

# ROWLAND WATER DISTRICT

3021 South Fullerton Road  
Rowland Heights, CA 91748  
(562) 697-1726

## RWD BOARD VISION



### Our Mission:

*"Bound by our core values -- Accountability, Communication and Teamwork -- we are committed to providing the highest level of service to our customers --*

**DEDICATED-RELIABLE-OUTSTANDING-PROFESSIONAL SERVICE"**

**Board of Directors Regular Meeting**  
**September 15, 2015**  
**6:00 p.m.**



## **AGENDA**

Adjourned Regular Meeting of the Board of Directors  
September 15, 2015  
6:00 PM

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### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL OF DIRECTORS**

Szu Pei Lu-Yang, President  
Robert W. Lewis, Vice President  
Anthony J. Lima  
John Bellah  
Teresa P. Rios

### **ADDITION(S) TO THE AGENDA**

#### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

*Any member of the public wishing to address the Board of Directors regarding items not on the Agenda within the subject matter jurisdiction of the Board should do so at this time. With respect to items on the agenda, the Board will receive public comments at the time the item is opened for discussion, prior to any vote or other Board action. A three-minute time limit on remarks is requested.*

*Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Rose Perea, Secretary to the Board at (562) 697-1726, or writing to Rowland Water District, at P.O. Box 8460, Rowland Heights, CA 91748. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included, so that District staff may discuss appropriate arrangements. Anyone requesting a disability-related accommodation should make the request with adequate time prior to the meeting in order for the District to provide the requested accommodation.*

*Any member of the public wishing to participate in the meeting, who requires a translator to understand or communicate in English, should arrange to bring a translator with them to the meeting.*

*Materials related to an item on this Agenda submitted after distribution of the Agenda packet are available for public review at the District office, located at 3021 S. Fullerton Road, Rowland Heights, CA 91748.*

## **Tab 1 CONSENT CALENDAR**

*All items under the Consent Calendar are considered to be routine matters, status reports, or documents covering previous Board instruction. The items listed on the Consent Calendar will be enacted by one motion, unless separate discussion is requested.*

- 1.1 Approval of the Minutes of Regular Board Meeting held on August 11, 2015**  
*Recommendation: The Board of Directors approve the Minutes as presented.*
- 1.2 Approval of the Minutes of Special Board Meeting held on August 25, 2015**  
*Recommendation: The Board of Directors approve the Minutes as presented.*
- 1.3 Demands on General Fund Account for July 2015**  
*Recommendation: The Board of Directors approve the demands on the general fund account as presented.*
- 1.4 Investment Report for July 2015**  
*Recommendation: The Board of Directors approve the Investment Report as presented.*
- 1.5 Water Purchases for July 2015**  
*For information purposes only.*

**Next Special Board Meeting:** September 29, 2015, 5:00 p.m.  
**Next Regular Board Meeting:** October 13, 2015, 6:00 p.m.

## **Tab 2 ACTION ITEMS**

*This portion of the Agenda is for items where staff presentations and Board discussions are needed prior to formal Board action.*

- 2.1 Review and Approve Directors' Meeting Reimbursements for August 2015**  
*Recommendation: The Board of Directors approve the Meeting Reimbursements as presented.*
- 2.2 Consider Sponsorship of the Youth Science Center at Wedgeworth Elementary in the amount of \$2,500.00**  
*Recommendation: The Board of Directors approve the sponsorship in the amount of \$2,500.00*
- 2.3 Review and Approve Changes to Rowland Water District Personnel Rules and Regulations**  
*Recommendation: The Board of Directors approve the changes to the Personnel Rules and Regulations.*  
*Intentionally left blank.*

- 2.4 Review and Approve Resolution No. 9-2015 Amending the Policies, Rules and Regulations Applicable to District Employees**  
*Recommendation: The Board of Directors approve the Resolution as presented.*
- 2.5 Review and Approve Resolution No. 9.1-2015 Modifying Employee Health Benefits for Employees Hired on or After July 1, 2009**  
*Recommendation: The Board of Directors approve the Resolution as presented.*
- 2.6 Review and Approve Resolution No. 9.2-2015 Establishing Policy for Use of District Provided Cell Phones**  
*Recommendation: The Board of Directors approve the Resolution as presented.*
- 2.7 Review and Approve Resolution No. 9.3-2015 Requesting Appointment in Lieu of Election for the Office of Member, Board of Directors, Divisions 1 and 2**  
*Recommendation: The Board of Directors approve the Resolution as presented.*
- 2.8 Review and Approve Revisions to the Following District Policies:**
- **Revised Policy Regarding Harassment**
  - **Social Media Policy**
  - **Drug Free Workplace Policy**
- Recommendation: The Board of Directors approve the Policies as revised.*
- 2.9 Review and Approve Memorandum of Understanding Between Rowland Water District and the The Learning Centers at the Fairplex (TLCF)**  
*Recommendation: The Board of Directors approve the MOU as presented.*
- 2.10 Public Relations (Rose Perea)**
- **Communications Outreach (CV Strategies)**
  - **Education Update**
- For information purposes only.*
- 2.11 Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)**
- Three Valleys Municipal Water District, Water Resources Update, September 30, 2015, 9:30 a.m., 1021 E. Miramar Ave., Claremont, CA
  - ACWA 2015 Fall Conference, December 1-4, 2015, Indian Wells, CA

**Tab 3 LEGISLATIVE INFORMATION**

- 3.1 Updates on Legislative Issues**  
*Intentionally left blank.*

**Tab 4 REVIEW OF CORRESPONDENCE**

- **Letter from State Water Resources Control Board**

**Tab 5 COMMITTEE REPORTS**

- 5.1 Three Valleys Municipal Water District** (Directors Lu-Yang/Lima)
- Agenda Regular Board Meeting: Meeting Cancelled in August 2015
  - Action Line Regular Board: Meeting Cancelled in August 2015
- Intentionally left blank.*

*There are no tabs for the remainder of the meeting.*

- 5.2 Joint Powers Insurance Authority** (Director Lewis/Mr. Coleman)
- 5.3 Association of California Water Agencies** (Directors Lewis/Bellah)
- 5.4 Puente Basin Water Agency** (Directors Lima/Lewis)
- 5.5 Project Ad-Hoc Committee** (Directors Lima/Lu-Yang)
- 5.6 Regional Chamber of Commerce-Government Affairs Committee**  
(Directors Lewis/Bellah)
- 5.7 PWR Joint Water Line Commission** (Directors Lima/Rios)
- 5.8 Sheriff's Community Advisory Council** (Directors Lu-Yang/Rios)

**Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

- 6.1 Finance Report** (Mr. Henry)
- 6.2 Operations Report** (Mr. Warren)
- 6.3 Personnel Report** (Mr. Coleman)

**Tab 7 ATTORNEY'S REPORT** (Mr. Joseph Byrne)

**Directors' and General Manager's Comments**

**Future Agenda Items**

**Late Business**

*No action shall be taken on any items not appearing on the posted agenda, except upon a determination by a majority of the Board that an emergency situation exists, or that the need to take action arose after the posting of the agenda.*

**ADJOURNMENT**

President SZU PEI LU-YANG, Presiding

# **Tab**

## **1.1**



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
August 11, 2015 - 6:00 p.m.  
Location: District Office

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

President Szu Pei Lu-Yang  
Vice President Robert W. Lewis  
Director Anthony J. Lima  
Director John Bellah

**ABSENT:**

Director Teresa P. Rios

**OTHERS PRESENT:**

Joseph Byrne, Legal Counsel, Best Best & Krieger  
Alex Altman, CV Strategies  
Dan Horan, Three Valleys Municipal Water District  
Joe Ruzicka, Three Valleys Municipal Water District  
David and Teri Malkin, Residents  
Robert Noonan, Director, Orchard Dale Water District  
Joseph Velasco, Director, Orchard Dale Water District

**ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager  
Rose Perea, Director of Administrative Services  
Sean Henry, Finance Officer  
Dave Warren, Director of Operations

**ADDITION(S) TO THE AGENDA**

None.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

**Tab 1 - CONSENT CALENDAR**

Upon motion by Director Lima, seconded by Director Lewis, the Consent Calendar was approved by a 4-0 vote; Director Rios being absent.

Ayes: Directors Lu-Yang, Bellah, Lima, and Lewis  
Noes: None  
Abstain: None  
Absent: Director Rios

**The approval of the Consent Calendar included:**

**1.1**

**Approval of the Minutes of Regular Board Meeting Held on July 14, 2015**

**1.2**

**Approval of the Minutes of Special Board Meeting Held on July 28, 2015**

**1.3**

**Demands on General Fund Account for June 2015**

**1.4**

**Investment Report for June 2015**

**1.5**

**Water Purchases for June 2015**

Next Special Board Meeting August 25, 2015, 5:00 p.m.  
Next Regular Board Meeting September 15, 2015, 6:00 p.m.

**Tab 2 - ACTION ITEMS**

**2.1**

**Approve Directors' Meeting Reimbursements for July 2015**

Upon motion by Director Lewis, seconded by Director Lima, the Directors' Meeting Reimbursement Report was approved by a 4-0 vote; Director Rios being absent.

Ayes: Directors Lu-Yang, Bellah, Lima, and Lewis  
Noes: None  
Abstain: None  
Absent: Director Rios

**2.2**

**Approve Change of Date of Board of Directors Meeting from September 8, 2015 to September 15, 2015**

After discussion, a motion was made by Director Lewis, seconded by Director Lima, to change the date of the next regular Board meeting from September 8, 2015, to September 15, 2015. The motion was approved by a 4-0 vote; Director Rios being absent.

Ayes: Directors Lu-Yang, Bellah, Lima, and Lewis  
Noes: None  
Abstain: None  
Absent: Director Rios



### 2.3

#### **Approve District Sponsorship of *Buckboard Days Parade* in the Amount of \$500.00**

After discussion, a motion was made by Director Lima, seconded by Director Lewis, to sponsor the Buckboard Days Parade in the amount of \$500.00. The motion was approved by a 4-0 vote; Director Rios being absent.

Ayes: Directors Lu-Yang, Bellah, Lima, and Lewis  
Noes: None  
Abstain: None  
Absent: Director Rios

### 2.4

#### **Approve/Decline Claim for Damages Submitted by Brenda Lum on behalf of B888, Inc. in the Amount of \$250.00**

After a brief discussion and a description of the claim filed against the District by Brenda Lum on behalf of B888, Inc., it was staff's recommendation that the Board deny the claim. A motion was made by Director Lewis, seconded by Director Lima, to deny the claim for damages filed by Brenda Lum. Staff was instructed to forward the appropriate Notice of Rejection of Claim to Brenda Lum with a copy to the District insurance carrier, ACWA/JPIA. The motion was approved by a 4-0 vote; Director Rios being absent.

Ayes: Directors Lu-Yang, Bellah, Lima, and Lewis  
Noes: None  
Abstain: None  
Absent: Director Rios

### 2.5

#### **Review and Approve Resolution No. 8-2015 Supporting the Nomination of Kathleen J. Tieg as the ACWA President for the 2015-2016 Term**

Upon staff's recommendation and after Board discussion, a motion was made by Director Lewis, seconded by Director Bellah, to approve Resolution No. 8-2015. The Resolution was approved upon the following roll call vote:

Ayes: Directors Lima, Lu-Yang, Lewis, and Bellah  
Noes: None  
Abstain: None  
Absent: Director Rios

Motion was passed by a vote of 4-1.

**2.6**

**Authorize General Manager to Vote for the Slate Recommended by the Region 8 Nominating Committee for Region 8 Board, 2016-17 Term**

Upon staff’s recommendation and after Board discussion, a motion was made by Director Lima, seconded by Director Lewis, to authorize the General Manager to vote for the slate recommended by the Region 8 Nominating Committee for the Region 8 Board, 2016-17 term.

The motion was approved by a 4-0 vote; Director Rios being absent.

Ayes:	Directors Lu-Yang, Bellah, Lima, and Lewis
Noes:	None
Abstain:	None
Absent:	Director Rios

**2.7**

**Review White Nelson Diehl Evans LLP Planning Communication Letter for the Audits of the Rowland Water District**

This item was provided for information purposes only.

**2.8**

**Public Relations (Rose Perea)**

Mrs. Perea advised that the “Rowland Heights Night Out” event, sponsored by the Walnut/Diamond Bar Sheriff’s Station, Supervisor Don Knabe’s Office, Los Angeles County Department of Parks and Recreation and Target will be held on Saturday, August 15, 2015, from 4:00-6:00 p.m. The District will have a booth at the event and provide information on the Drought as well as conservation material. General Manager, Tom Coleman, advised the Board that the District had ordered 50 “Drought” yard signs which will be placed in medians throughout the District encouraging customers to limit outdoor watering and also that the District had purchased a message board which will be moved throughout the District and contain drought/conservation messaging.

**Communications Outreach (CV Strategies)**

Alex Altman, CV Strategies, distributed a final draft of the updated Strategic Plan document to members of the Board and advised that a press release will be distributed the week of August 17. An outreach letter has been distributed to the top one hundred water users in the District encouraging them to assess their outdoor watering to see where improvements can be made and offering to assist them with conservation ideas. CV Strategies is finalizing the customized consumption letter which will go out to all customers providing them with their 2013 water usage so that they can compare it to their 2015 usage. They are assisting with the t-shirt, banners and signage for the Buckboard Days Parade in October and will distribute a press release in September.

**Education Update**

For information purposes.

## 2.9

### **Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)**

- **CUEMA Leadership Summit, September 9-11, 2015, San Diego, CA**

After discussion, a motion was made by Director Lewis, seconded by Director Lima, approving attendance at the CUEMA Conference on September 9-11, 2015, in San Diego, CA, by Directors Lu-Yang, Lima, Lewis and Bellah.

The motion was approved by a 4-0 vote; Director Rios being absent.

Ayes: Directors Lu-Yang, Lewis, Lima and Bellah  
Noes: None  
Abstain: None  
Absent: Director Rios

### **Tab 3 LEGISLATIVE INFORMATION**

#### **3.1**

#### **Updates on Legislative Issues**

None.

### **Tab 4 REVIEW OF CORRESPONDENCE**

None.

### **Tab 5 COMMITTEE REPORTS**

#### **5.1**

#### **Three Valleys Municipal Water District**

Nothing to report.

#### **5.2**

#### **Joint Powers Insurance Authority**

Nothing to report.

#### **5.3**

#### **Association of California Water Agencies**

Director Lewis advised that a regulatory briefing will be held on October 14, 2015, at the Ontario Doubletree Hotel.

#### **5.4**

#### **Puente Basin Water Agency**

Director Lewis reported on the meeting held on August 6, 2015, and advised that an update was provided in connection with the Cal Domestic Pressure Reducing Station and that an anticipated completion date of February 2016 was given. Proposition 84, Round 3A, was discussed and as a part of the State's drought response in January 2014, the Governor and legislature directed the Department of Water Resources to expedite the award of \$200 million of the \$472.5 million in available IRWM funding to assist water suppliers and regions in implementing conservation measures. A Federal Funding update was provided as well as an update on the Puente Valley Operable Unit (PVOU) project.

## **5.5**

### **Project Ad-Hoc Committee**

Nothing to report.

## **5.6**

### **Regional Chamber of Commerce**

Nothing to report.

## **5.7**

### **PWR Joint Water Line Commission**

Director Lima reported that the next meeting will be held in October, 2015

## **5.8**

### **Sheriff's Community Advisory Council**

Nothing to report.

## **Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

### **6.1**

#### **Finance Report**

Sean Henry, Finance Officer, presented slides showing the revenue impact of reduced demand based on the twenty percent (20%) reduction and noted the increase in District reserves.

### **6.2**

#### **Personnel Report**

Nothing to report.

### **6.3**

#### **Operations Report**

Director of Operations, Dave Warren, provided a presentation on the water supply allocation and noted on the drought allocation chart that the District had a seventeen percent (17%) reduction in water use in June and an estimated reduction in July of nineteen percent (19%). The amended permit on the Whittier Booster Station has been filed and the District is awaiting approval. He also presented pictures on the recoating of Reservoirs 13 and 16.

## **Tab 7 ATTORNEY'S REPORT**

Legal counsel, Joseph Byrne, reported that State contractors had filed a complaint for illegal diversion against Delta diverters and that Delta Curtailment notices re Pre-1914 rights had been circulated.

### **Directors' and General Manager's Comments**

General Manager, Tom Coleman, advised the Board that he had engaged in research for alternative uses of recycled water as directed, and advised that the Sanitation Districts would have to permit the use of the recycled water and they are not in favor of such an undertaking. They feel that the amount of recycled water to be distributed at so-called "filling stations" would be minimal and that the risk far outweighs the benefit.

Mr. Coleman reported that Directors Lima and Rios have no challengers in the 2015 Election and will be appointed to an additional four-year term.

Mr. Coleman also provided information contained in a Memorandum prepared by MWD on the “Gold King Mine Spill” in connection with the August 5, 2015 accidental release of contaminated mine drainage in southwestern Colorado. MWD does not anticipate any adverse water quality issues for the District or its member public agencies as a result of the spill.

President Lu-Yang advised that Supervisor Don Knabe has approved her appointment to the Los Angeles County Assessment Appeals Board.

**Future Agenda Items**

None.

**Late Business**

None.

A motion was made by Director Lima, seconded by Director Bellah, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:11 p.m.

\_\_\_\_\_  
SZU PEI LU-YANG  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary

**Tab**

**1.2**



Minutes of the Special Meeting of  
the Board of Directors of the Rowland Water District

August 25, 2015 – 5:00 p.m.  
Location: District Office

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

President Szu Pei Lu-Yang  
Vice President John Bellah  
Director Anthony J. Lima  
Director Robert W. Lewis  
Director Teresa P. Rios

**ABSENT:**

None.

**OTHERS PRESENT:**

Joseph Ortiz, Best Best & Krieger, Legal Counsel

**ROWLAND WATER DISTRICT STAFF:**

Tom Coleman, General Manager  
Rose Perea, Director of Administrative Services

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**COMMENTS:**

None.

**Tab 1 ACTION ITEMS**

**1.1**

**Personnel Rules and Regulations Update Workshop.** Review “Draft” changes and updates made to Personnel Rules and Regulations.

Legal counsel, Joseph Ortiz, reviewed the revisions made to the District Personnel Rules and Regulations and answered specific questions posed by members of the Board. He also discussed the Resolutions and Policies which were updated to reflect the changes made to the Rules and Regulations.

It was the consensus of the Board to present the final draft of the Personnel Rules and Regulations and the Resolutions and Policies for approval at the September 15, 2015 Regular Board meeting.

**Directors’ and General Manager’s Comments**

**Future Agenda Items**

- **ACWA Conference, December 1-4, 2015, Indian Wells, CA**

**Late Business**

None

***Next Regular Board Meeting***

***September 15, 2015, 6:00 p.m.***

A motion was made by Director Lima, seconded by Director Lewis, and unanimously carried to adjourn the meeting. The meeting was adjourned at 6:31 p.m.

\_\_\_\_\_  
SZU PEI LU-YANG  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary



**Tab**

**1.3**

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
<b>19908</b>						
07/15	07/01/2015	19908	62529	AZTECA SYSTEMS INC	CITYWORKS ANNUAL UPDATE & SOFTWARE SUP	8,250.00
Total 19908:						8,250.00
<b>19909</b>						
07/15	07/01/2015	19909	402	BOOMERANG BLUEPRINT	SCAN SET-UP & EMAIL COPIES	30.14
Total 19909:						30.14
<b>19910</b>						
07/15	07/01/2015	19910	1079	CA-NV SECTION AWWA	CROSS CONNECTION RENEWAL-DAVE WARREN	80.00
Total 19910:						80.00
<b>19911</b>						
07/15	07/01/2015	19911	62143	CHRISTOPHER M REYNOSO	TOTAL EXPENSES-SCHOOL SPRING 2015	260.50
Total 19911:						260.50
<b>19912</b>						
07/15	07/01/2015	19912	2600	HACH COMPANY	SINGLETTS, PH 4.01 & ASSY PACK CHEMKEY	1,110.22
Total 19912:						1,110.22
<b>19913</b>						
07/15	07/01/2015	19913	379	HIGHROAD INFORMATION TECHNOL	SONICWALL LICENSE	100.00
Total 19913:						100.00
<b>19914</b>						
07/15	07/01/2015	19914	244	INFOSEND INC	BILLING SERVICE	1,707.72
07/15	07/01/2015	19914	244	INFOSEND INC	BILLING SERVICE	1,642.09
Total 19914:						3,349.81
<b>19915</b>						
07/15	07/01/2015	19915	62586	JD PRINTING & MAILING	MAILING SERVICE	681.02
Total 19915:						681.02
<b>19916</b>						
07/15	07/01/2015	19916	3300	LAGERLOF SENEAL ET AL	MAIN BASIN ANALYSIS	90.00
Total 19916:						90.00
<b>19917</b>						
07/15	07/01/2015	19917	62596	NATIONAL METER & AUTOMATION, IN	6" M200 MAG METER (RES 2A P4 & WET WELL P3)	5,371.52
07/15	07/01/2015	19917	62596	NATIONAL METER & AUTOMATION, IN	5/8" x 3/4" M25 METERS (BRASS)	5,641.63
Total 19917:						11,013.15
<b>19918</b>						
07/15	07/01/2015	19918	62448	PARS	GASBY 45 MANAGEMENT FEE	379.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 19918:						379.48
<b>19919</b>						
07/15	07/01/2015	19919	62125	PREMIER ACCESS	EMPLOYEES' DENTAL BENEFITS	2,904.50
07/15	07/01/2015	19919	62125	PREMIER ACCESS	DIRECTORS DENTAL BENEFITS	552.73
07/15	07/01/2015	19919	62125	PREMIER ACCESS	RETIREEES' DENTAL BENEFITS	690.25
Total 19919:						4,147.48
<b>19920</b>						
07/15	07/01/2015	19920	62611	RITA GIACALONE Ph.D.	CONSULTING SERVICES	8,512.52
Total 19920:						8,512.52
<b>19921</b>						
07/15	07/01/2015	19921	62562	RMC WATER AND ENVIRONMENT	POTABLE WATER ON CALL SERVICES	6,929.84
07/15	07/01/2015	19921	62562	RMC WATER AND ENVIRONMENT	RECYCLED WATER ON CALL SERVICES	4,106.00
Total 19921:						11,035.84
<b>19922</b>						
07/15	07/01/2015	19922	62521	TRIPEPI SMITH & ASSOCIATES	MONTHLY WEBSITE SUPPORT & MAINTENANCE	300.00
Total 19922:						300.00
<b>19923</b>						
07/15	07/01/2015	19923	62501	TW TELECOM	INTERNET & DATA	1,460.61
Total 19923:						1,460.61
<b>19924</b>						
07/15	07/01/2015	19924	62565	UNIVAR USA INC.	SUPPLIES FOR RES	797.98
Total 19924:						797.98
<b>19925</b>						
07/15	07/01/2015	19925	3703	VISION COMMUNICATIONS	REPAIR RADIO IN OFFICE	207.50
Total 19925:						207.50
<b>19926</b>						
07/15	07/01/2015	19926	205	WARREN GRAPHICS	BC FOR D MILLER & M ASPEITIA-500 EACH	92.76
Total 19926:						92.76
<b>19946</b>						
07/15	07/13/2015	19946	1000	ACWA/JPIA	EMPLOYEE HEALTH BENEFITS	36,724.28
07/15	07/13/2015	19946	1000	ACWA/JPIA	EMPLOYEE VISION BENEFITS	487.14
07/15	07/13/2015	19946	1000	ACWA/JPIA	EMPLOYEE ASSISTANCE PROGRAM	58.19
07/15	07/13/2015	19946	1000	ACWA/JPIA	DIRECTORS HEALTH BENEFITS	6,945.26
07/15	07/13/2015	19946	1000	ACWA/JPIA	RETIREEES HEALTH BENEFITS	10,474.44
Total 19946:						54,689.31
<b>19947</b>						
07/15	07/13/2015	19947	4600	AIRGAS USA LLC	TANK RENTAL	65.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 19947:						65.43
<b>19948</b>						
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	KITCHEN SWIVEL AERATOR	1,250.00
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	DYE TABLETS	120.00
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	FM EARTH	700.00
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	FREIGHT	274.00
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	HOSE NOZZLE BLUE	690.00
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	HOSE NOZZLE GREEN	690.00
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	MOISTURE METER	1,580.00
07/15	07/13/2015	19948	62528	AM CONSERVATION GROUP INC	FREIGHT	149.00
Total 19948:						5,453.00
<b>19949</b>						
07/15	07/13/2015	19949	62121	ANDREW J ANTUNEZ	TOTAL EXPENSES-BOOT ALLOWANCE	188.19
07/15	07/13/2015	19949	62121	ANDREW J ANTUNEZ	TOTAL EXPENSES-SCHOOL SPRING 2015	188.00
07/15	07/13/2015	19949	62121	ANDREW J ANTUNEZ	TOTAL EXPENSES-ACE CONFERENCE	18.76
Total 19949:						394.95
<b>19950</b>						
07/15	07/13/2015	19950	1165	ANTIMITE TERMITE & PEST	MONTHLY PEST CONTROL SERVICE	105.00
Total 19950:						105.00
<b>19951</b>						
07/15	07/13/2015	19951	62440	BNY MELLON NA	INVESTMENT MANAGEMENT FEES	3,157.17
Total 19951:						3,157.17
<b>19952</b>						
07/15	07/13/2015	19952	62439	CVSTRATEGIES	COMMUNICATION SERVICES	7,933.61
Total 19952:						7,933.61
<b>19953</b>						
07/15	07/13/2015	19953	29	DANIEL WARREN	MILEAGE REIMBURSEMENT	21.28
07/15	07/13/2015	19953	29	DANIEL WARREN	TOTAL EXPENSES-ACE CONFERENCE	32.90
07/15	07/13/2015	19953	29	DANIEL WARREN	TOTAL EXPENSES-LA COUNTY MEETING	12.00
07/15	07/13/2015	19953	29	DANIEL WARREN	TOTAL EXPENSES-BOOT ALLOWANCE	132.75
07/15	07/13/2015	19953	29	DANIEL WARREN	TOTAL EXPENSES-MAIN BREAK MATERIAL	24.39
Total 19953:						223.32
<b>19954</b>						
07/15	07/13/2015	19954	16	DAVE WARREN	TOTAL EXPENSES-GAS	236.56
07/15	07/13/2015	19954	16	DAVE WARREN	TOTAL EXPENSES-ON-BOARDING LUNCH NEW E	27.90
Total 19954:						264.46
<b>19955</b>						
07/15	07/13/2015	19955	32	DAVID A MILLER	MILEAGE REIMBURSEMENT	65.55
07/15	07/13/2015	19955	32	DAVID A MILLER	TOTAL EXPENSES-BOOT ALLOWANCE	400.00
07/15	07/13/2015	19955	32	DAVID A MILLER	TOTAL EXPENSES-BACKFLOW EXAM	180.00
07/15	07/13/2015	19955	32	DAVID A MILLER	TOTAL EXPENSES-DINNER FOR CREW AFTER HR	31.12

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 19955:						676.67
<b>19956</b>						
07/15	07/13/2015	19956	33	DUSTIN T MOISIO	MILEAGE REIMBURSEMENT	92.00
Total 19956:						92.00
<b>19957</b>						
07/15	07/13/2015	19957	62351	ELITE EQUIPMENT INC.	WILDEN DIAPHRAGM PUMP	385.80
Total 19957:						385.80
<b>19958</b>						
07/15	07/13/2015	19958	330	FUEL PRO INC	D/O INSPECTION	170.00
Total 19958:						170.00
<b>19959</b>						
07/15	07/13/2015	19959	24701	GRAINGER	TOOLS & SUPPLIES	406.67
07/15	07/13/2015	19959	24701	GRAINGER	TOOLS & SUPPLIES	42.74
Total 19959:						449.41
<b>19960</b>						
07/15	07/13/2015	19960	2600	HACH COMPANY	ASSY PACK CHEMKEY	667.62
Total 19960:						667.62
<b>19961</b>						
07/15	07/13/2015	19961	2630	HADDICK'S TOWING INC	TOWING CHARGE-FREIGHTLINER	218.75
Total 19961:						218.75
<b>19962</b>						
07/15	07/13/2015	19962	62526	HARRINGTON INDUSTRIAL PLASTICS	TOOLS & SUPPLIES	97.05
07/15	07/13/2015	19962	62526	HARRINGTON INDUSTRIAL PLASTICS	TOOLS & SUPPLIES	41.02
Total 19962:						138.07
<b>19963</b>						
07/15	07/13/2015	19963	62066	JANITORIAL SYSTEMS	MONTHLY JANITORIAL SERVICES	600.00
07/15	07/13/2015	19963	62066	JANITORIAL SYSTEMS	WINDOW CLEANING INSIDE & OUT	300.00
Total 19963:						900.00
<b>19964</b>						
07/15	07/13/2015	19964	62514	KEENOLOGY CORPORATION (dba CIP	ANNUAL SUPPORT-CIPAce Software	19,278.00
Total 19964:						19,278.00
<b>19965</b>						
07/15	07/13/2015	19965	3300	LAGERLOF SENECA ET AL	ATTORNEY FEES-1/17TH	1,117.50
Total 19965:						1,117.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
<b>19966</b>						
07/15	07/13/2015	19966	28	MARCOS ASPEITIA IV	MILEAGE REIMBURSEMENT	25.30
07/15	07/13/2015	19966	28	MARCOS ASPEITIA IV	TOTAL EXPENSES-ACE CONFERENCE	15.00
Total 19966:						40.30
<b>19967</b>						
07/15	07/13/2015	19967	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	1,001.57
07/15	07/13/2015	19967	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	124.63
07/15	07/13/2015	19967	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	79.76
07/15	07/13/2015	19967	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	34.07
07/15	07/13/2015	19967	257	MCMaster-CARR SUPPLY CO	CREDIT MEMO	36.08
Total 19967:						1,203.95
<b>19968</b>						
07/15	07/13/2015	19968	62196	PRAXAIR DISTRIBUTION INC	CARBON DIOXIDE LIQUID BULB	5,876.69
Total 19968:						5,876.69
<b>19969</b>						
07/15	07/13/2015	19969	5100	PUENTE READY MIX INC	CRUSHER BASE	738.34
Total 19969:						738.34
<b>19970</b>						
07/15	07/13/2015	19970	62447	REEB GOVERNMENT RELATIONS LLC	LOBBYIST	1,500.00
Total 19970:						1,500.00
<b>19971</b>						
07/15	07/13/2015	19971	62562	RMC WATER AND ENVIRONMENT	Engineering-Design & Construction Support for the Ch	18,879.00
Total 19971:						18,879.00
<b>19972</b>						
07/15	07/13/2015	19972	62062	ROBERT LEAMY	MILEAGE REIMBURSEMENT	20.70
07/15	07/13/2015	19972	62062	ROBERT LEAMY	TOTAL EXPENSES-HOME & GARDEN EXPO	17.92
07/15	07/13/2015	19972	62062	ROBERT LEAMY	TOTAL EXPENSES-CROSS CONNECTION TEST	135.00
07/15	07/13/2015	19972	62062	ROBERT LEAMY	TOTAL EXPENSES-BOOT ALLOWANCE	294.28
Total 19972:						467.90
<b>19973</b>						
07/15	07/13/2015	19973	62460	RYAN WHITE	MILEAGE REIMBURSEMENT	48.88
07/15	07/13/2015	19973	62460	RYAN WHITE	TOTAL EXPENSES-ACE CONFERENCE	15.00
Total 19973:						63.88
<b>19974</b>						
07/15	07/13/2015	19974	180	SEAN HENRY	MILEAGE REIMBURSEMENT	36.80
Total 19974:						36.80
<b>19975</b>						
07/15	07/13/2015	19975	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	24,201.42
07/15	07/13/2015	19975	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	2,689.05

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 19975:						26,890.47
<b>19976</b>						
07/15	07/13/2015	19976	7100	U S POSTAL SERVICE	FIRST CLASS PRESORT #5030	5.00
Total 19976:						5.00
<b>19977</b>						
07/15	07/13/2015	19977	62537	URBAN FUTURES INC	COMPREHENSIVE FINANICAL POLICY & REPORTI	200.00
Total 19977:						200.00
<b>19978</b>						
07/15	07/13/2015	19978	7700	WALNUT VALLEY WATER DISTRICT	RECLAIMED WATER	1,158.12
Total 19978:						1,158.12
<b>19979</b>						
07/15	07/13/2015	19979	205	WARREN GRAPHICS	CCR POSTCARDS (QUANTITY 14000)	2,008.80
Total 19979:						2,008.80
<b>19980</b>						
07/15	07/14/2015	19980	3375	ANTHONY LIMA	MILEAGE REIMBURSEMENT	59.11
Total 19980:						59.11
<b>19981</b>						
07/15	07/14/2015	19981	62045	SZU-PEI LU-YANG	MILEAGE REIMBURSEMENT	16.91
Total 19981:						16.91
<b>19982</b>						
07/15	07/13/2015	19982	1050	ACWA JOINT POWERS INSURANCE A	WORKERS' COMP QUARTERLY PREMIUM	10,628.00
Total 19982:						10,628.00
<b>19983</b>						
07/15	07/13/2015	19983	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	370.87
07/15	07/13/2015	19983	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	15.94
07/15	07/13/2015	19983	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	1,137.68
Total 19983:						1,524.49
<b>19984</b>						
07/15	07/20/2015	19984	4750	PWR JT WATER LINE COMMISSION	477.9 AC FT-MAY 2015 WATER	429,632.10
07/15	07/20/2015	19984	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	11,348.45
07/15	07/20/2015	19984	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	1,137.31
07/15	07/20/2015	19984	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	2,332.56
Total 19984:						444,450.42
<b>19985</b>						
07/15	07/23/2015	19985	339	S C W U A	RESERVATION (2)	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 19985:						50.00
<b>19986</b>						
07/15	07/23/2015	19986	62622	AKM CONSULTING ENGINEERS	ENGINEERING-WATER QUALITY IMPROVEMENTS	2,145.00
Total 19986:						2,145.00
<b>19987</b>						
07/15	07/23/2015	19987	62432	BDC SPECIAL WASTE SERVICES	RC CONCRETE	150.00
07/15	07/23/2015	19987	62432	BDC SPECIAL WASTE SERVICES	RC CONCRETE	450.00
Total 19987:						600.00
<b>19988</b>						
07/15	07/23/2015	19988	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	7,421.04
07/15	07/23/2015	19988	62597	BEST BEST & KRIEGER	LEGAL FEES-LABOR & EMPLOYMENT	2,001.00
Total 19988:						9,422.04
<b>19989</b>						
07/15	07/23/2015	19989	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	944.50
07/15	07/23/2015	19989	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	1,248.19
07/15	07/23/2015	19989	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	641.84
07/15	07/23/2015	19989	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	249.03
07/15	07/23/2015	19989	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	371.59
07/15	07/23/2015	19989	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	1,872.00
Total 19989:						5,327.15
<b>19990</b>						
07/15	07/23/2015	19990	62071	CALIFORNIA LIVING INC	INTERIOR PLANT MAINTENANCE	430.00
Total 19990:						430.00
<b>19991</b>						
07/15	07/23/2015	19991	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,214.00
Total 19991:						1,214.00
<b>19992</b>						
07/15	07/23/2015	19992	62169	CERTIFIED TRUCK BODIES & EQUIP	AUTO CRANE ISSUES	1,048.30
Total 19992:						1,048.30
<b>19993</b>						
07/15	07/23/2015	19993	6966	CINTAS CORPORATION LOC 693	UNIFORM RENTAL	2,623.77
Total 19993:						2,623.77
<b>19994</b>						
07/15	07/23/2015	19994	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM	38,837.09
Total 19994:						38,837.09
<b>19995</b>						
07/15	07/23/2015	19995	371	CIVILTEC ENGINEERING INC	ENGINEERING-UPDATE STANDARD DRAWINGS	1,055.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 19995:						1,055.00
<b>19996</b>						
07/15	07/23/2015	19996	1900	CLINICAL LAB OF S B	WATER SAMPLES	2,448.75
Total 19996:						2,448.75
<b>19997</b>						
07/15	07/23/2015	19997	1270	CORELOGIC SOLUTIONS LLC	PROPERTY DATA INFO	100.00
Total 19997:						100.00
<b>19998</b>						
07/15	07/23/2015	19998	62553	CSTA	MEMBERSHIP DUES	50.00
Total 19998:						50.00
<b>19999</b>						
07/15	07/23/2015	19999	2125	DANIELS TIRE SERVICE	TIRE TRUCK 17	327.10
Total 19999:						327.10
<b>20000</b>						
07/15	07/23/2015	20000	2253	DUKE'S LANDSCAPING INC	GARDENING SERVICE	2,100.00
Total 20000:						2,100.00
<b>20001</b>						
07/15	07/23/2015	20001	62433	EMPLOYEE RELATIONS INC	BACKGROUND VERIFICATION	114.00
Total 20001:						114.00
<b>20002</b>						
07/15	07/23/2015	20002	2600	HACH COMPANY	TOOLS & SUPPLIES	804.38
Total 20002:						804.38
<b>20003</b>						
07/15	07/23/2015	20003	379	HIGHROAD INFORMATION TECHNOL	MANAGED SERVICES	4,416.67
07/15	07/23/2015	20003	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER	2,557.00
Total 20003:						6,973.67
<b>20004</b>						
07/15	07/23/2015	20004	244	INFOSEND INC	BILLING SERVICE	2,174.69
07/15	07/23/2015	20004	244	INFOSEND INC	BILLING SERVICE	3,142.30
07/15	07/23/2015	20004	244	INFOSEND INC	PROGRAMMING-SELECTIVE MESSAGING CHANG	150.00
Total 20004:						5,466.99
<b>20005</b>						
07/15	07/23/2015	20005	62226	INLAND DESERT SECURITY &	ANSWERING SERVICE	390.00
Total 20005:						390.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
<b>20006</b>						
07/15	07/23/2015	20006	62608	JOHN ROBINSON CONSULTING, INC	Professional Services Permit amendment and OMMP	4,200.00
Total 20006:						4,200.00
<b>20007</b>						
07/15	07/23/2015	20007	62610	LA HABRA HEIGHTS COUNTY WATER	WHEELING CHARGE-LHH	156.50
07/15	07/23/2015	20007	62610	LA HABRA HEIGHTS COUNTY WATER	WATER PURCHASES	11,279.79
Total 20007:						11,436.29
<b>20008</b>						
07/15	07/23/2015	20008	62573	MANAGED MOBILE INC	MAINTENANCE FREIGHTLINER	270.68
Total 20008:						270.68
<b>20009</b>						
07/15	07/23/2015	20009	62078	MCKINNEY CONSTRUCTION CO INC	RAISED VALVE CANS AT VARIOUS LOCATIONS	1,874.34
Total 20009:						1,874.34
<b>20010</b>						
07/15	07/23/2015	20010	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RES	294.22
07/15	07/23/2015	20010	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RES	111.22
07/15	07/23/2015	20010	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RES	311.29
07/15	07/23/2015	20010	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RES	171.90
07/15	07/23/2015	20010	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RES	29.06
Total 20010:						917.69
<b>20011</b>						
07/15	07/23/2015	20011	62476	NETWORKFLEET INC	MONTHLY SERVICE	545.60
Total 20011:						545.60
<b>20012</b>						
07/15	07/23/2015	20012	62619	PLATINUM CONSULTING GROUP	RECONCILE MAR, APR, MAY & REVIEW	765.00
07/15	07/23/2015	20012	62619	PLATINUM CONSULTING GROUP	WRITE UP BANK REC FINDINGS & ISSUES	180.00
07/15	07/23/2015	20012	62619	PLATINUM CONSULTING GROUP	ONSITE TO FIX IN CASELLE	585.00
07/15	07/23/2015	20012	62619	PLATINUM CONSULTING GROUP	ONSITE TO DO COMPLIANCE ASSESSMENT	1,402.50
07/15	07/23/2015	20012	62619	PLATINUM CONSULTING GROUP	WRITE UP OF VISIT & ACTION ITEMS	288.75
Total 20012:						3,221.25
<b>20013</b>						
07/15	07/23/2015	20013	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ATTORNEY FEES	891.84
07/15	07/23/2015	20013	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR CONSULTING FEES FOR PRO	8,720.36
07/15	07/23/2015	20013	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR CONSULTING FEES FOR REGI	9,592.50
07/15	07/23/2015	20013	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR CONSULTING FEES FOR SIX B	12,285.48
07/15	07/23/2015	20013	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR PROFESSIONAL FEES	615.68
07/15	07/23/2015	20013	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR PROFESSIONAL FEES	3,360.00
Total 20013:						35,465.86
<b>20014</b>						
07/15	07/23/2015	20014	62502	S & J SUPPLY COMPANY, INC	TOOLS & SUPPLIES	677.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 20014:						677.54
<b>20015</b>						
07/15	07/23/2015	20015	62249	SECURE SITE SOLUTIONS INC	SYSTEM MAINTENANCE	2,283.00
Total 20015:						2,283.00
<b>20016</b>						
07/15	07/23/2015	20016	62534	SHRED IT USA	SHREDDING SERVICE	122.40
Total 20016:						122.40
<b>20017</b>						
07/15	07/23/2015	20017	58002	SO CALIFORNIA EDISON	VIBRATION, MEG-OHM, PANEL & PUMP TEST FOR	885.00
Total 20017:						885.00
<b>20018</b>						
07/15	07/23/2015	20018	3550	SOUTHERN COUNTIES FUELS	DIESEL CLEAR	1,175.93
07/15	07/23/2015	20018	3550	SOUTHERN COUNTIES FUELS	REGULAR ETHANOL	6,741.55
07/15	07/23/2015	20018	3550	SOUTHERN COUNTIES FUELS	CREDIT	593.13-
Total 20018:						7,324.35
<b>20019</b>						
07/15	07/23/2015	20019	6075	STAPLES CREDIT PLAN	OFFICE SUPPLIES	930.47
Total 20019:						930.47
<b>20020</b>						
07/15	07/23/2015	20020	6300	STATE OF CALIFORNIA-EDD	UNEMPLOYMENT INSURANCE	693.55
Total 20020:						693.55
<b>20021</b>						
07/15	07/23/2015	20021	2180	SWRCB-DWOCF	T2 CERTIFICATION-JONATHAN VASQUEZ	60.00
Total 20021:						60.00
<b>20022</b>						
07/15	07/23/2015	20022	6500	THERMALAIR INC	HVAC SYSTEM CLEANING BACK OFFICE AREA	2,250.00
Total 20022:						2,250.00
<b>20023</b>						
07/15	07/23/2015	20023	62395	TRANSWORLD SYSTEMS INC	COLLECTION FEES	34.16
Total 20023:						34.16
<b>20024</b>						
07/15	07/23/2015	20024	62501	TW TELECOM	INTERNET & DATA	1,460.61
Total 20024:						1,460.61
<b>20025</b>						
07/15	07/23/2015	20025	6950	UNDERGROUND SERVICE ALERT	SERVICE ALERT	234.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 20025:						234.00
<b>20026</b>						
07/15	07/23/2015	20026	62353	VERIZON BUSINESS	PHONE SYSTEM-VOIP/VOICE LINE	898.30
Total 20026:						898.30
<b>20027</b>						
07/15	07/23/2015	20027	205	WARREN GRAPHICS	CCR ORIGAMI FOLD	2,542.32
Total 20027:						2,542.32
<b>20028</b>						
07/15	07/23/2015	20028	62618	WATER REPLENISHMENT DISTRICT	GROUNDWATER PRODUCTION & ASSESSMENT	24,950.80
Total 20028:						24,950.80
<b>20029</b>						
07/15	07/23/2015	20029	62084	WESTIN ENGINEERING INC	ENGINEERING-CMMS IMPLEMENTATION	340.00
Total 20029:						340.00
<b>20030</b>						
07/15	07/23/2015	20030	62568	XCEPTIONAL NETWORKS, INC	MONTHLY AGREEMENT	300.00
Total 20030:						300.00
<b>71515</b>						
07/15	07/15/2015	71515	62558	PUENTE BASIN WATER AGENCY	PM 22/PM 9 CONNECTION	261,429.20
07/15	07/15/2015	71515	62558	PUENTE BASIN WATER AGENCY	TVMWD CONNECTION CAPACITY	1,409.90
07/15	07/15/2015	71515	62558	PUENTE BASIN WATER AGENCY	TVMWD EQUIVALENT SMALL METER	1,665.02
07/15	07/15/2015	71515	62558	PUENTE BASIN WATER AGENCY	TVMWD WATER USE CHARGE	1,360.71
07/15	07/15/2015	71515	62558	PUENTE BASIN WATER AGENCY	MWD CAPACITY CHARGE	9,993.79
07/15	07/15/2015	71515	62558	PUENTE BASIN WATER AGENCY	MWD LRP CREDIT	3,350.00-
07/15	07/15/2015	71515	62558	PUENTE BASIN WATER AGENCY	ADJUSTMENT FOR LA HABRA PRODUCTION (JAN	41,848.45
Total 71515:						314,357.07
<b>72315</b>						
07/15	07/23/2015	72315	1070	AMERICAN EXPRESS	VEHICLE & MISC EXPENSES	302.79
07/15	07/23/2015	72315	1070	AMERICAN EXPRESS	VEHICLE & MISC EXPENSES	299.00
07/15	07/23/2015	72315	1070	AMERICAN EXPRESS	VEHICLE & MISC EXPENSES	178.23
Total 72315:						780.02
Grand Totals:						1,164,609.80

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11505-0	23,419.00	.00	23,419.00
14300-0	5,641.63	.00	5,641.63
222100	3,979.21	1,168,589.01-	1,164,609.80-

GL Account	Debit	Credit	Proof
51210-0	11,279.79	.00	11,279.79
51310-0	732,909.75	3,350.00-	729,559.75
51410-0	24,950.80	.00	24,950.80
51410-1	3,693.27	.00	3,693.27
51410-2	2,547.21	.00	2,547.21
51410-3	1,665.02	.00	1,665.02
51410-5	21,342.24	.00	21,342.24
51510-0	39,995.21	.00	39,995.21
51610-0	156.50	.00	156.50
51910-0	3,975.68	.00	3,975.68
52210-0	6,761.69	.00	6,761.69
52310-0	24,201.42	.00	24,201.42
54209-0	15.94	.00	15.94
54210-0	1,362.73	.00	1,362.73
54212-0	5,371.52	.00	5,371.52
54213-0	2,086.54	.00	2,086.54
54214-0	1,874.34	.00	1,874.34
54216-0	30.14	.00	30.14
54219-0	30,598.34	.00	30,598.34
56210-0	9,251.71	593.13-	8,658.58
56211-0	3,536.65	.00	3,536.65
56214-0	930.47	.00	930.47
56215-0	349.00	.00	349.00
56216-0	778.78	.00	778.78
56217-0	386.53	.00	386.53
56218-0	11,012.04	.00	11,012.04
56218-1	2,009.34	.00	2,009.34
56219-0	3,709.75	.00	3,709.75
56220-0	18,544.89	.00	18,544.89
56221-0	12,484.73	.00	12,484.73
56223-0	944.50	.00	944.50
56311-0	10,628.00	.00	10,628.00
56312-0	39,520.17	.00	39,520.17
56320-0	9,734.52	.00	9,734.52
56411-0	36,724.28	.00	36,724.28
56413-0	2,904.50	.00	2,904.50
56414-0	693.55	.00	693.55
56415-0	487.14	.00	487.14
56417-0	11,164.69	.00	11,164.69
56419-0	58.19	.00	58.19
56421-0	7,497.99	.00	7,497.99
56710-0	1,770.21	.00	1,770.21
56811-0	3,221.25	.00	3,221.25
56812-0	2,678.74	.00	2,678.74
57310-0	3,200.00	.00	3,200.00
57312-0	4,818.70	36.08-	4,782.62
57314-0	4,329.50	.00	4,329.50
57315-0	2,448.75	.00	2,448.75
57316-0	11,035.84	.00	11,035.84
57319-0	5,453.00	.00	5,453.00
57320-0	140.00	.00	140.00
57321-0	2,262.84	.00	2,262.84
Grand Totals:	1,172,568.22	1,172,568.22-	.00

GL Account

Debit

Credit

Proof

---

Report Criteria:

Report type: GL detail

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**Tab**

**1.4**





# Rowland Water District Memorandum

To: Thomas Coleman, General Manager

From: Sean S. Henry, Finance Officer

CC:

Date: August 11, 2015

**Subject: Investment Update – July 2015**

---

**Economic Review:** The next meeting of the Federal Reserve is scheduled for September 16th. The last meeting was held on July 28th. The Fed Funds rate remains at a target range of 0 to ¼ percent. At the meeting, the Federal Reserve stated “economic activity has been expanding moderately in recent months. Growth in household spending has been moderate and the housing sector has shown additional improvement; however, business fixed investment and net exports stayed soft. The labor market continued to improve, with solid job gains and declining unemployment. On balance, a range of labor market indicators suggests that underutilization of labor resources has diminished since early this year. Inflation continued to run below the Committee’s longer-run objective, partly reflecting earlier declines in energy prices and decreasing prices of non-energy imports.” The latest reading of the Consumer Price Index (CPI) for Los Angeles, Riverside and Orange Counties was 0.8 for the month of June. The previous reading was 1.1 in May.

**LAIF Update:** LAIF ended the month of July with a yield of 0.32%. This represents a .02 basis point decrease from the month of June. A comparison with last year shows a .08 basis point increase from July 2014 when the yield stood at 0.24%.

**RWD Investments:** Rowland Water District’s bond portfolio carries an average yield of 1.19%. This represents a .03 change from the month of June and a 0.87 basis point premium to LAIF. The District had one bond purchase and maturity in the month of July. The District CD Placement program carries an effective yield of 0.74% and an average maturity of 665 days.

Rowland Water District  
3021 South Fullerton Road  
Rowland Heights, CA 91748  
Tel (562) 697-1726

**ROWLAND WATER DISTRICT**  
**SUMMARY OF CASH AND INVESTMENTS**  
**FOR MONTH ENDED JULY 31, 2015**



<b>CASH</b>	
Citizens Business Bank	888,950.78
Comerica Bank MMIA	<u>12,260.45</u>
<b>TOTAL CASH</b>	<b>901,211.23</b>

<b>COMERICA SECURITIES CD PLACEMENT</b>	NA	1mth - 2 Years	NA	NA	NA	0.74%	665	<b>2,184,000.00</b>	11.32%
---	----	----------------	----	----	----	-------	-----	---------------------	--------

<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>	NA	NA	NA	NA	NA	0.32%	NA	<b>3,715,667.34</b>	19.25%
--	----	----	----	----	----	-------	----	---------------------	--------

**BNY MELLON INVESTMENTS**  
**(UNION BANK CUSTODIAN)**

	Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
US Treasury Note	5 Year	250,000.00	100.266	101.313	03/31/16	2.25%	NA	253,282.50	1.31%
US Treasury Note	5 Year	250,000.00	101.219	101.125	07/31/16	1.50%	NA	252,812.50	1.31%
US Treasury Note	5 Year	250,000.00	101.231	100.703	10/31/16	1.00%	NA	251,757.50	1.30%
Fedl Natl Mtg Assn	5 Year	250,000.00	100.639	101.123	11/15/16	1.38%	NA	252,807.50	1.31%
US Treasury Note	5 Year	250,000.00	99.942	100.531	11/30/16	0.88%	NA	251,327.50	1.30%
Fed Natl Mtg Assn	5 Year	200,000.00	101.194	100.909	01/30/17	1.25%	NA	201,818.00	1.05%
Fed Natl Mtg Assn	5 Year	250,000.00	100.083	100.195	08/28/17	0.88%	NA	250,487.50	1.30%
US Treasury Note	5 Year	250,000.00	99.559	99.758	09/30/17	0.63%	NA	249,395.00	1.29%
Fed Natl Mtg Assn	5 Year	250,000.00	100.019	99.968	12/20/17	0.88%	NA	249,920.00	1.30%
Fed Home Loan Mtg Corp	5 Year	200,000.00	99.289	99.642	01/12/18	0.75%	NA	199,284.00	1.03%
US Treasury Note	5 Year	200,000.00	99.742	99.688	02/28/18	0.75%	NA	199,376.00	1.03%
US Treasury Note	4 Year	250,000.00	99.539	101.156	06/30/18	1.38%	NA	252,890.00	1.31%
Fed Natl Mtg Assn	5 Year	500,000.00	100.300	99.558	05/21/18	0.88%	NA	497,790.00	2.58%
US Treasury Note	5 Year	250,000.00	99.727	100.930	09/30/18	1.38%	NA	252,325.00	1.31%
US Treasury Note	5 Year	250,000.00	99.868	100.844	11/30/18	1.38%	NA	252,110.00	1.31%
US Treasury Note	5 Year	250,000.00	99.137	101.125	12/31/18	1.50%	NA	252,812.50	1.31%
US Treasury Note	5 Year	250,000.00	100.172	101.086	01/31/19	1.50%	NA	252,715.00	1.31%
US Treasury Note	5 Year	250,000.00	99.140	101.008	02/28/19	1.50%	NA	252,520.00	1.31%
US Treasury Note	5 Year	250,000.00	99.617	101.383	03/31/19	1.63%	NA	253,457.50	1.31%
US Treasury Note	5 Year	250,000.00	98.719	100.031	04/30/19	1.26%	NA	250,077.50	1.31%
US Treasury Note	5 Year	100,000.00	98.532	99.477	10/31/19	1.27%	NA	99,477.00	1.31%
US Treasury Note	5 Year	250,000.00	99.359	99.648	01/31/20	1.38%	NA	249,120.00	1.30%
US Treasury Note	5 Year	250,000.00	99.047	98.289	03/31/20	1.14%	NA	245,722.50	0.52%
US Treasury Note	5 Year	250,000.00	99.016	99.367	04/30/20	1.38%	NA	248,417.50	1.29%
Fed Natl Mtg Assn	5 Year	500,000.00	98.867	99.267	06/22/20	1.50%	NA	496,335.00	1.27%
Cash Reserve Account						0.01%		(178,626.53)	-0.93%
<b>Total BNY Mellon Investments</b>								<b>6,289,410.97</b>	<b>32.59%</b>

**MERRILL LYNCH INVESTMENTS**  
**(UNION BANK CUSTODIAN)**

	Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
Fedl Natl Mtg Assn	5 Year	480,000.00	100.625	100.890	09/28/16	1.25%	NA	484,272.00	2.51%
Fedl Natl Mtg Assn	5 Year	500,000.00	100.898	101.123	11/15/16	1.38%	NA	505,615.00	2.62%
Fedl Home Loan Mtg Corp	5 Year	465,000.00	100.427	100.650	03/08/17	1.00%	NA	468,022.50	2.43%
Fedl Home Loan Mtg Corp	5 Year	250,000.00	102.124	100.924	05/12/17	1.25%	NA	252,310.00	1.31%
Fedl Home Loan Mtg Corp	5 Year	250,000.00	100.793	100.543	06/29/17	1.00%	NA	251,357.50	1.30%
Fedl Natl Mtg Assn	5 Year	485,000.00	101.342	100.195	08/28/17	0.88%	NA	485,945.75	2.52%
Fedl Natl Mtg Assn	5 Year	495,000.00	100.650	99.968	12/20/17	0.88%	NA	494,841.60	2.56%
Fedl Home Loan Mtg Corp	5 Year	495,000.00	100.066	99.642	01/12/18	0.75%	NA	493,227.90	2.56%
Fedl Natl Mtg Assn	5 Year	495,000.00	100.448	99.338	02/08/18	0.88%	NA	491,723.10	2.55%
Fedl Home Loan Mtg Corp	5 Year	495,000.00	100.392	99.726	03/07/18	0.88%	NA	493,643.70	2.56%
Fedl Natl Mtg Assn	5 Year	500,000.00	100.530	99.558	05/21/18	0.88%	NA	497,790.00	2.58%
Fedl Natl Mtg Assn	4 Year	250,000.00	98.671	100.236	09/27/18	1.27%	NA	250,590.00	1.30%
Fedl Natl Mtg Assn	5 Year	245,000.00	100.061	101.433	11/27/18	1.63%	NA	248,510.85	1.29%
Fedl Home Loan Mtg Corp	5 Year	275,000.00	99.581	99.124	08/01/19	1.25%	NA	272,591.00	1.41%
Fedl Home Loan Mtg Corp	5 Year	275,000.00	99.344	98.648	10/02/19	1.25%	NA	271,282.00	1.41%
Fedl Farm Credit Bank	5 Year	240,000.00	98.229	99.196	10/22/19	1.29%	NA	238,070.40	1.23%
ML Bank Deposit (Cash Account)						0.01%		8,015.72	0.04%
<b>Total Merrill Lynch Investments</b>								<b>6,207,809.02</b>	<b>32.17%</b>

**TOTAL INVESTMENTS**  
**TOTAL CASH AND INVESTMENTS**

	<b>18,396,887.33</b>	100%
	<b>19,298,098.56</b>	
<b>Weighted Average Yield of Total Investment Portfolio:</b>	<b>0.89%</b>	

Market values determined by last business day of month values.

All listed investments comply with the District's Statement of Investment Policy as established in Resolution 2-2007.

The District's available cash and investment portfolio provides sufficient cash flow and liquidity to meet all normal obligations for at least a six-month period of time.

NOTE: All interest values shown above are based on annual rates of return.

  
 Sean S. Henry, Finance Officer



## COMPARATIVE PURCHASED WATER REPORT FOR THE MONTH OF JUNE 2015

SOURCE / DESCRIPTION	2015			2014		
	ACRE-FEET	COST	COST/A.F.	ACRE-FEET	COST	COST/A.F.
<b>WATER CHARGES:</b>						
POTABLE WATER						
PUENTE BASIN WATER AGENCY / TVMWD	331.4	295,055.53	890.33	469.1	410,462.50	875.00
POMONA-WALNUT-ROWLAND JWLC	542.6	487,797.40	899.00	593.9	519,662.50	875.00
LA HABRA HEIGHTS	3.1	11,436.29	3,689.13			
WATER REPLENISHMENT DISTRICT (WRD)	46.6	12,475.40	267.71	1.3	317.58	244.29
	923.7	806,764.62		1,064.3	930,442.6	
RECLAIMED WATER	168.0	38,837.09	231.17	61.1	14,121.24	231.12
<b>TOTAL WATER CHARGES</b>	<b>1,091.7</b>	<b>845,601.71</b>		<b>1,125.4</b>	<b>944,563.82</b>	
<b>FIXED CHARGES:</b>						
PUENTE BASIN WATER AGENCY / TVMWD						
CAPACITY RESERVATION		9,993.79			6,490.47	
CONNECTED CAPACITY		1,409.90			1,322.62	
WATER USE CHARGE		1,360.71			992.23	
EQUIV. SMALL METER		1,665.02			1,642.66	
SUBTOTAL		14,429.42			10,447.98	
PWR JWLC						
CAPACITY RESERVATION		11,348.45			8,473.97	
CONNECTED CAPACITY		1,137.31			1,066.91	
WATER USE CHARGE		2,332.56			2,544.60	
DEPRECIATION		1,389.00			1,389.00	
REPLACEMENT		1,910.00			1,910.00	
BUDGET ASSESSMENT		7,797.00			7,797.00	
SUBTOTAL		25,914.32			23,181.48	
LHH / OCWD						
WHEELING CHARGE	3.13	156.50	50.00			
SUBTOTAL		156.50				
<b>TOTAL FIXED CHARGES</b>		<b>40,656.74</b>			<b>33,629.46</b>	
<b>TOTAL PURCHASED WATER CHARGES</b>		<b>886,258.45</b>			<b>978,193.28</b>	
<b>AVERAGE WATER CHARGE:</b>		<b>\$ 811.82</b>			<b>\$ 869.20</b>	

**Tab**

**1.5**

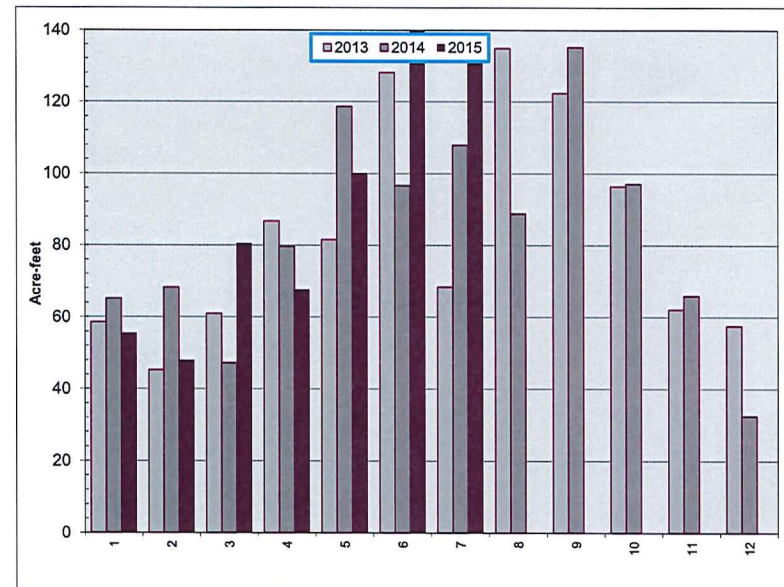
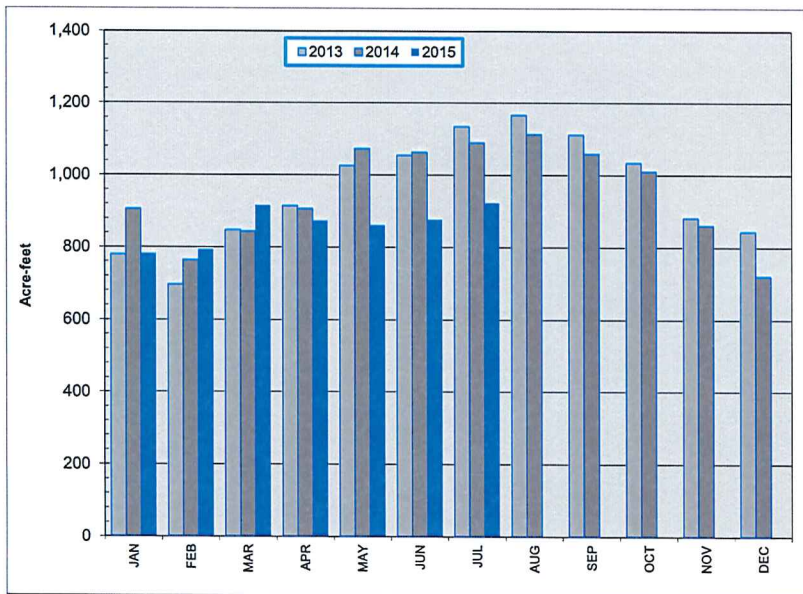


## Water Purchases for CY 2015 (Acre-feet)



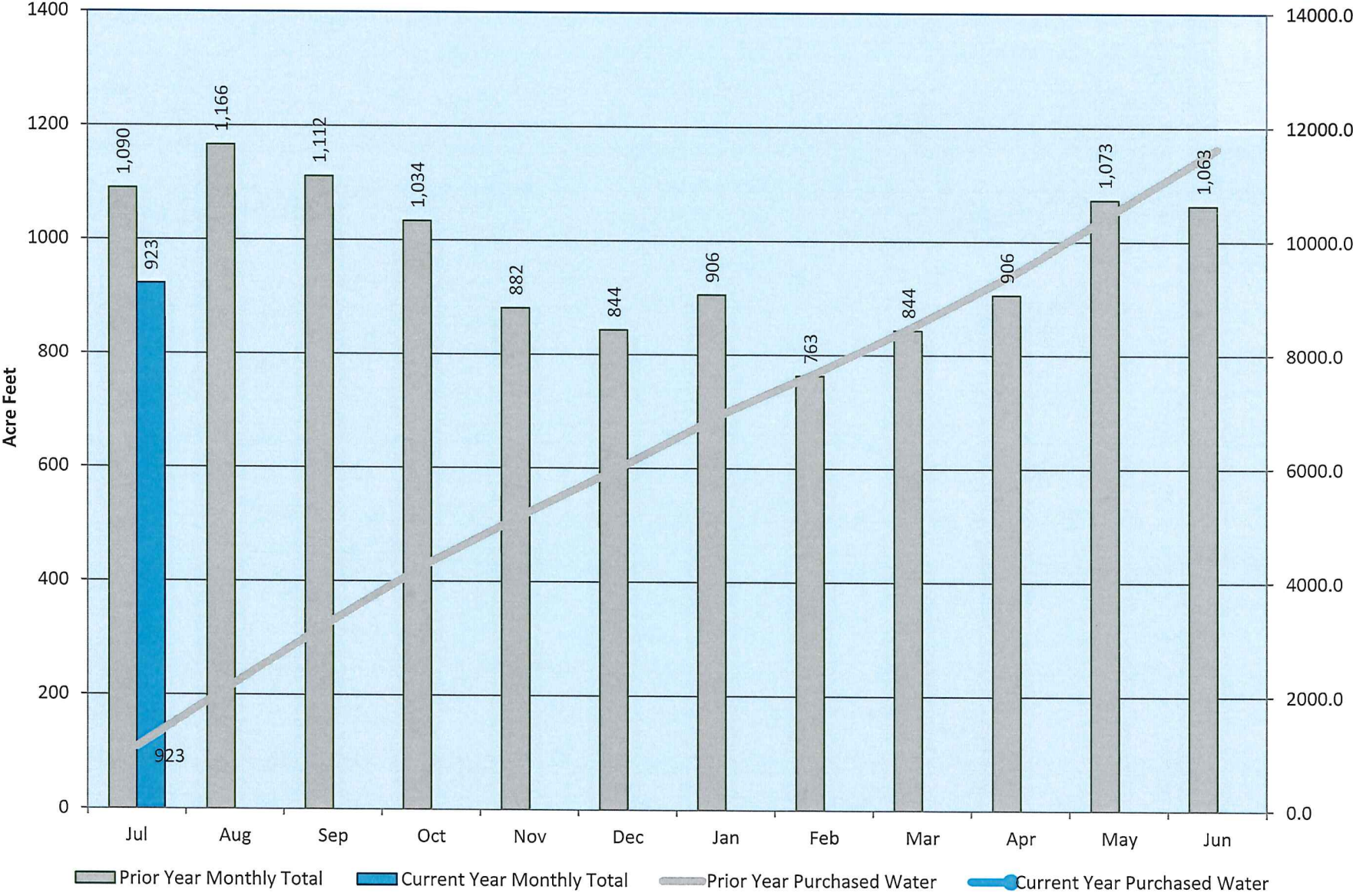
	POTABLE SYSTEM				TOTAL
	LHH	PM-22	JWL		
			PM-15	Miramar	
JAN	81.7	275.5	355.9	68.2	781.3
FEB	106.2	344.5	308.8	33.2	792.7
MAR	82.0	565.1	213.1	55.3	915.5
APR	27.9	538.0	293.5	14.5	873.9
MAY	93.1	290.8	358.7	119.2	861.8
JUN	3.1	331.4	405.7	136.9	877.1
JUL	0.0	353.1	458.7	110.9	922.7
AUG					0.0
SEP					0.0
OCT					0.0
NOV					0.0
DEC					0.0
<b>TOTAL</b>	<b>394.0</b>	<b>2,698.4</b>	<b>2,394.4</b>	<b>538.2</b>	<b>6,025.0</b>

RECYCLED SYSTEM					TOTAL
Well 1	Wet Well	WVWD	Industry	Potable Make-up	
0.0	8.2	0.0	47.4	0.0	55.6
2.1	11.3	1.0	33.7	0.0	48.1
14.7	4.0	1.0	60.8	0.0	80.5
20.5	2.3	2.0	42.9	0.0	67.7
17.4	5.3	3.0	74.4	0.0	100.1
8.1	15.5	3.0	168.1	0.0	194.7
2.4	7.3	2.0	125.2	0.0	136.9
					0.0
					0.0
					0.0
					0.0
					0.0
<b>65.2</b>	<b>53.9</b>	<b>12.0</b>	<b>552.5</b>	<b>0.0</b>	<b>683.6</b>



# Potable Water Purchases For FY 2015-2016

(Acre-feet)



# Tab

## 2.1



## AUGUST 2015-DIRECTOR REIMBURSEMENTS

Director	Date of Meeting/Event	Meeting/Event Attended	Reimbursement	No Charge	Additional Comments <i>(Submit expense report if claiming mileage and/or meal reimbursement)</i>
<b>Anthony J. Lima</b>					
	8/6/2015	PBWA Meeting at Walnut	\$110.00		Mileage
	8/11/815	RWD Board Meeting	\$110.00		
	8/25/2015	RWD Special Board Meeting	\$110.00		
		<b>TOTAL PAYMENT</b>	<b>\$330.00</b>		
<b>John Bellah</b>					
	8/11/2015	RWD Board Meeting	\$88.00		
	8/25/2015	RWD Special Board Meeting	\$88.00		
		<b>TOTAL PAYMENT</b>	<b>\$176.00</b>		
<b>Robert W. Lewis</b>					
	8/6/2015	PBWA Meeting at Walnut	\$110.00		
	8/11/2015	RWD Board Meeting	\$110.00		
	8/25/2015	RWD Special Board Meeting	\$110.00		
		<b>TOTAL PAYMENT</b>	<b>\$330.00</b>		





# Tab

## 2.2



**BOARD OF DIRECTORS**

August 25, 2015

**Chairman**  
Ron Chong  
Fluor Corp (retired)

Board of Directors  
Rowland Water District  
3021 S Fullerton Road  
Rowland Heights, CA 91748

**Vice-Chairman**  
Roger Huynh  
Caustics Digital

**Secretary**  
Dee Rathman  
Hacienda La Puente USD

Dear Rowland Water District Board,

**Treasurer**  
Philip Teders  
US Bancorp

We are requesting \$2,500 in funds to continue our Fifth Grade Water Education Program for schools in the Rowland Water Service Area this fall.

**Board Members**

Ahmad Iqbal  
BPM Advisors

Derek Rojas  
Valley Vista Services

Victoria Soong  
Registered Nurse

Phyllis Vandeventer  
Alverno High School

For the 2014-2015 school year, programs were given to 356 students at Bixby, Rowland, Blandford, Telesis, and Rorimer schools.

We are looking forward to your continued support for the 2015-2016 school year.

Victor Wu  
CPA

Yours truly,

Ron Chong, Chairman

cc: Tom Coleman, Rose Perea

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**2.3**

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**2.4**



**RESOLUTION NO. 9-2015**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE ROWLAND WATER DISTRICT  
AMENDING THE POLICIES, RULES AND REGULATIONS  
APPLICABLE TO DISTRICT EMPLOYEES**

**WHEREAS**, the General Manager has undertaken a review of the District's Rules and Regulations governing District Personnel and has asked the law firm of Best Best & Krieger to review the Rules and Regulations and to advise the District whether changes are needed; and,

**WHEREAS**, based upon the review, the Board has previously modified its policy to address issues concerning overtime, mileage reimbursement for District employees who receive an automobile allowance, excessive leaves and/or absences and the payment of insurance once accrued leave time has been used; the addition of Director of Administrative Services to the positions defined as "exempt" for purposes of overtime and the clarification of Administrative Leave for exempt employees; and,

**WHEREAS**, pursuant to the passage of Assembly Bill (AB) 340 regarding pension reform and the impact on employee and employer contribution rates, the Rules and Regulations Applicable to District Employees were previously modified to comply with the limits on retirement benefits and contributions under the Public Employees Retirement System (CalPERS) for employees hired after January 1, 2013 was required; and,

**WHEREAS**, **Best Best & Krieger** recommended certain ministerial changes to update the Personnel Rules and Regulations; and,

**WHEREAS**, the Board of Directors has reviewed the recommended changes and additions and has determined that the policies of the District governing District employees should be amended consistent with the recommendations of the General Manager and Best Best & Krieger, and that the District Personnel Rules and Regulations should be revised to reflect the amended policies of the Board.

**NOW THEREFORE**, be it resolved by the Board of Directors of the Rowland Water District that the policies of the District governing employees of the District be amended as follows:

**1. "1.3 Reasonable Accommodation for Disabilities**

To comply with the laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of applicants who are otherwise qualified to safely perform all of the essential functions of their position unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the

essential functions of the job should request such accommodation. Failure to provide reasonable accommodations is a violation of District policy and must be reported.”

2. **“2.1 Employee Status**

On original appointment every employee except at-will employees, shall serve a probationary period of six (6) months of actual and continuous service. Probation may be extended by an additional six (6) months upon written notice to the employee. Every employee shall be at-will during the course of his or her probationary period and may be discharged with or without cause, without right of appeal or so-called *Skelly* rights. If the employee’s performance is satisfactory during the probationary period, the employee shall be considered a full-time permanent employee on the first day of the month following the completion of the probationary period. Employee’s eligibility for benefits shall vest pursuant to the period outlined in policy or as required by law, regardless of any probationary period.”

3. **“2.1.4 Residency Policy for Field Employees**

To ensure that designated District employees can quickly respond to an emergency event, all field classified employees assigned to standby duty must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee’s residence shall be estimated by Google maps or some equivalent software and approved by employee’s supervisor.”

4. **“2.1.5 Full-Time/Part-Time/Temporary**

Full-time employees are employees who are regularly scheduled to work an average of thirty (30) hours per week or more. This category includes employees who work alternative work schedules.

Part-time employees are employees whose regularly scheduled hours of work are less than thirty (30) hours per week. Part-time schedules at the District are currently twenty (20) hours or less. Part-time employees are “at-will” employees.”

5. **“3.3 Overtime**

The District is subject to the federal FLSA standard for overtime. This generally requires overtime pay when an employee works more than forty (40) hours in a work week. As a public employer, the District is largely exempt from the state overtime regulations.

Overtime may be required of employees when deemed to be in the best interest of the District. The provision of a reliable water supply is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could constitute cause for termination. No overtime is due when an employee works only the regularly scheduled hours under the alternative workweek.”



6. **“3.3.3 Payment for Overtime**

- a. Overtime is time worked in excess of forty (40) hours in the FLSA work week, as that week is defined in Section 3.2, or in excess of the full-time employee’s regularly scheduled day. Overtime is generally paid at time and a half their regular rate of pay. Pursuant to District policy, the District will pay double an employee’s regular rate of pay for hours worked beyond twelve (12) hours in a single work day.”

7. **“3.7 Health, Dental, and Vision Insurance**

For all full-time District employees or where otherwise required by law, the District will pay the full cost of health insurance coverage for the employee and his or her spouse and dependent(s) in accordance with a group plan provided for by the District. District paid health insurance is subject to the discretion of the Board of Directors, and the plan may be changed or the District may pay less than the full cost of coverage. The District also provides a group dental and vision program, and pays all of the premiums for the employee and dependent(s) at the discretion of the Board of Directors. The District can modify the group dental and vision program or pay less than the full cost of coverage. The District shall provide such benefits by the ninetieth (90th) day of employment, regardless of the employee’s probationary status.”

8. **“3.8 Life Insurance**

The District provides a life insurance benefit to all full-time District employees who have successfully completed the original probationary period. As of the time the policy was drafted, general full-time District employees are provided a year of salary up to a maximum of \$50,000.00 and full-time management employees are provided a year of salary up to a maximum of \$100,000.00 and members of the Board of Directors are provided with a \$50,000.00 life insurance benefit.”

9. **“3.11 Retiree Health Benefits**

- a. **Eligibility.** Current full-time employees hired before January 1, 2013, and new employees previously members of CalPERS who have not had a break in service of greater than six (6) months, are eligible for post-retirement medical, dental, and vision benefits, if, at the time of retirement, they have been employed by the District for a minimum continuous period of fifteen (15) years and have attained a minimum age of fifty (50) years.

Employees hired on or after January 1, 2013, and any prior CalPERS employee who has had a break in service of six (6) months or greater, are eligible for post-retirement medical, dental, and vision benefits, if, at the time of retirement, they have been employed by the District for a minimum continuous period of fifteen (15) years and have attained a minimum age of sixty two (62) years.

- d. **Coverage Upon Medicare Eligibility.** The District’s coverage shall become secondary to Medicare or any other similar state or federal program providing such benefits upon the employee’s eligibility for Medicare or any other similar state or federal program.”

**10. “4.4.1 Administrative Leave**

Exempt employees shall receive the following annual administrative leave:

General Manager	Pursuant to Terms of Contract
Assistant General Manager/ Contract Employee	Pursuant to Terms of Contract
Assistant General Manager	Forty (40) Hours
Director of Operations	Forty (40) Hours
Director of Administrative Services	Forty (40) Hours
Finance Officer	Forty (40) Hours
Distribution Superintendent	Twenty-seven (27) Hours
Operations Superintendent	Twenty-seven (27) Hours”

**11. “4.4.2 Employee Attendance Incentive Program**

A full-time employee shall be credited with one (1) day of sick leave for each month of employment (12 days per year) after 30 calendar days of service. If an employee is absent from work and misses more than five (5) consecutive days of service, that employee shall be required to provide verification of illness from a doctor to the General Manager. Sick leave may be used for the employee’s own illness or injury, the illness or injury of a qualified family member, or any other use allowed pursuant to the Health Workplaces, Healthy Families Act of 2014 (B 1522). The General Manager may ask for verification of illness for any absence.”

**12. “4.4.3 MINIMUM PAID SICK LEAVE**

Any employee not otherwise provided paid leave sufficient to cover at least twenty-four (24) hours of absence on an annual basis for the reasons set forth in the District’s Sick Leave Policy (e.g., sick leave or paid time off), shall be eligible for Minimum Paid Sick Leave. An employee who works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave.

Eligible employees will be granted twenty-four (24) hours upon hire for use during the calendar year of their hire. Every year thereafter, on January 1<sup>st</sup>, each covered employee shall receive an annual grant of twenty-four (24) hours of Minimum Paid Sick Leave for use during the calendar year. This annual grant does not roll over to the next calendar year and is not paid out upon termination of employment. The Minimum Paid Sick Leave entitlement and its use shall be reflected on the covered employee’s regular pay stubs.”

**13. “4.4.4 Bereavement Leave**

In the event of a death in the employee’s immediate family, the employee shall be granted three (3) days paid bereavement leave. At the District’s discretion, up to an additional two (2) paid bereavement days may be provided, constituting a maximum of up to five (5) days total paid bereavement leave. The additional days may be provided only upon a showing of good necessitating additional time off. Good cause for additional time may be shown, for instance, if the employee must attend a funeral outside the state or more than 400 miles outside the District boundaries.

“Immediate family,” in this instance, shall mean spouse, domestic partner, parent, parent-in-law, step-parent, legal guardian, sibling, step-sibling, sibling-in-law, child, step-child, child-in-law, legal ward, grandchild, or grandparent. In the District’s discretion, it may expand the definition to include aunt, uncle, aunt-in-law, and uncle-in-law.

Verification of the need for and the duration of the leave or extenuating circumstances necessitating additional bereavement days may be requested.”

**14. “4.4.8 Time Off To Vote**

If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may request up to two (2) hours of paid time off during working hours in order to vote. The General Manager will approve up to two (2) hours of paid time for such purposes. The time off should, so far as allowable, be provided at the beginning or end of the employee’s shift, so as to minimize work disruption.”

**15. “4.4.12 Medical Leave**

The Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide protected leave for employees whose employer has fifty (50) or more employees within a seventy-five (75) mile radius. As of the time of this policy’s drafting, the District does not have fifty (50) or more employees. At such time as District grows to the requisite number of employees, the policies will be amended to reflect FMLA and CFRA requirements.”

**16. “4.4.15 Lactation Accommodation**

The District complies with all state and federal laws governing break times for lactation or expressing milk, including but not limited to California Labor Code Section 1030 et seq. The District will provide a reasonable amount of break time to accommodate an employee who wishes to express breast milk for her infant child. To the extent possible, such break time shall run concurrently with meal or rest periods. Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the lactation accommodations offered for employees. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees’ essential job duties are covered during the break time.”

**17. “5.1 Harassment Prevention Policy**

The District strictly prohibits and has “zero tolerance” for discrimination and harassment in any phase of the employment, including but not limited to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes discrimination and harassment on the basis of sex, sexual orientation, gender identity or expression, race, color, ancestry, religious creed, handicap or disability, medical condition, age (over 40), marital status, or any other protected class under applicable law. The District will not tolerate any such harassment of its employees and will take affirmative steps to stop it.

This policy defines harassment, and sets forth a procedure for the investigation and resolution of complaints of such harassment by or against any employee, applicant or a person providing services pursuant to a contract. This policy also covers elected and appointed officials.”

**18. “5.1.1 Definition:**

Discrimination and harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual’s sex or membership in one of the above-described protected classifications, where: (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment; (2) Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- (1) Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.);
- (2) Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.);
- (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- (4) Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- (5) Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes such as race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and violation of this Policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this Policy). Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.”

**19. “5.1.2 Internal Report:**

Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, Board Members or others must immediately notify Human Resources in writing of the alleged conduct and may submit the issue pursuant to the terms of the District’s Complaint or Grievance Procedures. If the applicant or employee believes that Human Resources is precluded from fair and unbiased assessment for any

reason, or if Human Resources does not respond to the written report, the applicant or employee may report the issue in writing to the General Manager. If the applicant or employee believes that the General Manager is precluded from a fair and unbiased assessment for any reason, or if the General Manager does not respond to the written report, the applicant or employee may report the issue in writing to the President of the Board of Directors for the District.”

**20. “5.1.3 Internal Investigation and Resolution:**

Following receipt of a harassment grievance, the District shall begin an immediate and thorough impartial investigation to determine if sexual or other harassment or discrimination has occurred. The investigation shall be conducted in an impartial manner and all information shall be maintained confidential to the extent possible. After full consideration of all relevant facts and circumstances involving the inquiry, a timely decision will be made by the District and appropriate disciplinary or other action will be taken, up to and including termination of employment.”

**21. “5.1.4 Prohibition Against Retaliation:**

As is more fully set out in Section 5.2 below, Retaliation against anyone for opposing conduct prohibited by the District’s anti-harassment policies or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the District, or any authorized governmental agency is strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.”

**22. “5.1.5 External Reporting:**

In addition to the District’s internal complaint procedure, an employee may file a complaint with the California Department of Fair Employment and Housing (“DFEH”) or the U.S. Equal Employment Opportunity Commission (“EEOC”) at a local office (the numbers are listed in the phone book). Under California law, the Fair Employment and Housing Commission (“FEHC”) may order an employer to hire or rehire a victim of sexual harassment with back pay, and to provide the victim with monetary damages. The FEHC may also provide affirmative or prospective relief to prevent the recurrence of unlawful practices, including awards for back pay, reimbursement of out-of-pocket expenses, cease and desist orders, posting of notices, and other similar relief.”

**23. “5.4. Grievances**

The grievance procedure provides a means for settling complaints that arise over the application of this manual as quickly as possible and at the lowest possible level of authority. The grievance procedure should not be used to contest performance evaluations or discipline. (See Section 7 re Discipline). Each step in the procedure must be completed before the next step may be taken. Failure to take the next step within the timeframes allotted will result in waiver of any appeal.

A grievance must be filed within ten (10) calendar days of the occurrence of the event or within ten (10) calendar days following the date the grieving party could have reasonably known of the occurrence of the act or omission giving rise to the grievance. Any supervisor or other member of management who receives a grievance must notify the

General Manager of the grievance as soon as practicable. The facts concerning the grievance and the grievance process are to remain confidential, to the extent possible given the requirements of District business.

Step 1. The employee should initially try to resolve any item of concern informally with his or her direct supervisor. The direct supervisor should hold a conference with the employee as soon as reasonably practicable following the employee's request and attempt to informally resolve the issue. If the grievance is against the direct supervisor, the matter shall be taken directly to Step 2.

Step 2. If successful resolution is not reached in Step 1, the employee shall reduce his or her concern to writing and submit it to the General Manager. This formal written grievance must be submitted within ten (10) calendar days of the date of the occurrence giving rise to the grievance or the right to file is waived. The General Manager, or his or her designee, shall meet with the grievant, and after the initial meeting, the General Manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties at the manager's discretion. The General Manager shall attempt to provide his or her written decision within ten (10) calendar days of the date of the first meeting with the employee.

Step 3. If the employee believes the decision of General Manager does not adequately resolve the issue, the employee may request reconsideration by the District's Board. The written request must be submitted in care of the General Manager to the Board to be handled by an *ad hoc* personnel committee ("Personnel Committee") established by the Board within ten (10) calendar days of the General Manager's decision. The Personnel Committee will be furnished with the then-existing written record. The Personnel Committee will meet as soon as practicable to consider the grievance. The Personnel Committee may, in its discretion, rely on the existing record or conduct a hearing in whatever way deemed appropriate under the circumstances. The Personnel Committee may call any witnesses or parties, if it deems such testimony necessary. The decision of the Personnel Committee shall be put in writing within ten (10) calendar days of the close of any hearing on the matter. The action of the Board's Personnel Committee is final and binding."

**24. "5.5. Open Door**

The District encourages employee input. Employees who have job-related ideas or concerns are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication. Employees are encouraged to raise work-related concerns with their immediate supervisor as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved."

**25. “6.1.1 Use of District Provided Cellular Phones**

Designated employees will be issued a District-paid cellular phone and cellular phone service when their job responsibilities and duties, as deemed by the General Manager, require the employee to remain in contact with the District office while away on District business or where it is necessary to reach a designated employee during non-business hours. All cellular phones provided at District expense shall remain property of the Rowland Water District and designated employees shall carry such phones while on duty for use on District business.

The General Manager shall select and contract for those cellular services necessary for District purposes, including text and internet service to the extent required for communications likely to be required in carrying out the designated employees’ duties. In addition, the General Manager shall select a calling plan and services which provides the designated employees with services reasonably necessary for the designated employee’s personal use, including, if available, at a cost-effective price, unlimited minutes and text messaging within the continental United States.

The Designated Employee shall not use District-provided cellular phones or cellular service in any manner which results in additional charge to the District, over and above the cost of the cellular service plan provided by the District, including international calls, or phone, text or internet sites which charge a fee through the cellular phone service provider.

The personal use of the cellular service by the Designated Employee is purely incidental and is not a contracted for employee benefit. At any time that the General Manager determines that provision of a District-paid cellular phone is no longer necessary for any employee, the employee shall return the cellular phone to the District, without an offsetting adjustment to pay or benefits. Employees do not have an expectation of privacy as to any of the communications and data residing in cellular phones assigned to employees and communications and data on such devices, whether confidential or personal, are subject to District monitoring.”

**26. “6.1.2 Use of District Provided Vehicles**

The District will provide vehicles for business, emergencies, on-call, and standby work on an as-needed/required basis. Said vehicles shall be identified with the District seal/logo or name of the District. The provision of a vehicle is not an employment benefit and no employee is entitled to a vehicle. At any time the General Manager determines that provision of a District vehicle is no longer necessary, the relevant employee shall return the vehicle without the need of any offsetting adjustment to pay or benefits.

Employees operating District vehicles are responsible for their safe operation in accordance with the law and relevant District Policies (including but not limited to the IIPP) and procedures. Note that, in many instances, District policy is more stringent than the law. (For instance, smoking is prohibited). If vehicles or equipment are assigned to an employee, whether for transportation to and from work, or strictly for use during the normal hours of the workday, the employee is responsible for the appearance, and

maintenance of oil, water, etc., necessary to ensure the safe operation and long term life of the vehicle or equipment. Additionally, the employee is responsible for all tools and equipment assigned to that vehicle or equipment or carried thereon. Since most job classifications require daily or periodic operation of District vehicles, employees are required to be in possession of a valid California Driver's License of the class of vehicle being operated. Employees assigned a vehicle are obligated to notify the District immediately upon any suspension or revocation of Driver's License. The revoking or suspension of that license for any reason by the State of California or a driving record unacceptable to the District for any reason may be sufficient cause of dismissal, regardless of the absence of progressive discipline. The driving records of all employees will be monitored through the State of California BIT program, which is reviewed by management.

*Transportation in District Vehicles.* Unless the District vehicle is expressly designated and approved for transportation of the public and is being operated under such guidelines, transportation in District vehicles of persons other than directors, officers, employees, or authorized agents or guests of the District is prohibited. District vehicles are not for personal use.

*Accident Procedure.* When an employee is involved in an accident, he or she must immediately notify his or her supervisor or management and should not make any statement concerning the responsibility for the accident to anyone but the District representative. Cooperation should be extended to law enforcement officers. The employee involved in the accident may not leave the scene without District authorization and may be required to submit to reasonable suspicion drug and alcohol testing.”

**27. “6.1.5 Social Media Policy**

The District does not purport to regulate or control its employee's personal social media. The District's social media accounts shall be administered and maintained only by authorized personnel. Posts to the District's social media accounts shall be (1) approved for content by the Director of Administrative Services and (2) be posted by the Public Affairs Representative; (3) all District messages and content must first be approved by the Director of Administrative Services. No employee shall post to any social media account purporting to represent the District, without first having received prior express authorization. All employees authorized to post content must communicate in a professional manner, in conformity with all District personnel policies.”

**28. “6.3.1 Drug-Free Workplace**

It is the policy of the Rowland Water District to maintain a drug-free workplace to promote the health and safety of District employees and of the general public. All employees are notified that the manufacture, distribution, dispensation, possession, or use of a controlled substance (including but not limited to marijuana, whether obtained by prescription or not) is prohibited on all District property at all District buildings and facilities and wherever the employee conducts District business. Any employee who engages in the manufacture, distribution, dispensation, possession or use of a controlled substance while on duty or on District property or at any District building or facility or when conducting District business, shall be subject to disciplinary action, including, but



not limited to, demotion, suspension, or termination of employment. Controlled substance means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC Section 812).”

29. **“6.3 3 Testing of Employees in Positions Involving Safety**

- (a) *Declaration of Policy.* The job duties of certain District employees involve responsibilities which are critical to the health and safety of fellow employees and critical to the health and safety of the public generally (“Safety Employees”). These responsibilities include the maintenance, repair and operation of reservoirs, pipelines and water treatment facilities, the handling of extremely toxic substances, the operation of heavy equipment vehicles and machinery, working in excavations, trenches and enclosed spaces, or providing safety backup to employees working in such places (“Safety Sensitive Duties”). These Safety Sensitive Duties require Safety employees to perform to their best mental and physical capabilities. The ability of Safety Employees to perform said duties and responsibilities in a competent manner which avoids or reduces undue risk to the health and safety of the public and other District employees is impaired if the employee is under the influence of alcohol or controlled substances while on duty.

The Safety Employee may be called upon to perform such Safety Sensitive Duties as a part of a regularly scheduled work assignment or in an emergency at any time while on duty or when called back to duty. It is therefore, the District’s policy that all Safety Employees remain free of the influence of alcohol or controlled substances while on duty or on stand-by with the District, and that those Safety Employees, whose duties involve the health and safety of others, be subject to testing for the presence of alcohol and controlled substances as deemed necessary by the District.

- (b) *Drug Testing Prior to Employment.* As a condition of initial employment by the District for any position involving duties which affect the health and safety of others. Each “Safety Employee” applicant shall submit to medical screening for controlled substances performed by a qualified testing laboratory using accepted testing methods as a part of the required pre-employment physical. Applicants not seeking Safety Employee positions are not required to submit to a pre-employment drug screen. A positive result for the presence of any controlled substance, for which the applicant does not possess a physician’s prescription, will constitute grounds for denial of employment. If the applicant is taking a prescribed drug, the District will make a determination whether the use of such substance materially impairs the ability of the applicant to perform all of the necessary functions of the position, prior to making a determination on employment.

- (c) *Employee Drug Testing.* Any Safety Employee shall be subject to random screening for alcohol and controlled substances (including but not limited to marijuana, whether obtained by prescription or not) while on duty, to be performed by a qualified testing laboratory of the District's choice, using accepted testing methods and procedures which insure the accuracy of the testing method without unnecessarily infringing upon the privacy of the employee. Such random drug and alcohol screening shall not be conducted more frequently than twice in any twelve-month period. Notwithstanding the limitation on random drug and alcohol screening, all employees may be subject to drug and alcohol screening at any time that District management has a reasonable suspicion, supported by articulable facts that an employee is under the influence of alcohol or a controlled substance while on duty.
- (d) *Refusal to Submit to Drug and Alcohol Screening.* An employee who, upon being directed to do so by District management, refuses to submit to drug and alcohol screening under the terms of this policy shall be subject to termination of employment. Discipline will be imposed in accordance with Section 7 of these rules.
- (e) *Positive Test Results.* A positive test result indicating the presence of alcohol at levels indicating impairment during work hours or any amount of controlled substance (including but not limited to marijuana, whether obtained by prescription or not), is ground for termination of employment. The District may, in its discretion, allow second test to verify the results of the first positive test. The District may utilize any of the following testing options if it chooses to verify the initial positive results by a second test:
- (1) a test on a second breath sample given within 15 minutes of the first sample after the testing equipment has been recalibrated;
  - (2) an analysis of a blood sample given by the employee within 15 minutes after the positive breath analysis; or
  - (3) an analysis of a urine sample given within 15 minutes after the positive breath sample. The refusal to submit to at least one of the procedures for confirming the first test will be deemed to be a refusal to submit to testing under Section 6.3.3(d). If an employee tests positive for the presence of a controlled substance pursuant to a test performed on a sample of the employee's urine, then the confirming test shall be performed by a different qualified testing laboratory using a split reserved from the original sample. A negative result in the second test will be deemed to be a negative result for the purposes of that screening.
  - (4) If an employee tests positive for the presence of alcohol or a controlled substance in a second test conducted pursuant to this policy, the employee shall be subject to termination or other employment discipline, provided, however, that the District may take into consideration the employee's conduct and willingness to

seek and complete drug or alcohol treatment in determining whether employment termination or discipline will be imposed.”

**30. “6.4 Smoking Prohibitions**

Employees are prohibited from smoking in all buildings, structures, facilities, establishments, conference rooms, trailers, meeting areas, hallways, lobbies, storage room, shops, garages, bays, shelters, vehicles, job sites, and equipment that are rented, leased, owned, or operated by the District. In conformity with California Government Code section 7597, no smoking shall be allowed within twenty (20) feet of any main entrance, exit, or window of any District building. The term “smoking” as used in this policy includes use of any recreational inhalable product, whether made inhalable by burning, vaporization, or any other means. This policy prohibits use of any cigarettes, e-cigarettes, cigars, pipes, or vaporizer, regardless of the substance being inhaled. Smoking shall also be prohibited within fifty (50) feet of all confined spaces. This policy also prohibits smokeless tobacco or any other recreational product that is intended to be spat during usage.

Smoking is prohibited in District vehicles and equipment. This Policy shall apply to all District employees, associates, visitors, or any riders in District vehicles or equipment.

Smoking is only allowed on District property in areas previously designated and marked as “smoking areas” and only during an employee’s own time, such as during a meal or rest period.”

**31. “6.6 Inspections & Searches**

The District believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of the District’s business. The District also intends to protect against the unauthorized use and removal of District property. In addition, the District intends to assure its access at all times to District premises and District property, equipment, information, records, documents, and files. Accordingly, the District has established this policy concerning inspections and searches on District premises.

*Access.* In order to ensure access at all times to District property, and because employees properly in possession of District property or information related to District business may not always be available to produce the property or information when needed in the ordinary course of the District’s business, the District reserves the right to conduct a routine inspection or search at any time for District property on District premises. In addition, the District reserves the right to access, at any time, information and communications stored in District computer files, on District computer drives, in employee voicemail boxes, and in electronic-mail systems.

*Inspections.* Inspections or searches for prohibited materials in or on District premises also will be conducted whenever the District has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this policy. Inspections or searches for prohibited materials may be conducted by an independent security service or by District personnel. Inspections or searches for

prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, the District may announce the inspection in advance, except for inspections or searches conducted at locations where employees enter or exit District premises. Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, or similar places where employees may place personal possessions or information, whether or not the places are locked or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the employee while on District premises.

*No Reasonable Expectation of Privacy.* Routine searches or inspections for District property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, or similar places where employees may store District property or District-related information, whether or not the places are locked or protected by access codes or passwords. Because even a routine search for District property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to the District."

**32. "7.1.1 Types of Disciplinary Action:**

The District is not obligated to follow progressive discipline. The District may bypass progressive discipline when, in its discretion, it believes the facts warrant. Evaluation, coaching instructions, performance improvement plans, lateral transfers, paid administrative leave, and reductions in force for business reasons do not constitute discipline. The following are the typical forms of discipline utilized at the District:"

**33. "7.1.3 Procedures for Taking Disciplinary Action:**

a. *Disciplinary Actions Not Subject to Notice & Hearing Procedures.* The following disciplinary actions may be taken against any regular employee by the General Manager, or such management personnel as he may designate, without notice or hearing procedures:

- (1) Reprimand, which may be oral or in writing or both.
- (2) Suspension for up to three (3) shifts without pay.
- (3) Any discipline related to a District employee whose employment is "at will."

b. *Disciplinary Actions Subject to Notice & Hearing Procedures.* Upon compliance with the procedures set forth herein, satisfying the so-called *Skelly* rights, the following disciplinary actions may be taken against a regular full-time employee by the General Manager:

- (1) Suspension of four (4) or more shifts without pay: An ordered interruption of duties for four (4) or more shifts without pay.
- (2) Salary reduction: A reduction in pay from the employee's current step within a pay range to any lower step within the same range, as such range is recorded in the District's current salary schedule.

- (3) Demotion: A reduction from a position in one class to a position in another class having a lower salary range for disciplinary purposes.
- (4) Dismissal or Termination: Discharge from District service for cause.

These disciplinary actions are subject to the notice and hearing rights as set forth *infra* but are not subject to the District's grievance procedures.

c. *Disciplinary Notice & Hearing Procedures.* The following provides the procedures for notice of discipline, hearing, and appeal, where such procedures are required. See Section 7.1.3(b).

- (1) *Notice of the Proposed Action.* Prior to imposing discipline, the District shall deliver to the employee a written notice of its intention to discipline the employee. Such notice shall be personally served on the employee or sent by mail to the employee's place of residence as last shown on the records of the District. The notice shall be served on or mailed not less than seven (7) calendar days prior to the effective date of the proposed disciplinary action and shall contain the following:
  - i. The type of Discipline proposed and the effective date thereof.
  - ii. The charges upon which such action has been proposed and the reasons why such action is being taken.
  - iii. If such charges are based in whole or in part, upon documents or materials, the notice shall inform the employee of this fact, and shall inform the employee as to the location of such documents or materials. If available and subject to duplication, copies of such documents and materials shall be furnished to the employee with the notice.
  - iv. A time and date by which the employee may respond to the charges, orally or in writing, which date shall not be less than seven calendar days after the notice is served on or mailed to the employee, whichever occurs first.
- (2) *Response of Employee.* The employee shall have the right to respond either orally, by *Skelly* conference, or in writing no later than the time and date provided in the notice to the employee. The time for response may be extended by the General Manager for a reasonable period if the General Manager determines it to be necessary to provide the employee with a fair opportunity to answer the charges made. Written responses shall be delivered to the General Manager within the time allowed to respond or said right shall be waived. If the employee desires to make an oral response, the employee shall give written notice to the General Manager of this fact at least two (2) calendar days before the time and date stated in the notice for the expiration of the time to respond. Failure of the employee to give such notice shall constitute a waiver by the employee of any right to present an oral response.

- (3) *Determination by General Manager.* Upon expiration of the period of time set forth in the District's notice to the employee, the General Manager shall review the matter, including the response of the employee, if any, and shall make a determination as to whether to impose discipline. The General Manager shall notify the employee in writing of his determination. Such notice shall be personally served on the employee or shall be sent by registered or certified mail to the employee's place of residence as last shown on the records of the District.
- (4) *Disqualification of General Manager.* If prior to the time set for consideration of the response, the General Manager has become so involved in the matter as to create an actual bias against the employee which prevents the General Manager from fairly considering the response of the employee, the General Manager shall so advise the Board of Director's Personnel Committee, which shall there upon appoint another person to act on behalf of and in the place of the General Manager. However, mere prior knowledge of the factual background of the matter, and an expression of opinion thereon, shall not, in and of itself, disqualify the General Manager.
- (5) *Appeal of Decision of General Manager.* An employee or former employee dissatisfied with the determination made by the General Manager may appeal the determination to the Board of Director's Personnel Committee, provided that a written notice of appeal is received by the Board Secretary no later than ten (10) calendar days after the date of personal service or mailing of the notice of the General Manager's determination, whichever is sooner. This appeal does not allow for a new hearing. It is a review of the record and decision of the General Manager. After review, the Ad Hoc Personnel Committee will issue a final decision."

The General Manager is directed to make the appropriate changes to the District Personnel Rules and Regulations Manual to incorporate the changes to District Personnel Policy adopted hereby, as well as such other ministerial revisions recommended by Best Best &Krieger.

ADOPTED on September 15, 2015 by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

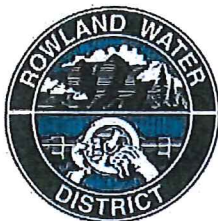
ATTEST:

\_\_\_\_\_  
SZU PEI LU-YANG, Board President

\_\_\_\_\_  
TOM COLEMAN  
Board Secretary and General Manager

**Tab**

**2.5**



**RESOLUTION NO. 9.1-2015**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE ROWLAND WATER DISTRICT  
MODIFYING EMPLOYEE HEALTH BENEFITS  
FOR EMPLOYEES HIRED ON OR AFTER JULY 1, 2009  
(AMENDING RESOLUTION NO. 7-2-2009)**

**WHEREAS**, the Board of Directors has previously established a policy to provide health benefits to full-time employees of the District and their spouses and dependent children, at the District's cost, after the employee has successfully completed his or her probationary period; and,

**WHEREAS**, the policy adopted by the Board of Directors also provides District-paid health benefits to retired employees of the District, and their spouses and dependents, when the employee has qualified for such coverage by having completed at least fifteen (15) years of continuous employment by the District and attaining a minimum age; and,

**WHEREAS**, the California Public Employees' Pension Reform Act (PEPRA) became effective as of January 2013, creating two classes of retirees with different minimum requirements for retirement benefits; and

**WHEREAS**, The Board of Directors wishes to revise its retiree health benefits to reflect PEPRA changes.

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

1. Any full-time employee of the Rowland Water District who was hired on or after July 1, 2009, shall be eligible for post-retirement medical, dental, and vision benefits, as provided herein.
2. Current full-time employees hired after July 1, 2009 but before January 1, 2013, and new employees previously members of CalPERS since before 2013 who have not had a break in service of greater than six (6) months, are eligible for post-retirement medical, dental, and vision benefits, if, at the time of retirement, they have been employed by the District for a minimum continuous period of fifteen (15) years and have attained a minimum age of fifty (50) years.



3. Employees hired on or after January 1, 2013, and any prior CalPERS employee who has had a break in service of six (6) months or greater, are eligible for post-retirement medical, dental, and vision benefits, if, at the time of retirement, they have been employed by the District for a minimum continuous period of fifteen (15) years and have attained a minimum age of sixty two (62) years.

4. The District will pay the full cost for the retiree for medical, dental and vision insurance. The District will provide benefits for the spouse of a retired eligible employee who was employed by the District prior to July 1, 2009 until the death or remarriage of such spouse, provided such retired employee does not remarry after retirement. The District will no longer provide benefits for the former spouse of such retired employee if such retiree remarries after retirement.

5. The District shall provide group medical insurance benefits at District expense for dependent children of retired eligible employees. Dependent children means unmarried children of the qualifying employee under nineteen (19) years of age and unmarried children between the ages of nineteen (19) and twenty-six (26) years who are IRS dependents of retired eligible employees.

6. The District's coverage shall become secondary to Medicare or any other similar state or federal program providing such benefits upon the employee's eligibility for Medicare or any other similar state or federal program.

7. Staff is directed to revise the District's Personnel Rules and Regulations to reflect the change in retiree benefits.

ADOPTED at a regular meeting of the Board of Directors held September 15, 2015 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
SZU PEI LU-YANG, President

ATTEST:

\_\_\_\_\_  
Tom Coleman, Secretary

**Tab**

**2.6**



**RESOLUTION NO. 9.2-2015**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE ROWLAND WATER DISTRICT  
ESTABLISHING POLICY FOR USE OF DISTRICT PROVIDED CELL PHONES**

**WHEREAS**, the responsibilities and duties of the General Manager and other officers and employees of the Rowland Water District require that they be away from the District offices during business hours in order to attend meetings, supervise employees, inspect job sites and perform other District business; and,

**WHEREAS**, the Board has determined that the District will provide District-paid cellular phones and phone service to the General Manager and designated employees whose duties require them to be in communication with District staff and make calls related to District business while they are away from the District offices for their use for District business; and,

**WHEREAS**, although the purpose of providing District-paid cell phones to employees is for use for District business while they are away from the office, it is understood that an employee may need to make or receive an occasional personal call while on duty, and it would not be reasonable to require the employee to carry a separate personal cell phone for that purpose; and,

**WHEREAS**, the Board of Directors desires to establish a policy to permit personal use of District provided cellular phones, provided that the cost of such cellular service in excess of the basic service required for District purposes shall be treated as a taxable benefit to the employee;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rowland Water District to establish a policy for use of District-paid cellular phones as follows:

1. The District shall provide a cellular phone and District-paid cellular phone service for the use of the General Manager and such other employees whose job responsibilities and duties, as determined by the General Manager (Designated Employees), require the employee to remain in contact with the District offices and make phone calls for District business while away from the District offices on District business, and require that District staff be able to reach the employee during non-business hours. All cellular phones provided at District expense shall remain property of the Rowland Water District and Designated Employees shall carry such phones while on duty for use on District business.

2. The General Manager shall select and contract for those cellular services necessary for District purposes, including text and internet service to the extent required for communications likely to be required in carrying out the Designated Employees' duties. In addition, the General Manager shall select a calling plan and services which provides the Designated Employees with services reasonably necessary for the designated employee's personal use, including, if available at a cost-effective price, unlimited minutes and text messaging within the continental United States.

3. The Designated Employees shall not use District-provided cellular phones or cellular service in any manner which results in additional charge to the District, over and above the cost of the cellular service plan provided by the District, including international calls, or phone, text or internet sites which charge a fee through the cellular phone service provider.

4. The purpose of providing District-paid cellular phones and service to Designated Employees is to meet the needs of the District for communication in connection with District business. The personal use of the cellular service by the Designated Employees is purely incidental and is not a contracted for employee benefit. At any time that the General Manager determines that provision of a District-paid cellular phone is no longer necessary for any employee, the employee shall return the cellular phone to the District, without an offsetting adjustment to pay or benefits.

Adopted at a regular meeting of the Board of Directors held September 15, 2015 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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SZU PEI LU-YANG  
President

ATTEST:

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TOM COLEMAN, Secretary

**Tab**

**2.7**



## **Resolution No. 9.3-2015**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF ROWLAND WATER DISTRICT REQUESTING APPOINTMENT IN LIEU OF ELECTION FOR THE OFFICE OF MEMBER, BOARD OF DIRECTORS DIVISIONS 1 AND 2**

**WHEREAS**, the Los Angeles County Registrar-Recorder has advised the Rowland Water District, by letter dated August 28, 2015, that as of five o'clock P.M. on the eighty-third day prior to the date set for the election of a member of the Board of Directors representing Divisions 1 and 2 of the District only two candidates have filed a declaration of candidacy for the respective offices, and that no petition has been submitted to the Registrar-Recorder requesting that a general election be held for the office of director for Divisions 1 and 2; and,

**WHEREAS**, pursuant to Section 10515 of the California Elections Code, the Registrar-Recorder is required to certify these facts to the supervising authority which is the Board of Supervisors of Los Angeles County, and to request that the Board of Supervisors appoint to the office of Director for Division 1 and 2, the persons who have filed a declaration of candidacy for that office; and,

**WHEREAS**, the Registrar-Recorder has informed the Rowland Water District that the only candidates to file a declaration of candidacy for the offices of Director for Division 1 was Teresa Pauline Rios and for Division 2 was Anthony John Lima;

**NOW THEREFORE**, be it resolved by the Board of Directors of the Rowland Water District, as follows:

1. That the Registrar-Recorder is hereby requested to certify the facts to the Board of Supervisors as required by California Elections Code Section 10515, and to ask the Board of Supervisors to appoint Teresa Pauline Rios to the office of Director for Division 1 and Anthony John Lima to the office of Director for Division 2 of the Rowland Water District, for a full term ending December 7, 2019.
2. The Board Secretary is directed to submit a certified copy of this Resolution to the Los Angeles County Registrar-Recorder.

**ADOPTED** at the Regular Meeting of the Board of Directors held September 15, 2015,  
by the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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SZU PEI LU-YANG  
Board President

ATTEST:

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TOM COLEMAN  
Board Secretary

I certify that the foregoing Resolution is a true and correct copy of the Resolution of the Board of Directors of the Rowland Water District adopted on September 15, 2015.

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TOM COLEMAN, General Manager/  
Board Secretary

**Tab**

**2.8**





## REVISED POLICY REGARDING HARASSMENT

(Adopted November 10, 1992)  
(Revision Adopted September 15, 2015)

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*Zero Tolerance:* Rowland Water District strictly prohibits and has “zero tolerance” for discrimination and harassment in any phase of the employment, including but not limited to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes discrimination and harassment on the basis of sex, sexual orientation, gender identity or expression, race, color, ancestry, religious creed, handicap or disability, medical condition, age (over 40), marital status, or any other protected class under applicable law. The District will not tolerate any such harassment of its employees and will take affirmative steps to stop it.

*Discrimination and Harassment Defined.* Discrimination and harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex or membership in one of the above-described protected classifications, where: (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment; (2) Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

*Examples of Sexual Harassment.* For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- (1) Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.);
- (2) Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.);
- (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- (4) Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- (5) Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes such as race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and violation of this Policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this Policy). Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

*Internal Report.* Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, Board Members or others must immediately notify Human Resources in writing of the alleged conduct and may submit the issue pursuant to the terms of the District's Complaint or Grievance Procedures. If the applicant or employee believes that Human Resources is precluded from fair and unbiased assessment for any reason, or if Human Resources does not respond to the written report, the applicant or employee may report the issue in writing to the General Manager. If the applicant or employee believes that the General Manager is precluded from a fair and unbiased assessment for any reason, or if the General Manager does not respond to the written report, the applicant or employee may report the issue in writing to the President of the Board of Directors for the District

*Internal Investigation and Resolution.* Following receipt of a harassment grievance, the District shall begin an immediate and thorough impartial investigation to determine if sexual or other harassment or discrimination has occurred. The investigation shall be conducted in an impartial manner and all information shall be maintained confidential to the extent possible. After full consideration of all relevant facts and circumstances involving the inquiry, a timely decision will be made by the District and appropriate disciplinary or other action will be taken, up to and including termination of employment.

*Prohibition Against Retaliation.* Retaliation against anyone for opposing conduct prohibited by the District's anti-harassment policies or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the District, or any authorized governmental agency is strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

*External Reporting.* In addition to the District's internal complaint procedure, an employee may file a complaint with the California Department of Fair Employment and Housing ("DFEH") or the U.S. Equal Employment Opportunity Commission ("EEOC") at a local office (the numbers are listed in the phone book). Under California law, the Fair Employment and Housing Commission ("FEHC") may order an employer to hire or rehire a victim of sexual harassment with back pay, and to provide the victim with monetary damages. The FEHC may also provide affirmative or prospective relief to prevent the recurrence of unlawful practices, including awards for back pay, reimbursement of out-of-pocket expenses, cease and desist orders, posting of notices, and other similar relief.



## POLICY AND PROCEDURE

APPROVED BY	POLICY TITLE	EFFECTIVE DATE
Board of Directors	<b>SOCIAL MEDIA</b>	September 15, 2015
		Page 1 of 4

### I. **PURPOSE:**

The purpose of this policy is to govern the District's use of social media and to prohibit employee private use of social media while on the clock or on District premises. This policy does not purport to govern or limit an employee's private use of his or her own personal social media. The Board of Directors is mindful that social media is a rapidly evolving technology and intends that the District's experience with the use of social media will be evaluated on a regular basis to ensure that the purposes and goals of this policy are being achieved. This policy may be updated at any time to reflect changing technology or the District's experience using social media and its effectiveness.

An important purpose of social media is to reach citizens in order to improve and extend the District's communications, in order to provide information to the public, and answer customer questions in a manner which provides the information to all customers.

The District's presence on social media sites and networks is an extension of the District's public affairs efforts and shall be jointly overseen by the General Manager, Director of Administrative Services, and the Public Affairs Representative. No other District employee may post or utilize District social media on the District's behalf without prior written approval from the Director of Administrative Services.

Social media, as used in this policy, refers to any internet-based networking website including but is not limited to weblogs (or "blogs"), Facebook, Twitter, YouTube, or LinkedIn.

### II. **POLICY:**

1. All District social media sites shall (1) be approved for content by the Director of Administrative Services; (2) be posted by the Public Affairs Representative; and (3) all District messages and content must first be approved by the Director of Administrative Services to ensure consistent and targeted messaging. No employee shall post comments or information on any social media site established by the District without prior written authorization of the Director of Administrative Services. In appropriate circumstances, employees may be asked by the Director of Administrative Services to respond to a question or comment on a social media site which pertains to that employee's area of expertise.



## POLICY AND PROCEDURE

APPROVED BY	POLICY TITLE	EFFECTIVE DATE
Board of Directors	<b>SOCIAL MEDIA</b>	September 15, 2015
		Page 2 of 4

2. The Director of Administrative Services and the Public Affairs Representative will work together as a team to use the District's presence on social media to provide effective, informative, and accurate communication of the District's messages and to provide feedback to the public on relevant topics.
3. Employees authorized to represent the District on social media sites are responsible for complying with applicable federal, state, local laws, and the District's Computer Use Policy. This includes adherence to established laws and policies regarding copyright, records retention, California Public Records Act, e-discovery laws, First Amendment, privacy laws, and information security policies established by the District.
4. All social media sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
5. The District's online information is not intended to create a public forum. The District reserves the right to revise or remove any online comment it makes.
6. Each District social media site shall include an introductory statement which clearly states the purpose and topical scope of the site. Where possible, a site should link back to the official District website for forms, documents and other information.
7. All employees authorized to use District social media sites, shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with this policy.
8. All District social media sites shall clearly indicate that they are maintained by the District and shall have the District contact information prominently displayed.
9. All District authorized users must conduct themselves at all times as a representative of the District and in accordance with all personnel policies.
10. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.



## POLICY AND PROCEDURE

APPROVED BY	POLICY TITLE	EFFECTIVE DATE
Board of Directors	<b>SOCIAL MEDIA</b>	September 15, 2015
		Page 3 of 4

11. The Director of Administrative Services shall name a designee(s) to monitor content on each social media site to ensure adherence to this policy, appropriate messaging, consistent branding and to ensure that the content is consistent with the goals of the District.
12. District social media pages should be monitored daily by authorized District staff. Comments that are offensive, contain profanity, are from vendors, or spam, should be deleted immediately.
13. Employees should report any District social media comment or post that violates this policy or the standards of professionalism. Employees should contact the Director of Administrative Services upon discovery of any problematic District social media comment or post. Employees should never comment or engage in an argument on the District's social media site.
14. Whenever possible, information to be disseminated by social media should first be posted on the District's website and then transferred to the District's social media sites by use of automatic transfer software. Employees authorized to maintain the District's social media sites should endeavor to respond to posts thoughtfully and selectively. Not all posts require a response.

### **III. SUBJECT MATTER GUIDELINES:**

Authorized users are to use the following guidelines in social networking practices when interacting on District authorized social media sites:

- Be relevant to the District's purposes and activities.
- Double-check the facts before making a posting to a site.
- Maintain professionalism, honesty, and respect.
- Apply a "good judgment" test to every comment made.
- The tone of social media content is often informal; however, the District shall write content in a professional style, using proper grammar and punctuation.
- Linking to related District website pages is strongly encouraged whenever practical and appropriate.



## POLICY AND PROCEDURE

APPROVED BY	POLICY TITLE	EFFECTIVE DATE
Board of Directors	<b>SOCIAL MEDIA</b>	September 15, 2015
		Page 4 of 4

#### IV. **PROHIBITED CONTENT:**

All content posted by staff to the District's social media site shall support the District's social media goals described in this Policy. No District employee shall, in his or her role as a District employee, post content about the following:

- Actual or potential legal claims, lawsuits, or other legal issues.
- Personnel matters.
- Personal opinions on District issues or any other issues.
- Political issues, including opinion about elected officials or candidates for elective office and issues appearing on an election ballot.
- Emergency situations, unless authorized by the General Manager.
- Profane, obscene, or pornographic content and/or language.
- Content that promotes, fosters or perpetuates discrimination on the basis of any protected category including, but not limited to, race, creed, color, age, religion, gender, disability, sexual orientation, or national origin.
- Threats to any person or organization.
- Defamatory or personal attacks.
- Information that may compromise the safety or security of the public or the District's infrastructure.
- Content that violates a legal ownership interest, such as a copyright, of any party.
- Solicitation of commerce.
- Conduct in violation of any federal, state, or local law

#### V. **ENFORCEMENT:**

Employees who are authorized to post social media content on behalf of the District shall follow this policy. Unauthorized employees are prohibited from using social media on the clock or while on District premises. Violation of this policy or the Computer Use Policy shall be grounds for disciplinary action. Disciplinary action can be up to and including termination of employment.



## ROWLAND WATER DISTRICT

### DRUG-FREE WORKPLACE POLICY (Adopted September 15, 2015)

#### I. DRUG-FREE WORKPLACE

A. It is the policy of the Rowland Water District to maintain a drug-free workplace to promote the health and safety of District employees and of the general public. All employees are notified that the manufacture, distribution, dispensation, possession, or use of a controlled substance (including but not limited to marijuana, whether obtained by prescription or not) is prohibited on all District property at all District buildings and facilities and wherever the employee conducts District business. Any employee who engages in the manufacture, distribution, dispensation, possession or use of a controlled substance while on duty or on District property or at any District building or facility or when conducting District business, shall be subject to disciplinary action, including, but not limited to, demotion, suspension, or termination of employment. Controlled substance means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC Section 812).

#### II. DRUG-FREE AWARENESS PROGRAM

The District shall provide periodic drug-free awareness informational meetings for employees to inform employees of:

1. the dangers of drug abuse in the workplace
2. the District's drug-free workplace policy
3. that the District will assist any employee seeking counseling, rehabilitation or assistance with respect to drug use, and
4. the penalties which may be imposed on employees for drug abuse violations.

Every District employee will be given a copy of the District's Drug-Free Workplace Policy.

#### III. TESTING OF EMPLOYEES IN POSITIONS INVOLVING SAFETY

A. **Declaration of Policy.** The job duties of certain District employees involve responsibilities which are critical to the health and safety of fellow employees and critical to the health and safety of the public generally ("Safety Employees"). These responsibilities include the maintenance, repair and operation of reservoirs, pipelines and water treatment facilities, the handling of extremely toxic substances, the operation of heavy equipment vehicles and machinery, working in excavations, trenches and enclosed spaces, or providing safety backup to employees working in such places ("Safety Sensitive Duties"). These Safety Sensitive Duties require Safety employees to perform to their best mental and physical capabilities. The ability of Safety Employees to perform

said duties and responsibilities in a competent manner which avoids or reduces undue risk to the health and safety of the public and other District employees is impaired if the employee is under the influence of alcohol or controlled substances while on duty.

The Safety Employee may be called upon to perform such Safety Sensitive Duties as a part of a regularly scheduled work assignment or in an emergency at any time while on duty or when called back to duty. It is therefore, the District's policy that all Safety Employees remain free of the influence of alcohol or controlled substances while on duty or on stand-by with the District, and that those Safety Employees, whose duties involve the health and safety of others, be subject to testing for the presence of alcohol and controlled substances as deemed necessary by the District.

**B. Drug Testing Prior to Employment.** As a condition of initial employment by the District for any position involving duties which affect the health and safety of others. Each "Safety Employee" applicant shall submit to medical screening for controlled substances performed by a qualified testing laboratory using accepted testing methods as a part of the required pre-employment physical. Applicants not seeking Safety Employee positions are not required to submit to a pre-employment drug screen. A positive result for the presence of any controlled substance, for which the applicant does not possess a physician's prescription, will constitute grounds for denial of employment. If the applicant is taking a prescribed drug, the District will make a determination whether the use of such substance materially impairs the ability of the applicant to perform all of the necessary functions of the position, prior to making a determination on employment.

**C. Employee Drug Testing.** Any Safety Employee shall be subject to random screening for alcohol and controlled substances (including but not limited to marijuana, whether obtained by prescription or not) while on duty, to be performed by a qualified testing laboratory of the District's choice, using accepted testing methods and procedures which insure the accuracy of the testing method without unnecessarily infringing upon the privacy of the employee. Such random drug and alcohol screening shall not be conducted more frequently than twice in any twelve-month period. Notwithstanding the limitation on random drug and alcohol screening, all employees may be subject to drug and alcohol screening at any time that District management has a reasonable suspicion, supported by articulable facts that an employee is under the influence of alcohol or a controlled substance while on duty.

**D. Refusal to Submit to Drug and Alcohol Screening.** An employee who, upon being directed to do so by District management, refuses to submit to drug and alcohol screening under the terms of this policy shall be subject to termination of employment. Discipline will be imposed in accordance with personnel rules.

**E. Positive Test Results.** A positive test result indicating the presence of alcohol at levels indicating impairment during work hours or any amount of controlled substance (including but not limited to marijuana, whether obtained by prescription or not), is ground for termination of employment. The District may, in its discretion, allow second



test to verify the results of the first positive test. The District may utilize any of the following testing options if it chooses to verify the initial positive results by a second test:

- (1) a test on a second breath sample given within 15 minutes of the first sample after the testing equipment has been recalibrated;
- (2) an analysis of a blood sample given by the employee within 15 minutes after the positive breath analysis; or
- (3) an analysis of a urine sample given within 15 minutes after the positive breath sample. The refusal to submit to at least one of the procedures for confirming the first test will be deemed to be a refusal to submit to testing under Section 6.3.3(d). If an employee tests positive for the presence of a controlled substance pursuant to a test performed on a sample of the employee's urine, then the confirming test shall be performed by a different qualified testing laboratory using a split reserved from the original sample. A negative result in the second test will be deemed to be a negative result for the purposes of that screening.
- (4) If an employee tests positive for the presence of alcohol or a controlled substance in a second test conducted pursuant to this policy, the employee shall be subject to termination or other employment discipline, provided, however, that the District may take into consideration the employee's conduct and willingness to seek and complete drug or alcohol treatment in determining whether employment termination or discipline will be imposed.

EXHIBIT "A"

SAFETY EMPLOYEES

District employees holding the following positions are categorized as "Safety Employees":

Operations Superintendent

Distribution Superintendent

Water Systems Supervisor

Field Operations Supervisor

Sr. Water Systems Operator

Maintenance Crew Leader

Water Systems Operator II

Water Systems Operator I

Maintenance II

Maintenance I

Meter Reader I

General Services Worker

**Tab**

**2.9**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE ROWLAND WATER DISTRICT AND THE FAIRPLEX EDUCATION  
FOUNDATION**

This non-binding Memorandum of Understanding ("Memorandum") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the Rowland Water District ("District"), a California county water district, and The Learning Centers at Fairplex (TLCF) regarding the TLCF's Career Technical Education Center ("CTEC"). For purposes of this Memorandum, the Foundation and CTEC may be referred to interchangeably.

WHEREAS, CTEC was introduced in 2010 under TLCF and its purpose is to educate and prepare students for real-world careers and professional success and help them make a positive contribution to the community; and

WHEREAS, TLCF educates and prepares more than 600 students each year for careers in a variety of different professional fields, including the arts, media, agriculture, automotive, energy and utilities, and others; and

WHEREAS, as part of TLCF's program, it helps students secure real life work experience, either through part-time employment or internships, with businesses, nonprofits, and public agencies; and

WHEREAS, the District is a public agency that provides retail water service to approximately 62,000 people in southeastern Los Angeles County, including portions of Rowland Heights, Hacienda Heights, La Puente, Industry and West Covina; and

WHEREAS, the District is a leader in the community and through its programs conducts a significant amount of public outreach to educate the community about the District, water conservation, and the overall importance of water and water-related issues; and

WHEREAS, the District is familiar with TLCF and is interested in providing part-time work / internship opportunities at the District if possible to TLCF students who are interested in obtaining hands on experience working for a water utility; and

WHEREAS, the District and TLCF desire to enter into this Memorandum to establish an informal partnership that will benefit TLCF and its students and the District.

NOW, THEREFORE, it is mutually agreed and understood that:

1. The District and TLCF will work together as part of an informal partnership to try and provide TLCF students with real-world work experience at the District, to the benefit of both TLCF and the District.
2. In connection with such, TLCF will identify a limited number of TLCF students who would be good candidates to work with the District and the District will try to provide such TLCF students with part-time work / internship opportunities.
3. While this Memorandum clearly establishes a desire for TLCF and the District to collaborate and work together, it is non-binding and does not have any enforceable legal effect. In addition, notwithstanding any other provision of this Memorandum, the District

cannot and does not guarantee that it will employ or engage, either part-time, full-time or as interns, TLCF students who TLCF presents to the District for consideration.

IN WITNESS WHEREOF, the District and TLCF have caused this Memorandum to be executed by their duly authorized representatives as of the day and year first above written.

Dated: \_\_\_\_\_

THE LEARNING CENTERS AT FAIRPLEX

By: \_\_\_\_\_

Dated: \_\_\_\_\_

ROWLAND WATER DISTRICT

By: \_\_\_\_\_

Tom Coleman, General Manager

**Tab**

**2.10**

**Rowland Water District  
Communication Strategies Update  
September 15, 2015**

- **Customized Consumption Outreach**
  - Letters sent to all customers
  - Identifies 2013 water use and 2015 target use
  - Offers additional rebate and conservation information
  - Press release issued September 2015
  
- **Strategic Plan**
  - Printable version available online
  - Hard copies available at District office
  - Press release distributed August 2015
  
- **Buckboard Days Parade**
  - All collateral materials complete
  - T-shirts designed for staff
  - Press release distributed first week of September
  
- **Educational Outreach**
  - New designs approved for Water-Wise characters
  - Student educational booklet being designed
  
- **On-going updates**
  - Website (sliders and text updated as needed)
  - District presentations
  - On-Hold Messages

• Press Releases

Date	News Story	In Process	Completed	Distributed
9/9	Stage 2 – Mandatory Restrictions		*****	*****
9/15	Kiosk/Lobby Improvements		*****	*****
9/23	District Refinancing		*****	*****
10/1	Buckboard Days		*****	*****
10/1	Grant Application	*****		
10/21	New Legal Counsel		*****	*****
12/15	Management Transition		*****	*****
12/15	Northrop Grumman Superfund	*****		
12/29	Board Officers/Committee Assignments		*****	*****
1/10/15	Edu-Grants - Brittnie	*****		
1/14/15	Audit Review & Completion		*****	*****
1/27/15	Strategic Planning Process	*****		
2/3/15	Capital Improvement Projects	*****		
3/9/15	Ethics Training		*****	*****
3/24/15	New Water Restrictions		*****	*****
3/26/15	Women Leaders Conference		*****	*****
4/2/15	Statement on Governor's Announcement		*****	*****
4/15/15	Announcement of 4/28 Meeting		*****	*****
5/9/15	Further Drought Updates	*****	*****	*****
7/1/15	CCR Available	*****	*****	*****
7/10/15	Business User Outreach	*****		
8/3/15	Updated Strategic Plan	*****	*****	*****
9/3/15	Buckboard Days Parade	*****	*****	*****
9/5/15	Customized Consumption	*****		





## Memorandum

To: Board of Directors

From: Brittnie Van De Car  
Public Affairs Representative

Date: September 15, 2015

Re: Public Affairs & Education Update

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- Preparing for the Buckboard Days Parade
  - T-Shirts are in the process of being ordered
- Marketing the Free Rain Barrel Giveaway
  - The 300 that we initially reserved have been reserved and we are now onto the waitlist with customers.
  - Customers will be able to pick them up on October 8, 2015.
    - Marketing this event on FaceBook, Twitter, CS Lobby TV, and CS Counter
- Assisted with creating outside conservation signs to be placed around the District.
- Hosting a landscape class on Wednesday, October 21, 2015 at the Rowland Heights Community Center from 5:00 pm-8:00 pm.
  - Marketing this event through a bill stuffer
- Updating the Educational Brochure
- Scheduling classroom presentations with schools
- Updating educational curriculum for the 2015-2016 school year
- Updated inventory for community outreach events
- Created a Survey Monkey to send out to the teachers that have participated in the classroom presentations.
  - The Teacher Evaluations are anonymous and provide valuable feedback
  - The feedback is used to develop and enhance future presentations
- Keeping up-to-date with the WaterSense partnership program:
  - Printing appropriate promotional material and placing it at the Customer Service Counter for distribution to customers
  - Attending bi-monthly webinars on upcoming promotional items and programs put on by the Environmental Protection Agency (EPA) WaterSense program
- Updating the Lobby Player on a daily/weekly basis
- Checking the Google Analytics weekly (see attached data charts)
  - The "Website Visits and Pageviews" allows us to determine the number of **new** vs. **returning** visitors and the **source** of viewing
  - The "Pageviews" allows us to evaluate which pages on the website are viewed most frequently

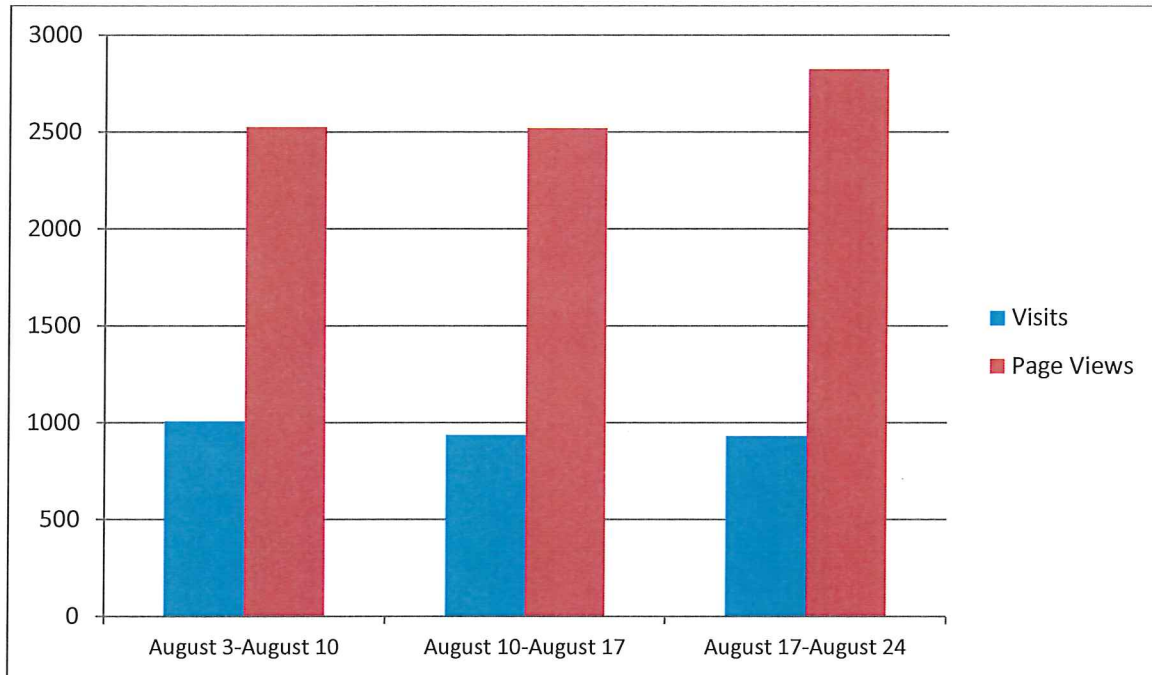


- Adding all new customer emails to Constant Contact to be utilized as a customer newsletter database
  - Creating content, ideas and layout for quarterly e-newsletter
- Checking the District's FaceBook and Twitter page weekly
  - Posting necessary information on the pages
- Maintain and view District website on a daily basis
  - Update pages
  - Make relevant changes
  - Updating the Drought Monitor page weekly
  - Upload the Board packet, minutes and agendas when necessary
- Attended the monthly WEWAC meeting on Thursday, August 13, 2015

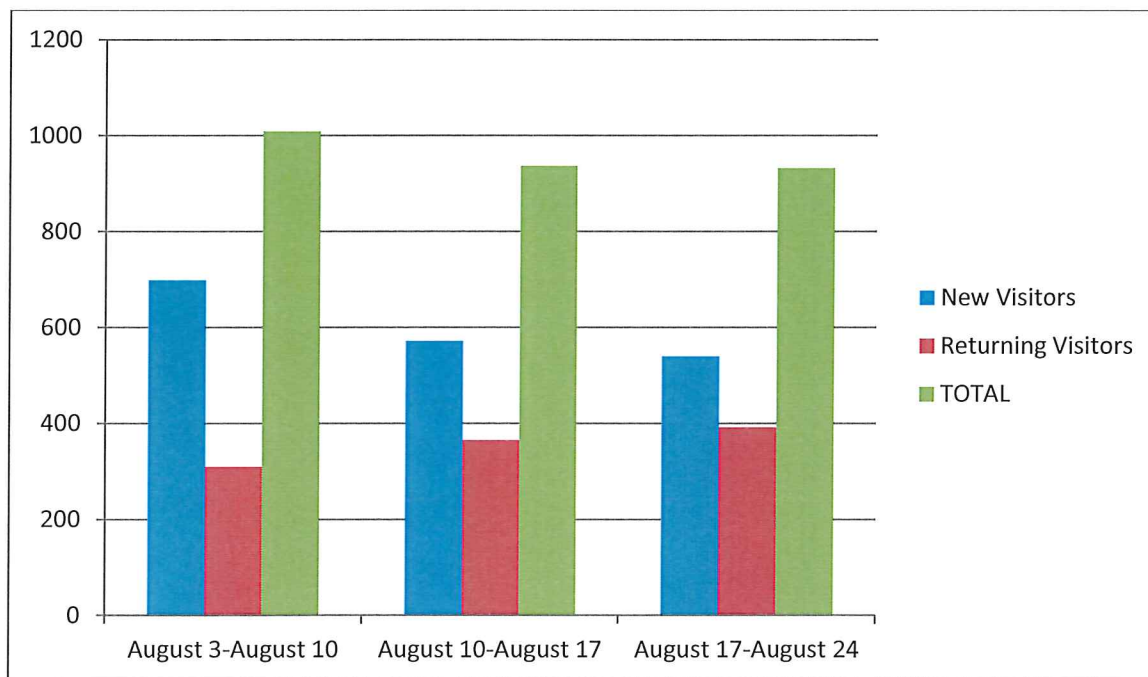
A handwritten signature in black ink, appearing to read "Brittnie L. Van De Car".

Brittnie L. Van De Car  
Public Affairs Representative

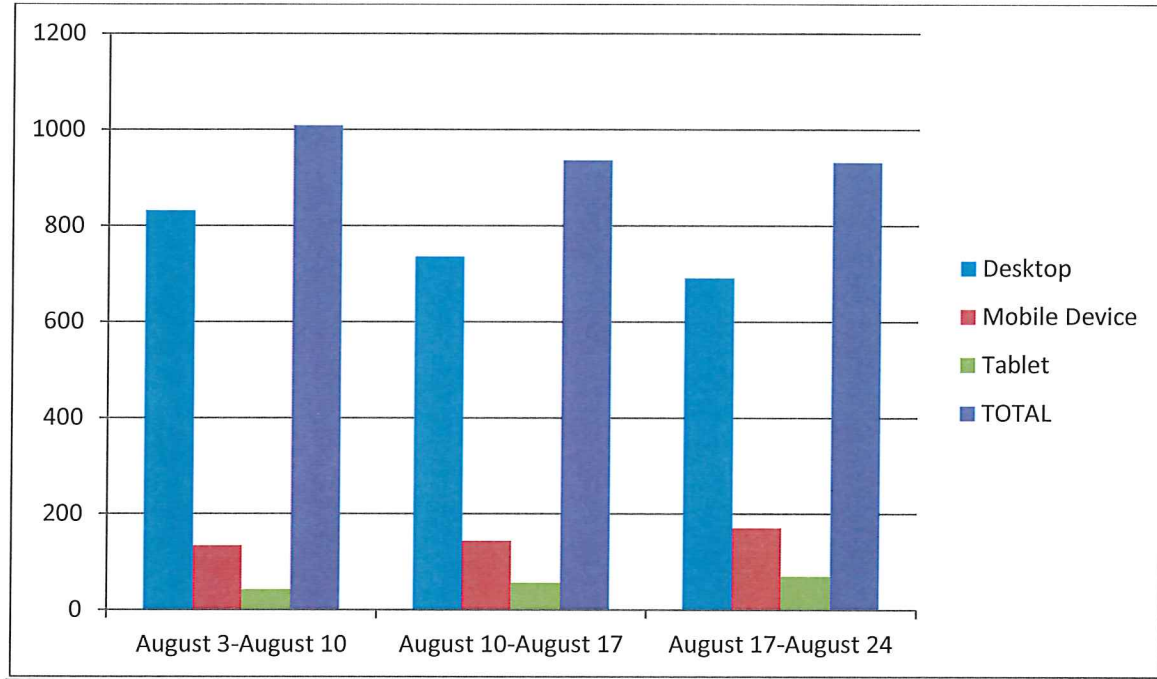
### Website Visits and Pageviews



### New vs. Returning Visitors



**Source of Viewing**



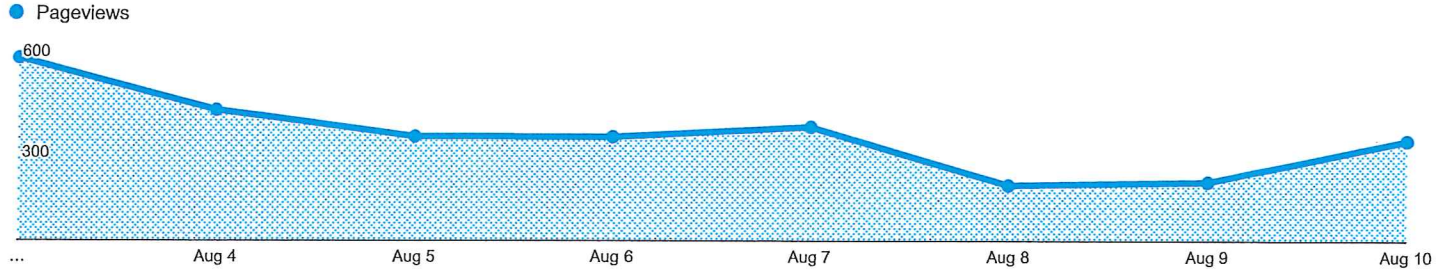
*\*See further pages for Conservation/Drought page insights.*

Pages

Aug 3, 2015 - Aug 10, 2015

All Sessions  
100.00%

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>2,527</b> % of Total: 100.00% (2,527)	<b>1,964</b> % of Total: 100.00% (1,964)	<b>00:01:33</b> Avg for View: 00:01:33 (0.00%)	<b>1,006</b> % of Total: 100.00% (1,006)	<b>49.55%</b> Avg for View: 49.55% (0.00%)	<b>39.81%</b> Avg for View: 39.81% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /	971 (38.43%)	749 (38.14%)	00:01:12	682 (67.79%)	48.47%	46.24%	\$0.00 (0.00%)
2. /bill-pay-options/	302 (11.95%)	229 (11.66%)	00:00:34	65 (6.46%)	18.46%	11.92%	\$0.00 (0.00%)
3. /manage-and-pay-your-bill-online/	247 (9.77%)	215 (10.95%)	00:03:27	44 (4.37%)	59.09%	63.56%	\$0.00 (0.00%)
4. /start-stop-service/	103 (4.08%)	72 (3.67%)	00:00:48	21 (2.09%)	14.29%	8.74%	\$0.00 (0.00%)
5. /contact-info/	76 (3.01%)	55 (2.80%)	00:01:28	15 (1.49%)	80.00%	53.95%	\$0.00 (0.00%)
6. /careers/	59 (2.33%)	44 (2.24%)	00:02:56	13 (1.29%)	53.85%	67.80%	\$0.00 (0.00%)
7. /start-service/	58 (2.30%)	41 (2.09%)	00:04:32	3 (0.30%)	33.33%	25.86%	\$0.00 (0.00%)
8. /confirmation/	41 (1.62%)	39 (1.99%)	00:04:58	5 (0.50%)	60.00%	63.41%	\$0.00 (0.00%)
9. /about-your-bill/	36 (1.42%)	25 (1.27%)	00:00:32	3 (0.30%)	33.33%	22.22%	\$0.00 (0.00%)
10. /faq/	36 (1.42%)	27 (1.37%)	00:05:12	16 (1.59%)	68.75%	47.22%	\$0.00 (0.00%)

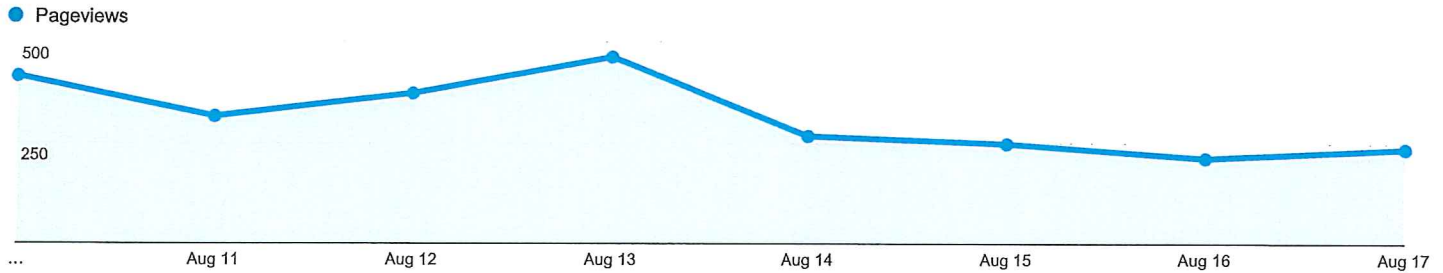
Rows 1 - 10 of 119

Pages

Aug 10, 2015 - Aug 17, 2015

All Sessions  
100.00%

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>2,522</b> % of Total: 100.00% (2,522)	<b>1,939</b> % of Total: 100.00% (1,939)	<b>00:01:35</b> Avg for View: 00:01:35 (0.00%)	<b>936</b> % of Total: 100.00% (936)	<b>45.25%</b> Avg for View: 45.25% (0.00%)	<b>37.11%</b> Avg for View: 37.11% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /	888 (35.21%)	652 (33.63%)	00:01:06	597 (63.78%)	39.13%	39.75%	\$0.00 (0.00%)
2. /bill-pay-options/	318 (12.61%)	234 (12.07%)	00:00:35	60 (6.41%)	23.33%	11.95%	\$0.00 (0.00%)
3. /manage-and-pay-you-r-bill-online/	246 (9.75%)	224 (11.55%)	00:04:14	40 (4.27%)	72.50%	61.38%	\$0.00 (0.00%)
4. /contact-info/	74 (2.93%)	60 (3.09%)	00:01:50	24 (2.56%)	66.67%	56.76%	\$0.00 (0.00%)
5. /start-stop-service/	70 (2.78%)	52 (2.68%)	00:01:09	11 (1.18%)	9.09%	7.14%	\$0.00 (0.00%)
6. /rain-barrel-giveaway/	<b>63</b> (2.50%)	53 (2.73%)	00:04:03	24 (2.56%)	83.33%	58.73%	\$0.00 (0.00%)
7. /careers/	50 (1.98%)	38 (1.96%)	00:00:41	14 (1.50%)	71.43%	74.00%	\$0.00 (0.00%)
8. /start-service/	49 (1.94%)	34 (1.75%)	00:05:15	5 (0.53%)	0.00%	12.24%	\$0.00 (0.00%)
9. /category/agendamintest/	39 (1.55%)	25 (1.29%)	00:00:53	5 (0.53%)	40.00%	15.38%	\$0.00 (0.00%)
10. /confirmation/	39 (1.55%)	37 (1.91%)	00:01:23	5 (0.53%)	100.00%	82.05%	\$0.00 (0.00%)

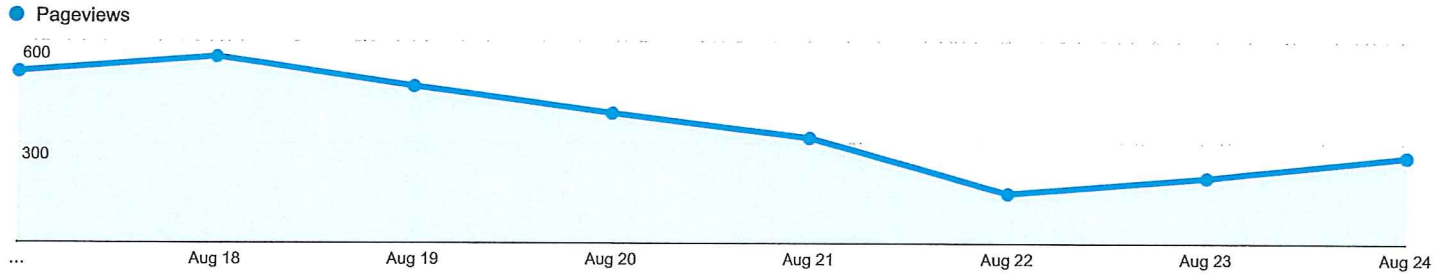
Rows 1 - 10 of 133

Pages

Aug 17, 2015 - Aug 24, 2015

All Sessions  
100.00%

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>2,828</b> % of Total: 100.00% (2,828)	<b>2,136</b> % of Total: 100.00% (2,136)	<b>00:01:23</b> Avg for View: 00:01:23 (0.00%)	<b>929</b> % of Total: 100.00% (929)	<b>36.70%</b> Avg for View: 36.70% (0.00%)	<b>32.85%</b> Avg for View: 32.85% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /	913 (32.28%)	624 (29.21%)	00:00:41	564 (60.71%)	28.22%	30.45%	\$0.00 (0.00%)
2. /bill-pay-options/	384 (13.58%)	291 (13.62%)	00:00:59	85 (9.15%)	23.53%	13.28%	\$0.00 (0.00%)
3. /manage-and-pay-your-bill-online/	306 (10.82%)	271 (12.69%)	00:04:28	44 (4.74%)	72.73%	59.15%	\$0.00 (0.00%)
4. /rain-barrel-giveaway/	<b>113</b> (4.00%)	81 (3.79%)	00:02:14	12 (1.29%)	83.33%	53.98%	\$0.00 (0.00%)
5. /contact-info/	98 (3.47%)	77 (3.60%)	00:01:52	23 (2.48%)	52.17%	54.08%	\$0.00 (0.00%)
6. /start-stop-service/	90 (3.18%)	70 (3.28%)	00:00:26	19 (2.05%)	36.84%	15.56%	\$0.00 (0.00%)
7. /start-service/	58 (2.05%)	37 (1.73%)	00:03:34	3 (0.32%)	66.67%	20.69%	\$0.00 (0.00%)
8. /careers/	48 (1.70%)	39 (1.83%)	00:01:18	13 (1.40%)	69.23%	68.75%	\$0.00 (0.00%)
9. /conservation/	<b>47</b> (1.66%)	30 (1.40%)	00:03:15	25 (2.69%)	8.00%	17.02%	\$0.00 (0.00%)
10. /conservation-education/	<b>37</b> (1.31%)	24 (1.12%)	00:00:55	1 (0.11%)	0.00%	2.70%	\$0.00 (0.00%)

Rows 1 - 10 of 171

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**2.11**



## WATER RESOURCES UPDATE!

Join Three Valleys Municipal Water District in welcoming **Senators Bob Huff** and **Connie Leyva** as well as local water experts to provide us with the most up to date information on water supplies, conservation efforts, local groundwater conditions, desalination prospects and more!

### EVENT DATE

Wednesday, September 30<sup>th</sup>  
9:30am

Event sponsored by:



Please call to reserve your seat: (909) 621-5568

#### Event Location:

1021 E. Miramar Ave.  
Claremont, CA 91711

Three Valleys  
Municipal Water  
District

Miramar Avenue

Baseline Road

This program is FREE of charge, but RSVPs are required to ensure seating/parking availability.  
Please call to reserve your seat: (909) 621-5568



**Association  
of California  
Water Agencies**  
*Since 1910*  
Leadership • Advocacy  
Information • Service

# ACWA 2015 Fall Conference & Exhibition PRELIMINARY AGENDA

Renaissance & Hyatt Regency, Indian Wells

DEC  
1-4  
2015

## ACWA/JPIA - MONDAY, NOV. 30

### 8:30 – 10:00 AM

- Employee Benefits Program Committee Meeting

### 10:15 – 11:15 AM

- ACWA/JPIA Executive Committee

### 1:30 – 4:00 PM

- ACWA/JPIA Board of Directors

### 4:00 – 5:00 PM

- ACWA/JPIA Town Hall

### 5:00 – 6:00 PM

- ACWA/JPIA Reception

## TUESDAY, DEC. 1

### 8:00 AM – 6:00 PM

- Registration

### 8:30 AM – 3:00 PM

- ACWA/JPIA: Seminars

### 10:00 – 11:45 AM

- Groundwater Committee
- Water Quality Committee

### 11:00 AM – Noon

- Outreach Task Force

### Noon – 2:00 PM

- ACWA 101 & Luncheon
- Committee Lunch Break

### 1:00 – 2:45 PM

- Energy Committee
- Finance Committee
- Scholarship & Awards Subcommittee
- Water Management Committee

### 2:00 – 4:00 PM

- SDLF Special District Administrator Certification Test

### 1:30 – 3:30 PM

- ACWA/JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

### 3:00 – 4:45 PM

- Communications Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee

### 5:00 – 6:30 PM

- Welcome Reception in the Exhibit Hall

## WEDNESDAY, DEC. 2

### 7:30 AM – 5 PM

- Registration

### 8:00 – 9:45 AM

- Opening Breakfast *(Ticket Required)*

### 9:00 AM – Noon & 1:30 – 5:00 PM

- Exhibit Hall

### 10:00 – 11:30 AM

- Attorneys Program
- Communications Committee Program
- Energy Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Human Resources Program
- Region Issue Forum
- Statewide Issue Forum

### 11:30 – 11:45 AM

- Prize Drawing in the Exhibit Hall

### 11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

### 2:00 – 3:15 PM

- Aquatic Resources Subcommittee
- Attorneys Program
- Exhibitor Technical Presentation
- Human Resources Program
- Region Program
- Town Hall

### 3:30 – 4:45 PM

- Energy Committee Program
- Exhibitor Technical Presentation
- Finance Program
- Statewide Issue Forum
- Water Industry Trends Program

### 4:00 – 6:00 PM

- Legal Affairs Committee

### 4:30 – 5:30 PM

- Beer & Wine Mixer - Hosted by Exhibitors

### 5:30 – 7:00 PM

- CalDesal Hosted Mixer
- CH2MHILL Hosted Reception

## THURSDAY, DEC. 3

### 7:30 AM – 4 PM

- Registration

### 8:00 AM – Noon

- Exhibit Hall

### 8:00 – 9:15 AM

- Networking Continental Breakfast *(Ticket Required)*

### 9:30 – 11:00 AM

- Attorneys Program
- Exhibitor Technical Presentations
- Finance Program
- Human Resources Program
- Region Issue Forum
- Statewide Issue Forum

### 9:30 - 11:45 AM

- Ethics Training (AB 1234)

### 11:00 – 11:30 AM

- Prize Drawings in the Exhibit Hall

### 11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

### 2:00 – 3:15 PM

- Attorneys Program
- Exhibitor Technical Presentations
- Federal Issues Forum
- Statewide Issue Forum
- Water Industry Trends Program

### 3:30 – 5 PM

- Regions 1–10 Membership Meetings

### 6:00 – 7:00 PM

- Outreach Reception

### 7:00 – 9:30 PM

- Dinner & Entertainment *(Ticket Required)*

## FRIDAY, DEC. 4

### 8:00 – 9:30 AM

- Registration

### 8:30 – 10:00 AM

- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA/JPIA *(Ticket Required)*

## OTHER EVENTS

### THURSDAY, DEC. 3

#### 6:45 – 8:30 AM

- San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

Last modified: 07/27/15

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## State Water Resources Control Board

August 11, 2015

Mr. Tom Coleman, GM  
Rowland Water District  
3021 Fullerton Road  
Rowland Heights, CA 91748

### **SUBJECT: WATER CONSERVATION WARNING LETTER**

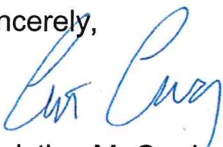
We have reviewed your water conservation data submitted for June 2015 and have determined that Rowland Water District was within 4 percent of meeting its required water conservation target. Although you were close to meeting your target, you should immediately take additional steps to enhance water conservation efforts and ensure the conservation requirement is met in future months. Moving forward, it will be important to increase conservation efforts because compliance is based on cumulative water saving and any conservation deficiencies in the month of June will need to be made up in future months.

As you know, the greatest opportunity to conserve water occurs during the warmer summer months, so quick action now will be critical to meeting your conservation requirement. Following are some actions you should consider:

- Further reducing the number of days and/or total run times that outdoor irrigation is allowed;
- Increasing staffing and budgets for water conservation messaging/outreach, surveillance, and enforcement;
- Imposing fines for water waste or violation of conservation requirements and publicizing those efforts;
- Finding and repairing system leaks;
- Adjusting rate structures to incentivize water conservation; and,
- Reviewing water meter data to identify high water users for targeted outreach

Be advised that the State Water Resources Control Board may **initiate formal enforcement if the Rowland Water District does not meet its conservation requirement in the future.** If you have any questions or need assistance regarding this matter, please contact Mr. Matthew Buffleben at (916) 341-5891.

Sincerely,



Christian M. Carrigan, Director  
**Office of Enforcement**

cc: See next page.

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