



AGENDA

**REGULAR MEETING OF THE BOARD OF DIRECTORS
LA PUENTE VALLEY COUNTY WATER DISTRICT
112 N. FIRST STREET, LA PUENTE, CALIFORNIA
MONDAY, JUNE 24, 2019 AT 5:30 PM**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD OF DIRECTORS

President Escalera _____ Vice President Hernandez _____ Director Barajas _____
Director Hastings _____ Director Rojas _____

4. PUBLIC COMMENT

Anyone wishing to discuss items on the agenda or pertaining to the District may do so now. The Board may allow additional input during the meeting. A five-minute limit on remarks is requested.

5. ADOPTION OF AGENDA

Each item on the Agenda shall be deemed to include an appropriate motion, resolution or ordinance to take action on any item. 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 the address listed above.

6. APPROVAL OF CONSENT CALENDAR

There will be no separate discussion of Consent Calendar items as they are considered to be routine by the Board of Directors and will be adopted by one motion. If a member of the Board, staff, or public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.

- A. Approval of Minutes of the Regular Meeting of the Board of Directors held on June 10, 2019.

7. FINANCIAL REPORTS

- A. Summary of the District's Cash and Investments as of May 31, 2019.

Recommendation: Receive and File.

- B. Statement of District's Revenue and Expenses as of May 31, 2019.

Recommendation: Receive and File.

- C. Statement of the Industry Public Utilities Water Operations' Revenue and Expenses as of May 31, 2019.

Recommendation: Receive and File.

8. ACTION / DISCUSSION ITEMS

- A. Discussion Regarding the District's Board Member Code of Conduct Policy.

Recommendation: Board Discretion.

- B. Update on State Legislative Items.

Recommendation: Board Discretion.

9. ENGINEERING & COMPLIANCE MANAGER'S REPORT

Recommendation: Receive and File.

10. GENERAL MANAGER'S REPORT

11. OTHER ITEMS

- A. Upcoming Events.
- B. Information Items.

12. ATTORNEY'S COMMENTS

13. BOARD MEMBER COMMENTS

- A. Report on Events Attended.
- B. Other Comments.

14. FUTURE AGENDA ITEMS

15. ADJOURNMENT

POSTED: Friday, June 21, 2019

President John P. Escalera, Presiding.

Any qualified person with a disability may request a disability-related accommodation as needed to participate fully in this public meeting. In order to make such a request, please contact Mr. Greg Galindo, Board Secretary, at (626) 330-2126 in sufficient time prior to the meeting to make the necessary arrangements.

Note: Agenda materials are available for public inspection at the District office or visit the District's website at www.lapuentewater.com.



**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
LA PUENTE VALLEY COUNTY WATER DISTRICT
FOR MONDAY, JUNE 10, 2019 AT 5:30 PM**

1. CALL TO ORDER

President Escalera called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

President Escalera led the meeting in the Pledge of Allegiance.

3. ROLL CALL OF THE BOARD OF DIRECTORS

President Escalera	Vice President Hernandez	Director Barajas	Director Hastings	Director Rojas
Present	Absent	Present	Present	Present

OTHERS PRESENT

Staff and Counsel: General Manager & Board Secretary, Greg Galindo; Office Manager, Gina Herrera; Engineering and Compliance Manager, Roy Frausto and District Counsel, Jim Ciampa.

Public: Mr. Ed Chavez, Board President of the Upper San Gabriel Valley Municipal Water District.

4. PUBLIC COMMENTS

There were no comments from the public.

5. ADOPTION OF AGENDA

Motion: Adopt Agenda as Presented.

1st: Director Rojas

2nd: Director Hastings

	Escalera	Hernandez	Barajas	Hastings	Rojas
Vote	Yes	Absent	Yes	Yes	Yes

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain, 1 Absent.

6. APPROVAL OF CONSENT CALENDAR

Motion: Approve Consent Calendar as Presented.

1st: Director Rojas

2nd: Director Barajas

	Escalera	Hernandez	Barajas	Hastings	Rojas
Vote	Yes	Absent	Yes	Yes	Yes

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain, 1 Absent.

7. ACTION / DISCUSSION ITEMS

A. Consideration of Proposal from Doty Bros. Construction Company for the Construction of the 5th Street Waterline Improvement Project.

Mr. Frausto provided an overview of the staff report on for this item. Mr. Galindo provided some information on the District's purchasing policy and the process that staff used for this project to help reduce the overall project. He stated that staff is also requesting that the Board waive the requirements of the purchasing policy for this work. District Counsel provided additional information on state law bidding requirements for County Water Districts.

After some discussion on the project proposed construction process a motion was made by Director Rojas.

Motion: Authorize the General Manager to proceed with the work as proposed by Doty Bros. Construction Company for a not to exceed amount of \$77,707.40 for the construction of the 5th Street Waterline Improvement Project and to waive the requirements of the District's Purchasing Policy in regards to Capital Projects for this project.

1st: Director Rojas

2nd: Director Hastings

	Escalera	Hernandez	Barajas	Hastings	Rojas
Vote	Yes	Absent	Yes	Yes	Yes

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain 1 Absent.

B. Consideration of Quote from Western Waterworks Supply Company for the Purchase of Piping Materials for the 5th Street Waterline Improvement Project.

Mr. Frausto provided a summary of the staff report on this item. Mr. Galindo added some information on the overall Budget appropriation for this project.

Motion: Authorize the General Manager to purchase piping materials from Western Waterworks Supply Company for the 5th Street Waterline Improvement Project for a not to exceed amount of \$53,505.23.

1st: Director Hastings

2nd: Director Barajas

	Escalera	Hernandez	Barajas	Hastings	Rojas
Vote	Yes	Absent	Yes	Yes	Yes

Motion carried by a vote of: 4 Yes, 0 No, 0 Abstain 1 Absent.

8. GENERAL MANAGER'S REPORT

Mr. Galindo provided an update on the discussions with the Cooperating Respondents on potential funding toward nitrate treatment at the District's treatment facility

Mr. Galindo also reported on the following items:

- City of Industry Well No. 5 work.
- New employee Irene Estevez that has hired as a part-time Customer Support and Accounting Clerk I.
- Training that will occur on the new customer information software system.

9. OTHER ITEMS

A. Upcoming Events.

Mrs. Herrera reviewed upcoming events with the Board and verified what events each member would be attending.

B. Information Items.

Included in Board Packet.

10. ATTORNEY'S COMMENTS

Mr. Ciampa provided an update on the proposed water tax legislation.

11. BOARD MEMBER COMMENTS

A. Report on Events Attended.

No Events Attended.

B. Other Comments.

No Additional Comments.

12. FUTURE AGENDA ITEMS

No future agenda items were requested.

13. ADJOURNMENT

President Escalera adjourned the meeting at 5:53 p.m.

Attest:

John P. Escalera, President

Greg B. Galindo, Secretary



**Summary of Cash and Investments
May 2019**

La Puente Valley County Water District

Investments	Interest Rate (Apportionment Rate)	Beginning Balance	Receipts/ Change in Value	Disbursements/ Change in Value	Ending Balance
Local Agency Investment Fund	2.45%	\$ 2,880,227.28	\$ -	\$ -	\$ 2,880,227.28
Raymond James Financial Services		\$ 100,316.04	\$ 203.65	\$ -	\$ 100,519.69
Checking Account					
Well Fargo Checking Account (per General Ledger)		\$ 650,740.43	\$ 468,341.04	\$ 416,411.20	\$ 702,670.27
District's Total Cash and Investments:					\$ 3,683,417.24

Industry Public Utilities

Checking Account	Beginning Balance	Receipts	Disbursements	Ending Balance
Well Fargo Checking Account (per General Ledger)	\$ 851,631.95	\$ 144,583.22	\$ 119,662.56	\$ 876,552.61
IPU's Total Cash and Investments:				\$ 876,552.61

I certify that; (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy as set forth in Resolution No. 237 and, (2) the District will meet its expenditure obligations for the next six (6) months.

_____, General Manager

Date: 6.18.19

Greg B. Galindo

La Puente Valley County Water District (Treatment Plant Included)
Statement of Revenues and Expenses
For the Period Ending May 31, 2019
(Unaudited)

	LPVCWD YTD 2018	TP YTD 2018	COMBINED YTD 2019	COMBINED BUDGET 2019	42% OF BUDGET	COMBINED 2018 YE
Total Operational Rate Revenues	\$ 735,667	\$ -	\$ 735,667	\$ 2,120,000	35%	\$ 2,027,154
Total Operational Non-Rate Revenues	432,053	439,531	871,584	2,375,900	37%	\$ 2,307,988
Total Non-Operating Revenues	147,061	-	147,061	313,500	47%	361,363
TOTAL REVENUES	1,314,781	439,531	1,754,312	4,809,400	36%	4,696,506
Total Salaries & Benefits	678,862	121,720	800,582	2,009,900	40%	1,931,953
Total Supply & Treatment	284,422	268,944	553,366	1,780,700	31%	1,631,908
Total Other Operating Expenses	91,598	40,197	131,795	481,000	27%	320,725
Total General & Administrative	138,792	8,670	147,462	412,200	36%	393,526
TOTAL EXPENSES	1,193,674	439,531	1,633,205	4,683,800	35%	4,278,112
TOTAL OPERATIONAL INCOME	121,107	-	121,107	125,600	96%	418,394
Capital Improvements	(16,135)	-	(16,135)	(2,055,000)	1%	(262,934)
Capital Outlay	(30,462)	-	(30,462)	(70,000)	44%	(28,286)
TOTAL CAPITAL	(46,597)	-	(46,597)	(2,125,000)	2%	(291,219)
INCOME (AFTER CAPITAL EXPENSE)	74,510	-	74,510	(1,999,400)	-4%	127,175
Capital Reimbursement (OU Projects)	-	-	-	110,000	0%	-
Grant Revenue	-	-	-	300,000	0%	-
Loan Proceeds	-	-	-	1,500,000	0%	-
Loan Repayment	-	-	-	-	0%	-
PROJECTED CHANGE IN CASH	74,510	-	74,510	(89,400)	-83%	127,175
Contributed Capital	-	-	-	-		213,160
Add Back Capitalized Assets	46,597	-	46,597	2,125,000	2%	291,219
Less Depreciation Expense	(158,333)	(75,000)	(233,333)	(560,000)	42%	(520,380)
Less OPEB & Pension Liability Expense	-	-	-	(10,000)	0%	(65,927)
NET INCOME (LOSS)	\$ (37,226)	\$ (75,000)	\$ (112,226)	\$ 1,465,600	-8%	\$ 45,248

La Puente Valley County Water District
Statement of Revenues and Expenses
For the Period Ending May 31, 2019
(Unaudited)

	May 2019	YTD 2019	ANNUAL BUDGET 2019	42% OF BUDGET	YEAR END 2018
Operational Rate Revenues					
Water Sales	\$ 81,601	\$ 409,207	\$ 1,345,000	30%	\$ 1,279,563
Service Charges	50,396	268,481	640,000	42%	612,240
Surplus Sales	4,122	21,370	40,000	53%	45,028
Customer Charges	2,543	14,679	34,100	43%	30,661
Fire Service	1,179	21,433	59,900	36%	57,698
Miscellaneous Income	124	496	1,000	50%	1,964
Total Operational Rate Revenues	139,964	735,667	2,120,000	35%	2,027,154
Operational Non-Rate Revenues					
Management Fees	-	123,856	265,900	47%	260,711
PVOU Service Fees (Labor)	-	4,669	40,000	12%	14,553
BPOU Service Fees (Labor)	23,348	121,720	301,400	40%	304,377
IPU Service Fees (Labor)	66,085	303,528	695,600	44%	688,181
Other O & M Fees	-	-	13,000	0%	12,892
Total Operational Non-Rate Revenues	89,434	553,774	1,315,900	42%	1,280,713
Non-Operational Revenues					
Taxes & Assessments	24,702	101,085	215,000	47%	244,409
Rental Revenue	3,116	15,308	36,800	42%	36,038
Interest Revenue	-	17,974	40,000	45%	56,997
Miscellaneous Income	4,337	8,302	16,700	50%	19,382
Developer Fees	-	4,392	5,000	88%	4,537
Total Non-Operational Revenues	32,155	147,061	313,500	47%	361,363
TOTAL REVENUES	261,553	1,436,502	3,749,400	38%	3,669,231
Salaries & Benefits					
Total District Wide Labor	98,072	481,023	1,195,800	40%	1,109,643
Directors Fees & Benefits	12,007	46,988	116,600	40%	118,898
Benefits	26,311	132,318	308,800	43%	302,046
OPEB Payments	3,897	44,484	142,000	31%	150,061
Payroll Taxes	7,955	39,713	92,800	43%	92,806
Retirement Program Expense	11,641	56,057	153,900	36%	158,499
Total Salaries & Benefits	159,883	800,582	2,009,900	40%	1,931,953
Analysis Purposes Only:					
<i>Offsetting Revenue</i>	(89,434)	(429,917)	(1,057,000)	41%	(1,007,110)
<i>District Labor Net Total</i>	70,449	370,665	952,900	39%	924,843
Supply & Treatment					
Purchased & Leased Water	225	224,158	467,200	48%	377,335
Power	14,052	57,289	163,700	35%	151,904
Assessments	-	-	248,300	0%	189,588
Treatment	375	1,096	6,700	16%	2,898
Well & Pump Maintenance	1,880	1,880	32,500	6%	19,250
Total Supply & Treatment	16,533	284,422	918,400	31%	740,975

La Puente Valley County Water District
Statement of Revenues and Expenses
For the Period Ending May 31, 2019
(Unaudited)

	May 2019	YTD 2019	ANNUAL BUDGET 2019	42% OF BUDGET	YEAR END 2018
Other Operating Expenses					
General Plant	1,782	10,126	48,100	21%	24,799
Transmission & Distribution	2,450	19,443	102,400	19%	75,273
Vehicles & Equipment	5,783	19,052	31,300	61%	21,166
Field Support & Other Expenses	1,224	22,346	69,000	32%	44,972
Regulatory Compliance	1,688	20,632	63,000	33%	34,621
Total Other Operating Expenses	12,926	91,598	313,800	29%	200,831
General & Administrative					
District Office Expenses	3,175	37,761	64,100	59%	31,919
Customer Accounts	1,731	9,473	25,000	38%	20,161
Insurance	-	10,339	65,800	16%	65,177
Professional Services	5,958	49,407	120,000	41%	149,737
Training & Certification	7,061	18,720	37,500	50%	38,323
Public Outreach & Conservation	83	2,778	32,500	9%	35,382
Other Administrative Expenses	1,284	10,315	36,800	28%	36,377
Total General & Administrative	19,293	138,792	381,700	36%	377,077
TOTAL EXPENSES	208,634	1,315,395	3,623,800	36%	3,250,836
TOTAL OPERATIONAL INCOME	52,918	121,107	125,600	96%	418,395
Capital Improvements					
Zone 3 Improvements	-	(8,900)	-	N/A	(174,029)
Fire Hydrant Repair/Replacements	-	-	(5,000)	0%	(15,001)
Service Line Replacements	-	-	(25,000)	0%	(60,055)
Valve Replacements	-	-	(40,000)	0%	(7,710)
Meter Read Collection System	-	-	(20,000)	0%	(181)
SCADA Improvements	-	-	(50,000)	0%	-
Main & 1st Street Building Retrofit	-	-	-	N/A	(4,080)
Ferrero Lane & Rorimer St. Improvements	-	-	(75,000)	0%	-
5th Avenue Waterline Improvement	(7,159)	(7,235)	(180,000)	4%	-
LP-CIWS Interconnection (Ind. Hills)	-	-	(10,000)	0%	-
Hudson Plant Improvements	-	-	(75,000)	0%	-
Well No.5 Rehab (Design)	-	-	(25,000)	0%	-
Nitrate Treatment System	-	-	(85,000)	0%	-
Phase 1 - Recycled Water System	-	-	(1,450,000)	0%	(1,879)
Other Improvements	-	-	(15,000)	0%	-
Total Capital Improvements	(7,159)	(16,135)	(2,055,000)	1%	(262,934)

La Puente Valley County Water District
Statement of Revenues and Expenses
For the Period Ending May 31, 2019
(Unaudited)

	May 2019	YTD 2019	ANNUAL BUDGET 2019	42% OF BUDGET	YEAR END 2018
Capital Outlay					
Truck(s)	(30,462)	(30,462)	(40,000)	76%	(28,286)
Other Equipment	-	-	(10,000)	0%	-
IT Equipment	-	-	(20,000)	0%	-
Total Capital Outlay	(30,462)	(30,462)	(70,000)	44%	(28,286)
TOTAL CAPITAL	(37,621)	(46,597)	(2,125,000)	2%	(291,219)
INCOME (AFTER CAPITAL EXPENSE)	15,298	74,510	(1,999,400)	-4%	127,176
Funding & Debt Repayment					
Capital Reimbursement (OU Projects)	-	-	110,000	0%	-
Grant Revenue	-	-	300,000	0%	-
Loan Proceeds	-	-	1,500,000	0%	-
Loan Repayment	-	-	-	N/A	-
CASH DIFFERENCE	15,298	74,510	(89,400)	-83%	127,176
Contributed Capital	-	-	-	N/A	213,160
Add Back Capitalized Assets	37,621	46,597	2,125,000	2%	291,219
Less Depreciation Expense	(31,667)	(158,333)	(380,000)	42%	(364,997)
Less OPEB Expense - Not Funded	-	-	(10,000)	0%	(65,927)
NET INCOME (LOSS)	\$ 21,251	\$ (37,226)	\$ 1,645,600	-2%	\$ 200,632

Treatment Plant
Statement of Revenues and Expenses
For the Period Ending May 31, 2019
(Unaudited)

Description	May 2019	YTD 2019	ANNUAL BUDGET 2019	42% OF BUDGET	YEAR END 2018
Non-Rate Operational Revenues					
Reimbursements from CR's	44,474	317,811	\$ 1,361,400	23%	1,027,275
Miscellaneous Income	-	-	-	N/A	-
Total Non-Rate Operational Revenues	44,474	317,811	1,361,400	23%	1,027,275
Salaries & Benefits					
<i>BPOU TP Labor (1)</i>	23,348	121,720	301,400	40%	-
Contract Labor	-	-	-	N/A	-
Total Salaries & Benefits	23,348	121,720	301,400	40%	-
Supply & Treatment					
NDMA, 1,4-Dioxane Treatment	5,835	78,039	218,200	36%	209,363
VOC Treatment	-	-	20,000	0%	1,756
Perchlorate Treatment	2,046	97,082	344,000	28%	446,147
Other Chemicals	11,871	16,240	17,500	93%	14,148
Treatment Plant Power	10,238	55,692	200,200	28%	185,672
Treatment Plant Maintenance	3,765	14,178	42,000	34%	24,568
Well & Pump Maintenance	4,800	7,713	20,400	38%	9,279
Total Supply & Treatment	38,554	268,944	862,300	31%	890,933
Other Operating Expenses					
General Plant	1,086	6,927	40,000	17%	16,262
Transmission & Distribution	-	-	-	N/A	263
Vehicles & Equipment	1,197	5,042	12,200	41%	10,926
Field Support & Other Expenses	-	22	15,000	0%	55
Regulatory Compliance	1,762	28,206	100,000	28%	92,388
Total Other Operating Expenses	4,045	40,197	167,200	24%	119,894
General & Administrative					
District Office Expenses	-	-	2,500	0%	-
Insurance	-	-	18,000	0%	9,153
Professional Services	1,875	8,670	10,000	87%	7,296
Total General & Administrative	1,875	8,670	30,500	28%	16,449
TOTAL EXPENSES	67,822	439,531	1,361,400	32%	1,027,276
TOTAL EXPENSES (Minus Labor)	44,474	317,811	1,060,000	30%	1,027,276
TOTAL OPERATIONAL INCOME	-	-	-		-
Depreciation Expense	(15,000)	(75,000)	(180,000)	42%	(155,383)
Total Non-Cash Items (Dep. & OPEB)	(15,000)	(75,000)	(180,000)	42%	(155,383)
NET INCOME (LOSS)	\$ (15,000)	\$ (75,000)	\$ (180,000)	42%	(155,383)

(1) The labor expense depicted here is the amount of labor billed to the BPOU in which the District receives reimbursement which is shown on the District's Statement of Revenues and Expenses as operational non-rate revenue (BPOU Service Fees).

INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS
Statement of Revenue and Expenses Summary
For the Period Ending May 31, 2019
(Unaudited)

DESCRIPTION	MAY 2019	FISCAL YTD 2018-2019	BUDGET FY 2018-2019	92% OF BUDGET	FY END 2017-2018
Total Operational Revenues	\$ 188,759	\$ 1,745,096	\$ 2,026,800	86%	\$ 1,920,277
Total Non-Operational Revenues	-	19,449	30,000	65%	40,307
TOTAL REVENUES	188,759	1,764,544	2,056,800	86%	1,960,584
Total Salaries & Benefits	66,085	634,228	668,600	95%	644,392
Total Supply & Treatment	22,382	550,889	848,565	65%	607,538
Total Other Operating Expenses	13,933	139,347	171,500	81%	149,475
Total General & Administrative	3,705	209,257	301,568	69%	245,510
Total Other & System Improvements	2,363	36,065	120,800	30%	45,748
TOTAL EXPENSES	108,469	1,569,785	2,111,000	74%	1,692,664
OPERATING INCOME	80,291	194,759	(54,200)	-359%	267,920
NET INCOME (LOSS)	\$ 80,291	\$ 194,759	\$ (54,200)	-359%	\$ 267,920

INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS

Statement of Revenue and Expenses

For the Period Ending May 31, 2019

(Unaudited)

DESCRIPTION	MAY 2019	FISCAL YTD 2018-2019	BUDGET FY 2018-2019	92% OF BUDGET	FY END 2017-2018
Operational Revenues					
Water Sales	\$ 117,646	\$ 1,070,721	\$ 1,317,750	81%	\$ 1,206,751
Service Charges	56,273	558,874	600,000	93%	598,493
Customer Charges	1,725	17,855	21,000	85%	20,000
Fire Service	13,116	97,646	88,000	111%	95,032
Total Operational Revenues	188,759	1,745,096	2,026,800	86%	1,920,277
Non-Operational Revenues					
Contamination Reimbursement	-	19,449	30,000	65%	40,267
Developer Fees	-	-	-	N/A	-
Miscellaneous Income	-	-	-	N/A	39
Total Non-Operational Revenues	-	19,449	30,000	65%	40,307
TOTAL REVENUES	188,759	1,764,544	2,056,800	86%	1,960,584
Salaries & Benefits					
Administrative Salaries	17,142	183,979	186,800	98%	190,967
Field Salaries	25,287	222,151	238,000	93%	219,465
Employee Benefits	14,781	138,188	149,000	93%	143,834
Pension Plan	5,981	56,777	57,440	99%	54,946
Payroll Taxes	2,895	28,299	30,360	93%	29,215
Workman's Compensation	-	4,835	7,000	69%	5,964
Total Salaries & Benefits	66,085	634,228	668,600	95%	644,392
Supply & Treatment					
Purchased Water - Leased	-	379,470	377,614	100%	326,781
Purchased Water - Other	1,856	19,351	17,500	111%	17,128
Power	814	94,267	120,000	79%	119,441
Assessments	-	11,030	184,752	6%	135,945
Treatment	-	2,834	6,200	46%	4,834
Well & Pump Maintenance	19,712	43,938	142,500	31%	3,409
Total Supply & Treatment	22,382	550,889	848,565	65%	607,538
Other Operating Expenses					
General Plant	1,857	12,240	10,500	117%	4,932
Transmission & Distribution	10,690	67,138	64,000	105%	54,395
Vehicles & Equipment	-	15,310	32,000	48%	31,553
Field Support & Other Expenses	1,033	22,802	35,000	65%	31,104
Regulatory Compliance	353	21,857	30,000	73%	27,491
Total Other Operating Expenses	13,933	139,347	171,500	81%	149,475

INDUSTRY PUBLIC UTILITIES - WATER OPERATIONS
Statement of Revenue and Expenses
For the Period Ending May 31, 2019
(Unaudited)

DESCRIPTION	MAY 2019	FISCAL YTD 2018-2019	BUDGET FY 2018-2019	92% OF BUDGET	FY END 2017-2018
General & Administrative					
Management Fee	-	140,212	187,568	75%	183,891
Office Expenses	1,769	32,166	21,000	153%	17,478
Insurance	-	11,439	15,000	76%	5,667
Professional Services	394	4,409	45,000	10%	15,576
Customer Accounts	1,426	15,584	16,000	97%	16,247
Public Outreach & Conservation	14	3,635	15,000	24%	3,923
Other Administrative Expenses	102	1,812	2,000	91%	2,727
Total General & Administrative	3,705	209,257	301,568	69%	245,510
Other Expenses & System Improvements (Water Operations Fund)					
Transfer to Capital or Expense	-	-	-	N/A	-
Developer Capital Contributions	-	-	-	N/A	-
Net Developer Project Activity	-	-	-	0%	-
Master Plan Update / Hydraulic Model	-	-	-	N/A	-
Other System Improvements (Materials)	-	-	-	N/A	-
FH Laterals	-	-	6,300	0%	790
Service Line Replacements	-	25,936	30,000	86%	31,693
Valve Replacements	-	7,647	19,500	39%	5,874
Fire Hydrant Repair/Replace	2,363	2,482	-	N/A	-
Meter Installations - Industry Hills	-	-	-	0%	7,391
Meter Read Collection System	-	-	25,000	0%	-
SCADA System Assessment & Upgrades	-	-	40,000	0%	-
Total Other & System Improvements	2,363	36,065	120,800	30%	45,748
TOTAL EXPENSES	108,469	1,569,785	2,111,000	74%	1,692,664
OPERATING INCOME	80,291	194,759	(54,200)	N/A	267,920

Memo



To: Honorable Board of Directors

From: Greg Galindo, General Manager

Date: June 21, 2019

Re: Discussion Regarding Potential Changes to the Board Members Guidelines for Conduct

Enclosed for your reference is the District's Board Members Guidelines for Conduct policy document that was adopted in April of 2014. At the upcoming Board of Directors meeting, staff would like to discuss potential changes to this policy document, the Board may want to consider.

Staff looks forward to discussing this item with the Board, at this Monday's meeting. If you have any questions ahead of time, please feel free to give me a call.

**Board Members
Guidelines for Conduct**



Adopted April 28, 2014



Board Members Guidelines for Conduct

Table of contents

Preamble	4
I. Purpose of the Policy	4
II. Responsibility of a Public Office	4
III. Fair and Equal Treatment	4
IV. Proper Use and Safeguarding District's Property and Resources	5
V. Use of Confidential Information	5
VI. Conflict of Interest	6
VII. Soliciting Political Contributions	7
VIII. Incompatible Offices	8
IX. Board-General Manager Relationship	8
X. Improper Activities and the Reporting of Such Activities; Protection of Whistle Blowers	9
XI. Compliance with the Brown Act	9
XII. Rules of Conduct	10
A. Regular Meetings	10
B. Special Meetings	10
C. Adjournment: Adjourned Meetings	10
D. Closed Sessions	10
E. Cancellation	11
F. Board President	11
G. Agenda	11
H. Time Certain	11
I. Posting	11
J. Actions	11
K. Motions	11
L. Voting	11
M. Rules of Order	12
N. Disorderly Conduct	12
XIII. Board members' Compensation and Expense Reimbursement	13
A. Board members' Expenses	13
B. Conference and Meetings Expenses	12
C. Compensation for Attendance at Compensable Events	14

D.	Travel Time and Expenses	14
E.	Conference Lodging	14
F.	Meal Expenses	15
G.	Travel, Lodging and Meals Paid Directly by District	15
H.	Cancellation of Conference or Travel Reservations	15
I.	Reimbursement and Expense Report Forms	16
J.	Report on Events Attended	16
K.	Reporting of Expenditures	16
XIV.	Changes in Compensation	16
XV.	Candidate's Statement	16
XVI.	Ethics Training	16
XVII.	Violations of Ethics Policy	17
XVIII.	Consulting District Counsel	17
XIX.	"Exhibit A" Directors Expense Report	18

PREAMBLE

“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.” (Henry Clay, 1829)

The mission of the La Puente Valley County Water District is to provide its customers with high quality water for residential, commercial, industrial and fire protection uses that meets or exceeds all local, state and federal standards and to provide courteous and responsive service at the most reasonable cost.

I. Purpose of the Policy

The policy of La Puente Valley County Water District (“the District”) is to maintain the highest ethical standards for its Board members. The proper operation of the District requires that decisions and policy be made within the proper channels of governmental structure, that public office not be used for personal gain and that Board members remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Board members maintain the highest ethical standards. The objectives of this policy are to (1) provide guidance for dealing with ethical issues; (2) heighten awareness of ethics and values as critical elements in Board members’ conduct; and, (3) improve ethical decision making and value based management.

II. Responsibility of a 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 doing so by law or officially recognized confidentiality of their work. *(Government Code Section 1360; Article 20, Section 3 of the California Constitution.)*

III. Fair and Equal Treatment

Board members will not, in the performance of their official duties and responsibilities, discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, 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.)

IV. Proper use and Safeguarding District's 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 personal benefit or profit. . 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.)

V. Use of Confidential Information

- A. Board members are not authorized and shall not, 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, so that the Board will have an opportunity to cure an alleged violation.
- C. A Board member who willfully and knowingly discloses for monetary 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.)

VI. Conflict of Interest

- A. The District has adopted a Conflict of Interest Code and each Board member shall comply with all the requirements thereof in his/her actions or conduct as an elected official.
- B. A Board member shall therefore not have a financial interest in a contract with the District, or be a 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 the following provisions relating to conflicts of interest.

Generally, a Board member 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 Board member has a direct or indirect investment in the amount specified in FPPC regulations; (b) real property in which the Board member has a direct or indirect investment interest, with a worth in the amount specified in FPPC regulations; (c) a source of income of the Board member in the amount specified in FPPC regulations, within twelve months before the Board decision; (d) a source of gifts to the Board member in an amount specified in FPPC regulations within twelve months before the Board decision; or (e) a business entity in which the Board member holds a position as a director, trustee, officer, partner or manager. An "indirect interest" means any investment or interest owned by a spouse or child of the Board member, by an agent on behalf of the Board member, or by a business entity or trust in which the Board member, or the Board member's spouse, child or agent, owns directly, indirectly or beneficially a ten percent interest or greater.

A Board member 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, and thereafter). 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.)

- C. If a Board member 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 shall be followed:
 - a. If the member becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, he

or she Board member 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 as to whether it is a disqualifying conflict of interest;

- b. If it is not possible for the Board member to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Board member does not become aware of the potential conflict until during the meeting, the Board member will immediately disclose the potential conflict during the Board meeting so that there can be a determination as to whether it is a disqualifying conflict of interest;
- c. Upon a determination that there is a disqualifying conflict of interest, whether prior to or at the meeting, the Board member shall do all of the following:
 - 1. at the meeting, the Board member shall publicly identify the financial interest that gives rise to the conflict;
 - 2. the Board member shall not participate in the discussion, deliberation or vote on the matter for which a conflict of interests exist; and,
 - 3. the Board member shall leave the room until 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, in which event, the Board member may speak on the issue during the time that the general public speaks on the issues.
- d. The identification of the conflict of interest and the Board member's recusal and absence during discussion and action shall be noted in the minutes.

D. 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.

E. 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))

VII. 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 with a material financial interest in a contract or other matter

while that contract or other matter is pending before the District.

A Board member 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.

(Government Code Sections 3204, 3205 and 3205.5.)

VIII. 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.)

IX. 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 the law; (c) prescribes the duties of employees and assistants, consistent with District policy; and (d) fixes and alters the compensation of employees, pursuant to the Board approved salary ranges for each position. The General Manager shall perform other such duties or functions requested by the Board and shall report to the Board in accordance with the Board's instructions. The Board will retain and periodically review the work of an auditor as an independent contractor of the District who will report to the Board, to conduct an annual audit of the District's books, records and financial affairs. In addition, at the Board's discretion, the District may retain a Financial Consultant, an independent contractor, who will report to the Board on the District's 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 meetings. Individual Board members are not authorized to speak for the District or the Board or to bind the District to a particular course of action, unless specifically authorized to do so by proper Board action. 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 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)

**X. 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 properly managing District affairs and operations 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 of any law or regulation by a Board member or District employee; (b) a waste of District funds; (c) an 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 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 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.)

XI. Compliance with the Brown Act.

- A. The members of the Board and persons elected to the Board but have not yet assumed office as members of the Board, will fully comply with the provisions of the State's open meeting law for public agencies (the Ralph M. Brown Act or "Brown Act").
(Government Code §54952.1 and §54959.)
- B. A copy of the Brown Act will be provided to each member of the Board and to each person elected to serve as director who has not yet assumed the duties of office.
(Government Code §54952.7)
- C. 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.)

XII. Rules for conducting a Meeting

A. Regular Meetings

The regular meetings of the Board shall be held, on the second and fourth Monday of each calendar month. Meetings shall commence at 5:30 p.m., unless otherwise specified, in the District's Conference Room.

B. Special Meetings

A special meeting of the Board may be called at any time by the Board President or by a Majority of the members, in accordance with the Brown Act.

C. Adjournment: Adjourned Meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are or will be absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings. Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this Rule, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for a regular meeting.

D. Closed Sessions

The Board may hold closed sessions during a regular or special meeting, or at any time otherwise authorized by law, to consider or hear any matter which it is authorized by law to hear or consider in closed session, and may exclude from any such closed session any person or persons which it is authorized by law to exclude from such closed sessions.

E. Cancellation

Any meeting of the Board may be canceled in advance by majority vote of the Board members. The President may cancel a meeting when a majority of members have confirmed in writing their unavailability to attend a meeting.

F. Board President

The President shall preside over all Board meetings. In the President's absence, the Vice President shall serve as presiding officer. In the absence of both the President and the Vice President, the Board members shall poll the then present members and by a majority vote of those Board members present and select a member to preside at that meeting.

G. Agenda

The Secretary shall prepare for each meeting of the Board an agenda specifying the time and place of the meeting and setting forth a brief general description of each item of business to be considered by the Board at that meeting. The agenda for each regular meeting shall include all items of business requested to be placed on the agenda by the Board, individual Board members, the General Manager, or District's Legal Counsel.

H. Time Certain

Certain items may be listed on the agenda for a time certain. Such listing shall mean that the item shall be heard as soon as reasonably possible after the specified time.

I. Posting

The agenda for each regular meeting shall be posted in accordance with the Brown Act. The Secretary shall maintain a record of such posting in a form approved by the General Counsel.

J. Actions

The Board shall not take action on any matter not appearing on the posted agenda unless one of the exceptions listed in the Brown Act is applicable.

K. Motions

When a motion is made and seconded, it may be debated by the Board. Members may speak in debate of a motion only when addressing the President and being recognized by the President. Whenever the subject of the motion has been discussed and considered and roll call has been started, there shall be no further discussion or debate except that members may be allowed to explain their vote or propose supplemental motions.

L. Voting

All members of the Board, who are present at a meeting when a question comes up for a vote, shall vote for or against the measure or abstain. The

Board secretary will ensure that the minutes reflect each Board members vote on all actions taken.

M. Rules of Order

Except as otherwise provided herein, the presiding officer at any Board meeting shall be responsible for the orderly conduct of the Board meeting. The presiding officer shall be guided in that process by Robert's Rules of Order, which are for guidance only, and shall not be binding on the District the Board or the presiding officer.

N. Disorderly Conduct

The President shall have the authority to preserve order at all Board meetings, to remove or cause the removal of any person from any meeting of the Board for disorderly conduct, to enforce the rules of the Board and to determine the order of business under the rules of the Board. For the above purposes, the President may command the assistance of any peace officers who shall enforce all lawful orders of the President.

Disorderly conduct shall be deemed to include, but not be limited to, each of the following:

1. Willfully disturbing or breaking up, without authority of law, any of the following: Board member doing any act or engaging in any conduct, at any Board meeting, without authority of law, with intent to disturb or break up such meeting; urging or promoting the disturbance or breaking up of such meeting, or urging others to commit acts or engage in conduct which will disturb or break up such meeting. Acts or conduct which shall be deemed disturbing to the meeting shall be deemed to include, but not be limited to, unreasonably loud and prolonged yelling, screaming, clapping or other noise-creating acts which render it impossible or difficult for the Board to conduct or continue with its proceedings;
2. Doing any act or engaging in any conduct the immediate view or hearing and presence of Board members with intent to disturb the proceedings of the Board or to impair the respect due to the authority of the President or Board;
3. Doing any act or engaging in any conduct with intent to cause a riot, urging a riot, or urging others to commit acts of force or violence, or the burning or destroying of property, under circumstances which produce a clear, present and immediate danger of acts of force or violence directed at persons or property or the burning or destroying of property. As used herein, "riot" means any use of force or violence, disturbing the public peace, or any threat to use such force or violence, if accompanied by the immediate power of execution, by two or more persons acting together and without authority of law;
4. Threatening to commit or cause bodily injury to or upon any member of the Board, or upon any officer or employee of the Board or the District, or upon any other person, or to burn or destroy or cause the burning or destruction of any property if the Board fails or refuses to act, or to refrain from acting, in accordance with the wishes of the threatening person;

5. Willfully refusing or failing to comply with any rule of the Board or with any reasonable order of the President or the Board.

XIII. Board members' Compensation and Expense Reimbursement.

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

A. Board members' Expenses

Each Board member 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 official duties are reimbursable. The following general rules apply:

1. All expenses shall be actual and necessary and Board members are encouraged to exercise restraint and prudence in all expenditures.
2. The most economical mode and class of transportation consistent with scheduling requirements shall be used.
3. Expenditures for food and lodging shall be moderate and reasonable.
4. When available, government and group rates offered by a provider of transportation or lodging services for travel and lodging shall be used.
5. Expenses incurred by a family member or guest of a Board member in connection with the Board member's service will not be reimbursed. Any increased costs in the Board member's accommodations resulting from the Board member's desire to accommodate a guest will be at the Board member's expense, unless otherwise approved by the Board.

B. Conference and Meeting Expenses

1. Compensable Events

Board members shall receive compensation in accordance with Section C, below, and reimbursement of actual and necessary expenses in accordance with Section 3, et seq., below, for the following Compensable Events:

- a. Regular and special meetings of the District's Board of Directors;
- b. Meetings of standing committees established by the District's Board of Directors; or duly created ad hoc committees.
- c. Any conferences or organized educational activities, including, but not limited to, conferences sponsored by any special district or water-related association of which the District is a member, water educational workshops, water classes, water seminars, water symposiums, water facility tours and other special water-related functions, approved in advance by the Board; and

- d. Any other event that may be approved in advance by the Board as a Compensable Event under this policy.

C. Compensation for Attendance at Compensable Events

Board members shall be compensated for attendance at Compensable Events at the current rate per day (in accordance with District Ordinance 2007-01), provided, however, that such daily compensation shall not be paid for more than a total of eight (8) days in any calendar month. Such compensation shall be provided in addition to any reimbursement for conference registration fees, meals, lodging and travel expenses incurred in attending the event as set forth below, provided an expense report has been submitted as described in Section I below.

D. Travel Time and Expenses

Reasonable and necessary travel time shall include one (1) day prior to and one (1) day after a Compensable Event, as defined in Section B.1 above, unless the Compensable Event takes place within 50 miles of the District's principal offices, in which case no compensation shall be paid travel time.

Board members shall be reimbursed for actual expenses incurred in traveling to and from Compensable Events which are attended on behalf of the District. The most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements and the most direct and time-efficient route should be utilized. Travel expenses shall include round-trip airfare where necessary, actual reasonable expenses for ground transportation to and from airports and hotels, car rental, parking fees and mileage reimbursement (at the maximum allowable per mile rate established by the Internal Revenue Service) for use by Board members of privately-owned vehicles in the conduct of District business. When available, government and group rates must be used.

E. Conference Lodging

1. For lodging in connection with a conference or organized educational activity, the lodging costs shall not exceed the maximum group rate published by the conference or activity, provided the lodging is available to the Board member at the time of booking. If the group rate is not available, the Board member shall use applicable government or group rates offered by the provider of lodging or, alternatively, reasonable and necessary lodging that is comparable to the group rates associated with the conference.

2. 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 advance approval by the Board.

F. Meal Expenses

Board members who attend Compensable Events as representatives of the District shall be reimbursed for actual out-of-the-local-area meal expenses, including gratuities. Board members shall have the option to take meals offered in connection with such events, in which case the District may prepay the expense as part of the conference registration or, in the alternative, be reimbursed for meal expenses, not to exceed \$105 per day as set forth below. Requests for reimbursements shall be submitted in accordance with Section I below, according to the following rates:

Breakfast: not to exceed \$25.00
Lunch: not to exceed \$35.00
Dinner: not to exceed \$45.00

G. Travel, Lodging and Meals Paid Directly by District

The District, in most cases arranges for travel and lodging for Board members attending the conferences or events, will be paid directly by the District. Meals while attending the event will be purchased directly by the District. To the extent that a Board member has discretion over the cost of such travel, lodging and meal expenses, the same standards of prudence, reasonableness and limits shall apply as where the Board member 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).

H. Cancellation of Conference or Travel Reservations

In the event the registration fee for a Board member to attend a meeting or conference has been paid by the District and the Board member fails to attend such meeting or conference without canceling his or her attendance in sufficient time to allow the District to obtain a full refund of the paid registration fee, then the non-refunded amounts of such registration fee shall be deducted from monies otherwise payable by the District to that Board member; provided, however, that this policy shall not apply if the reason for the Board member's failure to attend results from a personal or family emergency, including, but not limited to, serious illness.

I. Reimbursement and Expense Report Forms

All requests for reimbursement of actual and necessary expenses shall be submitted within two weeks after the expenses were incurred unless circumstances warrant otherwise, but in no event later than thirty (30) days

after incurring the expense. Requests for reimbursement shall be submitted through expense report forms in the form attached as “**Exhibit A**” hereto or as otherwise prescribed by the District, and shall be accompanied with an explanation of the District related purpose for the expenditure and receipts evidencing each expense. Expenditures which are not consistent with the policies set forth requiring or otherwise not properly accounted for or 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 expenses have been paid by the District, they will be deducted from monies otherwise due a Board member. Alcoholic beverages and other non-essential expenses (including, but not limited to, in-room movies, Service Bar, etc.) will not be reimbursed.

J. Report on Events Attended

Each Board member who attends a Compensable Event, other than a Board meeting or Board committee meeting, at the expense of the District shall give at the next regular Board meeting a brief report (oral or written, at the Board member's discretion) on the event attended. If multiple Board members attend the same event, a joint report may be made.

K. Reporting of Expenditures

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 Board member for the preceding fiscal year, which will be available to the public.

XIX. Changes in Compensation

Increases in the per diem compensation payable to Board members under this policy shall be made by ordinance adopted after a noticed public hearing. Changes on compensation are made in accordance to District's Ordinance 2007-01.

(Water Code §20200)

XX. 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.)

XXI. Ethics Training

Each Board member and the General Manager, the Accounting Supervisor and Distribution and Treatment Supervisors shall receive at least two hours training in ethics for any two years of service or employment pursuant to Government Code Section 53235. The General Manager shall provide information to the Board of Directors and Staff on training available to meet the requirements for ethics training at least once annually, and shall schedule the training for the Board members 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 Board members 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.

XXII. 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 that may be 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 or censure 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.

XVIII. 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 concealing any of violations of legal requirements. Legal Counsel shall not be prohibited from reporting actual violations of legal requirements to the Board of Directors.

**LA PUENTE VALLEY COUNTY WATER DISTRICT
REPORT OF AUTHORIZED EXPENDITURES**

DIRECTOR: _____

DATE: _____

EVENT: _____

LOCATION: _____

DISTRICT RELATED PURPOSE: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
DATES:								
Director's Fee per diem								\$ -
Reimbursement for use of							Net	
Personal Car, mileage allowance, etc.		0.56		Miles	\$ -			\$ -
Registration & Conference fees:								
Bus, Train or Air Fare:								
Taxi & Other Transportation Charge:								
Garage & Parking charges:								
Hotel charges:								
Meals:								\$ -
Miscellaneous (gratuities, tips & etc.):								\$ -
TOTALS			\$ -	\$ -	\$ -			\$ -

I hereby certify that the above information is true and correct, and includes all available receipts attached herewith. (In those instances where actual receipts cannot be obtained, notation as to dates, locations and description of purpose of expenditure should be submitted).

Signature

Date

Memo



To: Honorable Board of Directors
From: Roy Frausto, Engineering & Compliance Manager
Meeting Date: June 24, 2019
Re: Engineering & Compliance Report – May 2019

CAPITAL PROJECTS

1. LPVCWD Recycled Water Project
 - Staff has been working with Tetra Tech with respect to finalizing the specs and new packaged pump station specifications. In addition, staff will be providing a verbal report during the June 24, 2019, Board meeting with respect to the current status of the project.
2. LPVCWD PVOU IZ Project and SZ-South Project
 - Staff recently applied for an encroachment permit with the COI in support of the construction of the PVOU IZ plant with respect to the treated effluent waterline connection work.
 - Staff continues to review and provide comments on design/material submission packages pertaining to the IZ and SZ plant.
3. LPVCWD 5th St. Waterline Project
 - Staff secured professional engineering services from Civiltec Engineering for the design of the 5th Street Waterline Improvement Project. The pre-final design plans have been completed and staff provided comments to finalize the design. Staff has also secured a tentative start date of July 1 with Doty Bros. Construction Company.
4. LPVCWD Nitrate Treatment Project
 - Staff met with nitrate treatment Ad Hoc Committee during the month of May to discuss the plan forward with respect to Nitrate treatment. Staff will provide a verbal update during the June 24, 2019, Board meeting.
5. CIWS Well #5 Equipment Inspection/Repair & Well Casing Inspection
 - Tri County Pump finalized the repair work at CIWS Well 5. The Well was put back online and began delivering water to SGVWC's B5 plant on June 17, 2019.

DEVELOPMENTS

1. LPVCWD: 333 Hacienda Blvd. (Old Kmart) – Staff received a will serve letter request to support a proposed industrial warehouse building requiring (2) two 2-inch meters and one 8-inch fire service. Staff provided a Will Serve letter on April 24, 2019.
2. LPVCWD: 16019 Central Avenue – Staff received a request for the installation of one ¾-inch and four 1-inch services new services. Staff has provided an estimate; no deposit has yet been received.
3. LPVCWD: Star Theatre Property (22 Condo Development) – The demolition of the existing building began the week of June 17, 2019. Currently, the building is completely demolished. From previous correspondence with the developer, the development plan is to construct 22 condos.

4. LPVCWD: 15921 Sierra Vista Court – No activity. It is anticipated that the request to construct 5 water services in support of the 5-unit development will be received in the next coming months.
5. LPVCWD: 15485 E Valley Blvd (Old Pizza Hut) – Staff received a request for the installation of a new one 1.5-inch service to accommodate new construction of a Chipotle Restaurant. Staff is working with the developer to determine if a new service is required or if current services can be used (total of 3 existing services) to accommodate the development.
6. CIWS: 14055 Lomitas Ave. – Staff received a request for the installation of a new one 1-inch service to accommodate new construction. Staff installed the new service on June 20, 2019.
7. CIWS: 14044 ½ Proctor Ave. ADU – Staff received a request for the installation of a new a 5/8-inch service to accommodate a new ADU. Staff provided a cost estimate for the install on May 1, 2019.
8. CIWS: 13629 Don Julian Rd. - Staff received a request for the installation of a new one 1.5-inch service and a 4” fire service to accommodate new construction. Staff provided a Will Serve letter on April 19, 2019.
9. CIWS: 14050 ½ Proctor Ave. – Staff received a request for the installation of a new a 1-inch service. Staff provided a cost estimate for the install on June 11, 2019 and will schedule the install work next month.

SPECIAL/OTHER PROJECTS

1. SAMS Water Quality Compliance Software – Staff partnered with SAMS Water Quality to host a District water quality database and to optimize monthly compliance reporting. Staff has been working with SAMS to build to compliance program and will be ready for launch by the end of July.
2. LPVCWD: 17351 Main St. – Field staff completed the meter conversion and construction work on June 19, 2019. The second phase of work on the existing 6-inch meter will be schedule sometime in July.
3. LPVCWD: Nitrate Levels – Provided as **Enclosure 1** is a table of the current Nitrate levels at the District’s well field.
4. 2018 Consumer Confidence Report – Staff has been working with Ready Art with respect to finalizing the 2018 CCR and Post Card for both LPVCWD and CIWS.
5. LPVCWD: Well 2 & 5 Electrical Service Analysis – Civiltec provided a draft copy of the technical memorandum documenting existing conditions, desired changes to the operation scheme, and recommendations on how to effectively achieve the changes. Staff will coordinate with EPA and the CR’s to coordinate the desired changes.

Enclosures

- *Enclosure 1: May 2019 – June 2019 Nitrate Levels*

