference and a number of sessions on a number of subject matters through the week long conference							
3	7	ACWA Conference (Monterey) (DAY 2)					\$ 200.00
Networking opportunities were also prominent through out the week with different agency directors doing business with MWD.							
4	8	ACWA Conference (Monterey) (DAY 3)					\$ 200.00
See above ...							
5	9	ACWA Conference (Monterey) (DAY 4)					\$ 200.00
See above ...							
6	10	ACWA Conference (Monterey) (DAY 5)					\$ 200.00
See above ...							
7	13	Committee Meeting					\$ 200.00
Attended various committee meetings through out the day.							
8	14	Board Meeting					\$ 200.00
Attended the meeting with an oral report to be made at Three Valleys							
9	28	Executive Committee meeting with the Board of Directors					\$ 200.00
Attended the executive Committee Meeting where meeting for the coming month were formalized and draft agendas presented. And in closed session the board was presented with information on a settlement proposal on the current litigation with San Diego County Water Authority.							
10	31	Monthly Update Meeting held with Deven Upadhyay					\$ 200.00
Meeting was held with the COO Upadhyay to discuss various pending issues including how the delivery of import water will coincide with County operations this summer. Also potential maintenance shutdowns in the future were discussed related in particular to pipeline replace plans. Carson update was also broached with a follow-up meeting to be scheduled.							

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

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 0.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,000.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry: default @ 0)</i>	(\$ 891.50)
<b>TOTAL</b>	<b>\$ 958.50</b>

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

\_\_\_\_\_  
Signature

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** David De Jesus, Division 2

**MONTH / YEAR**

May

2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	Board Workshop	Walnut	Claremont	38.0	\$ 22.04	\$ 200.00
The board reviewed the new organizational chart and corresponding salary schedules. The resolution for the employee bonuses was also reviewed.							
2	2	MWD Northern Directors/Managers Meeting	Walnut	Claremont	38.0	\$ 22.04	\$ 200.00
Meeting at the District with managers and directors of various MWD member agencies to acknowledge the commonality of foothill districts and the importance of collaboration.							
3	4	Solar Boat Team Qualifications and Diver Certifications	Walnut	Claremont	38.0	\$ 22.04	\$ 200.00
Attended the event in the late afternoon hours to see the final teams wrapping up their construction and to debrief both MWD and Three Valleys staff on the progress made through the day. It is my opinion based on discussion and feedback from staff that the days activity went well and that everything progressed as it was plan.							
4	15	Board Meeting	Walnut	Claremont	38.0	\$ 22.04	\$ 200.00
Attended the Board Meeting as Division 2 representative. Voted on agendized items as required. As required, I reported orally on MWD activities for the month							
5	16	Walnut Valley Water District May Water Awareness Event	Walnut	Walnut	4.0	\$ 2.32	\$ 200.00
Special event was held at the districts HQ in Walnut. Numerous local and state dignitaries presented the district with recognitions of the work done by the district and the importance of water and its efficient use as a natural resource worthy of recognition.							
6	20	Walnut Valley Water District Board Meeting	Walnut	Walnut	4.0	\$ 2.32	\$ 200.00
Attended the board meeting as the Districts Board representative and fielded questions posed by the Directors during the TVMWD report.							
7	22	San Gabriel Valley Water Association Quarterly Membership Meeting	Walnut	Pomona	14.0	\$ 8.12	\$ 200.00
Those in attendance heard LAFCO's Executive Director provide insights it the process that led to the dissolution of the Sativa Water District.							
8	23	Chino Basin Watermaster	Walnut	Rancho C.	42.0	\$ 24.36	\$ 200.00
Attended the meeting as the District voting alternate. Bob will report on the meeting.							
9	29	Washington Update	Walnut	Monrovia	40.0	\$ 23.20	\$ 200.00
Attended the midday gathering to hear Congresswoman Judy Chu provide the group with the latest challenges in Washington. The greatest of which is the new funding for the Infrastructure Bill that Congress is looking to pass in order to address the issues associated with the Nations roads, bridges, and dams.							
10	30	Quarterly Leadership Breakfast	Walnut	Pomona	12.0	\$ 6.96	\$ 200.00
Heard David Bolland from ACWA speak on the issue related to changes in the way water is used in California							

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

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

Signature \_\_\_\_\_

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 155.44
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,155.44
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 891.50)
<b>TOTAL</b>	<b>\$ 1,113.94</b>

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** Carlos Goytia, Division 1

**MONTH / YEAR**

May

2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	TVMWD Board Meeting	Pomona	Claremont	32.0	\$ 18.56	\$ 200.00
Attended and participated in boardroom deliberations and discussions							
2	6	Pomona City Council Meeting	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Attended meeting and briefly met with Mayor T. Sandoval							
3	7	Meeting w/ N.Aguirre TVMWD	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Luncheon and discussion on Three Valleys and water issues related to the region etc.							
4	8	Pomona Chamber Event	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Met with CEO of Chamber and CEO of Spectra Company Ray Adamyk to discuss water conservation methods and strategies							
5	15	TVMWD Board Meeting	Pomona	Claremont	32.0	\$ 18.56	\$ 200.00
Attended and participated in boardroom deliberations and discussions							
6	16	Meeting w/D. Paulson - Pomona WRD	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Presentation was given on water rate increase in the city of Pomona							
7	17	Senator C. Leyva Event	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Legislative updates from Sacramento							
8	22	SGVWA Quarterly Luncheon	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Presentation given by LAFCO on dismantling Sativa Water District in Compton Ca.							
9	23	Mayor Prayer Breakfast	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Breakfast with Mayor Sandoval and community leaders from the city of Pomona							
10	30	Congresswoman N. Torres Event	Pomona	Pomona	8.0	\$ 4.64	\$ 200.00
Attended the U.S. Military Academy Ceremony at CalPoly Pomona							

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

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

Signature \_\_\_\_\_

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 74.24
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,074.24
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry: default @ 0)</i>	\$ 0.00
<b>TOTAL</b>	<b>\$ 1,924.24</b>

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** Denise Jackman, Division VII

**MONTH / YEAR**

May

2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	Three Valleys Municipal Water District Meeting	Rowland Heights	Claremont	45.6	\$ 26.45	\$ 200.00
Review and meeting with board to discuss issues related to water in district.							
2	7	ACWA/JPIA Conference	Rowland Heights	Monterey	344.0	\$ 199.52	\$ 200.00
(Travel Day to Monterey) Met with General Manager and directors at beginning of conference; Registration and look at Exhibits							
3	8	ACWA/JPIA Conference					\$ 200.00
Introduction to Bay Delta Laws Session Legal Cannabis Ushers in New Era of Water Regulations Session							
4	9	ACWA/JPIA Conference					\$ 200.00
Navigating Protections of State Wetlands and Waters of the State & Voluntary Agreements: A Way out of the Delta Dilemma							
5	10	ACWA/JPIA Conference	Monterey	Rowland Heights	344.0	\$ 199.52	\$ 200.00
Hans Doe Past President's Breakfast Speaker - Walter Sells Chief Executive Officer of ACWA/JPIA (travel home - 7 hours)							
6	14	Rowland Water District General Meeting	Rowland Heights	Rowland Heights	2.0	\$ 1.16	\$ 200.00
Attended General meeting.							
7	15	Three Valleys Municipal Water District Meeting	Rowland Heights	Claremont	45.6	\$ 26.45	\$ 200.00
Review and meeting with board to discuss issues related to water in district.							
8	20	Travel to Legislative Days in Sacramento	Rowland Heights	Ontario	22.0	\$ 12.76	\$ 200.00
Travel via Southwest Airlines to Sacramento with Kirk							
9	21	Legislative Days - CSDA Event					\$ 200.00
Meet with Legislators at State Capitol regarding positions related to special districts. Met with TVMWD lobbyist. Listened to speakers from CSDA regarding issues and bills related to special districts.							
10	22	Legislative Days - CSDA Event	Ontario	Rowland Heights	22.0	\$ 12.76	\$ 200.00
Listened to speakers from the Capitol regarding legislation and budget issues. Travel home.							

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	7	Parking fee at Hotel (\$23)/Food Willow Ranch (\$17.14)	\$ 40.14
2	8	Parking fee at Hotel (\$23)/Dinner Crown & Anchor (\$24)	\$ 47.00
3	9	Parking fee at Hotel	\$ 23.00
4	10	Dinner (Buellon)	\$ 40.00
5	20	Dinner - Wahoo's Fish Taco (\$14.03); 5/21 - Dinner (Mikuni \$40.00); 5/22 Parking at Airport (\$39)	\$ 93.03

Subtotal Miscellaneous Expense \$ 243.17

Subtotal Mileage \$ 478.62

Subtotal Meeting Compensation \$ 2,000.00

Subtotal All \$ 2,721.79

Mandatory Deferred Compensation @ 7.5% (\$ 150.00)

Voluntary Deferred Compensation *(negative entry; default @ 0)* \$ 0.00

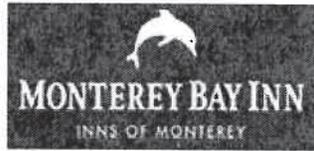
**TOTAL \$ 2,571.79**

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

\_\_\_\_\_  
Signature

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



242 CANNERY ROW  
 MONTEREY CA 93940  
 831-373-6242  
 reservations@innsofmonterey.com

Jackman, [REDACTED]  
 [REDACTED]

Confirmation Number: 82801948-1  
 Room Number: 210  
 Room Type: H2  
 No. of Guests: 2

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	05/07/2019	05/10/2019	EXPEC	96115
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
05/07/2019	3010	Parking Fee		23.00
05/08/2019	3010	Parking Fee		23.00
05/09/2019	3010	Parking Fee		23.00
05/10/2019	7060	Visa Card *****1385		(69.00)
<b>Sub-Total:</b>				69.00
<b>Total Tax:</b>				0.00
<b>Total Payments:</b>				(69.00)
<b>Total Due:</b>				0.00

TERMS /

SIGNATURE / \_\_\_\_\_

DATE / \_\_\_\_\_

**Crown & Anchor Pub  
BRITISH PUB  
MONTEREY**

TRANSACTION RECORD

**Crown & Anchor Pub  
BRITISH PUB  
MONTEREY**

WED MAY 8, 2019  
**CHECK #1551426-1**  
TABLE #14

1 PLYMOUTH PLATTER \$17.50 —  
1 CORNED BEEF ENTREE \$15.50  
1 PT SMITHWICKS \$7.00  
SUB-TOTAL : \$40.00  
TAX : \$3.50  
**TOTAL \$43.50**

CARD TYPE: VISA.EFT  
Nu. \*\*\*\*\*  
EXPI. : \*\*\*\*\*  
ENTRY: SWIPED  
AUTHORIZATION: 09190D  
TERMINAL: 3  
REFERENCE: 1551426

PURCHASE **\$43.50**  
TIP 10. —  
TOTAL 53.50

MONTEREY'S *5.00 hp*  
BEST BRITISH PUB!  
FULL MENU SERVED 'TIL MIDNIGHT  
WWW.CROWNANDANCHOR.NET  
Time: 18:46 2 CUSTOMERS

THANK YOU  
MAY 8, 2019 18:46:39  
Server's name : EMILY

THANKS FOR YOUR PATRONAGE  
PLEASE COME AGAIN !!!

CUSTOMER COPY

YOU HAVE BEEN SERVED  
BY : EMILY



**Willow Ranch**  
27770 Lagoon Dr  
Buttonwillow, CA  
United States, 93206  
Tel: 661-764-6605  
Printed May 7, 2019 at 9:13 AM

May 7, 2019 at 9:13 AM  
Table: FT2, 2 guests  
Server: Blanca  
Sale tax #: R0123456789  
Seat(s): 1

\*Tea \$1.99  
+ \$1.99: Regular  
PLOW BOY OMELETTE \$13.99  
Split Items (1/2)

Food Total \$15.98  
Sub Total \$15.98  
Sale tax \$1.16  
**Total \$17.14**

Thank You  
Please Come Again!

Tip Guide:  
15%=\$2.57 18%=\$3.09 20%=\$3.43



MIKUNI JAPANESE RESTAURANT  
1530 J St  
Sacramento, CA 95814  
(916) 447-2111

Date: May 21 '19 05:45PM  
Card Type: Visa  
Acct #: XXXXXXXXXXXX  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Trans Key: GIG009729003229  
Auth Code: 03571D  
Check: 2112  
Table: 4/1  
Server: 4285 Michael

Subtotal: 41.00  
TAX: 8.00  
Total: 49.00

Signature: *[Handwritten Signature]*  
I agree to pay the above total according to my card issuer agreement.  
QUEST COPY

WAHOO'S TACO  
Ontario Airport

Tbl: 0 Ref: 37271  
DENISE Chk: 67271  
Ariana 5/20/2019 5:22 pm

---

Wahoo Combo #5	12.99
<b>SubTotal</b>	<b>12.99</b>
<b>State Tax</b>	<b>1.04</b>
<b>Total</b>	<b>14.03</b>
VISA *****0161	14.03
<b>Amount Paid</b>	<b>14.03</b>

Tell us about your experience by visiting DelawareNorthListens.com.

Ontario International Airport  
Authority  
Lot 3

Receipt Number: H0331900139282  
Ticket-Nr.: 310019274  
In: 05/20/2019 16:28  
Out: 05/22/2019 16:40  
Duration: 2,00:12

**Transient Parker \$ 39.00**  
**Total: \$ 39.00**  
Validations: \$ 0.00  
**Balance Due: \$ 39.00**  
  
Credit Card \$ 39.00  
Change: \$ 0.00

Hitching Post

406 E. Highway 246  
Buellton, CA 93427  
1.805.688.0676  
www.hitchingpost2.com  
Date: May 10 '19 06:13PM  
Card Type: Visa  
Acct #: XXXXXXXXXXXX  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Auth Code: 09393D  
Check: 2463  
Table: 002/1  
Server: 509 JJ

Subtotal: 82.86  
Tip: 20.00  
Total: 102.86

Signature  
I agree to pay above total according to my card issuer agreement.

\*\*\* Customer Copy \*\*\*



# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** Bob Kuhn, Division 4

**MONTH / YEAR**      May                      2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	TVMWD Board Workshop	Glendora	Claremont	18.0	\$ 10.44	\$ 200.00
General discussion of the board and staff regarding business of the district							
2	5	ACWA/JPIA	Glendora	Monterey	339.0	\$ 196.62	\$ 200.00
Semi-annual conference regarding water related issues in the state as well as local							
3	6	ACWA Conference	Glendora	Monterey	0.0	\$ 0.00	\$ 200.00
See the above note							
4	7	ACWA Conference	Glendora	Monterey	0.0	\$ 0.00	\$ 200.00
See the above note							
5	15	TVMWD Board Meeting	Glendora	Claremont	18.0	\$ 10.44	\$ 200.00
Business of the district. For specifics see the agenda for the meeting date.							
6	16	CBWM Pool chairman and Board Executive Team meeting	Glendora	Rancho Cucamonga	32.0	\$ 18.56	\$ 200.00
Discussion of the pool chairs and executive board members. Issues involving the Chino Basin and how we can work together in a more positive manner.							
7	29	SGVWA with Judy Chu	Glendora	Monrovia	24.0	\$ 13.92	\$ 200.00
Report on what is going on in Washington DC that's positive for the San Gabriel Valley nothing)							
8	30	TVMWD Leadership Breakfast	Glendora	Pomona	16.0	\$ 9.28	\$ 200.00
Issues of new laws effecting water conservation in the state.							
9	31	CBWM committee meeting & signing checks	Glendora	Rancho Cucamonga	32.0	\$ 18.56	\$ 200.00
Follow up to yesterdays meeting							
10			Glendora				

No	Day	Miscellaneous Expense (please itemize each expense)	Misc. Expense
1	5-6	Hotel Pacific	\$ 556.56
2	5-8	Meals on different days while in Monterey, see attached receipts	\$ 83.83
3			
4			
5			

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

\_\_\_\_\_  
Signature

Subtotal Miscellaneous Expense	\$ 640.39
Subtotal Mileage	\$ 277.82
Subtotal Meeting Compensation	\$ 1,800.00
Subtotal All	\$ 2,718.21
Mandatory Deferred Compensation @ 7.5%	(\$ 135.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	(\$ 1,850.00)
<b>TOTAL</b>	<b>\$ 733.21</b>

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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

# Item 10.B



## Hotel Pacific (ST033)

300 Pacific Street  
 Monterey, CA 93940  
 (831) 373-5700  
 reservations@hotelpacific.com

Account: 13972866

Date: 5/9/19

Room: 311 GROUP-

Arrival Date: 5/5/19

Departure Date: 5/9/19

Check In Time: 5/5/19 2:37 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: sjudy

**Total Balance Due: 0.00**

Kuhn, Bob  
 ACWA 2019 Spring Conference RL



Post Date	Description	Comment	Amount
5/5/19	Room Charge	#311 Kuhn, Bob	225.00
5/5/19	Occupancy Tax		31.84
5/5/19	California Tourism Assessment		0.44
5/5/19	Tourism Levy		1.00
5/5/19	Parking		20.00
5/6/19	Room Charge	#311 Kuhn, Bob	225.00
5/6/19	Occupancy Tax		31.84
5/6/19	California Tourism Assessment		0.44
5/6/19	Tourism Levy		1.00
5/6/19	Parking		20.00
5/7/19	Room Charge	#311 Kuhn, Bob	225.00
5/7/19	Occupancy Tax		31.84
5/7/19	California Tourism Assessment		0.44
5/7/19	Tourism Levy		1.00
5/7/19	Parking		20.00
5/8/19	Room Charge	#311 Kuhn, Bob	225.00
5/8/19	Occupancy Tax		31.84
5/8/19	California Tourism Assessment		0.44
5/8/19	Tourism Levy		1.00
5/8/19	Parking		20.00
5/9/19	Master Card		(1,113.12)

XXXXXXXXXXXX [REDACTED]

### Folio Summary 5/5/19 - 5/9/19

Room Charge	900.00
Occupancy Tax	127.36
California Tourism Assessment	1.76
Tourism Levy	4.00
Master Card	(1,113.12)
Parking	80.00

Balance Due: 0.00

1/2 wqa \$556.56  
 1/2 tvmwd \$556.56

PEPPERS  
PACIFIC GROVE

5/05/19 18:44  
Check 20025  
Table 109  
Type Sale  
Terminal 2  
Server Eduardo

Swiped

Acct BOB KUHN  
Card Typ XXXXXXXXXXXX  
Auth Mastercard  
Trans ID 004332  
41258

Sale 33.66

Tip \$.....

Total \$.....

I AGREE TO PAY TOTAL AMOUNT  
ACCORDING TO CARD ISSUER AGMT  
(MERCHANT AGMT IF CREDIT VCHR)

Customer Copy

PEPPERS  
MEXICALI CAFE  
170 FOREST AVENUE  
PACIFIC GROVE, CA 93950  
TELEPHONE 831-373-6892  
FAX 831-373-5467

Table 109

Wait Stn #2 Check 20025  
Server: Eduardo Guests 2  
SUN 5/05/19 6:40pm

1 TEA 3.00  
1 TWO ITEM COMBO 15.95  
TACO  
TACO  
ALA CARTE 3.50  
1 CHICKEN TOSTADA 15.50

Sub/Ttl 30.95  
Tax 2.71  
DINE IN 33.66

THANK YOU *[Signature]*

*Monterey Right*

TRANSACTION RECORD

**CRAB HOUSE MONTEREY  
MONTEREY, CA**

**CRAB HOUSE MONTEREY  
MONTEREY, CA**

MON MAY 6, 2019

**CHECK #227587-1**

TABLE #9

1 CUP CHOWDER	\$5.95
1 CHICKEN TERYAKI	\$18.95
SUB-TOTAL	: \$24.90
TAX	: \$2.18
<b>TOTAL</b>	<b>\$27.08</b>

CARD TYPE: MASTER CARD EFT  
 Nu. \*\*\*\*\*XXXXXXXXXX EXPI. : \*\*\*\*  
 ENTRY: SWIPED  
 Customer : BOB KUHN  
 AUTHORIZATION: 005346  
 TERMINAL: 4  
 REFERENCE: 227587

PURCHASE **\$27.08**

TIP

TOTAL

*5.40*  


---

*32.08*

x \_\_\_\_\_

Time: 18:49 2 CUSTOMERS

THANK YOU  
PLEASE COME AGAIN !!!

YOU HAVE BEEN SERVED  
BY : RUBEN

THANK YOU  
MAY 6, 2019 18:53:46  
Server's name : RUBEN

MERCHANT COPY



AS REAL AS IT GETS

560 Munras Avenue, Suite  
Monterey CA 93940  
(831) 718-9369

Host: Cristina 05/06/2019  
ORDER #189 12:51 PM  
10091

Veggie Salad 7.90

How're we doing? Let us know at  
ChipotleFeedback.com. Unique code:

021 005 100 062 010 510 49

Subtotal 7.90  
Tax 0.69

TAKE OUT Total 8.59  
Cash 20.00  
Change 11.41

Bathroom Code: 3874  
Order online at chipotle.com

--- Check Closed ---



HAND-MASHING THE STATUS QUD

560 Munras Avenue, Suite  
Monterey CA 93940  
(831) 718-9369

Host: Cristina 05/07/2019  
ORDER #142 11:59 AM  
10043

Chicken Bowl 7.90

How're we doing? Let us know at  
ChipotleFeedback.com. Unique code:

011 005 100 072 010 530 54

Subtotal 7.90  
Tax 0.69

TAKE OUT Total 8.59  
Cash 10.00  
Change 1.41

Bathroom Code: 2685  
Order online at chipotle.com

--- Check Closed ---

NEW: Clean

Try one today!

Limited time only at participating restaurants.  
Subway® is a Registered Trademark of  
Subway IP LLC, © 2019 Subway IP LLC.



Subway#18092-0 Phone 805-239-1963  
1121 24th Street  
Paso Robles, CA, 93446  
Served by: [redacted] 05/2019 11:11:50 am  
Term ID-Trans# 1/A-235020

Qty	Size	Item	Price
1	6"	Turkey FlatBd	5.29
1		RotiStylChkn Salad	7.59
1		Chicken	1.29

Sub Total 14.17  
 Taxable Amount 7.59  
 Sales Tax (7.75%) 0.59  
 Total (Take Out) 14.76  
 Cash 20.00  
 Change 5.24

Take our 1 minute survey at [www.tellsubway.com](http://www.tellsubway.com) and receive a free cookie. Please keep your receipt and write your unique coupon code here \_\_\_\_\_

Host Order ID: SPM20190505111149

Let us know how we did today at [global.subway.com](http://global.subway.com) and we'll send you a sweet offer.

*[Handwritten signature]*

re-ceipt powered by **mobivity**

**MANDOS RESTAURANT**  
162 FOUNTAIN AVE  
PACIFIC GROVE, CA 93950  
8316569235

**ORDER: 2**  
**Dine IN**

08-May-2019 1:57:36P

1 Tacos \$0.00  
 Chicken \$2.75  
 Chicken \$2.75

1 Fluffy Belgian Waffle \$6.99  
 1 Eggs (2) \$2.50  
 Over Easy \$0.00

Subtotal *\$9.49* \$14.99  
Tax \$1.29

Total \$16.28



VMGNB3M91T9BG

Order VMGNB3M91T9BG



# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** John Mendoza, Division 6

**MONTH / YEAR**

May

2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	TVMWD Meeting	Pomona	Claremont			\$ 200.00
Meeting of the TVMWD Board of Directors, staff and member agencies to vote on issues affecting District water operations.							
2	6	Pomona City Council meeting	Pomona	Pomona			\$ 200.00
Attended and observed Pomona City council meeting.							
3	13	SGV Regional Chamber of Government Affairs Committee	Pomona	Walnut			\$ 200.00
Attended meeting of local business representatives, elected officials and State Legislative staff to vote and discuss important laws be proposed that affect the region.							
4	14	AWWA California/Nevada Section T1-T2 review	Pomona	Riverside			\$ 200.00
Attended all day session class related to water operations certification.							
5	15	TVMWD Meeting	Pomona	Claremont			\$ 200.00
Meeting of Board of Directors, staff and member agencies to discuss and vote on important issues affecting water operations.							
6	16	SCWUA Water Treatment Operators Refresher	Pomona	Monrovia			\$ 200.00
Review class course focusing on related water operations for Treatment Certification.Presenter Daniel Marquez DWP.							
7	22	Six Basins Watermaster	Pomona	Claremont			\$ 200.00
Water operations review of important issues affecting the Six Basins. Ground water issues and grants availability for funding water operations.							
8	23	39th Annual Pomona Mayor's Prayer Breakfast	Pomona	Pomona			\$ 200.00
Attended annual event attended by local community members, churches, business sector and elected officials.							
9	29	SGV Public Affairs Network	Pomona	Arcadia			\$ 200.00
Washing Update given by Congresswomen Judy Chu to local elected officials, staff, business sector.							
10	30	TVMWD Leadership Breakfast	Pomona	Pomona			\$ 200.00
Director of State Regulator Relations presentation New Urban Water Conservation Laws and role of local water "operations."							

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

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

Signature \_\_\_\_\_

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 0.00
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,000.00
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry: default @ 0)</i>	\$ 0.00
<b>TOTAL</b>	<b>\$ 1,850.00</b>

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



# DIRECTOR EXPENSE SHEET

Submit Form

## Item 10.B

**NAME:** Joe Ruzicka, Division 5

**MONTH / YEAR**

May

2019

No	Day	Title of Meeting / Description	Mileage (assumed as round trip unless noted)				Meeting Compensation
			From City	To City	Miles	Miles \$	
1	1	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 23.20	\$ 200.00
Attended and participated in the deliberations.							
2	8	LAFCO - Commission Meeting	Diamond Bar	Los Angeles	60.0	\$ 34.80	\$ 200.00
Attended and participated in the deliberations as Alternate Special District Representative							
3	9	Los Angeles County - Consolidated Oversight Board	Diamond Bar	Los Angeles	30.0	\$ 17.40	\$ 200.00
Attended and chaired the meeting							
4	14	RWD - Board Meeting	Diamond Bar	Rowland Hgts	14.0	\$ 8.12	\$ 200.00
Attended and apprised myself of issues of concern to a member agency.							
5	15	TVMWD - Board Meeting	Diamond Bar	Claremont	40.0	\$ 23.20	\$ 200.00
Attended and participated in the deliberations.							
6	16	WVWD - Water Awareness Month	Diamond Bar	Walnut	10.0	\$ 5.80	\$ 200.00
Attended and emphasized the importance of water stewardship.							
7	20	WVWD - Board Meeting	Diamond Bar	Walnut	10.0	\$ 5.80	\$ 200.00
Attended and apprised myself of issues of concern to a member agency.							
8	22	SGVWA - Membership Meeting	Diamond Bar	Pomona	18.0	\$ 10.44	\$ 200.00
Attended and was given an up to date of the abolishment of the Sativa Water District.							
9	23	SCWUA - Membership Meeting	Diamond Bar	Pomona	22.0	\$ 12.76	\$ 200.00
Attended and received an update on current operations of the Department of Water Power by Patrick Horton, Emergency Preparedness Coordinator.							
10	30	TVMWD - Leadership Meeting	Diamond Bar	Pomona	22.0	\$ 12.76	\$ 200.00
Attended and and was given a comprehensive overview of new urban water conservation laws and the role of local water agencies.							

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

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

Signature \_\_\_\_\_

Subtotal Miscellaneous Expense	\$ 0.00
Subtotal Mileage	\$ 154.28
Subtotal Meeting Compensation	\$ 2,000.00
Subtotal All	\$ 2,154.28
Mandatory Deferred Compensation @ 7.5%	(\$ 150.00)
Voluntary Deferred Compensation <i>(negative entry; default @ 0)</i>	\$ 0.00
<b>TOTAL</b>	<b>\$ 2,004.28</b>

\* Mileage is reimbursed at IRS Standard Business Mileage Rate

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



## Board of Directors Staff Report

**To:** TVMWD Board of Directors  
**From:** Matthew H. Litchfield, General Manager   
**Date:** June 19, 2019  
**Subject:** Approval of the General Manager FY 2019-20 Work Plan

---

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

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**Staff Recommendation:**

**Approve the General Manager's FY 2019-20 Work Plan.**

**Background:**

Each year, the General Manager and Executive Staff prepare the General Manager Work Plan ("Work Plan") that lays out the specific projects or initiatives to meet the overall goals in support of the TVMWD mission outlined in the Annual Strategic Plan.

**Discussion:**

The FY 2019-20 Work Plan outlines specific projects, initiatives and activities that are measurable with specific performance objectives. A copy of the proposed Work Plan is attached as **Exhibit A**. All of the activities outlined in the Work Plan are designed to further the mission of TVMWD and each activity listed is referenced back to each specific strategic goal outlined in the Strategic Plan. New or significantly modified objectives from the previous fiscal year General Manager Work Plan are identified in the new plan.

**Strategic Plan Objective(s):**

- 3.3 – Be accountable and transparent with major decisions
- 3.4 – Communicate TVMWD's role in the delivery of water
- 3.5 – Ensure that all the region's local government policy makers understand TVMWD's role in the delivery of water

**Attachment(s):**

Exhibit A – General Manager's Work Plan, Fiscal Year 2019-20

**Meeting History:**

Board of Directors Meeting – June 5, 2019, Informational Item

NA/ML



**THREE VALLEYS MUNICIPAL WATER DISTRICT**  
**GENERAL MANAGER'S WORK PLAN**  
**FISCAL YEAR 2019-20**

*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.*

**PLANNED ACTIVITIES**

Activity	Success Measure	District Strategic Goals
1. <b><u>TVMWD Grand Avenue Well</u></b> Complete design and construct 12" transmission main to Miramar, equip well and place well into operation.	<ul style="list-style-type: none"> <li>• Complete 100% plans and specifications</li> <li>• Public bidding for pipeline construction</li> <li>• Equipping and placing well into service in 2019</li> </ul>	1.1, 1.3, 1.4 2.1, 2.3
2. <b><u>TVMWD MiraGrand Well*</u></b> Begin design for groundwater production well on District property at intersection of Grand and Miramar in Claremont.	<ul style="list-style-type: none"> <li>• Complete CEQA process</li> <li>• Complete design for Phase 1 – Drilling</li> <li>• Formal bidding process for drilling contract</li> </ul>	1.1, 1.3, 1.4 2.1, 2.3
3. <b><u>Maximize Energy Production from Hydrogeneration Units</u></b> Maximize run times for all three hydro stations to maximize revenue.	<ul style="list-style-type: none"> <li>• Meet or Exceed budgeted goals for power production.</li> </ul>	2.3
4. <b><u>Miramar Agreement Update*</u></b> Review and update the existing Miramar agreement to bring it into alignment with current operational practices.	<ul style="list-style-type: none"> <li>• Develop draft agreement language agreeable by all parties to supersede the original 1984 Miramar Agreement</li> </ul>	2.2, 3.3, 3.5
5. <b><u>Miramar Water Quality Enhancements*</u></b> Perform a review of available technologies and strategies to increase current water quality.	<ul style="list-style-type: none"> <li>• Develop work plan to address disinfection byproduct reduction in treated water effluent.</li> </ul>	1.2, 1.3, 2.2
6. <b><u>Maximize Water Sales Through Miramar</u></b> Maximizing water production in treatment plant decreases unit cost of water. Includes maximizing well production year-round.	<ul style="list-style-type: none"> <li>• Meet or exceed budgeted goals for water sales.</li> </ul>	2.2, 2.3, 2.6
7. <b><u>Monthly Performance Measurement Report*</u></b> Monthly report for Board, staff and member agencies that identifies key performance metrics and our progress towards achieving.	<ul style="list-style-type: none"> <li>• Inclusion in monthly board packet</li> </ul>	2.3 3.3, 3.4
8. <b><u>District Office Modifications</u></b> Develop plan to improve office space efficiency for staff.	<ul style="list-style-type: none"> <li>• Explore more creative, cost-effective office space solutions.</li> </ul>	2.4

PLANNED ACTIVITIES		
Activity	Success Measure	District Strategic Goals
9. <b><u>Capital Project Delivery (CIP) Improvements*</u></b> Prepare needs assessment and implement a plan to improve overall CIP delivery timeframes. Develop District standard drawings, technical specifications, AutoCad standards, etc. Review current bidding procedures and implement any needed changes.	<ul style="list-style-type: none"> <li>Contract with consultant to develop standard drawings, technical specification library and AutoCad Standards.</li> <li>Review public bidding process and implement necessary changes.</li> </ul>	1.2, 1.4, 1.5 2.3, 2.6
10. <b><u>Audit of Internal Controls</u></b> Partner with another agency to receive a review of internal controls. TVMWD staff will likewise provide the same service for the other agency.	<ul style="list-style-type: none"> <li>Providing reassurance to the board that the internal controls are appropriate.</li> </ul>	3.1, 3.3
11. <b><u>Accounting Software Replacement Planning</u></b> Tyler Technologies is no longer doing R&D to improve our EDEN financial software. Support provided by Tyler is getting worse. Identify options to transition from EDEN.	<ul style="list-style-type: none"> <li>Staff will complete the RFP that includes requirements of a new financial software.</li> </ul>	3.3, 3.6
12. <b><u>Job Continuity Guidelines</u></b> Work with administrative staff to finalize and maintain job continuity guidelines for each individual job classification.	<ul style="list-style-type: none"> <li>All job classifications completed in 2019</li> <li>Provide presentation of expectations and why needed</li> <li>Managers work with staff to complete handbooks</li> </ul>	2.4
13. <b><u>Emergency Response</u></b> Continue to work with PWAG and conduct internal tabletop exercise and “surprise” drill (May 2019). Implement additional NIMS/SEMS training and develop ICS form library and EOC supplies.	<ul style="list-style-type: none"> <li>EOC hands-on drill planned for May 2019</li> <li>Train staff on specific roles in EOC</li> <li>Schedule SEMS/NIMS training for staff</li> </ul>	1.4
14. <b><u>Geographical Information Systems (GIS) Implementation*</u></b> Develop and institute GIS District wide to improve workflow efficiencies and improve asset management capabilities.	<ul style="list-style-type: none"> <li>Prepared and issue RFP</li> <li>Contract with GIS firm</li> <li>Develop GIS based applications to improve efficiency of operations and engineering tasks</li> <li>Implement Asset Management with GIS</li> <li>Cloud based server</li> <li>No new staff to administer GIS, staff driven</li> </ul>	1.5 2.3, 2.4 3.6
15. <b><u>Information Technology Master Plan*</u></b> Develop planning documentation and institute practices for the management of the district’s hardware and software programs	<ul style="list-style-type: none"> <li>Assess &amp; align software program versions</li> <li>Revamp hardware rotation schedule</li> <li>Review/modify IT contracts and subscriptions</li> <li>Manage security camera systems</li> <li>Place physical backup server in EOC</li> <li>Provide IT troubleshooting and solutions for staff</li> <li>Assess current cyber-attack risks and improve protections</li> </ul>	1.4 2.4 3.6

PLANNED ACTIVITIES		
Activity	Success Measure	District Strategic Goals
16. <b>District Website Upgrade*</b> Investigate the need and potential for improving the District’s website for visual and navigational enhancements.	<ul style="list-style-type: none"><li>Contract with professional web design consultant to make recommendations and develop new District website to improve overall look and improve navigation and transparency.</li></ul>	3.2, 3.3, 3.4, 3.5, 3.6



## Board of Directors Staff Report

**To:** TVMWD Board of Directors

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

**Date:** June 19, 2019

**Subject:** **Resolution No. 19-06-861 of the Three Valleys Municipal Water District in Support of the Update of the Chino Basin Optimum Basin Management Program**

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

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### **Staff Recommendation:**

**For the Board of Directors to approve Resolution No. 19-06-861 of the Three Valleys Municipal Water District in support of the Chino Basin Optimum Basin Management Program effective June 19, 2019.**

### **Background:**

The Chino Groundwater Basin is a vital resource for TVMWD member agencies as well as member agencies of the Inland Empire Utilities Agency ("IEUA") and Western Municipal Water District ("WMWD"). Over the past 20 years, the Parties to the Chino Basin Judgement have collaborated on the development and implementation of the Optimum Basin Management Program ("OBMP") which has enabled the region to manage the Chino Groundwater Basin to guarantee a reliable water supply for the benefit of the regional economy.

It is common knowledge that the Chino Basin region has experienced rapid economic and population growth during times of extreme drought period in the last decade. Through the collaborative efforts of the Parties to the Judgment and work of the Chino Basin Watermaster ("Watermaster"), the scientific understanding of the Chino Basin has improved significantly over the past 20 years. Furthermore, since imported water supplies to the region have become scarcer over time, the importance of the OBMP as a planning document guiding the management of the Chino Basin has become even more paramount. The Chino Groundwater Basin region faces many challenges to address with the goals of (1) enhancing Basin water supplies; (2) protecting and enhancing water quality; (3) enhancing management of the Basin; and (4) equitably financing the OBMP.

With the challenges the region now faces and the goals of the OBMP remaining the same, there is a need to reconsider the implementation activities. Implementation of the OBMP

Plan update will be the document where all stakeholders that rely on the Chino Basin to meet their needs will collaborate to solve these challenges.

Mr. Peter Kavounas, General Manager of the Chino Basin Watermaster, will provide a brief presentation to the Board regarding this item.

**Strategic Plan Objective(s):**

1.3 – Maintain diverse sources of water supplies and storage, and increase extractable water storage supplies to 10,000 AF

1.4 – Capable of delivering 10,000 AFY from local sources in case of drought or catastrophe

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Resolution No. 19-06-861 of the Three Valleys Municipal Water District in Support of the Update of the Chino Basin Optimum Basin Management Program

**Meeting History:**

None

NA/ML

**Resolution No. 19-06-861  
of the Three Valleys Municipal Water District  
in Support of the Update of the  
Chino Basin Optimum Basin Management Program**

**Whereas**, the Three Valleys Municipal Water District was established in 1950 with the objective to provide clean, safe and reliable water to the Community it serves.

**Whereas**, the Community that the Three Valleys Municipal Water District serves depends on Clean, Safe and Reliable water to sustain economic development and growth, foster a healthy community and preserve the environment for future generations.

**Whereas**, the Community that Three Valleys Municipal Water District serves' Water Portfolio relies on a combination of imported water, surface, groundwater and recycled water to satisfy the demands of the region.

**Whereas**, a reliable water supply is a necessary element for economic development, growth, and prosperity, and according to state laws must be verified before new development is approved; and

**Whereas**, a safe water supply ensures the daily wellbeing and health of the community the Three Valleys Municipal Water District serves, by providing water that is safe to drink, cook, bathe in, and use for all other human necessities.

**Whereas**, a clean water supply helps preserve the environmental health of our Community, by ensuring there are adequate resources to meet environmental needs such as habitat for fish and birds.

**Whereas**, groundwater is an essential part of such portfolio since it is local and less dependent of temporal and seasonal variations.

**Whereas**, the Chino Groundwater Basin is a vital resource for achieving the Three Valleys Municipal Water District's mission of providing clean, safe and reliable water.

**Whereas**, the Parties to the Chino Basin Judgement have collaborated on the development and implementation of the Optimum Basin Management Program ("OBMP") for the past 20 years.

**Whereas**, the OBMP has enabled the region to manage the Chino Groundwater Basin to guarantee a reliable water supply for the buoyant economy of the area.

**Whereas**, the Chino Basin region has experienced rapid economic and population growth.

**Whereas**, the scientific understanding of the Chino Basin has improved significantly.

# Item 10.D - Exhibit A

**Whereas**, the imported water supplies to the region have become more scarce over time.

**Whereas**, the OBMP is a planning document that has guided the management of the Chino Basin through the challenges facing the region for the past 20 years, with the goals of [1] enhance Basin water supplies; [2] protect and enhance water quality; [3] enhance management of the Basin; and [4] equitably finance the OBMP; and has been implemented over the same time to enhance the reliability of groundwater resources

**Whereas**, the region now faces new challenges and, while the goals of the OBMP remain the same, there is a need to reconsider the implementation activities.

**Whereas**, the region has experienced unprecedented economic growth, the surface water supplies are becoming less reliable, seasonal variability is becoming more extreme, there are new emerging constituents that degrade groundwater quality.

**Whereas**, the OBMP Implementation Plan update will be the document where all stakeholders that rely on the Chino Basin to meet their needs will collaborate to solve the challenges aforementioned.

**Now therefore let it be resolved that the Board of Directors of the Three Valleys Municipal Water District fully support the development of an update to the Optimum Basin Management Program.**

**Let it be further resolved that the Board of Directors of The Three Valleys Municipal Water District considers the timely completion of the Optimum Basin Management Program update critical to the future development of the region and directs its General Manager to update this Board with the progress of the OBMP update on a regular basis.**

**ADOPTED and PASSED at a meeting of the Three Valleys Municipal Water District's Board of Directors, on this 19<sup>th</sup> day of June 2019 by the following vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Bob G. Kuhn  
President

**ATTEST:**

---

Brian Bowcock  
Secretary

SEAL:



## Board of Directors Staff Report

**To:** TVMWD Board of Directors

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

**Date:** June 19, 2019

**Subject:** **Cadiz Valley Groundwater Conservation, Recovery, and Storage Project – Proposal To Implement Recommendations Contained within the Report of the Independent Peer Review Panel**

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<input checked="" type="checkbox"/> <b>For Action</b>	<input checked="" type="checkbox"/> <b>Fiscal Impact</b>	<b>\$ 197,628.00</b>
<input type="checkbox"/> <b>Information Only</b>	<input type="checkbox"/> <b>Funds Budgeted:</b>	

---

**Staff Recommendation:**

**Staff is requesting direction and possible action to enter into a professional services agreement with Aquilogic, Inc. to implement recommendations contained within the Report of the Independent Peer Review Panel for the Cadiz Valley Groundwater Conservation, Recovery and Storage Project (“Cadiz”).**

**Discussion:**

An independent review of the Cadiz Project was completed in March 2019 and concluded that monitoring and mitigation measures for the Project are appropriate and protective of the surrounding ecosystem, as described in the Groundwater Management, Monitoring and Mitigation Plan (“GMMMP”) adopted by the County of San Bernardino Board of Supervisors. The scientific evaluation was commissioned by Three Valleys Municipal Water District (“TVMWD”) and Jurupa Community Services District (“JCSD”), which hold option agreements to participate in the Cadiz Water Project. Funding for the review was provided by Fenner Valley Water Authority.

The TVMWD Board of Directors held a special board meeting on March 13 to discuss the findings with project opponents and proponents in attendance.

The Project has undergone a lengthy environmental review, followed by evaluation by the County of San Bernardino, which adopted a GMMMP to ensure environmental safety. The Plan and the Project’s environmental impact report (EIR) were validated in California Superior and Appellate Courts.

The scientists found that the GMMMP provides sufficient management and monitoring to identify any undesirable results that could occur in response to proposed groundwater pumping, as well as effective corrective measures. The group confirmed previous studies showing no hydraulic connection between area springs and the groundwater table

surrounding Cadiz. However, in an abundance of caution, the panel recommended the following additions to the GMMMP:

- Developing a more detailed monitoring plan at least one year prior to the start of the Project, including a detailed Quality Assurance Project Plan, a formal data management system and an online repository for all technical reports
- Conducting geophysical mapping in the area immediately above and some distance below Bonanza Spring and in the Fenner Gap
- Installing additional monitoring wells immediately below Bonanza Spring and at the edge of the alluvial aquifer one mile southeast of the spring
- Installing a weather station or rain gauge in the bedrock watershed
- Conducting more frequent monitoring at Bonanza, Whiskey and Vontrigger springs using transducers and dataloggers and mapping the exact geographic location and elevation of each spring on an annual basis
- Increasing groundwater monitoring frequency
- Installing transducers in any third-party well prior to the start of the Project
- Spatially and at-depth mapping of the saline-fresh water interface between the Bristol and Cadiz dry lakes and the Fenner Valley and other upstream watersheds
- Increasing InSAR data analysis and reducing the number of extensometers installed from three to one prior to the Project's beginning
- Updating numerical groundwater modeling and recalibrating the model on a regular basis
- Evaluating additional corrective measures

To further address concerns related to a potential hydraulic connection between Bonanza Spring and groundwater in the alluvial aquifer in Fenner Valley below, a Study Program is proposed. Phase I is to develop the details of the Study Plan, along with certain other tasks (e.g., workshop, data management system, quality assurance plan). The exact scopes and budgets for Phase II (data collection and analysis) and Phase III (data interpretation and reporting) will be established in Phase I.

**Fiscal Impact:**

Aquilogic's fee for Phase I is \$197,628 and will be funded by Fenner Valley Water Authority and placed on deposit with TVMWD prior to work commencing, therefore, there will be no impact to TVMWD current operating budget. The preliminary estimates for Phases II and III are \$600,000 and \$180,000, respectively. However, we are not requesting approval of these funds currently. Once the exact scopes and budgets for Phases II and III are established in Phase I, we will then be requesting additional funding. Again, these future phases will be funded by Fenner Valley Water Authority.

**Strategic Plan Objective(s):**

1.3 Maintain diverse sources of water supplies and storage, and increase extractable water storage supplies to 10,000 AF

3.3 – Be accountable and transparent with major decisions

**Attachment(s):**

Exhibit A – Aquilologic Scope of Work & Fee

**Meeting History:**

Board of Directors Special Meeting – March 13, 2019 (Workshop)

ML/NA

June 11, 2019

Matthew H. Litchfield, P.E.  
General Manager  
**Three Valleys Municipal Water District**  
1021 E. Miramar Avenue  
Claremont, CA 91711-2052

sent via email to:  
mlitchfield@tvmwd.com

**Re.: Proposal to Implement Recommendations Contained within the Report of the Independent Peer Review Panel for the GMMMP for the Cadiz Project**

Dear Mr. Litchfield:

**Aquilologic** is pleased to provide this proposal to Three Valleys Municipal Water District (Three Valleys) to implement certain recommendations contained within the “Report of the Independent Peer Review Panel, for the Groundwater Management, Monitoring, and Mitigation Plan (GMMMP) for the Cadiz Valley Groundwater Conservation, Recovery and Storage Project” (the Cadiz Project), dated February 5, 2019 (the Peer Review Panel Report; aquilologic, 2019).

## **1. Background**

In late 2018, Three Valleys convened an Independent Peer Review Panel (the Review Panel) to review the GMMMP for the Cadiz Project (the Review). The panel consisted of the following parties:

- Anthony Brown of Aquilologic, Inc. (**aquilologic**), panel leader
- Tim Parker of Parker Groundwater - Technology, Innovation, Management, Inc.
- Mark Wildermuth of Wildermuth Environmental, Inc. , and
- Dave Romero of Balleau Groundwater Inc.

### **1.1 Panel Objectives**

The focus of the Review was to evaluate whether the GMMMP was sufficient to ensure that the proposed pumping at the Cadiz Project would not result in Potential Significant Adverse Impacts to Critical Resources (Undesirable Results) that could not be effectively mitigated. The objectives of the Panel were to assess whether the GMMMP (ESA, 2012b):

- Provided sufficient management and monitoring to identify any Undesirable Results that could occur in response to proposed groundwater pumping at the Cadiz Project
- Provided effective Corrective Measures (i.e., mitigation) to address any Undesirable Results that do occur



In addition, where deemed necessary, the Panel was to provide recommendations for management, monitoring, and mitigation procedures, and recommend additional work to improve the understanding of the hydrology of the Cadiz Project area.

## **1.2 Panel Conclusions**

The Review Panel concluded in the Peer Review Panel Report (aquilogic, 2019) that the GMMMP provides appropriate and sufficient management and monitoring to identify Undesirable Results that could occur in response to proposed pumping at the Cadiz Project. In addition, the GMMMP provides effective Corrective Measures to address any Undesirable Results in the long-term. The Panel also recommended a number of complementary additions that could be made to the GMMMP, where such additions are feasible to implement.

## **2. Cadiz Project**

The Cadiz Project is located at the confluence of the Fenner, Orange Blossom Wash, Bristol and Cadiz watersheds in eastern San Bernardino County. Within this closed basin system, groundwater percolates and migrates downward from the higher elevations and eventually flows to Bristol and Cadiz dry lakes where it evaporates after mixing with the highly saline groundwater zone under the dry lakes. The portion that evaporates is lost from the groundwater basin and is unable to support beneficial uses. The fundamental purpose of the Cadiz Project is to conserve the substantial quantities of groundwater that are presently wasted and lost to evaporation to create a local water supply alternative for Southern California. Under the conservation and recovery component of the Cadiz Project, an average of 50,000 acre-feet per year (AFY) of groundwater would be pumped from the basin over a 50-year period.

## **3. Study Objectives**

Many of the recommendations presented within the Review Panel Report (aquilogic, 2019) are focused on providing a better understanding of hydrologic conditions at, and in the vicinity of, Bonanza Spring. Therefore, the goal of the work proposed herein is to implement a data collection and analysis program (the Study Program) to provide this improved understanding. In particular, the Study Program will provide greater clarity on the nature and degree of hydraulic connection between Bonanza Spring and the alluvial aquifer in the Fenner Valley below, if such exists. Further, the Study Program will provide baseline monitoring (i.e., hydrologic and biological conditions) in the vicinity of Bonanza Spring prior to the proposed pumping at the Cadiz Project.

Since the submission of the Peer Review Report (aquilogic, 2019), State Senators Richard Roth, Anthony Portantino and Benjamin Allen, and Assembly Member Laura Friedman have sponsored Senate Bill (SB) 307. SB307 proposes to establish a new and added review of the Cadiz Project



prior to the use of excess capacity in a publicly-owned water conveyance facility to transfer water. Specifically, upon application by a transferor, the State Lands Commission will be asked to determine that the proposed transfer will not adversely affect the natural or cultural resources, including groundwater resources or habitat, of federal or state lands. The completion of this study is intended to be responsive to this evaluation.

## **4. Study Program Approach**

We would recommend that the Study Program be implemented in the following three phases:

- I. Development of a Study Plan
- II. Implementation of the Study Program
- III. Preparation of a Study Program Report

The Study Program will include many of the recommendations provided by the Review Panel in their Report. However, the Review Panel Report does not provide details as to how the recommendations should be implemented. In addition, other parties may have ideas as to how the recommendations could be implemented, and the Study Program objectives satisfied. Thus, the full nature and extent of the Study Program will need to be developed prior to program implementation. A preliminary outline, schedule, and budget for the Study Program is provided in this proposal. However, once the full scope has been set within the Study Plan (Phase I), then a more definitive schedule and budget for the implementation of the full Study Program (Phase II) and subsequent reporting (Phase III) can be provided.

## **5. Phase I Scope of Work**

The Phase I scope of work includes the following tasks:

1. Study Plan Team
2. Study Program Development Workshop
3. Study Plan (Expert Review Report Recommendation No. 1)
4. Quality Assurance Project Plan (QAAP) (Recommendation No. 2)
5. Data Management System (DMS) (Recommendation No. 3)
6. Document Repository (Recommendation No. 4)
7. Permits/Approvals

### **5.1 Task I.1: Study Plan Team**

To implement the Study Program, **aquilogic** will need technical support for certain aspects of the Study Program beyond our areas of expertise (i.e., geophysics, fractured rock geology, geochemistry, biology, and desert ecology). Thus, the following consultants will be retained to assist in the development of the Study Plan:



- Paul Bauman, Senior Hydro-geophysicist, Advisian
- Miles Kenney, Principal Geologist, Kenney Geosciences
- Professor Dave Kreamer, University of Nevada at Reno (UNR), Geochemistry
- Tamara Klug, Principal Biologist, Cardno
- Professor Edith Allen, University of California at Riverside (UCR)

The Review Panel Report presents the collective opinions of four independent professionals. It is also recognized that other parties may have other technical recommendations that, if implemented, might better satisfy the objectives of the Study Program specified herein. In particular, certain opponents to the Cadiz Project may have technical experts whose input would help make the Study Program more successful. Therefore, we will contact the following environmental organizations and regulatory agencies to see if they would be willing to have representatives participate in developing the Study Plan:

- Center for Biological Diversity (CBD)
- National Parks Conservation Association (NPCA)
- Sierra Club
- Nature Conservancy
- Mojave Desert Land Trust (MDLT)
- US Department of Interior, Bureau of Land Management (BLM)
- California Department of Water Resources (DWR)
- California Department of Fish and Wildlife (DFW)
- US Fish and Wildlife Service (USFWS)

**Aquilogic**, retained consultants, and representatives from environmental organizations and regulatory agencies will collectively constitute the Study Plan Team. These parties will be provided the Report of the Independent Peer Review Panel (including appendices) and other key documentation to familiarize themselves with the Cadiz Project.

## **5.2 Task I.2: Study Program Development Workshop**

We would recommend that the Study Plan Team meet to finalize the scope of the Study Program and basic content of the Study Plan. Once members of the Study Plan Team have been finalized, **aquilogic** will circulate a doodle poll to identify two days when all members are available. We are targeting a date in mid-July for the meeting. It is hoped that the meeting can take place at a location close to the Cadiz Project (e.g., Palm Springs). For those members of the Study Plan Team that have not been to the Cadiz Project location, a site visit will be organized to coincide with the workshop. The site visit will take place the day before the workshop.

Representatives from Three Valleys, Fenner Valley Water Authority (FVWA), County of San Bernardino, and other key stakeholders will be invited to participate in the workshop.



Given the need to expedite the implementation of the Field Program and the time needed to obtain permits/approvals for certain aspects of the Field Program, **aquilologic** will begin drafting the Study Plan content before the workshop. Once the workshop has been conducted, the draft Study Plan will be revised to reflect decisions made during the workshop.

### **5.3 Task I.3: Study Plan (Recommendation No. 1)**

Once the scope of the Study Program has been finalized by the Study Plan Team at the workshop, the Study Plan will be drafted. The Study Plan will include details regarding data management, analyses, and interpretation for all aspects of the Study Program. All data collection, management, analyses, and interpretation will then be conducted in general accordance with a Study Plan. At a minimum, the Study Plan will include the following recommendations contained within the Peer Review Report:

1. Geophysical survey at Bonanza Spring (Recommendation No. 5)
2. Installation of monitoring wells at Bonanza Spring (Recommendation No. 6)
3. Installation of a weather station at Bonanza Spring (Recommendation No. 7)
4. Spring flow monitoring at springs (Recommendation No. 8)
5. Vegetation monitoring at the springs (Recommendation No. 9)
6. Groundwater monitoring of representative wells pertinent to the Study Program (Recommendation No. 10)
7. Updates to the groundwater flow model (Recommendation No. 14)

**Aquilologic** will prepare a draft Study Plan. The draft plan will be circulated to the Study Plan Team, Three Valleys, FVWA, and other key stakeholders for review and comment. Pertinent comments will be addressed and the plan will be finalized.

### **5.4 Task I.4: QAAP (Recommendation No. 2)**

To improve the accuracy, representativeness, and defensibility of the data collection program, more detailed quality assurance/quality control (QA/QC) procedures will be developed. The QA/QC procedures will be detailed within a quality assurance project plan (QAPP). All data collection will then be implemented and documented in accordance with the QAPP.

### **5.5 Task I.5: DMS (Recommendation No. 3)**

**Aquilologic** will obtain the following from consultants that have worked previously on the Cadiz Project, such as CH2M.Hill, TLF Consulting, Geoscience Support Services (GSSI), and Kenney Geosciences:

- existing data and data structure (e.g., excel spreadsheets, access database)
- geographic information system (GIS) platforms, including shape files



- key graphics in native format (e.g., AutoCAD)
- groundwater flow model files (e.g., Groundwater Vistas)

**aquilologic** will then develop a formal data management system (DMS) for the Cadiz Project. The DMS will contain all historical and new data collected as part of the Cadiz Project, including all data collected as part of the Study Program. The data will be categorized by type, location, and date, as well as other data-pertinent fields. The DMS for the Cadiz Project will be built using off-the-self software with a graphical user interface (GUI) that operates within a GIS platform (e.g., ArcGIS). This will facilitate data input, data mapping, and data interpretation (e.g., by SpatialAnalyst). The DMS will only be accessible to parties approved by Three Valleys, FVWA, Cadiz, and/or **aquilologic**.

## **5.6 Task I.6: Document Repository (Recommendation No. 4)**

It is important that stakeholders have access to all technical documents pertinent to the Cadiz Project, regardless of whether they support or oppose the project. Therefore, an online repository will be established to host all technical reports as they are finalized and delivered to the County, as required by the GMMMP.

## **5.7 Task I.7: Permits/Approvals**

Much of the Study Program (e.g., geophysical survey, spring flow monitoring, new monitoring wells) will be conducted on Federal lands; that is, land managed by the BLM. Thus, approvals from BLM to access the land and conduct data collection for the Study Program will be needed. The BLM may also require approval from the USFWS to implement the work. USFWS will require that the areas where work will be performed be “cleared” by an approved biologist/ecologist to ensure no threatened or endangered species will be impacted by the field work. **Aquilologic** will contact BLM and USFWS to determine what they require in a submittal for approval of the field work. If required, we will then compile the necessary information and submit it to BLM and USFWS.

In addition to Federal approvals, permits from the County of San Bernardino will be needed to drill and install monitoring wells. **Aquilologic** will submit the necessary information to obtain these permits.

Given the anticipated scope of work, permits/approvals from State agencies should not be required. **Aquilologic** will coordinate with FVWA and ESA (the consultant retained by Cadiz to prepare the Final Environmental Impact Report (FEIR) (ESA, 2012a)) and the County of San Bernardino to determine what actions need to be taken, if any, for the Study Program to comply with the California Environmental Quality Act (CEQA).



## 6. Preliminary Phase II Scope of Work

As noted, the full scope of the Study Program will be established by the Study Plan Team (Tasks I.1 and I.2 herein). Once the full scope has been developed, a proposal will be provided to Three Valleys that details the scope, schedule, and budget for the complete Study Program. For planning purposes, a preliminary schedule and “ball-park” budget are provided herein. At a minimum, Phase II will include the tasks described below (as recommended in the Peer Review Report).

### 6.1 Task II.1: Geophysical Survey at Bonanza Spring (Recommendation #5)

To provide additional information on the geologic structure and hydrogeology in the vicinity of Bonanza Spring, geophysical mapping will be conducted in the area immediately above, and for some distance below, the spring. The objectives of the geophysical survey would be to delineate structural features (i.e., faults) and other structural deformation, identify potential fracture lineaments with increased fracture aperture and density (i.e., groundwater bearing potential), map the bedrock surface below the unconsolidated deposits south of the spring, and map the groundwater surface above and below the spring. Advisian will be retained as the geophysical contractor to plan and implement the geophysical mapping. The mapping may include shallow seismic surveys, surface EM, TDEM, and ERT.

Whatever geophysical techniques are recommended by Advisian, it is important to have control points to help interpret the geophysical data. Borehole logs and down-hole geophysical logs (i.e., eLogs) for existing wells will provide this control. If wells proximate to the geophysical surveys do not have geophysical logs but have poly-vinyl chloride (PVC) casing, then they can be logged using EM, natural gamma, temperature, and EC down-hole tools. If these wells have steel casing, then down-hole logging will be limited to gamma, temperature, and EC. The existing geological mapping (Kenney and TLF, 2018) will also provide some control for the geophysical survey at Bonanza Spring.

### 6.2 Task II.2: Monitoring Wells (Recommendation No. 6)

To provide additional information on hydrogeologic conditions between Bonanza Spring and the alluvial aquifer in the Fenner Valley below, the following additional monitoring wells will be installed:

- Immediately below the spring (i.e., within 100 yards) with casings discretely screened in unconsolidated deposits beneath and adjacent to the stream fed by the spring, if they contain groundwater, and in the fractured bedrock beneath these deposits
- At the limits of the alluvial aquifer (e.g., one mile southeast of Bonanza Spring)



The first set of monitoring wells in the unconsolidated deposits and fractured bedrock below Bonanza Spring will provide data that cannot be obtained from any existing monitoring wells. Therefore, this set of wells is the most important additional monitoring wells needed to evaluate groundwater conditions at Bonanza Spring.

### **6.3 Task II.3: Weather Station (Recommendation No. 7)**

A weather station, or at least a rain gauge, will be installed in the bedrock watershed that supports flow at Bonanza Spring. This will assist in evaluating the relationship between precipitation, recharge, and spring flow.

### **6.4 Task II.4: Spring Flow Gauges (Recommendation No. 8)**

Given the smaller scale of the bedrock watershed that supports Bonanza Spring, the responses at these springs to individual hydrologic events (e.g., precipitation) are generally observed over short time frames (i.e., days rather than months). These short-term responses are also valuable in assessing responses to longer-term hydrologic events (e.g., seasonal precipitation, climatic changes, sustained pumping), and the impact these can have on future spring flows. Therefore, more frequent monitoring will be conducted at the Bonanza, Whiskey, and Vontrigger springs.

Higher-frequency flow monitoring will be conducted using a transducers and data-logger to monitor ponded water depth at defined locations at the springs. If available, a multi-parameter probe will be used to monitor depth/flow, EC, and temperature at the same frequency. Alternatively, EC and temperature could be manually monitored on a monthly basis. Data-loggers will be downloaded during manual monitoring and sampling events. Other parameters, such as pH, water coloration, and observations of riparian vegetation, will be conducted quarterly. In addition, the exact geographic location and elevation of the spring emergence will be mapped using a global positioning system (GPS) annually or after a change in location is observed during other monitoring activities.

Prior to any monitoring of spring flows, including manual monitoring, a correlation between ponded water depth and flow will be developed. This is normally done for a location immediately downstream of the spring where the stream profile is defined and constrained (e.g., where it crosses bedrock) or where the profile can be artificially constrained (e.g., construction of a v-notch weir). A location with a naturally confined profile will be identified. Ponded water depth and flow measurements will be taken at that location on several occasions during different flow conditions (e.g., low-flow, regular flow, storm-flow) to develop the correlation. Depending on water depth, flow measurements will be taken using flow meters or a salt-slug method.

Spring quality samples will be collected quarterly at Bonanza, Whiskey, and Vontrigger springs. The samples will be analyzed for the parameters specified in the GMMMP (ESA, 2012b).



## **6.5 Task II.5: Vegetation Monitoring (Recommendation No. 9)**

Cardno and Professor Allen will be retained to provide terrestrial ecology support to the Study Program. Together, they will develop a scientifically appropriate, standardized methodology to monitor vegetation below the springs. This might include defined transects across the stream below the springs, and identification and quantification of species at points along the transects over time. Such a standardized methodology will allow changes in vegetation to be tracked over time. Field vegetation mapping will be conducted annually.

## **6.6 Task II.6: Groundwater Monitoring (Recommendation No. 10)**

Periodic groundwater monitoring and sampling will be conducted to evaluate the hydrologic connection between Bonanza Spring and the alluvial aquifer in Fenner Valley below. Pressure transducers and data-loggers will be installed in the following wells will to record groundwater levels on an hourly basis:

1. 6N15E1
2. 6N16E6
3. 6N15E29
4. 5N14E24
5. 5N14E16
6. 5N15E3
7. Up to three new well casings installed at Bonanza Spring (see Task II.2)

Groundwater levels will also be monitored manually on a monthly basis at these wells and up to six additional monitoring wells (locations to be determined) from September 2019 through June 2020. The data-loggers will be downloaded during the monthly monitoring events. In addition, groundwater temperature and electrical conductivity (EC) will also be measured at these monitoring wells on a monthly basis.

Groundwater samples will be collected from the above listed nine wells (six existing and three proposed herein) in October 2019 and March 2020. Water samples will also be collected at Bonanza, Whiskey, and Vontrigger springs in October 2019 and March 2020. All water samples will be analyzed in the field for temperature, potential hydrogen (pH), and EC. Samples will also be sent to a State-certified water testing laboratory and analyzed for the parameters listed in the GMMMP (ESA, 2012b). In addition, selected samples will be submitted for isotopic analysis (as determined by Dr. Kremer).



## **6.7 Task II.7: Updated Groundwater Flow Model (Recommendation No. 14)**

Numerical groundwater flow models have already been developed for the Cadiz Project (GSSI, 2011; CH2M.Hill, 2011). These numerical models present a reasonable representation of groundwater conditions for most areas of the watersheds tributary to the Cadiz Project; however, they were based on a limited data-set and include significant assumptions and hydrogeologic judgement.

In the GMMMP (ESA, 2012b), Annual Monitoring Reports will be prepared and these reports will contain “Updated groundwater flow, transport and variable density model results.” It is also anticipated that the Decision-Making Process outlined in the GMMMP (ESA, 2012b) will use any updated numerical modeling to perform ongoing evaluations of Undesirable Results, as well as design and assess the effects of any possible mitigation actions. Therefore, it would be reasonable to better define the scope of model updates.

The Panel recommends that numerical groundwater modeling be updated. The initial update will include the following:

- An expansion of the model domain to include all of Cadiz Dry Lake - this will allow more detailed analysis of the possible Undesirable Results at Cadiz Dry Lake, and will eliminate concerns about drawdown intercepting a current boundary condition at Cadiz Dry Lake
- An expansion of the model domain to include the Clipper Mountains as active cells - this will allow for further analysis of flows at Bonanza Spring
- Update the water budget in consideration of data collected since the prior update.

After this initial update, the numerical groundwater modeling can then be used to further evaluate potential Undesirable Results that may be caused by the proposed pumping at the Cadiz Project. The modeling will also be used to assess the effectiveness of the mitigation actions proposed in the GMMMP (ESA, 2012b) and evaluate alternative mitigation actions (Task II.11).

## **6.8 Task II.8: Alternative Mitigation Actions (Recommendation No. 15)**

The County of San Bernardino imposed a requirement under the GMMMP that limited the aquifer drawdown to 80 feet within two miles of the center of the Cadiz Project well-field in the first 15 years of operation and 100 feet over the life of the Cadiz Project. The most common Corrective Measure in the GMMMP (ESA, 2012b) to prevent or alleviate Undesirable Results is to reduce or modify pumping at the Cadiz Project well-field (e.g., well cycling, individual pump rate adjustments). Such an action, as a stand-alone Corrective Measure, will likely be effective in the long-term; however, it may not alleviate certain impacts in a reasonable timeframe due to the response lag in the hydrologic system (e.g., groundwater levels would continue to decline at



locations distant from the well-field for decades after pumping ceased). Therefore, the GMMMP included some Corrective Measures for specific Critical Resources. The following resource-specific measures would either prevent ongoing impact or alleviate impact in a reasonable time frame:

- Bonanza Spring – the installation of a possible horizontal well immediately above Bonanza Spring, as provided in the FEIR (ESA, 2012a)
- Brine Resources – the installation of deeper brine recovery wells at the dry lakes to maintain mineral strip-mining operations, as proposed in the GMMMP (ESA, 2012b)
- Saline Intrusion – the extraction of brackish groundwater or injection of fresh water along the saline-fresh water interface, as proposed in the GMMMP (ESA, 2012b)

More details regarding these resource-specific measures needs to be developed. In addition, additional evaluation of these potential resource-specific measures is recommended, including analysis using an updated numerical groundwater flow model.

In addition to these resource-specific measures, it is recommended that the following additional Corrective Measures be evaluated:

- Bonanza Spring – The injection of water at the edge of the alluvial aquifer in Fenner Valley below Bonanza Spring to “cut-off” the propagation of the cone of depression beyond the injection area
- Bonanza Spring – The injection of water into water-bearing fractures immediately above Bonanza Spring to maintain groundwater levels in the watershed that supports flow at the spring
- Bonanza Spring – the temporary provision of water for flow and habitat maintenance (e.g., a water tank and pipe to the spring head)
- Brine Resources – the injection of water at the saline-fresh water interface to “cut-off” the propagation of the cone of depression beyond the injection area (this could be combined with injection to halt the migration of the saline-fresh water interface – see above)
- Air quality – the spraying of water on areas prone to dust generation

More details regarding these potential alternative mitigation measures needs to be developed. Their feasibility (effectiveness, implementability, and cost) should be evaluated, including analysis using numerical groundwater modeling. Their effectiveness should examine both short-term effectiveness in preventing continued adverse impact, and their long-term effectiveness at alleviating impacts in a reasonable period of time.



## **7. Phase III: Study Program Reporting**

As noted, the full scope of the Study Program will be established by the Study Plan Team (Tasks I.1 and I.2 herein). Once the full scope has been developed, a proposal will be provided to Three Valleys that details the scope, schedule, and budget for the complete Study Program. In addition, a separate proposal will be submitted that details the scope, schedule, and budget for Study Program reporting. For planning purposes, a preliminary schedule and “ball-park” budget are provided herein. It is anticipated that reporting will include the tasks described below.

### **7.1 Task III.1: Quarterly Updates**

Quarterly webinars will be hosted by **aquilogic** to provide updates on the progress of the Study Program. The following will be invited to participate in the webinars:

- Study Plan Team
- Three Valleys
- FVWA
- Other stakeholders

### **7.2 Task III.2: Draft Study Program Report**

**Aquilogic** will prepare a draft Study Program Report. The draft report will be circulated to the Study Plan Team for review.

### **7.3 Task III.3: Study Program Findings Presentations**

**Aquilogic** will prepare the following PowerPoint presentations that summarize the draft findings from the Study Program:

- Detailed presentation for the Study Plan Team report workshop (see Task III.4)
- Confidential summary presentation for Three Valleys and FVWA
- Summary presentation for other stakeholders and the public

Once the Study Program Report has been finalized (Task III.5), **aquilogic** will revise the above presentations.

### **7.4 Task III.4: Study Program Report Workshop**

The Study Plan Team will meet to discuss the draft findings from the Study Program. Study Plan Team members will be requested to circulate written comments on the draft Study Program Report prior to the workshop. Written comments, and other comments expressed during the workshop, will be discussed and addressed during the workshop.



## 7.5 Task III.5: Finalize the Study Program Report

Once comments from the Study Plan Team have been addressed, a final draft Study Program Report will be prepared by **aquilogic**. The final draft will be submitted to Three Valleys and FVWA for review and comment. Pertinent comments from Three Valleys and FVWA will be addressed and a Final Study Program Report prepared by **aquilogic**.

## 8. Schedule and Budgets

The table below provides the schedule and budget for the Study Program. As noted, the budget for Phases II and III provides “ball-park” estimates. Once the exact scope of the Study Program has been established after the Study Program Workshop, a more detailed budget will be provided for these phases.

#	Phase/Task	Start	End	Sub-total	Budget
<b>Phase I</b>					
1	Study Plan Team	Jul-19	Jul-19	\$2,150	\$7,525
2	Study Program Workshop	Jul-19	Jul-19	\$10,750	\$39,625
3	Study Plan	Jul-19	Aug-19	\$12,900	\$17,200
4	QAAP	Jul-19	Aug-19		\$8,600
5	DMS	Aug-19	Jul-20		\$64,500
6	Document Repository	Aug-19	Jul-20		\$8,600
7	Permits/Approvals	Jul-19	Sep-19		\$25,800
<b>Phase I Total</b>					<b>\$171,850</b>
<b>Phase II</b>					
1	Geophysical Survey at Bonanza Spring	Sep-19	Sep-19		\$75,000
2	Monitoring Wells at Bonanza Spring	Oct-19	Oct-19		\$90,000
3	Weather Station at Bonanza Spring	Sep-19	Jul-20		\$15,000
4	Spring Flow Monitoring	Sep-19	Jul-20		\$30,000
5	Vegetation Monitoring	Sep-19	Jul-20		\$30,000
6	Groundwater Monitoring	Oct-19	Jul-20		\$80,000
7	Updated Groundwater Flow Model	Nov-19	Mar-20		\$150,000
8	Alternative Mitigation Actions	Feb-20	May-20		\$50,000
<b>Phase II Total</b>					<b>\$520,000</b>
<b>Phase III</b>					
1	Quarterly Updates (3)	Dec-19	Jun-20	\$12,900	\$19,350
2	Draft Study Program Report	May-20	Jun-20	\$43,000	\$64,500
3	Study Program Findings Presentations	Jun-20	Jul-20		\$17,200
4	Study Program Report Workshop	Jun-20	Jun-20	\$10,750	\$28,875
5	Finalize the Study Program Report	Jun-20	Jul-20		\$25,800
<b>Phase III Total</b>					<b>\$155,725</b>
<b>Study Program Total</b>					<b>\$847,575</b>



15% contingency	\$127,136
<b>TOTAL</b>	<b>\$974,711</b>

All work will be billed on a time and materials basis according to the attached fee schedule, up to the total amount specified. It is understood that work on a particular task can exceed the budgeted amount. However, should supplemental budget be required to complete the entire scope, a change order will be provided for your approval. No such supplemental or additional work will be performed without prior authorization to proceed from the Client. Should you request that additional or supplemental work be performed, we will invoice you for this work on a time and materials basis. However, we will confirm your request via email prior to starting on such work.

## 9. Closing

We appreciate the opportunity to submit this proposal to Three Valleys. Should you have any questions, please do not hesitate to contact me at (949) 939-7160.

Sincerely,  
**aquilologic, Inc.**

Anthony Brown  
*CEO and Principal Hydrologist*

## REFERNECES

Aquilologic. 2019. Report of the Independent Peer Review Panel, for the Groundwater Management, Monitoring, and Mitigation Plan (GMMMP) for the Cadiz Valley Groundwater Conservation, Recovery and Storage Project (the Cadiz Project). Dated February 5, 2019  
Environmental Science Associates (ESA). (2012a). Final Environmental Impact Report (FEIR) for the Cadiz Valley Water Conservation, Recovery, and Storage Project. SCH# 2011031002. July.  
ESA. (2012b). Groundwater Management, Monitoring, and Mitigation Plan (GMMMP) for The Cadiz Valley Groundwater Conservation, Recovery and Storage Project. September.