



AGENDA

**REGULAR MEETING OF THE BOARD OF DIRECTORS
LA PUENTE VALLEY COUNTY WATER DISTRICT
112 N. FIRST STREET, LA PUENTE, CALIFORNIA
MONDAY, AUGUST 14, 2023, AT 4:30 PM**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD OF DIRECTORS

President Hernandez____ Vice President Rojas____ Director Argudo____
Director Barajas____ Director Escalera____

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 July 24, 2023.
- B. Approval of District's Expenses for the Month of July 2023.
- C. Approval of City of Industry Waterworks System Expenses for the Month of July 2023.

- D. Receive and File the District's Water Sales Report for July 2023.
- E. Receive and File the City of Industry Waterworks System's Water Sales Report for July 2023.

7. PRESENTATION BY GENERAL MANAGER REGARDING PFAS

8. ACTION / DISCUSSION ITEMS

- A. Consideration of Amendments to the Districts 2023 Budget
Recommendation: *Approve Proposed Budget Amendments*
- B. Consideration to Authorize the General Manager to Purchase a 2023 Ford F-150 XL Super Cab and 2023 Chevrolet Silverado Crew Cab
Recommendation: *Authorize the General Manager to purchase a 2023 Ford F-150 XL Super Cab and 2023 Chevrolet Silverado Crew Cab for a not to exceed amount of \$89,000.*
- C. Consideration of Resolution No. 297, Revising the Districts Employee Policies and Procedures Manual to Include an Employee Phone Allowance
Recommendation: *Adopt Resolution No. 297*
- D. Discussion Regarding the 2023 Salary Survey
Recommendation: *Board Discretion*
- E. Consideration of Supporting Nomination of James Ciampa for Appointment to ACWA Legal Affairs Committee
Recommendation: *Board Discretion*
- F. Discussion Regarding 2023 Rate Study
Recommendation: *Board Discretion*

9. COMMITTEE REPORTS

- A. 100 Year Anniversary Ad-Hoc Committee (Rojas & Barajas)

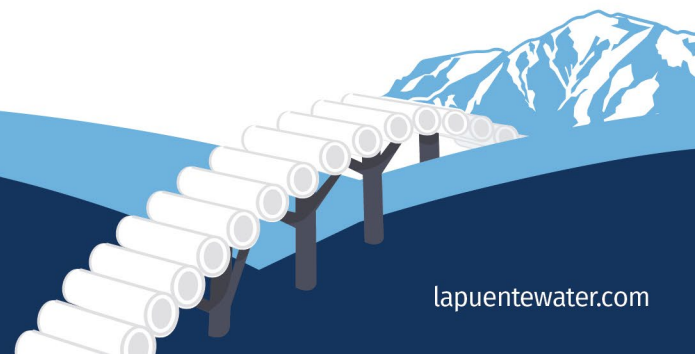
10. OPERATIONS AND MAINTENANCE SUPERINTENDENT'S REPORT

Recommendation: *Receive and File*

11. TREATMENT AND SUPPLY SUPERINTENDENT'S REPORT

Recommendation: *Receive and File*

12. PUBLIC OUTREACH REPORT



13. GENERAL MANAGER'S REPORT

14. OTHER ITEMS

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

15. ATTORNEY'S COMMENTS

16. CLOSED SESSION

- A. Conference with Real Property Negotiator - [Government Code §54956.8]
Property: L. A. County Assessor's Parcel Number 8208-025-948
District Negotiator: Roy Frausto, General Manager
Negotiating Parties: City of Industry
Under Negotiation: Price and Payment Terms

17. CLOSED SESSION REPORT

18. BOARD MEMBER COMMENTS

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

19. FUTURE AGENDA ITEMS

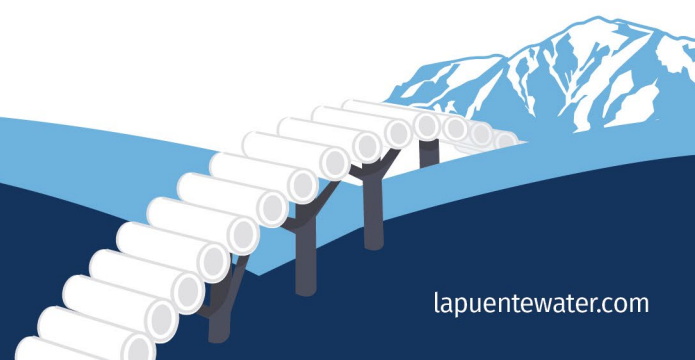
20. ADJOURNMENT

POSTED: Friday, August 11, 2023

President Henry P. Hernandez, 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. Roy Frausto, 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.





Item 6
Consent Calendar



**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS
LA PUENTE VALLEY COUNTY WATER DISTRICT
FOR MONDAY, JULY 24, 2023, AT 4:30 PM**

1. CALL TO ORDER

President Hernandez called the meeting to order at 4:31 pm.

2. PLEDGE OF ALLEGIANCE

President Hernandez led the Pledge of Allegiance.

3. ROLL CALL OF BOARD OF DIRECTORS

| President | Vice President | Director | Director | Director |
|------------------|-----------------------|-----------------|-----------------|-----------------|
| Hernandez | Rojas | Argudo | Barajas | Escalera |
| Present | Present | Absent | Present | Present |

OTHERS PRESENT

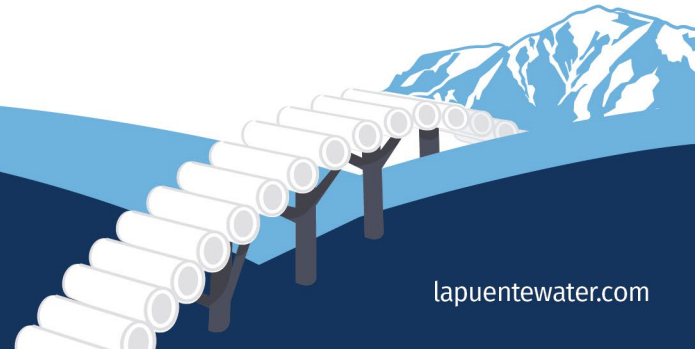
Staff and Counsel: General Manager & Board Secretary Roy Frausto; Customer Service & Accounting Supervisor, Shaunte Maldonado; HR Coordinator/Admin Assistant, Angelina Padilla; Operations & Maintenance Superintendent, Paul Zampiello; Water Treatment & Supply Superintendent, Cesar Ortiz were present and District Counsel, James Ciampa was present via phone.

4. PUBLIC COMMENT

None.

5. ADOPTION OF AGENDA

Motion: Adopt Agenda as Presented
1st: Vice President Rojas
2nd: Director Barajas



| | President Hernandez | Vice President Rojas | Director Argudo | Director Barajas | Director Escalera |
|-------------|----------------------------|-----------------------------|------------------------|-------------------------|--------------------------|
| Vote | Yes | Yes | Absent | 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: President Hernandez

2nd: Director Barajas

| | President Hernandez | Vice President Rojas | Director Argudo | Director Barajas | Director Escalera |
|-------------|----------------------------|-----------------------------|------------------------|-------------------------|--------------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

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

7. FINANCIAL REPORTS

A. Summary of the District's Cash and Investments as of June 30, 2023.

Mr. Frausto provided a summary on the Districts Cash and Investments and was available for any questions.

Motion: Receive and File as Presented.

1st: Director Escalera

2nd: President Hernandez

| | President Hernandez | Vice President Rojas | Director Argudo | Director Barajas | Director Escalera |
|-------------|----------------------------|-----------------------------|------------------------|-------------------------|--------------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

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

B. Statement of District's Revenue and Expenses as of June 30, 2023.

Ms. Maldonado provided a summary of the District's Revenue and Expenses and was available for any questions.

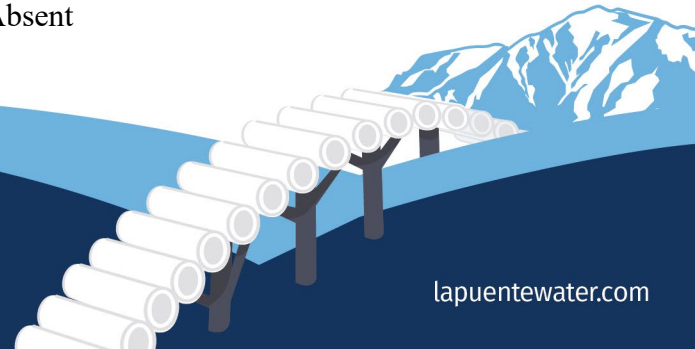
Motion: Receive and File as Presented.

1st: Vice President Rojas

2nd: Director Barajas

| | President Hernandez | Vice President Rojas | Director Argudo | Director Barajas | Director Escalera |
|-------------|----------------------------|-----------------------------|------------------------|-------------------------|--------------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

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



C. Statement of the Industry Public Utilities Water Operations Revenue and Expenses as of June 30, 2023.

Ms. Maldonado gave a presentation on the Industry Public Utilities revenue and was available for any questions.

Motion: Receive and File as Presented.

1st: President Hernandez

2nd: Vice President Rojas

| | President Hernandez | Vice President Rojas | Director Argudo | Director Barajas | Director Escalera |
|-------------|----------------------------|-----------------------------|------------------------|-------------------------|--------------------------|
| Vote | Yes | Yes | Absent | Yes | Yes |

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

8. ACTION / DISCUSSION ITEMS

A. Discussion Regarding the Subject Matter of the District’s Summer Newsletter

Mr. Frausto presented a draft of the District’s summer newsletter and asked the Board if they had any input.

Direction was provided, no vote necessary.

B. Discussion Regarding the Subject Matter of the Industry Public Utilities Waterworks System Summer Newsletter

Mr. Frausto presented a draft of Industry Public Utilities summer newsletter and asked the board if they had any input.

Direction was provided, no vote necessary.

C. Discussion Regarding the District’s Fleet Bed Wraps

Mr. Frausto presented the final version of the fleet wraps and asked the Board if they had any further input.

Direction was provided, no vote necessary.

9. GENERAL MANAGER’S REPORT

Mr. Frausto gave a brief update on the lead service inventory, and he also let the board know that he will be attending the City of Industry Civic Center Committee meeting to present to them what our district is looking for, regarding the new district building.

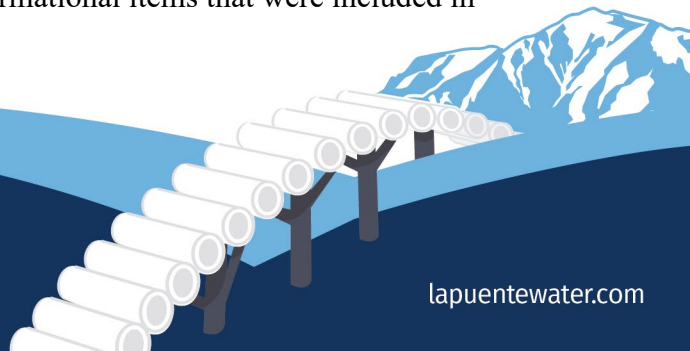
10. OTHER ITEMS

A. Upcoming Events.

Ms. Padilla announced the upcoming events and asked if any of the Board Members were interested in attending.

B. Information Items.

Ms. Padilla provided a brief announcement on the informational items that were included in the packet.



11. ATTORNEY'S COMMENTS

Mr. Ciampa had comments on two (2) items, the first item being a claim that was served to the District, and every other local agency regarding CalPERS, and the District concluded that it would not be a part of that class action lawsuit. Secondly, he stated that the COVID Emergency Plan will be extended for another year.

12. BOARD MEMBER COMMENTS

A. Report on Events Attended.

The Board did not have any events to report on.

B. Other Comments.

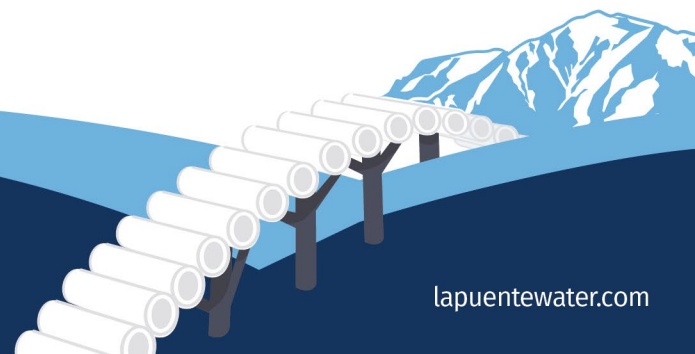
Vice President Rojas asked when the 100-year Ad Hoc will be meeting. Vice President Rojas asked Mr. Frausto to comment on the request from Industry to be the lead on capital improvement projects.

13. FUTURE AGENDA ITEMS

None.

14. ADJOURNMENT

President Hernandez adjourned the meeting at 5:02pm.



La Puente Water District July 2023 Disbursements

| Check # | Payee | Amount | Description |
|---------|-----------------------------------|---------------|---------------------------------------------|
| 10983 | Petty Cash | \$ 77.00 | Office Expense |
| 10984 | Canyon Water Company | \$ 536,144.70 | Lease of Water Rights |
| 10985 | Mary K Partridge | \$ 295,599.33 | Lease of Water Rights |
| 10986 | Sieglinde Tate | \$ 38,262.42 | Lease of Water Rights |
| 10987 | ACWA/JPIA | \$ 391.00 | Excess Crime Program |
| 10988 | ACWA/JPIA | \$ 34,725.23 | Difference in Conditions/Property Insurance |
| 10989 | Citi Cards | \$ 119.99 | Subscription |
| 10990 | CJ Brown & Company CPAs | \$ 1,778.00 | Audit Service |
| 10991 | Eide Bailly LLP | \$ 2,217.55 | Administrative Support |
| 10992 | Ferguson Waterworks | \$ 7,963.40 | Inventory Supplies |
| 10993 | Genesis Computer Systems Inc | \$ 446.45 | Computer Expense |
| 10994 | Grainger Inc | \$ 124.24 | Field Supplies |
| 10995 | Highroad IT | \$ 1,946.70 | Technical Support |
| 10996 | Merritt's Hardware | \$ 165.45 | Field Tools & Supplies |
| 10997 | O'Reilly Auto Parts | \$ 254.78 | Vehicle Maintenance |
| 10998 | Public Water Agencies Group | \$ 1,453.25 | Emergency Preparedness & Qtrly Assessment |
| 10999 | Red Wing Shoes | \$ 350.00 | MacGyver Quezada - Boot Allowance |
| 11000 | S & J Supply Co Inc | \$ 101.66 | Inventory Supplies |
| 11001 | SC Edison | \$ 8,500.01 | Power Expense |
| 11002 | SG Creative , LLC | \$ 2,200.00 | CCR & Social Media Design |
| 11003 | Southern Tire Mart | \$ 650.96 | Vehicle Maintenance |
| 11004 | Staples | \$ 161.80 | Office Supplies |
| 11005 | Uline Inc | \$ 168.77 | Safety Supplies |
| 11006 | Underground Service Alert | \$ 164.45 | Line Notifications |
| 11007 | Weck Laboratories Inc | \$ 314.10 | Water Sampling |
| 11008 | Western Water Works | \$ 2,999.91 | Inventory Supplies |
| 11009 | Waste Management of SG Valley | \$ 230.72 | Trash Service |
| 11010 | Blaine Tech Services Inc | \$ 1,053.20 | Technical Support - BP Plant |
| 11011 | Evoqua | \$ 128,854.49 | Resin Changeout |
| 11012 | Northstar Chemical | \$ 12,304.44 | Chemical Expense |
| 11013 | RC Foster Corporation | \$ 3,836.35 | Engineering Support |
| 11014 | Trojan UV | \$ 31,398.00 | UV Maintenance |
| 11015 | Weck Laboratories Inc | \$ 4,310.40 | Water Sampling |
| 11016 | Weck Laboratories Inc | \$ 5,789.38 | Water Sampling |
| 11017 | Weck Laboratories Inc | \$ 1,864.09 | Water Sampling |
| 11018 | Alexandra Guevara | \$ 460.00 | Cleaning Service |
| 11019 | Applied Technology Group Inc | \$ 30.00 | Radio System |
| 11020 | CalPERS | \$ 64,746.00 | Annual Unfunded Accrued Liability |
| 11021 | Cintas | \$ 198.39 | Uniform Service |
| 11022 | Continental Utility Solutions Inc | \$ 50.00 | Billing Expense |
| 11023 | Corporate Billing LLC Dept | \$ 1,261.81 | Vehicle Expense |
| 11024 | Hacienda Lawnmower | \$ 150.82 | Equipment Repair |

La Puente Water District July 2023 Disbursements - continued

| Check # | Payee | Amount | Description |
|---------|------------------------------------|--------------|------------------------------------|
| 11025 | Highroad IT | \$ 742.50 | Technical Support |
| 11026 | InfoSend | \$ 1,129.26 | Billing Expense |
| 11027 | Olson Resources | \$ 637.50 | Administrative Consulting |
| 11028 | SC Edison | \$ 190.92 | Power Expense |
| 11029 | SCI Telecom | \$ 125.00 | Telephone Service |
| 11030 | Sol Media | \$ 385.00 | Website Maintenance |
| 11031 | Spectrum Business | \$ 297.97 | Telephone Service |
| 11032 | Valley Vista Services | \$ 394.54 | Trash Service |
| 11033 | Weck Laboratories Inc | \$ 234.00 | Water Sampling |
| 11034 | Spectrum Business | \$ 717.17 | Telephone Service |
| 11035 | United Site Services | \$ 664.78 | Restroom Service @ Treatment Plant |
| 11036 | ACP Publications & Marketing | \$ 2,817.40 | CCR Print & Mailing |
| 11037 | ACWA/JPIA | \$ 5,627.18 | Worker's Compensation |
| 11038 | Chevron | \$ 3,123.57 | Fuel |
| 11040 | Continental Utility Solutions Inc | \$ 19.20 | Billing Expense |
| 11041 | Fleetio | \$ 150.00 | Vehicle Maintenance |
| 11042 | Jack Henry & Associates | \$ 32.50 | Web E-Check Fee's |
| 11043 | Lagerlof LLP | \$ 2,065.00 | Attorney Fee's |
| 11044 | Right of Way Inc | \$ 164.25 | Traffic Control |
| 11045 | S & J Supply Co Inc | \$ 624.48 | Inventory Supplies |
| 11046 | San Gabriel Valley Water Company | \$ 183.11 | Water Service |
| 11047 | Sonsray Machinery | \$ 3,823.47 | Backhoe Maintenance |
| 11048 | Spectrum Business | \$ 342.68 | Telephone Service |
| 11049 | Staples | \$ 201.64 | Office Supplies |
| 11050 | Weck Laboratories Inc | \$ 133.50 | Water Sampling |
| 11051 | Western Water Works | \$ 7,459.17 | Field Supplies |
| 11052 | Citi Cards | \$ 3,499.03 | Administrative Expenses |
| 11053 | Civiltec Engineering Inc | \$ 1,810.00 | District Wall Map |
| 11054 | Answering Service Care, LLC | \$ 111.06 | Answering Service |
| 11055 | Concentra | \$ 174.00 | Administrative Expense |
| 11056 | County of LA Auditor Controller | \$ 1,746.44 | LAFCO Commission Charges |
| 11057 | Eide Bailly LLP | \$ 1,064.35 | Administrative Support |
| 11058 | Pollardwater | \$ 992.36 | Field Tool |
| 11059 | Premier Access Insurance Co | \$ 3,318.75 | Dental Insurance |
| 11060 | So Cal Water Utilities Association | \$ 35.00 | Bill Rojas - Luncheon |
| 11061 | Staples | \$ 26.66 | Office Supplies |
| 11062 | Verizon Wireless | \$ 76.02 | Cellular Service |
| 11063 | Verizon Wireless | \$ 95.00 | Cellular Service |
| 11064 | Verizon Wireless | \$ 301.37 | Cellular Service |
| 11065 | Weck Laboratories Inc | \$ 124.43 | Water Sampling |
| 11066 | SC Edison | \$ 55,826.92 | Power Expense |
| 11067 | Verizon Wireless | \$ 114.03 | Cellular Service |
| 11068 | Weck Laboratories Inc | \$ 152.00 | Water Sampling |

La Puente Water District July 2023 Disbursements - continued

| | | | | |
|-----------------------|-----------------------------|-----------|----------------------------|-------------------------------------------|
| 11069 | AWWA | \$ | 487.00 | Membership Dues |
| 11070 | Mutual of Omaha | \$ | 1,298.71 | Life & Disability Insurance |
| Autodeduct | Bluefin Payment Systems | \$ | 909.07 | Web Merchant Fee's |
| Autodeduct | Wells Fargo | \$ | 158.94 | Bank Fee's |
| Autodeduct | First Data Global Leasing | \$ | 44.00 | Credit Card Machine Lease |
| Online | Home Depot Credit Services | \$ | 221.30 | Field Supplies |
| Online | Lincoln Financial Group | \$ | 7,755.00 | Deferred Comp |
| Online | CalPERS | \$ | 17,497.87 | Retirement Program |
| Online | Employment Development Dept | \$ | 5,024.36 | California State & Unemployment Taxes |
| Online | United States Treasury | \$ | 33,757.30 | Federal, Social Security & Medicare Taxes |
| Total Payables | | \$ | <u>1,362,726.00</u> | |

La Puente Water District July 2023 Disbursements

| | |
|-------------------------------|------------------------|
| Total Vendor Payables | \$ <u>1,362,726.00</u> |
| Total Payroll | \$ <u>96,346.47</u> |
| Total July 2023 Disbursements | \$ <u>1,459,072.47</u> |

La Puente Valley County Water District
Payroll Summary
July 2023

| | <u>Jul 23</u> |
|----------------------------------------|-------------------------|
| Employee Wages, Taxes and Adjustments | |
| Total Gross Pay | 137,347.22 |
| Deductions from Gross Pay | |
| 457b Plan Employee | -7,755.00 |
| CalPers EEC | -5,037.89 |
| Total Deductions from Gross Pay | <u>-12,792.89</u> |
| Adjusted Gross Pay | 124,554.33 |
| Taxes Withheld | |
| Federal Withholding | -12,718.00 |
| Medicare Employee | -1,993.90 |
| Social Security Employee | -8,525.75 |
| CA - Withholding | -4,970.21 |
| Medicare Employee Addl Tax | 0.00 |
| Total Taxes Withheld | <u>-28,207.86</u> |
| Net Pay | <u>96,346.47</u> |
| Employer Taxes and Contributions | |
| Medicare Company | 1,993.90 |
| Social Security Company | 8,525.75 |
| CA - Unemployment | 50.77 |
| CA - Employment Training Tax | 3.38 |
| Total Employer Taxes and Contributions | <u>10,738.80</u> |

Industry Public Utilities July 2023 Disbursements

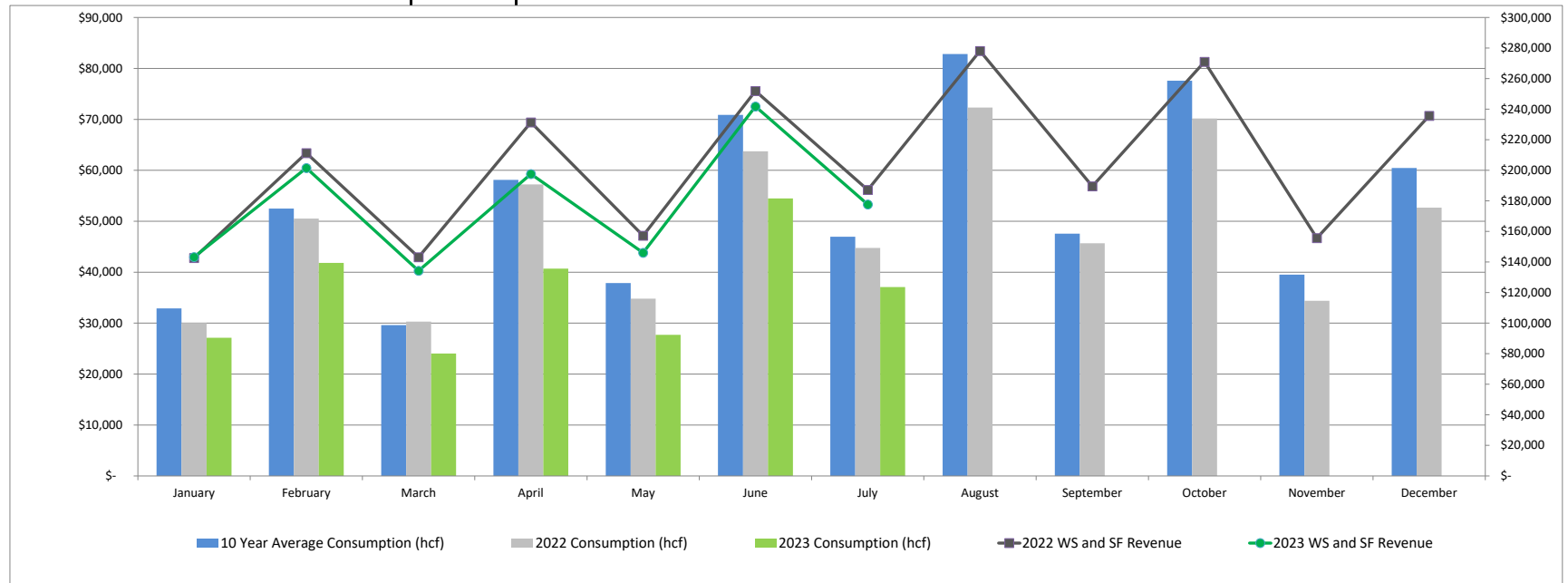
| Check # | Payee | Amount | Description |
|---------|----------------------------------------|---------------|--------------------------------------|
| 5705 | Petty Cash | \$ 31.50 | Office Expense |
| 5706 | La Puente Valley County Water District | \$ 231,021.70 | Groundwater Production Rights |
| 5707 | ACWA/JPIA | \$ 391.00 | Excess Crime Insurance |
| 5708 | Eide Bailly LLP | \$ 315.00 | Administrative Support |
| 5709 | Genesis Computer Systems Inc | \$ 446.45 | Computer Expense |
| 5710 | Grainger Inc | \$ 124.24 | Field Supplies |
| 5711 | Highroad IT | \$ 1,297.80 | Technical Support & License Renewals |
| 5712 | Merritt's Hardware | \$ 109.35 | Field Supplies |
| 5713 | O'Reilly Auto Parts | \$ 8.24 | Vehicle Maintenance |
| 5714 | SG Creative, LLC | \$ 1,980.00 | CCR Design |
| 5715 | Stetson Engineers Inc | \$ 11,968.75 | Engineering Support |
| 5716 | Titan Consolidated Industries, Inc | \$ 21,700.00 | Proctor Yard Demo |
| 5717 | Uline Inc | \$ 168.76 | Safety Supplies |
| 5718 | Underground Service Alert | \$ 164.45 | Line Notifications |
| 5719 | Weck Laboratories Inc | \$ 264.50 | Water Sampling |
| 5720 | Cintas | \$ 198.36 | Uniform Expense |
| 5721 | Continental Utility Solutions Inc | \$ 50.00 | Billing Expense |
| 5722 | Highroad IT | \$ 742.50 | Technical Support & License Renewals |
| 5723 | InfoSend | \$ 836.46 | Billing Expense |
| 5724 | Resource Building Materials | \$ 80.70 | Concrete Expense |
| 5725 | SC Edison | \$ 19,431.05 | Power Expense |
| 5726 | SCI Telecom | \$ 125.00 | Telecommunication Service |
| 5727 | SoCal Gas | \$ 15.29 | Gas Expense |
| 5728 | Sol Media | \$ 165.00 | Website |
| 5729 | Spectrum Business | \$ 80.21 | Telephone Service |
| 5730 | Spectrum Business | \$ 297.97 | Telephone Service |
| 5731 | Weck Laboratories Inc | \$ 405.50 | Water Sampling |
| 5732 | ACP Publication & Marketing | \$ 1,988.10 | CCR Print & Mailing |
| 5733 | ACWA/JPIA | \$ 1,406.80 | Workers' Compensaton Program |
| 5734 | Continental Utility Solutions Inc | \$ 19.20 | Billing Expense |
| 5735 | Industry Public Utility Commission | \$ 1,549.94 | Industry Hills Power Expense |
| 5736 | Janus Pest Management Inc | \$ 65.00 | Rodent Control |
| 5737 | La Puente Valley County Water District | \$ 61,780.90 | Labor Costs |
| 5738 | Right of Way Inc | \$ 164.25 | Traffic Control |
| 5739 | S & J Supply Co Inc | \$ 79.26 | Tools |
| 5740 | Staples | \$ 201.63 | Office Supplies |
| 5741 | W.A. Rasic Construction | \$ 24,321.06 | Contracted Services |
| 5742 | Weck Laboratories Inc | \$ 135.00 | Water Sampling |
| 5743 | Western Water Works | \$ 132.82 | Field Supplies |
| 5744 | Citi Cards | \$ 1,561.28 | Office Expense |
| 5745 | Civiltec Engineering Inc | \$ 1,810.00 | Engineering Support |
| 5746 | Answering Service Care, LLC | \$ 111.06 | Answering Service |

Industry Public Utilities July 2023 Disbursements

| | | | | |
|--------------------------------------|-----------------------------------|-----------|-------------------|---------------------------|
| 5747 | Eide Bailly LLP | \$ | 201.25 | Administrative Support |
| 5748 | Pollard Water | \$ | 992.36 | Tools |
| 5749 | San Gabriel Valley Water Company | \$ | 1,360.68 | Water Expense |
| 5750 | SoCal Gas | \$ | 14.79 | Gas Expense |
| 5751 | Staples | \$ | 26.66 | Office Supplies |
| 5752 | Verizon Wireless | \$ | 76.02 | Cellular Service |
| 5753 | Verizon Wireless | \$ | 95.00 | Cellular Service |
| 5754 | Verizon Wireless | \$ | 301.37 | Cellular Service |
| 5755 | Weck Laboratories Inc | \$ | 107.50 | Water Sampling |
| Autodeduct | Bluefin Payment Systems | \$ | 2,305.13 | Web Merchant Fee's |
| Autodeduct | First Data Global Leasing | \$ | 44.00 | Credit Card Machine Lease |
| Autodeduct | Wells Fargo Merchant Fee's | \$ | 30.60 | Merchant Fee's |
| Autodeduct | Bluefin Payment Systems | \$ | 22.35 | Tokenization Fee |
| Autodeduct | Jack Henry & Associates | \$ | 18.20 | Web E-Check Fee's |
| Online | Home Depot Credit Services | \$ | 44.93 | Field Supplies |
| Online | County of LA Dept of Public Works | \$ | 647.00 | Permit Fee's |
| Online | Home Depot Credit Services | \$ | 97.82 | Field Supplies |
| Online | Home Depot Credit Services | \$ | 90.84 | Field Supplies |
| Online | Home Depot Credit Services | \$ | 44.57 | Field Supplies |
| Total July 2023 Disbursements | | \$ | 394,267.15 | |

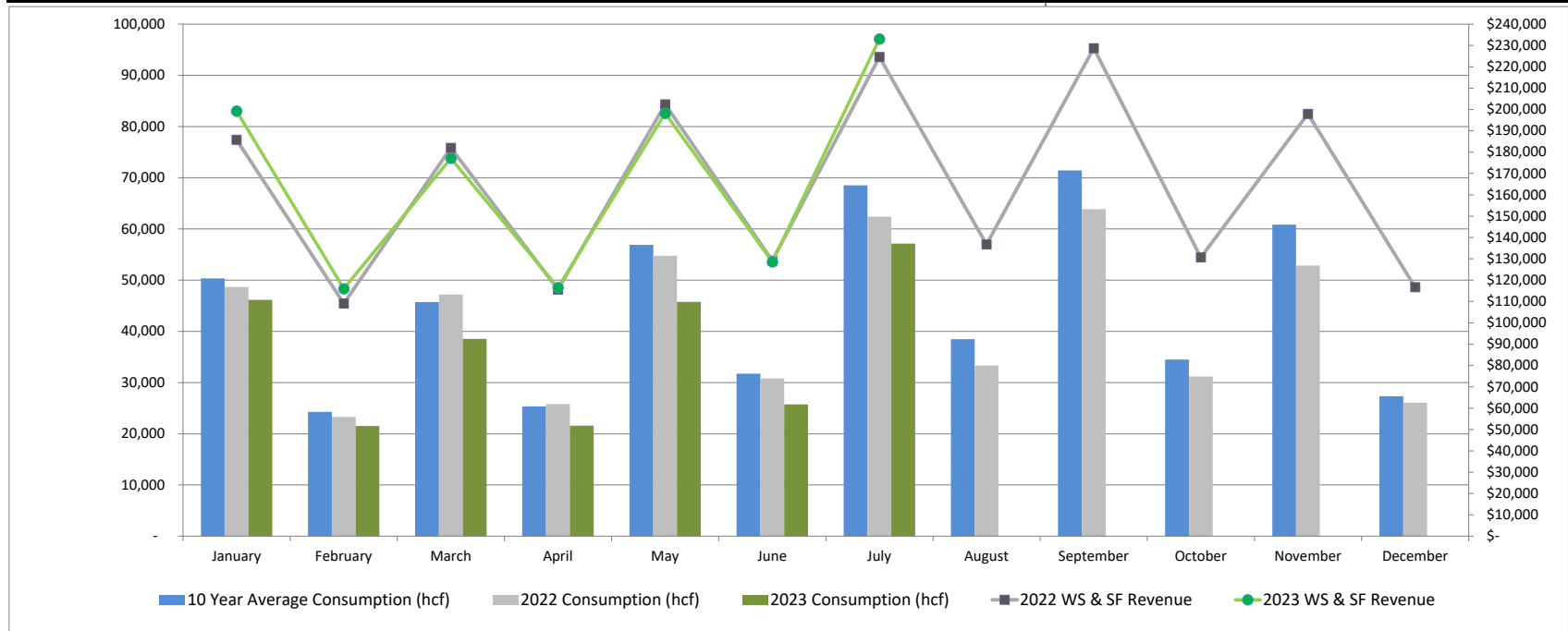
WATER SALES REPORT LPVCWD 2023

| LPVCWD | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| No. of Customers | 1,233 | 1,244 | 1,234 | 1,251 | 1,234 | 1,256 | 1,236 | - | - | - | - | - | 8,688 |
| 2023 Consumption (hcf) | 27,134 | 41,823 | 24,043 | 40,698 | 27,693 | 54,484 | 37,090 | - | - | - | - | - | 252,965 |
| 2022 Consumption (hcf) | 30,028 | 50,516 | 30,287 | 57,235 | 34,805 | 63,736 | 44,747 | 72,317 | 45,688 | 70,182 | 34,384 | 52,672 | 586,597 |
| 10 Year Average Consumption (hcf) | \$ 32,895 | \$ 52,489 | \$ 29,606 | \$ 58,128 | \$ 37,871 | \$ 70,878 | \$ 46,960 | \$ 82,820 | \$ 47,561 | \$ 77,590 | \$ 39,508 | \$ 60,451 | \$ 636,757 |
| 2023 Water Sales | \$ 75,152 | \$ 119,224 | \$ 65,978 | \$ 115,709 | \$ 77,681 | \$ 159,271 | \$ 109,107 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 722,123 |
| 2022 Water Sales | \$ 78,737 | \$ 136,210 | \$ 79,575 | \$ 156,218 | \$ 93,717 | \$ 175,590 | \$ 123,715 | \$ 201,938 | \$ 125,971 | \$ 194,818 | \$ 92,325 | \$ 153,404 | \$ 1,612,219 |
| 2023 Service Fees | \$ 68,131 | \$ 82,296 | \$ 68,280 | \$ 81,830 | \$ 68,343 | \$ 82,503 | \$ 68,590 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 519,972 |
| 2022 Service Fees | \$ 63,895 | \$ 75,110 | \$ 63,596 | \$ 75,124 | \$ 63,553 | \$ 76,336 | \$ 63,504 | \$ 76,180 | \$ 63,586 | \$ 76,187 | \$ 63,364 | \$ 82,202 | \$ 842,637 |
| 2023 WS and SF Revenue | \$ 143,283 | \$ 201,520 | \$ 134,258 | \$ 197,538 | \$ 146,024 | \$ 241,774 | \$ 177,697 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,242,094 |
| 2022 WS and SF Revenue | \$ 142,632 | \$ 211,320 | \$ 143,171 | \$ 231,342 | \$ 157,270 | \$ 251,926 | \$ 187,219 | \$ 278,118 | \$ 189,557 | \$ 271,006 | \$ 155,689 | \$ 235,606 | \$ 2,454,856 |
| 2023 Hyd Fees | \$ 950 | \$ 750 | \$ 950 | \$ 750 | \$ 950 | \$ 750 | \$ 950 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,050 |
| 2023 DC Fees | \$ 356 | \$ 11,689 | \$ 356 | \$ 11,689 | \$ 356 | \$ 11,689 | \$ 356 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,494 |
| 2023 System Revenue | \$ 144,590 | \$ 213,960 | \$ 135,565 | \$ 209,978 | \$ 147,330 | \$ 254,213 | \$ 179,003 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,284,638 |



WATER SALES REPORT CIWS 2023

| CIWS | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|-----------|------------|-----------|--------------|
| No. of Customers | 967 | 892 | 967 | 891 | 965 | 893 | 967 | - | - | - | - | - | 6,542 |
| 2023 Consumption (hcf) | 46,138 | 21,528 | 38,538 | 21,587 | 45,739 | 25,727 | 57,149 | - | - | - | - | - | 256,406 |
| 2022 Consumption (hcf) | 48,649 | 23,297 | 47,199 | 25,789 | 54,759 | 30,786 | 62,388 | 33,319 | 63,877 | 31,199 | 52,840 | 26,093 | 500,195 |
| 10 Year Average Consumption (hcf) | 50,340 | 24,264 | 45,724 | 25,354 | 56,891 | 31,739 | 68,515 | 38,483 | 71,435 | 34,483 | 60,845 | 27,324 | 535,396 |
| 2023 Water Sales | \$ 129,349 | \$ 60,205 | \$ 107,228 | \$ 60,663 | \$ 128,297 | \$ 72,801 | \$ 163,037 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 721,581 |
| 2022 Water Sales | \$ 123,503 | \$ 58,734 | \$ 119,827 | \$ 65,288 | \$ 140,366 | \$ 78,894 | \$ 162,064 | \$ 86,507 | \$ 166,187 | \$ 80,453 | \$ 135,174 | \$ 66,444 | \$ 1,283,439 |
| 2023 Service Fees | \$ 69,937 | \$ 55,806 | \$ 69,959 | \$ 55,844 | \$ 69,951 | \$ 55,826 | \$ 70,001 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 447,324 |
| 2022 Service Fees | \$ 62,348 | \$ 50,336 | \$ 62,203 | \$ 50,334 | \$ 62,049 | \$ 50,236 | \$ 62,538 | \$ 50,249 | \$ 62,538 | \$ 50,220 | \$ 62,782 | \$ 50,251 | \$ 676,083 |
| 2023 Hyd Fees | \$ 1,550 | \$ 300 | \$ 1,550 | \$ 300 | \$ 1,550 | \$ 300 | \$ 1,550 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,100 |
| 2023 DC Fees | \$ 20,050 | \$ 6,282 | \$ 19,916 | \$ 6,448 | \$ 19,775 | \$ 6,157 | \$ 20,050 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 98,678 |
| 2023 System Revenues | \$ 220,886 | \$ 122,593 | \$ 198,653 | \$ 123,255 | \$ 219,573 | \$ 135,084 | \$ 254,638 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,274,683 |





Item 7
Presentation by
General Manager



**Item 8
Action / Discussion
Items**

Memo



Date: August 14, 2023
To: Honorable Board of Directors
Subject: Request to Amend the 2023 District Operating Budget

Summary

Upon review of the District's 2023 Operating Budget, staff is requesting that the Board of Directors amend the current year's budget to reflect substantial changes from the original budget estimates. Amendments are proposed for accounts that are expected, by the end of the year, to have a considerable variance from the adopted budget. The proposed amendments are detailed in the enclosed summary.

Recommendation

Staff recommends the Board approve the amendments to the 2023 Budget as detailed in the enclosed summary. The overall net impact to the District's 2023 Operating Budget is (\$2,025) and overall impact to the District's Cash Position is \$1,326,750. At the upcoming Board of Directors meeting staff will present a further explanation of the proposed amendments.

If you have any questions on the information provided, please feel free to contact me.

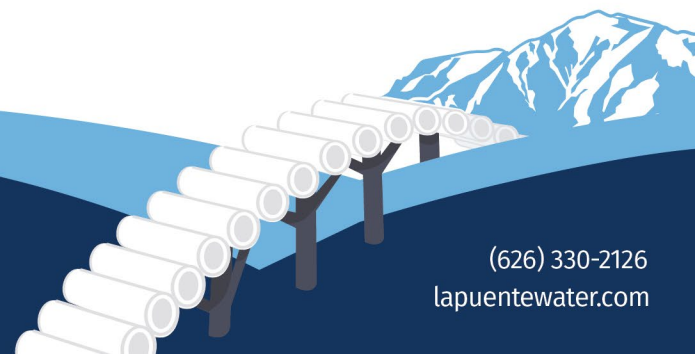
Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Roy Frausto".

Roy Frausto
General Manager

Enclosure

- Proposed 2023 Budget Amendments





Proposed Amendments to the District's 2023 Budget

| Operational Rate Revenues | | | | |
|-------------------------------|-----------------|---------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Water Sales | \$1,667,200 | \$ (155,800) | \$1,511,400 | Heavy rains during Q1 and Q2 of the 2023 CY affected water sales as many users stopped irrigating their lawns along with a strong response to conservation. |
| Net Change | | | \$ (155,800) | |
| Operational Non-Rate Revenues | | | | |
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Management Fees | \$317,902 | \$ 219,300 | \$ 537,202 | Negotiation of PVOU-IZ Mgmt. Fee to start in 2023. |
| Net Change | | | \$ 219,300 | |
| Non-Operational Revenues | | | | |
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Miscellaneous Income | \$7,500 | \$ 72,500 | \$ 80,000 | Vehicle Expense Reimbursement for PVOU-IZ and SZ |
| Net Change | | | \$ 72,500 | |
| Net Change in Revenues | | | \$ 136,000 | |

| Supply and Treatment Expenses | | | | |
|-------------------------------|-----------------|---------------------|---------------------|---------------------------------------------------------------------------------------------------------------------|
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Purchased & Leased Water | (\$495,655) | \$ (123,025) | (\$618,680) | Increase due to expensing only Lease 22-23 Water. Will not expense any of the cyclic storage purchased at \$251.90. |
| Net Change | | | \$ (123,025) | |
| Other Operating Expenses | | | | |
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Vehicles & Equipment | (\$50,000) | \$ (15,000) | (\$65,000) | Fleet Truck repairs. |
| Net Change | | | \$ (15,000) | |
| Net Change in Expenses | | | \$ (138,025) | |



| Capital Expenses | | | | |
|---------------------------------------------|-----------------|---------------------|----------------|-------------------------------------------------------------------------------------|
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Fleet Trucks | (\$80,000) | \$ (150,000) | (\$230,000) | Purchase of new Service Truck |
| Net Change | | | \$ | (150,000) |
| Other Funding & Debt Service | | | | |
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Grant Revenues | \$50,000 | \$ 1,225,000 | \$1,275,000 | Account for unanticipated Grant received for Nitrate Funding. |
| Net Change | | | \$ | 1,225,000 |
| Cyclic Storage Purchases | | | | |
| Description | Original Budget | Proposed Adjustment | Amended Budget | Reason |
| Cyclic Storage Purchases | (\$251,750) | \$ 251,750 | \$0 | No need to purchase Cyclic since all water produced will be covered by Lease water. |
| Net Change (Cyclic Storage Purchase) | | | \$ | 251,750 |
| Overall Impact to Cash | | | \$ | 1,326,750 |

| SUMMARY | |
|------------------------------------------------------------------------|--|
| INCREASE IN REVENUES BY \$136,000 | |
| INCREASE IN EXPENSES BY \$138,025 | |
| OVERALL IMPACT TO OPERATING BUDGET IS A NET DECREASE BY \$2,025 | |
| OVERALL IMPACT TO CASH POSITION IS AN INCREASE IN \$1,326,750 | |

STAFF Report



Date: August 14, 2023

To: Honorable Board of Directors

Subject: Purchase of Two New Pickup Trucks: 2023 Ford F-150 XL Regular Cab and 2024 Chevrolet Silverado Crew Cab

Purpose: *Purchase two new pickup trucks for use in water system operations and improve service reliability for water maintenance repairs.*

Recommendation: *Authorize the General Manager to purchase a 2023 Ford F-150 XL Regular Cab and 2024 Chevrolet Silverado Crew Cab from National Auto Fleet Group for a not to exceed amount of \$89,000.*

Fiscal Impact: *The District's 2023 Capital Expense Budget appropriates \$80,000 for the purchase of fleet trucks. The recommended purchase is slightly above the budget appropriation.*

BACKGROUND

The District currently has 11 vehicles that are utilized by Field Staff, Supervisors, and Superintendents to reliably operate the treatment facilities and distribution systems. As a result of the contractual obligations to support PVOU operations, the District will be hiring 3 additional field operator positions, which in turn requires a need for additional transportation vehicles.

The 2024 Chevrolet Silverado Crew Cab is meant to replace Truck 33 which is assigned to the Treatment and Supply Superintendent. Truck 33 will be assigned to field operators to perform duties such as customer service, meter reading, and water production. Truck 33 will be utilized immediately by field staff since it is already equipped with safety lights, a toolbox, and a two-way radio.

SUMMARY

The District is a member of the National Joint Powers Alliance (NJPA). NJPA is a public corporation serving as a municipal contracting agency. Membership is at no cost, and there is no obligation to purchase any vehicles or equipment. As a member of NJPA, the District has access to the National Auto Fleet Group (NAFG), which has a fifty-state vehicle contract covering numerous manufacturers and utility body companies that are utilized in public agency fleets. More information regarding NAFG can be found at <https://www.nationalautofleetgroup.com/>. In short, any quote requested from NAFG has already been competitively bid by NAFG.

For the purchase of the 2024 Chevrolet Silverado Crew Cab, staff requested quotes from NAFG for several different truck makes and models. After comparing prices, it was identified that the Chevrolet Silverado crew cab is the lowest-priced vehicle at \$50,217.12, and the proposal is enclosed as **Attachment 1**.

A summary of the quotes is provided below:

| Make | Year | Model | Amount |
|-----------|------|-------------------------|-------------|
| Chevrolet | 2024 | Silverado 1500 Crew Cab | \$50,217.12 |
| Ford | 2023 | F-150 XLT Super Crew | \$52,639.32 |
| Ram | 2024 | Big Horn Crew Cab | \$53,392.26 |

For the purchase of the 2023 Ford F-150 XL Regular Cab, staff requested a quote from NAFG, enclosed herein as **Attachment 2**. The quote is shown below:

| Make | Year | Model | Amount |
|-----------|------|------------------------|-------------|
| Ford | 2023 | F-150 XL Regular Cab | \$36,837.56 |
| Chevrolet | 2024 | Silverado 1500 Reg Cab | \$41,119.22 |

After comparing prices, the 2023 Ford F-150 XL Regular Cab was the lowest-priced vehicle quoted at \$36,837.56.

FISCAL IMPACT

The District's 2023 Capital Expense Budget appropriates \$80,000 for the purchase of fleet trucks. The recommended purchase is slightly above the budget appropriation.

RECOMMENDATION

Staff recommends the Board authorize the General Manager to purchase a 2023 Ford F-150 XL Regular Cab and a 2024 Chevrolet Silverado Crew Cab from National Auto Fleet Group for a not to exceed amount of \$89,000.

Respectfully Submitted,

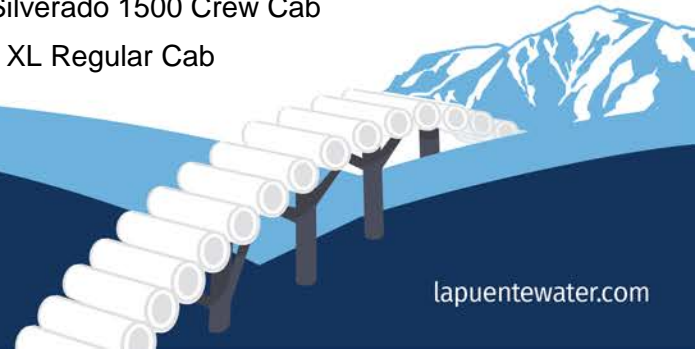


Paul Zampello

Operations & Maintenance Superintendent

ENCLOSURES

- Attachment 1: Quote from NAFG for the 2024 Chevrolet Silverado 1500 Crew Cab
- Attachment 2: Quote from NAFG for the 2023 Ford F-150 XL Regular Cab





National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

8/2/2023

Quote ID: **35067**

Order Cut Off Date: **TBA**

Cesar Ortiz
La Puente Valley County Water District
Water District

112 North Fifth Street

La Puente, California, 91744

Dear Cesar Ortiz,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Chevrolet Silverado 1500 (CC10543) 2WD Crew Cab 147" Custom 5.8' Box,) and delivered to your specified location, each for

| | One Unit (MSRP) | One Unit | Total % Savings | Total Savings |
|-----------------|--------------------|-------------|--------------------|---------------|
| Contract Price | \$47,070.00 | \$45,643.97 | 3.030 % | \$1,426.03 |
| Tax (10.0000 %) | | \$4,564.40 | | |
| Tire fee | | \$8.75 | | |
| Total | | \$50,217.12 | | |

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Quoting Department
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



GMC



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

8/1/2023

Quote ID: **35043**

Order Cut Off Date: **TBA**

Cesar Ortiz
La Puente Valley County Water District
Water District

112 North Fifth Street

La Puente, California, 91744

Dear Cesar Ortiz,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford F-150 (F1C) XL 2WD Reg Cab 6.5' Box 122" WB,) and delivered to your specified location, each for

| | One Unit (MSRP) | One Unit | Total % Savings | Total Savings |
|-----------------|--------------------|-------------|--------------------|---------------|
| Contract Price | \$36,740.00 | \$33,480.74 | 8.871 % | \$3,259.26 |
| Tax (10.0000 %) | | \$3,348.07 | | |
| Tire fee | | \$8.75 | | |
| Total | | \$36,837.56 | | |

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Quoting Department
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



GMC

STAFF Report



Meeting Date: August 14, 2023
To: Honorable Board of Directors
Subject: Update to the District's Employee Policies and Procedures Manual

Purpose: *Update the Employee Policies and Procedures Manual to add Cell Phone Allowances.*

Recommendation: *Review and approve the provided Updated Employee Policies and Procedures Manual (Employee Manual).*

Fiscal Impact: *The proposed revisions may result in an increase in cost in General & Administrative Expenses.*

Previous Related Action: *The Board last approved revisions to the Employee Policies and Procedures Manual in September 2022.*

BACKGROUND

The objective of the Employee Policies and Procedures Manual is to provide fair and equitable management of the District's personnel. The Manual is intended to insure uniform and fair treatment of applicants for employment and for District employees and to define obligations, rights, privileges, benefits, and prohibitions for all employees of the District.

SUMMARY

The District provides issued cell phones to field employees and the General Manager but does not provide office employees with issued cell phones for District business use. Office employees, as determined by the General Manager, whose job duties require them to regularly use or be available by personal cell phone may be eligible for a cell phone allowance to compensate for the business use of their personal device.

Individuals whose duties routinely or temporarily include the following may be eligible for a regular or temporary (minimum of two pay periods) allowance:

- Critical and/or emergency decision making
- Safety or security
- Considerable time away from an assigned office or work area, without assigned telephone access
- Required to be accessible outside of scheduled or normal working hours on a routine basis

The General Manager must confirm, in writing through a technology allowance approval form (**Enclosure 1**), that an employee meets at least one of these criteria and must recommend that the employee receive a cell phone allowance to compensate for business use of a personal cell phone.

Currently, the Employee Policies and Procedures Manual does not include a section regarding cell phone allowances. Staff annually or as needed reviews the Employee Policies and Procedures Manual to identify or reflect any needed changes. As a result of the aforementioned, staff is proposing to add a new Cell Phone Allowance section to the Employee Policies and Procedures Manual.

For your review, **Enclosure 2** is Resolution No. 297 that includes the summary of the proposed changes and the draft Employee Policies and Procedures Manual.

FISCAL IMPACT

The proposed revisions to the Employee Policies and Procedures Manual may result in an increase in the 2023 District Budget's expense category of General & Administrative Expenses.

RECOMMENDATION

Approve Resolution No. 297 to amend the current Employee Policies and Procedures Manual.

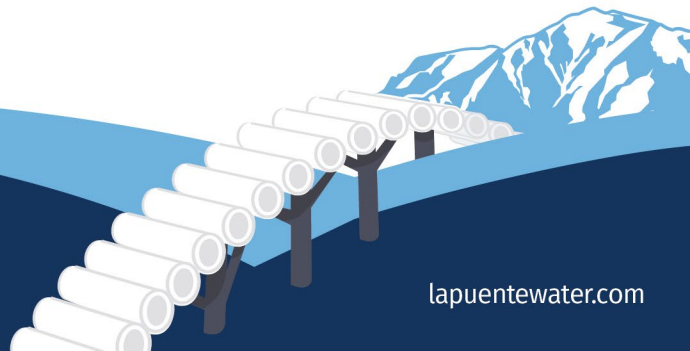
Respectfully Submitted,



Roy Frausto
General Manager

ENCLOSURES

- Technology Allowance Approval Form
- Resolution No. 297





TECHNOLOGY ALLOWANCE APPROVAL FORM

Use of Personal Cell Phones and Personal Electronic Devices for District Business

District employees who desire to use their personal cell phones or personal electronic device for District business must receive prior written authorization from their supervisor.

Full-time employees of the District authorized to use their personal cell phones or electronic devices shall receive a monthly allowance of \$50. The allowance shall be provided in accordance with District pay periods. The allowance is per employee and not per device. The District reserves the right to terminate the allowance at any time.

Employee use of personal cell phones or personal electronic devices during work hours should be limited to District business and must not involve any inappropriate or illegal behavior. Employees must keep personal use of personal cell phones and personal electronic devices during working hours to a minimal level and such use must not interfere with the employee's work duties or the District's normal business.

Non-exempt employees are prohibited from using their cell phone or electronic devices to conduct District business during off-duty hours unless the use is approved by a supervisor in advance and in writing. If a non-exempt employee is required to use their personal device during off-duty hours, the employee must notify their supervisor immediately. Non-exempt employees must record and report to their supervisor all off-duty time spent conducting District business on their personal device. Conducting business includes, but is not limited to, checking and responding to emails, text messages or telephone calls.

Employees understand their voluntary use of a personal cell phone or electronic device for District business may cause District communications on the cell phone or personal electronic devices (i.e., text messages, emails, phone call records, etc.) to be subject to public disclosure under the CPRA. Employees agree to cooperate in good faith with the District to respond to any CPRA request in accordance with applicable law.

| | |
|------------------------------------------------------------------------------------------------------------|------|
| Please accept this as my request for Technology Allowance per the Cellphone and Telecommunications Policy: | |
| | |
| Employee Name and Signature | Date |

| | | | |
|---------------------------------------------------------------------------------------------|--|--------------|------|
| The General Manager shall review the employee's request and determine the approval request. | | | |
| Accept: | | Deny: | |
| | | | |
| General Manager Name and Signature | | | Date |

SUBMIT THE COMPLETED FORM TO HUMAN RESOURCES



**RESOLUTION NO. 297
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LA PUENTE VALLEY COUNTY WATER DISTRICT
AMENDING ITS EMPLOYEE POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Board of Directors of the La Puente Valley County Water District (the "District") adopted an Employee Policies and Procedures Manual (the "Manual") to govern all matters related to employment at the District;

WHEREAS, District staff regularly reviews and proposes updates to the Manual as necessary to reflect changes in the law, incorporate industry best practices, or revise or adopt new policies or procedures to better improve the benefits, safety, or workplace conditions generally, with regards to employment at the District;

WHEREAS, the District has conducted a review of its Manual and desires to make certain revisions to the Manual to reflect a section on cell phone allowance;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the La Puente Valley County Water District hereby amends its Employee Policies and Procedures Manual as reflected in the attached overview document and as specified in the draft Manual in the form presented to the Board of Directors.

BE IT FURTHER RESOLVED, that the District's General Manager shall present the Manual, as revised, to all District employees as soon as feasible and changes made in the Manual will take effect immediately.

ADOPTED, SIGNED AND APPROVED this 14th day of August, 2023

Ayes:
Noes:
Absent:
Abstain:

President
Board of Directors
La Puente Valley County Water District

ATTEST:

Roy Frausto, Board Secretary

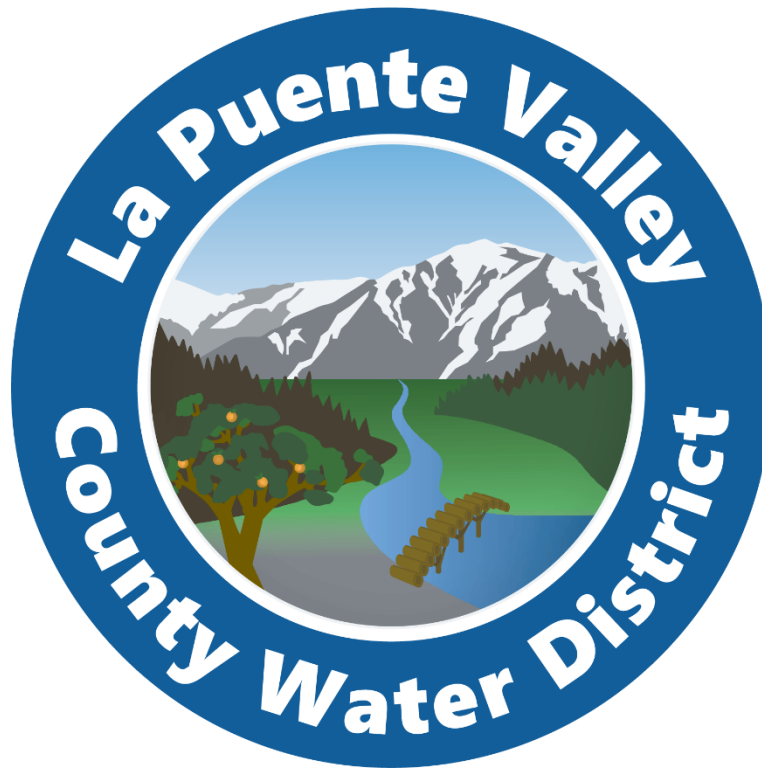
**LA PUENTE VALLEY COUNTY WATER DISTRICT
EMPLOYEE POLICES AND PROCEDURES MANUAL
Proposed Revisions Effective August 14, 2023**

| SECTION NO. | PROPOSED REVISIONS |
|----------------------------------------------------|---------------------------------------|
| Sec I – Preamble and Title | Changed to reflect new effective date |
| Sec II – Purpose | No Change |
| Sec III - Authority and Administration | No Change |
| Sec IV - Definitions | No Change |
| Sec V - Employment | |
| A. At Will Employment | No Change |
| B. Hiring of Employees | No Change |
| C. Introductory Period | No Change |
| D. Periodic Employee Evaluation | No Change |
| E. Normal Work Day | No Change |
| F. On-Call Duty | No Change |
| G. Policy Against Substance Abuse in the Workplace | No Change |
| H. Smoking | No Change |
| I. Outside Employment | No Change |
| J. Job Injury | No Change |
| K. Disciplinary Action | No Change |
| L. Standards of Conduct | No Change |
| M. Injury and Illness Prevention Program | No Change |
| N. Lactation | No Change |
| O. Dress Code and Safety | No Change |
| P. Electronic Communication | No Change |
| Q. Cell Phone Usage | No Change |

| | |
|------------------------------------------------|-----------------|
| R. Cell Phone Allowances | Added to Manual |
| S. Anti-Fraud | No Change |
| T. Termination and Resignation | No Change |
| Sec VI - Compensation | |
| A. Employee Compensation | No Change |
| B. Overtime Pay | No Change |
| C. On-Call Pay | No Change |
| D. Certification Bonus | No Change |
| E. Certification and Educational Reimbursement | No Change |
| F. Reimbursement of District Related Business | No Change |
| Sec VII – Benefits | |
| A. Vacation | No Change |
| B. Sick Leave | No Change |
| C. Holidays | No Change |
| D. Leave of Absence | No Change |
| E. Compassionate Leave | No Change |
| F. Leave Related to Military Service | No Change |
| G. HIPPA | No Change |
| H. COBRA | No Change |
| I. Jury Duty | No Change |
| J. Time Off to Vote | No Change |
| K. Health, Dental, and Vision Insurance | No Change |
| L. Life Insurance | No Change |
| M. Disability Insurance | No Change |

| | |
|-----------------------------------------------------------------------------|-----------------------------|
| N. Retirement Benefits and Deferred Compensation Plan | No Change |
| O. Retiree Health, Dental and Vision Benefits | No Change |
| P. Use of Vehicles | No Change |
| Q. California Family Rights Act (CRFA) and Pregnancy Disability Leave (PDL) | No Change |
| R. Return to Work | No Change |
| Sec IX - Non-Discrimination Policy and Complaint Procedure | |
| A. Non-Discrimination Policy | No Change |
| B. Complaint Procedure | No Change |
| Sec X - Workplace Violence | |
| A. Anti-Harassment Policy | No Change |
| B. Complaint Procedure | No Change |
| Employee Acknowledgement Form | Changed to reflect new date |

EMPLOYEE POLICIES
AND
PROCEDURES MANUAL



Revised August 2023



EMPLOYEE POLICIES AND PROCEDURES MANUAL

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LA PUENTE VALLEY COUNTY WATER DISTRICT EMPLOYEE POLICIES AND PROCEDURES MANUAL

I. PREAMBLE AND TITLE

This Manual shall be known as the La Puente Valley County Water District Employee Policies and Procedures Manual (the "Manual"). This Manual supersedes the Personnel Manual that was adopted by the Board of Directors on September 26, 2022, and all subsequently adopted amendments thereto.

II. PURPOSE

It is the objective of the La Puente Valley County Water District (the "District") to provide fair and equitable personnel management. This Manual is intended to ensure uniform and fair treatment of applicants for employment at the District and to define obligations, rights, privileges, benefits and prohibitions for all employees of the District.

The Board of Directors of the District reserves the right to amend, modify or delete any and all provisions contained in this Manual and shall comply with Government Code Section 54950 et seq. (the "Ralph M. Brown Act") as required.

III. AUTHORITY AND ADMINISTRATION

- A.** The Board of Directors of the La Puente Valley County Water District has approved the provisions of this Manual. The Board shall approve all additions, amendments and revisions to the personnel policies and procedures contained in this Manual.
- B.** The General Manager is responsible for implementing, administering, and ensuring compliance with the provisions of this Manual. In the event any provision of this Manual requires clarification, the General Manager may issue administrative instructions or guidelines clarifying the intent of said provision as adopted by the Board of Directors. The General Manager may develop and enforce procedures, consistent with this Manual, to facilitate its implementation.

IV. DEFINITIONS

For the purposes of this Manual the following definitions apply:

- A.** Board of Directors or Board - Board of Directors of the La Puente Valley County Water District.
- B.** Department Head - Employees who are directly responsible to the General Manager for the

supervision and/or management of Field Operations, Engineering/Compliance, and Customer Service/Accounting Departments.

- C.** District - The La Puente Valley County Water District which is formed pursuant to the County Water District Law (Water Code Sections 30000, et seq.).
- D.** Exempt/Executive Employee - The General Manager and other employees that may be designated as such. These employees are paid on a salary basis for work performed with no overtime pay. As salaried senior officials of the District, Executive personnel are expected to work those hours necessary to complete their duties and responsibilities.
- E.** Full-Time Regular Employee - All employees appointed by the General Manager for employment on a regular basis and work 40 hours per week. A Full-Time Regular Employee may be an Exempt or Non-Exempt employee.
- F.** General Manager - The General Manager of the District, duly appointed by a majority vote of the Board of Directors.
- G.** Non-Exempt Employee - Any employee who is paid wages for each hour of work performed and is eligible to receive overtime pay according to law.
- H.** Office Administrator – The employee who has been designated by the General Manager to carry out the duties of the position of Office Administrator as set forth in this Manual. The employee designated by the General Manager to serve in this capacity may vary pursuant to the matter to be addressed.
- I.** Part-Time Regular Employee - Any employee who is assigned a work schedule of less than 1000 hours per fiscal year. Such employees are not entitled to District benefits unless otherwise prescribed by law. See Section VII(N)(c) for exceptions
- J.** Temporary Employee - Any employee hired by the General Manager for a limited period of time, paid by the hour, is not provided any District benefits other than those stipulated by state and federal law, and is eligible to receive overtime pay according to law.
- K.** Intern – A part-time, temporary employee hired by the General Manager for the purpose of gaining hands-on work experience and completing work related tasks at the direction of the intern’s supervisor. This position is for a limited period of time, paid by the hour, and not provided District benefits other than those stipulated by state and federal law.

V. EMPLOYMENT

A. At-Will Employment

Employment with the District is “At-Will” for all employees and interns, with the exception of the General Manager who is employed under a contract with the District. At-Will Employment is not guaranteed for any length of time and may be terminated at any time, with or without cause, or with or without notice, by the District or by the employee, unless otherwise expressly agreed by a written employment agreement, subject to applicable law. Because employment with the District is At Will, the

guidelines in this Manual do not create any contractual or other rights (expressed or implied) for any employee in these classifications. Only the Board of Directors has the authority to enter into any agreement for employment for any specified period of time for any employee of the District.

B. Hiring of Employees

1. The District is an equal opportunity employer and will comply with all policies of the United States and the State of California which protect and safeguard the right and opportunity of all persons to seek, obtain, and hold employment without discrimination because of race (including any hairstyle historically associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks and twists), religious creed, color, age, sex, sexual orientation, gender expression or identity, genetic information, physical handicap, national origin, ancestry or any other protected class or characteristic under state or federal law. Decisions made by the District with regards to employees will be based upon policies and practices that further the principles of equal employment opportunity.
2. In accordance with Section 30540(a) of the California Water Code, the Board shall appoint by majority vote a General Manager, whose employment may be secured by an Employment Agreement. In accordance with Sections 30580 and 30581 of the California Water Code, the General Manager shall hire new employees for those positions approved by the Board pursuant to the approved salary resolution.
3. Prior to commencing employment with the District, applicants for safety sensitive field positions will undergo and must pass a pre-employment physical examination, alcohol and drug use screening, and a background investigation. Applicants for office positions are not safety sensitive positions but must pass a background investigation before commencing work with the District. All offers to hire new employees shall be made subject to the condition that the prospective employee successfully passes a physical exam, alcohol and drug screening, (if applicable) and background investigations to the reasonable satisfaction of the District.
4. The District may, in its sole discretion, abolish any position or terminate employment due to lack of work, lack of funds, reorganization, or other legitimate reason or business purpose. The employee holding such a position or employment may be laid off without disciplinary action and without the right of hearing or appeal. Employees to be laid off shall be given at least 14 calendar days' prior written notice.
5. Temporary Employees may be hired by the General Manager. The General Manager shall determine the term of employment, the number of hours to be worked in a day or week, and the compensation the employee will receive.
6. Intern employees may be hired by the General Manager. The General Manager shall determine the term of employment, the number of hours to be worked in a day or week, and the compensation the employee will receive.

C. Introductory Period

1. Newly hired or re-hired Non-Management Full-Time Employees will serve an introductory period of six (6) months. Upon conclusion of the introductory period, the

employees' performance will be evaluated. The General Manager may extend an employee's introductory period upon written notice to the employee.

2. Passing the introductory period with a satisfactory evaluation is a requirement for continued employment with the District. An introductory employee is employed At Will and may be terminated from his/her employment with the District at any time during the introductory period without cause or notice or the right to a hearing or appeal.
3. Newly hired employees must satisfactorily pass their introductory period to qualify for floating holidays, certification bonuses or to be eligible for educational or steel toe boot reimbursement.
4. Employees terminated during their introductory period shall not be entitled to nor be paid for accrued sick leave or floating holidays unless otherwise mandated by law. However, introductory employees will accrue vacation and sick leave at the normal rate during the introductory period. Accrued vacation time shall be available for use should their employment continue beyond the introductory period or be paid out upon termination unless a prior arrangement was made during the hiring/recruitment process with the General Manager or his/her designee.
5. If an employee is promoted to a higher-level non-management position, that employee will be required to serve a six (6) month introductory period in the new position. The General Manager shall determine upon completion of the introductory period whether the employee has met the performance expectation in the new position. The General Manager may determine if an employee has not done so and demote that employee to his/her previous position if such position is available, or an equivalent position for which the employee is qualified if such position is available, and such decision and action shall not be considered as discipline under Subsection K, below, and shall not entitle the employee to the right of notice, hearing, or appeal. If an employee is promoted to an Executive/Management position, his/her position shall remain At-Will.
6. A promoted employee will continue to accrue vacation and sick leave and is eligible for floating holidays as provided elsewhere herein as well as eligible to take vacation during said introductory period.
7. Successful completion of the introductory period does not assure an employee of continued employment with the District.

D. Periodic Employee Evaluation

The General Manager and the respective Department Heads shall evaluate the performance of each employee upon completion of the introductory period. Performance evaluations will be conducted at least annually based on the date of hire, or more frequently at the discretion of the Department Heads or the General Manager.

E. Normal Workday

The District office will be open for business Monday through Thursday from 7:30 a.m. to 4:00 p.m. and Friday from 7:00 a.m. to 3:30 p.m., except for holidays as provided elsewhere herein. District field operation business hours are between 7:00 a.m. to 3:30 p.m., Monday through Friday, except for holidays as provided elsewhere herein. The General Manager or Department Heads shall determine the

work schedules for employees and may designate alternate workday hours on a temporary basis, or as otherwise determined to be necessary or desirable, when the District operations make such designations desirable.

1. Each office employee will have one-half (1/2) hour off for lunch each day from Monday through Friday, subject to the reasonable scheduling requirements of the District. Each field operation employee will normally have one-half (1/2) hour off for lunch each day, subject to the reasonable scheduling requirements of the District. Employees are not paid for meal breaks.
2. Break periods not exceeding ten (10) minutes, one during each work period of three hours or more (e.g., once in the morning and once in the afternoon), shall be provided to employees. Employees are paid for these breaks.
3. Daily hours of work will be assigned by each employee's Department Head, or the General Manager as required to meet the requirements of that Department.
4. Overtime will be paid as provided in this Manual, as required by applicable law.
5. Attendance is an essential function for all District positions and punctuality is expected at all times. A lack of either is grounds for disciplinary action. If an employee is more than seven (7) minutes late for work, that employee may be required to use accrued vacation time to make up for lost work due to tardiness.

F. On-Call Duty

1. All full-time regular field operation personnel (hereinafter referred to as “field employees”) are required to participate in On-Call duty, which is an essential function of the job. It is assigned on a rotating basis by the General Manager or the designated Department Head.
 - a. The designated On-Call employee will be provided with a radio equipped District vehicle and a District cellular phone. The employee assigned this type of On-Call duty will be the first person contacted during non-regular business hours for questions and emergencies related to the distribution system and customer service issues, along with production and treatment system related issues. Accordingly, the On-Call employee on duty must be readily available for contact by telephone and able to respond within 30 minutes to the service call location.
 - b. This On-Call employee must also respond promptly to any SCADA alarm by remotely accessing the SCADA system to acknowledge the alarm and assess the issue. If the issue cannot be resolved via remote access, then the On-Call employee must respond to the problem site within one hour thereafter. The On-Call personnel shall perform a water system check remotely via SCADA each evening after a regular workday sometime between 7:00 p.m. and 10:00 p.m. or as directed by his/her supervisor.
 - c. This On-Call employee shall possess at least a Grade 2 Treatment Plant Operator license and a Grade 2 Distribution Operator license issued by the State of California.

- d. All On-Call duty personnel shall wear a District uniform at all times when conducting District business.
2. On-Call duty cycles begin each Wednesday evening at the close of business and end the following Wednesday at the opening of business.
3. All On-Call personnel shall be compensated for such work as provided in Section VI(C) of this Manual.

G. Policy Against Substance Abuse in the Workplace

The District recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its workforce, as well as the health and welfare of its employees. In recognition of the District's responsibility to maintain a safe work environment, the District strictly prohibits any form of substance abuse. The term "substance abuse" includes, but is not limited to, the use or possession of illegal drugs, alcohol, or abuse of prescription drugs, which could impair an employee's work performance and/or ability to perform his or her job safely.

1. All Employees of the District shall not:
 - a. Be at work or on call, drive a vehicle on District business, or operate any District equipment while under the influence of any amount of alcohol, or illegal or unauthorized drugs, or other mind-altering substances, including, but not limited to marijuana, which would result in a positive alcohol or drug test.
 - b. Ingest alcohol or marijuana, possess open containers of alcohol, possess marijuana unless prescribed for medicinal purposes, or use or possess illegal drugs of any kind while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal drugs of any kind to any person while on duty. If the use by an employee of a prescription drug may create an unsafe working condition which may affect the safety of the employee, co-workers, members of the public, the employee's job performance, or the safe or efficient operation of District business, this fact must be reported by the employee to his/her Department Head prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other reasonable actions as determined by the General Manager or Department Head. Failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action.
2. Pre-Placement/Post Offer Controlled Substance Testing
 - a. Any offer of employment for safety sensitive field positions will be conditioned upon the applicant passing a drug screening analysis. The General Manager or Office Administrator shall coordinate the drug screening process. Any applicant who refuses to be tested will not be extended an offer of employment. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.
3. Reasonable Suspicion Testing
 - a. Field Employees are subject to drug and alcohol testing when there is a

reasonable suspicion that the employee has violated the rules set forth herein against drug and alcohol use. Such Reasonable Suspicion Testing shall include any drug and alcohol testing subsequent to any employment related injury requiring medical attention or incident involving damage to any District property.

- b. Field Employees are subject to drug and alcohol testing when they are involved in an accident involving either: 1) the operation of a District vehicle; or 2) physical injury to a District employee or member of the public.
- c. When a field employee has previously been found in violation of this Section V (G), that employee may be required to submit to periodic unannounced drug and alcohol testing as a condition of remaining in or returning to District employment.
- d. Any employee who refuses to submit to a drug or alcohol test immediately when requested by a supervisor or law enforcement personnel will be treated in the same manner as an employee who failed an alcohol or controlled substance test.

H. Smoking

Smoking, including the use of e-cigarettes and vapes, is strictly prohibited at all times while carrying out District work assignments. In accordance with California law, smoking, including the use of e-cigarettes and vapes, is prohibited in and within twenty (20) feet of all District buildings and vehicles.

I. Outside Employment

The District is entitled to the unqualified loyalty of its employees. District employees shall positively represent the District; and the actions of its employees will not conflict with the best interests of the District. No employee of the District shall therefore be permitted to carry on concurrently with their employment with the District, any private business or undertaking which may detrimentally affect the time or quality of work for the District or create a conflict of interest with the District, unless expressly authorized in writing in advance by the General Manager.

J. Job Injury

- 1. Injuries suffered by employees while in the course of performing work for the District are covered by the District's workers' compensation insurance provider. All such job injuries, including any situation that results in serious injury or illness or death, must be immediately reported to the employee's Department Head and General Manager, who will promptly complete documentation of the injury and forward it to the Office Administrator who will submit an "Employee's Claim for Compensation Benefits" form (DWC Form 1).
- 2. Workers' Compensation will be supplemented as follows:
 - a. An employee will receive supplemental District pay for a period of up to three (3) days, as determined by the General Manager, so that said employee will receive equivalent regular pay for the maximum three (3) day period. After the maximum three (3) day period, the employee will be eligible to receive benefits under the District's workers' compensation insurance policy as authorized by the District's workers' compensation provider, should the injury prevent the

employee from returning to work for more than three (3) days.

- b. The General Manager, at his/her sole discretion, may grant supplemental District pay for longer periods of time than provided above.
- c. Employees may elect to use either accrued sick leave or vacation to supplement workers' compensation benefits in order to receive an equivalent regular paycheck, once the District payments, as provided for in Subsections "a" and/or "b" herein, have been exhausted. Said sick leave or vacation will be used in half (1/2) hour increments.
- d. The District will attempt to accommodate an employee's return to work after suffering a work-related injury on a case-by-case basis depending on the circumstances of the injury, the District's reasonable needs and, if applicable, availability of light duty work. The General Manager shall make such determination in his or her sole discretion.

K. Disciplinary Action

- 1. The District may discipline, up to and including termination, any employee for cause at any time, provided that all District employees are At-Will and subject to termination at any time. Disciplinary action for non-at-will employees includes, but is not limited, to, the following:
 - a. Oral Warning. A formal discussion with an employee, usually by the employee's Supervisor or Department Head, about performance or conduct problems, the need for the employee to improve and what improvement is expected. The Supervisor or Department Head shall make a written record of the warning which shall be placed and maintained in the employee's personnel file as an "oral warning."
 - b. Written Reprimand. A formal written notice, usually by the employee's immediate Department Head or General Manager, to the employee regarding performance or conduct problems, the need for the employee to improve and what improvement is expected. The written reprimand shall be filed in the employee's personnel file, along with a signed acknowledgment of receipt of the written reprimand from the employee. The employee may respond in writing to the written reprimand within seven (7) days, which response, if any, shall be placed in the personnel file with the written reprimand.
 - c. Suspension. An involuntary leave of absence without pay subject to the provisions in sections J-2 and J-3 below.
 - d. Demotion. Reduction from one position to another having a lower salary range for disciplinary purposes (Demotions resulting from organizational changes and layoffs are not disciplinary actions.)
 - e. Discharge. Termination of employment.
- 2. Suspensions of Three (3) Days or Less.
 - a. The General Manager has discretion to suspend any employee for a period of

three (3) days or less, and the suspended employee shall have no right of appeal. In such cases, a written notice will be given to and discussed with the employee. A copy of such notice will be placed in the employee's personnel file, along with a signed acknowledgement of receipt thereof by the employee. The notice shall include the specific charges upon which the action is based, identification of the rule, regulation, or policy violated, and the duration of the suspension. The employee may respond in writing to such notice within seven (7) days, which response, if any, shall be placed in the personnel file with the notice of suspension.

3. Suspensions of More than Three (3) Days, Demotion, or Discharge.
 - a. Prior to suspending an employee for more than three (3) days, demoting, or discharging an employee, a written notice of such proposed disciplinary action shall be delivered to the employee personally, or by certified mail to the employee's last known address, at least five (5) business days prior to the effective date of the proposed disciplinary action. Such written notice shall contain:
 - i. A description of the proposed disciplinary action and its effective date(s);
 - ii. a statement of the reasons for such proposed disciplinary action, including the acts or omissions on which the proposed disciplinary action is based;
 - iii. copies of documents upon which the proposed disciplinary action is based, if any;
 - iv. a statement of the employee's right to respond, either orally or in writing, prior to the effective date of such proposed action;
 - v. a statement of the employee's right to representation; and
 - vi. a statement of the employee's right to appeal should such proposed disciplinary action become final.
 - b. Prior to the effective date of such suspension, demotion, or discharge, an employee will be given an opportunity to respond either orally or in writing, at the employee's option, to his or her Department Head or Office Administrator.
 - c. If an employee responds to a notice of proposed disciplinary action, the proposed disciplinary action shall be stayed for two (2) business days, at which time the employee shall receive written notice either sustaining, modifying, or canceling the proposed disciplinary action.
 - d. Should a proposed suspension, demotion, or discharge become final, an employee shall have the right to appeal such action pursuant to Section V(K)(4), below.
 - e. An employee shall be given reasonable time off without loss of pay

to attend a pre-disciplinary meeting and/or interview pursuant to Section V(K)(4), below.

4. Disciplinary Appeals

- a. A suspension of more than three (3) days, demotion, or discharge may be appealed to the District's designated Office Administrator. The appeal shall be presented to the Office Administrator within five (5) calendar days following the employee's receipt of the written notice of such discipline under this Section or Section V(K)(3)(a) should the employee respond to the proposed disciplinary action pursuant to Section V(K)(3)(b). All disciplinary appeals shall be in writing and shall be signed by the employee. If, within the five (5) calendar day appeal period, the employee does not file said appeal, the action of the District shall be considered final and conclusive.
- b. If the employee timely files an appeal, the Office Administrator shall initiate an investigation on the suspension, demotion or discharge that the Office Administrator deems appropriate in his or her sole discretion, grant the employee the opportunity to be heard by the Office Administrator and to submit any documentary evidence the employee desires to have reviewed during the appeal.
- c. The Office Administrator shall render a decision sustaining, reducing or rescinding an appealed disciplinary action. If an action to suspend or demote is reduced or rescinded, the appellant shall be entitled to restoration of pay and/or benefits in a manner consistent with the Office Administrator's decision. If an action to discharge is reduced to a suspension, the appellant shall be restored to his or her position or a similar position in the same department, subject to forfeiture of pay and benefits for all or a portion of the period of time the appellant was suspended. If an action to discharge is rescinded, the appellant shall be reinstated to his or her former position or a similar position in the same department and shall receive pay and benefits for the entire period of time he or she was removed from duty.
- d. The decision of the Office Administrator is subject to appeal by the terminated employee to the General Manager. The General Manager will not conduct a hearing or a new investigation. The General Manager will review the record on appeal and, within forty-five calendar days following the Office Administrator's decision, will render a decision based thereon, sustaining, overturning, or modifying the Office Administrator's decision. The decision of the General Manager is final.

L. Standards of Conduct

Disciplinary actions are imposed primarily for corrective purposes and to address deficiencies in work performance. The following is a nonexclusive list of the common acts that lead to disciplinary action:

1. Actions contrary to the rules and regulations of the District, including those contained in this Manual.
2. Violation of any Federal, State, or local law directly impacting the employee's fitness for employment.
3. Using, possessing, dealing, distributing, or being under the influence of alcohol or marijuana, illegal narcotics, non-prescription or unlawful drugs, or other mind-altering substances, or the use of prescription drugs that may affect the safety of the employee or others, while on duty or at work locations, while on-call, or reporting to work or operating District vehicles or equipment.
4. Failure or refusal to comply with a lawful order or to accept a reasonable and proper assignment from an authorized Supervisor, Department Head or General Manager.
5. Inefficiency, dishonesty, incompetence, carelessness, or negligence in the performance of duties.
6. Sexual harassment or other unlawful harassment of another employee, customer or any other individual.
7. Chronic or excessive absenteeism, whether excused or unexcused, or inconsistent attendance.
8. Rude or discourteous treatment of other employees, customers or any other individual.
9. Inattention to duty, tardiness, carelessness or negligence in the care and handling of District property.
10. Loss or misuse of District funds.
11. Improper or unauthorized use of District vehicles or equipment or misappropriation of supplies.
12. Misuse of sick leave, including using sick leave under false pretenses.
13. Furnishing false information to obtain employment, or falsification of time sheets or other District records and reports.
14. Absence from duty without proper authorization, failure to report after leave of absence has ended or been disapproved, revoked, or canceled.
15. Acceptance of any bribe, gratuity, kickback, or other item of value when such is given in the hope or expectation of receiving preferential treatment.
16. Outside work not previously authorized in writing by the General Manager or such work that creates a conflict of interest with District work or detracts from the efficiency of the employee in the effective performance of District functions.

17. Failure to obtain or maintain necessary qualification, certificate, or license, which is required as a condition of employment.
18. A record of unsafe driving for those employees required to operate District vehicles, as determined by the General Manager in his or her discretion.
19. Refusal to submit to drug and alcohol tests when directed to do so by the General Manager, Department Heads or Supervisor pursuant to Section V(G) of this Manual.
20. Testing positive for the presence of a controlled substance or alcohol pursuant to Section V(G) of this Manual.
21. Failure to immediately report an accident or injury to the Supervisor, Department Head or General Manager.
22. Failure to immediately report breakdowns, improper or unsafe operation of equipment or facilities.
23. Working overtime without proper authorization.
24. Failure to use or wear proper safety gear, equipment and/or PPE.
25. Violation of any safety practices, including, but not limited to, wearing earbuds during field work operations and/or driving a District vehicle.

M. Injury and Illness Prevention Program (IIPP)

An injury and illness prevention program is a proactive process to help employers find and fix workplace hazards before workers are hurt. The purpose of this program is to prevent illnesses, injuries and fatalities in the workplace. A copy of the District's current Illness and Injury Prevention Program may be obtained from the Office Administrator.

N. Lactation

In compliance with Labor Code Section 1031, the District will provide any employee with a lactation room that is shielded from view, as well as access to a sink and refrigerator in close proximity to the employee's workspace. The District will provide additional break time to an employee to express milk as required under Labor Code Sections 1031 and 1033. Any employee shall have the right to request lactation accommodation by submitting the request for such accommodation in writing to the Office Administrator. The request should be submitted at least thirty (30) days prior to the date when the accommodation will be required and must include an estimate of the length of time for which the accommodation is required. The request shall also include any facilities the employee will need in connection with the lactation accommodation in order to facilitate the employee's expressing and storage of milk. The District will respond to any request for lactation accommodation within ten (10) days of receipt of the request, stating how the District will accommodate the request. An employee has the right to file a complaint with the California Labor Commissioner if the District violates the employee's right to such lactation accommodation.

O. Dress Code and Safety Equipment

1. The District will provide all full-time field employees with District uniforms to be worn while on duty. The District will also provide all field employees with necessary District owned safety equipment (e.g., safety vests, hard hats, etc.), which will be properly cared for by the employee.
2. Field employees shall be granted an allowance of up to \$350 per year for the purchase of steel toe boots. Employees must submit itemized receipts to the Office Administrator in order to receive reimbursement for said allowance.
3. All employees shall present a clean and neat appearance at all times; provided this provision shall not prohibit any hairstyle historically associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks and twists.
4. Office personnel will dress in a manner consistent with good business practices.
5. No employee shall have visible tattoos on the head, face, or neck. Any visible tattoos cannot be obscene, sexually explicit, discriminatory as to sex, race, religion, national origin, or be extremist in nature or gang related. Any tattoos in violation of this Section must be covered with clothing or a bandage while at work or must be removed.

P. Electronic Communications

The District uses various forms of electronic communications including, but not limited to, communications via computers, email, telephones, mobile phones, smart phones, text messaging, internet, and radios. All such electronic communications are official District's records and are the property of the District. The District reserves the right to access and disclose all messages transmitted through its system or equipment for any purpose. Employees should not, and do not have an expectation of privacy when it comes to their use of any District owned electronic communication devices. Communications transmitted over said forms of electronic communications should be limited to District business and District related activities or the accomplishment of business-related tasks.

Q. Cell Phone Usage

The use of cellular phones when operating an automobile or any motorized vehicle while conducting District business is prohibited, with the exception of the use of an integrated hands-free vehicle phone system for phone calls only (i.e., text messaging and Bluetooth headsets/earpieces do not fall within this exception).

R. Cell Phone Allowances

1. The terms upon which employees whose job duties require them to routinely be available by cell phone or to have access to a cell phone when they are performing their duties away from their office. Employees will be compensated for using their personal cell phone to meet those needs.
2. The District provides cell phones to field employees and the General Manger but does not provide office employees with District owned cell phones for their use. Office Employees, as determined by the General Manager, whose job duties require them to

regularly use or be available by personal cell phone may be eligible for a cell phone allowance to compensate for the business use of their personal devices.

3. A cell phone allowance is available either on an ongoing or short-term basis. Receipt of a cell phone allowance shall be based upon job duties. Individuals whose duties routinely or temporarily include the following may be eligible for a regular or temporary (minimum of two pay periods) allowance:
 - a. Critical and/or emergency decision making
 - b. Safety or security
 - c. Considerable time away from an assigned office or work area, without assigned telephone access
 - d. Required to be accessible outside of scheduled or normal working hours on a routine basis
4. The General Manager must confirm, in writing, that an employee meets at least one of these criteria and must recommend that the employee receive a cell phone allowance to compensate for business use of a personal cell phone.
5. A technology allowance approval form may be made at any time during the year. Allowances are not available retroactively. All approved allowances will be processed on the first available payroll.
6. A cell phone allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay for purposes of calculating pay raises or overtime rates.
7. In order to receive a cell phone allowance, an employee must agree to the following:
 - a. To obtain and maintain a personal cell phone and sufficient service to enable accomplishment of necessary job duties.
 - b. That they are responsible for any loss, damage, insurance, and/or replacement of their personal cell phone.
 - c. To promptly report to their department head or supervisor any change to their cell phone number.
 - d. Employees agree to carry the cell phone with them, keep it charged and in operational condition as necessary to perform their job duties.
 - e. To share their cell phone number and that their cell phone number may be shared as necessary for business purposes.
8. The dollar amount of the cell phone allowance is intended to compensate for only a portion of the expense of maintaining a personal cell phone and is determined based on expected use related to job duties. Tax considerations have been taken into account when determining allowance levels.

9. A cell phone allowance shall be \$50 per month.
 - a. Allowance rates shall be periodically reviewed by the General Manager.
 - b. The allowance amount shall be included in the employee's paycheck and will appear monthly.
10. Use of the phone in any manner contrary to local, state or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.
11. The General Manager is responsible for an annual review of the list of employees receiving the cell phone allowance, to determine if existing allowances should be continued as is, changed, or discontinued, and to determine if any new allowances should be established.
12. The District shall not bear any costs associated with an employee's maintenance of a personal cell phone and related service, other than an allowance approved pursuant to this policy.
13. If a District employee's job duties do not include the regular need to use a cell phone, then the employee is not eligible for a cell phone allowance. De minimus use of a personal cell phone for a business purpose or for personal convenience will not be reimbursed.
14. Exceptions to cell phone allowances may be made by the General Manager.

S. Anti-Fraud

1. The District and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their Department Head or General Manager.
2. The District expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the organization. Employees are expected to take great care when working with District's suppliers or contractual contacts and members. Employees should respect the confidentiality of information acquired in the course of their work. Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud and/or dishonesty, they should immediately communicate all facts to the General Manager, Department Head or Supervisor.

T. Termination and Resignation

1. Upon termination or resignation of employment with the District, the employee shall be offered an exit interview. The exit interview will include a discussion of any and all applicable benefits, including accrued sick leave, accrued vacation, the District's retirement plan, health insurance, life insurance and disability insurance. The employee

is also required to immediately return all District property, i.e., keys, credit cards, identification tag, uniforms, cell phone, laptop, tablets and/or any District embroidered shirts and caps.

2. Employees, including employees released during their initial introductory period or dismissed for disciplinary reasons, will receive their final paycheck within 72 hours of the employee's last day of work or, with the employee's consent, on the next scheduled payroll processing. The final paycheck will include payment for all earned salary due and not previously paid, and any accrued but unused leave balances which are subject to pay. Unused sick leave shall be paid out only to those employees who retire from the District or qualify as specified in Section VII(B) below.

VI. COMPENSATION

A. Employee Compensation

1. The Board of Directors shall have the exclusive authority to determine the General Manager's salary. The Board shall approve changes to the organization of District staff as recommended by the General Manager. The Board shall also determine the salary ranges and hourly pay ranges for positions of the District. The General Manager shall have authority to determine the salaries or hourly pay rates of the employees of the District within the approved salary range for each position.
2. Hourly rate of pay for Exempt/Executive Employees will be calculated by taking the employee's monthly pay rate and multiplying said rate by 12, then dividing by 2,080. All other employees' hourly pay rates shall be established upon date of hire and adjusted thereafter in accordance with Section V(C), VI(A) and Section VI(E).
3. Pay periods for all full-time employees will be bi-monthly with pay periods ending on the fifteenth and the last day of the month.
4. Pay periods for part-time employees and District Director's will be bi-monthly ending on the day prior to the day payroll is performed, as they are paid for actual time worked at the time payroll is processed.
5. Paychecks for all Employees, and for District Directors will be paid via direct deposit.
6. Pay earned during each pay period shall be paid to the employee within 2 working days of the end of each period.
7. The Board shall annually consider the cost of living in salary and wages of employees based upon recommendation by the General Manager.
8. Adjustments in salary and wages of employees based upon performance will be considered in conjunction with an employee performance review. The General Manager shall have authority to adjust an employee's salary and wages within the approved salary range of each position at his/her discretion.

B. Overtime Pay

1. All "Non-Exempt Employees" are eligible for overtime pay. All overtime hours worked

must be approved by a Department Head or General Manager.

2. Overtime pay is defined as that time spent on the job over eight (8) hours in one (1) normal workday or any time spent on the job on holidays, Saturdays, or Sundays.
3. The rate paid for overtime pay is the regular hourly rate times one and one-half (1½ or 1.5) for each hour of overtime worked beyond eight (8) hours in one day and two times the regular hourly rate for each hour of overtime worked beyond twelve (12) hours in one day. A 24-hour workday begins at 12:00 a.m. and concludes at 11:59 p.m.

C. On-Call Pay

1. Regular Workdays: Each employee of the District who is on On-Call will receive one and a half (1.5) hours of overtime pay for each weekday that the employee is performing On-Call duties. One half (½) hour of this time is to be recorded on his/her electronic timesheet as Distribution On-Call for the District, one-half (½) hour of this time is to be recorded as Distribution On-Call for Industry Public Utilities (“IPU”) and one-half (½) hour as BPOU Treatment On-Call for the BPOU treatment plant.
2. SCADA Alarms: Time spent by the On-Call employee to address a SCADA alarm or to perform a system check remotely via SCADA or other electronic device, will be paid overtime pay of a minimum of a quarter-hour (¼), or actual time worked, whichever is greater. The On-Call personnel shall perform a water system check remotely via SCADA twice a day each weekend day once between 2:00 and 4:00 p.m. and once between 7:00 p.m. and 10:00 p.m., or as directed by his/her supervisor.
3. Weekends: An employee will receive two (2) hours of overtime pay for each weekend day that the employee is performing On-Call duties. Three quarter (¾) hour of this time shall be recorded on his/her electronic timesheet as On-Call for the District, three quarter (¾) hour as On-Call for IPU and one-half (½) hour as BPOU Treatment On-Call for the BPOU treatment plant. Each three quarter (¾) hour recorded for LPVCWD and IPU is compensation for providing Distribution, Customer Service and Production On-Call for each entity. The On-Call Personnel shall also perform on-site BPOU water treatment facility rounds, which are estimated to take no more than two (2) hours unless operational issues arise. Rounds shall begin at 8:00 a.m. and be completed by 12:00 p.m. on weekend days, or as directed by his/her supervisor.
4. Holidays: An On-Call employee will receive three (3) hours of overtime pay for each District holiday, excluding floating holidays during which the employee is On-Call. For the employee performing On-Call duties One (1) hour of this time is to be recorded on his/her electronic timesheet as Distribution On-Call for the District, one (1) hour of this time is to be recorded as Distribution On-Call for IPU and one (1) hour as BPOU Treatment On-Call for the BPOU treatment plant. Time spent by an employee to address a SCADA alarm or to perform a system check remotely via SCADA will be paid overtime of a minimum of a quarter (¼) hour, or actual time worked, whichever is greater. The On-Call personnel shall perform a water system check remotely via SCADA twice a day each weekend day once between 2:00 and 4:00 p.m. and once between 7:00 p.m. and 10:00 p.m., or as directed by his/her supervisor. The On-Call Personnel shall also perform on-site BPOU water treatment facility rounds, which are estimated to take no more than two (2) hours unless operational issues arise. Rounds shall begin at 8:00 a.m. and be

completed by 12:00 p.m. on holidays, or as directed by his/her supervisor.

5. Call Outs: If the employee is required to physically respond to an after-hours emergency, service call, or facility alarm, the employee will receive overtime pay for a minimum of two (2) hours, or, for actual time worked, whichever is greater. This shall apply to each call out, provided the next call out occurs at least 2 hours after the initial call out. If the On-Call employee receives an additional call within the first two-hour call out period, the employee shall then be eligible for regular overtime compensation.

D. Timekeeping

Each employee is required to keep an accurate record of their time through the use of an online time tracking system designated by the District. It is each employee's responsibility to maintain the online time tracking system on a daily basis.

E. Certification Bonus

When an employee, other than Executive/Management Employees, obtains work related certifications or licenses above the required certification or licenses for their position, the employee will receive an annual bonus for each certification above the required level for their respective position. Qualifying certification or licenses for this bonus program are shown below, along with their respective annual bonus amounts:

- Water Distribution Operator (WDO) certificates issued by the California Water Resources Control Board:
 - WDO I – \$400.00
 - WDO II - \$600.00
 - WDO III - \$800.00
 - WDO IV - \$1,000.00
 - WDO V - \$1,200.00
- Water Treatment Operator (WTO) certificate issued by the California Water Resources Control Board:
 - WTO I - \$ 400.00
 - WTO II - \$600.00
 - WTO III - \$800.00
 - WTO IV - \$1,000.00
 - WTO V - \$1,200.00
- American Water Works Association Water Use Efficiency Practitioner Certification \$600.00
- American Water Works Association Cross Control Specialist Certification - \$800.00

The payment of the bonus for the aforementioned certifications will occur annually on the anniversary date of the issuance of the certificate. If the employee loses or no longer otherwise qualifies for a

certification for any reason, the annual bonus for the certification will immediately cease. It is the employee's responsibility to request the bonus at the appropriate time and provide the supporting certificate.

F. Certification and Educational Reimbursement

1. Upon successfully passing the tests and certifications listed in Section VI(D), above, the District will reimburse the employee for the cost of the test and certification, as well as certification renewal (minus any late fees, as it is the responsibility of the District employee to seek timely payment of fees).
2. With prior written approval from the General Manager, employees may be entitled to reimbursement of actual expenses for tuition, books and supplies incurred in conjunction with courses that are directly related to improving the employee's job skills or knowledge with respect to his or her current position, as determined by the General Manager in his or her sole discretion, provided the employee receives a passing grade of at least a "C" or "C-" for the course. Expenses for certification and education are limited to a maximum of \$3,000.00 per employee per calendar year.

G. Reimbursement for District Related Business

Use of personal automobiles by employees for District business shall be reimbursed for miles driven at the current standard mileage rate allowed by the Internal Revenue Service.

VII. BENEFITS

A. Vacation

1. Each Full-Time Regular Employee of the District shall receive paid vacation time in addition to salary. Said vacation will be accrued and credited to the employee's vacation account, on a monthly basis, as follows:
 - a. During the first year of employment through the fifth anniversary of the employee's hired date, the employee shall accrue 6.67 hours per month of vacation (equivalent to ten (10) days of vacation per year), up to a maximum of 320 hours of unused vacation time.
 - b. During the sixth year of employment through the tenth anniversary of the employee's hired date, the employee shall accrue 10 hours per month of vacation (equivalent to fifteen (15) days of vacation per year), up to a maximum of 320 hours of unused vacation time.
 - c. After the tenth anniversary of the employee's hired date, the employee shall accrue 13.33 hours per month of vacation (equivalent to twenty (20) days of vacation per year) up to a maximum of 320 hours of unused vacation time.
2. An employee may utilize accrued vacation time as arranged by the employee and his or her Department Head or General Manager at least 48 hours in advance of commencement of the vacation. Preferred vacation times are not guaranteed, but the employee's Department Head or General Manager shall attempt to grant the employee's

request. Once approved, scheduled vacations may not be changed unless authorized by a Department Head or General Manager.

3. Accrual vacation time is limited to a maximum of 320 hours for each employee and vacation time will cease accruing when that limit is reached, until such time as vacation time is used and the accrued total is reduced below 320 hours. Employees may elect, during any regularly scheduled payroll, to be paid for any vacation that they have accrued up to 80 hours, as long as the hours that are requested to be paid do not result in the employee's unused vacation time balance to drop below 40 hours. Vacation time will be paid at the employee's rate of pay in effect at the time payment is made.
4. In the event a District recognized holiday, as set forth in Section VII(C), below, falls within a scheduled vacation, such holiday shall not be charged against an employee's accrued vacation time.

B. Sick Leave

1. Full Time Regular Employees
 - a. Sick leave with pay shall be granted to each Full-Time Regular Employee of the District at the rate of three and one-third (3.33) hours for each pay period of services completed. Sick leave is not a privilege to be used at the employee's discretion. Sick leave may be used for preventive care or for care of an existing health condition of the employee or an employee's family member, or for specified purposes when an employee is a victim of domestic violence, sexual assault, or stalking, including: (i) to allow the employee to obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety or welfare of the employee or his or her child; or (ii) to obtain medical attention or psychological counseling services from a shelter, program or crisis center; or (iii) to participate in safety planning or other actions to increase safety, with appropriate certification of the need for such services. A family member includes the employee's parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. In order to request sick leave, the employee must notify the District in advance whenever the need is foreseeable, or within one (1) hour prior to the time set for beginning the employee's daily duties. If the request is sudden or otherwise unforeseeable, the employee must provide notice to the employee's Department Head or the General Manager as soon as possible. When sick leave absence is for more than three (3) working days, the employee may be required to file with the District a physician's release or other evidence satisfactory to the District, stating the cause or reason for absence. If an employee is absent five (5) (or more) consecutive working days, a doctor's release may be required in order for the employee to return to work. The doctor's release must state that the employee is sufficiently recovered to perform the duties of the position without restriction or limitation, or the employee may not be permitted to return to work.
 - b. Any Full Time Regular Employee who, on the first of December of any calendar year, has an unused sick leave balance of at least 400 hours (50 days) will be paid for sick leave that is in excess of 400 hours. The payment will be calculated at

one-half (1/2) of the employee's current rate of pay for hours in excess of 400 hours, which payment will be made during the first pay period in December of the same year. Payments shall be made to ensure that as of the first pay period of December of any calendar year there shall be no employee that has a balance of unused sick leave in excess of 400 hours.

- c. If an employee is terminated by the District or resigns with less than five (5) years of service, then the employee shall not be entitled to receive payment for any unused sick leave balance that the employee may have at the time of termination regardless of the amount of unused sick leave. If an employee resigns from the District with five (5) or more years of service to the District the employee will be paid for unused sick leave at fifty percent (50%) of the employee's current rate of pay. If an employee is terminated by the District, the said employee will not be eligible for payment of any unused sick leave. At no time will any such employee, subject to the provisions of this paragraph, be paid for any unused sick leave in excess of four hundred (400) hours.
- d. Any employee who retires with either service or disability retirement will be paid for any unused sick leave at one-half (1/2) of the employee's then current rate of pay.
- e. In case of an employee's death, the Board of Directors, in its sole discretion, may authorize the payment for any unused sick leave to that employee's spouse or family.

2. Part-Time Regular Employees

- a. Effective as of July 1, 2015, sick leave with pay shall be granted to each Part-Time Regular Employee of the District at the rate of 2 minutes of sick time per hour worked but will be granted a minimum of three (3) days of paid sick leave per calendar year. New Part Time Regular Employees must complete ninety (90) days of employment with the District before being eligible to use any accrued sick leave. Sick leave is not a privilege to be used at the employee's discretion. Sick leave may be used for preventive care or for care of an existing health condition of the employee or an employee's family member, or for specified purposes when an employee is a victim of domestic violence, sexual assault, or stalking, including: (i) to allow the employee to obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety or welfare of the employee or his or her child; or (ii) to obtain medical attention or psychological counseling services from a shelter, program or crisis center; or (iii) to participate in safety planning or other actions to increase safety, with appropriate certification of the need for such services.. A family member includes the employee's parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, and sibling.
- b. Any Part-Time Regular Employee who, on the first of December of any calendar year, has an unused sick leave balance in excess of 48 hours, will be paid for any such excess sick leave at the rate of one-half (1/2) of the employee's current hourly rate. Payment will be made during the first pay period in December of the same year. Payments shall be made to ensure that as of the first pay period of

December of any calendar year there shall be no part-time regular employee that has a balance of unused sick leave in excess of 48 hours.

- c. Sections VII.B(1)(c), VII.B(1)(d), and VII.B(1)(e), above, regarding sick leave that apply to Full Time Regular Employees shall also apply to Part Time Regular Employees.

C. Holidays

1. All Full-Time Regular Employees will receive the following days off from work as paid holidays per Calendar Year:
 - New Year's Day - January 1st
 - Martin Luther King Day - Third Monday in January
 - Presidents' Day - Third Monday in February
 - Cesar Chavez Day – March 31st
 - Memorial Day - Last Monday in May
 - Juneteenth – June 19th
 - Independence Day - July 4th
 - Labor Day - First Monday in September
 - Veteran's Day - November 11th
 - Thanksgiving Day – Fourth Thursday in November
 - Thanksgiving Holiday – Day After Thanksgiving Day
 - Christmas Day - December 25th
2. If a holiday falls on a Saturday, the immediately preceding Friday will be deemed the District holiday. If a holiday falls on a Sunday, the immediately following Monday will be deemed the District holiday, unless otherwise decided by management.
3. In addition to the District recognized holidays, each Full-Time Regular Employee of the District shall be entitled to two (2) additional days off per calendar year, to be known as a “floating holidays,” which may be utilized on any regularly scheduled District workday with the prior approval of the General Manager or appropriate Department Head. A “floating holiday” must be used in eight (8) hour increments. These “floating holidays” must be used in the calendar year. If not used within the calendar year, the unused day(s) will be paid to the employee at the close of the final pay period of the year, at the employee’s then current hourly rate.
4. Any Full-Time Regular Employee required to work on a holiday may be entitled to compensation pursuant to this Section VII(C). In order for an employee to receive a paid holiday, the employee must work on the regular workday before and the regular workday after the holiday or utilize vacation time on those days. If an employee takes either or both of those days off as sick leave, the employee may not receive a paid holiday unless and until the employee has provided his or her Department Head or General Manager a letter from a doctor or other medical professional substantiating the employee’s absence as a permissible use of sick leave.

D. Leave of Absence - Non-CFRA or Non-PDL Eligible

Upon submission of a written request, and written approval by the General Manager, an employee may be granted a non-CFRA or non-PDL eligible leave of absence without pay. No employee benefits will be paid by the District, or accrued, during the absence, other than those mandated by law. If the employee wishes to continue to receive insurance coverage(s) while on leave of absence, the employee may elect to pay the District the cost of insurance coverage(s) in order to continue protection.

E. Compassionate Leave

Whenever any Full-Time Regular Employee is absent from work due to a death in the employee's immediate family or the employee's spouse's immediate family, the General Manager is authorized to grant up to a maximum of three (3) working days compassionate leave with pay. Compassionate leave with pay will not affect any employee benefits. Immediate family for the purpose of compassionate leave is defined as a mother, father, wife, husband, natural or adopted child, brother, sister, grandparent, grandchild, domestic partner, similar in-laws or step relatives.

F. Leave Related to Military Service

Any leave taken as a result of military service must be supported by a certification of its necessity from the United States government. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider.

G. HIPPA

The Health Insurance Portability and Accountability Act was enacted in 1996 and is overseen by the U.S. Department of Health and Human Services. HIPPA regulations are enforced by the Office of Civil Rights and prevent the release, disclosure or use of an individual's health information without written permission. However, there are instances when certain health information can be disclosed to what is referred to as "covered entities" without permission. A copy of the current HIPPA notice may be obtained from the Office Administrator.

H. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law, and it is the employee's responsibility to notify the District's Office Administrator of any qualifying event believed to enable COBRA coverage within 60 days of such event. Cal-COBRA is California law that has similar provisions to federal COBRA. With Cal-COBRA the group policy must be in force with 2-19 employees covered on at least 50 percent of the employer's working days during the preceding calendar year, or the preceding calendar quarter, if the employer was not in business during any part of the preceding calendar year. A copy of the current COBRA requirements may be obtained from the Office Administrator.

I. Jury Duty

1. District employees summoned by a local or State tribunal will be permitted time off from work for jury duty. The affidavit or Jury Summons requiring jury service must be presented by the employee to the Office Administrator prior to the date that the employee

must attend jury duty.

2. For Full-Time Regular Employees, the District will pay for a maximum of up to ten (10) working days of jury service every calendar year at the employee's regular rate of pay. In order to qualify for paid jury leave, the employee must provide proof of attendance at jury duty and pay to the District any amount of money the Court paid to the employee, minus any amount paid for travel mileage.
3. All Full-Time Regular Employees that are required to serve on a jury for more than 10 days will continue to receive other District employment benefits while serving on the jury, but will not receive regular pay beyond the 10 days as set forth under Section VIII.1.2, above.

J. Time off to Vote

The General Manager will allow employees time off from work with pay for no more than two (2) hours or as otherwise provided by state and/or federal law for the purposes of voting at any Federal, Statewide or Local Government election. Such time off will be granted during times that are least disruptive to District operations, as designated at the discretion of the General Manager or the appropriate Department Head.

K. Health, Dental, and Vision Insurance

1. All Full-Time Regular Employees of the District, and all elected or appointed members of the District's Board of Directors, shall be eligible for health, dental, and vision insurance coverage upon meeting the required waiting period for each such coverage. For said Full-Time Regular Employees and Directors, the District shall pay for 100% of the cost of health, dental, and vision insurance coverage for the employee or Director, the employee's or Director's spouse, and the employee's or Director's dependent(s) in accordance with the group plan provided by the District.
2. A copy of the current health, dental, and vision insurance plans may be obtained from the Office Administrator. District paid health, dental, and vision insurance is a benefit that is subject to the discretion of the Board of Directors, and the plan(s) or coverage may be changed or eliminated without notice.

L. Life Insurance

1. Upon meeting the required waiting period, the District provides a life insurance benefit for the employee and such a lesser amount for family members of the employee as provided by the District's policy.
2. Upon a Director's sworn Oath of Office and upon meeting the required waiting period, life insurance shall be available to the Director and such lesser amount for the Director's spouse as provided by the District's life insurance plan.
3. A copy of the current life insurance plan may be obtained from the Office Administrator. The Board of Directors reserves the right to amend said life insurance benefits in its sole discretion at any time.

M. Disability Insurance

The District provides Full-Time Regular Employees Short-term Disability (STD) and Long-term Disability (LTD) insurance at no cost to the employee upon meeting the required waiting period. More information regarding said disability plans are available for inspection at the District office during regular business hours.

N. Retirement Benefits and Deferred Compensation Plan

1. The District participates in the California Public Employees Retirement System (CalPERS) for Full-Time Regular and eligible Part-Time Regular Employees.
 - a. For Full-Time Regular Employees hired prior to January 1, 2013, the District currently pays 100% of the contributions (both employer and employee contributions required under the plan). The District's contract with CalPERS provides employees with a 2% at age 60-retirement benefit.
 - b. For Full-Time Regular Employees hired after January 1, 2013, the District's contract with CalPERS provides employees with a 2% at age 62 benefit formula with an early retirement age of 52 and a maximum benefit factor of 2.5% at age 67. Said Full-Time Regular Employees hired after January 1, 2013, shall pay 50% of the total normal cost of their pension benefit. A Full-Time Regular Employee hired after January 1, 2013, that established a CalPERS membership at his or her previous employer within six months prior to beginning employment at the District, will qualify for the 2% at 60 formula as provided to Full-Time Regular Employees hired before January 1, 2013, as set forth in Section VII(N)(1)(a).
 - c. A Part-Time Regular Employee who works over 1,000 hours within a fiscal year, July 1st – June 30th, is entitled to retirement benefits with CalPERS. Said benefit shall be effective upon the first day of the first pay period of the following month after which the Part-Time Regular Employee completes 1,000 hours of employment with the District or when it has been predetermined that said employee will be scheduled to work over the 1000-hour limit for part-time employees. For Part-Time Regular Employees hired after January 1, 2013, that are eligible for CalPERS as set forth herein, the benefit is the same as for full-time regular employees as set forth in Section VII(N)(b), above.
 - d. The District's retirement benefits plan may be obtained from the Office Administrator for inspection at the District office during regular business hours.
2. The District also offers an employee funded Deferred Compensation Plan for all employees. Said plan may be obtained from the Office Administrator for inspection at the District office during regular business hours.
3. The Board of Directors reserves the right to amend the retirement benefits and deferred compensation plans at any time.

O. Retiree Health, Dental and Vision Benefits

1. The following individuals shall qualify for post-retirement medical, dental and vision insurance benefits:

- a. Retired Directors elected to office prior to January 1, 1995, who served on the Board of Directors for at least twelve (12) years prior to retirement, pursuant to Government Code Section 53201;
 - b. Full-Time Regular Employees that were employed by the District prior to November 1, 2011, who, at the time of retirement, had been continuously employed by the District for a minimum period of ten (10) years and have attained a minimum age of fifty (50) years; and
 - c. Full-Time Regular Employees employed by the District after November 1, 2011, who, at the time of retirement, had been continuously employed by the District for a minimum continuous period of twenty (20) years and have attained a minimum age of fifty-five (55) years.
2. The District provides medical, dental and vision insurance benefits for the spouses of eligible retired Directors and Employees (hereinafter referred to as the “Retiree”) as follows:
- a. For the spouse of Retirees under Sections VII(O)(1)(a) and VII(O)(1)(b), above, such benefits will be provided for the remainder of the spouse’s life, provided the spouse is married to the Retiree at the time of his or her retirement from the District and enrolled in the health coverage(s). Benefits shall be provided to the spouse as long as said spouse remains married to the Retiree until the Retiree’s death. Should the spouse remarry or disenroll from the health coverage(s) thereafter, such benefits shall permanently cease.
 - b. For the spouse of a Retiree under Section VII(O)(1)(c), above, the District shall make available, at the Retiree’s expense, medical insurance benefits for the spouse of the Retiree, provided the spouse is married to the Retiree at the time of his or her retirement from the District and enrolled in the health coverage(s). Benefits shall be provided to the spouse as long as said spouse remains married to the Retiree until the Retiree’s death. Should the spouse remarry or disenroll from the health coverage(s) thereafter, such benefits shall permanently cease. Any payments for coverage not provided to the District on the premium due date set forth by the insurance provider is subject to cancellation.
3. The District shall make available to Retirees under Section VII(O)(1), above, medical insurance benefits for the children of Retirees at the Retiree’s expense, provided that said child(ren) are enrolled in the health coverage(s) at the time of the Retiree’s retirement. The eligibility of coverage for such children shall be determined by the insurance provider. If payment for said coverage is not provided to the District on the due date set forth by the insurance provider, said coverage is subject to cancellation.
4. The term “retirement”, as used in this section, shall include resignation, death, or termination due to disability, of an employee who otherwise meets the qualifications for post-retirement benefits.
5. Retirees are eligible for Open Enrollment each year.
6. The Board of Directors reserves the right and retains sole discretion to substitute other comparable major medical, vision and dental coverage for the coverage then provided

under this Section VII(O).

P. Use of Vehicles

1. Employees who are required to operate a District or personal vehicle to conduct District business, must possess a valid California Driver's License issued by the California Department of Motor Vehicles. These employees must, at all times, observe and abide by all state and local traffic laws. Any employee operating a District or personal vehicle, who has his or her driver's license suspended or revoked or is refused insurance coverage by the District's insurance carrier, is subject to having his or her employment terminated by the District.
2. The District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program, a free service for the District that provides driver record reports on all employees (full-time and part time).
3. District vehicles are to be garaged at the District's Hudson Avenue warehouse when not in use. These vehicles are NOT to be used for personal business or transportation of family members or friends. The General Manager may grant a temporary exception to such prohibition when the circumstances warrant. The following District employees shall be issued District vehicles for transportation to and from work as well as for other District Business:
 - On-Call employee(s), while on-call
 - Supervisor(s)
 - Superintendent(s)

Q. California Family Rights Act (CFRA Leave) and Pregnancy Disability Leave (PDL)

1. Under the California Family Rights Act (CFRA), if an employee has more than 12 months of service with the District and has worked at least 1,250 hours in the preceding 12-month period, the employee may have a right to an unpaid family care or medical leave (CFRA Leave). This leave may be for up to 12 work weeks in a 12-month period for the birth, adoption, or foster care placement of the employee's child or for the employee's own serious health condition or that of the employee's child, parent, spouse, registered domestic partner, siblings and grandparents or grandchild.
2. Even if an employee is not eligible for CFRA leave, if the employee is disabled by pregnancy, childbirth or related medical conditions, the employee may be entitled to take a pregnancy disability leave (PDL) for up to four (4) months, depending on the period(s) of actual disability. If an employee is eligible under CFRA, the employee may be entitled to take both a PDL and a CFRA leave for the birth of the employee's child.
3. An employee that desires to utilize CFRA or PDL must submit the completed District CFRA form at least 30 days in advance of foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member). For events which are unforeseeable, the employee must, at a minimum, notify District management verbally as soon as the employee learns of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the

requested leave until the employee complies with this notice policy.

4. The District shall also require written verification from an employee's health care provider before allowing an employee leave for pregnancy disability or the employee's own serious health condition, or written verification from the health care provider of the employee's child, parent or spouse who has a serious health condition, before allowing the employee leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.
5. If an employee seeks leave for the birth, adoption or foster care placement of a child, the minimum duration of the leave is two (2) weeks, and the employee must conclude the leave within one (1) year of the birth or placement for adoption or foster care.
6. Taking CFRA leave or PDL may impact certain employee benefits and an employee's seniority date. An employee who wants more information regarding and the impact on such benefits should contact the Office Administrator.

R. Return to Work

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), the District has developed a Return-to-Work program. This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities. The Return-to-Work Policy is available for review in the office of the District's Office Administrator.

VIII. REQUEST FOR REASONABLE ACCOMMODATIONS

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship to the District would result. Any applicant or employee who requires accommodation in order to perform the essential functions of the job should contact the District's Office Administrator to discuss the need for accommodation. The District will engage in an interactive process with the employee to identify possible accommodations, if any.

IX. NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

A. Nondiscrimination Policy

1. The District is an equal opportunity employer and makes employment decisions on the basis of merit. Unless based upon a bona fide occupational qualification as defined by law, no personnel action (including appointment to or removal from a position in District employment) shall be based upon race, creed, color, age, religion, sex, ancestry, national origin, military status, physical or mental disability, pregnancy, childbirth or related medical condition, marital status, non-disqualifying medical condition, sexual orientation, gender expression or identity, genetic information or any other consideration unlawful under federal, state or local laws.
2. Any technique or procedure used in recruitment or selection of employees shall be designed to measure only the job-related qualifications of applicants. No recruitment or

selection technique or any other personnel action shall be used that, in the opinion of the General Manager, is not justifiably linked to successful job performance.

3. Pursuant to applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment with the District, unless such reasonable accommodations would impose undue hardship upon the District. The accommodation process is set forth in Section VIII, above.

B. Complaint Procedure

1. In adopting its nondiscrimination policy, the District assures its employees that every reasonable step will be taken to prevent discrimination from occurring. If an employee believes that he or she has been unlawfully discriminated against, the employee is urged to immediately provide a written or oral complaint to the employee's Department Head, Office Administrator, or to the General Manager as soon as possible after the incident. Such complaint should include all the details of the incident(s), names of individuals involved, and the names of any witnesses. The District will use its best efforts to keep all information and communication regarding the discrimination confidential, but some information may need to be disclosed in connection with an investigation that will be conducted and as required by applicable law.
2. Anyone receiving a complaint of unlawful discrimination will immediately document the complaint in writing and refer the complaint to the General Manager, who will ensure that an immediate, thorough, and objective investigation of the discrimination allegation(s) is undertaken. The General Manager will inform the employee of his or her right to seek independent legal counsel and any assistance available to the employee under the District's policies. If the complaint of unlawful discrimination concerns acts by the General Manager, then the complaint is to be submitted to the President of the District's Board of Directors.
3. After the investigation is completed and findings have been made, the District will communicate the findings to the complainant, the alleged offender, and any other concerned party as determined by the General Manager. If the General Manager determines that unlawful discrimination has occurred, remedial action will be taken as warranted by the circumstances. Any employee found to be guilty of discrimination will be subject to discipline ranging from oral or written reprimand, up to, and including, termination.
4. To achieve the goals of the District's policy, it is necessary that each employee understand the importance of the policy and his or her individual responsibility to contribute toward its maximum fulfillment. Employees are encouraged to report any and all perceived or alleged incidents of discrimination and are assured that there will not be any retaliation for having reported, in good faith, any incident of suspected discrimination.
5. This Nondiscrimination Policy and Complaint Procedure is included as part of this Manual and shall be provided to each District employee and to all new employees at the time of commencement of employment. Each existing and new employee shall acknowledge receipt of the Manual by executing the form specified in Section XII of

this Manual, which form shall be retained in each employee's personnel file.

X. *WORKPLACE VIOLENCE*

- A.** The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or ability to execute its daily business will not be tolerated.
- B.** Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District's property may be immediately removed from the premises. Threats, threatening behavior, or other acts of violence off District's property, but directed at District employees or Directors or members of the public while conducting business for the District, is a violation of this policy.
- C.** Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, threats through online social media or any other communication medium. Violations of this policy will lead to disciplinary action that may include termination.
- D.** Employees are responsible for notifying the General Manager or Department Head of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment at the District.
- E.** Each employee who receives a protective or restraining order which lists District's premises as a protected area is required to provide the Office Manager with a copy of such order.

XI. *ANTI-HARASSMENT AND COMPLAINT PROCEDURE*

A. *Anti-Harassment Policy*

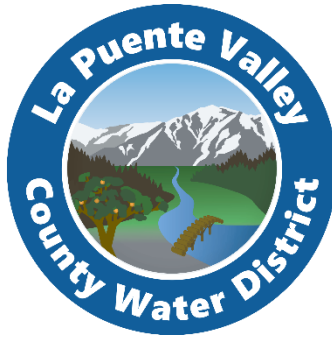
1. All employees, customers of the District, and members of the public, are to be treated with respect and dignity. The District is committed to providing an atmosphere free of all harassment, particularly harassment based on such factors as race, creed, color, religion, sex, national origin or ancestry, physical or mental disability, non-disqualifying medical condition, pregnancy, childbirth or related conditions, marital status, age, sexual orientation, gender identity or expression, or genetic information or other protected class or characteristic under applicable state or federal law.
2. Workplace harassment is against the law. It is the policy of the District that workplace harassment of any co-worker, co-employee or member of the public, by any employee, contractor, vendor, or customer of the District is absolutely prohibited and will not be tolerated. Failure to abide by this policy will result in disciplinary action, up to, and including, termination.
3. Workplace harassment includes verbal, physical, and visual contact that creates an intimidating, offensive, or hostile working environment that interferes with work performance. Examples of workplace harassment include, but are not limited to, racial or sexist slurs, ethnic or sexist jokes, posting of offensive statements, offensive or insulting posters or cartoons, and unwanted touching or blocking of normal movement.

4. It is unlawful to harass a person because of that person's sex. Sexual harassment encompasses many forms of offensive behavior and includes gender-based harassment of a person of the same sex. Sexual harassment includes, but is not limited to, the making of any unwelcome advances and/or visual, verbal or physical conduct of a sexual nature, offering employment benefits in exchange for sexual favors, or threatening reprisals after a negative response to a sexual advance. Some examples of sexual harassment are: requests for sexual favors, demeaning sexual remarks, leering, making sexual gestures, displaying of sexually suggestive objects or pictures, references to anyone in terms such as "honey," making or using derogatory comments, epithets, slurs or jokes, comments about an individual's body, touching, impeding or blocking movements, or any other conduct based upon an individual's sex that creates an atmosphere or environment that interferes with that individual's job performance or is intimidating, hostile, or offensive to that individual.
5. If an employee thinks that he or she or one of his or her co-workers has been the victim of harassment, that person should tell the harasser that the behavior is unwelcome. If the harasser does not stop, then immediately report such conduct to his or other Department Head or to the General Manager. Every complaint of harassment that is reported to a Department Head or the General Manager will be taken seriously and investigated thoroughly. The District encourages employees to report harassment, as every employee's cooperation is crucial to maintaining a healthy workplace that is free from harassment. Retaliation against any employee by management or other employees for making a complaint of harassment in good faith, or participating in the investigation of any complaint, will not be tolerated. This is the firm "zero tolerance" policy of the District.

B. Complaint Procedure

1. In adopting its zero-tolerance harassment policy, the District ensures its employees that every reasonable step will be taken to prevent harassment at the workplace. If an employee believes that he or she has been unlawfully harassed, the employee is urged to immediately do the following:
 - a. Make it clear to the offender that the behavior is offensive and unacceptable. If possible, confront the offender and attempt to persuade him or her to stop the behavior that is unwelcome. The offender may not realize that the advances or behavior are unacceptable. A simple confrontation will often end the situation.
 - b. Don't let confusion and self-doubt stop any person from speaking out regarding the behavior and actions of the offender.
 - c. Keep a record of dates, times, places, witnesses and the nature of the harassment. Such records may be very helpful if the employee finds it necessary to pursue a formal complaint.
 - d. Contact his or her Supervisor, Department Head or the General Manager if the employee feels that he or she has been or is being sexually harassed or is aware of or suspects the occurrence of sexual harassment, or desires counseling on coping with sexual harassment.

- e. Foster confidentiality by ensuring the privacy for all parties concerned with the exception of proper notification to the General Manager, Department Heads or Supervisor.
 - f. Provide a written or oral complaint to the employee's Supervisor, Department Head or to the General Manager as soon as possible after the incident. If the complaint of unlawful discrimination concerns acts by the General Manager, then the complaint is to be submitted to the President of the District's Board of Directors. Such complaint should include all details of the incident(s), names of individuals involved, and the names of any witnesses. The District will use its best efforts to keep all information and communication regarding the harassment confidential, but some information may need to be disclosed in connection with any investigation to be conducted or as required by applicable law.
2. The following procedures will be followed after an employee reports unlawful harassment:
 - a. Anyone receiving a complaint of unlawful harassment will immediately document the complaint in writing and refer the complaint to the General Manager, who will ensure that an immediate, thorough and objective investigation of the harassment allegation(s) is undertaken; provided that if the complaint relates to conduct by the General Manager, then the complaint will be submitted to the President of the District's Board of Directors, who will consult with District legal counsel regarding the possible investigation of the allegation(s). The General Manager will inform the employee of his or her right to seek independent legal counsel and any assistance available to the employee under the District's policies.
 - b. After the investigation and findings have been concluded, the District will communicate the findings to the complainant, alleged harasser, and any other concerned party as determined by the General Manager. If it is determined that unlawful harassment has occurred, remedial action will be taken as warranted by the circumstances. Any employee found to be guilty of harassment will be subject to discipline ranging from verbal or written reprimand, up to, and including, termination.
 3. To achieve the goals of the District's anti-harassment policy, it is necessary that each employee understand the importance of the policy and his or her individual responsibility to contribute towards its maximum fulfillment. Employees are encouraged to report any and all alleged or perceived incidents of harassment and are assured that there will not be any retaliation for having reported, in good faith, any incident of suspected harassment.
 4. This Anti-Harassment Policy and Complaint Procedure are included in this Manual and shall be provided to each District employee and all new employees at the time of commencement of employment. Each existing and new employee shall acknowledge receipt of the Manual by executing the form specified in Section XII of this manual and the executed form shall be retained in each employee's personnel file.



XII. EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE POLICIES AND PROCEDURES MANUAL

Each existing District employee and all new employees are required to receive and read a copy of this Manual and any amendments thereto. Each existing employee shall, within 30 days of the adoption of this Manual, receive and sign an acknowledgement that he or she has received and read this Manual and understands its provisions, which acknowledgement shall be placed in the employee's personnel file. Each newly hired employee shall, at the time of commencement of employment, receive a copy of this Manual and sign such acknowledgement prior to commencement of work at the District, which acknowledgement shall be placed in the employee's personnel file.

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE POLICIES
AND PROCEDURES MANUAL ADOPTED ON THE
14th day of August 2023**

I acknowledge that I have received, read, and understand the La Puente Valley County Water District's Employee Policies and Procedures Manual. I understand that this acknowledgement will be placed in my personnel file and that I will receive a copy of it upon request.

[Print Full Name]

[Signature]

[Date]

ACWA ADVISORY

COMMITTEE APPOINTMENTS
July 10, 2023

ACWA Committee Appointment Process Under Way for the 2024-'25 Term *Committee Consideration Forms Due Sept. 30*

ACWA members interested in serving on one of ACWA's 13 standing committees may apply now through Sept. 30. ACWA's committees offer members numerous opportunities to stay current and engage on important statewide water issues.

ACWA committees meet throughout the year, providing key technical, policy and organizational input to the ACWA Board of Directors. The committees bring together expertise and perspectives from across the state on key state and federal issues to help ACWA advocate for members in Sacramento and in Washington D.C.

The committee appointment information for the 2024-'25 term has been emailed to ACWA member agency general managers and board presidents. To be considered for a committee appointment, a completed and signed committee consideration form must be submitted to acwacommittees@acwa.com by Sept. 30. All consideration forms must be signed by the agency's general manager or board president.

Information about each committee and ACWA's appointment process is available on [ACWA's website](#).

When submitting names for consideration, please do so with the understanding that committees need active, involved individuals able to commit time and expertise. Agencies are responsible for all costs associated with the participation of its representatives on ACWA committees.

Questions

For questions about the ACWA committee appointment process, please contact Region and Member Engagement Specialist Ana Javaid at anaj@acwa.com or (916) 669-2442.



Item 9
Committee Report

Memo



Date: August 14, 2023
To: Honorable Board of Directors
Subject: 100 Year Anniversary

Summary

On August 3, 2023, at 11:00 am, Vice President Rojas and Director Barajas met with Roy Frausto, Shaunte Maldonado and Angelina Padilla for the 100 Year Anniversary Ad Hoc Committee meeting.

At the Committee meeting, Mr. Frausto provided an overview of the different items that have been discussed regarding plans and ideas for the 100 Year Anniversary taking place next year. The central focus was on the 100 Year Event, with a proposed date in July, in alignment with the District's incorporation on July 15, 1924. The Committee agreed that the ideal location would be in front of the District Headquarters. Plans for street closures and parking logistics will be further researched by staff. The Committee also agreed that the main food vendor should be locally sourced, and they also provided names of stakeholders that should be included for this event. Mr. Frausto suggested advertising around the City of La Puente and Industry with banners and partnering with these cities to advertise the event.

Furthermore, various options for event-related swag items were discussed, including drawstring backpacks, aluminum water bottles, magnets, and potential raffle prizes. Additional topics included staff gear, staff-related events, and scholarships. These discussions involved acquiring new 100-year themed apparel, creating a staff yearbook, and organizing a holiday dinner.

Considering the aforementioned items, the Committee reached the conclusion that the Public Outreach Budget for 2024 should be increased by \$15,000 - \$20,000, resulting in a total budget of \$40,000 or \$45,000 for Public Outreach.

Thank you,

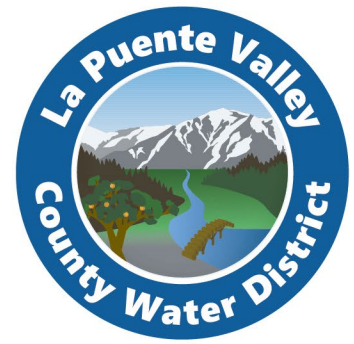
A handwritten signature in blue ink, appearing to read "Roy Frausto".

Roy Frausto
General Manager



Item 10
Operations
Maintenance Report

Memo



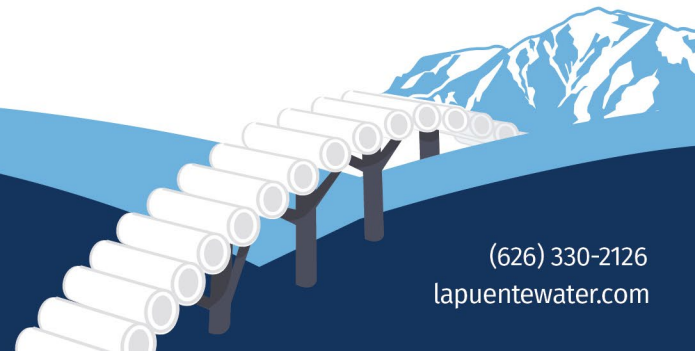
Date: August 14, 2023
To: Honorable Board of Directors
From: Paul Zampiello, Operations & Maintenance Superintendent
Subject: Monthly Operations & Maintenance Superintendent's Report

The following report summarizes LPVCWD, IPU Waterworks, BPOU, and PVOU operational and compliance activities of July and since the last report to the Board. The report also includes the status of various projects for each system.

DISTRIBUTION, SUPPLY AND PRODUCTION

- Monthly Water Production Summary – Total production from the LPVCWD Wellfield for the month of July was 312.5 AF, of which 157.01 AF was delivered to Suburban Water Systems. IPU Waterworks Well No. 5 produced a total of 154.26 AF in the month of July. The July Monthly Production Report is provided as **Attachment 1**.
- Well Water Levels and Pumping Rates – The latest static water level, pumping water level, and pumping rate for LPVCWD and IPU Waterworks are as shown in the table below.

| Well | Static Water Level (Ft) | | | Pumping Water Level (Ft) | | | Drawdown (Ft) | Current GPM Pumping Rate | Specific Capacity (GPM/Ft) |
|----------|-------------------------|------|-------------------------------|--------------------------|------|-------------------------------|---------------|--------------------------|----------------------------|
| | 2022 | 2023 | Difference Current - 2022 (%) | 2022 | 2023 | Difference Current - 2022 (%) | | | |
| LPVCWD 2 | 160 | 130 | 18.8% | 209 | 149 | 28.7% | 19 | 1,022 | 53.8 |
| LPVCWD 3 | 162 | 122 | 24.7% | 172 | 131 | 23.8% | 9 | 1,000 | 111.1 |
| LPVCWD 5 | 147 | 104 | 29.3% | 174 | 125 | 28.2% | 21 | 1,383 | 65.9 |
| COI 5 | 113 | 84 | 25.7% | 159 | 147 | 7.5% | 63 | 1,387 | 22.0 |



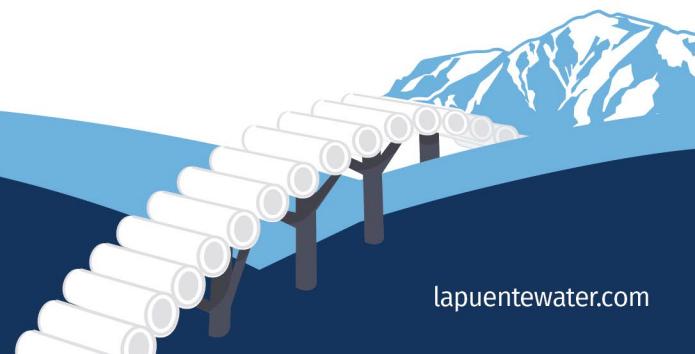
- Monthly Water Conservation – A summary of LPVCWD and IPU Waterworks usage for the past 6 months as compared to the previous Year is shown below.

LPVCWD Monthly Water Consumption

| Month | 2022 | 2023 | Difference Current-Previous Year (%) | Accumulative Difference (%) |
|----------|--------|--------|--------------------------------------|-----------------------------|
| February | 111.95 | 93.94 | -9.5% | -9.5% |
| March | 129.15 | 93.31 | -16.1% | -12.8% |
| April | 121.02 | 105.03 | -27.8% | -17.8% |
| May | 140.36 | 117.13 | -13.2% | -16.6% |
| June | 143.96 | 123.84 | -16.6% | -16.6% |
| July | 154.20 | 157.80 | 2.3% | -13.5% |

IPU Waterworks Monthly Water Consumption

| Month | 2022 | 2023 | Difference Current-Previous Year (%) | Accumulative Difference (%) |
|----------|--------|--------|--------------------------------------|-----------------------------|
| February | 85.82 | 71.62 | -16.5% | -16.5% |
| March | 99.98 | 77.16 | -22.8% | -12.3% |
| April | 99.61 | 87.51 | -12.1% | -17.2% |
| May | 110.56 | 95.04 | -14.0% | -16.4% |
| June | 107.76 | 102.54 | -4.8% | -14.1% |
| July | 124.26 | 151.93 | 22.3% | -8.0% |



CAPITAL / OTHER PROJECTS

1. LPVCWD Recycled Water Project

Staff has finalized the LACSD site use permit. Field Staff is currently working on procuring the necessary parts and will schedule the work to complete the retrofit of the Homestead Museum.

2. LPVCWD PVOU IZ Project and SZ-South Project.

Staff continues to conduct bi-weekly project meetings with RC Foster to discuss the plant startup. Also, District's operators are running the IZ treatment plant, with discharge to the storm drain, now that the NPDES permit requirements have been met. RC Foster crews conducted the modification of the wastewater line for future flowmeter calibration for the LACSD permit, and Wigen technicians and programmers worked on process control updates and punch list items.

RC Foster has continued onsite construction for the new PVOU-SZ Treatment Plant. Recent construction activities include RC Foster crews performed leak testing on chemical pump systems, technicians worked on RO skids checks, and crews started installing the landscape irrigation lines.

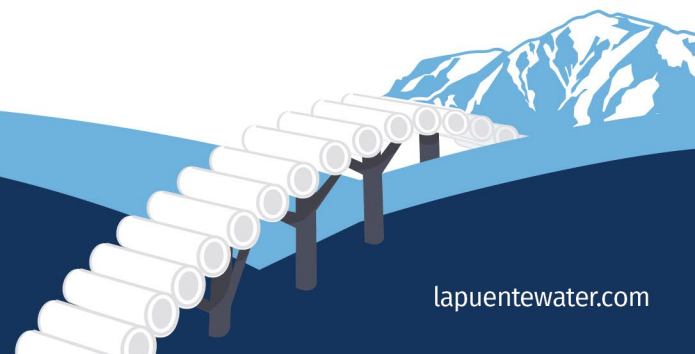
3. Distribution Leak Repairs & Maintenance – Field staff performed various replacements and leak repairs to the water distribution systems in July. They have repaired and replaced: 5 water service lines, 3 curb stop replacements, 1 fire hydrant replacement, 8 meter replacements, and 15 meter box replacements.

4. LPVCWD Nitrate Treatment System – Staff completed the troubleshooting of the Nitrate system PLC programming issues and system controls last week. During the field testing was identified that several construction items needed to be addressed, including the installation of a flushing line for the brine pump system and the installation of pneumatic air lines for the new valves. Once all items have been resolved, the project team will resume testing in preparation for the loading of resin and DDW compliance testing.

5. IPUWS Proctor Yard Storage Building Demo – Staff worked with a contractor to complete the removal of the existing storage building as a part of the future project to construct a new building at the Proctor yard facility.

DEVELOPMENT PROJECTS

1. LPVCWD New 34-Unit Mix-Used Apartment Building at 15861 Main Street – Staff was recently contacted by a new developer that the project will be moving forward, and the developer requested to begin the first phases of the District's new development process. Staff is currently reviewing the application and preparing to work with the District Engineer on a water capacity analysis for the project.



La Puente Valley County Water District

PRODUCTION REPORT - JULY 2023

| LPVCWD PRODUCTION | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2023 YTD | 2022 |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Well No. 2 | 134.04 | 121.44 | 141.96 | 123.68 | 130.85 | 112.51 | 121.95 | | | | | | 886.44 | 1411.60 |
| Well No. 3 | 8.51 | 4.85 | 5.27 | 3.24 | 8.03 | 8.23 | 4.36 | | | | | | 42.49 | 29.36 |
| Well No. 5 | 155.66 | 157.36 | 169.65 | 160.99 | 170.50 | 191.99 | 186.19 | | | | | | 1192.35 | 2304.99 |
| Interconnections to LPVCWD | 2.13 | 0.49 | 2.13 | 6.04 | 2.61 | 1.07 | 2.33 | | | | | | 16.80 | 24.06 |
| Subtotal | 300.35 | 284.13 | 319.02 | 293.95 | 312.00 | 313.80 | 314.83 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2138.08 | 3770.01 |
| Interconnections to SWS | 196.42 | 190.17 | 222.24 | 185.93 | 194.85 | 189.96 | 157.01 | | | | | | 1336.57 | 2168.86 |
| Interconnections to COI | 6.22 | 0.02 | 3.47 | 2.99 | 0.02 | 0.01 | 0.02 | | | | | | 12.75 | 30.90 |
| Interconnections to Others | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | 0.00 | 0.00 |
| Subtotal | 202.64 | 190.19 | 225.71 | 188.92 | 194.87 | 189.97 | 157.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1349.32 | 2199.76 |
| Total Production for LPVCWD | 97.71 | 93.94 | 93.31 | 105.03 | 117.13 | 123.84 | 157.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 788.75 | 1570.25 |
| CIWS PRODUCTION | | | | | | | | | | | | | | 0.00 |
| COI Well No. 5 To SGVWC B5 | 163.02 | 156.23 | 160.18 | 159.68 | 159.77 | 163.39 | 180.09 | | | | | | 1142.36 | 1957.32 |
| Interconnections to CIWS | | | | | | | | | | | | | | |
| SGVWC Salt Lake Ave | 0.43 | 0.41 | 0.47 | 0.48 | 0.57 | 0.57 | 0.48 | | | | | | 3.41 | 6.33 |
| SGVWC Lomas Ave | 69.77 | 71.68 | 75.35 | 90.08 | 97.06 | 73.51 | 153.76 | | | | | | 631.21 | 1209.58 |
| SGVWC Workman Mill Rd | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | 0.00 | 0.06 |
| Interconnections from LPVCWD | 6.22 | 0.02 | 3.47 | 2.99 | 0.02 | 0.01 | 0.02 | | | | | | 12.75 | 30.90 |
| Subtotal | 76.42 | 72.11 | 79.29 | 93.55 | 97.65 | 74.09 | 154.26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 647.37 | 1246.87 |
| Interconnections to LPVCWD | 2.13 | 0.49 | 2.13 | 6.04 | 2.61 | 1.07 | 2.33 | | | | | | 16.80 | 24.06 |
| Total Production for CIWS | 74.29 | 71.62 | 77.16 | 87.51 | 95.04 | 73.02 | 151.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 630.57 | 1222.81 |



**Item 11
Treatment &
Supply Report**

Memo



To: Honorable Board of Directors
 From: Cesar A. Ortiz, Water Treatment & Supply Superintendent
 Date: August 14, 2023
 Re: Monthly Water Treatment & Supply Superintendent Report

The following report summarizes LPVCWD, IPU Waterworks System, BPOU and PVOU-IZ & SZ operations, which includes the status of various projects for each system.

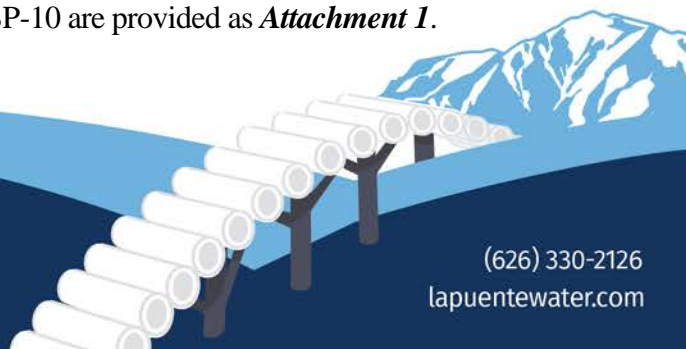
WATER QUALITY / COMPLIANCE

- Distribution System Monitoring** – District Staff collected all required water quality samples from both LPVCWD & IPUWS distribution systems for the month; approximately **74** samples were collected. All results met State and Federal drinking water quality regulations. Staff also coordinated Lead & Copper sampling with our LPVCWD customers, which is due for completion this year.
- Treatment Monitoring & Compliance** – All water quality compliance samples were collected from all the treatment processes and plant effluent, as required. Approximately **160** samples were collected.
- Source Monitoring** – All water quality samples were collected from all the Wells, as required. Approximately **34** samples were collected. The table below summarizes LPVCWD Wells’ current water quality for constituents of concern.

| Well Sampled | CTC | TCE | PCE | Perchlorate | 1,4-Dioxane | NDMA | Nitrate |
|-----------------|------------|------------|------------|-------------|-------------|------------|------------|
| | MCL= 6 ppb | MCL= 5 ppb | MCL= 5 ppb | MCL=6 ppb | NL= 1 ppb | NL= 10 ppt | MCL=10 ppm |
| LPVCWD 2 | 1.4 | 25 | 1.5 | 18 | 0.71 | 24 | 6.6 |
| LPVCWD 3 | ND | ND | ND | 8.8 | ND | ND | 9.1 |
| LPVCWD 5 | ND | 4.0 | .53 | 11 | 0.16 | 4.2 | 8.6 |

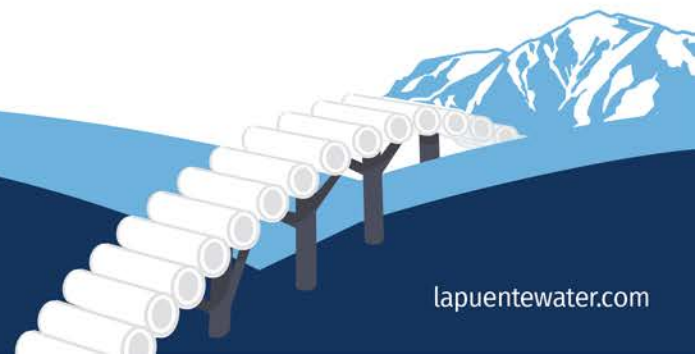
ND – None Detected
 NS – Not Sampled

- The Bi-monthly Nitrate Concentrations for SP-6 and SP-10 are provided as **Attachment 1**.



OPERATIONAL UPDATES & PROJECTS

- 1) **BPOU Treatment Plant** – Nitrate Project is still under construction, electrical work on the brine tank pump skid system and some programming updates. The treatment plant is normal operation flowing through the bypass. Repairs & Maintenance – Staff has performed various weekly chemical calibrations, monthly analyzer cleanings and calibrations, SPIX pre-filter change-outs, daily treatment plant rounds and monthly reporting.
- 2) **PVOU-IZ Treatment Plant** – The next two scenario tests approved by EPA & DDW took place, consisting of running the plant with different wells in operation sampling throughout the plant. Programming issues are being worked out by the group, consisting of the SCADA, Wigen-RO, SPI, Geosyntec, Stantec, Northrop Grumman and the LPVCWD teams.
- 3) **PVOU-SZ Treatment Plant** – Under Construction, most equipment has been delivered and has been installed and is in the process of being commissioned by each vendor. Electrical work is continuing by the electrical contractor. RO membranes have been delivered on site, along with filter media. Wigen RO staff has been onsite to do some programming. Trojan UV team has been on site commission their system. LPVCWD staff has continued O&M maintenance oversight.
- 4) **IPUWS Well No. 5** – Between Tesco and Hunter Electric - The Well is running and supplying water to SGVWC's B-5 facility in Hand operation, under the request of SGVWC. All electrical repairs have been completed. In order to return the control of the well to Auto, control issues found in the Tesco panel need to be addressed. Currently, Tesco has completed the repairs to the PLC and Panel at their facility and is in the process of troubleshooting continuous voltage in the communications lines, along with Hunter Electric.



**SP-6 and SP-10
Nitrate Concentrations
EPA Method 353.2
MCL = 10 mg/L**

| Nitrate Concentrations June - July | | | | |
|---------------------------------------|------|-------|---------|------------------|
| Date | SP-6 | SP-10 | Well(s) | Comments |
| 6/2/2023 | 7.2 | 7.3 | 2 & 5 | Weck Lab (353.2) |
| 6/5/2023 | 7.0 | 7.0 | 2 & 5 | Weck Lab (353.2) |
| 6/8/2023 | 7.5 | 7.7 | 2 & 5 | Weck Lab (353.2) |
| 6/12/2023 | 7.8 | 7.8 | 2 & 5 | Weck Lab (353.2) |
| 6/15/2023 | 7.7 | 7.8 | 2 & 5 | Weck Lab (353.2) |
| 6/20/2023 | 7.8 | 7.8 | 2 & 5 | Weck Lab (353.2) |
| 6/22/2023 | 7.7 | 7.7 | 2 & 5 | Weck Lab (353.2) |
| 6/26/2023 | 8.5 | 8.6 | 2 & 5 | Weck Lab (353.2) |
| 6/29/2023 | 8.1 | 8.1 | 2 & 5 | Weck Lab (353.2) |
| 7/3/2023 | 7.9 | 7.9 | 2 & 5 | Weck Lab (353.2) |
| 7/6/2023 | 7.7 | 7.7 | 2 & 5 | Weck Lab (353.2) |
| 7/10/2023 | 7.9 | 7.9 | 2 & 5 | Weck Lab (353.2) |
| 7/17/2023 | 7.6 | 7.6 | 2 & 5 | Weck Lab (353.2) |
| 7/20/2023 | 7.5 | 7.5 | 2 & 5 | Weck Lab (353.2) |
| 7/24/2023 | 7.6 | 7.6 | 2 & 5 | Weck Lab (353.2) |
| 7/27/2023 | 7.5 | 7.5 | 2 & 5 | Weck Lab (353.2) |
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| | | |
|---------|-----|-----|
| AVERAGE | 7.7 | 7.7 |
| MINIMUM | 7.0 | 7.0 |
| MAXIMUM | 8.5 | 8.6 |

Notes:

All units reported in milligrams per Liter (mg/L)

MCL = Maximum Contaminant Level



112 N. First St.
La Puente, Ca 91744

Attachment 1



Item 12
Public Outreach
Report

Public Outreach Report

August 14, 2023



Customer Communications

Summer Newsletter to be released
IPU Stage 1 Water Supply Emergency
Introduced Teddy Treatment



District Outreach

District staff attended two (2) City of La Puente Events
Upcoming event on 8/30/23



Website

Continuous updates



Social Media

LinkedIn account created

| Topic | Comments |
|--------------------------------|----------|
| Number of Instagram Posts | 6 |
| Number of Instagram Stories | 9 |
| Number of Instagram Followers | 264 |
| Post Related to Main Shutdowns | 0 |
| Number of LinkedIn Posts | 4 |
| Number of LinkedIn Followers | 8 |
| CET Program | 1 |
| CET Scholarship | 0 |



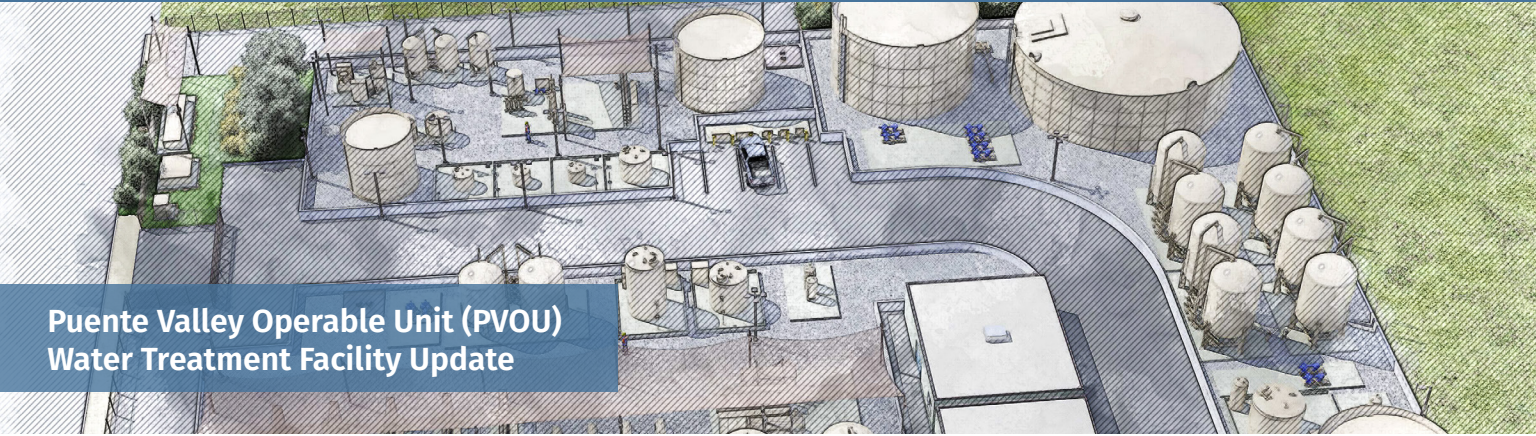


BridgeTown *press*

August 2023

Summer Newsletter

ES Disponible En Español (pg.5)



Puente Valley Operable Unit (PVOU) Water Treatment Facility Update

We are excited to announce that the new state-of-the-art PVOU-IZ groundwater treatment facility has began Start Up testing, which will provide supporting data to the State Water Resources Control Board – Division of Drinking Water (DDW). Once an approved operating permit is issued by DDW, we can then begin serving water to the community from this new resource.

Follow us on Instagram for information about our future Ribbon Cutting Ceremony!

@lapuentewater

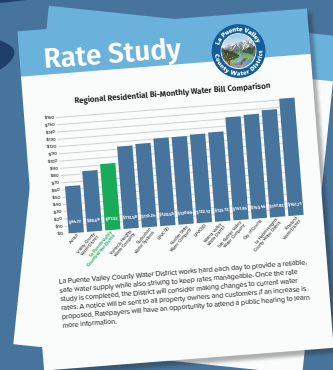


Hi, Did you know?

La Puente Valley County Water District cannot earn a profit from the service it provides.

Water Districts typically review rates every five years. LPVCWD's last rate study was conducted in 2018.

Look inside for more information on the new rate study currently under way.



More details available at
lapuentewater.com/water-conservation

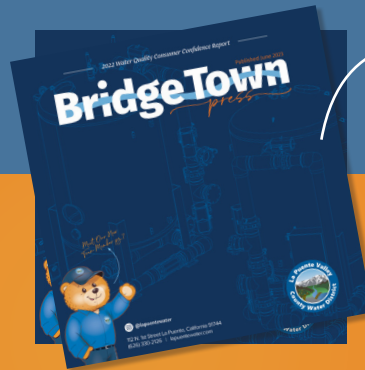


Stage 1 Water Supply Emergency

The La Puente Valley County Water District Board of Directors voted to return to a **Stage 1 Water Supply Emergency** on June 12, 2023.



- Outdoor watering is limited to 3 days per week on Monday, Wednesday and Friday
- Repair leaks within 5 days after receiving notice from LPVCWD
- No outdoor irrigation between 9a.m. and 5p.m.



Did you receive a copy of the District's 2022 Consumer Confidence Report?

To view an electronic version online, visit:
lapuentewater.com/ccr.pdf

Did you know a Consumer Confidence Report is an annual drinking water report delivered to our customers that provides important information about your drinking water quality?

Your drinking water is tested thousands of times per year to ensure it meets or exceeds all state and federal drinking water standards. Our water is tested by certified professionals and laboratories to ensure the highest levels of safety.

Elevating Water Quality

We are thrilled to announce that our nitrate treatment project is nearing completion, marking a significant milestone in our efforts to enhance water quality. This regenerable ion exchange treatment process was designed and constructed to effectively remove nitrates from our water sources.



Rate Study Overview

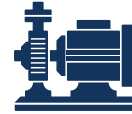
The District hired an independent financial consultant to conduct a rate study to review the District's rate structure and expenses.

A rate study includes a review of revenue, the cost to provide water service in a fair and equitable manner, and the structure of the rates themselves. Initial results show LPVCWD current rates are lower than most other water service providers in the neighboring area (see page 4).

A Look at Your Rates

Financial sustainability and equitable rates for our customers are essential to managing our water system.

Your Rates Fund Water System Operations



Pumping / Accessing Water Supply



Water Treatment



Water Delivery



Water Storage



General & Administrative

Rate Study Results

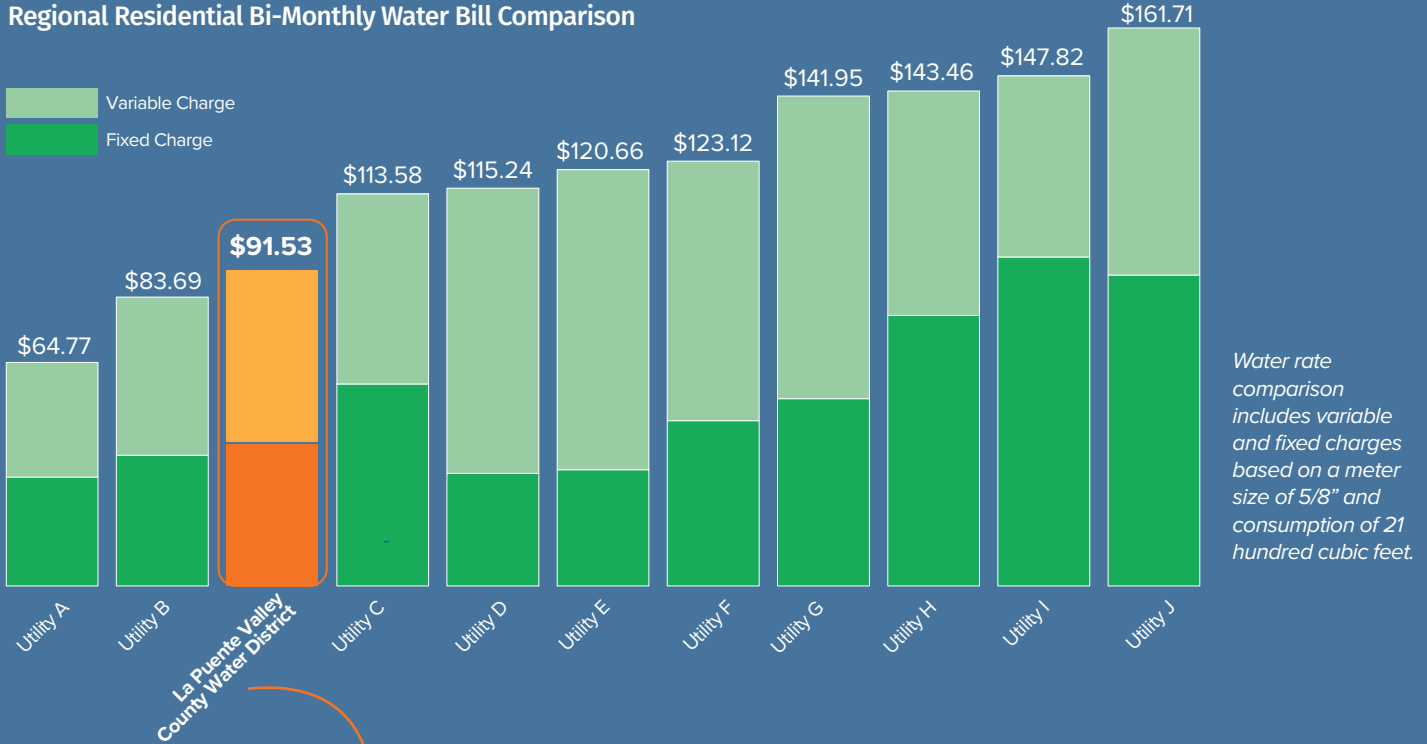
Once the rate study is completed, a notice will be sent to all property owners and customers if an increase is proposed. Ratepayers will have an opportunity to attend a public hearing to learn more information.

Deferring water maintenance and investment in the system, only leads to higher costs in the future.

Rate Comparison

La Puente Valley County Water District works hard each day to provide a reliable, safe water supply while also striving to keep rates manageable. As shown below, LPVCWD rates are lower than neighboring service providers.

Regional Residential Bi-Monthly Water Bill Comparison



Factors that Affect Rates



Amount of Water You Use



Treatment Process to Ensure Water Safety



Energy Needed to Move and Deliver Water



Age and Physical Condition of Water Infrastructure



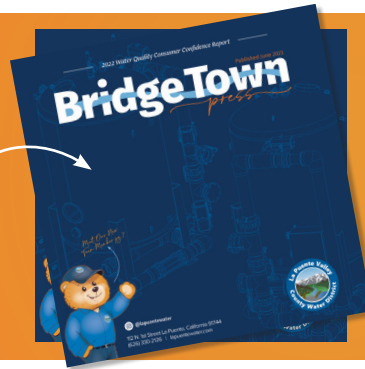
Regulatory Requirements for Water Quality



Investment Needed to Keep Reliable Water Supply

¿Recibió una copia del Informe de Confianza del Consumidor 2022?

Para ver una versión electrónica en línea, visite: lapuentewater.com/ccr.pdf



¿Conocías que un Informe de Confianza del Consumidor es un informe anual de agua potable entregado a nuestros clientes que proporciona importante información sobre la calidad de su agua potable?

Su agua potable se analiza miles de veces al año para garantizar que cumpla o supere todos los requisitos estatales y federales para beber. Nuestra agua es analizada por profesionales y laboratorios certificados para garantizar los más altos niveles de seguridad.

Elevando la Calidad del Agua

Estamos encantados de anunciar que nuestro proyecto de tratamiento de nitratos está a punto de completarse, marcando un hito importante en nuestros esfuerzos para mejorar la calidad del agua. Este proceso de tratamiento de ion regenerable de intercambio fue diseñado y construido para eliminar eficazmente los nitratos de nuestras fuentes de agua.



Un Vistazo a Tus Tarifas

Sostenibilidad financiera y tarifas equitativas para nuestros clientes son esencial para la gestión de nuestro sistema de agua.

Descripción General del Estudio de Tarifas

El Distrito contrató a un consultor financiero independiente para realizar un estudio de tarifas para revisar la estructura y gastos del Distrito. Un estudio de tarifas incluye la revisión de los ingresos, el costo para prestar el servicio de agua de manera justa y equitativa, y la estructura de las tarifas mismas. Resultados iniciales mostraron que las tasas actuales de LPVCWD son más bajas que la mayoría de otros proveedores de servicios de agua en el área vecina (ver página 7).

Sus Tarifas Financian las Operaciones del Sistema de Agua



Resultados de Estudio de Tarifas

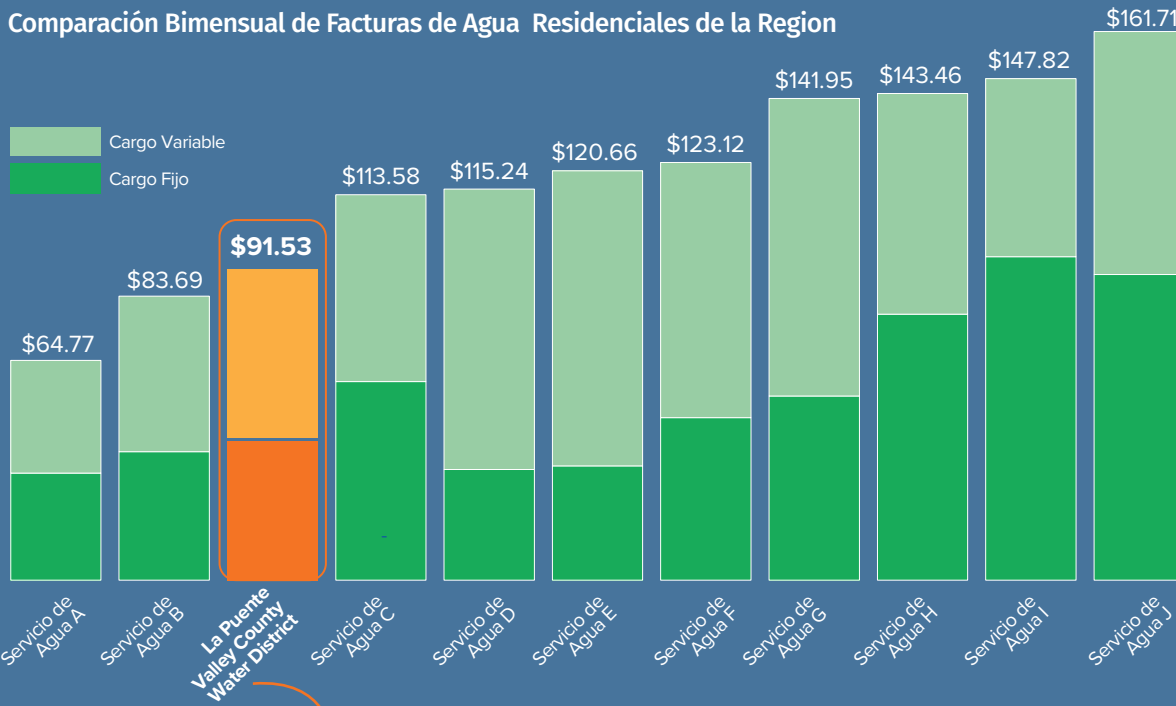
Una vez que se complete el estudio de tarifas, se enviará un aviso a todas los propietarios y clientes si se propone un aumento. Los contribuyentes tendrán la oportunidad de asistir a una audiencia pública para obtener más información.

Aplazar el mantenimiento del agua y la inversión en el sistema solo conduce a mayores costos en el futuro.

Comparación de Tarifas

La Puente Valley County Water District trabaja duro todos los días para proporcionar un suministro de agua seguro y confiable, al mismo tiempo que se esfuerza por mantener las tarifas manejables. Como se muestra a continuación, las tarifas de LPVCWD son más bajas que las de los proveedores de servicios vecinos.

Comparación Bimensual de Facturas de Agua Residenciales de la Region



La comparación de tarifas de agua incluye cargos fijos y variables basados en un tamaño de medidor de 5/8" y un consumo de 21 cien cúbicos.

Factores Que Afectan Las Tarifas



Cantidad de Agua que Usas



Proceso de Tratamiento Para Garantizar la Seguridad del Agua



Energía Necesaria Para Mover y Distribuir Agua



Edad y Condición Física de la Infraestructura de Agua



Requisitos Reglamentarios Para la Calidad del Agua



Inversión Necesaria Para Mantener un Suministro de Agua confiable



112 N. 1st Street
La Puente, California 91744

Board of Directors (Junta Directiva)

Henry P. Hernandez
President

William R. Rojas
Vice President

David E. Argudo
Director

John P. Escalera
Director

Cesar J. Barajas
Director

 (626) 330-2126  @lapuentewater  lapuentewater.com

The La Puente Valley County Water District was formed in August 1924. In its infancy, most of the water produced from the District's Wellfield was delivered to meet the valley's agricultural irrigation needs. To this day, the District's Wellfield continues to be the District's main source of water supply.

Today the District is governed by a five-member Board of Directors elected at large from its' service area and provides potable water to approximately 9,000 consumers through 2,500 service connections in portions of the cities of La Puente and Industry.



make it last,
LA PUENTE

Board Meetings (Reuniones De La Junta Directiva)

2nd and 4th Monday at 4:30 p.m. (2º y 4º lunes a las 4:30 p.m.)
112 N. 1st Street, La Puente

Office Hours (Horario de Oficina)

Monday — Thursday (lunes a jueves): 7:30 a.m. to 4:00 p.m.
Friday (viernes): 7:00 a.m. to 3:30 p.m.



Item 13
General Manager
Report

General Manager Report



Date: August 14, 2023
To: Honorable Board of Directors
From: Roy Frausto, General Manager
RE: General Manager Report

GENERAL MANAGER REPORT TOPICS

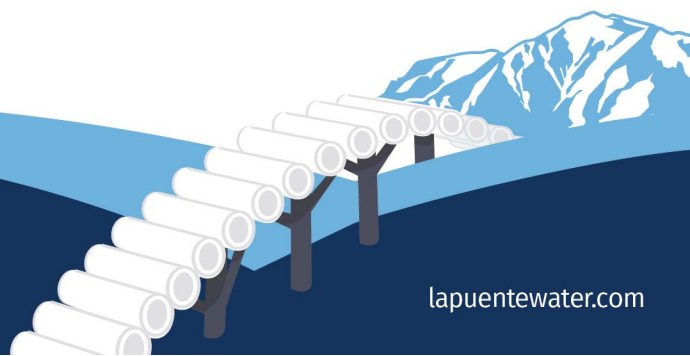
- Baldwin Park Key Well Elevation – 228.8 ft as of August 4, 2023.
- Main Basin Operation Safe Yield for 2023-24 set at 150,000 AF
- 2023 Rainfall (Puddingstone Dam) – The current year rainfall as of August 10, 2023, is 0 inches.
- Snowpack Report – Statewide (Northern, Central & Southern Sierras)
 - 0% of normal for this date as of July 5, 2023
 - 0% of April 1 Average
- Proctor Yard – Building at Proctor Yard has been demoed. District Staff will be working with City of Industry staff to design and construction of a new maintenance building.
- CIWS Feasibility Study – Final treatment feasibility study has been completed by Stetson Engineers.
- Recycled Water Project
 - Received DDW, Water Board and San District Approval
 - Staff has ordered material to switch the Homestead Museum to Recycled Water from Potable
 - Received approval from San District to support LPVCWD's proposed Phase 2 project to use 110 AFY (0.098 MGD) of recycled water for landscape irrigation at 10 sites.

STAFFING

- No employee work anniversaries in July.
- Voluntary Separation
 - Irene Medina – FT Customer Service
 - Ryan Stanton – FT Water System Operator

GENERAL MANAGER ACTIVITIES

| Meetings/Activity | Date |
|----------------------------------------|--------------------|
| Management Weekly Meeting | July 3,10,17,24,31 |
| PVOU – IZIR &SZ Progress Meeting | July 5,12,19, 26 |
| Public Outreach Meeting | July 4,18 |
| LPVCWD & NG Check In | July 5,18, 25 |
| Watermaster Board Meeting | July 5 |
| PWAG Executive Board Meeting | July 5 |
| PVOU Project Update | July 6 |
| COI, LPVCWD, RWD, WVWD | July 6 |
| Project Update – PVOU | July 6 |
| Meeting with Mr. Mancilla | July 7 |
| Producer Meeting | July 12 |
| IPUC Meeting | July 13 |
| BPOU Subproject Meeting | July 13 |
| SZ-S Plant Flushing Operator | July 14 |
| IPU Water Ops Meeting | July 18 |
| SCWUA Contact Hour Class | July 18 |
| Rancho TP Tour | July 19 |
| FEMA BRIC Grant Meeting | July 20 |
| SGVWA Legislative Meeting | July 24 |
| SGVWA Board Meeting | July 24 |
| LA Water for People | July 24 |
| PVOU Programming Discussion | July 25 |
| Upper District Board Meeting | July 26 |
| SCWUA Board Meeting | July 27 |
| SCWUA Lunch | July 27 |
| Project Meeting | July 27 |
| DDW Introductory Meeting – Waterboards | July 31 |





Item 14
Other Items

Upcoming Events

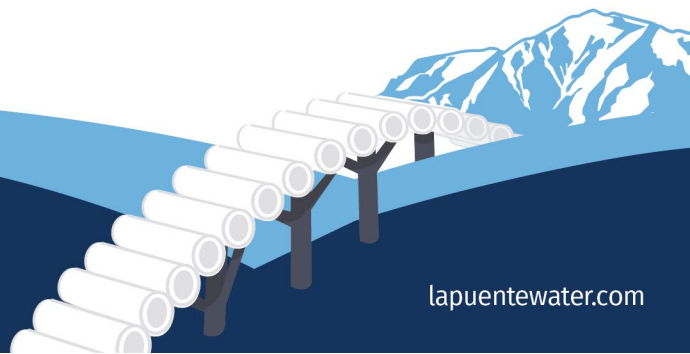


Date: August 14, 2023

To: Honorable Board of Directors

RE: Upcoming Board Approved Meetings and Conferences for 2023

| Day/Date | Event | <u>Argudo</u> | <u>Barajas</u> | <u>Escalera</u> | <u>Hernandez</u> | <u>Rojas</u> |
|----------------------|------------------------------------------------------------------------------------------------------|---------------|----------------|-----------------|------------------|--------------|
| October 3-5, 2023 | AWWA WaterSmart Innovations Conference 2023 | | | X | X | |
| October 23-26, 2023 | AWWA CA-NV Annual Fall Conference 2023 | | | X | X | X |
| November 28-30, 2023 | Association of California Water Agencies (ACWA) Fall Conference 2023 <i>Registration now open</i> | | | X | X | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |





AUGUST 2, 2023

REPORT OF THE WATERMASTER ENGINEER
ON HYDROLOGIC CONDITIONS

✚ *Baldwin Park Key Well (see attached graph)*

- Located in the central portion of the San Gabriel Valley within the City of Baldwin Park and used as a general indication of water elevations throughout the San Gabriel Valley
- One vertical foot is equivalent to about 8,000 acre-feet of groundwater in the Main Basin
- On June 23, 2023, the Baldwin Park Key Well groundwater elevation was 232.6 feet.
- On July 21, 2023, the Baldwin Park Key Well groundwater elevation was 230.0 feet, a decrease of 0.6 feet from the prior week. **The historic low was 169.4 feet on November 21, 2018.**

- ❖ A decrease of about 2.6 feet from the prior month.
- ❖ About 47 feet higher than one year ago (represents 376,000 acre-feet). Includes an estimated 104,000 acre-feet of untreated imported water in cyclic storage accounts, which represents about 13 feet of groundwater elevation at the Key Well.
 - Producer Cyclic Storage – 64,000 AF
 - MWD Cyclic Storage (for UD RDA delivery) – 24,000 AF
 - Other Cyclic Storage – 16,000 AF

✚ *Rainfall (see attached graphs)*

- Data are readily available on a daily basis and are indicative of comparative amount of rainfall in the San Gabriel Valley (percent of average)
- Puddingstone Dam as of July 26, 2023
 - ❖ Average rainfall from July 1st through July 31st of each year is 0.05 inches
 - ❖ Rainfall during July 1, 2023 through July 26, 2023 is 0.00 inches.
 - ❖ Rainfall during July 1, 2022 through June 30, 2023 was 28.06 inches, which was 155 percent of average.
- Los Angeles Civic Center as of July 26, 2023
 - ❖ Average rainfall from July 1st through July 31st of each year is 0.01 inches
 - ❖ Rainfall during July 1, 2023 through July 26, 2023 is 0.00 inches.
 - ❖ Rainfall during July 1, 2022 through June 30, 2023 was 28.40 inches, which was 188 percent of average.

Reservoir Storage and Releases

- There are three dams and reservoirs located along the San Gabriel River above San Gabriel Canyon. Their primary function is for flood control and also used to store watershed runoff for subsequent groundwater replenishment.
 - ❖ Cogswell Reservoir is located highest in the watershed and has a maximum storage capacity of 10,475 acre-feet.
 - ❖ San Gabriel Reservoir is located downstream of and receives releases from Cogswell Reservoir, and has a maximum storage capacity of 44,044 acre-feet.
 - ❖ Morris Reservoir is located downstream of and receives releases from San Gabriel Reservoir, and has a maximum storage capacity of 28,736 acre-feet. Releases from Morris Reservoir and San Gabriel Reservoir are used at local surface water treatment plants and used for groundwater replenishment.
 - ❖ Total storage capacity is 83,255 acre-feet.
 - ❖ The combined minimum pool behind Cogswell, San Gabriel and Morris Reservoirs is about 10,500 acre-feet.
 - ❖ Combined storage as of July 25, 2023 was 16,279 acre-feet (about 20 percent of capacity).
 - ❖ San Gabriel Reservoir inflow was 149 cfs and release was 153 cfs as of July 25, 2023.
 - ❖ Morris Reservoir inflow was 148 cfs and release was 20 cfs as of July 25, 2023. 20 cfs of the release was diverted from the San Gabriel River at the Azusa Duarte intake for use by Committee of Nine.

Untreated Imported Water Deliveries

- Upper District
 - ❖ USG-3 is located in San Gabriel Canyon just below Morris Dam, it represents Upper District's primary point of delivery of untreated imported water for groundwater replenishment to the San Gabriel Valley. The typical delivery rate is about 190 cfs (or about 375 acre-feet per day).
 - ❖ During June 2023, Upper District delivered 4,016 acre-feet through USG-3.
 - ❖ During July 2023, Upper District delivered approximately 10,300 acre-feet through USG-3, as of July 26, 2023.
- Three Valleys District
 - ❖ During June 2023, Three Valleys District did not make deliveries through PM-26.
 - ❖ During July 2023, Three Valleys District does not plan to make deliveries through PM-26.
 - ❖ During June 2023, Three Valleys District did not make deliveries through USG-3 and to the San Gabriel Canyon.
 - ❖ During July 2023, Three Valleys District does not plan to make deliveries through USG-3 and to the San Gabriel Canyon

- San Gabriel District
 - ❖ During June 2023, San Gabriel District delivered 1,889 acre-feet to the San Dimas Wash.
 - ❖ During June 2023, San Gabriel District did not make deliveries to the San Gabriel Canyon and the San Gabriel River.
 - ❖ During July 2023, San Gabriel District plans to deliver about 750 acre-feet to the San Dimas Wash, about 190 acre-feet to Big Dalton Wash, and about 460 acre-feet to the San Gabriel Canyon.
 - ❖ During July 2023, San Gabriel District does not plan to make deliveries to the San Gabriel River.

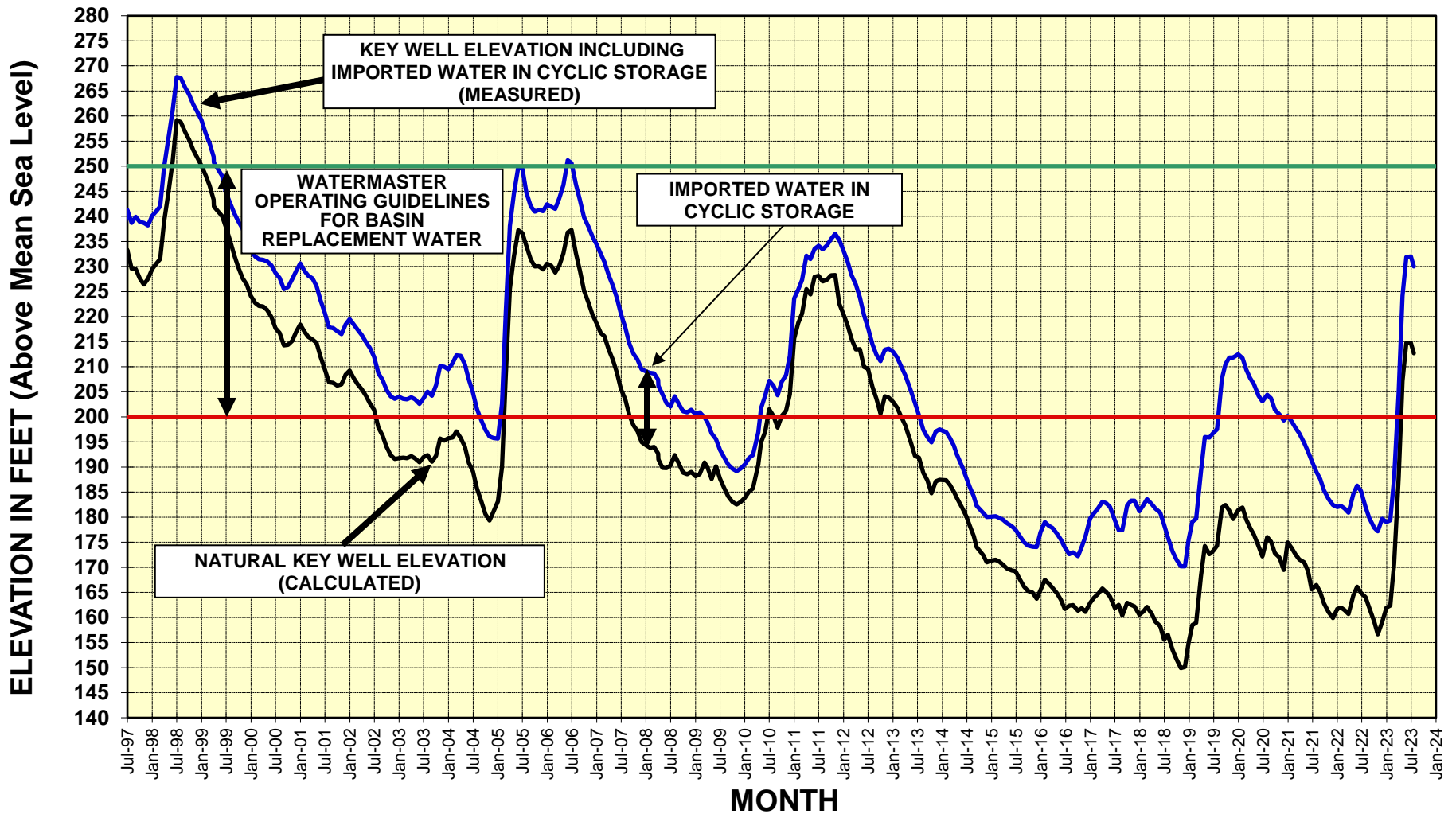
✚ **Landfill Report**

- Watermaster staff toured the following landfills during the month of July 2023:
 - ❖ Azusa Land Reclamation
 - ❖ Peck Road
- During the tour, Watermaster staff found that each landfill appeared to operate consistent with the conditions under each landfill's permit.

✚ **Water Quality**

- Water systems are required by the Division of Drinking Water (DDW) to collect water quality data from source wells and provide the results to DDW pursuant to Title 22 (Water quality data collected through Main San Gabriel Basin Watermaster's Basinwide Groundwater Quality Monitoring Program)
 - ❖ During July 2023, 53 wells were sampled under Title 22
 - ❖ During June 2023, 18 wells were sampled under Title 22
 - ❖ During June 2023, Stetson Engineers Inc. received no public notice of wells shut down due to contamination.
- DDW announced it will be proposing the regulations for hexavalent chromium Maximum Contaminant Level (MCL) of 10 part per billion (ppb) with a notice of a public hearing to receive public comments regarding the proposed regulations of the hexavalent chromium MCL.
 - ❖ DDW is proposing a compliance schedule based on system size:
 - Systems with more than 10,000 service connections would be required to comply with the MCL within 2 years of rule adoption.
 - Systems with 1,000 to 10,000 service connections would be required to comply with the MCL within 3 years of rule adoption.
 - Systems with less than 1,000 service connections would be required to comply with the MCL within 4 years of rule adoption.
- DDW announced, it has proposed revised notification level (NL) of 20 ppb and response levels of 200 ppb for manganese based on toxicological endpoints. The current NL for manganese is 500 ppb and the secondary MCL for manganese is 50 ppb.
 - ❖ Manganese is a secondary standard and is sampled by the Producer as part of the triennial General Mineral / General Physicals (GM/GP) sampling. Watermaster does not sample for manganese.

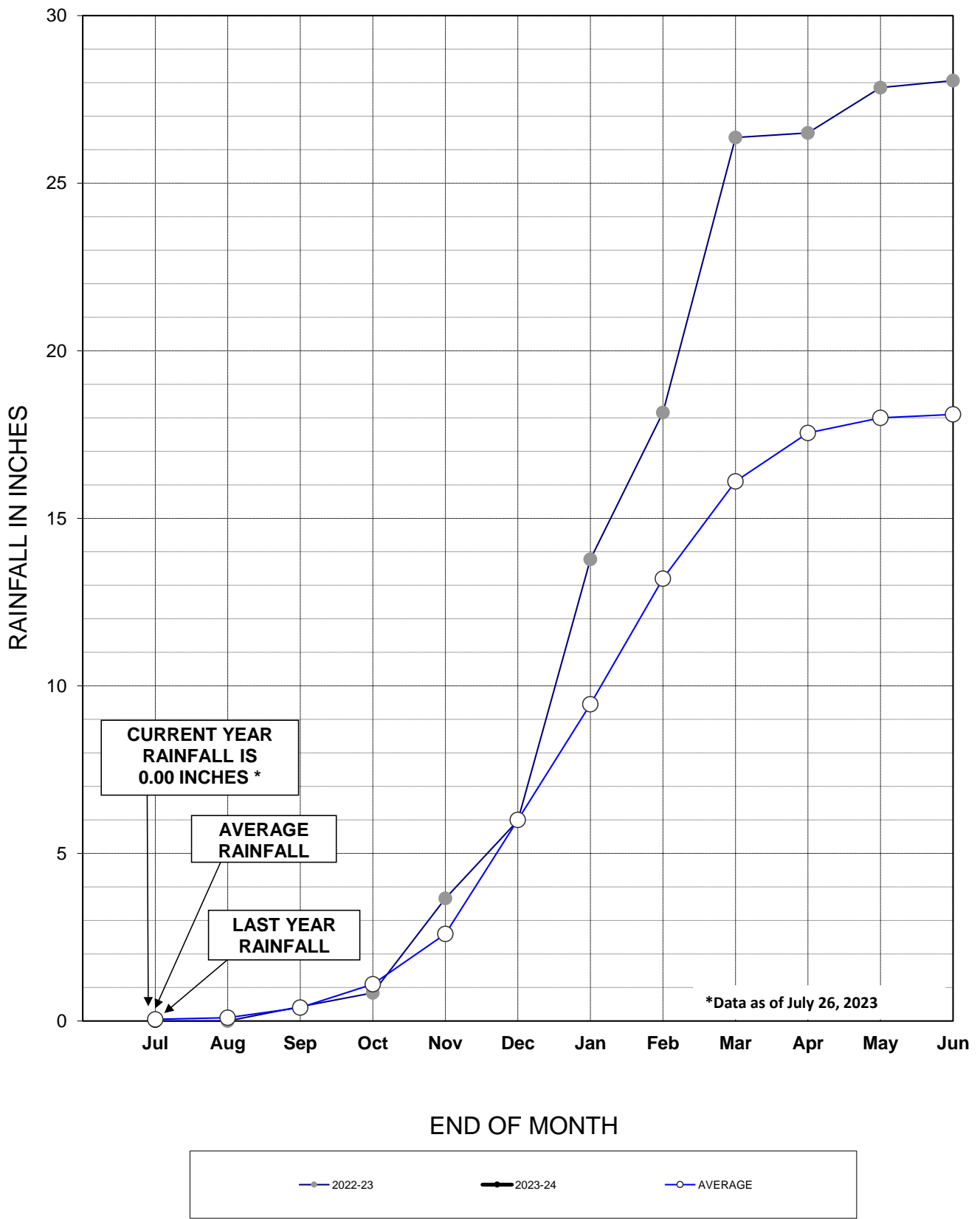
- DDW has issued the notification level (NL) for perfluorohexane sulfonic acid (PFHxS) at 3 parts per trillion (ppt) and the response level at 20 ppt under the recommendation by The Office of Environmental Health Hazard Assessment (OEHHA).
 - ❖ Detections of PFHxS above 2 ppt have been found in the Main San Gabriel Basin.
- United States Environmental Protection Agency (EPA) has updated Health Advisories on Per- and Polyfluoroalkyl Substances (PFAS).
 - ❖ Interim Health Advisories
 - Perfluorooctanoic Acid (PFOA)
 - Perfluorooctane sulfonate (PFOS)
 - ❖ Final Health Advisories
 - GenX chemicals (PFOA replacement)
 - Perfluorobutane sulfonic acid (PFBS) (PFOS replacement)
 - ❖ For PFOA and PFOS, some negative health effects may occur at concentrations that are near zero and below our ability to detect at this time.
 - ❖ The lower the level of these chemicals in drinking water, the lower the risk to public health.
 - PFOA - Health Advisory Value - 0.004 ppt (Interim), Minimum Reporting Level – 4 ppt
 - PFOS - Health Advisory Value - 0.02 ppt (Interim), Minimum Reporting Level – 4 ppt
 - GenX Chemicals - Health Advisory Value - 10 ppt (Final), Minimum Reporting Level – 5 ppt
 - PFBS - Health Advisory Value – 2,000 ppt (Final), Minimum Reporting Level – 3 ppt



MAIN SAN GABRIEL BASIN WATERMASTER



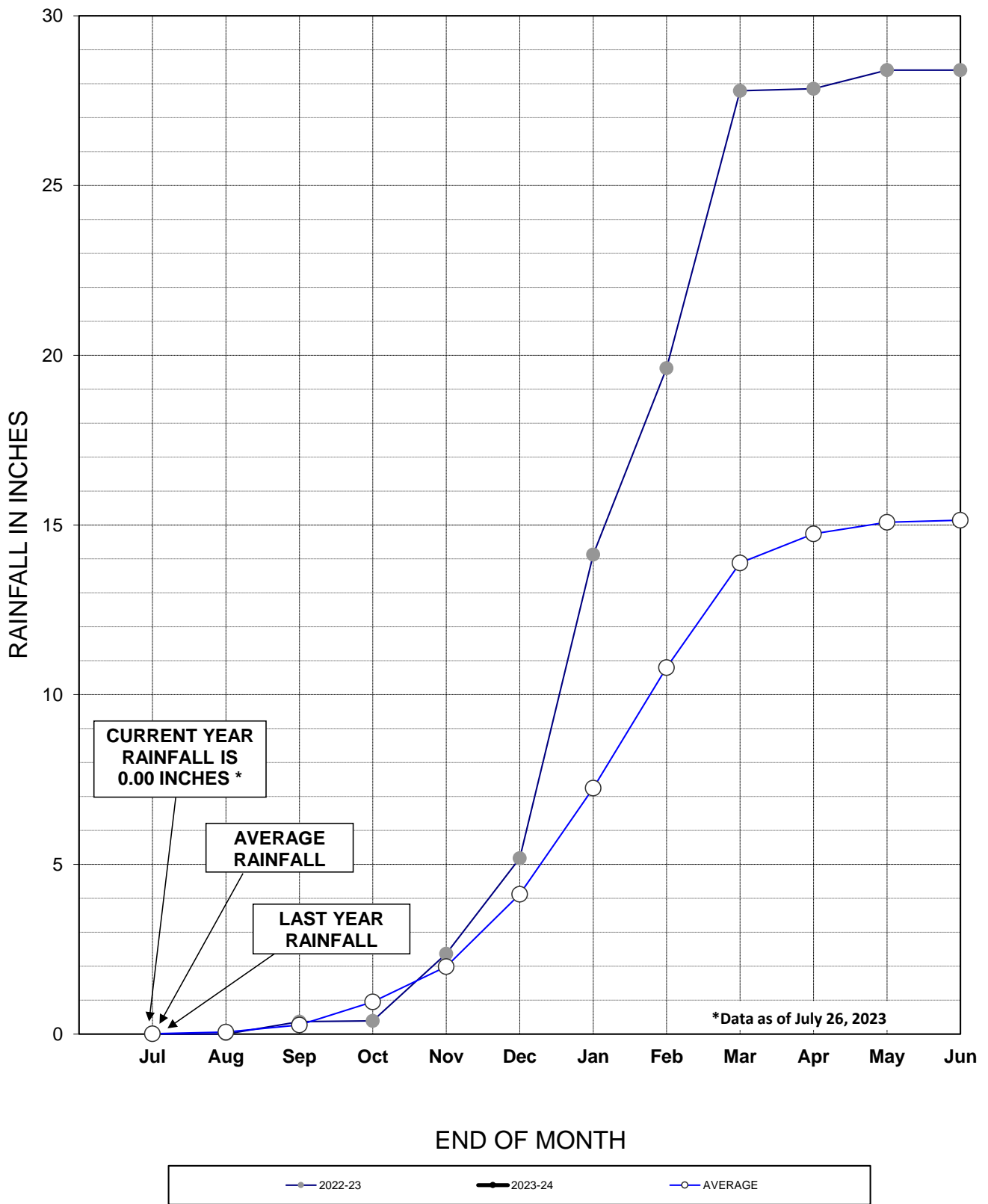
**BALDWIN PARK KEY WELL
GROUNDWATER ELEVATION**



STETSON ENGINEERS INC.
 Covina San Rafael Mesa, Arizona
 WATER RESOURCE ENGINEERS

MAIN SAN GABRIEL BASIN WATERMASTER

**ACCUMULATED RAINFALL
 AT PUDDINGSTONE DAM (STATION NO. 96-C)**



STETSON ENGINEERS INC.
 Covina San Rafael Mesa, Arizona
 WATER RESOURCE ENGINEERS

MAIN SAN GABRIEL BASIN WATERMASTER

**ACCUMULATED RAINFALL
 AT LOS ANGELES CIVIC CENTER**