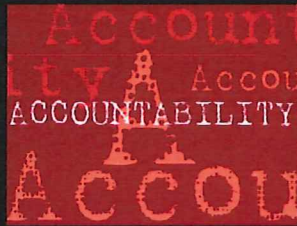
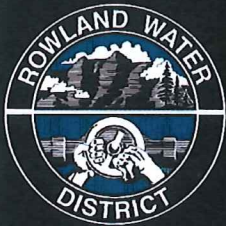


# ROWLAND WATER DISTRICT

3021 Fullerton Road  
Rowland Heights, CA 91748  
(562) 697-1726

## RWD BOARD VISION



### Our Mission:

*"Bound by our core values -- Accountability, Communication and Teamwork -- we are committed to providing the highest level of service to our customers --  
DEDICATED-RELIABLE-OUTSTANDING-PROFESSIONAL SERVICE"*

**Board of Directors Regular Meeting**  
**November 12, 2019**  
**6:00 p.m.**



## **AGENDA**

Regular Meeting of the Board of Directors  
November 12, 2019  
6:00 PM

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### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL OF DIRECTORS**

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

### **ADDITION(S) TO THE AGENDA**

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

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

*Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Rose Perea, Secretary to the Board, at (562) 697-1726, or writing to Rowland Water District at 3021 Fullerton Road, Rowland Heights, CA 91748. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Anyone requesting a disability-related accommodation should make the request with adequate time prior to the meeting in order for the District to provide the requested accommodation.*

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

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

## **TAB 1 – CONSENT CALENDAR**

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

- 1.1 Approval of the Minutes of Regular Board Meeting Held on October 8, 2019**  
*Recommendation: The Board of Directors approve the Minutes as presented.*
- 1.2 Approval of the Minutes of Special Board Meeting Held on October 22, 2019**  
*Recommendation: The Board of Directors approve the Minutes as presented.*
- 1.3 Demands on General Fund Account for September 2019**  
*Recommendation: The Board of Directors approve the demands on the general fund account as presented.*
- 1.4 Investment Report for September 2019**  
*Recommendation: The Board of Directors approve the Investment Report as presented.*
- 1.5 Water Purchases for September 2019**  
*For information purposes only.*

Next Special Board Meeting  
Next Regular Board Meeting

November 26, 2019  
December 10, 2019

## **Tab 2 – ACTION ITEMS**

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

- 2.1 Review and Approve Directors' Meeting Reimbursements for October 2019**  
*Recommendation: The Board of Directors approve the Meeting Reimbursements as presented.*
- 2.2 Select Voting Delegate to Vote at the ACWA Conference for ACWA President and Vice President for the 2020-2021 Term**  
*No recommendation.*
- 2.3 Nomination of Candidate – LAFCO Representative and Alternate**  
*No recommendation.*
- 2.4 Approve Creation of "Engineering and Compliance Manager" Position**  
*Recommendation: The Board of Directors approve the position as presented.*

- 2.5 **Approve Surplus of 2005 Ford F-150, Vin. # 1FDAF56P85EC73486, License No. 1183241**  
*Recommendation: The Board of Directors approve the surplus of the 2005 Ford F-150*  
*Intentionally left blank.*
- 2.6 **Review and Discuss “Customer Questionnaire Incentive Program”**  
*Recommendation: The Board of Directors approve the Program as presented.*
- 2.7 **Review and Approve “Agreement for Consultant Services” between Claris Strategy, Inc. and Public Water Agencies Group**  
*Recommendation: The Board of Directors approve the Agreement as presented.*
- 2.8 **Review and Approve Grant of Easement from Rowland Water District to Southern California Edison for 2505 Artigas Drive, Rowland Height, CA Vertical Bridge Cell Tower Lease**  
*Recommendation: The Board of Directors approve the Easement as presented.*
- 2.9 **Public Relations (Rose Perea)**
  - **Communications Outreach (CV Strategies)**
  - **Education Update***For information purposes only.*
- 2.10 **Discussion of Upcoming Conferences, Workshops, or Events (including items that may have arisen after the posting of the Agenda)**
  - **None***Intentionally left blank.*

### **TAB 3 LEGISLATIVE INFORMATION**

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

### **TAB 4 REVIEW OF CORRESPONDENCE**

*Intentionally left blank.*

### **TAB 5 COMMITTEE REPORTS**

- 5.1 **Joint Powers Insurance Authority (Directors Lewis/Mr. Coleman)**
  - **JPIA correspondence regarding Workers’ Compensation and Property Risk Assessment***For information purposes only.*

*There are no tabs for the remainder of the meeting.*

- 5.2 **Three Valleys Municipal Water District (Directors Lu-Yang/Lima)**
- 5.3 **Association of California Water Agencies (Directors Lewis/Bellah)**
- 5.4 **Puente Basin Water Agency (Directors Lima/Lewis)**



- 5.5 **Project Ad-Hoc Committee** (Directors Lima/Lu-Yang)
- 5.6 **Regional Chamber of Commerce-Government Affairs Committee**  
(Directors Lewis/Bellah)
- 5.7 **PWR Joint Waterline Commission** (Directors Lima/Rios)
- 5.8 **Sheriff's Community Advisory Council** (Directors Lu-Yang/Rios)
- 5.9 **Rowland Heights Community Coordinating Council**  
(Directors Lu-Yang/Bellah)
- 5.10 **Hacienda Heights Improvement Association** (Director Lima)

**TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

- 6.1 **Finance Report** (Mr. Coleman)
- 6.2 **Operations Report** (Mr. Moisio)
- 6.3 **Personnel Report** (Mr. Coleman)

**TAB 7 ATTORNEY'S REPORT** (Mr. Joseph Byrne)

**TAB 8 CLOSED SESSION**

- a. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
**Paragraph (1) of subdivision (d) of Government Code Section 54956.9. Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088.**
- b. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**  
Property: 18938 Granby Place, Rowland Heights, CA 91748  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: Mark I. Chen Revocable Living Trust dated 9-8-17  
Under Negotiation: Price and Terms
- c. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**  
Property: Portion of Property Located at  
804 S. Azusa Ave., City of Industry, CA  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: City of Industry  
Under Negotiation: Price and Terms

## **General Manager's and Directors' Comments**

## **Future Agenda Items**

## **Late Business**

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

## **ADJOURNMENT**

President, ROBERT W. LEWIS, Presiding

# Tab

## 1.1



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
October 8, 2019 – 6:00 p.m.  
Location: District Office

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

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

**ABSENT:**

Vice President Teresa P. Rios

**OTHERS PRESENT:**

Joseph P. Byrne, Legal Counsel, Best Best & Krieger  
Erin LaCombe Gilhuly, CV Strategies  
Denise Jackman, Three Valleys Municipal Water District  
Kirk Howie, Three Valleys Municipal Water District  
Joe Ruzicka, Three Valleys Municipal Water District  
David Malkin, Resident  
Teresa Naseery, Resident  
Sam Gosal, Resident

**ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager  
Dave Warren, Assistant General Manager  
Rose Perea, Director of Administrative Services  
Dusty Moisio, Director of Operations  
Brittnie Van De Car, Public Affairs Representative

**ADDITION(S) TO THE AGENDA**

None.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Five Rowland Heights residents were present at the meeting and voiced their concerns regarding the District's monthly service charge. General Manager, Tom Coleman, addressed their concerns and answered questions posed by them to members of the Board and staff.



## **TAB 1 – CONSENT CALENDAR**

Upon motion by Director Lima, seconded by Director Lu-Yang, the Consent Calendar was approved as follows:

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

### **The approval of the Consent Calendar included:**

#### **1.1**

**Approval of the Minutes of Regular Board Meeting Held on September 10, 2019**

#### **1.2**

**Approval of the Minutes of Special Board Meeting Held on September 24, 2019**

#### **1.3**

**Demands on General Fund Account for August 2019**

#### **1.4**

**Investment Report for August 2019**

#### **1.5**

**Water Purchases for August 2019**

Next Special Board Meeting  
Next Regular Board Meeting

October 22, 2019  
November 12, 2019

## **Tab 2 – ACTION ITEMS**

### **2.1**

**Review and Approve Directors' Meeting Reimbursements for September 2019**

Upon Motion by Director Lima, seconded by Director Lu-Yang, the Directors' Meeting Reimbursement Report was approved as follows:

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

### **2.2**

**Review and Approve “Letter Agreement Regarding Schedule for Payment of Cyclic Water Stored in Calendar Year 2019” Between Rowland Water District and Three Valleys Municipal Water District**

After discussion and upon motion by Director Lu-Yang, seconded by Director Lima, the Letter Agreement was approved as follows:

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

## 2.3

### **Public Relations (Rose Perea)**

Rose Perea reported that Public Affairs Representative, Brittanie Van De Car, gave a presentation on the Mini Solar Boat Challenge on October 3, 2019 for schools within the District that wish to participate in the event. She provided information on the program at the recent MWD Education Coordinators' Meeting held in Calabasas. Dr. Adrian Hightower, Solar Cup Technical Advisor, was so impressed by the thought of having the solar boat concept introduced to Fifth and Sixth graders, that he offered to help with some of the costs in connection with the program. At this time there are approximately 300 students interested in participating. The boat races will be held in February 2020 at the Nogales High School pool; therefore, space is limited. Customer Service Week as well as Employee Appreciation Week will be celebrated at the District October 7-11, 2019. Refreshments and hand-outs will be available to customers who visit the District during this time. One "Smart Irrigation" Controller will be raffled off to the customer whose name is drawn. The EduBucks applications are due on October 31, 2019. Although no applications have been received to date, three schools have advised Brittanie that they will be submitting an application.

### **Communications Outreach (CV Strategies)**

Erin LaCombe Gilhuly, CV Strategies, presented a Power Point Presentation on the Conservation Campaign—"What's Your Footprint?" She reviewed the tentative timeline through August 2020 for implementation of the various conservation initiatives. She also provided information to the Board on the proposed conservation microsite options and its connection to the District's legislative microsite. Both microsites will present useful information to customers in an interactive, conversational way. She also advised the Board that the slider, press release, shirts and other collateral in connection with the Buckboard Days Parade have been completed. The press release on the Mini Solar Cup Challenge and water quality messaging bill inserts have been completed.

### **Education Update**

Provided for information purposes only.

## 2.4

### **Discussion of Upcoming Conferences, Workshops, or Events (including items that may have arisen after the posting of the Agenda)**

- CIE-SOCAL Annual Convention, Saturday, October 12, 2019, 1:00-9:00 p.m., Holiday Inn Diamond Bar, CA  
Directors Lewis and Lima advised that they will be present at the convention to represent the District.
- 2019 FORUS Foundation State of the Schools Breakfast, Friday, October 25, 2019, 7:30-9:00 a.m., Rowland Heights Community Center, Rowland Heights, CA  
Directors Lewis and Lu-Yang advised that they will be attending the breakfast.
- Three Valleys Leadership Breakfast, October 31, 2019, 7:30 a.m., Sheraton Fairplex, Pomona, CA  
Staff was asked to make reservations for the following Directors: Directors Lima and Bellah.

- Urban Water Institute Spring Conference, February 19-21, 2020, Palm Springs, CA  
Staff was asked to make reservations for Directors Lu-Yang, Lima, Rios and Bellah's attendance at the Conference. Upon motion by Director Lu-Yang, seconded by Director Lima, the Board approved the payment of *per diem* compensation to the Directors for their attendance at the Conference. The motion was approved as follows:

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

- Solar Cup Competition, May 16-17, 2020, Lake Skinner, Temecula, CA  
Staff was asked to make reservations for Directors Lu-Yang and Rios' attendance at the event. Upon motion by Director Lu-Yang, seconded by Director Bellah, the Board approved the payment of *per diem* compensation to the Directors for their attendance at the event. The motion was approved as follows:

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

### **TAB 3 LEGISLATIVE INFORMATION**

#### **3.1**

#### **Updates on Legislative Issues**

General Manager, Tom Coleman provided an update on SB 1 (Atkins) which would potentially reduce the amount of water Southern California receives from the Delta and advised that Governor Newsome has vetoed SB 1, Atkins.

### **TAB 4 REVIEW OF CORRESPONDENCE**

None.

### **TAB 5 COMMITTEE REPORTS**

#### **5.1**

#### **Three Valleys Municipal Water District**

Director Lima reported on his attendance at the September 18, 2019 Board meeting and advised that the Cadiz Valley Groundwater Conservation, Recovery and Storage Project was discussed. The October 2, 2019, Board meeting had a presentation made by the Pomona Valley America's Job Center regarding training opportunities for students enrolled at Bassett Adult School in La Puente and an update on the 2020 MWD Solar Cup event was provided advising that the Boat Building will be held at Three Valleys MWD on November 2, 2019. PM-27 and PM-29, spreading ground connections, were discussed.

#### **5.2**

#### **Joint Powers Insurance Authority**

General Manager, Tom Coleman, reported on the renewal increase in the insurance rate noting that the premiums were impacted by last year's wildfires.

### **5.3**

#### **Association of California Water Agencies**

Directors Bellah and Lewis reported on their attendance at the ACWA Region 8 Legislative Forum held on September 20, 2019, in Pasadena, CA.

### **5.4**

#### **Puente Basin Water Agency**

Director Lima reported on his attendance at the meeting held on October 3, 2019. He advised that updates were provided on the Cal Domestic Project and the Pathfinder Road 20-inch water main installation as well as the status of the receipt of funds in connection with the Proposition 84 Grant.

### **5.5**

#### **Project Ad-Hoc Committee**

Nothing to report.

### **5.6**

#### **Regional Chamber of Commerce**

Director Lewis reported that the Government Affairs Committee meeting was rescheduled to October 15, 2019.

### **5.7**

#### **PWR Joint Waterline Commission**

Director Lima advised that the next meeting will be held on October 24, 2019.

### **5.8**

#### **Sheriff's Community Advisory Council**

Nothing to report.

### **5.9**

#### **Rowland Heights Community Coordinating Council**

Director Bellah advised that the next meeting will be held on October 14, 2019 and there will be no meeting in November.

### **5.10**

#### **Hacienda Heights Improvement Association**

Director Lima reported on his attendance at the September 16, 2019 meeting.

## **TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

### **6.1**

#### **Finance Report**

General Manager, Tom Coleman, presented August financial reports in the new format which will be included in future Board packets. The new Board reports will include Profit and Loss Statements, a Variance Report (Profit and Loss Analysis and Variance Report) and Capital Expenses. A Financial Dashboard will also be provided.



## 6.2

### Operations Report

Director of Operations, Dusty Moio, provided updates on the following projects:

- **Pathfinder Pipeline:** Los Angeles County Public Works is still evaluating compaction on Pathfinder. They may require that additional sections be replaced.
- **AMI Project:** All three towers are online. Currently, 1939 meters are on AMI, with 95% of those being read every twelve hours. The District's goal is to convert another 3,000 meters to AMI by June 30, 2020.
- **Cal Domestic Water Company Connection:** On October 7, 2019, Cal Domestic advised that RWD can start taking water through the Cal Domestic pipeline. RWD has scheduled chemical deliveries for October 10, 2019, with an anticipated start-up date of October 15, 2019.

## 6.3

### Personnel Report

The District recently promoted two employees – one from Water Systems Operator I to Cross-Connection Control Specialist, and one from Maintenance I to Water Systems Operator I. The District is currently recruiting for the Maintenance I position. One of the District's interns has been hired by La Habra Heights County Water District as a full-time employee and the District is recruiting for his replacement. Long-time employee, Eric Hall (28 years), has provided his retirement letter to the District effective November 20, 2019.

### TAB 7 ATTORNEY'S REPORT

Nothing to report.

### TAB 8 **CLOSED SESSION**

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 8:19 p.m. and announced that the purpose of the closed session, and the provisions of the Brown Act authorizing the closed session were listed in the agenda.

#### a. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

**Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9.**

**Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088**

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

Property: 18938 Granby Place, Rowland Heights, CA 91748  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: Mark I. Chen Revocable Living Trust dated 9-8-17  
Under Negotiation: Price and Terms

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

Property: Portion of Property Located at  
804 S. Azusa Ave., City of Industry, CA  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: City of Industry  
Under Negotiation: Price and Terms

The closed session was adjourned, and the Board resumed the meeting in open session at 8:24 p.m.

Upon returning to open session, legal counsel reported that the Board took no reportable action on the closed session items.

**General Manager's and Directors' Comments**

None.

**Future Agenda Items**

None.

**Late Business**

None.

A motion was made by Director Lima, seconded by Director Lu-Yang, and unanimously carried to adjourn the meeting. The meeting was adjourned at 8:42 p.m.

\_\_\_\_\_  
ROBERT W. LEWIS  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary

# Tab

## 1.2



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

October 22, 2019 – 6:00 p.m.  
Location: District Office

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

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

**ABSENT:**

Director John Bellah

**OTHERS PRESENT:**

Ryan Guiboa, Legal Counsel, Best Best & Krieger  
Michael Mauer, Legal Counsel, Best Best & Krieger  
Joe Ruzicka, Three Valleys Municipal Water District  
Denise Jackman, Three Valleys Municipal Water District

**ROWLAND WATER DISTRICT STAFF:**

Tom Coleman, General Manager  
Dave Warren, Assistant General Manager  
Dusty Moio, Director of Operations  
Rose Perea, Director of Administrative Services  
Crystal Rodriguez, Accounting/Customer Service Manager

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**COMMENTS:**

None.



## Tab 1 ACTION ITEMS

### 1.1

#### **AB 1234 Ethics Training. Training Provided by Attorney, Michael Mauer, Best Best & Krieger, Pursuant to Guidelines Established by the California Attorney General**

Legal counsel, Michael Mauer, presented Power Point slides covering California Ethics Laws and Principles of Public Service Ethics. He provided information on the Political Reform Act of 1974, Public Policy and Ethics Compliance and hypothetical examples in the areas of Personal Financial Interests, Financial Interest in Public Contracts (Government Code §1090), Misuse of Public Resources and Gifts of Public Funds. Government Transparency Laws (Government Code Sections 54950 et seq., 6250, et seq. and California Constitution) were covered in detail as well as Fair Process which included Due Process, Bias, Competitive Bidding, Incompatible Offices and Incompatible Activities. He also discussed The Brown Act and the Public Records Act.

### 1.2

#### **CLOSED SESSION**

Legal Counsel, Ryan Guiboa, adjourned the meeting to closed session at 8:03 p.m. and announced that the purpose of the closed session, and the provisions of the Brown Act authorizing the closed session were listed in the agenda.

- a. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
**Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9.**  
**Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088**
- b. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**  
Property: 18938 Granby Place, Rowland Heights, CA 91748  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: Mark I. Chen Revocable Living Trust dated 9-8-17  
Under Negotiation: Price and Terms
- c. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**  
Property: Portion of Property Located at  
804 S. Azusa Ave., City of Industry, CA  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: City of Industry  
Under Negotiation: Price and Terms

The closed session was adjourned, and the Board resumed the meeting in open session at 8:28 p.m.

Upon returning to open session, legal counsel reported that the Board took no reportable action on the closed session items.

**Directors' and General Manager's Comments**

None.

**Future Agenda Items**

None.

**Late Business**

None

***Next Regular Board Meeting***

***November 12, 2019, 6:00 p.m.***

***November 26, 2019, 6:00 p.m.***

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 8:33 p.m.

\_\_\_\_\_  
ROBERT W. LEWIS  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary

# Tab

## 1.3

## Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
<b>26539</b>						
09/19	09/09/2019	26539	1000	ACWA JPIA	EMPLOYEE HEALTH BENEFITS	39,036.95
09/19	09/09/2019	26539	1000	ACWA JPIA	EMPLOYEE VISION BENEFITS	617.55
09/19	09/09/2019	26539	1000	ACWA JPIA	EMPLOYEE ASSISTANCE PROGRAM	54.05
09/19	09/09/2019	26539	1000	ACWA JPIA	EMPLOYEE DENTAL BENEFITS	2,717.97
09/19	09/09/2019	26539	1000	ACWA JPIA	RETIREES HEALTH BENEFITS	12,356.01
09/19	09/09/2019	26539	1000	ACWA JPIA	DIRECTORS HEALTH BENEFITS	10,116.52
Total 26539:						64,899.05
<b>26540</b>						
09/19	09/09/2019	26540	62704	ALEXANDRO ZARAGOZA	MILEAGE REIMBURSEMENT	138.04
09/19	09/09/2019	26540	62704	ALEXANDRO ZARAGOZA	TOTAL EXPENSES-MT SAC COURSE	227.00
09/19	09/09/2019	26540	62704	ALEXANDRO ZARAGOZA	TOTAL EXPENSES-D4 CERTIFICATION	105.00
09/19	09/09/2019	26540	62704	ALEXANDRO ZARAGOZA	TOTAL EXPENSES-AWWA BACKFLOW PREVENTIO	180.00
Total 26540:						650.04
<b>26541</b>						
09/19	09/09/2019	26541	62475	ALLEN DAVIDSON	TOTAL EXPENSES-D5 CERTIFICATION	105.00
Total 26541:						105.00
<b>26542</b>						
09/19	09/09/2019	26542	62576	ARCADIA RECLAMATION INC	HAULING DIRT	285.00
Total 26542:						285.00
<b>26543</b>						
09/19	09/09/2019	26543	62273	CHINESE-AMERICAN ELECTED OFFIC	2019 CEO INSTALLATION & AWARDS DINNER	788.00
Total 26543:						788.00
<b>26544</b>						
09/19	09/09/2019	26544	62700	CITIZENS TRUST C/O CITIZEN BUSIN	TRUSTEES FEES	734.74
Total 26544:						734.74
<b>26545</b>						
09/19	09/09/2019	26545	383	CLA-VAL	MATERIAL FOR PUMPS	935.14
Total 26545:						935.14
<b>26546</b>						
09/19	09/09/2019	26546	1900	CLINICAL LAB OF S B	WATER SAMPLES	1,384.00
Total 26546:						1,384.00
<b>26547</b>						
09/19	09/09/2019	26547	2125	DANIELS TIRE SERVICE	TIRES TRUCK #5	301.08
Total 26547:						301.08



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
26548						
09/19	09/09/2019	26548	330	FUEL PRO INC	40% EQUIPMENT PROCUREMENT BILLING	159,237.18
Total 26548:						159,237.18
26549						
09/19	09/09/2019	26549	62526	HARRINGTON INDUSTRIAL PLASTICS	SUPPLIES FOR RES	1,049.76
Total 26549:						1,049.76
26550						
09/19	09/09/2019	26550	2724	HOME DEPOT CREDIT SERVICES	MAINTENANCE & OPERATION	257.18
09/19	09/09/2019	26550	2724	HOME DEPOT CREDIT SERVICES	TOOLS & SUPPLIES	542.12
09/19	09/09/2019	26550	2724	HOME DEPOT CREDIT SERVICES	MISC EXPENSE	22.89
09/19	09/09/2019	26550	2724	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR RES	38.20
09/19	09/09/2019	26550	2724	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR MAINS	99.01
09/19	09/09/2019	26550	2724	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR COI	64.58
09/19	09/09/2019	26550	2724	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR RC	19.99
Total 26550:						1,043.97
26551						
09/19	09/09/2019	26551	244	INFOSEND INC	BILLING SERVICE	1,460.09
Total 26551:						1,460.09
26552						
09/19	09/09/2019	26552	3300	LAGERLOF SENEAL ET AL	EPC COSTS	3,230.06
Total 26552:						3,230.06
26553						
09/19	09/09/2019	26553	62691	LYONS CONSTRUCTION	INSTALL POWER SUPPLY THROUGH GROUND CO	26,339.60
09/19	09/09/2019	26553	62691	LYONS CONSTRUCTION	TOWERS COMPLETE	42,098.30
09/19	09/09/2019	26553	62691	LYONS CONSTRUCTION	RCS BUILDING	47,500.00
Total 26553:						115,937.90
26554						
09/19	09/09/2019	26554	62664	M & J TREE SERVICE	RESERVOIR 14 DRIVEWAY AND SITE CLEAN UP	2,500.00
Total 26554:						2,500.00
26555						
09/19	09/09/2019	26555	62744	MANALANI CONSULTING	CONSULTING SERVICES	3,497.20
Total 26555:						3,497.20
26556						
09/19	09/09/2019	26556	4500	PETTY CASH	MISC EXPENSES	137.58
09/19	09/09/2019	26556	4500	PETTY CASH	SUPPLIES EXPENSE	30.65
Total 26556:						168.23
26557						
09/19	09/09/2019	26557	5000	PUENTE BASIN WATER AGENCY	WWWD ADMIN FY 7/18-6/19	3,683.62

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Total 26557:						3,683.62
<b>26558</b>						
09/19	09/09/2019	26558	62750	PUENTE HOUSE FOUNDATION-RUN4	SPONSORSHIP-RUN4RECOVERY	750.00
Total 26558:						750.00
<b>26559</b>						
09/19	09/09/2019	26559	5100	PUENTE READY MIX INC	WASH CONCRETE SAND	850.87
Total 26559:						850.87
<b>26560</b>						
09/19	09/09/2019	26560	62062	ROBERT LEAMY	MILEAGE REIMBURSEMENT	128.76
09/19	09/09/2019	26560	62062	ROBERT LEAMY	TOTAL EXPENSES-WES TRAINING	8.46
Total 26560:						137.22
<b>26561</b>						
09/19	09/09/2019	26561	62460	RYAN WHITE	MILEAGE REIMBURSEMENT	87.00
Total 26561:						87.00
<b>26562</b>						
09/19	09/09/2019	26562	62502	S & J SUPPLY COMPANY, INC	10" MAGNETIC FLOW-METER	5,185.92
Total 26562:						5,185.92
<b>26563</b>						
09/19	09/09/2019	26563	5900	SOCALGAS	GAS UTILITY BILL	18.56
Total 26563:						18.56
<b>26564</b>						
09/19	09/09/2019	26564	62481	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	915.78
Total 26564:						915.78
<b>26565</b>						
09/19	09/09/2019	26565	62395	TRANSWORLD SYSTEMS INC	COLLECTION FEES	73.19
Total 26565:						73.19
<b>26566</b>						
09/19	09/09/2019	26566	62695	TRAVIS NOELTE	MILEAGE REIMBURSEMENT	16.35
09/19	09/09/2019	26566	62695	TRAVIS NOELTE	TOTAL EXPENSES-BACKFLOW PREVENTER TEST	200.00
Total 26566:						216.35
<b>26567</b>						
09/19	09/09/2019	26567	62521	TRIEPI SMITH & ASSOCIATES	MONTHLY WEBSITE MAINTENANCE	375.00
Total 26567:						375.00
<b>26568</b>						
09/19	09/09/2019	26568	62353	VERIZON	CONFERENCE CALLS	102.41

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26568:						102.41
<b>26569</b>						
09/19	09/09/2019	26569	62665	VERIZON	SCADA ALARM MODEM	23.06
Total 26569:						23.06
<b>26570</b>						
09/19	09/09/2019	26570	382	W A RASIC CONSTRUCTION CO INC	JOB 19SC90-LARGE METER REPLACEMENT	14,749.00
Total 26570:						14,749.00
<b>26571</b>						
09/19	09/09/2019	26571	205	WARREN GRAPHICS	QUARTERLY NEWSLETTERS	4,001.40
Total 26571:						4,001.40
<b>26572</b>						
09/19	09/09/2019	26572	334	YO FIRE SUPPLY	SUPPLIES FOR METERS	941.35
Total 26572:						941.35
<b>26573</b>						
09/19	09/12/2019	26573	4750	PWR JT WATER LINE COMMISSION	589.3 AC FT-JULY 2019 WATER	612,872.00
09/19	09/12/2019	26573	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	5,919.61
09/19	09/12/2019	26573	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	1,123.92
09/19	09/12/2019	26573	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	1,706.86
Total 26573:						621,622.39
<b>26574</b>						
09/19	09/16/2019	26574	4600	AIRGAS USA LLC	OXY/ACETYLENE FOR TANK	94.56
Total 26574:						94.56
<b>26575</b>						
09/19	09/16/2019	26575	62576	ARCADIA RECLAMATION INC	HAULING DIRT	285.00
Total 26575:						285.00
<b>26576</b>						
09/19	09/16/2019	26576	3850	ATHENS SERVICES (MODERN SVC)	3YD TRASH BIN-XTRA DUMP	183.14
09/19	09/16/2019	26576	3850	ATHENS SERVICES (MODERN SVC)	DUMP 30YD TRASH BIN	517.44
09/19	09/16/2019	26576	3850	ATHENS SERVICES (MODERN SVC)	DISPOSAL FEE	285.80
Total 26576:						986.38
<b>26577</b>						
09/19	09/16/2019	26577	62739	BABCOK LABORATORIES, INC	UCMR 4 SAMPLES	975.00
Total 26577:						975.00
<b>26578</b>						
09/19	09/16/2019	26578	62493	CADWAY INC (CAL DOMESTIC WATER	RTC CDWC	619.66
09/19	09/16/2019	26578	62493	CADWAY INC (CAL DOMESTIC WATER	RTC CDWC	619.66-

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Total 26578:						.00
<b>26579</b>						
09/19	09/16/2019	26579	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,884.00
Total 26579:						1,884.00
<b>26580</b>						
09/19	09/16/2019	26580	6966	CINTAS	UNIFORM RENTAL	3,982.28
Total 26580:						3,982.28
<b>26581</b>						
09/19	09/16/2019	26581	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM	37,100.00
Total 26581:						37,100.00
<b>26582</b>						
09/19	09/16/2019	26582	1270	CORELOGIC SOLUTIONS LLC	PROPERTY DATA INFO	109.50
Total 26582:						109.50
<b>26583</b>						
09/19	09/16/2019	26583	62729	DIG SAFE BOARD	CA STATE FEE	113.19
Total 26583:						113.19
<b>26584</b>						
09/19	09/16/2019	26584	2253	DUKE'S LANDSCAPING INC	GARDENING SERVICE	2,415.00
Total 26584:						2,415.00
<b>26585</b>						
09/19	09/16/2019	26585	33	DUSTIN T MOISIO	TOTAL EXPENSES-GAS	382.92
Total 26585:						382.92
<b>26586</b>						
09/19	09/16/2019	26586	62747	EAGLE AERIAL SOLUTIONS	WATERVIEW ANNUAL SUBSCRIPTION	9,828.40
Total 26586:						9,828.40
<b>26587</b>						
09/19	09/16/2019	26587	62039	FAST EDDIE'S TRUCKING	HAUL DIRT	630.00
Total 26587:						630.00
<b>26588</b>						
09/19	09/16/2019	26588	62519	FOR US FOUNDATION	SPONSORSHIP-ANNUAL STATE OF THE SCHOOLS	3,000.00
Total 26588:						3,000.00
<b>26589</b>						
09/19	09/16/2019	26589	2550	FRONTIER	INTERNET ACCESS	803.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26589:						803.00
<b>26590</b>						
09/19	09/16/2019	26590	2600	HACH COMPANY	WATER QUALITY TESTING SUPPLIES	328.69
09/19	09/16/2019	26590	2600	HACH COMPANY	WATER QUALITY TESTING SUPPLIES	496.03
09/19	09/16/2019	26590	2600	HACH COMPANY	WATER QUALITY TESTING SUPPLIES	709.56
09/19	09/16/2019	26590	2600	HACH COMPANY	WATER QUALITY TESTING SUPPLIES	709.56
09/19	09/16/2019	26590	2600	HACH COMPANY	WATER QUALITY TESTING SUPPLIES	93.79
Total 26590:						2,337.63
<b>26591</b>						
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	318.96
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	130.48
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	144.98
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	195.73
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	246.47
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	181.23
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	188.48
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	376.95
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	202.97
09/19	09/16/2019	26591	62624	HASA INC	CHEMICALS FOR RCS	268.22
Total 26591:						2,254.47
<b>26592</b>						
09/19	09/16/2019	26592	379	HIGHROAD INFORMATION TECHNOL	RWD VMWARE VSPHERE ESSENTIALS PLUS-REN	2,060.00
09/19	09/16/2019	26592	379	HIGHROAD INFORMATION TECHNOL	RWD STANDARD DOMAIN RENEWAL FOR 1 YR FO	205.00
09/19	09/16/2019	26592	379	HIGHROAD INFORMATION TECHNOL	RWD PRIVATE DOMAIN REGISTRATION FOR SECU	52.00
09/19	09/16/2019	26592	379	HIGHROAD INFORMATION TECHNOL	ANNUAL RENEWAL FOR VMWARE VIRTUAL SOFT	300.00
Total 26592:						2,617.00
<b>26593</b>						
09/19	09/16/2019	26593	27211	HILL BROS CHEMICAL CO	CHEMICAL FOR RES	1,090.27
09/19	09/16/2019	26593	27211	HILL BROS CHEMICAL CO	CHEMICAL FOR RES	272.00
Total 26593:						1,362.27
<b>26594</b>						
09/19	09/16/2019	26594	244	INFOSEND INC	BILLING SERVICE	1,354.64
09/19	09/16/2019	26594	244	INFOSEND INC	BILLING SERVICE	196.96
Total 26594:						1,551.60
<b>26595</b>						
09/19	09/16/2019	26595	6800	J G TUCKER & SONS	HARNESS 3M/DBI EXOFIT STRADA	567.43
Total 26595:						567.43
<b>26596</b>						
09/19	09/16/2019	26596	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RES	17.34
Total 26596:						17.34

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<b>26597</b>						
09/19	09/16/2019	26597	62525	MORROW-MEADOWS CORPORATION	WORK AT RES 16	383.61
09/19	09/16/2019	26597	62525	MORROW-MEADOWS CORPORATION	SUPPLIES FOR RC	7,485.58
Total 26597:						7,869.19
<b>26598</b>						
09/19	09/16/2019	26598	189	NOBEL SYSTEMS	GIS UPDATES TO DISTRICT'S WATER SYSTEM	8,160.00
09/19	09/16/2019	26598	189	NOBEL SYSTEMS	GIS SUBSCRIPTION	5,000.00
Total 26598:						13,160.00
<b>26599</b>						
09/19	09/16/2019	26599	62649	OPARC	PAINTING FIRE HYDRANTS	2,187.48
Total 26599:						2,187.48
<b>26600</b>						
09/19	09/16/2019	26600	62630	PEP BOYS	AUTO SUPPLIES	142.24
Total 26600:						142.24
<b>26601</b>						
09/19	09/16/2019	26601	46201	PITNEY BOWES GLOBAL FINANCIAL S	POSTAGE METER-LEASING CHARGE	231.81
Total 26601:						231.81
<b>26602</b>						
09/19	09/16/2019	26602	62619	PLATINUM CONSULTING GROUP LLC	ONSITE & OFFSITE WORK-ACCOUNTNG AND AUDI	5,771.05
Total 26602:						5,771.05
<b>26603</b>						
09/19	09/16/2019	26603	5000	PUENTE BASIN WATER AGENCY	LEGAL-JULY 2018	720.00
09/19	09/16/2019	26603	5000	PUENTE BASIN WATER AGENCY	DOTY LABOR-APRIL 2019	136,895.00
Total 26603:						137,615.00
<b>26604</b>						
09/19	09/16/2019	26604	62660	PUENTE HILLS FORD	MAINTENANCE TRUCK 1, 6, 7, 37	872.36
Total 26604:						872.36
<b>26605</b>						
09/19	09/16/2019	26605	5100	PUENTE READY MIX INC	CRUSHER BASE & WASH CON SAND	1,636.12
Total 26605:						1,636.12
<b>26606</b>						
09/19	09/16/2019	26606	62534	SHRED IT USA	SHREDDING SERVICE	105.66
Total 26606:						105.66
<b>26607</b>						
09/19	09/16/2019	26607	62166	SO CAL GAS CO	GAS UTILITY BILL-2505 ARTIGAS	52.25



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Total 26607:						52.25
<b>26608</b>						
09/19	09/16/2019	26608	62058	SOUTHERN CA. SECURITY CENTER	REPLACE EU MORTISE LOCK	758.45
Total 26608:						758.45
<b>26609</b>						
09/19	09/16/2019	26609	3550	SOUTHERN COUNTIES FUELS	& REGULAR	3,414.09
Total 26609:						3,414.09
<b>26610</b>						
09/19	09/16/2019	26610	6500	THERMALAIR INC	CO2 STORAGE UNIT REPAIR	2,500.27
Total 26610:						2,500.27
<b>26611</b>						
09/19	09/16/2019	26611	6950	UNDERGROUND SERVICE ALERT	SERVICE ALERT	278.95
Total 26611:						278.95
<b>26612</b>						
09/19	09/16/2019	26612	7700	WALNUT VALLEY WATER DISTRICT	RECYCLED WATER	983.50
Total 26612:						983.50
<b>26613</b>						
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR METERS	369.56
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR METERS	217.28
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR METERS	319.12
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR SERVICES	380.59
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR VALVE REPLACEMENTS	5,558.20
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR SERVICES	2,430.33
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR SERVICES	579.12
09/19	09/16/2019	26613	334	YO FIRE SUPPLY	SUPPLIES FOR HYDRANTS	2,658.32
Total 26613:						12,512.52
<b>26614</b>						
09/19	09/25/2019	26614	62528	AM CONSERVATION GROUP INC	IMPRINTED BLUE HOSE NOZZLES	1,108.69
Total 26614:						1,108.69
<b>26615</b>						
09/19	09/25/2019	26615	1625	ANTHEM BLUE CROSS	RETIREE HEALTH BENEFITS	1,063.90
Total 26615:						1,063.90
<b>26616</b>						
09/19	09/25/2019	26616	400	AT&T MOBILITY	MOBILE PHONES, IPADS	1,080.40
Total 26616:						1,080.40
<b>26617</b>						
09/19	09/25/2019	26617	3850	ATHENS SERVICES (MODERN SVC)	TRASH SERVICE	327.66

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Total 26617:						327.66
<b>26618</b>						
09/19	09/25/2019	26618	1476	BUSINESS CARD (VISA)	MISC EXPENSES	1,385.37
09/19	09/25/2019	26618	1476	BUSINESS CARD (VISA)	MAINTENANCE & OPERATIONS	99.65
09/19	09/25/2019	26618	1476	BUSINESS CARD (VISA)	CONFERENCE EXPENSE	250.40-
Total 26618:						1,234.62
<b>26619</b>						
09/19	09/25/2019	26619	62071	CALIFORNIA LIVING INC	INTERIOR PLANT MAINTENANCE	430.00
Total 26619:						430.00
<b>26620</b>						
09/19	09/25/2019	26620	62751	COMMERCIAL DOOR OF LA COUNTY I	SERVICE FOR ELECTRIC LOCK	433.00
Total 26620:						433.00
<b>26621</b>						
09/19	09/25/2019	26621	62645	CORE & MAIN LP	1 B16-A31-B15-0101A-1 METER (5)	1,684.12
Total 26621:						1,684.12
<b>26622</b>						
09/19	09/25/2019	26622	21051	CULVER COMPANY INC	WATER DROP RULERS & LEAK TABLETS	1,325.79
Total 26622:						1,325.79
<b>26623</b>						
09/19	09/25/2019	26623	62505	D & H WATER SYSTEMS	WATER QUALITY STATION	910.06
09/19	09/25/2019	26623	62505	D & H WATER SYSTEMS	SUBMERSIBLE PRESSURE TRANSMITTER	975.51
Total 26623:						1,885.57
<b>26624</b>						
09/19	09/25/2019	26624	2300	FEDERAL EXPRESS	POSTAGE	36.15
Total 26624:						36.15
<b>26625</b>						
09/19	09/25/2019	26625	330	FUEL PRO INC	D/O INSPECTION	170.00
09/19	09/25/2019	26625	330	FUEL PRO INC	CHANGE ORDER 001 BILLING	17,951.12
Total 26625:						18,121.12
<b>26626</b>						
09/19	09/25/2019	26626	62526	HARRINGTON INDUSTRIAL PLASTICS	SUPPLIES FOR RES	336.83
Total 26626:						336.83
<b>26627</b>						
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	MANAGED SERVICES	4,416.67
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER	2,557.00
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	MICROSOFT OFFICE 365	1,050.00
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	HP I5PC WORKSTATION/SSD-16GM MEMORY (11)	15,950.00

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09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	27 INCH CURVED MONITORS (15)	5,250.00
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	WIRLESS KEYBOARD & MOUSE (11)	935.00
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	MONITOR ADAPTER CABLE	100.00
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	SHIPPING	55.00
09/19	09/25/2019	26627	379	HIGHROAD INFORMATION TECHNOL	TAX	2,112.33
Total 26627:						32,426.00
<b>26628</b>						
09/19	09/25/2019	26628	27211	HILL BROS CHEMICAL CO	CHEMICAL FOR RES	195.14
Total 26628:						195.14
<b>26629</b>						
09/19	09/25/2019	26629	62435	INDUSTRY PUBLIC UTILITY COMMISSI	PUMPING POWER-PUMPSTATION 2A	15,002.07
Total 26629:						15,002.07
<b>26630</b>						
09/19	09/25/2019	26630	62226	INLAND DESERT SECURITY	ANSWERING SERVICE	390.50
Total 26630:						390.50
<b>26631</b>						
09/19	09/25/2019	26631	62703	iWATER INC.	VALVE SERVICE	7,889.00
Total 26631:						7,889.00
<b>26632</b>						
09/19	09/25/2019	26632	6800	J G TUCKER & SONS	50" SRL SS CABLE	1,917.45
09/19	09/25/2019	26632	6800	J G TUCKER & SONS	FIXED LADDER SRL ANCHOR 6" STAINLESS STEEL	605.75
09/19	09/25/2019	26632	6800	J G TUCKER & SONS	TAX	239.70
Total 26632:						2,762.90
<b>26633</b>						
09/19	09/25/2019	26633	3300	LAGERLOF SENECA ET AL	MAIN BASIN ANALYSIS	150.00
Total 26633:						150.00
<b>26634</b>						
09/19	09/25/2019	26634	257	MCMASTER-CARR SUPPLY CO	SUPPLIES FOR PUMPS	71.08
09/19	09/25/2019	26634	257	MCMASTER-CARR SUPPLY CO	SUPPLIES FOR PBWA	208.91
09/19	09/25/2019	26634	257	MCMASTER-CARR SUPPLY CO	SUPPLIES FOR RES	20.24
Total 26634:						300.23
<b>26635</b>						
09/19	09/25/2019	26635	62525	MORROW-MEADOWS CORPORATION	TROUBLESHOOT MOTOR CONTROL/CLA VALVE	475.84
Total 26635:						475.84
<b>26636</b>						
09/19	09/25/2019	26636	36	ROSEMARIE PEREA	MILEAGE REIMBURSEMENT	119.48
09/19	09/25/2019	26636	36	ROSEMARIE PEREA	TOTAL EXPENSES-CUEMA CONFERENCE	46.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26636:						165.84
<b>26637</b>						
09/19	09/25/2019	26637	62476	VERIZON CONNECT NWF INC	MONTHLY SERVICE	416.90
Total 26637:						416.90
<b>26638</b>						
09/19	09/25/2019	26638	205	WARREN GRAPHICS	WINDOW & NON WINDOW ENVELOPES	486.00
Total 26638:						486.00
<b>26639</b>						
09/19	09/25/2019	26639	334	YO FIRE SUPPLY	TOOLS & SUPPLIES	105.12
Total 26639:						105.12
<b>91619</b>						
09/19	09/16/2019	91619	62493	CADWAY INC (CAL DOMESTIC WATER	RTC CDWC	619.66
Total 91619:						619.66
<b>9162019</b>						
09/19	09/16/2019	916201	62558	PUENTE BASIN WATER AGENCY	PM 22/PM 9 CONNECTION	356,096.00
09/19	09/16/2019	916201	62558	PUENTE BASIN WATER AGENCY	TVMWD CONNECTION CAPACITY	1,393.29
09/19	09/16/2019	916201	62558	PUENTE BASIN WATER AGENCY	TVMWD EQUIVALENT SMALL METER	1,893.97
09/19	09/16/2019	916201	62558	PUENTE BASIN WATER AGENCY	TVMWD WATER USE CHARGE	2,106.78
09/19	09/16/2019	916201	62558	PUENTE BASIN WATER AGENCY	MWD CAPACITY CHARGE	6,394.97
09/19	09/16/2019	916201	62558	PUENTE BASIN WATER AGENCY	WATER RESEARCH FOUNDATION DUES	1,030.00
Total 9162019:						368,915.01
<b>9182019</b>						
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	SPECTRUM	762.00
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	FREEDOM VOICE	1,512.24
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	DIRECTV	81.66
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	POSTAGE EXPENSE	74.90
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	EQUIPMENT EXPENSE	34.73
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	PUMPING EXPENSE	278.07
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	IT EXPENSE	119.40
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	CONSERVATION EXPENSE	4,775.76
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	PERMIT EXPENSE	2,824.95
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	OFFICE SUPPLIES	128.94
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	VEHICLE EXPENSE	614.98
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	CONFERENCE EXPENSE	5,378.41
09/19	09/18/2019	918201	1070	AMERICAN EXPRESS	MISC EXPENSE	962.34
Total 9182019:						17,548.38
Grand Totals:						1,752,243.91

GL Account	Debit	Credit	Proof
11505-0	314,343.46	.00	314,343.46
222100	870.06	1,753,113.97-	1,752,243.91-
51310-0	968,968.00	.00	968,968.00
51410-1	2,106.78	.00	2,106.78
51410-2	4,224.07	.00	4,224.07
51410-3	1,893.97	.00	1,893.97
51410-5	12,314.58	.00	12,314.58
51510-0	38,083.50	.00	38,083.50
51610-0	1,239.32	619.66-	619.66
51910-0	4,403.62	.00	4,403.62
52210-0	4,644.01	.00	4,644.01
52310-0	15,002.07	.00	15,002.07
54209-0	7,505.57	.00	7,505.57
54210-0	1,579.88	.00	1,579.88
54211-0	8,421.11	.00	8,421.11
54212-0	3,531.43	.00	3,531.43
54213-0	7,700.78	.00	7,700.78
54214-0	7,889.00	.00	7,889.00
54215-0	4,845.80	.00	4,845.80
54217-0	3,811.88	.00	3,811.88
54218-0	5,250.50	.00	5,250.50
54219-0	137,103.91	.00	137,103.91
56210-0	5,727.67	.00	5,727.67
56211-0	734.74	.00	734.74
56214-0	1,075.37	.00	1,075.37
56215-0	1,030.00	.00	1,030.00
56216-0	597.05	.00	597.05
56217-0	489.63	.00	489.63
56218-0	150.00	.00	150.00
56218-2	3,230.06	.00	3,230.06
56219-0	4,987.62	.00	4,987.62
56220-0	35,249.40	.00	35,249.40
56221-0	8,539.40	.00	8,539.40
56223-0	5,424.77	250.40-	5,174.37
56226-0	1,050.00	.00	1,050.00
56312-0	18,256.29	.00	18,256.29
56320-0	3,732.66	.00	3,732.66
56411-0	39,036.95	.00	39,036.95
56413-0	2,717.97	.00	2,717.97
56415-0	617.55	.00	617.55
56417-0	13,419.91	.00	13,419.91
56419-0	54.05	.00	54.05
56421-0	10,116.52	.00	10,116.52
56510-0	113.19	.00	113.19
56710-0	129.29	.00	129.29
56811-0	5,771.05	.00	5,771.05
56812-0	2,581.37	.00	2,581.37
57310-0	17,988.40	.00	17,988.40
57312-0	647.24	.00	647.24
57314-0	1,548.28	.00	1,548.28
57315-0	1,384.00	.00	1,384.00
57319-0	7,210.24	.00	7,210.24
57320-0	210.00	.00	210.00
57321-0	3,862.63	.00	3,862.63
57323-0	567.43	.00	567.43
Grand Totals:	1,753,984.03	1,753,984.03-	.00

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Report Criteria:

Report type: GL detail

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Report Criteria:  
Detail Report

Check Number	Check Issue Date	Payee				
26521	09/09/2019	CHRIS LEE				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	18-19V	PROJECT REFUND	24110-0	1,259.88	1,259.88	
26522	09/09/2019	YONGJIE BAO				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	209362-64	DEPOSIT REFUND	22810-0	109.50	109.50	
26523	09/09/2019	REYMUNDO MERCULIO VILORIA				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	302135-60	DEPOSIT REFUND	22810-0	62.71	62.71	
26524	09/09/2019	LA FASHION INC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	341312-78	DEPOSIT REFUND	22810-0	406.38	406.38	
26525	09/09/2019	CHUNLIN YE				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	511633-13	DEPOSIT REFUND	22810-0	132.45	132.45	
26526	09/09/2019	LI JUN YUN				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	635006-82	DEPOSIT REFUND	22810-0	117.92	117.92	
26527	09/09/2019	TERESA MODIE				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	648458-63	DEPOSIT REFUND	22810-0	190.24	190.24	
26528	09/09/2019	WEI LI				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	664680-58	DEPOSIT REFUND	22810-0	170.03	170.03	

Check Number	Check Issue Date	Payee				
26529	09/09/2019	CAL LAND ENGINEERING INC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	960011-201	DEPOSIT REFUND	22810-0	2,621.60	2,621.60	
26530	09/09/2019	TRI STATE GENERAL CONTRACTORS				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	9-00	DEPOSIT REFUND	22810-0	2,054.02	2,054.02	
26531	09/09/2019	REAL LIVING PROPERTIES UNLIMITED				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	233711-92	DEPOSIT REFUND	22810-0	115.74	115.74	
26532	09/09/2019	STEVE EISLER				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	396840-06	DEPOSIT REFUND	22810-0	62.20	62.20	
26533	09/09/2019	JIALI LIU				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	422195-75	DEPOSIT REFUND	22810-0	186.86	186.86	
26534	09/09/2019	YONGJUN LI C/O JESSIE ZHU				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	588622-26	DEPOSIT REFUND	22810-0	136.53	136.53	
26535	09/09/2019	WENJIA LI				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	614334-64	DEPOSIT REFUND	22810-0	68.75	68.75	
26536	09/09/2019	SHANG TO LI C/O TIFFANY LI				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	768497-12	DEPOSIT REFUND	22810-0	213.34	213.34	
26537	09/09/2019	BEN HE				

Sequence	Source	Description	GL Account	Amount	Check Amount
1	611836-21	DEPOSIT REFUND	22810-0	17.21	17.21
26538	09/09/2019	MAO YING YANG			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	895377-88	DEPOSIT REFUND	22810-0	28.65	28.65
Grand Totals:					7,954.01

Report Criteria:  
Detail Report

# **Tab**

# **1.4**



# ROWLAND WATER DISTRICT

## CASH & INVESTMENTS SUMMARY

### SEPTEMBER 30, 2019



Description / Type	Term	Shares / Units Held	Purchase Price	Current Price	Maturity Date	Current Yield	Current Value	% of Portfolio
<b>Cash</b>								
Citizens Business Bank							\$ 2,139,109	
Comerica Bank MMIA							\$ 169,778	
<b>Total Cash</b>							<b>\$ 2,308,887</b>	
Comerica Securities CD Placement	Various					2.47%	\$ 1,116,918	6.83%
Local Agency Investment Fund (LAIF)	N/A					2.28%	\$ 5,025,026	30.74%
<b>Citizens Trust Investments (Union Bank Custodian)</b>								
US Treasury Note - 912828UL2	5 Year	250,000	99.3597	99.8130	1/31/2020	1.38%	\$ 249,532.50	1.53%
US Treasury Note - 912828UV0	5 Year	250,000	99.0472	99.6330	3/31/2020	1.13%	\$ 249,082.50	1.52%
US Treasury Note - 912828K58	5 Year	250,000	99.0160	99.7070	4/30/2020	1.38%	\$ 249,267.50	1.53%
US Treasury Note - 912828P87	5 Year	250,000	99.6331	99.1210	2/28/2021	1.13%	\$ 247,802.50	1.52%
US Treasury Note - 912828S76	5 Year	250,000	100.1839	99.0040	7/31/2021	1.14%	\$ 247,510.00	1.51%
US Treasury Note - 912828F6	5 Year	250,000	99.0589	98.9880	8/31/2021	1.14%	\$ 247,470.00	1.51%
US Treasury Note - 912828P4	5 Year	250,000	100.3750	100.7460	7/31/2022	1.86%	\$ 251,865.00	1.54%
Fed'l Farm Crdt. Bank - GX91	1 Year	100,000	100.0000	99.9380	6/19/2020	2.00%	\$ 99,938.00	0.61%
Fed'l Home Loan Bank - H2K8	2 Year	100,000	100.0000	100.0020	8/21/2020	2.05%	\$ 100,002.00	0.61%
Fed'l Home Loan Bank - GXV2	2 Year	200,000	100.0000	99.9080	8/26/2021	2.07%	\$ 199,816.00	1.22%
Fed'l Home Loan Mtg. Corp. - ARB2	3 Year	240,000	97.7000	99.5550	10/27/2021	1.61%	\$ 238,932.00	1.46%
Fed'l Home Loan Bank - GZ57	2 Year	200,000	99.9950	99.9540	11/26/2021	2.13%	\$ 199,908.00	1.22%
Fed'l Home Loan Bank - 8WG2	4 Year	100,000	99.5286	102.0600	3/11/2022	2.45%	\$ 102,060.00	0.62%
Fed'l National Mtg. Assn. - 0T45	5 Year	250,000	100.5354	100.6810	4/5/2022	1.86%	\$ 251,702.50	1.54%
Fed'l Farm Crdt. Bank - KQ66	3 Year	200,000	99.9800	100.0050	9/19/2022	2.10%	\$ 200,010.00	1.22%
Fed'l Home Loan Bank - YBA7	5 Year	200,000	100.0000	100.0000	9/16/2024	2.25%	\$ 200,000.00	1.22%
Danaher Corp. - 1AP7	2 Year	196,000	99.4810	100.1470	9/15/2020	2.40%	\$ 196,288.12	1.20%
Paccar Financial Corp. - RN85	2 Year	200,000	98.9960	100.1490	11/13/2020	2.05%	\$ 200,298.00	1.23%
United Parcel Service - ZBC9	4 Year	100,000	97.0770	100.8080	5/16/2022	2.33%	\$ 100,808.00	0.62%
Bank of New York Mellon Corp. - RAE7	5 Year	250,000	99.8060	102.6960	1/29/2023	2.87%	\$ 256,740.00	1.57%
US Bancorp Mtns. - HHV5	5 Year	200,000	102.1370	105.1820	2/5/2024	3.21%	\$ 210,364.00	1.29%
Apple Inc. - 3CG3	5 Year	200,000	101.2390	104.1970	2/9/2024	2.88%	\$ 208,394.00	1.28%
Cash Reserve Account						1.70%	\$ 317,341.56	1.94%
<b>Total Citizens Trust Investments</b>							<b>\$ 4,825,132</b>	<b>29.52%</b>
<b>Wells Fargo Advisors Investments (Union Bank Custodian)</b>								
Fed'l Home Loan Mtg. Corp. - ADM8	5 Year	275,000	99.3440	99.9970	10/2/2019	1.25%	\$ 274,991.75	1.68%
Fed'l Farm Crdt. Bank - A5N4	5 Year	240,000	98.2293	99.9670	10/22/2019	1.25%	\$ 239,920.80	1.47%
Fed'l Home Loan Bank - A3R7	2 Year	250,000	98.9101	99.9320	11/15/2019	1.38%	\$ 249,830.00	1.53%
Fed'l National Mtg. Assn. - 0T60	2 Year	250,000	99.4158	99.7280	7/30/2020	1.50%	\$ 249,320.00	1.53%
Fed'l Home Loan Mtg. Corp. - AEK1	2 Year	500,000	99.4532	100.1030	11/17/2020	1.87%	\$ 500,515.00	3.06%
Fed'l Home Loan Bank - D4X7	2 Year	250,000	99.7862	100.1160	12/11/2020	2.00%	\$ 250,290.00	1.53%
Fed'l Home Loan Mtg. Corp. - AEC9	3 Year	255,000	96.0775	98.9660	8/12/2021	1.14%	\$ 252,363.30	1.54%
Fed'l National Mtg. Assn. - 0Q89	4 Year	250,000	100.1410	99.4330	10/7/2021	1.38%	\$ 248,582.50	1.52%
Fed'l Home Loan Bank - ABG2	4 Year	275,000	99.4438	100.4070	11/29/2021	1.87%	\$ 753,052.50	4.61%
Fed'l National Mtg. Assn. - 0S38	5 Year	300,000	101.6139	100.7160	1/5/2022	1.99%	\$ 302,148.00	1.85%
Fed'l National Mtg. Assn. - 0T45	5 Year	375,000	101.6620	100.6810	4/5/2022	1.86%	\$ 377,553.75	2.31%
Fed'l Home Loan Bank - 7R49	5 Year	200,000	99.3337	99.6560	4/13/2022	1.49%	\$ 199,312.00	1.22%
Fed'l Home Loan Bank - 0GJ0	5 Year	250,000	102.0745	101.0390	9/9/2022	1.98%	\$ 252,597.50	1.55%
Fed'l National Mtg. Assn. - 1BR5	5 Year	125,000	101.0674	100.7920	12/9/2022	1.86%	\$ 125,990.00	0.77%
Fed'l Home Loan Bank - 0T94	5 Year	505,000	99.2492	102.4850	1/19/2023	2.32%	\$ 517,549.25	3.17%
Fed'l National Mtg. Assn. - DRG9	5 Year	250,000	100.8232	103.5100	3/10/2023	2.66%	\$ 258,775.00	1.58%
Fed'l National Mtg. Assn. - 0U43	5 Year	250,000	99.6518	104.7990	9/12/2023	2.74%	\$ 261,997.50	1.60%
Cash Reserve Account						1.70%	\$ 62,345.15	0.38%
<b>Total Wells Fargo Advisors Investments</b>							<b>\$ 5,377,134</b>	<b>32.90%</b>
<b>Total Investments</b>							<b>\$ 16,344,210</b>	<b>100.00%</b>
<b>Total Cash &amp; Investments</b>							<b>\$ 18,653,097</b>	

Market values determined by last business day of the month values. All listed investments comply with the District's Statement of Investment Policy as established in Resolution 2-2007. The District's available cash and investment portfolio provides sufficient cash flow and liquidity to meet all normal obligations for at least a six-month period of time.

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



# ROWLAND WATER DISTRICT

## PROFIT & LOSS DETAIL

### SEPTEMBER 2019



	Sep-19	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD
<b>1 OPERATING REVENUE</b>						
2 Water Sales	\$ 1,490,316	\$ 4,332,290	\$ 14,370,000	\$ 10,037,710	30%	\$ 3,319,949
3 Meter Charges	1,059,954	2,897,608	9,300,000	6,402,392	31%	1,598,001
4 Customer Fees	25,330	67,309	355,000	287,691	19%	89,600
5 Contract Income	12,241	62,203	160,000	97,797	39%	29,769
6 Construction Invoices	-	1,989	50,000	48,011	4%	7,872
7 Capacity Fees	25,793	25,793	60,000	34,207	43%	3,685
8 Flow Tests	2,800	6,300	10,000	3,700	63%	4,550
9 Acreage Supply Fee	-	-	10,000	10,000	0%	-
10 Return Check Fees	210	1,440	5,000	3,560	29%	1,170
<b>11 TOTAL OPERATING REVENUE</b>	<b>2,616,644</b>	<b>7,394,932</b>	<b>24,320,000</b>	<b>16,925,068</b>	<b>30%</b>	<b>5,054,594</b>
<b>12 NON-OPERATING REVENUE</b>						
13 Property Taxes	-	9,145	325,000	315,855	3%	11,487
14 Shared Services	2,925	8,501	-	(8,501)	0%	2,820
15 Interest Income	64,674	111,500	300,000	188,500	37%	7,012
16 Miscellaneous Income	50,917	171,248	25,000	(146,248)	685%	(22,703)
<b>17 TOTAL NON-OPERATING REVENUE</b>	<b>118,516</b>	<b>300,395</b>	<b>650,000</b>	<b>349,605</b>	<b>46%</b>	<b>(1,385)</b>
<b>18 TOTAL REVENUES</b>	<b>2,735,160</b>	<b>7,695,327</b>	<b>24,970,000</b>	<b>17,274,673</b>	<b>31%</b>	<b>5,053,210</b>
<b>19 OPERATING EXPENSES</b>						
20 Source of Supply						
21 Water Purchases	994,913	3,035,334	10,820,000	7,784,666	28%	3,003,787
22 Pumping Power	85,221	112,378	375,000	262,622	30%	114,134
23 Fixed Charges	12,099	53,797	275,000	221,203	20%	70,004
24 Chemicals	5,355	17,512	90,000	72,488	19%	16,457
25 Total Source of Supply	1,097,588	3,219,021	11,560,000	8,340,979	28%	3,204,381
26 Maintenance of Water System	84,485	180,542	595,000	414,458	30%	417,875
27 Water Supply Plan & Development	-	-	100,000	100,000	0%	6,917
28 Service Contracts	22,294	69,390	250,000	180,610	28%	61,839
29 Assessments	17,696	51,568	330,000	278,432	16%	105,304
30 Vehicle Expense	3,068	16,428	80,000	63,572	21%	32,045
31 Tools & Supplies	1,803	4,377	30,000	25,623	15%	5,761
32 Equipment Expense	1,497	4,238	30,000	25,762	14%	7,093
33 Maintenance & Operations	1,963	6,442	30,000	23,558	21%	10,218
34 Engineering	7,515	30,328	100,000	69,672	30%	3,490
35 Water Tests	2,454	5,223	25,000	19,777	21%	5,938
36 Conservation	6,102	8,006	25,000	16,994	32%	10,866
37 Community Outreach	16,990	52,163	130,000	77,837	40%	62,015
<b>38 TOTAL OPERATING EXPENSES</b>	<b>1,263,454</b>	<b>3,647,727</b>	<b>13,285,000</b>	<b>9,637,273</b>	<b>27%</b>	<b>3,933,742</b>
<b>39 ADMINISTRATIVE EXPENSES</b>						
40 Liability Insurance	-	41,827	150,000	108,173	28%	119,254

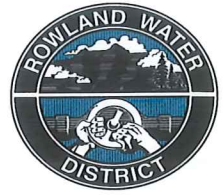




# ROWLAND WATER DISTRICT

## PROFIT & LOSS DETAIL

### SEPTEMBER 2019



	Sep-19	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD
41 IT Support Services	33,212	69,501	150,000	80,499	46%	40,567
42 IT Licensing	5,450	7,550	80,000	72,450	9%	8,345
43 Director Expense	12,779	39,244	160,000	120,756	25%	39,513
44 Bank / Management Fees	13,878	38,234	120,000	81,766	32%	28,779
45 Legal Fees	3,565	26,596	170,000	143,404	16%	34,359
46 Compliance	6,359	27,594	120,000	92,406	23%	21,114
47 Auditing	9,677	16,948	35,000	18,052	48%	19,550
48 Utility Services	12,089	24,787	120,000	95,213	21%	29,275
49 Dues & Memberships	23,524	26,104	50,000	23,896	52%	2,830
50 Conference & Meetings	5,778	12,227	60,000	47,773	20%	8,470
51 Office Expenses	2,503	6,065	30,000	23,935	20%	9,575
52 Seminars/Training	-	13,521	70,000	56,479	19%	2,976
53 Uncollectable	-	-	30,000	30,000	0%	-
54 Miscellaneous Expense	3,798	28,111	70,000	41,889	40%	16,253
<b>55 TOTAL ADMINISTRATIVE EXPENSES</b>	<b>132,612</b>	<b>378,307</b>	<b>1,415,000</b>	<b>1,036,693</b>	<b>27%</b>	<b>380,859</b>
<b>55 PERSONNEL EXPENSES</b>						
57 Wages						
58 Operations	63,858	190,057	895,000	704,943	21%	159,583
59 Distribution	62,760	201,814	1,005,000	803,186	20%	209,233
60 Administration	109,461	328,061	1,400,000	1,071,939	23%	299,193
61 Total Wages	236,078	719,932	3,300,000	2,580,068	22%	668,009
62 Payroll Taxes	16,400	51,517	250,000	198,483	21%	47,989
63 Workers Compensation	13,787	13,787	50,000	36,213	28%	13,594
64 Unemployment	1,723	8,062	15,000	6,938	54%	1,066
65 CalPERS	37,765	403,287	650,000	246,713	63%	344,968
66 GASB 45 OPEB	35,000	105,000	420,000	315,000	25%	105,000
67 EE & Retiree Health Insurance	57,300	167,455	716,000	548,545	23%	163,265
<b>68 TOTAL PERSONNEL EXPENSES</b>	<b>398,053</b>	<b>1,469,040</b>	<b>5,401,000</b>	<b>3,931,960</b>	<b>27%</b>	<b>1,343,891</b>
<b>69 TOTAL EXPENSES</b>	<b>1,794,119</b>	<b>5,495,074</b>	<b>20,101,000</b>	<b>14,605,926</b>	<b>27%</b>	<b>5,658,491</b>
<b>70 NET INCOME / (LOSS) - BEFORE DEBT SERVICE &amp; CAPITAL EXPENDITURES</b>	<b>941,041</b>	<b>2,200,254</b>	<b>4,869,000</b>	<b>2,668,746</b>	<b>45%</b>	<b>(605,281)</b>
71 Less: Total Debt Service	(1,217)	(2,373)	(2,450,000)	(2,447,627)	0%	-
72 Less: Capital Expenses (Current Year)	(379,268)	(678,135)	(4,715,700)	(4,037,565)	14%	
<b>73 CASH INCREASE / (DECREASE)</b>	<b>\$ 560,555</b>	<b>\$ 1,519,745</b>	<b>\$ (2,296,700)</b>	<b>\$ (3,816,445)</b>		<b>\$ (605,281)</b>

\*No assurance is provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.





## Rowland Water District

### Profit & Loss Analysis and Variance Report

September 2019

1. **Operating Revenue** – begins the section of revenues attributable to District operations.
2. **Water Sales** – volumetric water sales revenue from all customer types including residential, commercial, public, industrial, recycled, and construction. YTD is at 30% due to increased demand during the summer months.
3. **Meter Charges** – the fixed monthly base rate charged to water customers each month (includes all customer types). YTD is at 31%.
4. **Customer Fees** – various fees conditionally charged to customers for things such as penalties, new service connections, reconnections, backflow administration, cross connections, connections, and recycled water checks/inspections. These types of fees are unpredictable in nature and can often trend over / under expected budget. YTD is at 19%.
5. **Contract Income** – contains revenues from tower lease contracts, PWR treasurer fees and contracts with the City of Industry. YTD is at 39% due to \$20K received in July from T-Mobile West Tower LCC/CCTMO LLC for early completion of the updated lease agreement (\$10K for the expedite fee, \$10K for the conditional signing bonus).
6. **Construction Invoices** – includes water sold on construction invoices as well as Rowland labor sales and reimbursements. The frequency and amounts of these revenues are unknown and can occasionally trend over / under budget due to their unpredictable nature. YTD is at 4%.
7. **Capacity Fees** – fees imposed on any property or person requesting a new, additional, or larger connection to the District's potable water system (fees vary by meter size). These receipts are uncertain and can trend over / under budget due to their unpredictable nature. YTD is at 39% due to fees assessed to MLM Group.
8. **Flow Tests** – fire flow tests performed by District personnel to measure the volume of water available at a specific hydrant (\$350 per test). YTD is at 63% due to a high volume of tests.
9. **Acreage Supply Fee** – a one-time fee (\$1750 / acre) assessed to customers when service is requested to properties without previous water service provided by the District. This fee is being phased out by the Potable Water Capacity fees discussed in line 7, and little to none of these acreage supply fees are anticipated in the future.
10. **Return Check Fees** – customers are charged a fee when the District is paid with insufficient funds checks and checks are returned by the bank. YTD is at 29% due to a high volume of return checks.
11. **Total Operating Revenue** – outlines the total revenues earned from District operations. YTD is at 30% due to higher water sales in the summer months.
12. **Non-Operating Revenue** – outlines the section of revenues attributable to non-operating activities.
13. **Property Taxes** – includes tax contributions from the County of Los Angeles. YTD is at 3% due to the timing of tax receipts. The bulk of contributions are received between December and May each year.
14. **Shared Services** – Rowland Water District is paid for extending Executive Director services to Bellflower-Somerset Mutual Water Company (provided by the General Manager of Rowland). These activities were not considered in the 2019-20 adopted budget.



## Rowland Water District

### Profit & Loss Analysis and Variance Report

September 2019

15. **Interest Income** – includes interest and dividends received on District investments. YTD is at 37% due to higher than anticipated interest rates.
16. **Miscellaneous Income** – includes income from various sources such as recycling, refunds or credits. Other activity such as earnings on the District PARS Trust investment account and unrealized gains / losses on all other District investment accounts are included in this category.
17. **Total Non-Operating Revenue** – outlines the total revenues earned from non-operating activities. YTD is at 30%.
18. **Total Revenues** – outlines the combined total of Operating and Non-Operating Revenues. YTD is at 19% due to factors discussed in lines 11 and 17.
19. **Operating Expenses** – outlines the section of expenses attributable to District Operations.
20. **Source of Supply** – outlines the section of operating expenses attributable to District water sold.
21. **Water Purchases** – includes the direct cost of potable water purchased from Three Valleys Municipal Water District & Cal. Domestic Water Company in addition to Recycled water purchased from the City of Industry & Walnut Valley Water District. YTD is at 28%.
22. **Pumping Power** – the cost of electricity used for pumping water. YTD is at 30% due to increased pumping activity to facilitate increased demand.
23. **Fixed Charges** – monthly fixed charges from Three Valleys Municipal Water District and Cal. Domestic Water Company such as the import water use charge, connected capacity charge, equivalent small meter charge, and capacity reservation charge. YTD is at 20%.
24. **Chemicals** – the cost of chemicals used to treat water sold to customers. YTD is at 19%.
25. **Total Source of Supply** – summarizes the total expenses related to District Source of Supply.
26. **Maintenance of Water System** – the costs of repairs and maintenance on elements of the District water system such as main lines, services, meters, reservoirs, valves, hydrants, and telemetry system. YTD is at 30%.
27. **Water Supply Plan & Development** – includes budget for engineering and legal costs related to exploring new potential water supply sources. No activity has occurred as of September 2019.
28. **Service Contracts** – includes costs for services such as billing printing & mailing, bulk paper shredding, copier leasing and services, landscaping, janitorial, uniforms, Caselle maintenance and support, etc. YTD is at 28%.
29. **Assessments** – operating costs billed to Rowland for their share of the Pomona-Walnut-Rowland Joint Water Line Commission (billed quarterly) and the Puente Basin Water Agency (billed monthly). YTD can trend over/under budget due to the timing of billing. YTD is currently at 16%.
30. **Vehicle Expense** – includes repair and maintenance costs for District vehicles as well as the cost of fuel. YTD is at 21%.
31. **Tools & Supplies** – small tools and supplies used in the field. YTD is at 15%.
32. **Equipment Expense** – various costs incurred related to equipment usage. YTD is at 14%.





## Rowland Water District

### Profit & Loss Analysis and Variance Report

September 2019

33. **Maintenance & Operations** – various costs incurred for District maintenance and operations not directly related to the water system. YTD is at 21%.
34. **Engineering** – general engineering costs related to District operations. YTD is at 30%.
35. **Water Tests** – laboratory testing and sampling of District water. YTD is at 21%.
36. **Conservation** – costs related to conservation efforts and programs. YTD is at 32%.
37. **Community Outreach** – costs related to public relations and connecting with the community. YTD is at 40% due to increased services.
38. **Total Operating Expenses** – summarizes the total expenses related to District Operating activities. YTD is trending near expectations at 27%.
39. **Administrative Expenses** – begins the section of expenses attributable to Administrative costs.
40. **Liability Insurance** – coverage through ACWA JPIA for the District insurance package. YTD is at 28%.
41. **IT Support Services** – information technology support services. YTD is at 46% due to additional services required to combat data breach.
42. **IT Licensing** – includes costs for various software licenses. YTD is at 9% due to the timing of annual licensing billing.
43. **Director Expense** – costs for director compensation and benefits. YTD is at 25%.
44. **Bank / Management Fees** – includes various banking fees, Paymentus fees (for processing customer payments) and investment administrative fees. YTD is at 32%.
45. **Legal Fees** – legal costs related to Rowland Water District, Puente Basin Water Agency, and PWAG. YTD is at 16%.
46. **Compliance** – includes costs for State Water Resources Control Board (SWRCB) compliance, LA county property taxes, various employee certifications, District permits, and maintenance costs for equipment compliance. YTD is at 23%.
47. **Auditing** – the District performs an audit annually at the end of each fiscal year to prepare and assure District financial reporting.
48. **Utility Services** – costs related to office electricity, office phones, gas, and district cell phones. YTD is at 21%.
49. **Dues & Memberships** – includes costs for various district memberships, dues, and subscriptions to agencies such as the Water Education Foundation, Association of California Water Agencies, Urban Water Institute, California Special Districts Association, American Water Works Association, and the California Utility Executive Management Association. YTD is at 52% due to timing of annual payments.
50. **Conference & Meetings** – conference attendance and meeting expenses. YTD is at 20%.
51. **Office Expenses** – costs for office supplies and postage/printing/stationary. YTD is at 20%.
52. **Seminars/Training** – employee seminars and training. YTD is at 19%.
53. **Uncollectable** – the District analyzes the amount of outstanding customer receivables at the end of each year and recognizes an expense equal to the estimated amount of money that will not be collected. YTD should remain at 0% until year-end.



## Rowland Water District

### Profit & Loss Analysis and Variance Report

September 2019

- 54. **Miscellaneous Expense** – includes travel, books & subscriptions, and miscellaneous general expenses. YTD is at 40%.
- 55. **Total Administrative Expenses** – summarizes the total expenses related to administrative activities. YTD is trending at 27%.
- 56. **Personnel Expenses** – begins the section of expenses attributable to personnel.
- 57. **Wages** – begins the sections of expenses attributable to employee wages.
- 58. **Operations** – the amount of wages (regular, standby, OT) attributable to Operations. YTD is at 21%.
- 59. **Distribution** – the amount of wages (regular, standby, OT) attributable to Distribution. YTD is at 20%.
- 60. **Administration** – the amount of wages (regular) attributable to Administration. YTD is at 23%.
- 61. **Total Wages** – summarizes the total amount of wages paid to employees. YTD is at 22%.
- 62. **Payroll Taxes** – the amount of payroll taxes on employee wages paid by the District. YTD is at 21%.
- 63. **Workers Compensation** – the District is billed quarterly for workers compensation insurance which can occasionally cause this line to trend over / under expected budget. YTD is at 28%.
- 64. **Unemployment** – state unemployment insurance is paid quarterly which can cause this line to occasionally trend over / under expected budget. YTD is at 54% due to penalties and interest on the April-June 2019 unemployment underpayment.
- 65. **CalPERS** – includes retirement costs for employee pension plans through the California Public Employee Retirement System. Contributions are made on a monthly basis and an annual payment is generally made at the beginning of each fiscal year for the plan's unfunded accrued liability. YTD is at 63% due to the timing of the unfunded payment (\$295.5K paid in July 2019).
- 66. **EE & Retiree Health Insurance** – includes the cost of health, dental, vision, life and disability insurance for current employees as well as health insurance for retired employees. YTD is at 23%.
- 67. **Total Personnel Expenses** – summarizes total District expenses attributable to personnel. YTD is at 27% due to the timing of the PERS Unfunded payment discussed in line 65.
- 68. **Total Expenses** – summarizes total District Expenses. YTD is trending near expectations at 27%.
- 69. **Net Income / (Loss) Before Debt Service & Capital Expenditures** – summarizes the District net operating income or loss before accounting for debt service and capital expenses. Financially, the District has performed favorably through September 2019. YTD is trending at 42%.
- 70. **Less: Total Debt Service** – includes interest and principal payments on outstanding District debt as well as related administrative expenses.
- 71. **Less: Capital Expenses (Current-Year)** – includes expenses related to current-year district projects and capital assets, excluding projects funded by bond proceeds (debt). YTD is at 14%.
- 72. **Cash Increase / (Decrease)** – summarizes the increase or decrease to cash after debt service and capital expenses.

# Tab

# 1.5



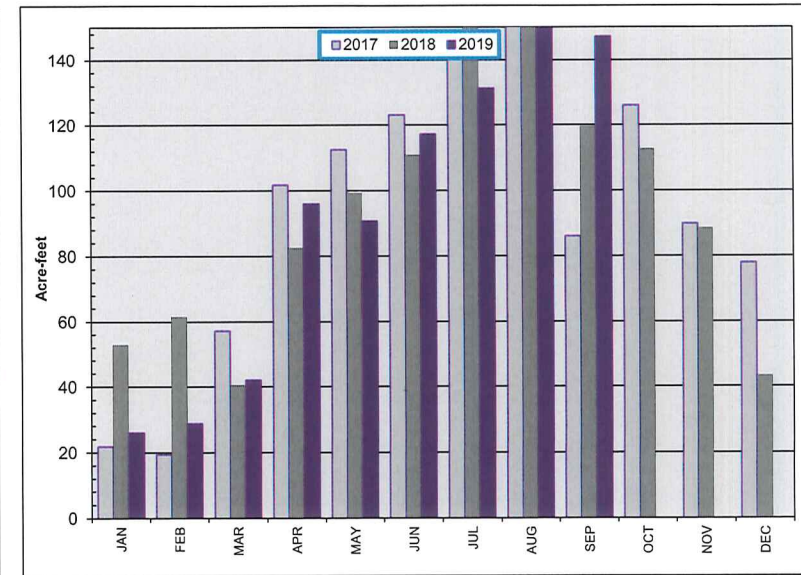
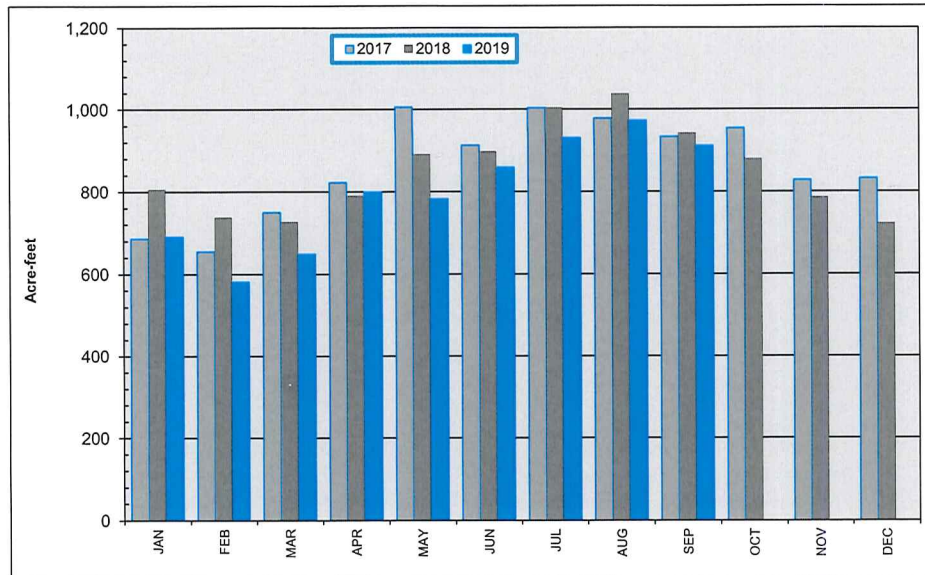


## Water Purchases for CY 2019 (Acre-feet)



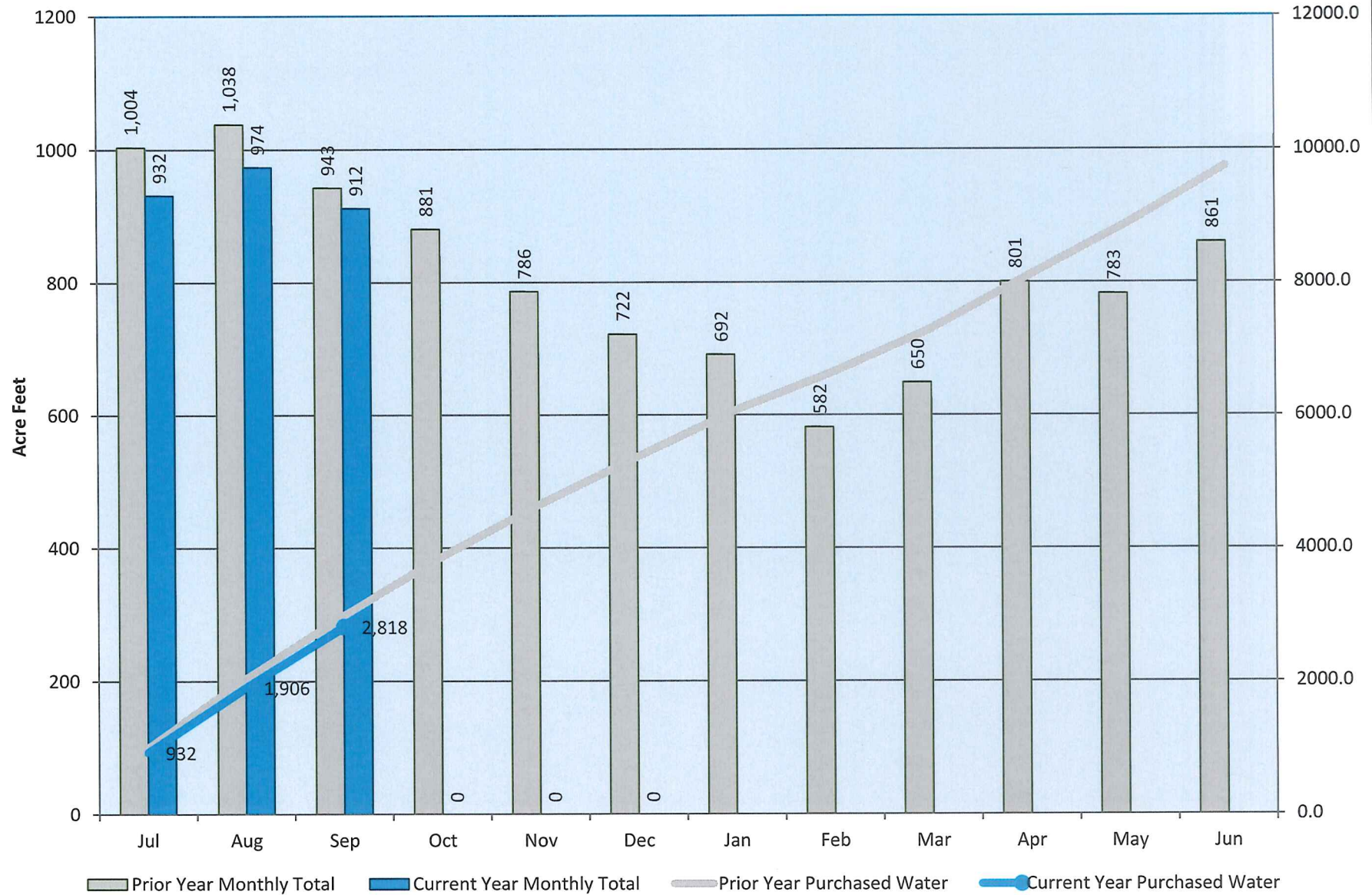
	POTABLE SYSTEM						TOTAL
	WBS	LHH	PM-9	PM-22	JWL		
					PM-15	Miramar	
JAN	187.3	0.0	0.0	257.1	171.8	75.5	691.7
FEB	155.2	0.0	0.0	267.3	93.7	65.9	582.1
MAR	170.4	0.0	0.0	223.1	169.4	86.7	649.6
APR	180.5	0.0	0.0	269.3	265.2	86.0	801.0
MAY	171.8	0.0	0.0	277.2	227.7	106.2	782.9
JUN	69.7	0.0	0.0	322.9	403.6	64.4	860.6
JUL	0.0	0.0	0.0	342.4	560.5	28.8	931.7
AUG	0.0	0.0	0.0	329.5	628.1	16.4	974.0
SEP	0.0	0.0	0.0	353.4	469.7	89.1	912.2
OCT							0.0
NOV							0.0
DEC							0.0
TOTAL	934.9	0.0	0.0	2,642.2	2,989.7	619.0	7,185.8

RECYCLED SYSTEM						TOTAL
Well 1	Wet Well	WVWD	Industry	Potable Make-up		
0.0	18.5	0.0	7.4	0.0		25.9
0.0	10.2	0.0	18.6	0.0		28.8
0.0	8.9	0.0	33.1	0.0		42.0
0.0	4.8	1.0	90.2	0.0		96.0
0.0	3.8	1.0	85.9	0.0		90.7
0.0	11.7	2.0	103.6	0.0		117.3
0.0	13.3	2.0	116.0	0.0		131.3
0.0	20.2	2.0	140.0	0.0		162.2
0.0	7.3	2.0	137.9	0.0		147.2
						0.0
						0.0
						0.0
<b>0.0</b>	<b>98.7</b>	<b>10.0</b>	<b>732.7</b>	<b>0.0</b>		<b>841.4</b>



# Potable Water Purchases For FY 2019-2020

(Acre-feet)





# Tab

## 2.1



## OCTOBER 2019-DIRECTOR REIMBURSEMENTS

Director	Date of Meeting/Event	Meeting/Event Attended	Reimbursement	No Charge	Additional Comments (Submit expense report if claiming mileage and/or meal reimbursement)
<b>Anthony J. Lima</b>					
	10/2/2019	Three Valleys Meeting	\$185.00		Mileage
	10/3/2019	PBWA Meeting at RWD	\$185.00		
	10/8/2019	RWD Board Meeting	\$185.00		
	10/12/2019	CIE Banquet		X	Mileage
	10/16/2019	Three Valleys Meeting	\$185.00		Mileage
	10/19/2019	Buckboard Day Parade		X	
	10/21/2019	HHIC Meeting	\$185.00		Mileage
	10/22/2019	RWD Special Board Meeting	\$185.00		
	10/24/2019	PWR Meeting at Walnut	\$185.00		Mileage
	10/31/2019	Three Valleys Leadership Breakfast		X	
		<b>TOTAL PAYMENT</b>	<b>\$1,295.00</b>		
<b>John Bellah</b>					
	9/20/2019	ACWA Region 8 Meeting	\$185.00		Not reported last month
	10/8/2019	RWD Board Meeting	\$185.00		
		<b>TOTAL PAYMENT</b>	<b>\$370.00</b>		
<b>Robert W. Lewis</b>					
	10/3/2019	PBWA Meeting at RWD	\$185.00		
	10/8/2019	RWD Board Meeting	\$185.00		
	10/12/2019	CIE Banquet		X	
	10/14/2019	SGV Chamber Gov Affairs	\$185.00		
	10/19/2019	Buckboard Day Parade		X	
	10/22/2019	RWD Special Board Meeting	\$185.00		
	10/25/2019	FORUS Breakfast		X	
		<b>TOTAL PAYMENT</b>	<b>\$740.00</b>		
<b>Szu-Pei Lu</b>					
	10/8/2019	RWD Board Meeting	\$185.00		
	10/14/2016	RHCCC Meeting	\$185.00		
	10/16/2019	Three Valleys Meeting	\$185.00		Mileage
	10/19/2019	Buckboard Day Parade		X	
	10/22/2019	RWD Special Board Meeting	\$185.00		
		<b>TOTAL PAYMENT</b>	<b>\$740.00</b>		
<b>Teresa Rios</b>					
	10/22/2019	RWD Special Board Meeting	\$185.00		
		<b>TOTAL PAYMENT</b>	<b>\$185.00</b>		

APPROVED FOR PAYMENT:

  
Tom Coleman

# Tab

## 2.2

**TO:** ACWA Member Agency Board Presidents and General Managers

**CC:** ACWA Board of Directors

**FROM:** Dave Eggerton, ACWA Executive Director

**DATE:** October 4, 2019

**SUBJECT:** Notice of General Session Membership Meeting at ACWA 2019 Fall Conference

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There will be a General Session Membership Meeting at the 2019 Fall Conference in San Diego, California, on **Wednesday, December 4**. The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2020-2021 term. The General Session Membership Meeting will convene at 1:15 p.m., immediately following the Wednesday luncheon program, which will be located in the Harbor Ballroom A-F, Manchester Grand Hyatt.

## **Election / Voting Process**

---

The ACWA Nominating Committee has announced a 2020-2021 slate that recommends current **Vice President Steven LaMar for ACWA President** and current **Region 5 Vice Chair Sarah Palmer for ACWA Vice President**.

As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote. The Bylaws require that floor nominations and seconds be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second. **(See attached for detailed General Session/Election Procedures.)**

ACWA will issue one proxy voting card to each member agency's designated voting representative (delegate) as identified by the member agency on the attached proxy designation form. The designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4, between 9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. Proxy voting cards will not be issued before or after these hours.

To expedite the sign-in process at the **ACWA General Session Desk**, please indicate your voting delegate in advance on the enclosed proxy designation form and return it by email (**[donnap@acwa.com](mailto:donnap@acwa.com)**) or fax



## GENERAL SESSION/ELECTION PROCEDURES FOR ACWA 2019 FALL CONFERENCE

The following information is provided to inform the ACWA member agency delegates attending the 2019 Fall Conference of the procedures to be used pertaining to the nomination and election of ACWA officers during the General Session Membership Meeting.

### PROXY VOTING CARDS – (REQUIRED FOR VOTING)

ACWA will issue one proxy voting card each member agency's designated voting representative (delegate) as officially identified by the member agency. In order to vote during the General Session Membership Meeting, the designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card no later than **12:00 p.m. on Wednesday, December 4**. Upon sign-in, the voting delegate will receive the required proxy voting cards. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4, between 9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. Proxy voting cards will not be issued before or after these hours. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.

### GENERAL SESSION MEMBERSHIP MEETING, WEDNESDAY, DEC. 4 (DOORS OPEN AT 1:05 P.M.)

1. The General Session Membership Meeting will be called to order at 1:15 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. Legal Affairs Committee Chair Jennifer Buckman will provide an overview of the agenda and election procedures.
3. Nominating Committee Chair DeAna Verbeke will present the committee's report and announce the candidate for ACWA President.
4. President Brent Hastey will call for floor nominations for ACWA President.
5. If there are no floor nominations for President, the election will proceed. President Hastey will close the nominations and delegates will vote by holding up their "Yes" or "No" proxy voting cards.
6. If there **are** floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating that floor nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.
  - a. Ballots will be distributed to the voting delegates.
  - b. Delegates will complete their ballots and place them in the ballot box, which will be centrally located in the Harbor Ballroom A-F meeting room.
  - c. Tellers' Committee will count the ballots. President Hastey has appointed the following staff members to serve as the Tellers' Committee: Clerk of the Board Donna Pangborn; Director of Business Development & Events Paula Currie; and Executive Assistant Lili Vogelsang.
  - d. Legal Affairs Committee Chair Jennifer Buckman will serve as the proctor to oversee the ballot counting process.
  - e. Candidates are welcome to designate an observer to be present during the ballot counting process.



## PROXY DESIGNATION FORM

### ASSOCIATION OF CALIFORNIA WATER AGENCIES GENERAL SESSION MEMBERSHIP MEETING(S)

WEDNESDAY, DECEMBER 4, 2019 AT 1:15 PM  
THURSDAY, DECEMBER 5, 2019 AT 1:15PM (IF NEEDED)

TO: Donna Pangborn, Clerk of the Board

EMAIL: donnap@acwa.com

FAX: 916-325-4857

The person designated below will be attending the ACWA General Session Membership Meeting(s) on **Wednesday, December 4, 2019 (and December 5, 2019 if necessary)** as our voting delegate.

MEMBER AGENCY'S NAME	AGENCY'S TELEPHONE No.
MEMBER AGENCY'S AUTHORIZED SIGNATORY (print)	SIGNATURE
DELEGATE'S NAME (print)	SIGNATURE
DELEGATE'S EMAIL	DELEGATE'S TELEPHONE No.
DELEGATE'S AFFILIATION (if different from assigning agency) <sup>1</sup>	DATE

<sup>1</sup> If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above. Note: Delegates need to sign the proxy form indicating they have accepted the responsibility of carrying the proxy.

**REMINDER:** Proxy voting cards will **only** be available for pick up on **Wednesday, December 4**, between **9:00 a.m.** and **12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.



## ***Sarah Palmer, Zone 7 Water Agency Director***

### ***Seeks Your Support as ACWA Vice President***



I am pleased and excited to be selected by ACWA's Nominating Committee to be on the official slate as Vice President. The election is on December 4<sup>th</sup> at the San Diego Fall Conference and I am asking for your support.

As you may know, I have been on the Board of Directors of Zone 7 Water Agency for more than 13 years, serving 3 terms as President. I am active in ACWA by being the Region 5 Vice Chair, an active ACWA Board member, and serving on the ACWA Water Quality, Water Management, and Agriculture Committees. I am also active on the PFAS/PFOA workgroup, the Direct Potable Reuse workgroup (just formed), and the ACWA Board Steering Committee. Learning from these groups has reinforced the fact that we all must work together. With the diverse challenges facing California water, we cannot afford to silo ourselves. ACWA gives us the opportunity and means to find our common ground and advocate on behalf of each other and our environment.

I have a Ph.D. in Cell Physiology and Biochemistry from the University of Toronto and a B.A. in Biology and Political Science from New York University. This background in science, with subsequent research and teaching careers, has led to opportunities for communicating complex concepts to both professional and lay groups. My work with Zone 7 has given me the opportunity to become well acquainted with the issues facing both urban and agricultural stakeholders.

I believe in a vision for California that will integrate all aspects of water: urban, rural, and agricultural. In California, all regions depend on one another. We already have one of the most highly engineered water systems in the world. We must manage it in such a way that we are stewards of both the human made infrastructure and the natural environment. We must think long-term. The world is changing more rapidly than we have yet to understand. We must be prepared to meet those challenges together.

I am increasingly concerned with the issues facing agriculture in California. Agriculture is about 20% of my agency Zone 7's water sales. California agriculture is a national treasure. Its welfare goes beyond the 3% of California's economy. Protecting our agricultural community, and its water, is a matter of food security, even of national security. One of the missions of ACWA should be to find a way to protect our agricultural resources, to make the issues of SGMA work for the Central Valley at least as well as it has for my agency's wineries. With the need for new conveyances and storage of water for our state and their resulting rising costs, we cannot allow more than one million acres of California farmland to go permanently fallow. The social and food security issues are dire under that scenario. Urban and agricultural interests must partner in their common dependence on one another.

I support an "all -of-the-above" approach to managing our state water portfolio. Groundwater banking, new conveyance, potable and non-potable reuse, desalination, increased storage, headwater/forest management all add up to a hefty price tag. There is no one solution or one size fits all. Each region will find its best fit but in such a way that it integrates with other regions. The challenges of present and pending climate change and the ever-present threats of earthquake and fire demand it.

My involvement with the Delta Conveyance, while understandably controversial, has given me a broad insight into the issues of providing water for 24 million people in the Bay Area and beyond as well as the valid and deep concerns of the Delta stakeholders and that fragile estuary on which so many species rely. The “reset” of the project by the Newsom administration should not be a setback, but rather a new opportunity to engage with Delta communities to identify and address their legitimate concerns. I will be chairing a Delta Stakeholder Engagement advisory committee to incorporate Delta perspectives into the logistics and locale of the new alternative. Environmental needs and local cultural heritage must be considered.

I will work to expand ACWA’s membership. Representing and advocating to balance all regional issues in the state will make us stronger and allow more perspectives to be heard. The ACWA JPIA is a strong incentive for joining. My agency joined the JPIA this past year with the unanimous approval by our Board of Directors.

I look forward to working with the ACWA team. The staff is among the best I have seen, the executives are visionary. My ability to work with and understand up-to-date and science-based decision making, my experience along with my strengths of listening, learning, communicating, and adapting make me an ideal candidate for the office of Vice President of ACWA. Again, I ask for your support so that we may work together.

Sincerely,

Sarah Palmer, Ph.D.

More information can be found at:

[www.linkedin.com/in/sarahlpalmerh2o](http://www.linkedin.com/in/sarahlpalmerh2o)

### ***Sarah Palmer’s Goals for ACWA In Brief***

- Build on existing partnerships while expanding connections with urban, agricultural, academic, heritage and environmental interests
- Minimize “silo-ing” while respecting regional differences
- Increase stakeholder engagement through communication and education
- Advocate for the universal right to clean water
- Improve Association financial strength through increased membership and non-dues funding sources
- Promote a resilient, robust and diverse water portfolio that will serve California for generations to come



## Resolution of the Board of Directors of

### --- In Support of Sarah Palmer for the position of ACWA Vice President

WHEREAS, ACWA has announced that the nominating committee has selected the slate for President and Vice President of ACWA

WHEREAS, Sarah Palmer has been selected for the slate as Vice President

WHEREAS, Sarah Palmer has a working knowledge of water industry issues and concerns, possesses strength of character and leadership capabilities, and is experienced in matters related to the performance of the duties of the office of Vice President; and

WHEREAS, Sarah Palmer can provide the dedication of time and energy to effectively serve in the capacity; and

WHEREAS, Sarah Palmer has served in a leadership role as a member of the Zone 7 Water Agency Board of Directors since 2006, 3 terms as President, has served on the Administrative, Finance, Tri-Valley Liaison, and Water Resources Committees of Zone 7 Water Agency; and

WHEREAS, Sarah Palmer serves as the Vice-Chair of ACWA Region 5 Board of Directors and as a Board member of ACWA

WHEREAS, Sarah Palmer serves as a member of the ACWA Agriculture, Water Management, and Water Quality Committees and as a member of the Water Quality Committee PFOS/PFAS subcommittee; and

WHEREAS, Sarah Palmer serves on the ACWA Board Steering Committee; and

WHEREAS, Sarah Palmer has demonstrated outstanding effort and support of local and regional water issues, including public information workshops and presentations; and

WHEREAS, it is the opinion of the ACWA Nominating Committee that Sarah Palmer possesses all the qualities needed to fulfill the duties of the office of ACWA Vice President.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF \_\_\_\_\_ does hereby support Sarah Palmer for the office of ACWA Vice President.

PASSED AND ADOPTED by the \_\_\_\_\_ Board of Directors at a regular meeting held on \_\_\_\_\_.

AYES:

NOES:

ABSENT:

## **Resolution in Support of Sarah Palmer for ACWA Vice President**

Now that the ACWA Nominating committee has set a slate for the positions of President and Vice President to be voted on at the ACWA Fall Conference in San Diego including Steve LaMar for President and Sarah Palmer as Vice President, I respectfully ask if your Board can lend me your support. I have included a sample Resolution if you choose to use it!

Thank you for your consideration,

Sarah



October 15, 2019

General Manager  
Rowland Water District  
3021 South Fullerton Road  
Rowland Heights, CA 91748

Dear Colleague:

I am pleased to share with you that the Association of California Water Agencies (ACWA) Nominating Committee has selected me as their recommended candidate to serve in the role of ACWA President for the 2020-2021 term. I am excited about having the continued opportunity to play a leadership role in ACWA and represent your water agency and the other 457 ACWA member agencies in addressing California's increasingly complex water issues. I am writing to respectfully request your agency's support for my candidacy during the ACWA Officer Election at our fall conference.

My experience in serving as the ACWA Vice President the past two years, in addition to participating on various ACWA committees and in numerous events over the years, has shown me that it is the people that make the difference in the success of our statewide organization. The diversity among water agencies – north/south, east/west, large/small, ag/urban, coastal/mountain, desert/forest – provides a stellar example of the value of collaboration. Statewide, ACWA member agencies have the expertise to solve almost any water issue when given the opportunity. One of the things I enjoy most about being a part of ACWA is being able to learn from water experts from each of our regions. Together we are a mighty force throughout California and together we can solve difficult issues to the benefit of all Californians.

I have attached a brief summary of my experience. While this experience is indeed important, what I treasure most is having the support of people whom I respect within ACWA – past presidents, fellow ACWA Board members, friends from other water agency boards, general managers and district staff.

Many agencies have already indicated support for my candidacy, and I am very grateful for their early votes of confidence. I respectfully ask for an opportunity to represent the best interests of water agencies throughout California and ask for your agency's vote. I look forward to seeing you at our fall conference in San Diego. Thank you in advance for your support. Please contact me if you have any questions about my candidacy at 714-227-2869.

Respectfully,

A handwritten signature in blue ink that reads "Steven E. LaMar".

Steven E. LaMar  
Director

Enclosure: Statement of Qualifications



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## STEVEN E. LAMAR

### Statement of Qualifications for President Association of California Water Agencies

- Inclusive Leadership
- Active Advocacy
- Strong Commitment to the Water Community

“Seeing things from all perspectives and working together to make a difference. This is not only the best way to forge alliances and make tough policy decisions, it’s essential for good governance.”



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#### **Inclusive Leadership: Experience that Counts**

Steve LaMar has been a member of the Irvine Ranch Water District (IRWD) Board of Directors since early 2009, serving multiple terms as Board President. In past elections, he received support and endorsements from both the business community (e.g., Orange County Business Council, Building Industry Association) and environmental groups (e.g., Orange County League of Conservation Voters, Sierra Club).

Mr. LaMar has also served in leadership roles for the Association of California Water Agencies (ACWA). He is currently Vice President, past Chair of the ACWA Federal Affairs Committee, and a member of ACWA’s Executive Committee. He is a past Chair of ACWA’s Headwaters Task Force. Mr. LaMar has served on the board of directors of several other water-related organizations, including the National Water Resources Association (representing 17 Western states), the Southern California Water Coalition, CalDesal, and the National Water Research Institute.

Beyond his water industry involvement, Steve has held leadership positions at a wide range of organizations, such as President of the Natural Communities Coalition of Orange County, a nonprofit organization responsible for implementing California’s first natural community conservation plan and for protecting 37,000 acres of habitat. He was a past leader in the California Building Industry Association, where he chaired both the Water Resources Committee and the Government Affairs Committee.

#### **Active Advocacy: Not Just Words**

Mr. LaMar has a history of advocating for ACWA’s policies and initiatives in his current role as an ACWA officer and through service on numerous ACWA committees. He currently chairs ACWA’s Water Resilience Portfolio Working Group to develop ACWA’s recommendations to the Newsom Administration and the ACWA Board Steering Committee to draft ACWA’s first five-year strategic plan.

#### **A Long-Term Commitment to the Water Community: Live What You Believe**

Steve’s commitment to the water community pre-dates his joining the Board of IRWD. He worked on the Delta Vision Stakeholders Coordinating Group as a business representative, the AB 2717 Landscape Task Force as the chair of the Economics Work Group, the 2005 and 2009 Advisory Committees for the California Water Plan, the State Water Desalination Task Force, and Governor Davis’ Drought Advisory Panel.

Serving on the Board of IRWD has provided Mr. LaMar with the knowledge and understanding of what goes into providing retail water service to a broad and diverse community. He has a Bachelor of Arts in Political Science from Pittsburg State University and an Environmental Management Institute Certificate from the U.S. Environmental Protection Agency.

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*Irvine Ranch Water District is a large retail water and sewer agency in Orange County, California serving over 400,000 residents in a 180-square-mile area, with approximately 115,000 water and sewer service connections.*

Board Chair/President  
Rowland Water District  
3021 South Fullerton Road  
Rowland Heights, CA 91748

October 18, 2019

Dear ACWA Member Agency Board Chairs and Presidents:

I wanted to inform you that I will be nominated from the floor for the office of ACWA Vice President during the General Session Membership Meeting on December 4<sup>th</sup>, at the ACWA Fall Conference.

I feel strongly that I am the best candidate to bring the *experience and leadership* needed to help ACWA fulfill its vision and mission. Consequently, I believe I have an obligation to the ACWA membership to continue to offer myself to serve in this important role.

GO TO THE FOLLOWING WEB ADDRESS TO ACCESS MY STATEMENT OF QUALIFICATIONS, CURRICULUM VITAE, AND MY PRIORITIES FOR ACWA: <https://www.sjwd.org/pam-tobin-for-acwa-vp>

Many ACWA members across the State -- north and south, ag and urban -- have also encouraged me to continue my bid for ACWA Vice President. Among those urging me to continue my candidacy are *former ACWA Presidents: Jerry Gladbach and Bette Boatmun*. They and others have told me that they value my 15 years of experience in California water, the leadership roles I have played and my active participation in ACWA and ACWA-JPIA over the last several years.

I would appreciate **YOUR AGENCY'S VOTE** at conference in support of my candidacy for ACWA Vice President. **PLEASE BE SURE TO DESIGNATE AND DIRECT YOUR DELEGATE TO CAST YOUR VOTE FOR ME.**

Information regarding the voting process, the delegate designation form, and a facsimile of the ballot your delegate will receive at conference may also be found at the web address above.

I would be pleased to speak to you and your Board colleagues to provide more information about myself or answer any questions you might have. I welcome and invite such a conversation.

Thank you for your consideration.

Sincerely,



Pam Tobin  
Director, San Juan Water District  
Chair, ACWA Region 4; Director, ACWA-JPIA  
916-275-0875 | [petpyrs@surewest.net](mailto:petpyrs@surewest.net)

cc: ACWA Member Agency General Managers

# Tab

## 2.3

*Lagerlof Senecal  
Gosney & Kruse  
LLP*

301 NORTH LAKE AVENUE, 10TH FLOOR  
PASADENA, CALIFORNIA 91101  
PHONE: (626) 793-9400 ! FAX (626) 793-5900

William F. Kruse  
E-MAIL: WFKRUSE@lagerlof.com

## MEMORANDUM

**To:** Los Angeles County Independent Special Districts  
**From:** William F. Kruse, Special Counsel  
**Date:** October 11, 2019  
**Subject:** Nomination of Candidate; LAFCO Representative and Alternate

As you know, since 1994 special districts in Los Angeles County have been represented by two members of the Local Agency Formation Commission. The term of office of one of those representatives, Donald Dear, expires in May 2020. On behalf of the special districts of Los Angeles County, LAFCO has appointed us to assist in conducting the election to fill this position.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of the presiding officers of each independent special district in Los Angeles County.

In order to expedite the process of electing a representative, I have included a form to be used to nominate candidates for consideration. After nominations are received, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of your board. Voting will be conducted by mailed ballot.

Nominations for the Committee's consideration are welcome. Please provide as much relevant information about the candidate as reasonably possible. Any biographical information and/or candidate statement should be **limited to one page**. Please remember that, to be eligible, the nominee must be an elected official or appointed to your board for a fixed term. Nominations must be received in the office of Lagerlof, Senecal, Gosney & Kruse, **ATTN: WILLIAM F. KRUSE**, no later than **5:00 p.m. on December 27, 2019**.

Please feel free to contact me directly with any questions.  
Voice: (626) 793-9400  
Fax: (626) 793-5900

*Lagerlof  
Senecal  
Gosney & Kruse  
LLP*

NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT **REPRESENTATIVE**  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

\_\_\_\_\_ is pleased to nominate  
\_\_\_\_\_ as a candidate for appointment as special  
district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The  
nominee is an elected official or a member of the board of an independent special district appointed  
for a fixed term. For your consideration, we submit the following additional information together  
with a resume of the candidate's qualifications.

Elective office: \_\_\_\_\_

Agency: \_\_\_\_\_

Type of Agency: \_\_\_\_\_

Term Expires: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

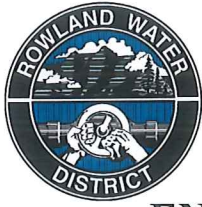
\_\_\_\_\_  
(Name of Agency)

By: \_\_\_\_\_  
Its: \_\_\_\_\_



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## 2.4



## ROWLAND WATER DISTRICT

### ENGINEERING AND COMPLIANCE MANAGER

#### **Definition**

Reporting to the Director of Operations, the Engineering and Compliance Manager plans, organizes, manages, directs, and oversees the engineering operations and compliance functions of the District. The Engineering and Compliance Manager is a managerial position distinguished by the position's responsibility for exercising a wide latitude of independent decision making and responsibilities for essential District functions.

#### **Example of 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.

- Manages objectives, policies and work standards for the District's engineering activities; directs, develops and participates in the preparation of programs, projects and reports relating to the District's goals.
- Provides technical information and policy guidance on engineering matters to the Director of Operations, Assistant General Manager, General Manager and Board of Directors; coordinates and manages design and construction activities; evaluates and approves contract construction work.
- Prepares and/or directs the preparation of engineering and water quality studies, analyses, and reports.
- Ensures compliance with Federal, State and County codes and regulations; stays abreast of new trends in the field of design engineering, project management, water treatment, supply and distribution operations.
- Serves as liaison to regulatory agencies in connection with interpretation of laws, regulations, rules and ordinances and environmental protection program implementation; performs technical computations; and prepares permit applications and regulatory reports required to operate the District's water production, treatment and distribution facilities.
- Plans and administers the District's capital improvement program, assists with the selection of consultants, project bidding and management and in the development of grant funding or other funding by outside agencies or organizations; evaluates alternative courses of action and makes recommendations regarding engineering activities and works closely with operations and distribution regarding the District's capital improvement projects.
- Maintains, composes and administers all documents related to public contracts and projects (notice to proceed, certified payrolls, daily inspection logs, notice of completion, and CEQA filings).
- Administers the District's Safety Programs.

- Assists with the administration of the District's Property, Liability and Worker's Compensation Insurance Programs.
- Develops work standards, emergency plans, and development/capacity fee reports.
- Manages/Supervises assigned staff to accomplish projects and objectives.
- Represents the District in inter-agency, industry association, community and professional meetings and conferences to ensure District interests are communicated on issues of concern to District.
- Routinely makes presentations regarding engineering, construction, and water quality issues to the Board of Directors and other organizations.
- Develops, implements and evaluates preventive maintenance programs associated with the District's potable and recycled water pumping and storage systems.
- Carries out tasks assigned by the Director of Operations.

### **OTHER DUTIES**

- Prepares the annual Consumer Confidence Report.
- Updates and maintains District's GIS mapping and asset allocation system.
- Manages and oversees construction inspection activities for water related construction projects.
- Attends Board of Director meetings as directed by the General Manager.
- Serves as a liaison with vendors and contractors.
- Communicates with customers, face-to-face and via the telephone, to discuss and resolve problems and concerns.
- Performs other duties as assigned.

### **JOB STANDARDS / SPECIFICATIONS**

#### **Knowledge of:**

- Civil engineering principles and practices related to administration, planning, design, construction and operation of water supply, storage, transmission and distribution systems and facilities.
- Principles of management, administration, finance, and controls in a utility organization.
- Water production, treatment, and distribution systems including their design, operation, maintenance, equipment, and related material.
- Engineering economics and construction project management.
- Pertinent Federal, State, and local laws and regulations.
- State, County, City, Utility and Department organizational relationships.
- 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.
- Safety standards and regulations applicable to the water utility industry.

#### **Ability to:**

- Draft maps, plans, charts, graphs and technical drawings in Auto CAD, ink or pencil, as required.

- Accurately perform moderately complex drafting, engineering designs, estimates and computations.
- Apply direct engineering principles and practices to the solution of specific engineering problems for the District.
- Interpret and analyze technical information, make independent judgments, and implement recommendations through subordinate staff.
- Plan, organize, administer, coordinate, and direct the activities of multiple engineering related functions.
- Exercise tact and deal effectively with co-workers, officials and representatives of other jurisdictions, departments, and the general public.
- Perform technical research and provide reliable advice on engineering problems or projects.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software products, and engineering related software including Auto CAD and GIS.
- Prepare and check complete maps, estimates and materials of assigned projects.
- Keep accurate construction records and prepare required reports.
- Complete inspections ensuring compliance with District standards.
- Locate and mark facilities in the field.
- Observe proper safety precautions.
- Respond to emergency call-out and work independently with limited supervision.
- Stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop and crouch, sit, type, read, write, speak, determine color and listen for extended periods of time.

#### **TYPICAL PHYSICAL ACTIVITIES**

- Work at a desk for an extended period of time.
- Travel by automobile in conducting District business.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoop, kneel, crouch, crawl, and climb during field inspection work.
- At times may work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicate orally with District staff in face-to-face, one-on-one settings.
- Regular use of a telephone and radio for communication.
- Use of 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.
- Work in inclement weather and environments exposed to heat, noise, dust and dirt.

## **DESIRABLE QUALIFICATIONS**

Experience: Five years of experience in performing complex/technical tasks in the areas of engineering, water quality and compliance.

Training/Education: Bachelor of Science degree (B.S.) from an accredited college or university with major course work in civil engineering or a related field; Master's degree in a similar field is desirable.

## **LICENSE, CERTIFICATE, REGISTRATION, REQUIREMENTS**

Possession of a Grade II Water Treatment Operator certificate issued by the State Water Resources Control Board - Division of Drinking Water or the ability to obtain within 1 year.

Possession of a Grade II Water Distribution Operator certificate issued by the State Water Resources Control Board - Division of Drinking Water or the ability to obtain within 1 year.

Possession of an AWWA Cross-Connection Control Specialist Certificate (preferred).

Cal OSHA 10-Hour Construction Safety (certificate of course completion).

Successfully complete a six (6) month probationary period.

## **Special Requirements**

Possession of a valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years' duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates.

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre-employment background investigation.

## **Overtime Assignments**

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

## **Fair Labor Standards Act**

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "exempt" position.

## **Equal Opportunity Employer**

*Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.*

**Americans With Disabilities Act**

*The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans With Disabilities Act of 1990.*

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

---

Employee Signature

Date

---

Supervisor Signature

Date

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# 2.5

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## 2.6



**DATE:** November 12, 2019

**TO:** Board of Directors of the Rowland Water District

**FROM:** Tom Coleman, General Manager

**SUBJECT:** **Customer Questionnaire Incentive Program**

**SUMMARY / DISCUSSION**

The District is in the process of modernizing its water meter tracking system by moving to Advanced Metering Infrastructure (AMI). AMI will enable the District to more accurately track and bill water use, locate leaks, and overall operate a much more efficient system. In order to do this effectively, the District needs additional information from its customers because much of the information is out of date or not complete.

To this end, the District is asking customers to fill out a questionnaire and provide it back to the District. Due to the need for and importance of the information, and historical difficulty in getting information from customers, staff is recommending an incentive program whereby a certain number of customers who return the questionnaire in a timely fashion will receive a financial incentive. The total amount of the financial incentive will be approximately \$1,200.00 per year, spread evenly in \$10 increments between those customers who are the first to timely submit the questionnaire up to the total amount allocated. This incentive, similar to a water conservation rebate, serves an important public purpose and will enable the District to implement a new AMI system.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors approve a customer questionnaire incentive program.

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## 2.7

# **AGREEMENT FOR CONSULTANT SERVICES**

This **AGREEMENT** for consulting services dated October \_\_\_\_, 2019, which includes all exhibits and attachments hereto, "**AGREEMENT**" is made on the last day executed below by and between the **PUBLIC WATER AGENCIES GROUP**, a California non-profit mutual benefit corporation, hereinafter referred to as "**GROUP**," the **GROUP's PARTICIPATING MEMBERS**, as defined herein, and **CLARIS STRATEGY, INC.**, hereinafter referred to as "**CONSULTANT**" for the services referenced herein (referred to as the "**SERVICES**"). **GROUP, PARTICIPATING MEMBERS** (as defined below) and **CONSULTANT** are also referred to collectively herein as the "**PARTIES**" and individually as "**PARTY**". The **PARTIES** agree as follows:

## **I                    RECITALS**

A. The **GROUP** is a corporation made up of public agency and mutual water company water suppliers situated in Los Angeles County. Certain of the **GROUP's** member entities desire to have **CONSULTANT** provide services, as defined herein, in connection with the Risk and Resilience Assessments (the "**RRAs**") and Emergency Response Plans ("**ERPs**") required under the federal America's Water Infrastructure Act of 2018 (the "**Act**" or "**AWIA**"). The **GROUP's** members who desire to procure those services are referred to as the "**PARTICIPATING MEMBERS**" and are listed on **Exhibit "A"** attached hereto.

B. The **GROUP** and the **PARTICIPATING MEMBERS** desire that **CONSULTANT** provide the **SERVICES** defined in this **AGREEMENT** and **CONSULTANT** is willing and able to provide the **SERVICES** in accordance with the terms and conditions specified herein.

NOW, THEREFORE, for good and valuable consideration, the **GROUP, CONSULTANT** and each **PARTICIPATING MEMBER** agrees as follows:

## **II                    PURPOSE AND SCOPE OF WORK**

### **A. Consulting Work**

**GROUP** and each **PARTICIPATING MEMBER** hereby contracts with **CONSULTANT** to provide general or special **SERVICES** as more specifically set forth in **Exhibit "B"** attached hereto and incorporated herein. Tasks other than those specifically described therein shall not be performed without prior written approval of the **PARTICIPATING MEMBER** on whose behalf the particular **SERVICES** are being rendered.

### **B. PARTICIPATING MEMBER SERVICES – Opt Out Provisions**

**CONSULTANT** shall provide the Phase I Compliance Crosswalk **SERVICES**, as described in **Exhibit "B"** for each **PARTICIPATING MEMBER** in exchange for the compensation described in **Exhibit "C"** attached hereto and incorporated herein by this reference (as such compensation will be supplemented for Phases II and III as described in this Paragraph II.B), and each **PARTICIPATING MEMBER** agrees to receive and pay for the Compliance Crosswalk **SERVICES**. Upon completion of those **SERVICES**, **CONSULTANT** shall prepare for each **PARTICIPATING MEMBER** and transmit to each **PARTICIPATING MEMBER** by electronic mail addressed to that **PARTICIPATING MEMBER's** designated contact, as set forth on **Exhibit "A,"** a cost proposal for the

preparation of the Phase II **RRA** and Phase III **ERP** for each particular **PARTICIPATING MEMBER**. Each **PARTICIPATING MEMBER** shall notify **CONSULTANT** in writing within twenty-one (21) days (which may be extended upon agreement of the **PARTICIPATING MEMBER** and **CONSULTANT**, particularly if additional time is needed to obtain Board approval) after receipt of **CONSULTANT's** cost proposal whether that **PARTICIPATING MEMBER** desires to have **CONSULTANT** proceed with the Phase II **RRA** and Phase III **ERP**, with only one of those phases, or with neither of those phases. In the event a **PARTICIPATING MEMBER** does not desire the **CONSULTANT** to proceed with neither the Phase II **RRA** nor the Phase III **ERP**, then that **PARTICIPATING MEMBER** shall only be responsible for payment for the Phase I Compliance Crosswalk **SERVICES** and shall have no further financial responsibility to **CONSULTANT**. If a **PARTICIPATING MEMBER** desires the **CONSULTANT** to proceed with the Phase II **RRA** and/or Phase III **ERP** then the **PARTICIPATING MEMBER** shall be responsible for payment of the applicable Phase II and/or Phase III **SERVICES** in accordance with the **CONSULTANT's** cost proposal. Each **PARTICIPATING MEMBER** shall enter into a written task order with **CONSULTANT** that memorializes the Phase II **RRA** and/or Phase III **ERP SERVICES** to be performed by **CONSULTANT** and the agreed upon compensation to be paid for those **SERVICES**.

### **C. Independent Contractor**

**CONSULTANT** is retained as an independent contractor for the sole purpose of rendering professional and/or special **SERVICES** described herein and is not an agent or employee of **GROUP** or of any **PARTICIPATING MEMBER**. **CONSULTANT** shall be solely responsible for the payment of all federal, state and local income tax, social security tax, Workers' Compensation insurance, state disability insurance, and any other taxes or insurance **CONSULTANT**, as an independent contractor, is responsible for paying under federal, state or local law. **CONSULTANT** is thus not eligible to receive workers' compensation, medical, indemnity or retirement benefits, including but not limited to enrollment in CalPERS. Unless expressly provided herein, **CONSULTANT** is not eligible to receive overtime, vacation or sick pay. **CONSULTANT** shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of **GROUP** or of any **PARTICIPATING MEMBER**. **CONSULTANT** shall have the sole and absolute discretion in determining the methods, details and means of performing the **SERVICES** required by **GROUP** or of any **PARTICIPATING MEMBER**. **CONSULTANT** shall furnish, at his/her own expense, all labor, materials, equipment and transportation necessary for the successful completion of the **SERVICES** to be performed under this **AGREEMENT**. **GROUP** and the **PARTICIPATING MEMBERS** shall not have any right to direct the methods, details and means of the **SERVICES**; however, **CONSULTANT** must receive prior written approval from the **PARTICIPATING MEMBER** for whom **SERVICES** are being provided before using any sub-consultants not previously disclosed in providing **SERVICES** under this **AGREEMENT**.

**CONSULTANT** represents and warrants that in the process of hiring **CONSULTANT's** employees who participate in the performance of **SERVICES**, **CONSULTANT** conducts such lawful screening of those employees (including, but not limited to, background checks and Megan's Law reviews) as are appropriate and standard for employees who provide **SERVICES** of the type contemplated by this Agreement.

### **D. Changes in Scope of Work**

If any **PARTICIPATING MEMBER** requires changes in the tasks or scope of work

shown in **Exhibit "B"** or additional work not specified therein, then that **PARTICIPATING MEMBER** shall prepare a written change order. If **CONSULTANT** believes work or materials are required outside the tasks or scope of work described in **Exhibit "B,"** it shall submit a written request for a change order to the **PARTICIPATING MEMBER**. A change order must be approved and signed by the applicable **PARTICIPATING MEMBER** and **CONSULTANT** before **CONSULTANT** performs any work outside the scope of work shown in **Exhibit "B."** No **PARTICIPATING MEMBER** shall have any responsibility to compensate **CONSULTANT** for such work without an approved and signed change order. Change orders shall specify the change in the agreed upon amount for the particular **SERVICES** to be provided to any, or all, **PARTICIPATING MEMBERS**.

### **III** **TERM**

This **AGREEMENT** shall commence upon the date of its execution and shall extend thereafter for the period specified in **Exhibit "B"** or, if no time is specified, until terminated on thirty (30) days' notice as provided herein.

### **IV** **FEES, COSTS, BILLING, PAYMENT AND RECORDS**

#### **A. Amount for Services**

**CONSULTANT** is expected to complete all **SERVICES** within the amount of compensation set forth on **Exhibit "C"** with respect to the Phase 1 Compliance Crosswalk **SERVICES** and as agreed upon in accordance with Paragraph II.B, above, with respect to the Phase 2 **RRA** and Phase 3 **ERP SERVICES**. The **PARTIES** shall work together to complete the project within the agreed-upon amounts, but the obligation to complete the **SERVICES** within the agreed upon amounts lies with the **CONSULTANT**.

#### **B. Fees**

Fees shall be billed per the terms and conditions and at the rates set forth on **Exhibit "C,"** and as agreed upon in accordance with Paragraph II.B, above, with respect to the Phase 2 **RRA** and Phase 3 **ERP SERVICES** for the term of the **AGREEMENT**. Should the term of the **AGREEMENT** extend beyond the period for which the rates are effective, the rates specified in **Exhibit "C"** shall continue to apply unless and until modified by consent of the applicable **PARTICIPATING MEMBER**.

#### **C. Notification Clause**

Formal notices, demands and communications to be given hereunder by **CONSULTANT** or any **PARTICIPATING MEMBER** shall be made in writing and may be effected by personal delivery, by registered or certified mail, postage prepaid, return receipt requested, by overnight delivery by a nationally recognized courier or by electronic mail, with telephonic confirmation, and shall be deemed communicated as of the date of mailing or, in the case of personal delivery, delivery by overnight courier or by electronic mail, on the date of delivery. If the name or address of the person to whom notices, demands or communication shall be given changes, written notice of such change shall be given, in accordance with this section, within five (5) working days.



**Notices shall be made as follows:**

To a Participating Member as specified  
on Exhibit "A," with a copy to:

Public Water Agencies Group  
c/o James D. Ciampa  
Lagerlof, Senecal, Gosney & Kruse,  
LLP  
301 North Lake Avenue, 10<sup>th</sup> Floor  
Pasadena, CA 91101  
(626) 793-9400  
jciampa@lagerlof.com

**CONSULTANT**  
Clariss Strategy, Inc.  
c/o William Lim  
1111 Drake Road  
Arcadia, CA 91007  
(626) 898-4462  
wlim@clarissstrategy.com

**D. Billing and Payment**

**CONSULTANT's** fees shall be billed, as applicable, to each **PARTICIPATING MEMBER** by the 5<sup>th</sup> day of the month and paid by the applicable **PARTICIPATING MEMBER** on or before the 10th day of the following month.

Each **PARTICIPATING MEMBER** shall review and approve all invoices prior to payment. **CONSULTANT** agrees to submit additional supporting documentation to support the invoice if requested by any **PARTICIPATING MEMBER**. If a **PARTICIPATING MEMBER** does not approve an invoice, that **PARTICIPATING MEMBER** shall send a notice to **CONSULTANT** setting forth the reason(s) the invoice was not approved. **CONSULTANT** may re-invoice the **PARTICIPATING MEMBER** to cure the defects identified in the **PARTICIPATING MEMBER's** notice. The revised invoice will be treated as a new submittal. If a **PARTICIPATING MEMBER** contests all or any portion of an invoice, that **PARTICIPATING MEMBER** and **CONSULTANT** shall use their best efforts to resolve the contested portion of the invoice.

**E. Billing Records**

**CONSULTANT** shall keep records of all **SERVICES** and costs billed pursuant to this **AGREEMENT** for at least a period of seven (7) years and shall make them available for review and audit if requested by any **PARTICIPATING MEMBER**.

**V** **DOCUMENTS**

All **MATERIALS** as defined in Paragraph XII below, related to **SERVICES** performed under this **AGREEMENT** shall be furnished to the applicable **PARTICIPATING MEMBER** upon completion or termination of this **AGREEMENT**, or upon request by that **PARTICIPATING MEMBER**, and are the property of that **PARTICIPATING MEMBER**.

**VI** **TERMINATION**

**CONSULTANT** or any **PARTICIPATING MEMBER** may terminate this **AGREEMENT** at any time upon thirty (30) days written notice to the other **PARTY**, except as provided otherwise in **Exhibit "B."** In the event of termination: (1) all work product

prepared by or in custody of **CONSULTANT** shall be promptly delivered to the applicable **PARTICIPATING MEMBER**; (2) the terminating **PARTICIPATING MEMBER** shall pay **CONSULTANT** all payments due under this **AGREEMENT** at the effective date of termination; (3) **CONSULTANT** shall promptly submit a final invoice to the terminating **PARTICIPATING MEMBER**, which shall include any and all non-cancelable obligations owed by **CONSULTANT** at the time of termination, (4) neither **CONSULTANT** nor the terminating **PARTICIPATING MEMBER** waives any claim of any nature whatsoever against the other for any breach of this **AGREEMENT**; (5) the terminating **PARTICIPATING MEMBER** may withhold 125 percent of the estimated value of any disputed amount pending resolution of the dispute, consistent with the provisions of section IV.D above, and; (6) the terminating **PARTICIPATING MEMBER** and **CONSULTANT** agree to exert their best efforts to expeditiously resolve any dispute between the **PARTIES**.

## **VII**                    **INSURANCE REQUIREMENTS**

**CONSULTANT** shall obtain prior to commencing work and maintain in force and effect throughout the term of this **AGREEMENT**, all insurance set forth below.

### **A. Workers' Compensation Insurance**

By his/her signature hereunder, **CONSULTANT** certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that **CONSULTANT** will comply with such provisions before commencing the performance of the **SERVICES** under this **AGREEMENT**.

To the extent required by law, **CONSULTANT** and sub-consultant will keep workers' compensation insurance for their employees in effect during all work covered by this **AGREEMENT** in accordance with applicable law; provided that for so long as **CONSULTANT** has only one employee, its owner, it shall not be required to keep and maintain such workers' compensation insurance. An ACORD certificate of insurance or other certificate of insurance satisfactory to **GROUP**, evidencing such coverage must be provided (1) by **CONSULTANT** and (2) by any sub-consultant upon request by **GROUP** or any **PARTICIPATING MEMBER**.

### **B. Professional Liability Insurance**

**CONSULTANT** shall file with **GROUP**, before beginning professional **SERVICES**, an ACORD certificate of insurance, or any other certificate of insurance satisfactory to **GROUP**, evidencing professional liability coverage of not less than \$1,000,000 per claim and \$1,000,000 aggregate, requiring 30 days' notice of cancellation (10 days for non-payment of premium) to **GROUP**.

Such coverage shall be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent. The retroactive date (if any) of such insurance coverage shall be no later than the effective date of this **AGREEMENT**. In the event that the **CONSULTANT** employs sub-consultants as part of the **SERVICES** covered by this **AGREEMENT**, **CONSULTANT** shall be responsible for requiring and confirming that each sub-consultant meets the minimum insurance requirements specified herein.

### **C. Other Insurance**

**CONSULTANT** will file with **GROUP**, before beginning professional **SERVICES**, ACORD certificates of insurance, or other certificates of insurance satisfactory to **GROUP**, evidencing general liability coverage of not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage; automobile liability (owned, scheduled, non-owned or hired) of at least \$1,000,000 for bodily injury and property damage each accident limit; requiring 30 days (10 days for nonpayment of premium) notice of cancellation to **GROUP**. For the coverage required under this paragraph, the insurer(s) shall waive all rights of subrogation against **GROUP**, and the **PARTICIPATING MEMBERS**, and their respective directors, officers, agents, employees, attorneys, consultants or volunteers. **CONSULTANT's** insurance coverage shall be primary insurance as respects **GROUP**, its directors, officers, agents, employees, attorneys, consultants and volunteers for all liability arising out of the activities performed by or on behalf of the **CONSULTANT**. Any insurance pool coverage, or self-insurance maintained by **GROUP** or any **PARTICIPATING MEMBER** shall be excess of the **CONSULTANT's** insurance and shall not contribute to it.

The general liability coverage shall give **GROUP**, the **PARTICIPATING MEMBERS**, and their respective members, directors, officers, agents, employees, attorneys, consultants and authorized volunteers additional insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage shall be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalents. In the event that the **CONSULTANT** employs a sub-consultant as part of the work covered by the **AGREEMENT**, it shall be the **CONSULTANT's** responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified herein.

### **D. Expiration of Coverage**

If any of the required coverages expire during the term of the **AGREEMENT**, **CONSULTANT** shall deliver the renewal certificate(s) including the general liability additional insured endorsement, to **GROUP** and the **PARTICIPATING MEMBERS** at least ten (10) days prior to the expiration date.

## **VIII INDEMNIFICATION**

To the fullest extent permitted by applicable law, **CONSULTANT** shall indemnify, defend and hold harmless **GROUP**, the **PARTICIPATING MEMBERS** and their respective members, officers, directors and employees and authorized volunteers, and each of them from and against:

- a. When the law establishes a professional standard of care for the **CONSULTANT's** services, all claims and demands of all persons that arise out of, pertain to, or relate to the **CONSULTANT's** negligence, recklessness or willful misconduct in the performance (or actual or alleged non-performance) of the **SERVICES** under this agreement. **CONSULTANT** shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of **CONSULTANT's** performance or non-performance of the **SERVICES** hereunder, and shall not tender such claims to **GROUP** and the **PARTICIPATING MEMBERS**, nor to their respective members, directors, officers, employees, or authorized volunteers, for

defense or indemnity.

- b. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of **CONSULTANT**.
- c. Any and all losses, expenses, damages (including damages to the work itself), attorney's fees incurred by counsel of the **GROUP's** or any **PARTICIPATING MEMBER's** choice and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of **CONSULTANT** to faithfully perform the work and all of the **CONSULTANT's** obligations under the agreement. Such costs, expenses, and damages shall include all costs, including attorneys' fees, incurred by counsel of the **GROUP's** or any **PARTICIPATING MEMBER's** choice, incurred by the indemnified parties in any lawsuit to which they are a party.

**CONSULTANT** shall immediately defend, at **CONSULTANT's** own cost, expense and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against **GROUP** or any **PARTICIPATING MEMBER**, or their respective members, directors, officers, employees, or authorized volunteers with legal counsel reasonably acceptable to **GROUP** or any **PARTICIPATING MEMBER**, as applicable, and shall not tender such claims to **GROUP** or any applicable **PARTICIPATING MEMBER**, nor to their respective directors, officers, employees, or authorized volunteers.

**CONSULTANT** shall immediately pay and satisfy any judgment, award or decree that may be rendered against **GROUP** or any **PARTICIPATING MEMBER**, or their respective directors, officers, employees, or authorized volunteers, in any and all such suits, actions, or other legal proceedings.

**CONSULTANT** shall immediately reimburse **GROUP** or any **PARTICIPATING MEMBER**, or their respective members, directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing indemnity herein provided.

**CONSULTANT's** obligation to indemnify shall survive the termination or completion of this agreement for the full period of time allowed by law and shall not be restricted to insurance proceeds, if any, received by **GROUP** or any **PARTICIPATING MEMBER**, or their respective directors, officers, employees, or authorized volunteers.

## **IX                    OPERATING TECHNOLOGY SYSTEMS**

Each **PARTICIPATING MEMBER** agrees that the effectiveness of its operational technology systems ("**OT Systems**") and features recommended or assessed by **CONSULTANT** are dependent upon each **PARTICIPATING MEMBER's** continued operation and maintenance of the **OT Systems** in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the **OT Systems**. **PARTICIPATING MEMBERS** shall be solely responsible for operating and maintaining their respective **OT Systems** in accordance with applicable industry standards (i.e. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous

monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, each **PARTICIPATING MEMBER** recognizes and agrees that **OT Systems** are subject to internal and external breach, compromise, and similar incidents. Security features recommended by **CONSULTANT** are intended to reduce the likelihood that **OT Systems** will be compromised by such incidents. However, **CONSULTANT** does not guarantee that any **PARTICIPATING MEMBER's OT System** is impenetrable and each **PARTICIPATING MEMBER** agrees to waive any claims against **CONSULTANT** resulting from any such incidents that relate to or affect the **PARTICIPATING MEMBER's OT System**, except to the extent such incident was caused by **CONSULTANT** providing a recommendation that is contrary or inconsistent to industry standards, or otherwise caused by **CONSULTANT's** negligence or intentional misconduct.

#### **X                    FINANCIAL DISCLOSURE AND CONFLICTS OF INTEREST**

Although **CONSULTANT** is retained as an independent contractor, **CONSULTANT** may still be required, under the California Political Reform Act to file annual disclosure reports. **CONSULTANT** agrees to file such financial disclosure reports upon request by **GROUP** or any **PARTICIPATING MEMBER**. Failure to file financial disclosure reports upon request is a ground for termination of this **AGREEMENT**.

#### **XI                    PERMITS AND LICENSES**

**CONSULTANT** shall procure and maintain all permits, licenses and other government- required certification necessary for the performance of its **SERVICES**, all at the sole cost of **CONSULTANT**. None of the items referenced in this section shall be reimbursable to **CONSULTANT** under the **AGREEMENT**. **CONSULTANT** shall comply with any and all applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

#### **XII                    LABOR AND MATERIALS**

**CONSULTANT** shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and other items or services necessary for the successful completion of the **SERVICES** to be performed under this **AGREEMENT**. **CONSULTANT** shall give its full attention and supervision to the fulfillment of the provisions of this **AGREEMENT** by its employees and sub-consultant and shall be responsible for the timely performance of the **SERVICES** required by this **AGREEMENT**. All compensation for **CONSULTANT's SERVICES** under this **AGREEMENT** shall be as specified in this **AGREEMENT**.

Only those **SERVICES**, materials, administrative, overhead and travel expenses specifically listed in **Exhibit "B"** will be charged and paid. No other costs will be paid. **CONSULTANT** agrees not to invoice **GROUP** or any **PARTICIPATING MEMBER** for any administrative expenses, overhead or travel time in connection with the **SERVICES**, unless agreed upon and listed in **Exhibits "B" or "C."**

#### **XIII                    CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE**

##### **A.            Confidential Nature of Materials**

**CONSULTANT** understands that all documents, records, reports, data, or other materials (collectively "**MATERIALS**") provided by any **PARTICIPATING MEMBER** to **CONSULTANT** pursuant to the **AGREEMENT**, including but not limited to draft reports, final report(s) and all data, information, documents, graphic displays and other items that are not proprietary to **CONSULTANT** and that are utilized or produced by **CONSULTANT** pursuant to the **AGREEMENT** are to be considered confidential for all purposes, except to the extent disclosure may be required by law.

#### **B. No Disclosure of Confidential Materials**

**CONSULTANT** shall be responsible for protecting the confidentiality and maintaining the security of all **MATERIALS** and records in its possession that have been provided by any **PARTICIPATING MEMBER**. All **MATERIALS** shall be deemed confidential and shall remain the property of the **PARTICIPATING MEMBER** who provided the **MATERIALS**. **CONSULTANT** understands the sensitive nature of the above and agrees that neither its officers, partners, employees, agents or sub-consultants will release, disseminate, or otherwise publish said reports or other such data, information, documents, graphic displays, or other materials except as provided herein or as authorized, in writing, by any **PARTICIPATING MEMBER**. **CONSULTANT** agrees not to make use of such **MATERIALS** for any purpose not related to the performance of the **SERVICES** under the **AGREEMENT**. **CONSULTANT** shall not make written or oral disclosures thereof, other than as necessary for its performance of the **SERVICES** hereunder, without the prior written approval of the **PARTICIPATING MEMBER** who provided the **MATERIALS**. Disclosure of confidential **MATERIALS** shall not be made to any individual, agency, or organization except as provided for in the **AGREEMENT** or as provided for by law.

#### **C. Protections to Ensure Control Over Materials**

All confidential **MATERIALS** saved or stored by **CONSULTANT** in an electronic form shall be protected by adequate security measures to ensure that such confidential **MATERIALS** are safe from theft, loss, destruction, erasure, alteration, and any unauthorized viewing, duplication, or use. Such security measures shall include, but not be limited to, the use of current virus protection software, firewalls, data backup, passwords, and internet controls.

The provisions of this section survive the termination or completion of the **AGREEMENT**.

### **XIV OWNERSHIP OF DOCUMENTS AND DISPLAYS**

All original written or recorded data, documents, graphic displays, reports or other **MATERIALS** which contain information relating to **CONSULTANT's** performance hereunder and which are originated and prepared for any **PARTICIPATING MEMBER** pursuant to the **AGREEMENT** are instruments of service and shall become the property of the particular **PARTICIPATING MEMBER** on whose behalf the item was prepared as part of the **SERVICES** rendered to that member, upon completion or termination of the **SERVICES**. **CONSULTANT** hereby assigns all of its right, title and interest therein to the **PARTICIPATING MEMBER** on whose behalf the item was prepared as part of the **SERVICES** rendered to that member, including but not limited to any copyright interest. In addition, each **PARTICIPATING MEMBER** reserves the right to use, duplicate and disclose in whole, or in part, in any manner and for any purpose whatsoever all such data,



documents, graphic displays, reports or other **MATERIALS** delivered to that **PARTICIPATING MEMBER** pursuant to this **AGREEMENT** and to authorize others to do so.

To the extent that **CONSULTANT** utilizes any of its property (including, without limitation, any hardware or software of **CONSULTANT** or any proprietary or confidential information of **CONSULTANT** or any trade secrets of **CONSULTANT**) in performing **SERVICES** hereunder, such property shall remain the property of **CONSULTANT**, and the **GROUP** and the **PARTICIPATING MEMBERS** shall acquire no right or interest in such property.

**CONSULTANT** hereby assigns to **GROUP** or **GROUP's** designee and to each **PARTICIPATING MEMBER**, for no additional consideration, all **CONSULTANT's** intellectual property rights, including, but not limited to, copyrights, in all deliverables and other works prepared by the **CONSULTANT** under this **AGREEMENT**. **CONSULTANT** shall, and shall cause its employees and agents to, promptly sign and deliver any documents and take any actions that **GROUP** or **GROUP's** designee, or any **PARTICIPATING MEMBER** reasonably requests to establish and perfect the rights assigned to **GROUP** or its designee or any **PARTICIPATING MEMBER** under this provision.

#### **XV                    EQUAL OPPORTUNITY**

**GROUP** and the **PARTICIPATING MEMBERS** are committed to a policy of equal opportunity for all and to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, **GROUP** and each **PARTICIPATING MEMBER** maintain policies prohibiting unlawful discrimination and harassment in any form based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy or childbirth, marital status, gender, gender identity, gender expression, sex, sexual orientation, veteran status or age by officials, employees and non-employees (vendors, contractors, etc.).

This policy applies to all employees, consultants and contractors of the **GROUP** and the **PARTICIPATING MEMBERS**. Appropriate corrective action will be taken against all offenders, up to and including immediate discharge or termination of this **AGREEMENT**. During, and in conjunction with, the performance of this **AGREEMENT**, **CONSULTANT** shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, physical or mental disability, ancestry, medical condition, pregnancy or childbirth, gender, gender identity, gender expression, sexual orientation, veteran status or any other protected class.

#### **XVI                    INTEGRATION OF ALL OTHER AGREEMENTS**

This **AGREEMENT**, including any Exhibits and Addenda, contains the entire understanding of the **PARTIES**, and there are no further or other agreements or understandings, written or oral, in effect between the **PARTIES** hereto relating to the subject matter hereof. Any prior understanding or agreement of the **PARTIES** shall not be binding unless expressly set forth herein and, except to the extent expressly provided for herein, no changes of this **AGREEMENT** may be made without the written consent of both **PARTIES**.

**XVII ATTORNEYS' FEES**

In any action at law or in equity to enforce any of the provisions or rights under this **AGREEMENT**, the prevailing **PARTY** shall be entitled to recover from the unsuccessful **PARTY** all costs, expenses and reasonable attorney's fees incurred therein by the prevailing **PARTY** (including, without limitations, such costs, expense and fees on any appeals), and if such prevailing **PARTY** shall recover judgment in any such action or proceeding, such costs, expenses, including those of expert witnesses and attorneys' fees, shall be included as part of this judgment.

**XVIII JURISDICTION AND VENUE SELECTION**

In all matters concerning the validity, interpretation, performance, or effect of this **AGREEMENT**, the laws of the State of California shall govern and be applicable. The **PARTIES** hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that venue of any action brought hereunder shall be in Los Angeles County, California.

**XIX COUNTERPARTS AND ELECTRONIC SIGNATURES**

This **AGREEMENT** may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. This **AGREEMENT** may be executed by signatures transmitted by facsimile or electronic means (including by PDF) and any such facsimile or electronically transmitted signature shall be deemed as valid as an original, "wet" signature.

[Signature pages follow]

**IN WITNESS WHEREOF**, the **PARTIES** have hereunto affixed their names as of the day and year thereafter, which shall be and is the effective date of this **AGREEMENT**.

**PUBLIC WATER AGENCIES GROUP**

By \_\_\_\_\_  
Tom Coleman, Chair

**BELLFLOWER SOMERSET MUTUAL  
WATER COMPANY**

By \_\_\_\_\_  
Rick Cook, President

**MONTEBELLO LAND AND WATER COMPANY**

By \_\_\_\_\_  
Ken Bradbury, General Manager

**PICO WATER DISTRICT**

By \_\_\_\_\_  
Mark Grajeda, General Manager

**ROWLAND WATER DISTRICT**

By \_\_\_\_\_  
Tom Coleman, General Manager

**SAN GABRIEL COUNTY WATER DISTRICT**

By \_\_\_\_\_  
Jim Prior, General Manager

**CLARIS STRATEGY, INC.**

By \_\_\_\_\_  
William Lim, President

**LA PUENTE VALLEY COUNTY  
WATER DISTRICT**

By \_\_\_\_\_  
John Escalera, President

**PALMDALE WATER DISTRICT**

By \_\_\_\_\_  
Dennis LaMoreaux, General Manager

**QUARTZ HILL WATER DISTRICT**

By \_\_\_\_\_  
Chad Reed, General Manager

**RUBIO CANON LAND & WATER  
ASSOCIATION**

By \_\_\_\_\_  
Jan Fahey, President

**SOUTH MONTEBELLO IRRIGATION DISTRICT**

By \_\_\_\_\_  
Alberto Corrales, General Manager

**THREE VALLEYS MUNICIPAL WATER DISTRICT**

By \_\_\_\_\_  
Matthew Litchfield, General Manager

**VALENCIA HEIGHTS WATER COMPANY**

By \_\_\_\_\_  
P. David Michalko, General Manager

**VALLEY COUNTY WATER DISTRICT**

By \_\_\_\_\_  
Jose Martinez, General Manager

**WALNUT VALLEY WATER DISTRICT**

By \_\_\_\_\_  
Erik Hitchman, General Manager

## EXHIBIT A- LIST OF PARTICIPATING MEMBERS

Member Agency	Contact	Contact E-mail
Bellflower Somerset Mutual Water Company	Steve Lenton	steve@bsmwc.com
La Puente Valley County Water District	Greg Galindo	ggalindo@lapuentewater.com
Montebello Land & Water Company	Ken Bradbury	ken@mtblw.com
Palmdale Water District	Adam Ly	aly@palmdalewater.org
Pico Water District	Mark Grajeda	msgrajeda@picowaterdistrict.net
Quartz Hill Water District	Chad Reed	creed@qhwd.org
Rowland Water District	Tom Coleman	tcoleman@rowlandwater.com
Rubio Cañon Land & Water Association	Lisa Yamashita-Lopez	Lisa@rclwa.org
San Gabriel County Water District	Jim Prior	jim@sgcwd.com
South Montebello Irrigation District	Alberto Corrales	a.corrales@pacbell.net
Three Valleys Municipal Water District	Kirk Howie	khowie@tvmwd.com
Valencia Heights Water Company	Dave Michalko	dmichalko@vhwc.org
Valley County Water District	Jose Martinez	jmartinez@vcwd.org
Walnut Valley Water District	Erik Hitchman	ehitchman@wvwd.com

Red font = RRA due 3/31/2020; ERP due 9/30/2020; Green font = RRA due 12/31/2020; ERP due 6/30/2021; Black font = RRA due 6/30/2021; ERP due 12/31/2021

## **EXHIBIT B - SCOPE OF WORK**

The following, along with Consultant's attached proposal, constitutes the Scope of Work for the project. The "Scope of Work" is considered to be the general format of the project.

### ***PHASE I – DESIGN AND COMPLETE COMPLIANCE CROSSWALKS***

This is the data gathering and evaluation phase of the project to assess each Participating Member's potential compliance with the AWIA requirements to complete a current Risk and Resiliency Assessment, as well as have a current Emergency Response Plan that addresses and responds to identified risks.

#### **Task 1 – Design of AWIA Compliance Crosswalk**

Consultant shall design an AWIA Compliance Crosswalk that will be used to assess each Participating Member's potential compliance with the AWIA requirements based on current documents, policies, plans, procedures and assessments that they may already have in place. This should include a method to indicate to what degree those current concepts meet the AWIA compliance, including completeness, currency (less than five years old), intent, etc. Consultant is free to determine the format of the Crosswalk to best meet Participating Member needs (e.g. table or another format). This task includes:

- Participating Member review and provide written comments on the Draft Compliance Crosswalk.
- Consultant to receive, address and/or incorporate written comments from Participating Members.
- The PWAG Project Manager will confirm approval of the Final Compliance Crosswalk form.

#### **Task 2 – Complete AWIA Crosswalk for each Participating Member**

Utilizing the Final AWIA Compliance Crosswalk, the Consultant shall review the Participating Agencies' submitted documents to complete one crosswalk per Participating Member. This task includes:

- Participating Member review and provide comments on their DRAFT Member Specific Compliance Crosswalk.
- Consultant to receive and incorporate the comments from Participating Members.
- Consultant to submit a Final Member Specific Compliance Crosswalk in accordance with the proposed project schedule.

After contract award, the PWAG Project Manager and Participating Members will provide the Consultant with a copy of all potentially applicable existing documents that would support development of the Compliance Crosswalk and individual Participating Members' Crosswalks. Examples of existing documents that may support this process are listed below:



- Standard Operating Procedures (SOPs)/ Standard Operating Guides (SOGs)
- Emergency Response Plan (ERP)/ Emergency Operations Plan (EOP)
- ERP Appendix or Checklists for response to natural and manmade hazards
- Dam Emergency Action Plans (if applicable)
- Vulnerability Assessments – physical and/ or cyber
- Water and/or Wastewater Master Plans
- Capital Improvement Plans
- Financial and Administrative Policies
- Reserve Policies
- Financial Audit Findings
- Procurement Policies/ Programs/ Emergency Response Contract Plans
- Hazard Mitigation Plans
- Continuity of Operations Plans (COOPs)/ Continuity of Government Plans (COGs)/ Business Continuity Plans
- Recovery Plans
- Water Outage/ Emergency Drinking Water Plans
- Water Reliability Studies and Urban Water Management Plans
- DDW Site Assessment Visits
- Cyber Security Assessment of Operations Networks
- Cyber Security Assessment of SCADA Networks
- Division of Drinking Water Emergency Notification Plan.

*Upon completion of Phase I, Consultant shall prepare cost proposals for Phases II and III below for each Participating Member. Each Participating Member shall thereafter confirm whether or not it desires to proceed with those Phase II and/or Phase III Services in accordance with Paragraph II.B of the Agreement.*

#### **PHASE II– CONDUCT RISK AND RESILIENCE ASSESSMENTS (RRA)**

Taking into account the work and findings included in the Participating Member's existing documents and their specific AWIA Compliance Crosswalk completed in Phase I and provided the Participating Member desires to proceed with Phase II, the Consultant shall complete a system-wide all-hazards (natural and man-made) vulnerability assessment for physical, operational, maintenance, system engineering, chemical, and cyber systems, which shall be integrated into one comprehensive RRA for each Participating Member who is proceeding with

the Phase II Services. For each Participating Member, this should assess and determine the all-hazards risk and resilience of all drinking water physical, operational, and cyber assets located in a Participating Member's service area.

Some Participating Members also have operations or services related to wastewater systems, recycled water systems, etc. For purposes of this Scope of Work, only drinking water systems and systems or infrastructure that support drinking water systems, such as an administration building, will be evaluated. Participating Agencies may choose to independently engage a Consultant to complete an expanded RRA and ERP to cover their other areas of service.

#### Task 1 – Analysis Tool Selection

Risk and Resilience Analysis for various aspects of the RRA can be completed utilizing guidance documents, crosswalks, excel sheets, computerized analysis tools, etc. In regards to any software or proprietary systems proposed to be used for data collection, analysis and maintenance of risk and vulnerability assessments, the Consultant shall keep in mind the intended goal to set up each Participating Member to be able to independently update and maintain their RRA and ERPs on an ongoing five-year basis. The Participating Members are generally opposed to a proprietary system that would require recurring fees on an annual or ongoing basis.

If it is agreed to utilize software and/or proprietary systems, the following shall apply:

- Consultant shall use and maintain the selected software for data collection in accordance with the agreed upon standards.
- The Consultant shall provide all copies, licenses and data for the selected software to the Participating Members at the conclusion of the project.
- No copies of purchased licenses, software or data shall be retained by the Consultant or its sub-Consultants without prior written permission from the Participating Member.

#### Task 2 – Collection and Writing of the RRA

At minimum, the concepts to be included in the RRA should incorporate the requirements of Sec. 2013 of the AWIA, the information listed below, and any other subsequent updated requirements or guidance that the USEPA shall provide for conducting this assessment:

- The risk to the system from malevolent acts and natural hazards;
- Unintentional human caused risks, such as hazardous chemical spills, incorrect system operation, critical component failure, etc.; and
- Dependency hazards, to include utility interruptions (including power outages, communications outages), supply chain, employee staffing issues (illness, strike), customers, transportation, proximity, etc.

- The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems), which are utilized by the system;
- The monitoring practices of the potable water system;
- The financial infrastructure of the system;
- The use, storage, or handling of various chemicals by the system; and
- The operation and maintenance of the system.

Additionally, in an effort to keep Participating Members' ERPs focused on response concepts, the following sections of AWIA SEC. 2013 "(b) Emergency Response Plan" shall be incorporated into Phase II under the Participating Agencies' RRA:

- "(1) strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
- "(2) plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- "(3) actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers; and
- "(4) strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system."

The RRA should take into consideration and incorporate or integrate as appropriate:

- Each Participating Member's existing documents and their specific AWIA Compliance Crosswalk completed in Phase I. Areas where the Participating Member already meets the AWIA requirements with current documents should not be recreated, but should be referenced and/or noted in the RRA accordingly. All Member-specific documents available will be provided to the Consultant by the Participating Member representative or PWAG Project Manager after contract award.
- The Consultant shall ensure that the RRA is consistent with all submitted documents.
- All materials submitted by Participating Members should be treated as Protected Infrastructure Information (PII) and returned to each agency upon completion of the project.

- At a minimum, the following reference documents shall be considered by the Consultant during the RRA process. The list is not meant to be all inclusive and the Consultant should identify what primary materials and reference documents they will utilize:
  - AWWA M19. Emergency Planning for Water and Wastewater Utilities, Fifth Edition.  
Denver, CO. Updated 2018
  - ANSI/AWWA G440-17. Emergency Preparedness Practices. Denver, CO. 2017
  - AWWA. Process Control System Security Guidance for the Water Sector. 2017
  - AWWA J100-10 (R13). Risk and Resilience Management of Water and Wastewater Systems (RAMCAP). Denver, CO. 2013
  - AWWA G430-14. Security Practices for Operation and Management. Denver, CO. 2014
  - AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual. 2008
  - AWWA. Utilities Helping Utilities: An Action Plan for Mutual Aid and Assistance Networks for Water and Wastewater Utilities. 2006
  - National Institute of Standards and Technology (NIST) Cybersecurity Framework (the Framework), February 2014.
  - NIST SP 800-82 Rev 2, Guide to Industrial Control Systems (ICS) Security, May 2015.
  - NIST SP 800-53 Rev 4, Recommended Security and Privacy Controls for Federal Information Systems and Organizations, April 2013.
  - NIST SP 800-184, Guide for Cybersecurity Event Recovery, December 2016.
  - ANSI/ISA-62443-2-1 (99.02.01)-2009 - Security for Industrial Automation and Control Systems: Establishing an Industrial Automation and Control Systems Security Program ([www.isa.org/standards](http://www.isa.org/standards)).
  - FEMA Local Mitigation Planning Handbook
  - FEMA Comprehensive Preparedness Guide (CPG) 101
  - Federal Guidelines for Emergency Action Planning for Dams (FEMA Publication No. P-64)

This task should include:

- Consultant to provide individual Participating Member Executive Management Draft RRA Review meetings. This meeting is to explain to the Participating Agency: 1) the RRA findings, 2) answer questions on processes or concerns, and 3) receive any verbal or written feedback.
- Participating Members to review and provide comments on their Draft RRA.

- Time for Consultant to receive and incorporate comments received from Participating Member and the Stakeholder Meeting.
- Time for Consultant to submit a Final Agency Specific RRA in accordance with the proposed project schedule.

### Task 3 – Participating Member Training on Assessment Processes and Tools

After completing the final written RRA, the Consultant shall provide two (2) group trainings (and training materials in electronic format) to Participating Member representatives on the specifics of what was involved in completing the Compliance Crosswalk, RRA, the tools used and how to utilize those processes and tools to be successful with future updates. This can be scheduled at the very end of the contract in order to not take time away from meeting compliance deadlines.

### **PHASE III – WRITE / UPDATE EMERGENCY RESPONSE PLANS (ERP)**

*Upon completion of Phase I, Consultant shall prepare cost proposals for Phases II and III below for each Participating Member. Each Participating Member shall thereafter confirm whether or not it desires to proceed with those Phase II and/or Phase III Services in accordance with Paragraph II.B of the Agreement. Thus, some Participating Members may opt out from the Services described under this Phase III.*

A majority of the Participating Members have current Emergency Operations/Response Plans for their agency and a California Division of Drinking Water required Emergency Notification Plan. Additionally, some Participating Members may have current function or event specific Standard Operating Plans or Annexes, such as Wildland Fire Response Plan or Cybersecurity SOP.

### Task 1 – Update/Write ERP

Due to the fact that Participating Members have various levels of complexity of Emergency Response Planning and varied times when the most recent updates were completed, the following Levels of ERP Service shall apply:

- Low Work Effort: A short chapter or section that the Participating Member can incorporate into their current ERP that explains how their All-Hazards ERP, the RRA and other relevant documents meet the AWIA requirements. This should include addressing how all of the documents utilized throughout this planning process will be updated, cross- referenced or otherwise incorporated into planning processes on an ongoing basis. The assumption under this level of effort is that a Participating Member choosing this level of work effort already has a comprehensive and current ERP plan, process, and procedures.

- Medium Work Effort: In addition to the above Chapter/Section on how the Member meets the AWIA requirements, this effort would include the development of a (one) risk specific SOP/Annex document that addresses an identified planning gap from Phase II. The assumption under this level of effort is that a Participating Member choosing this effort already has a fairly comprehensive and current ERP.
- High Work Effort: Update an Emergency Response Plan for the Participating Member based on a non-current ERP. The new ERP should meet the AWIA requirements, as well as best practice standards for Emergency Response Planning for a Water Utility within California.

The concepts to be included in the ERP will incorporate the requirements from the following information listed below, and any other subsequent updated requirements or guidance that the USEPA provides for preparing this version of the ERP:

1. AWIA SEC. 2013 “(b) Emergency Response Plan” - “(2) plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;”
2. Each Participating Member’s existing documents and their specific AWIA Compliance Analysis & Guidance completed in Phase I. Areas where the Participating Member already meets the AWIA requirements with current documents should not be redone, but should be referenced and/or noted in the ERP accordingly. All Member-specific documents available will be provided to the Consultant by the Participating Member representative or PWAG Project Manager after contract award.

#### Task 2: Participating Member Executive Summary

Develop an *Executive Summary* per Participating Member. This should be a high-level summary document that can be utilized with each Participating Member’s Board of Directors and to meet with their Local Emergency Planning Partners. The summary will be specific to each agency, their overall risk and resiliency, and emergency response planning readiness. Each Participating Member will work with the Consultant to define the level of detail that they are comfortable sharing within this document.

### **ADDITIONAL DELIVERABLES**

The Consultant should propose additional deliverables, meetings, or costs as they see appropriate to address components of their proposed Project Approach.

At minimum, this should include:

1. Participating Member Group Kickoff Meetings at the start of each Phase.
2. All Final Compliance Crosswalks, RRA, and ERP’s shall be provided to



the Participating Member s as follows:

- a. One (1) Color Printed and Bound Copy of each Participating Member's Deliverables for each Phase of the Scope of Work that they choose to participate in.
  - b. Two (2) Electronic Copies (one (1) Portable Document Format (PDF)/One (1) Microsoft Word) of each Participating Member's Deliverables for each Phase of the Scope of Work that they choose to participate in on a flash drive (with encryption) or through a secure portal at each Participating Member's direction.
3. The Consultant shall set up a secure portal for the purpose of sharing documents between them and each Participating Member, which will allow each agency to upload its documents to share with the selected Consultant and download deliverables throughout the process. The portal should be secured to allow only the staff designated by each Participating Member, the Consultant's assigned staff, and the PWAG Project Manager access.

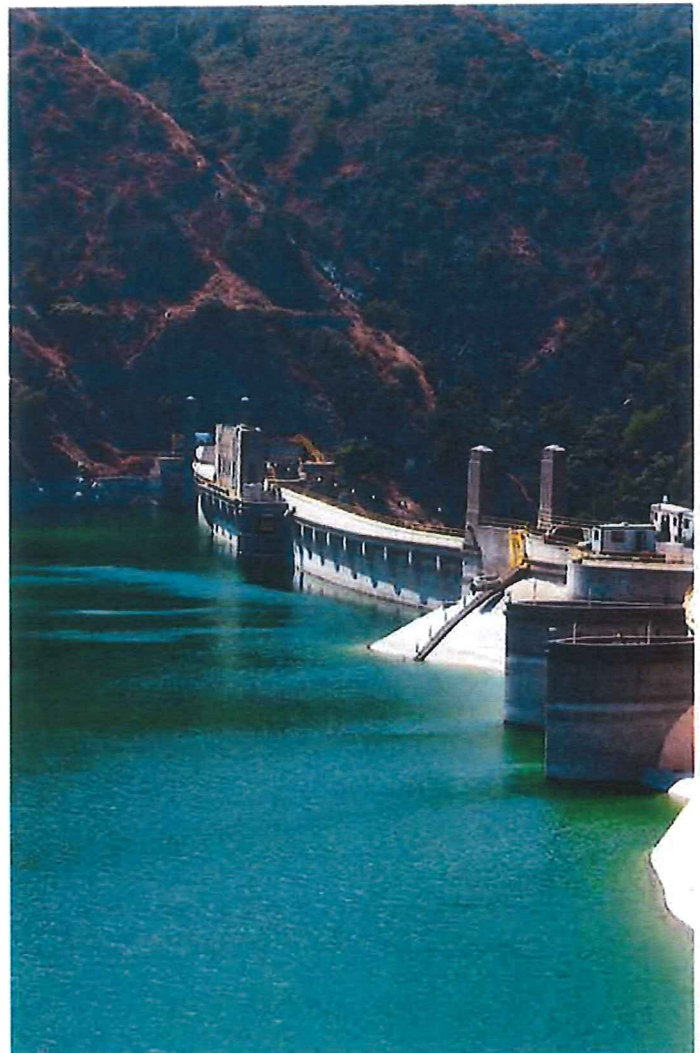
# PROJECT APPROACH

We are proposing the following project approach for the PWAG AWIA project to assist the Participating Agencies to meet compliance for the Risk and Resilience Assessments and Emergency Response Plans.

The Claris team proposes the following three step process that follows the phases set forth in the RFP:

1. **Phase I:** Compliance Crosswalk for All Participating Agencies
2. **Phase II:** Risk and Resilience Assessment for Each Agency
3. **Phase III:** Emergency Response Plan for Each Agency

These 3 phases will be completed to meet the deadlines assigned by the EPA for the various size agencies.



## PROJECT UNDERSTANDING

Per Section 2013 of Title II of the America's Water Infrastructure Act of 2018, community water systems are required to conduct risk and resilience assessments, develop corresponding emergency response plans and update these documents every five years. The Environmental Protection Agency (EPA) intends for utilities to identify how they should invest resources to manage man-made-related and natural hazard risk, and the emergency response plans will provide strategies to facilitate response and recovery following an event.

Our understanding is the Public Water Agencies Group and the Participating Agencies are seeking the services of a consultant to help meet compliance of the AWIA. This joint effort by PWAG and the Participating Agencies is to explore the potential in saving costs and time through economies of scale.

The project is anticipated to be completed in three phases (as illustrated in Figure 2):

1. **Phase I: Compliance Crosswalk for All Participating Agencies**
2. **Phase II: Risk and Resilience Assessment for Each Agency**
3. **Phase III: Emergency Response Plan for Each Agency**

We also understand:

- **The most pressing deadlines are the three Participating Agencies** serving a population of more than 100,000 with the mandated **RRA due March 31, 2020**, and the **ERP due September 30, 2020**.
- Each Participating Agency will choose an AWIA compliance tool and be trained on the tool to meet the requirement to self-assess every five years.
- Each Participating Agency must submit self-certification of the completion of the RRA and ERP.
- Participating Agencies may not have recently-completed RRAs or comprehensive ERPs.
- PWAG has expressed a desire to standardize the development of the Participating Agencies' ERPs.

### PWAG PARTICIPATING AGENCIES

The 15 Participating Agencies listed below are anticipated to participate in the Phase I Compliance Crosswalk Task. They are grouped based on the Risk and Resilience Assessment schedule:

RRA's to be completed by Mar. 31, 2020

ERP's to be completed by Sep. 30, 2020

1. Palmdale Water District
2. Three Valleys Municipal Water District
3. Walnut Valley Water District

RRA's to be completed by Dec. 31, 2020

ERP's to be completed by Jun. 30 2021

1. Rowland Water District
2. Valley County Water District

RRA's to be completed by Jun. 30, 2021

ERP's to be completed by Dec. 30, 2021

1. Bellflower Somerset Mutual Water Company
2. La Puente Valley County Water District
3. Montebello Land & Water Company
4. Pico Water District
5. Quartz Hill Water District
6. Rubio Cañon Land & Water Association
7. San Gabriel County Water District
8. Sunny Slope Water Company
9. South Montebello Irrigation District
10. Valencia Heights Water Company

Population Served	PWAG Agencies Affected
> 100,000	3
50,000 – 99,999	2
3,300 – 49,999	10



## PROJECT APPROACH

### Holistic Perspective

Our team was formed to take a holistic approach to this project by bringing together multiple perspectives and experiences to assist PWAG and the Participating Agencies meet AIWA compliance. This project requires that many aspects be addressed as outlined in the project understanding. Our team includes experts in threat assessment, physical security, cybersecurity, natural hazards and emergency response planning. In addition, we bring a deep bench of supervisory control and data acquisition (SCADA), operations and maintenance (O&M), water treatment, distribution system and storage, economic/finance, and asset management. Also, our team members are fully invested in helping our communities, many of whom have devoted our professional careers to assisting others. As importantly, we are residents of the communities impacted by these disasters and we understand the sensitivity and empathy necessary for this undertaking. We bring these collective perspectives to the project.

Clarix' holistic approach combines both rational and intuitive thinking viewed through the lenses of organization and culture, process, technology and facility. We use a unique approach – one that examines all of the core elements in developing a plan in parallel: **organization, process, facility, and technology**. We do so because we have consistently found that solutions are more successful when these four elements are in alignment.

### Inclusive Approach

The Clarix team believes in a highly-collaborative approach to all of our work not only within our team but also with our clients. Because we work in partnership, the result is a solution that is comprehensive, relevant, and viable.

This is especially important in the PWAG AWIA Compliance project which will involve not only PWAG and Participating Agencies' leadership and staff, it will require input from multiple stakeholders. Our team must ensure that these voices be heard and included. The following components of this section outline a project road map (Figure 2), a project management plan, and a preliminary work plan.

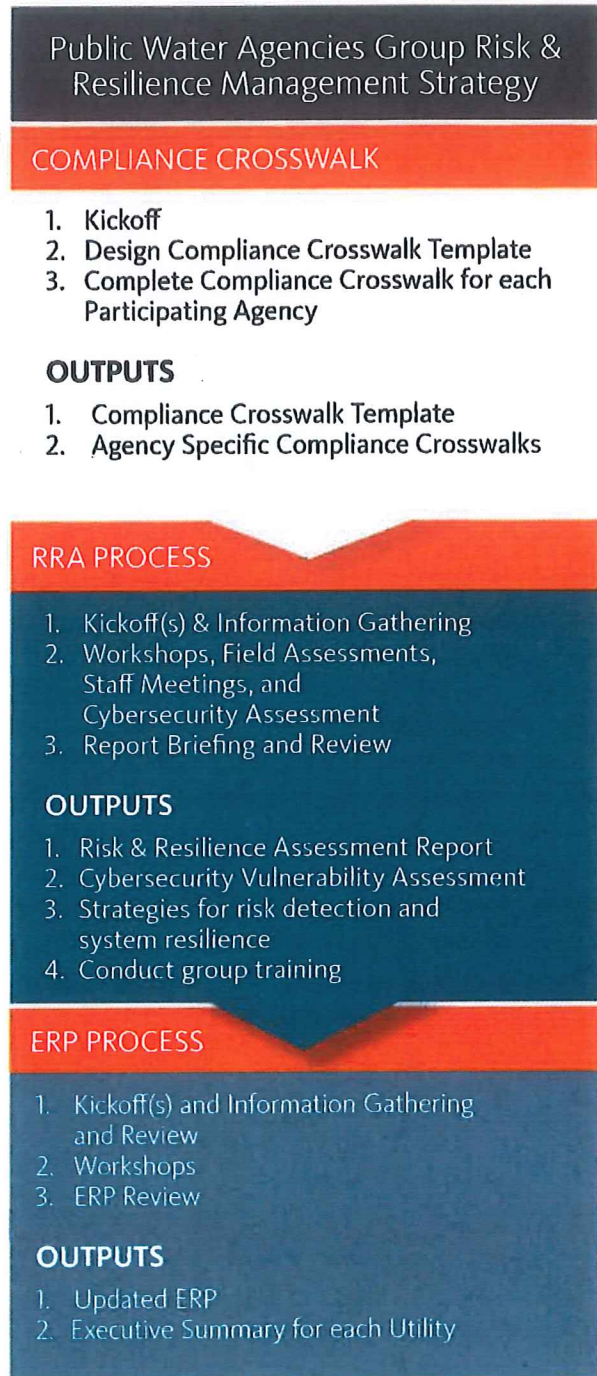


Figure 2. PWAG Project Road Map

## PROJECT MANAGEMENT PLAN

Claris Strategy, working with our team, will develop a project management plan that clearly defines the methods for project execution and coordination. This plan will include an operations plan, communications plan and a QA/QC plan and will address the following items:

- An achievable, realistic schedule and a means for pro-actively addressing potential delays
- A detailed schedule that demonstrates the overall work approach identifying the critical path
- An organization chart that defines the key positions and an effective staffing plan that assigns the right staff to each project task

At the start of the project, the project manager, William Lim of Claris Strategy and the deputy project manager, Dean Gipson of HDR, will work closely together to develop a project road map for the project. We have provided a preliminary road map for the project on the following page.

## OPERATIONS PLAN

### Resource Requirements and Planning

At the outset of the project, we will identify the required resources that match the project scope of services:

- A description of tasks required to develop the agreed upon services and deliverables
- A list of specific contract requirements which could impact the scope of services
- A clarification of services to be completed by the client or subconsultants

### Budget

Upon the Notice to Proceed (NTP), Claris will develop a plan to monitor the project budget and schedule. The budget will:

- List project and task numbers
- List number of hours budgeted for each task
- List the budgeted expenses for each task
- Identify any limitations or special requirements relating to travel

A detailed estimate of progress made during each reporting period will be used to prepare status reports. Our team will reassess project progress during bi-weekly meetings to determine if we are within the approved budget and whether the approved schedule is being met. If we find that either one of those indicators is compromised, the Project Manager, the Deputy Project Manager and Task Leaders will take corrective measures and adjust resources as necessary. If there is a change

in scope, we will closely communicate any issues with the PWAG Project Manager and work together to mitigate impacts.

### Scheduling

We understand the importance of project schedules and timely delivery. We will use Microsoft Project to develop project resource loaded schedules appropriate for PWAG. This schedule will include the following:

- Notice to proceed
- Request for information
- Project kickoff
- Site walks
- Research
- Intermediate milestones
- General and detailed assessments
- Recommendations
- QC reviews and resolution of comments
- Draft and final report deliverables
- PWAG/Stakeholder Committee reviews
- Presentation(s)

### Detailed Work Plan

Our detailed work plan will include task definition, key project milestones and deliverables. We have provided a preliminary work plan in the following section.

### Document Production

For the production of deliverables we will meet the quality standards of PWAG documentation and will confirm the compatibility of PWAG's software requirements. We will:

- Confirm written, presentation and drawing document requirements
- Identify software to be used on the project and validation requirements

### Subconsultant Management

Our Project Manager will provide close coordination with our subconsultants and will initiate and execute a document control process.

### Project Technical Requirements

The Claris team will perform all services in compliance with any regulatory or policy requirements governing transit operations. We will address the following:

- A project technical approach
- Regulatory and security standards requirements governing the project

- Methodologies and assumptions
- Claris team and industry best practices
- Client directives

### **Risk Management Plan**

Our team will manage risk by verifying that project deliverables and supporting documentation are complete and understandable, conform to applicable and reasonable standards relative to their intended purpose, and meet client and Claris requirements. We will:

- Identify critical risks which may impact successful project delivery
- Risk response strategy (avoid, transfer, mitigate or accept)
- Assign action items and track each risk

A preliminary set of risks and mitigation measures have been identified in the Key Issues And Potential Obstacles section.

### **COMMUNICATIONS PLAN**

We recognize that effective communication is critical to the successful delivery of any project. To that end, William Lim of Claris Strategy will be the primary point-of-contact with PWAG staff. Dean Gipson is also immediately available to respond to project needs. Unless otherwise requested by PWAG, we will hold monthly meetings with the client and select staff to discuss project status, potential project constraints and opportunities in addition to agenda items dealing with project schedule, budget status and potential scope creep.

At the beginning of the project, we will:

- Confirm the individual(s) who will coordinate all communication from the client
- Identify the project team members who are authorized to submit requests for data, meetings or other information
- Describe how communication records shall be prepared and maintained
- Identify confidentiality requirements and restrictions

### **QUALITY ASSURANCE/QUALITY CONTROL PLAN**

Although all team members are cognizant and responsible for the quality of their work, we will ensure that PWAG quality standards are met by assigning a Quality Control manager.

#### **Project Planning Review**

The PM will schedule a planning review with the PWAG project leadership to discuss and verify that contractual, business, and management issues have been adequately prepared and planned for prior to beginning project execution.

#### **Risk Assessment**

Risk assessments will be performed from the project development stage through the full execution of the project. Mitigation plans are developed and reviewed with senior management for projects with identified elevated risks.

#### **QC Checking**

The document originator and document checker will work together to verify the accuracy and completeness of written material, calculations, spreadsheets, and drawings.

#### **QC Reviews**

QC reviews are conducted as integral components of project activities as follows:

1. Conducted by experienced personnel who are not otherwise involved in producing the documents to provide impartial assessments.
2. Originator reviews the comments and makes necessary changes and additions to the original document.
3. QC Reviewer reviews the revised document and discusses comment resolutions with the Originator and/or PM.
4. PM reviews the QC review comments and revised document.

#### **Project Reviews**

Project reviews occur throughout project execution to facilitate communication between the PM and the project team. The status of the project is discussed along with areas where actions are required.



## WORK PLAN

We have designed each phase of work to achieve several key objectives including performing multiple, similar tasks simultaneously, identifying efficiencies to improve schedule and being available and responsive to PWAG and the Participating Agencies.

William Lim, as the Project Manager, and Dean Gipson, as the Deputy Project Manager, will oversee the entire project. A project coordinator will be assigned to provide support for document control, scheduling and team coordination.

Each Participating Agency will be assigned a team comprised of the following:

1. A Project Manager
2. A Threat Expert
3. A Physical Security Expert
4. A Natural Hazards Expert
5. A Cybersecurity (Information Technology, SCADA/ Industrial Control Systems) Expert
6. An Operations/Maintenance Expert
7. A Chemical Handling Expert
8. A Finance Expert
9. An Emergency Response Planner

The assigned project manager to the Participating Agency will provide continuity and be responsible for completion of the RRA and ERP portions of the project.

Clarix team members may be assigned to multiple teams for the 10 Participating Agencies serving less than 50,000 population.

Below we describe our approach in more detail by phase.

## PHASE I: DESIGN & COMPLETE COMPLIANCE CROSSWALKS

### **Task 1: Design of AWIA Compliance Crosswalk**

#### **Kickoff and Crosswalk Design:**

The Clarix team will conduct a Kickoff meeting with representatives from the Participating Agencies. The agenda will include:

- Introductions to the Participating Agencies and to the Clarix team
- Project purpose and goals
- Compliance Crosswalk scope, work plan and schedule
- Expectations of project participants
- Information requirements

After the Kickoff meeting, the Clarix team will design a draft AWIA Compliance Crosswalk for the Participating Agencies to review and provide comment.

During this time, the assigned Clarix project coordinator will request, track and coordinate receipt of the existing documentation from each Participating Agency. We will finalize the Crosswalk Design for final approval by the PWAG Project Manager.

### **Task 2: Complete AWIA Crosswalk for Participating Agency**

Upon approval of the Compliance Crosswalk, the Clarix team will review the existing documentation provided by each Participating Agency, focusing on the three largest agencies.

In addition to the listed documentation in the RFP, following is documentation we request:

- Disaster Recovery Plans (DRPs)
- Crisis Communication Plans
- Cyber Security Assessments for Industrial Control Systems
- Cyber Security Incident Response Plans
- Hazardous Material Emergency Response Plans

Timely delivery of this information will be critical given the tight compliance timelines especially for the Participating Agencies serving greater than 100,000 people. We will categorize the requested documents as critical, essential and good-to-have in an effort to expedite the process. The Clarix team will complete a Compliance Crosswalk for each Participating Agency for review and comment. We will then finalize the crosswalks for final approval by the PWAG Project Manager as required.

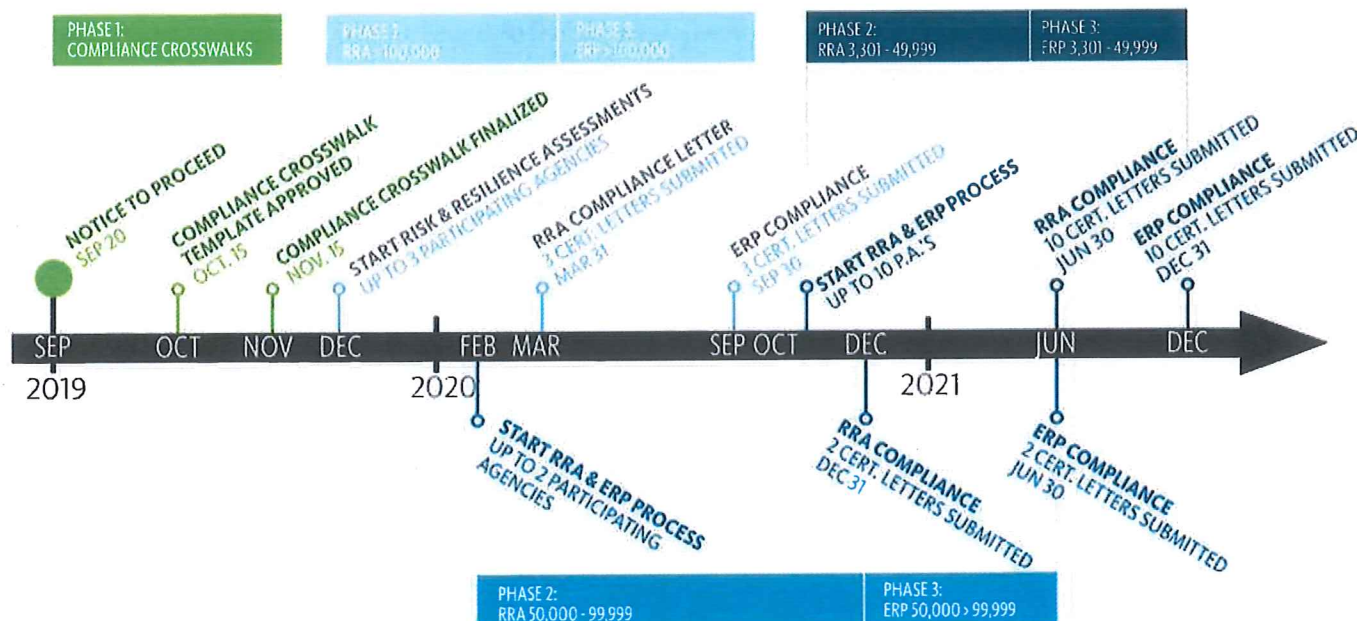


Figure 3. Project Schedule to Deliver RRA and ERP on Time

## PHASE II: CONDUCT RISK AND RESILIENCE ASSESSMENTS

Based on the completed Compliance Crosswalks and each Participating Agencies' existing documents, the Claris team will complete a system-wide all-hazards (natural and man-made) vulnerability assessment for each of the Participating Agencies. This assessment will include the following systems:

- Physical
- Operational
- Maintenance
- Systems Engineering
- Chemical
- Cybersecurity (Information Technology/Networks, SCADA/Industrial Control Systems)

The assessments will be integrated into one comprehensive RRA for each Participating Agency.

As previously stated, each participating agency RRA will be assigned a Claris project team led by a project manager and experts.

### Task 1: Analysis Tool Selection

Our team's approach uses the ANSI/AWWA J100 standard to cover all parts of the AWIA requirements, plus tools tailored to bring additional value to the Participating Agencies. We can combine the J100 standard with analysis tools such as the Program to Assist Risk and Resilience Examination (PARRE) software program, and/or Excel-based and Access-based or SQL tools. We are also experienced in using EPA's Vulnerability Self-Assessment Tool (VSAT), though for the larger Participating Agencies, our recommendation is PARRE, Excel/Access, or Structured Query Language (SQL).

We will standardize on a selected tool based on agreement with the Participating Agencies, which will also comply with J100/AWIA requirements to limit liability with the assessments. We will deliver all copies, licenses and data for the selected software to the Participating Agencies at the conclusion of the project and will not retain any copies, licenses or data without the written consent from PWAG.

### Task 2: Collection and Writing of the RRA

The Claris team, through our partner HDR, has successfully implemented the J100 process for utilities in several states over the past seven years. Our plan uses a workshop-based approach, as developed by Linda Warren for the AWWA, to be as efficient with staff time as possible to meet this federal requirement. This includes workshops that are dynamic, interactive, and comprehensive. It also includes input from related agencies

## WORK PLAN (CONTINUED)

such as law enforcement, public safety, partnering utilities, and regulatory agencies, so that relationships built between project participants enhance the utility and community recovery during emergencies. Our proposed process is illustrated in the diagram (Figure 4).

### Risk and Resilience Assessment

#### Kickoff and Information Gathering:

In the RRA Kickoff meeting, the Claris team will work with the Participating Agency's project team to:

- Update the project team on AWIA requirements and how the project will meet them
- Define Participating Agency staff project roles and communication preferences
- Review the seven steps of the J100 ANSI standard methodology
- Identify threats and hazards

- Begin a list of potentially critical assets (including all types listed in the AWIA)

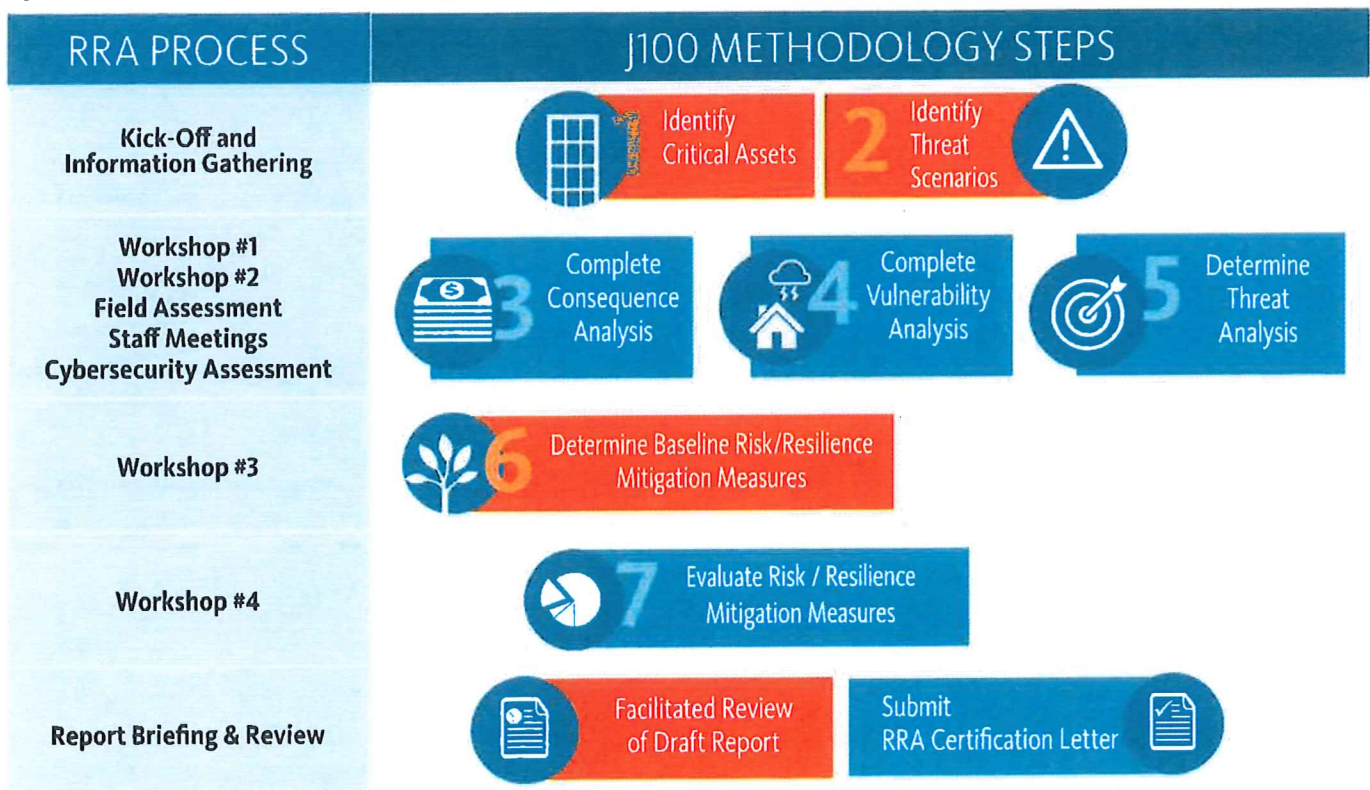
Our team will address natural hazards, malevolent acts, cybersecurity, and other types of threats/hazards.

We will review existing documentation provided by each Participating Agency. We may also request the following information specific to the RRA:

- Site maps and floor plans of critical facilities
- Information Technology Network Diagrams
- Operational Technology/SCADA Network Diagrams
- Communications network diagrams
- List of critical software applications

During this step, our team will conduct a threat assessment of the identified critical assets. Steven Gomez, a former FBI Special Agent-in-Charge for counter terrorism in the Los Angeles region and a former LA PD officer, will lead our threat

Figure 4. Seven Steps of the J100 Methodology



assessment team to identify potential terrorist threats to the Participating Agencies and specific criminal threats to the critical assets. Using available information from sources such as the Joint Regional Intelligence Center, Infragard, ASIS, local law enforcement and open source crime information.

HDR, with assistance from Claris, will lead the effort to identify the natural hazard threats to the identified critical assets. Our team will leverage as much as possible the work previously done, including any local hazard mitigation plans and other hazard assessments conducted recently.

#### RRA Workshop 1:

In this workshop, the Claris team will work together with key representatives from each Participating Agency to:

- Inventory assets and validate list of potentially critical assets
- Establish a table of consequence values
- Establish a consequence rating for each potentially critical asset.

After the Workshop, our team will develop preliminary scoring for each threat-critical asset pair, refine the consequence values and consequence rating for each critical asset.

#### RRA Workshop 2:

For this workshop, our team will work with Participating Agency representatives to:

- Refine threats and assets to consider in the J100 risk analysis
- Estimate consequences for each threat-asset pair
- Determine high-consequence critical assets to visit during field assessment

Depending on the Compliance Crosswalk for each Participating Agency, Workshops 1 and 2 may be combined.

#### Field Assessment and Staff Meetings:

Based on the top threat-asset pairs identified and the high consequence critical assets, the Claris team, accompanied by Participating Agency staff, will visit using standardized, efficient data-collection forms and tools. Our team will visit up to 15 of your top assets. Information gathered on these field visits will be extrapolated to other, similar assets.

For the physical security vulnerabilities, Tom LaFreniere, a

former FBI Supervisory Special Agent-in-Charge and mechanical engineer, will lead a team of physical security experts to conduct an assessment on the vulnerabilities associated with the physical threats to the identified critical assets and the potential measures that could be used to mitigate the risks.

Our team will also meet with Participating Agency staff to assess policies and procedures, O&M needs, financial data backup, monitoring practices, chemical storage/use, and other important aspects of the water system.

Our specialized process allows for easy upload and processing of the information.

#### Cybersecurity Assessment:

The cybersecurity assessment will be performed by Launch! Consulting and HDR for agencies with network systems only (IT) in scope and for those with both network and SCADA systems (OT). Our team will include in the review of OT security the range of field-level process control systems (PCS)/industrial control systems (ICS) devices and components installed in the agency's operating footprint, such as sensors, actuators, and programmable logic controllers (PLCs) that send information to the SCADA system.

The assessment work will focus on the adequacy of the controls, processes and procedures currently in place and how closely they align with the appropriate standards and best practices for embedded operating technology (OT) systems, the information technology (IT) systems with which they may communicate and the physical security protecting these facilities including the ones below:

- NIST Cybersecurity Framework
- NIST SP 800-82 Rev 2, Guide to Industrial Control Systems (ICS) Security, May 2015
- NIST SP 800-53 Rev 4, Recommended Security and Privacy Controls for Federal Information Systems and Organizations, April 2013.
- NIST SP 800-184, Guide for Cybersecurity Event Recovery, December 2016.
- ISA99/IEC62443-2-1 (99.02.01)-2009 - Security for Industrial Automation and Control Systems: Establishing an Industrial Automation and Control Systems Security Program

We will develop an understanding of the Level 1, 2, and Level 3 field components that are connected to the SCADA system



## WORK PLAN (CONTINUED)

and that comprise the "operating technology" of agencies' operations and processes and the physical security components that protects them.

Understanding SCADA controls risks, processes and procedures, and compliance gaps requires our ICS, process engineering and physical security assessment team to first validate the complete SCADA systems and perform a comparison of the "as-drawn" environment and the "as-installed" environment – which experience tells us will likely diverge. That "delta" is critical information that members need to empirically understand their system environment accurately, including assessing whether there may be counterfeit or "grey goods" PCS equipment inadvertently installed from an OEM or distributor – a growing industry issue.

We will do this with document review, escorted on-site physical

walk-downs, and discussions with engineering, IT and security counterparts. The basic philosophy is SCADA risk and controls effectiveness can only be accurately understood in the broader systemic context illustrated in Figure 5.

### RRA Workshop 3:

Once the field assessments, staff meetings and cybersecurity assessment are complete, the Claris team will hold Workshop 3 to determine baseline risk/resilience. In this workshop, we will:

- Develop risks for threat-asset pairs (validate threat and consequence values, and develop vulnerabilities for each threat-asset pair)
- Review critical asset summary sheets developed from field assessments
- Discuss risk prioritization of assets, as well as potential mitigation measures to lower risk.

Figure 5. Cyber Security Innovation



After this workshop, the Claris team will revise the baseline risk assessment and then develop a prioritized list of mitigation measures based on a cost/benefit analysis using the J100 process.

#### **RRA Workshop 4:**

In Workshop 4, the Claris team will review the mitigation measures and order-of-magnitude costs for lowering risk at high-risk threat-asset pairs (these include both physical and operational measures).

Once these mitigation measures are agreed on and approved by the Participating Agency, we will finalize the RRA Report.

#### **Report Briefing and Review:**

We will review the RRA Report and Implementation Plan with the Participating Agency staff. Our team's deliverables are action-oriented, implementable and defensible documents. Participating Agency staff can assign a schedule and leader to implement each mitigation measure. These documents can be easily updated for the next review of the RRA within 5 years.

#### **RRA Certification Letter to the EPA:**

Dean Gipson, has negotiated extensively with the EPA, can advise and assist the Participating Agency in submitting the Certification Letter to the EPA if necessary.

#### **Task 3: Participating Agency Training on Assessment Process and Tools**

Nick Lowe, of CPARS Consulting, will lead the group trainings to Participating Agency representatives on the specifics of the Compliance Crosswalk, RRA and the tools used. We will instruct Agency representatives on how to utilize these processes and tools to successfully update the RRAs in the future. Nick is considered one of the premier trainers in the country on emergency preparedness and is very familiar with the assessment tools.

On the network side, Launch! and HDR will look at policies, procedures, controls environment, processes, equipment and organization around these cybersecurity domain families, determining if the cybersecurity program adequately addresses the agency capacity for prevention, detection, preparedness, response and recovery from all types of cyberattack vectors on the network.

*The work will be guided by the NIST Cybersecurity Framework which addresses these security domains:*

- Asset Management (ID.AM)
- Business Environment (ID.BE)
- Governance (ID.GV)
- Risk Assessment (ID.RA)
- Risk Management Strategy (ID.RM)
- Access Control (PR.AC)
- Awareness and Training (PR.AT)
- Data Security (PR.DS)
- Information Protection Processes and Procedures (PR.IP)
- Maintenance (PR.MA)
- Protective Technology (PR.PT)
- Anomalies and Events (DE.AE)
- Security Continuous Monitoring (DE.CM)
- Detection Processes (DE.DP)
- Response Planning (RS.RP)
- Communications (RS.CO)
- Analysis (RS.AN)
- Mitigation (RS.MI)
- Improvements (RS.IM)
- Recovery Planning (RC.RP)
- Improvements (RC.IM)
- Communications (RC.CO)

The cybersecurity assessment information will inform the threat-asset pair, vulnerability and consequence criteria of the overall risk assessment.



## WORK PLAN (CONTINUED)

### PHASE III: WRITE/UPDATE EMERGENCY RESPONSE PLANS (ERP)

Depending on the completed Compliance Crosswalks and each Participating Agencies' existing documents, the Claris team will either write or update the Participating Agencies' Emergency Response Plan. This effort will be led by Wendy Milligan of Terra Firma Enterprises and guided by William Lim and Brent Woodworth of Claris Strategy. Additionally, our team has five additional members who can be assigned the task of updating the ERPs as required.

Based on our understanding of PWAG's Emergency Coordinator's desire to standardize the Participating Agencies' ERPs using standards and guidance from the National Incident Command System (NIMS), the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), FEMA's CPG 101, the AWIA Community Water System Emergency Response Plan and Emergency Response Planning for a Water Utility in California, our team will first develop an approved ERP template that will be used to develop the Participating Agencies' ERPs.

Wendy Milligan and William Lim have extensive knowledge of how emergency plans can be standardized across government agencies, developed specifically for water agencies and aligned to local, county, state and federal standards. We will develop a template that will adhere to NIMS, SEMS and ICS and be customizable and scalable for the Participating Agencies.

#### Task 1: Update/Write the ERP

With the understanding that the majority of the Participating Agencies have updated ERPs, SOPs and Hazard-Specific Annexes, the Claris team will either update or write the ERP using the following levels of service:

1. **Low Work Effort:** Our team will develop a short chapter or section that the Participating Agency will incorporate into their ERP explaining how their all-hazards ERP, RRA and other documents meet the requirements of the AWIA.
2. **Medium Work Effort:** In addition to the short chapter or section, we will develop one risk specific SOP/Annex that addresses an identified planning gap from the RRA.
3. **High Work Effort:** Our team will work with the Participating Agency in updating its non-current ERP. The new ERP will use the template the team develops that meets AWIA requirements and PWAG's desire for standardization for its member agencies.

The Claris Team will develop a standardized ERP Template for the Participating Agencies that will increase effectiveness and efficiency.



Figure 6. ERP Process Steps

## The ERP Process

The Claris team proposes using the following process for developing the ERP with the Participating Agencies. After a preliminary project meeting to confirm that each of the right staff are invited to participate in the process (including directors, engineering, planning, human resources, finance, information technology [IT], and safety representatives) our team proposes the activities to complete the ERP for the Participating Agencies.

### Kick-off and Information Gathering:

For the ERP Kickoff Meeting, Claris team's agenda will include:

- Ensure that the ERP meets the compliance requirements of AWIA and serves the needs of emergency preparedness for the Participating Agencies
- Relate how the RRAs informs the development of the ERP
- Project logistics and information confidentiality
- Document review processes
- Roles of project participants
- Review of the risk assessment
- Standards and Guidance for the ERP including the National Incident Command System (NIMS), the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), FEMA's CPG 101 and Emergency Response Planning for a Water Utility in California.
- A discussion of specific information for the ERP document.

The team may require some additional information gathering including:

- Field visit of the Participating Agency's EOC
- Staff meetings to discuss emergency response procedures
- Internal and external emergency communication protocols and channels
- Maturity level of emergency training and response and adherence to ICS
- Interaction with external first responder agencies during emergencies (e.g. water utility support for CalFire, L.A. County Fire and local city fire departments for wildland fires)
- PWAG Emergency Response Plan

AWIA Compliance offers PWAG and its Member Agencies a rare opportunity to standardize your emergency preparedness approach. Our team can help develop common and shared emergency components which may include:

- Crisis communication protocols using traditional and social media which may include pre-set media messaging, boil water notices, and emergency notifications
- Incident Command structures, processes and terminology that will allow staff from member agencies to work together in responding to an emergency
- Common technology platforms such as emergency notification systems, incident management software, and GIS systems
- An inventory of PWAG agencies' resources that can be made available during a disaster
- Procedures for disaster fund reimbursement
- Definition of the role and responsibilities of the water liaison coordinator position at the County EOC

By leveraging the requirement for AWIA ERP compliance, PWAG can build on its foundation of improving emergency communication, coordination and collaboration among its Member Agencies.

- Crisis communications plan
- Evacuation plans

Based on the information gathered, the Claris team will refine the Participating Agency's ERP Concept of Operations (CONOPS) which include:

- Organization of the emergency response teams (Policy Group, EOC responders and Incident Response team in the field)



## WORK PLAN (CONTINUED)

- Emergency activation and emergency operations procedures
- Communications with internal and external stakeholders
- Emergency Response Levels (SEMS)

### ERP Workshop 1:

The Claris team will facilitate a workshop with attendees from the Participating Agency to review the revised ERP CONOPS and a draft Table of Contents (TOC).

Once the CONOPS and TOC is approved, we will develop a draft basic plan and annexes for the ERP that will comply with AWIA requirements. The plan will include:

- Emergency response org. charts
- ICS structured roles and responsibilities
- Position checklists
- Activation, escalation, and EOC Operations procedures
- Emergency declarations
- Attachments and appendices
- Hazard-specific annexes

### ERP Workshop 2:

The Claris team will facilitate a workshop to review and discuss the draft ERP basic plan.

After the workshop, the team will finalize the ERP based on the comments received from the Participating Agency and develop an implementation plan which will include a training, exercise and plan maintenance recommendations.

### Report Briefing and Review:

The Claris team review the finalized ERP and an implementation plan with the Participating Agency staff.

### ERP Certification Letter to the EPA:

Our team can advise and assist the Participating Agency in submitting the ERP Certification Letter to the EPA if necessary.

### Task 2: Participating Agency Executive Summary

The Claris team will develop a high-level executive summary for the Participating Agency's elected officials and to present to the Local Emergency Planning Partners. The document will summarize the Agency's overall risk and resiliency and emergency response planning readiness.



## ERP Innovation

Emergency response plans (ERPs) are critical for preparing water agencies for quick and effective response to malevolent acts and natural disasters. Claris Strategy has worked closely with water districts to develop an innovative approach to preparing emergency plans. Using the National Incident Management System (NIMS), the Incident Command System (ICS) and the State of California's Standardized Emergency Management System (SEMS) as foundational principles, our team has developed an ERP approach that allows water agency staff to quickly transition from their day-to-day roles into their emergency response positions.

### *Our emergency planning components include:*

- A determination of the maturity of the agency in understanding NIMS/ICS/SEMS concepts
- A customized plan built on where the agency is in the maturity cycle, with the ability to change as the agency gains experience and understanding
- A diagrammatic approach to illustrate concepts to help staff better understand the structure and processes of the emergency operations cycle
- Leveraging current innovative practices in areas such as social media and technology tools to better gain situational awareness and respond
- Alignment within the overall Los Angeles County Operational Area framework, PWAG's emergency strategy, and the various State and Federal response structures to coordinate a cohesive response
- The role of the ERP in an overall emergency preparedness program

This approach will be used in developing the ERPs for all of the Participating Agencies.

## EXHIBIT C

### COMPENSATION AND TERMS AND CONDITIONS FOR BILLING

**Participating Member:**

**Contact Name:**

**Address:**

**Phone:**

**Tax I.D. #**

1. Term:
  - Commencement (Insert Date) \_\_\_\_\_
  - Termination (Insert Date) \_\_\_\_\_
2. Fees/Rates to be billed:
  - Phase I – Compliance Crosswalk: \$9,718.00
  - Phase II – Risk & Resilience Assessment: To be determined\*
  - Phase III – Emergency Response Plan: To be determined\*
3. **CONSULTANT's** fees shall be billed by the 5<sup>th</sup> day of the month and paid by the **Participating Member** on or before the 10th of the following month.
4. Participating Member Representative: \_\_\_\_\_
5. Consultant Representative: William Lim

*Upon completion of Phase I, Consultant shall prepare cost proposals for Phases II and III of the Scope of Work set forth in Exhibit B for each Participating Member. Each Participating Member shall thereafter confirm whether or not it desires to proceed with those Phase II and/or Phase III Services in accordance with Paragraph II.B of the Agreement. Compensation payable for such Phase II and/or Phase III Services shall be determined upon acceptance of the applicable cost proposal.*

# Tab

# 2.8



RECORDING REQUESTED BY



SOUTHERN CALIFORNIA  
**EDISON**

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO

SOUTHERN CALIFORNIA EDISON COMPANY

2 INNOVATION WAY, 2nd FLOOR  
POMONA, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF  
EASEMENT**

DOCUMENTARY TRANSFER TAX \$ NONE VALUE AND CONSIDERATION LESS THAN \$100.00		DISTRICT Covina	SERVICE ORDER TD1543076	SERIAL NO.	MAP SIZE
SCE Company		FIM 104-4311-0	APPROVED: GEOMATICS, LAND & INFORMATION MANAGEMENT	BY	DATE
SIG. OF DECLARANT OR AGENT DETERMINING TAX	FIRM NAME	APN 8265-015-900		SLS/CG	10/31/19

ROWLAND AREA COUNTY WATER DISTRICT, a political subdivision, (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence, data and/or communications (eg. through fiber optic cable), in, on, over, under, across and along that certain real property in the County of Los Angeles, State of California, described as follows:

TWO STRIPS OF LAND LYING WITHIN LOT 54 OF TRACT NO. 26889, AS PER MAP FILED IN BOOK 713, PAGES 7 THROUGH 9 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTERLINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

STRIP #1 (6.00 FEET WIDE)

COMMENCING AT THE SOUTHERLY CORNER OF LOT 16 OF SAID TRACT NO. 26889, SAID CORNER BEING IN THE NORTHEASTERLY LINE OF SAID LOT 54; THENCE NORTH 64°54'35" WEST, ALONG SAID NORTHEASTERLY LINE, 34.50 FEET; THENCE SOUTH 25°05'25" WEST 87.00 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE SOUTH 30°03'36" WEST 13.09 FEET; THENCE SOUTH 14°56'24" EAST 17.42 FEET; THENCE SOUTH 44°56'24" EAST 17.02 FEET; THENCE SOUTH 56°11'24" EAST 9.61 FEET; THENCE SOUTH 67°26'24" EAST 28.95 FEET; THENCE EAST 18.11 FEET; THENCE NORTH 78°45'00" EAST 18.23 FEET TO A POINT OF ENDING, SAID POINT TO BE HEREINAFTER REFERRED TO AS POINT "A".

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE EASTERLY IN THE WESTERLY SIDELINE OF STRIP #2 DESCRIBED HEREINBELOW AND TO JOIN AT THE ANGLE POINTS.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN THAT CERTAIN GRANT OF EASEMENT TO SOUTHERN CALIFORNIA EDISON COMPANY, RECORDED MARCH 9, 1972 AS INSTRUMENT NO. 2463 OF OFFICIAL RECORDS, IN THE OFFICE OF SAID COUNTY RECORDER.

STRIP #2 (15.50 FEET WIDE)

COMMENCING AT SAID POINT "A"; THENCE NORTH 2.00 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE EAST 10.00 FEET TO A POINT OF ENDING.

It is understood and agreed that the above description is approximate only, it being the intention of the Grantor(s) to grant an easement for said systems as constructed. The centerline of the easement shall be coincidental with the centerline of said systems as constructed in, on, over, under, across, and along the Grantor(s) property. This easement is for the purpose of power to be provided to a communication facilities, and this easement shall exist only so long as the communications facilities are in place and operating. This easement shall terminate 30 days after the removal of such facilities from the property. At such termination Grantee's rights under this easement shall cease, and Grantee have a limited easement of access to remove any and all power lines or other Grantee equipment from the property.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor reserves the right to occupy, and use the property for any purpose not inconsistent with the rights and privileges granted herein and which will not interfere with or endanger said utilities, fixtures and appurtenances or the use thereof. Grantor shall retain all normal rights and incidents of ownership of the underlying fee interest in the Property so long as they do not interfere with this agreement. Grantor shall not be bound to undertake any supervision or maintenance of the easement to provide for the purposes set forth in this agreement. Grantor agrees for himself, its heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. Grantee shall use due care in the construction, operation, and maintenance of said utilities, fixtures and appurtenances. Grantee and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable, including any fences and walls.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**GRANTOR**

ROWLAND AREA COUNTY WATER DISTRICT,  
a political subdivision

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared

\_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

TRACT NO. 26889  
M.B. 713 / 7-9  
LOS ANGELES CO.

LOT 16

LOT 17

LOT 18

LOT 19

LOT 54

N64°54'35"W  
34.50'

87.00'

S25°05'25"W

POC  
STRIP #1

1972 EASEMENT

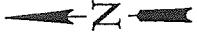
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STRIP #1

STRIP #1  
6' WIDE

PT. "A"

STRIP #2  
15.5' WIDE

ARTIGAS  
DRIVE



SCE EASEMENT		
DSE	TD1543076	
SLS/CG		07/10/19

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**Rowland Water District  
Communication Strategies Update  
November 12, 2019**

**• Conservation Campaign Update**

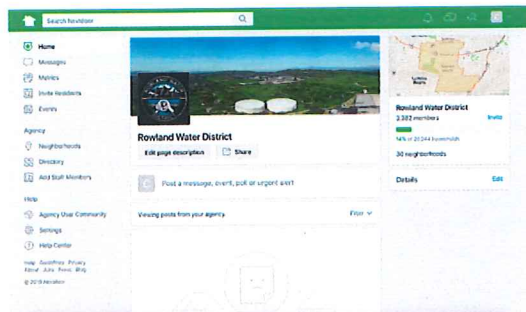
- What's Your Water Footprint / "Taking Steps to Save"
  - New Collateral Complete
  - Message in Other District Outreach
  - Microsite Presentation
    - Launches November 2019

**• Water Quality Messaging**

- Press Release and Direct Mail Launched
- Trust Quality of Drinking Water
  - PFAS is secondary message
  - Focus on treatment process and value
  - Incorporate ACWA high-level messaging
  - FAQs, slider, web language, multi-language, bill inserts, etc.

**• Social Media Update**

- NextDoor account launched October 30, 2019
- Focus on "Understanding Your Water Bill"



## • Solar Cup/Mini Solar Cup

- Press releases in development

## • Customer Service Support

- Tutorial hand-outs produced on PFAS and upcoming/pending legislation
- Training session scheduled for December 2019

### How to respond to customer questions about LEGISLATION & REGULATIONS

Every year, hundreds of laws that affect water and the environment are approved by local, state and federal governments. Rowland Water District tracks legislation and regulations that could impact our customers and the water and service we provide.

Customers may have questions about what's happening in government and how it could impact them. If you have a customer calling with these types of questions, you can share our new online resource - [www.rwdlegupdates.org](http://www.rwdlegupdates.org). Our new legislative update website will walk you and customers through current legislative news:

- 1 Go to the Homepage to see how RWD is protecting its customers and its water supply
- 2 Click on the Background page for information about RWD, our mission and our water supply.
- 3 Visit Legislative Updates for current information about legislation impacting customers, water and RWD.
- 4 Click on News to stay up to date on what's happening and read media coverage.
- 5 Find additional information on the Customer Resources page.
- 6 Answer common questions using the FAQs page.

**CURRENT BILLS TO WATCH:** RWD is tracking all legislation that might affect customer water use. You may receive questions like:

What do AB 1668 and SB 604 require? When does this legislation go into effect?

Exactly how much water do I have to save with these new regulations?

Refer to available FAQs which will be updated regularly and as legislative updates occur.

[www.rwdlegupdates.org](http://www.rwdlegupdates.org)

### How to respond to customer questions about PFAS

Customers may start calling with questions about PFAS. In early November, Rowland Water District customers will start receiving information about PFAS in their bills.

**They may also read or hear about PFAS in the media.**

Providing safe, high-quality drinking water is our commitment to our customers. Customers may ask things like:

**IS MY WATER SAFE TO DRINK?    WHAT ARE PFAS?    DOES RWD'S WATER CONTAIN PFAS?**

PFAS have NOT been found in RWD's water supply. We will continue to test for these chemicals and other impurities.

To respond to inquiries, you can:

- 1 Use the attached FAQ/bill insert to answer questions.
- 2 Refer customers to our 2018 Water Quality Report, which compiles water testing results and shows that RWD exceeds government drinking water standards. The report is available on our website at [www.rowlandwater.com/water-quality](http://www.rowlandwater.com/water-quality).
- 3 Ask your manager to help answer questions.
- 4 Direct all media inquiries to the general manager.

**Glossary of Terms**

**PFAS** - PFAS are a group of chemicals known as per- and poly-fluoroalkyl substances (PFAS) that can occasionally be found in water supplies. There are thousands of names of PFAS.

**PFOS** - Perfluorooctanesulfonic acid (PFOS) is a type of PFAS.

**PFDA** - Perfluorododecanoic acid (PFDA) is a type of PFAS.

**PFT** - Parts per trillion (PFT) is the measurement used to report the amount of PFAS found in a water supply.

**Notification Level** - Water agencies are required to provide notification of PFAS detected at 5.1 ppt and PFOS detected at 0.5 ppt.

**Response Level** - The current response level for water agencies is 70 ppt of PFDA and PFOS combined. This level could change in the future.

**WHAT ARE PFAS?**

PFAS (per- and poly-fluoroalkyl substances) are a group of chemicals widely used for applications such as waterproofing, fire protection and stain proofing that can occasionally be found in drinking water supplies. Perfluorooctanesulfonic (PFOS) and perfluorododecanoic (PFDA) are two types of PFAS. The State Water Resources Control Board (SWRCB) recently lowered notification levels for PFDA and PFOS.

[www.rowlandwater.com/water-quality](http://www.rowlandwater.com/water-quality)

## • Miscellaneous

- Ads/Tribute Pages (FOR US)
- Video
- Website (sliders and text updated as needed)
- On-Hold Messages

## Press Releases

10/15/18	ForUs Sponsorship	*****	*****	*****
11/1/18	Solar Cup/Other MWD	*****	*****	*****
11/13/18	Strategic Plan	*****	*****	*****
11/15/18	Industry Coverage	*****	*****	*****
12/4/18	Mutual Aid Agreement	*****	*****	*****
12/10/18	Board Appointments	*****	*****	*****
1/19/19	Poster Contest Winner	*****	*****	*****
1/22/19	Survey Results	*****	*****	*****
1/7/19	Water Scholar	*****	*****	*****
1/12/19	EduBucks	*****	*****	*****
2/12/19	Independent Audit	*****	*****	*****
3/8/19	Building Dedication Ceremony	*****	*****	*****
3/29/19	Fix A Leak Week	*****	*****	*****
4/10/19	HHIA Committee Assignment	*****	*****	*****
5/15/19	Mini Solar Cup	*****	*****	*****
5/24/18	Santiago Internship MOU	*****	*****	*****
6/27/19	FY 2019/2020 Budget	*****	*****	*****
6/30/19	CCR Availability	*****	*****	*****
7/1/19	Succession Planning	*****	*****	*****
7/1/19	New Website	*****	*****	*****
8/23/19	Buckboard Days	*****	*****	*****
9/20/19	Capital Improvement Updates	*****	*****	
9/30/19	Water Quality / PFAS	*****	*****	*****
9/30/19	Conservation Campaign	*****	*****	
9/30/19	CSDA Article	*****	*****	*****
10/24/19	FORUS Event	*****	*****	*****
11/1/19	Mini Solar Cup	*****	*****	



## Memorandum

To: Board of Directors

From: Brittnie Van De Car  
Public Affairs Representative

Date: November 12, 2019

Re: Community Affairs & Education Update

---

- Classroom Presentations:
  - November 5
    - Rowland Elementary School
    - 1<sup>st</sup> Grade
    - 3 Presentations
    - Water Cycle Bracelet
      - 75 Students
- Mini Solar Challenge Program
  - A total of 10 classrooms with 297 students are participating from 4 different schools (Rorimer Elementary School, Jellick Elementary School, Northam Elementary School and Rowland Elementary School).
  - MWD purchased all of the books and boat building kits for the teachers/classes
  - Boat racing will be held at Nogales High School in February.
  - Due to the turnout amount, the races will be split into 2 different races. The first part of the morning will be for 5<sup>th</sup> grade and the second half of the morning will be for 6<sup>th</sup> grade.
  - The needed materials for the boats have been purchased and have been delivered to the teachers
- Conservation Campaign went live on November 1<sup>st</sup>
- WEWAC EduBucks are due **October 31<sup>st</sup>**-As of 10/28/19 we had 4 applications
- Visited Jellick Elementary School on 10/22/19 to watch the NTC performance.
- Updating customer accounts with correct and updated information
- Printing appropriate promotional material and placing it at the Customer Service Counter for distribution to customers
- Attending bi-monthly webinars on upcoming promotional items and programs put on by the Environmental Protection Agency (EPA) WaterSense program
- Updating the Lobby TV on a daily/weekly/monthly basis
- Monitoring the District's social media pages Daily
  - Use the same hashtag on all our posts #DiscoverRWD and #RWDeducation for all educational posts
- Maintain and view District website on a daily basis
  - Update pages
  - Make relevant changes

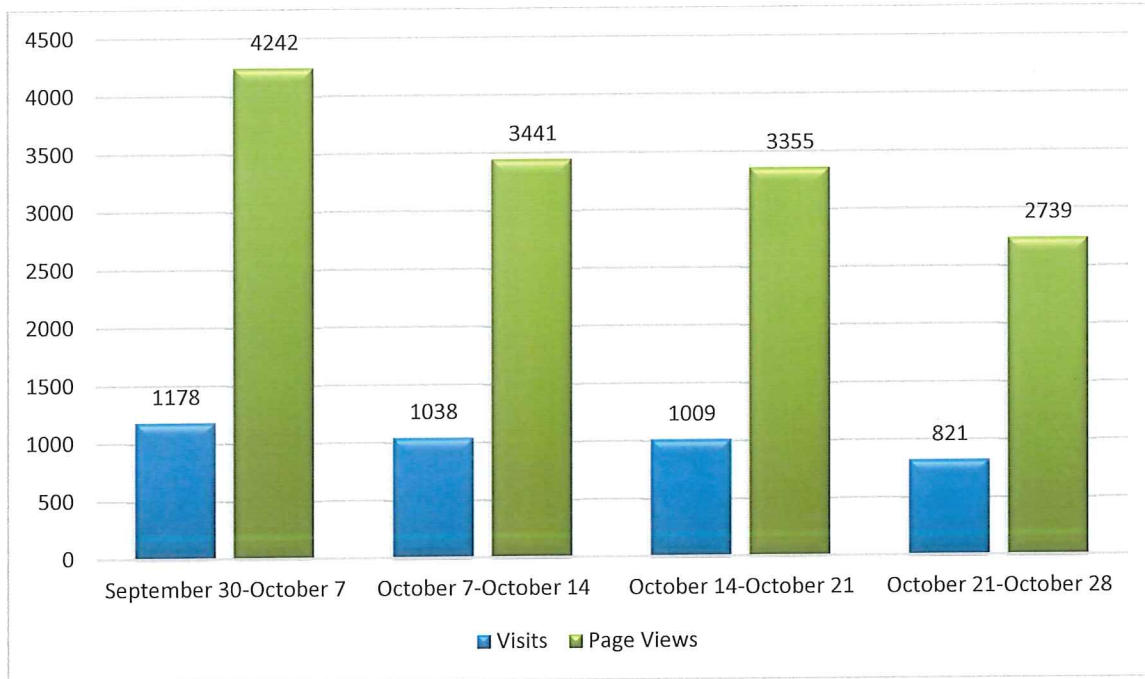


- Updating the Drought Monitor page weekly
- Upload the Board packet, minutes and agendas when necessary
- Attended the WEWAC monthly meeting October 24<sup>th</sup>
-

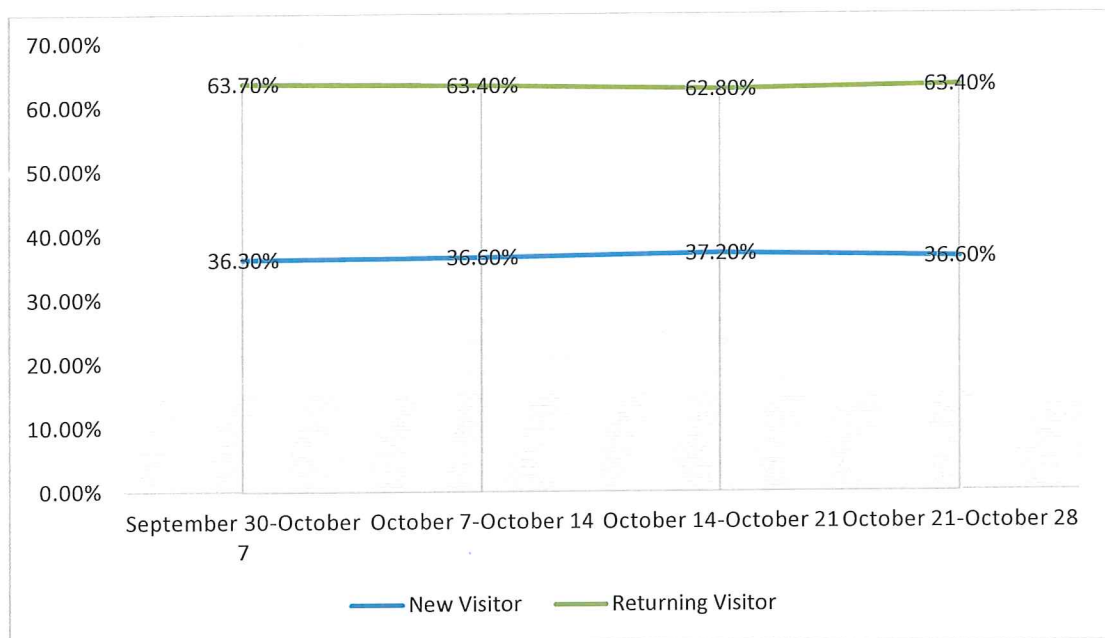


## September – October 2019 Website Google Analytics

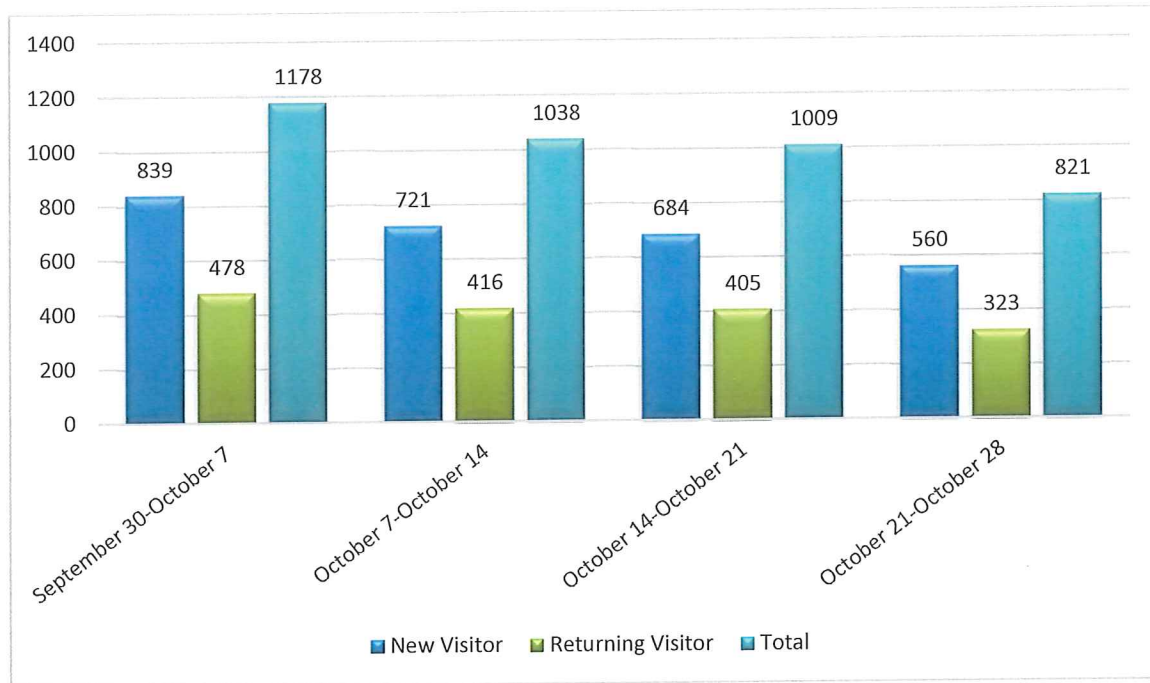
### Website Visits and Pageviews



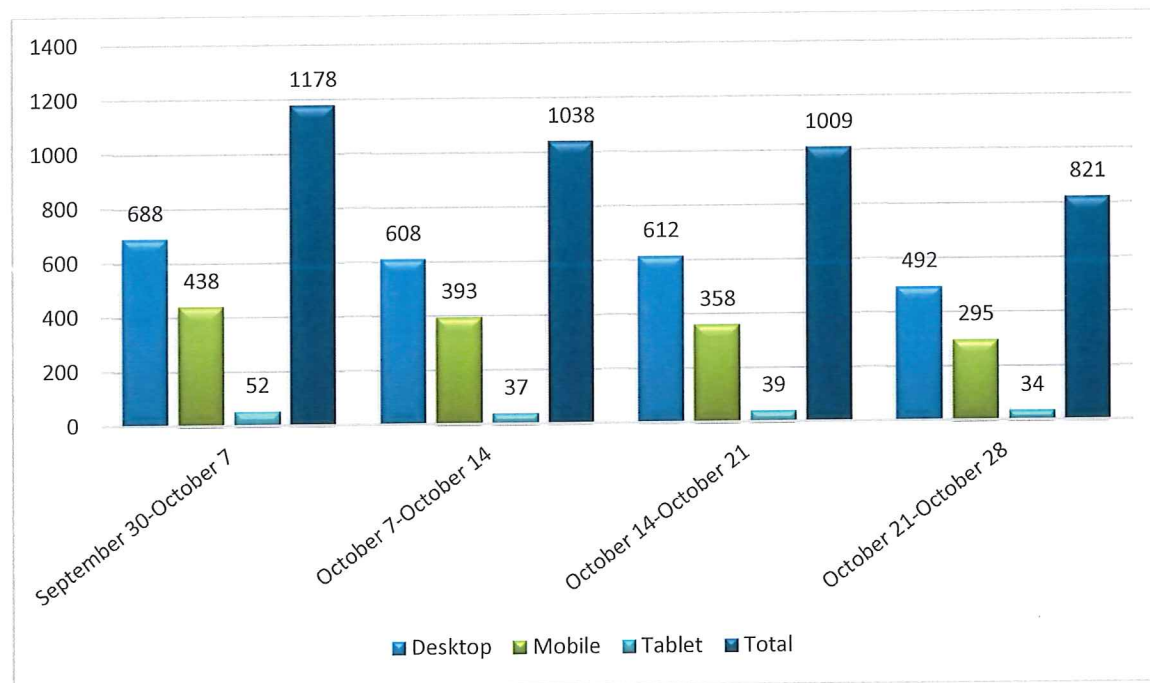
### Percentage of Website Viewers- New vs. Returning



### New vs. Returning Visitors



### Source of Viewing



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## 5.1



October 10, 2019

Mr. Tom Coleman, General Manager  
Rowland Water District  
3021 S. Fullerton Road  
Rowland Heights, California 91748

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

Dear Mr. Coleman:

I visited Rowland Water District on October 2, 2019. The purpose was to conduct a loss and program review. I also appreciate the opportunity to visit some of RWD's sites. Please thank Eric Hall, Operations Superintendent; Dusty Moisio, Director of Operations; and Robert Leamy, Operations Supervisor; for their time during my visit.

**Loss Review**

The District's Experience Modification Rates (E-Mod) are currently .86 for Workers' Compensation (WC) and 1.16 for the Liability Program. For WC we reviewed the most recent claims that dealt with Personal Protective Equipment (PPE) and ergonomic issues. Ergonomic training through tailgate meetings for both PPE and ergonomic issues can help in the prevention of future claims. The District's loss experience for liability and property in the last year have dealt with vehicle accidents and theft. Periodic defensive driving training can help increase awareness while employees are behind the wheel of a District vehicle. Although TargetSolutions is also utilized for training, I am available to provide in-person training to District personnel in the future.

I also reviewed the JPIA's Risk Control Grant Program. To help District's prevent and mitigate losses, JPIA members will be eligible for a grant up to \$10,000 to fund risk management and safety program projects. I provided additional information on the Grant Program.

**Health and Safety Programs**

- **Training** – We discussed training requirements and how to ensure all employees receive the required training for their job description. The District is doing a great job implementing tailgate meetings and scheduling required training as needed. Rowland Water District employees are always welcome to attend safety trainings given by JPIA at nearby districts. The next JPIA Professional Development Training Conference will be held on October 29 and 30 in San Diego. There will be both Human Resources and Safety classes offered.
- **Competent Person** – We discussed the importance of designating a competent person(s) for District programs like Trenching/Excavation. We discussed having written designation for Competent Person by the General Manager. Sample Competent Person designation letters were sent to your team for review.



Mr. Tom Coleman, General Manager  
Rowland Water District  
October 10, 2019  
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- **Arc Flash Study** – We reviewed the best practice of completing an arc flash study on the District's electrical systems. This is one of the best methods to make workers aware of the electrical hazards involved, PPE requirements, and the specific work practices to implement for tasks involving live electrical work. The [Cal/OSHA Guide to Electrical Safety](#) can provide additional information.
- **Contractor Qualification** – We discussed the importance of ensuring that contractors hired to conduct work for the District have at a minimum, the proper safety programs and training for hazards that could be found on a project (i.e. Fall Protection or Traffic Control). Please review the following link [ACWA JPIA Commitment to Excellence Program](#). Pages 13-15 discusses contractor qualification. Additional tools can be found on the [Risk Transfer Tools](#) page of the JPIA's website.

### Site Visits

We visited the following sites during my visit:

- JLR 1 and JLR 2
- Cuatro Site
- Zone 6 Pump Station

Eric and Robert provided a tour and a good tutorial on the operations of these sites. In our walk-around we discussed housekeeping. We also discussed eyewash stations and the importance of maintaining them. The District should ensure that employees can reach an eyewash station with no obstructions in their way. Here is the link to the Cal/OSHA Emergency Eyewash and Shower Equipment standard - [Cal/OSHA § 5162](#) for additional information. While at JLR 1 and JLR 2, we looked at adding "CONFINED SPACE DANGER" signs to all manhole entries on reservoirs. These entryways are considered confined space, and per [Cal/OSHA §5157\(c\)\(2\)](#), they require signs. The use of a stencil is acceptable. A sign reading "DANGER – PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" or using similar language would satisfy the requirement for a sign.

Again, thank you to Eric, Dusty, and Robert for meeting with me and providing a tour of District sites. The JPIA appreciates Rowland Water District's participation in the pool and insurance programs. If you have any questions or need additional assistance, please contact me at (949) 433-0471 or [jcota@acwajpia.com](mailto:jcota@acwajpia.com).

Sincerely,



Jesse Cota  
Senior Risk Control Advisor

1009:tl

c: Eric Hall, Operations Superintendent  
Dusty Moisio, Director of Operations  
Robert Leamy, Operations Supervisor  
JPIA Risk Management Committee  
Robert W. Lewis, JPIA Board Member