

**BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
REGULAR MEETING
1402 N. VOSBURG DR. AZUSA, CA 91702
MONDAY, JANUARY 8, 2024
8:00 AM – 10:00 AM (PDT)**

This meeting will be held in person at the District office, located at 1402 North Vosburg Drive, Azusa, California. While the Boardroom is open for public attendance, you are strongly encouraged to participate in the meeting virtually through the remote Zoom link provided below. If you attend the Board meeting in person, please maintain appropriate social distancing to the extent feasible (i.e., maintain a six-foot distance between yourself and other individuals). Face coverings are encouraged but not required for attendees. Lastly, if you are experiencing any COVID-19 symptoms, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea, please do not attend the meeting in person.

Join Zoom Meeting

<https://us02web.zoom.us/j/89013306120?pwd=SUZJRzFFSDRXUVVVTY0NhOXQ0c1I6QT09>

Meeting ID: 890 1330 6120

Passcode: 512838

Dial by your location

+1 669 444 9171 US

PLEDGE OF ALLEGIANCE

ROLL CALL: Eng, Knoles, Paulson, Placido, Prince

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

UPDATES FROM CITY REPRESENTATIVES

CONSENT CALENDAR: The following matters are expected to be routine and will be acted upon by a single motion with little discussion unless any Director or citizen requests a separate action:

Minutes of the Regular Board Meeting of December 11, 2023

Financial Statements of December 2023

Disbursements of the Revolving Fund Dated December 14, 2023, Check Nos. 12421 - 12424, EFT and Wires

Disbursements of the Revolving Fund Dated December 28, 2023, Check Nos. 12425 – 12428, EFT, and Wires

Disbursements of the Revolving Fund Dated January 08, 2024, Check Nos. 12429 – 12431, and Wires

Disbursements of the General Fund Dated December 13 - 29, 2023, Check Nos. 44137 – 44154, and EFTs

Disbursements of the General Fund Dated January 04 - 08, 2024, Check Nos. 44155 – 44199, and EFT

Future Meeting Attendance Approval: None

ACTION ITEMS

1. 2022 – 2023 Draft Audit and Travel Expense Report
2. Appoint Officers and Committees
3. Per Diem Conferences For 2024
4. Strategic Planning Workshop Discussion
5. Approve Amendments To District Administrative Code
6. Telecommuting Policy
7. Request From The City of Monterey Park For Grant Funding

INFORMATION ITEMS

External Affairs Update

UNFINISHED BUSINESS

1. Report on Basin Management
2. Report of WQA
3. Report of the Attorney
4. Report of General Manager/Assistant Manager
5. Report of the State Water Contractors

COMMITTEE MEETING REPORTS

DIRECTOR REPORTS ON EVENTS ATTENDED

DIRECTORS COMMENTS

ADJOURNMENT

THIS AGENDA WAS POSTED ON JANUARY 4, 2024 AT SGVMWD.
THE NEXT REGULAR BOARD MEETING WILL BE ON FEBRUARY 12, 2024.

**MINUTES
BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL
WATER DISTRICT
REGULAR BOARD MEETING
1402 N. VOSBURG DR. AZUSA, CA 91702
MONDAY, DECEMBER 11, 2023
8:00 A.M.**

At 8:00 a.m. on December 11, 2023, the Board of Directors meeting was held in person at the District office, located at 1402 North Vosburg Drive, Azusa, California. While the Boardroom was open for public attendance, the District strongly encouraged attendees wanting to attend the meeting to participate in the meeting virtually through the remote Zoom link provided below. Attendees in person were asked to please maintain appropriate social distancing to the extent feasible (i.e., maintain a six-foot distance between yourself and other individuals). Face coverings were encouraged but not required for attendees.

<https://us02web.zoom.us/j/89013306120?pwd=SUZJRzFFSDRXUVVVTY0NhOXQ0c1I6QT09>

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PLEDGE OF ALLEGIANCE

CALL TO ORDER:

President Paulson called the meeting to order at 8:00 a.m.

ROLL CALL:

Directors present at Roll Call: Eng, Knoles, Paulson, Placido

Director Prince joined the meeting at 8:08 a.m.

ALSO PRESENT:

Darin Kasamoto, General Manager; Steve Kiggins, Assistant General Manager; Linda Esquivel, Executive Assistant; Evelyn Reyes, External Affairs Manager; Albert Lu, External Affairs Specialist; Jim Ciampa, Lagerlof LLP; Dave DePinto, DMCI

Via telephone/Zoom: Kelly Gardner, Main San Gabriel Basin Watermaster; Melissa Barbosa, City of Azusa

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

UPDATES FROM THE CITY REPRESENTATIVE

None.

CONSENT CALENDAR:

Minutes of the Regular Board Meeting of November 13, 2023
Financial Statements for November 2023
Disbursements of the Revolving Fund Dated:
November 16, 2023, Check Nos. 12405 – 12408, EFT, and Wires in the amount of \$60,271.04
November 30, 2023, Check Nos. 12409 – 12416, EFT, and Wires in the amount of \$64,612.43
December 11, 2023, Check Nos. 12417 – 12420, and Wires in the amount of \$3,930.40
Disbursements of the General Fund Dated:
November 15 - 27, 2023, Check Nos. 44072 – 44100, and EFTs in the amount of \$97,821.59
December 1 - 11, 2023, Check Nos. 44101 – 44136, and EFTs in the amount of \$1,203,524.20
Future Meeting Attendance Approval: All Cities Holiday Reception – Dec.13, Los Angeles

On the motion of Director Eng, seconded by Director Knoles, and unanimously carried 4-0, the Consent Calendar was approved.

ACTION AGENDA ITEM

APPROVE ANNUAL PROPOSAL FOR CALIFORNIA ADVOCATES

On motion of Director Placido, and seconded by Director Knoles, and unanimously carried 4-0, California Advocates' proposal dated December 5, 2023, to provide governmental/public affairs consulting services was approved.

APPROVE AGREEMENT WITH LAGERLOF, LLP

On motion of Director Knoles, and seconded by Director Eng, and unanimously carried 4-0, Lagerlof, LLP Attorney Services Agreement was approved.

DISCUSS STRATEGIC PLANNING FORMAT

The General Manager recommended Dave DePinto from DMCI as the facilitator for the District's Strategic Planning Session since he is already under contract with the District for consulting services and has experience in facilitating such sessions.

The Board scheduled the Strategic Planning Session for January 22, 2024, at 8:00 a.m. and approved Dave DePinto to facilitate the District's Strategic Planning Session.

GENERAL MANAGER REQUEST FOR ALTERNATE WORK SCHEDULE

The Board approved the General Manager's request to temporarily work remotely one week every month as needed. The Board also requested General Counsel Ciampa prepare a remote work policy and that the policy would include a sunset date.
The General Manager thanked the Board for their approval and understanding.

INFORMATION ITEMS

EXTERNAL AFFAIRS

External Affairs Report in Agenda Packet.

Ms. Reyes reported that she and Mr. Lu are working on the 2024 Outreach Calendar. The ribbon cutting ceremony for the SGV Catalyst and Cal State L. A. renovation planting project at the Marquerita Elementary School is scheduled for January 27, 2024. The District has reserved a booth for the upcoming Chinese New Year celebration in Alhambra on February 18, 2024.

UNFINISHED BUSINESS

REPORT ON BASIN MANAGEMENT

Director Placido reported the Watermaster Board meeting consisted of renewing and extending contracts.

The Assistant General Manager added that former Covina Irrigating Company President David De Jesus was recognized for his service on the Board.

REPORT OF WQA

Director Paulson reported a closed-session meeting was held to discuss the status of the lawsuit and possible settlement with 3M regarding PFAS.

REPORT OF THE ATTORNEY

General Counsel Ciampa had no report however, he wanted to wish everyone happy holidays and Merry Christmas.

REPORT OF THE GENERAL MANAGER/ASSISTANT GENERAL MANAGER

The General Manager's written report is in the Agenda Packet.

The General Manager reported briefly on the preliminary analysis performed by Stetson on MWD's use of the District's pipeline. The first draft of the report was received, and staff met with Stetson to discuss the comments on the report. The District draft audit should be ready for presentation at the January Board Meeting.

The District received a request from the City of Monterey Park to consider an additional loan for the city. The General Manager recommends the District wait until the 2022-2023 Audit is finalized before considering the request. He also wished everyone a great holiday season and thanked the Board again for their approval of his request to work remotely once a week.

The Assistant General Manager's written report is in the Agenda Packet.

The Assistant General Manager provided project updates with the DCAP SCH 1 Pipeline Continuity Bonding, Corrosion Assessment Validation and Cathodic System Design; Lytle Creek Turnout SCADA Integration; and San Gabriel Flow Control Structure 30" Ball Valve Replacement. He also commented that retiree Ed Hills wanted to attend this Board Meeting but, unfortunately, was unable to attend; Mr. Hills wished everyone a Merry Christmas and so did the Assistant General Manager.

REPORT OF THE STATE WATER CONTRACTORS

The General Manager reported the initial State Water Project allocation for 2024 was set at 10%. Conditions throughout the state have been relatively dry. However, water storage levels in Oroville and San Luis may allow for a higher initial allocation compared to most recent years.

COMMITTEE MEETING REPORTS

None.

DIRECTOR REPORTS ON EVENTS ATTENDED

Director Prince reported he attended the ACWA JPIA conference and shared the changes with those who participate in the Districts' medical health insurance about prescription benefit changes effective January 1, 2024.

Director Eng reported he attended the November 4, 2023, Alhambra High School Debate Tournament Awards Ceremony. He also commented that Director Paulson did a very good job officiating the funeral for former Mayor and councilman Stephen Sham.

DIRECTOR COMMENTS

Director Knoles wished all a Merry Christmas.

Director Paulson also wished all a Merry Christmas and a Happy New Year.

ADJOURNED at 8:58 A.M. IN MEMORY OF THE CITY OF ALHAMBRA'S FORMER MAYOR AND COUNCILMAN STEPHEN SHAM.

There being no further business, upon motion made, seconded, and carried unanimously, the meeting was duly adjourned at 8:58 a.m. The next Regular Board Meeting of the San Gabriel Valley Municipal Water District will be on January 8, 2024, at 8:00 a.m.

President

ATTEST:

Secretary

San Gabriel Valley Municipal Water District
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · General Fund Bank of America	4,078,715.78
1002 · SWP Fund Account	8,914,390.72
1005 · Revolving Cash Fund	104,025.31
1008 · Petty Cash	442.00
1009 · LAIF	10,628,355.92
1009.01 · LAIF FMV Adjustment	-315,660.03
1011 · UBS Resource Management Account	
1012 · Cash with Broker	27,304.34
1013 · Certificates of Deposit	9,772,307.70
Total 1011 · UBS Resource Management Account	9,799,612.04
1014 · UBS Accrued Interest	-45,248.80
Total Checking/Savings	33,164,632.94
Accounts Receivable	
1603 · Accounts Receivable	-7,554.94
Total Accounts Receivable	-7,554.94
Other Current Assets	
1605 · Taxes Receivable	-0.34
1606 · Interest Receivable	45,248.80
1620 · Prepaid Expenses	215,910.02
1660 · Water Inventory	1,143,735.41
Total Other Current Assets	1,404,893.89
Total Current Assets	34,561,971.89
Fixed Assets	
1924.2 · Accum Depr Hydro Elect San D	12,402.49
1924.1 · Accum Depr Hydro Elect	23,767.14
1923 · Hydroelectric Facility San Dima	1,190,903.68
1701 · State Water Project Engineering	156,789.28
1702 · State Water Prj Wtr Cntrct Pmts	5,627,376.00
1703 · Accum Ammort - State Water Proj	-4,675,536.00
1750 · SCADA 2013	884,531.22
1801 · Pipeline	26,881,938.46
1830 · Accum Depreciation - Pipeline	-17,143,129.31
1840 · SCADA Telemetry	48,442.01
1841 · Accum Depreciation - SCADA	-11,510.18
1851 · Accum Depreciaton - SCADA 13	-812,556.28
1901 · Land	735,931.46
1902 · Buildings	2,322,562.42
1903 · Accum Depr - Buildings	-2,313,952.01
1904 · Furniture and Fixtures	183,877.53
1905 · Accum Depr - Furn and Fixtures	-168,164.90
1907 · Vehicles	257,156.24
1908 · Accum Depr - Vehicles	-177,704.41
1910 · Pipeline Misc Equipment	223,817.49
1911 · Accum Depr - Pipeline Misc Equi	-78,088.70
1920 · Construction in Process	
1920.02 · CIP - Scada	11,157.83
1920.05 · HydroElectric Facility San Dima	1,455.40
Total 1920 · Construction in Process	12,613.23
1921 · Capital Expenditures	
1921.01 · Isolation Valve San Dimas/Hydro	120,144.60
1921.03 · Roof	58,390.47
1921.04 · Repaving	3,950.00
1921.05 · Computer	6,198.90
1921.07 · SanDimas Hydro Deflec Batteries	35,595.25

San Gabriel Valley Municipal Water District
Balance Sheet
As of December 31, 2023

	Dec 31, 23
1921.10 · SGFCS PRATT 30" Ball Valve	272,922.60
1921.11 · Safety - Protection	22,202.92
1921.12 · Sched 1 Joint Bonding	460,386.43
Total 1921 · Capital Expenditures	979,791.17
1916 · A/D Computers	-5,089.91
1917 · A/D Paving	-1,120.83
1918 · A/D San Dimas Hydro	-13,656.04
1922 · A/D Roof	-21,888.08
Total Fixed Assets	14,119,503.17
Other Assets	
1998.99 · Deferred Outflows -OPEB	755,039.00
1999.99 · 1999.Deferred Outflows of Res	1,325,016.00
1931 · City Of Monterey Park Loan 2021	4,000,000.00
1932 · City Of Sierra Madre 2020 Loan	2,499,937.00
Total Other Assets	8,579,992.00
TOTAL ASSETS	57,261,467.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	782,296.41
Total Accounts Payable	782,296.41
Other Current Liabilities	
2010 · Accrued Payroll - V&SL	450,676.52
24000 · Payroll Liabilities	53.93
Total Other Current Liabilities	450,730.45
Total Current Liabilities	1,233,026.86
Long Term Liabilities	
1698.99 · Deferred Inflows- OPEB	1,242,581.00
2219.99 · Net Pension Liability	824,291.00
1699.99 · Deferred Inflow of Resources	1,069,338.00
2209 · Other Post-Employment Benefits	5,111,979.94
Total Long Term Liabilities	8,248,189.94
Total Liabilities	9,481,216.80
Equity	
2301 · Fund Balance	4,422,025.73
2302 · San Bernardino Contribution	1,781,730.83
2970 · Retained Earnings	40,369,115.23
2973 · Contribution Aid Capital	1,280,323.11
Net Income	-72,944.64
Total Equity	47,780,250.26
TOTAL LIABILITIES & EQUITY	57,261,467.06

San Gabriel Valley Municipal Water District
Income Statement - Actual vs. Budget
December 2023

	Dec 23	Budget	Jul - Dec 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
General Operations					
3002 · Property Tax Revenue	2,313,252.80	433,333.00	2,398,965.09	2,599,998.00	5,200,000.00
3003 · Water Sales	18,759.40	372,083.00	2,069,380.60	2,232,498.00	4,465,000.00
3004 · Interest Income	0.00	35,417.00	300,648.62	212,502.00	425,000.00
3005 · Ready to Serve Revenue	990.00	990.00	5,940.00	5,940.00	11,880.00
3006 · RDA Prop Tax Trust Fund Alloc	0.00	75,000.00	573,843.77	450,000.00	900,000.00
3008 · SBVMWD Pipeline Maintenance Rev	0.00	2,500.00	0.00	15,000.00	30,000.00
3016 · Unrealized Gain (Loss) on Inves	0.00	0.00	107,032.65	0.00	0.00
Total General Operations	<u>2,333,002.20</u>	<u>919,323.00</u>	<u>5,455,810.73</u>	<u>5,515,938.00</u>	<u>11,031,880.00</u>
Power Revenue Sales					
3210 · Hydro Power Sales	0.00	4,167.00	86,137.75	25,002.00	50,000.00
Total Power Revenue Sales	0.00	4,167.00	86,137.75	25,002.00	50,000.00
Restricted Revenue - SWP					
3306 · Tax Revenue - State Water Proje	3,994,895.46	816,667.00	4,108,569.16	4,900,002.00	9,800,000.00
Total Restricted Revenue - SWP	<u>3,994,895.46</u>	<u>816,667.00</u>	<u>4,108,569.16</u>	<u>4,900,002.00</u>	<u>9,800,000.00</u>
Total Income	<u>6,327,897.66</u>	<u>1,740,157.00</u>	<u>9,650,517.64</u>	<u>10,440,942.00</u>	<u>20,881,880.00</u>
Gross Profit	6,327,897.66	1,740,157.00	9,650,517.64	10,440,942.00	20,881,880.00
Expense					
Unrestricted G.O. Expenses					
4001 · Director Fees	3,600.00	2,917.00	21,600.00	17,502.00	35,000.00
4010 · Salaries- Administrative	24,235.20	26,255.00	151,470.00	157,530.00	315,057.00
4014 · Field Supervision	16,766.40	17,799.00	100,598.40	106,794.00	213,584.00
4020 · Salaries Office	18,341.41	19,870.00	112,460.00	119,220.00	238,439.00
4021 · External Affairs Wages	11,600.86	12,029.00	72,209.29	72,174.00	144,345.00
4022 · Part Time Employee	0.00	864.00	0.00	5,184.00	10,370.00
4023 · External Affairs Specialist	5,383.14	6,348.00	33,708.71	38,088.00	76,170.00
4027 · Office Supplies - Equipment Mai	947.16	3,667.00	19,021.63	22,002.00	44,000.00
4029 · Election Expenses	0.00	0.00	0.00	0.00	0.00
4031 · Legal Services	1,260.00	4,167.00	9,668.05	25,002.00	50,000.00
4032 · State Water Contract Services	3,764.63	3,750.00	22,587.72	22,500.00	45,000.00
4033 · Public Relations	89.02	11,250.00	30,454.66	67,500.00	135,000.00
4034 · Governmental Relations Consulti	0.00	8,042.00	49,474.41	48,252.00	96,500.00
4035 · Consulting & Engineering Expens	33,573.25	101,877.00	254,004.77	611,262.00	1,222,520.00
4036 · Medicare Tax Expense	1,494.19	1,642.00	9,169.62	9,852.00	19,703.00
4039 · PERS - Retirement Expenses	25,401.78	56,171.00	460,849.73	337,026.00	674,050.00
4040 · Social Security Tax Expense	3,611.26	5,358.00	27,080.42	32,148.00	64,294.00
4041 · State Compensation Fund	1,307.10	1,583.00	9,211.04	9,498.00	19,000.00
4042 · State Unemployment Insurance Ta	55.00	140.00	154.20	840.00	1,681.00

San Gabriel Valley Municipal Water District
Income Statement - Actual vs. Budget
December 2023

	Dec 23	Budget	Jul - Dec 23	YTD Budget	Annual Budget
4043 · Health Insurance Expense	31,657.29	32,000.00	179,524.21	192,000.00	384,000.00
4044 · Dental/ Vision Benefit Expense	12,267.06	7,667.00	49,853.81	46,002.00	92,000.00
4045 · Insurance - Liability, Casualty	3,592.75	4,583.00	30,373.51	27,498.00	55,000.00
4046 · Blue Cross Employee Reimburseme	4,186.32	7,500.00	18,272.96	45,000.00	90,000.00
4048 · Life Insurance	352.15	375.00	2,057.90	2,250.00	4,500.00
4050 · Dues and Associations	6,776.76	7,917.00	55,719.27	47,502.00	95,000.00
4051 · Travel and Conferences -Dir	117.25	2,083.00	8,438.23	12,498.00	25,000.00
4052 · Publications and Periodicals	0.00	25.00	69.95	150.00	300.00
4053 · State Water Contractors Audit	1,029.00	833.00	10,290.00	4,998.00	10,000.00
4054 · Financial Audit Expense	0.00	1,667.00	14,990.75	10,002.00	20,000.00
4055 · Travel & Conference -Staff	774.08	2,500.00	5,875.23	15,000.00	30,000.00
4057 · Taxes - Annual Fee	61,481.54	4,333.00	61,481.54	25,998.00	52,000.00
4058 · Tax Collection Fees	0.00	3,167.00	5,047.18	19,002.00	38,000.00
4059 · Property Tax Expense	0.00	54.00	799.26	324.00	650.00
4060 · Telephone Expense	2,179.97	3,500.00	21,131.35	21,000.00	42,000.00
4061 · Utilities - Gas, Electric, and	803.92	1,667.00	9,017.45	10,002.00	20,000.00
4063 · Safety Program	1,069.47	1,667.00	2,063.81	10,002.00	20,000.00
4065 · Water Conservation/Rebates Prog	13,748.00	24,583.00	69,670.15	147,498.00	295,000.00
4067 · OPEB -Other Post Employment Ben	23,333.33	56,667.00	539,999.98	340,002.00	680,000.00
4090 · SWP Transportation Cost	18,993.46	483,333.00	2,428,261.83	2,899,998.00	5,800,000.00
4093 · Uniform and Material Rentals	206.76	333.00	1,274.32	1,998.00	4,000.00
4095 · Vehicle Maintenance, Operating	2,082.56	2,500.00	13,613.86	15,000.00	30,000.00
4096 · Communication Expense	765.69	792.00	4,594.14	4,752.00	9,500.00
4099 · Facility Maintenance	1,853.92	2,500.00	19,782.58	15,000.00	30,000.00
4100 · Salaries - Field Workers	21,114.90	24,347.00	127,749.92	146,082.00	292,165.00
4108 · Grounds Maintenance and Materia	2,554.00	2,750.00	11,373.00	16,500.00	33,000.00
4112 · Depreciation Expense	50,035.00	0.00	300,210.00	0.00	0.00
4113 · Pipeline Maintenance & Material	0.00	4,167.00	18,438.01	25,002.00	50,000.00
4114 · SCADA Maintence	394.70	833.00	4,233.70	4,998.00	10,000.00
4120 · Grants	0.00	176,713.00	58,781.00	1,060,278.00	2,120,553.00
Total Unrestricted G.O. Expenses	412,800.28	1,144,785.00	5,456,711.55	6,868,710.00	13,737,381.00
Riverside Facility					
4300 · Salaries - Riverside	414.36	1,400.00	1,936.58	8,400.00	16,803.00
4301 · Riverside Maintenance and Mater	178.10	2,358.00	2,252.65	14,148.00	28,300.00
Total Riverside Facility	592.46	3,758.00	4,189.23	22,548.00	45,103.00
Hydro Expenses					
4402 · Salaries - Hydro	1,060.44	794.00	7,949.86	4,764.00	9,523.00
4403 · Hydro Maintenance Materials	2,538.65	1,125.00	10,498.65	6,750.00	13,500.00
4406 · Hydro So Cal Edison (8800)	828.44	833.00	4,800.19	4,998.00	10,000.00
Total Hydro Expenses	4,427.53	2,752.00	23,248.70	16,512.00	33,023.00

San Gabriel Valley Municipal Water District
Income Statement - Actual vs. Budget
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Restricted Expense					
4510 · State Project Expense	554,486.00	641,667.00	4,169,153.00	3,850,002.00	7,700,000.00
4511 · State Project Amortization	8,034.00	8,083.00	48,204.00	48,498.00	97,000.00
4591 · State Project Cost of Water Adj	3,297.00	0.00	19,782.00	0.00	0.00
Total Restricted Expense	<u>565,817.00</u>	<u>649,750.00</u>	<u>4,237,139.00</u>	<u>3,898,500.00</u>	<u>7,797,000.00</u>
66000 · Payroll Expenses	0.00	0.00	2,173.80	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>983,637.27</u>	<u>1,801,045.00</u>	<u>9,723,462.28</u>	<u>10,806,270.00</u>	<u>21,612,507.00</u>
Net Ordinary Income	5,344,260.39	-60,888.00	-72,944.64	-365,328.00	-730,627.00
Other Income/Expense					
Other Expense					
6001 · COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
6002 · Employee Appreciation	0.00	0.00	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>5,344,260.39</u></u>	<u><u>-60,888.00</u></u>	<u><u>-72,944.64</u></u>	<u><u>-365,328.00</u></u>	<u><u>-730,627.00</u></u>

SAN GABRIEL MUNICIPAL WATER DISTRICT

REVOLVING FUND RECAP

December 14, 2023

Check No.	Date	Description	Amount
12421-12424	12/14/23	Payroll Expense	\$ 33,066.08
EFT	12/14/23	Payroll Expense - PERS	\$ 9,651.25
Wires	12/14/23	Federal & State Payroll Taxes	\$ 18,009.94
<i>December 14, 2023 GRAND TOTAL DISBURSEMENTS.....</i>			<u>\$ 60,727.27</u>

REVOLVING FUND RECAP

December 28, 2023

Check No.	Date	Description	Amount
12425-12428	12/28/23	Payroll Expense	\$ 32,778.71
EFT	12/28/23	Payroll Expense - PERS	\$ 9,451.10
Wires	12/28/23	Federal & State Payroll Taxes	\$ 17,814.59
Wires	12/28/23	State Compensation Insurance	\$ 1,307.10
<i>December 28, 2023 GRAND TOTAL DISBURSEMENTS.....</i>			<u>\$ 61,351.50</u>

REVOLVING FUND RECAP

January 08, 2024

Check No.	Date	Description	Amount
12429	01/08/24	Bruce H. Knoles	\$ 700.00
12430	01/08/24	Mark R Paulson	\$ 547.50
12431	01/08/24	Michael F Eng	\$ 1,591.48
Wires	01/08/24	Federal & State Payroll Taxes	\$ 657.02
<i>January 08, 2024 GRAND TOTAL DISBURSEMENTS.....</i>			<u>\$ 3,496.00</u>

San Gabriel Valley Municipal Water District
Transactions by Account
As of December 31, 2023

01/04/24

Accrual Basis

Type	Date	Num	Name	Amount
1001 · General Fund Bank of America				
Bill Pmt -Check	12/13/2023	EFT	BeniComp (Corp)	-4,486.89
Bill Pmt -Check	12/13/2023	EFT	BeniComp (Corp)	-427.55
Bill Pmt -Check	12/26/2023	EFT	ExxonMobil	-1,956.74
Bill Pmt -Check	12/20/2023	EFT	BeniComp (Corp)	-3,773.63
Bill Pmt -Check	12/21/2023	EFT	BeniComp (Corp)	-595.74
Bill Pmt -Check	12/29/2023	EFT	BeniComp (Corp)	-2,052.32
Bill Pmt -Check	12/26/2023	44137	Alliance Communication Services (Co...	-130.00
Bill Pmt -Check	12/26/2023	44138	Athens (Corporation)	-303.00
Bill Pmt -Check	12/26/2023	44139	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	12/26/2023	44140	Civiltec Inc (Corp)	-29,289.25
Bill Pmt -Check	12/26/2023	44141	EcoTech Services, Inc	-13,748.00
Bill Pmt -Check	12/26/2023	44142	Ernst & Young LLP (Attorney)	-1,029.00
Bill Pmt -Check	12/26/2023	44143	Frontier	-598.19
Bill Pmt -Check	12/26/2023	44144	Grainger (Corp)	-589.06
Bill Pmt -Check	12/26/2023	44145	Kerber Automotive Service	-125.82
Bill Pmt -Check	12/26/2023	44146	SCE	-1,465.08
Bill Pmt -Check	12/26/2023	44147	Securitas Technology Corporation	-628.05
Bill Pmt -Check	12/26/2023	44148	Sparkletts	-88.93
Bill Pmt -Check	12/26/2023	44149	Spectrum Enterprise	-239.98
Bill Pmt -Check	12/26/2023	44150	Stetson Engineers, Inc.	-1,359.00
Bill Pmt -Check	12/26/2023	44151	The Gas Company	-33.45
Bill Pmt -Check	12/26/2023	44152	Ver Sales, Inc	-22,202.92
Bill Pmt -Check	12/26/2023	44153	Verizon Wireless (M2M)	-805.08
Bill Pmt -Check	12/26/2023	44154	Western Pest Control Specialists, Inc.	-399.00
Total 1001 · General Fund Bank of America				-156,326.68
TOTAL				-156,326.68

San Gabriel Valley Municipal Water District

Transactions by Account

As of January 8, 2024

Type	Date	Num	Name	Amount
1001 - General Fund Bank of America				
Bill Pmt -Check	01/04/2024	EFT	BeniComp (Corp)	-2,202.91
Bill Pmt -Check	01/08/2024	44155	ACWA JPIA Medical/Life	-32,009.44
Bill Pmt -Check	01/08/2024	44156	Azusa Light & Water	-770.47
Bill Pmt -Check	01/08/2024	44157	BOA-Visa	-1,643.36
Bill Pmt -Check	01/08/2024	44158	Brad Martinez	-40.00
Bill Pmt -Check	01/08/2024	44159	California Advocates, Inc. (Corp)	-8,115.50
Bill Pmt -Check	01/08/2024	44160	California Underground Facilities	-78.08
Bill Pmt -Check	01/08/2024	44161	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	01/08/2024	44162	Cell Business Equipment	-274.93
Bill Pmt -Check	01/08/2024	44163	Cintas	-206.76
Bill Pmt -Check	01/08/2024	44164	Cody Corbett	-100.00
Bill Pmt -Check	01/08/2024	44165	D.H. Maintenance Services	-210.00
Bill Pmt -Check	01/08/2024	44166	David Rawson	-275.00
Bill Pmt -Check	01/08/2024	44167	David Robinson	-85.00
Bill Pmt -Check	01/08/2024	44168	DePinto Morales Communications, Inc.	-3,420.00
Bill Pmt -Check	01/08/2024	44169	Dexter Tse	-100.00
Bill Pmt -Check	01/08/2024	44170	DigAlert (Corporation)	-206.00
Bill Pmt -Check	01/08/2024	44171	Duane Waliser	-100.00
Bill Pmt -Check	01/08/2024	44172	DWR	-312,180.00
Bill Pmt -Check	01/08/2024	44173	Evelyn Reyes	-22.59
Bill Pmt -Check	01/08/2024	44174	Fish N Weeds (Corp)	-1,888.00
Bill Pmt -Check	01/08/2024	44175	Frontier	-129.22
Bill Pmt -Check	01/08/2024	44176	Gail Gottfried	-85.00
Bill Pmt -Check	01/08/2024	44177	Geyergy Kuilanoff	-85.00
Bill Pmt -Check	01/08/2024	44178	Grainger (Corp)	-480.41
Bill Pmt -Check	01/08/2024	44179	Guang Xiang Ouyang	-85.00
Bill Pmt -Check	01/08/2024	44180	J.W. Lock Co., Inc.	-2,538.65
Bill Pmt -Check	01/08/2024	44181	Jennifer Fan	-100.00
Bill Pmt -Check	01/08/2024	44182	Jiahua Lu	-40.00
Bill Pmt -Check	01/08/2024	44183	Kathy Truong	-70.00
Bill Pmt -Check	01/08/2024	44184	Liya Hsu	-85.00
Bill Pmt -Check	01/08/2024	44185	Maria Jarmin	-58.69
Bill Pmt -Check	01/08/2024	44186	Mark Paulson (Expense)	-22.27
Bill Pmt -Check	01/08/2024	44187	Michael F Eng (Expense)	-94.98
Bill Pmt -Check	01/08/2024	44188	Michael Pugh	-100.00
Bill Pmt -Check	01/08/2024	44189	Michael Wu	-85.00
Bill Pmt -Check	01/08/2024	44190	Nick Kezman	-85.00
Bill Pmt -Check	01/08/2024	44191	Norman Lee	-100.00
Bill Pmt -Check	01/08/2024	44192	Petty Cash	-103.11
Bill Pmt -Check	01/08/2024	44193	Quang N Dam	-85.00
Bill Pmt -Check	01/08/2024	44194	T.E. Roberts, Inc.	-460,386.43
Bill Pmt -Check	01/08/2024	44195	Verizon Business Services	-593.60
Bill Pmt -Check	01/08/2024	44196	Verizon Wireless	-416.14
Bill Pmt -Check	01/08/2024	44197	Victor Szeto	-55.10
Bill Pmt -Check	01/08/2024	44198	Wing Tat Wong	-85.00
Bill Pmt -Check	01/08/2024	44199	Yuk Ling Kwan	-40.00
Total 1001 - General Fund Bank of America				-899,936.64
TOTAL				-899,936.64

VISA Recap
November 21, 2023 - December 20, 2023

11/20/2023	Staff	SCWUA - Staff	Christmas Luncheon	\$245.00								\$245.00
11/29/2023	Staff	SWG - SAC - D Kasamoto	Airfare 12/2023	\$447.80								\$447.80
12/1/2023	Office Supply	Google	Workspace	\$93.60								\$93.60
12/3/2023	Office Supply	Intuit Payroll	QuickBooks Monthly Payroll Subscrip	\$72.00								\$72.00
12/8/2023	Office Supply	Microsoft	Yearly License fees	\$273.74								\$273.74
12/10/2023	Office Supply	Apple.com	Icloud Storage	\$2.99								\$2.99
12/11/2023	Office Supply	Board Meeting	Donuts	\$20.70								\$20.70
12/15/2023	Scada	Amazon	Scada Server	\$394.70								\$394.70
12/17/2023	Office Supply	Amazon	Adaptor and Monthly Calendars	\$57.86								\$57.86
12/17/2023	Office Supply	Zoom	Monthly Service Fee	\$31.98								\$31.98
12/17/2023	Office Supply	Apple.com	Icloud Storage	\$2.99								\$2.99
												\$0.00
			Total	\$1,643.36		\$0.00		\$0.00		\$0.00	Total Due	\$1,643.36

AGENDA ACTION ITEM NO. 1

2022–2023 DRAFT AUDIT AND TRAVEL EXPENSE REPORT

RECOMMENDED ACTION: Information only, no action required.

BACKGROUND: C. J. Brown & Co. CPAs will present the findings of the 2022-2023 Audit and Travel Expense Report. The Audit will be brought back for final approval at the February Board Meeting.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A

AGENDA ACTION ITEM NO. 2

ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS

RECOMMENDED ACTION: None

BACKGROUND: This is done at the first meeting of each year. Current appointments are enclosed.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A

MEMORANDUM

FROM: Darin Kasamoto, General Manager
DATE: January 23, 2023 (Approved at 1/23/2023 Board Meeting)
SUBJECT: 2023 Committee Appointments (designee gets Per Diem)

2023 Election of Officers

President	Mark R. Paulson
Vice-President	Steven T. Placido
Secretary	Miles L. Prince
Treasurer	Bruce H. Knoles
Deputy Secretary	Darin J. Kasamoto
Deputy Treasurer	Darin J. Kasamoto
Water Quality Authority	
Director	Mark R. Paulson (must be a Director)
Alternate	Steven T. Placido (must be a Director)
Main San Gabriel Basin Watermaster	
Director	Steven T. Placido, DDS (must be a Director) (No Provisions for Alternate)
ACWA/JPIA	
Director	Miles L. Prince (must be a Director)
Alternate	Darin J. Kasamoto
ACWA Region 8	
Delegate	Miles L. Prince
Alternate	Darin J. Kasamoto
San Gabriel Valley Protective Association	Darin J. Kasamoto
San Gabriel Valley Water Association	
Liaison	Bruce H. Knoles
State Water Project Contractors Authority	
Liaison	Darin J. Kasamoto
San Gabriel Valley Economic Partnership	Mike Eng
Independent Cities Association	Mark R. Paulson / Steven T. Placido, DDS / Miles L. Prince
San Gabriel Valley Council of Governments	Steven T. Placido, DDS
San Gabriel Valley Civic Alliance	Bruce H. Knoles

2023 District Committees

Engineering & Operations Committee	Steven T. Placido, DDS & Mark R. Paulson
External Affairs Committee	Miles L. Prince & Mike Eng
Administrative/Finance Committee	Bruce H. Knoles & Mike Eng

January 23, 2023

AGENDA ACTION ITEM NO. 3

PER DIEM CONFERENCES FOR 2024

RECOMMENDED ACTION: Approve the provided list of 2024 Per Diem Conferences.

BACKGROUND: Attached is a listing of conferences that have been approved for attendance in the past. The listing is not final and can be modified at any time.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A

MEMORANDUM

TO: Board of Directors
FROM: Darin Kasamoto, General Manager
DATE: January 8, 2024 (Approved at 1/08/24 Board Meeting)
SUBJECT: Per-Diem Conferences for 2024

<u>ACWA</u> acwa.com		
Spring	May 7 – 9	Sacramento
Fall	Dec 3 - 5	Palm Desert
Legislative Symposium	TBA	Sacramento
DC Annual	Feb 27 – 29	Washington D. C.
<u>AWWA</u> awwa.org		
ACE 24 Annual Conference	Jun. 10 – 13	Anaheim, Ca
AWWA Water Infrastructure	Sep 8 – 11	Phoenix, Az
<u>CA-NV Section</u> ca-nv-awwa.org		
Fall	Oct. 21 - 24	Reno, Nv
<u>OTHERS</u>		
Pipelinesconference.org		
UESI Pipeline Conference	July 27 -31	Calgary, Canada
csda.net		
CSDA Annual Conference	Sept 9 - 12	Indian Wells
AGWA-AGWT Annual Conf.	Feb 6 - 7	Ontario, Ca
socalwater.org		
So California Water Committee Quarterly Meeting		TBA
Annual Meeting & Dinner	TBA	TBA
Urban Water Institute Urbanwater.com		
Spring	Feb 21- 23	Palm Springs, CA
Annual Conference	TBA	San Diego, Ca
San Gabriel Valley		
Economic Partnership	TBA	All Directors
San Gabriel Valley		
Water Association	Quarterly luncheon meetings, Annual BBQ	All Directors
Alhambra Education Foundation Awards Dinner and Gala		TBA
Garvey Education Foundation Gala		TBA
2024 California Water Low Symposium	Feb 24	San Francisco

January 08, 2024

San Gabriel Valley Civic Alliance Awards Lunch	TBA	TBA
CORO Water Conference	TBA	TBA
Orange County Water Summit	TBA	TBA
WELL 2024 Annual Conference	Mar 15 – 16	San Jose
WaterSmart Innovation Conference	Sept 24 - 26	Las Vegas, NV
Three Valleys Leadership Breakfast	Qtrly	Sheraton Hotel, Pomona
Council for Watershed Health	All Events	
Intl. LGBTQ Leaders Conference	TBA	TBA
CA Water Data Collaborative	All Events	
Climate Resolve	TBA	TBA
SCAG 2024 Regional Conf	May 4 – 5	JW Marriott Desert Springs, Ca
Catalyst 2024 (WQA Convention & Exposition)	Mar 5 - 7	Orlando, FL
CSDA: Special District Leadership Academy	Feb 4 - 7 Apr. 14 – 17	San Luis Obispo San Diego
CSDA: Special District Legislative Days	May 21 - 22	Sacramento, CA
Allianceforwaterefficiency.org Water Efficiency and Conservation Symposium	Aug 6 – 8	Chicago, IL
2024 Water Reuse Symposium	Mar 11 – 14	Denver, Co
WQA Convention & Exposition	Mar 5 – 7	Orlando, FL

Approved By Minute Order

All travel expenses incurred by the General Manager, or his authorized staff representative to attend any Department of Water Resources (DWR) or State Water Contractors (SWC) meetings are considered part of his job description and are authorized by the Board of Directors.

Administrative Code 2-2.501(b) – Several organizations provide services and information beneficial to the District, and directors are also authorized to receive compensation and expense reimbursement for attendance at meetings of any such organization the District maintains membership or participation.

AGENDA ACTION ITEM NO. 4

STRATEGIC PLANNING WORKSHOP DISCUSSION

RECOMMENDED ACTION: None, information only.

BACKGROUND: The preliminary agenda for the Strategic Planning Workshop is presented for review and comment.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A



“CLARITY AND CONSENSUS” – SGVMWD Strategic Planning Workshop

<u>Date/Time</u>	<u>Topic</u>
8:00 a.m.	<u>The State of the District (Darin)</u> <ul style="list-style-type: none">• 2019-2020 Strategic Plan; Audit Results; Water Supply; Operations; Outreach
8:15 a.m.	<u>Water Supply - Imported Water Supply Solutions</u> <ul style="list-style-type: none">• State Water Project, <i>Delta Conveyance Project</i> (\$2.68 million paid); 10 Years• Supplemental Purchases When Wet; 40% Allocation Covers Member Cities• Brainstorm Short/Long-Term Action Plans
8:45 a.m.	<u>Water Supply - Local Water Supply Solutions</u> <ul style="list-style-type: none">• <i>Pure Water Southern California</i>; No Cost Estimates; District Pipeline?; 8 Years• Groundwater Bank and Water “Banking” Opportunities• Monterey Park Supplemental Water, Sierra Madre Joint Well• Brainstorm Short/Long-Term Action Plans
9:15 a.m.	<u>Infrastructure and Operations</u> <ul style="list-style-type: none">• Maintain Facilities; Schedules/Phases; Timeline; Budget• Brainstorm Short/Long-term Action Plans
9:45 a.m.	Break
10:00 a.m.	<u>Financial Discussion</u> <ul style="list-style-type: none">• Revenue Structure – Property Tax Covers Fixed Costs; Water Sales at Cost• Reserves; Property Tax Rate; Rate to Cities (\$220/AF Now; \$240/AF 2024)<ul style="list-style-type: none">○ Approximate/Average \$150 Tax Per Homeowner• SGVMWD Role/Obligations (Grants and Loans) to Member Cities• Brainstorm Short/Long-Term Action Plans
10:45 a.m.	<u>External Affairs</u> <ul style="list-style-type: none">• Messaging; Member City Partnering; Conservation; Legislation, Rebates, O.W.L. Grants, Schools, Publications/Website, Media, Water Forum, Calendar• Brainstorm Short/Long-Term Action Plans
11:30 a.m.	Summary, Next Steps

AGENDA ACTION ITEM NO. 5

APPROVE AMENDMENTS TO DISTRICT ADMINISTRATIVE CODE

RECOMMENDED ACTION: Approve suggested amendments and instruct legal counsel to prepare a resolution to amend the District Administrative Code.

BACKGROUND: General Counsel Jim Ciampa has reviewed the District's Administrative Code with respect to any recently passed legislation and recommends changes to the current Administrative Code. Also included is an amendment to the Administrative Code with respect to what events are approved for Per Diem.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A

TITLE 2. ADMINISTRATION

CHAPTER 2. BOARD OF DIRECTORS

ARTICLE 5 - COMPENSATION AND EXPENSES

2-2.501¹

COMPENSATION

- (a) Each Director shall receive compensation in an amount not to exceed one two hundred dollars (\$200.00) per day for each day's attendance at meetings of the Board and committees therefor, and for each day's service rendered as a Director by request of the Board not to exceed ten days in any calendar month. Up to one per diem may be paid for reasonable and necessary travel to attend authorized events. In no event shall a Director be compensated for more than one per diem per day even if more than one meeting is attended in one day.
- (b) Several organizations provide services and information beneficial to the District, and directors are also authorized to receive compensation and expense reimbursement for attendance at meetings of any such organization the District maintains membership or participation.
- (c)² Authorized meetings include attendance at meetings with elected or appointed state legislators or elected or appointed officials of other governmental agencies, at City Council meetings or events for the cities of Alhambra, Azusa, Monterey Park or Sierra Madre if the director has been invited by the City, has been instructed by the District to speak on matters affecting the District or is in attendance as a representative of the District with respect to water-related issues discussed at any such meeting or event. Directors are authorized to attend meetings and events of other organizations that provide services or information beneficial to the District, and to receive compensation and expense reimbursement for attendance at meetings and events of such organizations. Authorization for such meetings shall normally be obtained from the Board in advance of the event but authorization may be obtained after the event when unusual

¹ Sec. 2-2.501 amended by Res. 8-2013-699 on Aug 12, 2013.

² Section 2-2.501(c) amended by Res. 7-2016-732 on July 18, 2016.

circumstances or time constraints warrant; provided, however, that attendance at conferences, meetings or other events held by the following entities are pre-approved as authorized events for which compensation may be paid to a director:

Association of California Water Agencies;

American Water Works Association;

Council for Watershed Health;

California Special Districts Association;

League of California Cities;

Contract Cities Association;

Independent Cities Association;

California Data Collaborative; and

Chambers of Commerce of Alhambra, Azusa, Monterey Park and

Sierra Madre.

- (d) At least annually, the Board shall determine which of the meetings for other organizations are eligible for per diem compensation and expense reimbursement.

CHAPTER 4. EMPLOYEES

ARTICLE 1 - GENERAL

2-4.101 GENERAL

Employees shall implement the policies of the District.

2-4.102 RELATIONSHIP WITH MANAGEMENT

Employees shall perform work as directed by the General Manager or their immediate supervisor.

2-4.103 RELATIONSHIP WITH BOARD

Employees shall not seek out Directors to discuss District business. Directors are not encouraged to discuss District business with employees, but if a Director inquires of an employee about District business, the employee shall respond to the Director and inform the General Manager of the contact.

2-4.104

DEFINITIONS

The following terms are defined for the purposes of this chapter unless otherwise apparent from context:

- (a) “Regular employee” means a employee working for an indeterminate period.
- (b) “Temporary employee” means an employ working for a determinate period of six months or less.
- (c) “Part-time employee” means an employee routinely working less than full time.
- (d) “Full-time employee” means an employee routinely working at least eight hours per day or at least thirty-five hours per week.
- (e) “Work day” means the assigned time, rounded to the nearest hour, worked by an employee during a day.
- (f) “Work week” means the assigned time and days worked by an employee Sunday through Saturday.

ARTICLE 2. APPOINTMENT

2-4.201³

APPOINTMENT AND PROMOTION

Employees shall be hired and promoted by the General Manager solely on the basis of merit. The General Manager shall establish reasonable qualifications for appointment and promotion. No employee shall be promoted solely on the basis of longevity.

2-4.202

POSITIONS AUTHORIZED

The Board shall from time-to-time, approve or eliminate employee positions necessary to perform the District's mission. The annual salary resolution budget shall identify positions by job title. Temporary employees may be authorized by the Board. The General Manager may temporarily operate with a vacancy in a position.

³ Sec. 2-4.201 amended by Res. 4-2000-561 on May 8, 2000.

2-4.203

PROBATION

Employees shall be hired on a six month trial basis and each employee shall serve at the pleasure of the General Manager during this period and thereafter.

2-4.204

DISCRIMINATION AND ACCOMMODATION

- (a) Persons shall be hired, promoted and disciplined without regard to race (including any traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks and twists), religious creed (including religious dress and grooming standards), color, natural ancestry, physical handicap, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, ~~or~~ sexual preference, military or veteran status, use of cannabis off the job and away from the workplace, including any District-required drug screening that detects the presence of nonpsychoactive metabolites in the employee's hair, blood, urine or other bodily fluids; provided that employees may not possess or use cannabis on the job and on District premises, reproductive health decisions, including a decision to use or access a particular drug, device, product or medical service for reproductive health, and any other consideration protected by federal, state or local law.
- (b) The District shall make reasonable accommodations to remove barriers to the employment based on disability or religious beliefs.
- (c) In compliance with Labor Code Section 1031, the District will provide any employee with a lactation room that is shielded from view, as well as access to a sink and refrigerator in close proximity to the employee's workspace. The District will provide additional break time to an employee to express milk as required under Labor Code Sections 1031 and 1033.

Any employee shall have the right to request lactation accommodation by submitting the request for such accommodation in writing to the General Manager. The request should be submitted at least 30 days prior to the date when the accommodation will be required and must include an

estimate of the length of time for which the accommodation is required. The request shall also include any facilities the employee will need in connection with the lactation accommodation in order to facilitate the employee's expressing and storage of milk. The District will respond to any request for lactation accommodation within 10 days of receipt of the request, stating how the District will accommodate the request. An employee has the right to file a complaint with the California Labor Commissioner if the District violates the employee's right to such lactation accommodation.

ARTICLE 3. WAGES, BENEFITS AND EXPENSES

2-4.301 WAGES

- (a) The Board shall at least annually, and more often as needed, establish wages for each authorized position. The Board may change the salary assigned to any position at any time.
- (b) Wages shall be paid in arrears, not less than bi-weekly.
- (c) An employee's pay shall be pro-rated for each day worked in the pay period and paid within 72 hours of termination or as otherwise required by law.

2-4.302 OVERTIME COMPENSATION

- (a) Full-time, nonexempt employees who work in excess of their assigned work week or part-time, nonexempt employees who work in excess of eight hours per day or forty hours per week shall be paid at a rate of 1.5 times the employee's regular rate of pay. Employees who work on holidays shall be paid at the overtime rate for hours worked and shall be paid at the regular rate for hours not worked.
- (b) The General Manager and Assistant Manager are classified as exempt employees and shall not be entitled to receive overtime compensation.
- (c) An employee who is "on-call" shall receive five hours for Saturday, Sunday and holidays at 1.5 times the employee's regular rate of pay.

2-4.303⁴ VACATION

- (a)⁵ After one year of service, a regular, full-time employee shall be entitled to two work weeks per year as vacation with pay; after seven years of service, a regular, full-time employee shall be entitled to three work weeks per year as vacation with pay; after fifteen years of service, a regular, full-time employee shall be entitled to four weeks per year as vacation with pay; and after twenty years of service, a regular full-time employee shall be entitled to five weeks per year as vacation with pay. The General

⁴ Sec. 2-4.303 amended by Res. 5-97-516, Section 3, on May 12, 1997.
Title 2

Manager shall be entitled to two work weeks per year as vacation with pay in addition to the foregoing amount. All paid vacation provided under this subdivision shall accrue on a proportionate basis (1/52nd of the applicable vacation leave for each week worked) throughout the calendar year, and shall accrue subject to the cap specified in subdivision (b), below.

Vacation shall be taken in a minimum of one hour increments.

- (b) An employee may decline to use vacation that accrues in any year and add the unused amount of vacation to the next year's vacation entitlement; provided, however, that the total unused vacation that may be accrued by any employee shall not exceed ten (10) weeks, equaling fifty (50) days or four hundred (400) hours, and the employee shall cease accruing additional vacation leave until vacation leave is used to reduce the accrued leave below the ten (10) week cap.
- (c) When an employee has accrued at least seven (7) weeks, equaling thirty-five (35) days or two hundred eighty (280) hours, of vacation time, the employee may elect, through a written notice to be provided to the General Manager, to be paid for any accrued and unused days from the employee's accrued vacation time, up to a maximum of five (5) weeks, equaling twenty-five (25) days or two hundred (200) hours.

The rate of compensation for paid-out vacation under this subdivision shall be the employee's then-current rate of pay at the time the election is made, and will be calculated at a straight time rate based on the employee's salary and a 250-day work year. All applicable taxes and withholding shall apply.⁶

- (d) The General Manager shall approve the vacation schedule with such changes as are necessary to avoid disruption of the work schedule.
- (e) Upon retirement or termination of employment, a regular full-time employee with a minimum of six months continuous service shall be paid for earned, accumulated and unused vacation entitlement, if any, at the rate of pay of such employee at the time of retirement or termination.

⁵ Sec. 2-4.303(a) & (b) amended by Res. 7-2016-732 on July 18, 2016.

⁶ Sec. 2-4.303(c) added by Res. 1-2021-779, on Jan. 11, 2021.

- (f) Sick leave shall not be used for vacations. However, the vacation may be used for sick leave, including for disability when an employee's sick leave has been entirely used.

2-4.304^{7, 8} **SICK LEAVE**

- (a) District employees, whether part-time or full-time, will begin to accrue paid sick leave after they have been employed by the District for thirty (30) days. Full-time employees shall accrue paid sick leave at the rate of eight (8) hours for each month of continuous service, subject to subdivision (c), below. Part-time employees shall accrue paid sick leave at the rate of one (1) hour for every thirty (30) hours worked.⁹
Notwithstanding the foregoing, in all events an employee will accrue at least forty (40) hours of sick leave credit by their 200th day of employment. Employees may begin taking sick leave after they have been employed by the District for at least ninety (90) days.
- (b) Sick leave may be taken by an employee for the employee himself or herself, or for an employee's family member or designated person, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the employee is a victim of domestic violence, sexual assault or stalking and in connection with any reproductive loss event under Section 2-4.310.1, below. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. -Designated person means any individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship; provided the District may limit an employee to one designated person per 12-month period. Preventive care includes annual physicals and flu shots. Sick leave shall be taken in a minimum of one hour increments. For an employee's illness that renders him or her unable to work for at least five (5) consecutive days, the General Manager may require a doctor's certificate,

⁷ Sec. 2-4.304 amended by Res. 5-98-532 on May 26, 1998.

⁸ Sec. 2-4.304(a) & (b) amended by Res. 7-2016-732 on July 18, 2016.

⁹ Sec. 2-4.304(a) amended by Res. 2-2020-766 on Feb. 10, 2020

employee's affidavit or other evidence of illness or disability before an employee may receive sick leave pay resulting from such an illness.

- (c) Each hour of sick leave taken or used shall be deducted from accumulated sick leave credit. Unused sick leave shall be cumulative and added to the employee's sick leave for the following year. All unused and unpaid sick leave will be credited to extend time of service under PERS upon retirement. An employee may elect to take up to a maximum of 960 hours of sick leave in cash and apply remaining unused and unpaid sick leave to extend PERS contract. The employee with at least 320 hours accumulated sick leave shall be paid for the sick leave on termination for other than cause. If an employee dies with at least 240 hours accumulated sick leave, the employee or the employee's beneficiary shall be paid for accumulated sick leave.
- (d) The Board may advance the period of sick leave pay for individual cases. Such sick leave advance shall be made up through subsequently earned sick leave before any additional sick leave is accumulated.
- (e) A regular full-time employee who is compelled to be absent from active duty as a result of injuries arising out of and in the scope and course of employment, may elect to use a portion of sick leave entitlement to supplement workers' compensation pay. In such cases, the employee shall endorse the workers' compensation payments to the District and receive in exchange the District's warrant in the amount of the employee's regular monthly salary less authorized deductions. (The workers' compensation payments to be surrendered shall not include any payments made for hospital, surgical or medical expenses incurred or payments received for appliances, medicines or medical supplies or payment received as a result of permanent disability awards.) The employee's accumulated sick leave shall be debited by an amount equivalent in hours to the supplemental payment.
- (f) Emergency leave of a maximum of three days may also be granted in cases of extreme and unusual hardship of an emergency nature, as determined by the General Manager or by the Board and charged to the employee's sick leave entitlement.

2-4.305 **LEAVES OF ABSENCE**

- (a) A leave of absence without pay may be granted to any employee by the General Manager. A regular, full-time employee shall continue to accrue no more than four months of health plan coverage and other employees benefits while on such leave.
- (b) Leave of absence shall be provided to employees in accordance with the California Family Rights Act and/or Pregnancy Disability Leave Act.

2-4.306¹⁰ **HEALTH PLAN**

- (a) The District will pay for the cost of membership premiums in a group health plan (hereinafter “health plan”) as selected and approved from time-to-time by the Board for each eligible, regular, full-time or retired employee and director and their dependents (hereinafter “persons”) on completion of the minimum amount of service established by the health plan.
- (b) For the purposes of this section:
 - (1) “Retired employee” means a former, regular, full-time employee who retires after attaining 55 years of age and who has served the District for at least five years and who has retired under PERS.
 - (2) “Retired director” means a director who first assumed office before January 1, 1995, who has reached the age of 60, has served at least twelve consecutive years and is no longer currently serving on the Board of Directors.
 - (3) “Dependent” means the spouse and dependent children under age 26 of a current District employee or director or of a retired employee or retired director.¹¹
- (c) Persons eligible for participation in the health plan shall also be reimbursed for out-of-pocket medical expenses not covered by the health plan and paid by the family to a maximum of \$4,000.00¹² per family per

¹⁰ Sec. 2-4.306 amended by Res. 7-2008-655 on July 14, 2008.

¹¹ Sec. 2-4.306(a) and (b) amended by Res. 7-2022-807 on July 11, 2022.

¹² Sec. 2-4.306(c) amended by Res. 7-2022-807 on July 11, 2022.

calendar year. Reimbursement shall only be provided for expenses uncovered after enrollment in the health plan. Each family shall pay up to \$100 for the deductible portion of the medical plan.

- (d)¹³ Retirees eligible for participation with the health plan over the age of 65 and after January 1, 1995, shall be reimbursed at the end of each calendar year for the cost of Medicare, Part B, upon submission of their annual Social Security statement. The District shall not reimburse any active employees (i.e., employees who are not retired) for Medicare Part B expenses under this section.
- (e) Persons who are not eligible to participate in the health plan at District expense may participate at their own expense if permitted by the health plan.

2-4.307¹⁴

DENTAL AND VISION PLAN

- (a) The District will provide dental and vision benefits to persons eligible for participation in the “health plan” as set forth above. After six months of continuous service, District will reimburse eligible person for each payment for a reasonable diagnostic, preventive and restorative dental or vision care to a combined maximum of \$3,000.00¹⁵ per calendar year for each District employee and the dependents of each. For one procedure per year, this allowance for vision care may be combined with medical reimbursement allowance or for elective laser eye surgery.
- (b) When an employee has more than one source of benefits for dental or vision payments, combined payments for this and any other dental or vision program will be provided up to, but not to exceed, 100 percent of charges for actual covered services, in accordance with the coordination of benefits provided in the order of benefit determination provision of the other source of dental or vision benefit.
- (c) Covered dental or vision payments are for those listed procedures commonly defined by the dental and vision professions as necessary to prevent and eliminate oral disease or eye disease and for services required

¹³ Sec. 2-4.306(d) amended by Res. 7-2016-732 on July 18, 2016.

¹⁴ Sec. 2-4.307 amended by Res. 5-2005-625 on May 23, 2005.

¹⁵ Sec. 2-4.307 amended by Res. 7-2022-807 on July 11, 2022.

to obtain and maintain reasonable and healthy dental or vision conditions and to restore reasonable dental or vision function.

- (d) To the maximum stated herein, the District shall pay reasonable dentist or vision fees but in no event shall the District's payment exceed the fee charged or the maximum limits per employee, provided herein.
- (e) The District will honor only those paid dental and vision bills or invoices from the dentist or vision care professional for payments which are submitted directly to the District by the Employee. The bills or invoices should be submitted promptly after completion of compensable dental or vision procedures and must show the extent and nature of service provided and actual charges to the employee. Such payments shall be made by the District only upon receipt by it of evidence which it deems satisfactory, showing the rendition of the covered services and the amount which the employee has paid or become obligated to pay therefor.
- (f) The District shall permit and encourage a professional relationship between the dentist or the vision care professional and employee to be maintained without interference. The District shall not be liable for any act or omission by a dentist's or a vision care professional's employees or agents, or person performing dental, vision, or other professional services to eligible employees.

2-4.308A¹⁶ **HEARING**

Annual medical reimbursement allowance may be used to cover the cost of purchasing up to one set of hearing aids per calendar year.

¹⁶ Sec. 2-4.308A added by Res. 4-2000-561 on May 8, 2000.

2-4.309

PENSION

- (a) The District has entered into a contract with the Public Employees' Retirement System (PERS) of the State of California to provide a pension plan for employees. Employees are eligible to participate in the plan as set forth in the contract with PERS.
- (b) The Pension Plan currently provides disability benefits. If a dispute exists with respect to an employee's disability, the Board shall resolve the dispute in accordance with the procedures of the Administrative Procedure Act.

2-4.310

BEREAVEMENT

~~Each employee may take up to three days bereavement leave in the case of death of spouse, parents, children, siblings of the employee and parents, children and siblings of spouse. Proof of death may be required. Employees may request up to five (5) days of paid [note that paid bereavement leave is not required, and if the desire is to provide for unpaid bereavement, we could add a provision that sick leave or vacation time may be used to cover that leave] bereavement leave upon the death of a spouse, child, parent, sibling, grandparent, grandchild, domestic partner or parent-in-law. Such bereavement leave does not need to be used on consecutive days but must be used within three (3) months of the family member's death. An employee may use accrued and unused paid vacation or paid sick leave for bereavement purposes beyond the five (5) days paid by the District. The District will not retaliate against an employee for the employee's use of such bereavement leave.~~

2-4.310.1 **REPRODUCTIVE LOSS LEAVE**

~~For any employee who has been employed with the District for at least thirty (30) days, the employee may take up to five (5) days of unpaid leave each calendar year following a "reproductive loss event." A "reproductive loss event" means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth or an unsuccessful assisted reproduction. The employee may use vacation provided under Section 2-4.303 or paid sick leave provided under Section 2-4.304 for such reproductive loss leave.~~

2-4.310.2 VICTIM OF SEXUAL ASSAULT/DOMESTIC VIOLENCE LEAVE

If an employee is a victim of stalking, domestic violence or sexual assault, or of a crime that caused physical injury or caused mental injury and a threat of physical injury, or had an immediate family member (i.e., spouse or domestic partner, child, parent or sibling) who died as a result of a crime, the employee may take time off to obtain, or to attempt to obtain, any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child. The employee must give reasonable advance notice of the intention to take time off, unless the advance notice is not feasible. When an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide certification to the District substantiating the leave. Certification can be any of the following, including:

- A police report indicating the employee was a victim as specified in the above paragraph;
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse.

To the extent allowed by law, the District will maintain the confidentiality of any request for a Victim of Sexual Assault/Domestic Violence Leave.

Victim of Sexual Assault/Domestic Violence Leave is unpaid. However, depending on the employee's specific needs, the employee may use accrued vacation, sick leave, or a floating holiday.

The District will also provide reasonable accommodations, as specified under

Labor Code section 230(f), for any employee who is a victim of domestic violence, sexual assault or stalking who requests such an accommodation for the employee's safety while at work.

"Domestic violence" is defined in Family Code section 6211; "Crime" is defined in Labor Code section 230(j)(1); "Sexual Assault" is defined in Labor Code section 230(j)(4); "Stalking" is defined in Labor Code section 230(j)(5); and "Victim" is defined in Labor Code section 230(j)(6).

2-4.310.3 VICTIMS OF CRIME AND JUDICIAL PROCEEDINGS LEAVE

If an employee is a victim of a crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim, the employee can take time off to attend judicial proceedings related to that crime.

In order to take time off under this provision, the employee must give the District a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee must provide documentation evidencing the judicial proceeding from any of the following entities:

- The court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or,
- The victim and/or witness office that is advocating on behalf of the victim.

Time off for Victims of Crime and Judicial Proceedings Leave is unpaid.

However, an employee may elect to use accrued vacation, sick leave, or a floating holiday.

To the extent allowed by law, the District will maintain the confidentiality of any request for a Victims of Crime and Judicial Proceedings Leave.

“Immediate family member” means spouse, registered domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

“Registered domestic partner” means a domestic partner that is registered under California law.

“Victim” means a person against whom one of the following crimes has been committed:

- A violent felony as defined in Penal Code section 667.5(c);
- A serious felony as defined in Penal Code section 1192.7; or,
- A felony provision of law proscribing theft or embezzlement.

2-4.310.4 **MILITARY LEAVE**

If an employee enters the Armed Forces of the United States, the employee will be granted a leave of absence in accordance with federal and state laws governing such leaves.

2-4.310.5 **SCHOOL SUSPENSION LEAVE**

If an employee is the parent or guardian of a child facing suspension from school and are summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. No discriminatory action will be taken against an employee if the employee takes time off for this purpose. This time off is unpaid, although an employee can use accrued vacation or a floating holiday.

2-4.310.5 **VOTING LEAVE**

If an employee does not have sufficient time to vote outside of working hours in an official state-sanctioned election, the employee will be provided enough working time off to vote. The employee will be allowed a maximum of two hours off without loss of pay. The General Manager will determine whether the time will be taken at the beginning or the end of the regular working shift. The

employee must request time off to vote from the General Manager at least two days in advance. The employee must present a voter's receipt in order to be paid for the time off. The employee may take unpaid time off to serve as an election officer on Election Day.

2-4.310.6 **WITNESS DUTY**

An employee, including if he or she has been the victim of a crime, may take unpaid time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. An employee may use vacation or a floating holiday for time taken for this purpose.

2-4.311¹⁷ **JURY DUTY**

Employees absent for service on a jury for the Superior Court shall be paid full salary by the District for each working day absent while serving on the jury. The amount of reimbursement for such jury service shall not exceed eight (8) working days per calendar year. The same benefit shall be provided for service on a jury for the Federal District Court, but the maximum amount of reimbursement for Federal jury service shall not exceed ninety (90) working days per calendar year. The employee shall endorse jury fees, but not mileage reimbursement, to the District as a condition for receiving full salary. There is no reimbursement for service on a grand jury.

2-4.312¹⁸ **LIFE INSURANCE**

Employees shall be provided life insurance at the District's cost in amounts from time-to-time determined by the Board.

¹⁷ Sec. 2-4.311 amended by Reso. 7-2003-602 on Jul 14, 2003.

¹⁸ Sec. 2-4.312 amended by Reso. 6-2006-636 on Jun 26, 2006.

2-4.313¹⁹ **EXPENSE REIMBURSEMENT: GENERAL**

Employees shall be reimbursed for actual, reasonable and necessary expenses incurred in furtherance of business of the District if the General Manager has approved the expense in advance.

2-4.314²⁰ **EXPENSE REIMBURSEMENT: TRAVEL**

- (a) The District may require employees to use their vehicles on District business. Employees who are required to use their vehicles for District purposes shall be reimbursed at the rate established by the Internal Revenue Service for non-taxable reimbursement of expenses.
- (b) When the General Manager authorizes an employee to use District vehicles to respond to emergencies on a 24-hour basis, the vehicle may be used to commute between the workplace and home at the beginning and end of each work day. The District shall not withhold taxes for the value of personal usage. The District shall inform each employee who is authorized to use a District vehicle of the potential need to report the value of the use as income.
- (c) Automobile rental expenses shall be approved in advance by the Board.
- (d) Air fare reimbursement shall be at coach rate, if available. Taxi fares to and from airports or train stations are reimbursable only if a shuttle service is not readily available.

2-4.315²¹ **EXPENSE REIMBURSEMENT: MEALS**

Employees shall be reimbursed for meals at the rate established by the IRS or at actual reasonable cost. As used herein, “meals” include the reasonable and necessary cost of food and beverages, other than alcoholic beverages.

2-4.316²² **EXPENSE REIMBURSEMENT: LODGING**

Employees shall be reimbursed for lodging at the rate established for the event or, if a rate established for the event is not available, at actual cost, whichever is less.

¹⁹ Sec. 2-4.313 amended by Reso. 6-2006-636 on Jun 26, 2006.

²⁰ Sec. 2-4.314 amended by Reso. 6-2006-636 on Jun 26, 2006.

²¹ Sec. 2-4.315 amended by Res. 6-2006-636 on Jun 26, 2006.

²² Sec. 2-4.316 amended by Res. 6-2006-636 on Jun 26, 2006.

As used herein, “lodging” includes the reasonable and necessary cost of overnight accommodations located outside Los Angeles County.

2-4.317²³

EXPENSE AUTHORIZATION

- (a) The General Manager may authorize an employee to incur travel or meal expenses for events occurring within Los Angeles, Orange, or San Bernardino counties. The General Manager shall obtain the approval of the board before authorizing an employee to incur travel, meal or lodging expenses for events outside Los Angeles, Orange, or San Bernardino counties.
- (b) For travel of 250 miles or less, employees shall be reimbursed for automobile use at the rate specified above. For travel over 250 miles, employees shall be reimbursed for transportation costs at the lowest available rate for public transportation or actual cost, whichever is less. The General Manager shall determine the lowest available rate for public transportation. As used herein, “transportation” includes the reasonable and necessary cost of automobile use to and from air or rail terminals.
- (c) When an employee is authorized by the Board to incur a reimbursable lodging expense, the employee shall submit paid receipts to support the reimbursement request. An employee may receive an advance on anticipated lodging expenses, provided, the advance is based on published rates and reconciliation with actual expenditures occurring within thirty days following the activities.
- (d) Requests for reimbursement shall be submitted to the General Manager at the end of the month during which the expense was incurred.

2-4.318

DISABILITY ACCOMMODATION

The General Manager shall implement the Americans with Disabilities Act (ADA) by making reasonable accommodation for prospective and existing employees with disabilities.

²³ Sec. 2-4.317 amended by Res. 6-2006-636 on Jun 26, 2006.

2-4.319²⁴ **PAYROLL DEDUCTIONS**

The District will permit salary deductions for deferred compensation and credit union accounts.

2-4.320²⁵ **LONGEVITY PAYMENTS**

Each employee who has worked for fifteen years for the District shall be paid a longevity payment of \$300.00. Each employee who has worked twenty years for the District shall be paid a longevity payment of \$400.00. Each employee who has worked twenty-five years for the District shall be paid a longevity payment of \$500.00. Each employee who has worked thirty years for the District shall be paid a longevity payment of \$600.00.

2-4.321²⁶ **PROHIBITED USE OF CELL PHONE WHILE DRIVING**

Employees shall not use cell phones while driving on District business. If the employee's cellular phone receives a call or a call must be placed while in a vehicle, the employee must use "hands free" device. Under no circumstances should employees accept or place personal phone calls while operating a motor vehicle on District business or while on District time

2-4.322²⁷ **CELL PHONE USE**

- (a) As a general rule, the District will not provide cell phones. When a District cellular phone is provided, personal use is prohibited. If personal use occurs, disciplinary measures will be implemented.
- (b) Employees whose job duties include frequent need to be contacted on District business, are eligible for a \$50.00 stipend to cover work related costs for use of their personal cell phone. This stipend does not constitute an increase in base pay. The stipend is taxable income and will be paid through the payroll process.

²⁴ Sec. 3-4.219 amended by Res. 5-98-532 on May 26, 1998.

²⁵ Sec. 3-4.320 amended by Res. 6-2010-669 on Jun 14, 2010.

²⁶ Sec. 2-4.321 added by Res. 7-2011-681 on Jul 18, 2011.

²⁷ Sec. 2-4.322 added by Res. 7-2011-681 on Jul 18, 2011.

ARTICLE 4. CONDITIONS OF EMPLOYMENT

2-4.401 GENERAL

This Article sets forth conditions of employment. Except as otherwise provided by law or any contract approved by the Board of Directors, all District employees are considered to be “at will” employees.

2-4.402 DEFINITIONS

The following terms are defined for the purposes of this Article unless otherwise apparent from context.

- (a) “Reprimand” means a written statement critical of an employee’s performance.
- (b) “Suspension” means the period during which an employee is ordered not to work with or without pay.
- (c) “Demotion” means a reduction in pay or job responsibility.
- (d) “Discharge” means the involuntary termination of an employee.
- (e) “Layoff” means the temporary or permanent termination of employment due to temporary or permanent elimination of a position for other than disciplinary reasons.
- (f) “Discipline” means reprimand, suspension, demotion or discharge.

2-4.403²⁸ PROGRESSIVE DISCIPLINE

- (a) Employees, including regular full-time employees, serve at-will. Employees may be disciplined for cause in accordance with this Article 4.
- (b) ~~Whatever~~ Whenever discipline is imposed, the employee shall be counseled on how to improve and be informed failure to improve may result in more severe discipline. To the extent practicable, employee discipline shall progress from deficient performance evaluation to reprimand, to suspend, to demotion, to discharge.

²⁸ Sec. 2-4.403 amended by Res. 7-2016-732 on July 18, 2016.

2-4.404

PROCESS

- (a) Before an employee is disciplined, the supervisor shall provide the employee with the explanation of the reasons for the discipline, if any, and inform the employee an appeal to the General Manager is possible if a written request is presented to the General Manager within ten days.
- (b) Except in the case of an emergency as determined by the General Manager, discipline shall not be effective until the period for requesting the General Manager's review has expired without a request being filed or the General Manager has rendered a decision on the request.

2-4.405²⁹

HARASSMENT & DISCRIMINATION: GENERAL

- (a) Harassment of (i) an applicant or employee by a supervisor, management employee or co-worker on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, registered domestic partner status, sex, gender, gender identity, gender expression, age, sexual orientation, military/veteran status or any other basis protected by federal, state or local law, regulation or ordinance, or (ii) anyone who is perceived as having any of those characteristics, is against the law and will not be tolerated. This policy applies to all persons at any District workplace and/or involved in the District's operations and prohibits unlawful harassment, discrimination and/or retaliation towards any employee, intern (paid or unpaid), volunteer or applicant of the District by any employee, coworker, manager, supervisor and/or by any non-employee third party who is regularly involved in its operations and/or who is authorized to be in its workplace or on its work site such as a customer, client, vendor, subcontractor, volunteer, etc. The District also prohibits retaliation for protesting harassment or discrimination related to one of the foregoing categories, or for making a complaint and/or participating in an investigation to resolve a harassment or discrimination complaint.

²⁹ Sections 2-4.405 through 2-4.409 amended by Res. 7-2016-732 on July 18, 2016.

- (b) Disciplinary action, including possible termination will be initiated for harassment.
- (c) For purposes of this section, harassment includes, but is not limited to:
 - (1) Verbal harassment, such as epithets, derogatory comments or slurs.
 - (2) Willful, physical conduct, such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual because of sex, gender or any other legally protected characteristic.
 - (3) Visual conduct, such as derogatory posters, calendars, notices, bulletins, cartoons, drawings, e-mail or other electronic or digital communications.
 - (4) Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
 - (5) Retaliation for having reported or threatened to report harassment.
- (d) Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy.

2-4.406

HARASSMENT & DISCRIMINATION: INVESTIGATION

- (a) To accommodate the unique nature of harassment, discrimination or retaliation complaints, the following process is provided in connection with the investigation of any such complaint:
 - (1) An employee who wishes to complain of harassment, discrimination or retaliation should inform their immediate supervisor and the General Manager of the grievance, preferably in writing. The employee shall inform only the General Manager if the complaint is directed against the complaining employee's immediate supervisor. The employee shall inform the Administrative & Finance Committee if the complaint is directed against the General Manager. Any complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

(2) The person to whom the complaint is directed shall undertake, or cause to be undertaken, a thorough, objective and good-faith investigation of the complaining employee's allegations, in order to provide due process for all relevant parties. The person to whom the complaint is directed for investigation shall consider the record as a whole and the totality of circumstances, including the nature of the verbal, physical, visual or sexual favor aspect of any complaint and the context in which the alleged incidents occurred. The person to whom the complaint is directed for investigation shall take appropriate action in writing as soon as administratively possible, but no longer than 30 calendar days from receipt of a complaint. The investigation will reach a reasonable conclusion based on the collected evidence.

(3) The investigation of any complaint under this policy shall be conducted by either a non-interested District staff member or external consultant who is duly qualified and trained to conduct such an investigation. While the District and its investigator will make every effort to keep the details of the allegations and the investigation itself confidential, the District cannot guarantee confidentiality as it may be necessary to reveal some facts and/or allegations in order to pursue a thorough investigation.

(b) ~~The District will initiate an investigation in a timely fashion after receipt~~ of a complaint. The District will document and track its receipt of a complaint of a violation of this policy; its initiation of a responsive investigation; and its findings upon conclusion of the investigation for purposes of documenting the entire process to ensure a timely and responsive complaint procedure, including a timely closure to the investigation, as well as to provide visibility and insight to the District of trending problems within the workforce and/or problems with specific employees.

2-4.407

HARASSMENT & DISCRIMINATION: REMEDIAL ACTIONS

- (a) In the event the District determines a violation of this policy and/or that harassment, discrimination or retaliation has occurred, then effective remedial action will be taken appropriate to and/or proportionate with the nature and severity of the conduct. Depending on the nature of the complained of conduct, as well as the workplace situation, the District may solicit the complaining employee's preference regarding the options for remedial actions and outcomes. Any employee determined by the District to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.
- (c) If the decision of the person to whom the complaint is directed for investigation is not satisfactory to the employee, the employee may appeal to the Board by filing a written request within 10 days of the decision.

2-4.408

HARASSMENT & DISCRIMINATION: BOARD REVIEW

- (a) The person to whom the complaint is directed for investigation shall provide a written report to the Board on all harassment, discrimination and retaliation complaints and the results of the investigation.
- (b) The Board shall consider a request for review by a complaining employee in closed session and may appoint a committee to investigate the charge. The Board shall not consider any disciplinary action in connection with that review. The Board shall render a decision on the complaining employee's appeal within 30 days.
- (c) In the event the Board determines to conduct a hearing in connection with possible disciplinary action arising out of the investigation of the subject charge(s), the District shall comply with Government Code Section 54957(b)(2) in connection with any such disciplinary hearing.

2-4.409

HARASSMENT & DISCRIMINATION: OTHER

- (a) Every effort will be made to protect the privacy of parties involved in the complaint. To the extent permitted by law, all files and records pertaining

to complaints and related investigations shall be kept as privileged and confidential and not be made public.

- (b) An employee will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, the District will not tolerate or permit retaliation by supervisors or co-workers against any complaining employee or anyone assisting in a harassment investigation. The District encourages all employees to report any incidents of harassment or discrimination forbidden by this policy immediately so the complaints can be quickly and fairly resolved. In addition, the federal Equal Employment Opportunity Commission (EEOC), and state Civil Rights Department, ~~of Fair Employment and Housing~~, also investigate and prosecute complaints of prohibited harassment, discrimination and/or retaliation in employment. If an employee thinks he or she has experienced harassment, discrimination and/or retaliation and has submitted a complaint on such a matter to the District, but does not believe the employee has received a timely response and/or a fair resolution, the employee may also submit a complaint to either the federal or state agency.
- (c) All employees, supervisors and managers shall be given copies of this policy and this policy shall be posted in appropriate places in the District.

2-4.410³⁰

DRUG AND ALCOHOL USE

- (a) Employees shall not consume drugs or alcohol during work or when driving a District vehicle under any circumstances. Employees shall not consume drugs or alcohol outside work hours if the consumption affects job performance.
- (b) For the purposes of this section, a “drug” is any substance, including substances prohibited by law, which may affect an employee’s ability to perform assignments in a competent and safe manner.
- (c) Notwithstanding the foregoing, the District shall make reasonable accommodations to an employee who consumes a drug prescribed by a

³⁰ Sec. 2-4.410 added by Res. No. 2-97-512, Section 2, on Feb 10, 1997.

physician to combat a disability or illness. In addition, no disciplinary action shall be taken against an employee who tests positive for cannabis due to the presence of nonpsychoactive metabolites.

ACTION AGENDA ITEM NO. 6

TELECOMMUTING POLICY

RECOMMENDED ACTION: Approve telecommuting policy and instruct General Legal Counsel to prepare a resolution to modify District Administrative Code.

BACKGROUND: At the last Board meeting, the Board agreed to flexibility in work schedules, including telecommuting. General Legal Counsel was asked to develop a written policy.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: Discussed at the last meeting and approved its concept.

San Gabriel Valley Municipal Water District Remote Work/Telecommuting Policy

I. Statement of Policy

Telecommuting is an alternative work arrangement intended to provide eligible employees with options of working from a home office, or other pre-approved remote work location, on a regularly scheduled basis. Unless telecommuting is required by the San Gabriel Valley Municipal Water District ("District"), the District views telecommuting as a privilege and an option when (i) there is a clear advantage to the District, (ii) job oversight requirements allow for such an arrangement, (iii) where telecommuting may be appropriate and feasible as a reasonable accommodation for a disability or other reasons, and (iv) the employee meets eligibility criteria.

This telecommuting policy applies to employees who work from home or other pre-approved remote work locations on a regularly scheduled basis during any part of their standard work week. Employees who telecommute remain bound by all District policies and procedures, including but not limited to any privacy and information security policies of the District. Employees who (a) work from home on an infrequent basis (e.g., once a month); (b) work remotely while traveling for District business; or (c) work additional hours from home outside of their standard work hours, are not considered regular telecommuters under this policy.

Telecommuting is based on the needs of the job, and the District has the sole discretion to determine whether a telecommuting arrangement is feasible and will be permitted. A telecommuting arrangement may be modified, suspended, or terminated at any time by the District, in its sole discretion, for any reason. If District decides to terminate a telecommuting arrangement or asks an employee to return to work at the regular District work location, and an employee declines to do so, this will be considered a voluntary resignation. Nothing in this policy, or any telecommuting arrangement, is intended to alter the at-will nature of an employee's employment at District.

The employee's duties, compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to any permitted telecommuting unless otherwise agreed upon in writing by District.

II. Purpose

The purpose of this policy is to provide guidelines and requirements for employees who are telecommuting from a home office or other pre-approved work location.

III. Scope and applicability

This policy applies to all non-temporary employees of District. Employees who have completed one (1) full year of active employment, are in good standing, and have consistently maintained an acceptable level of performance, as determined by the District's General Manager (or the Board of Directors in the event of telecommuting by the General Manager), are eligible to request a telecommuting arrangement. Exceptions may be approved for employees with less than one year of employment based on business needs, approved reasonable accommodation requests, or emergency

situations necessitating a telecommuting arrangement (e.g., pandemic, earthquake, or other natural disaster).

IV. Considerations

Employee requests to telecommute are considered on a case-by-case basis, based on job-related factors, including but not limited to the employee's job duties, current workflow, business needs, and other similar factors. The General Manager will review any proposed telecommuting arrangement to ensure the requesting position is suitable for a telecommuting arrangement. Stricter standards to allow telecommuting may apply to various positions based on job duties. Telecommuters must be accessible during the scheduled work hours and willing and able to attend meetings at their regular District work location as required for their job.

V. Procedures

Approval Process

Employees who believe telecommuting can enhance their ability to perform their job duties should submit a written request to the General Manager. All telecommuting requests must be approved by the General Manager and any employee who will be telecommuting must sign a telecommuting agreement, in the form presented by the District, before commencing telecommuting.

If the employee's remote work location changes, the employee is responsible to notify the General Manager in advance of such change to obtain approval to continue telecommuting.

All telecommuting arrangements will be reviewed on an ongoing basis and include an assessment of whether the telecommuting arrangement continues to make good business sense. In addition, the General Manager will conduct a review any time there is a change in circumstances with the employee who telecommutes, such as a decline in quality of performance, a reduction in productivity, or a change in roles or business needs.

Hours of work and overtime

The employee's at-home work hours will conform to a schedule agreed upon by the employee and the General Manager. If such a schedule has not been agreed upon or established, the employee's work hours shall be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the General Manager.

The employee must devote his or her full attention, energy, and business time to his or her work during the agreed upon standard hours. In addition, the employee may be required to report, in person, for meetings, training, and other events at the direction of the General Manager or as needed to complete the work, in the sole discretion of management.

Telecommuters must be as accessible as their on-site colleagues during their normally scheduled work hours. Telecommuting is an alternate work arrangement, not an alternative to dependent or childcare. Employees should manage dependent/childcare and personal responsibilities in a way that

allows them to successfully meet all job requirements and in the same way they would if they were working in a District office.

All employees who are required to submit timesheets, including those who telecommute, are required to accurately submit their timesheets in a timely manner. This includes the accurate reporting of days off (such as for vacation or sick leave taken, or other approved time off) and in the case of non-exempt employees, all hours worked, including all time worked beyond standard hours. As is the case for all non-exempt employees, non-exempt employees who telecommute must obtain approval to work overtime in advance of any overtime worked. As is the case for all non-exempt employees, non-exempt employees who telecommute are also required to timely take all rest and meal periods and the recording of meal periods.

VI. Remote Work Locations and Workplace Safety

Employees are not permitted to hold District-related business meetings in-person with other persons at their remote work locations or to identify their remote work locations to the public as a District location. Employees agree to provide reasonable access to their remote work locations, including home office access, to District representatives for conducting investigations or inspections, as required.

Employees are required to maintain a separate, designated work area that is free from distractions. Employees must observe all information security procedures and password protocols while working remotely.

Employees are responsible for regularly checking the workspace in their remote work locations to ensure they comply with all health and safety requirements, including appropriate workstation configuration for reduction of repetitive stress and similar injuries. At a minimum, employees working remotely should ensure (i) they have basic first aid supplies, (ii) their smoke detectors are operational, (iii) a fire extinguisher is near or in the workspace, (iv) their work area is free of trip hazards, (v) surge protectors are in place, and (vi) their remote work area is adequately lit, clean, and orderly. The District will not be responsible for any costs associated with the initial setup of the employee's remote work location, such as remodeling, installing furniture or lighting, or making repairs or modifications to that space, unless required by applicable law.

Any equipment in the remote work location should be placed where it is adequately supported and there is no danger of it falling. Equipment should be connected to a properly grounded outlet and all wires kept out of walkways. The District will be responsible for any work-related injuries under the applicable state's Workers' Compensation laws, but this liability is limited to injuries resulting directly from performance of work for District and only if the injury occurs in an employee's designated work area. Employees are responsible for immediately reporting to the General Manager any work-related injury or illness that occurs so the procedure for handling such claims can be followed.

VII. Expenses and Tax

Employee Requests to Telecommute

If an employee requests to telecommute (*even though the District has an on-premises work location available for the employee*), the employee will be responsible for (i) all expenses incurred in connection with working from the remote location and (ii) any damages or repairs to employee-owned equipment. Such expenses incurred by employees who seek remote work are **not** necessary business expenses. If an employee does not wish to incur any such expenses, the employee may instead work full-time at the District's office location where all office equipment (e.g., telephones, Internet, office furniture, and office supplies) are provided by the District at no cost to the employee.

Employees for Whom Telecommuting May be a Reasonable Accommodation

If telecommuting is approved for an employee as a reasonable accommodation for the employee's disability, the District will reimburse the employee for the appropriate portion of the employee's bills and expenses necessarily and reasonably incurred in relation to their work. This may include telephone and internet usage, teleconferencing costs, anti-virus software, and office supplies; for which, the employee will receive a flat monthly reimbursement, as determined by the District based on average costs for such costs in the location where the employee may be telecommuting. These reasonable and necessary business-related expenses must have the prior written authorization of management.

This reimbursement is intended to be a reasonable percentage of the employee's monthly cell phone and internet bill reflecting the employee's work-related use of these services, as well as any other expenses properly incurred that relate to the telecommuting arrangement. If an employee incurs business-related expenses which exceed these amounts, the employee must notify the General Manager as soon as practicable after the charges have been incurred. Employees who incur such reasonable and necessary excess expenses for business-related reasons will be reimbursed the additional amount upon submission of supporting documentation and approval of the expenses. Employees must submit a copy of their invoices, with a detailed listing of the business usage or other necessary business expense, attached to the reimbursement form for approval prior to being reimbursed.

Employees seeking telecommuting as an accommodation must submit an accommodation request to the General Manager. Any special equipment an employee with a disability may need to facilitate his or her ability to telecommute will also be reviewed and handled in accordance with applicable legal requirements.

Employees are responsible for determining any income tax implications, if any, of maintaining a remote work location. District will not provide tax guidance nor assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

VIII. Policy violations and escalations

All violations of this policy must be brought to the attention of the General Manager. Consequences of non-compliance with this policy may result in disciplinary action up to and including termination of employment.

IX. Sunset Date

This Policy will expire and be of no further effect as of December 31, 2025 unless action is taken by the District's Board of Directors to extend the effectiveness of this Policy.

DRAFT

Remote Work/Telecommuting Agreement

_____ (“I” or “Employee”) and the San Gabriel Valley Municipal Water District (“Employer”) hereby agree as follows:

1. Employer agrees to allow me to telecommute in accordance with the terms and conditions of this Agreement.

2. I acknowledge that (i) telecommuting is not an employee benefit and is provided by Employer pursuant to my request; (ii) Employer may modify or terminate the telecommuting arrangement at any time or for any reason and that this agreement (“Agreement”) shall automatically terminate when I cease to be employed by Employer; (iii) nothing in this Agreement alters the at-will nature of my employment with Employer and this Agreement is not a contract or promise of employment for any term; and (iv) I have read and understand Employer’s Remote Work/Telecommuting Policy (“Policy”) and agree to abide by that Policy.

3. I acknowledge that I remain subject to all Employer policies, practices, and programs.

4. I understand that Employer makes no representations about the personal tax implications or other legal issues arising from this telecommuting arrangement and that it is my obligation to address these issues, seeking professional advice, if necessary.

5. I understand that I must maintain a designated work area (“Work Area”) at my primary residence that has sufficient space to accommodate comfortably a desk, chair, and equipment. Also, this space must provide a quiet, professional, secure, and confidential work environment. When working remotely and telecommunicating, I agree to work only in the approved Work Area.

6. I understand I am expected to maintain professional work surroundings free from distractions or noise. Visitors or family members are not permitted in and around the approved Work Area during my work time. Telecommuting is not an opportunity for childcare or eldercare. If I have family care issues, I will make necessary arrangements to ensure those obligations will not interfere with my required work and safety obligations. I acknowledge and agree that conflicting demands must be resolved in advance of starting this telecommuting arrangement.

7. I understand it is my responsibility to keep the designated Work Area free from safety hazards and other dangers and to use equipment and supplies in a safe and appropriate manner.

8. I further understand the Employer reserves the right to visit the remote Work Area described in this Agreement at any time during predesignated work times and at other times upon reasonable notice, for performance, security, and occupational health and safety reasons.

9. If requested, Employer will provide a desk and chair in accordance with the ergonomic guidelines set by Cal/OSHA.

10. I understand that Employer responsibility for any work-related injuries will be limited to California's workers' compensation laws. Workers' compensation liability is limited to work-related injuries which occur in the designated Work Area. I agree to report any work-related injury to the Employer's General Manager immediately, in accordance with the Employer's standard injury reporting process.

11. I agree that the location of my designated Work Area can only be changed with advanced written approval from Employer.

12. I understand Employer is not responsible for operating costs, home maintenance, home or office remodeling, or any other incidental costs (i.e., utilities) associated with my use of the remote Work Area.

13. I agree, that upon request from Employer, I will attend any meetings in person at Employer's office at 1402 E Vosburg Dr, Azusa, California 91702 ("Office").

14. I understand that, periodically, I may have to commute to the Office for various business reasons. In cases of system outages, technology problems, or other issues that cannot be immediately addressed at my remote Work Area, I understand I may have to work from the Office for extended periods of time.

15. I understand I may be provided with Employer owned equipment for use at the remote Work Area. I understand I may not use or permit others to use Employer's equipment for personal or non-Employer purposes except with express approval of Employer's General Manager.

16. I agree to notify the General Manager within two (2) hours of discovering any equipment malfunction or failure. Employer will provide or arrange for the maintenance and service of Employer-owned equipment; however, I understand and agree I am personally responsible for the cost of any repairs caused by the misuse or abuse of the equipment or by my own negligence.

17. Upon termination of this Agreement and/or my employment with Employer, for whatever reason, I agree (i) to return all Employer equipment (e.g., computer, files, programs, furniture, etc.) and documents, including all copies of documents, whether on paper or electronically stored, within five (5) business days; and (ii) Employer may deduct the value of such equipment or property that I fail to return from any amounts owed to me by Employer, to the extent allowed by applicable state law. If sufficient funds are not available to reimburse Employer for all amounts due within 30 days following termination of the telecommuting arrangement, I understand that Employer, at its discretion, will take appropriate legal action to recover its property or amounts owed.

18. I agree to abide by all Employer rules concerning the use of computer equipment and understand these rules may be changed at any time. I agree to follow Employer procedures for network access and to take all necessary steps to protect the integrity of the Employer's systems.

19. I understand I am required to comply with all timekeeping requirements with respect to hours I work in each pay period and to accurately record and report all hours worked in a workweek.

20. While telecommuting, I agree to record accurately each time I start and stop working. This time will be recorded as it occurs, rather than at the end of the day or workweek. I agree to comply with Employer policies concerning lunch periods and break times.

21. If I am eligible for full or partial reimbursement of business expenses incurred in connection with telecommunicating under Employer's Policy, I understand I will not be reimbursed for business expenses until they are recorded and submitted, with appropriate documentation and approval.

22. I understand and agree that Employer will not be liable for personal injury or damages to my personal or real property resulting from my participation in this telecommuting program. By signing this Agreement, I agree to indemnify and hold Employer, and all of its representatives and agents, harmless against any and all claims, excluding workers' compensation claims.

23. I understand and agree that I am liable for injuries or damage to the person or property of third parties and/or members of my family on the premises of the remote Work Area location. Unless explicitly stated to the contrary in this Agreement, by signing this Agreement, I agree to indemnify and hold Employer harmless from any and all claims for losses, costs or expenses asserted against Employer by any third parties or members of my family.

24. I understand that I must have, and pay for myself, homeowners or renters' insurance, including liability coverage, to participate in this telecommuting program. I will provide Employer with a Certificate of Insurance reflecting at least \$100,000 of insurance and will immediately notify Employer of any changes to my insurance.

25. I understand that all work I do from my Work Area location, as well as any other work I perform on Employer's behalf, belongs exclusively to Employer.

I have read and understand this Agreement and Employer's Remote Work/Telecommuting Policy. I understand my responsibilities under the arrangement and further recognize this arrangement can be modified or terminated at any time by Employer.

Name: [Name of employee]
Date:

I have reviewed the above with the employee and approved the telecommuting arrangement as outlined.

Name: Darin Kasamoto, General Manager
Date:

AGENDA ACTION ITEM NO. 7

REQUEST FROM THE CITY OF MONTEREY PARK FOR GRANT FUNDING

RECOMMENDED ACTION: Approve a grant of \$50,000 for the City of Monterey Park's Life Line Program.

BACKGROUND: The City of Monterey Park is requesting grant funding to assist residents currently signed up for the Life Line Program. These individuals are low-income and typically need assistance to pay their utility bills.

BUDGET IMPACT: The 2023-2024 budget included up to \$50,000 per city to assist with water conservation and infrastructure projects, therefore there will be no impact to the budget.

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



City Council
Jose Sanchez
Thomas Wong
Henry Lo
Yvonne You
Vinh T. Ngo

City Clerk
Maychelle Yee

City Treasurer
Amy Lee

December 5, 2022

Darin Kasamoto
General Manager
San Gabriel Valley Municipal Water District
1402 N. Vosburg Dr.
Azusa, CA 91702-1299

Re: Grant Request for Life Line Program Support

Dear Mr. Kasamoto,

The City of Monterey Park is requesting grant funding to assist residents currently signed up for our Life Line Program. These individuals are low-income and typically need assistance to pay their utility bills, including water bills. The city is requesting \$50,000 for this program.

The San Gabriel Valley Municipal Water District (SGVMWD) has been a great supporter of the city and their efforts in the pasts with previous grant funding being used for the city's Park Division for water conservation improvements. The new grant funds will allow the City to now support the Life Line Program.

We thank the District for considering this grant funding request for the Life Line Program. Please contact myself, or Martha Garcia, for more information. I can be reached at (626) 307-1320 and George at (626) 307-1349.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Igoe".

Shawn Igoe
Public Works Director

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

Cc: Darin Kasamoto, General Manager

From: Evelyn Reyes, External Affairs Manager

Date: January 4, 2024

Subject: External Affairs Report

Rebates:

	Rain Barrel	Washing Machines	High-Efficiency Toilets	Waterless Urinals	Smart Controllers	Sprinkler Nozzles	Soil Sensor	Flow Meter Monitor
	\$35	\$85	\$40	\$150	Up to \$80	\$2 – Min. 30	Up to \$80	Up to \$100
Monthly Total	2	9	3	0	0	0	0	6
FY 23/24 Total	10	27	39	0	8	0	0	6

Irrigation Direct Install Program:

Assessed Properties	39
Waiting Install	3
Total Installed	32
Avg. cost per property	\$2,014.75

Legislative: The California Legislature reconvened on January 3, 2024. CA Advocates will continue to monitor legislation important to the District and the State Water Contractors, and the possible water/climate resilience bond on the November statewide ballot.

The new Speaker of the Assembly, Robert Rivas, has made several committee appointments for the remainder of the 2023-2024 Regular Session effective December 27, 2023.

Assemblymember Diane Papan (AD 21) is the new Chair of the Water, Parks, and Wildlife Committee.

Meetings/events attended:

- PWAG CET Administrative Meeting and Member Agency Meeting
- SCWUA Luncheon
- Monterey Park Holiday Snow Village Event

- Watershed Council for Health Webinar Panel on Greening Schools
- Monterey Park Edison Trails Ribbon Cutting
- Assemblymember Mike Fong's Holiday Toy Drive
- State Water Contractors Legislative Briefing

**PUBLIC HEARING AND REGULAR MEETING OF
THE MAIN SAN GABRIEL BASIN WATERMASTER
725 NORTH AZUSA AVENUE, AZUSA, CALIFORNIA
JANUARY 3, 2024 AT 2:30 O'CLOCK P.M.**

<u>Agenda</u>	<u>Action/Notes</u>
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL OF WATERMASTER MEMBERS	
4. ELECTION OF OFFICERS [1]	
5. PUBLIC HEARING ON WATERMASTER DRAFT 5-YEAR WATER QUALITY AND SUPPLY PLAN [1]	
6. ADOPTION OF AGENDA [1]	
7. TIME RESERVED FOR PUBLIC COMMENT	
8. ITEMS REMOVED FROM CONSENT CALENDAR [1]	
9. CONSENT CALENDAR [1] All items on Consent Calendar may be approved with single action.	
a) Minutes of a Regular Meeting of Watermaster held December 6, 2023	
b) Lists of Demands	
c) Financial Statements, December 2023	
10. REPORT FROM ADMINISTRATIVE/FINANCE COMMITTEE [2]	
11. REPLACEMENT WATER/SURCHARGE ACCOUNTING [1]	
12. WATER QUALITY MANAGEMENT ACTIVITIES [1]	
a) San Gabriel Valley Water Company, Section 28, "Application to Destroy Well" Rurban Homes Mutual Water Company North Well No.1 and South Well No. 2.	
b) California America Water Company, Section 28, "Application to Destroy Well" Roanoke Well.	
13. ATTORNEY'S REPORT [2]	
14. ENGINEER'S REPORT [2]	
15. EXECUTIVE OFFICER'S REPORT [2]	
16. REPORT FROM RESPONSIBLE AGENCIES [2]	

17. OUTSIDE COMMITTEE LIAISONS [2]
18. INFORMATION ITEMS [2]
 - a) Temporary assignment or lease of 19.04 acre-feet of Production Right from Jeanne Rana Living Trust to San Gabriel Valley Water Company for FY 2023-24
 - b) Temporary assignment or lease of 1,193.71 acre-feet of Carryover Right from IBY Property Owner, LLC to California Domestic Water Company for FY 2023-24
 - c) ACWA-JPIA "President's Special Recognition Award"
 - c) Transmittal of San Gabriel Valley Municipal Water District Monthly Report for November 2023
19. COMMENTS FROM WATERMASTER MEMBERS [2]
20. FUTURE AGENDA ITEMS [1]
21. CLOSED SESSION [1]
 - a) Personnel Matter; Ongoing Discussions regarding Succession Planning
22. ADJOURNMENT

LEGEND [1] INDICATES ACTION ANTICIPATED BY WATERMASTER ON THIS ITEM
 [2] INDICATES INFORMATION ITEM - NO ACTION ANTICIPATED

Chair Lynda Noriega Presiding

**A REGULAR MEETING
OF THE
SAN GABRIEL BASIN WATER QUALITY AUTHORITY
AT
1720 W. CAMERON AVENUE, SUITE 100
WEST COVINA, CALIFORNIA**

WEDNESDAY, DECEMBER 20, 2023 AT 12:00 P.M.

Zoom Link:

[https://us06web.zoom.us/meeting/register/tZUqcOCrqtolGNSJO8THSOn3uiXNp0r5AnwL](https://us06web.zoom.us/join/zoom-join?from=addon&url=https://us06web.zoom.us/join/zoom-join?from=addon&url=https://us06web.zoom.us/meeting/register/tZUqcOCrqtolGNSJO8THSOn3uiXNp0r5AnwL)

AGENDA

I. CALL TO ORDER **PAULSON**

II. PLEDGE OF ALLEGIANCE

III. REMOTE PARTICIPATION DECLARATION - AB 2449 **MORENO**
[Government Code Section 54953(f)]

- (a) Notification of Just Cause Remote Participation
- (b) Notification and Vote to Approve Emergency Circumstance Request For Remote Participation

IV. ROLL CALL OF BOARD MEMBERS **MORENO**

Mark Paulson, Chairman	_____	_____	(alt)
Lynda Noriega, Vice-Chairwoman	_____	_____	(alt)
Valerie Munoz, Secretary	_____	_____	(alt)
Robert Gonzales, Treasurer	_____	_____	(alt)
Bob Kuhn	_____	_____	(alt)
Ed Chavez	_____	_____	(alt)
Robert DiPrimio	_____	_____	(alt)

V. PUBLIC COMMENTS (Agendized Matters Only): **PAULSON**

As provided under Government Code Section 54954.3, this time has been set aside for persons in the audience to provide comment or make inquiries on matters appearing on this Special Meeting agenda only. Please complete the appropriate request card and submit it to the Secretary, prior to the item being heard. A five-minute time limit on remarks is requested.

VI. ITEMS TOO LATE TO BE AGENDIZED - Recommended Action: **PAULSON**

Approve motion determining need to take action on item(s) which arose subsequent to posting of the Agenda (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board or, if less than two-thirds of Board members are present, a unanimous vote)

VII. ELECTION OF WQA BOARD MEMBER AND ALTERNATE REPRESENTATIVE FOR CITIES WITHOUT PUMPING RIGHTS **MORENO**

VIII. CONSENT CALENDAR **PAULSON**
(Consent items may all be approved by single motion) [enc]

- (a) Minutes for 11/15/23 Regular Board Meeting
- (b) Minutes for 12/12/23 Legislative/Public Information Committee Meeting
- (c) Minutes for 12/12/23 Administrative/Finance Committee Meeting
- (d) Demands on Administrative Fund
- (e) Demands on Project Fund

IX. COMMITTEE REPORTS
(These items may require action)

- (a) Legislative/Public Information Committee Report
- (b) Administrative/Finance Committee Report

X. OTHER ACTION/INFORMATION ITEMS **PAULSON**
(These items may require action)

- (a) Discussion/Action Regarding Notice of Exemption for the Whitmore Street Groundwater Remediation Facility Expanded Site Implementation Project [enc]
 - 1. Adopt Resolution No. 23-010, A Resolution of the San Gabriel Basin Water Quality Authority Concerning A Notice of Exemption and Approval for Whitmore Street Groundwater Remediation Facility Expanded Site Implementation Project [enc]

XI. PROJECT REPORTS **COLBY**

(a) Treatment Plants:

1.	Baldwin Park Operable Unit	<u>Status</u>
	• Arrow/Lante Well (Subarea 1)	Operational
	• Monrovia Wells	Operational
	• SGVWC B6 Plant	Operational
	• SGVWC B5 Plant	Operational
	• CDWC Well No. 14	Operational
	• La Puente Valley County Water District	Operational
	• VCWD Nixon	Operational
	• VCWD Maine	Operational
2.	El Monte Operable Unit	
	• Eastern Shallow Zone	Operational
	• Eastern Deep Zone	Operational
	• GSWC Encinita Plant	Operational
	• Western Shallow Zone	Operational
3.	South El Monte Operable Unit	

- Whitmore Street. Ground Water Remediation Treatment Facility Operational
- City of M.P. Well No. 5 VOC Treatment Facility Operational
- City of M.P. Well No. 12 VOC Treatment Facility Operational
- City of M.P. Well No. 15 Operational
- City of M.P. Well Nos. 1, 3, 10 VOC Treatment Facility Operational
- GSWC Wells SG-1 & SG-2 Operational
- GSWC Garvey Operational
- SGVWC Plant No. 8 Operational
- SGVWC Plant G4 Operational
- 4. Puente Valley Operable Unit
 - Intermediate Zone Construction
 - SGVWC Plant B11 Operational
- 5. Area 3 Operable Unit
 - City of Alhambra Phase 1 Operational
 - City of Alhambra Phase 2 Operational
 - City of South Pasadena Wilson Operational
- 6. Non-Operable Unit
 - City of Arcadia Longden Operational
 - City of Arcadia Live Oak Operational
 - City of Monrovia Tower 1&2 Operational
 - City of Monrovia Tower 3&4 Operational
 - SGVWC Plant 11 Operational

XII. ATTORNEY'S REPORT **PADILLA**

XIII. LEGISLATIVE REPORT **MONARES**

XIV. EXECUTIVE DIRECTOR'S REPORT **SCHOELLERMAN**

XV. FUTURE AGENDA ITEMS **PAULSON**

XVI. INFORMATION ITEMS [enc] **PAULSON**

- (a) San Gabriel Basin Water Calendar

XVII. FUTURE BOARD/COMMITTEE MEETINGS **PAULSON**

- (a) The next Administrative/Finance Committee Meeting was scheduled for Monday, January 8, 2024 at 10:00 a.m.
- (b) The next Legislative/Public Information Committee meeting was scheduled for Tuesday, January 9, 2024 at 9:00 a.m.
- (c) The next WQA Board meeting was scheduled for Wednesday, January 17, 2024 at 12:00 p.m.

XVIII. CLOSED SESSION

PAULSON

- (a) Closed Session Pursuant to Government Code Section 54956.9(d)(1)
– Conference with Legal Counsel re: Existing Litigation - San Gabriel Basin Water
Quality Authority v. 3M Company et al, USDC Case No. 2:23-av-55555-CIV

XIX. RECONVENE OPEN SESSION

PAULSON

XX. BOARD MEMBERS' COMMENTS/REPORTS

PAULSON

XXI. ADJOURNMENT

PAULSON

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the Authority's business office located at 1720 W. Cameron Ave., Suite 100, West Covina, CA 91790, during regular business hours. When practical, these public records will also be made available on the Authority's internet web site, accessible at www.wqa.com.

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

From: Darin Kasamoto General Manager

Date: January 3, 2024

Subject: General Manager's Report

1. SWP UPDATE

The Delta Conveyance Project (DCP) Public Draft EIR Comment period has ended. The EIR was certified by DWR on December 18, 2023.

The initial State Water Project allocation for 2024 was set at 10%. Conditions throughout the state have been relatively dry through the month of December.

2. MAIN SAN GABRIEL BASIN UPDATE

As of December 29, 2023, the Key Well is at 224.1 feet which is 2.7 feet lower than the reading on November 27, 2023. The historic low is 169.4 feet.

3. GRANT PROGRAM UPDATES

The District, through Steve Bucknam and Hazen and Sawyer is continuously monitoring grant programs which could help fund District and city projects.

The District has applied for a Bureau of Reclamation grant to help fund some projects in the Raymond Basin on behalf of the Foothill Water Coalition. The application was submitted on March 31, 2023.

The District has applied for a Bureau of Reclamation grant to help fund 50% of a Federally approved recycled water feasibility study. This study would make the District eligible for design and construction grant money in the future. The application was submitted on February 28, 2023.

The District has applied for a State Grant through DWR for Turf Replacement, supplement existing rebate programs, supplement direct install program, education programs. The grant application also included some well projects from the four cities. The application was submitted on January 31, 2023, and sought about \$5 million for the various projects. DWR has said that there were some issues with the submittal which were addressed and the application was re-submitted on February 22, 2023.

UPDATE: We recently reached out to DWR on the status of the grant, we were informed that our application scored very high, but did not receive funding because there was a need for better descriptions of the cities' projects and not all of the cities provided letters of support for the grant application. They also informed us that another application window will reopen in soon and they advised us to re-apply. Evelyn will be working with the cities to get the necessary information and Hazen will re-submit the application. Because this is the same grant program, work on the application will be minimal.

January 3, 2024

4. MANAGEMENT ISSUES

The Letter of Intent for the Regional Recycled Water Project has been approved by all parties. I have had a follow-up with MWD on next steps, and they want to look into use of SGVMWD existing infrastructure to add flexibility to the project. We have sent all of information requested by MWD for them to begin this analysis. The preliminary analysis performed by MWD indicates that it is physically possible to use our pipeline to get water to the treatment plant in La Verne. Stetson Engineers has been hired to analyze the benefits and potential downside of this proposal. The first draft of the report has been received, staff has met with Stetson to discuss and Stetson will incorporate the comments into the report.

The District is monitoring some future groundwater banking programs for potential participation. More information will follow.

District audit is near completion, and a draft should be ready to be presented at the January board meeting.

Per Jim Ciampa's recommendation we have completed the process of opening a separate account for deposit and dispersal of funds for our State Water Project tax levy. We have also modified our Administrative Code as it pertains to our reserve policy. This is to protect the District after a lawsuit filed against Coachella Water District on use of SWP specific tax revenue.

The District has received a request from the City of Monterey Park to consider an additional loan for the city. I recommend that the District wait until the 2022-2023 audit is finalized before considering this request.

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

From: Steve Kiggins, Assistant General Manager

Cc: Darin Kasamoto, General Manager

Date: January 4, 2024

Subject: Assistant General Manager's Report

1. December 2023 deliveries: 646 AF to SGVMWD cyclic storage. Table A Allocation CY 2023: 100% / 28,800 AF. Undelivered Table A balance as of December 31st: 15,881 AF. Table A Allocation CY 2024: 10% / 2,880 AF (As of 12/1/23).
2. Total deliveries to cyclic storage CY 2023: 13,197 AF. Cyclic storage balance as of November 30, 2023: 4,938.30 AF. Amount of water banked on behalf of Dudley Ridge Water District: 14,209 AF.
3. January 2024 delivery forecast: A ~50 CFS delivery at San Dimas Hydro should continue all month (weather permitting). SGVMWD deliveries will be maximized as DWR/LACPW capacities allow.
4. 2023 Hydro Power Production: 2.94 GWh/\$164,458.31; May 306.2 MWh/\$15,219.70, June 291.4 MWh/\$14,590.39, July 242.9 MWh/\$14,541.29, August 182.4 MWh/\$14,335.80, September 590.2 MWh/\$34,929.85, October 616.2 MWh/\$22,330.80, November 484.9 MWh/\$32,417.29, December 225.3 MWh/\$16,093.19.

5. Project Updates:

- A. DCAP SCH I PIPELINE CONTINUITY BONDING, CORROSION ASSESSMENT VALIDATION AND CATHODIC SYSTEM DESIGN: Tee installation and corrosion assessment validation fieldwork are completed. Joint bonding is scheduled to continue for the next two months.
- B. LYTLE CREEK TURNOUT SCADA INTEGRATION PROJECT: Completed. Access to SBVMWD's flow and pressure data will help staff monitor Schedule VI, which is shared with SBVMWD.
- C. SAN GABRIEL FLOW CONTROL STRUCTURE 30" BALL VALVE REPLACEMENT: RC Foster Corporation has completed the installation and will return during pipeline pressurization to verify there are no leaks.
- D. DCAP PIPELINE HYDRAULIC MODEL DEVELOPMENT AND TRANSIENT WAVE ANALYSIS: Civiltec has created the model and is currently performing transient wave analysis for Schedule I.
- E. HYDROELECTRIC FACILITY 24" BUTTERFLY VALVE REPLACEMENT: (No change) The valve is installed and paving was completed on July 28th. Due to non-standard valve

control wiring at the Hydro, the decision was made for the District to purchase a simplified relay-based Auma actuator and repurpose the more advanced actuator at Big Dalton Pressure Reducing Station to replace a failing obsolete actuator. The cost was ~20% (\$700) more than cannibalizing the advanced actuator. The new actuator should arrive in late February.

6. Assistant General Manager meetings and activities:

- A. On site for Hydro CAISO meter calibration and battery replacement
- B. SGFCS 30" Valve Replacement Project job site meetings with RC Foster
- C. Validation/Bonding Project job site meetings with T.E. Roberts/Civiltec
- D. Weekly Continuity Bonding Project meetings with T.E. Roberts and Civiltec (Teams)
- E. Weekly DWR / SWC Operations Update meetings (Teams)
- F. Weekly DWR / SWC East Branch Capacity Coordination meetings (Teams)