

**BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
REGULAR MEETING
1402 N. VOSBURG DR. AZUSA, CA 91702
MONDAY, FEBRUARY 12, 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=SUZJRzFFSDRXUVVTY0NhOXQ0c1l6QT09>

Meeting ID: 890 1330 6120

Passcode: 512838

Dial by your location

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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 January 08, 2024

Financial Statements of January 2024

Treasurer's Investment Report Dated December 31, 2023

Disbursements of the Revolving Fund Dated January 11, 2024, Check Nos. 12432 - 12437, EFT and Wires

Disbursements of the Revolving Fund Dated January 25, 2024, Check Nos. 12438 – 12443, EFTs, and Wires

Disbursements of the Revolving Fund Dated February 08, 2024, Check Nos. 12444 – 12450, EFT, and Wires

Disbursements of the Revolving Fund Dated February 12, 2024, Check Nos. 12451- 12454, and Wires

Disbursements of the General Fund Dated January 10 - 30, Check Nos. 44200 – 44231, and EFTs

Disbursements of the General Fund Dated February 1 – 12, Check Nos. 44232 – 44278, and EFTs

Future Meeting Attendance Approval:

The Future of Water – A 2024 Snapshot – Feb. 15, Biltmore Hotel Los Angeles

NALEO – June 18-20, Las Vegas, NV

ACTION ITEMS

1. Approve 2022 – 2023 Audit and Travel Expense Report
2. Approve Strategic Plan
3. Adopt Resolution No. 02-2024-829 Modifying Administrative Code
4. Adopt Resolution No. 02-2024-830 For USBR Grant Application

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 FEBRUARY 8, 2024 AT SGVMWD.
THE NEXT REGULAR BOARD MEETING WILL BE ON MARCH 11, 2024.

**MINUTES
BOARD OF DIRECTORS
SAN GABRIEL VALLEY MUNICIPAL
WATER DISTRICT
REGULAR BOARD MEETING
1402 N. VOSBURG DR. AZUSA, CA 91702
MONDAY, JANUARY 08, 2024
8:00 A.M.**

At 8:03 a.m. on January 08, 2024, 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=SUZJRzFFSDRXUVVTY0NhOXQ0c1I6QT09>

Meeting ID: 890 1330 6120

Passcode: 512838

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PLEDGE OF ALLEGIANCE

CALL TO ORDER:

President Paulson called the meeting to order at 8:03 a.m.

ROLL CALL:

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

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; Shawn Igoe, City of Monterey Park; Chris Brown, C. J. Brown & Co. CPAs

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

UPDATES FROM THE CITY REPRESENTATIVE

None.

CONSENT CALENDAR:

Minutes of the Regular Board Meeting of December 11, 2023

Financial Statements for December 2023

Disbursements of the Revolving Fund Dated:

December 14, 2023, Check Nos. 12421 – 12424, EFT, and Wires in the amount of \$60,727.27

December 28, 2023, Check Nos. 12425 – 12428, EFT, and Wires in the amount of \$61,351.50

January 08, 2024, Check Nos. 12429 – 12431, and Wires in the amount of \$3,496.00

Disbursements of the General Fund Dated:

December 13 – 29, 2023, Check Nos. 44137 – 44154 and EFTs in the amount of \$156,326.68

January 04 – 08, 2024, Check Nos. 44155 – 44199, and EFT in the amount of \$899,936.64

Future Meeting Attendance Approval: None

On the motion of Director Eng, seconded by Director Knoles, and unanimously carried 5-0, the Consent Calendar was approved.

ACTION AGENDA ITEM

2022 – 2023 DRAFT AUDIT AND TRAVEL EXPENSE REPORT

Christopher Brown from C. J. Brown & Company CPAs presented to the Board a draft of the 2022-2023 Audit and Travel Expense Report. The auditors' report concluded, in their opinion, that the District's financial statements present fairly, in all material respects, the financial position of the District as of June 30, 2023. There were a couple of 2022 adjustments to the net position: 1) Adjustment overstatement of Pension Contributions reported in deferred outflows; and 2) Adjustment to record the discount on notes receivable. The Agreed-Upon Procedures Related to the Review of the Travel and Conference Expense Report were that two minor items were not provided: 1) Two receipts were missing from the supporting documentation for credit card statements; and 2) An expense for FY 22/23, in an inconsequential amount, was incorrectly excluded from the account. The 2022-2023 Audit will be considered for approval by the Board at the February Board meeting.

APPOINT OFFICERS AND COMMITTEE

On motion of Director Prince, seconded by Director Knoles, and unanimously carried 5-0, the District's 2024 Officers and Committee Assignments listed below were approved.

2024 Election of Officers

President

Vice-President

Secretary

Treasurer

Mark R. Paulson

Steven T. Placido

Miles. L. Prince

Bruce H. Knoles

Deputy Secretary Deputy Treasurer	Darin J. Kasamoto Darin J. Kasamoto
Water Quality Authority Director Alternate	Mark R. Paulson (must be a Director) 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 Alternate	Miles L. Prince (must be a Director) Darin J. Kasamoto
ACWA Region 8 Delegate Alternate	Miles L. Prince 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

2024 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

PER DIEM CONFERENCES FOR 2024

On motion of Director Prince, seconded by Director Placido, and unanimously carried 5-0, the District's 2024 Per-Diem Conferences listed below were approved.

<u>ACWA</u> acwa.com		
Spring	May 7 – 9	Sacramento, CA
Fall	Dec 3 - 5	Palm Desert, CA
Legislative Symposium	TBA	Sacramento, CA
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>		
<u>Pipelinesconference.org</u>		
UESI Pipeline Conference	July 27 -31	Calgary, Canada
<u>csda.net</u>		
CSDA Annual Conference	Sept 9 - 12	Indian Wells, CA
AGWA-AGWT Annual Conf.	Feb 6 - 7	Ontario, CA
<u>socalwater.org</u>		
So California Water Committee Quarterly Meeting		TBA
Annual Meeting & Dinner	TBA	TBA
<u>Urban Water Institute Urbanwater.com</u>		
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 Law Symposium San Gabriel Valley Civic Alliance Awards Lunch	Feb 24 TBA	San Francisco, CA TBA
CORO Water Conference	TBA	TBA
Orange County Water Summit	TBA	TBA
WELL 2024 Annual Conference	Mar 15 – 16	San Jose, CA
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, CA San Diego, CA
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.

STRATEGIC PLANNING WORKSHOP DISCUSSION

Mr. DePinto from DMCI presented a preliminary agenda for review and comment before the Strategic Planning Workshop, which is scheduled for January 22, 2024.

APPROVE AMENDMENTS TO THE DISTRICT ADMINISTRATIVE CODE

General Counsel Ciampa reported he has reviewed the District's Administrative Code concerning any recently passed legislation and recommended changes to the current Administrative Code on Compensation, section 2-2.501(c), Discrimination and Accommodation, section 2-4.204(a) and (c), Wages, section 2-4.301(c), Overtime Compensation, section 2-4.302(b), Sick Leave, section 2-4.304(a) and (b), Leaves of Absence, section 2-4.305(b), Bereavement, section 2-4.310 (unpaid leave up to 5 days), Reproductive Loss Leave, section 2-4.310.1, Victim of Sexual Assault/Domestic Violence Leave, section 2-4310.2, Victims of Crime and Judicial Proceedings Leave, section 2-4.310.3, Military Leave, section 2-4.310.4, School Suspension Leave, section 2-4.310.5, Voting Leave, section 2-4.310.5, Witness Duty, section 2-4.310.6, Article 4. Conditions of Employment, General, section 2-4.401, Progressive Discipline, section 2-4.403(b), Harassment & Discrimination: Other, section 2-4.408(b), and Drug and Alcohol Use, section 2-4.410(c), which are specified in detail in the agenda packet.

On the motion of Director Prince, seconded by Director Eng, and unanimously carried 5-0, the recommended changes to the current Administrative Code on the above-mentioned revisions were approved. General Counsel Ciampa was instructed to prepare a resolution to amend the District Administrative Code and bring it back to the February Board meeting for approval.

TELECOMMUTING POLICY

General Counsel Ciampa reported he was asked at the December Board meeting to develop a written telecommuting policy, with a sunset date of December 31, 2025, modifying the current District Administrative Code, as set forth in the Agenda Packet.

On motion of Director Prince, seconded by Director Eng, and unanimously carried 5- 0, the Draft Remote Work/Telecommuting Policy, in the form presented to the Board was approved.

REQUEST FROM THE CITY OF MONTEREY PARK FOR GRANT FUNDING

Ms. Reyes reported the City of Monterey Park requested grant funding to assist residents currently signed up for its Life Line Program. These individuals are low-income and typically need assistance to pay their utility bills.

On motion of Director Knoles, seconded by Director Eng, and unanimously carried 5-0, the City of Monterey Park's request for a Life Line Program grant in the amount of \$50,000 was approved.

INFORMATION ITEMS

EXTERNAL AFFAIRS

External Affairs Report in Agenda Packet.

Ms. Reyes reported the California Legislature reconvened on January 3. California Advocates will continue to monitor legislation important to the District and the State Water Contractors, and the possible water/climate resilience bond that may be included 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 is the new Chair of the Water, Parks, and Wildlife Committee. The Upper San Gabriel Valley Municipal Water District, another Northern California State Contractor, and Ms. Reyes discussed the best way to address SB366 with Assemblymember Papan and a water tour of the San Gabriel Valley with members of the Water, Parks, and Wildlife Committee is being scheduled.

UNFINISHED BUSINESS

REPORT ON BASIN MANAGEMENT

No report.

REPORT OF WQA

No report.

REPORT OF THE ATTORNEY

No Report.

REPORT OF THE GENERAL MANAGER/ASSISTANT GENERAL MANAGER

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

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

The Assistant General Manager reported the following projects have been completed: Lytle Creek Turnout SCADA Integration and San Gabriel Flow Control Structure 30” Ball Valve Replacement. The DCAP SCH1 Pipeline Continuity Bonding, Corrosion Assessment Validation and Cathodic System Design is semi-complete. The tee installation and corrosion assessment validation fieldwork are completed. Joint bonding is scheduled to continue for the next two months.

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 through the month of December. The EIR on the Delta Conveyance Project was certified by DWR on December 18, 2023 and several lawsuits challenging the EIR have already been filed.

COMMITTEE MEETING REPORTS

None.

DIRECTOR REPORTS ON EVENTS ATTENDED

None.

DIRECTOR COMMENTS

None.

ADJOURNED

There being no further business, upon motion made, seconded, and carried unanimously, the meeting was duly adjourned at 9:14 a.m. The next Regular Board Meeting of the San Gabriel Valley Municipal Water District will be on February 12, 2024, at 8:00 a.m.

ATTEST:

President

Secretary

San Gabriel Valley Municipal Water District
Balance Sheet
As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1001 · General Fund Bank of America	3,783,482.84
1002 · SWP Fund Account	7,904,819.49
1005 · Revolving Cash Fund	88,725.50
1008 · Petty Cash	442.00
1009 · LAIF	10,750,109.78
1009.01 · LAIF FMV Adjustment	-315,660.03
1011 · UBS Resource Management Account	
1012 · Cash with Broker	15,470.62
1013 · Certificates of Deposit	9,844,259.67
Total 1011 · UBS Resource Management Account	9,859,730.29
1014 · UBS Accrued Interest	-53,882.72
Total Checking/Savings	32,017,767.15
Accounts Receivable	
1603 · Accounts Receivable	54,146.70
Total Accounts Receivable	54,146.70
Other Current Assets	
1605 · Taxes Receivable	-0.34
1606 · Interest Receivable	53,882.72
1620 · Prepaid Expenses	194,626.13
1660 · Water Inventory	1,123,518.55
Total Other Current Assets	1,372,027.06
Total Current Assets	33,443,940.91
Fixed Assets	
1924.2 · Accum Depr Hydro Elect San D	10,334.49
1924.1 · Accum Depr Hydro Elect	19,805.14
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	-4,683,570.00
1750 · SCADA 2013	884,531.22
1801 · Pipeline	26,881,938.46
1830 · Accum Depreciation - Pipeline	-17,174,018.31
1840 · SCADA Telemetry	48,442.01
1841 · Accum Depreciation -SCADA	-11,914.18
1851 · Accum Depreciaton - SCADA 13	-819,927.28
1901 · Land	735,931.46
1902 · Buildings	2,322,562.42
1903 · Accum Depr - Buildings	-2,313,983.01
1904 · Furniture and Fixtures	194,856.20
1905 · Accum Depr - Furn and Fixtures	-168,869.90
1907 · Vehicles	257,156.24
1908 · Accum Depr - Vehicles	-179,320.41
1910 · Pipeline Misc Equipment	223,817.49
1911 · Accum Depr - Pipeline Misc Equi	-80,412.70
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 January 31, 2024

	Jan 31, 24
1921.10 · SGFCS PRATT 30" Ball Valve	311,255.10
1921.11 · Safety - Protection	27,875.88
1921.12 · Sched 1 Joint Bonding	517,103.71
1921.13 · Integration of Lytle Creek	70,476.00
Total 1921 · Capital Expenditures	1,150,989.91
1916 · A/D Computers	-5,192.91
1917 · A/D Paving	-1,142.83
1918 · A/D San Dimas Hydro	-13,953.04
1922 · A/D Roof	-22,131.08
Total Fixed Assets	14,243,611.58
Other Assets	
1990.99 · 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	56,267,544.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	114,276.10
Total Accounts Payable	114,276.10
Other Current Liabilities	
2010 · Accrued Payroll - V&SL	450,676.52
24000 · Payroll Liabilities	53.97
Total Other Current Liabilities	450,730.49
Total Current Liabilities	565,006.59
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	5,135,313.27
Total Long Term Liabilities	8,271,523.27
Total Liabilities	8,836,529.86
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	-422,180.27
Total Equity	47,431,014.63
TOTAL LIABILITIES & EQUITY	56,267,544.49

San Gabriel Valley Municipal Water District

Income Statement - Actual vs. Budget

January 2024

	Jan 24	Budget	Jul '23 - Jan 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
General Operations					
3002 · Property Tax Revenue	594,983.45	433,333.00	2,993,948.54	3,033,331.00	5,200,000.00
3003 · Water Sales	25,146.80	372,083.00	2,094,527.40	2,604,581.00	4,465,000.00
3004 · Interest Income	121,753.86	35,417.00	446,507.02	247,919.00	425,000.00
3005 · Ready to Serve Revenue	990.00	990.00	6,930.00	6,930.00	11,880.00
3006 · RDA Prop Tax Trust Fund Alloc	248,480.43	75,000.00	822,324.20	525,000.00	900,000.00
3008 · SBVMWD Pipeline Maintenance Rev	0.00	2,500.00	0.00	17,500.00	30,000.00
3016 · Unrealized Gain (Loss) on Inves	0.00	0.00	170,350.70	0.00	0.00
Total General Operations	991,354.54	919,323.00	6,534,587.86	6,435,261.00	11,031,880.00
Power Revenue Sales					
3210 · Hydro Power Sales	48,510.52	4,167.00	134,648.27	29,169.00	50,000.00
Total Power Revenue Sales	48,510.52	4,167.00	134,648.27	29,169.00	50,000.00
Restricted Revenue - SWP					
3306 · Tax Revenue - State Water Proje	1,030,134.77	816,667.00	5,138,703.93	5,716,669.00	9,800,000.00
Total Restricted Revenue - SWP	1,030,134.77	816,667.00	5,138,703.93	5,716,669.00	9,800,000.00
Total Income	2,069,999.83	1,740,157.00	11,807,940.06	12,181,099.00	20,881,880.00
Gross Profit	2,069,999.83	1,740,157.00	11,807,940.06	12,181,099.00	20,881,880.00
Expense					
Unrestricted G.O. Expenses					
4001 · Director Fees	3,200.00	2,917.00	24,800.00	20,419.00	35,000.00
4010 · Salaries- Administrative	24,235.20	26,255.00	175,705.20	183,785.00	315,057.00
4014 · Field Supervision	37,724.40	17,799.00	138,322.80	124,593.00	213,584.00
4020 · Salaries Office	18,341.40	19,870.00	130,801.40	139,090.00	238,439.00
4021 · External Affairs Wages	11,527.63	12,029.00	83,736.92	84,203.00	144,345.00
4022 · Part Time Employee	0.00	864.00	0.00	6,048.00	10,370.00
4023 · External Affairs Specialist	5,456.38	6,348.00	39,165.09	44,436.00	76,170.00
4027 · Office Supplies - Equipment Mai	5,389.29	3,667.00	24,487.36	25,669.00	44,000.00
4029 · Election Expenses	0.00		0.00	0.00	0.00
4031 · Legal Services	0.00	4,167.00	13,670.55	29,169.00	50,000.00
4032 · State Water Contract Services	3,764.63	3,750.00	26,352.35	26,250.00	45,000.00
4033 · Public Relations	16,616.05	11,250.00	47,070.71	78,750.00	135,000.00
4034 · Governmental Relations Consulti	8,115.50	8,042.00	57,589.91	56,294.00	96,500.00
4035 · Consulting & Engineering Expens	66,579.18	101,877.00	320,583.95	713,139.00	1,222,520.00
4036 · Medicare Tax Expense	1,810.99	1,642.00	10,980.61	11,494.00	19,703.00
4039 · PERS - Retirement Expenses	25,875.47	56,171.00	486,725.20	393,197.00	674,050.00
4040 · Social Security Tax Expense	7,743.54	5,358.00	34,823.96	37,506.00	64,294.00
4041 · State Compensation Fund	593.81	1,583.00	9,804.85	11,081.00	19,000.00
4042 · State Unemployment Insurance Ta	928.95	140.00	1,083.15	980.00	1,681.00

San Gabriel Valley Municipal Water District
Income Statement - Actual vs. Budget
January 2024

	Jan 24	Budget	Jul '23 - Jan 24	YTD Budget	Annual Budget
4043 · Health Insurance Expense	31,657.29	32,000.00	211,181.50	224,000.00	384,000.00
4044 · Dental/ Vision Benefit Expense	4,611.21	7,667.00	54,465.02	53,669.00	92,000.00
4045 · Insurance - Liability, Casualty	3,592.75	4,583.00	33,966.26	32,081.00	55,000.00
4046 · Blue Cross Employee Reimburseme	2,334.74	7,500.00	20,607.69	52,500.00	90,000.00
4048 · Life Insurance	352.15	375.00	2,410.05	2,625.00	4,500.00
4050 · Dues and Associations	7,751.76	7,917.00	63,471.03	55,419.00	95,000.00
4051 · Travel and Conferences -Dir	590.91	2,083.00	9,029.14	14,581.00	25,000.00
4052 · Publications and Periodicals	0.00	25.00	69.95	175.00	300.00
4053 · State Water Contractors Audit	0.00	833.00	10,290.00	5,831.00	10,000.00
4054 · Financial Audit Expense	0.00	1,667.00	14,990.75	11,669.00	20,000.00
4055 · Travel & Conference -Staff	1,321.34	2,500.00	7,196.57	17,500.00	30,000.00
4057 · Taxes - Annual Fee	0.00	4,333.00	61,481.54	30,331.00	52,000.00
4058 · Tax Collection Fees	0.00	3,167.00	5,047.18	22,169.00	38,000.00
4059 · Property Tax Expense	0.00	54.00	799.26	378.00	650.00
4060 · Telephone Expense	2,348.53	3,500.00	24,073.65	24,500.00	42,000.00
4061 · Utilities - Gas, Electric, and	1,342.55	1,667.00	11,066.18	11,669.00	20,000.00
4063 · Safety Program	0.00	1,667.00	2,076.37	11,669.00	20,000.00
4065 · Water Conservation/Rebates Prog	2,230.10	24,583.00	71,815.25	172,081.00	295,000.00
4067 · OPEB -Other Post Employment Ben	23,333.33	56,667.00	563,333.31	396,669.00	680,000.00
4090 · SWP Transportation Cost	20,216.86	483,333.00	2,448,478.69	3,383,331.00	5,800,000.00
4093 · Uniform and Material Rentals	258.45	333.00	1,532.77	2,331.00	4,000.00
4095 · Vehicle Maintenance, Operating	5,378.75	2,500.00	18,992.61	17,500.00	30,000.00
4096 · Communication Expense	765.69	792.00	5,359.83	5,544.00	9,500.00
4099 · Facility Maintenance	4,777.44	2,500.00	25,888.30	17,500.00	30,000.00
4100 · Salaries - Field Workers	23,448.45	24,347.00	151,198.37	170,429.00	292,165.00
4108 · Grounds Maintenance and Materia	1,888.00	2,750.00	13,261.00	19,250.00	33,000.00
4112 · Depreciation Expense	50,035.00	0.00	350,245.00	0.00	0.00
4113 · Pipeline Maintenance & Material	10,370.12	4,167.00	28,808.13	29,169.00	50,000.00
4114 · SCADA Maintenance	0.00	833.00	4,233.70	5,831.00	10,000.00
4120 · Grants	0.00	176,713.00	58,781.00	1,236,991.00	2,120,553.00
Total Unrestricted G.O. Expenses	436,507.84	1,144,785.00	5,899,854.11	8,013,495.00	13,737,381.00
Riverside Facility					
4300 · Salaries - Riverside	345.30	1,400.00	2,281.88	9,800.00	16,803.00
4301 · Riverside Maintenance and Mater	10,728.04	2,358.00	13,125.85	16,506.00	28,300.00
Total Riverside Facility	11,073.34	3,758.00	15,407.73	26,306.00	45,103.00
Hydro Expenses					
4402 · Salaries - Hydro	617.10	794.00	8,566.96	5,558.00	9,523.00
4403 · Hydro Maintenance Materials	0.00	1,125.00	10,498.65	7,875.00	13,500.00
4406 · Hydro So Cal Edison (8800)	642.89	833.00	5,443.08	5,831.00	10,000.00
Total Hydro Expenses	1,259.99	2,752.00	24,508.69	19,264.00	33,023.00

San Gabriel Valley Municipal Water District
Income Statement - Actual vs. Budget
January 2024

	Jan 24	Budget	Jul '23 - Jan 24	YTD Budget	Annual Budget
Restricted Expense					
4510 · State Project Expense	2,039,706.00	641,667.00	6,208,859.00	4,491,669.00	7,700,000.00
4511 · State Project Amortization	8,034.00	8,083.00	56,238.00	56,581.00	97,000.00
4591 · State Project Cost of Water Adj	3,297.00	0.00	23,079.00	0.00	0.00
Total Restricted Expense	2,051,037.00	649,750.00	6,288,176.00	4,548,250.00	7,797,000.00
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	2,499,878.17	1,801,045.00	12,230,120.33	12,607,315.00	21,612,507.00
Net Ordinary Income	-429,878.34	-60,888.00	-422,180.27	-426,216.00	-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	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	-429,878.34	-60,888.00	-422,180.27	-426,216.00	-730,627.00

San Gabriel Valley Municipal Water District

**TREASURERS INVESTMENT REPORT
(Activity ending December 31, 2023)**

Report Date December 31, 2023

Account EMO5573

CUSIP#	ACCT. NO.	QUANTITY PURCHASED	BANKING INSTITUTION	RATE	DATE OF PURCHASE	DATE OF MATURITY	RATE OF INTEREST	YIELD TO MATURITY	INTEREST REC'D TTD	QUANTITY PURCHASED
05580AV87	1013	\$240,000	BMW BK OF NA NA UT US	Fixed Rate	02/28/2020	02/28/2024	1.650%	1.650%	\$ 13,854.58	\$240,000
07371CJ34	1013	\$240,000	BEALBANK NV US	Fixed Rate	03/02/2022	02/28/2024	1.500%	1.500%	\$ 5,414.79	\$240,000
87164DSF8	1013	\$200,000	SYNOVUS BK GA US	Fixed Rate	03/11/2021	03/11/2024	0.300%	0.300%	\$ 1,502.47	\$200,000
20033AS31	1013	\$240,000	COMENITY CAP BK UT US	Fixed Rate	03/15/2019	03/15/2024	2.950%	2.950%	\$ 33,072.20	\$240,000
89788HFJ7	1013	\$240,000	TRUIST BK NC US	Fixed Rate	06/30/2023	04/01/2024	5.300%	5.300%	\$ -	\$240,000
981993C63	1013	\$200,000	COMENITY BANK DE US	Fixed Rate	06/13/2022	06/13/2024	2.950%	2.950%	\$ 8,254.26	\$200,000
9497635A0	1013	\$240,000	WELLS FARGO BK NA SD US	Fixed Rate	12/30/2022	07/01/2024	4.600%	4.600%	\$ 10,132.59	\$240,000
06740KQY6	1013	\$240,000	BARCLAYS BK DE US	Fixed Rate	07/27/2022	07/29/2024	3.200%	3.200%	\$ 7,680.00	\$240,000
88241TLV0	1013	\$240,000	TEXAS EXCHANGE BK TX US	Fixed Rate	08/13/2021	08/13/2024	0.500%	0.500%	\$ 2,801.12	\$240,000
8562832ES	1013	\$240,000	STATE BANK INDIA IL US	Fixed Rate	08/22/2022	08/22/2024	3.350%	3.350%	\$ 8,040.00	\$240,000
98970LC43	1013	\$240,000	ZIONS BANKCORP UT US	Fixed Rate	03/31/2023	09/24/2024	5.400%	5.400%	\$ 6,462.25	\$240,000
200339FB0	1013	\$240,000	COMERICA BXTX US	Fixed Rate	03/30/2023	09/30/2024	5.250%	5.250%	\$ 6,351.78	\$240,000
23204HNU8	1013	\$240,000	CUSTOMERS BANK PA US	Fixed Rate	03/30/2023	09/30/2024	5.250%	5.250%	\$ 6,351.78	\$240,000
69506YRY7	1013	\$240,000	PACIFIC WSTN BK CA US	Fixed Rate	09/30/2020	09/30/2024	0.400%	0.400%	\$ 2,880.00	\$240,000
795451CK7	1013	\$240,000	SALLIE MAE BANK UT US	Fixed Rate	11/18/2022	11/18/2024	4.950%	4.950%	\$ 11,880.00	\$240,000
523744AW0	1013	\$240,000	LEA CNTY ST BK HOB NM US	Fixed Rate	12/10/2021	12/10/2024	0.750%	0.750%	\$ 3,600.08	\$240,000
02007GH55	1013	\$240,000	ALLY BANK UT US	Fixed Rate	12/22/2022	12/23/2024	4.700%	4.700%	\$ 11,280.00	\$240,000
920133AN5	1013	\$240,000	VALLEY STRONG CRED CA US	Fixed Rate	02/10/2023	02/10/2025	5.100%	5.100%	\$ 10,160.88	\$240,000
12547CAN8	1013	\$240,000	CIBC BANK USA IL US	Fixed Rate	02/24/2023	02/24/2025	4.750%	4.750%	\$ 5,653.15	\$240,000
31657FAU1	1013	\$240,000	FIELDPOINT PRVT B&CT US	Fixed Rate	09/29/2023	03/31/2025	5.600%	5.600%	\$ 3,350.80	\$240,000
02589AB68	1013	\$240,000	AMER EXPRESS NATL UT US	Fixed Rate	03/31/2020	03/31/2025	1.550%	1.550%	\$ 13,025.10	\$240,000
465076UJ4	1013	\$240,000	ISRAEL DISCOUNT BK NY US	Fixed Rate	09/29/2023	04/21/2025	5.500%	5.500%	\$ -	\$240,000
319477AV7	1013	\$240,000	FIRST CITIZENS B&T NC US	Fixed Rate	05/19/2023	05/19/2025	5.150%	5.150%	\$ 6,230.79	\$240,000
81258PKJ1	1013	\$240,000	SEATTLE BANK WA US	Fixed Rate	06/02/2020	06/02/2025	0.750%	0.750%	\$ 6,149.73	\$240,000
29278TPN4	1013	\$240,000	ENERBANK UT US	Fixed Rate	06/19/2020	06/19/2025	0.650%	0.650%	\$ 5,201.36	\$240,000
37149CAY3	1013	\$240,000	GENERATIONS BK AR US	Fixed Rate	07/29/2022	07/29/2025	3.400%	3.400%	\$ 11,580.45	\$240,000
31982NAA4	1013	\$240,000	FIRST COMMONWEALTH PA U	Fixed Rate	08/08/2023	08/08/2023	5.500%	5.500%	\$ 4,412.06	\$240,000
48128UNC9	1013	\$240,000	JPMORGAN CHASE & C DE US	Fixed Rate	09/30/2020	09/30/2025	0.400%	0.400%	\$ 2,880.01	\$240,000
67054NBD4	1013	\$240,000	NUMERICA CREDIT UN WA US	Fixed Rate	12/29/2022	12/29/2025	4.750%	4.750%	\$ 11,400.02	\$240,000
90348JG53	1013	\$240,000	UBS BANK UT US	Fixed Rate	09/30/2020	09/30/2025	0.400%	0.400%	\$ 6,084.12	\$240,000
39573LBL1	1013	\$245,000	GREENSTATE CREDIT IA US	Fixed Rate	06/16/2021	06/16/2026	0.950%	0.950%	\$ 5,424.81	\$245,000
89235MLE9	1013	\$240,000	TOYOTA FINL SVG BK NV US	Fixed Rate	07/29/2021	07/29/2026	0.950%	0.950%	\$ 4,560.03	\$240,000
61765Q6N4	1013	\$240,000	MORGAN STANLEY BK UT US	Fixed Rate	11/19/2022	11/19/2026	1.100%	1.100%	\$ 5,280.00	\$240,000
50625LAZ6	1013	\$240,000	LAFAYETTE FED CRED MD US	Fixed Rate	03/30/2022	03/30/2027	2.400%	2.400%	\$ 9,626.31	\$240,000
61768U4Z7	1013	\$240,000	MORGAN STANLEY PRI NY US	Fixed Rate	06/30/2022	06/30/2027	3.750%	3.750%	\$ 9,000.00	\$240,000
45673RAD3	1013	\$240,000	INFIRST FED CREDIT VA US	Fixed Rate	10/11/2022	10/11/2027	5.000%	5.000%	\$ 12,986.31	\$240,000
356436AJ4	1013	\$240,000	FREEDOM NW CREDIT ID US	Fixed Rate	05/09/2023	05/09/2028	5.000%	5.000%	\$ 7,035.62	\$240,000
24951TAX3	1013	\$240,000	DEPARTMENT OF COMM DC U	Fixed Rate	05/30/2023	05/30/2028	5.350%	5.350%	\$ 6,412.28	\$240,000

San Gabriel Valley Municipal Water District

**TREASURERS INVESTMENT REPORT
(Activity ending December 31, 2023)**

Report Date December 31, 2023

36266LAB2	1013	\$240,000	GHS FED CREDIT UNI NY US	Fixed Rate	08/17/2023	08/17/2028	5.600%	5.600%	\$ 4,492.28	\$240,000
									GRAND TOTAL CD'S PURCHASED	\$9,285,000

U S Treasury Note

91282CDV0	\$240,000	01/28/2022	01/31/2024	0.875%	0.875%	\$ 2,100.00	
	\$240,000	02/28/2022	01/31/2024	0.875%	0.875%	\$ 2,100.00	
91282CEX5	\$240,000	06/27/2023	06/30/2024	3.000%	3.000%	\$ 2,100.00	
						\$ 3,560.22	
						GRAND TOTAL US TSY NOTE	\$720,000

Money Market Account

When CD is in transition from maturity to repurchasing, it is entered into a money market account & this is the interest earned while in that account:

	Balance Forward	\$ 3,057.07
* 10/06/23-12/07/23	UBS BANK USA DEPOSIT ACCOUNT ENTRY AS OF 10/06/23-12/07/23 INTEREST INCOME \$ 2.04 SECURITY/SYMBOL MMPFDI-919446	\$ 2.04
	G.T. Money Market Interest Received Total To Date:	\$ 3,059.11

Recap of All CD Interest Received

TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2008-2009	\$19,619.98
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2009-2010	\$144,944.73
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2010-2011	\$96,652.58
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2011-2012	\$56,675.75
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2012-2013	\$51,793.98
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2013-2014	\$73,466.67
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2014-2015	\$86,491.81
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2015-2016	\$101,469.27
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2016-2017	\$123,833.68
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2017-2018	\$151,379.14
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2018-2019	\$201,846.40
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2019-2020	\$233,862.14
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2020-2021	\$148,118.57
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2021-2022	\$87,497.64
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2022-2023	\$139,596.40
TOTAL INTEREST RECEIVED FOR FISCAL YEAR 2023-2024 AT DECEMBER 31, 2023	\$131,865.50
GRAND TOTAL INTEREST RECEIVED FOR ALL FY'S TO DATE	\$1,849,114.24

Local Agency Investment Fund (LAIF)

ACCT. NO.	INSTITUTION	PMIA AVERAGE	DAILY YIELD		BALANCE GEN. LEDGER
		MONTHLY 12/2023 EFFECTIVE YIELD	AT 12/31/23		
1009	LOCAL AGENCY INVESTMENT FUND - (GENERAL FUND)	3.929%	3.480%		\$10,750,109.78
GRAND TOTAL LOCAL AGENCY INVESTMENT FUND (SEE REPORT ATTACHED)					\$10,750,110

San Gabriel Valley Municipal Water District

**TREASURERS INVESTMENT REPORT
(Activity ending December 31, 2023)**

Report Date December 31, 2023

SUMMARY	BALANCES
Local Agency Investment Fund - General Fund	\$ 10,750,109.78
UBS Certificates of Deposit Summary Total	\$ 9,285,000.00
UBS Select Treasury Notes	\$ 720,000.00
UBS Certificates of Deposit Interest Fiscal Year 2023-2024 At Date December 31, 2023	\$ 131,865.50
UBS Bank USA Deposit Account/UBS Select Treasury Investor Fund	\$ 2.04
Money Balance Activities minus total dividend and interest income	\$ -
TOTAL INVESTMENTS	\$ 20,886,977.32
Cash Bank of America General Fund	\$4,078,716
Cash Bank of America Revolving Fund	\$104,025
Cash Bank of America SWP Fund Account	\$8,914,391
Petty Cash Fund	\$300
GRAND TOTAL INVESTMENTS AND CASH LESS RESTRICTED FUNDS	\$ 33,984,409.14

I certify that this report accurately reflects all pooled investments and is in compliance with California Government Code Sections 53601(i), 53601.1, 53635(i) and 53646 and is in conformity with the San Gabriel Valley Municipal Water District's investment policy as stated in Resolution 10-95-489, dated 10/23/95.

As Treasurer of San Gabriel Valley Municipal Water District, I hereby certify that sufficient liquidity and anticipated revenues are available to meet the next six month's estimated expenditures.


 Darin J. Kasamoto
 Deputy Treasurer

1/16/2024
 Date

Type of Investment with title held in the name of San Gabriel Valley Municipal Water District:

CD'S	Certificates of Deposit
LAIF	Local Agency Investment Fund
MM	Money Market Account



PMIA/LAIF Performance Report as of 1/10/23



Quarterly Performance Quarter Ended 09/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.59
LAIF Earnings Ratio ⁽²⁾ :	0.00009812538629360
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.986307739
PMIA Daily ⁽¹⁾ :	3.48
PMIA Quarter to Date ⁽¹⁾ :	3.42
PMIA Average Life ⁽¹⁾ :	256

PMIA Average Monthly Effective Yields⁽¹⁾

December	3.929
November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 11/30/23 \$159.4 billion

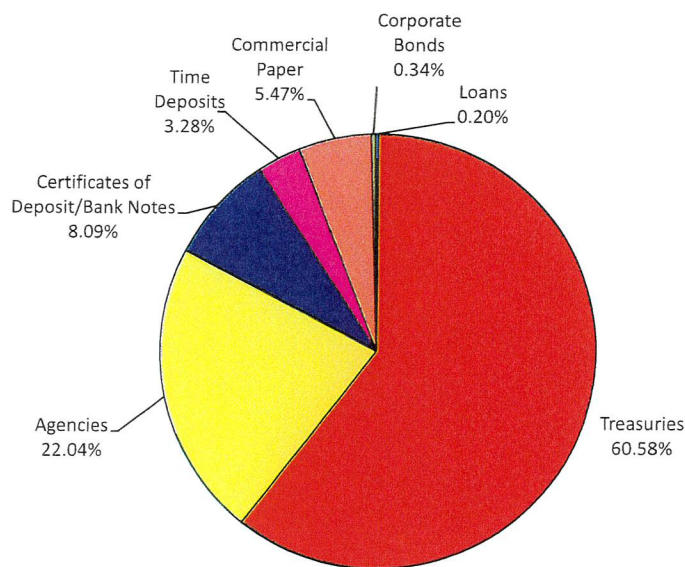


Chart does not include \$2,218,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



[Home](#) ->> [PMIA](#) ->> PMIA Average Monthly Effective Yields



POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.663	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.166	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167	3.305*	3.434	3.534	3.670	3.843	3.929

* Revised



State of California
Pooled Money Investment Account
Market Valuation
12/31/2023

Description	Carrying Cost Plus Accrued Interest Purch.	Amortized Cost	Fair Value	Accrued Interest
United States Treasury:				
Bills	\$ 26,992,679,410.54	\$ 27,341,582,810.63	\$ 27,352,122,000.00	NA
Notes	\$ 68,988,369,285.87	\$ 68,970,726,643.78	\$ 68,066,367,000.00	\$ 380,047,413.50
Federal Agency:				
SBA	\$ 273,825,056.61	\$ 273,825,056.61	\$ 273,117,626.86	\$ 1,326,636.53
MBS-REMICs	\$ 2,164,861.02	\$ 2,164,861.02	\$ 2,133,161.33	\$ 9,501.16
Debentures	\$ 8,533,332,561.10	\$ 8,532,907,561.09	\$ 8,460,384,650.00	\$ 60,973,579.20
Debentures-FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 650,000,000.00	\$ 650,000,000.00	\$ 639,238,500.00	\$ 4,456,111.50
Discount Notes	\$ 21,584,982,812.45	\$ 21,861,271,194.36	\$ 21,856,617,000.00	NA
Supranational Debentures	\$ 2,819,756,450.14	\$ 2,819,512,700.14	\$ 2,788,881,800.00	\$ 20,848,175.60
Supranational Debentures FR	\$ -	\$ -	\$ -	\$ -
CDs and YCDs FR	\$ -	\$ -	\$ -	\$ -
Bank Notes	\$ -	\$ -	\$ -	\$ -
CDs and YCDs	\$ 12,200,000,000.00	\$ 12,200,000,000.00	\$ 12,207,619,357.44	\$ 162,478,416.67
Commercial Paper	\$ 9,014,594,527.68	\$ 9,116,638,444.29	\$ 9,117,150,756.95	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ 566,929,562.48	\$ 566,697,340.26	\$ 551,864,240.00	\$ 3,944,225.38
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,284,000,000.00	\$ 5,284,000,000.00	\$ 5,284,000,000.00	NA
PMIA & GF Loans	\$ 325,717,000.00	\$ 325,717,000.00	\$ 325,717,000.00	NA
TOTAL	\$ 157,236,351,527.89	\$ 157,945,043,612.18	\$ 156,925,213,092.58	\$ 634,084,059.54

Fair Value Including Accrued Interest

\$ 157,559,297,152.12

Repurchase Agreements, Time Deposits, PMIA & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (0.993543131). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,870,862.61 or \$20,000,000.00 x 0.993543131.

SAN GABRIEL MUNICIPAL WATER DISTRICT

REVOLVING FUND RECAP

January 11, 2024

Check No.	Date	Description	Amount
12432-12435	01/11/24	Payroll Expense	\$ 42,420.38
EFT	01/11/24	Payroll Expense - PERS	\$ 9,841.49
Wires	01/11/24	Federal & State Payroll Taxes	\$ 34,437.34
12436	01/11/24	ATT	\$ 145.16
12437	01/11/24	The Gas Company	\$ 43.14
<i>January 11, 2024 GRAND TOTAL DISBURSEMENTS.....</i>			<u>\$ 86,887.51</u>

REVOLVING FUND RECAP

January 25, 2024

Check No.	Date	Description	Amount
12438-12441	01/25/24	Payroll Expense	\$ 31,870.87
EFT	01/25/24	Payroll Expense - PERS	\$ 9,734.55
Wires	01/25/24	Federal & State Payroll Taxes	\$ 21,077.31
EFT	01/25/24	State Compensation Insurance	\$ 1,339.11
12442	01/25/24	The Gas Company	\$ 86.05
12443	01/25/24	Verizon Wireless	\$ 808.41
<i>Janaury 25, 2024 GRAND TOTAL DISBURSEMENTS.....</i>			<u>\$ 64,916.30</u>

REVOLVING FUND RECAP

February 08, 2024

Check No.	Date	Description	Amount
12444-12447	02/08/24	Payroll Expense	\$ 31,670.93
EFT	02/08/24	Payroll Expense - PERS	\$ 9,651.25
Wires	02/08/24	Federal & State Payroll Taxes	\$ 20,694.40
12448	02/08/24	Frontier	\$ 129.48
12449	02/08/24	Lowes	\$ 134.18
12450	02/08/24	Verizon Wireless	\$ 417.56
<i>February 08, 2024 GRAND TOTAL DISBURSEMENTS.....</i>			<u>\$ 62,697.80</u>

REVOLVING FUND RECAP

February 12, 2024

Check No.	Date	Description	Amount
12451	02/12/24	Bruce H. Knoles	\$ 700.00
12452	02/12/24	Mark R Paulson	\$ 1,277.50
12453	02/12/24	Michael F Eng	\$ 1,749.58
12454	02/12/24	Miles L Prince	\$ 1,642.50
Wires	02/12/24	Federal & State Payroll Taxes	\$ 1,185.42
<i>February 12, 2024 GRAND TOTAL DISBURSEMENTS.....</i>			<u>\$ 6,555.00</u>

San Gabriel Valley Municipal Water District Transactions by Account As of January 31, 2024

Type	Date	Num	Name	Amount
1001 · General Fund Bank of America				
Bill Pmt -Check	01/10/2024	EFT	BeniComp (Corp)	-418.47
Bill Pmt -Check	01/22/2024	EFT	ExxonMobil	-1,457.82
Bill Pmt -Check	01/12/2024	EFT	BeniComp (Corp)	-1,946.94
Bill Pmt -Check	01/26/2024	EFT	BeniComp (Corp)	-549.92
Bill Pmt -Check	01/30/2024	EFT	BeniComp (Corp)	-428.41
Bill Pmt -Check	01/30/2024	EFT	Frontier	-230.56
Bill Pmt -Check	01/24/2024	EFT	BeniComp (Corp)	-261.49
Bill Pmt -Check	01/23/2024	EFT	BeniComp (Corp)	-1,987.80
Bill Pmt -Check	01/23/2024	EFT	BeniComp (Corp)	-124.56
Bill Pmt -Check	01/22/2024	44200	2010 Office Furniture, Inc	-10,978.67
Bill Pmt -Check	01/22/2024	44201	A-1 Printing & Graphics (Corp)	-662.48
Bill Pmt -Check	01/22/2024	44202	Alfred Kwan	-85.00
Bill Pmt -Check	01/22/2024	44203	Alliance Communication Servic...	-130.00
Bill Pmt -Check	01/22/2024	44204	Amy Cheung	-85.00
Bill Pmt -Check	01/22/2024	44205	Anita Jerlee	-125.00
Bill Pmt -Check	01/22/2024	44206	Applied Technology Group, Inc.	-320.00
Bill Pmt -Check	01/22/2024	44207	Athens (Corporation)	-309.37
Bill Pmt -Check	01/22/2024	44208	Boming Chen	-35.00
Bill Pmt -Check	01/22/2024	44209	Brian Wood Automotive (Corp)	-96.12
Bill Pmt -Check	01/22/2024	44210	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	01/22/2024	44211	Civiltec Inc (Corp)	-57,912.18
Bill Pmt -Check	01/22/2024	44212	Eaton Corporation	-467.46
Bill Pmt -Check	01/22/2024	44213	Eco Promotional Products, Inc.	-1,291.57
Bill Pmt -Check	01/22/2024	44214	Emily Chu	-35.00
Bill Pmt -Check	01/22/2024	44215	Frontier	-615.85
Bill Pmt -Check	01/22/2024	44216	Grainger (Corp)	-348.29
Bill Pmt -Check	01/22/2024	44217	Kerber Automotive Service	-1,817.77
Bill Pmt -Check	01/22/2024	44218	Lagerlof, LLP (Atty)	-4,002.50
Bill Pmt -Check	01/22/2024	44219	Mission ACE Hardware (Corp)	-390.91
Bill Pmt -Check	01/22/2024	44220	Raymond Wong	-115.00
Bill Pmt -Check	01/22/2024	44221	RC Foster Corporation	-38,332.50
Bill Pmt -Check	01/22/2024	44222	San Gabriel Valley Water Asso...	-100.00
Bill Pmt -Check	01/22/2024	44223	SCE	-1,336.28
Bill Pmt -Check	01/22/2024	44224	Securitas Technology Corporati...	-709.02
Bill Pmt -Check	01/22/2024	44225	SoCal SCADA Solutions LLC	-70,476.00
Bill Pmt -Check	01/22/2024	44226	South Coast AQMD	-665.26
Bill Pmt -Check	01/22/2024	44227	Sparkletts	-76.44
Bill Pmt -Check	01/22/2024	44228	Spectrum Enterprise	-239.98
Bill Pmt -Check	01/22/2024	44229	Stacy Yip	-140.00
Bill Pmt -Check	01/22/2024	44230	Stetson Engineers, Inc.	-4,947.00
Bill Pmt -Check	01/22/2024	44231	Ver Sales, Inc	-5,672.96
Total 1001 · General Fund Bank of America				-279,924.58
TOTAL				-279,924.58

San Gabriel Valley Municipal Water District
Transactions by Account
As of February 12, 2024

02/08/24

Accrual Basis

Type	Date	Num	Name	Amount
1001 - General Fund Bank of America				
Bill Pmt -Check	02/01/2024	EFT	BeniComp (Corp)	-1,104.12
Bill Pmt -Check	02/02/2024	EFT	BeniComp (Corp)	-124.24
Bill Pmt -Check	02/07/2024	EFT	BeniComp (Corp)	-454.07
Bill Pmt -Check	02/12/2024	44232	ACWA JPIA Medical/Life	-32,009.44
Bill Pmt -Check	02/12/2024	44233	America's Tire	-892.50
Bill Pmt -Check	02/12/2024	44234	Amy Vo	-85.00
Bill Pmt -Check	02/12/2024	44235	Applied Technology Group, Inc.	-320.00
Bill Pmt -Check	02/12/2024	44236	Athens (Corporation)	-303.00
Bill Pmt -Check	02/12/2024	44237	ATT	-145.73
Bill Pmt -Check	02/12/2024	44238	Azusa Light & Water	-1,208.61
Bill Pmt -Check	02/12/2024	44239	BOA-Visa	-7,632.68
Bill Pmt -Check	02/12/2024	44240	California Advocates, Inc. (Corp)	-8,000.00
Bill Pmt -Check	02/12/2024	44241	California Underground Facilities	-78.08
Bill Pmt -Check	02/12/2024	44242	Canyon City Printng, Inc (Corp)	-54.02
Bill Pmt -Check	02/12/2024	44243	Cash Revolving Fund	-70,000.00
Bill Pmt -Check	02/12/2024	44244	Cell Business Equipment	-192.95
Bill Pmt -Check	02/12/2024	44245	Cintas	-493.60
Bill Pmt -Check	02/12/2024	44246	Climate Resolve (non profit org)	-2,500.00
Bill Pmt -Check	02/12/2024	44247	D.H. Maintenance Services	-210.00
Bill Pmt -Check	02/12/2024	44248	DePinto Morales Communicati...	-8,555.00
Bill Pmt -Check	02/12/2024	44249	DigAlert (Corporation)	-251.50
Bill Pmt -Check	02/12/2024	44250	DWR	-3,297.00
Bill Pmt -Check	02/12/2024	44251	Eaton Corporation	-2,709.95
Bill Pmt -Check	02/12/2024	44252	EcoTech Services, Inc	-12,162.00
Bill Pmt -Check	02/12/2024	44253	Edward Chang	-70.00
Bill Pmt -Check	02/12/2024	44254	Fish N Weeds (Corp)	-1,670.00
Bill Pmt -Check	02/12/2024	44255	Freeth/Moroz, Inc	-300.00
Bill Pmt -Check	02/12/2024	44256	Grainger (Corp)	-466.80
Bill Pmt -Check	02/12/2024	44257	Hector Vasquez	-85.00
Bill Pmt -Check	02/12/2024	44258	L Esquivel	-18.89
Bill Pmt -Check	02/12/2024	44259	Lagerlof, LLP (Atty)	-4,200.00
Bill Pmt -Check	02/12/2024	44260	LOWES	-253.92
Bill Pmt -Check	02/12/2024	44261	Maria Jarmin	-41.27
Bill Pmt -Check	02/12/2024	44262	Mark Paulson (Expense)	-45.56
Bill Pmt -Check	02/12/2024	44263	May Tran-Au	-70.00
Bill Pmt -Check	02/12/2024	44264	Michael F Eng (Expense)	-70.35
Bill Pmt -Check	02/12/2024	44265	Mission ACE Hardware (Corp)	-38.31
Bill Pmt -Check	02/12/2024	44266	Pasadena Education Foundation	-2,500.00
Bill Pmt -Check	02/12/2024	44267	Petty Cash	-181.93
Bill Pmt -Check	02/12/2024	44268	Public Water Agencies Group (...)	-1,838.75
Bill Pmt -Check	02/12/2024	44269	Shell - Wex Bank	-1,831.91
Bill Pmt -Check	02/12/2024	44270	Spectrum Enterprise	-239.98
Bill Pmt -Check	02/12/2024	44271	Stephen Tyler	-80.00
Bill Pmt -Check	02/12/2024	44272	Steve Kiggins	-280.61
Bill Pmt -Check	02/12/2024	44273	T.E. Roberts, Inc.	-77,457.51
Bill Pmt -Check	02/12/2024	44274	The Gas Company	-47.89
Bill Pmt -Check	02/12/2024	44275	US Postal Service	-136.00
Bill Pmt -Check	02/12/2024	44276	Ver Sales, Inc	-20,079.44
Bill Pmt -Check	02/12/2024	44277	Verizon Business Services	-593.77
Bill Pmt -Check	02/12/2024	44278	Western Pest Control Specialis...	-480.00
Total 1001 - General Fund Bank of America				-265,861.38
TOTAL				-265,861.38

AAa/e

ASIAN AMERICAN ARCHITECTS / ENGINEERS ASSOCIATION



THE FUTURE OF WATER - A 2024 SNAPSHOT

Thursday, February 15, 2024 - 11:30am-1:30pm

About the Program

Join AAa/e for a unique opportunity to network with industry leaders and engage with water executives from Southern California. Gain insights into the comprehensive and interconnected approach driving water initiatives (One Water). Delve into various crucial aspects including societal demands, infrastructure requirements, environmental considerations, and business prospects. Join the conversation as experts explore diverse One Water disciplines such as water supply, wastewater management, recycling, desalination, storm water control, groundwater utilization, flood management, and water infrastructure development. Hear expert perspectives and future projections regarding market trends, funding opportunities, upcoming projects, AEC industry involvement, project delivery choices, and regional challenges.

Speakers

Mohsen Mortada
Chief of Staff
Metropolitan Water District of Southern California

Mark Toy
General Manager
Yorba Linda Water District

Stacie Takeguchi
Assistant General Manager
Pasadena Water and Power

Adam Ariki
Deputy Director
Water Resources, Los Angeles County Public Works

Date & Time

Thursday, February 15, 2024
11:30 am - 1:30 pm

Location:

Biltmore Hotel Los Angeles
[506 S Grand Ave](#)
[Los Angeles, CA 90071](#)

Cost:

Members: \$100
Non-Members: \$130
Onsite Registration: Add \$25

Sponsorship Opportunities:

\$600 / \$1,000 / \$1,500

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Your sponsorship supports AAa/e - A/E/C student scholarships

[Click here to Register](#)

For more information visit the website at <https://aaaesc.org/event>

Event Sponsors



Association Management Services Provided by:



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213-896-9270 | info@aaaesc.org



Linda Esquivel

From: Bruce Knoles <bruceknoles@yahoo.com> on behalf of Bruce Knoles
Sent: Saturday, February 3, 2024 5:39 PM
To: Linda Esquivel
Subject: Fw: Save the Date for NALEO's 41st Annual Conference

Follow Up Flag: Follow up
Flag Status: Flagged

I would like to attend. Thank you!

----- Forwarded Message -----

From: Jeri Vogel <jeri_vogel@yahoo.com>
To: Bruce Knoles <bruceknoles@yahoo.com>
Sent: Thursday, February 1, 2024 at 06:32:57 PM PST
Subject: Fwd: Save the Date for NALEO's 41st Annual Conference

Begin forwarded message:

From: NALEO <info@naleo.org>
Date: February 1, 2024 at 10:04:40 AM MST
To: jeri_vogel@yahoo.com
Subject: Save the Date for NALEO's 41st Annual Conference
Reply-To: NALEO <info@naleo.org>



Save the Date for the NALEO 41st Annual Conference

NALEO 41ST ANNUAL CONFERENCE

SAVE THE DATE

JUNE 18-20, 2024 • LAS VEGAS, NEVADA

ADD TO CALENDAR



June 18-20, 2024

Bellagio Hotel

Las Vegas, Nevada

AGENDA ACTION ITEM NO. 1

APPROVE 2022-2023 AUDIT AND TRAVEL EXPENSE REPORT

Recommended Action: Approve 2022-2023 Audit and Travel Expense Report.

BACKGROUND: Chris Brown presented the draft Audit and Travel Expense Report at the January Board Meeting. Jim Ciampa had a few minor edits to the report. The report is brought back for final approval.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A

AGENDA ACTION ITEM NO. 2

APPROVE STRATEGIC PLAN

Recommended Action: Approve Strategic Plan.

BACKGROUND: Dave DePinto has developed short-term and long-term actions from the recently conducted strategic planning session.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A

February 12, 2024

Strategic
Planning
Workshop
Results



Strategic Planning Objectives

- Develop Action Plans
 - Short-term (2024); Long-term (2025+)
- Develop Solutions if Possible
- Identify “Process” or “Steps” toward Solutions

Workshop Agenda



- The State of the District
- Operations and Infrastructure – Plans and Cost Projections
- Current and Future Revenues
- Member City Relations
- Water Supply Solutions – Imported
- Water Supply Solutions – Local
- External Affairs



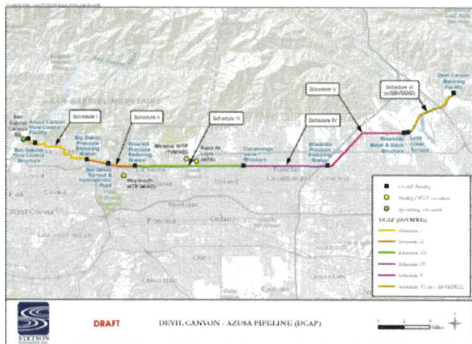
Mission Statement:

“The San Gabriel Valley Municipal Water District provides reliable supplemental water for the communities of Alhambra, Azusa, Monterey Park and Sierra Madre in a cost-effective and environmentally responsible manner.”

Vision Statement:

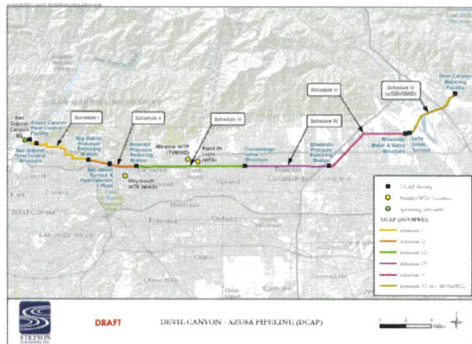
“A leader in water resource management, the San Gabriel Valley Municipal Water District will provide a diversified and reliable supplemental water supply for the benefit of the communities we serve.”

Operations & Infrastructure - Action Plans



- **Facilities Tours for Board Members**
 - Schedule tours of District and County facilities for Board Members as background for Pipeline Rehabilitation program and consideration of *Pure Water Southern California* program (2024; 2025+)
- **Schedule 1 Pipeline Rehabilitation**
 - Complete Schedule 1 “Pilot” and assess results (2024 – Q1/Q2)
 - Develop preliminary timeline for Schedules 2-6 (2024 – Q1/Q2)

Operations & Infrastructure - Action Plans



- **Pipeline Rehabilitation Cost Analysis**

- Identify “Corrosion Engineer” to review/input into Schedules 1-6 Cost Estimates and to protect the Pipeline in the future (2024 – Q1)
- Identify financial consultant to assist with Replacement Cost Analysis (2024 – Q2)
- Conduct Replacement Cost Analysis (2025 – Q1)
- Identify financial consultant to help develop Capital Improvement/Replacement Plan, to analyze reserves and to provide input into rate study; Board preference is to “fast track” and/or overlap Schedules rather than working on one Schedule at a time; assess what expenditures “buy” the District in terms of Pipeline life/utility (2025 – Q2)
- Continually explore strategies to improve ability to get both imported and local water sources “into the ground” by reducing over-capacity and congestion/bottlenecks within the delivery system; participate with DWR on SWP bottleneck improvements (2024; 2025+)

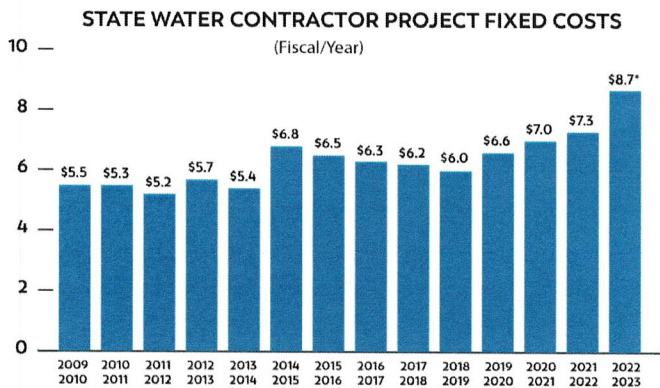
Current & Future Revenues Action Plan

- **Current SGVMWD Property Tax Rate, Water Sale Rate, County Property Tax**

- Consensus was achieved that the District's present property tax rate of \$.03 per \$100 assessed value (which is about \$100-150 per property) covers present State Water Project fixed costs that have gradually increased to \$8.7 million per year in 2022-2023 (and are largely dependent on energy costs). The \$8.7 million amount includes planning and research costs related to the *Delta Conveyance Plan* (2024 – no action needed)
- Consensus was achieved that the District's water sales rates (\$200/AF from 2018-2022; \$220/AF in 2023) and the County's 1% Property Tax covers the District's present general and operating costs (a pass-through) and are much lower than other wholesale rates for treated/untreated water (ranging from \$900-\$1,400 per AF) (2024 – no action needed)



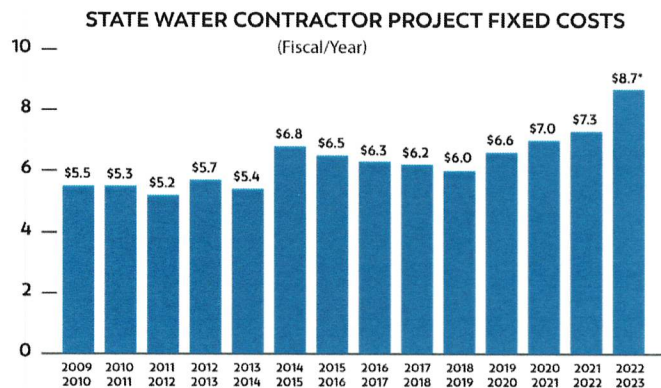
Current & Future Revenues Action Plan



- **Future SGVMWD Property Tax Rate and Water Sales Rate**

- Consensus was achieved to maintain the current property tax rate of \$.03 per \$100 assessed value for the short-term (2024)
- Consensus was achieved to adopt a \$240 per AF water rate for member cities in April 2024 as that level keeps the District “in the black” and was the forecasted rate provided to member cities a year ago (2024 – Q2/April)
- The General Manager was requested to provide a forecasted water rate for 2025 in April 2024 (utilizing average rate increases over 10 years), and to also provide a longer-term, three-year forecast (qualifying those forecasts by noting sensitivity to energy costs, etc.). There is unanimous concern among Board members that cost increases are becoming so common/certain that water rate increases should reflect and anticipate those increases short and long-term (2024 – Q2/April)
- The General Manager will provide the Board with information about sources of emergency funds, such as *Federal Emergency Management Agency* (FEMA) and the *Ibank*, that would supplement the use of reserves in the event of a catastrophic event (2024 – Q1)
- The General Manager and Assistant General Manager will research and share with the Board what SGVMWD insurance covers if there is a catastrophic event or pipeline failure (2024 – Q1)
- Once a Corrosion Engineer reviews staff estimates on Pipeline Rehabilitation costs, the District will retain a financial consultant(s) to conduct studies on capital replacement costs, rate study and reserves study (2025 – Q2)
- The District will offer a “Cost Workshop” (in-person or virtual) to member cities to further explain rate and cost factors (2024, 2025+)

Current & Future Revenues Action Plan



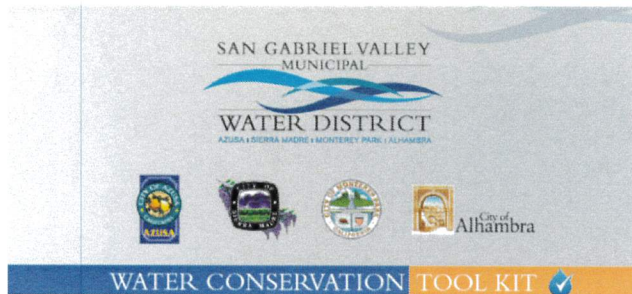
- **Reserves Level**
 - There is concern that the present level of approximately \$25 million in reserves is adequate under normal conditions but would not be adequate in the event of a major breakdown/event. There are several obligations, such as the Sierra Madre Joint Well Project, that will be funded by reserves as those Projects proceed. Conversely, there have been several loans/grants made to member cities that will eventually be repaid to the benefit of reserves totals. Once a Corrosion Engineer reviews staff estimates on Pipeline Rehabilitation costs, the District will retain a financial consultant(s) to conduct replacement cost study, rate study and reserves study (2025 – Q2)
- **Bonding Capacity**
 - Consensus was achieved to research the District's bonding capacity to help fund capital improvements as part of the previously mentioned financial consultant's scope of work (2025 – Q2)

Current & Future Revenues Action Plan

- **Human Resources Assessment (Staff, Consultants)**
 - Consensus was achieved that consulting costs, and potentially employee costs, related to financial, engineering, operations, and legal matters will increase in conjunction with Pipeline Rehabilitation and review/analysis of the *Pure Water Southern California Project (PWSC)*. The District must budget for such costs (2024, 2025+)
 - The General Manager was requested to get an update from MWD about the *Pure Water Southern California Project* as it has been nearly a year since MWD signaled its potential interest in utilizing SGVMWD facilities (2024 – Q1).
 - Consensus exists that the long-term nature of several looming projects and potential cost increases may impact needed staffing levels and staffing expertise (due to both volume and nature of the work, and potential staff retirements). A suggestion to consider a “Chief Financial Officer” was discussed but not acted upon and may be revisited at an undisclosed future date.



Member City Relations Action Plan

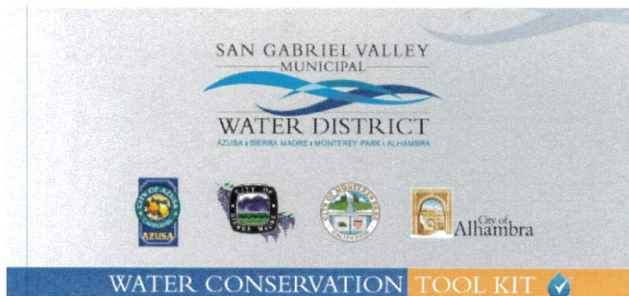


- **Board and Staff Roles**

- Board members affirmed their roles as “liaisons” and representatives of their respective cities. Noting that the pandemic adversely affected the ability of District representatives to interact in-person with stakeholders, there is consensus that more direct outreach is again possible and desired. At the highest level, efforts should increase to meet regularly with the Mayor, City Council members, City Manager and Public Works/Water Utility staff in each member city. External Affairs staff will assist Board members in preparing and offering a brief, annual “State of the District” presentation to each of the District’s member cities, with that presentation also available to school boards, chambers of commerce, and other community/non-profit organizations. To-be-determined is whether this presentation is best in the spring as part of Water Awareness Month in May, at the start of the fiscal year in July, or upon production of the Annual Report in the fall (2024, 2025+)
- The District will continue to attend and present at City Council meetings (e.g. “State of the City” meetings), support important community events, and provide information about water issues and conservation (2024, 2025+)
- The District will offer tours of important District and San Gabriel Basin water facilities to both City Council members and key City staff to foster greater understanding of the District’s water supply role (2024, 2025+)
- The District will increase its messaging related to water costs and infrastructure to complement its strong messaging about conservation (2024, 2025+)

Member City Relations Action Plan

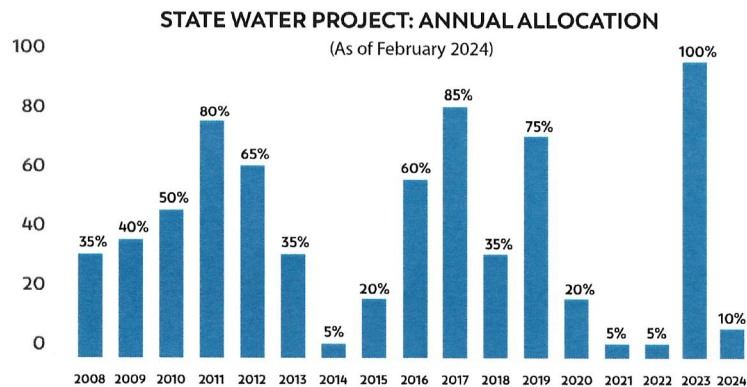
- **SGVMWD Role/Obligations (Grants and Loans) to Member Cities**
 - Consensus was achieved to develop a written policy that articulates how the District may provide financial support in the form of grants and loans to Member Cities. The External Affairs Manager and District Counsel will draft a “policy” to share with Member Cities to help clarify and guide the process of District financial support (2024 – Q2)
- **Monterey Park Automated Meter Reading Request**
 - The Board will address Monterey Park’s request of a \$10 million loan for new meter reading equipment (2024 – Q1/Q2)



Water Supply Solutions Action Plan - Imported



STATE WATER
CONTRACTORS
FOUNDED 1982



- **State Water Project and *Delta Conveyance Project* Status**
 - Consensus was achieved that the District, along with other State Water Contractors, supports the *Delta Conveyance Project*. In line with that support, the District awaits decisions by key players such as Metropolitan Water District, which is conducting its own cost/benefit analysis of the Project, and the Department of Water Resources, which is expected to request “bridge/gap funding” for the Project between March and June of this year. At that time, the Board will convene and discuss the District’s future role and support of the Project (2024 – Q2/Q3)

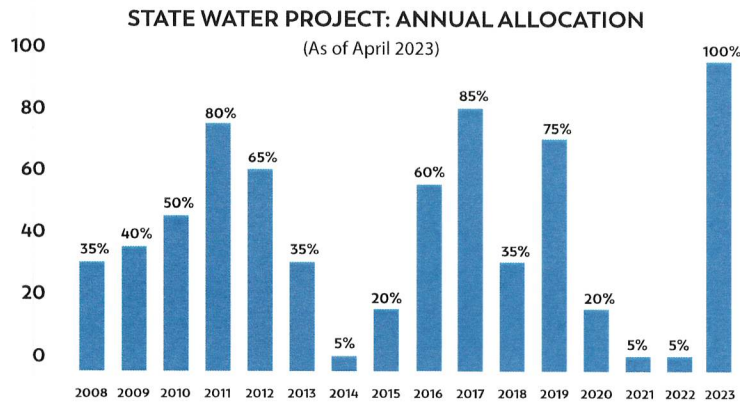
Water Supply Solutions Action Plan - Imported



STATE WATER CONTRACTORS
FOUNDED 1982



- **Banking Water and Smart Water Management as Means to Deal with Congestion and Bottlenecks in the State Water Project that Delay/Threaten Imported Water Supplies**
 - While banking water is very expensive, the Board expressed interest in following and possibly participating in potential new “water banking” opportunities in both northern California and the Main San Gabriel Basin. The Dudley Ridge banking agreement is in place, but the District has yet to bank water in that manner. The Board also wants to track spreading grounds opportunities in the Main San Gabriel Basin being pursued by Watermaster such as the use of local pits and quarries to help get water in the ground. Spreading ground capacity may reach its limit if *Pure Water Southern California* proceeds and produces 65,000 AF/year. District management is confident all 28,800 AF of its 100% allocation from 2023 will be “in the ground” by June 2024 (2024, 2025+)



Water Supply Solutions Action Plan - Local



- ***Pure Water Southern California (PWSC)***
 - The General Manager should follow-up with MWD about its interest in involving SGVMWD infrastructure in the PWSC Project and update the Board (2024 – Q1)
 - Arrange a presentation from MWD about PWSC at an upcoming Board meeting (2024 – Q1/Q2)
 - Arrange a presentation from Stetson about its analysis of the PWSC Project for SGVMWD at an upcoming Board meeting (2024 – Q1/Q2)
 - Arrange tours of PWSC for SGVMWD Board and Staff (2024 – Q1/Q2)
 - Decide which consulting resources would be needed and when to evaluate the MWD proposal for SGVMWD in the PWSC Project – financial consultant, engineering consultant, negotiating consultant, etc. (2024 – Q1/Q2)

Water Supply Solutions Action Plan - Local



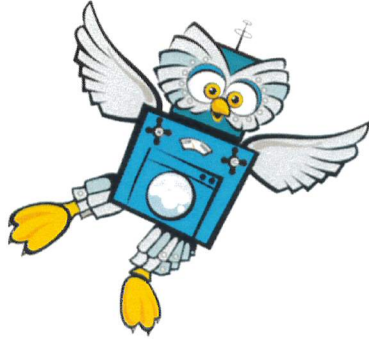
- **Banking Water and Smart Water Management as Means to Deal with Congestion and Bottlenecks in the State Water Project that Delay/Threaten Imported Water Supplies**
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Water Supply Solutions Action Plan - Local



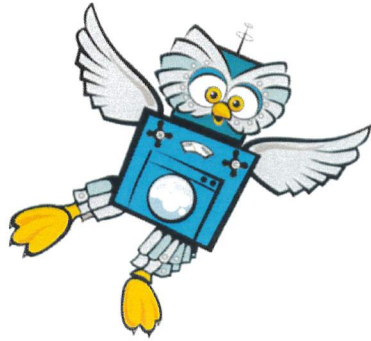
- **Monterey Park Recycled Water Project**
 - The General Manager should follow-up with Sean Igoe and Frank Heldman in Monterey Park regarding the status of interest in and funding for the recycled water project that would potentially serve Monterey Park and Alhambra (2024 – Q1/Q2)
 - The General Manager should follow-up with Central Basin to see if the opportunity for a recycled water project is still valid (2024 – Q1/Q2)
- **Sierra Madre Joint Well**
 - The project is in design phase and the District has committed \$1.9 million to the project involving Sierra Madre and Arcadia (2025+)
- **Grant Funding**
 - The District should pursue future grant funding opportunities through Federal and State grant programs (2024, 2025+)

External Affairs Action Plan



- **Messaging**
 - Messaging on conservation is very thorough; increase and blend in messaging about costs, water scarcity and infrastructure to all audiences (2024 and 2025+)
- **Rebates**
 - Research potential new rebate items for inclusion in the program (2024 and 2025+)
- **Grants for Turf Replacement**
 - Pursue grant from Bureau of Reclamation for 50% matching grant for turf replacement conservation programs (2024)
- **Water Bond**
 - Obtain update from California Advocates and Dennis Albani about potential November 2024 Water Bond and communicate to Board. If on the ballot, develop communications plan to provide information, not advocacy, about the Bond. (2024)

External Affairs Action Plan



- **Water Forum**
 - The Forum Partners are not pursuing a large, singular event. Rather, the Partners are interested in multiple smaller, targeted events throughout the year. (2025+)
 - The District should determine its future role within the Partner group given its past leadership role. (2024 – Q2)
 - Funds contributed by 2020 Water Forum sponsors remain in District accounts. The use or return of the funds should be determined as soon as possible (2024 – Q1/Q2)
- **Outreach Calendar**
 - Staff has been developing a 12-month outreach calendar. Once completed, it should be updated regularly and shared with the Board (2024 - Q1, 2025+)
- **Water System Tours**
 - The District should participate in a February tour for legislators in conjunction with the Water, Parks and Wildlife Committee (2024)
 - The District should plan and conduct tours periodically during the year for local elected officials and community leaders (2024, 2025+)

AGENDA ACTION ITEM NO. 3

ADOPT RESOLUTION NO. 02-2024-829 MODIFYING THE ADMINISTRATIVE CODE

RECOMMENDED ACTION: Adopt Resolution No. 02-2024-829.

BACKGROUND: The modifications to the Administrative Code were approved at the January Board meeting. The resolution is required to amend the code.

PRIOR BOARD ACTION: N/A

BUDGET IMPACT: Changes to the Administrative Code were already approved.

RESOLUTION NO. 02-2024-829

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
AMENDING DISTRICT ADMINISTRATIVE CODE**

WHEREAS, the Board of Directors of the San Gabriel Valley Municipal Water District ("District") adopted the District's Administrative Code ("Code") by Resolution No. 12-96-510 to govern the District's operations; and

WHEREAS, the Board of Directors reviews and updates the Code from time to time to ensure the Code reflects current law and regulations and the current policies of the Board of Directors; and

WHEREAS, District staff and general counsel have brought to the Board of Directors' attention the need to: (i) amend subdivision (c) of Section 2-2.501 in Title 2, Chapter 2, Article 5 of the Code with respect to compensable events for District directors; (ii) amend various provisions of Title 2, Chapter 4, Articles 2, 3 and 4 of the Code to update various personnel policies of the District; and (iii) add Section 2-3.323 in Title 2, Chapter 4, Article 3 of the Code to set forth the District's telecommuting policy; and

WHEREAS, the Board of Directors approved the concept of such changes at its January 8, 2024 meeting and directed the District's legal counsel to prepare this resolution and the attached amendments to implement those changes, as reflected in the proposed redlined changes attached hereto as Exhibits A, B and C, respectively; and

WHEREAS, the Board of Directors has reviewed those proposed revisions and agrees that such changes to the Code are necessary and appropriate,

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT that the proposed amendments to: (i) subdivision (c) of Section 2-2.501 in Title 2, Chapter 2, Article 5 of the Code, as set forth on Exhibit A hereto; (ii) various provisions of Title 2, Chapter 4, Articles 2, 3 and 4 of the Code, as set forth on Exhibit B hereto; and (iii) add Section 2-3.323 in Title 2, Chapter 4, Article 3 of the Code, as set forth on Exhibit C hereto, which are all fully incorporated herein by this reference, are hereby approved and District staff and legal counsel are directed to incorporate such revisions into the Code.

PASSED, APPROVED AND ADOPTED this 12th day of February, 2024.

President

ATTEST:

Secretary

EXHIBIT 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)^{2,3} 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, including, but not limited to, 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

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

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

³ Sec. 2-2.501(c) amended by Res. 2-2024- ___ on Feb. 12, 2024.

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 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.

EXHIBIT B

TITLE 2. ADMINISTRATION

CHAPTER 2. BOARD OF DIRECTORS

ARTICLE 2. APPOINTMENT

2-4.201⁴ 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.

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.

2-4.204⁵ 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

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

⁵ Sec. 2-4.204(a) and (c) amended by Res. 2-2024- ___ on Feb. 12, 2024.

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.

2-4.302⁶ 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.

2-4.303⁷ VACATION

- (a)⁸ 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

⁶ Section. 2-4.301 and .302 amended by Res. 2-2024- ___ on Feb. 12, 2024.

⁷ Sec. 2-4.303 amended by Res. 5-97-516, Section 3, on May 12, 1997.

⁸ Sec. 2-4.303(a) & (b) amended by Res. 7-2016-732 on July 18, 2016.

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 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.⁹

- (d) The General Manager shall approve the vacation schedule with such changes as are necessary to avoid disruption of the work schedule.

⁹ Sec. 2-4.303(c) added by Res. 1-2021-779, on Jan. 11, 2021.

(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.

(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^{10, 11, 12} 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.¹³

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

¹⁰ Sec. 2-4.304 amended by Res. 5-98-532 on May 26, 1998.

¹¹ Sec. 2-4.304(a) & (b) amended by Res. 7-2016-732 on July 18, 2016.

¹² Sec. 2-4.304(a) & (b) amended by Res. 2-2024- ___ on Feb. 12, 2024.

¹³ Sec. 2-4.304(a) amended by Res. 2-2020-766 on Feb. 10, 2020

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, 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.

2-4.306¹⁴ **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.

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

(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.¹⁵

(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 \$4,000.00¹⁶ per family per 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)¹⁷ 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.

2-4.307¹⁸

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

¹⁵ Sec. 2-4.306(a) and (b) amended by Res. 7-2022-807 on July 11, 2022.

¹⁶Sec. 2-4.306(c) amended by Res. 7-2022-807 on July 11, 2022.

¹⁷ Sec. 2-4.306(d) amended by Res. 7-2016-732 on July 18, 2016.

¹⁸ Sec. 2-4.307 amended by Res. 5-2005-625 on May 23, 2005.

vision care to a combined maximum of \$3,000.00¹⁹ 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 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

¹⁹Sec. 2-4,307 amended by Res. 7-2022-807 on July 11, 2022.

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.

2-4.308A²⁰ **HEARING**

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

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.

2-4.310²¹ **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 unpaid 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. The District will not retaliate against an employee for the employee's use of such bereavement leave.

²⁰ Sec. 2-4.308A added by Res. 4-2000-561 on May 8, 2000.

²¹ Sec. 2-4.310 amended by Res. 2-2024- ___ on Feb. 12, 2024.

2-4.310.1²² **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

²² Sections 2-4.310.1 through 2-4.310.7 added by Res. 2-2024- ____ on Feb. 12, 2024.

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.

2-4.310.6 **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.

2-4.310.7 **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.

2-4.311²³ **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.

²³ Sec. 2-4.311 amended by Reso. 7-2003-602 on Jul 14, 2003.

2-4.312²⁴ **LIFE INSURANCE**

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

2-4.313²⁵ **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.

2-4.314²⁶ **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.

2-4.315²⁷ **EXPENSE REIMBURSEMENT: MEALS**

²⁴ Sec. 2-4.312 amended by Reso. 6-2006-636 on Jun 26, 2006.

²⁵ Sec. 2-4.313 amended by Reso. 6-2006-636 on Jun 26, 2006.

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

²⁷ Sec. 2-4.315 amended by Res. 6-2006-636 on Jun 26, 2006.

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.

2-4.316²⁸

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

2-4.317²⁹

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

²⁸ Sec. 2-4.316 amended by Res. 6-2006-636 on Jun 26, 2006.

²⁹ Sec. 2-4.317 amended by Res. 6-2006-636 on Jun 26, 2006.

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.

2-4.319³⁰ **PAYROLL DEDUCTIONS**

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

2-4.320³¹ **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.

2-4.321³² **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

2-4.322³³ **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

³⁰ Sec. 3-4.219 amended by Res. 5-98-532 on May 26, 1998.

³¹ Sec. 3-4.320 amended by Res. 6-2010-669 on Jun 14, 2010.

³² Sec. 2-4.321 added by Res. 7-2011-681 on Jul 18, 2011.

³³ Sec. 2-4.322 added by Res. 7-2011-681 on Jul 18, 2011.

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.

2-4.323³⁴ **TELECOMMUTING POLICY [see Exhibit C]**

³⁴ Sec. 2-4.323 added by Res. 2-2024-___ on Feb. 12, 2024.

ARTICLE 4. CONDITIONS OF EMPLOYMENT

2-4.401³⁵ 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.

2-4.403³⁶ PROGRESSIVE DISCIPLINE

- (a) Employees, including regular full-time employees, serve at-will. Employees may be disciplined for cause in accordance with this Article 4.

³⁵ Sec. 2-4.401 amended by Res. 2-2024- ___ on Feb. 12, 2024.

³⁶ Sec. 2-4.403 amended by Res. 7-2016-732 on July 18, 2016.

- (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.

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.

2-4.405³⁷ **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

³⁷ Sections 2-4.405 through 2-4.409 amended by Res. 7-2016-732 on July 18, 2016.

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.

- (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.

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.
- (b) 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.

2-4.410³⁸

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 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.

³⁸ Sec. 2-4.410 added by Res. No. 2-97-512, Section 2, on Feb 10, 1997.

EXHIBIT C

2-4.323³⁹ TELECOMMUTING POLICY

- (a) 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 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

³⁹ Sec. 2-4-.323 added by Res. No. 2-2024-____, on Feb. 12, 2024.

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.

- (b) 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.
- (c) 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).
- (d) 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.

(e) Procedures.

- (i) 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.
- (ii) 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.

- (f) 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.

(g) Expenses and Tax.

(i) 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.

(ii) 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.

- (h) 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.
- (i) 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.

AGENDA ACTION ITEM NO. 4

ADOPT RESOLUTION NO. 02-2024-830 FOR USBR GRANT APPLICATION

RECOMMENDED ACTION: Adopt Resolution No. 02-2024-830.

BACKGROUND: The District is applying for a USBR grant to fund a turf rebate program. The grant application requires a board resolution.

BUDGET IMPACT: N/A

PRIOR BOARD ACTION: N/A

RESOLUTION NO. 2-2024-830

A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION REGARDING THE SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT'S TURF AND IRRIGATION WATER EFFICIENCY PROGRAM

WHEREAS the San Gabriel Valley Municipal Water District (District) proposes to implement the San Gabriel Valley Municipal Water District Turf and Irrigation Water Efficiency Program (Program),

WHEREAS, the District has the legal authority and is authorized to enter into a funding agreement with the United States Bureau of Reclamation relating to the Program; and

WHEREAS the District intends to apply for grant funding from the United States Bureau of Reclamation for the Program,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT AS FOLLOWS:

1. That pursuant and subject to all the terms and provisions of the Budget Act of 2021 (Stats. 2021, Ch. 240, § 80) as amended (Stats. 2022, Ch. 44, § 25), the District's General Manager (the "Authorized Representative") or designee is hereby authorized and directed to prepare and file an application for funding with the Bureau of Reclamation relating to the Program and take such other actions necessary or appropriate to obtain such grant funding.
2. The Authorized Representative, or designee is hereby authorized and directed to execute the funding agreement with the Bureau of Reclamation and any amendments thereto.
3. The Authorized Representative, or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

PASSED, APPROVED AND ADOPTED this 12th day of February, 2024.

President

ATTEST:

Secretary

CERTIFICATION, I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors at its regular meeting held on February 12, 2024, motion passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Secretary

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

Cc: Darin Kasamoto, General Manager

From: Evelyn Reyes, External Affairs Manager

Date: February 7, 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	7	3	3	0	0	0	0	0
FY 23/24 Total	17	30	42	0	8	0	0	6

Irrigation Direct Install Program:

Assessed Properties	43
Waiting Install	2
Total Installed	37
Avg. cost per property	\$2,071.19

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.

Bureau of Reclamation Water Efficiency Grant: Hazen and Sawyer is currently working on a grant application for the District to apply for funding for a turf replacement program and additional funding for the current direct install irrigation program. The grant application is due on February 23, 2024.

City of Alhambra Lunar New Year Event: The District will have a booth at the annual Lunar New Year Festival in Alhambra on Sunday, February 18 from 9:00 am to 5:00 pm on Main Street.

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

WEDNESDAY, JANUARY 17, 2024 AT 12:00 P.M.

Zoom Link:

<https://us06web.zoom.us/join/zoom/register/tZAtdOmhzqwsCdOz7QA2JiD9-UbHBNQvCbak>

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 OFFICERS

CHAIRPERSON

- (a) Chairman
- (b) Vice-Chairman
- (c) Treasurer
- (d) Secretary

VIII. APPOINTMENT OF COMMITTEE MEMBERS

CHAIRPERSON

- (a) Administrative/Finance Committee
- (b) Legislative/Public Information Committee
- (c) Special Legislative Ad Hoc Committee

IX. CONSENT CALENDAR

CHAIRPERSON

(Consent items may all be approved by single motion) [enc]

- (a) Minutes for 12/20/23 Regular Board Meeting
- (b) Minutes for 1/8/24 Legislative/Public Information Committee Meeting
- (c) Minutes for 1/8/24 Administrative/Finance Committee Meeting
- (d) Demands on Administrative Fund
- (e) Demands on Project Fund

X. COMMITTEE REPORTS

(These items may require action)

- (a) Legislative/Public Information Committee Report
- (b) Administrative/Finance Committee Report
 - 1. Discussion/Action Regarding Oliveros Madruga Law Organization Proposed Rate Adjustment [enc]
 - 2. Report on Cash and Investments – 4th Quarter 2023 [enc]

XI. OTHER ACTION/INFORMATION ITEMS

CHAIRPERSON

(These items may require action)

- (a) Adoption of Resolution 24-001 for Authorization to Contract for Service and Establish Accounts with BMO Bank [enc]
- (b) Draft San Gabriel Basin Groundwater Quality Management and Remediation Plan “§406 Plan” for 2024 [available prior to meeting]
 - 1. Open of 30-day Public Comment Period

XII. PROJECT REPORTS

COLBY

- (a) Treatment Plants:
 - 1. Baldwin Park Operable Unit Status
 - 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

XIII. ATTORNEY'S REPORT	PADILLA
XIV. LEGISLATIVE REPORT	MONARES
XV. EXECUTIVE DIRECTOR'S REPORT	SCHOELLERMAN
XVI. FUTURE AGENDA ITEMS	CHAIRPERSON
XVII. INFORMATION ITEMS [enc]	CHAIRPERSON

(a) San Gabriel Basin Water Calendar

XVIII. FUTURE BOARD/COMMITTEE MEETINGS

CHAIRPERSON

- (a) The next Administrative/Finance Committee Meeting was scheduled for Tuesday, February 13, 2024 at 10:00 a.m.
- (b) The next Legislative/Public Information Committee meeting was scheduled for Tuesday, February 13, 2024 at 9:00 a.m.
- (c) The next WQA Board meeting was scheduled for Wednesday, February 21, 2024 at 12:00 p.m.

XIX. CLOSED SESSION

CHAIRPERSON

- (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

XX. RECONVENE OPEN SESSION

CHAIRPERSON

XXI. BOARD MEMBERS' COMMENTS/REPORTS

CHAIRPERSON

XXII. ADJOURNMENT

CHAIRPERSON

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: February 8, 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 improved in the month of January and so far in February.

2. MAIN SAN GABRIEL BASIN UPDATE

As of January 27, the Key Well is at 222.4 feet which is 1.7 feet lower than the reading on of December 29, 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 is in the process of applying for a USBR grant to help fund a turf replacement program. The grant would require a 50% match from the District.

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 the next steps, and they want to look into the use of SGVMWD's existing infrastructure to add flexibility to the project. We have sent all of the 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.

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.

February 8, 2024

Memorandum

To: San Gabriel Valley Municipal Water District Board of Directors

From: Steve Kiggins, Assistant General Manager

Cc: Darin Kasamoto, General Manager

Date: February 8, 2024

Subject: Assistant General Manager's Report

1. January 2024 deliveries: 1,934 AF to SGVMWD cyclic storage. Undelivered 2023 Carryover as of January 31st: 12,466 AF. Table A Allocation CY 2024: 10% / 2,880 AF.
2. Total deliveries to cyclic storage CY 2024: 1,934 AF. Cyclic storage balance as of December 31, 2023: 5,492.86 AF. Amount of water banked on behalf of Dudley Ridge Water District: 14,209 AF.
3. February 2024 delivery forecast: A ~50 CFS delivery at San Dimas Wash will resume as LACPW spreading grounds capacity allows.
4. January Hydro Power Production: 469.7 MWh / \$27,649.95.
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 progressing at ~10 joints per day. At the current pace, bonding work should be completed at the end of March.
 - B. DCAP PIPELINE HYDRAULIC MODEL DEVELOPMENT AND TRANSIENT WAVE ANALYSIS: Civiltec has performed the transient wave analysis for Schedule I and has shared the data with PICA to update the Failure Risk Analysis and Repair Prioritization Report.
 - 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. 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 with SoCal SCADA Solutions for SCADA Host #2 operating system rebuild and installation of a Network Attached Storage (NAS) device for HOST 1 & 2 server backups
- B. Attended San Gabriel River Water Committee meeting (Zoom)
- C. On-site for Civiltec Generator Replacement Project site surveys
- D. SGVMWD Strategic Planning meeting
- E. Attended Groundwater Replenishment Coordinating Group meeting (Teams)
- F. Attended Public Water Agencies Group quarterly meeting
- G. Attended California AGWT-AGWA Groundwater Conference
- H. Validation/Bonding Project job site meetings with T.E. Roberts
- I. Weekly Continuity Bonding Project update meetings with T.E. Roberts and Civiltec (Teams)
- J. Weekly DWR / SWC Operations Update meetings (Teams)