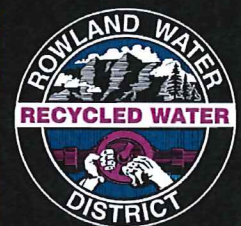
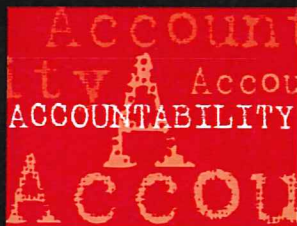
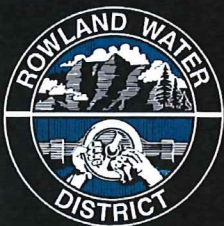


ROWLAND WATER DISTRICT

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
February 9, 2016
6:00 p.m.



AGENDA
Regular Meeting of the Board of Directors
February 9, 2016
6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ADDITION(S) TO THE AGENDA

PUBLIC COMMENT ON NON-AGENDA ITEMS

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

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

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

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

Tab 1 CONSENT CALENDAR

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

- 1.1 Approval of the Minutes of Regular Board Meeting held on January 12, 2016**
Recommendation: The Board of Directors approve the Minutes as presented.
- 1.2 Approval of the Minutes of Special Board Meeting held on January 26, 2016**
Recommendation: The Board of Directors approve the Minutes as presented.
- 1.3 Demands on General Fund Account for December 2015**
Recommendation: The Board of Directors approve the demands on the general fund account as presented.
- 1.4 Investment Report for December 2015**
Recommendation: The Board of Directors approve the Investment Report as presented.
- 1.5 Water Purchases for December 2015**
For information purposes only.

Next Special Board Meeting: February 23, 2016, 5:00 p.m.
Next Regular Board Meeting: March 8, 2016, 6:00 p.m.

Tab 2 ACTION ITEMS

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

- 2.1 Review and Approve Directors' Meeting Reimbursements for January 2016**
Recommendation: The Board of Directors approve the Meeting Reimbursements as presented.
- 2.2 Review and Approve Revised "Board Vision and Procedures"**
Recommendation: The Board of Directors approve the revised Board Vision and Procedures as presented.
- 2.3 Review and Approve Updated "Ethics Guidelines for Directors"**
Recommendation: The Board of Directors approve the updated Ethics Guidelines For Directors as presented.
- 2.4 Review and Approve Updated "Emergency Media Protocol"**
Recommendation: The Board of Directors approve the updated "Emergency Media Response Protocol" as presented.

- 2.5 Receive and File Rowland Water District's Statement of Operations for Period Covering July 1, 2015 through December 31, 2015**
Recommendation: The Board of Directors approve the Statement of Operations as presented.
- 2.6 Receive and File Rowland Water District's Quarterly Investment Review as of December 31, 2015**
Recommendation: The Board of Directors approve the Quarterly Investment Report as presented.
- 2.7 Public Relations (Rose Perea)**
- **Communications Outreach (CV Strategies)**
 - **Education Update**
- For information purposes only.*
- 2.8 Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)**
- Three Valleys Municipal Water District Leadership Breakfast, February 18, 2016, 7:30 a.m., Sheraton Fairplex Suites, Pomona, CA

Tab 3 LEGISLATIVE INFORMATION

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

Tab 4 REVIEW OF CORRESPONDENCE
Intentionally left blank.

Tab 5 COMMITTEE REPORTS

- 5.1 Three Valleys Municipal Water District (Directors Lu-Yang/Lima)**
- Agenda Regular Board Meeting held January 20, 2016
 - Action Line Regular Board Meeting Held January 20, 2016
- 5.2 Joint Powers Insurance Authority (Director Lewis/Mr. Coleman)**
- 5.3 Association of California Water Agencies (Directors Lewis/Bellah)**
- 5.4 Puente Basin Water Agency (Directors Lima/Lewis)**
- 5.5 Project Ad-Hoc Committee (Directors Lima/Lu-Yang)**
- 5.6 Regional Chamber of Commerce-Government Affairs Committee (Directors Lewis/Bellah)**

5.7 **PWR Joint Water Line Commission** (Directors Lima/Rios)

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

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1 **Finance Report** (Mr. Henry)

6.2 **Operations Report** (Mr. Warren)

6.3 **Personnel Report** (Mr. Coleman)

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

Tab 8 CLOSED SESSION

Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Performance Review of General Manager. This matter may be discussed in open session.

Tab 9 Consider Amendment to Employment Agreement for General Manager

Recommendation: The Board of Directors consider a merit increase for General Manager.

Directors' and General Manager's Comments

Future Agenda Items

Late Business

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

ADJOURNMENT

President SZU PEI LU-YANG, Presiding

Tab

1.1



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
January 12, 2016 - 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ABSENT:

None.

OTHERS PRESENT:

Joseph Byrne, Legal Counsel, Best Best & Krieger
Erin La Combe Gilhuly, CV Strategies
Joe Ruzicka, Three Valleys Municipal Water District
Kirk Howie, Three Valleys Municipal Water District

ROWLAND WATER DISTRICT STAFF

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

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

Tab 1 - CONSENT CALENDAR

Upon motion by Director Lima, seconded by Director Rios, the Consent Calendar was unanimously approved.

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

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on December 8, 2015

1.2

Demands on General Fund Account for November 2015

1.3

Investment Report for November 2015

1.4

Water Purchases for November 2015

Next Special Board Meeting	January 26, 2016, 5:00 p.m.
Next Regular Board Meeting	February 9, 2016, 6:00 p.m.

Tab 2 - ACTION ITEMS

2.1

Approve Directors' Meeting Reimbursements for December 2015

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

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

2.2

Approve Financial Audit Report for Fiscal Year 2014-2015 Prepared by White Nelson Diehl Evans LLP

Finance Officer, Sean Henry, noted that no changes were made to the "Draft" previously presented for approval. Upon motion by Director Lewis, seconded by Director Lima, the Report was approved as presented. The motion was unanimously carried.

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

2.3

Approve Change in IRS Mileage Rate from \$.575 to \$.54 effective January 1, 2016

The motion by Director Lima, seconded by Director Lewis, to change the District's mileage reimbursement amount from \$.575 to the new IRS Mileage Rate of \$.54, effective January 1, 2016, was unanimously approved.

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

2.4

Authorize Presiding Officer to Vote for Special District LAFCO Representative for Term Expiring May 2016

After discussion, and upon motion by Director Lewis, seconded by Director Lima, the presiding officer was authorized to cast her ballot vote on behalf of the District for incumbent, Donald L. Dear. The motion was unanimously carried.

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

2.5

Public Relations (Rose Perea)

Mrs. Perea reported that the Broadcast Media and Digital Art Contest applications were distributed to the high schools and intermediate schools last week before the Christmas Break. The due date is March 10, 2016. Nogales High School teacher, Ron Hill, requested the \$4,000 sponsorship check so that he could start purchasing equipment for the Solar Boat during the Christmas break. The District issued the check to him and will be reimbursed by Three Valleys for half of this amount, or \$2,000. Three Valleys sent out the request for the check information to Santana on December 21, 2015. Once they receive his response, they will issue the \$2,500 check to him for supplies. RWD will reimburse Three Valleys \$1,250 for half of this sponsorship.

Communications Outreach (CV Strategies)

Erin La Combe Gilhuly, CV Strategies, reported that the press release on the OPARC Program is scheduled for distribution in February and the Internship Program press release will be distributed in January. CV Strategies is finalizing the Educational Brochure for approval by staff.

Education Update

No comments.

2.6

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

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

- **Urban Water Institute Spring Water Conference, February 10-12, 2016, Hilton Palm Springs Hotel**

A motion was made by Director Lewis, seconded by Director Lima, to approve the attendance at the conference by Director Bellah. The motion was unanimously carried. Staff was instructed to make the appropriate registrations and reservations for his attendance.

- **ACWA Spring Conference, May 3-6, 2016, Portola and Marriott Hotels, Monterey, CA**

A motion was made by Director Lima, seconded by Director Lewis, to approve the attendance at the conference by Directors Bellah, Lewis, Lu-Yang and Rios. Directors Lewis and Bellah requested that hotel reservations be made at the Hotel Pacific instead of the Portola Hotel Monterey. The motion included instructions to Staff to make hotel reservations for Directors Bellah and Lewis at the Hotel Pacific provided that the daily rate is within \$25.00 of the Portola daily rate. The motion was unanimously carried. Staff was instructed to make the appropriate registrations and reservations.

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

General Manager, Tom Coleman, briefly discussed SB20 which would implement a public goods charge for water and applies to public agencies as well as SB272 (Herzberg) which has been approved by Governor Brown requiring the disclosure of the list of vendors used by public agencies.

Tab 4 REVIEW OF CORRESPONDENCE

Mr. Coleman referred to the BB&K letter included in the Board packet and urged the Board to refer to it when preparing their Form 700.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

Director Lima reported on the January 6, 2016 Board meeting. Rich Nagel, General Manager, West Basin MWD, made a presentation on the Carlsbad desalination project.

5.2

Joint Powers Insurance Authority

Director Lewis commended the District on the President's Special Recognition Awards, low ratio, received in the Property Program, Liability Program and Workers' Compensation Program.

5.3

Association of California Water Agencies

Nothing to report.

5.4

Puente Basin Water Agency

Director Lima reported on the meeting held on January 7, 2016. He advised that current projects were discussed. An update was provided on the Pomona Basin Regional Groundwater Project as well as the Puente Valley Operable Unit. He noted that approval of the Pathfinder pipeline will be included on a future Agenda for the Puente Basin Water Agency.

5.5

Project Ad-Hoc Committee

Mr. Coleman reported that the Ad Hoc Committee had met with Dr. Rita Giacalone and recommended that all members of the Board have an opportunity to meet with her. This was accomplished prior to current Board meeting.

5.6

Regional Chamber of Commerce

Nothing to report.

5.7

PWR Joint Water Line Commission

The next meeting will be held on February 18, 2016.

5.8

Sheriff's Community Advisory Council

Nothing to report. There will be a meeting at the end of January, 2016.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

Finance Officer, Sean Henry, reported on the water supply allocation for the month of November and noted that the cumulative overall conservation rate was 16.5% compared to 2013. The major reduction in District revenue is attributable to water sales, however, does not affect District reserves.

6.2

Operations Report

Director of Operations, Dave Warren, advised that construction on the Pressure Reducing Station had commenced. The Pathfinder pipeline will originate at this point and tie-in to Zone 1.

6.3

Personnel Report

Nothing to report.

Tab 7 ATTORNEY’S REPORT

Nothing to report.

Directors’ and General Manager’s Comments

Director Lima requested that the January 26, 2016, Special Meeting Agenda include a discussion on the General Manager’s compensation. He noted that it was the consensus of the Board to move forward with Dr. Rita Giacalone to work with the Board on Board development. Mr. Coleman advised that a President’s Dinner had been scheduled for March 23, 2016, at 5:00 p.m.

Future Agenda Items

None.

Late Business

None.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:03 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary

Tab

1.2



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

January 26, 2016 – 5:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ABSENT:

Director Teresa P. Rios

OTHERS PRESENT:

Joe Byrne, Legal Counsel

ROWLAND WATER DISTRICT STAFF:

Tom Coleman, General Manager

ADDITION(S) TO THE AGENDA

A motion was made by Director Lima seconded by Director Lewis, finding that it was brought to the Board's attention that a matter arose requiring immediate action by the Board after the posting of the Agenda. The Board approved the addition of the item to the *Closed Session* at Tab 1.3, **b.** with a vote of 4-0, Director Rios being absent.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

COMMENTS:

None.

Tab 1 ACTION ITEMS

1.1

Board Development Workshop – Review and Discuss:

- **Board Vision and Principles (Board Norms)**
- **Emergency Media Response Protocol**
- **Ethics Guidelines**

The proposed revisions to these documents were discussed and it was the consensus of the Board to present these documents at the next regularly scheduled meeting for approval.

1.2

Discuss and Approve Puente Basin Water Agency Pathfinder Transmission

Main Project

After discussion, a motion was made by Director Lewis, seconded by Director Lima, to approve the Puente Basin Agency Pathfinder Transmission Main Project. The motion passed by a vote of 4-0, Director Rios being absent.

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

1.3

CLOSED SESSION

Legal counsel, Joe Byrne, adjourned the meeting to closed session at 5:43 p.m. and announced the purpose of the closed session, and the provisions of the Brown Act authorizing the closed session.

- Public Employee Performance Evaluation Pursuant to Government Code Section 54957.** Performance Review for General Manager.
- Conference with Legal Counsel—Anticipated Litigation.** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One (1) case.

The closed session was adjourned and the Board resumed the meeting in open session at 6:57 p.m. Legal counsel, Joe Byrne, reported in open session that no reportable action was taken.

Directors' and General Manager's Comments

None.

Future Agenda Items

- Performance Review for General Manager

Late Business

None

Next Regular Board Meeting

February 9, 2016, 6:00 p.m.

A motion was made by Director Lima, seconded by Director Lewis, and unanimously carried to adjourn the meeting. The meeting was adjourned at 6:59 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary

Tab

1.3

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
20562						
12/15	12/04/2015	20562	62573	MANAGED MOBILE INC	FLEET MAINTENANCE	2,288.18-
12/15	12/04/2015	20562	62573	MANAGED MOBILE INC	FLEET MAINTENANCE	148.18-
Total 20562:						<u>2,436.36-</u>
20626						
12/15	12/08/2015	20626	3375	ANTHONY LIMA	MILEAGE REIMBURSEMENT	52.33
Total 20626:						<u>52.33</u>
20627						
12/15	12/08/2015	20627	62045	SZU-PEI LU-YANG	MILEAGE REIMBURSEMENT	23.00
Total 20627:						<u>23.00</u>
20628						
12/15	12/09/2015	20628	1000	ACWA/JPIA	EMPLOYEE HEALTH BENEFITS	34,319.02
12/15	12/09/2015	20628	1000	ACWA/JPIA	EMPLOYEE VISION BENEFITS	508.32
12/15	12/09/2015	20628	1000	ACWA/JPIA	EMPLOYEE ASSISTANCE PROGRAM	56.40
12/15	12/09/2015	20628	1000	ACWA/JPIA	EMPLOYEE DENTAL BENEFITS	3,070.14
12/15	12/09/2015	20628	1000	ACWA/JPIA	RETIRES MEDICAL, DENTAL & VISION BENEFITS	11,331.91
12/15	12/09/2015	20628	1000	ACWA/JPIA	DIRECTORS MEDICAL, DENTAL & VISION BENEFIT	7,402.61
12/15	12/09/2015	20628	1000	ACWA/JPIA	ADJUSTMENT OCT-DEC 2015	1,942.92-
Total 20628:						<u>54,745.48</u>
20629						
12/15	12/09/2015	20629	62475	ALLEN DAVIDSON	TOTAL EXPENSES-D4 EXAM	130.00
Total 20629:						<u>130.00</u>
20630						
12/15	12/09/2015	20630	1625	ANTHEM BLUE CROSS	RETIREE HEALTH BENEFITS	1,615.96
Total 20630:						<u>1,615.96</u>
20631						
12/15	12/09/2015	20631	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	2,838.47
12/15	12/09/2015	20631	62597	BEST BEST & KRIEGER	LEGAL FEES-LABOR AND EMPLOYMENT	297.80
Total 20631:						<u>3,136.27</u>
20632						
12/15	12/09/2015	20632	62524	BRITTNIE VAN DE CAR	MILEAGE REIMBURSMENT	78.20
Total 20632:						<u>78.20</u>
20633						
12/15	12/09/2015	20633	6966	CINTAS CORPORATION LOC 693	UNIFORM RENTAL	2,477.50
Total 20633:						<u>2,477.50</u>

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
20634						
12/15	12/09/2015	20634	371	CIVILTEC ENGINEERING INC	UPDATE STANDARD DRAWINGS	380.00
Total 20634:						380.00
20635						
12/15	12/09/2015	20635	1900	CLINICAL LAB OF S B	WATER SAMPLES	1,202.50
Total 20635:						1,202.50
20636						
12/15	12/09/2015	20636	2075	CROCKER SIGNS & SCREEN PRINTIN	RECYCLED WATER TAGS	1,786.51
Total 20636:						1,786.51
20637						
12/15	12/09/2015	20637	62439	CVSTRATEGIES	COMMUNICATION SERVICES	5,014.34
Total 20637:						5,014.34
20638						
12/15	12/09/2015	20638	16	DAVE WARREN	TOTAL EXPENSES-GAS	116.06
Total 20638:						116.06
20639						
12/15	12/09/2015	20639	62580	GMC ELECTRICAL, INC	REMOVE & REINSTALL CATHODIC PROTECTION A	4,411.75
12/15	12/09/2015	20639	62580	GMC ELECTRICAL, INC	ADDITIONAL MATERIAL	1,387.40
Total 20639:						5,799.15
20640						
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	43" TV	550.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	TV WALL MOUNT	50.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	50 HDMI CABLE	25.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	EXTENSION CORD	15.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	DVI TO HDMI ADAPTER	10.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	SHIPPING	75.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	CONDUIT RUN	100.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	HIT AV CONSULTANT SERVICES	500.00
12/15	12/09/2015	20640	379	HIGHROAD INFORMATION TECHNOL	SALES TAX	58.50
Total 20640:						1,383.50
20641						
12/15	12/09/2015	20641	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	949.43
Total 20641:						949.43
20642						
12/15	12/09/2015	20642	244	INFOSEND INC	BILLING SERVICE	3,121.06
12/15	12/09/2015	20642	244	INFOSEND INC	BILLING SERVICE	1,858.21
Total 20642:						4,979.27
20643						
12/15	12/09/2015	20643	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	199.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
12/15	12/09/2015	20643	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	262.85
12/15	12/09/2015	20643	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	114.99
12/15	12/09/2015	20643	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	107.32
Total 20643:						684.48
20644						
12/15	12/09/2015	20644	27	JOHN T JACOBSEN	TOTAL EXPENSES-BOOTS	98.09
Total 20644:						98.09
20645						
12/15	12/09/2015	20645	62610	LA HABRA HEIGHTS COUNTY WATER	WHEELING CHARGE-LHH	1,006.50
12/15	12/09/2015	20645	62610	LA HABRA HEIGHTS COUNTY WATER	WATER PURCHASE	7,489.83
Total 20645:						8,496.33
20646						
12/15	12/09/2015	20646	3300	LAGERLOF SENEAL ET AL	GENERAL MATTERS-PWAG	894.26
Total 20646:						894.26
20647						
12/15	12/09/2015	20647	3625	MAINTENANCE SHACK INC	TOOLS & SUPPLIES	70.84
Total 20647:						70.84
20648						
12/15	12/09/2015	20648	62573	MANAGED MOBILE INC	FLEET MAINTENANCE	376.36
Total 20648:						376.36
20649						
12/15	12/09/2015	20649	28	MARCOS ASPEITIA IV	MILEAGE REIMBURSEMENT	73.60
12/15	12/09/2015	20649	28	MARCOS ASPEITIA IV	TOTAL EXPENSES-WORK BOOTS	383.66
Total 20649:						457.26
20650						
12/15	12/09/2015	20650	62596	NATIONAL METER & AUTOMATION, IN	LF 3 CS METER BODY ONLY	2,222.26
12/15	12/09/2015	20650	62596	NATIONAL METER & AUTOMATION, IN	PLASTIC METER BODY	2,082.11
Total 20650:						4,304.37
20651						
12/15	12/09/2015	20651	62630	PEP BOYS	AUTO SUPPLIES	35.99
Total 20651:						35.99
20652						
12/15	12/09/2015	20652	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR COUSULTING FEES FOR SIX B	2,863.87
12/15	12/09/2015	20652	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR PROFESSIONAL FEES	130.00
12/15	12/09/2015	20652	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ACCOUNTING FEES	2,000.00
Total 20652:						4,993.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
20653						
12/15	12/09/2015	20653	62447	REEB GOVERNMENT RELATIONS LLC	LOBBYIST	1,500.00
Total 20653:						1,500.00
20654						
12/15	12/09/2015	20654	62062	ROBERT LEAMY	MILEAGE REIMBURSEMENT	103.50
12/15	12/09/2015	20654	62062	ROBERT LEAMY	TOTAL EXPENSES-AFTER HRS SERVICE PULL	22.94
12/15	12/09/2015	20654	62062	ROBERT LEAMY	TOTAL EXPENSES-BACKFLOW EXAMINATION	180.00
Total 20654:						306.44
20655						
12/15	12/09/2015	20655	62460	RYAN WHITE	MILEAGE REIMBURSEMENT	65.55
Total 20655:						65.55
20656						
12/15	12/09/2015	20656	339	S C W U A	WORKSHOP-ERIC HALL & RAY ALGORRI	60.00
Total 20656:						60.00
20657						
12/15	12/09/2015	20657	62046	SGV REGIONAL CHAMBER OF COMM	REGIONAL CHAMBER LEGISLATIVE POWER LUNC	50.00
12/15	12/09/2015	20657	62046	SGV REGIONAL CHAMBER OF COMM	REGIONAL CHAMBER LEGISLATIVE POWER LUNC	50.00
Total 20657:						100.00
20658						
12/15	12/09/2015	20658	62166	SO CAL GAS CO	GAS UTILITY BILL-2505 ARTIGAS	53.67
Total 20658:						53.67
20659						
12/15	12/09/2015	20659	3550	SOUTHERN COUNTIES FUELS	DIESEL	1,501.35
Total 20659:						1,501.35
20660						
12/15	12/09/2015	20660	2185	SWRCB ACCOUNTING OFFICE	LARGE WATER SYSTEM FEES	5,096.19
Total 20660:						5,096.19
20661						
12/15	12/09/2015	20661	2180	SWRCB-DWOCP	T2 RENEWAL-MARCOS ASPEITIA	60.00
Total 20661:						60.00
20662						
12/15	12/09/2015	20662	323	UPS	POSTAGE	19.10
Total 20662:						19.10
20663						
12/15	12/09/2015	20663	205	WARREN GRAPHICS	PERSONNEL RULES & REGS 1ST & 2ND REVISION	605.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 20663:						605.00
20664						
12/15	12/10/2015	20664	339	S C W U A	RESERVATION (10)	250.00
Total 20664:						250.00
20665						
12/15	12/15/2015	20665	750	A & B ELECTRIC	CHECKED OUT IN OP PHASE LIGHT INDICATOR O	875.75
Total 20665:						875.75
20666						
12/15	12/15/2015	20666	1165	ANTIMITE TERMITE & PEST	PEST CONTROL-MONTHLY SERVICE	105.00
Total 20666:						105.00
20667						
12/15	12/15/2015	20667	3850	ATHENS SERVICES (MODERN SVC)	TRASH SERVICE	934.80
Total 20667:						934.80
20668						
12/15	12/15/2015	20668	62076	CALIFORNIA CHAMBER OF COMMER	CA EMPLOYER POSTER-SPANISH	33.93
Total 20668:						33.93
20669						
12/15	12/15/2015	20669	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,214.00
Total 20669:						1,214.00
20670						
12/15	12/15/2015	20670	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM	13,288.86
Total 20670:						13,288.86
20671						
12/15	12/15/2015	20671	1270	CORELOGIC SOLUTIONS LLC	PROPERTY DATA INFO	100.00
Total 20671:						100.00
20672						
12/15	12/15/2015	20672	2253	DUKE'S LANDSCAPING INC	GARDENING SERVICE	2,100.00
Total 20672:						2,100.00
20673						
12/15	12/15/2015	20673	2300	FEDERAL EXPRESS	POSTAGE	25.33
Total 20673:						25.33
20674						
12/15	12/15/2015	20674	330	FUEL PRO INC	D/O INSPECTION	170.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 20674:						170.00
20675						
12/15	12/15/2015	20675	62427	GOVERNMENT FINANCE OFFICERS A	MEMBERSHIP DUES-SEAN HENRY	160.00
Total 20675:						160.00
20676						
12/15	12/15/2015	20676	24701	GRAINGER	TOOLS & SUPPLIES	490.67
12/15	12/15/2015	20676	24701	GRAINGER	TOOLS & SUPPLIES	231.39
12/15	12/15/2015	20676	24701	GRAINGER	TOOLS & SUPPLIES	317.52
Total 20676:						1,039.58
20677						
12/15	12/15/2015	20677	3000	INDUSTRY MFG COUNCIL	MEMBERSHIP DUES	275.00
Total 20677:						275.00
20678						
12/15	12/15/2015	20678	244	INFOSEND INC	BILLING SERVICE	26.36
12/15	12/15/2015	20678	244	INFOSEND INC	BILLING SERVICE	2,137.08
Total 20678:						2,163.44
20679						
12/15	12/15/2015	20679	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	375.63
12/15	12/15/2015	20679	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	338.82
12/15	12/15/2015	20679	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	84.32
12/15	12/15/2015	20679	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	275.98
12/15	12/15/2015	20679	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	197.52
12/15	12/15/2015	20679	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	42.93
Total 20679:						1,315.20
20680						
12/15	12/15/2015	20680	62066	JANITORIAL SYSTEMS	MONTHLY JANITORIAL SERVICES	600.00
12/15	12/15/2015	20680	62066	JANITORIAL SYSTEMS	WINDOW CLEANING INSIDE & OUT	300.00
Total 20680:						900.00
20681						
12/15	12/15/2015	20681	62627	KND SOLUTIONS	CONSULTING SERVICES	500.00
Total 20681:						500.00
20682						
12/15	12/15/2015	20682	257	MCMaster-CARR SUPPLY CO	MATERIAL FOR RCS	58.64
12/15	12/15/2015	20682	257	MCMaster-CARR SUPPLY CO	MATERIAL FOR RCS	72.81
Total 20682:						131.45
20683						
12/15	12/15/2015	20683	62596	NATIONAL METER & AUTOMATION, IN	LF200 2"TS BRZ METER BODY ONLY RECL, NSU 6	3,778.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 20683:						3,778.20
20684						
12/15	12/15/2015	20684	189	NOBEL SYSTEMS	GIS SUBSCRIPTION	5,000.00
Total 20684:						5,000.00
20685						
12/15	12/15/2015	20685	62630	PEP BOYS	AUTO SUPPLIES	87.17
Total 20685:						87.17
20686						
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR MAINS	607.67
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	C850CCDC8 CLOW 850 FIRE HYD DC 8H	2,370.00
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	C865CCDC8 CLOW 865 FIRE HYD DC 8H	1,753.92
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	TOP-BOLT CPLG W/SS304 B&N SLEEVE 6" LONG	721.84
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	TOP-BOLT CPLG W/SS304 B&N SLEEVE 8" LONG	440.00
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	HE188 6" X 18" CI HYD EXT CL BO 8H	99.85
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	HE108 6" X 18" CI HYD EXT CL BO 8H	76.47
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	IBRNLB21 2" X 1" BRS HEX BUSH NO LEAD IMP	583.15
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR SERVICES	385.00
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR HYDRANTS	2,091.63
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR SERVICES	1,716.76
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR METERS	115.76
12/15	12/15/2015	20686	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR SERVICES	113.94
Total 20686:						11,075.99
20687						
12/15	12/15/2015	20687	5691	SECRETARY OF STATE	LOBBYING FEES	270.00
Total 20687:						270.00
20688						
12/15	12/15/2015	20688	6950	UNDERGROUND SERVICE ALERT	SERVICE ALERT	192.00
Total 20688:						192.00
20689						
12/15	12/15/2015	20689	323	UPS	POSTAGE	139.34
Total 20689:						139.34
20690						
12/15	12/15/2015	20690	7700	WALNUT VALLEY WATER DISTRICT	RECYCLED WATER	672.28
Total 20690:						672.28
20691						
12/15	12/15/2015	20691	242	WATEREUSE ASSOCIATION	MEMBERSHIP DUES	1,613.56
Total 20691:						1,613.56
20692						
12/15	12/17/2015	20692	4750	PWR JT WATER LINE COMMISSION	535.5 AC FT-OCT 2015 WATER	481,414.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
12/15	12/17/2015	20692	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	11,348.45
12/15	12/17/2015	20692	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	1,137.31
12/15	12/17/2015	20692	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	2,208.05
Total 20692:						496,108.31
20693						
12/15	12/17/2015	20693	62640	ROWLAND UNIFED SCHOOL DISTRIC	NOGALES HIGH SCHOOL-SOLAR CUP SPONSORS	4,000.00
Total 20693:						4,000.00
20694						
12/15	12/22/2015	20694	62432	BDC SPECIAL WASTE SERVICES	HAUL DIRT	900.00
Total 20694:						900.00
20695						
12/15	12/22/2015	20695	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	2,508.15
Total 20695:						2,508.15
20696						
12/15	12/22/2015	20696	1476	BUSINESS CARD (VISA)	MEMBERSHIP FEE	110.00
12/15	12/22/2015	20696	1476	BUSINESS CARD (VISA)	TOOLS & SUPPLIES	323.09
12/15	12/22/2015	20696	1476	BUSINESS CARD (VISA)	VEHICLE EXPENSE	110.99
12/15	12/22/2015	20696	1476	BUSINESS CARD (VISA)	OFFICE SUPPLIES	114.25
12/15	12/22/2015	20696	1476	BUSINESS CARD (VISA)	MISC EXPENSES	2,927.45
Total 20696:						3,585.78
20697						
12/15	12/22/2015	20697	62071	CALIFORNIA LIVING INC	INTERIOR PLANT MAINTENANCE	430.00
Total 20697:						430.00
20698						
12/15	12/22/2015	20698	1900	CLINICAL LAB OF S B	WATER SAMPLES	2,731.25
Total 20698:						2,731.25
20699						
12/15	12/22/2015	20699	62439	CVSTRATEGIES	COMMUNICATIONS SERVICES	4,800.73
Total 20699:						4,800.73
20700						
12/15	12/22/2015	20700	2125	DANIELS TIRE SERVICE	TIRE TRUCK 7	162.53
Total 20700:						162.53
20701						
12/15	12/22/2015	20701	62638	DIVE CORR	DIVE TO INSPECT RES. 11	2,500.00
Total 20701:						2,500.00
20702						
12/15	12/22/2015	20702	1754	ED BUTTS FORD	MAINTENANCE TRUCK 4, 20	599.22

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 20702:						599.22
20703						
12/15	12/22/2015	20703	62445	EXCEL DOOR & GATE COMPANY	INSTALL BELT & WHEELS ON GATE MOTOR	1,047.25
Total 20703:						1,047.25
20704						
12/15	12/22/2015	20704	62580	GMC ELECTRICAL, INC	INSTALL SACRIFICIAL ANODES AT RES. 13	9,662.85
12/15	12/22/2015	20704	62580	GMC ELECTRICAL, INC	ANNUAL CATHODIC SERVICE (ONLY 9 SITES, OTH	2,700.00
Total 20704:						12,362.85
20705						
12/15	12/22/2015	20705	24701	GRAINGER	TOOLS & SUPPLIES	252.49
Total 20705:						252.49
20706						
12/15	12/22/2015	20706	379	HIGHROAD INFORMATION TECHNOL	MANAGED SERVICES	4,416.67
12/15	12/22/2015	20706	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER	2,557.00
Total 20706:						6,973.67
20707						
12/15	12/22/2015	20707	2975	INDUSTRY LIFT INC	MAINTANENCE ON FORKLIFT	237.83
Total 20707:						237.83
20708						
12/15	12/22/2015	20708	244	INFOSEND INC	BILLING SERVICE	1,735.48
Total 20708:						1,735.48
20709						
12/15	12/22/2015	20709	62226	INLAND DESERT SECURITY &	ANSWERING SERVICE	355.30
Total 20709:						355.30
20710						
12/15	12/22/2015	20710	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	363.37
12/15	12/22/2015	20710	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	224.87
12/15	12/22/2015	20710	62624	INTER VALLEY POOL SUPPLY INC	SUPPLIES FOR RES	56.73
Total 20710:						644.97
20711						
12/15	12/22/2015	20711	62610	LA HABRA HEIGHTS COUNTY WATER	WHEELING CHARGE-LHH	3,271.00
12/15	12/22/2015	20711	62610	LA HABRA HEIGHTS COUNTY WATER	WATER PURCHASE	22,805.66
Total 20711:						26,076.66
20712						
12/15	12/22/2015	20712	257	MCMASTER-CARR SUPPLY CO	TOOLS & SUPPLIES	125.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 20712:						125.10
20713						
12/15	12/22/2015	20713	62596	NATIONAL METER & AUTOMATION, IN	MATERIAL FOR METERS	1,356.45
Total 20713:						1,356.45
20714						
12/15	12/22/2015	20714	62476	NETWORKFLEET INC	MONTHLY SERVICE	399.20
Total 20714:						399.20
20715						
12/15	12/22/2015	20715	62630	PEP BOYS	AUTO SUPPLIES	111.10
Total 20715:						111.10
20716						
12/15	12/22/2015	20716	46201	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER-LEASING CHARGE	263.28
Total 20716:						263.28
20717						
12/15	12/22/2015	20717	62196	PRAXAIR DISTRIBUTION INC	CARBON DIOXIDE LIQUID BULB	5,119.72
Total 20717:						5,119.72
20718						
12/15	12/22/2015	20718	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR LA HABRA OPERATING EXPEN	474.40
Total 20718:						474.40
20719						
12/15	12/22/2015	20719	62562	RMC WATER AND ENVIRONMENT	POTABLE WATER ON CALL SERVICE	6,411.00
12/15	12/22/2015	20719	62562	RMC WATER AND ENVIRONMENT	RECYCLED WATER ON CALL SERVICES	767.00
Total 20719:						7,178.00
20720						
12/15	12/22/2015	20720	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR SERVICES	901.20
12/15	12/22/2015	20720	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR METERS	314.86
12/15	12/22/2015	20720	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR HYDRANTS	339.00
Total 20720:						1,555.06
20721						
12/15	12/22/2015	20721	62534	SHRED IT USA	SHREDDING SERVICE	81.60
Total 20721:						81.60
20722						
12/15	12/22/2015	20722	3550	SOUTHERN COUNTIES FUELS	GASOLINE, REGULAR GRADE	3,428.83
Total 20722:						3,428.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
20723						
12/15	12/22/2015	20723	6075	STAPLES CREDIT PLAN	OFFICE SUPPLIES	1,330.74
Total 20723:						1,330.74
20724						
12/15	12/22/2015	20724	6500	THERMALAIR INC	MAINTENANCE SERVICE-KEARN CREEK PUMP FA	264.00
12/15	12/22/2015	20724	6500	THERMALAIR INC	MAINTENANCE SERVICE	339.00
Total 20724:						603.00
20725						
12/15	12/22/2015	20725	62395	TRANSWORLD SYSTEMS INC	COLLECTION FEES	127.18
Total 20725:						127.18
20726						
12/15	12/22/2015	20726	62521	TRIEPEI SMITH & ASSOCIATES	MONTHLY WEBSITE MAINTENANCE	300.00
Total 20726:						300.00
20727						
12/15	12/22/2015	20727	323	UPS	POSTAGE	14.01
Total 20727:						14.01
20728						
12/15	12/22/2015	20728	2360	USC FCCCHR	MEMBERSHIP RENEWAL	562.25
Total 20728:						562.25
20729						
12/15	12/22/2015	20729	62353	VERIZON BUSINESS	PHONE SYSTEM-VOIP/VOICE LINE	905.29
Total 20729:						905.29
20730						
12/15	12/22/2015	20730	2550	VERIZON CALIFORNIA	PHONE SERVICE	424.53
Total 20730:						424.53
20731						
12/15	12/22/2015	20731	62618	WATER REPLENISHMENT DISTRIC O	GROUNDWATER PRODUCTION & ASSESSMENT	5,696.79
Total 20731:						5,696.79
20732						
12/15	12/22/2015	20732	2212	WHITE NELSON DIEHL EVANS LLP	THIRD INTERIM BILLING FISCAL YR 6/30/15	3,200.00
Total 20732:						3,200.00
20733						
12/15	12/22/2015	20733	62568	XCEPTIONAL NETWORKS, INC	MONTHLY AGREEMENT	300.00
Total 20733:						300.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
121515						
12/15	12/15/2015	121515	62558	PUENTE BASIN WATER AGENCY	PM 22/PM 9 CONNECTION	277,521.30
12/15	12/15/2015	121515	62558	PUENTE BASIN WATER AGENCY	TVMWD CONNECTION CAPACITY	1,409.90
12/15	12/15/2015	121515	62558	PUENTE BASIN WATER AGENCY	TVMWD EQUIVALENT SMALL METER	1,665.02
12/15	12/15/2015	121515	62558	PUENTE BASIN WATER AGENCY	TVMWD WATER USE CHARGE	1,360.71
12/15	12/15/2015	121515	62558	PUENTE BASIN WATER AGENCY	MWD CAPACITY CHARGE	9,993.79
12/15	12/15/2015	121515	62558	PUENTE BASIN WATER AGENCY	ADJUSTMENT FOR LA HABRA PRODUCTION (JUN	9,048.44
Total 121515:						<u>300,999.16</u>
122115						
12/15	12/21/2015	122115	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	16,047.06
12/15	12/21/2015	122115	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	1,783.01
Total 122115:						<u>17,830.07</u>
12212015						
12/15	12/21/2015	122120	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	141.22
12/15	12/21/2015	122120	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	6,336.17
12/15	12/21/2015	122120	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	168.63
12/15	12/21/2015	122120	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	223.86
12/15	12/21/2015	122120	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	225.00
12/15	12/21/2015	122120	1070	AMERICAN EXPRESS	CONFERENCE & MISC EXPENSES	1,075.92
Total 12212015:						<u>8,170.80</u>
Grand Totals:						<u><u>1,088,192.20</u></u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11141-0	9,794.30	.00	9,794.30
222100	4,379.28	1,092,571.48-	1,088,192.20-
51210-0	30,295.49	.00	30,295.49
51310-0	767,984.24	.00	767,984.24
51410-0	5,696.79	.00	5,696.79
51410-1	3,568.76	.00	3,568.76
51410-2	2,547.21	.00	2,547.21
51410-3	1,665.02	.00	1,665.02
51410-5	21,342.24	.00	21,342.24
51510-0	13,961.14	.00	13,961.14
51610-0	4,277.50	.00	4,277.50
51910-0	2,474.40	.00	2,474.40
52210-0	6,259.47	.00	6,259.47
52310-0	16,047.06	.00	16,047.06
54209-0	1,786.51	.00	1,786.51
54210-0	2,669.51	.00	2,669.51
54211-0	3,700.05	.00	3,700.05
54212-0	9,869.64	.00	9,869.64
54213-0	13,643.80	.00	13,643.80
54215-0	6,730.87	.00	6,730.87
54219-0	2,993.87	.00	2,993.87
56210-0	6,294.46	.00	6,294.46
56214-0	1,444.99	.00	1,444.99

GL Account	Debit	Credit	Proof
56215-0	2,945.81	.00	2,945.81
56216-0	802.78	.00	802.78
56217-0	396.18	.00	396.18
56218-0	7,144.42	.00	7,144.42
56218-2	894.26	.00	894.26
56219-0	4,182.90	.00	4,182.90
56220-0	8,657.17	.00	8,657.17
56221-0	13,815.07	.00	13,815.07
56223-0	6,336.17	.00	6,336.17
56312-0	22,714.47	.00	22,714.47
56320-0	1,078.63	.00	1,078.63
56411-0	34,319.02	1,942.92-	32,376.10
56413-0	3,070.14	.00	3,070.14
56415-0	508.32	.00	508.32
56417-0	12,947.87	.00	12,947.87
56419-0	56.40	.00	56.40
56421-0	7,402.61	.00	7,402.61
56710-0	614.19	2,436.36-	1,822.17-
56811-0	3,200.00	.00	3,200.00
56812-0	4,669.17	.00	4,669.17
57310-0	380.00	.00	380.00
57312-0	2,984.39	.00	2,984.39
57314-0	1,386.25	.00	1,386.25
57315-0	3,933.75	.00	3,933.75
57316-0	7,178.00	.00	7,178.00
57320-0	60.00	.00	60.00
57321-0	5,846.19	.00	5,846.19
Grand Totals:	<u>1,096,950.76</u>	<u>1,096,950.76-</u>	<u>.00</u>

Report Criteria:
 Report type: GL detail

Report Criteria:
Detail Report

Check Number	Date	Payee					
20734	12/22/2015	LEI PENG CHIM					
		Sequence	Source	Description	GL Account	Amount	Check Amount
		1	34205513	DEPOSIT REFUND-2055 CARTAGO	22810-0	200.00	200.00
20735	12/22/2015	HSIN YI CHEN					
		Sequence	Source	Description	GL Account	Amount	Check Amount
		1	856807-65	DEPOSIT REFUND-2837 WESTBOURNE	22810-0	208.57	208.57
20736	12/22/2015	JENI GUTIERREZ C/O JONATHAN HANAIA					
		Sequence	Source	Description	GL Account	Amount	Check Amount
		1	967544-77	DEPOSIT REFUND-2310 FAINRIDGE	22810-0	194.42	194.42
20737	12/22/2015	WEI ZHAO					
		Sequence	Source	Description	GL Account	Amount	Check Amount
		1	113737-55	DEPOSIT REFUND-18846 ASHLEY	22810-0	105.71	105.71
20738	12/22/2015	YUXIA LIU					
		Sequence	Source	Description	GL Account	Amount	Check Amount
		1	453380-92	DEPOSIT REFUND-18609 MESCAL	22810-0	203.12	203.12
20739	12/22/2015	USS CAL BUILDERS					
		Sequence	Source	Description	GL Account	Amount	Check Amount
		1	23-00	DEPOSIT REFUND-4141 NOGALES	22810-0	690.20	
		2	23-00	CREDIT REFUND-4141 NOGALES	15210-0	247.66	937.86
20740	12/22/2015	CHALMERS CORPORATION					
		Sequence	Source	Description	GL Account	Amount	Check Amount
		1	228351-01	CREDIT REFUND-17651 RAILROAD	15210-0	134.99	
		2	290399-01	CREDIT REFUND-17651 RAILROAD-FIRE SERVICE	15210-0	84.89	219.88
20741	12/22/2015	YUEH CHIAO CHEN					

Sequence	Source	Description	GL Account	Amount	Check Amount
1	233706-10	CREDIT REFUND-2305 GINGER COURT	15210-0	66.54	66.54

20742 12/22/2015 SUN CLINICAL LABORATORIES

Sequence	Source	Description	GL Account	Amount	Check Amount
1	225369-64	CREDIT REFUND-17170D COLIMA	15210-0	36.56	36.56

Grand Totals:

2,172.66

Report Criteria:
Detail Report

Tab

1.4



Rowland Water District Memorandum

To: Thomas Coleman, General Manager

From: Sean S. Henry, Finance Officer

CC:

Date: January 4, 2016

Subject: Investment Update – December 2015

Economic Review: The next meeting of the Federal Reserve is scheduled for January 28th. The last meeting was held on December 15th. The Fed Funds rate was raised to a target range of $\frac{1}{4}$ to $\frac{1}{2}$ percent. At the meeting, the Federal Reserve stated “economic activity has been expanding at a moderate pace. Household spending and business fixed investment have been increasing at solid rates in recent months, and the housing sector has improved further; however, net exports have been soft. A range of recent labor market indicators, including ongoing job gains and declining unemployment, shows further improvement and confirms that underutilization of labor resources has diminished appreciably since early this year. Inflation has continued to run below the Committee’s 2 percent longer-run objective, partly reflecting declines in energy prices and in prices of non-energy imports.” The latest reading of the Consumer Price Index (CPI) for Los Angeles, Riverside and Orange Counties was 1.6 for the month of November. The previous reading was 1.0 in October.

LAIF Update: LAIF ended the month of December with a yield of 0.37%. This represents a .01 basis point increase from the month of November. A comparison with last year shows a .11 basis point increase from December 2014 when the yield stood at 0.26%.

RWD Investments: Rowland Water District’s bond portfolio carries an average yield of 1.19%. This represents no change from the month of November and a 0.82 basis point premium to LAIF. The District had no bond purchases or maturities in the month of December. The District CD Placement program carries an effective yield of 0.79% and an average maturity of 648 days.

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

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



CASH	
Citizens Business Bank	822,662.27
Comerica Bank MMIA	<u>20,824.95</u>
TOTAL CASH	843,487.22

COMERICA SECURITIES CD PLACEMENT	NA	1mth - 2 Years	NA	NA	NA	0.79%	648	2,183,000.00	12.34%
LOCAL AGENCY INVESTMENT FUND (LAIF)	NA	NA	NA	NA	NA	0.37%	NA	2,218,631.71	12.54%

BNY MELLON INVESTMENTS
(UNION BANK CUSTODIAN)

	Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
US Treasury Note	5 Year	250,000.00	100.266	100.445	03/31/16	2.25%	NA	251,112.50	1.42%
US Treasury Note	5 Year	250,000.00	101.219	100.504	07/31/16	1.50%	NA	251,260.00	1.42%
US Treasury Note	5 Year	250,000.00	101.231	100.195	10/31/16	1.00%	NA	250,487.50	1.42%
Fedl Natl Mtg Assn	5 Year	250,000.00	100.639	100.464	11/15/16	1.38%	NA	251,160.00	1.42%
US Treasury Note	5 Year	250,000.00	99.942	100.059	11/30/16	0.88%	NA	250,147.50	1.41%
Fed Natl Mtg Assn	5 Year	200,000.00	101.194	100.375	01/30/17	1.25%	NA	200,750.00	1.13%
Fed Natl Mtg Assn	5 Year	250,000.00	100.083	99.659	08/28/17	0.88%	NA	249,147.50	1.41%
US Treasury Note	5 Year	250,000.00	99.559	99.309	09/30/17	0.63%	NA	248,272.50	1.40%
Fed Natl Mtg Assn	5 Year	250,000.00	100.019	99.520	12/20/17	0.88%	NA	248,800.00	1.41%
Fed Home Loan Mtg Corp	5 Year	200,000.00	99.289	99.195	01/12/18	0.75%	NA	198,390.00	1.12%
US Treasury Note	5 Year	200,000.00	99.742	99.148	02/28/18	0.75%	NA	198,296.00	1.12%
US Treasury Note	4 Year	250,000.00	99.539	100.394	06/30/18	1.38%	NA	250,985.00	1.42%
Fed Natl Mtg Assn	5 Year	500,000.00	100.300	99.063	05/21/18	0.88%	NA	495,315.00	2.80%
US Treasury Note	5 Year	250,000.00	99.727	100.313	09/30/18	1.38%	NA	250,782.50	1.42%
US Treasury Note	5 Year	250,000.00	99.868	100.211	11/30/18	1.38%	NA	250,527.50	1.42%
US Treasury Note	5 Year	250,000.00	99.137	100.453	12/31/18	1.50%	NA	251,132.50	1.42%
US Treasury Note	5 Year	250,000.00	100.172	100.352	01/31/19	1.50%	NA	250,880.00	1.42%
US Treasury Note	5 Year	250,000.00	99.140	100.316	02/28/19	1.50%	NA	250,790.00	1.42%
US Treasury Note	5 Year	250,000.00	99.617	100.625	03/31/19	1.63%	NA	251,562.50	1.42%
US Treasury Note	5 Year	250,000.00	98.719	99.363	04/30/19	1.26%	NA	248,407.50	1.42%
US Treasury Note	5 Year	100,000.00	98.532	98.820	10/31/19	1.27%	NA	98,820.00	1.42%
US Treasury Note	5 Year	250,000.00	99.359	98.957	01/31/20	1.38%	NA	247,392.50	1.40%
US Treasury Note	5 Year	250,000.00	99.047	97.750	03/31/20	1.14%	NA	244,375.00	0.56%
US Treasury Note	5 Year	250,000.00	99.016	98.707	04/30/20	1.38%	NA	246,767.50	1.40%
Fed Natl Mtg Assn	5 Year	500,000.00	98.867	98.755	06/22/20	1.50%	NA	246,887.50	1.38%
Cash Reserve Account						0.01%		76,949.19	0.43%
Total BNY Mellon Investments								6,259,397.69	35.37%

MERRILL LYNCH INVESTMENTS
(UNION BANK CUSTODIAN)

	Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
Fedl Natl Mtg Assn	5 Year	480,000.00	100.625	100.362	09/28/16	1.25%	NA	481,737.60	2.72%
Fedl Natl Mtg Assn	5 Year	500,000.00	100.898	100.464	11/15/16	1.38%	NA	502,320.00	2.84%
Fedl Home Loan Mtg Corp	5 Year	465,000.00	100.427	100.083	03/08/17	1.00%	NA	465,385.95	2.63%
Fedl Home Loan Mtg Corp	5 Year	250,000.00	102.124	100.155	05/12/17	1.25%	NA	250,387.50	1.41%
Fedl Home Loan Mtg Corp	5 Year	250,000.00	100.793	99.990	06/29/17	1.00%	NA	249,975.00	1.41%
Fedl Natl Mtg Assn	5 Year	485,000.00	101.342	99.659	08/28/17	0.88%	NA	483,346.15	2.73%
Fedl Natl Mtg Assn	5 Year	495,000.00	100.650	99.520	12/20/17	0.88%	NA	492,624.00	2.78%
Fedl Home Loan Mtg Corp	5 Year	495,000.00	100.066	99.195	01/12/18	0.75%	NA	491,015.25	2.77%
Fedl Natl Mtg Assn	5 Year	495,000.00	100.448	99.344	02/08/18	0.88%	NA	491,752.80	2.78%
Fedl Home Loan Mtg Corp	5 Year	495,000.00	100.392	99.298	03/07/18	0.88%	NA	491,525.10	2.78%
Fedl Natl Mtg Assn	5 Year	500,000.00	100.530	99.063	05/21/18	0.88%	NA	495,315.00	2.80%
Fedl Natl Mtg Assn	4 Year	250,000.00	98.671	99.499	09/27/18	1.27%	NA	248,747.50	1.41%
Fedl Natl Mtg Assn	5 Year	245,000.00	100.061	100.728	11/27/18	1.63%	NA	246,783.60	1.39%
Fedl Home Loan Mtg Corp	5 Year	275,000.00	99.581	98.888	08/01/19	1.25%	NA	271,942.00	1.54%
Fedl Home Loan Mtg Corp	5 Year	275,000.00	99.344	98.637	10/02/19	1.25%	NA	271,251.75	1.53%
Fedl Farm Credit Bank	5 Year	240,000.00	98.229	98.223	10/22/19	1.29%	NA	235,735.20	1.33%
ML Bank Deposit (Cash Account)						0.01%		21,971.96	0.12%
Total Merrill Lynch Investments								6,191,816.36	34.99%

TOTAL INVESTMENTS
TOTAL CASH AND INVESTMENTS

	16,852,845.76	100%
	17,696,332.98	
Weighted Average Yield of Total Investment Portfolio:	0.95%	

Market values determined by last business day of month values.

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

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

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

Sean S. Henry
 Sean S. Henry, Finance Officer



COMPARATIVE PURCHASED WATER REPORT FOR THE MONTH OF NOVEMBER 2015

SOURCE / DESCRIPTION	2015			2014		
	ACRE-FEET	COST	COST/A.F.	ACRE-FEET	COST	COST/A.F.
WATER CHARGES:						
POTABLE WATER						
PUENTE BASIN WATER AGENCY / TVMWD	309.3	278,069.69	899.03	353.2	309,063.12	875.04
POMONA-WALNUT-ROWLAND JWLC	474.4	426,485.60	899.00	484.2	423,675.00	875.00
LA HABRA HEIGHTS	65.4	22,805.66	348.60	47.6	17,633.91	370.46
WATER REPLENISHMENT DISTRICT (WRD)	0.0	-		0.0	-	
	849.1	727,360.95		885.0	750,372.0	
RECLAIMED WATER	59.5	13,961.14	234.64	47.0	10,799.93	229.79
TOTAL WATER CHARGES	908.6	741,322.09		932.0	761,171.96	
FIXED CHARGES:						
PUENTE BASIN WATER AGENCY / TVMWD						
CAPACITY RESERVATION		9,993.79			6,490.47	
CONNECTED CAPACITY		1,409.90			1,322.62	
WATER USE CHARGE		1,360.71			992.23	
EQUIV. SMALL METER		1,665.02			1,642.66	
SUBTOTAL		14,429.42			10,447.98	
PWR JWLC						
CAPACITY RESERVATION		11,348.45			7,370.26	
CONNECTED CAPACITY		1,137.31			1,066.91	
WATER USE CHARGE		2,208.05			2,301.90	
DEPRECIATION						
REPLACEMENT						
BUDGET ASSESSMENT						
SUBTOTAL		14,693.81			10,739.07	
LHH / OCWD						
WHEELING CHARGE	65.4	3,271.00	50.00	47.6	2,381.50	50.00
SUBTOTAL						
TOTAL FIXED CHARGES		32,394.23			21,187.05	
TOTAL PURCHASED WATER CHARGES		773,716.32			782,359.01	
AVERAGE WATER CHARGE:		\$ 851.53			\$ 839.44	

Tab

1.5

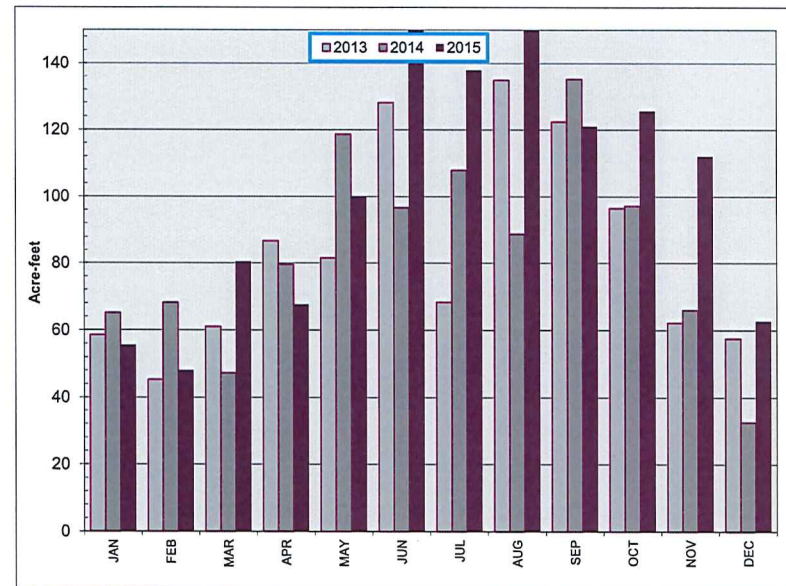
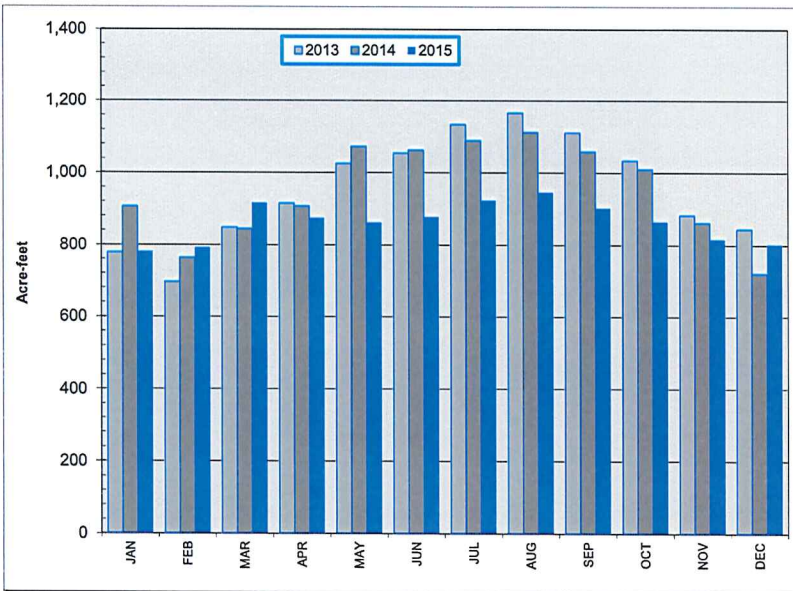


Water Purchases for CY 2015 (Acre-feet)

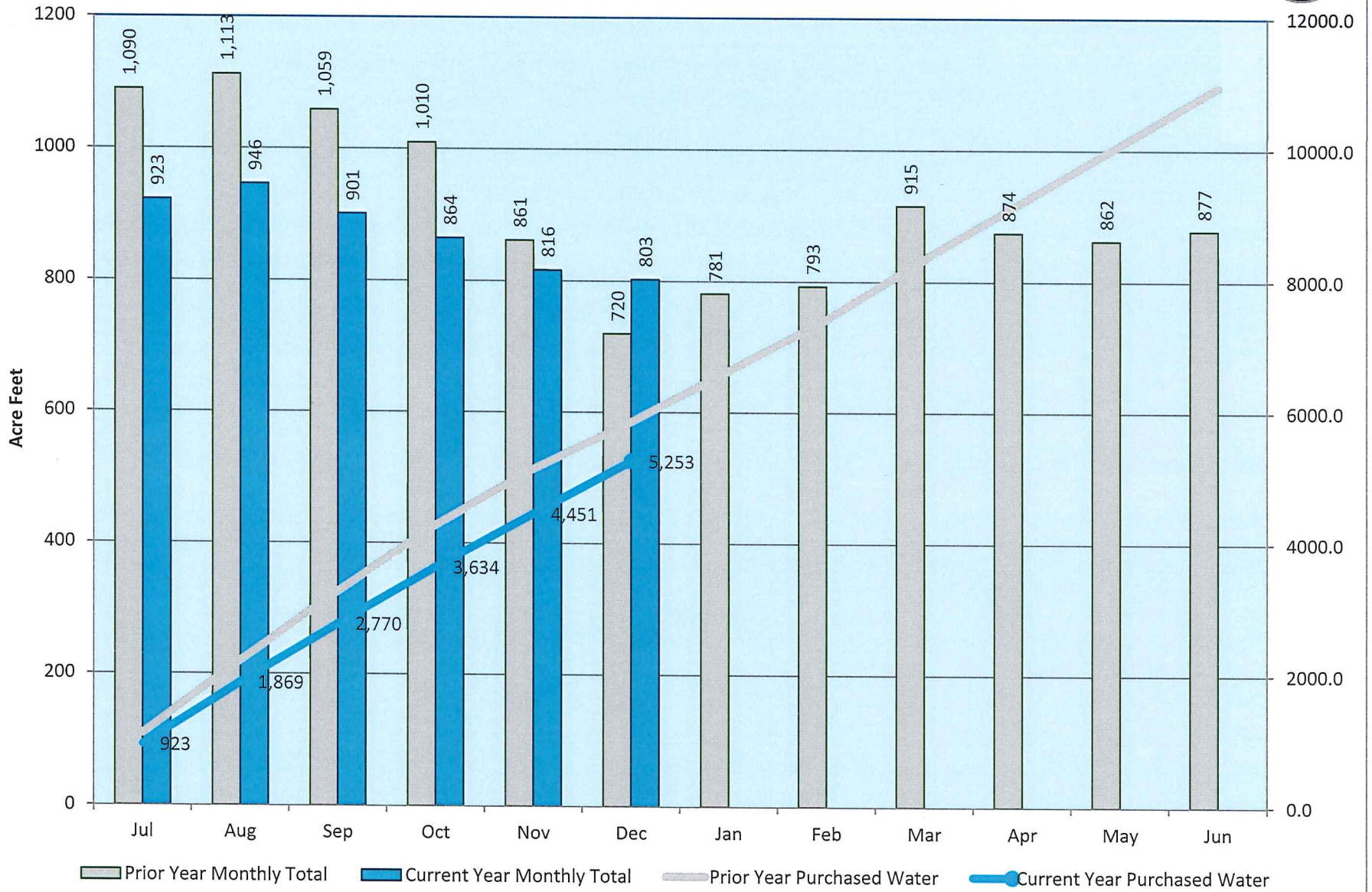


	POTABLE SYSTEM				TOTAL
	LHH	PM-22	JWL		
			PM-15	Miramar	
JAN	81.7	275.5	355.9	68.2	781.3
FEB	106.2	344.5	308.8	33.2	792.7
MAR	82.0	565.1	213.1	55.3	915.5
APR	27.9	538.0	293.5	14.5	873.9
MAY	93.1	290.8	358.7	119.2	861.8
JUN	3.1	331.4	405.7	136.9	877.1
JUL	0.0	353.1	458.7	110.9	922.7
AUG	4.1	390.4	551.7	0.0	946.2
SEP	0.0	321.7	579.5	0.0	901.2
OCT	20.1	308.7	474.9	60.6	864.3
NOV	65.4	276.6	364.5	109.9	816.4
DEC	102.0	264.9	323.9	111.7	802.5
TOTAL	585.6	4,260.7	4,688.9	820.4	10,355.6

RECYCLED SYSTEM					TOTAL
Well 1	Wet Well	WVWD	Industry	Potable Make-up	
0.0	8.2	0.0	47.4	0.0	55.6
2.1	11.3	1.0	33.7	0.0	48.1
14.7	4.0	1.0	60.8	0.0	80.5
20.5	2.3	2.0	42.9	0.0	67.7
17.4	5.3	3.0	74.4	0.0	100.1
8.1	15.5	3.0	168.1	0.0	194.7
2.4	7.3	3.0	125.2	0.0	137.9
28.4	29.0	3.0	119.2	0.0	179.6
21.3	21.6	2.0	76.2	0.0	121.1
28.3	28.7	2.0	66.6	0.0	125.6
24.1	29.5	1.0	57.5	0.0	112.1
4.4	12.8	1.0	44.5	0.0	62.7
171.7	175.5	22.0	916.5	0.0	1,285.7



Potable Water Purchases For FY 2015-2016 (Acre-feet)



Tab

2.1



JANUARY 2016-DIRECTOR REIMBURSEMENTS

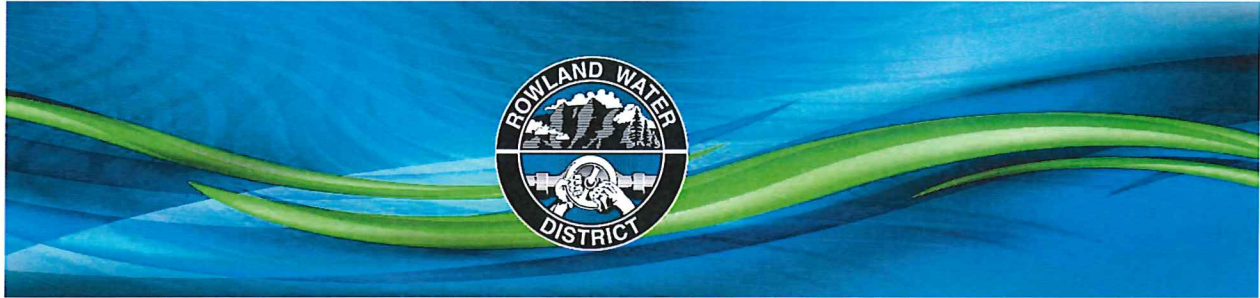
Director	Date of Meeting/Event	Meeting/Event Attended	Reimbursement	No Charge	Additional Comments <i>(Submit expense report if claiming mileage and/or meal reimbursement)</i>
Anthony J. Lima					
	1/6/2016	Three Valleys Board Meeting	\$110.00		Mileage
	1/6/2016	Meeting with New Consultant		X	
	1/7/2016	PBWA Meeting at RWD	\$110.00		
	1/12/2016	RWD Board Meeting	\$110.00		
	1/20/2016	Three Valleys Board Meeting	\$110.00		Mileage
	1/26/2016	RWD Special Board Meeting	\$110.00		
		TOTAL PAYMENT	\$550.00		
John Bellah					
	1/5/2016	Meeting with New Consultant	\$80.00		
	1/12/2016	RWD Board Meeting	\$80.00		
	1/26/2016	RWD Special Board Meeting	\$80.00		
		TOTAL PAYMENT	\$240.00		
Robert W. Lewis					
	1/5/2016	Meeting with New Consultant	\$110.00		
	1/7/2016	PBWA Meeting at RWD	\$110.00		
	1/12/2016	RWD Board Meeting	\$110.00		
	1/26/2016	RWD Special Board Meeting	\$110.00		
		TOTAL PAYMENT	\$440.00		
Szu-Pei Lu					
	1/6/2016	Meeting with New Consultant	\$110.00		
	1/12/2016	RWD Board Meeting	\$110.00		
	1/26/2016	RWD Special Board Meeting	\$110.00		
		TOTAL PAYMENT	\$330.00		
Teresa Rios					
	1/5/2016	Meeting with New Consultant	\$110.00		
	1/12/2016	RWD Board Meeting	\$110.00		
		TOTAL PAYMENT	\$220.00		

APPROVED FOR PAYMENT:

Tom Coleman

Tab

2.2



BOARD VISION AND PROCEDURES

Updated and Approved February 9, 2016

GENERAL

1. Board of Directors support and encourage staff to take action when necessary to keep RWD a progressive, well managed, innovative District.
2. Board of Directors will provide proactive leadership and participate in regional, state and national programs and meetings.
3. Board of Directors may request information from GENERAL MANAGER, provided such information requests can be reasonably accommodated without significant interruption in staff work load. The General Manager shall be notified of any information requests requiring more than one hour of staff time in order to prioritize work. The General Manager receives formal work direction from the Board of Directors at public meetings or in closed session. Individual Board Members may not delegate formal work direction to the General Manager without approval by the rest of the Board of Directors.
4. Board of Directors (minority side on vote) cannot bring item back for one year; majority can bring it back at will.
5. Any Board Member can request an item be placed on a future agenda; Board majority determines approval of Agenda item.
6. Board members will read Committee Minutes in order to find out what is being worked on. Board Members will do their homework (i.e., read packets, complete committee work).
7. General Manager will discuss significant future Agenda topics with Board Members.

8. General Manager shall not be required to copy all Board Members with information shared by specific Board Members.
9. General Manager will provide routine updates to Board of Directors.

BOARD OF DIRECTORS' VALUES

10. Board of Directors and General Manager are a participatory team.
11. Board of Directors value high energy, open mindedness, and are achievement-oriented.
12. Board of Directors will conduct themselves with care and respect for each other.
13. Board of Directors will be straightforward, with no hidden agendas.
14. Board of Directors value humor and civility.
15. Traditions are respected.
16. It is recognized that there are numerous meetings, other than regular Board of Directors' meetings.
17. The Board stresses training and education for staff and for the Board of Directors.

BOARD PROCEDURES

18. Board of Directors will inform the General Manager's Executive Assistant when they will be out of town as early as possible and it will be put on the Board Calendar.
19. Board of Directors receives the same information, as much as possible: complaints from the public, letters, background, etc., in a timely manner.
20. Board members will each determine specific routine information they want to receive such as Committee or other Agencies' Agendas.
21. New Board Members will receive Board Orientation.
22. Board of Directors will return unwanted reports and documents to staff for recycling.

23. Board members may consult with the Board Attorney if they have questions or concerns regarding potential conflicts of interest or violations of law relating to District activities.

24. All Board Members will receive required annual training.

BOARD OF DIRECTORS' INTERACTION AND COMMUNICATION

25. Individuals are responsible to initiate resolutions of problems A.S.A.P. and not let them fester.

26. Relationships are informal, but not casual in public. Business attire at Board meetings is appropriate.

27. Substantive Board of Directors/General Manager items are to receive advance notice and public notification.

28. Before a new Board member begins moving in a new direction, he/she will receive direction from the entire Board.

29. Board of Directors and Committees will give clear and focused communication promptly.

30. Board of Directors will not engage in personal attacks aimed at each other during public meetings, in the press, or at any other place/time.

31. Board of Directors will be cooperative in covering for each other.

32. Board President will make selection to Committees based on availability and interest.

33. Committee business belongs to the whole Board; individual Board member presents recommendations; decisions are made by the whole.

34. Committees are responsible to keep the rest of the Board Members informed; other members are responsible for letting the Committee know if they want more information or if they need to provide input.

35. Committee reports will be made under Board Reports, when appropriate.

36. If Committee and Staff disagree, it is the practice to bring the issues in question to the entire Board of Directors.

37. Board of Directors may only speak publicly, including to the press, on behalf of the District with prior approval of the Board of Directors. If a Board member speaks publicly without the approval of the Board of Directors, such Board member must make it clear that he or she is expressing his or her personal opinion only and that any statements do not necessarily reflect the position of the Board of Directors or District policy. Failure to do so may lead to misunderstandings and be harmful to the District. A violation of these procedures may be addressed consistent with Section 16 of the Board's Ethics Guidelines for Directors.

BOARD INTERACTION AND COMMUNICATION WITH STAFF

General Manager

38. Board of Directors will provide annual goals to provide direction to the General Manager using an interactive process.
39. Board Members should always feel free to go to the General Manager and vice versa.
40. Board of Directors will provide the General Manager with a written evaluation annually and provide some General Manager goals.
41. When a Board Member is unhappy about a department, he/she should always talk it over with the General Manager not the Department Head.
42. Concerns about a Department Head must be taken to the General Manager or Board Attorney only.
43. Critical information will be passed to all Board Members by appropriate personnel.
44. General Manager will provide ongoing feedback, information, and perceptions to the Board of Directors, including responses to written communications requesting feedback.
45. General Manager deals with issues that cross department boundaries.

Staff in General

46. Board of Directors will always be informed by General Manager when an unusual event occurs that the public would be concerned about, i.e., Health Department notice, large water breaks, etc. in a timely manner (if press or media are involved). Extreme emergencies (i.e., fatalities) are immediately communicated to Board Members by General Manager or staff. Board will be educated on Emergency Response procedures.

47. Board of Directors and General Manager will not blind side each other in public. Consideration for each other is our practice.
48. If a Board Member has a question on an agenda item, that member will make every effort to contact the General Manager prior to the meeting.

Board Attorney

49. Board Attorney shall partner with Board of Directors, General Manager and Staff when and where appropriate.
50. Board Attorney goes through the General Manager on routine areas.
51. Board Attorney to regularly consult with General Manager on items of concern on the upcoming agenda at the earliest time possible. Board Attorney can consult directly with General Manager as needed.
52. Board Attorney will track Committees' actions, and relevant agendas of Board of Directors for needed input.
53. Whenever a Board member or the General Manager has a question or concern about a potential conflict of interest or a violation of law, he or she may consult with the Board Attorney for advice and information. Whenever, in the course of performing legal services for the District, the Board Attorney becomes aware of a potential conflict of interest or other violation of law, concerning an action or proposal before the Board of Directors, or activity of staff, he/she will discuss it with the General Manager and provide advice and information.
54. Board Attorney to is pro-actively inform and protect the Board of Directors from potential violations and conflicts, i.e., conflict of interest.

PRESIDENT SELECTION

55. Board President's succession is governed by the Board practices.
56. President is selected by the Board of Directors (Board Resolution) following the normal Board elections and annually thereafter for a one (1) year term. The President remains as one member of the Board and has no rights or authority different from any member of the Board.

57. The order of President Succession shall be determined by the length of the current term of incumbency, as defined by the date of election. When two (2) or more Board Members have equal terms of incumbency, the order shall be determined by the highest number of votes received at their election to the Board of Directors.
58. In the event of an early vacancy in the position of President, the Vice President shall become President for the remaining portion of the outgoing President's term as President and then fulfill his/her full term as President.

PRESIDENT'S ROLE

59. Every Board President is unique; the role is defined by the person, based on that person's style.
60. President acts as the ceremonial head or representative of the District at various civic affairs.
61. President is the spokesperson for the Board of Directors when appropriate media or external organization requests are made. **Under no circumstances may another Board member speak to external organizations or to the press on behalf of the District without prior approval of the Board of Directors.**
62. President acts as signatory to all documents requiring Board's execution.
63. President makes appointments to Ad Hoc and special advisory Committees that do not have official advisory capacity.
64. The President makes declarations, extends official recognition of groups or events.
65. The President will inform the Board of any informal correspondence sent out to anyone in relation to District business.
66. President regularly communicates with the General Manager and keeps the Vice President and the Board of Directors fully informed.
67. President communicates with all Committees.

COMPLAINTS FROM THE PUBLIC

68. Board of Directors will be informed of significant, urgent and repetitive telephone complaints. Staff will respond immediately.
69. Board of Directors should not attempt to resolve complaints received from the public on their own; complaints will be referred to the General Manager. If a Board Member would like action taken based on a complaint received from a member of the public, the Board Member should go through the General Manager's office.
70. Responses to members of the public are customized at the direction of the General Manager.
71. Staff will attach their response to the copy of the letter received when sending the response to Board of Directors.
72. Copies of responses to be included in Board Members' packets.

PUBLIC MEETINGS

73. The Board sets the Agenda for regular Board of Directors meetings. The Board has the option to delegate this responsibility to the General Manager.
74. Public comment shall be received on all action items.
75. Board of Directors will treat everyone with courtesy.
76. Corrections to minutes are passed to the Board Secretary as soon as possible.
77. Each member may share his/her views about the issue and the reasons for his/her vote.

Consent Calendar

78. There is judicious use of the Consent Calendar, such as minutes, routine District business, some appeals, items already approved in the budget.
79. If a Board Member has a question on a Consent Calendar item for their information only, they are to ask General Manager ahead of time, rather than having it pulled off for discussion during the meeting.
80. Staff shall be prepared to report on every agenda item.

Public Input on Individual Agenda Items

81. Procedure will include: Staff Report, questions from Board of Directors, Public Hearing, Public Input, any staff response. Items should be brought back to Board Members for discussion as appropriate.
82. Once public input is closed, further public input will not be allowed unless re-opened by President.
83. Public comment is essential to the public meeting process and the public is welcome to provide comments on any matter on the agenda or within the jurisdiction of the Board of Directors at the appropriate time and prior to any Board action on a matter. Members of the public will be asked to limit their comments to three minutes; however, the Board may allow additional time under special circumstances.

The Board of Directors will consider comments made by members of the public in any action it takes, however, because the operation of the District is solely the responsibility of the elected members of the Board of Directors, the public should not participate in the discussion of an item of business by the Board. The Members of the Board of Directors will not debate members of the public based upon their comments, or encourage or invite their participation in the Board's discussion of any matter of business under consideration by the Board.

Voting

84. Each Board Member may speak before a motion.
85. Attempts will be made to get consensus on significant policy issues.
86. There will be roll call votes on requests when a divided Board is obvious.
87. Department heads will generally attend every meeting if they have a scheduled item; other staff attendance at Board meetings is at the General Manager's discretion.
88. Board of Directors' discussions will not be redundant if they concur with what has already been said.

Closed Session

89. Closed Session materials and conversations are confidential; Board Members may retain Closed Session paper documents for analysis; documents must be destroyed when no longer needed/used; electronic copies of Closed Session documents will not be provided. Board Members will get written reports for Closed Session items as much as possible; these reports are to be turned in at the end of the meeting.
90. No violation of Closed Session confidentiality; Board Members will not talk to affected / opposing parties or anyone else (press, etc.) per the Brown Act at specific Closed Session meetings.
91. Confidentiality relates to any non-public discussion items.

Special Meetings

92. Special meetings may be called by President pursuant to the Brown Act.

COMMITTEES AND BOARDS

93. Individuals appointed to serve on Board-appointed Committees or Ad hoc task forces are appointed for a one-year term. At the end of any one-year term, the appointee may apply for reappointment and will be considered along with any other applicant (subject to any term limit provisions adopted by the District).
94. Problem solving issues with Chairs of Committees will be done as much as possible with Presidents.
95. All Committees of Board of Directors should know Board's needs:
 - Know Board's vision/mission.
 - Encouraged to participate in Board-sponsored events.
 - Understanding of their roles/authority/"no-no's."
 - Know annual priorities/goals.
 - Process/parameters within which to work, i.e., public involvement.
 - Board of Directors reserves the right to make its own decisions.

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*Revision approved by Board on February 9, 2016*

**Tab**

**2.3**



## ROWLAND WATER DISTRICT ETHICS GUIDELINES FOR DIRECTORS

Updated February 9, 2016

### Preamble:

*The most fundamental principle of public service ethics was stated by Henry Clay in 1829: "Government is a trust, and the officers of government are the trustees; and both the trust and the trustees are created for the benefit of the people."*

### Section

- 1. Purpose and Scope.**
- 2. Responsibilities of Public Office.**
- 3. Fair and Equal Treatment.**
- 4. Proper Use and Safeguarding of District Property and Resources.**
- 5. Use of Confidential Information.**
- 6. Conflict of Interest.**
- 7. Soliciting Political Contributions.**
- 8. Incompatible Offices**
- 9. Board Member–General Manager Relationship.**
- 10. Improper Activities and the Reporting of Such Activities; Protection of "Whistle Blowers."**
- 11. Compliance with the Brown Act.**
- 12. Directors' Compensation and Expense Reimbursement.**
- 13. Changes in Compensation**
- 14. Candidate's Statement.**
- 15. Ethic Training.**
- 16. Violation of Ethics Policy.**
- 17. Consulting District Counsel.**
- 18. Public Communications.**

### Section 1. Purpose and Scope.

The policy of the Rowland Water District is to maintain the highest ethical standards for its Board members. The proper operation of the District requires decisions and policy to be made in the proper channels of governmental structure, that public office not be used for personal gain, and that board members remain impartial and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Board members and District employees will maintain the highest standard of personal honesty and fairness in carrying out their duties. This policy sets forth the basic ethical standards to be followed by the Board of Directors of the Rowland

Water District. The objectives of this policy are (1) to provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values and critical elements in Board members' conduct, and (3) improve ethical decision-making and values-based management.

**Section 2. Responsibilities of Public Office.**

Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Board members will work in cooperation with other public officials unless prohibited from so doing by law or officially-recognized confidentiality of their work.

(Government Code Section 1360; Article 20, Section 3 of the California Constitution.)

**Section 3. Fair and Equal Treatment.**

Board members will not in the performance of their official functions, discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

(See, e.g., Article 1, Section 31 of the California Constitution; Age Discrimination in Employment Act of 1967 (29 U.S.C., §§ 621-634); Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.); Fair Employment and Housing Act (Government Code §§12900 et seq.); Rehabilitation Act of 1973 (29 U.S.C., §§ 2000e et seq.); Title VII of the Civil Rights Act of 1964; Labor Code Section 1102.1.)

**Section 4. Proper Use and Safeguarding of District Property and Resources.**

Except as specifically authorized, a Board member will not use or permit the use of District-owned vehicles, equipment, telephones, materials or property for personal benefit or profit. A Board member will not ask or require a District employee to perform services for the personal benefit or profit of a Board member or employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

(Article 16, Section 6 of the California Constitution, Government Code § 8314, Penal Code § 424, see *People v. Battin* (1978) 77 Cal. App. 3d 635.)

**Section 5. Use of Confidential Information.**

A. A Director is not authorized, without approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.

B. This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, an elected official or employee, (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

C. A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(Government Code Section 54963.)

**Section 6. Conflict of Interest.**

A. A Board member will not have a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation was authorized under Government Code Sections 1091 or 1091.5 or other provisions of law. A Board member will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000, and following, relating to conflicts of interest.

Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's (FPPC) regulations) that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations; (b) real property in which the Director has a direct or indirect investment interest, with a worth in the amount specified in FPPC regulations; (c) a source of income of the Director in the amount specified in FPPC regulations, within twelve months before the Board decision; (d) a source of gifts to the Director in an amount specified in FPPC regulations within twelve months before the Board decision; or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on

behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater.

A Director will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations (\$440.00 for calendar years 2013 and 2014, subject to adjustment in 2015). Board members will report all gifts, honoraria, campaign contributions, income and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and the FPPC Regulations.

(Government Code sections 1090 and following and Government Code Sections 87100, 87103 and 89503, and California Code of Regulations Title 2 Section 18940.2.)

B. If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed:

- (a) If the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager and the District's legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest;
- (b) If it is not possible for the Director to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and
- (c) Upon a determination that there is a disqualifying conflict of interest, whether prior to or at the meeting, the Director shall do all of the following:
  1. at the meeting, the Director shall publicly identify the financial interest that gives rise to the conflict,
  2. the Director shall not participate in the discussion, deliberation or vote on the matter for which a conflict of interests exist, and
  3. the Director shall leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters, except that the Director may speak on the issue during the time that the general public speaks on the issue.
- (d) The identification of the conflict of interest and the Director's recusal and absence during discussion and action shall be noted in the minutes.

C. A Board member will not recommend the employment of a relative by the District. In addition, a Board member will not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with the District.



D. A Board member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70.

(Government Code Sections 1090, and following, 81000, and following, and 87105; Penal Code § 68 (soliciting or receiving bribes); Penal Code § 70 (acceptance of gratuities).)

#### **Section 7. Soliciting Political Contributions.**

Board members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board member will not accept, solicit or direct a political contribution from (a) District employees, officers, consultants or contractors, or (b) District vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

(Government Code Sections 3204, 3205 and 3205.5.)

#### **Section 8. Incompatible Offices.**

Any Board member appointed or elected to a public office of another public entity, the duties of which may require action contradictory or inconsistent with the interests of the first entity (as determined under applicable law), will resign from the former office.

(See generally, 73 Ops. Cal. Atty. Gen. 357 (1990). See also Government Code § 53227, under which an employee of a special district may not be sworn into office as an elected or appointed member of the Board of the same special district unless he or she resigns as an employee.)

#### **Section 9. Board-General Manager Relationship.**

A. The Board sets the policy for the District. The District's General Manager (a) has full charge and control of the maintenance, operation and construction of the water system and other facilities of the District, (b) has full power and authority to employ and discharge all employees and assistants, consistent with District policy and other provisions of law, (c) prescribes the duties of employees and assistants, consistent with District policy, and (d) fixes and alters the compensation of employees and assistants, subject to approval by the Board. (Water Code §30580). The General Manager shall perform other duties imposed by the Board and shall report to the Board in accordance with the Board's instructions. The Board will, after considering the recommendation of the General Manager, appoint the District's Financial Officer/Treasurer (who will report to the General Manager). The Chief Financial Officer/Treasurer will install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The Board will retain and periodically review the work of an auditor as an independent contractor of the District (other

than the Chief Financial Officer/Treasurer), who will report to the Board, to conduct an annual audit of the District's books, records and financial affairs.

B. The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board and Board committee meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, except as it pertains to the functions of the Chief Financial Officer/Treasurer and District consultants, including the District auditor. Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from District employees.

(Water Code §§ 30575-30582)

**Section 10. Improper Activities and the Reporting of Such Activities;  
Protection of "Whistle Blowers."**

A. The General Manager has primary responsibility for (1) ensuring compliance with the District's personnel policies and procedures, and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

B. A Board member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: (a) a work-related violation by a Board member or District employee of any law or regulation, (b) gross waste of District funds, (c) gross abuse of authority, (d) a specific and substantial danger to public health or safety due to an act or omission of a District official or employee, (e) use of a District office or position or of District resources for personal gain, or (f) a conflict of interest of a District Board member or District employee.

C. A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District Board member or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

(Labor Code § 1102.5, et seq., Government Code §§ 53298 and 53298.5.)

## **Section 11. Compliance with the Brown Act.**

The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board of Directors, will fully comply with the provisions of the State's open meeting law for public agencies (the Ralph M. Brown Act). (Government Code § 54952.1 and § 54959). A copy of the Brown Act will be provided to each member of the Board of Directors and to each person elected to serve as director who has not yet assumed the duties of office. (Government Code §54952.7) A quorum of the Members of the Board shall not meet, or use any form of direct communication, personal intermediaries, or technological devices to develop a collective concurrence as to action to be taken on an item within the subject matter jurisdiction of the District, except as a part of an open and noticed public meeting, or pursuant to an authorized closed session. (Government Code § 54952.2).

(Government Code sections 54950, and following.)

## **Section 12. Directors' Compensation and Expense Reimbursement.**

The members of the Board of Directors will fully comply with the provisions of the following Board's "Policy on Directors' Compensation and Expense Reimbursement" as set forth in this section.

### **A. Compensation for Attendance at Conferences and Meetings**

Board members will be compensated at the daily rate (i.e. *per diem*) determined by the Board consistent with applicable law for attendance at meetings of the Board, including Board committee meetings, for each day's service rendered as a member of the Board as approved by the Board, and for travel days to and from any conference, meeting or other event where service is rendered as a member of the Board, as approved by the Board. Pursuant to Water Code Section 20202, the Board may not authorize such compensation to be paid for more than a total of ten days in any calendar month. The current policy established by the Board of Directors limits the number of days for which a director may receive *per diem* compensation to a maximum of ten days per calendar month. Such compensation will be provided in addition to any reimbursement for meals, lodging and travel expenses incurred in attending any conference, meeting or approved event. Compensation will be paid only if the Board member submits a written form that sets forth the date, location and the District purpose of the meeting for which compensation is requested.

Pursuant to Government Code Section 53232.1 (a) and (b), the Board of Directors authorizes the payment of *per diem* compensation to Directors, and/or payment of necessary costs for attending the following meetings and other activities as follows.

### ***Category I***

For regular, adjourned and special meetings of the Boards of the following agencies and organizations, the attendance of the designated Board members is required and no further instruction or authorization is needed. Directors who are members of the following agencies, the District shall pay *per diem* compensation and all necessary expenses of attendance:

- Board of Directors of Rowland Water District – all Directors
- Standing and ad hoc committees of the Board of Directors – committee members, or if the primary committee member is unavailable, a designated alternate.
- Puente Basin Water Agency – the appointed representative, alternate, or other Director designated to attend in the place of the District’s representative or alternate.
- Pomona-Walnut-Rowland Joint Waterline Commission – the appointed representative, alternate, or other Director designated to attend in the place of the District’s representative or alternate.
- Three-Valleys Municipal Water District – the designated District representative or alternate.
- The County of Los Angeles Local Agency Formation Commission - the Director and alternate designated by the Board of Directors to attend such meetings, or an alternate designated by the Board to attend in place of the regular Director or alternate.
- Association of California Water Agencies – any elected member of that Board.
- Association of California Water Agencies, Joint Powers Insurance Agency – any elected member of that Board.
- Regional Chamber of Commerce/San Gabriel Valley – the designated District representative or alternate.
- Los Angeles County Sheriff’s Department Walnut/Diamond Bar Sheriff Station Community Advisory Committee. (1-13-09)
- Rowland Heights Community Coordinating Council

## ***Category II***

The meetings and events in Category II include educational workshops, seminars, meetings of agencies directly related to the District’s functions, and other events which may be helpful to Directors in carrying out their public duties. It is the policy of the Board to consider such events at a Board Meeting prior to the event and authorize attendance of those Directors for whom the Board determines attendance is of benefit. Authorized attendance is considered service rendered as a member of the Board. A Director will be entitled to payment of *per diem* compensation and District payment of registration, and expenses for such events provided the Board of Directors has approved attendance by the Director at a Board meeting prior to the event.

- Workshops, seminars and forums sponsored by Three Valleys Municipal Water District, other than meetings of the Three Valleys MWD Board of Directors.
- Conferences held by the Association of California Water Agencies (“ACWA”); Region 8 meetings of ACWA; meetings held jointly by Region 8 of ACWA and any other region of ACWA; and special programs and seminars sponsored by ACWA.
- Meetings, conferences and seminars put on by the California Special Districts Association.
- Meetings, workshops, seminars and similar events put on by the Metropolitan Water District of Southern California.
- Meetings of the Puente Basin Watermaster.

- Meetings of the San Gabriel Basin Watermaster.
- Meetings of the San Gabriel Basin Water Quality Authority.
- Meetings of the Public Water Agencies Group.

### ***Category III – Social and Community Events***

The functions and events in Category III are social and community events, at which attendance by Board members is considered of benefit to the District through the development of community contacts and relationships, but not considered a duty of office. The District shall pay the cost of admission, registration or other fee for a Director's attendance at the following functions and events, subject to prior approval of attendance at a Board Meeting, however, a Director shall not be entitled to *per diem* compensation for attending such activities:

- Breakfast, luncheon or dinner programs and receptions put on by the Industry Manufacturer's Association.
- Breakfast, luncheon or dinner programs and receptions put on by the Southern California Water Utilities Association.
- Breakfast, luncheon or dinner programs and receptions put on by the San Gabriel Valley Water Association.
- Breakfast, luncheon or dinner programs of the Metropolitan Water District of Southern California or Three Valleys Municipal Water District.
- Briefings and informational events held by elected officials or political candidates; provided that the District shall not expend public funds for admission, registration or other attendance costs if the purpose of the event is, in any part, political campaigning or fundraising for or against any candidate or ballot measure.

A Director shall receive *per diem* compensation and reimbursement of expenses for attendance at any other meeting, function or occasion not specified as authorized in this policy only if such attendance has been specially authorized by the Board of Directors at a Board of Directors meeting prior to the date of the function or occasion. The District shall not pay the cost of admission, registration or other fee, nor shall the District reimburse any costs or mileage for a Director or any other person's attendance at any function or event that is given for the purpose of political fundraising or is sponsored in whole or in part by any political campaign committee or organization promoting or opposing any ballot measure. (3-11-08)

#### **Directors Expenses**

1. General Principles. Each member of the Board of Directors is encouraged to participate in those outside activities and organizations which in the judgment of the Board further the interests of the District. Expenses incurred by Board members in connection with such activities are reimbursable, where participation is authorized under this Policy or in advance by the Board. The following rules apply:

- (a) Only expenses that are actual, reasonable and necessary are reimbursable, and Directors are encouraged to exercise prudence in all expenditures.

- (b) This policy is intended to result in no personal gain or loss to a Director.
- (c) The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used, for the most direct and time-efficient route. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal autos will be at the applicable IRS-approved rate.
- (d) Expenditures for food and lodging will be moderate and reasonable and in accordance with existing District policy. Notwithstanding the foregoing, the maximum reimbursement rates shall apply to reimbursement for actual expenses incurred in connection with travel, including lodging, meals and incidental expenses (parking, tips, cab fare, shuttles, rental car, telephone charges, internet access charges, etc.), unless a larger reimbursement maximum has been authorized in advance by the Board of Directors at a public meeting.
  - Lodging rate (per night) \$ 250.00

[If the travel involves a conference or other function providing a group rate for lodging at the event, the maximum reimbursement shall not exceed the maximum group rate published by the conference or activity sponsor provided that lodging at the group rate is available to the Director at the time of booking.]

  - Meals (per day) \$ 150.00
    - Breakfast only \$ 30.00
    - Lunch only \$ 45.00
    - Dinner only \$ 75.00
  - Incidental expenses \$ 100.00
- (e) As a prerequisite for reimbursement from the District, Directors shall submit a request for reimbursement, accompanied by evidence of payment of such expenses or itemized receipts for all individual expenses.
- (f) All requests for reimbursement will be submitted to the District's Board (or its designee) within thirty (30) days after the expenses were incurred or expenditures made. Requests for reimbursement will be submitted, where possible, on forms provided by the District, and will (1) state the District-related purpose for the expenditure, and (2) be accompanied by itemized receipts evidencing each expense or other documentation deemed satisfactory by the Board or its designee. Expenditures that are improper or otherwise not accounted for; or not consistent with the prohibition against gifts of public funds set forth in the California Constitution, will not be reimbursed or accepted by the District. Where such improper expenses have been paid by the District, they will be promptly refunded to the District or deducted from monies otherwise due the Director. Alcoholic beverages and other non-essential expenses (including, but not limited to, in-room movies, Service Bar, etc.) will not be reimbursed.
- (f) To implement the reporting requirements of Government Code Section 53065.5, the District will prepare a list of the amount and purpose of each expense

reimbursement made to each Director for the preceding fiscal year, which will be available to the public.

- (g) Officials will be reimbursed for actual telephone and fax expenses incurred on District business.
- (h) Long-term parking should be used for travel exceeding 24-hours.

2. Travel Expenses. Directors will be reimbursed for expenses, incurred in traveling to and from conferences, meetings and other events that are attended on behalf of the District in their capacity as Directors. Travel expenses will include round-trip airfare, actual and necessary expenses for ground transportation to and from airports and hotels, car rental, and or mileage reimbursement (at the maximum allowable per mile rate established from time to time by the IRS) for use by Directors of privately-owned vehicles in the conduct of District business.

3. Overnight Accommodations. No reimbursement claim or request for overnight accommodations will be approved for expenses incurred within the District's service area, or within 50 miles outside the District's service area, except upon approval of the Board. Actual and reasonable accommodation expenses will be reimbursed only for authorized personnel and such expenses will not be reimbursed for guests or family members of the authorized personnel. Where reasonably possible, accommodations will be obtained in proximity to the conference or meeting site. In most cases overnight accommodations should be arranged and paid for through the District. (11-12-08)

4. Meal Expenses. Directors will be entitled to receive reimbursement for actual and reasonable cost of meals, including tips, of Members of the Board of Directors and District staff members. Meals for others, including constituents, legislators, and officials of other public entities attending the same meeting or function, will not be reimbursed. (See 85 Ops. Cal. Atty. Gen. 210, Op. No. 02-711 (Oct. 2002).

5. Telephone/Fax/Cellular. Telephone bills should identify which calls were made on District business. For cellular calls, when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made on District business.

6. Airport Parking. Long-term parking should be used for travel exceeding 24-hours.

7. Reports to the Governing Board. At the meeting of the Board of Directors following any conference, meeting or similar function attended at District expense, the Director or Directors attending the function shall briefly report on the conference or meeting. The report may be oral or written. If a Director desires to provide specific or detailed information gathered at a conference, meeting or similar function for the other Directors future reference, he or she is encouraged to provide the report in written form to be distributed to the other Board members. A written report will be deemed to satisfy the requirements of Government Code § 53232.3 and these Guidelines. If multiple Directors attended the same function, a joint report may be made.

8. Travel, Lodging and Meals Paid Directly by District. In most cases arrangements for travel and lodging for Directors attending events outside the District will be made and paid for in advance by the District, and meals while attending the event will be purchased directly by the District rather than by the Director. To the extent that the Director has discretion over the cost of such travel, lodging and meal expenses, the same standards of prudence and reasonableness shall apply as where the Director incurs the expense and requests reimbursement, i.e. travel will be by the most economical means consistent with scheduling constraints and meals and lodging will be moderate and reasonable and in accordance with District policy.

**In connection with all issues arising out of reimbursement of expenses, it is appropriate that Directors of the District consider the following questions:**

- *Does the law allow me to use public resources in this manner?*
- *How does this particular expenditure benefit the public's interest as opposed to my own personal interest?*
- *Is my motivation for an expense a desire to personally curry favor with the would-be beneficiary of the expense?*
- *How would I feel if a particular expenditure were reported in the local newspaper, or a political hit piece?*
- *How would my next door neighbor feel about my spending his or her tax dollars this way? Would he or she feel resentful?*
- *Am I making a spending decision out of a sense of reward or entitlement?*

(Source of questions: Institute of Local Self Government)

### **Section 13. Changes in Compensation.**

Changes in the per diem compensation of the Board Members will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change.

(Water Code sections 20200, and following.)

### **Section 14. Candidate's Statement.**

A Board member will not include false or misleading information in a candidate's statement for a general District election filed pursuant to section 13307 of the Elections Code.

(Elections Code section 13313.)

### **Section 15. Ethics Training.**

Each Director and the General Manager, the Director of Operations and the Finance Officer shall receive at least two hours training in ethics pursuant to Government Code Section 53235 prior to January 1, 2007, and at least two hours of ethics training every two years thereafter. The General Manager shall provide information to the Board of Directors on training available to meet the requirements for ethics training at least once annually, and shall schedule the training for the Directors and designated staff members. All costs and expenses associated with compliance with the ethics training requirements shall be paid by the District. Records of



the ethics training completed by Directors and designated staff members, including the date of attendance and the entity providing the training, shall be kept by the District for a minimum of five years after the completion of the training.

**Section 16. Violation of Ethics Policy.**

A perceived violation of this policy by a Board member should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the District Attorney and/or the Grand Jury.

**Section 17. Consulting District Counsel.**

Any Board member who has a question about the application of this policy with respect to his own circumstances or conduct or the conduct of the Board or any of its members may make a confidential inquiry of District Legal Counsel for guidance. The intent of this section is to assist the Board members to avoid or correct violations of this ethics policy, (for instance to receive advice on returning a gift which exceeds the gift limitation.) The purpose of this provision is not to enable the cover-up of violations of legal requirements. Legal Counsel shall not be prohibited from reporting actual violations of legal requirements to the Board of Directors.

**Section 18. Public Communication.**

Board of Director may only speak publicly, including to the press, on behalf of the District with the prior approval of the Board of Directors. If a Board member speaks publicly or to the press without the approval of the Board of Directors, such Board member must make it clear that he or she is expressing his or her personal opinion only and that any statement or statements do not necessarily reflect the position of the Board of Directors or District policy. Failure to do so may lead to misunderstanding and be harmful to the District and may subject Directors to potential disciplinary action pursuant to Section 16 above.

Adopted by the Board of Directors on January 10, 2006

Revision Approved by Board on March 11, 2008

Second Revision Approved by Board on August 13, 2013

Third Revision Approved by Board on February 9, 2016

# Tab

## 2.4

## Rowland Water District Emergency Media Response Protocol

*Board Approved February 9, 2016*

### **Background:**

In the fast-paced, instant media-oriented times, it is understood that local government agencies, like Rowland Water District, are constantly making news. Particularly in disaster scenarios such as earthquakes, floods or other emergencies, local reporters are eager to obtain information immediately and serve their role, to keep the community informed. It is Rowland Water's job to be prepared, cooperate with the media to the best of their ability, and provide the necessary responses and resources.

***The dissemination of timely, accurate and newsworthy information to the community is a primary initiative and priority of Rowland Water District and its Board of Directors.***

To that end, the following guidelines, or Standard Operating Procedures have been prepared by CV Strategies:

### **1. Designation of Spokesperson for Rowland Water District**

The Rowland Water District General Manager shall serve as the primary spokesperson for the District, and should be contacted immediately by any staff member who believes media may be seeking information regarding a disaster or emergency. It is particularly important to control the flow of information and access to District facilities, to ensure that residents, ratepayers, and other stakeholders obtain accurate and consistent information.

## **2. Use of Outside Resources**

CV Strategies shall serve as a communication resource for Rowland Water District and should be contacted whenever a scenario exists that may draw the attention of the media. CV Strategies will coordinate all media efforts with the Rowland Water District General Manager and/or administrative staff, and provide immediate support and facilitation by way of press relations, crisis communication, statement preparation, facilities access, spokesperson interviews, press conferences, etc. It is also understood that direction will come solely from Rowland Water District Management, and that no major steps will be taken without the express direction of District staff.

CV Strategies can be located immediately at the following numbers:

Office: 760.776.1766

Erin Gilhuly: 760.641.0739

Alex Altman: 760.333.5166

Tara Bravo: 510.300.5843

Cara Van Dijk: 760.668.2424

## **3. Procedures for Press Relations During Emergencies**

During emergency or crisis situations, media access to Rowland Water District facilities may be limited to ensure safety of District personnel, residents, etc. It is understood that Rowland Water District management may ask CV Strategies or designate an area on District property to conduct news briefings on the crisis situation. In these instances, otherwise routine access procedures for media and other visitors may be suspended in the interest of safety and maintenance of an orderly emergency response. In these instances, interviewing, photographing, or videotaping on District property may not occur without prior approval from District staff.

## **4. Customer Privacy**

While the media may request customer information, the privacy of Rowland ratepayers and customers is of foremost concern. Names of any customer shall not be released to the news media under any circumstances without prior consent of the individual, unless required by law.

## **5. Additional Information**

Further information regarding media relations/protocol or crisis communications may be obtained by contacting Rowland Water District.

**Tab**

**2.5**

# STATEMENT OF OPERATIONS

Rowland Water District

July 1, 2015 – December 31, 2015



| Summary                 | 12/31/2015    | 12/31/2014    | Budget<br>FY 15-16 | % of Budget |
|-------------------------|---------------|---------------|--------------------|-------------|
| Total Revenues          | 9,387,149.00  | 10,396,751.00 | 22,425,000.00      | 41.86%      |
| Operating Expenses      | 7,515,343.00  | 7,904,479.00  | 14,655,000.00      | 51.28%      |
| Administrative Expenses | 616,418.00    | 590,095.00    | 1,110,000.00       | 55.53%      |
| Personnel Expenses      | 2,090,738.00  | 2,207,175.00  | 4,755,000.00       | 43.97%      |
| Total Expenses          | 10,222,499.00 | 10,701,749.00 | 20,605,000.00      | 49.61%      |
| Net Income              | (835,350.00)  | (304,998.00)  | 1,820,000.00       | (45.90)%    |

## NET INCOME SUMMARY

| Categories                          | 12/31/2015   | 12/31/2014    | Budget<br>FY 15-16 | % of Budget |
|-------------------------------------|--------------|---------------|--------------------|-------------|
| Water Sales (Potable)               | 5,526,977.00 | 6,566,112.00  | 14,300,000.00      | 38.65%      |
| Water Sales (Recycled)              | 327,412.00   | 346,809.00    | 750,000.00         | 43.65%      |
| Meter Service Charge                | 3,050,763.00 | 2,973,160.00  | 6,400,000.00       | 47.67%      |
| Customer Fees                       | 128,807.00   | 128,085.00    | 250,000.00         | 51.52%      |
| Property Taxes                      | 132,038.00   | 122,175.00    | 250,000.00         | 52.82%      |
| Contract Income/<br>Shared Services | 63,947.00    | 105,465.00    | 175,000.00         | 36.54%      |
| Interest Income                     | 157,205.00   | 154,945.00    | 300,000.00         | 52.40%      |
| Totals                              | 9,387,149.00 | 10,396,751.00 | 22,425,000.00      | 41.86%      |

## REVENUE SUMMARY



| Categories                  | 12/31/2015   | 12/31/2014   | Budget<br>FY 15-16 | % of Budget |
|-----------------------------|--------------|--------------|--------------------|-------------|
| Water Purchases (Potable)   | 4,715,519.00 | 5,167,933.00 | 10,000,000.00      | 47.16%      |
| Water Purchases (Recycled)  | 118,376.00   | 81,969.00    | 200,000.00         | 59.19%      |
| Fixed Charges               | 179,516.00   | 130,424.00   | 395,000.00         | 45.45%      |
| Debt Service Expense        | 1,667,722.00 | 1,825,177.00 | 2,450,000.00       | 68.07%      |
| Maintenance of Water System | 224,175.00   | 106,180.00   | 305,000.00         | 73.50%      |
| Pumping Expense             | 179,618.00   | 196,265.00   | 350,000.00         | 51.32%      |
| Service Contracts           | 141,058.00   | 114,849.00   | 250,000.00         | 56.42%      |
| Operating Assessments       | 52,221.00    | 59,601.00    | 250,000.00         | 20.89%      |
| Water Supply & Develop.     | 63,125.00    | 69,857.00    | 150,000.00         | 42.08%      |

## OPERATING EXPENSE SUMMARY

| Categories              | 12/31/2015   | 12/31/2014   | Budget<br>FY 15-16 | % of Budget |
|-------------------------|--------------|--------------|--------------------|-------------|
| Engineering             | 10,883.00    | 10,604.00    | 20,000.00          | 54.42%      |
| Maintenance & Operation | 10,309.00    | 15,712.00    | 30,000.00          | 34.36%      |
| Vehicle Expense         | 27,535.00    | 29,403.00    | 70,000.00          | 39.34%      |
| Equipment Expense       | 14,662.00    | 7,837.00     | 20,000.00          | 73.31%      |
| Tools & Supplies        | 20,933.00    | 14,552.00    | 25,000.00          | 83.73%      |
| Water Tests             | 9,353.00     | 10,593.00    | 30,000.00          | 31.18%      |
| Water Conservation      | 10,352.00    | 3,873.00     | 10,000.00          | 103.52%     |
| Community Outreach      | 69,986.00    | 59,650.00    | 100,000.00         | 69.99%      |
| Totals                  | 7,515,343.00 | 7,904,479.00 | 14,655,000         | 51.28%      |

## OPERATING EXPENSE - CONTINUED

| Categories                            | 12/31/2015 | 12/31/2014 | Budget<br>FY 15-16 | % of Budget |
|---------------------------------------|------------|------------|--------------------|-------------|
| Liability Insurance                   | 80,265.00  | 121,078.00 | 130,000.00         | 61.74%      |
| Conferences                           | 35,816.00  | 30,178.00  | 60,000.00          | 59.69%      |
| Seminars and Training                 | 27,150.00  | 31,176.00  | 60,000.00          | 45.25%      |
| IT Support Services                   | 129,815.00 | 82,732.00  | 160,000.00         | 81.13%      |
| Legal Services                        | 47,444.00  | 28,404.00  | 95,000.00          | 49.94%      |
| Directors' Compensation &<br>Benefits | 57,971.00  | 56,920.00  | 165,000.00         | 35.13%      |
| Bank and Management Fees              | 52,593.00  | 44,751.00  | 100,000.00         | 52.59%      |
| Auditing                              | 27,244.00  | 20,500.00  | 25,000.00          | 108.98%     |
| Compliance                            | 24,652.00  | 33,280.00  | 75,000.00          | 32.87%      |

## ADMINISTRATIVE EXPENSE SUMMARY

| Categories             | 12/31/2015 | 12/31/2014 | Budget<br>FY 15-16 | % of Budget |
|------------------------|------------|------------|--------------------|-------------|
| Utility Services       | 41,852.00  | 44,767.00  | 90,000.00          | 46.50%      |
| Memberships            | 40,782.00  | 38,218.00  | 45,000.00          | 90.63%      |
| Office Expenses        | 14,339.00  | 18,560.00  | 30,000.00          | 47.80%      |
| Uncollectables         | 13,918.00  | 11,213.00  | 30,000.00          | 46.39%      |
| Miscellaneous Expenses | 22,577.00  | 28,318.00  | 45,000.00          | 50.17%      |
| Totals                 | 616,418.00 | 590,095.00 | 1,110,000.00       | 55.53%      |

## ADMINISTRATIVE EXPENSE - CONTINUED

| Categories                   | 12/31/2015   | 12/31/2014   | Budget<br>FY 15-16 | % of Budget |
|------------------------------|--------------|--------------|--------------------|-------------|
| Wages – Water Treatment      | 295,760.00   | 304,191.00   | 685,000.00         | 43.18%      |
| Wages – Mains and Services   | 331,418.00   | 319,984.00   | 775,000.00         | 42.76%      |
| Wages – Customer Accounts    | 30,477.00    | 64,972.00    | 155,000.00         | 19.66%      |
| Wages - Administrative       | 504,050.00   | 641,403.00   | 1,100,000.00       | 45.82%      |
| Payroll Taxes                | 80,227.00    | 84,912.00    | 200,000.00         | 40.11%      |
| Health Insurance - Employees | 237,884.00   | 259,475.00   | 635,000.00         | 51.64%      |
| Health Insurance - Retirees  | 74,033.00    | 57,143.00    | 135,000.00         | 54.84%      |
| CalPERS Contributions        | 326,889.00   | 265,095.00   | 650,000.00         | 50.29%      |
| OPEB Trust Contributions     | 210,000.00   | 210,000.00   | 420,000.00         | 50.00%      |
| Totals                       | 2,090,738.00 | 2,207,175.00 | 4,755,000.00       | 43.97%      |

## PERSONNEL EXPENSE SUMMARY

| Month     | 2015            | 2014            | Increase from Previous Year |
|-----------|-----------------|-----------------|-----------------------------|
| July      | \$18,396,887.00 | \$16,568,317.00 | \$1,828,570.00              |
| August    | \$18,385,876.00 | \$16,597,690.00 | \$1,788,186.00              |
| September | \$17,965,771.00 | \$17,739,392.00 | \$226,379.00                |
| October   | \$17,897,493.00 | \$17,749,244.00 | \$148,249.00                |
| November  | \$18,192,469.00 | \$17,756,020.00 | \$436,449.00                |
| December  | \$17,696,333.00 | \$17,404,390.00 | \$291,943.00                |

## MONTHLY RESERVES COMPARISON

| Puente Basin Water Agency Projects                                           | Rowland Water District Projects                                     |
|------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Pomona Basin Regional Groundwater<br>❖ \$723,349.00 | <input type="checkbox"/> Nogales Grade Separation<br>❖ \$418,496.00 |
| <input type="checkbox"/> Cal. Domestic WC Pipeline<br>❖ \$1,917,950.00       | <input type="checkbox"/> Reservoir Control System<br>❖ \$393,008.00 |
| <input type="checkbox"/> Whitter Booster Station<br>❖ \$1,207,292.00         | <input type="checkbox"/> Reservoir Rehabilitation<br>❖ \$538,338.00 |
| Total: \$3,848,591.00                                                        | Total: \$1,349,842.00                                               |

## CAPITAL ASSET SUMMARY

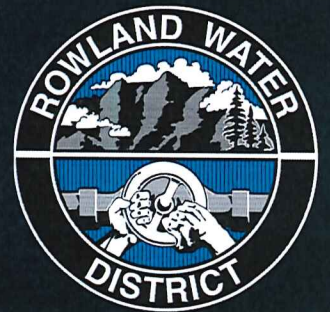
# Tab

# 2.6



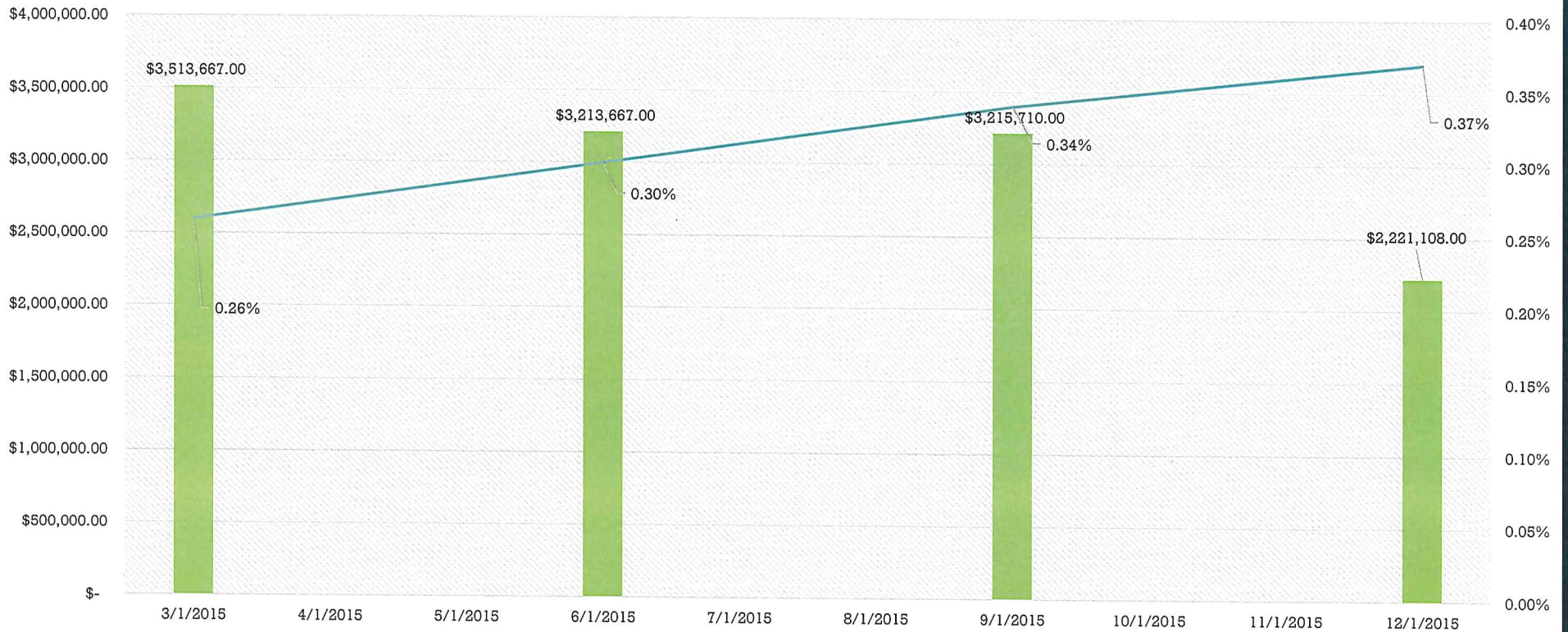
# QUARTERLY INVESTMENT REVIEW

December 31, 2015



# LOCAL AGENCY INVESTMENT FUND

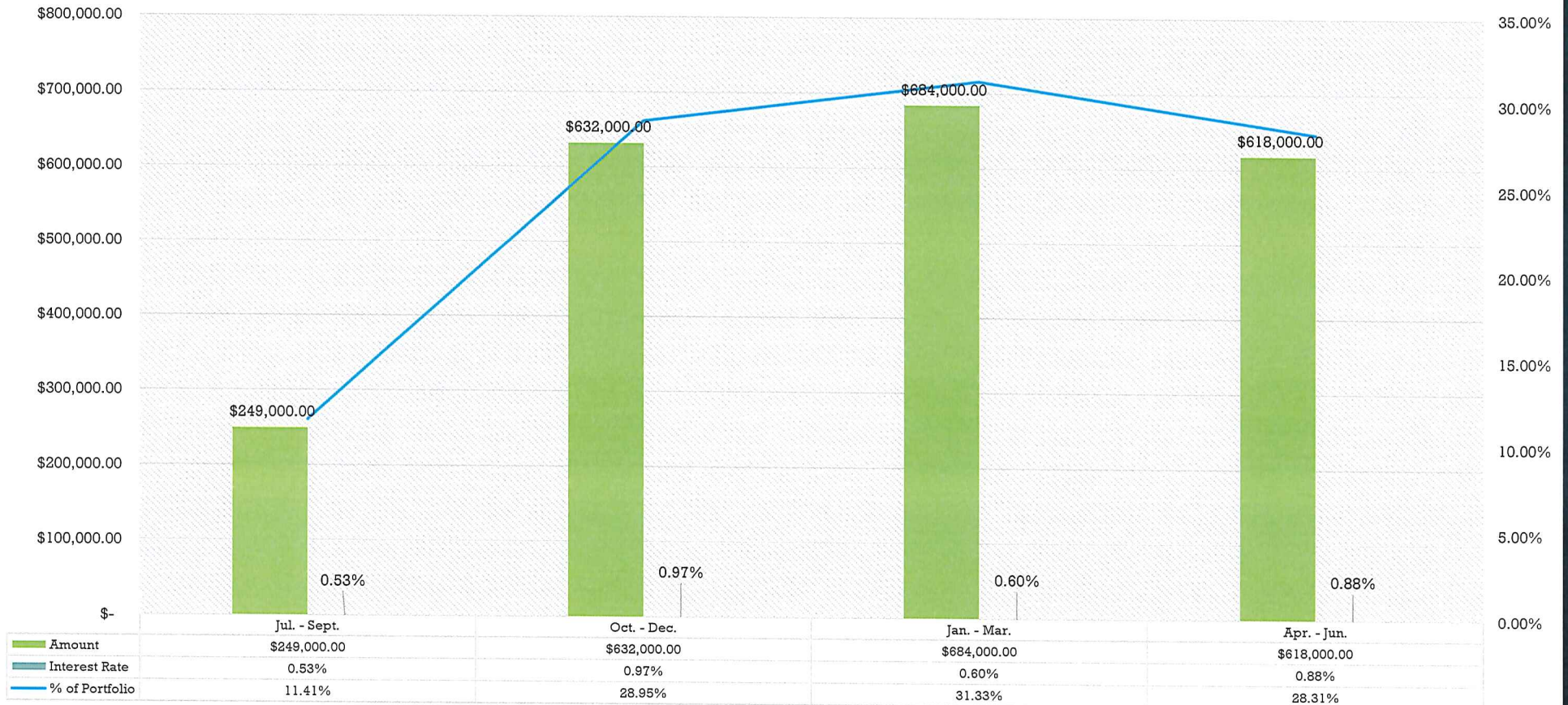
**LAIF VALUE = \$2,221,108.00**



|                 |           |           |           |            |
|-----------------|-----------|-----------|-----------|------------|
| Account Balance | 3/31/2015 | 6/30/2015 | 9/30/2015 | 12/31/2015 |
| Interest Rate   | 0.26%     | 0.30%     | 0.34%     | 0.37%      |

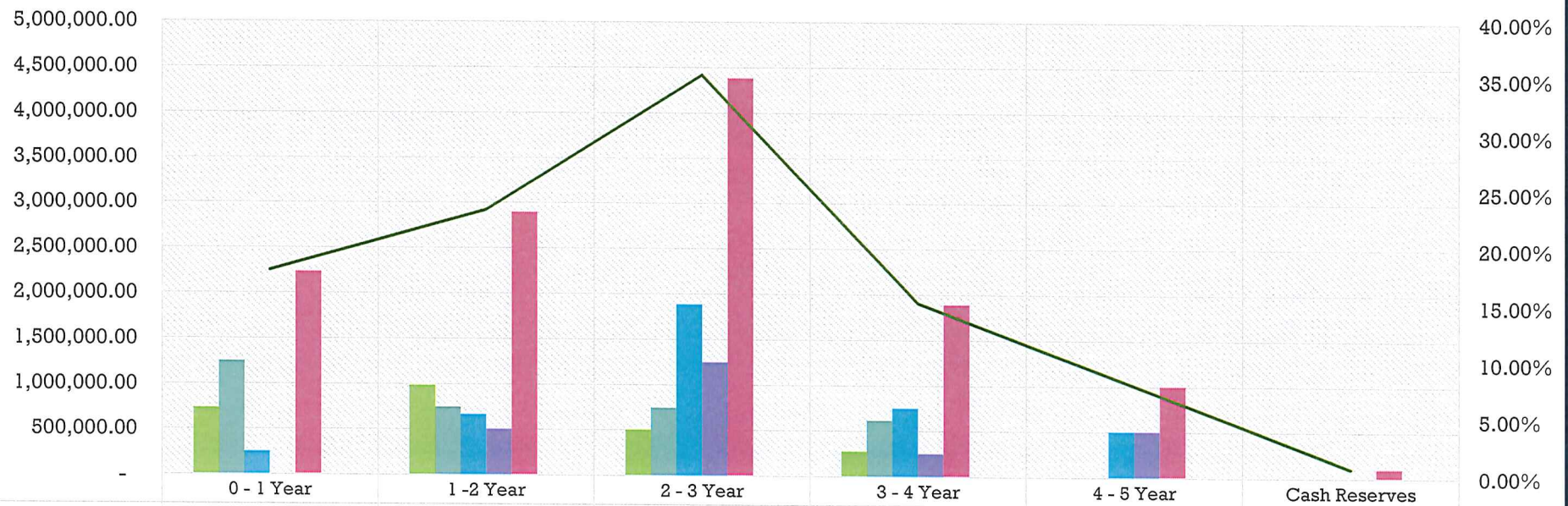
# CD PLACEMENT PROGRAM

CD PORTFOLIO VALUE = \$2,183,000.00



# FIXED INCOME PORTFOLIO

PORTFOLIO VALUE = \$12,495,805.00



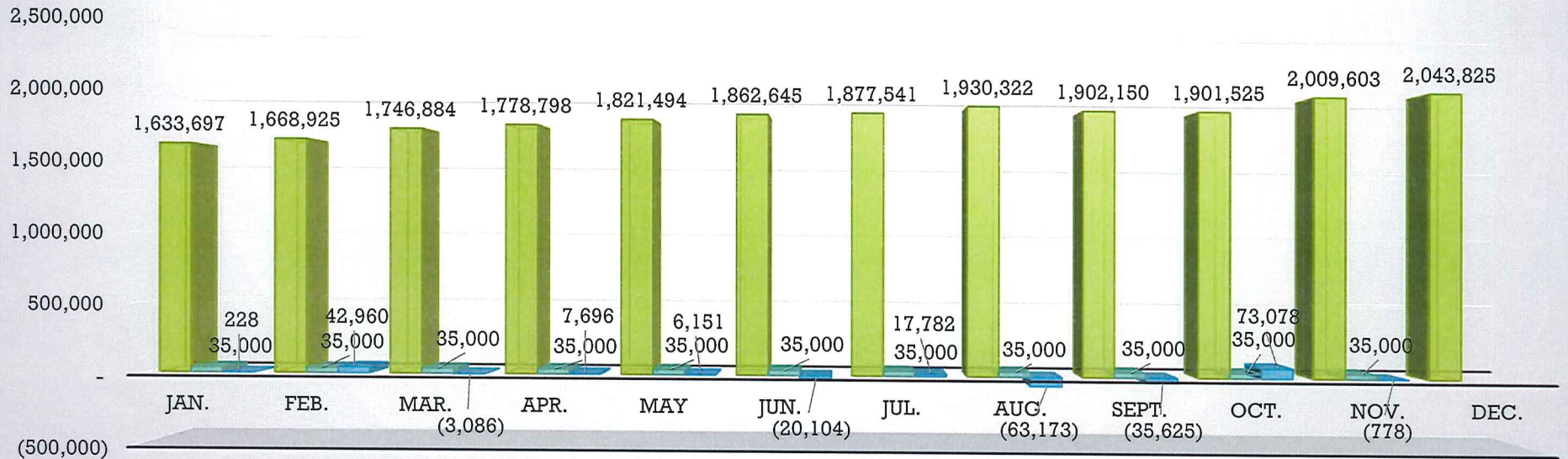
|                      |              |              |              |              |              |            |
|----------------------|--------------|--------------|--------------|--------------|--------------|------------|
| Jul. - Sept.         | 730,000.00   | 985,000.00   | 500,000.00   | 275,000.00   | -            |            |
| Oct. - Dec.          | 1,250,000.00 | 745,000.00   | 745,000.00   | 615,000.00   | -            |            |
| Jan. - Mar.          | 250,000.00   | 665,000.00   | 1,885,000.00 | 750,000.00   | 500,000.00   |            |
| Apr. - Jun.          | -            | 500,000.00   | 1,250,000.00 | 250,000.00   | 500,000.00   |            |
| Total Bond Portfolio | 2,230,000.00 | 2,895,000.00 | 4,380,000.00 | 1,890,000.00 | 1,000,000.00 | 100,805.00 |
| Interest Rate        | 1.38%        | 0.96%        | 1.10%        | 1.36%        | 1.35%        | 0.01%      |
| % of Portfolio       | 17.99%       | 23.36%       | 35.34%       | 15.25%       | 8.07%        | 0.81%      |

# GASB 45 OPEB TRUST

**OPEB TRUST VALUE = \$2,043,835.00**

**1 YEAR RETURN = .20%**

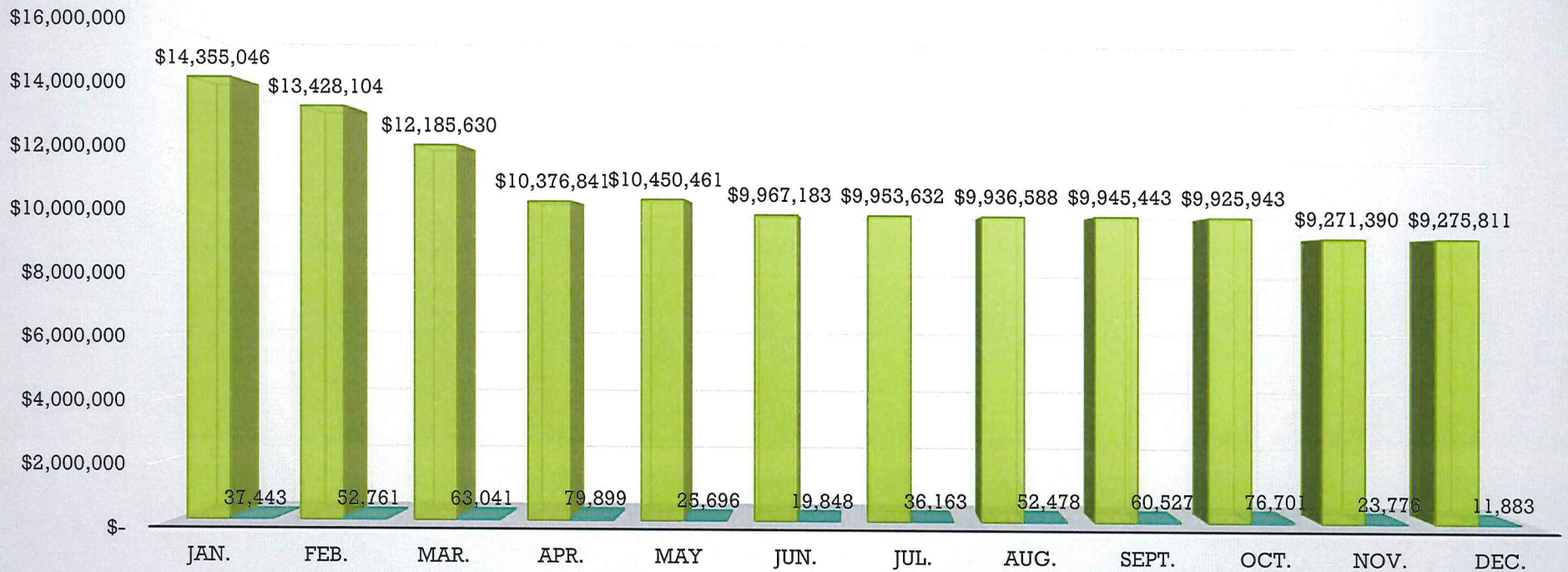
**3 YEAR RETURN = 6.06%**



|               | Jan.      | Feb.      | Mar.      | Apr.      | May       | Jun.      | Jul.      | Aug.      | Sept.     | Oct.      | Nov.      | Dec.      |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Balance       | 1,633,697 | 1,668,925 | 1,746,884 | 1,778,798 | 1,821,494 | 1,862,645 | 1,877,541 | 1,930,322 | 1,902,150 | 1,901,525 | 2,009,603 | 2,043,825 |
| Contribution  | 35,000    | 35,000    | 35,000    | 35,000    | 35,000    | 35,000    | 35,000    | 35,000    | 35,000    | 35,000    | 35,000    |           |
| Earnings/Loss | 228       | 42,960    | (3,086)   | 7,696     | 6,151     | (20,104)  | 17,782    | (63,173)  | (35,625)  | 73,078    | (778)     |           |

# 2012 ACQUISITIONS FUND

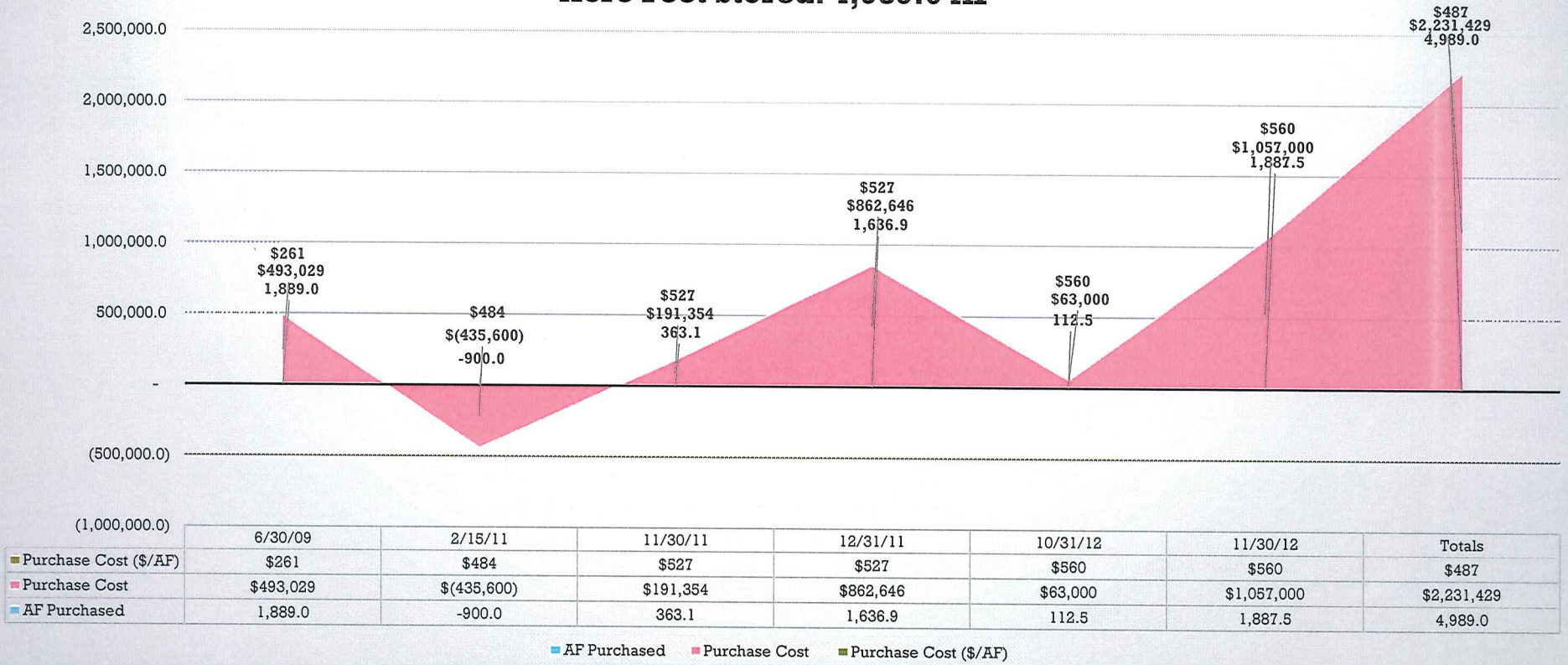
**ACQUISITION FUND VALUE = \$9,275,811.00**



|                | Jan.        | Feb.        | Mar.        | Apr.        | May         | Jun.        | Jul.        | Aug.        | Sept.       | Oct.        | Nov.        | Dec.        |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Balance        | \$14,355,04 | \$13,428,10 | \$12,185,63 | \$10,376,84 | \$10,450,46 | \$9,967,183 | \$9,953,632 | \$9,936,588 | \$9,945,443 | \$9,925,943 | \$9,271,390 | \$9,275,811 |
| Accrued Income | 37,443      | 52,761      | 63,041      | 79,899      | 25,696      | 19,848      | 36,163      | 52,478      | 60,527      | 76,701      | 23,776      | 11,883      |

# CYCLIC STORAGE VALUE

Water in Storage Audited Value = \$2,475,537.00  
Acre Feet Stored: 4,989.0 AF



## ROWLAND WATER DISTRICT PORTFOLIO SUMMARY

### Unrestricted

|                                |                 |
|--------------------------------|-----------------|
| • Local Agency Investment Fund | \$2,221,108.00  |
| • CD Placement Portfolio       | \$2,183,000.00  |
| • Fixed Income Portfolio       | \$12,495,805.00 |

### Restricted

|                      |                |
|----------------------|----------------|
| • GASB 45 OPEB Trust | \$2,043,825.00 |
| • Acquisition Fund   | \$9,275,811.00 |

### Water In-Storage

|                  |                |
|------------------|----------------|
| • Cyclic Storage | \$2,475,537.00 |
|------------------|----------------|

|                |                        |
|----------------|------------------------|
| <b>Totals:</b> | <b>\$30,695,086.00</b> |
|----------------|------------------------|



**Tab**

**2.7**

**Rowland Water District  
Communication Strategies Update  
February 9, 2016**

• **El Nino Preparation**

- Press release distributed 1/21
- Covered locally by the San Gabriel Valley Tribune (see attached)
- Bill insert completed 1/22, distributed to customers
- Included in on-hold messaging
- Slider and special page dedicated on RWD website

• **Educational Brochure**

- Final brochure completed 1/29
- For distribution by Brittanie to education stakeholders

• **Media Outreach and Response Protocol**

- Revised document for board approval

• **Strategic Plan**

- 2015 Strategic Plan to be submitted for awards
- Considering ACWA, AWWA, CAPIO and the Strategic Planning Association

• **Internship Program**

- Release drafted
- To be distributed in February

• **OPARC Program**

- Release drafted
- To be distributed in February

• **Shut-Off Communications**

- Document complete and translated

• **Miscellaneous**

- Conservation outreach updates as needed
- Website (sliders and text updated as needed)
- On-Hold Messages

• Press Releases

| Date    | News Story                           | In Process | Completed | Distributed |
|---------|--------------------------------------|------------|-----------|-------------|
| 1/14/15 | Audit Review & Completion            |            | *****     | *****       |
| 1/27/15 | Strategic Planning Process           | *****      |           |             |
| 2/3/15  | Capital Improvement Projects         | *****      |           |             |
| 3/9/15  | Ethics Training                      |            | *****     | *****       |
| 3/24/15 | New Water Restrictions               |            | *****     | *****       |
| 3/26/15 | Women Leaders Conference             |            | *****     | *****       |
| 4/2/15  | Statement on Governor's Announcement |            | *****     | *****       |
| 4/15/15 | Announcement of 4/28 Meeting         |            | *****     | *****       |
| 5/9/15  | Further Drought Updates              | *****      | *****     | *****       |
| 7/1/15  | CCR Available                        | *****      | *****     | *****       |
| 7/10/15 | Business User Outreach               | *****      |           |             |
| 8/3/15  | Updated Strategic Plan               | *****      | *****     | *****       |
| 9/3/15  | Buckboard Days Parade                | *****      | *****     | *****       |
| 10/8/15 | Board Member Retention               | *****      | *****     | *****       |
| 1/4/16  | Learning Center MOU/Interns          | *****      | *****     |             |
| 1/4/16  | OPARC Program                        | *****      | *****     |             |
| 1/21/16 | El Nino Preparations                 | *****      | *****     | *****       |

SAN GABRIEL VALLEY TRIBUNE

# WATER UTILITIES

News ▾ Sports ▾ Entertainment ▾ Lifestyle ▾ Obituaries ▾ Opinion ▾ Special Reports ▾

Home News Business **Water utilities**



## Rowland Water District offers tips to prevent El Nino water damage

By Staff reports

POSTED: 01/26/16, 12:57 PM PST

UPDATED: 2 DAYS AGO

0 COMMENTS

The arrival of El Niño in early January has prompted Rowland Water District to further educate its customers about preventing long-term storm damage while keeping an eye on conservation goals.

Although the news of El Niño was prominent throughout 2015, consistent messaging and notifications is a key tactic for the water district. Living in a drought-stricken region, taking the correct precautionary actions can allow residents to keep their homes, property, and businesses as safe as possible.

One significant provision that residents can do is repair potential leaking sources while weather is still dry. This includes leak points in the roof, loose gutters along the exterior and cracks in exterior wood trim that could lead to rotting. Not only do these measures help prevent costly future maintenance, but they also allow rainwater to be fully optimized within the region.

“Making homes and businesses El Niño-resistant is all about prevention,” says Tom Coleman, RWD General Manager. “Because of the long-standing drought, our customers must track how their homes may be vulnerable to a sudden increase in rainfall.”

Residents and business owners can find additional El Nino tips and reminders at [www.rowlandwater.com](http://www.rowlandwater.com).



## Memorandum

To: Board of Directors

From: Brittnie Van De Car  
Public Affairs Representative

Date: February 8, 2016

Re: Public Affairs & Education Update

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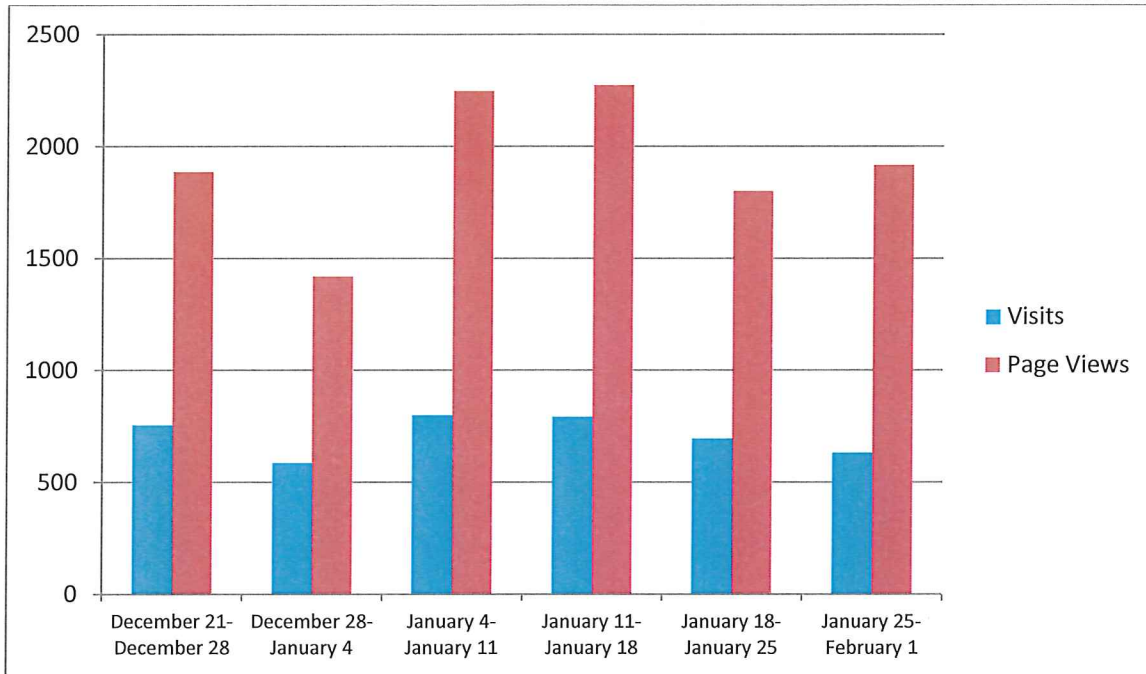
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- Classroom Presentations
  - February 17<sup>th</sup>
    - Northam Elementary School
    - 2 presentations
    - States of Water & Water Conservation BINGO
    - 50 Students
  - February 18<sup>th</sup>
    - Northam Elementary School
    - 1 presentation
    - States of Water & Water Conservation BINGO
    - 22 Students
    - **72 TOTAL Students**
  - February 22<sup>nd</sup>
    - Jellick Elementary School
    - 2 presentations
    - Water Cycle Bracelet
    - **48 Total Students**
  - February 25<sup>th</sup>
    - Blandford Elementary School
    - 2 presentations
    - States of Water & Water Conservation BINGO
    - 44 students
  - **164 Students reached in February through presentations**
- Monitoring the top 100 users accounts
- Updating the Educational Brochure
  - Working with CV Strategies
- Two teachers attended the MWD Colorado River Aqueduct tour (January 4-6)
  - Robert Schlarmann-Santana High School
  - Michelle Willie-Jellick Elementary School
- Created a Survey Monkey to send out to the teachers that have participated in the classroom presentations.
  - The Teacher Evaluations are anonymous and provide valuable feedback
  - The feedback is used to develop and enhance future presentations

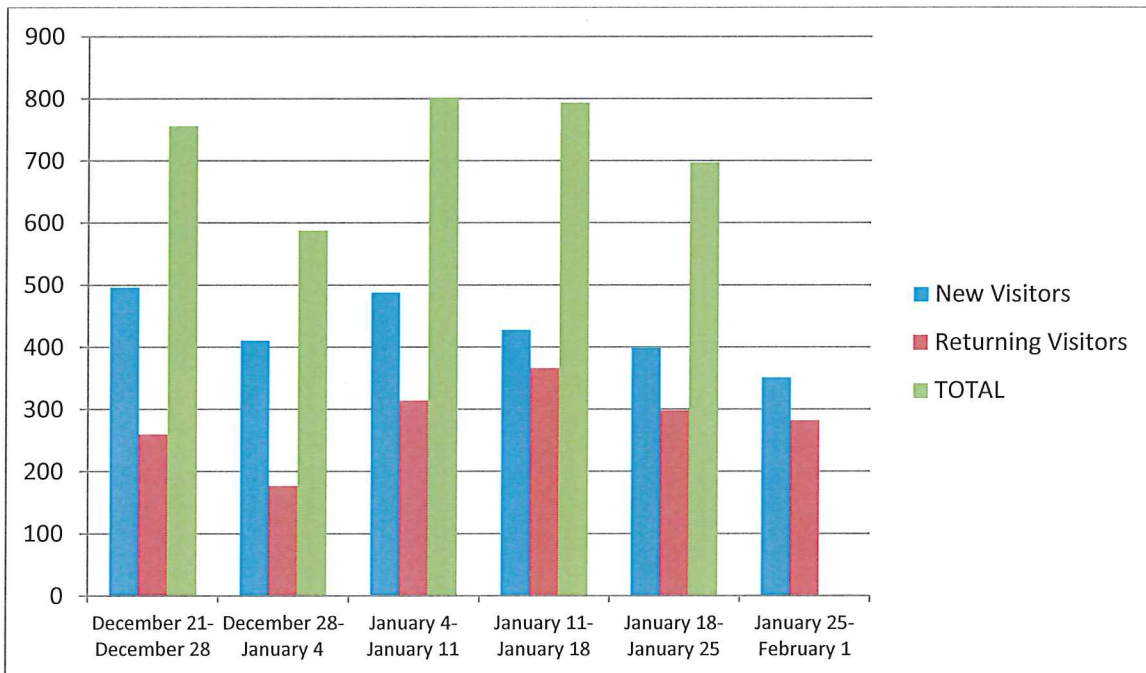


- Keeping up-to-date with the WaterSense partnership program:
  - Printing appropriate promotional material and placing it at the Customer Service Counter for distribution to customers
- Attending bi-monthly webinars on upcoming promotional items and programs put on by the Environmental Protection Agency (EPA) WaterSense program
- Updating the Lobby Player on a daily/weekly basis
- Checking the Google Analytics weekly (see attached data charts)
  - The “Website Visits and Pageviews” allows us to determine the number of **new** vs. **returning** visitors and the **source** of viewing
  - The “Pageviews” allows us to evaluate which pages on the website are viewed most frequently
- Adding all new customer emails to Constant Contact to be utilized as a customer newsletter database
  - Creating content, ideas and layout for quarterly e-newsletter
- Checking the District’s FaceBook and Twitter page weekly
  - Posting necessary information on the pages
- Maintain and view District website on a daily basis
  - Update pages
  - Make relevant changes
  - Updating the Drought Monitor page weekly
  - Upload the Board packet, minutes and agendas when necessary
- Attended the monthly WEWAC meeting on Wednesday, January 27, 2016
- Attended the MWD Quarterly Education Meeting on Thursday, January 28, 2016

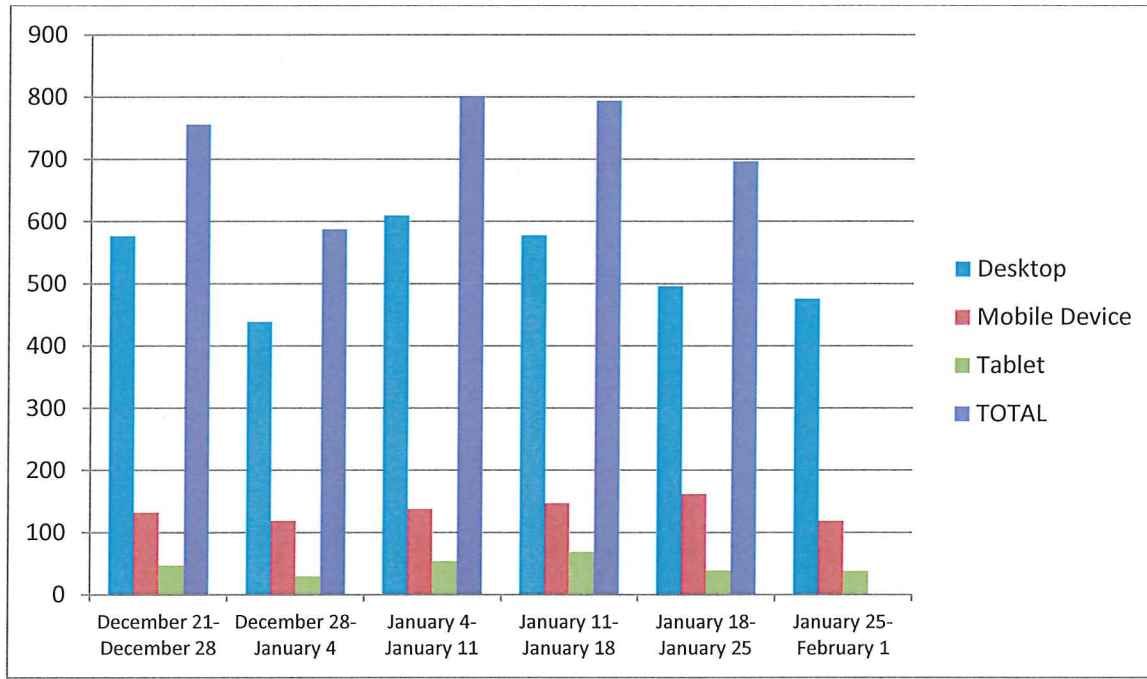
**Website Visits and Pageviews**



**New vs. Returning Visitors**



### Source of Viewing





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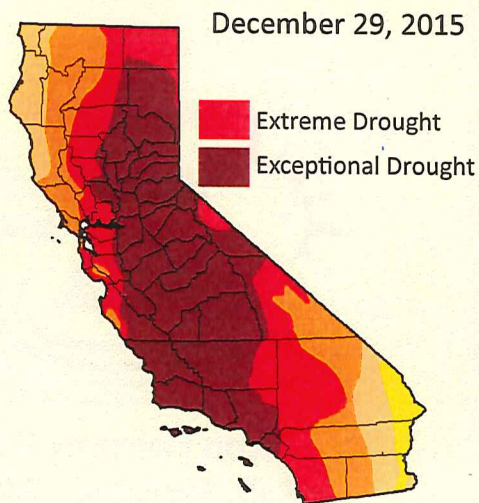
- Has El Niño ended our drought?
- Will the snowpack meet our needs this year?
- How can we plan for these cyclical droughts?

**THURSDAY, February 18, 2016**

**7:30am - 9:00am**

**Sheraton Fairplex Suites,  
601 W. McKinley Ave.  
Pomona, CA 91768**

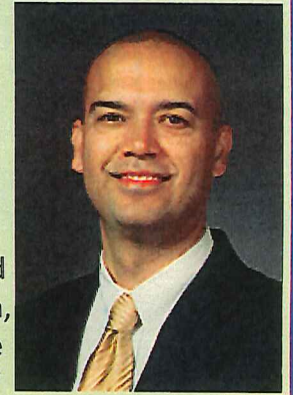
**RSVP to: (909) 621-5568**



Cost is \$20 and it covers the breakfast buffet\*  
 \*Please, no payment at the door. Pre-payment preferred, or we will be happy to bill you after the event.

## Deven Upadhyay, Manager Water Resource Management

Deven Upadhyay is the manager of the Water Resource Management Group at the Metropolitan Water District of Southern California. He is responsible for managing the district's planning activities and policy guideline development related to Metropolitan's water supply plans and integrated resources plans. He also oversees the development and implementation of Metropolitan's resources programs for conservation, local resources projects and groundwater recovery and conjunctive use programs. In addition, he directs the management and negotiations of resource contracts related to the State Water Project and Colorado River deliveries as well as water transfers and purchases.



Deven began his career with Metropolitan in 1995 as a resource specialist in the Planning and Resources Department. In 2005 he left Metropolitan to work for the Municipal Water District of Orange County as a principle on policy issues. In 2008 he returned to Metropolitan as the manager of the Budget and Financial Planning Section in the Office of the Chief Financial Officer, where he managed Metropolitan's annual budget process. He also handled the district's process for administering rates and charges and managed business continuity and financial planning.

An avid tennis player and a devoted Angel's baseball fan, Deven earned a bachelor's degree in economics from California State University, Fullerton and a master's degree in public administration from the University of La Verne.

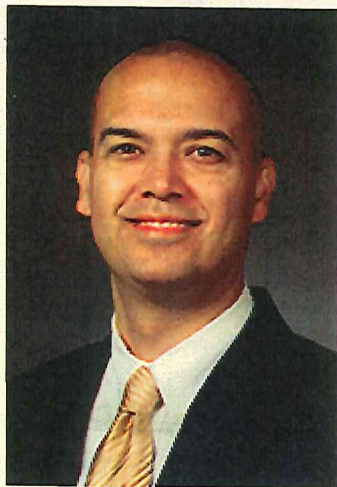
## "Water Supply Present and Future"

Metropolitan Water District of Southern California is the nation's largest wholesale water importer, providing water to a large portion of Southern California. Metropolitan recently completed their Integrated Resources Plan. This plan provides the framework for water supply reliability for more than 20 million people in Southern California.

**Please join us for this timely discussion!**

**THREE VALLEYS  
MUNICIPAL WATER DISTRICT**

**LEADERSHIP BREAKFAST**  
Thursday, February 18, 2016  
7:30am - 9:00am  
RSVP to: (909) 621-5568



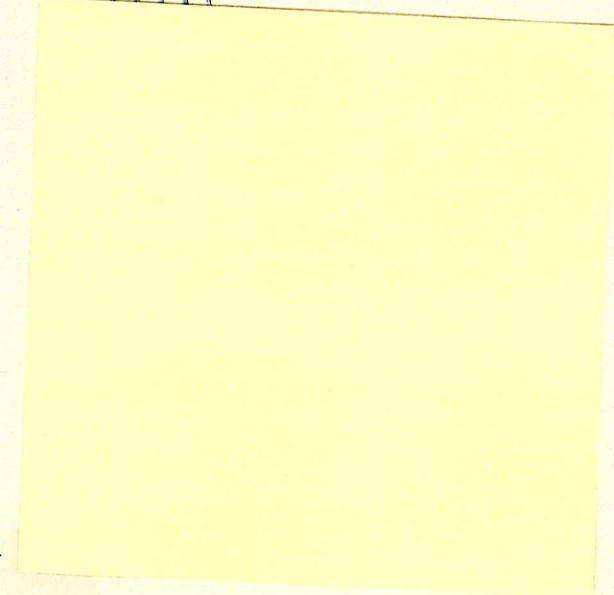
**Deven Upadhyay,**

**Manager**  
**Water Resource Management**  
**Metropolitan Water District of**  
**Southern California**

**“Water Supply  
Present and Future”**

Cost is \$20 and it covers the breakfast buffet

RSVP to: (909) 621-5568



**THREE VALLEYS MUNICIPAL WATER DISTRICT**  
1021 E. Miramar Avenue  
Claremont, CA 91711-2052



RSVP to: (909) 621-5568 or  
cdechaine@tvmwd.com  
by February 16<sup>th</sup>

5174684799 0055

Join us on Thursday, February 18<sup>th</sup>

**THREE VALLEYS MUNICIPAL  
WATER DISTRICT**

**LEADERSHIP BREAKFAST**

Thursday,  
February 18, 2016

**Deven Upadhyay,**  
Manager,  
Metropolitan Water District

**“Water Supply  
Present and Future”**



**Sheraton Fairplex Hotel,**  
**601 W. McKinley Ave.,**  
**Pomona**

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As a matter of proper business decorum, the board of directors respectfully request that all cell phones be turned off or placed on vibrate. Also to prevent any potential distraction of the proceeding, we request that side conversations be taken outside of the meeting room

**AGENDA  
REGULAR BOARD MEETING  
THREE VALLEYS MUNICIPAL WATER DISTRICT**

**Wednesday, January 20, 2016 at 8:00 AM**

*The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.*

**Item 1 – Call to Order**

**De Jesus**

**Item 2 – Pledge of Allegiance**

**De Jesus**

**Item 3 – Roll Call**

**Executive  
Assistant**

- Bob Kuhn, President, Division IV
- David De Jesus, Vice President, Division II
- Brian Bowcock, Secretary, Division III
- Joe Ruzicka, Treasurer, Division V
- Dan Horan, Director, Division VII
- Carlos Goytia, Director, Division I
- Fred Lantz, Director, Division VI

**Item 4 – Additions to Agenda** *(Government Code Section 54954.2(b)(2))*

**De Jesus**

Upon a determination by a two-thirds vote of the members of the board present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of the members present, that there is a need to take immediate action, and that the need for action came to the attention of the district subsequent to the agenda being posted. *The board shall call for public comment prior to voting to add any item to the agenda after posting.*

**Item 5 – Reorder Agenda**

**De Jesus**

**Item 6 Public Comment** (Government Code Section 54954.3)

**De Jesus**

Opportunity for members of the public to directly address the board on items of public interest that is within the subject matter jurisdiction of the district. The general public may also address the board on items being considered on this agenda. The district requests that all public speakers complete a speaker's card and provide it to the executive assistant.

***We request that remarks be limited to five minutes or less.***

**Item 7 – Consent Calendar**

**De Jesus**

The board is being asked to consider the consent calendar items 7.1 – 7.6 as listed below. Consent calendar items are routine in nature and may be considered and approved by a single motion. Any member of the board may request that a specific item be pulled from the consent calendar for further discussion.

**7.1 – Receive, Approve and File Minutes – November 2015<sup>1</sup> [enc]**

- November 4, 2015 – Regular Board Meeting
- November 18, 2015 – Regular Board Meeting

**7.2 – Ratify, Receive, Approve and File Financial Reports – November / December 2015 [enc]**

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

**7.3 – Award Construction Bid for Pomona-Mills Connection, Project No. 58449 [enc]**

The board reviewed the bids received for the Pomona-Mills Connection, Project No. 58449 during the January 6, 2016 board meeting. Staff was directed to return to this meeting for action.

**7.4 – Approve Resolution No. 16-01-771 Declaring Certain District Property As Surplus [enc]**

Approval of this action hereby affirms the direction provided to staff in accordance with procedures established by Resolution No. 11-04-488 (2004).

**7.5 – Adopt County Lighting Maintenance District 1687 Tax Sharing Resolution No. 16-01-772, Petition No. 41-613 [enc]**

Approval of this resolution operates to accept the action for the tax sharing exchange by the County Lighting Maintenance District No. 1687.

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<sup>1</sup> There were not any board meetings held during December 2015.

**7.6 – Adopt Resolution No. 16-01-773 Recognizing The Historical Society of Pomona Valley, Inc. On Their Centennial Anniversary [enc]**

Approval of resolution in recognition of the Historical Society's 100 year Anniversary as of May 2016.

**Items 7.1 – 7.6 Board Action Required – Motion No. 16-01-5075**

Staff Recommendation: Approve as presented

**Item 8 – General Manager's Report**

**Hansen**

**Item 8.A** – *Administration staff will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.*

**8.A.1 – Legislative Update, January 2016 [enc]**

The board will receive an update on the current legislative session that resumed January 4, 2016.

**8.A.2 – Ratify November 2015 Expense Reports and Approve Director Expense Reports, December 2015 [enc]**

The board will ratify previously paid expense reports for November 2015 and consider approval of the December 2015 directors' expenses that include disclosure of per diem requests for meeting attendance, and an itemization of any expenses incurred by the district. The board will also ratify payment of Director Horan's October 2015 report.

**Item 8.A.2: Board Action Required – Motion No. 16-01-5076**

Staff Recommendation: None

**Item 8.B** – *Engineering-Operations staff will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.*

**8.B.1 – Calendar Year Imported Water Purchases – December 2015 [enc]**

The board will review the imported water purchases including water supply allocation reports for the month ending December 2015.

**8.B.2 – Miramar Operations Report – December 2015 [enc]**

Includes a summary of the following reports for the Miramar Operations Plant; water quality, monthly production, monthly and year-to-date sales, hydro-generation production and operations / maintenance review.

**Item 8.C** – Finance-Personnel staff will provide brief updates on existing matters under their purview and will be available to respond to any questions thereof.

**Item 8.C.1 – 401A Retirement Plan - Pension Protection Act Restatement and Plan Revision [enc]**

The board may consider proposed revisions to TVMWD's 401A retirement plan and direct staff to take action.

**Item 8.C.1: Board Action Required – Motion No. 16-01-5077**  
Staff Recommendation: Approve as submitted

**Item 9 – Directors' / General Manager Oral Reports**

The foregoing reports are provided by directors as it concerns activities at meetings of which they are assigned to serve as the representative or alternate of the district. *NOTE: Beginning this month the board will begin receiving a monthly report on the San Gabriel Valley Council of Governments.*

|                                                                  |                 |
|------------------------------------------------------------------|-----------------|
| <b>9.A – Local Agency Formation Commission</b>                   | <b>Ruzicka</b>  |
| <b>9.B – Pomona Walnut Rowland Joint Water Line (PWR-JWL)</b>    | <b>Horan</b>    |
| <b>9.C – Six Basins Watermaster</b>                              | <b>Bowcock</b>  |
| <b>9.D – Main San Gabriel Basin Watermaster</b>                  | <b>Bowcock</b>  |
| <b>9.E – Chino Basin Watermaster</b>                             | <b>De Jesus</b> |
| <b>9.F – San Gabriel Basin Water Quality Authority</b>           | <b>De Jesus</b> |
| <b>9.G – San Gabriel Valley Council of Governments</b>           | <b>Goytia</b>   |
| <b>9.H – Metropolitan Water District</b>                         | <b>De Jesus</b> |
| <b>9.I – Additional Board Member or Staff Reports / Comments</b> | <b>All</b>      |

**Item 10 – Closed Session**

**De Jesus**

**10.A - Conference With Legal Counsel – Existing Litigation**  
*pursuant to Government Code Section 54956.9(d)(1)*

- Chino Basin Municipal Water District v. City of Chino, et.al., San Bernardino County Superior Court Case No. RCV51010
- San Diego County Water Authority v. Metropolitan Water District of Southern California, San Francisco County Superior Court Case No. CPF-10-510830
- San Diego County Water Authority v. Metropolitan Water District of Southern California, San Francisco County Superior Court Case No. CPF-12-512466

**Item 11 – Report Out Of Closed Session**

De Jesus

**Item 12 – Future Agenda Items**

De Jesus

**Item 13 – Adjournment**

Board adjourned to February 3, 2016 regular board meeting at 8:00 a.m.

**American Disabilities Act Compliance Statement**  
*Government Code Section 54954.2(a)*



*Any request for disability-related modifications or accommodations (including auxiliary aids or services) that is sought in order to participate in the above agenda public meeting should be directed to the district's executive assistant at (909) 621-5568 at least 24 hours prior to meeting.*

**Agenda items received after posting**  
*Government Code Section 54957.5*

*Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the district office located at, 1021 East Miramar Avenue, Claremont, CA, 91711. The materials will also be posted on the district's website at [www.threevalleys.com](http://www.threevalleys.com).*

*The Three Valleys MWD board meeting packets and agendas are available for review on the district's website at [www.threevalleys.com](http://www.threevalleys.com). The website is updated on Sunday preceding any regularly scheduled board meeting.*



# Action Line

## Regular Board Meeting

### January 20, 2016

**FOR ADDITIONAL INFORMATION: 909-621-5568**

#### BOARD MEMBERS

**CARLOS GOYTIA**  
DIVISION I

**DAVID DE JESUS**  
DIVISION II

**BRIAN BOWCOCK**  
DIVISION III

**BOB KUHN**  
DIVISION IV

**JOSEPH RUZICKA**  
DIVISION V

**FRED LANTZ**  
DIVISION VI

**DAN HORAN**  
DIVISION VII

#### THREE VALLEYS MWD

1021 E. Miramar Avenue  
Claremont, CA 91711  
909-621-5568 — Phone  
909-625-5470 — Fax  
www.threevalleys.com

**Board meetings  
are scheduled for  
8:00 a.m. the first  
and third  
Wednesday of  
each month at  
1021 E. Miramar  
Claremont, CA**

*\*Director Kuhn had an excused absence*

**Approved:** *Motion No. 16-02-5075* to approve Consent Calendar items 7.1—7.6 as follows: (7.1) Receive, approve and file, November 2015 board minutes for November 4 and November 18, 2015. There were no board meetings during December 2015; (7.2) Ratify, receive, approve and file, November / December 2015 Financial Reports; (7.3) Award Construction Bid for Mills-Pomona Connection, Project No. 58449; (7.4) Approve **Resolution No. 16-01-771** Declaring certain district property as surplus; (7.5) Adopt County Lighting Maintenance District 1687, Petition 41-613 Tax Sharing **Resolution No. 16-01-772**; (7.6) Adopt **Resolution No. 16-01-773** Recognizing the Historical Society of Pomona Valley, Inc. on their centennial anniversary. **Motion was approved by a 6-0-1 vote with Director Kuhn absent.**

**Approved:** *Motion No. 16-01-5076* to Ratify November 2015 and approve for December 2015 Directors' Expense forms; Director Horan's October 2015 report was also ratified by this motion. **Motion was approved by a 6-0-1 vote with Director Kuhn absent.**

**Approved:** *Motion No. 16-01-5077* to accept the District's 401A Retirement Plan – Pension Plan Restatement and Plan Revisions. **Motion was approved by a 6-0-1 vote with Director Kuhn absent.**

#### UPCOMING MEETING INFORMATION:

Wednesday, February 3, 2016 @ 8:00 a.m. – Regular Board Meeting  
Wednesday, February 17, 2016 @ 8:00 a.m. – Regular Board Meeting  
Thursday, February 18, 2016 @ 7:30 a.m. – Leadership Breakfast  
@ Sheraton Fairplex, 601 West McKinley Avenue, Pomona, CA

*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 525,000. Since its formation, the Three Valleys Municipal Water District has installed some 37,000 feet of pipeline and delivered more than 175 billion gallons of water.