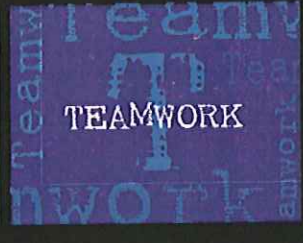
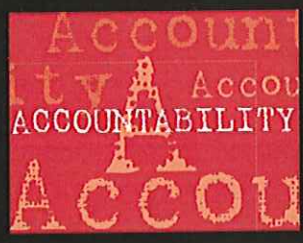


ROWLAND WATER DISTRICT

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

August 14, 2012



AGENDA

Regular Meeting of the Board of Directors
August 14, 2012
6: 00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ADDITION(S) TO THE AGENDA

PUBLIC COMMENT ON AGENDA ITEMS

Any member of the public wishing to address the Board of Directors regarding items on the Agenda or other matters within the subject matter jurisdiction of the Board should do so at this time. The Board may allow additional input on Agenda items during the meeting. 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.

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 July 10, 2012**
Recommendation: The Board of Directors approve the Minutes as presented.

- 1.2 Demands on General Fund Account for July 2012**
Recommendation: The Board of Directors approve the demands on the general fund account as presented.

- 1.3 Investment Report for July 2012**
Recommendation: The Board of Directors approve the investment report as presented.

- 1.4 Water Purchases for June 2012**
For information purposes only.

- 1.5 Calendar of Events for August and September 2012**
For information purposes only.

Next Special Board Meeting to be held August 21, 2012
Next Regular Board Meeting to be held September 18, 2012
Special Board Meeting September 29, 2012

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 July 2012**
Recommendation: The Board of Directors approve the reimbursements as presented.

- 2.2 Approve Public Affairs Representative Position**
Recommendation: The Board of Directors approve the position.

- 2.3 Review and Approve Resolution No. 8-2012 Establishing Policy for Use of District Provided Computer Tablet Devices**
Recommendation: The Board of Directors approve Resolution No. 8-2012.

- 2.4 Review and Approve Interim Agreement Between City of Industry and Rowland Water District in connection with the Nogales Grade Separation (ACE)**
Recommendation: The Board of Directors approve the Interim Agreement.

- 2.5 Review and Discuss Directors' and Employees Post-Retirement Health Care Benefits**
No recommendation.
- 2.6 Water Rate and Service Charge Increase – Discuss Proposition 218 Notice Requirements**
No recommendation.
- 2.7 Review and Discuss Expense Reporting Procedures**
No recommendation.
- 2.8 Communications and Public Outreach Strategic Plan Update**
For information purposes only.
- 2.9 Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)**
- 2012 CSDA Annual Conference, September 24-27, 2012, San Diego, CA
 - Kiwanis Club Annual Installation Dinner, Saturday, September 29, 2012, Seasons (STC Center) Place, 18558 E. Gale Avenue, City of Industry, CA

Tab 3 LEGISLATIVE INFORMATION

3.1 Updates on Legislative Issues

Tab 4 REVIEW OF CORRESPONDENCE

(This tab is intentionally blank.)

Tab 5 COMMITTEE REPORTS

- 5.1 Three Valleys Municipal Water District** (Directors Lu-Yang/Lima)
- Minutes of the Regular Board Meeting held July 18, 2012
- 5.2 Joint Powers Insurance Authority** (Director Lewis/Mr. Deck)
- JPIA Liability, Property and Workers' Compensation Risk Assessment
- 5.3 Association of California Water Agencies** (Directors Lewis/Bellah)

There are no tabs for the remainder of the meeting.

- 5.4 Project Ad-Hoc Committee** (Directors Lima/Lu-Yang)
- 5.5 Regional Chamber of Commerce** (Directors Lu-Yang/Lewis)
- 5.6 PWR Joint Water Line Commission** (Directors Lima/Bellah)
- 5.7 Puente Basin Water Agency** (Directors Lima/Lewis)

5.8 Sheriff's Community Advisory Council (Directors Lu-Yang/Rios)

5.9 Rowland Heights Community Coordinating Council (Directors Bellah/Rios)

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1 Public Relations (Ms. Perea)

6.2 Personnel Report (Mr. Deck)

6.3 Engineer's Report (Mr. Carrera)

Tab 7 ATTORNEY'S REPORT (Ms. Morningstar)

Tab 8 CLOSED SESSION

a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: Purchase of Water Rights in the
Central and Main San Gabriel Basins
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Hawks Bay
Under Negotiation: Price and Terms

b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: Lease of Water Rights in the
Main San Gabriel Basin
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Covina Irrigating Company
Under Negotiation: Price and Terms

c. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: Lease of Water Rights in the
Main San Gabriel Basin
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Sierra Water Group
Under Negotiation: Price and Terms

d. Conference with Real Property Negotiator Pursuant to Government Code Sec. 54956.8

Property: A Portion of the Parcel at 1015 Nogales Street, Rowland
Heights, Ca APN# 8264-021-028
Negotiating Parties: John A. Rowland, Jr., Trustee
District Negotiator: Ken Deck, General Manager
Under Negotiation: Price and Terms of Sale

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.

Next Special Meeting of the Board of Directors: August 21, 2012
Next Regular Meeting of the Board of Directors: September 18, 2012
Special Board Meeting: September 29, 2012

ADJOURNMENT

President Anthony J. Lima, Presiding

1.1



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

July 10, 2012 - 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ABSENT:

None

OTHERS PRESENT:

Janet Morningstar, Legal Counsel
Dan Horan, Three Valleys Municipal Water District
Joe Ruzicka, Three Valleys Municipal Water District
Mr. Kirk Howie, Three Valleys Municipal Water District
David Malkin, Rowland Heights Resident
Teri Malkin, Rowland Heights Resident

ROWLAND WATER DISTRICT STAFF:

Ken Deck, General Manager
Ted Carrera, Assistant General Manager
Sean Henry, Finance Officer
Rose Perea, Director of Administrative Services

ADDITION(S) TO AGENDA

None

PUBLIC COMMENT ON AGENDA ITEMS

None.

Tab 1 - CONSENT CALENDAR

Upon motion by Director Bellah, seconded by Director Lewis, the Consent Calendar was approved as presented. The motion was unanimously carried.

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on June 12, 2012

1.2

Approval of the Minutes of Special Board Meeting Held on June 26, 2012

1.3

Demands on General Fund Account for June, 2012

1.4

Investment Report for June, 2012

1.5

Water Purchases for May, 2012

1.6

Calendar of events for July and August 2012

Special Board Meeting: July 21, 2012

Regular Board Meeting: August 14, 2012

Special Board Meeting: August 21, 2012

Tab 2 - ACTION ITEMS

2.1

Approve Directors' Meeting Reimbursements for June 2012

Upon motion by Director Lewis, seconded by Director Rios, the Directors' Meeting Reimbursement Report was approved as presented. The motion was unanimously carried.

2.2

Approve Extension of General Manager's Contract

Legal counsel, Janet Morningstar, provided the Board with a memorandum further explaining paragraph 14, "Termination by the District", of the General Manager's contract.

Upon motion by Vice President Lu-Yang, seconded by Director Rios, and unanimously approved, the General Manager's Contract was extended through June 30, 2015, and automatically for an additional one (1) year term thereafter unless either party gives six (6) months' written notice to the other of the election not to renew.

2.3

Approve change of September 11, 2012 Board meeting to September 18, 2012

Upon motion by Vice President Lu-Yang, seconded by Director Lewis, and unanimously carried, the Board approved the change of date to September 18, 2012.

2.4

Discuss Letter of Intent from Black Dot Capital

Mr. Deck discussed the offer made by Black Dot Capital for the purchase of the District's three cell sites leases and advised the Board that after evaluating the terms of the offer and the financial benefits, it would be his recommendation that the District retain ownership and control of the cell site leases, and not assign the right to future rents. It was the consensus of the Board that the District reject the Black Dot Capital offer to purchase and upon motion made by Director Lewis, seconded by Vice President Lu-Yang, and unanimously carried, the offer was rejected. Staff was instructed to prepare a letter to Black Dot Capital responding to their offer to purchase.

2.5

Review and Discuss Lobby and Customer Service Area

Mr. Deck made a presentation of the renderings prepared by Jana Itzen Architects for the remodel of the lobby and customer service area. It was the consensus of the Board that staff continue with the development of the concepts for the re-design of the lobby and customer service area and present the final proposal to the Board when received for further discussion and/or approval.

2.6

Discuss the Option of Providing Electronic Delivery of Agenda and Board Packets to Directors

After open discussion between staff and members of the Board, staff was asked to prepare a cost analysis of the estimated savings in connection with the transition to electronic delivery of the agenda and board packet, taking into consideration the employee man hours expended in the preparation and delivery of the Board packets to Board members. Legal counsel was asked to draft a formal policy governing the use of electronic devices to be provided by the District to the Board members, for consideration at a subsequent Board meeting.

2.7

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

- Urban Water Institute 19th Annual Water Conference, August 22-24, 2012, Mission Bay, San Diego. Directors Lewis and Bellah have been registered to attend this conference.
- IMC Legislative Update Breakfast, July 13, 2012, 7:30 a.m., Pacific Palms Resort
Staff was instructed to make reservations for Directors Lewis and Bellah for their attendance at the breakfast.

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

Provided for information purposes only.

Tab 4 REVIEW OF CORRESPONDENCE

None.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

Vice President Lu-Yang reported on the meeting held on June 20, 2012, and advised that Mr. William Steele from the Bureau of Reclamation made a presentation at the meeting and discussed Water Smart Grants. A public hearing was held adopting the MWD standby charge to be added to property taxes.

5.2

Joint Powers Insurance Authority

Nothing to report.

5.3

Association of California Water Agencies

Nothing to report.

5.4

Project Ad-Hoc Committee

President Lima reported on the meeting held on July 5, 2012 and advised that current projects and their progress were discussed as well as possible topics for the upcoming strategic planning special board meeting and brainstorming session.

5.5

Regional Chamber of Commerce

Vice president Lu-Yang reported on her attendance at the Installation Dinner and that Stephen Ly is now the permanent Chief Executive Officer. She also provided information on upcoming events. Director Rios also attended the Installation Dinner and advised that she enjoyed meeting many of the members and attendees at the dinner. Director Lewis reported on his attendance at the Chamber Government Affairs Committee and discussed the Bill to approve on-line gambling in California.

A discussion was held in connection with the District's representation on the Chamber Government Affairs Committee. Upon motion by Vice president Lu-Yang, seconded by Director Lewis, and unanimously carried, the Board approved the nomination of Ted Carrera to represent the District as a voting member on the Regional Chamber of Commerce Government Affairs Committee. Staff was asked to submit Mr. Carrera's Nomination Application to the Chamber.

5.6

PWR Joint Water Line Commission

President Lima reported on the June 21, 2012 meeting and advised that Civiltec Engineering's contract had been approved for fiscal year 2012-2013. The budget and transfer of the general checking account to Citizens Business Bank were approved.

5.7

Puente Basin Water Agency

President Lima attended the July 6, 2012 meeting and reported that Michael Engelbrecht, Director of Public Finance, Wells Fargo Bank, and Jeff Stava, Attorney, Nossaman, LLP law firm, presented options for potential funding of the PBWA projects. Commissioners and guests engaged in a tour of potential project sites and facilities.

5.8

Sheriff's Community Advisory Council

Nothing to report.

5.9

Rowland Heights Community Coordinating Council

Director Rios reported that a presentation on voter protocol was made at the July 9, 2012 meeting. Director Bellah reported that a representative from Assemblyman Curt Hagman's office made a presentation on the budget process and also had comments on the voter process presentation.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Public Relations

Mrs. Perea noted that the traveling art show exhibiting the student art included in the MWD 2012 "Water is Life Calendar" was on display in the office lobby. She will be distributing "Save the Date" flyers to the schools in August for the Project Wet Teachers' Workshop which is scheduled for October 17, 2012, at the Frontier Project at Cucamonga Valley Water District. The face-lift to the conservation garden at the fairgrounds is underway, scheduled to be completed prior to the fair opening. This year's theme is "Safari" and the site will be decorated accordingly.

6.2

Personnel Report

Nothing to report.

6.3

Engineer's Report

Mr. Carrera reported on the District's pipeline break on Colima and provided pictures of the site. He advises that the repair will take approximately two weeks to complete. He added that fortunately only one customer, Colima Nursery, is affected. The District has provided the Nursery with water and a port-a-potty during the repair period.

Tab 7 ATTORNEY'S REPORT (Ms. Morningstar)
Nothing to report.

Tab 8 CLOSED SESSION

- a. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**
Property: Purchase of Water Rights in the Central and Main San Gabriel Basins
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Hawks Bay
Under Negotiation: Price and Terms

- b. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**
Property: Lease of Water Rights in the Main San Gabriel Basin
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Covina Irrigating Company
Under Negotiation: Price and Terms

- c. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**
Property: Lease of Water Rights in the Main San Gabriel Basin
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Sierra Water Group
Under Negotiation: Price and Terms

- d. **Conference with Real Property Negotiator Pursuant to Government Code Sec. 54956.8**
Property: A Portion of the Parcel at 1015 Nogales Street, Rowland Heights, Ca APN# 8264-021-028
Negotiating Parties: John A. Rowland, Jr., Trustee
District Negotiator: Ken Deck, General Manager
Under Negotiation: Price and Terms of Sale

There was nothing to report in connection with any of the foregoing real property negotiations, therefore, a closed session was not necessary and the meeting continued without interruption.

Directors' and General Manager's Comments

Vice President Lu-Yang commented that the District will celebrate its 60th Anniversary next year and she proposed that the Board consider a celebration in its honor.

Future Agenda Items

- Attendance at the CSDA Annual Conference on September 24-27, 2012, in San Diego, California

Late Business

None.

Special Meeting of the Board of Directors: July 21, 2012
Regular Meeting of the Board of Directors: August 14, 2012
Special Meeting of the Board of Directors: August 21, 2012.

A motion was made by Director Rios, seconded by Vice President Lu-Yang, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:50 p.m.

ANTHONY J. LIMA
Board President

Attest: _____
KEN DECK
Board Secretary

1.2

Report Criteria:
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
15131						
07/12	07/06/2012	15131	775	A & M MAILING SERVICES, INC.	MAILING SERVICE-WATER QUALITY REPORT	1,746.27
Total 15131:						1,746.27
15132						
07/12	07/06/2012	15132	2180	CDPH-OCP/DEPARTMENT OF PUBLIC	T2 CERTIFICATION-RAYMOND ALGORRI	60.00
Total 15132:						60.00
15133						
07/12	07/06/2012	15133	62497	CENTURY PUBLISHING	REGIONAL CHAMBER OF COMMERCE DIRECTOR	1,075.00
Total 15133:						1,075.00
15134						
07/12	07/06/2012	15134	2125	DANIELS TIRE SERVICE	TIRES TRUCK 8	310.69
Total 15134:						310.69
15135						
07/12	07/06/2012	15135	32	DAVID A MILLER	REIMBURSEMENT-BOOTS	74.53
Total 15135:						74.53
15136						
07/12	07/06/2012	15136	62487	EDUCATION & TRAINING SERVICES	REGISTRATION-ADVANCED WORKSHOP	499.00
Total 15136:						499.00
15137						
07/12	07/06/2012	15137	2600	HACH COMPANY	2105660-SWIFTEST REAGENT REFILL-DPD TOTAL	133.95
07/12	07/06/2012	15137	2600	HACH COMPANY	2107169-NITRIVER 3 REAGENT 100/TEST	98.67
07/12	07/06/2012	15137	2600	HACH COMPANY	2546902 POTASSIUM, GEL CARTRIDGES 2/PK	51.56
07/12	07/06/2012	15137	2600	HACH COMPANY	27256 DEIONIZED WATER	23.39
07/12	07/06/2012	15137	2600	HACH COMPANY	2668000-NITROGEN-AMMONIA REAGENT SETS, 10	189.90
07/12	07/06/2012	15137	2600	HACH COMPANY	TAX	81.48
Total 15137:						578.95
15138						
07/12	07/06/2012	15138	348	HDR ENGINEERING INC	ENGINEERING-CUSTOMER DEVELOPMENT	11,718.07
Total 15138:						11,718.07
15139						
07/12	07/06/2012	15139	244	INFOSEND INC	BILLING SERVICE	1,450.39
Total 15139:						1,450.39
15140						
07/12	07/06/2012	15140	62046	REGIONAL CHAMBER OF COMMERC	INSTALLATION GALA-ROBERT LEWIS, TERESA RI	285.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 15140:						285.00
15141						
07/12	07/06/2012	15141	62062	ROBERT LEAMY	MILEAGE REIMBURSEMENT	22.20
07/12	07/06/2012	15141	62062	ROBERT LEAMY	REIMBURSMENT-BOOTS	358.83
07/12	07/06/2012	15141	62062	ROBERT LEAMY	REIMBURSMENT-BOOKS MARCH 2012	73.03
Total 15141:						454.06
15142						
07/12	07/06/2012	15142	5750	SHERWIN WILLIAMS	PAINT FOR VALVES	227.88
Total 15142:						227.88
15143						
07/12	07/06/2012	15143	35	TERESA M RYAN	MILEAGE REIMBURSEMENT	22.76
Total 15143:						22.76
15144						
07/12	07/06/2012	15144	6615	TOP NOTCH TREE SERVICE	TREE REMOVAL AND TRIMMING RES. SITES	1,550.00
07/12	07/06/2012	15144	6615	TOP NOTCH TREE SERVICE	TREE REMOVAL AND TRIMMING RES. SITES	1,775.00
Total 15144:						3,325.00
15145						
07/12	07/06/2012	15145	323	UPS	POSTAGE	6.44
Total 15145:						6.44
15146						
07/12	07/06/2012	15146	62084	WESTIN ENGINEERING INC	ENGINEERING-IT STRATEGIC PLAN	37,305.00
07/12	07/06/2012	15146	62084	WESTIN ENGINEERING INC	SCADA MAINTENANCE CONTRACT	1,815.00
Total 15146:						39,120.00
15147						
07/12	07/10/2012	15147	3375	ANTHONY LIMA	MILEAGE REIMBURSEMENT	33.66
Total 15147:						33.66
15148						
07/12	07/10/2012	15148	62045	SZU-PEI LU-YANG	MILEAGE REIMBURSEMENT	78.06
Total 15148:						78.06
15149						
07/12	07/12/2012	15149	1000	ACWAJPIA	EMPLOYEE HEALTH BENEFITS	35,753.15
07/12	07/12/2012	15149	1000	ACWAJPIA	EMPLOYEE HEALTH BENEFITS	641.92
07/12	07/12/2012	15149	1000	ACWAJPIA	RETIREEES HEALTH BENEFITS	6,552.27
Total 15149:						42,947.34
15150						
07/12	07/12/2012	15150	193	ACWAJPIA (EAP)	EMPLOYEE ASSISTANCE PROGRAM	84.96

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 15150:						84.96
15151						
07/12	07/12/2012	15151	3850	ATHENS SERVICES (MODERN SVC)	TRASH SERVICE	459.51
Total 15151:						459.51
15152						
07/12	07/12/2012	15152	62440	BNY MELLON N.A.	MANAGEMENT FEE	3,265.72
Total 15152:						3,265.72
15153						
07/12	07/12/2012	15153	6966	CINTAS CORPORATION LOC 693	UNIFORM RENTAL	2,053.31
Total 15153:						2,053.31
15154						
07/12	07/12/2012	15154	62439	CVSTRATEGIES	PUBLIC RELATIONS-COMMUNICATIONS SERVICE	14,426.35
Total 15154:						14,426.35
15155						
07/12	07/12/2012	15155	62351	ELITE EQUIPMENT INC.	WACKER PT3A PUMP	141.84
Total 15155:						141.84
15156						
07/12	07/12/2012	15156	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	261.01
07/12	07/12/2012	15156	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	367.14
07/12	07/12/2012	15156	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	170.85
Total 15156:						799.00
15157						
07/12	07/12/2012	15157	3000	INDUSTRY MFG COUNCIL	RESERVATION-(2)	40.00
Total 15157:						40.00
15158						
07/12	07/12/2012	15158	244	INFOSEND INC	BILLING SERVICE	1,491.17
Total 15158:						1,491.17
15159						
07/12	07/12/2012	15159	397	JANET MORNINGSTAR	LEGAL FEES	4,587.50
Total 15159:						4,587.50
15160						
07/12	07/12/2012	15160	62181	ONE TOUCH OFFICE TECHNOLOGY	CONTRACT BASE RATE-RICOH/MPC3500	1,463.85
Total 15160:						1,463.85
15161						
07/12	07/12/2012	15161	5100	PUENTE READY MIX INC	WASH CONCRETE SAND	749.89

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 15161:						749.89
15162						
07/12	07/12/2012	15162	116	RECALL SECURE DESTRUCTION SVC	SHREDDING SERVICE	179.02
Total 15162:						179.02
15163						
07/12	07/12/2012	15163	62447	REEB GOVERNMENT RELATIONS LLC	LOBBYIST	1,500.00
Total 15163:						1,500.00
15164						
07/12	07/12/2012	15164	9358	SAN GABRIEL VALLEY WATER ASSO	RESERVATIONS (1)	30.00
Total 15164:						30.00
15165						
07/12	07/12/2012	15165	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	19,949.81
07/12	07/12/2012	15165	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	2,216.65
Total 15165:						22,166.46
15166						
07/12	07/12/2012	15166	215	SOUTH COAST AQMD	ANNUAL OPERATING FEE-2501 ARTIGAS	310.85
07/12	07/12/2012	15166	215	SOUTH COAST AQMD	EMISSIONS FEES-2501 ARTIGAS	115.56
Total 15166:						426.41
15167						
07/12	07/12/2012	15167	5900	THE GAS COMPANY	GAS UTILITY BILL	21.34
Total 15167:						21.34
15168						
07/12	07/12/2012	15168	6500	THERMALAIR INC	MAINTENANCE SERVICE	381.52
Total 15168:						381.52
15169						
07/12	07/12/2012	15169	323	UPS	POSTAGE	14.28
Total 15169:						14.28
15170						
07/12	07/12/2012	15170	62278	UTILITY COST MANAGEMENT LLC	ELECTRICITY SERVICE-2505 ARTIGAS DRIVE	1,211.88
Total 15170:						1,211.88
15171						
07/12	07/12/2012	15171	205	WARREN GRAPHICS	BUSINESS CARDS & PINK DOOR HANGERS	478.01
07/12	07/12/2012	15171	205	WARREN GRAPHICS	CCR	7,273.27
Total 15171:						7,751.28

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
15172						
07/12	07/12/2012	15172	62084	WESTIN ENGINEERING INC	ENGINEERING-IT STRATEGIC PLAN	8,361.20
Total 15172:						8,361.20
15173						
07/12	07/12/2012	15173	5025	PUENTE BASIN WATERMASTER	2012-2013 OPERATING BUDGET	9,656.12
Total 15173:						9,656.12
15174						
07/12	07/16/2012	15174	4750	PWR JT WATER LINE COMMISSION	587.5 AC FT-MAY 2012 WATER	465,887.50
07/12	07/16/2012	15174	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	7,978.80
07/12	07/16/2012	15174	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	2,455.93
07/12	07/16/2012	15174	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	5,767.94
Total 15174:						482,090.17
15175						
07/12	07/17/2012	15175	4600	AIRGAS USA LLC	TANK RENTAL	46.60
Total 15175:						46.60
15176						
07/12	07/17/2012	15176	1165	ANTIMITE TERMITE & PEST	PEST CONTROL-MONTHLY SERVICE	100.00
Total 15176:						100.00
15177						
07/12	07/17/2012	15177	226	BERG-NELSON CO INC	SUPPLIES FOR PUMPS	69.12
Total 15177:						69.12
15178						
07/12	07/17/2012	15178	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM	5,118.75
Total 15178:						5,118.75
15179						
07/12	07/17/2012	15179	62441	CUEMF	LEADERSHIP SUMMIT REGISTRATION-KEN DECK	395.00
07/12	07/17/2012	15179	62441	CUEMF	2012 LEADERSHIP SUMMIT SPONSORSHIP-TED C	1,000.00
07/12	07/17/2012	15179	62441	CUEMF	LEADERSHIP SUMMIT REGISTRATION-ROSE PER	395.00
Total 15179:						1,790.00
15180						
07/12	07/17/2012	15180	1270	DATA QUICK INFORMATION SYSINC	PROPERTY DATA INFO	100.00
Total 15180:						100.00
15181						
07/12	07/17/2012	15181	5600	G M SAGER CONSTRUCTION	ASPHALT	2,256.20
07/12	07/17/2012	15181	5600	G M SAGER CONSTRUCTION	ASPHALT	6,139.60
Total 15181:						8,395.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
15182						
07/12	07/17/2012	15182	348	HDR ENGINEERING INC	ENGINEERING-CUSTOMER DEVELOPMENT	9,309.94
07/12	07/17/2012	15182	348	HDR ENGINEERING INC	ENGINEERING-NEAR-TERM PIPELINE DESIGN	4,179.88
07/12	07/17/2012	15182	348	HDR ENGINEERING INC	MISC ENGINEERING	20,573.21
07/12	07/17/2012	15182	348	HDR ENGINEERING INC	MISC ENGINEERING	4,686.20
Total 15182:						38,749.23
15183						
07/12	07/17/2012	15183	379	HIGHROAD INFORMATION TECHNOL	SONICWALL SECURITY APPLIANCE, DYNAMIC SU	1,521.54
Total 15183:						1,521.54
15184						
07/12	07/17/2012	15184	62327	MATHIS CONSULTING GROUP	CONSULTING SERVICES	2,437.50
07/12	07/17/2012	15184	62327	MATHIS CONSULTING GROUP	CONSULTING SERVICES	3,000.00
Total 15184:						5,437.50
15185						
07/12	07/17/2012	15185	233	MCCALL'S METER SALES & SVC	CERTIFIED FLOW TEST	39.51
Total 15185:						39.51
15186						
07/12	07/17/2012	15186	62377	OREILLY AUTOMOTIVE STORES INC	AUTO SUPPLIES	81.44
Total 15186:						81.44
15187						
07/12	07/17/2012	15187	62125	PREMIER ACCESS	EMPLOYEES' DENTAL BENEFITS	3,042.94
07/12	07/17/2012	15187	62125	PREMIER ACCESS	RETIRES' DENTAL BENEFITS	392.67
Total 15187:						3,435.61
15188						
07/12	07/17/2012	15188	123	PROFORMA	EMPLOYEE ABSENCE REPORT, OVERTIME & STR	409.56
Total 15188:						409.56
15189						
07/12	07/17/2012	15189	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ATTORNEY FEE	628.12
07/12	07/17/2012	15189	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ATTORNEY FEE	1,393.50
07/12	07/17/2012	15189	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR BANK ANALYSIS FEES	61.49
Total 15189:						2,083.11
15190						
07/12	07/17/2012	15190	62249	SECURE SITE SOLUTIONS INC	SYSTEM MAINTENANCE	1,995.00
Total 15190:						1,995.00
15191						
07/12	07/17/2012	15191	62166	SO CAL GAS CO	GAS UTILITY BILL-2505 ARTIGAS	60.42
Total 15191:						60.42

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
15192						
07/12	07/17/2012	15192	6300	STATE OF CALIF-EMPL DEV DEPT	UNEMPLOYMENT INSURANCE PREMIUM	543.35
Total 15192:						543.35
15193						
07/12	07/17/2012	15193	7100	U S POSTAL SERVICE	POSTAGE-PERMIT 5030	5,000.00
Total 15193:						5,000.00
15194						
07/12	07/17/2012	15194	62329	VERIZON BUSINESS	DATA SERVICES-INTERNET	1,433.78
Total 15194:						1,433.78
15195						
07/12	07/17/2012	15195	62353	VERIZON BUSINESS	PHONE SYSTEM-VOIP/VOICE LINE	695.37
Total 15195:						695.37
15196						
07/12	07/17/2012	15196	7700	WALNUT VALLEY WATER DISTRICT	RECLAIMED WATER	952.84
Total 15196:						952.84
15197						
07/12	07/26/2012	15197	750	A & B ELECTRIC	SENTOUS VAULT	146.55
07/12	07/26/2012	15197	750	A & B ELECTRIC	WELL 2A SITE INDUSTRY	247.29
Total 15197:						393.84
15198						
07/12	07/26/2012	15198	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	108.05
07/12	07/26/2012	15198	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	222.09
Total 15198:						330.14
15199						
07/12	07/26/2012	15199	62492	ASSURANT EMPLOYEE BENEFITS	EMPLOYEES BENEFITS-LIFE	167.44
07/12	07/26/2012	15199	62492	ASSURANT EMPLOYEE BENEFITS	SHORT/LONG TERM DISABILITY	886.68
Total 15199:						1,054.12
15200						
07/12	07/26/2012	15200	400	AT&T MOBILITY	MOBILE PHONES, DATA CONNECT, & NOTEBOOK	954.86
Total 15200:						954.86
15201						
07/12	07/26/2012	15201	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	71.26
07/12	07/26/2012	15201	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	31.09
07/12	07/26/2012	15201	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	280.92
07/12	07/26/2012	15201	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	763.48
07/12	07/26/2012	15201	1476	BUSINESS CARD (VISA)	CONFERENCE & MISC EXPENSES	750.00
Total 15201:						1,896.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
15202						
07/12	07/26/2012	15202	62071	CALIFORNIA LIVING INC	INTERIOR PLANT MAINTENANCE	430.00
Total 15202:						430.00
15203						
07/12	07/26/2012	15203	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,166.00
Total 15203:						1,166.00
15204						
07/12	07/26/2012	15204	2253	DUKE'S LANDSCAPING INC	GARDENING SERVICE	1,695.00
07/12	07/26/2012	15204	2253	DUKE'S LANDSCAPING INC	CLEAN SLOPE AREA	800.00
Total 15204:						2,495.00
15205						
07/12	07/26/2012	15205	2300	FEDERAL EXPRESS	POSTAGE	71.76
Total 15205:						71.76
15206						
07/12	07/26/2012	15206	24701	GRAINGER	PADLOCK, ZENEX, YELLOW, LENGTH 1-3/4IN	36.14
07/12	07/26/2012	15206	24701	GRAINGER	PADLOCK, ZENEX, GREEN, LENGTH 1-3/4IN	36.14
07/12	07/26/2012	15206	24701	GRAINGER	PADLOCK, ZENEX, BLUE, LENGTH 1-3/4IN	36.14
07/12	07/26/2012	15206	24701	GRAINGER	PADLOCK, ZENEX, ORANGE, LENGTH 1-3/4IN	36.14
07/12	07/26/2012	15206	24701	GRAINGER	PADLOCK, ZENEX, PURPLE, LENGTH 1-3/4IN	36.14
07/12	07/26/2012	15206	24701	GRAINGER	LOCKOUT HASP	36.25
07/12	07/26/2012	15206	24701	GRAINGER	EAR PLUGS 27DB, CORDED, MED, PK50	103.35
07/12	07/26/2012	15206	24701	GRAINGER	ELECTRONIC EAR MUFF, 23DB, YELLOW	131.00
07/12	07/26/2012	15206	24701	GRAINGER	DETECTOR, VOLTAGE, PK 5	120.20
07/12	07/26/2012	15206	24701	GRAINGER	EAR MUFF, 30DB, OVER THE H, ANSI S3, 19-1974	63.60
07/12	07/26/2012	15206	24701	GRAINGER	EXPANDED SHEET, FLAT, AL, 4X4 FT, 3/4-#0.125	78.25
07/12	07/26/2012	15206	24701	GRAINGER	PRE-MOISTENED TOWELETTE STN, 16 OZ, PK 100	10.35
07/12	07/26/2012	15206	24701	GRAINGER	PRE-MOISTENED RSPTR AND EAPT WIPES, PK 10	21.57
07/12	07/26/2012	15206	24701	GRAINGER	TAX	82.19
07/12	07/26/2012	15206	24701	GRAINGER	PADLOCK STATION, 9 3/4X7 3/4X3 3/8IN	115.60
07/12	07/26/2012	15206	24701	GRAINGER	TAX	12.13
Total 15206:						955.19
15207						
07/12	07/26/2012	15207	379	HIGHROAD INFORMATION TECHNOL	MANAGE SERVICE	4,414.01
07/12	07/26/2012	15207	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER	3,052.61
Total 15207:						7,466.62
15208						
07/12	07/26/2012	15208	62259	HYDRO-SCAPE PRODUCTS, INC	SUPPLIES FOR SERVICES	37.26
Total 15208:						37.26
15209						
07/12	07/26/2012	15209	62435	INDUSTRY PUBLIC UTILITY COMMISS	PUMPING POWER-PUMPSTATION 2A	3,482.10
Total 15209:						3,482.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
15210						
07/12	07/26/2012	15210	244	INFOSEND INC	BILLING SERVICE	2,173.26
Total 15210:						2,173.26
15211						
07/12	07/26/2012	15211	62226	INLAND DESERT SECURITY &	ANSWERING SERVICE	296.60
Total 15211:						296.60
15212						
07/12	07/26/2012	15212	2120	J W D'ANGELO CO	ASSET FOR MAINS	796.63
Total 15212:						796.63
15213						
07/12	07/26/2012	15213	62066	JANITORIAL SYSTEMS	MONTHLY JANITORIAL SERVICES	600.00
Total 15213:						600.00
15214						
07/12	07/26/2012	15214	3550	MAXUM PETROLEUM	DIESEL CLEAR	1,020.41
07/12	07/26/2012	15214	3550	MAXUM PETROLEUM	GASOLINE, REGULAR GRADE	6,377.18
Total 15214:						7,397.59
15215						
07/12	07/26/2012	15215	257	MCMASTER-CARR SUPPLY CO	TOOLS & SUPPLIES	52.30
Total 15215:						52.30
15216						
07/12	07/26/2012	15216	62476	NETWORKFLEET INC	UNIVERSAL HARNESS	10.88
07/12	07/26/2012	15216	62476	NETWORKFLEET INC	MONTHLY SERVICE	399.20
Total 15216:						410.08
15217						
07/12	07/26/2012	15217	189	NOBEL SYSTEMS	GIS SUBSCRIPTION SVCS	5,000.00
Total 15217:						5,000.00
15218						
07/12	07/26/2012	15218	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR WATER RIGHTS	1,069.49
Total 15218:						1,069.49
15219						
07/12	07/26/2012	15219	62447	REEB GOVERNMENT RELATIONS LLC	LOBBYIST	1,500.00
Total 15219:						1,500.00
15220						
07/12	07/26/2012	15220	62046	REGIONAL CHAMBER OF COMMERC	SAN GABRIEL GREEN BUSINESS CONFERENCE S	2,500.00
Total 15220:						2,500.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
15221						
07/12	07/26/2012	15221	339	S C W U A	RESERVATION (5)	125.00
Total 15221:						125.00
15222						
07/12	07/26/2012	15222	5691	SECRETARY OF STATE	NOTARY EXAM-ROSE PEREA	40.00
Total 15222:						40.00
15223						
07/12	07/26/2012	15223	62395	TRANSWORLD SYSTEMS	COLLECTION FEES	1,636.93
Total 15223:						1,636.93
15224						
07/12	07/26/2012	15224	6950	UNDERGROUND SERVICE ALERT	SERVICE ALERT	151.50
Total 15224:						151.50
15225						
07/12	07/26/2012	15225	62154	UNITED BROTHERS MOTOR GROUP I	MAINTENANCE TRUCK 9, 15, EXPLORER	1,926.66
Total 15225:						1,926.66
15226						
07/12	07/26/2012	15226	62499	UPS FREIGHT	POSTAGE	259.93
Total 15226:						259.93
15227						
07/12	07/26/2012	15227	2550	VERIZON CALIFORNIA	PHONE SERVICE	375.17
Total 15227:						375.17
15228						
07/12	07/26/2012	15228	205	WARREN GRAPHICS	RECYCLED WATER INSPECTION REPORT 3 PART	134.15
Total 15228:						134.15
72512						
07/12	07/25/2012	72512	6600	THREE VALLEYS MUN WATER DIST	382.1 AC FT-MAY 2012 WATER	303,005.30
07/12	07/25/2012	72512	6600	THREE VALLEYS MUN WATER DIST	TVMWD CONNECTED CAPACITY	3,044.54
07/12	07/25/2012	72512	6600	THREE VALLEYS MUN WATER DIST	TVMWD EQUIVALENT SMALL METER	3,780.68
07/12	07/25/2012	72512	6600	THREE VALLEYS MUN WATER DIST	TVMWD WATER USE CHARGE	1,625.55
07/12	07/25/2012	72512	6600	THREE VALLEYS MUN WATER DIST	MWD CAPACITY CHARGE	5,022.18
Total 72512:						316,478.25
Grand Totals:						1,109,081.59

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11170-0	796.63	.00	796.63
11505-0	71,020.64	.00	71,020.64
222100	.00	1,109,081.59-	1,109,081.59-
51310-0	768,892.80	.00	768,892.80
51410-1	7,393.49	.00	7,393.49
51410-2	5,500.47	.00	5,500.47
51410-3	3,780.68	.00	3,780.68
51410-5	13,000.98	.00	13,000.98
51510-0	6,071.59	.00	6,071.59
51810-0	10,725.61	.00	10,725.61
52210-0	436.26	.00	436.26
52310-0	23,431.91	.00	23,431.91
54210-0	749.89	.00	749.89
54211-0	6,176.86	.00	6,176.86
54212-0	39.51	.00	39.51
54213-0	3,495.85	.00	3,495.85
54214-0	2,484.08	.00	2,484.08
54216-0	2,062.29	.00	2,062.29
56210-0	10,348.55	.00	10,348.55
56211-0	3,265.72	.00	3,265.72
56214-0	763.48	.00	763.48
56216-0	8,151.49	.00	8,151.49
56217-0	156.68	.00	156.68
56218-0	9,670.61	.00	9,670.61
56219-0	6,174.22	.00	6,174.22
56220-0	10,421.94	.00	10,421.94
56221-0	24,199.62	.00	24,199.62
56223-0	2,540.00	.00	2,540.00
56312-0	22,041.08	.00	22,041.08
56320-0	6,668.84	.00	6,668.84
56411-0	35,753.15	.00	35,753.15
56413-0	3,042.94	.00	3,042.94
56414-0	543.35	.00	543.35
56415-0	641.92	.00	641.92
56416-0	167.44	.00	167.44
56417-0	6,944.94	.00	6,944.94
56418-0	886.68	.00	886.68
56419-0	84.96	.00	84.96
56510-0	426.41	.00	426.41
56710-0	188.44	.00	188.44
56812-0	2,391.21	.00	2,391.21
57310-0	25,259.41	.00	25,259.41
57312-0	1,268.50	.00	1,268.50
57314-0	381.52	.00	381.52
57320-0	60.00	.00	60.00
57321-0	578.95	.00	578.95
Grand Totals:	<u>1,109,081.59</u>	<u>1,109,081.59-</u>	<u>.00</u>

1.3



Rowland Water District Memorandum

To: Kenneth Deck, General Manager

From: Sean S. Henry, Finance Officer

CC:

Date: August 1, 2012

Subject: Investment Update – July 2012

Economic Review: The next meeting of the Federal Reserve is scheduled for September 12th. The last meeting was held on July 31st. The Fed Funds rate remains at a target range of 0 to ¼ percent. At that meeting, the Federal Reserve stated that “economic activity decelerated somewhat over the first half of the year. Growth in employment has been slow in recent months, and the unemployment rate remains elevated. Business fixed investment has continued to advance. Household spending has been rising at a somewhat slower pace than earlier in the year. Despite some further signs of improvement, the housing sector remains depressed. Inflation has declined since earlier this year, mainly reflecting lower prices of crude oil and gasoline, and longer-term inflation expectations have remained stable.” The latest reading of the Consumer Price Index (CPI) for Los Angeles, Riverside and Orange Counties was 1.5 for the month of June. The previous reading was 1.5 in May.

LAIF Update: LAIF ended the month of July with a yield of 0.37%. This represents a .02 basis point increase from the month of June. A comparison with last year shows LAIF .01 basis points lower than July 2012 when the yield stood at 0.38%.

RWD Investments: Rowland Water District’s bond portfolio carries an average yield of 2.36%, a .07 basis point decrease from the month of June. This represents a 1.99 basis point premium to LAIF. The District had on bond mature in the month of July. It was a five year United States Treasury Note with effective yield of 5.00%. The funds have yet to be reinvested. The District’s CD Placement Program has an effective yield of .46% with an average maturity of 542 days, no change from the month of June.

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, 2012



CASH
Comerica Bank account 37,091.23
Citizens Business Bank account 1,139,381.14
Comerica Bank MIMA account 5,819.61
TOTAL CASH 1,182,291.98

COMERICA SECURITIES CD PLACEMENT
LOCAL AGENCY INVESTMENT FUND (LAIF)

NA 1mth - 2 Years NA NA NA 0.46% 542 2,160,000.00 12.99%
NA NA NA NA NA 0.37% NA 500,708.87 3.01%

Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
4 Year	250,000.00	108.957	100.282	08/20/12	5.50%	NA	250,705.00	1.51%
2 Year	250,000.00	101.191	100.359	12/15/12	1.13%	NA	250,897.50	1.51%
4 Year	250,000.00	99.636	101.533	12/21/12	4.13%	NA	253,832.50	1.53%
5 Year	250,000.00	103.454	101.799	02/27/13	3.38%	NA	254,497.50	1.53%
5 Year	250,000.00	99.902	102.191	04/30/13	3.40%	NA	255,477.50	1.54%
4 Year	250,000.00	106.933	103.266	06/28/13	3.75%	NA	258,165.00	1.55%
5 Year	250,000.00	99.864	103.168	07/31/13	3.38%	NA	257,920.00	1.55%
4 Year	250,000.00	101.968	103.594	12/11/13	2.41%	NA	258,985.00	1.56%
5 Year	250,000.00	99.758	103.254	01/07/14	2.50%	NA	258,135.00	1.55%
5 Year	250,000.00	100.531	103.844	02/05/14	2.42%	NA	259,610.00	1.56%
5 Year	250,000.00	99.749	103.986	03/13/14	2.49%	NA	259,965.00	1.56%
5 Year	250,000.00	99.782	103.980	04/17/14	2.63%	NA	259,950.00	1.56%
5 Year	250,000.00	100.012	103.870	04/23/14	2.50%	NA	259,675.00	1.56%
5 Year	250,000.00	99.594	103.945	05/15/14	2.50%	NA	259,862.50	1.56%
5 Year	100,000.00	101.835	105.354	11/20/14	2.63%	NA	105,354.00	0.63%
5 Year	250,000.00	100.896	106.327	02/09/15	2.88%	NA	265,817.50	1.60%
5 Year	250,000.00	99.489	105.945	03/31/15	2.50%	NA	264,862.50	1.59%
5 Year	250,000.00	102.016	106.117	04/30/15	2.50%	NA	265,282.50	1.59%
5 Year	250,000.00	102.061	105.840	07/28/15	2.38%	NA	264,600.00	1.59%
5 Year	250,000.00	100.266	106.813	03/31/16	2.25%	NA	267,032.50	1.60%
5 Year	250,000.00	101.219	104.156	07/31/16	1.50%	NA	260,390.00	1.56%
5 Year	250,000.00	101.231	102.148	10/31/16	1.00%	NA	255,370.00	1.53%
5 Year	250,000.00	100.639	102.951	11/15/16	1.38%	NA	257,377.50	1.55%
5 Year	250,000.00	99.942	101.625	11/30/16	0.88%	NA	254,062.50	1.53%
5 Year	200,000.00	101.194	102.139	01/30/17	1.25%	NA	200,278.00	1.23%
Cash Reserve Account					0.00%		200,342.78	1.20%
Total BNY Mellon Investments							6,462,457.28	38.83%

Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
2 Year	495,000.00	101.794	100.274	09/21/12	2.13%	NA	496,356.30	2.98%
4 Year	1,000,000.00	102.203	101.533	12/21/12	4.13%	NA	1,015,330.00	6.10%
5 Year	500,000.00	98.345	101.743	03/08/13	3.13%	NA	508,715.00	3.06%
3 Year	495,000.00	99.680	100.886	03/20/13	1.63%	NA	499,385.70	3.00%
5 Year	500,000.00	98.425	102.126	04/09/13	3.25%	NA	510,630.00	3.07%
5 Year	495,000.00	100.901	103.892	12/13/13	3.13%	NA	514,265.40	3.09%
4 Year	240,000.00	100.441	102.186	09/12/14	1.38%	NA	245,246.40	1.47%
5 Year	300,000.00	100.687	105.229	12/12/14	2.75%	NA	315,687.00	1.90%
4 Year	245,000.00	99.270	101.829	12/12/14	1.25%	NA	249,481.05	1.50%
5 Year	480,000.00	100.625	102.247	09/28/16	1.25%	NA	490,785.60	2.95%
5 Year	500,000.00	100.868	102.951	11/15/16	1.38%	NA	514,755.00	3.09%
5 Year	500,000.00	100.427	100.964	03/08/17	1.00%	NA	469,482.60	2.82%
5 Year	250,000.00	102.124	102.036	05/12/17	1.25%	NA	255,090.00	1.53%
5 Year	250,000.00	100.793	101.029	06/29/17	1.00%	NA	252,572.50	1.52%
Total Merrill Lynch Investments					0.00%		6,337,782.55	38.06%
TOTAL INVESTMENTS							15,460,948.70	100%
TOTAL CASH AND INVESTMENTS							16,643,240.68	
Weighted Average Yield of Total Investment Portfolio:					1.88%			

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.

Handwritten signature

Sean S. Henry, Finance Officer



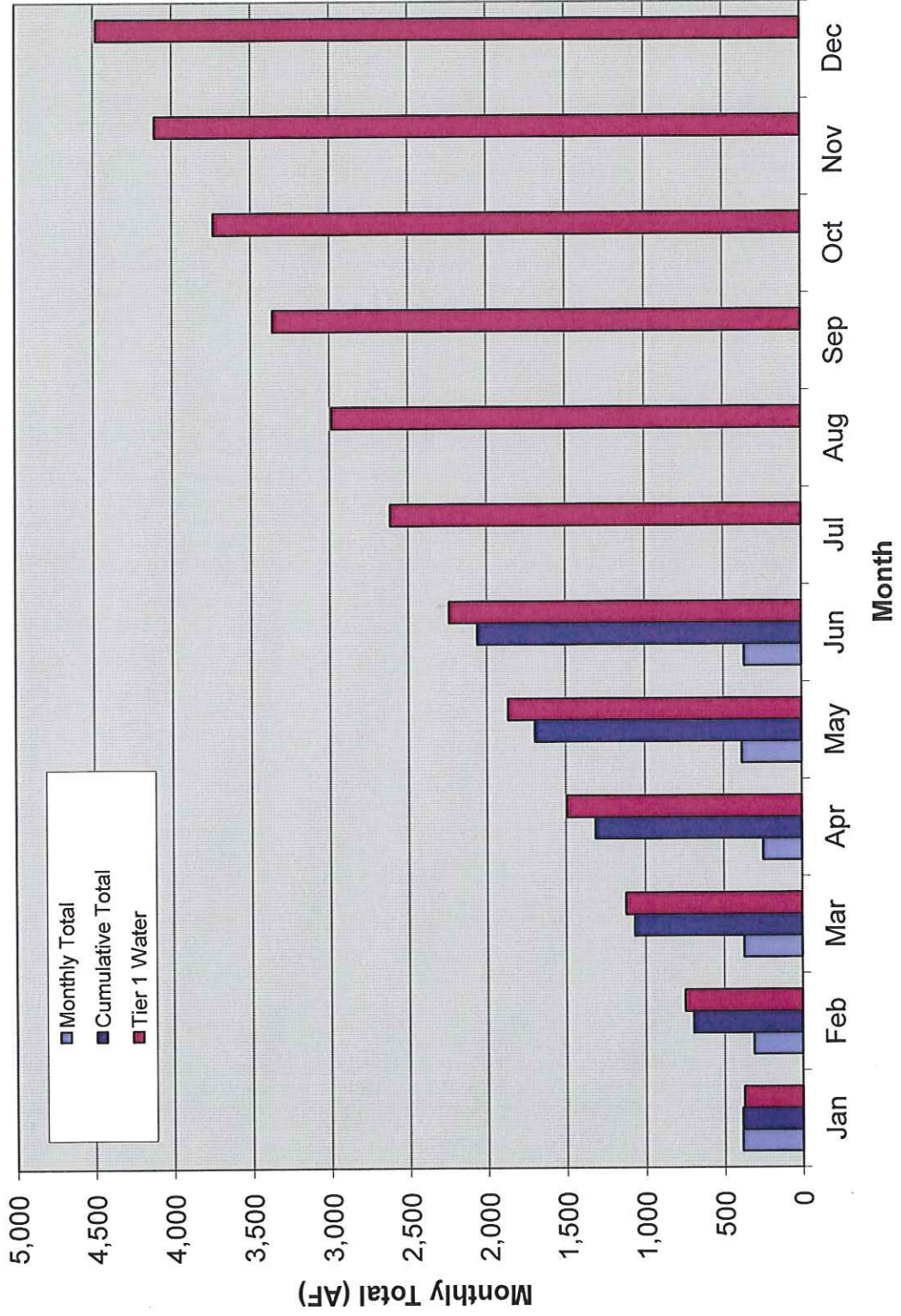
**COMPARATIVE PURCHASED WATER REPORT
FOR THE MONTH OF JUNE 2012**

SOURCE / DESCRIPTION	2012			2011		
	ACRE-FEET	COST	COST/A.F.	ACRE-FEET	COST	COST/A.F.
WATER CHARGES:						
POTABLE WATER						
TVMWD	366.4	290,555.20	793.00	320.3	241,506.20	754.00
PWR	704.5	558,668.50	793.00	689.8	520,109.20	754.00
	1070.9	849,223.70		1010.1	761,615.40	
RECLAIMED WATER	23.3	6,071.59	260.58	1.2	479.86	399.88
TOTAL WATER CHARGES	1,094.2	855,295.29		1,011.3	762,095.26	
FIXED CHARGES:						
TVMWD--						
CAPACITY RESERVATION		5,022.18			5,452.49	
CONNECTED CAPACITY		3,044.54			-	
WATER USE CHARGE		1,625.55			-	
EQUIV. SMALL METER		3,780.68			-	
		13,472.95			5,452.49	
PWR--						
CAPACITY RESERVATION		7,978.80			7,491.02	
CONNECTED CAPACITY		2,455.93			-	
WATER USE CHARGE		5,767.94			-	
DEPRECIATION		1,389.00			1,389.00	
REPLACEMENT		1,910.00			1,910.00	
PWR BUDGET ASSESSMENT		7,805.67			8,003.52	
		-				
SUBTOTAL		27,307.34			18,793.54	
TOTAL FIXED CHARGES		40,780.29			24,246.03	
TOTAL PURCHASED WATER CHARGES		896,075.58			786,341.29	
AVERAGE WATER CHARGE:		\$ 818.93			\$ 777.55	

**Rowland Imported Water Purchases PM-22 Tier 1 (in Acre-Feet)
 Calendar Year 2012
 Year to Date Invoiced as of 1/1/12**

	ACTUAL			ESTIMATED			Percentage Difference
	Monthly Total	Cumulative Total	Balance in Tier 1 (4,482 AF)	Cumulative Total	Acre Foot Difference	Percentage Difference	
Jan	385.3	385.3	4096.7	373.5	11.8	3.16%	
Feb	310.7	696.0	3786	747	-51	-6.83%	
Mar	370.8	1066.8	3415.2	1120.5	-53.7	-4.79%	
Apr	247.1	1313.9	3168.1	1494	-180.1	-12.05%	
May	382.1	1696.0	2786	1867.5	-171.5	-9.18%	
Jun	366.4	2062.4	2419.6	2241	-178.6	-7.97%	
Jul				2614.5	-2614.5	-100.00%	
Aug				2988	-2988	-100.00%	
Sep				3361.5	-3361.5	-100.00%	
Oct				3735	-3735	-100.00%	
Nov				4108.5	-4108.5	-100.00%	
Dec				4482	-4482	-100.00%	
TOTAL							

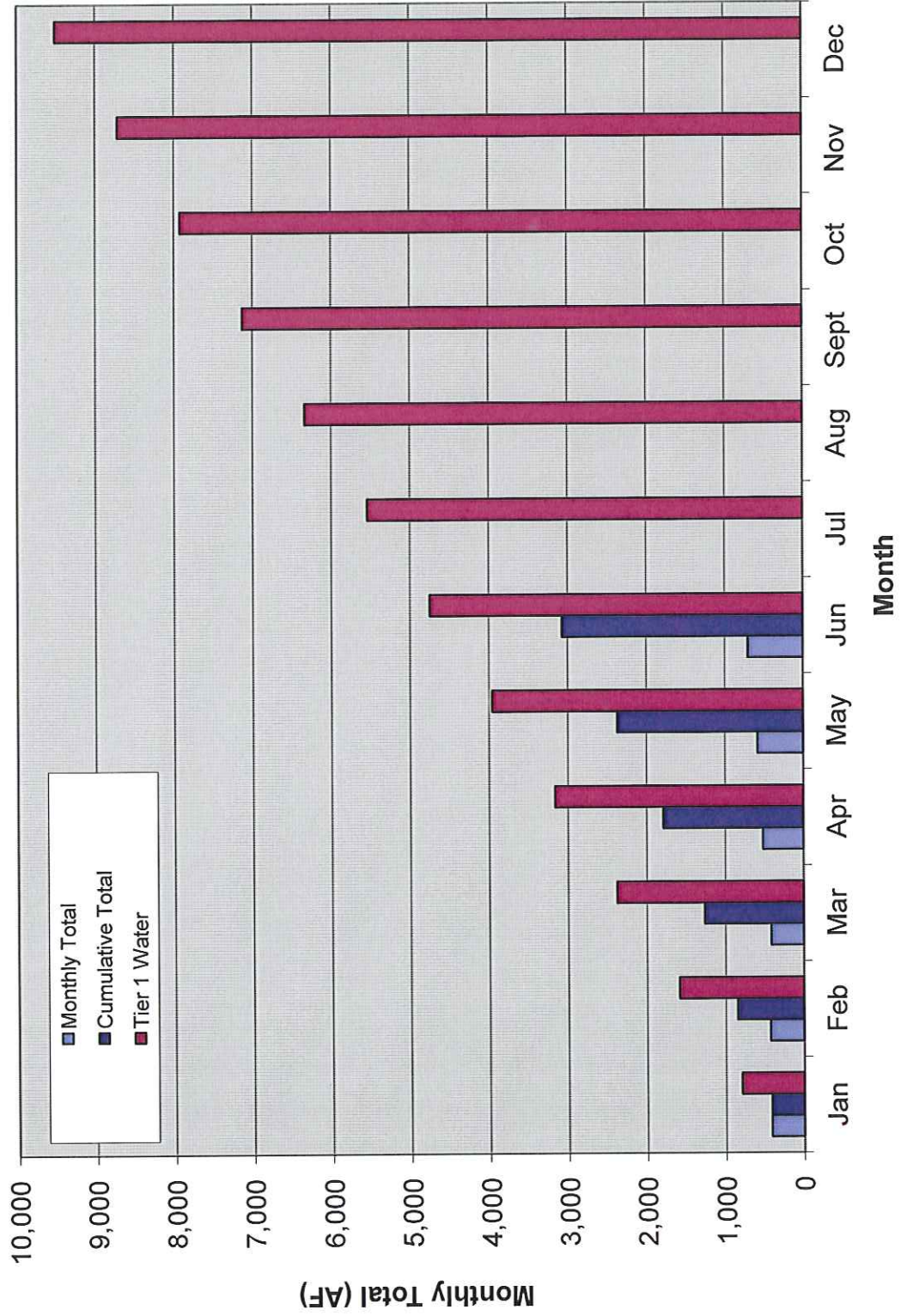
CY 2012 PM-22 Water Purchases



**Rowland JWL Purchases Tier-1 (in Acre-Feet)
Calendar Year 2012
Year to Date Invoiced as of 1/1/12**

	ACTUAL			ESTIMATED			Percentage Difference
	Monthly Total	Cumulative Total	Balance in Tier 1 (9,508 AF)	Cumulative Total	Acre Foot Difference		
Jan	416.4	416.4	9,091.6	792	-376		-47.45%
Feb	429.5	845.9	8,662.1	1,585	-739		-46.62%
Mar	416.6	1,262.5	8,245.5	2,377	-1,115		-46.89%
Apr	519.4	1,781.9	7,726.1	3,169	-1,387		-43.78%
May	587.4	2,369.3	7,138.7	3,962	-1,592		-40.19%
Jun	704.6	3,073.9	6,434.1	4,754	-1,680		-35.34%
Jul				5,546	-5,546		-100.00%
Aug				6,339	-6,339		-100.00%
Sept				7,131	-7,131		-100.00%
Oct				7,923	-7,923		-100.00%
Nov				8,716	-8,716		-100.00%
Dec				9,508	-9,508		-100.00%
TOTAL							

CY 2012 Rowland JWL Purchases

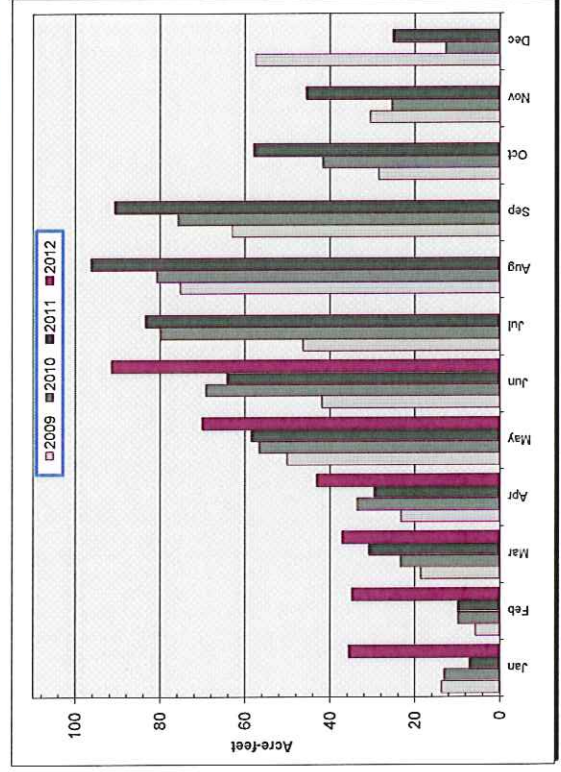
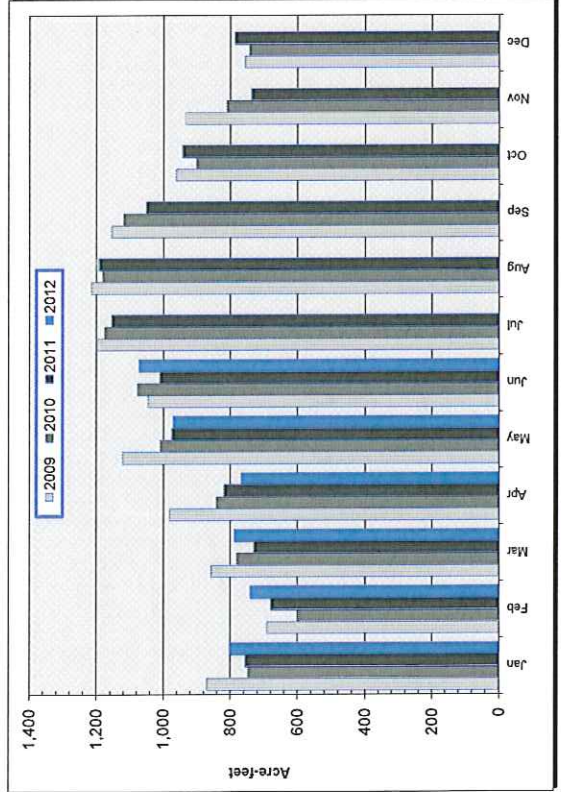


1.4



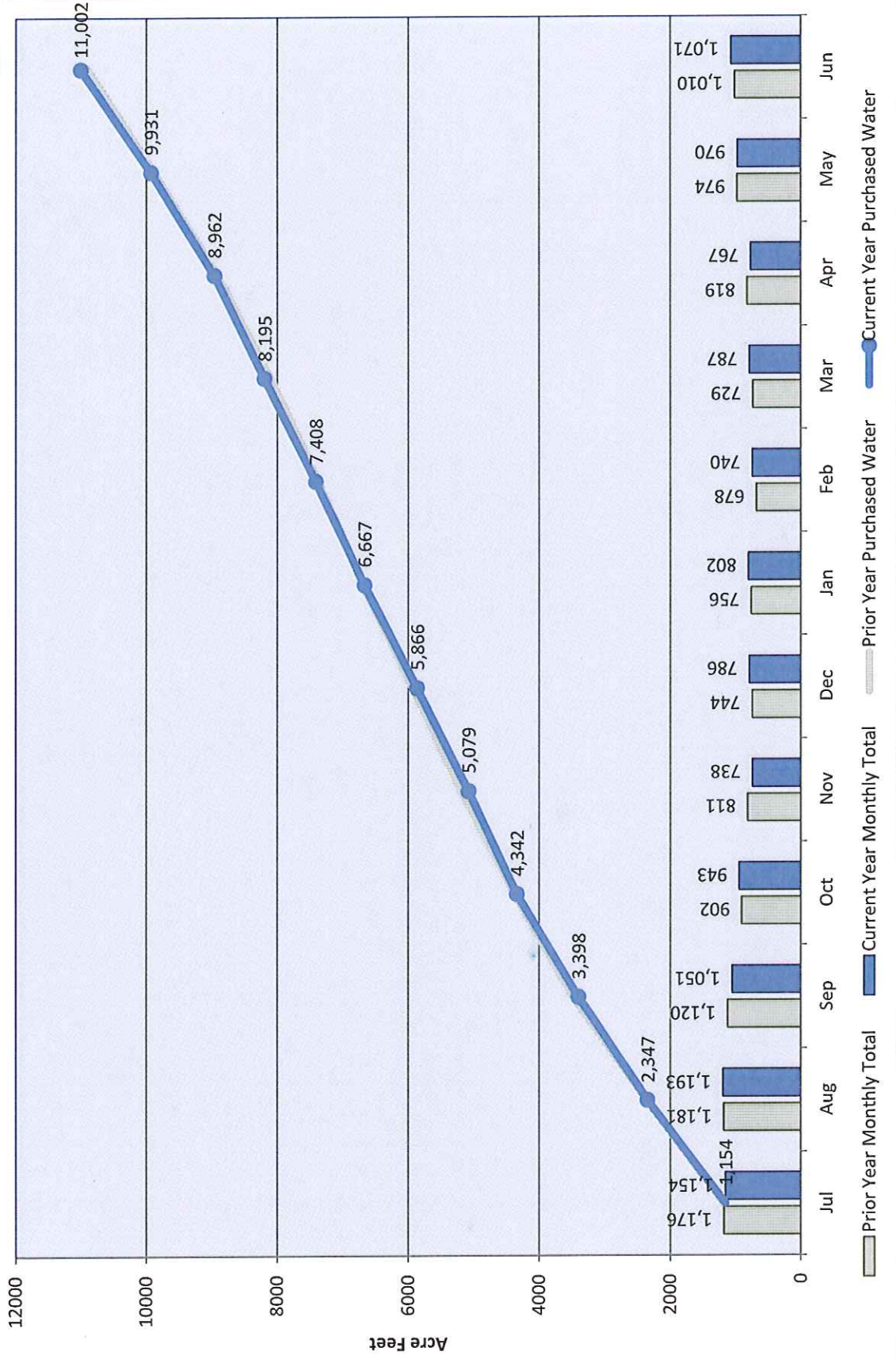
Water Purchases for CY 2012 (Acre-feet)

	POTABLE SYSTEM					RECYCLED SYSTEM					TOTAL
	PM-09	PM-22	JWL			Wet Well	WWWD	Industry	Potable Make-up	TOTAL	
			PM-15	Miramar	TOTAL						
JAN	0.0	385.3	222.3	194.1	801.7	5.7	28.9	1.0	0.1	0.0	35.7
FEB	0.0	310.7	352.1	77.4	740.2	1.1	26.9	1.0	5.9	0.0	34.9
MAR	0.0	370.8	312.6	104.0	787.4	0.8	29.6	1.0	5.8	0.0	37.2
APR	0.0	287.1	232.3	247.1	766.5	8.4	32.1	1.0	1.6	0.0	43.1
MAY	0.0	382.1	348.1	239.4	969.6	27.0	30.7	2.0	10.4	0.0	70.1
JUN	0.0	366.4	516.6	187.9	1,070.9	36.2	32.0	2.0	21.3	0.0	91.5
JUL					0.0						0.0
AUG					0.0						0.0
SEP					0.0						0.0
OCT					0.0						0.0
NOV					0.0						0.0
DEC					0.0						0.0
TOTAL	0.0	2,102.4	1,984.0	1,049.9	5,136.3	79.2	180.2	8.0	45.1	0.0	312.5





Potable Water Purchases For FY 2011-2012 (Acre-feet)



1.5

Directors Calendar of Events August 2012

Director Lima scheduled to attend:

August 1 -- ~~TVMWD Workshop at 8:00 a.m.~~ Cancelled

August 14 -- RWD Regular Board Meeting at 6:00 p.m.

August 15 -- TVMWD Regular Board Meeting at 8:00 a.m.

August 16 -- PBWA Board Meeting (at Walnut) at 7:00 a.m.

August 17 -- Project Ad-Hoc Committee Meeting 7:00 a.m.

August 21 -- RWD Special Board Meeting: Strategic Planning at 5:00 p.m.

Director Lu-Yang scheduled to attend:

August 1 -- ~~TVMWD Workshop at 8:00 a.m.~~ Cancelled

August 14 -- RWD Regular Board Meeting at 6:00 p.m.

August 15 -- TVMWD Regular Board Meeting at 8:00 a.m.

August 17 -- Project Ad-Hoc Committee Meeting 7:00 a.m.

August 21 -- RWD Special Board Meeting: Strategic Planning at 5:00 p.m.

August 30 -- Regional Chamber Board Meeting at 7:30 a.m.

Director Lewis scheduled to attend:

August 13 -- Regional Chamber Governmental Affairs Meeting at noon

August 14 -- RWD Regular Board Meeting at 6:00 p.m.

August 16 -- PBWA Board Meeting (at Walnut) at 7:00 a.m.

August 21 -- RWD Special Board Meeting: Strategic Planning at 5:00 p.m.

Director Bellah scheduled to attend:

August 13 -- RHCCC Meeting at 7:00 p.m.

August 14 -- RWD Regular Board Meeting at 6:00 p.m.

August 21 -- RWD Special Board Meeting: Strategic Planning at 5:00 p.m.

Director Rios scheduled to attend:

August 13 -- RHCCC Meeting at 7:00 p.m.

August 14 -- RWD Regular Board Meeting at 6:00 p.m.

August 21 -- RWD Special Board Meeting: Strategic Planning at 5:00 p.m.

August 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Regional Chamber GAC- Noon – Director Lewis to Attend	RWD Regular Board Meeting 6:00 pm	TVMWD Regular Board Meeting 8:00 am Directors Lima and Lu-Yang to Attend	PBWA Board Meeting (Walnut) 7:00 am Directors Lima and Lewis to Attend	Project Ad Hoc Meeting 7:00 am Directors Lima and Lu-Yang to Attend	
	RHCC Meeting 7:00 pm Directors Bellah and Rios to Attend					
19	20	21	22	23	24	25
		RWD Special Board Meeting 5:00 pm				
26	27	28	29	30	31	
				Regional Chamber Board Meeting 7:30 am Director Lu-Yang to Attend		

Directors Calendar of Events September 2012

Director Lima scheduled to attend:

- September 5 -- ~~TVMWD Workshop at 8:00 a.m.~~ Cancelled
- September 18 -- RWD Regular Board Meeting at 6:00 p.m.
- September 19 -- TVMWD Regular Board Meeting at 8:00 a.m.
- September 20 -- PBWA Board Meeting (at RWD) at 7:00 a.m.
- September -- Project Ad-Hoc Committee Meeting 7:00 a.m. (To be Determined)
- September 29 -- RWD Special Board Meeting: Strategic Planning at 8:00 a.m.

Director Lu-Yang scheduled to attend:

- September 5 -- ~~TVMWD Workshop at 8:00 a.m.~~ Cancelled
- September 18 -- RWD Regular Board Meeting at 6:00 p.m.
- September 19 -- TVMWD Regular Board Meeting at 8:00 a.m.
- September -- Project Ad-Hoc Committee Meeting 7:00 a.m. (To be Determined)
- September 29 -- RWD Special Board Meeting: Strategic Planning at 8:00 a.m.
- September 27 -- Regional Chamber Board Meeting at 7:30 a.m.

Director Lewis scheduled to attend:

- September 10 -- Regional Chamber Governmental Affairs Meeting at noon
- September 18 -- RWD Regular Board Meeting at 6:00 p.m.
- September 20 -- PBWA Board Meeting (at RWD) at 7:00 a.m.
- September 29 -- RWD Special Board Meeting: Strategic Planning at 8:00 a.m.

Director Bellah scheduled to attend:

- September 10 -- RHCCC Meeting at 7:00 p.m.
- September 18 -- RWD Regular Board Meeting at 6:00 p.m.
- September 29 -- RWD Special Board Meeting: Strategic Planning at 8:00 a.m.

Director Rios scheduled to attend:

- September 10 -- RHCCC Meeting at 7:00 p.m.
- September 18 -- RWD Regular Board Meeting at 6:00 p.m.
- September 29 -- RWD Special Board Meeting: Strategic Planning at 8:00 a.m.

September 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3 Labor Day	4	5	6	7	8
9	10 Regional Chamber GAC- Noon-Dir .Lewis RHCC-7:00 pm Drs. Bellah/Rios	11	12	13	14	15
16	17	18 RWD Regular Board Meeting 6:00 pm All	19 TVMWD Regular Board Meeting Drs. Lima/Lu-Yang	20 PBWA (RWD) 7:00 am Drs. Lima/Lewis	21	22
23	24	25	26	27 Regional Chamber Board Meeting-7:30 am Dir. Lu-Yang	28	29 RWD Special Board Meeting 8:00 am All
30						

2.1



JULY 2012 DIRECTOR REIMBURSEMENTS

Director	Date of Meeting/Event	Meeting/Event Attended	Reimburse	No Charge	Additional Comments <i>(Submit info if you are claiming mileage reimbursement)</i>
Anthony J. Lima					
	7/5/12	Project Ad-Hoc Committee at RWD	\$110.00		
	7/6/12	PWR & PBWA at RWD	\$110.00		
	7/10/12	RWD Board Meeting	\$110.00		
	7/18/12	Three Valleys Board Meeting	\$110.00		Mileage
	7/19/12	San Gabriel Valley Civic Alliance Meeting		X	Mileage
		TOTAL PAYMENT	\$440.00		
John Bellah					
	7/10/12	RHCC Board Meeting	\$88.00		
	7/11/12	RWD Board Meeting	\$88.00		
	7/13/12	IMC Legislative Breakfast		X	
		TOTAL PAYMENT	\$176.00		
Robert W. Lewis					
	7/9/12	San Gabriel Valley Chamber Gov. Affairs	\$110.00		
	7/10/12	RWD Board Meeting	\$110.00		
	7/13/12	IMC Legislative Breakfast		X	

		TOTAL PAYMENT	\$220.00		
Szu-Pei Lu					
	7/10/12	RWD Board Meeting	\$110.00		
	7/18/12	Three Valleys Board Meeting	\$110.00		Mileage
	7/19/12	San Gabriel Valley Civic Alliance Meeting	\$110.00		
		TOTAL PAYMENT	\$330.00		
Teresa Rios					
	7/10/12	RHCC Board Meeting	\$110.00		
	7/11/12	RWD Board Meeting	\$110.00		
		TOTAL PAYMENT	\$220.00		

APPROVED FOR PAYMENT:

Ken Deck

2.3



RESOLUTION NO. 8-2012

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROWLAND WATER DISTRICT ESTABLISHING POLICY FOR USE OF DISTRICT PROVIDED COMPUTER TABLET DEVICES

WHEREAS, the Board of Directors has determined, based upon cost estimates provided by staff, that providing agendas and board meeting materials to the members of the Board of Directors electronically, for viewing on a computer tablet device, would result in substantial cost savings to the district from elimination of the preparation and delivery of individual paper packets of the meeting materials, and would improve the efficiency of providing information to the Directors; and,

WHEREAS, the Board desires to establish a policy of providing the members of the Board of Directors with the equipment and technology needed to allow electronic delivery of agendas, reports and other material pertaining to items of business to be transacted or discussed at Board meetings and other meetings attended by Board members, and to allow Board members to communicate via e-mail with staff; and,

WHEREAS, in order to effectuate this policy, the Board desires to establish a set of rules for the use of District-provided computer tablet devices to ensure compliance with the Ralph M. Brown Act, the Public Records Act and other laws pertaining to the use of public property;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rowland Water District to establish a policy for distribution of information to the Board of Directors electronically, and providing District-owned computer tablet devices for the use of the members of the Board of Directors for that purpose, as follows:

1. The District shall provide a computer tablet device to each member of the Board of Directors with appropriate software and internet access for the purpose of allowing agendas, agenda materials, reports and other materials pertaining to business of the District to be transacted or discussed at meetings of the Board (Board Packets), to be transmitted to the Directors by e-mail. When the Board Packets are transmitted to the Directors electronically, staff shall not provide a "hard copy" printed version of those Board Packets to the Directors, unless an individual Director requests a hard copy. The District provided computer tablet devices shall remain the property of the District and shall be used by the Directors exclusively for District business.

2. Unless otherwise exempted, all information provided electronically to the Directors shall constitute public records and shall be provided by the District to any person requesting a copy of such information, in the same electronic format as provided to the Directors, or at the option of the person requesting the records, in hard copy format, upon payment of the copying costs. Notwithstanding the foregoing, material transmitted with a Board Packet which pertains to a closed session item on the agenda, or which is otherwise exempt from disclosure under the Public Records Act, shall not become disclosable by virtue of transmission to the Directors by electronic means, unless and until such time as the material becomes subject to disclosure under the Public Records Act. Directors receiving non-disclosable material by electronic means shall not forward or disclose such material to any other person without the authorization of the Board of Directors.

3. When a Board Packet is transmitted to Directors by electronic means, District staff shall, at the same time, provide the Board Packet electronically to any person requesting a copy by e-mail, or mail a copy to those persons requesting a hard copy. If material is provided to the Board of Directors after the initial transmission of the Board Packet by electronic means, District staff shall, likewise provide copies by electronic means or mail to those persons requesting them at the same time. Notwithstanding the electronic transmission of Board Packets, the District staff shall post copies of agendas and Board Packets for all public meetings on the District website and shall post meeting notices and agendas and have available a hard copy of agendas and Board Packets available at the District offices for examination by any member of the public as required by the Ralph M. Brown Act.

4. The District shall purchase computer tablet devices for each Director which has sufficient capacity and features to meet the needs of the District. The District shall purchase and install all software necessary for the devices to perform the functions required and shall provide maintenance and upgrades as necessary. The District shall arrange for and pay the cost of internet and e-mail service to the devices, and provide any and all IT services needed in connection with the use of the devices. The Directors shall have possession of the computer tablet devices for their use for District business, subject to returning the devices to the District at any time requested by staff for periodic maintenance, upgrades and service. Directors shall surrender the District-provided computer tablet devices to the District upon termination of their term in office. Directors shall be responsible for the care and safekeeping of the District-provided computer tablet devices in their possession, and shall reimburse the District for the cost of replacing a device that is damaged, lost or stolen due to a Director's negligence or misuse. The District may obtain insurance to cover loss or damage to the computer tablet devices if it is economically advantageous to do so.

5. In order to avoid improper use of the District-provided computer tablet devices, the Directors will comply with the following rules for use:

- a. The computer tablet devices are to be used exclusively for District business and not for personal business, entertainment, personal communications, or other non-authorized purposes.
- b. Directors will be responsible for downloading the e-mailed Board Packets to their District-provided computer tablet devices and for bringing the devices with them to every meeting for which material has been sent.
- c. Directors shall not use the District-provided computer tablet devices in such a way as to cause the District to be charged for goods or services not previously authorized by the Board.

- d. All programming, software and features on the District-provided computer tablet devices shall be supplied by the District for District purposes. Directors shall not install software, download files or make any other alterations to the computer tablet devices for their own purposes or which are not expressly authorized by the District.
- e. Directors shall not use the District provided computer tablet devices to communicate with other Directors in violation of the Ralph M. Brown Act, including but not limited to communicating with a majority of the members of the Board of Directors on any matter which will be addressed by the Board at a meeting, or which is within the subject matter jurisdiction of the Board of Directors which may become an item of business at a future Board meeting. In general, Directors should not communicate with other Directors by e-mail. Communications regarding availability for meetings, requests for information and other matters which must be dealt with outside of meetings should be coordinated through staff, to avoid the appearance of a Brown Act violation.
- f. All communications using the District-provided computer tablet devices are public records subject to review by District staff, for purposes of determining their status under the District's Records Retention Policy. Communications and information contained on District-provided computer tablet devices shall be retained by the District for a period of six months, or until a hard copy has been made under the District's Records Retention Policy for retention in the District's files or a determination has been made that the item is not a record to be retained under the Records Retention Policy, in which case it may be deleted from the District's electronic files. Directors may delete any unnecessary files on the devices provided a copy is available in the District's electronic files.

6. Any Director who violates the rules applicable to use of District-provided computer tablet devices will be required to surrender the device to the District and will receive future Board Packets and other materials in hard copy by mail or delivery.

Adopted at a regular meeting of the Board of Directors held August 14, 2012 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ANTHONY J. LIMA
President

ATTEST:

Ken Deck, Secretary



Rowland Water District Memorandum

To: Rowland Water District Board of Directors From: Ken Deck

Date: August 14, 2012

Subject: **Directors' Board Packet Delivery – Cost Breakdown**

In response to a request for a cost breakdown from the Board of Directors to staff in connection with the preparation and delivery of monthly board packets, the following is an estimation of time, labor and materials involved – assuming there is only one (1) meeting per month. Some of the costs listed below may be duplicated if additional meetings are held.

Staff time spent in copying, collating and
Assembling Board packets:

8 hours @ \$76.65 \$613.00

Dis-assembling Board Packets:

1 hour @ \$76.65 \$ 76.65

Delivery of Board packet to Directors:

2 hours at \$40.27 \$ 81.00

Gasoline \$ 10.00

Copy Paper (3 reams at \$4.90/ream) \$ 15.00

Copier cost (1500 x \$.10/copy) \$150.00

TOTAL: \$945.65

The per year cost is estimated to be, at a minimum: \$945.65 x 12 = \$11,348.00/Year

The one-time cost to the District for an iPad for each Director is: \$630.00 x 5 = \$3,150.00

Internet Use -- 5 gigabytes, minimum \$50.00 x 12 = \$ 600.00 = \$3,750.00 1st Yr.

AFTER First year = \$600.00/Year

/rp

2.4

INTERIM AGREEMENT

APN 8264-003-011

This Agreement is made this ____ day of _____, 2012, by and between the City of Industry, hereinafter referred to as the "City", and Rowland Water District, hereinafter referred to as "Utility".

RECITALS

The Utility is relocating a 12" potable water transmission line and an 8" recycled water transmission line as a part of the San Jose Avenue Widening Project ("Project"), being undertaken by the City. The Utility requires an easement for the portion of the relocated water lines that will cross private property as described in Exhibits A and B ("Easement Area"). The easement deed must provide Utility with all necessary rights to construct, maintain, repair and replace the relocated water lines, including permanent access, and restrict other conflicting uses within and on the surface of the Easement Area so that they do not interfere with the Utility's use.

The City has negotiated to acquire an easement from the property owner for Utility's water lines and for other relocated utilities. The final easement deed conveying permanent rights has not yet been executed. Because the City is proceeding with the Project prior to final execution of the easement deed, the City has obtained the consent of the property owner to for Utility to proceed with construction of the water lines within the Easement Area pending finalization of the easement deed.

Once an easement deed for permanent rights has been executed, the City will assign those permanent rights to the Utility at no cost to Utility.

AGREEMENT

It is hereby agreed between the City and the Utility that the Utility will proceed with the necessary relocation of the 12" potable water transmission line and the 8" recycled water transmission line into the Easement Area.

The City warrants that it has obtained the necessary authorization and consent from the property owner to permit construction of the water lines within the Easement Area prior to finalization of the easement grant deed and that the City has the right to authorize the Utility to proceed. The City agrees to, and hereby does, grant to the Utility the right to install and operate the two

underground water lines until such time as the city can assign a permanent right to Utility under an easement deed for such waterlines.

The City agrees that it will provide Utility with a permanent easement, in a form acceptable to Utility, which provides all necessary and useful rights to construct, maintain, repair and replace two water lines within the Easement Area. The easement deed shall contain provisions restricting other underground uses within the Easement Area to maintain adequate separation and protection of the water lines and other uses. The easement will contain provisions restricting the use of the surface of the Easement Area to prohibit the construction of wall, buildings and other permanent structures which would interfere with access to, or safety of the water lines.

The Utility agrees to work within the area described in Exhibits A and B.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

City of Industry

by _____

Rowland Water District

by Ken Deck, General Manager

LEGAL DESCRIPTION

WATER LINE EASEMENT

THAT PORTION OF PARCEL 4 OF PARCEL MAP No. 122, IN THE CITY OF INDUSTRY, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN ON MAP RECORDED IN BOOK 95, PAGES 74 AND 75, OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHERLY TERMINUS OF THAT CERTAIN COURSE IN THE EASTERLY LINE OF SAID PARCEL 4, SHOWN ON SAID PARCEL MAP No. 122, AS HAVING A BEARING AND DISTANCE OF NORTH 05°02'07" EAST, 421.80 FEET; THENCE ALONG SAID EASTERLY LINE NORTH 05°02'07" EAST 53.85 FEET TO THE TRUE POINT OF BEGINNING; THENCE LEAVING SAID EASTERLY LINE SOUTH 47°10'18" WEST, 91.96 FEET TO THE BEGINNING OF A NON TANGENT CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 769.00 FEET, A RADIAL LINE THROUGH SAID POINT BEARS SOUTH 15°01'32" WEST, SAID POINT LYING ON THE NORTHERLY LINE OF SAN JOSE AVENUE, VARIABLE WIDTH, DESCRIBED IN EASEMENT GRANT DEED TO THE CITY OF INDUSTRY, RECORDED , 2011 AS INSTRUMENT No. OF OFFICIAL RECORDS; THENCE EASTERLY ALONG SAID NORTHERLY LINE AND THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 00°31'35", AN ARC DISTANCE OF 7.06 FEET TO THE BEGINNING OF A COMPOUND CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 47.00 FEET, A RADIAL LINE THROUGH SAID POINT BEARS SOUTH 14°29'57" WEST; THENCE EASTERLY ALONG LAST SAID CURVE, THROUGH A CENTRAL ANGLE OF 20°03'52", AN ARC DISTANCE OF 16.46 FEET TO ITS INTERSECTION WITH A LINE PARALLEL WITH AND 18.00 FEET SOUTHEASTERLY, AS MEASURED AT RIGHT ANGLES FROM THE ABOVE DESCRIBED COURSE HAVING A BEARING AND DISTANCE OF SOUTH 47°10'18" WEST, 91.96 FEET; THENCE LEAVING SAID NORTHERLY LINE ALONG SAID PARALLEL LINE AND NON TANGENT TO LAST SAID CURVE NORTH 47°10'18" EAST, 56.91 FEET TO THE BEGINNING OF A NON TANGENT CURVE CONCAVE WESTERLY AND HAVING A RADIUS OF 47.00 FEET; THENCE LEAVING SAID PARALLEL LINE NORTHERLY ALONG SAID CURVE, THROUGH A CENTRAL ANGLE OF 04°52'25", AN ARC DISTANCE OF 4.00 FEET TO SAID EASTERLY LINE OF SAID PARCEL 4; THENCE TANGENT TO LAST SAID CURVE, ALONG SAID EASTERLY LINE NORTH 05°02'07" EAST, 23.02 FEET TO THE TRUE POINT OF BEGINNING.

EXHIBIT "B"

Water line Easement

E'LY LINE PARCEL 4
PM No.122,
PMB. 95/74-75

PM No. 122
P.M.B. 95 / 74 - 75

T.P.O.B.

PARCEL 4

(1,360 SQ. FT.
0.0312 AC.)

N'LY ROW LINE
OF SAN JOSE AVE
O.R.

S'LY LINE PARCEL 4
PM No.122,
PMB 95/74-75

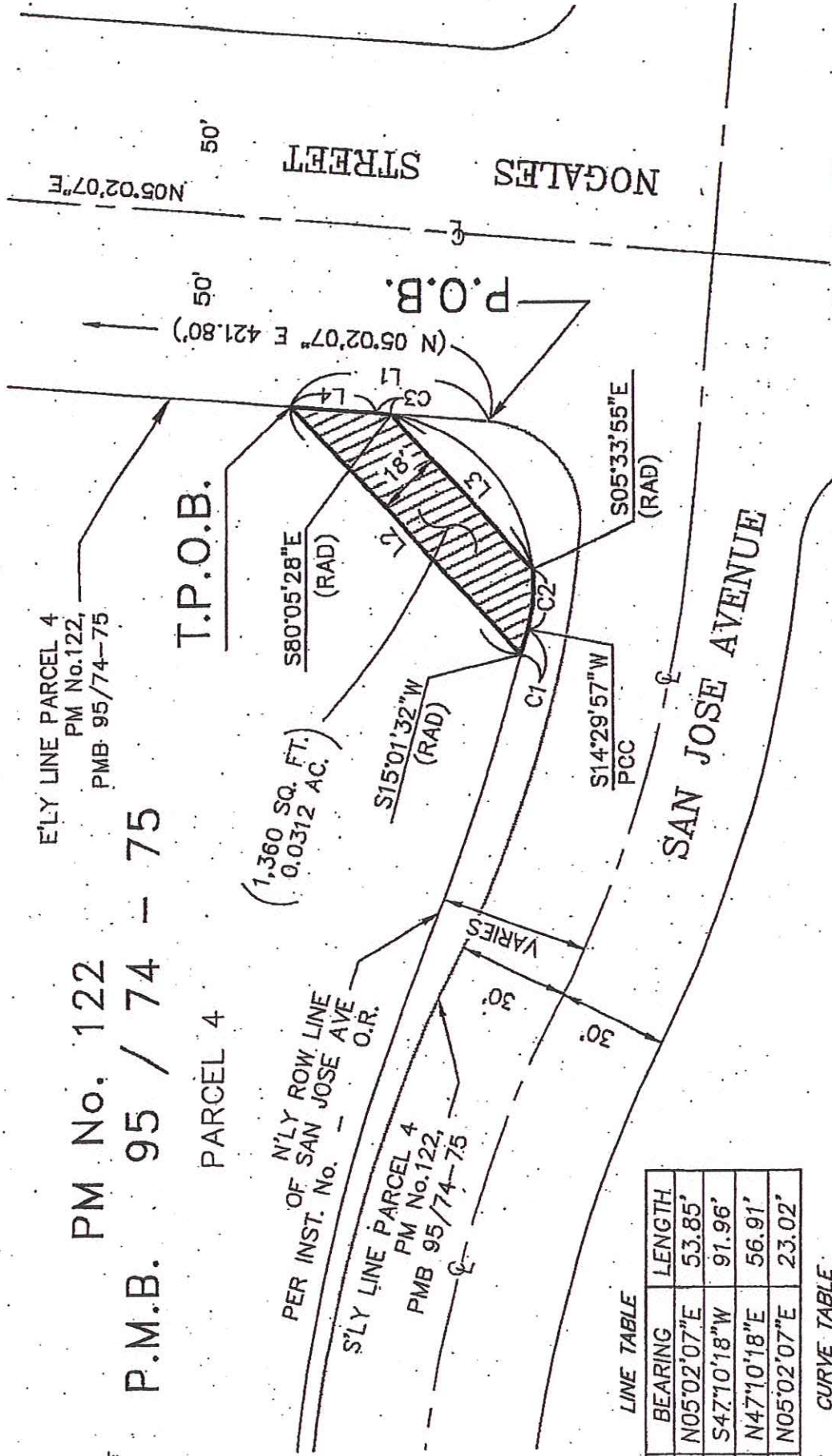
VARIES

LINE TABLE

BEARING	LENGTH
L1 N05°02'07"E	53.85'
L2 S47°10'18"W	91.96'
L3 N47°10'18"E	56.91'
L4 N05°02'07"E	23.02'

CURVE TABLE

RADIUS	DELTA	LENGTH
C1 769.00'	00°31'35"	7.06'
C2 47.00'	20°03'52"	16.46'
C3 47.00'	04°52'25"	4.00'



Prepared by
CNC ENGINEERING
255 N. HACIENDA BLVD, Suite 222
CITY OF INDUSTRY, CA. 91744
Phone (626) 333-0336

(XX.XX) - RECORDED INFORMATION PER
P.M. No.122, P.M.B. 95 / 74-75

NO SCALE

2.5



Rowland Water District Memorandum

To: Rowland Water District Board of Directors From: Ken Deck

Date: August 14, 2012 Cc: Crystal Rodriguez

Subject: **Continuance of District-Provided Health Benefits to Retired Directors and Employees**

In answer to the questions raised by members of the Board of Directors in connection with the continuation of District-provided health care benefits post-retirement, please be advised as follows:

In accordance with Resolution No. 2-2001 "Amending and Clarifying the Policy Relating to Continuance of District-Provided Health Benefits to Retired Directors and Employees" and Resolution No. 7.2-2009 "Modifying Employee Health Benefits for Employees Hired on or after July 1, 2009":

Eligibility. Directors and employees will be eligible for post-retirement medical, dental and vision benefits for themselves, their spouses and dependents, as more clearly defined in the policy if, at the time of retirement, they have been employed by the District or have served as a member of the Board of Directors for a minimum continuous period of 15 years and have attained a minimum age of 55 years.

Directors:

Group medical, dental and vision benefits will be provided to qualifying Directors and their spouse, who were first elected to office **prior** to January 1, 1995 at the District's expense. For qualifying Directors who were first elected to office **after** January 1, 1995, the District will provide post-retirement group medical, dental and vision benefits to those qualifying Directors, their spouse and dependents, who agree to and do pay directly to the District the District's full cost of providing such benefits, in accordance with Government Code Section 53201(c).

Employees:

Group medical, dental and vision benefits will be provided to qualifying employees and their spouse who were hired **prior** to July 1, 2009, at the District's expense. For qualifying employees who were first hired **after** July 1, 2009, the District will provide post-retirement group medical, dental and vision benefits for the retired employee. A retired employee qualified to receive District-paid health benefits for himself or herself, may elect to continue medical, dental and vision insurance for the retired employee's spouse and/or dependents under the insurance plans subscribed to by the District provided the retired employee agrees to and does pay the entire cost of the health benefits directly to the District for the spouse and/or dependents of the retiree.

With respect to those retired Directors and employees who elect to continue coverage under the District's Health plans at their own expense, such payments must be paid to the District in advance. The District may not advance payment of premiums. If a retired Director or employee forgets or fails to make the premium payment, the District will be required to drop coverage for such person. In order to ensure that retiring Directors and employees understand the consequences of non-payment, staff recommends that, upon retirement, each Director or employee who elects to continue coverage at their own expense, execute an agreement acknowledging their obligation to make premium payments and waiving any claim against the District if their coverage must be cancelled for non-payment.

Ken

/rp



Rowland Water District

AGREEMENT RE PAYMENT TO DISTRICT FOR POST-RETIREMENT HEALTH CARE BENEFITS

In accordance with District policy, Directors and their dependents and Employees and their spouse are eligible for post-retirement medical, dental and vision benefits as more clearly defined in the policy if, at the time of retirement, they have been employed by the District or have served as a member of the Board of Directors for a minimum continuous period of 15 years and have attained the minimum age of 55 years, and qualify under the requirements checked below.

If at the time of retirement a Director or Employee elects to continue group medical, dental and vision benefits for themselves and their spouse and/or dependents, they agree to pay directly to the District, the District's full cost of providing such benefits, and acknowledge that they have met the eligibility requirements to qualify for these benefits as indicated below:

Directors:

- Elected prior to January 1, 1995. Benefits provided at the District's expense.
- Elected after January 1, 1995. Cost of benefits paid by Director directly to the District after retirement.

Employees:

- Employed prior to July 1, 2009. Benefits for employee and spouse provided at the District's expense.
- Employed after July 1, 2009. Benefits provided for retiree only at District's expense.
- Employed after July 1, 2009. Benefits provided for spouse and dependents if payment is made by retiree to District for entire cost of benefits.

The undersigned hereby agrees to pay the District, in advance, for the cost of post-retirement medical, dental and vision benefits as indicated above, and acknowledges that failure to pay the District for these benefits will result in the cancellation of benefits. If group coverage is cancelled due to non-payment, the former Director or employee may not be able to reinstate coverage under the District's group policy. By signing below, I agree to waive any claim against the District for loss of coverage due to cancellation due to non-payment.

DATED: _____

SIGNATURE

Rowland Water District
3021 South Fullerton Road, Rowland Heights, CA 91748
Tel (562) 697-1726 Fax 562*697*6149

2.6



Rowland Water District
Memorandum

To: Rowland Water District Board of Directors From: Ken Deck

Date: August 14, 2012 Cc:

Subject: **Water Rate and Service Charge Increase Effective January 1, 2013 – Proposition 218 Notice Requirements**

The District is in the process of finalizing the Proposition 218 Notice required in connection with the proposed water rate and service charge increase to become effective January 2013. The Public Hearing will be held on October 9, 2012, and the 45-day notice requirement will be met if the Notice is mailed no later than August 23, 2012.

In an effort to clarify the requirement as to who should receive the Notice, Janet has provided us with the following Government Code Section:

“Government Code § 53755. Notice of proposed increase of existing fee or charge for property-related service; Recording or enforcing lien; Written protest

(a)

(1) The notice required by paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution of a proposed increase of an existing fee or charge for a property-related service being provided to a parcel may be given by including it in the agency's regular billing statement for the fee or charge or by any other mailing by the agency to the address to which the agency customarily mails the billing statement for the fee or charge. . . .

(3) If the agency desires to preserve any authority it may have to record or enforce a lien on the parcel to which service is provided, the agency shall also mail notice to the record owner's address shown on the last equalized assessment roll if that address is different than the billing or service address.

In the past, it was the District’s practice to place a lien on the real property in order to collect the delinquent amount due at the time the property was sold. This practice not only proved to be ineffective and hard to track, there was no way of tracking the property owner if he/she owned several properties and left unpaid balances on those properties as well.

Since the vast majority of delinquent accounts pertain to rental property, it has become the practice of the District to send any unpaid balance out for collection. With the automated systems we have implemented, staff can track the customer’s name if they leave a balance on one account and attempt to open another account at a different residence. If staff determines that a customer is attempting to

establish service on another property without paying the delinquent amount on a previous property, our Rules and Regulations allow us to require a deposit which is 250% of the average total bill for customers in the same water rate category.

In 2011, Senate Bill 120 set forth specific notice requirements for termination of service on rental property. In this connection, we modified our Rules and Regulations and Janet prepared a Tenant Owner Agreement which the Board approved, requiring rental property to be in the name of the property owner unless the property owner desires to have an account for the rental property established in the name of the Tenant. If this is the case, the owner must sign the Tenant-Owner Agreement acknowledging that the property owner will be a co-account holder and responsible for any unpaid charges for water service. This practice has eliminated a vast majority of the “uncollectible” accounts.

Major factors to be taken into consideration are the costs incurred in connection with the producing and mailing of the Notice. If the District mails the Notice to customers at the billing address, the mailing cost is approximately \$5,900.00 and the printing costs are approximately \$6,700.00. If we revised our mailing database to include both property owners and customers, these expenses would increase substantially.

Taking into consideration the foregoing, it is staff’s recommendation that we send notice to the billing address only since we no longer place a lien on property for uncollected amounts and thus avoid the additional costs which could prove to be quite cost prohibitive.

KEN

/rp

2.7



To: Board of Directors
Supervisory Personnel

From: Ken Deck, General Manager

Subject: District Travel and Expense Reimbursements

Date: August 14, 2012

In an effort to establish consistency and transparency, when submitting receipts for travel and expense reimbursement, please follow the guidelines below:

- Receipts submitted must include the itemized receipt in addition to the signed receipt.
- If the receipt includes non-district personnel, they need to be clearly identified on the receipt detail and are not eligible for reimbursement.
- Alcoholic beverages are not reimbursable.
- Hotel reservations, car rental etc. must be in the name of the District Staff person or Board member in order to be considered for reimbursement.

If you have any questions, please do not hesitate to contact either myself, Sean Henry or Crystal Rodriguez.

Thank you,

A handwritten signature in black ink, appearing to read "Ken Deck".

Ken

2.8

**Rowland Water District
Communications Strategies Update
August 14, 2012**

- Prop 218 Notice
 - In the final stages of printing and addressing
 - Will be mailed by August 23 (45 days before hearing, which is set for October 9, 2012)
- Media - Upcoming
 - Article about RWD's Leadership in Recycled Water for WaterReuse (www.watereuse.org) Regional Chapter Newsletter – Fall publish date expected
 - Written by Dusty Moisiso, RWD Water Resources Technician; edited by CV Strategies
- General Outreach
 - CV Strategies supports the staff recommended hire of PR/Outreach Personnel; anticipate working with the District to conduct training and continue to develop outreach strategies
- Community Events
 - Regional Chamber of Commerce Green Expo, August 14
 - Director Lu-Yang presented the lunchtime welcome. RWD was the lunch sponsor, which also included a panel discussion on the future of water
 - Buckboard Days Sponsorship & Parade Participation – Saturday, October 20, 2012 at 9 a.m.
 - Program ad will include RWD and WVWD “united agencies” message
- Customer Service
 - Updating on-hold messages monthly – August's message is updated
 - Updating on-bill messages – next one will highlight participation in Buckboard Days Parade
 - Investigating new phone system, including feature that records customer service calls
 - Planning bill insert for November to message the value of RWD's water service
- Administrative
 - Continuing to update deliverable plan; on-track
 - Holding regular conference calls with Ken and Rose
- Upcoming
 - Preparing for the Prop 218 Hearing, October 9, 2012
 - Conduct Board Workshops and Focus Groups on Strategic Messages
 - Strategic Planning Session with CV Strategies/Dr. Mathis scheduled for Saturday, September 29
 - Develop Strategic Communications Plan in conjunction with District progress in Strategic Planning

2.9



KIWANIS CLUB OF HACIENDA HEIGHTS

Post Office Box 5825, Hacienda Heights, CA 91745

NETWORKING of ORGANIZATIONS FOR CHILDREN KIWANIS CLUB of HACIENDA HEIGHTS ANNUAL INSTALLATION DINNER

Club Officers

2011-2012

President

Dave Wallach

President Elect

David Malkin

Vice President

Susan Jacklin

Secretary

Kathy Young

Treasurer

Izzeldin Osman

Immediate

Past President

Yvette Mack

Board of Directors

2010-2012

Jim Stewart

Charlie Huff

Robert Barba

2011-2013

Mahmood Bashir

Maureen Sinclair

John Hsu

Jennifer Strinz

On Saturday, September 29th, 2012, a very special dinner event will take place at Seasons (STC Center) Place, 18558 E. Gale Ave., City of Industry, CA 91748 and YOU ARE INVITED! The Kiwanis Club of Hacienda Heights will be holding its annual Installation Dinner for new officers and its first annual Networking of Organizations. **You are invited because you are involved in an organization or business that makes our communities better for our children.** My dream, as incoming President, is for more collaboration between community organizations to bring those out-of-reach projects to fruition. This does not mean that we must sacrifice our own unique identities. Instead, greater success will reinforce **all our groups' presence** as community vanguards, bonded by an effort to serve our children. Just think what we could do for a local park that needs new equipment, an old library that needs to be upgraded, and a family that needs their house repaired. The list can go on and on.

My hope is that you will attend with your family, friends, and associates. The ticket contribution of \$20 per person or \$140 for a table of 8 is a small price for meeting like-minded leaders who can help bring our projects to life. This event will truly be represented by our children and for our children. Enjoy food catered by the Rowland High School's, "Golden JAR", the ROP culinary class. Children from Hacienda Heights/La Puente and Rowland Schools and local and community cultural organizations will provide the entertainment.

To obtain tickets contact any of our club members, Kathy Young at keyoung@ix.netcom.com or 626.336.0524, or David Malkin at david.malkin@yahoo.com or 626.833.3444. Each club is encouraged to bring its banner/flag or brochures. A table will be available to display club information.

I look forward to sharing a fun-filled evening with the many diverse groups interested in serving the needs of our community's children.

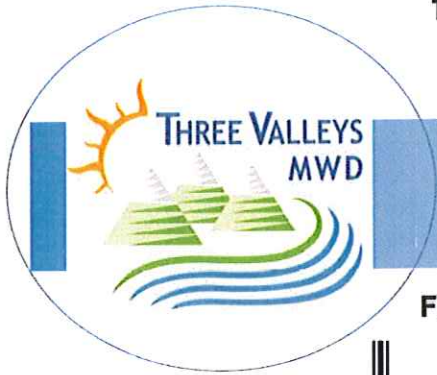
David M. Malkin

David M. Malkin

President Elect, Kiwanis Club of Hacienda Heights

5.1

THREE VALLEYS MWD BOARD OF DIRECTORS



Action Line

For additional information: (909) 621-5568

The following is a summary of the Three Valleys Municipal Water District's Regular Board Meeting of Wednesday, July 18, 2012

BOARD MEMBERS

CARLOS GOYTIA
DIVISION I

DAVID D. DE JESUS
DIVISION II

BRIAN BOWCOCK
DIVISION III

BOB G. KUHN
DIVISION IV

JOSEPH T. RUZICKA
DIVISION V

JOHN MENDOZA
DIVISION VI

DAN HORAN
DIVISION VII

THREE VALLEYS MWD

1021 E. Miramar Avenue

Claremont, CA 91711

Phone: 909-621-5568

Fax: 909-625-5470

www.threevalleys.com

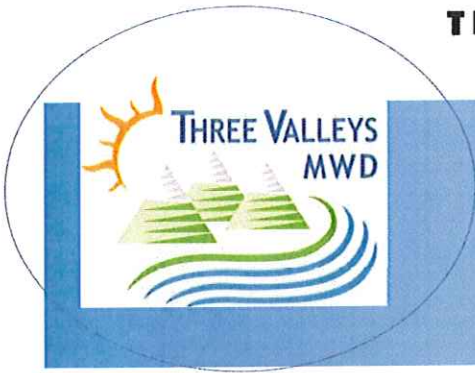
Board Meetings are
scheduled the first
and third
Wednesday of each
month at 8:00 a.m.

Public Hearing: A public hearing was convened to hear testimony regarding adoption of the draft Initial Study/Mitigated Negative Declaration for TVMWD Well No. 2. The Board was informed that additional comments were received from Golden State Water Company (GSWC) on July 17, 2012; staff will be considering and responding to the comments. Staff was directed to return this item to the next regular board meeting. Another public hearing will be convened including a recommendation to consider adoption of the Initial Study/Mitigated Negative Declaration for TVMWD Well No. 2.

Public Hearing: A public hearing was convened pursuant to Government Code Section 4217.10 et seq., to hear testimony regarding approval to develop an Energy Services Contract with NLine Energy for the proposed Miramar Hydroelectric Generating Stations 2 and 3. The public hearing was noticed pursuant to Government Code Section 6063 on June 27, July 4 and July 11, 2012 in both the Inland Valley Daily Bulletin and San Gabriel Valley Tribune.

This summary may not include all agenda items and should not be construed as minutes of the meeting.

TVMWD is a water resources management agency that covers approximately 133 square miles and is governed by an elected Board of seven officials. The present population is about 550,000. Since its formation, the Three Valleys Municipal Water District has installed some 37,000 feet of pipeline and delivered



Action Line
JULY 18, 2012

Approved: Following the conclusion of the public hearing the Board unanimously approved Motion #12-07-4881 and directed the General Manager to proceed with entering into an Energy Services Contract with NLine Energy for two additional hydroelectric generating stations at the Miramar Water Treatment Plant at an estimated cost of \$1,076,715.

Approved: As part of its Consent Calendar, Motion No. 12-07-4882 was unanimously carried to receive, approve and file the minutes and financial reports for June 2012; consider approval of two additional FY 12-13 project encumbrances and to receive and file the upcoming events and activities calendars for July through September, 2012.

Closed Session Report: The Board met in closed session, to review current issues related to *Conference with Legal Counsel—Existing Litigation*, Government Code Section 54956.9(a), San Diego County Water Authority v. Metropolitan Water District of Southern California, San Francisco County Superior Court Case No. CPF-10-510830. There was no reportable action under the Brown Act.

5.2



July 24, 2012

JOINT POWERS
INSURANCE AUTHORITY

P. O. Box 619082
Roseville, CA 95661-9082

phone
916.786.5742
800.231.5742

direct line
916.774.7050
800.535.7899

fax
916.774.7040

www.acwajpia.com

President
E.G. "Jerry" Gladbach

Vice President
Tom Cuquet

Chief Executive Officer
Walter "Andy" Sells

Executive Committee
John A. Coleman
Tom Cuquet
Joseph Dion
E.G. "Jerry" Gladbach
David T. Hodgkin
W.D. "Bill" Knutson
Melody A. McDonald
Charles W. Muse
Lou Reinkens

Mr. Ken Deck, General Manager
Rowland Water District
P.O. Box 8460
Rowland Heights, California 91748-0460

Re: Liability, Property, and Workers' Compensation Risk Assessment

Dear Ken:

This is to confirm the risk assessment I conducted on July 17, 2012. For this visit, I met with Eric Hall, Senior Water Systems Operator. I also had a closing conference with you; Ted Carrera, Assistant General Manager; Mark Serna, Distribution Superintendent; and Dave Warren, Water Systems Superintendent.

Eric provided a summary of the arc flash study results completed by Lewellyn as follows:

Table Hazard Risk Category Summary

Hazard Risk Category	Number of Busses	Percent of System
Category 0	12	31%
Category 1	1	3%
Category 2	3	8%
Category 3	14	36%
Category 4	9	23%
Category 5	0	0%
Total	39	100%

Based on these results, there are a number of opportunities to reduce exposures. Eric advised that the District's electrical contractor, A & B Electric, is currently reviewing these opportunities to see what changes can be made. This is excellent.

Prior to the risk assessment, I conducted another four-hour Asbestos Cement Pipe training class. The class was well received. By having this as an open class, we were able to include employees from three other districts.

Mr. Ken Deck, General Manager
Rowland Water District
July 24, 2012
Page 2

The keys to handling ACP are:

- Wear the proper PPE
- Use wet methods
- Create no dust
- Contain all waste
- Wrap in double layer of 6-mil plastic
- Label all waste
- Store in a signed containment area
- Dispose using a certified hauler or the District can become certified to haul their own waste.
- Dispose of waste at a certified landfill

I appreciated the assistance of Dan Warren and his crew. They provided the field demonstration of cutting pipe using wet methods and a snap cutter. Currently, the District requires employees working with ACP to wear a dust mask. When using wet methods, respirators or dust masks are not required. However, if used, I would recommend that they wear at least a NIOSH approved, P100 dust mask, since it is approved for use when working with asbestos.

Dan Warren, Allen Davidson, and John Jacobsen have agreed to become certified trainers for this class. I am circulating a copy of the binder the JPIA submitted to Cal/OSHA to certify our risk management team as trainers. This binder is currently with Walnut Valley Water District. They will send it to Mark after they have made a copy.

The key elements of the submission should include:

- Individual trainer applications
- A copy of the District's Asbestos Cement Pipe Plan
- A training syllabus
- Training Programs for both the four-hour class (initial) and the two-hour class (refresher)

As I discussed with Mark, Dan, Allen, and John, you cannot just take our binder and duplicate it. Instead, you will have to develop your own as follows:

- Asbestos Cement Pipe Plan – covering where you have AC Pipe in your system; the different types of pipe you use in your system (including AC Pipe); procedures for handling, cutting, and disposal of AC Pipe; and PPE used by your District.
- Within the training programs, you want to replace our generic pictures with pictures of AC Pipe being used, handled, and disposed of at your District.

I will be happy to review the submission before it is sent to Cal/OSHA. Here is a link to the standard www.dir.ca.gov/title8/341_17.html. It includes the ACP Unit's new address. One \$300 check will cover certification of all trainers, who have submitted their applications for both the initial and refresher training.

As part of the risk assessment, Eric took me to a jobsite where the District's contractor, W. A. Rasic, was installing new pipe. This jobsite was along a busy section of Colima. The trench extended through the crosswalk on the west end of the intersection. While we were there, an elderly couple walked up to the crosswalk entrance on the south side of the street. I motioned to the women to cross the other direction, which she and her husband did. The District had a crew delivering pipe to the jobsite. Eric discussed the situation with them, and they setup some stanchion posts and caution tape to close off the trench in the crosswalk.

Eric and I then went back to discuss with Mark, who advised that he would discuss with the contractor. I was at Walnut Valley Water District the next day, and decided to drive by this job. I found that the contractor had added "Crosswalk Closed" signs at the south and north entrances to the crosswalk. The trench was again unprotected on the north side. See the following pictures:



This was taken the day of the risk assessment. The crosswalk was open and there was no protection across the trench openings.



This was taken the day after the risk assessment. As noted ""SIDEWALK CLOSED" signs had been set up on both the north and south entrances.



This was taken after the "SIDEWALK CLOSED" signs were in place. The stanchion posts and caution tape were not in place on the northside of the trench.

Mr. Ken Deck, General Manager
Rowland Water District
July 24, 2012
Page 4

The contractor needs to do a better job of identifying potential exposures and taking corrective action. The District should also monitor the contractor's activities and notify them when they are not in compliance.

I forwarded some information on vetting contractors to Ted.

In January of this year, Cal/OSHA added Confined Space to their Emphasis Program. There were seven deaths in the state due to confined spaces in 2011. It is Cal/OSHA's goal to have zero deaths in 2012.

Confined space regulations require all employers to have:

- A written confined space plan, including recognizing and marking all confined spaces
- Procedures to test and monitor the air inside confined spaces before and during all employee entries
- Procedures to prevent unauthorized entries, and to have an attendant outside the space at all times
- Effective controls of all existing atmospheric or safety hazards inside the confined space
- Employee and supervisor training on safe work procedures, hazard controls, and rescue procedures
- Effective rescue procedures which are immediately available onsite

Some of the procedural changes your management team will need to address include:

- Assure that there is an attendant for each entry.
- Assure that there is an air monitor with pump to provide direct readings to the attendant.
- Complete a Confined Space Permit for each entry.
- Set up a rescue plan.

In the past, most of our members have considered calling 9-1-1 as their rescue plan. The Rand Corporation did a study of all fire departments in California. They found that a majority were not equipped to handle confined space rescue. Therefore, Cal/OSHA is requesting that all employers with confined space exposures, contact their local fire department to see if they are available to provide confined space rescue. If they are, then Cal/OSHA wants the district to invite the fire department to train for rescue in the employer's confined spaces. When possible, they should train with the employer's rescue equipment.

For a water district, the biggest change will be to set up their own rescue plan. If the water source has been locked out or blocked out, and no hazards are being introduced into the confined space, the only variable would be the air. If the air is monitored and ventilation supplied as necessary, the only potential would be for a medical emergency. Cal/OSHA requires that all workers involved with confined spaces be trained in First Aid and CPR.

Mr. Ken Deck, General Manager
Rowland Water District
July 24, 2012
Page 5

Therefore, rescue could include:

- Self-rescue
- Attendant rescue using a tripod
- A supervisor entering the confined space to assist with the rescue
- Fire service entering the confined space to assist with the rescue

When a confined space has been identified as a c5 confined space through the permit process, the district may decide that all entrants wear a harness and be tethered to a tripod for every entry. If the configuration of the confined space does not permit the entrant to be tethered, they should always wear a harness, and a third person should be added to the crew to act as the supervisor, who could enter the confined space and assist with rescue. A number of your employees attended the Confined Space training at Walnut Valley Water District in May. If there are any questions on updating the District's Confined Space Plan, please let me know.

We discussed conducting some "Lockout/Tagout/Blockout" training for later in the year. I will be in touch with Eric to schedule this training.

Eric confirmed that the recommendations provided after my last risk assessment have been completed.

From a workers' compensation standpoint, there was only one accident since my visit in January. An employee's hand was cut when a corporation stop blew off. Corrective action revolves around "lockout/blockout," and will be discussed further in the upcoming training.

From a liability standpoint, there was one recent "rearend" accident. Mark advised that the air brakes locked up. Based on his review, speed may have been an issue. I understand that new equipment has been added to the District's vehicles to monitor driving activities. I understand that one benefit has been improved gas mileage, which means your employees are paying more attention to their driving activities.

There have been no recent property claims.

My next risk assessment is scheduled for January 2013. If you need assistance from a loss control/risk management standpoint, prior to that visit, please let me know.

Sincerely,



Lee S. Patton, CSP, CPDM
Senior Risk Management Consultant

c: Ted Carrera, Assistant General Manager
Dave Warren, Water Systems Superintendent
Mark Serna, Distribution Superintendent
Eric Hall, Senior Water Systems Operator
JPIA Member Services
JPIA Risk Management Committee
Robert Lewis, JPIA Board Member

ROWLAND WATER DISTRICT

Date of Visit: July 17, 2012

Consultant: Lee Patton

RECOMMENDATIONS

Risk Control is management's responsibility. Our assessments are intended only to assist in this activity and should not be construed to be exhaustive, disclosing every loss producing condition that may arise. Any recommendations submitted were developed as a result of conditions observed during our recent visit. Such recommendations do not necessarily address every loss potential, code violation, or exception to sound safety practices.

Implementation of the following recommendations will assist your District in minimizing its potential for claims. A commitment to good risk management practice will strengthen the JPIA pool and continue to allow us to provide affordable, low cost coverage for our programs.

We are interested in your **plans** to implement our recommendations and would appreciate a timely response. **Please direct the response to Lee Patton, Senior Risk Management Consultant at the JPIA, within 30 days. The response should address each recommendation specifically.** Copies of the documents used to facilitate implementation would be helpful when applicable. You may make notes on this document and **fax it to (916) 774-7040, or email to lpatton@acwajpia.com.**

12-03 RISK TRANSFER

As part of your Risk Transfer Program, establish procedures to monitor contractor activities to assure there is adequate protection of hazards at the sites, and adequate traffic control is established.

Response:

12-04 CONFINED SPACE

Review current confined space procedures to assure that the District's Confined Space Program is current to include:

- A written Confined Space Plan, including recognizing and marking all confined spaces
- Procedures to test and monitor the air inside confined spaces before and during all employee entries
- Procedures to prevent unauthorized entries, and to have an attendant outside the space at all times
- Effective controls of all existing atmospheric or safety hazards inside the confined spaces
- Employee and supervisor training on safe work procedures, hazard controls, and rescue procedures
- Effective rescue procedures, which are immediately available onsite