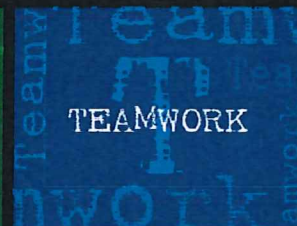
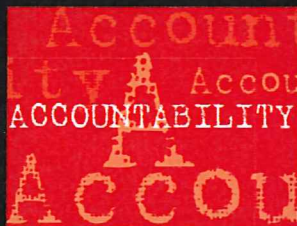
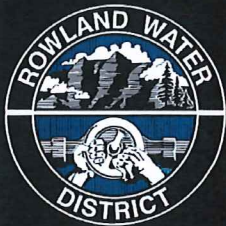


ROWLAND WATER DISTRICT

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

RWD BOARD VISION



Our Mission:

"Bound by our core values -- Accountability, Communication and Teamwork -- we are committed to providing the highest level of service to our customers --

DEDICATED-RELIABLE-OUTSTANDING-PROFESSIONAL SERVICE"

Board of Directors Regular Meeting
September 12, 2017
6:00 p.m.



AGENDA
Regular Meeting of the Board of Directors
September 12, 2017
6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ADDITION(S) TO THE AGENDA

PUBLIC COMMENT ON NON-AGENDA ITEMS

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

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

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

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

Tab 1 CONSENT CALENDAR

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

1.1 Approval of the Minutes of Regular Board Meeting held on August 8, 2017

Recommendation: The Board of Directors approve the Minutes as presented.

1.2 Demands on General Fund Account for July 2017

Recommendation: The Board of Directors approve the demands on the general fund account as presented.

1.3 Investment Report for July 2017

Recommendation: The Board of Directors approve the Investment Report as presented.

1.4 Water Purchases for July 2017

For information purposes only.

**Next Special Board Meeting:
Next Regular Board Meeting:**

**September 19, 2017, 5:00 p.m.
October 10, 2017, 6:00 p.m.**

Tab 2 ACTION ITEMS

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

2.1 Review and Approve Directors' Meeting Reimbursements for August 2017

Recommendation: The Board of Directors approve the Meeting Reimbursements as presented.

2.2 Review and Discuss Region 8 Board Ballot

Recommendation: The Board of Directors concur with the Region 8 Nominating Committee's recommended slate.

2.3 Review Nelson Diehl Evans LLP Audit Engagement Letter for the Year Ended June 30, 2017

For information purposes only.

2.4 Review and Adopt Resolution No. 9-2017 Adopting Rules and Regulations for Potable and Recycled Water Service

Recommendation: The Board of Directors adopt the Resolution as presented.

- 2.5 LAFCO Redevelopment Oversight Board Appointments**
For information purposes only.
- 2.6 Consider Sponsorship of the Youth Science Center at Wedgeworth Elementary in the amount of \$2,600.00**
Recommendation: The Board of Directors approve the sponsorship in the amount of \$2,600.00
- 2.7 Friends of Rowland Unified Schools (FORUS) Foundation. Discuss Sponsorship and Attendance at Second Annual State of the Schools Breakfast, October 20, 2017, 7:30 am-9:30 am, Rowland Heights Community Center**
Recommendation: None.
- 2.8 Public Relations (Rose Perea)**
- **Communications Outreach (CV Strategies)**
 - **Education Update**
- For information purposes only.*
- 2.9 Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)**
- 2017 CSDA Annual Conference, September 25-28, 2017, Monterey, CA
 - ACWA Region 9 and 10, “Dam Exciting: Accomplishments at Prado – Up and Downstream”, October 6, 2017, 8:20-2:30, 365 N. Main St., Corona, CA
 - Three Valleys Leadership Breakfast, October 12, 2017, 7:30-9:30 a.m., Sheraton Fairplex Suites, Pomona, CA
 - Inspection trip to State Water Project/Sacramento-San Joaquin Delta, October 20-21, 2017

Tab 3 LEGISLATIVE INFORMATION

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

Tab 4 REVIEW OF CORRESPONDENCE

- 4.1** *Intentionally left blank.*

Tab 5 COMMITTEE REPORTS

- 5.1 Three Valleys Municipal Water District (Directors Lu-Yang/Lima)**
Intentionally left blank
- 5.2 Joint Powers Insurance Authority (Director Lewis/Mr. Coleman)**
- “Risk Assessment Visit” letter from ACWA/JPIA
- For information purposes only.*

There are no tabs for the remainder of the meeting.

- 5.3 **Association of California Water Agencies** (Directors Lewis/Bellah)
- 5.4 **Puente Basin Water Agency** (Directors Lima/Lewis)
- 5.5 **Project Ad-Hoc Committee** (Directors Lima/Lu-Yang)
- 5.6 **Regional Chamber of Commerce-Government Affairs Committee**
(Directors Lewis/Bellah)
- 5.7 **PWR Joint Water Line Commission** (Directors Lima/Rios)
- 5.8 **Sheriff's Community Advisory Council** (Directors Lu-Yang/Rios)
- 5.9 **Rowland Heights Community Coordinating Council**
(Directors Lu-Yang/Bellah)

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

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

Tab 7 ATTORNEY'S REPORT (Mr. Joe Byrne)

Tab 8 CLOSED SESSION

**CONFERENCE WITH LEGAL COUNSEL—
ANTICIPATED LITIGATION**
**Initiation of litigation pursuant to paragraph (4) of
subdivision (d) of Section 54956.9: (One Case)**

Directors' and General Manager's Comments

Future Agenda Items

Late Business

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

ADJOURNMENT

President SZU PEI LU-YANG, Presiding

Tab

1.1



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
August 8, 2017 - 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ABSENT:

Director Teresa P. Rios (Excused)

OTHERS PRESENT:

Joseph P. Byrne, Legal Counsel, Best Best & Krieger
Erin La Combe Gilhuly, CV Strategies
Joe Ruzicka, Three Valleys Municipal Water District
Dan Horan, Three Valleys Municipal Water District
David and Teri Malkin, Residents

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Rose Perea, Director of Administrative Services
Dave Warren, Director of Operations

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Resident, David Malkin, provided information on the "Rowland Heights Day at the Fair" on September 8, 2017 and on the "Big Yellow Bus Program" which helps students in the community enjoy year-round education opportunities at The Learning Center at Fairplex, the home of the L.A. County Fair.

Tab 1 - CONSENT CALENDAR

A correction was made to the July 11, 2017 Minutes at **Tab 5.1 “Three Valleys Municipal Water District”** noting that the Board adopted a new “Standby Charge” for fiscal year 2017-2018, **decreasing** it from \$20.16 to \$18.51.” Upon motion by Director Lewis, seconded by Director Lima, the Consent Calendar was approved, as corrected, with a 4-0 vote:

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

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on July 11, 2017

1.2

Approval of the Minutes of Special Board Meeting Held on July 25, 2017

1.3

Demands on General Fund Account for June 2017

1.4

Investment Report for June 2017

1.5

Water Purchases for June 2017

Next Special Board Meeting
Next Regular Board Meeting

August 22, 2017, 5:00 p.m.
September 12, 2017, 6:00 p.m.

Tab 2 - ACTION ITEMS

2.1

Review and Approve Directors’ Meeting Reimbursements for July 2017

Upon motion by Director Lima, seconded by Director Lewis, the Directors’ Meeting Reimbursements were approved with a 4-0 vote.

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

2.2

Review and Approve Ordinance No. 0-8-2017 Establishing Mandatory Recycled Water Connection Policy

After discussion by the Board, a motion was made by Director Lewis, seconded by Director Lima, to approve Ordinance No. 0-8-2017 Establishing Mandatory Recycled Water Connection Policy. The motion was approved with the following roll-call vote:

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

Motion was passed by a vote of 4-0.

2.3

Review and Approve Ordinance No. 0-8.1-2017 Instituting a Cross-Connection Control And Backflow Prevention Program to Protect the Public Water System

After discussion by the Board, a motion was made by Director Lewis, seconded by Director Bellah, to approve Ordinance No. 0-8.1-2017 Instituting a Cross-Connection Control and Backflow Prevention Program to Protect the Public Water System. The motion was approved with the following roll-call vote:

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

Motion was passed by a vote of 4-0.

2.4

Receive and File Pomona-Walnut-Rowland (PWR) Joint Waterline Commission Budget – Fiscal Year 2017-2018

After discussion by the Board, a motion was made by Director Lewis, seconded by Director Lima, to receive and file the PWR Joint Waterline Commission Budget as presented. The motion was approved with a 4-0 vote:

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

2.5

LAFCO – Discuss Redevelopment Oversight Board Appointments for Special Districts – County of Los Angeles

After discussion by the Board, a motion was made by Director Lewis, seconded by Director Lima, nominating Director Lewis as a voting member and Director Lima as an alternate member, to Redevelopment Oversight Board No. 1 (1st Supervisorial District) and nominating Director Lu-Yang as an alternate member to Redevelopment Oversight Board No. 4 (4th Supervisorial District) contingent upon Walnut Valley Water District not nominating an alternate member to Oversight Board No. 4. The motion was passed with a 4-0 vote. Staff was instructed to complete the nomination forms and forward them to Paul Novak, Executive officer, LA LAFCO.

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

2.6

Public Relations (Rose Perea)

Mrs. Perea advised that the District once again participated in the “National Night Out” on August 1, 2017, 6:30 – 8:30 p.m. held at the Rowland Heights community Center at Pathfinder Park. She also noted that the Buckboard Days Parade float is in the process of being put together by staff.

Communications Outreach (CV Strategies)

Erin La Combe Gilhuly, CV Strategies, reported on all of the outreach material they are working on in connection with the Buckboard Days Parade – slider for the website, banners for the float and Program Ad designed as well as a press release. She included in her report a picture of the truck tailgates which CV Strategies designed. She also advised that she met with ACWA on the District’s OPARC Program and was encouraged to enter the program in ACWA’s Huell Houser Best in Blue Award for industry recognition. She will also be submitting an article to the *Municipal Water Leader* magazine on the OPARC Program.

Education Update

No comments.

2.7

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

- **ACWA Fall Conference, November 28, 2017 – December 1, 2017, Anaheim Marriott**
Staff was asked to make reservations for Director Lewis’ attendance at the conference.

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

None.

Tab 4 REVIEW OF CORRESPONDENCE

4.1

None.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

President Lu-Yang reported on her attendance at the July 19, 2017 Special Board meeting and advised that the Board nominated Joe Ruzicka to the LAFCO Redevelopment Oversight Board No. 5 (5th Supervisorial District).

5.2

Joint Powers Insurance Authority

Nothing to report.

5.3

Association of California Water Agencies

General Manager, Tom Coleman, advised the Board that Executive Director, Tim Quinn, is on medical leave for approximately two months and Paul Kelly will be acting as Interim Executive Officer.

5.4

Puente Basin Water Agency

Mr. Lima reported on his attendance at the Strategic Planning meeting held on July 18, 2017 and the Regular Commission meeting held on August 2, 2017 and advised that the Agency website information is being edited and the website will be going live on September 19, 2017. He also reported that the Cal Domestic line ran all summer, the Pomona Basin Regional Groundwater Project is moving forward and the Puente Valley Operable Unit (PVOU) project has been awarded to Suburban Water Systems.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis advised that the next Government Affairs Committee meeting will be held on August 14, 2017.

5.7

PWR Joint Water Line Commission

Director Lima reported that the next meeting will be held in October.

5.8

Sheriff's Community Advisory Council

Nothing to report.

5.9

Rowland Heights Community Coordinating Council

Nothing to report.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

Nothing to report.

6.2

Operations Report

Director of Operations, Dave Warren, reported that OPARC has completed the painting of the potable water fire hydrants and is now starting to paint air release cans for both the potable and recycled water systems. Field employee, Chris Reynoso, has completed CAL OSHA training on "Train the Trainer for Fork Lift Safety".

6.3

Personnel Report

Nothing to report.

Tab 7 ATTORNEY’S REPORT

Legal Counsel, Joe Byrne, advised the Board that he had received a request for additional information from La Habra Heights County Water District’s legal counsel, Michael Silander on Rowland Water District’s relationship with Puente Basin Water Agency and Walnut Valley Water District concerning the Water Production and Delivery Agreement with La Habra Heights County Water District. The reason given by Mr. Silander for this request is to assist his client in preparing a response to the audit prepared by the firm of Hagen Streiff, Newton & Oshiro, Accountants, PC.

Directors’ and General Manager’s Comments

General Manager, Tom Coleman, reminded the Board that “Harassment Training” for the Board has been scheduled for September 19, 2017, at 5:00 p.m. and “Ethics Training” for the Board has been scheduled for October 17, 2017, at 5:00 p.m.

Future Agenda Items

None.

Late Business

None.

A motion was made by Director Lima, seconded by Director Bellah, and unanimously carried to adjourn the meeting. The meeting was adjourned at 6:57 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary

Tab

1.2

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23133						
07/17	07/10/2017	23133	1000	ACWA JPIA	EMPLOYEE HEALTH BENEFITS	38,237.61
07/17	07/10/2017	23133	1000	ACWA JPIA	EMPLOYEE VISION BENEFITS	508.32
07/17	07/10/2017	23133	1000	ACWA JPIA	EMPLOYEE ASSISTANCE PROGRAM	56.40
07/17	07/10/2017	23133	1000	ACWA JPIA	EMPLOYEE DENTAL BENEFITS	3,000.08
07/17	07/10/2017	23133	1000	ACWA JPIA	RETIREEES HEALTH BENEFITS	12,567.76
07/17	07/10/2017	23133	1000	ACWA JPIA	DIRECTORS HEALTH BENEFITS	9,665.45
Total 23133:						64,035.62
23134						
07/17	07/10/2017	23134	4600	AIRGAS USA LLC	OXY/ACETYLENE FOR TANK	308.49
Total 23134:						308.49
23135						
07/17	07/10/2017	23135	62622	AKM CONSULTING ENGINEERS	PARALLAX FUTURE 3 SYSTEM	22,258.43
Total 23135:						22,258.43
23136						
07/17	07/10/2017	23136	62475	ALLEN DAVIDSON	TOTAL EXPENSES-BOOT ALLOWANCE	400.00
07/17	07/10/2017	23136	62475	ALLEN DAVIDSON	TOTAL EXPEENSES-WATER TREATMENT COURS	177.00
Total 23136:						577.00
23137						
07/17	07/10/2017	23137	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	4,466.20
07/17	07/10/2017	23137	62597	BEST BEST & KRIEGER	LEGAL FEES-LABOR & EMPLOYEMENT	980.10
07/17	07/10/2017	23137	62597	BEST BEST & KRIEGER	LEGAL FEES-WATER RATES	104.00
07/17	07/10/2017	23137	62597	BEST BEST & KRIEGER	LEGAL FEES-PARALLEX CEQA REVIEW	6,310.05
Total 23137:						11,860.35
23138						
07/17	07/10/2017	23138	62524	BRITTNIE VAN DE CAR	MILEAGE REIMBURSMENT	70.09
07/17	07/10/2017	23138	62524	BRITTNIE VAN DE CAR	TOTAL EXPENSES-WEC CONFERENCE	96.37
Total 23138:						166.46
23139						
07/17	07/10/2017	23139	1900	CLINICAL LAB OF S B	WATER SAMPLES	1,461.25
Total 23139:						1,461.25
23140						
07/17	07/10/2017	23140	62548	CORPORATE BUSINESS INTERIORS	OFFICE IMPROVMENTS-C.S. CUBICLE	955.25
Total 23140:						955.25
23141						
07/17	07/10/2017	23141	62263	COUNTY OF LOS ANGELES	SERVICE CUTS	2,505.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 23141:						2,505.00
23142						
07/17	07/10/2017	23142	62439	CVSTRATEGIES	COMMUNICATION SERVICES	8,173.67
Total 23142:						8,173.67
23143						
07/17	07/10/2017	23143	32	DAVE MILLER	TOTAL EXPENSES-BOOT ALLOWANCE	385.84
07/17	07/10/2017	23143	32	DAVE MILLER	MILEAGE REIMBURSEMENT	60.99
Total 23143:						446.83
23144						
07/17	07/10/2017	23144	16	DAVE WARREN	TOTAL EXPENSES-GAS	283.89
Total 23144:						283.89
23145						
07/17	07/10/2017	23145	33	DUSTIN T MOISIO	TOTAL EXPENSES-BOOTS	184.88
07/17	07/10/2017	23145	33	DUSTIN T MOISIO	MILEAGE REIMBURSEMENT	310.30
Total 23145:						495.18
23146						
07/17	07/10/2017	23146	62668	ECOTECH SERVICES, INC.	LANDSCAPE MAINTENANCE-IRRIGATION CONDTR	217.60
Total 23146:						217.60
23147						
07/17	07/10/2017	23147	2600	HACH COMPANY	WATER QUALITY TESTING SUPPLIES	1,695.12
Total 23147:						1,695.12
23148						
07/17	07/10/2017	23148	2690	HARPER & ASSOCIATES ENG.	RESERVOIR 6 BID SPECS.	3,360.00
Total 23148:						3,360.00
23149						
07/17	07/10/2017	23149	62526	HARRINGTON INDUSTRIAL PLASTICS	MATERIAL FOR RES	439.64
Total 23149:						439.64
23150						
07/17	07/10/2017	23150	62645	HD SUPPLY WATERWORKS LTD	MATERIAL FOR METERS	681.88
07/17	07/10/2017	23150	62645	HD SUPPLY WATERWORKS LTD	ENCODER MODULE WITH NICOR & ALLEGRO PIT	2,030.05
Total 23150:						2,711.93
23151						
07/17	07/10/2017	23151	62676	HENRY WOO ARCHITECTS INC	PROFESSIONAL SERVICES-NEW CANOPY ADDITI	4,112.78
Total 23151:						4,112.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23152						
07/17	07/10/2017	23152	379	HIGHROAD INFORMATION TECHNOL	24" MONITOR WORK NEW WORKSTATION	435.63
07/17	07/10/2017	23152	379	HIGHROAD INFORMATION TECHNOL	MAINTENANCE ON ALL HP PRINTERS	693.28
Total 23152:						1,128.91
23153						
07/17	07/10/2017	23153	27211	HILL BROS CHEMICAL CO	CHEMICAL FOR PBWA	863.48
Total 23153:						863.48
23154						
07/17	07/10/2017	23154	244	INFOSEND INC	BILLING SERVICE	32.30
07/17	07/10/2017	23154	244	INFOSEND INC	BILLING SERVICE	1,576.48
07/17	07/10/2017	23154	244	INFOSEND INC	BILLING SERVICE	1,558.03
Total 23154:						3,166.81
23155						
07/17	07/10/2017	23155	62624	INTER VALLEY POOL SUPPLY INC	CHEMICALS FOR RCS	263.11
07/17	07/10/2017	23155	62624	INTER VALLEY POOL SUPPLY INC	CHEMICALS FOR RCS	191.21
07/17	07/10/2017	23155	62624	INTER VALLEY POOL SUPPLY INC	CHEMICALS FOR WHITTIER BOOSTEER	426.80
07/17	07/10/2017	23155	62624	INTER VALLEY POOL SUPPLY INC	CHEMICALS FOR RCS	214.17
Total 23155:						1,095.29
23156						
07/17	07/10/2017	23156	62066	JANITORIAL SYSTEMS	MONTHLY JANITORIAL SERVICES	600.00
07/17	07/10/2017	23156	62066	JANITORIAL SYSTEMS	WINDOW CLEANING INSIDE & OUT	300.00
Total 23156:						900.00
23157						
07/17	07/10/2017	23157	62680	JOHNNY NAZAROFF	TOTAL EXPENSES-BOOT ALLOWANCE	386.03
Total 23157:						386.03
23158						
07/17	07/10/2017	23158	62602	JONATHAN VASQUEZ	TOTAL EXPENSES-BOOTS	266.42
07/17	07/10/2017	23158	62602	JONATHAN VASQUEZ	NON REIMBURSALBE EXPENSES-BOOTS	35.36-
Total 23158:						231.06
23159						
07/17	07/10/2017	23159	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	39.50
07/17	07/10/2017	23159	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RCS	291.21
Total 23159:						330.71
23160						
07/17	07/10/2017	23160	62525	MORROW-MEADOWS CORPORATION	WORK ON WARRICK LEVEL SENSOR	713.76
07/17	07/10/2017	23160	62525	MORROW-MEADOWS CORPORATION	SWITCH FOR DOOR HATCH AT PM9	475.84
07/17	07/10/2017	23160	62525	MORROW-MEADOWS CORPORATION	PROVIDE RES 2A SOLENOID RE-BUILD KIT	831.23
Total 23160:						2,020.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23161						
07/17	07/10/2017	23161	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR PROFESSIONAL FEES	1,009.51
07/17	07/10/2017	23161	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR WHITTIER BOOSTER STATION	3,060.51
07/17	07/10/2017	23161	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR PROFESSIONAL SERVICES	175.00
07/17	07/10/2017	23161	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ATTORNEY FEES	832.50
07/17	07/10/2017	23161	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR WHITTIER BOOSTER STATION	118.96
Total 23161:						5,196.48
23162						
07/17	07/10/2017	23162	5100	PUENTE READY MIX INC	CRUSHER BASE & WASH CON SAND	1,544.15
Total 23162:						1,544.15
23163						
07/17	07/10/2017	23163	5740	QUINN COMPANY	SUPPLIES FOR CAT	27.81
Total 23163:						27.81
23164						
07/17	07/10/2017	23164	62562	RMC WATER AND ENVIRONMENT	RECYCLED WATER ON CALL SERVICES	983.75
07/17	07/10/2017	23164	62562	RMC WATER AND ENVIRONMENT	POTABLE WATER ON CALL SERVICES	1,378.75
07/17	07/10/2017	23164	62562	RMC WATER AND ENVIRONMENT	PHASE 3 CONSTRUCTION-FULLERTON GRADE SE	5,251.50
Total 23164:						7,614.00
23165						
07/17	07/10/2017	23165	62062	ROBERT LEAMY	MILEAGE REIMBURSEMENT	62.06
Total 23165:						62.06
23166						
07/17	07/10/2017	23166	62460	RYAN WHITE	MILEAGE REIMBURSEMENT	66.88
07/17	07/10/2017	23166	62460	RYAN WHITE	TOTAL EXPENSES-BOOT ALLOWANCE	152.24
Total 23166:						219.12
23167						
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	HYDRANT BACKFLOW METER - WILKINS RPHBM	3,257.07
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	CLOW 865 FIRE HYD DC 8H PENT 1-1/8" NUT OVE	1,943.92
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	1" E2609SG NO LEAD CTS COMP CPLG JONES	92.30
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	1" X 3/4" E4201SG NO LEAD CTS AMS SG	255.80
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	3/4" E4201SG NO LEAD CTS AMS JONES	195.80
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	2" BRS MTR FLG SLOTTED NO LEAD	70.00
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	5/8" X 2-1/2" T316 MTR BOLT	45.60
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	5/8" T316 SS HEX NUT	21.36
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	1" JE2623SG FCTXCTS ADPT NO LEAD JONES	138.00
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	3/4" X 1/8" LTHR MTR GSKT	404.87
07/17	07/10/2017	23167	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR SERVICES	924.38
Total 23167:						7,349.10
23168						
07/17	07/10/2017	23168	62259	SITEONE LANDSCAPE SUPPLY	TOOL & SUPPLIES	371.32
Total 23168:						371.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23169						
07/17	07/10/2017	23169	58002	SO CALIFORNIA EDISON	VIBRATION, INFRARED, PANEL & EFFICIENCY PU	3,995.00
Total 23169:						3,995.00
23170						
07/17	07/10/2017	23170	2185	SWRCB ACCOUNTING OFFICE	WATER SYSTEM FEES	36,602.00
Total 23170:						36,602.00
23171						
07/17	07/10/2017	23171	2180	SWRCB-DWOCP	T2 RENEWAL-DUSTY MOISIO	60.00
Total 23171:						60.00
23172						
07/17	07/10/2017	23172	62521	TRIPEPI SMITH & ASSOCIATES	MONTHLY WEBSITE MAINTENANCE FEE	300.00
Total 23172:						300.00
23173						
07/17	07/10/2017	23173	323	UPS	POSTAGE	17.19
Total 23173:						17.19
23174						
07/17	07/10/2017	23174	62353	VERIZON	CONFERENCE CALLS	124.78
Total 23174:						124.78
23175						
07/17	07/10/2017	23175	205	WARREN GRAPHICS	CCR POSTCARDS	2,025.00
Total 23175:						2,025.00
23176						
07/17	07/11/2017	23176	3375	ANTHONY LIMA	MILEAGE REIMBURSEMENT	32.10
Total 23176:						32.10
23177						
07/17	07/11/2017	23177	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	55,417.91
07/17	07/11/2017	23177	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	6,157.54
Total 23177:						61,575.45
23178						
07/17	07/11/2017	23178	5900	SOCALGAS	GAS UTILITY BILL	41.95
Total 23178:						41.95
23179						
07/17	07/11/2017	23179	62045	SZU-PEI LU-YANG	MILEAGE REIMBURSEMENT	49.22
Total 23179:						49.22

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23180						
07/17	07/20/2017	23180	4750	PWR JT WATER LINE COMMISSION	448.8AC FT-MAY 2017 WATER	442,965.60
07/17	07/20/2017	23180	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	6,908.79
07/17	07/20/2017	23180	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	1,091.75
07/17	07/20/2017	23180	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	1,648.68
Total 23180:						452,614.82
23181						
07/17	07/24/2017	23181	1050	ACWA JOINT POWERS INSURANCE A	WORKERS' COMP QUARTERLY PREMIUM	11,362.82
Total 23181:						11,362.82
23182						
07/17	07/24/2017	23182	4600	AIRGAS USA LLC	TANK RENTAL	72.35
Total 23182:						72.35
23183						
07/17	07/24/2017	23183	62121	ANDREW J ANTUNEZ	TOTAL EXPENSES-SCHOOL SPRING 2017	177.00
Total 23183:						177.00
23184						
07/17	07/24/2017	23184	1625	ANTHEM BLUE CROSS	RETIREE HEALTH BENEFITS	960.84
Total 23184:						960.84
23185						
07/17	07/24/2017	23185	3850	ATHENS SERVICES (MODERN SVC)	TRASH SERVICE	283.69
Total 23185:						283.69
23186						
07/17	07/24/2017	23186	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	5,453.50
07/17	07/24/2017	23186	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	24,964.95
07/17	07/24/2017	23186	62597	BEST BEST & KRIEGER	LEGAL FEES-LABOR AND EMPLOYMENT	1,544.40
07/17	07/24/2017	23186	62597	BEST BEST & KRIEGER	LEGAL FEES-CELL LEASES AND RELATED ISSUES	267.30
07/17	07/24/2017	23186	62597	BEST BEST & KRIEGER	LEGAL FEES-PARALLEX CEQA REVIEW	7,486.25
Total 23186:						39,716.40
23187						
07/17	07/24/2017	23187	62440	BNY MELLON NA	MANAGEMENT FEE	2,383.33
Total 23187:						2,383.33
23188						
07/17	07/24/2017	23188	1476	BUSINESS CARD (VISA)	VEHICLE EXPENSE	528.45
07/17	07/24/2017	23188	1476	BUSINESS CARD (VISA)	TOOLS & SUPPLIES	155.89
07/17	07/24/2017	23188	1476	BUSINESS CARD (VISA)	MAINTENANCE & OPERATIONS	17.65
07/17	07/24/2017	23188	1476	BUSINESS CARD (VISA)	MISC EXPENSES	290.49
07/17	07/24/2017	23188	1476	BUSINESS CARD (VISA)	SEMINAR & TRAINING EXPENSES	445.55
Total 23188:						1,438.03

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23189						
07/17	07/24/2017	23189	62493	CADWAY INC (CAL DOMESTIC WATE	WATER CHARGE	68,781.33
07/17	07/24/2017	23189	62493	CADWAY INC (CAL DOMESTIC WATE	RTC CDWC	619.66
Total 23189:						69,400.99
23190						
07/17	07/24/2017	23190	62071	CALIFORNIA LIVING INC	INTERIOR PLANT MAINTENANCE	430.00
Total 23190:						430.00
23191						
07/17	07/24/2017	23191	1079	CA-NV SECTION AWWA	CROSS CONNECTION RENEWAL-DAVE WARREN	80.00
Total 23191:						80.00
23192						
07/17	07/24/2017	23192	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,884.00
Total 23192:						1,884.00
23193						
07/17	07/24/2017	23193	6966	CINTAS CORPORATION LOC 693	UNIFORM RENTAL	2,611.13
Total 23193:						2,611.13
23194						
07/17	07/24/2017	23194	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM	29,335.50
Total 23194:						29,335.50
23195						
07/17	07/24/2017	23195	1900	CLINICAL LAB OF S B	WATER SAMPLES	2,180.00
Total 23195:						2,180.00
23196						
07/17	07/24/2017	23196	1270	CORELOGIC SOLUTIONS LLC	PROPERTY DATA INFO	100.00
Total 23196:						100.00
23197						
07/17	07/24/2017	23197	62263	COUNTY OF LOS ANGELES	SERVICE CUTS	3,507.00
Total 23197:						3,507.00
23198						
07/17	07/24/2017	23198	62439	CVSTRATEGIES	COMMUNICATION SERVICES	7,821.55
Total 23198:						7,821.55
23199						
07/17	07/24/2017	23199	22541	DOTY BROS CONSTRUCTION CO	REPAIR LEAK-17665 CASTLETON	7,265.31
Total 23199:						7,265.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23200						
07/17	07/24/2017	23200	2253	DUKE'S LANDSCAPING INC	GARDENING SERVICE	2,100.00
Total 23200:						2,100.00
23201						
07/17	07/24/2017	23201	2300	FEDERAL EXPRESS	POSTAGE	119.71
Total 23201:						119.71
23202						
07/17	07/24/2017	23202	2550	FRONTIER	INTERNET ACCESS	803.00
Total 23202:						803.00
23203						
07/17	07/24/2017	23203	330	FUEL PRO INC	D/O INSPECTION	170.00
Total 23203:						170.00
23204						
07/17	07/24/2017	23204	5600	G M SAGER CONSTRUCTION	REMOVE 1,044 SQ. FT. OF ASPHALT @ 5" THICK. B	12,047.80
Total 23204:						12,047.80
23205						
07/17	07/24/2017	23205	62526	HARRINGTON INDUSTRIAL PLASTICS	SUPPLIES FOR RES	408.61
Total 23205:						408.61
23206						
07/17	07/24/2017	23206	62112	HERCULES INDUSTRIES INC.	MATERIAL FOR RES	1,630.25
Total 23206:						1,630.25
23207						
07/17	07/24/2017	23207	379	HIGHROAD INFORMATION TECHNOL	MANAGED SERVICES	4,416.67
07/17	07/24/2017	23207	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER	3,157.00
07/17	07/24/2017	23207	379	HIGHROAD INFORMATION TECHNOL	MAILBAGGING SERVICE MAINTENANCE	200.00
Total 23207:						7,773.67
23208						
07/17	07/24/2017	23208	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	1,556.15
07/17	07/24/2017	23208	2724	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES	123.30
Total 23208:						1,679.45
23209						
07/17	07/24/2017	23209	62435	INDUSTRY PUBLIC UTILITY COMMISS	PUMPING POWER-PUMPSTATION 2A	7,659.42
Total 23209:						7,659.42
23210						
07/17	07/24/2017	23210	244	INFOSEND INC	BILLING SERVICE	12.68
07/17	07/24/2017	23210	244	INFOSEND INC	BILLING SERVICE	2,332.17
07/17	07/24/2017	23210	244	INFOSEND INC	INSERTS-CCR	1,212.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
07/17	07/24/2017	23210	244	INFOSEND INC	BILLING SERVICE	3,130.77
Total 23210:						6,688.40
23211						
07/17	07/24/2017	23211	62226	INLAND DESERT SECURITY &	ANSWERING SERVICE	335.30
Total 23211:						335.30
23212						
07/17	07/24/2017	23212	62624	INTER VALLEY POOL SUPPLY INC	CHEMICALS FOR RCS	250.47
07/17	07/24/2017	23212	62624	INTER VALLEY POOL SUPPLY INC	CHEMICALS FOR RCS	460.99
07/17	07/24/2017	23212	62624	INTER VALLEY POOL SUPPLY INC	CHEMICALS FOR RCS	195.15
Total 23212:						906.61
23213						
07/17	07/24/2017	23213	62586	JD PRINTING & MAILING	MAILING SERVICE	757.06
Total 23213:						757.06
23214						
07/17	07/24/2017	23214	3300	LAGERLOF SENECA ET AL	MAIN BASIN ANALYSIS	330.00
07/17	07/24/2017	23214	3300	LAGERLOF SENECA ET AL	GENERAL MATTERS	767.00
Total 23214:						1,097.00
23215						
07/17	07/24/2017	23215	62583	LINCOLN FINANCIAL GROUP	LIFE INSURANCE	301.09
07/17	07/24/2017	23215	62583	LINCOLN FINANCIAL GROUP	SHORT/LONG TERM DISABILITY	915.31
07/17	07/24/2017	23215	62583	LINCOLN FINANCIAL GROUP	DIRECTORS LIFE INSURANCE	45.11
Total 23215:						1,261.51
23216						
07/17	07/24/2017	23216	257	MCMASTER-CARR SUPPLY CO	SUPPLIES FOR RCS	31.65
Total 23216:						31.65
23217						
07/17	07/24/2017	23217	62476	NETWORKFLEET INC	MONTHLY SERVICE	449.10
Total 23217:						449.10
23218						
07/17	07/24/2017	23218	62653	OMAR REAL	TOTAL EXPENSES-BOOTS	94.82
Total 23218:						94.82
23219						
07/17	07/24/2017	23219	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ATTORNEY FEES	540.00
07/17	07/24/2017	23219	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR PROFESSIONAL SERVICES	175.00
07/17	07/24/2017	23219	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR CONSULTING FEES FOR SIX B	906.83
07/17	07/24/2017	23219	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ACCOUNTING FEES	500.00
07/17	07/24/2017	23219	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR ADMINISTRATIVE FEES	5,500.96
07/17	07/24/2017	23219	5000	PUENTE BASIN WATER AGENCY	ASSESSMENT FOR CONSULTING FEES	1,268.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 23219:						8,891.29
23220						
07/17	07/24/2017	23220	62660	PUENTE HILLS FORD	MAINTENANCE TRUCK #3, 7	864.93
Total 23220:						864.93
23221						
07/17	07/24/2017	23221	5740	QUINN COMPANY	2725A ZIEMAN AIR BRAKE EQUIPMENT TRAILER	27,361.18
Total 23221:						27,361.18
23222						
07/17	07/24/2017	23222	385	R AND I HOLDINGS INC	EQUIPMENT REPAIR-CUT OFF SAW	32.39
Total 23222:						32.39
23223						
07/17	07/24/2017	23223	62458	RH BUCKBOARD DAYS PARADE	SPONSORSHIP-BUCKBOARD DAY PARADE	500.00
Total 23223:						500.00
23224						
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	3/4" MUELLER 682332 COMPRESSION FLR PUSH I	96.80
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	CLOW 865 FIRE HYD DC 8H	2,046.23
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	2-1/2" PLASTIC HYD CAP	82.50
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	3/4" CSC SWT CPLG W/STOP	27.75
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	3/4" CSC SWT 45 ELL	41.25
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	3/4" CSC SWT 90 ELL	37.50
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	3/4" MULR H14258N GROUND KEYS CTS 110 COM	190.60
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	2-1/2" X 2" BRS HEX BUSH NO LEAD IMP	84.00
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	1" X 3/4" BRS BELL RED NO LEAD IMP	34.75
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	1" X 3/4" BRS HEX BUSH NO LEAD IMP	17.95
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	1" X 100' TYPE K SOFT COPPER	850.00
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	3/4" X 100' TYPE K SOFT COPPER	660.50
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR METERS	391.61
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	TOOLS & SUPPLIES	138.61
07/17	07/24/2017	23224	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR METERS	179.44
Total 23224:						4,879.49
23225						
07/17	07/24/2017	23225	339	S C W U A	RESERVATION (6)	180.00
Total 23225:						180.00
23226						
07/17	07/24/2017	23226	5625	SAN GABRIEL VALLEY WATER ASSN	QUARTERLY MEETING-TOM COLEMAN, DAVE WA	75.00
Total 23226:						75.00
23227						
07/17	07/24/2017	23227	62249	SECURE SITE SOLUTIONS INC	SYSTEM MONITORING, MAINTENANCE-7/1/17-7/30/	1,842.00
Total 23227:						1,842.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
23228						
07/17	07/24/2017	23228	62534	SHRED IT USA	SHREDDING SERVICE	89.76
Total 23228:						89.76
23229						
07/17	07/24/2017	23229	5900	SOCALGAS	GAS UTILITY BILL	55.39
Total 23229:						55.39
23230						
07/17	07/24/2017	23230	215	SOUTH COAST AQMD	ANNUAL RENEWAL-FACILITY ID 103956(REF # D88	756.56
07/17	07/24/2017	23230	215	SOUTH COAST AQMD	EMISSIONS FEES-FACILITY ID 103956	127.46
07/17	07/24/2017	23230	215	SOUTH COAST AQMD	EMISSIONS FEES-2505 ARTIGAS FACILITY ID 9521	127.46
07/17	07/24/2017	23230	215	SOUTH COAST AQMD	ANNUAL RENEWAL-2505 ARTIGAS FACILITY ID 952	378.28
Total 23230:						1,389.76
23231						
07/17	07/24/2017	23231	6075	STAPLES CREDIT PLAN	OFFICE SUPPLIES	61.44
Total 23231:						61.44
23232						
07/17	07/24/2017	23232	2180	SWRCB-DWOCP	D5 RENEWAL-DAVE WARREN	105.00
Total 23232:						105.00
23233						
07/17	07/24/2017	23233	6950	UNDERGROUND SERVICE ALERT	SERVICE ALERT	172.50
Total 23233:						172.50
23234						
07/17	07/24/2017	23234	62353	VERIZON	PHONE SYSTEM-VOIP/VOICE LINE	418.65
Total 23234:						418.65
23235						
07/17	07/24/2017	23235	62665	VERIZON	SCADA ALARM MODEM	9.47
Total 23235:						9.47
23236						
07/17	07/24/2017	23236	382	W A RASIC CONSTRUCTION CO INC	JOB 16TX77-FULLERTON RD GRADE SEP	6,593.07
07/17	07/24/2017	23236	382	W A RASIC CONSTRUCTION CO INC	JOB 15TX15-FULLERTON RD GRADE SEP	92.58
Total 23236:						6,685.65
23237						
07/17	07/24/2017	23237	7700	WALNUT VALLEY WATER DISTRICT	RECYCLED WATER	1,086.70
Total 23237:						1,086.70
23238						
07/17	07/24/2017	23238	205	WARREN GRAPHICS	CCR BOOKLETS	1,643.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 23238:						1,643.24
23239						
07/17	07/24/2017	23239	62432	WASTE MANAGEMENT COMPANY	HAUL DIRT	365.42
Total 23239:						365.42
71717						
07/17	07/17/2017	71717	62558	PUENTE BASIN WATER AGENCY	PM 22/PM 9 CONNECTION	264,516.00
07/17	07/17/2017	71717	62558	PUENTE BASIN WATER AGENCY	TVMWD CONNECTION CAPACITY	1,353.41
07/17	07/17/2017	71717	62558	PUENTE BASIN WATER AGENCY	TVMWD EQUIVALENT SMALL METER	1,723.73
07/17	07/17/2017	71717	62558	PUENTE BASIN WATER AGENCY	TVMWD WATER USE CHARGE	1,402.88
07/17	07/17/2017	71717	62558	PUENTE BASIN WATER AGENCY	MWD CAPACITY CHARGE	8,209.51
07/17	07/17/2017	71717	62558	PUENTE BASIN WATER AGENCY	ADJUSTMENT FOR CAL DOMESTIC PRODUCTION	93,774.87
07/17	07/17/2017	71717	62558	PUENTE BASIN WATER AGENCY	MWD LRP CREDIT	2,080.00-
Total 71717:						368,900.20
7172017						
07/17	07/17/2017	717201	6300	STATE OF CALIFORNIA-EDD	UNEMPLOYMENT INSURANCE	38.88
Total 7172017:						38.88
71720172						
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	CONFERENCE EXPENSES	6,557.79
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	EMPLOYEE FAMILY NIGHT	10,007.88
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	MISC EXPENSES	1,219.37
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	VEHICLE EXPENSE	394.77
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	FREEDOM VOICE	1,208.07
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	DIRECTV	34.64
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	SPECTRUM	762.00
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	SEMINAR & TRAINING	42.75
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	TOOLS & SUPPLIES	205.84
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	COI EXPENSE	2,231.35
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	OFFICE SUPPLIES	362.99
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	RCS STRUCTURE	3,839.78
07/17	07/17/2017	717201	1070	AMERICAN EXPRESS	WIN 911	595.00
Total 71720172:						27,462.23
Grand Totals:						1,396,143.03

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11185-0	27,361.18	.00	27,361.18
11505-0	60,582.55	.00	60,582.55
222100	2,115.36	1,398,258.39-	1,396,143.03-
51110-0	68,781.33	.00	68,781.33
51310-0	801,256.47	2,080.00-	799,176.47
51410-1	3,051.36	.00	3,051.36
51410-2	2,445.16	.00	2,445.16
51410-3	1,723.73	.00	1,723.73

GL Account	Debit	Credit	Proof
51410-5	15,118.30	.00	15,118.30
51510-0	30,422.20	.00	30,422.20
51610-0	619.66	.00	619.66
51910-0	8,278.97	.00	8,278.97
52210-0	3,995.00	.00	3,995.00
52310-0	63,077.33	.00	63,077.33
54209-0	831.23	.00	831.23
54211-0	30,952.06	.00	30,952.06
54212-0	7,011.88	.00	7,011.88
54213-0	3,315.56	.00	3,315.56
54215-0	4,072.65	.00	4,072.65
54216-0	475.84	.00	475.84
54217-0	2,865.38	.00	2,865.38
54218-0	2,231.35	.00	2,231.35
54219-0	4,436.30	.00	4,436.30
56210-0	2,072.04	.00	2,072.04
56211-0	2,383.33	.00	2,383.33
56214-0	424.43	.00	424.43
56216-0	893.96	.00	893.96
56217-0	651.64	.00	651.64
56218-0	13,145.50	.00	13,145.50
56218-1	26,337.45	.00	26,337.45
56218-2	767.00	.00	767.00
56219-0	9,226.94	.00	9,226.94
56220-0	9,964.58	.00	9,964.58
56221-0	21,376.24	.00	21,376.24
56223-0	6,654.16	.00	6,654.16
56226-0	595.00	.00	595.00
56311-0	11,362.82	.00	11,362.82
56312-0	19,466.46	.00	19,466.46
56320-0	1,097.30	.00	1,097.30
56411-0	38,237.61	.00	38,237.61
56413-0	3,000.08	.00	3,000.08
56414-0	38.88	.00	38.88
56415-0	508.32	.00	508.32
56416-0	301.09	.00	301.09
56417-0	13,528.60	.00	13,528.60
56418-0	915.31	.00	915.31
56419-0	56.40	.00	56.40
56421-0	9,710.56	.00	9,710.56
56510-0	1,389.76	.00	1,389.76
56710-0	441.04	.00	441.04
56812-0	13,387.97	35.36-	13,352.61
57312-0	2,467.31	.00	2,467.31
57314-0	235.25	.00	235.25
57315-0	3,641.25	.00	3,641.25
57316-0	2,362.50	.00	2,362.50
57320-0	245.00	.00	245.00
57321-0	38,467.12	.00	38,467.12
Grand Totals:	<u>1,400,373.75</u>	<u>1,400,373.75-</u>	<u>.00</u>

GL Account

Debit

Credit

Proof

Report Criteria:

Report type: GL detail

Report Criteria:
Detail Report

Check Number	Date	Payee				
23240	07/31/2017	SHANE MING CHUANG				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	120245-96	DEPOSIT REFUND-237 SENTOUS	22810-0	150.05	150.05	
23241	07/31/2017	MIGI CHUANG				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	652203-74	DEPOSIT REFUND-18719 GREENBAY	22810-0	196.72	196.72	
23242	07/31/2017	HUANG GUIGUAN				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	602119-56	DEPOSIT REFUND-18803 ANDRADA	22810-0	181.67	181.67	
23243	07/31/2017	MIAO LIU				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	878671-65	DEPOSIT REFUND-1603 ORCHARD HILL	22810-0	84.10	84.10	
23244	07/31/2017	MING LIN				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	111939-74	DEPOSIT REFUND-2735 WESTBOURNE	22810-0	149.23	149.23	
23245	07/31/2017	BAISHENG YANG				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	998218-75	DEPOSIT REFUND-18125 COWBELL	22810-0	36.06	36.06	
23246	07/31/2017	GRACE LIN				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	544758-77	DEPOST REFUND-16529 FLOWER GLEN	22810-0	154.84	154.84	
23247	07/31/2017	YIFAN SONG				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	264890-66	DEPOSIT REFUND-18729 LARNE	22810-0	100.58	100.58	

Check Number	Date	Payee				
Sequence	Source	Description	GL Account	Amount	Check Amount	
23248	07/31/2017	XULIANG WU				
1	230060-32	DEPOSIT REFUND-2353 FULLERTON	22810-0	366.03	366.03	
23249	07/31/2017	WAN WING WONG				
1	630373-70	DEPOSIT REFUND-19266 LA PUENTE RD	22810-0	32.67		
2	630373-70	CREDIT REFUND-19266 LA PUENTE RD	15210-0	57.28	89.95	
23250	07/31/2017	YEONG SUNG KOU				
1	122385-73	CREDIT REFUND-18417 SEADLER DR	15210-0	69.18	69.18	
23251	07/31/2017	MEI MING WANG SHIH				
1	785308-99	CREDIT REFUND-1936 JELLYCK	15210-0	72.07	72.07	
23252	07/31/2017	CBF SUPPLY				
1	13399-15	CREDIT REFUND-628 HAMBLEDON AVE	15210-0	130.69	130.69	
23253	07/31/2017	GLENN TOMITA C/O JENNY XU				
1	401901-26	CREDIT REFUND-18925 ELIZONDO ST	15210-0	53.14	53.14	
23254	07/31/2017	SU HUA KUNG				
1	299353-43	CREDIT REFUND-18708 MANDY ST	15210-0	256.34	256.34	
23255	07/31/2017	FEI WANG				
1	132009-75	CREDIT REFUND-3421 WINCHESTER WAY	15210-0	34.29	34.29	
Grand Totals:						2,124.94

<u>Sequence</u>	<u>Source</u>	<u>Description</u>	<u>GL Account</u>	<u>Amount</u>	<u>Check Amount</u>
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Report Criteria:
Detail Report

Tab

1.3



Rowland Water District Memorandum

To: Thomas Coleman, General Manager

From: Sean S. Henry, Finance Officer

CC:

Date: August 1, 2017

Subject: Investment Update – July 2017

Economic Review: The next meeting of the Federal Reserve is scheduled for September 19th. The last meeting was held on July 25th. The Fed Funds rate was maintained at target ranges of 1 to 1-1/4 percent. At the meeting, the Federal Reserve stated “the labor market has continued to strengthen and that economic activity has been rising moderately so far this year. Job gains have been solid, on average, since the beginning of the year, and the unemployment rate has declined. Household spending and business fixed investment have continued to expand. On a 12-month basis, overall inflation and the measure excluding food and energy prices have declined and are running below two percent. Market-based measures of inflation compensation remain low; survey-based measures of longer-term inflation expectations are little changed, on balance. The latest reading of the Consumer Price Index (CPI) for Los Angeles, Riverside and Orange Counties was 2.2 for the month of June. The previous reading was 2.5 in the month of May.

LAIF Update: LAIF ended the month of June with a yield of 0.98%. This represents a .05 basis point increase from the month of May. A comparison with last year shows a .40 basis point increase from June 2016 when the yield stood at 0.58%.

RWD Investments: Rowland Water District’s bond portfolio carries an average yield of 1.24%. This is a .06 basis point increase from the month of July and a 0.26 basis point premium to LAIF. The District CD Placement program carries an effective yield of 1.20% and an average maturity of 526 days. The District had one bond purchase in the month of July. It was a \$250,000 four-year FNMA bond with a yield of 1.87%.

Rowland Water District
3021 South Fullerton Road
Rowland Heights, CA 91748
Tel (562) 697-1726

ROWLAND WATER DISTRICT
SUMMARY OF CASH AND INVESTMENTS
FOR MONTH ENDED JULY 31, 2017



CASH	
Citizens Business Bank	1,176,337.64
Comerica Bank MMIA	<u>15,542.92</u>
TOTAL CASH	1,191,880.56

COMERICA SECURITIES CD PLACEMENT	NA	1mth - 2 Years	NA	NA	NA	1.20%	526	1,215,000.00	8.75%
LOCAL AGENCY INVESTMENT FUND (LAIF)	NA	NA	NA	NA	NA	0.98%	NA	1,440,860.06	10.38%

**BNY MELLON INVESTMENTS
(UNION BANK CUSTODIAN)**

	Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
Fed Natl Mtg Assn	5 Year	250,000.00	100.083	99.984	08/28/17	0.88%	NA	249,960.00	1.80%
US Treasury Note	5 Year	250,000.00	99.559	99.928	09/30/17	0.63%	NA	249,820.00	1.80%
Fed Natl Mtg Assn	5 Year	250,000.00	100.019	99.894	12/20/17	0.88%	NA	249,735.00	1.80%
Fed Home Loan Mtg Corp	5 Year	200,000.00	99.289	99.813	01/12/18	0.75%	NA	199,626.00	1.44%
US Treasury Note	5 Year	200,000.00	99.742	99.750	02/28/18	0.75%	NA	199,500.00	1.44%
Fed Natl Mtg Assn	5 Year	500,000.00	100.300	99.689	05/21/18	0.88%	NA	498,445.00	3.59%
US Treasury Note	5 Year	250,000.00	99.727	100.090	09/30/18	1.38%	NA	250,225.00	1.80%
US Treasury Note	5 Year	250,000.00	99.868	100.109	11/30/18	1.38%	NA	250,272.50	1.80%
US Treasury Note	5 Year	250,000.00	99.137	100.266	12/31/18	1.50%	NA	250,665.00	1.81%
US Treasury Note	5 Year	250,000.00	100.172	100.281	01/31/19	1.50%	NA	250,702.50	1.81%
US Treasury Note	5 Year	250,000.00	99.140	100.266	02/28/19	1.50%	NA	250,665.00	1.81%
US Treasury Note	5 Year	250,000.00	99.617	100.481	03/31/19	1.63%	NA	251,202.50	1.81%
US Treasury Note	5 Year	100,000.00	98.532	99.723	10/31/19	1.27%	NA	99,723.00	0.72%
US Treasury Note	5 Year	250,000.00	99.359	99.891	01/31/20	1.38%	NA	249,727.50	1.80%
US Treasury Note	5 Year	250,000.00	99.047	99.191	03/31/20	1.14%	NA	247,977.50	1.79%
US Treasury Note	5 Year	250,000.00	99.016	99.762	04/30/20	1.38%	NA	249,405.00	1.80%
US Treasury Note	5 Year	250,000.00	99.633	98.231	02/28/21	1.13%	NA	245,577.50	1.77%
US Treasury Note	5 Year	250,000.00	100.184	97.746	07/31/21	1.13%	NA	244,365.00	1.76%
US Treasury Note	5 Year	250,000.00	99.059	97.645	08/31/21	1.13%	NA	244,112.50	1.76%
Cash Reserve Account						0.68%		19,973.66	0.14%
Total BNY Mellon Investments								4,751,680.16	34.23%

**WELLS FARGO ADVISORS
(UNION BANK CUSTODIAN)**

	Term	Quantity	Purchase Price	Current Price	Maturity Date	Effective Yield	Next Call	Current Value	% of Portfolio
Fedl Natl Mtg Assn	5 Year	485,000.00	101.342	99.984	08/28/17	0.88%	NA	484,922.40	3.49%
Fedl Natl Mtg Assn	5 Year	495,000.00	100.650	99.894	12/20/17	0.88%	NA	494,475.30	3.56%
Fedl Home Loan Mtg Corp	5 Year	495,000.00	100.066	99.813	01/12/18	0.75%	NA	494,074.35	3.56%
Fedl Natl Mtg Assn	5 Year	495,000.00	100.448	99.826	02/08/18	0.88%	NA	494,138.70	3.56%
Fedl Home Loan Mtg Corp	5 Year	495,000.00	100.392	99.812	03/07/18	0.88%	NA	494,069.40	3.56%
Fedl Natl Mtg Assn	5 Year	500,000.00	100.530	99.689	05/21/18	0.88%	NA	498,445.00	3.59%
Fedl Natl Mtg Assn	4 Year	250,000.00	98.671	99.932	09/27/18	1.27%	NA	249,830.00	1.80%
Fedl Natl Mtg Assn	5 Year	245,000.00	100.061	100.370	11/27/18	1.63%	NA	245,906.50	1.77%
Fedl Home Loan Mtg Corp	5 Year	275,000.00	99.581	99.719	08/01/19	1.25%	NA	274,227.25	1.98%
Fedl Home Loan Mtg Corp	5 Year	275,000.00	99.344	99.558	10/02/19	1.25%	NA	273,784.50	1.97%
Fedl Farm Credit Bank	5 Year	240,000.00	98.229	99.502	10/22/19	1.29%	NA	238,804.80	1.72%
Fedl Home Loan Bank	4 Year	250,000.00	100.987	100.430	11/29/21	1.88%	NA	251,075.00	1.81%
Fedl Natl Mtg Assn	5 Year	300,000.00	101.614	100.716	01/05/22	2.00%	NA	302,148.00	2.18%
Fedl Home Loan Bank	5 Year	125,000.00	101.153	100.031	04/05/22	1.88%	NA	125,038.75	0.90%
Fedl Home Loan Bank	5 Year	200,000.00	99.334	97.809	04/13/22	1.52%	NA	195,618.00	1.41%
Fedl Home Loan Bank	5 Year	125,000.00	101.067	99.237	12/09/22	1.89%	NA	124,046.25	0.89%
Cash Reserve Account						0.68%		43,544.27	0.31%
Total Wells Fargo Investments								5,284,148.47	38.06%

TOTAL INVESTMENTS

TOTAL CASH AND INVESTMENTS

Weighted Average Yield of Total Investment Portfolio: 1.04%

12,691,688.69 100%
13,883,569.25

Market values determined by last business day of month values.

All listed investments comply with the District's Statement of Investment Policy as established in Resolution 2-2007.

The District's available cash and investment portfolio provides sufficient cash flow and liquidity to meet all normal obligations for at least a six-month period of time.

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


 Sean S. Henry, Finance Officer



COMPARATIVE PURCHASED WATER REPORT FOR THE MONTH OF JUNE 2017

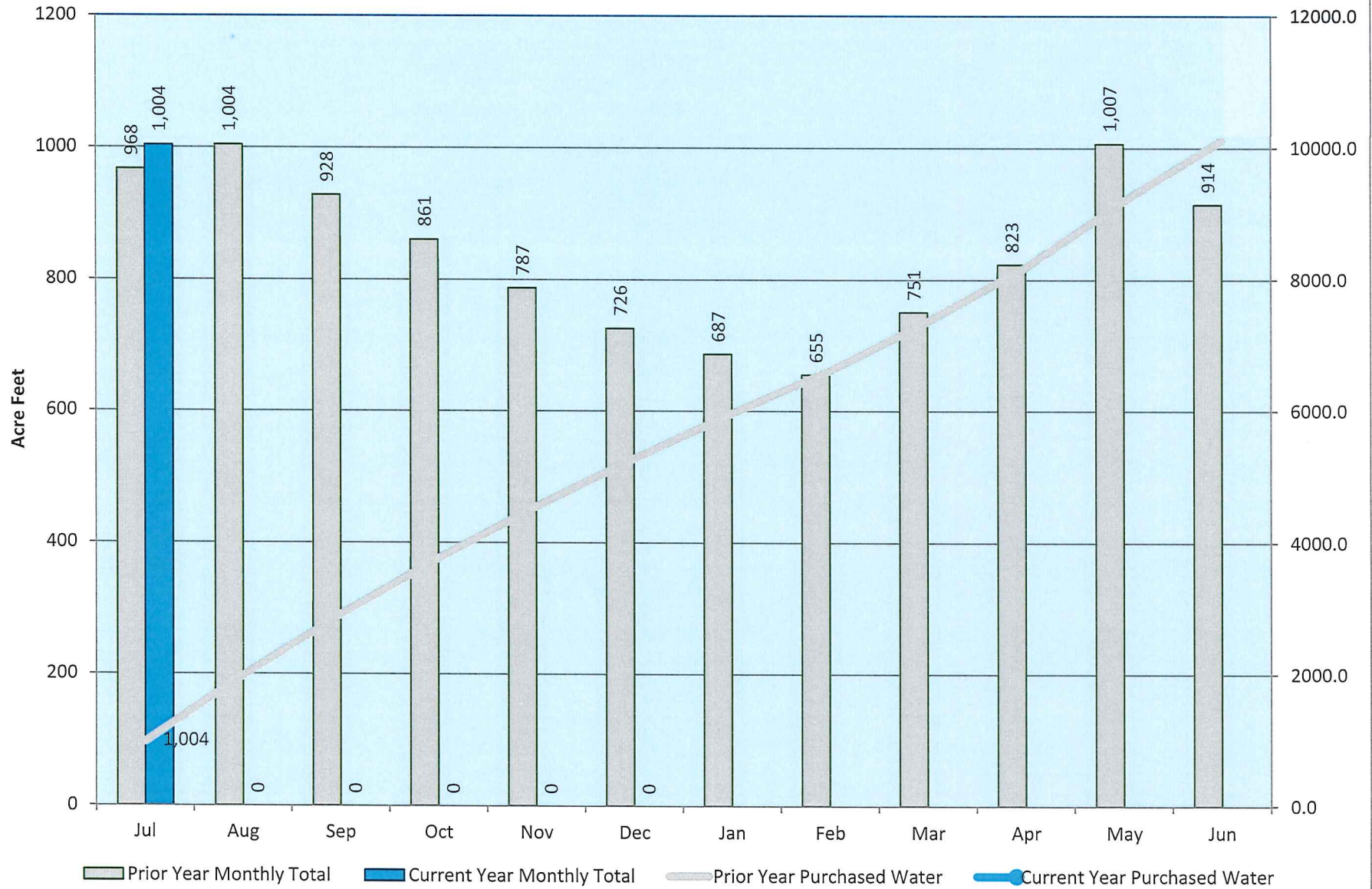
SOURCE / DESCRIPTION	2017			2016		
	ACRE-FEET	COST	COST/A.F.	ACRE-FEET	COST	COST/A.F.
WATER CHARGES:						
POTABLE WATER						
PUENTE BASIN WATER AGENCY / TVMWD	290.90	384,600.96	1,322.11	455.0	409,975.00	901.04
POMONA-WALNUT-ROWLAND JWLC	421.9	416,415.30	987.00	438.2	402,267.60	918.00
CAL. DOMESTIC WATER COMPANY (CDWC)	201.10	68,781.33	342.03	0.0	-	-
LA HABRA HEIGHTS	0.0	-	-	0.0	-	-
WATER REPLENISHMENT DISTRICT (WRD)	0.0	-	-	0.0	-	-
	913.9	869,797.59		893.2	812,242.6	
RECLAIMED WATER	113.7	30,422.20	267.57	78.2	18,452.26	235.96
TOTAL WATER CHARGES	1,027.6	900,219.79		971.4	830,694.86	
FIXED CHARGES:						
PUENTE BASIN WATER AGENCY / TVMWD						
CAPACITY RESERVATION		8,209.51			11,203.21	
CONNECTED CAPACITY		1,353.41			1,425.23	
WATER USE CHARGE		1,402.68			1,457.58	
EQUIV. SMALL METER		1,723.73			1,828.86	
SUBTOTAL		12,689.33			15,914.88	
PWR JWLC						
CAPACITY RESERVATION		6,908.79			10,739.20	
CONNECTED CAPACITY		1,091.75			1,149.69	
WATER USE CHARGE		1,648.68			1,992.76	
DEPRECIATION		1,389.00			1,389.00	
REPLACEMENT		1,910.00			1,910.00	
BUDGET ASSESSMENT		9,224.08			8,781.96	
SUBTOTAL		22,172.30			25,962.61	
CDWC / LHH / ODWD						
FIXED CHARGES		619.66			-	
SUBTOTAL						
TOTAL FIXED CHARGES		35,481.29			41,877.49	
TOTAL PURCHASED WATER CHARGES		935,701.08			872,572.35	
AVERAGE WATER CHARGE:		\$ 910.57			\$ 898.26	

Tab

1.4

Potable Water Purchases For FY 2017-2018

(Acre-feet)



Tab

2.1



AUGUST 2017-DIRECTOR REIMBURSEMENTS

Director	Date of Meeting/Event	Meeting/Event Attended	Reimbursement	No Charge	Additional Comments <i>(Submit expense report if claiming mileage and/or meal reimbursement)</i>
Anthony J. Lima					
	8/3/2017	PBWA Meeting at Walnut	\$110.00		Mileage
	8/8/2017	RWD Board Meeting	\$110.00		
	8/11/17-8/12/17	RWD Family Event-Great Wolf Lodge		X	
	8/22/2017	Project Ad-Hoc Meeting	\$110.00		
		TOTAL PAYMENT	\$330.00		
John Bellah					
	8/8/2017	RWD Board Meeting	\$110.00		
	8/14/2017	SGV Chamber Gov Affairs	\$110.00		
	8/16/17-8/17/17	Urban Water Conference	\$220.00		Mileage
		TOTAL PAYMENT	\$440.00		
Robert W. Lewis					
	8/3/2017	PBWA Meeting at Walnut	\$110.00		
	8/8/2017	RWD Board Meeting	\$110.00		
	8/11/2017	RWD Family Event-Great Wolf Lodge		X	
	8/14/2017	SGV Chamber Gov Affairs	\$110.00		
	8/15/2017	SGV Chamber Luncheon		X	Mileage
		TOTAL PAYMENT	\$330.00		
Szu-Pei Lu					
	8/8/2017	RWD Board Meeting	\$110.00		
	8/11/17-8/12/17	RWD Family Event-Great Wolf Lodge		X	
	8/22/2017	Project Ad-Hoc Meeting	\$110.00		
		TOTAL PAYMENT	\$220.00		
Teresa Rios					
	8/11/17-8/12/17	RWD Family Event-Great Wolf Lodge		X	
		TOTAL PAYMENT	\$0.00		

APPROVED FOR PAYMENT:


Tom Coleman

Tab

2.2

2018-2019
TERM

OFFICIAL

REGION 8 Board Ballot

CLEAR FORM



Please return completed ballot
by September 29, 2017

E-mail: anaj@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 8 Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Region 8 Rules & Regulations:

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

1 Nominating Committee's Recommended Slate

I concur with the Region 8 Nominating Committee's recommended slate below.

CHAIR:

- **Steve Blois**, Board Member, Calleguas Municipal Water District

VICE CHAIR:

- **Gloria Gray**, Board Director, West Basin Municipal Water District

BOARD MEMBERS:

- **Brian Bowcock**, Director, Three Valleys Municipal Water District
- **William Cooper**, Director, Castaic Lake Water Agency
- **Anthony R. Fellow, Ph.D.**, Board Member, Upper San Gabriel Valley Municipal Water District
- **Melvin L. Matthews**, Director, Foothill Municipal Water District
- **Leonard (Len) Polan**, Director, Las Virgenes Municipal Water District

OR

Individual Board Candidate Nominations (See Rules & Regulations before selecting)

I do not concur with the Region 8 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- Steve Blois**, Board Member, Calleguas Municipal Water District

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- Gloria Gray**, Board Director, West Basin Municipal Water District

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- Brian Bowcock**, Director, Three Valleys Municipal Water District
- William Cooper**, Director, Castaic Lake Water Agency
- Anthony R. Fellow, Ph.D.**, Board Member, Upper San Gabriel Valley Municipal Water District
- Melvin L. Matthews**, Director, Foothill Municipal Water District
- Leonard (Len) Polan**, Director, Las Virgenes Municipal Water District

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

Tab

2.3

To the Board of Directors
Rowland Water District
Rowland Heights, California

We are engaged to audit the financial statements of the Rowland Water District (the District) for the year ended June 30, 2017. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated January 4, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, schedule of funding progress for the other post-employment health benefit plan and the District's defined benefit plan schedules required by GASB Statement No. 68, Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards (Continued)

We have been engaged to report on the Schedule of Other Operating Expenses and Schedule of General and Administrative Expenses, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards. If a member of the Board is aware of matters that have a material bearing on the financial statements taken as a whole (such as those described above in items 1-4), please contact Mr. Robert Callanan at (714) 978-1300 or by email at rcallanan@wndecpa.com by August 31, 2017.

We expect to issue our report by October 31, 2017.

This information is intended solely for the use of the District's Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

White Nelson Michl Evans LLP

Irvine, California
August 14, 2017

Tab

2.4



RESOLUTION NO. 9-2017

**ROWLAND WATER DISTRICT
RESOLUTION OF THE BOARD OF DIRECTORS
ADOPTING RULES AND REGULATIONS FOR
POTABLE AND RECYCLED WATER SERVICE**

WHEREAS, Rowland Water District (the “District”) is organized and operates pursuant to the County Water District Law, commencing with Section 30000 of the California Water Code (the County Water District Law”); and

WHEREAS, pursuant to the County Water District Law, the District has the authority to act as a purveyor of potable water and recycled water services within its service area, and to adopt rules and regulations governing such potable water and recycled water service; and

WHEREAS, the Board of Directors of the District has been presented with the “Rules and Regulations for Potable and Recycled Water Service,” attached hereto as Exhibit “A” (referred to herein as the “Rules and Regulations”), and now wishes to adopt such Rules and Regulations.

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

- Section 1. The matters set forth in the recitals to this Resolution are true and correct statements and by this reference incorporated herein and made findings and determinations of the Board of Directors.
- Section 2. The Board of Directors of the District hereby adopts the Rules and Regulations, as set forth in Exhibit “A” hereto. The Rules and Regulations shall take effect immediately.
- Section 3. To the extent such Rules and Regulations adopted pursuant to this Resolution conflict with any prior adopted rules, regulations, or policies of the District, the Rules and Regulations adopted by this Resolution No. 9-2017 shall control.

ADOPTED at a regular meeting of the Board of Directors of the Rowland Water District held on September 12, 2017, by the following vote, to wit;

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

TOM COLEMAN
Board Secretary

SZU PEI LU-YANG
President

EXHIBIT A

Rules and Regulations

(See Attached)



ROWLAND WATER DISTRICT
3021 Fullerton Road
Rowland Heights, CA 91748
(562) 697-1726
www.rowlandwater.com

**RULES AND REGULATIONS FOR
POTABLE AND RECYCLED
WATER SERVICE**

**An informative guide of policies and procedures relating to
water service customers in our Service Area
These Rules & Regulations are subject to periodic revisions**

**SECTION "A"
DEFINITION OF TERMS**

Whenever the following terms or pronouns are used herein, the intent and meaning shall be interpreted as follows:

- | | |
|---------------|---|
| (a) District: | Rowland Water District |
| (b) County: | County of Los Angeles |
| (c) Manager: | General Manager of Rowland Water District or the person who has been authorized by the Manager or by the Board of Directors of the District to act for the General Manager. |
| (d) Board: | Board of Directors of Rowland Water District |
| (e) His, Him: | Any person, corporation, association or agency |
| (f) Customer: | Any person, firm, corporation, association or agency who uses or is entitled to use water from the District System. |

**SECTION "B"
MANDATORY RECYCLED WATER CONNECTION POLICY
(Ordinance No. 0-8-2017)**

The requirements of the District's Mandatory Recycled Water Connection Policy (Ordinance No. 0-8-2017) shall apply to existing customers of the District and to all applications for new water service to a Qualifying Property received by the District on or after September 15, 2004 (Effective Date) and shall be a condition and requirement for receiving water service from the District. A Recycled Water Plan Check/Inspection Fee in the amount of \$710.00 will be required on all new recycled water installations.

SECTION "C"

APPLICATION FOR SERVICE

The application is a request for service. Each prospective customer, whether an individual, firm, corporation, association or agency, must apply for the desired service and provide sufficient information to establish credit for the payment of the account and pay a non-refundable application fee.

The District requires proper identification of all applicants for new water service, residential, commercial, industrial and temporary. The applicant has the option of completing the application form in person at the District office, submitting the required information by mail, or completing an on-line application prior to the establishment of service.

The information required to identify the applicant must be provided on the service collection of the account.

APPLICATION FEE

Every applicant for a water service account at a retail connection shall complete an application for water service on a form provided by the District and shall pay a non-refundable application fee of \$45.00 to defray the cost of processing the application and turning the service on at the meter.

SERVICE AGREEMENT

Every applicant for new water service requiring an extension of the District's water supply system or establishment of a new water service, to property which has not been previously receiving water service from the District, shall be required to enter into an Agreement for the installation of Water System and Service of Water ("Service Agreement") in a form provided by the District. The Service Agreement shall provide for the applicant to pay all engineering costs incurred by the District for the preparation of plans and specifications and for construction, supervision, and testing of the water facilities. The Service Agreement shall provide that the applicant must deposit, in advance, an amount of money based upon the estimated cost of engineering services and construction costs prior to commencement of the design and award of the construction contract, respectively. The Service Agreement shall provide that the applicant shall dedicate to the District, such fee parcels, easements, and other interests in the land as may be necessary for the water facilities to serve the property. The Service Agreement shall also provide for the payment of the Meter Installation Fee, the Potable Water Capacity Fee and the Acreage Supply Charge as set forth herein.

OWNERSHIP OF SERVICE

All pipes, fittings, meters, meter boxes and other materials and equipment installed by the District to establish a service connection shall at all times be the property of and remain vested in the District. The applicant shall have no ownership interest or title thereto.

No service connection will be installed at any place on said system for or on behalf of any applicant who has any outstanding or delinquent debt owed to the District for any previous water service until all such unpaid indebtedness has first been fully paid and discharged.

TEMPORARY SERVICE

Any applicant desiring a temporary service from a public fire hydrant shall specify in the application the location of the public hydrant or public hydrants from which service is desired. The District does not provide temporary service through privately-owned fire hydrants. The **District will**, when such an application has been accepted, connect the meter to a hydrant as near as possible to the requested location. The applicant shall pay the refundable deposit, which is shown on the table set forth below, for each temporary service location. The amount of the required deposit and/or water rate may be adjusted by Board action from time to time. The monthly rental fee for the construction meter is set forth below. Upon discontinuance of service, provided the meter has been recovered by the District in acceptable condition, the deposit will be applied to any unpaid charges due the District and the balance, if any, will be refunded to the applicant. If the meter is damaged or missing, the deposit shall be applied first to the cost of repairing or replacing the meter, and second to any unpaid charges. The customer will be responsible for any shortfall between the amount due and the deposit. Any balance of the deposit remaining after deduction of costs and unpaid charges will be refunded to the customer.

Water delivered through a temporary water service shall be charged the rates, by zone, as shown on the "Construction Potable/Recycled Water Rate" table below. A non-refundable administration fee will be charged in addition to the deposit. The application fee shall cover the initial installation and the removal of the meter. Any requests to relocate the meter to another location will be charged an additional cost per hour. The foregoing fees are shown on the "Construction Meter Fee Schedule" below.

CONSTRUCTION METER FEE SCHEDULE*

Effective Date	June 1, 2017	Jan. 1, 2018	Jan. 1, 2019	Jan. 1, 2020	Jan. 1, 2021
Refundable Construction Meter Deposit	\$2,485.00	\$2,560.00	\$2,636.00	\$2,715.00	\$2,797.00
Administration Fee-Construction Meter	\$171.00	\$176.00	\$181.00	\$187.00	\$192.00
Monthly Rental Fee Construction Meter	\$50.00	\$52.00	\$54.00	\$55.00	\$57.00
Relocate Construction Meter (cost per hour)	\$76.00	\$79.00	\$81.00	\$83.00	\$86.00

*The amount of the required deposit and/or water rate may be adjusted by Board action from time to time.

CONSTRUCTION POTABLE/RECYCLED WATER RATE (\$/HCF)

Effective Date	June 1, 2017	Jan. 1, 2018	Jan. 1, 2019	Jan. 1, 2020	Jan. 1, 2021
Construction Rate-Potable					
Zone 1	\$4.99	\$5.37	\$5.78	\$6.07	\$6.37
Zone 2	\$5.15	\$5.53	\$5.94	\$6.24	\$6.55
Zone 3	\$5.31	\$5.70	\$6.12	\$6.42	\$6.74
Zone 4	\$5.75	\$6.16	\$6.60	\$6.93	\$7.27
Zone 5	\$6.05	\$6.48	\$6.93	\$7.27	\$7.62
Zone 6	\$6.50	\$6.94	\$7.42	\$7.77	\$8.15
Construction Rate-Recycled	\$2.76	\$3.09	\$3.42	\$3.75	\$4.08

ESTABLISHMENT OF CREDIT

At the time the service application form is submitted, the District will evaluate the applicant's credit-worthiness to determine if the District will require a deposit from the applicant to secure the payment of any future charges owed to the District. An applicant's credit will be considered impaired in the following circumstances and a refundable deposit will be charged in addition to the non-refundable application fee.

- (a) The applicant and/or co-applicant has no prior credit history or a poor credit history in any of the three major credit reporting agency databases (TRW, TRANS UNION and EQUIFAX);
- (b) The District has received information from the CUE (California Utilities Exchange) database that the applicant has an unpaid final bill with another utility company or the applicant has an unpaid final bill with the Rowland Water District at a prior service address;

- (c) The applicant refuses to furnish information necessary to identify the applicant and verify his credit-worthiness;
- (d) The District is not able to positively identify the applicant from the information submitted on the service application.

In the event that credit-worthiness is established at the time of the service application request, no deposit will be required to establish service. However, the District may require a deposit as a condition of continuing water service to an existing customer if the customer becomes delinquent in payment of District charges. The customer will be notified if and when a deposit is required to maintain service with the District.

Any of the following circumstances constitutes a delinquency requiring a deposit in order to continue service at the customer's property:

- (1) Any customer who has incurred any of the following charges for delinquent payment:
 - (a) One 48-hour service termination notice (door hanger);
 - (b) Two (2) delinquent late charges in any one calendar year;
 - (c) Three (3) delinquent late charges since the inception of the customer's account.
- (2) The customer's service has been shut off at any time for the non-payment of the account's bill.
- (3) The customer has issued the District a check, which has been Returned unpaid from the bank on which it was drawn.

Any customer, who has opened multiple accounts in his name, may be required to make a deposit for each account or service address, if the payment history in any of the accounts reflects a delinquency as defined above.

DEPOSITS

Where an applicant or District customer is required to make a refundable deposit to secure the payment of future charges for service or for the re-establishment of service, the amount shall be determined as follows:

New Service Applicants:

The *standard deposit amount* will be calculated and adjusted annually, based on the average total bill for customers who have the same size meter and who are also in the same water rate category multiplied by 2.5. Every new service applicant shall pay a non-refundable application fee of \$45.00. The District requires proper identification of all new service applicants. Any new service applicant unable to provide proper photo identification will be charged the *standard deposit amount* which will be held by the District until such time as proper identification is presented to the District, or until such account is closed. In each instance, this deposit will be refunded to the customer, without interest, after the deduction of any unpaid charges to the District. Acceptable forms of photo identification include an identification card issued by the Department of Motor Vehicles, a Driver's License, Passport, or Lawful Permanent Residency Card ("Green Card").

Existing Customers:

The deposit amount will be calculated based on the average total bill of that particular customer for at least three (3) billing periods, and no more than twelve (12) billing periods multiplied by 2.5. If this information is not available, the deposit calculation for new service applicants will be used. Any customer whose credit status has changed with the District will be properly notified and billed for the deposit amount.

In the event that a customer who has already paid a deposit as a new service applicant becomes delinquent as defined in the paragraph entitled "Establishment of Credit", subparagraphs (1) through (3), the District will re-evaluate the amount of the deposit necessary to secure the account. If the deposit amount determined based upon the customer's average total billing for water charges is greater, the amount of the deposit will be adjusted accordingly. As a condition of continued water service, the customer will be required to increase the amount deposited with the District, as well as paying all delinquent charges and other fees.

In the event a customer's account is terminated for non-payment, the District may apply any deposit held for that customer to any outstanding charges and penalties for that customer at the time service is terminated. If the customer closes an account, the District shall apply the customer's deposit to the final billing and refund any balance remaining, without interest, to the customer.

District will monitor the payment history of each customer for which a security deposit is being held by the District. If the customer's account is free of any late payment penalties, termination notices or returned checks for a period of twelve (12) consecutive months since the security deposit was given, the District shall refund the deposit to the customer, in full, by applying the deposit to the customer's account.

CHANGE IN SERVICE

(a) Any customer desiring a smaller or larger service connection shall make application for the size desired in the manner heretofore described for a new service. In the case of an application for a smaller service connection than what exists, the customer must sign an acknowledgment that the smaller connection complies with any applicable flow requirements for fire or other purposes and that Rowland Water District is not responsible for compliance with any such requirements and customer may not bring and waives any and all claims against Rowland Water District related to such.

(b) Service will be discontinued upon request of the applicant. Payment of all charges in full to the date of discontinuance will be due upon termination of service.

SEPARATE SERVICES

(a) No service connection will be made for the purpose of supplying two or more parcels through a common service even though the parcels may be in the same ownership. When a parcel is divided into two or more lots, separate service connections must be established for each lot to which service is provided.

(b) No master meters are allowed or will be authorized for a multi-user development, which includes Commercial and Multi-Family. All tenants or owners receiving water service in any individual apartment, condominium, townhome, or other unit or a multi-unit Commercial or Multi-Family development shall have a separate meter for each such unit.

(c) Apartments, duplexes, townhomes, condominiums and mobile home parks are classified as "Multi-Family" and are billed at the District's established rates for such services.

(d) Violation of this section shall be cause for discontinuation of service through the service connection upon thirty (30) days written notice to the original applicant to correct the violation.

SECTION "D"

RATE SCHEDULES

Rates (subject to change) -- The following rates are hereby fixed and established and shall be collected by and through monthly or bi-monthly billings for water furnished through meters by the District:

For domestic, commercial and industrial water services:

WATER RATES AND FEES

1. Potable and Recycled Water Rates (excluding Construction/Temporary and Fire Service):

There is a commodity rate charged for each unit of water (one hundred cubic feet "hcf") supplied by the District, for potable and recycled water, which includes a charge for pumping costs, varying according to the zones of elevation within the District.

A. Single Family Residential Inclining Block Rates: The commodity rates for the single family residential class of service shall vary according to the amount of water delivered in a billing period with the initial quantity of water charged at a lower rate, (inclining block rate) to encourage conservation and discourage waste of potable water supplies.

Pressure Zone	Usage in hcf	Rate Effective 3/1/17	Rate Effective 1/1/18	Rate Effective 1/1/19	Rate Effective 1/1/20	Rate Effective 1/1/21
Zone I	1-8/hcf	\$2.43/hcf	\$2.62/hcf	\$2.82/hcf	\$2.96/hcf	\$3.11/hcf
	9-15/hcf	\$3.57/hcf	\$3.34/hcf	\$3.06/hcf	\$3.22/hcf	\$3.38/hcf
	16+ hcf	\$4.98/hcf	\$4.62/hcf	\$4.19/hcf	\$4.40/hcf	\$4.62/hcf
Zone II	1-8/hcf	\$2.59/hcf	\$2.78/hcf	\$2.98/hcf	\$3.13/hcf	\$3.29/hcf
	9-15/hcf	\$3.72/hcf	\$3.50/hcf	\$3.23/hcf	\$3.39/hcf	\$3.56/hcf
	16+ hcf	\$5.13/hcf	\$4.78/hcf	\$4.35/hcf	\$4.57/hcf	\$4.80/hcf
Zone III	1-8/hcf	\$2.75/hcf	\$2.95/hcf	\$3.16/hcf	\$3.32/hcf	\$3.48/hcf
	9-15/hcf	\$3.88/hcf	\$3.67/hcf	\$3.41/hcf	\$3.58/hcf	\$3.75/hcf
	16+ hcf	\$5.29/hcf	\$4.95/hcf	\$4.53/hcf	\$4.75/hcf	\$4.99/hcf
Zone IV	1-8/hcf	\$3.19/hcf	\$3.41/hcf	\$3.64/hcf	\$3.82/hcf	\$4.01/hcf
	9-15/hcf	\$4.33/hcf	\$4.14/hcf	\$3.89/hcf	\$4.08/hcf	\$4.28/hcf
	16+ hcf	\$5.74/hcf	\$5.42/hcf	\$5.01/hcf	\$5.26/hcf	\$5.51/hcf
Zone V	1-8/hcf	\$3.49/hcf	\$3.72/hcf	\$3.97/hcf	\$4.16/hcf	\$4.36/hcf
	9-15/hcf	\$4.63/hcf	\$4.45/hcf	\$4.22/hcf	\$4.42/hcf	\$4.63/hcf
	16+ hcf	\$6.04/hcf	\$5.73/hcf	\$5.34/hcf	\$5.60/hcf	\$5.87/hcf
Zone VI	1-8/hcf	\$3.94/hcf	\$4.19/hcf	\$4.46/hcf	\$4.67/hcf	\$4.89/hcf
	9-15/hcf	\$5.08/hcf	\$4.92/hcf	\$4.70/hcf	\$4.93/hcf	\$5.16/hcf
	16+ hcf	\$6.49/hcf	\$6.20/hcf	\$5.83/hcf	\$6.10/hcf	\$6.40/hcf

B. Potable Rates for Commercial and Multi-Family: There shall be a uniform charge per one hundred cubic feet (hcf) plus a pumping charge covering the energy cost to pump water to each zone elevation over Zone 1. 1 hcf = 100 cubic feet or 748 gallons.

Pressure Zone	Rate Effective 3/1/17	Rate Effective 1/1/18	Rate Effective 1/1/19	Rate Effective 1/1/20	Rate Effective 1/1/21
Zone I	\$3.24/hcf	\$3.20/hcf	\$3.15/hcf	\$3.31/hcf	\$3.47/hcf
Zone II	\$3.39/hcf	\$3.36/hcf	\$3.31/hcf	\$3.48/hcf	\$3.65/hcf
Zone III	\$3.55/hcf	\$3.53/hcf	\$3.49/hcf	\$3.66/hcf	\$3.84/hcf
Zone IV	\$4.00/hcf	\$4.00/hcf	\$3.97/hcf	\$4.17/hcf	\$4.37/hcf
Zone V	\$4.30/hcf	\$4.31/hcf	\$4.30/hcf	\$4.51/hcf	\$4.72/hcf
Zone VI	\$4.74/hcf	\$4.78/hcf	\$4.79/hcf	\$5.01/hcf	\$5.25/hcf

C. Recycled Water Rates: There shall be a uniform charge per one hundred cubic feet (hcf). 1 hcf = 100 cubic feet or 748 gallons.

Rate Effective 3/1/17	Rate Effective 1/1/18	Rate Effective 1/1/19	Rate Effective 1/1/20	Rate Effective 1/1/21
\$1.71/hcf	\$1.79/hcf	\$1.83/hcf	\$2.08/hcf	\$2.33/hcf

D. Construction Potable/Recycled Water Rates:

	Effective 6/1/17	Effective 1/1/18	Effective 1/1/19	Effective 1/1/20	Effective 1/1/21
Construction Rate-Potable					
Zone 1	\$4.99	\$5.37	\$5.78	\$6.07	\$6.37
Zone 2	\$5.15	\$5.53	\$5.94	\$6.24	\$6.55
Zone 3	\$5.31	\$5.70	\$6.12	\$6.42	\$6.74
Zone 4	\$5.75	\$6.16	\$6.60	\$6.93	\$7.27
Zone 5	\$6.05	\$6.48	\$6.93	\$7.27	\$7.62
Zone 6	\$6.50	\$6.94	\$7.42	\$7.77	\$8.15
Construction Rate-Recycled	\$2.76	\$3.09	\$3.42	\$3.75	\$4.08

2. Potable/Recycled Water Service Charge for all Customer Classes

In addition to the commodity rate, there is a bi-monthly/monthly service charge for each retail water meter for potable and recycled water service, which is based

upon the size of the meter. This is a fixed amount which yields revenues to provide for the general overhead and other fixed costs of the District's operations. (The service charge on each bill for accounts billed on a bi-monthly basis is two times the service charge for accounts billed monthly.)

Meter Size	Monthly Rate Effective 3/1/17	Monthly Rate Effective 1/1/18	Monthly Rate Effective 1/1/19	Monthly Rate Effective 1/1/20	Monthly Rate Effective 1/1/21
5/8"	\$27.13	\$33.44	\$40.55	\$42.58	\$44.71
3/4"	\$27.13	\$33.44	\$40.55	\$42.58	\$44.71
1"	\$27.13	\$33.44	\$40.55	\$42.58	\$44.71
1-1/2"	\$126.41	\$157.28	\$192.06	\$201.67	\$211.75
2"	\$200.87	\$250.16	\$305.70	\$320.99	\$337.03
3"	\$399.43	\$497.82	\$608.73	\$639.16	\$671.12
4"	\$622.81	\$776.45	\$949.63	\$997.12	\$1,046.97
6"	\$1,243.31	\$1,550.42	\$1,896.60	\$1,991.43	\$2,091.00
8"	\$1,987.91	\$2,479.18	\$3,032.95	\$3,184.60	\$3,343.83
10"	\$5,214.51	\$6,503.80	\$7,957.16	\$8,355.02	\$8,772.77
12"	\$6,579.61	\$8,206.53	\$10,040.48	\$10,542.50	\$11,069.62

A. Fire Service - Service Charge:

There is a bi-monthly or monthly service charge, based upon the size of the service connection, for each meter supplying water to a fire hydrant system or other fire suppression facility. The fire service charge is fixed to yield sufficient revenues to defray the cost of serving and maintaining such lines, meters and hydrants, as follows:

Service Size	Monthly Rate Effective 3/1/17	Monthly Rate Effective 1/1/18	Monthly Rate Effective 1/1/19	Monthly Rate Effective 1/1/20	Monthly Rate Effective 1/1/21
1"	\$2.95	\$3.18	\$3.41	\$3.58	\$3.76
2"	\$7.45	\$8.01	\$8.61	\$9.04	\$9.49
3"	\$13.55	\$14.56	\$15.65	\$16.44	\$17.26
4"	\$24.78	\$26.64	\$28.64	\$30.07	\$31.57
6"	\$53.67	\$57.69	\$62.02	\$65.12	\$68.38
8"	\$92.18	\$99.10	\$106.53	\$111.85	\$117.45
10"	\$143.54	\$154.30	\$165.87	\$174.17	\$182.88
12"	\$172.42	\$185.36	\$199.26	\$209.22	\$219.68

All water delivered through a fire service connection will be charged an amount equal to the District's commercial and multi-family residential rate. Use of water through a fire service, except for extinguishing fires, or because of repairs or alterations to the customer's lines, or for testing, is prohibited and such unauthorized use, if continued, will be cause for discontinuance of a fire service and/or penalties of \$200.00 per day or per violation, in addition to payment of all other water rates and charges.

Fire Sprinklers on Domestic Service Connection

Every application for water service shall include the following statement of District policy concerning domestic service which is used for fire sprinklers. As a condition of water service, each applicant will be required to sign an acknowledgement that he or she has read and understands the District policy.

Failure to pay water charges for a domestic service when due may result in termination of water service according to the rules and regulations for water service. For domestic water services which also provide water for a residential or commercial fire sprinkler system, termination of water service will result in termination of water for the fire sprinkler system as well. Customers who have a fire sprinkler system connected to a domestic service will be required to sign an acknowledgement that Rowland Water District will not assume any additional responsibility or duty of care to customers who use domestic services for fire suppression purposes.

B. Fire Flow Availability Testing Rates:

Fire Flow Tests are performed by District personnel to measure the volume of water available at a specified fire hydrant. There is a charge of \$350.00 to perform a fire flow availability test.

C. Potable Water Capacity Fee:

A Potable Water Capacity Fee shall be imposed on any property or any person requesting a new, additional, or larger connection to the District's potable water system, and the amount of the Potable Water Capacity Fee imposed shall vary in accordance with the size of the meter serving the property, and shall equal the reasonable cost of providing the service for which the Potable Water Capacity Fee is imposed. The rates for the Potable Water Capacity Fee set forth below may be adjusted for inflation each year.

Meter Size	Maximum Rates for Potable Water Capacity Fees (Effective June 1, 2017)
1 inch	\$3,685
1 1/2 inch	\$18,424
2 inch	\$29,478
3 inch	\$58,956
4 inch	\$92,118
6 inch	\$184,237
8 inch	\$294,779
10 inch	\$773,794
12 inch	\$976,455

D. Acreage Supply Fee:

When water service is requested to property not previously provided water service by the District, a one-time acreage supply fee in the sum of \$1,750.00 per acre will be assessed. In the event use of the property changes, increasing the demand for water, a new acreage supply fee will be assessed at the current rate, less the amount previously paid.

METER AND METER BOX INSTALLATION CHARGES

Applicants for new water service connections, or for customer-requested sizing changes to existing meters, will be required to pay for the cost of materials and labor to construct the service connection lateral from the water main in addition to a Meter & Installation Charge. The Meter & Installation Charge is adjusted from time to time to reflect changes in the cost of meters, other materials and labor. The charge will also vary depending upon the size of the meter installed. Upon request the District will provide a schedule showing the current Meter & Installation Charges in effect at the time of the application.

The Meter & Installation Charge shall include the cost of the meter, meter tail or flange, meter gasket, cement meter box, meter box cover, three hours of labor and three hours of equipment use. Some meters require additional materials which will be included in the charge.

District staff will determine what type of meter is required based upon information provided by the applicant.

SECTION "E"

PAYMENT FOR SERVICE

Payment Options

Charges for water service may be paid by cash, check, money order, on-line bill payment or direct debit authorized from the customer's bank account. In addition to other forms of payment, Rowland Water District shall accept payment by credit card or debit card with a Visa or MasterCard logo for water charges, monthly service charges, penalties and late charges and other rates, fees and charges for water or other services provided by the District.

Meter Reading Periods

Subject to change of days on account of weather conditions, holidays, weekends and other matters beyond the ordinary control of the District, water meters shall be read either monthly or bi-monthly. Special meter readings may be taken by the District at any time upon termination of an account, change of ownership, change in tenancy, or for any other reason, either upon application by the customer or upon order of the Manager.

The Manager shall have the right to change billing dates, re-route meter readers and to pro-rate the charges for bills covering more or less than the normal billing period.

If a customer has questions regarding a bill or a dispute with respect to the amount charged, the customer must submit a complaint or request for investigation to the District office within ten (10) days of the receipt of the disputed bill. If the **designated** District Appeals Officer determines an investigation is warranted, service will not be terminated until an investigation has been completed and the customer has been notified of the District's decision by mail. The customer will then be given an opportunity to pay the bill to avoid service termination.

LATE PAYMENT/DELINQUENCIES

All accounts for water service are due and payable immediately upon billing, and shall be delinquent if not paid before 28 days after date of billing for bi-monthly billing and 17 days for monthly billing ("due date"). A "late payment" fee (the greater of \$10.00 or 1-1/2% of the delinquent balance) will be applied to each account if payment is received in the District office, by mail or in person, after the due date.

A "**PAST DUE**" bill will be sent to any customer whose bill is not paid prior to delinquency. If the account is not paid by the due date shown on the past due bill, a \$45.00 termination notice fee will be applied to the account and a service disconnection notice will be issued, which shall be delivered in person or by telephone 10 days before termination of service.

Unless a delinquent bill is paid by the date shown on the service disconnection notice, service may be discontinued by the District and shall not be reconnected until all delinquent amounts, late payment fees, termination notice fees, turn off/turn on fees (business hours), reconnection fees (after hours), returned check fees and deposits have been paid in full. If service is terminated by the District due to non-payment of water charges, the customer will be charged a \$90.00 turn off/turn on fee to re-establish water service. If reconnection is requested on a day that the District is closed, including weekends, holidays and alternate Fridays, or after 3:30 p.m. on the District's regular business days, the turn off/turn on fee is \$115.00.

Fire Sprinklers on Domestic Service Connections

Account holders are hereby advised that failure to pay water charges when due may result in termination of water service according to the rules and regulations for water service. For domestic water services which also provide water for a residential or commercial fire sprinkler system, termination of water service will result in termination of water for the fire sprinkler system as well. Rowland Water District provides water for domestic use on the same basis to all customers regardless of whether the property includes a fire sprinkler system. Rowland Water District does not assume any additional responsibility or duty of care to customers for fire suppression purposes.

Water shall not be terminated due to delinquent payment during the pendency of an investigation of the customer's dispute or complaint, when the customer has been granted an extension of time to pay or where a certification of a licensed physician indicates that to do so would be life threatening to the customer and the customer is unable to pay on a timely basis.

Unpaid closing bills may be given to a Credit Reporting Agency.

Returned Check

A returned check fee of \$30.00 will be charged for checks returned to the District by the bank unpaid. Payment to maintain service after a returned check must be made by cash or money order, and a deposit may be required.

Water Service Furnished in the Name of the Tenant of Rental Property

All new accounts for service to a rental property established after January 11, 2011 are required to be in the name of the property owner as account holder. If the property owner desires to have an account for a rental property established with the tenant as the primary account holder, the property owner must execute an "Application to Place Existing Service in Tenant's Name" acknowledging that the property owner will be a co-account holder and responsible for any unpaid charges for water service. Applicants for water service who are not the owner of the property will not be provided service until the property owner has completed, signed and returned this form.

Termination of Service to Tenants-Occupants

A. Notice to Residential Tenants-Occupants in an Individually Metered Residence:

The District will provide written notice to residential occupants when the customer's account is delinquent and that service will be terminated for non-payment by the owner. If the residential tenant-occupant meets the requirements of the District's Rules and Regulations, the District may make service available in the tenant's name.

B. Notice to Tenants-Occupants in a Multi-Unit Residential Structure with Service through a Master Meter:

The District will provide written notice, posted on the door of each residential unit or in each accessible common area and at each point of access to the structure or structures, that service will be terminated for non-payment by the owner on a date specified in notice, unless the account is paid in full. The notice will also specify:

- (1) what the Residential Occupants are required to do in order to prevent the termination or reestablish service;
- (2) the estimated monthly cost of service; and
- (3) the title, address and telephone number of a representative of the District who can assist the Residential Occupants in continuing service.

Nonpayment by Tenant

Whenever existing water service is furnished in the name of a tenant and service is terminated by the District for non-payment of water charges, or the tenant vacates the premises leaving an unpaid balance on the service account, water service to the premises will only be re-established with a subsequent tenant as primary account holder, after payment in full of all delinquent charges. If such charges are not paid in full, future service must be established in the name of the property owner alone.

SECTION "F"

EXTENSION OF MAINS

In Existing Streets

It shall be the policy of the District that the cost of water mains constructed in streets and highways in the District which were on March 1, 1954, public streets and highways, officially dedicated and accepted as such before that date, will be borne by the District as a whole. It is anticipated that the funds for constructing such mains will be obtained from General Obligation Bonds, Revenue Bonds, revenue from the sale of water, or other funds which are available to the District. The District may construct such mains under a

reimbursement agreement with property owners, subdividers or others, under which the cost of construction is advanced by such persons desiring the extension reimbursed from revenues of the District from the sale of water.

In Post 1954 Streets

It shall be the policy of the District that water mains and appurtenant facilities to be constructed in streets and rights of way which were not dedicated as public streets prior to March 1, 1954 will be paid for by the persons desiring such installations, whether they are subdividers, owners, or residents. Payment for such mains may be by lump sum payment or such other means acceptable to the Board. The Board may, at its discretion pay from General District funds, a portion of the cost of major transmission lines where such lines are larger than would be required to serve the property benefiting from their installation.

SECTION "G"

METER TESTING

At the Customer's Request

Any customer who believes that a meter is not registering correctly, shall have the right to request that the meter through which water is being furnished be examined and tested by the District for the purpose of asserting whether or not it is registering correctly. Such request shall be made on a form to be furnished by the District for such purpose. Upon filing of any such request, a deposit of \$240.00 will be collected or charged to the customer's account, to be applied toward the final total cost of the meter test. Any balances remaining will be charged or refunded to the customer.

If upon such examination and test, the meter shall be found to register over 3% more water than actually passes through it, at any rate of flow, the meter will be repaired or another meter shall be substituted therefor without charge to the consumer and the test fee will be credited to the customer's account. The customer's water charges for the preceding six-month period shall be adjusted by the percentage error determined in the meter test and the customer will receive a credit for overpayment on the customer's next water bill or will receive a refund of the overpayment, at the discretion of the District. If any such meter, upon such examination and test registers not to exceed 3% more water than actually passes through it, the meter shall be deemed accurate.

At the Instigation of the District

The District may remove and replace any meter for testing or repairs at its discretion. If, due to tampering, a meter ceases to register or does not register within 3%, the consumer shall be charged for service through such meter, during the time such meter does not so register, an amount for all billing periods for water served through such meter during the time the meter did not register correctly, which shall be determined by

the Manager, as the facts in each particular case may indicate, subject to the right of any person aggrieved to appeal to the Board for final determination of the matter.

SECTION "H"

TEMPORARY INTERRUPTION OF SERVICE

For Repairs or Improvements

The District reserves the right at any time, with or without notice to shut off the water in all or any of its mains or services for the purpose of making installations, improvements, repairs, removals or extensions, or for the purpose of performing any other work or act reasonably necessary or advisable in connection with the operation of said system, or to meet any emergency on any part of the system, or in any part of the District.

SECTION "I"

TAMPERING WITH DISTRICT PROPERTY

No unauthorized person shall tap any water main or lateral, operate any valve or fire hydrant or otherwise tamper or interfere with any part of the water system or property of the District.

All pipes, mains, valves and other facilities on the "street side", up to and including each meter through which water is delivered to a customer, are the property of the Rowland Water District and only authorized District personnel are permitted to operate service connection valves or meters.

Any person tampering with, or making unauthorized use of the District's water system that results in a financial cost to the District will be charged for such costs in addition to penalties provided herein. Where tampering or unauthorized use affects a particular property, the property-owner will be presumed to have been the perpetrator of the offense. In addition, at the discretion of the Manager or his authorized representative, criminal charges may be filed.

Any violation of this section will result in a minimum penalty of Two Hundred Dollars (\$200.00).

SECTION "J"

PROTECTION OF PUBLIC HEALTH

Treatment of Water

The District reserves the right to properly and efficiently treat any and all water served through its system with such chemicals, at such times and in such amounts as good public health protection may indicate, in order to guard its customers and inhabitants

against disease and contamination and the District shall not, nor shall any of the officers, agents, servants or employees of the District be liable for, on account, or by reason of any such treatment; nor shall they or any of them be liable for the death of, or injury or damage to plants, animals, fish, frogs, or other aquatic life, which may result from any such treatment. All service will be rendered and must be accepted accordingly.

CUSTOMER'S EQUIPMENT

No connection shall be made or maintained which draws water directly from the District's mains into any stationary boiler, hydraulic elevator, power pump or similar apparatus. No customer shall operate any quick closing valves or other devices which cause momentary pressure changes in the District's system. No connection shall be permitted between any customer's lines and any other source of water which might cause or allow contaminated water to enter the District's system.

CROSS-CONNECTION CONTROL PROGRAM

In accordance with Rowland Water District Ordinance No. 0-8.1-2017, a determination will be made as to the backflow prevention requirements.

The District's Cross-Connection Control Program requires all new and existing service connections install an approved backflow prevention device in compliance with *Title 17-Public Health, California Code of Regulations*. Examples of some of the existing service connections that require backflow prevention devices are listed below:

- Premises with more than one service connection
- All fire services
- All non-residential services which have a water meter installed

All addresses identified as that which may require installation of a backflow prevention device will be placed on a priority list and installation notices will be issued as time warrants.

Enforcement

The California Code of Regulations, Title 17, requires that if any such backflow prevention device is not tested at least once annually, the local water supplier must discontinue water service to the device. Therefore, in the event a customer fails to comply with any notice of such testing that is provided by the District, the District shall terminate water service to that customer's property in accordance with the provisions of these Rules and Regulations.

Assessment

To cover the cost of operating and administering the state-required Cross-Connection Control Program, the District shall impose an assessment (currently \$10.00 per year) each year on each backflow prevention device that a customer is required have installed at the customer's property. (See Table Below)

The customer is financially responsible for the installation, repair and testing of the backflow prevention assembly. The assembly must be tested by a certified backflow prevention device tester after the initial installation or any subsequent repair and at least annually thereafter. Upon completion of a test showing the assembly is working correctly, the tester will complete and submit a Backflow Prevention Assembly Test Report to the Rowland Water District office; however, the customer must confirm the report was received by the required date. Failure to return the Backflow Prevention Assembly Test Report by the required date will result in a \$45.00 termination notice fee applied to the customer's account and a service disconnection notice issued, which shall be delivered in-person or by telephone 48 hours before termination of service.

Unless the Backflow Prevention Assembly Test Report is received by the District by the date shown on the service disconnection notice, service may be discontinued by the District and shall not be reconnected until such time as a certified backflow prevention assembly tester can be on site to perform the required test. If service is terminated by the District due to non-compliance with the testing requirements, the customer will be charged a \$90.00 turn off/turn on fee and service will only be re-established during the District's regular business hours and at such time as a certified backflow prevention assembly tester can be on site to perform the required test.

Cross-Connection Control Fees

Cross Connection Control Administration Fee (Per Year/Per Unit)	\$10.00
Cross Connection Control Delinquent Notice Fee	\$10.00
Cross Connection Control Termination Notice Fee	\$45.00
Cross Connection Control Turn Off/Turn On Fee – During Business Hours	\$90.00
Cross Connection Control Plan Check/Inspection Fee	\$350.00
Fee For Each Additional Cross Connection Control Assembly	\$30.00

WATER LINES

Rowland Water District is responsible for what is called “the street side” of the water meter, including all water mains in the street and continuing through the community distribution system. The property owner is responsible for maintenance of water lines on the “customer side” of the water meter. This includes the water line from the meter to the house, all interior plumbing and outside irrigation systems.

INSPECTION

The Manager or his authorized representative shall have the right to enter upon the customer’s premises during any reasonable hours for the purpose of inspecting the customer’s water system and to insure compliance with these Regulations.

CUSTOMER’S RESPONSIBILITY

Each and every customer receiving water service from the District shall be responsible for payment of all water passing through the service or meter connecting his or her premises with said District system. Each and every customer shall further be responsible to see that each and all of these Regulations are observed in connection with the installation, maintenance and use of the service to his or her premises.

ADOPTED, SIGNED AND APPROVED

On September 12, 2017

By SZU PEI LU-YANG

President, Board of Directors

ATTEST:

TOM COLEMAN

Secretary and General Manager

RWD Rules and Regulations

Effective September 12, 2017

Tab

2.5



Local Agency Formation Commission
for the County of Los Angeles

Commission

Jerry Gladbach
Chair

Donald Dear
1st Vice-Chair

Gerard McCallum
2nd Vice-Chair

Kathryn Barger
Richard Close
Margaret Finlay
Janice Hahn
David Ryu
David Spence

Alternate Members

Lori Brogin-Falley
Marqueece
Harris-Dawson
Sheila Kuehl
Judith Mitchell
Joseph Ruzicka
Greig Smith

Staff

Paul Novak
Executive Officer

Amber De La Torre
Doug Dorado
Michael Henderson
Alisha O'Brien
Patricia Wood

80 South Lake Avenue
Suite 870
Pasadena, CA 91101
Phone: 626/204-6500
Fax: 626/204-6507

www.lalafco.org

MEMORANDUM

To: General Managers, Independent Special Districts in L.A. County
From: Paul Novak, Executive Officer
Re: **Redevelopment Oversight Board Appointments**
Date: August 24, 2017

As a follow-up to previous correspondence concerning the appointment of special district representatives to serve on the five Redevelopment Agency Oversight Boards ("RDA Oversight Boards" or "Boards") in Los Angeles County, I am writing to alert you to the outcome of the nominating process.

The appointment process is governed by Government Code Section 56332. Subsection (f)(2) of Government Code Section 55632 states: "At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed." At the close of the nomination period (Monday, August 21, 2017, at 5:00 p.m.), I received nominations for only one candidate for several positions.

Pursuant to Government Code Section 56332(f)(2), and for these positions, **the following candidates are hereby appointed to the respective positions:**

- | | |
|--|---|
| William "Bill" R. Rojas, La Puente Valley
County Water District | RDA Oversight Board No. 1
Voting Member |
| Anthony J. Lima, Rowland Water District | RDA Oversight Board No. 1
Alternate Member |
| Micah Ali, Compton Creek Mosquito
Abatement District | RDA Oversight Board No. 2
Voting Member |
| Catherine Houwen, Greater Los Angeles
Vector Control District | RDA Oversight Board No. 3
Voting Member |
| Theodore Ebenkamp, Walnut Valley
Water District | RDA Oversight Board No. 4
Voting Member |
| Szu Pei Lu-Yang, Rowland Water District | RDA Oversight Board No. 4
Alternate Member |
| Joseph T. Ruzicka, Three Valleys
Municipal Water District | RDA Oversight Board No. 5
Voting Member |

By contact with their respective general managers, all appointees have been notified of these outcomes.

The Los Angeles Auditor-Controller is responsible for managing and staffing the five RDA Oversight Boards, and I will therefore notify the Auditor-Controller of these appointments. It is my understanding that the Auditor-Controller will follow-up with appointees at the appropriate time.

Should you have any questions or concerns, please do not hesitate to contact me directly via e-mail (pnovak@lalafco.org) or telephone (626/204-6500) with any questions.

Thank you.

Tab

2.6



BOARD OF DIRECTORS

Chairman
Ron Chong
Fluor Corp (retired)

Vice-Chairman
Roger Huynh
Caustics Digital Academy

Secretary
Victor Wu
CPA

Treasurer
Philip Teders
US Bancorp

Board Members

Scott Bevans
Quemetco

Stan Liu
Baby Appleseed

Julie Nguyen
Farmers Insurance

Piyusha Perera
Kaiser Foundation

Thaminda Ramanayake
Amgen Corporation

Victoria Soong
Registered Nurse

Phyllis Vandeventer
Alverno High School

Chad Wilson
Attorney

Advisory Board

Fritz Coleman
NBCUniversal

Mike Eng
Former Assemblyman

William Lundberg
Amgen Corporation

Carol Marzouk
Leadership'N'Soul

August 18, 2017

Board of Directors
Rowland Water District
3021 S Fullerton Road
Rowland Heights, CA 91748

Dear Rowland Water District Board

We are requesting \$2,600 in funds to continue our Fifth Grade Water Education Program for schools in the Rowland Water Service Area this fall.

For the 2016-2017 school year, programs were given to 315 students at Bixby, Telesis, Blandford and Rowland schools in the Rowland Water District service area.

We are looking forward to your continued support for the 2017-2018 school year.

Yours truly,



Ron Chong, Chairman

cc: Tom Coleman, Rose Perea

Tab

2.7

Rose Perea

From: Tom Coleman
Sent: Monday, August 21, 2017 3:16 AM
To: Rose Perea
Cc: Brittnie VanDeCar
Subject: FW: Save-The-Date: 2nd Annual State of the Schools Breakfast on Friday, 10/20/17

Rose,

We should plan on sponsoring a table at this event and start the process of finding people to join us.

Just a heads up.

Tom Coleman

General Manager
Rowland Water District

From: FOR US Foundation [mailto:forusfoundation@gmail.com]
Sent: Sunday, August 20, 2017 11:34 PM
To: FOR US Foundation <forusfoundation@gmail.com>
Subject: Save-The-Date: 2nd Annual State of the Schools Breakfast on Friday, 10/20/17

Dear Friends,

Please save Friday, October 20th from 7:30am-9:00am for the 2nd Annual State of the Schools breakfast event presented by the Friends of Rowland Unified Schools (FORUS) Foundation. This year's event will be held at the Rowland Heights Community Center, where District Superintendent Dr. Julie Mitchell will provide updates about the school district and share why prospective home buyers should choose Rowland Unified schools.

With your support this past year, the FORUS Foundation received 21 applications for classroom grants from teachers with innovative ideas for academic projects and funded 8 of them for a total of \$6,323.79. These classroom grants have a positive impact on over 1,800 students! Additionally, the FORUS Foundation also received 19 scholarship applications and distributed 6 scholarships to outstanding students. As you can see, funds raised from the event are going right back into our schools, where it is needed the most.

For the current academic school year, the organization will continue raising funds for our annual disbursement of classroom grants for innovative academic programs and student scholarships for outstanding, college-bound students. Additionally, we are in the early stages of collaborating with the school district to implement a summer program focused on STEM learning.

I will send out more details soon and I hope that we can earn your support again this year for the Friends of Rowland Unified Schools (FORUS) Foundation. Please save-the-date and I look forward to seeing you at the 2nd Annual State of the Schools Breakfast on Friday, October 20th.

Please let me know if you have any questions or require additional information.

Tab

2.8

**Rowland Water District
Communication Strategies Update
September 12, 2017**

• **Buckboard Days**

- Press release distributed
- Slider, Banner, Advertising, etc. designed

• **Additional Press Releases Posted & Distributed (Aug./Sept. 2017)**

- District Election Changes
- Recycled Water Expansion

• **Upcoming Releases**

- AMI
- OPARC Submission

• **Filling Station Debut**

- Press release being developed
- Tagline/messaging language being development

• **Newsletter Redesign**

- Working with Brittnie on new elements for customer and stakeholder newsletter

• **OPARC Recognition**

- Best in Blue submission sent 8/31/17

• **Miscellaneous**

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

Press Releases

Date	News Story	In Process	Completed	Distributed
7/6/16	Urban Water Management	*****	*****	*****
7/9/16	Poster Contest	*****	*****	*****
7/27/16	Level 1 Water Supply	*****	*****	*****
7/31/16	Annual Budget	*****	*****	*****
8/2/16	Conflict of Interest	*****	*****	*****
9/30/16	Customer Appreciation Week	*****	*****	*****
10/31/16	OPARC Event	*****	*****	*****
11/7/16	Santana/Solar Cup	*****	*****	*****
12/28/16	ACWA/JPIA Recognition	*****	*****	*****
1/10/17	EduBucks/Scholarships	*****	*****	*****
1/31/17	Landscape Class	*****	*****	*****
1/31/17	Rates Holding Statement	*****	*****	*****
2/7/17	Conservation Mandates	*****		
3/23/17	Fix-A-Leak Week	*****	*****	*****
3/28/17	CAPIO Submissions	*****	*****	*****
6/15/17	Annual Budget	*****	*****	*****
6/28/17	Media Contest Winners	*****	*****	*****
6/28/17	Poster Contest Winners	*****	*****	*****
7/1/17	CCR Availability	*****	*****	*****
7/7/17	AMI	*****		
8/25/17	Buckboard Days	*****	*****	*****
8/27/17	Recycled Water Expansion	*****	*****	*****
8/27/17	Election Changes	*****	*****	*****
8/30/17	OPARC Submission	*****		
9/20/17	Filling Station	*****		



Memorandum

To: Board of Directors

From: Brittnie Van De Car
Public Affairs Representative

Date: September 12, 2017

Re: Public Affairs & Education Update

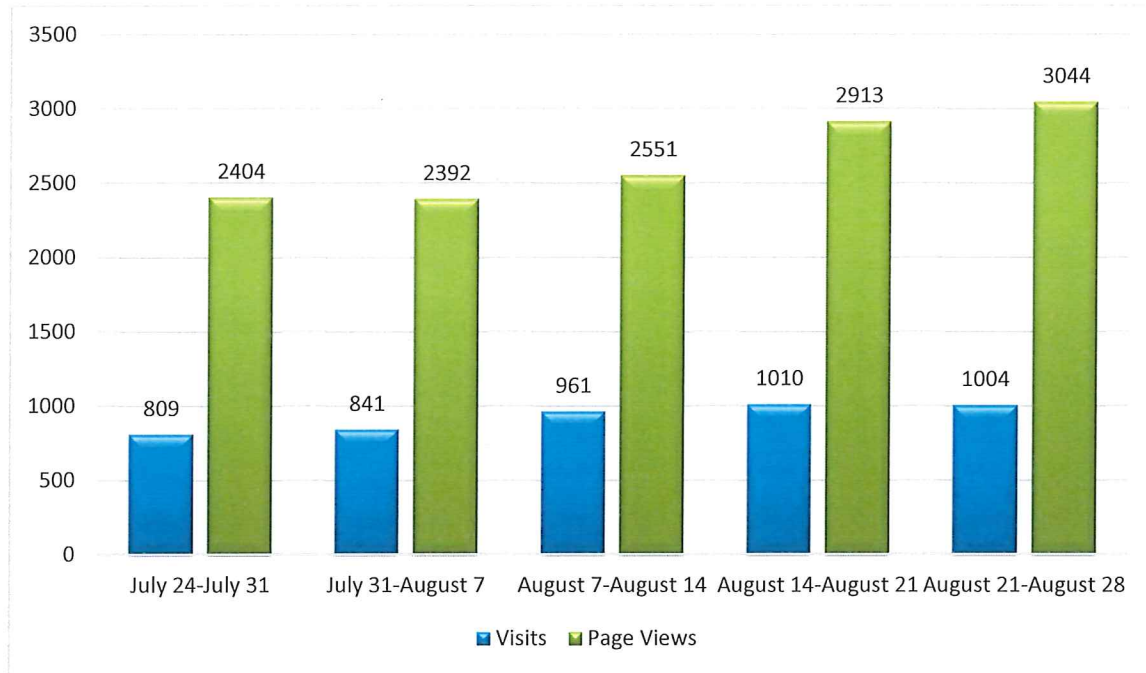
- Delivered folders to each school with the education brochure, Project WET Flyer and EduBucks flyer
- Created a slider for the website to promote the new Water Systems Operator I-II position. I have also posted it on all social media outlets.
- The District's Instagram now has 71
 - Promoting it on the bill insert, on Twitter and FaceBook
 - The logo has now been added on the website and the E-Newsletter
 - The District now has an official Hashtag--#DiscoverRWD
- Preparing for the Buckboard Days Parade; working with CV Strategies on the Banner and T-Shirt design.
- Starting to market for Customer Service Week-message to the customers went out on the bills August 30th. Customer Service Week is October 2-6, 2017.
- In the final stages of the new book that I co-wrote with a teacher from Rowland Elementary School. It will be ready for the 2017-2018 school year. This book aligns with the California State Standards, Next Generation Science Standards and EEI standards. The book also encompasses activities to align with the standards.
- Updating website to make it less busy and less repeats with forms and documents in repeated places
 - Worked with Tripepi Smith on more Google Analytic tools to assist with the website updates
- Purchased all supplies for the portable filling station-this will turn into a fun, "water quality" campaign using #DiscoverRWD
- Created a Survey Monkey to send out to the teachers that have participated in the classroom presentations.
 - The Teacher Evaluations are anonymous and provide valuable feedback
 - The feedback is used to develop and enhance future presentations
- Keeping up-to-date with the WaterSense partnership program:
 - Printing appropriate promotional material and placing it at the Customer Service Counter for distribution to customers
 - Attending bi-monthly webinars on upcoming promotional items and programs put on by the Environmental Protection Agency (EPA) WaterSense program
- Updating the Lobby Player on a daily/weekly basis



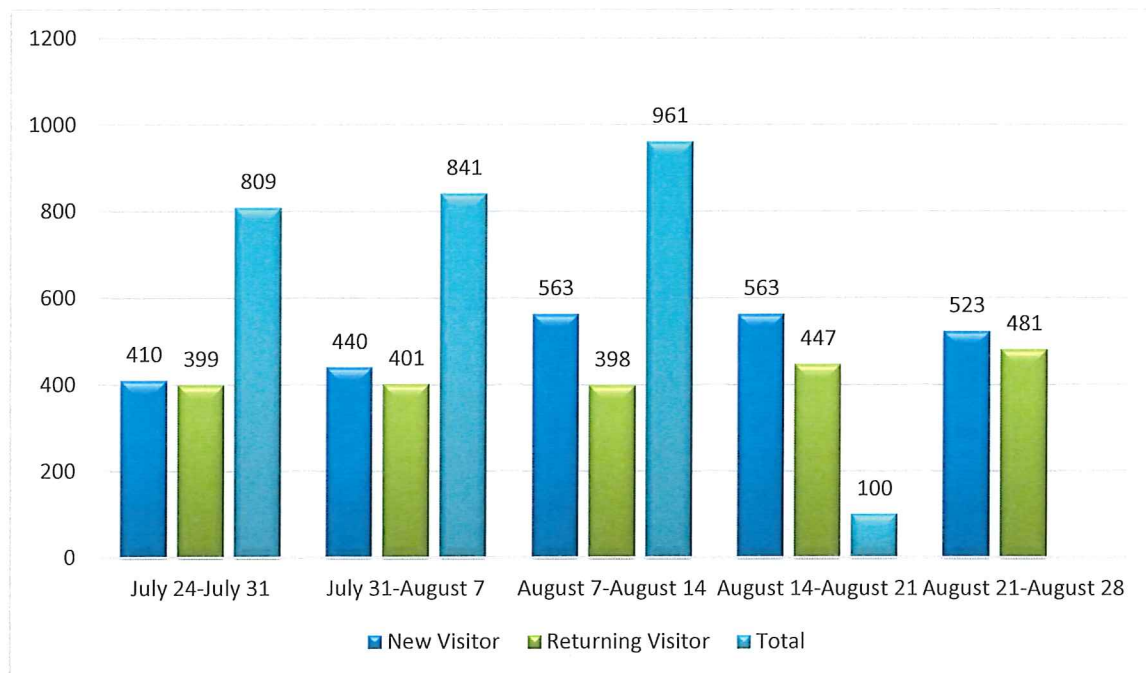
- Checking the Google Analytics weekly (see attached data charts)
 - The “Website Visits and Pageviews” allows us to determine the number of **new** vs. **returning** visitors and the **source** of viewing
 - The “Pageviews” allows us to evaluate which pages on the website are viewed most frequently
 - Adding all new customer emails to Constant Contact to be utilized as a customer newsletter database
 - Creating content, ideas and layout for quarterly e-newsletter
- Checking the District’s FaceBook and Twitter page Daily
 - Have created a daily “theme” for FaceBook and Twitter
 - Have a Rowland Hashtag that is on all of our posts
- Maintain and view District website on a daily basis
 - Update pages
 - Make relevant changes
 - Updating the Drought Monitor page weekly
 - Upload the Board packet, minutes and agendas when necessary
- Attended the monthly WEWAC meeting on Wednesday, August 23, 2017

August 2017 Website Google Analytics

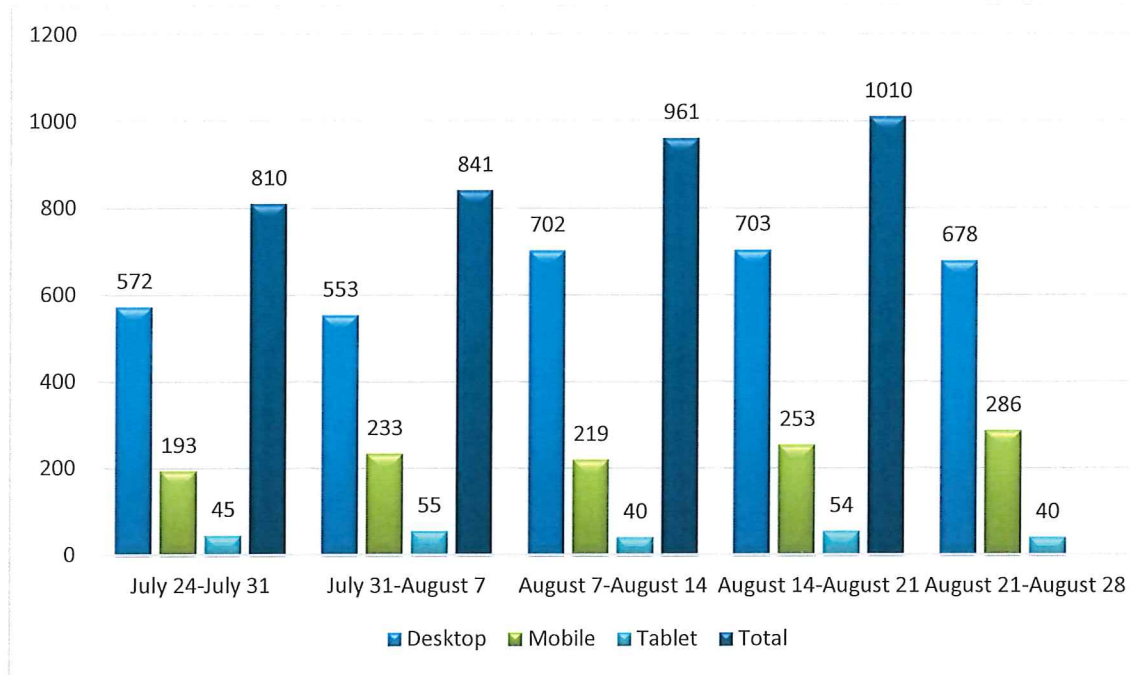
Website Visits and Pageviews



New vs. Returning Visitors



Source of Viewing



Tab

2.9

Sept. 25–28, 2017

Monterey, California

2017 CSDA ANNUAL CONFERENCE AND EXHIBITOR SHOWCASE

the leadership conference for special districts



growth
**KNOWLEDGE &
EXPERIENCE**

Attendee Registration

Growth

YEAR AFTER YEAR DUE TO
Value Delivered to Attendees

The one conference for you!

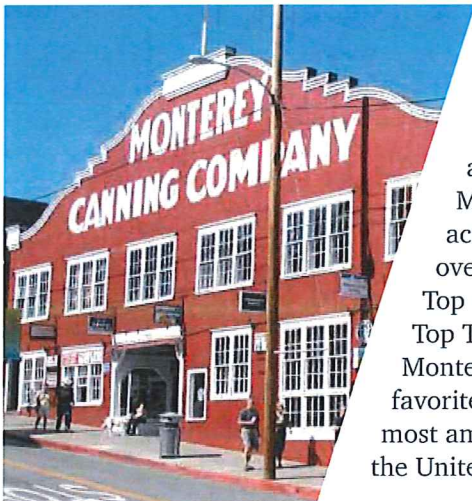
The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! Cultivate new connections this September in Monterey.

Join 800-plus special district professionals and industry experts for a three day, must-attend education, and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.



Monterey Marriott & Portola Hotels

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$169 plus tax and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation code.



What to Do?

Just 100 miles south of San Francisco, Monterey's breathtaking scenery, rich history, world-renowned attractions, and outdoor adventures invite one to grab life by the moments! Monterey is a dramatic setting for endless choices of activities all within minutes of convenient, charming overnight accommodations. Monterey is named a Top North American Golf Destination and the 2013 Top Ten Wine Travel Destination in the World. The Monterey Bay National Marine Sanctuary is home to favorite marine life that can be observed in one of the most amazing natural environments found anywhere in the United States. www.SeeMonterey.com



Attendance at the CSDA Annual Conference Qualifies for CIPs

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

The CSDA Annual Conference and Exhibitor Showcase **has something for everyone.** From board members and trustees to clerks and general managers...from fire chiefs to legal counsel...we've got you covered with these breakout sessions and more!

IS HR YOUR THING? THEN YOU MIGHT LIKE...

- Lions, Tigers and Comfort Animals - As the employer, what (and how) are you required to accommodate?
- CalPERS Update & How to Prepare for and Survive a CalPERS Audit
- Employment Law Update: Gender Identity in the Workplace

ARE YOU A DIRECTOR OR TRUSTEE? DO YOU WORK WITH DIRECTORS AND TRUSTEES? WE THOUGHT SO...

- Right this Way to a Better Board - Board Best Practices
- Better Boards Equal Better Districts
- The Empty Chair - Handling Board Vacancies and Appointments

NOT A TECH GURU? THAT'S OK...

- Being Open-Minded about Open Data
- Beyond Website Basics
- Open Government: Managing Public Meetings and Public Records in an Electronic Age

Which one is right for you? breakouts

NOT A LEGAL EAGLE? US EITHER - BUT WE KNOW PEOPLE...

- Look Before You Leap! Protecting Your District Before Litigation
- What's New in California Prevailing Wage Updates
- CEQA Basics and Hot Topics for Board Members and Staff

STRUGGLING TO FIND THE RIGHT WORDS? WE CAN HELP WITH THAT...

- Full Court Press: A Media Crash Course
- Tie in to TIERS - A New Framework for Practical Public Engagement at the Local Level
- Turning Public Perceptions of Your District from Negative to Positive: Dealing with Opposition, Complaints, Angry Customers, and Negative Media Coverage

GOT MONEY ON YOUR MIND? CHECK THESE SESSIONS OUT...

- Building a Solid Financial Foundation: Financial Policies and Internal Controls
- Understanding Special District Investments – What is the Trustee's Fiduciary Responsibility?
- Beyond the Next Budget: Fiscal Forecasts for Effective Planning

“ Everything went great. The breakout sessions were so informative and the speakers very helpful and willing to find info on any questions they couldn't immediately answer. The hotel was very comfy and the staff - hotel and conference alike - were very attentive. ”

CRYSTAL SMITH, DIRECTOR

Pre-Conference Program Events - Monday, September 25, 2017



Pre-conference Workshops

(pre-registration/payment required)

9:00 a.m. – 3:00 p.m.

Special District Leadership Academy Module 1: Governance Foundations

EARN SDRMA CIPS

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

\$225 Member, \$340 Non-member

11:15 a.m. – 3:15 p.m.

Building Your District Strong - Principles for Sustained Success

BHI Management Consulting

This workshop will systematically examine each area of building a strong district from the foundation to the top-level, optimized best practices. The course is designed for boards and their managers to assess their district against a template for success.

\$150 Member, \$225 Non-member



1:30 – 3:30 p.m.

Special District Administrator (SDA) Certification Exam *Special District Leadership Foundation*

(OPTIONAL – MUST BE SCHEDULED PRIOR TO CONFERENCE)

Golf Tournament

(pre-registration/payment required)



NEW! THE CSDA ANNUAL GOLF TOURNAMENT IS NOW THE

SDLF Scramble for Scholarships Golf Tournament

9:00 a.m. – Shotgun Start

Del Monte Golf Course

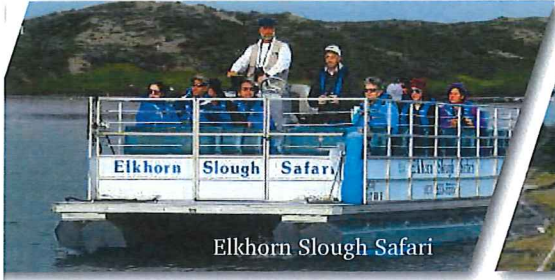
Join special district elected officials, staff, and business

affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

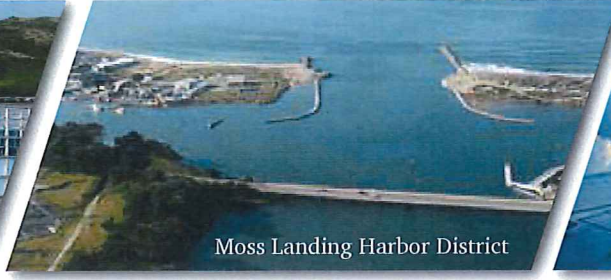
*\$115 includes golf with cart, lunch, and prizes!
Transportation to/from on your own*

“ This conference is a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers. ”

JOE BARGET, SDA
GENERAL MANAGER



Elkhorn Slough Safari



Moss Landing Harbor District



Monterey Regional Airport District

Pre-conference tours & more!

(pre-registration/payment required)

10:30 a.m. – 2:00 p.m.

PRE-CONFERENCE TOUR

Elkhorn Slough Safari™ and Moss Landing Harbor District Tour

Elkhorn Slough Safari™ is an exciting way to visit Elkhorn Slough, where you will see a fantastic variety of wildlife such as playful sea otters, curious harbor seals, sea lions, and hundreds of species of birds. The tour will provide excellent opportunities to view and photograph wildlife close at hand.

These two-hour boat cruises include an in-depth look at various aspects of slough ecology, fascinating history, and birding in the company of a naturalist guide.

\$60 per person includes transportation to/from the hotel, light snacks, and Elkhorn Slough Safari™

*Limited to 24 attendees!
Early registration is encouraged.*

12:00 – 3:00 p.m.

PRE-CONFERENCE TOUR

Monterey Regional Airport District Tour

Check out what's new at the airport. That's right! Get a tour of Monterey Regional Airport and briefing on projects and initiatives. Monterey Airport (MRY) a 498 acre is a "Non-Hub" airport created in 1941. Four airlines serve Monterey: Alaska Airlines, American, Allegiant and United Airlines.

\$50 per person includes lunch, tour, and transportation to/from the hotel.

*Limited to 15 attendees!
Early registration is encouraged.*

3:30 – 4:30 p.m.

Chapter Roundtable Discussion

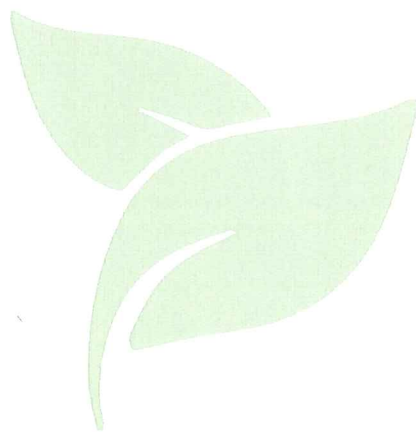
Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. *All attendees welcome.*

4:30 – 5:15 p.m.

District NetWorks Meetings

Designed by local special district leaders to connect and interact with other leaders from throughout California; come take part in one of our six District NetWorks meetings. No matter where you are in the state, you belong to a district Network. Share challenges, solutions, and opportunities with your neighboring districts. Learn how you can take part in CSDA's grassroots advocacy and public outreach efforts. Take this opportunity to meet your public affairs field coordinator, connect with special district leaders, and grow your Network!

To learn more about CSDA District NetWorks efforts, visit: www.csda.net/about-csda/district-networks/



CSDA ANNUAL CONFERENCE BEGINS Monday evening @ 5:30 p.m.

CSDA Annual Conference begins!

5:30 – 7:30 p.m.
President's Reception
with the Exhibitors
(All registered attendees welcome)

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Enjoy appetizers and refreshments as you meet with Monterey native and CSDA Board President Vincent Ferrante and CSDA board members from around the state.



CSDA Board President Vincent Ferrante



CSDA CEO Neil McCormick

Tuesday, September 26, 2017

7:30 a.m. – 6:00 p.m.
Exhibitor Showcase Open



7:30 – 8:45 a.m.
Continental Breakfast with the Exhibitors (Raffle)



9:00 – 10:45 a.m.
OPENING KEYNOTE PRESENTATION:
Eric Boles
Moving to Great

Eric Boles, president and founder of The Game Changers, Inc., will be starting off CSDA's 2017 Annual Conference with his keynote session "Moving to Great." Through his company, Mr. Boles has been able to create several executive and emerging leader development programs that are used globally and have set a new standard for organizations to enhance their culture and develop higher levels of commitment and performance. Mr. Boles' presentation will prepare you for Annual Conference with a drive to move toward greatness.

11:00 a.m. – 12:15 p.m.
CSDA Finance Corporation Board and Annual Meeting

Growth

11:15 a.m. - 12:15 p.m. **BREAKOUT SESSIONS**

Building a Solid Financial Foundation: Financial Policies and Internal Controls

James Marta & Company LLP CPAs

Best practices start with board adopted policies and procedures in key financial areas and internal controls. Special districts that are financially well-managed have clearly articulated fiscal policies. Formal documentation and communication are critical for proper implementation and monitoring. In this session you will learn what policies are critical for financial management, security, internal control, and financial decision-making. Questions to consider: Do you have written fiscal policies, how often are they reviewed, what do they cover, and are your employees aware of the policies?

Full Court Press: A Media Crash Course CV Strategies

Dealing with scrutiny from news media can be uncomfortable and even intimidating – especially going on-camera. In this hands-on workshop, hone real-world media skills from Emmy Award-winning former news insiders with decades of experience. Be prepared to step out of your comfort zone! In a safe setting, you'll stage a mock news conference complete with questions from our expert "reporters", discover the do's and don'ts of conducting an on-camera interview and come away with an increased awareness of how to face the media in even the most difficult of circumstances. Plus, learn about the latest industry best practices that combine the challenges and opportunities of managing an ever-evolving media landscape. Participants will leave with more self-confidence plus a state of the art "communications toolbox" complete with the tactics and tools they can't live without!

It's Getting Hot in Here – Climate Change Adaptation Recommendations for Special Districts

Local Government Commission and Office of Planning and Research

Climate mitigation and adaptation are hot topics in California and for special districts, especially with the climate change focus of the Little Hoover Commission's special district study. The Commission's report is expected to include numerous recommendations for special districts to be more involved in climate adaptation efforts. This session is the perfect opportunity to be responsive and learn about ways all districts, large and small, can prepare for and adapt to changes in the environment due to climate change.

Lions, Tigers, and Comfort Animals – As an Employer, What (and How) Are You Required to Accommodate?

Kane Ballmer & Berkman

This session will discuss the different categories of animals recognized by the Fair Employment and Housing Act, what the employer can ask the employee about the disability and the request for an accommodation, what the employer can demand in terms of documentation for the need for an accommodation and how the animal will assist the employee in performing the job functions, and importantly, what can the employer refuse to allow into the workplace?

Look Before You Leap! Protecting Your District Before Litigation

Stradling Yocca Carlson & Rauth

Discuss and explanation of the various mistakes and pitfalls that districts make that impair the ability to defend against later litigation. Topics discussed will include preserving the protections of the Government Claims Act, the need for a records retention policy, steps that should be immediately taken if you think the district might be sued, learning the steps necessary to preserve the protection of the Government Claims Act, how to maintain records in the digital age to increase chances in litigation, and how to respond when you think your district might be sued.

Open Government: Managing Public Meetings and Public Records in an Electronic Age

Richards Watson Gershon

Open government has taken on new meaning in this electronic age, and the legislature and courts are catching on. The result: new obligations for public agencies. Hear how other special districts have addressed electronic records and the use of personal email accounts and devices following the California Supreme Court's decision in *City of San Jose v. Superior Court*. How should your agency respond to Public Records Act requests for these, and other types, of records? What changes must be made to Brown Act practices in light of recent legislation? Find out during this update on open meeting and public records requirements.

Right this Way to a Better Board – Board Best Practices

BHI Management Consulting

Based on the instructor's new book *Fifty-Two Ways to be a Better Board*, this session will narrow the 52 ways down to four overall concepts that he has correlated as the most important elements of being a board member.



12:15 – 1:45 p.m.

Lunch with the Exhibitors

(All registered attendees welcome)

Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you’re looking for!

Lunch is included in conference registration.

2:00 - 3:15 p.m. **BREAKOUT SESSIONS**

Being Open-Minded about Open Data

Lozano Smith

Data increases geometrically on an almost daily basis. The methods by which you can harvest it and then put it to use for your district and those whom you serve increase in a similar manner. A general understanding of cyber-data, and how it can both benefit and compromise you, is critical in today’s regulatory and business environment.

CalPERS Update & How to Prepare for and Survive a CalPERS Audit

Liebert Cassidy Whitmore

Many special districts have been audited by CalPERS and more will be audited in the future. This session will provide a timely update on CalPERS developments for 2017 and the critical topics that your districts should know to prepare for a CalPERS audit and have a successful outcome.

Successful Strategies for Utilizing Debt

CSDA Finance Corporation

Debt is not necessarily a four-letter word. Borrowing funds for mission-critical infrastructure can be a valuable strategy for protecting cash reserves while achieving your district’s goals. Consultants from the CSDA Finance Corporation discuss ways to take advantage of low interest rates, including utilizing various financing structures, and refinancing of existing debt to save money in the long-term.

Required Ethics AB1234

Compliance Training (PART 1)

Meyers Nave

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

Special Districts Jeopardy!

CSDA and Panel of Legal Experts

“I’ll take special district laws for \$1,000 Alex.” Join us for this fast-paced and informative session featuring a panel of attorneys answering questions commonly asked by special districts regarding various areas of law, including the Brown Act, Public Records Act, Proposition 218, elections, board training requirements, and more. The session will also feature a ‘Lightning Round’ to allow the audience to ask our experts general legal questions.

Understanding Special District Investments – What is the Trustee’s Fiduciary Responsibility

Wells Fargo Advisors and Orange County Cemetery District

Presenters will cover the board’s fiduciary responsibilities by reviewing the importance of having an Investment Policy Statement, the Prudent Investor Rule, an overview of permitted investments per California Government Code, and investment strategies for rising interest rates. Concluding with a special district case study from a general manager’s perspective on the Investment Management Program.

What’s New in California Prevailing Wage Updates

Contractor Compliance and Monitoring Inc.

Prevailing wage law in California is constantly changing. Attend this session to get the latest update on recent changes. Key topics will include when: Maintenance and Service work is covered by prevailing wages; preconstruction work is covered by prevailing wages; and, work can be exempt from prevailing wage by using agency staff, volunteers, CCC, and students. CCMI will also be sharing its Public Agency Prevailing Wage Checklist designed to help agencies understand and comply with prevailing wage requirements.



3:30 - 4:30 p.m. **BREAKOUT SESSIONS**

A New Look at Design Immunity – Expanding Protection for Public Entities
Hanson Bridgett, LLP

Design immunity is an incredibly powerful doctrine that is underutilized by public entities. It provides an absolute defense to dangerous condition of public property liability for public entities. With some creative thinking, public entities can use design immunity not only to shield them from liability for injuries caused by the structural design of their facilities, but also for the way in which those facilities are operated. Come learn about this significant defense to dangerous condition claims and get tips on proactive steps your agency can take to strengthen and expand this immunity to maximize the potential of obtaining design immunity when sued.

Beyond the Next Budget: Fiscal Forecasts for Effective Planning

Hayward Area Recreation & Park District and Management Partners

Many agencies base next year's budget on this year's, assuming that most details will remain the same. But the risks of this practice were revealed during the Great Recession, when many special districts had to scramble to recover from plunging revenues. Hayward Area Recreation and Park District recently worked with Management Partners to develop a five-year fiscal forecast, which will allow the district to see how pay increases, new debt, pension costs, revenue changes, possible recessions, and inflation will affect the district.

Employee Engagement

CPS HR Consulting

Leaders at all levels of government are under enormous pressure to maintain and improve performance, while managing increased turnover and doing more with less. One proven response to this difficult leadership challenge is to improve the level of employee engagement. This workshop provides participants with the knowledge and tools to understand what engagement is and why it matters, and measure and improve employee engagement. Participants will be able to apply what they learn to measure and improve employee engagement in their organizations.

One Toke Over the Line: The Growing Specter of Marijuana in the Workplace

Atkinson, Andelson, Loya, Ruud & Romo

Marijuana is more common place than ever. With this changing legal landscape, it is critical that public employers understand their rights in addressing employee marijuana use. When and how can a public employer conduct drug testing? What is the scope of acceptable marijuana use in the workplace? What affirmative steps can a public employer take to address issues of marijuana use with its employees? Join us for a discussion of these timely issues to ensure that your agency is not left high and dry.

Required Ethics AB1234

Compliance Training (PART 2)

Meyers Nave

See previous session description.

Say What?!? Speaking Plainly Through Policy

BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. From BHI Management Consulting's President, Brent Ives, "Making good policy moves our board to the highest level of performance". Don't miss it.

Tie in to TIERS – A New Framework for Practical Public Engagement at the Local Level

Institute for Local Government

In this interactive session, participants will learn about a new public engagement framework created by the Institute for Local Government. The TIERS (Think-Initiate-Engage-Review-Shift) Framework provides a practical step-by-step approach for any local government, small to large. Share your challenges and hear from special districts that have begun to implement this framework.



4:30 – 6:00 p.m.

Mix & Mingle in the Exhibit Hall: Grand Prize Drawings

Root yourself and connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town in Monterey for dinner.

Be sure to enter for one more chance to win one of our fabulous prizes!



keynote speaker



8:15 – 9:00 a.m.
SDRMA Sponsored Full Plated Breakfast
(All registered attendees welcome)

9:00 – 10:45 a.m.
SDRMA GENERAL SESSION, SAFETY AWARDS, KEYNOTE
Manley Feinberg



Reaching Your Next Summit! 9 Vertical Lessons to Lead with More Impact
Manley Feinberg, business leader and author of *Reaching Your Next Summit! 9 Vertical Lessons to Lead with More Impact* will be our keynote speaker on Wednesday. Prior to Mr. Feinberg’s career as a speaker, he worked with Build-A-Bear Workshop and helped the company land on the FORTUNE 100 “Best Companies to Work For” List four years in a row with his award-winning business solutions. This keynote will leave with you many actionable techniques, frameworks, and insights to help lead your organization to a better tomorrow.

11:00 a.m. - 12:15 p.m. **BREAKOUT SESSIONS**

Beyond Website Basics
Streamline

If your district has a website—regardless of the platform—and you’re ready to take it to the next level, this is the session for you! We’ll share resources for free, beautiful photos and iconography you can use to dress up your site; cover various tools for converting Word files to PDFs, and scanned PDFs to text files (important for upcoming compliance requirements!); demonstrate easy ways to engage with citizens using things like email signup forms, voting and polling tools; and discuss search engine optimization including submitting your site to search engines, and how to craft content for the best search results. You’ll leave with handouts including additional resources to take back to your district or share with peers.

CEQA Basics and Hot Topics for Board Members and Staff

Best Best & Krieger and Albert A. Webb Associates
CEQA is complex and fast changing but this panel of CEQA attorneys and consultants will break this crucial environmental law down to its essential components. A special emphasis on the latest CEQA developments relating to greenhouse gas emissions, tribal cultural resources, SGMA, and marijuana use and cultivation will also be provided, focusing on how these “CEQA hot topics” affect special districts.

Employment Law Update: Gender Identity in the Workplace
Special District Risk Management Authority

In this session, we will discuss and provide examples of gender issues facing employers in California today. What is the current state of California law? What is an Employer’s legal duty to accommodate LGBTQ employees and/or the public? Exactly how many restrooms do we need?

Get in the Mix! Work-Life Blending
CPS HR Consulting

The concept of “work-life balance” is changing. With the ability to be connected all the time, we are moving to more of a work-life blend. How does that translate in the workplace? What does this look like for you and how can you find your right blend? By rethinking balance and seeking to blend, not only will you feel less guilty about mixing work and life together, but you will find it more realistic to feel fulfilled both at and outside of work.

“**The annual conference always gives me something I can use in my role as a board member.**”

MICHAEL SEAMAN,
DIRECTOR



11:00 a.m. - 12:15 p.m. **BREAKOUT SESSIONS CONTINUED**

Planning for the Future Through Effective Rate Setting

Best Best & Krieger and Santa Margarita Water District

Rate-setting is a necessary, yet often a difficult, obligation for every district. Districts must consider short-term financial requirements, including day-to-day operation and maintenance of water and wastewater systems, while simultaneously planning for the future through building reserves and preparing for future capital projects and improvements, and unexpected expenses. This session explores legal and technical requirements for rate-setting, as well as strategies for successful adoption and implementation of water rates designed for long-term financial stability from Santa Margarita Water District, based on experience.

The Doctor Will See You Now: Assessing the Financial Health of Your District

Mann, Urrutia, Nelson CPAs & Associates, LLP

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. The presenter will cover: understanding the financial audit process and how to evaluate audit results, application of basic financial ratios to help assess the financial health of your district, and evaluating fraud risk and implementation of related internal controls.

Turning Public Perceptions of Your District from Negative to Positive: Dealing with Opposition, Complaints, Angry Customers, and Negative Media Coverage

Rauch Communication Consultants, Inc.

Whether your district is seeking to overcome lack of support for an important program or buffeted and besieged by opposition, this seminar can help by providing clear examples and guidance on how to deal with difficult public issues and regain public trust, understanding, and support so your district can move forward.



12:30 – 1:45 p.m.

CSDA Annual Awards Luncheon

(All registered attendees welcome)

Recognize and celebrate your peers! Join us as we celebrate the best of special districts with awards including: Board Member of the Year, General Manager of the Year, the prestigious William Hollingsworth Award of Excellence, Chapter of the Year, Special District Leadership Foundation (SDLF) awards, and more!

CSDA Recognizes the Best Among Special Districts

Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations. Visit the Awards section of our conference website at conference.csdanet.net for more information.

CSDA Awards Luncheon

(Guest Only, without a conference registration): \$15

If you have any questions regarding the awards or the awards process, please contact Charlotte Lowe at 877.924.2732 or by email at charlottel@csdanet.net.

Deadline for submissions is Friday, July 21, 2017. All applicants will be notified prior to the Annual Conference as to the winner.



2:00 - 3:30 p.m. **BREAKOUT SESSIONS**

Before You Press Send: Public Records and Brown Act Considerations

Lozano Smith

Questions regarding use of e-communication, and retention of and public access to electronic documents, continue to challenge board members and staff. Hear the latest on e-communication and the Brown Act; public records; social media implications; and use of personal devices for public business. This session will help attendees better understand how the law applies to the use of technology.

Better Boards Equal Better Districts

Rauch Communication Consultants, Inc.
Best practices in board and committee meetings, role of the President, fostering healthy dialogue, board and general manager roles and relationships, and more. Streamline and update how your board operates. Gain ideas on how to make board meetings more effective, interesting, and meaningful. Learn how to evaluate whether to have committee meetings and if so, how to structure them. Get tips on how to ensure your board is focusing on the right information and issues, and providing clear policy direction to the manager. This is an interactive session full of examples and real world ideas.

Effectively Communicating Financials and Key Questions Board Members Should be Asking

James Marta & Company LLP CPAs and Olivenhain Municipal Water District

In this session, you will learn what key financial reports management and the board need for effective decision making and how to effectively present information to those with non-financial backgrounds to ensure a better understanding of the district's finances. Presenters will discuss the use of financial dashboards to summarize and present the most critical financial data needed on a regular basis, effective budget actual comparison, and multi-year analysis.

LAFCOs and Special Districts: Pitfalls and Opportunities

Meyers Nave

LAFCOs have significant authority over special districts and special care is needed to ensure that a district does not run afoul of its powers. This panel will look at specific instances where special districts can work with LAFCOs to avoid problems with other districts, evaluate new opportunities and understand where regional cooperation is the best policy for all involved.

Required AB1825 & AB1661 Harassment Prevention Training for Officials and Supervisors (PART 1)

Burke Williams Sorensen

AB1825 and AB1661 makes sexual harassment prevention training mandatory for supervisory employees and officials receiving any compensation. This legislation requires employers to ensure that all supervisors and officials receive at least two hours of sexual harassment prevention training every two years. Receive your AB1825/AB1661 compliance training for special districts with this breakout.

Winning the War for Talent

Santa Clara Valley Water District and Management Partners

The session will identify the key talent challenges identified in a series of focus groups involving senior leaders in local government and explore strategies and best practices to address the challenges and more.

Workers' Compensation Update

Special District Risk Management Authority
Are all workplace accidents compensable under California Labor Code? What does Arising Out Of/ Course of Employment (AOE/COE) mean? Join SDRMA for this lively and informative session that will answer these questions and more!



5:00 – 7:00 p.m.

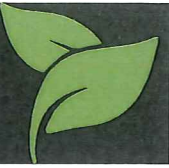
SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)

Taste of the City

(All registered attendees welcome)

Brews, Blues & BBQ

This party was so much fun this last time – we are bringing it back for an encore performance. Sample local BBQ and craft brews while enjoying music from our DJ/ auctioneer, games, and a silent auction.



3:45 - 5:00 p.m. **BREAKOUT SESSIONS**

FPPC Update: Conflicts of Interest
Fair Political Practices Commission

This session presented by a representative from the FPPC will include a presentation regarding conflicts of interest under the Political Reform Act and Government Code Section 1090 and a discussion of recent advice letters.

Get On Board: Employee Orientation Requirements and Best Practices

Liebert Cassidy Whitmore

Employee orientation is more than just a nice way to acquaint new employees with your history and mission. It's also a key tool to ensure employees work in compliance with your district's goals, policies and procedures, as well as to provide them with any applicable information about their legal protections in the workplace. This session will cover the best practices for districts, including best practices for districts with represented bargaining units.

Going to the Ballot?: Restrictions on the Use of Public Funds for Political Purposes

Hanson Bridgett

Need to raise revenues or change the law, but confused by pitfalls and restrictions? Want to support a bill or local measure, or ask your residents to approve a property-related fee or assessment, but not sure whether or how to reach out to the public? Come learn about the laws governing public agency efforts surrounding ballot measure campaigns, grassroots lobbying and legislative advocacy. Hanson Bridgett's attorneys will provide you with a framework to figure out next steps for your agency to inform the public, state or federal government, about your agency's needs.

How'd You Do That? Panel Discussion with CSDA Award Winners

Communication Advantage

Do you ever attend the CSDA Awards Luncheon and think "That's a great idea, but I wouldn't even know where to start on something like that"? This panel will explore such topics as where the great ideas come from, what additional resources are needed for implementation, how to gain board approval, and what factors help our judge select a winner. The panel will include representatives from winning agencies and an awards judge.

The Empty Chair – Handling Board Vacancies and Appointments

Meyers Nave

Attendees will receive instruction and information on board vacancies and appointments. Discussion will also include board governance related to behavior and removal, including legal process and procedures.

Watch Out! Dangerous Condition of Public Property

Special District Risk Management Authority

How dangerous does a condition have to be before a public entity is legally liable? What is a Trivial Defect? Are there immunities for recreational activities? These issues and more will be discussed during this informative session.

Required AB1825 & AB1661 Harassment Prevention Training for Officials and Supervisors (PART 2)

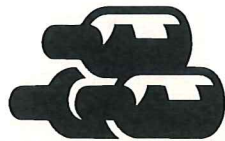
Burke Williams Sorensen

See previous session description.

Thursday, September 28, 2017



This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships.



A special wine raffle will be held at 6:30p.m. Purchase your tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully stocked. You must be present to win!



8:30 – 10:30 a.m.
Closing Breakfast

2017 Legislative Impacts on Special Districts

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2017, as well as a sneak peak of what to expect in 2018. Get all the latest legislative results and learn what they mean for special districts going forward.

10:30 a.m.
Conference ends

JOIN US FOR

Taste of the City

MUSIC & GAMES



FUNDRAISER



SILENT AUCTION



RAFFLE

**BREWS
BLUES
AND
BBQ**

★ **September 27th** | **5:00 – 7PM** ★

This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships.



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.



Attendee Registration Form

one form per attendee, please print



Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form with payment. Check should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at cathrinel@csda.net or call toll-free 877-924-2732.

Full conference registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDLF "Taste of the City" Reception on Wednesday
- Closing Breakfast on Thursday

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member			
Emergency Contact:		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
Conference Registration Fees		Early Bird (on /before Aug. 25, 2017)	Regular (after Aug. 25, 2017)
<input type="checkbox"/> CSDA Member - Full Conference		\$580.00	\$630.00
<input type="checkbox"/> Non-member - Full Conference		\$870.00	\$945.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$275.00	\$315.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$275.00 each day	\$290.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$415.00 each day	\$435.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 25		\$225.00	\$340.00
<input type="checkbox"/> Pre-Conference Workshop: Building Your District Strong - Sept. 25		\$150.00	\$225.00
<input type="checkbox"/> Pre-Conference Tour: Monterey Regional Airport District - Sept. 25		\$ 50.00 (includes transportation/lunch) (limited to 45 attendees)	
<input type="checkbox"/> Pre-Conference Tour: Elk Horn Slough Safari & Moss Landing Harbor District - Sept. 25		\$ 56.00 (includes trans./two-hour boat tour) (limited to 24 attendees)	
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Sept. 25		\$ 115.00 (includes lunch)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 27		\$ 45.00	
<input type="checkbox"/> SDLF "Taste of the City" Reception (Guests only) - Sept. 27		\$ 60.00 CSDA Member Guest	\$ 90.00 Non-member Guest
		TOTAL	
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Friday, September 1, 2017. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after September 1, 2017. Substitutions are acceptable and must be done in writing no later than September 15, 2017 at 5:00 p.m. Please submit any cancellation notice or substitution request to emilyc@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.



California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

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ATTENDEE REGISTRATION

2017 CSDA Annual Conference and Exhibitor Showcase



The CSDA conference was a great blend of sessions developed to assist our industries and their needs as well as great keynote speakers who were particularly motivating and inspiring to help us breathe new life into our own positions, and to help our office staff do the same.

SHERYL LANDRUM, SDA DISTRICT MANAGER



ACWA REGION 9 AND 10 PRESENTS: DAM EXCITING: ACCOMPLISHMENT AT PRADO – UP & DOWNSTREAM

WHEN

October 6

8:20 am – 2:30 pm

 [Add to Calendar](#)

LOCATION

365 N Main St, Corona, CA 92880

 [Get Directions](#)

COST

\$65.00

Member Pre-Registration Fee

\$90.00

Non-Member Pre-Registration Fee

DEADLINE

Sept. 29, 2017

ACWA Regions 9 and 10 are hosting an exciting program and tour that will showcase the accomplishments at Prado Dam. The morning tour will feature Prado Dam flood control operations and Prado Wetlands where endangered birds have multiplied in number. Following the tour the program will include discussion on the Prado and Orange County nexus as well as above the Dam issues including the Santa Ana River Conservation and Conjunctive Use Program, Upper Santa Ana River Habitat Conservation Plan, and a Review of

the Santa Ana River and Western Judgment. The program will also include an ACWA update. Preliminary Agenda [HERE](#).

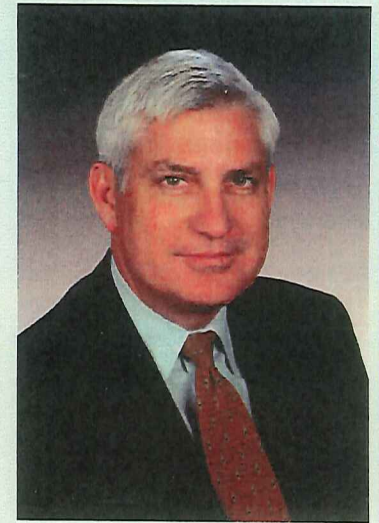
© 2017 Association of California Water Agencies

JEFFREY KIGHTLINGER, General Manager/Chief Executive Officer

Jeffrey Kightlinger is General Manager and Chief Executive Officer for The Metropolitan Water District of Southern California. The Metropolitan Water District is the largest municipal water provider in the nation delivering an average of over 2 billion gallons of water a day to 19 million customers across Southern California. Metropolitan serves one out of every two Californians in the six counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura.

Kightlinger was appointed General Manager in February 2006. As General Manager, he manages the District's \$1.8 billion annual budget and 1,800 employees to ensure the safe and reliable delivery of high quality water every day throughout Southern California. He reports to a board of 38 members representing 26 member agencies.

Kightlinger has an undergraduate degree from the University of California at Berkeley and a law degree from Santa Clara University. He serves on a number of boards including the Coro Foundation, the USC Price School of Public Policy, the UCLA Sustainability Advisory Board, the Climate Action Reserve, the California Foundation on the Environment and the Economy, the Los Angeles Economic Development Council and the Los Angeles Area Chamber of Commerce, among others.



"IT'S CRUNCH TIME FOR CALIFORNIA WATER"



"Our communities - farms, businesses, homes - and economy depend upon reliable, affordable, high quality water supplies."

californiawaterfix.com

THURSDAY, October 12, 2017, 7:30am - 9:00am
Sheraton Fairplex Suites, 601 W. McKinley Ave.,
Pomona, CA 91768

RSVP to: (909) 621-5568

Cost is \$20 and it covers the breakfast buffet*

*Please, no payment at the door. Pre-payment preferred, or we will be happy to bill you after the event.



BOARD OF DIRECTORS

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GENERAL MANAGER/CHIEF ENGINEER
Richard W. Hansen, P.E.

August 21, 2017

**Inspection Trip to State Water Project / Sacramento-San Joaquin Delta
Friday and Saturday, October 20-21, 2017
Invitation Letter**

As a Board Member of Three Valleys Municipal Water District (TVMWD) and representative to the Metropolitan Water District of Southern California (MWD), I invite you to learn first-hand about the current water supply challenges we face in providing a local and statewide reliable water supply since the Governor's declaration of a statewide water crisis.

As guests of Three Valleys and MWD, you will have the opportunity to join a diversified group, including elected officials, water agency staff, business and community leaders and members of the public on a tour and briefing on how the limited supply of water from the State Water Project impacts our ability in providing water reliability for our region.

I encourage you to join us on this highly educational inspection trip. Space is limited for this tour and reservations are accepted on a **first come, first served basis**. Attached is a **DRAFT** itinerary and map to our District office. The final itinerary will be slightly different however this draft will give you an idea of what you will see on the trip. The final itinerary will be emailed to you along with your confirmation letter on Monday, October 9th.

Hotel reservations are **DOUBLE OCCUPANCY**. It is also highly encouraged that you bring only a carry-on bag/luggage versus checked bags. Since we will be doing quite a bit of walking casual attire is recommended, **MANDATORY CLOSED TOE SHOES ARE REQUIRED**, for safety reasons please avoid bringing any type of open toe shoes or sandals. We are sorry for this inconvenience.

I hope that you can join us on the exciting, two-day Inspection Trip of the State Water Project. The trip is sponsored by MWD and includes all transportation, lodging and meals.

If you have any questions regarding this trip, please contact Maria Contreras, Administrative Assistant, at 909-621-5568 or via email at mcontreras@tvmwd.com.

I look forward to seeing you.

Sincerely,

A handwritten signature in black ink, appearing to read "David D. De Jesus".

Director David D. De Jesus



DRAFT ITINERARY Lodestar Farm option
INSPECTION TRIP OF THE STATE WATER PROJECT and the
SACRAMENTO-SAN JOAQUIN DELTA

Sponsored by
The Metropolitan Water District of Southern California

Director David De Jesus
Representing Three Valleys Municipal Water District

Friday-Saturday, October 20-21, 2017

Friday, October 20

- 7:30 a.m. - Assemble at Three Valleys MWD
1021 Miramar Avenue
Claremont, CA 91711
- Three Valleys MWD Contact: Maria Contreras (909) 621-5568
Metropolitan Water District Contact: Al Mendez (562) 298-8071
- 8:30 a.m. - Board Silver State shuttle bus, depart promptly for Ontario Airport
- 9:00 a.m. - Arrive Ontario Airport
- 9:25 a.m. - Meet at Gate (TBD) for boarding
- 9:55 a.m. - Depart for Sacramento via Southwest Airlines Flight **#1840**
- 11:10 a.m. - Arrive at Sacramento Airport and regroup at baggage claim
- 11:40 a.m. - Depart Sacramento Airport for Oroville Dam
- 1:00 p.m. - Arrive at Oroville; pick up California Department of Water Resources (DWR) representative for tour of Oroville Dam Visitor Center. Lunch in Oroville.



Oroville Dam is on the Feather River above the city of Oroville in Butte County, California. It creates Lake Oroville, generates electricity, and provides drinking and irrigation water for Central and Southern California. The dam, lake and other facilities are owned & operated by the State of California Department of Water Resources and is part of the California State Water Project (SWP).

When Oroville Dam was constructed, several miles of spawning and nursery grounds were no longer available for salmon and steelhead trout returning to their home stream to deposit eggs. To compensate for the loss, the hatchery was built in 1967, planned cooperatively by the Department of Fish and Wildlife and DWR.

- 2:45 p.m. - Depart Oroville for Lodestar Farms
- 3:00 p.m. - Arrive at Lodestar Farms
3719 Foothill Blvd., Oroville, California 95966
(530) 534-6548

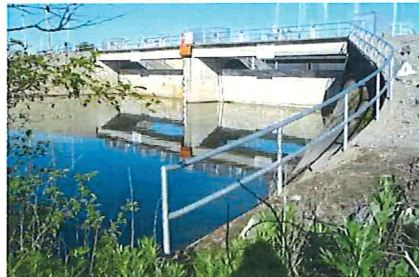


With over 100 years of olive oil production in Oroville, California, starting with Mrs. Ehmann in 1898, Lodestar is proud to carry on the tradition of farming a quality extra virgin olive oil. Oroville, California, the birthplace of commercial California olive production, is the only region in California that can claim a distinct flavor and style. That style and flavor is inherent in every bottle of Lodestar Olive Oil.

- 4:30 p.m. - Depart for Embassy Suites
- 6:00 p.m. - Arrive at Embassy Suites for check- in
100 Capitol Mall, Sacramento
(916) 326-5000
- 7:00 p.m. - Assemble at the front desk; walk to Rio City Restaurant
(5 minutes) on the wharf in Old Town Sacramento
- 7:15 p.m. - Dinner at Rio City Restaurant, Old Town Sacramento; legislative
update
(916) 442-8226

Saturday, October 21

- 7:00 a.m. - Complimentary Embassy Suites made-to-order breakfast
- 7:30 a.m. - Delta Presentation by Delta expert Curt Schmutte (Rm. – TBA)
- 9:00 a.m. - Depart for Delta passing Freeport, Clarksburg to Hood
- 9:45 a.m. - Stop at Delta Cross Channel, Walnut Grove, CA



Stop at Delta Cross Channel, discuss engineering dilemmas and solutions; depart for Twitchell and Sherman Islands through towns of Walnut Grove, Ryde and Isleton – discussions regarding levee restorations, carbon-capture farming, and set-back levee projects.

- 10:30 a.m. - Depart for Oakley

- 11:30 a.m. - Arrive Oakley: Catered lunch at Big Break Visitor Center; Lunch
69 Big Break Visitor Rd., Oakley, CA 94561
(510) 544-2753
- 1:00 p.m. - Depart for the Banks Pumping Plant
- 1:30 p.m. - Arrive at Banks Pumping Plant and meet DWR Representative for
tour of facility, 7777 Bruns Rd., Byron, CA 94514



Located in the south Delta, the Harvey O. Banks Pumping Plant marks the beginning of California Aqueduct. The 11 pumps lift water from Clifton Court Forebay 244 feet into the 444-mile aqueduct. Here is where Delta water begins its journey through the largest aqueduct system in the world, finally ending up in Southern California. There are many canals, reservoirs and pumping stations along the course of this aqueduct which travels down the western edge of the San Joaquin Valley, and supplies water to the agricultural communities of much of San Joaquin, and urban Southern California. The California

Aqueduct is a major component in the State Water Project system that was initiated in the early 1950's.

- 2:45 p.m. - Depart Banks Pumping Plant for Oakland Airport; wrap-up
discussions
- 4:00 p.m. - Arrive at Oakland Airport; proceed to gate
- 5:05 p.m. - Depart Oakland via Southwest Airlines **flight #6017** for Ontario
- 6:20 p.m. - Arrive at Ontario Airport
- 7:45 p.m. - Depart for Claremont
- 8:15 p.m. - Three Valleys MWD
1021 Miramar Avenue
Claremont, CA 91711



Emergency Contact

In case of emergency during this trip, telephone contact to our group may be made through MWD's 24-hour Security Watch Center, (800) 555-5911. Inform the operator that you are calling for an inspection trip guest with Director De Jesus and Inspection Trip Manager Al Mendez. You may also reach the group directly by calling Al's cell: (562) 298-8071 or emailing amendez@mwdh2o.com.

FPPC Reporting and Gifts

Travel expenses paid by Metropolitan for this inspection trip may be reportable under California's Fair Political Practices Act. Participants who are required to file a California Statement of Economic Interests, Form 700, may need to report their pro rata share of the travel costs, although the costs are usually not subject to the statutory annual gift limit of \$470. With limited exceptions, the travel costs for a companion traveling with the participant are also reportable as a gift to the participant and are subject to the annual gift limit. Participants should check with their legal advisor or the Fair Political Practices Commission for guidance on how to report these costs.

For planning purposes, the average value of this type of trip is \$675. Upon request, Metropolitan will provide the actual pro rata cost for participants within 30 days of the first day of travel.

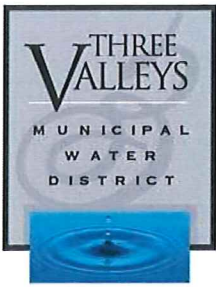
Guidelines for Photography & Audio/Visual Recording

To help ensure the security of Metropolitan's operations and facilities, taking photographs, making audio recordings and/or videotaping are strictly prohibited except where indicated by Metropolitan staff. For the privacy and comfort of all participants, guests are requested to seek permission before taking photos or recordings of other participants.

All photographs and audio/video recordings are assumed to be for a participant's personal use. The release or presentation of any photos or audio/videotapes for commercial purposes requires Metropolitan's prior approval and the written permission of any identifiable persons in the photo or videotape. All such photos and presentations must clearly indicate the party or parties that have made or produced them, that Metropolitan is NOT responsible for their content or display, and that Metropolitan is not endorsing any party or parties that have taken or produced the photos or videos.

For your convenience, Metropolitan maintains a portal of pre-approved photos of the various facilities and sites that are typically included on our Southern California inspection trip itineraries. You may access these photos at:

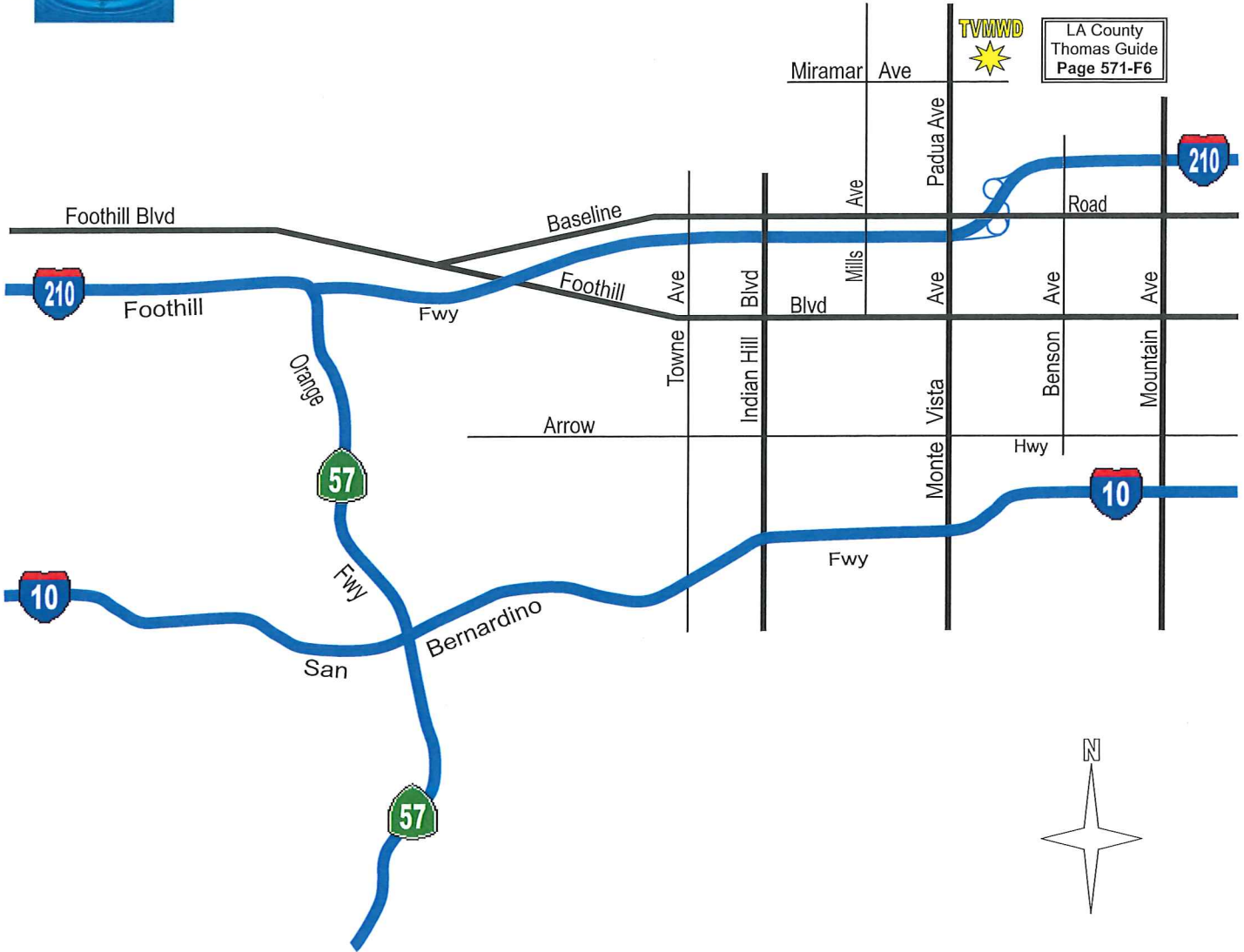
<http://www.mwdh2o.com/DocSvcsPubs/inspection-trip/>



~ HOW TO FIND US ~

Three Valleys Municipal Water District

1021 Miramar Avenue
 Claremont, California 91711
 (909) 621-5568



LA County
 Thomas Guide
 Page 571-F6

From downtown LA	From San Fernando Valley/Ventura Co.	From Orange County	From San Bernardino & Riverside Counties
San Bernardino Fwy (I-10) east to SR-57 interchange. North onto Orange Fwy (SR-57). East onto Foothill Fwy (I-210). Exit Base Line Rd. Turn west (L) onto Base Line Road. Immediately turn north (R) onto Padua Ave. Continue on Padua Ave for about ½ mile. Turn east (R) onto Miramar Ave, private road, then left at iron gate.	Ventura Fwy (SR-134) east, continue on Foothill Fwy (I-210). Exit Base Line Rd. Turn west (L) onto Base Line Road. Immediately turn north (R) onto Padua Ave. Continue on Padua Ave for about ½ mile. Turn east (R) onto Miramar Ave, private road, then left at iron gate.	Orange Fwy (SR-57) north. East onto Foothill Fwy (I-210). Exit Base Line Rd. Turn west (L) onto Base Line Road. Immediately turn north (R) onto Padua Ave. Continue on Padua Ave for about ½ mile. Turn east (R) onto Miramar Ave, private road, then left at iron gate.	Foothill Fwy (I-210) west. Exit Base Line Rd. Turn west (R) onto Baseline Road. Immediately turn north (R) onto Padua Ave. Continue on Padua Ave for about ½ mile. Turn east (R) onto Miramar Ave, private road, then left at iron gate.

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YOUR BEST PROTECTION

July 31, 2017

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

Re: Risk Assessment Visit

Dear Tom:

It was a pleasure to visit Rowland Water District on July 18, 2017. The purpose was to conduct a review of loss history and obtain an update on operations. Several sites and facilities were visited. Please thank Eric Hall, Operations Superintendent, and Dusty Moisio, Water Systems Supervisor, for their time during my visit.

We reviewed the District's loss history. The Experience Modification Rates (E-Mod) in the Workers' Compensation (WC) and Liability Programs continue to be less than 1.0 in both Programs. This trend has been in place for the last five policy years. As a result, Rowland Water District continues to receive premium discounts. In the current policy year, this amount exceeds \$27,000. In the Property Program, there was only one paid loss in the last ten policy years. Please thank your staff for their continuing efforts in risk management and loss reduction.

All sites visited were well maintained and secure. My compliments to your staff for their housekeeping efforts. A new air compressor and surge tank went into service at the Whitter Booster Station. A request has been made for XL Engineering to inspect and permit the air compressor. This is a no cost benefit of the District being in the Property Program. The District's other three pressure vessels are not due for re-inspection until September 2019.

Several resources were provided as part of my visit including:

- Forklift training and operation certification templates
- Links to rescue skid manufacturers for confined space entry operations
- Ladder/up post to be used at fixed ladders as an additional handhold (roof and vault entries)
- Referral to Occu-Med for Return-to-Work, Respiratory Medical Questionnaire, and Fit-for-Duty evaluations

We also reviewed a typical job description for field employees. It is suggested that wording be changed to "must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds, occasional lifts up to 90 pounds may be required", versus requiring a 90 pound lifting requirement. Ergonomic injuries related to lifting tasks are a major source of

Mr. Tom Coleman, General Manager
Rowland Water District
July 31, 2017
Page 2

workers' compensation claims for the pool and member agencies. An activity hazard analysis was provided for lifts exceeding 50 pounds. A copy is included for your reference.

We reviewed the Risk Transfer Manual that was updated by our Member Services department on July 1, 2017. The new format assists districts in determining the proper contract language and endorsements required depending on the scope of work. All staff responsible for contract management and purchase orders should review the latest changes at <http://www.acwajpia.com/RiskTransferManual.aspx>.

On behalf of the JPIA, it is a pleasure to provide risk management services for Rowland Water District. Eric offered to host a two day Cal/OSHA 10-Hour training in the fall 2017. I will work with him to set up dates and times. Until that time, if you or your staff have any questions or need additional assistance, please contact me at (760) 224-4322, or pkuchinsky@acwajpia.com.

Sincerely,



Peter Kuchinsky II, CSP, CEAS I, STSC
Lead Risk Management Advisor

731:tl

- Enc. Lifting AHA-JHA
Occu-Med Quick Reference
- c: Eric Hall, Operations Superintendent
Dusty Moasio, Water Systems Supervisor
JPIA Member Services
JPIA Risk Management Committee
Robert W. Lewis, JPIA Board Member