



AGENDA Regular Meeting of the Board of Directors August 11, 2020 -- **5:00 PM**

Pursuant to the provisions of Executive Order N-25-20 Issued by Governor Gavin Newsom on March 12, 2020, any Director, and any member of the public who desires to participate in the open session items of this meeting, may Login into <u>https://zoom.us/j/8759899861</u>, Meeting ID: 875 989 9861 or call into the Rowland Water District meeting using the call-in number (669) 900-6833 -- Passcode: 8759899861# without otherwise complying with the Brown Act's teleconference requirements. Any member of the public wishing to make any comments to the Board of Directors may do so by calling in to the call-in number referenced above and being acknowledged by the chair at the appropriate time in the meeting prior to making his or her comment. Materials related to items on this Agenda are available for public review at www.rowlandwater.com/agendas-minutes/.

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL OF DIRECTORS

Robert W. Lewis, President Teresa P. Rios, Vice President Anthony J. Lima Szu Pei Lu-Yang 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 1CONSENT 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 July 14, 2020 Recommendation: The Board of Directors approve the Minutes as presented.
- **1.2 Demands on General Fund Account for June 2020** *Recommendation: The Board of Directors approve the demands on the general fund account as presented.*
- **1.3 Investment Report for June 2020** *Recommendation: The Board of Directors approve the Investment Report as presented.*
- **1.4 Water Purchases for June 2020** For information purposes only.

Next Special Board Meeting: Next Regular Board Meeting: p.m. August 25, 2020, 5:00 p.m. September 8, 2020, 5:00

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 July 2020 Recommendation: The Board of Directors approve the Meeting Reimbursements as presented.
- 2.2 Approve Resolution No. 8-2020 Adopting Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974
 - Staff Report
 - Conflict of Interest Code Legislative Version

Recommendation: The Board of Directors approve Resolution No. 8-2020 as Presented.

2.3 Approve Tom Coleman, David Warren, Myra Malner, Anthony J. Lima and Robert W. Lewis as Authorized Signatories on Behalf of the Rowland Water District

Recommendation: The Board of Directors authorize the above signatories. Intentionally left blank.

2.4 Approve the Surplus of: 2015 Ford Explorer, VIN 1FM5K7D83FGA78339, License No. 1437287 Recommendation: The Board of Directors approve the surplus of this items. Intentionally left blank.

- **2.5** Approve the Surplus of Miscellaneous Office Furniture Recommendation: The Board of Directors approve the surplus of these items.
- 2.6 Review RWD Worksite Specific Plan and Injury and Illness Prevention Program (IIPP) Supplement

For information purposes only.

- 2.7 Public Relations (Rose Perea)
 - Communications Outreach (CV Strategies)

• Education Update For information purposes only.

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

There are no tabs for the remainder of the meeting.

Tab 5COMMITTEE REPORTS

- 5.1 Joint Powers Insurance Authority (Director Lewis/Mr. Coleman)
- 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 Water Line 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 (Mrs. Malner)
- 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 91748District Negotiator:Tom Coleman, General ManagerNegotiating Parties:Mark I. Chen Revocable Living Trust dated 9-8-17Under 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

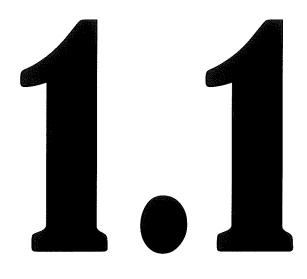
Late Business

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







Minutes of the Regular Meeting of the Board of Directors of the Rowland Water District July 14, 2020 – 5:00 p.m. Location: District Office

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

ABSENT:

None.

OTHERS PRESENT:

Joseph P. Byrne, Legal Counsel, Best Best & Krieger Erin Gilhuly, CV Strategies Denise Jackman, Director, Three Valleys Municipal Water District Matt Litchfield, Three Valleys Municipal Water District Kirk Howie, Three Valleys Municipal Water District Jody Roberto, Director, Three Valleys Municipal Water District John Poehler, WA Rasic Construction Ed Chavez, San Gabriel Valley MWD Board President

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager Dave Warren, Assistant General Manager Rose Perea, Director of Administrative Services Dusty Moisio, Director of Operations Myra Malner, Director of Finance

ADDITION(S) TO THE AGENDA None.

PUBLIC COMMENT ON NON-AGENDA ITEM None.

TAB 1 – CONSENT CALENDAR

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

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

The approval of the Consent Calendar included: 1.1 Approval of the Minutes of Regular Board Meeting Held on June 16, 2020 1.2 Demands on General Fund Account for May 2020 1.3 Investment Report for May 2020 1.4 Water Purchases for May 2020

Next Special Board Meeting Next Regular Board Meeting July 28, 2020, 5:00 p.m. August 11, 2020, 5:00 p.m.

Tab 2 – ACTION ITEMS

2.1

Review and Approve Directors' Meeting Reimbursements for June 2020

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

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

2.2

Review and Approve Changing Regular Board Meeting Time to 5:00 PM During COVID-19 Safer-At-Home Stay Order

After Discussion, upon motion by Director Lu-Yang, seconded by Director Lima, the changing of the time of the Regular Board Meeting to 5:00 PM was approved as follows:

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

2.3

Review and Approve Amended Schedules of Monthly Salary Ranges for the Following Years: 2017-2018, 2018-2019, 2019-2020 and 2020-2021

After Discussion, upon motion by Director Lima, seconded by Director Lu-Yang, the amended schedules of monthly salary ranges for 2017-2018, 2018-2019, 2019-2020 and 2020-2021 were approved as follows:

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

2.4

Approve the Surplus of: 2009 Ford F-150 Truck, VIN 1FTRF12W49KB91047, License No. 1327496; and 2007 Chevrolet F-250 Truck, VIN 1GBHC24K77E571603, License No. 1271630

After Discussion, upon motion by Director Lu-Yang, seconded by Director Rios, the surplus of the 2009 Ford F-150 Truck and the surplus of the 2007 Chevrolet Truck whose description was corrected to read 2007 Chevrolet 2500 Truck was approved as follows:

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

2.5

Review and Approve Revised Administrative Leave Policy

After Discussion, upon motion by Director Lu-Yang, seconded by Director Lima, the revised Administrative Leave Policy was approved as follows:

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

2.6

Consider Providing General Manager with the Authority to Purchase Four (4) Ford F150 4x2 Supercrew Trucks for an amount not-to-exceed \$120,000.00.

After Discussion, the Board increased the purchase amount "not-to-exceed \$160,000.00" and upon motion by Director Lima, seconded by Director Lu-Yang, the purchase of four (4) 4x2 supercrew trucks in an amount not-to-exceed \$160,000.00 was approved as follows:

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

2.7

Consider Nomination of Independent Special District Alternate to the

Los Angeles County Local Agency Formation Commission (LAFCO)

After Discussion, upon motion by Director Lu-Yang, seconded by Director Bellah, the Board approved the nomination of Director Robert W. Lewis as Alternate to the Los Angeles County Local Agency Formation Commission (LAFCO), as follows:

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

2.8

Public Relations (Rose Perea)

Mrs. Perea reported that the District's Public Relations Representative, Brittnie Van De Car, is in the process of re-developing all school programs in a virtual format and is currently working with LaDonna Guzman, Rowland Elementary Teacher, on a new program – a virtual scavenger hunt. The National Theatre for Children has advised the District that they are in the process of renewing the District's 2020-2021 educational programs and will have digital alternatives in place if in-school programs are not possible.

Communications Outreach (CV Strategies)

Erin Gilhuly, CV Strategies, advised the Board that the CCR has been completed and posted to the website. The CSDA Magazine will be featuring the District's "What's in your Water Bottle" program as an innovative program in their next magazine issue. Two Press Releases have been completed – one on the Budget and one on the CCR availability. A draft release on the District's newly hired Director of Finance, Myra Malner, has been prepared. They are still waiting to hear from CAPIO on the District's Quarterly Newsletter and last year's CCR in the graphic arts category which should be announced sometime in July.

Education Update

Provided for information purposes only.

2.9

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

• None.

TAB 3 LEGISLATIVE INFORMATION 3.1 Updates on Legislative Issues Nothing to report.

TAB 4 REVIEW OF CORRESPONDENCE

General Manager, Tom Coleman, advised the Board that he had received filing information which pertained to the upcoming district elections for Division I and II. The County has set the filing period to be July 7, 2020 through August 8, 2020.

TAB 5 COMMITTEE REPORTS

5.1

Joint Powers Insurance Authority

Nothing to report.

5.2

Three Valleys Municipal Water District

Director Lima reported on his attendance at the June17, 2020 Three Valleys MWD Board meeting and advised that a public hearing was held, and a resolution was adopted approving a \$19.90 standby charge for FY 2020-2021. The Three Valleys MWD Board approved an Agreement for Professional Services for development and preparation of the 2020 Urban Water Management Plan. The cost for the preparation will be split between five agencies with Three Valleys MWD paying 25% totaling \$41,250 and the balance being split equally between the other participating agencies.

5.3

Association of California Water Agencies

Nothing to report.

5.4

Puente Basin Water Agency

Nothing to report. Next meeting will be in August.

5.5 Project Ad-Hoc Committee Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis reported on the July 13, 2020 Government Affairs Committee meeting and advised that effective July 13, 2020 the Legislature went into quarantine for two weeks.

5.7

PWR Joint Waterline Commission Nothing to report.

5.8

Sheriff's Community Advisory Council

Nothing to report.

5.9

Rowland Heights Community Coordinating Council (RHCCC) Nothing to report.

5.10

Hacienda Heights Improvement Association

Noting to report.

TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

General Manager, Tom Coleman, introduced the District's new Director of Finance, Myra Malner and advised that she will be presenting all future finance reports. Mr. Coleman presented a year-to-date Revenue and Expense Report by Category and Consumption by Class through May 2020.

6.2

Operations Report

Director of Operations, Dusty Moisio, provided the following updates:

- Reservoir 6 Asphalt provided pictures of the capital asphalt rehabilitation at Reservoir 6. The project included removal and replacement of 15,024 square feet of asphalt along with the installation of a 3" aggregate base to replace the native soil.
- AMI Meter Replacement Project Current replacement count 5,707; reception quality of meter reading 99.2%.

6.3

Personnel Report

Nothing to report.

TAB 7 ATTORNEY'S REPORT

Nothing to report.

TAB 8 CLOSED SESSION

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 6:36 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 54956.8Property:18938 Granby Place, Rowland Heights, CA 91748District Negotiator:Tom Coleman, General ManagerNegotiating Parties:Mark I. Chen Revocable Living Trust dated 9-8-17Under 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 7:09 p.m.

Upon returning to open session, legal counsel reported that the Board took no reportable action in connection with these matters.

General Manager's and Directors' Comments

General Manager, Tom Coleman, provided an update on several payroll errors from 2018 and advised that all matters had been corrected and resolved.

Future Agenda Items None.

Late Business None.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:08 p.m.

ROBERT W. LEWIS Board President

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Attest: _

TOM COLEMAN Board Secretary





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27691 06/20 06/20 06/20 06/20	06/01/2020 06/01/2020 06/01/2020 06/01/2020	27691 27691 27691 27691	62624 62624	HASA INC HASA INC HASA INC HASA INC	CHEMICALS FOR RCS CHEMICALS FOR RCS CHEMICALS FOR RCS CHEMICALS FOR RCS	156.58 324.76 175.43 144.98	
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27692 06/20	06/01/2020	27692	244	INFOSEND INC	BILLING SERVICE	3,041.61	
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27694 06/20	06/01/2020	27694	62703	IWATER INC.	VALVE SERVICE	5,194.00	
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27695 06/20	06/01/2020	27695	62691	LYONS CONSTRUCTION	RCS BUILDING	855.03	
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07000						
27698 06/20	06/01/2020	27698	5000	PUENTE BASIN WATER AGENCY	LEASE-JAN-JUN 2020	25,800.00
06/20	06/01/2020	27698		PUENTE BASIN WATER AGENCY	REEB-DEC 2019	1,666.67
06/20	06/01/2020	27698	5000	PUENTE BASIN WATER AGENCY	REEB-JAN 2020	1,666.67
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						<u> </u>
27699 06/20	06/01/2020	27699	5025	PUENTE BASIN WATERMASTER	2020-21 OPERATING BUDGET	6,529.65
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27700						
06/20	06/01/2020	27700	3550	SOUTHERN COUNTIES FUELS	GASOLINE	2,288.55
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27701 06/20	06/01/2020	27701	62766	THUNDER CREEK EQUIPMENT	PORTABLE DIESEL FUEL STORAGE TANKS	1,551.99
		2.7.01	02.00			1,551.99
I	otal 27701:					-
27702						44 540 04
06/20	06/08/2020	27702	1000	ACWA JPIA	EMPLOYEE HEALTH BENEFITS	41,513.24
06/20	06/08/2020	27702	1000	ACWA JPIA	EMPLOYEE VISION BENEFITS	644.40
06/20	06/08/2020	27702	1000	ACWA JPIA	EMPLOYEE ASSISTANCE PROGRAM	61.68
06/20	06/08/2020	27702	1000	ACWA JPIA	EMPLOYEE DENTAL BENEFITS	2,646.26
06/20	06/08/2020	27702		ACWA JPIA	RETIREES HEALTH BENEFITS	16,716.09
06/20	06/08/2020	27702	1000	ACWA JPIA	DIRECTORS HEALTH BENEFITS	10,594.87
Т	otal 27702:					72,176.54
27703						
06/20	06/08/2020	27703	62741	BEE REMOVERS	BEE REMOVAL	116.00
Т	otal 27703:					116.00
27704	06/08/2020	27704	62700	CITIZENS TRUST C/O CITIZEN BUSIN	TRUSTEES FEES	653.59
06/20		21104	52100			653.59
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27705						55.00
06/20	06/08/2020			COMP	QUICK TEST	35.00
06/20				COMP COMP	BAT TEST PHYSICAL EXAM	65.00
06/20	06/08/2020					

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27707						
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06/20	06/08/2020	27707	62624	HASA INC	CHEMICALS FOR RCS	282.71
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27708						
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06/20	06/08/2020	27708	379	HIGHROAD INFORMATION TECHNOL	ANNUAL RENEWAL FOR .NET PRIVATE DOMAIN R	75.00
06/20	06/08/2020	27708	379	HIGHROAD INFORMATION TECHNOL	VIRTUAL PC BACKUP SOFTWARE ANNUAL RENEW	260.00
06/20	06/08/2020	27708	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER ANNUAL HOSTING FEE FOR CITY O	672.00
06/20	06/08/2020	27708	379	HIGHROAD INFORMATION TECHNOL	25FT ETHERNET CABLES FOR FUEL PUMP PROJE	86.65
06/20	06/08/2020	27708	379	HIGHROAD INFORMATION TECHNOL	HP OFFICE JET ALL IN ONE PRINTER FOR ROSE	151.88
Т	otal 27708:					1,445.53
27709						
06/20	06/08/2020	27709	244	INFOSEND INC	BILLING SERVICE	1,667.85
06/20	06/08/2020	27709	244	INFOSEND INC	BILLING SERVICE	112.76
06/20	06/08/2020	27709		INFOSEND INC	COVID FLUSHING NOTICE	1,187.80
Т	otal 27709:					2,968.41
07740						
27710 06/20	06/08/2020	27710	62573	MANAGED MOBILE INC	MAINTENANCE ZEIMAN TRAILER	335.20
-						335.20
1	otal 27710:					
27711	06/09/2020	27711	257	MCMASTER-CARR SUPPLY CO	TOOLS & SUPPLIES	46.61
06/20 06/20	06/08/2020 06/08/2020	27711		MCMASTER-CARR SUPPLY CO	SUPPLIES FOR OFFICE BUILDING	20.23
Т	otal 27711:					66.84
27712						
06/20	06/08/2020	27712	5000	PUENTE BASIN WATER AGENCY	CIVILTEC WELL MGMT-MAY 2020	404.00
Т	otal 27712:					404.00
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Т	0(a) 21710.					
T 27714	010127710.					

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т	otal 27716:					48.22	
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Т	otal 27721:					21.39	
27722 06/20	06/08/2020	27722	382	W A RASIC CONSTRUCTION CO INC	JOB 15TX15-FULLERTON RD GRADE SEP	1,688.88	
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27723 06/20	06/08/2020	27723		WOODARD & CURRAN WOODARD & CURRAN	PHASE 3 CONSTRUCTION-FULLERTON RD GRADE AS NEEDED POTABLE WATER SUPPORT SERVICE	3,370.45 3,988.75	
06/20	06/08/2020	27723	02002				
Т	otal 27723:					7,359.20	
27724	00/00/2022	07704	100		Anti Float Lids size 3	684.33	
06/20	06/08/2020	27724		YO FIRE SUPPLY YO FIRE SUPPLY	Anti Float Lids size 3 Anti Float Lids size 3 1/2	951.00	
06/20	06/08/2020	27724 27724		YO FIRE SUPPLY	Anti Float Lids size 3 1/2 Anti Float Lids size 4	374.00	
06/20 06/20	06/08/2020 06/08/2020	27724		YO FIRE SUPPLY	Anti Float Lids size 4 1/2	401.11	
06/20	06/08/2020	27724		YO FIRE SUPPLY	Anti Float Lids size 5 1/4	525.33	
					Anti Float Lids size 5 1/2	734.00	
06/20	06/08/2020	27724	334	YO FIRE SUPPLY	Anti Float Lius size 5 m2	704.00	

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
06/20	06/08/2020	27724	334	YO FIRE SUPPLY	SUPPLIES FOR METERS	524.40
06/20	06/08/2020	27724		YO FIRE SUPPLY	SUPPLIES FOR HYDRANTS	1,157.47
06/20	06/08/2020	27724		YO FIRE SUPPLY	SUPPLIES FOR SERVICES	300.08
06/20	06/08/2020	27724		YO FIRE SUPPLY	SUPPLIES FOR HYDRANTS	440.03
06/20	06/08/2020	27724		YO FIRE SUPPLY	SUPPLIES FOR HYDRANTS	2,694.18
06/20	06/08/2020	27724		YO FIRE SUPPLY	SUPPLIES FOR VALVES	563.15
т	otal 27724:					9,697.71
27726						5 000 00
06/20	06/10/2020	27726	7100	U S POSTAL SERVICE	POSTAGE-PERMIT 5030-WATER QUALITY REPORT	5,000.00
Т	otal 27726:					5,000.00
27727	00/40/2020	07707	4750	PWR JT WATER LINE COMMISSION	PM 15 Water Use	314,516.11
06/20	06/16/2020	27727 27727	4750 4750	PWR JT WATER LINE COMMISSION	PM 21 Water Use	87,959.91
06/20		27727	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	5,994.94
06/20	06/16/2020	27727	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	1,137.50
06/20 06/20	06/16/2020 06/16/2020	27727	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	1,722.36
т	otal 27727:					411,330.82
27728 06/20	06/17/2020	27728	62622	AKM CONSULTING ENGINEERS	HEAVY DUTY ANTENNA TOWERS	3,960.00
	otal 27728:	21120				3,960.00
27729						
06/20	06/17/2020	27729	62704	ALEXANDRO ZARAGOZA	Refund-Medicare & SS	15.29
Т	otal 27729:					15.29
27730 06/20	06/17/2020	27730	62475	ALLEN DAVIDSON	Refund-Medicare & SS	787.96
	otal 27730:					787.96
27731						
06/20	06/17/2020	27731	62121	ANDREW J ANTUNEZ	Refund-Medicare & SS	64.26
т	otal 27731:					64.26
27732 06/20	06/17/2020	27732	1625	ANTHEM BLUE CROSS	RETIREE HEALTH BENEFITS	1,114.97
т	otal 27732:					1,114.97
	uai 21132.					
27733 06/20	06/17/2020	27733	62554	APPLIED TECHNOLOGY GROUP	WBS RADIO	1,305.33
Т	otal 27733:					1,305.33
27734						
06/20	06/17/2020	27734	400	AT&T MOBILITY	MOBILE PHONES, IPADS & NEW DEVICES	3,390.33

ROWLA	ND WATER [DISTRICT		Check Register - Check Issue D	Page: 6 Aug 03, 2020 10:19AM	
GL Period	Check Issue Date	Check Number	Vendor Number	Рауее	Description	Check Amount
т	otal 27734:					3,390.33
27735 06/20	06/17/2020	27735	62524	BRITTNIE VAN DE CAR	Refund-Medicare & SS	667.00
т	otal 27735:					667.00
27736 06/20	06/17/2020	27736	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,884.00
Т	otal 27736:					1,884.00
27737 06/20	06/17/2020	27737	34	CRYSTAL RODRIGUEZ	Refund-Medicare & SS	787.96
Т	otal 27737:					787.96
27738 06/20	06/17/2020	27738	15	DAVE SHUBIN	Refund-Medicare & SS	183.60
Т	otal 27738:					183.60
27739 06/20	06/17/2020	27739	16	DAVE WARREN	Refund-Medicare & SS	420.76
Т	otal 27739:					420.76
27740 06/20	06/17/2020	27740	2253	DUKE'S LANDSCAPING INC	GARDENING SERVICE	2,415.00
т	otal 27740:					2,415.00
27741 06/20	06/17/2020	27741	24	ERIC HALL	Refund-Medicare & SS	459.00
т	otal 27741:					459.00
27742 06/20	06/17/2020	27742	27	JOHN JACOBSEN	Refund-Medicare & SS	87.98
Т	otal 27742:					87.98
27743 06/20	06/17/2020	27743	62567	JOSHUA CLARK	Refund-Medicare & SS	156.06
1	Fotal 27743:					156.06
27744 06/20	06/17/2020	27744	62573	MANAGED MOBILE INC	MAINTENANCE TRUCK 31	854.60
٦	Fotal 27744:					854.60
27745 06/20	06/17/2020	27745	62780	MONICA ULLOA	Refund-Medicare & SS	133.61

Tota 27746 06/20 0	Check Issue Date al 27745: 06/17/2020	Check Number	Vendor Number	Payee	Description	Check
27746 06/20 0						Amount
06/20 0	06/17/2020					133.61
Tota		27746	62653	OMAR REAL	Refund-Medicare & SS	202.09
	al 27746:					202.09
27747 06/20 0	06/17/2020	27747	62630	PEP BOYS	AUTO SUPPLIES	96.91
Tota	al 27747:					96.91
27748 06/20 0	06/17/2020	27748	62062	ROBERT LEAMY	Refund-Medicare & SS	597.93
Tota	al 27748:					597.93
27749 06/20 0	06/17/2020	27749	36	ROSEMARIE PEREA	Refund-Medicare & SS	787.96
Tota	al 27749:					787.96
27750 06/20 0	06/17/2020	27750	62460	RYAN WHITE	Refund-Medicare & SS	730.58
Tota	al 27750:					730.58
	06/17/2020 06/17/2020	27751 27751		SO CALIFORNIA EDISON SO CALIFORNIA EDISON	OFFICE & PUMPING POWER OFFICE & PUMPING POWER	19,080.59 2,120.06
Tota	al 27751:					21,200.65
	06/17/2020 06/17/2020	27752 27752		SOUTH COAST AQMD SOUTH COAST AQMD	ANNUAL RENEWAL-FACILITY ID 103956 EMISSIONS FEES-FACILITY ID 103956	842.04 136.40
Tota	tal 27752:					978.44
27753 06/20 0	06/17/2020	27753	35	TERESA M RYAN	Refund-Medicare & SS	1,499.39
Tota	tal 27753:					1,499.39
27754 06/20 (06/17/2020	27754	62577	TOM COLEMAN	Refund-Medicare & SS	202.73
Tota	tal 27754:					202.73
27755 06/20 0	06/17/2020 06/17/2020	27755 27755		W A RASIC CONSTRUCTION CO INC W A RASIC CONSTRUCTION CO INC	JOB 17SX85-FULLERTON RD GRADE SEP JOB 19SX30-FULLERTON RD GRADE SEP	427.89 102,122.69
	tal 27755:	21100	002			102,550.58

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GL. Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
27756		07750	7700		RECYCLED WATER	798.99
06/20	06/17/2020	27756	7700	WALNUT VALLEY WATER DISTRICT	RECICLED WATER	798.99
Т	otal 27756:					
27757 06/20 06/20	06/17/2020 06/17/2020	27757 27757		YO FIRE SUPPLY YO FIRE SUPPLY	SUPPLIES FOR RES SUPPLIES FOR DISTRICT YARD	1,232.96 665,89
	otal 27757:	21151	554			1,898.85
•	010121101.					
27758 06/20	06/22/2020	27758	117	ACE PELIZON PLUMBING INC	HYDRO JET DRAINS IN PARKING LOT	978.00
Т	otal 27758:					978.00
27759 06/20	06/22/2020	27759	4600	AIRGAS USA LLC	TANK RENTAL	100.06
т	otal 27759:					100.06
27760						075.00
06/20	06/22/2020	27760	62622	AKM CONSULTING ENGINEERS	ULTIMATE FUTURE 3 SYSTEM RC	675.00
Т	otal 27760:					675.00
27761 06/20	06/22/2020	27761	3850	ATHENS SERVICES (MODERN SVC)	TRASH SERVICE	327.66
Т	otal 27761:					327.66
27762 06/20	06/22/2020	27762	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	2,396.66
06/20	06/22/2020	27762		BEST BEST & KRIEGER		226.10
06/20 06/20	06/22/2020 06/22/2020	27762 27762		BEST BEST & KRIEGER BEST BEST & KRIEGER	LEGAL FEES-CELL LEASES AND RELATED ISSUES LEGAL FEES-LHHCWD	3,277.30 225.60
Т	otal 27762:					6,125.66
27763 06/20	06/22/2020	27763	62539	BRKICH CONSTRUCTION	BOOSTER STATION VALVE REPLACEMENT	35,609.00
т	otal 27763:					35,609.00
27764						0.540.00
06/20	06/22/2020	27764	6966	CINTAS	UNIFORM RENTAL	3,540.02
Т	otal 27764:					3,540.02
27765 06/20	06/22/2020	27765	1270	CORELOGIC SOLUTIONS LLC	PROPERTY DATA INFO	100.00
т	otal 27765:					100.00
27766 06/20	06/22/2020	27766	62439	CVSTRATEGIES	COMMUNICATION SERVICES	13,512.50

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GL Period	Check Issue Date	Check Number	Vendor Number	Рауее	Description	Check Amount
Te	otal 27766:					13,512.50
27767 06/20	06/22/2020	27767	62729	DIG SAFE BOARD	CA STATE FEE	100.15
Т	otal 27767:					100.15
27768 06/20	06/22/2020	27768	62774	EIDE BAILLY LLP	CONSULTING SERVICES	10,641.20
		21100	02114			10,641.20
T	otal 27768:					
27769 06/20	06/22/2020	27769	2300	FEDERAL EXPRESS	POSTAGE	647.92
Т	otal 27769:					647.92
27770 06/20	06/22/2020	27770	2550	FRONTIER	INTERNET ACCESS	803.00
т	otal 27770:					803.00
1	olai 27770.					
27771 06/20	06/22/2020	27771	62730	GENSLER	FURNITURE COORDINATION	160.00
т	otal 27771:					160.00
27772 06/20 06/20 06/20	06/22/2020 06/22/2020 06/22/2020	27772 27772 27772	379	HIGHROAD INFORMATION TECHNOL HIGHROAD INFORMATION TECHNOL HIGHROAD INFORMATION TECHNOL	MANANGED SERVICES DATA CENTER MICROSOFT OFFICE365	4,416.67 2,557.00 1,200.00
т	otal 27772:					8,173.67
27773 06/20	06/22/2020	27773	244	INFOSEND INC	BILLING SERVICE	2,104.92
т	otal 27773:					2,104.92
27774 06/20 06/20	06/22/2020 06/22/2020	27774 27774			ANSWERING SERVICE ANSWERING SERVICE	244.00
т	otal 27774:					.00
27775 06/20	06/22/2020	27775	3105	JACK'S LOCK & KEY	MASTER PADLOCK	38.33
т	otal 27775:					38.33
27776 06/20	06/22/2020	27776	62066	JANITORIAL SYSTEMS	MONTHLY JANITORIAL SERVICES	660.00
т	otal 27776:					660.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
27777 06/20	06/22/2020	27777	3300	LAGERLOF LLP	MAIN BASIN ANALYSIS	180.00
	otal 27777:					180.00
27778						
06/20	06/22/2020	27778	62691	LYONS CONSTRUCTION	WHITTIER STATION WALL REPAIR	675.00
To	otal 27778:					675.00
7779 06/20	06/22/2020	27779	62078	MCKINNEY CONSTRUCTION CO INC	FURNISH AND INSTALL 1-1" WATER SERVICE-409	7,590.00
Te	otal 27779:					7,590.00
7780						
06/20 06/20	06/22/2020 06/22/2020	27780 27780		MCMASTER-CARR SUPPLY CO MCMASTER-CARR SUPPLY CO	TOOLS & SUPPLIES SUPPLIES FOR RES	34.17 64.89
	otal 27780:	21100	251			99.06
7 81 06/20	06/22/2020	27781	62776	MCR TECHNOLOGIES INC	ABB RVG200 RECORDER	3,566.00
6/20	06/22/2020	27781		MCR TECHNOLOGIES INC	ABB DATA MANAGER SOFTWARE	574.22
06/20	06/22/2020	27781	62776	MCR TECHNOLOGIES INC	ТАХ	393.22
T	otal 27781:					4,533.44
7782					GIS SUBSCRIPTION	5,000.00
)6/20)6/20	06/22/2020 06/22/2020	27782 27782		NOBEL SYSTEMS NOBEL SYSTEMS	IOT DATA CONNECTOR BETWEEN GEOVIEWER AN	1,000.00
т	otal 27782:					6,000.00
7783						231.81
06/20	06/22/2020	27783	46201	PITNEY BOWES GLOBAL FINANCIAL S	POSTAGE METER-LEASING CHANGE	
T	otal 27783:					231.81
7784 06/20	06/22/2020	27784	62660	PUENTE HILLS FORD	MAINTENANCE TRUCKS 6, 7 35	1,116.39
Т	otal 27784:					1,116.39
7785	00/00/0000	07705	62524	SHRED IT USA	SHREDDING SERVICE	113.06
06/20	06/22/2020	27785	62034	SHRED I USA		113.06
Т	otal 27785:					
7 786 06/20	06/22/2020	27786	62778	SYSTEMS SOURCE INC	OFFICE FURNTIURE	139,149.00
т	otal 27786:					139,149.00
7787				THERMALAIR INC	CHECK SYSTEMS OPERATION	357.50

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount	
т	otal 27787:					357.50	
27788 06/20	06/22/2020	27788	62521	TRIPEPI SMITH & ASSOCIATES	MONTHLY WEBSITE MAINTENANCE	375.00	
т	otal 27788:					375.00	
27789 06/20	06/22/2020	27789	6950	UNDERGROUND SERVICE ALERT	SERVICE ALERT	239.35	
т	otal 27789:					239.35	
27790						201.00	
06/20	06/22/2020	27790	62476	VERIZON CONNECT NWF INC	MONTHLY SERVICE	361.90	
Т	otal 27790:					361.90	
27791	00/00/0000	07704	282	W A RASIC CONSTRUCTION CO INC	VAULT LID INSTALLATION AT TOMICH BOOSTER ST	24,802.00	
06/20 06/20	06/22/2020 06/22/2020	27791 27791		W A RASIC CONSTRUCTION CO INC	JOB 20TX32-12" MAIN LEAK ON CANADA CT	6,333.29	
Т	otal 27791:					31,135.29	
27792						.70	
06/20	06/22/2020	27792	62618	WATER REPLENISHMENT DISTRIC OF	2020-2021 CENTRAL BASIN WATERMASTER SERVI		
T	otal 27792:					.70	
27793 06/20	06/22/2020	27793	62763	WESTERLY METER SERVICE CO	METER TESTING	2,070.48	
06/20	06/22/2020	27793		WESTERLY METER SERVICE CO	METER TESTING	1,669.22	
I	Fotal 27793:					3,739.70	
27794						000.00	
06/20	06/22/2020	27794	62202	WIN-911 SOFTWARE	ANNUAL MAINTENANCE-COI	600.00	
٦	Fotal 27794:					600.00	
27795					SUPPLIES FOR HYDRANTS	106.58	
06/20		27795			SUPPLIES FOR METERS	316.52	
06/20		27795		YO FIRE SUPPLY YO FIRE SUPPLY	SUPPLIES FOR METERS	347.59	
06/20		27795		YO FIRE SUPPLY	1" CRISPIN UL-10H AIR REL VLV	1,084.05	
06/20 06/20		27795 27795		YO FIRE SUPPLY	TOOLS & SUPPLIES	399.28	
-	Fotal 27795:					2,254.02	
27796						44 700 44	
06/20	06/26/2020	27796	62718	FLEET REFINISHING	SEE ATTACHED QUOTE FOR TRUCK 29	11,723.14	
-	Total 27796:					11,723.14	
61220 06/20	06/12/2020	61220	00550	PUENTE BASIN WATER AGENCY	PM 22/PM 9 CONNECTION	169,705.20	

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
06/20 06/20 06/20 06/20 06/20	06/12/2020 06/12/2020 06/12/2020 06/12/2020 06/12/2020	61220 61220 61220 61220 61220	62558 62558 62558 62558 62558		TVMWD EQUIVALENT SMALL METER TVMWD WATER USE CHARGE MWD CAPACITY CHARGE MWD LRP CREDIT ADJUSTMENT FOR CAL DOMESTIC PRODUCTION-	1,810.26 1,905.12 8,563.78 2,000.00- 68,165.10
Т	otal 61220:					249,559.59
612202 06/20	06/12/2020	612202	62493	CADWAY INC (CAL DOMESTIC WATER	WATER PURCHASE	1,175.08

)					4 475 00
06/12/2020	612202	62493	CADWAY INC (CAL DOMESTIC WATER	WATER PURCHASE	1,175.08
06/12/2020	612202	62493	CADWAY INC (CAL DOMESTIC WATER	RTC CHARGE	619.66
otal 6122020:					1,794.74
)					
06/22/2020	622202	1070	AMERICAN EXPRESS	VEHICLE EXPENSE	1,851.16
06/22/2020	622202	1070	AMERICAN EXPRESS	IT EXPENSE	2,346.17
06/22/2020	622202	1070	AMERICAN EXPRESS	MISC EXPENSES	3,920.50
	622202	1070	AMERICAN EXPRESS	OFFICE SUPPLIES	448.20
	622202	1070	AMERICAN EXPRESS	EQUIPMENT EXPENSE	84.30
	622202	1070	AMERICAN EXPRESS	SERVICE CUTS	1,650.00
	622202	1070	AMERICAN EXPRESS	CONSERVATION EXPENSE	140.00
	622202	1070	AMERICAN EXPRESS	CONFERENCE EXPENSE	300.00
		1070	AMERICAN EXPRESS	RC EXPENSE	409.53
		1070	AMERICAN EXPRESS	SPECTRUM	762.00
		1070	AMERICAN EXPRESS	DIRECTV	84.66
06/22/2020	622202	1070	AMERICAN EXPRESS	FREEDOM VOICE	1,489.94
otal 6222020.					13,486.46
	06/12/2020 otal 6122020: 06/22/2020 06/22/2020 06/22/2020 06/22/2020 06/22/2020 06/22/2020 06/22/2020 06/22/2020 06/22/2020 06/22/2020 06/22/2020	06/12/2020 612202 06/12/2020 612202 06/12/2020 612202 06/22/2020 622202	06/12/2020 612202 62493 06/12/2020 612202 62493 06/12/2020 612202 62493 0atal 6122020: 62202 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 622202 1070 06/22/2020 62202 1070 <td>06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER 06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER 06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER 06/12/2020 62202 1070 AMERICAN EXPRESS 06/22/2020 622202 1070</td> <td>06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER WATER PURCHASE 06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER RTC CHARGE otal 612202 62292 1070 AMERICAN EXPRESS VEHICLE EXPENSE 06/22/2020 622202 1070 AMERICAN EXPRESS IT EXPENSE 06/22/2020 622202 1070 AMERICAN EXPRESS MISC EXPENSES 06/22/2020 622202 1070 AMERICAN EXPRESS OFFICE SUPPLIES 06/22/2020 622202 1070 AMERICAN EXPRESS OFFICE SUPPLIES 06/22/2020 622202 1070 AMERICAN EXPRESS OFFICE SUPPLIES 06/22/2020 622202 1070 AMERICAN EXPRESS CONSERVATION EXPENSE 06/22/2020 62202 1</td>	06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER 06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER 06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER 06/12/2020 62202 1070 AMERICAN EXPRESS 06/22/2020 622202 1070	06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER WATER PURCHASE 06/12/2020 612202 62493 CADWAY INC (CAL DOMESTIC WATER RTC CHARGE otal 612202 62292 1070 AMERICAN EXPRESS VEHICLE EXPENSE 06/22/2020 622202 1070 AMERICAN EXPRESS IT EXPENSE 06/22/2020 622202 1070 AMERICAN EXPRESS MISC EXPENSES 06/22/2020 622202 1070 AMERICAN EXPRESS OFFICE SUPPLIES 06/22/2020 622202 1070 AMERICAN EXPRESS OFFICE SUPPLIES 06/22/2020 622202 1070 AMERICAN EXPRESS OFFICE SUPPLIES 06/22/2020 622202 1070 AMERICAN EXPRESS CONSERVATION EXPENSE 06/22/2020 62202 1

Total 6222020:

Grand Totals:

1,299,688.67

Summary by General Ledger Account Number

GL Account		Debit	Credit	Proof
	11505-0	327,008.13	.00	327,008.13
	222100	2,244.00	1,301,932.67-	1,299,688.67
	23011-0	475.10	.00	475.10
	51110-0	1,175.08	.00	1,175.08
	51310-0	640,346.32	2,000.00-	638,346.32
	51410-1	3,627.48	.00	3,627.48
	51410-2	2,547.63	.00	2,547.63
	51410-3	1,810.26	.00	1,810.26
	51410-5	14,558.72	.00	14,558.72
	51510-0	798.99	.00	798.99
	51610-0	619.66	.00	619.66
	51810-0	6,530.35	.00	6,530.35
	51910-0	29,537.34	.00	29,537.34
	52310-0	19,080.59	.00	19,080.59
	54209-0	1,493.58	.00	1,493.58
	54210-0	6,333.29	.00	6,333.29
	54211-0	7,531.78	.00	7,531.78
	54212-0	4,928.21	.00	4,928.21
	54213-0	1,297.85	.00	1,297.85

ROWLAND	WATER	DISTRICT

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GL Account		Debit	Credit	Proof
	54214-0	5,757.15	.00	5,757.15
	54215-0	4,398.26	.00	4,398.26
	54217-0	1,313.53	.00	1,313.53
	54218-0	6,065.44	.00	6,065.44
	54219-0	4,304.08	.00	4,304.08
	56210-0	18,123.21	.00	18,123.21
	56211-0	1,534.85	.00	1,534.85
	56214-0	1,148.99	.00	1,148.99
	56215-0	750.00	.00	750.00
	56216-0	5,887.92	.00	5,887.92
	56218-0	6,080.06	.00	6,080.06
	56218-1	705.60	.00	705.60
	56219-0	8,752.17	.00	8,752.17
	56220-0	10,695.37	.00	10,695.37
	56221-0	13,512.50	.00	13,512.50
	56223-0	300.00	.00	300.00
	56226-0	2,475.00	.00	2,475.00
	56312-0	21,832.28	244.00-	21,588.28
	56320-0	462.50	.00	462.50
	56411-0	41,513.24	.00	41,513.24
	56413-0	2,646.26	.00	2,646.26
	56415-0	644.40	.00	644.40
	56417-0	17,831.06	.00	17,831.06
	56419-0	61.68	.00	61.68
	56421-0	10,594.87	.00	10,594.87
	56510-0	1,078.59	.00	1,078.59
	56710-0	519.56	.00	519.56
	56811-0	18,611.67	.00	18,611.67
	56812-0	11,864.66	.00	11,864.66
	57310-0	2,495.00	.00	2,495.00
	57312-0	656.92	.00	656.92
	57314-0	2,059.95	.00	2,059.95
	57315-0	1,191.25	.00	1,191.2
	57316-0	3,988.75	.00	3,988.75
	57319-0	140.00	.00	140.00
	57321-0	2,235.54	.00	2,235.54
Grand Totals:		1,304,176.67	1,304,176.67-	.00

Report Criteria: Report type: GL detail







Profit & Loss Analysis and Variance Report

June 2020

- 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 trending at 96% due to decreased commercial consumption during the COVID-19 pandemic.
- 3. **Meter Charges** the fixed monthly base rate charged to water customers each month (includes all customer types). YTD has exceeded expectations due to extremely conservative budgeting.
- 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. The District is currently not charging penalty fees due to COVID-19 circumstances. YTD is at 87%.
- Contract Income contains revenues from tower lease contracts, PWR treasurer fees and contracts with the City of Industry. YTD is over budget 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 has exceeded budget due to labor reimbursements on the Alameda East Corridor project and updated accounting methods for labor costs reimbursed through developer-funded projects.
- 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 contains fees assessed on connections for projects on 17584 Colima, 17585 Colima, and 17160 Colima.
- 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 has exceeded budget due to a higher volume of tests than anticipated.
- 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 has exceeded budget.
- 11. **Total Operating Revenue** outlines the total revenues earned from District operations. YTD is trending above budgeted expectations at 106%.
- 12. Non-Operating Revenue outlines the section of revenues attributable to non-operating activities.

1



Profit & Loss Analysis and Variance Report

- Property Taxes includes tax contributions from the County of Los Angeles. YTD has exceeded budget due to extremely conservative budgeting. The bulk of receipts happen between December and May each year and can cause YTD % to trend over / under expected budget %.
- 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.
- 15. **Interest Income** includes interest and dividends received on District investments. YTD is over budget due to conservative expectations in the budget and higher than anticipated interest rates in the first half of the fiscal year.
- 16. Miscellaneous Income includes income from various sources such as recycling, refunds or credits. Investment earnings on the PARS Trust investment account and unrealized gains / losses on all other District investments are included in this category. PARS Trust earnings were not considered in the budget and this often causes major fluctuations in the YTD %.
- 17. Total Non-Operating Revenue outlines the total revenues earned from non-operating activities. YTD has exceeded budget.
- 18. Total Revenues displays total Operating and Non-Operating Revenues combined. YTD is at 108%.
- 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.
- Water Purchases includes variable costs of potable water from Three Valleys Municipal Water District & Cal. Domestic Water in addition to Recycled water purchased from City of Industry & Walnut Valley Water District. YTD is at 92%.
- 22. **Pumping Power** the cost of electricity used for pumping water. YTD is at 81%.
- 23. **Fixed Charges** includes fixed charges from Three Valleys Municipal Water District and Cal. Domestic Water Company. YTD is at 92%.
- 24. **Chemicals** the cost of chemicals used to treat water sold to customers. YTD is at 74%.
- 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 has exceeded budget due to higher than expected maintenance on the recycled water system, various service lines, meters, valves and the telemetry system.
- 27. Water Supply Plan & Development includes budget for supplies, engineering and legal costs related to exploring new potential water supply sources.
- 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, and other services. YTD is has exceeded budget due to higher than expected costs for service contracts.



Profit & Loss Analysis and Variance Report

- 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 50%.
- 30. **Vehicle Expense** includes repair and maintenance costs for District vehicles as well as the cost of fuel. YTD is over budget due higher than anticipated costs for truck maintenance and increased fuel purchases.
- 31. Tools & Supplies small tools and supplies used in the field. YTD is at 69%.
- 32. Equipment Expense various costs incurred related to District equipment. YTD is over budget due to the purchase of a new trailer in January 2020.
- 33. **Maintenance & Operations** various costs incurred for District maintenance and operations not directly related to the water system. YTD is over budget due to \$10K in tree removal services, \$9K for sound dampening and drywall/insulation in the office, and \$5K for a gate contact installation.
- 34. Engineering general engineering costs related to District operations. YTD is at 89%.
- 35. Water Tests laboratory testing and sampling of District water. YTD is at 71%.
- 36. **Conservation** costs related to conservation efforts and programs. YTD is over budget due to water bottle filling station installations at various schools integrated into conservation efforts.
- 37. **Community Outreach** costs related to public relations and community outreach. YTD is over budget due to increased efforts to connect with the community.
- 38. Total Operating Expenses summarizes the total expenses related to District Operating activities. YTD is at 93% of budget.
- 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 89% due to insurance policy renewal in October.
- 41. **IT Support Services** information technology support services. YTD is over budget due to extensive measures and services required to combat data breach and maintain IT security.
- 42. IT Licensing includes costs for various software licenses. YTD is at 85%.
- 43. Director Expense costs for director compensation and benefits. YTD is at 103%.
- 44. Bank / Management Fees includes various banking fees, Paymentus fees (for processing customer payments) and investment administrative fees. YTD is over budget due to higher than expected bank / payment processing fees.
- 45. Legal Fees legal costs related to Rowland Water District, Puente Basin Water Agency, and PWAG. YTD is at 69%.
- 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 over budget due to higher than anticipated annual SWRCB fees paid in December.



Profit & Loss Analysis and Variance Report

- 47. **Auditing and Accounting** the District performs an audit annually at the end of each fiscal year to prepare and assure District financial reporting. YTD is over budget due to increased accounting services necessary to prepare for the FY 2018-19 audit and maintain day-to-day operations with the vacant Director of Finance position.
- 48. **Utility Services** costs related to office electricity, office phones, gas, and district cell phones. YTD is at 85%.
- 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 91%.
- 50. **Conference & Meetings** conference attendance and meeting expenses. YTD is at 53%. April, May and June 2020 realized refunds on conferences unable to be attended by District personnel due to COVID-19 travel circumstances.
- 51. Office Expenses costs for office supplies and postage/printing/stationery. YTD is at 94%.
- 52. Seminars/Training employee seminars and training. YTD is at 62%.
- 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. Uncollectable expense will be zero until assessed at year-end. There is a high chance that the District will notice a spike in the amount of uncollectable accounts this year and potentially next year as a direct result of the COVID-19 pandemic.
- 54. **Miscellaneous Expense** includes travel, books & subscriptions, and miscellaneous general expenses. When costs were not anticipated in the budget and do not fit in another line item they are classified here which can cause this category to trend over expected budget.
- 55. **Total Administrative Expenses** summarizes the total expenses related to administrative activities. YTD is trending at 102%.
- 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 88%.
- 59. Distribution the amount of wages (regular, standby, OT) attributable to Distribution. YTD is at 93%
- 60. Administration the amount of wages (regular) attributable to Administration. YTD is at 90%.
- 61. Total Wages summarizes the total amount of wages paid to employees. YTD is at 90%.
- 62. Payroll Taxes the amount of payroll taxes on employee wages paid by the District. YTD is at 84%.
- 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 89%.
- 64. **Unemployment** state unemployment insurance is paid quarterly which can cause this line to occasionally trend over / under expected budget. YTD has exceeded expected budget.



Profit & Loss Analysis and Variance Report

- 65. **CaIPERS** 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 over budget due to the timing of the unfunded payment (\$295.5K paid in July 2019) and higher than anticipated costs for general retirement contributions.
- 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 98%.
- 67. Total Personnel Expenses summarizes total District expenses attributable to personnel. YTD is at 94%.
- 68. Total Expenses summarizes total District Expenses. YTD is at 94%.
- 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 better than expected through June 2020.
- 70. Less: Total Debt Service includes interest and principal payments on outstanding District debt as well as related administrative expenses. YTD is at 100%. Interest payments on outstanding debt are made twice per year (December/June) and principal payments occur annually in December.
- 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 54%.
- 72. **Cash Increase / (Decrease)** summarizes an estimate of the net increase or decrease to cash after debt service and capital expenses.



ROWLAND WATER DISTRICT PROFIT & LOSS June 2020

		Jun-20	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD	
1	OPERATING REVENUE	2						
2	Water Sales	\$ 1,114,875	\$ 13,740,654	\$ 14,370,000	\$ 629,346	96%	\$ 13,311,755	
3	Meter Charges	813,045	11,280,648	9,300,000	(1,980,648)	121%	10,163,250	
4	Customer Fees	72,107	309,776	355,000	45,224	87%	488,165	
5	Contract Income	22,586	184,220	160,000	(24,220)	115%	167,152	
6	Construction Invoices	30,629	220,504	50,000	(170,504)	441%	56,015	
7	Capacity Fees		44,217	60,000	15,783	74%	44,218	
8	Flow Tests	1,050	18,900	10,000	(8,900)	189%	19,950	
9	Acreage Supply Fee	-		10,000	10,000	0%	-	
10	Return Check Fees	300	6,270	5,000	(1,270)	125%	6,825	
11	TOTAL OPERATING REVENUE	2,054,592	25,805,189	24,320,000	(1,485,189)	106%	24,257,331	
12	NON-OPERATING REVENUE							
13	Property Taxes	26,126	430,547	325,000	(105,547)	132%	371,014	
14	Shared Services	1,960	26,143	-	(26,143)	0%	23,102	
15	Interest Income	23,395	417,785	300,000	(117,785)	139%	518,783	
16	Miscellaneous Income	94,043	407,678	25,000	(382,678)	1631%	545,919	
17	TOTAL NON-OPERATING REVENUE	145,524	1,282,154	650,000	(632,154)	197%	1,458,817	
18	TOTAL REVENUES	2,200,116	27,087,342	24,970,000	(2,117,342)	108%	25,716,147	
19	OPERATING EXPENSES							
20	Source of Supply							
21	Water Purchases	1,476,604	9,993,062	10,820,000	826,938	92%	9,656,773	
22	Pumping Power	21,555	304,262	375,000	70,738	81%	293,825	
23	Fixed Charges	23,145	253,965	275,000	21,035	92%	258,903	
24	Chemicals	3,466	67,017	90,000	22,983	74%	58,387	
25	Total Source of Supply	1,524,770	10,618,306	11,560,000	941,694	92%	10,267,889	
26	Maintenance of Water System	61,112	664,508	595,000	(69,508)	112%	711,896	
27	Water Supply Plan & Development	8,356	21,615	100,000	78,385	22%	27,915	
28	Service Contracts	15,514	274,208	250,000	(24,208)	110%	252,110	
29	Assessments	25,024	163,912	330,000	166,088	50%	268,966	
30	Vehicle Expense	19,958	111,635	80,000	(31,635)	140%	88,509	
31	Tools & Supplies	2,570	20,627	30,000	9,373	69%	43,087	
32	Equipment Expense	182	51,561	30,000	(21,561)	172%	46,435	
33	Maintenance & Operations	2,710	64,372	30,000	(34,372)	215%	57,790	
34	Engineering	17,797	88,968	100,000	11,032	89%	17,990	
35	Water Tests	1,095	17,748	25,000	7,252	71%	20,860	
36	Conservation	140	33,132	25,000	(8,132)	133%	20,254	
37	Community Outreach	2,565	197,022	130,000	(67,022)	152%	209,385	
38	TOTAL OPERATING EXPENSES	1,681,793	12,327,614	13,285,000	957,386	93 %	12,033,086	
39	ADMINISTRATIVE EXPENSES							
40	Liability Insurance	-	133,275	150,000	16,725	89%	100,936	
41	IT Support Services	10,457	176,433	150,000	(26,433)	118%	172,679	
42	IT Licensing	1,490	68,032	80,000	11,968	85%	109,981	



ROWLAND WATER DISTRICT PROFIT & LOSS June 2020

		Jun-20	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD
43	Director Expense	13,442	164,707	160,000	(4,707)	103%	155,321
44	Bank / Management Fees	12,083	150,088	120,000	(30,088)	125%	133,639
45	Legal Fees	6,870	116,810	170,000	53,190	69%	157,407
46	Compliance	3,090	136,356	120,000	(16,356)	114%	102,414
47	Auditing & Accounting	6,032	127,590	35,000	(92,590)	365%	32,032
48	Utility Services	8,975	102,374	120,000	17,626	85%	107,010
49	Dues & Memberships	275	45,303	50,000	4,697	91%	31,949
50	Conference & Meetings	110	31,502	60,000	28,498	53%	45,188
51	Office Expenses	7,180	28,339	30,000	1,661	94%	29,867
52	Seminars/Training	670	43,602	70,000	26,398	62%	36,159
53	Uncollectable	-	-	30,000	30,000	0%	45,007
54	Miscellaneous Expense	13,013	118,533	70,000	(48,533)	169%	103,603
55	TOTAL ADMINISTRATIVE EXPENSES	83,687	1,442,945	1,415,000	(27,945)	102 %	1,363,191
56	PERSONNEL EXPENSES						
57	Wages						
58	Operations	61,338	783,275	895,000	111,725	88%	671,052
59	Distribution	86,772	938,050	1,005,000	66,950	93%	790,680
60	Administration	95,465	1,263,422	1,400,000	136,578	90%	1,253,628
61	Total Wages	243,575	2,984,747	3,300,000	315,253	90%	2,715,360
62	Payroll Taxes	18,654	209,597	250,000	40,403	84%	190,425
63	Workers Compensation	-	44,484	50,000	5,516	89%	55,814
64	Unemployment	236	16,339	15,000	(1,339)	109%	9,967
65	CalPERS	36,112	732,329	650,000	(82,329)	118%	158,927
66	EE & Retiree Health Insurance	64,216	698,870	716,000	17,130	98%	617,571
67	TOTAL PERSONNEL EXPENSES	362,793	4,686,367	4,981,000	294,633	94%	3,748,064
68	TOTAL EXPENSES	2,128,272	18,456,926	19,681,000	1,224,074	94%	17,144,341
69	NET INCOME / (LOSS) - BEFORE DEBT SERVICE & CAPITAL EXPENDITURES	71,844	8,630,416	5,289,000	(3,341,416)	163%	8,571,807
70	Less: Total Debt Service	(371,838)	(2,459,078)	(2,450,000)	9,078	100%	(2,477,779)
71	Less: Capital Expenses (Current Year)	(601,214)	(2,532,013)	(4,715,700)	(2,183,687)	54%	(1,825,326)
72	CASH INCREASE / (DECREASE)	\$ (901,209)	\$ 3,639,326	\$ (1,876,700)	\$ (5,516,026)		\$ 4,268,702

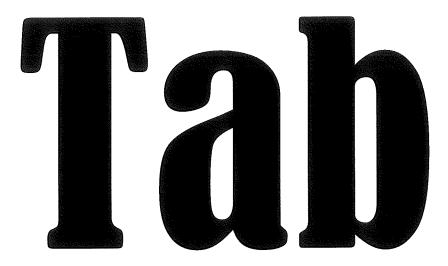
*No assurance is provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.



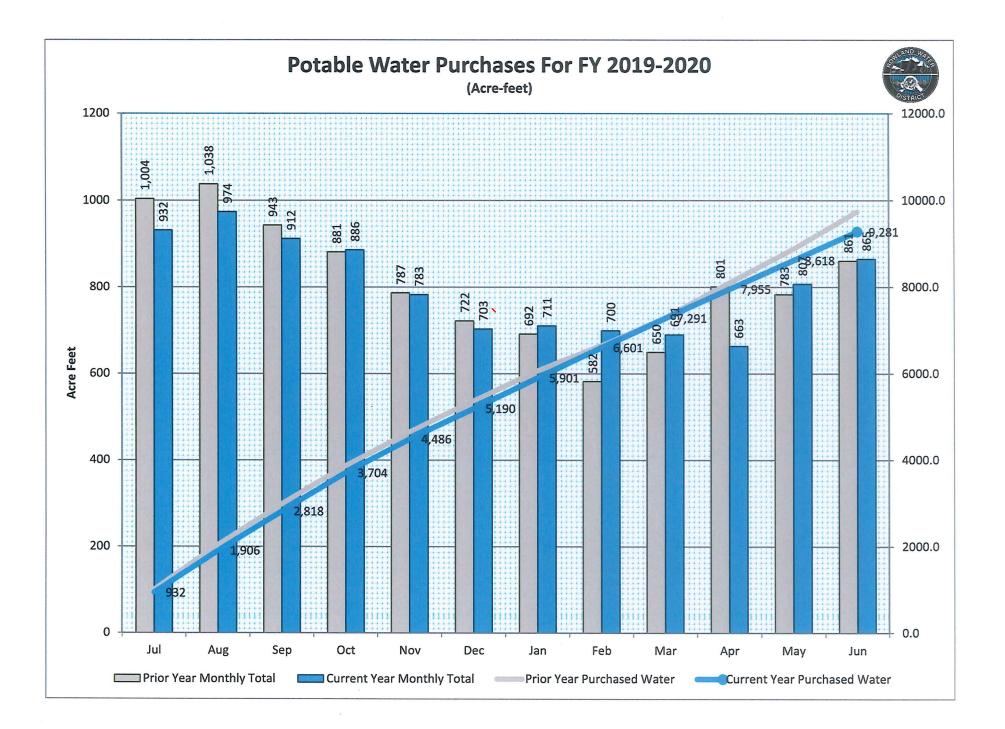
ROWLAND WATER DISTRICT CASH & INVESTMENTS As of June 30, 2020

Description / Ture	Torm	Shares / Units Held		Current Price	Maturity Date	Current Yield	Current Value		% of Portfolio
Description / Type	Term	Units Held	Price	FICE	Date	rietu	00	inent value	i oraona
Cash Citizens Business Bank							\$	3,005,138	
Comerica Bank MMIA							\$	326,499	
Total Cash							\$	3,331,636	
	Maniaura					2.30%	\$	993,149	5.86%
Comerica Securities CD Placement Local Agency Investment Fund (LAIF)	Various N/A					1.22%	s s	5,599,106	33.06%
v ,						1.2270	Ŷ	0,000,100	00.0070
Citizens Trust Investments (Union Bank Custodi		250 000	00 6001	100 6120	2/20/2021	1.12%	¢	251,532.50	1.49%
US Treasury Note - 8P87	5 Year	250,000	99.6331 100.1839	100.6130 101.0310	2/28/2021 7/31/2021	1.12%	\$	251,532.50	1.49%
US Treasury Note - 8876	5 Year 5 Year	250,000 250,000	99.0589	101.0310	8/31/2021	1.11%	\$	252,735.00	1.49%
US Treasury Note - 82F6	5 Year	250,000	100.3750	103.5470	7/31/2022	1.81%	\$	258,867.50	1.53%
US Treasury Note - 82P4 Fed'l Farm CR Banks - LYG3	5 Year	200,000	100.0000	100.0070	4/5/2022		\$	200,014.00	1.18%
Fed'l Home Loan Bank - 8WG2	4 Year	100,000	99.5286	103.8570	3/11/2022		\$	103,857.00	0.61%
Fed'l National Mtg. Assn 0T45	5 Year	250,000	100.5354	102.9510	4/5/2022	1.82%	\$	257,377.50	1.52%
Fed'l Home Loan Mtg. Corp V3P1	2 Year	150,000	100.0000	99.9760	6/30/2022	0.35%	\$	149,964.00	0.89%
Fed'l Farm CR Banks - LUJ1	3 Year	300,000	100.0000	100.3930	3/24/2023	1.00%	\$	301,179.00	1.78%
Fed'l Home Loan Bank - JQR3	3 Year	150,000	100.0000	99.9260	6/30/2023	0.45%	\$	149,889.00	0.88%
Fed'l Farm CR Banks - LWJ9	4 Year	200,000	100.0000	100.0290	10/16/2023	1.05%	\$	200,058.00	1.18%
Fed'l Home Loan Mtg. Corp VQE1	4 Year	200,000	100.0000	100.0160	10/30/2024	0.75%	\$	200,032.00	1.18%
Fed'I Home Loan Mtg. Corp UR36	5 Year	200,000	100.0000	100.0470	1/13/2025	2.02%	\$	200,094.00	1.18%
Fed'l Home Ln - VRM2	5 Year	200,000	100.0000	100.0370	5/6/2025	0.90%	\$	200,074.00	1.18%
Fed'l National Mtg. Assn 4XZ1	5 Year	200,000	100.0000	99.8560	6/30/2025	0.74%	\$	199,712.00	1.18%
Fed'l Home Loan Mtg. Corp VXH6	2 Year	200,000	100.0000	100.0920	10/26/2022	2.02%	\$	200,184.00	0.95%
Paccar Financial Corp RN85	2 Year	200,000	98.9960	100.6250	11/13/2020	2.04%	\$	201,250.00	1.19%
United Parcel Service - 2BC9	4 Year	100,000	97.0770	103.4260	5/16/2022	2.27%	\$	103,426.00	0.61%
Bank of New York Mellon Corp RAE7	5 Year	250,000	99.8060	106.3250	1/29/2023	2.81%	\$	265,812.50	1.57%
Paccar Financial Corp RP59	3 Year	170,000	105.0550	108.2130	8/9/2023	3.22%	\$	183,962.10	1.09%
US Bancorp Mtns HHV5	5 Year	200,000	102.1370	109.3000	2/5/2024	3.14%	\$	218,600.00	1.29%
Apple Inc 3CG3	5 Year	200,000	101.2390	108.1880	2/9/2024	2.79%	\$	216,376.00	1.28%
Apple Inc 3CU2	5 Year	150,000	103.6730	107.6920	2/9/2024	2.66%	\$	161,538.00	0.95%
Cash Reserve Account						0.01%	\$	146,066.16	0.86%
Total Citizens Trust Investments							\$	4,875,178	28.78%
Wells Fargo Advisors Investments (Union Bank	Custodian)								
Fed'l National Mtg. Assn 0T60	2 Year	250,000	99.4158	100.1110	7/30/2020	1.50%	\$	250,277.50	1.48%
Fed'l Home Loan Mtg. Corp AEK1	2 Year	500,000	99.4532	100.6430	11/17/2020		\$	503,215.00	2.97%
Fed'l Home Loan Bank - D4X7	2 Year	250,000	99.7862	100.7830	12/11/2020		s	251,957.50	1.49%
Fed'l Home Loan Mtg. Corp AEC9	3 Year	255,000	96.0775	101.0640	8/12/2021		\$	257,713.20	1.52%
Fed'l National Mtg. Assn 0089	4 Year	250,000	100.1410	101.4980	10/7/2021	1.35%	\$	253,745.00	1.50%
Fed'l Home Loan Bank - ABG2	4 Year	750,000	99.4438	102.4270	11/29/2021	1.83%	\$	768,202.50	4.54%
Fed'l National Mtg. Assn 0S38	5 Year	300,000	102.9350	102.7400	1/5/2022		\$	308,220.00	1.82%
Fed'l National Mtg. Assn 0T45	5 Year	375,000	103.1530	102.9510	4/5/2022		\$	386,066.25	2.28%
Fed'l Home Loan Bank - 7R49	5 Year	200,000	102.2690	102.1630	4/13/2022		\$	204,326.00	1.21%
Fed'I Home Loan Bank - 0GJ0	5 Year	250,000	104.0000	103.8700	9/9/2022		\$	259,675.00	1.53%
Fed'l National Mtg. Assn 1BR5	5 Year	125,000	104.1140	103.8750	12/9/2022		\$	129,843.75	0.77%
Fed'I Home Loan Bank - 0T94	5 Year	505,000	105.5180	105.6430	1/19/2023		\$	533,497.15	3.15%
Fed'l National Mtg. Assn DRG9	5 Year	250,000	106.7970	106.2550	3/10/2023		\$	265,637.50	1.57%
Fed'l National Mtg. Assn 0U43	5 Year	250,000	108.2770	108.3710	9/12/2023		\$	270,927.50	1.60%
Cash Reserve Account		· · · · · · · · · · · · · · · · · · ·				0.01%	\$	825,937.22	4.88%
							\$	5,469,241	32.29%
Total Wells Fargo Advisors Investments									
Total Investments							\$	16,936,674	100.00%
Total Cash & Investments							\$	20,268,310	

Market values determined on last business day of the month. 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.







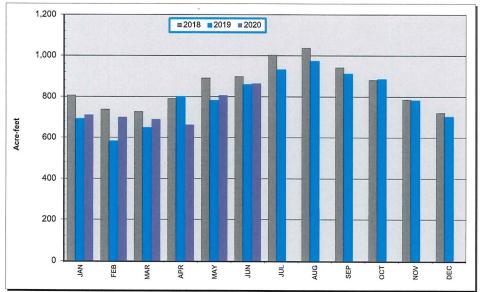


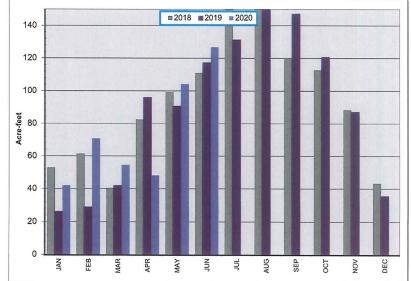
Water Purchases for CY 2020 (Acre-feet)



		POTABLE SYSTEM								
	WBS	LHH	PM-9	PM-22		VL	TOTAL		Well 1	
A SUBJECT BAR		2.111	1 11 0	1 101 22	PM-15	Miramar	TOTAL			
JAN	177.6	0.0	0.0	166.8	328.8	37.8	711.0		0.0	
FEB	160.3	0.0	0.0	202.1	229.9	107.6	699.9		0.0	
MAR	178.7	0.0	0.0	134.4	268.3	109.1	690.5		0.0	
APR	127.6	0.0	0.0	158.9	294.5	82.4	663.4		0.0	
MAY	1.6	0.0	0.0	331.2	360.1	114.4	807.3		0.0	
JUN	0.0	0.0	0.0	375.5	337.9	151.7	865.1		0.0	
JUL							0.0			
AUG							0.0			
SEP							0.0			
OCT							0.0			
NOV							0.0			
DEC							0.0			
TOTAL	645.8	0.0	0.0	1,368.9	1,819.5	603.0	4,437.2		0.0	

RECYCLED SYSTEM						
Well 1	Wet Well	WVWD	Industry	Potable Make-up	TOTAL	
0.0	16.4	1.0	24.8	0.0	42.2	
0.0	8.4	1.0	61.5	0.0	70.9	
0.0	10.3	0.0	44.5	0.0	54.8	
0.0	11.2	0.0	37.1	0.0	48.3	
0.0	12.3	2.0	90.0	0.0	104.3	
0.0	29.9	2.0	95.0	0.0	126.9	
					0.0	
					0.0	
					0.0	
					0.0	
					0.0	
				0.0	0.0	
0.0	88.5	6.0	352.9	0.0	447.4	





Prepared By Roy Frausto





JULY 2020-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)
Anthony J. Lima		And the second s			
	7/14/2020	RWD Board Meeting	\$185.00		
	7/15/2020	Three Valleys Meeting	\$185.00		
κ					
		TOTAL PAYMENT	\$370.00		
John Bellah					
	7/13/2020	SGV Chamber Gov Affairs		Х	
	7/13/2020	RHCCC Meeting		Х	
	7/14/2020	RWD Board Meeting		Х	
.					
		TOTAL PAYMENT	\$0.00		
Robert W. Lewis					
	7/13/2020	SGV Chamber Gov Affairs	\$185.00		
	7/14/2020	RWD Board Meeting	\$185.00		
	7/27/2020	JPIA Spring Zoom Meeting	\$185.00		
ľ					
		TOTAL PAYMENT	\$555.00		_
Szu Pei Lu-Yang					
	7/14/2020	Three Valleys Meeting	\$185.00		
	7/15/2020	RWD Board Meeting	\$185.00		
[
[
[
		TOTAL PAYMENT	\$370.00		
Teresa Rios					
	7/14/2020	RWD Board Meeting	\$185.00		
ŀ		TOTAL PAYMENT	\$185.00		

APPROVED FOR PAYMENT:

ant 10m all Tom Coleman





ROWLAND WATER DISTRICT

STAFF REPORT

DATE: AUGUST 11, 2020

To: BOARD OF DIRECTORS

FROM: GENERAL COUNSEL

RE: ADOPT RESOLUTION NO. 8-2020 AMENDING THE DISTRICT'S CONFLICT OF INTEREST CODE

FORM MOTION

It is recommended that the Board of Directors adopt Resolution No. 8-2020 amending the Conflict of Interest Code of Rowland Water District.

BACKGROUND

The Political Reform Act (the "Act") requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets and the prohibition from making or participating in making governmental decisions that may affect any personal assets. The Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that an agency regularly review and update its Code as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5).

Pursuant to the Act the District adopted a Conflict of Interest Code which was last amended by the District in 2016 and approved by the Los Angeles County Board of Supervisors. Review of the Code shows that it must be amended to designate a new position, revise titles of existing positions, and update FPPC cites and language.

Attached is a redline version of the proposed amended Code showing the revisions made to the Conflict of Interest Code.

CONCLUSION

Adopt Resolution No. 8-2020 amending the Conflict of Interest Code of Rowland Water District and directing that such amendment be submitted to the Los Angeles County Board of Supervisors as the District's code-reviewing body (Gov. Code § 82011) requesting approval of the amendment as required under Government Code section 87303.

Attachment: Legislative (redlined) version of proposed amended Conflict of Interest Code.



RESOLUTION NO. 8-2020 Supersedes Resolution No. 7-2016

ROWLAND WATER DISTRICT RESOLUTION OF THE BOARD OF DIRECTORS TO AMEND THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Rowland Water District (the "District") and requires all public agencies to adopt and promulgate a conflict of interest code; and,

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the "Code") in compliance with the Act and last amended July 19, 2016; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on August 11, 2020, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rowland Water District:

1. That the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto as Exhibit "A" and shall be on file with the Director of Administrative Services and available to the public for inspection and copying during regular business hours; and

2. That the said amended Code shall be submitted to the Clerk of the Board of Supervisors of Los Angeles County for approval and said Code shall become effective immediately upon approval of the proposed amended Code; and

3. That all previously adopted conflict of interest codes are rescinded upon approval of the proposed amended Conflict of Interest Code.

ADOPTED AT A REGULAR MEETING OF THE ROWLAND WATER DISTRICT HELD August 11, 2020, by the following roll call vote:

AYES: NOES: ABSTAIN: ABSENT:

Robert W. Lewis, President

I certify that the forgoing Resolution is a true and correct copy of the Resolution of the Board of Directors of the Rowland Water District adopted on August 11, 2020.

TOM COLEMAN General Manager/Board Secretary EXHIBIT "A"

CONFLICT OF INTEREST CODE

OF THE

ROWLAND WATER DISTRICT

CONFLICT OF INTEREST CODE OF THE ROWLAND WATER DISTRICT

(Amended August 11, 2020)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 (attached) and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Rowland Water District (the "District").**

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Director of Administrative Services** as the District's Filing Officer. The **Director of Administrative Services** shall make and retain a copy of all statements filed by the Board of Directors and General Manager and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Los Angeles. The **Director of Administrative Services** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

<u>OF THE</u>

ROWLAND WATER DISTRICT

(Amended August 11, 2020)

<u>PART "A"</u>

All Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to the District's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments. These positions are listed here for informational purposes only.

Member, Board of Directors

General Manager

Director of Finance

Investment Consultant

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Assistant General Manager	4
Director of Administrative Services	4
Director of Operations	2, 5
Distribution Superintendent/Project Manager	5
Engineering & Compliance Manager	5
General Counsel	1, 2

Consultants and New Positions¹

¹ Individuals providing services as a consultant as defined in FPPC Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manger's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.² "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

<u>Category 1:</u> All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

<u>Category 2:</u> All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.³

<u>Category 3:</u> All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

<u>Category 4:</u> All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

<u>Category 5:</u> All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

² This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

³ Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable. 65171.00001\33110414.1

LAW OFFICES OF BEST BEST & KRIEGER LLP

LEGISLATIVE VERSION (SHOWS CHANGES MADE)

CONFLICT OF INTEREST CODE

OF THE

ROWLAND WATER DISTRICT

BBK – June 2016 July 2020

65171.00001\33093248.2

CONFLICT OF INTEREST CODE OF THE ROWLAND WATER DISTRICT

(Adopted July 19, 2016 Amended August 11, 2020)

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GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS' TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Assistant General Manager	4
Director of Administrative Services	4
Director of Operations	2, 5
Distribution Superintendent/Project Manager	5
General Counsel	1, 2
Operations SuperintendentEngineering & Compliance M	anager 5

Consultants and New Positions¹

¹ Individuals <u>serving-providing services</u> as a consultant as defined in FPPC <u>Reg 18701Regulation</u> <u>18700.3</u> or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

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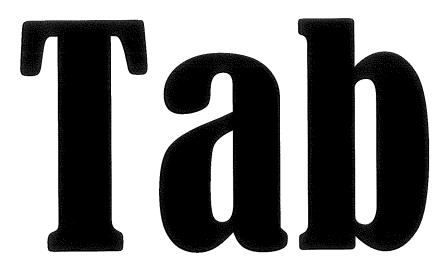
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<u>Category 4:</u> All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

<u>Category 5:</u> All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

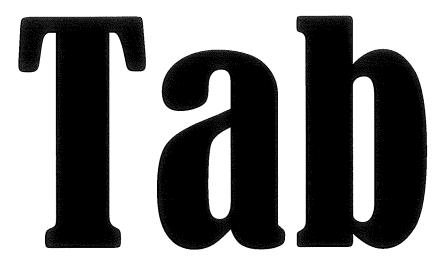
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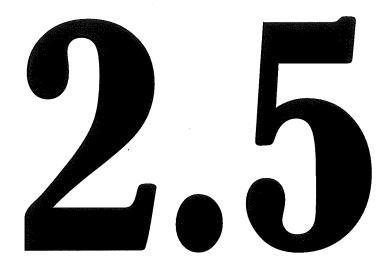
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SURPLUS FURNITURE LIST by Type

		57 1700
TYPE	Qty.	
L-Desk	3	L-Desk, RH Return, 72" x 30" with 48" x 24" return, BBF & FF, Cherry Color
		L-Desk, LH Return, 72" x 30" with 48" x 24" return, BBF & FF, Cherry Color
		L-Desk, 72" x 30", BBF, Custom Return for Computer Storage, Cherry Color
U-Desk	1	U-Desk, RH Returns, 78" x 30" with 48" x 24" return and 78" x 24" return, BBF & 32" Lat FF, Cherry Color
	1	U-Desk, LH Returns, 78" x 30" with 48" x 24" return and 78" x 24" return, BBF & 32" Lat FF, Cherry Color
	1	U-Desk, RH Returns, 72" x 30" with 42" x 24" return and 72" x 24" return, BBF & FF, Cherry Color
	2	U-Desk, LH Returns, 72" x 30" with 42" x 24" return and 72" x 24" return, BBF & FF, Cherry Color
	1	U-Desk, RH Returns, 90" x 30" with 54" x 24" return and 90" x 24" return, (2)BBF & 32" Lat FF, Natural Color
Desk	1	Desk, 66" x 30", (2) BBF, Cherry Color
Hutch	5	Hutch, Desktop Mounted, 4-Drawer, 69"W, Cherry Color
	2	Hutch, Desktop Mounted, 4-Drawer, 65"W, Cherry Color
File Cab.	3	Lateral File Cabinet, 3-Drawer, 36"W, Metal, Beige Color
	2	Lateral File Cabinet, 3-Drawer, 42"W, Metal W/Wood Top (Cherry), Grey Color
	2	File Cabinet, 4-Drawer, 21"W x 50"H, Cherry Color
Cabinet	_	Cabinet, 30"W x 72"H, Bottom Cabinet w/Top Shelves, Cherry Color
	2	Cabinet, 36"W x 66"H, Lat FF w/Cabinet, Cherry Color
	1	Cabinet, 36"W x 72"H, Bottom Cabinet w/Top Shelves, Natural Color
Table	1	Conference Table, 48" Round, Pedestal Leg,
Table	T	Conference Table, 46 Round, redestar Leg,
Chairs	6	Executive Chair, Black Leather
2	4	Task Chair, Grey Pleather
	6	Task Chair, Assorted Types
	0	







Rowland Water District Worksite Specific Plan COVID-19 Return to Work

On or about March 4, 2020, the State of California ("State") imposed "shelter at home" restrictions and set forth guidelines for social distancing and other measures to limit exposure to the COVID-19 pandemic. (Exec. Order N-33-20). On or about May 7, 2020, the State set forth a road map for easing and eventually ending restrictions. The State's plan sets forth requirements that employers perform a risk assessment and implement a written Worksite Specific Plan, train employees regarding limiting the spread of COVID-19 and implement protocols for the protection of employees. In light of the requirements set forth by the State, this document constitutes the Rowland Water District's ("District") Worksite Specific Plan.

I. The Person(s) Responsible for Plan Implementation

The District has designated its General Manager, Tom Coleman, as its COVID-19 Response Officer. In his absence, the District's Engineering & Compliance Manager, Roy Frausto, shall serve as the District's back-up COVID-19 Response Officer. Their contact information is as follows:

Tom Coleman General Manager 3021 Fullerton Road Rowland Heights, 91748 (562) 697-1726 Roy Frausto Engineering & Compliance Manager 3021 Fullerton Road Rowland Heights, 91748 (562) 697-1726

II. Risk Assessment & District Measures

- A. <u>Assessment:</u> The District has performed an initial assessment. It's COVID-19 Prevention Plan Worksheet is attached as Exhibit A to this Worksite Specific Plan and is incorporated by this reference.
- B. <u>District Measures:</u> The District has implemented several temporary policies and measures designed to enhance social distancing and protect employee safety. The following is a list of currently existing measures.
 - 1. <u>Employee Procedures</u> Signage, training and enforcement have been implemented for the following employee procedures:
 - a. Employees are asked to self-monitor for COVID-19 symptoms and refrain from reporting to work if they have symptoms or a fever.
 - b. Appropriate hygiene is required of all employees. Wash hands often to prevent illness.
 - c. Social distancing is always required. Everyone must practice 6-feet social distancing at all times. For field personnel working in crews where 6 feet social distancing requirements cannot be accomplished, an air blower must be turned on to exchange the air within the work area at least every 15 minutes.

- d. Employees must only touch their own personal workspace equipment including their computer, phones, pens/pencils, chairs, desks, etc. In locations where equipment such as computers or phones are shared, the employee will be responsible for disinfecting that equipment after every use. Disinfecting materials will be provided.
- e. Employees who are feeling ill or experiencing any symptoms consistent with COVID-19, are not fit for duty and may not report or continue working. Please see the following link regarding symptoms consistent with COVID 19: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- f. Employees shall not enter other person's offices without advanced notification and shall try to limit face-to-face interaction by using the telephone or other communication methods such as email.
- g. Employees who are exposed to someone outside of the workplace who has or might have COVID-19 must self-quarantine in accordance with Los Angeles County Department of Public Health guidelines: <u>http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf</u>
- 2. <u>Physical Modifications</u> The District has addressed its facilities to best support social distancing and protect employee health in light of the pandemic.
 - a. All conference and break rooms will be assigned and posted with new occupancy limits to ensure social distancing. See <u>Exhibit B</u> Maximum Occupancy List.
 - b. Signage indicating face coverings, hygiene and social distancing requirements will be posted in all buildings. Plexi-glass will be installed as a barrier between employees and the public where contact commonly occurs.
 - c. Disinfectant supplies will be provided in each common area and break room. Each employee will be responsible for disinfecting that space after each use. For example, wiping down shared equipment or cleaning a common counter or table, chair handles, doorknobs, and all high-touch areas.
 - d. Each department will be provided with disinfecting supplies, which will be available for all employees to use in their personal workspaces.
- 3. <u>Procedural Modifications for Third Parties</u> Posted changes to rules relating to the public's interaction with the District are as follows:
 - a. Anyone entering a District facility will be required to wear a face covering and have a no touch temperature check. In the presence of District staff, third party visitors must take their temperature with a touchless thermometer and shall be asked whether they have experienced any potential symptoms of COVID-19 within the prior 24 hours. Vendors will be apprised of ramifications of failure to comply. See Exhibit C Vendor/ Visitor Policy for additional details.

- b. Social distancing of 6 feet will be required. Once Customer Service locations are open to the public, delineation will be in place to help the public conform to hygiene and social distancing requirements. No more than 4 people will be allowed in the Customer Service lobby at a time.
- c. Signage will be in place and the number of people entering the buildings will be monitored to ensure compliance with new occupancy limit guidelines.
- d. Hand sanitizer will be provided in common areas and conference rooms.
- 4. <u>Telecommuting</u> The District has implemented a vigorous telecommuting practice. All positions that are able to be carried out effectively and productively by telework are currently assigned to telework, either on a static or flexible basis, depending upon the needs of each department. Each Manager is provided authority to determine and approve telecommuting as best suits departmental needs.
- <u>Teams and Staggered Shifts/ Breaks</u> The District will implement teams along with staggered shifts and break schedules to minimize grouping of employees in work areas and break rooms. Teams have been created to minimize grouping of employees as follows:

TEAM 1	TEAM A	FACILITIES	ADMINISTRATION
Allen	Andrew	Casey	Tom
John J.	Johnny N.		Dave W.
Chris	Kevin		Rose
Joel	David T.		Myra
Ryan	Robert		Crystal
Travis	Garrett		Dusty
INTERNS	INTERNS		Roy
Gerardo	Brian		Dave S.
	Alex		Monica
			Teresa
			Josh
			Brittnie
*Team 1 and Team 1	A schedules will alternate l	bi-weekly	Norma

6. <u>District Vehicles</u> – Staff will be limited to one person per vehicle. See <u>Exhibit D</u> for vehicle list. Each driver will wipe down the steering wheel and other high-touch items in the vehicle prior to and after each use or when another employee needs to use the vehicle. In the event that two or more employees are required to ride in one District vehicle, all employees in the vehicle shall wear a face mask.

7. <u>Flex Shifts</u> – For certain departments, the District has authorized flexible shifts to maximize social distancing. In those departments, regular schedules have been suspended and staffing has been divided such that only 50% will report to the District location at any one time. Employees who are off site on days that would normally be worked must be ready, willing, and able to report within 1 hour if called. The District shall phase out such paid flex shifts as soon as practicable. Flex shift calendars are maintained by each department and updated as needed.

III. Training and Communications Plan

While training has been on-going, the District is committed to training employees on the *Worksite Specific Plan* and District practices as soon as practicable following implementation. Thereafter, the District shall re-assess (1) when any protocol has been changed; (2) when legal guidance or regulation has been changed; or (3) on a quarterly basis, whichever occurs soonest.

IV. Compliance: Zero Tolerance, Self-Report, and Audits

The District strives to universal compliance with the measures and protocols set forth in this *Worksite Specific Plan*. The District shall treat the measures set forth in the *Plan* as any other zero tolerance safety measure. The COVID-19 Response Officer shall be responsible for coordinating reports and audits related to compliance, as well as maintaining appropriate records related to compliance and complaints (if any). The COVID-19 Response Officer or his or her designee shall be the program administrator and has the authority and responsibility of overseeing, implementing, and directing compliance with this *Plan*. Management personnel are responsible for implementing and maintaining *Plan* requirements in their work areas and answering employee questions related to the *Plan*.

- A. <u>Compliance</u> All workers, including managers and supervisors, are responsible for complying with *Plan* procedures, modifications, and other work practices. The District follows the following practices:
 - 1. All workers will be informed and trained on the provisions of this Plan.
 - 2. Supervisors will enforce safety rules fairly, uniformly, and consistently.
 - 3. As part of employees' regular performance reviews, employees will be evaluated on their compliance with safe work practices, including compliance with *Plan* procedures, modifications, and other work practices.
- B. <u>Periodic Inspections</u> Periodic inspections are performed on a bi-weekly basis and whenever warranted, including but not limited to any positive COVID-19 diagnosis among employees; whenever any previously unidentified hazard is recognized; or upon report of failure to comply with *Plan* requirements. Periodic inspections may also occur at the discretion of any supervisory employee, whenever workplace conditions warrant an inspection, or whenever Cal-OSHA or other legal requirements obligate the District to conduct an inspection.

C. <u>Enforcement</u> – Employees who refuse to comply with *Plan* requirements may be disciplined for non-compliance, including reprimand, suspension, and ultimately termination of employment.

V. Notification re COVID-19 Cases HR

- A. The District must respect the protected health information (PHI) of all employees. Employee rights to maintain the confidentiality of his or her PHI is set forth in the California Constitution and the California Confidentiality of Medical Information Act (CMIA) and is referenced broadly in other laws including but not limited to the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Therefore, unless the employee self-discloses, Human Resources and the employee's supervisor(s) are not free to identify any employee's diagnosis or medical advisement.
- B. If an employee informs the District that he or she has been diagnosed with COVID-19, or has been advised by a health care provider to proceed as though he or she has been diagnosed with COVID-19, the employee will be asked whether he or she believes that work duties may have put others at the District at risk and, if so, which employees, elected/appointed officials, vendors, or work locations may be affected. The employee is free to request voluntary disclosure of his or her information to others at the workplace but may not be pressured to disclose the diagnosis.
- C. There is an obligation for the District to report the illness to Cal-OSHA if the circumstances warrant. Further, in light of the pandemic, Human Resources must notify the Los Angeles County Public Health Department that an employee tested positive for COVID-19. Notification will also be made to the ACWA Joint Powers Insurance Authority (JPIA). The District will respond to any inquiries made by the CDC or Los Angeles County Public Health officials.
- D. Following being informed of a COVID-19 diagnosis or advisement, the District has determined that, in the interest of safety, it must notify those who may have had direct contact with the individual.
 - 1. General notification of those who may be at risk: The District will determine what, if any, advisements are needed for those who may have been put at risk due to direct exposure to the ill employee. Notifications shall be narrowly tailored to those with significant points of contact and shall be provided without stating the ill employee's name or specific diagnosis or advisement. In some cases, affected employees will be advised to self-quarantine for fourteen (14) days in order to confirm no transmission of COVID-19. In other cases, a general advisement to the department may be issued advising that "an employee" has been diagnosed with COVID-19 or advised to proceed as if there had been a COVID-19 diagnosis. Additional mitigating circumstances may be provided if applicable and available in a manner that will not violate PHI. (For instance, where the employee had limited interaction with others).

Questions related to the ill employee's absence shall be responded to with an advisement that personnel matters are confidential, protected by HIPAA, and that the employee is currently off work.

- 2. *Notification where the employee has waived confidentiality:* If the employee has voluntarily waived confidentiality <u>only</u> as to the COVID-19 diagnosis or advisement, only Human Resources and/or the employee's supervisor(s) may notify others that the employee is diagnosed with or advised to proceed as if diagnosed with COVID-19 and is out on leave, in addition to the protocols set forth above.
- 3. *Identification of those potentially at risk:* The ill employee will identify any and all coworkers and elected/appointed officials that had significant or close contact with them, and what areas in District facilities they primarily worked in, during the preceding fourteen (14) days. Those areas should be sanitized immediately by a qualified professional firm in accordance with CDC guidelines and an OSHA approved cleaning process.
- 4. **Advise coworkers potentially at risk:** Human Resources will contact and advise those employees who have been identified as having proximity with the ill employee. According to the CDC, the general guidelines for proximity includes, but is not limited to, the following:
 - living in the same household as a sick person with COVID-19;
 - caring for a sick person with COVID-19;
 - being within 6 feet of a sick person with COVID-19 for about 15 minutes and;
 - being in direct contact with secretions from a sick person with COVID-19 (e.g. being coughed or sneezed on, sharing utensils, etc.).

If employees qualify under one of the bullets mentioned above, the affected employees will be directed to self-quarantine at home for 14 days from the last close/direct contact with the confirmed case. The employee is also encouraged to reach out to a qualified health care provider to seek advice as to what additional steps, if any, should be taken at that time.

After the completion of a 14-day self-quarantine period, employees who are asymptomatic may return to work on the next workday after providing appropriate certification from a health care provider to Human Resources. If an employee is reasonably unable to obtain timely certification from a health care provider, the employee may complete and submit a self-certification form. See Exhibit "E" COVID Absence Forms.

VI. Sanitation re COVID-19 Cases

The CDC recommends the following cleaning and disinfection protocol after person(s) confirmed to have COVID-19 have been in the facility:

- A. <u>Close off areas visited by the ill person(s)</u>. To minimize exposure and liability, the Human Resources Manager will perform this action, if available, while wearing PPEs consisting of gloves and a mask. Wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
- B. Professional cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, laptops, etc.) used by the ill person(s), focusing especially on frequently touched surfaces. See Exhibit "F" for a list of professional cleaning services.
 - 1. Cleaning protocols and proper personal protective equipment should be followed per CDC recommended guidance and follow an OSHA approved cleaning process, performed by a qualified professional.
- C. All employees will be notified of the affected areas that will be shut down, cleaned, and sanitized professionally per CDC guidelines. Anyone with concerns should contact Human Resources.
- D. If an employee is sick or self-quarantining but has not been diagnosed with COVID-19, the procedure outlined above will not take place. Instead, the usual cleaning will suffice.

FREQUENTLY ASKED QUESTIONS

- 1. What are the symptoms of COVID-19? Symptoms for COVID-19 include fever, chills, cough, shortness of breath, muscle pain, new loss of taste or smell and sore throat.
- 2. When may an employee who has been diagnosed with COVID-19 discontinue home isolation?

Per the CDC, people who have been diagnosed with COVID-19 by their health care provider and have stayed home (are home isolated) can stop home isolation under the following conditions:

- A. <u>If they will not have a test</u> to determine if they are still contagious, they can leave home after these three things have happened:
 - 1. They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
 - 2. Other symptoms have improved (for example, when their cough or shortness of breath have improved); and
 - 3. At least 7 days have passed since their symptoms first appeared
- B. *If they will be tested* to determine if they are still contagious, they can leave home after these three things have happened:
 - 1. They no longer have a fever (without the use of medicine that reduces fevers); and
 - 2. Other symptoms have improved (for example, when their cough or shortness of breath have improved); and
 - 3. They received two negative tests in a row, 24 hours apart. Their doctor will follow CDC guidelines.

In all cases, the employee should follow the guidance of their health care provider and local health department. The decision to stop home isolation should be made in consultation with their health care provider and state and local health departments. Local decisions depend on local circumstances.

3. Can the District ask if an employee has COVID-19?

The District can ask an employee whether he or she has been diagnosed with COVID-19 and if there is any reason to believe there may be a COVID-19 related safety concern at the workplace. The District cannot force information about the employee's specific diagnosis, but it can inquire about COVID-19 and how it might affect workplace safety. 4. What will the District do if an employee discloses that they have been in close contact with a person who tested positive for COVID-19? The District will require an employee who has been directly exposed to someone who has tested positive for COVID-19 (see Section V, subsection D(4) above) to stay at home for the fourteen (14) day quarantine period. The employee will be required to use leave during the fourteen (14) day period and may qualify for the use of the newly formed Emergency Paid Sick Leave.

5. Can an employee refuse to report to work due to fear of contracting COVID-19?

Under the Occupation Safety and Health Act (OSH Act), employees are only entitled to refuse to work if they believe they are in imminent danger. Please visit <u>http://www.osha.gov/right-to-refuse.html</u> regarding workers' right to refuse dangerous work. Please note that OSHA categorizes the level of exposure for office workers during a pandemic as a "Lower Risk Exposure (Caution)" as identified in the OSHA publication - Protecting Workers during a Pandemic (<u>www.osha.gov/Publications/OSHAFS-</u> <u>3747.pdf).</u>

6. Can the District require an employee to go home (or stay home) if he or she is sick?

Yes, employees who show signs of illness will be asked to leave the workplace by Human Resources and stay at home until they are symptom free for 24 hours without the use of fever-reducing or other symptomaltering medicines (e.g. cough suppressants).

7. Can the District require a doctor's note before allowing a sick employee to return to work?

Clearance from a health care provider to return to work can be required. The District realizes that in a pandemic, access to healthcare providers may be limited. However, the District can still request a doctor's note, if a healthcare provider is readily available, stating the employee can return to work. If no note is provided, employees shall complete a similar selfcertification form that is required for those employees under a 14-day selfquarantine.

8. Will the District notify co-workers if someone is sick, but not diagnosed with COVID-19?

If an employee is sick and has not been diagnosed by a health provider with COVID-19 and has not been exposed to someone diagnosed with COVID-19, then co-workers will not be notified.

9. Are absences due to COVID-19 covered by the Family and Medical Leave Act (FMLA)?

The Families First Coronavirus Response Act ("FFCRA") allows an employee to take paid FMLA leave if he or she can't work (or telework)

because their minor child's school or childcare service is closed due to COVID-19. Infection with the coronavirus would also likely qualify as a "serious health condition" under the FMLA, allowing an employee to take "classic" FMLA protected leave. There are other aspects with regards to qualifying for FMLA and so employees should consult with Human Resources for additional information and directions on how to apply for FMLA.

10. Can the District take an employees' temperature to ensure they don't have a fever when reporting to work?

While it is generally impermissible to take an employee's temperature without good cause, the Equal Employment Opportunity Commission (EEOC) has taken the position that pandemic constitutes sufficient cause to allow it. When the District does take employee temperatures, it will be mindful to use a less-intrusive thermometer (such as forehead) and to clean thoroughly between uses.

11. Can the District require that employees who test positive for COVID-19 confidentially disclose the test results to the District?

Yes, but in a limited capacity shared only with Human Resources. The CMIA permits an employer to inquire as to health information to the extent it poses a direct threat to the health and safety of those in the workplace.

12. Can the District require that an employee confidentially disclose whether he or she has been directly exposed to others who have tested positive for COVID-19?

Yes, but in a limited capacity shared only with Human Resources. Again, the CMIA permits an employer to require that an employee disclose health information with respect to whether the employee poses a direct threat to the health or safety of those in the workplace.

13. Can the District require that employees with symptoms of COVID-19 be tested?

An employee presenting symptoms of COVID-19 or <u>any</u> illness during this time of pandemic will be sent home on sick leave. The employee will be advised to contact a medical provider for diagnosis or advisement. The District will not mandate a test or take an employee to get a test, especially given the lack of availability. However, the District can refuse to allow the employee to work (or telework) without medical clearance or attest that they are no longer experiencing symptoms (Exhibit E).

14. Can the District ask an employee to make a truly voluntary disclosure so that it may inform co-workers, managers, and supervisors that the employee has been exposed or is infected?

The District may ask the employee if he or she wishes to voluntarily identify his or her status to coworkers. In no way may the employee be pressured to reveal his or her PHI. Voluntary disclosure is permissible.

However, disclosure to the California Department of Public Health or the Centers for Disease Control and Prevention (CDC) may be mandatory. In this instance, the California Department of Public Health or CDC would contact any individuals who may have been exposed. If the employee declines a voluntary disclosure, the District must maintain the confidentiality of his or her health information with respect to colleagues.

15.Can the District inform co-workers, managers, and supervisors that an employee has been exposed or is diagnosed with COVID-19, without the employee's consent?

No, the District's obligation is to take reasonable steps to protect the confidentiality of the positive test result by (1) not identifying the employee by name, and (2) avoiding, to the extent reasonably feasible, making other references that would permit a manager or co-workers to guess that an employee has been infected. While the District cannot prevent speculation in the workplace, it must take reasonable steps not to contribute to it.

The District will, however, generally inform co-workers who may have had contact with the employee that they may have been exposed and may wish to see a health care provider to monitor their health. Depending on exposure, the District may require the exposed co-workers to self-quarantine for 14 days (see Section V, subsection D(4) above).

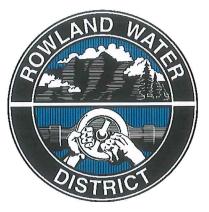
16. May the District ask an employee to leave the premises and stay home from work if there is a reasonable belief that the employee has been exposed to, or has contracted, COVID-19?

Yes. If the District has an actual reasonable belief that the employee has contracted COVID-19 or been exposed to someone who has COVID-19 for a prolonged period, then the District may send that person home to protect the rest of the workforce. Further, the District will maintain the confidentiality of an employee's health information.

17.If an employee has been exposed to a confirmed case of COVID-19, will other co-workers be asked to self-quarantine?

This will depend. If an employee is exposed to a person who has been diagnosed with COVID-19 through the means outlined by Section V, subsection D(4), and he or she later tests positive for COVID-19, then yes. If the employee does not test positive for COVID-19, then other co-workers will not be asked to self-quarantine for fourteen (14) days.

18. Will an employee be required to use their sick leave for time off work? If an employee is home and not working because he or she (1) has been diagnosed with COVID-19, (2) is self-quarantining for fourteen (14) days for exposure to COVID-19 (see Section V, subsection D(4) above), or (3) is just sick with cold or flu symptoms, the employee must use sick leave because of their inability to report to his or her worksite. The employee may be eligible to use the newly established Emergency Paid Sick Leave for time off work and should see the District's FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) regarding qualifications. The employee is eligible to return to work and no longer use sick leave once he or she has met the criteria previously mentioned in this document. Exhibit "A" - COVID-19 Prevention Plan Worksheet



COVID-19 Prevention Plan Worksheet

District Office Workspace

	Description	Procedure	Frequency	Resources Needed
1	The person(s) responsible for implementing the plan	Tom Coleman, GM Roy Frausto, ECM		
2	A risk assessment and the measures that will be taken to prevent spread of the virus.	Internal personnel to assess protocols already implemented and identify other matters.	Quarterly	Personnel
3	Training and communication with employees and employee representatives on the plan.	GM, ECM in conjunction with Human Resources (HR) will schedule training.	ASAP	IIPP Supplement COVID-19 Exposure Control Policy, COVID- 19 Worksite Specific Plan
4	A process to check for compliance and to document and correct deficiencies.	Internal zero tolerance reporting consistent with IIPP and safety. audits.	On going	Personnel
5	A process to investigate COVID-19 cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	See COVID-19 Worksite Specific Plan & IIPP Supplement COVID-19 Exposure Control Plan	On going	IIPP Supplement COVID-19 Exposure Control Policy, COVID- 19 Worksite Specific Plan

Employee Training

Description Procedure Frequency Resou		Resources Needed		
1	Information on COVID-19, preventing spread.	HR & ECM to provide access to resources and training.	On going	IIPP Supplement COVID-19 Exposure Control Policy
14	Self-screening at work, including temperature and/or symptom checks using CDC guidelines.	Start of shift self- screenings. Touchless thermometers will be used.	On going	Touchless thermometer and CDC guidance signage.

	Description	Procedure	Frequency	Resources Needed
3	The importance of not coming to	HR & ECM to provide access to resources.	On Going	IIPP Supplement COVID-19 Exposure Control Policy, COVID- 19 Worksite Specific Plan
4	When to seek medical attention.	HR to provide access to resources.	On Going	IIPP Supplement COVID-19 Exposure Control Policy, COVID- 19 Worksite Specific Plan
5	The importance of hand washing.	HR & ECM to provide access to resources.	On Going	IIPP Supplement COVID-19 Exposure Control Policy, COVID- 19 Worksite Specific Plan
e	The importance of physical distancing, both at work and off work time.	HR & ECM to provide access to resources.	On Going	IIPP Supplement COVID-19 Exposure Control Policy, COVID- 19 Worksite Specific Plan

Individual Control Measures & Screening

	Description	Procedure	Frequency	Resources Needed
1	Symptom screenings and/or temperature checks.	The District is requiring start of shift screening. Touchless thermometers will be used.	On Going	Touchless thermometer and CDC guidance signage.
2	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.	See COVID-19 Worksite Specific Plan	On Going	IIPP Supplement COVID-19 Exposure Control Policy, COVID- 19 Worksite Specific Plan
3	Encourage frequent handwashing and use of hand sanitizer.	Signage, cleanser, and hand sanitizer provided.	On Going	Hand soap and hand sanitizer.
4	Recommend cloth face covers when interacting with the public.	Face coverings will be provided by the District.	On Going	Face coverings
5	Increase social distance between tables/chairs and limit capacity in breakrooms and conference rooms.	Occupancy signs posted in meeting rooms & break areas; other relevant areas	On Going	Signage, taping and markings.
6	Communicate frequently to customers that they should use face masks/covers.	Signage prepared and posted in areas where community/ customers may enter facilities.	On Going	Signage, taping and markings.

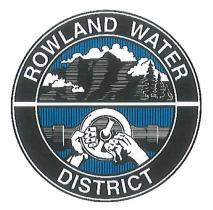
	Breaking Breaking Frequency Becourses Needed					
	Description	Procedure	Frequency	Resources Needed		
1	Perform thorough cleaning in high traffic areas.	Regular cleaning and sanitize; See Workplace Spec. Plan.	On Going	Cleaning products, PPE and hand sanitizer.		
2	Frequently disinfect commonly used surfaces.	Employee after-shift wipe downs. Regular cleaning.	On Going	Cleaning products, PPE and hand sanitizer.		
3	Clean and sanitize shared equipment between each use.	Signage, cleanser, and hand sanitizer provided.	On Going	Cleaning products, PPE and hand sanitizer.		
4	Clean touchable surfaces between shifts or between users, whichever is more frequent.	Signage, cleanser, and hand sanitizer provided.	On Going	Cleaning products, PPE and hand sanitizer.		
E	Ensure that sanitary facilities always stay operational and stocked.	Signage, cleanser, and hand sanitizer provided.	On Going	Cleaning products, PPE and hand sanitizer.		
e	Use products approved for use against COVID-19.	Signage, cleanser, and hand sanitizer provided.	On Going	Cleaning products, PPE and hand sanitizer.		
7	Provide time for workers to implement cleaning practices and consider third-party cleaning companies.	Use vendor for high profile situations or knowledge of a confirmed case.	On Going	Cleaning products, PPE and hand sanitizer.		

Cleaning and Disinfecting Protocols

Physical Distancing Guidelines

	Description	Procedure	Frequency	Resources Needed
1	Implement measures to physically separate staff by at least six feet using partitions or visual cues (e.g., floor markings, tape, or signage).	GM and ECM to implement and ensure compliance with guidelines.	On Going	COVID-19 Worksite Specific Plan
2	Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.	District will reconfigure max capacity for various areas.	On Going	COVID-19 Worksite Specific Plan
3	Adjust in-person meetings, if they are necessary, to ensure physical distancing.	Abide by max # of people in conference and board room.	On Going	COVID-19 Worksite Specific Plan
4	Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.	District will reconfigure/restrict areas to practice social distancing.	On Going	COVID-19 Worksite Specific Plan
5	Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.	Telework and modified work schedules implemented. See COVID-19 Worksite Specific Plan.	On Going	COVID-19 Worksite Specific Plan

Exhibit "B" – Maximum Occupancy List



Maximum Room Occupancies

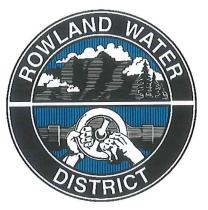
District Office

Room	Max Occupants
Board Room	10
GM Office	4
AGM Office	2
DOA Office	2
DOF Office	2
CS & Acct. Mngr. Office	2
DOO Office	2
Lab	2
Kitchen	4
SCADA Room	2
. Printing Room	2
Vault Room	1
Field Ops Supervisor Office	1
Eng. & Compliance Mngr. Office	2
Dist. Superintendent Office	2
Conference Room	8

Maintenance Building

Room	Max Occupants
Lunch Room (2 per table)	6
Outdoor Tables (2 per table)	6
Locker Room	4

Exhibit "C" – Vendor Visitor Policy



Temporary Vendor/Visitor Policy Relating to COVID-19 Prevention

In light of the COVID-19 pandemic and in order to protect those entering the Rowland Water District ("District") facilities, all vendors, visitors and guests will be required to conform to legal mandates, recommendations, and District policies necessary to enhance social distancing and limit the spread of COVID-19. All vendors, visitors and guests at the District shall adhere to legal mandates and recommendations forwarded by state and local authorities, including recommendations relating to face coverings and maintaining appropriate social distance, where possible.

Entering District Facilities: Vendors, visitors and guests entering District facilities will be screened prior to entry. The District shall post signage indicating limitations on services, if any. Those seeking entry shall, in the presence of District staff, take their temperature with a touchless thermometer and shall be asked whether they have experienced any potential symptoms of COVID-19 within the prior 24 hours. They shall further be asked whether they have had direct and significant contact with any party diagnosed with active COVID-19 within the past fourteen (14) days. Any party with a temperature or other indicator of possible COVID-19 will be denied entry.

Vendors: Vendors shall be informed of District requirements and required to follow District policies and procedures for enhanced social distancing and COVID-19 prevention, including but not limited to compliance with (1) maximum occupancy signs; (2) restrictions on space usage; and (3) six- foot distance requirement. Vendors shall also be required to wear facial covering while interacting with others and upon entering District facilities. Any vendor who violates District policies and procedures will be asked to leave the facility and return when the vendor can properly comply. If a vendor commits a second violation, a written warning will be issued and sent to the signatory on the contract of record. If a third violation is committed the District will decide whether to terminate the contract or suspend the vendor services for a period of time, to be decided on a case-by-case basis.

ADA advisement: The District reasonably accommodates disabilities. To the extent any vendor, visitor or guest at District facilities requires a reasonable accommodation, the District shall engage in the interactive process and determine the scope of the restrictions as they relate to the policy at issue and what reasonable accommodations may be available to assist the vendor, visitor or guest obtain necessary District services. Potential accommodations may include, but are not limited to, the provision of distance services.

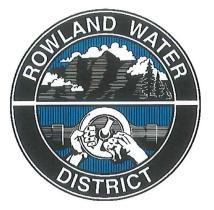


Year	Vehicle #	License #	Vin #	Make	Vehicle Assignment
2014	1	1437203	1FTMF1CM6EKD94183	Ford F-150	Joel Douglass
2014	2	1437201	1FTMF1CM2EKD94181	Ford F-150	Kevin Stone
2015	4	1437287	1FM5K7D83FGA78339	Ford Explorer	Casey
2009	5	1327496	1FTRF12W49KB91047	Ford F-150	Intern 2 , Intern 4
2014	6	1437202	1FTMF1CM4EKD94812	Ford F-150	Johnny Nazaroff
2014	7	1437204	1FTMF1CM8EKD94184	Ford F-150	David Tapia
2007	11	1271630	1GBHC24K77E571603	Chevrolet 250	Intern 3 , Intern 1
2016	29	1471313	1FD0X5GT7GEB78828	Ford F-550	Team A
2017	30	1464504	1FM5K7D84HGA93757	Ford Explorer	Dave Shubin
2017	31	1514718	1FDUF5GT4HEC01858	Ford F-550	Travis Noelte
2017	32	1525550	1FTMF1C88HKC91578	Ford F-150	Ryan White
2018	33	1529413	1FTMF1CB7JKC14010	Ford F-150	John Jacobsen
2018	35	1529414	1FTMF1CB9JKC14011	Ford F-150	Alex Zaragoza
2018	36	1544528	1FTMF1CB2JKE18455	Ford F-150	Andrew Antunez
2018	37	1542669	1FTMF1CB0JKE18454	Ford F-150	Garrett Vazquez
2019	38	1559314	1FTMF1CB7KKC24277	Ford F-150	Chris Reynoso
2019	39		1FD0X5GT3KEF73145	Ford F-550	Team 1
2013	28	1089064	1FVHG3CY8DHFE1938	Freightliner	
2020	40		1FTEW1CP4LKE28021	Crew Cab XL	Roy
2020	41		1FTEW1CP3LKE39298	Crew Cab XL	Floater/ New PM
2020	42		1FTEW1CB4LKE39296	Crew Cab XL	Allen D.
2020	43		1FTEW1CB6LKE39297	Crew Cab XL	Robert Leamy
2020				Ford F-150	Johnny Nazaroff

- Indicates Team 1

.

Exhibit "E" – Absence Forms



COVID-19 Absence Forms

COVID-19 EMPLOYEE SELF-CERTIFICATION FOLLOWING 14-DAY SELF-QUARANTINE PERIOD

In an abundance of caution, and in keeping with current guidelines offered by the Centers for Disease Control and Prevention, the Rowland Water District is requesting that any employees who report an actual COVID-19 case quarantine themselves in their residence ("self-quarantine") for a minimum of 14 days. During that 14-day period, employees are required to notify Human Resources (HR) immediately if any of the following symptoms appear:

Cough			Chills
 Shortness 	of breath or difficulty	•	Muscle pain
breathing		۲	Sore throat
 Fever 		۲	New loss of taste or smell

After the completion of the 14-day self-quarantine period, if none of the above symptoms have appeared, you may return to work on the next workday after providing appropriate certification from a health care provider to HR. If you are reasonably unable to obtain timely certification from a health care provider, you may complete and submit the following self-certification to HR and return to work on the next workday.

Self-Certification

I hereby certify that I have completed a self-quarantine period lasting at least 14 complete days, starting at _____ [a.m./p.m.] on _____, 2020 and ending at _____ [a.m./p.m.] on _____, 2020. I further certify that all the following are true (please initial):

_____I have not had any of the symptoms appear during the self-quarantine period.

I have not used any medications or treatments to reduce or alter fever or other symptoms (such as cough suppressants).

I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms following my return to work, I must separate myself immediately from other employees and notify HR immediately.

Employee Signature

COVID-19 RETURN TO WORK FOLLOWING COMPLETION OF SELF-ISOLATION

In an abundance of caution, and in keeping with current guidelines by the Centers for Disease Control and Prevention ("CDC,") the Rowland Water District requires an employee who develops any of the following symptoms to leave/stay away from the workplace ("self-isolation period") and consult with a healthcare provider:

0 0 0	Cough Shortness of breath or difficulty breathing Fever	 Chills Muscle pain Sore throat
		 New loss of taste or smell

The criteria required to end the self-isolation period depend on whether the employee has been tested for COVID-19:

If Test	ted	If Not Tested		
ø	You no longer have a fever (<u>without</u> the use of medicine that suppresses or reduces fevers)	۲	You have had no fever for at least 72 hours (<u>without</u> the use of medicine that suppresses or reduces fevers)	
AND		AND		
•	Other symptoms have improved (e.g., cough or shortness of breath have improved)		Other symptoms have improved (e.g., cough or shortness of breath have improved)	
AND		AND		
	You received two negative tests in a row, 24 hours apart	Ø	At least 7 days have passed since your symptoms first appeared	

Employees may return to work on the next workday after either:

- Providing documentation of the above criteria from a health care provider to Human Resources (HR).
- Or, if reasonably unable to obtain timely certification from a health care provider, submitting a completed self-certification (below) to HR.

Self-Certification

I have completed a self-isolation period due to symptoms that appeared on _____, 2020. I hereby certify as follows (check the applicable blank):

I have been tested for COVID-19 and meet <u>all 3</u> of the criteria under "If Tested."

_____ I have <u>not</u> been tested for COVID-19, <u>and</u> I meet <u>all 3</u> of the criteria under "If Not Tested."

I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms following my return to work, I must separate myself immediately from other employees and notify HR immediately.

RETURN TO WORK PRE-ENTRY COVID-19 SCREENING

This screening is required prior to entering the District facilities. All information will remain confidential according to state and federal law, including but not limited to, the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Confidentiality of Medical Information Act. The law allows us to ask about COVID-19 symptoms ONLY. We may not inquire about other conditions. If you answer yes to any questions below, retain this form, return home, and immediately contact HR.

1. Do you have any of the following symptoms? (check if YES)

Cough

□ Muscle pain □ Sore throat

- □ Shortness of breath
- Fever
- □ Chills

New loss of taste or smell
 Runny or stuffy nose

□ Muscle pain

Headache

If YES to any, employee should not enter the workplace. They should return home and contact their healthcare provider.

If NO to all, proceed to next question.

2. Have you had close contact with an individual diagnosed with COVID-19? Close contact means within 6-feet or coming in direct contact with secretions (e.g., sharing utensils, being coughed, or sneezed on, etc.). The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

 \Box YES \Box NO

If YES to any, employee should not enter the workplace. They should return home and contact their healthcare provider.

If NO, proceed to temperature check

3. Check temperature and check applicable field:

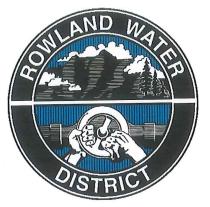
□ Temperature below 100.4 □ Temperature above 100.4**

**Any temperature 100.4 F or greater is considered a fever.

If temperature is above 100.4 F, employee should not enter the workplace. They should return home and immediately contact HR.

If NO, to this question and all others, the employee may enter the workplace.

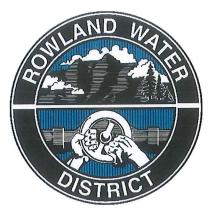
Exhibit "F" – Professional Cleaning Services



Professional Cleaning Services for COVID-19 Disinfection

The following vendors have been identified to provide cleaning and disinfection services after a person(s) has been confirmed to have COVID-19 in the District's facility:

- 1. Safety Services Management <u>www.Safetyservicesmanagement.com</u> (714) 455-9832
- 2. Environmental Cleaning Organization <u>www.ecocleaningca.com</u> (909) 945-7566
- 3. Pro Sanitizers www.prosanitizers.com (949) 688-6889
- 4. Germ Control Services <u>www.germcontrolservices.com</u> (818) 485-4949
- 5. Disinfect Masters www.disinfectionmasters.com (424) 234-9197



Rowland Water District IIPP Supplement Covid-19 Exposure Control Plan

I. <u>Purpose</u>

California Code of Regulations, Title 8, General Industry Safety Orders Section 3203 requires all employers to develop and implement an effective Injury and Illness Prevention Program (IIPP). The Rowland Water District ("District") IIPP contains the employer's policies and procedures for protecting employees from workplace hazards. Per Cal/OSHA guidance, adopting changes to the existing IIPP "is mandatory since COVID-19 is widespread in the community."¹

This COVID-19 Exposure Control Plan is a supplement to the District's IIPP and its Worksite Specific Plan for handling COVID-19 concerns. This plan is based on information available from the Centers for Disease Control and Prevention (CDC), Cal/OSHA, state and local county health department requirements, as well as best practices. It is subject to change based on information provided by the CDC and other public health authorities.

II. Applicability of Plan

This plan applies to any individual, under the authority of the General Manager, including, temporary personnel, interns and volunteers.

III. Plan

A. Risk Exposure

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. In assessing potential hazards, the District has considered whether employees may encounter someone infected with COVID-19 in the course of their duties or if employees could be exposed to environments or materials contaminated with the virus.

To help employers determine appropriate precautions, the Occupational Safety and Health Administration (Fed/OSHA) has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk²:

- 1. Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include paramedics performing aerosol-generating procedures.
- 2. High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include medical transport workers (e.g., ambulance vehicle operators, etc.) moving known or suspected COVID-19 patients in enclosed vehicles.
- 3. Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6-feet of) people who may be infected with COVID-19.

¹ https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html

² Guidance on Preparing Workplaces for COVID-19-Classifying Worker Exposure to SARS-CoV-2

In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the public (e.g., schools, high population-density work environments, some high-volume retail settings).

4. Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6-feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

According to Fed/OSHA, most employees will likely fall in the lower exposure risk (caution) or medium exposure risk levels. The District has determined the following levels of risk exposure:

1. Lower risk (all positions)

The District is <u>not</u> covered by the Aerosol Transmissible Diseases (ATD) Standard (California Code of Regulations, title 8, section 5199), which applies to medical facilities, laboratories, correctional facilities, mortuaries, and other facilities that perform aerosol generating procedures.

B. Plan Responsibility

The Engineering & Compliance Manager (ECM) is designated as the District's COVID-19 Exposure Control Plan Administrator, who has the authority and responsibility for implementing the District's Worksite Specific Plan and the provisions of the IIPP Supplement. The administrator is responsible for:

- Communicating this plan to all District employees
- Distributing COVID-19 safety communications to employees
- Engaging with employees and soliciting feedback and concerns
- Implementing COVID-19 preventative measures identified in the plan
- Arranging for safety committee meetings (if applicable)
- Communicating employee COVID-19 cases to health authorities in accordance with federal and state laws
- Updating the plan to include new COVID-19 information

All managers and supervisors are responsible for becoming familiar with this plan and shall be prepared to answer questions from employees. Managers and supervisors must always follow this plan to ensure that proper hygiene and jobsite safety practices prevent the spread of COVID-19.

Employees are also responsible for becoming familiar with the plan and following the jobsite preventative measures and guidance outlined.

For site specific questions please contact:

Roy Frausto Engineering & Compliance Manager rfrausto@rowlandwater.com 562-697-7146

C. Training

The District will provide training to all employees on the elements of this plan along with a copy of this plan. Training will be conducted via videoconferencing or in-person (if appropriate social distancing can be maintained). Employees will have an opportunity to ask questions. If employees are unable to participate on the date(s) of their scheduled training, the District will provide make-up training. Training will include the following:

- Overview of the District's COVID-19 Exposure Control Plan and Worksite Specific Plan.
- Information about COVID-19
- Explanation about transmission and preventative measures implemented
- Explanation of the procedure employees must follow if exposed to COVID-19
- Use of Personal Protective Equipment (PPE)

D. What is COVID-19³

COVID-19 is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Everyone is at risk of getting COVID-19. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

You can become infected by coming into close contact (about 6-feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Unless there is an approved vaccine available, the best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. Stay home as much as possible and avoid close contact with others. Unless guidance in this area changes, wear a cloth face covering that covers your nose and mouth while in public settings. Clean and disinfect frequently touched surfaces. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol. Practice social distancing and stay at least 6-feet away from others and disinfect items you must touch.

³ CDC Coronavirus Disease 2019 (COVID-19) Factsheet

Individuals with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Individuals with the following symptoms or combinations of symptoms may have COVID-19⁴:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Children have similar symptoms to adults and generally have mild illness. Employees should contact their medical provider for any other symptoms that are severe or concerning.

If you have any of the following emergency warning signs for COVID-19, get medical attention immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 9-1-1 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

Employees that develop a fever and symptoms of respiratory illness should not report to work. Call your supervisor and healthcare provider immediately. If you come in contact with someone showing symptoms, also call your supervisor and healthcare provider immediately.

E. Infection Prevention Measures

• Actively encourage sick employees to stay home.

⁴ CDC Symptoms of Coronavirus

- Immediately send employees home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of feverreducing medications) and no acute respiratory illness symptoms; and
 - At least 7 days pass since the symptoms first appeared.
- Provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if eligible for the newly established Emergency Paid Sick Leave for time off work and should see the District's FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) regarding qualifications.
- Ensure employees that return to work following an illness promptly report any recurrence of symptoms.
- Encourage employees to telework from home when possible.
- Practice physical distancing by limiting in-person meetings, using video or telephonic meetings, and maintaining a distance of at least 6 feet between persons at the workplace when possible.
- Provide employees with cloth face covers or encourage employees to use their own face covers for use whenever employees may be in workplaces with other persons. Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.
- Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible.
 - If they must be shared, clean and disinfect shared workspaces and work items before and after use.
- Establish procedures to routinely clean and disinfect commonly touched objects and surfaces such as handrails, copy machines, faucets, and doorknobs. Surfaces should be cleaned with soap and water prior to disinfection. These procedures should include:
 - Using disinfectants that are EPA-approved for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.

- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.
- If an employee is confirmed to have COVID-19 infection:
 - Inform affected employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - Temporarily close the general area where the infected employee worked until cleaning is completed.
 - Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. It should ideally be performed by a professional cleaning service. See <u>Exhibit A</u> for a list of professional cleaning services.
- Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products. See below for further information on PPE.
- Advise employees to avoid non-essential travel if possible and check CDC's Traveler's Health Notices prior to travel.
- Protect employees with frequent contact with the public, arrange work and implement measures that account for the possibility that the public is a possible contamination source, including:
 - Frequent cleaning and disinfection of surfaces touched by the public such as credit card machines, touch screens, shopping carts and doors.
 - Protect cashiers and other workers who have frequent interaction with the public with engineering controls such as Plexiglass screens or other physical barriers, or spatial barriers of at least six feet, if feasible.
 - If exposures to the general public cannot be eliminated with engineering controls, require or encourage customers to wear face coverings, which are mandatory in some jurisdictions.
 - Schedule work to allow frequent hand washing by employees handling items (cash, credit cards, merchandise, etc.) touched by members of the public.
 - Enforce physical distancing by limiting the number of customers in the lobby.

• Provide workers handling items touched by the public with PPE (i.e., disposable gloves).

F. Other Safe Work Practices

- Employees should refrain from physical contact, such as handshaking, hugging, and fist/elbow bumps. Instead, nod, wave, and use eye contact when communicating.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not available, use an alcohol- based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the hand sanitizer and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Always maintain a distance of at least 6-feet between yourself and other people.
- Hand sanitizer will be placed in multiple locations throughout District facilities to encourage hand hygiene.
- Disposable disinfecting wipes or equivalent supplies will be available throughout facilities to clean commonly used surfaces.
- Tissue boxes and trash receptacles will be available throughout facilities for use.
- Waste bins will be lined with plastic bags to ensure they can be emptied without touching the contents.
- Employees should consider wearing disposable gloves (latex-free or nitrile) when exchanging documents with visitors, handling mail and packages. Wash your hands immediately after removal of gloves or use hand sanitizer.
- Until further notice, employees should not congregate in offices, conference rooms, and break/lunchrooms and areas, unless a minimum distance of 6-feet from other individuals can be maintained.
- Wear a cloth face covering when out and interacting with the public.
- Avoid face to face meetings. Meetings should be conducted via video or teleconference. Meetings requiring in-person discussion must follow the District's social distancing protocol.
- Before scheduling business travel and external meetings, consult with your supervisor.

- Employees at field worksites will follow COVID-19 safety guidelines and handwashing instructions.
- All restroom facilities will be cleaned at the scheduled interval and handwashing stations will be stocked with soap, and paper towels.
- Report low supplies of tissue, hand sanitizer, and disinfecting agents to Facilities Maintenance.
- Employees should limit the use of equipment and tools belonging to others. If these items must be shared, disinfecting wipes should be used to clean items before and after use. When cleaning equipment and tools, verify manufacturer recommendations for proper cleaning techniques and any cleaning product restrictions.

G. Cleaning and Disinfecting

The CDC recommends cleaning and disinfecting public spaces, such as the workplace, to reduce the risk of exposure to the virus that causes COVID-19.

The virus that causes COVID-19 has not been shown to survive on surfaces longer than seven (7) days. Therefore, if an indoor area has been unoccupied for seven (7) days or more, the District will conduct normal routine cleaning of that area consistent with its existing cleaning and hygiene practices.

The District will evaluate each building or facility to determine what kinds of surfaces make up each area. Most surfaces and objects will require only routine cleaning consistent with the current practices. Such routine cleaning involves cleaning the surface or object with soap and water. Additionally, each workday, facilities staff will clean and disinfect frequently touched surfaces and objects, including but not limited to light switches and doorknobs, to further reduce the risk of germs on those surfaces and objects.

Disinfecting will be conducted using an EPA-approved disinfectant, when available. If an EPA-approved disinfectant is unavailable, alternative disinfectants will be used, such as one-third (1/3) cup of bleach added to one (1) gallon of water or alternatively, seventy percent (70%) alcohol solutions, to disinfect, consistent with CDC guidelines. The District requires that the use of any cleaning and disinfectant products adhere to the instructions from each product's manufacturer related to concentration, application method, contact time, etc.

Hand sanitizer, soap and water, or effective disinfectant will be made available near the entrance of any District facility and in other appropriate areas for use by members of the public and employees, and in locations where there is high-frequency employee interaction with members of the public (*e.g.*, cashiers).

Tissues and no-touch disposal receptacles will be placed at locations where they can be easily accessed by employees and members of the public.

In addition to the efforts undertaken by District, employees have an individual responsibility to contribute to this effort by routinely disinfecting surfaces and objects with which that employee interacts. The District will provide effective disinfectants, such as disposable wipes or cleaning supplies, throughout its buildings and facilities to be used to disinfect these items to assist employees in meeting their individual responsibilities. Employees are expected to utilize these disinfectants to regularly wipe down commonly used surfaces and objects. In addition to the efforts undertaken by the District, employees are expected to routinely disinfect surfaces and objects that they interact with. Employees should utilize effective disinfectants, to disinfect the surfaces and objects they come in contact with that may be touched by other employees or members of the public.

District staff will follow manufacturer instructions for use of all cleaning and disinfecting products.

H. Air Filter and HVAC Cleaning

The District will ensure that air filters and HVAC systems are properly maintained.

I. Social Distancing and Workplace Reorganization

All employees and supervisors are required to comply with the District's social distancing protocol unless a temporary work assignment would be unsafe or impractical by maintaining social distance. The following are additional guidelines:

1. Visitors

Vendors, visitors and guests entering District facilities will be screened prior to entry. The District shall post signage indicating limitations on services, if any. Those seeking entry shall, in the presence of District staff, take their temperature with a touchless thermometer and shall be asked whether they have experienced any potential symptoms of COVID-19 within the prior 24 hours. They shall further be asked whether they have had direct and significant contact with any party diagnosed with active COVID-19 within the past fourteen (14) days. Any party with a temperature or other indicator of possible COVID-19 will be denied entry.

Vendors and visitors shall be informed of District requirements and required to follow District policies and procedures for enhanced social distancing and COVID-19 prevention, including but not limited to compliance with (1) maximum occupancy signs; (2) restrictions on space usage; and (3) six-foot distance requirement. Vendors shall also be required to wear facial covering while interacting with others and upon entering District facilities. Any visitor/vendor who violates District policies and procedures will be asked to leave the facility and return when he/she can properly comply. If a visitor commits a second violation, a written warning will be issued and sent to the signatory on the contract of record. If a third violation is committed the District will decide whether to terminate the contract or suspend the vendor services for a period of time, to be decided on a case-by-case basis.

- 2. Facility and Work Areas
- Workstations will be spread out to allow for social distancing between employees.
- In settings where multiple individuals may share one computer or other equipment, the shared computer and equipment will need to be disinfected before and after each individual use.
- Vacant offices may be used as temporary offices for employees that may not be able to maintain social distance.
- Any workplace reconfiguration will allow for proper ingress/egress.
- Employees should wash their hands or use hand sanitizer after use of communal equipment. Equipment should be disinfected before and after use, following manufacturer recommendations on cleaning/disinfecting.
- Information for the public and employees about COVID-19 will be posted at facility entrances and throughout facilities.
- Signage will be posted at facility entrances to inform the public that they should avoid entering if they have a cough or fever; maintain a minimum 6-foot distance from one another.
- Visitors will be asked to wear a face covering if entering the District facility.
- The District shall limit the number of visitors in a facility at any one time. This will allow for proper social distancing.
- The District will implement one-way control of flow in and out of facilities, where possible.
- The District will place tape or other markings at least 6-feet apart in customer line areas inside facilities and on walkways at public entrances with signs directing visitors to use the markings to maintain distance.
- Plexiglass screens will be installed at reception or check-in areas. The screens will be of sufficient dimensions to limit the spread of airborne droplets. The screens will allow papers/items to be passed under them with minimum exposure/opening.
- Seating in reception areas will be removed to maintain social distancing.
- Hand sanitizer dispensers will be available at facility entrances, public counters, and waiting areas.
- Employees are instructed to maintain at least 6-feet of distance from the public and visitors and from colleagues, except employees may momentarily (no more than 15 minutes) come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

J. Face Coverings

The CDC has established recommendations for wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. The use of cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Face coverings are not a replacement for 6-feet of social distancing, frequent hand washing, other hygiene practices, cleaning protocols, and remaining at home when not conducting essential activities. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Cloth face coverings should: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, allow for breathing without restriction, and be able to be laundered and machine dried without damage or change to shape.

The District will follow the face covering guidelines outlined below:

- The District will provide employees with clean face coverings.
- Employees working outdoors should wear face coverings when interacting with the public.
- Personal face coverings used in the workplace must be work appropriate and not include offensive images or content.

K. Personal Protective Equipment

California Code of Regulations, Title 8, Section 3380 Personal Protective Devices requires employers to conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of Personal Protective Equipment (PPE). While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Example of PPE include:

- Gloves
- Goggles
- Face masks

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The District will provide staff with PPE to keep them safe while performing their job duties. Recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. The District will periodically review Cal/OSHA, CDC guidelines, and other updates regarding recommended PPE.

L. Employee Health Screenings and Temperature Checks

To minimize potential exposure to COVID-19 in the workplace, until further notice, at the start of a work shift, all employees who physically report to work will self-perform a health screening and temperature check at designated areas.

M. Employee Travel

Until further notice, the District is limiting all business travel. Video conferencing and other communication methods will be used to conduct all feasible business. Employees shall consult with their supervisor for approval prior to scheduling business travel and external business meetings. In addition, the employee must visit the CDC's traveler web pages for the latest guidance and recommendations.

The District cannot require employees to cancel personal travel. The District encourages employees to visit the CDC's traveler web pages for the latest guidance and recommendations.

Upon return from business or personal travel, employees should monitor themselves for COVID-19 symptoms. Employees shall contact their supervisor and Human Resources if they begin to exhibit symptoms. Employees should also contact their healthcare provider and stay home if ill.

N. Employee Exposure to COVID-19

The District will follow the CDC's Interim Guidance on implementing safety practices for critical infrastructure workers who may have had exposure to a person with suspected or confirmed COVID-19.

Any employees who report an actual or suspected exposure to COVID-19 will be required to quarantine themselves ("self-quarantine") for a minimum of 14 days. After the completion of the necessary self-quarantine period, employees may return to work after meeting the appropriate criterion below:

The criteria required to end the self-isolation period depend on whether the employee has been tested for COVID-19:

If Tested		If Not Tested	
۲	The employee no longer has a fever (<u>without</u> the use of medicine that suppresses or reduces fevers)	0	The employee had no fever for at least 72 hours (<u>without</u> the use of medicine that suppresses or reduces fevers)
AND		AND	
۵	Other symptoms have improved (e.g., cough or shortness of breath have improved)	۲	Other symptoms have improved (e.g., cough or shortness of breath have improved)
AND		AND	
•	The employee received two negative tests in a row, 24 hours apart	•	At least 7 days have passed since the employee's symptoms first appeared

The employee is required to provide Human Resources with appropriate certification from a health care provider. If an employee is reasonably unable to obtain timely certification from a health care provider, the employee may complete and submit an appropriate self-certification (Exhibit B) form.

However, if the employee receives a doctor's written diagnosis that the illness is not COVID-19, the quarantine does not apply, and the employee can return to work when 1) he/she is asymptomatic without medication for at least 24 hours; 2) has met any other standards set by his/her health care provider; and 3) he/she contacts Human Resources for approval to return to work.

Employee exposure to COVID-19 will remain confidential. If an employee is sent home due to actual or suspected exposure, they will not be identified by name.

O. Mental Health

COVID-19 is presenting new and unique challenges for all of us. While this exposure control plan is specific to limiting employee exposure to COVID-19, the District is also committed to the mental health and wellness of employees. The following resource (all calls are confidential) is available to employees:

Employee Assistance Program: 1(800) 535-4985

P. Workers' Compensation

If an employee believes they have been exposed to COVID-19 or is exhibiting symptoms of COVID-19, the District will ask the employee if they feel the exposure is somehow related to their employment. If they feel their exposure and/or symptoms are work-related, the employee will be provided with a DWC-1 form and referred for testing. Many occupational medicine clinics are not currently providing testing, so employees may need to contact their own personal physician or the county health department to obtain testing.

If an employee is asymptomatic or declines medical treatment, the District will make a record of the incident by completing Employer's First Report of Occupational Injury or Illness (Form 5020).

If an employee elects to file a claim, the employee will complete a DWC-1 form. The District will finalize the Employer's First Report of Occupational Injury or Illness (Form 5020) and submit it to JPIA. A claim will be set-up and a representative will be assigned to assist the employee through the process. The claim will be placed on delay and investigated by the JPIA claims team. During the delay period, an employee is eligible for up to \$10,000 of medical treatment (including testing). While an employee is not eligible for any indemnity benefits (such as temporary disability benefits) during the investigation period, they may be eligible for replacement of lost wages under the newly established Emergency Paid Sick Leave for time off work and should see the District's FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus).

Q. Discrimination and Harassment

The District reminds employees that discrimination or harassment based on membership in or association with protected classes such as race, national origin, color, and disability (or perceived disability) is strictly prohibited.

IV. Definitions

None.

V. Contact Information

The ECM shall be contacted with any related issues regarding this plan.

Roy Frausto Engineering & Compliance Manager rfrausto@rowlandwater.com 562-697-7146

VI. Authority

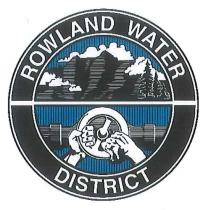
This plan is adopted by authority of the General Manager.

Tom Callema

7/27/2020

Tom Coleman General Manager

Date

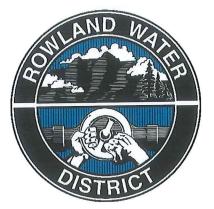


Professional Cleaning Services for COVID-19 Disinfection

The following vendors have been identified to provide cleaning and disinfection services after a person(s) has been confirmed to have COVID-19 in the District's facility:

- 1. Safety Services Management <u>www.Safetyservicesmanagement.com</u> (714) 455-9832
- 2. Environmental Cleaning Organization <u>www.ecocleaningca.com</u> (909) 945-7566
- 3. Pro Sanitizers www.prosanitizers.com (949) 688-6889
- 4. Germ Control Services <u>www.germcontrolservices.com</u> (818) 485-4949
- 5. Disinfect Masters <u>www.disinfectionmasters.com</u> (424) 234-9197

Exhibit "B" – Absence Forms



COVID-19 Absence Forms

COVID-19 EMPLOYEE SELF-CERTIFICATION FOLLOWING 14-DAY SELF-QUARANTINE PERIOD

In an abundance of caution, and in keeping with current guidelines offered by the Centers for Disease Control and Prevention, the Rowland Water District is requesting that any employees who report an actual COVID-19 case quarantine themselves in their residence ("self-quarantine") for a minimum of 14 days. During that 14-day period, employees are required to notify Human Resources (HR) immediately if any of the following symptoms appear:

0	Cough	Chills
0	Shortness of breath or difficulty	Muscle pain
	breathing	 Sore throat
0	Fever	 New loss of taste or smell

After the completion of the 14-day self-quarantine period, if none of the above symptoms have appeared, you may return to work on the next workday after providing appropriate certification from a health care provider to HR. If you are reasonably unable to obtain timely certification from a health care provider, you may complete and submit the following self-certification to HR and return to work on the next workday.

Self-Certification

I hereby certify that I have completed a self-quarantine period lasting at least 14 complete days, starting at ______ [a.m./p.m.] on ______, 2020 and ending at ______ [a.m./p.m.] on ______, 2020. I further certify that all the following are true (please initial):

- _____I have not had any of the symptoms appear during the self-quarantine period.
- I have not used any medications or treatments to reduce or alter fever or other symptoms (such as cough suppressants).

I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms following my return to work, I must separate myself immediately from other employees and notify HR immediately.

Employee Signature

Date

COVID-19 RETURN TO WORK FOLLOWING COMPLETION OF SELF-ISOLATION

In an abundance of caution, and in keeping with current guidelines by the Centers for Disease Control and Prevention ("CDC,") the Rowland Water District requires an employee who develops any of the following symptoms to leave/stay away from the workplace ("self-isolation period") and consult with a healthcare provider:

 Shortness of breath or difficulty breathing Fever Sore throat New loss of taste or smell 	 Cough Shortness of breath or difficulty breathing Fever 	
---	---	--

The criteria required to end the self-isolation period depend on whether the employee has been tested for COVID-19:

If Tested		If Not Tested	
6	You no longer have a fever (<u>without</u> the use of medicine that suppresses or reduces fevers)	۵	You have had no fever for at least 72 hours (<u>without</u> the use of medicine that suppresses or reduces fevers)
AND		AND	
0	Other symptoms have improved (e.g., cough or shortness of breath have improved)		Other symptoms have improved (e.g., cough or shortness of breath have improved)
AND		AND	
•	You received two negative tests in a row, 24 hours apart	•	At least 7 days have passed since your symptoms first appeared

Employees may return to work on the next workday after either:

- Providing documentation of the above criteria from a health care provider to Human Resources (HR).
- Or, if reasonably unable to obtain timely certification from a health care provider, submitting a completed self-certification (below) to HR.

Self-Certification

I have completed a self-isolation period due to symptoms that appeared on _____, 2020. I hereby certify as follows (check the applicable blank):

I have been tested for COVID-19 and meet <u>all 3</u> of the criteria under "If Tested."

_____ I have <u>not</u> been tested for COVID-19, <u>and</u> I meet <u>all 3</u> of the criteria under "If Not Tested."

I certify that my responses are truthful and accurate to the best of my knowledge. I understand that my employer is relying upon the truthfulness of my certification in permitting me to return me to work and that there may be adverse consequences for knowingly false responses. I further understand that if I develop any of the above symptoms following my return to work, I must separate myself immediately from other employees and notify HR immediately.

RETURN TO WORK PRE-ENTRY COVID-19 SCREENING

This screening is required prior to entering the District facilities. All information will remain confidential according to state and federal law, including but not limited to, the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Confidentiality of Medical Information Act. The law allows us to ask about COVID-19 symptoms ONLY. We may not inquire about other conditions. If you answer yes to any questions below, retain this form, return home, and immediately contact HR.

1. Do you have any of the following symptoms? (check if YES)

□ Cough

- Muscle pain
- □ Shortness of breath
- □ Fever

- Sore throat
- New loss of taste or smell
- □ Chills

□ Runny or stuffy nose

□ Muscle pain

Headache

If YES to any, employee should not enter the workplace. They should return home and contact their healthcare provider.

If NO to all, proceed to next question.

2. Have you had close contact with an individual diagnosed with COVID-19? Close contact means within 6-feet or coming in direct contact with secretions (e.g., sharing utensils, being coughed, or sneezed on, etc.). The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

If YES to any, employee should not enter the workplace. They should return home and contact their healthcare provider.

If NO, proceed to temperature check

3. Check temperature and check applicable field:

□ Temperature below 100.4 □ Temperature above 100.4**

** Any temperature 100.4 F or greater is considered a fever.

If temperature is above 100.4 F, employee should not enter the workplace. They should return home and immediately contact HR.

If NO, to this question and all others, the employee may enter the workplace.







Rowland Water District Communication Strategies Update August 11, 2020

CAPIO Awards

- Epic Award for Rowland Quarterly Newsletter (Best in Show)
- Award of Distinction for Water Quality Report
- Press release distributed 7.23.20



• What's In Your Bottle?

- CSDA Magazine (Summer/Fall issue)
- Coverage of innovative ideas in water conservation/public engagement

Water Treatment Video

- Behind the scenes of TVMWD water treatment facility
- Virtual Tour
- Currently scheduled for September

• COVID - 19 Communications

- Continue ongoing support on safe tap water communications
- Stress engagement with District via phone, social media, website updates
- Press releases
- Sliders & Social Media



• Additional Press Releases

- New Hire/Director of Finance
- Water Quality Report
- Annual Budget

• Miscellaneous

- Video
- Website (sliders and text updated as needed)
- On-Hold Messages

Press Releases

8/23/19	Buckboard Days	******	*****	******
9/20/19	Capital Improvement	******	******	
, ,	Updates			
9/30/19	Water Quality / PFAS	******	*****	******
9/30/19	CSDA Article	******	******	******
10/24/19	FORUS Event	******	******	******
11/1/19	Mini Solar Cup	******	******	Feb. 2020
12/15/19	AMI	******	******	video
12/15/19	Future City Competition	******	*****	social
12/16/19	Joe Ruzicka Statement	******	*****	******
12/17/19	SB 998	******	*****	
12/17/19	New Hire	******	******	******
1/30/20	Filling Station	******	*****	******
1/31/20	EduBucks	******	******	******
2/3/20	Conservation Campaign	*******	******	******
3/18/20	COVID 19	******	******	******
3/18/20	Shut Offs	******	******	******
3/18/20	Hours	******	******	******
4/15/20	COVID Emergency	******	******	******
	Response			
4/24/20	At Home Education Kit	******	******	******
5/13/20	Audit Report	******	*****	******
5/15/20	CAPIO Awards/Finalists	******	*****	******
5/19/20	Special Districts Week	******	*****	*****
6/29/20	FY 20/21 Budget	*****	******	******
6/26/20	CCR Availability	******	*****	******
7/9/20	New Director of Finance	******	******	******
7/23/20	CAPIO Awards	*****	******	******

DISCOVER	
FIND T	HE HIDDEN WORDS
AQUIFER BUBBLES CONSERVE DROPLET FAUCET FROZEN LIQUID PIPE POUR COUNDWATER LIQUID PIPE FOUR RIVIE STUDIE ST	N G M R J Y K G S L I D W P K L R Y S Q D R O P L E T R S P M O K X W U F F I S R H G S Y U I O R I E S P T I H Y C S V D Z C R D M N E Z V P W O P V D Z Y O O A T C Y E O A M R C W O D H N B Q B H R U S W I Y A W G I U S F U U H R H A N S T E L D F Q E R I B T I L K P E N F I Q Y E R O F B X L L L R D C A Q K E C V Z E L Y E A D Y N Y U U X M I E E R E R S S G Z J N C I C Z J W N M S R I P P L E W J T V A P O R B
ANSWERS Market States	Material States





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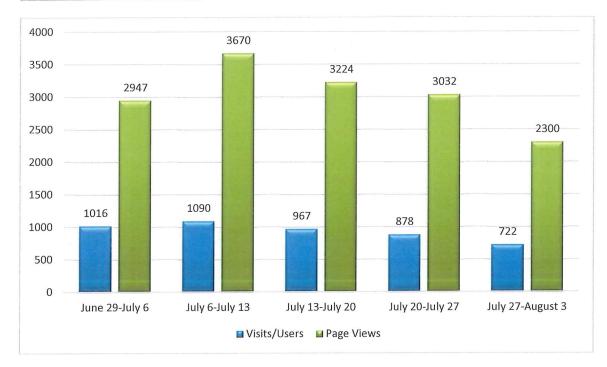


Memorandum

To:Board of DirectorsFrom:Brittnie Van De Car
Public Affairs RepresentativeDate:August 2020Re:Community Affairs & Education Update

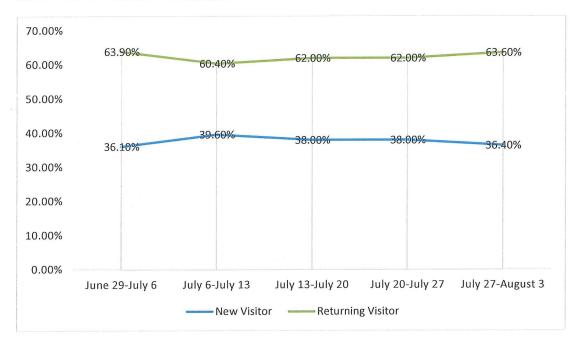
- Re-vamping education program to be completely virtual for upcoming school year to give teachers the option of either in-class or via Zoom.
- Working with CV Strategies and TVMWD to create a virtual treatment plant tour video
 - Once the video is created, I will create a few handout activities to send to the teachers and students
- Working with LaDonna on creating a virtual scavenge hunt and a water-related podcast
- Created a social media calendar for the duration of the year with fun, new ideas
- Created a Water Education At-Home toolkit for parents, teachers, and students to utilize during this time. Fun activities are listed and if they request supplies, I will mail them out to them.
 - Gearing towards a virtual learning experience for the upcoming school year. I am working with a teacher to develop materials and activities that will be hands-on but can be done at home via a Zoom presentation
- WEWAC committee is in discussion on how to complete and begin the EduBucks program
- Conservation Campaign top 100 letters will remain being distributed to our top 100 residential users. The letters will be sent out at the beginning of each month.
- 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 daily
- Attending bi-weekly MWD education Zoom meetings for updates
- Attending monthly DWR education Zoom meetings for updates
- Attended the monthly WEWAC meeting via Zoom on July 22nd
- All news releases to-date have been sent out to customers via Constant Contact

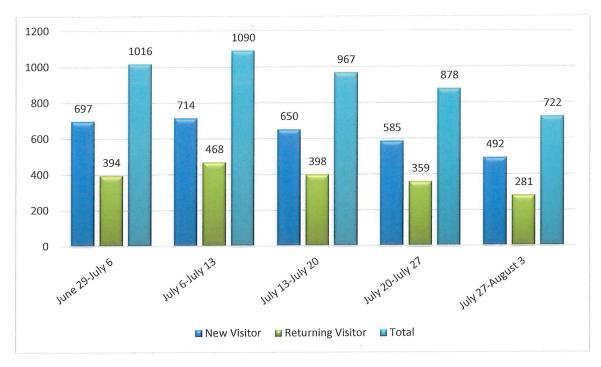
June-August 2020 Website Google Analytics



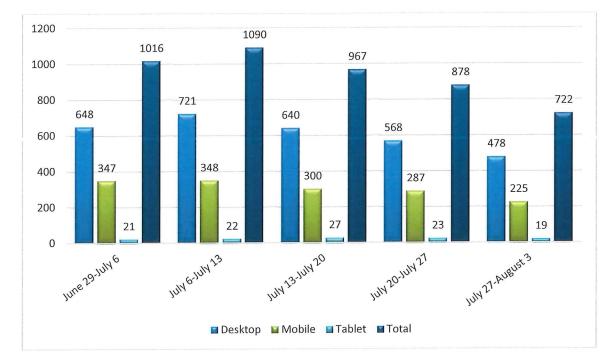
Website Visits and Pageviews

Percentage of Website Viewers- New vs. Returning





New vs. Returning Visitors



Source of Viewing



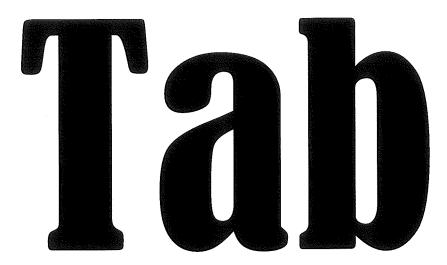


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