

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS LA PUENTE VALLEY COUNTY WATER DISTRICT 112 N. FIRST STREET, LA PUENTE, CALIFORNIA MONDAY, FEBRUARY 13, 2023, AT 5:30 PM

<u>TELECONFERENCE ACCESS</u>: Pursuant to Government Code Section 54953, as amended by AB 361, as a precaution to protect staff, our constituents, and elected officials, the La Puente Valley County Water District will hold its Board meeting via teleconference or the most rapid means of communication available at the time.

WEBSITE: WWW.ZOOM.COM MEETING ID: 811 0861 2143 DIRECT MEETING LINK: <u>HTTPS://US02WEB.ZOOM.US/J/81108612143</u>

<u>JOIN BY PHONE</u> PHONE NUMBER: (669) 900-9128 ACCESS CODE: 811 0861 2143#

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 January 23, 2023.
- B. Approval of District's Expenses for the Month of January 2023.
- C. Approval of City of Industry Waterworks System Expenses for the Month of January 2023.
- D. Receive and File the District's Water Sales Report for January 2023.
- E. Receive and File the City of Industry Waterworks System's Water Sales Report for January 2023.
- F. Receive and File the Report on Director Expenses for the Fourth Quarter of 2022.

7. ACTION / DISCUSSION ITEMS

A. Approval of 2nd Amendment to the General Manager's Contract.

Recommendation: Approve 2nd Amendment to the General Manager's Contract.

B. Consideration of Resolution 292 Proclaiming a State of Emergency Persist, Re-Ratifying the Proclamation of a State of Emergency by Governor Gavin Newsom, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors.

Recommendation: Approve Resolution 292.

8. OPERATIONS AND MAINTENANCE SUPERINTENDENT'S REPORT *Recommendation:* Receive and File

9. TREATMENT AND SUPPLY SUPERINTENDENT'S REPORT *Recommendation:* Receive and File

10. GENERAL MANAGER'S REPORT

11. OTHER ITEMS

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

12. ATTORNEY'S COMMENTS

13. BOARD MEMBER COMMENTS

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

14. FUTURE AGENDA ITEMS

15. ADJOURNMENT

POSTED: Friday, February 10, 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.

<u>Note:</u> 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 OF THE LA PUENTE VALLEY COUNTY WATER DISTRICT FOR MONDAY, JANUARY 23, 2023, AT 5:30 PM

1. CALL TO ORDER

President Hernandez called the meeting to order at 5:33 p.m.

2. PLEDGE OF ALLEGIANCE

President Hernandez led the meeting in the Pledge of Allegiance.

3. ROLL CALL OF THE BOARD OF DIRECTORS

President Hernandez	Vice President Rojas	Director Argudo	Director Barajas	Director Escalera
PresentVia		Present Via	Present Via	Present Via
Teleconference	Absent	Teleconference	Teleconference	Teleconference

OTHERS PRESENT

Staff and Counsel: General Manager & Board Secretary, Roy Frausto; Office Manager, Gina Herrera; Customer Service and Accounting Clerk, Vanessa Koyama; Operations & Maintenance Superintendent, Paul Zampiello; Water Treatment & Supply Superintendent, Cesar Ortiz; Lead Customer Service & Accounting Clerk, Shaunte Maldonado and District Counsel, Jim Ciampa all present via teleconference.

Public: Mayor Pro Tem Valerie Munoz.

4. PUBLIC COMMENTS

Ms. Munoz spoke about the funds received and the 2023 reorganization of the Water Quality Authority.

5. ADOPTION OF AGENDA

Motion: Adopt Agenda as Presented. 1st: Director Escalera 2nd: President Hernandez

	Hernandez	Rojas	Argudo	Barajas	Escalera	
Vot	e Yes	Absent	Yes	Yes	Yes	

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

6. APPROVAL OF CONSENT CALENDAR

Motion: Approve the Consent Calendar as Presented.

1st: President Hernandez 2nd: Director Barajas

		Hernandez	Rojas	Argudo	Barajas	Escalera
V	ote	Yes	Absent	Absent	Yes	Yes

Motion carried by a vote of: 3 Yes, 0 No, 0 Abstain, 2 Absent.

Director Argudo logged back into Zoom at approximately 5:37 p.m.

7. FINANCIAL REPORTS

A. Summary of the District's Cash and Investments as of December 31, 2022.

Mr. Frausto provided a summary of the balances in each account provided in the Summary of Cash and Investments.

Motion: Receive and File the Summary of Cash and Investments as of December 31, 2022. 1st: President Hernandez

2nd: Director Barajas

	Hernandez	Rojas	Argudo	Barajas	Escalera
Vote	Yes	Absent	Yes	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 December 31, 2022.

Mrs. Herrera provided a summary of the Statement of Revenues and Expenses for the District as of December 31, 2022.

Motion: Receive and File the Statement of the District's Revenue and Expenses as of December 31, 2022.

1st: President Hernandez

2nd: Director Barajas

	Hernandez	Rojas	Argudo	Barajas	Escalera
Vote	Yes	Absent	Yes	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 December 31, 2022.

Mrs. Herrera provided a summary of the Statement of Revenues and Expenses for the Industry Public Utilities' Water Operations.

Motion: Receive and File the Statement of the Industry Public Utilities Water Operations' Revenue and Expenses as of December 31, 2022.

1st: President Hernandez

2nd: Director Escalera

	Hernandez	Rojas	Argudo	Barajas	Escalera
Vote	Yes	Absent	Yes	Yes	Yes

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

8. ACTION / DISCUSSION ITEMS

A. Discussion of Internship Partnership with America's Job Center of California.

Mr. Frausto proposed the possible internship opportunities for job training at La Puente Valley County Water District available through America's Job Center of California.

Director Argudo recused himself from the discussion.

Motion: Authorize the General Manager to enter into a work site agreement with American Job Center of California.

1st: Director Escalera

2nd: Director Barajas

_	Hernandez	Rojas	Argudo	Barajas	Escalera
Vote	Yes	Absent	Abstain	Yes	Yes

Motion carried by a vote of: 3 Yes, 0 No, 1 Abstain, 1 Absent.

Vice President Rojas entered the meeting at approximately 5:53 p.m.

B. Consideration of Possible Approval of Amendments to General Manager's Employment Contract.

Mr. Frausto provided the Board with additional information to the General Manager's Employment Contract.

Motion: Authorize a 5-year extension to the General Manager s Contract.

1st: Director Escalera

2nd: Director Barajas

	Hernandez	Rojas	Argudo	Barajas	Escalera
Vote	Yes	No	Yes	Yes	Yes

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

C. Discussion of Brown Act Issues Regarding Regular Meetings of the Board of Directors.

Mr. Ciampa updated the Board about AB361 and stated that it will be coming to an end at the end of February and remote meetings will go away without compliance, or the prior Brown Act Requirements.

Discussion only.

D. Consideration of Proposal from NBS to Perform a Comprehensive Water Rate and Fee Study.

Mr. Frausto referred to the staff report and discussed the proposal given by NBS to complete a water rate and fee study.

Motion: Authorize the General Manager to Enter into an Agreement with NBS to perform a Comprehensive Water Rate and Fee Study for an Amount of \$45,990; and appropriate an additional \$5,000 as contingency for additional work that may be required in association with the water rate and fee study.

1st: President Hernandez

2nd: Director Escalera

	Hernandez	Rojas	Argudo	Barajas	Escalera
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

9. GENERAL MANAGER'S REPORT

No Report.

10. OTHER ITEMS

A. Upcoming Events

Mrs. Herrera discussed upcoming events with the Board.

B. Information Items.

Included in Board Packet.

11. ATTORNEY'S COMMENTS

Mr. Ciampa stated that his associate, Mr. Miller, is working on the license agreement with the City of La Puente regarding the mural that was discussed at the last board meeting.

12. BOARD MEMBERS COMMENTS

A. Report on Events Attended.

None

B. Other Comments. No Comments.

13. FUTURE AGENDA ITEMS

None.

14. ADJOURNMENT

President Hernandez adjourned the meeting at 6:18 p.m.

Attest:

Henry P. Hernandez, President

Roy Frausto, Secretary

La Puente Water District January 2023 Disbursements

Check #	Рауее		Amount	Description
10518	ACWA/JPIA	\$	38,032.70	Health Benefits
10519	Mutual of Omaha	\$	1,206.53	Life & Disability Insurance
10520	Premier Access Insurance Co	\$	3,318.75	Dental Insurance
10521	Alexandra Guevara	\$	585.00	Cleaning Service
10522	Continental Utility Solutions Inc	\$	2,550.00	Billing Expense
10523	Corporate Billing LLC Dept	\$	2,267.45	Truck Maintenance
10525	MJM Communications & Fire	\$	720.00	Security Monitoring
10526	Nobel Systems	\$	17,013.00	Data Collection and Module Support
10527	Petty Cash	\$	37.05	Office/Field Expense
10528	Pumping Solutions Inc	\$	1,010.11	Pump Repair
10529	S & J Supply Co Inc	\$	834.14	Valve Replacements
10530	SC Edison	\$	5,261.88	Power Expense
10531	So Cal Water Utilities Association	\$	320.00	Membership Renewal
10532	Underground Service Alert	\$	106.70	Line Notifications
10533	Merritt's Hardware	\$	346.06	Field Supplies
10534	Trojan UV	\$		UV Maintenance
10535	Waste Management of SG Valley	\$	-	Trash Service
10536	Carbon Activated Corporation	\$		Carbon Changeout
10537	Evoqua	\$		Resin Changeout
10538	Hach Company	\$		Field Supplies
10539	Northstar Chemical	\$		Chemical Expense
10540	RC Foster Corporation	\$		Contractor Services
10541	USA BlueBook	\$		Field Supplies
10542	Weck Laboratories Inc	\$		Water Sampling
10543	Week Laboratories Inc	\$		Water Sampling
10544	Answering Service Care	\$		Answering Service
10545	Applied Technology Group Inc	\$		Radio System
10545	Chevron	\$		Truck Fuel
10540	Continental Utility Solutions Inc	\$	-	Billing Expense
10548	Eide Bailly LLP			Administrative Support
10548	Highroad IT	\$ \$		Technical Support
10549	InfoSend	\$	-	Billing Expense
10550	Public Water Agencies Group	\$		Administrative Expense
10551	Red Wing Shoes	\$		Boot Allowance
10552	Resource Building Materials	\$		Field Supplies
10555	S & J Supply Co Inc	\$		Inventory
10555	San Gabriel Valley Water Association	\$	-	Annual Dues
10555	-		-	Water Service
	San Gabriel Valley Water Company	\$ ¢		
10557	SC Edison	\$ ¢		Power Expense
10558	Spectrum Business	\$		Telephone Service
10559	Valley Vista Services	\$		Trash Service
10560	Vulcan Materials Company	\$		Field Supplies - Asphalt
10561	Spectrum Business	\$		Telephone Service
10562	Tahoe Christmas Trees	\$		Construction Meter Refund
10563	Cintas	\$		Uniform Service
10564	Citi Cards	\$		Administrative Expense
10565	Continental Utility Solutions Inc	\$		Billing Expense
10566	Lagerlof LLP	\$	2,260.00	Attorney Fee's

La Puente Water District January 2023 Disbursements - Continued

Check #	Рауее	Amount	Description
10567	Southern Tire Mart	\$ 423.13	Truck Maintenance
10568	Staples	\$ 661.07	Office Supplies
10569	Weck Laboratories Inc	\$ 1,628.20	Water Sampling
10570	Western Water Works	\$ 54.36	Field Supplies
10571	ACWA/JPIA	\$ 38,032.70	Health Benefits
10572	Highroad IT	\$ 1,637.50	Technical Support
10573	Hunter Electric	\$ 33,005.08	Reclaimed Water & Nitrate Project
10574	InfoSend	\$ 3.00	Billing Expense
10575	Mutual of Omaha	\$ 1,206.53	Life & Disability Insurance
10576	Premier Access Insurance Co	\$ 3,318.75	Dental Insurance
10577	Southern Tire Mart	\$ 627.07	Truck Maintenance
10578	Spectrum Business	\$ 334.99	Telephone Service
10579	Verizon Wireless	\$ 95.00	Cellular Service
10580	Verizon Wireless	\$ 367.02	Cellular Service
10581	Verizon Wireless	\$ 76.02	Cellular Service
10582	Weck Laboratories Inc	\$ 179.05	Water Sampling
10583	Hach Company	\$ 190.18	Field Supplies
10584	JR's Environmental Services	\$ 2,245.00	Meter Testing
10585	SC Edison	\$ 44,555.62	Power Expense
10586	United Site Services	\$ 664.78	Restroom Service @ BP Plant
10587	Verizon Wireless	\$ 114.03	Cellular Service
10588	Edward Fierro	\$ 350.00	Boot Allowance
Wire Transfer	Northrop Grumman Corporation	\$ 5,000.00	Loan - PVOU-IZ Project
Online	Home Depot	\$ 1,233.67	Field Supplies
Online	Lincoln Financial Group	\$ 4,977.50	Deferred Comp
Online	CalPERS	\$ 8,436.65	Retirement Program
Online	Employment Development Dept	\$ 7,503.19	California State & Unemployment Taxes
Online	United States Treasury	\$ 35,048.72	Federal, Social Security & Medicare Taxes
Autodeduct	Bluefin Payment Systems	\$ 1,048.04	Web Merchant Fee's
Autodeduct	Wells Fargo	\$ 128.39	Merchant Fee's
Autodeduct	First Data Global Leasing	\$ 44.00	Credit Card Machine Lease
	Total Vendor Payments	\$ 493,866.76	

La Puente Valley County Water District Payroll Summary January 2023

	January 2023
Employee Wages, Taxes and Adjustments	
Gross Pay	
Total Gross Pay	142,137.18
Deductions from Gross Pay	
Total Deductions from Gross Pay	-14,053.53
Adjusted Gross Pay	128,083.65
Taxes Withheld	
Federal Withholding	-13,276.00
Medicare Employee	-2,063.44
Social Security Employee	-8,822.92
CA - Withholding	-5,916.01
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-30,078.37
Net Pay	98,005.28
Employer Taxes and Contributions	
Medicare Company	2,063.44
Social Security Company	8,822.92
CA - Unemployment	1,487.96
CA - Employment Training Tax	99.21
Total Employer Taxes and Contributions	12,641.53

La Puente Water District January 2023 Disbursements

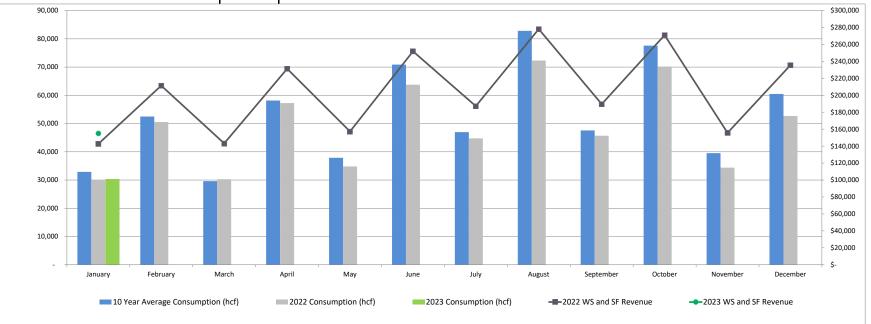
Total Vendor Payables	\$ 493,866.76
Total Payroll	\$ 98,005.28
Total January 2023 Disbursements	\$ 591,872.04

Industry Public Utilities January 2023 Disbursements

Check #	Рауее	Amount	Description
5459	Continental Utility Solutions Inc	\$ 2,550.00	Billing Expense
5460	Merritt's Hardware	\$ 138.35	Field Supplies
5461	MJM Communications & Fire	\$ 180.00	Security Monitoring
5462	Nobel Systems	\$ 9,523.00	Data Collection and Module Support
5463	Underground Service Alert	\$ 106.70	Line Notifications
5464	Answering Service Care	\$ 38.56	Answering Service
5465	Continental Utility Solutions Inc	\$ 50.00	Billing Expense
5466	Eide Bailly LLP	\$ 166.85	Administrative Support
5467	Highroad IT	\$ 1,172.20	Technical Support
5468	Industry Public Utility Commission	\$ 997.31	Industry Hills Power Expense
5469	InfoSend	\$ 227.57	Billing Expense
5470	La Puente Valley County Water District	\$ 67,732.10	Labor Costs December 2022
5471	Resource Building Materials	\$ 24.38	Field Supplies
5472	SC Edison	\$ 14,371.19	Power Expense
5473	SoCal Gas	\$ 20.55	Gas Expense
5474	Spectrum Business	\$ 294.12	Telephone Service
5475	Vulcan Materials Company	\$ 394.20	Field Supplies - Asphalt
5476	Cintas	\$ 184.14	Uniform Service
5477	Citi Cards	\$ 191.97	Administrative Expense
5478	Continental Utility Solutions Inc	\$ 10.85	Billing Expense
5479	San Gabriel Valley Water Company	\$ 868.39	Water Service - Salt Lake
5480	Spectrum Business	\$ 83.56	Telephone Service
5481	Staples	\$ 661.06	Office Supplies
5482	Stetson Engineers Inc	\$ 1,143.50	Engineering Support
5483	USA BlueBook	\$ 116.05	Hydrant Meter
5484	Weck Laboratories Inc	\$ 337.50	Water Sampling
5485	Western Water Works	\$ 54.36	Field Supplies
5486	Highroad IT	\$ 1,637.50	Server Backup
5487	InfoSend	\$ 646.57	Billing Expense
5488	Johnny's Pool Service Inc	\$ 63.30	Chemical Expense
5489	SoCal Gas	\$ 15.78	Gas Expense
5490	Verizon Wireless	\$ 95.00	Cellular Service
5491	Verizon Wireless	\$ 367.02	Cellular Service
5492	Verizon Wireless	\$ 76.02	Cellular Service
5493	Weck Laboratories Inc	\$ 122.50	Water Sampling
Online	Home Depot	\$ 25.52	Field Supplies
Autodeduct	Wells Fargo Merchant Fee's	\$ 49.83	Merchant Fee's
Autodeduct	Bluefin Payment Systems	\$ 1,514.12	Web Merchant Fee's
Autodeduct	Jack Henry & Associates	\$ 16.70	Web E-Check Fee's
Autodeduct	First Data Global Leasing	\$ 44.00	Credit Card Machine Lease - Monthly

WATER SALES REPORT LPVCWD 2023

LPVCWD	January	February	March	April	May	June	July	August	September	October	November	December	YTD
No. of Customers	1,233	,	-			_	-	-		-	_	_	1,233
No. of Customers	1,233	-	-		_		_	_	-	-	-		1,233
2023 Consumption (hcf)	30,326	-	-	-	-	-	-	-	-	-	-	-	30,326
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	\$ 86,991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,991
2022 Water Sales		\$ 136,210											\$ 1,612,219
	\$ 68,131		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,131
	\$ 63,895	\$ 75,110											\$ 842,637
	\$ 155,122		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,122
		\$ 211,320											\$ 2,454,856
	\$ 950		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950
-	\$ 356		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	s -	s -	\$ -	\$ -	\$ 356
	\$ <u>356</u> \$ 156,428		\$ -	s -	s -	s -	\$ -	\$ - \$ -	s -	s -	\$ - \$ -	s -	\$ 156,428



WATER SALES REPORT CIWS 2023

<u>CIWS</u>	January	February	March	April	Мау	June	July	August	September	October	November	December	YTD
No. of Customers	967	-		-		-	-				-	-	967
2023 Consumption (hcf)	46,138	_	_	-	_	_	-	_	_		-	_	46,138
	40,130	-	-	-	-	-	-	-	-	-	-	-	40,130
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
	50,540	24,204	43,724	23,334	30,091	51,755	00,010	30,403	71,400	04,400	00,043	21,324	333,390
2023 Water Sales	\$ 129,349	\$-	\$ -	\$-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,349
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$-	\$ -	\$ -	\$ 69,937
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$-	\$ -	\$-	\$ -	\$ -	\$ 1,550
2023 DC Fees	\$ 20,050	\$-	\$ -	\$-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,050
2023 System Revenues	\$ 220,886	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ 220,886
100,000													\$240,000
90,000													- \$220,000
80.000	•												- \$210,000 - \$200,000
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10,000													- \$30,000
													- \$20,000 - \$10,000
- +-	January	February	March	April	May	June	July	August	September	October	November	December	

La Puente Valley County Water District Board of Director's Payroll Summary 4th Quarter 2022; Year End 2022

	Cesar J	Barajas	David E Argudo		Henry P H	ernandez	John P	Escalera	W illiam	R Roj <i>a</i> s	TOTALS	
	Oct - Dec 22	Jan - Dec 22	Oct - Dec 22	Jan - Dec 22	Oct - Dec 22	Jan - Dec 22	Oct - Dec 22	Jan - Dec 22	Oct - Dec 22	Jan - Dec 22	Oct - Dec 22	Jan - Dec 22
Board of Directors Stipend	1,026.06	4,063.54	1,026.06	3,224.77	2,394.14	6,115.68	2,394.14	7,467.46	1,539.09	5,252.47	8,379.49	26,123.92
Total Gross Pay	1,026.06	4,063.54	1,026.06	3,224.77	2,394.14	6,115.68	2,394.14	7,467.46	1,539.09	5,252.47	8,379.49	26,123.92

La Puente Valley County Water District Transactions by Account As of December 31, 2022

Date	Director	Event	October - December 2022	Ye	ar End 2022
11/29/22-12/01/22	David Argudo	ACWA 2022 Fall Conference	\$ 1,702.59	_	
		• David Argudo Totals	\$ 1,702.59	\$	1,702.59
	Cesar Barajas	_	\$ -	_	
		• Cesar Barajas Totals	\$ -	\$	70.00
10/04-07/2022	Henry Hernandez	Water Smart Innovations	\$ 779.89		
11/29/22-12/01/22	Henry Hernandez	ACWA 2022 Fall Conference	\$ 1,508.32		
2 Events	Henry Hernandez	SCWUA	\$ 70.00	_	
		• Henry Hernandez Totals	\$ 2,358.21	\$	4,786.00
10/04-07/2022	John Escalera	Water Smart Innovations	\$ 726.36		
11/29/22-12/01/22	John Escalera	ACWA 2022 Fall Conference	\$ 794.42		
2 Events	John Escalera	SCWUA	\$ 70.00	_	
		· John Escalera Totals	\$ 1,590.78	\$	5,158.55
11/29/22-12/01/22	William (Bill) Rojas	ACWA 2022 Fall Conference	\$ 778.38	_	
		· William (Bill) Rojas	\$ 778.38	\$	1,542.88
		2022 Totals	\$ 6,429.96	\$	13,260.02



Item 7A – Approval of 2nd Amendment to the General Manager's Contract

SECOND AMENDMENT TO EMPLOYMENT CONTRACT FOR GENERAL MANAGER OF LA PUENTE VALLEY COUNTY WATER DISTRICT

This SECOND AMENDMENT TO EMPLOYMENT CONTRACT FOR GENERAL MANAGER OF LA PUENTE VALLEY COUNTY WATER DISTRICT ("Second Amendment") is made and entered into at La Puente, California, by and between the LA PUENTE VALLEY COUNTY WATER DISTRCT, a County Water District organized and existing under the County Water District Law (hereinafter the "DISTRICT") and ROY FRAUSTO (hereinafter "FRAUSTO" or "General Manager"), and is effective as of January 1, 2023.

RECITALS:

A. FRAUSTO is currently serving as the General Manager of the DISTRICT under the Employment Contract for General Manager of La Puente Valley County Water District, dated November 1, 2020 (the "Employment Contract").

B. The Employment Contract provides for an initial and subsequent annual evaluations of the General Manager's performance and possible adjustments of compensation initially and then effective January 1st of each year. Adjustments to compensation are within the sole discretion of the DISTRICT's Board of Directors.

C. The Board of Directors of the DISTRICT conducted an evaluation of FRAUSTO'S performance, which was a positive evaluation, and by action taken by the Board of Directors on January 9, 2023, increased his compensation by ten percent (10%), to increase that annual compensation from \$200,277 per year to \$220,304.70, to be effective as of, and retroactive to, January 1, 2023.

D. The Board of Directors also took action on January 23, 2023 to extend the term of FRAUSTO's employment contract by five (5) years, to revise the termination date to December 31, 2028.

AGREEMENTS:

NOW THEREFORE, the parties hereby amend the following paragraphs of the Employment Contract, to read in their entirety as follows:

1. <u>EMPLOYMENT</u>

Subject to the provisions of Paragraph 5 below, the District employs FRAUSTO as its General Manager until December 31, 2028, unless sooner terminated as provided herein, and FRAUSTO hereby accepts such employment. The Employment Contract shall thereafter be automatically renewed and extended on January 1st of each year beginning January 1, 2029 for a succeeding two (2) year period, but only if FRAUSTO receives a satisfactory evaluation as a result of his performance evaluation as set forth in Paragraph 3, below. It is the right of either party to give written notice of his or its intention not to renew the Employment Contract to the other on or before December 31st of each year.

3. <u>COMPENSATION</u>

Effective January 1, 2023, the GENERAL MANAGER'S annual base salary shall be increased to \$220,304.70, payable in equal installments concurrently with salary payments to other employees of the DISTRICT. Future annual adjustments to the General Manager's compensation, if any, will be based upon the review of the performance of the General Manager by the Board, which evaluation shall subsequently be completed prior to December 31st of each year with any salary adjustments effective January 1st of the following year. Evaluations may be performed by the Board or a committee thereof. Salary adjustments shall be within the sole discretion of the Board. Adjustments shall be in addition to any general cost-of-living adjustments which the District may, at any time during this Employment Contract, provide to other employees of the District as provided in Paragraph 4(a) below.

NO OTHER AMENDMENTS

Except as amended herein, the Employment Contract dated November 1, 2020 shall remain in full force and effect.

Executed on February 13, 2023, at La Puente, California.

"DISTRICT"

"GENERAL MANAGER"

By:

Henry Hernandez President of the Board La Puente Valley County Water District ROY FRAUSTO



Item 7B – Consideration of Resolution 292



RESOLUTION NO. 292

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LA PUENTE VALLEY COUNTY WATER DISTRICT PROCLAIMING A STATE OF EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF LA PUENTE VALLEY COUNTY WATER DISTRICT FOR THE PERIOD FEBRUARY 13, 2023, TO FEBRUARY 28, 2023, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the La Puente Valley County Water District (the "District") is committed to preserving and nurturing public access and participation in meetings of its Board of Directors; and

WHEREAS, all meetings of the District's Board of Directors and its standing committees are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950 – 54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

WHEREAS, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition for application of Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Resolution No. 274 on October 25, 2021 finding that the requisite conditions exist for the District's Board of Directors and standing committees to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in Section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and;

WHEREAS, emergency conditions persist in the District, specifically, COVID-19, its Delta, Omicron, and BA.2 variant, remain highly contagious and, therefore, a threat to the health, safety and well-being of the District's employees, directors, vendors, contractors, customers and residents; and

WHEREAS, orders from the Los Angeles County Department of Public Health and regulations from the State of California impose limitations on gatherings and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the District's Board of Directors does hereby find that a state of emergency exists within the District's service area as a result of the continuing presence of COVID-19 and resulting local, state and federal orders and guidance, which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board of Directors desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the District's Board of Directors and all standing committees shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Section 54953; and

WHEREAS, the District will continue to provide proper notice to the public regarding all District of Board of Directors' and standing committee meetings, in accordance with Government Code Section 54953(e)(2)(A) and shall provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF LA PUENTE VALLEY COUNTY WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. <u>Recitals</u>. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. <u>Affirmation that Local Emergency Persists</u>. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and that conducting District Board of Directors and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Re-<u>Ratification of Governor's Proclamation of a State of Emergency</u>. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

Section 4. <u>Remote Teleconference Meetings</u>. The District's General Manager, or his delegee, and the Board of Directors and standing committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. <u>Effective Date of Resolution</u>. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during

which the Board of Directors and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of La Puente Valley County Water District this 13th day of February 2023, by the following vote:

AYES: William Rojas, Cesar Barajas, David Argudo, John Escalera NOES: ABSENT: Henry Hernandez ABSTAIN:

> Henry P.Hernandez President of the Board

ATTEST:

Roy Frausto Board Secretary



Item 8 – Operations and Maintenance Superintendent's Report

Memo

To: Honorable Board of Directors

From: Paul Zampiello, Operations & Maintenance Superintendent

Date: February 13, 2023

Re: Monthly Operations & Maintenance Superintendent's Report



The following report summarizes LPVCWD, IPU Waterworks, BPOU, and PVOU operational and compliance activities of January 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 January was 298.22 AF, of which 196.42 AF was delivered to Suburban Water Systems. IPU Waterworks Well No. 5 produced a total of 163.02 AF in the month of January. The January 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 CIWS are as shown in the table below.

	Stat	ic Water Le	evel (Ft)	Pumpi	ng Water	Level (Ft)			
Well	2022	2023	Difference Current - 2022 (%)	2022	2023	Difference Current - 2022 (%)	Drawdown (Ft)	Current GPM Pumping Rate	Specific Capacity (GPM/Ft)
LPVCWD 2	159.5	162	-1.6%	182	189	-3.8%	27	1,034	38.3
LPVCWD 3	160	165	-3.1%	_	175	_	10	1,023	102.3
LPVCWD 5	146	152	-4.1%	171	178	-4.1%	26	1,368	52.6
COI 5	107	110	-2.8%	157	161	-2.5%	51	1,233	24.2

*Well #3 was out of service for motor repairs from January 18th – May 17, 2022

• 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.

Month	2021-22	2022-23	Difference Current - Previous Year (%)	Accumulative Difference (%)
August	169.51	161.76	-4.6%	-4.6%
September	153.41	144.15	-6.0%	-5.3%
October	129.75	135.34	4.3%	-2.1%
November	126.09	112.27	-11.0%	-4.3%
December	100.49	108.13	7.6%	-1.9%
January	107.95	97.71	-9.5%	-3.2%

LPVCWD Monthly Water Consumption

IPU Waterworks Monthly Water Consumption

Month	2021-22	2022-23	Difference Current - Previous Year (%)	Accumulative Difference (%)
August	132.51	124.26	-6.2%	-6.2%
September	122.80	111.51	-9.2%	-7.7%
October	108.02	103.19	-4.5%	-6.6%
November	99.58	89.33	-10.3%	-7.5%
December	84.43	86.31	2.2%	-5.6%
January	81.27	74.29	-8.6%	-6.1%

CAPITAL / OTHER PROJECTS

1. LPVCWD Recycled Water Project

Staff is working on scheduling the pump station testing and startup checks in the coming weeks. In addition to the testing, beginning in March will start coordinating the first site walks at each location to discuss the scope of work and plans for the customer retrofit process. The first customer that District staff will be working with is the City of Industry's Homestead Museum.

- 2. LPVCWD PVOU IZ Project and SZ-South Project.
 - Staff has continued conducting bi-weekly project meetings with RC Foster to discuss the plant startup. Also, District staff continued to perform preventative maintenance activities and operational testing for the new PVOU-IZ treatment plant.
 - RC Foster crews are working to finalize all onsite construction for the PVOU-IZ Treatment Plant. Recent construction activities have included the crews working on

temporary modifications for the commissioning team, chemical tank cleaning and concentration dilutions, and installation of shade cover for analyzer and chemical skids.

- RC Foster has continued onsite construction for the new PVOU-SZ Treatment Plant. Recent construction activities have included crews working on pressure and leak testing of process piping.
- 3. Distribution Leak Repairs & Maintenance Field staff has performed various replacements and leak repairs to the water distribution systems in January. They have repaired and replaced: 4 water service lines, 5 service angle stops, and 16 meter replacements.
- 4. LPVCWD & CIWS Site and Facility Maintenance Field staff performed an extensive clean up and organization of the storage facility at the Proctor yard. Staff also completed site maintenance at the Main St Reservoir site, which included removing spoil piles from previous construction activities.

DEVELOPMENT PROJECTS

- 1. LPVCWD New ADU Project at 147 Stimson Avenue The project consists of one Accessory Dwelling Unit (ADU), a secondary dwelling on a property with a primary residence, and has complete living facilities for one or more persons. Staff completed the construction activities related to the install of the new ADU water service and meter.
- 2. LPVCWD New 34-Unit Mix-Used Apartment Building at 15861 Main Street Staff has received a request for new water services related to a development project at 15861 Main St. The project is the new construction of a 34-unit mix-used apartment building at the corner of Main Street and 2nd Street. Staff has met with the Developer and provided them with the necessary information to develop a utility site plan and request service quantity. Staff is awaiting the submittal of the new water service request and information. Once received, Staff will review the submittal and provide the Developer with a cost estimate and water capacity fee letter.

La Puente Valley County Water District

PRODUCTION REPORT - JANUARY 2023

LPVCWD PRODUCTION	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021
Well No. 2	134.04												134.04	1411.60
Well No. 3	8.51												8.51	29.36
Well No. 5	155.66												155.66	2304.99
Interconnections to LPVCWD	2.13												2.13	24.06
Subtotal	<u>300.35</u>	<u>0.00</u>	<u>300.35</u>	3770.01										
Interconnections to SWS	196.42												196.42	2168.86
Interconnections to COI	6.22												6.22	30.90
Interconnections to Others	0.00												0.00	0.00
Subtotal	<u>202.64</u>	<u>0.00</u>	<u>202.64</u>	2199.76										
Total Production for LPVCWD	<u>97.71</u>	<u>0.00</u>	<u>97.71</u>	1570.25										
CIWS PRODUCTION														0.00
COI Well No. 5 To SGVWC B5	163.02												163.02	1957.32
Interconnections to CIWS														
SGVWC Salt Lake Ave	0.43												0.43	6.33
SGVWC Lomitas Ave	69.77												69.77	1209.58
SGVWC Workman Mill Rd	0.00												0.00	0.06
Interconnections from LPVCWD	6.22												6.22	30.90
Subtotal	76.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.42	1246.87
Interconnections to LPVCWD	2.13												2.13	24.06
Total Production for CIWS	<u>74.29</u>	<u>0.00</u>	<u>74.29</u>	1222.81										



Item 9 – Treatment and Supply Superintendent's Report

Memo

To:Honorable Board of DirectorsFrom:Cesar A. Ortiz, Water Treatment & Supply SuperintendentDate:February 13, 2023Re:Monthly Water Treatment & Supply Superintendent Report



The following report summarizes LPVCWD, IPU Waterworks System, BPOU and PVOU-IZ operational and compliance activities of the previous month and since the last report to the Board. The report also 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 **63** samples were collected. All results met State and Federal drinking water quality regulations.
- **Treatment Monitoring & Compliance** All water quality compliance samples were collected from all the treatment processes and plant effluent, as required. Approximately **157** 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	СТС	TCE	PCE	Perchlorate	1,4- Dioxane	NDMA	Nitrate
	MC L= 6 ppb	MCL = 5 ppb	MCL = 5 ppb	MCL=6 ppb	NL = 1 ppb	NL=10 ppt	MCL=10 ppm
LPVCWD 2	1.2	24	1.8	19	0.58	37	6.7
LPVCWD 3	ND	.67	ND	9.1	ND	ND	9.2
LPVCWD 5	ND	4.2	ND	12	0.16	5.1	8.7

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 The Carbon Vessel for Air Stripper No. 2, had an issue with the screen inside of the vessel blowing off and some carbon blowing out of the top, one of our operators noticed it and shutdown the plant under my direction, the screen was repaired/reattached, and the vessel is back to normal operations. We operated under lower flows with only Air Stripper No. 1 in service until the contractor could make the repairs.
- BPOU Treatment Plant Nitrate Project is still under construction and nearing completion. Meetings with WARasic are conducted regularly and Hunter Electric Service, SoCal Scada, Evoqua and LPVCWD Staff are in close communication coming up to the pipeline tie in and relocation of the peroxide injection system.
- 3) **BPOU** Treatment Plant 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.
- 4) **PVOU-IZ** Treatment Plant Staff continues to train and have begun interim operations activities as part of the start-up process at the plant site and at the off-site wells, including chemical skid cleanings, calibrations, residuals testing and well repairs coordination. Staff continues to acquire spare parts for inventory and tools and supplies for maintenance.
- 5) **PVOU-SZ** Treatment Plant Under Construction, larger equipment and process equipment has been delivered and has been installed, along with connecting piping, bracing and supports. Chemical tanks have been delivered and are being installed along with their corresponding chemical pump skids.
- 6) **IPUWS** Well No. 5 follow up 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 is completing the repairs to the PLC and Panel at their facility.

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

Nitrate Concentrations December 2022 / January 2023										
Date	SP-6	SP-10	Well(s)	Comments						
12/1/2022	7.6	7.7	2 & 5	Weck Lab (353.2)						
12/5/2022	7.6	7.6	2 & 5	Weck Lab (353.2)						
12/8/2022	7.2	7.3	2&5	Weck Lab (353.2)						
12/12/2022	7.0	6.9	2&5	Weck Lab (353.2)						
12/19/2022	7.7	7.7	2 & 5	Weck Lab (353.2)						
12/23/2022	7.8	7.8	2 & 5	Weck Lab (353.2)						
12/27/2022	8.0	8.1	2 & 5	Weck Lab (353.2)						
12/30/2022	7.9	7.9	2&5	Weck Lab (353.2)						
1/3/2023	8.1	8.1	2 & 5	Weck Lab (353.2)						
1/5/2023	7.1	7.2	2 & 5	Weck Lab (353.2)						
1/9/2023	7.9	7.9	2&5	Weck Lab (353.2)						
1/12/2023	7.6	7.7	2 & 5	Weck Lab (353.2)						
1/17/2023	7.3	7.3	2&5	Weck Lab (353.2)						
1/19/2023	7.5	7.6	2 & 5	Weck Lab (353.2)						
1/23/2023	7.3	7.1	2&5	Weck Lab (353.2)						
1/26/2023	7.9	7.9	2&5	Weck Lab (353.2)						

AVERAGE	7.6	7.6
MINIMUM	7.0	6.9
MAXIMUM	8.1	8.1

Notes:

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

MCL = Maximum Contaminent Level



112 N. First St. La Puente, Ca 91744

Attachment 1



Item 10 – General Manager's Report

General Manager Report

To: Honorable Board of Directors

- From: Roy Frausto, General Manager
- Date: February 13, 2023
- Re: General Manager Report

GENERAL MANAGER REPORT TOPICS

- Baldwin Park Key Well Elevation 180.8 ft as of February 3, 2023
- January 2023 Rainfall (Puddingstone Dam) The current year rainfall as of February 9, 2023, is 13.35 inches
- Snowpack Report Statewide (Northern, Central & Southern Sierras)
 - 206% of normal for this date as of Feb 6, 2023
 - o 135% of April 1 Average
- WQA Grant Award Funding
 - o \$275,000 Awarded to LPVCWD for the District's Nitrate Treatment Project
 - WQA has indicated that additional funds may be awarded through a new appropriation
- Recycled Water Engineering Report
 - San District indicated that DDW has agreed to approve LPVCWD's engineering report contingent that San District submit a draft copy of the San Jose Creek WRP engineering report
- Internship Program
 - The District is working with the City of La Puente and Americas Job Center to start recruitment for the following intern positions (Job Descriptions Enclosed):
 - Two (2) Operations Intern
 - One (1) Customer Service Intern
 - One (1) Engineering Intern

STAFFING

- Employee work anniversaries in January.
 - \circ Edward Fierro 2 years

OUTREACH

TOPIC	Comments	
Number of Instagram Post	4	
Number of Instagram Followers	153	
Post Related to Main Shutdowns	0	
Community Events	0	
CET Program	Staff attended 1 meeting	
CET Scholarship Program	Staff contacted LP High to encourage submissions	
	from students to apply for a \$1,000 scholarship	



GENERAL MANAGER ACTIVITIES

Meetings/Activity	Date			
Watermaster Board Meeting	January 4			
Monthly COI, WVWD, RWD & LPVCWD	January 5			
Staff Meetings	January 9, 16, 23, 30			
PVOU Meetings	January 10, 11, 12, 17, 19, 20, 24, 26, 30			
Watermaster Basin Management	January 11			
Olson Resources Meeting	January 11			
Puente Basin Watermaster	January 11			
Internship Partnership Meeting	January 11			
IPUC Meeting	January 12			
Watermaster 101	January 12			
PWAG Executive Committee	January 18			
WQA Board Meeting	January 18			
CIWS Water Ops Meeting w/Josh	January 19			
SGVWA Legislative & Board Meeting	January 23			
BPOU Plant Tour – Council Members	January 24			
PVOU Plant Tour – WQA, EPA, Napolitano, Solis	January 25			
PWAG Member Meeting	January 25			
SCWUA Board Meeting & Program	January 26			
Staff Project Meeting	January 27			
CIWS Treatment Call w/ CRs	January 31			
Watermaster Producer Meeting	January 31			



JOB DESCRIPTION

INTERNSHIP (Customer Service)

Date: February 1, 2023 Reports to: Customer Service & Accounting Supervisor and/or Office Manager FLSA: Non- Exempt Salary Range: Intern

DEFINITION

Under the general supervision of the Customer Service & Accounting Supervisor and/or Office Manager, this position performs unskilled and semi-skilled work for the collection of information to begin and discontinue water service, answers customer inquiries, processes payments and follows up on delinquent accounts, and processes meter reading data.

EXAMPLES OF ESSENTIAL DUTIES

The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Performs data entry, utilizing a computer word processing program.
- Answer customer calls and greet office visitors, providing a variety of information, or referring them to other staff.
- Performs billing.
- Performs filing and recordkeeping.
- Prepares a variety correspondence.
- Receives and process payments.
- Prepares, organizes, and completes field service work orders in a timely manner.
- Proofreads various documents for accuracy.
- Performs duties in a professional manner and works well with others or in a team setting.
- Answers customer's questions regarding water use.
- Supports the District's water conservation programs by processing applications for rebates and verifying customer eligibility.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

OTHER DUTIES

- Prepares a variety of reports.
- Performs related duties as assigned.

JOB STANDARDS / SPECIFICATIONS

Knowledge of:

- Basic mathematics.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Learn to Operate PC, business office machines and data entry terminals.
- Deal tactfully and courteously with customer inquiries.
- Read and write.
- Make basic arithmetical computations.
- Follow oral and written directions.
- Type at a rate of 25 words per minute from clear, legible copy.
- Prepare and organize a variety of information.
- Effectively maintain good relations during public contacts.

TYPICAL PHYSICAL ACTIVITIES

- Work at a desk for an extended period.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly use a telephone for communication.
- Use office equipment such as computers, copiers, printers, and FAX machines.
- Sits for extended time periods.
- Standing, walking, lifting, bending, pulling, and/or pushing, grasping, reaching, stooping, and crouching, sitting, typing walking reading writing, color determination.
- Speaking and listening for extended periods of time.
- Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL FACTORS

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours.

DESIRABLE QUALIFICATIONS

• Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- A typical way to obtain the knowledge and abilities would be:
 - Education: High school graduation, or satisfactory equivalent.

I have reviewed the Job Description for Customer Service Intern with the General Manager and agree with its contents.

Intern Signature

Date

General Manager Signature

Date

The specific statements shown in each section of this job description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

INTERNSHIP (Operations)

Date: February 1, 2023 Reports to: Water Distribution Supervisor and/or Water Treatment & Supply Supervisor

FLSA: Non- Exempt

Salary Range: Intern

DEFINITION

Under general direction of the Water Distribution Supervisor and/or Water Treatment & Supply Supervisor, performs a variety of tasks in the operation, maintenance, and distribution systems and facilities. Work may include, but is not limited to, reading of meters; maintenance and repair of valves, mains, and meters; the installation of water lines and meters; the maintenance and operation of water storage and production facilities; and handling customer service inquiries.

EXAMPLES OF ESSENTIAL DUTIES

The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Assists with the installation, testing, and repair of meters.
- Assists with the repair of meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Cleans weeds and bushes and trims trees on meter services.
- Assists with a variety of maintenance and repair on water distribution systems
- May contact customers regarding high bills and field test meters.
- May check on customer complaints regarding low pressure, high pressure, and water quality.
- Assists with field work involving positive displacement, turbine, flow, and compound meters.
- Assists with cleaning dead-end lines by discharging water until no apparent odor, taste, or color exists.
- Assists with performing leak tests to locate leaks in service lines.
- Assists with shutting services off, seals services, and/or removes meters, as directed.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- May collect water quality samples for laboratory testing.
- Assists with shutting down main lines in emergencies.

• Distributes customer notices.

OTHER DUTIES

• Performs related duties as assigned.

JOB STANDARDS / SPECIFICATIONS

Knowledge of:

- Basic mathematics.
- Basic practices, materials and equipment used in water systems installation, maintenance and repairs.
- Appropriate use of tools, materials, and equipment used in water utility service installation, maintenance, and repair work.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Operate a PC.
- Perform skilled installation, servicing, and repair of meters and service lines.
- Deal tactfully and courteously with the public.
- Perform a variety of basic maintenance work at water treatment plants, pumping stations, and associated facilities.
- Maintain and update plant and maintenance records and logs.
- Communicate clearly and concisely, both orally and in writing.

TYPICAL PHYSICAL ACTIVITIES

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 65 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Operates District vehicles and various equipment.
- Regularly use a telephone and radio for communication.
- Uses office equipment such as computer terminals and copiers.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL FACTORS

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time spent in high temperatures.
- Low temp: Considerable work time spent in low temperatures.
- Wetness: More than 10% of the work time getting part or all the body and/or

clothing wet.

- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Dust: Works in or around areas with minor amounts of dust.
- Oil: Some parts of the body come in contact with oil or grease occasionally.
- Irregular or extended work hours: Occasionally required to change working hours.

DESIRABLE QUALIFICATIONS

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Education: High school graduation, or satisfactory equivalent or satisfactory equivalent, preferably supplemented by college level course work in water supply, water treatment or related subjects.

I have reviewed the Job Description for Operations Intern with the General Manager and agree with its contents.

Intern Signature	Date
General Manager Signature	Date

The specific statements shown in each section of this job description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

INTERNSHIP (Engineering)

Date: February 1, 2023 Reports to: Operations & Maintenance Superintendent FLSA: Non- Exempt Salary Range: Intern

DEFINITION

Under general direction of the Operations & Maintenance Superintendent, performs a variety of tasks in engineering, administrative, and technical work. Work may include, but is not limited to, assisting in the planning and coordination of various engineering processes and projects, including developer-led and/or capital facility engineering, design, plan checking and construction support. Assist in drafting and/or reviewing various engineering documents, including studies, reports, maps, exhibits, and correspondence. Work is performed under general administrative supervision.

EXAMPLES OF ESSENTIAL DUTIES

The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Performs technical computations; and assist in the preparation regulatory reports required to operate the District's water production, treatment and distribution facilities.
- Assist in developing, maintaining, and submitting all required plans, documents, and reports to regulatory agencies (i.e., SWRCB, NPDES, EPA, and SCAQMD)
- Assist in the implementation of projects, programs and responsibilities as assigned, including engineering design documents, and grant funding or other funding by outside agencies or organizations.
- Assist with maintaining documents related to contracts and projects (notice to proceed, inspection logs, notice of completion, and CEQA filings).
- Assist with developing work standards, emergency plans, and development cost reports.
- Review, and assist with comments on project plans, perform engineering calculations, review specifications, respond to RFI's, and compose project estimates.
- Communicate and exchange information as directed with consultants, engineers, contractors, and developers.
- Coordinate with District staff to accomplish projects and objectives.

OTHER DUTIES

- Assist with the annual Consumer Confidence Report.
- Update and maintain District's GIS mapping and asset allocation system.
- Communicate with vendors and contractors.
- Performs other duties as assigned

JOB STANDARDS / SPECIFICATIONS

Knowledge of:

- Principles and practices related to civil engineering.
- Water production, treatment, and distribution systems including their design, operation, maintenance, equipment, and related material.
- Engineering economics and construction project management.
- Personal computers and engineering related software applications including Auto CAD and GIS.
- Engineering project administration procedures and practices.
- Engineering maps and records; and symbols used on maps, plans and blueprints.

Ability to:

- Operate a PC.
- Draft maps, plans charts, graphs and simple technical drawings in Auto CAD
- Apply direct engineering principles and practices to the solution of specific engineering problems for the District.
- Interpret and analyze technical information
- Perform technical research and provide reliable advice on engineering problems or projects.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software products, and engineering related software including Auto CAD. Assist with preparation of maps, estimates and materials of assigned projects.
- Keep accurate construction records and prepare required reports.
- Observe proper safety precautions.
- Stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop and crouch, sit, type, read, write, speak and listen for extended periods of time.

TYPICAL PHYSICAL ACTIVITIES

- Work at a desk for an extended period of time.
- May include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up

to 30 pounds.

- Stoops, kneels, crouches, crawls, and climbs during field inspection work.
- At times may work in an environment with exposure to dust, dirt, and significant temperature
- changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminals and copiers.
- Hearing and vision within normal ranges with or without correction.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.

ENVIRONMENTAL FACTORS

- Exposure to the sun: 30% or less work time spent outside a building and exposed to the sun.
- High temp: Some work time spent in high temperatures.
- Low temp: Some work time spent in low temperatures.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Dust: Works in or around areas with minor amounts of dust.

DESIRABLE QUALIFICATIONS

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Education: High school graduation, or satisfactory equivalent or satisfactory equivalent, preferably supplemented by college level course work in civil engineering, water supply, water treatment or related subjects.

I have reviewed the Job Description for Operations Intern with the General Manager and agree with its contents.

Intern Signature

Date

General Manager Signature

Date

The specific statements shown in each section of this job description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.



Item 11A – Upcoming Events

Upcoming Events

To: Honorable Board of Directors

Date: 02/13/2023

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>
Monday & Tuesday April 3 & 4 2023	AWWA CA/NV Spring Conference 2023 Town & Country, San Diego			X	X	
Tuesday & Wednesday May 9 & 10 2023	ACWA 2023 Spring Conference & Expo Monterey, CA			X		
October 2023	AWWA WaterSmart Innovations Conference 2023					

Board Meetings typically held on the 2nd and the 4th Monday of each Month.





Item 11B – Report of the Watermaster Engineer on Hydrologic Conditions



FEBRUARY 1, 2023

REPORT OF THE WATERMASTER ENGINEER ON HYDROLOGIC CONDITIONS

4 <u>Baldwin Park Key Well (see attached graph)</u>

- 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 December 23, 2022, the Baldwin Park Key Well groundwater elevation was 179.2 feet.
- On January 20, 2023, the Baldwin Park Key Well groundwater elevation was 179.0 feet, an increase of 0.1 feet from the prior week. The historic low was 169.4 feet on November 21, 2018.
 - ✤ A decrease of about 0.2 feet from the prior month.
 - About 3 feet lower than one year ago (represents 24,000 acre-feet). Includes an estimated 103,000 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 15,000 AF

<u>Rainfall (see attached graphs)</u>

- 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 January 24, 2023
 - Average rainfall from July 1st through December 31st of each year is 9.45 inches
 - Rainfall during July 1, 2022 through January 24, 2023 is 13.72 inches, which is 145 percent of average.
 - Rainfall during July 1, 2021 through June 30, 2022 was 11.42 inches, which was 63 percent of average.
- Los Angeles Civic Center as of January 24, 2023
 - Average rainfall from July 1st through December 31st of each year is 7.25 inches
 - Rainfall during July 1, 2022 through January 24, 2023 is 13.38 inches, which is 185 percent of average.
 - Rainfall during July 1, 2021 through June 30, 2022 was 12.40 inches, which was 82 percent of average.

4 <u>Reservoir Storage and Releases</u>

- 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 acrefeet
 - Morris Reservoir is located downstream of and receives releases from San Gabriel Reservoir, and has a maximum storage capacity of 28,736 acrefeet. 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 January 23, 2023 was 64,867 acre-feet (about 78 percent of capacity).
 - San Gabriel Reservoir inflow was 753 cfs and release was 1,185 cfs as of January 23, 2023.
 - Morris Reservoir inflow was 1,214 cfs and release was 750 cfs as of January 23, 2023. 30 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 December 2022, Upper District did not make deliveries through USG-3.
 - During January 2023, Upper District does not plan to make deliveries through USG-3.
- Three Valleys District
 - During December 2022, Three Valleys District did not make deliveries through PM-26.
 - During January 2023, Three Valleys District does not plan to make deliveries through PM-26.
 - During December 2022, Three Valleys District did not make deliveries through USG-3 and to the San Gabriel Canyon.
 - During January 2023, Three Valleys District does not plan to make deliveries through USG-3 and to the San Gabriel Canyon

<u>Report of the Watermaster Engineer on Hydrologic Conditions – February 1, 2023</u> (continued)

- San Gabriel District
 - During December 2022, San Gabriel District delivered 129 acre-feet to the San Gabriel Canyon.
 - During December 2022, San Gabriel District did not make deliveries to the San Gabriel River.
 - During January 2023, San Gabriel District does not plan to make deliveries to the San Gabriel Canyon and the San Gabriel River.

Landfill Report

- Watermaster staff toured the following landfills during the month of January 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.

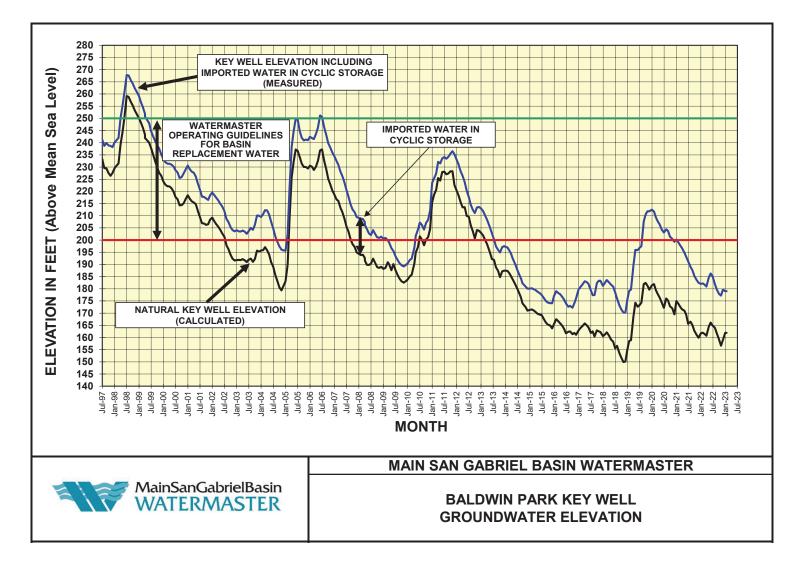
Water Quality

- 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 January 2023, 22 wells were sampled under Title 22
 - During December 2022, 10 wells were sampled under Title 22
 - During December 2022, Stetson Engineers Inc. received no public notice of wells shut down due to contamination.
- DDW announced it will be considering hexavalent chromium Maximum Contaminant Level (MCL) of 10 part per billion (ppb) with a notice of a public workshop to present information and solicit public input regarding the proposed administrative draft 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 initiated the process of developing revised notification level (NL) and reporting level (RL) for manganese. The current NL for manganese is 500 ppb and the secondary MCL for manganese is 50 ppb. DDW indicated additional notice will be provided when the proposed revisions are available.
 - 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.

<u>Report of the Watermaster Engineer on Hydrologic Conditions – February 1, 2023</u> (continued)

- 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 Polyfluroalkyl 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

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