A REGULAR MEETING OF THE BOARD OF DIRECTORS
UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
602 E. HUNTINGTON DRIVE, SUITE B, MONROVIA, CA 91016
8:00 A.M. – NOVEMBER 9, 2022

SPECIAL NOTICE
Teleconference Accessibility

Pursuant to the newly adopted provisions of the Brown Act and consistent with the Board's Resolution ratifying the declaration of a state of emergency by the State of California in response to the COVID-19 pandemic, the Upper District will hold its board meeting via teleconference or the most rapid means of communication available at the time. Instructions to participate in the teleconference are below:

Attendee Zoom Webinar Link **Meeting ID: 889 2271 7443**
https://us02web.zoom.us/j/88922717443

Telephone Dial: **Meeting ID: 889 2271 7443**
1 (669) 900–6833 US

Public comments may be made through teleconference when prompted by the President during the public comment period. Public comments may also be provided by emailing venessa@usgvmwd.org in advance of the meeting. Please indicate "PUBLIC COMMENT" in the subject line.

If you have difficulty connecting to the teleconference line, please call (626) 443-2297 or email ruben@usgvmwd.org. ***It may take a few minutes to join Zoom or connect via telephone so please join early.***

AGENDA

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL OF BOARD OF DIRECTORS

3. ADOPTION OF AGENDA [1]

4. PUBLIC COMMENT
   Anyone wishing to discuss items should do so now. A three-minute time limit on remarks is requested.

5. COMMITTEE REPORTS [2]

   (a) Administration and Finance *(Santana, Chair – Fellow, Vice-Chair)*
   Minutes of meeting held on November 1, 2022 to be distributed.

6. CONSENT CALENDAR [1]

   (a) Minutes of a regular meeting of the Board of Directors held on October 12, 2022 at 8:00 a.m.

   (b) List of Demands

(c) Financial Reports – September 2022
    1. Financial Statements
    2. Quarterly Report on District Investments
    3. Director's Public Outreach 22-23

(d) Resolution No. 11-22-650, Re-ratifying the Proclamation of a State of Emergency by Governor Newsom and Reauthorizing Remote Teleconference Meetings.

7. ACTION/DISCUSSION ITEMS [1]

(a) Consider Approval of General Manager's Performance Evaluation and Amended Contract. *(Draft contract amendment attached.)*

Recommendation

Staff recommends that the Board of Directors consider the matter and instruct staff accordingly on the following amendments to the General Manager's contract:
1. Compensation adjustment
2. Term of the contract
3. Modification to certain retiree benefits

(b) Executive Management Employees Personnel Manual and Employee Handbook Amendments. *(Staff memorandum attached.)*

Recommendation

Staff recommends that the Board of Directors:
1. Approve amendments to the Executive Management Employees Personnel Manual related to certain retiree benefits; and
2. Instruct staff to incorporate the same changes to the Employee Handbook to be presented for board approval at a future meeting.

8. INFORMATION ITEMS (These items are for the information of the Board of Directors and require no action) [2]

(a) Press Releases and News Articles.

9. ATTORNEY'S REPORT [2]

10. ENGINEER'S REPORT [2]

11. GENERAL MANAGER'S REPORT [2]

12. METROPOLITAN REPORT – [2]

13. WATER QUALITY AUTHORITY REPORT – [2]

14. WATERMASTER REPORT – [2]

15. AB 1234 COMPLIANCE REPORT – [2]

16. DIRECTOR'S COMMENTS [2]

17. FUTURE AGENDA ITEMS [1]

18. ADJOURN TO CLOSED SESSION

    (a) Conference with Legal Counsel (Government Code section 54957); Performance Review: General Manager

19. ADJOURNMENT - To a regular meeting of the Board of Directors to be held on December 7, 2022 at 8:00 a.m. via teleconference or the most rapid means of communication available at the time.

LEGEND: [1] INDICATES ACTION ANTICIPATED BY BOARD OF DIRECTORS ON THIS ITEM
[2] INDICATES INFORMATION ITEM - NO BOARD ACTION NECESSARY

PRESIDENT ED CHAVEZ, PRESIDING

American Disabilities Act Compliance *(Government Code Section 54954.2(a))*
To request special assistance to participate in this meeting, please contact the Upper District office at (626) 443-2297 or venessa@usgvmwd.org at least 24 hours prior to meeting.

A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT 602 E. HUNTINGTON DRIVE, SUITE B, MONROVIA, CALIFORNIA 91016 8:00 A.M. – October 12, 2022

Pursuant to the newly adopted provisions of the Brown Act and consistent with the Board's resolution ratifying the declaration of a state of emergency by the State of California in response to the COVID-19 pandemic, the Upper District held a regular meeting of the Board of Directors via zoom teleconference on October 12, 2022, at the hour of 8:00 a.m.

ROLL CALL

DIRECTORS PRESENT: Chavez, Treviño, Garcia, Santana, and Fellow.

DIRECTORS ABSENT: None.

STAFF PRESENT: Tom Love, General Manager; Steve O'Neill, District Counsel; Steve Johnson, Consulting Engineer; Evelyn Rodriguez, Executive Manager - Finance and Administration; Patricia Cortez Executive Manager - Government and Community Affairs; Venessa Navarrette, Executive Assistant; Ruben Gallegos, Project Assistant; Priscilla Lu, Accounting/Financial Analyst, Jennifer Aguilar, Water Use Efficiency Analyst, and Valeria Rodriguez, Administrative Assistant.

OTHERS PRESENT

Ana Schwab, Anteneh Tesfaye, Anthony Alberti, Ben Lewis, Cvenegas, Dan Arrighi, David Muse, Jenny Savron, Jose Martinez, Kelly Gardner, Lenet Pacheco, Martin Zvirbulis, Stephanie Moreno, Steve Kiggins, Cynthia Sternquist and Victor Magana.

ADOPTION OF AGENDA

On motion by Director Fellow, seconded by Secretary Garcia, the agenda was adopted as presented by the following roll call vote:

FELLOW: AYE
GARCIA: AYE
SANTANA: AYE
CHAVEZ: AYE
TREVIÑO: AYE

PUBLIC COMMENT

Cynthia Sternquist, Temple City Mayor, thanked Upper District for an exceptional outreach to communities regarding WaterFest. She then asked President Chavez to agendize holding in-person board meetings. She also requested the Board defer agenda item 7 (a) until after the upcoming election.

COMMITTEE REPORTS

Next scheduled committee meeting dates are as follows:

(a) Administration and Finance – November 1, 2022, at 4:00 p.m.
(b) Water Resources and Facility Management – November 2, 2002 at 4:00 p.m.
(c) Government Affairs and Community Outreach – November 14, 2022, at 4:00 p.m.

Director Fellow reported that the Government Affairs and Community Outreach Committee discussed Consent Calendar items d, e and f. He stated that due to lack of quorum, there was no recommendation from the committee for said items.

CONSENT CALENDAR

The General Manager requested the Board to pull item (d) from the Consent Calendar for separate board discussion.

Director Fellow moved to approve Consent Calendar items (a), (b) (c), (e) and (f). Vice President Santana seconded the motion, which was approved by the following roll call vote:

FELLOW: AYE
GARCIA: AYE
SANTANA: AYE
CHAVEZ: AYE
TREVIÑO: AYE

(a) Minutes of a regular meeting of the Board of Directors held on September 28, 2022, at 8:00 a.m.
(b) List of Demands
(c) Financial Reports – August 2022.
1.Financial Statements.
2.Director's Public Outreach
(e) Professional Services Agreement with Best, Best and Krieger for federal advocacy services from January 1, 2023 through December 31, 2024, for a monthly retainer of $7,500 and a total not to exceed maximum of $185,000.
(f) Professional Services Agreement with Aaron Read & Associates, LLC for state advocacy services from January 1, 2023 through December 31, 2024, for a monthly retainer of $10,000 and a total not to exceed maximum of $245,000.

President Chavez requested the General Manager to provide some background on item (d) the proposed Resolution No. 10-22-649, re-ratifying the proclamation of a state of emergency by Governor Newsom and reauthorizing remote teleconference meetings.

The General Manager stated that Los Angeles County recently lifted its social distancing order, interpreted by others as the end of the state of emergency. He added that the Metropolitan board did not adopt its resolution for teleconference meetings at its recent meeting.

District Counsel briefly discussed the current regulations pertaining to the Brown Act that allows for remote meetings. He stated that these regulations require that for remote meetings to be allowed, state of emergency and social distancing recommendations must be in place.

Director Fellow added that there is no continuing resolution adopted by the Metropolitan Board.

District Counsel recommended that the Board adopt the resolution as presented pending completion of his team's analysis of the situation.

Director Treviño stated that it is necessary to restore in-person board meetings to promote transparency to the public.

Vice President Santana expressed support for returning to in-person board meetings.

Secretary Garcia and the General Manager discussed how in-person and remote board meetings impact attendance.

Director Fellow echoed Vice President Santana's support for having in-person board meetings.

Vice President Santana moved to approve Consent Calendar item (d) to adopt Resolution No. 10-22-649, Re-ratifying the Proclamation of a State of Emergency by Governor Newsom and Reauthorizing Remote Teleconference Meetings. Secretary Garcia seconded the motion, which was approved by the following roll call vote:

FELLOW: AYE
GARCIA: AYE
SANTANA: AYE
CHAVEZ: AYE
TREVIÑO: ABSTAIN

NOMINATION OF TWO UPPER DISTRICT REPRESENTATIVE TO THE MAIN SAN GABRIEL BASIN WATERMASTER FOR CALENDAR YEAR 2023

The General Manager gave a brief background on the item.

Director Fellow nominated Vice President Santana and Vice President Santana nominated Director Fellow as Upper District representatives to the Main San Gabriel Basin Watermaster (Watermaster) for calendar year 2023.

On motion by Secretary Garcia, seconded by Director Fellow, the Board of Directors appointed Director Fellow and Vice President Santana as Upper District's representatives to the Main San Gabriel Basin Watermaster for calendar year 2023 by the following roll call vote:

FELLOW: AYE
GARCIA: AYE
SANTANA: AYE
CHAVEZ: AYE
TREVIÑO: AYE

INFORMATION ITEMS

The following items listed on the agenda for the information of the Board were read and ordered received and filed:

(a) Press Releases and Newspaper Articles.

ATTORNEY'S REPORT

District Counsel reported working with staff on transactional matters including: preparation for the closed session meeting regarding the General Manager's performance evaluation, professional services agreement review, annual process for Watermaster's representative, and the implications of AB 361.

ENGINEER'S REPORT

The District Engineer provided a report on hydrologic conditions, basin deliveries, reservoir storage, and rainfall averages. He reported that the Baldwin Park Key Well groundwater elevation was 177.3 feet as of October 7, 2022, noting continuing drop in the Key Well. He then reported that no notices of wells shutdown due to contamination were received during the month of September 2022.

The following is a summary of contamination ranges found in samples under Title 22 from 80 wells during August 2022.

Contaminant	Range (ppb)	MCL (ppb)
PCE	ND - 1.7	5*
TCE	ND - 2	5*

A detailed written report was provided in the Board's agenda packet.

GENERAL MANAGER'S REPORT

The General Manager reported a correction on the report for USG-3 deliveries. He stated that USG-3 is on and that about 5,000 acre feet has been delivered since October 3rd. He stated that Upper District has been monitoring the Key Well levels, noting that it seems to be moving consistent with projected levels. He reported continuing discussions with Metropolitan on how to address drought conditions should they persist next year. He also reported receiving a positive response from the California Department of Fish and Wildlife Services regarding the Quagga Mussel Control Plan.

The General Manager announced the scheduled move-in to the new building will be on October 24th and 25th. He then commended Ruben Gallegos for facilitating the sale of the backup generator. He also announced that Upper District received the 2022 Sustained Excellence Award from the U.S. EPA WaterSense program.

Ms. Cortez, the Executive Manager for Government and Community Affairs briefly provided a rundown of WaterFest to be held on October 15th.

A written report was also provided in the Board's agenda packet.

METROPOLITAN REPORT

Director Fellow reported that Adan Ortega was recently elected as a new chairman of the Metropolitan's board of directors. He also reported the Metropolitan Board's approval of a project labor agreement for construction contracts.

A written report was also provided in the Board's agenda packet.

WATER QUALITY AUTHORITY REPORT

President Chavez reported that the WQA Board of Directors adopted resolution proclaiming statewide state of emergency and authorizing teleconferencing meetings. He also reported on WQA special election for alternate member representing cities with pumping rights.

A summary report was also provided in the Board's agenda packet.

WATERMASTER REPORT

A summary report was provided in the Board's agenda packet.

AB 1234 COMPLIANCE REPORT

A summary report was provided in the Board's agenda packet.

DIRECTOR'S COMMENTS

Director Treviño congratulated Mr. Ortega on his election as the new chairman of the Metropolitan Board. He also thanked Ms. Gray for her tenure and for being the first chairwoman of color.

Vice President Santana thanked the Board for their support on her nomination to the Watermaster board. She also congratulated staff on the EPA WaterSense Award.

President Chavez stated that he is looking forward to WaterFest on October 15th.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION

A closed session was held pursuant to Government Code section 54957; Performance Review: General Manager.

Secretary Garcia left the meeting.

REPORT ON CLOSED SESSION

The Board reconvened after closed session. District Counsel reported that a discussion was held by the board, instruction was given to staff and that no formal action was taken during closed session.

ADJOURNMENT

President Chavez asked if there were other business to come before the Board. There being none, the meeting was adjourned to a regular meeting of the Board of Directors to be held on November 9, 2022, at 8:00 a.m. via teleconference or the most rapid means of communication available at the time.

ATTEST

_____
PRESIDENT

_____
SECRETARY

SEAL

Attachment 1
Consent Item 6 (b)
October 12, 2022

Demands numbered 21698 through 21739 on the General Fund Account of the Upper District at Citizens Business Bank totaling $958,226.42 and demands numbered 1060 through 1064 on the Water Fund Account at the same bank in the amount of $684,855.26.

21698	Accent Computer Solutions, Inc.	Inv. 153793D1, Deposit - New Office Move/Installation ***(Board approved 10/16/15. Previously paid 09/21/22)***		$ 3,652.01
21699	Foothill Technology Center, LLC	Inv. OCT 22LEA, Office Lease - October 2022 ***(Board approved 04/09/11. Previously paid 09/21/22)***		20,751.00
21700	Marjani Builders, Inc.	Inv. APP7, District Tenant Improvement Project ***(Board approved 02/09/22. Previously paid 09/27/22)***		277,212.28
21701	California Designs	Inv. 8588, Volunteer Shirts for WaterFest 2022 ***(Previously paid 09/27/22)***		616.00
21702	Unisource Solutions, Inc.	Inv. 21600.001Q, Deposit - New Office Furniture ***(Previously paid 09/29/22)***		5,541.66
21703	ACI Consulting Corporation	Inv. IN-004044, Sage Consulting Services, September 2022		85.00
21704	ACWA/JPIA	Inv. 0692244, Health Insurance Premium - October 2022		24,978.42
21705	Aleshire & Wynder, LLP	Professional Services, August 2022 Inv. 70310, Retainer Inv. 70311, Transactional Fees Inv. 70312, Transactional Fees ***(Board approved 04/13/22)***	 4,267.00 275.80 6,072.90	 10,615.70
21706	Best Best & Krieger, LLP	Inv. 945472, Lobbying Services through August 31, 2022 ***(Board approved 12/09/20)***		7,500.00
21707	Bravo Productions	Inv. 10/15/22B, WaterFest 2022 Event Management - Final Payment		7,322.50
21708	Bulletin Displays	Inv. 34080, WaterFest 2022 Digital Bulletins		2,750.00
21709	Canyon City Printing	Inv. 7881, Water Is Life Contest 2022, Trading Cards Inv. 7882, WaterFest 2022, Loteria Cards Inv. 7883, WaterFest 2022, Foam Loteria Cards Inv. 7884, WaterFest 2022, Signage	3,398.66 544.22 172.46 197.10	 4,312.44
21710	Center for Financial Empowerment	Inv. 11/20/22UD, 2022 Operation Gobble Sponsorship		1,500.00
21711	Civic Publications, Inc.	Inv. 1739, Community Profiles 2022, "Our Vision our Mission" Ad		5,600.00
21712	Downtown El Monte Business Association	Inv. 10/22/22UD, 2022 Dia De Los Muertos Sponsorship		500.00
21713	Diamond Enrionmental Services	Inv. 0004050336, Portable Restrooms and Electric Sinks, WaterFest 2022		4,323.10
21714	Discovery Science Center	Inv. 1580-1A, March 2022-Supplemental Invoice ***(Board approved 07/08/20)***		680.00
21715	EcoTech Services, Inc.	Inv. 2413, Leak Repair Kit Program, September 2022 ***(Board approved 06/08/22)***		3,240.00
21716	G3LA, LLC	Inv. 1038, Water Conservation Webinar and Flyers, August 2022 Inv. 1049, Water Conservation Webinar and Flyers, September 2022	1,750.00 1,750.00	 3,500.00
21717	Joey C. Soto	Inv. #95, Grant Writing Services, August 2022 ***(Board approved 06/08/22)***		1,005.00
21718	John Robinson Consulting, Inc.	Inv. UD-201501-37, TO1: State/Federal Loan/Grants Reporting, Jan - Aug 2022 ***(Board approved 08/04/15)***		3,000.00
21719	Planes De Renderos, LLC	Inv. 125Q, WaterFest 2022, Vendor and Volunteer Lunches		1,400.00
21720	Rene Burguan	Inv. 0250Q, WaterFest 2022 Band		3,000.00
21721	Ronald Guerrero	Inv. 10/15/22, WaterFest 2022 DJ		500.00

21722	Stetson Engineers, Inc.	Inv. 2533-197, General Engineering Support Services, August 2022		15,412.26
21723	State Water Resouces Control Board	Inv. 09805-22-10, Package 3 Annual State Revolving Fund Loan Repayment		86,782.45
21724	Ten Eight Security Services, Inc.	Inv. 1210, WaterFest 2022, Security Services		2,600.00
21725	Upper District Payroll Fund	Inv. AUG 22, Reimbursement for Payroll and Payroll Taxes for Employees	131,957.26	
		Inv. AUG 22D, Reimbursement for Payroll Taxes for Directors	8,217.94	140,175.20
21726	Upper District Revolving Fund	Replenish Revolving Fund Account - September 2022		
		Office Supplies	436.03	
		Computer Systems/Equipment/Maintenance/Insurance/Outside Service	956.43	
		Director's Outreach	500.00	
		Telephone/Utilities/Building Maintenance	2,073.00	
		Water Conservation Program Expenses	1,305.00	
		WRP Operation and Maintenance	37,480.29	
		Medical/ODA Reimbursement/Processing Fee/Retirement Plan/Overdeposit	822.38	43,573.13
21727	U.S. Bank Corporate Payment System	CalCard Changes through 09/22/22		
		Meetings, Travel, Conferences	7,155.29	
		Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities	1,903.39	
		Conservation Program Expenses, Education and Outreach	3,274.92	12,333.60
21728	WLC Architects	Inv. 20, Construction Administration Services, August 2022		18,000.00
		(Board approved 08/12/20)		
21729	Anthony Fellow	Director's Compensation, June 2022		
		7 Days District Business	1,785.00	
		4 Days MWD Business	1,020.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(1,072.93)	1,748.94
21730	Anthony Fellow	Director's Compensation, July 2022		
		9 Days District Business	2,295.00	
		5 Days MWD Business	1,275.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(1,240.08)	2,346.79
21731	Anthony Fellow	Director's Compensation, August 2022		
		10 Days District Business	2,550.00	
		8 Days MWD Business	2,040.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(1,474.44)	3,132.43
21732	Edward L. Chavez	Director's Compensation, September 2022		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	1,460.97	
		Less Deferred Comp.	(1,617.00)	
		Less Taxes Withheld	(1,022.78)	1,371.19
21733	Charles M. Treviño	Director's Compensation, September 2022		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	434.03	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(539.01)	1,945.02
21734	Jennifer Santana	Director's Compensation, September 2022		
		5 Days District Business	1,275.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(175.33)	1,116.54
21735	Anthony Fellow	Director's Compensation, September 2022		
		10 Days District Business	2,550.00	
		9 Days MWD Business	2,295.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(1,535.77)	3,326.10
21736	Katarina Garcia	Director's Compensation, September 2022		
		6 Days Disrtrict Business	1,530.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(257.87)	1,289.00

21737	Greater LA Area Council, BSA	Inv. 10/18/22UD, 2022 Distinguished Citizen Award Sponsorship		1,000.00
21738	La Puente Valley County Water District	Inv. PROP84-LPVCWD 1, Partial Release of Prop 84 Grant Funds		224,070.12
21739	Power Trip Rentals	Inv. RES# 34505, Generator Rentals, WaterFest 2022		4,418.54
			TOTAL	**$958,226.42**

1060	Central Basin MWD	Invoice No. USGV-AUG22, Purchase of 6.1 AF of Recycled Water in July 2022 ***(Previously paid 09/27/22)***		$ 4,452.20
1061	City of Industry City Hall	Invoice No. AUG-22, Purchase of 98.5 AF of Recycled Water in August 2022 Invoice No. AUG-22CIP, CIP Charge for August 2022 @ $98 per AF	31,126.00 9,653.00	40,779.00
1062	Metropolitan Water District	Invoice No. 10895, Purchase of 552.6 AF of Treated Water in August 2022		617,954.30
1063	San Gabriel Valley MWD	Invoice No. 544, 100.01 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in August 2022 @ $200 per AF		20,002.00
1064	Suburban Water System	Invoice No. 6700, Phase IIB Normal Operating Charge, September 2022		1,667.76
			TOTAL	**$ 684,855.26**

List of Demands

November 1, 2022
General Fund

Board of Directors
Upper San Gabriel Valley Municipal Water District

Submitted herewith for action by the Board of Directors of the Upper San Gabriel Valley Municipal Water District are the following demands on the District's General Fund Account at Citizens Business Bank:

21740	Void	Printer Error		$ -
21741	David Zuniga	Inv. 0008, VIP Catering, WaterFest 2022 ***(Previously paid 10/12/22)***		1,761.75
21742	Void	Printer Error		-
21743	American Restore	Inv. 09/14/22Q, 10% Deposit, Stair Coating for New Building ***(Previously paid 10/12/22)***		3,469.30
21744	Orbit Event Rentals, Inc.	Inv. 49644-2, 2nd Payment, WaterFest 2022 ***(Previously paid 10/14/22)***		13,000.00
21745	B and H Signs	Inv. 7698Q, 50% Deposit, Plaque & Portrait Poster ***(Previously paid 10/19/22)***		2,994.78
21746	Unisource Solutions, Inc.	Inv. 32366, 50% Deposit, Moving Services ***(Previously paid 10/19/22)***		11,800.00
21747	Unisource Solutions, Inc.	Inv. 32366A, Final Payment, Moving Services ***(Previously paid 11/02/22)***		11,800.00
21748	Marjani Builders, Inc.	Inv. APP8, District Tenant Improvement Projecr ***(Board approved 02/09/22. Previously paid 10/24/22)***		299,883.65
21749	Aaron Read & Associates, LLC	Inv. 212360, State Legislative Advocacy Services, September 2022 ***(Board approved 12/09/20)***		10,000.00
21750	Accent Computer Solutions, Inc.	Inv. 152707, IT Management Support - August 2022 Inv. 153773, IT Management Support - September 2022 Inv. 154173, IT Management Support - October 2022 Inv. 154660, IT Management Support - November 2022	3,093.13 1,956.52 1,954.44 2,973.19	9,977.28
21751	ACI Consulting Corporation	Inv. IN-004191, Sage Consulting Services, October 2022		637.50
21752	ACWA	Inv. 2023, 2023 Annual Agency Dues		21,185.00
21753	ACWA/JPIA	Inv. 0693766, Health Insurance Premium - November 2022		26,591.05
21754	Aleshire & Wynder, LLP	Professional Services, September 2022 Inv. 70914, Retainer Inv. 70915, Transactional Fees Inv 70916, Transactional Fees	 4,267.00 39.40 5,420.10	9,726.50
21755	Best, Best & Krieger, LLP	Inv. 947112, Lobbying Services through September 30, 2022 ***(Board approved 12/09/20)***		7,500.00
21756	B and H Signs	Inv. 20015, Final Payment, Plaque & Portrait Poster		2,994.78
21757	BizFed	Inv. 4854, 2023 Membership Dues		6,000.00
21758	California Special Districts Association	Inv. 2023, 2023 Membership Dues		8,810.00
21759	Clear Channel Outdoor	Inv. 13153035, 09/26/22 - 10/23/22 WaterFest 2022 Ads		22,000.00
21760	Downtown Arcadia Improvement Association	Inv. Q4 Sponsorship, Halloween Haunting Fair Sponsorship		500.00
21761	Ecotech Services, Inc.	Inv. 2421, Water Bottle Fill Station, September 2022		7,500.00
21762	G3LA, LLC	Inv. 1051, Water Conservation Webinar, September 2022 Inv. 1059, Water Conservation Webinar & Flyers, October 2022	1,500.00 1,750.00	3,250.00
21763	Green Media Creations	Inv. 1642, September 2022, Video Editing & Voiceover, WaterFest 2022		500.00
21764	Joey C. Soto	Inv. #96, Grant Writing Services, September 2022		1,122.50
21765	Kelly Services, Inc.	Temporary Staff Services Inv. 4202729722, W/E 10/15/22 ***(Board approved 02/07/19)***		615.43
21766	Land's End Business Outfitters	Inv. SIN 10604919, WaterFest 2022 Logo Items		462.08

21767	Orbit Event Rentals, Inc.	Inv. 49644-3, Final Payment, WaterFest 2022		1,649.87
21768	Rogers, Anderson, Malody and Scott, LLP	Inv. 71411, Progress Billing for FY 21/22 Audit - September 2022 ***(Board approved 02/09/22)***		11,500.00
21769	Spectrum Reach/Charter	Inv. 860006549, WaterFest 2022 Save the Date Ads	1,500.00	
		Inv. 860000548, WaterFest 2022 Save the Date Ads	1,787.80	3,287.80
21770	Stetson Engineers, Inc.	Inv. 2533-198, General Engineering Support Services, September 2022		16,303.41
21771	Upper District Payroll Fund	Inv. SEP 22, Reimbursement for Payroll and Payroll Taxes for Employees	117,948.96	
		Inv. SEP 22D, Reimbursement for Payroll Taxes for Directors	18,871.77	136,820.73
21772	U.S. Bank Corporate Payment System	CalCard Changes through 10/22/22		
		Membership/Other	1,794.91	
		Meetings, Travel, Conferences	1,966.58	
		Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities	9,851.14	
		Conservation Program Expenses, Education and Outreach	12,602.20	26,214.83
21773	Versatel	Inv. 22631Q, Telephone Relocation		2,001.56
21774	Via Promotionals, Inc.	Inv. 20491, WaterFest 2022 Logo Items		670.14
21775	Watereuse Association	Inv. D47327, 2023 Membership Dues		15,015.00
21776	WLC Architects	Inv. 21, Construction Administration Services, September 2022 ***(Board approved 08/12/20)***		2,250.00
21777	Edward L. Chavez	Director's Compensation, October 2022		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(1,610.00)	
		Less Taxes Withheld	(1,401.77)	55.10
21778	Charles M. Treviño	Director's Compensation, October 2022		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	377.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(539.01)	1,888.86
21779	Jennifer Santana	Director's Compensation, October 2022		
		4 Days District Business	1,020.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(155.82)	881.05
			TOTAL	**$ 702,619.95**

November 1, 2022
Water Fund

Board of Directors
Upper San Gabriel Valley Municipal Water District

Submitted herewith for action by the Board of Directors of the Upper San Gabriel Valley Municipal Water District are the following demands on the District's Water Fund Account at Citizens Business Bank:

1065	Central Basin MWD	Invoice No. USGV-SEP22, Purchase of 6.8 AF of Recycled Water in August 2022 ***(Previously paid 11/02/22)***		$ 4,939.86
1066	City of Industry City Hall	Invoice No. SEP-22, Purchase of 77.3 AF of Recycled Water in September 2022		24,426.80
1067	City of Industry City Hall	Invoice No. SEP-22CIP, CIP Charge for September 2022 @ $98 per AF		7,575.40
1068	Metropolitan Water District	Invoice No. 10924, Purchase of 415.9 AF of Treated Water in September 2022		451,258.64
1069	San Gabriel Valley MWD	Invoice No. 545, 77.75 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in September 2022 @ $200 per AF		15,550.00
1070	San Gabriel Valley Water Company	Invoice No. 22-22271, O&M Cost for FY 2021-22		26,274.60
1071	Suburban Water System	Invoice No. 6702, Phase IIB Normal Operating Charge, October 2022		1,667.76
1072	Sanitation District of Los Angeles County	Invoice No. 37769, Contract No. 4101 & 4101A - Fiscal Year 2021/22		
		Purchase of 1,797.38 AF of Recycled Water	$ 267,791.65	
		Chlorine Residual Chemical Cost	8,915.00	
		Pump Operation & Maintenance	11,850.90	288,557.55
		TOTAL		**$ 820,250.61**

UPPER SAN GABRIEL VALLEY MWD
FINANCIAL SUMMARY FOR SEPTEMBER 30, 2022

Expenses	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2022-23 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING	Comments
Administrative Expenses	$ 134,380	$ 659,566	$ 2,530,400	$ 1,870,834	73.9%	YTD expenses include payment of annual contribution to CalPERS related to Upper District's unfunded accrued liablity.
Water Conservation Program	132,061	495,763	2,024,900	1,529,137	75.5%	YTD expeses include about $108K of FY 21/22 public outreach expenses.
Stormwater Program	3,392	10,176	40,700	30,524	75.0%	
Water Recycling Program	115,165	346,456	1,878,900	1,532,444	81.6%	
Water Quality and Supply Program	51,296	156,329	599,900	443,571	73.9%	
Water Purchases	2,250,963	3,710,210	30,917,600	27,207,390	88.0%	Expenses for the month consist of 440 AF of treated water and 890 AF of untreated water purchases. It also includes Metropolitan's RTS charge of about $919K.
Operating Expenses	2,687,257	5,378,500	37,992,400	32,613,900	85.8%	
Operating Revenue	2,220,930	5,420,981	38,202,200	32,781,219	85.8%	Revenue for the month consists of 440 AF of treated water and 890 AF of untreated water sales for the month of July.
Net Reserve Activity from Operations (-/+)	(466,327)	42,481	209,800	n/a	n/a	
Capital Expenditures	17,488	911,581	772,000	(139,581)	-18.1%	YTD expenses include new office building renovation expenses carried over from prior year.
Capital Program Revenue	-	-	-	-	0.0%	
Net Change in Cash Due to Capital Outlays	(17,488)	(911,581)	(772,000)	n/a	n/a	
Total Change in Fund Balances	$ (483,815)	$ (869,100)	$ (562,200)	n/a	n/a	

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
FOR THE MONTH ENDED SEPTEMBER 30, 2022

	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2022-23 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING
ADMINISTRATIVE AND OPERATING REVENUES					75% @9-30-22
Water Rate Revenues					
Tier 1 Treated	228,479	1,969,837	3,520,500	1,550,663	44%
Tier 1 Untreated	618,550	904,953	23,970,000	23,065,047	96%
Upper Surcharge Tier 1 Treated	58,182	174,848	309,000	134,152	43%
Upper Surcharge Tier 1 Untreated	184,230	269,533	3,090,000	2,820,467	91%
MWD Capacity Charge Revenue	-	75,335	349,800	274,465	78%
Gross MWD Standby Charge-Revenue Reconciliation	743,109	743,109	1,894,000	1,150,891	61%
MSGB Watermaster-Ready-to-Serve	6,300	18,900	75,600	56,700	75%
Sub Total	**1,838,850**	**4,156,515**	**33,208,900**	**29,052,385**	**87%**
Revolving Revenue					
MSGB Watermaster-SG River Watermaster	98,500	98,500	105,000	6,500	6%
Sub Total	**98,500**	**98,500**	**105,000**	**6,500**	**6%**
Other Administrative Revenues					
Interest/Investment Earnings	(34,889)	(27,592)	35,400	62,992	178%
Taxes	-	112,214	500,000	387,786	78%
Other Income (Loss)	10,510	11,246	24,000	12,754	53%
Sub Total	**(24,379)**	**95,868**	**559,400**	**463,532**	**83%**
TOTAL ADMINISTRATIVE REVENUES	**1,912,971**	**4,350,883**	**33,873,300**	**29,522,417**	**87%**
CAPITAL PROJECT FUND REVENUES					
Recycled Water Revenues					
Recycled Water Sales	62,371	168,612	465,000	296,388	64%
Upper Recycled Water Surcharge Revenue	227,775	597,466	1,098,000	500,534	46%
Metropolitan Water District LRP Funds	16,735	44,911	106,000	61,089	58%
Parcel/Standby Charge	-	64,971	2,050,000	1,985,029	97%
Prop 84 Passthrough Grant	-	540	-	(540)	0%
Interest/Investment Earnings	(3,434)	(3,174)	6,000	9,174	153%
Sub Total	**303,447**	**873,326**	**3,725,000**	**2,851,674**	**77%**
Capital Program Revenues					
Grants - Other	-	-	-	-	0%
Sub Total	**-**	**-**	**-**	**-**	**0%**
Water Conservation Revenues					
Conservation Program Contributions	11,700	202,120	570,000	367,880	65%
Sub Total	**11,700**	**202,120**	**570,000**	**367,880**	**65%**
TOTAL CAPITAL PROJECT FUND REVENUES	**315,147**	**1,075,446**	**4,295,000**	**3,219,554**	**75%**
OTHER FUND REVENUES					
Water Quality and Supply Program Revenues					
Interest/Investment Earnings	(5,613)	(4,022)	31,600	35,622	113%
Sub Total	**(5,613)**	**(4,022)**	**31,600**	**35,622**	**113%**
Rate Stabilization Fund Revenues					
Interest/Investment Earnings	(1,575)	(1,326)	2,300	3,626	158%
Sub Total	**(1,575)**	**(1,326)**	**2,300**	**3,626**	**158%**
TOTAL OTHER FUND REVENUES	**(7,188)**	**(5,348)**	**33,900**	**39,248**	**116%**
TOTAL REVENUES	**2,220,930**	**5,420,981**	**38,202,200**	**32,781,219**	**86%**

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
FOR THE MONTH ENDED SEPTEMBER 30, 2022

ADMINISTRATIVE AND OPERATING EXPENSES	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2022-23 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING
					75% @9-30-22
Personnel Expenses					
Employee Salaries	113,306	329,209	1,416,000	1,086,791	77%
Employee Benefits	18,322	61,695	278,000	216,305	78%
Retired Employee Benefits	9,164	23,982	100,000	76,018	76%
Employee Travel/Conference	1,209	7,465	50,000	42,535	85%
Sub Total	**142,001**	**422,351**	**1,844,000**	**1,421,649**	**77%**
Director Expenses					
Director Compensation	10,737	40,895	216,000	175,105	81%
Director Benefits	11,246	34,841	170,000	135,159	80%
Retired Director Benefits	1,177	4,196	32,000	27,804	87%
Director Public Outreach	500	3,257	25,000	21,743	87%
Director Travel/Conference	3,525	5,471	50,000	44,529	89%
Sub Total	**27,185**	**88,660**	**493,000**	**404,340**	**82%**
Pension Expense					
CalPERS-Employees, Directors, Retirees	11,642	276,822	450,000	173,178	38%
Sub Total	**11,642**	**276,822**	**450,000**	**173,178**	**38%**
Office Expenses					
Office Supplies/Equipment	4,700	7,939	40,000	32,061	80%
Equipment Operations & Maintenance	897	7,537	26,000	18,463	71%
Computer Systems	7,554	8,131	60,000	51,869	86%
Dues and Assessments	-	13,816	75,000	61,184	82%
Meeting Expense	610	1,353	35,000	33,647	96%
Sub Total	**13,761**	**38,776**	**236,000**	**197,224**	**84%**
Facility Expenses					
Building Maintenance	384	1,435	45,000	43,565	97%
Liability/Property Insurance	-	13,292	65,000	51,708	80%
Office Lease	-	41,502	21,000	(20,502)	-98%
Telephone/Utilities	1,689	3,656	55,000	51,344	93%
Sub Total	**2,073**	**59,885**	**186,000**	**126,115**	**68%**
Professional Services					
Legal/Financial	9,342	19,457	105,000	85,543	81%
Engineering	23,615	37,873	120,000	82,127	68%
Auditor	3,000	10,500	30,000	19,500	65%
Outside Services	2,103	6,268	55,000	48,732	89%
Public Information/Outreach	-	-	3,500	3,500	100%
Sub Total	**38,060**	**74,098**	**313,500**	**239,402**	**76%**
Other Expenses					
Election Costs	-	-	212,000	212,000	100%
Sub Total	**-**	**-**	**212,000**	**212,000**	**100%**
Allocation to Projects and Programs					
Salaries/Overhead Allocated to Projects	(100,342)	(301,026)	(1,204,100)	(903,074)	75%
Sub Total	**(100,342)**	**(301,026)**	**(1,204,100)**	**(903,074)**	**75%**
TOTAL	**134,380**	**659,566**	**2,530,400**	**1,870,834**	**74%**
Water Purchases					
Tier 1 Treated	526,376	1,985,623	3,520,500	1,534,877	44%
Tier 1 Untreated	618,550	618,550	23,970,000	23,351,450	97%
MWD Capacity Charge	88,755	88,755	349,800	261,045	75%
MWD Ready-to-Serve Charge	918,782	918,782	2,972,300	2,053,518	69%
Sub Total	**2,152,463**	**3,611,710**	**30,812,600**	**27,200,890**	**88%**
Revolving Expenses					
San Gabriel River Watermaster	98,500	98,500	105,000	6,500	6%
Sub Total	**98,500**	**98,500**	**105,000**	**6,500**	**6%**
TOTAL	**2,250,963**	**3,710,210**	**30,917,600**	**27,207,390**	**88%**
TOTAL ADMINISTRATIVE EXPENSES	**2,385,343**	**4,369,776**	**33,448,000**	**29,078,224**	**87%**

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
FOR THE MONTH ENDED SEPTEMBER 30, 2022

	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2022-23 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING
RECYCLED WATER PROGRAM EXPENSES					75% @9-30-22
Water Purchases-Recycled Water	45,199	100,016	465,000	364,984	78%
SWRCB Loan Repayment	-	101,499	791,000	689,501	87%
Salaries and Overhead Allocation	5,175	15,525	62,100	46,575	75%
Standby Charge Development/Implementation	3,210	3,210	18,200	14,990	82%
Engineering - General	-	103	45,000	44,897	100%
Lobbyist	7,500	22,500	90,000	67,500	75%
Legal and Financial	-	-	3,000	3,000	100%
Public Information	-	1,433	5,000	3,567	71%
Operation and Maintenance Phase I/IIA	30,077	60,510	273,000	212,490	78%
Operation and Maintenance Phase IIB	24,004	41,660	126,600	84,940	67%
Sub Total	**115,165**	**346,456**	**1,878,900**	**1,532,444**	**82%**
TOTAL RECYCLED WATER EXPENSES	**115,165**	**346,456**	**1,878,900**	**1,532,444**	**82%**
CAPITAL PROGRAM EXPENSES					
San Gabriel Valley Water Recycling Project					
Direct Reuse Program	-	-	105,000	105,000	100%
USG Connections	-	-	30,000	30,000	100%
Legal and Financial	-	-	2,000	2,000	100%
Sub Total	**-**	**-**	**137,000**	**137,000**	**100%**
Other Capital Program Expenses					
District Headquarters	17,488	911,581	635,000	(276,581)	-44%
Sub Total	**17,488**	**911,581**	**635,000**	**(276,581)**	**-44%**
TOTAL CAPITAL PROGRAM EXPENSES	**17,488**	**911,581**	**772,000**	**(139,581)**	**-18%**
STORMWATER PROGRAM EXPENSES					
Stormwater Program					
Salaries and Overhead Allocation	3,392	10,176	40,700	30,524	75%
Sub Total	**3,392**	**10,176**	**40,700**	**30,524**	**75%**
TOTAL STORMWATER EXPENSES	**3,392**	**10,176**	**40,700**	**30,524**	**75%**

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
FOR THE MONTH ENDED SEPTEMBER 30, 2022

	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2022-23 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING
WATER CONSERVATION PROGRAM EXPENSES					75% @9-30-22
WATER USE EFFICIENCY					
Residential Programs					
Member Agency Administered Programs	-	7,757	200,000	192,243	96%
Regional Rebate Program	-	5,208	20,000	14,792	74%
Sub Total	**-**	**12,965**	**220,000**	**207,035**	**94%**
Commercial/Industrial/Institution Programs					
Member Agency Administered Programs	-	8,850	330,000	321,150	97%
Regional Rebate Program	-	-	20,000	20,000	100%
Sub Total	**-**	**8,850**	**350,000**	**341,150**	**97%**
Allocation to Conservation Programs					
Salaries & Overhead	19,942	59,826	239,300	179,474	75%
Sub Total	**19,942**	**59,826**	**239,300**	**179,474**	75%
TOTAL WATER USE EFFICIENCY EXPENSES	**19,942**	**81,641**	**809,300**	**727,659**	90%
EDUCATION & COMMUNITY OUTREACH					
Watershed Programs					
Natural Vegetation Restoration Program	-	-	20,000	20,000	100%
Sub Total	**-**	**-**	**20,000**	**20,000**	**100%**
Educational Programs					
Water Awareness Youth Art Contests	1,950	1,950	11,000	9,050	82%
Educational Activities	16,978	19,328	100,000	80,672	81%
Solar Cup	-	-	10,000	10,000	100%
Memberships	5,000	27,773	130,000	102,227	79%
Educational Materials/Grant Program	(510)	(510)	55,000	55,510	101%
Educational Outreach Programs/Events	16,142	32,007	130,000	97,993	75%
Sub Total	**39,560**	**80,548**	**436,000**	**355,452**	**82%**
Outreach and Information Programs					
Public Workshops/Seminars	-	3,250	35,000	31,750	91%
Conservation Devices/Items	1,235	17,818	40,000	22,182	55%
Bottled Water Program	4,527	5,142	15,500	10,358	67%
Community/Industry Sponsorships	3,750	9,350	35,000	25,650	73%
Displays/Fairs/Presentations	126	897	2,500	1,603	64%
Conferences/Meetings	999	3,466	6,500	3,034	47%
Public Information	10,687	147,044	80,000	(67,044)	-84%
Technical Assistance	12,477	29,944	70,000	40,056	57%
Legal/Financial	-	389	10,000	9,611	96%
Sub Total	**33,801**	**217,300**	**294,500**	**77,200**	**26%**
Allocation to Conservation Programs					
Salaries & Overhead	38,758	116,274	465,100	348,826	75%
Sub Total	**38,758**	**116,274**	**465,100**	**348,826**	**75%**
TOTAL EDUCATION & COMMUNITY OUTREACH EXPENSES	**112,119**	**414,122**	**1,215,600**	**801,478**	**66%**
TOTAL WATER CONSERVATION EXPENSES	**132,061**	**495,763**	**2,024,900**	**1,529,137**	**76%**
WATER QUALITY AND SUPPLY PROGRAM EXPENSES					
Policy 9-00-8 Groundwater Remediation Projects					
Engineering for Water Supply Projects	7,558	14,619	42,000	27,381	65%
Legislative Consultant	10,000	40,214	130,000	89,786	69%
Outside Services	-	-	10,000	10,000	100%
Sub Total	**17,558**	**54,833**	**182,000**	**127,167**	**70%**
Other Expenses					
Integrated Resources Plan	-	-	10,000	10,000	100%
Water Supply Reliability Plan/Emergency Preparedness	-	-	5,000	5,000	100%
Legal and Financial	663	2,271	6,000	3,729	62%
Salaries and Overhead Allocation	33,075	99,225	396,900	297,675	75%
Sub Total	**33,738**	**101,496**	**417,900**	**316,404**	**76%**
TOTAL WATER QUALITY AND SUPPLY EXPENSES	**51,296**	**156,329**	**599,900**	**443,571**	**74%**
TOTAL EXPENSES	**2,704,745**	**6,290,081**	**38,764,400**	**32,474,319**	**84%**

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
SUMMARY OF CASH AND INVESTMENTS
September 30, 2022

CASH AND INVESTMENT BALANCES

	Amount ($)
Cash Account Balances	
General Fund-Checking	$ 957,750.32
Water Fund-Checking	627,477.69
Revolving Fund	55,989.25
Revolving Payroll Fund	213,534.70
Total Cash Account Balances	$ 1,854,751.96

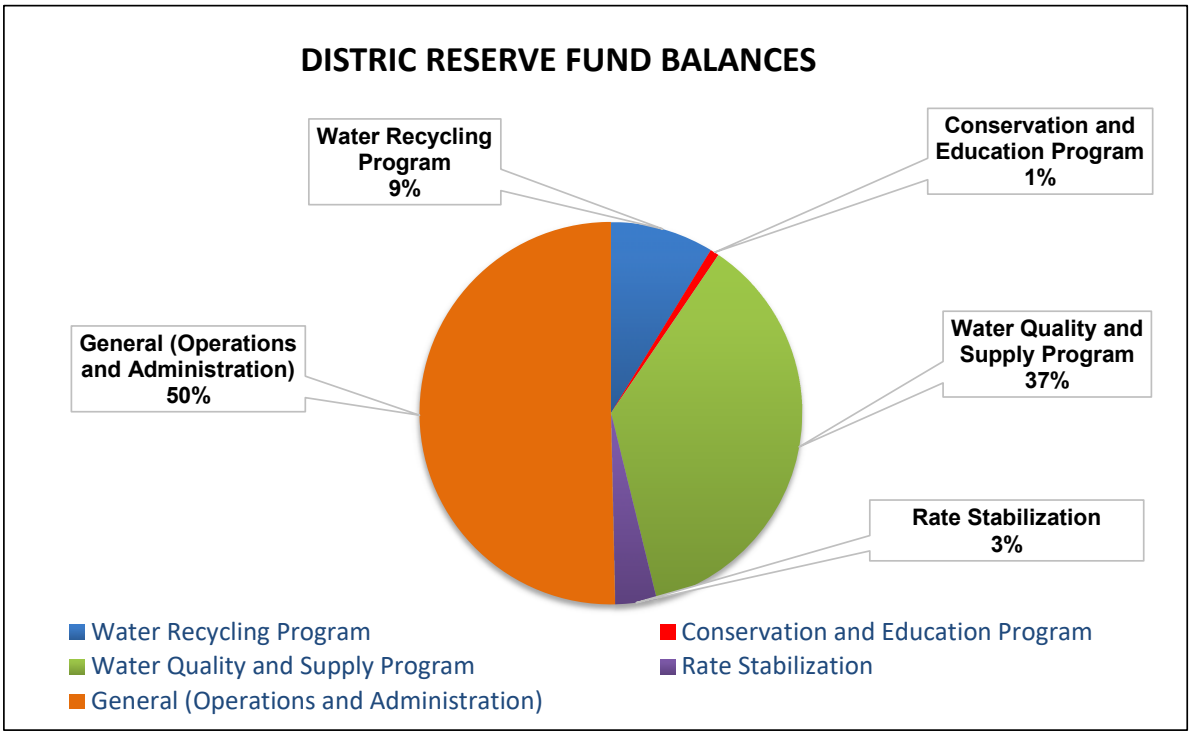
Investment Account Balances	**Market Value**	**Cost/Book Value**
Local Agency Investment Fund	$ 10,596,025.46	$ 10,596,025.46
Other Investments	5,466,824.16	5,699,835.02
Total Investment Account Balances	$ 16,062,849.62	$ 16,295,860.48

Total Cash and Investment Balances	**$ 17,917,601.58**

DISTRICT FUND BALANCES

Capital Program Fund:	
Water Recycling Program	$ 1,567,667.00
Conservation and Education Program	134,800.00
Water Quality and Supply Program	6,563,902.00
Sub Total	8,266,369.00
Rate Stabilization Fund	631,039.00
General Fund (Operations and Administration)	9,020,193.58
Total Fund Balances	**$ 17,917,601.58**

MANAGEMENT STATEMENT: It is the opinion of management that all fund balances are in compliance with all applicable statutes and the current investment policy of the District. It is also the opinion of management that projected cash flow liquidity is adequate to meet the next six months of expected obligations of the District.



UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

Board of Directors:
Anthony R. Fellow, Ph.D., *Division 1*
Charles M. Treviño, *Division 2*
Ed Chavez, *Division 3*
Katarina Garcia, *Division 4*
Jennifer Santana,

DATE: September 30, 2022

TO: Board of Directors

FROM: District Treasurer Charles Treviño

SUBJECT: Quarterly Report Regarding District Investments

The Board of Directors of the Upper San Gabriel Valley Municipal Water District (Upper District) has adopted a policy regarding the investment of Upper District funds. The policy established specific guidelines for District investment activity, delegated investment responsibility and authority to the General Manager and set forth requirements for the Treasurer of the Board to oversee all Upper District investment transactions and make regular reports to the Board regarding Upper District investments. This letter is the Treasurer's Report of Upper District investment activity for the quarter ended September 30, 2022.

As of September 30, 2022, Upper District had $10,596,025.46 invested in the State of California's Local Agency Investment Fund (LAIF), which earned 1.35% during the quarter.

Upper District investments managed by Chandler Asset Management has a total market value of $5,019,940.28 as of September 30, 2022. Details are as follows:

Security Type	Cost/Book Value	Market Value
Agency	$ 1,999,578.83	$ 1,949,122.06
Money Market Fund	8,896.69	8,896.69
U.S. Corporate	474,700.87	462,416.94
U.S. Treasury	2,567,746.34	2,452,170.40
Supranational	148,282.30	147,334.19
Totals	**$ 5,199,205.03**	**$ 5,019,940.28**

Upper District investments through Great Pacific Securities has a total market value of $446,883.88 as of quarter end. Details are as follows:

Security Type	Cost/Book Value	Market Value
Cash Balance	1,250.29	1,250.29
U.S. Treasury	499,379.70	445,633.59
Totals	**$ 500,629.99**	**$ 446,883.88**

To the best of my knowledge, as Treasurer of the Upper District, this report is an accurate representation of Upper District investments and these investments comply with Upper District's investment policy and applicable statutes. Detailed information regarding all Upper District investments is attached with this memorandum for your review.

//Attachments

California State Treasurer
Fiona Ma, CPA

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

October 03, 2022

LAIF Home
PMIA Average Monthly Yields

UPPER SAN GABRIEL VALLEY MUNICIPAL
WATER DISTRICT
GENERAL MANAGER
602 EAST HUNTINGTON DRIVE, SUITE B
MONROVIA, CA 91016

Tran Type Definitions

Account Number: 90-19-021

September 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	10,596,025.46
Total Withdrawal:	0.00	Ending Balance:	10,596,025.46

PMIA/LAIF Performance Report as of 10/14/22

PMIA Average Monthly Effective Yields[1]

September	**1.513**
August	1.276
July	1.090

Quarterly Performance Quarter Ended 09/30/22

LAIF Apportionment Rate[2]:	1.35
LAIF Earnings Ratio[2]:	0.00003699565555327
LAIF Fair Value Factor[1]:	0.980760962
PMIA Daily[1]:	1.63%
PMIA Quarter to Date[1]:	1.29%
PMIA Average Life[1]:	304

Pooled Money Investment Account Monthly Portfolio Composition [1] 09/30/22 $222.9 billion

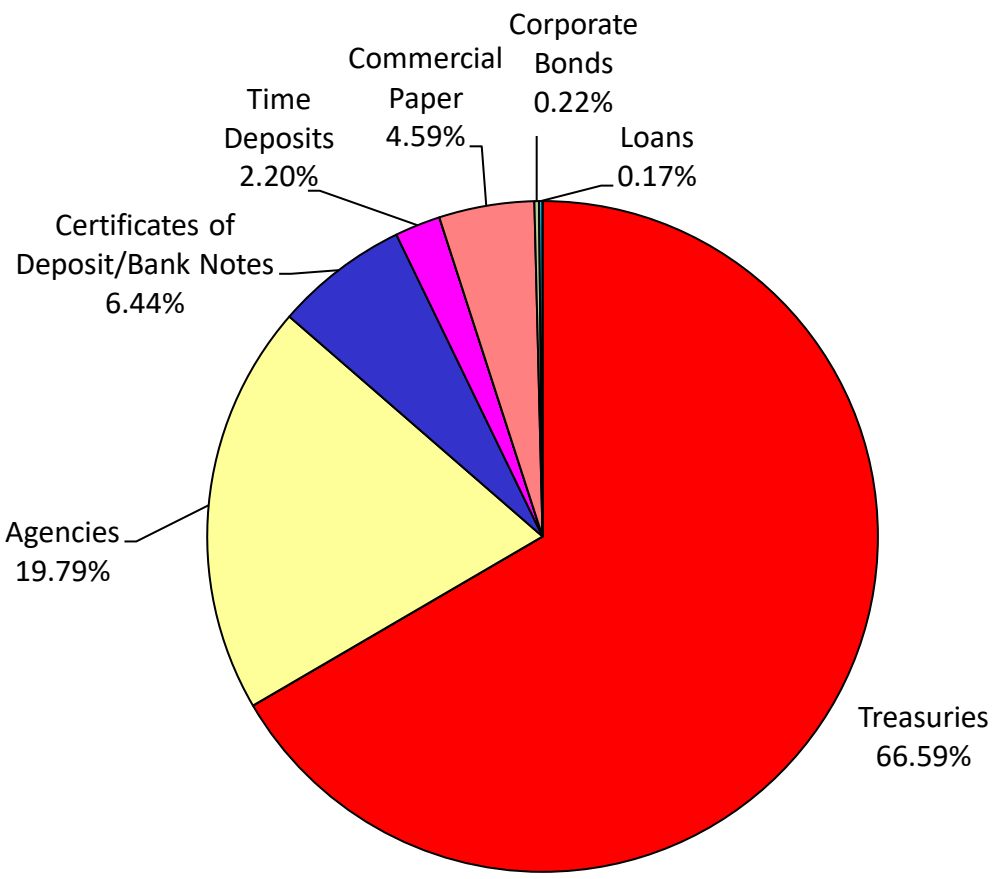


Chart does not include $3,917,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. **View PMIA Daily Rates**

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:
[1] State of California, Office of the Treasurer
[2] State of Calfiornia, Office of the Controller

State of California
Pooled Money Investment Account
Market Valuation
9/30/2022

Description	Carrying Cost Plus Accrued Interest Purch.	Amortized Cost	Fair Value	Accrued Interest
United States Treasury:				
Bills	$ 46,457,160,163.94	$ 46,657,126,553.35	$ 46,514,062,000.00	NA
Notes	$ 101,947,915,596.75	$ 101,931,736,332.18	$ 98,369,732,500.00	$ 237,324,054.50
Federal Agency:				
SBA	$ 334,748,643.50	$ 334,663,003.17	$ 335,043,755.16	$ 569,406.02
MBS-REMICs	$ 3,916,682.58	$ 3,916,682.58	$ 3,897,852.17	$ 17,633.20
Debentures	$ 8,593,591,055.03	$ 8,592,721,013.39	$ 8,353,930,850.00	$ 19,156,465.50
Debentures FR	$ -	$ -	$ -	$ -
Debentures CL	$ 2,650,000,000.00	$ 2,650,000,000.00	$ 2,574,109,000.00	$ 18,005,248.00
Discount Notes	$ 30,277,339,791.63	$ 30,410,365,854.03	$ 30,310,774,000.00	NA
Supranational Debentures	$ 2,229,190,558.99	$ 2,229,010,003.43	$ 2,133,180,400.00	$ 7,597,861.50
Supranational Debentures FR	$ -	$ -	$ -	$ -
CDs and YCDs FR	$ -	$ -	$ -	$ -
Bank Notes	$ 100,000,000.00	$ 100,000,000.00	$ 99,780,349.59	$ 775,000.00
CDs and YCDs	$ 14,260,000,000.00	$ 14,260,000,000.00	$ 14,229,806,876.24	$ 76,472,855.58
Commercial Paper	$ 10,239,348,756.91	$ 10,295,023,243.07	$ 10,275,778,388.91	NA
Corporate:				
Bonds FR	$ -	$ -	$ -	$ -
Bonds	$ 481,185,800.06	$ 481,129,063.95	$ 451,006,190.00	$ 2,646,445.75
Repurchase Agreements	$ -	$ -	$ -	$ -
Reverse Repurchase	$ -	$ -	$ -	$ -
Time Deposits	$ 4,909,000,000.00	$ 4,909,000,000.00	$ 4,909,000,000.00	NA
PMIA & GF Loans	$ 367,981,000.00	$ 367,981,000.00	$ 367,981,000.00	NA
TOTAL	$ 222,851,378,049.39	$ 223,222,672,749.15	$ 218,928,083,162.07	$ 362,564,970.05

Fair Value Including Accrued Interest $ 219,290,648,132.12

Repurchase Agreements, Time Deposits, PMIA & General Fund loans, and
Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (0.980760962).
As an example: if an agency has an account balance of $20,000,000.00, then the agency would report its participation in the LAIF valued at $19,615,219.23 or $20,000,000.00 x 0.980760962.

PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars[1]

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out	Total	Weight (% of Total)
TREASURY	$ 10,700	$ 10,050	$ 9,800	$ 5,750	$ 8,600	$ 12,650	$ 1,150	$ 9,150	$ 20,100	$ 43,000	$ 16,950	$ 800	$ 300	**$ 149,000**	**66.43%**
AGENCY[2]	$ 7,685	$ 4,200	$ 3,625	$ 3,156	$ 3,400	$ 4,475	$ 2,300	$ 4,660	$ 3,865	$ 3,755	$ 2,725	$ 1,000	$ 350	**$ 45,196**	**20.15%**
CDs + BNs	$ 4,510	$ 1,400	$ 1,950	$ 1,700	$ 1,650	$ 1,300	$ 1,400	$ 50	$ 400					**$ 14,360**	**6.40%**
CP	$ 3,050	$ 2,450	$ 1,550	$ 1,450	$ 750	$ 900	$ 200							**$ 10,350**	**4.61%**
TDs	$ 1,239	$ 694	$ 1,502	$ 567	$ 204	$ 704								**$ 4,909**	**2.19%**
CORP BND				$ 55		$ 20	$ 25		$ 25	$ 79	$ 123	$ 74	$ 75	**$ 476**	**0.21%**
REPO														**$ -**	**0.00%**
BAs														**$ -**	**0.00%**
TOTAL	**$ 27,183**	**$ 18,794**	**$ 18,427**	**$ 12,678**	**$ 14,604**	**$ 20,049**	**$ 5,075**	**$ 13,860**	**$ 24,390**	**$ 46,834**	**$ 19,798**	**$ 1,874**	**$ 725**	**$ 224,291**	**100.00%**
Percent	**12.12%**	**8.38%**	**8.22%**	**5.65%**	**6.51%**	**8.94%**	**2.26%**	**6.18%**	**10.87%**	**20.88%**	**8.83%**	**0.84%**	**0.32%**		
Cumulative %	**12.12%**	**20.50%**	**28.71%**	**34.37%**	**40.88%**	**49.82%**	**52.08%**	**58.26%**	**69.13%**	**90.01%**	**98.84%**	**99.68%**	**100.00%**		

[1] Figures are rounded to the nearest million. Percentages may be off due to rounding. Totals do not include PMIA and General Fund loans.

[2] SBA Floating Rate Securities are represented at coupon change date. Mortgages are represented at current book value.

Upper San Gabriel Valley Municipal Water District - Account #10214

MONTHLY ACCOUNT STATEMENT

SEPTEMBER 1, 2022 THROUGH SEPTEMBER 30, 2022

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact **operations@chandlerasset.com**

Custodian

US Bank
Alexander Bazan
(503) 402-5305

CHANDLER ASSET MANAGEMENT
chandlerasset.com

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.

Upper San Gabriel Valley Municipal Water District

Account #10214

Portfolio Summary

As of September 30, 2022

PORTFOLIO CHARACTERISTICS

Average Modified Duration	1.35
Average Coupon	1.25%
Average Purchase YTM	1.32%
Average Market YTM	4.15%
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	1.40 yrs
Average Life	1.40 yrs

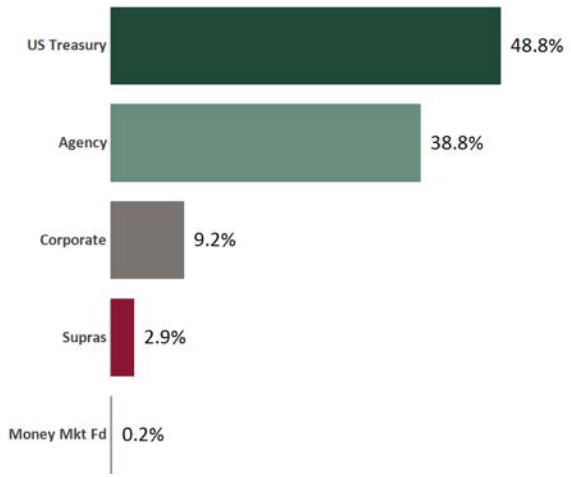
ACCOUNT SUMMARY

	Beg. Values as of 8/31/22	End Values as of 9/30/22
Market Value	5,040,524	5,005,481
Accrued Interest	16,207	14,459
Total Market Value	**5,056,731**	**5,019,940**
Income Earned	5,122	5,351
Cont/WD		-611
Par	5,198,473	5,208,897
Book Value	5,192,718	5,199,205
Cost Value	5,200,761	5,207,509

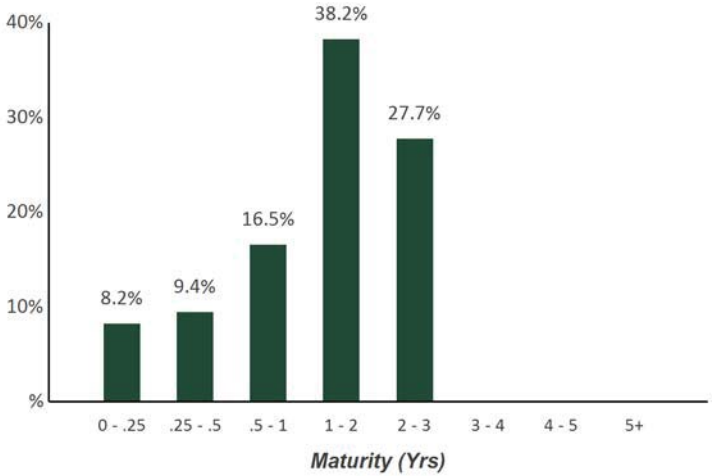
TOP ISSUERS

Government of United States	48.8%
Federal Farm Credit Bank	13.1%
Federal Home Loan Mortgage Corp	11.3%
Federal Home Loan Bank	11.0%
Federal National Mortgage Assoc	3.4%
Inter-American Dev Bank	2.9%
Bank of New York	1.3%
Wal-Mart Stores	1.3%
Total	**93.2%**

SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)

PERFORMANCE REVIEW

					Annualized				
TOTAL RATE OF RETURN	**1M**	**3M**	**YTD**	**1YR**	**2YRS**	**3YRS**	**5YRS**	**10YRS**	**5/31/2014**
Upper San Gabriel Valley Municipal Water District	-0.71%	-0.93%	-2.86%	-3.21%	-1.55%	-0.06%	0.86%	N/A	0.81%
ICE BofA 0-3 Yr US Treasury Index*	-0.79%	-0.99%	-3.03%	-3.40%	-1.68%	-0.16%	0.73%	N/A	0.72%

**ICE BofA 1-3 Yr US Treasury & Agency Index to 3/31/19*

Statement of Compliance

As of September 30, 2022

Upper San Gabriel Valley Municipal Water District

Assets managed by Chandler Asset Management are in full compliance with state law and with the District's investment policy.

Category	Standard	Comment
U.S. Treasuries	No limitation; 5 year max maturity	*Complies*
Federal Agencies	60% max for Federal Agency obligations that do not have a guarantee by the U.S. Government; No limitation for Federal Agencies guaranteed by the U.S. Government; 5 year maximum maturity	*Complies*
Supranational Obligations	"AA" rating category or higher by a NRSRO; 30% max; 10% max per issuer; USD denominated senior unsecured unsubordinated obligations; Issued or unconditionally guaranteed by IBRD, IFC, or IADB	*Complies*
Corporate Notes and Bonds	"A" rating category or better by a NRSRO for maturities 2 years or less; "AA" rated or better by a NRSRO for maturities greater than 2 years; 30% max; 5% max per issuer; Corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S.; 5 years max maturity	*Complies*
Negotiable Certificates of Deposit	"F1" or higher rating by Fitch; 1 year maximum maturity; Credit requirements may be waived for any time deposit that is FDIC insured	*Complies*
Certificates of Deposit/ Time Deposits	"F1" or higher rating by Fitch; 1 year max maturity; Credit requirements may be waived for any time deposit that is FDIC insured	*Complies*
Local Agency Investment Fund (LAIF)	Maximum amount permitted by State Treasury policy	*Complies*
Local Government Investment Pools		*Complies*
Money Market Mutual Funds	Registered with SEC under Investment Company Act of 1940, provided that Funds meet either of the following criteria: (i) Highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience managing money market mutual funds with AUM >$500 million; 20% max in Money Market Funds	*Complies*
Maximum Maturity	5 years	*Complies*

Reconciliation Summary

As of September 30, 2022

BOOK VALUE RECONCILIATION		
BEGINNING BOOK VALUE		**$5,192,717.64**
Acquisition		
+ Security Purchases	$320,889.01	
+ Money Market Fund Purchases	$207,709.45	
+ Money Market Contributions	$0.00	
+ Security Contributions	$0.00	
+ Security Transfers	$0.00	
Total Acquisitions		**$528,598.46**
Dispositions		
- Security Sales	$0.00	
- Money Market Fund Sales	$321,674.23	
- MMF Withdrawals	$611.10	
- Security Withdrawals	$0.00	
- Security Transfers	$0.00	
- Other Dispositions	$0.00	
- Maturites	$200,000.00	
- Calls	$0.00	
- Principal Paydowns	$0.00	
Total Dispositions		**$522,285.33**
Amortization/Accretion		
+/- Net Accretion	$174.26	
		$174.26
Gain/Loss on Dispositions		
+/- Realized Gain/Loss	$0.00	
		$0.00
ENDING BOOK VALUE		**$5,199,205.03**

CASH TRANSACTION SUMMARY		
BEGINNING BALANCE		**$123,472.57**
Acquisition		
Contributions	$0.00	
Security Sale Proceeds	$0.00	
Accrued Interest Received	$0.00	
Interest Received	$7,603.13	
Dividend Received	$106.32	
Principal on Maturities	$200,000.00	
Interest on Maturities	$0.00	
Calls/Redemption (Principal)	$0.00	
Interest from Calls/Redemption	$0.00	
Principal Paydown	$0.00	
Total Acquisitions	**$207,709.45**	
Dispositions		
Withdrawals	$611.10	
Security Purchase	$320,889.01	
Accrued Interest Paid	$785.22	
Total Dispositions	**$322,285.33**	
ENDING BOOK VALUE		**$8,896.69**

Holdings Report

As of September 30, 2022

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EKY91	FFCB Note 1.375% Due 10/11/2022	100,000.00	10/15/2019 1.64%	99,239.00 99,993.02	99.96 2.80%	99,955.80 649.31	2.00% (37.22)	Aaa / AA+ AAA	0.03 0.03
3130AFE78	FHLB Note 3% Due 12/9/2022	100,000.00	12/20/2018 2.77%	100,868.00 100,041.33	99.93 3.35%	99,927.00 933.33	2.01% (114.33)	Aaa / AA+ AAA	0.19 0.19
3133ELJH8	FFCB Note 1.6% Due 1/23/2023	100,000.00	03/03/2020 0.78%	102,332.00 100,251.99	99.35 3.69%	99,349.30 302.22	1.99% (902.69)	Aaa / AA+ AAA	0.32 0.31
3133EMPH9	FFCB Note 0.125% Due 2/3/2023	80,000.00	01/26/2021 0.15%	79,955.20 79,992.33	98.84 3.57%	79,068.48 16.11	1.58% (923.85)	Aaa / AA+ AAA	0.35 0.34
313382AX1	FHLB Note 2.125% Due 3/10/2023	195,000.00	Various 0.72%	203,061.40 196,183.73	99.17 4.02%	193,379.16 241.72	3.86% (2,804.57)	Aaa / AA+ AAA	0.44 0.44
3137EAER6	FHLMC Note 0.375% Due 5/5/2023	95,000.00	05/05/2020 0.39%	94,960.10 94,992.11	97.79 4.16%	92,902.12 144.48	1.85% (2,089.99)	Aaa / AA+ AAA	0.59 0.58
3135G04Q3	FNMA Note 0.25% Due 5/22/2023	105,000.00	05/20/2020 0.35%	104,683.95 104,932.75	97.61 4.04%	102,494.39 94.06	2.04% (2,438.36)	Aaa / AA+ AAA	0.64 0.63
3137EAES4	FHLMC Note 0.25% Due 6/26/2023	100,000.00	09/24/2020 0.23%	100,044.00 100,011.75	97.21 4.13%	97,205.00 65.97	1.94% (2,806.75)	Aaa / AA+ AAA	0.74 0.72
3135G05G4	FNMA Note 0.25% Due 7/10/2023	70,000.00	07/08/2020 0.32%	69,849.50 69,961.24	97.13 4.04%	67,989.32 39.38	1.36% (1,971.92)	Aaa / AA+ AAA	0.78 0.76
3137EAEV7	FHLMC Note 0.25% Due 8/24/2023	95,000.00	08/19/2020 0.28%	94,903.10 94,971.14	96.54 4.21%	91,715.19 24.41	1.83% (3,255.95)	Aaa / AA+ AAA	0.90 0.88
3133ENJ68	FFCB Note 3.25% Due 9/1/2023	100,000.00	08/29/2022 3.44%	99,810.00 99,825.62	99.09 4.27%	99,089.80 270.83	1.98% (735.82)	Aaa / NR NR	0.92 0.89
3137EAEW5	FHLMC Note 0.25% Due 9/8/2023	65,000.00	09/02/2020 0.26%	64,978.55 64,993.32	96.24 4.38%	62,554.44 10.38	1.25% (2,438.88)	Aaa / AA+ AAA	0.94 0.92
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	80,000.00	10/14/2020 0.25%	79,701.60 79,896.45	95.71 4.37%	76,569.12 45.83	1.53% (3,327.33)	Aaa / AA+ AAA	1.04 1.02
3137EAEZ8	FHLMC Note 0.25% Due 11/6/2023	105,000.00	11/03/2020 0.28%	104,905.50 104,965.42	95.64 4.35%	100,420.85 105.73	2.00% (4,544.57)	Aaa / AA+ AAA	1.10 1.07
3137EAFA2	FHLMC Note 0.25% Due 12/4/2023	50,000.00	12/02/2020 0.28%	49,950.50 49,980.61	95.43 4.27%	47,713.30 40.63	0.95% (2,267.31)	Aaa / AA+ AAA	1.18 1.15
3130AT7D3	FHLB Note 3.5% Due 12/8/2023	60,000.00	09/27/2022 4.51%	59,307.54 59,312.30	98.97 4.40%	59,383.86 175.00	1.19% 71.56	Aaa / AA+ NR	1.19 1.15

Holdings Report

As of September 30, 2022

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EMRZ7	FFCB Note 0.25% Due 2/26/2024	85,000.00	02/22/2021 0.26%	84,969.40 84,985.66	94.60 4.25%	80,406.35 20.66	1.60% (4,579.31)	Aaa / AA+ AAA	1.41 1.37
3130A0XE5	FHLB Note 3.25% Due 3/8/2024	70,000.00	06/13/2022 3.23%	70,016.80 70,013.91	98.48 4.35%	68,932.50 145.35	1.38% (1,081.41)	Aaa / AA+ NR	1.44 1.38
3130ASDS5	FHLB Note 2.75% Due 6/28/2024	60,000.00	06/09/2022 2.87%	59,860.80 59,881.80	97.32 4.36%	58,392.12 508.75	1.17% (1,489.68)	Aaa / AA+ NR	1.75 1.67
3130AQF40	FHLB Note 1% Due 12/20/2024	75,000.00	12/21/2021 1.03%	74,934.00 74,951.07	92.98 4.35%	69,732.00 210.42	1.39% (5,219.07)	Aaa / AA+ AAA	2.22 2.15
3133ENKS8	FFCB Note 1.125% Due 1/6/2025	40,000.00	01/06/2022 1.20%	39,910.00 39,931.70	93.16 4.32%	37,264.12 106.25	0.74% (2,667.58)	Aaa / AA+ AAA	2.27 2.19
3133ENPG9	FFCB Note 1.75% Due 2/14/2025	70,000.00	02/10/2022 1.84%	69,813.10 69,852.02	94.26 4.32%	65,978.99 159.93	1.32% (3,873.03)	Aaa / AA+ AAA	2.38 2.28
3133ENPY0	FFCB Note 1.75% Due 2/25/2025	100,000.00	03/09/2022 1.90%	99,578.00 99,657.56	94.21 4.31%	94,213.10 175.00	1.88% (5,444.46)	Aaa / AA+ AAA	2.41 2.31
Total Agency		**2,000,000.00**	**1.19%**	**2,007,632.04** **1,999,578.83**	**4.06%**	**1,944,636.31** **4,485.75**	**38.83%** **(54,942.52)**	**Aaa / AA+** **AAA**	**0.98** **0.95**
CORPORATE									
89236TJD8	Toyota Motor Credit Corp Note 0.4% Due 4/6/2023	20,000.00	04/06/2021 0.44%	19,983.80 19,995.83	97.97 4.42%	19,594.00 38.89	0.39% (401.83)	A1 / A+ A+	0.52 0.50
14913R2S5	Caterpillar Financial Service Note 0.95% Due 1/10/2024	50,000.00	01/14/2022 1.07%	49,886.00 49,926.32	95.79 4.37%	47,895.25 106.88	0.96% (2,031.07)	A2 / A A	1.28 1.24
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	50,000.00	03/09/2022 1.98%	48,619.50 49,035.49	94.83 4.60%	47,415.95 46.25	0.95% (1,619.54)	A2 / A A	1.30 1.26
09247XAL5	Blackrock Inc Note 3.5% Due 3/18/2024	50,000.00	05/11/2022 2.82%	50,606.50 50,479.81	98.58 4.51%	49,292.00 63.19	0.98% (1,187.81)	Aa3 / AA- NR	1.47 1.41
023135BW5	Amazon.com Inc Note 0.45% Due 5/12/2024	40,000.00	05/10/2021 0.50%	39,941.60 39,968.62	93.77 4.49%	37,506.00 69.50	0.75% (2,462.62)	A1 / AA AA-	1.62 1.57
69371RR81	Paccar Financial Corp Note 3.15% Due 6/13/2024	60,000.00	06/06/2022 3.16%	59,986.20 59,988.28	97.59 4.64%	58,551.66 567.00	1.18% (1,436.62)	A1 / A+ NR	1.70 1.62
037833BG4	Apple Inc Note 3.2% Due 5/13/2025	50,000.00	05/11/2022 3.02%	50,260.50 50,226.99	96.77 4.52%	48,385.15 613.33	0.98% (1,841.84)	Aaa / AA+ NR	2.62 2.45

Holdings Report

As of September 30, 2022

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
06406RBF3	Bank of NY Mellon Corp Callable Note Cont 6/13/2024 3.43% Due 6/13/2025	65,000.00	06/08/2022 3.43%	65,000.00 65,000.00	97.45 4.50%	63,345.62 668.85	1.28% (1,654.38)	A1 / A AA-	2.70 2.52
194162AM5	Colgate Palmolive Co. Note 3.1% Due 8/15/2025	25,000.00	08/01/2022 3.13%	24,977.00 24,978.11	96.60 4.37%	24,151.20 111.94	0.48% (826.91)	Aa3 / AA- NR	2.88 2.70
931142EW9	Wal-Mart Stores Note 3.9% Due 9/9/2025	65,000.00	Various 3.84%	65,103.50 65,101.42	98.21 4.55%	63,839.36 154.92	1.27% (1,262.06)	Aa2 / AA AA	2.95 2.74
Total Corporate		**475,000.00**	**2.56%**	**474,364.60** **474,700.87**	**4.51%**	**459,976.19** **2,440.75**	**9.21%** **(14,724.68)**	**A1 / AA-** **A+**	**2.00** **1.89**
MONEY MARKET FUND									
31846V203	First American Govt Obligation Fund Class Y	8,896.69	Various 2.45%	8,896.69 8,896.69	1.00 2.45%	8,896.69 0.00	0.18% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		**8,896.69**	**2.45%**	**8,896.69** **8,896.69**	**2.45%**	**8,896.69** **0.00**	**0.18%** **0.00**	**Aaa / AAA** **AAA**	**0.00** **0.00**
SUPRANATIONAL									
4581X0DM7	Inter-American Dev Bank Note 0.5% Due 5/24/2023	100,000.00	08/11/2022 3.21%	97,944.00 98,286.67	97.72 4.09%	97,718.00 176.39	1.95% (568.67)	Aaa / AAA NR	0.65 0.64
4581X0EE4	Inter-American Dev Bank Note 3.25% Due 7/1/2024	50,000.00	06/22/2022 3.26%	49,995.00 49,995.63	98.07 4.41%	49,033.55 406.25	0.98% (962.08)	Aaa / AAA AAA	1.75 1.67
Total Supranational		**150,000.00**	**3.22%**	**147,939.00** **148,282.30**	**4.20%**	**146,751.55** **582.64**	**2.93%** **(1,530.75)**	**Aaa / AAA** **AAA**	**1.02** **0.98**
US TREASURY									
912828M80	US Treasury Note 2% Due 11/30/2022	100,000.00	11/25/2019 1.61%	101,132.81 100,061.79	99.81 3.13%	99,808.80 672.13	2.00% (252.99)	Aaa / AA+ AAA	0.17 0.17
912828YW4	US Treasury Note 1.625% Due 12/15/2022	100,000.00	01/16/2020 1.57%	100,156.25 100,011.02	99.70 3.07%	99,699.30 479.51	2.00% (311.72)	Aaa / AA+ AAA	0.21 0.21
9128284D9	US Treasury Note 2.5% Due 3/31/2023	100,000.00	07/25/2022 3.05%	99,628.91 99,729.16	99.35 3.82%	99,351.60 6.87	1.98% (377.56)	Aaa / AA+ AAA	0.50 0.49

Holdings Report

As of September 30, 2022

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
91282CAK7	US Treasury Note 0.125% Due 9/15/2023	100,000.00	05/28/2021 0.19%	99,855.47 99,939.95	96.19 4.22%	96,191.40 5.52	1.92% (3,748.55)	Aaa / AA+ AAA	0.96 0.94
91282CAP6	US Treasury Note 0.125% Due 10/15/2023	100,000.00	11/09/2020 0.24%	99,660.16 99,879.51	95.82 4.27%	95,820.30 57.72	1.91% (4,059.21)	Aaa / AA+ AAA	1.04 1.02
91282CAW1	US Treasury Note 0.25% Due 11/15/2023	100,000.00	06/17/2021 0.29%	99,906.25 99,956.32	95.59 4.31%	95,585.90 94.43	1.91% (4,370.42)	Aaa / AA+ AAA	1.13 1.10
91282CBA8	US Treasury Note 0.125% Due 12/15/2023	100,000.00	12/17/2020 0.19%	99,816.41 99,925.82	95.18 4.27%	95,175.80 36.89	1.90% (4,750.02)	Aaa / AA+ AAA	1.21 1.18
91282CBE0	US Treasury Note 0.125% Due 1/15/2024	100,000.00	01/12/2021 0.24%	99,644.53 99,847.10	94.80 4.31%	94,796.90 26.49	1.89% (5,050.20)	Aaa / AA+ AAA	1.29 1.26
91282CBM2	US Treasury Note 0.125% Due 2/15/2024	100,000.00	02/16/2021 0.20%	99,761.72 99,890.56	94.48 4.30%	94,484.40 15.96	1.88% (5,406.16)	Aaa / AA+ AAA	1.38 1.35
91282CBR1	US Treasury Note 0.25% Due 3/15/2024	100,000.00	03/10/2021 0.33%	99,769.53 99,888.34	94.32 4.31%	94,320.30 11.05	1.88% (5,568.04)	Aaa / AA+ AAA	1.46 1.43
91282CBV2	US Treasury Note 0.375% Due 4/15/2024	100,000.00	04/14/2021 0.36%	100,035.16 100,018.03	94.18 4.32%	94,183.60 173.16	1.88% (5,834.43)	Aaa / AA+ AAA	1.54 1.50
91282CCC3	US Treasury Note 0.25% Due 5/15/2024	100,000.00	05/12/2021 0.35%	99,707.03 99,841.46	93.71 4.30%	93,707.00 94.43	1.87% (6,134.46)	Aaa / AA+ AAA	1.62 1.59
91282CCG4	US Treasury Note 0.25% Due 6/15/2024	100,000.00	06/09/2021 0.31%	99,820.31 99,897.86	93.42 4.29%	93,418.00 73.77	1.86% (6,479.86)	Aaa / AA+ AAA	1.71 1.67
91282CCL3	US Treasury Note 0.375% Due 7/15/2024	100,000.00	07/13/2021 0.42%	99,863.28 99,918.54	93.39 4.24%	93,394.50 79.48	1.86% (6,524.04)	Aaa / AA+ AAA	1.79 1.75
912828YE4	US Treasury Note 1.25% Due 8/31/2024	100,000.00	08/05/2021 0.39%	102,605.47 101,626.97	94.54 4.24%	94,543.00 107.04	1.89% (7,083.97)	Aaa / AA+ AAA	1.92 1.86
91282CCX7	US Treasury Note 0.375% Due 9/15/2024	100,000.00	09/10/2021 0.44%	99,804.69 99,872.59	92.80 4.25%	92,796.90 16.57	1.85% (7,075.69)	Aaa / AA+ AAA	1.96 1.91
91282CDB4	US Treasury Note 0.625% Due 10/15/2024	100,000.00	10/14/2021 0.63%	99,992.19 99,994.69	92.99 4.25%	92,992.20 288.59	1.86% (7,002.49)	Aaa / AA+ AAA	2.04 1.98
912828YM6	US Treasury Note 1.5% Due 10/31/2024	100,000.00	09/23/2021 0.52%	103,003.91 102,017.63	94.59 4.24%	94,589.80 627.72	1.90% (7,427.83)	Aaa / AA+ AAA	2.09 2.00
91282CDH1	US Treasury Note 0.75% Due 11/15/2024	100,000.00	11/29/2021 0.81%	99,816.41 99,868.21	92.95 4.26%	92,945.30 283.29	1.86% (6,922.91)	Aaa / AA+ AAA	2.13 2.06

Holdings Report

As of September 30, 2022

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828YV6	US Treasury Note 1.5% Due 11/30/2024	75,000.00	09/29/2021 0.57%	77,188.48 76,496.19	94.37 4.25%	70,778.33 378.07	1.42% (5,717.86)	Aaa / AA+ AAA	2.17 2.08
91282CDN8	US Treasury Note 1% Due 12/15/2024	100,000.00	12/09/2021 1.00%	100,003.91 100,002.88	93.23 4.25%	93,226.60 295.08	1.86% (6,776.28)	Aaa / AA+ AAA	2.21 2.14
91282CDS7	US Treasury Note 1.125% Due 1/15/2025	100,000.00	03/16/2022 2.06%	97,437.50 97,927.72	93.18 4.28%	93,183.60 238.45	1.86% (4,744.12)	Aaa / AA+ AAA	2.30 2.21
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	100,000.00	04/04/2022 2.63%	93,921.88 94,919.12	91.25 4.22%	91,250.00 1.37	1.82% (3,669.12)	Aaa / AA+ AAA	2.50 2.44
91282CEH0	US Treasury Note 2.625% Due 4/15/2025	100,000.00	04/27/2022 2.72%	99,738.28 99,775.98	96.06 4.28%	96,058.60 1,212.09	1.94% (3,717.38)	Aaa / AA+ AAA	2.54 2.39
91282CEQ0	US Treasury Note 2.75% Due 5/15/2025	100,000.00	06/01/2022 2.84%	99,738.28 99,767.66	96.25 4.28%	96,246.10 1,038.72	1.94% (3,521.56)	Aaa / AA+ AAA	2.62 2.47
91282CEY3	US Treasury Note 3% Due 7/15/2025	100,000.00	09/29/2022 4.28%	96,667.97 96,671.24	96.67 4.28%	96,671.90 635.87	1.94% 0.66	Aaa / AA+ AAA	2.79 2.62
Total US Treasury		**2,575,000.00**	**1.08%**	**2,568,676.79** **2,567,746.34**	**4.16%**	**2,445,220.13** **6,950.27**	**48.85%** **(122,526.21)**	**Aaa / AA+** **AAA**	**1.65** **1.59**
TOTAL PORTFOLIO		**5,208,896.69**	**1.32%**	**5,207,509.12** **5,199,205.03**	**4.15%**	**5,005,480.87** **14,459.41**	**100.00%** **(193,724.16)**	**Aaa / AA+** **AAA**	**1.40** **1.35**
TOTAL MARKET VALUE PLUS ACCRUED						**5,019,940.28**			

GREAT PACIFIC SECURITIES
151 Kalmus Drive, Suite H8, Costa Mesa, CA 92626
714-619-3000 Fax 714-619-3919

Brokerage
Account Statement

UPPER SAN GABRIEL VALLEY
WATER DISTRICT
602 E HUNTINGTON DR STE B
MONROVIA CA 91016-3600

September 1, 2022 - September 30, 2022
Account Number: GPC-016100

Your Registered Representative:
KRISTAIN MILLS
(714) 619-3000

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	$455,603.60
Dividends, Interest and Other Income	1.69
Net Change in Portfolio[1]	-8,825.00
ENDING ACCOUNT VALUE	$446,780.29
Accrued Interest	$103.59
Account Value with Accrued Interest	$446,883.88
Estimated Annual Income	$2.92

[1] Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Your Account Information

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds:	First In First Out
Default Method for Stocks in a Dividend Reinvestment Plan:	First In First Out
Default Method for all Other Securities:	First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method:	Yes
Accrual market discount method for all other bond types:	Constant Yield Method
Include market discount in income annually:	No

A0017673CSF30017-SD

Go paperless
ASK ABOUT E-DELIVERY

Rated Excellent
Every Year Since 2007
DALBAR RATED COMMUNICATIONS
EXCELLENCE

Clearing through Pershing LLC, a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon)
Pershing LLC, member FINRA, NYSE, SIPC

Your Account Information (continued)

ELECTRONIC DELIVERY
Your electronic delivery selections for account communications are listed below:

Electronic Delivery Enrollment	Communication
✓	Statements and Reports
✓	Trade Confirmations
✓	Tax Documents
✓	Notifications
✓	Prospectus*
✓	Proxy/Shareholder Communications*

Please log in to your account or contact your Registered Representative to make any changes to your electronic delivery preferences.

E-mail notifications are delivered to the following e-mail address(es):
evelyn@usgvmwd.org
*evelyn@usgvmwd.org is on file for these documents

Portfolio Holdings

Description	Quantity	Opening Balance	Closing Balance	Accrued Income	Income This Year	30-Day Yield
CASH, MONEY FUNDS AND BANK DEPOSITS 1.00% of Portfolio						
Cash Balance		625.00	0.00			
Money Market						
GOLDMAN SACHS FSQ GOVT CMS	1,250.2900	623.60	1,250.29	0.14	2.92	1.62%
Total Money Market		$623.60	$1,250.29	$0.14	$2.92	
TOTAL CASH, MONEY FUNDS AND BANK DEPOSITS		$1,248.60	$1,250.29	$0.14	$2.92	

Description	Quantity	Market Price	Market Value	Accrued Interest
FIXED INCOME 99.00% of Portfolio (In Maturity Date Sequence)				
U.S. Treasury Securities				
UNITED STS TREAS NTS 0.250% 08/31/25 B/E DTD 08/31/20 1ST CPN DTE 02/28/21 CPN PMT SEMI ANNUAL ON FEB 28 AND AUG 31 Moody Rating Aaa Security Identifier: 91282CAJ0	500,000.0000	89.1060	445,530.00	103.59
Total U.S. Treasury Securities	500,000.0000		$445,530.00	$103.59
TOTAL FIXED INCOME	500,000.0000		$445,530.00	$103.59

	Market Value	Accrued Interest	Estimated Annual Income
Total Portfolio Holdings	$446,780.29	$103.59	$2.92

Go paperless
ASK ABOUT E-DELIVERY

Rated Excellent
Every Year Since 2007
DALBAR RATED COMMUNICATIONS EXCELLENCE

Clearing through Pershing LLC, a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon)
Pershing LLC, member FINRA, NYSE, SIPC

Portfolio Holdings Disclosures

Pricing
This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.
THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures
The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.pershing.com/disclosures for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment
The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure
Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Foreign Currency Transactions
Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote
Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Go paperless
ASK ABOUT E-DELIVERY

Rated Excellent
Every Year Since 2007
DALBAR RATED COMMUNICATIONS
EXCELLENCE

Clearing through Pershing LLC, a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon)
Pershing LLC, member FINRA, NYSE, SIPC

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Dividend Income				
Money Market-Non-Qualified	1.69	0.00	2.92	0.00
Interest Income				
Bond Interest	0.00	0.00	1,250.00	0.00
Total Income	$1.69	$0.00	$1,252.92	$0.00

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	$1.69	$0.00	$1.69	$1,252.92	$0.00	$1,252.92
Fees	$0.00	$0.00	$0.00	$0.00	-$3.00	-$3.00
Totals	$1.69	$0.00	$1.69	$1,252.92	-$3.00	$1,249.92

Transactions in Date Sequence

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
09/30/22	MONEY MARKET FUND INCOME RECEIVED Non-Qualified PER382220	GOLDMAN SACHS FSQ				1.69	USD
Total Value of Transactions					$0.00	$1.69	USD

The price and quantity displayed may have been rounded.

Money Market Fund Detail

Date	Activity Type	Description	Amount	Balance
Sweep Money Market Fund				
GOLDMAN SACHS FSQ GOVT CMS				
Current Yield: 2.10% Activity Ending: 09/30/22				
09/01/22	Opening Balance		623.60	623.60
09/01/22	Deposit	MONEY FUND PURCHASE	625.00	1,248.60
09/30/22	Deposit	INCOME REINVEST	1.69	1,250.29
09/30/22	Closing Balance			$1,250.29
Total All Money Market Funds				$1,250.29

Go paperless
ASK ABOUT E-DELIVERY

Rated Excellent
Every Year Since 2007
DALBAR RATED COMMUNICATIONS EXCELLENCE

Clearing through Pershing LLC, a wholly owned subsidiary of The Bank of New York Mellon Corporation (BNY Mellon)
Pershing LLC, member FINRA, NYSE, SIPC

Upper San Gabriel Valley Municipal Water District
Summary of Director Outreach Expenses
For the period of September 1, 2022 through September 30, 2022

Director	Jul-22	Aug-22	Sep-22	Actual to Date	Balance Remaining
Director Chavez	$ -	-	500.00	$ 500.00	$ 4,500.00
Director Fellow	307.00	-	-	307.00	4,693.00
Director Treviño	500.00	50.00	-	550.00	4,450.00
Director Santana	700.00	500.00	-	1,200.00	3,800.00
Director Garcia	450.00	250.00	-	700.00	4,300.00
Total	$ 1,957.00	800.00	500.00	$ 3,257.00	$ 21,743.00

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
For the period of September 1, 2022 through September 30, 2022

Director Chavez

Paid Date	Description	Amount	Check #	Recipient
09/03/22	1ST Annual Pub Crawl Sponsorship	500.00	23315	Industry Hills Rotary Foundation

Total	**500.00**
Outreach Fund Balance	**4,500.00**

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
For the period of September 1, 2022 through September 30, 2022

Director Fellow

Paid Date	Description	Amount	Check #	Recipient
07/07/22	Membership Dues: 10/01/22 - 09/30/23	307.00	23262	Monrovia Chamber of Commerce
	Total	**307.00**		
	Outreach Fund Balance	**4,693.00**		

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
For the period of September 1, 2022 through September 30, 2022

Director Treviño

Paid Date	Description	Amount	Check #	Recipient
07/07/22	San Gabriel Valley Megamix Expo Sponsorship	500.00	23261	San Gabriel Chamber of Commerce
08/10/22	Membership Renewal 2022-2023	50.00	23294	Temple City Chamber of Commerce

Total	**550.00**
Outreach Fund Balance	**4,450.00**

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
For the period of September 1, 2022 through September 30, 2022

Director Santana

Paid Date	Description	Amount	Check #	Recipient
07/21/22	Boxing Program Sponsorship	500.00	23265	City of Duarte Boxing Program
07/21/22	Summer Concerts Sponsorship	150.00	23266	City of Duarte
07/28/22	Membership Renewal 2022-2023	50.00	23280	Baldwin Park Business Association
08/10/22	2022 Golden Plate Awards Sponsorship	500.00	23300	Foothill Unity Center, Inc.
	Total	**1,200.00**		
	Outreach Fund Balance	**3,800.00**		

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
For the period of September 1, 2022 through September 30, 2022

Director Garcia

Paid Date	Description	Amount	Check #	Recipient
07/28/22	2022 Film Festival Sponsorship	450.00	23279	Film It West Covina
08/10/22	2022 Water Educations Symposium Sponsorship	250.00	23302	Water Education for Latino Leaders
	Total	**700.00**		
	Outreach Fund Balance	**4,300.00**		

RESOLUTION NO. 11-22-650

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, AND REAUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD FOR THE NEXT MEETING

WHEREAS, the Upper San Gabriel Valley Municipal Water District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

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

WHEREAS, the Board of Directors on October 12, 2022 adopted Resolution Number 10-22-649, finding that the requisite conditions exist for the legislative bodies of District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953 and these emergency conditions persist to exist; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic, the Delta and Omicron variant viruses and the fact that not all people have been vaccinated have caused, and will continue to cause, conditions of peril to the safety of persons within the District boundaries that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the District's legislative bodies shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953 by providing virtual and audio access to the public, staff and Directors.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

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

Section 2. The Board of Directors hereby considers the conditions of the state of emergency in the District boundaries and proclaims that since a local emergency persists throughout those boundaries, and in view of the fact that substantial part of the population remains unvaccinated and COVID-19 virus continues to mutate to new variants, holding in-person meetings would create a health risk to the public, staff and Directors.

Section 3. The Board hereby ratifies the Governor Newsom's Proclamation of State of Emergency.

Section 4. The staff and consultants of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. This Resolution shall take effect immediately upon its adoption and shall be effective until such time the Board of Directors, at a noticed meeting, makes additional findings or adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District's legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED, AND ADOPTED this 9th day of November, 2022.

AYES:

NOES:

ABSTAIN:

ABSENT: SANTANA

_____

Ed Chavez, President

ATTEST:

_____

Katarina Garcia, Secretary

(SEAL)

APPROVED AS TO FORM:

_____

Steve O'Neill, District Counsel

AMENDMENT 2 TO EMPLOYMENT AGREEMENT BETWEEN UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT ("UPPER DISTRICT") AND TOM LOVE ("LOVE")

As of November 9, 2022, UPPER DISTRICT and LOVE agree as follows:

Section 1. Purpose

On November 18, 2020, UPPER DISTRICT and LOVE entered into Employment Agreement ("Agreement") for LOVE to serve as General Manager of UPPER DISTRICT. On September 24, 2021, the terms of the agreement were modified by amendment. UPPER DISTRICT and LOVE now desire to modify the terms of the Agreement to reflect an extension of the contract term, provide for certain salary increase and provide for certain retiree benefits upon termination under certain specific criteria.

Section 2. Extension of Contract Term

Article 1 of the Agreement shall be replaced in its entirety with the following language to reflect a one (1) year extension of LOVE's term of employment as General Manager:

> 1.10 Term. LOVE's term of employment as General Manager (hereinafter referred to by the capitalized word "Term") shall commence on the 1st day of July, 2020 and continue to the 30th day of June, 2025. In the event UPPER DISTRICT chooses not to terminate LOVE prior to the expiration of the Term or fails to give notice as provided in this section, this AGREEMENT shall automatically renew on an annual basis, subject to its same terms and conditions, until the UPPER DISTRICT issues written notice of its intent not to renew the Agreement. No later than the 1st day of January, 2025, and then January 1st of each year the contract is in effect, UPPER DISTRICT shall advise LOVE whether or not this Agreement will be extended, not extended, or revised as a result of negotiations. Nothing contained herein shall be construed to require UPPER DISTRICT or LOVE to extend the term or revise this Agreement.

Section 3. Salary Increase

Article 2 Section 2.1 of the Agreement shall be amended to increase LOVE's salary to $300,000.00 effective as of July 1, 2022.

Section 4. Retiree Medical

Article 2 Section 2.5.1 paragraph (d) of the Agreement shall be amended to provide for surviving dependent retired benefits as follows:

(d) Retired Health, Dental, Hearing and Vision Care:
UPPER DISTRICT will provide LOVE lifetime health, dental, hearing and vision care after reaching age 55 and 10 years or more of continued service with UPPER DISTRICT. In the event LOVE dies while employed by UPPER DISTRICT, or is terminated without cause pursuant to Section 6.1, UPPER DISTRICT will provide LOVE lifetime health, dental, hearing and vision care upon LOVE's reaching age 60 with 5 years or more of continued service.

Section 5. Other

Except as provided herein, the Agreement identified in the Contract documents as "Employment Agreement for the Position of General Manager" is affirmed.

UPPER DISTRICT

By:_____
Ed Chavez, President

GENERAL MANAGER

By:_____
TOM LOVE

APPROVED AS TO FORM:

By:_____
Steven P. O'Neill, General Counsel

ATTEST:

By: _____
UPPER DISTRICT Secretary

MEMORANDUM

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

7 (b)
ACTION

DATE: November 2, 2022

TO: Board of Directors

FROM: General Manager

SUBJECT: Amendments to Executive Management Employees Personnel Manual and Employee Handbook

---

Recommendation

Staff recommends that the Board of Directors:

1. Approve amendments to the Executive Management Employees Personnel Manual related to certain retiree benefits; and
2. Instruct staff to incorporate the same changes to the Employee Handbook to be presented for board approval at a future meeting.

Background

The subject personnel policies include provisions for certain retiree health benefits for employees who have reached age 55 and have at least 10 years of continuous service with the District. The recommended changes would add an additional provision for retiree health benefits for employees only if all the following criteria are met: terminated without cause or due to death; reached age 60 and, have at least five years of continuous service with the District.

Attachment

602 E. Huntington Drive, Suite B | Monrovia, CA 91016 | (626) 443-2297 (phone) | (626) 443-0617 (fax) | www.upperdistrict.org

ATTACHMENT

Upper San Gabriel Valley Municipal Water District

Personnel Manual

Executive Management Employees

(Approved on 08/10/22)

Table of Contents

	Page No.
Chapter I — Introduction	1
Chapter II — Employment Policies	
1. Equal Opportunity	4
2. Hiring	4
3. Rehired Employees	4
4. Termination	4
5. Definitions of Employment Status	5
6. Immigration Law Compliance	6
7. Employment of Relatives	6
8. Personnel Records	8
9. Updating Employee Information	8
10. Hours of Work: Time Records	9
11. Job Descriptions	9
12. Performance Appraisal	9
13. Outside Employment	9
14. Employment Reference Checks	10
15. Driver License Requirements	10
16. Insurability Requirements	12
Chapter III — Wage and Salary Policies	
1. General Wage and Salary Policy	13
2. Wage or Salary increase Policy	13
3. Acting Pay	13
4. Paydays	14
5. Final Pay	14
Chapter IV — Employee Benefits and Services	
1. Retirement	15
2. Health Benefits	16
3. Retiree Health Benefits	17
4. Benefits Continuation (COBRA)	18
5. Life Insurance	18
6. Disability Insurance	18
7. Workers' Compensation	19
8. Unemployment Insurance	19
9. Deferred Compensation Program	19
10. Direct Deposit	20
11. Communication Allowance	20
12. Vehicle Allowance	20
13. Longevity Pay	21
14. Professional Memberships	21
15. Administrative/Personal Leave	21

Page No.

16. Vacation Leave 21
17. Sick Leave 22
18. Bereavement 23
19. Personal Leaves of Absence 23
20. Holidays 24
21. Jury Duty 24
22. Educational Assistance 25
23. Time Off to Vote 26
24. Travel 26
25. Military Leave 27
26. Return to Work Program 28
27. Family Leave 28
28. Leave for Pregnancy, Childbirth or Related Medical Condition 30
29. Pregnancy Disability Leave 31
30. California New Parent Leave Act 32
31. Lactation Accommodation 32
32. Donated Leave Program 32

Chapter V — Employee Safety and Health

1. Fires and Emergencies 36
2. Accidents 36
3. Injury and Illness Prevention Program 36
4. Cellular Phone Safety 36

Chapter VI — Standards of Conduct

1. General Standards of Conduct 37
2. Harassment and Retaliation Prohibited 38
3. Workplace Violence 40
4. Attendance Standards 41
5. Alcohol and Drugs 42
6. Smoking Policy 45
7. Dress and Personal Appearance 45
8. Housekeeping 46
9. Computer and E-mail Usage 46
10. Telephone Use 47
11. Security 47
12. Off-Duty Conduct 48

Chapter VII — Separation from Service

1. At-will 49
2. Disciplinary Action 49
3. Separation from Service 49
4. Termination 49

Chapter I: INTRODUCTION

This Personnel Manual (Manual) has been prepared to summarize the policies, rules, pay, and benefits which apply to the Executive Management Group employees of Upper District, as defined below. Provisions of this Manual do not apply to temporary or contract personnel, unless otherwise specifically noted in this Manual, Upper District Policy, or the employee's employment contract with Upper District. This Manual does not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

Any changes to this Manual must be approved by Upper District's Board of Directors.

The Executive Management Group includes the following classifications, as well as those which may be added from time to time at Upper District's discretion:

General Manager – who has a contract with Upper District
Executive Manager – Finance and Administration
Executive Manager – Government and Community Affairs

The General Manager may, at his/her discretion, appoint one or both Executive Managers as Assistant General Manager who will act on behalf of the General Manager in his/her absence.

This Manual cannot anticipate every situation or answer every question about employment, nor can it provide information that answers every possible question. Additionally, circumstances may require that the guidelines, practices, and benefits described in this Manual be changed. Accordingly, Upper District must reserve the right to modify, supplement, or rescind any provision of this Manual from time to time, as it deems necessary or appropriate, including, but not limited to, medical, dental and vision benefits to the extent permitted by law.

1. <u>The Organization</u>

Upper San Gabriel Valley Municipal Water District (Upper District) is a California Special District. Upper District was formed by voters in the San Gabriel Valley at an election held on December 8, 1959 to help solve water problems in the rapidly developing San Gabriel Valley. Upper District was then incorporated on January 7, 1960. On March 12, 1963, residents of Upper District voted to annex to the Metropolitan Water District of Southern California, through whose facilities supplemental water, first from the Colorado River, and now from the State Water Project, is brought into the Valley. The principal purpose and function of Upper District is to provide a reliable and cost-effective supply of high-quality water for municipal, industrial and aquifer recharge applications within the San Gabriel Valley.

Upper District covers 144 square miles in the main San Gabriel Valley and serves more than 1.3 million people.

The five-member Board of Directors is the policy-making body of Upper District. The General Manager of Upper District serves as the Chief Executive Officer of the organization.

Unless notified otherwise, meetings of the Board are held twice a month of each calendar month at the Upper District office, as designated by the Board. Committee meetings shall be designated by the respective committee's chair. Meeting notices will be posted and held as provided by law.

The present standing committees are as follows:

1. Administration and Finance Committee
2. Water Resources and Facility Management Committee
3. Government Affairs and Community Outreach Committee

The General Manager has the authority to manage the day-to-day affairs of the Upper District including, but not limited to: designation of job titles and determination of duties of all Upper District employees, hiring and termination of employees, enforcement of disciplinary action against employees, authorization for travel outside the Upper District boundaries, and creation of office policy.

2. Changes in Policy

Upper District reserves the right to change any of these personnel policies at any time to the extent permitted by law, including, but not limited to, retirement, medical, dental and vision benefits. Employees will be notified of any such changes by posting them on the bulletin board or by other appropriate means. Changes will be effective on dates determined by Upper District, and employees may not rely on policies that have been superseded.

Any employee who is uncertain or has questions about any policy or procedure should check with their supervisor or Upper District's General Manager.

3. Employment Relationship

Employment with Upper District is entered into voluntarily, and employees are free to resign at any time, for any reason, with or without notice. Employment of all Upper District employees is "at will". Accordingly, Upper District employees shall have no property interest whatsoever in their continued employment with Upper District and shall have no due process rights before the termination of such employment. Such employment shall have no definite or specified term and may be terminated at any time at the will of either the employee or Upper District. Upper District employees

serve at the pleasure of Upper District and Upper District is free to terminate the employment relationship at any time, with or without cause, and without any evidentiary hearing or any other pre-termination process.

Although there is no obligation to provide notice of termination, Upper District requests that resigning employees provide at least two weeks' notice of their resignation.

Upper District's General Manager is responsible for all employment decisions, including but not limited to hiring, discipline and termination of Upper District employees.

This Manual supersedes all previous employee manuals and Upper District memos which may have been issued on subjects covered herein.

Chapter II: EMPLOYMENT POLICIES

1. Equal Employment Opportunity

Upper District maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with Upper District, including but not limited to hiring, firing, promotions, training, wages and benefits, layoff, recall, and social/recreational programs, will be influenced in any manner by race, color, religion, sex, pregnancy, childbirth, breast feeding or related medical conditions, marital status, sexual orientation, gender identity or expression, age (40 and above), national origin, ancestry, mental or physical disability, medical condition, veteran status or past military service, genetic information, and/or political affiliation, citizenship, having applied for leave under a legally mandated leave program or enrollment in a public assistance program, or any other characteristic protected by state and/or federal laws.

Workers' compensation or injury claims shall not be denied based on an employee's sex, race, color, religion, ancestry, national origin, marital status, gender identity or expression, or sexual orientation or any other basis that is prohibited by law.

2. Hiring

Upper District's General Manager has the sole responsibility for hiring personnel required to conduct the business of Upper District.

3. Rehired Employees

Employees who are rehired following a break in service in excess of one (1) year, other than an approved leave of absence, must serve another initial evaluation process, as detailed in Section 5(f) below, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including eligibility for benefits.

4. Termination

a. Voluntary Termination

Employees desiring to terminate employment should give Upper District two (2) weeks' notice in writing.

b. Discharge

As described in Chapter I, Section 3, all employees are "at will" and serve at the pleasure of Upper District. Employees may be terminated

by the General Manager with or without cause, and without any evidentiary hearing or any other pre-termination process. Employees shall be notified of discharge in writing.

5. Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

a. Exempt

Employees whose positions are exempt from overtime pay requirements. All employees in the Executive Management Group are designated as exempt employees.

b. Non - Exempt

Employees whose positions are eligible to receive overtime pay.

c. Full - Time

Employees regularly scheduled to work at least 35 hours per week.

d. Part - Time

Employees regularly scheduled to work between 20 and 35 hours per week may be eligible for certain benefits. Such employees are not eligible or entitled to benefits, unless otherwise expressly provided in this Manual.

e. Temporary

Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief. They may work a full-time or part-time schedule. Such employees are not eligible or entitled to benefits, unless otherwise expressly provided for in this Manual.

f. Initial Evaluation Period

The initial evaluation period is part of Upper District's selection process and is primarily for the purpose of determining an employee's ability to satisfactorily perform the duties described for the position and for assessing the employee's ability to work with other employees. The initial evaluation period is six (6) months, which period shall apply to both new hires and promoted employees, and which period may be extended for any employee(s) at the sole discretion of the General Manager. At the end of this period, the employee's performance will be evaluated by the General Manager.

If the review is favorable, as determined by the General Manager, the initial evaluation period will cease. The completion of the initial evaluation period does not render an employee "permanent" or give rise to any permanency or property right to a position with Upper District. If the review is unfavorable, the employee will be terminated or the initial evaluation period may be extended, as recommended by the General Manager.

New hire employees are afforded medical coverage when they become eligible under the medical plans.

Consistent with the "at will" status of all Upper District employees, as described in Chapter I, Section 3, during the initial evaluation period, an employee may be rejected/terminated, or, in the case of the promoted employee, returned to his or her previous or other open position with or without cause and without appeal.

Nothing in this Section 5 shall, in any way, amend, modify, or otherwise affect an employee's at-will status, which is further described in Chapter I, Section 3.

6. Immigration Law Compliance

Upper District is committed to employing only those individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Upper District within the past three (3) years, or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

7. Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. In the interests of avoiding the negative impact on supervision, safety, security, morale, or efficiency of supervision or function of other employees, or actual, potential, or perceived conflicts of interest, Upper District shall limit the employment of relatives as follows:

No relatives of an employee shall be considered for employment within Upper District in any position, whether full or part-time or otherwise, in which the relative's employment has the potential for negatively impacting the safety, security, morale, or efficiency of supervision or function of other employees, or in which there may be an actual, potential, or perceived conflict of interest.

No employee shall directly or indirectly participate in the recruitment or selection for any vacant position for which any applicant is a relative. Any decision to hire a relative must be reviewed by the Board to ensure compliance with this Policy and applicable non-discrimination laws.

No employee shall directly or indirectly supervise a relative. "Direct Supervision" applies when a person supervises, assigns, and evaluates an employee's work. Direct supervision includes, but is not limited to, situations where one employee can schedule the work, provide technical supervision, provide input during a subordinate employee's performance evaluation, or otherwise directly controls the subordinate employee's terms or conditions of employment. "Indirect Supervision" applies when a relative is hired, promoted, or transferred into the chain of command of another relative, and one of the related employees has management or supervisory responsibilities in the division or department in which both employees would work, even if the management or supervisory employee would not directly supervise or interact with the other. This includes, for example, situations where one person assigns and evaluates the work of his or her relative's supervisor.

Upper District may refuse to allow an employee to be in a position where he or she is engaged or involved in the following, non-exhaustive list of work activities, vis-a-vis a relative: evaluate performance, add comments to the evaluation, make disciplinary or hiring recommendations, or sit on any conduct review boards or committees where a hiring, disciplinary, transfer, or other employment decision is made or to which it is appealed. Upper District may also refuse to allow an employee to assign or authorize overtime, bonuses, special assignments or make other employment decisions which financially benefit that employee's relative.

If the relative relationship is established after employment, the General Manager will confer with the individuals concerned before the General Manager decides who is to be transferred. Absent exigent circumstances, the decision to transfer shall be made within thirty (30) calendar days. This requirement will not prohibit either employee from voluntarily following normal procedures for transfer to or participation in an active recruitment for another position. The reassignment/transfer/separation of employees shall remain in effect as long as the relationship is maintained.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by

reassignment or terminated from employment, for purposes of avoiding the negative impact on supervision, safety, security, morale, or efficiency of supervision or function of other employees, or actual, potential, or perceived conflicts of interest.

For the purposes of this policy, relatives are defined to include spouses, registered domestic partners, fiancé(e)'s, parents, guardians or wards, parent of a domestic partner, grandparents, grandparent of a domestic partner, children, grandchildren, spouses of children, spouses of step-children, nieces or nephews, brothers, sisters, brothers- and sisters-in-law, fathers and mothers-in-law, stepparents, stepbrothers, stepsisters, stepchildren, or anyone with a half or in-law relation. This policy also applies to individuals who are not legally related but who reside with another employee.

Any failure to comply with this policy may be grounds for disciplinary action or disqualification from employment or promotion with Upper District.

8. Personnel Records

Regular performance reviews, change of status records, commendations, corrective action warnings, and training/educational attainment records are examples of records maintained in an employee's personnel file.

An employee may review his or her own personnel file at Upper District upon his or her providing Upper District with reasonable notice. Requests for inspection should be made to Upper District's Executive Manager - Finance and Administration. Employees and their authorized representatives may request inspection and a copy of their personnel file. Upper District complies with requests within at least 30 days, or 35 days by agreement with the employee. Upper District will produce personnel file documents in accordance with the California Labor Code, including section 1198.5. The records will be made available on site or at a mutually agreeable location for employees.

Each employee is responsible for notifying Upper District's Executive Manager - Finance and Administration of changes in address, telephone number, and /or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. This responsibility includes employees on lay-off status and leaves of absence.

9. Updating Employee Information

Having employees' current address and phone number on file are essential for many purposes. Employees must notify Upper District in writing of any changes to their contact information as soon as possible. Employees are solely responsible to notify the Executive Manager - Finance and

Administration of changes in their personal status including, but not limited to:

- Name and/or marital status
- Address and/or telephone number
- Number of eligible family members
- Tax payroll deductions
- Emergency contact information
- Changes to deferred compensation

10. Hours of Work: Time Records

The normal workweek consists of forty (40) hours, worked Monday through Friday. Should Upper District decide to change an employee's work schedule, notice will be provided as soon as practicable.

Any employee needing to leave work early for any reason must obtain prior approval from their Supervisor.

11. Job Descriptions

Upper District uses job descriptions to aid in staffing, wage and salary administration, and training. These descriptions also assist employees and Upper District management to communicate about job responsibilities.

12. Performance Appraisals

Employees will receive a performance appraisal from their supervisor, which shall be reviewed and approved by the General Manager, during their first 6 months of employment with Upper District. Thereafter, employees will receive performance appraisals once a year (based on prior fiscal year's performance).

The performance appraisal reviews the employee's strengths and, if applicable, points out ways to improve the employee's performance.

13. Outside Employment

An employee may hold a job with another organization as long as he or she continues to satisfactorily perform his or her job responsibilities with Upper District; however, employees are required to immediately notify his or her supervisor or the General Manager in the event that such employee attains any outside employment. Employees should consider the impact that outside employment may have on their health, physical endurance, and ability to perform their job responsibilities at Upper District. All employees will continue to be evaluated by the same performance standards, as applicable, and will be subject to Upper District's scheduling demands, including overtime requirements, regardless of any existing outside work requirements.

If an employee's outside employment presents a conflict of interest with or negatively impacts the operations of Upper District, the employee will be asked to terminate the outside employment as a condition of continued employment with Upper District.

If Upper District determines that an employee's outside employment interferes with an employee's performance or ability to meet the requirements of Upper District, as may be modified from time to time, the employee may be asked to terminate the outside employment as a condition of continued employment with Upper District.

14. Employment Reference Checks

All inquiries regarding a current or former Upper District employee must be referred to the Executive Manager - Finance and Administration or the General Manager. Upper District will respond to reference requests through the Executive Manager - Finance and Administration or the General Manager. Upper District will provide general information concerning the employee such as date of hire, date of discharge, and positions held.

15. Driver License Requirements

Upper District has established and maintains a Driving Record Review Program. As part of this program, it has enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. This is a free service for public agencies that provides driver record reports on employees. Employees include temporary, seasonal, and part-time employees and volunteers.

a. Procedures

Upper District obtains from the DMV a copy of the driving record of all of its employees that are authorized to operate vehicles for District business.

1. As a public agency, Upper District is entitled to receive copies of the driving records from the DMV without charge.

2. A copy of the employee's driving record shall be obtained as soon as possible after the employee is hired and annually thereafter.

3. Upper District shall order and interpret all driving records, as needed.

4. To ensure uniformity in the application of this program, the driving record review criteria was developed, as detailed below in subsection (b).

5. Upper District may be notified that an employee who is authorized to operate vehicles for District business may be jeopardizing Upper District's integrity and exposing it to liability through poor driving techniques and habits. Any and all related complaints of this nature will be investigated immediately, and corrective action shall be taken to correct the problem, at the discretion of the General Manager.

b. Driving Record Review Criteria

The following criteria reflect good risk management procedures followed by Upper District in order to control its auto liability and physical damage exposures. An Upper District Supervisor will review employees' Driver Record Reports to determine which, if any, of the following categories the employee will fall into and whether the employee should therefore be restricted from driving while performing work for Upper District: (i) Class I—Immediate Attendance in Defensive Driving Program: two points within thirty-five months, any moving violation in an Upper District vehicle, any accident, or two failure-to-appear notices within 36 months; (ii) Class II – 12 month Driving Probation. Any additional point violations within this probation period will trigger a Class III recommendation: three to five points within thirty-six months, any accident in which the driver was charged with a public offense within thirty-six months, except for DUI, reckless driving, or speed contest violations, any chargeable accident while on Upper District business, a violation for an expired license, four failure to appear notices within thirty-six months; (iii) Class III – 120 Day Suspension notices within thirty-six months. Four or more points within twenty-four months, six or more points within thirty-six months, DUI, reckless driving, or speed contest, not during Upper District business, five failure-to-appear notices within thirty-six months, two chargeable accidents within twenty-four months, any citation incurred while license is suspended.

c. License Requirements

1. Employees permitted to drive Upper District vehicles shall be advised by Upper District of the class and/or type of California driver's license(s) they must maintain as a condition of employment before an employee is assigned a job.

2. Any employee who fails to obtain and/or maintain an appropriate California driver's license(s) as required by Upper District shall be subject to demotion or dismissal in accordance with these provisions at the discretion of the General Manager.

d. Reporting Requirements

Employees permitted to drive Upper District vehicles must report the following to Upper District within 24 hours of their occurrence:

1. Loss or suspension of driver's license;

2. Written reports regarding all accidents concerning Upper District vehicles in which the employee is involved regardless of the employee's fault or the severity. Failure to comply with the reporting requirements of this section may result in discipline up to and including dismissal.

16. Insurability Requirements

a. Insurability

1. Employees permitted to drive Upper District vehicles, as a condition of employment, shall remain insurable under the terms of all Upper District vehicle and liability insurance policies. Any employee excluded from coverage under the liability program will not drive for Upper District business or drive Upper District vehicles until reinstated.

2. Any employee who is not insurable shall not be permitted to drive any Upper District vehicles.

3. Employees permitted to drive their own personal vehicles on Upper District business shall remain insurable under their own vehicle and liability insurance policy. A copy of the summary sheet of the policy shall be provided to Upper District upon each renewal and retained in the employee's personnel file. Any vehicle and liability insurance policy must be approved by Upper District prior to use of the vehicle for Upper District business.

Chapter III: WAGE AND SALARY POLICIES

1. General Wage and Salary Policy

Upper District strives to pay salaries that are competitive with those in our community and industry, recognizing individual effort and contribution to the success of the organization. The wage and salary plan classifies each position based on multiple factors, including the following:

a. Knowledge and ability requirements
b. Variety and scope of responsibilities
c. Physical and mental demands

Established wage or salary ranges are reviewed annually, as part of budget preparations for Upper District.

2. Wage or Salary Increase Policy

Wage and salary increases, if any, may be within the approved salary range and are based upon individual performance. Evaluations will be conducted as described in Chapter II, Section 12. There is no guarantee of a wage or salary increase at the time of a performance evaluation, or at any other time. The decision of whether to increase wages or salary is at the sole discretion of Upper District's General Manager.

Each fiscal year, the Board of Directors considers adjusting District wages and salaries to account for inflation using the Consumer Price Index (CPI) for the Los Angeles County area. With the exception of the General Manager, salary ranges of executive management employees, shall be increased by the cost of living adjustment approved by the board. Salary increases, if any, will be based on performance and at the discretion of the General Manager. From time to time the Board will adopt a salary resolution, establishing the salary ranges for each position that is not held by contract.

3. Acting Pay

Any employee performing the duties of an executive management classification for more than two (2) complete and consecutive pay periods may be designated as "Acting". An employee who is designated as "acting" shall receive an increase of five percent of his/her normal rate of pay or shall be placed at the minimum range established for the acting position, whichever is higher; however, the employee's salary shall not exceed the maximum range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

a. Compensation shall be requested in advance in writing by the employee, outlining the circumstances, and the request is subject to the approval of the General Manager, or designated representative(s).
b. Compensation shall only be requested if the additional duties are to be undertaken for more than two (2) complete consecutive pay periods.
c. Acting pay will be effective at the beginning of the first pay period following completion of two (2) complete and consecutive pay periods of performing the duties of a higher job classification.
d. If the employee is scheduled to receive a merit increase for the position in which he/she normally fills while serving in an acting status, the necessary forms shall be completed to document such increase, and such increase shall be implemented upon conclusion of the acting pay duties. The employee may receive a corresponding increase in compensation for acting pay duties. The employee's merit review date shall not be affected by time spent in acting pay duties.

4. Paydays

Employees are paid once a month on the 1st day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off (e.g., a weekend or holiday), employees will be paid on the workday immediately preceding the regularly scheduled payday.

5. Final Pay

Final paychecks will be distributed on the next regularly scheduled pay day or earlier if required by law.

Chapter IV: EMPLOYEE BENEFITS AND SERVICES

Upper District provides a comprehensive package of employee benefit programs for its employees. This package is subject to change at Upper District's discretion, at any time.

Complete and official details of insurance benefits are contained in separate booklets provided to Upper District employees by our insurance and benefit providers.

Some descriptions of insurance benefits in this Manual may be only brief summaries or general information. Contact the Upper District Executive Manager - Finance and Administration for more details.

The existence of these employee benefits and plans, in and of themselves, does not indicate or imply that an employee is eligible for these benefits and plans.

Upper District shall only provide medical, dental, and optical insurance benefits for qualified program participants in accordance with Resolution Number 7-21-622 and/or other subsequent amendments or applicable policies.

1. Retirement

Upper District provides retirement benefits to its employees through the California Public Employees Retirement System (CalPERS).

For new members hired on or after January 1, 2013, the following reforms under the California Public Employee's Pension Reform Act (PEPRA) apply:

- Employees must contribute at least 50% of the cost of their pensions. Therefore, Upper District will not "pick up" the employee share. Upper District will not offer a Supplemental Defined Benefit Plan.
- The retirement formula for miscellaneous employees will be 2% at 62 with a maximum benefit of 2.5% at 67. Upper District will use the formula closest to the one existing on December 31, 2012. Pensions will be based on the highest 36 months of base salary (instead of the final year's compensation), excluding compensation such as leave payouts and overtime. Annual cap for compensation used to calculate pension is set by CalPERS.

These new members, also known as PEPRA members, are defined as those who (1) have never been in any California public retirement system, (2) are new in this pension system and are not subject to reciprocity with another agency, or (3) were active members in the system and returned to work for a different employer after a break exceeding 6 months.

For non-PEPRA "Classic" members, the full Benefit Retirement Formula is based upon 2.7% percent of the highest year salary, multiplied by the number of years of CalPERS service, at the age of fifty-five (55) years. Included in the CalPERS program are a 1959 Survivor Benefit and membership for part time employees. Contributions to CalPERS are based on a percentage of the employee's gross wages. Upper District pays the member contribution to CalPERS (8%) as additional compensation for all employees.

Because Upper District employees are members of CalPERS, Upper District does not participate in the Social Security System.

2. Health Benefits

Directors, upon being sworn-in, and eligible employees, after two months of employment with Upper District are offered a choice between the ACWA's Anthem Blue Cross "Classic PPO" and "Kaiser HMO" medical insurance plans or other plan as selected and approved from time to time by the Directors. The payment of this premium and the benefits provided may be altered at the discretion of Upper District.

For directors and employees who began service with the Upper District on or before June 30, 2021, Upper District will pay the premiums, dues, or other charges for a Health and Accident and Major Medical Payments Insurance Policy, as selected and approved by the Board of Directors from time to time, for each director, employee and their eligible dependents.

For directors and employees who began service with the Upper District on or after July 1, 2021, Upper District will pay the premiums, dues, or other charges for a Health and Accident and Major Medical Payments Insurance Policy, as selected and approved by the Board of Directors from time to time, for each director or employee and one dependent only. The director or employee may upgrade their health coverage to cover all eligible dependents at their own expense.

In addition, Upper District will reimburse qualified program participants, through its existing health reimbursement arrangement (HRA) program for their out-of-pocket expenses paid on account of deductions required under insurance coverage provided by the Upper District for major medical, health, accident and hospitalization, and for reasonable costs incurred for the prevention, diagnosis, or treatment of a disease, illness, or injury, dental, hearing, and vision including eligible expenses allowed under Internal Revenue Code Section 213(d), subject to the following conditions:

a. Consistent with the Affordable Care Act (ACA), HRA reimbursements are only available to directors and/or employees who are enrolled in an ACA-compliant group health plan, other than the HRA.

b. At the end of each calendar year, employees/directors may opt out of the HRA, forfeiting any remaining amounts in the HRA. Upon termination of employment, employees/directors may also permanently opt out of the HRA, waiving any future reimbursements therefrom.
c. Employees and directors may permanently opt out of the HRA and waive future reimbursement from the HRA.

Total HRA reimbursement by Upper District must not exceed the following amounts or, if federal law mandates a lower limit in any given year, then such lower limit: Four Thousand Dollars ($4,000.00) per calendar year for each qualified program participant in a single plan. Qualified program participants on a two-party plan shall have a combined maximum of Eight Thousand Dollars ($8,000.00) in eligible reimbursements each calendar year. Qualified program participants on a family plan shall have a maximum of Twelve Thousand Dollars ($12,000) in eligible reimbursements each calendar year.

Any misuse of the HRA Plan by directors or employees will result in immediate and permanent removal from participation in the Upper District's HRA Reimbursement Policy, and employees shall be subject to discipline, up to and including, termination from Upper District employment.

Please see Upper District's Executive Manager - Finance and Administration for proper documentation.

3. Retiree Health Benefits

Officers or full-time employees who began service with the Upper District, on or before June 30, 2021, who has served the Upper District continuously for a period of ten (10) years or more and is either (a) deceased while employed full-time with the Upper District, or (b) has reached the age of 55 years or older while employed full-time with the Upper District shall receive medical benefits the same or equivalent to those offered to active employees.

Officers or full-time employees who began service with the Upper District, on or before June 30, 2021, who have served the Upper District continuously for a period of five (5) years or more, and who have reached the age of 60 years or older, and are either (a) deceased while employed full-time with the Upper District, or (b) have been terminated without cause, shall receive medical benefits the same or equivalent to those offered to active employees.

Officers and full-time employees who began service with the Upper District, on or after July 1, 2021, and has served the Upper District continuously for a period of ten (10) years or more and is either (a) deceased while employed full-time with the Upper District, or (b) has reached the normal retirement age set by CalPERS while employed full-time with Upper District, but has not yet attained the age of 65 years or eligibility for Medicare (Medicare Age) shall receive medical benefits the same or equivalent to that offered to active employees of the same tier. Once the retired officer, retired employee,

or their surviving spouse reaches Medicare Age, retiree medical benefits through the Upper District shall cease.

Retiree medical benefits provided to a surviving spouse shall cease upon remarriage of the surviving spouse.

Employees must enroll in the plan they wish to retire into during the open enrollment period prior to retirement. No dependents may be added to the plan upon or after retirement.

4. Benefits Continuation (Under Cal-COBRA or COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) or California COBRA may give employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Upper District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

When COBRA or Cal-COBRA applies, the employee or beneficiary pays the full cost of coverage at Upper District's group rates plus an administration fee. Upper District provides each eligible employee with a written notice describing rights granted under COBRA or Cal-COBRA when the employee becomes eligible for coverage under Upper District's health insurance plan. The notice contains important information about the employee's rights and obligations.

5. Life Insurance

Upper District's eligible employees and directors are afforded life insurance at no premium cost to the employee or Director at the same time as becoming eligible for the health insurance. The assigned beneficiary of a full-time employee will receive one and half times the last reported annual salary amount not to exceed $100,000.00. The assigned beneficiary of a director will receive $10,000. The benefit is received after the date of death of the employee or director and terminates at retirement.

Please see Upper District's Executive Manager - Finance and Administration for proper documentation.

Upper District may change, eliminate or reduce this benefit in its discretion.

6. Disability Insurance

Upper District provides State Disability Insurance ("SDI") Coverage Benefits to its employees as provided by Section 709 of the California Unemployment

Insurance Code. Upper District contributes the rate of taxable wages and maximum amount to contribute for each employee as required and determined annually by the Employment Development Department. Upper Districts' contribution is computed into the employee's salary. If SDI deductions are made from an employee's paychecks, then such employee may be eligible for Disability Insurance or Paid Family Leave under the California Unemployment Insurance Code. When such employees are unable to work or reduce their hours because of (1) the need to care for a family member who is seriously ill or to bond with a new child, or (2) a sickness, injury or pregnancy, such employees may be eligible to receive: (a) Disability Insurance benefits or (b) Paid Family Leave benefits, depending on the type of qualifying event. A claim must be filed within 49 days of the first day of the disability or family leave.

7. Worker's Compensation

Upper District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Whenever an employee of Upper District has completed six months of continuous, active service in Upper District's employment and such employee is compelled to be absent from active duty as a result of injuries arising out of and in the scope and course of his employment, such employee shall be entitled to receive his/her regular pay until the commencement of his/her workmen's compensation pay. In addition thereto, said employee shall be entitled to receive compensation from Upper District equal to the difference between his/her monthly salary and the compensation benefits received from the workers' compensation insurance carrier, for one month for each year of continuous Upper District employment.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Employees who have any questions regarding this workers' compensation coverage should contact Upper District's Executive Manager - Finance and Administration.

8. Unemployment Insurance

Upper District pays for this insurance on a quarterly basis to the State of California Employment Development Department as required by law.

9. Deferred Compensation Plan

Upper District makes available to all regular full-time employees and directors voluntary deferred compensation plans established in accordance with the provisions of Section 457 of the Internal Revenue Service Code. Employees and directors may choose from among plans offered by Upper District. Upper District retains the right to choose which plans to offer.

Upper District will provide matching contribution of up to $500 per month to directors and PEPRA employees. For non-PEPRA employees, Upper District will provide matching contribution of up to $250 per month. Please see Upper District's Executive Manager - Finance and Administration for more information and proper forms.

10. Direct Deposit

An Upper District employee can participate in the direct deposit of his/her paycheck into the financial institution(s) of his/her choice, upon request. Please see Upper District's Executive Manager - Finance and Administration to request direct deposit.

11. Communication Allowance

Members of the Executive Management Group shall receive a communication allowance as follows or as provided for in any contract entered with the employee.

Executive Managers - $125 per month
General Manager - $175 per month or as established by the Board of Directors

12. Vehicle Allowance

Members of the Executive Management Group shall receive a vehicle allowance as follows or as provided for in any contract entered with the employee.

Executive Managers - $300 per month
General Manager - $600 per month or as established by the Board of Directors

All automobile travel in the State of California within a 150-mile radius of the Upper District headquarters is covered by the District's vehicle allowance policy. Mileage incurred for travel within this limitation is not reimbursable.

13. Longevity Incentive Pay

Employees shall receive the following one-time payments on the employees' designated anniversary dates:

5 years of service - $50
10 years of service - $100
15 years of service - $150
20 years of service - $200
25 years of service - $250
30 years of service - $300

14. Professional Memberships

Upper District will reimburse each executive management employee up to a maximum of five hundred dollars ($500) per fiscal year for the costs of joining and maintaining membership in district-approved professional organizations related to the employee's work at the Upper District.

15. Administrative/Personal Leave

On July 1st of each year, executive management employees shall be credited with six (6) days of administrative/personal leave, prorated as of hire date and to be taken at the request of the individual, with approval by the General Manager. It is recommended that administrative/personal leaves be used within twelve (12) months of when it is credited.

Each year, employees may cash-out up to six (6) unused accrued administrative/personal days at their respective salary range. The maximum amount of administrative/personal leave executive management employees may have accrued and unused at any time shall be six (6) days.

Employees who leave Upper District employment shall be compensated for all administrative/personal leave accrued, but not yet taken. Compensation shall be at the employee's rate of pay at the time of separation.

16. Vacation Leave

In order to take vacation days, employees must work full-time for Upper District for no less than six months. After six full months of employment with Upper District, employees will be entitled to five-sixths (5/6) of a working day per each month worked thereafter as paid vacation time, in accordance with the vacation earning schedule set forth below. The amount of vacation time employees earn each year increases with the length of their years of eligible service with Upper District, as shown in the following table:

VACATION EARNING SCHEDULE

Years of Eligible Service	Vacation Days Earned Per Month	Vacation Days Earned Per Year
0 to 5 years	5/6 day	10 days
6 to 10 years	1-1/4 day	15 days
11 to 15 years	1-5/12 day	17 days
16th years +	1-2/3 day	20 days

Employees may decline up to ten (10) days of earned vacation days in any one year and add those days to the next year's vacation entitlement. Thus, the maximum vacation time that an employee can earn and hold on the books is the vacation days earned according to the eligible service years, plus ten (10) days. After that point, employees must use or cash-out some vacation days before any more vacation days will accrue.

Once each year, employees may cash-out up to ten (10) vacation days at their respective salary range, provided that after the cash-out of any number of vacation days, the employee will have at least ten (10) vacation days remaining.

All vacations shall be taken subject to the approval of the General Manager and at the convenience of the Board of Directors.

Upon retirement or termination of employment, employees will be paid for all of their earned, accumulated and unused vacation entitlement, if any, at the rate of pay at the time of retirement or termination.

17. Sick Leave

Abuse of sick leave privileges may result in disciplinary action. Sick leave may be used for legitimate illness or injury of an employee, immediate family member, spouse or registered domestic partner, for physical disability, by reason of illness, sickness, injury or serious illness of oneself or an immediate family member, spouse or registered domestic partner, child (whether biological or by adoption, step-child or foster child), sibling, grand-parent, grand-child, parent, parent in-law, or to bond with a new child or newly adopted child or foster child. Sick leave may be used for preventive health care. In addition, victims of crime (including but not limited to domestic violence, stalking and sexual assault) may use sick leave to take off time needed to safeguard health and safety. Additional unpaid leave is available to attend judicial proceedings related to a crime of which the employee or a family member was a victim.

When ill or unable to attend work, it is the employee's responsibility to notify their supervisor at the beginning of the first workday and beginning of each workday thereafter on which they are unable to work.

Upper District may request documentation from a licensed health care provider verifying that an employee needed to be absent from work due to an illness or injury. Such verification generally will not be requested unless an employee has been absent from work for more than three consecutive days or Upper District has reason to suspect the employee has been abusing sick leave.

Full-time Employees
Full-time employees shall begin to accrue paid sick leave benefits under this policy on July 1, 2015 or on their first day of work, whichever is later. Full-time employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service), not to exceed a total of 120 days. Sick leave benefits are calculated on the basis of a "benefit year," or the 12-month period that begins when the employee starts to earn sick leave benefits. Upon two months of service to Upper District, full-time eligible employees are entitled to take accrued paid sick leave in accordance with Upper District's Sick Leave policy.

Accumulated sick leave will not be paid upon termination of employment. However, upon retirement, as that term is defined under the CalPERS policy, payment for one-half (1/2) of all earned, accumulated and unused sick leave entitlement up to a maximum of 120 days will be made.

18. Bereavement

In the event of a death in the immediate family, an employee may utilize up to three working days with pay to handle family affairs and attend the funeral. For the purposes of this policy, "immediate family" is defined as a spouse, registered domestic partners, children, grandchildren, parents, grandparents, brothers, sisters, mother-in-law, father-in-law.

19. Personal Leaves of Absence

Employees who have been continuously employed with Upper District for at least one (1) year, may, due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to one hundred and eighty (180) days. Requests for personal leaves of absence will be considered by the General Manager on a case-by-case basis, considering factors such as of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact on Upper District.

Requests must be submitted in writing and be approved in writing by the General Manager before the leave begins. A request for an extension of a personal leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is the

employee's responsibility to report to work at the end of the approved leave. If the employee fails to report to work on the day after the approved leave expires, said employee will be considered to have voluntarily resigned.

Upper District does not pay for group insurance premiums during any portion of a non-mandated, unpaid leave of absence beyond the end of the month in which the leave begins. Accordingly, premiums beyond that point for such coverage are the employee's complete responsibility and offered through COBRA or Cal-COBRA. To keep the insurance in force, premiums for the period of the leave must be paid according to the schedule outlined in the COBRA or Cal-COBRA notification form.

20. Holidays

Employees of Upper District will receive the following paid holidays:

New Year's Day	January 1
Martin Luther King's Birthday	January 21
President's Day	3rd Monday in February
César Chávez Day	March 31
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	November 11
Thanksgiving Day and Day after	4th Thurs and Fri in November
Christmas Day	December 25

When Upper District recognizes a holiday that falls on Sunday, the following Monday will be observed as the holiday. If the recognized holiday falls on Saturday, the preceding Friday will be observed as the holiday.

Upper District employees will also receive two floating holidays in addition to Upper District's regular paid holidays. The first floating holiday may be used anytime within a week of the employee's birthday with approval by the employee's immediate supervisor. The second floating holiday may be used either the day before or the day after Christmas, as determined by the General Manager.

21. Jury Duty

For employees required to serve on a jury, Upper District will pay normal earnings for the actual time spent on mandatory jury duty service. Pay for jury duty service shall not exceed the employee's regularly scheduled number of work hours. Employees must, however, remit to Upper District all court fees received for jury service (excluding mileage reimbursement). Upper District's General Manager must be promptly notified after the employee receives notification to appear as a juror.

22. Educational Assistance

Upper District recognizes that education can enhance the capability of employees to conduct Upper District business in the most efficient and effective manner possible.

In the event that Upper District approves of an educational program or course pursuant to the approval process set forth more-fully below, Upper District shall reimburse eligible employees for education-related costs up to One Thousand Dollars ($1,000) per unit, but not to exceed Five Thousand Dollars ($5,000) per fiscal year per employee. Subject to the additional conditions set forth below, educational expense reimbursement is applicable towards programs required to obtain a certificate or degree curriculum from an accredited college or university.

Employees are eligible for the reimbursement of costs associated with education expenses provided the following conditions are met:

1. Employee has worked with Upper District in a full-time, permanent position for at least one year;
2. Actual selected units or courses are directly related to duties of employee's present position or advancement within Upper District as determined by the supervising officer and the General Manager. These include courses that are prerequisites to work-related courses and those that are required to obtain a degree in a work-related field;
3. Employee has obtained a written approval from the supervising officer and the General Manager prior to registration in the course. Request shall include the following information:
   - Educational objective(s) for the course;
   - Course outline;
   - Completion schedule of the course; and
   - Direct benefit(s) the course will provide to the employee's current essential job duties with Upper District;
4. Employee has obtained passing grade of "C" or better and submitted a proof of completion of the approved course(s) no later than sixty (60) days from completion date;
5. Any financial assistance, such as a grant or scholarship, received from non-District sources must be disclosed and applied toward the cost of the course before any District reimbursement is applied or remitted to the employee. Reimbursement provided for under this section shall be limited to those expenses not covered by the non-District funding; and
6. Employee has not terminated employment prior to submission of the required course grade or verification of completion and fee/cost receipts.

Participation in Upper District's tuition reimbursement program is entirely voluntary and will in no event conflict with the employee's job responsibilities or regular work hours without prior approval from the General Manager.

Tuition reimbursement is limited to the following items: registration, books, course related materials, and parking fees.

Employees who terminate employment with Upper District within one (1) year from the reimbursement date shall immediately, upon the effective date of termination, return a prorated amount of such reimbursement to Upper District. Specifically, the amount of reimbursement the employee shall return to Upper District will be prorated based on the amount of reimbursement already received and applied to units or courses completed by the employee, as of the effective date of termination. By accepting reimbursement, the employee consents to such return upon termination of employment.

23. Time Off to Vote

Upper District encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, Upper District will grant time off needed to vote. For non-exempt employees, up to two hours off shall be without loss of pay. For exempt employees, time off to vote shall be without loss of pay.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for time off.

24. Travel

a. General Rules

Occasionally employees may be reimbursed for the cost of authorized travel to any business-related meeting or training-related meeting. Reimbursement may be made upon written request and accompanied by appropriate receipts, if the travel and associated reimbursement have been budgeted, scheduled, and previously authorized by an Upper District supervisor.

b. Covered Expenses

No per diem limit is set; however, employees are expected to use prudence and good judgement in selecting the mode of travel, accommodations, meals, fees, and incidentals. Costs that are

otherwise reimbursable shall not be reimbursed if deemed excessive by the General Manager. Travel expenses for spouses, domestic partners, or guests of staff members will not be reimbursed.

Authorized travel expenses include those costs incurred in the use of common carriers, e.g. plane, bus, train, etc. from the point of origin to destination and return, rental car fees (where necessary), bus, and taxi fares. Expense for the use of personal auto will be at the mileage rate established by the IRS unless covered by the vehicle allowance under Section 12.

Example of Allowable Costs

Examples of typical allowable costs would be airfare, train fare, or mileage; reasonable hotel; reasonable meals; transportation to and from hotel and airport; work-related telephone calls, including a reasonable number of calls to check on dependent care; reasonable tips and parking fees.

c. Reimbursement Procedure

Employees requesting reimbursement for expenses incurred in connection with authorized travel shall have the trip scheduled and approved before travel.

Upon completion of the trip, an expense form must be completed, signed, and submitted to the General Manager for review and authorization. Copies of all receipts shall be attached to the statement. Reimbursement will be made for that portion of expenses directly attributable to Upper District activities.

d. Request for Advance Funds

Upper District's General Manager must approve requests for advance funds for business expenses in advance of any such funds being expended. Employees must account for all expense advances within two working days after returning from a trip. Receipts must be provided, and residual funds returned to Upper District.

25. Military Leave

Military leaves of absence will be granted consistent with state and federal law. In order to be eligible, employees must submit written verification from the appropriate military authority.

Military reserve duty may be taken with regular pay if the employee elects to take the time as vacation. If leave is not classified as vacation by the employee, it will be considered a leave of absence without pay.

Upper District complies with Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), including, but not limited to, rights relating to reemployment, benefits, and non-discrimination/retaliation.

If an employee leaves his or her job to perform military service, he or she has the right to elect to continue existing Upper District-based health plan coverage for self and dependents for up to 24 months while in the military. Even if the employee does not elect to continue coverage during military service, the employee has the right to be reinstated in Upper District's health plan when reemployed, generally without any waiting periods or exclusions (e.g. pre-existing condition exclusions) except for service-connected illnesses or injuries.

26. Return to Work Program

In an effort to minimize serious disability due to on-the-job and off-the-job injuries and illnesses and to reduce workers' compensation costs (if applicable), Upper District has developed a return to work policy.

This policy is consistent with Upper District's responsibilities under federal and state law to provide reasonable accommodations to persons with disabilities.

The applicable Upper District supervisor will assist by directing the employee to the appropriate care and assisting in the proper reporting of the injury or illness while maintaining communication with the injured worker. Upper District will conduct a reasonable accommodation meeting with an employee returning to work after a leave due to injury to ascertain whether a reasonable accommodation is needed to perform essential job duties. An employee requesting a reasonable accommodation may be asked to provide a reasonable and sufficient health care provider certification. If a reasonable and sufficient health care provider's certification is not provided, Upper District reserves the right to request the employee be examined by a physician, at Upper District's cost, to determine whether there are functional limitations requiring a reasonable accommodation to perform essential job duties. If the first two opinions differ, a third opinion may be obtained from a mutually agreed-upon independent physician at Upper District's cost.

27. Family Leave

Upper District will grant employees, with at least one year of continuous service or a minimum of 1250 hours up to 12 workweeks of unpaid leave in a 12-month period for certain family care responsibilities and for the employee's own serious medical condition in conjunction with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Leave is permitted for one or more of the following reasons:

:

a. The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);

b. To care for the employee's spouse, registered domestic partner, child, or parent who has a serious health condition (FMLA/CFRA);

c. To care for the employee's adult child, child of domestic partner, registered domestic partner, grandparent, grandchild, sibling, and parent in law with a serious health condition (CFRA);

d. For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);

e. Any period of incapacity or treatment due to pregnancy or prenatal care (FMLA or PDL);

f. For any "qualifying exigency" because an employee's spouse, child, or parent is on active military duty or has been notified of an impending call or order to active duty in a foreign country or in support of a contingency operation involving the Reserves or United States Armed Forces (FMLA/CFRA) (also includes employee's domestic partner, grandparent, grandchild, sibling, and parent-in-law under CFRA); or

g. To care for a spouse, child, parent, or "next of kin" servicemember or veteran who was in the United States Armed Forces at some time during the preceding five years and who has a serious injury or illness incurred in the line of duty while on active military duty or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces (this leave can run up to 26 weeks of unpaid leave during a single 12 -month period) (FMLA only).

h. Definitions:

"Child" includes a biological, adopted, or foster child; a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis (who has parents' rights) who is either under the age of 18, or an adult dependent child. Under CFRA there is no age limitation.

"Family member's serious health condition," means an illness, injury (including on-the-job injury), impairment, physical or mental condition, which warrants the participation of a family member to provide care during a period of treatment or supervision and involves either inpatient care in a hospital, hospice or residential health care facility, or continuing treatment or supervision by a health care provider.

"Parent" means the biological adoptive, step or foster parent of an employee, or an individual who stands or stood in loco parentis (in place of a parent) to

an employee when the employee was a child. Under CFRA, this term also includes parents-in-law (parents of spouse/domestic partner).

A ”domestic partner” is as defined in California law.

“12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

“Single 12-month period” means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered service member and ends 12 months after that date.

28. Leave For Pregnancy, Childbirth, Or Related Medical Condition

Leave because of an employee’s disability for pregnancy, childbirth, or related medical conditions is not counted as time used under CFRA but is counted under the federal FMLA. Employees taking time off for pregnancy disability and who are eligible for family and medical leave will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL). Once the pregnant employee is no longer disabled, the employee may apply for leave under CFRA, for purposes of baby bonding. If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child.

Upper District may require employees to use accrued time off during FMLA and CFRA leave but not during PDL leave. Employees using PDL leave may choose to use accrued sick and vacation time if they wish.

Under the FMLA, the spouse, parent, child or next of kin of military service personnel may take (a) up to 26 weeks in a 12-month period to care for a service person ill or injured in the line of duty on active duty, and/or (b) up to 12 weeks for an exigency arising due to notice of an impending call to active duty. Under the CFRA, an employee who works at least 20 hours per week can take up to 10 days unpaid leave when their spouse is on leave from deployment. This may run concurrently with the FMLA exigency leave.

Requested leaves must be submitted to and be approved by the Upper District Supervisor before the leave begins, whenever possible. Reasonable notice is required when the need for leave is known in advance. Upon request, an employee must provide a certification of the need for leave from a health care provider.

Upper District will maintain coverage under any group health plan for the duration of the leave (for a maximum of 12 weeks or 26 weeks for injured service member leave) and under the conditions coverage that would have been provided had the employee been employed continuously during the

leave. If an employee fails to return to work at the end of the leave period, Upper District has the right to collect from the employee the cost of the health benefit premiums, unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition. An employee who returns to work for at least 30 days is considered to have "returned to work". Employees returning from leave must provide a certification from a doctor that they may return to work. Failure to return to work at the end of a 12-week FMLA leave without valid reason and advance notice to Upper District may be considered resignation.

Employees on FMLA or CFRA leave will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

Upper District will notify employees when their leave is designated as FMLA or CFRA leave and if their FMLA leave runs concurrently with their workers' compensation or CFRA leave.

29. Pregnancy Disability Leave

Any full or part-time regular employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request, be granted a pregnancy disability leave of absence (PDL) without pay not to exceed 4 months.

An employee who is granted a PDL may utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay. Employees may apply for SDI, however.

Group insurance benefits ordinarily provided by Upper District will remain in effect until the end of the month in which the leave terminates. The employee is expected to pay for the full costs of these coverages thereafter (or Cal. COBRA/COBRA payments if applicable).

If you require PDL, you must notify the Upper District Supervisor as soon as possible. The written notice should specify the commencement date of the leave, the expected duration of the leave, and be accompanied by a physician's statement.

Written extension requests of PDL, not to exceed the 4-month limitation, must be received by the Upper District Supervisor prior to the expiration of the approved leave or within three days of an absence. Employees who do not report for work without valid reason and notice to Upper District at the end of an approved PDL (or PDL followed by CFRA/FMLA leave where applicable) will be considered to have voluntarily resigned. Employees

returning from a PDL shall be required to provide a physician's statement that indicates that they are medically able to return to work.

For employees on PDL, Upper District guarantees reinstatement to the same or comparable job with the same or comparable duties, pay, and location unless granting such a leave would substantially undermine Upper District's ability to operate its business safely and efficiently. Employees on PDL will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

30. California's New Parent Leave Act

The New Parent Leave Act provides for 12 work weeks of unpaid leave within one year of child's birth, adoption, or placement in foster care. This leave is unpaid and must be taken for a minimum of two weeks at one time. Employees can use accrued sick or vacation time, if desired.

To qualify, an employee must have worked for Upper District for at least 12 months, and at least 1,250 hours during the previous 12-month period. All health benefits continue during the leave.

Employees are not eligible for leave under the New Parent Leave Act if they are covered under both the FMLA and the CFRA. Conversely, an employee could be eligible for leave under the New Parent Leave Act, but not the FMLA or CFRA.

31. Lactation Accommodation

An employee needing to express breast milk can reserve the small meeting room which can be locked. Should this room be unavailable, Upper District will endeavor in good faith to work with such employee in finding a suitable alternate location at which the employee can express breast milk. The employee and applicable Upper District supervisor will work together to schedule the break time needed to accommodate the employee's needs.

32. Donated Leave Program

Purpose

The purpose of this policy is to provide guidelines and clarify requirements and procedures for leave donations.

Background

Upper District recognizes the benefits of establishing a program that facilitates employees' donation, on a voluntary and confidential basis, of a portion of their vacation, personal and/or administrative leave to assist fellow employees who have used all of their leave balances or may use all

of their leave balances for medical emergencies due to a catastrophic illness or injury.

Policy

A. Definition of Terms

1. *Catastrophic illness or injury* - a serious illness or injury expected to incapacitate the employee or an immediate family member for an extended period of time, creating a financial hardship because the employee has exhausted all accumulated leave. A "catastrophic illness or injury" for these purposes is further defined as a medically verified debilitating illness or injury of the employee or an immediate family member, resulting in the employee being required to take time off from work for at least 20 work days and involves:
   a. A period of incapacity or treatment connected with the inpatient care in a hospital, hospice, or residential medical care facility; or
   b. A period of incapacity involving continuing treatment by or under the supervision of a licensed health care provider; or
   c. A period of incapacity for treatment due to a chronic health condition (e.g. diabetes);
   d. A period of long–term incapacity due to a condition for which treatment may be ineffective (e.g. stroke, terminal disease, etc.); or
   e. Absence from work to receive multiple treatments, including any period of recovery therefrom, either for restorative surgery after an accident or injury, or for a chronic condition such as cancer or kidney disease.

   Pregnancy or elective surgery is not considered catastrophic illness or injury unless life-threatening conditions arise from such pregnancy or elective surgery. Conditions which are short term in nature including, but not limited to, flu, measles, common illnesses, common injuries, etc., are not deemed catastrophic. Chronic illnesses or injuries which result in intermittent absences from work might be considered catastrophic. Generally, such chronic illnesses or injuries must be both long term in nature and require a long recuperation period.

2. *Donated Leave Bank (Leave Bank)* – the accumulated hours donated by employees for utilization in accordance with this regulation.

3. *Donor* – a regular full time District employee who has passed the initial probationary period, is eligible to accrue and use leaves and will have at least 20 days of combined accrued leave balances remaining after donation, may request approval to participate as a donor of emergency leave. Donation of leave will be reviewed for compliance with the program guidelines.

4. *Donated Hours* – earned vacation, compensatory time and/or administrative leave hours that an employee agrees to donate to another employee under this program.

5. *Recipient* – a regular full time District employee who has completed the probationary period and is:
   a. Eligible to accrue and use leaves;
   b. Suffering from or whose immediate family member is suffering from a catastrophic illness or injury;
   c. Has exhausted all accrued leave including, but not limited to, vacation, sick, administrative, personal and/or compensatory time, or will do so before the return-to-work date; and
   d. On an approved leave of absence or is able to work but his/her health care provider has prescribed multiple and/or ongoing treatments for an eligible condition, requiring periodic absences from work.

   Recipient employee must submit a written request at the time the emergency leave donation will be used. Retroactive applications will not be accepted.

6. *Health Care Provider* – A doctor of medicine authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices.

7. *Immediate Family Member* – an employee's spouse, registered domestic partners, children, grandchildren, parents, grandparents, brothers, sisters, mother-in-law and father-in-law.

8. *12-Month Period* – measured forward from the date an employee first receives donated hours.

B. Program Guidelines
   1. All donations shall be voluntary and confidential.
   2. Donations must be made in whole hour increments, with a two-hour minimum donation from any employee and a maximum total of 80 hours per calendar year.
   3. Donations are irrevocable. Hence, employees are encouraged to exercise caution in making large donations that they may need for their own use in the future.
   4. The donor/recipient shall not receive/offer anything of value in exchange for the donation.
   5. Donated hours will be converted to dollars at the hourly rate of the donor. The dollars shall then be converted to sick leave at the hourly rate of the recipient.
   6. Upon written request, an eligible employee may receive up to 320 hours of donated leave time within a 12-month period, at the employee's current rate of pay.
   7. Recipient employees must use all of their own leave before using

donated hours received.

8. Full time employees that are out due to their own catastrophic illness/injury may only receive enough leave to cover any unpaid portion of their waiting period prior to receiving disability benefits.
9. In no event will an employee receive more than their regular pay as a result of the leave donation.
10. Recipients shall not accrue vacation, sick, administrative and/or compensatory time and will not be eligible for overtime while using donated hours.
11. Nothing in this policy shall be construed to require an employee to disclose any employee medical or health information. However, consistent with the FMLA, CFRA, PDL, state medical leave laws, and the ADA, recipients may be required to submit to Upper District management a certification from a health care provider that a qualifying medical leave is needed and a verification of fitness for duty and the ability to work upon recovery.
12. Wage garnishments will continue during the use of donated hours.
13. Donation requests will be processed on a first come, first served basis by the Executive Manager - Finance and Administration and approved by the General Manager.
14. Unless authorized by the General Manager, donors may not designate a specific employee to receive their donation.
15. If more than one request is received at the same time and the leave bank does not have sufficient balance to cover all requests for leave donation, the balance shall be distributed equally among the approved recipients until the leave bank is depleted, an employee is no longer in need of donated hours, or an employee has reached the maximum time allowed, whichever comes first.
16. Any donated hours not used by the recipient will revert to and/or remain in the leave bank.
17. Upper District reserves the right to grant or deny requests made under this program for any reason. This program does not guarantee that any and/or all requests for leave time will be granted.
18. Upper District also reserves the right to require any employee to undergo a fitness for duty examination to determine their return-to-work status.
19. Employees who attempt to provide false and/or misleading information in an attempt to secure benefits or continue benefits under this program may be subject to disciplinary action up to and including termination.
20. All policies and regulations related to this program are subject to change at any time and without advance notice.

Chapter V: EMPLOYEE SAFETY AND HEALTH

Upper District strives to provide safe working conditions for its employees.

Safety is also every employee's shared responsibility, and all employees are expected to exercise every reasonable means necessary to keep Upper District a safe place to work.

Employees are responsible for becoming familiar with safety procedures and policies and observing them at all times. Any employee who notes safety problems, or has safety concerns, is required to inform their supervisor immediately.

1. Fires and Emergencies

Upper District has an emergency procedure to follow in the event of fire or disaster. Exits, fire extinguishers, and first-aid kits are located throughout Upper District's facilities. Exits and areas around the fire extinguishers must be unobstructed and kept clear at all times.

2. Accidents

No matter how insignificant an on-the-job injury or accident may seem when it occurs, the appropriate Upper District supervisor must be notified immediately.

3. Injury and Illness Prevention Program

Upper District's Injury and Illness Prevention Program defines Upper District's safety practices and establishes responsibilities for the administration and coordination of the safety program. It covers the following areas: responsibilities, inspections, accident investigations, training, safety and emergency procedures, reporting procedures, two-way communication, disciplinary procedures and effectiveness measures. It also covers workplace safety pandemic protocols.

4. Cellular Phone Safety

The use of cellular phones while driving on Upper District business is considered a dangerous distraction and is prohibited. Employees required to keep their cell phones turned on while driving must safely pull off the road and stop before conducting Upper District business over the phone. Under no circumstances may an employee driver initiate or answer a cellular phone call or text message while driving a vehicle on Upper District business.

Chapter VI: STANDARDS OF CONDUCT

1. General Standards of Conduct

Groups of people who are working together for any purpose require certain guidelines governing appropriate conduct and relationships. Accordingly, employees must be aware of their responsibilities to Upper District and to their Upper District co-workers.

Upper District reserves the right to search, for work-related purposes (e.g., investigation of work-related misconduct), Upper District property, such as desks and cabinets, computers, hard-drives, exchange servers, District network, emails and District cloud storage, on Upper District property, to the extent permitted by law. Employees understand and agree that they shall have no reasonable expectation of privacy in such property.

The following is a non-exhaustive list of violations which will result in corrective action, up to and including termination:

a. Falsifying employment application, timecard, or other Upper District documents or records.

b. Unauthorized possession of Upper District property, or the property of other employees; gambling; carrying weapons or explosives; or violating criminal laws on Upper District premises.

c. Fighting, throwing things, horseplay, practical jokes, or other disorderly conduct Upper District premises.

d. Engaging in acts of dishonesty, fraud, theft, or sabotage.

e. Threatening, intimidating, coercing, using vulgar language, or interfering with the performance of other employees, including any violation of Upper District policy prohibiting harassment, discrimination and unlawful retaliation.

f. Insubordination or refusal to comply with supervisor's instructions, or failure to perform reasonable duties which are assigned.

g. Violation of Upper District policy regarding alcohol and drugs.

h. Unauthorized use of Upper District time, equipment, or property.

i. Damaging or destroying Upper District property.

j. Performance which, in Upper District's opinion, does not meet the requirements of the position.

k. Failure to observe fire prevention and safety rules.

l. Failure to maintain the appearance and upkeep of the office and individual work areas.

m. Excessive lateness or absences or unexcused absences.

n. Violation of any Upper District policies, including but not limited to policies against Discrimination or Retaliation.

o. Working unauthorized overtime, encouraging others to work uncompensated overtime, or maintaining any informal method of compensation for hours or overtime.

p. Misuse of Upper District property, including but not limited to real and personal property, office equipment, computers, phones, technology, vehicles, and/or funds.

q. Failure to report to work for three consecutive days without excuse or notice.

r. Sleeping on the job.

s. Unprofessional conduct.

This list is intended to be representative of the types of activities which may result in disciplinary action and is not intended to be comprehensive. This illustrative list does not alter the at-will nature of employment.

2. Harassment and Retaliation Prohibited

Harassment in employment on the basis of sex, pregnancy, childbirth, breast-feeding or related medical conditions, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, genetic information, citizenship, religion, age (40 and older), physical or mental disability, medical condition, sexual orientation, gender identity or expression, veteran or military status, or marital status, or having taken FMLA, PDL, CFRA or workers compensation leave, is unlawful. Upper District does not tolerate harassment in the workplace or in a work-related situation, including but not limited to employment, Upper District events, and training programs. Harassment is a violation of Upper District's rules of conduct.

a. Unlawful harassment in employment may take many different forms. Some examples are:

1. Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted comments and jokes;

2. Visual conduct, such as derogatory posters, cartoons, drawings, or gestures;
3. Physical conduct, such as blocking normal movement, restraining, touching, or otherwise physically interfering with the work of another individual;
4. Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
5. Retaliation by any of the above means, for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

b. Sexual harassment under these laws includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, including but not limited to promotion, wages, benefits, or participation in a training program;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

c. Internal Complaint Procedure

Each employee is entitled to work free of discrimination and harassment based on sex, pregnancy, childbirth, breast-feeding or related medical condition, race, color, national origin, ancestry, genetic information, citizenship, religion, age (40 and older), physical, or mental disability, medical condition, sexual orientation, gender identity or expression, veteran or military status, or marital status. Accordingly, discrimination and harassment will not be tolerated. Violation of this policy will result in corrective/disciplinary action up to, and including, immediate discharge.

Any such individual who believes that he or she has experienced harassment or discrimination on any prohibited basis, or who has observed harassment or discrimination of another employee, must notify an Upper District Supervisor, the General Manager, or Upper District's General Counsel. Upper District will investigate the matter and will take such corrective and preventive action as is warranted under the circumstances.

d. Retaliation Prohibited

Retaliation, as prohibited under state and federal law, is not permitted. Prohibited retaliation includes retaliation for any of the following actions: disclosing a possible violation of a state or federal law, rule or regulation to a government agency (including but not limited to the California State Attorney General's whistleblower hotline), filing a formal complaint or charge against Upper District, refusing to participate in an activity that would result in a violation of a state or federal law, rule or regulation, exercising whistleblowing rights in a current or former job, complaining about prohibited discrimination or harassment or participating in a related investigation, proceeding or hearing. This policy also prohibits retaliation against any employee who reports any unsafe or unhealthful working condition or practice. No Upper District official may make any policy, or adopt or enforce a rule, regulation or policy that prevents any employee from being a whistleblower. Further, employees will not be subject to discrimination or harassment for having exercised their right to apply for workers' compensation, CFRA, FMLA, PDL leave, or a reasonable accommodation for a disability, whether or not the application is ultimately granted.

e. Required Sexual Harassment Prevention Training

Pursuant to AB 1825, as expanded by SB 1343, employers with five or more employees are required to provide sexual harassment and anti-bullying prevention training to all supervisors and employees.

In addition to supervisors receiving two hours of sexual harassment prevention training, nonsupervisory employees must receive one hour of sexual harassment prevention training. Training must take place within six months of hire or promotion and once every two years thereafter. Upper District will provide the training or reimburse employees for the cost of such training with prior approval of the course. The Upper District will retain a copy of certifications of compliance.

3. Workplace Violence

Safeguarding the safety and security of employees and customers is very important to the Upper District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts employees' work performance or the Upper District's ability to execute its daily business will not be tolerated.

To maintain a workplace that is safe and free of violence for all employees, Upper District prohibits the possession or use of dangerous weapons on Upper District property. A license to carry a weapon does not supersede this policy. Upper District property is defined as all Upper District owned or leased buildings and surrounding areas such as sidewalks, walkways,

driveways, and parking lots under Upper District's ownership or control. This policy applies to all vehicles that come onto Upper District property.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Upper District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence outside of Upper District property directed at Upper District employees, Upper District Board members, or the public while conducting business for the Upper District, is a violation of this policy.

Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include suspension, termination, or other disciplinary action as appropriate; in addition to arrest and prosecution. In addition, if the source of any such inappropriate behavior is a member of the public, the response may also include barring the person(s) from Upper District property, and/or termination of business relationships with that individual

Employees are responsible for notifying the Executive Manager - Finance and Administration, General Manager, or any other supervisor of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed, on Upper District property or in connection with Upper District employment, which they believe may be threatening or violent.

Any employee that receives a protective or restraining order that lists Upper District premises as a protected area is required to provide the Executive Manager - Finance and Administration with a copy of such order.

4. Attendance Standards

Punctuality and regular attendance are essential to the proper operation and administration of Upper District. Upper District recognizes that employees may have periodic absences for illness or personal matters. However, recurring and excessive absences and/or tardiness adversely affects productivity, morale, workflow, and service and directly impacts Upper District's ability to meet its goals. Unexcused absence or excessive tardiness may result in termination.

Notice of Absence

Any employee who is unable to report for work for any reason, (except employees on approved leave) will arrive late or must leave early should notify their immediate supervisor before the start of the workday or work shift. Upper District's phone number is (626) 443-2297.

Upper District intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, employees should speak with their supervisor who can discuss the impact of the employee's attendance on Upper District's goals and the employee's individual performance.

5. Alcohol and Drugs

Upper District recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its workforce and can present a risk to the health and welfare of its employees and members.

In recognition of Upper District's responsibility to maintain a safe work environment, and the employee's responsibility to perform safely, Upper District will act to eliminate any substance abuse which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the use or possession of illegal drugs, alcohol, or prescription drugs that would impair an employee's work performance and/or ability to perform his/her job safely. An employee may be considered "impaired" if, in the opinion of an industrial safety consultant or hygienist, such amount was in fact impairing under the circumstances. The level of impairment need not reach the level required for conviction under the Vehicle Code.

It is expected that:

(a) Employees shall not be at work, drive a vehicle on Upper District business, or operate Upper District's equipment if they have any amount of alcohol or illegal drugs in their system which would result in a confirmed positive test. Employees shall not possess open containers of alcohol, or use or possess illegal drugs while on duty, and shall not manufacture, distribute, dispense, sell, or provide illegal drugs to any person while on duty.

(b) If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to the Upper District Supervisor prior to reporting to work. Employees whose job performance is restricted as such may be subject to reassignment, medical examination, or in any other manner the Upper District Supervisor deems in the best interests of safety.

(c) An illegal or prohibited drug, for purposes of this policy, means (i) any drug or substance that is not legally obtainable, or (ii) any drug that is legally obtainable but was not legally obtained, or (iii) any drug that has been legally obtained but is being sold, distributed or used unlawfully or contrary to prescription. Illegal refers to illegality under either California or federal law and includes marijuana, heroin, cocaine, quaaludes and

other substances listed in Schedules 1 through V of Section 202 of the federal Controlled Substances Act (21 USC 812) and 21 CFR Sections 1300.01 through 1300.05. CBD (cannabidiol) oil derived from industrial hemp, containing more than 0.3 percent of THC (tetrahydrocannabinol) concentration is treated as illegal or prohibited for purposes of this policy.

Pre-Placement/Post Offer Controlled Substance Testing

Any offer of employment for a position involving any of the following duties will be conditioned upon a negative drug screening analysis: any position for which an employee may operate a vehicle or heavy equipment, any position which may handle financial or other confidential information, and/or any position whose public relations duties involve work with vulnerable populations such as children. The Upper District Supervisor will coordinate this process. Either (a) a positive test indicating the presence of illegal controlled substances or (b) a refusal to submit to such testing, will disqualify an applicant for the position and will result in a withdrawal of any conditional offer of employment.

Fitness for Duty or Reasonable Suspicion Testing

Employees may be referred for drug and alcohol testing if the Upper District has reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Reasonable suspicion may be based on various indicia, including, but not limited to, significant and observable changes in employee performance, appearance, or behavior or speech at work. Should Upper District determine such reasonable suspicion exists, the employee will be referred to a medical professional for a fitness for duty evaluation. The medical professional will evaluate the employee, and based on the evaluation, determine whether a test for drugs and/or alcohol shall be administered.

A test for alcohol will be administered on those employees for whom there is a reasonable suspicion of intoxication while performing safety sensitive functions or immediately before performance of safety sensitive functions, such as contemporaneous articulable observations of behavior, appearance, odors or speech suggesting drug or alcohol impairment. For such employees, the test will be performed within two (2) hours of the reasonable suspicion of intoxication with alcohol (or within eight (8) hours with a documented explanation as to why the test was not performed earlier). Employees should not consume drugs or alcohol while awaiting such tests.

When any employee has been found in violation of these rules by testing or by the employee's own admission, the employee may be subject to discipline and/or required to submit to periodic substance testing as a condition of remaining in or return to Upper District employment.

Post-Accident Testing

Testing may be required when an accident occurs during a work shift, the nature of which creates reasonable suspicion of an employee's impairment of ability or judgment due to alcohol or drugs. Post-accident alcohol tests shall be administered within two (2) hours following an accident or within eight (8) hours with a written documentation as to the reason it was not conducted earlier. A post-accident drug test shall be administered within thirty-two (32) hours following an accident. Therefore, employees involved in an accident shall not consume drugs and alcohol during the applicable window of time until the test is completed.

An "accident" is defined as an incident involving a vehicle

--where there is a fatality; or

--where Upper District has a reasonable suspicion an Upper District was, at least in part, the cause of the incident or the employee is written a citation, and, as a result of damage:

(i) bodily injury occurs to the driver and/or another individual(s) which requires medical attention to said driver and/or another individual, and/or which results in death, or (ii) a vehicle must be transported away from the site of the accident, or (iii) a vehicle cannot depart from the site in its usual manner without some repair and/or maintenance, or (iv) a vehicle can depart from the site in its usual manner but will later require some repair and/or maintenance for safe operation, or (v) the accident results in at least $10,000 of property damage.

Process

Upper District will make every effort to protect the confidentiality of drug and/or alcohol test results.

Non-compliance with a supervisor's request to submit to a fitness for duty test and/or drug or alcohol test under these policies; noncompliance with a supervisor's request that the employee leave the work area; or any other reasonable request designed to safeguard the quality of care, the working environment and/or safety of the workplace, the employees, or the public constitutes insubordination and shall subject an employee to appropriate disciplinary action.

Employees who voluntarily self-disclose and request assistance or leave for treatment of alcohol and/or drug dependency may be granted leave. Upper District will give such employees information about Employee Assistance Programs. Upper District is not required to grant leave for current users of illegal drugs who are not seeking treatment.

Negative test results may warrant re-instatement and pay for the time off work if the employee was terminated or suspended without pay solely based on prohibited drug or alcohol use, unless other factors warrant

termination or discipline, such as an admission of current illegal drug use or poor performance.

Violation of this policy may lead to corrective action, up to and including immediate termination of employment.

All test results will be reviewed by an appropriate licensed medical professional using the appropriate methodology to avoid false positive results and to ensure any positive results were not caused by legitimate use of prescription medication. An employee will have the opportunity to consult with a medical professional about a positive result. An employee will also have the opportunity to supply evidence of a legitimate prescription.

Test results are not revealed to outside agencies or employees unless required by law; the information is placed at issue in a formal dispute between the employer and employee, to the extent necessary to administer an employee benefit plan (such as a health insurance plan); or where the information is needed by medical personnel to treat an employee during an emergency when the employee is unable to authorize disclosure. (Cal. Civil Code § 56.20(c).)

In addition, the Upper District must notify a federal contracting agency within 10 days after receiving notice that an employee working pursuant to a federal contract or grant has been convicted of a criminal drug violation in the workplace.

6. Smoking Policy

Every employee is entitled to a smoke-free workplace. Smoking is prohibited inside the Upper District building.

7. Dress and Personal Appearance

Employees are expected to maintain an appropriate appearance that is neat and clean, as determined by the requirements of the work area, department and/or Upper District. Out of respect to Upper District and others, any time an employee is involved in a meeting with others, the employee should dress in "Professional Business Attire", unless specifically informed otherwise by those responsible for the meeting. All personnel will be expected to use reasonable judgment and to always promote the integrity and positive image of Upper District. Reasonable accommodations are made for religious dress, provided such accommodations are consistent with reasonable safety standards. Upper District's dress and personal appearance policy shall be enforced in a manner in keeping with the District's EEO policy.

Attire Definitions

"Professional Business Attire" is defined as dresses, suit/sport jackets, ties, and dress shoes.
"Business Casual" means slacks/shirts/blouses and footwear that are generally appropriate for an office environment, including "Professional Business Attire"
"Casual Dress" includes "Professional Business Attire", "Business Casual" as well as jeans.

8. Housekeeping

Employees are expected to keep his/her work areas clean and organized and pick up after the use of the workroom. Common areas such as lunchrooms should be kept clean by each individual using them, including clean-up after meals or breaks and proper disposal of trash. Upper District provides recycling containers for aluminum cans. It is the responsibility of Upper District's staff to dispose of recyclables in a timely manner.

9. Computer and E-Mail Usage

Employees understand and agree that they do not have a reasonable expectation of privacy over any District equipment, containers, or supplies.

Computers, computer files, the e-mail system, and software furnished to employees are Upper District's property intended for business use. To ensure compliance with this policy computer and e-mail usage may be monitored.

Employees are further reminded that, under some circumstances, communications sent by e-mail may be subject to disclosure under the Public Records Act or during litigation. Therefore, it is important not to compromise employees or Upper District under these circumstances.

Upper District strives to maintain a workplace free of harassment and sensitive to diversity of its employees. Consistent with Upper District's anti-harassment and non-discrimination policies, Upper District further prohibits the use of computers and the e-mail system in ways that are disruptive, illegal, unprofessional, create a conflict of interest, are discriminatory, crude, harassing, infringe a copyright, trademark or trade secret, or are harmful to morale.

For example, the display and transmission of sexually explicit images, messages, and cartoons is prohibited. Other examples of prohibited misuse include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination, unprofessional conduct, or disrespect of others.

Incidental and occasional personal use of the e-mail system is permitted, but such messages are subject to the access and disclosure statement set forth in this policy. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-Upper District business matters.

Upper District's computers, hard-drives, network, and email systems may be audited and reviewed at any time by Upper District management and/or its IT contractors and network administrators.

Violation of this section will subject an employee to discipline, up to and including, termination.

10. Telephone Use

Upper District's telephones are to be used for business purposes in the course of normal Upper District operation. All calls are to be answered promptly and courteously, with the staff person identifying Upper District and him/herself. On occasion, personal calls may be necessary; but employees are asked to cooperate in limiting them to emergencies or essential personal business and in keeping them brief.

When calls are to be transferred, the staff person answering the telephone should obtain the name of the caller and should transfer the call only after announcing the name of the caller.

Long distance calls should be kept to a minimum to keep operating costs down.

11. Security

For purposes of the safety and welfare of employees, access to Upper District's facilities is restricted to those with proper authorization. Employees are asked to not discuss or share security information pertaining to Upper District premises, facilities, or services with any individual not employed by Upper District.

Keys to the facilities, and all safes, drawers, file cabinets, etc., shall be under the control of an authorized employee. Any loss or breach of security must be reported to Upper District's General Manager immediately.

Additionally, neither Upper District nor its insurance carriers take any liability for employees' personal belongings. Employees are encouraged to secure personal belongings to the best of their ability.

12. Off-Duty Conduct

While the Upper District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Upper District's legitimate business interests. Examples include conflicts of interest and unlawful conduct. For this reason, employees should conduct their personal affairs in a manner that does not adversely affect Upper District's legitimate business interests. Conduct which adversely affects Upper District's legitimate business interests may be subject to review by the General Manager, and depending on the circumstances, an employee engaging in such conduct may be subject to discipline.

Chapter VII: SEPARATION FROM SERVICE

1. At-Will

The employment status of all Executive Management employees shall be "at-will". As described in Chapter 1, Section 3.

2. Disciplinary Action

Violation of Upper District's policies and rules may subject employees to disciplinary action as determined by the General Manager or his designee. Disciplinary action shall be implemented without the consideration of progressive discipline or due process procedures, and in no way limits or alters the at-will employment relationship.

3. Separation from Service

Any Executive Manager of Upper District may be laid off at any time and for any reason in the best interest of Upper District. Executive Management employees being separated shall receive severance payment equal to six (6) months base salary or as specified in the employment contract in effect at the time of employment. Any severance pay shall be paid at the employee's current rate of pay.

4. Termination

An employee who voluntarily resigns his/her employment or fails to report to work for three (3) consecutive scheduled workdays without notice to, or approval by his/her supervisor, will be considered to have voluntarily terminated employment with Upper District. All Upper District owned property, including but not limited to vehicles, phones, laptops, tablets, keys, credit cards, materials, etc., must be returned immediately upon termination of employment.

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with the General Manager at least two (2) weeks prior to the date of resignation.

MANUAL RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Upper San Gabriel Valley Municipal Water District Personnel Manual for Executive Management employees.

I understand that the Manual contains important information concerning Upper District's general personnel policies as well as my privileges and obligations as an Executive Management employee. I understand that my employment is governed by the content of this Manual. I further understand that Upper District may change, delete, reduce or add to any policies, benefits, or practices described in the Manual, from time to time in its sole discretion, including, but not limited to, medical, dental, and vision benefits to the extent permitted by law. Further, I understand that in the event the Manual conflicts with any other written policies, this Manual shall govern in regard to workplace employee policies.

_____ _____

Employee Signature Date

_____

Employee Name (Print)

(Sign and return to the General Manager)

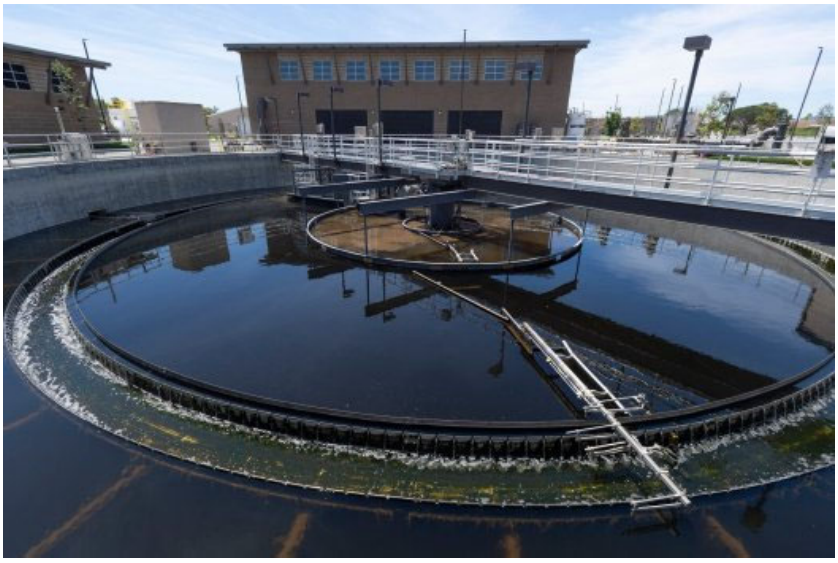
_____ _____

General Manager Signature Date

Please keep a copy of this acknowledgement for your records.

Consolidate water boards across California

SGV Tribune | 10/29/22



A circular clarifier is used towards the end of the waste water recycling process at the Irvine Ranch Water District in Irvine, CA on Thursday, May 7, 2020. (Photo by Paul Bersebach, Orange County Register/SCNG)

Why are there some 1,286 water districts and agencies in California, governed by elected and appointed officials, many hundreds of which are in the four counties covered by our newspapers in Southern California?

A naif might say in order to provide local control over how agricultural, urban and suburban residents get access to the most precious resource in the West.

Given recent news of malfeasance at astounding levels in these crucial and yet little-noticed and secretive bureaucracies, a cynic might say they exist in order to provide wildly high salaries for their electeds and their managers — and that's before, even, the illegal corruption in which too many of these officials traffic.

By our lights, the cynic would sadly be correct.

Government fraud thrives in darkness. Frankly, we — the press — are part of the problem. Even before contraction in the newspaper industry, it was hard enough to get reporters out to the hundreds of Southern California city councils, planning commissions and school boards.

Water boards? The city editor had to have a really hot agenda item, or a really slow news day, to be able to afford spending a reporter's shift on covering a meeting like that.

Nowadays? Well, it's even tougher.

But the last several years of award-winning reporting by Southern California News Group staff writers Joe Nelson, Jason Henry, Scott Schwebke and others into pay-to-play misconduct on water boards in our region shows just how important it is to investigate how these agencies operate, and how local politicians make them benefit their own pocketbooks rather than simply getting water to flow efficiently through the pipes.

Case very much in point is Nelson's most recent story, reported earlier this month: "A federal investigation into corruption in Baldwin Park has revealed that a former councilman allegedly

agreed to help the city's deposed police chief obtain a seat on a Rialto-based water district board in exchange for promises that the councilman would be hired to a high-paying administrative post in the district."

More: "The alleged quid pro quo scheme between then-Councilman Ricardo Pacheco and ousted Police Chief Michael Taylor was revealed in documents unsealed by the U.S. Department of Justice on Friday, Oct. 7, in its case against former San Bernardino County Planning Commissioner Gabriel Chavez."

Chavez has agreed to plead guilty to a federal bribery charge for acting as an intermediary for payoffs from cannabis companies to Pacheco, but neither Pacheco nor Taylor has been charged in connection with activities related to the West Valley Water District, which serves 82,000 customers in the communities of Bloomington, Colton, Fontana, Rialto, parts of unincorporated areas in San Bernardino, and Jurupa Valley in Riverside County.

The details are worth reading, and we encourage you to. Taylor subsequently engineered the hiring of Pacheco to a newly created assistant general manager's post paying nearly $190,000 a year, the DOJ alleges. Question: Why would the assistant boss of a water district serving a tiny fraction of Southern California be paid a king's ransom of a salary in a job that didn't even exist until recently? Answer: Because being able to operate essentially in secrecy facilitates revolving-door backscratching on the part of local pols in need of make-work jobs that support the lifestyles to which they have become accustomed.

Large sizes by no means guarantees efficiency or transparency on the part of public utilities. Cases in point: the city of Los Angeles Department of Water & Power, rife with inflated salaries on the one hand and simple corruption on the other, and PG&E, the official wildfire-igniter of the Golden State.
But the patchwork of tiny water agencies, many of them established a century and more ago, that (supposedly) serve Californians makes it far too easy for the unscrupulous to line their pockets at the ratepayers' expense. Surely there have been many fine local public servants on their boards over the years. But the temptation is clearly too great for the dishonest few.

It won't be easy — in fact, it will be complex, and take decades. But consolidation of the vast number of these agencies into a manageable few dozen at most in our region is the only way to ensure that the corruption is kept in check.

OC desalination plant rightly gets the green light

SGV Tribune | 10/26/22

A panga-style boat landed during sunset on Tuesday, Sept. 7, at Strand Beach in Dana Point. Border Patrol officials said about 15 people escaped from it and ran into the hillside overlooking the beach.

With another drought parching Southern California, we commend the California Coastal Commission for unanimously approving a new desalination plant off the coast of Dana Point.
"We believe that the project before you today, although not perfect, provides a solid example that we can use in planning for future desalination," advised Kate Huckelbridge, senior environmental scientist at the commission, before its vote

The Southern California News Group reported, "South Coast Water District, the Laguna Beach-based agency developing the project, still needs to hammer out complex agreements with potential water agency partners before an estimated three-year construction process can begin."

The action comes just five months after the commission unanimously rejected the Poseidon desalination plant in Huntington Beach.
It had been in development for 20 years, would have cost $1.4 billion, was similar to the Carlsbad plant in operation since 2016 and was backed by Gov. Gavin Newsom.

Whereas Poseidon would have produced 50 million gallons a day, enough for about 400,000 people, the Dana Point plant will produce only about 10% of that.

Among the factors cited in the Poseidon rejection, the commission said it would raise costs for poor families — although not having enough water seemingly also would be a problem for them. And the plant supposedly would have damaged sea life by dumping millions of gallons of brine — highly concentrated salt — into the Pacific Ocean.
By contrast, according to the commission's staff report, the Dana Point plant would "collect seawater from beneath the seafloor to provide source water to the facility." And it would use a "brine discharge system that would route the facility's effluent to the South Orange County Wastewater Authority's nearby wastewater treatment plant."

We have agreed with Newsom on the necessity of developing all viable systems of water.

Unveiling a new 19-page water strategy in August, the governor decried the "regulatory thickets" preventing new water developments and needing to "fast track" projects.

Here's to hoping the governor can back up those words with more tangible results moving forward.

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

NOVEMBER 9, 2022

REPORT OF THE DISTRICT ENGINEER ON HYDROLOGIC CONDITIONS

Baldwin Park Key Well (see attached graph)

- Located in the central portion of the San Gabriel Valley within the City of Baldwin Park and used as a general indication of water elevations throughout the San Gabriel Valley
- One vertical foot is equivalent to about 8,000 acre-feet of groundwater in the Main Basin
- On September 23, 2022, the Baldwin Park Key Well groundwater elevation was 178.2 feet.
- On October 21, 2022, the Baldwin Park Key Well groundwater elevation was 176.9 feet, no change from the prior week. **The historical low was 169.4 feet on November 21, 2018.**

    - A decrease of about 1.3 feet from the prior month.
    - About 7 feet lower than one year ago (represents 56,000 acre-feet). Includes an estimated 110,000 acre-feet of untreated imported water in cyclic storage accounts, which represents about 14 feet of groundwater elevation at the Key Well.
        - Producer Cyclic Storage – 47,000 AF
        - MWD Cyclic Storage (for UD RDA delivery) – 49,000 AF
        - Other Cyclic Storage – 14,000 AF

Reservoir Storage and Releases

- There are three dams and reservoirs located along the San Gabriel River above San Gabriel Canyon. Their primary function is for flood control and also used to store watershed runoff for subsequent groundwater replenishment.
    - Cogswell Reservoir is located highest in the watershed and has a maximum storage capacity of 10,475 acre-feet
    - San Gabriel Reservoir is located downstream of and receives releases from Cogswell Reservoir, and has a maximum storage capacity of 44,044 acre-feet

- ❖ Morris Reservoir is located downstream of and receives releases from San Gabriel Reservoir and has a maximum storage capacity of 28,736 acre-feet. Releases from Morris Reservoir and San Gabriel Reservoir are used at local surface water treatment plants and used for groundwater replenishment
- ❖ Total storage capacity is 83,255 acre-feet
- ❖ The combined minimum pool behind Cogswell, San Gabriel and Morris Reservoirs is about 10,500 acre-feet.
- ❖ Combined storage as of October 25, 2022 was 12,546 acre-feet (about 15 percent of capacity).
- ❖ San Gabriel Reservoir inflow was 6 cfs and release was 6 cfs as of October 25, 2022.
- ❖ Morris Reservoir inflow was 8 cfs and release was 15 cfs as of October 25, 2022. All of the release was diverted from the San Gabriel River at the Azusa Duarte intake for use by Committee of Nine.

USG-3

➢ Located in San Gabriel Canyon just below Morris Dam, it represents Upper District's primary point of delivery of untreated imported water for groundwater replenishment to the San Gabriel Valley. The typical delivery rate is about 190 cfs (or about 375 acre-feet per day)

- ❖ Total USG-3 deliveries.
  - During September 2022, Upper District did not make deliveries through USG-3.
  - During October 2022, Upper District plans to deliver 14,695 acre-feet through USG-3. Deliveries began on October 3, 2022 at a flow rate of about 290 cfs.
- ❖ Three Valleys District/MWD
  - During September 2022, Three Valleys District did not make deliveries through USG-3.
  - During October 2022, Three Valleys District did not make deliveries through USG-3.

San Gabriel Canyon Spreading Grounds

- Three Valleys District/MWD did not make deliveries to the San Gabriel Canyon during September 2022.
- Three Valleys District/MWD does not plant to make deliveries to the San Gabriel Canyon during October 2022.
- San Gabriel District delivered 368 acre-feet to the San Gabriel Canyon during September 2022.
- San Gabriel District plans to deliver about 260 acre-feet to the San Gabriel Canyon during October 2022.

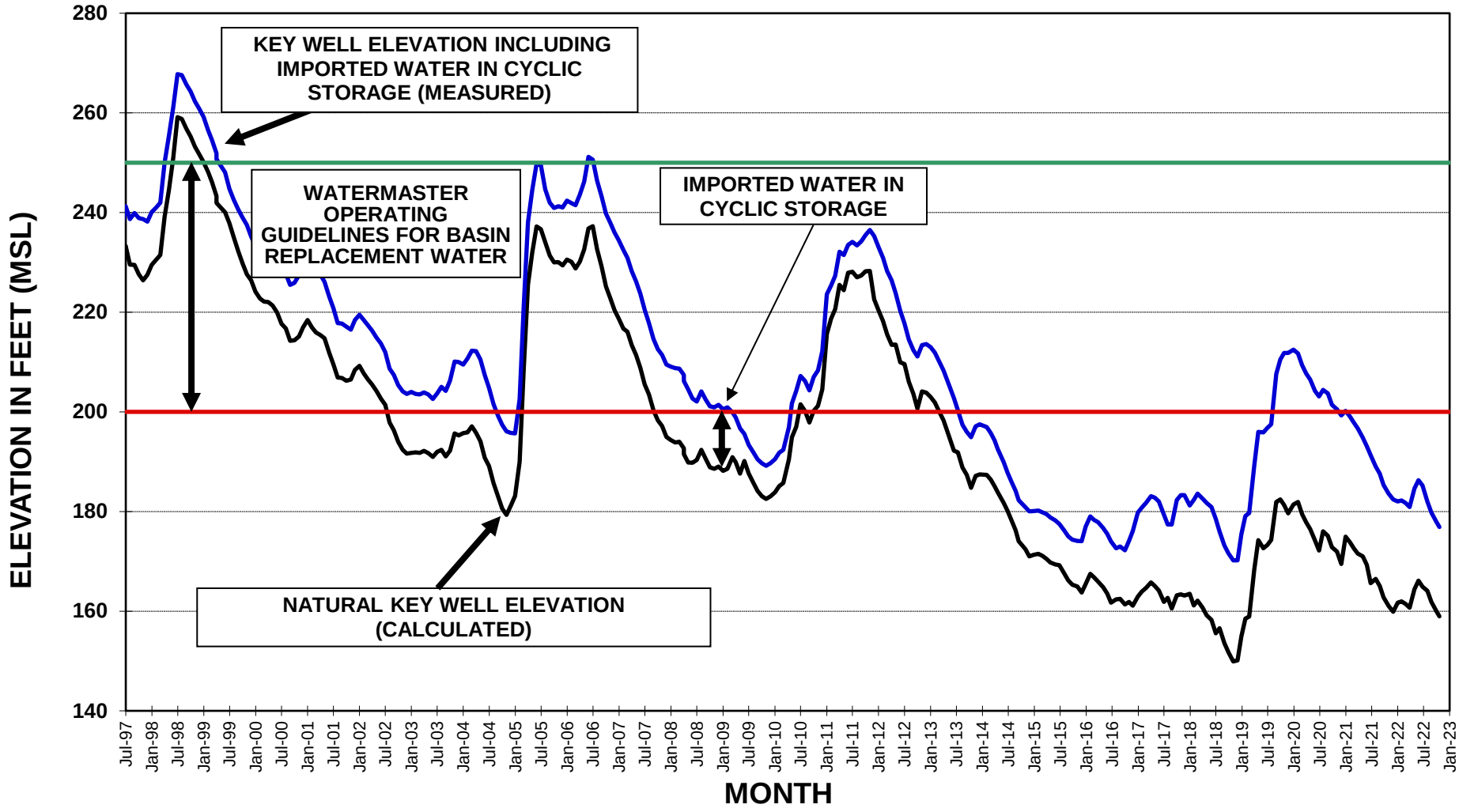
Rainfall (see attached graphs)

- Data are readily available on a daily basis and are indicative of comparative amount of rainfall in the San Gabriel Valley (percent of average)

- Puddingstone Dam as of October 25, 2022
  - Average rainfall from July 1st through October 31st of each year is 1.10 inches
  - Rainfall during July 1, 2022 through October 25, 2022 is 0.84 inches, which is 76 percent of average.
  - Rainfall during July 1, 2021 through June 30, 2022 was 11.42 inches, which was 63 percent of average.
- Los Angeles Civic Center as of October 25, 2022
  - Average rainfall from July 1st through October 31st of each year is 0.95 inches
  - Rainfall during July 1, 2022 through October 25, 2022 is 0.39 inches, which is 41 percent of average.
  - Rainfall during July 1, 2021 through June 30, 2022 was 12.40 inches, which was 82 percent of average.

Water Quality

- Water systems are required by the Division of Drinking Water (DDW) to collect water quality data from source wells and provide the results to DDW pursuant to Title 22 (Water quality data collected through Main San Gabriel Basin Watermaster's Basinwide Groundwater Quality Monitoring Program)
  - During October 2022, 58 wells were sampled under Title 22
  - During September 2022, 10 wells were sampled under Title 22
  - During September 2022, Stetson Engineers Inc. received no public notice of wells shut down due to contamination.



STETSON ENGINEERS INC.

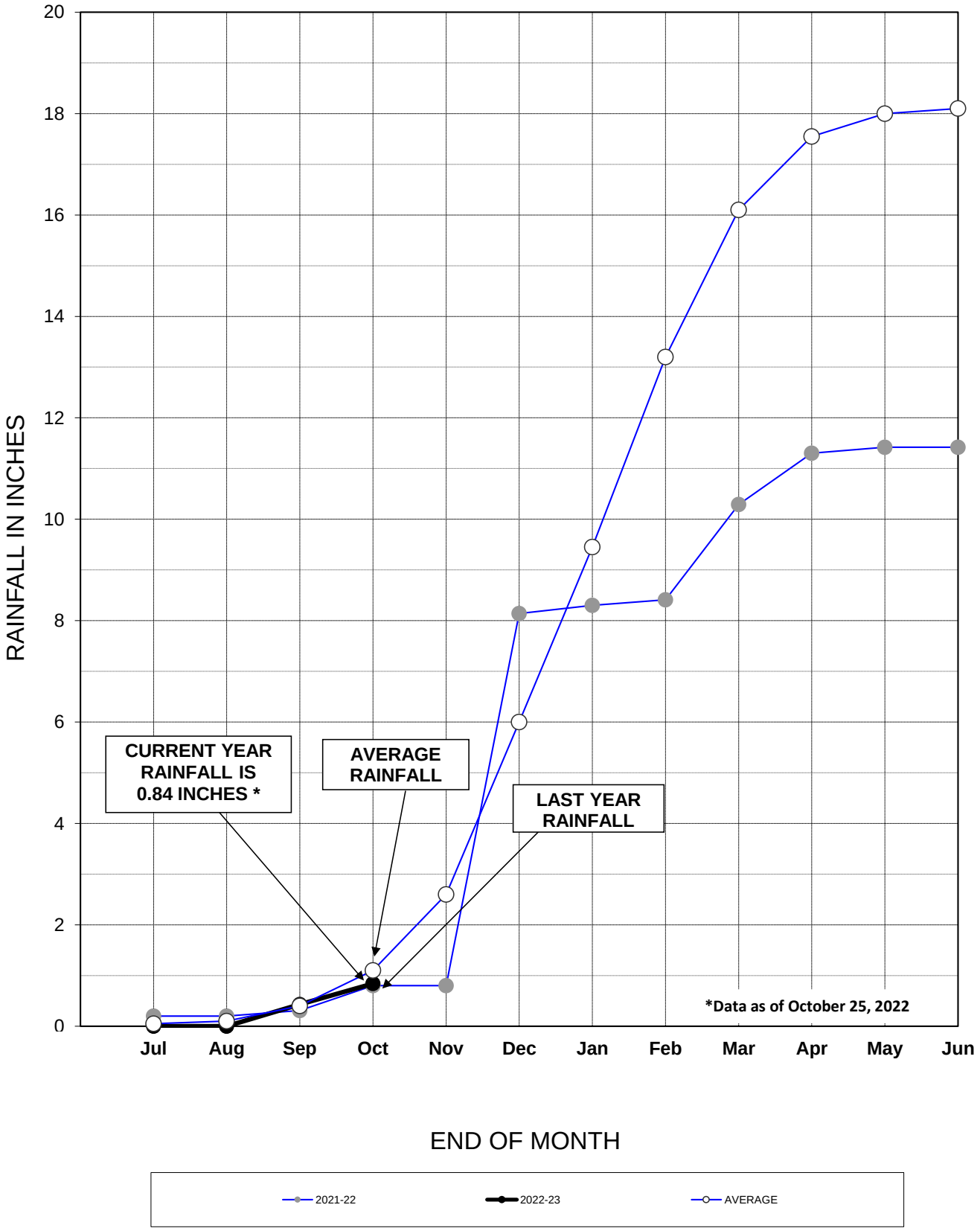
Covina San Rafael Mesa, Arizona

WATER RESOURCE ENGINEERS

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

BALDWIN PARK KEY WELL GROUNDWATER ELEVATION

J:\2533\1.01.001 - Engineers Report for Board Meetings\Board Meeting Reports\Engineer's report\Revised Key Well ElevChart_UD

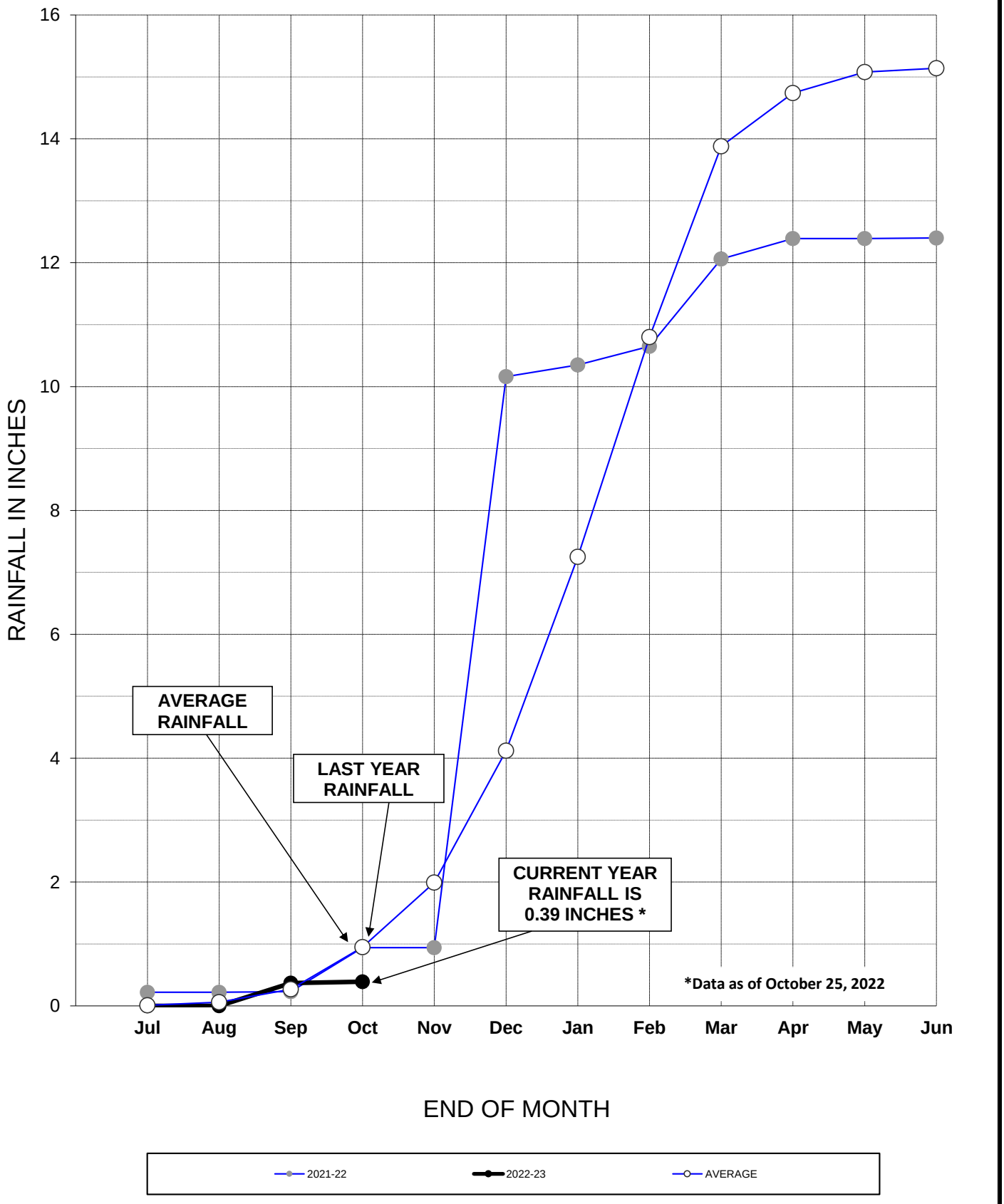


STETSON ENGINEERS INC.
Covina San Rafael Mesa, Arizona
WATER RESOURCE ENGINEERS

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

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

J:\2533\1.01.001 - Engineers Report for Board Meetings\Board Meeting Reports\Engineer's report\\RAINFALL plate_ Revised



STETSON ENGINEERS INC.

Covina San Rafael Mesa, Arizona

WATER RESOURCE ENGINEERS

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

ACCUMULATED RAINFALL AT LOS ANGELES CIVIC CENTER

J:\2533\1.01.001 - Engineers Report for Board Meetings\Board Meeting Reports\Engineer's report\\RAINFALL plate_ Revised

USG-3 DELIVERIES
(acre-feet)

End of Month	USG-3		Cost
Apr-05	0.00		$246.65
May-05	0.00		$246.65
Jun-05	0.00		$246.65
Jul-05	0.00		$246.65
Aug-05	1,042.20		$246.65
Sep-05	4,836.30		$246.65
Oct-05	4,848.50		$246.65
Nov-05	7,597.00		$246.65
Dec-05	9,986.80		$246.65
Jan-06	8,243.30		$246.65
Feb-06	7,434.30		$251.90
Mar-06	9,488.20		$251.90
Apr-06	916.40		$251.90
May-06	599.10		$251.90
Jun-06	0.00		$251.90
Jul-06	0.00		$251.90
Aug-06	0.00		$251.90
Sep-06	0.00		$251.90
Oct-06	0.00		$251.90
Nov-06	0.00		$251.90
Dec-06	0.00		$251.90
Jan-07	0.00		$251.90
Feb-07	0.00		$251.90
Mar-07	0.00		$251.90
Apr-07	0.00		$251.90
May-07	0.00		$251.90
Jun-07	0.00		$251.90
Jul-07	1,733.80	1/	$251.90
Aug-07	1,813.10	1/	$251.90
Sep-07	1,842.40	1/	$251.90
Oct-07	1,961.60	1/	$251.90
Nov-07	2,013.20	2/	$251.90
Dec-07	1,965.30	2/	$251.90
Jan-08	1,745.90	2/	$251.90
Feb-08	0.00		$251.90
Mar-08	0.00		$251.90
Apr-08	0.00		$251.90
May-08	0.00		$251.90
Jun-08	0.00		$251.90
Jul-08	0.00		$251.90
Aug-08	0.00		$251.90
Sep-08	0.00		$251.90
Oct-08	0.00		$251.90
Nov-08	0.00		$251.90
Dec-08	0.00		$251.90
Jan-09	0.00		$251.90
Feb-09	0.00		$251.90
Mar-09	0.00		$337.00
Apr-09	0.00		$337.00

USG-3 DELIVERIES
(acre-feet)

End of Month	USG-3		Cost
May-09	0.00		$337.00
Jun-09	0.00		$337.00
Jul-09	0.00		$337.00
Aug-09	0.00		$337.00
Sep-09	0.00		$337.00
Oct-09	0.00		$386.00
Nov-09	0.00		$386.00
Dec-09	0.00		$386.00
Jan-10	579.50		$526.00
Feb-10	0.00		$526.00
Mar-10	4,620.90		$526.00
Apr-10	10,876.00		$526/$655
May-10	0.00		$655.00
Jun-10	0.00		$655.00
Jul-10	0.00		$655.00
Aug-10	0.00		$655.00
Sep-10	2,052.70		$655.00
Oct-10	10,423.30		$655.00
Nov-10	11,439.50		$655.00
Dec-10	1,495.50		$655.00
Jan-11	0.00		$569.00
Feb-11	0.00		$569.00
Mar-11	1,302.20	3/	$569.00
Apr-11	1,441.70	3/	$569.00
May-11	1,974.60		$429.00
Jun-11	5,254.90	4/	$429.00
Jul-11	9,186.20	5/	$479.00
Aug-11	4,845.80		$479.00
Sep-11	7,394.30		$479.00
Oct-11	0.00		$597.00
Nov-11	0.00		$597.00
Dec-11	0.00		$597.00
Jan-12	0.00		$640.00
Feb-12	0.00		$640.00
Mar-12	0.00		$640.00
Apr-12	0.00		$640.00
May-12	0.00		$640.00
Jun-12	0.00		$640.00
Jul-12	0.00		$640.00
Aug-12	0.00		$640.00
Sep-12	0.00		$640.00
Oct-12	8,753.30		$640.00
Nov-12	3,281.40		$640.00
Dec-12	0.00		$640.00
Jan-13	0.00		$673.00
Feb-13	0.00		$673.00
Mar-13	0.00		$673.00
Apr-13	0.00		$673.00
May-13	0.00		$673.00

USG-3 DELIVERIES
(acre-feet)

End of Month	USG-3		Cost
Jun-13	0.00		$673.00
Jul-13	0.00		$673.00
Aug-13	0.00		$673.00
Sep-13	0.00		$673.00
Oct-13	16,093.80		$673.00
Nov-13	5,120.80		$673.00
Dec-13	4,788.80		$673.00
Jan-14	0.00		$673.00
Feb-14	2,315.90		$673.00
Mar-14	2,720.20		$673.00
Apr-14	249.40		$673.00
May-14	0.00		$673.00
Jun-14	0.00		$673.00
Jul-14	358.40	6/	$673.00
Aug-14	1,204.00	6/	$673.00
Sep-14	1,204.00	6/	$673.00
Oct-14	2,695.30	7/	$673.00
Nov-14	3,628.90		$673.00
Dec-14	3,211.60		$673.00
Jan-15	3,482.10	8/	$673.00
Feb-15	4,729.30	9/	$673.00
Mar-15	6,464.30	10/	$673.00
Apr-15	4,877.50	11/	$673.00
May-15	3,630.40		$673.00
Jun-15	3,355.10		$673.00
Jul-15	0.00		$673.00
Aug-15	0.00		$673.00
Sep-15	0.00		$673.00
Oct-15	0.00		$673.00
Nov-15	7,854.80		$673.00
Dec-15	8,383.30		$673.00
Jan-16	0.00		$697.00
Feb-16	0.00		$697.00
Mar-16	3,000.90		$697.00
Apr-16	0.00		$697.00
May-16	0.00		$697.00
Jun-16	0.00		$697.00
Jul-16	0.00		$697.00
Aug-16	0.00		$697.00
Sep-16	0.00		$697.00
Oct-16	19,421.50		$697.00
Nov-16	17,377.00		$697.00
Dec-16	3,701.10		$697.00
Jan-17	0.00		$769.00
Feb-17	0.00		$769.00
Mar-17	0.00		$769.00
Apr-17	0.00		$769.00
May-17	0.00		$769.00
Jun-17	0.00		$769.00

USG-3 DELIVERIES
(acre-feet)

End of Month	USG-3	Cost
Jul-17	0.00	$769.00
Aug-17	0.00	$769.00
Sep-17	0.00	$769.00
Oct-17	0.00	$769.00
Nov-17	0.00	$769.00
Dec-17	16,000.00	$769.00
Jan-18	0.00	$798.00
Feb-18	0.00	$798.00
Mar-18	0.00	$798.00
Apr-18	3,265.60	$798.00
May-18	0.00	$798.00
Jun-18	0.00	$798.00
Jul-18	0.00	$798.00
Aug-18	0.00	$798.00
Sep-18	0.00	$798.00
Oct-18	933.40	$798.00
Nov-18	17,032.90	$798.00
Dec-18	13,923.30	$798.00
Jan-19	0.00	$834.00
Feb-19	0.00	$834.00
Mar-19	0.00	$834.00
Apr-19	5,008.00	$834.00
May-19	0.00	$834.00
Jun-19	0.00	$834.00
Jul-19	0.00	$834.00
Aug-19	0.00	$834.00
Sep-19	0.00	$834.00
Oct-19	0.00	$834.00
Nov-19	0.00	$834.00
Dec-19	20,056.00	$834.00
Jan-20	0.00	$858.00
Feb-20	0.00	$858.00
Mar-20	0.00	$858.00
Apr-20	0.00	$858.00
May-20	0.00	$858.00
Jun-20	0.00	$858.00
Jul-20	0.00	$858.00
Aug-20	0.00	$858.00
Sep-20	0.00	$858.00
Oct-20	0.00	$858.00
Nov-20	10,179.50	$858.00
Dec-20	0.00	$858.00
Jan-21	0.00	$880.00
Feb-21	0.00	$880.00
Mar-21	0.00	$880.00
Apr-21	0.00	$880.00
May-21	0.00	$880.00
Jun-21	0.00	$880.00
Jul-21	0.00	$880.00

USG-3 DELIVERIES
(acre-feet)

End of Month	USG-3	Cost
Aug-21	0.00	$880.00
Sep-21	0.00	$880.00
Oct-21	0.00	$880.00
Nov-21	0.00	$880.00
Dec-21	0.00	$880.00
Jan-22	0.00	$902.00
Feb-22	0.00	$902.00
Mar-22	0.00	$902.00
Apr-22	0.00	$902.00
May-22	0.00	$902.00
Jun-22	0.00	$902.00
Jul-22	0.00	$902.00
Aug-22	0.00	$902.00
Sep-22	0.00	$902.00

Note:
1/ All water deliveries were for CIC/Azusa deliveries
2/ All water deliveries were for Azusa/Glendora deliveries
3/ Deliveries made through CenB-48.
4/ Of the 5,254.90 AF, 258.5 AF was delivered through CenB-48.
5/ Of the 9,186.20 AF, 564.6 AF was delivered through CenB-48.
6/ Deliveries made through UD-SGP. Deliveries were for Azusa.
7/ Of the 2,628.9 AF, 1,234.6 AF was delivered through UD-SGP.
8/ Of the 3,482.1 AF, 745.3 AF was delivered through CenB-48.
9/ Of the 4,729.3 AF, 1,626.3 AF was delivered through CenB-48.
10/ Of the 6,464.3 AF, 2,826.9 AF was delivered through CenB-48.
11/ Of the 4,877.5 AF, 1,301.5 AF was delivered through CenB-48.
*July 2014 through October 2014 reflects 1,000 AF deduction made to Canyon Basin through UD-SGP.
January 2015 through April 2015 reflects CenB-48 adjustment from 10,000 AF to 6,500 AF.

2533

During September 2022, 10 wells were sampled under Title 22. Raw water results from active wells that do not pump to a treatment plant follow:

Contaminant	Range (ppb)	MCL (ppb)
PCE	ND - 0.8	5*
TCE	ND	5*

In addition, 58 wells were sampled under Title 22 in October 2022.

*Note: Based on rounding, results greater than or equal to 5.5 ppb are above an MCL.

J:\1046\VOCSummary\VOC_Summary.doc

MEMORANDUM

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

11. GENERAL MANAGER'S REPORT

General Manager's Monthly Report
November 9, 2022

Water Supply Update

Baldwin Park Key Well: 176.9 feet on 10/21/22
San Gabriel Canyon: 12,546 AF combined storage as of 10/25/22
San Gabriel Reservoir: inflow 6 cfs; release 6 cfs
Morris Reservoir: inflow 8 cfs; release 15 cfs

USG-3 deliveries: planned to deliver 14,695 AF in October
Rainfall: 12.40"; 82% of average for FY 21/22

MWD Water Supply Conditions as of September 30, 2022, are summarized as follows:

Reservoir	Capacity	Current Storage	Storage as of 10/01/2021
San Luis	2.04 MAF	29%, 585 TAF	247 TAF
Oroville	3.54 MAF	35%, 1.23 MAF	788 TAF
Lake Powell	24.3 MAF	24%, 5.8 MAF	7.3 MAF
Lake Mead	26.1 MAF	28%, 7.3 MAF	9.0 MAF

**Storage volumes are in units of Million Acre-Feet (MAF), or Thousand Acre-Feet (TAF)*

Drought Actions
WSCP status: Level 2, 20% conservation target, 2 day/week outdoor watering

Tenant Improvement Project

Construction is substantially complete with a couple of punch list items remaining mainly due to supply issues. Move-in date is scheduled for November 3 - 7. The landscaping design and plan is coming together with input from both the consultant and the city on plant selection as well as final design.

Water Use Efficiency

Residential Water$mart Rebates
Since July 2022 - $154,970.50

Commercial Water$mart Rebates
Since July 2022 - $68,590.00

602 E. Huntington Drive, Suite B | Monrovia, CA 91016 | (626) 443-2297 (phone) | (626) 443-0617 (fax) | www.upperdistrict.org

Water Smart Home Kits
Distribution Dates: November TBD
Homes Served: 28
Working to increase outreach

MAAP Funds 2023-2025 - $572,000
Reserved: $458,000
Available: $114,000
Invoiced to MWD: $14,577

Education and Outreach

2022-23 Student Workshops
Classes: 16
Students: 859

2022 Water Education Grant
Applications due November 10th
Applications submitted: 5

Upcoming Landscaping Workshops (All Virtual)
November 8th @ 6pm – Composting
New Topics Begin February 2023

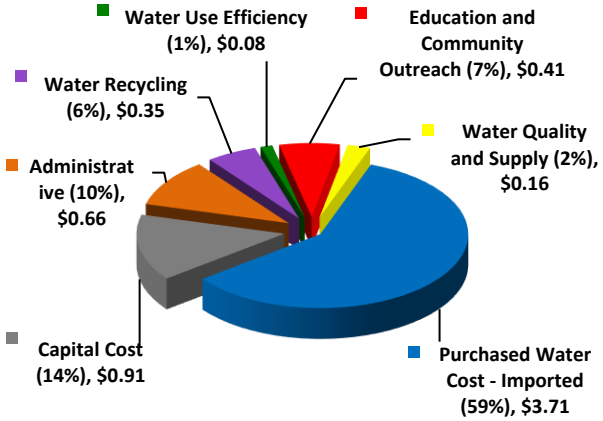
WaterFest 2022
WaterFest took place on October 15th, and despite a rainy start, the event was a huge success! Over 600 people attended, and many participated in the loteria game and raffle to receive conservation devices. A few of the event's highlights included over 45 exhibitors, Rams and L.A. Lakers Cheerleaders, a demonstration garden and an exhibit by MWD's Pure Water Southern California. Los Angeles County Supervisor Kathryn Barger attended as well as 20 local elected officials and member agency staff.

Legislative Update

Southern California Water Coalition
At the Southern California Water Coalition's Annual Dinner, our own Patty Cortez was recognized with the *Kathy Cole Award*, for her exceptional work in legislative advocacy and coalition building. The award was presented by Director Fellow, and she is the third person to receive this award.

Finance and Administration

YTD Use of Funds as of 09/30/22 - $6.29M



Financial Highlights
- Treated water sales: 440 AF
- Untreated water sales: 890 AF
- YTD net operating revenues - $0.04M

Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
October 11, 2022

CONSENT CALENDAR OTHER ITEMS – ACTION

Voted against waiver of Metropolitan Administrative Code Section 2201 regarding term limits for Board Chairwoman Gray. **(Agenda Item 6D)**

Adán Ortega was elected as Board Chair for two-year term effective January 1, 2023. **(Agenda Item 6E)**

CONSENT CALENDAR ITEMS - ACTION

Adopted the resolution authorizing the reimbursement of capital expenditures from bond proceeds for FY 2022/23 and FY 2023/24 as contained in Attachment 1 of the Board letter. **(Agenda Item 7-1)**

(a) Authorized the General Manager to sign a PLA with the trade councils of Los Angeles, Orange, Riverside, San Bernardino, San Diego Counties and the Tri-Counties and the signatory unions, and approve its use as a bid condition for select construction contracts within the Capital Investment Plan for a term of five years. (b) Authorized an agreement with Parsons Constructors, Inc. in an amount not to exceed $5,750,000 to administer the PLA. **(Agenda Item 7-2)**

Authorized an agreement with MWA Architects, in an amount not to exceed $990,000, for preliminary design of La Verne warehouse facilities. **(Agenda Item 7-3)**

Authorized on-call agreements with Brown and Caldwell, CDM Smith, Inc., Carollo Engineers, Inc., Jacobs Engineering Group, Inc., and Parsons Transportation Group, in amounts not to exceed $10 million each, for a maximum period of five years for engineering services. **(Agenda Item 7-4)**

Authorized on-call agreements with: (1) MARRS Services, Inc. in an amount not to exceed $6.7 million; (2) Butier Engineering, Inc. in an amount not to exceed $4.4 million; and (3) Berg & Associates, Inc. in an amount not to exceed $3.5 million for construction management and inspection services, each with a duration of three years. **(Agenda Item 7-5)**

Approved the attached salary schedules **(Agenda Item 7-6)**

Declared that the 41 parcels are surplus land and not necessary for Metropolitan's use based on the written grounds set forth in the staff board letter and authorized their disposal according to Metropolitan's surplus land disposal policies and procedures. **(Agenda Item 7-7)**

Authorized to extend the term of the Operational Shift Cost Offset Program to provide credits in CY 2023, consistent with the terms in Attachment 1 of the Board letter. **(Agenda Item 7-8)**

Adopted the revision and restatement of Bay-Delta Policies, including amendments offered by Directors Ackerman and Smith, as shown on "Attachment 1 with redlines". **(Agenda Item 7-9)**

Authorized a $300,000 settlement of Metropolitan claims against the federal government for the recovery of costs resulting from damages to Metropolitan infrastructure due to the crash of a military helicopter. **(Agenda Item 7-10)**

Adopted resolution encouraging action to reduce or eliminate irrigation of non-functional turf with potable water. **(Agenda Item 7-11)**

Approved amendments to the Administrative Code. **(Agenda Item 7-12)**

Adopted a resolution designating Metropolitan's maximum contribution for medical benefits for retirees to comply with the current authorized Memoranda of Understandings and align to active employees and retirees under Government Code 22892(a). **(Agenda Item 7-13)**

OTHER MATTERS AND REPORTS

Presented 5-year Service Pin to Director Barry D. Pressman, representing the city of Beverly Hills. **(Agenda Item 5G)**

Reported from Executive Committee on nominations for Board Chair. **(Agenda Item 5H)**

THIS INFORMATION SHOULD NOT BE CONSIDERED THE OFFICIAL MINUTES OF THE MEETING.

All current month materials, and materials after July 1, 2021 are available on the public website here: https://mwdh2o.legistar.com/Calendar.aspx

This database contains archives from the year 1928 to June 30, 2021: https://bda.mwdh2o.com/Pages/Default.aspx

Summary Report for the San Gabriel Basin Water Quality Authority October 19, 2022

Database and Animation Update Task Order for West Yost
The Board of Directors approved the task order for West Yost as presented.

Summary Report for the Main San Gabriel Basin Watermaster Regular Board Meeting October 5, 2022

Authorization to Execute the Extension Agreement for San Gabriel Valley Water Company's Producer Cyclic Storage Account
The Board of Directors unanimously authorized the extension agreement as presented.

Receive and File the Three-Year Purchased Water Plan for Fiscal Years 2022-23 to 2024-25
The Board of Directors unanimously received and filed the Three-year Purchased Water Plan as presented.

Receive and File Audit Report for Fiscal Year 2021-22
The Board of Directors unanimously received and filed the audit report as presented.

Reaffirm Cash Investment Policy
The Board of Directors unanimously reaffirmed its Cash Investment Policy as presented.

Attorney's Report
The Attorney reported on the following key dates:

- December 16, 2022 – Confirmation hearing of Watermaster Board of Directors' nominees for calendar year 2023.
- September 20, 2023 – Status conference before the Honorable Duffy-Lewis, regarding Main Basin conditions.

Engineer's Report
The Consulting Engineer reported on current basin and water supply conditions as well as canyon storage. He then stated that the Azusa Land Reclamation and Peck Road landfills were inspected and found to be operating normally with no violations.

Executive Officer's Report
Mr. Zampiello provided a brief update on the Quagga Mussel Mitigation Plan.

MEMORANDUM

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

15.
DIRECTORS' REPORT (AB 1234)

Directors' Activity Report – (AB 1234)

In accordance with CA Government Code Section 53232.3 (d)

October 2022

ANTHONY R. FELLOW, Division 1

Date	Event	Description
Oct 28 – 30, 22	Colorado River Aqueduct Inspection Trip	Inspection trip of Hoover Dam and the Colorado River Aqueduct.

CHARLES M. TREVIÑO, Division 2

Date	Event	Description
	No reportable activity.	

ED CHAVEZ, Division 3

Date	Event	Description
Sept 30 – Oct 2, 22	California Contract Cities Association	Education on emergency management and preparedness.

KATARINA GARCIA, Division 4

Date	Event	Description
	No reportable activity.	

JENNIFER SANTANA, Division 5

Date	Event	Description
	No reportable activity.	

602 E. Huntington Drive, Suite B | Monrovia, CA 91016 | (626) 443-2297 (phone) | (626) 443-0617 (fax) | www.upperdistrict.org